

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
January 11, 2021**

**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 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:

- Select Board Packet: Kinney apologized for not sending the Board the full newsletter in their Select Board packet.
- Dog Licenses: Please register your dog by the end of January to avoid a state-mandated late fee of \$25.00 per dog. Renewals can be processed online through the Town's website or at the Town Office during regular business hours before the end of January 2021.
- Harbor Bills: The harbor bills were mailed out last week on January 8<sup>th</sup> and are due back on or before March 12, 2021. On March 13, 2021, a late fee, double the applicable fees will be applied.

**3. Meetings & Announcements:**

Town Administrator Kinney read the meetings and announcements.

**4. Upcoming Community Events:**

There will be a Lincolnville Sewer District meeting on Tuesday, January 12<sup>th</sup> at 5:30 PM via Zoom.

**5. Meeting Minutes – December 28, 2020:**

**Laite made a motion, second by Barnett-Parker, that the Board approves the December 28, 2020 meeting minutes as presented. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**6. Board, Committee, and Commission Appointment(s):**

Board of Appeals:

**Laite made a motion, seconded by Gerritsen, that the Board appoint Barbara DeGrass to the Board of Appeals as an alternate member with a term expiring June 2021. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

Wage & Personnel Policy Board:

**Laite made a motion, seconded by Gerritsen, that the Board appoint Barbara DeGrass as a regular member with a term expiring June 2022. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

The Board thanked DeGrass for volunteering to serve on both boards and for helping out the Town of Lincolnville.

**7. Follow-up discussion regarding Broadband:**

Debra Hall – Camden/Rockport Broadband Task Force:

The Board invited Debra Hall, Chair of the Camden/Rockport Broadband Task Force to attend their meeting and give an overview of the Broadband project.

Hall attended the Board meeting via Zoom and discussed the Camden/Rockport Broadband's mission and invited the Town of Lincolnville, Town of Hope, and the Town of Northport to participate in the Task Force. She recommended that at least two of the Select Board members volunteer to join the task force.

Hall explained that the Town of Camden has one Select Board member and two people who have been involved in their Broadband/Economic Development efforts; Rockport has one Select Board person and two people who were involved in their original Broadband Task Force; Hope has one Select Board person, and one to two Broadband members.

Kinney asked Hall, “What work do you see having been accomplished by regional task force?”

Hall replied, “I would love to be in a position where we can look to hiring this or some consultant to go forward with this regional analysis and I would like to say that it could happen earlier, but it's dependent on money and if we can come up with the money sooner, great.”

The Board thanked Hall for her thorough presentation and they are excited to see all of the town's work together.

Laite recommended joining and sending two members.

Dunn recommended asking Gerritsen who is the Chair of the AdHoc Broadband Committee since he has interest professionally and the experience on the Board and asking the Town Administrator, David Kinney being a liaison, at least for the time being, and then having a future discussion to open the option up to a Community Interest Form, once there is a better definition.

The rest of the Board concurred with Dunn.

**Dunn made a motion, seconded by Laite to appoint Josh Gerritsen and our Town Administrator, David Kinney, as interim representatives for the Town of Lincolnville to the Camden/Rockport Regional Broadband Task Force and that their appointment runs through the end of February and that they report back to the Board with any information gained from participating in the meetings so that the Board can make future determinations on involvement in structure. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

Dunn thanked Gerritsen and Kinney for volunteering to be the interim representatives at this time.

LCI Fiber – Scheduled for January 25, 2021 meeting:

Dunn explained that at the last Select Board meeting, the Board extended an invitation to Lincolnville Communications, Inc.

Kinney reached out to LCI and they have agreed to attend the next Select Board meeting on January 25 and would provide information regarding where they stand with their Cares Grant, in terms of Broadband expansion, and what areas remain unserved for Broadband.

Invitation for February – Susan Corbett of the Digital Equity Center:

Dunn spoke about a recent request from Barnett-Parker that the Select Board send an invitation to Susan Corbett of National Digital Equity Center, and invite her to attend a future Board meeting on either January 25<sup>th</sup> or February 1<sup>st</sup> meeting, depending on her availability.

**Barnett-Parker made a motion, seconded by Gerritsen that the Board extends an invitation to Susan Corbett of the National Digital Equity Center to attend the Board's February 8<sup>th</sup> meeting or a subsequent meeting depending on her availability to discuss opportunities to expand broadband in Lincolnville. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

Gerritsen explained he was excited to hopefully hear from her, and he felt that she had more knowledge than anyone on the Select Board regarding Broadband.

Kinney offered to reach out to Susan Corbett and offer an invitation and is happy to help in any way.

The Board decided to be consistent and ask that the Town Administrator, David Kinney reach out to Corbett and offer the invitation.

Consideration of Broadband Committee Re-Instatement/New Charge:

**Dunn made a motion, seconded by Laite, to appoint Josh Gerritsen and Town Administrator, David Kinney as interim representatives for the Town of Lincolnville to the Camden/Rockport Regional Broadband Taskforce and that their appointment runs through the end of February and that they report back to the Board with any information gained from participating in the meetings so that the Board can make future determinations on involvement and structure. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**8. Consideration of Annual Town Meeting via Referendum Ballot:**

Kinney explained that the Board had previously established the annual Town Meeting date to be held on June 8<sup>th</sup> for elections and June 10<sup>th</sup> for the open floor portion of the Town Meeting. At this point, with Covid-19 it is unlikely that the community will be able to congregate for the usual open floor portion of the town meeting.

Kinney suggested that it would be most appropriate to start planning around having just an all-referendum town meeting again in June, and best to start planning for it now.

**Gerritsen made a motion, seconded by Laite, to move to have the Town Administrator prepare for our consideration an updated town meeting schedule based on an all-referendum town meeting to be conducted on June 8, 2021, and that the Budget Committee, School Committee, and Five Town CSD be informed of this change so that they can plan accordingly. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**9. Supplemental Charge to Wage & Personnel Policy Board – Public Facilities Director:**

Ray recommended a minor edit to the Supplemental Charge – Public Facilities Director, by deleting the extra word “is” in the sentence.

**Ray made a motion, seconded by Laite, that the Board approve and sign the supplemental charge to the Wage and Personnel Policy Board regarding the position of Public Facilities Director as amended. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**10. Follow-up discussion regarding municipal email addresses for Selectmen & Department Heads:**

The Board had an extensive conversation with the Town of Lincolnville’s IT professional, Jim Arsenault, regarding expanding the email system to include the Board of Selectman and Town Department Heads and the costs that are associated with this request.

Ray explained that he initially brought this request up to the Board months ago, but noted that he was unaware of the change to the system or cost, but also felt that it would still be worth putting a budget request in.

Laite spoke in favor of putting this request in front of the voters for approval, but he wanted to know exactly how much it will cost for this particular request and the future server upgrade.

Arsenault suggested that if the Board had any additional questions, please reach out to him via email and he would be happy to answer any questions.

The Board thanked Arsenault for attending the meeting.

The Board decided to take no action at this time but felt it was important to include in a future budget discussion.

**Laite made a motion, seconded by Ray, that the costs associated with providing additional Town of Lincolnville email addresses for elected officials and additional town staff be incorporated into the first draft of the Fiscal Year 2022 budget for our consideration. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**11. Discussion concerning electronic availability of Selectmen’s Meeting packet:**

Gerritsen requested that the Select Board receive their Selectmen’s Meeting packet electronically. He told the Board that this would save the Town Administrator from delivering the packets and would reduce the time it takes the town office staff to collate the packets.

Gerritsen noted that if any of the Board members were still interested in receiving their packet in paper form, please continue to do so.

Barnett-Parker spoke in favor of this request, which he felt would also save money on paper.

Dunn wanted to know if there was an opt-in or opt-out or a deadline by which time a Board member would need to notify the Town Administrator.

Kinney told the Board that it would be nice to choose one way or the other by Wednesday, which is when the background of the packet is started.

**Gerritsen made a motion, seconded by Ray, to move to amend the Board’s Rules and Procedures to reflect the deadline for placing an item on the agenda be changed to noon on Tuesday preceding the next regularly scheduled meeting and that the deadline for the informational material to be included in the packet be changed to noon on a Wednesday prior to the meeting. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

Gerritsen also requested that the Select Board packet be posted to the town's website, prior to the Select Board meeting.

**Barnett-Parker made a motion, seconded by Gerritsen, that the Board move to have an electronic version of the Board's packet posted to the town website in advance of each Board meeting. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**12. Mid-year update of Annual Treasurer's Disbursement Warrant Policies (payroll, state fees, etc.):**

Kinney explained that the law only allows him to disburse town monies based on a public meeting vote of a majority of the Board of Selectmen, with only three allowable exceptions, which all require a policy on the disbursement warrants to be approved by the majority of the Select Board.

Kinney also noted that if the Select Board adopts the following policies, then all the policies explain that one of the Select Board members can then approve those warrants, acting on behalf of the full board of municipal officers.

Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits:

**Ray made a motion, seconded by Gerritsen, that the Board of Selectmen approves the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits dated January 11, 2021. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

Policy on Treasurer's Disbursement Warrant of State Fees & Revenues:

**Ray made a motion, seconded by Gerritsen, that the Board approves the Policy on Treasurer's Disbursement Warrants for Sending Revenue Collected on Behalf of the State to the Appropriate State Agency dated January 11, 2021. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

Policy on Treasurer's Disbursement Warrant for Municipal Education Costs:

**Ray made a motion, seconded by Gerritsen, that the Board approve the Policy on Treasurer's Disbursement Warrants for Municipal Education Costs dated January 11, 2021. Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker-Yes, Dunn – Yes. Motion carried 5-0.**

**13. Selectmen Update(s):**

Laite: There will be a Mid-Coast Solid Waste Board of Directors meeting on Thursday, January 14th at 6:30 pm to approve their budget.

Ray: No updates at this time.

Dunn: No updates at this time.

Gerritsen: If the budget passes at the Mid-Coast Solid Waste Board meeting on January 14<sup>th</sup>, we will be signing a 3-year agreement with the next organization that will be taking our solid waste, for the next three years.

Barnett-Parker: No updates at this time.

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

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

**15. Executive Session – Property Tax Abatement Due to Poverty and/or Disability pursuant to Title 1 MRSA Section 405(6)(F) & Title 36 MRSA Section 841(2)(E):**

Laite made a motion, seconded by Gerritsen, that the Board enter into executive session to discuss a property tax abatement due to poverty and/or disability pursuant to Title 1 MRSA Section 405(6)(F) & Title 36 MRSA Section 841(2)(E). Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

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

Barnett-Parker made a motion, seconded by Laite, that the Board enter into executive session for the purpose of conducting the annual performance evaluation of the Town Administrator pursuant to Title 1 MRSA Section 405(6)(A). Vote: Laite – Yes, Gerritsen – Yes, Ray – Yes, Barnett-Parker – Yes, Dunn – Yes. Motion carried 5-0.

**17. Adjourn:**

Laite 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,

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Melissa A. Geary  
Administrative Assistant