



Town of Damariscotta, Maine

August 2, 2023

Select Board Meeting

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**
- III. Minutes**
 1. July 5, 2023 Select Board Minutes
 2. July 19, 2023 Board of Assessors/Select Board Minutes
- IV. Financial Reports**
 1. Payroll Warrants # _____
 2. Accounts Payable Warrants # _____
- V. Citizen Comments and General Correspondence**
 1. Maine DEP PFAS Municipal Outreach
 2. Maine DOT Carbon Reduction Plan Memo
 - 3.
- VI. Town Manager's Report**
- VII. Official Action Items**
 1. Maine Municipal Association Annual Elections
- VIII. Select Board's Discussion Items**
 1. Select Board Work Plan Draft
- IX. Adjournment**

**MINUTES
SELECT BOARD MEETING
DAMARISCOTTA TOWN HALL**

**July 5, 2023 5:30 p.m.
Live and Via Zoom**

Members: Daryl Fraser, Chairperson;; Tom Anderson, Dan Hunt, Andrea Keushguerian, and Josh Pinkham

Members Absent: Josh Pinkham and Andrea Keushguerian

Staff Present: Andrew Dorr, Town Manager; Michael Martone, Interim Town Planner; John Roberts, Fire Chief; and Lynda Letteney, recording secretary

Others Present: Vanessa Albert, , LCTV; and Elizabeth Waltztoni, Lincoln County News

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

II. Public Hearing:

A. Special Town Meeting regarding Warrants from June meeting until 5:40

B. Adult Use Marijuana Retail Store Application

Brian from Green Alien has no comments. **Dan Hunt** asked if they owned other establishments in Maine. **Brian** said they had 12 other adult and/or medical facilities. Hearing no other comments or questions, **Chairperson Fraser** closed the public hearing at 5:45 p.m.

III. Call to Order

The Select Board's meeting was called to order at 5:45 p.m. **by Chairperson Fraser**

IV. Official Action Items

4. On motion (Anderson/Fraser) to issue the Adult Use Marijuana Retail Store license to Green Alien Cannabis LLC dba Cannabis Cured pending satisfactory reports from the Code

Enforcement Officer and Fore Chief

Vote: 3-0-0

5. On motion (Fraser/Hunt) to issue the Cemetery Deed to Julia Watson Page as drafted.

Vote: 3-0-0

6. Liquor License Renewals

There are two liquor license renewals requested. Andy said that reports from the police and code enforcement were okay. And he has received checks for the licenses.

On motion (Anderson/Hunt) to approve liquor licenses for King Eider's Pub and Damariscotta River Grill.

Vote: 3-0-0

V. Minutes

On motion (Fraser/Anderson) to approve the minutes of June 21, 2023, as presented. Vote: 3-0-0

Dan Hunt requested that the Board table the tax item(s) until the July 19th meeting

Consent agreement

VI. Financial Reports

1. On motion (Fraser/Anderson) to approve Payroll Warrant #59 & 60

Vote: 3-0-0

2. On motion (Hunt/Anderson) to approve Accounts Payable Warrant #61 & 1

Vote: 3-0-0

VI. Presentations: None

VII. Citizens Comments and General Correspondence **John Roberts** thanked Andy and the Board for allowing the Jake Day Christmas Windows to be displayed at the Town Hall for the 175th Town anniversary

VIII. Town Manager's Report

1. Peace Action Committee – prioritizing issues

2. Grant Application for Dock Replacement- **Andy** has an application for a grant through the Parks AND Land Recreation Department for replacement. It is for 13 sections, currently we have 15. The Town will either buy two sections of new dock or reconfigure to make 13 work. This will be available for next year.

3. Capital

Projects

A. Miles Street – Still waiting for final invoices.

B. Egypt Road – Discussions are still ongoing with the contractor, the engineers, and the Town regarding completion of the shoulder work. The engineer needs to assist the Town with the technical interpretation of the bids. The contractor believes the bid specifications do not call for shoulder material. They have provided an estimate to complete the work. The question is it in the original base bid – reclaim is in the original base bid. The question is “is it in the original base bid?”

C. Belvedere Road- The only remaining work is shoulder work and the same issue as Egypt Rd.

D. Parking Lot – GBS Sewer District is still reviewing the grant document so they can advise the district as to their signing on as a co-recipient. Andy has asked EDA for clarification of co-recipient vs. co-applicant. Based on their response the major obligation to the co-recipient at this point in the project will be to maintain the sewer lines and continue to own the lines for a 20 year useful life as defined in the Special Award Conditions. This is already built; ownership is still the issue.

4. Personnel Updates

Michael Martone has accepted the offer of Town Planner for a full-time position shared between Newcastle and Damariscotta. Michael will be able to start without delay or impact pending the Planning Board review process. He will be considered a department head and will be with us 10 hrs. per week to start as a Group employee. Isobel will continue as the liaison to the Comprehensive Planning Committee.

5. Police Cruiser Dashboard Cameras

Chief Warlick has informed Andy that one of the dashboard cameras is inoperable. The other is the same age and showing signs of fatigue with data retention. Andy asked the Chief to research options. Two companies were reviewed, Watchdog (current system) and Axon. Andy has signed a 5 year contract with Axon for the replacement of our outdated dashboard cameras. This was done to take advantage of a discount and the ability to spread the cost out over the five years. The Axon system will go into effect at the end of the calendar year. While the Axon system is a higher cost, it is overall a better system, especially when considering integration with body cam system. There is a 5 year agreement with software and an auto-engagement feature. Data stores in the same system. **Daryl Fraser** asked about warranty. Andy said first 2 ½ years is total replacement. **Tom** asked if this system was more substantial and **Dan** asked if it was a system that is used commonly by law enforcement. **Andy** responded positively to Tom and Dan. **Dan** asked about a fee for annual maintenance. **Andy** said it was included in the price.

6. Andy wanted to thank everyone who was involved in the 175th celebration of the Town's incorporation. A lot of businesses took part and there were many BIG contributors.

7. Annual Appointments for Town Officials

Animal Control Officer – Lincoln County Sheriff's Office
Civil Emergency Preparedness (EMA) Director – Stephen O'Bryan
Code Enforcement Officer – George Chase
Election Ballot Clerks – see separate attachment
Fence Viewer – Charlie Ault
General Assistance Administrator – Cheryl Pinkham
Harbor Master – Eric Peters
Deputy Harbor Master – Bernie Delisle
Health Officer – vacant
Municipal Town Clerk – Rebecca Bartolotta
Plumbing Inspector – Corey Fortin
Registrar of Voters – Rebecca Bartolotta
Road Commissioner – Andy Dorr
Sealer of Weights and Measures – (vacant)
Tax Collector – Tara Oliver
Treasurer- Cheryl Pinkham

The Code Enforcement Officer is new. Dan asked, "What's a fence viewer?" Andy said it usually refers to neighborly disputes (i.e. height of a fence). On pg.12 regarding ballot clerks and party affiliation. There is no problem with state and federal elections; for local when there is a party conflict, clerk will recuse her/himself.

IX. Official Action Items

- 1. On motion (Fraser/Anderson) to approve the annual appointments as presented. Vote: 3-0-0**
- 2. On motion (Hunt/Anderson) to approve the Town Manager's hiring of Michael Martone to be the Town Planner. Vote: 3-0-0**
- 3. On motion (Fraser/Anderson) to approve the Interlocal Agreement with Newcastle for the shared Town Planner Services as presented. Vote: 3-0-0**
- 4. Previously voted on (adult use cannabis)**
- 5. Previously voted on (cemetery deed and perpetual care)**
- 6. Previously voted on (on premises liquor licenses)**
- 7. On motion (Fraser/Anderson) to approve the Catered Functions applications as presented
Vote: 3-0-0**
- 8. On motion (Fraser/Anderson) to approve the Land Use Violation settlement of \$4500 bringing White Oak up-to-date until October 2023
Vote: 3-0-0**

IX. Select Board's Discussion Items

Tom Anderson- A big thank you to John Roberts for all his work on the 175th celebration. It was a total group effort. (An aside – Tom was grateful his car was in front so it didn't overheat.)

Dan Hunt - Lincoln County Commissioners received money (\$1.5M) for harbor, how much for Damariscotta? Also, he needs a Board email. He is interested in touring the cemeteries as offered by

Patti Whitten. Daryl Fraser said he definitely wanted to go as did Tom Anderson (as walking allows). He commented on what an amazing job Patti does with the history and maintaining a data base.

Andrea Keushguerian - absent

Josh Pinkham - absent

Daryl Fraser – nothing else

X. Adjournment

On motion (Anderson/hunt) to adjourn the Select Board's meeting at 6:20 p.m. on July 5, 2023

Respectfully submitted,

Lynda L. Letteney
Recording Secretary

We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Select Board meeting on July 5, 2023

Daryl Fraser, Chairperson

Dan Hunt

Tom Anderson

Absent
Andrea Keushguerian

Absent
Joshua Pinkham

Town of Damariscotta, Select Board meeting minutes of 7-5-23, signed this date:_____

**MINUTES
SELECT BOARD MEETING
DAMARISCOTTA TOWN HALL**

**July 19,2023 5:30 p.m.
Live and Via Zoom**

Members: Daryl Fraser, Chairperson, Tom Anderson, Dan Hunt, Andrea Keushguerian, and Josh Pinkham

Members Absent: Andrea Keushguerian and Dan Hunter

Staff Present: Andrew Dorr, Town Manager; John Roberts, Fire Chief; Lynda Letteney, recording secretary

Others Present:: Max Johnston, MCOG; Haven Simmons, LCTV; and Elizabeth Waltztoni, Lincoln County News

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

II. Board of Assessors Meeting (see separate minutes):

III. Call to Order

The Select Board's meeting was called to order at 5:55 p.m. **by Chairperson Fraser**

III. Minutes

Minutes from July 5th tabled until next meeting

IV. Financial Reports

- | | |
|---|--------------------|
| 1. On motion (Pinkham/Anderson) to approve Payroll Warrant #2 | Vote: 3-0-0 |
| 2. On motion (Fraser/Anderson) to approve Accounts Payable #62 | Vote: 3-0-0 |
| 3. On motion (Fraser/Anderson)) to approve Accounts Payable Warrant #3 | Vote: 3-0-0 |

VI. Presentations: None

VII. Citizens Comments and General Correspondence - None

VIII. Town Manager's Report

1. Capital Projects

A. Miles Street - Still waiting for final invoices

B. Egypt Road/Belvedere Road - Phase II is on hold.until Phase I is complete. The engineer is working on a response to Hagar Enterprises to be able to wrap this up. We are meeting next Wednesday and it is unlikely that there will be a resolution before then. We plan to agree on an amount and place a time limit on completing the work, Because this may take some time, we will ask that delineators be placed per the contract.

Josh Pinkham asked why there was a hiccup. The town agreed on the reclaimed area. The estimate is far higher. Also**Josh** said he thought there was a \$500/day penalty for going over

the time limits. It has been 8 weeks. **Andy** said it was actually 3 weeks since the agreement was finalized. **Josh** said that regarding Hodgdon Street, they need expectations and time frames so this doesn't continue. **Tom Anderson** asked what the Public Works role was in this, if any. **Daryl Fraser** said that any misinterpretations need to be ironed out. With information from the engineers and contractor, change orders need to have associated costs. On budget, on task and on target is the mantra. Associated cost must accompany any change orders. Andy said the only change order was the Miles Street culvert issue this summer. This had to be done to finish the project. Egypt Road had some changes, but there was a meeting about that.

C. Parking Lot - The resolution is still outstanding. The GSB SD attorney followed up from the meeting last week with more questions. This is posing a real challenge moving forward that we are continuing to work through. Working with MCOG staff, we are trying to get to common ground with understanding the liabilities to GSBSD as a co-applicant. The terms co-applicant and co-recipient appear to be used interchangeably, but there is no place on the forms where they could be listed as co-recipient. This is causing them concern for taking on additional liability through the completion of the project. The intention and understanding with EDA is that GSBSD is being added as a co-recipient so they can legally take ownership of the lines. Max has a meeting next week with EDA to resolve the co-applicant vs. co-recipient language. Plan is to move forward and make appropriate changes.

Andy is looking to schedule a site visit and demo of a deployable wall from one vendor that has provided a favorable price. Once it is scheduled, he will let the Board and relevant staff know should any of the Board want to attend. The advantage to the portable wall system is it can be used elsewhere and it has defined lengths, enabling it to be stored on a trailer ready to mobilize. **Daryl** said he saw the demo a couple of years ago.

2. Public Works

The crew has been working cutting and clearing roadside brush this past week. Andy is working on a monthly rental for an excavator to allow the crew to reclaim some key ditches that have caused problems during the spring rain events which will likely cause ice dams this winter if not addressed now. Key roads are Branch Rd. and Belvedere Ext. Also, they will prep the septic site for the Town garage. Any additional time, while we have the machine, will work on the secondary list including Pinkham Rd., Rocky Run, and Oak Rd. **Daryl** asked if we had the trailer back yet. Andy responded it should be here Monday.

3. Ordinance Updates

The Planning Board is working on Site Plan Review Ordinance amendments. There are a few more meetings before a final draft will be ready. Other ordinances that the Board should be aware of that need to be reviewed and updated include: Shoreland Zone Ordinance (PB); Harbor Ordinance (Newcastle/Damariscotta jointly); Shellfish Conservation Ordinance; Traffic and Parking Ordinance (Police and traffic ambassador input); and a first draft of a business licensing Ordinance. An issue for the Parking Ordinance is oversized RV's and other similar types of vehicles. This summer Andy designated parking for them along the guardrails in the downtown lot.

4. Strategic Goals/Annual Work Plan There is an updated list from last year's work plan in the Board packet. Some are complete, some in progress, and some have no progress. Review

list and identify those still relevant as well as any additional goals you would like to have considered. Send to Andy by July 27th on the sheet provided. First meeting in August (8/2/23) will be a discussion on this. **Tom Anderson** suggested adding “who is responsible” and “% done” to the columns. Andy is looking into software that updates work as it is done. This will be combined with the Comprehensive Plan. Once the workshop is complete, staff can work to figure out how best to allocate staff resources or plan for additional support/ This way Andy said that performance indicators can be built out and shared.

5. Property Tax Stabilization Program Updates - Many issues arose during the legislative session with numerous bills addressing the vulnerabilities and challenges with the Stabilization Program. Some of these included a means test, transferring the tax payment frozen on a primary residence in town and moving that frozen value to another town, the cost to the state, the requirement to submit an annual application, etc. Ultimately, the bill that passed eliminated the program after the State's 2023 tax year. There are other avenues property owners can use to assist with tax affordability. (i.e. Property Tax Fairness Credit and the Property Tax Deferral Program. More information on the State's website. We will try to get it on the Town's website as well. .

IX. Official Action Items

1. On motion (Anderson/Pinkham) to approve the On-Premise license renewals as presented (Best Thai and Seacoast Catering) Vote: 3-0-0

2. On motion (Anderson/Fraser) to approve the Chamber of Commerce to have/utilize one of the Town's old catch basins for the Information Bureau project. Vote: 3-0-0

3. On motion (Fraser/Pinkham) to approve the request of the Tax Collector to allow the Town to apply any tax payment to the oldest unpaid tax bill pursuant to 36 MRSA 906. Vote: 3-0-0

**4. Interlocal Agreement: Newcastle/Damariscotta Town Planner Vote: 3-0-0
Approved with a minor change; draft copy included w/Board packet**

5. Carry forward Request

Article V section 5.12 authorizes the Select Board, on advice of the Town Manager, to carry forward unexpended general fund appropriations as deemed appropriate to the same department for the next fiscal year. Andy and the Treasurer will be meeting with Department heads this week to confirm requests.

On motion (Pinkham/Anderson) to approve the carry forward request as presented and/or modified. (50% at cost/50% when complete \$41, 940.01) Vote: 3-0-0

John Roberts spoke to the Fire Department's request. Security system is outdated. New company, Seacoast Security, allows for the changing of the access codes. With more foot traffic this is essential. (Folks cut through to go to Hannaford). The radio system is unreliable. Estimated costs \$17,500+

IX. Select Board's Discussion Items

Tom Anderson- Will we get a Strategic plan Update? Also, thank you to the Public Works Dept. for the tree trimming.

Josh Pinkham - He has noticed sandwich board advertising on the downtown sidewalks. The sidewalks need to be clear for pedestrians. Also, thank you for allowing him time off to coach Little League. Tom Anderson added that pedestrians are not using the "Stop-Watch-Wave" approach to crossing the street. They are coming out from behind vehicles with no regard for traffic.

Daryl Fraser - Nothing

X. Adjournment

On motion (Anderson/Pinkham) to adjourn the Select Board's meeting at p.m. on

Respectfully submitted,

Lynda L. Letteney
Recording Secretary

We, the undersigned, do hereby approve as written, or with corrections as noted, the minutes of the above-designated Select Board meeting on 7-19-2023

Daryl Fraser, Chairperson

Andrea Keushguerian

Josh Pinkham, 1st Vice Chairperson

Dan Hunter

Tom Anderson, 2nd Vice Chairperson

Town of Damariscotta, Select Board meeting minutes of 7-19-23, signed this date: _____



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

July 28, 2023

1. Capital Projects

Miles St

Final invoices have been received and are going through review with the engineer.

Egypt Rd/Belvedere Rd

HEI representatives met with me, Andrew H, and Daryl on Monday to discuss the remaining work to be completed on these roads. My understanding is that we have come to an agreement on the shoulder material and the contractor will be looking to finish this as soon as the equipment is available. Concern for summer traffic and various drop offs was conveyed and expressed as a high priority.

Parking Lot

An updated application was submitted to EDA reflecting the revised scope of work to be completed. This was done so following an email from the GSBSD last Friday that stated they would not be signing onto the grant as a co-applicant or co-recipient. You can find the email included in your board packet for review.

Additionally, the LeeAnna informed me a blockage in the lines causing backflow into one of the buildings in Taco Alley. This led to a line jetting and inspection and revealed that the old collector line may still be carrying wastewater for some of the buildings in Taco Alley. This was confirmed on Monday with dye tests and will require additional work to see which buildings exactly are connected to that line. It is believed that there may be two and it is unclear at this time how this is the case.

As more information is found, I will report out.

2. Public Works

Improvements to the Public Works garage area are underway while the crew get familiar with the excavator. Next week we anticipate drainage work to begin on Branch Rd.

I plan to inventory road surfaces in August and populate the RSMS software to give us a better idea of future paving schedules. This report should be available in September so long as things go according to plan.

There is an issue with the heating/cooling system that was identified last winter and continues to be a problem this summer. We will need to schedule the truck for service once we are done with the ditching work and it may require that we rent a truck if we find we will be without it for a few days.

With the area of the future septic field prepped I need to lock in on a contractor to help build the bathroom. I have reached out to a couple of local builders, but have not confirmed any price estimates yet.

3. Strategic Goals/Annual Work Plan

I included an update of last year's work plan. We were able to complete some of the items, some are still in progress, and no progress was made on a few of the items. I encourage board members to review the list, identify what items are still relevant, think about any additional goals you would like to consider, and send those along by July 27th on the sheet provided.

I see a continuation of many of the items throughout FY 24 and have a request that the board host a workshop in late October/November to begin creating a multi-year strategic plan. This would include key staff members and will help them create budget requests reflective of the multi-year plan rather than looking only year-to-year. We know some goals are multi-year projects anyways and thinking about them on a one-year timeline is not realistic.

Once the board were to complete the workshop, staff can work to figure out how best to allocate staff resources or plan for additional support. We will be able to build out performance indicators that can be shared with the board to track/show progress and offer those updates to the public either online or through our newsletter.

Agenda Items

V. Citizen Comments/General Correspondence

1. Maine DEP PFAS Municipal Outreach – last year the DEP reached out to share that they would be testing old waste sites. This year's letter indicates that at least one site will have additional testing. This can occur when high test scores come back and the radius needs to expand.

2. Maine DOT Carbon Reduction Plan Memo - there is a virtual public meeting and the state is looking for input on their Carbon Reduction Plan. This is worth a viewing as we look to begin work on Climate Resiliency and could see if there are any overlapping initiatives we can work to accomplish.

VII. Official Action Items

1. MMA Elections - the annual election of members to the MMA board is available. Information on the candidates is provided and the board can either vote as a group or designate me as their proxy to vote.

VIII. Select Board Discussion

1. Select Board Work Plan Draft - I included the output from the board's goals worksheet. Many items are a continuation of last year with Public Works organizational structuring/improvements, Capital Planning, and Housing as most mentioned. Three appear to be new considerations and include the following:

- Preservation of the Damariscotta River - Health and use
- Formalized Event Planning Process - ensure planning/advertising/success
- Regulation of inland water house boats

A conversation about the Public Works organizational structure is welcomed so it is clear what direction the board wants to move or whether there is a desire to look at multiple options.

Pending the board's discussion on the 2nd, I can follow up with staff and report back on how staff can work to implement the items identified as well as a mock board schedule for following up on these items.



Town of
Damariscotta

Andrew Dorr <adorr@damariscottame.com>

questions GSBSD

Jennifer F. Atkinson <jatkinson@gvdlaw.com>

Fri, Jul 21, 2023 at 1:38 PM

To: Andrew Dorr <adorr@damariscottame.com>, Max <mjohnstone@midcoastcog.com>

Cc: "Marcia E. DeGeer" <marcia@gvdlaw.com>

Dear Andy & Max –

Marcia and I met with the GSBSD this morning, in anticipation of our meeting with you both and EDA next week. During our meeting it became clear that there is really no advantage for GSBSD to become a co-applicant/co-recipient on this award. In light of this, I think we should cancel Tuesday's meeting.

The GSBSD does not need to own the new collector line in order to maintain it. They are willing to sign an agreement with the town, and update their easement if necessary, to operate and maintain the completed line at their cost, as they do for other town-owned collector lines. (As clarified in 2021, they have never been interested in owning the pump station or any lateral/feeder lines from this project.)

They were willing to take ownership of this new collector line (as they commonly do when new collector lines are built) but this was prior to EDA deciding that such a step would require that they become a co-applicant/co-recipient. As they are receiving no money from this grant and have nothing to do with most of its deliverables, they see no advantage to becoming a co-recipient, other than the reduction of the administrative burden that comes with owning the line outright. In addition, their customers and the general public could be confused about their role in and benefits from the project if they sign on as a co-applicant.

As they have determined, after careful consideration of the option, that even if there are no federal grant liabilities attached to their status as a co-recipient there are also no benefits to owning the new collector line, they will not be signing on as co-applicant. Thank you for helping to organize this meeting and for attempting to close this loop in light of the change in EDA's interpretation of their regs, but their proposed solution turns out to be more troublesome than the original issue.

If you have any questions or concerns please let me and Marcia know.

Best regards,

Jennifer

From: Andrew Dorr <adorr@damariscottame.com>

Sent: Thursday, July 20, 2023 11:09 AM

To: Waechter, Kai (Contractor) <KWaechter@eda.gov>

Cc: Trapani, Katherine (Federal) <KTrapani@eda.gov>; Max <mjohnstone@midcoastcog.com>; Jennifer F. Atkinson

<jatkinson@gvdlaw.com>

Subject: Re: questions GSBSD

Here is what works on the days you mentioned for a meeting next week.

[Quoted text hidden]

[Quoted text hidden]

Andrew Dorr

Town Manager

[Redacted signature]

[Quoted text hidden]



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

TRANSMITTED VIA ELECTRONIC MAIL

July 26, 2023

Town of Damariscotta
21 School Street
Damariscotta, ME 04543

Re: Investigation of PFAS in Maine in Damariscotta

Dear Mr. Dorr,

This letter is to inform you that the Maine Department of Environmental Protection (DEP) is working on an investigation into the presence of per- and polyfluoroalkyl substances (PFAS) from the land application of septage in your municipality. This represents another aspect of the DEP's statewide investigation for the implementation of [Public Law 2021, Chapter 478, An Act To Investigate Perfluoroalkyl and Polyfluoroalkyl Substance Contamination of Land and Groundwater](#), effective October 18, 2021.

The purpose of DEP's investigation is to identify sites statewide that are impacted by PFAS, identify drinking water supplies that are impacted above Maine's Interim Drinking Water Standard for PFAS, and provide impacted individuals with water that is below the standard.

This investigation is being conducted by DEP staff since it is a step-out investigation based on the results of the initial investigation. The investigation will include sampling groundwater from properties located in "hot spots" suspected of potential PFAS contamination. The DEP will request permission to sample and test drinking water supplies from individual home and/or property owners. Sampling has not been scheduled yet but will be scheduled in the very near future.

PFAS are considered emerging contaminants and are not currently regulated by the U.S. Environmental Protection Agency (U.S. EPA). In Maine however, emergency legislation became effective June 21, 2021, setting forth an interim drinking water standard of 20 parts per trillion for the sum of six PFAS (PFOA, PFOS, PFNA, PFHxS, PFHpA, and PFDA). This is described in [Resolve 2021, Chapter 82, Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Levels for Certain Substances and Contaminants](#). Homeowners being sampled are allowed to refuse sampling, but doing so will forfeit the

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

homeowner's ability to sign an agreement with the DEP and get a water filtration system installed if PFAS levels are discovered to be over the acceptable interim limit. Homeowners may also refuse signing an agreement and receiving filter installation following sampling.

We understand that you may have questions and concerns regarding our investigation. General questions about the investigation by DEP or that are being conveyed to you through your constituents should be directed to David Madore, Deputy Commissioner and Communications Director, David.Madore@maine.gov, 207-287-5842. You can also visit our webpage located at: <http://www.maine.gov/dep/spills/topics/pfas/index.html>. This webpage is currently under development, but more information about the ongoing investigation is planned to be made available.

Please contact me if you have any questions about an investigation at a specific property. I may be reached at (207) 252-1841 or Stephen.Morin@maine.gov.

Thank you for your assistance in this important investigation.

Sincerely,

Stephen Morin

Stephen Morin, Planning and Research Associate II
Division of Materials Management
Bureau of Remediation and Waste Management



Town of
Damariscotta

Andrew Dorr <adorr@damariscottame.com>

MaineDOT's Carbon Reduction Plan

1 message

Drost, Matthew <Matthew.Drost@maine.gov>
To: "Gorecki, Ian" <Ian.Gorecki@maine.gov>

Fri, Jul 28, 2023 at 8:12 AM

Municipal Managers, Administrators, and Leaders,

We wanted to let you know that MaineDOT's on-demand virtual public meeting for our *Carbon Reduction Strategy* is now live, and will remain open for comment through Monday, August 7.

MaineDOT is developing a *Carbon Reduction Strategy* in order to access federal funding provided to Maine through the Carbon Reduction Program (CRP), part of the Bipartisan Infrastructure Law. Maine will be allocated approximately \$29.9 million in CRP formula funds over five years (FY22-FY26). MaineDOT is developing a Strategy that will likely call for investments in vehicle electrification infrastructure, active transportation projects for Mainers to use human-powered transportation, and capital investments in public transit as a way to reduce carbon emissions from single-occupancy vehicle trips.

We would love to hear what direction you would like MaineDOT to take in the development of the CRS, and especially what kinds of CRP-eligible projects you would like to see included in the strategy. You can find a link to our virtual public meeting, which includes more information on the CRS and the CRP, as well as a comment form with this link: [MaineDOT Carbon Reduction Strategy - Virtual Meeting](#)

If you have any questions, please reach out to myself or Ian Gorecki, copied on this email.

All available municipal Manager, Administrator, or primary contacts for municipalities were BCC'd on this email.

Matthew Drost

Regional Transportation Planner

Maine Department of Transportation

207-441-1879 (cell)

matthew.drost@maine.gov



MAINE MUNICIPAL ASSOCIATION **SINCE 1936**

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Catherine Conlow, MMA Executive Director

DATE: July 7, 2023

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 18, 2023, by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2024 Proposed Slate of Nominees to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 7, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 18, 2023. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Elaine Aloes, Chair of the Selectboard, Town of Solon.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org the following Monday. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held on Wednesday, October 4. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2024.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 18, 2023

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Melissa Doane, Town Manager, Town of Bradley

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Shiloh LaFreniere, Town Manager, Town of Jay

☐

Nathaniel Rudy, Town Manager, Town of Gray

☐

Dina Walker, Selectperson, Town of Weld

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:
*MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: tchavarie@memun.org*

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2024 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

MELISSA DOANE (TOWN MANAGER, TOWN OF BRADLEY)

Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – 2020)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coor, Clinical Operations/Secretary/Patient Accounts/Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2019 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2019 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2019 – present)
- Member, MMA Strategic & Finance Committee (2019 – present)
- Member, Executive Board, Municipal Review Committee (2021 – present)
- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – 2020)
- Chair, Sponsorship Committee, Maine Town, City & County Management Association (2020)
- Member, Maine Town, City & County Management Association (2005 – present)
- Member, Maine Town & City Clerks Association
- Member, Maine Municipal Tax Collectors & Treasurer Association
- Member, Maine Welfare Directors Association
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

Education:

- Business Management Studies, Husson College
- Associate degree, Business Management, Beal College
- Associate degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

Awards and Certifications:

- Certified Municipal Manager, Maine Town, City & County Management Association
- Rookie of the Year Award, Maine Town, City & County Management Association (2009)
- State of Maine Notary
- State of Maine Dedimus Justice

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

SHILOH LaFRENIERE (TOWN MANAGER, TOWN OF JAY)

Professional & Municipal Experience:

- Town Manager, Town of Jay (2014 - present)
- Treasurer, North Jay and Jay Village Water District (2005 - 2022)
- Code Enforcement Officer, Town of Jay (1997 - 2014)
- Environmental Cod Administrator, Town of Jay (1997 - 2010)
- Wellness Coordinator, Town of Jay (2005 - 2014)
- E911 Addressing Officer, Town of Jay (2010 - 2014)
- Deputy Finance Director, Town of Jay (2012 - 2014)

Other Experience, Committees and Affiliations:

- Institute for Civic Leadership, Maine Development Foundation (2022)
- Member, Maine Town, City & County Management Association (2014 - present)
- Maine Town, City and County Management Association, Ethics Committee (2020 - present) and Membership Services Committee (2021 - present)
- Androscoggin Valley Council of Governments, Vice President (2022 - present); Executive Committee (2019 - present)
- Past Member of the State of Maine Technical Building Codes and Standards Boards (2008 - 2014)
- NorthStar Ambulance Advisory Board (2014 - present)
- Member, Jay-Livermore-Livermore Falls Chamber of Commerce (2014 - present)

Education:

- BS in Business Management, Liberty university, Lynchburg, VA (December 1996)

Awards and Certifications:

- Rising Star Award, Maine Town, City & County Management Association (2017)
- State of Maine Notary

NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY)

Professional & Municipal Experience:

- Town Manager, Town of Gray (2021 - present)
- City Manager, City of Hallowell (2016 - 2021)
- Executive Director, Waterville Creates (2014 - 2016)
- Director of Planning and Development, City of Gardiner (2011 - 2014)
- Business Development Specialist (2010 - 2011)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association Legislative Policy Committee (2018 - 2021; 2022 - present)
- Member, Governor's Commission on Volunteerism aka Volunteer Maine (2020 - 2023)
- Board of Directors, Maine Council on Aging (2019 - 2023)
- Program Advisory Committee, University of Maine School of Architecture (2016 - present)
- Board of Directors, EcoMaine (2021 - 2022)
- Board of Directors and Treasurer, Kennebec Valley Humane Society (2019 - 2021)
- Board of Directors, Delta Ambulance (2017 - 2021); Vice President (2020 - 2021); Finance Committee (2019 - 2021)
- General Assembly, Kennebec Valley Council of Governments (2016 - 2017 and 2020 - 2021); Secretary of Executive Committee (2016 - 2017)
- Board of Directors, Independent Retailers Shared Services Collaborative (2012 - 2021); Treasurer (2012 - 2021)
- Board of Directors, Maine Craft Association (2012 - 2018; Vice President, 2014 - 2018)

NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY) *(continued)*

- Executive Director and Board Secretary, Gardiner Board of Trade (2011 - 2014)
- International City / County Managers Association
- Maine Town / City / County Managers Association
- Maine Association of Realtors (2013 to 2020)

Education:

- Master of Business Administration, 4.0 GPA, Thomas College, Waterville, Maine
- B.S., Environmental Science and Engineering, Cum Laude, 3.5 GPA
- Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia
- Harvard Kennedy School Executive Education Program, Negotiation Strategies (2023)
- Harvard Kennedy School Executive Education Program, State and Local Government (2019)
- New England Economic Development Course, Thomas College (2010)
- Graduate studies in Civil and Environmental Engineering, Virginia Tech

Awards and Certifications:

- Certified Manager, International City / County Managers Association (2023)
- Certified Manager, Maine Town / City / County Manager Association (2019 - 2025)
- Community Development Block Grant Administrator (2018)
- Build Maine Conference Team, Lewiston, Maine (2017 - 2021)
- CityWorks(X)po Conference Fellow, Roanoke, Virginia (2017)
- Maine Licensed Real Estate Broker (2013 - 2020)
- Lead on several Grant Awards (*e.g., US Environmental Protection Agency Brownfields Assessment grant; Maine Bureau of Parks and Lands Submerged Lands Program, Harbor Management and Access Grant Program; Maine Centers for Disease Control and Prevention, Keep ME Healthy grant; Hallowell Fire Station construction grant, private and donation; American Association of Retired People Age-Friendly Community Assessment grant; Harold Alfond Foundation grant; Orton Family Foundation Heart & Soul Community Planning grant; National Park Service Preserve America grant, etc.*)

DINA WALKER (SELECTPERSON, TOWN OF WELD)

Professional & Municipal Experience:

- Selectperson, Assessor and Overseer of the Poor, Town of Weld (2021 – current)
- Election Day Volunteer, Town of Weld (2019 – current)
- Partner, Jones Day (Law Firm), Beijing, China (2016 – 2018)
- International Partner, King & Wood Mallesons (Law Firm), Beijing, China (2012 – 2016)
- Managing Associate, Linklaters LLP (Law Firm), Beijing, China (2011 – 2012)
- Senior Associate, Dewy & LeBoeuf LLP (Law Firm), Beijing, China and Houston, Texas (2009 – 2011)
- Associate, Baker & Daniels, LLP (Law Firm), Indianapolis, Indiana (2005 – 2009)
- Judicial Law Clerk, the Honorable Richard K. Eaton, US Court of International Trade (2004 – 2005)

Other Experience, Committees and Affiliations:

- *Rutgers Law Review*, Editor-in-Chief (2003 – 2004)
- Founder and Organizer, Women's International Forum on Energy (2013 -2016)

Education:

- Rutgers University School of Law, Newark, New Jersey, J.D. (2004)
- University of Pennsylvania, Philadelphia, Pennsylvania, B.A., International Relations (2000)

Awards and Certifications:

- *The Legal 500 (2016)*: “Highly Recommended” Lawyer In the Areas of Projects and Energy (China)
- State of New York, Bar Admission (retired)
- State of Indiana, Bar Admission (inactive)

FY 2024 Select Board Goals Worksheet (to be completed by each board member)				
Specific – what do I want to see the town achieve.	Measurable – How will we know we've reached the goal? What metrics or milestones can we document?	Attainable – Is this goal realistic for the town? What support do we need to make sure we achieve this goal?	Realistic – Why is this goal worthwhile? Does it support the town's mission/vision?	Timely – When do you want to see this achieved? Provide a target date.
Preservation of our most important asset: The Damariscotta River	Monitoring by Newcastle/Damariscotta of the health and use of the river.	Yes. We need to have a committee to review all changes to the use of the river as well as its health.	The town's identity and economy depends on the river's viability.	on-going
A more formalized events planning process for the purpose of ensuring sufficient planning and advertising to ensure success.	Develop a means to measure attendance and business results. Develop new events (e.g. snowman competition or go-kart races)	Yes. Possibly develop an oversight committee to include public, government, and local businesses.	Damariscotta is a local hub and service center and is key to the success of local businesses.	18-24 months
Develop additional resources such as a committee to bring together the GSBSD, the Town, State Gov't, and landowners/investors to develop additional moderate to low-income housing.	Development and implementation of a plan to increase housing.	Yes. But we need to gain the cooperation, possibly with state funding, of GSBSD to expand sewer and water to practical locations for new housing.	The town's economic growth is dependant on new labor.	12-18 months
Update on CIP/Road Plan/Sidewalk Plan	Develop plan/maintenance schedule	Road Commissioner, Public Works Committee	Fiscally responsible, Infrastructure	6 months
3-Yr PW Restructuring	Develop plan	Town Manager, Public Works Committee	Fiscally responsible, Infrastructure	12 months
PILOT Ordinance	Draft ordinance	Town Manager, Select Board	Fiscally responsible	8 months
	Approve ordinance			
House Boats on Inland Waters	Review other town's regulations	Town Planner, CEO	Water quality, safety	12 months
Adopt 2024 Comprehensive Plan	Approval at Town Meeting	BOS commitment to review, provide input and then support final plan	Updated town mission and vision.	Town Meeting June 2024
Expand housing options for all	Meet with LCRPC to review housing report.	Schedule meeting with LCRPC.	Housing is critical issue to ongoing vibrancy of town.	LCRPC meeting by Dec 2023.
	Establish town housing advisory group to develop town goals.	J.D. members from community for housing advisory group.		Form housing advisory group by April 2024.
Climate Resiliency Planning and Progress	Join Maine Climate Resiliency Partnership	Community partners	Existential issue of our time, requires a proactive approach	Winter 2024
	Grant Applications	Form Climate Resiliency Committee		March 2024
	Hold community conversation	LCRPC/CRCT		January 2024
Complete Phase 2 of Waterfront Improvement Plan	GSBSD Agreement	Town Manager, Planner, & Stakeholders	Climate Resiliency	Progress in 2024
	Revised Bids and Awards			Construction in 2025

FY 2024 Select Board Goals Worksheet (to be completed by each board member)				
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Church St Sidewalks & Castner Brook Bridge Replacement	Complete scoping	Town Manager, Town Planner, DOT, Engineer	Livable/Healthy Community Enhancement	Progress in 2024
	Identify funding sources	Town Manager, Planner		December 2024
	Construction	Road Commissioner, Engineer		Completion by 2027
Develop Plan for Public Works Area Restructuring	New Public Works organizational structure	Town Manager, Public Works Committee	More followed work plans.	February 2024 (prior to budget prep)
	Adequate staffing w/goals and plans		Increase in-house capacity	
			Disciplined maintenance schedule	
PILOT Program	Dialogue with existing non-profits	Town Manager	Help offset the tax base and maintain public services.	FY 24
	Determine/Quantify of cost of services	Non-profits		
	Draft ordinance			
TIF District Utilization and Expansion	Realize estimated returns from TIF District	Challenging - Requires cooperation with Planning Dept and developers.	Yes - fulfills the funding requirement for future projects.	Within 3 years
Public Works Update	Modernize road and culvert inventory system	Budget support	Capital Improvements	Within 3 years
	Decide on expectations of Road Commissioner and Hire for that position		Routine maintenance of infrastructure	
	Revisioning of Department		Safety	