

**MINUTES**  
**SELECT BOARD MEETING**  
**DAMARISCOTTA TOWN OFFICE**  
**July 7, 2021 5:30 p.m.**  
**Live and Via Zoom**

**Members:** Daryl Fraser, Chairperson; Louis Abbotoni, Tom Anderson; Mark Hagar, and Josh Pinkham

**Members Absent :** None

**Staff Present:** Matt Lutkus, Town Manager; Evan Goodkowsky, Intern; Lynda Letteney, recording secretary

**Others Present:** Larry Sidelinger, LCTV; Geoff Keochakian, LCTV; and Evan Houk, Lincoln County News

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

**II. Call to Order**

The Select Board's meeting was called to order at 5:37 p.m. by Chairperson Fraser

**III. Minutes**

**On motion (Pinkham/Hagar) to approve the minutes from June 16, 2021**

**Vote: 5-0-0**

**IV. Financial Reports**

**1. On motion (Pinkham/Hagar) to approve Payroll Warrant #74**

**Vote: 5-0-0**

**2. On motion (Pinkham/Hagar) to approve Accounts Payable Warrant #75**

**Vote: 5-0-0**

**Discussion:** Mark Hagar asked about the evening out of some of the pavement work. He questioned whether or not to hold payment until Chase completed that. Matt Lutkus said they had been holding last payment for a while. Wright-Pierce has been working with them and reduced bill by \$20K. He would like Board approval of the warrant, but will hold check until the evening out is finished.

**V. Presentations: Larry Sidelinger and Geoff Keochakian - presentation for potential upgrades to Board Room Audio/Visual equipment – LCTV. Presentation on Pumpkinfest**

**1. Larry** began the discussion updating the Board on the Pumpkinfest events. The 2021 Pumpkinfest is progressing "full steam ahead." All major events are scheduled. A comprehensive safety plan that was established a few years ago is still in place. Barricades are scheduled to go up Friday p.m. Hugh will be available with a forklift for unloading. Saturday at 6 a.m. they will be put out. They will come down Tuesday early a.m. - 1.5-2 hours to accomplish). This year is operating on a very tight budget, and the Town is fortunate to have a citizen donate the cost of the barricades. The Police Department will be available from Thursday p.m. on. Drop off at Great Salt Bay School and bounce houses at the YMCA. Parking at GSB, Mormon Church, the old telephone building, and Lincoln Academy. Larry had not had a confirmation from Homeport, but they have allowed parking there in the past. Busses will make a continuous loop from parking areas to downtown. There will not be a pumpkin catapult this year due to lack of space and the cost. The Pumpkin Derby is questionable.

**Daryl Fraser** asked if Larry had enough volunteers. Larry said he felt they had plenty. The pie eating contest is questionable due to Covid-19. The parade is a go; Hammond Lumber is donating the forklifts; Colby & Gale is providing space for food vendors.

**2. Larry Sidelinger and Geoff Keochakian** began the LCTV presentation by saying Dave Spence has parts and is good at piecing things together. LCTV will donate the labor for set-up. The major issue is “who is driving the bus?” For this plan to work there needs to be a ‘manager’ to set up meetings and close up. It needs to be the same person with a backup trained in case the manager can’t be there. Damariscotta gets \$20K in franchise fees, some of which could cover this.

The goal is to get the meetings beyond the board room. You want the public to have access to meetings. They need to be able to see and hear, including seeing visuals and PowerPoints. Also, the ability to ask questions and get answers is needed. The ability to “capture and record”. Currently in the room there are 2 cameras, microphones. Instead of CD recording, it will be digital. This gives the capability of streaming to Facebook and/or You Tube. It has hybrid capabilities. Audiences can still be in the local room with remote options. The session is also recorded for public record. Remote viewers can see and hear. Feedback however is a policy issue not a technical one. The “session manager” is responsible for the functional aspects, recording and streaming.

Included in the equipment need is a large screen video display (60”-65”) which can be mounted to a wall or on a movable stand. Tidewater is upgrading the Town Office to fiber optics which will go to the meeting PC and thus be available to a much larger audience. Estimated equipment/set-up costs is \$1,925. The Session Manager and Training person would be \$100 per meeting with approximately 40 meetings a year, \$4,000. **Tom Anderson** said he thought the figures were quite inexpensive. He asked if the PC was a desktop or tablet. **Geoff** said a desktop is preferred. **Daryl Fraser** asked if the cameras in the room currently were sufficient and compatible. **Geoff** said they still work and the output can adapt to the PC. **Geoff** said 700 range cameras and switcher to go from analog to digital is needed. Cost is approximately \$2,500 for 2 cameras and a switcher. **Mark Hagar** asked about meetings at the GSB school. **Larry** said he didn’t think the big screen monitor could be moved. There might be one at the school, otherwise they would live stream as they did before. **Geoff** also recommends the equipment doesn’t leave the building. The advantage of keeping it permanently in house is no set up/break down each meeting.

**Geoff** brought up the issue of “Zoom bombing”. The best way to avoid this is to set up a group first and only live stream to those in the group. He feels it is essential to set up policies around this before going live. **Tom Anderson** suggested using the town website and have people register ahead of time if they want to attend. **Geoff** said he would recommend not making it too cumbersome to join. **Matt Lutkus** said currently Becky manages the website. **Geoff** said live stream via You Tube through the “chat” function is possible, but someone has to monitor the chat. Another issue to be decided is do you allow questions/comments only submitted ahead of the meeting or do you allow comments during the meeting. If you allow during the meeting, the person asking the question or making comment should be present to avoid “Zoom bombing”. **Tom** asked **Geoff** if he had other recommendations before they start. **Geoff** said questions ahead of time requires community education. This can be set up, but the Town needs a You Tube channel or a Facebook account. It is essential to have a policy around meeting access and interaction before going live. You can use Zoom to record the meeting and then stream from Zoom to You Tube and/or Facebook. **Mark Hagar** said he thinks it’s great, especially for elderly citizens who don’t necessarily like to go out at night or in bad weather.

**Larry** said Bristol, Newcastle and Waldoboro are all interested in the same set up. This is a natural fit for LCTV and good for the communities. **Daryl** asked what **Larry** was looking for. **Larry** responded that they could supply the manpower, including a session manager at the rates quoted, including training. He would need a 30 day lead time. On behalf of the Board, **Daryl** thanked **Larry** and **Geoff** for the presentation.

**Mark Hagar** asked if there were Covid funds and/or grants available to cover the cost of the upgrade. **Matt Lutkus** said grants have very narrow categories. However, there is \$214K available for technology in American Rescue Funds. Newcastle is using Covid money. The Board felt digital made so much more sense. Consensus was a greenlight to go ahead with the plan presented. **Matt** said he will go ahead with an invoice for equipment. He asked the Board if they preferred an attached screen or one that is mobile. Consensus was attached.

**On motion (Abbotoni/Fraser) to approve the digital upgrade at a cost of \$ 1925 for equipment and \$100/session for a session manager, provided initially by LCTV.** **Vote: 5-0-0**

**VI. Citizens Comments and General Correspondence - None**

**VII. Town Manager's Items**

**1. Waterfront Improvement Project Update** – **Matt** has not heard from the EDA regarding the request to have a 3 foot wall rather than a 5 foot wall, with the extension to come in the future (over \$700,000 not currently in the budget.) Right from the start, EDA has balked about not building the 5 foot wall that meets FEMA guidelines. The potentially good news is that this is supposed to be the example for other places, so they may reconsider the amount of the grant and build the extra 2'. The Town is in favor of the top 2' being "see-thru". There is no issue with what has been spent so far. If the wall needs to be 5' from the start, hopefully they'll give us more money. **Daryl** did a brief interview with Don Carrigan from WCSH TV, and they are planning a half hour special in the fall on what Towns are doing for climate control/flood control. Damariscotta is the first community going forward with flood resiliency.

**2. Restrooms** – So far it is a booming business. One hour/day (seasonal) was budgeted for cleaning and maintenance. Originally, the plan was to combine this position with the traffic administrator. However, despite advertising, there have been no applicants.

**3. Electric Charging Stations** - The electric charging stations are next to the restrooms and are the only ones between Bath and Thomaston. If L.L. Bean is an indication, last year charging lot was virtually empty; this year it is always full. **Lou Abbotoni** asked about outside surveillance of the area for vandalism. Police Department cameras are available in the launch area and front of the restrooms from 9:00 p.m. to 7:00 a.m.

**4. LED system for Street Lights**- Unfortunately the ability to control the street lights remotely will not be available until July 28<sup>th</sup>.

**5. Annual Goals** - An update on annual goals will take place on the July 21<sup>st</sup> workshop,

**6. The Charter Review** - The workshop will take place after the regularly scheduled meeting August 4<sup>th</sup>.

**7. Report from Evan Goodkowsky –Intern; Graduate student from Muskie Institute-  
Broadband Research**

Evan has been working on the broadband research and basically has started at square one. Goal is to have fiber optic broadband at 100% of the Damariscotta homes. He met with Alan Hinsey at LCI to help determine the best position going forward. Getting the least amount from the Town with money coming from LCI, grants. Currently there are 120 homes unserved, based on 25/3 download/upload capabilities. Priority goal is to establish a community broadband committee to get grant monies and to have a consultant. Newcastle and the county are trying to get everyone connected. **Daryl** commented that the Board had a presentation a month ago from LCI, with a Town-LCI-Grant coalition as a start.

**Matt Lutkus** said that broadband is part of the \$214K American Rescue funds. He thinks it would be beneficial to piggy back on Newcastle's approach.

**8. Assessor's Agent Vacancy** – Matt Murphy has resigned. Jim Murphy will help in the interim, is not available to fill the vacancy. Matt Murphy has already completed the assessed forms.

**9. Police Department Manual** – Matt told the Board that he is obligated by Charter to provide the Board with the Police Manual. He has provided everyone with the Table of Contents as it is a very thick manual to reproduce. "Look at what you want." **Tom Anderson** suggested that it was too much for one Board member to read and report back. He was in favor of individuals looking at it and bringing back to the Board any individual concerns. Officers need to read and know the manual contents.

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

##### **1. Historical Preservation Review Committee Appointments**

**Matt Lutkus** presented a slate of members as follows: Emily Davey – 2 year term; Roger Paris – 3 year term; Susan Murphy – finishing one year term, reappointed to a 3 year term.

**On motion (Pinkham/Abbotoni) to approve the nominated people for the Historical Preservation Review Committee.**

**Vote: 5-0-0**

##### **2. Town Manager's Appointment to for Road Commissioner –**

Executive Session postponed until after Select Board's comments.

##### **3. Order of Municipal Officers re: Tax Payments - Order of Municipal Officers Re: Payment of Outstanding or Delinquent Taxes**

**On motion (Pinkham/Abbotoni) to adopt the order that authorizes and directs the Tax Collector to apply any tax payments against any outstanding or delinquent taxes in chronological order beginning with the oldest unpaid tax bill.**

**Vote: 5-0-0**

##### **4. Police Bullet Proof Vest Grant**

**On motion (Anderson/Hagar) to authorize the Police Chief to expend \$5,395 for the purchase of seven bullet proof vests and to submit an application for a grant that, if awarded, will provide reimbursement for one half the cost (\$2,697.50) of the vests.**

**Vote: 5-0-0**

##### **5. Cemetery Deed and Perpetual Care Agreement with Raymond M. Simmons, Jr.**

**On motion (Pinkham/Anderson) to approve the Cemetery Deed and Perpetual Care Agreement for Raymond M. Simmons, Jr.**

**Vote: 5-0-0**

#### **IX. Select Board's Discussion Items**

**Tom Anderson** said he had to leave by 7:00 p.m. If the Executive Session runs over, he will excuse himself and will have abstained as he has no history revolving around this issue.

**Lou Abbotoni** asked about the property for the Chamber of Commerce. Maine DOT hasn't started the review yet, but will start soon. **Lou** thought the restroom looked great. Excellent job!

**Mark Hagar** felt there had not been adequate time allotted for cleaning of the restroom. 2X a day at a minimum should be allocated. **Josh Pinkham** piggybacked on this saying he felt a list of protocols should be posted with emergency numbers- i.e. the on-call plumber, any rules for use, etc.

**Josh Pinkham** asked about the Church and Vine Streets sidewalk project. **Matt Lutkus** said it is on a timetable. Survey work is complete. They have the right-of-way on the south side and will move the road over, toward Main Street. **Mark Hagar** questioned whether the engineers were giving them the true numbers. Things are more expensive. As prices go up, the engineers get paid first, then we find out

it'll cost more to finish the project.

Daryl Fraser commented on how nice the bathrooms are. He and town members appreciated the fireworks. Special thanks to Chris Roberts

**X. Executive Session**

**On motion (Pinkham/Fraser) to go into Executive Session MSRA 405-6a Regarding a Personnel Matter (Anderson excused prior to Executive Session)**

**Vote: 5-0-0**

**XI. Action Taken as a Result of Executive Session**

**Present: Matt, Daryl, Lou, Mark and Josh**

**On Motion (Pinkham/Abbotoni) to confirm the Town Manger's appointment of Hugh Priebe as Road Commissioner**

**Vote: 4-0-0**

**XII. Adjournment**

**On motion (Pinkham/Abbotoni) to adjourn the Select Board's meeting at 7:50 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 Select Board meeting on July 7, 2021.

  
Daryl Fraser, Chairperson

  
Louis Abbotoni

  
Tom Anderson

  
Mark Hagar

  
Joshua Pinkham

Town of Damariscotta, Select Board Meeting, signed this date: 7-21-2021