

**BOARD OF SELECTMEN
MINUTES OF MEETING
January 22, 2018**

Present: Chair, Ladleah Dunn, Keryn Laite, Jr. (joined session in progress), Jon Fishman, Josh Gerritsen, David Barrows and Town Administrator, David Kinney

The quote was read by Selectman Gerritsen.

1. Citizens' Forum:

There were none.

2. Administrator's Report:

David Kinney, Town Administrator, reported:

- Roads: After the recent thaw and rain several of the gravel roads in town had a couple of days of very challenging travel. There was a washout on Moody Mountain Road, and we lost a fair amount of gravel on the Townhouse Road. All of which have been taken care of to the best of our abilities, during this time of year.
- Street Lights: The Street Light & Sidewalk Committee had a recent public information meeting on January 18, 2018. The Committee will attend the next Select Board meeting on February 12, 2018 to give their findings and recommendations. He reported this meeting was very informative.
- Winter Sand: There was not as much put up in the barn last fall and therefore, the Town is likely, before the season is over, to store some additional sand.
- Joint Select Board Meeting: The Lincolnville Select Board will travel to Islesboro on Friday, January 26 for a joint Select Board meeting.
- Dog License: Please register your dogs by the end of January to avoid a late fee of \$25.00 per dog. The public can license their dog at the Town Office during regular business hours or online through the Town's web site through the end of January. The state mandated late fee will go into effect on February 1st.

3. Meetings & Announcements:

Town Administrator, Kinney read the upcoming meetings.

4. Upcoming Community Events:

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There were none.

5. **Meeting Minutes:**

Barrows made a motion to approve the January 8, 2018 meeting minutes as presented. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote. (Laite was not present at the time of this vote.)

6. **Board, Committee and Commissions – Appointment(s):**

Conservation Commission:

Barrows made a motion to appoint D. Michael Ray to the Conservation Commission as a regular member with a term expiring June 2020. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote. (Laite was not present at the time of this vote.)

The Board thanked Ray for attending.

7. **Committee Chair and Department Head Update(s):**

Stacy Parra, Chair of the Wage & Personnel Policy Board, explained that after the Board reviewed all of the job descriptions, the Select Board charged the Wage & Personnel Policy Board with reviewing the town's stipend positions, to go along with the job descriptions. The Wage & Personnel Policy Board unanimously agreed upon the following:

- Animal Control Officer-remain at the existing stipend of \$4669.
- Emergency Management Director – remain at the existing stipend of \$1,526.
- Fire Chief – raise the stipend from \$3,132 a year to \$4,000 per year.
- Deputy Fire Chiefs – raise the stipend from \$541 to \$1,000 per year.
- Harbor Master – remain at the existing stipend of \$2,657.
- Deputy Harbor Master – remain at the existing stipend of \$665 per year.
- Inland Harbor Master – remain at the existing stipend of \$1,328 per year.
- Road Commissioner – raise the stipend from \$3132 to \$5,000 per year.

Parra noted that the Wage & Personnel Policy Board felt that a few of these positions have been underpaid, based on their responsibilities.

Fishman made a motion that the Board instruct the Town Administrator to include the stipend position wage recommendations of the Wage & Personnel

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Policy Board as part of the draft Fiscal Year 2019 budget so that the Board of Selectmen and Budget Committee can fully consider this request along with the other budget requests as part of the budget review process. Barrows seconded the motion. The motion passed on a 4-0-0 vote. (Laite was not present at the time of this vote.)

8. Harbor Capital Improvements:

Dunn requested a discussion regarding the Harbor Capital Improvements, largely because she was thinking back to the recommendations that the Harbor Committee had made to the Board and a previous discussion when the Board was engaging in securing of services to build a new float.

The discussion had largely surrounded on how it would be advantageous to get prices for another float, while boatyards are slow, this time of year. The Board should have a discussion and explore funding opportunities.

Kinney reported that the Town has approximately \$100,000 available, in the Harbor Savings Account.

Dunn recommended having a discussion regarding the float and whether or not it would makes sense, to look at having a float made, or look at putting it into next year's budget and build it next winter.

Dunn opened the discussion up to the Board and asked for their thoughts regarding floats.

The census of the Board was to move forward quickly, before boatyards move towards their busier season.

Dunn asked Kinney if he needed a motion.

Kinney told the Board that he did not need a motion since he has the information from the last float bid, except for the dates, which could be altered.

Dunn wanted to make some specification changes regarding the construction of the float, because the outer most float is dynamic in its movements like having some additional ballasts and perhaps we can move the outer most float in and put a heavier riding float on the outer mooring.

Kinney wanted to know which float needed to be replaced or which location and would we look to replace with a wider float.

Harbormaster, Hutchings recommended replacing the north side float, which has taken a lot of abuse and make it the same size as the existing one. He didn't want to use the existing float again next year.

Dunn told the Board, "If we allot funds now for a float, it would come from the 2017 budget."

Harbormaster, Mike Hutchings, explained that floats are important for sure, but we must not overlook replacing the pier deck.

Kinney explained, in terms of the pier decking and the curbs, which is such a big ticket item, we ought to avail ourselves of potential funding opportunities.

Kinney spoke to Matthew Burns, Port and Freight Project Manager, for the Maine Department of Transportation, regarding funding opportunities. Kinney recommended filling out a letter of intent and mail it to him.

Kinney also suggested having a conversation with the Town of Islesboro regarding the fact that the Town of Lincolnville is pursuing funding options with the Maine Department of Transportation and could the Town of Islesboro offer a letter of support to accompany this application, recognizing the importance of this facility to their town.

The Board recommended getting bids on the float and review what the other opportunities would be on the larger ticket items.

9. EMS Update:

Kinney reported that at the last meeting between the four-town EMS Review Committee, nobody was satisfied with any one level of service. As of now, the EMS Performance Review Committee is looking at remaining with the existing level of service, at the cost, and a revised staffing level, by reducing the license level down to an advanced EMT. This would better match the staffing license level with the type of calls that are received.

Kinney recently reached out to the City of Belfast regarding whether or not they would be able or interested in covering Lincolnville. The City Manager wanted to discuss this with the EMS Chief and would get back to us.

Kinney also reached out to the Town of Searsport, since they have their own ambulance service, to see if they might be interested in covering the Town of Lincolnville. The Town of Searsport had concerns with their staffing levels and they do not offer paramedic coverage.

The EMS Review Committee will meet again on January 30th at 4PM in the Washington Street Conference Room at the Camden Town Office to review their options. It looks like the recommendation would be to go with North East Mobile Health Services for at least one more year. Followed by, look at the possibility of forming a task force or to review other options including municipal services.

10. Review Special Town Meeting Warrant:

A special Town Meeting will be held on Monday, February 12th at 6PM in the Walsh Common at the Lincolnville Central School to vote on the following:

- Article 1: To elect a Moderator to preside at said meeting.
- Article 2: To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with the Lincolnville Sewer District for the Town of contribute \$19,000 per year for ten years to help fund capital improvement upgrades to the Lincolnville Sewer District's wastewater treatment facility, collection system and pump station at the Lincolnville Beach, said agreement in substantially the same form as shown on the attached.

Gerritsen made a motion that the Board of Selectmen recommended approval of article 2 of the special town meeting warrant. Laite seconded the motion. The motion passed on a 5-0-0 vote.

11. Discussion of Process for Board Evaluation of Town Administrator:

Dunn announced it is time once again for the Board's evaluation of the Town Administrator, David Kinney.

Kinney gave the Board several examples of evaluation forms that other surrounding towns use to evaluate their Town Administrator or Town Manager.

Gerritsen spoke in favor of the Town of Lincolnville's current evaluation form and he felt it was the best.

Laite was also in favor of staying with the current evaluation form, as long as Kinney agrees to send the form to the Board electronically.

Dunn told the Board she is happy to go with whatever the majority of the Board decides to use as an evaluation form, but asked that each member fill the form out and return the form to her in an adequate timeframe, in order for her to complete a thorough and well thought-out process.

Kinney's formal review will be conducted at the next Board meeting on February 12, 2018.

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

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

13. Executive Session – Property (Title 1 MRSA Section 405(6)(A)):

Laité made a motion to enter into executive session for purpose of discussion possible property tax abatements due to poverty and/or disability pursuant to Title 1 MRSA Section 405(6)(F) and Title 36 Section 841(2)(E). Barrows seconded the motion. The motion passed on a 5-0-0 vote.

No action taken.

14. 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