

Town of Lincoln | Weekly News

TO: Lincoln Town Council
FROM: Lisa J. Goodwin, Town Manager
DATE: February 17, 2012

The Town Office, Library, Public Works and Transfer Station will be closed Monday, February 20th, in observance of President's Day!

ITEM 1. Continued education and growth are imperative for our employees to stay up-to-date with the ever-changing state laws and procedures. Employees are encouraged to attend training pertinent to their job responsibilities and to become certified in their field of expertise.

This week I am extremely pleased to announce that we have two employees who received notification that they have achieved certification through the Maine Municipal Tax Collectors' and Treasurers' Association (MMTCTA)! Tax Collector, Tracie York, has obtained her certification as a Municipal Tax Collector and Deputy Treasurer, Melissa Quintela, has obtained her certification as an Associate Municipal Treasurer!

The certification process is time consuming and requires dedication and resources to achieve. Tracie was required to attend mandatory training including: Municipal Law for Tax Collectors, Tax Liens, Cash Management, Excise Tax Collection and Governmental Accounting I. Melissa was required to attend mandatory training including: Municipal Law for Treasurers, Tax Liens, Cash Management, Governmental Accounting I and Governmental Accounting II.

Both Tracie and Melissa take their job responsibilities very seriously and are dedicated to the Town of Lincoln and recognize the importance of continued education to best serve our residents. Tracie has worked for the Town since February 13, 2006, and Melissa has worked for the Town since April 28, 2008. Both ladies will be awarded their official certificates at the MMTCTA annual conference in May. Congratulations, Tracie and Melissa!

ITEM 2. Each Department Manager works diligently to provide the best services to our residents while also trying to keep costs down. They continually seek grant opportunities to allow for programs or purchases that ordinarily might not be funded through the Town's budget.

This week Recreation Director, Ronald Weatherbee received notification that the Recreation department was awarded a \$2,261 grant from the Herb and Ellie Bailey Trust for a Kindermusik program.

Kindermusik is an international music and movement class which is taught locally by Ann Forsing. Ms. Forsing has 29 years of experience teaching music to children. Kindermusik will provide wellness with a sense of enrichment and exploration, while instilling confidence and introducing culture; a balance of wellness for the whole person. Children (ages 4-7) who sign up for the 15 week *Kindermusic for the Young Child* course will receive intense music instruction that will include learning to play an instrument. The instruments and all materials will be theirs to keep. Included in the classes will be music notation, rhythm, melody form and expression. All of these elements of music will be introduced and practiced in a fun, game-like way. This class strives to instill a love of music in the children that will stay with them throughout their

lives. At the younger ages children are more receptive and will absorb knowledge and skills naturally.

This grant will allow for 24 children to take this class. The total participation cost for 24 children is \$1,721 with the instructor receiving \$540. The instruments are distributed to the children after four weeks of attendance. The first three weeks will consist of preparation, games and pre-teaching to ready the child for their instrument. This class will be held at the Ballard Hill Community Center.

ITEM 3. The Town received notification this week from the Maine Department of Transportation of paving projects that will take place this year in our area. The only paving planned for Lincoln is on Route 155 (Enfield Road). Paving, in general, will consist of an average depth of 5/8". A copy of the MDOT map showing area paving is included in the Town Council packet.

ITEM 4. Code Enforcement Officer, Dan Whittier, has been working with Town Clerk, Shelly Crosby, on amendments to two ordinances relating to sanitation inspections of our local restaurants in preparation for the March Town Council meeting. The Department of Health has indicated that any town that has ordinances that allow for food sanitation inspections to be done by their Code or Health Office will not only be responsible for conducting them but also collecting the fees for the State. The municipal officer would be a designated agent of the state and take orders directly from the state including scheduling of timed inspections. The state would provide all training for this work. However, the town would need to impose its own fees for these inspections in addition to the state fee to cover its costs. The proposed changes that will be submitted to the Town Council will delete the language requiring inspection by our Code Officer. With the language deletion, the state will continue to be responsible for the inspections. Victualer Licenses will be approved pending state approval.

ITEM 5. *What better way to pay tribute to the men and women who help to defend us and our country from threats both foreign and domestic than to allow these individuals a financial break on their taxes?*

The legislature enacted a local option excise tax exemption for vehicles owned by Maine residents who are on active military duty and who are either permanently stationed outside of Maine or deployed for more than 180 days but who still wish to register their vehicles in Maine.

The law as it is written allows each town to decide for itself if this excise tax exemption will be allowed. This is a great way for "home rule" to work – instead of laws being passed by the State and forced onto municipalities; it gives each town and city the option to pass an ordinance and make a decision that is best for the town. The new law (36 M.R.S.A. §1483-A) took effect on January 1, 2012. If Lincoln wishes to "opt in," the Town Council must adopt an ordinance to implement the exemption with application guidelines. Otherwise, no action is required and the residents on active duty will not be entitled to the exemption. Treasurer, Gilberte Mayo, and Town Clerk, Shelly Crosby, are currently drafting an ordinance for the Town Council to consider at its March meeting.

This excise tax exemption will only be given to those Lincoln residents who meet the following criteria:

- Must be on active military duty and permanently stationed outside of Maine; or
- Must be on active military duty and deployed for more than 180 days

Mrs. Mayo does not know how many residents would qualify for this exemption however, she believes it is a small number. She has been in contact with the Department of Defense to obtain a list of active duty military personnel.

This exemption does not qualify the Town for a State-reimbursement and will result in a loss of revenue to the Town. Mrs. Mayo anticipates that loss to be a low figure.

ITEM 6. Community Events Coordinator, Amanda Woodard, reports that raffle tickets for a performance Hyper BMX bike go on sale next week! Ticket sales will begin Wednesday, February 22nd. This bike is part of an exclusive three bike collection, XG3, by X Games. The bike was donated by the *Rise above Entertainment BMX Riders* during the 2009 Homecoming Festival for future fundraising efforts. The bike has a retail value of \$250. Tickets will be available at the Town Office, at a cost of \$1.00 per ticket or 6 tickets for \$5.00. Raffle tickets will also be sold at the Chuck Foster Teen Dances and at the Lincoln Expo. The winning ticket will be drawn during the last hour of the Lincoln Expo on April the 28th. All ticket sales benefit the Homecoming Festival. *Make sure to stop by and get yours!*



ITEM 7. The Recreation Department is sponsoring a trip on March 3, 2012, to The Sports Arena in Bangor. The cost of the trip is \$10.00 per person and allows for two hours of bowling and billiards. Recreation Director, Ronald Weatherbee, indicated that the bus will leave the Ballard Hill Community Center at 11:00 am and return around 4:00 pm. Registration must be made by February 28th at the Recreation Department. A minimum of 10 participants is required for this trip. Payment for activities will be made at The Sports Arena on the day of the event. For more information call the Recreation Department at 794-6548.

ITEM 8. Town Clerk, Shelly Crosby, is asking that customers coming in for certified copies of a death record plan for a *little extra time* at the counter when requesting a record over the next few weeks. The Town is now required to issue these records from the state's Electronic Death Notification System (EDRS) and there have been some technical issues with this new process which have slowed down the clerk's ability to issue the copies quickly.

This new online program requires that all funeral directors, medical staff and municipalities use this platform to file, retrieve and update death records. You may remember that the town went live with this system on April 6, 2011, however until last week only one death notification was listed on the town's death index. The death index alerts the municipal clerk that records have been filed and need to be processed. After discovering the system was not working properly, Mrs. Crosby spoke with the agency which then uploaded all the missing records. At

the end of the upload there were 67 records waiting to be processed. *How could this glitch happen for 9 months?* Well, the short answer is that even though they were being filed electronically in Augusta, paper copies were still being sent to Lincoln to process the records manually as done in the past. Also, when Augusta ran the death index all the records were visible though Lincoln only reflected one record. Apparently the computer authorization was never “turned on” to allow Lincoln as well as other municipalities to properly utilize the system. Mrs. Crosby further learned that the system still has some bugs which need to be remedied over the next few weeks. The State did inform Mrs. Crosby that going forward, no paper copies will be sent to our office. The actual process on the new electronic system takes roughly 13-16 minutes to complete while the clerks become acclimated to the new program.

ITEM 9. The Bureau of Motor Vehicles has notified the town that there will soon be some changes relating to motorcycle registrations. Beginning in March 2012, all Maine motorcycle registrations will expire in March and the motorcycle inspection stickers will now be required to be displayed on the plate. The new sticker that customers will receive when registering their motorcycles will show both the month of March and the expiration year on one sticker.

Motor Vehicle Agent, Tracie York, stated that the new registration process will be as follows:

- New motorcycle registrations will be *effective* whichever month the person comes into the Town Office to register the motorcycle, and will *expire* each March annually thereafter.
- Renewals that haven’t run out yet, (after March 1, 2012) the registration will be valid through the current expiration, when renewed, the registration will be *effective* from the date of re-registration but will *expire* in March, 2013.
- Renewals that have run out, (after March 1, 2012) the registration will be *effective* the month the person comes in to register, but will *expire* in March, 2013.

Due to this change, those motorcycles having an expiration date after March of 2012 will have a pro-ration of the excise tax and registration fee as the registration will not be for a full year. Going forward in March 2013, all motorcycle renewals will be for a full year. The chart to the right summarizes what residents can expect to pay when licensing their motorcycles during the next year.

If your current registration expires in...	Pro-Rated Resident Plate Fees This is the amount you will pay during the conversion process.	Quick Excise Reference Chart
March 2011	12 Months = \$21.00	No change in Excise
April 2011	12 Months = \$21.00	No change in Excise
May 2011	11 Months = \$19.25	11 Months
June 2011	10 Months = \$17.50	10 Months
July 2011	9 Months = \$15.75	9 Months
August 2011	8 Months = \$14.00	8 Months
Sept. 2011	7 Months = \$12.25	7 Months
October 2011	6 Months = \$10.50	6 Months
November 2011	5 Months = \$8.75	5 Months
December 2011	4 Months = \$7.00	4 Months
January 2012	3 Months = \$5.25	3 Months
February 2012	2 Months = \$3.50	2 Months

ITEM 10. David Cram officially started his duties as Lincoln’s Investigator/Overlay Officer this week. Officer Brandi Alton

completed her field training and is now in the work rotation which has freed Detective Cram to assume his new responsibilities. Detective Cram started his first week by following up with a domestic assault case that occurred this past weekend. He interviewed the victim again and explained the court process and how and why to get a protection order. This procedure has been difficult for the patrol officers to conduct while responding to other calls. Police Chief, William Lawrence, indicates that the detective position will give victims of domestic violence support and help understanding the process on what steps they need to take to protect their families. Detective Cram also spent time following up on some theft cases and will be verifying information on the sex offender list. Detective Cram's position will be funded through the COPS Grant for the first three years. Having this position should increase the Police Department's clearance rates for court cases as more time will be available to conduct thorough and complete investigations.

ITEM 11. Recreation Director, Ronald Weatherbee, is pleased to announce that the Recreation Department will offer a new program for boys and girls in grades 1 through 4. *Precision Dribble Team* will be conducted by Frank Welch and Steph Dubay on four nights starting February 27th. The program will start with basic ball handling and build upon those skills during the next three sessions. Mr. Weatherbee and Coach Welch have seen dribble teams around the state and are excited to have it offered here. Coach Dubay was part of a dribble team clinic while she was teaching/coaching in Missouri.

The clinic is free of charge but registration is necessary. You can register at the Recreation Department office or print a registration form from our website www.lincolnmaine.org and mail it to the office. The first clinic will be held on February 27th at Mattanawcook Academy. The girls' clinic will be held from 5:00 pm to 6:00 pm and the boys will follow from 6:00 pm to 7:00 pm. Mr. Weatherbee said this is a preview of a program that will be offered next winter for a longer period of time.

ITEM 12. Patrol Officer, Brandi Alton, has completed her police training program and is now on her own this week. Officer Alton said she is excited to be out on her own and looking forward to the challenges she will be facing working for the Town of Lincoln. Brandi is the first police officer in the Town of Lincoln to complete the new PTO program. This has been an intense 8 week program that is usually done in 16 weeks. Brandi had several problem solving projects to complete and had to demonstrate her police knowledge during an intense oral interview. She also had to demonstrate her police skills by conducting hands on exercises. Chief Lawrence said, "*I have seen tremendous growth from Brandi since week one.*"

ITEM 13. *Are you interested in learning more about Lincoln's budget and participating in the budgeting process?* There are still vacancies on our Fiscal Year 2013 Budget Committee. The Town Council will be appointing members at its March regular meeting. If you are interested in serving, please contact a Town Councilor or Town Clerk, Shelly Crosby, to have your name submitted to the Town Council for consideration. Mrs. Crosby may be reached at 794-3372 or townclerk@lincolnmaine.org. The Budget Committee normally begins its meetings in April and meets on Thursday nights for five weeks.

ITEM 14. Mr. Weatherbee reminds everyone that there will be one last free basketball clinic for grades 3-6 and 7-12 at Mattanawcook Academy this Sunday, February 19th. Grades 3-6 boys and girls will meet from 1:00 pm to 2:00 pm and grades 7-12 will be from 2:00 pm to 4:00 pm.

ITEM 15. The Town received notification this week that it has been awarded \$22,000 through the Maine Emergency Management Agency for the FY2011 Homeland Security Grant Program. This grant will assist the Town in replacing its 1950's generator. The generator is used during emergencies to generate power for Ballard Hill Community Center so that it can be used as a Red Cross designated shelter. The Town has had problems in the past trying to get parts and keep the 1950's generator running.

ITEM 16. Public Works Director, David Lloyd, reports that a new oil dispensing system has been delivered and set up this week at the new garage. The old tanks were about 15 years old and belonged to Windward Petroleum. After moving into the new facility Mr. Lloyd called Windward Petroleum to obtain information on an updated oil dispensing unit. He was told that the town did not purchase enough oil from them for them to furnish the system but we could purchase the tanks from them for around \$2,700.

After learning this, Mr. Lloyd spoke with Mike Webb who works in the lubricants division of Dysart's. Mr. Webb explained that Dysart's would provide two new tanks and supply the dispensing pumps as long as the town purchased the product from Dysart's. After receiving the price per gallon, Mr. Lloyd then confirmed that the synthetic oil blend would meet or exceed what the engine manufactures recommended. After researching the engine manuals, he determined that it exceeded the manufacture recommendations. Mr. Lloyd then compared the price of the oil from Dysart's to that of Windward. The oil from Windward was \$9.78 per gallon and oil from Dysart's was \$9.29. Additionally, the hydraulic oil will also be purchased from Dysart's. Previously, this oil was purchased at a cost of \$9.069 per gallon and the town will be paying \$7.28 by purchasing through Dysart's. It is always good to periodically look at the products we continually purchase and see if there are better and less expensive products. Nice job, David!

ITEM 17. Have a nice weekend.