

**BOARD OF SELECTMEN
MINUTES OF MEETING
March 23, 2020**

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

The quote provided by Selectman Barrows.

1. Citizens' Forum:

There were none.

2. Administrator's Report:

David Kinney, the Town Administrator, reported:

- Gravel Roads: Kinney reported that the gravel roads were soft, and/or muddy and that we are aware. These roads are drying out. A winter storm event forecasted for tonight. Unless the snow becomes too deep or safety concerns demand some gravel roads may not be plowed as it may cause more damage.
- MCEDD Grant Offer: Possible grant opportunity for historic revitalization grant. The property has to be on the historic register or eligible for the register. The Board expressed no objections with submitting the preliminary application.
- Nomination Papers: Nomination papers are available at the Town Office during regular business hours and are due back by April 10, 2020, by 4:30 PM. The following positions are available:

Board of Selectmen	2 Positions for 3-year term
Lincolnton Central School Committee	2 Positions for 3-year term
Budget Committee	3 Positions for a 3-year term 2 Positions for a 1-year term

3. Meetings & Announcements:

Town Administrator, Kinney read the upcoming meetings.

4. Operations During COVID-19 State of Emergency:

Kinney read the draft proclamation.

Laite made a motion, second by Barrows, that the Board Proclaim that a State of Emergency with regards to COVID-19 exists within all of the Town of Lincolnville and that the Proclamation of Emergency to Further Protect Public Health be signed and filed with the Town Clerk within 24 hours. Vote: 5-0.

Gerritsen made a motion, second by Laite, that until such time as the Town of Lincolnville has in place the ability to conduct meetings through remote access or the State of emergency lifted, that all Board, Committee and Commission meetings that are under the jurisdiction of the Board of Selectmen be cancelled and that the Town Administrator inform staff and Committee Chairs of this prohibition. Vote: 5-0.

Laite made a motion, second by Barrows, that the Town Administrator be authorized to implement as soon as practical a system to allow for municipal meetings to be conducted through remote access, that the Town Administrator prepare the rules and priorities necessary for operation and access of such a system, to inform Committee Chairs of these rules and that any expense for such a system be charged to the contingency account. Vote: 5-0.

Motion by Laite, second by Barrows, that the Town Administrator inform Department Heads to closely monitor their budgets and to seek direction from the Town Administrator before making any substantial capital purchase. Vote: 5-0.

After discussion, the Board decided by consensus not to hold the previously scheduled Special Meeting on March 24, 2020.

Motion by Laite, second by Barrows, that in response to the COVID-19 outbreak that effective immediately the town office be closed to in-person transactions until such time as the Board of Selectmen determine that it is safe and appropriate to conduct in-person transactions. Vote: 5-0.

Motion by Laite, second by Gerritsen, in an effort enhance the likelihood that Town Office operations remain available throughout the State of Emergency and to

minimize exposure to town office employees, I move that the Town Administrator be empowered to establish a rotating staff schedule and that staff continued to be paid whether working, as assigned by the Town Administrator, either in the office or from home. Vote: 5-0.

Kinney noted that vehicle registrations have been deemed extended until 30 days following termination of the state of emergency thus minimizing the need for the public to come to the town office. Private party sales could be problematic as the Bureau of Motor Vehicles is closed. Those wishing to do so can still re-register online. Property tax payments can be made by mail, online, through the drop slot adjacent to the front door. Receipts can be mailed.

Fishman made a motion, second by Dunn, that the Board authorize the Town Administrator to allow for employee vacation and personal time not expire on the employee's anniversary date but rather at the end of the fiscal year. Vote: 5-0.

Selectman Gerritsen inquired about the possibility of waiving interest on property taxes. Kinney stated that it was his understanding that the waiving of interest is not permissible but that he would investigate further and report to the Board.

5. Board deliberations – FY 21 Budget Deliberations & Recommendations:

The Board reviewed the budget draft.

Kinney suggested that in light of the current COVID-19 situation the Revenue Sharing line be reduced to \$238,911 and that the use of Unassigned Funds be increased to \$550,000. Dunn stated that the net effect of the changes to the taxpayer remains the same and the budget recommendation is 2.79% lower to the property taxpayers.

Laite moved, second by Barrows, that the recommendations included in the Budget draft dated March 9, 2020 with the suggested changes to revenue sharing and unassigned fund balance be approved and forwarded to the Budget Committee for their consideration. Vote: 5-0.

6. Liquor License Renewal Application – The Inn at Ocean's Edge:

Laite moved, second by Barrows, that the Board approve and sign the liquor license application submitted by The Inn at Ocean's Edge. Vote: 5-0.

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

Gerritsen made a motion to approve the Treasurer's and Payroll Warrants. Laite seconded the motion. Vote: 5-0.

8. Adjourn:

Barrows made a motion to adjourn. Fishman seconded the motion. Vote: 5-0.

Respectfully submitted,

David B. Kinney
Town Administrator/Town Clerk