

MINUTES  
BOARD OF SELECTMEN MEETING  
April 15, 2020 5:30 pm  
at the Damariscotta Town Hall

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

**Members Absent :** None

**Staff Present:** Matt Lutkus, Town Manager; Lynda Letteney, recording secretary (via Zoom)

**Others Present:** Haas Tobey; Andrea Keushguerian; Evan Houk, Lincoln County News

**Pledge of Allegiance:** The Pledge was dispensed with as the meeting was conducted via Zoom.

**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 (Pinkham/Abbotoni) to accepted the minutes of the April 1, 2020) meeting as distributed.**

**Vote: 4-0-0**

**III. Financial Reports**

1. **On motion (Mayer/Abbotoni) to approve Payroll Warrants #60** **Vote: 4-0-0**

2. **On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrants #61**  
**(Hagar abstaining) Vote: 3-0-1**

3. **On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrants #62**  
**Vote: 4-0-0**

**IV. Presentations: None**

**VI. Citizen Comments and General Correspondence**

**Haas Tobey** had asked to speak at this juncture. The Comprehensive Plan Update is coming up within the next three years. In 2016 the Land Use Advisory Committee (LUAC) was formed and over the ensuing years has made some ordinance changes and made proposals that have not yet been adopted. At the last meeting, the Committee drafted a worksheet called the Municipal Approach sheet. It is a working document with six columns. Far left column is "Concerns/issues"; proceeding left to right: "Town Ordinance", "Town Committee", "Collaborative", "Community Organization", and "Other".

**Matt Lutkus** interjected at this point that only audio is broadcasting, so he will make sure a hard copy of the chart is attached to the minutes.

First question **Hass** had for the Selectmen was whether or not this belonged with LUAC or the Economic Development Committee. He pointed out that the concern column was color coded to help with grouping with subsequent column having the boxes filled in in matching colors to the concern.

**Mrs. Mayer** said she felt the color coding helped focus the train of thought; but she'll need time to digest all the information. She hoped the chart would help set the stage for the comprehensive plan

review. **Mr. Tobey** said he hoped it would be helpful. He said it needs staff review; also there are new people on the committee who need to be brought up to speed. **Josh Pinkham** felt it was a good starting point; he appreciates all the work that goes into something like this. **Robin Mayer** suggested the committee continue to meet through Zoom. **Haas Tobey** said “we need to plan for the future until there’s a return to normalcy.” He suggested that any concerns a selectman had could be shared via email with **Matt**, and in turn, he’d share them with LUAC.

**Daryl Fraser** joined the meeting at this juncture. (Approximately 5:50 p.m.)

## **V. Town Manager’s Items**

### **1. Economic Development Grant**

**Matt Lutkus** was notified by Senators Collins and King today that Damariscotta had received a \$3 million grant from the EDA. Coupled with the \$1 million already reserved; this means a \$4 million project for public restrooms and parking lot/sewer upgrade. **Robin Mayer** congratulated **Matt Lutkus** for his tenacity in following through with all the grant paper work. She also thanked the citizens for their private donations and the leveraging that brought to the table in securing the grant. The process started in the spring of 2014 and **Matt** has been characterized as a “bull terrier” with regard to leveraging things, such as the Harbor Report, Charrette Report, Shore Harbor studies, etc. **Mark Hagar** said what started as a 3 member committee expanded to 5 members and an administrative assistant to Town Manager. **Mark** commented, “Hats off to Matt”. **Mark** remembers during Matt’s interview that **Matt** said “Your Town Manager needs to bring in his/her salary plus.” **Mrs. Mayer** reminded the Board of the important role the Twin Village Alliance played in getting the initial \$1 million by setting up a mechanism for anonymous donations.

**Matt** said there were still many steps to go through; EDA regulations and forms to sign. The first order of business is to get out a revised RFP. EPA needs to give approval which will go through the Waterfront Committee. Bob Faunce is working on plans - it is a community-wide effort. There will be a need for more public meetings; a lot of work before actual groundbreaking. Donors have been contacted, notified of the award and thanked. **Matt** feels this will add to the economic stability of the downtown and will enable planning for future climate changes,

### **2. Covid-19 and Related Matters**

**Matt** relayed that the staff is alternating schedules so everyone has 2 days in the office and the rest of their time is from home. **Matt** is on the same schedule of 2 days in and rest from home. Police, Public Works, Planning Committee, Code Enforcement are all following the governor’s guideline. Contact with citizenry is through Facebook, LCTV, newsletters, etc. **Matt** feels it has been heartwarming to see the local support for all the Town’s Departments.

### **3. Miles Street Project**

**Matt** is drafting the RFP and getting an estimate to increase the minimum 10.5’ to an elevation of 12’. Once the cost differential is known, project changes can be discussed.

#### **4. Bristol Road**

The project is underway. There is a minor setback at the intersection of High St. and Bristol Rd. The main lines for sewer and water run under the construction area. Drainage will need to have an alternate route for the pipes. Another issue is that sump pumps in some areas used to dump directly onto the road; they need to be moved to change the flow. There have been lots of meetings through Zoom to get to the current reality.

#### **5. Annual Financial Audit**

There is a scheduled meeting for May 6<sup>th</sup>; Matt and Cheryl haven't had a chance to look at this year's final draft yet.

#### **6. LED Conversion**

Several county towns have joined together for this project. Two companies have submitted competing bids: **Infinity and Real Term**. Both will make presentations to the whole group. **Matt** asked selectmen if they wanted to participate and **Lou Abbotoni** volunteered to represent the Board. (Approval by consensus). The presentation is tentatively next Wednesday, April 22, 2020; proposals are available in detail via a link **Matt** will send out. Cost for Damariscotta is about \$50K- looking at a lease/purchase agreement. **Mark Hagar** asked about the favorability on the payback? **Matt** responded: Without Smart Control, payback is less than 3 years; with Smart Control a little over 4 years. Smart control allows for Town control of what lights are on and when; it monitors effectiveness; and it monitors temperature and intensity. (i.e. ability to turn off parking lot lights for fireworks on the Fourth of July without turning off all street lights.) **Haas Tobey** added that many people have expressed they desire to have "dark skies" and the ability to see the stars at night. **Matt** said he was very cognizant of the desire for "dark skies" as well as keeping lights from shining upwards. He feels the Smart Control option offers more flexibility in controlling "dark skies". **Lou** asked **Matt** to make sure to let him know the times of the meeting.

#### **7. Earth Day Clean Up**

This has been an annual tradition and the Town plans to continue this year with some modifications. Regular trash bags will be used this year; mark trash clean up bags with a large "X" in duct tape or some other visible tape. Obey Covid-19 rules about distancing. Coastal Rivers Trust is involved in the logistics for this. The idea is to pick up by your homes and businesses, even informally "adopt" a street. April 27<sup>th</sup> is the kick-off, lasting 1-2 weeks. Public Works will pick up bags labeled properly. For safety precautions, nothing hazardous in bags please.

### **VI. Official Action Items**

#### **1. Worthy Poor Funds**

**Matt** is asking the Board to approve \$20,000 in Worthy Poor Funds to be used by those with financial set back as a result of the pandemic. This is a temporary gap solution that is available. Mid-Coast Community Action will do the intake, and oversee the Town receiving names and addresses of those eligible. The Town will distribute food and gas cards accordingly. **Mrs. Mayer** stated that in looking at the application form, information for gas and food is listed, but she feels there should be a place for

heat/oil (propane). People are driving less but it is still cold. **Matt Lutkus** responded that Mid-Coast Community Action will ask during intake, "what other needs do you have?" The intent is to stay flexible but straightforward. **Lou Abbotoni** stated that since it is based on need, some might need \$200 food while others need \$150 for food and \$50 for gas. **Mark Hagar** asked if there would be monitoring of alcohol and cigarette purchases. **Matt** said it would have to be via the honor system; in the interest of time, there can't be vetting like there is for general assistance. **Daryl Fraser** asked how many are currently using general assistance. **Matt Lutkus** replied, "Currently four families."

**On motion (Abbotoni/Fraser) to allocate \$20,000 from the Worthy Poor Fund for food, gas and other essentials.**

**Vote: 4-0-1**

**(Fraser abstaining)**

## **2. Town Meeting**

The governor's order set the primary elections for July 14<sup>th</sup>. The Town will move the secret ballot to the same date.

**On motion (Mayer/Abbotoni) to postpone the primary and local elections until July 14<sup>th</sup> at the Town Hall**

**Vote: 5-0-0**

**On motion (Pinkham/Fraser) to set the open Town Meeting for July 15<sup>th</sup> at the Great Salt Bay School in the Gym at 6:30 p.m.**

**Vote: 5-0-0**

## **3. Nomination to the Land Use Advisory Committee**

**Matt** brought forth the name of **Rachel Collamore** to serve on the Land Use Advisory Committee.

**On motion (Mayer/Fraser) to appoint Rachel Collamore to the Land Use Advisory Committee**

**Vote: 5-0-0**

**4. Traffic Signal Repairs** **Matt** stated that repairs were initiated in April. \$730 has been used from contingency and an additional \$321.70 for CMP plus oversized Standpipe.

**On motion (Pinkham/Abbotoni) to approve the use of contingency funds in the amount of \$1051.70 for the traffic signal repair at Biscay and Main Streets**

**Vote: 5-0-0**

## **IX. Selectmen's Discussion Items**

**Josh Pinkham** – **Josh** would like to also thank Max Johnstone for all his help on getting the EDA grant. This grant is key to the Town and the parking lot development. **Matt Lutkus** interjected kudos to Max as well. He was responsible for most of the narrative. **Josh** wants everyone to stay safe and continue working together. He wishes Happy Birthday to Daryl. **Josh** feels the Board is doing a great job. He also thinks the current situation has shown video viable options going forward. We need State legislation for somethings to be done via video.

**Mark Hagar** – **Mark** commented on remote learning. He feels it was a challenge for teachers who were thrown right into the middle of it. He thanks them for their positive attitude-Teachers are doing a great job!!

**Lou Abbotoni** – He wanted to congratulate the Board, Town staff, and citizens for what is transpiring at this time in this town.

**Daryl Fraser** – He is looking forward to being in the same room again. He feels the grant is great! Finally an answer to “Where’s the bathroom?” He has talked with Chief Warlick and he is happy with the way things are going from a police perspective. He feels good when he looks at the “us vs. national” responses. Keep up the good work.

**Robin Mayer** – This certainly has presented us all with challenges. We have all been learning new skills (i.e. ZOOM). Masks are a new first in fashion. She wanted to remind townspeople and others that Mother’s Day is when seeds for pumpkin growing are available. Proceeds go to the 501(c) (3). It is an agricultural learning activity for kids (and adults) –good activity while sheltered in place. She asked Matt about any Town ordinances regarding Covid-19 or State rules yet.

**X. Adjournment**

**On motion (Pinkham/Abbotoni) to adjourn the meeting at 6:32 p.m.**

**Vote: 5-0-0**

**Respectfully submitted,**

**Lynda L. Letteney**

**Recording Secretary (via Zoom)**

**We, the undersigned, do hereby approve as written, and/or with corrections as noted, the minutes of the above-designated Board of Selectmen meeting (April 15, 2020).**

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**Roberta Mayer, Chairperson**

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**Louis Abbotoni**

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**Daryl Fraser**

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**Mark Hagar**

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**Joshua Pinkham**

*Approved unanimously via Zoom*  
*[Signature]*  
**Town of Damariscotta, Board of Selectmen, signed this date: 5-20-20**