

**Town of Damariscotta
Board of Selectmen
Meeting Minutes
December 7, 2016, 5:30 p.m.
Damariscotta Town Hall**

The Board of Selectmen met on Wednesday, December 7, 2016. Members present were Robin Mayer, George Parker, James Cosgrove, Mark Hagar- Ronn Orenstein was absent (excused). Staff present were: Matt Lutkus-Town Manager, Michelle Cameron-Town Clerk, and Ron Young-Police Department Chief. Also present was Karen O'Bryan for LCTV.

- I. Pledge of Allegiance**
- II. Public Hearings:** None
- III. Call to Order:** R. Mayer opened the meeting at 5:31 p.m.
- IV. Action on Public Hearing Agenda Items:** None
- V. Minutes:**
 1. November 2 & 16 Meetings: **On motion Cosgrove/Hagar moved to approve the November 2nd meeting minutes. Vote 4-0**
On motion Cosgrove/Parker moved to approve the November 16th meeting minutes. Vote 3-0 Mayer abstained
- VI. Financial:**
 1. Payroll Warrant #'s 25, 26, 27 and 28: **On motion Mayer/Cosgrove moved to approve PY Warrants #25, 26, 27 and 28. Vote 4-0**
 2. Accounts Payable Warrant #29: **On motion Parker/Mayer moved to approve AP Wrrnt# 29. Vote 4-0**
- VII. Presentations:** NONE
- VIII. Citizen Comments and General Correspondence:** NONE
- IX. Town Manager Items:**
 1. **Letter of Support Requested by Friends of Colonial Pemaquid:** At the Board's November 16th meeting Don Loprieno requested a letter be written to the Governor supporting the Friends of Colonial Pemaquid efforts to take over the running of Fort William Henry in Pemaquid and plans for an historical fishing village attraction. Lutkus prepared a letter of support to Governor LePage on town stationary and asked if the Board would approve it and sign it. **On motion Mayer/Hagar moved to approve the letter to Governor LePage supporting the Friends of Colonial Pemaquid. Vote 4-0**
 2. **Date for Next Selectmen's Workshop:** Lutkus asked the Board if January 4th would work for the next workshop. He mentioned that some key items discussed would include the pay-for-parking and the recently approved bind-funded projects as well as the Town Manger's work schedule. Board agreed that January 4th worked for them as well.
 3. **Town Administrative Offices Closed December 26th and January 2nd:** Lutkus reminded the Board about the Town Office closing for the Holidays.
 4. **Update on Elm Street Project:** Lutkus said that for their next board meeting he would have the extension of the contract with Wright-Pierce for the full Elm Street Project.
 5. **Legislative recommendations from Maine Municipal Association:** Lutkus would like to bring our two legislators, Senator Dow & Representative Devin, in on January 18th to talk about the town's priorities.
- X. Official Action Items:**
 1. **Resolution RE: Tax-exempt Bond Approved at November 16 Special Town Meeting:** Lutkus explained that the bonds approved at the Special Town Meeting on November 16th require formal action by the Board. **On motion Parker/Mayer move that the Resolution entitled, "Resolution Authorizing Issuance of a \$413,500 General Obligation Bond to Finance Costs of Paving, Drainage, Curbing, and Sidewalks and the Purchase of a Multi-Use Tractor," be approved in form presented to this meeting and that an attested copy of said Resolution be filed with the minutes of this meeting. Vote 4-0**

2. **Resolution RE: Taxable Bond Approved at November 16 Special Town Meeting: On motion Mayer/Parker move that the Resolution entitled, "Resolution Authorizing Issuance of a \$120,000 General Obligation Bond to Finance Costs of the Local Matches for Reconstruction of the Culvert Located Between Budweiser and Cedar Lanes on Egypt Road and the Construction of a Public Restroom Downtown," be approved in form presented to this meeting and that an attested copy of said Resolution be filed with the minutes of this meeting. Vote 4-0**
3. **Contract for Web Services:** Lutkus stated that the Website Selection Panel recommends that the Town contract with the company Virtual Towns and Schools (VTS) for website design and services. Lutkus said that VTS was the only company that followed the proposal specifically item by item, was from the New England and was the most affordable over a five year period. Lutkus said that the total of \$5,000 is paid over 3 years and that the \$1750 is the hosting and support charge which will be paid once a year starting after 5 years once we have the system up and running.
Mayer requested that the timeline be added to the contract.
On motion Cosgrove/Parker moved to authorize the Town Manager to execute a contract for website design and hosting services with Virtual Towns and Schools for a cost of \$3,417 for each of the first three (3) years of the contract and \$1,750 for years four (4) and five (5). Vote 4-0
4. **Donation to Police Department:** Chief Young explained that a gentleman had lost his wallet in Walpole and that the wallet was turned in to the Damariscotta Police Department. This gentleman sent the Police Department a \$600 donation for the return of his wallet. The letter accompanying the donation gives the Department discretion on how to spend the funds. The Department's preference is to use the money to defray the cost of next year's Trunk or Treat event. **On motion Hagar/Cosgrove moved to accept the donation of \$600 from Mr. and Mrs. Wheeler of Stanton Texas and approve the expenditure of these funds for the Police Department's 2017 Trunk or Treat event. Vote 4-0**
5. **Purchase of Multi-use Tractor:** Lutkus recommended that the town purchase a Wacker Neuson multi-use tractor from Central Equipment Company for the negotiated price of \$62,000 after the trade-in of the Town's John Deere tractor. The trade in value for the old tractor was \$19,000. The town received a discount of \$5,000 for the fact that the new tractor. Lutkus stated that \$60,000 will come from the Bond Issue and because there is \$11,000 in the Highway Reserve account, the additional \$2,000 will come out of that fund. **On motion Mayer/Hagar moved to approve the purchase of the 2016 Wacker Neuson WL32 High Flow wheel Loader with all the attachments. Vote 4-0**

XI. Selectmen's Discussion Items:

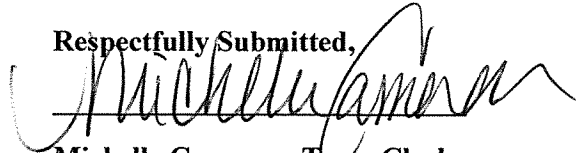
Mayer mentioned that the speeding report from Bristol Road had two 70 mph speeders. She said that even if the vehicles were emergency vehicles that is excessive speeding. R. Young said that he was not sure if the vehicles were emergency vehicles.

Hagar mentioned that he witnessed a police officer helping a woman walking on Biscay Road and that it is nice to see our officers protecting a citizen and offering her a lift.

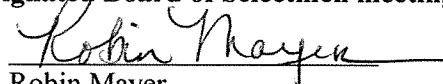
Hagar also asked Lutkus if the Egypt Rd culvert could be purchased outright to save money. Lutkus made note to look into it.

XII. Adjournment: On motion Parker/Hagar moved to adjourn at 6:01 pm

Respectfully Submitted,

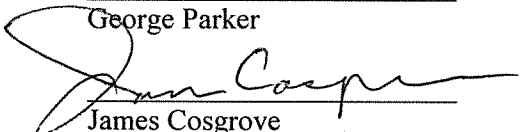
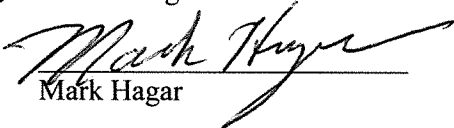

Michelle Cameron, Town Clerk

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

George Parker


James Cosgrove
Mark Hagar

Town of Damariscotta, Board of Selectmen

Signed this date 12-21-2016

