

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
March 14, 2022**

**Present:** Chair, Ladleah Dunn, Vice-Chair, Keryn Laite, Jr., Mike Ray, Josh Gerritsen, Jordan Barnett-Parker, and Town Administrator, David Kinney

The quote was read by Laite.

**1. Citizens' Forum:**

Catherine Lippman, a Lincolnville resident, came before the Board to discuss issues at the Lincolnville harbor. Lippman and her husband, Paul have had a mooring in the harbor since 2005, (Harbor #40) and roughly eight years ago, they allowed the Lincolnville Boat Club to use their mooring for their sailing program. A couple of years later, the Lippman's wanted to give their mooring to the Lincolnville Boat Club which they discussed at the time with the Harbormaster, Mike Hutchings. He informed them that the Lincolnville Boat Club would need to go on the waitlist instead.

Last year, Lippman gave the Lincolnville Boat Club their mooring bill (#40) to take to the Town Office to pay for, but after a considerable amount of time, the Town Office returned the check to the Lincolnville Boat Club.

Lippman stated, "In the meantime, I was never notified that my mooring was in jeopardy, and when my check was returned, I went to the Town Office to talk to David Kinney and offered to pay for the mooring to avoid losing my mooring, which he explained he could not do that."

In January 2022, Lippman explained that she never received a mooring application for the first time in almost 30 years, just one bill to the Lincolnville Boat Club for payment to be on the waitlist, with no letter of explanation regarding what was happening.

Lippman told the Board that Harbor #40 is still located in the Outer Harbor, which has been inspected. However; she explained she is unable to register the mooring and she wanted guidance from the Select Board on how to proceed.

Lippman also presented the Board with the following proposed harbor improvements:

1. The position of the Harbormaster should be a standalone position, the job description should be clearly defined and the position should require marine experience.
2. All current moorings with GPS coordinates and an updated map of the harbor.
3. All old gear needs to be removed.
4. Remove or relocate any mooring without a permit.
5. A plan should be devised to add a dingy float or floats.
6. Equitable plan for bait boxes.
7. There needs to be an equitable rate structure for all commercial users.

8. We need to pursue the acquisition of a satellite parking area.
9. The Harbor Committee should consist of members from the Commercial and Recreation mooring holders and meetings should be conducted using the Roberts Rules of Order.
10. The Harbor Committee should hold an annual open forum meeting and include at least one member from the Select Board to attend.

The Board thanked Lippman for attending the meeting.

**2. Administrator's Report:**

David Kinney, the Town Administrator, noted:

Town Server: Kinney reported that J&B Diversified Associates, Inc., will be installing the new server, the domain controller, the backup files server, set up an exchange server, and test the Select Board access with email testing on or about May 1<sup>st</sup>.

Harbor Camera: The task of installing the harbor camera will be given to David Roundy, Jr. the new Public Facilities Director.

Special thanks: Kinney extended a special thank you to two local contractors, Young's Construction and RJ Osgood & Son for their work in assisting the Town with keeping gravel roads passable during the early mud season.

Nomination Papers: Nomination papers will be available on March 7, 2022, at the Town Office will be due back by no later than April 15, 2022, by 4:30 PM.

The following positions are available:

Board of Selectmen:	1 Position for a 3-Year Term
Lincolntown Central School Committee:	1 Position for a 3-Year Term
CSD School Committee:	1 Position for a 3-Year Term
Budget Committee:	3 Positions for a 3-Year Term 1 Position for a 2-Year Term 1 Position for a 1-Year Term

Nomination papers must have at least 25 valid signatures but no more than 100. If anyone is interested in serving, please contact the Town Office during business hours.

**3. Meetings & Announcements:**

Administrator Kinney read the meetings and announcements.

4. Upcoming Community Events:

There were none.

5. Meeting Minutes:

Barnett-Parker made a motion, seconded by Ray, that the Board approves the February 28, 2022 meeting minutes as presented. The motion passed on a 5-0 vote.

6. Purchase & Sale Agreement – 21 Rosenberg Road:

Laite made a motion, seconded by Gerritsen, that the Board authorize the Town Administrator to sign on behalf of the Town the Purchase and Sale Agreement, Quit Claim Deed Without Covenant/Release, the Transfer Tax Declaration, the Underground Storage Tank Notice, and any other documents necessary to sell the town property identified on Tax Map 22 as Lot 28 to The Patricia Anderson Revocable Trust of 2008 for the price of \$90,000. The motion passed on a 5-0 vote.

7. Amendment to Phased Reopening Plan:

Gerritsen made a motion, seconded by Ray, that the Board adopt the March 14, 2022 draft of the Phased Reopening of Lincolnville Town Office with an effective date of March 21, 2022. The motion passed on a 5-0 vote.

8. 6:30 PM Public Hearing – Remote and Hybrid Meeting Policy for the Board of Selectmen:

Laite made a motion, seconded by Ray, that the Board open a public hearing regarding the proposed Remote and Hybrid Meeting Policy of the Lincolnville Board of Selectmen. The motion passed on a 5-0 vote.

No public comment was received.

Barnett-Parker made a motion, seconded by Laite, that the Board close the public hearing concerning the proposed Remote and Hybrid Meeting Policy. The motion passed on a 5-0 vote.

Barnett-Parker made a motion, seconded by Laite, that after holding a public hearing that the Lincolnville Board of Selectmen adopt the Remote and Hybrid Meeting Policy draft dated February 4, 2022. The motion passed on a 5-0 vote.

Gerritsen made a motion, seconded by Barnett-Parker that the Board purchase the necessary equipment to conduct remote and/or hybrid meetings as set forth in Selectman Gerritsen's implementation proposal and the funds for this purpose be from the ARPA funds allocated to the Town of Lincolnville by Waldo County and that

Selectman Gerritsen works with town staff to obtain and install this equipment. The motion passed on a 5-0 vote.

9. **Committee Chair and Department Head Update(s):**

- **Comprehensive Plan – Drew Strout:** Selectman Barnett-Parker requested that the Board invite Drew Strout from the Comprehensive Plan Review Committee to attend this meeting.

Drew Strout, Vice-Chair of the Lincolnville Comprehensive Plan Review Committee, wanted to touch base on the Comp Plan and request for funds to be added to the budget to move the Comp Plan forward by updating the current one from 2006.

Strout mentioned that Susan Silverio, Chair of the Comp Plan, submitted a proposed timeline of the project, which could take 24 to 30 months, and the Comp Plan Review Committee is interested in hiring Jane LaFleur, Senior Director of Market Development with the Community Heart and Soul, and the Comp Plan Committee is seeking to budget \$10,000 to pay for this.

Strout also explained that the total cost for this entire project could be between \$80,000 and \$100,000. He recommended the Board put additional funds aside to start this year off.

Chair Dunn suggested that since the Comp Plan Review Committee has a meeting coming up in a couple of days, she felt it would be helpful that they review the portion of the Select Board's budget from the last meeting, and then present the Select Board with the Committee's thoughts.

The Board thanked Strout for attending the meeting.

- **Broadband Update:** Gerritsen explained that they haven't met yet but will as soon as there is a Hybrid Remote Policy from the Board.

Barnett-Parker explained that the Broadband Committee has been in contact with Axiom regarding a modern wireless technology test to see whether this option would be viable for the Town of Lincolnville.

10. **ARPA Update:**

Kinney explained that he recently attended an update from the Maine Municipal Association about the American Rescue Plan Act (ARPA) which was broken down into two sections regarding what's new with the final rule in comparison to the interim rules. Kinney reported the two big takeaways are the following:

1. The final rule has broader flexibility than the interim rule for the use of the funds. The final rule allows for non-entitlement Units to claim up to \$10 million of lost revenue and the community is allowed to use that for government services such as:
  - Construction of schools & hospitals
  - Health services
  - Road building & maintenance
  - Environmental Remediation
  - Provision of police, fire & other public safety services
  - General government administrative staff & services
  
2. The reporting portal is open in terms of registering the community and the first report needs to be filed after March 31, 2022, but prior to April 31, 2022. The MMA analysis suggests that towns and cities might benefit from not spending any of their ARPA funds until after March 31, 2022, which would provide the time to see if additional guidance will be released by the Treasury.

The Board thanked the Town Administrator, Kinney for this update.

#### **11. Public Input – FY 23 Municipal Budget:**

Rosey Gerry, a Lincolnville resident, came before the Board to ask that the Select Board think about the taxpayers of Lincolnville, especially those that are just getting by, and now with the increased cost of fuel and food prices. He asked the Board to review the budget and consider cutting back to help the taxpayer avoid selling their house or sell their property.

The Board thanked Gerry for his input.

#### **12. Board Deliberations – FY23 Municipal Budget:**

The Board recommended the following changes:

##### **Protection: Fire Department:**

- The Board discussed an increase to the “Truck Fuel” and “Heating Fuel & Propane” lines. After a brief discussion, no change was recommended at this time.

##### **Public Works: Other:**

- **Lincolnville Beach Maintenance – Bench Plank Replacement:** Kinney reported that the current planks on the benches at the beach are roughly 20 years old. The Board had a conversation regarding whether or not to replace them individually or all at the same time. No changes were made to the amount in this line of \$2500.

##### **Boards and Committees:**

- **Broadband Committee:** The Board decided to remove \$7500 from the budget and to consider using the Waldo County ARPA funds to cover the digital and equity and inclusion plan in the future.

**Municipal Support:**

- **Lincolntonville Community Library:** Chair Dunn asked Kinney to find out how much money the library currently has in their various accounts. The Lincolntonville Library provided Kinney with a letter today. After a quick review, the Board was still not clear on the number of funds that the library has available.

Dunn recommended reducing this line from \$3,000 to \$1,000.

Ray suggested that the Board invite a representative from the Lincolntonville Library to a future Board meeting to answer some additional questions from the Select Board.

- **Maine Housing:** Barnett-Parker suggested that the Board remove \$10,000 from the Maine Housing for the American Rescue Plan Act Project and use ARPA funds to secure the town's chances of receiving a tremendous amount of grant funds.

Gerritsen was not prepared to spend ARPA funds in the next two weeks and wanted to wait to have that conversation at a later date.

The majority of the Board was in agreement to not raise and appropriate funds by removing the \$10,000 requested for Maine Housing and starting a future conversation in a different format.

The Board requested that the Town Administrator take some time to review some of the other revenue to see if there may still be some items that could be adjusted and will report back to the Board at the next meeting on March 28<sup>th</sup>.

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

There were none.

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

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

**15. Adjourn:**

Barnett-Parker made a motion, seconded by Ray, to adjourn. The vote passed on a 5-0 vote.

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant