

MINUTES
BOARD OF SELECTMEN'S MEETING
August 21, 2019 5:30 pm
at the Damariscotta Town Hall

Members: Roberta Mayer, Chairperson; Louis Abbotoni, Mark Hagar, Amy Leshure, and Josh Pinkham.

Members Absent : None

Staff Present: Matt Lutkus, Town Manager; Karen O'Bryan, video recorder; Lynda Letteney, recording secretary

Others Present: Casey Clark-Kelley, YMCA; Lorraine Faraday, Jim Murphy, Matt Murphy, Ann Pinkham, Haas Tobey and Evan Houk, Lincoln County News;

I. Pledge of Allegiance: The Pledge of Allegiance was led by **Chairperson Mayer** at 5:30 p.m.

II. Public Hearing- YMCA Community Development Block Grant (CDBG) Application

Chairperson Mayer reminded those present that this was a public hearing and for the record those present should sign in. Casey Clark-Kelley, Director of Operations for the YMCA, presented a brief outline of what the grant will allow them to do as far as revitalizing and re-organizing the afterschool programs. Program will be organized in three rotations-healthy living, enrichment and academics. Groups will be designed by ages serving grades 6-12. **Robin Mayer** said the Town is the sponsor of the grant and handles the financial management. **Josh Pinkham** asked if the Town was reimbursed from the grant for time spent administering it. **Matt Lutkus** said there was a line for administrative costs, but they would be minimal. Hearing no questions from the public, the Public Meeting was closed at 5:35 p.m.

III. Special Town Meeting – Minutes will be submitted separately by Town Clerk.

IV. Call to Order: The Selectmen's Meeting was called to order at 5:35 p.m. by **Chairperson Mayer**

V. Minutes: Minutes from August 7, 2019, were not yet available.

VI. Financial Reports

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| 1. On motion (Pinkham/Hagar) to approve Payroll Warrant #10 | Vote: 5-0-0 |
| 2. On motion (Pinkham/Hagar) to approve Accounts payable Warrant #11 | Vote: 5-0-0 |
| 3. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrant #12 | Vote: 5-0-0 |

VII. Presentations: None

VIII. Citizen Comments and General Correspondence

Lorraine Faraday, a resident of 186 Elm St., stated that she lived for many years next to Gilroy, California. The recent tragedy and mass shooting there got her thinking about the Town's own preparedness for a mass casualty. Do we have an emergency plan? Not just for the schools, but Pumpkinfest and other large gatherings. Does the town and county have these plans, and are they looked at and reviewed often? **Robin Mayer** replied that the County has a plan for school and county disasters, and they conduct drills often. **Josh Pinkham** said that under Lincoln County Emergency Management Agency, Casey Stevenson is in charge. **Mrs. Mayer** said "tabletop" drills are conducted regularly. **Mr. Pinkham** added that there are programs out there and Great Salt Bay has been assessed. **Mark Hagar** reminded her that not all plans are available for the public to review, due to safety concerns. Also, contingency plans are not shared, but are in place. Notice of a disaster is distributed by e-mail. **Mrs. Mayer** responded to Mrs. Faraday's concerns about pick-up of students should a disaster

occur, by saying pick-up points are pre-planned, but not announced ahead of time. **Josh Pinkham** said that the Town's emergency management is headed up by Steve O'Brien, and she could contact him with questions and details.

IX. Town Manager's Items

1. Public Hearing on Marijuana Ordinances- On August 28th at the Town Hall, a Public Hearing will be held on two ordinances only. Remarks will be limited to these two ordinances only. A second hearing will be held September 4th if necessary.

2. American Legion –Toll Booth – The Board and Town Manager received a thank you letter from the American Legion for allowing the "Toll Booth" fund raiser. They asked that they be allowed to do the same thing the first Saturday in August 2020.

3. Bristol Road Sidewalk Project Update - Tabled until Matt Lutkus is present.

4. County Budget Meeting – September 19th - This meeting will take place at the County Building. Currently there is no representative for Damariscotta and one is needed.

5. Codifying representation by facetime/Skype-Needs an okay from the Town and will be on the September agenda when a quorum needs to be present. **Mark Hagar** stated that it needs to be worded properly. (State does have regulations on this). All townspeople need to be involved. He is leaning towards not doing it. It is hard enough to get people to serve as selectmen. **Amy Leshure** said she works from home and communicates regularly via face time. **Mark Hagar** said to make sure townspeople agree. He believes something like this change needs to be added to the Town Charter, under Selectmen's Rules. He felt any controversial matter should be tabled until the full Board is present, or use the present quorum system. **Chairperson Mayer** suggested they review the Charter and add this to the current policy. **Mark Hagar** felt any change must be clear and specific. **Josh Pinkham** reiterated that he felt it had been done the right way so far, when it has been used. **Chairperson Mayer** stated selectmen should abstain from things they haven't reviewed. **Mark Hagar** reminded everyone the composition of the Board was set up with 5, so 4 could still vote and make a decision. **Chairman Mayer** said she will ask Matt Lutkus which vehicle should be used to clarify meeting attendance by Skype/facetime.

At this point in the regular meeting of the Selectmen, **Louis Abbotoni** suggested adjourning to allow for the Assessors' Meeting to take place.

On motion (Pinkham/Abbotoni) to adjourn for the purpose of having the Assessors' Meeting

Vote: 5-0-0

At 6:34 p.m. on motion of Hagar/Leshure the Board of Assessors meeting was adjourned and the Selectmen's Meeting was resumed. **Robin Mayer** asked Matt Lutkus what had to be done to change Board policy regarding meeting attendance via Skype/Facetime. Matt responded saying that an article as policy had to be approved at Town Meeting (June 2020). They could add a paragraph saying that in matters of major significance, Skype/facetime presence cannot vote. He felt the policy was okay without voice/cell phone allowed. He will draft language addressing this subject to Town Meeting approval. **Mark Hagar** urged the Board to be conservative/cautious in this matter until then.

X. Official Action Items

1. Treasurer's Disbursement Policy (tabled from August 7th)

On motion (Hagar/Pinkham) to approve the Treasurer's Disbursement Policy. Discussion: **Lou Abbotoni** felt since the Town does not reimburse outside of work hours, they should pay for lunch.

Haas Tobey felt they should do breakfast and lunch as it is often a networking time. Mrs. Mayer asked if it should be actual expenses or a per diem rate. Josh Pinkham felt it was okay as is. Mrs. Mayer felt it needed to be clarified and specified in policy. Lou Abbotoni said in 50 years of auditing experience, he had not seen any problems with actual expenses, and he had seen different per diems in different areas (i.e. Portland, ME versus Washing, D.C.) Matt Lutkus stated he could go home and not stay for a \$35 banquet. Lou reiterated the importance of networking at the banquet. Robin Mayer said what matters is proper controls. Matt cited the example of the Police Department which is actual expenses. Amy Leshure asked, "What is the state rate?" Matt replied they pay for lunch if it is part of the workshop. Matt said he could make wording changes and bring it back to sign. Vote called for motion on the floor.

Vote: 2-3-0 Motion failed

On motion (Leshure/Abbotoni) to amend policy to pay for lunch when part of training. Vote: 3-2-0

2. Appointment to YMCA/CDBG Advisory Committee

Karen Ann Hagar was nominated to serve on this Board.

Vote: 5-0-0

XI. Selectmen's Discussion Items

Intersections need to be clear of brush for visibility. Specifically noted were Egypt Road/ Back Meadow Road and Abby Lane Robin Mayer reminded the Board about a Recycle Meeting tomorrow night (Thursday, August 22nd). She plans to go.

X. Adjournment On motion (Pinkham/Abbotoni) to adjourn at 6:57 p.m.


Vote: 5-0-0

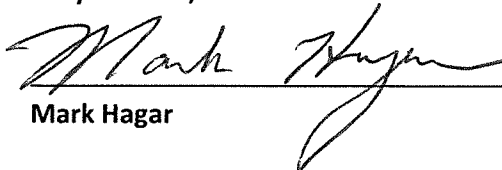
Respectfully submitted,

Lynda L. Letteney
Recording Secretary

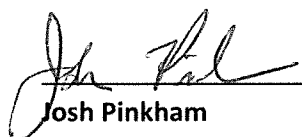
We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Board of Selectmen meeting.


Roberta Mayer, Chairman


Amy Leshure, Vice-Chair


Mark Hagar


Louis F. Abbotoni


Josh Pinkham

Town of Damariscotta, Board of Selectmen, signed this date:

9-18-19

