

**Town of Damariscotta  
Board of Selectmen  
Meeting Minutes  
May 17, 2017 5:30 p.m.  
Damariscotta Town Hall**

The Board of Selectmen met on Wednesday, May 17, 2017. Members present were Robin Mayer, Ronn Orenstein, George Parker, and James Cosgrove. Mark Hagar was absent-excused. Staff present were Matt Lutkus-Town Manager and Michelle Cameron-Town Clerk, John Roberts-Fire Chief, Others attending were Karen O'Bryan for LCTV, James Campbell-resident, Susannah French-resident, Minda Gold-resident, Adam Nelson-Bristol resident, Maia Zewert-LC News, Gina Hamilton-Wiscasset Newspaper.

- I. Pledge of Allegiance**
- II. Annual Meeting for Secondary Schools & Adult Education Budget: Minutes on file in Clerk's Office.**
- III. Call to Order:** R. Mayer opened the meeting at 5:48 p.m.
- IV. Minutes:**
  - 1. May 3, 2017 Meeting:** On motion Orenstein/Parker moved to accept the minutes for the May 3<sup>rd</sup> meeting.  
**Vote 4-0**
- V. Financial Reports:**
  - 1. Payroll Warrant #52:** On motion Mayer/Orenstein moved to approve PY Wrnt# 52. **Vote 4-0**
  - 2. Accounts Payable Warrant# 53:** On motion Parker/Orenstein moved to approve AP Wrnt# 53.  
**Vote 4-0**
- VI. Presentations: NONE**
- VII. Citizen Comments and General Correspondence:** Jim Campbell stated that he is concerned about what the "Our Town" group was wanting to do. He feels that it should be only up to the landowners on who they sell their land to. He feels that Damariscotta Residents should decide about growth and not non-residents. Lutkus said that the "Our Town" group was putting an appeal together about the Planning Board's decision regarding the Sherman Williams and Dollar General approved application. Cosgrove said that change is constant and that the town did not look the way it looked in 1950. He stated that because Damariscotta is a service center and there is renewed interest about expansion, there needs to be discussion on how we can build our tax base. Mayer mentioned that this topic would be discussed during the Town Manager Items segment of the meeting.
- VIII. Town Manager Items:**
  - 1. Possible Workshop on Commercial Growth Issues:** Lutkus stated that the town has an interest in business development that we haven't seen in years. The "Our Town" group has expressed concern on how that development will look. He asked the Board if they would like to hold a workshop after their June 7<sup>th</sup> meeting and invite the Planning Board and concerned citizens. He mentioned that it might make sense to take a look at the site plan review process.  
Mayer said that we have been formatting ordinances and had waited to format the Planning Board ordinances until last. She thought maybe it was time to look at them.  
Parker agreed that it is timely to take a look at the Site Plan Review, Land Use and Subdivision Ordinances.  
Mayer stated that it might be a good idea to take a look at the definitions across the Planning Board ordinances and maybe look at form base codes.  
Cosgrove commented that the conversation needs to be about the whole picture and not just restriction. How can we encourage development and help the tax burden on our citizens?  
Mayer stated that we want to encourage some "for profit" businesses to come to town. Maybe it's a good idea to have a workshop on June 7<sup>th</sup> after the regular board meeting?  
Jim Campbell expressed concern for the amount of non-profits that are located in town.  
Mayer answered that there are 83 non-profits in town and only about 15 affect the tax base. She stated that Lutkus has been working on ideas that will help with this issue.

Susannah French, a resident since 1979, expressed concern about the corner of Biscay Road and Main Street. She is worried about safety when the new businesses build there.

Cosgrove agreed that safety is a concern and that sidewalks are needed.

Lutkus said the town will apply for grant monies for building sidewalks. If the town was awarded grant money the funds would not be available until 2020.

Adam Nelson, a resident of Bristol, stated that he is a local Realtor and a local entrepreneur and he owns several properties here in Damariscotta. He said that he is very much pro-development, but is concerned with the way it's geared. He feels that the local scene of Damariscotta should be preserved. He feels that out of state people want small "Mom & Pop" businesses to shop in.

Shari Sage, resident, said that she feels that the town should go towards form base codes or something like it.

Mayer said that she would like to invite concerned people to attend the upcoming workshop.

2. **Egypt Road Culvert RFP:** Lutkus informed the Board that he would be emailing a sixty-six page RFP that Wright-Pierce prepared to five contractors this week.

3. **Selection Process for Board and Committee Vacancies:** Lutkus informed the Board that to date we have had four applications for the Planning Board. He asked if the Board would want to go through an interview process. He said that it could be a yearly occurrence.

Cosgrove asked what other towns do. He does not want to make the process too cumbersome.

Mayer said that she felt the purpose for interviewing would help the people volunteering understand their roles and responsibilities.

#### IX. Official Action Items:

1. **Acceptance of Contribution from Twin Village Alliance:** Lutkus stated that the town had had another \$40,000 gift from an anonymous donor through the Twin Village Alliance. Mayer mentioned that she is so glad for the Twin Village Alliance and for the donor. The gift is much appreciated. **On motion Cosgrove/Parker moved to accept the donation of \$40,000 from the Twin Villages Alliance, on behalf of an anonymous donor, and allocate these funds for improvements to the Town's Waterfront Improvement Project. Vote 4-0**
2. **Acceptance of Fire Department Grant Award: Official:** Lutkus asked if the Board would move Official Action Item # 2 up so that John Roberts could address the Board and return to his schedule meeting at another location. John Roberts, Fire Department Chief, stated that the town needs to notify FEMA that they will accept the grant money to use towards the purchase of "Jaws of Life" accident victim extrication equipment. He said that he hopes to use FY2017 funds for the matching funds needed by may have to roll over to the next fiscal year. The Town's share of the estimated \$38,000 purchase will be 5 percent of the cost or approximately \$1,900, an amount currently available in the Town's capital reserves for fire equipment. Roberts explained that there will be a lot of benefits for using the equipment. One of the draw backs will be that the in the cold weather, the batteries won't last that long. Lutkus gave accolades to Chief Roberts for his continued efforts to secure grant funding for the Department. **On motion Cosgrove/Parker moved to accept a grant awarded through FEMA's Assistance to Firefighters' Grant Program to be used towards the \$38,000 (estimated) purchase of "Jaws of Life". Vote 4-0**
3. **Acceptance of ASK Grant Award:** Lutkus pronounced that during the past week, the Town and the Town of Newcastle received formal notification that we have been awarded a \$1,000 grant to be used towards the expense of a business forum to be held in September. The event will be hosted by the Towns, the Rotary Club, the Twin Villages Alliance and the Chamber of Commerce. **On motion Cosgrove/Mayer moved to authorize the Town Manager to execute an agreement with the Lincoln County Regional Planning Commission for the formal acceptance of the ASK Grant. Vote 4-0**
4. **Annual Town Meeting Warrant:** Lutkus mentioned the vacancies on budget committee and that the Shellfish Conservation Ordinance is being requested to be approved by voters for both Newcastle and Damariscotta. The CLC Ambulance request came in after the budget process therefore the amount listed in the warrant for \$4,800 is last year's amount. This year their request is \$5,200. Lutkus said he will ask

the Board to approve the difference next fiscal year. He mentioned that the article for the county tax is more of an FYI for voters because the town has no authority to change the county assessment. Lutkus said that he found out from MMA that the county assessment article doesn't need to be an article but that the Board decided to put it in for informational purposes. Lutkus also mentioned that in article 31, the fire department will ask for funds for FY2019 for a new fire truck. If the department wants to receive the truck in 2019, they need to order the truck in calendar year 2018. So this is simply to give some assurance that the town intends on purchasing a new fire truck and enable the department to sign a contract for the purchase. Lutkus also mentioned that if article 32 passes, it would allow the lender CEI to be the first lien holder on the YMCA's loan.

Mayer mentioned a typo regarding the lining up of numbers in article 15. She would like to approve the warrant with the typo being corrected. **On motion Mayer/Orenstein moved to approve the Warrant for the June 13 and 14 Annual Town Meeting with the typo corrected. Vote 4-0**

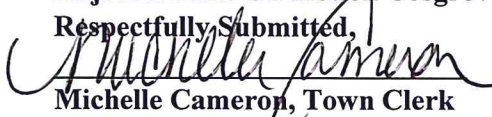
5. **Shellfish Warden Contract:** Lutkus received the contract back from the LC Sheriff's Office and he noticed a typo in the document. He had sent a corrected draft to the LC Sheriff's Office, but they had signed an older version. Lutkus said to avoid going back and forth with the contract, he wrote in the change and asked Mayer if she would initial the change. He said that the change has to do with the cost the payments that the Town makes. The agreement as worded reads, "each town will pay the Sheriff's office \$5000 maximum". It should read as "both towns will pay \$5000 maximum". Lutkus stated that if the Board approves the contract, the County Commissioner will need to initial the change as well. **On motion Cosgrove/Parker moved to approve the Shellfish Warden Contract with initialed change. Vote 4-0**
6. **Contract for Additional Work at Riverside Park:** Lutkus stated the he is asking the Board to ratify the Board's decision regarding the work at Riverside Park. **On motion Mayer/Orenstein moved to approve the contract with Hagar Enterprises, Inc for additional work at Riverside Park. Vote 4-0**

X. **Selectmen's Discussion Items:**

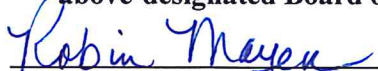
1. Cosgrove would like to keep focus on the fact that Damariscotta is a service center and it's only the tax payers of Damariscotta who support it. He would like to see people work towards a larger solution.
2. Mayer said that several people who work downtown inquired about whether the town would consider a monthly parking sticker. Elm Street parking will be more difficult due to the opening of the lobster restaurant. She suggested that the idea of a monthly parking sticker be added to the next agenda. Cosgrove suggested looking to staff and the Police Department for recommendations. Orenstein said that maybe off-site parking would work.

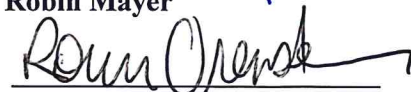
XI. **Adjournment: On motion Cosgrove/Orenstein moved to adjourn at 7:14 p.m. Vote 4-0**

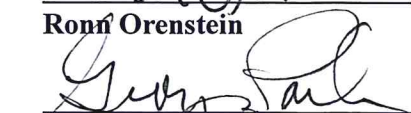
Respectfully Submitted,

  
Michelle Cameron, Town Clerk

We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Board of Selectmen meeting.

  
Robin Mayer

  
Ron Orenstein

  
George Parker

  
James Cosgrove

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Mark Hagar

Town of Damariscotta, Board of Selectmen  
Signed this date 6/7/17

Minutes

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