

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
December 11, 2017**

**Present:** Chair, Ladleah Dunn, Keryn Laite, Jr., Jon Fishman, Josh Gerritsen, David Barrows and Town Administrator, David Kinney

The quote was read by Selectman Barrows.

**1. Citizens' Forum:**

There were none.

**2. Administrator's Report:**

- Joint Select Board Meeting: Kinney reported that he heard back from the Superintendent's office, regarding holding a joint meeting between the School Committee and the Lincolnville Select Board. They would like to meet on January 29, 2018. The Select Board concurred.
- Lincolnville Improvement Association: The hot water heater at the LIA Building has stopped working. Kinney to have repaired/replaced.
- EMS Review Committee: We need a volunteer either from the Board of Selectmen or someone from the community to serve on the EMS Performance Review Committee. If someone is interested, please contact the Town Office. This individual would help review the numbers of runs made by NE Mobile Health Services, responses, questions, problems and concerns.
- Dog Licenses: Dog licenses must be renewed by the end of December and can be processed online through the Town's website or at the Town Office during business hours.

**3. Meetings & Announcements:**

Town Administrator, Kinney read the upcoming meetings.

**4. Upcoming Community Events:**

There were none.

**5. Meeting Minutes:**

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Dunn suggested inserting “verbal” into line 173.

**Laite made a motion to approve the amended November 27, 2017 meeting minutes. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.**

**6. Liquor License Renewal – Youngtown Inn:**

**Laite made a motion that the Board approve and sign the liquor license application submitted by the Youngtown Inn. Barrows seconded the motion. The motion passed on a 5-0-0 vote.**

**7. Set 2018 Harbor Fees:**

Dunn announced that the Select Board is obligated to set the Harbor Fees by the end of the calendar year. She thanked the Harbor Committee for all their thought and effort that they put into discussing the harbor fees and their proposal.

Dunn also spoke in favor of including the Hazardous Materials Fee as part of the 2018 Harbor Application.

Dunn also noted that she was hoping to see some firm estimates from some of the work that was proposed by both the Harbormaster and the Harbor Committee regarding what the Town may be incurring for costs.

If the Board goes by the recommendations of the Harbormaster and the Harbor Committee, it would be a significant amount of spending and the Harbor Committee recommended increasing the 2018 Harbor Fees by only 5%.

Dunn appreciated the recommendation of 5% from the Harbor Committee; she proposed a 10% increase, round up to the nearest dollar, especially since the fees were not increased last year.

The Board concurred with Dunn’s recommendation of a 10% increase and they felt this was a fair ask.

**Gerritsen made a motion that the Board raise the Harbor Fees 10% and round up to the nearest dollar, for the 2018 Harbor Fees. Laite seconded the motion. The motion passed on a 5-0-0 vote.**

The Board suggested including a section on the 2018 Harbor Application for the US Coast Guard’s authorization number for the Explosives and/or Pyrotechnics request, if it exists.

**8. Consideration of Amending Sidewalk/Street Light Committee Charge regarding number of members:**

The Board had no issues with expanding the number of members.

Laité made a motion that the Board amend the charge to the Sidewalk/Street Lights Committee to amend the membership section from “up to nine Lincolnville residents and/or property owners” to read “up to fifteen Lincolnville residents and/or property owners”. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

**9. Board/Committee/Commission Appointment(s):**

- **Route 1 Advisory Committee:**

Laité made a motion that the Board appoint John Black to the Route 1 Advisory Committee with a term expiring June 2018. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

- **Sidewalk/Street Light Committee:**

Barrows made a motion to appoint Cynthia Dunham, Gary Gulezian, Greta Gulezian, Kathy Williams, Richard Smith, John Williams, Susannah Gage, Dorothee Newcombe, Janet Redfield, Jim Dunham, Richard Glock, Robert Olsen, Mary Lee Mills, Erin Shirley, and Laura Hopkins to the ad hoc Sidewalk/Street Lights Committee with terms expiring as set forth in the charge. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

**10. Confirmation of Motor Vehicle Agent Appointment:**

Dunn stated the Board needs to confirm the Town of Lincolnville’s new Motor Vehicle Agent.

Kinney explained that Jodi Hanson, the former Town of Lincolnville Finance Director, was the Motor Vehicle Agent. This agent is responsible for the reporting that must be done to the Bureau of Motor Vehicle weekly, in order to offer license plates and stickers. At this time, Melissa Geary has offered to take on these responsibilities.

Laité made a motion to confirm the appointment of Melissa Geary as Motor Vehicle Agent for the Town of Lincolnville. Barrows seconded the motion. The motion passed on a 5-0-0.

Dunn noted that in consideration of what it actually takes to do this job and her incredible willingness to take on this job, it is within the Select Board's purview to make adjustments.

**Laité made a motion that in recognition of the additional responsibilities being taken on by Melissa Geary, as Motor Vehicle Agent, that the Board grant a special adjustment moving Ms. Geary from Step 4 to Step 5 on the Administrative Assistant Pay Scale, effective December 18, 2017. Barrows seconded the motion. The motion passed on a 5-0-0 vote.**

**11. Treasurer's and Payroll Warrant(s) – Approve & Sign:**

**Gerritsen made a motion that the Board approve the Treasurer's and Payroll warrants and Special Treasurer's Warrant. Laité seconded the motion. The motion passed on a 5-0-0.**

Dunn asked Kinney a question pertaining to the Revenue Summary Report regarding the "Harbor Maintenance" section, she explained that the balance is at \$9,639, and wondered if Kinney had received the activities and maintenance logs from the Harbormaster?

Kinney explained he had not received that request.

Dunn asked that Kinney follow up with the Harbormaster.

**12. Adjourn:**

**Laité made a motion to adjourn. Fishman seconded the motion. The motion passed on a 5-0-0 vote.**

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant