



Town of Damariscotta, Maine
Select Board Meeting
THURSDAY December 21, 2023

Town Office, 21 School St

5:30 PM

Join Virtually

Meeting: <https://us02web.zoom.us/j/83072624998> | Meeting ID: 830 7262 4998

AGENDA

- I. Pledge of Allegiance**
- II. Call Select Board Meeting to Order**
 - 1. Minutes**
 - i. December 6, 2023 Select Board Minutes
 - 2. Financial Reports**
 - i. Payroll Warrants # _____
 - ii. Accounts Payable Warrants # _____
 - 3. Citizen Comments and General Correspondence**
 - i. CLC Ambulance Service
 - ii. LCSO Animal Control Officer Annual Meeting
 - 4. Town Manager's Report**
 - 5. Official Action Items**
 - i. Cemetery Reserve Authorization: Hillside Cemetery Improvements
 - ii. Location/Utility Permit
 - 6. Select Board's Discussion Items**
 - 7. Executive Session Pursuant to 1 MRSA 405(6)(E): Consultation with Legal Counsel**
 - 8. Adjournment**



Town of Damariscotta, Maine
Board of Assessors / Select Board Meeting
December 6, 2023
Town Office, 21 School St
5:30 PM
Join Virtually

Meeting: <https://us02web.zoom.us/j/83072624998> | Meeting ID: 830 7262 4998

Minutes

Members: Daryl Fraser, Chairperson; Tom Anderson; Daniel Hunter; Andrea Keushguerian; Josh Pinkham

Members Absent: None

Staff Present: Andy Dorr, Town Manager; Isabelle Oechsle, Comprehensive Plan Advisor; Lynda Letteney, Recording Secretary (via video)

Others Present: Hugh Priebe, retiring Public Works; Matt Lutkus; Dick McLean; Martha Dodge, Cemetery Trustee; Haven Simmons, LCTV; Elizabeth Waltztoni, *Lincoln County News*

I. Pledge of Allegiance was led by Chairperson Fraser at 5:30 p.m.

II. Board of Assessors Meeting

1. **Call Board of Assessors Meeting to Order at 5:30 p.m.**
2. **Minutes of November 1, 2023, were approved unanimously.**
3. **Official Action Items**

- i. Abatement: RE 892

The property owner informed the Board that the mobile home had been removed in October 2022. Seeking abatement for 2024 only. After review the agent recommended abatement in the amount of \$109.55.

On motion (Pinkham/Anderson to approve the abatement of \$109.55.

Vote: 5-0-0

Josh Pinkham noted that this was the exact type of situation which makes having a demolition permit required a good idea. This way the Town can keep track of properties

4. Board of Assessors Discussion Items

- i. Personal Property Tax – Past Due Balances Andy began the discussion noting that in the packet there were 4 years of back taxes owed on personal property. In some cases it is the third owner since taxes were paid. An audit of this line beginning in 2015 was done. Legally the Town can only go back 3 years. Small claims court is the current legal remedy. **Andy** asked if they should write it off? The Town sends bills annually. There currently is one bill; should they send more frequently to delinquent accounts? Should they file a lien? He feels it is a complicated, odd process. There are exceptions to what can be taken (i.e. not a car.) Additionally, if you have to auction off property, it must be within 2-7 days, with a two day notice. Total for 134 bills (47 accounts after abatements were applied is \$16,577.94 (with interest \$23,398.07).

Tom Anderson feels the 35 accounts from 2015 should be written off. The recent 2023 listings should be pursued, **Andrea K.** asked about Salt Bay Cafe. They are no longer in business. What do you do? **Daniel Hunter** recommended changing the policy. **Andy** said they have sent reminders; maybe an annual business licensing fee, tied to payment of taxes, is a way to go. Updated annually so we know what's (still) in business. **Dan Hunter** asked if that was common in other Towns? Andy cited several Towns that do, but it is not universal. **Daryl** brought up that there is a benefit to the businesses to be licensed with the Town in terms of being aware of what the Town can do for them. **Andy** said the real issue is that other priorities overtake this issue and it keeps getting "back-burnered". Copies of the relevant sections of the Municipal Lien Process and the Treasurer/Tax Collector manuals were provided to the Board. Also found online are examples of towns/cities Business Licensing Ordinances.

Adjournment

On motion (Hunter/Fraser) to adjourn the Assessor's meeting at 5:40.p.m. Vote: 5-0-0

III. Call Select Board Meeting to Order at 5:40 p.m.

Chairperson Fraser announced additions to the agenda - an Entertainment and Special Amusement request and a cemetery update.

1. Minutes

- i. **On motion (Pinkham/Keushguerian) to approve Board minutes of November 1, 2023, as presented.** **Vote: 5-0-0**

On motion (Pinkham/Anderson) to approve the minutes of November 15, 2023, Select Board Minutes as amended with the following corrections: **Tom Anderson** added to **Section 6** to thank Chief Warick for patching, sanding and leveling out in the bottom lot thus saving the Town some money. **Section II ii** - should be "bottom up" not "button up." **Dan Hunter** corrected the spelling of two people's names: Ron Keiser should be *Ron Heiser* and Mary Devilin should be *Mary Devlin* both in the attendance and body of the minutes.

Vote: 5-0-0

2. Financial Reports

- i. **On motion (Pinkham/Anderson) to approve Payroll Warrants #23** **Vote: 5-0-0**
- ii. **On motion (Pinkham/Anderson) to approve Accounts Payable Warrants #24**

Vote: 5-0-0

3. **On motion (Pinkham/Fraser) to approve an Entertainment/Special Amusement permit renewable for Post 42 of the American Legion.** **Vote: 5-0-0**

4. Recognition

Hugh Priebe, who has been with the Town since 2011, was recognized for his devotion to the Town and its various activities upon his retirement. **Daryl Fraser** spoke introducing Hugh and saying that he was invaluable in assisting with Pumpkinfest. He was always willing to help with anything needed, often devoting his "off" time to Town projects. **Daryl** thanked Hugh and presented Hugh with a certificate of appreciation and a "No Work Zone" sign.

Tom Andrews added a big thank you for his work at West View Acres. Also, he commended Hugh for his work with the Cemetery Association working on sunken graves, tree and brush removal, etc. **Matt Lutkus**, former Town Manager, cited that when the Joint Public Works Committee parted ways, Hugh stepped up to include their work in Public Works maintenance. He was always ahead of what needed to be done. For example, when Matt asked when they should schedule dock maintenance and putting them in the river, Hugh had it already done. **Dick McLean**, spoke to thank Hugh for what he contributes to the Town. **Andrea Keushguerian** the residents of Water Street really appreciate all you have done. **Andy Dorr** said that he echoed what everyone has said and really appreciated Hugh's patience with him as a new manager. **Hugh** ended the session by saying that they just had to call him if they needed anything. He wasn't going away; he loves this town. He received a standing ovation from those present.

5. Citizen Comments and General Correspondence

i. Damariscotta River Management Plan

Jenny Begin sent a link to a River Management Study (in the google drive folder in the digital Board packet) Primarily the same issues the Aquaculture Committee is looking into. The State Planning Office and the Damariscotta River Association echo the findings of the Comprehensive Plan Committee. Andy said the google piece is being utilized for budget purposes and plan development. Using this tool, many can comment directly to the google account.

ii. Comprehensive Plan Update - Presentation by Isabelle Oechsle

As Board members are 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 to which there was commitment during the planning process.

During the December 6th 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 of Damariscotta

Progress Report (for services rendered in November 2023) IOV Community Planning + Consulting

Work this month primarily focused on Tasks 1.1, 1.2, 1.4, 1.14, and 1.16 from the agreed upon Scope of Work.

- [Task 1.1](#): The CPC held one meeting this month on 11/20.
- [Task 1.2](#): Time was spent on revising the Economy and Public Facilities Inventories, which were reviewed by the full Committee during the 11/20 meeting. Inventories which have been drafted but which have not yet been approved by the relevant subcommittees are Recreation, Transportation, Natural Resources, Agricultural & Forest Resources, Marine Resources, and Water Resources. I am hoping that these will be approved/moved forward during their subcommittee meetings the first week of December, and will be ready to be reviewed by the full Committee during the regular meeting on December 12th.
- [Task 1.4](#): The final Topic Exploration/Community Conversation meeting was held on November 9th and was related to Recreation/Bicycle and Pedestrian Infrastructure.
- [Task 1.14](#): A check-in meeting with the Planning Board is being held on 12/4. This meeting is intended to be a high level overview of the process to date, to share public

comments received, and to walk the Board through the rest of the process. I spent some time drafting a memo to the Board. Preparation of a presentation to them will be captured on the next invoice.

- Task 1.16: As with most months, time was also spent on general project management, including preparation of agendas and meeting minutes related to regular CPC meetings. This month, I also revised the work of LCRPC related to the Transportation Inventory as they explained that they have provided the data and were expecting me to put it in one singular voice/to format it to match the rest of the Plan. (A copy of the PowerPoint attached)

Daryl Fraser thanked Isabelle for her thorough presentation. **Tom Anderson** requested copies of the PowerPoint be sent to Board members. Additionally, Tom stated it was a very impressive presentation; the community has done a good job. He said that a lot of work has gone into this. **Daniel Hunter** said that the presentation just scratched the surface of the work already done. He felt the most interesting part was yet to come. The Committee is reaching out to as many groups as possible. As an aside, **Dan** mentioned that Bristol did not have a positive response to their plan. There is a public meeting in Bristol tonight and he plans to attend.

It was noted that 70% of the responders to the survey were women and 50% were college educated. A question was raised if this skewed the results. **Andrea K.** said there have been multiple opportunities for all to respond. Tom suggested asking the newspaper if they can print a draft. **Dan Hunter** said there are exciting interesting ideas that have been put forth. There was a unanimous THANK YOU for Isabelle and her work coordinating and reporting. **Andy Dorr** commented that there were interesting priorities and challenges. Some things from previous plans never got implemented. He encourages all residents to get involved. Questions remain regarding funding as well as a review cycle. **Daryl Fraser** commented on the enormous time commitment committee members have made to this.

6. Town Manager's Report

i. Hodgdon St Update

There are a few punch list items to be completed, but otherwise the project is substantially complete. The engineer will work with us to close out the project. All items required for CDBG reporting will be submitted as soon as possible.

ii. Public Works Update

- a. Hugh Priebe has retired and we are looking to fill the Road Foreman position. In the meantime, Andy will work closely with Merrill to keep things moving ahead as winter approaches.
- b. Hugh had purchased many items over the years that were needed in the department. He has provided me with a list of items that he would like to offer the Town to purchase and this may be included in the warrant if I can finalize the list/values with him. This is not something that we encourage today and happened mostly following the split of the two-town public works department.
- c. Trees have been marked on Lessner Rd for possible removal in anticipation of a drainage/road improvement project. There are many trees within what should be a ditch line, particularly at both ends of the road. The committee

may wish to review, but my plan is to solicit bids/estimates from companies to see if/how much we can accomplish this winter.

- d. There needs to be a discussion about future road improvements so we can begin to plan for next year's budget request. There are a few roads that were highlighted in the capital improvement plan that was presented to you at the last meeting. These were based on the road surface survey I completed this summer/fall.
- e. The materials needed to install the septic system at the public works facility are on-site. The updated plan has been provided to the contractor installing the system and they will do so as soon as possible. This leaves us with building out the bathroom on the existing building, which still requires me to find a contractor. There was an interested party this fall, but their schedule shifted and were unable to do the work.

iii. Building Repairs

- a. There are a few doors that need to be serviced at our facilities and work is expected to be done next week. This includes the Town Office/PD, Fire Station, and Public Works.
- b. With the holiday, I have not made any progress on the air handler replacement, but should be able to coordinate that next week.

iv. Christmas Office Hours

As Christmas falls on Monday this year, I would like to offer December 26th as a half-day for staff normally reporting. The office would plan to open at noon and close at 5 pm. Wednesday and Thursday would be normal hours of operation.

Approved by consensus

v. Upcoming Meetings/Events

- December 4, 6:00 PM @ Town Office - Planning Board Mtg
- December 5, 6:00 PM @ Town Office - Community Resilience Partnership Mtg
- December 6, 5:30 PM @ Town Office - Select Board Mtg
- December 7, 10 AM via Zoom – Cemetery Trustees Meeting
- December 11, 9 AM - Community Resilience WG Mtg
- December 12, 5:30 PM @ Town Office – Comp Plan Committee Mtg •
- December 20, 5:30 PM @ Town Office – Select Board Mtg
- December 25, All Day – OFFICE CLOSED

7. Cemetery Committee

Martha Dodge (via Zoom) representing the Cemetery Committee, presented a new policy for burial. Currently there is a \$50 fee to redo a deed for another generation. Questions have arisen as to who can be buried in a town owned cemetery; what burials can be in a town owned cemetery. They would like the new policy to be retroactive to the last Cemetery Committee meeting. Patti Whitten takes the lead on who is buried and then the committee makes a decision. Andy said the Board makes the decision on policy.

On motion (Hunter/Pinkham) to adopt the Policy for Burial as presented. Vote: 5-0-0

On behalf of the Board, Daryl Fraser thanked the committee for all it does.

8. Official Action

Andy presented the bank information. Our accounts are renewable annually. Currently we have three agreements with Bangor Savings. Andy received notice from the bank that they cannot honor the present terms. Andy wants to know if the Board wants a full RFP or an informal "ask" to the local banks. Currently we maintain about \$6,000,000 in the general account, plus a reserve account and the school account. Trust funds (like Payson) are held

separately. **Tom Anderson** suggested breaking the general fund into some CD's for better short-term interest - even if we had to cancel the CD, the penalty would not be larger than the interest gained. **Andy** said the current term is up in two weeks. Do we stay with the current bank or cast a broader net of possible banking institutions. Consensus was to put it out for feedback, and bring responses back to the Board.

On motion (Fraser/Anderson) to seek rates and explore banking options. Vote: 5-0-0

Andy said it would be 3-4 weeks for a full RFP. **Dan Hunter** felt that made the most sense. **Tom** suggested doing both.

9. Select Board Discussion

Tom Anderson, speaking for the Aquaculture/Damariscotta River Users, said as far as leases and licenses, the legislature does not believe it is their role to look into effects 10-20 years ahead. DMR is aware of concentration issues, but their hands are tied. He feels we need a River Management Committee. The Select Board could then have a say in any new leases and their impact on the river. **Daryl Fraser** said it was an interesting meeting and he learned a lot. The DMR process is objective, and they have parameters about what goes where. Many others had the same concerns (harvesting, fishing, processing, long term viability). Do we need some studies? **Dan Hunter** said we need hard data. The Waldoboro input was not received that well. **Tom** said other towns are considering moratoriums. **Dan Hunter** said our oysters are special. The two rivers (Damariscotta and Medomak) are very different. **Tom** added that trying to balance all uses on waterways is an issue all over the state. Cages, for example, how far from shore? Other issues for managing the river -applicant/DMR. 160 LPA's are not even on the map of current leases (how are they evolving?) DMR looks at individual licenses not at overall impact/concentration. **Andre K.** said it is our responsibility to have the river looked at, i.e. no overfishing. **Tom** said in the interim we need to monitor.

Josh Pinkham said LPA is responsible for clean-up. It is a small unit, but 160 LPA's is a lot of material. Soft shell clams depend on temperature, conservation, seeding and conservation programs. What's the number of clam diggers? **Tom** said they look at water quality only; they are not mixed with other conservation programs. **Josh** said that it comes back to river management. **Tom** said that you can grow oysters anywhere, but the quality varies considerably. **Josh** asked about the Shellfish Committee and if any money has been set aside for seeding. **Andy** said about \$13K. Currently we monitor ecology from the Bridge to South Bristol. It is temperamental and challenging. Meaningful data takes at least 5 years. Coastal Rivers has been doing data collection; it might be wise to bring together all that have been collecting data. **Dan Hunter** felt talking to the legislature was the way to go as this is a bigger issue than the Town can fix. State reps need to be involved. **Andrea K.** suggested forming a committee and getting all interested parties to look at the ecosystem. **Andy** said getting groups together to assure all interests are considered is key. He's not sure of the timeline for the legislative session and if there is time to put it together. **Daryl Fraser** suggested contacting the fire chief for safety issues. EMS is hard to get and even harder to get to people on the river.

Josh Pinkham asked about the snowplow contract. A copy of the performance bond was due 9/15/23. We don't have it yet. He is curious about the price per ton for salt and when is credit applied? ?End of each month or end of the year? **Andy** said there is an escalator/de-escalator and last year we got money back. **Josh** if we could remedy this with the contractor to honor the contract? **Tom** asked Seth to lift the plow a little to avoid digging in. **Andy** said delineators on the inside corner would help

Dan Hunter asked about the Piper Mill Nursing facility and if implementation was still on the table. **Andy** said the estimated cost had gone from \$20M to \$45M and the interest rates changed. **Josh** suggested touching base and doing an exit report to the Board. What is the municipal impact? **Andy** said permit income would no longer be coming in, but otherwise there is no increase in expenditure for the Town. He plans to meet with the hospital and the developer.

Daryl Fraser-nothing

Andrea Keushguerian -nothing

Minutes of Select Board Meeting 12-6-23 (cont'd)

10. Adjournment

On motion (Pinkham/Keushguerian) to adjourn the meeting at 7:30 p.m. Vote: 5-0-0

Respectfully submitted,

**Lynda L. Letteney
Recording Secretary**

We the undersigned approve the minutes of December 6, 2023, as presented and corrected if need be.

Daryl Fraser, Chairperson

Tom Anderson

Dan Hunter

Andrea Keushguerian

Josh Pinkham

Minutes of the 12-6-23 Select Board meeting signed this date _____



Central Lincoln County Ambulance Service

EST. 1968

Chief Nicholas M. Bryant
P.O. Box 373
Damariscotta, Maine 04543
Phone: (207) 563-7105 ext:2
Fax: (207) 563-7105

December 6, 2023

Selectboard
Town of Damariscotta
21 School Street
Damariscotta, ME 04543

Dear Selectboard,

Since our inception in 1968, Central Lincoln County Ambulance Service has been the transporting Emergency Medical Services agency for the Town of Damariscotta. Throughout the years, our organization has prided itself on providing the best emergency medical care to the residents of our communities.

I would request that the Selectboard and Budget Committee approve the Town of Damariscotta's assessment for the year 2024 in the amount of \$99,027.01. You will find attached our 2024 budget as approved by the CLC Ambulance Board of Directors. Also attached is the formula for how the financial requests are calculated for each town served by CLC Ambulance. After the year ends on December 31st, I can provide you with the year-end totals for 2023 of our call volumes per town, and anything else requested. I would be happy to attend Selectboard and Budget Committee meetings to answer any questions. We look forward to providing excellent EMS services to the residence of Damariscotta once again in 2024.

Sincerely,

Nicholas Bryant
Service Chief
Central Lincoln County Ambulance Service

2024 Budget Projections

	<u>2023</u>	<u>2024</u>
Advertising	\$600.00	\$600.00
Automobile Expense	\$70,000.00	\$70,000.00
Capital Expense	\$45,000.00	\$65,000.00
Computer Expenses	\$3,000.00	\$3,000.00
Dues and Subscriptions	\$1,500.00	\$1,800.00
Employment Screening	\$1,500.00	\$1,500.00
Insurance Expenses	\$125,000.00	\$150,000.00
Licenses and Permits	\$600.00	\$600.00
Medical Supplies	\$60,000.00	\$60,000.00
Office Expenses	\$10,500.00	\$11,000.00
Professional Fees	\$60,000.00	\$60,000.00
Payroll	\$1,270,070.43	\$1,393,906.85
Telephone Expense	\$4,700.00	\$7,100.00
Training	\$8,000.00	\$8,000.00
Station Expenses	\$8,600.00	\$8,600.00
Uniforms	\$8,000.00	\$8,000.00
Utilities	\$27,000.00	\$27,000.00
	\$1,704,070.43	\$1,876,106.85

2024 Income Projections

Billing	\$900,000.00
Projected Town Assessments	\$990,282.16
Projected Total Income	\$1,890,282.16
Projected Budget	\$1,876,106.85

2024 Town Assessment Option 1

Projected Town Impact	Tax Evaluation 2023	Budget %	Total
Bremen	\$263,650,000.00	6.18%	\$60,345.48
Bristol	\$1,294,500,000.00	30.35%	\$296,291.39
Damariscotta	\$432,650,000.00	10.15%	\$99,027.01
Edgecomb	\$296,950,000.00	6.96%	\$74,764.08
Jefferson	\$322,370,500.00	7.56%	\$81,164.28
Newcastle	\$358,000,000.00	8.39%	\$81,940.76
Nobleboro	\$434,700,000.00	10.19%	\$99,496.23
South Bristol	\$861,800,000.00	20.21%	\$197,252.93
	\$4,264,620,500.00	100.00%	\$990,282.16

Office Of The Sheriff Lincoln County, Maine

Lincoln County Sheriff's Office
42 Bath Road / P.O. Box 611
Wiscasset, ME 04578

(207) 882-7332 (207) 832-4000
(207) 563-3200 (207) 549-7072

Fax (207) 882-9872

December 11, 2023

Board of Selectmen

RE: Animal Control (ACO) Contract Agreement – Renewal

Dear Board of Selectmen,

Thank you for the allowing the Lincoln County Sheriff's Office to provide animal control services for your community over the past several years. I appreciate the opportunity to work with each participating Town as we collaboratively address the provision of this service.

Our current ACO contract is set to expire at the end of this month and I anticipate some change in the language for 2024. Specifically, a 5% increase in the ACO's wages and a significant change to the indemnity section.

The language change specific to indemnity comes at the request of the County Administrator and is responsive to language preferred by our insurer the Maine County Commissioners Risk Pool and reads as follows:

Indemnification and Hold Harmless: The Town hereby agrees to indemnify, save harmless and defend Lincoln County together with any officers, officials, managers, supervisory employees, as well as their agents, persons acting in their interests, predecessors, successors, subsidiaries, affiliates, attorneys, insurers and assigns, and any related or affiliated entity, from and against any and all liabilities, claims, penalties, forfeitures, suits and costs and expenses incident thereto on account of or in any way arising out of this Agreement.

Please accept this invitation to join me in a meeting with all participating Towns to discuss the proposed changes and any other ACO related matters you may have prior to the release of updated contracts. The meeting will be available both in person and via Zoom:

Animal Control Collaborative Meeting:

2 pm. December 28, 2023

at the Lincoln County Regional Planning Office

297 Bath Road, Wiscasset.

OR

Via Zoom at: <https://us02web.zoom.us/j/87281793367>

Thanks once again for your participation and I look forward to meeting with you. Please don't hesitate to reach out to me if you have any questions.

Sincerely,



Sheriff Todd B. Brackett

Todd B. Brackett, Sheriff
Rand D. Maker, Chief Deputy

Administrative Division
(207) 882-6576

Correctional Services
(207) 882-9728



Serving the citizens of Lincoln County since 1760.



Town of Damariscotta
21 School Street
Damariscotta, Maine 04543
(P) 207-563-5168 (F) 207-563-6862

Andrew Dorr
Town Manager

Town Manager's Report

December 19, 2023

1. Hodgdon St Update

There are still a few items that need to be finished for this project, most notably the erosion control measures. The engineer provided a list of needed items a couple of weeks ago and the contractor was able to complete most of them. Retainage will be held until this is 100% complete.

2. Parking Lot Project

Our point of contact at EDA had provided notice a couple of weeks ago that future correspondence would flow through another contact and that he had enjoyed working with us. The new point of contact has been involved and Cc'd on most correspondence, so there should be a seamless transition. Phase II documents were submitted December 6th, though I have not heard anything back yet. We will continue to pursue this with the plan of getting RFPs out as soon as possible in 2024.

3. Miles St Phase II

Phase II of Miles St should be on our radar. While we are still closing out Phase I, we should consider budget implications for closing any funding gap to complete Phase II. You may recall that the price to complete Phase II was sought as an Amendment to the Phase I contract and was ultimately too high. This will be a good starting point for us to consider additional funding during the budget process. \$60,000 was committed from private donations to apply towards Phase II sidewalk improvements and are being held by the hospital to be applied in the future.

4. Admin Updates

- a. Maine's Tax Stabilization program has reimbursed us \$925 so far. This represents \$5 per application as a recognition for processing fees. Our full reimbursement was submitted in October for \$95,548.25 and should be received by January 15th.
- b. I am currently reviewing costs of website updates as we were given notice that the platform ours is built on is being upgraded, but we could choose to go a step further. There is also another company that I have been in contact with that has provided me with a comparison in service,

features, and price. Depending on what I learn and the price to proceed I may decide now if the incentives are timely.

- c. FY 23 audit work is underway. Cheryl has been working with the auditors to provide the information they need.

5. Public Works Update

- a. The Road Foreman position has been posted to our website for a few weeks and will now be advertised in the paper for the next few weeks.
- b. Storm clean-up was managed mostly by Merrill this past week, though I assisted the later part of the morning into the afternoon. We were fortunate the damage was not as severe as other parts of the state.
- c. There are a few streetlights that are out and I have coordinated for a company to come in and fix those. The storm has delayed their arrival, but these should be fixed soon.

6. Shellfish Committee

Unfortunately, the weather yesterday cancelled the meeting, but the committee will call for another meeting to follow up on discussions around monitoring and conservation efforts. The DMR has a grant opportunity open now for a max award of \$7,000 that can be used to improve management and conservation of municipally managed shellfish resources. Specifically, this funding opportunity seeks to support new or significantly expanded projects that restore shellfish flats, improve shellfish habitat productivity, find and fix pollution sources, work with town and state officials to open closed flats, or increase volunteer participation in municipal management and conservation activities.

7. Upcoming Meetings/Events

- December 21, 5:30 PM @ Town Office - Select Board Mtg
- December 25, All Day - OFFICE CLOSED
- December 26, Office Opens at Noon
- January 2, 5:30 PM @ Town Office - Comprehensive Plan Mtg
- January 3, 5:30 PM @ Town Office - Select Board Mtg
- January 4, 10 AM @ Town Office - Cemetery Trustees Mtg
- January 8, 6 PM @ Town Office - Planning Board Mtg



J & H Landscaping LLC
PO Box 403
Damariscotta, ME 04543

207-522-4150
info@jandhlandscaping.net

Date: 12/11/2023

Client: Hillside Cemetery

Raise & Level Curbing (Stetson Lot)

Work Description:

- Remove current curbing structure to install proper base.
- Dig by hand a 12" deep by 18" wide base for the entire curbing structure.
- Fill and compact with ¾" washed crushed stone.
- Replace curbing structure on top of new base, use flat stones for corner pieces, and installing new connector pins
- Repair any turf damage and leave perimeter clean, graded, and ready for spring seeding

Time Period: December 2023

Price: The work described above, including materials, equipment and labor would cost \$6,600 with a 50% deposit due before work begins and the balance due upon completion.

I agree to oversee the completion of this project as described in this document, according to the specifications provided

_____ Date: _____

Matthew Desgrosseilliers

I agree to have J&H Landscaping LLC perform the work detailed above, and I also agree to provide payment, as described in this document. I agree that my signature forthwith provides consent for this work to be carried out by J&H Landscaping under the terms provided here.

_____ Date: _____

Maine Department of Transportation
Utility Location Permit Application

Utility Job/W.O. No.

☐ 14 Day PBR ☐ 30 Day PBR ☐ Statutory Application ☐ MaineDOT Project ☐ Line Extension Agreement

Applicant Information:

Date: 12/15/23

Utility Name: Utility Pole

PBR #:

Joint Utility:

Joint PBR #:

Primary Contact Information:

Name: Ben Laukka

Phone: 446-8525 Cell: 446-8525

Address: 26 Liberty Street

Email: ben@brucelaukka.com

Town: West Rockport

State: ME

ZIP: 04865

Proposed Installation:

Please attach a Location Map and Sketch Plan

Town: Damariscotta

MaineDOT PIN (if applicable):

Type of Installation Proposed: Utility Pole

Minimum Depth of Cover: (if applicable)

Maximum PSI:

GPS Coordinates:

Decimal Degrees

Latitude (ex: 44.3074199)

Longitude (ex: -69.7775613)

Starting Point:

Ending Point:

Comments:

Location Description:

On Water Street

, beginning at a point approximately

Route R, L.R. # or Name shown on Location Map

Distance (including units - feet, meters)

Direction (North, South, etc...)

of

Ref. Point (Intersection of major road, Route Number, Town Line, Bridge)

and extending in a

direction for a distance of

Direction (i.e. Northerly, Southerly, Easterly or Westerly)

Distance (including units - i.e. feet, meters, etc...)

Expected Construction Schedule:

Start:

Completion:

Do you intend to provide public notice? ☐ Yes ☐ No:

* Reference Public Notice Supplement

Date Published:

Name of Newspaper:

By signing this Application for Utility Location Permit, the undersigned hereby certifies: a) that he/she is a duly authorized employee and representative of the utility/entity identified above ("Applicant"); b) that the information provided herein is true and accurate; c) that the Application is understood to be for a limited period and that the Applicant, at its sole expense, may have to adjust, remove, or relocate its facilities in the future; and d) that the Applicant will maintain its facilities in accordance with MaineDOT's Utility Accommodation Rules (17-229 C.M.R. Chapter 210) and all other applicable laws.

Signature:

Joint Utility:

Printed Name:

Printed Name:

Title:

Title:

*** A copy of this application shall be sent to the applicable municipality in which the facility is proposed to be installed ***

Ver. 0720

ROCKING PLANT WITH NATIVE PLANTS FOR
EROSION CONTROL, ALONG EMBANKMENT.
SEE PLANTING PLAN

EXISTING STEAM &
PROPERTY LINE

EMBANKMENT
SCREENING SUPPLS.
SEE PLANTING PLAN

SEE L1.1 FOR HOUSE
AREA ENLARGEMENT
PLAN

EXISTING TREE

EXISTING VEGETATION MANAGEMENT. REMOVE INVASIVE PLANTS AND DAMAGED TREES AND RE-VEGETATE WITH NATIVE PLANTS FOR EROSION CONTROL ALONG EMBANKMENT, SEE PLANTING PLAN

LANDSCAPE AREA, TYP.
SEE PLANTING PLAN

EXISTING TREE TO
REMAIN AND BE
PROTECTED. TYPE

LANDSCAPE AREA, TYPE
SEE PLANTING PLAN

LAWN TYPE

TUNNINO'S CONCRETE AVING

GRAVEL PARKING SPACE

9
1.50 EXISTING TREE TO REMAIN
AND BE PROTECTED. TYP.

COBBLESTONE APRON

VEGETATED SWALE

EXISTING SHED TO BE
REMOVED

GRANITE POSTS W/
ADDRESS ENGRAVING

IL BOUND TO BE REMOVE
STOCKPILED FOR REUSE.
ACTOR TO RESOLVE SOIL
UNDERMINING ISSUE BY
DRAINAGE PIPES TO
RAVINE IF PRESENT OR
APPROPRIATE OUTLET
RIP RAP STABILIZATION

WATER STREET