

**Town of Damariscotta  
Board of Selectmen's Meeting & Budget Minutes  
Wednesday, March 7, 2018**

The Board of Selectmen met on Wednesday, March 7, 2018, members present were Robin Mayer, Ronn Orenstein, Mark Hagar, Amy Leshure, and Louis Abbotoni. Staff present was Town Manager- Matt Lutkus, and Treasurer & Deputy Clerk- Cheryl Pinkham, Road Commissioner Hugh Priebe. Others present were Patti Whitten, Pat McLean for the Cemetery Committee, Todd & Sarah Maurer of Shallom, LLC, residents Dick McLean, Chris Roberts, Karen O'Bryan, (resident & LCTV representative) and LCN reporter Jessica Picard.

Mayer called the Board meeting to order at 4:02p.m. to begin the budget review process. Patti Whitten & Pat McLean represented the Cemetery Dept. There were no questions with expenses. Mayer reminded all of no revenue from cemetery will be part of municipal budget due to STM vote designating all revenue generated from the cemetery department be placed into cemetery trust for perpetual care of cemeteries.

Mayer thanked the committee for all their hard work and volunteering so much time.

**On motion of Mayer/Abbotoni moved to approve the proposed budget for Cemetery  
Department of \$35,599.92** **Vote 5, 0, 0**

**Revenues Review**

Mayer stated large surplus is state's budget, would like to pursue task of increasing the share of funds received for Damariscotta because it is a service center to the county. It may not result in an increase but it could be beneficial to try.

Lutkus informed BOS the revenue is based on the previous years' trend as well as the current years information to develop a best estimate and remain conservative.

Hagar questioned the revenue from franchise fees and if there was any obligation on the cable companies to make sure all residents of Damariscotta have the ability to receive cable services.

Lutkus said the towns have no upper hand in that. The fact that the town receives funds is thanks to the cable companies, they agree to give us these funds.

**Expenditures**

**Administration-**

Mayer questioned the increase for the Town Manager.

Pinkham stated the increase is not stated clearly, budgeted \$67,000 for year, however Jan '17 a new contracted was negotiated for \$70,000, this just has the 2% increase from that.

Mayer pointed out the increases are health insurance, the 2% COLA increase in pay; which is what the federal rate has stated, and a new position for a person to take minutes for Board meetings. Mayer questioned what the protocol would be if that person was ill or unavailable for some reason or another.

Pinkham said it would just revert to what we do now.

Lutkus informed the BOS that the staffing has remained short

**On motion Abbotoni/Orenstein moved to approve proposed budget for Administration  
Department of \$381,851.25** **Vote 5, 0, 0**

Assessing-

Lutkus pointed out the main increase in this budget is the additional \$1,000 for professional consultation in commercial assessing.

**On motion of Mayer/Orenstein moved to approve proposed budget for Assessing of \$43,077.10**

**Vote 5, 0 0**

Planning & Development-

Mayer asked if the mileage reimbursement is based on actual mileage or just a bonus type of payment.

Lutkus agreed it was a stipend.

Solid Waste-

Mayer added the Transfer station is doing well with streamlining services and encouraged people to continue to recycle which helps keep these costs low.

**On motion of Mayer/Orenstein moved to approve proposed budget for Solid Waste Department of \$112,519.**

**Vote 5, 0,0**

Municipal Buildings-

Hagar questioned the Shared Maintenance Acct and how that was handled; the parking lot is rough in spots-who is responsible for repairs or liable if someone is injured?

Lutkus informed the BOS that Reny's owns and maintains the parking lot, & grassy area of the property, this is the Town's portion of those expenses. (parking lot lights, winter plowing/sanding, lawn care) Reny's is the responsible party for all issues.

**On motion of Abbotoni/Hagar moved to approve proposed budget for Municipal Buildings of \$39,807.50**

**Vote 5, 0, 0**

Legal-

Collectively the Board agreed the need to increase the legal budget.

**On motion of Orenstein/Abbotoni moved to approve the proposed budget for Legal costs of \$21,000**

**Vote 5, 0, 0**

Insurances-

Mayer stated for viewers at home watching the meeting that this count has a zero percent increase.

**On motion of Mayer/Orenstein moved to approve the proposed budget for the Insurances of \$15,217.00**

**Vote 5, 0, 0**

Animal Control-

Mayer pointed out there is a decrease in this department and stated the Town is contracting with Lincoln County Sherriff's Dept.

Hagar asked how that was working out.

Lutkus felt it was going very well.

**On motion of Mayer/Orenstein moved to approve the proposed budget for Animal Control of \$5,850.00**

**Vote 5, 0, 0**

Highway-

Mayer believed the Town had enough crosswalk signs already and questioned the need to budget for more.

Priebe stated there were some we will needed to repair and replace, also including cost for the ADA plates in the crosswalks. Cost is \$500 per ramp, which is two per location of crosswalks and we have 16 locations to that will need to be replaced. This request is for two crosswalks on Main St 1-at the corner of Main & Theater from the bookstore to Reny's and again at the crosswalk by the post office and the library.

Hagar asked if the town increases the hours for the part time seasonal helper will the highway department be able to do more of the contracted work in house instead of hiring outside contractors? Tree trimming on Pine Ridge, Keene Woods- can this be done without hiring Asphlund and be done by the town employees. Some of these areas have trees hitting the school buses or blocking the view. Priebe said Pine Ridge was just trimmed this past week, the request went in back in January and the company is just now able to get to us. In response to the contracted work being handled in house Priebe believed the department has the equipment to do a lot of these tasks. A lot of time it has to do with safety, removing large trees by himself is hard to do and has no one around if the tree or limbs come down on him.

Mayer asked for clarification on why the department is requesting \$2,000 to remove and install docks on one line item and then again on another line item requesting \$2,400 to remove and install docks.

Priebe

Pinkham stated the \$2,400 is where the labor and expense for removing the docks gets charged to because that's the amount it cost to remove and deliver docks to shed so instead of charging to regular labor, that specific task gets charged to the contracted service, while the \$2,000 is for the supplies and labor of cleaning, maintaining, repair costs gets charged to.

Mayer felt like the description in the comments section should be cleaned up and clearer.

Pinkham will make those edits/clarifications.

**On motion of Leshure/Abbotoni moved to approve proposed budget for Highway Department for \$418,522.78.**  
**Vote 5, 0, 0**

#### Emergency Management Assessment-

Mayer informed the people watching at home the increase was \$0.45 for EMA.

**On motion of Mayer/Hagar moved to approve the proposed budget for Emergency Management Assessment for \$1,739.45.**  
**Vote 5, 0, 0**

#### Hydrants/Fire Prevention-

Lutkus stated these figures are set by the Great Salt Bay Sanitary District with the approval and regulations set by the PUC. (Public Utilities Commission)

Mayer pointed out in the comments that the District has not requested an increase since 2009.

**On motion of Abbotoni/Mayer moved to approve the proposed budget for Hydrants and Fire Prevention for \$151,061.40.**  
**Vote 5, 0, 0**

#### Street Lights-

**On motion of Mayer/Abbotoni moved to approve the proposed budget for Street Lights of \$16,500.00**  
**Vote 5, 0, 0**

#### County Tax-

Lutkus is concerned this may be conservative, however this is more for informational purposes because we have to pay whatever the taxed amount is.

Mayer believed this is a good figure to go with, the County has kept a lean budget and completed their labor negotiations.

**On motion of Mayer/Abbotoni moved to approve the proposed budget for County Tax of \$454,120.00** **Vote 5, 0, 0**

**The Board of Selectmen took a brief break in between their budget & regular Board of Selectmen meeting.**

**I. Pledge of Allegiance**

**II. Call to Order-Mayer called the meeting back to order at 5:33p.m.**

**III. Minutes**

**1. February 28<sup>th</sup>, Meeting**

**On motion of Orenstein/Leshure moved to approve Feb 28<sup>th</sup> minutes as submitted.**

**Vote 5, 0, 0**

**IV. Financial Reports**

**1. Accounts Payable Warrants #44**

**On motion of Mayer/ Orenstein moved to approve AP#44**

**Vote 5, 0, 0**

**V. Presentations-**

**VI. Citizen Comments & General Correspondence-**

**1. Letter from Spectrum Generations-**

Lutkus informed the Board of the invitation to participate with Spectrum generations to help with Meals on Wheels.

Mayer reminded Board that some members went to this event last year and served food, this year they are asking for help with the preparation of the food or delivering to the homes. Mayer would like to deliver the meals, get to meet some people.

Hagar would like to deliver meals as well.

Lutkus said the other members can look at their calendar and just let him know if they'd be able to volunteer.

**VII. Town Manager Items:**

**1. Update on Restrooms-**

Lutkus announced the successful negotiation of the purchase of the barber shop in the downtown back parking lot as well as the adjacent land. The town's contribution remains the \$71,000, which is already set aside with \$11,000 in reserves from 2016 and \$60,000 from the Bond proceeds last year. The question most asked is why are you putting a bathroom in an active flood zone? Lutkus showed that the current level of the barber shop floor is 8' above sea level, the restroom would be at a 10' base level with the floor level being at 11' above sea level. There will also be waterproof up to 13' above sea level which complies with the federal flood zone, Damariscotta will actually be setting an example with this venture. Other concern Lutkus has is where can the barbershop go? Lutkus has been looking downtown for another location, working with downtown businesses to find an affordable building for them. The current building is in poor shape and will need to be taken down. The next steps will be to appear before the Planning Board and review the site plan, then take it to town meeting for voter approval of the purchase. S. Abbotoni asked if the elevation would increase so the bathroom would sit up higher. Lutkus confirmed there would be some increase in elevation, but not a lot.

**2. Seasonal Rail Service-**

Lutkus stated the New England Railroad Authority will be doing a pilot program three weekends in the summer, hoping it is during Columbus weekend but the dates are still to be determined,

**3. Secondary Schools Preliminary Budget-**

Lutkus has sent the Board the draft copy of the Secondary Education Budget with the change in commitment reflecting the lower budget.

**4. Selectmen's Preference Poll on Annual Report dedication/Volunteer Spirit of America Award-**

Lutkus reminded the Board that it's the time of year where they suggest a recipient for the Annual Town Report dedication as well as the Spirit of American Award. Lutkus requested they write their suggestions down and pass along to Pinkham who will tabulate the suggestions. #1 for the dedication #2 for the SOAA. If you want to email Pinkham with your choices, that is fine as well, but need it by Friday.

**5. Update on Fire Training Center-**

Lutkus updated the Board that Clayton Huntley is still pursuing the purchase the piece of land by the Damariscotta fire department to be utilized for the Lincoln County Fire academy as a training/learning center. The town would need to transfer the ownership of this property to the fire academy. Lutkus will schedule Huntley to come before the Board in April for a full update. Mayer questioned if it could be a public safety training center instead of single purpose. That way our police department and other public safety organizations can also use the

**VIII. Official Action Items-**

**1. March 21 Special Town Meeting Warrant-**

Lutkus informed the Board that the Planning Board held the Shoreland Zone Ordinance public hearing this past Monday and there were no changes to the Ordinance.

**On motion of Mayer/Orenstein moved to sign warrant for Special Town Meeting on March 21<sup>st</sup>.**

**Vote 5, 0, 0**

**2. Revised Purchase and Sale Agreement with Shalom, LLC**

Lutkus pointed out there was some language left out of the previous deed as to, the attorney has corrected that.

**On motion of Orenstein/Hagar moved to approve the revised purchase and sale agreement with Shalom, LLC for the sale of the Town-owned approximately 400 square feet of sidewalk on Elm Street.**

**Vote 5, 0, 0**

**3. Police Department "Distracted Driving" Grant Application-**

Orenstein clarified that the application has already been submitted, correct?

Mayer confirmed, adding due to the timing of the application period and BOS meetings the Chief's deadline to submit the application was in between Selectmen meetings.

Lutkus added that the Board can always choose to not approve certain grants and the application can be pulled.

Mayer feels this is a great idea and strongly supports it. It prevents people from not only texting and driving, but other distractions such as putting on makeup, eating, drinking, facebooking, or whatever people may be doing instead of paying attention to driving.

**On motion of Mayer/Someone else moved to approve distracted driving grant.**

**Vote 5, 0, 0**

**4. Designation of Officers Authorized to Sign Accounts Payable and Payroll Warrants**

Lutkus stated the disbursement policy needed to be updated because it still has George Parker as an alternate for pay warrant disbursements. Lutkus asked Abbotoni if he would be willing to be designated for this task.

Abbotoni accepted and agreed he was probably more readily available than other members.

**On motion of Mayer/Orenstein moved to appoint Louis Abbotoni as the backup Board member to approve payroll and AP warrants on off cycle weeks. Vote 5, 0, 0**

**IX. Selectmen's Discussion Items-**

Leshure asked Lutkus how he like to see the committee put together for the plastic bag ordinance, should they create the ordinance in its entirety, bring ideas for the ordinance, set up a community members?

Lutkus agreed with having the committee to draft an ordinance and then bring it to the BOS for approval and again at the Annual Town Meeting. With ATM just a few months away, it may be better to plan on bringing it to voters in November '18.

Mayer thanked the road commissioner, fire department members, and emergency management director for filling up sand bags to protect the rising waters in the back parking lot this past storm. Business owners were helping, "that's community at work" and the work is appreciated.

Mayer reminded everyone that nomination papers are available at Town Hall for one Selectmen, a School Board Member, and a GSB Water & Sanitary for the June election.

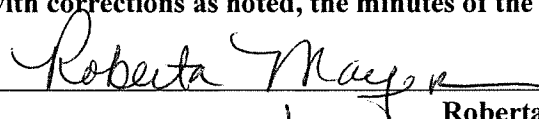
**X. Adjournment-**

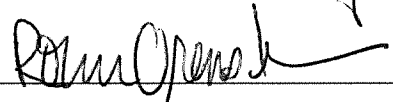
**On motion of Orenstein/Leshure moved to adjourn meeting at 6:03p.m. Vote 5, 0, 0**

Respectfully submitted,

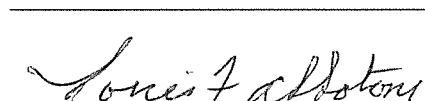
  
Cheryl M. Pinkham, Deputy Clerk

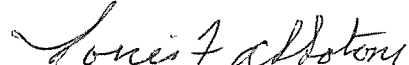
We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Board of Selectmen meeting.

  
Roberta Mayer

  
Ronn Orenstein

  
Mark Hagar

  
Amy Leshure

  
Louis F. Abbotoni

Town of Damariscotta, Board of Selectmen, Signed this date 3-21-2018