



**Agenda  
Select Board Meeting  
Town of Damariscotta, Maine  
July 6, 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. Public Hearing: Extension of License Privileges for an On-Premis Establishment for Cupacity located at 133 Main St, Damariscotta, ME 04543**
- III. Call to Order**
- IV. Annual Select Board Election of Officers**
- V. Minutes**
  1. June 15, 2022 and June 21, 2022 Select Board Minutes
- VI. Financial Reports**
  1. Payroll Warrants # 72, 73, 74
  2. Accounts Payable Warrants # 75
- VII. Citizen Comments and General Correspondence**
- VIII. Town Manager Items**
- IX. Official Action Items**
  1. Extension of License Privileges for an On-Premise Establishment at 133 Main St, Damariscotta, dba Cupacity, LLC
  2. Renewal for a Public Service License for Maine Boat LLC
  3. Unanticipated Expenses/Emergency Spending Authorization
  4. MMA Legislative Policy Committee
  5. Appointment of Town Officials
  6. Appoint IFW Agent
  7. Cemetery Deed
- X. Selectmen's Discussion Items**
- XI. Adjournment**

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



**Request for Extension of License Privileges for an On-Premises Establishment**

**Section I: Licensee Information:**

Legal Business Entity Licensee Name (corporation, LLC):	Business Name (D/B/A):
Damariscotta Good Coffee LLC dba Cupacity LLC	Cupacity
Individual or Sole Proprietor Licensee Name(s):	Physical Location:
Susan Murphy	133 Main St., Damariscotta, ME 04543
License Number:	Mailing address, if different:
<del>RET-2021-13114</del> CAR-2019-11713	
Mailing address, if different from DBA address:	Email Address:
109 Lewis Hill Rd., Newcastle, ME 04554	susan@cupacitycoffee.com
Telephone #                      Fax #:	Business Telephone #                      Fax #:
2077011738	207-563-6127

**Section II: Extension of Privileges Information:**

1. Name, Address, and Contact Information of Property Owner (if property is rented or leased, please provide a copy of rental/lease agreement):

Name: Susan M Murphy

Complete mailing address: 109 Lewis Hill Rd

Newcastle, ME 04553

Telephone/Mobile Number: 701-1738

Email Address: susan@cupacity.cafe

2. Type of Extension of Privileges: (check only one)
- a. Temporary        Inside       Outside
- b. Permanent        Inside       Outside

continue to next page

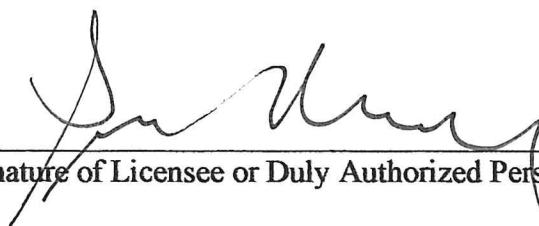
3. Start Date: 6/21/2022 End Date (if applicable): 6/20/2023
4. Will dancing be permitted in this area? Yes  No
- a. If yes, does the establishment have a dance license? Yes  No
- b. If yes, please provide a copy of the license from the State's Fire Marshall's Office
5. Will there be live entertainment in this area? Yes  No
6. Reason for this request: Community Storytelling Event

**Section III: Signature of Licensee**

By signing this application, the licensee 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: 6/22/22

  
 \_\_\_\_\_  
 Signature of Licensee or Duly Authorized Person

Susan M. Murphy  
 \_\_\_\_\_  
 Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations  
 Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008  
 Courier delivery: 19 Union Street, 3rd floor, Suite 301-B,  
 Augusta, ME 04330

(continue to next page)

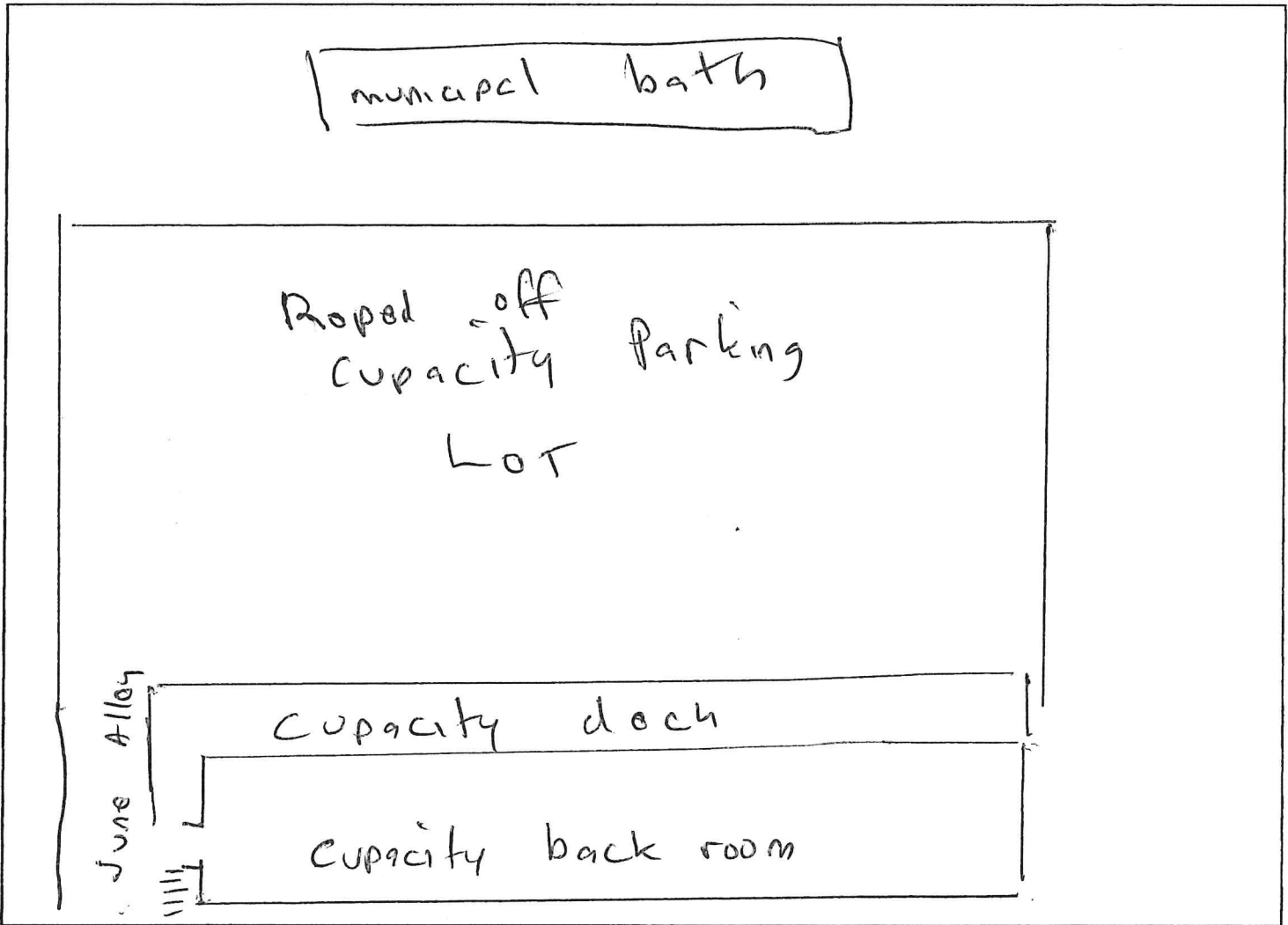


## Diagram for Extension of Privileges Area

### The following restrictions apply to outdoor extension of privileges:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the extension area of premises who would be able to control and monitor the area.

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your where consumption will occur including methods of monitoring and containment of the area(s).



### For Office Use Only:

Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

Approved  Not Approved



Town of  
Damariscotta

Rebecca Bartolotta <[rbartolotta@damariscottame.com](mailto:rbartolotta@damariscottame.com)>

---

**(no subject)**

---

**Keating, Eileen K** <[Eileen.K.Keating@maine.gov](mailto:Eileen.K.Keating@maine.gov)>  
To: Rebecca Bartolotta <[rbartolotta@damariscottame.com](mailto:rbartolotta@damariscottame.com)>

Wed, Jun 22, 2022 at 12:07 PM

Perfect timing on your email! I literally just got to a stopping point in my travels and was about to email you. So, Susan is not going to do the event. Apparently they offered to help Maine Booch with additional room since the event has grown so much and this talk all started over a month ago and since he waited until the last minute to act on it Susan doesn't want participate. She doesn't like the idea of last minutes since often times they lead to mistakes. I did encourage them to apply for an extension into the parking lot for if they would like to have future events outside. She should include the deck on the extension to take care of that as well.

I also told her to make it a permanent year round extension -whether they use it or not I don't care but it will eliminate applying for future extensions and they can use it as they want to, that saying the town is ok with all of this. And I told them to add it to their renewal application diagram sheet every year.

On the Maine Booch side. Trish Wiggin is encouraging Chauncey to reach out to you to see what he can do for outside space.

How does all of that sound?

Eileen Keating  
206-592-3545  
Liquor Inspector

Sent via the Samsung Galaxy S20 FE 5G, an AT&T 5G smartphone  
Get Outlook for Android

---

**From:** Rebecca Bartolotta <[rbartolotta@damariscottame.com](mailto:rbartolotta@damariscottame.com)>  
**Sent:** Wednesday, June 22, 2022 11:54:11 AM  
**To:** Keating, Eileen K <[Eileen.K.Keating@maine.gov](mailto:Eileen.K.Keating@maine.gov)>  
**Subject:** Re: Fwd:

[Quoted text hidden]

**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**

---

April 22, 2022

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

Re: Cupacity

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving Cupacity located at 133 Main Street. In a period of one year this department has responded to that location as follows (See Attached Information):

- 1 Assist Citizen
- 1 Property Check
- 1 Fire, Other
- 1 Liquor Law Violation (See Officer's report – attached)
- 1 Suspicious Activity

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

Sincerely,

Chief Jason Warlick  
Damariscotta Police Department







3. This application is for: (check only one)

- Vessel
- Train
- Aircraft

Refer to Section V for the License Fee Schedule

**Please note for vessels only:** For each municipality where the vessel will port or dock and will be offering the service of alcoholic beverages while at port or docked, a separate approval from each municipality is required. The form is attached at the end of this application.

4. Business records are located at the following address:

280 POND RD, NEWCASTLE, ME 04553

5. Is the licensee/applicant(s) a citizen of the United States?  Yes  No

6. 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.**

7. 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

8. 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

9. 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: \_\_\_\_\_

10. 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

11. 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
Olga OROS	9/1/73	Hungary
Charles C. Holmes	6/5/65	USA

Residence address on all the above for previous 5 years

Name	Olga OROS	Address:	280 Pond Rd, New castle, ME 04553
Name	Charles C. Holmes	Address:	280 Pond Rd, New castle, ME 04553
Name		Address:	

12. 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:

\_\_\_\_\_

13. 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: \_\_\_\_\_

14. 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: \_\_\_\_\_

15. Did the licensee/applicant(s) formerly hold a Maine liquor license?  Yes  No

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

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

\_\_\_\_\_

17. 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)

The licensed area entails all of the boat, accessible to passengers.

**Section II: Signature**

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: 6/17/2022

Olga Ors  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

OLGA ORS  
Printed Name Duly Authorized Person

CHARLES C. HOLMES  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**  
**Approval of an application for a public service liquor license**

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 must confirm that the 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.

Signature of Officials	Printed Name and Title

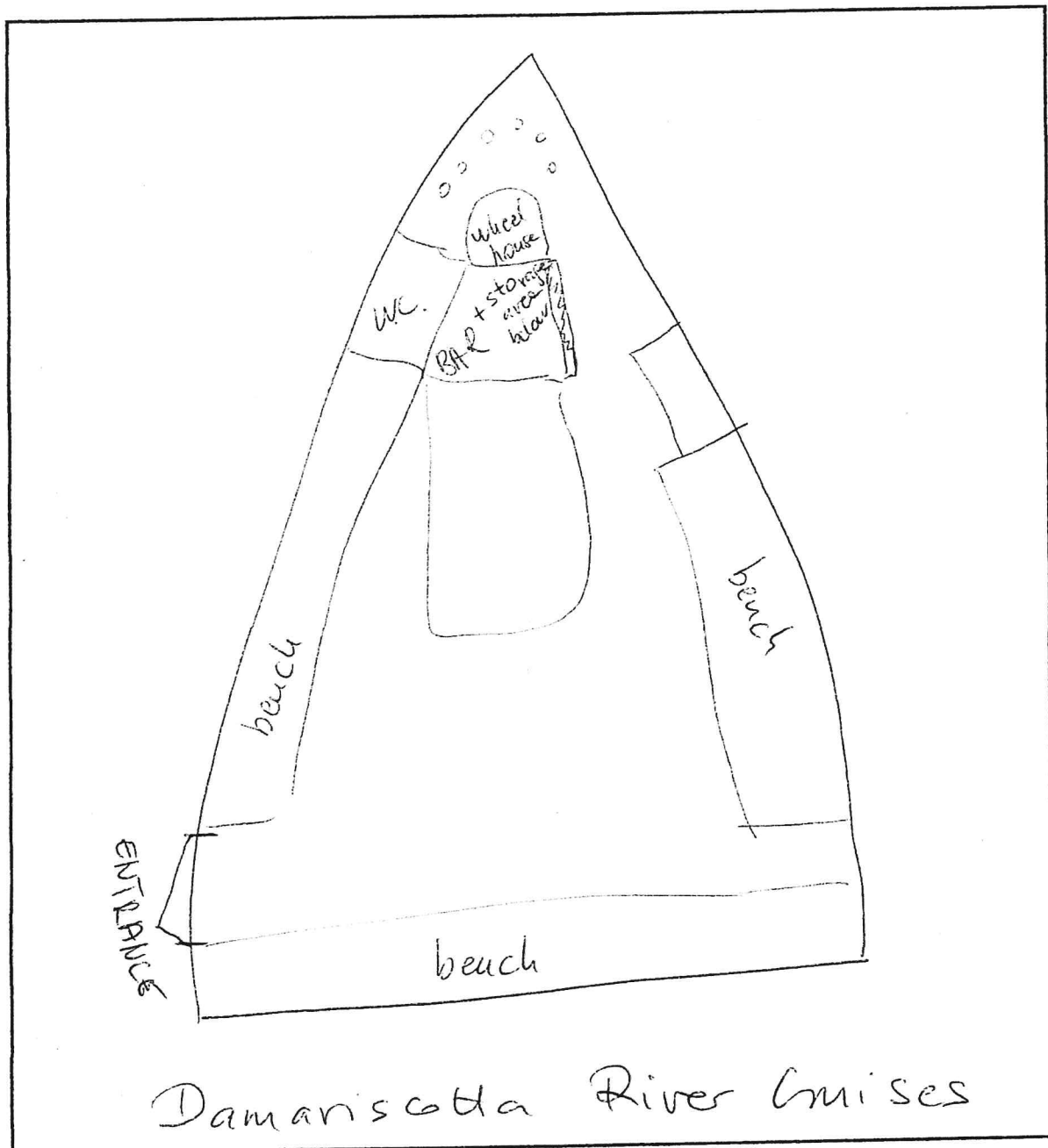
This approval will **expire 60 days** from the date of municipal or county approval unless submitted to the Bureau.

Please use this [link](#) to view Maine’s liquor laws in [Section 653](#) regarding the approval process by the municipalities or the county commissioners and your rights under this section of law. This is provided as a courtesy only and may not reflect the law in effect at the time of application.

**Section VI Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.







**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: Maine Boats LLC
2. Doing Business As, if any: Damariscotta River Cruises
3. Date of filing with Secretary of State: 3/13/2013 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
Olga OROS	280 Pond Rd, Newcastle, ME 04553	9/1/73	Co-owner	50
Charles C Holmes	280 POND RD, New castle, ME 04553	6/5/65	co-owner	50

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

**For additional ports of call only (copy as needed for as many ports of call) for approval of an application for a public service liquor license**

The undersigned hereby applies for permission to sell and serve alcoholic beverages aboard the vessel:

- 1. Name of Vessel: TECIANI
- 2. Name of Licensee: Olga OROS
- 3. Maine License Number: 5957

The above-named vessel is in port or docked at the following municipality: Damariscotta, ME Lincoln County

Please sign and date in blue ink.

Dated: 6/17/22

Olga Oros  
Signature of Duly Authorized Person

OLGA OROS  
Printed Name Duly Authorized Person

The undersigned municipal officers or county commissioners hereby certify 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 must confirm that the 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.

Signature of Officials	Printed Name and Title

This approval will **expire 60 days** from the date of municipal or county approval unless submitted to the Bureau.

*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*

---

June 28, 2022

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

Re: Maine Boats, LLC - Teciani

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving Maine Boats, LLC. - Teciani located at 47 Main St. In a period of one year this department has responded to that location as follows (See Attached Information):

- 2 9-1-1 check
- 1 Animal complaint
- 1 Property check
- 1 Community policing
- 1 Loud noise
- 1 Liquor Law violation
- 1 Medical emergency
- 3 Motor vehicle accidents
- 1 Motor vehicle stops
- 1 Police information
- 2 Paperwork service
- 1 Traffic control

To our knowledge, none of these calls involved the serving of alcohol at Maine Boats, LLC. - Teciani. 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", with a long horizontal flourish extending to the right.

Chief Jason Warlick  
Damariscotta Police Department

**LTIP** **SAFE. SECURE.**  
TIP LINE **ANONYMOUS.**

When you witness or hear about  
underage drinking or illegal drug  
use, text keyword LTIP to 847411.

Visit [www.HealthyLincolnCounty.org](http://www.HealthyLincolnCounty.org) for more information.



This company uses the same  
side address as Schooner landing  
so it reflects on multiple violations  
but they were actually at  
Schooner and **NOT** at  
Main boats.

Confusing, yes. Sorry!

01

Lincoln County Sheriff's Office

Printed: 06/28/2022

Site Analysis

06/01/2021 to 06/28/2022 (0000 - 2359 only)

Jurisdiction: Damariscotta (200)

Site(s): 35

Reason	Calls	Unfounded	Incidents	Accidents	Arrests	Interviews	EMS	Fire
SCHOONER LANDING								
9-1-1 CHECK	2	0	0	0	0	0	0	0
ANIMAL COMPLAINT	1	0	0	0	0	0	0	0
PROPERTY CHECK	1	0	0	0	0	0	0	0
COMMUNITY POLICING	1	0	0	0	0	0	0	0
LOUD NOISE	1	0	0	0	0	0	0	0
LIQUOR LAW VIOLATION	1	0	0	0	0	0	0	0
MEDICAL EMERGENCY	1	0	0	0	0	0	0	0
MOTOR VEHICLE ACCIDENT	3	0	0	1	0	0	0	0
MOTOR VEHICLE STOP	1	1	0	0	0	0	0	0
POLICE INFORMATION	1	0	0	0	0	0	0	0
SERVICE	2	1	0	0	0	0	0	0
TRAFFIC CONTROL	1	0	0	0	0	0	0	0
Sub Total >	16	2	0	1	0	0	0	0

Totals >	Calls	Unfounded	Incidents	Accidents	Arrests	Interviews	EMS	Fire
	16	2	0	1	0	0	0	0





---

## HERE WE GO AGAIN! -Maine Boats, LLC

---

Keating, Eileen K <Eileen.K.Keating@maine.gov>  
To: Rebecca Bartolotta <rbartolotta@damariscottame.com>

Mon, Jun 27, 2022 at 4:15 PM

So it looks like they were renewed last year. I'm not in the office to see what they submitted last year to us but I can check tomorrow. Depending on how they managed alcohol sales/consumption they may not have needed municipal approval too. We do have some of those. I've given the Vessels section of law for your reference. Vessels can be so confusing. So, I would say it would be a renewal on my end but given the gap in timeframe with the approval on your end I would say that is up to you how you would like to handle it. I can email you what we received last year so you have it as well.

### Licensee/Premise Information

Business Name: **DAMARISCOTTA RIVER CRUISES**  
License Number: **VES-2013-5957**  
Premise Description: **VESSELS**  
In Business: **Yes**  
Location Address: **47 MAIN STREET, DAMARISCOTTA, ME**  
Legal Municipality: **DAMARISCOTTA**  
Telephone Number: **917-325-0876**

### License Information

License Held: **CLASS I - PUBLIC SERVICE VESSELS - MALT LIQUOR, WINE AND SPIRITS**  
License Status: **Active**  
License Effective Date: **04/23/2021**  
License Expiration Date: **07/21/2022**

**2. Vessels.** The requirements and conditions for licenses for vessels are as follows.

A. The bureau may not require that the vessels be equipped to supply food or provide food service. [PL 1997, c. 373, §103 (AMD).]

B. Except as provided in subparagraph (1), licenses issued under this section to vessel companies operating boats within the State authorize the licensees to sell liquor in the boats after leaving and before reaching ports within the State and licenses issued under this section to commercial vessel companies operating boats on inland waters authorize the licensees to sell liquor on board the boat after leaving and before reaching docks on inland waters.

(1) A licensee may sell liquor for consumption on board a vessel that is in port or docked, only if prior approval for the sale is obtained from the bureau under the license application procedure in section 653. A separate approval must be obtained for each port or dock location from which on-board sales of liquor are to be made. [PL 1997, c. 656, §2 (AMD).]

C. A vessel licensed to sell liquor under this section may sell liquor on Sundays only between the hours of 5 a.m. and 1 a.m. the following day on inland waters and when operated within the 3-mile limit on coastal waters. [PL 2015, c. 74, §5 (AMD).]

D. Notwithstanding the provisions of sections 121 and 122, a vessel on inland waters may sell liquor without approval of the municipal officers or, in the case of unincorporated places, the county commissioners. [PL 1997, c. 656, §4 (NEW).]







## *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 6/30/2022

---

#### 1. Capital Projects

- a. **Miles St** - We have received proper permits for this project and are prepared to issue bid requests. We are currently scheduling a meeting with the Town and Hospital for one final review prior to requesting bids. Bids will include a flexible construction timeline that includes the fall of 2022 and the spring of 2023.
- b. **Church St Road, Sidewalk, and Castner Brook Crossing Improvements**  
- Survey and preliminary planning has been completed for the sidewalk portion. We are currently preparing designs and permit applications for the Castner Brook crossing. We anticipate submitting permit applications this winter and requesting bids once comfortable permits are secured. In addition, we will incorporate rebuilding a small section of Church Street based on the geotechnical investigation recently completed. We anticipate bid requests will be delayed until the spring of 2023, with an anticipated construction schedule of Summer 2023 pending contractor availability.
- c. **Hodgdon St** - Designs are currently being refined with the goal of having plans ready to solicit bids by the end of July. We recommend having flexible construction dates, including the fall of 2022 through the fall of 2023.
- d. **Egypt Rd & Belvedere Rd** - Plans can be ready to issue bid requests as early as next week. We recommend also including bidding options for this fall and next spring.
- e. **Heater Rd** - Another Quit Claim Deed was signed by an adjacent property owner. Amanda will review this and the status of the legal process for us to take ownership of the portion of the road previously discussed. There has been at least one complaint about the condition of the road, particularly where it exists between the town garage and the Biscay Rd. Are you okay with having the town do repairs to this section of the road prior to our ownership? I believe that we have a right to do so as we own property along the road and access our lot from that road, but that is certainly different from our legal obligation to do the maintenance.
- f. **Parking Lot** - The town continues to work with Phi to resolve the sagged sewer line. I have requested a meeting be called to gameplan the work that includes our engineers, Phi, the contractor doing the work, the sewer district, and any other relevant parties so we can all be on the same page.

2. **Cameron Consent Agreement** - Amanda has been reviewing this matter and has some reservations at this time. She has not conducted the level of legal research that she would need to do to put her final recommendations in writing to you. She agrees with MMA's legal opinion in that the Select Board does not have the authority to approve a violation continues. Further, we heard at the last meeting that there actually was no violation as the court ordered sale of a property was an exemption in the subdivision law. If there is no violation as presented to the board on the 21<sup>st</sup> of June, why is the board's signature on a consent agreement required at all? Amanda's full thoughts on this matter are included in this packet.
3. **Annual Work Plan Workshop** - when would you like to set this workshop? Do you want this to be in-person only or have you generally included the public via remote options? I have included an update of the FY 22 goals as some were not met and will need to determine if they are carried into FY 23.
4. **CLC Ambulance** - As you may have read in the Lincoln County Newspaper, the CLC board voted 5-1 to use state valuation as a means for their formula to assess service costs to the member towns. South Bristol voted in opposition of this funding model, but many felt that using state valuation is a more consistent and fair means to assess, just as county tax and other state subsidies are figured. This funding model projects to be a savings for Damariscotta in future CLC budget years. In talking with the director, Nick, after the meeting, I had made mention of the savings relative to this year's CLC assessment and realized that we may not have requested enough in the town's FY 23 budget. The CLC assessment letter sent in November of 2021 assessed the town approximately \$160,000 and the town's FY 23 budget appropriated \$152,925.89. I am working with Nick and Cheryl to determine if that is the case or if I, hopefully, am not following something correctly.
5. **DEP PFAS Investigation** - I included a letter from the DEP in your board packet that provides notice that there will be an investigation into some of the previously permitted land applications of sludge. None of the sites are on town property, but the DEP just wanted to inform you of the matter should there be any questions or discussion.
6. After one month, I am feeling pretty good about the items I had set out to accomplish. I look forward to helping set a strategy for your FY 23 workplan and including the staff/community members that will be a part of that plan. I continue to meet our stakeholders and partners in the community and imagine that it will be a busy summer doing so. Thanks for your support in the first month to get introduced and to meet those I have.



Town of  
Damariscotta

Andrew Dorr <adorr@damariscottame.com>

---

## Cameron Consent Agreement

---

**Amanda Meader** <Amanda@attorneymeader.com>  
To: Andrew Dorr <adorr@damariscottame.com>  
Cc: Bob Faunce <rfaunce8@gmail.com>

Thu, Jun 30, 2022 at 6:58 PM

Dear Andy,

I have reviewed the materials provided and I have reservations about advising the Select Board that they should feel comfortable signing a "No Action" letter. Allow me to explain, and then to offer suggestions for next steps.

### Concerns

First, I cannot give an opinion based on the assumption that the facts stated in the Bob Faunce's memo of June 20, 2022 are accurate. The facts may indeed be accurate, but I can't tell from where I'm sitting whether that is indeed the case. It would be malpractice for me to rely on the memo and not undertake my own analysis. For a true subdivision (30-A M.R.S. Section 4401) analysis, we run title back twenty years and bring it forward to count exempt and non-exempt transfers. We use the twenty-year benchmark because beyond that we are outside the statutory amnesty found in 30-A M.R.S. Section 4402(5) – *probably* – and from there we look at transfers bracketed by any five-year increment. (Please note that I personally do not provide title search services, so I am not trying to generate work for myself. I typically work with the experts at Skelton, Taintor and Abbott to conduct title searches for my clients.)

Second, if the Select Board is interested in providing a "No Action" letter without knowing whether a subdivision violation exists, the CEO could review the two Faunce memorandums and fashion an opinion without me. I strongly discourage this approach, as it is not the best practice and not fair to ask of the CEO.

Third, and with no disrespect intended, I am surprised that a title company would issue insurance based on a Town's "No Action" letter. As you know, these letters are only valid for so long as the now-sitting Select Board is in place. A future Select Board could make a different decision. A title company should be seeking an attorney's opinion before underwriting a project. I certainly do not want a title company relying on my advice to the Town before issuing a policy. The landowner seeking the policy should work with his/her title company to determine whether there is a subdivision violation. I am fully aware of the fact that the title attorneys have decided there is no such issue, and so they wish for the Town to make the same determination. This, in essence, is asking for me to make the determination for the title attorneys – something I will not do.

### Options

First, the Select Board can ask that I do my own due diligence to determine whether a subdivision violation exists. Doing so will require title work and legal research and analysis. The amount of time needed to undertake this task will be considerable (easily ten hours, and very likely more). The turn-around time on this assignment would likely be several weeks at best, as we would be subject to the availability of a title attorney whose work I am willing to stand behind. (I have several folks I can use.) If the Select Board wants me to undertake this work, I will do so.

Second, the Select Board can advise the relevant parties to seek subdivision review. There are two approaches here. First, the Planning Board can essentially rubber stamp a subdivision application without advice from counsel. Essentially the Planning Board would have an agenda item to review a subdivision application, and then decide on the record that no approval is needed. Once 30 days of appeals period runs, that is as good as an approval. (It should go without saying that I do not support this approach.) The second approach is for the relevant parties to seek a legitimate Planning Board review of a subdivision application.

Third, since the title attorneys have now determined that there is no current violation and that a violation may in fact have never occurred, they can withdraw their request for a “No Action” letter from the Town.

I hope that this is helpful. Please let me know what more, if anything, is needed of me.

Best,

**Amanda**

---

**From:** Andrew Dorr <[adorr@damariscottame.com](mailto:adorr@damariscottame.com)>  
**Sent:** Thursday, June 23, 2022 7:34 AM  
**To:** Amanda Meader <[Amanda@attorneymeader.com](mailto:Amanda@attorneymeader.com)>  
**Cc:** Robert Faunce <[rfaunce8@gmail.com](mailto:rfaunce8@gmail.com)>  
**Subject:** Cameron Consent Agreement

Good Morning Amanda,

[Quoted text hidden]



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

TRANSMITTED VIA ELECTRONIC MAIL

June 22, 2022

Andrew Dorr  
Town of Damariscotta  
21 School Street  
Damariscotta, ME 04543

Re: Investigation of PFAS in Maine

Dear Mr. Dorr,

As a follow-up to our telephone conversation on June 21, 2022, this letter is to inform you that the Maine Department of Environmental Protection (DEP) is beginning an investigation into the presence of per- and polyfluoroalkyl substances (PFAS) from the land application of septage in your municipality. This represents another aspect of the DEP's statewide investigation for the implementation of [Public Law 2021, Chapter 478, An Act To Investigate Perfluoroalkyl and Polyfluoroalkyl Substance Contamination of Land and Groundwater](#), effective October 18, 2021.

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

Septage sites have been identified based on DEP licensing information. Please keep in mind that a site may include several physical locations and may also cross district, town, and county boundaries.

This investigation is being conducted by environmental consultants retained by DEP that have been pre-qualified through a competitive qualification and bidding process. The investigation will include sampling soils and groundwater from properties where septage was licensed to be land applied. The environmental consultant will request permission to sample and test drinking water supplies from individual home and/or property owners in the direct vicinity of the sites. Sampling has not been scheduled yet but will be scheduled during the field season.

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

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

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

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

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

Investigation of PFAS in Maine

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

Please contact me if you have any questions about an investigation at a specific property. I may be reached at 207-512-0062, or [Michael.Jakubowski@maine.gov](mailto:Michael.Jakubowski@maine.gov).

Thank you for your assistance in this important investigation.

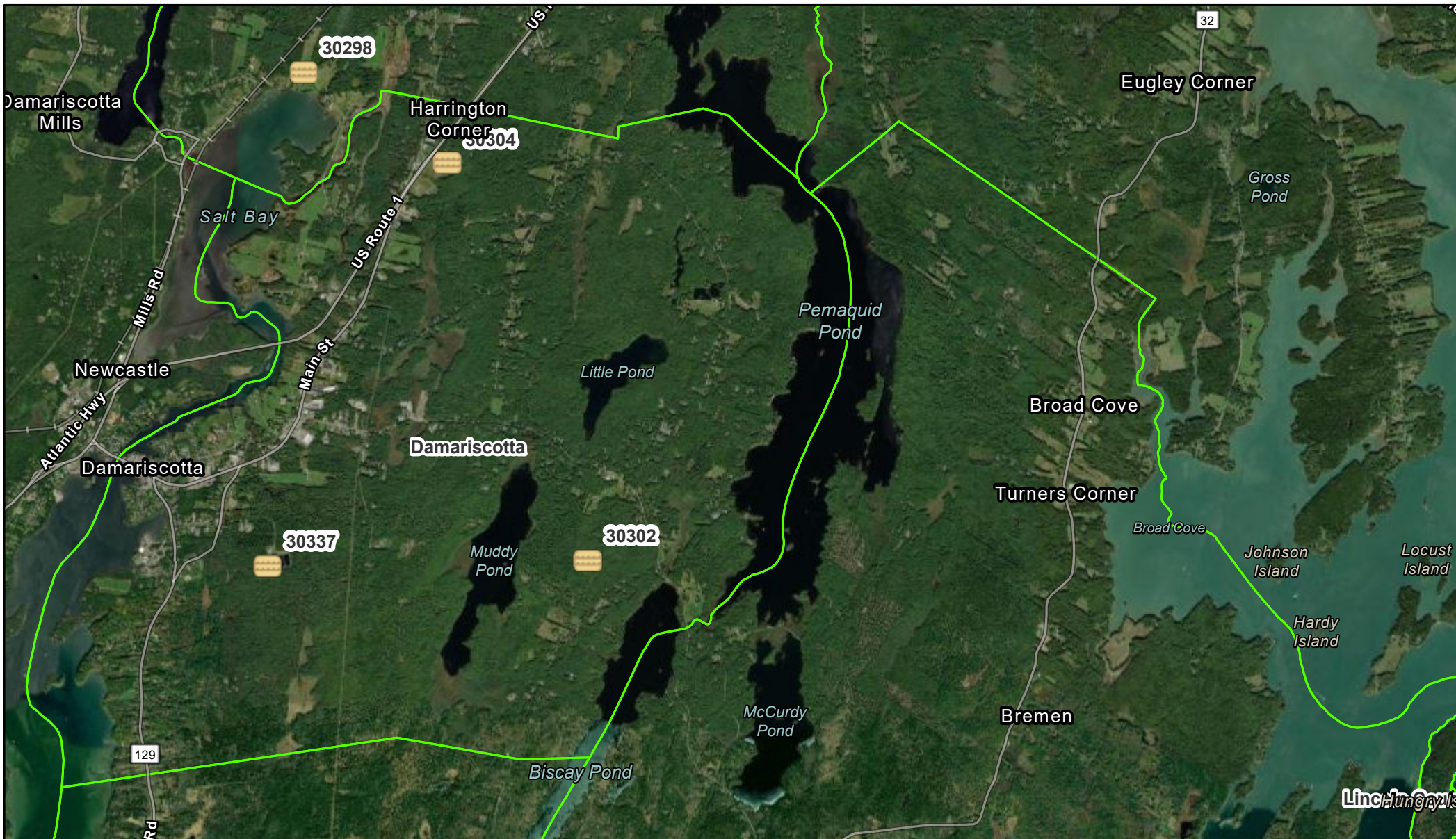
Sincerely,

A handwritten signature in black ink, appearing to read "Michael Jakubowski", with a long, sweeping flourish extending to the right.



Michael Jakubowski, Residuals Management Unit Leader  
Division of Materials Management  
Bureau of Remediation and Waste Management

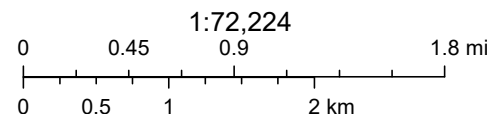
Copy: Tracy Kelly, DEP

# Damariscotta Septage and Sludge Sites



6/22/2022, 1:45:06 PM

-  SEPTAGE LAND APPLICATION SITE
-  Maine Towns



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



## *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*

June 30, 2022

### FY 22 Unanticipated Funds Request

Per Annual Town Meeting, the voters authorized the Select Board to vote to expend up to \$25,000 for unanticipated expenses and emergencies that occur during the Fiscal year. As part of the year-end close out, we have determined that the following accounts have had higher expenditures than we budgeted.

If the board is willing to allow for these expenses at their July 6<sup>th</sup> meeting, we can credit the accounts for the audit process.

Advertising	\$1,237.50
Election Clerks	\$ 390.13
Public Restroom	\$5,251.32
MB Electricity	\$4,644.85
Legal	\$ 568.64
Admin Health Insurance	\$2,519.00
ETO Buyout	\$2,700.00
<b>Total</b>	<b>\$17,311.44</b>

Cheryl Pinkham  
Treasurer



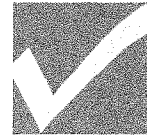


# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

## Memorandum

**To:** Key Municipal Officials of MMA's Member Municipalities  
**From:** James Bennett, President, Maine Municipal Association  
**Date:** June 23, 2022  
**Re:** Ballot for Election to MMA's Legislative Policy Committee



---

MMA's member municipalities have made their nominations for the 2022-2024 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town/City Council of your municipality.

### Number of votes

A majority of municipalities are being asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

### Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

### Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality but must be an elected or appointed official from a municipality in your Senate/LPC District. ***Check to be sure the write-in candidate is willing to serve if elected!*** Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

### Deadline for returning ballot

Return to ballot by 5:00 p.m. on **August 11, 2022** to Laura Ellis either in the enclosed envelope, via email ([lellis@memun.org](mailto:lellis@memun.org)) or FAX: 624-0129


**Your participation is important – Thank You!**



**OFFICIAL BALLOT – District 13**

**Maine Municipal Association’s Legislative Policy Committee**  
July 1, 2022 – June 30, 2024

**VOTE FOR TWO:**

- Sarah Macy, Town Manager, Town of Newcastle
- Dusty Jones, Selectboard Member, Town of Wiscasset
- \_\_\_\_\_ (name) \_\_\_\_\_ (position) \_\_\_\_\_ (municipality)  write in)

**Candidate Profiles Are On Reverse Side**

MUNICIPALITY: \_\_\_\_\_ DATE: \_\_\_\_\_

 BY SELECTMEN/COUNCILORS:

_____	signature	_____	print name
_____	signature	_____	print name
_____	signature	_____	print name
_____	signature	_____	print name
_____	signature	_____	print name

**Return by 5:00 p.m., August 11, 2022 to:**

Laura Ellis, Maine Municipal Association  
lellis@memun.org  
Fax: 624-0129

## LPC Senate District 13

Alna  
Boothbay  
Boothbay Harbor  
Bremen  
Bristol  
Damariscotta  
Edgecomb

Jefferson  
Monhegan Plt.  
Newcastle  
Nobleboro  
Somerville  
South Bristol  
Southport

Waldoboro  
Washington  
Westport Island  
Whitefield  
Windsor  
Wiscasset

20

### **Candidate Profile:**

Sarah Macy has served as manager in the Town of Newcastle for the past year. While completing her master's degree within the Muskie School for Public Service, she also served as Executive Assistant to the Waterville City Manager, Mayor and City Solicitor. Sarah served this past term on the LPC and would like to continue her service to stay informed and to keep her community and district apprised of municipal matters of importance that are going through the legislative process.

Dusty Jones is serving his first term on the selectboard in the Town of Wiscasset. He has also served on the budget, finance, airport and broadband committees, as well as the James Weldon Johnson Special Task Force. Dusty recently participated in the LPC Working Group on Affordable & Workforce Housing and would like to serve on the LPC because he strongly believes that to protect democracy you must get good people to fill the positions responsible for carrying it out. He performs his duties with the strongest of ethics and wants to support his district's residents by keeping taxes down and strengthening the tax base through economic development.



## *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*

June 30, 2022

### Annual Appointment of Officials

Please consider the appointment of the following officials as outlined in Article IV, Section 4.02 of the Town of Damariscotta Charter.

Animal Control Officer - Lincoln County Sheriff's Office  
Civil Emergency Preparedness Director - Stephen O'Bryan  
Code Enforcement Officer - Corey Fortin  
Election (Ballot) Clerks - (see attached)  
Fence Viewer - Charlie Ault  
General Assistance Administrator - Cheryl Pinkham  
Harbor Master - Eric Peters  
Health Officer - Dr Tim Gotz  
Municipal Town Clerk - Rebecca Bartolotta  
Plumbing Inspector - Corey Fortin  
Registrar of Voters - Rebecca Bartolotta  
Road Commissioner - Hugh Priebe  
Sealer of Weights and Measures - (Vacant)  
Tax Collector - Andrew Dorr  
Treasurer - Cheryl Pinkham

Andrew Dorr  
Town Manager

Encl.



**Maine Department of Inland Fisheries and Wildlife**  
**353 Water Street, 41 SHS Augusta, ME 04333**  
**Fax 207-287-8094**

## Change of Agent Packet

Each agency is required to have one person assigned as the “Agent of Record”. The Agent of Record, or AOR, is responsible for the MOSES Account and is also the contact person for the agency. If the AOR has changed, we need to be notified so that our files are up to date. Please see instructions below on how to change the AOR for your agency.

**Businesses:**

If a business is sold, the current owner of the business must contact the Department and arrange to return all licensing and registration materials. The new owner of the business cannot sell licenses under the old agent account and must apply as a new agent. The new owner should call the MOSES Hotline to get information on becoming an agent.

**Municipal Agencies:**

The only agencies that are transferable are municipal agencies. For a municipality to change clerks, the municipal officers, the new AOR and, if possible, the former AOR will need to fill out some paperwork and submit it to the Department before a change can be made. First, the municipality will need to nominate someone to take over as the AOR.

The Agent Nomination Form, the Transfer of Inventory Form, and the Agent Agreement must be returned before any changes can be made. If you submit incomplete paperwork, it will be rejected, and you will be required to submit all the paperwork again.

Once completed, please return all forms to:

<u>Manual Agencies</u>	<u>MOSES Agencies</u>
Maine Department of Inland Fisheries & Wildlife Manual Supervisor: Julia Hussey 353 Water Street 41 SHS Augusta, ME 04333 - 0041  OR  Fax to: 207-287-8094  Manual Hotline: 1-800-321-0184	Maine Department of Inland Fisheries & Wildlife MOSES Supervisor: Angie Dionne 353 Water Street 41 SHS Augusta, ME 04333 - 0041  OR  Fax to: 207-287-8094  MOSES Hotline: 1-866-244-5762

Hunting & Fishing License / Registration Agent Nomination Form

Agent ID: 8357

The municipal officers of Damariscotta Municipality Name nominates the individual listed below to act as the Agent of Record for the issuance of hunting licenses, fishing licenses and or registrations for the Maine Department of Inland Fisheries and Wildlife.

Name of Agency: Town of Damariscotta  
Address of Agency: 21 School Street Damariscotta, ME 04543  
Agency Telephone Number: (207) 563-5168  
Organization's Email: rbartolotta@damarscottame.com  
Office Hours: M-T-TH 730 AM - 5:00 PM

Name of Nominee: Rebecca J. Bartolotta

This person serves in the following capacity to our city / town:

Town Clerk      ( ) Tax Collector      ( ) Other: \_\_\_\_\_

Nominee's Email Address if different from above: Same ↑

Nominee's Signature: [Signature] Date: 07.01.2022

Municipal Officer's Name & Title (print): \_\_\_\_\_

Municipal Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Maine Department of Inland Fisheries & Wildlife  
License & Registration Agent Agreement

This agreement is by and between the Maine Department of Inland Fisheries & Wildlife (herein after referred to as the 'Department' or 'IF&W') and Rebecca J. Bartolotta  
owner, manager, or clerk name

representing Town of Damariscotta (hereinafter referred to as the 'Agent') located at  
business, agency, or municipality name

21 School Street Damariscotta, ME 04543  
Address of business, agency, or municipality

Whereas, IF&W is duly authorized by the Maine Legislature to issue hunting, fishing, and trapping licenses and permits and to issue registrations for watercraft, all-terrain vehicles, and snowmobiles; and

Whereas, the Department hereby appoints and authorizes the agent to act as an agent of the Department to sell these licenses, permits and registrations.


Now, therefore, the Department and the Agent, in consideration of the promises and covenants as described below, do agree as follows:

**BASIC LAW REQUIREMENTS FOR ALL AGENTS:** Please review each requirement carefully and initial next to each number to show that you agree to abide by the requirement.

- RJB 1. The agent agrees to sell and/or issue licenses, permits and registrations which the agency is authorized to process to all individuals seeking these documents during the agency's business hours. Municipalities may choose to issue license and registrations only to residents of that municipality; however, the municipality must notify the Department in writing of this exception and clearly post a notification at the sales site.
- RJB 2. The Agent accepts full responsibility for any employees, clerks or individuals that have access to the license and registration systems and supplies.
- RJB 3. The Agent agrees to ensure that IF&W customers will receive timely, helpful and courteous service by all clerks servicing customers within the agency.
- RJB 4. The Agent agrees to ensure that all clerks issuing authorities for the agency will follow the policies and procedures established by the Department. The Department will update User Guides regularly so agents will have the most current policy and procedure rules.
- RJB 5. The Agent agrees to complete all mandatory training requirements deemed necessary by the Department. If the agent or clerk within the agency is not issuing authorities according the policies and procedures the Department or appears to lack the general knowledge of the policies and procedures of the Department, remedial training may be mandated.



6. The Agent agrees to collect the appropriate fees for the licenses and charge only the agent fees allowed by law.
7. The Agent agrees to acknowledge receipt of inventory items received from the Department and accept the financial responsibility for those items. The agent will make every attempt to maintain an adequate supply of inventory items required for licensing and registration issuance. The Department reserves the right to limit inventory supplies based on prior sales or other related facts known to the Department.
8. An Agent will promptly notify the Department of any changes including but not limited to change of address, phone number, business hours, email address or anticipated changes in business ownership / change of agent. The sale of a business will require closeout of the agency. The new owners must apply as a new agent.
9. An Agent agrees to assist customers and the Department to promote new license / registration opportunities or discount packages. (add something about lawbook distribution)
10. The Agent agrees to distribute hunting, fishing, trapping, registration guides and other compliance, education, or safety materials provided by the Department, according to the guidelines established by the Department.
11. The Agent must allow at any reasonable time that an authorized IF&W employee or representative to inspect any materials furnished by the Department and to audit any of the Agent's records and accounts that relate to the terms of the Agreement.
12. An Agent other than a municipality must demonstrate creditworthiness by allowing the Department to perform credit checks with any credit organization and provide any other supplemental information deemed necessary by the Commissioner.
13. Agent Agreements are not transferable or assignable to another person, location, business or corporation, except in the case of a municipality in good standing with the Department. Such municipality will be allowed to transfer the municipal account to a new agent upon submission of the materials deemed necessary by the Commissioner.
14. An Agent agrees that money collected from the sale of licenses, permits or registrations belongs to the State of Maine and will never be used for any business or personal purpose by the agent.

-  15. The agent must agree to the following Agent Agreement periods and termination of agent services requirements.
- a. An Agent's Agreement will be terminated in any of the following events:
    - i. The agent no longer wishes to act as a sales agent at the designated sales location, in which case the agent must notify the Department and immediately return all materials and supplies provided by the Department as part of the agent sales program and transfer all monies owed to the Department.
    - ii. The agent sells or leases the business to another party or otherwise attempts to transfer or assign the agreement.
    - iii. The agent fails to comply with pertinent laws, rules, policies or performance standards as determined by the commissioner.
    - iv. The agent fails to submit timely reports, payments or inventory return items as required in the User Manual.
    - v. Changing conditions, circumstances or legal requirements as determined by the Commissioner.
    - vi. Low volume of sales by agent as determined by the commissioner.
  - b. When the commissioner determines that an Agency Agreement will be terminated the commissioner will notify the agent in writing. Immediately upon termination of the agreement, the agent must return all materials, records and supplies provided by the Department as part of the agent sales program and shall remit any remaining balance of monies owed to the Department. In this regard, the agent shall follow any directions provided by the Commissioner. The Commissioner's notice shall explain the reason for the termination of services. If the agent wishes to contest the termination, the agent must appeal to the commissioner in writing within 10 days, specifying all the areas of disagreement with the notice. The agent may supplement the appeal with written statements after reviewing the appeal, the commissioner may decide to take no further action, maintaining the original termination, or the commissioner may modify the termination in any manner determined to be appropriate in the Commissioner's discretion. Pending the determination, the original termination will remain in effect and the agent will be suspended from the program. The Commissioner's determination is final.

**Payment Expectations for Agents:** Please review the expectations listed below. The applicant must agree to these payment terms before being authorized to be an Agent.

*RJB* 1. MOSES Agents Only

All electronic agents are expected to report monthly using the Account Notice. The Agent will be required to print the Account Notice and remit payment in full by the fifth day of each month. The Account Notice is automatically generated by the system and will be available on the first day of each month. The Account Notice will include all previous outstanding balances, sales completed during that billing period and any credits or debits applied to the Agent's account for that billing period. Unless other payment arrangements have been made, payments are to be made by checks made payable to: Treasurer, State of Maine. If the funds are rejected by the bank for insufficient funds, the agency will be considered delinquent.

— 2. Manual Agents Only

- A. All manual agents are expected to report monthly using the Manual Report Form. Agent reports submitted to the Department must contain a copy of each sales transaction and all supporting documents, along with all fees due to the Department to cover the sales value. The agent will make payments by check.
- B. If no sales occur during the reporting period, the agent must declare that by submitting a No Sales Report.
- C. If sales are reported outside of the proper reporting period, the agent will be considered delinquent for the reporting period when the sales occurred. If the Agent does not report within 5 days of the required submission date, the agent will be considered delinquent.
- D. If the agent's check is not submitted for the correct amount or is returned for insufficient funds, the agent will be considered delinquent.

The terms of this agreement are subject to change upon prior notice of the Department. The contract will be effective when executed by the Department.

I, the undersigned, have read, understand, and agree to the terms of this Agreement.

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency Location

\_\_\_\_\_  
Print Owner / Agent of Record Name

\_\_\_\_\_  
Signature of Owner / Agent of Record

\_\_\_\_\_  
Signature Date

Return all pages of the Agent Agreement

## Transfer of license / registration agency final summary form

When a Town Clerk resigns, or leaves their role as the Agent of Record for the agency, they should make a list of all the inventory in their possession that is being turned over to the new clerk and the new clerk should sign the list and return it to the Department of Inland Fisheries and Wildlife.

Agent Number: 8357

Date of Transfer: 7-1-2022

<u>Former Agent of Record:</u>	<u>New Agent of Record:</u>
Name: <u>Heather Dube</u>	Name: <u>Rebecca Bartolotta</u>
Title: <u>Tax Collector</u>	Title: <u>Town Clerk</u>
Signature: <u>[Handwritten Signature]</u>	Signature: <u>[Handwritten Signature]</u>

Please fill out the appropriate sections with the numbers that are being turned over. Please mark n/a on any lines that do not apply to your office. All other supplies should also be turned over to new agent. Including but not limited to; lawbooks, preprints, manuals, and other training materials.

<u>Manual Check Off Licenses</u> (Item Code 114) (Indian Licenses 39)	—
<u>Lake and River Protection Stickers</u> (Item Code 40)	358706 to 358720 <span style="color: red;">RJB</span>
<u>Boat Permanent Stickers</u> (Item Code 22)	280611 to 280620, 280630 to 280641 to 280660 <span style="color: red;">RJB</span>
<u>Boat Temporary Stickers</u> (Item Code 24)	— N/A —
<u>ATV Stickers</u> (Item Code 131)	459316 to 459320, <del>459326</del> to 459340, <span style="color: red;">RJB</span> 459330 459341 to 459360
<u>ATV Plates</u> (Item Code 7)	TJ490 to TJ493, TJ494 to TJ508, <del>TJ511</del> to TJ528 TJ512 <span style="color: red;">RJB</span>
<u>Snowmobile Stickers</u> (Item Code 71)	— N/A —



**Agenda  
Board of Assessor's  
Town of Damariscotta, Maine  
July 6, 2022**

**\*Immediately Following the Select Board Meeting**

Join Zoom Meeting: <https://us02web.zoom.us/j/87878201039>

Meeting ID: 878 7820 1039 Passcode: Dama22

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
  - a. March 16, 2022 Board of Assessors
- IV. Official Action Items**
  - 1. Supplemental Tax Certificate and Warrant
- V. Board of Assessor's Discussion Items**
- VI. Adjournment**

**ASSESSORS' MEETING  
TOWN OF DAMARISCOTTA  
TOWN HALL  
March 16, 2022 6:30 p.m.  
Live, Via Zoom and YouTube**

**Board Present:** Daryl Fraser, Chairperson; Louis Abbotoni, Tom Anderson; Mark Hagar (via Zoom) and Josh Pinkham

**Staff Present:** Matt Lutkus, Town Manager; Lynda Letteney, Recording Secretary

**Others Present:** Ed Hodgkins, Assessors' Agent (via Zoom); Geoff Keochakian, LCTV

**I. Call to Order:** Chairperson Fraser called the meeting to order at 6:30 p.m.

**II. Assessors' Report**

**A. Supplemental Tax Certificate**

Ed Hodgkins began the meeting there were 2 items to review, the first being a supplemental tax certificate. The tax amount in the tax detail was incorrect. A veteran's exemption was applied, and the tax detail defaulted to zero assessed instead of \$6,000 exemption, giving a 100% exemption. Ed has talked to the Buckley's, and they understand they need to pay the supplemental tax.

**On motion (Pinkham/Anderson) to assess a supplemental tax for Daniel and Miriam K. Buckley of \$4,759.87 on a property valued at \$299,300; Map 001 Lot 021** **Vote: 5-0-0**

**B. Abatement**

Prior to commitment, adjustment was made to a commercial building owned by Damariscotta North, L.L.C. It was listed as a warehouse and needed to be classified as light manufacturing. This should have been done earlier so the assessor is asking for an abatement.

**On motion (Abbotoni/Pinkham) to grant an abatement in the amount of \$1,206.81 for Map 003 Lot 064-004; 2022-01 Account #5 for Damariscotta North, L.L.C**

**(Pinkham called to Fire Call before vote)** **Vote: 4-0-0**

**C. Lou Abbotoni** asked about the Damariscotta Bank and Trust. Ed had no knowledge of this. Lou said the building had been torn down. Ed asked if it was after 4/1/21. Lou answered in the affirmative. Ed replied it would be picked up on this spring's report and assessed under next year.

**III. Adjournment:** On motion (Abbotoni/Anderson) to adjourn the meeting at 6:35 p.m.

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 Board of Assessors meeting of March 16, 2022**

\_\_\_\_\_  
**Daryl Fraser, Chairperson**

\_\_\_\_\_  
**Louis Abbotoni**

\_\_\_\_\_  
**Tom Anderson**

\_\_\_\_\_  
**Mark Hagar**

\_\_\_\_\_  
**Joshua Pinkham**

**Town of Damariscotta, Board of Assessors, signed this date: \_\_\_\_\_**

# SUPPLEMENTAL TAX CERTIFICATE AND WARRANT

Warrant number \_\_\_\_\_

Year 2022

We the undersigned assessors of Damariscotta, County of Lincoln, and State of Maine, hereby do commit to Heather Dube, current tax collector, the following list of supplemental taxes in the amount of \$ 585.12 which were omitted from assessment, or were invalid or void by reason of illegality, error or irregularity in assessment from the 4/1/2021 Valuation records. The powers of the original warrant dated 8/4/2021 for fiscal year 2021 are extended by virtue of Title 36 MRSA Section 713 as amended.

Payment is due: 9/4/2022

Interest begins to accrue: 9/5/2022

<u>NAME</u>	<u>MAP/LOT</u>	<u>VALUE</u>	<u>TAX</u>
Thomas J Hausman & Jennifer A Fox Revocable Living Trust	010-004	\$36,800	\$585.12

## REASON

Assessed to the wrong owner. See abatement 2022-2

Given under our hands July 6, 2022  
Today's Date

\_\_\_\_\_  
Daryl Fraser, Chairperson

\_\_\_\_\_  
Andrea Keushguerian

\_\_\_\_\_  
Joshua Pinkham

\_\_\_\_\_  
Tom Anderson

\_\_\_\_\_  
Louis Abbotoni

**ASSESSORS OF DAMARISCOTTA**

## Distribution:

Original to Tax Collector

One copy to Treasurer

One copy after last item in Valuation Book being supplemented.





**TOWN OF DAMARISCOTTA**  
**ASSESSOR'S OFFICE**  
21 School Street  
Damariscotta, ME 04543  
Phone: (207) 563-5168

## NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

June 29, 2022

Thomas J Hausman and Jennifer A Fox Revocable Living Trust  
24 Drake Lane  
Eliot, ME. 03903

**PROPERTY REVIEWED:**            Map 10            Lot 4            Account# 68

**CURRENT ASSESSED VALUE:**

Land: \$0.00            Buildings: \$0.00            Total: \$0.00

**FINDINGS:** After review of the assessments, the following adjustment has been made:

**Adjusted Assessed Value:**

Land: \$36,800            Buildings: \$0.00            Total: \$36,800.00

**Remarks:** A Supplemental assessment in the amount of \$585.12 has been issued.

Supplemental Calculation ( $\$36,800.00 - \$0 = \$36,800.00 \times .0159$  (ty22 mil rate) =  
\$585.12 Supplemental tax)

**Reason:**

Assessed to the incorrect owner . This lot was not transferred (in error) with Lot 3 on  
Book 5681 Page 231. Abatement to previous owner(s), July 2022.

Sincerely,

Edward Hodgins, CMA  
Assessor Agent  
Town Of Damariscotta

**TOWN OF DAMARISCOTTA**  
Office of Selectmen, Assessors, Town Clerk, Tax Collector and Treasurer

WE HEREBY CERTIFY, that the accounts listed contain a list of estates, real and personal, to be abated for the fiscal year 2022 (July 1, 2021 to June 30, 2022) located within the Town of Damariscotta, under title 36, MRSA sec 841.

Reference Code:

Ref #	Account	Taxpayer	Abatement Amount	Reason
2022-2	68	Woodbury, Madelyn H	\$585.12	Assessed to wrong owner - see Supp. 2022-2

IN WITNESS THEREOF, we have set our hands this day: \_\_\_\_\_/2022

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessors of Damariscotta

Tax Collector:	Initials: _____	Date: _____
Computer Adjustments:	Initials: _____	Date: _____
Assessor Adjustments	Initials: _____	Date: _____
Letter to Taxpayer:	Initials: _____	Date: _____



**TOWN OF DAMARISCOTTA**  
**ASSESSOR'S OFFICE**  
21 School Street  
Damariscotta, ME 04543  
Phone: (207) 563-5168

## NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

June 29, 2022

Woodbury, Madelyn H  
1330 Bunker Hill Road  
Jefferson, ME. 04348

**PROPERTY REVIEWED:** Map 10 Lot 4 Account# 68

**CURRENT ASSESSED VALUE:**

Land: \$36,800 Buildings: \$0.00 Total: \$36,800

**FINDINGS:** After review of the assessments, the following adjustment has been made:

**Adjusted Assessed Value:**

Land: \$0.00 Buildings: \$0.00 Total: \$0.00

**Remarks:** Abatement in the amount of \$585.12 has been granted.

Abatement Calculation ( $\$36,800.00 - \$0 = \$36,800.00 \times .0159$  (ty22 mil rate) = \$585.12 tax abatement)

**Reason:**

Assessed to the incorrect owner. This lot was not transferred (in error) with Lot 3 on Book 5681 Page 231. Supplemental assessment to new owners, July 2022.

The Tax Collector, Heather Dube, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact Heather at the town office.

Edward Hodgins, CMA  
Assessor Agent  
Town Of Damariscotta