

Town of Damariscotta 2017-18 Goals and Action Plan (Updated November 21, 2017)

Goal: Financial Sustainability - Maintain Financial Health of Town Government

Action Plan	Responsibility	Priority	Due Date	Status
Finalize Licensing Ordinance for Annual Town Meeting consideration	Board of Selectmen, Matt, Stan and Michelle	High	11/30/2017	Draft completed
Obtain renewal of snow discharge permit for downtown	Matt	High	11/15/2017	Permit application submitted and currently under review by the Department of Environmental Protection
Negotiate the renewal of Police employee union agreement that continues to be fair to both the Town and employees and is affordable	Matt, Cheryl Board of Selectmen	Medium	2/1/2018	

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, department heads Public Works Committee	High	1/31/2018	
Complete reconstruction of Walpole Cemetery fencing	Cemetery Committee, Matt	High	10/30/2017	Completed
Complete Elm Street Sidewalk and Drainage Project	Matt, Hugh, consultant, contractor	High	11/15/2017	Completed
Continue efforts to obtain major funding for Waterfront improvements including flood resiliency for downtown businesses	Matt, Tony	Low	Ongoing	At this point it appears unlikely that major Federal funding will be forthcoming for flood resiliency-related projects in the foreseeable future.

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Update annual and multi-year maintenance schedules for Public Works	Public Works Committee	High	12/31/2017	
Complete Egypt Road Culvert Project	Matt, Hugh, consultant, contractor	High	10/31/2018	Completed
Finalize design and engineering and construct downtown restroom and pedestrian walkway	Selectmen, Matt, Hugh, Consultant	High	6/30/2018	Town and private funding has been identified, design and engineering to be completed in 1/2018; construction bids 3/2018
Renewal of grant funding for floating pump-out station	Matt, DEP	High	12/31/2017	
Public ownership and maintenance of section of Heater Road to Town Garage	Matt, Hugh, Public Works Committee	Medium	10/31/2018	Requested by Planning Board; to be included in 2018 capital projects budget request
Complete additional improvements to waterfront including Riverside Park sprinkler system, welcome to Twin villages sign, and historic kiosk update	Matt, Hugh, Historical Society	Medium	5/30/2018	Private funding is available for Riverside Park improvements and signage
Actively contribute to efforts toward achievement of Review 1998 Maine Planning Office Report on Regional Service Centers	Board of Selectmen	High	Ongoing	The Town is now a member of the Service Center Coalition. Selectman Hagar is the Town's representative.
Complete design and preliminary engineering for Biscay boat launch	Matt, Hugh, consultant	Medium	2/28/2018	50% grant funded; citizen outreach through Pemaquid Watershed Association

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

Action Plan	Responsibility	Priority	Due Date	Status
Develop emergency shelter plan	Chief Roberts, Steve O'Bryan	High	6/30/2018	MOU approved by Damariscotta, Bremen, South Bristol, Nobleboro and Bristol Selectmen. The group has had preliminary discussions on central emergency shelter.
Purchase new fire truck	Chief Roberts	High	11/1/2018	Bid process complete; Board of Selectmen approval 11/15/2017
Continue highly visible enforcement of posted speed limits.	Chief Warlick	High	Ongoing	Officers are continuing speed radar details in high traffic areas, monitoring radar board and downloading data.

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.
Submit historic preservation and wildlife habitat ordinances for Town meeting consideration.	Land Use Ordinance Committee, Tony, Board of Selectmen	Medium	11/30/2017 (Historic Preservation Ordinance)	Draft Historic Preservation Ordinance near completion
Actively pursue economic development opportunities	Matt, Tony	High	Ongoing	9/22/2017 Twin Villages Business Forum was an enormous success.

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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	High	Ongoing	
Complete sidewalk on Bristol Road (Sidewalk-Bicycle Plan)	Matt; Hugh; MDOT, Town engineer	High	9/15/2018	Per Maine DOT, project scheduled to go out to bid in Winter 2018. Construction anticipated planned for August 2018.
Work jointly with DRA to build segments of sidewalk on Main and Church Streets and Biscay Road	Matt, Hugh, DRA, engineer	High	9/30/2018	

Focus area: Intergovernmental Connections

Action Plan	Responsibility	Priority	Due Date	Status
Broaden working relationships with other organizations in Lincoln County.	Board of Selectmen, 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	Selectmen, Matt	High	5/31/2018	
Complete US 1 Safety Audit	Safety Audit Committee/MDOT staff	High	Dependent on MDOT schedule	

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Focus area: Citizen Communications/Outreach

Action Plan	Responsibility	Priority	Due Date	Status
Complete recommendations for changes to land use-related ordinances	Planning Advisory Committee	High	12/4/2017	
Prepare draft Recreation Marijuana Ordinance for Town Meeting consideration	Selectmen, Town Attorney, Matt	High	12/31/2017	Survey completed; "Community Conversation" scheduled for 11/16/2017
Work with PWA and other organizations to on the community-wide cleanup	Town office Staff; Hugh; PWA Keep America Beautiful Program	Medium	4/30/2018	The Rotary Club has initiated an ongoing litter clean-up program.
Prepare and send out Town e-newsletter	Matt	High	Ongoing	
Maximize the use of LCTV and local newspapers for disseminating information	Matt	High	Ongoing	
Continue to update Town's website to provide useful information to citizens and visitors	Ronn, Robin, Matt and Michelle	Medium	Ongoing	Town staff are working with Lincoln County News staff to develop and provide narrative and photos on topics of interest
Training for members of Planning Board and Board of Appeals	Board members, Town staff	High	12/31/2017	
Participate in "Spirit of America" Volunteer Recognition Program	Matt	Medium	3/31/2017	To be presented at 2018 Annual Town Meeting
Hold volunteer recognition event	Board of Selectmen; Town Staff	Medium	6/15/2018	Suggest once again holding event as reception prior to Annual Town Meeting
Develop and review alternatives for elimination or reduction of single use plastic bags	Board of Selectmen; Town Staff	Medium	2/28/2018	
Complete "codification" of Town Ordinances	Ordinance Format Committee; Board of Selectmen, Town staff and Town Meeting	High	6/14/2018	Completed except for land use-related ordinances