



ATTENDEE	POSITION/TITLE
Dick McLean	Chair (Damariscotta)
Mike Tomko	Vice-Chair (Boothbay Harbor)
George Parker	Treasurer (Newcastle)
Marianne Pinkham	Secretary (Nobleboro)
Patricia Jennings	Bristol
Walter Voskian	Bremen
Frank Hample	Somerville
Max Johnstone	Waldoboro
Mal Carey	Newcastle
Ham Meserve	Lincoln County
Mary Ellen Barnes	Executive Director
Bob Faunce	County Planner

Dick called the meeting to order at 6:50 P.M.

Minutes

Ham motioned to approve the minutes from the October Board meeting, Frank Hample seconded. Approved as written.

Financial Reports

The Financial Reports were reviewed by Bob and Mary Ellen.

Bob is working on Westport Island’s Transportation Chapter for their Comp Plan. The Town has a unique road system, some public and many private roads are one-lane and gravel. Bob is working under a separate contract one day a week with Damariscotta for PB assistance. He also provided background to the town about the State’s Complete Streets Policy, and how this is difficult to implement in small towns like Damariscotta due to a couple of major factors (including the few road re-building projects likely in the County, which limits how much of the Complete Streets approach can fit within R-O-Ws and available travel lanes.

The new planner applications have been reviewed with interviews set for January 4.

He is doing minor work on Monhegan’s and Boothbay Harbor’s Shore and Harbor grants. Bob has also distributed information to the towns and non-profit groups about the People For Bikes grant opportunity for bike planning or bike facilities. He thinks there’s an opportunity in Newcastle for the Indian Trail/old County Road, and another possibility in Damariscotta. Max has developed a proposal for the 300-acre town parcel (the Marine Park?)



The West Harbor Pond grant is closing out, and Mike mentioned that the siphon was being installed this week.

Mary Ellen is working on end of the year invoicing, to help the County close the fiscal year by Jan. 31. George asked if any remaining funds get rolled over. Mary Ellen said no, but she tries to draw down as much as possible. She's asked about funding a defibrillator for the Planning Building. In the expenses, she noted that GPCOG has reimbursed us for a conference Harold attended (he registered for this late Oct. event prior to his taking the new job).

After a motion by George, seconded by Dick, both statements were accepted.

Hiring Process

A quick review: we received 6 applications after posting on several online sites, sharing with planning associations and USM Alumni/Career Office, and local ads. We've selected 4 candidates to interview, 3 from Maine and one from NH. Mal, Ham, Matt Lutkus, Carrie, Bob and Mary Ellen will be the interview team. Though it's hard to see completely passed this step, if a suitable candidate is found, we'd like to have the person start by the end of January.

Dick shared the approach of Midcoast Maine Community Action, who is replacing the long-time Executive Director. This is a large agency with a multi-million dollar budget. They're contracting with Starboard Leadership Consulting for guidance and recommendations of the top candidates.

New Admin Assistant

Realizing that the staff was not able to do all the tasks involved with communications, databases, e-newsletters, and social media, the County approved funding for 2019 for 7 hours of a receptionist/administrative assistant. Mary Ellen worked with the County on a job description, the position was internally posted, and Pat Cloutier, who is very experienced and is currently the Wiscasset Chamber admin assistant, applied. Carrie and Mary Ellen interviewed Pat, and she'll start Jan. 2. Will be very helpful with marketing Lincoln County with the display materials in the foyer and with

Mary Ellen reluctantly passed on a possible internship with a local Masters Degree student at USM, with a lot going on in January, the need to get the admin assistant going, and the County Planner on board.

Assuming a new planner on board within the next month or so, and after the transition from Bob, Mary Ellen will work with the new planner and the County to assess our needs and update/develop a new job description for the Community Development Specialist position.

County Planner Activities

The Housing Study proposed for a county-wide study was not approved by the Advisory Committee. Members did not feel that their towns had housing issues in some cases and in another, they were being addressed by a local group. Bob and Mary Ellen followed up with additional research, met with a housing developer, and developed a \$2500 proposal that focuses on immediate needs and leveraging the capacity of various groups that currently have limited housing functions. This was approved by the Commissioners for 2019. Peter Werwath, the housing developer, worked in Maine years ago, developed a solid and impressive reputation



across the country, and recently retired back to Maine. The goal of this more limited focus is to create a mini-action plan. Mary Ellen thought her presentation to the Advisory Committee could be improved with more specific data and descriptions of local situations, a clearer description of the end results (solutions), and perhaps comparable work being done elsewhere in Maine or other rural areas.

ED Report

The 7-town ConnectME Broadband Committee met Nov. 29. Axiom Technologies, known for their work in Machias and now all over the state, is our consultant. We have representation (3 or 4 people each) from all the towns, and we are also copying Selectboards and Town Managers/Administrators to keep everyone in the loop. Not the ideal time of year, but online surveys are being promoted by all the towns (we're assisting with PR, links, introductory messages) for both residents and businesses. Some more rural towns (towns with poor internet service) will be going door to door, leaving copies at libraries, etc. This step will wrap up mid to late January.

Mary Ellen assisted Boothbay and Boothbay Harbor in October with an application to the Maine Community Foundation for broadband planning. MCF just announced that they'll be awarding \$7500 to the two towns.

Mary Ellen has discussed possible CDBG applications with three County businesses. The schedule and program allocations for business development, micro-enterprise assistance, and other CDBG programs are on our website. She recently met with the Wiscasset Town Manager to recommend planning/design in 2019 for a 2020 application.

Dick and Mary Ellen will visit with Selectboards after the first of the year to talk about the LCRPC's work and to recommend

TOWN ROUNDTABLE

Boothbay Harbor: Mike reported that BBH would like to make progress with way-finding signs. The Selectmen have authorized funds to get started.

The County: Ham was excited about initial meetings between Two Bridges Jail and the community colleges about a culinary training program in the jail.

Wiscasset: MDOT construction ended last week, and will begin again in April.

Adjourned by 8:19 pm after a motion by George, seconded by Ham.

Minutes from notes by Secretary Marianne Pinkham.