

**BOARD OF SELECTMEN
MINUTES OF MEETING
May 13, 2019**

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

The quote was read by Selectman Fishman.

1. Citizens' Forum:

None offered.

2. Administrator's Report:

- Sweeping: Spring clean-up has started, in preparation for the summer season. Cleanup to the Town Office parking lot, beach parking and the beach sidewalks has been done. Kinney thanked Dana and Nick Berry for doing a lot of the work.
- Crosswalks: The crosswalks around town have been painted.
- Signage: Kinney explained that the Town of Lincolnville received a request for additional crosswalk signage at the beach. The Maine Department of Transportation has agreed to supply the signs and the Town of Lincolnville will provide the labor to install the signs.
- Money Athletic Foundation: There will be a Run 4 the Money 5K race on Sunday, May 26, 2019, at the Lincolnville Central School at 523 Hope Road. The children's Fun Run starts at 9:30 am following the 5K Event starting at 10 am.

3. Meetings & Announcements:

Town Administrator, Kinney read the upcoming meetings.

4. Upcoming Community Events:

There were none.

5. **Meeting Minutes:**

Laite made a motion that the Board approves the April 22, 2019 meeting minutes as presented. Barrows seconded the motion. The motion passed on a 5-0-0.

Dunn suggested making one minor change:

Line 3 change dates from May 22nd to May 2.

Laite made a motion to approves the May 2, 2019 meeting minutes as amended. Gerritsen seconded the amended motion. The motion passed on a 5-0-0 vote.

6. **Committee Chair and Department Head Updates(s):**

• **Memorial Day Parade Committee:**

Rosey Gerry updated the Board on the following items:

- The parade will take place on May 27, 2019, at 1:00 pm this year, starting at the Lincolnville Central School, through town to the Lincolnville Veterans Park.
- In the event of inclement weather, all events will take place at the Lincolnville Central School in the Walsh Common at 1 pm.
- The Committee needs three volunteers to help with traffic control on Memorial Day.
- Gerry asked for a volunteer to take care of planting flowers and bark mulch around the flagpole at the Lincolnville Veteran's Park.

The Board thanked Gerry for coming in and giving the Board an update.

7. **Wentworth Road – C. Greg Boetsch:**

Greg Boetsch, a Lincolnville resident, appeared before the Board regarding this same topic last June 25, 2018, which was to request that the Town determine the end of the Town portion of Wentworth Road. He also mentioned that because of two different sub-divisions, on Wentworth Road, there is now more activity.

Boetsch stated, “Now that there is a sub-division on the Wentworth Road, the Town is maintaining more of the road then they should. When I was here last year, I was hinting to see if the Board would find out where the Town road ends and where the private road begins, which I’m pretty sure you’re not supposed to be combining the two. When I was

a Selectman, the Maine Municipal Association did not advise Towns to be maintaining private roads. Now with more activity and more houses outback, there is more going on. The rototiller rototilled all the way up through, which I thought we would see an end to it, but it happened again. The point of this story is, the Town is maintaining a private road and I feel it needs to be looked into. I would request as a landowner, that the Town use the driveway as a turnaround. There is a lot of activity that you need to know about and I feel the Road Commissioner would have been more conservative on how he spends the taxpayer's money.”

Boetsch wanted to bring this issue to the attention of the Select Board.

The Board thanked Mr. Boetsch for attending the meeting.

8. Review of Brochure & Letter to Shorefront Property Owners – Unencapsulated Floatation:

Gary Gulezian, Chair of the Lakes & Ponds Committee, came before the Board, regarding the draft letter and brochure which will be mailed to all the lakes and ponds shorefront property owners to educate owners of the unencapsulated polystyrene docks or floats.

The Lakes & Ponds Committee wanted to check with the Board regarding their recommendations or edits to the brochure or cover letter, which is close to being sent to the printers in order send out prior to Memorial Day.

Gerritsen recommended changing the following wording in the brochure:

- **Change from:** Polystyrene is made from petroleum products, and consists of small beads fused together. It is so persistent that it is difficult to recycle and takes decades or longer to break down in the environment.
- **Change to:** Polystyrene is made from petroleum products, and consists of small beads fused together. It is so persistent that it is very difficult or impossible to recycle and takes decades or longer to break down in the environment.

Gulezian also suggested changing the cover letter to say, “We are writing to alert you that floats and docks that use unencapsulated polystyrene to stay afloat can cause significant environmental damage when the polystyrene breaks down due to wear and tear aging, or animal damage.

Gulezian also noted that adding a contact phone number to the end of the letter in case the recipient has additional questions.

Dunn suggested that Kinney add links to the Town website to obtain additional information or contact.

The Board was also in favor of sending out a color brochure and adding, “It’s worth noting that the encapsulated floats and docks are now about the same cost as the unencapsulated material and will last much longer, to the cover letter.

Kinney also recommended that the letter be signed by the entire Select Board.

The Board thanked Gulezian and the Lakes & Ponds Committee for all their work on the brochure and the letter.

9. LIA Building Assessment – Amanda Austin, 2A architects:

Amanda Austin from 2A architect came before the Board with the following updates on the Lincolnville Improvement Association building condition assessments and what can be done to preserve it and cost estimates.

The goal would be to fully assess the condition of the building, and what to do responsibly to preserve the building for the future.

Code Assessment:

1. Priorities – Level 1 Life Safety:

- Drainage Improvements: Install gutters and drainage pipes
- Entrance/Egress: Replace fire escape, widen door at the east wall, accessible ramp
- Envelope Repairs: replace siding, trim, roofing and windows
- Electrical: Move electrical panel out of the toilet room, re-route water line from the kitchen electrical panel, emergency lighting, add carbon monoxide detection, re-route well pump power cord
- Mechanical: Furnace
- Mold remediation

2. Priorities – Level 2:

- Code Compliance Upgrades: Fire separations
- Structural Repairs: first-floor supports, first floor posts, roof, and attic structure, stabilize the original north foundation wall
- Accessible toilet room

- Electrical: Install a toilet exhaust fan
- Mechanical
- Plumbing
- Asbestos removal: Only under the toilet room sink

3. Additional Improvements:

- Furnace replacement: The current furnace is showing signs of a near future failure.
- Commercial hood: This would depend on the use of the range.
- Full crawlspace
- Roof/Wall insulation
- Interior finish repair/painting
- Additional ADA repairs

Austin stated, “We were hoping to get from you, some agreement or shift of these priorities so that we can have them estimated for you and then come back to you at a future meeting with that price to present.”

Dunn thanked Amanda Austin for the consideration that was put into putting this report together, which was everything she hoped for from this process.

Laité was concerned with the current foundation and would like to see something done.

Austin proposed including a ballpark estimate for replacing the foundation and insulating the foundation.

Barrows recommended putting together an estimate of what it would cost to fix the envelope and leave it at that, with improvements to stabilize the foundation and an estimate on what it would cost to lift the building and put a new foundation and let the voters of Lincolnville decide.

The Board gave Austin the go-ahead to the next step to see how much the crawl space access may cost and what it looks like and consider a full foundation and cost.

The Board thanked Austin for her report.

10. Review of Pinnacle Engineering Reports:

- Deck Inspection for Lincolnville Fish Pier 2019:

Kinney explained recently there was a discussion regarding the pier decking as to how much the deck had deteriorated and what needed to be replaced. Stephen Ruell, P.E. from Pinnacle Hill Engineering put together a report that shows the decking that needs to be replaced, which is approximately 14% of the overall decking.

Kinney suggested sending this report to the Harbor Committee and the Harbor Master to say if and when we decide to do this work, what time of year should this project start, which will probably need to be done in sections.

Kinney noted that Ruell suggested that the Town of Lincolnville explore other options for snow removal on the pier decking going forward.

Dunn suggested having a conversation with Farley & Son to see if it is something that may be part of our contract and an alternative way to remove the snow.

Gerritsen made a motion that the Board forward the Report of the Pier Deck Inspection for Lincolnville Fish Pier 2019 to the Harbor Committee for their written recommendation by no later than June 17, 2019, on the most appropriate time of year for any pier deck replacement work. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

- Boat Ramp Study:

Kinney explained that the launching ramp was identified in the Collins Report as not ideal because of the pitch or grade, and is relatively flat, which makes it challenging to launch a boat. The Collins report recommended that the ramp be 20 feet wide precast concrete curbs, instead of the existing ramp which is about 16 feet in width and is currently on the sand beach with timber curbs on each side.

Pinnacle Hill recommended starting at deep water and work back up at a certain grade until reaching the road level. This puts a fair amount of fill in the beach yet would allow someone to launch and retrieve a boat and would make the ramp more useable.

Kinney also made mention of the shore side support parking and the Town may want to look into extending over to where the current Lincolnville Beach Sanitary Facility wastewater treatment plant is located.

Dunn recommended that Kinney have a conversation with the Lincolnville Sewer District about the possibility of future parking opportunities.

Gerritsen spoke in favor of the new boat ramp and suggested that the Board move forward with the Conceptual Plan A and bring this forward to the Harbor Committee.

Dunn was in favor of trailer parking, however those concepts include a certain level of agreement in the use of land that does not belong to the Town of Lincolnville, but concept A would move the Town to that point, where the Town may be able to work out an agreement with the adjacent property.

Dunn also wanted feedback from the Harbor Committee.

Gerritsen made a motion that the Board establishes Conceptual Plan A as our preferred alternative with the possibility of incorporating different elements of the other conceptual plans, if possible, in the future. Laite seconded the motion. The motion passed on a 5-0-0.

Laite made a motion that the Board forwards the Boat Ramp Study to the Harbor Committee and Harbor Master for their review and input. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Gerritsen made an amended motion to set a deadline of no later than June 17, 2019, for the Harbor Committee to give their review and input to us regarding the Boat Ramp Study. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Laite made a motion that the Town Administrator is asked to obtain a budget cost estimate from a reputable contractor for the preferred alternative. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Laite made a motion to instruct the Town Administrator to open a dialogue with the Lincolnville Sewer District of their long-range plans regarding the use of the property that now houses the Lincolnville Beach Sanitary Facility wastewater treatment plant. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Laite made a motion that the Harbor Committee, as well as the Town Administrator, explore the grant opportunities for boat ramp facilities that might be available. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Laite made a motion to ask the Harbor Committee for their written recommendation no later than July 31, 2019, regarding any recommendation they may have for pier snow removal operations that will extend the life of the pier deck. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

11. Consideration of Winter Salt Bid award:

Fishman made a motion that the road salt bid for FY 2020 be awarded to New England Salt Co., LLC at the delivered price of \$47.07 per ton and the picked-up price of \$47 per ton and that the Town Administrator is hereby authorized to enter into an agreement with New England Salt Co., LLC under these terms. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

12. Emergency Medical Service Update:

Kinney explained that the Town of Lincolnville and Northeast Mobile Health Services currently have a contract for Emergency Medical Services that is due to expire on June 30, 2019. The last offer that the Town received was for a period of five years starting July 1, 2019, and ending on June 30, 2024. The first year would be at the same price as the current agreement and then it would have an escalator on an annual basis for the remaining four year contract.

Kinney reported that a five-year contract that does not contain a non-appropriation clause requires town meeting approval.

Kinney told the Board that Northeast Mobile Health Services is concerned that the four town cooperative, might not be able to come to an agreement with them regarding continuing coverage, which now requires that they go back to their owners and will get back to the Town soon.

Kinney encouraged the Board to continue to persuade the other partnering communities to have a dialog.

Kinney was hopeful that the next offer from Northeast Mobile Health Services will give us a short-term solution for now.

13. Approve Special Town Meeting Warrant (May 22, 2019):

Fishman made a motion that the Board approves and signs the Special Town Meeting Warrant for May 22, 2019. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

14. Approve Annual Town Meeting Warrant (June 11/13, 2019):

Fishman made a motion that the Board approves and sign the Annual Town Meeting Warrant for June 11/13, 2019. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

15. Authorization to initiate Quiet Title Actions:

Gerritsen made a motion that the pursuant to the Town's Municipal Lien Acquired Property Ordinance (Article 3 paragraph D) that the Board authorizes the Town Attorney to take any and all actions necessary including filing quiet title actions for the properties identified on Map 34 as Lot 218 and on Map 6 as Lot 62. Laite seconded the motion. The motion passed on a 5-0-0 vote.

16. Consideration of Ballot Clerk Re-appointments:

Laite made a motion that the Board appoints Rebecca Richards, Hannah Burke, and Jean Botley as Election/Ballot Clerks for the Annual Town Meeting which commences on June 11, 2019. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

17. As Board of Assessors:

Fishman made a motion that we suspend our meeting as the Board of Selectmen and that we convene as the Board of Assessors. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Kinney explained the Assessors' Agent prepared the 2019 Ratio Declaration & Reimbursement Application, which is paperwork that is submitted annually to the Maine Revenue Service which reveals how many homestead exemptions we should have for the coming year. The State of Maine uses this data to reimburse for homestead exemptions.

This form must be filed by June 1st to qualify for reimbursement from the State of Maine.

Laite made a motion that the Board approve and sign the Ratio Declaration & Reimbursement Application as prepared and recommended by the Assessors' Agent. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

The Assessors' Agent would like to schedule a meeting with the Board of Assessors to discuss any changes that may be necessary to assessed values to better reflect market value.

The Board decided to hold a workshop meeting on July 15, 2019, at 6 pm.

Barrows made a motion that we adjourn our meeting as the Board of Assessors and reconvene as the Board of Selectmen. Laite seconded the motion. The motion passed on a 5-0-0 vote.

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

Laite made a motion that the Board approves the Treasurers and Payroll Warrants. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

19. Adjourn:

Rebecca Richards, 35 Richards Road, Lincolnville, came before the Board at the end of the meeting, not realizing that she could have spoken earlier and requested to refute a couple of comments that Mr. Greg Boetsch made earlier in the evening.

Richards explained, “My husband Bruce and I had some wood harvested on our acre outback of the Wentworth Road and somehow a rumor began that we were subdividing. We have no intentions of subdividing, so his comment that there are now two subdivisions up there unless he is going to subdivide his acreage, is totally false. There is a loose Wentworth Road Association from Mr. Boteach’s garage further up the Wentworth Road, which the Town says they own up to the garage and maintain. The association pays for any of maintenance of the road, beyond that.”

The Board thanks Mrs. Richards for persevering through the meeting to the end and for her comments.

Barrows 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