

**BOARD OF SELECTMEN
MINUTES OF MEETING
February 22, 2016**

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

1. Public Hearing – CDBG Public Infrastructure Grant:

Durity made a motion to open the Public Hearing on the possible application for the 2016 Community Development Block Grant Public Infrastructure Grant program. Hardy seconded the motion. The motion passed on a 5-0-0 vote.

Paul Lippman, Chair of the Lincolnville Sewer District, reported that Rodney Lynch has been retained to write the CDGB Application, which Mr. Lippman has received a 34 page draft of the grant application, which is due on March 4th. The goal is to revise Mr. Lynch's draft and forward it for submittal.

Lincolnville resident, Arthur Durity of 2457 Atlantic Highway reported that the Lincolnville Beach area has a huge potential and the development of a sewage system will help the Town meet the promise of what could be there, in terms of excitement for residents and potential income for business owners and potential tax income for the Town, as property values go up. He thanked Mr. Lippman and team for all their hard work and wished them success with the grant application.

Hardy made a motion to close the public hearing on the possible application for the 2016 Community Development Block Grant Public Infrastructure Grant program. Durity seconded the motion. The motion passed on a 5-0-0 vote.

Durity made a motion to authorize the Town Administrator to submit a 2016 Community Development Block Grant (CDBG) Public Infrastructure (PI) Grant to the Maine Department of Economic and Community Development on behalf of the Lincolnville Sewer District (LSD) in the amount of up to \$500,000 for the purpose of constructing a new wastewater treatment system for the designated Lincolnville Beach Area. Hardy seconded the motion. The motion passed on a 5-0-0 vote.

2. Citizens' Forum:

David Perkins, a resident at 715 High Street, came before the Board to introduce himself and explained that he is a new member of the Five Town CSD School Board.

Gerry wanted to alert the citizens of Lincolnville that the WWII Honor Roll will be coming down this week and transferred to a heated building where the restoration will begin.

3. Administrator's Report:

David Kinney, Town Administrator, reported:

- MCSWC: The MCSWC Board of Directors solicited bid proposals and received four proposals for the Solid Waste Disposal after our contract with PERC runs out in 2018. The Board of Directors will be conducting interviews and a recommendation meeting with the four towns Select Board and MCSWC Board will be held on April 4th.
- Grant: Kinney reported that the Town of Lincolnville has been awarded a partial grant for a Rectangular Rapid Flash Beacon. The grant would cover the materials cost and the Town would be responsible for the installation, maintenance and upkeep. The location for the RRFB would be mid-block on Route 1 by the Beach Post Office or the Lincolnville Beach Store.

Kinney explained that the next phase, the town would receive a grant offer and if the town wants out, then we would let them know, so they can award this offer to another town.

- Elections: The Republican caucus will be on Saturday, March 5th at the Belfast High School at 9am and the Democratic caucus will be on Sunday, March 6th at the Lincolnville Central School in the Walsh Common at 3pm. Please contact your local Republican or Democratic Party for more details.

4. Meetings & Announcements:

David Kinney, Town Administrator read the upcoming meetings.

5. Upcoming Community Events:

Hardy encouraged everyone to participate in the 2016 Midcoast Bowl for Kids' Sake on April 8 to April 15th to benefit Big Brothers Big Sisters of Mid-Maine. If anyone is interested in specific dates, times and bowling locations, please contact www.bbbsmidmaine.org or call 236-BBBS (2227).

6. Meeting Minutes:

Hardy made a motion that the Board approve the February 8, 2016 meeting minutes as presented. Durity seconded the motion. The motion passed on a 5-0-0 vote.

Durity made a motion that the Board approve the February 10, 2016 meeting minutes as presented. Laite seconded the motion. The motion passed on a 5-0-0 vote.

Hardy made a motion that the Board approve the February 11, 2016 meeting minutes as presented. Durity seconded the motion. The motion passed on a 4-0-1 vote. (Dunn abstained)

7. **Selectmen Role and Responsibilities with Emergency Management – Dale Rowley, Waldo County EMA:**

Waldo County EMA Director, Dale Rowley updated the Board on the roles and responsibilities of the Select Board and explained that it's the elected officials that have the ultimate responsibility for the safety of the wellbeing of the people of the community. Rowley reported that in the State of Maine it is required that every town have an emergency management director, one who works with each of the town's elected officials.

The elected officials set the policies, provide the resources and set the tone for preparedness in the community, which is an important piece, before something happens. Each town selects a location for an Emergency Operations Center (EOC) and in Lincolnville, that location is located at Center Station of the Lincolnville Fire Department.

The Board thanked Mr. Rowley for taking the time to attend the meeting to give his overview.

Gerry also thought it would be helpful to have someone from the American Red Cross attend a future meeting and give a presentation regarding emergency shelter information.

Rowley also offered the Board the opportunity to take the full 2 hour course for Selectmen and other elected leaders.

8. **Consideration of Updated Emergency Operations Plan:**

Durity made a motion that the Board approve and sign the updated 2016 Emergency Operations Plan for the Town of Lincolnville. Gerry seconded the motion. The motion passed on a 5-0-0 vote.

Gerry made a motion that the Board of Selectmen enter into executive session pursuant to Title 1 M.R.S.A Section 405 (6)(A) regarding the resignation of the Emergency Management Director, Hank Lang. Hardy seconded the motion. The motion passed on a 5-0-0 vote.

Gerry made a motion to accept Hank Lang's resignation with extreme deep regret. Hardy seconded the motion and stated it was not the wishes of the vast majority of the Board. The motion passed on a 5-0-0 vote.

Dunn voiced her concern and she stated it was extremely unfortunate and with any luck there will be someone who is qualified to fill the position.

9. **Conservation Commission Resignation and possible Appointment:**

Gerry made a motion that the Board accept with regret the resignation of Elizabeth Hand from the Conservation Commission. Laite seconded the motion. The motion passed on a 5-0-0 vote.

Hardy made a motion that the Board appoint Richard Smith to the Conservation Commission as a regular member with a term expiring June 2016. Gerry seconded the motion. The motion passed on a 5-0-0 vote.

10. **Planning Board Resignation – John Ianelli:**

Gerry made a motion that the Board accept with regret the resignation of John Ianelli from the Planning Board. Hardy seconded the motion. The motion passed on a 5-0-0 vote.

Gerry stated that there are multiple committee vacancies and he encouraged the Board to take on the responsibility to find people in the community to fill the vacancies.

11. **Review of Harbor Planning Proposals:**

The Board received seven proposals for harbor evaluation, feasibility and planning in response to the RFP that was sent out for the Harbor study. Dunn encouraged the Board to come up with a short list of three applicants that the Board could work with to further enhance the scope of the project.

The Board's top three preferences that they would like to have further conversations with were: Collins Engineers, Inc., Pine Tree Engineering and Bourne Consulting Engineering. The Board suggested meeting with all three firms on the same day and no later than the end of March.

Gerry commended Town Administrator, David Kinney for putting the effort and time into getting all of this information together.

12. **Potential Meeting Dates with Islesboro Board of Selectmen:**

The Board decided to meet on Islesboro with the Islesboro Board of Selectmen on March 9th during the afternoon and return before the last boat. Kinney will confirm the date and time with the Islesboro Town Manager and report back to the Board.

13. Radar Speed Trailer Loan Program:

The Maine Department of Transportation has a radar speed trailer that they loan out to different towns in Maine and the DOT is offering this radar through a lottery to interested towns. Kinney reported that his vehicle is no longer able to tow the trailer. Gerry offered to utilize his vehicle to tow the trailer.

Kinney stated that he would apply for the program and report back if the Town of Lincolnville is chosen.

14. Discussion concerning Department Head Job Descriptions:

Durity and Gerry felt that the Board should have a discussion regarding formal job descriptions for all Department Heads. Durity has also been an advocate for formal job reviews for Department Heads and felt this could not be done without a job description. Durity asked if there would be a willingness from the Board to pursue this and he would be happy to collect job descriptions from other towns.

Gerry noted that these job descriptions may already be in place, but may need to be updated or expand upon by the Board.

Gerry stated, "This is not to punish anybody, this is only to make things run smoother."

Durity felt that it was important and a value to the Town of Lincolnville to have updated and defined job descriptions and Kinney agreed.

Kinney stated, "I think what we should do is take the time, now that the stipend position is better defined and put together what we have currently for each of the stipend positions and what we don't have for each of the stipend positions and if what we have is inadequate, then make a pile of the inadequate ones and start working on them."

Kinney suggested that the Board ask the Wage & Personnel Policy Board because they should be involved in drafting job descriptions.

15. Consideration of Town Administrator Contract Renewal:

Hardy made a motion that the Board approve and sign the Employment Agreement with Town Administrator David Kinney for a period of three years commencing on July 1, 2016. Gerry seconded the motion. The motion passed on a 5-0-0 vote.

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

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

17. Adjourn:

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

Durity ended the meeting by saying that he wanted to apologize for the results of his actions any harm done to the Town of Lincolnville and displeasure of the Board. He also stated he will try to do better.

Respectfully submitted,

Melissa A. Geary
Administrative Assistant