Minutes
Board of Selectmen's Meeting
Town of Damariscotta, Maine
July 11, 2018, 5:30 PM
Damariscotta Town Hall

The Board of Selectmen met on Wednesday, July 11, 2018. Board members (BOS) present were Robin Mayer, Ronn Orenstein, Mark Hagar, Amy Leshure, and Louis Abbotoni. Staff present were Matt Lutkus-Town Manager and Michelle Cameron-Town Clerk. Others attending were Karen O/Bryan-resident & for LCTV, Andrea Keushguerian-resident, Gwen Purcell-resident, Bruce & Karen Batchelder-residents, Lorraine Faherty-Cemetery Committee & resident, and Jessica Picard-LCN.

I. **Pledge of Allegiance**
II. **Call to Order:** R. Mayer open the meeting at 5:30 PM
III. **Required Actions for New Board:**
1. Election of Chairman, 1st Vice Chairman and 2nd Vice Chairman: **On motion Hagar/Orenstein moved to leave the officers as they are now; Robin Mayer as Chairman, Ronn Orenstein as 1st Vice Chairman and Mark Hagar as 2nd Vice Chairman. Vote 5-0**
2. Appointment of Secretary: **On motion Mayer/Orenstein moved to appoint town staff as the Board's secretary. Vote 5-0**
IV. **Minutes:**
1. June 6 and 27 meetings: **On motion Mayer/Orenstein moved to approve the 6/6 meeting minutes. Vote 5-0**
On motion Mayer/Leshure moved to table the 6/27 meeting minutes. Vote 5-0
V. **Financial Reports:**
1. Payroll Warrant #1: **On motion Mayer/Hagar moved to approve PY Wrnt #1. Vote 5-0**
2. Accounts Payable Warrant #62 & #2: **On motion Mayer/Abbotoni moved to approve AP Wrnt # 62. Vote 5-0**
On motion Orenstein/Leshure moved to approve AP Wrnt #2. Vote 5-0
VI. **Presentations: NONE**
VII. **Citizen Comments and General Correspondence: NONE**
VIII. **Town Manager Items:**
1. **Minimum Receiver Coalition**: Lutkus explained he received a letter about the regional meetings being held-one being held at the Damariscotta Town Office on 7/24 at 10:00 am. He said that the proposed legislation would require the State to contribute a minimum of 15% of average per pupil costs to minimum receiver towns. Lutkus said that right now we get very little subsidy because we are a coastal town. He mentioned that the Raise the Floor Coalition is requesting a $5 per pupil or a minimum of $1000 towards their effort. We could contribute to this but the Board does not have to decide that right now.
2. **Date for Workshop on 2018-19 Goals and Action Plan**: Lutkus asked if the BOS would like to set a date for their first workshop. The Board agreed to have it directly following their regular meeting on August 1st.
3. **Follow-up on Drafting of Proposed Plastic Bag/Polystyrene Ordinance**: Lutkus said that now that the workshop was scheduled, the BOS may want to follow up on the ordinance at that time. Leshure said she would finalize the ordinance and bring it to the workshop. They will set the date of the Public hearing at one of the BOS meetings in August. The BOS asked Cameron if she could work up a timeline and whether they could have everything ready for a secret ballot vote in November-the idea being to piggy back with the 11/6 State election.
4. **Next Selectmen's Meeting-July 18**: Lutkus reminded the BOS that they have a meeting next week.

5. **Recreational/Medical Marijuana law update**: Lutkus said that he attended an MMA workshop in Bangor regarding the new marijuana laws that have been passed. He said the town needs to "opt in" so that we can regulate and allow marijuana sales, testing & manufacturing facilities, and cultivation. If we do not opt in-if we do nothing-then we are automatically opted out. The new law reads that there is no revenue for town. Lutkus said that we can decide at the 8/1 workshop if it should be on the November ballot. Mayer it would be great if they could have it on the November ballot. Hagar asked if they should wait for the June election. We don't know how many caregivers we have in town. There was discussion on locations, sales tax and how the town wants to handle the whole industry.

IX. **Official Action Items:**

On motion Abbotoni/Hagar moved to take action on #8-Cemetery Deed for Chasse. Vote 5-0

8. Cemetery Deed Transfer of Ownership to John N Chasse: Mayer asked Lorraine Faherty why there was not a perpetual care page. Faherty said that this was a transfer so that document transfers as well. **On motion Abbotoni/Hagar moved to approve the deed transfer. Vote 5-0**

1. **Planning Services Agreement (Tabled from June 27 Meeting): On motion Mayer/Orenstein moved to table this action item until work was completed. Vote 5-0**

2. **Ballot for MMA Legislative Policy Committee:** Mayer mentioned that Hagar is on the ballot and she suggested that they also vote for Jonathan Duke, the Administrator of Newcastle. Hagar said it's important to have strong people on the committee to go after revenue sharing. There was discussion on the nominee's biographies. **On motion Mayer/Abbotoni moved to vote for Mark Hagar and Jonathan Duke. Vote 4-0, Hagar abstained.**

3. **Confirmation of Town Manager Appointments:** Lutkus read aloud the one year and two appointments as follows:

One Year Appointments:

- **Code Enforcement Officer, Shoreland Zoning Officer, 911 Officer, Building Inspector, and Plumbing Inspector -Stanley Waltz**
- **Fence Viewer- Charlie Ault**
- **Harbor Master- Paul Bryant**
- **Deputy Harbormaster- Michael Herz**
- **Town Clerk – Michelle Cameron**
- **Treasurer –Cheryl Pinkham**
- **Deputy Clerks –Rebecca Bartolotta, Cheryl Pinkham**
- **Road Commissioner –Hugh Priebe**
- **Health Officer- Dr. Timothy Goltz**
- **Tax Collector- ~~Cheryl Pinkham~~ Rebecca Bartolotta**
- **Animal Control Officer-Lincoln County Sheriff's Department**
- **General Assistance Administrator- Michelle Cameron**
- **Civil Emergency Preparedness Director – Stephen O'Bryan**
- **Deputy Civil Emergency Preparedness Director- John Roberts**
- **Sealer of Weights and Measures- Robert Wiggins**
- **Shellfish Warden –Contract with Lincoln County Sheriff's Office**
- **Town Planner- Anthony Dater**
- **Assessor's Agent-Jurate Barnes**
- **CLC Ambulance Liaison-Mary Trescot**
- **Police Department employees- To be designated by the Town Manager in accordance with the Police Officer Collective Bargaining Agreement and the Town's Personnel Policies and Rules.**

Two Year Appointments:

- **Registrar of Voters-Michelle Cameron**
- **Election Clerks-To be designated by Town Clerk for each election**

Cameron informed the Board and Lutkus that Becky Bartolotta was sworn in as Tax Collector. Cheryl Pinkham had made that change very recently. The change is reflected in the list above.
On motion Abbotoni/Orenstein moved to approve the Town Manager's one year and two year appointments as listed.
Cameron informed the Board and Lutkus that Becky Bartolotta was sworn in as Tax Collector. Cheryl Pinkham had made that change very recently. The change is reflected in the list above.
Motion was amended by Abbotoni/Orenstein to wait to confirm the Town Planner appointment and change Tax Collector to Rebecca Bartolotta. Vote 5-0

4. **Lincoln County Regional Planning Commission: On motion Mayer/Leshure moved to reappoint Dick McLean and Ronn Orenstein as the Town's representatives and Matt Lutkus as the Alternative member on the Lincoln County Planning Commission. Vote 5-0**
5. **Designation of Selectmen to sign off-cycle payroll and accounts payable warrants: On motion Leshure/Mayer moved to designate Mayer and Abbotoni to sign off-cycle payroll and accounts payable warrants. Vote 5-0**
6. **Order of Municipal Officers regarding Payment of Outstanding or Delinquent Taxes:** Lutkus explained that the Town Tax Collector is asking the Board to annually approve a policy that requires any payments for taxes to be applied to the oldest outstanding balance due, in accordance with 36 M.R.S.A, Section 906. **On motion Leshure/Abbotoni moved 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**
7. **Agreement with Midcoast Community Action Agency Re: Worthy Poor:** Lutkus stated that this agreement with MCAA has worked out very well and that there is no administration fee the town has to pay. **On motion Abbotoni/Hagar moved to authorize the Town Manager to execute an agreement with Midcoast Maine Community Action for the administration of the Town's Worthy Poor Funds. Vote 5-0**

8. **Transfer of Cemetery Deed Ownership for Nicholas J. Chasse:** This item was moved to the first item position. See above.

X. **Selectmen's Discussion Items:** Orenstein asked if there is any possibility of having the Police Department put the electronic speeding signs out. Lutkus said he would mention it to the Chief.

Mayer said that the "barber shop is no more" and that it is very exciting. She thanked Lutkus for all his hard work. She also mentioned that she had talked to Lutkus and she felt that the Board should touch base with the Land Use Advisory Committee and see what's going on-maybe wait until the BOS'2nd meeting in August. There was discussion on what the LUAC tasks were. Mayer stated, we need to look at all the ordinance definitions across the board and make sure they all match. Orenstein said the LUAC is working on the Historic District ordinance. The BOS discussed what this ordinance would mean for the town. The Board decided to have an 8/15 workshop with the LUAC to begin at 5:30 pm. The regular meeting of the Selectmen will begin after the workshop.

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

Ronn Orenstein

Mark Hagar

Amy Leshure

Louis F. Abbotoni

Town of Damariscotta, Board of Selectmen

7/18/18

Date