

**MINUTES**  
**BOARD OF SELECTMEN MEETING**

**August 5, 2020 5:30 pm**

**Great Salt Bay School Gym**

**Town of Damariscotta**

**In Person and Via Zoom**

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

**Members Absent :** Mark Hagar

**Staff Present:** Matt Lutkus, Town Manager; Eric Hall, Intern; Lynda Letteney, recording secretary

**Others Present:** Haas Tobey (Zoom); Ann Pinkham; Larry Sidelinger, LCTV; Evan Houk, Lincoln County News

**I. Pledge of Allegiance:** The meeting opened with the Pledge of Allegiance at 5:30 p.m. led by Chairperson Mayer.

**II. Call to Order:**

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

**III. Minutes**

**On motion (Pinkham/Fraser) to accept the minutes of the July 15, 2020, meeting** **Vote: 4-0-0**

**IV. Financial Reports**

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| <b>1. On motion (Pinkham/Fraser) to approve Payroll Warrants #4</b>            | <b>Vote: 4-0-0</b> |
| <b>2. On motion (Pinkham/Fraser) to approve Accounts Payable Warrants #83</b>  | <b>Vote: 4-0-0</b> |
| <b>3. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrants #5</b> | <b>Vote: 4-0-0</b> |
| <b>4. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrants #6</b> | <b>Vote: 4-0-0</b> |

**V. Presentations: Temporary Drive-In Theater in Municipal Parking Lot**

Lisa Hayes, John Roberts (representing the Chamber of Commerce) and Randal Manning introduced a plan for a "pop-up" drive-in theater event Thursday, August 20, 2020, at 8 p.m. in the municipal parking lot behind Newcastle Realty. Restaurants will make take-out available before the event. The movie will be synced with FM radio for in-car listening. Lawn chairs are okay for social distancing, but sound will come through car radios. **Daryl Fraser** asked if the Chamber had enough help, with parking or anything else. **John Roberts** said that porta-potties would be in place where the future public restrooms will be. **Robin Mayer** asked if there was a rain date. Response: The next week, same time same place, but not set yet. **Randal Manning** said they plan a dry-run earlier in the week. **Lou Abbotoni** asked if a non-profit wanted to sell popcorn, could they? **John Roberts** said they had been focusing on increasing economic benefit to downtown businesses primarily. **Josh Pinkham** asked if they could schedule two events in August. **John Roberts** responded that it would be a stretch, especially if a rain date was needed, as well as trying to get publicity out. He would prefer to see how it goes, and then schedule one in September, if the turnout is worth it. Tentatively they could aim for the second week of September. **John** said that perhaps then they could schedule 2 times a month in the future, if it works

out. **Josh** said he appreciated the Chamber looking into insurance liability before presenting to the Board.

**On motion (Abbotoni/Pinkham) to approve an August and September “Pop-Up Drive-In” in the municipal lot behind Newcastle Realty; the first event scheduled for August 20, 2020, at 8 p.m.**

**Vote: 4-0-0**

**VI. Citizen Comments and General Correspondence**

**VII. Town Manager’s Items**

**1. Reminder-Wednesday, August 19<sup>th</sup> Public Meeting on Historical Preservation Ordinance**

Meeting will be at 5:30 p.m. in the Great Salt Bay School Gym.

**2. Results of Boring Sampling at Fire Station Parking Lot**

The report just came back today. For the back lot there were two options given: 1) Mill with pavement overlay and 2). Full depth Reconstruction. Option One includes drainage and an additional 1” of asphalt with no need to do a rebuild. Option Two would be a full rebuild. The front lot needs a total rebuild and is very expensive. Since Option 1 is more than adequate for the back lot, **Matt** is recommending doing Option #1 in the back lot. The Town has \$85,000, minus the boring sample cost, for this. **Matt** felt we could go out for bid to do the back. The Town can save up to do the front lot later. **Robin Mayer** asked if the Lincoln County Training Center will affect the plan. **Josh Pinkham** said their entrance is to the left side of the building before the fire station. They need a vernal pool evaluation before going ahead with that plan. If it needs “beefing up”, they will be responsible for doing that.

**3. Engineering Review of Church Street/Castner Creek Culvert** **Matt** relayed to the Board that the most recent storm affected the subsurface. It is believed to be safe to open up for all traffic. If there is a failure in the future, it will be because of slow erosion of the asphalt. There are potentially other voids beneath the surface. The solution is to stop any further infiltration of water. Summit suggested the Town contract with an asphalt company to make surface impervious. A permanent solution involves culvert replacement. **Chairperson Mayer** asked if load restrictions could be placed on the road. She notices a lot of 18-wheelers using it. **Matt** said it could be patched without impacting businesses. **Josh Pinkham** felt Summit Engineering had covered what we needed to do. The cost of the report was \$4000 and Matt will ask Cheryl what the contingency account has for funds. **Josh** added that he felt Summit was very prompt and responsive to our requests.

**4. Survey work for Heater Road and Vine Street Drainage Projects** **Matt** heard back from Dorsky and Gartley. Estimated time is 4 weeks for Heater Road and 2 weeks for Vine Street. Amanda, the Town attorney, recommends putting all easements in writing.

**5. Municipal Parking Lot Sanitary Sewer Project Update** There was a pre-bid meeting with George Parker, Lou Abbotoni and Matt Lutkus. Three bidders include McGee, St. Laurent, and one other.

**6. Skidompha Library Request for Story Signs at Riverside Park**

**Eric Hall**, Damariscotta Town Manager’s Intern, **presented**. Eric has been working with Matt E. from the library. The plan is to have 15 or so signs (election size) along “Storybook Lane.” **Robin Mayer** asked if the signs would be up day and night. **Eric** said they are not permanent and would stay up for a set amount of time. If they get vandalized, they can replace them. **Matt Lutkus** said they have done this

before indoors. Daryl Fraser said they did it on Main St. a couple of years ago.

**On motion (Abbotoni/Mayer) to allow "Storybook Lane" along the Riverside Park walkway.**

**Vote: 4-0-0**

#### **7. Update on Solar Array**

On 6/10/20 they started putting out power. Initially, (early spring) there was concern about another firm building a landfill pack, but it is okay. The system is ready. CMP needs to get it together for energy credit. There is no additional cost. SunDog is 'eating' the additional costs.

#### **8. LED Street Light Conversion- Dates for Public Presentation and Special Town Meeting**

Matt said the Board needed to set the date and time for a public hearing and Special Town Meeting to approve the lease/purchase Agreement. The Public Meeting will be 9/2/20 via zoom and in person at 5:30 p.m. with the Special Town Meeting, 9/16/20 at 5:30 p.m. Place to be determined.

#### **9. Location for Upcoming Board meeting s**

Meetings are limited to 15 people at the Town Hall. School starts soon and the GSB gym may not be available. The decision is to be made at the 8/15/20 meeting.

#### **10. Election Ballot Lockbox**

There was concern raised over the "drop off" for the tax bills, and the lack of security. Becky looked into it and there is State subsidy available for a secure election box at the cost of \$1800. **This is for "drop off" ballots.**

#### **11. Notice for Agency Liquor Licenses**

There has been application for a third agency liquor store in Damariscotta. The hearing for Main Street Grocery will be over 8/9-10-11.

#### **12. Pedestrian Crossing at Miles and Bristol Roads**

Matt heard from MDOT that signage and a beacon light are both permissible. You can have a pedestrian activated light for crossing and leave the beacon light in place. This will be included in the Bristol Road project with MDOT.

### **VIII. Official Action Items**

**1. On motion (Pinkham/Abbotoni) to file an application for grant funding for the Main Street sidewalk.**

**Vote: 4-0-0**

It should be noted that some "tweaking" may be necessary before grant application is submitted.

**2. On motion (Pinkham/Fraser) to approve a grant application for the funding of the Church Street culvert design and engineering.**

**Vote: 4-0-0**

Again, some tweaking and some blanks need to be filled in before submission.

**3. On motion (Pinkham/Abbotoni) to approve the cemetery deed and perpetual care agreement with Charlie and Nancy Ault.**

**Vote: 4-0-0**

#### **4. Maine Municipal Association Election Ballot**

Matt Lutkus went over the slate of officers and positions to be voted on for the annual ballot for the Board of Directors for MMA. There was no opposition to any of the candidates. Matt is our representative.

**On motion (Pinkham/Abbotoni) to approve the slate of officers for the MMA Board of Directors.**

**Vote: 4-0-0**

## **5. Engineering Design Team for EDA Waterfront Project**

**Matt** said 8 firms submitted proposals for design of the parking lot, waterfront, walkways, flood resiliency, etc. Monday the panel conducted interviews and by a 6-2 vote one firm was selected. However, there was a need to do so follow up with that firm regarding what was included and what was not included. **Matt** would like the Board to convene a week from now (8/12/20) to finalize the recommendation and review with Lou and other members of the committee. **Haas Tobey** (via Zoom) said they needed to meet again to clarify some details and a zoom meeting with the committee was most efficient. A Special Meeting of the Board of Selectmen is needed to have a final approval. **On motion (Mayer/Abbotoni) to meet Wednesday, 8/12/20, at 5:30 p.m. at the Town Hall.**

**Vote: 4-0-0**

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

**Josh Pinkham** - Thank you to Larry Sidelinger and LCTV for broadcasting the meetings. And thank you to Great Salt Bay School and Mark Hagar for arranging the usage.

**Daryl Fraser** - Daryl had a question for Matt and Eric. He was interested in where we were at with regards to tax exempt properties and a use tax (payment in lieu of taxes) for municipal services. **Matt** said they were not ready to report yet. MMA has said mostly this occurs with rental properties. If a town can show expenses, up to 2% of gross revenues can be charged. Inn Along the Way has rental properties; Eric is doing further research-? service charge.

**Lou Abbotoni** - nothing tonight

**Robin Mayer** - Asked how much longer Eric would be with us. **Matt** said his contract goes to 8/25/20. She also wanted to thank Larry Sidelinger for all his work.

## **X. Adjournment**

**On motion (Pinkham/Abbotoni) to adjourn the meeting at 6:20 p.m.**

**Vote: 4-0-0**

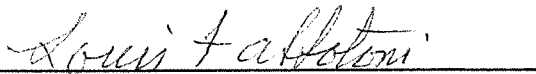
**Respectfully submitted,**

**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, August 5, 2020.**

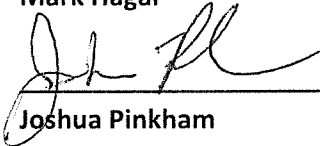
Minutes of August 5, 2020 (cont'd):

  
Roberta Mayer, Chairperson

  
Louis Abbotoni

  
Daryl Fraser

Mark Hagar

  
Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 8-19-2020