

**BOARD OF SELECTMEN
MINUTES OF MEETING
May 22, 2017**

Present: Chair, Ladleah Dunn, Arthur Durity, Rosey Gerry, David Barrows, Keryn Laite, Jr. and Town Administrator, David Kinney

The quote was read by Selectman Gerry.

1. Citizens' Forum:

Jay Foster, Lincolnville Resident and an Alternate member of the Planning Board, reported that the Lincolnville Planning Board is down to 3 active voting members. The Board is actively looking for two or three additional members to join the Board.

Foster thanked Select Board members Gerry & Durity for serving on the Board and for doing such a wonderful job, as their terms come to an end.

2. Administrator's Report:

- Absentee Ballots: Absentee Ballots are available at the Lincolnville Town Office for the June election. There is a state ballot and two municipal ballots available during regular business hours. The Town Meeting Warrant has been posted around town and is available on the Town's website.
- Vehicle Registration: The Town of Lincolnville will be changing over the vehicle registration processing from a pin-fed dot matrix printing form to a laser printing form starting May 23, 2017.
- Beach Crosswalk Lights: After reviewing the best possible location for the crosswalk lights, the most logical location due to underground utilities and concerns for the residences would be to go with the location closest to the restrooms and the Post Office. The Board concurred.

3. Meetings & Announcements:

Town Administrator, Kinney read the upcoming meetings.

4. Upcoming Community Events:

There were none.

5. **Meeting Minutes:**

Durity made a motion that the Board approve the May 8, 2017 meeting minutes as presented. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

6. **(6:15PM) - Public Hearing Liquor License Lincolnville Lobster Pound:**

Durity made a motion that the Board open the public hearing concerning the proposed liquor license for the Lobster Pound Restaurant. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Greg Goforth, Representative from the Lobster Pound said, "We're delighted to be here in this community and have been received very well by all of the neighbors. We should be open within the next two weeks and it will be close to the same menu with a few new twists."

The Board thanked Goforth for attending the meeting.

Durity made a motion that having heard from all members of the public wishing to speak concerning the application that the Board close the public hearing. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Durity made a motion that the Board approve and sign the liquor license application submitted by the Lobster Pound Restaurant. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

7. **Applications for Catered Function by Qualified Catering Organization – Trillium Events, Inc.:**

Laité made a motion that the Board approve the Application for Catered Function by Qualified Organization as submitted by Trillium Events, Inc. for events occurring on July 27th, August 25th and August 27th. Durity seconded the motion. The motion passed on a 5-0-0 vote.

8. **Board, Committee and Commission Appointment(s) – Recreation Commission:**

Gina Sawyer submitted a Community Interest Form requesting to change from her current status as an Alternate Member of the Recreation Commission to a Regular Member on the Recreation Commission with a term expiring June 2017.

Gerry suggested waiting until after town meeting to change the appointment to a regular member, because she would need to be re-appointed in one month.

Laité noted that Gina Sawyer would make a very good voting member, but his personal opinion was that it would be a disservice to have more than one abutting property owner to the facility. He suggested that she be added as an advisory position to provide feedback and input.

Gerry agreed with Laité, but suggested that since she was the only applicant and since it's very difficult to find members, he would be ok with the change.

Lesley Devoe, Recreation Commission member, noted that Gina Sawyer has been very clear that the reason she is interested in joining is because of her recreational background.

Dunn noted how fortunate the town is to have such wonderful volunteers; however she felt that it was important to look at the big picture when it comes to appointments, which is the Board's responsibility.

Durity commented that there is always the right and responsibility to recuse ones self when necessary, on items that might pose a conflict.

Barrows noted that since this is a one month appointment, it would not make a lot of difference one way or the other. The thing that makes the difference is that the Board should review all the various committees to see if there should be something stipulated or if there should not be something stipulated.

Barrows stated this is something we as a Board should charge ourselves with so that the Board would have a cut and dry rule.

Barrows also suggested appointing Sawyer, especially if the Recreation Commission needs a voting member, for their next meeting.

Kinney noted that if a Board is down on voting members, then an Alternate has the ability to vote in that position.

Barrows made a motion that the Board table the appointment of Gina Sawyer as a Regular Member of the Recreation Commission for a future meeting. Laité seconded the motion. The motion passed on a 4-1-0. (Gerry opposed.)

9. (6:30PM) – Public Hearing CDBG:

Durity made a motion that the Board open the public hearing to discuss acceptance of a 2017 Community Development Block Grant. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Kinney stated that the Town, in conjunction with the Lincolnville Sewer District has applied for a Community Development Block Grant through the Maine Department of Economic and Community Development (DECD). Providing the DECD receives all their paperwork from the Federal government and the local voters approve accepting the grant, the Town will be receiving a \$500,000 grant. The Town is the only entity that can apply and the Town will be considered a pass-through so that we will be able to pass the funds from the Town of Lincolnville to the Lincolnville Sewer District, for a use in constructing a municipal sewer system at Lincolnville Beach.

No other public comment was offered.

Durity made a motion that having heard from all members of the public wishing to speak concerning the acceptance of the Community Development Block Grant that the Board close the public hearing. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

10. CDBG Resolutions and associated paperwork:

Durity stated, “After reading through this document, it looks like we still have some responsibilities here that I don’t quite understand. I do think it would be worth consulting an attorney. We have some bidding requirements and other things that the Town is going to have to oversee, for the Sewer District and if that goes awry, the Town may or may not have some liabilities as a result. I just think the Board should find out, exactly what the Town will be responsible for.”

The Board also concurred with Durity to forward this on to the Town Attorney for review.

Durity made a motion to table consideration for the Community Development Block Grant. Laite seconded the motion. The motion passed on a 5-0-0 vote.

11. Committee Chair and Department Head Updates:

Recreation Commission – Lesley Devoe:

Devoe reported the following important issues:

- Culvert: The Commission’s recommendation now is to move the culvert and cut over across the launch road and installing some riprap, to prevent grass and dirt from blowing into the pond and possibly creating an algae bloom. The cost of this project should be under \$2,000.
- Parking: The Commission is also recommended installing disabled horizontal parking at the Bandstand instead of vertical parking. The cost for this project should be under \$600.

- Rope Line: The Commission may still spend \$200 on the rope line around the swim area.

Dunn asked, “Is there a state statute on how the rope line has to be set up, regarding the liability.”

Devoe replied, “I had a conversation with someone from the state regarding the rope line, I haven’t heard back, so I figured it was all good.”

Devoe told the Board that she will follow up with the State.

- Non-Smoking sign: Caer Hallundbaek gave a presentation to the Recreation Commission regarding creating a no-smoking policy for all the public areas, which would include the ball field, the park and the Lincolnville Beach. The Recreation Commission supported the concept of a no smoking policy.

Kinney told the Board that Hallundbaek is willing to come to a future Board meeting to discuss this Non-Smoking Policy.

- Future Meeting: Laite recommended that the Recreation Commission have a future conversation regarding the relationship between the Recreation Committee and the current administration at the Lincolnville Central School, when it comes to helping out with the maintenance and or regular grooming of the fields to find a way to make it better.
- Bandstand: Dunn suggested having a future meeting regarding the Committee Charges and Policy’s.

Memorial Day Committee – Rosey Gerry:

Gerry reported on the following:

- Memorial Day Parade: The parade will take place on May 29, 2017 at 1:30pm starting from the Lincolnville Central School, through town to the Lincolnville Veterans Park, for a ceremony. After the ceremony in the Center, a ceremony will take place at Frohock Bridge near the Lincolnville Beach.

Veterans Park Committee – Jay Foster:

Foster, Chair of the Veterans Park Committee, reporting on the following:

- WWII Monument: This monument held up very well over the winter and we are now taking a look at reinforcing the back. The frame work for the wings, which

will be added to the side of the WWII Honor Roll, will be trimmed down; will hold the names from the Jackie Watts Honor Roll.

A final coat of crushed stone will be placed in the walkway and in the center circle to support the dedication honor stone. The work should be in place prior to Memorial Day.

- Honor Roll Wings: Cecil Dennison is working on the construction of the wings. The frame work that is currently in place will be trimmed down to accommodate the wings.

The Committee will also be working with Walt Simmons to work on the names and the creation of the name plaques, which will be placed on the wings.

- Granite Benches: Two granite benches will also be installed by Memorial Day.
- Donations & Grant: Foster thanked everyone in the community that donated and for the anonymous grant through the Lincolnville Historical Society, which made this project possible.

If anyone would like to contribute to this project, please contact Jodi Hanson at the Lincolnville Town Office.

- Sidewalks: The Committee recommended that the town take this as a subject and discuss the adding sidewalks along on Main Street.

Dunn suggested adding a Lincolnville Sidewalk Exploratory Committee and review who the Board would suggest to have as representatives to look at this issue, so that it is a comprehensive view.

Gerry encouraged that this become a priority because the Veterans Park Committee would like to be finished with their project before Veterans Day.

Little Library – Cindy Dunham:

Cindy Dunham reported on the following:

- Lincolnville Community Library Committee: This Committee's goal is to help increase the usage at the Lincolnville Library. The Committee has discussed ways to expand their reach, especially towards the Lincolnville Beach. The Committee would like permission from the Board to build and install a tiny free library at the Lincolnville Beach, which would house free books to increase reading.

Dunham asked for the Board's permission to approve the concept and move this project forward and give approval on the location at the Lincolnville Beach. Dunham suggested that the Board approve the concept and then authorize someone to work out the location details.

The Board was in favor of the concept, but not in favor of affixing this tiny library to an existing structure at the beach.

Laité made a motion that the Board empower Durity to work with the Town Administrator to strategically place the library's miniature library to be esthetically pleasing and functional in the Lincolnville Beach area. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Energy Team update – Cindy Dunham:

Cindy Dunham reported on the following:

- **Street lights:** John Williams has had several conversations with Chris Osgood, from the Route 1 Advisory Committee. They will take the next month or two to pull some numbers together and facts and will report back to the Board with a proposal or some planning ideas.
- **Lincolnville's Solar Celebration:** There will be a Solar Celebration on June 21, 2017 from 4-6pm at the Lincolnville Fire Station. Dunn volunteered to be the master of ceremonies. The Energy Team asked Kinney to mail letters of invitation to local, state and federal legislators. The Energy Team also requested permission to send invitations to include other solar vendors.
- **Live feed:** The team is working on setting up a live feed to view how bright the sun is and they are hoping to connect this feed to the town's website.

Dunn volunteered to work with Kinney to pull the details together to make this project a success.

Durity made a motion to task Dunn to coordinate this event. Barrows seconded the motion. The motion passed on a 4-1-0. (Dunn abstained.)

12. "Village Ahead" Warning Lights:

Dunn reported that this issue was addressed at a previous Select Board meeting from a concerned Lincolnville citizen. Ann Mills, Lincolnville resident, requested that the Board do something regarding the speed limit on Rt. 1 entering the Beach area. She

suggested that a post with flashing blinking lights be placed along Rt.1 near Dot's, warning motorist to slow down, village ahead.

Kinney provided the Board with quotes for a Single Post Top Flashing Beacon and a Dual Flashing Beacon. The delivery on either one of these would be approximately 4-6 weeks.

Durity suggested that the Town ask for better speed enforcement from the Waldo County Sheriff's Office.

Kinney replied, "It would be possible to contract with the Waldo County Sheriff's Office, for either a contract deputy or certain attention to that area. There is no guaranteed coverage on anything, unless we pay for it."

Gerry noted that the yellow blinking lights seem to be most effective at getting someone's attention.

Laité recommended reviewing some other options such as a piece of equipment which alerts motorist how fast they are driving. This would be the type that is attached to the speed limit sign and only works when one is speeding.

Durity recommended Kinney explore what an enforcement contract might cost, a motion speed activated blinking light, and a motion speed activated speed sign.

Durity felt that the Board should ask that the State of Maine conduct a traffic study, for the small section of road at the Beach, which should have a speed limit sign of 25 M.P.H.

Durity recommended that the traffic study be conducted in July and August, given the seasonal population change.

Barrows made a motion to ask the DOT to conduct a speed study at the Lincolnville Beach. Durity seconded the motion. The motion passed on a 5-0-0 vote.

13. Review and Approval of the Lincolnville Improvement Association (LIA) Building Lease:

Durity noted that the even though the Lincolnville Improvement Association does fabulous work, he was concerned that this building will eventually cost the town a lot of money to restore. Therefore, he was opposed to leasing the building to the LIA for \$1.00.

Barrows made a motion that the Board approve and sign the lease agreement with the Lincolnville Improvement Association for the building and property located at 33 Beach Road. Laite seconded the motion. The motion passed on a 4-1-0. (Durity opposed.)

14. Review W&PPB Recommended Job Descriptions:

Board members reviewed the job descriptions below and made the following suggestions for changes.

- **Animal Control Officer:**

Requirements of Work:

To include that all original records be filed at the town office.

The Animal Control Officer must possess a valid State of Maine driver's license and must maintain appropriate auto insurance.

- **Emergency Management Director:**

No changes were made to this job description.

- **Fire Chief:**

General:

Shall prepare and maintain records of the maintenance and logging of equipment which will be maintained at the Fire Station.

Supervises and directs subordinates in maintaining records and reports on inspections, fire and emergency incidents, training, injuries, and all personnel matters, as well as all equipment, maintenance documentation log and records to be maintained at the Fire Station.

- **Lincolnville Harbor Master & Deputy Harbor Master:**

Essential Duties and Responsibilities:

Change the job description for the Harbor Master & Inland Harbor Master to specify; as requested by the Board of Selectmen to attend Lincolnville Board of Selectmen meetings pre-season and post-season.

Change – “Assignment of moorings and approval of new mooring permits” to “Assignment of moorings and review of existing and new mooring permits and approval.”

Change – “An annual audit from the Harbor Master on all the mooring records” to “ensure they are accurate and up to date.”

Add - Maintains activity log and reports of Harbor Master activities as requested by the Board of Selectmen; maintain log of purchases and maintain records at the Town Office.

Change – “Has direction, control and oversees maintenance of the public landing, boat launching ramp, the Pier, float system, and other related harbor facilities” to “Oversees maintenance needs and requests of the public landing, boat launching ramp, the Pier, float system, and other related harbor facilities.”

Durity stated, “My reading contradicts the proposed Harbor Ordinance changes to go before the voters, we need to hold off on acting on this job description until after the voters have had their say.”

Change – “Maintains activity log and reports of Harbor Master activities as requested by the Board of Selectmen” to “Maintains a log that includes repairs and purchases and maintained at the town office.”

Add – Shall prepare and administer a budget for each fiscal year’s expenditures.

- **Inland Harbor Master:**

Add – Must have access to a boat.

Add – Maintains activity logs and reports of activities as requested by the Select Board and records will be maintained at the Town Office.

- **Road Commissioner:**

Add – Maintains running inventory at the town office.

Add – Reviews conditions of roads, bridges, culverts, etc. for future repairs, maintenance, and upgrades and maintains a running inventory of said infrastructure.

Gerry was in favor of hiring contractors in town, but wondered if there was some sort of process, especially when there are multiple contractors in the Town of Lincolnville. He was unsure of the process.

Kinney suggested asking the Road Commissioner to attend a future Board meeting to go over the process with the Board.

Durity asked if there was a mechanism to ensure the lower expense work gets spread around or a process in which other towns use.

Durity suggested that Kinney come back to the Board at a future meeting, with Road Commissioner job descriptions from other towns.

The Board requested that Kinney incorporate the suggested changes and present the corrected job descriptions at a future board meeting for consideration.

15. Issuance of Burn Permits at Town Office and on Website:

Laite made a motion that the Board approve the use of the Warden's Report Online Burning Permit System via the Town Website and during normal business hours at the Town Office. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

16. Engagement of Auditor:

Barrows made a motion that the Board authorize Ladleah Dunn as Chair of the Board to sign the engagement letter with William H. Brewer to conduct the annual audit. Durity seconded the motion. The motion passed on a 5-0-0 vote.

17. Review Supplemental Charge for the Harbor Committee:

Durity made a motion that the Board approve and sign the Supplemental Charge to the Harbor Committee with tonight's amendments. Laite seconded the motion. The motion passed on a 5-0-0 vote.

18. Confirm Town Clerk's Appointment of Election Warden:

Durity made a motion that the Board approve the Town Clerk's appointment of David Kinney as Election Warden for the June 13, 2017 Election. Gerry seconded the motion. The motion passed on a 5-0-0 vote.

19. Treasurer's and Payroll Warrant(s)-Approve and Sign:

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

20. Adjourn:

Gerry made a motion to adjourn. Barrows seconded the motion. The motion passed on a 5-0-0 vote.

Respectfully submitted,

Melissa A. Geary
Administrative Assistant