



Town in essence becomes the museum. LUAC began looking at this as it relates to the Historic District, but sees an opportunity for it to expand throughout the Town and adjacent peninsular. This could be a great project to tie in with the increased interest from the Chamber (i.e. "rehabbing" the Information Center). There could be various different walking/driving tours. For example, a tour devoted to boatbuilding heritage; the Red Cloak Ladies, supernatural tour; etc.) There is a lot to tell about Damariscotta and Newcastle, and LUAC envisions a 5 year project, getting the right people involved. However, as much as they are willing to do a lot of the work, they feel that this needs to be a Town project, approved by and endorsed by the Board of Selectmen. LUAC suggests forming a Committee to explore the idea and present a workable plan. They'll need photographers, writers, historians, sign makers/art designers, etc. to be part of the development and implementation stages. This would also tie into the Comprehensive Plan for 2023. Initial consensus was very positive from the Board members.

**Haas** related that **Bob Faunce** has been taking photographs for a while now – example the end of Branch Road and the adjacent farm land/houses. **Lou Abbotoni** reminded everyone about the Red Cloak Ladies and how they do tours in the summer revolving around supernatural occurrences and how that could fit in. **Haas** repeated a quote. "Untold is unsold" and felt this might be great for economic development and might fit into the EDA's overall scheme.

## **VII. Town Manager's Items**

### **1. Audio/Visual Upgrades in Board Room**

As a result of the October 7<sup>th</sup> meeting, **Matt** contacted EES, the Town's IT consultant, to address issues residence on Church Street outlining the project and timeline. **Matt** wants no surprises down the road. The RFP will outline the engineering project in two phases: 1) 3600 feet and 2) an alternative 1800ft Main Street to the culvert. \$76,000 is 8% of total cost which is average for the scope of the entire project. This can/will be reviewed at the next meeting.

### **3. Municipal Parking Lot Update**

**Matt** has held a pre-construction meeting with Chase Construction (sewer lines) and Phi Designers (restrooms). Chase expects to be done by November; Phi Designers plan to have exterior construction done by January so they work inside during the rest of the winter. Both companies are motivated and committed to quality-quickly-communication. There are planned weekly updates to all concerned as well as the Board. **Daryl Fraser** was pleased to hear the commitment to communication.

Regarding the larger picture on the waterfront, **Matt** will meet today with Wright-Pierce to discuss among other things "parkway finding signs." George, Bob and **Matt** focused on the big picture with Wright-Pierce. **Matt** felt it was a good meeting. **Matt** will send the Board the link to the Waterfront Committee. **Matt** has scheduled a meeting in early January for the Board and Waterfront Committee to meet via Zoom with a project update. By late January **Matt** feels Wright-Pierce will have more info on the 30% design portion of the project. **Matt** also commented that **Daryl** did a great job with the Channel 13 story on the EPA grant. It was a great video and gave the Town positive exposure.

### **4. Town Policy Regarding Earned Time Hours**

**Matt** explained to the Board that we are now entering the second phase of the pandemic and the staff is bracing for closures. Those on full salary have "earned time" which can accumulate to 120 hours. It is a "use it or lose it" clause. Which expires at the end of each fiscal year. Because of the situation with the pandemic, they can rarely take their "earned time" and are in jeopardy of losing the time acquired. He would like Board approval to extend the earned time in terms of hours accumulated and in terms of

keeping that time beyond the current fiscal year. **Matt** felt personnel rules need to be extended and he recommends “no limits” for now. **Josh Pinkham** suggested a category of “pandemic earned time”. **Lou Abbotoni** was concerned that staff would not be paid for pandemic earned hours. **Josh** said he was thinking of it as a “pandemic bank”, which would bypass the July 1<sup>st</sup> deadline each year. **On motion (Pinkham/Abbotoni) to establish a subsection regarding “pandemic earned time” to address this issue.**

**Vote: 4-0-0**

#### **5. Date for Public Meeting on Historic Preservation Ordinance Amendments-Discussion**

**Josh Pinkham** suggested the first meeting in December. By consensus the Board agreed to hold the public meeting on this date **(December 2, 2020).**

#### **6. Provider Agencies being on the Warrant**

**Matt** had a call today regarding petition signatures for provider agencies for Town funds to be on the Town warrants. With Covid-19, soliciting signatures is very difficult. Usually they collect most on Election Day, but with social distancing and limited space, this seems daunting. **Matt** would like to put on hold temporarily, the normal process for getting provider agencies on the ballot. He suggests that since the Board can put an agency on the warrant, they do so for all agencies that were funded last year at the same level of support. New agencies requesting funds, or an agency that seeks an increase, would require a petition. **Lou Abbotoni** would like to see written requests from every agency requesting funds since there would be no petition. **Josh Pinkham** would like to see an effort to get as many signatures as possible, with no minimum requirement. **Mark Hagar** said the CDC guidelines suggest minimal contact with others; gathering petition signatures goes against this. He suggests going with last year’s requests.

**On motion (Abbotoni/Hagar) to not require petitions from agencies requesting Town funds, if they have previously received Town funds. They can be funded this year up to last year’s limit; new requests from agencies, or increased amounts in funding from previous recipient agencies, will still need petition signatures (as much as they can get). All requests need a letter to the Board requesting funds.**

**Vote: 4-0-0**

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

#### **1. Purchase of Street Lights from Central Maine Power**

**Matt** reminded the Board that the RFP/purchase agreement have already been done for this project. The \$10,370 cost for the fixtures was calculated by CMP based on a formula set by the PUC. CMP has been provided with all the documentation needed to transfer ownership and we are currently awaiting the sale/purchase documents from the company. Funds to purchase the light fixtures were approved at a Special Town Meeting September 16<sup>th</sup>. Timeline for completion: About one week. **Mark Hagar** asked about the ability to dim lights. **Matt** said each individual light is programmable. **Lou Abbotoni** said we need to err on the side of safety if two citizens have widely differing preferences for a single light (one wants it dim; the other very bright.)

Question via Zoom: **Emily** asked about color and wattage. **Matt** said it duplicates the lighting that is there now. It is the technology that has changed. The lights are no longer bright blue, but rather a pale yellow. They are very similar to what is there now, just less expensive. Falmouth was one of the first towns to do this conversion, and they told **Matt** hardly anyone noticed. Research has shown no negative impact; wattage of the new lights is on the spreadsheet. **Mark Hagar** reinforced **Lou’s**

comment about safety. **Daryl Fraser** asked about options for shielding if specific lights are too bright. **Matt** said although they took \$3000 out of contingency for this project, the total cost includes shielding (shades) in the final pricing.

**On motion (Fraser/Pinkham) to authorize the Town Manager to execute all documents necessary for the purchase of street lights from Central Maine Power and approve the expenditure of \$10,370.00 for these fixtures.** **Vote: 4-0-0**

## **2. RealTerm Energy Investment Grade Audit**

**Matt** reported that the agreed upon Investment Grade Audit has been completed. He is asking the Board to approve having RealTerm complete the LED conversion.

**On motion (Fraser/Pinkham) to authorize the Town Manager to approve the Investment Grade Audit Report from RealTerm Energy and approve the additional payment of \$41,476 for the conversion of the Town's streetlight fixtures to LED.** **Vote: 4-0-0**

## **3. Donation from Marjorie C. Bailey Charitable Foundation**

**Matt** reported to the Board that the Town had received quite a delightful surprise in the manner of a \$75,000 check from the Marjorie Bailey Charitable Foundation from a trustee of said fund, Attorney Rob Gregory. Funds are designated to be used for survey work and engineering design for the extension of the sidewalk on Church Street, from Pleasant Street east to Main Street.

**On motion (Fraser/Pinkham) to accept a \$75,000 donation from the Marjorie C. Bailey Charitable Foundation to be used towards the cost of design and construction of the extension of the Church Street sidewalk.** **Vote: 4-0-0**

**Mark Hagar** suggested a thank you letter on behalf of the Town and the Board of Selectmen be sent to Attorney Gregory. All agreed.

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

**Josh Pinkham** - **Josh** asked how the audit was coming. They have been promised that it would be ready in December. They were in the office Monday and Tuesday. **Mark Hagar** reminded the Board they were promised it would go smoother this year. **Matt Lutkus** said they were well aware of the concerns. Tax lien deadlines were extended, but the Town has not received any funds yet. **Matt** will get an update from Cheryl. Lastly, **Josh** encouraged everyone to vote safely by November 3<sup>rd</sup>.

**Daryl Fraser** - **Daryl** said he didn't have much to add. He is excited to see the waterfront project begin.

**Lou Abbotoni** - **Lou** asked about the annual "cruise the roads" for the Board. Would next Thursday p.m. work for everyone? Also, any word from the State regarding the Chamber of Commerce's request for the land transfer. **Matt** said he had a zoom meeting with Maine DOT and the State land commission. Initially they were not inclined to want to transfer the land to Damariscotta. State reps said they would have to go back to their supervisors. Late last week **Matt** sent a message to them and he hasn't heard back yet. The Chamber can't move on it until they get a "statement of intent" from the State.

**Mark Hagar** said he felt that after the election, they should go for it. **Matt Lutkus** said the plan was to go to the higher ups. **Daryl Fraser** asked **Matt** if he had any reservations. **Matt** said the traffic on Vine Street might be an issue. **Lou** said, clarifying, "I thought they wanted to sell to us, not the Chamber."

**Matt** replied, "Yes." Also, another area of concern was the intersection of Vine and Church Streets. **Matt** felt if we owned the property, we could then lease it to the Chamber for 99 years for \$1.

**Mark Hagar - Mark** was concerned about the traffic light at McDonald's and flashing yellow being on all the time as the default kicks in. **Matt Lutkus** said they have to call AD Electric and they set the priorities as far as repair. **Josh Pinkham** asked if there wasn't a local electrician who wouldn't want the job- in order to have "our own guy." "Can we approach someone?" **Lou Abbotoni** was concerned about liability if something should happen.

#### **X. Adjournment**

**On motion (Pinkham/Abbotoni) to adjourn at 6:30 p.m.**

The Board had scheduled to go immediately into a workshop on the goals and implementation plan for the next 5 years. However, due to Robin Mayer's absence, they elected to postpone the workshop until directly after the November 4th meeting.

**Ride the Roads details:** Discussion about whether or not they should use a bus for social distancing as well as visibility from a higher vantage point. **Josh** said they could borrow a hay wagon. **Daryl** asked "What is this?" **Matt** explained the Board annually (before snow flies) drive all the roads and update the work plan for the current year and the future. **Mark Hagar** said they needed to look at culverts before paving. **Lou** wanted Matt to look into a bus; **Matt** said they could use cars with 3 to a car.


Board of Assessors meeting will take place November 4<sup>th</sup> as well.

Respectfully submitted,

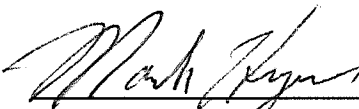
Lynda L. Letteney  
Recording Secretary


We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Board of Selectmen meeting, October 21, 2020.

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Roberta Mayer, Chairperson

  
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Louis Abbotoni

  
\_\_\_\_\_  
Daryl Fraser

  
\_\_\_\_\_  
Mark Hagar

  
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Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 11-4-2020