

**BOARD OF SELECTMEN
MINUTES OF MEETING
November 13, 2017**

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

Excused: Chair, Ladleah Dunn

The quote was read by Selectman Gerritsen.

1. Citizens' Forum:

There were none.

2. Administrator's Report:

David Kinney, Town Administrator, reported:

- Storm: There were a number of tree issues associated with the last wind storm. Kinney thanked all the contractors and firefighters that marked and removed trees.
- Election: The November 7th election was a success. Kinney extended a thank you to all the ballot clerks who volunteer their time to make it all possible.
- Shoulder Work: The shoulder work on the Slab City Road has been completed and there was also a portion on the Masalin Road, which went well.
- Snow Removal: The snow removal for the Lincolnville Fire Station project went out to bid. The ad should be in this week's paper and is posted on the web site.

3. Meetings & Announcements:

Kinney read the upcoming meetings.

4. Upcoming Community Events:

There were none.

5. Meeting Minutes:

Barrows made a motion that the Board approve the October 23, 2017 meeting minutes as presented. Fishman seconded the motion. The motion passed on a 4-0-0 vote.

6. Lincolnville Sewer District Update:

Jennifer Temple, Lincolnville Sewer District Trustee, asked the Board for help regarding working with the Lincolnville Sewer District to clarify and define the original terms of financial support from the Town of Lincolnville.

Several months ago, Temple attended a Select Board meeting and discussed the Lincolnville Sewer Districts projected cash flow challenges. After a lengthy discussion, the Select Board unanimously recommended creating a Wastewater Capital Reserve Fund with \$25,000. The plan was that those funds would be available for the Lincolnville Sewer District to assist with the negative start-up cash flow and to help offset some of the changes that had happened at the beach since the original grant and loan funding had been submitted.

Temple explained that the Lincolnville Sewer District thought that the original idea would be to fund \$19,000 per year for 10 years and over time the town would begin to build a reserve, which could be accessed by both the Lincolnville Sewer District and other parts of town that might need to address wastewater issues. The Lincolnville Sewer District has been approved for a loan for \$1.6 million and another \$1 million grant from the U.S. Department of Agriculture (USDA).

Temple stated, “What we are seeking help with is the gap for that loan payment, the debt service. I’m sorry if I’m saying what you already know, but some of this Board was not present during the initial ask. We have no intention of asking for any more than what the district needs, and we made that clear a few months ago and it’s still the truth today.”

Temple also reported that the USDA is seeking certainty that if the district needs to access the Wastewater Capital Account for the first 10 years, it will be available for the Lincolnville Sewer District.

Temple asked that the Board help the Lincolnville Sewer District communicate this request to the USDA regarding how it was originally communicated in the warrant language. The way she heard it and a lot of people heard it, the request of money would become a line item in the budget for the first ten years.

During the April 10, 2017 Select Board meeting, the Board was given the following three options by the Town Administrator Kinney:

Option 1: Multi-year contract. Town meeting approves a multi-year contract with the Lincolnville Sewer District. The Board will have to decide on the terms (amount, how many years, etc.) to be presented, have a contract drafted and then have the draft available for public inspection prior to the Town Meeting.

Option 2: An annual appropriation. The Sewer District could make an annual request for funding. This request could be reviewed by the Board of Selectmen and Budget Committee prior to inclusion to inclusion in the Town Meeting Warrant.

Option 3: Raise (tax); take from town savings or a combination/split of the two all of the money this year. Under this option the total funds (\$190,357) could be raised from the property tax payers, this year, or taken from savings or some combination of the two (from taxes and savings). The funds would then be placed designated account and disbursed and disbursed by whatever means and terms set forth by the article.

In April, Barrows suggested that the Board approve the \$25,000 vs. \$19,000 so that there is a little cushion, because it always costs more than planned.

The consensus of the Board on April 10th was to put this request on a written ballot.

The motion that night was as follows:

- **To ask the voters to create a wastewater capital fund to be voted on by referendum on Tuesday, June 13, 2017 and we also ask the voters to fund that capital account at \$25,000 this fiscal year. The motion passed on a 5-0-0 vote.**

Laité reiterated that the USDA is looking for a guarantee, not necessarily from the Town of Lincolnville, but a guarantee of \$25,000 a year for the next ten years, for the Lincolnville Sewer District to access, because of the debt service, which right now the LSD, can't cover.

Temple agreed that was correct.

Temple noted that the original request was for \$19,000 for 10 years. She also provided the Board with a spreadsheet on Cash Flow Projections with what the cash flow would look like if the amount was \$25,000 for 10 years and she told the Board that amount looks really positive. There was also a cash flow chart with \$16,500 over 10 years, which also looks good.

Temple reminded the Board that you can't operate something with a negative cash flow.

Fishman spoke in favor of the project and explain it would be insane to pass up \$1 million from the Federal Government, right now to get this project done.

Fishman was also in favor of setting up the Wastewater Capital Fund account that the town can also use to clean up other areas such as Norton Pond.

Gerritsen stated that when the \$25,000 Wastewater Capital Reserve Fund was suggested, he understood that the \$19,000 would be for the Lincolnville Sewer District and any additional funds could be used for any future project, down the road in Lincolnville. This request was for one year and then the Board would revisit this every year.

Temple told the Board this is the missing link in the financial feasibility piece.

Temple explained that the Lincolnville Sewer District's original ask was:

- Shall the Town of Lincolnville authorize the Chairperson of the Board of Selectmen to commit in aggregate principal an amount up to \$190,000 for the purpose of loan repayment on behalf of the Lincolnville Sewer District should the District secure in aggregate principal the balance required for upgrades to the Wastewater Treatment Facility, Collection System and Pump Stations. Also shall the Chairperson of the Board of Selectmen have the discretion to work with the District to fix the date(s), interest rate(s), denomination(s), place(s) of payment, form and other details for the purpose of funding the capital improvement project to upgrade the Wastewater Treatment Facility, Collection System and Pump Stations.

Temple discussed that the project is projected to bring in more money then it will expend and there is the possibility to repay this loan back down the road.

Temple asked if there was a way that the Town of Lincolnville, within the town budgeting process, could provide the language that the USDA wants about the certainty piece of it.

Laité noted that this Board is not authorized to commit to anything tonight. He suggested that the Board have a conversation with the Town Attorney concerning legal rights.

Gerritsen made a motion that we table this matter until such time as the Board of Selectmen can meet with the Town Attorney concerning our legal rights and duties with respect to the request being made by the Lincolnville Sewer District. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

Kinney asked Temple what kind of time frame the Sewer District up against.

Temple explained the LSD would like to clear this up within the next few weeks.

7. Pole Location Permit Application:

Barrows made a motion that the Board approve and sign Utility Location Permit, notification #10300398264. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.

8. Review Draft Committee Charges:

- **Sidewalk/Street Light Committee:**

Kinney reported that several weeks ago the Board met with the Energy Team regarding street light and sidewalk lighting. Kinney reviewed the conversations to incorporate that into the committee charges.

Kinney noted that if the draft is acceptable the Board should decide to approve and sign the charge to create a Sidewalk/Street Lighting Committee.

Barrows made a motion that the Board approve and sign the charge creating a Sidewalk/Street Lighting Committee. Fishman seconded the motion. The motion passed on a 4-0-0 vote.

- **Route 1 Advisory Committee:**

The Board decided to table this discussion for a future Board meeting.

9. MRC Board of Directors Election Ballot:

Gerritsen made a motion that the Town of Lincolnville cast its MRC Board of Directors ballot for Sophie Wilson. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

10. FY 19 Budget Development (timelines, goals, items, etc.)

Kinney explained his priority is to start the preparatory work for the upcoming fiscal budget year. The key at this point is a timeline so that we can figure out what works for the Board and present to the Budget Committee in time.

Gerritsen has two goals for the upcoming budget year. The first goal would be to incorporate live stream Board meetings online. This service makes information available to people out of town or for those unable to attend a meeting, and gives those the ability to watch a video broadcast or an on demand playback via the internet. His second goal

would be to incorporate electronic Select Board packet copy's, which would be put online to allow the public access to the Board packet information.

Laité reported that he is looking forward to the joint meeting tomorrow night (November 14th) with the Recreation Commission and the Select Board regarding how things are going and to assess how we as a town are going to maintain some town infrastructure.

Laité also reported that the Board will be touching base with all the committees' to go over how the committees' perceive things are going and what the Board can do to help make things better and look ahead to the future.

Laité also recommended meeting with the School Board Committee prior to putting numbers to paper for the budget submission, to see how things are going and what they think can be done better.

The consensus of the Board was to hold a joint meeting with the School Board Committee.

11. Consideration of Offering Domestic Partner Insurance Coverage:

The Board decided to table this discussion until the next Board meeting.

12. As Board of Assessors:

- Abatement: #2017-03 Kelley Map 34 Lot 162A:

Barrows made a motion that we suspend our meeting as the Board of Selectmen and that we convene as the Board of Assessors. Gerritsen seconded the motion. The motion passed on a 4-0-0.

Barrows made a motion that the Board grant abatement #2017-03 to John and Terry Kelly in the tax amount of \$157.44. Fishman seconded the motion. The motion passed on a 4-0-0 vote.

- Supplemental Tax Warrant/Tree growth Withdrawal Penalty: Eugley Map 36 Lot 20:

Barrows made a motion that the Board approve the Tree Growth Withdrawal Penalty Commitment in the amount of \$2,800 for the property owned by Mike and Vicki Eugley identified on Tax Map 36 as Lot 22B. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.

Barrows made a motion that we adjourn our meeting as the Board of Assessors and reconvene as the Board of Selectmen. Fishman seconded the motion. The motion passed on a 4-0-0 vote.

13. As Board of Selectmen:

- Abatement: #2017-04 Town of Lincolnville:

Barrows made a motion that the Board having heard from the Tax Collector that the real estate tax committed to him for collection for Account #2074 cannot be collected due to absence that the Board grant property tax abatement #2017-04 in the amount of \$1,104.48 plus interest, if any. Gerritsen seconded the motion. The motion passed on a 4-0-0.

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

Barrows made a motion that the Board approve the Treasurer's and Payroll warrants, Coombs Griffin Trust & Special Treasurers Warrant – Capital Campaign. Fishman seconded the motion. The motion passed on a 4-0-0 vote.

15. Adjourn:

Gerritsen made a motion to adjourn. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

Respectfully submitted,

Melissa A. Geary
Administrative Assistant