

MINUTES
BOARD OF SELECTMEN MEETING
DAMARISCOTTA TOWN OFFICE
December 15, 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; Lynda Letteney, recording secretary

Others Present: George Parker; Geoff Keochakian, LCTV; Steve O'Bryan, Town Emergency Management Agent; and Nate Pool, 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 5:32 p.m. by Chairperson Fraser

III. Minutes

On motion (Pinkham/Abbotoni) to approve the minutes of October 25, 2021. Vote: 5-0-0

On motion (Pinkham/Abbotoni) to approve the minutes of November 17, 2021. Vote: 5-0-0

Minutes of December 1, 2021 Tabled

IV. Financial Reports

1. On motion (Abbotoni/Hagar) to approve Payroll Warrant #30 Vote: 5-0-0

2. On motion (Abbotoni/Hagar) to approve Payroll Warrant #33 Vote: 5-0-0

3. On motion (Abbotoni/ Pinkham) to approve Accounts Payable Warrant # 31 Vote: 5-0-0

4. On motion (Abbotoni/Anderson) to approve Accounts Payable Warrant # 34 Vote: 4-0-1

(Pinkham abstaining)

5. On motion (Abbotoni/Anderson) to approve Accounts Payable Warrant # 32 Vote: 3-1-1

(Hagar abstaining; Pinkham in the negative)

V. Presentations: Historical Element for Wall Design

Matt Lutkus reported that Valerie Seaberg and other committee members were working with the Design Team which needs permitting. Discussion has included brick making in 1940's, fishing, oyster growing, and ship building. They decided to limit the focus to the ship building element. This coming from the park development group. History: In order to preserve and enhance the park the historical element could be in the boards-keeping it simple. Keep it simple and uncluttered was the consensus. Adequate seating is important. A wall with historical panels within the wall was suggested, with a pathway from Taco Alley. The design of the wall will be concrete, don't try to replicate the panels; design could be on both sides of the wall. There should be lighting for walkway/parking lot. Boulders could be the border with some small stairs with a walkway still available. At the entry way to the park, a replica of half a ship. Keeping in mind the goals and objectives of the wall design, it was voted by the committee, to accept the design as presented.

Lou Abbotoni pointed out that there were no funds available at this time. They plan to solicit funds for this. Latest estimate is \$4.2 million. When the parking lot is redone, they will seek funding through a major grant application which will need a percentage of local funds. Benches, trees, etc. will be about \$16K from the Town plus grant funding. Currently it is hard to keep up with requirements. **Tom**

Anderson said what the focus group had to determine and focus on was simplicity and compatibility with down town. **Matt** said EDA has allowed this to go to bid process because they want the wall in there even if it seems too expensive. They want us to go ahead with improvements; if too high, parking lot will still be reconstructed. Phase II – includes the wall and park improvements. EDA will look at additional funds, but there will be a local match. **Daryl Fraser** commented that the committee did a thorough and great job. **Lou Abbotoni** said he felt they did a fine job with what they proposed. He asked if there would be an opportunity for the Town as a whole to have input. **Matt** said Phase I was pretty much done. The design of the park will take an additional 2 years, this gives us additional opportunities also. **Tom Anderson** asked if the Board wanted to make available what we have as full disclosure. **George** said if the Board agrees to the 60% design, it could be in newsletter and on line soon. **Daryl Fraser** thanked everyone involved in the Historical Elements part of the grant, with the focus group having completed what they were tasked to do.

Josh Pinkham asked about the material for the wall and its expected life span. **Matt** said he would send out for specific information.

VI. Citizens Comments and General Correspondence - None

VII. Town Manager's Items

1. Main Street Sidewalk Update

Matt did a walk through with 7-8 DOT representatives and members of the Public Safety and Accessibility Committee. Sidewalk vs. a 10' multipurpose lane: A 10 foot asphalt lane wouldn't need a sidewalk. It is the same cost or a little less. Acquisition of right of way from private owners would be needed. You could eliminate shoulders that would be needed if it was a sidewalk. DOT is moving forward with this. More development in Camden Plaza is needed; then they can evaluate use.

2. Upcoming Special Town Meeting/Annual Town Meeting Warrant Articles

Matt said there are 4 items for the Special Town meeting and a need to discuss items for the Annual Town meeting. He will be putting together a list of upcoming Town Meeting articles later this week. A question arose regarding whether or not voters have to vote on the use of federal monies. **Matt** said he didn't think so, but he felt it was best to take it to Town Meeting.

3. Harbor Master

Newcastle is the lead town; both towns set the stipend. Damariscotta's share is \$3,500. **Tom Anderson** felt that was a very modest amount for all he does.

4. Crooker Industries

Matt has been in contact with Crooker Industries and their estimate is level with previous quote; Belvedere \$1,222,233 with no ditching or drainage. That equals \$12-\$15/ft. \$41,000 for laying \$492,000-\$615,000 more. This comes to \$1.7 million for all three projects. **Matt** needs to get interest rate from bank. He was looking at the long term rate. Sherwin Williams and the Dollar Store are not included in these costs.

5. Covid-19

The office is not fully staffed until after Christmas; hence modified hours.

6. Complaint

There has been a complaint filed against a Department and an employee. The Board of Selectmen may need to perform the duties of the Personnel Board. They may need legal advice.

7. Andrew Hedrick Revised Quote

Using rip-wrap instead of retaining wall would decrease the cost to \$491,000. This would include just the causeway and drainage at Schooner and Miles. Bob Faunce and Matt Lutkus may be working on this. They may put in a more competitive plan. **Mark Hagar** asked about using the Army Corps of

Engineers and DEP. **Matt** will submit a revised proposal using \$250K from grant and \$365K for total available.

VIII. Official Action Items

1. Resolution Approving Lincoln County Hazard Mitigation Plan

Steve O'Bryan presented the attached draft Of the 2021 Lincoln County Hazard Mitigation plan. This is an update to the plan last presented in 2016. Having a current plan in place is required 2in order to be considered for any FEMA –administered grants. This includes the grant application currently pending. This application is for the FEMA financial assistance or the Miles Street Reconstruction Project. The actual document is done at the County level. Intent is to address threats to the infrastructure-i.e. storm surges, erosion, etc. Projects that need to be addressed are included. We can draw down from their grant. **Tom Anderson** referred to page 155 and the reference to 1971. **Steve** said that Sandy Gilbreath and Emily Rabbe were developing the Lincoln County Mitigation Plan which needs to adapt for the future. Amendments can be made once document is complete (after January 13th). **Matt** said we had 4 culverts on Belvedere proposed in this grant.

On motion (Anderson/Hagar) to pass and sign the resolution giving Town approval to the 2021 Lincoln County Hazard Mitigation Plan as presented.

Vote: 5-0-0

2. Quitclaim deed for Foreclosed Property

The Town, as required by State law, had to foreclose on seven properties this year. With the sale of one of these properties back to the previous owner for back taxes and fees, the Town now needs to approve the Quitclaim deed on this property.

On motion (Fraser/Pinkham) to approve and sign the attached quitclaim deed releasing the property described in the deed to the Gladys W. Selverstone Trust.

Vote: 5-0-0

3. Designation of Town Legal Counsel

Matt recommends approval of Amanda Meader's "letter of standard engagement" as presented and employ her as the Town's general legal counsel. The Town will continue to also use MMA legal staff when they are willing to provide us with advice. **Matt** said they will continue to use Jenny Villeneuve and other attorneys with expertise in specialty areas.

On motion (Pinkham/Abbotoni) to designate Amanda Mead as the Town's legal counsel.

Vote: 5-0-0

4. Low-Moderate income Summary for CDBG Grant Application

we need to read application which is due January 25th.

Tabled

IX. Selectmen's Discussion Items

Tom Anderson commented that MDOT has not moved the signs (School St and Bristol Rd) to improve visibility as the board requested.

Lou Abbotoni said he would like to see a bonus of \$100 to the female office staff

Mark Hagar concurred with Lou on the bonus. **Matt Lutkus** agreed if they have the money, he'd like to do more. **Lou** said the amount was just a suggestion. **Matt** will get back to the Board.

Mark also wanted to thank all the Town staff for their efforts this year. Merry Christmas and stay safe.

Josh Pinkham said he was all good.

Daryl Fraser had no comment

X. Adjournment

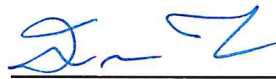
On motion (Hagar/Pinkham) to adjourn the Board of Selectmen's meeting at 6:30 p.m.

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 Select Board meeting on December 15, 2021



Daryl Fraser, Chairperson



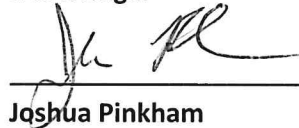
Louis Abbotoni



Tom Anderson



Mark Hagar



Joshua Pinkham

Town of Damariscotta, Select Board meeting, signed this date: 1-5-2022