SPECIAL TOWN COUNCIL MEETING
AGENDA
November 9, 2026
6:30 PM

The Zoom Link to the meeting was provided below for those wishing to attend virtually:

https://us02web.zoom.us/j/7495106748

1a. Call to Order

Council Chair; Stephen Clay _____ and Vice Chair David Ireland _____.

Councilors; Gordon Street _____ and Sheldon Hanington _____.

Councilors Elect; Cathy Moison _____, Eric Rojo _____, and Bobbie Stormann _____.

1b. Pledge of Allegiance

2. Open Forum: The Council will allow Lincoln residents and/or Lincoln taxpayers to comment prior to Council action on agenda items. Individuals wishing to be heard by the Council will be recognized by the Council Chair. The individual must identify themselves to the Council by first and last name and/or business owner. After identifying themselves, the speaker may make brief comments regarding items on the agenda that do not have a public hearing. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers.

3. Town Clerk administers the oath of office to Councilor's elect

4a. Call for nomination(s) and vote of Council Chair

Move to accept nominations
Move to cease nominations
Vote on nominations

MOTION: _____ SECOND: _____ VOTE: _____

4b. Gavel turned over to newly elected Council Chair

5. Newly Elected Chair calls for nomination(s) and vote of Council Vice Chair

Move to accept nominations
Move to cease nominations
Vote on nominations

MOTION: _____ SECOND: _____ VOTE: _____

6. Adoption of Council Rules (0101)

Note: This is an annual review and adoption.

SUGGESTED MOTION: Move to adopt Council Rules, *as attached.*

MOTION: _____ SECOND: _____ VOTE: _____

7. Adjourn

SUGGESTED MOTION: Move to adjourn the meeting at _____pm

MOTION: _____ SECOND: _____ VOTE: _____

TOWN COUNCIL YR: 26 MO: 11 ITEM # 6

AGENDA REQUEST

*** Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.**

Council Meeting Date: November 9, 2026	Today's Date: November 4, 2026
Department: Town Clerk	
Department #: 0101	

Request:

Adoption of Council Rules (0101)

Note: This is an annual review and adoption.

Adopt Council Rules, *as attached.*

Action Needed from Council:

Is This Item Budgeted:	
Was This A Bid Process:	Lowest Bid:
Is Public Hearing Required:	
If So What Dates:	

SECTION 1. THE REGULAR BUSINESS MEETING OF THE TOWN COUNCIL shall be held in the Council Chambers (unless relocated) at 7 p.m., current time, on the second Monday of each calendar month. When said day falls on a Holiday or on /or before Election Day, the REGULAR MEETING shall be held on the following Monday, at the same time and place. The date of any REGULAR MEETING may be changed by an order or resolve passed at the previous meeting upon the vote of five members of the council, provided, however, that said change in date will still provide for one REGULAR MEETING in each month. Advertisement of such meeting(s) shall be posted in the Town Office Lobby; Town's Website and sent along to at least one (1) news publication five (5) days in advance.

A proper minimum seven (7) day **legal notice** shall be submitted to at least one (1) local media for the following topics: Charter Commission, Comprehensive Plan, Ordinances, Referendum/Bond Questions, Subdivision Regulations, and various Zoning.

All Council meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 10:00 p.m. unless the Council suspends the rules and has a majority vote to finish the agenda and receive public comments. Remaining agenda item(s) not acted upon shall be placed on the next regular scheduled business meeting unless the agenda items require a second meeting to be scheduled through a Council vote. The second meeting to complete the previous agenda may not be scheduled any sooner than **48 hours** after the beginning of the REGULAR MEETING so proper notification can be sent to at least one (1) news media, posted at the Town Office and on the Town's website.

SECTION 1.2 **Special Meetings/Council Workshops** may be called by the Chairman, and in case of his absence, disability, or refusal; called by four (4) members of the Town Council **through a written notice or an email filed with the Town Clerk.** Notice of such meeting shall be served in person to each Council member, sent to at least one (1) news publication, and /or emailed via delivery receipt **at least five (5) days** before the time for holding said special meeting unless **all members** of the Council have signed a waiver of said notice. The call for said special meeting shall set forth a detailed agenda listing the matters to be acted upon and be posted in the Town Office lobby.

**Inability to conduct public business shall include personnel matters.*

*These Rules have been amended on march 15, 1982, April 11, 1988, March 10, 1989, March 18, 1991, March 19, 1992, November 13, 1995, November 13, 2000, November 10, 2008, November 8, 2010, December 8, 2014, January 13, 2020 and January 13, 2025.

SECTION 1.3 An **Emergency Meeting** may be called by the Chairman and in case of his absence, disability, or refusal; both the Vice Chairman and Town Manager for reasons of: **an immediate danger to the well-being of public health and safety, natural disaster /or an *inability to conduct public business.** Notice of such meeting shall be served in person, sent along to at least (1) news media /or left at the residence of each member of the Town Council **at least 24 hours in advance** before the time for holding said meeting. The call for such an emergency meeting shall set forth a detailed agenda of only the emergent matters to be acted upon. **No other business may be acted upon.**

SECTION 2. The Town Council finds and declares the public proceedings exist to aid in the conduct of the people's business. It is in the intent of the Town Council that their actions be taken openly and that the records of their actions be open to public inspection and their deliberations be conducted openly. It is further the intent of the Town Council that clandestine meetings, conferences or meetings held on private property without proper notice and ample opportunity for attendance by the public not be used to defeat the purposes of this rule. Except as otherwise provided by statute or by section 405 of the Freedom of Access Act, all public proceedings must be open to the public and any person must be permitted to attend a public proceeding.

Record of public proceedings. Unless otherwise provided by law, a record of each public proceeding for which notice is required under section 406 must be made within a reasonable period of time after the proceeding and must be open to public inspection. At a minimum, the written and electronic record must include:

A. The date, time and place of the public proceeding;
B. The members of the body holding the public proceeding recorded as either present or absent; and
C. All motions and votes taken, by individual member, if there was **a roll call.**

SECTION 2.1. Important communications which fall under the Freedom of Access guidelines which are received by individual Councilors or the Town Manager should be promptly passed on to the Town Clerk for distribution AND THE PUBLIC RECORD.

Any confidential information, whether oral, written, digital, electronic which is made available to Councilors or Town Employee(s) by way of an Executive Session properly called pursuant to 1 M.R.S. §405 shall be considered confidential

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information, and shall not be disclosed to a third party. Further, no Councilor or Town Official shall disclose confidential information concerning Personnel/Employment/Contractual Matters, Economic Development or Legal Matters which are marked *as such* and contained within Council packets.

SECTION 3. Town Councilors have the option to receive Town Council communications, meeting packets, agendas, supporting documents, reports, notices, and other Council-related paperwork electronically instead of receiving paper copies. Town Council packets and draft minutes are permitted to either be delivered electronically or delivered by a Police Officer.[1]

SECTION 4.

A. Nominations of the Chairman and Vice Chairman
At its first meeting immediately following a Municipal Election, or as soon thereafter as practicable once the newly elected Councilors have been sworn in. The Town Council shall elect, by a majority vote of the Council members, one of its members for the ensuing year to serve as Chairman and one of its members as Vice Chairman.

B. Committees
At the first regular Council meeting in January there shall be chosen the following committees to serve for the municipal year:

1. **Finance Committee**
   The Finance Committee shall consist of three (3) Council members nominated by the Council Chairman who shall meet bi-monthly or may also make arrangements to review the invoices and payroll individually. The monetary disbursements may be made when a disbursement warrant has been signed by **at least one member** of the Finance Committee /or the Council Chair or Vice Chair.

2. ***Budget Committee**[2]
   The Budget Committee shall consist of up to fourteen (14) members. Each Council member may make two nominations during the regular January, February, and March meeting. Council members **shall not** serve as members of the Budget Committee.
   See the appendix for the Budget Committee Policy.

3. ***Appointment's Committee**
   The Appointment's Committee shall consist of three (3)

[1] Section changed by vote of the Council on September 14, 2026
[2] Budget Committee Policy approved by the Council September 9, 2024.
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Council members nominated by the Council Chairman.

4. Roadway Committee
The Roadway Committee shall consist of three (3) Council members nominated by the Council Chairman.

**Nominations to the Budget Committee and the Appointment's Committee shall be confirmed by vote of the Town Council.*

SECTION 5. The Chairman of the Council may appoint members of the Council and/or residents of the Town to special temporary/Ad Hoc committees as authorized by the Council.

SECTION 6. Committees shall have no power of executive action unless specifically authorized by the Council and shall report back to the Council for action on its recommendations or proposals.

SECTION 7. The proper operation of democratic government requires that Town Councilors be fair, impartial and responsive to the needs of the people and each other in the performance of their functions and duties; that decisions and policy be made in proper channels of the town's government structure; the public office not be used for personal gain; and that Town Councilors maintain a standard of conduct that will inspire public confidence in the integrity of the town's government.

SECTION 8. **Any parliamentary rules not covered by these rules shall be covered by the applicable section of Roberts Rules.**

SECTION 9. The Chairman shall take the chair at the time appointed for the meeting, call the members to order, cause the minutes of the preceding meeting to be approved and proceed to business.

SECTION 10. The Chairman shall preserve decorum and shall decide all questions of procedure subject to an appeal to the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

SECTION 11. The Chairman may call a recess as needed instead of suspending the rules.

SECTION 12. A detailed agenda shall be prepared by the Town Manager and Council Chairman and/or Council Vice-Chairman, and together with supporting information shall be delivered to Council Members no later than the Wednesday prior to the regular meeting. The agenda shall be made available to the news media and posted on the Town's Bulletin Board and webpage. An agenda item shall

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be placed on the next agenda when submitted in writing to the Town Manager /or expressed during the preceding public proceeding without any Councilor's objection. Open Forum will be on the agenda of every Council meeting whether deemed as Special, Regular or Emergency to allow for public comment and /or questions.

The Council will allow members of the public to comment prior to Council action on agenda items. Requests to address the Council on matters *not on the printed agenda* shall be made in writing to the Town Manager and set forth the specifics of the subject to be addressed or discussed. General requests may be made in Open Forum during the regular meeting but will not be acted upon in same meeting. Whenever appropriate, the Town Manager will place such written requests on the agenda as a singular item. Should the deadline have passed for submission on the printed agenda, the Town Manager /or Town Council Chair *may elect* to request an addendum be made. The Council will not entertain public comment about specific individuals. Such matters should be referred to the appropriate administrator.

The Council Chair is responsible for ensuring the orderly conduct of the Council meetings during Open Forum. Individuals wishing to be heard by the Council will be recognized by the Council Chair. After identifying themselves, speakers may make brief comments and may not repeat previous statements made. A speaker will not be recognized for a second time on a particular item unless time remains after all have been heard. Speakers must limit themselves to the item under discussion. All speakers must observe rules of common etiquette. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers. The Council Chair will stop any public comment that is contrary to these rules and any Councilor may call Point of Order during the discussion. Any person who disrupts a Council meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called.

SECTION 14. The Chairman shall declare the vote. Each council member's vote shall be entered in the minutes, unless unanimous.

SECTION 15. Every ordinance shall require on final passage the affirmative vote of at least four (4) members of the Town Council.

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SECTION 16. **Every member present when a question is put is expected to give his vote unless the chair for special reasons shall excuse that member. There will be no abstentions unless stated before the agenda item is discussed.**

SECTION 17. When a question is under debate, the Chairman shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone or to refer to a committee or some administrative official, or to amend.

SECTION 18. Upon the motion for the previous question being made and seconded, the Chairman shall put the question in the following form: *"Shall the main question be suspended until the motion for the previous question shall be decided."* After the adoption of said motion for the previous question by a majority vote, the sense of the Council shall be forthwith taken upon all pending amendments and then upon the main question.

SECTION 19.. No debate shall be allowed on a motion for the previous question. Neither is it susceptible to amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the Chair or not.

SECTION 20. When a member is about to speak, he shall respectfully address the Chairman and confine himself to the question under debate, and avoid personalities and indecorous language. Councilors desiring to question the administrative staff shall address his/her question to the Town Manager who shall be entitled to either answer the inquiry or designate a member of the staff for that purpose. All members of the Council shall accord the utmost courtesy to each other, town employees and to the public and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statement as to motives and personalities. Members shall be removed from the meeting for failure to comply with decisions of the Council Chair or for continued violations of the rules of the Council. If the Council Chair fails to act, any member may move to require the Council Chair to enforce the rules and an affirmative vote of a majority of the Council shall require the Council Chair to act.

Town employees and members of the public attending Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to the members of the Council.

SECTION 21. **No member speaking shall be interrupted by another, but by a call to order to correct a mistake.**

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Appendix to the Council Rules

Budget Committee Policy

This policy is to authorize, organize and manage the Lincoln Town Budget Committee.

The Budget Committee will be appointed by vote of the Lincoln Town Council. Each of the seven members of the Town Council may nominate for appointment up to two town of Lincoln adult residents although any Council member may nominate fewer than two possible Budget Committee members. The Budget Committee members will not be then current members of the Lincoln Town Council. The persons to be members of the Budget Committee are to be annually placed on the Committee by a vote of the Town Council no later than their regular February Town Council meeting.

Appointed Budget Committee members must complete and document Maine Freedom of Access Training annually.

Annually the town Treasurer will create a Budget Committee meeting schedule, post it and distribute that to the Committee members and the Town Council.

The purpose of the Budget Committee is, after presentation of the budget requests made by the department heads, to review those requests, both operating and capital, and make any suggestions the Committee members may have regarding those requests.

The Committee may have suggestions upon which they agree by consensus. If no consensus is reached the suggestion will not have any effect and the department request shall stand through the Budget Committee process.

The Committee will not discuss nor recommend amounts requested for salaries or payroll, rates or benefits for town employees.

As the Committee meets the Treasurer will record all proposed changes from the initial department requests.

Once the Budget Committee has completed their review the budget moves to the Town Manager who may or may not make further changes to the requests from the departments as suggested by the Budget Committee.

Then the proposed budget is subjected to public hearings. Again, the Treasurer will record any suggestions made at the public hearing. Then the proposed budget as it then stands goes to the Town Council for review, changes may be made by Council consensus. At the close of this process the Council must vote to adopt the budget they have agreed with.

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The Budget Committee meetings are all open to the public. If Councilors attend these meetings their part is limited to a few questions just as is the part for citizens. There shall be no Budget Committee meetings outside the schedule set by the Treasurer unless reconsideration of that schedule is called for by the Town Council Chairperson.

Upon conclusion of the Budget Committee meetings the Committee members will revert to being members of the public during budget public hearings and Council votes.

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