

**BOARD OF SELECTMEN
MINUTES OF MEETING
November 27, 2017**

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

The quote was read by Selectman Laite.

1. **Executive Session – Consultation with Town Attorney regarding Legal Rights and Duties of the Board regarding Lincolnville Sewer District funding request (Title 1 MRSA Section 405(6)(E):**

Laite made a motion that the Board of Selectmen enter into executive session pursuant to Title 1 M.R.S.A Section 405(6)(E) to discuss the legal rights and duties of the Board regarding the Lincolnville Sewer District funding request. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote (Fishman joined session in progress).

2. **Citizens' Forum:**

There were none.

3. **Administrator's Report:**

David Kinney, Town Administrator, reported:

- Giving Tree: The Giving Tree is up at the Town Office for anyone wishing to help relieve some of the holiday stress, which provides a gift to a child in their family.
- Joint Select Board meeting: Kinney reported that at the request of the Board he had a recent conversation with Superintendent Helprin regarding holding a joint meeting between the School Committee and the Lincolnville Select Board. Helprin will let Kinney know what dates work for them.

4. **Meetings & Announcements:**

Kinney read the upcoming meetings.

5. **Upcoming Community Events:**

The Lincolnville Christmas by the Sea Bonfire will be at 3PM on Saturday, December 2, 2017, tree lighting and caroling at 4PM and Christmas party at the Lincolnville Improvement Association afterwards.

6. **Meeting Minutes:**

Barrows made a motion that the Board approve the November 13, 2017 meeting minutes as presented. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

7. **Winter Road Maintenance Update – Farley & Son:**

Kinney reported this is the third year of the town's three year contract with Farley & Son.

Tom Farley announced that Farley & Son is ready for the upcoming winter season. He recommended a camera be placed on the sand/salt shed which would only be used during snow storms, if allowed.

Farley told the Board, "This would be a wireless camera, with three screws. It would be a management thing for us to understand when trucks are rolling, when trucks are there and when trucks are shut off, and we are doing this at other facilities."

Dunn questioned if there was any reason that would prevent the Town from adding a camera.

Kinney stated no, because the Board controls the town facilities and if at a later date the Board wants to tell Farley & Son to remove it, the Board has that option.

Dunn wanted to know how soon Farley & Son would like this equipment installed.

Tom Farley wanted it installed as soon as possible, because it's beneficial for all types of reasons.

Laité made a motion to allow Farley & Son to install a wireless cellular based camera monitoring system at the Sand/Salt Shed to monitor truck activity for the 2017/2018 snow plow season. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

The Board thanked Tom Farley for attending the Board meeting.

8. Committee Chair and Department Head Updates(s):

- Harbor Committee: Nick Heal, Harbor Committee Chair, started with an update on the fee schedule. Two years ago there was a 10% increase in the Harbor fees and last year the fees were rounded up to the nearest dollar. The Harbor Committee proposed that this year, the fees should be increased by 5% and round it up to the nearest dollar, so that there is not a large jump. In the future, the Committee recommended a yearly 5% increase because the cost of living goes up along with the expenses at the harbor keep increasing.

Kinney noted that the Harbor Ordinance requires the Harbor Committee to make an annual recommendation to the fees for the upcoming year. The Select Board is then required by ordinance to set the fees in December, and then the new harbor fee bills are mailed out in January each year.

Heal also reported the Harbor Committee recently had a lengthy discussion on the transportation of hazardous materials/explosives across the harbor. Over the last year, this has been an issue, especially with workers at the harbor. The Harbormaster suggested the possibility of charging a fee for this, because it requires a complete shut-down/evacuation of the harbor facility within 400ft. The Harbor Committee proposes an annual fee, for the boats hauling said materials of \$500 and the Commercial Pier Usage fee for the vehicles that transport these material onto or across the pier.

Kinney stated that it will be up to the Harbormaster or the Town Office to inform these companies that they will need to pay for this fee, prior to hauling any hazardous materials or explosives across the harbor.

Heal presented the following recommendations on when the following items should be replaced:

1. Fish Pier Structural Assessment: – Decking should be replaced immediately; the estimated cost would be approximately \$80,000 to \$100,000.
2. Curbs: Replace approximately 105 feet with an estimated cost of \$5,000 in 2018.
3. Handrails: This should be done at the same time the decking work is complete. The estimated cost of this project would be \$12,000 and should also be replaced in 2018.
4. Side Float: It was recommended that this be replaced in 2018 with an estimated price of \$17,500.
5. Incline: The recommendation is to replace the Far East float with a 24ft by 3 ft float at an estimated replacement cost of \$2000.

6. Gantry: This has an estimated price of \$12,500 for 2018.

The total projected fish pier structural assessment and cost for 2018 would be \$121,500.

The Board recommended putting the document from the Harbor Committee on the “Cost and Time Line Forecast Over Ten Years” be put in an Excel Spreadsheet.

The Board thanked Nick Heal for his presentation.

- Harbor Master: Mike Hutchings started with the Guest and Service Moorings, which are serviced every year, and they are all in good shape, but don’t get a lot of use. He reported that some of the chains will need to be replaced, which will be an expense in the spring.

Pier: Not a lot to report on this other than, it needs to be re-decked.

Incline/floats: These are very nice and they have worked out well. The new flip-up slide thing is a nice addition and it seems to work very well.

Gantry: As soon as we get permitting, this really needs to be done.

Old Incline: We need to re-deck the old incline, just in case we lose one through the winter. (The Board requested a firm replacement cost.)

New float: We need to build one more new float this winter.

Launching Ramp: This ramp is in good repair. The only thing that may need replacing is the wooden side pieces.

Hutchings stated it wasn’t a very busy season this year, less than normal for some reason.

Dunn asked that the Harbormaster provide the Board with a copy of his activity and maintenance log.

Laité stated, “We talked about this in our workshop about an area to protect people when they are waiting and we should factor that into this too.”

Harbormaster Hutchings explained that he was recently down at the Harbor and was watching people wait for the ferry, in the rain, and wondered if the DOT would be interested in building a shelter.

Dunn suggested that the Harbor Committee and the Harbormaster have a conversation in the next month and report back to the Board.

The Board thanked Hutchings for his verbal report.

9. Lincolnton Sewer District – Request for Funding:

Jennifer Temple, Lincolnton Sewer District Trustee, handed out some material to the Board regarding the request, which was made in the spring, regarding establishing a Wastewater Capital Reserve Fund. The second page to the Board was a copy of an email from Mike Rollins, from the USDA, stating, “The financial feasibility would be achieved with a town contribution with an outline of the dollar amount and the timeframe.”

Temple also gave the Board a spreadsheet which outlined how the Town contribution of \$19,000 annually, over the first ten years, makes the entire project financially feasible.

Dunn announced that the Board was preparing a list of questions, homework basically, that the Board would like answers to.

Kinney stated that once the Board receives the answers to their questions, from the Lincolnton Sewer District, the Board would then make a decision on how and when to move forward, based on the information that the Lincolnton Sewer District provides back to the Board.

Dunn noted there are some questions and documentation that the Board needs in order to finalize the “ask” that will go to the towns people.

Kinney asked Temple, “Are we in imminent danger tomorrow of losing all the funding if this ask takes a period of time?”

Temple responded that the first thing the Lincolnton Sewer District is in danger of losing would be the CDGB Funding, which is the construction loan and that money was carried over from two award cycles ago. The CDGB is at the point of requesting applications for this coming fiscal year and they usually do their request in November and December. We either move forward or this kind of makes the CDGB look like they made a bad decision two years ago, which doesn’t make them look good, it doesn’t make Lincolnton look good and it doesn’t make the Lincolnton Sewer District look good.

Temple added that this is all about being able to capitalize or secure the debt.

Dunn added that Kinney will give Temple the homework assignment by the end of the week and then they can move forward.

10. Award of Snow Removal Contract – Fire Stations:

Barrows made a motion that the Board award the snow removal contract for the Fire Department to R.J. Osgood & Son in the amount of \$3995 for the coming 2017-2018 winter season. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

Laité & Gerritsen announced that they were glad to support a local establishment and that they were the low bidder.

11. Discussion Concerning Committee Charges:

- Route 1 Advisory Committee:

Barrows made a motion that the Board approve the November 27, 2017 draft charge for the Route 1 Advisory Committee. Laité seconded the motion. The motion passed on a 5-0-0 vote.

- Recreation Commission:

Dunn explained that to her it makes sense to have a joint meeting between the Select Board and the School Board Committee to discuss the areas of oversight before the Board could make a decision on the Recreation Commission charge.

12. Resignation:

- Recreation Commission:

Barrows made a motion that the Board accept with regret the resignation of Mike Kremin from the Recreation Commission. Laité seconded the motion with regret. The motion passed on a 5-0-0 vote.

Laité took a moment to thank Kremin for all his hard work.

Laité had to leave at this time and was excused from the meeting.

13. Follow-up Discussion – Town Meeting June 2018:

The Board decided to keep the town meeting date on a Thursday. The open portion of town meeting will be held on June 14th. No motion was needed at this time.

14. Follow-up Discussion – Consideration of Offering Domestic Partner Insurance Coverage:

Dunn discussed the fact that she was not comfortable taking money out of the contingency fund to offer insurance coverage to domestic partners this year. She recommended having this conversation during budget season and look to next year, but for now it is a lot of money to withdraw from contingency.

Kinney asked if the Board would like him to include the cost in the upcoming budget or leave the upcoming budget as it is with the current offerings and give the Board an option line to add it in.

Dunn spoke in favor of leaving the upcoming budget as it is with the current offering and give the Board an option line to possibly add it in.

The Board concurred at this time.

15. Discussion concerning 2nd December Board of Selectmen meeting:

The Board's second regularly scheduled meeting in the month of December this year, will fall on December 25th. Dunn suggested that the payroll warrant be approved by one Select Board signature and allow for vendor payments to wait until the January 8th meeting.

The Board concurred to only hold one meeting this month on December 11th.

16. Discussion concerning next Winter Road Maintenance Bid:

Kinney noted this is our third year of the Town's three year contract with Farley & Son for Winter Road Maintenance and we are now preparing to seek bids for another three year contract.

Kinney asked if there was anything the Select Board would like to see differently.

Dunn spoke in favor of having a package bid for municipal needs

Kinney told the Board, from an administrative point of view, it's cleaner, neater and easier to have one contractor to chase down multiple contractors.

Barrows was in favor of including everything in the new bid except for plowing at the harbor.

17. Discussion concerning volunteer recruitment:

Gerritsen recommended holding a community potluck supper to help with volunteer recruitment on Town's Boards, Committee's and Commission. Gerritsen volunteered to work with Kinney to come up ideas as well as possible dates and times.

18. 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 4-0-0 vote.

19. Adjourn:

Barrows made a motion to adjourn. Fishman seconded the motion. The motion passed on a 4-0-0 vote.

Respectfully submitted,

Melissa A. Geary
Administrative Assistant