

Board of Selectmen's Meeting Minutes
August 7, 2008
Harpswell Town Office
Approved on August 21, 2008

Page 1 of 3

Selectmen Present: Mark E. Wallace and Chairman Amy N. Haible

Staff Present: Terri Sawyer, Deputy Town Administrator and Marguerite Kelly, Treasurer

The Board met at 6:00 p.m. to handle administrative matters; the Board signed a letter to the Department of Transportation following a request from Topsham concerning an on ramp to I-295; wharf notice of decision and a holding tank application was signed.

Call to Order and Pledge of Allegiance: The meeting was called to order by Chairman Haible at 6:30 p.m. with the Pledge of Allegiance. The meeting was videotaped and broadcast live on Harpswell Community Television.

1. Adoption of the Agenda: Chairman Haible moved, seconded by Selectman Wallace to amend the agenda by adding 17a. Dolphin Marina Liquor License; motion passed 2-0.

2. Town Administrator's Report: Deputy Administrator Sawyer announced there was a meeting at the Giant's Stairs on August 12 at 9:00 a.m. with the Maine Conservation Corps. to review the proposed improvements. Deputy Administrator Sawyer reminded the Board of the 4:30 p.m. meeting on August 12 with the Pipeline Advisory Committee and representatives from the Navy regarding the pipeline removal process. Deputy Administrator Sawyer reported that taxpayers can expect to receive tax bills sometime next week since the Board set the mill rate at \$6.19/thousand and the bills will be mailed early next week.

3. Selectmen's Announcements: There were no announcements.

4. Old Business: Chairman Haible suggested the Carrying Place Assembly be placed on the next agenda under old business and the members be notified.

5. Treasurer's Report: Marguerite Kelly, Treasurer, presented her report for July 2008 (attached as further reference). Ms. Kelly responded to a question by Glenn Gott that the Town is trying to conserve energy and the Energy Task Force has information to investigate participating in a power group purchasing program.

6. Request for Proposals for Emergency Vehicles: David Mercier, Harpswell Neck Fire Chief and chair of the Emergency Vehicles Committee, stated these request for proposals for an ambulance for Orr's Island and a cab/chassis and remount for Harpswell Neck were the product of the Committee. Each Department prepared the specifications and the Committee performed a peer review. Chairman Haible questioned whether there would be a price increase on the Cundy's Harbor ambulance by waiting 6 months; Mr. Mercier responded that perhaps but that it was important to have each department comfortable with the vehicle and process. Chairman Haible moved, seconded by Selectman Wallace to approve sending the RFPs for the ambulance, remount and chassis as outlined in the August draft RFP along with the specifications; motion passed 2-0.

7. Request for Proposals for Capital Road Project: Bob Venard, Road Commissioner, reviewed the specifications for the capital road project involving Grassy Road, Steamboat Road and a portion of Ash Point Road. The bids will be opened August 28 and reviewed with a recommendation to the Board at the September 4 meeting and no budget overruns are expected. Randy Tome, Woodard & Curran, reviewed the draft design for the project, instructions for bidders, pre-bidder meeting and the bid opening meeting. Selectman Wallace stated that Woodard & Curran has done a good job but he's not sure all roads need engineering but he will not hold up this project as the timeline is late. Chairman Haible moved, seconded by Selectman Wallace to approve the bid process and proceed; motion passed 2-0.

8. Report from Midcoast Regional Redevelopment Authority Representative: John Moncure, MRRA member nominated by the Town and appointed by the Governor, provided the Selectmen with the history of past base closures and how they recovered. Mr. Moncure reported that the Brunswick Naval Station closure must comply with NEPA (National Environmental Protection Act) and a contractor has been selected to perform the environmental review. Chairman Haible asked if there are any environmental concerns to Harpswell; Mr. Moncure responded there is a plume in Brunswick but of no concern to Harpswell. There are many complex issues that require studies (many are in process) such as the airport, infrastructure, housing, renewable energy and workforce issues. Mr. Moncure offered to seek answers to any questions the Board may have. Chairman Haible requested Mr. Moncure regularly report to the Board. Chairman Haible stated the Town needs funding to perform a pier study at Mitchell Field and Mr. Moncure suggested contacting Steve Levesque.

9. Request for Use of Mitchell Field by Harpswell Festival, Inc. for Volunteer Thank-you Gathering: Deputy Administrator explained that Harpswell Festival would like to hold a gathering on August 10 to thank the volunteers and that parking and the music will be the same as during the Festival. The proposed rain date of August 17 conflicts with the previously approved Coastal Rotary Club function. Chairman Haible moved, seconded by Selectman Wallace that provided the Board receives proof of insurance covering the date of the event, naming the Town as additional insured, the Board approves the application submitted by Harpswell Festival, Inc. for the use of Mitchell Field for a volunteer gathering on Sunday, August 10, and waives provisions of the Group Use Policy that require payment of an advance deposit fee and payment of a per person attendance fee; that the Board agrees to allow amplification of sound similar to past Festivals and the use of motorized vehicles to the site with a parking plan similar to past Festivals; and that Harpswell Festival, Inc. will be responsible for monitoring shorefront activity and for preventing unauthorized access to the pier; and that the rain date of August 17 is not approved (suggest August 16); motion passed 2-0.

10. Acceptance of Bench for Mitchell Field: Deputy Administrator Sawyer explained a taxpayer would like to donate a bench for Mitchell Field and since the Board only has the authority to accept monetary gifts, recommended the Board accept the bench on loan for now until Town Meeting can authorize the Board to accept objects. Chairman Haible stated there was a bench stolen from Mitchell Field and that the thief has stolen from neighbors and everyone; she hopes it will be returned. Selectman Wallace stated everyone enjoys Mitchell Field and stealing objects and driving atv's on the site is wrong and he asked for the activities to stop. Chairman Haible moved, seconded by Selectman Wallace to accept the bench on loan until the Town formally accepts the bench; motion passed 2-0.

11. Open Skid Steer Bids: The bids were received as follows: Beauguard \$18,700 with an \$8,000 trade; Wallingford Equipment \$15,500 with a \$5,000 trade (and a second option of 17,500); Waterman Farm \$20,990 with a \$12,910 trade. The Board referred the bids to the Recycling Center/Transfer Station Manager, Jim Gordon, for review and that a purchase order requisition will follow with a recommendation.

12. Department of Marine Resources Memorandum of Understanding: Deputy Administrator Sawyer explained this item was tabled from the last meeting pending a clarification on the Town's responsibility with maintenance. The Town would be responsible for minor maintenance such as clearing leaves out of the unit and considering the benefits for keeping clamming flats open, recommended approval of the agreement. Selectman Wallace expressed concern about the liability of the unit and vandalism, including possible theft of it. Chairman Haible moved, seconded by Selectman Wallace to sign the Memorandum; motion passed 2-0. Staff is to investigate the potential liability issues.

13. Road Name Requests: Chairman Haible moved, seconded by Selectman Wallace to approve the road names Millan Drive and Langdon Drive in the Brunswick Housing Authority project; motion passed 2-0.

14. Disposition of Town Boat, Outboard and Trailer: Deputy Administrator Sawyer reported the boat, outboard and trailer have not been used since 2002 and the Marine Wardens recommend disposing of the items. Selectman Wallace stated he would like to review the items with the Harbormaster first to determine whether there is a use for the Town or at least a minimum bid that should be required. Chairman Haible moved, seconded by Selectman Wallace to table this item; motion passed 2-0.

15. Use of Recreation Carryover – Field Hockey Goggles: Chairman Haible explained the Board can authorize use of carryover from the dedicated recreation fund based on the Town's Policy for a number of reasons including special equipment. The Recreation Director and Recreation Committee recommend use of the carryover for the eye guards for field hockey. Chairman Haible moved, seconded by Selectman Wallace to authorize the expenditure of \$550 from carryover for 22 eye guards; motion passed 2-0.

16. Consider Meeting with Abutters of Mitchell Field Re: Water: Chairman Haible stated she and Administrator Eiane met with the DEP regarding the water source condition at Mitchell Field and the potential to lift the 450 gpd restriction to 9,000 gpd. Chairman Haible explained a meeting with the abutters at Mitchell Field is a necessary step in proceeding with this change and that the past water pump tests have proven to not create negative impacts. The Board chose tentative dates of September 8 and 11 at 5:30 p.m.

17. Consider Meeting with Congressionals Re: Mitchell Field Pier Analysis Funding: Chairman Haible explained there is a white elephant at Mitchell Field and that the Town needs funding to engineer a study of its condition. Chairman Haible suggested the Town implore the help of our congressional delegates with a potential date of September 18 or 25th at 9:30 or 10:00 a.m. The Town Planner and the MFIC is invited to attend the desired meeting.

17a. Dolphin Marina Liquor License: Chairman Haible moved, seconded by Selectman Wallace to approve the Dolphin Marina liquor (wine and malt) license with the condition that staff review the licensing and reports with Cumberland County; motion passed 2-0.

18. Authorization of the Warrant: Chairman Haible moved, seconded by Selectman Wallace to approve warrant 48 in the amount of \$716,665.53; motion passed 2-0. Deputy Administrator Sawyer stated that due to the Town's policy, one Selectman can sign the payroll warrant and therefore a vote is not needed for payroll warrant 32 in the amount of \$14,122.48.

19. Approval of the Minutes: Chairman Haible stated it would be helpful to have a punch list of items needing attention at the end of each meeting. Selectman Wallace moved, seconded by Chairman Haible to approve the minutes of July 15, July 24 and July 31; motion passed 2-0.

20. Public Comment: Glenn Gott commented on the capital road project and the Energy Task Force.

21. Adjournment: The meeting was adjourned by unanimous vote at 8:25 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer

Attachments: Treasurer's Report