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**Agenda**  
**Board of Selectmen's Meeting**  
**Town of Damariscotta, Maine**  
**May 4, 2022 5:30 PM**

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
  - 1. April 20<sup>th</sup> Regular Meeting
- IV. Financial Reports**
  - 1. Payroll Warrant #60
  - 2. Accounts Payable Warrant #61
- V. Presentations - None**
- VI. Citizen Comments and General Correspondence**
- VII. Interim-Town Manager Items**
  - 1. Public hearing needed for ATM ballot
  - 2. Update on Comprehensive plan members (14)
  - 3. Parking Enforcement (filling position after 2 years hiatus due to pandemic)
  - 4. New PD Truck arrival & disposal of Taurus cruiser
  - 5. Grant Award Letter for Hodgdon St drainage
  - 6. Castner Brook (potential) update
- VIII. Official Action Items**
  - 1. Set Public Hearing date for ATM Ballot 5/18, 5:30p.m.
- IX. Selectmen's Discussion Items**
- X. Adjournment**

TOWN OF DAMARISCOTTA  
WARRANT FOR FISCAL YEAR 2023  
ANNUAL TOWN MEETING  
FOR PERIOD JULY 1, 2022 TO JUNE 30, 2023

LINCOLN, SS

STATE OF MAINE

TO: Jason Warlick, Constable for the Town of Damariscotta, in the County of Lincoln.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Damariscotta, in said County, qualified by law to vote in Town Affairs, to assemble at the Damariscotta Municipal Building, 21 School Street in said Town, on Tuesday, the 14<sup>th</sup> day of June, A.D. 2022 at 8:00 A.M. then and there to act on Articles 1 through 32.

The polls for voting on Articles 1 through 32 will be open at 8:00 A.M. and will close at 8:00 P.M.

The adjourned meeting to act on articles 33 through 48 in the Warrant will be resumed at the Great Salt Bay Community School, 559 Main Street in said Town on Wednesday the 15<sup>th</sup> of June, A.D 2022 at 6 P.M.

ARTICLE 1. To choose a Moderator to preside at said meeting.

ARTICLE 2. To elect by secret ballot in accordance with the vote of the Town, the following officers:

**Two Selectmen/Assessors/Overseers of the Poor (Three-year terms)**

**One School Committee Member (Three-year term)**

**One Sanitary District Trustee (Three-year term)**

ARTICLE 3. To see if the Town will vote to adopt Charter amendments that include designating the Historical Preservation Review Commission as a Standing Committee a change in Town Manager expenditure authority and changing the name "Board of Selectmen" to "Select Board" and "Select Board member" to be consistent with the recent wording change in State Statutes and increasing the town manager expenditure authority for budgeted purchases and contracts to \$15,000. A copy of the Town Charter that shows the proposed amendments is on file with the Town Clerk.

ARTICLE 4. To see if the Town will vote to adopt amendments to the Land Use Ordinance prohibiting new formula businesses as defined as in the ordinance from locating in the Commercial 1 (Downtown) District. A copy of this proposed amended ordinance is on file with the Town Clerk.

ARTICLE 5. To see if the Town will vote to amend the Land Use Ordinance to update the list of permitted and conditional uses, add new definitions, and revise several existing definitions. A copy of this proposed amended ordinance is on file with the Town Clerk.

ARTICLE 6. To see if the Town will vote to amend the Planned Unit Development Provisions and the Dimensional Standards of the Land Use Ordinance to better utilize sewer accessible land and to encourage development of new housing in the community. A copy of this proposed amended ordinance is on file with the Town Clerk.

ARTICLE 7. To see if the Town will vote to rescind the Town's 2019 Ordinance banning single use plastic bags went into effect in March, 2019 since this ordinance has been superseded by the State Statute banning single use plastic bags. A copy of this proposed ordinance is on file with the Town Clerk..

ARTICLE 8. To see if the Town will vote to amend the Medical Marijuana Licensing Ordinance to:

- Prohibit more than one of the same type of license at the same establishment
- Prohibit a person (as defined) from applying for a license if that person, as owner, officer, member manager or partner, already holds the same type of license anywhere in the community
- Require medical marijuana retail establishments to begin operation within 60 days and be fully operational within 120 days
- Require other medical marijuana establishments to begin operation within 120 days and be fully operational within 1 year
- Prohibit an applicant whose license has been revoked from applying for any adult use (or medical marijuana use as applicable) license for 3 years
- Clarify that if a license is revoked, the licensee will forfeit the application fee and any other town fees associated with the application
- Clarify which Departments have enforcement responsibilities

A copy of this proposed ordinance is on file with the Town Clerk.

ARTICLE 9. To see if the Town will vote to amend the Adult Use Marijuana Licensing Ordinance to:

- Prohibit more than one of the same type of license at the same establishment
- Prohibit a person (as defined) from applying for a license if that person, as owner, officer, member manager or partner, already holds the same type of license anywhere in the community
- Require adult use marijuana retail establishments to begin operation within 60 days and be fully operational within 120 days
- Require other adult use marijuana establishments to begin operation within 120 days and be fully operational within 1 year
- Prohibit an applicant whose license has been revoked from applying for any adult use (or medical marijuana use as applicable) license for 3 years
- Clarify that if a license is revoked, the licensee will forfeit the application fee and any other town fees associated with the application
- Clarify which departments have enforcement responsibilities

A copy of this proposed amended ordinance is on file with the Town Clerk.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$948,956.56 for GENERAL GOVERNMENT:

ADMINISTRATION:	Board of Selectmen & Budget Committee recommend:	\$ 531,078.54
ASSESSING:	Board of Selectmen & Budget Committee recommend:	\$ 70,217.00
PLANNING & DEV:	Board of Selectmen & Budget Committee recommend:	\$ 90,395.14
SOLID WASTE:	Board of Selectmen & Budget Committee recommend:	\$ 140,402.88
MUNICIPAL BLDGS:	Board of Selectmen & Budget Committee recommend:	\$ 57,593.00
CONTINGENCY:	Board of Selectmen & Budget Committee recommend:	\$ 22,000.00
LEGAL SERVICES:	Board of Selectmen & Budget Committee recommend:	\$ 15,000.00
INSURANCES:	Board of Selectmen & Budget Committee recommend:	\$ 15,770.00
GEN. ASSISTANCE:	Board of Selectmen & Budget Committee recommend:	\$ 6,500.00

**TOTAL GENERAL GOVERNMENT:**

**Board of Selectmen & Budget Committee recommend: \$ 948,956.56**

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$723,561.68 for the POLICE DEPT:

**TOTAL POLICE DEPARTMENT:**

**Board of Selectmen & Budget Committee recommend: \$ 723,561.68**

ARTICLE 12. To see if the Town will vote to raise and appropriate the sum of \$476,902.40 for PUBLIC SAFETY -NOT INCLUDING POLICE DEPARTMENT:

ANIMAL CONTROL:	Board of Selectmen & Budget Committee recommend:	\$ 6,536.00
FIRE DEPT:	Board of Selectmen & Budget Committee recommend:	\$ 149,357.62
EMERGENCY MGT:	Board of Selectmen & Budget Committee recommend:	\$ 2,279.45
HYDRANTS:	Board of Selectmen & Budget Committee recommend:	\$ 157,103.44
STREET LIGHTS:	Board of Selectmen & Budget Committee recommend:	\$ 6,500.00

TRAFFIC LIGHTS: Board of Selectmen & Budget Committee recommend: \$ 2,200.00

CLC AMBULANCE: Board of Selectmen & Budget Committee recommend: \$ 152,925.89

**TOTAL PUBLIC SAFETY NOT INCLUDING POLICE DEPARTMENT:**

**Board of Selectmen & Budget Committee recommend: \$ 476,902.40**

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$553,674.42 for PUBLIC WORKS:

HIGHWAY DEPT: Board of Selectmen & Budget Committee recommend: \$ 507,996.42

CEMETERY MAINT: Board of Selectmen & Budget Committee recommend: \$ 44,508.00

BISCAY BEACH: Board of Selectmen & Budget Committee recommend: \$ 1,170.00

**TOTAL PUBLIC WORKS:**

**Board of Selectmen & Budget Committee recommend: \$ 553,674.42**

ARTICLE 14. To see if the Town will vote to appropriate the sum of \$20,000 from Trust Funds for the WORTHY POOR:

**Board of Selectmen & Budget Committee recommend: \$ 20,000.00**

ARTICLE 15. To see if the Town will vote to raise and appropriate the sum of \$8,350 for Adult Education:

**Board of Selectmen & Budget Committee recommend: \$ 8,350.00**

ARTICLE 16. To see if the Town will vote to raise and appropriate the sum of \$201,975 for DEBT SERVICE:

Bond Issue for Road and Sidewalk Improvements 10/37 \$ 191,132.72

Loan for Street Light Purchase and LED Conversion 10/25 \$ 10,842.28

**TOTAL DEBT SERVICE:**

**Board of Selectmen & Budget Committee recommend: \$ 201,975.00**

ARTICLE 17. To see if the Town will vote to raise and appropriate the sum of \$552,396.62 for the Lincoln County Assessment:

**Assessment approved by the County Commissioners \$ 552,396.62**

ARTICLE 18. To see if the Town will add a new Capital Reserve Account entitled "Broadband" for the purpose of setting aside funding that becomes available for Broadband-related services and facilities.

ARTICLE 19. To see if the Town will vote to raise and appropriate the sum of \$424,100 for the CAPITAL RESERVE FUND:

Reserve Acct	Projected Balance 6/30/2022	Recommended FY 2023	Total Projected Available FY 2023
Municipal Building	\$27,072	\$ 12,600	\$39,672
Fire Station	\$164,593	\$90,000	\$254,593
Sand/Salt Shed	\$20,859	\$0	\$ 20,859
Waterfront	\$ 651,025	\$0	\$651,025
<b>SUBTOTAL LAND &amp; BLDGS</b>	<b>\$ 863,549</b>	<b>\$ 102,600</b>	<b>\$966,149</b>
Fire Truck	\$254,475	\$85,000	\$339,475
Fire Equipment	\$37,179	\$2,000	\$ 39,179
<b>SUBTOTAL FIRE DEPT</b>	<b>\$ 291,654</b>	<b>\$87,000</b>	<b>\$ 378,654</b>
<b>POLICE VEHICLE</b>	<b>\$8,000</b>	<b>\$12,000</b>	<b>\$ 20,000</b>
Highway Truck	\$ 16,000	\$10,000	\$ 26,000
Highway Equipment	\$24,527	\$5,000	\$29,527
<b>SUBTOTAL HIGHWAY DEPT.</b>	<b>\$ 40,527</b>	<b>\$15,000</b>	<b>\$ 55,527</b>
Sidewalk Program	\$185,277	0	\$185,277
Paving, Drainage & Maintenance	\$420,146	\$108,000	\$528,146
Municipal Parking Lot	\$13,914	\$2,000	\$15,914
<b>SUBTOTAL TRANSPORTATION</b>	<b>\$ 619,337</b>	<b>\$110,000</b>	<b>\$ 729,337</b>
<b>TECHNOLOGY</b>	<b>\$614</b>	<b>\$4,000</b>	<b>\$4,614</b>
<b>COMPREHENSIVE PLAN</b>	<b>\$7,270</b>	<b>\$5,000</b>	<b>\$12,270</b>
<b>CEMETERY</b>	<b>\$ 6,817</b>	<b>\$23,500</b>	<b>\$30,317</b>
<b>LANDFILL</b>	<b>\$10,148</b>	<b>\$4,000</b>	<b>\$14,148</b>
<b>TOWN CLOCK</b>	<b>\$ 12,061</b>	<b>\$1,000</b>	<b>\$ 13,061</b>
<b>BISCAY BEACH</b>	<b>\$3,758</b>	<b>0</b>	<b>\$ 3,758</b>
<b>PROPERTY REVALUATION</b>	<b>\$ 40,000</b>	<b>\$ 60,000</b>	<b>\$100,000</b>
<b>TOTAL RESERVE BALANCES</b>	<b>\$ 1,903,735</b>	<b>\$424,100</b>	<b>\$2,327,835</b>

**TOTAL CAPITAL RESERVE FUND:**

Board of Selectmen & Budget Committee recommend:

**\$ 424,100**

ARTICLE 20. To see if the Town will vote to raise and appropriate the sum of \$3,000 for COMMUNITY SERVICES RECREATION & HOLIDAY FUNDS:

**Board of Selectmen & Budget Committee recommend: \$ 3,000**

ARTICLE 21. To see if the Town will vote to raise and appropriate the sum of \$33,813 for support of the annual operation of Skidompha Public Library as the public library for the citizens of Damariscotta:

**Board of Selectmen & Budget Committee recommend: \$ 33,813**

ARTICLE 22. To see if the Town will vote to raise and appropriate the sum of \$17,500 to support of Lincoln County Television: (Request submitted by petition)

**Organization Request: \$ 17,500**

ARTICLE 23. To see if the Town will vote to raise and appropriate the sum of \$1,325 for the provider agency New Hope for Women. (Request submitted by petition)

**Organization Request: \$ 1,325**

ARTICLE 24. To see if the Town will vote to raise and appropriate the sum of \$2,000 for the provider agency Coastal Kids Preschool. (Request submitted by petition)

**Organization Request: \$ 2,000**

ARTICLE 25. To see if the Town will vote to raise and appropriate the sum of \$4,820 for the provider agency Spectrum Generations. (Request submitted by petition)

**Organization Request: \$ 4,820**

ARTICLE 26. To see if the Town will vote to raise and appropriate the sum of \$2,200 for the provider agency Healthy Kids.

**Organization Request: \$ 2,200**

ARTICLE 27. To see if the Town will vote to raise and appropriate the sum of \$7,500 for the provider agency Historical Society Request submitted by petition)

**Organization Request: \$ 7,500**

ARTICLE 28. To see if the Town will vote to appropriate from the Estimated Revenues Account \$1,421,625 to be applied to reduce the 2022 Tax Commitment.

GENERAL GOVERNMENT: \$ 874,600

INTERGOVERNMENTAL REVENUES: \$ 340,000

STATE REIMBURSEMENTS/TAX EXEMPTIONS: \$ 196,400

STATE REIMBURSEMENT/GENERAL ASSISTANCE: \$ 4,875

POLICE REVENUES: \$ 5,750

**Board of Selectmen & Budget Committee recommend: \$ 1,421,625**

ARTICLE 29. To see if the Town will vote to appropriate \$22,000 from the Maine Department of Transportation Local Road Assistance Program and transfer it to the General Fund as a revenue to be applied toward the Highway Department.

**Board of Selectmen & Budget Committee recommend: \$ 22,000**

ARTICLE 30. To see if the Town will vote to appropriate \$- from the Undesignated Fund Balance to be applied to reduce the FY 2022 tax rate:

**Board of Selectmen & Budget Committee recommend: \$ 200,000**

ARTICLE 31. To see if the town will vote to exceed the property tax levy limit of \$1,752,768 established for Damariscotta by state law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than the property tax levy limit.

ARTICLE 32. To see if the Town will vote to authorize the Board of Selectmen to borrow or appropriate from un-appropriated surplus of \$25,000 as they deem advisable to meet unanticipated expenses and emergencies that occur during fiscal year 2023. (Projected balance on June 30, 2022: \$1,400,000)

**Board of Selectmen recommends: \$ 25,000**

ARTICLE 33. To choose one Cemetery Trustee for a three-year term. **Selectmen nominate: Patti Whitten**

ARTICLE 34. To choose two Budget Committee members for three-year terms, one Budget Committee member for a one year term, one Alternate Committee member for a three year term and one Alternate Committee member for two year term.

**Selectmen nominate: Richard McLean, Shari Sage, Dan Hunter for three year terms;**

**\_\_\_\_\_ for a two year term and \_\_\_\_\_ for the Alternate member three year term, \_\_\_\_\_ for the Alternate member two year term.**

ARTICLE 35. To see if the Town will vote to set the first open business day of October 2022 (October 3, 2022) and the first open business day of April 2023 (April 3, 2023) when all 2023 taxes shall be due and payable in semi-annual installments and instruct the Tax Collector to charge interest at 4% per annum on all taxes unpaid after said dates.

ARTICLE 36. To see if the Town will vote to authorize the Tax Collector to offer a 2023 Tax Club Plan to taxpayers who enroll no later than July 29, 2022; who pay the total amount of 2023 taxes by monthly payments from July 1, 2022 to April 30, 2023; who abide by the requirements of said plan; who shall receive from the Town, in return for such payments, full credit for such taxes paid without incurring any charge of interest. To be eligible for the Tax Club all 2022 taxes must be paid in full.

ARTICLE 37. To see if the Town will vote to authorize the Board of Selectmen to spend funds from various reserve funds as they deem necessary in accordance with the capital improvement program.