

**Town of Damariscotta
Board of Selectmen's Meeting
Minutes
Wednesday, September 21, 2016**

The Board of Selectmen met on Wednesday, September 21, 2016, members present were Robin Mayer, Ronn Orenstein, George Parker, Jim Cosgrove, and Mark Hagar. Staff present was Town Manager-Matt Lutkus, Deputy Clerk- Cheryl Pinkham, and Chief of Police Ron Young. Others present were residents Karen O'Bryan, Bruce Rockwood, and Haas Toby.

I. Pledge of Allegiance

II. Public Hearings-

1. Liquor License for Crissy's Breakfast and Coffee Bar
2. General Assistance Ordinance Amendments
3. Construction Permit Fee Schedule

III. Call to Order-Mayer opened the meeting at 5:32p.m.

IV. Action on Public Hearing Agenda Items-

1. Liquor License for Crissy's Breakfast and Coffee Bar
On motion of Parker/Orenstein moved to approve new liquor license for Crissy's Breakfast and Coffee Bar. Vote 5, 0, 0
2. General Assistance Ordinance Amendments
On motion of Mayer/Orenstein moved to accept amendments to the General Assistance Ordinance. Vote 5, 0, 0
3. Construction Permit Fee Schedule
On motion of Mayer/Parker moved to approve Permit Fee Schedule as recommended by CEO & staff. Vote 5, 0, 0

V. Minutes

1. September 7th Meeting
On motion of Orenstein/Mayer moved to approve September 7th minutes as submitted. Vote 5, 0, 0
Vote 5, 0, 0

VI. Financial Reports

1. Payroll Warrant #13
On motion of Mayer/Orenstein moved to approve PW#13. Vote 5, 0, 0
2. Accounts Payable Warrants #14 & #15
On motion of Mayer/Orenstein moved to approve AP#14 Vote 5, 0, 0
On motion of Orenstein/Parker moved to approve APW#15 Vote 5, 0, 0

VII. Presentations-None

VIII. Citizen Comments & General Correspondence-None

IX. Town Manager Items: (agenda taken out of order which is why the votes change from 4 members to 5 members)

1. **Reminder on Reception for Volunteers-**

Lutkus informed the BOS that he believed there would be a couple dozen attendees at tonight's Volunteer Recognition reception.

2. Hodgdon Street RFP-

Lutkus would like to hold off on this until spring, things are getting really busy for companies and finding it hard to complete in such a short time frame. Too much to do in too short of time, better to wait until spring and potentially combine projects and get better pricing.

3. Closure of Town Administrative Offices on Election Day-

Lutkus requested the BOS authorize the closure of the Administrative offices on Election Day. Voter turnout will be high, and with limited staff, it would be good if they could just focus on the election.

On motion of Mayer/Hagar moved to authorize the closing of the administrative offices on November 8th to focus on election. **Vote 5, 0, 0**

4. MMA Annual Business Meeting-

Lutkus reminded the BOS that the Annual Business Meeting was coming up in case any Board member would be attending.

5. Bond Council discussion-

Lutkus spoke with bond counsel Ed Stockmeyer from Edmund & Woodson. Because not spending the money right away we need to split the issue into series, Series-A & Series-B, one will be taxable issue, one will be nontaxable issues. (The taxation relates to the people who purchase the bonds, and whether their interest is taxable or not). Money we get if bond issue is approved, Egypt Rd won't be spent until we get the matching monies. Same would apply to restroom. We could make two articles on the Special Town Meeting Warrant, can split the issues, we don't need to, but could. If wanted to split projects up on the warrant, could do that as well, versus all or nothing article. Break out into 4 articles of Restroom, Elm Street, Egypt Rd, and new tractor. Parker felt lumping together would be most beneficial and have two warrant articles. Mayer concurred.

Cosgrove questioned if the interest rate is better for us on the taxable bonds.

Lutkus confirmed this to be correct. Bondsman suggested rather than tapping the \$3500 from our legal fees account, we could roll that into the bond issue (similar to closing costs). They've also agreed to draft up RFP for this. Timeline is looking to have RFP done fairly soon, select lender, then go to Town Meeting so amounts we will be asking are specific instead of an approximate amount.

Hagar questioned if Town voted down the articles would we still be paying the \$3500 to put this together anyways, where would we pay this from.

Lutkus felt it wouldn't be the full \$3500, but there'd be costs associated with the meetings and paperwork and we'd have to allocate that money from our legal fees.

6. Parking Enforcement Grant-

Lutkus sent grant announcement to everyone, feels this is an excellent and timely for the town; this would be a continuation to the EPA sustainable communities workshop we had last year. Good idea to work with Boothbay Harbor, they are facing with same a lot issues we are. Would like to submit a letter of support for this.

On motion of Cosgrove/Orenstein to submit letter of support for the grant application.
Vote 5, 0, 0

X. Official Action Items-(agenda taken out of order which is why the votes change from 5 members to 4 members)

1. Electricity Supply Contracts-

Lutkus received quotes from Maine Power options and has a slight increase in cost. Is suggesting going with a 4 year cost contract, would like the BOS to authorize Lutkus to lock in rates in the next couple of weeks for a 4 year cost.

Cosgrove asked if anything further has been done in regards to solar options.

Lutkus stated nothing further has been done, right now this isn't on the radar, but could be looked at again in a few years when. Concerned with the cost at the end of the 6-7 year period the Town would have to buy out the system at \$70,000. ✓

On motion of Cosgrove/Hagar moved to authorize Lutkus to lock in a 3 year rate for Electricity Supply.
Vote 5, 0, 0

2. Cemetery Deed and Perpetual Care Agreement with Robert Bruce and Sim-Kuen Chan Gregory-

On motion of Mayer/Parker moved to authorize the Cemetery Deed & Perpetual Care Agreement for Rob & Sim-Kuen Chan Gregory.
Vote 5, 0, 0

3. Public Parking Restrictions & Closures during Pumpkinfest-

Lutkus sent out a list of the closures and parking restrictions for Saturday and Sunday, closing off Main St parking spaces, Water St, and Theater St. The Pumpkinfest committee reviewed this at their last meeting. A citizen suggested leaving the handicap parking space open, in front of the post office, Lutkus doesn't see a problem with this. Mayer suggested caution tape be utilized to keep public on the sidewalks and not in the streets during the parade.

Young agreed to the caution tape.

On motion of Parker/Mayer moved to approve parking restrictions & street closures outlined in the Sept. 22nd draft of town manager notes. **Vote 5, 0, 0**

4. Agreement with Drummond-Woodsum RE: Claim against Town-Helen & Pennington Way.

Lutkus stated this was a claim against the town resulting from the Planning Board's decision in regards to the permit granted to Pemaquid Oyster Co, whose location is adjacent to the summer home of Helen & Pennington Way. Our Town attorney, Jenny Vellienueve doesn't have the resources to work on this further. (side note-Jenny will likely need to cut back her work load with the town, and will be looking for other attorney's to assist with this type of work.)

On motion of Mayer/Parker approve agreement with Drummond & Woodsum for legal services related to a claim filed against the town by Helen & Pennington Way.

Vote 5, 0, 0

XI. Selectmen's Discussion Items-


Hagar was disappointed to hear that Maine DOT has put off the Bristol Rd project until 2018. Lutkus hasn't been told this yet, still trying to accommodate utility lines. Disappointed to hear this but we are going to stay on track to push for a spring 2017 construction start.

Mayer attended the County Budget caucus, Mick Devin will be legislative committee member as well as a gentleman from Whitefield, and we will start work in the next week. Mayer also stated she would not be at the next BOS meeting (10/5/16)

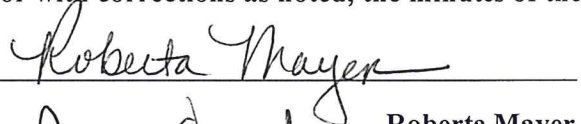
XII. Adjournment-

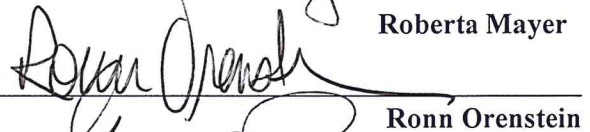
On motion of Parker/Hagar moved to adjourn meeting at 6:08p.m. Vote 5, 0, 0

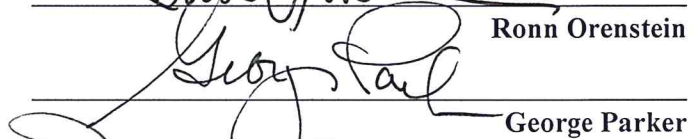
Respectfully submitted,


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


George Parker


James Cosgrove

Mark Hagar

Town of Damariscotta, Board of Selectmen, Signed this date 10-19-2016