

**BOARD OF SELECTMEN
MINUTES OF MEETING
December 14, 2020**

Present (remotely): Chair, Ladleah Dunn, Vice-Chair, Keryn Laite, Jr., Josh Gerritsen, Mike Ray, and Town Administrator, David Kinney

Chair Dunn read portions of the opening of the agenda regarding the provision for remote meetings during the current state of emergency, including how the public could view and participate in the meeting and that all votes taken during the public proceeding would be taken by roll call.

Selectman Laite read the quote.

1. Citizens' Forum (6 PM +/-, televised and public Zoom session starts):

There were none submitted via email or on the chat.

2. Administrator's Report:

David Kinney, the Town Administrator, noted:

- Election: There will be a special town meeting on December 15, 2020, to elect a Selectman to serve from the election until June 2022. The voting will be conducted by secret ballot during the hours of 8 am to 8 pm at the Lincolnville Central School.
- Dog Tags: All dog licenses expire at the end of December. Renewals can be processed online through the Town's website or at the Town Office during regular business hours.

3. Meetings & Announcements:

Town Administrator Kinney read the meetings and announcements.

4. Upcoming Community Events:

There will be a drive-through Flu Vaccination Clinic on Wednesday, December 16, 2020, at the Lincolnville Fire Station from 11 am to 4 pm.

5. Meeting Minutes:

Laite made a motion, second by Gerritsen, that the Board approve the November 23, 2020 meeting minutes as presented. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

6. Public Hearing – Whales Tooth Pub & Restaurant Liquor License:

Gerritsen made a motion, seconded by Ray, that the Board open a public hearing concerning the liquor license application being sought by Whales Tooth Ventures, LLC doing business as the Whales Tooth Pub & Restaurant. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

There were no public comments or questions.

Laite made a motion, seconded by Ray, that the Board close the public hearing. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

The Board thanked Christopher & Martha Nickerson, the new owners of the Whales Tooth Pub & Restaurant, for attending the meeting.

Laite made a motion, seconded by Gerritsen, that after having held a public hearing that the Board grant the liquor license requested by Whales Tooth Ventures, LLC doing business as the Whales Tooth Pub & Restaurant.

7. Committee Chair and Department Head Update(s) – Broadband Committee:

Gerritsen, Chair of the Broadband Committee, gave an update on the report from the Broadband Committee to the Lincolnville Select Board.

Gerritsen explained that on December 23, 2019, the Board of Selectmen issued a charge establishing the creation of the Broadband Committee. There were 9 tasks assigned to the LBBC. The last charge was to make a recommendation to the Board of Selectmen as to what course of action the LBBC believes is the best interest of the Town, as a whole.

Gerritsen also gave a summary recap of the work to date along with the results from a recent survey, which was taken by Lincolnville residents. There were 359 responses, 313 were submitted using the online Google Forms and 46 were written form.

Gerritsen provided the following results:

- 98.6% of the respondents indicated the internet was important to them
- 81.1% of the respondents use Lincolnville Telephone Company as their internet provider
- 47% of the respondents have Fiber Optic, 35% have DSL
- 70.2% of the respondents were not satisfied with their current internet service
- 77.7% of the residents work from home occasionally or more
- Even for those for whom fiber is available, we learned from our survey it is often a prohibitive cost

Gerritsen also gave a summary of options and recommendations for moving forward. Those options are:

1. Do Nothing. There is no guarantee that LCI would complete a build out or that it will be completed on any schedule. Nor can we be certain that all Lincolnville residents will have affordable access, that customer service and technical support will improve, or that the speeds will be reliable and sufficient for future needs.
2. Assist LCI in their project by helping to get the grant money to lower their costs, and by doing so get a commitment that the project has begun and completed by an agreed-upon date. By working together, the Town could try to negotiate the cost to residents, commitment to service and support, minimum speeds, and other services. LCI has recently received funding assistance through the CARES act which allows them to lay fiber to an additional 85 Lincolnville student homes by year's end.
3. Further, investigate the feasibility of a town supported or owned fiber optic infrastructure that would be made available to every Lincolnville resident and business at an affordable cost.

Lastly, Gerritsen gave the recommendations of the Broadband Committee:

1. Accomplishing the task described above will require an intensive and continuing effort, which we recommend being carried out by the establishment of a long-term commitment of the LBOS to carry on the preliminary work already undertaken by the LBBC.
2. We recommend the Town of Lincolnville appropriate \$5,000 toward the cost of an outside consultant to work with the new LBBC in its feasibility analysis. It is recommended that the LBBC explore all possible grants and other options for the balance, which is expected to range between \$10,000-\$20,000.

Laite stated, "It's going to be hard for me to get behind a municipal broadband package for a number of reasons, cost will be one. I don't think we want to be in the broadband business, but that's my personal opinion and I'm looking for more information."

Dunn explained that several of the Select Board charges were not answered in the report and missing where we are currently and the mechanism to employ to explore this further.

Gerritsen stated, "A lot of these charges we feel we need to hire a consultant and spend \$5,000 to explore more. We are advocating having an expert look at it, by meeting with an expert."

Dunn felt that for her to make a decision, she needs at least some acknowledgment of each charge.

Dunn asked if the request was to have the Broadband Committee propose to the Board and the Budget Committee to have a new line to raise and appropriate \$5,000 specifically to be used in next year's budget.

Gerritsen stated that the request was for next year's budget. Kinney to include the \$5,000 request in the first draft of the budget.

Gerritsen also suggested that Kinney put the Broadband survey on the town's website.

Dunn thanked Gerritsen for his report and for the Board's input.

8. Fire Station Use – PBMC/WCGH Flu Clinic (Vaccination Site):

On December 9, 2020, the Pen Bay Medical Center and the Waldo County General Hospital held a drive-through flu clinic at the Lincolnville Fire Station.

Kinney explained this clinic was a success and very well organized. He noted there will an additional one held on December 16th from 11 am to 4 pm, also conducted at the Lincolnville Fire Station.

By consensus, the Board agreed that the flu shot clinic was a good idea and that it was satisfactory to use the fire station for this purpose.

9. Appointment of Registrar of Voters:

Laite made a motion, seconded by Gerritsen, that the Board appoint Karen Secotte as Registrar of Voters for a two-year term or until a successor is appointed and sworn. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

10. Harbor Workshop Follow-up:

Set 2021 Harbor Fees:

Kinney reported that the Lincolnville Harbor Committee met on November 30th to discuss the 2021 Harbor Fees. They recommended increasing the harbor fees by 5% over last year's fees and rounded to an even dollar amount.

Kinney provided the Board with a recommended Harbor Fee Schedule from the Harbor Committee with the updated 2021 fees.

Kinney also provided the Board with some harbor fees from some surrounding towns for comparison.

Gerritsen made a motion, seconded by Laite, that the Board adopts the Harbor Committee recommended harbor fee schedule for 2021. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

Review, revise, and approve a list of qualified mooring inspectors:

Kinney noted that this is outlined in the Harbor Ordinance that the Harbormaster is to provide a list of recommended mooring inspectors to the Select Board, for review and approval.

Laite made a motion, seconded by Ray, that the Board approves the Harbor Master's recommended list of qualified mooring inspectors for 2021. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

Review of the Lincolnville Pier & Float Usage Plan:

Kinney also noted that the Pier & Float Usage Plan is to be reviewed by the Harbor Committee annually, and then the Harbormaster will submit the plan to the Select Board for review and approval before July 1st of each year, which has not been submitted for a number of years.

Laite made a motion, seconded by Ray, that the Board approve the Fish Pier and Float Usage Plan provided in our meeting packet remain and that it remain in effect until such time as the Harbor Master, in accordance with the Harbor Ordinance, submits an updated plan for the Board's review and consideration. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

11. Request for consideration of offering Domestic Partner coverage through MMEHT:

Kinney explained that the Board received a request for consideration of offering Domestic Partner coverage through the town's insurance.

Kinney noted that the Board also received a request back in 2017, which the Board declined to add the coverage at that time.

After a brief discussion, the Board decided to charge the Wage & Personnel Policy Board with the task to research what other surrounding towns offer to their employees.

Gerritsen made a motion, seconded by Laite, that the Town Administrator draft for our consideration a charge to the Wage & Personnel Policy Board regarding the possibility and implications of possibly adding domestic partner coverage to our employee insurance offerings. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

12. Consider Invitation for Town Administrator to participate in the Collaborative Planning Team:

Kinney explained he was contacted by Principal Paul Russo and Superintendent Clark regarding joining their Collaborative Planning Team, which provides advice, guidance, and opinion to the Superintendent regarding their emergency action plan.

The Collaborative Planning Team has been recently focusing on Covid-19 response at the schools. Kinney volunteered to help out the community in any way that he could, but was not willing to sign up without the approval from the Lincolnville Select Board.

After a brief Board discussion, they felt that this would be a great opportunity when this branch of the town can be of service in some way to our community.

Dunn spoke in favor of inviting Peter Rollins, Emergency Management Director, to participate.

Kinney proposed that he go back to the Collaborative Planning Team and explain that the Board is happy to have him participate and to consider adding Rollins as the EMA Director.

Ray made a motion, seconded by Gerritsen, to authorize the Town Administrator to be a member of the Collaborative Planning Team for the Lincolnville Central School. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

13. Establish Process and Timeline for annual Town Administrator Performance Evaluation:

Dunn explained that it is that time of year again when the Board needs to review the Town Administrator's annual performance evaluation form and agree on when the Board will be able to get together and complete the review.

The Board proposed that the actual evaluation be conducted at the Select Board meeting on January 11th. Kinney to distribute the evaluation form to the Board members via email. Board members are to complete the form and return to Chair Dunn by January 8th. Dunn to compile results.

14. Selectmen Update(s):

Laite: There will be a Mid-Coast Solid Waste Board of Directors meeting on Wednesday, December 16th at 6:30 pm to discuss numerous things to including the budget for the upcoming year.

Ray: The woodshed is up and stocked and the scheduled distribution will start this weekend.

Dunn: There was a recent EMS Review Committee meeting last week and should be another meeting in January regarding the distribution of the quarterly reports from North East Mobile Health Services and the anticipated scheduling of the upcoming yearly meetings.

Dunn also mentioned that it sounded as though all the partnering towns would be looking to sign a renewal of the contract with North East Mobile Health Services, which should be determined at a future meeting.

Gerritsen: No updates at this time.

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

Laite made a motion, seconded by Gerritsen, that the Board approves the Treasurer's and Payroll warrants. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

16. Adjourn:

Laite made a motion, seconded by Ray, to adjourn. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Dunn – Yes. Motion carried 4-0.

Respectfully submitted,

Melissa A. Geary
Administrative Assistant