



## Administrative Assistant to the Select Board

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### Report for Meeting of July 13, 2023

Shhh...it hasn't rained today (I'm writing this on Thursday, July 6<sup>th</sup>). It actually feels like summer!

Happy 1<sup>st</sup> meeting of the new fiscal year. We've been working busily changing things over for storage and accounting for the new year and finishing up items for the previous year.

I am in hopes that your packet is available to pick up on July 7<sup>th</sup>. I'll be leaving a bit early on Friday for a family wedding in Deer Isle.

Remember, your meeting starts at 6:30 with the town attorney. I do not anticipate that this will need to be in executive session. The [Planning Board](#) has been invited. I don't know if we'll get much of a crowd, but I would caution to limit public questions of the town attorney as he works for the Select Board, and I'm sure you and the Planning Board will have plenty of questions.

**Moratorium Ordinance Petition** – Dan has received the new ordinance that was petitioned to go to town meeting at the previous Select Board meeting. That's in your purview and please ask lots of questions about the proposed ordinance and the process. I am especially interested in the retroactivity and what impact this has on the Planning Board's action on the permit application currently before them.

**[Clear Sky Resort Procedure](#)** – The Planning Board will likely have questions. I don't see this matter on their agenda for the 17<sup>th</sup>. I know Dan plans to attend their meeting.

**Land Purchase** – This will be a good chance before closing on the land (we should have the check next week) to go over any last minute matters. He can also offer advice on the proper procedure for bringing any proposed out sales of the two residential lots to the town meeting.

**[Comp Plan Implementation](#)** – Since the Planning Board will be there, this would be a good chance to talk (briefly) about any ideas on how to implement what that board is charged with doing under the plan. You can probably let Dan depart for that.

**[Minutes – June 26, 2023](#)** – Please look over the minutes for errors. Written corrections are best for me.

**Warrants [29](#) and [1](#)** – Thank you for coming in between meetings to sign the two warrants. I transferred \$100,000 to cover the checks for the school department for those. The biggest non-school bill on Warrant 1 is the RJD Appraisal Revaluation bill, the final one. All the usual one time expenditures are on warrant 1. There was a late bill from the school department that was disbursed with Warrant 1, but will be included on Warrant 2, as it came in after you had signed warrant 1.

**Expenditure Warrant 2** – Payroll will be on this warrant, and anything that comes in between now and next Thursday morning.

**Cash & Budget Reports** – If there is time, I'll format up a report for FY 2024, otherwise, you'll just have the [FY 2023 report](#).

**Quarterly Excise Tax Report** – A printed version is in your packet.

**Checking Account Reconciliation** – This was e-mailed to you last week. Please let me know if there are any questions.

**Property Tax Commitment** – Matt Caldwell hopes to be able to commit taxes on the day of your meeting after wrapping up some revaluation matters that day.

**Solar Contract** – The proposed contract is with the materials you either got with this packet or picked up when those who signed the warrant did so. If you could get back to me with questions to relay to Revision Energy that would be helpful. Tina Meserve and possibly others will join you via zoom to answer your questions regarding the proposed contract. If all seems OK, and you're comfortable, the contract could be executed.

**Code Enforcement Officer** – A proposal from CEO Albright is in your packets regarding an adjustment to the salary in her contract.

**Open Positions** – A list of open positions will be in your either tonight or meeting night.

**Appointment** – Michelle Stoll wishes to be reappointed to the Recreation Committee. There are still several openings on that committee.

**Housing Mandate** – This may also be a Planning Board matter. I've put an e-mail from MMA in your packet regarding funding to assist with ordinance changes to meet the new state housing requirements in the Building and Land Use Ordinance. Perhaps some help could be hired under this funding to assist with that.

**Project Update** – I'll have the latest on the land purchase, probably when you discuss it with Dan.

The heat pumps should be fully installed by tomorrow. Larissa is meeting with the folks from the Community Action Grant program on July 18<sup>th</sup> (I'm out of town teaching) to show off the pumps. They are working great in the town hall and fire station so far.

I am expecting the new steps any day now according to Shawnee Steps/American Concrete on June 5<sup>th</sup>.

B&B Paving will get back to me next week on a possible paving date. Richard McMullen has some culvert work to do on Needles Eye Road and needs to know the paving plan. We're looking forward to that as well.

**Comprehensive Plan Implementation** – This is also a matter under the meeting with the Planning Board earlier in the meeting.

**Aging Committee** – I believe they meet on the 14<sup>th</sup>, the day after this meeting.

**Facilities & Infrastructure Committee** – I'm not sure when that committee meets again. Brett Jones asked if I could come up with space needs for the town hall. That may take a while.

That rounds out the agenda for now. Looking forward to seeing you on the 13<sup>th</sup>!

stu