

MINUTES
BOARD OF SELECTMEN MEETING
November 6, 2019 5:30 pm
at the Damariscotta Town Hall

Members: Roberta Mayer, Chairperson; Louis Abbotoni, Mark Hagar, and Josh Pinkham

Members Absent : None

Staff Present: Matt Lutkus, Town Manager; Karen O'Bryan, video recorder; Lynda Letteney, recording secretary

Others Present: Haas Tobey, Larry Sidelinger, Buzz Pinkham, Ann Pinkham, Anton Lahnston, and Evan Houk, Lincoln County News

I. Pledge of Allegiance at 5:31 p.m.

II. Call to Order: Meeting was called to order at 5:32 p.m. by Chairperson Mayer

III. Minutes:

On motion (Pinkham/Abbotoni) the minutes from 10/16/2019 were approved as distributed.

Vote: 3-0-1
(Mayer abstaining)

IV. Financial Reports

1. On motion (Mayer/Abbotoni) to approve Payroll Warrant # 27 **Vote: 4-0-0**

2. On motion (Hagar/Abbotoni) to approve Accounts Payable Warrant #28 **Vote: 4-0-0**

3. On motion (Pinkham/Abbotoni) to approve Hagar Enterprise Accounts Payable Warrant # 29 **Vote: 3-0-1**

(Hagar abstaining)

V. Presentations: Pumpkinfest Update –Traffic Plan and Parking Review-Larry Sidelinger

Mr. Sidelinger began by thanking all those involved in helping to make the 2019 Pumpkinfest the biggest and best yet. He is presenting to the Board to review Public Safety concerns and to get input from Town officials. There were many positive comments about the barriers with suggestions to run them further up Main St. The post-fest public information meeting was 99% positive. **Mr. Sidelinger** specifically wanted to thank **Josh Pinkham** and the much appreciated help from the Junior Firefighters. The Town is losing key volunteers from within the core group of organizers, so it is imperative that they begin plans for next year as early as next week. With the continued growth, next year's regatta of pumpkin boat races will be on Sunday instead of Monday.

Mark Hagar commented that the barricades were great. He questioned whether or not next year's bus loading/unloading could have another loading zone. The back parking lot created some issues with people and cars. Overall, having as much information ahead of time was a great idea. **Larry** commented that the Pumpkin Trail may be expanded. Businesses say that this was worth 3-4 weeks of business in the summer months. **Buzz Pinkham** won the Pumpkin Boat races. **Larry** provided the Board with a list

of Businesses, Volunteer Organizations, and other vendors that provided a benefit to the local community. The 2019 amounts have not been updated, but currently the total is \$93,489. In 2018 totals were \$83,277 and in 2017- \$76,078, showing a steady increase in support for the festival. These totals do not include the unquantified revenue spent at restaurants, bed & breakfasts, retailers, with local artists, gas stations, etc. The Chairperson thanked Larry and the Committee for all their hard work.

VI. Citizen Comments and General Correspondence: None

VII. Town Manager's Items

1. Election Results from November 5th

There was a strong turnout. All 5 articles passed. By the next meeting, the sign ordinance and the fees and applications will be ready. The State approval application will be ready by December 5th and the Town will approve these June 6th. **Mark Hagar** commented that the Service Center Coalition is a good place to compare notes on fees, applications, etc. **Robin Mayer** said fees are based on data, not "pie-in-the-sky" figures.

2. Request for Proposals for Municipal Ownership/LED Conversion of Street Lights

Matt met with the Lincoln County Managers regarding conversion to LED. **Matt** agreed to develop an RFP for 4 towns (Damariscotta, Newcastle, Boothbay and Bristol). He has not yet identified where we'd get the funds for the conversion. There are energy benefits to this as well as having local control. We would be in a positive payback period. Suggestions for funding are the fund balance and/or lease/purchase agreement. A bond is too expensive. **Mark Hagar** asked if you can add a light or two. **Matt** said we have 104 street lights, so even with the other three towns, there would be room for additions. **Matt** still plans to contact the school department to see if they would be interested in doing the parking lot. **Mark Hagar** commented that they already have LED in the GSB lot. **Matt** said Midcoast Energy Systems was interested. Through Efficiency Maine, the Midcoast Conservancy will pick up a considerable amount of the project. **Mark Hagar** said he felt it would be about \$16,000.

On motion (Abbotoni/Mayer) to have the Town Manager prepare an RFP for the four towns to convert the street lights to LED lights.

Vote: 4-0-0

3. Updates on Various Projects and Grant Applications

a. Solar Panels The solar panels are in the yard at SunDog. The pads are being built. **Lou Abbotoni** asked about some site improvements, specifically about a hole being filled in. **Matt** said the hole would be filled in, but the bees nest has been left alone. Bees are dormant now so there is no harm.

b. Bristol Road

Tidewater moved more quickly than expected. They agreed to remove poles, which is all done except one that holds a street light. CMP says they will get to it ASAP. This means a spring start. **Mark Hagar** asked who fills in the hole once pole is removed. Currently a shopping cart is upside-down in the hole. **Matt** said Hugh can put gravel in the hole.

c. Miles Road

Matt said they are still waiting on the DEP/Corps of Engineers. Hoping for the retaining wall (it has been 7 weeks) before the weather becomes bad. He is afraid it could erode the road if it goes through another winter.

d. Midcoast Energy Systems with Max Johnstone

Matt and Max went over the restroom and electric car charging proposal. The grant needs numbers. They are planning to have three ready, but only hooking up one until they see the demand. The Efficiency Maine grant will cover 50% of the cost. Patrons will pay by credit card for a specific amount of time. **Robin Mayer** asked about time limits. **Matt** said they would have to follow the spirit of the grant.

e. LA-EDA Grant

Matt Lutkus has been meeting once a week. He is very optimistic. It will include drainage and sewer but not a seawall.

f. The Police Department Explorer

They picked up the 2020 Explorer today. It will be getting its lettering done over the next week or so.

g. Harbor Committee They have been working on small changes to the ordinances related to the harbor and adjacent waterways.

4. Heart and Soul /Comprehensive Plan Anniversary Celebration

Robin Mayer said the celebration is scheduled for **November 19th at 5:30 p.m. at the YMCA**. Kids are welcome and there will be day care. There will be a light dinner fare and activities planned for kids. There will be presentations with reflections on how far we have come in achieving the 10 year plan and discussion on plans for the coming years. Non-profits will be there to highlight their organizations and look for volunteer recruits. A lot of networking is expected with time allocated to do this. Presentations will be four minutes and 20 slides each from the organizations. \$1000 was donated from the Working Families Foundation to help with the cost.

Lou Abbotoni asked about parking. **Haas Tobey** is the “parking director” and he felt between the “Y” lot, the Great Salt Bay School lot and the American Legion there should be enough space. Additionally, **Lou** stated he hoped that while focusing on what has been accomplished, they would also focus on the bigger picture, not just individual projects: i.e. Land Use- how do we grow and keep the small town charm; emphasis on the Nature Conservancy, Habitat, and Historic Preservation. **Haas Tobey** commented that a lot of what the Town has accomplished is through volunteerism. New applications for becoming a volunteer will be available that night. **Robin Mayer** stated that they will have to update the comprehensive plan in five years, and this will help give a start to the next “10 year plan” development.

VIII. Official Action Items

1. Award of Cemetery Landscape Services Contract

There were two bids: Property Care Plus, Inc. and J&H Landscaping, LLC, both having identical bids of \$27,500. While both bidders have very good reputations, the Cemetery Trustees decided to recommend J&H Landscaping to the Board of Selectmen. This was based on the fact that they have had a contract with the Town since 2014, and have performed high quality work over that time. This one year contract is a 2.23% increase over the 2019 contract and is within the amount allocated in the 2020 budget.

On motion (Hagar/Abbotoni) to award the Cemetery Landscape Services Contract to J&H Landscaping, LLC.

**Vote: 3-0-1
(Pinkham abstaining)**

2. Cemetery Deed and Perpetual Care Agreement with Judith Cheney

On motion (Mayer/Abbotoni) to approve the Cemetery Deed and Perpetual Care Agreement with Judith Cheney

Vote 4-0-0

As an aside, **Robin Mayer** informed the Board that a new grave has been discovered of a Spanish-American and WWI veteran. **Patty Whitten** has done the historic research on this. A new gravestone will mark the grave.

3. Memorandum of Understanding for EMA Computer

Through the use of grant funding, the Lincoln County Emergency Management Agency was able to purchase Samsung tablets for each EMA Director in the County. Having each town's EM director have one will be invaluable in aiding in communications during an emergency. In return for the computer, each town will need to subscribe to a data plan with a wireless network. The town will most likely be able to simply add this on to the account it already has for Police Department cellular service with Verizon.

On motion (Abbotoni/Mayer) to authorize the Town Manager to execute the Memorandum of Understanding with the Lincoln County Emergency Management Office for the loan of a Samsung Tablet computer for use by the Town's Emergency Management Director.

Vote: 4-0-0

4. Approval of FY 2021 Budget Calendar

Prepared by Town Treasurer, **Cheryl Pinkham**, the proposed FY 2021 budget calendar is subject to change to accommodate the Selectmen's and Budget Committee members' schedules.

On motion (Mayer/Abbotoni) to approve the proposed FY 2021 Budget calendar.

Vote: 4-0-0

IX. Selectmen's Discussion Items

Lou Abbotoni wanted to publicly thank the Ambulance and Fire Departments for their quick response and excellent care when he and his wife experienced carbon monoxide exposure in their home. He stated the fire department, 2 ambulances and 6 EMT's were on the scene in minutes. Both he and his wife are fine, and are thankful for the excellent care they received.

X. Adjournment

On motion (Mayer/Pinkham) to adjourn the meeting at 6:27 p.m.

Vote: 4-0-0

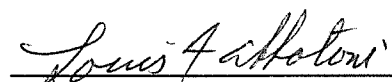
A Board workshop followed on Tax Increment Financing

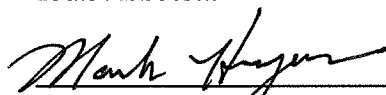
Respectfully submitted,

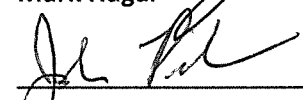
**Lynda L. Letteney
Recording Secretary**

We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Board of Selectmen meeting.


Roberta Mayer, Chairperson


Louis Abbotoni


Mark Hagar


Josh Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 11-20-19

