

**BOARD OF SELECTMEN  
MINUTES OF MEETING  
JANUARY 9, 2012**

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Selectmen present: Jason Trundy, Chairman, Rosendel Gerry, Vice-Chairman, David Barrows, and Julia Libby

Excused Absence: Stacey Parra

The meeting was called to order by Chairman Trundy at 6 p.m. at Lincolnville Central School. The quote was read by Selectman Barrows.

**1. Citizen's Forum:**

Paul Crowley, resident of Tanglewood Road, briefly addressed the Board saying now that the Town has established an adequate right-of-way on Tanglewood Road, he hopes the ditching work will be done this spring.

**2. Administrator's Report:**

David Kinney, Town Administrator, reported:

- Dog licenses were due by December 31<sup>st</sup>; a \$25 late fee will be charged if dogs are not licensed by February 1, 2012. Dog licenses can also be renewed on-line.
- Foreclosure notices for 2009 tax liens were mailed this week; the foreclosure date is early February.
- The real estate closing for the former Center Fire Station took place on December 30, 2011; the Town Administrator congratulated the Lincolnville Boat Club as the new owners of the property.
- The new police cruiser is in and is being outfitted.
- Due to some contract wording changes, the fire truck order is pending.

**3. Meetings & Announcements:**

Town Administrator Kinney read the upcoming meetings.

**4. Upcoming Community Events: None**

**5. Meeting Minutes:**

**Motion by Gerry, second by Barrows, to approve the December 12th meeting minutes, as presented. Vote 3-0-1 (Trundy abstained).**

**Motion by Libby, second by Barrows, to approve the December 27<sup>th</sup> meeting minutes, as presented. Vote 4-0.**

**6. Correspondence from Tracy Colby: Municipal Employees' Salaries and Benefits:**

Tracy Colby, resident of Moody Mountain Road, addressed the Board about the letter she had written regarding Lincolnville employees' wages and benefits compared to wages and benefits of other towns listed in the Maine Municipal Association's Salary Survey. Some points offered by Ms. Colby during the lengthy discussion of Item 6 included:

- the Code Enforcement Officer's wage was "off the chart" for the number of hours he works; the Survey shows many CEO positions paid on a per diem or per hour basis;
- former Town Administrator Skip Day recommended in 2000 that a consultant be hired to look at salaries, benefits, and services, and she felt that recommendation should be followed, whatever the cost, before expanding the Town Office;
- the wealth of Lincolnville's citizens should be a factor in determining wages and benefits; if they have health insurance at all, many residents have a high (\$15,000) deductible; current levels of vacation benefits and holidays, when computed for six employees, equals six months of paid time off;
- the affect MBNA once had on the local workforce is no longer an issue;
- the Budget Committee should be made aware of the MMA Survey and should be encouraged to use it;
- perhaps citizens need to be polled to determine what they want or expect for services.

Some points offered by Paul Crowley during the discussion included;

- although reluctant to write a check for a consultant, the information gained may prove valuable and a reasonable part of the Board's due diligence, but also said "experts" can be found to say whatever you want them to say;
- although the current CEO is very competent, the position is overstaffed; eight hours a week would be plenty; perhaps costs could be reduced by raising the land use permit threshold (currently \$500);
- some towns have a separate plumbing inspector who works for the plumbing fees; it's important to always have someone available for septic inspections;
- when current employees retire, perhaps that's the time to consider cutting hours or avoid hiring a replacement.

Some points offered by Jay Foster during the discussion included:

- he didn't understand why we would hire a consultant when we have a Town Administrator; he trusts our Town Administrator and Town Office staff, saying we've got quality people;
- he worked in an industry where time studies were done all the time and they don't necessarily reflect the reality of the situation.

Some points offered by individual Board members:

- perhaps other towns in the MMA survey are understaffed; private business data should be included in comparisons, not just municipal data;
- decent pay and benefits are needed in order to retain good employees and to avoid having Lincolnville become a "training ground," only to have those trained employees leave for better opportunities in other locations;

- the current level of staffing has had input from many sources, including the Wage and Personnel Policy Board, the Town Administrator, the Board of Selectmen, and voters; service versus staffing is a constant, ongoing evaluation process;
- a ballpark estimate for consulting services could be useful information; there are different ways of looking at the same thing and a consultant's viewpoint might prove to be helpful;
- issues raised in Ms. Colby's letter can be brought up by Board members during the upcoming budget process and addressed by the Wage and Personnel Policy Board;
- there is much more to this issue than just numbers on a page when determining wage and benefits; when less is offered, it could attract less qualified employees, which could cost the Town more in the long run to remedy subpar job performance actions/decisions.

Points offered by Town Administrator Kinney:

- when the CEO position was last advertised, the Town wanted certified applicants; Frank Therio was most qualified, but was only available on a part-time basis, not full-time, so the Board increased his hourly wage to compensate for no benefits;
- the MMA Survey is available on disk form at the Town Office;
- funding sources to pay for a consultant would include going to the voters for an appropriation at Town Meeting or utilizing contingency fund monies;
- Knox County recently received three bids for consulting services; as a result of the final compensation and organizational study, the custodial positions are now subcontracted and the EMA position received a 40% salary increase;
- in the past eight and a half years, core office staffing increased by two person hours a week, Town Office hours increased substantially, services offered to the public increased, all with no increases in staff; as employers, training and retention of staff is very important; employees' workloads constantly shuffle and change, but core duties stay the same.
- a senior staff member has told him she will be retiring in February, 2013;
- he has had complaints that the CEO is not full-time; we strive to meet the balance between services offered and what citizens are willing to pay for those services; as Town Administrator, monitoring staffing and service levels is part of his job, but it is everyone's responsibility.

Motion was made by Libby to continue with the current process and keep the status quo. The motion failed for lack of a second.

**Motion by Libby, second by Gerry, to refer Ms. Colby's letter to the Wage and Personnel Policy Board for consideration and to have them consider the CEO position and hours for him. Vote 4-0.**

**7. Liquor License Renewal – Youngtown Inn & Restaurant:**

**Motion by Gerry, second by Libby, to approve and sign the liquor license application submitted by the L'Auberge, Inc., doing business as the Youngtown Inn and Restaurant. Vote 4-0.**

**8. Review Draft Special Town Meeting Warrant:**

Town Administrator Kinney advised the Board that some of the boards and committees listed under the draft articles have not yet met to discuss and make recommendations, even though this draft warrant indicates recommendations have been made. Article 4 needs the Board's recommendation tonight because the Budget Committee is meeting tomorrow night to discuss the article. Jay Foster also mentioned the Municipal Building Committee is in the process of setting a meeting date to discuss Article 4.

Selectman Barrows said the previous owner of the South Cobbtown Road property (Article 6) had spoken to him in the past about reclaiming ownership of the property, and Selectman Barrows initially supported the owner in that effort. But he then said that since their initial conversation, Selectman Barrows hasn't heard anything more from the owner and if it were his property, he would have stayed much more vocal about reclaiming it. Chairman Trundy felt the Board should be consistent in dealing with Town-owned property; once a precedent is set, others will want to follow.

Selectman Gerry asked why funds from the School budget couldn't be kicked into Article 4. Town Administrator Kinney explained in this case, there is no distinction between the Town and the School; it is money belonging to the Inhabitants of the Town of Lincolnville. Selectman Gerry then asked if the Municipal Building Committee comes up with a significant plan change, could those funds be used for that change; Town Administrator Kinney said as long as the Municipal Building Committee convinces the Board of the significant plan change, the money could be used for it.

**Motion by Gerry, second by Libby, that the Board recommends the Warrant as written. Vote 4-0.**

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

**Motion by Libby, second by Gerry, to approve the Treasurer's Warrant and the Payroll Warrant. Vote 4-0.**

**10. Adjourn:**

**Motion by Libby, second by Barrows, to adjourn the meeting (7:25 p.m.). Vote 4-0.**

Respectfully submitted,

Diane Bacon  
Administrative Assistant