

Board of Selectmen's Meeting Minutes
December 18, 2008
Harpswell Town Office
Approved on January 8, 2009

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Selectmen Present: James S. Henderson, Mark E. Wallace and Chairman Amy N. Haible (for the administrative meeting only)

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

The Board met at 5:00 p.m. in a workshop with the Governance Committee regarding elected versus appointed officials and proposed changes to the Recall Ordinance. Immediately following the workshop, the Board continued to meet to handle administrative matters; December 23 at 4:30 p.m. was set as a workshop to further discuss the legal services responses and for a special Selectmen's meeting for items such as authorization of the warrant; January 15, 2009 at 1:00 p.m. was set as a budget reconciliation meeting with the Budget Advisory Committee; the Board approved an amended letter to a resident regarding a civil issue; it was reported to the Board that a property owner who wanted to seek a consent agreement was advised to follow the local appeal process first; the proposed background check process for recreation and HNFV volunteers was discussed and requested to be a future agenda item; the Board was informed of the proposal to replace the uniform rentals for the Recycling Center/Transfer Station employees with more casual Town purchased clothing; the Board signed wharf notice of decisions and purchase orders exceeding \$1,000 in value.

Call to Order and Pledge of Allegiance: The meeting was called to order at 6:30 PM, and the Pledge of Allegiance was recited. The meeting was videotaped and broadcast live on Harpswell Community Television.

1. Adoption of the Agenda: Acting Chairman Henderson moved, seconded by Selectman Wallace to add under Old Business: Treasurer's update on property foreclosures; motion passed 2-0. Selectman Henderson moved, seconded by Selectman Wallace to adopt the agenda as amended; motion passed 2-0.

2. Town Administrator's Report: Kristi Eiane, Town Administrator, acknowledged the Town's volunteer emergency services personnel for their dedication and work during last weekend's ice storm and resulting power outages. Prior to the storm a meeting was scheduled for December 22 with Fairpoint and Central Maine Power to discuss the Town's concerns during power/phone outages. The meeting has been rescheduled for December 29. Administrator Eiane announced that the Town-purchased Brush Truck for Orr's/Bailey Island Fire Department was delivered today and since it won't be used until February 1, 2009, there is time for the Department and Town to finalize the lease agreement. Administrator Eiane stated the Budget Advisory Committee has been meeting since October on the proposed 2009 budget and has performed very tedious work in an effort to recommend a budget compliant with LD1. There will be a budget reconciliation meeting on January 15 at 1:00 p.m. with the Budget Advisory Committee and the Board of Selectmen. Administrator Eiane stated the Town had a free energy audit of the Town Office by Efficiency of Maine which generated a report with recommendations and that staff met regarding the short and long term strategies. William Wells, Town caretaker, reviewed the Town's short and long term strategies.

3. Selectmen's Announcements: Selectman Wallace encouraged the public to allow more travel time during inclement weather. Even with treated roads, travel can be hazardous and drivers are asked to take caution and reduce speeds.

4. Old Business

- **Revolving Loan Program:** Deputy Administrator Sawyer explained that after the last Selectmen's meeting, staff sought a legal opinion on the 'revolving loan' piece of the program passed in warrant article 46 on March 13, 2004. The legal response was that the warrant article requires the program to be based on full loan repayments and not grants as was presented at the previous meeting. The Board was asked if it would want to go back to Town Meeting and ask to expand the program to allow grants and therefore delay the

\$50,000 borrowing at this time or to proceed as the program was originally authorized. The Board requested staff prepare a few program examples and proposed warrant articles for further consideration at the next meeting. Acting Chairman Henderson moved, seconded by Selectman Wallace to reconsider the action where the Board authorized the Treasurer to bond for a revolving loan program; motion passed 2-0. Acting Chairman Henderson moved, seconded by Selectman Wallace to not authorize the \$50,000 bonding for a revolving loan program at this time; motion passed 2-0.

- **Treasurer's Update on Property Foreclosures:** Marguerite Kelly, Town Treasurer, stated that since the last Selectmen's meeting, the December 15 foreclosure date for the 2006 taxes has occurred and two properties with residences were foreclosed upon. Ms. Kelly reviewed that the proper procedure and notices were completed and the owners have been notified of the Town's policy regarding the disposition of tax acquired property. It is the Town's policy to enter into purchase and sales agreements with the former owners for the sum of all outstanding taxes and liens. Ms. Kelly requested the Board authorize her to proceed with negotiating agreements. Acting Chairman Henderson moved, seconded by Selectman Wallace to authorize Marguerite Kelly to proceed with negotiation installment sales agreements, unless abatements are requested; motion passed 2-0.

5. William Charamut Wharf Application, 271 Gun Point Rd., Map 38, lot 62: Acting Chairman Henderson moved, seconded by Selectman Wallace to open the public hearing; motion passed 2-0. Bill Wells, Code Enforcement Officer, reviewed the application and recommended its approval as it meets the standards. The hearing was closed. Acting Chairman Henderson moved, seconded by Selectman Wallace to approve the application as it does not cause a hazard to navigation or cause injury to the rights of others; motion passed 2-0.

6. Emergency Management Agent's Report: William Labbe, Emergency Management Agent, reported on the previous weekend's ice storm that resulted in large area power outages. Mr. Labbe stated that in addition to the extended power outages, many residents also did not have telephone service for a period of time. A reverse 911 call was made to every phone in Harpswell and provided an automated voicemail stating that Mt. Ararat was opened as a shelter. There was a meeting on Saturday with the three fire departments to communicate the status of life line resident well checks, the need for a local shelter and what areas were in need of assistance. Mr. Labbe stated the consensus of emergency personnel was that Harpswell Islands School was necessary as a shelter and he recommended asking Town Meeting to approve funding a generator to facilitate it becoming a Red Cross shelter. Selectman Henderson suggested information on who would attend a shelter would be necessary before investing money on the site.

7. Approval of a Road Name: Deputy Town Administrator Terri Sawyer explained that the Town has historically allowed property owners affected by the naming of a road to submit road name choices in order of preference; and the Board would approve the name in least conflict with existing names. In this particular case, two property owners have agreed on name choices and one has differed in name suggestions. The Board agreed to delay this road name decision until the January 8 meeting to allow the owners' time to agree on choices, understanding the Board may select a name not on anyone's list.

8. Brunswick Housing Authority Budget Request: John Hodge and Marty Szydlowski, of the Brunswick Housing Corporation, stated the budget request of \$50,000 has been encouraged by Harpswell residents. Mr. Hodge stated that the Corporation is exploring several options; including trying to amend the law requiring the site to be in a growth zone, in an attempt to obtain available grant funding. Howard Nannen, representative of the Harpswell Housing Trust, stated there are 13 homes in the proposal targeted at 50-80% median income and 2 at 80-120%. An example for a family of four at 20% of the median income would be \$69,000. This project in Harpswell will be Brunswick Housing Corporation's third successful affordable housing project. Mr. Nannen stated this project is for our police, fishermen etc. and will support and expand Harpswell's tax base. This \$50,000 request will come before the Budget Advisory Committee on January 7, 2009. Mr. Hodge stated this project is moving forward no matter what, the question is how affordable will the homes be for those with Harpswell connections.

9. Consider Waiver of Brush Disposal Fees: Administrator Eiane stated this would be a policy level decision and since it involves the Recycling Center, Selectman Wallace may not want to participate. Administrator Eiane explained she had one call from a taxpayer requesting that the Town waive the fees for brush disposal after the ice storm. The Board agreed to come back to this issue at its December 23 meeting.

10. Health Insurance Policy Clarification: Administrator Eiane explained that the Board approved on December 27, 2007 to amend the policy to allow the Road Commissioner, Treasurer and Selectmen to continue family health insurance coverage for the incumbents until the expiration of their appropriate terms. At the time it was thought that both the Treasurer's and Road Commissioner's terms ended in 2010 but the Road Commissioner's expires in 2009. Selectman Henderson moved, seconded by Selectman Wallace to amend the health insurance portion of the personnel policy to list the Road Commissioner's term for family coverage until 2009; motion passed 2-0.

11. Acceptance of Heating Assistance Donations: Acting Chairman Henderson moved, seconded by Selectman Wallace to accept a total of \$250 in donations for the Town's home heating assistance program; motion passed 2-0.

12. Acceptance of Bowdoin College Unrestricted Gift of \$8,200: Acting Chairman Henderson read the letter from Bowdoin College and moved, seconded by Selectman Wallace to accept the \$8,200 unrestricted gift with thanks; motion passed 2-0.

13. Open Bids for the Replacement of a Failed Septic System: The bids for the replacement of a failing septic system were opened as follows: Ray Labbe & Sons \$6,946.00; Ed Skillin \$8,460.00 (or \$7,460 without tank); RA Webber \$11,300.00; John Davis Construction \$10,029.00; J.R. Hill \$14,300.00; Tupper Construction \$9,669.81. Acting Chairman Henderson moved, seconded by Selectman Wallace to approve the Labbe bid pending a contract review for Project 7; motion passed 2-0.

14. Open Bids for the Replacement of an Overboard Discharge System: The bids for the replacement of an overboard discharge system were opened as follows: Ray Labbe & Sons \$14,788.00; Ed Skillin \$10,050.00; RA Webber \$17,260.00; John Davis Construction \$12,844.00; J.R. Hill \$14,450.00; Tupper Construction \$14,626.81. Acting Chairman Henderson moved, seconded by Selectman Wallace to approve the Skillin bid for the Eckel job pending DEP's approval and if not, then the next lowest bid; motion passed 2-0.

15. Authorization of the Warrant: Acting Chairman Henderson, seconded by Selectman Wallace to approve warrant #77 in the amount of \$753,833.11; motion passed 2-0. Payroll warrant #51 in the amount of \$14,080.10 was noted for the record.

16. Approval of the Minutes: Acting Chairman Henderson moved, seconded by Selectman Wallace to pass over the minutes; motion passed 2-0.

17. Public Comment: There was no public comment.

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

Respectfully Submitted,

Terri-Lynn Sawyer

Attachments: Health Insurance Policy