

MINUTES
BOARD OF SELECTMEN MEETING
DAMARISCOTTA TOWN OFFICE

March 3, 2021 5:30 p.m.

Via Zoom

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

Members Absent : Lou Abbotoni (Arrived 6:15 briefly)

Staff Present: Matt Lutkus, Town Manager; Cheryl Pinkham, Treasurer; John Roberts, Fire Chief; Lynda Letteney, recording secretary

Others Present: Haas Tobey; Susan Murphy, Cupacity; Thanyalak Rojpanichkul, Best Thai; 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 5:35 p.m. **by Chairperson Mayer**

III. Board Action on Public Hearings: After the public hearing on the following three items, the following action was taken:

1. Best Thai License Relocation

Owner **Thanyalak Rojpanichkul** was present via Zoom to answer any questions. New location is a move up onto Main Street. Hearing no questions,

On motion (Pinkham/Hagar) to approve the relocation from 74 Main Street to 88 Main Street.

Vote: 4-0-0

2. Cupacity Liquor License Amendment

Susan Murphy was present to answer any questions. Hearing none,

On motion (Pinkham/Mayer) to approve the liquor license amendment application for Good Coffee, LLC, dba Cupacity.

Vote: 4-0-0

3. Ann's Book Bistro:

Following public hearing, there were no questions.

On motion (Mayer/Fraser) to approve the new liquor license for Abigail White of Ann's Book Store with amendment as changed.

Vote: 4-0-0

Amendment is to recognize nearest school as Great Salt Bay not Medomak on the application.

V. Minutes

On motion (Fraser/Pinkham) to approve the minutes of February 17, 2021 as distributed.

Vote: 4-0-0

On motion (Fraser/Pinkham) to approve the minutes of 2/26/21 special meeting of the Board of Selectmen.

Vote: 4-0-0

VI. Financial Reports

1. On motion (Pinkham/Mayer) to approve Payroll Warrant #48

Vote: 4-0-0

2. On motion (Mayer/Abbotoni) to approve Accounts Payable Warrant #49 Vote: 4-0-0

VII. Presentations: Ron Smith, Auditor's Presentation

Matt Lutkus will attempt to call Lou as he had questions and has been unable to get on the Zoom call.

Ron Smith began the presentation stating that they were ahead of schedule compared to last year. The Board should already have the final draft. **Ron** began by saying the financial condition for Damariscotta had improved from FY 19 to FY 20. The undesignated fund has improved by almost \$300K from \$950K to \$1.27M. Overall, with a budget of \$5.1M, the 30-60-90 day fund balance is at the 90 day threshold, up from 75 days last year. The Town has \$1.5K in capital projects; \$660K was funding received after July 1st. There is \$2.1M for capital reserves; \$660K in trust (Philbrook Trust and Cemetery). Overall, **Ron** thinks the Town is in great shape. Two areas of decline: 1) decrease in property taxes collected, and 2) excise tax down \$50K (expected). These two items are balanced by the 90 day reserve threshold. Issues from last year, with the changing of the banks, have been fixed. **Cheryl** confirmed that using Trio was much better than 2019-20. This does the banking reconciliation. **Cheryl** said it works fabulously and it has been a very positive year. She looks forward to an even better one next year.

Lou was able to get on briefly, but was very upset. **Cheryl** sent him a new link. **Ron Smith** said that overall this has been the most difficult in the last 30+ years; influx of stimulus and the (+/-) of revenues contributed to that. He is interested in seeing what it looks like a couple years down the road; there will still be trying times for local governments. **Lou** joined at this point and **Matt** summarized what had been said up to this point. He stated that they had tied up \$74K for Bristol Road which did not come in until after July 1st. (Not audited yet.) While audit is not finalized yet, they have fixed all issues that they had. **Lou** came on stating that he was extremely upset. No final report yet. There was a very large bill with no timesheets. He stated he had to leave the meeting as he was too angry to stay. He is used to doing large audits and he has many questions, he'll address at another time. **Lou** left the meeting at this point.

Ron Smith said he would meet individually with Lou or at the Town Office. There really wasn't a lot this year. **Cheryl** verified that it had gone very smoothly this year, and all of last year's issues have been resolved.

VIII. Citizens Comments and General Correspondence - None

IX. Town Manager's Items

1. Parking Lot – The question had been tying sewer line contractor back to parking lot. He wanted it to be done by Thanksgiving. A good size portion of the west side is done. However, there have been some "wrangles" on the east edge of project because of lack of accurate information on depth of lines. He has had to put off the east end and come back. There are some costs involved with remobilization. Mediation discussions today may have resulted in a meeting of the minds. Result was Town assuming "no risk" for first \$10K for going up against 3 historic district buildings. On the west side an owner made what was perceived as "threatening" comments. No similar issues on east side. He is good with coming back if we take the risk for the first \$10K. **Robin Mayer** said he knew this was a potential issue when he bid. **Matt Lutkus** said that as the project progressed, they discovered more expense up to Cupacity. They have gotten an easement from Susan Murphy at Cupacity. The bid was on public property and now it is going on private property. **Daryl Fraser** asked if there were insurance pick-ups. The risks seemed vague. **Robin Mayer** reiterated that they knew doing this in winter might

require remobilization in the spring. **Daryl** asked when the start date was. **Matt** replied the contract was 10/28/20 with start date set for 11/2/20. **Daryl** asked if the holdup was on our end. Consensus was that they weren't prepared for this at this time and needed to postpone deliberations. They tabled the item for 2 weeks and in the meantime they would send questions to Matt. **Josh Pinkham** said the contractor was coming back in April anyway. **Matt** said they need to schedule that for next week (3/10/21) to move forward.

Matt said there would be an executive session when this meeting ended for the snowplow contract. They will get the update from the attorney in executive session.

X. Official Action Items

1. Easement

On motion (Pinkham/Fraser) to grant an easement to the owner of Billings and Cole and Negen, LLC that will allow him to cross Heater Road with heavy equipment once the road becomes a Town way.

Vote: 4-0-0

2. Memorandum of Agreement with Maine Department of Transportation

John Roberts and **Matt** have been working with MDOT to have the said property appraised for fair market value. Once the Town purchases the property, the Chamber will rent from the Town and begin fundraising for the improvements previously outlined.

On motion (Mayer/Hagar) to authorize the Town Manager to execute a Memorandum of Agreement with the Maine Department of Transportation, so that the process for acquiring the property on which the Information Bureau is located so the renovation process can continue.

Vote: 4-0-0

John Roberts thanked **Matt** for all his help in this very long process. He is here to answer any questions. **Robin** commented on what a welcomed addition this would be. She suggested talking with **Josh Pinkham** about fund raising ideas. **Mark Hagar** thought it was a great project. He remembers how it was years ago, and thinks this is really good for the community. **John Roberts** asked if everyone had seen the plans. **Josh Pinkham** said it works into the comprehensive plan as well. **John** spoke to the "Help Wanted" challenge, stating that this building will create a center for work and/or apprenticeships. The Chamber will have a home. People will know where to go to get employment assistance. **Robin** said it fits in with the Heart & Soul initiative to develop the "live and work locally" goal. **John** thanked everyone for their support.

3. Justice Assistance Grant

On motion (Mayer/Hagar) to accept a \$1,141 Justice Assistance Grant award for the Police Department and authorize the Department to use funds to offset the cost of the purchase and set up of a laptop computer.

Vote: 4-0-0

XI. Selectmen's Discussion Items

Josh Pinkham - Everything is good. He has talked to **John Roberts** on fundraising ideas

Daryl Fraser - Nothing

Mark Hagar - He would like to see transportation furnished (available) for shots. The YMV CA has numbers

Robin Mayer- Hannaford will have J&J shots. Damariscotta is in the program. For now it is limited, but

they will be getting more. There will be a vacancy on the Board as Robin is retiring after 9 years of service. Anyone wishing to run needs to be 18 years of age or older, gather 22-25 signatures, and be a Damariscotta resident.

XII. Executive Session

**On motion (Mayer/Pinkham) to go into executive session 1MSMA 405(6)8
(Hagar left the meeting at this juncture)**

Vote: 4-0-0

XIII. Action on Executive Session

Present: Matt, Amanda, Hugh, Josh, Daryl, and Robin.

**On motion (Mayer/Abbotoni) to approve the mediation settlement term sheet as amended in
Executive Session.**

Vote: 3-1-0

(Pinkham in the Negative)

Robin wanted to specifically thank Hugh Priebe. **Josh Pinkham** thanked everyone for doing what was in the best interest of the Town.

IVX. Adjournment

On motion (Pinkham/Fraser) to adjourn the Board of Selectmen's meeting at 7:45 p.m. Vote: 3-0-0

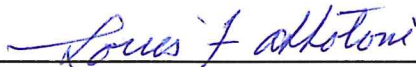
Respectfully submitted,

**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 on March 3, 2021.



Roberta Mayer, Chairperson



Louis Abbotoni



Daryl Fraser



Mark Hagar



Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 6/16/2021