

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
November 26, 2018**

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

**Excused:** Jon Fishman

The quote was read by Selectman Barrows.

**1. Citizens' Forum:**

There were none.

**2. Administrator's Report:**

David Kinney, Town Administrator, reported:

- Kinney thanked Richard Lermond, the Lincolnville Improvement Association and some folks at the beach for the decorations that are now on the tree and surrounding areas.

**3. Meetings & Announcements:**

Town Administrator, Kinney read the upcoming meetings.

**4. Upcoming Community Events:**

Christmas by the Sea 2018 starts Friday, November 30, 2018 and runs through Sunday, December 2, 2018. There will be a bonfire at the Lincolnville Beach on Saturday starting at 3pm, tree lighting at 4pm and Santa will arrive at 4:30pm.

**5. Meeting Minutes:**

Laite made a motion to approve the November 13, 2018 meeting minutes as presented. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

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

Laité made a motion that the Board appoint Jason Trundy to the Budget Committee with a term expiring June 2019. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

The Board thanked Trundy for attending the meeting and for volunteering his time.

7. **Liquor License Renewal Application – Whales Tooth Pub:**

Laité made a motion that the Board approve and sign the liquor license application submitted by The Whales Tooth Pub. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.

The Board thanked Rob & Dorothee Newcombe, owners of the Whale's Tooth Pub, for attending the meeting.

8. **Request for consideration of additional crosswalk signage – Atlantic Highway:**

Dorothee Newcombe, owner of the Whales Tooth Pub and Linda Impagliazzo, owner of the Spouter Inn, came before the Board seeking assistance from the Town for additional pedestrian crossing signage at the beach.

Newcombe told the Board she recently drove through the Town of Searsmont, and they have an awesome speed activated sign, which was obtained from a grant.

Dunn felt that the next logical step would be to see if the Maine Department of Transportation would help with this request.

Laité reported that the Board has heard this request several times. He felt that the bigger picture is, there needs to be a way to slow traffic down before the traffic reaches the beach area.

Dunn proposed that the Board make a motion regarding contacting the MDOT first to see what the options might be, in terms of grants for signage further out towards the church and Viking Lumber.

Linda Impagliazzo, owner of the Spouter Inn, told the Board that prior to becoming the owner of the Spouter Inn, she was a grant writer and would be happy to assist the Town with any grant efforts.

Gerritsen recommended a crosswalk sign at every crosswalk and he suggested applying for a grant for a speed activated sign. He also recommended taking the one speed activated sign that the town currently owns and placing it at the beach.

**Laité made a motion that the Board request the Maine Department of Transportation to install pedestrian crossing signs at all of the crosswalk locations currently not signed along Route 1. Barrows seconded the motion. The motion passed on a 4-0-0 vote.**

The Board thanked Newcombe and Impagliazzo for attending the meeting.

**9. LIA Building Assessment Services Proposal:**

Amanda Austin from 2A Architects discussed the recent submission of a revised proposal for services to assess the Lincolnville Improvement Building and asked if the Board had any questions.

Laité spoke in favor of the proposal and explained it was very straight forward and it covered all his concerns.

Dunn wanted to know if the additional services for the hazardous materials survey, in addition to the others were included in the amended proposal.

Austin told the Board that it would be in addition and those services would be to see if there are substances such as lead, asbestos, mold in the building.

Dunn felt that the Board should have a conversation regarding the expanded scope that exceeds the bid threshold, which the Board is held to in the Town Charter.

Dunn asked, "Is it an option to contract directly with the sub-contractors or do we need to look at a different approach?"

Austin stated, "It would be fine with us at 2A Architects since when we take consultants under our contract, we mark up their costs, so there would be a little savings there as well, by contracting directly, which is the advantage. The disadvantage would be you would pay the bills directly."

Kinney told the Board that the voters appropriated funds for Building Maintenance which is within the Board's purview.

Dunn proposed that the Board approve holding a Special Town Meeting to get the specific approval from the voters for these funds, for this specific purpose, which would allow the Town to work with 2A Architects as the primary consultant. This would also allow the Town to work directly with the various evaluations to put together requests for proposals.

The Board was in agreement to hold a Special Town Meeting and sought to have a warrant prepared for their review.

Austin finished by stating, “This set of tasks would bring us to a point where we would determine an approach to whatever scope of work we want. There is likely another phase of work after that to detail that work and then bid it for contracting.”

Austin suggested that someone do a little bit of selective demo work in the building such as removing a couple feet of drywall and removing a few ceiling tiles on the first floor, which would allow 2A Architect to do a complete survey.

Barrows recommended that the Town spend the money that has already been appropriated.

Austin suggested if there was anything else the Board needed to please contact her and in the meantime, she will contact all the consultants to make sure the direct contract is fine with them.

The Board thanked Amanda Austin for attending the meeting.

**10. Recreation Commission Ball Field Update/Request:**

Kinney explained that the Board asked Laite to work as a liaison to the Recreation Committee. A plan was created to move forward, but then the winter weather set in before the work was finished.

Kinney also explained that the funds needed to finish the work are running low and he recommended holding a special town meeting to seek additional funds.

Lesley Devoe, Recreation Commission Chair, told the Board that the Recreation Commission would like to go “green” and the Commission would like a vote from the Board before they put together their budget numbers.

Dunn noted that the Board can't vote to go "green" but asked that the Recreation Commission submit a financial proposal, which could be factored into all the other Recreation Commission's needs and requests.

Laité announced that he promotes going green and he wants to protect what is there without harming the environment, but mentioned it may cost more for extra product and the need for more manpower.

Laité requested that the Recreation Commission submit two proposals, one proposal with the way things have been done in the past and one proposal with the new "green" way.

Dunn told the Board that the real question before the Board tonight is how to move forward. The options before the Board would be:

1. We have the option of not contracting for any work in the spring.
2. We have the option to seek additional funding through a special town meeting.

Laité recommended taking this request before the voters and hold a special town meeting.

**Laité made a motion to have the Town Administrator prepare a draft special town meeting warrant for our consideration of a special town meeting to be held as soon as practical in the new year to address the financial shortfall within the Athletic Fields budget. Barrows seconded the motion. The motion passed on a 4-0-0 vote.**

**11. Request from the Town of Islesboro – P/H Maine State Ferry Service Tolls:**

Recently Kinney had a conversation with Arch Gilles, Chair of the Islesboro Board of Selectmen, who asked if it would be possible to send one of the Lincolnville Select Board members to attend an upcoming rule-making public hearing meeting by the Maine Department of Transportation concerning the ferry fees on November 28<sup>th</sup>. Gerritsen volunteered to attend the meeting at the Hutchinson Center in Belfast.

Kinney enclosed a copy of a letter of support from the Lincolnville Board which was prepared by Chair Dunn back on May 18, 2018 and mailed it to Commissioner David Bernhardt with the Maine Department of Transportation.

Gerritsen stated, "I think this letter is perfect and it reflects the feelings of this Board. I'd also like to read it at the November 28<sup>th</sup> meeting."

Dunn thanked Gerritsen for volunteering to attend the public hearing meeting at the Hutchinson Center.

**12. Committee Charge – Solar Array Purchase:**

Kinney stated that it has been almost two years since the installation of the Solar Array at the Lincolnville Fire Station. As planned the array generates nearly enough electricity to power all of the municipal buildings.

Kinney explained this agreement allows the Town of Lincolnville to purchase the Solar Array after the facility has been operating for more than 6 years or anytime thereafter.

At a previous Board meeting, Kinney suggested that the Board start with some long range planning and consider budgeting for the future expense.

**Laité made a motion that the Board approve and sign the committee charge to explore the Town purchase of the solar array. Barrows seconded the motion. The motion passed on a 4-0-0 vote.**

**13. Discussion concerning Street Light ownership opportunities:**

Kinney reported that the Town of Lincolnville currently leases 12 street lights from Central Maine Power. The Town of Camden is seeking to convert 300 plus street lights to municipally owned vs. leased from CMP.

Kinney recommended that the Town of Lincolnville politely decline the offer, since the Town of Lincolnville only has 12 lights, but suggested exploring the conversion of these to LED lights.

Kinney told the Board that the Town's account manager with CMP is in the process of putting together a report on the cost of converting leased street lights to LED.

Dunn stated that she was disinclined to join in on the bandwagon to own the 12 street lights.

**Laité made a motion to have the Town Administrator inform the Town of Camden that we would not seek to join in the regional request for qualifications**

to study street light conversions from leased to municipally owned. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

**14. Review of Real Estate Listing Proposals – 7 Morton Road:**

Recently Kinney reached out to 8 different real estate companies seeking proposals to list the Town owned property at 7 Morton Road. The Town only received two proposals back to list the property.

Barrows recommended that the two real estate agents that submitted proposal be re-invited to tour the building, since he felt the building should be demolished.

**Laité made a motion to have the Town Administrator contact each of the prospective listing agents and ask that they tour the property with the Administrator and then re-evaluate their listing price recommendations and submit any amendments for our consideration. Gerritsen seconded the motion. The motion passed on a 4-0-0 vote.**

**15. December meeting and Town Office schedule:**

The Board's second regularly scheduled meeting in the month of December this year will fall on December 24<sup>th</sup>. The Board suggested holding a payroll warrant only meeting on December 26<sup>th</sup> at 4:30PM.

**16. FY 20 Budget Goals and Review of Budget/Town Meeting Schedule:**

The Board suggested that Kinney put this on the next agenda to give everyone a chance to review their schedules.

Kinney was in favor of that request, but wanted to make sure that everyone was in favor of the Annual Town Meeting date for next year on Thursday, June 13, 2019.

The Board felt that date worked for all those in attendance.

Dunn announced that she has two goals for the upcoming budget year. The first goal is to look into additional signage and the second goal is the LIA building.

Laité suggested that the Recreation Commission give an in depth evaluation of what they need to present.

Kinney stated that by the end of next week, the requests to the department heads and to the chair of each committee should be sent out and to give them a heads up that the budget season is coming.

Laité also suggested that the Harbor Master submit the cost estimates on things that need to be replaced or fixed down at the harbor.

Kinney noted that the Harbor Committee was also scheduled to meet tonight and they, along with the Harbormaster, are scheduled to submit their recommendations for the 2019 harbor fees.

**17. Review Proposed Credit Card Use Policy:**

Kinney reported that the Board recently approved switching from an ATM to a credit card. At that meeting, the Board also requested that the Treasurer and the Finance Director prepare for the Board to review, a credit card use policy, which was drafted.

Gerritsen made a motion that the Board approve the Credit Card Use Policy as presented. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

**18. Waldo County Emergency Management Advisory Committee – Town Administrator Participation:**

Laité made a motion to allow the Town Administrator to serve on the Waldo County Emergency Management Advisory Committee. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

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

Laité made a motion that the Board approve the Treasurer's and Payroll warrants. Barrows seconded the motion. The motion passed on a 4-0-0 vote.

**20. Executive Session:**

Gerritsen made a motion that the Board of Selectmen enter into executive session for purpose of discussion of consideration of the acquisition of real property pursuant to Title 1 MRSA Section 405(6)(C). Laité seconded the motion. The motion passed on a 4-0-0 vote.

**21. Adjourn:**

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

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant