

**BOARD OF SELECTMEN
MINUTES OF MEETING
August 23, 2021**

Present: Chair, Ladleah Dunn, Vice-Chair, Keryn Laite, Jr., Josh Gerritsen, Mike Ray, Jordan Barnett-Parker, and Town Administrator, David Kinney

Selectman Laite read the quote.

1. Citizens' Forum:

There were none.

2. Administrator's Report:

David Kinney, the Town Administrator, noted:

- Megunticook Dam: Kinney is still waiting to hear back from the Town of Camden's Select Board on a joint Board meeting. The Board asked Kinney to reach out again to confirm a scheduled Dams Policy meeting.
- Assessors' Agent: Vern Ziegler would like to request a meeting with the Board of Assessors on Monday, September 20th to discuss some long-range assessing since he is doing some planning for a couple of years down the road, before he retires.
- Executive Session: Kinney asked the Board to consider holding an executive session at the end of this meeting regarding a personnel matter. The Board decided to add that on to agenda item #15.
- Fire Chief: Kinney will be meeting with the Lincolnville Fire Chief regarding the replacement of the Beach Fire Station roof, which is starting to show signs of deterioration. He's hoping the work would start in the spring of 2022.
- Waldo County Triad: The Waldo County Triad will be working with the town office staff to organize the distribution of safety supplies to residents of Lincolnville that are 65 and older to distribute items such as a carbon monoxide detector, smoke detector, small magnetic pocket with a health information form, or a two-sided reflective house number sign. Please call the Town Office by September 30th to place your order.
- Harbor Issues: Kinney notified several individuals in town regarding the potential hurricane, Henri for preparation of the storm. He also reached out to Dark Harbor Boat Yard and asked them to drop the ramp to the outer floats at the harbor, but then decided to cancel because of the change in the direction of the storm.

3. Meetings & Announcements:

Administrator Kinney read the meetings and announcements.

4. **Upcoming Community Events:**

There were none.

5. **Meeting Minutes – June 14, 2021:**

Laité made an amended motion, seconded by Barnett-Parker, that the Board approves the August 9, 2021 meeting minutes. The motion passed on a 4-0-1 vote. (Gerritsen abstained).

6. **West Bay Rotary Volunteer Project(s):**

JP Fecteau, a member of the West Bay Rotary, came before the Board to offer their time to help assist in any needs that the Town of Lincolnville may have regarding repairs or clean-up at the Penobscot Park.

Fecteau explained that Kinney was kind enough to produce a shortlist of items that needed work at the park and the group is interested in tree-trimming, weeding, and brush clearing, which would work very well for the Rotary group.

Fecteau told the Board he believes that the West Bay Rotary Club has insurance to cover the volunteer members performing community service projects, but he will confirm this information and contact Kinney with an answer.

Dunn thanked Fecteau for the willingness of the group to help out the Town of Lincolnville. She felt it would be important that the group work with Kinney to come up with a list of items that need to be addressed and she requested that those projects be completed.

Fecteau added that the group is willing to take on a project, which the group can complete, even if it takes a couple of weekends, once the Town of Lincolnville is ready for the group to start the work.

Kinney suggested that the initial effort start around the parking area first.

The Board proposed that Fecteau coordinate these efforts with Kinney and they recommended an update.

The Board thanked Fecteau and the West Bay Rotary Club for volunteering their time.

7. **As Board of Assessors – Property Tax Commitment:**

Ray made a motion, seconded by Gerritsen, that the Board suspends their meeting as Board of Selectmen and convenes as Board of Assessors. The motion passed on a 5-0-0 vote.

Gerritsen made a motion, seconded by Barnett-Parker, that the Board of Assessors approves and sign the Assessors' Certification of Assessment, the 2021 Municipal Tax Assessment Warrant, the Certificate of Commitment and the Certificate of Assessment to be Returned to Municipal Treasurer as prepared by the Assessors' Agent establishing the tax rate for the fiscal year July 1, 2021, to June 30, 2022, at 0.0151 mils on the dollar and the due dates of October 6, 2021, and April 6, 2022, with interest at 6 percent per annum to be paid on any unpaid portion commencing on October 7, 2021, and April 7, 2022. The motion passed on a 5-0-0 vote.

Laité made a motion, seconded by Barnett-Parker, that the Board adjourns their meeting as the Board of Assessors and reconvenes as the Board of Selectmen. The motion passed on a 5-0-0 vote.

8. **Broadband Update:**

- **Broadband Committee:**

Ray explained that Kendra Jo Grindle, from the Island Institute, will be attending the next September 2, 2021, Broadband Committee meeting, to give an update on the ins and outs of applying for grants to the Island Institute.

Ray met with the Northport Broadband Committee and they are looking at working regionally with other towns.

Ray reported that the Southwest Waldo Broadband Coalition has agreed to share their language with the Town of Lincolnville.

- **Midcoast Broadband Coalition:**

Barnett-Parker explained that the City of Rockland has signed on and approved signing the interlocal agreement with the Internet Coalition and the Town of Hope gave an update as to what is going on since they signed on for the grant but still need to complete the Cares Act instillation.

Barnett-Parker also announced that he plans to have a conversation with Peggy Shafer, in the next couple of days, to see if she can give the Town guidance and ways to navigate this new landscape of funding and ways to help the Town move in a fruitful direction.

Dunn wanted clarification from Barnett-Parker if he was speaking to Peggy Shafter as a member of the Mid-Coast Broadband Coalition or a Select Board member.

Barnett-Parker explained he wanted to speak to Shafter as a person looking for some guidance since she is the head of ConnectME and he felt it was beneficial to find out what exactly is happening.

Since Barnett-Parker is a member of the Select Board, Chair Dunn felt the appropriate thing to do is ask Peggy Shafer to meet with the Lincolnville Broadband Committee instead.

Dunn also felt it was important to obtain a consensus from the Select Board to grant permission for Selectman Barnett-Parker to reach out on behalf of the Town of Lincolnville to obtain information.

Barnett-Parker finished by explaining that he is trying to get the most accurate information daily.

9. Winter Sand Bid Award:

Barnett-Parker made a motion, seconded by Gerritsen that the 2021 winter sand supply and stockpiling bid be awarded to Farley Inc. of Rockport, Maine for the unit price of \$11.50 per cubic yard. The motion passed on a 5-0-0 vote.

10. Discussion regarding Remote Meeting Policy:

The State of Civil Emergency ended on July 30, 2021, which allowed the Town of Lincolnville to conduct meetings via Zoom until the town adopts a written policy to comply with LD32.

Kinney felt that it was important to establish a policy in place just in case the need for remote meetings should occur.

The Board spoke in favor of adopting a policy.

Kinney explained that the Board could craft a policy which would be looked at and reviewed at the Public Hearing on September 13th and then any changes can be made after the Public Hearing.

Dunn added that there needs to be some language and structure within the policy, which would set the expectation that the performance of any committee member, commission, and Board of Selectmen member should behave as if that individual was attending the said meeting in person.

Kinney told the Board he could compose a draft policy for the next Select Board meeting on September 13th. The Board will consider scheduling a public hearing after the Board is satisfied with draft.

11. Discussion of Process for ARPA funds:

Ray suggested that the Board have a conversation to talk about the American Rescue Plan Act (ARPA) and hold a public meeting and obtain input from the public. He wanted the Board to discuss specific ways to make this happen.

Ray suggested adding this discussion to the Select Board meeting agenda to have a discussion.

Gerritsen felt that Ray's suggestion was rather unnecessary, since the information in the Board's packet outlines the process and how to use the funds.

Ray explained he wasn't suggesting that a committee be formed that would discuss how to spend the money, he wanted to know how to go about spending the money, such as to what extent will there be public input, what does the Charter require, and what deadlines need to be met.

Barnett-Parker suggested that Kinney give the Board an update, under the Administrator's Report, at each Select Board meeting regarding an update as far as regulations with this funding.

Kinney encouraged the Board to be thinking policy, in terms of, how and when to spend the money and create a plan.

12. Confirm Town Clerk's Appointment of Election Warden for November 2, 2021:

Laite made a motion, seconded by Barnett-Parker, that the Board approves the Town Clerk's appointment of David Kinney as Election Warden for the November 2, 2021, Referendum Election. The motion passed on a 5-0-0 vote.

13. Selectmen Update(s):

No Select Board updates at this time.

14. Treasurer's and Payroll Warrant(s)-Approve & Sign:

Barnett-Parker made a motion, seconded by Gerritsen, that the Board approves the Treasurer's and Payroll warrants. The motion passed on a 5-0-0 vote.

15. Executive Session – Title 1 MRSA Section 405 (6)(C) to discuss a personnel matter:

Barnett-Parker made a motion, seconded by Gerritsen, that the Board enter into executive session pursuant to Title 1 MRSA Section 405(6)(A) to discuss a personnel matter with the Town Administrator. The motion passed on a 5-0-0 vote.

Gerritsen made a motion, seconded by Laite, that the Board appoint David Nazaroff as an alternate Code Enforcement Officer and alternate Local Plumbing Inspector with a term ending June 2022 and that we authorize the Town Administrator to send the municipal petition for temporary authorization of local plumbing inspector. The motion passed on a 5-0-0 vote.

16. Adjourn:

Laite made a motion, seconded by Gerritsen, to adjourn. The motion passed on a 5-0-0 vote.

Respectfully submitted,

Melissa A. Geary
Administrative Assistant