



**Agenda
Select Board Meeting
Town of Damariscotta, Maine
August 17, 2022
5:30 PM**

Join Zoom Meeting: <https://us02web.zoom.us/j/87878201039>
Meeting ID: 878 7820 1039 Passcode: Dama22

- I. Pledge of Allegiance**
- II. Call Select Board Meeting to Order**
- III. Minutes**
 1. August 3, 2022 Select Board Minutes
- IV. Financial Reports**
 1. Payroll Warrants #
 2. Accounts Payable Warrants #
- V. Citizen Comments and General Correspondence**
 1. Lincoln County Regional Planning Commission
 2. Police Department Donation/Thank You
- VI. Town Manager Items**
 1. Capital Project Updates
- VII. Official Action Items**
 1. Liquor License Renewal – Schooner Landing
 2. Liquor License Renewal – The Lobster Haul
 3. Open and Award Bids for Ford Taurus
 4. Quit Claim Deed – 18 Branch Rd
- VIII. Select Board’s Discussion Items**
 1. FY 23 Work Plan/Goals
- IX. Adjournment**



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Town of Damariscotta, Maine
August 17, 2022
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Meeting ID: 878 7820 1039 Passcode: Dama22

I. Pledge of Allegiance

II. Call Select Board Meeting to Order

III. Minutes

1. August 3, 2022 Select Board Minutes

IV. Financial Reports

1. Payroll Warrants #
2. Accounts Payable Warrants #

V. Citizen Comments and General Correspondence

1. Lincoln County Regional Planning Commission – please find the August agenda included in your packet. Their next meeting is also on Wednesday, although starting at 6 pm.
2. Police Department Donation/Thank You – a donation accompanied a letter from a resident that was impressed with Sgt Halpin for the help and consideration he provided following a minor vehicle accident.

VI. Town Manager Items

1. Capital Project Updates – see TM report for details.

VII. Official Action Items

1. Liquor License Renewal – Schooner Landing

This renewal requires board approval and the full application is included in your packet for review. Becky has provided a letter to the state as their current license expires the 16th, which she stated she would issue a conditional license until the board's decision on the 17th. No issues were flagged by the police department while reviewing calls for service at this location over the last 12 months.

MOTION (_____/_____) ***to approve the liquor license renewal for Schooner Landing. Vote*** ____/____/____

2. Liquor License Renewal – The Lobster Haul

This renewal requires board approval and the full application is included in your packet for review. No issues were flagged by the police department while reviewing calls for service at this location over the last 12 months.

MOTION (_____/_____) ***to approve the liquor license renewal for The Lobster Haul. Vote*** ____/____/____

3. Open and Award Bids for Ford Taurus

Numerous bids have been received for the cruiser. Bids are being accepted until 6 pm Monday, August 15th. All bids that are delivered to us by then will be opened at 730 am Tuesday and presented to the board on Wednesday for consideration.

MOTION (_____/_____) *to accept the bid of \$ _____ from _____.* *Vote* ____/____/____

4. Quit Claim Deed – 18 Branch Rd

The town foreclosed on this property in December of 2019. Since then, the staff have worked with the property owner and their advocates to correct the delinquency. As of August 2, 2022, the town received \$15,000 from the state on behalf of the property owner through a program they were eligible for that would credit this account. The balance due as of August 2, 2022 is \$15,040.91. I am estimating the property owner’s share of the transfer tax and deed filing fees to be an additional \$54 for a grand total of \$15,094.91.

Included in your packet is a Quitclaim Deed without Covenants for your consideration as well as the account information that shows the original tax amounts and interest for the last 5 years. You will see that the town’s accrued interest for the five year period is \$2,579.90. I would recommend that the board consider the \$15,000 payment as payment in full and release the property back to the previous (current) owner of record with the condition that the owner cover the transfer tax and filing fees.

MOTION (_____/_____) *to issue a Quitclaim Deed without Covenants to Jane E. Slocum for her property at 18 Branch Rd, Map 3, Lot 55-013 with the condition that the owner provide payment for state/county filing fees.* *Vote* ____/____/____

VIII. Select Board’s Discussion Items

1. FY 23 Work Plan/Goals

Review FY 22 goals and determind which items will/will not be continued as they were either completed or no longer relevant. I have included a document that goes into more detail about ths work plan effort and included some considerations for next year’s process.

IX. Adjournment



**Agenda
Board of Assessor's Meeting
Town of Damariscotta, Maine
August 17, 2022**

(Immediately Following the Select Board Meeting)

Join Zoom Meeting: <https://us02web.zoom.us/j/87878201039>
Meeting ID: 878 7820 1039 Passcode: Dama22

- I. Call Board of Assessor's Meeting to Order**
- II. Minutes**
 1. July 6, 2022 Board of Assessor's Minutes
- III. Citizen Comments and General Correspondence**
- IV. Official Action Items**
 1. Approve Commitment for 2022-2023 Tax Year
- V. Select Board's Discussion Items**
 1. Assessing Services Contract
- VI. Adjournment**

**MINUTES
SELECT BOARD MEETING
DAMARISCOTTA TOWN HALL**

**August 3, 2022 5:30 p.m.
Live and Via Zoom**

Members: Daryl Fraser, Chairperson; Louis Abbotoni, Tom Anderson, Andrea Keushguerian, and Josh Pinkham

Members Absent: None

Staff Present: Andrew Dorr, Town Manager; Lynda Letteney, recording secretary

Others Present: Scott McArdle, King Eider’s Pub; Damon Waltz, King Eider’s Pub; Peter Hackmeiser, resident; Geoff Keochakian, LCTV; and Evan Houk, Lincoln County News

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

II. Public Hearing Liquor License Application for King Eider’s Pub

Chairperson Fraser opened the public hearing introducing the new owners of King Eider’s Pub. Upon not hearing any comments from the public, in person or via Zoom, Mr. Fraser closed the public hearing at 5:33 p.m.

III. Call to Order

The Select Board’s meeting was called to order at 5:33 p.m. by Chairperson Fraser

III. Minutes

On motion (Pinkham/Anderson) to approve the minutes of July 6, 2022, as presented with a correction of seven years, not two as reported, for the CLC to save the money listed.	Vote: 5-0-0
On motion (Pinkham/Anderson) to approve the minutes of July 20, 2022 as presented	Vote: 5-0-0
On motion (X) to approve the minutes of the Board of Assessors from July 6, 2022	Tabled

IV. Financial Reports

1. On motion (Pinkham/Abbotoni) to approve Payroll Warrant #4	Vote: 5-0-0
2. On motion (Pinkham /Abbotoni) to approve Accounts Payable Warrant #5	Vote: 5-0-0
3. On motion (Pinkham/Abbotoni) to approve Accounts Payable Warrant # 6	Vote: 5-0-0

V. Presentations: None

VI. Citizens Comments and General Correspondence

Peter Hackmeiser commented to the Board about walking of Biscay Road. He has moved here from Salem, MA where everyone walks everywhere. He is concerned about the lack of safe walking areas. He has noticed that Camden has adopted a “Stop-Wait (eye contact w/driver) - and Wave” policy. Crosswalks are OSHA yellow which seems to be a pretty minimal cost. He had a picture of this from Camden. Anton commented that he wanted Peter on the Accessibility and Safety Committee, saying the next meeting was September 8th at Zoom.

Andy Dorr said that the Workmen’s Compensation Fund returned \$2631.00 to the Town from \$725,000 state-wide in dividends. Regarding the CMP pole application, he will check into it.

A. Capital Projects Updates

1. Parking Lot Project - Jan Weigman was present via Zoom. We are waiting for FEMA. There is a conditional letter of acquisition to take the area out of the flood zone. There is a 90 day review period. They waited until the 89th day. The deployable wall system is not an acceptable solution; they require the wall all the way up to the bridge. The wall openings are 8' – need 10.2'. We responded back to ask them to grant the waiver (hardship plus previously had said temporary wall okay.) The design is complete. EDA is waiting for FEMA in order to use the funds. There is an impasse-taking too long to respond.

What would a solution look like? Options include: extending the wall; raising the grade – both of which would cost an additional \$1.8M-\$2M. Property rights are also needed for either of these and owners are showing reluctance. The Town heard back today that FEMA is not granting the waiver. How do we go forward? We can keep the plan even though it doesn't meet FEMA approval but meets our needs. Area remains a flood plain-businesses would need flood insurance. **Tom Anderson** asked if they had come here to see it. Response. They are hard to get a hold of. They came last year for a big meeting. They are the ones who suggested deployable walls (virtual presentation). Holes in wall need to go to 10.2 ft. now. More fill equals more weight. **Daryl Fraser** asked why FEMA won't approve. Next step: Discuss with EDA without CLOMR. **Tom Anderson** asked why point wasn't made before design and previous approval. Suggestion is to lean on EDA as a next step. Andy will follow-up with EDA.

Inspection for the sewer line that was fixed has come in. Good score except for one pump. **Josh Pinkham** commented that the timeline is gone! Delays equal more money!

2. Church Street/Castner Creek Crossing – Additional changes like sidewalk to Main/Biscay and Castner Creek Crossing will be incorporated. Designs finalized by September. Plan to apply for grant monies to help with funding. One is NOAA Transformational Habitat Restoration and Coastal Resilience Grant (deadline 9/6/22).

3. Miles Street Causeway – should be out to bid by the end of the week. By 8-26 bids due provide tabulation to Town and Miles. 8-30 Contact Andy to review bid results and provide recommendations. 9-7 Bid results will be reviewed by Select Board.

4. Belvedere/Egypt Road Paving – needs to add shoulder grading (linear feet) to Egypt Rd. specs, but otherwise nearly complete and ready to advertise. Timeline same as Miles Street. Canopy clearing can be done in fall by Town.

5. Hodgdon Street – CDBG application has been submitted and we have signed the contract. We need to finalize design and call a committee meeting, tentatively the 2nd or 3rd week of September to review final designs. From there, Board review and proceeding with bids.

B. Tax Stabilization - Program details and the application for property owners are available of the Town website. The law takes effect August 8th and property owners have until December 1st to submit applications.

C. HVAC - Andy met with Eric from MidCoast Energy Systems (MCES). Ceiling vents were adjusted. In winter, office is cold. Additionally, off-gas/exhaust can enter the ventilation system. The quote for roof-top replacement is \$22,043 as well as a quote for expanding the duct system in the basement for \$6,048. A heat pump installation using out existing duct system was explored, but it would require new ducting. There was discussion about eliminating the unbalanced heat distribution in the basement areas. In addition to that consideration, MCES will test the CFM on the current ceiling vents to ensure

adequate air flow into each space. We may opt to do only the rooftop and wait on the basement (due to additional \$6000+). Bureau of Labor will be contacted as we may be able to apply for a safety grant for a small catwalk system. We will wait to see what they can do. We need an energy audit; no budget for heat. **Josh** said he gets it – in essence we are replacing the Lennox with a York system.

D. Carry Forward Requests

By Department, certain amounts have been requested for “carry forward”: Fire Department - \$7894.42; Insurance - \$1700 (lingering bill, pump house station) Cemetery - \$3937.70 (general/maintenance/hillside and tree work).

The **Ford Taurus** is for sale and has been advertised.

The **Planning Board packet** regarding the nursing home project is in the Board packet for review and discussion at next meeting.

VIII. Official Action Items

- 1. On motion (Pinkham/Abbotoni) to approve a liquor license for King Eider’s Pub. Vote: 5-0-0**

- 2. On motion (Pinkham/Abbotoni) to approve application for Entertainment/Special Amusement permit for King Eider’s Pub. Vote: 5-0-0**

- 3. On motion (Fraser/Pinkham) to waive Article 5, Section 5.10, Bid Procedures, in the best interest of the town and appropriate up to \$25,000 from the Municipal Building Fund to purchase and install a new HVAC system, as presented by Midcoast Energy Systems prior to this year’s heating season. Vote: 5-0-0**

- 4. On motion (Abbotoni/Anderson) to approve carry forward amounts as requested. Vote: 4-0-1 (Pinkham abstaining)**

IX. Select Board’s Discussion Items

Tom Anderson has no issues

Lou Abbotoni is still concerned about the solar being down since March and no contact from solar company. He would like a letter sent to the contractor, specifying the length of time it has been down and the remedy. Andy said he has had a telephone call with them, and they promise to do better.

Cheryl advised Andy of another remote access failure, but she wasn’t notified until after two billing cycles.

Andrea Keushguerian said she was all set.

Josh Pinkham is concerned that we need to set the mil rate. Can we place it on the agenda for 8/17? The assessors need to know deadline. Their contract runs through October. Contract needs to be reviewed – i.e. dates/amount. He asked about houses selling for more money than assessed/appraised.

Andy said that reevaluation is every ten years. Rates are within the Town’s assessed value. We might look into quartering tax maps and reassess in clusters. **Andrea** asked about the new nursing home and whether or not it would generate taxable income. It is a private venture, so it is taxable.

Daryl Fraser had nothing to add.

X. Adjournment

On motion (Pinkham/Abbotoni) to adjourn the Select Board's meeting at 6:25 p.m. Vote: 5-0-0

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 August 3, 2022

Daryl Fraser, Chairperson

Louis Abbotoni

Tom Anderson

Andrea Keushguerian

Joshua Pinkham

**Town of Damariscotta, Select Board meeting minutes of 8-3-22, signed this
date: _____**

AGENDA

LCRPC Full Board Meeting

August 17, 2022

ZOOM 6:00 pm

Join Zoom Meeting

Time: Aug 17, 2022 06:00 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/83875157822?pwd=T2FiMm1lY2dENTVYZmU1R2xZeGphUT09>

Meeting ID: 838 7515 7822

Passcode: 700954

One tap mobile

+16469313860,,83875157822# US

+19292056099,,83875157822# US (New York)

- | | |
|---------|---|
| 6:00 pm | 1. Board Chair Welcome/Comments |
| 6:05 pm | 2. Review/Approval of June 16, 2022 Minutes |
| 6:10pm | 3. July Financial Statement |
| 6:15 pm | 4. Staffing News |
| 6:20 pm | 5. 2023 County Budget Request/Process |
| 6:30 pm | 6. Staff Activities & Upcoming Events |

Local Planning Boards & Boards of Appeal Workshop, Thurs., Aug. 25, 4:00-8:30 pm (MMA, in Portland)

RSMS-16 Training w/MDOT Local Roads Center, Mon. Sept. 12, 8:00-4:00 pm (at LCRPC).

- | | |
|---------|-----------------|
| 7:10 pm | 7. Other Topics |
| 7:20 pm | 8. Roundtable |

Upcoming meetings: Executive Committee Meeting – Thurs., Sept. 22 at 6:00PM (via Zoom)
Full Board Meeting – Wed., Oct. 18 at 6:00PM (via Zoom)



LCRPC Monthly Staff Updates

August 17, 2022 – Full Board Meeting

County/LCRPC Work

GOPIF R1CC Grant Project (2022 – 2024): Staff continue to meet weekly with our R1CC partners to discuss updates and progress for Region One. Laura and Emily G. attended the Community Action Grant RFA Informational Webinar.

Staff met with R1CC Coordinator to discuss potential service provider working with some Lincoln County towns. (*'Environmental Sustainability' Strategic Priority*).

American Rescue Plan (ARPA) Funds for Lincoln County: The Commissioners declined to fund GSB Sanitary District's proposal for ARPA funds, but the allocation remains for a future project or two from GSBSD.

CDBG: Mary Ellen met with a Jefferson business about a potential CDBG grant for next year. Details of the CDBG program for 2023 have not yet been announced. (*'Sustainable Economic & Community Development' Strategic Priority*)

Broadband: Evan Goodkowsky, the County's Broadband Booster (funded by ConnectME via the Maine Broadband Coalition) continues to work with several LC communities. Mary Ellen and Evan attend the Maine Connectivity Authority and MBC meetings and workshops. (*'Broadband' Strategic Priority*)

General Housing Work: As part of the review process to help select the Housing Study consultant, Laura and Emily G. have communicated with past clients of Levine Planning Strategies and Camoin Associates to discuss their housing work. (*'Housing' Strategic Priority*)

Emily G. virtually attended the Midcoast Council of Governments round table discussion on July 19. Dan Brennan, the Director of Maine Housing, was facilitating the discussion about the housing challenges that the mid-coast region is facing. Mary Ellen attended a MCOG Housing Forum on the same day. (*'Housing' Strategic Priority*)

Sustainable Economic and Community Development:

Ransom Consulting is making progress (moving into Phase 2) for the environmental assessment of the old Westport Island dump. Mary Ellen and Ransom are trying to identify one or two other modest projects to complete, as this EPA grant ends September 20th. (*'Sustainable Economic & Community Development' Strategic Priority*)

Emily G attended the Mid-Coast Hunger Prevention Program's Food Security Council Meeting on July 28th. Topics included: opportunities for dual enrollment in MaineCare and Medicare benefits that provide monthly food stipends, Commodity Supplemental Food Programs through USDA that provides food boxes for seniors, and the Maine Senior Farm Share Program. (*'Sustainable Economic & Community Development' Strategic Priority*)

General Planning Work: MMA is hosting an in-person training on August 25th in South Portland for local planning boards and boards of appeal. Topics include: how to conduct a board meeting, how to comply with Maine's Freedom of Access Act requirements pertaining to open meetings and public records, and the procedures for making a decision, such as how to evaluate evidence on which to base a decision and how to draft findings of fact and conclusions of law. To learn more and register, click [here](#).

Laura and Emily G. attended the Maine Offshore Wind Roadmap Advisory Committee Meeting where the Working Groups discussed their recommendations for the Roadmap. The next Advisory Committee Meeting will be held on September 21st, 2022. To join in, register [here](#). (*'Environmental Sustainability' Strategic Priority*).

Laura and Emily G. attended the Bigelow Laboratories open house on July 15th to learn about their work and involvement in the community. Topics included water temperature tracking, using satellite imaging to understand and monitor phytoplankton, PSP health studies in oysters, and much more.

Laura and Emily G attended a webinar on Maine's Lobstering Heritage at Risk and heard accounts from lobster fishers who are experiencing impacts of fishing area closures and impacts of warming waters. Other topics included the impacts of offshore wind infrastructure and preventative measures to lessen impacts on right whales.

Mary Ellen attended a meeting of the Southport Selectboard to hear an update on the 2021 ASK grant (water and road improvements to Town Hall).

Emily G. spent a day at Veggies to Table in Newcastle. Emily was able to assist in packaging a produce pick-up for one of the many food centers VTT partners with. Emily G spent a day at Veggies to Table in Newcastle. (*'Environmental Sustainability' Strategic Priority*). Emily was able to assist in packaging a produce pick-up for one of the many food centers VTT partners with. Emily learned about community involvement and the many sustainable practices occurring on the farm. (*'Environmental Sustainability' Strategic Priority*)

Laura finalized the LCRPC's monthly newsletter which went out Monday, August 8.

Staff had an introductory meeting with Isabelle Oeschlie, the new Damariscotta Town Planner, and discussed mapping, Comp Planning, regional issues, and public transportation. (*'Environmental Sustainability' Strategic Priority*)

Contract Work

DACF Contract: Laura finalized and mailed out the July issue of “Interprets.”

Mary Ellen worked with DACF to submit a FY 22 final invoice, with the LCRPC reaching the full match requirement. FY 23 will have revised invoice forms, as new and experienced staff are in place to help simplify this process. (*‘Environmental Sustainability’ Strategic Priority*)

DOT Contract: LCRPC, in coordination with the MDOT Local Roads Center, is hosting another RSMS-16 Training Workshop at the LCRPC office on Monday, September 12th, 2022. This training session will teach participating towns how to enter their inventory results into the software, run reports, and generate maintenance and capital budgets. Please RSVP to Mary Ellen or Laura if your town has not yet done so. (*‘Transportation’ Strategic Priority*)

Staff is reviewing the maps and tables Laura and Emily G. have prepared for the transportation chapters for Bristol and Damariscotta (before Emily completes her internship August 19th). (*‘Transportation’ Strategic Priority*).

Laura and Emily G. attended the Moving Maine Learning Community – Getting to the Workplace: Challenges and Solutions for Rural, Suburban and Urban Maine. The webinar focused on how people in Maine travel to their workplaces and learning about programs within DHHS and GoMaine. The next discussion meeting will be on August 31st, 2022. To register, click [here](#). (*‘Transportation’ Strategic Priority*)

Wiscasset Planning Services: Mary Ellen and Emily R. met with Dennis Simmons to discuss priorities and work goals for planning services this year. Prior to the start of her maternity leave, Emily [assisted the Planning Board](#) with application reviews of the Ames Supply site expansion, a 14-lot subdivision on Foye Road, and offered guidance to the developers of the former elementary school property with their site plan application questions. (*‘Environmental Sustainability’ Strategic Priority*)

Emily G. completed a report on the World War 2-era minesweeper, which sank in the Sheepscot in Wiscasset in 2018, with a review of the details of the situation and a search for any grant support to remove it from the river. (*‘Environmental Sustainability’ Strategic Priority*)

Staff have begun to work on NOAA’s Transformational Habitat Restoration and Coastal Resilience Grant for funding assistance with the Old Ferry Road Culvert in Wiscasset. We are working with Wright-Pierce and the Maine Coastal Program. The application deadline is September 6th, 2022. (*‘Environmental Sustainability’ Strategic Priority*)

Hyperlinks to recent press articles on RPC work are included to show we are utilizing the 2020 LCRPC Marketing Plan.

Just a note...

Many thanks to
Sgt. Erick Halpin, for his
help and consideration when
I drove my car down an
embankment at MIA's hairdresser.

Please use this whenever
it is needed (most - coffee (?))

Thank you for your help in
a stressful situation

Eleanor Cappon

Eleanor Cappon Bowman
35 Schooner St. Apt. 115
Damariscotta, ME 04543

Town of Damariscotta
Police Department
21 School St.
Damariscotta, ME 04543

04543-461521



SO. MAINE P&DC 041
2 AUG 2022 PM 2 L

ELEANOR A. CAPPON
35 SCHOONER ST APT 115
DAMARISCOTTA, ME 04543

3538
52-183/112
1

July 29, 2022 Date



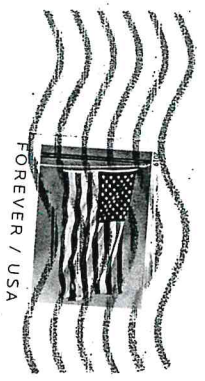
Pay to the Order of Town of Damariscotta Police Department \$ 100 ^{no/100}
One hundred and no/100 Dollars



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Memo Eleanor A. Cappon MP

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Town of Damariscotta

*Administrative Offices
21 School Street
Damariscotta, Maine 04543
Telephone – 207-563-5168
Fax – 207-563-6862*

*Office Hours
Mon, Tues, Thurs
7:30 am – 5:00 pm
Wed. 1pm – 5:00 pm
Fri. Closed*

Town Manager's Report

August 13, 2022

Capital Project Updates

- ***Church St/Castner Creek Crossing***
Applied for funding from the Island Institute to assist with the additional data collection. I have not heard back as of today and will request an update this week.

- ***Parking Lot Project***
 - a) We are still waiting to hear from FEMA about our reasoning for modified designs, although it is possible that FEMA has already indicated there may be no options to deviate from what they are requiring.
 - b) EDA has provided us with an update and an opportunity to revise our scope of work. This is in an effort to allow the project to continue while FEMA continues to review the designs we have proposed.
 - c) We held a project meeting last week and discussed removing the construction of the flood wall from the revised scope of work that will be submitted. We should continue to design this wall as part of this project and find ways to work with FEMA in identifying a successful resiliency measure. By removing the construction, we should be able to move forward with the storm drainage, parking lot, and park improvements as originally outlined. Our engineers and MCOG staff will be assisting in revising project numbers and updating the scope of work for EDA. We anticipate submitting the revised scope by August 24th.

- ***Miles St Causeway***
Estimated timeline:
 - 7-29 *Revised Plans to Be Provided to MaineHealth Dir of Operations and Town Manager for review.*
 - 8-5 *Notify Selected Contractors that the Town is Accepting Bids & Provide Town with Notice to Place in Local Papers*
 - 8-26 Bids Due Provide Tabulation to Town (And Miles)**
 - 8-30 *Contact Andy to Review Bid Results & Provide Recommendations*
 - 9-7 *Bid Results will be reviewed by the Select Board*

- ***Belvedere/Egypt Rd Paving***
Engineers conducted one last review of the culverts at the end of last week and the bids should be advertised next week. We will look to schedule work outside of the bid scope this CY, prior to any paving work.

- **Hodgdon St**

No updates on the Hodgdon St project.

FY 23 Tax Commitment

Included in your packet is the draft commitment. We are just finalizing the school numbers and will provide an updated commitment sheet for the meeting. The summary of changes is also included for your review. You'll see the town gained over \$3 million in taxable value which is a 0.9% increase. The net municipal appropriation increase is \$334,123 or 13.97% which includes over \$100k in additional revenue sharing. The county taxes increased by 10.8%, over \$50k while education costs rose only 0.65% or \$20k. The captured value of the TIF district is at \$736,200 and will bring in nearly \$12,000 with the projected mil rate. You will see the proposed mil rate increase of \$0.80 which is a 5.03% increase. With no further adjustments, the FY 23 mil rate would be set at \$16.70 per \$1,000 of assessed value. A home with an assessed value of \$200,000 would pay \$3,340 in taxes this year.

Office Assistant

Interviews for the office assistant position begin Monday. This PT position will allow the FT staff to better focus on concentrated tasks as well as provide relief when any FT staff are out for vacation or extended periods. We will need to rearrange the office to fit the 3rd desk, but I understand that has been done before and Cheryl probably placed tape on the floor so we'd know where to move everything back to.

Public Works

Hugh and Dale are continuing to do some roadside clearing as they worked along Egypt and Branch Rds this past week. Trash and bathroom cleaning consume at least a half hour each morning of the work day, sometimes upwards of 2 hours. In the last couple of weeks, they have also been able to assist with a few cemetery plot needs, street sweeping through Main St, and general maintenance at the garage. There were numerous citizen complaints that were either followed up or completed, which includes assisting with cleaning up a cement truck spill on Biscay and Main St.

We have been reviewing culvert replacement needs on Keene Woods Rd, Egypt Rd, and Belvedere Rd. On a tour to identify the culverts to replace, it became clear that we need to come up with routine to clean/flush culverts annually, inventory and document current culverts, and make some improvements prior to winter to reduce ice buildup on certain road sections. This will require us to rent equipment or contract the task out, which we have not yet decided.

We will be looking to create a routine maintenance plan this year that will better predict what we are capable of doing with the resource provided and what tasks need to be subbed out. We will have this completed in anticipation of next budget year as, from what I have seen, we do not currently have the resources to complete all the necessary routine work.

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
 10 WATER STREET, HALLOWELL, ME 04347
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV**

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: Yes No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Plan B Restaurant Holdings	Business Name (D/B/A) Schooner Landing
APPLICANT(S) –(Sole Proprietor) Scott Folsom	DOB: 01/02/1958
DOB:	Physical Location: 47 Main St
Address 74 notch rd	City/Town State Zip Code Damariscotta Maine 04543
City/Town State Zip Code Hope Maine 04847	Mailing Address po box 1473
Telephone Number Fax Number 207-380-5873	City/Town State Zip Code Damariscotta Maine 04543
Federal I.D. # 01-0522019	Business Telephone Number Fax Number 207-563-7447
Email Address: Please Print sfolsom58@gmail.com	Seller Certificate #: or Sales Tax #:
	Website: schoonerlandingmaine.com

If business is NEW or under new ownership, indicate starting date: NO

Requested inspection date: _____ Business hours: _____

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ 0 FOOD \$ 600,000 LIQUOR \$ 200,000
- Is applicant a corporation, limited liability company or limited partnership? YES NO
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License #	Name of Business
Physical Location	City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES NO
6. If manager is to be employed, give name: _____
7. Business records are located at: On premise
8. Is/are applicants(s) citizens of the United States? YES NO
9. Is/are applicant(s) residents of the State of Maine? YES NO
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Scott Folsom	01/02/1958	Lewiston Maine
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
74 Notch Rd Hope Maine 04847		

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO
- Name: _____ Date of Conviction: _____
- Offense: _____ Location: _____
- Disposition: _____ (use additional sheet(s) if necessary)
12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____
13. Has/have applicant(s) formerly held a Maine liquor license? YES NO
14. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____
15. Describe in detail the premises to be licensed: **(On Premise Diagram Required)** Restaurant and accompanying decks
see diagram
16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____
17. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 mile
- Which of the above is nearest? church
18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
- If YES, give details: The First NA Mortgage

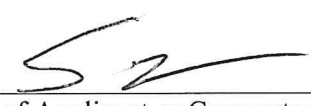
The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: _____ on _____, 20____
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)



Signature of Applicant or Corporate Officer(s)

Print Name

SCOTT FOLSOM

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)..... \$ 10.00

Class I Spirituous, Vinous and Malt \$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) \$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only \$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only \$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only \$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) \$ 495.00
CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge \$2,200.00
CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge \$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008.
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Damariscotta, Maine Lincoln
City/Town (County)

On: _____
Date

BOS
SIGN

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: Damariscotta, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c.45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]
[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c.730, §27 (AMD) .]
[1995, c.140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.

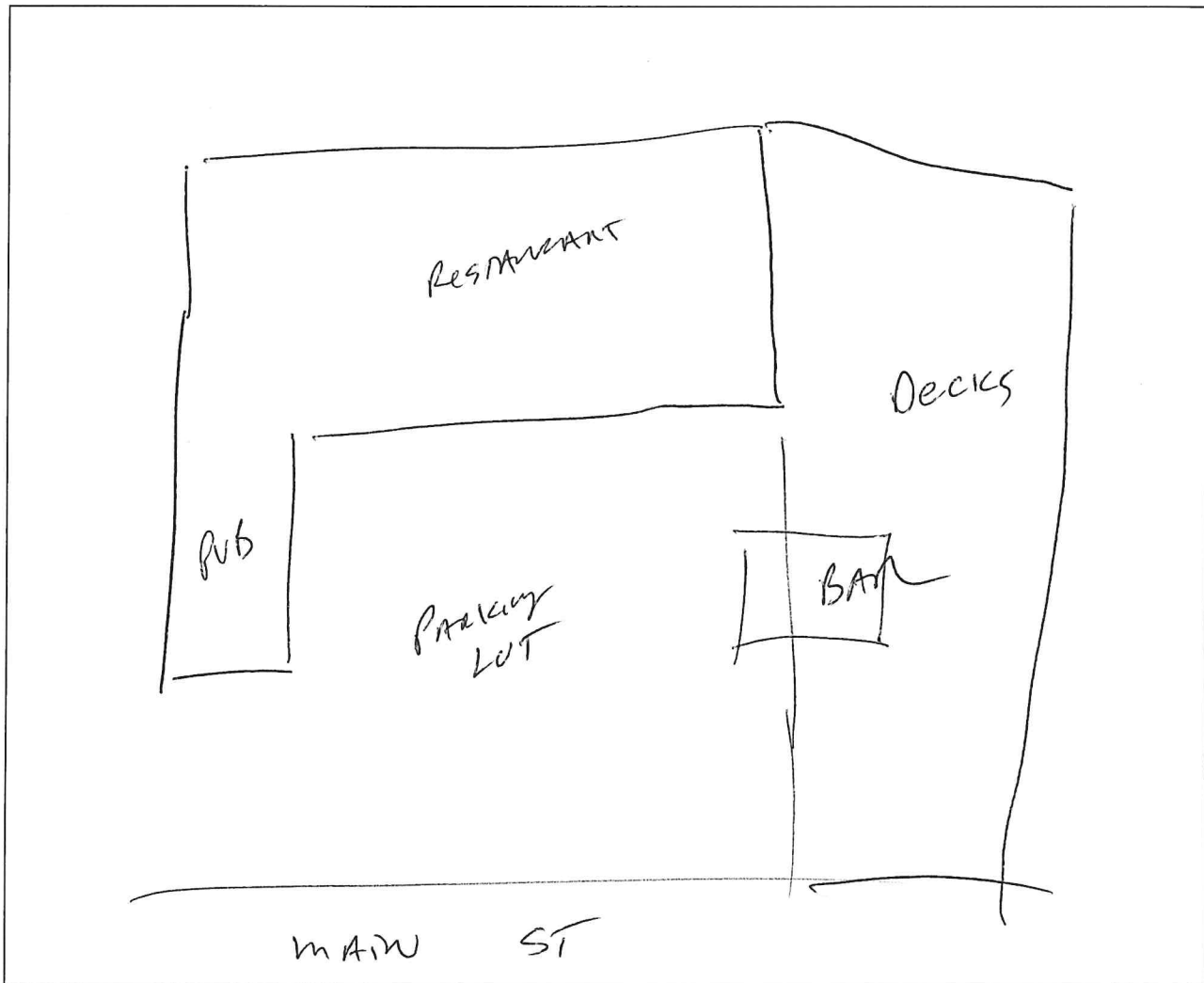
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:	
License #:	_____
SOS Checked:	_____
100%	Yes <input type="checkbox"/> No <input type="checkbox"/>

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: Plan B Restaurant Holdings
- Doing Business As, if any: Schooner Landing
- Date of filing with Secretary of State: 11/1998 State in which you are formed: ME
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Scott Folsom	74 Notch Rd Hope Maine	01/02/ 1958	president	100

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes No If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

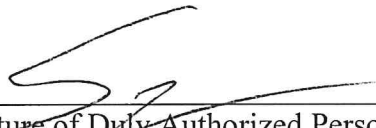
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

 8/8/2022
Signature of Duly Authorized Person Date

Scott Folsom
Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



Town of Damariscotta

*Administrative Offices
21 School Street
Damariscotta, Maine 04543
Telephone – 207-563-5168
Fax – 207-563-6862*

*Office Hours
Mon, Tues, Thurs
7:30 am – 5:00 pm
Wed. 1pm – 5:00 pm
Fri. Closed*

August 11, 2022

Department of Public Safety
Bureau of Liquor Enforcement Licensing Division
164 State House Station
Augusta, ME 04333-0164


Re: Schooner Landing Restaurant

To Whom it May Concern;

The Damariscotta Select Board is scheduled to meet to act on the renewal application for Liquor License for Schooner Landing, located at 47 Main Street in Damariscotta at their August 17, 2022 meeting. The business' current license expires on or about August 16, 2022 and due to a change in policy at the municipality, all liquor license application must now go before the Select Board. It is expected that the renewal application will be approved & signed at that August 17, 2022 meeting and is conditionally authorized to proceed with continuing to serve alcohol as directed under their current license.

Please do not hesitate to contact us with any questions or concerns regarding this matter.

Sincerely;


Rebecca J. Bartolotta
Town Clerk
Town of Damariscotta

Cc: S. Folsom
file

*Damariscotta Police Department
Chief Jason Warlick*



*21 School Street
Damariscotta, Maine 04543
(207)563-1909 (207) 563-3200 fax (207) 563-8986
email: jwarlick@damariscottame.com*

TOGETHER WE MAKE A DIFFERENCE

August 11, 2022

Board of Selectman
Town of Damariscotta
21 School Street
Damariscotta, Maine 04543

Re: Schooner Landing

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving Schooner Landing located at 47 Main Street. From August 1, 2021 through August 10, 2022 this department has responded to that location as follows (See Attached Information):

- 2 9-1-1 checks
- 1 Animal complaint
- 1 Medical Emergency
- 2 Motor vehicle accidents
- 1 Motor Vehicle Stop
- 1 Police information
- 1 found/lost property
- 1 suspicious activity

To our knowledge, none of these calls involved the serving of alcohol at Schooner Landing. Please do not hesitate to contact me if you have further concerns or questions regarding this information.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Warlick", written over a horizontal line.

Chief Jason Warlick
Damariscotta Police Department

Lincoln County Sheriff's Office

Site Analysis

08/01/2021 to 08/11/2022 (0000 - 2359 only)

Jurisdiction: Damariscotta (200)
Site(s) : 35

Page: 1
Printed: 08/11/2022

SCHOONER LANDING

Reason	<u>Calls</u>	<u>Unfounded</u>	<u>Incidents</u>	<u>Accidents</u>	<u>Arrests</u>	<u>Interviews</u>	<u>EMS</u>	<u>Fire</u>
9-1-1 CHECK	2	0	0	0	0	0	0	0
ANIMAL COMPLAINT	1	0	0	0	0	0	0	0
MEDICAL EMERGENCY	1	0	0	0	0	0	0	0
MOTOR VEHICLE ACCIDENT	2	0	0	1	0	0	0	0
MOTOR VEHICLE STOP	1	1	0	0	0	0	0	0
POLICE INFORMATION	1	0	0	0	1	0	0	0
FOUND/LOST PROPERTY	1	0	0	0	0	0	0	0
SUSPICIOUS ACTIVITY	1	0	0	0	1	0	0	0

Sub Total > 10 1 0 1 2 0 0 0 0

Totals > Calls 10 Unfounded 1 Incidents 0 Accidents 1 Arrests 2 Interviews 0 EMS 0 Fire 0



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): <u>Joe Lane Lobsterman, LLC</u>	Business Name (D/B/A): <u>The Lobster Haul</u>
Individual or Sole Proprietor Applicant Name(s): <u>Isabella Nelson</u>	Physical Location: <u>115 Elm Street Damaiscott, ME</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <u>04543</u> <u>PO Box 324 Damaiscott, ME 04543</u>
Mailing address, if different from DBA address:	Email Address: <u>thelobsterhaul@gmail.com</u>
Telephone # Fax #: <u>N/A</u> <u>207-650-2337</u>	Business Telephone # Fax #: <u>N/A</u> <u>207-682-0110</u>
Federal Tax Identification Number: <u>82-0965621</u>	Maine Seller Certificate # or Sales Tax #: <u>1184443</u>
Retail Beverage Alcohol Dealers Permit: <u>RES-2017-10131</u>	Website address: <u>www.thelobsterhaul.com</u>

1. New license or renewal of existing license? New Expected Start date: _____
 Renewal Expiration Date: 09/27/22

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: 207,199.06 Beer, Wine or Spirits: 9988.50 Guest Rooms: N/A

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

115 Elm Street Damariscotta, ME 04543

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If **Yes**, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Isabella Nelson	05/15/1988	Damariscotta, ME

Residence address on all the above for previous 5 years

Name	Address: 115 Elm St - Damariscotta, ME
Isabella Nelson	243 Biscay Rd Damariscotta, ME
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

Valerie Seibel PO Box 580 Damariscotta, ME 04543

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Counter service restaurant - serving family friendly
fare + beer/wine/soft drinks.

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Damariscotta Baptist Church

Distance: ~~.5 mile~~ 496 feet

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 08/11/22

Isabella Nelson
Signature of Duly Authorized Person

Signature of Duly Authorized Person

Isabella Nelson
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of Damariscotta

County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

BOS SIGN

Signature of Officials	Printed Name and Title

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

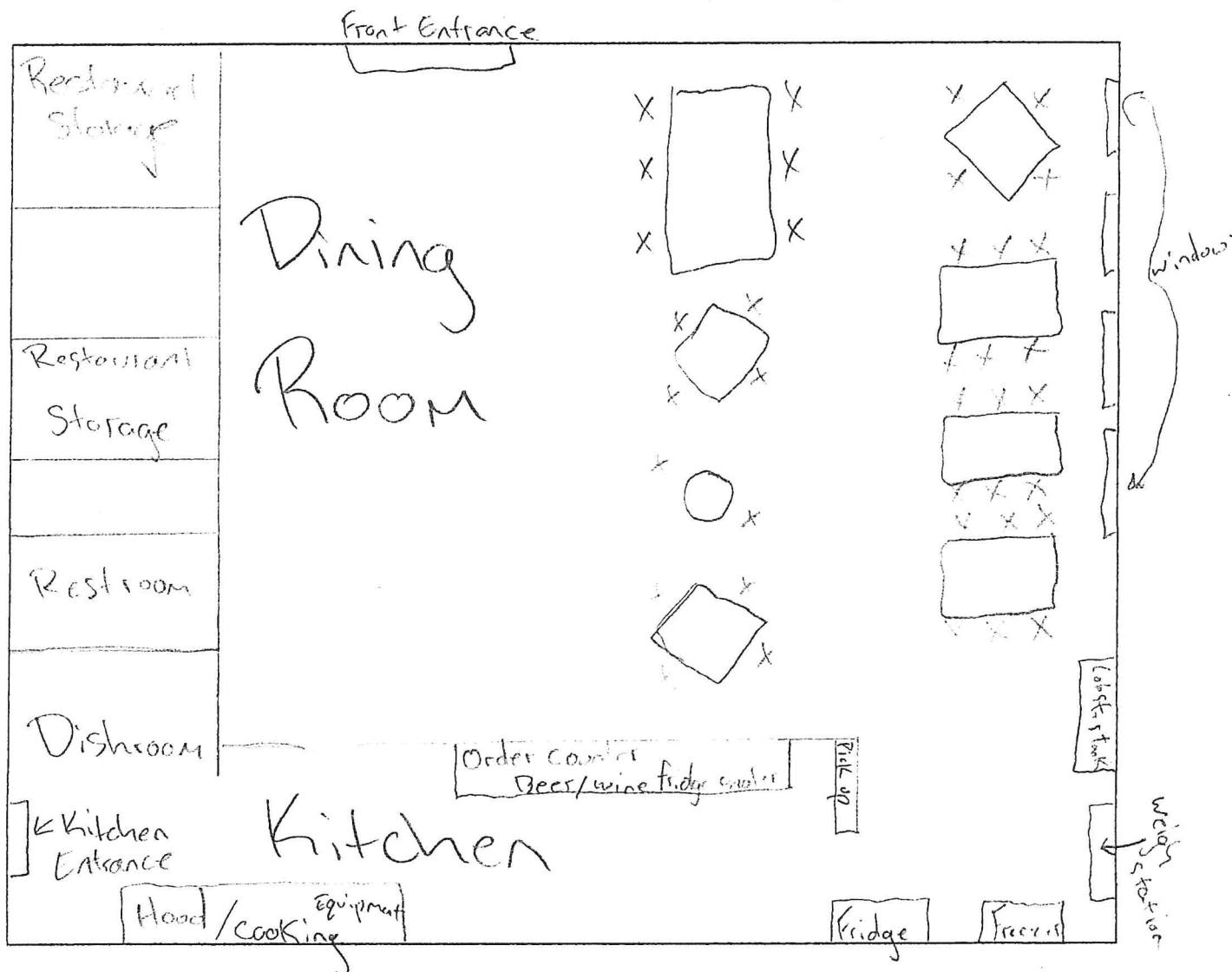
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347 (overnight)
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov



ON PREMISE DIAGRAM
 (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Joe Lane Lobster LLC
2. Doing Business As, if any: The Lobster Haul
3. Date of filing with Secretary of State: 03/2017 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Isabella Nelson	115 Elm St. Damariscotta 243 Biscay Rd Damariscotta	05/15/88	Owner	100

(Ownership in non-publicly traded companies must add up to 100%.)



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: maineliquor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
19 Union Street, Suite 301-B
Augusta, ME 04330

*Damariscotta Police Department
Chief Jason Warlick*



*21 School Street
Damariscotta, Maine 04543
(207)563-1909 (207) 563-3200 fax (207) 563-8986
email: jwarlick@damariscottame.com*

TOGETHER WE MAKE A DIFFERENCE

August 11, 2022

Board of Selectman
Town of Damariscotta
21 School Street
Damariscotta, Maine 04543

Re: The Lobster Haul / Joe Lane Lobsterman, LLC.

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving The Lobster Haul - Joe Lane Lobsterman, LLC located at 115 Elm St.

From August 1, 2021 to August 10, 2022 the Damariscotta Police Department has responded to:

1 Animal Complaint

To our knowledge, none of these calls involved the serving of alcohol at The Lobster Haul.

Please do not hesitate to contact me if you have further concerns or questions regarding this information.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Warlick', written over a horizontal line.

Chief Jason Warlick
Damariscotta Police Department

Lincoln County Sheriff's Office

Site Analysis

08/01/2021 to 08/11/2022 (0000 - 2359 only)

Jurisdiction: Damariscotta (200)

Site(s) : 389

THE LOBSTER HAUL

Reason
ANIMAL COMPLAINT

	<u>Calls</u>	<u>Unfounded</u>	<u>Incidents</u>	<u>Accidents</u>	<u>Arrests</u>	<u>Interviews</u>	<u>EMS</u>	<u>Fire</u>
Sub Total >	1	0	0	0	0	0	0	0
Totals >	1	0	0	0	0	0	0	0

Municipal Quitclaim Deed without Covenants

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of _____, a body corporate and politic located in _____ County, State of Maine, for consideration paid, release to _____ of _____, _____, a certain parcel of land with buildings thereon, if any, located in the Municipality of _____ County, State of Maine, identified as follows:

(Note: the description below must match the description contained in the lien certificate):

Lot _____, Map _____ on the Tax Maps of the Municipality of _____, prepared by _____ and dated _____, 20__ on file in the Office of the Assessors at _____, Maine. The Municipality of _____ has acquired its interest in said parcel of land through automatic foreclosure of a lien dated recorded in Book _____ Page _____ of the _____ County Registry of Deeds.

The said Inhabitants of the Municipality of _____ have caused this instrument to be signed in its corporate name by, _____, and _____, its Municipal Officers, duly authorized.

Witness our hands and seals this _____ day of _____, 20__.

INHABITANTS OF THE MUNICIPALITY
OF _____

Witness

Witness

Witness

Witness

Witness

ACKNOWLEDGEMENT

STATE OF MAINE

_____ County, ss. Date: _____

Then personally appeared before me the above-named _____,
_____ and _____ Municipal Officers of
the Municipality of _____, and acknowledged the
foregoing to be their free act and deed in their said capacity and the free act and deed of the
Inhabitants of said Municipality.

Before me,

Notary Public/Attorney at Law

(Print Name)

My commission expires: _____

**RE Account 1062 Detail
as of 08/02/2022**

Name: SLOCUM, JANE E
Location: 18 BRANCH ROAD
Acreage: 1 Map/Lot: 003-055-013
Book Page: B1568P175

Land: 42,000
Building: 129,600
Exempt 22,750

Total: 148,850

2013-1 Period Due:

Ref1:
Mailing
Address: 18 BRANCH RD
DAMARISCOTTA ME 04543

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2022-1	L	*			2,330.94	80.85	58.33	2,470.12
2021-1	L	*			2,345.60	297.66	57.96	2,701.22
2020-1	L	*			2,440.76	568.43	67.70	3,076.89
2019-1	L	*			2,471.08	709.51	67.70	3,248.29
2018-1	L	*			2,550.67	923.45	70.27	3,544.39
2017-1	L	*			0.00	0.00	0.00	0.00
2016-1	L	*			0.00	0.00	0.00	0.00
2015-1	L	*			0.00	0.00	0.00	0.00
2014-1	L	*			0.00	0.00	0.00	0.00
2013-1	R				0.00	0.00	0.00	0.00
2012-1	R				0.00	0.00	0.00	0.00
2011-1	R				0.00	0.00	0.00	0.00
2010-1	R				0.00	0.00	0.00	0.00
2009-1	R				0.00	0.00	0.00	0.00
2008-1	R				0.00	0.00	0.00	0.00
2007-1	R				0.00	0.00	0.00	0.00
2006-1	R				0.00	0.00	0.00	0.00
2005-1	R				0.00	0.00	0.00	0.00
2004-1	R				0.00	0.00	0.00	0.00
2003-1	R				0.00	0.00	0.00	0.00
2002-1	R				0.00	0.00	0.00	0.00
2001-1	R				0.00	0.00	0.00	0.00
2000-1	R				0.00	0.00	0.00	0.00
1999-1	R				0.00	0.00	0.00	0.00
1998-1	R				0.00	0.00	0.00	0.00
1997-1	R				0.00	0.00	0.00	0.00
1996-1	R				0.00	0.00	0.00	0.00
Account Totals as of 08/02/2022					12,139.05	2,579.90	321.96	15,040.91

Per Diem

2022-1	0.3832
2021-1	0.5141
2020-1	0.6018
2019-1	0.5416
2018-1	0.5591
Total	2.5998

Exempt Codes: 01 - Homestead Exempt

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

RE Account 1062 Detail
as of 08/02/2022

Name: SLOCUM, JANE E

Land: 42,000

Location: 18 BRANCH ROAD

Building: 129,600

Acreage: 1 Map/Lot: 003-055-013

Exempt 22,750

Book Page: B1568P175

Total: 148,850

2013-1 Period Due:

Ref1:

Mailing

Address: 18 BRANCH RD
DAMARISCOTTA ME 04543

Year	Date	Reference	P C	Principal	Interest	Costs	Total
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Town of Damariscotta
21 School Street
Damariscotta, Maine 04543

Select Board FY 23 Work Plan

Purpose: Identify priorities of the board and town that align with the FY 23 budget cycle. Once identified, staff can assess and allocate resources to complete the priorities.

Outcomes

- FY 22 Update
- Top FY 23 priorities
- Considerations for FY 24 strategic planning process

Review FY 22 Goals: Identify items that have/have not been completed in FY 22. Identify which goals will be carried forward or abandoned.

FY 23 Priorities

- FY 22 Continued
- Board member's list September – June 2023
I envision there will be a few items to carryforward from FY 22, so I recommend the board limit their priorities. For this year, can each board member identify their top 3 priorities. These presumably line up with the FY 23 budget so indicate the department or funding source, estimated completion date, and responsible parties.
Use the SMART Goal Template that is included in this document to highlight your top 3 priorities.
 1. Priority 1 and desired completion
 2. Priority 2 and desired completion
 3. Priority 3 and desired completion
- Manager Highlights
 1. Citizen Engagement
 - Increase citizen engagement throughout the year by utilizing our website, newsletter, social media platforms to improve our budget process, Annual Town Meeting, and Comprehensive Plan efforts.
 - Create and share a capital project dashboard to visualize timelines and progress by June 1, 2023.
 - [City of Palm Coast](#) ARC
 - [Greenwood Village](#) ARC
 - [Asheville](#) and [project map](#) ARC
 - [Lakewood](#) Power BI
 2. Internal/Administrative
 - Review and update job descriptions by the end of CY 22.
 - Review and update town policies before the end of FY 23.
 - Draft/Update Capital Improvement Plan before FY 24 budget process begins.
 - Propose a strategic planning process to begin in CY 23.

Office Hours

Mon, Tues, Thurs 7:30 am – 5:00 pm

Wed. 1pm – 5:00 pm Fri. Closed

Telephone – 207-563-5168 Fax – 207-563-6862

FY 24 Strategic Planning

I recommend the board begin this process much sooner than we have been so our staff can begin the new FY with clear expectations and direction for the goals/objectives to be completed. I would like to propose setting some goals in the budgeting process with the planning workshop in the spring to set objectives and timelines. Alternatively, the board can consider a slightly longer view on the priorities and direction the town embraces by approving a 2-3 year strategic plan. This would be beneficial for staff and community to see where/what the board is focusing on while providing staff and committees to create their own workplans based on that strategy. For this approach I would recommend bringing in an outside entity to assist which will allow everyone to participate. There may be some grants out there to assist with this effort that I am happy to look for and apply.

Office Hours

Mon, Tues, Thurs 7:30 am – 5:00 pm

Wed. 1pm – 5:00 pm Fri. Closed

Telephone – 207-563-5168 Fax – 207-563-6862

Project Title **FY 21-22 Selectboard Goals**

Project Start	Thu, 7/1/2021
Display Week	18

Focus Area	Objective	Assigned To	Priority	Start Date	Due Date	Est Cost	Funding Source	Progress
F.1	Draft licensing ordinance	Select Board, CEO, Town Clerk, and Town Manager	Medium	1-Nov-21	1-Feb-22			10%
F.2	Hire assessors' agent or assessing firm	Board of Assessors, Town Manager, Treasurer	High	1-Jul-21	30-Sep-21			100%
F.3	Hire town manager	Select Board, Consultant	High	1-Jan-22	1-May-22			100%
F.4	Review tax exemption eligibility	Board of Assessors, Assessors' Agent	High	1-Nov-21	28-Feb-22			0%
I. 1	Develop a technology plan	IT Consultant, Town Manager, Treasurer, Select Board	Medium	1-Jul-21	31-Dec-21			25%
I.2	Update CIP	Town Manager, Dept Heads, Public Works Committee	High	1-Jul-21	15-Jan-22			90%
I.3	Develop pavement plan	Public Works Committee	High	1-Jul-21	31-Dec-21			5%
I. 4	Complete Phase 2 of Waterfront Improvement Plan	Town Manager, George Parker, Planner	High	1-Jul-21	30-Jun-22			25%
I. 5	Update paving maintenance schedules	Public Works Committee	High	1-Jul-21	31-Dec-21			25%
I. 6	Develop 3-year plan for PW restructuring	Public Works Committee, Select Board, Town Manager	High	1-Oct-21	31-Jan-22			0%
I. 7	Seek infrastructure funding	Town Manager, Planner	Medium	1-Jul-21	30-Jun-22			50%
I. 8	Pave Heater Road (section)	Town Manager, Road Commissioner, Public Works Committee	Medium	1-Jul-21	30-Jun-22			35%
I. 9	Consider infrastructure bond	Select Board, Public Works Committee	High	1-Dec-21	28-Feb-22			100%
I. 10	Seek funding for Church Street sidewalks	Town Manager, Planner	High	1-Jan-22	30-Jun-22			50%
I. 11	Seek CBDG funding for Hodgdon St improvements	Town Manager	Medium	1-Jan-22	30-Mar-22			30%
I. 12	Rebid Miles St project	Town Manager, LincolnHealth Staff, Consultant	High	1-Jul-21	31-Dec-21			0%
I. 13	Fire Station back parking lot	Road Commissioner	High	1-Jul-21	31-Oct-21			100%
PS. 1	Update Traffic and Parking Ordinance	Town Manager, Police Chief	Medium	1-Dec-21	28-Feb-22			0%

Project Title **FY 21-22 Selectboard Goals**

Project Start	Thu, 7/1/2021
Display Week	18

Focus Area	Objective	Assigned To	Priority	Start Date	Due Date	Est Cost	Funding Source	Progress
PS. 2	Enforce speed limits	Police Chief	High	1-Jul-21	30-Jun-22			100%
ED. 1	Retain, promote, and grow existing businesses	Select Board, Town Manager, Department Heads	High	1-Jul-21	30-Jun-22			0%
ED. 2	Encourage new business development	Select Board, Town Manager, Department Heads	High	1-Jul-21	30-Jun-22			0%
ED. 3	Draft formula store ordinance	Select Board	Medium	1-Nov-21	28-Feb-22			100%
ED. 4	Secure ownership of Information Bureau	Select Board, Town Manager	High	1-Jul-21	30-Jun-22			100%
ED. 5	Expand fiber/broadband network	Management Intern, Town Manager	High	1-Nov-21	30-Nov-21			0%
ED. 6	Submit Museum in the Streets grant	Planner	Medium					0%
CD. 1	Seek opportunities for affordable housing developments	LCRPC Representatives, Planner						0%
CD. 2	Complete Bristol Rd sidewalk project	Town Manager, MDOT	High	1-Jul-21	30-Nov-21			100%
CD. 3	Build sidewalk segments along Main/Church/Biscay intersection	Town Manager, Road Commissioner, CRT, PSAC	High	1-Jul-21	30-Jun-22			25%
IC. 1	Broaden relationship with Great Salt Bay Sanitary District	Select Board, Town Manager	Medium	1-Jul-21	30-Jun-22			0%
IC. 2	Develop plan for future commercial and residential development	Select Board, Town Manager	Medium	1-Jul-21	30-Jun-22			0%
IC. 3	Contain overall cost of government and schools	Select Board, Town Manager	High	1-Jul-21	30-Jun-22			0%
CO. 1	Appoint Comprehensive Plan Committee	Select Board	Medium	1-Jul-21	30-Nov-21			100%
CO. 2	Town newsletter	Town Manager	High	1-Jul-21	30-Jun-22			75%
CO. 3	Maximize media to share information	Town Manager	High	1-Jul-21	30-Jun-22			75%
CO. 4	Maintain webiste and social media accounts	Robin Mayer, Town Manager, Treasurer, Police Chief, Fire Chief	Medium	1-Jul-21	30-Jun-22			0%
CO. 5	Participate in "Spirit of America" volunteer recognition	Select Board	Medium	1-Jan-22	30-Mar-22			100%
CO. 6	Appoint Charter Commission to draft charter changes	Select Board	High	1-Nov-21	30-Nov-21			100%
ES. 1	Community-wide cleanup	Town Office Staff, Road Commissioner	Medium	1-Apr-22	31-May-22			100%

Project Title **FY 21-22 Selectboard Goals**

Project Start	Thu, 7/1/2021
Display Week	18

Focus Area	Objective	Assigned To	Priority	Start Date	Due Date	Est Cost	Funding Source	Progress
ES. 2	Publicize new electric vehicle charging station	Robin Mayer, Town Clerk, Town Manager	Medium	1-Jul-21	30-Jun-22			0%

FY 2023 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 t see this achieved? Provide a target date.

Office Hours

Mon, Tues, Thurs 7:30 am – 5:00 pm

Wed. 1pm – 5:00 pm Fri. Closed

Telephone – 207-563-5168 Fax – 207-563-6862



Agenda
Board of Assessor's Meeting
Town of Damariscotta, Maine
August 17, 2022

(Immediately Following the Select Board Meeting)

Join Zoom Meeting: <https://us02web.zoom.us/j/87878201039>
Meeting ID: 878 7820 1039 Passcode: Dama22

- I. Call Board of Assessor's Meeting to Order**
- II. Minutes**
 1. July 6, 2022 Board of Assessor's Minutes
- III. Citizen Comments and General Correspondence**
- IV. Official Action Items**
 1. Approve Commitment for 2022-2023 Tax Year
- V. Select Board's Discussion Items**
 1. Assessing Services Contract
 - 2.
- VI. Adjournment**

**Town of Vinalhaven
Tax Rate Comparison**

8/13/2022

	FY 2022	FY 2023
County Tax	\$501,832.47	\$552,396.62
Municipal Appropriation Expenses	\$2,963,289.90	\$3,409,678.06
Less: Municipal Revenue Sharing	\$212,800.00	\$317,991.05
Other Non-Property Tax Revenue	\$860,600.00	\$918,237.73
Net Municipal Appropriation	\$2,391,722.37	\$2,725,845.90
TIF	\$6,480.00	\$12,294.54
Local Education Assessment Overlay	\$3,152,185.71	\$3,172,824.47
	\$80,799.01	\$41,436.79
Total Appropriation	\$5,631,187.09	\$5,952,401.70
Less: Other	\$0.00	\$0.00
Total Appropriation	\$5,631,187.09	\$5,952,401.70
Less: Homestead BETE	\$139,439.98	\$139,864.66
	\$29,076.33	\$23,118.65
(these included in the tax commitment)		
Tax Commitment	\$5,462,670.78	\$5,789,418.39
Total Taxable Value	\$343,564,200.00	\$346,671,760.00
Tax Rate	\$15.90	\$16.70

	Changes (FY 22 vs FY 23)	
	in \$	in %
County Tax	\$50,564.15	10.08%
Municipal Appropriation Expenses	\$446,388.16	15.06%
Less: Municipal Revenue Sharing	\$105,191.05	49.43%
Other Non-Property Tax Revenue	\$57,637.73	6.70%
Net Municipal Appropriation	\$334,123.53	13.97%
TIF	\$5,814.54	89.73%
Local Education Assessment Overlay	\$20,638.76	0.65%
	-\$39,362.22	-48.72%
Total Appropriation	\$321,214.61	5.70%
Less: Other	\$0.00	0.00%
Total Appropriation	\$321,214.61	5.70%
Less: Homestead BETE	\$424.68	0.30%
	-\$5,957.69	-20.49%
(these included in the tax commitment)		
Tax Commitment	\$326,747.61	5.98%
Total Taxable Value	\$3,107,560.00	0.90%
Tax Rate	\$0.80	5.03%

Assessing Contract

This contract for assessing service is entered between the Town of Damariscotta, Maine by its Selectmen, hereinafter referred to as the “Town” and RJD Appraisal of Pittsfield Maine, by its vice president, Robert Duplisea Jr. referred to as “RJD”

RJD Appraisal’s functions: annual assessing work (not limited to)

1. Assess all real and personal properties in accordance with Title 36 M.R.S.A., Sec 701A.
2. Dedicate time at the Town Office for scheduled meeting with taxpayers and to perform any other necessary assessing functions. The scheduled for said time will be as follows:
 - a. Two or three days per week beginning March 1st through October 31st
 - b. One day per week beginning November 1st until February 28th
3. Other undesignated days will be spent at the Town Office to perform all necessary assessing functions in a timely manner.
4. Perform “Springwork” assessing of all newly permitted construction, as well as a review of prior years construction not yet complete.
5. Process all straight transfers after deed has been confirmed as a straight transfer by Town. Ownership, address, and book and page references will be updated. Remove any exemptions if warranted.
6. Process all lot splits by creating new record cards for new lots and make all necessary valuation changes to update the records.
7. Monitor land transfers for the possibility of Tree Growth, Farmland, and Open Space violations and calculate necessary removal penalties.
8. Draft, to scale, all land splits, subdivisions, and map corrections onto the Town’s tax maps.
9. Process all new Homestead, Veteran, and Blind exemptions.
10. Process all new current use applications.
11. Process all Tax Exemption applications.
12. Process all annual BETE and BETR applications (when necessary).
13. Process annual Homestead Exemption Reimbursement application in a timely manner.
14. Aid Town in calculating municipal tax levy limit.
15. Process annual sales ration study and Municipal Valuation Return in a timely manner.

16. Process annual Forestry Report in a timely manner.
17. Assist in annual tax commitment.
18. Perform sales analysis (ratio studies), as needed
19. Periodically adjust property assessments in accordance with adjustment ratios appropriate to various property classes for the purpose of maintaining the municipality's assessment ratio in good standing with State of Maine guidelines.
20. Assist the Town in defending any municipal assessment before the local Board of Assessment Review, State Board of Property Tax Review, or any court of appropriate jurisdiction.
21. Assist with any necessary annual TIF calculations.
22. Complete assessing work prior to the date established for commitment of taxes at the annual town meeting so that taxes may be committed no later than the date established for commitment at the annual town meeting.
23. Regularly and openly communicate with the Board of Selectmen and the Town Administrator with regard to any information that the Board may need to make informed decisions about the municipality's assessing policies and practice.
24. Provide Comprehensive General Liability Insurance as follows:
 - a. Bodily Injury \$2,000,000.00/ occurrence.
 - b. Property Damage \$ 500,000.00/occurrence.
 - c. General Aggregate \$4,000,000.00/occurrence.
 - d. Products \$4,000,000.00/occurrence.
25. Hired Non-Owned Auto Coverage \$2,000,000.00/occurrence.
26. Worker's Compensation \$1,000,000.00/occurrence
27. To perform this work as an independent contractor and not as an employee of the Town.
28. Indemnify and hold the Town harmless, its agents and employees, from any claims, damages, or expenses, including those based on negligence, arising out of or resulting from performance of work under the agreement by the contractor, its agents or employees.

Town's functions (not limited to):

1. Provide list of new construction for "springwork".
2. Keep appointment schedule for meeting with taxpayers.
3. Assist with general clerical needs.
4. Aid in completing sales ration study and Municipal Valuation Return.

The Town and RJD both acknowledge the following:

1. The Town will provide paper tax map prints. If the Town chooses RJD can provide tax maps. That service will be in addition to this proposal.
2. RJD will schedule date for next office day before leaving the office.
3. If there is not sufficient work scheduled for RJD, that working day will be skipped and used at a later date. Any re-scheduling will be agreed upon between the Town and RJD prior to change.

Compensation:

For services provided, the Town will pay RJD Appraisal at the rate of \$625.00 per agent, per day of service. Total contracted amount not to exceed \$67,500 (108 working days)

A day of service is defined as business hours of the company 8:00–3:00 (or similar), per agent per day.

This agreement does not call for any reimbursement of mileage.


This agreement may be revised at any time in writing by agreement of both parties.

For RJD Appraisal:

Robert J Duplisea Vice President

Date: _____

For the Town of Damariscotta



Matthew Lutkus, Town Manager
Approved by Board of Selectmen

Date: 11-4-2021

11-3-2021