

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
JULY 22, 2013**

Note: The Board meeting will be suspended at 7PM so that the Board can attend the Special Town Meeting.

Selectmen present: Ladleah Dunn, Chair, Julia Libby, Vice-Chair, Rosendel Gerry, Jason Trundy and David Barrows.

The meeting was called to order by Chair Dunn at 6:00 p.m. at Lincolnville Central School (B-5). The quote was read by Gerry.

Chair Dunn mentioned there would be a Public Hearing at 7:00 p.m. so the Board may skip around in terms of the agenda items.

1. **Citizens' Forum:** None

2. **Administrator's Report:**

David Kinney, Town Administrator, reported:

- Kinney said tomorrow at 1:00 p.m. David Allen, the DOT Midcoast Region 2 Traffic Engineer, is coming to do a follow-up regarding the meeting Kinney and the citizen's group had with the Regional Engineer, Jamie Andrews, and Dan Stewart from the Planning Office of DOT to talk about low cost measures that could be implemented by DOT for pedestrian safety. Allen is coming tomorrow to also tour the center of Lincolnville.
- The Town office project is moving forward nicely. They started putting siding on the building today, so you can see some shapes and colors. The roof on the new addition is two thirds done. They are diligently working on the inside and finished the framing of the various rooms and started installing the duct work. Once the building is weather tight the electricians will start their work.

3. **Meetings & Announcements:**

Town Administrator Kinney read the upcoming meetings.

4. **Upcoming Community Events:**

Kinney announced the Lincolnville Improvement Association will have the Blueberry Wing Ding Pancake Breakfast on Saturday, August 10<sup>th</sup>, at McLaughlin's Lobster Shack starting at 7:00 a.m.

Gerry announced the Lincolnville Community Library will host a book sale on Saturday, July 27<sup>th</sup>, from 8:00 a.m. to noon and on Sunday there will be an auction and picnic to benefit the new library building.

5. **Meeting Minutes:**

**Motion by Libby, second by Barrows, that the Board approve the July 8, 2013 meeting minutes as presented. Vote: 4-0-1 (Trundy abstained).**

**Motion by Trundy, second by Barrows, that the Board approve the July 15, 2013 meeting minutes as presented. Vote: 5-0.**

**6. 7PM - Public Hearing General Assistance Ordinance (taken out of order after Special Town Meeting):**

**Motion by Trundy, second by Gerry, that the Board open the public hearing concerning proposed amendments to the General Assistance Ordinance. Vote: 4-0 (Libby excused).**

**Motion by Trundy, second by Barrows, to close the public hearing. Vote: 4-0 (Libby excused).**

**Motion by Trundy, second by Barrows, that the Lincolnville Board of Selectmen adopt the Appendix A with an effective date of July 1, 2013 and Appendices B-E with an effective date of October 1, 2013. Vote: 4-0 (Libby excused).**

**7. Emergency Management Director:**

**Motion by Trundy, second by Gerry, that the Board appoint Hank Lang as Interim Emergency Management Director to serve until a permanent Director can be appointed. Vote: 5-0.**

**Motion by Trundy, second by Libby, that the Board approve the Emergency Management Director Job description as presented. Vote: 5-0.**

**8. Paving Bid Award:**

Kinney said he put this year's paving work out to bid, which includes paving and the shoulder installation. He said we received four bids and the low bidder was Marriners Inc. of Rockport at \$161,956. The Road Commissioner and Kinney are recommending that the contract be awarded to Marriners, Inc.

**Motion by Trundy, second by Barrows, that the Board award the paving contract to Marriners, Inc. of Rockport, Maine for the unit prices listed in the bid proposal. Vote: 5-0.**

Gerry asked Kinney when the project was supposed to start.

Kinney said the paving is supposed to be done by the last week in September and then we have a lapse to let the pavement cool and harden and then the shoulder installation work will be done by the end of October.

**9. Winter Sand Bid Award:**

Kinney said they put the winter sand project for supply and stockpile out to bid. He sent out five copies of the bid specifications, but received only one bid back from Aitken

Gravel & Construction Inc. Their bid price for supply and stockpile is \$9.75 per cubic yard.

**Motion by Trundy, second by Barrows, that the Board award the contract for supplying and stockpiling winter sand to Aitken Gravel & Construction, Inc. for the unit price of \$9.75 per cubic yard. Vote: 5-0.**

**10. Racing Events License(s):**

Kinney said in the past, according to our racing events ordinance, this would be reviewed by the Recreation Commission Chair, the Lincolnville Constable or Police Chief and the President of the Camden First Aid Association. Because we no longer have a contract with Camden First Aid Association and no longer have a Police Chief the only avenue for approval is by the Board of Selectmen until we change the ordinance. The Recreation Chair has signed off on both of these events.

**Motion by Trundy, second by Libby, that the Board approve the racing event license for the Maine Sport Triathlon. Vote: 5-0.**

Gerry questioned the date for the event of Sunday, July 21st, for the Bicycle Coalition of Maine's Lobster Ride. He wanted to make sure they weren't approving something that already went by.

Kinney said that date has come and gone and he saw them ride by his house, so apparently they had a good time.

**Motion by Libby, that the Board approve the racing event license for the Bicycle Coalition of Maine's Lobster Ride.**

Libby remarked that's the event that already took place so why is it on the agenda.

Kinney said because they paid their fee.

Dunn said it's been moved do we have a second

**Motion failed, due to lack of a second.**

Dunn commented "please turn your applications in with ample time as we would be happy to approve them."

**11. Interview/Hiring Process for Animal Control Officer and Planning Board Secretary:**

Kinney said there had been some interest expressed in the past from some Board members about possibly being involved in the interview process. Both these positions have been advertised and we have three applicants for the ACO and one applicant for the Planning Board Secretary. Kinney asked the Board how they would like to proceed.

Gerry suggested the Town Administrator and someone from the Planning Board should do the interview for Planning Board Secretary. Gerry said he would like to be involved with the interview for the ACO.

Dunn asked if the Board would like to oversee the interviews.

Trundy asked Kinney to explain to the Board the expected process for reviewing the applicants and what steps we take to reach a decision and whether someone from this Board should get involved or not.

Kinney said he had a limited number of applicants for the ACO job. He would call and schedule interviews, ask them questions from a prepared list concerning availability and temperament, and make sure they understand what's required of the position both statutorily and Town-wide. He would also ask what they think the job entails in terms of compensation from the community. After the interviews with the applicants Kinney said he will come before the Board and recommend someone for the position.

Trundy asked if there is any process to follow up on prior work history and with personal and business references.

Kinney said if someone had experience as ACO in another town he would call the Town Office and ask if they would recommend the applicant. Kinney said there are certain requirements in the State Statue concerning who can and who cannot hold the position, so we would want to verify that the applicant was not disqualified by the statue.

Trundy's concern is to find out what you need to know by doing the homework, picking up the phone talking to people, and not just the people on the reference list, that way you truly find out about the applicant. Trundy said Gerry has shown interest in being involved in the process and he would support that. He also supports Kinney's involvement and if somebody else wants to step in that would be fine. Dunn said she would also support Gerry if he wants to be a representative.

Gerry said he thinks three of the Select Board should be involved along with the Town Administrator.

Barrows and Libby volunteered to sit in on the interviews.

**Motion by Trundy, second by Barrows, that Selectmen Barrows, Libby, Gerry and the Town Administrator set up a hiring process to review the applicants. Vote: 5-0.**

**Motion by Gerry, second by Libby, that the Town Administrator and Lois Lyman work on a committee to hire the Planning Board Secretary. Vote: 5-0.**

**12. Set Abatement Hearing Meeting (Date, time and location):**

Dunn said the Board has three tax abatement requests that need to be reviewed in executive session so the Board needs to set an abatement hearing meeting.

The Board agreed to set the abatement hearing for Wednesday, July 24<sup>th</sup>, at 6:00 p.m. at the Fire Station.

13. **Set Public Hearing for Winter Road Closing(s) – Suggested Date: September 9, 2013:**  
Motion by Gerry, second by Libby, that the Board conduct a public hearing on closing a portion of the Martin Corner Road to winter maintenance at 6:30PM on September 9, 2013. Vote: 5-0.
14. **Liquor License Renewal Application – Cellardoor Winery:**  
Motion by Trundy, second by Libby, that the Board approve and sign the Liquor License application submitted by the Cellardoor Winery. Vote: 4-0-1 (Gerry abstained).
15. **Treasurer’s and Payroll Warrant(s) – Approve and Sign:**  
Motion by Barrows, second by Libby, that the Board approve the Treasurer’s and Payroll warrants. Vote: 5-0.  
  
Motion by Trundy, second by Gerry, to suspend Selectmen’s Meeting until after Special Town Meeting. Vote: 5-0.
16. **Adjourn:**  
Motion by Trundy, second by Barrows, to adjourn. Vote: 4-0 (Libby excused).

Respectfully submitted,  
Cheryl Ten Broeck  
Administrative Assistant