

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
December 23, 2019**

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

**Excused:** David Barrows

The quote was read by Selectman Gerritsen.

1. **Citizens' Forum:**

There were none.

2. **Administrator's Report:**

- **Dog licenses:** Dog licenses must be renewed by the end of December and can be processed online through the Town's website or at the Town Office during business hours.

3. **Meetings & Announcements:**

Town Administrator, Kinney read the upcoming meetings.

4. **Upcoming Community Events:**

There were none.

5. **Meeting Minutes:**

Laite made a motion that the Board approves the December 9, 2019 meetings as presented. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.

6. **Liquor License Renewal Application – Youngtown Inn:**

**Laite made a motion that the Board approve and sign the liquor license application submitted by the Youngtown Inn. Fishman seconded the motion. The motion passed on a 4-0-0 vote.**

**7. Selectman Update(s):**

**Laite:**

He reported that he attended the three MCSWC meetings recently: The Governance Committee, Strategic and Capital Planning Meeting and the regular Board meeting.

During the MCSWC Board meeting, the budget was presented for consideration, which gave them the opportunity to make recommended changes to be passed along to each town. However, the budget was not ready at that time; therefore the budget process has been extended until the end of January.

**8. Harbor Matters:**

**• Float Bid Award:**

Kinney reported that the Town sought bids for the construction and installation of a replacement float. The Town received a total of six bids ranging from \$15,130 to \$38,300, the low bidder was submitted by Islesboro Marine Enterprises, Inc. Kinney stated that Islesboro Marine had successfully constructed similar floats for the Town of Islesboro and the Town of Northport in addition to 20 other floats other similar design in the most recent two years.

Kinney reported that Harbormaster Hutchings recommended going with the second low bidder (Dark Harbor Boat Yard Corporation for \$15,750) based on past experience with them.

The Board had a brief discussion regarding all the bid submissions.

**Laite made a motion that the construction and installation of the new 14' by 30' float be awarded to Dark Harbor Boat Yard Corporation for the price of \$15,750. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.**

Kinney reminded the Board that if the Board votes to select someone other than the low bidder, it may have an effect in the future on other bidders doing work for the Town of Lincolnville.

- **Selective Pier Deck Replacement Bid Award:**

The Board discussed the selective pier deck replacement bids which were received by the Town of Lincolnville. The Town received a total of six bids ranging from \$16,130 to \$53,864. The low bidder came in from Ford Enterprises.

Dunn proposed asking the respondents to replace a section and replacing all the boards in that section and she welcomed additional thoughts from the rest of the Board.

Laité wondered if the bid submission from Brothers in Arms Masonry for \$53,864 was to replace all the boards.

Laité was concerned with the low bid, which came in at \$16,130 and he wondered if this contractor had experience working on a pier in the past and he wondered what it would cost to replace all the planks.

Dunn took a moment and asked the Board, “Does the Board only wish to address the structural integrity issues with the mind towards efficiency and usability and would the Board be willing to ask the Town Administrator to go back to the respondents to the bids and ask how it would change if we’re looking at a concentrated section?”

Kinney noted that the Board has the ability to table this topic for tonight, and then give him some direction as to what additional information the Board would like to see going forward.

Dunn also noted, “When the Board entered into this conversation, we had no idea what the cost of this project would be and now the Board knows where the benchmark is, it would be nice at this point to know what the Board’s options are, either with a partial replacement or a full replacement.”

Laité recommended that the Board see some comps from the low bidder, in terms of projects.

The Board recommended revisiting this issue at the next Board meeting. In the meantime, Kinney to explore with the low bidder the price for an expanded scope of work and to

obtain additional information concerning his construction experience. No motions were made or votes taken.

- **Finalize List of Qualified Mooring Inspectors:**

The Board recommended that the Qualified Mooring Inspection List be revised.

Kinney told the Board that the Harbormaster put this list of qualified mooring inspectors together based on the inspectors he was familiar with and those who were already doing inspections in the Lincolnville Harbor.

Kinney noted that it's in the Board's purview to revise the Mooring Inspector list as the Board deems appropriate, according to the ordinance.

Kinney added that the Board is supposed to review the list, revise it and approve it and if the Board would like to add additional qualified inspectors, now is the time.

Dunn recommended adding the list of qualified inspectors that the Belfast Harbor provides to their mooring users and additional recommendations from other towns.

The Harbor Ordinance states that the Select Board shall review, revise as it deems appropriate and approve the list of qualified inspectors, no later than December 31<sup>st</sup>.

The list of qualified mooring inspectors will be sent out with this year's Harbor User Application, to inform the users who the qualified inspectors are.

**Gerritsen made a motion that the Board notify the Harbormaster that all moorings, in Lincolnville Harbor, must be inspected by a qualified mooring inspector. Fishman seconded the motion. No vote followed.**

**Dunn made an amended motion that a memo is issued to the Harbormaster reminding him that moorings and mooring inspections will be enforced as dictated by the Harbor Ordinance and all mooring holders and permit applicants receive that same information. Fishman seconded the motion. The motion passed on a 4-0-0 vote.**

**Fishman made a motion that the Board approves the Qualified Mooring Inspector list as amended. Laite seconded the motion. The motion passed on a 3-0-1 vote. (Dunn abstained.)**

- **Establish 2020 Harbor Fees:**

During the last Harbor Committee meeting, they recommended a 0% increase to the 2020 Harbor Fees.

After a brief discussion, the Select Board recommended a 10% increase to the 2020 Harbor Fees.

**Fishman made a motion that the harbor fees for 2020 be increased by 10% and rounded to the nearest dollar. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.**

**Gerritsen made a motion that the Board establishes the late fee of \$50 for any mooring holder failing to submit the mooring inspection form by July 1<sup>st</sup>. Fishman seconded the motion. The motion passed on a 4-0-0 vote.**

**9. Megunticook Dam Meeting Postponement – Follow Up Discussion:**

The scheduled meeting between the Camden Select Board and the Lincolnville Board of Selectmen was canceled due to inclement weather and now the time has come to reschedule said meeting.

**Laite made a motion that Selectman Barrows be authorized to write a letter to the Camden Select Board indicating our desire to reschedule the Megunticook Dam workshop before February 1, 2020 so that if any funds for the Megunticook Dams from the Town of Lincolnville for FY21 or beyond will sought this request can be included in the initial draft budget for our consideration. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.**

The Board thanked Selectman Barrows for writing a letter to the Camden Select Board.

**10. Review Draft Broadband Committee Charge:**

Dunn noted that the Board needs to approve and sign the draft Broadband Committee Charge.

**Gerritsen made a motion that the Board approve and sign the Broadband Committee charge dated December 23, 2019. Laite seconded the motion. The motion passed on a 4-0-0 vote.**

**11. FY 21 Budget Goals and Priorities:**

Dunn asked the Board if anyone had any specific projects to bring up and if so, now would be the time to hold a discussion.

Laite spoke about the previous request made by the Waldo County Sheriff's Office on April 8, 2019, regarding the use of a lockable space at the Town Office in which an officer would be able to access any time of day or night.

Laite spoke in favor of finding a location, in the center of town, which would be advantageous for the Board to explore the opportunity to begin a relationship with the Waldo County Sheriff's Office.

Laite also suggested that the Board have a conversation and look to the future regarding hiring a company or employing someone to take care of all of the landscaping needs on town owned buildings, the ball fields, Breezemere Park, the Lincolnville Beach and the Town Office, especially since volunteers are really becoming a thing of the past.

Laite also felt that it's time to review the charge of certain committees.

Gerritsen noted that it's time to purchase the approved harbor camera with the monies that were already set aside.

**Gerritsen made a motion that the Town Administrator present options to the Board of Selectmen, by the end of January, for a camera at the fish pier. Fishman seconded the motion. The motion passed on a 4-0-0 vote.**

Gerritsen asked if there were still any more town-owned lights that are not LED.

Kinney to make an inventory of the lights which could be replaced with LED lights.

**12. Possible Meeting with School Committee & Recreation Commission – FY21 Athletic Field Maintenance:**

The Board took a moment and reviewed the responsibility/maintenance between the Town and the School regarding the ball fields, which are located behind the Lincolnville Central School. The Board proposed either holding another meeting with the School Committee or the Board could opt to brainstorm and hold a workshop.

Dunn asked if the Board would be in favor of asking the Town Administrator to reach out to the School Committee and the Recreation Committee.

**Laite made a motion to have the Town Administrator reach out to the School Committee and the Recreation Commission and are we good for FY 21 and indicate that we will revisit and make some changes. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.**

Dunn recommended holding a future workshop and tasking the Town Administrator to do some research to see what other institution/organizations are doing, which bears holding a larger and more comprehensive conversation.

**13. Treasurer's and Payroll Warrant(s) – Approve & Sign:**

**Laite made a motion that the Board approves the Treasurer's, Payroll Warrant and the Special Warrants. Fishman seconded the motion. The motion passed on a 4-0-0 vote.**

**14. Adjourn:**

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

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant