

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
APRIL 8, 2013**

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

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

**1. Citizens' Forum:**

Arlene Leighton informed the Board she conferred with the Island Trust and they are no longer requesting the Towns to write a letter to the Army Corp Engineers. She said we should stay vigilant with the clean water permit that has been issued. Islesboro Island Trust and TNTB still feel it's a legal concern for them, but maybe not policy or political concerns for most Towns.

Will Brown addressed the Board to give them an update on Gateway One. He said we have met over the last couple of years as an Ad Hoc group. Of the thirteen towns that were involved with Gateway nine towns still meet once every couple of months and plan what they can do for the future. The towns that have kept involved over the past couple of years are Bath, Edgecomb, Newcastle, Damariscotta, Thomaston, Rockland, Rockport, Camden, Lincolnville and Belfast. Brown said at their meeting they realize that to apply for grants that might be out there for sidewalks or walkability projects, whether they are on Route 1 near the beach area or Lincolnville Center, they need to decide whether they want to become a 501C-3 non-profit or get under an umbrella with someone else. Brown said we decided at the last meeting to approach Friends of Mid-Coast Maine to see if they would serve as an umbrella. Brown said somewhere down the road they may want to do some fund raising themselves to help out with administrative fees for doing applications for grants. He said at that time he would come talk with the Board because he is responsible to the Board even though his is an informal appointment as a Lincolnville representative to the Ad Hoc group. Brown said some of the projects they may be looking at are common to everybody in the whole corridor. He said we want to try to get as many of those other towns who dropped out a couple of years ago back with the group. He said sidewalks, bike paths and walkability projects will be looked at first.

**2. Administrator's Report:**

David Kinney, Town Administrator, reported:

Nomination papers are available for election to the Board of Selectmen, the LCS Committee, Five Town CSD Committee, and the Budget Committee. Papers can be picked up at the Town Office during normal business hours and papers must be returned to the Town Office by 5:00 p.m. on April 29<sup>th</sup>.

The Recreation Commission has a survey out that is available either online on the Town's web site or as a paper copy at the Town Office.

There is a tentative EMS meeting to assist in educating Selectmen about EMS services for Tuesday, April 30<sup>th</sup>, time and location to be determined. An individual who is knowledgeable about EMS services in the region and the state will try and give us all an "EMS 101" course.

Kinney said we've cleared our last hurdle in the federal court case concerning the acquired property on Morton Road. It has a 60-day appeal period for any group that was a party to the case.

Kinney said we had a request from an employee concerning vacation time. Currently, vacation time is given on an anniversary basis. If you were hired March 1<sup>st</sup>, after you've been here a year and earned your vacation you must use it between that March 1<sup>st</sup> and the next March 1<sup>st</sup>. An employee that has a little less than a week of time left that she would like to use before the end of April, but she doesn't know how she's going to do it when we are operating short staffed. It would be helpful if the opportunity to use this vacation time can be extend to the end of the fiscal year. Kinney said the Board has the ability to wave that part of the personnel policy.

Gerry asked if the Board could talk about this issue when they go into Executive Session. Gerry said he would prefer to do that.

Kinney said they could.

Kinney said he also has an issue that came up with Chairman Barrows regarding potential acquisition or sale of town own property. He said he would like to discuss this with the Board in Executive Session.

Kinney said we are gearing up for the move of the Town Office and have taken a number of trips to the recycling center and solid waste facility, and have started to move materials into storage.

**3. Meetings & Announcements:**

Town Administrator Kinney read the upcoming meetings.

Gerry said there are going to be major changes in membership on the Comprehensive Plan Review Committee, so they will be looking for people who are interested in serving. He said if someone is interested in what is going on they should attend the next meeting.

Dunn said we need some interested, motivated individuals to make a difference and get involved.

**4. Upcoming Community Events:**

Kinney said there's a benefit dinner for Andy O'Brien Saturday, April 13<sup>th</sup> from 5:00 p.m. to 7:00 p.m. at the Lincolnville Central School. There is also the Prescription Drug Take Back Day on Saturday, April 27<sup>th</sup> from 10:00 a.m. to 2:00 p.m. at the current Town Office location.

Gerry said on Wednesday, April 17<sup>th</sup> at 7:00 p.m. the Lincolnville Community Library will hold its monthly speaker and music entertainment. Tess Gerritsen is the speaker and the group All That Jazz will be performing. Gerry said tickets are \$10 and there are only two tickets left, so give him a call to reserve the tickets.

5. **Meeting Minutes:**

**Motion by Libby , second by Dunn , that the Board approve the March 25, 2013 meeting minutes as presented. Vote 4-0. (Trundy abstained).**

6. **MCSWC Bag Fee – Jim Guerra:**

Jim Guerra, the Manager for Mid-Coast Solid Waste facility, said he was looking for a motion and a vote to approve allowing Mid-Coast Solid Waste to increase its bag fee for trash from a \$1.50 to \$2.00 for the large bags as of May 1, 2013 and from \$9.00 for a bundle of ten to \$12.00 for the small bags.

Guerra said that back in the late eighties or early nineties we became charter members of the Municipal Review Committee, actual part owners of the facility. As part owners and members of the Municipal Review Committee we were entitled to a \$45.00 per ton target fee for disposing of our trash based on deliveries, performance of the plant and above all an electrical contract with Bangor Hydro. Guerra said it was a very good contract somewhere in the vicinity of 14 cents a kilowatt hour. Guerra said in 2018 Bangor Hydro's contract with Penobscot Energy Recovery Company (PERC) will end, the incinerator plant will still be operable, but the economics will be completely different. Guerra said rather than wait until 2018 to hit us with a huge jump from \$45 a ton to \$86 - \$90 a ton, there was a vote to raise the tipping fees slowly over the next five years. Guerra said by the time we get there it will be about a \$170,000 difference per year.

Guerra said there are a couple of things we need to do, one is to accommodate this increased cost now and the other is to get a good sense, for the larger community, of what the waste stream is going to look like in 2020. If we come up with another proposal for a facility to handle this material we need to size it accordingly, because scaling is very important for efficient operation. The Mid-Coast Solid Waste Board believes that the bag fees should reflect what our costs are for disposal. The other thing about our bag fee is it puts the increase in the hands of the people who can actually make a difference. Guerra said their recycling rate is very poor. We ship out 6800 tons a year of waste we can't (or don't) recycle and we recycle about 1000 tons a year of cans, bottles, plastic containers, glass, etc. The total amount is about 1400 tons total when you add in scrap metal. Guerra said over the next several years we will focus on developing recycling and diversion programs and be more hands on with the public as they come through the door.

Barrows said, if his math is correct, Mid-Coast Solid Waste is getting \$99 a ton and we are paying \$1.50 for a 30 pound per bag approximately, some bags weigh more some less. Barrows said at the new price (\$2/bag) your net is \$133. Barrows asked if they were trying to stockpile a little cash ahead for what is maybe six years from now.

Guerra said we have an opportunity to break this up over the next four years into two increases, but these increases are not efficient. Guerra said if the fee goes to \$2 per bag now, they should be able to cover the cost of increases beyond six years, but if we wait a couple of years and then try another increase probably then we will be up to \$2 we'll just squeak by year 2018.

Barrows and Gerry thought the jump in bag fees were too high.

Libby said it makes more sense to go up now on the bag fees then have to come up with one big lump sum.

Gerry asked if the bag fees could be a little lower, say \$1.75.

Guerra said it could be a 30 cent increase for two years, then it has to go up to \$2 otherwise we are going to fall behind and lose money at the end. We are already \$20,000 behind and with the 2014 budget we are going to be another \$26,000 -- \$28,000 behind depending on what we put out for trash. Then add another \$27,000 to that the next year; it goes up very quickly. Guerra said the recycling rate is as low as it gets, people need to do a lot better.

Trundy said if the decision is made by the Towns to not raise the additional revenue from sales of bags then ultimately that cost is going to have to be absorbed by a higher tax rate because of the assessment on the community by Mid-Coast Solid Waste. Trundy said he would like to see Mid-Coast Solid Waste explore every option to make recycling as easy for the public as possible.

Kinney asked Guerra to clarify that the budget request we had from Mid-Coast Solid Waste for this year includes the assumption that this bag fee was going to be implemented. In other words, we will be able to benefit our municipal budget this year by anticipating the change being enacted.

Guerra said that's true.

**Motion by Libby, second by Trundy, that the Mid-Coast Solid Waste Corporation be authorized to increase its per bag fee for trash from \$1.50 to \$2.00 as of May 1, 2013 and that the fee for 10 small bags be adjusted from \$10 to \$12. Vote 5-0.**

**7. Breezemere Park 2013 Summer Season Facilities Layout:**

Donald Heald introduced himself as the park liaison for the Recreation Commission. He handles the lower end of the park, swimming area, boat ramp and dock maintenance. Heald updated the Board on how things went last season with the park and what is

expected this year. Last year, the Boat Club was moved over to make room for the swim float in the swimming area so that we didn't have as close proximity of moving sail boats to swimmers. Heald said he spent a great deal of time--five days out of seven every week--down there for the summer and from his perspective it worked well. He said they had some issues with people being loud and possibly discourteous conduct at times that affected some of the land owners that abut the property.

Heald said what we were hoping to accomplish is equal access for all groups using that facility including public use for wading and swimming, launching boats, or use for a commercial purpose by the Boat Club. He said we have a limited amount of physical access from shore to water and what was arranged last year worked remarkably well. He said he watched boats come and go around the Boat Club and that it worked quite well even when we had back to back of people launching and retrieving boats. People were able to go in and out around both sides of their floats and still leave plenty of room for swimmers at the satellite dock swimming in.

Heald said from the stand point of public safety and equal access under State statute everyone was able to use the state waters. What we are trying to do is to make sure that with our resource of the park we accomplish that in a safe manner. Heald said after the start of this season he wants to come to the Board to let them know what has worked, what has changed and what we would like to see going forward for the summer. Also, he wants to address any questions abutters may have as to why we chose to do what we did last season. He says he wants to do some outreach. Heald thinks everything to do with the Boat Club has worked quite well. Heald said he has been at the park on numerous occasions when the summer swim groups show up with a bus full of fifty children and four chaperons. They handled it quite well and picked up after themselves. Heald said they did have an issue with the dumpster being too close to Tom Nolan's house and the smell was obnoxious, so we moved it to the upper parking lot. We seem to do well with the trash can down there and will add one more.

Heald said the Board has given their blessing for the Boat Club to operate there and he would like to see it remain there with the park being used in the most harmonious way possible. He also recommended that we follow through on having the Selectmen change the language in the Charter to allow the Boat Club members to hang for extended periods on the boat ramp side shore docks. State statute says if you're going to hang out for extended periods on a dock it can be stated such in the Town language. Heald said the only addition he plans to add to this season is a half way ball between shore and the dock in case somebody might be experiencing a cramp or problem coming back in from the outer dock. They would have a place to hang out for a minute. Heald said they intend to change out the ramp this year that goes where the old dock is being discontinued and for a wheelchair access we will make a short four foot flat ramp access to the boat launch docks.

Barrows asked if there was a possibility of moving the Boat Club float 15 feet. Barrow said Tom Nolan discussed the issue with the Selectmen of the float blocking his view.

Heald said he went over and talked with Nolan concerning this issue and looked at the situation. The problem is forced perspective; Nolan looks down through a hole in the canopy to the water. He can't see the other side of the lake, he can see the boat ramp and a little of what's beyond it and the water right in front of his own shore. Heald said when you take that view of the Boat Club and move it 15 feet further they are still in view because they are running at a diagonal out. The boat float is at the limit from shore, so they have to go to the right, which keeps them still in the line of sight. Heald said for safety reasons he would not want to see that distance between the docks shortened. Heald said he can understand Nolan's issue and respects the fact that he doesn't want to look at it, but the Boat Club has a right to that access. Heald said he really has to come down on the safety side of this issue, it's about equal access and fairness to everybody.

Gerry asked Gary Neville from the Boat Club if the committee had done any recalculation on those 15 feet that Nolan mentioned at the Recreation Commission meeting or if they did another site look.

Gary Neville said no, that last year they didn't want to move because he knew both neighbors were happy with the situation and we thought we were being a good neighbor. However, we now know from the meeting on April 3<sup>rd</sup> that both neighbors aren't happy. Neville said the Board has to decide if you want the two neighbors happy and try to make some accommodation in the park or decide there isn't any accommodation to be made.

Gerry asked what are the pros for reversing the Boat Club float again.

Neville said Heald was correct that there's some boat flow issues to work through and there is some boat traffic that goes into the boat ramp, but he thinks the Boat Club float could be put closer to Lesley Devoe's property and have the swim float somewhere over closer to Tom Nolan's; maybe do some float corridors and keep it separate. Neville thinks there is some room to move it around.

Lesley Devoe said if they flipped the two we wouldn't even have to have the swim float very far over toward the boat ramp because she agrees with Heald's issue of safety. She said it's really different having the noise on the edge of her property where she can get away from it versus right out in the middle where she can't. Devoe said she knew Heald took care of the loudest offenders and she appreciated that, but thinks maybe reversing the floats and shifting them a little bit to the right is fine as long as it's not right out in front.

Libby asked Devoe if moving the swim float over really reduces the noise for her.

Devoe said yes it's like in the background and I can go to the other end of my property and not hear it when it's really loud.

Trundy said if their switched and you put the swim float closer to Nolan's house isn't he still going to have the same visual impairment that he had with the boat float sitting

there. Trundy also said if Devoe doesn't like the noise in front of her house and you move that swim float over in front of Nolan's house he's not going to like the noise either.

Devoe said Nolan's house is way in the back; he had more of a problem with the visuals of the sail boats.

Heald said we have a boat ramp unless we are going to tear it out and move it. It creates a safety issue, because I can't have swimmers go into an area where power boats are being launched. Heald said you have the Sail Boat Club, which is directly off the boat ramp, so when they come in it's a straight shot and on the right hand side we have swimmers. Heald said unless we are ready to spend thousands to dig that boat ramp out and put it back to where it used to be, I have to take the landing and move it to where the boat ramp is and put the shore mounted dock on that side and then we will move the Boat Club back to where they were off Devoe's point and we will put the swim float off where the boat ramp use to be.

Libby said she has seen what boat propellers do to people who are in the water and it is a safety issue. Libby said when you buy property next to a public park beach you are going to have noise and there is no guarantee for Mr. Nolan to have a beautiful view; he doesn't own the lake. She said she goes with the safety issue.

Neville made a diagram on the chalk board to explain to the Board that if we buoy coming off the boat ramp how the boats would come into the ramp.

Heald said we are not allowed by law to place a buoy within 200 feet of a boat ramp, otherwise I would have like to do it. He said he was told by Tim Thurston, of Navigational Aids at the State, that you have to apply for a permit to do that and you can't have it within 200 feet of a boat launching facility. Heald said by making the improvement of the swimming area and moving the Boat Club we had a wonderful safe swimming season. The Boat Club was able to have a short egress off the boat ramp right to their main float. Heald said he knows there are going to be unhappy abutters, but this is a park and this is where we want the public to come together and recreate and enjoy the space. Heald said he can make sure the abutter has his cell phone number so that should things get out of hand Devoe can contact me night or day.

Gerry asked Neville how much of a pain it is to move the Boat Club float 15 feet as requested by Nolan.

Neville said they could do it, but the only problem was the other night Nolan strung two things together, one was move it 15 feet back to where it was two years ago.

Heald said that decreases the amount of setback that we have to each other. He said boats were able to go out and around. I witness the club putting their equipment away and boats came in and out either side of them and people were still swimming, all three things happened simultaneously in a harmonies fashion.

Dunn asked how often swimmers are swimming over to the Boat Club float.

Heald said a lot, so even if you move it there still will be people swimming over to it because it's there. He said they tend to swim from the satellite dock over to the float.

Dunn said if there's something floating out there the natural tendency is for individuals to swim to it. She said if the Boat Club float is across the boat traffic you are basically setting individuals up to cross boat traffic.

Heald said they have created buffers to enhance safety, egress in and out, so as to not have as high a chance that we are going to have a collision with boat and swimmer. Heald thinks they have done a very good job with that and the Boat Club has been able to continue teaching.

Trundy said from looking at the diagram on the board it doesn't make sense to switch them back.

There was extensive discussion concerning the diagram showing the layout of the facilities on the lake.

Heald said he came before the Board because he didn't want to kick back a response to Nolan and then have him come back before the Board again. Heald said we wanted to try to let the Select Board look at all the issues, listen to the Club and abutters and be able to make a decision. We have made a real physical change on the water and in the park. We think that this is the best outcome and accomplishes all three things simultaneously.

Gerry asked Neville what he thought the solution was to this problem.

Neville said to move the Boat Club float back over near Devoe's property the way it was two years ago and then find a good place for the swim float, that solves Nolan's and Devoe's problems. Neville said you could put up some signs saying 'headway speed' only. Neville said Heald's design is a good one, but the neighbors don't like it so that's why I don't like it.

Heald said he needs to keep both sides of the dock attached to the boat ramp area open, so Boat Club members can lay up their boats on the side of the dock away from traffic coming in to and out of the boat ramp. The intention is also to keep swimmers and waders as far as possible from the launching and retrieving of boats in the area. He thinks the arrangement makes the most sense from a float perspective and also for the safety of people using different types of boats around each other.

Trundy said he would like to table the article until the next meeting. He wants to have a chance to go down to the lake and see the layout and how much room there is to navigate around there.

Heald said he should wait until they get the floats out in the water in early June.

Kinney asked, just to make clear, once the Town and Boat Club floats are in the water the Selectmen are either independently or together going down and see the layout. Kinney said the reason he is asking is because he told Nolan, who couldn't attend tonight, that he would call him tomorrow and let him know what the Board decided.

The Board agreed to go down and look at the layout together in early June.

**8. Lobster SUP CUP Update:**

Kinney said just so the folks at home have an understanding the Board asked for the opinion of the Town Attorney regarding the wish of the grantors concerning use of the beach and the parking area. The understanding has been that this is a 'wish' of the grantors that the natural beauty of the beach be maintained and never used for commercial purposes and further that no revenue be derived from its use in any way. The attorney said that was precatory, which means it was their wish and not an actual demand as to condition of use.

Thor Emery said, as far as their logistics go, Rick's Lobster Pound will host all of the vendor space needed. Emery said he is not anticipating huge numbers, so if people park there that's great and a couple of other restaurants have offered additional parking. Emery said it would be nice for the paddle boarders to be able to come around to the beach to take out rather than over by the Ferry Terminal. He said Belfast and Camden have approved the race going through their harbors. He will also be at the Rockport Town meeting tonight to get their approval. He said their fund raising group is Operation Rebound; it's a group from San Diego that does sports therapy for veterans. They may send two to four athletes that will compete. Emery said they have also lined up some potential sponsors if we get approved for the race.

Trundy said he thinks it's awesome and he was glad to see the business community down at the beach work with them on the race. Trundy said he noticed in the notes from the Town Administrator that if the Board approves the race we want the organizers to obtain liability insurance in the amount of at least \$400,000 and that the Town of Lincolnville be named as additional insured on the policy. It is also expected that the group will obtain the necessary permissions as required in the racing events ordinance.

Emory said they are looking at one of the organizers for our liability insurance. We are looking at the exact race policy and the way it's written the Town can be named as an insured entity.

**Motion by Trundy, second by Dunn, that we approve the event with the condition that the Town be named as additionally insured on the liability insurance. Vote 5-0.**

**9. Request to Send ACOE a letter concerning DCP Midstream Tank:**

Arlene Leighton wanted to thank the Board for their interest and allowing her to come before them. Leighton said as she mentioned in citizen's forum there is no longer a need

for the letter to be written to ACOE, but she wants to keep them abreast of different issues. She said the only thing that might be of interest is the upcoming dredging proposal in Searsport. She said the Army Corps of Engineers Harbor report identifies potential locations for dredge materials to be dumped. Leighton said she would send it to the Board if they want it.

**10. Municipal Building Project Update:**

Kinney said that last Wednesday we had a very successful bid opening on the Town office project. We received ten bids with many of them within our project budget. Kinney said he wants to extend thanks to the many people who have worked on this as well as the consultant team who took our vision and hopefully will deliver on a project that is within budget. Kinney said he, Amanda, and Brian Austin, from 2A Architects, sat down on Friday and interviewed the three low bidders to make sure they had a complete understanding of the project documents and what was required of them. Kinney said they would like to seek concurrence of the Board to move forward with the low bidder for the project, which was The Penobscot Company from Rockport. Kinney said their recommendation was that they move forward with the base bid from the Penobscot Company and that we add the alternate of a 20kW generator at an additional cost of \$8,360. He said they recommend that we move forward with the blessing of the Board to develop a contract with Penobscot Company, so at the next Board meeting it could be signed.

Gerry asked if the Board had talked about the generator before.

Kinney said that it has been discussed over the last ten years.

Amanda Austin said the generator has been talked about for a long time; it became even more important because of the heating and cooling system we are using.

Kinney said we included it in the bid as an alternate to get the pricing, so we could make an inform choice as to whether or not we want it.

Gerry asked when the power is out if the Town employees would still be able to work.

Kinney said they can still work now, but they can't do anything with computers. Kinney said if there's an ice storm the building won't freeze.

Austin said that size of generator can run mechanical equipment, heating and cooling systems, telephones, emergency lighting, some basic computer equipment and the security system.

Dunn asked what other projects The Penobscot Company has done.

Austin read a partial list of what they submitted. Penobscot Company has done the Waldoboro Town Office, remodeled the interior of the Camden Town Office as well the expansion the Public Safety building in Camden, South Bristol's Town Office and Hope

Fire Station. They also listed several other facilities. Austin said they spoke with three references, all of which were positive about their work.

The Board all agreed to move forward with The Penobscot Company for the Town Office Project.

- 11. Liquor License Renewal Application: The Lobster Pound Restaurant:  
Motion by Gerry, second by Libby, that the Board approve and sign the liquor license application submitted by the Lobster Pound Restaurant. Vote 5-0.**

- 12. Resignation(s) & Appointment(s):  
Motion by Gerry, second by Libby, that the Board accept Ben Wilhelm's resignation from the Harbor Committee. Vote 5-0.**

**Motion by Trundy, second by Dunn, that the Board appoint Benjamin Hoops as a member of the Harbor Committee with a term expiring June 2014. Vote 5-0.**

**Motion by Dunn, second by Trundy, that the Board appoint Jim Sinclair as a member of the EMS Review Team. Vote 4-0. (Libby abstained).**

**Motion by Dunn, second by Barrows, that the Board appoint Jason Trundy as a member of the EMS Review Team. Vote 3-0. (Trundy and Libby abstained).**

**Motion by Gerry, second by Trundy, that the Board appoint Carl Aselton as a member of the Recreation Commission with a term expiring June 2015. Vote 5-0.**

- 13. South Cobbtown Road Property :**

Barrows mentioned that at the last meeting the Board talked about creative ways to sell the South Cobbtown Road property. Paul Crowley suggested a raffle or essay contest. Barrows asked if anyone had other ideas or should they put it out to bid or get a realtor.

Gerry said Crowley's thought behind the raffle comes from when the school raffled off the property behind High Street. They got \$100,000 for it.

Libby asked how much work was involved in doing the raffle.

Kinney said the capital campaign did a very good job of marketing. They managed to get the attention of the national media because they had the idea of raising money for a school in a small town in Maine.

Kinney suggested that if the Board is looking to do something unique in terms of disposing of the property it would be worth it to talk with the Town Attorney to ensure that this is permissible under State law.

Barrows said this might incur a couple of thousand dollars out of pocket with the hope of gaining more.

There was discussion among the Board concerning the different options in selling the property.

Trundy said the raffle is an awesome idea, but the drawback is it will take a commitment and some time to do it right.

Gerry thought if the Board could get an organization in Town interested in raising money for a project they may be interested in running the raffle if they would receive a portion of the proceeds.

Gerry asked what Kinney's thoughts were on this.

Kinney said if it's permissible the Board may want to set up some sort of application process for non-profits because you may have Little League, the Library or Camden First Aid interested. Kinney said any fund raising group that had an opportunity to raise money might be interested.

The Board was in agreement with talking with the Town Attorney and then moving forward.

**14. MPBN Correspondence:**

Gerry said they are a great organization, but if we do this for them there's WEIU and all the rest of them, and if you give to one you need to give to others. Gerry said he would not be in favor of voting for that, Libby agreed.

Trundy said he thought of them as a provider agency and the Board had turned down other agencies because they had not submitted their request in the proper time frame.

Kinney suggested if the Board chooses to deny this request, the Board could make a blanket statement not just directed at this agency and then when future things like this come up we just send them a letter saying our process is this and our time frame is this.

**Motion by Gerry, second by Libby, that the Board deny this request for donation from MPBN and any similar request and to inform future requesters of our process and time frame. Vote 5-0.**

15. **Treasurer's and Payroll Warrant(s) – Approve and Sign:**  
Motion by Trundy, second by Libby, that the Board approve the Treasurer's and Payroll Warrants, Capital Campaign, and Coombs-Griffin Education Trust Warrants. Vote 5-0.

16. **Annual Performance Evaluation of the Town Administrator – Possible Executive Session – Personnel Matter – Title 1 MRSA Section 405 (6)(A):**  
Motion by Gerry, second by Libby, that the Board of Selectmen enter into executive session for purpose of conducting the annual performance evaluation of the Town Administrator pursuant to Title 1 MRSA Section 405(6)(A). and other items discussed. Vote 5-0.

Upon returning to open session, Motion by Gerry, second by Trundy, to allow Karen Secotte to carry any vacation time remaining at her anniversary date provided it is used prior to June 30<sup>th</sup>. Vote 5-0.

Motion by Dunn, second by Gerry, that the Board of Selectmen instruct the Town Attorney to prepare an employment agreement extending the Town Administrator's employment through June 2016. Vote 5-0.

17. **Adjourn:**  
Motion by Gerry, second by Libby, to adjourn. Vote 5-0.

Respectfully submitted,  
Cheryl Ten Broeck  
Administrative Assistant