

**MINUTES
BOARD OF SELECTMEN MEETING**

July 15, 2020 5:30 pm

Great Salt Bay School

In Person and Via Zoom

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

Members Absent : None

Staff Present: Matt Lutkus, Town Manager; Eric Hall, Intern; John Roberts, Fire Chief; Hugh Priebe, Public Works; Lynda Letteney, recording secretary

Others Present: Haas Tobey (Zoom); Larry Sidelinger, LCTV, and one other from LCTV; Evan Houk, Lincoln County News (There was no sign-in sheet)

I. Pledge of Allegiance: The Pledge of Allegiance was recited at 5:35 p.m.

II. Call to Order:

The Board of Selectmen's Meeting was called to order at 5:36 p.m. **by Chairperson Mayer.**

III. Required Actions for New Business

1. Election of Chairperson, 1st Vice-Chair and 2nd Vice-Chair

The slate of officers, as follows, was nominated by Daryl Fraser and seconded by Robin Mayer

Chairperson – Robin Mayer

1st Vice-Chair – Mark Hagar

2nd Vice-Chair- Josh Pinkham. Josh Pinkham declined the nomination.

2nd Vice-Chair – Daryl Fraser

On motion (Hagar/Fraser) to accept the finalized slate of officers.

Vote: 5-0-0

2. Appointment of Secretary

On motion (Mayer/Hagar) to appoint Lynda Letteney as Secretary for the Board of Selectmen

Vote: 5-0-0

3. Establishment of meeting times, dates, and location of regular Board meetings

On motion (Pinkham/Fraser) to have regular meetings on the first and third Wednesdays of the month at 5:30 p.m. at the Town Hall.

Vote: 5-0-0

IV. Minutes

On motion (Pinkham/Fraser) to accept the minutes of June 17, 2020 as distributed. **Vote: 5-0-0**

(Later in the meeting it was noted that the minutes approved were for July 1, 2020 not June 17th. This motion was amended to read **July 1, 2020.**

Vote: 5-0-0

V. Financial Reports

1. On motion (Mayer/Pinkham) to approve Payroll Warrant #2

Vote: 5-0-0

2. On motion (Mayer/Pinkham)) to approve Accounts Payable Warrants # 2 &3

Vote: 5-0-0

Chairperson Mayer wanted to thank everyone who participated in the Saturday Open Market events in

June.

VI. Presentations: None

VII. Citizens' Comments and General Correspondence

1. Letters from Provider Agencies

There were three letters from Provider agencies: Healthy Kids, New Hope for Women, and Coastal Kids Preschool. All were very appreciative of the Town's commitment to their individual causes.

VIII. Town Manager's Items

1. Request for Volunteers for Historic Preservation Commission

Matt Lutkus reminded the Board that they need to appoint 3 members to the Historic Preservation Commission. One member must reside or own a business in the Historic District. Think about nominations and discuss at next meeting

2. Election Update

Matt felt all went well. The office was swamped with absentee ballots. **Matt** wanted to thank Becky, Cheryl and Heather as well as all the volunteers for making the election process smooth.

3. Storm Damage

There was a major deluge yesterday. Rain water affected Church St., Castner Brook, and Miles Street. Miles Street was stabilized. **Matt** gave many thanks to the police and fire departments on behalf of the Town. **Matt Lutkus** also thanked **Hugh Priebe** for all his help.

4. Intern

Matt introduced **Eric Hall**, a Bowdoin graduate, who is interning this summer under **Matt's** tutelage.

IX. Official Action Items

1. Advertisement for Bids-Fire Station Parking Lot Repaving (Tabled from 7/1/20)

The Board tabled this item 7/1/20 until staff could contact a firm to provide core borings for the proposed area to be repaved. **Selectman Pinkham** felt that this had been done previously, and subsequently that report was located. In 2009 Summit Geoengineering did 8 core samples. Last week **Matt** approved a proposal to have Summit do 4 more core borings to provide the Town with sufficient technical information to adjust the advertisement for bid if necessary, and proceed with the bid request process. Borings are scheduled to take place Thursday (7/2/20). Results will be available the next week. **Mark Hagar** was in favor of not having to wait until August 5th to make a decision on this. He felt, if they had an opinion from Summit, that they could authorize the Advertisement for Bids now, contingent on the Summit report. He also was concerned about a weak sewer line in the area. **Matt** said he would call **Hugh Priebe** tomorrow morning. **Mark** did say he felt the weather the last few years had contributed to the sewer line problem.

On motion (Mayer/Abbotoni) to approve the Advertisement for Bids and Specifications for the repaving of the fire station lot after changes are made to incorporate any changes based on the report from Summit Geoengineering Services.

Vote: 5-0-0

2. Appointment to Financial Advisory Committee

The Advisory Committee is comprised of 5 members, one of whom has been a member of the Board of Selectmen. Currently there are 4 members already set. The Board needs to select a member from the

Board of Selectmen to serve. They meet 2X a year and are charged with “monitoring the investment of the Town’s financial assets and advising the Town Manager, and the Selectmen, on the management of said assets.” **Lou Abbotoni** volunteered to serve.

On motion (Hagar/Mayer) to appoint Lou Abbotoni to represent the Board on the Financial Advisory Committee **Vote: 5-0-0**

3. Designation of Selectman to Sign Off-Cycle Payroll and Accounts Payable Warrants

The Board is asked to authorize one of its members to sign-off on payroll and accounts payable warrants during those periods in which a regular Board of Selectmen’s meeting does not take place. The full Board will subsequently be asked to review and approve all of these warrants. A secondary designee should be elected in case the primary designee is not available.

On motion (Hagar/Abbotoni) to designate Robin Mayer as the Board member to assume the responsibility of signing-off on payroll and accounts payable warrants on “off-meeting” weeks.

Vote: 5-0-0

On motion (Mayer/Hagar) to appoint Daryl Fraser as the “backup” designee to sign payroll and accounts payable warrants in the absence of the first designee. **Vote: 5-0-0**

4. Order of Municipal Officers Regarding Payment of Outstanding or Delinquent Taxes The Tax Collector is asking the Board to annually approve a policy that requires any payments for taxes to be applied to the oldest outstanding balance due, in accordance with 36 M.R.S.A. Section 906. A proposed Order of Municipal Officers will be provided to the Board.

On motion (Fraser/Abbotoni) to adopt the order that authorizes and directs the Tax Collector to apply any tax payments against any outstanding or delinquent taxes in chronological order beginning with the oldest unpaid tax bill. **Vote: 5-0-0**

5. Donation for Police Department

Chief Warlick apprised the Board that he had received a \$250 donation to the Police Department from Medway Oil & Propane in Medway, Massachusetts. The attached note said “Use it for whatever you need it for i.e. Christmas fund or sports group you sponsor.” The owner of the business contacted the Police Department as he has friends (a retired officer and his wife) who were coming to Damariscotta to their summer camp and were nervous about the governor’s order. He asked if an officer could speak to them and go over the regulations. Chief Warlick did go and speak with them offering assistance should they need anything while under quarantine. Apparently, the interaction was well received.

The Chief is asking to use the funds for the “trunk or treat” event (should it happen); if not, to another needy cause. On a similar note, the Police Department raised almost \$4000 for the Special Olympics last spring. A single donation of \$1000 helped that total immensely. The rest came from the local community.

On motion (Fraser/Pinkham) to designate the donation from Medway Oil & Propane to the Trunk or Treat activity at Halloween; or, in the event that is cancelled because of Covid-19, some other worthy case. **Vote: 5-0-0**

XI. Selectmen’s Discussion Items

Josh Pinkham – Thank you to all who volunteered to help with voting this year

Daryl Fraser – Seconded Josh’s sentiment. He was amazed at all the “behind the scenes” work and what

it takes to run an election

Lou Abbotoni – Wants to thank LCTV for recording the last two meetings at Great Salt Bay School. Larry Sidelinger is always a big help with community activities.

Mark Hagar – Also appreciated all LCTV does for the Town. It is great to see the community come together to work on Town projects/issues.

Robin Mayer – Sends her congratulations to all those elected in the municipal elections.

X. Adjournment

On motion (Abbotoni/Hagar) to adjourn at 6:05 p.m.

Vote: 5-0-0

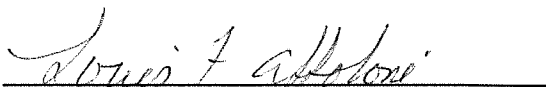
Town Meeting to Follow Selectmen's meeting at 6:30 p.m.


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 July 15, 2020.


Roberta Mayer, Chairperson


Louis Abbotoni


Daryl Fraser

Mark Hagar


Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: August 5, 2020