

MINUTES
BOARD OF SELECTMEN MEETING
April 1, 2020 5:30 pm
at the Damariscotta Town Hall

Members: Roberta Mayer, Chairperson; Louis Abbotoni, Mark Hagar (7:10 p.m.), Daryl Fraser and Josh Pinkham (all via Zoom conference)

Members Absent : None

Staff Present: Matt Lutkus, Town Manager

Others Present: Haas Tobey, Allison Lee Evan Houk, Lincoln County News (via Zoom conference)

Pledge of Allegiance: The Pledge was recited at 5:30 p.m.

I. Call to Order:

The Board of Selectmen's Meeting was called to order at 5:30 p.m. **by Chairperson Mayer.**

II. Minutes

On motion (Abbotoni/Mayer) the minutes of the March 18, 2020, meeting were approved

Vote: 4-0-0

III. Financial Reports

1. On motion (Abbotoni/Pinkham)) to approve Payroll Warrants #58 **Vote: 4-0-0**

Robin Mayer had a question regarding police time at hospital, but will ask during Chief Warlick's presentation.

2. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrants #59 **Vote: 4-0-0**

IV. Presentations: None

V. Citizen Comments and General Correspondence: None

VI. Town Manager's Items

1. Covid-19 -Compliance with Governor's orders

Matt Lutkus said the Town has been trying to comply with the Governor's orders. To that end, he has asked Chief Warlick to describe how police enforcement is being handled. **Chief Warlick** addressed the Board stating he has told his people to pay attention- no gatherings without 6' distancing. The police are approaching this as an educational opportunity, rather than an "enforcement first" situation. When this is over he does not want his people (police) on the chopping block. This is essential for all staff. They are using a positive, informative approach when it can be done. As seasonal residents start arriving (and they already have), the Police Department has teamed up with the sewer/water district to target new arrivals and meet with them personally to go over the rules and regulations, including the 14 day quarantine. Since many are trying to escape from more densely populated and higher risk areas, the police will take the opportunity to reassure them everyone's compliance is in everyone's interest. Police are not targeting groups of 6-10; by using Facebook, education before enforcement is the policy. There have been many questions regarding "essential" vs. "non-essential" activities. **Robin** asked about

landscapers and cleaning people. As camps are opening, this is becoming an issue. **Chief** said it was an item that needed discussion. He said it was a “risk vs, reward” situation. If CMP can work with one person per vehicle and a backup vehicle, stay 6’ apart, and do the job they are doing, we should be able to handle these requests. **Lou Abbotoni** asked about the golf course. The **Chief** said it’s not only the golf course, but the rifle range. The Range Board was split; the State said “no more than 5 at a time” was okay; the Board decided to shut the range anyway. No comment on the golf course from the Chief. **Robin Mayer** asked about a recent hospital emergency where a good number of hours were logged in by the Police Department. The **Chief** responded that all extra time had been reimbursed.

Mark Hagar joined the meeting at this point in the meeting via phone.(approx.. 7:10 p.m.)

The **Chief** had received an email about medical marijuana stores being essential. The State has declared the medical sales essential and they must follow all guideline rules. **Robin Mayer** said the stores were managing the best they could. The **Chief** reiterated that his department was not going out of its way to hassle people; they are enforcing rules effectively without excess. **Josh Pinkham** asked about the level of compliance and felt this was a sound approach. **Chief** said the biggest concern is “out-of-staters;” they are told to shelter in place, and what a violation means as far as any “teeth” the order has. The rules may be different than the ones in place from where they came; therefore, educating them about the rules and how much they are expected to abide by them, is the tactic used. When people come to their summer homes, they contact the sewer district to turn on the water. In turn, the **Chief** is notified that they have arrived. He in turn visits the home, explains the laws, and had had very good compliance.

One area of concern was the “chase car” used by CMP. A lot of these drivers are using personal vehicles with out-of-state plates and the potential for volatile incidents is real. They have already flared up in neighboring communities. **Mrs. Mayer** stated that EMA says we need donations. **Chief** says his department personnel have what they need for now. **Chairperson Mayer** asked if anyone else had questions for the Chief. **Matt Lutkus** said he sent out a letter he received from the Sheriff’s Department looking for police from the county towns to do extra duty with the Sheriff’s office. **Matt** felt we had no ability to send extra duty officers elsewhere. The exposure potential is great and we don’t have the resources to send staff to the Sheriff’s Department. He is in favor of keeping our police for our town. The **Chief** stated he was of the same mindset. Our first and foremost concern has to be for our citizens. He is not comfortable sending his officers to the hither lands, fearing for their own safety and health issues. At this point in time, no one is being overburdened; it’s not necessary now. Also the National Guard will be available to help county law enforcement.

Hass Tobey spoke next. He commented that he has been watching the ebb and flow of these types of crises for over 50 years. He feels the Town is on track, and he commends the wisdom shown thus far. “We are in it for the long haul,” he stated. He feels it will be more than 1-2 months. “Education is key as a lot of people still don’t get it. Let’s stick together; we’re in in for the long haul.”

Matt Lutkus acknowledged **Allison Lee** being on the - meeting.

Matt said he would talk with the Chief to help him draft a letter to all fulltime citizens; and, he’ll make

sure there is a constantly updated contact list of citizens, as they request water turn on. **Robin** asked for the letter to be posted on the website as well, and on Facebook.

2. Mile Street RFP

Matt Lutkus told the Board upon further review of the design plan; he sent it on to Bob Faunce who in turn sent it to Pete Slovenski at the State. Pete Slovenski is considered the top expert in the questions that had been raised. The Town is asking Peter to look at the road with a 30-50 year lens as the sea levels rise. Matt knows it is late in the process, but feels we would be remiss not to consider building above the 12.5' height proposed. This is the minimum compliance footage. It is quite a dip in the access road to the hospital and bringing it up near the end heights (Bristol Rd and the Hospital entrance) might be wise at this juncture. The current proposal still complies with the 1% flood zone of 12.5', but does not address the estimated long term rise in the future. This would add \$90K to the project; the hospital would pay for half. This would then make Miles Road equal with the height of the parking lot downtown. Because the people who would be working on this have been pulled to work on the pandemic, Matt doesn't expect to hear back soon. He would like the Board to review and email him their thoughts. **Mrs. Mayer** asked what the time constraints were on this. **Matt** responded that the RFP needed to go out soon for the first phase. There is \$109K committed already and \$100K in the Town Budget. He is going ahead with having Dorsky update the design. Higher levels for the roadway will be the change in the RFP. First phase will begin after July 1st. This is contingent upon the hospital agreeing to the change. **Josh Pinkham** expressed concern on the elements/erosion problems. **Robin** asked if the whole road needed to be considered, as it was "just a little dip". **Matt Lutkus** responded that the latest design is at 12' then it decreases on both sides. **Matt** explained that it reaches a height 13'-14' as it reaches Bristol Road and the stop sign at the Hospital entrance. **Matt** said it would take another year to fund this. In Oct 2021 the Town's bonds will be paid off, and it would be a good time to take advantage of low interest rates. We could include our share of Belvedere, Church and Miles Streets. **Robin Mayer** asked if we would need new permits from the DEP. **Matt** said he didn't know. He will review with them, but he doesn't feel it needs a whole review process. **Robin** asked about changes to the retaining wall and if permits had to be modified. **Matt** said it may cause a delay. An **off camera speaker** commented that people could still go in by Cove's Edge. **Matt** said he had to talk with Pete Slovenski and Bob Faunce and another engineer. **Robin Mayer** asked how much of a delay was involved if they modify. **Matt** responded that delay equals an increase in costs. He suggested an in depth discussion next meeting; by then he'll have feedback from the hospital. **Mrs. Mayer** asked if there were any other questions. She asked Matt to send an email to Board members clarifying all the questions on this.

3. Annual Financial Audit Status

Matt said **Cheryl Pinkham** had sent a note requesting the report, but has not heard anything back.

VII. Official Action Items

1. Town Manager's employment Agreement

On motion (Mayer/Abbotoni) to approve the last draft of the Town Manager's agreement.

Vote: 5-0-0

2. Donation of Town Equipment to the Historical Society

The Town has in its possession an old Optima Projector which it no longer uses, as it was replaced with a newer computer compatible model. The Historical Society would love to have the old one.

On motion (Abbotoni/Fraser) to donate the old projector to the Historical Society. Vote: 5-0-0

3. Gift from Mid-Coast Friends' Society

Matt received a check for \$425 from the Friends Society in lieu of taxes. This is the only non-profit that has seen fit to do this for the Town, and it is much appreciated. This is an increase of \$25 over previous years' contributions. It was recommended that this information be bold-faced and/or in color in the Town Report.

On motion (Abbotoni/Pinkham) to accept the gift of \$425 from the Mid-Coast Friends Society.

Vote: 5-0-0

IX. Selectmen's Discussion Items

Josh Pinkham had questions about the audit. He noticed another \$400 sent out in the accounts payable warrant. Does this finish it up? **Matt** said they are still working on it. **Josh** said he hoped we would not pay in full until complete. **Matt** said they wouldn't; additionally there is a \$7000 cap on the contract with Smith. **Josh** encouraged everyone to stay safe.

Lou Abbotoni asked **Matt** how the employees were doing. **Matt** said things were going as well as could be expected. Police are visible without "face-to-face" contact; Stan, Bob and **Matt** are working from home for the most part. Office employees are alternating days so there are no more than 2 in the office at any one time. Everyone is doing their best to make it work. People call in; they seem to appreciate a live voice to talk to.

Robin Mayer said the email this morning seemed to outline a good plan.

Daryl Fraser commented that everyone seems to be doing a good job. He feels as warmer weather starts Biscay Beach, Riverside Park, etc. will have to be monitored. People launching boats for isolated fishing are not the problem. Congregations in these places may be. **Matt** said Cheryl had gotten a few calls about gatherings at Riverside. Generally, people need to be reminded of the safe distancing guidelines. **Lou Abbotoni** said his observation was it wasn't bad at Biscay Beach.

Allison Lee said she lives on Biscay Pond and it's not bad; but with increase in temperatures it may become a problem. **Robin** asked if the police could increase the monitoring of Biscay Beach.

Mark Hagar commented on the good job everyone was doing; he stated it was a moving target and the Board was trying to do the right thing. **Robin Mayer** reiterated what a good job everyone was doing, even in getting on Zoom. She is amazed at the volunteerism showing up in Town; businesses that can are staying open by varying the format/delivery of services. She thanks everyone for helping; stay safe.

Added note: Page 44 of the annual report does credit the Friends Society for its contribution, but it is not in color.

X. Adjournment

On motion (Abbotoni/Hagar) to adjourn the meeting at 6:45 p.m.

Vote: 5-0-0

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 (April 1, 2020).

*Minutes approved
on motion J. Pinkham
seconded: L. Abbotoni
4-0 (D. Fraser not yet
zoom / remote meeting
present)*

Roberta Mayer, Chairperson

Louis Abbotoni

Daryl Fraser

Mark Hagar

Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 4-15-20
approved