

MINUTES
BOARD OF SELECTMEN MEETING
March 4, 2020 5:30 pm
at the Damariscotta Town Hall

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

Members Absent : Roberta Mayer, excused

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

Others Present: Hass Tobey, Evan Houk, Lincoln County News

Pledge of Allegiance: The Pledge was recited at 5:33 p.m.

I. Call to Order:

The Board of Selectmen's Meeting was called to order at 5:33 p.m. by Vice-Chair Mark Hagar.

II. Minutes

On motion (Abbotoni/Pinkham) to approve the minutes of the February 5, 2020 meeting

Vote: 3-0-1 (Fraser abstaining)

III. Financial Reports

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| 1. On motion (Abbotoni/Pinkham) to approve Payroll Warrants #51 | Vote: 4-0-0 |
| 2. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrants # 52
(Hagar abstaining) | Vote: 3-0-1 |
| 3. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrant # 53 | Vote: 4-0-0 |

IV. Presentations: Annual Financial Audit-RHR Smith - Not done

V. Citizen Comments and General Correspondence – None

VI. Town Manager's Items

1. Update- Draft Historic Preservation Ordinance

Matt Lutkus reported that the Ordinance passed at the March 3rd election. The ordinance will be redrafted to include comments made at the February 5th public hearing. The staff has made recommendations to the best of its ability. The Board has a list of comments and a list of changes in the Board packet. Highlights are:

- a. References to expanding the district have been removed; district will remain as the federally designated area. A new ordinance would be needed to expand the district or list property outside the current district.
- b. The designation of representatives on the Historic Preservation Commission will include someone from the district when possible.
- c. There has been a section added that would provide for extending the district in the future. This would require review by the Commission before the Planning Board or any other committee review.

Matt asked the Board if they liked the draft and explained the process going forth. He would like to

form the Commission before the June Town Meeting. He asked if there should be a Community Conversation before the April public hearing. Bob Faunce has sent his suggestions and amendments to the LUAC. **Mark Hagar** felt a public hearing was a good idea; perhaps have an open workshop and then the hearing. **Hass Tobey** added that LUAC had moved ahead and formed a Historic Review Committee to help with the process for communication with property owners and decision makers. **Lou Abbotoni** asked **Hass** if he wanted to be involved in setting the Commission. **Matt Lutkus** said he was going to have the Board of Selectmen set up the Commission and ask for input. **Daryl Fraser** asked if there had been any interest to date on serving. **Haas Tobey** said he knew of a couple of people who would be good; he plans to contact them tomorrow to see if there is interest. **Matt Lutkus** said that two weeks from tonight he would have an update on volunteers. **Josh Pinkham** raised the question of whether or not there was time to put this on the June secret ballot with the primary in June. That would be the day before the Town Meeting, and he felt there would be better Town representation at that ballot than with 30-40 who come to the Town Meeting. This way they could reach as many people as possible. **Matt Lutkus** felt the absentee ballots might be the issue because of timeframe required. He will look into it.

2. Pumpkin Fest

Larry Sidelinger has been in conversation with Matt regarding last year's setup. Overall it worked well, but they would like to extend barriers both North and South on Main Street, into Newcastle. It is Newcastle's call, but he felt it would be beneficial. **Josh Pinkham** suggested a 4 a.m. set up of barriers before traffic begins, rather than 8 a.m. when people have already begun parking.

3. Annual Report Dedication/Spirit of America Award

Matt Lutkus will send some names to the Board as suggestions. He suggested Board members talk amongst themselves and submit any suggestions to him. They will do a secret ballot vote at the next meeting. Awardees are announced at the Town Meeting.

VI. Official Action Items

1. Police Chief Employment Agreement

The Employment agreement has been revised for typo's, word-smithing, and grammatical corrections. **On motion (Pinkham/Abbotoni) to approve the Police Chief's Employment Agreement Vote: 4-0-0**

2. Change in Construction Management Services Firm for Bristol Road Sidewalk and Drainage Project

Matt Lutkus explained that the contact person for this project (Brian Mousseau) has left the Hoyle Tanner company, which was the MDOT approved management firm for this project. He is now with GPI, which is also on the federally approved list of construction management service firms. Given Mr. Mousseau's familiarity with the project, and Hoyle Tanner's lack of staff to take on the project, Hoyle Tanner is recommending that the Town now contract with GPI so Mr. Mousseau can continue to serve as construction manager on this project. MDOT does not have any concerns about this change. **Matt** has confirmed that the current contract provisions that the Town had with Hoyle Tanner remain the same with GPI. Also there will be a decrease in the contract amount of about \$37,000 as MDOT will be doing the testing. **Josh Pinkham** asked about any penalties. **Matt** said there was the standard 7 day notice.

On motion (Abbotoni/Pinkham) to authorize the Town Manager to execute an agreement with GPI Engineering for construction management services for the Bristol Road Sidewalk and Drainage Project.

Vote: 3-0-1 (Hagar abstaining)

3. Bicentennial Celebration Event

Last year the Board discussed sponsoring an activity for the 200th State Anniversary Celebration. Tim Clark contacted me to ask if the Town would sponsor the Historical Society's "Bicentennial Birthday Party". The event will be held at The Inn-Along-the-Way on March 7th from 10 am-2 pm. It will be an open house with cake and munchies. Dick Mayer will speak about various historical events taking place in the State, on and off throughout the time period. The request is for \$300 for the cost of the venue and food and refreshments.

On motion (Pinkham/Fraser) to approve a \$300 expenditure from the Town's Budget Contingency account to sponsor the March 7th Bicentennial Celebration

Vote: 4-0-0

4. Budget Committee Vacancies

Matt told the Board that there were currently two vacancies on the Budget Committee for terms ending in 2020 and 2021, as well as an alternate member vacancy. The current alternate does not wish to serve as a fulltime member this year. There are two candidates, but where the process has already started,

Matt is recommending the Board wait until Town Meeting to appoint new members. **Karen O'Bryan** stated that there has been no trouble getting a quorum for the committee meetings. **Matt** suggested the Budget Committee invite the candidates to attend the meetings to see how it goes.

No action recommended as they will wait until the June Town Meeting for any action

5. Maine Community Foundation-Shellfish Grant

Matt Lutkus announced that the Shellfish Grant has been funded for another year at \$11,600. This year Bremen will be partnering with Damariscotta. The Darling Center will once again do the work on this. On March 5th the Fisherman's Forum in Rockland will announce the grant recipients, and **Matt** plans to be there.

On motion (Pinkham/Abbotoni) to accept the BroadReach Shellfish Grant in the amount of \$11,600.

Vote: 4-0-0

VIII. Selectmen's Discussion Items

Josh Pinkham wanted to welcome Daryl Fraser to the Board.

Daryl Fraser had no comments except to say he was glad to be on the Board.

Lou Abbotoni also welcomed Daryl. He added that the new bank building will have its grand opening March 10, 2020, at 9 a.m. at the bank. Robin has asked **Matt** to speak at the event. **Lou** asked if the Board could send flowers as a welcoming gesture. **Matt** said he could do that.

Mark Hagar wanted to also welcome Daryl. He wanted to commend Cheryl Pinkham and **Matt** for the outstanding job on the budget preparation.

IX. Executive Session RE: Personnel Matter re: Town Manager's Employment Agreement Review per 1M.R.S.A. 405 (6) (A)

Matter was postponed until the Chairperson is present.

X. Adjournment

On motion (Pinkham/Fraser) to adjourn the meeting at 6:03 p.m.

Vote: 4-0-0

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 (3/4/20).

Roberta Mayer, Chairperson

Louis Abbotoni
Louis Abbotoni

Daryl Fraser
Daryl Fraser

Mark Hagar
Mark Hagar

Josh Pinkham
Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 3-18-2020