

MINUTES
BOARD OF SELECTMEN MEETING
DAMARISCOTTA TOWN OFFICE
November 18, 2020 5:30 p.m.
In Person and Via Zoom

Members: Roberta Mayer, Chairperson; Louis Abbotoni, Mark Hagar, Daryl Fraser and Josh Pinkham

Members Absent : Mark Hagar (excused)

Staff Present: Matt Lutkus, Town Manager; Lynda Letteney, recording secretary

Others Present: Haas Tobey (via Zoom), Emily Davey (via Zoom), and Evan Houk, Lincoln County News

I. Pledge of Allegiance: Chairperson Mayer led the Pledge of Allegiance at 5:30 p.m.

II. Call to Order

The Board of Selectmen's Meeting was called to order at 5:30 p.m. by Chairperson Mayer

III. Minutes

On motion (Pinkham/Abbotoni) to approve the minutes of November 4, 2020, as distributed.

Vote: 4-0-0

IV. Financial Reports

1. On motion (Pinkham/Abbotoni) to approve Payroll Warrant #28 **Vote: 4-0-0**

2. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrant #29 **Vote: 4-0-0**

There was question on mileage for a police officer for training. Matt said it was shorter for the officer to travel from home to the training rather than come to Damariscotta, get a police vehicle and travel to the training.

V. Presentations: None

VI. Citizens Comments and General Correspondence: None

VII. Town Manager's Items

1. **Capital Projects Update**

Restrooms are moving along; tilings and waterlines are in. There have been a couple of minor stops and starts with the sewer lines. Two crew members with positive Covid tests; and, a fuel oil/water pooling which turned out to be a minor issue. DEP looked at it and determined it was inconsequential.

LED Lighting is scheduled for December if the weather holds. RealTerm is waiting for equipment; Town is awaiting CMP signatures.

2. **CLC Ambulance meeting**

Meeting was 2 hours on Monday (11-16-20). Discussion revolved around the Town's contribution to the service. There has been a dramatic downturn in revenue from transport. Due to Covid-19, many are not going to the hospital; dialysis transport is no longer covered by some insurances; patient numbers have gone from mid- 200's two years ago to 160 last year to 89 this year. While this reflects only a 0.6% increase in the overall budget, the increase to the towns is 6%. 44% of the calls are for Damariscotta which puts the increase at 8-9%. Assessed valuation is about 28% of the total budget. This equals about a \$6,000 increase. The other three towns are on a calendar year budget; Damariscotta is on a July 1st

fiscal year, so they wait for our new budget in July of each year for payment. As always there was a push to increase the COLA for employees (it is zero now; 2.5% would equal \$24,000). Overall it would increase the budget 16% (with Damariscotta's being slightly more). No motion came from the discussion and it was not pursued. **Matt** voted for the budget as the Damariscotta representative. **Robin Mayer** asked if the ambulance department had any access to federal Covid grant relief monies. Money needs to be used for operational items, so Matt does not believe they are getting any of that money. "It's a great service and they do a great job." **Matt** also said that there was a \$75,000 matching grant available for the service if they can raise the match. Despite the increase, **Matt** said the service runs on considerably less money than other communities. He also indicated that the meeting was recorded, so if any Board member wished to view it, they could.

3. Covid-19 Plan (attached)

In light of the State's increase in cases, some in Damariscotta and Lincoln County, **Matt** is suggesting that the Board relook at current operational procedures and make sure we are as ready as possible. The Town Plan for having the Town Office open has been mapped out in 5 stages (see attached). We are currently in Stage 1; **Matt** wants to go to Stage 2 after Thanksgiving. This requires full staff, same as Stage 1, except "in person" contacts are by appointment only; notice to media outlets; and extra signage are instituted. No public restrooms in the Town Office. Police Department has a public restroom in the outer foyer. Police Department personnel only are allowed in the facility. Fingerprinting limited to emergencies only. All interactions with police and staff require a mask and social distancing. All "in person" contacts will be done with appropriate PPE; police vehicles will be sanitized at the beginning and end of each shift by the officer. Emergency plans are in place in case of exposure.

Haas Tobey said he had been tracking 16 states and 11 are now beyond "breakthrough". Maine is climbing and is now the same as some of the worst, 6-8 weeks ago. He would like to see Zoom meetings for Planning Board, Board of Selectmen, LUAC, etc. resume for a while. **Matt** was in favor of that too as it is a lot of work for staff to clean each time the room is used. Also, he felt the Board should delay plans for a public meeting on the historic preservation ordinance until in person meetings are available again. Public Hearings and Special Town meetings cannot be done by Zoom.

Robin Mayer asked about the "appointment only," wondering if there were enough hours in the work week or should they go back to 5 days a week. **Matt Lutkus** said he thought there were enough as is. He has ordered a tax receipt box that is secure. He felt a lot could be done by phone, email, drop box, etc. Secondly, **Robin** wanted to know if they had considered a couple laptop computers for home use, so employees at home could work from an office computer. **Matt** said the tech people had advised purchasing in lots of 5, better pricing. He was thinking 4 for the office staff and one for police staff. Eventually they will be replacing the desk tops anyway. The big expense is not the computer but the server. Currently there is about \$7300 in reserve for this. Even though staff would be rotating through coming into the office, there is plenty of work that could be done at home with a town computer. **Robin** stated the "switching off" may be in place for a while. This amplifies the need for a computer at home. Hopefully a vaccine will be available by spring/early summer. Also, she was wondering if the Town's phone system can be tied into a home land line. Would it work with a cell?

Lou Abbotoni said that he felt from studies already done that efficiency is better from home. He would like to see the Town get the computers now. **Josh Pinkham** said he is in favor of getting them now, but wants to see a proposal and price before voting on them.

On motion (Abbotoni/Fraser) to have a straw vote agreeing to the purchase of 5 computers for the Town Office (4) and Police Department (1) pending the proposal and cost estimates, to be brought back to the Board the first meeting in December for a final vote. **Vote: 4-0-0**

On motion (Abbotoni/Mayer) to adopt the Covid-19 Plan for the Town Office and Police Department **Vote: 4-0-0**

As far as mask use, the police are using an educational approach. If they see a group congregating without masks, they approach with masks to hand out, "Here's a mask for each of you," with a brief explanation of why they need to wear it. Contractors working on town projects must wear masks; Matt has already informed them. We have a plan for Public Works employees who get sick; we have back up for sidewalk and parking lot snow removal and clean up.

VIII. Official Action Items

1. Cemetery Deed and Perpetual Care Agreement with Raymond and Carol Simmons
2. Cemetery Deed and Perpetual Care Agreement with Paulette Chapman
- 3 Cemetery Deed and Perpetual Care Agreement with Leslie Webster
4. Cemetery Transfer Deed Paul Sidelinger to Frank Sidelinger

On motion (Mayer/Pinkham) to accept the first three cemetery deeds **Vote: 4-0-0**

On motion (Mayer/Abbotoni) to accept the transfer of the cemetery deed from Paul Sidelinger to Frank Sidelinger **Vote: 4-0-0**

IX. Selectmen's Discussion Items

Josh Pinkham wishes everyone a Happy Thanksgiving and wants everyone to stay safe. He encourages everyone to shop local.

Daryl Fraser – nothing

Lou Abbotoni wishes everyone a Happy Thanksgiving

Robin Mayer reminded everyone that even though the back lot is busy, try to shop locally. Enjoy Thanksgiving.

X. Adjournment

On motion (Pinkham/Fraser) to adjourn the Board of Selectmen's meeting at 6:07 p.m. **Vote: 4-0-0**


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 meeting November 18, 2020.


Roberta Mayer, Chairperson


Louis Abbotoni


Daryl Fraser

Mark Hagar

Joshua Pinkham

Town of Damariscotta, Board of Selectmen, signed this date: 12-2-2020