

MINUTES
BOARD OF SELECTMEN MEETING
DAMARISCOTTA TOWN OFFICE
September 1, 2021 5:30 p.m.
Live and Via LCTV

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: Andrew Hedrich, Project Engineer; Al Todino; Geoff Keochakian, LCTV; and Evan Houk, Lincoln County News

I. **Pledge of Allegiance:** Chairperson Fraser led the Pledge of Allegiance at 5:31 p.m.

II. **Call to Order**

The Board of Selectmen's meeting was called to order at 5:33p.m. by Chairperson Fraser

III. **Minutes**

On motion (Pinkham/Hagar) to approve the minutes of the August 4, 2021 meeting as distributed with the following change: Heading should read *Board of Selectmen* not *Select Board* Vote: 5-0-0

On motion (Pinkham/Hagar) to approve the minutes of the August 18, 2021 meeting as distributes with the same correction as August 4th. Vote: 5-0-0

IV. **Financial Reports**

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| 1. On motion (Abbotoni/Hagar) to approve Payroll Warrant #8 | Vote: 5-0-0 |
| 2. On motion (Fraser/Abbotoni) to approve Accounts Payable Warrant #9 | Vote: 5-0-0 |
| 3. On motion (Fraser/Abbotoni) to approve Accounts Payable Warrant #10 | Vote: 3-1-1 |
| (Pinkham in the negative/ Hagar abstaining) | |

V. **Presentations:** Andrew Hedrich, Project Engineer from Gartley and Dorsky

This project for Miles Street has gone out to bid twice with both estimates being too high. Lincoln Health has agreed to split the cost, but bids far exceed funds available for the project. **Mr. Hedrich** presented alternative options that could keep the costs within the funds available. After talking with the hospital and the architects, the preferred scale down would address the causeway only. One main issue is the utility lines under the causeway. This is a concern for the hospital and water district. The estimated cost of the total project was \$950,000; the Town/hospital have approximately half of that available. **Mr. Hedrich** said scaling back would eliminate the Bristol Road to hospital part of the project for now. Options available:

#1A – Just address the causeway itself; do just what is needed regarding erosion and collapsing roadway. Hopefully make it through another winter. There would be a walkway and handrail with sidewalk.

#1B – eliminate the block wall and use riprap; have a pedestrian walkway but eliminate the sidewalk.

#2 – Repair road as is; stabilize road and look at building it up in the future. Lighting would be in the handrail.

#3 – Impact resource- this requires a permit from the State and a fee is charged. There is minimal value to the wetlands there. If approved, there is a potential to widen the road to 18' versus the current 12'-14'. This would require riprap and a natural stone wall. Cost is less than half of project projections. Permit would be for 100 sq. ft. 500 sq. ft. is needed. Permit would charge a fee for "habitat loss."

#4 – "Cast in place" concrete wall is 8' of poured concrete, not blocks, and is ugly. They need to price this out. This would reduce scope of project and replace the culvert.

Tom Anderson wanted to have the choices rank ordered by price. **Lou Abbotoni** asked about the projected life. Currently there is a 10' flood zone; currently it is 8'-9'; reconstruction of causeway would make it 12'. **Tom Anderson** asked how long a permit would take. **Mr. Hedrich** believed it could be a couple of weeks to a couple months. The review process make take longer. Each scenario would presume a spring a start, completed by fall. **Tom** asked about future sidewalk. **Mr. Hedrich** said option #1 eliminates a future sidewalk. **Mark Hagar** asked about trading other wetlands in lieu of fees. **Mr. Hedrich** did not see that as feasible; the State wants money in hand. **Matt Lutkus** said the riprap solution applies to options #1 and #2. **Daryl Fraser** said he did not believe the Board wanted to limit future options. He felt they needed to have Board consensus on this to move ahead. **Lou Abbotoni** said that at some point they would need a sidewalk and more. **Josh Pinkham** added that the Schooner Street pipe needed to be replaced. It is operating at 20-30% capacity. Plan is to test the pipe tomorrow.

Matt Lutkus said that he met with Mary Ellen Barnes and Andrew Hedrich, as well as all abutting owners, regarding Hodgdon Street. The drainage issue is tied in with the width of the road; currently 10'-12' which does not allow for 2 lanes. The road needs to be widened and have drainage. They are proposing 18' wide with curbing. This leaves all driveways intact and increases the parking area. It could be a one-way road but the new plan was favored by all. The plan also captures water from the cemetery to Church Street through piping. The new plan is also okay for snowplows. The wall at the entrance would have the bottom 1' filled in which would eliminate ditching. **Daryl** clarified that this was only on one end. **Tom Anderson** felt it also would help with ice build-up. **Josh Pinkham** thanked **Mr. Hedrich** for getting everyone on the same page.

Next steps: **Matt Lutkus** said he would get cost figures and provide the steps needed for C.D. grant money. Storm drainage is eligible for CDBG rescue plan money with local share. As far as Town share, he will have figures for next year's budget (2023). **Mark Hagar** asked when we would apply for the grant. **Matt** said probably in the beginning of January. **Matt** said there is one more project – the Church Street sidewalk design. It is so tight on the north side, they are looking to extend the roadway on the south side. At the October 2nd meeting there will be a public session. **Josh Pinkham** said he has spoken with Scott Abbotoni regarding Pleasant Street to Main Street. **Matt Lutkus** commented that he has talked with the Sanitation District regarding Hodgdon Road. The report from Acadia involves a change of scope; pricing increase is very high; funds are available. **Mark Hagar** stated it was 20 years old and still in decent shape. The aluminum culverts are 25-50 years old and ultimately need to be replaced. Perhaps "stream smart" culvert is needed. That is an available option, but in the meanwhile, we need a solution for ten years. **Mark Hagar** asked if it would handle the sewer. **Mr. Hedrich** said it was below that. **The Board** thanked Mr. Hedrich for his time and information.

VI. Citizens Comments and General Correspondence - None

VII. Town Manager's Items

1. Hodgdon Street Project – discussed earlier in meeting

2. Draft Amendments to Town Charter

Matt asked the Board how they wanted to proceed. **Josh** commented that the revisions seemed to cover what was discussed. The Historic Preservation Committee was added. Board members will continue to review the draft and vote at the next meeting.

Discussion ensued regarding the potential change from Board of Selectmen to Select Board. **Tom Anderson** stated he saw no need for a change. But if there was any sign of discrimination that I would be the first one in favor of a name change. **Lou Abbotoni** agreed. **Josh Pinkham** said it was time to drop the traditional and consider a more gender neutral title. **Daryl Fraser** said few Boards in our area have changed. **Josh Pinkham** said as long as we are making changes, we should do it all at once. **Matt Lutkus** said a State Statute has changes all State Committees to gender neutral designations. **Daryl Fraser** asked what MMA recommends. **Matt** said they had no comment, but do refer to "Select Board member" in their literature. **Daryl** said he would like to see standardized terms. **Mark Hagar** asked what the county numbers were. **Josh** asked **Tom** why he was opposed to the gender neutral designation. Response was he saw no history of discrimination. **Daryl Fraser** said what was most important was action not words. He wants to look into it more. **Mark Hagar** felt Select Board had an elitist tone to it.

3. September 15, 2021, there is a special recognition going on for a long time employee. **Matt** would like to move the meeting time to 4:30 instead of 5:30 so he and other Board members could attend. **On motion (Pinkham/Fraser) to change the September 15th meeting time to 4:30 p.m. to allow for those who wish to attend a special recognition ceremony.** **Vote: 5-0-0**

4. Assessor's Agent vacancy – Position is still open. One draft of RFP was a request for qualifications. It is an employee marketplace and there is not much to choose from. **Matt** believes looking at a large firm might provide more opportunity for a long-term relationship. **Mark Hagar** agreed with **Matt**. **Matt** said they need help to assist with re-evaluation.

5. Maine Municipal Association

The annual conference is September 29-October 1st, 2021. This is at the Augusta Civic Center. If you want to go, let **Matt** know. He will arrange car-pooling for those who want it.

VIII. Official Action Items

1. Code Enforcement Officer (CEO) Agreement

Matt will table this item as it needs Waldoboro's agreement to the proposed changes. Since 2018 the two towns have shared this position. The agreement, if approved by both Boards of Selectmen, will continue through the current fiscal year. This will be automatically renewed unless either party wishes to terminate the agreement with a 30 day notice. The CEO will continue to be an employee of Waldoboro. Damariscotta's 50% share of salary and benefits will need to be approved each year as part of the annual budget process. Changes needed with Waldoboro approval. **Consensus to table.**

2. Selectmen's Meeting Remote Attendance Policy Tabled until final draft ready for next meeting.

3. Appointments to Broadband Citizen Advisory Committee - Evan Goodkowsky

Evan Goodkowsky, summer intern, has been working on this project. He has literally been going door-

to-door visiting approximately 250 homes, talking with 75-80 residents on Egypt Road, Bristol Road and Lessner Road. He has been encouraging everyone to take the service test for upload and down load speeds. There has been an increase in number of tests taken. Over 50% of the test takers meet the threshold for underserved with a 50/10 ratio of download and upload speeds. He has done this with the intent of forming a citizen's broadband committee. **Matt** added that the committee would meet 1-2 times a month initially; then less frequently once a plan for broadband expansion was completed and a grant application submitted. The committee may be meeting with other neighboring communities as part of a regional effort to achieve improved internet service. Community members who have volunteered to serve are: Al and Andrea Todino, Bruce Edwards, Larry Sidelinger, Steven Wicks, and Adam Jeffers. **Evan** thought this represented a healthy interest. Damariscotta has a good morale, is forward looking, and reflects healthy involvement. He will have a budget proposal in the next couple of days. **Mark Hagar** commented that this was "So positive." **Evan** responded that a lot of education for the community still needs to be done. **Daryl Fraser** thanked Even on behalf of the Board, commenting that this had been very helpful. **Daryl** asked about the sizing of the committee. **Matt** responded that LUAC wanted to be active in conjunction with this committee. He thought 5-7, similar to Newcastle's committee was appropriate, but there was no set limit. **Al Todino** said he has lived in Damariscotta one year today. He is from Portland and is glad to serve. "The faster the internet; the better the jobs." **Daryl** said that this needs to happen.

On motion (Abbotoni/Hagar) to create an ad hoc committee, consisting of the members listed, to serve as a Citizens Broadband Committee. The Committee is charged with working with similar committees in other communities (i.e. Newcastle) as counterparts. **Vote: 5-0-0**

Daryl Fraser added that the first order of business should be to elect a chairperson who would be responsible for submitting minutes of each meeting. **Matt** added that any Selectman could join the committee; just let Matt know.

4. Proposal for Town Manager Recruitment and Selection Process

At the Board's request, **Matt** asked Don Gerrish to provide a proposal (attached) for assisting the Board with the recruitment and selection of a new Town Manager for when the current manager's contract expires on June 30, 2022. Eaton Peabody Consulting was recommended. **Tom Anderson** noted the excellent credential they presented. **Matt** said they have a good background in seeking out candidates for Town Manager. **Matt** said the cost will be \$10,000; \$6,000 plus expenses

On motion (Fraser/Anderson) to waive Town charter bid guidelines and authorize Chairman Fraser to execute an agreement with Don Gerrish for his assistance with the selection process for the new town manager. **Vote: 5-0-0**

IX. Selectmen's Discussion Items

Tom Anderson – nothing

Lou Abbotoni – nothing

Daryl Fraser – nothing

Mark Hagar – nothing

Josh Pinkham – reminder busses are on the road- Police Chief is doing speed checks

X. Adjournment

On motion (Pinkham/Anderson) to adjourn the Board of Selectmen's meeting at 6:40 p.m.

Vote: 5-0-0

Respectfully submitted,

Lynda L. Letteney
Recording Secretary

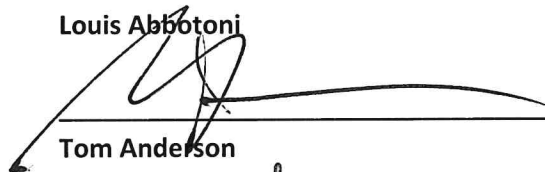
We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Board of Selectmen's meeting on September 1, 2021.



Daryl Fraser, Chairperson



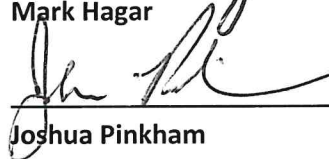
Louis Abbotoni



Tom Anderson



Mark Hagar



Joshua Pinkham

Town of Damariscotta, Select Board meeting, signed this date: 10/6/2021