

MINUTES
BOARD OF SELECTMEN MEETING
DAMARISCOTTA TOWN OFFICE
November 4, 2020 5:30 p.m.
In Person and Via Zoom

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

Members Absent : None

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

Others Present: Matt Murphy, Assessor; Rosa Humphrey; and Evan Houk, Lincoln County News

I. Pledge of Allegiance: Chairperson Mayer led the Pledge of Allegiance at 5:30 p.m.

II. Call to Order

The Board of Selectmen's Meeting was called to order at 5:31 p.m. by Chairperson Mayer. Chairperson Mayer wanted to thank all the election workers and office staff for a successful, uneventful election process. 75% of the registered voters voted, with 1000+ absentee ballots.

III. Minutes

On motion (Abbotoni/Hagar) to approve the minutes of October 21, 2020, as distributed.

Vote: 5-0-0

IV. Financial Reports

1. On motion (Abbotoni/Mayer) to approve Payroll Warrant #25

Vote: 5-0-0

2. On motion (Fraser/Abbotoni) to approve Accounts Payable Warrant #26

Vote: 5-0-0

V. Presentations: None

VI. Citizens Comments and General Correspondence

The town manager received thank you letters from the following non-profits for the action taken previously to support their organizations: New Hope for Women, Healthy Kids, and Coastal Kids.

Citizen Jim Campbell was present at the meeting and came to express his support for our current Police Chief Jason Warlick. He felt the Town had "done something right." He has been "doing one hell of a good job." He said that it took four tries to get it right, but this time we have "someone we don't want to lose." He felt Damariscotta may be the only town that everyone obeys the speed limit, thanks to the department's diligence. He expressed hope that Jason will stay because "we got a good one this time." He stated that although he may be "a grumpy old man," previously background checks were inadequate. **Matt Lutkus** reminded him that privacy laws prevent us from always knowing the true background. He and the other Board members expressed their thanks for Jim coming back to the meetings.

VII. Town Manager's Items

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

As discussed at the previous meeting, the Board asked Matt to check into what upgrades are feasible for broadcasting Zoom meetings. Currently the microphones were only for broadcast amplification. They are now working with the ceiling speakers. Microphones in front of each member will amplify in the

room now. Zoom is all set; Matt's home computer speakers are hooked up. The IT specifications are for Logitech, which means the videos are not much of an improvement. For a digital system, which would tie into LCTV, the cost is between \$15K-\$20K. **Matt** felt we could get by with what we have in place now. **Mark Hagar** said he felt it was a good idea to invest in the upgrades. **Matt Lutkus** added that in testing, two microphones didn't work, but the amplification via ceiling speakers is a big help.

2. Bicycle and Pedestrian Signage

The Public Safety and Accessibility Collaborative recommended that bicycle and pedestrian safety signs at Main Street, Biscay Road, and Bristol Road with 6 sets of signs and would be a good start. On the other hand, there are some who have concerns over "sign clusters" and are afraid if there are too many, no one looks at any. **Matt** was thinking of the red/black/white state "motorists share of the road" signs with diamond shaped bicycle sign on top of it. **Robin Mayer** asked why not have bicycle and pedestrian together? **Matt** said they could do bicycle and pedestrian together. **Robin** said pedestrians have a right to be on the road. **Matt** replied he was thinking that pedestrians had the option of stepping onto the shoulder. **Daryl Fraser** felt the single bicycle sign with the "motorist share of the road" beneath it would work. He felt these were free from DOT. **Robin** asked if this was targeted for spring? **Matt** said he was told orders are being filled unusually fast, so if we order now, he felt they could go up this fall.

By consensus, 5-0-0, the Board agreed to proceed with the bicycle and pedestrian signs.

3. Status of Capital Projects

a. **EDA paperwork** is completed except for the easements to be addressed later in this meeting.

b. **Wright-Pierce-McBroom** have started on the design work for the waterfront. They were in the parking lot today identifying "dig safe" locations for test pits. **Robin** stated that this was so exciting. **Matt Lutkus** said he talked to the engineers as he thought about a ground breaking ceremony, but there is additional work they are doing for us, and everyone felt it was better to wait until a little more is done so the citizenry can see its finally starting.

c. **Bristol Road** has the contractor's "punch list" completed. There is still some additional work to be done, but Seth feels it can be completed this season. (This includes the extension of the Main Street sidewalk p from the Baptist Church on Bristol Road, as well as a driveway on Bristol Road that needs work.)

4. Draft Request for Proposals (RFP) for Church Street Sidewalk Engineering Services

The Town received a donation of \$75,000 to be used for the design of a sidewalk from Main Street down Pleasant Street. There are no funds for construction at this time, but the Board felt it was important to use the funds to initiate the design work. If the Board is comfortable with the draft, Matt will fill in the blanks and send out the RFP.

On motion (Mayer/Abbotoni) to allow the Town Manager to complete the RFP for engineering services on Church Street.

Vote: 5-0-0

5. Annual Town Report

There are many copies of the Annual Town Report available. Due to so many absentee ballots, many of these were not picked up on Election Day. These are "new" in the box; citizens are welcome to get a few to distribute to neighbors and friends.

VIII. Official Action Items

1. FY 2020-Budget Carry-Forward Requests

Town Treasurer, Cheryl Pinkham, has prepared a list of requests from Town Departments that consist of expenditures that were budgeted in or approved in the previous fiscal year, but not delivered until after the close-out of the year's finances. **Mark Hagar** asked about the pump out station expenses. **Matt Lutkus** explained that the DEP pays 90% of the cost. Generally, our 10% is covered with "in kind" monies used for the Town's hours put into maintaining the station. More was spent this year than usual, probably because boat traffic was increased with Covid-19. The Grant administrator plans to bump up the DEP amount for 20-21. Damariscotta's handling of the pulling in of the float for emptying, with Coastal Rivers help, has been very successful.

On motion (Hagar/Fraser) to approve the carry forward amounts as presented. Vote: 5-0-0

2. Donation from Dr. Minda Gold

This past summer Dr. Minda Gold from Full Circle Direct Primary Care agreed to pay for the signs that have been placed along the "Damariscotta Measured Mile." The Public Safety and Accessibility Collaborative requested signage for this popular walking route and some of the group's members took the lead in having the signs made up. The Town's Public Works Department installed the signs last week. Merilee Harris and Matt Murphy did the measurement for the "Damariscotta Mile".

On motion (Mayer/Abbotoni) to accept a donation of \$206 from Dr. Minda Gold to be used towards the cost of five signs placed along the Damariscotta Measured Mile route. Vote: 5-0-0

Robin Mayer said that at the last meeting they talked about a "Walking Tour Museum," a "museum in the streets," and perhaps this could be incorporated into that.

3. Easements for Waterfront Improvement-related Work

There will be at least three easements related to the Town's waterfront projects that will need to be approved in the coming weeks. These will allow the Town's contractors to work on private property to complete the sewer line, the restrooms, and other tasks that are part of the parking lot reconstruction project, including storm drainage and paving. Town attorneys have advised the Town Manager that the Board can give him the authority to sign the easements and avoid unnecessary delays. **Matt** will email copies of the approved easements after they are executed. **Matt** explained that there is already a permanent easement down June Alley for water service. Electrical and sewer easements are in place, but the Town will need additional ones, such as electrical to dual charging stations. **Mark Hagar** asked if there were any costs associated with these easements. **Matt** said there are no direct costs, but the Town in exchange is paving a small driveway and a parking lot behind one of the buildings. Also there will be a sidewalk to Water Street and paving of a small patch next to Water Street. Over all, the Town gets the easements and the affected citizens get paving in exchange for giving up the right-of-way. As far as the sewer line under the parking lot, all businesses benefit.

On motion (Abbotoni/Mayer) to allow the town manager to secure easements as necessary for the waterfront project. Vote: 5-0-0

IX. Selectmen's Discussion Items

Lou Abbotoni – Nothing, but he wanted to thank Josh Pinkham for the educational and informative road trip a couple weeks ago.

Daryl Fraser – Nothing

Mark Hagar – He was concerned about the sidewalk light by the Town Office being out-? Not workable.

Matt Lutkus said they could put an LED light on the side. **Mark** said there is a fixture hanging there now that might be able to be fixed.

Robin Mayer – It is nice to see the gravel sidewalk at 435 Main Street. Also, she had many thanks for the staff for a great job Tuesday preparing for and administering the election.

Jim Campbell-audience member said the room looks good and sounds great. He couldn't hear before and this was very clear. Board members welcomed him back to the meetings.

X. Adjournment

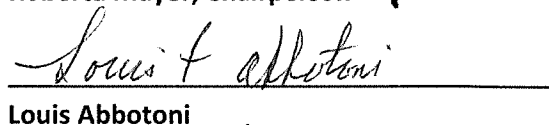
On motion (Abbotoni/Mayer) to adjourn the Board of Selectmen's meeting at 7:10 p.m. Vote: 5-0-0

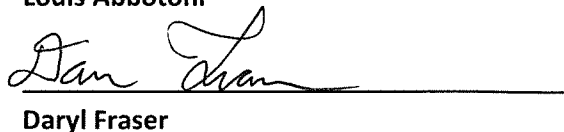
Respectfully submitted,


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 November 4, 2020.


Roberta Mayer, Chairperson


Louis Abbotoni


Daryl Fraser

Mark Hagar

Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 11-18-2020