

**BOARD OF SELECTMEN
MINUTES OF MEETING
February 12, 2018**

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

The quote was read by Selectman Fishman.

1. Citizens' Forum:

There were none.

2. Administrator's Report:

David Kinney, Town Administrator, reported:

- Draft Budget: Kinney presented the Board a copy of the draft budget, which will be reviewed starting tomorrow night.
- Bids: The Town of Lincolnville is out to bid for snow removal services and a harbor float.

3. Meetings & Announcements:

Chair Dunn, read the upcoming meetings.

4. Upcoming Community Events:

There were none.

5. Meeting Minutes:

Laite made a motion to approve the January 22, 2018 meeting minutes as presented. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Barrows made a motion to approve the January 29, 2018 meeting minutes as presented. Gerritsen seconded the motion. Dunn made a minor correction. No vote.

Barrows made an amended motion to approve the January 29, 2018 meeting minutes with minor corrections. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

6. Committee Chair and Department Head Update(s):

Finance Advisory Committee:

Linwood Downs, Chair of the Financial Advisory Committee, gave his presentation to the Board concerning the performance of the Town of Lincolnville's investment accounts for the previous year.

The basic charge of the Financial Advisory Committee was to come up with a policy for reserve levels for the town and the budget for the overall assets and balance sheet and decide how to invest the Town's reserve funds.

The Financial Advisory Committee recommended that it would be prudent to have a reserve of approximately 25% of the Town's annual budget and that budget is approximately \$7.8 million of expenditures; therefore the recommendation for a rainy day fund would be approximately \$2 million of uncommitted funds.

Mr. Downs felt that the Town of Lincolnville is in a great place from a reserve perspective from having sufficient capital to make sure that the Town of Lincolnville can operate smoothly on a month to month basis.

Downs reported that the Town's investments had returned approximately 6.48% this past year.

The Board thanked Downs for his thorough report.

7. Street & Sidewalk Lighting Committee Report:

Board member Gerritsen recently prepared a short film that he created by driving through downtown Lincolnville and Camden at night to give everyone a perspective on the difference and what the lighting situation looks like between both towns. The film was presented.

The Committee consists of the following members: Cindy Dunham, Chair, Gary Gulezian, Vice-Chair, Kathy Williams, Secretary, Jim Dunham, Susannah Gage, Richard Glock, Greta Gulezian, Mary Lee Mills, Dorothee Newcombe, Bob Olson, Janet Redfield, Erin Shirley, Rich Smith and John Williams.

Chair, Cindy Dunham started the presentation by explaining the committee reviewed the Lincolnville Town Lighting Ordinance and held an input session.

The Committee's recommendation was narrowed down to the following three options:

- Option 1 – Keep the existing high pressure sodium lamps.
 - These lamps were installed back in 2006.
 - The existing fixtures are not shielded and allows the lamp to shine light upwards and sideways, wasting light and causing glare.
- Option 2 – Replace high pressure sodium lamps with LED Post Top “Retrofit Lamp” in the existing sidewalk fixtures.
 - These lamps could cut electricity use by approximately 50%.
 - The metal ballast in each fixture would have to be bypassed by an electrician and would no longer provide a buffer for surges.
 - The #1 reason for LED fixtures failure is surge.
 - The LED Retrofit lamps are designed for open-air fixtures and would be sensitive to heat build-up in a glass-enclosed fixture.
 - Heat will also shorten the lifetime of the lamp.
- Option 3 – Replace the beach street lights with Electronic Post Top Full Cutoff LED Sidewalk Fixtures.
 - These LED lights have 100,000+hours for light output to depreciate to 80%.
 - No heat build-up with these open-air fixture designs.
 - Electronic surge protection for the lifetime of the LED array.
 - Full cutoff design directs light to where it is needed, preventing glare and waste.
 - Higher upfront capital cost.

The Committee also reviewed looking at all the CMP Street Lights around town and recommended the following:

- Eliminate up to 8 CMP Street Lights:
 - One at the intersection of RT 1 & 173 (Atlantic Highway & Beach Road)
 - Lights at the Post Office, Beach Store & Lily Lane
 - Light in front of Bayshore Church
 - Light at Harbor Drive & Ducktrap Condominiums
 - Light at Dot's & French Cemetery
 - Light at Lamont Woodworking shop in the center.

The Committee also recommended the full cutoff LED luminaries would be the most appropriate lights for the safety, the glare and the night sky; however they are very expensive upfront.

Dunham told the Board, “If it doesn’t make sense, financially as a community right now, then our second choice would be to go with the Retrofit Lamp and try purchasing one or two to try first.”

Dunn asked to hear from a business owner at the beach, regarding this discussion.

Erin Shirley, from the Spouter Inn Bed and Breakfast, came forward and explained that the Lincolnville Business Group recently discussed this at one of their meetings. The Business Group has several concerns with the lights that the Group felt was important for safety and for the businesses at the Lincolnville Beach. Emphasis was put on keeping the light at the intersection of the Beach Road and the Youngtown Road.

Shirley told the Board that the Business Group spoke in favor of improving the sidewalk lights, which would help save taxpayers money. Technology is always changing and Lincolnville needs to stay up with better technology, whether it’s this year or in the near future.

Dunham stated that the light at the intersection of the Beach Road and the Youngtown Road was not recommended for removal.

Dunn recommended that the before the Board makes a final decisions, the Board should take a tour to see the lights firsthand and the Board will report back to the Ad-hoc Streetlight & Sidewalk Light Committee.

The Board thanked the Committee for their informative report and excellent presentation.

8. Authority to Post Roads for Seasonal Weight Limits:

This time of year, the Town of Lincolnville’s Road Commissioner will post roads and determine whether weight restrictions should be imposed to prevent damage due to any freeze or thaw.

Barrows made a motion that the Board of Selectmen to 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. Laite seconded the motion. The motion passed on a 5-0-0 vote.

9. Adopt, Renew, Amend or Rescind Board Policies:

Dunn explained that after the last conversation with the Lincolnville School Committee, it was recommended that the Board adopt a policy which would allow the Treasurer to distribute payments for the municipal education costs without approval from the majority of the Board.

Laite made a motion that the Board approve and sign the Policy on Treasurer's Disbursement Warrants for Municipal Education Costs and that the approved policy be provided to the Town Clerk and Treasurer. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

10. Request for Harbor Donation – Town of Islesboro:

Dunn explained that the Board received a draft letter to the Town of Islesboro, regarding a request for an increased harbor donation. She asked the Board for their thoughts and feedback regarding donation amounts.

Laite told the Board, "Considering our commitment to what has taken place down there; I feel that a respectful donation would be \$10,000, for the upcoming fiscal year.

Barrows added that he was thinking of asking for a little bit higher, because he didn't want to be too low and have to ask for more next year.

Dunn noted that she recommended asking for a two part donation, where a portion of the donation would be applied to this current fiscal year and then use the second donation for a contribution towards future programs.

Gerritsen recommended asking the Town of Islesboro for a \$15,000 donation, which he felt was a number that made more sense, considering the current budget year and the anticipated combined costs of these projects will be approximately \$30,000 and asking for half of that from Islesboro, seemed fair.

Barrows agreed with asking the Town of Islesboro for a donation of \$15,000.

Fishman noted that the \$15,000 ask was justifiable.

Gerritsen made a motion that the Board approved the letter to the Town of Islesboro seeking a donation for harbor purposes of \$15,000. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

11. EMS Update:

Kinney reported that the next EMS Performance Review Committee meeting will be held on February 27th at 5PM at the Hope Town Office. Currently, the group is working through the contract intricacies with North East Mobile Health Services, trying to figure out what level of service to provide and at what cost.

North East Mobile Health Services provided the following data information:

- Current Staffing Levels:
 - 860 total weekly hours
 - 3 Paramedic ambulances every day
 - 2 Paramedic ambulances every night

- New Option: Staffing Levels:
 - Remain at 860 hours
 - 2 Paramedic ambulances everyday, 7 days a week
 - 1 AEMT ambulance everyday, 7 days a week
 - 2 Paramedic ambulances every night, 7 days a week

- Option two: Remove Weekend Coverage
 - Reduce weekly staff hours by 48
 - Revised staffing levels
 - 3 Paramedic ambulances weekday/daytime
 - 2 paramedic ambulances weekend/daytime
 - 2 paramedic ambulance every night

- Option Three: Remove Weekend Coverage and Reduce License Level:
 - Recommendation is to remove one of the three weekend/daytime ambulances & reduce one of the weekday/daytime paramedic ambulances to an AEMT level ambulance.
 - Reduction of 48 staff hours
 - Reduction of \$5/hour x 60 staff hours

- Option Four:
 - Recommendation is to remove one of the three weekend/daytime ambulances & reduce one of the weekday/daytime paramedic

ambulances to an AEMT level ambulance and reduce one of the paramedic ambulances to an AEMT level ambulance every night.

- Reduction of 48 staff hours and;
- Reduction of \$5/hour x 60 staff hours;
- Reduction of \$5/hour x 84 staff hours

Kinney reported that the Town of Lincolnville has budgeted for the worst case scenario, so the dollar amounts may change.

The EMS Review Committee is still seeking a regular member. If anyone is interested, please contact the Lincolnville Town Office.

12. Update of Possible Ordinance Amendments for Annual Town Meeting:

The Board sought to have an amendment to the Harbor Ordinance regarding tie-up privileges. The Board's packet had the suggested changes.

Dunn told the Board, "If the language is acceptable, then the Board needs to decide when and where to have the voters vote on the proposed changes."

Gerritsen felt that a written ballot in June would be just fine.

Dunn explained that with written ballots, there is a cost associated with programming the machines and a cost of printing the ballots.

Kinney added that there shouldn't be any additional cost, because we need to print a ballot for the regular election anyway.

The census of the Board was to have a written ballot vote on Election Day in June.

13. Publishing Public Participation and Meeting Decorum:

Dunn requested that there be some friendly guidelines for citizens attending a Select Board meeting, for those not aware of what decorum is expected of audience members. Enclosed in the Board's packet was a draft Summary of Public Participation guidelines.

Dunn also explained that these guidelines be available and could be sent to anyone invited to attend a future Board meeting, so they know what to expect and how to interact with the Select Board.

Laité stated this documentation was great and this should be placed on the podium and a copy should be available to all Board members and placed into their Select Board folders, in case the Board needs to read the rules.

Fishman made a motion to formally adopt the Summary of Public Participation as currently drafted. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

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

Barrows made a motion that the Board approve the Treasurer's and Payroll warrants. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

15. Executive Session – Annual Performance Evaluation of Town Administrator - Title 1 MRSA Section 405(6)(A):

Barrows made a motion to enter into executive session for purpose of conducting the Annual Performance Evaluation of the Town Administrator pursuant to Title 1 MRSA Section 405(6)(A). Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

16. Adjourn:

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

Respectfully submitted,

Melissa A. Geary
Administrative Assistant