

**BOARD OF SELECTMEN
MINUTES OF MEETING
January 14, 2019**

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

The quote was read by Selectman Fishman.

1. Citizens' Forum:

There were none.

2. Administrator's Report:

David Kinney, Town Administrator, reported:

- Dog License: Please register your dogs by the end of January to avoid a late fee of \$25.00 per dog. The public can license their dog online through the Town's web site through the end of January. There are currently 54 dogs in town that have never been licensed. There is a state mandated late fee which goes into effect February 1st.
- Tree Trimming: Kinney recently meet with Will Brown, Chair of the Lincolnville Conservation Commission, Kris Spiegel, Arborist for Central Maine Power, and Adam from Lucas Tree Experts. CMP is currently seeking proposals regarding tree trimming services and Lincolnville is on the list this year for tree trimming work. This work is expected to start sometime in February.
- Harbor Fees: The harbor bills were mailed out on Friday, January 11, 2019 and will be due back by March 8, 2019.
- Joint Meeting: The Lincolnville School Board Committee delegated the task to their Board Chair, Becky Stephens, to meet with anyone on the Select Board, along with the Recreation Commission. Stephens suggested meeting with the Board at the next Select Board meeting on January 28. If the Board has time, the Recreation Commission is also available that night as well, or the Board could set up another meeting on a different date and time.

After the Board discussed their options, Dunn explained that the next Select Board meeting on January 28th would work just fine.

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 December 10, 2018 meeting minutes with minor changes. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

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

Laité made a motion to approve the December 26, 2018 meeting minutes as presented. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

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

Budget Committee:

Laité made a motion that the Board appoint Petrea Allen to the Budget Committee with a term expiring June 2019. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

The Board thanked Allen for volunteering her time.

Solar Array Purchase Committee:

Laité made a motion that the Board appoint Janet Redfield to the Solar Array Purchase Committee. Fishman seconded the motion. The motion passed on a 5-0-0 vote.

The Board thanked Redfield for volunteering her time.

7. Liquor License Renewal Application – Youngtown Inn:

Gerritsen made a motion that the Board approve and sign the liquor license application submitted by the Youngtown Inn. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

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

- Steve Gibbons, Fire Chief & EM Director:

Chief Gibbons gave a brief update on the Lincolnville Fire Department. He announced that there will be a change in Fire Chief, which the Board was notified of his resignation. Gibbons noted that when he was originally hired, he made it very clear that when he was appointed Chief, it was only for a short period of time.

Gibbons also announced that the Fire Department is ready to send out bids for the new fire truck which would be received in 2020. Gibbons noted there will be a slight change from the initial plan to replace two trucks with one truck. Ultimately, that will happen eventually, but for now the plan is to keep Fire Engine 2 as a forestry unit.

Gibbons explained that the new truck has been designed to have both fire operations and rescue operations on the same piece equipment and the replacement of Engine 2 will be replaced with a pick-up truck which will be set up as a brush unit, down the road.

Gibbons stated, "There should be no real additional cost to the Town of Lincolnville, as far as maintenance, as both of those vehicles are low cost maintenance trucks on their own. Then it will be how can we get rid of both of those units. We could sell those or we could donate them."

Gibbons also spoke about the design of the beach fire station, which will be in about five years.

Dunn requested that when the Fire Department presents their budget to the Budget Committee, they come with the detailed implications on the budget that we are looking to go into and the near term implications to maintain the current truck and the new truck.

Gibbons announced that the Fire Department has already submitted the form to the Town Administrator with a breakdown of all the individual items that Dunn requested of the Fire Department.

Kinney asked Chief Gibbons to provide a timeframe in terms of getting bids back, getting them analyzed, making a recommendation so that a contract award can be made.

Gibbons recommended that the total bid process from start to finish, should not take more than three months. Therefore a bid award should take place sometime in March or April.

The Board thanked Chief Gibbons for his update to the Board.

9. Resignation(s) & Appointment(s):

- **Fire Chief:**

Laite made a motion to accept the resignation of Steve Gibbons from the position of Fire Chief with the thanks of this Board and the community. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

The Board thanked Gibbons for serving on the Fire Department.

Laite made a motion that the Board appoint Don Fullington, III as Fire Chief, AJ Weed as Deputy Chief, Jake Cookson as Assistant Chief and Don Fullington, Jr. also as Assistant Chief. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

The Board thanked them for serving on the Fire Department.

- **Emergency Management Director:**

Barrows made a motion to accept with regret the resignation of Steve Gibbons from the position of Emergency Management Director. Laite seconded the motion. The motion passed on a 5-0-0 vote.

Laite asked Gibbons if he had any recommendations for a replacement.

Gibbons recently spoke to the Fire Department, the incoming Fire Chief, and the Town Administrator regarding a replacement and at this time he did not have any recommendations.

Gibbons also stated, "If it gets to a point that we are required to have an Emergency Management Director, in charge of an emergency, it really does not

make sense to have the Fire Chief be that individual. It's important that the Fire Chief be a part of that, but if we have such an event and we need the Fire Department out, then it's important that the Chief is controlling the Fire Department, while keeping in contact with the Emergency Management Director."

Gibbons also explained that the Personnel Board did a review of the Fire Chief's job description and recommended that the Chief not be the Emergency Management Director.

The Board decided to advertise for the position in a couple publications and have a conversation at the next Board meeting on January 28th.

- **Registrar of Voters:**

Laité made a motion to re-appoint Karen Secotte as Registrar of Voters for a two year term or until a successor is appointed and sworn. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

10. LIA Building Assessment Contracts:

Fishman made a motion that the Board authorize the Town Administrator to sign the agreements with 2A Architects, Gartley & Dorsky, Bennett Engineering, Albertson Builders and AQM Services for assessment services of the LIA Building. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

Kinney noted that some of the figures were a little bit lower than what was originally estimated because of some of the mark-ups, and we are starting on the road of not expending all that was authorized.

11. Planning Board Recording Secretary minimum:

Laité made a motion that from this date forward that the Planning Board Recording Secretary be compensated for at least one hour of time for attendance at a Planning Board meeting. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

12. Review of Items from Joint Meeting with Islesboro Board of Selectmen:

Dunn requested a Board discussion concerning review of items that were discussed at the joint meeting with the Islesboro Select Board regarding fiscal planning for the harbor

facilities. Since there have been a lot of vague numbers given to the Board, regarding the pier decking, Dunn recommended applying for a Small Harbor Improvement Program (SHIP) grant, which could be the most immediate and potential grant.

This type of grant would require the municipality to have on hand, matching funds for the project, explained Dunn.

Kinney told the Board that there is roughly \$90,000-\$100,000 in the Harbor Savings account.

Dunn questioned whether or not it would make sense to reach out to Prock Marine or someone like that to see what it would cost to also do harbor dredging at the same time, especially if we could get a matching SHIP Grant.

Dunn asked the Town Administrator to put a package together to submit to the contractors that have already been contracted regarding specifically pier decking and expand the conversation slightly.

Barrows felt that it was time to get the ball rolling, since the deck is getting worse and he recommended including the dredging.

Dunn also added that since 50% of the time, the commercial users have a hard time using the Harbor because there just isn't enough water there, and this would give them or anyone who chooses to use the facility, greater access.

Laité announced it's time to move this forward, it's time to get some figures and it's time to get this done, especially since its town infrastructure and we need to maintain it.

Dunn suggested that Kinney seek out quotes from qualified contractors to explore the repair of the pier decking, assessment and potential repairs and renovations of the boat ramp and associated dredging of the harbor area.

Dunn also suggested that Kinney reach out to the Maine Department of Transportation to see what sort of favor we might have from the DOT in terms of helping with the affordability.

Laité reminded the Board that Arch Gillies from the Islesboro Select Board, would like to charge the Town Managers, one person from the Select Board's and possibly a Harbor Committee member to get together to sketch out an agenda dealing with issues discussed today.

Dunn told the Board there were no issues; we just need to form a sub-committee with a representative from the Islesboro Select Board and Harbor Committee and one from the Lincolnville Select Board and Harbor Committee, both Town Administrators to coordinate so issues could be brought to Boards easier.

Kinney noted it would be more of a planning committee to focus the work.

Dunn and Laite both volunteered to be a part of that sub-committee.

The Board decided to have a discussion about forming this sub-committee at the next Board meeting on January 28th.

13. Review draft correspondence to other MCSWC communities:

Dunn spoke about a recent letter that she and Town Administrator, Kinney drafted to send to the communities involved in the MCSWC. She felt if it was important that if the Board was in support of the communication, that the entire Select Board sign the letter, to show solidarity and support of the sentiment and support the MCSWC moving forward.

Dunn asked for the Board's thoughts or adjustments on the drafted letter.

Gerritsen made a motion to adjust the draft letter to the MCSWC where it says, Our four towns have been missing out on grant and educational opportunities available to us from ecomaine and change it to read, "Our four towns *MAY* have been missing out on grant and educational opportunities available to us." Dunn seconded the motion for the sake of discussion. No vote followed.

Dunn asked Gerritsen why he wanted to add the word "may" to the letter.

Gerritsen responded, "Because I just don't know if there are any grants or educational opportunities that would have applied to Lincolnville."

After a lengthy discussion, the Board decided to change a second section of the letter to state:

Fishman made an amended the previous motion to adjust the draft letter to the MCSWC to say, "Evidence suggests that our four towns more likely than not, have been missing out on grant and educational opportunities available to us from ecomaine." Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Dunn made a motion to change a portion of the letter to also say: “Learning from recent challenges and to form a more responsible means of moving forward and acknowledging and offering our support in moving forward, in a positive manor, we ask that you support us in seeking that. Gerritsen seconded the motion. The motion passed on a 5-0-0 vote.

14. Review of Purchasing Policy:

Laité made a motion that the Board approve and sign the January 14, 2019 purchasing policy as presented. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

15. Treasurer’s and Payroll Warrant(s) – Approve & Sign:

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

16. Executive Session:

Gerritsen made a motion to enter into executive session for the purpose of discussion of 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). Laité seconded the motion. The motion passed on a 5-0-0 vote.

17. Adjourn:

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

Respectfully submitted,

Melissa A. Geary
Administrative Assistant