

**BOARD OF SELECTMEN
MINUTES OF MEETING
November 28, 2016**

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

The quote was read by Selectman Durity.

1. Executive Session:

2. Citizens' Forum:

There were none.

3. Administrator's Report:

Jodi Hanson, Temporary Town Administrator, reported:

- Rabies Clinic: This clinic will be held at the Lincolnville Fire Station on Saturday, December 10th from 9am to 11am.
- Dog licenses: All dog licenses are now available and due by December 31, 2016.
- 2016 Giving Tree: The Giving Tree is at the Town Office for anyone wishing to help relieve some of the stress for families who may be struggling financially, which provides a gift to a child in their family.
- Christmas Social: The doors open at 6pm at the Lincolnville Community Building to raise money for the food pantry & the Lincolnville Historical Society.

Durity made a motion that the Board approve the application for a Liquor License permit for a catered event at the Lincolnville Community Center on Saturday, December 3, 2016. Laite seconded the motion. The motion passed on a 4-0-1 vote. (Dunn abstained.)

Laite recommended that all applicants need to get their paperwork in on time and attend the Board meeting when requesting an approval.

4. Meetings & Announcements:

Chair, Dunn read the upcoming meetings.

5. **Upcoming Community Events:**

Christmas by the Sea in Lincolnville will be on Saturday, December 3, starting with a gathering on the Lincolnville Beach at 3pm to sing carols around the bonfire, followed by the Tree lighting, community party and social at the Lincolnville Community Building at 4pm.

6. **Meeting Minutes:**

Laité made a motion that the Board approve the October 24, 2016 meeting minutes. Barrows seconded the motion. The motion passed on a 4-0-1 vote. (Gerry abstained)

Barrows made a motion that the Board approve the November 14, 2016 meeting minutes as amended. Durity seconded the motion. The motion passed on a 5-0-0 vote.

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

Harbor Master:

Mike Hutchings reported the following items:

- Busy summer season.
- Skiff tie up worked fine for residents.
- Third mooring was put into service, but empty 80-90% of the time.
- The deck pier needs attention as soon as possible.
- Need to think about building a new float a year for the next three years.
- Launching ramp is in good repair.

Dunn noted that there was a conversation in the spring about making a plan to pull the unnecessary floats so that repairs and assessment regarding the condition of the floats could be made and she wanted to know the status.

Hutchings stated, “They are still in service now and there are at least two to be taken out of service for the winter and I didn’t recommend spending money to repair them, because if we’re going to build new ones, we don’t need to do that. We need to keep the best one and recycle the oldest one. I know what we’re going to find when they are hauled out and it’s not worth spending additional money on because they’re worn out.”

Gerry suggested that it may be time to schedule another joint meeting with the Islesboro Harbor Master and Harbor Committee to discuss the safety issues at the pier.

Hutchings told the Board that if we're going to do repairs to the pier, now is the time to do it in January, February and March.

Hutchings explained he would like to meet with Collins Engineers along with the fishermen that use the pier and have a conversation.

Hutchings also suggested applying for a grant to help with the cost of repairs.

Gerry suggested that the new parking passes should to hang from the mirror to make it visible for the next parking attendant.

The Board thanked Hutchings for his report.

Harbor Committee Report:

Shane Laprade, Chairman of the Harbor Committee, reported on the following items:

- Harbor Committee had a recent meeting to discuss the fee schedule and the committee recommended that the fees remain the same as last year.
- Discussion of the pier decking and the necessity for repairs and options.
- First quarterly meeting and waiting to hear back from the Collins Engineering report, which would give the committee better direction.
- Committee elected Nick Heal as the new Harbor Chairman.
- The Committee recommended that the public participate and give their input to Collins Engineering on ways to improve the harbor infrastructure.

The Board thanked Laprade for his report.

8. Discussion with Collins Engineers, Inc. regarding draft findings report:

Dan O'Conner updated the Board with a summary of Harbor Study and at the last Select Board meeting on November 11th Collins Engineers, Inc. submitted a draft report summary of the existing condition findings, repair recommendations, maintenance plan and finances.

In this draft memo, Collins Engineers, Inc. also put together a 30 year, life cycle expected cost of the pier going forward and provided the Board with estimates for retinue repairs and cost in addition to expected cycles of minor and major rehabilitation replacements of various components at the pier.

O'Conner felt that at this stage it would be helpful to sit down with the Board and the commercial fishermen, which would help with the background information necessary for

Collins Engineers, Inc. to put the last piece of the puzzle together to begin the concept development process.

Dunn felt that it would be helpful for O’Conner to run through the report.

Dan O’Conner reported the following information:

- The Floating Docks: based on the number of recent discussions, the repairs should be accelerated in their replacement program within the next five years. Generally, you can get 10-15 years out of a timber floating dock system. Recommendation would be to haul and inspect the floats, which would give a good idea of remaining timeframe to see from each of the floats.
- Gangways: were reported to be in “reasonably” good condition. Aluminum gangways typically have a useful service life of up to 30 years, depending upon the loading, use, connections and relative alignment of the supporting structures.
- Main Pier: has minor decay and recommendations include completing an underwater inspection of the portion of piles, bracing permanently submerged to evaluate the extent of marine borer damage.
 1. Ladder – repair corroded portion of ladder, or remove if not in use.
 2. Handrails – replace deteriorated section.
 3. Curbs – replace 20 feet of east curbing; replace north curbing within “the next few years”.
 4. Decking – replace decking with less than 2.75 inches remaining thickness.
 5. Bracing – replace bolts.
 6. Pile connections – Inspect and replace splice bolts.
- Access Pier: This was found to be in “reasonably” good condition with no recommended repairs.
- Timber Walkway: This too was found to be in “reasonably” good condition.

Dan also discussed the repair cost estimates:

Immediate Repairs for 2017: The Construction Cost Estimate Subtotal is \$32,150.

- Ladder Replacement
- Partial replacement of the handrail
- Partial replacement of the Curb
- Partial replacement of the decking
- Float Haul out & repair

Deferrable: The Construction Cost Estimate Subtotal is \$35,000.

- Fender Pile Partial Replacement
- Partial replacement of Bracing Hardware
- Pile Cap Connections

Lastly, the long term maintenance cost estimate is a beginning standpoint for programming the expected expenditures of the pier over its lifespan.

Item	2017-2026	2027	2028-2037	2038	2039-2048
Pier	\$14,000	\$150,000	\$10,000	\$200,000	\$10,000
Floating Docks	\$1,500	\$50,000	\$1,200	\$1,200	\$1,500
Gangways	\$750	\$30,000	\$500	\$500	\$750
Wave Screen	\$1,000	\$5,000	\$1,000	\$7,500	\$1,000
Boat Ramp	\$250	\$2,000	\$250	\$2,000	\$250
Total Yearly Cost	\$17,500	\$237,000	\$12,950	\$211,200	\$13,500

Mitchell Razor, Landscape Architect & Planner, worked on a draft version of task one of the original contract. In task one, he put together a report of all the findings and will soon move forward to start making recommendations.

In his draft version he highlighted the following:

1. Comprehensive Plan Summary (2006 is relevant to 2016)
2. Harbor District Summary
3. Harbor Ordinance Summary
4. Parking Ordinance Summary
5. Relationship with Ferry Service Summary
6. Relationship with Islesboro Summary
7. Harbor Facilities Financial Summary
8. Harbor Users/Moorings/Financial Summary
9. 1989 Fish Pier Contract Summary
10. Public Meeting and Stakeholder Summary Notes

Durity stated, “It was my understanding that this would be looked at as Harbor Community not as a Pier Facility. I don’t see any information in the report that shows the number houses, number of businesses, traffic study on Rt. 1, property values, the private sewer system or the future public sewer system, that contributes to larger community of the harbor area.”

Razor explained that will be forthcoming information and will be preparing financials and projections and have done research on the sewer district issue and found out that is

a separate district and not part of the town, but some of that should be put into the analysis in order to project the best informed decision for the waterfront community.

Rasor finished by saying, "We're in a good spot to move forward and gather information. We had a productive day here today and talked to several commercial fishermen and we are ready to proceed and get back on schedule well before June 2017."

Dunn commented that she is encouraged by what the Board has seen so far and is looking forward to continuing to get into it and appreciates that Collins Engineers is putting a lot of effort into making sure that everybody is included.

9. Review of Special Town Meeting Warrant regarding accepting LVFD, Inc. donations:

Dunn explained that the Lincolnville Fire Department, Inc is requesting to move ahead with a warrant article to be put forth to the public to potentially accept the funds they wish to donate prior to the close of the calendar year for tax purposes.

Temporary Town Administrator, Hanson explained that unfortunately, the Board cannot approve the warrant articles since the Charter requires the Budget Committee needs to make a recommendation on any appropriation warrant article.

The warrant articles are:

Article 1. To elect a moderator.

Article 2. To see if the Town will vote to accept the donation of \$75,000 from the Lincolnville Volunteer Fire Department, Inc. and to deposit said donation in the Fire Truck Fund reserve account.

Article 3. To see if the Town will vote to accept the donation of \$150,000 from the Lincolnville Volunteer Fire Department, Inc. and to deposit said donation in a new Lincolnville Fire Department Beach Road Building Fund reserve account.

Article 4. To see if the Town will vote to accept the donation of \$20,000 from the Lincolnville Volunteer Fire Department, Inc.; to deposit said donation in a new Lincolnville Fire Department Recruitment and Retention reserve account; and to appropriate said funds for Fire Department personnel recruitment and retention as deemed in the Town's best interest by the Fire Chief and subject to Town purchasing and disbursement policies and procedures.

The Budget Committee will meet on Wednesday, November 30 to give their recommendation. The Warrant will come back to the Board at the December 12th Board

meeting to approve the wording and then it needs to be posted for seven days and then the Board will need to set a Special Town Meeting, possibly on December 27th.

Durity expressed his reservation regarding Article 4 since he felt that \$20,000 for retention and the language is so soft and he wanted to see better accounting of how the money would be spent. He also felt that donated or not, once the funds are in the budget, it's a lot of money for an item that essentially lose control over.

Dunn felt that Peter Rollins or another representative of the LVFD, Inc could give greater illumination when it comes to the town's peoples vote on that article with greater definition of what that will be used for.

Jodi read the following letter from Peter Rollins regarding the proposal from the Lincolnville Volunteer Fire Department, Inc.:

To Begin a Recruitment and Retention budge item for the Lincolnville Fire Department. The area of manpower is the most fire departments are identifying as their biggest concern. Currently, the Lincolnville Fire Department is healthy in this aspect but efforts to maintain and grow are being planned. This budget should be spent at the Fire Chief's discretion for times such as advertising, sponsorships, promotions, department events, etc. The proposed donation is \$20,000 with the idea that this money should last several years until a good plan is proven and the Town Fire Department could add this budget line to the annual funding.

10. Board, Committee and Commission Appointment(s):

Dunn stated currently we do not have a Lincolnville representative on the Mid-Coast Solid Waste Board of Directors and she suggested a nomination of David Barrows and Keryn Laite, Jr. for representation as recommended by the By-Laws of the Mid-Coast Solid Waste Corporation Board of Directors.

Gerry made a motion to appoint David Barrows to the Board of Directors of the Mid-Coast Solid Waste Corporation with a term expiring June 2017. Durity seconded the motion. The motion passed on a 4-0-1 vote. (Barrows abstained.)

Gerry made a motion to appoint Keryn Laite, Jr. to the Board of Directors of the Mid-Coast Solid Waste Corporation with a term expiring June 2017. Barrows seconded the motion. The motion passed on a 4-0-1 vote. (Laite abstained)

11. Treasurer's and Payroll Warrant(s) & Coombs/Griffin Trust– Approve and Sign:

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

12. Adjourn:

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

Respectfully submitted,

Melissa A. Geary
Administrative Assistant