

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
February 26, 2018**

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

The quote was read by Selectman Laite.

**1. Citizens' Forum:**

Betty Johnson, County Commissioner, announced that she will run for re-election and would like the support of the Town.

Johnson also reminded everyone that the Democratic Caucus will be held on March 4<sup>th</sup> at the Lincolnville Town Office at 3:30pm.

**2. Administrator's Report:**

David Kinney, Town Administrator, reported:

- Posted Roads: The Lincolnville roads have been posted by Bernard Young, Road Commissioner.
- Nomination Papers: The following nomination papers are available at the Town Office and due back by April 13<sup>th</sup> by 4:30pm, for the following positions:

Board of Selectmen	2 positions for a 3 year term
Lincolnville Central School Committee	2 positions for a 3 year term
CSD School Committee	1 position for a 3 year term
Budget Committee	3 positions for a 3 year term

**3. Meetings & Announcements:**

Town Administrator, Kinney read the upcoming meetings.

**4. Upcoming Community Events:**

There were none.

5. **Meeting Minutes:**

Laité made a motion to approve the February 12, 2018 meeting minutes as presented. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Barrows made a motion to approve the February 13, 2018 meeting minutes as presented. Laité seconded the motion. The motion passed on a 5-0-0 vote.

Laité made a motion to approve the February 15, 2018 meeting minutes. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

6. **Liquor License Applications:**

Gerritsen made a motion that the Board approve and sign the liquor license application submitted by McLaughlin's Lobster Shack. Fishman seconded the motion. The motion passed on a 5-0-0 vote.

Barrows noted that on page two, question 13 the wrong box had been checked. Kinney to alert applicant.

Laité made a motion that the Board approve and sign the liquor license application submitted by the Inn at Ocean's Edge. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

Barrows noted for the applicant that for question 17 the nearest church was less than 5 miles away as the Bayshore Baptist Church is approximately 2 miles from the Inn. Mark Phillips, the applicant's representative, stated that they would change the application.

Fishman made a motion to approve and sign the BYOB Permit application as submitted by the Lincolnville PTO for an event to be held on Friday, March 9<sup>th</sup> between the hours of 5PM and 10PM at the Lincolnville Community Building. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

7. **Consideration of Request for Street Party (Sept. 14) – Lincolnville Center General Store:**

Briar Lyons, owner of the Lincolnville General School came before the Board seeking input concerning their desire to hold an annual street party. She also wanted feedback from the Board regarding how last year's grand opening went.

Gerritsen asked the Town Administrator, Kinney if there were any complaints from last year's event.

Kinney reported the only complaints were from those people that had to be directed around the event by the Waldo County Sheriff's Office, because they were there to block the road off in front of the Lincolnville Center General Store.

Laité spoke in favor of holding an annual event, but was not in favor of shutting down Rt. 52 and recommended seeking other locations.

Lyons told the Board that it might make more sense to call it the Lincolnville Center Block Party and even though she wanted to keep the store open, she was not opposed to separating the gathering.

Lyons was open to suggestions and approval from the Board regarding said event.

Barrows stated that he was not in favor of this becoming an annual event or shutting down Rt. 52 but he wanted more time to consider Lyons request.

Laité wanted to hear from the Waldo County Sheriff's Office on how they feel about this said event.

Lincolnville resident, Niel Wienges, stated that the United Christian Church is thinking of paving their parking lot, which might work for an event of this size.

Lincolnville resident, Rosie Gerry stated that he had not heard one negative complaint regarding closing Rt. 52. He spoke in favor of this event and mentioned how these type of wonderful events help put Lincolnville on the map.

Lincolnville resident and owner of the Lincolnville General Store, Jon Fishman came before the Board and added that he agreed with everything that Gerry said.

Fishman also stated, "This location seems to be the safest location and it's centered. I think if we think of this in terms of a yearly thing, we could work out the kinks with law enforcement. It's not just a few months of advance notice, but you could know this is coming on the same date every year and really have plenty of time to prepare for it, which would minimize the inconvenience to both the traffic and the planners. I think it's a really great thing, but even if I didn't own the store, I would still say the same thing."

**8. 6:30PM Public Hearing – Special Amusement Permit: Cellardoor Winery:**

**Barrows made a motion that the Board open the public hearing concerning the Special Amusement Permit Application filed by the Cellardoor Winery. Laité seconded the motion. The motion passed on a 5-0-0 vote.**

No public input was offered.

**Barrows made a motion to close the public hearing. Laite seconded the public hearing. The motion passed on a 5-0-0 vote.**

**Barrows made a motion that after having held a public hearing, that the Board finds that the application submitted by the Cellardoor Winery complies with the standards set forth in the Ordinance Governing the Issuance, Suspension and Revocation of Special Amusement Permits for the Town of Lincolnville and the permit be granted. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.**

**9. Bid Consideration:**

**Snow Removal:**

Kinney announced that the Town received one proposal from the Town's current vendor to provide snow removal service. The quote was for less than the current contract.

The vendor has requested that the new contract be for a five year contract instead of a three year contract.

Kinney felt it would be in the Town's best interest to designate a Select Board member to join himself and the Road Commissioner and hold a joint meeting with the vendor to discuss any plowing concerns.

The Board selected Keryn Laite, Jr. to join the joint meeting with Kinney, Young and the vendor.

Laite suggested holding a meeting with Young and Kinney prior to having a meeting with the vendor, to go over everyone's thoughts and ideas.

Laite was disappointed that the Town had only received one bid and he was not in favor of a five year contract, which is what the current vendor requested.

**Gerritsen made a motion that the Board authorize Keryn Laite, Jr. and the Town Administrator to meet with Farley, Inc. to discuss the Farley, Inc. snow removal proposal and then report back to the Board with their recommendations. Fishman seconded the motion. The motion passed on a 5-0-0 vote.**

**Harbor Float:**

Kinney noted that the Town requested quotes for providing another float to replace the existing float which is located on the north side of the pier. The Town received a total of three proposals. The lowest bid came from Dark Harbor Boat Yard for \$15,750 for the construction of a 14' x 30' float, and would include delivery, commissioning of the float, as well as additional chain and hardware. Kinney noted that the Town had purchased its newest float from Dark Harbor Boat Yard and most seemed pleased with the unit.

Kinney recommended that the Board accept the bid from Dark Harbor Boat Yard in the amount of \$15,750.

Dunn announced that Curt Speed, project manager for Dark Harbor Board Yard, was present, should the Board have any questions.

**Laité made a motion that the 14'x30' float project be awarded to Dark Harbor Boat Yard Corporation for the price of \$15,750 and that the funds for this work come from the Harbor Savings account. Barrows seconded the motion. The motion passed on a 5-0-0 vote.**

The Board thanked Speed for attending the meeting.

**10. FY 19 Budget:**

The Board met with Harbor Master Hutchings to hear the harbor budget requests as Hutchings was unavailable due to illness at the previously held budget hearings. Discussions included providing an activity log and a maintenance log matched up with vendor invoices, the inoperative wash down pump (approx. cost \$1,200) which consists of a submersible pump (\$200+/-) and a deck pump (\$1,000 +/-), the yet to be installed but budgeted camera system.

The Board then commenced with budget review.

Kinney pointed out \$500 error in Administration & Finance – Town Membership (\$6,500 initially requested v. \$6,000)

The Board requested backup information on Communication Reimbursement for ACO.

The Board discussed and altered request for parking enforcement officer. Rate of pay to be budgeted at \$15/hour.

Protection: Fire Department. Wages to reflect the recommendations of the Fire Chief. Snow removal costs to be altered throughout the budget (Fire Department, Town Office Building, Highways and Bridges, LIA Building) to match proposal received.

Town Office Building: Live Stream. Selectman Gerritsen proposed a less expensive option utilizing YouTube that would only have a one time equipment and setup charge. We will try to re-purpose a town owned computer to save additional funds. Carry \$1,600 in next version of budget.

The Maine Healthy Beaches Program will not be providing a courier service for water samples. Kinney to speak with Megunticook Watershed Association about possibly “piggybacking” with their water sample delivery.

Public Works: Other. Concern was raised about Athletic Fields request not being enough. Dugouts and green monster may need attention.

Request for additional information concerning Lakes & Ponds budget request. Kinney to seek additional information from Lakes & Ponds Committee Chair.

**11. Lincolnvile Sewer District (taken out of order):**

Kinney explained that the Town of Lincolnvile is a pass through entity because only Towns can apply for Community Development Block Grant. The money would come through the Town of Lincolnvile to the District and the District would make a request and then the Town would forward the request on to the State of Maine.

The voters of Lincolnvile approved this request at the June 2017 Town Meeting and this request is good to go.

**Barrows made a motion that the Board approve and authorize the Town Administrator to sign the Community Development Block Grant Agreement between the Department of Economic and Community Development and the Town of Lincolnvile including Riders A1, A2, B, C, D and G, the EFT Authorization Form, the Vendor Update Form, and the Single Audit Form. Laite seconded the motion. The motion passed on a 5-0-0 vote.**

Kinney also told the Board that this is a Subrecipient Agreement between the Town of Lincolnvile and the Lincolnvile Sewer District, which tells the District if they want the Town of Lincolnvile to be the “agent” for the Community Development Block Grant, then the District would need to agree to work with the Town, so that the work would be done and reimbursement received in a timely fashion. The agreement was drafted by the Town Attorney using samples provided by HUD.

**Laite made a motion that the Board authorized the Board Chair to sign the Subrecipient Agreement between the Inhabitants of the Town of Lincolnville and the Lincolnville Sewer District. Barrows seconded the motion. The motion passed on a 5-0-0 vote.**

Kinney finished by explaining the approval for the Agreement from the Special Town Meeting, which was held on February 12<sup>th</sup> would authorize the Select Board to contract between the Town of Lincolnville and the Lincolnville Sewer District for the \$19,000 per year for 10 years.

**Barrows made a motion that the Board authorize the Board Chair to sign the funding Agreement by and between the Inhabitants of the Town of Lincolnville and the Lincolnville Sewer District as authorized by the voters at the February 12, 2018 special town meeting. Laite seconded the motion. The motion passed on a 5-0-0 vote.**

**12. Possible Charter Amendment concerning Budget Committee meeting requirement:**

Kinney explained that the Budget Committee has recommended the Board consider changing a provision in the Charter, which requires them to meet in the month of August to elect officers. The challenge is obtaining a quorum in the month of August.

Kinney read the following information:

Currently Article VII, Section 7.02.F.1 of the Town Charter reads:

*In the month of August of each year, the Budget Committee shall meet to elect a Chairman, Vice Chairman, and Secretary.*

The Budget Committee is recommending the following:

*At the first Budget Committee meeting following the Annual Town Meeting, the Budget Committee shall meet to elect a Chairman, Vice-Chairman and Secretary.*

**Laite made a motion that the Town Administrator and Town Attorney prepare a time line of events and the required documentation to move forward for November voting the Budget Committee request for a Town Charter amendment concerning their election of committee officers. Barrows seconded the motion. The motion passed on a 5-0-0 vote.**

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

Barrows made a motion that the Board approve the Treasurer's and Payroll warrants. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

**14. Executive Session –Continuation of Annual Performance Evaluation of Town Administrator – Title 1 MRSA Section 405(6)(A):**

Barrows made a motion to enter into executive session for purpose of conducting the Annual Performance Evaluation of the Town Administrator pursuant to Title 1 MRSA Section 405(6)(A). Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

**15. Adjourn:**

Laitte made a motion to adjourn. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant