

Town of Damariscotta 2015-16 Goals and Action Plan (Adopted 10/21/2015)

Goal: Financial Sustainability - Maintain Financial Health of Town Government

Action Plan	Responsibility	Priority	Due Date	Status
Complete RFP Process for Town Auditor	Cheryl, Matt	High	1/31/2016	Consider three year contract with option for two year extension
Review all fees and make adjustments based on review of survey data and cost for staff time involved in administration and enforcement. Include update to Vendor's Ordinance	Board of Selectmen, Matt, Stan and Michelle	High	12/31/2015	Updated spreadsheet comparing fees in Lincoln County towns was been provided to the Board in July, 2015.
Form Financial Review Committee comprised of two members of Board of Selectmen	Board of Selectmen, Cheryl	Medium	11/30/2015	Robin has volunteered. Need one more Selectman on this panel.
Negotiate the renewal of a Police employee union agreement that continues to be fair to both the Town and employees and is affordable	Matt	Medium	2/1/2016	
Consider pay-for-parking and/or other means for generating revenues to maintain public infrastructure in downtown	Board of Selectmen, businesses, Matt	High	3/31/2016	A Selectmen's Workshop with downtown businesses will take place on October 21. Following this meeting, Town Manager will request Board's direction on any further action.
Complete RFP Process for Town computer consulting services.	Cheryl, Matt	High	1/31/2016	

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Focus area: Infrastructure – Proactively address infrastructure maintenance needs

Action Plan	Responsibility	Priority	Due Date	Status
Update the Five Year Capital Improvement Plan; Consider development of 10 year facilities plan; incorporate a long term computer replacement schedule	Matt and department heads	High	1/31/2016	
Send out RFP, select contractor and complete repairs to Walpole Cemetery arch and adjacent stone wall	Cemetery Committee, Matt	High	5/30/2016	
Address high priority deteriorated road and sidewalk areas in year one of CIP; priorities include Elm Street sidewalk	Matt	High	1/31/2015	TM will recommend allocating funds from Fund Balance (need Special Town Meeting approval) and submittal of a CDBG Application
Complete transition to stand-alone Public Works Department	PW Transition Committee	High	11/1/2015	
Complete reconstruction of salt shed	Contractors, Steve	High	11/15/2015	Delivery is expected by October 31.
Develop annual and multi-year maintenance schedules for Public Works	PW Transition Committee	High	12/1/2015	
Conduct RFP and select contractor(s) for snow removal	Matt	High	3/16/2016	This will be a three year contract with option for a two year extension.
Work with the energy committee on a proposal for a solar energy facility for municipal and residential energy needs.	Matt	Medium	2/1/2016	

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Focus area: Public Safety - Maintain current high level of Fire and Police response; provide

Action Plan	Responsibility	Priority	Due Date	Status
Develop emergency shelter plan	Chief Young, Chief Roberts, Steve O'Bryan	High	11/30/2015	Chief Young has met with Chief Roberts and Steve O'Bryan regarding an emergency plan. More to follow.
Continue highly visible enforcement of posted speed limits.	Chief Young	High	Ongoing	Officers are continuing speed radar details in high traffic areas, monitoring radar board and downloading data.
Develop comprehensive firefighter retention and recruitment efforts.	Chief Roberts	Medium	May 31	

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Focus area: Economic Development – Maintain existing tax base and expand base with development that meshes with community values

Action Plan	Responsibility	Priority	Due Date	Status
Focus on the retention, promotion and growth of existing businesses located throughout the Town.	Board of Selectmen, Matt and Department Heads	High	Ongoing	One-on-one visits with businesses occur on an ongoing basis.
Develop Ordinance that will revamp Town regulations regarding signage. Include provisions on sandwich board and changeable signs. Consider way-finding signs for downtown.	Tony, Planning Board, Town Attorney, Selectmen	High	6/15/2016	Changes to include adoption of measures to comply with recent Supreme Court ruling.
Explore possibilities for more “green space” downtown	Matt, Selectmen, local businesses, DRA	Low	3/31/2016	Further discussion to take place on whether to pursue open space or encourage commercial development of remaining green parcel.
Determine whether or not to continue subsidy to Trolley System	Board of Selectmen	Low	12/31/2015	Selectmen’s current preference is to discontinue subsidies.
Appoint Land Use Ordinance Committee Responsibilities to include consideration of revised districts per Future Land Use Plan, revised allowed and conditional uses, revised densities for retiree condos and revised mixed use options for retiree forms of housing	Board of Selectmen	Medium	3/31/2016	Currently seeking volunteers to serve on this committee

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Focus area: Community Development/Comprehensive Plan/Planning and Development – Focus on building and maintaining public infrastructure especially transportation systems including pedestrian and bicycle paths

Action Plan	Responsibility	Priority	Due Date	Status
Continue implementation of Comprehensive Plan goals	Board of Selectmen; Matt; all department heads		Ongoing	
Complete sidewalk on Bristol Road (Sidewalk-Bicycle Plan)	Matt	High	7/31/2017	Per Maine DOT, project scheduled to go out to bid in September 2016. Construction anticipated to start in Spring, 2017
Appoint new Waterfront Implementation Committee_ Implementation/Funding/Grant Writing Strategy Begin implementation activities advertising, fundraising, grant writing	Matt, Tony, Soon-to-be created Waterfront Implementation Committee	High	Ongoing	
Consider Historic Preservation Ordinance	Historical Society, Board of Selectmen	Medium	6/15/2016	

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Focus area: Intergovernmental Connections

Action Plan	Responsibility	Priority	Due Date	Status
Broaden working relationships with other organizations in Lincoln County.	Board of Selectmen and Matt	Medium	Ongoing	Consider joint energy and economic development activities with multiple jurisdictions.
Continue to work closely with School District to contain the overall cost of government and schools to the taxpayers	Matt and Selectmen	High	5/30/2016	Town Manager has requested that GSB School Committees meet with Bremen, Newcastle and Damariscotta Selectmen and Budget Committee members

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Focus area: Citizen Communications/Outreach

Action Plan	Responsibility	Priority	Due Date	Status
Work with Volunteers and community organizations to hold the fourth annual community-wide cleanup	Matt, Michelle, Cindy	Medium	4/30/2016	
Prepare and send out Town e-newsletter	Matt	High	Ongoing – on average, one newsletter per month	
Complete research on options for upgrading website and implement new strategy	Matt, Michelle Selectmen's Technology Committee	Medium	1/31/2016	Need two members of Board of Selectmen to volunteer for this committee.
Maximize the use of LCTV and local newspapers for disseminating information on meetings and events	Matt	High	Ongoing	
Keep positive focus	Selectmen and Town staff	High	Ongoing	
Hold the third annual "Trunk or Treat"	Chief Young	High	10/31/2015	
Participate in "Spirit of Volunteerism Recognition Program"	Matt	Medium	6/15/2016	Selection to be made in March, award to be given at Annual Town Meeting.