

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
October 12, 2021**

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

Selectman Laite read the quote.

**1. Citizens' Forum:**

There were none.

**2. Administrator's Report:**

David Kinney, the Town Administrator, noted:

- Absentee Ballots: The Town of Lincolnville is taking absentee ballot requests for the November 2<sup>nd</sup> election, which can be obtained online through the Town's website or call the office during regular business hours. You cannot request one via email.
- Salt Contaminated Well: The well on the Crockett property has been drilled.
- Inland Harbormaster: Kinney recommended that the Board sit down with the Inland Harbormaster and go over his status, which could be scheduled at 5:30 PM on October 25<sup>th</sup>, which is the next Select Board meeting.
- Joint meeting: The Town of Camden has changed their format for their Dam Meeting on October 14<sup>th</sup>, which will now be located at the Harbor Park with tables set up for people to gain knowledge from the Watershed study and will take place from 1-3 PM. The Lincolnville Select Board members that will attend are Josh Gerritsen and Jordan Barnett-Parker. Dunn suggested that Kinney reach out to the Camden Select Board again and request a joint meeting.
- Roadside Brushwork: Kinney reported that there was some recent roadside brush on Youngtown Road by using a special piece of equipment and he recommended the Board take a look at the work.
- Public Facilities Director: All applications for the position of Public Facilities Director are due on or before October 14, 2021.

**3. Meetings & Announcements:**

Administrator Kinney read the meetings and announcements.

**4. Upcoming Community Events:**

There were none.

**5. Meeting Minutes – September 27, 2021:**

Laité made an amended motion, seconded by Ray, that the Board approves the September 27, 2021 meeting minutes with minor changes. The motion passed on a 5-0 vote.

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

Laité made a motion, seconded by Barnett-Parker, to appoint Jordan Barnett-Parker, Joshua Gerritsen, Arlene Jurewicz Leighton, Steven Koltai, Mike Kosowsky, Cheryl Nevius, David Perkins, and Jay Philoon, to the Broadband Committee with a term expiring June 2022. The motion passed on a 4-1 vote. (Dunn abstained)

7. **Broadband Update:**

**Broadband Committee:**

Dunn stated, “It is clear that the enthusiasm and the passion behind this conversation. However, we have policy and procedure that has been long-standing, that we are bound to and I am curious, how we have these drafts in front of us if they were completed before the reinstatement of the Broadband Committee, but at this time we don’t have any members, because we haven’t appointed them.”

Dunn also wanted to know the implications for the Broadband Committee asserting a grant application that they maintain an active Facebook Page for the Lincolnville Broadband Committee and a shared Town Google document.

Kinney reported that to the best of his knowledge, the Town does not have an active Facebook Page for the Lincolnville Broadband Committee. The Town has a social media policy, which was adopted several years ago and the Board at that time asked that any requests be given to the Select Board.

Dunn expressed that she was very surprised to see this and she wanted to ask any of the former Broadband Committee members to expand.

Barnett-Parker suggested asking someone who was a part of drafting the grant application.

Ray explained that he passed off the grant applications to Steven Koltai.

Dunn suggested that the Board have a conversation regarding how this work is being done on the Board’s behalf, which she felt was a big surprise and the Board needs to clarify the question regarding the Facebook page and the Google document.

Ray explained that the last committee never used a Facebook or social media page and as for the Google document, the group used Google documents for the draft of the RFP.

Steven Koltai came before the Board and explained that the Island Institute Grant can be applied for by a community organization and does not require a Town.

Koltai also noted that since the Island Institute is almost out of money, and since the application was not complete, he then completed the application and mailed it in on behalf of the Broadband Committee.

Dunn explained that the Broadband Committee is a Town Committee and the grant is not a correct document that contains inherent information.

Koltai confirmed that there is not currently a Lincolnville Broadband Committee Facebook page and he was not aware of the Town of Lincolnville's Social Media Policy.

Koltai also reported that the grant application did reference a Broadband Committee Facebook page, but he was referring to the Lincolnville Google Group email.

Koltai also apologized to the Board for submitting the grant application but did so because of the limited two-week window of time and he was trying to get the application in before all of the funds were granted to other towns.

Koltai stated, "We can always decline the grant."

Gerritsen and Ray were grateful that Koltai took the initiative to submit this grant to the Island Institute and they didn't see an issue with it.

Laite spoke in favor of following policy and procedure going forward.

Dunn thanked Koltai for taking the time to explain the back story of this process but reminded the Board that it matters how we get there and ensuring that everyone is on the same page and going forward, she wanted to see the process more procedure-oriented and more thoughtful when executing town work.

#### **Emergency Broadband Benefit:**

Barnett-Parker wanted the public to know that there is an Emergency Broadband Benefit, which is for low-income households that may be struggling with bills, which has been set up by the Federal Government and can be applied for to help pay for internet bills.

Barnett-Parker also explained there was an executive order issued by The White House on July 9, 2021, regarding promoting fair competition in the American economy. This addresses cancellation fees that internet service providers charge to a customer canceling their contract prematurely.

#### **8. Wage & Personnel Policy Board Report/Findings Firefighter Life Insurance Coverage:**

Stacy Parra, Chair of the Wage & Personnel Policy Board, came before the Board with an update from their last meeting on September 15, 2021, in which they discussed the charge given by the Select Board.

The Lincolnville Select Board requested that the Wage and Personnel Board examine and report back to them regarding the available options for the possible addition of life insurance coverage for the call firefighters to the Town's employee insurance offerings.

Parra and Kinney both spoke to Marcus with Maine Municipal Association and received a couple of options, from The Hartford, which is endorsed by MMA and Provident.

Parra explained that the Wage & Personnel Policy Board did not compare the two companies, since they're not insurance people and are leaving that up to the Select Board to decide.

The Wage & Personnel Board recommended that since MMA is the Town's current provider and it's a good price and a great plan and both of these companies are willing to meet with the Select Board.

Barnett-Parker wanted clarification on what each company covers for accidental death benefits.

Parra told Barnett-Parker that MMA offers \$50,000 accidental death and dismemberment benefit and she didn't think they offered coverage above that.

Barnett-Parker was hoping that the Town could offer a death benefit payout of \$100,000 and he announced that the only company offering that coverage would be Provident.

Parra added that she understands where Barnett-Parker is coming from, but she also mentioned that fact that the Town would be going from nothing to something is amazing, and the higher coverage would be a cost factor that the Select Board would need to consider.

The Board recommended inviting a representative from each of the insurance companies to attend a future Select Board meeting.

The Board thanked Parra for attending the meeting and for her thorough update.

#### **9. Freedom of Access Act – Copying costs:**

The Town of Lincolnville currently charges 25 cents per page for a standard 8 ½ inches by 11 inches for a black and white copy.

Kinney recommended that the Town change the fee schedule to 10 cents per page.

**Barnett-Parker made a motion, seconded by Gerritsen, that effective October 18, 2021, that the Board establishes the fee for photocopying of 10 cents per page for a standard 8 ½ inches by 11 inches black and white copy of a record. The motion passed on a 5-0 vote.**

**10. Revised Submerged Land Lease – Municipal Pier and Floats:**

Laité made a motion, seconded by Ray, to move to authorize the Town Administrator to execute the Submerged Land Lease No. 0257B-/I-32 with the State of Maine Bureau of Parks and Lands. The motion passed on a 5-0 vote.

**11. As Board of Assessors – Abatement #2021-07 Howard Brower \$147.98:**

Gerritsen made a motion, seconded by Barnett-Parker, that we suspend our meeting as the Board of Selectmen and that we convene as the Board of Assessors. The motion passed on a 5-0 vote.

Abatement #2021-07:

Laité made a motion, seconded by Barnett-Parker, that the Board grant abatement #2021-07 to Howard Brower in the tax amount of \$147.98 to correct an error in the building assessment. The motion passed on a 5-0 vote.

Barnett-Parker made a motion, seconded by Gerritsen, that we adjourn as the Board of Assessors and reconvene as the Board of Selectmen. The motion passed on a 5-0 vote.

**12. American Rescue Plan Act Update:**

Kinney announced that the Town of Lincolnville was successful in applying online for the first tranche from the American Rescue Plan Act in the amount of \$117,550.39, which has been deposited. The Town should also be receiving another similar payment amount about a year from now.

Kinney provided the Board with the following list of that the treasury has created as an eligible expenditure:

- Public Health
- Negative Economic Impact
- Services to Disproportionately
- Premium Pay
- Water, sewer, and broadband infrastructure
- Revenue Replacement
- Administrative and other

Kinney suggested that the Board charge the Finance Director with calculating the lost revenue, if any, because if there is a shortage due to the pandemic, then the town could be paid back.

Kinney also suggested that the Board consider reaching out to all of the Boards, Committees, and Commissions as well as Department Heads to alert them of the funding, and to survey their needs.

Kinney then recommended that the Board have a conversation with the public to see if they have any thoughts and ideas on how this money could best suit them.

**Laite made a motion, seconded by Barnett-Parker, that the Board instruct the Town Administrator to have the Finance Director calculate any loss revenue for the Town that might be eligible for American Rescue Plan Act funding under the Revenue Replacement expenditure category. The motion passed on a 5-0 vote.**

**Laite made a motion, seconded by Ray, that the Town Administrator reach out to all Town Boards, Committees, and Commissions along with all Department Heads to inform them of the American Rescue Plan Act revenue and seek their input regarding any possible needs that might qualify for funding under an expenditure category of the American Rescue Plan Act and come back to the Board of Selectmen during Committee, Commission and Department Head budget proposal time. The motion passed on a 5-0 vote.**

**13. Approval for Partial Release of Escrow Funds – Rocky Top Terrace:**

Kinney reported that the binder coat has been installed for the Rocky Top Terrace Subdivision which was installed on Monday, October 4, 2021.

**Barnett-Parker made a motion seconded by Laite that the Board authorizes the Harbor Ridge Subdivision Escrow Agent to release \$45,000 of the Escrow Funds to Steven and Margaret Case in accordance with the escrow agreement. The motion passed on a 5-0 vote.**

**14. Selectmen Update(s):**

Laite: No updates at this time.

Ray: There was a recent delivery of 2 cords of wood to the Lincolnville Woodshed, which should be put away by Friday with an additional 2 cords of wood delivered this weekend.

Ray would like Kinney to notify the public on how to receive permission to receive wood at the Lincolnville Woodshed, which would start on November 6<sup>th</sup> by calling 338-2692 to schedule a pickup.

Gerritsen: No updates at this time.

Barnett-Parker: He updated the Board that he will not be able to attend the next Select Board meeting on October 25<sup>th</sup>.

Dunn: No updates at this time.

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

Laité made a motion, seconded by Barnett-Parker, that the Board approves the Treasurer's and Payroll warrants. The motion passed on a 5-0 vote.

16. Executive Session – Title 1 MRSA Section 405 (6)(C) to discuss the possible disposition of real property where premature disclosure of the information would prejudice the competitive bargaining position of the Town:

Gerritsen made a motion, seconded by Barnett-Parker, that the Board enter into executive session pursuant to Title 1 MRSA Section 405(6)(C) to discuss the possible disposition of real property where premature disclosure of the information would prejudice the competitive bargaining position of the Town. The motion passed on a 5-0 vote.

17. Adjourn:

Barnett-Parker made a motion, seconded by Ray, to adjourn. The vote passed on a 5-0 vote.

Respectfully submitted,

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Melissa A. Geary  
Administrative Assistant