

**APPROVED
BOARD OF SELECTMEN
MINUTES OF MEETING
APRIL 9, 2012**

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

Excused absence: Stacey Parra

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

At the request of Selectwoman Libby, a moment of silence was observed for longtime Lincolnville resident Margaret Robbins. It was later announced that her funeral will be held Thursday, 2 p.m., at United Christian Church in Lincolnville Center.

1. **Citizens' Forum:** None

2. **Administrator's Report:**

Town Administrator David Kinney reported:

- Harbor mooring and wait list fees are due by Friday, April 13th; non-payment will result in loss of privileges.
- Nomination papers for Selectmen, School Committee, and Budget Committee are available at the Town Office; deadline for returning nomination papers is by close of business on April 30th.
- There is SHIP Grant money available; the Harbor Committee/Town Administrator will be submitting a letter of intent and application for the wave screen project.
- A workers compensation audit was performed, resulting in the Town receiving a \$631 refund.
- Second half real estate payments are due by April 12th; interest starts on April 13th.
- We did not receive payment from Merv Taylor of Ducktrap Resources today, so the Town Administrator will put this item on the Board's next agenda.

3. **Meetings & Announcements:**

Town Administrator Kinney read the upcoming meetings.

4. **Upcoming Community Events:**

Selectwoman Libby announced she will be participating in the Dancing with the Local Stars event on April 27th at the Camden Opera House; proceeds will benefit the Community School.

5. **Meeting Minutes**

Motion by Gerry, second by Barrows, to approve the March 26th meeting minutes, as presented. Vote 4-0.

Chairman Trundy announced Selectwoman Parra has an excused absence from tonight's meeting.

6. **Shellfish Ordinance – Andy Young:**

Andy Young addressed the Board about Lincolnville creating a shellfish committee and shellfish ordinance in Lincolnville. He, and several other people, are interested in exploring the possibility of digging shellfish at the mouth of Ducktrap River once again, as was done a couple decades ago. There is a process involved, which was explained to him in his initial research with the Department of Marine Resources (DMR); one of the steps is having a shellfish ordinance in place, showing the Town meets DMR's minimum standards. DMR is the testing authority for shellfish areas, but their funds are limited. Mr. Young is curious why pollution readings at Ducktrap have been so bad in recent years.

A DMR representative is willing to attend a Board meeting to explain the process and answer questions. It was the consensus of Board members that they would like to hear from a DMR representative. Andy Young will ask DMR to contact Town Administrator Kinney to confirm they could attend the Board's April 30th meeting; all interested citizenry is invited to attend as well.

7. **Liquor License Renewal(s):**

• **Lobster Pound Restaurant**

Motion by Gerry, second by Libby, to approve and sign the liquor license application submitted by the Lobster Pound Restaurant, Inc. Vote 4-0.

• **Inn at Sunrise Point**

Motion by Gerry, second by Libby, to approve and sign the liquor license application submitted by the Inn at Sunrise Point, LLC. Vote 4-0.

8. **Gravel Roads Follow-up:**

After discussing gravel roads at the Board's last meeting, Town Administrator Kinney explained he and Road Commissioner Young updated the Town's Gravel Road List. Lincolnville has 9.36 miles of gravel roads; currently the two top-priority gravel roads are North Cobbtown and Tanglewood Roads. Town voters approved spending about \$535,000 a mile through a bond issue (in 2008) to rebuild and pave four gravel roads, resulting in an \$85,000 annual bond payment for fifteen years. Should the Town "pay as we go" for improving additional gravel roads, perhaps by yearly budgeting money in reserve funds, or borrow?

In response to questions by Board members, Town Administrator Kinney explained the column on the Gravel Road List illustrates the density of residents on the roads; a higher structure number means a higher density on the road; it was noted that some gravel roads have only one structure. Town Administrator Kinney also explained depending on weather and use, gravel road yearly maintenance includes grading two or three times.

Motion by Gerry, second by Barrows, that the Board instruct the Town Administrator to prepare for, the Board's next meeting, a presentation concerning the process, costs, and timeline that the Town must follow in order to discontinue a Town road. Vote 4-0.

9. **Board, Committee, and Commissions: Appointment(s) & Resignation(s)**

Motion by Libby, second by Barrows, to appoint Cecil Dennison to the Memorial Day Committee as a regular member, with a term expiring in June, 2012. Vote 4-0.

Motion by Libby, second by Barrows, to appoint James Greeley to the Memorial Day Committee as a regular member, with a term expiring in June, 2012. Vote 4-0.

Motion by Gerry, second by Barrows, to accept Jeanne Hollingsworth's resignation from the Land Use Committee, and that the Town Administrator send her a letter expressing the Board thanks for her many years of dedicated service. Vote 4-0.

10. Review Draft of Annual Town Meeting Warrant:

Town Administrator Kinney pointed out the draft article numbers jumped from 18 to 20. Board members had no comments regarding the draft Warrant.

11. MCEDD General Assembly Nominations:

Motion by Libby, second by Barrows, to appoint Rosendel Gerry and David Kinney to the Mid-Coast Economic Development General Assembly, with terms expiring in June, 2013. Vote 3-0-1 (Gerry abstained).

Town Administrator Kinney also pointed out there were vacancies for citizen participation on the Mid-Coast Economic Development District.

12. Rapid Renewal – Credit Card Acceptance:

Town Administrator Kinney explained currently the Town offers online re-registrations for motor vehicles and boats via electronic checks only because credit card transaction fees would have been too costly for the Town to absorb. Due to a recent law change, credit card convenience fees can now be charged to customers.

Motion by Gerry, second by Barrows, to authorize the Town Administrator to sign on behalf of the Town the Schedule A agreement with InforME, allowing the users of Rapid Renewal Service and Boat Registration Renewal Service to pay by credit card if they so choose. Vote 4-0.

13. Consideration of Deputy Inland Harbor Master Position:

Town Administrator Kinney explained that due to current health issues, Inland Harbor Master Ken Bailey is recommending that Justin Twitchell of the Knox County Sheriff's Office be appointed Deputy Inland Harbor Master for Lincolnville.

Board members expressed some concern that there might be differences between Knox and Waldo County procedures; also none of the Board members knew Justin Twitchell and wanted to meet him before their next round of appointments in June. Town Administrator Kinney explained the Town pays Ken Bailey a \$1,204 stipend, which has been budgeted. No funds were budgeted for a Deputy Inland Harbor Master, so the Board should determine what, if any, stipend amount should be paid to a Deputy and designate where the funds should be taken. When questioned, Town Administrator Kinney did not anticipate all the funds would be used from the Police Department part-time officers account.

Motion by Libby, second by Barrows, to appoint Justin Twitchell as Deputy Inland Harbor Master, for a term expiring June 30, 2012, and that he be paid a stipend of \$250 from the Police Department's part-time officers account. Vote 4-0.

14. **Disposition of Lien Acquired Property – (Map 34, Lot 150)**

Town Administrator Kinney explained that the 1.27-acre Morton Road property that is Town lien-acquired property currently has a mobile home and garage on the site; the mobile home has significant water damage at one end. Regarding disposition of the lien-acquired property, Selectmen have the option to maintain it for municipal purposes, dispose of it according to the *Ordinance for the Maintenance, Administration, and Disposition of Municipal Lien Acquired Property*, or seek voter approval at a special or annual Town Meeting for alternative disposition options.

Bridget Kimball briefly addressed the Board, expressing an interest in the mobile home and moving it off the property; she is not interested in the lot.

Selectman Gerry suggested a tour of the property might be helpful to Board members in deciding if the property should be broken up or kept together. He wanted to avoid another unsafe building situation, and also suggested a special town meeting might speed the process along in light of the fact that there was an interested party in moving the trailer.

The consensus of Board members was that removal of the trailer might make the property more appealing to potential buyers, since the lot would have sewer, water, a cement slab, and a garage that was in decent condition. Given the notification timeline requirements for a special town meeting, the June Annual Town Meeting would suffice in seeking voter input; Town Administrator Kinney will draft an article. He is also very willing to take any Board member to the property for a tour, if interested.

15. **Fee Schedule(s)**

• **Public Access, Inspection and Copying Policy**

Town Administrator Kinney explained Lincolnville Telephone Company use to provide fax services at its Lincolnville Center location, but since that office is now closed, people have asked to send faxes out from the Town office. He continued to explain that he has had a couple requests for Lincolnville's tax maps in PDF format; our vendor would charge us \$150 for PDF maps. Rockport charges \$50 and Camden \$100 for PDF tax maps, and they also have the maps on their websites to download for free. Town Administrator Kinney said having the maps on our website would relieve foot traffic in the Town Office; this information is available for free at the Town Office, except for copy charges.

Motion by Gerry, second by Libby, that the fees for the Land Use and Development Schedule for the upcoming year be set at the same amount as the current year. Vote 4-0. *(Before the vote, it was pointed out that this wasn't the item currently being discussed; Selectman Gerry withdrew this motion, then withdrew the withdrawal, so the initial motion was voted on.)*

Motion by Gerry, second by Barrows, to amend the Public Access, Inspection, and Copying Policy to include the fees of \$1 per page for an outgoing fax from a customer; \$150 for a set of full size maps; and \$150 for a PDF file of the set of tax maps.

Discussion:

Chairman Trundy agreed that having the maps on the website would save people from coming into the Town Office. However, as someone who utilizes PDF files in his work, he felt \$150 was high and thought \$50 seemed fairer; Selectman Gerry suggested splitting the difference to \$75. In response to Selectman Gerry's question, Town Administrator Kinney pointed out that the Board can change fees at any time in the future.

Selectman Gerry withdrew his motion; Selectman Barrows withdrew his second.

Motion by Gerry, second by Barrows, to amend the Public Access, Inspection, and Copying Policy to include the fees of \$1 per page for an outgoing fax from a customer; \$150 for a set of full size maps; and \$75 for a PDF file of the set of tax maps. Vote 4-0.

16. Town Administrator Contract Amendment

Motion by Gerry, second by Barrows, to approve and sign the Third Amendment to Employment Agreement between the Town of Lincolnville and David Kinney, the Town Administrator, as prepared by the Town Attorney. Vote 4-0.

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

Motion by Gerry, second by Libby, to approve the Treasurer's Payroll Warrant. Vote 4-0.

Town Administrator Kinney announced the Waldo County Selectmens' Association meeting (on the animal control situation) announced at the last meeting had been cancelled and has been rescheduled for Wednesday, April 11th, 6:30 p.m., at the Waldo Town Office.

Town Administrator Kinney also announced that Five Town CSD Superintendent Shuttleworth will be attending the Board's April 30th meeting to answer questions regarding their upcoming proposed budget.

18. Adjourn:

Motion by Gerry, second by Barrows, to adjourn the meeting (7:11 p.m.). Vote 4-0.

Respectfully submitted,

Diane Bacon
Administrative Assistant