

**BOARD OF SELECTMEN
MINUTES OF MEETING
JANUARY 11, 2010**

Selectmen present: Rosendel Gerry, Chairman, Stacey Parra, Vice-Chairman, H. Bob Plausse, Cathy Hardy, and Jason Trundy

1. Citizen's Forum: None

2. Administrator's Report:

David Kinney, Town Administrator, reported:

- CMP has finished the tree trimming in Town.
- The Poverty Tax Abatement due to Poverty and/or Disability application that the Board of Selectmen denied was approved by the Board of Assessment Review. Once the paperwork is completed by the Board of Assessment Review, the Selectmen can review it and decide if they want to appeal their decision.
- The State of Maine is now requiring all freshwater swimming areas to be permitted. There are no fees or monitoring requirements, but the rules have not been finalized by the State yet.
- Dog licenses were due by December 31, 2009; there are still 133 dogs that have not been licensed. A late fee will be charged on February 1, 2010.
- Fire Station Architect Bob Finney reported to the Town Administrator that the Army Corps of Engineers permit has left the Manchester office and has been sent to the Boston office for final signature.

Selectwomen Parra and Hardy had met to discuss revisions to the Town Administrator evaluation form. Copies of their revisions/comments will be sent to Board members. The Town Administrator's evaluation will be discussed at the Board's February 8th meeting.

3. Meetings & Announcements:

Town Administrator Kinney read the meetings and announcements from the agenda. He also announced that the Planning Board meeting scheduled for Wednesday, January 13th, and the Comprehensive Plan Review Committee meeting scheduled for Wednesday, January 20th, have both been cancelled; both committees will meet Thursday, January 14th, with the Land Use Committee to discuss Gateway issues with Chris Osgood and Will Brown. That joint meeting will be held at 5 p.m. at the Lincolnville Central School.

The Special Town Meeting scheduled for Monday, January 25, 2010, at 6 p.m. will be held in Room B5.

4. Upcoming Community Events:

Chairman Gerry reported that Will Brown is going to Yarmouth on January 18th to see the last of the giant Elm trees in the State of Maine cut down. The man who has taken care of the tree turns 100 years old on the 18th.

5. Meeting Minutes:

Motion by Plausse, second by Hardy, to approve the December 14, 2009, minutes, as written. Vote 5-0.

Motion by Plausse, second by Parra, to approve the December 28, 2009, minutes, as written. Vote 5-0.

6. Possible Winter Carnival Follow-up:

Town Administrator Kinney summarized his discussion with the Town's insurance carrier regarding liability issues for a winter carnival. The event can be covered by the carrier, with a few conditions: the Carnival planning committee volunteers must be appointed by the Board of Selectmen, giving the Board ultimate control over the event; all funds for and from the event must be run through the Town; the schedule of events must be provided to the carrier in advance for review and approval; any independent vendors must provide proof of their own liability coverage in advance of the event.

David Munson, Carnival organizer spokesman, explained the Lincolnville Central School eighth grade students and advisor will be selling food as a fundraiser for the eighth grade. The other insurance carrier conditions were fine with the volunteer group. He said names of volunteers on the organizing committee are: David and Jennifer Munson of 19 Springbrook Drive and Tim and Erin Moody of Achorn Lane. He said the official event schedule will be ready for the Board's February 8th meeting; the event is scheduled for February 20th. David Munson went on to explain that Ken Bailey, Lake Warden, is fine with the use of Norton's Pond, as long as they keep the access ramp clear. The organizers are still working on portapottie details, in addition to working on parking details with Paul Russo.

Town Administrator Kinney suggested the organizing group come back with a tentative event schedule at the Board's January 25th meeting, giving more time to communicate with the insurance carrier in seeking their approval.

Motion by Parra, second by Plausse, to approve David and Jennifer Munson and Tim and Erin Moody as committee members of the February 20th Winterfest event. Vote 5-0.

7. 2010 Capital Needs Committee Report:

Steven Young, Chairman of the Capital Needs Committee, summarized the 2010 Report of the Capital Needs Committee, stating the needs were listed as Priority 1 and Priority 2. Priority 1 recommendations include \$20,000 for the Fire Truck Reserve Fund, \$50,000 for the Town Office Building Reserve Fund (along with a strong recommendation from the Committee that the Town look into borrowing the remaining amount needed to take advantage of the current low building/labor costs and interest rates), \$9,000 for the Police Cruiser Fund, and \$300,000 for the Road Paving Program.

Priority 2 recommendations include \$20,000 for the Recreation Committee. (Chairman Young commended Gary Neville and the Recreation Committee for accomplishing many recreation projects with little or no funds.) The Harbor Committee proposed several projects, but did not provide any cost information to the Capital Needs Committee. The Capital Needs Committee would like to see an "overall plan for the Beach area to make floats and anchorage more accessible and user-friendly to the Town's general populace and the

boating public.” The Capital Needs Committee would also like to see a plan for Ducktrap to enhance the area’s usage, “while protecting its beauty and fragility.” Steve Young encouraged use of grant money by committees and hoped citizens would share any information they may have on available grant monies.

Selectwoman Hardy requested that Town Administrator Kinney submit a request from the Board of Selectmen to the Harbor Committee to provide project cost information.

Selectman Plausse felt that any committee going before the Capital Needs Committee with a capital needs request should provide a five-year plan (minimum, preferably a ten-year plan), in writing. The five-year plan should state what the money is for, what the anticipated costs of the project are, and the dates of progression/completion. If no five-year plan is presented, then no money should be allocated for a project.

Selectwoman Hardy asked about the split cost of a new fire truck between the Town and the Lincolnville Volunteer Fire Department. Town Administrator Kinney said in the past, the split has been approximately 50/50, but he does not know the current status of the Fire Department’s funding source; they are contributing a sizeable amount toward the new Fire Station.

Motion by Plausse, second by Parra, that in the future, all capital needs requests to the Capital Needs Committee will include a written five-year plan, minimum, from all entities requesting money for projects in the future. Vote 5-0.

8. 2010 Wage and Personnel Policy Board Report:

Walter Simmons, Chairman of the Wage and Personnel Policy Board, addressed the Board regarding a cost-of-living increase for Town employees in the Fiscal Year 11 Budget; the Board is recommending a three percent cost-of-living increase to all full-time, part-time, and stipend employees.

When asked by Selectwoman Hardy why the wage/personnel portion of the budget is presented before the rest of the budget, Chairman Simmons replied that is how the process has worked “since day one.” Town Administrator Kinney also explained the current Town pay grade system, which is based on merit and longevity. The merit/longevity increases do not take into account inflation; the cost-of-living adjustment helps employees’ “buying power” to keep up with inflation.

Discussion followed among Board members, including whether this item should be tabled until more budget information is available. Selectwoman Hardy voiced her concern that with the current economic climate and with most employers not able to give raises, she doesn’t feel this is the time to give raises. Selectman Trundy would like to see the bottom line of the overall budget before deciding this; if there’s room to give a cost-of-living increase, give it. But if the overall budget is up, then there wouldn’t be room for a cost-of-living increase. Town Administrator Kinney stated health benefit costs increased eight percent through 2010, but he does not know what insurance costs will be in January, 2011.

Although Board members appreciate the work employees do, they feel this is a very difficult economy for taxpayers, many of whom are also not getting raises. Camden, Rockport, and Midcoast Solid Waste Corporation are not giving cost-of-living increases this year, while

Waldo County is giving a three-percent increase, and Knox County a two-percent increase. Chairman Gerry called many local businesses and found only one who had a good year and was giving raises to employees; all others were not giving raises, and some were cutting benefits. Selectman Plausse remembers when he was first elected nine years ago, the rate of pay was such that many Town employees qualified for food stamps. He is pleased that the pay scales have improved over that time, and it bothers him that part-time and stipend employees did not receive a cost-of-living adjustment last year and, now, possibly a second year, but with the current economic situation, this may be the time to hold up on cost-of-living increases.

Motion by Hardy, second by Parra, that the Board set a zero percent increase (cost-of-living) for Town employees for the coming year. Vote 5-0.

9. Update on Lincolnville Sewer District Legislation:

Town Administrator Kinney explained a bill has been submitted to the Maine Legislature to create the Lincolnville Sewer District. A public hearing is scheduled in Augusta on Thursday, January 14, at 1 p.m. Board members felt a member of the Water Resources Committee and Town Administrator Kinney should attend the public hearing. Selectwoman Parra suggested they be prepared with a written statement, with at least 20 copies to hand out.

10. Special Town Meeting Warrant for January 25, 2010:

Motion by Parra, second by Plausse, to approve and sign the Special Town Meeting Warrant for January 25, 2010, that the warrant be posted with the Budget Committee's recommendation when given and further to authorize the Board Chair to certify a copy of the Small Community Planning Loan Program Financing Agreement. Vote 5-0.

11. Liquor License Renewal Application – Youngtown Inn:

Motion by Parra, second by Hardy, to approve the liquor license renewal for Youngtown Inn. Vote 5-0.

12. Update on Planning Board Secretary Search:

Town Administrator Kinney reported that a couple applications have been received and encouraged anyone else interested on taking minutes for the Planning Board to submit an application. The next Planning Board meeting is January 27th.

13. Resignation – Part-time Police Officer Littlefield:

Motion by Parra, second by Plausse, to accept the resignation of Kevin Littlefield as a part-time Reserve Officer. Vote 5-0.

14. FY 09 Audit & Year-to-Date Financials:

Town Administrator Kinney had included a copy of the audit report for fiscal year 2009 in the Selectmen's packet. The report lists a couple of internal control deficiencies; one being lack of optimum segregation of duties, and the second being the lack of written documentation on all procedures and controls. Town Administrator Kinney explained that the first deficiency will probably always be listed in the audit report because the Town staff will never be large enough to have total segregation of duties. Regarding the second deficiency, the staff will "pick away" at putting additional written procedures in place.

Town Administrator Kinney continued to report that the Town's Expense Summary Report shows overall expenses to be where expected (48% - 52%). General Assistance is up, but not overwhelmed at this point. And the Revenue Summary Report shows the Town to be meeting budget expectations for revenue so far. Revenue Sharing has decreased approximately \$30,000 this year from the State of Maine, but due to lower-than-expected paving and winter sand bids, the Town should be able to absorb the loss in revenue without cutting services.

Selectwoman Parra reported that Lincolnville Central School anticipates a \$120,000 loss in State school subsidies, and the CSD anticipates a \$367,000 loss this year, and close to \$1,000,000 next year.

Town Administrator Kinney explained that the second half homestead exemption reimbursement from the State will not be made until July, 2010, which will be a new fiscal year for the State, rather than reimbursing the Town in the spring, as in past years.

15. Snow Removal Contract:

Motion by Plausse, second by Hardy, to accept the offer from Young's Construction and Larry Thomas to extend the current snow removal contract for an additional two years. Vote 4-0-1 (Parra abstained).

16. Treasurer's Warrant(s) – Approve and Sign:

Motion by Plausse, second by Parra, to approve the Treasurer's Warrant. Vote 5-0.

17. Adjourn:

Motion by Parra, second by Plausse, to adjourn the meeting (7:17 p.m.). Vote 5-0.

Respectfully submitted,

Diane Bacon
Administrative Assistant