

**BOARD OF SELECTMEN
MINUTES OF MEETING
December 28, 2015**

Present: Chair, Ladleah Dunn, Arthur Durity, Rosendel Gerry, Cathy Hardy, Arthur Durity and Keryn Laite, Jr.

The quote was given by Selectman Hardy.

1. **Citizens' Forum:** There were none.

2. **Administrator's Report:**

David Kinney, Town Administrator, reported:

- **Dog License:** Dog license renewals are due by the end of this year. The public can register their dogs online, through the town's website, or at the Town Office during normal business hours. Avoid the late fee by licensing your dog now.

3. **Meetings & Announcements:**

David Kinney, Town Administrator read the upcoming meetings.

4. **Upcoming Community Events:**

None.

5. **Meeting Minutes:**

Hardy moved that the Board approve the December 14, 2015 meeting minutes as presented. Durity seconded the motion. The motion passed on a 5-0-0 vote.

6. **Liquor License Renewal Application - Youngtown Inn**

Gerry moved that the Board approve the Liquor License Renewal Application for the Youngtown Inn. Durity seconded the motion. The motion passed on a 5-0-0 vote.

7. **EMA Update:**

EMA Director Hank Lang reported that during the 2015 year he had proposed several projects that were generally extensions of the prior year's projects that did not see much advancement.

Those projects were to:

- Update the town Emergency Operations Plan (EOP) to reflect the changes since the last update and make an effort to simplify the entire document.

- Advise the Lincolnville Board of Selectmen on the roles and responsibilities that the officials of the town are expected to fill during an emergency.
- Assess the Lincolnville Central School (LCS) for its designated use as a warming shelter and/or a Red Cross or town operated overnight shelter.
- Explore methods for communicating information to town residents during an emergency event that are not reliant on electric power.
- Explore methods to create a voluntary data base of people in the community that wish to be checked on during an emergency.

Of these listed projects, he reported he had only made modest progress.

In the project area of the EOP, he has reviewed the county provided template and have made many of the adaptations needed to make it specific to Lincolnville. The county provided template has the advantage of being around 28 pages in length vs the Lincolnville 2006 EOP of 73 pages. The county provided template also was written to better integrate a town's EOP with the Waldo County EOP. This, he believes, would make for a more coordinated response for the town and the county. He offered to present the redlined draft for your consideration in the 1st quarter of 2016.

In the project area of advising the Board of Selectmen on the roles and responsibilities they are expected to fill during an emergency, he has not undertaken any active advisement activities. He has worked on the Town EOP listed above and as the Board of Selectmen reviews that document he expects it will generate both questions and provide you with an idea of what your roles and responsibilities are. Dale Rowley has offered to meet with the Board of Selectmen at their convenience to further help Board members understand what your position would require of you in an emergency.

In the project area of assessing the Lincolnville Central School for use as a warming shelter and or a Red Cross or town operated overnight shelter, he has met with the new school nurse and have been very impressed with her willingness to cooperate to achieve better preparation for the emergency functions of the building. They have discussed the AED maintenance and testing and the addition of a "Jump Kit" in her office that she would monitor for expiration dates. He has not provided the purchasing list for the jump kit materials to the town office and anticipates doing so within the next month.

In the project area of exploring communication methods to get information to residents that is not reliant on electric power, he has not found any means better than the standard "door to door" and posting of signage. The town EOP has several methods listed such as assigning a responsible person to get information to each household located on their road, or using the phone system to call all of the town residences and those methods should work as well.

In the project area of creating a voluntary data base of people that wish to be checked on during an emergency, he has not pursued such a data base pending learning more about the liabilities associated with it. He had hoped to be able to use the community paramedic

program to hold that kind of a data base, but the structure of that program is oriented to the providers (Doctor's Offices) as opposed to a geographic area or ambulance service area.

He has spent a significant amount of time representing Lincolnville in the county Hazard Mitigation Planning Meetings. This has involved time and effort in research of information for the meetings and participation in the planning process itself. This should result in an updated County Hazard Mitigation Plan for 2016 and is an ongoing process.

Another project that was undertaken during 2015 was a combined training for LCS staff and the Town Office staff on First Aid/CPR/AED. The training was well delivered and received.

Another area addressed was the recent power outage (Dec 4th) that affected the town office, LCS, and the Center Fire Station. The town office and the fire station backup generators worked as planned, however there was a problem with the LCS generator. The LCS generator failed to start and the school principal was unable to manually start the generator.

After lengthy Board discussion five items were identified by the Board for additional follow-up:

- 1) Draft EOP update prepared by mid-February
- 2) Ask Dale Rowley of the Waldo County EMA for a brief presentation of the Board's roles and responsibilities
- 3) Jump kit materials list to Town Office by end of January
- 4) Confirm status of shelter agreement, generator and emergency lights at LCS
- 5) Check with Town Attorney the ability to maintain confidential lists of potentially vulnerable populations

8. Report of the Harbor Master – Guest Mooring Usage, etc:

The Harbor Master reported that the wave screen project is complete and we await MaineDOT reimbursement. The third guest mooring was not installed due to the overruns and cost concerns with wave screen. Based on past usage Hutchings thinks two guest moorings are more than sufficient. He reports these are major maintenance items.

Hutchings reported that his number one maintenance concern right now is the pier decking. Several Board members had remembered that the condition of the floats as the previous priority. When questioned on why decking replacement is now top priority, Hutchings indicated that the deterioration had accelerated.

The Board inquired as to the status of the lights. Hutchings reported that several are still not working. The Board instructed that these be repaired or replaced for safety reasons. Kinney to coordinate and report back to the Board.

Durity inquired about eh mooring field GPS mapping. Hutchings stated that it wasn't completed. He has provided the coordinates to the Harbor Committee who was to prepare the actual map.

Hutchings also reported that a representative of MaineDOT had come down and expressed a security concern with items within 150 feet of the ferry pen. The MaineDOT representative left satisfied with current arrangements but may be back.

9. Set 2016 Harbor Fees:

Shane Laprade of the Harbor Committee provided a brief overview of the initial recommendation and the new recommendations (an increase of approximately 10% across the board plus changing the resident commercial mooring fee to the same as the resident non-commercial mooring fee).

Hardy inquired about a dinghy fee. Laprade stated that this had been discussed but not recommended by the Harbor Committee.

Hardy motioned that the Board of Selectmen set the 2016 Harbor fees at the same amounts as now recommended by the Harbor Committee plus a \$50 dinghy fee for existing dinghy privilege holders. Motion died for lack of a second.

After further discussion, **Motion by Hardy that the Board of Selectmen set the 2016 Harbor fees at the same amounts as now recommended by the Harbor Committee plus a \$35 dinghy fee for existing dinghy privilege holders. Second by Laite. Vote: 5-0.**

10. Discuss Harbor Facilities Planning:

Dunn explained that she would like to see an outside independent third party examine our harbor facilities and provide the Board with advice on the usage of facilities to maximize the potential while minimizing impacts on current users.

After discussion it was agreed that Kinney would prepare a draft request for proposals that the Board could review at the January 11th meeting.

The Board also discussed reaching out to the Town of Islesboro to seek an increase in their donation either to the previous historical levels (\$5,000) or a new amount to reflect the usage. While the facility belongs to the Town of Lincolnville a fair amount of traffic is Islesboro based yet pays little or nothing towards the maintenance and upkeep and replacement. Durity suggested that it was appropriate to pay for what you do provided it was fair and a need for it.

11. Storm Closing Policy:

Kinney explained that it had been several years since the Board reviewed the storm closing policy. The current storm closing policy allows for the Town Administrator in consultation with the Board Chair to close the Town Office for inclement weather. If the Town decides to close the office employees are paid for their normal work day. If the Town Office is open and an employee is concerned about their safety and elects not to come to work the employee is allowed to utilize earned vacation or personal time and have any other negative consequences. The Board agreed by consensus that no change to the current policy was needed.

12. Authority to Post Roads for Seasonal Weight Limits:

Durity made a motion that the Board of Selectmen authorize the Road Commissioner to post the roads for weight limits as he deems to be in the best interest of the Town and further that the Board authorizes the use of our signature stamps on these postings. Gerry seconded the motion. The motion passed on a 5-0-0 vote.

13. Treasurer's and Payroll Warrant(s) – Approve and Sign:

Durity made a motion that the Board approve the Treasurer's and Payroll Warrants & the Capital Campaign Warrants. Hardy seconded the motion. The motion passed on a 5-0-0 vote.

14. Adjourn:

Durity made a motion to adjourn. Hardy seconded the motion. The motion passed on a 5-0-0 vote.

Respectfully submitted,

David B. Kinney
Town Clerk