



Administrative Assistant to the Select Board

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Report for August 21, 2023

From the depths of my heart and soul, thank you so much for nominating me for the Linc Stackpole Manager of the Year award and the ultimate surprise awarding of that honor last week at the ME Town, City, & County Management Association Institute at Sugarloaf. You are REALLY good at keeping secrets! I will tell you that over the years when I hear horror stories from other municipal managers about their elected boards, I remark that Lamoine has always had a very supportive and positive board and that I have lucked out. It's nice that the MTCMA also awards a plaque to the community – we've hung that beside the entrance door- because the award is an equal reflection on the town. We've done things well for a little community and it shows in a big way.

Your meeting agenda is a little busy, and some of it I won't know ahead of time as I'm writing this on Monday the 14th, the day before the special town meeting.

Minutes – You have two sets of minutes to review. One is the regular meeting of [July 31, 2023](#), the other the minutes of the public hearing on [August 1, 2023](#). As usual, please look them over, and if you have written corrections, that is most helpful.

Expenditure Warrant 5 – Thank you for coming in to sign. We had some bills that needed to be paid prior to your next meeting and this helps with cash flow. The largest bills of the \$156,124.03 were \$109,493.40 for the school department, \$17,956.60 for the ambulance contract, and a bunch of smaller stuff and town payroll.

Expenditure Warrant 6 – There will be a town payroll on this warrant as the 21st is payroll day. There are a couple of expenditures for Carbonite as we had to purchase additional space to back up all the files in our system.

Cash & Budget Reports – The [FY 22/23 Report](#) will be updated this week to reflect the land purchase encumbrance as the purchase was approved in the previous fiscal year and completed in the current year. The [FY 23/24 report](#) will also be updated periodically on the website and printed for your meeting.

Checking Account Reconciliation – This was e-mailed to you last week. Please bring any questions!

Encumbrance Order Correction – In entering and reconciling the encumbrances from the previous fiscal year, I discovered a couple of errors in the last order. Expenditures for previously encumbered Buttermilk Road work were made and should have come off the books. With the corrections, things will be in order.

Recreation Committee Meeting – The committee is in need of some direction. I spoke with Nikki Chan who is unable to continue as the chair and is concerned that the programming they've offered (soccer this fall), can't continue. The committee will meet with you to talk about its mission, function, future and goals. The committee formation document is in your packets.

Personnel – We have a few matters to clean up. Apparently I missed some communication from the Planning Board. Steve Gabel-Richards had told the previous chair that he would be willing to serve as a full member, moving up from alternate status. The last meeting you had appointed Bob Christie to the full chair vacated by John Holt. I spoke with Bob, and he is perfectly willing to be the alternate and have Steve move into the full seat. Appointment papers are being prepared for that correction.

Jeff Cosulich has asked to not be reappointed to the Technology Committee. I neglected to prepare a certificate of service for him when the others who chose not to be reappointed. That will be ready to sign.

Nancy Jones has informed me that she's stepping down as our fill-in assistant clerk. We've not utilized her very often in recent years. A thank-you to her for her service will also be ready to sign. At some point we'll have to discuss having someone in the bullpen to help out in the office.

Support Letter – Hancock County Planning Commission – The Planning Commission is requesting support letters in order to assist communities with the implementation of the new rules on accessory dwelling units. It's likely that we would utilize their services, and we'd need to send a letter of support to access them. The letter will be in your packets.

Map 3 Lot 2 – The [town meeting](#) tomorrow will decide whether to split off the two dwelling units. If it passes, let's talk about the next steps, i.e. hiring a surveyor and how to market the property once parcels are ready to sell. I do have the key to the house – I've not ventured in to see what's what yet.

Moratorium – Again, the [town meeting](#) will determine whether the ordinance passes or not. Presuming it does pass, the Planning Board is likely to need some assistance and a time line for offering potential ordinance changes to the town. We can talk about that.

School/Fire Department Cistern – The project continues. The contractor has obtained a permit for the building to house the school cistern. Perry Fowler (the contractor) and Skip are working together on the system for the fire station water supply.

Fire Station Floors, Painting – The flooring project begins this week. All the equipment has been moved out of the station and the ceiling has been painted (the fire department is picking up those expenses). It'll take a couple of weeks before everything can move back in.

Paving – I plan to contact the paving company prior to our meeting to get a date update!

[Comprehensive Plan](#) Implementation – I believe the Planning Board would greatly benefit from a list of what is expected from that Board in regard to its role in implementing the plan. I will try to compile something for review during the next couple of weeks.

Facilities & Infrastructure Committee – Chair Brett Jones informally requested what the future needs of the town office would be. There was no direction on what the committee wants. I've started putting a detailed report together of what functions take place here, how the office is laid out, and where things are stored. It's a big job and fairly time consuming. I'm more than happy to meet with the committee when it meets next to get some more specific direction on what they're looking for.

Aging Committee – This continues on the agenda, but the committee does not meet until September.

Other - At the MTCMA Institute last week, I stayed for a session on cyber security. It was from the University of Maine at Augusta which is just starting to market a grant funded service to municipalities on securing systems. I have sent them an e-mail to get started on a potential project which is very similar to what our technology committee was rolling on. I've put a response in your packet – we're doing an introductory meeting the day after your meeting.

That's what I've got for the next meeting. We'll see you on Monday!

Stu