

**Town of Damariscotta  
Board of Selectmen Meeting  
Minutes  
Wednesday, February 20, 2008**

Full Board of Selectmen present. Staff present were Town Manager, Greg Zinser and Deputy Clerk, Jurate Barnes. Also present were: Al Morelli, Mary Kate Reny, Jane LaFleur,

**I. Pledge of Allegiance**

**II. Public Hearings**

Liquor license application for Paco's Taco's: Chairman Gove opened the public hearing. Under new ownership, application is for beer only. PD report indicates only one call out that was not business related. McLean urged the new owner, Mr. Morelli not to hesitate to call the PD if needed. No public comment, public hearing closed at 6:34 PM.

**III. Call to Order**

Board of Selectmen meeting called to order at 6:34 PM. McLean move to approve liquor license to serve only beer at Paco's Tacos, V. Pinkham second. Motion approved 5-0.

**IV. Communications—None**

**V. Official Action**

Renewal of Town Planner's Contract: Zinser had provided Board with a copy of goals achieved and ongoing activities for Tony Dater, the Town Planner. McLean moved to renew the contract, Wilbur second. Discussion followed.

Zinser explained that the Planner work only two days per week and that is not every week. There is a lot of work involved, even for just one ordinance rewrite and revise; he is invaluable to the Planning Board.

McLean: Tony does the homework on technical questions for the Land Use Committee.

Wilbur: Tony has been to all the DPAC meetings; does the minutes.

J. Pinkham: try possible scenarios of the future of the town; try our own vision as a town, for example, for property to be developed: get rid of the loopholes and headaches...

Zinser: revision to the Comprehensive Plan

J. Pinkham: like sewer and water issues, analyze the infra structure

Zinser: ongoing, major discussions with Mary Bowers regarding water/sewer coordinating efforts with the town and sanitary district especially regarding the sidewalks and extension for the sewer line to Route 1. Board should have discussion with sanitary district trustees.

J. Pinkham: get the road blocks out of the way

Zinser: revisions for the land use committee regarding developers putting up money into fund for water/sewer

Gove: GSB water district does not build new lines

J. Pinkham: we should take the proactive approach

Gove: it will take businesses with money to bring a sewer/water extension down. Mark

Hagar brought the line down a ways on the Biscay Rd

Zinser: talking long-range planning; a TIF district is an idea a couple of years away, but it is on the radar.

J. Pinkham: need to market ourselves to bring in tax revenue. How many hours increase in the contract

Zinser: an increase from 85 to 90 days, about \$1,000 increase; same hourly rate; mileage reimbursement up to \$0.48.5, only for meetings, not commuting.

Action on McLean/Wilbur: 5-0 to approve contract renewal.

## **VI. Town Manager Discussion**

1. Snow removal ordinance: Zinser reported on his meeting with the downtown business association. Meeting went well, centering primarily on the logistics of consistent snow removal. The businesses will draft a letter to the town with their concerns.

Gove: (are) they are willing to participate in the program, pay their portion for a contractor?

Zinser: yes, they are amenable.

Gove: the town contractor can provide the service, divide the cost between the building owners.

Zinser: some discussion on the town administering the project

J. Pinkham: what if someone doesn't pay, don't want to tie up admin time. Let the contractor do the work.

McLean: equally difficult for the contractor

Zinser: not a monthly bill; bill for the year due by say, Sept 15: begin the process of defining where is town property, where is private. Board needs to think about this some more, do you want me to pursue the idea of the town administering this project.

McLean: would like to pursue

Gove: only way it can really work; willing to absorb some dollars, to keep such a public area clean

McLean: a citizen asked me if there was any advantage in having a town employee maintain the sidewalks.

Zinser: I can look into it

Reynolds: will bring the DRBA conversation of March 4 to the Board meeting on March 4

2. Tax map digitization and other Town Maps: Zinser reported that one proposal has been received; waiting for two more. With digitization will have access to tax maps, GIS data base, overlays; will be very helpful to the CEO. The single proposal to date was a quote for \$3,800. This includes establishing an aerial photo GIS database, incorporating available maps from the State Planning Office into GIS, the tax maps will be digitized.

V.Pinkham: are names incorporated into the tax maps

Zinser: GIS will do this

J.Pinkham: wait until year end; in favor

Gove: where will town realize the \$4,000 investment; realize concrete savings.

Zinser: will save office time, no more multiple vendors, annual tax maps updates.

3. Discussion of downtown signage: Zinser: looking into cost of parking signs for downtown, more decorative, somewhat like in Rockland especially since it is looking so nice.

Gove: may be a little premature, bring in some numbers.

4. Orton Foundation Grant: Zinser: DPAC met to finalize the application. The “heart and soul” of the document is done. Will finalize the application at the 2/26 meeting; looking for comments from the Board.

J. Pinkham: okay with the Business Route 1 corridor; having a problem with the French family property being named; so many other parts to the property; take the name out.

Zinser: agree with Josh

Gove: also agree

Wilbur: it was removed

Reny: deemphasize the French name, mentioned only because only of few remaining large undeveloped lands.

Zinser: note it as identified in the Comprehensive Plan as potential growth

J. Pinkham: the more generic the better

LaFleur: the point is to start with a large visioning process, acknowledge the planning opportunity, interest the Foundation

Reny: need to let Orton know the town is aware of prime real estate

McLean: emphasize geographic features.

(David Atwater joined the meeting at 7:15PM)

Zinser: budget developed with Orton Foundation

Gove: reiterated initial plan

Reny: Orton wants lots of involvement; need unified voice on what we want to do; goal-setting unified.

LaFleur: our application is more competitive if we agree on the pieces that are in. If we make the first cut, the town has to make a commitment. Is it okay to put into the application that we will ask the voters.

Zinser: maybe we need to take a reserve account and reallocate for a grant-match reserve; something to look at; good thing to have a "generic" matching fund account.

J. Pinkham: need to figure out some grants

Zinser: analyze budget some more, dollars to carry forward into another account; voter approved money for town-matching funds.

LaFleur: stronger application if cash match, in kind match okay. Be aware that time devoted to project cannot be double counted.

Wilbur: actual cash can be raised through fund raising.

LaFleur: as an example a grant of \$25K can be applied to the project.

Gove: any funds available from Philbrook Fund

Zinser: currently, investments are not looking up

McLean: use planner as a match, we renewed his contract, so he can make it happen.

LaFleur: portion of project from planner; Friends of MidCoast Maine donating \$25K in kind

Zinser: willing to recommend at Town Meeting—reallocate or ask for new funding.

Gove: as long as money is not all raised through taxation.

Atwater: possibility of grants, like the Maine Community Foundation, can they give money, then pass through to the Orton Foundation.

Gove: all money is going to the betterment of the town.

Zinser: is Board willing to pursue this issue at Town Meeting as a warrant article.

LaFleur: grant due March 3, first cut April/May; final decision in June.

Zinser: if selected, we will know in April or May

Gove: you know we will actively help pursue coming up with the \$25K

LaFleur: can we say the Board of Selectmen will support this proposal; Friends of Mid Coast Maine is the project co-ordinator, would like a memo of understanding regarding the roles/decision making/who is in charge.

Gove: the Board of Selectmen has ultimate decision

LaFleur: the budget in the grant specified Board of Selectmen, Friends of Mid Coast Maine, DPAC.

Zinser: we need to codify—Orton want to be hands on

McLean: strong support for the application.

## **VII. Old Business**

## **Consent Calendar**

Meeting minutes of February 6, 2008: Wilbur moved, V. Pinkham second, motion approved 5-0

1. General fund Warrant #41: J. Pinkham moved, V. Pinkham second. Question on Brown salt bill.

Zinser: Brown has used a lot of money for salt this winter, only \$9,600 withheld from contract payment .

J. Pinkham: let Brown know, can only hold one payment as per contract

Gove: inform Brown of the concerns

Motion approved 5-0

2. Payroll Warrant #45: J. Pinkham move, McLean second, motion approved 5-0.

## **VIII. Other Business**

V. Pinkham: back parking lot legal issue (July 4<sup>th</sup> festivities)

Zinser: letter is being edited, will be sent

J. Pinkham: can we get rid of the traffic light

Zinser: working with DOT

Gove: need to be squeaky wheel on state aid roads; very bad condition.

J. Pinkham: Motion to draft a letter to DOT, Governor, State Representative, regarding the condition of the state-aid roads. McLean second. Motion approved 5-0.

McLean: regarding the picture of the bell tower for the cover of the Town Report—move to use the reflected tower on the cover.

Gove: what is the cost to use color

Zinser: only concern is a budgetary one

Gove: at \$150, we don't have it to spend

Zinser: I can get some costs together

Gove: if a dollar more, don't see the necessity.

No second, motion failed. Zinser to get prices.

Zinser: engineering firm will be doing six test bores on Church and Elm; cost \$4K \$2k for pavement, \$2K for sidewalks; will get the whole geo-technical report.

Gove: we will have all we need for the next level for \$4K

McLean moved to approve, Wilbur second, motion passed 5-0

Zinser: Fire department parking lot problem continues, cold patch can't hold; need to use reserve money, get engineering study.

Gove: recommend study

Zinser: talk with Neil Genthner regarding the Fire Dept building fund

V. Pinkham: lot is sitting on a swamp

Zinser: what will it take to fix it; looking for Board support for okay to begin RFP process

McLean: appropriate use of building fund

V. Pinkham: can we have some of the older contractors, Rice, Hagar, Fraser, etc. give their opinion

McLean: some may know about the problem

Zinser: talk to local contractors, get opinions, may also need an engineer, but start with the contractors.

Zinser: approached by a local business company wanting to purchase 16 acres owned by the Town off Biscay Road. Looking to buy for assessed value of \$42k work into the deed a public works facility, storage area. If town needs the land back, town can buy back at assessed value.

V. Pinkham: highland or lowland

Gove: is the Board interested in listening to this proposal.

J. Pinkham: always interested.

Zinser: will get more data, then talk more

#### **IX. Executive Session**

- X. Adjournment:** J. Pinkham moved to adjourn; McLean second, motion carried 5-0. meeting adjourned at 7:51 PM