

**BOARD OF SELECTMEN
MINUTES OF MEETING
JANUARY 23, 2012**

Selectmen present: Jason Trundy, Chairman; Rosendel Gerry, Vice-Chairman; Stacey Parra; David Barrows; and Julia Libby

Immediately following the Planning Board Public Hearing, which started at 6 p.m. and adjourned at 6:10 p.m., the Board of Selectmen meeting was called to order by Chairman Trundy at 6:12 p.m. at Lincolnville Central School. The quote was read by Selectman Gerry.

1. Citizen's Forum:

Jay Foster, member of the Land Use Committee and Planning Board, briefly commented to the Board that the process used to develop the ordinance discussed at the preceding public hearing worked well; the Town Attorney wrote the initial ordinance, the Land Use Committee worked to tailor the ordinance to Lincolnville's needs, and the Town Attorney reviewed it again. This process resulted in timely results.

2. Administrator's Report:

David Kinney, Town Administrator, reported:

- There were approximately a dozen applications submitted for the camera operator's position; Town Administrator Kinney asked what hiring process the Board preferred. The consensus of Board members was to have the Town Administrator (with a staff member's help if the Town Administrator wished) review the submitted applications, interview the most qualified candidates, and bring a final recommendation to the Board.
- There is a larger-sized Town Report format available and Town Administrator Kinney asked for input from the Board and Lincolnville citizens prior to the Board's next meeting about changing to the larger format. There shouldn't be a cost difference since there would be fewer pages in the bigger format.
- The new Fire truck has been ordered now that the contract wording has been resolved.
- Dog licenses were due by December 31st; a \$25 late fee will be charged if dogs are not licensed by February 1, 2012; there are still 109 unlicensed dogs. Dog licenses can also be renewed on-line.
- He had a meeting with Maine Department of Transportation representatives about renewing discussions about upgrading sections of Route One that haven't been done yet. The MDOT reps will come back with dates/times to meet with the Board of Selectmen and the Route One Advisory Committee; in the meantime, Town Administrator Kinney will contact the co-chairs of the Route One Advisory Committee.
- It is unsafe and against the law for homeowners and snowplowers to deposit snow in public roadways; he also cautioned against piling snow over culverts near driveways, which could result in flooding/washout issues.

3. Meetings & Announcements:

Town Administrator Kinney read the upcoming meetings. Diane O'Brien will be alerted about the meeting schedule.

4. Upcoming Community Events:

Selectman Gerry announced there is a Souper Supper event this Saturday, January 28th, 5 p.m. at the Appleton School to benefit the Appleton Library.

5. Meeting Minutes:

Motion by Gerry, second by Barrows, to approve the January 9th meeting minutes, as presented. Vote 4-0-1 (Parra abstained).

6. Report of the Financial Advisory Committee: *was discussed out of order, later in the meeting*

7. Report of the Capital Needs Committee:

Steve Young, Chairman of the Capital Needs Committee, gave an overview of the Committee's report for Fiscal Year 2013, a copy of which was included in the Board packets. Projects that were given a Priority 1 status by the Committee included: \$50,000 for the Town Office Building Reserve; \$20,000 for the Fire Truck Reserve; \$6,500 for the Police Cruiser Fund; and \$210,000 for the Road Paving Program; these are ongoing maintenance-type funds that the Committee usually recommends each year. The Committee recommended a Priority 2 status for the Harbor Wavescreen Phase II Project in the amount of \$25,000.

Mr. Young encouraged all committees and townspeople to seek grant money, which is basically "free" money, as potential funding sources to benefit the Town.

The Board thanked Steve Young and the Capital Needs Committee for their work.

8. Utility Pole Location Application – Stan Cilley Road:

Motion by Gerry, second by Libby, to approve the location permit as submitted by the Central Maine Power Company for Work Order #1080422930. Vote 5-0.

9. Resignations:

- **Part-Time Patrol Officer McFadden:**
Motion by Parra, second by Gerry, to accept the resignation of Michael McFadden. Vote 5-0.
- **Recreation Commission Member Troy Curtis:**
Motion by Parra, second by Gerry, to accept the resignation of Troy Curtis from the Recreation Commission. Vote 5-0.

With the resignation of part-time Patrol Officer McFadden and previous resignation of Officer Cartier, the Town Administrator and Police Chief recommend they start the hiring process for another part-time patrol officer; currently, there are not enough officers to staff the level of patrol hours approved by voters.

Motion by Parra, second by Barrows, to follow the same hiring procedure as last time and have the Town Administrator bring their recommendations for a part-time patrol officer to the Board. Vote 4 – 1 (Gerry opposed).

10. Designation of Surplus – Snow Tires:

Motion by Parra, second by Barrows, to sell the tires that came off the Chevy police cruiser for \$150 on a first-come, first-served basis during the normal Town Office business hours. Vote 5-0.

6. Report of the Financial Advisory Committee: (discussed out of order)

Linwood Downs, Chairman of the Financial Advisory Committee, gave the Board an overview of the Town's investments status. The purpose of the Committee was to create a policy of emergency fund levels for Lincolnville and to monitor the investment of those funds. The Board-approved level of emergency funds is three months of operating expenses, which currently equals about \$2,000,000. Lincolnville has 2.8 million in assigned and unassigned reserve funds. Mr. Downs explained the Town is not legally obligated to spend funds earmarked for particular "assigned" projects in a real emergency; therefore, the Town's reserve levels are fair, appropriate, and fall well within the three-month level of operating expenses.

The Financial Advisory Committee also reviews the management performance of the professional investment manager. Lincolnville's investment policy over the past several years has been to have 75% of the Town's portfolio in fixed income/bond funds and 25% in equity funds. Because of turmoil in the markets, the Financial Advisory Committee directed the investment manager to adjust the portfolio to increase the fixed income/bond funds to 82% and decrease the equity funds to 18%. The Town's return this year has been a 1.34% return on investments, as opposed to last year's 7.4% return. Although the return is down quite a bit, it is still a positive return. The Committee's recommendation is to retain the current investment manager and to keep investment allocation at the 82%/18% level, keeping a more cautious approach because shaky markets are anticipated for six to nine months.

Board members thanked Mr. Downs and the Financial Advisory Committee for their work on the Town's behalf.

11. Request to Alter Terms of Consent Agreement – Rutland:

Motion by Parra, second by Gerry, to table this item until the Board's next meeting, in executive session. Vote 5-0.

12. Special Town Meeting Warrant for February 13, 2012 – Approve and Sign:

Motion by Parra, second by Gerry, to approve and sign the Special Town Meeting Warrant, with one change on the last page (Officer's Return) that "Monday, February 13, 2012, at 6 p.m." be added in the first paragraph to match the wording in the Warrant. Vote 5-0.

13. Budget/Election Meeting Schedule:

Selectwoman Parra stated she would not be in Town to attend the Tuesday, March 20th, meeting. No other comments/concerns were made by Board members.

14. Treasurer's and Payroll Warrants – Approve and Sign:

Motion by Parra, second by Barrows, to approve the Treasurer's Warrant and the Payroll Warrant. Vote 5-0.

15. Executive Session – Discussing the Potential Acquisition of Real Property for Town Office Purposes; Persons to be Included are the Selectmen, Town Administrator, and Chairman of the Municipal Building Committee (Title 1 MRSA § 405(6)(C)):

Motion by Parra, second by Gerry, that the Board of Selectmen enter into executive session to discuss the potential acquisition of real property for Town Office purposes; persons to be included are the Selectmen, Town Administrator, and Chairman of the Municipal Building Committee, pursuant to Title 1 MRSA § 405(6)(C). Vote 5-0.

16. Executive Session – Application(s) for Property Tax Abatement Due to Poverty and/or Disability (Title 1 MRSA § 405(6)(F) & Title 36 MRSA § 841(@)(E)):

Motion by Parra, second by Gerry, that the Board of Selectmen enter into executive session for the purpose of considering a property tax abatement due to poverty and/or disability, pursuant to Title 1 MRSA § 405(6)(F) & Title 36 MRSA § 841(@)(E). Vote 5-0.

Motion by Parra, second by Barrows, to come out of executive session and reconvene in regular session. Vote 5-0.

17. Adjourn:

Motion by Barrows, second by Parra, to adjourn the meeting. Vote 5-0.

Respectfully submitted,

Diane Bacon
Administrative Assistant