

**BOARD OF SELECTMEN
MINUTES OF MEETING
December 28, 2020**

Present (remotely): Chair, Ladleah Dunn, Vice-Chair, Keryn Laite, Jr., Josh Gerritsen, Mike Ray, Jordan Barnett-Parker, 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 Ray read the quote.

1. Citizens' Forum:

There were none submitted via email or on the chat.

2. Administrator's Report:

David Kinney, the Town Administrator, noted:

- Dog Licenses: 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:

None.

5. Meeting Minutes:

Laite made a motion, second by Gerritsen, that the Board approve the December 14, 2020 meeting minutes as presented. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

6. Liquor License Renewal Application – Youngtown Inn & Restaurant:

Laite made a motion, seconded by Barnett-Parker, that the Board approve and sign the liquor license submitted by the Youngtown Inn & Restaurant. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

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

Fire Chief Fullington reported that Engine 5 (a 1998 Pierce/International) had been taken out of service due to a cracked frame and tank cradle. Revised truck plan is to retain Engine 2 which was to come out of service with the upcoming delivery of the new engine and seek to dispose of Engine 5, 7 years earlier than anticipated. The market for Engine 5 is unknown. The Chief is to research resale and loop back with the Board.

8. MCSWC Board of Director Appointment

Motion by Barnett-Parker, second by Ray, to appoint Joshua Gerritsen to the Mid-Coast Solid Waste Corporation Board of Directors as representative of the Town of Lincolnville with a term expiring in June 2021. Vote: Laite – No, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – No. Motion carried 3-2.

9. Board of Selectmen – Board Secretary Position:

Motion by Gerritsen, second by Barnett-Parker, appoint Mike Ray as the Board Secretary until the Board holds its initial meeting following the next annual town meeting. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

10. Establish Town Email Addresses for the Board of Selectmen:

Motion by Gerritsen, second by Barnett-Parker, to have the Town Administrator reach out to our IT professional to find out the cost of government email addresses for the Selectman and town staff within two weeks. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Abstained. Motion carried 4-0-1.

11. Discuss the Creation of a new Charge/Re-establish Broadband Committee

Motion by Laite, second by Gerritsen, that the Board invite Debra Hall to attend our January 11th meeting to discuss the Camden Rockport Broadband project and possibly the Town of Lincolnville's participation. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

Motion by Laite, second by Ray, that the Board invite representatives of LCI Fiber to attend our January 25th meeting to provide the community with information regarding where they stand in providing broadband access to the residents of Lincolnville. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

Barnett-Parker suggested that the Board speak with Susan Corbett from the National Digital Equity Center. Kinney to obtain information regarding Ms. Corbett and the National Digital Equity Center for a future Board packet.

12. Wage & Personnel Policy Board Supplemental Charge – Domestic Partner Insurance Coverage:

Motion by Barnett-Parker, second by Ray, that the Board approve and sign the charge to the Wage and Personnel Policy Board regarding Domestic Partner Insurance coverage. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

13. Efficient Delivery of Services: Organizational Chart

The Board reviewed the existing and the draft FY 22 organizational charts. The draft for FY 22 to be revised with “Parking” to be part of the oversight responsibilities of the Public Facilities Director but not “Sexton”. The Board requested that a draft Supplemental Charge to the Wage & Personnel Policy Board be included on the next agenda for a job description and recommended compensation for the position of Public Facilities Director.

14. Discussion regarding Earned Paid Leave:

Motion by Gerritsen, second by Ray, that it be the policy of the Town of Lincolnville that:

- The Town will comply with the Earned Paid Leave law for all eligible employees whose paid time off benefits are not in excess of what the law requires.
- The rate of accrual shall be one hour of paid leave for every 40 hours worked up to a maximum of 40 hours.
- Absent an emergency, illness or other sudden necessity for taking earned leave, an employee shall give a minimum of two weeks notice to the Town before utilizing earned paid leave. Notice to be as soon as practicable for emergencies and/or illness.
- Earned Paid Leave can only be used in one hour increments.
- At the time of separation of employment the employee shall be paid any unused balance of earned paid leave.

Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

15. Selectmen Update(s):

Laite: The proposed Mid-Coast Solid Waste Corporation budget as proposed is flat for the coming year.

16. Treasurer’s and Payroll Warrant(s)-Approve & Sign:

Laite made a motion, seconded by Ray, that the Board approves the Treasurer’s and Payroll warrants. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

17. **Adjourn:**

Ray made a motion, seconded by Barnett-Parker, to adjourn. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

Respectfully submitted,

David B. Kinney
Town Clerk