

**MINUTES
BOARD OF SELECTMEN MEETING
DAMARISCOTTA TOWN OFFICE**

April 21, 2021 5:30 PM (Via Zoom)

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

Absent: None

Staff Present: Matt Lutkus, Town Manager; Robert Faunce, Town Planner; Lynda Letteney, Recording Secretary

Others Present: Douglas Morton; Max Johnstone; Mike Curran; Haas Tobey; Local Administrator; Larry Sidelinger, LCTV; Claire Sommers; and Evan Houk, Lincoln County News

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

II. Public Hearing on Annual Town Meeting Warrant

Chairperson Mayer asked if there were any questions on the 2021-2022 budget. Hearing no comments or questions, the Chairperson closed the public hearing at 5:34. Matt Lutkus added for clarification that items #1-26 would be voted on during the June 8th secret ballot vote. Items #27-42 are less substantive and will be taken up at the open Town Meeting June 9th. The budget itself is in the first 26 items and will be decided by secret ballot. The Town budget has a modest considering the capital improvements, increase of 2.7%. **Ordinances:** There is a Charter amendment to the Historic Preservation Ordinance regarding the make-up of the review committee. Robin also reminded everyone the voting box will be outside the Town Office for drop off of secret ballots. Public Hearing closed at 5:34 p.m.

III. Call to Order

The Board of Selectmen's meeting was called to order at 5:35 p.m. by Chairperson Mayer

IV. Minutes

1. On motion (Mayer/Pinkham) to accept the minutes of the second budget hearing 3/17/21 as distributed. Vote: 5-0-0

2. On motion (Fraser/Pinkham) to accept the minutes of the Board of Selectmen for 4/7/21. Vote: 5-0-0

V. Financial Reports

1. On motion (Mayer/Pinkham) to approve Payroll Warrant #57 Vote: 5-0-0

2. On motion (Mayer/Pinkham) to approve payroll Warrant # 58 Vote: 5-0-0

3. On motion (Fraser/Abbotoni) to approve Accounts Payable Warrant #59 Vote: 5-0-0

4. On motion (Fraser/Abbotoni) to approve Accounts Payable Warrant #60 Vote: 4-0-1

(Hagar abstaining)

Reminder: There are documents at the Town Office that need to be signed by the Board of Selectmen. Matt would like them done by next week.

VI. Presentations:

1. Live Streaming for Town Meeting and Selectmen's Meetings-Larry Sidelinger

Mr. Sidelinger began his presentation saying that they have been live streaming political meetings very successfully. He felt they could do BoS meetings as well as Town Meeting. This has been done via YouTube video. With this method, you need someone manning the computer to receive questions via email, pass on to the Board, and put up on the screen. They will do a hybrid model for BoS meeting on 5/5/21, and for the Planning Board meeting 5/3/21. He said, "We can do it; the question is whether or not the Town Office has enough bandwidth." **Robin** said the connectivity is the issue. **Larry** said it's a download; question is "How good is Spectrum?" Meetings at the Y and GSB School have good internet and there are no issues. **Matt** suggested that if Jeff at LCTV finds the Town system inadequate, could we move meeting to the Y? **Consensus** was that was okay with the Board. **Larry** said that while there'll be no dropped signal, like watching TV, you can't talk directly with the Board and others present. You can type in a question, but the drawback is that you don't know who is talking/in the meeting, unless you require them to identify themselves at the beginning of each question. **Haas Tobey** said with Zoom you can have direct contact with the Board in real time. Via You Tube, questions are not in real time and it's not direct conversation. **Larry Sidelinger** responded that terrible internet directly relates to Zoom as Zoom is related to the internet. Trouble is with Zoom cutting out. **Haas** wanted to know what the cost difference was for the Town to go to fiber optic. **Matt Lutkus** said they have had talks already. **Haas** said it's not a cost issue.

Robert Faunce said he hosts Planning Board meetings from his office in Lewiston and there has not been an issue. At the last meeting he held a poll and most preferred a live meeting. There is not enough interaction with remote meetings. "The best we can do is a hybrid by Zoom." He sees this as a short-term problem which will be remedied in the next couple meetings. He believes LCTV will be better than current Zoom with its issues. **Matt Lutkus** said even after pandemic we will be live and using Zoom for exchanges. **Doug Morton** said he really appreciated being able to attend meetings from home. Zoom or You Tube, either one is fine with him. **Larry Sidelinger** clarified that LCTV uses You Tube for live broadcast as Facebook has inadequate bandwidth. **Robin Mayer** said, "I've done this elsewhere and it works okay. It is worth a shot and see how it goes." "Let's do it for the month of May and then reassess." **Josh Pinkham** suggested that Matt talk to Randall and "get this taken care of-just get it done. Let's go with Larry and get Randall to hook up the Town." **Daryl Fraser** felt it was worth a try and the Board should move ahead and see what the citizen response is. **Larry** reiterated that you need a computer operator to pass questions to the Board. "Also, it costs nothing to try it." **Daryl** reminded the Board that they all had seen the "lack of effectiveness" with the current situation. **Robin** asked if the first try could be with the Planning Board on May 3. **Matt Lutkus** said the Planning Board had already sent out notices that it was a Zoom meeting. **Question:** Can you run Zoom and LCTV at same time? **Robin** said can we at least have Zoom up on the wall. **Matt** responded in the affirmative. **Larry** indicated it was no problem to run Zoom and LCTV at the same time, either at the Town Office or at the "Y". **Robin** asked Matt to "work his magic" including asking the "Y" about having meetings there.

Consensus agreement

2. Pumpkinfest – Larry Sidelinger

Mr. Sidelinger told the Board that the date for Pumpkinfest 2021 will be Columbus Day weekend. The last one was 2019. Given the unknowns, the plan is to go forward with planning as if everything is normal. "We have to wait and see what the CDC says." When dealing with a festival of this size, "it is much easier to drop things from the program than to add them on short notice." The Committee is still deciding on the pumpkin drop and hunt location(s). The traffic in the back parking lot brought mixed reviews in the post-festival survey. Comments included that the flow was good; barricades were good;

flaggers did a good job. Flexibility in back parking lot was an issue. They are thinking about using Water St. for loading and unloading busses. "Right now the plan is to proceed as always with reservations about what we'll be able to do." At this juncture, **Larry** introduced **Claire Sommers** who is co Administrator co-Chair of the festival. She also works with Larry at LCTV. **Mark Hagar** said he felt it would be nice to get back to normal. He thanked Larry and Claire for doing "a great thing." He really appreciates the work they have put into this. **Robin and Daryl** concurred. **Larry** responded. "It's a team effort." He went on to say that the MidCoast area is unique and this is a unique festival. Unlike the Clam and Lobster Festivals, which have been cancelled this year, Pumpkinfest doesn't have rides, sell souvenirs, and it's free. Shops are open for business which benefits the economy, but it is geared to family fun.

Thursday afternoon is the pumpkin display. Saturday morning the barricades are up and come down Tuesday morning. **Larry** commented that it is a boost for the economy and everyone's spirits. "It's stupid fun – and do we ever need it." **Larry** wanted to thank the Town for their contributions. He especially notes the tremendous help Hugh Priebe has been as well as Chief Warlick. "It is a pleasure to work with them."

VII. Citizen's Comments and Correspondence - None

VIII. Town Manager's Items

1. Conversion of Street Lights to LED Fixtures

Matt Lutkus reported out that the installation went great. He has ordered the lights for the parking lot. He originally held off on these to see how it went. The plan is on the 4th of July fireworks display, Matt will demonstrate the remote functions by shutting off the street and parking lot lights just as they start, and turn everything back on immediately afterwards so no one is walking in the dark for a considerable time as in the past. Capabilities from the office include being able to dim individual lights. He has already had one citizen ask for a light to be dimmed as it was interfering with sleep. Matt dimmed the light, and got a call the next morning. The citizen said "thank you" and was thrilled with the quick response.

2. Waterfront

Matt's update on the waterfront was very positive. The brick work is going up on the restrooms. Chase will be back next week and should be all done by the end of April. Sewer lines are progressing and should be completed by Memorial Day.

3. Pre-Application Approval for the Boaters Fund.

Matt Lutkus informed the Board that the pre-application for the Boaters Fund grant had been approved. **Matt** expressed a big thank you to **Max Johnstone** who did the pre-app.

4. Update on Capital Improvements with Community Conversation Panel for the Island Institute

Matt attended to "I Lead" program and gave an update on the waterfront project.

5. Broadband/Fiber

Randall Manning and Alan Hinsley will be making a presentation at the next meeting May 5th. This is in regard fiber optic service and broadband.

6. Special Meeting of the BoS

Matt told the Board that they are still working out logistics regarding the Secondary School Budget. It has not yet been approved. They expect it to be ready after Friday. So next Wednesday after 1 p.m. **Matt** is available to hold a special meeting to approve the Secondary School budget. **Robin** is not

available as she is out of town all week. Only three members need to be present for a quorum. Josh was not sure he could make it because of Little League, but he'll try. Mark and Lou and Daryl felt 4:00 p.m. was convenient for everyone. There is a significant reduction in the budget, down \$319,000, about 17.2%. They'll meet at Town Office and sign right there. **Lou** suggested coming 15 minutes early and they could sign past warrants and minutes. Addressing Matt, **Robin Mayer** commented, "I appreciate all you do to finding resources."

IX. Official Action

1. Church Street Sidewalk Project Survey, Design and Engineering

Matt sent out the information last week. Five proposals were received. Gartley and Dorsky (offices in Camden and Damariscotta) was the low bid. The Public Works Committee said the decision was based on the lowest proposal and also responsiveness to the RFP. There is a 20% contingency with their bid. **Robin** asked why they were so much lower. She asked if that was why the 20% contingency. She was concerned about such a discrepancy in costs. **Matt** responded saying that the other firms found out about the \$75K donation. He feels that may have influenced their bid. Also, Gartley and Dorsky are in town so there are no travel expenses; no subcontractor fees or mark ups in their bid. They are familiar with the work site and there are no "add ons". **Mark Hagar** asked how Matt arrived at 20%. Reply was that it was "our" idea. **Josh Pinkham** said he met with Andrew yesterday and there could be a couple of issues. 1.) The opposite side of the road; 2.) easements may arise. He wants to make sure there is some extras but he wants to hold the line at \$28K.

On motion (Abbotoni/Fraser to accept the bid for the Church Street Sidewalk Project from Gartley & Dorsky for \$28,406 with a 20% contingency if needed.

Vote: 5-0-0

2. Secondary Schools Annual Town Warrant

Matt said that in the past the Secondary School Budget was a Town Meeting as part of the regular meeting. Schedule does not work out this year. Newcastle piggy backed their GSB budget meeting this way. Matt looked into doing as Newcastle did, but it doesn't work out.

On motion (Mayer/Fraser) to hold the Secondary School Budget Meeting on Wednesday, May 12, 2021 at 7:45 p.m.

Vote: 5-0-0

X. Selectmen's Discussion Items

Josh Pinkham - not much-get vaccinated!

Lou Abbotoni – has warning for everyone. At 5a.m. Sunday, he had to shoot a porcupine with rabies on Lessner Road.

Mark Hagar – Matt was going to check on waiving the Town Charter on \$5,000. **Matt** responded that it was on his list. (Charter amendment that would raise the waiver limit.)

Daryl Fraser - Nothing much. Bathroom looks good; he's had a lot of positive feedback

Robin Mayer – BoS meeting May 5th -5:30 p.m. – in Town Office or at the "Y"

Public Comment:

Doug Morton, a member of the Waterfront Committee, said their budget is pushed to the limit. They can't do much aesthetically. He needs to get the information out to get more people involved. Should/can we do fundraising? Would the Board approve/promote a kiosk to solicit donations? **Matt** responded that there is behind the scenes work being done on this. The staff is not pleased with the solutions so far. There is an engineering team meeting scheduled.

Haas Tobey appreciated Doug's comment. We do need to involve a larger community. We need to broaden conversations if we are to move forward.

Robin Mayer - commented that in the past, Matt has had good success with fund raising, but could Covid-19 relief funding be used for this – it is part of an economic development plan. She asked if the fundraiser for the first flush was still on.

XI. Adjournment

On motion (Hagar/Abbotoni) to adjourn the Board of Selectmen's meeting at 6:40 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 on April 21, 2021.



Roberta Mayer, Chairperson



Louis Abbotoni



Daryl Fraser



Mark Hagar

Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 10/10/2021