

**TOWN OF LINCOLNVILLE  
SELECT BOARD MEETING  
November 28, 2022**

**Present:** Vice-Chair, Keryn Laite, Jr., Mike Ray, Josh Gerritsen, and Town Administrator, David Kinney

**Excused:** Chair, Ladleah Dunn

**Via Zoom:** Steve Hand

No Quote was read.

1. **Executive Session – Title 1 MRSA Section 405(6)(A) Personnel Matter concerning Code Enforcement Officer:**

Laite made a motion, seconded by Gerritsen, that the Board enter into executive session pursuant to Title 1 MRSA Section 405(6)(A) regarding a Personnel Matter concerning the Code Enforcement Officer. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.

Upon returning to open session, Ray made a motion, seconded by Gerritsen, that on a six-month trial basis, the Board adjust the office hours of the Code Enforcement Officer to Tuesday and Thursday from 5:30 AM to 2:30 PM and Friday's 5:30 AM to 11:30 AM. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.

2. **Citizens' Forum:**

There were none.

3. **Administrator's Report:**

David Kinney, the Town Administrator, noted:

- **Property Tax Stabilization Applications:** Kinney reported that for anyone who plans to apply for the Property Tax Stabilization for senior citizens, those forms need to be filled out and returned to the office no later than December 1, 2022.
- **Dog Licenses:** All dog licenses expire at the end of December. Renewals can be processed online through the Town's website or at the Town Office during regular business hours. If your dog needs a rabies shot, there will be a free rabies clinic sponsored by the Waldo County Humane Society on December 10<sup>th</sup> from 9 AM to 11 AM at the Lincolnville Fire Station on Camden Road in Lincolnville. Please bring your dog on a leash and under the control of its owners at all times. Cats must be in a carrier.

4. **Meetings & Announcements:**

Administrator Kinney read the meetings and announcements.

5. **Upcoming Community Events:**

Kinney reported the annual Christmas By The Sea will be from December 1-4, 2022. There will be a bonfire at Lincolnville Beach on Saturday, December 3<sup>rd</sup> starting at 4 PM, followed by caroling and tree lighting with Santa at 5 PM.

6. **Meeting Minutes – November 14, 2022:**

**Gerritsen made a motion, seconded by Ray, that the Board approves the November 14, 2022, meeting minutes as presented. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes. Motion carried 3-0. (Hand abstained)**

7. **Winter Roads Maintenance Operations Update – Farley, Inc.:**

Tom Farley of Farley, Inc. informed the Board that his crew is ready to go when the time comes. His crew has been assessing several town homes which are close to the road and marked those off along with some other concerns.

Kinney reported this is the fifth year of the town's five-year contract with Farley, Inc. and at some point, the Town of Lincolnville will need to start the bid process again.

8. **Harbor Committee 2023 Harbor Fee Recommendation:**

Nick Heal, Chair of the Harbor Committee, reported that the Harbor Committee met on November 2<sup>nd</sup> to discuss the 2023 harbor fees recommendations. The Harbor Committee recommended a fee increase of 8.7%, which would match the Social Security benefits increase for 2023, and round up to the nearest dollar.

Heal told the Board that the Committee does not anticipate any large expenses in the future but did discuss the following items that were discussed last year at this time:

- **Trash can receptacles:** The Harbor Committee felt that a dumpster was not the solution at the pier. The Harbor Committee recommends a trash can with a limited hole at the top to eliminate someone placing a household-size trash bag into the receptacle.
- **Limit the number of bait boxes per harbor user:** The Harbor Committee recommended placing this on the ballot to do a change to the Harbor Ordinance.

The Board thanked Nick Heal for his report.

9. **Consideration of Heart and Soul Grant Agreement:**

Kinney reported that the Town of Lincolnville has been very fortunate to have received a \$10,000 grant award and the grant agreement has been reviewed by the team, and the town attorney, and the grant is ready for approval.

**Ray made a motion, seconded by Gerritsen, that the Board authorize the Town Administrator to sign the Community Heart & Soul Grant Agreement between The Orton Family Foundation and the Town. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

10. **Tennis Court Resurfacing Project Follow-up:**

At the last Select Board meeting, the Recreation Commission gave a presentation, along with proposals for the tennis court resurfacing, and ways to come up with the money to pay for this project.

Kinney explained that the Board requested a follow-up with Vermont Tennis, which noted that the second coat of primer was not necessary and they would be willing to paint the post at no additional charge.

Kinney told the Board that leaves the Board \$2,491 short from the original proposal and he gave the Board the following options:

1. Do nothing.
2. Authorize the use of contingency to fund the shortfall
3. Seek voter approval of additional funds at the annual town meeting in June of 2023.
4. Seek voter approval of additional funds at a special town meeting.

Kinney told the Board he was not in favor of the Board using contingency, since this does not qualify as an emergency, instead, he recommended the Board choose option four to seek voter approval of additional funds at a special town meeting.

**Gerritsen made a motion, seconded by Ray, to have the Town Administrator prepare a special town meeting warrant for the Select Board's review at its next meeting and that the warrant contains an article seeking voter approval to fund the shortfall for the tennis court resurfacing project. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

11. **Town Office Mechanical Systems:**

Kinney explained that earlier this fall, there was a leak in the plumbing in the basement, which was repaired. During further inspection of the plumbing system, the plumbing at the hot water tank showed signs of corrosion as well as similar signs of corrosion with the heating system.

Gartley & Dorsky Engineering and Surveying were asked to take a look at the system and during the inspection recommended a new hot water tank and the piping adjacent be replaced along with the replacement of the air separator and expansion tank.

Kinney recommended that the Board hold a special town meeting seeking funds to pay for the repairs.

The Board asked to conduct a tour of the plumbing system at the end of their meeting.

**Gerritsen made a motion, seconded by Ray, move to have the Town Administrator prepare a special town meeting warrant for the Select Board's review at its next meeting and that the warrant contains an article seeking voter approval to fund the necessary repairs to the Town Office water supply system and heating system. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

**12. Breezemere Park Float Maintenance:**

Kinney explained that the floats at Breezemere Park have been removed and some of the wood has suffered rot which will need some maintenance and upkeep, but at this time there are no funds in the budget to pay for the repairs.

Kinney recommended asking voters to approve the funding to allow for the repairs and the floats will be ready to be put back in the water next spring.

**Ray made a motion, seconded by Gerritsen, that the Board move to have the Town Administrator prepare a special town meeting warrant for the Select Board's review at its next meeting and that the warrant contains an article seeking voter approval to fund the necessary repairs to the Breezemere Park floats. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

**13. Rural Level 2 EV Charger Funding Opportunity:**

Gerritsen explained that Efficiency Maine has a grant opportunity for installing Level 2 EV Chargers in rural areas in the State of Maine. Currently, there are two EV Chargers in Lincolnville at Lincolnville General Store.

This grant covers 80% of the total eligible project costs up to a maximum of \$7000 per Level 2 plug for projects at local government-owned facilities and if non-networked chargers are 80% of the total eligible project costs up to a maximum of \$2000 per Level 2 plug.

Gerritsen suggested that the Town of Lincolnville should apply for the installation of two EV chargers at Lincolnville Beach using networked chargers, which the Town of Lincolnville can charge for the electricity.

Ray agreed with Gerritsen and felt this could increase tourism and help the businesses at the Lincolnville Beach.

The Board requested clarification from the Town Administrator regarding clarification on the cost associated with the 5-year maintenance charges and whether or not the Town of Lincolnville is required to pay for said fees or if the grant pays for the maintenance.

Hand and Laite both spoke in favor of the Level 2 EV Chargers, but felt at this point, the Board needs clarification on all the details.

Laite noted his only concern is the lack of parking at the beach now and he suggested more research to see if there is a business willing to partner with the Town.

Kinney expressed to the Board that there is a deadline for this application of January 17, 2023.

**Gerritsen made a motion, seconded by Ray, that the Town Administrator seek legal counsel regarding what town meeting approval, if any, is necessary should the Board decide to seek a grant that would bind the town to possible future expenses for the installation, operation and maintenance of a town-owned electric vehicle charging station via the Efficiency Maine grant program. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand – Yes. Motion carried 4-0.**

**Gerritsen made a motion, seconded by Ray, that the Board move to have staff prepare a cost estimate for the installation of a networked electric vehicle charging station to be located at or near Lincolnville Beach. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

**Gerritsen made a motion, seconded by Ray, that the Board have the Town Administrator prepare a special town meeting warrant for the Select Board's review at its next meeting and that the warrant contains an article or articles seeking voter approval to apply for and accept a grant from Efficiency Maine for the installation, operation, and maintenance of an electric vehicle charging station. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

14. **Discussion of possible recognition of former Road Commissioner:**

Selectperson Ray asked that the Board discuss the possibility of recognition of the former Road Commission, Bernard Young for all the years of service to the Town of Lincolnville.

The Board discussed the following ideas:

- Naming the Sand/Salt Shed the Bernard Young Sand/Salt Shed
- Honoric from the State Legislature
- A landmark recognition
- A plaque

Laite spoke in favor of one or more of these options since he dedicated his life to the Town of Lincolnville for many, many years.

Kinney suggested that one of the Board members speak to Representative Zeigler or State Senator Chip Curry. Ray accepted this task.

15. **Discussion regarding Mid-Coast Council of Governments:**

Ray recently had several conversations with the Town Administrator, Kinney regarding the Mid-Coast Council of Government, and since he's on the Conservation Commission, which had one of their staff members speak regarding some of the initiatives that would be appropriate for the Conservation Commission to review.

Ray proposed that the Select Board ask Kinney to invite one of their representatives to attend a future Board meeting to discuss exactly what the Mid-Coast Council of Government does regarding local issues.

Ray added that the Town of Lincolnville is in the Mid-Coast Council of Government's jurisdiction.

The mission of the Mid-Coast Council of Government is to strengthen the capability of member municipalities and counties to act individually and collectively to make Midcoast Maine a better place to live, work and play.

The Board agreed to ask the Town Administrator, Kinney to invite someone from the Mid-Coast Council of Government to a future board meeting.

16. **Request to track staff time and expenses associated with LD 290 (Property Tax Stabilization):**

Ray told the Board that one of the Maine Municipal Association's focuses will be on clarification on LD 290 Property Tax Stabilization will be for Municipalities to provide them with the accounting of staff time and monies on staff time to process these applications.

Ray suggested that the Board ask Kinney to start compiling this information in case the town is asked by Maine Municipal Association to provide this information.

Kinney explained as of today, the Town of Lincolnville has received 267 returned applications for the Property Tax Stabilization program and the number of hours already devoted to this project would be an estimate only.

The Board felt that it would be a good idea to keep track of the total number of hours dedicated to this project, just in case the Town of Lincolnville is asked by Maine Municipal.

17. **Broadband Update:**

Gerritsen updated the Board that the Broadband Committee met two weeks ago with Susan Corbett, which went very well, regarding the Digital Equity Plan.

Gerritsen reported that LCI (Lincolnville Communications, Inc.) now offers new customers signing up for fiber, a \$100 installation fee, no contract, and no phone requirement and it is now 100 MPBS over 100 for \$89.95.

Gerritsen finished by stating the Broadband Committee is making lots of progress on the plan, which should be ready by December 22, and a final version of the Feasibility Study.

Gerritsen also announced there is an opening now on the Broadband Committee; please submit a committee interest form.

18. **Selectperson Update(s):**

Gerritsen: He recently attended a Mid-Coast Solid Waste thank-you lunch for the employees and volunteers.

Ray: No updates at this time.

Hand: No updates at this time.

Laite: No updates at this time.

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

**Ray made a motion, seconded by Hand, that the Board approves and signs the Treasurers and Payroll warrants. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

20. **Adjourn:**

**Hand made a motion, seconded by Gerritsen, to adjourn. The motion passed on a 4-0 vote. Vote: Ray – Yes, Gerritsen – Yes, Laite – Yes, Hand - Yes. Motion carried 4-0.**

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant