

**MINUTES**  
**BOARD OF SELECTMEN MEETING**  
**DAMARISCOTTA TOWN HALL**  
**April 6, 2022 5:30 p.m.**  
**Live and Via Zoom**

**Members:** Daryl Fraser, Chairperson; Louis Abbotoni, Tom Anderson; Mark Hagar, and Josh Pinkham

**Members Absent:** None

**Staff Present:** Matt Lutkus, Town Manager; Cheryl Pinkham, Interim Town Manager; Lynda Letteney, recording secretary

**Others Present:** Patti Whitten (via Zoom); Lorraine Faraday (via Zoom); Andrew Dorr (via Zoom); Anton Lahnston; Andrea Keushguerian; Geoff Keochakian, LCTV; and Evan Houk, Lincoln County News

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

**II. Call to Order**

The Select Board's meeting was called to order at 5:31 p.m. by Chairperson Fraser

**III Minutes**

**On motion (Abbotoni/Anderson) to approve the minutes of 3/16/22 as presented**      **Vote: 5-0-0**

**On motion (Abbotoni/Anderson) to approve the minutes of 3/21/22 as presented**      **Vote: 5-0-0**

**IV. Financial Reports**

**1. On motion (Pinkham/Abbotoni) to approve Payroll Warrant #53**      **Vote: 5-0-0**

**2. On motion (Pinkham/Abbotoni) to approve Payroll Warrant #54**      **Vote: 5-0-0**

**3. On motion (Abbotoni/Pinkham) to approve Accounts Payable Warrant #55**      **Vote: 5-0-0**

**V. Presentations: None**

**VI. Citizens Comments and General Correspondence**

**Anton Lahnston** wanted to address #6 & #7 in the Town Manager Notes. (Maine Coastal Program Grant and Engineering Design for Church Street/Castner Creek Culvert) Mr. Lahnston believes the culvert is a great step forward. There is a need to have Castner Brook flow and build a bridge. As far as the side walk, there are a number of steps in the process in order to have a walkway. The Public Safety and Accessibility Committee endorses these items. He thanked the Board for providing an opportunity to have input on these matters.

**VII. Town Manager's Items**

**1. Warrant for Annual Town Meeting**

As they have done before, the Town Manager is requesting that the Board allow the Town Office to be closed on Primary Day (June 14<sup>th</sup>) for ordinary town business. It will be open for elections only.

**On motion (Abbotoni/Hagar) to approve the Warrant for the 2022 Annual Town Meeting as well as the closing of the Town Office except for elections.**      **Vote: 5-0-0**

**2. Bike Racks** A subcommittee for the parking lot wanted places for bike racks by the restrooms, at the police station and in the Town parking lot. There is no room near the restrooms, but at \$400 apiece, we can have them at the police station and town parking lot.      **Agreement by consensus**

### **3. Assistant Harbor Master**

The Town Manager of Newcastle has appointed **Bernie Delisle** as Assistant Harbor Master and the Damariscotta Board of Selectmen need to approve the appointment.

**On motion (Pinkham/Abbotoni) to approve Bernie Delisle as the Assistant Harbor Master Vote: 5-0-0**

**4. Alan Hinsey**, a couple of meetings ago, presented a plan from LCI for internet coverage. At that time Damariscotta did not approve any money. Newcastle did earmark some money. We are now eligible for the "earmark list." The Town Manager is requesting approval to have Max Johnston put together the request. \$100k and \$104k are what is being asked for. **Approved by consensus**

### **5. Friends Contribution in Lieu of Taxes**

The town received \$425.00 from the Friends Organization in lieu of taxes. Again, this is not required of the non-profit, but is greatly appreciated.

**6.** As a point of personal privilege, Matt wanted to thank the Board for hiring him eleven years ago. **Haas Tobey** commented that Matt has been a gift to the community.

## **VIII. Official Action Items**

**1. Warrant for Annual Town Meeting** – Approved earlier in meeting

### **2. Appointment to Comprehensive Plan Committee**

On recommendation from the Town Manager, **Chuck Swanberg** was appointed to the Comprehensive Plan Committee **Vote: 5-0-0**

### **3. Resolution Re: Town-owned Cemeteries**

At the March 16<sup>th</sup> meeting Patti Whitten presented her research regarding two Town-owned cemeteries (Knowlton-Russ Cemetery [GR40] and [GR22] Chapman-McAllister Cemetery). In working with Matt and the Maine Municipal Association, the attached resolution was drafted to formally acknowledge Town ownership and responsibilities of these cemeteries.

**On motion (Abbotoni/Hagar) to approve the attached resolution formally acknowledging Town ownership of and maintenance responsibilities for the Knowlton-Russ and Chapman-McAllister Cemeteries** **Vote: 5-0-0**

### **4. American Legion "Toll Booth"**

This activity as a fund raiser has been happening since 2013. **Mary Jane McLoon** has been spearheading this since its inception. There is a signed agreement to hold the Town harmless in case of claims filed as a result of this activity. The American Legion has agreed to the location.

**On motion (Abbotoni/Pinkham) to approve the American Legion's request to set up a "toll booth" on Saturday, August 6<sup>th</sup>, 2022; or, in case of inclement weather, on a later date.** **Vote: 5-0-0**

### **5. Amendment to Police Chief's Contract**

The Board and Budget Committee reviewed and approve the following changes to Chief Warlick's contract: Salary change to \$77,000 including salary based benefits adjusted; use of police vehicle while commuting to and from work; and when necessary, responding to emergency calls during non-business hours.

**On motion (Abbotoni/Fraser) to authorize the Town Manager to execute an amended agreement with Jason Warlick for his services as Police Chief in accordance with the changes indicated on the attached "red-lined" copy.** **Vote: 5-0-1**  
**(Pinkham in the Negative)**

#### **6. Letter of Intent –Maine Coastal Grant**

**Matt** was recently contacted by Slade Moore of Coastwise Program (MCP) indicating that grant monies from the Federal Infrastructure Funding legislation would soon be available. The reconstruction of Church Street/Castner Brook Culvert would qualify, and it looks like the grant would not require a local match. It might also include a pedestrian walkway. The Town already took advantage of a grant from the Island Institute to fund a preliminary study of the hydrology of Castner Brook. To apply for this grant, there is still some additional engineering work that needs to be done.

**On motion (Abbotoni/Pinkham) to authorize the Town Manager to notify Maine Coastal Program of the Town's intent to complete the requirements necessary to qualify for grant funding for the reconstruction of coastal stream passages.**  
**Vote: 5-0-0**

#### **7. Engineering Design for Church Street/Castner Creek Culvert**

**Matt** has asked **Andrew Hedrich** to complete the engineering design for the reconstruction of Church Street/Castner Brook Culvert, including preparing the necessary permits. Because Gartley and Dorsky already have the contract to design the Church Street sidewalk and pedestrian walkway over the brook, this was proposed as a change order to the existing engineering contract. The additional cost can be covered by funds that are available from the funds donated for Church Street sidewalk design.

**On motion (Abbotoni/Pinkham) to waive Town Charter Bid Guidelines and authorize the Town Manager to execute a change order with Gartley & Dorsky Engineers for the completion of the engineering design for the Church Street/Castner Brook Culvert and the submission of the required permit application for this project.**  
**Vote: 5-0-0**

#### **8. Proposals for Bid and Construction Administration for Bond-financed Projects**

**Matt** has been in touch with Gartley & Dorsky to request that the firm provide him with proposals for specification review, bid preparation and administration, and construction oversight services for the Egypt Road and Belvedere paving projects. Selecting Gartley & Dorsky for this work is justified by the fact they are already in the process of designing the full length sidewalk from Pleasant Street west to Main. The firm has tremendous experience in these types of projects and the fees are reasonable.

**On motion (Abbotoni/Fraser) to waive Town Charter Bid guidelines and authorize the Town Manager to execute agreements with Gartley & Dorsky for bid administration, construction oversight, and related services for the Egypt Road, Belvedere Road paving/reconstruction projects and the Church Street reconstruction and sidewalk project, including Hillside Lane to Hodgdon Street.** **Vote: 5-0-0**

#### **9. New Town Manager**

The Board of Selectmen have chosen Andrew Dorr as the new Town Manager. It is a 3 year contract beginning June 6, 2022.

**On motion to approve Andrew Dorr as the new Town Manager with a start date of June 6, 2022.**

**Vote: 5-0-0**

**Mr. Dorr** joined the Board meeting via Zoom, introducing himself to all.

#### **10. Interim Town Manager**

**On motion (Abbotoni/Fraser) to appoint Cheryl Pinkham interim Town Manager beginning April 11, 2022 until June 3, 2022.**

**Vote: 5-0-0**

#### **11. Project Manager**

**Matt Lutkus** will serve as "Project Manager" for 10-12 listed projects that need administrative follow-through. Contract will run April 11, 2022 through June 3, 2022.

On motion (Fraser/Pinkham) to appoint Matt Lutkus as a project manager for a dozen or so projects underway and needing administrative oversight and action, term running April 11, 2022 through June 3, 2022. Vote: 5-0-0

Daryl Fraser stated that tonight was Matt's last meeting as Town Manager and while he will have a special contract with the Town for the next 6-7 weeks, his role as Town Manager has ended. He wanted to thank him again for his service to the Town.

**X. Selectmen's Discussion Items**

Tom Anderson-nothing

Lou Abbotoni - nothing

Mark Hagar- nothing

Josh Pinkham- He wanted to echo Daryl's comments. He was on the selection committee that chose Matt for Town Manager and feels the Town was the beneficiary of a quality manager.

Daryl Fraser wants to thank Don Gerrish for his work in searching for a new town manager. He also wanted to thank Evan Houk for his coverage in the *Lincoln County News*.

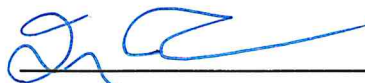
**XI. Adjournment**

On motion (Pinkham/Abbotoni) to adjourn the Board of Selectmen's meeting at 6:10 p.m.

Respectfully submitted,

Lynda L. Letteney  
Recording Secretary

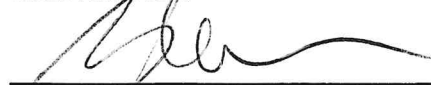
We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Select Board meeting on April 6, 2022.



Daryl Fraser, Chairperson

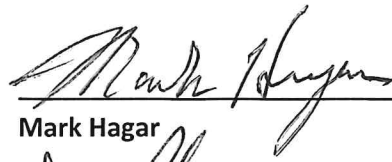


Louis Abbotoni

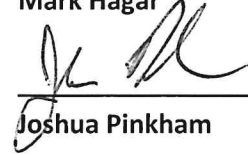


Tom Anderson

*April 6, 2022 Board of Selectmen meeting (cont'd)*

A handwritten signature in cursive script, appearing to read "Mark Hagar", written above a horizontal line.

Mark Hagar

A handwritten signature in cursive script, appearing to read "Joshua Pinkham", written above a horizontal line.

Joshua Pinkham

Town of Damariscotta, Select Board meeting minutes for April 6, 2022, signed this  
date: April 20, 2022