

Board of Selectmen's Meeting Minutes
July 10, 2008
Harpswell Town Office
Approved July 24, 2008

Page 1 of 4

Selectmen Present: James S. Henderson, Mark E. Wallace and Chairman Amy N. Haible

Staff Present: Kristi Eiane, Town Administrator; Terri Sawyer, Deputy Town Administrator; Marguerite Kelly, Treasurer; and William Wells, Code Enforcement Officer

The Board met at 5:30 p.m. to handle administrative matters; an update was provided to the Board regarding Graveyard Point Town Landing; letters received by the Town regarding the Hildreth Road property situation were provided to the Board and the process for the site visit discussed; there was a brief discussion regarding Bailey Island Library Hall being considered as a historic site; Wharf notice of decision was signed; a catering permit was signed; the Board was invited to a flag raising ceremony at the Cundy's Harbor Fire Department on Sunday, July 13 at 4:30 p.m.; upcoming meetings were reviewed; Administrator Eiane informed the Board that DEP was considering recording a letter in the Registry lifting the current water restrictions at Mitchell Field; Administrator Eiane will attend a meeting with GZA in Augusta on July 31 at 10:00 regarding Mitchell Field; Selectman Henderson wants to establish business criteria and perhaps get input from the previous Mitchell Field negotiators and the committee; Chairman Haible requested staff follow up on applying for the EPA Brownfield grant; Administrator Eiane explained the Town needs to be NIMS compliant in order to apply for homeland security grants; Administrator Eiane spoke about an emergency training seminar she attended; Administrator Eiane expressed concerns about this coming heating season and stated she will work with the Fire & Rescue Committee and churches to work on a plan for those in need; Selectman Henderson wants to check with the Housing Authority regarding weatherization efforts to help with fuel costs; Administrator Eiane suggested she will get an estimate from Ransom Environmental to review the available data and information regarding a road salt contaminated well on Bailey Island and the Board agreed; the Board discussed a meeting with Woodard & Curran on July 18 at 3:00 p.m.; Chairman Haible requested a list of roads with high potential of snow plow damage be sent to Crooker with a request to be careful and offer assistance on these roads with marking, etc.

Call to Order and Pledge of Allegiance: The meeting was called to order by Chairman Haible at 6:35 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 Henderson to adopt the agenda as printed; motion passed 3-0.

2. Town Administrator's Report: Administrator Eiane reported that the Recycling Center/Transfer Station Manager plans on retiring on July 17, but that he may extend that date based on Town needs. Administrator Eiane noted the potential difficulties with this coming heating season and stated there are Federal and local programs to help if need and encouraged anyone who may need assistance to contact the Town. Administrator Eiane encouraged donations to the Town's heating assistance program and for neighbors to look out for neighbors.

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

4. Old Business: There was no old business.

5. Treasurer's Report: Marguerite Kelly, Town Treasurer, reviewed her treasurer's report for the month of June (attached as further reference). Ms. Kelly noted the importance of obtaining signed agreements with the Fire Departments regarding service and expressed concern about the falling revenues.

6. Internal Plumbing and Septic Permit Fee Review: Deputy Administrator Sawyer reviewed the costs associated with the Code Office permitting internal plumbing and septic permits. The approximate average cost to issue an internal plumbing permit for 12 fixtures is \$222 and the current revenue to the Town is \$108 (75% of \$144); average cost for a septic permit is \$241 and the current revenue to the Town is \$75 for new systems and \$90 for replacement with a variance. Information from other Town was provided. The recommendation was to increase the per fixture fee for internal plumbing permits to \$12/fixture from \$6; increase a new septic system fee from \$100 to \$150; increase the fee for a variance from \$20 to \$30. Deputy Administrator Sawyer noted that the entire costs are not being recuperated as it is acknowledged that the permitting process benefits the Town as a whole and not just the permit holder. Selectman Henderson moved, seconded by Chairman Haible to accept the recommended fees for internal plumbing and septic fees, noting that fees have not been increased since at least prior to 2000 and that the new fees do not fund the whole cost; motion passed 3-0.

7. Coastal Rotary Club Request for Use of Mitchell Field: Tom Stypinski explained the Club would like to hold a lobster bake dinner at Mitchell Field for approximately 125 persons and they would comply with the Mitchell Field Rules and Group Use Policy. Mr. Stypinski agreed to submit the \$5 per person deposit fee. Chairman Haible noted the Board can waive the fees including the deposit; in the future Selectman Henderson wants to review the criteria for waiving the fees. Chairman Haible suggested the Mitchell Field Implementation Committee could review a policy regarding the waiving of fees. Chairman Haible moved, seconded by Selectman Wallace to approve the application for a lobster bake dinner on Sunday, August 17, and waives provisions of the Group Use Policy that requires payment of an advance deposit fee and payment of a per person attendance fee; and allows the use of motorized vehicles to the site; motion passed 3-0.

8. Mitchell Field Update: Don Miskell, secretary of the Mitchell Field Implementation Committee, highlighted the recent accomplishments of the Committee; shorefront fence has been removed; barb wire removed on Rt. 123 fence; hand rail path to the water; 2 benches; working on a kiosk; working on installing posts with doggie disposal bags; subcommittee is reviewing how to make the entrance more aesthetically pleasing; housing subcommittee looking at zoning; and reviewing public pier access. David I. Chipman provided (see attached power point presentation) a project by project overview of the Committee's plan with the pier: phase 1, remove the ladders, pipes, trip hazards, steel frame and fill holes; phase 2, remove outbuildings on the pier; phase 3, perform a discovery into the pipes and rail system; phase 4, execute findings in phase 3; and phase 5, install signage and remove barrier to pier. The refuse from the clean up will be brought to the Town Transfer Station for weight tracking. Volunteers are prepared to begin safety measures (phase 1) on the pier upon Board approval. Bill Wells noted that the light poles might be of some value and recommended checking with Larry Favereau. Chairman Haible moved, seconded by Selectman Wallace to approve phase 1 based on review and approval by Bill Wells and that the material be brought to the Transfer Station and to check the PCB's in the transformer; motion passed 3-0.

9. Acceptance of Gifts for Mitchell Field: Chairman Haible moved, seconded by Selectman Henderson to accept \$398 (\$199 from Elizabeth Childs and \$199 from Judith Redwine and Hank Schwartz) to purchase two granite benches for Mitchell Field with thanks; motion passed 3-0.

10. Request to Department of Transportation for Speed Limit Review

- **Mitchell Field:** Administrator Eiane explained the Mitchell Field Implementation Committee is looking to open the gate on Rt. 123 to the public and post a speed limit on the site. The Department of Transportation has the authority to set enforceable speed limits and they will come and review Mitchell Field upon receiving a request in writing. Selectman Henderson moved, seconded by Selectman Wallace to authorize Administrator Eiane to send a letter to DOT requesting a speed limit review for Mitchell Field, including the multi-use of the Field with pedestrian use and indicating the Town would prefer a low speed limit; motion passed 3-0.

- **Pott's Point:** Administrator Eiane reported this request is from a resident on Pott's Point to reduce the speed limit on a heavily traveled pedestrian and vehicle section on Rt. 123. Chairman Haible moved, seconded by Selectman Wallace to authorize DOT to review the speed limit in the specified area and to attach the residents' letter to the Town's request for review; motion passed 3-0.

11. Committee Appointment(s): Selectman Henderson moved, seconded by Selectman Wallace to increase the membership of the Energy Task Force to 9 members and reinstate Richard Newman and appoint Thomas Haible; motion passed 2-0 (Chairman Haible abstained).

12. Orr's Island Lease Agreement with George Morgan: The Board discussed Mr. Morgan's request to add his son to his Orr's Island Lease Agreement and how there is a Town policy to only enter into leases with those that have historically held leases. Administrator Eiane noted that both Chester and George Morgan made the request to add their sons at the same time in 2001 and for some inexplicable reason, Chester's request was fulfilled while George's was overlooked. The Board requested that George Morgan be invited to discuss the issue. Chairman Haible moved, seconded by Selectman Wallace to table this item until the next meeting with Mr. Morgan in attendance; motion passed 3-0.

13. Request for Transfer Station Fee Waiver From Habitat for Humanity: Jim Gordon, Recycling Center/Transfer Station Manager, noted the loss in revenue to Town would be approximately \$200-300 as the waste material is from new construction. Selectman Henderson move, seconded by Chairman Haible to waive the disposal fee at the Transfer Station for Habitat for Humanity for the Hamilton Place build; motion passed 3-0. The weight of disposal will be monitored and reported to the Board upon completion.

14. Open Sealed Bids for Replacement of Overboard Discharge System: Chairman Haible opened the bids as follows: J.R. Hill \$17,920; Ed Skillin, Inc. \$14,592; John Davis Construction \$18,183; and Tupper Construction \$17,504 for the Woodbury/Wright overboard replacement septic system. Chairman Haible moved, seconded by Selectman Wallace to accept the lowest bid of \$14,592 from Ed Skillin, Inc.; motion passed 3-0.

15. Adoption of Mileage Reimbursement Rate: Administrator Eiane reported that the Town's mileage reimbursement policy follows the IRS rate, which was recently raised to 58.5 cents per mile. Selectman Henderson requested information regarding how much mileage the Town reimburses since there is a Town vehicle and also noted that the vehicle should be used as widely as possible. Selectman Henderson moved, seconded by Selectman Wallace to approve the 58.5 cents per mile reimbursement rate for mileage effective July 1, 2008; motion passed 3-0.

16. Authorization of the Warrant: Chairman Haible moved, seconded by Selectman Henderson to approve warrant 41 in the amount of \$691,659.70; motion passed 3-0. Chairman Habile moved, seconded by Selectman Henderson to approve warrant 42 in the amount of \$2,166.73; motion passed 3-0. Administrator Eiane 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 28 in the amount of \$21,434.54.

17. Approval of the Minutes: Selectman Henderson moved, seconded by Selectman Wallace to approve the minutes of June 19; motion passed 3-0.

Chairman Haible expressed a desire to respond to Dr. Ed Laine who is looking for a service project for his students to perform; ideas were discussed.

18. Public Comment: There were no comments.

19. Adjournment: The meeting was adjourned by unanimous vote at 8:30 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer

Attachments: Treasurer's Report
Mitchell Field Implementation Committee slide show