

Agenda
Town of Damariscotta, Maine
Board of Selectmen's Meeting
July 18, 2018, 5:30 PM
Damariscotta Town Hall

I. Pledge of Allegiance

II. Call to Order

III. Minutes

1. June 27 and July 11 meetings

IV. Financial Reports

1. Payroll Warrant # 3
2. Accounts Payable Warrant # 4

V. Presentations

VI. Citizen Comments and General Correspondence

1. Letter from Lincoln County Fire Chiefs' Association
2. Email from Bristol Road Community Association

VII. Town Manager Items

1. 2017-18 Workplan Update
2. Initial Draft of 2018-19 Workplan (for review at August 1 Workshop)

VIII. Official Action Items:

1. Planning Services Agreement (Tabled from June 27 Meeting)
2. Approval of Floating Pump-out Station Grant Application
3. Sale of Town Dump Truck

IX. Selectmen's Discussion Items

X. Adjournment

Board of Assessors' Meeting to Follow

Town of Damariscotta 2017-18 Goals and Action Plan (Updated July 12, 2018)

Goal: Financial Sustainability - Maintain Financial Health of Town Government

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

Focus area: Infrastructure – Proactively address infrastructure maintenance needs

Action Plan	Responsibility	Priority	Due Date	Status
Update the Five Year Capital Improvement Plan; Consider development of 10 year facilities plan; incorporate a long term computer replacement schedule	Matt, department heads Public Works Committee	High	1/31/2018	
Complete reconstruction of Walpole Cemetery fencing	Cemetery Committee, Matt	High	10/30/2017	Completed
Complete Elm Street Sidewalk and Drainage Project	Matt, Hugh, consultant, contractor	High	11/15/2017	Completed
Continue efforts to obtain major funding for Waterfront improvements including flood resiliency for downtown businesses	Matt, Tony	Low	Ongoing	At this point it appears unlikely that major Federal funding will be forthcoming for flood resiliency-related projects in the foreseeable future.

Town of Damariscotta 2017-18 Goals and Action Plan (Updated July 12, 2018)

Update annual and multi-year maintenance schedules for Public Works	Public Works Committee	High	12/31/2017	
Complete Egypt Road Culvert Project	Matt, Hugh, consultant, contractor	High	10/31/2018	Completed
Finalize design and engineering and construct downtown restroom and pedestrian walkway	Selectmen, Matt, Hugh, Consultant	High	6/30/2018	Town and private funding has been identified, project completion for restroom expected 5/2019
Renewal of grant funding for floating pump-out station	Matt, DEP	High	12/31/2017	Completed
Public ownership and maintenance of section of Heater Road to Town Garage	Matt, Hugh, Public Works Committee	Medium	10/31/2018	Requested by Planning Board; to be included in 2019 capital projects budget request
Complete additional improvements to waterfront including Riverside Park sprinkler system, welcome to Twin villages sign, and historic kiosk update	Matt, Hugh, Historical Society	Medium	5/30/2018	Launch sign, Twin Villages sign, historic kiosk update all completed. Awaiting private funding for sprinkler system.
Actively contribute to efforts toward achievement of Review 1998 Maine Planning Office Report on Regional Service Centers	Board of Selectmen	High	Ongoing	The Town is now a member of the Service Center Coalition. Selectman Hagar is the Town's representative.
Complete design and preliminary engineering for Biscay boat launch	Matt, Hugh, consultant	Medium	2/28/2018	50% grant funded; citizen outreach through Pemaquid Watershed Association; awaiting State determination on whether revised grant application is acceptable.

**Town of Damariscotta 2017-18 Goals and Action Plan
(Updated July 12, 2018)**

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

Action Plan	Responsibility	Priority	Due Date	Status
Develop emergency shelter plan	Chief Roberts, Steve O'Bryan	High	6/30/2018	Lincoln Academy agreed to serve as shelter site for central Lincoln County.
Purchase new fire truck	Chief Roberts	High	11/1/2018	Truck to be delivered this fall.
Continue highly visible enforcement of posted speed limits.	Chief Warlick	High	Ongoing	Officers are continuing speed radar details in high traffic areas, monitoring radar board and downloading data.

Focus area: Economic Development – Maintain existing tax base and expand base with development that meshes with community values

Action Plan	Responsibility	Priority	Due Date	Status
Focus on the retention, promotion and growth of existing businesses located throughout the Town.	Board of Selectmen, Matt and Department Heads	High	Ongoing	One-on-one visits with businesses occur on an ongoing basis.
Submit historic preservation and wildlife habitat ordinances for Town meeting consideration.	Land Use Ordinance Committee, Tony, Board of Selectmen	Medium	11/30/2017 (Historic Preservation Ordinance)	Draft Historic Preservation Ordinance near completion
Actively pursue economic development opportunities	Matt, Tony	High	Ongoing	9/22/2017 Twin Villages Business Forum was an enormous success.

Town of Damariscotta 2017-18 Goals and Action Plan (Updated July 12, 2018)

Focus area: Community Development/Comprehensive Plan/Planning and Development – Focus on building and maintaining public infrastructure especially transportation systems including pedestrian and bicycle paths

Action Plan	Responsibility	Priority	Due Date	Status
Continue implementation of Comprehensive Plan goals	Board of Selectmen; Matt; all department heads	High	Ongoing	
Complete sidewalk on Bristol Road (Sidewalk-Bicycle Plan)	Matt; Hugh; MDOT, Town engineer	High	9/15/2018	Per Maine DOT, project scheduled to go out to bid in August. Completion expected Spring, 2019
Work jointly with DRA to build segments of sidewalk on Main and Church Streets and Biscay Road	Matt, Hugh, DRA, engineer	High	9/30/2018	DRA moving ahead on sidewalk improvements adjacent to GSB School

Focus area: Intergovernmental Connections

Action Plan	Responsibility	Priority	Due Date	Status
Broaden working relationships with other organizations in Lincoln County.	Board of Selectmen, Matt	Medium	Ongoing	Shared Damariscotta – Waldoboro Code Enforcement Services Agreement became effective on 7/1/2018
Continue to work closely with School District to contain the overall cost of government and schools to the taxpayers	Selectmen, Matt	High	5/31/2018	
Complete US 1 Safety Audit	Safety Audit Committee/MDOT staff	High	Dependent on MDOT schedule	

Town of Damariscotta 2017-18 Goals and Action Plan (Updated July 12, 2018)

Focus area: Citizen Communications/Outreach

Action Plan	Responsibility	Priority	Due Date	Status
Complete recommendations for changes to land use-related ordinances	Planning Advisory Committee	High	12/4/2017	First set of recommendations approved at Annual Town Meeting in June
Prepare draft Recreation Marijuana Ordinance for Town Meeting consideration	Selectmen, Town Attorney, Matt	High	12/31/2017	Now that new laws have been enacted, Town Meeting action on an adult use ordinance is scheduled for 11/2018
Work with PWA and other organizations to on the community-wide cleanup	Town office Staff; Hugh; PWA Keep America Beautiful Program	Medium	4/30/2018	Not accomplished this year
Prepare and send out Town e-newsletter	Matt	High	Ongoing	
Maximize the use of LCTV and local newspapers for disseminating information	Matt	High	Ongoing	
Continue to update Town's website to provide useful information to citizens and visitors	Ronn, Robin, Matt and Michelle	Medium	Ongoing	Town staff are working with Lincoln County News staff to develop and provide narrative and photos on topics of interest
Training for members of Planning Board and Board of Appeals	Board members, Town staff	High	12/31/2017	Being scheduled for August
Participate in "Spirit of America" Volunteer Recognition Program	Matt	Medium	3/31/2017	Completed
Hold volunteer recognition event	Board of Selectmen; Town Staff	Medium	6/15/2018	Not accomplished this year
Develop and review alternatives for elimination or reduction of single use plastic bags	Board of Selectmen; Town Staff	Medium	2/28/2018	Scheduled for 11/18 Special Town meeting/general election
Complete "codification" of Town Ordinances	Ordinance Format Committee; Board of Selectmen, Town staff and Town Meeting	High	6/14/2018	Completed except for land use-related ordinances



Lincoln County Fire Chiefs Association

July 2, 2018

Mr. Matthew Lutkus
Damariscotta Town Manager
21 School Street
Damariscotta, ME 04543

Mr. Lutkus,

The overwhelming approval of Article 28 is great news! I believe that this community support is in part due to the outstanding service provided to your community by the Officers and Members of the Damariscotta Fire Department and their mutual aid partners. I would like to take this opportunity to once again say thank you to you, your staff, the Board of Selectmen and the residents of Damariscotta.

In a related development, during the current special session of the State of Maine 128TH Legislature, L.D. 1845, "An Act to Provide Incentives to Attract Trained Firefighters to Maine and To Retain Trained Firefighters by Expanding the Provision of Live Fire Service Training" was passed. An appropriation of \$500,000.00 per year for three years has also received approval.

Chief Huntley and I look forward to working with you and the Board of Selectmen to move forward on this important project. Please do not hesitate to contact us if you need any information or assistance. My cell phone number is (207) 205-2762. My e-mail address is wmorris@smccme.edu.

Sincerely,

Walter A. Morris

Walter A. Morris
President, LCFCA

CC: Chief Clayton Huntley

Alna ~ Boothbay Harbor ~ Boothbay ~ Bremen ~ Bristol ~ Damariscotta ~ Dresden ~ Edgecomb ~ Jefferson ~ Monhegan
Newcastle ~ Nobleboro ~ Somerville ~ South Bristol ~ Southport ~ Waldoboro ~ Westport Island ~ Whitefield ~ Wiscasset

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Date: (Filing No. S-)

Reproduced and distributed under the direction of the Secretary of the Senate.

STATE OF MAINE
SENATE
128TH LEGISLATURE
SECOND SPECIAL SESSION

SENATE AMENDMENT “ ” to COMMITTEE AMENDMENT “A” to H.P. 1282, L.D. 1845, Bill, “An Act To Provide Incentives To Attract Trained Firefighters to Maine and To Retain Trained Firefighters by Expanding the Provision of Live Fire Service Training”

Amend the amendment by striking out all of section 4 and inserting the following:

Sec. 4. Sunset of funding for programs. Notwithstanding any provision of law to the contrary, funding provided to the Board of Trustees of the Maine Community College System related to expenditures for the construction and repair or replacement of live fire service training facilities may not be provided beyond fiscal year 2020-21 without explicit legislative approval.

Sec. 5. Appropriations and allocations. The following appropriations and allocations are made.

COMMUNITY COLLEGE SYSTEM, BOARD OF TRUSTEES OF THE MAINE
Live Fire Service Training Facilities Fund N278

Initiative: Provides funding for the Maine Fire Service Institute to provide funds for the construction and repair or replacement of regional live fire service training facilities in the State awarded by the Maine Fire Protection Services Commission through fiscal year 2020-21 only.

GENERAL FUND	2017-18	2018-19
All Other	\$0	\$500,000
GENERAL FUND TOTAL	\$0	\$500,000

SUMMARY

This amendment provides that funding provided to the Board of Trustees of the Maine Community College System related to expenditures for the construction and repair or replacement of live fire service training facilities may not be provided beyond fiscal

SENATE AMENDMENT

SENATE AMENDMENT “ ” to COMMITTEE AMENDMENT “A” to H.P. 1282, L.D. 1845

1 year 2020-21 without explicit legislative approval. It also replaces the appropriations and
2 allocation section.

3 **FISCAL NOTE REQUIRED**

4 **(See attached)**

5 SPONSORED BY: _____

6 (Senator HAMPER)

7 COUNTY: Oxford

Town of Damariscotta 2018-2019 Goals and Action Plan (Draft)

Goal: Financial Sustainability - Maintain Financial Health of Town Government

Action Plan	Responsibility	Priority	Due Date	Status
Finalize Licensing Ordinance for Annual Town Meeting consideration	Board of Selectmen, Matt, Stan and Michelle	High	11/30/2018	Draft completed
Consider large scale solar facility for former landfill or other location				
Work with Minimum Receiver Coalition to lobby for increase to minimum State contribution for schools.				

Focus area: Infrastructure – Proactively address infrastructure maintenance needs

Action Plan	Responsibility	Priority	Due Date	Status
Update the Five Year Capital Improvement Plan; Consider development of 10 year facilities plan; incorporate a long term computer replacement schedule	Matt, department heads Public Works Committee	High	1/31/2019	
Continue efforts to obtain major funding for Waterfront improvements including flood resiliency for downtown businesses	Matt, Tony	Low	Ongoing	At this point it appears unlikely that major Federal funding will be forthcoming for flood resiliency-related projects in the foreseeable future.
Update annual and multi-year maintenance schedules for Public Works	Public Works Committee	High		

Town of Damariscotta 2018-2019 Goals and Action Plan (Draft)

Finalize design and engineering and construct downtown restroom and pedestrian walkway	Selectmen, Matt, Hugh, Consultant	High	6/30/2018	Town and private funding has been identified, project completion for restroom expected 5/2019
Public ownership and maintenance of section of Heater Road to Town Garage	Matt, Hugh, Public Works Committee	Medium	10/31/2018	Requested by Planning Board; to be included in 2019 capital projects budget request
Complete additional improvements to waterfront including Riverside Park sprinkler system,	Matt, Hugh,	Medium		
Actively contribute to efforts toward achievement of Review 1998 Maine Planning Office Report on Regional Service Centers	Board of Selectmen	High	Ongoing	The Town is now a member of the Service Center Coalition. Selectman Hagar is the Town's representative.
Complete design and preliminary engineering for Biscay boat launch	Matt, Hugh, consultant	Medium		50% grant funded; citizen outreach through Pemaquid Watershed Association; awaiting State determination on whether revised grant application is acceptable.

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Focus area: Community Development/Comprehensive Plan/Planning and Development – Focus on building and maintaining public infrastructure especially transportation systems including pedestrian and bicycle paths

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Focus area: Intergovernmental Connections

Action Plan	Responsibility	Priority	Due Date	Status
Broaden working relationships with other organizations in Lincoln County.	Board of Selectmen, Matt	Medium	Ongoing	Consider joint energy and economic development activities with multiple jurisdictions.
Continue to work closely with School District to contain the overall cost of government and schools to the taxpayers	Selectmen, Matt	High		

Focus area: Citizen Communications/Outreach

Action Plan	Responsibility	Priority	Due Date	Status
Complete recommendations for changes to land use-related ordinances	Land Use Advisory Committee	High		

Town of Damariscotta 2018-2019 Goals and Action Plan (Draft)

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Hold volunteer recognition event	Board of Selectmen; Town Staff	Medium	6/15/2019	
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Rebecca Bartolotta

From: Robert Piper <ourbrca@gmail.com>
Sent: Monday, July 09, 2018 12:00 PM
To: Robin Mayer
Cc: Matt Lutkus; Anton Lahnston; Brian Curran; Jean Moon
Subject: BRCA proposal

To: Robin Mayer, Chairwoman, Damariscotta Select Board,
c.c. Matt Lutkus, Town Manager, Damariscotta, Maine
From: Bristol Road Community Association Steering Committee
Date: July 9, 2018
Subject: Follow up to Select Board Meeting of May 16, 2018

The Bristol Road Community Association (BRCA) Steering Committee met recently to discuss our reaction to the May 16 Select Board Meeting. We would like to thank the Board and note that we are most appreciative of the opportunity it provided for the productive and open discussion of our concerns and ideas.

Most importantly the discussions made clear that a unique opportunity was available to the Select Board and the community to work together on the crucial task of maintaining and increasing transportation safety and convenience in Damariscotta for pedestrians, bicyclists, the elderly, handicapped, motorists, and the transit system in general.

We recognize the Maine Department of Transportation's very important responsibility for the rules and regulations for transit safety. We are convinced however, that the Select Board has a **critical** role to play to ensure safe, accessible and convenient streets in the community. It became clear in our May meeting that town officials, in collaboration with its citizens, have both a responsibility and an obligation to question MDOT's decision to maintain some current speed limits on Bristol Road as well as those on other similarly complicated mixed usage neighborhood roads. This responsibility was highlighted in the recent NTSB study which questioned the iron-clad usage of the 85% protocol and its purported safety implications for **ALL** road users. As a result we are urging the Select Board to establish a local transit safety committee to evaluate community needs, to ask appropriate questions and to address all related safety issues. including the **usage of the 85% rule**. The question of citizen safety is one of paramount importance.

We propose that the Damariscotta Select Board consider the following:

1. The creation of a council of citizens to assist the Select Board in meeting its obligation to ensure safe transit throughout the community.
2. The appointment of five or six citizens plus one member of the Select Board to serve on this committee, responsible to and reporting to the Select Board.
3. We suggest that a member of the Select Board serve as a liaison between the Council and the Select Board. (Our personnel suggestion, based on the discussion on May 16 would be Board Member Amy Leshure,)
4. We recommend that the Council be guided by the State of Maine "Complete Streets Policy" and therefore that it be called the "Damariscotta Complete Streets Council".
5. We suggest that the Complete Streets Council would work with relevant departments in Damariscotta to bring forward to the Select Board key citizen/user issues and concerns, and make recommendations on areas such as traffic calming, speed limits, bike paths, pedestrian accessibility, crosswalk locations, and the like.
6. We recommend that the Complete Streets Council be "guided" by the Maine Department of Transportation Complete Streets Policy which states in part:

"MaineDOT strongly supports a multimodal transportation system, and recognizes that pedestrian and bicycle infrastructure such as sidewalks, bicycle lanes, separated facilities, transit stops, ADA-accessible routes, and travel lanes are important elements of the transportation system. Such a multimodal system is crucial to the safety and economic vibrancy of businesses, villages, downtowns, neighborhoods, and rural areas.

Addressing the needs of bicyclists, motorists, pedestrians, and transit users early in the system planning process is cost-effective, efficient, and critical to the development of a balanced and safe transportation system." (Page 1 -- MaineDOT Complete Streets Policy - Adopted June 18, 2014)

7. We suggest that the charge to the Council include the development of a formal "Complete Streets" policy for Board consideration.

The Steering Committee of the Bristol Road Community Association (BRCA) believes that establishing a Complete Streets Council would be a very important step in helping Damariscotta maintain its attractiveness as one of Maine's safest and most enjoyable communities in which to live. We stand ready to support the Select Board in moving this important process forward.

The Bristol Road Community Association Steering Committee
ourbrca@gmail.com

Please click on or copy this link to your browser to read a brief article on the value of a Complete Streets approach for small communities:

<https://smartgrowthamerica.org/app/uploads/2016/08/cs-rural.pdf>



BOAT PUMPOUT GRANT APPLICATION
Maine Department of Environmental Protection
Attention Pamela Parker, 17 SHS
Augusta, ME 04333-0017
Tel: (207)485-3038 Fax: (207)287-3435



Read Instructions, Eligible Costs, and Standard Conditions prior to completing application.

- 1. LOCATION (Town) Damariscotta & Newcastle
2. FACILITY NAME: Damariscotta River (harbor is shared by the Towns of Damariscotta & Newcastle)
3. PHYSICAL LOCATION OF FACILITY: (street address) Damariscotta/Newcastle Harbor near Damariscotta public landing. The closest address is 49 Main St. Damariscotta, ME
4. FACILITY OWNER: organization/company legally responsible for system
Town of Damariscotta

municipal private non-profit other (circle one)

Billing/Contract Administrator: Matt Lutkus, Damariscotta Town Manager Phone: 207-563-5168

Mailing Address 21 School St./Damariscotta, ME 04543

E-mail contract administrator mlutkus@damariscottame.com

5. STATE OF MAINE VENDOR CODE: VC 100019786 if you do not have a vendor code please complete the vendor form enclosed with this application.

6. FACILITY OPERATOR: person responsible for operating/maintaining the system
Hugh Priebe, Commissioner of Grounds, Buildings & Roads for the Town of Damariscotta
Phone: 207-563-5168

Operator e-mail: firesidebrew@roadrunner.com Emergency contact phone: 207-691-6001

7. WATERBODY SERVED: (Harbor) Damariscotta River & Great Salt Bay

8. NUMBER OF SLIPS: 46 MOORINGS: 110

Estimate of boats served by pumpout daily: Resident 2 Transient 1

9. OTHER SERVICES PROVIDED BY FACILITY: (circle all that apply)

fuel ice restrooms laundry groceries restaurant repairs other

c) Match \$ 441.70 (25% or 10% of total cost) (circle all that apply)

cash labor equipment other

14. DATE OF SYSTEM INSTALLATION _____ (new system only)

15. REQUIRED SUPPLEMENTAL MATERIALS

For ALL grant requests: (check off as included)

Site location map including longitude and latitude of typical pump location when in use. Map attached, the coordinates are N 44 01.953 W 069 31.985

Pumpout system operation and maintenance plan including schedule for inspections/tests including:

- person/position responsible for inspections; HUGH PRIEBE
- inspection procedure and log; SEE ATTACHED
- parts vendor information; HARBOR TECHNOLOGIES, LLC BRUNSWICK, ME
- repair person/company information. HARBOR TECHNOLOGIES, LLC BRUNSWICK, ME

Detailed description of match

Proposed reimbursement billing schedule MONTHLY

For new or replacement equipment grant requests provide:

- copy of equipment cost quote from pump manufacturer/distributor;
- copy of installation cost quotes (at least 2 preferred) including detail of electrical, plumbing, site work, site construction;
- copy of detailed construction site plan (if applicable);
- copy of town/state permits/authorization for construction within the shoreland zone, Natural Resources Protection Act, holding tank installation, connection to public sewer as applicable.
- For pumpout floats, copy of Army Corps of Engineers permit.

13. SIGNATURE

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right or interest in the property where the proposed activity occurs.

Signature: _____

Date: 7/11/2018

Printed Name: Matthew J Lukus, Town Manager

Assisting Parties. If the applicant has been assisted in preparing this grant application, the person(s) assisting must sign below.

Signature: _____

Date: _____

Printed Name: _____

* Discharge to septic systems is discouraged and must be permitted by the local plumbing inspector.

****Additional record keeping is required to receive operations and maintenance grant money. See Guidelines**

Town of Damariscotta and Newcastle, Maine
Pump-out Station/Float

Operations and Maintenance Plan

Once per week there shall be a visual inspection of the Station by Harbor Committee member, Eric Peters. Checking hoses, mooring and pump.

When the Pump-out Station is $\frac{3}{4}$ full a time will be set to have it emptied. Eric Peters will tow it to the docks and the Town staff, Hugh Priebe and Eddie Parlin shall assist Crocket Septic empty the Station. Minor repairs will be done at those times to ensure good operation of the Pump-out Station. Eric Peters will return the Station to the mooring site for continued use to boaters.

At the end of the boater season the Pump-out Station shall be removed by the Damariscotta Public Works Department and stored at 73 Heater Road. With a final septic pumping from Crocket Septic Company. The Public Works Department shall make sure the Station is winterized.

A good cleaning and under the station inspection shall be done as soon as spring time temperatures allow by the Public Works Crew. Minor repairs will be done by Public Works Crew, any major repairs will be done by Harbor Technologies in Brunswick Maine, and Keco Inc. for parts.

After the Pump-out Station is ready for the next season it will be launched by Damariscotta Public Works Department.

Hugh W. Priebe
Road Commissioner Damariscotta, Maine