

**Town of Damariscotta  
Board of Selectmen's Meeting & Budget Minutes  
Wednesday, March 21, 2018**

The Board of Selectmen met on Wednesday, March 21, 2018, members present were Robin Mayer, Ronn Orenstein, Louis Abbotoni, arrived at 4:10 and Mark Hagar arrived at 4:18. Amy Leshure was absent (excused). Staff present was Town Manager-Matt Lutkus, and Treasurer & Deputy Clerk-Cheryl Pinkham, Police Chief Jason Warlick, Fire Chief John Roberts. Others present were Dick McLean resident & Budget Committee member, and LCN reporter Jessica Picard. Chris Roberts, Karen O'Bryan, (resident & LCTV representative).

Mayer called the Board meeting to order at 4:20p.m. to begin the budget review process.

Police Dept

Mayer applauds Chief Warlick with the budget, appreciates him taking a hard look at the figures and managing the department wisely which benefits to the tax payers and Police Dept.

McLean questioned the benefit to the tax payer by having the expense of the Police Chief join the Rotary Club.

Lutkus believes it's important to have someone from Town management part of the rotary, there are several key contacts and business owners from the community and it's important to have that interchange.

Warlick echoed Lutkus adding the networking benefit with the Rotary members assists with community policing as well.

Mayer asked if the overtime expense could be reduced now that the PD is fully staffed.

Warlick stated the department would be down an officer in a couple of weeks, as the new hire is moving onto the Lincoln County Sheriff with significant pay increase.

Lutkus felt the town needed to look into an increase in pay for the officers, the Town cannot compete with the Sheriff's office but we should be closer. The Town will be negotiating with the Police union and we will need to absorb any pay increases, the current budget for PD does not include those increases, however the Town has funds from when the Sheriff hired one of our officers previously.

We will need to get town meeting approval to tap those funds in order to cover the increases without effecting our bottom line of the proposed budget.

Mayer understands, but is frustrated to keep training officers for other agencies. Accounts payable warrants keep reflecting new boots, jackets, uniforms and patches; is there a way that we can enforce a repayment of those expenses.

Abbotoni asked what the difference in pay rates with us and other agencies.

Hagar asked what the difference was with benefits offered.

Warlick noted the town starting wage is \$16.00 and Sheriff is \$19.00, benefits have our officers paying \$236 every two weeks for insurances, where the County caps the officers out of pocket expense at \$150 per month. With the \$3 more per hour and over \$250 savings with insurance deductions, it's hard to fault officers for making the change. Warlick added that the Town participates in a health reimbursement plan that will reimburse the employees for their co-pays up to \$3,000, so that is something we have that other agencies do not offer. The sheriff's employees may only pay \$150 for their insurances but they are also responsible for their co-pays; it's something.

Mayer asked if the Town recoups any of their expense when Damariscotta officers respond to surrounding towns as a mutual aid response. It's hard to have a mutual aid agreement with towns

who have no police force such as Newcastle. Mayer would like to see Warlick keep track of how often an officer responds to surrounding town and how much time is spent doing such.

Warlick stated that information can be tracked and will provide the information. Warlick added that if a car accident occurs in Damariscotta, the officers will follow up for the case, even if that means my officers need to go to Nobleboro or Newcastle to interview.

Warlick has been told that GSB is looking at having a resource officer in the school, if this happens there will need to be talk on how it's budgeted, and what happens to the position during the 2 months that school is not in session. Nothing has been decided yet, but hearing the school board are seriously considering this.

**On motion of Orenstein/Hagar moved to approve the Police Dept. budget of \$516,513.71.**

**Vote 4, 0, 0**

#### Fire Dept.-

Mayer questioned if general equipment was budgeted appropriately or should that be increased.

Roberts stated a grant purchase was processed through the general equipment line so the expenditure appears high, however grant monies funded that expense. Roberts feels the budgeted amount is accurate.

Abbotoni asked how the equipment was for the Fire Dept, a local volunteer department that was just shut down in the news due to the age of their equipment.

Roberts confirmed the departments gear was in good condition in within regulations. They do have a few older (10yrs+) gear that gets issued to newer members until they are interior qualified. Safety is our first priority.

Mayer asked if keeping the general equipment level funded would be enough.

Roberts is in hopes it is. Furnace is due to be replaced in FY24, so hoping to get another 5 years and will be checking into geothermal as an option.

**On motion of Abbotoni/Orenstein moved to approve the proposed budget for the Fire Dept. of \$111,707.00**

**Vote 4, 0, 0**

#### Capital Reserves

#### Adult Education

Mayer added for the viewers at home the request has remained the same over the past few years.

**On motion of Mayer/Orenstein moved to approve Adult Education budget request for \$8,106.00.**

**Vote 4, 0, 0**

#### Community Services

**On motion of Abbotoni/Mayer moved to approve the proposed budget request for Community Services of \$3,000.00.**

Mayer wondered how the sod survived the winter and the previous flooding.

Lutkus wasn't sure, we really need a sprinkler system there. We'll have the areas that have been disturbed by dog waste, but hoping to get a sprinkler system donated.

**Vote 4, 0, 0**

#### Library

Mayer noted that the request from the Library has remained the same and has no increase.

**On motion of Mayer/Orenstein moved to approve the Library budget request of \$21,000.00.**

**Vote 4, 0, 0**

CLC Ambulance

**On motion of Orenstein/Abbotoni moved to approve the Ambulance budget request of \$5,616.00.**

**Vote 4, 0, 0**

Lincoln County Television

**On motion of Mayer/Orenstein moved to approve LCTV's budget request of \$6,966.00.**

**Vote 4, 0, 0**

Town Clock

**On motion of Orenstein/Abbotoni moved to approve proposed Town Clock budget of \$1,250.00.**

**Vote 4, 0, 0**

Contingency

Mayer noted the increase of \$2700.00

Lutkus added the Town uses the contingency for unanticipated expenditures. This year the Egypt Rd project utilized the contingency fund and legal fees.

**On motion of Orenstein/Abbotoni moved to approve proposed Contingency budget of \$21,000.00.**

**Vote 4, 0, 0**

Provider Agencies

Lutkus informed the BOS that the requests are not required to be returned until April 13<sup>th</sup>. These requests are submitted by petition and therefore will appear in the Annual Town Meeting warrant, regardless if the BOS take action on this initial budget request.

**On motion of Mayer/Orenstein moved to not take official action or vote on the budget request for Provider Agencies. They're submitted by petitions and the townspeople will vote on their request at the Town Meeting.**

**Vote 4, 0, 0**

Debt Service

**On motion of Abbotoni/Orenstein moved to approve Debt Service budget request of \$127,688.38.**

**Vote 4, 0, 0**

General Assistance

**On motion of Mayer/Orenstein moved to approve the proposed budget of \$5,000.00 for General Assistance.**

**Vote 4, 0, 0**

Philbrook Fund

**On motion of Orenstein/Abbotoni moved to approve the proposed budget of \$11,000 for the Philbrook/Worthy Poor fund.**

**Vote 4, 0, 0**

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

Attendance for Public Hearing and STM-Residents Patti Whitten, Dick Mayer, Jim Campbell, Scott Abbotoni, David & Louise Belknap, Ann Jackson, Ellen Hunt, Penny Mott, Julie Lutkus, Steven Hufnagel, Amy Lalime, Jim Cosgrove, Maia Zewert, Andrea Keushgerian, Jenny Begin, Dick McLean, Chris & Paula Roberts, Lorraine Faherty, Michelle Cameron (resident and Town Clerk)

**I. Pledge of Allegiance**

## **II. Public Hearing-**

Mayer opened the public hearing at 5:37p.m.

Lutkus informed the audience of the two drawing submitted by Phelps Architect and Wright Pierce Architects, recommending a lower roofline to not impede surrounding buildings their view of the river, cupola, from what we are hearing from the public. Eliminate the Harbor Master office; individual rooms have become a safety concern and will not have floor to ceiling locked rooms, but instead stalls for male and female. We have a tentative agreement with the owner of the barber shop, clean title and will be ready for site review approval. Advantage of the barber shop location is the town will not lose 8 parking spaces as we would have with the Taco Alley location. Currently have \$71,000 (\$11,000 appropriated at the Annual Town Meeting in 2016 & \$60,000 allocated from Bonds, approved at ATM in 2017) and the balance is covered by individual donors, which have donated \$423,000.00, so we have the funds to purchase the barber shop & land at \$90,000.00 D. Belknap congratulated everyone for this plan, maintaining parking spaces, alleviating the bathroom traffic with local businesses. Great work, excellent.

Campbell felt this was a heck\* of a good idea, long overdue and believes having separate male and female restrooms are the way to go, now let's get it going.

Hufnagel offered congratulations to the Manager and BOS, thinks this is a terrific plan and very thoughtful with the waterproofing considering the flood zone. Hufnagel added a bid thank to the private donors as well.

Lutkus explained the floor level would be raised 3' with the floor above current elevation, but then additional waterproofing will be another 2' above that. We will need to ask voter to approve the change to the zoning ordinance to match the flood plain ordinance.

McLean expressed gratitude for the cautious consideration to neighbors and businesses and believed the location to be ideal. Well done to the BOS, Town Manager and thanks to the private donors.

Begin asked how much land is association with this.

Lutkus said the footprint of the building, about 1700' of land.

There were no other questions, comments, or concerns from the audience and Mayer closed the Public hearing at 5:46pm.

## **III. Special Town Meeting**

Pinkham opened the Special Town Meeting at 5:50p.m. calling for nominations for a moderator.

Jim Cosgrove was nominated/seconded and voted in favor as Moderator for Special Town Meeting.

Cosgrove asked for a motion to allow out of towners/non-residents to speak at the meeting.

**On motion of Faherty/Mayer moved to allow non-residents the ability to speak at the STM.**

**Motion was passed.**

**See attached STM warrant for minutes.**

## **IV. Call to Order**

### **V. Minutes**

1. March 7 Meeting

**On motion of Abbotoni/Orenstein moved to approve March 7<sup>th</sup> minutes as presented.**

**Vote 4, 0, 0**

### **VI. Financial Reports**

1. Payroll Warrant #45

**On motion of Mayer/Orenstein moved to approve PW#45.**

**Vote 4, 0, 0**

2. Accounts Payable Warrants #46 & #47

**On motion Mayer/Orenstein moved to approve AP#46.**  
**On motion of Mayer/ Orenstein moved to approve AP#47**

**Vote 4, 0, 0**  
**Vote 4, 0, 0**

**VII. Presentations-**

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

Lalime read from a letter/email she sent to Lutkus to distribute to the Board of Selectmen and appropriate recipients. See attached letter/email. Lalime is upset that she has spent \$4,000.00 on attorney fees for an appeal to Stepping Stones development; she won said appeal, but town is dragging their feet and not enforcing the settled appeal. Lalime wants a cease and desist order issued immediately. Discouraged that the Town is not requiring the Code Enforcement Officer to shut down the project.

Lutkus recognized the accusation of delaying or dragging of feet, however, that is not the case. The town does not have the same understanding of the outcome as the appellants and neighbors have. Personal views on the project have no bearing, the reason the Town is not taking action immediately is based on advice from the Town's attorney, we are waiting to hear back from our attorney, hopefully will know more tomorrow.

Lalime is not happy that she's spent this much time and money on attorney fees, while paying the town's attorney fees as well as a tax payer. Something needs to be done, people are being moved into the Stepping Stones housing and then what; the town will need to remove them from their homes.

**IX. Town Manager Items:**

**1. Update on Restrooms-**

Lutkus stated the next step in this process, now that voters have approved the purchase, is to take the proposed location to the Planning Board for review. This will occur the April 2<sup>nd</sup> Planning Board meeting.

**2. Town Manager Absence-**

Lutkus will be taking some vacation days in April, he will email the BOS the exact dates.

**3. Legal Counsel for upcoming Board of Appeals Hearing-**

Lutkus let the BOS know that Amanda Meader of Ellis & Meader would be advising the Board of Appeals at the upcoming hearing.

**X. Official Action Items-**

**1. Donations for Restroom Project-**

Lutkus informed the Board that the Town has received \$280,000.00 from Twin Villages Alliance, and \$5,000.00 from the Dorothy & Stanley Worden Charitable Foundation as donations for the restroom project. Lutkus thanks the donors for their incredible generosity.

**On motion of Mayer/Orenstein moved to accept the very generous donations from these donors.**

Mayer shared her gratitude to the donors. The Board echoed the thanks.

Hagar added thanks for the Town Manager for his hard work with this as well. The Board again echoed the gratitude.

**Vote 4, 0, 0**

**2. Donation to Cemetery Trust Fund**

**On motion of Orenstein/Abbotoni moved to accept the donation from Elizabeth Mary Miller estate for the cemetery trust fund.**

**Vote 4, 0, 0**

**3. Resignation from Land Use Advisory Committee-**

Lutkus informed the BOS that Laurie Brooks Green has resigned from the Land Use Advisory Committee, she is just too busy to be able to commit the proper amount of time needed.

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

**Vote 4, 0, 0**

**4. Appointment to Land Use Advisory Committee**

Lutkus told the BOS that Fred Sewall is willing and able to serve as committee member to the Land Use Advisory Committee.

**On motion of Orenstein/Abbotoni moved to appoint Fred Sewall to the Land Use Advisory Committee.**

**Vote 4, 0, 0**

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

**XII. Adjournment-**

**On motion of Orenstein/Hagar moved to adjourn BOS meeting at 6:16p.m. and reconvene to budget portion of the meeting.**

**Vote 4, 0, 0**

**\*\*Continuation of Budget Review**

Capital Reserves

Lutkus reviewed Capital Reserves stating the new highway truck will be delivered soon, thought is to only fund this reserve this year with the proceeds from the sale of the current highway truck.

Planning \$115,000 for Bristol Rd; \$20,000 for the hard shoulder.

Hagar questioned if the Town would need to pay \$20,000 for the hard shoulder and the asphalt.

Lutkus clarified that we would not be paying for both, the Town's net cost will be \$20,000; 4' shoulder and another 4' for the hard shoulder.

Lutkus continued with Transportation reserves adding that \$15,000 is being set aside for Pleasant St.

Mayer asked if there are any funds left over from the donations for the restroom, could the Town utilize those funds for other municipal parking lot needs.

Lutkus believed this to be true, and it is likely the Town will be receiving another donation for the parking lot, but is unable to elaborate at this time.

Lutkus also noted that the current proposal does not include funds for the Police Vehicle Reserve, the sale of the former Police truck was placed into the reserves allowing us to not fund this account for this year.

**On motion of Orenstein/Abbotoni moved to approve proposed Capital Reserves budget for \$295,500.00.**

**Vote 4, 0, 0**

Biscay Beach

Pinkham stated this account is only for the rental of the Port-a-Potty, previously budgeted with the Municipal Building department.

**On motion of Abbotoni/Orenstein moved to approve proposed Biscay Beach budget of \$875.00.**

**Vote 4, 0, 0**

Lutkus relayed a previous request from Jim Campbell that the Police Dept budget be voted on separately at the annual Town Meeting instead of lumping all together with Fire Dept, Ambulance Service, Animal Control, Hydrants, and Lights.

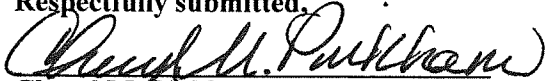
Orenstein asked if there was an issue if we separated the PD for this year.

Mayer understood that these are big ticket items and supports separating the PD out for this year as well.

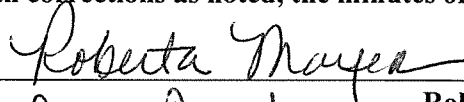
There was no need for a formal motion, however the BOS was in agreement to try this for the upcoming year.

On motion of Mayer/Abbotoni moved to adjourn Budget review portion of BOS meeting at 6:44p.m. Vote 4, 0, 0

Respectfully submitted,

  
Cheryl M. Pinkham, Deputy Clerk

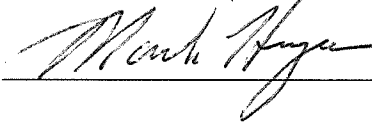
We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Board of Selectmen meeting.



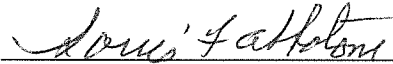
Roberta Mayer



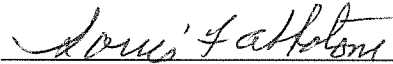
Ronn Orenstein



Mark Hagar



Amy Leshure



Louis F. Abbotoni

Town of Damariscotta, Board of Selectmen, Signed this date 4-4-2018

