

Planning Board Meeting Agenda

Town of Damariscotta

Monday, December 4, 2023 – 6:00PM

Hybrid Meeting:

Damariscotta Town Office, 21 School Street

Zoom Meeting: <https://us02web.zoom.us/j/88985249796>

Meeting ID: 889 8524 9796 Passcode: DamaPB

1. Pledge of Allegiance

2. Call to Order

3. Old Business:

none

4. New Business:

- a. Pre-Submission Review: 40 Main St, Apartments (Map 006, Lot 025)
- b. Pre-Submission Review: 84 Biscay Rd, Self Storage (Map 003, Lot 004-002)
- c. Site Plan Review Amendment: 207 Ledgewood Court, Apartments (Map 001, Lot 050-003)

5. Other Business:

- a. Comprehensive Plan Process Update from Isabelle Oechsle
- b. Planner's Report
- c. Housekeeping

6. Adjournment

Planning Department
Damariscotta Town Office
21 School Street,
Damariscotta, ME 04543



Isabelle Oechsle
Town Planner
Phone: (207) 563-5168
IOechsle@damariscottame.com

PLANNING BOARD APPLICATION

OFFICE USE ONLY

Application Fee: _____ PID: _____

Date Received: _____

Applications may be accepted electronically, though the Planning Board reserves the right to request physical submissions. Please email your full submission binder to the Town Planner.

SITE DETAILS

Street Address: _____

[Deed Book and Page:](#) _____

Existing Subdivision Name: _____

☐ Not Applicable

Lot within subdivision: _____

☐ Not Applicable

[Tax Map & Lot:](#) _____

[Zoning district:](#) _____

Existing land use(s): _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

APPLICANT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

CONTACT PERSON / AGENT INFORMATION

The Planner will only contact one designated person regarding the application. Please identify the primary contact:

- ☐ Property owner ☐ Applicant ☐ Other (fill out section below):

Applicant Name: _____
Mailing Address: _____

Phone Number: _____
Email: _____

PROJECT INFORMATION

Description: _____

Is the project located within any of the following? *(Please select all that apply):*

- ☐ [Special Flood Hazard Area](#) ☐ [Shoreland Zoning Area](#)
☐ Historic District

APPLICATION TYPE

*Please select **ALL** that apply:*

- | | |
|--|--|
| <input type="checkbox"/> Conditional Use Application | <input type="checkbox"/> Site Plan Application |
| <input type="checkbox"/> Small Wind Energy System | <input type="checkbox"/> Site Plan Pre-application |
| <input type="checkbox"/> Conditional Use Application | <input type="checkbox"/> Preliminary Major Subdivision |
| <input type="checkbox"/> Final Major Subdivision | <input type="checkbox"/> Minor Subdivision |
| <input type="checkbox"/> Sketch Plan Pre-application (Subdivision) | |
| <input type="checkbox"/> Zoning Map Amendment | <input type="checkbox"/> Zoning Text Amendment |

Note: Please consult with the Planner if you are unsure about which applications you will need.

SIGNATURES

PROPERTY OWNER'S CONSENT REQUIRED:

I declare under penalty of perjury that I am the owner of said property. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature of Property Owner

Date

I, _____, authorize the noted applicant or agent
named on this application to file this application on my behalf.

OWNER
INITIAL

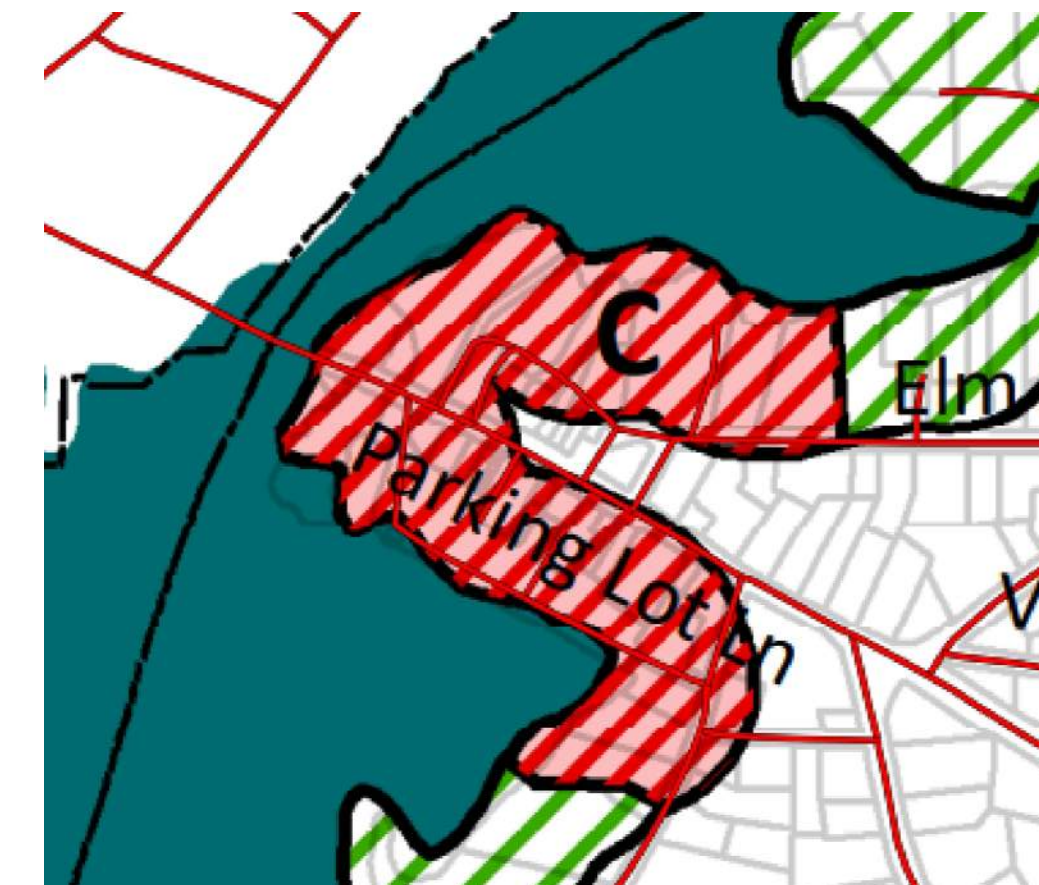
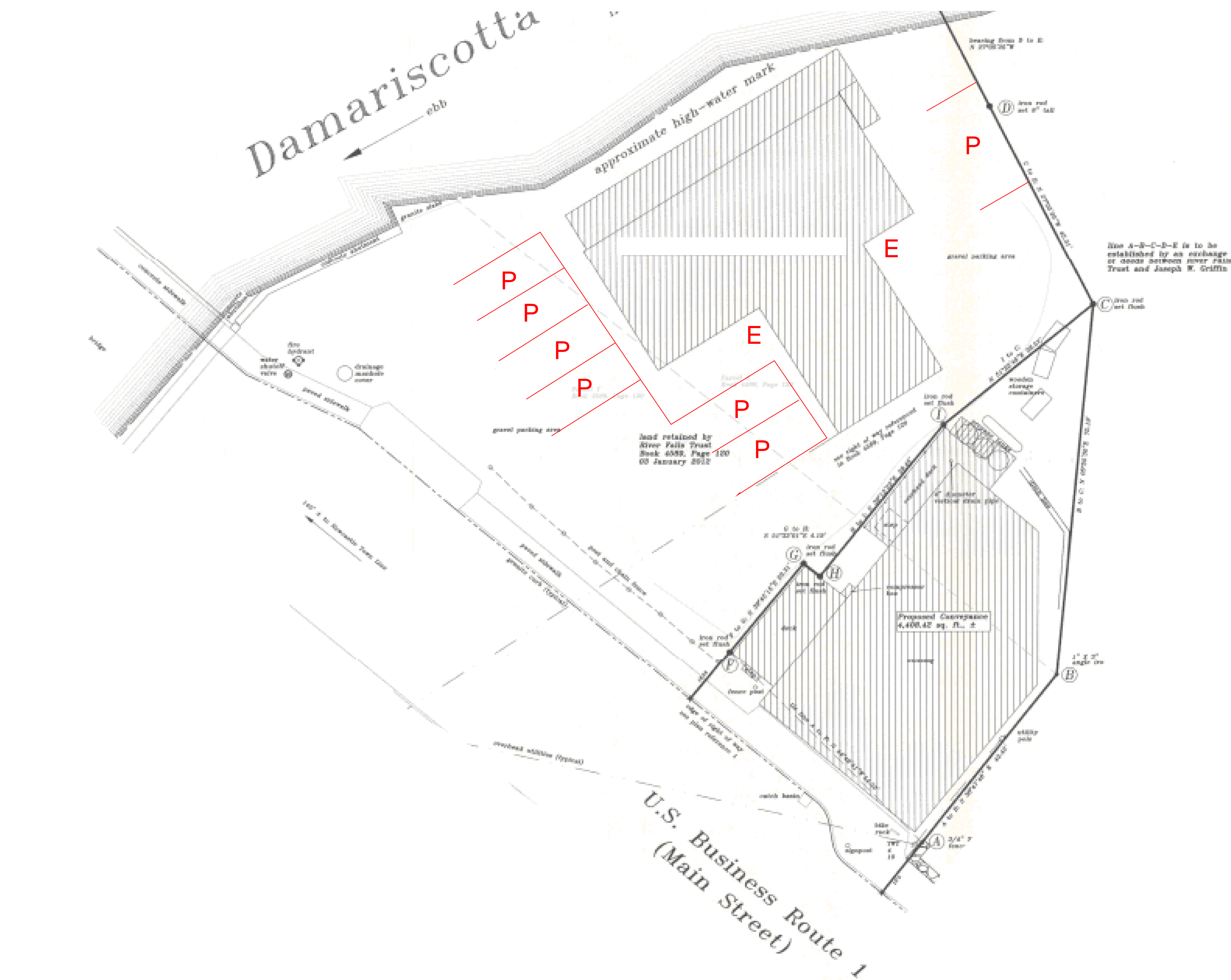
APPLICANT / AGENT CERTIFICATION:

I certify that all of the information provided within this application form and accompanying materials is true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

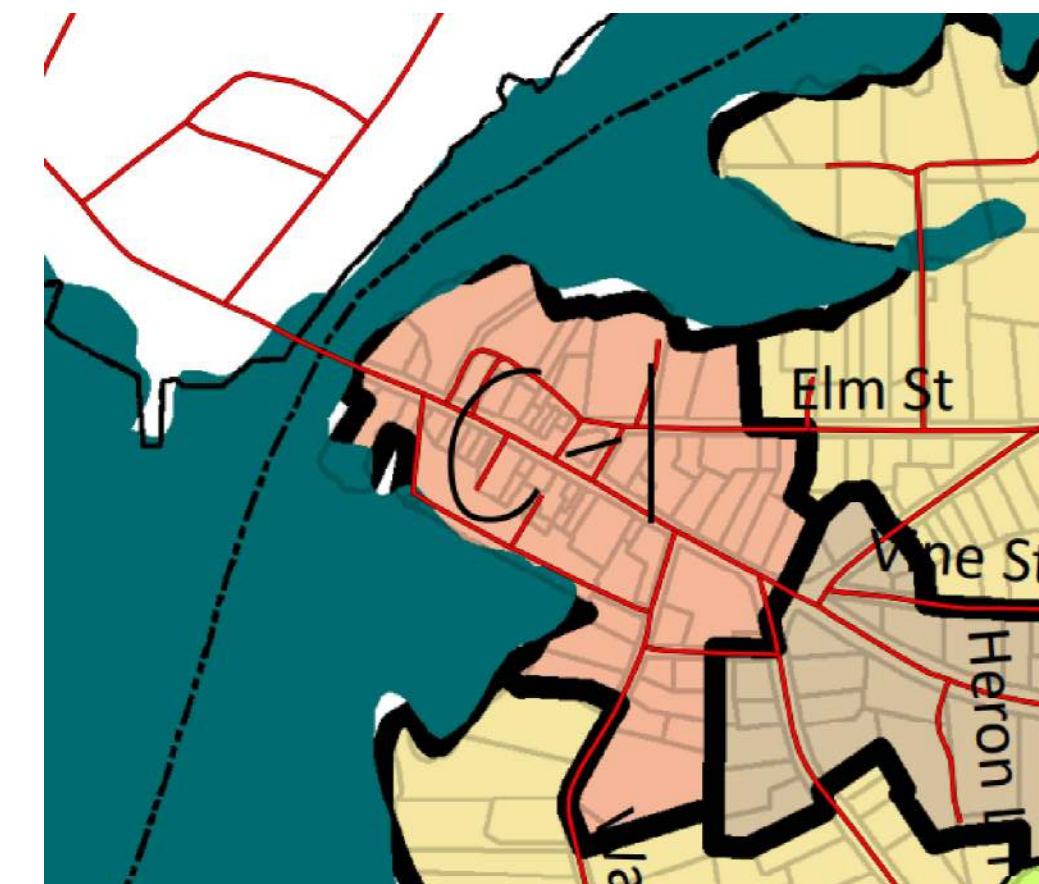
Signature of Applicant

Date

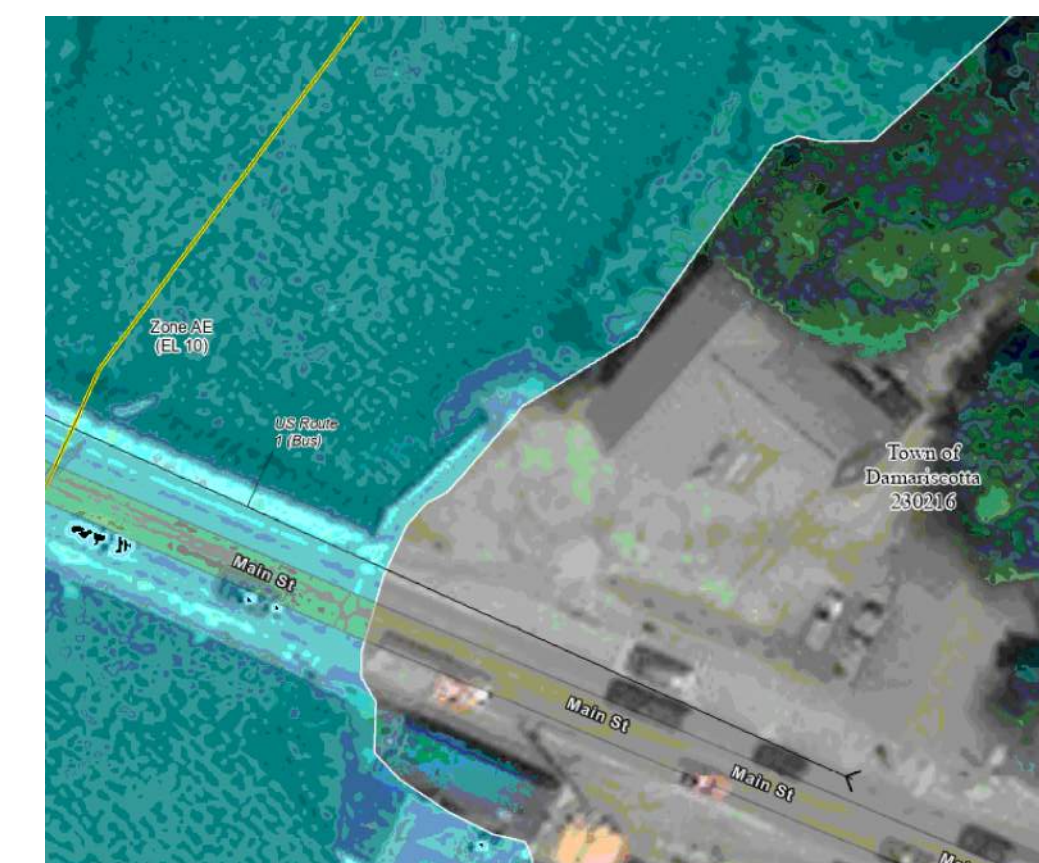
Print Name and Title



SHORELAND OVERLAY DISTRICT (C)
NTS

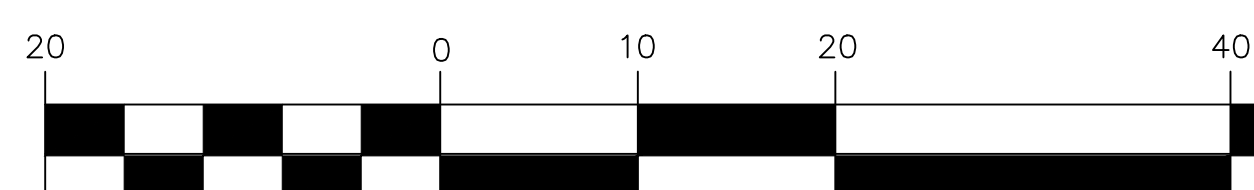


USE DISTRICT (C-1)
NTS



FLOOD ZONE (AE - EL 10)
NTS

SCALE: 1" = 20'-0"



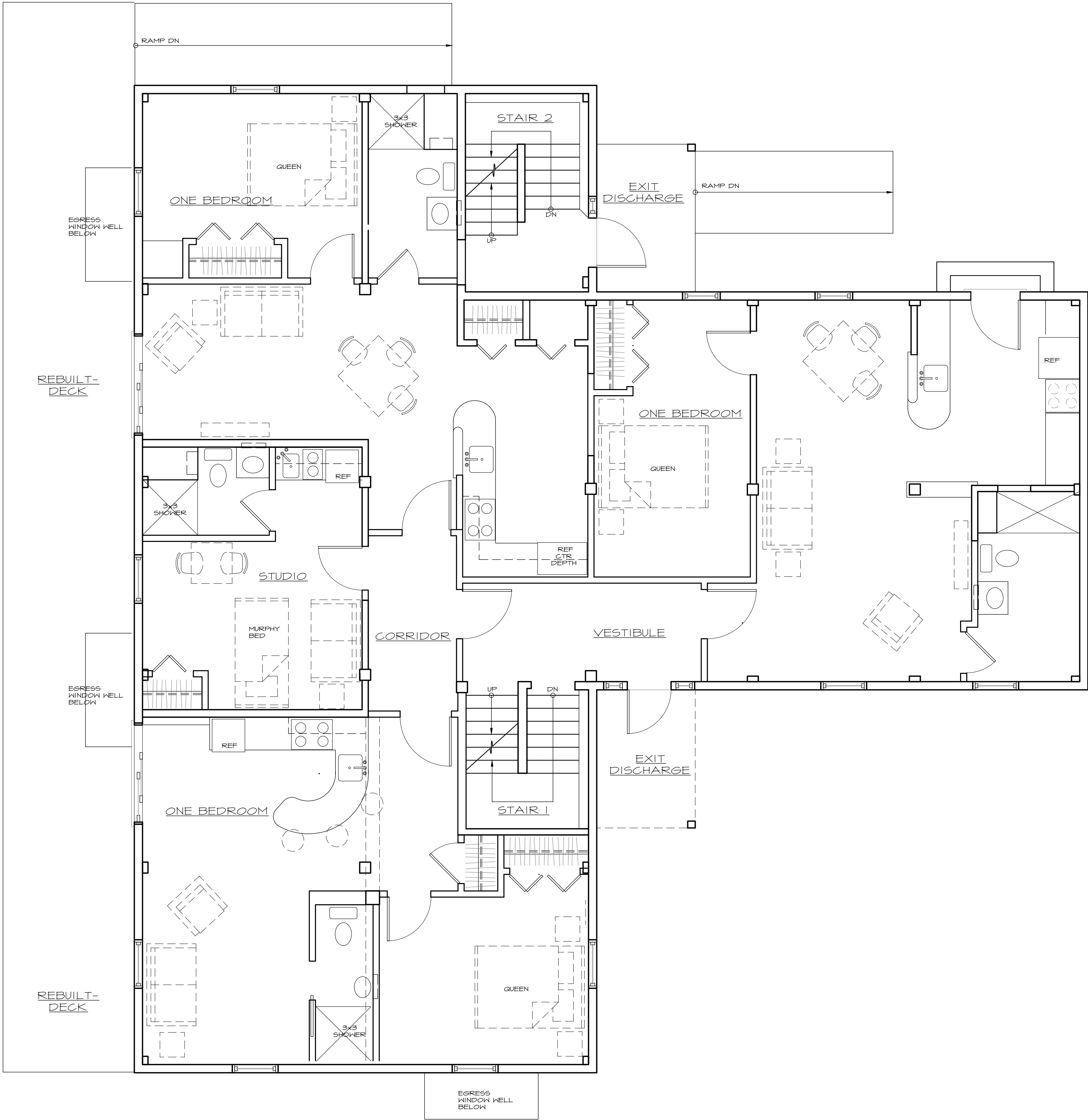
SUAREZ APARTMENT BUILDING MAP 6/LOT 025 - SCHEMATIC SITE PLAN STUDY OCTOBER 2023

NORTH

PHELPS
ARCHITECTS

278 MAIN STREET, P.O. BOX 32
DAMARISCOTTA, ME 04543
PH 207-563-1616
477 CONGRESS STREET, 5TH FLOOR
PORTLAND, ME 04101
PH 207-523-3441
www.phelpsarchitects.com

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FIRST FLOOR PLAN

1/4" = 1'-0"

- ◆ PLANNING
- ◆ COMMERCIAL
- ◆ RESIDENTIAL
- ◆ INTERIOR DESIGN

MICHELLE B. PHELPS, AIA, NCARB
DANIEL A. PHELPS, AIA, NCARB

278 MAIN STREET, P.O. BOX 32
DAMARISCOTTA, ME 04543
PH 207-563-1616

254 COMMERCIAL STREET
MERRILL'S WHARF, SUITE 245
PORTLAND, ME 04101
PH 207-523-3441

www.phelpsarchitects.com

SUAREZ
BUILDING
Main Street
Damariscotta, Maine

REVISIONS:	DATE:

DRAWING TITLE:

SCHEMATIC PROPOSED
FLOOR PLAN

DATE:

10/20/23

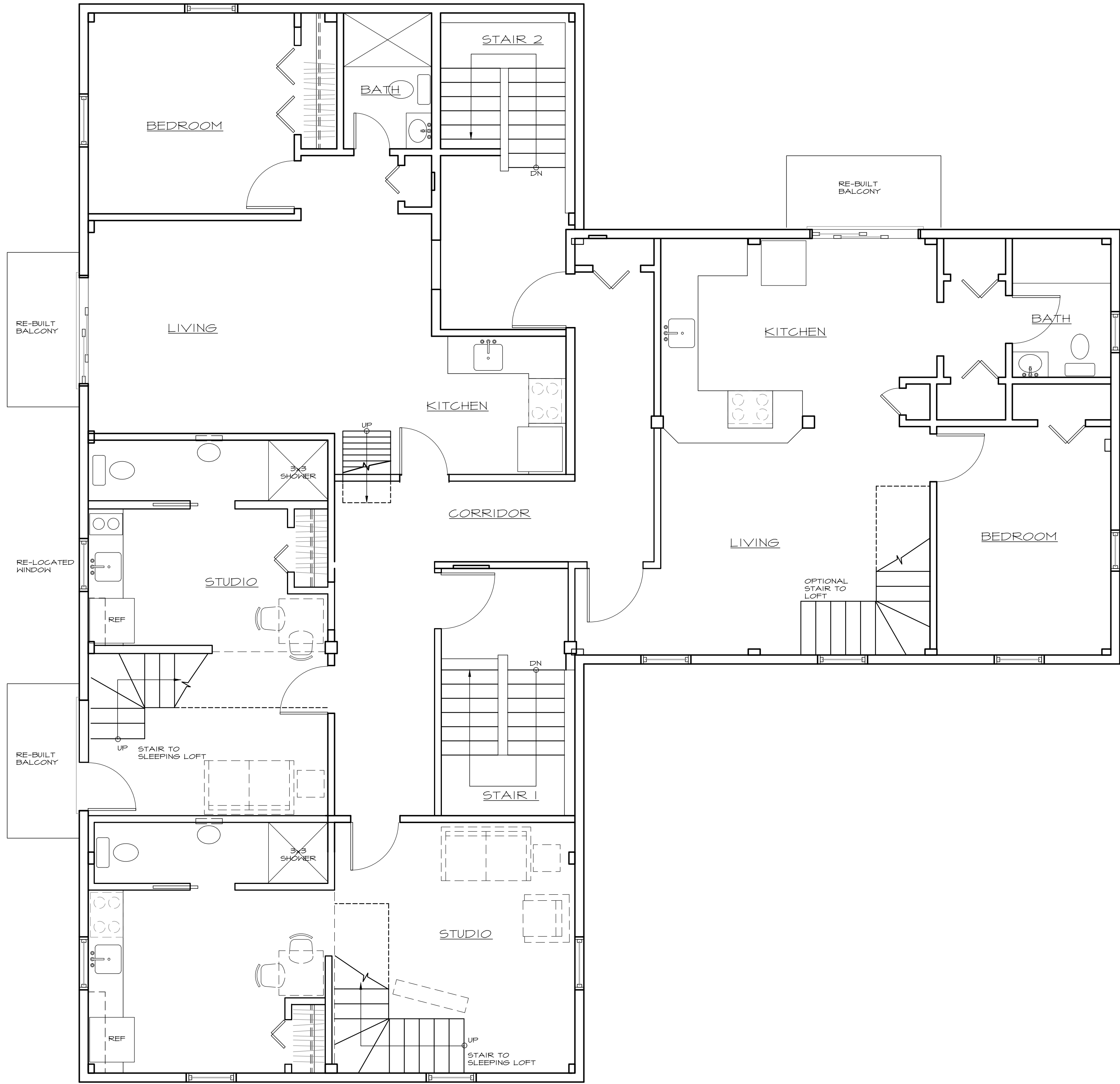
SCALE:

AS NOTED

DRAWING NUMBER:

A-101

ALL DRAWINGS AND SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE, ARE AND SHALL REMAIN THE PROPERTY OF PHELPS ARCHITECTS INC. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECTS OR PURPOSES OR BY ANY OTHER PARTIES THAN THOSE PROPERLY AUTHORIZED BY CONTRACT WITHOUT THE SPECIFIC WRITTEN AUTHORIZATION OF DANIEL A. PHELPS, A.I.A., NCARB



SECOND FLOOR PLAN

1/4" = 1'-0"



- ◆ PLANNING
- ◆ COMMERCIAL
- ◆ RESIDENTIAL
- ◆ INTERIOR DESIGN

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SUAREZ
BUILDING
Main Street
Damariscotta, Maine

REVISIONS:	DATE:

DRAWING TITLE:

SCHEMATIC PROPOSED
FLOOR PLAN

DATE:

10/20/23

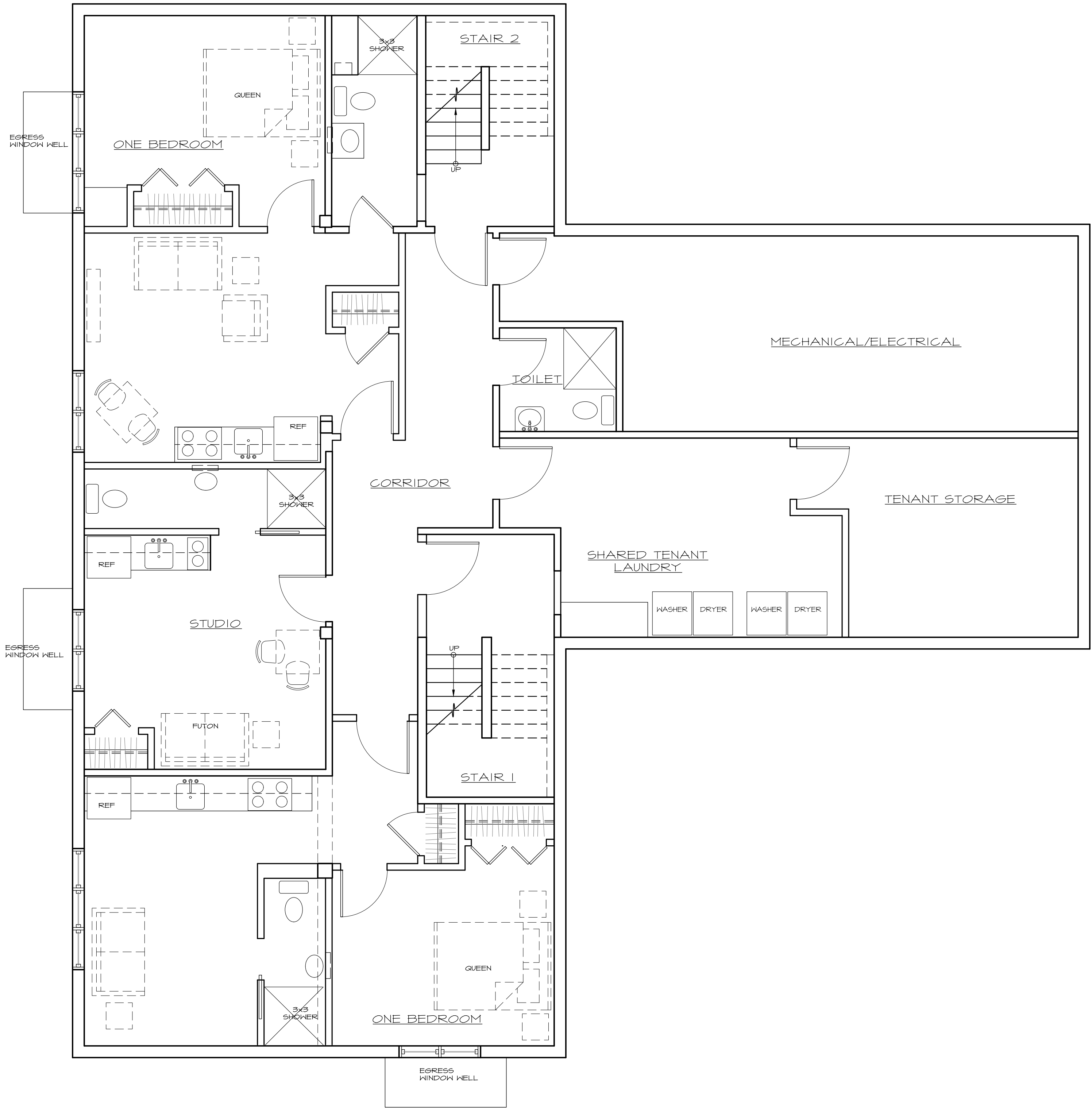
SCALE:

AS NOTED

DRAWING NUMBER:

A-102

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BASEMENT PLAN

1/4" = 1'-0"



- ◆ PLANNING
- ◆ COMMERCIAL
- ◆ RESIDENTIAL
- ◆ INTERIOR DESIGN

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SUAREZ
BUILDING
Main Street
Damariscotta, Maine

REVISIONS:	DATE:

DRAWING TITLE:

SCHEMATIC PROPOSED
FLOOR PLAN

DATE:

10/20/23

SCALE:

AS NOTED

DRAWING NUMBER:

A-100

PB Site Visit Date: _____

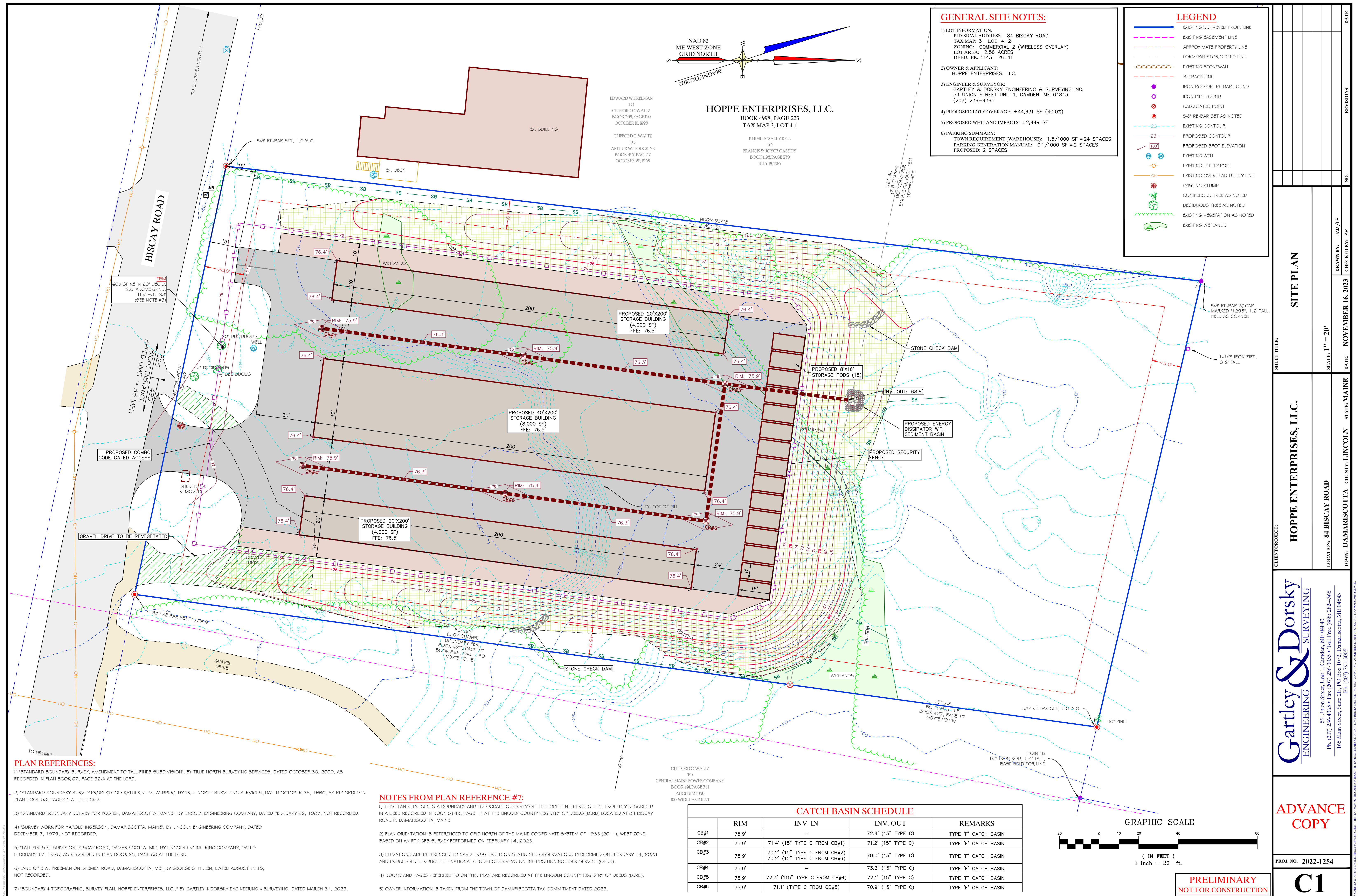
(Submit 10 Copies to Code Enforcement Officer)

1. Applicant	2. Applicant's Address	3. Applicant's Tel # and Email
4. Property Owner	5. Owner's Address	6. Owner's Tel # and Email
7. Engineer/Consultant	8. Engineer/Consultant Address	9. Engineer/Consultant Tel # and Email
10. Location/Address of Property	11. Tax Map/Lot	12. Zoning District

13. Description of Proposed Project and Any Requested Waivers (Note - There is a Presumption of No Waivers. The Applicant Must Document the Negative Effects of Denied Waiver(s))

Sketch Plan

Please Include: Outline of the Tract or Parcel with Estimated Dimensions, Road Rights of Way and Existing Easements; North Arrow; Proposed Layout of the Building(s), Driveways and Parking Areas; Identification of General Areas of Steep Slopes, Wetlands, Streams and Flood Plains; and Other Information Pertinent to the Project.



Planning Department
Damariscotta Town Office
21 School Street,
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Isabelle Oechsle
Town Planner
Phone: (207) 563-5168
IOechsle@damariscottame.com

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[Deed Book and Page:](#) _____

Existing Subdivision Name: _____

☐ Not Applicable

Lot within subdivision: _____

☐ Not Applicable

[Tax Map & Lot:](#) _____

[Zoning district:](#) _____

Existing land use(s): _____

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☐ Historic District

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*Please select **ALL** that apply:*

- | | |
|--|--|
| <input type="checkbox"/> Conditional Use Application | <input type="checkbox"/> Site Plan Application (Amendment to Site Plan) |
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| <input type="checkbox"/> Conditional Use Application | <input type="checkbox"/> Preliminary Major Subdivision |
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Note: Please consult with the Planner if you are unsure about which applications you will need.

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Signature of Property Owner

Date

OWNER
INITIAL

I, _____, authorize the noted applicant or agent
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APPLICANT / AGENT CERTIFICATION:

I certify that all of the information provided within this application form and accompanying materials is true and accurate to the best of my knowledge. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Signature of Applicant

Date

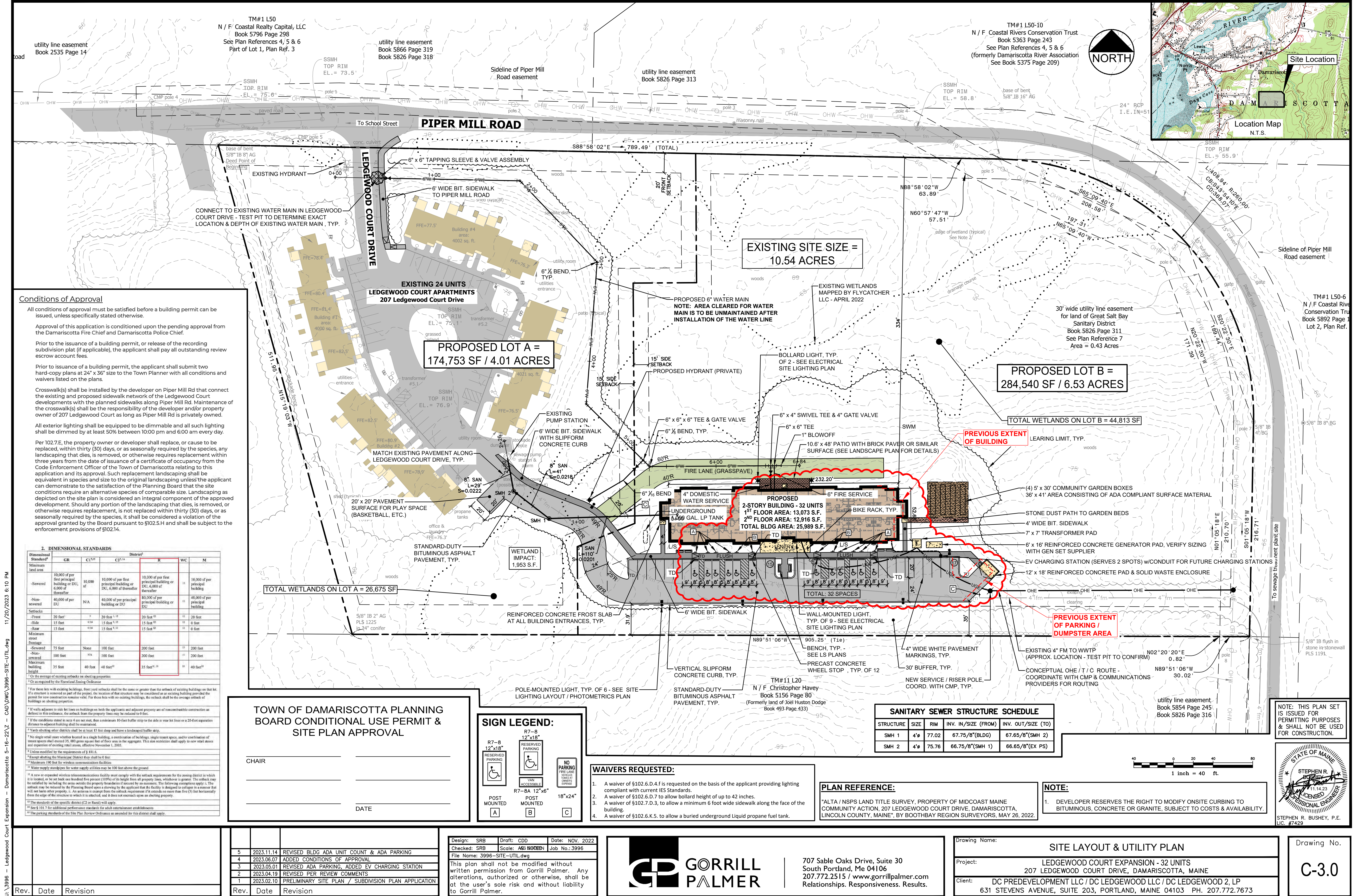
Print Name and Title

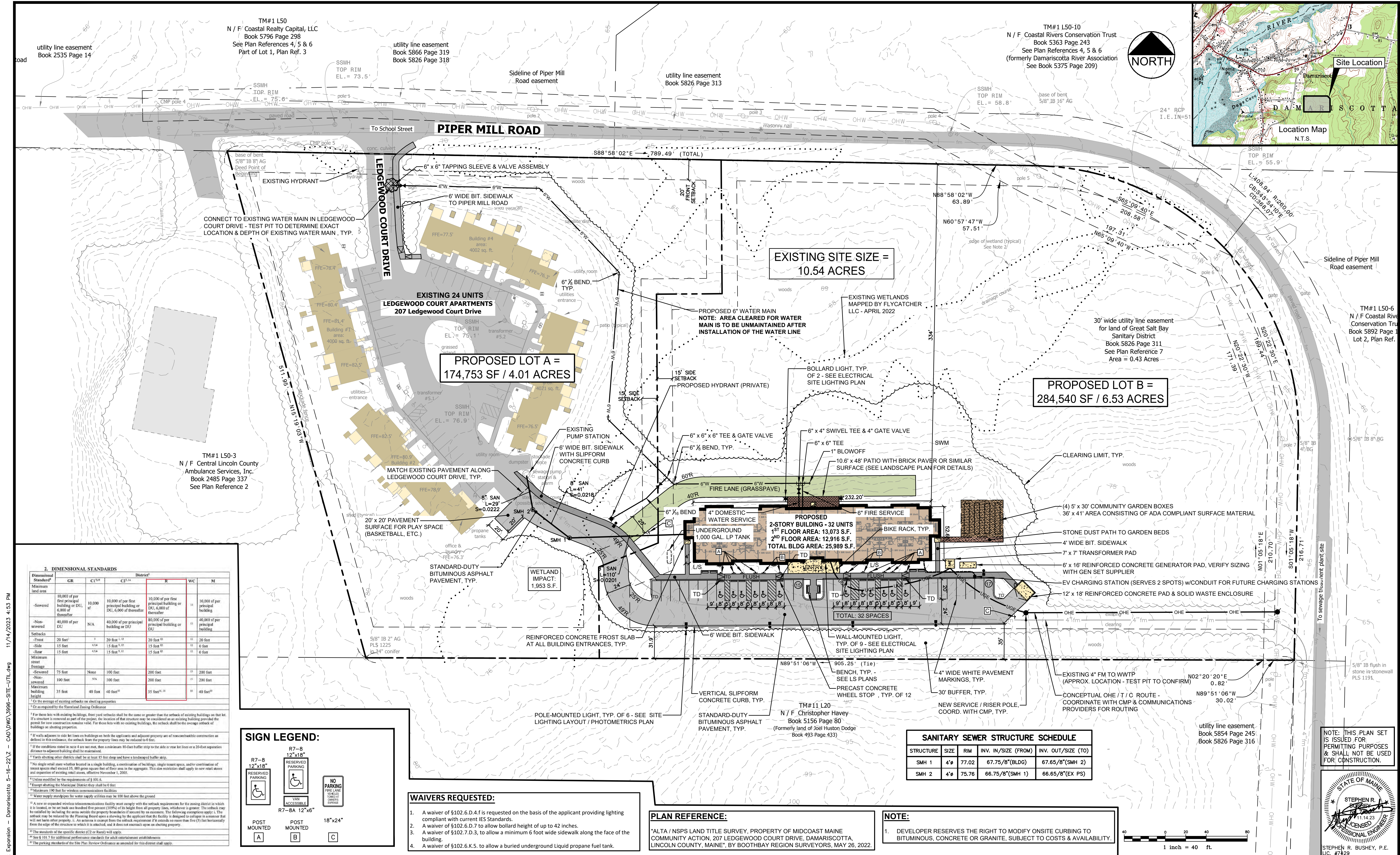
Description of Changes to Ledgewood Court Expansion (Ledgewood 2) Site Plan

DC Ledgewood 2 LP is requesting an amendment to the Site Plan Approval granted by the Damariscotta Planning Board on May 9, 2023, related to the Ledgewood Court Expansion project, also known as 207 Ledgewood Court Dr/Piper Mill Rd. The project site is located on Map 001, Lot 050-003 of the Damariscotta 2022 tax maps.

We anticipate that the 4% Low-Income Housing Tax Credit (“LIHTC”) program will be the primary source of funding for the project. The 4% LIHTC program is administered by MaineHousing, and this year’s program will be competitive, with funding allocated to projects based on a set of scoring criteria. We expect that one of the scoring criteria will allocate points based on the number of pledged ADA units that exceed code requirements.

The approved site plan for the Ledgewood Court Expansion accommodates four ADA units within the building footprint and four ADA parking spaces within the parking area. To enhance our competitiveness in the 4% LIHTC program, we’ve increased the number of ADA units to 12. This has resulted in an expansion of the length of the building by 4.88’ to the east, which is shown on the redlined floor plans and site plan. In addition, the parking lot grew 6’ longer to accommodate 12 ADA spaces and lost a non-ADA space. The total number of parking spaces has decreased from 33 to 32. The new parking lot still meets the town’s requirement of one parking space per dwelling unit for Senior Citizen Multi-family uses.





U:\3996 - Ledgewood Court Expansion - Damariscotta 9-16-22\Z - CAD\DWG\3996-SITE-UTIL.dwg 11/14/2023 4:53 PM

Rev.	Date	Revision
5	2023.11.14	REVISED BLDG ADA UNIT COUNT & ADA PARKING
4	2023.06.07	ADDED CONDITIONS OF APPROVAL
3	2023.05.01	REVISED ADA PARKING, ADDED EV CHARGING STATION
2	2023.04.19	REVISED PER REVIEW COMMENTS
1	2023.02.10	PRELIMINARY SITE PLAN / SUBDIVISION PLAN APPLICATION

Rev.	Date	Revision
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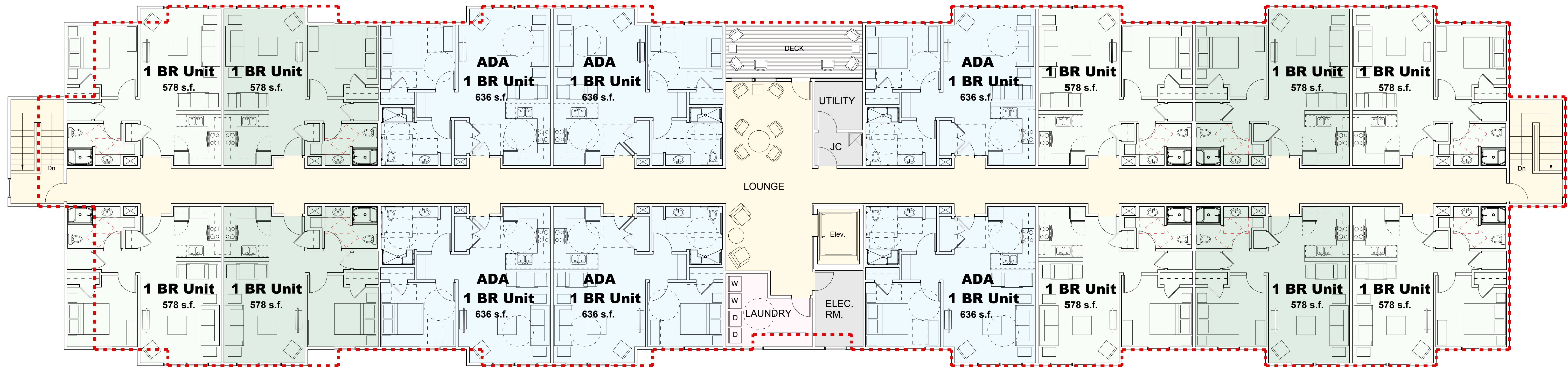
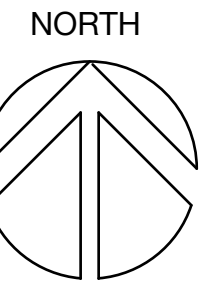
Design: SRR	Draft: CDD	Date: NOV. 2022
Checked: SRR	Scale: AS SHOWN	Job No.: 3996
File Name: 3996-SITE-UTIL.dwg		
This plan shall not be modified without written permission from Gorriall Palmer. Any alterations, authorized or otherwise, shall be at the user's sole risk and without liability to Gorriall Palmer.		

GORRIALL PALMER

707 Sable Oaks Drive, Suite 30
South Portland, Me 04106
207.772.2515 / www.gorriallpalmer.com
Relationships. Responsiveness. Results.

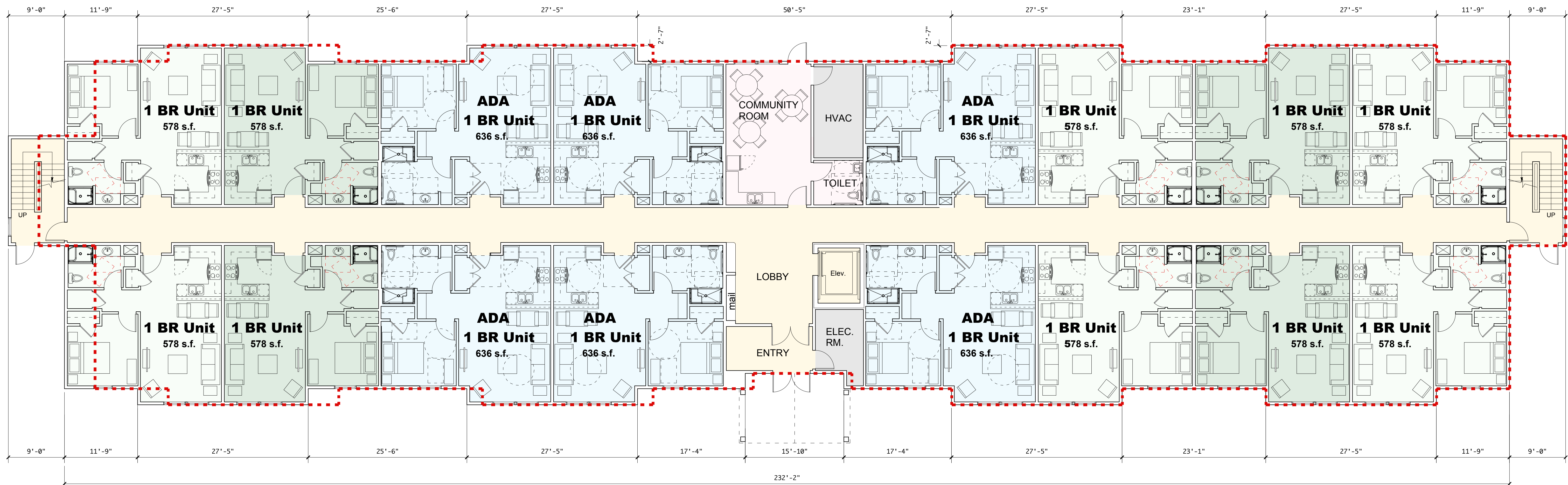
Drawing Name:		SITE LAYOUT & UTILITY PLAN
Project:	LEDGEWOOD COURT EXPANSION - 32 UNITS 207 LEDGEWOOD COURT DRIVE, DAMARISCOTTA, MAINE	
Client:	DC PREDEVELOPMENT LLC / DC LEDGEWOOD LLC / DC LEDGEWOOD 2, LP 631 STEVENS AVENUE, SUITE 203, PORTLAND, MAINE 04103 PH. 207.772.7673	

Drawing No.
C-3.0



SECOND FLOOR PLAN

16 UNITS | 12,916 GROSS S.F.



FIRST FLOOR PLAN

16 UNITS | 13,073 GROSS S.F.

Legend

FOOTPRINT OF ORIGINAL PROPOSED
BUILDING PRESENTED TO PLANNING BOARD

Winton Scott
Architects

217 COMMERCIAL STREET, SUITE 200
PORTLAND, MAINE 04101
207.774.4811 | wintonscott.com

TO: Damariscotta Planning Board
FROM: Isabelle Oechsle, Consulting Planner
RE: Comprehensive Plan Update
DATE: December 4, 2023 Meeting

INTRODUCTION

As Planning Board members are likely aware, a Comprehensive Plan Committee was appointed and began meeting in early 2022 for the purpose of updating the Town's Comprehensive Plan, which was adopted in 2014. Comprehensive Plans must typically be updated every 10-12 years, as the State's Finding of Consistency is only valid for 12 years. According to the Maine Growth Management Act (Title 30-A, Chapter 187), municipalities must have a consistent Comprehensive Plan in order to legally impose a zoning ordinance beyond the state minimum for shoreland zoning. Having a consistent Comprehensive Plan also helps municipalities qualify for certain state grant and loan programs.

The ultimate goal of Damariscotta's updated plan will be to provide a new, shared vision for the community and produce a record memorializing the decisions made and actions committed to during the planning process.

As you're probably aware, I was retained by the Town in March of this year to continue to manage the update to the Comprehensive Plan alongside the Comprehensive Plan Committee. During the December 4th meeting, I will be providing a brief update of where we are in the planning process currently, sharing the themes from public comments that have been provided thus far, and then I'll summarize what will happen through the remainder of the process.

Below are links to a variety of resources and documents that provide some context to the Comprehensive Plan update in Damariscotta for your perusal in advance of the meeting. I will be available to answer any questions that you may have. Looking forward to updating you on our progress thus far!

RESOURCES

- [Work Plan \(revised 07.28.2023\)](#): This document is an overview summary of the major milestones of the project
- [Comprehensive Plan Key Dates](#): This document provides key dates for the remainder of the project until anticipated adoption in June 2024 (more specific than the Work Plan)
- [Public Engagement Summary \(January - August 2023\)](#): This document provides all of the comments from our online survey, seven tabling events, one public kick-off meeting, and comments received on our interactive map
- [Project Website / Information Hub](#): This is the website created to host all information related to the Comprehensive Plan update

Town Planner's Report
to the Damariscotta Planning Board
Monday, December 4, 2023

Clippership Landing

LincolnHealth has informed the Town that their nursing care project on Piper Mill Rd will not be moving forward as planned. This essentially means that the project is very unlikely to be developed. While their approvals from the Planning Board will not expire until January 2025, the issues they identified in their press release (attached) will likely not be remedied. I will keep the Board updated on any further developments, should there be any.

Administrative

I have started reviewing all of the files related to the Planning Board's activity since I started and I will be making sure everything is complete, signed, and filed properly. You should see all of the meeting agendas and meeting minutes being added to the Town's website.

This will be foundational for what I hope will be a streamlined and consistent administrative process for both Planning Board and Code Enforcement operations. I would welcome any feedback from the Board on any part of this and I expect to review everything with the Board if/as we consider any changes. Generally, the intent is to create a uniform workflow and consistent process to help both Town staff as well as the public.

Planning Board Meeting Dates

I would like to confirm the dates of the Planning Board meetings through the end of the Town's fiscal year (through June 2024). Going forward, at the first meeting of the Planning Board every fiscal year, I would like to review and have the 12 regular meetings approved. This schedule can be changed as needed, but this will allow us to advertise the regular meetings all at once, and avoid scheduling conflicts.

Remaining FY 2024 Meeting Dates:

Monday, December 4, 2023

Monday, January 8, 2024* (due to the Jan. 1 holiday)

Monday, February 5, 2024

Tuesday, March 12, 2024* (due to election and Comp Plan Committee meeting)

Monday, April 1, 2024 (easter monday)

Monday, May 6, 2024

Monday, June 3, 2024

*not the first monday of the month

Individual Meetings with Planning Board Members

I would like to schedule one-on-one meetings with any Planning Board members who can make time. I am happy to discuss anything Planning related, but I would like to know what issues Planning Board members care about and what concerns Board members have.

Mondays, Wednesdays, and Fridays I am usually in Damariscotta and available. If a time over the weekend or after 5:00 pm works better for anyone, I can also make that work. I will contact everyone separately to get something scheduled.

Comprehensive Plan

Isabelle Oechsle will be at the December Planning Board meeting to provide an update to the Board.

Generally, the Comprehensive Plan Committee is wrapping up the existing conditions and inventory part of the process and moving on to consider policies, strategies, and goals for the future. There will be more public engagement and opportunities for the Board or anyone else to provide input.

Town Planner's Report
to the Damariscotta Planning Board
Monday, December 4, 2023

Community Resilience Partnership

Coastal Rivers Conservation Trust and Lincoln County Regional Planning have been helping us finalize the details for the public workshop that will happen on December 5th at Coastal Rivers' Round Top facilities. Hopefully you have now seen (and taken) the survey and seen posters for that public workshop. We have been getting responses to the survey and have received RSVPs for the workshop, but please share with your friends and family and please try to make it to the workshop if you are available.

Historic Preservation Review Commission

The HPRC held their quarterly meeting on Monday, November 20, 2023. It was the first official meeting with a quorum so the Commission was able to elect a chair and vice-chair and schedule the next several meetings.

There have not been any applications to go before the Commission since I started with the Town. Even so, it is good that the Commission has been able to meet and should be able to review any applications that they are required to review.

The presentation that was scheduled for November 20th, to be given by Commissioner Roger Panek, an Architectural Conservationist, was rescheduled to the February meeting due to low public turnout at the November meeting.

Ordinance Maintenance and Amendments

In addition to the Site Plan Review Ordinance Amendments that the Board will review on November 28th, I hope to bring a draft of changes to the Land Use Ordinance to the Board soon that will bring the Town into compliance with the State requirements relating to LD 2003. These changes should mainly address regulations around ADUs, but there may be other changes needed, all relating to housing. We can review and discuss any proposed changes as the Board's schedule allows, but we will need to have the updates in place (including a vote at a Town Meeting) by July 1st, 2024.

TIF (Tax Increment Financing) Amendments

I have been making some progress on drafting amendments to the existing TIF district and expect to have some substantive information for the Board at our January meeting. The intention was to expand the existing TIF district to include both the Ledgewood 2 expansion project and the Clippership Landing project to capture the new tax revenue generated by the new development. While that is still the strategy we are pursuing, there may be room for discussion around the Town's goals for the TIF, both in the short and medium term.

Next Planning Board Meeting

The next Planning Board meeting is scheduled for Monday, January 8th, at 6:00 pm, at the Town Office.



November 16, 2023

Contact: John Martins

207 563-4086

john.martins@mainehealth.org

Clippership Landing Won't Be Built As Planned

Developer, LincolnHealth looking at other options to assure nursing care in Lincoln County is available for years to come,

Boothbay Harbor and Damariscotta, Maine – The plan to build a new 102-bed nursing care, skilled rehabilitation and assisted living facility on Piper Mill Road will not move forward as originally planned.

LincolnHealth received notice from developer Sandy River Company and service provider North Country Associates on November 14 that outlines multiple factors in their decision. These include skyrocketing construction costs, massive hikes in interest rates, the lack of lender options and the need for more up-front funding to secure a loan. They also cited staffing availability and costs, as well as the challenge to meet the state requirement that state's cost of care would not go up, known as cost neutrality.

"The hope was with supply chain issues easing post-COVID, along with a much simpler site in Damariscotta, we would see reduced construction costs," the notice stated. "We saw the opposite, with the estimated total for the project envisioned approaching \$45 million."

Sandy River Company said it will research potential solutions and present them to LincolnHealth for consideration in the coming months. These solutions may include building a significantly smaller facility on the Piper Mill Road site and renovation and redevelopment of the Cove's Edge skilled nursing and rehabilitation facility on the Miles campus in Damariscotta.

"While all parties are disappointed, we recognize the importance of assuring high-quality senior living services are available in Lincoln County for years to come," said Cindy Wade, LincolnHealth's president. "We will be looking at all potential options for a viable and sustainable solution."

###

About LincolnHealth:

With campuses in the coastal communities of Boothbay Harbor and Damariscotta, Maine, LincolnHealth is a full-service healthcare system and is part of MaineHealth.

About MaineHealth:

MaineHealth is a not-for-profit integrated health system whose vision is, "Working together so our communities are the healthiest in America." It consists of nine local hospital systems, a comprehensive behavioral healthcare network, diagnostic services, home health agencies, and more than 1,500 employed and independent physicians working together through the MaineHealth Medical Group. With approximately 22,000 employees, MaineHealth provides preventive care, diagnosis and treatment to 1.1 million residents in Maine and New Hampshire. It includes Franklin Memorial Hospital/Franklin Community Health Network in Farmington, LincolnHealth in Damariscotta and Boothbay Harbor, Maine Behavioral Healthcare in South Portland, MaineHealth Care at Home in Saco, Maine Medical Center in Portland, Memorial Hospital in

North Conway, N.H., Mid Coast-Parkview Health in Brunswick, NorDx in Scarborough, Pen Bay Medical Center and Waldo County General Hospital in Rockport and Belfast, Southern Maine Health Care in Biddeford and Sanford, Spring Harbor Hospital in Westbrook and Stephens Memorial Hospital/Western Maine Health Care in Norway. MaineHealth Affiliates include Maine General Health in Augusta and Waterville, New England Rehabilitation Hospital in Portland and St. Mary's Regional Medical Center in Lewiston. It is also a significant stakeholder in the MaineHealth Accountable Care Organization in Portland.