

Agenda
Board of Selectmen's Meeting
Town of Damariscotta, Maine
August 5, 2020; 5:30 PM
Great Salt Bay School Gym

I. Pledge of Allegiance

II. Call to Order

III. Minutes

1. July 15 Meeting

IV. Financial Reports

1. Payroll Warrant
2. Accounts Payable Warrants

V. Presentations

1. Temporary Drive-In Theater in Municipal Parking Lot

VI. Citizen Comments and General Correspondence

VII. Town Manager Items

1. Reminder- August 19 Public Meeting on Historical Preservation Ordinance
2. Results of Boring Sampling at Fire Station Parking Lot
3. Engineering Review of Church Street/Castner Creek Culvert
4. Survey Work for Heater Road and Vine Street Drainage Projects
5. Municipal Parking Lot Sanitary Sewer Project Update
6. Skidompha Library Request for Story Signs at Riverside Park
7. Update on Solar Array
8. LED Street Light Conversion-Dates for Public Presentation and Special Town Meeting
9. Location for upcoming Board meetings
10. Election Ballot Lockbox

VIII. Official Action Items

1. Application for Grant Funding of Main Street Sidewalk
2. Application for Grant Funding of Church Street Culvert Design and Engineering
3. Cemetery Deed and Perpetual Care Agreement with Charlie and Nancy Ault
4. Maine Municipal Association Election Ballot
5. Engineering Design Team for EDA Waterfront Project (tentative agenda item)

IX. Selectmen's Discussion Items

X. Adjournment

Board of Assessors' Meeting to follow Selectmen's Meeting

Pop Up Drive-in Movie Theater for the Community

John Roberts to Present at BOS on Wednesday, August 5, 2020

Description: Drive-in movie theaters have the advantages of in-person viewing while staying in the comfort, privacy and safety of your own vehicle. Social distancing is built-in, as cars are often parked six or more feet away from each other, and proper COVID-19 protocols make it easier to have fun yet stay safe. Tidewater Telecom, in partnership with the Damariscotta Region Chamber of Commerce and Lincoln Theater are joining forces to bring a pop up drive-in family-friendly movie theater to the community.

Location: Back Parking Area along riverfront. The large screen (24-foot diagonal screen) would be pre-hung on the back side of Newcastle Realty. It will not block any exit doors. The pop up theater would use up parking spaces from Stars Jewelry to the beginning of Colby & Gale. The rest of the back parking area would remain open. At 8 p.m. on a Thursday, there is plenty of open parking. 50-60 parking spots would be secured to have good viewing of the screen.

Proposed Date / Time: We would like to pilot the pop up drive-in movie theater on Thursday, August 20 at dark (8:00 pm). The proposed family-friendly movie we are looking at is "Back to the Future." We would like to invite local eateries to set up a table of to-go picnic items for sale or offer movie take-out dinner specials for that night. We would encourage families to come eat early at the picnic tables by waterfront, in local restaurants or in their car. The movie will be offered free, however donations will be encouraged to help provide movies going forward for the community. Only town brick & mortar restaurants...no outside vendors, food trucks, etc., are invited to participate.

Frequency: We will evaluate attendance at the pilot on August 20 to determine when the next one will take place. Hoping to do a movie twice a month.

Porta-Potties: We are working with sponsors to have two porta potties available on the Colby & Gale property as the few bathrooms available in town will be closed due to the evening timeframe.

Logistics: Kristy Battles, John Roberts and a few others have volunteered to help organize the parking of cars. Randal Manning of Tidewater Telecom and his crew will work with the maintenance crew at Newcastle Realty to hang and secure the screen, and set up the sound equipment. This same crew will dismantle the equipment at the end of the movie.

Insurance: J. Edward Knight & Co. said we do not need any additional insurance/ Rider to our existing insurance. If proof of insurance is needed, they can send that certificate to the town.

Publicity/Marketing: The Chamber will handle publicity for the pop-up movie theatre, promoting on Facebook, in Newsletters, on LCTV, and in local newspapers. The Chamber will also reach out to local eateries/markets to encourage their participation in providing movie specials.

Town: It would be helpful if the town can ensure that trash cans are empty so we don't incur overflow trash along the river front as people enjoy meals at the picnic benches. Additional trash cans would be helpful.

Conclusion: It's been a tough and challenging five months for everyone. It is our hope that the community will embrace, attend and enjoy the outdoor movie theater, and that local eateries will benefit from takeout food on the evening of the movie. A bit of "Joy" for our community.

1	Concerned about future expansion of district	All of the provisions of §107.7 and §107.8 have been removed and the sections reserved.
2	Exceeds UNESCO standards	International regulations are not relevant to Maine law. Title 30-A §2101 gives local governments wide latitude to adopt ordinances such as an historic preservation ordinance.
3	Concerned about legal consequences	The legality of a local historic preservation ordinance is well founded in Maine. According to five-year old data from Maine Historic Preservation Commission, 17 Maine communities have enacted historic preservation ordinances and an additional 10 communities have certified local government programs. Currently, five communities including Damariscotta are in the process of adopting a local ordinance.
4	§107.7.A1 anyone can propose an amendment	See answer to #1
5	Requests an opt-out	See answer to #1
6	No criteria for approval or disapproval of a requested opt-out	See answer to #1
7	What qualifies for an opt-out	See answer to #1
8	§107.12.c if severe damage and owner can't afford to restore to preservation condition, will town off-set property taxes to pay for restoration	Information on the York historic building tax credit program has been passed on to the town manager and selectmen
7	What is fair-market if severely damaged	§107.12(f) now includes a process for determining fair market value, which is the greater of the assessed value or the value determined by a Maine certified appraiser.
9	Have to purchase replacement insurance at much higher cost or sell because cannot conform to the ordinance?	Need additional information to respond to this concern.
10	Abutter but did not get notice	The ordinance does not pose any obvious burden on properties outside of the district so abutters were not notified. Because of concerns expressed by many about potential future expansions of the district that might, in fact, concern abutters of the current ordinance, all of the provisions of §107.7 and §107.8 have been removed.
11	Commission membership should have more guidelines including mandating town residency	§107.5 now requires members to be residents

12	At least one member should be from district	§107.5 now requires the selectmen to "strive" to appoint one district property owner to the commission. Since it may be that no district property owner may want to be a member of the commission, this cannot be a mandatory but the intent is clear.
13	Would like district expanded to Elm, Vine, Church Chapman Streets, Bristol Road	This could be a possibility in the future with approval of the town meeting but it is premature to consider such an expansion now and it would be clearly ill-advised given the public comments expressed at the public hearing.
14	Page 13 #6 remove "not visible on building face"	This phrase has been removed from §107(c)(6).
15	Roof is best place for solar	Restrictions on the location of solar panels have been removed from §107.11.Ciii
16	Delete last clause in #6, then §107.11.Ciii becomes	§107.11.Ciii is retained to address non-exempt appendages.
17	Would like tax incentives for historic preservation – see York and Castine ordinances	See answer to #8
18	No incentives in the ordinance	See answer to #17
19	Area covered too limited to accomplish ordinance purposes	See answer to #13.
20	Doesn't meet intended purposes	Staff believes that, as amended, the ordinance satisfies intended purposes.
21	Too bureaucratic; staff should be able to administer ordinance and issues decisions	Given the significance of the image and appearance of Main Street to the community, it is important to ensure an open and public process when visible changes are proposed to historic buildings and properties. As illustrated in the flow chart presented in §107.16, staff can make an exempt determination, whereupon town historic review will end. Even if a certificate of appropriateness is required, the planner will assist the property owner with the application and commission review, making the overall process as helpful as possible.
22	No bylaws yet proposed	Bylaws are not typically prepared until an ordinance is adopted. Bylaws will represent the working guidelines for the commission on such matters as attendance, voting, conflicts of interest, etc., so should be the purview of the commission when it is constituted.

**TOWN OF DAMARISCOTTA
HISTORIC PRESERVATION ORDINANCE
CHAPTER 107
(June 16, 2020)**

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Historic Preservation Ordinance

Chapter 107

§107.1 Authority This ordinance is adopted in accordance with the legislative authority granted to the Town by Maine State Law, Title 30-A M.R.S.A. §3001 [and as adopted by Date of Approval by Town Meeting].

§107.2 Purpose and Intent

(a.) The purpose of this ordinance is to provide a legal framework for the residents of the Town of Damariscotta to protect the historic, architectural and cultural heritage of significant areas, landmarks and sites in Damariscotta, while accepting as appropriate new construction that is compatible. The intent of the ordinance is to safeguard, in the face of intensified growth pressures, the structures and areas that give beauty and pleasure to residents, attract visitors and new residents, give the Town its distinctive character, and educate the community about its past. Once destroyed, historic architecture, areas, sites, and scenic resources cannot be replaced. In particular, a significant number of properties in the National Register Listed Historic District of Damariscotta have a collective historical significance and impact on the overall visual appearance of the town that requires protection under this local ordinance.

(b.) The intent of this ordinance is to ensure that the alteration, enlargement, construction, demolition or replacement of properties are carried out in a manner that is compatible with and maintains the essential character of the properties and the overall character of the Main Street Historic District as it exists as of the date of enactment of this ordinance or as it may be revised pursuant to the provisions of this ordinance, and to encourage historic preservation throughout the town. The Main Street Historic District established by this ordinance is coterminous with the areas identified by the National Register of Historic Places nomination of 2012, and as presented in §107-15.

(c.) Each property in the Historic District is recognized as a physical record of its time, place and use. Changes that create a false sense of historical development should not be undertaken. As a result, this Ordinance is designed to *assist* property owners in working with the Town to maintain the architectural integrity of its historic resources. For example, the Ordinance seeks to:

(1.) Protect, preserve and enhance the exterior appearance and architectural features of structures within the Main Street Historic District.

(2.) Encourage consideration of alternatives to the demolition or removal of designated historic properties, sites, landmarks and significant historic structures within the Main Street Historic District or as otherwise designated in this ordinance.

(3.) Preserve, protect and enhance the essential architectural character and appearance of the Main Street Historic District by protecting relationships of groups of buildings or structures.

(4.) Promote the educational, cultural, economic and general welfare of the people of the Town of Damariscotta.

§107.3 Applicability

(a.) This Ordinance shall initially apply to all properties in the Main Street Historic District.

(b.) Standards Incorporated by Reference: The following are adopted by this reference and made a part of this ordinance with the same force and effect as though set out in full herein:

(1.) *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* (36 CFR Part 68 in the July 12, 1995 Federal Register), 1995 or most recent edition.

(2.) Any and all architectural and archaeological surveys of the town conducted or overseen by architectural historians and archaeologists recognized by the Maine Historic Preservation Commission and on file in the Town Office.

(3.) Pursuant to Title 30-A M.R.S.A. § 3003, a copy of each publication adopted by reference above has been and shall be on file in the office of the Town Clerk for public inspection and use. Where available a link to same shall be provided on the Town website.

§107.4 Definitions

Terms Defined. As used in Ordinance, the following terms shall have the meanings indicated:

ABUTTER: The owner of a property sharing a common boundary with another property or within 100 feet of a given piece of property, whether or not these properties are separated by a public or private way. Owners shall be considered to be persons listed by the Assessor's agent of Damariscotta and/or the ones against whom taxes are assessed.

ALTERATION: A change in the external architectural or landscape features of any structure.

APPROPRIATE: Suitable or fitting for a particular purpose, person, or occasion.

ARCHEAOLOGICAL SITE: A geographic location containing the physical evidence of previous human occupation, including, but not limited to, structures, artifacts, terrain features, graphics (paintings or drawings, etc.) and the evidence of plants or animals.

ARCHITECTURAL FEATURE: Any feature that helps give a structure its distinctive architectural character. Such character defining features include but are not limited to columns, pilasters, cornice boards, brackets, balustrades, quoins, fanlights, corner boards, window and door frames, and transoms. Exterior architectural feature refers to the architectural style and

general arrangement of the exterior of a building or structure, including but not limited to: the roof shape and the kind and texture of the building materials; the type and style of all windows, doors, lights, dormers, gable cornices, porches, decorative trim, etc.; the location and treatment of any vehicle access or parking space; the design of any sign, except as expressly permitted by the Town Sign Ordinance; and the arrangement of any fencing.

ARCHITECTURAL SIGNIFICANCE: The embodiment of distinctive characteristics of a type, period or method of construction; represents the work of a master architect or builder; or possesses high artistic values.

BUILDING: Any combination of materials forming a shelter for animals or humans and/or their activities.

CERTIFICATE OF APPROPRIATENESS: A written approval following a prescribed review procedure granted by the Damariscotta Historic Preservation Review upon application of a person with sufficient right, title or interest in property, certifying that the proposed actions by an applicant are found to be acceptable in terms of the design criteria relating to the historic resource as set forth in this Ordinance.

COMMISSION: The Damariscotta Historic Preservation Review Commission (HPRC) established by this Ordinance.

COMPATIBILITY: The relationship between buildings of scale, height, proportion and mass, and their relationship to the viewscape.

CONTRIBUTING PROPERTY OR STRUCTURE: Any property or structure in the existing Main Street Historic District built prior to 1970 or replaced therein due to fire prior to 2000, and any property or structure otherwise built 50 or more years prior to the year of application for inclusion under this ordinance, whose architectural and visual character, whether by location, design, setting, materials, workmanship or association adds to the historic district's sense of time and place and historical development, is capable of yielding important information about an historically significant period, or independently meets the National Registry criteria.

CONSTRUCTED: Built, erected, altered, enlarged, reconstructed, or moved upon, or any other physical operations on the premises which are part of and required for said construction.

DEMOLITION: The permanent removal, dismantling or destruction of all or any portion of an existing designated Historic Resource or structure located within the Main Street Historic District.

HISTORIC INTEGRITY: The authenticity of a property's historic identity as evidenced by the survival of physical characteristics (location, design, setting, materials, workmanship and association) that existed during the property's prehistoric or historic period.

HISTORIC LANDMARK OR RESOURCE: Any site feature or structure of particular historic or architectural significance to the Town relating to its heritage, cultural, social, economic or political history, or which is associated with historic personages or important events in local, state or national history which has been or may be designated in accordance with this Ordinance.

HISTORIC OVERLAY MAP: A map of the Town of Damariscotta which identifies the location of the Main Street Historic District. [See §107-15.]

HISTORIC SIGNIFICANCE: The embodiment of one or more of the qualities and values noted in this ordinance. Any building classified as noncontributing is not considered to possess "historic significance," although if located within the Main Street Historic District it is otherwise subject to this Ordinance [See: §107-03. Applicability.

MAINTENANCE: The keeping of a resource in good repair, e.g., painting, protection from weather and decay, and replacement of deteriorating elements, to preserve its integrity.

MAJOR CHANGE: Additions or alterations to a structure or site, or a large-scale change that affects the character of the structure or related viewscape. In addition, all activities that affect the exterior of the building and require a building permit are also included in this definition.

MINOR CHANGE: Small-scale alterations to a structure or site that do not significantly affect its appearance and are easily reversible. Minor changes may include improvement projects such as lighting, sidewalks, paving and curbing. In no event shall a change be deemed minor when, in the determination of the Code Enforcement Officer, Town Planner or HPRC, such change shall alter the historic character of the building or site.

NATIONAL REGISTER OF HISTORIC PLACES: A register assigned by The National Historic Preservation Act of 1966 as amended that recognizes buildings, sites, districts, structures, and objects significant in American history, archaeology, architecture, engineering or culture, and identifies them as worthy of preservation.

NATIONAL REGISTER-ELIGIBLE PROPERTY: An historic property that is eligible for inclusion in the Register because it meets the National Register criteria, which are specified in the Department of the Interior regulations at 36 CFR 60.4

NATIONAL REGISTER-LISTED PROPERTY: An historic property that has been formally listed in the National Register of Historic Places and accepted by the Secretary of the Interior, who is represented for purposes of the decision by the Keeper of the National Register.

NON-CONTRIBUTING PROPERTY: A property that does not meet the definition of a contributing property. A non-contributing property means and includes any building, other structure or site that does not add to the district's sense of time and place and historical development; or one where the location, design, setting, materials and workmanship are so altered or deteriorated that their overall integrity has been irretrievably lost. Although changes to a non-contributing property may not have historical significance, they may affect the historic integrity of the viewscape and the district as a whole.

NEIGHBORHOOD SIGNIFICANCE: A contribution to the creation of a physical setting representing a period important to the evolution of the Town. It is understood, in this case, that the physical setting, which is composed of buildings, landscape features and open space, and other architectural features, can transcend the sum of its parts in creating a sense of history. Some examples include: a building that is one of a group of similar buildings constructed and/or designed by an individual important in Damariscotta history; it is a compatible element in a group of buildings of similar or equally important significant architectural styles; its location (i.e., on a corner lot, on a rise of land, on a large parcel of land, as the first building to visually introduce an important group of buildings) makes it an important element in the neighborhood; its size gives it a dominant place in the neighborhood.

OBJECT: A construction that is primarily artistic or utilitarian in nature or is relatively small in scale and simply constructed. Although it may be, by nature and design, movable, an object is associated with a specific setting or environment.

RECONSTRUCTION: The rebuilding of a building or a part of a building. The reconstruction may or may not be a return to the original design of the building.

REHABILITATION: The upgrading of a building, previously in a dilapidated or substandard condition. "Rehabilitation" does not necessarily retain the building's original architectural features.

RESTORATION: The replication or reconstruction of a building's original architectural features. "Restoration" usually describes the technique of preserving historic buildings.

RHYTHM: Characterized by the regular recurrence of strong or weak architectural elements.

SECRETARY OF THE INTERIOR'S STANDARDS: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* (36 CFR Part 68 in the July 12, 1995 Federal Register), 1995 or most recent edition, are the national standards to guide work undertaken on historic properties. Their intent is to assist in the long-term preservation of historic structures and features. *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (36 CFR Part 67), 1990 or most recent edition, are used to evaluate rehabilitation projects on certified historic structures for federal tax credits.

SITE: The location of a significant object, structure, or event.

STRUCTURE: A building or anything built for the support, shelter or enclosure of persons, animals, goods, or property of any kind, together with anything constructed or erected with a fixed location on or in the ground. The term includes structures temporarily or permanently located, such as decks, fences, and walls.

VIEWSCAPE: The public setting in which a structure, site or landmark is located. It is the immediate visible neighborhood of the street or public land associated with such a structure, including such things as fences, sidewalks and lights. A viewscape encompasses the public view of a street, neighborhood or public land. Every kind of structure is considered in the context of its viewscape.

VIOLATION: Failure to comply with the plans and conditions listed in a Certificate of Appropriateness as approved by the Historic Preservation Review Commission, and/or any activity listed in the Certificate of Appropriateness which is carried on without first obtaining a Certificate of Appropriateness which permits the activity to proceed.

VISIBLE FROM THE STREET: Any site or structure that can be seen from any public street or way abutting the subject property.

VISUALLY COMPATIBLE: A mix of styles, sizes, color and other elements that blend together well and conform to the criteria of this Ordinance.

§107.5 Historic Preservation Review Commission This ordinance creates the Historic Preservation Review Commission (HPRC) with the following requirements and duties.

(a.) The HPRC will consist of three Damariscotta community volunteers appointed by the Board of Selectmen (BOS) for staggered three-year terms, and one alternate member. The BOS shall strive to appoint one member who is the owner of property within the Main Street Historic District. When initially created, one member will be appointed for a three-year term, one for a two-year term, and one for a one-year term. Members will be eligible to be reappointed at the end of their terms for an additional three years. The alternate member will be appointed for a one-year term, also renewable for a three-year term thereafter.

(1.) All members of the HPRC shall have a demonstrated interest, knowledge, or training in historic preservation or closely related fields. Where professionals are available in the community qualifications will conform to the Secretary of the Interior's Historic Preservation Professional Qualifications Standards. Information on the credentials of the HPRC members must be kept on file and available to the public.

(2.) Each HPRC member is encouraged to attend at least one informational or educational meeting per year, sponsored by the Maine Historic Preservation Commission (MHPC),

pertaining to the work and functions of the local review commission or to historic preservation. This orientation and training sessions shall also be designed to provide a working knowledge of the roles and operations of Federal, State and local preservation.

(3.) The BOS will fill any vacancy on the HPRC within sixty days.

(b.) Duties of the HPRC.

(1.) The HPRC will file an annual report to the MHPC.

(2.) The HPRC will hold at least one public meeting quarterly, or more often as it deems necessary, and a quorum of 2 will be required at each meeting for voting purposes. Its duties include the creation of its own bylaws; the review of applications for alterations, relocation, demolition, and other actions affecting historic and prehistoric properties under its jurisdiction; and the review of all new construction affecting designated historic and prehistoric properties and/or districts within its jurisdiction to determine if locally listed prehistoric or historic archaeological sites will be affected.

(3.) During meetings, the HPRC will review applications submitted by the Town Planner or an applicant for proposed modifications to properties within the Main Street Historic District. The owner of a building within the Main Street Historic District making such an application is required to send certified mail, return receipt letters to all abutters of the subject lot giving the time, place and reason for the HPRC meeting. The Town Planner will publish the application hearing notice in a newspaper in general circulation within Damariscotta to give notice of at least seven business days to the public, and post notice of the proposal on the Town web site at least seven business days prior to the meeting at which it will be considered. The HPRC is empowered to either approve or deny completed applications submitted for *Certificates of Appropriateness (CoA)* (See: §900-09) once they have reviewed the application contents at the posted meeting and have provided non-applicants the opportunity to comment on the proposed modifications.

(4.) The HPRC shall assist, advise and help to educate the community, residents, property owners and officials of the Town concerning the physical and financial aspects and benefits of preservation, renovation, rehabilitation and the re-use of historic and archaeological sites, structures, buildings and landmarks, and help provide information useful to property owners who wish to maintain historic property.

(5.) The HPRC will serve as an advisor to the Town regarding historical and cultural resources;

(6.) The HPRC will maintain a detailed inventory of property within the Main Street Historic District [See: §107(a.)].

(7.) The HPRC will review all proposed National Register nominations for properties within its jurisdiction. When it considers a National Register nomination and other actions which are normally evaluated by a professional in a specific discipline and that discipline is not represented on the HPRC, the HPRC shall seek expertise in this area before rendering its decision with the help of the MHPC staff.

(8.) The HPRC will conduct or cause to be conducted a continuing survey of cultural resources in the community according to guidelines established by the MHPC, and make recommendations for the designation of local landmarks to the Town Board of Selectmen, and keep records of such decisions,

(9.) The HPRC will establish and use written guidelines for the preservation of designated local landmarks and the Main Street Historic Districts when making decisions on requests for permits for new construction, alterations, demolition, relocation, additions to, or other actions affecting any historic resources as described in this ordinance.

(10.) The HPRC shall review and make a recommendation to the BOS on any proposed amendment to this ordinance.

§107.6 Reserved

§107.7 Reserved

§107.8 Boundaries of the Main Street Historic District. The initial boundaries of the Main Street Historic District are presented in §107-15, and are described as follows:

(a.) Tax Map 6: {south of Main St. & west of Water St. with frontage on the river} Lots 19 to 14; Lot 14-1; Lots 13 to 8;

(b.) Tax Map 6: {south of Main St. at Bristol Rd. intersection} Lot 136; Lot 120;

(c.) Tax Map 6 {north of Main St. River to Lincoln Theater} Lots 26 to 27; Lot 29; Lots 31 to 32; Lot 34; Lot 36;

(d.) Tax Map 6 {north of Main St. from Theater to Church St.} Lots 75 to 84.

§107.09. Certificate of Appropriateness

(a.) The owner/applicant of a property in the Main Street Historic District who proposes to undertake any activity that will change the design, material, scale, color or location of the **exterior** building features of a property in the District (including windows and roofs), or that is not an "exempt activity" under this Ordinance must obtain a *Certificate of Appropriateness (CoA)* from the HPRC *prior* to receiving any building, plumbing, electrical or other permits and

approvals required for the work or, if no permits or other approvals are required, *before* commencing the work. This applies to all properties in the Main Street Historic District, and in or to any future sites, structures or landmarks, and includes:

- (1.) The alteration of a building or structure.
- (2.) The construction of an addition to a building or structure.
- (3.) The construction or placement of an accessory building on the site such as a garage or shed.
- (4.) The relocation of a building or structure.
- (5.) The alteration, placement, construction, or removal of contributing structures or site features of historic significance.
- (6.) The demolition or removal of a building or structure.
- (7.) The construction or placement of a new principal or accessory building on the site.

(b.) **Exempt activities.** Activities that do not adversely impact the *exterior* of an historic structure are exempt from the requirement of obtaining a Certificate of Appropriateness from the HPRC. A property owner who intends to undertake an activity that they believe is an exempt activity may request a review from the Damariscotta *Town Planner* prior to undertaking the activity. The property owner may provide the Town Planner with either a verbal or written description of the proposed activities. If the Town Planner determines that the proposed activity constitutes an exempt activity, he may so advise the property owner.

(c.) *Examples* of activities **exempt** from requiring a Certificate of Appropriateness include:

- (1.) Interior alterations and activities that are not visible from a public way.
- (2.) Installation of temporary buildings or temporary structures.
- (3.) Landscaping.
- (4.) Installation of walks, driveway or sidewalks; and constructions, demolitions or alterations under orders issued by a building inspector, Code Enforcement Officer, or similar agent for the purposes of public safety.
- (5.) Installation of storm windows, storm doors, screen windows, screen doors and window air conditioners.
- (6.) Installation of flagpoles, sculpture, mailboxes, window boxes, gutters, downspouts and leaders, house numbers, garden furniture, solar panels, wind powered units, or heat pump inverters and related wall mounted conduits.

(7.) Routine maintenance: normal repair and upkeep of a building or structure that does not change the design, material or scale of exterior building features. Repainting of a building or structure is considered to be routine maintenance unless the color is to be changed, as is the replacement or repair of exterior elements with similar materials, such as roofing with the same type of shingles, replacement of clapboards with similar clapboards, or the replacement of doors or windows with new doors or windows of a similar design and made with similar materials. Repair or replacement with different materials is not considered routine maintenance, except that alternatives to wooden window framing may be exempted as long as they do not detract from the historical appearance of the building.

§107.10 Procedure for obtaining a Certificate of Appropriateness (CoA).

(a.) Step One: The applicant will complete and submit an application for a CoA to the Town Planner. CoA application forms are available at the Town office and on the Town web site.

(b.) Step Two: The applicant will meet with the Town Planner to review the checklist contained in the CoA application form; and the Planner will provide assistance as required to complete the application. Once a completed application is submitted, the Planner shall complete review of the application within 10 business days and forward it to the HPRC.

(c.) Step Three: The HPRC shall begin review of the application at its next scheduled meeting following submission of the completed application. Such meeting shall be posted as a public hearing and abutters shall be notified of the meeting by certified mail, return receipt requested, by the applicant.

(d.) Step Four: The HPRC will review the application, provide an opportunity for public comment, and then vote whether or not to issue a CoA *during the meeting*. Should the HPRC require additional information or clarification, the HPRC may vote to continue review of the application to its next regularly scheduled meeting or special committee meeting. The HPRC will vote on an application only at a posted public meeting, unless the review has been continued as discussed above. Its decision will be recorded in written minutes containing a notice of decision within five business days of the hearing, but the date of the decision for purposes of appeal shall be the date of the hearing at which it was made. A decision on a CoA may only be tabled to the next HPRC meeting if the HPRC deems it necessary to obtain additional material from the Applicant or Town Planner. In such a case another HPRC meeting will be held within seven days, rather than waiting another month for a regular HRC meeting.

(e.) Step Five: After the HPRC decision the applicant will proceed with or abstain from their project; contact the Town Code Enforcement Officer (CEO) for any additional required permitting; or submit their application to the Planning Board (if needed) for additional approval.

(f.) Parties aggrieved by a decision of the HPRC may appeal such decision pursuant to the provisions of §107-14.

(g.) §107-16 of this Ordinance presents a flow chart outlining the application process for a CoA.

§107.11. Approval Standards for Obtaining a Certificate of Appropriateness (CoA).

(a.) In reviewing and approving applications for a CoA, the HPRC will consider and take into account the *Secretary of the Interior's Standards for the Treatment of Historic Properties, with a focus on the Standards for Rehabilitation* (as may be updated), and their application to activities that are visible from public streets or ways, including the following standards:

(1.) All structures and sites shall be recognized as products of their own time. A property will be used as it was historically or be given a new use that requires minimal changes to its distinctive materials, features, spaces, and spatial relationships.

(2.) The historic and/or neighborhood significance of the property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

(3.) Distinctive materials, features, finishes, and/or construction techniques or examples of craftsmanship that characterize a property will be preserved.

(4.) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires the replacement of a distinctive feature, the new feature will match the old feature in design, color, texture and, wherever possible, materials. Historic accuracy of the replacement of missing features will be documented by photographic, physical and/or other evidence.

(5.) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

(6.) Archeological resources as defined in the Archaeological Resources Protection Act of 1979 (Pub.L. 96-95, as amended) (ARPA) will be protected and preserved in place. If such resources must be disturbed, mitigation measures consistent with Federal and Maine State law will be undertaken.

(7.) New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.

(b.) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property would be unimpaired. *The Secretary of Interior's Standards for Rehabilitation* provide discussion and examples of how these standards may be applied in Damariscotta.

(c.) Additional local standards. The HPRC shall find that the proposed activities meet the following additional local standards based on the type of activities proposed. If more than one type of activity is proposed, the standards for each type of activity must be met for the application to be approved.

(1.) The alteration of a building or structure.

(i.) Porches: Existing porches should be maintained and preserved. Character-defining elements associated with porches, such as columns, pilasters, decorative brackets, railings, and balustrades, should not be substantially altered. It is not appropriate to enclose a porch that is visible from a public way, but screens may be added if they are attached in a manner that does not damage the historic materials and the modification is completely reversible.

(ii.) Roof: If the entire roof is being replaced, the material should be compatible with the visual character of the building. The replacement material may revert back to a historically appropriate material if historic documentation is available.

(iii.) Appendages: Unless exempted by §107.9(c)(6), appendages to the structure should be located to minimize the visual impact on the historic building and should be attached in a manner that does not damage the historic materials and is completely reversible.

(iv.) Windows: The creation of new windows or skylights that result in removal of portions of the historic structure are inappropriate unless the window or skylight is located in a portion of the structure that has been previously modified so that its historic value has been lost. If a new window or skylight is permitted, the design should be compatible with the existing building and the location should minimize the visual impact on the historic building.

(v.) Doors: Replacement doors should utilize the existing opening and should be visually compatible with the remainder of the property.

(vi.) Garage doors: Increasing the size of the opening in the wall to allow the installation of double or triple-width garage doors facing the street is not appropriate.

(vii.) Materials: Wherever practical, existing materials should be maintained. In the case of the change of material, the material shall have a similar visual appearance.

(2.) The construction of an addition to a contributing building or structure.

(i.) The addition should minimize the impact, both physically and visually, on the historic property.

(ii.) The addition should not visually overwhelm or obscure the historic structure.

(iii.) The mass, scale and volume of the addition should be compatible with the historic building.

(iv.) Where feasible, the addition should be attached to the historic property with a connecting link that minimizes the damage or removal of elements of the historic building.

(v.) It is not appropriate to add decks and porches that are visible from a public way. Sunrooms and similar spaces are appropriate only if they meet the other standards of this section.

(3.) The construction or placement of an accessory building, such as a garage or shed, on the site of a contributing building.

(i.) The building should be constructed of materials that are visually compatible with the materials of the historic building but that are appropriate to the current period.

(ii.) The design of the building with respect to massing and scale should be compatible with the massing and scale of the historic building, including features such as rooflines.

(iii.) The location of the accessory building should minimize its visual impact on the historic building and not obscure it and should be consistent with the placement of similar accessory buildings on the sites of other comparable contributing buildings in the district.

(4.) The relocation of a contributing building or structure.

(i.) The new location of the building or structure should be consistent with the established pattern of the immediate neighborhood surrounding the site with respect to its setback from the street, orientation of the front facade of the building to the street and the placement of the building on the lot with respect to side lot lines and adjacent properties.

(ii.) If an accessory building is relocated, the new location should maintain the spatial relationships on the lot if that relationship is an essential element of the historic character of the property.

(5.) The alteration, placement, construction or removal of significant site features on the site of a contributing building or structure.

(i.) Existing fences or walls should be maintained as far as physically possible. New or replacement fences or walls should be located to reflect the established pattern in

the neighborhood and on adjacent lots if a pattern exists. This is particularly important with respect to the relationship with the street and sidewalk (if any). Fences should be compatible to other historic fences in the district with respect to design, size, and details.

(ii.) The use of concrete for walls and steps is inappropriate for new or replacement site features. Use of granite blocks for steps is appropriate.

(6.) New parking areas should be located to the side or rear of the principal buildings when feasible.

(7.) New driveway locations should maintain the established pattern in the immediate neighborhood of the site. The area between the front facade of the principal building and the sidewalk or street should not be used for new or expanded driveways or parking areas.

§107.12. Standards for demolition or removal of an historically significant building or structure in the Main Street Historic District.

(a.) The HPRC shall approve a CoA for the demolition or removal of a principal building located in the Historic Overlay District (or any historic resource created under this ordinance in the future) **only** if it finds that either of the following conditions exists:

(1.) The building is identified and determined to be a non-contributing or non-historic property by the HPRC after a regularly scheduled public hearing before the HPRC; or

(2.) The property owner has demonstrated to the HPRC at one of its regularly scheduled public hearings that cost-effective repair of the building (i.) is not possible, as documented in writing by a structural engineer, builder, or architect with experience in the renovation of historic properties and (ii.) that there is no buyer for the property willing to undertake its repair as an historic structure. If the structural integrity of the building is in such disrepair as to be hazardous, the structure may be condemned by the Code Enforcement Officer.

(b.) If a CoA is granted for the demolition or removal of an historic structure, the town planner and the property owner shall photograph the exterior and interior of the structure to preserve this as a record of the structure for the historic records of the town. Such photographs shall be retained in the archives of the town and shared with the historical society and town library.

(c.) If the property owner demonstrates to the HPRC's satisfaction that they cannot repair the building, the issuance of the CoA for demolition or removal shall be ***delayed for a period of up to one hundred and twenty (120) days*** during which period the owner must make a reasonable and good faith attempt to sell the property to someone who will repair the building in accordance with the following process. The time period shall commence when the HPRC is notified ***in writing*** by the owner that the owner cannot repair the property and a sale offering statement has been provided to the Town Planner, ***after the public hearing on this application.***

(d.) Within five (5) days of the determination by the HPRC in writing that the owner cannot repair the property, the property owner shall post notices on the premises of the building or structure proposed for demolition in a location clearly visible from the street. The notices shall indicate that the property is proposed to be demolished or moved and that it is available for sale to a buyer who will repair the property. In addition, the notice shall be published by the owner in a newspaper of general local circulation at least two times. The first notice must be published within seven (7) days of the HPRC's finding and the second notice must be published not less than forty-five (45) days prior to the end of the one hundred and twenty (120) day period. The owner shall provide the Town Planner with evidence that notices have been posted and published as required.

(e.) The HPRC may also publicize the sale offering statement to ensure national publicity is made available and to increase the likelihood of an outcome that avoids demolition or removal of the historic property.

(f.) During the delay period, the owner shall make a bona fide offer to sell such building or structure and the land pertaining thereto, at a price reasonably related to its fair market value, to any person, firm, corporation, government or agency thereof or political subdivision or agency thereof which gives reasonable assurance that it is willing to preserve and restore the building or structure and the land pertaining thereto. For the purposes of §107.12(f) and (g), fair market value shall be the greater of the property's current assessed value or as determined by a Maine Certified Residential or Commercial Appraiser, as applicable. Prior to making such offer to sell, the owner shall first file a statement with the Town Planner identifying the property, the offering price and the date the offer to sell shall begin.

(g.) At the end of the delay day period, the property owner may request that the HPRC release the CoA, allowing the Code Enforcement Officer to issue a demolition or moving permit. The HPRC shall authorize the release of the CoA only if it finds that the property owner made a bona fide and good faith effort to sell the property as an historic property at a reasonable price relative to its fair market value and that there is no buyer that is willing to repair the property.

§107.13. Approval standards for alteration or replacement of non-contributing properties within the Main Street Historic District.

(a.) In reviewing and approving applications for a CoA involving a non-historically significant property, the HPRC shall consider the additional local standards appropriate to the proposed activity as set forth in this ordinance and find that the appropriate standards have been met, with a view to retaining the overall appearance of the entire Main Street Historic District .

(b.) Concerning the construction or placement of a new principal building on the site:

(1.) The building should be located on the lot so that the front setback is consistent with the current setback of the principal buildings on adjacent lots and within the immediate neighborhood.

(2.) The general placement of the building on the lot should maintain the pattern of buildings and voids along the street.

(3.) The front entrance of the building should be oriented to the street.

(4.) The height, scale, and massing of the building should be visually compatible with the principal buildings on adjacent lots.

(5.) The design and location of site elements, including driveways, sidewalks, fences, and walls, should be visually compatible with the pattern of the immediate neighborhood especially with respect to scale and location on the lot.

(c.) Concerning the construction or placement of a new accessory building on the site, the accessory building should be located to the side or rear of the principal building and be visually compatible with the principal building and principal buildings on adjacent lots.

(d.) Concerning alterations to a building or structure that substantially alter its front facade or the orientation of the building to the street.

(1.) The alterations should be visually compatible with the age and style of the principal building.

(2.) Alterations that attempt to replicate features from an earlier time period or that make the building look historic are inappropriate.

(e.) Concerning the construction of an addition to a building or structure.

(1.) Additions should be visually compatible with the age and style of the principal building.

(2.) The placement of the addition in relationship to the principal building should be visually compatible with the principal building and principal buildings on adjacent lots.

(3.) Additions that attempt to replicate features from an earlier time period or that make the building look historic are inappropriate.

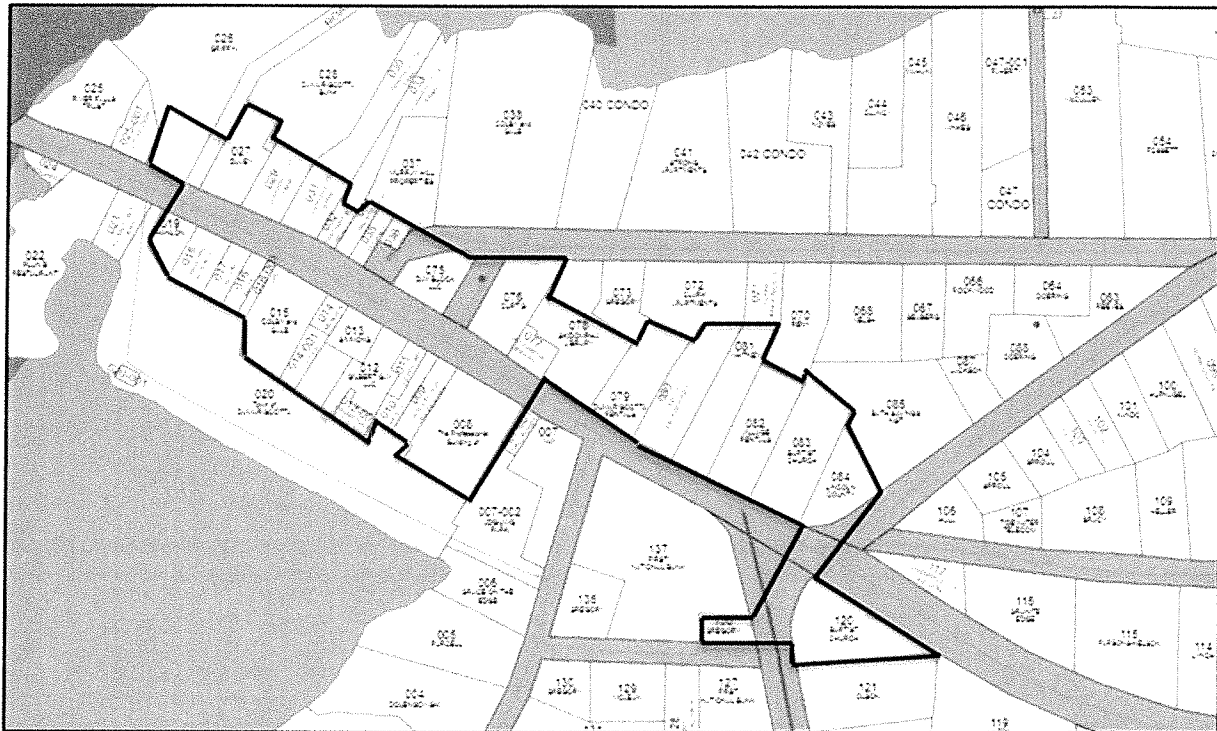
§107.14. Appeals.

(a.) Administrative Appeals of decisions of the HPRC on the issuance or denial of a CoA must be made within 30 days of the date of the decision being appealed, pursuant to the Town of Damariscotta Board of Appeals Ordinance, Section 5.A.1, taking into account the record before the HPRC. The HPRC shall issue its written minutes recording the decision within five business

days of taking its decision. Appeals shall be made to the Board of Appeals under the procedures in the town Land Use Ordinance. Appeals may be taken by any applicant or their authorized agent against the HPRC for alleged misinterpretation of the Ordinance or of the Secretary of the Interior's Standards for Rehabilitation. Abutters or aggrieved parties objecting to the grant of a CoA may also bring an appeal on the same terms.

(b.) Appeals from the decisions of the Board of Appeals shall be made to the Superior Court.

§107.15. Main Street Historic District Map (March 3, 2020)



§107.16 Flow Chart for COA Process

Property owner wants to repair, upgrade, demolish or otherwise change a property in the Main Street Historic District



Property owner meets with Planner to review project



Planner determines project requires a COA



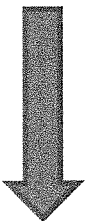
Property owner prepares an application for a COA with assistance of Planner, if necessary



Planner reviews application and, if complete, forwards it to the HPRC within 10 business days



HPRC begins review of application at next scheduled meeting, which is posted as a public hearing with abutter notification by the applicant



If additional information is required the hearing may be continued to the next regularly scheduled or special HPRC meeting

HPRC votes on the application at a posted public hearing or a continued public hearing or tables the application to a HPRC meeting to be held within seven days



If project is approved with or without modifications, the applicant contacts the CEO regarding any additional required permitting



Parties aggrieved by a decision of the HPRC may appeal pursuant to §107-14

COA = Certificate of Appropriateness
HPRC = Historic Preservation Review Commission
CEO = Code Enforcement Officer

Planner determines project is an exempt activity and COA is not required. Property owner meets with CEO regarding any other required permitting

§107.17. Conflicts with Other Ordinances

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or any other ordinance, regulation or statute, the more restrictive provision shall control.

§107.18. Effective Date

- (a.) The effective date of this ordinance is November 3, 2020
- (b.) A certified copy of this Ordinance shall be filed with the Town Clerk and shall be accessible to any member of the public. Copies shall be available to the public at reasonable cost at the expense of the person making the request and be available for downloading from the Town web site. Notice of the availability of this Ordinance shall be posted on the Town web site.

§107.19. Enforcement.

- (a.) Any violation of this Ordinance shall be deemed to be a nuisance.
- (b.) This ordinance shall be administered and enforced by the Town Planner in coordination with the Code Enforcement Officer (CEO) and the HPRC.
 - (1.) The Town Planner, CEO and HPRC will develop guidelines for enforcement and make them available on the Town web site and in print for the public at no charge.
 - (2.) Any aggrieved person who believes that there has been an error made in the interpretation or application of the provisions of this Ordinance may appeal, within the time limits for such appeals, such determination to the Board of Appeals as an administrative appeal.
- (c.) Fines for violations will be as established by the Board of Selectmen. Any person, including but not limited to a landowner, a landowner's agent or a contractor, who orders or conducts any activity in violation of this Ordinance shall be penalized in accordance with Title 30-A, Maine Revised Statutes Annotated, Subsection 4452.
- (d.) Where the above provisions do not result in an abatement of a violation of this Ordinance, Municipal Officers make seek legal or equitable relief through the Court system, following the steps noted in the Site Plan Review Ordinance **§102-14. C.**
- (e.) The invalidity of any section or provision of this Ordinance shall not be held to invalidate any other section or provision of this Ordinance.

The key to success starts with a solid foundation.
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Geotechnical Report

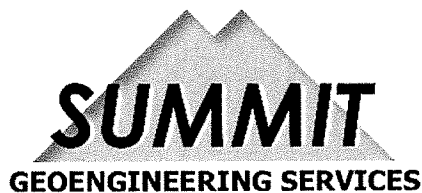
Fire Station Pavement Evaluation
Damariscotta, Maine



Client

Town of Damariscotta
21 School Street
Damariscotta, Maine 04543

Project #: 20224
Date: 7/31/2020



145 Lisbon Street (PO Box 7216) Lewiston, Maine 04243 | (207) 576-3313
173 Pleasant Street Rockland, Maine 04841 | (207) 318-7761
www.summitgeoeng.com

July 31, 2020
Summit #20224

Attn: Matt Lutkus - Town Manager
Town of Damariscotta
21 School Street
Damariscotta, Maine 04543

Reference: Geotechnical Engineering Services
Fire Station Pavement Evaluation – Massasoit Drive, Damariscotta, Maine

Dear Mr. Lutkus;

We have completed our pavement evaluation for the existing pavement section at the fire station in Damariscotta, Maine. Our scope of services included performing a geotechnical investigation (borings) at the site, conducting gradation analyses, and preparing this report summarizing our findings and recommendations for the pavement section.

The geotechnical considerations identified for the pavement section include:

- The presence of relatively thin total section thickness
- The presence of silt-clay subgrade and its high frost susceptibility
- The presence of localized perched water and lack of drainage features
- The presence of heavy truck traffic on pavement sections

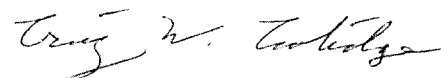
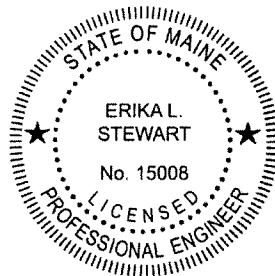
Discussion and recommendations for the identified geotechnical considerations are included in this report along with geotechnical recommendations for pavement section rehabilitation.

We appreciate the opportunity to serve you during this phase of your project. If there are any questions or additional information is required, please do not hesitate to call.

Sincerely yours,
Summit Geoengineering Services



Erika Stewart, P.E.
Senior Geotechnical Engineer



Craig W. Coolidge, P.E.
Vice President
Principal Engineer

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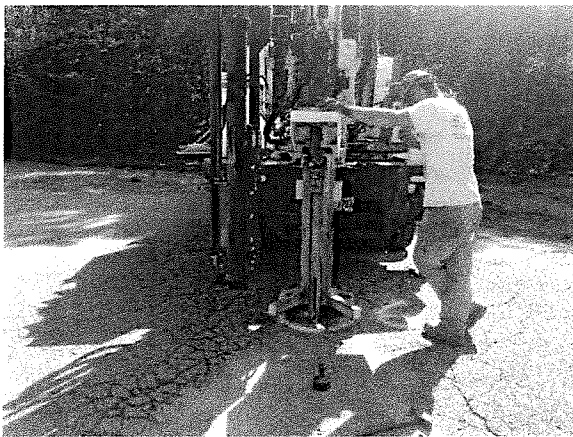
1.0 Project and Site Description

Summit Geoengineering Services (SGS) was asked by the Town of Damariscotta to evaluate the existing pavement section at the fire station located on Massasoit Drive. The pavement being evaluated includes the front and rear parking areas along with the access drive. Currently, the bituminous pavement surface exhibits localized cracking and deformation in the form of rutting and pot holes. SGS understands pavement rehabilitation in the form of resurfacing or reconstruction is being considered at the site.

2.0 Explorations & Laboratory Testing

2.1 Explorations

Summit Geoengineering Services (SGS) observed the subsurface conditions with the drilling of five borings on July 16, 2020. The borings were performed using a truck mounted Power Probe 9630 Pro. Borings were advanced to a depth range of 2.7 to 5 feet using 3.5-inch direct push sampling and standard penetration test (SPT) with split spoon sampling. A Test Boring Location Plan and Surficial Geology Map are included in Appendix A. An Exploration Summary Table and logs of the explorations are included in Appendix B.



Direct Push Sampling at Boring B-5



Rear Parking Lot & Access Drive Facing West

SGS previously observed eight test borings at the site in January 2009 to evaluate the pavement section in front of the garage bay doors at the front and back of the building. Subgrade consisted of 3 inches of pavement overlying 18 to 21 inches of granular fill overlying silt-clay glacial till. In 5 of the borings, bedrock was encountered at a depth range of 4.5 to 9 feet, indicating the bedrock surface slopes downward from west to east. Groundwater was observed only at boring B-5 at a depth of 6 feet. SGS understands the area in front of the garage bays on the north side (front) of the building was recently reconstructed and is not being considered in this evaluation.

2.2 Laboratory Testing

Two samples of existing gravel base material were tested for grain size analyses in accordance with ASTM D6913. Results of the laboratory tests are provided in Appendix C. Summary of the gradation results are presented below and compared to specifications for Maine Department of Transportation (MDOT) Type D subbase gravel (2014 & 2002):

GRADATION SUMMARY TABLE						
Boring Number	Sample Depth	Percent Passing (%)				Moisture Content
		½ inch Sieve	¼ Inch Sieve	#40 Sieve	#200 Sieve	
B-2	2" – 17"	76	63	30	9	4.8%
B-5	2.5" – 14.5"	62	50	21	8	4.8%
MDOT 703.06 Type D Aggregate (2014)		35 to 80	25 to 65	0 to 30	0 to 7	--
MDOT 703.06 Type D Aggregate (2002)		--	25 to 70	0 to 30	0 to 7	--

Bold numbers in the table above indicate the percent passing the designated sieve for that sample falls outside the range specified for MDOT Type D aggregate (2014).

3.0 Subsurface Conditions

The subsurface conditions consist of *pavement* overlying *gravel base* overlying *glacial till*. Localized *granular fill* is present beneath the gravel base at boring B-3. Perched *groundwater* was observed at a depth range of 2.3 feet in boring B-5. Details of the subsurface conditions observed at each boring location are provided on the boring logs attached in Appendix B. A summary of conditions is provided below:

- Pavement Thickness Range = 2 to 4 inches (Average = 2.5 inches)
- Gravel Base Thickness Range = 6 to 15 inches (Average = 12 inches)

3.1 Soil Layers

Bituminous pavement thickness across the site ranges from 2 to 4 inches and averages 2.5 inches. All pavement areas are exhibiting widespread cracking with localized rutting and potholes.

Gravel base is present beneath the pavement to a depth of 0.8 to 1.5 feet. Based on gradation results, the fill consists of brown gravelly sand and sandy gravel with little silt and is classified as SP-SM and GP-GM in accordance with the Unified Soil Classification System (USCS). The gravel base is compact and damp. The gravel sized particles within the gravel base are angular, indicating the material is crushed.

Granular fill, encountered only at boring B-3, is present beneath the gravel base to a depth of 3.5 feet. The granular fill is described as light brown medium sand with little gravel and little to trace silt and is classified as SP-SM to SP in accordance with USCS. The fill is compact and damp.

Glacial till is present beneath the gravel base and granular fill, explored to a depth range of 2.7 to 5 feet. The glacial till ranges from olive brown to gray and slightly mottled silt and clay with some to little sand and gravel, to sand with variable silt and gravel. The glacial till is visually classified as ML, ML-CL, and SM in accordance with the USCS. SPT-N values in the glacial till ranged from 25 to 28 blows per foot (bpf), indicating compact to dense conditions. Where performed, pocket penetrometer tests indicate the silt-clay has an approximate unconfined compressive strength averaging 7,500 psf, indicating very stiff conditions. The glacial till is considered damp to wet.

3.2 Bedrock

Bedrock was not encountered in the explorations, explored to a depth of 5 feet. Bedrock was encountered in previous explorations observed by SGS in 2009 at a depth range of 4.5 to 9 feet surrounding the building. Mapping by the Maine Geological Survey indicates bedrock at the site is part of the Silurian Bucksport Formation (Sb), consisting of medium to light gray quartz-feldspar-biotite granofels with interbedded greenish-gray diopside calc-silicate granofels.

3.3 Groundwater

Perched groundwater was observed at a depth of 2.3 feet in boring B-5. Groundwater was not encountered in the other explorations. SGS anticipates water is generally present within the lower glacial till and may be perched on the surface of the glacial till during wet periods. Mottled coloring of the glacial till subgrade indicates groundwater and/or perched water may fluctuate.

4.0 Pavement Evaluation

The driveway exhibits significant cracking, rutting, and pot holes and is considered to be in poor condition. SGS understands the area in front of the garage bays on the north side (front) of the building was recently reconstructed and is in good condition. The remainder of the front and rear pavement areas surrounding the building are considered to be in fair condition, exhibiting widespread cracking, slight rutting, and occasional pot holes. It is evident that asphalt patches have been placed in various areas over the years. SGS has identified the following as factors contributing to the performance of the pavement section:

- Thin pavement layer
- Gravel base with insufficient thickness
- Localized perched groundwater
- Highly frost susceptible subgrade soils

Repeated truck traffic has likely contributed to deterioration of the pavement section over time.

The bituminous pavement is considered thin throughout the site with an average thickness of 2.5 inches. The thickest pavement layer was observed in the driveway, at 4 inches. Thickness of the gravel base material ranges from 6 to 15 inches across the site and averages 12 inches, which is considered thin in the absence of an engineered granular subbase material. Gradation analyses performed on samples from B-2 and B-5 indicate the gravel base does not meet the current specification for MDOT 703.06 Type D gravel (2014) due to slightly high fines content. However, the gravel is considered decent quality sand and gravel fill material with low frost susceptibility. (Results are summarized in Section 2.2.) Accumulation of fines can occur over time in gravel materials, particularly where pavement cracking is prevalent.

The glacial till subgrade is estimated as Class III to Class IV frost susceptibility classification in accordance with the Maine Department of Transportation (MDOT). Class III soils are considered to have moderate frost susceptibility and Class IV soils are considered to have medium to high frost susceptibility. This indicates potential for subgrade softening and deformation due to the effects of freeze/thaw cycling. Considering frost susceptibility of the subgrade soil and a mean air-freezing index of 800 degree-days for the Damariscotta area, an appropriate pavement section thickness for frost design would be 26 inches. The existing total pavement section ranges from 10 to 18 inches and averages 14.5 inches. The thinnest total section (10") was observed at boring B-1 performed in the driveway. Increasing the total section thickness is critical to providing better resistance to frost action.

The glacial till has a low permeability and is considered susceptible to perching of infiltrating water. Perched groundwater was encountered at a depth of 2.3 feet below the pavement surface at boring B-5. The presence of water contributes to the damaging effects of frost heave and subgrade softening during freeze-thaw cycles. Due to the low permeability of the subgrade and relatively flat gradient of the site, perimeter ditching and new grading should be considered to improve drainage and reduce the effects of freeze/thaw.

5.0 Pavement Rehabilitation Options

SGS understands rehabilitation of the existing pavement areas is being considered at the fire station. Geotechnical recommendations for pavement section improvements at the site include the following options:

- Option #1 – Mill with Pavement Overlay
- Option #2 – Full Depth Reconstruction

5.1 Option #1 – Mill with Pavement Overlay

The most economical option for pavement improvement would be to mill and remove the existing pavement, then overlay with a new, thicker layer of bituminous pavement. Long term performance may be limited with this option based on the existing gravel base thickness and native subgrade

conditions. SGS recommends a pavement thickness of 5 inches, as detailed in Section 5.2 below. Existing base material should be graded and proof-rolled prior to placement of new pavement. Consideration may be given to placing new asphalt or recycling the existing pavement for reuse. Recycled reconstruction involves using milled pavement as aggregate and mixing with new hot mix asphalt. The use of recycled asphalt pavement (RAP) is outlined by the 2014 Maine Department of Transportation (MDOT) Specifications under section 703.08. Recycled asphalt pavement (RAP) is not recommended by MDOT for reuse or blending as aggregate in base or subbase gravel.

5.2 Option #2 – Full Depth Reconstruction

Full depth reconstruction is the best rehabilitation option for long-term performance of pavement. Full depth reconstruction includes removal of existing gravel base and pavement, over-excavation of native material, and replacement with a new engineered pavement section overlying geotextile fabric. This option allows for a thicker total pavement section which will improve resistance to frost action. The geotextile in this option provides separation of the subbase soil from the native subgrade.

SGS recommends a total pavement section thickness of 26 inches to withstand heavy truckloads. The pavement section should consist of the following materials:

MATERIAL	THICKNESS (in)	SPECIFICATION
Asphalt Surface Course	2	MDOT 703.09 Type 9.5 mm
Asphalt Binder Course	3	MDOT 703.09 Type 19 mm
Base Soil	3	MDOT 703.06 Type A
Subbase Soil	18	MDOT 703.06 Type D
Geotextile Fabric	--	MDOT 722 Geotextile – Class 1

5.3 Material Recommendations

Aggregate for 2014 Maine Department of Transportation 703.06 base (Type A) and subbase (Type D) soils should consist of hard durable particles free from vegetable matter, lumps of clay, and other deleterious substances. In addition, Type A gravel shall consist of crushed ledge or crushed gravel. The gradation of the portion passing a 3-inch sieve shall meet the following specifications:

Sieve Designation	Percent Passing a 3-inch Sieve	
	MDOT Type A (Base)	MDOT Type D (Subbase)
½ Inch	45 - 70	35 - 80
¼ Inch	30 - 55	25 - 65
No. 40	0 - 20	0 - 30
No. 200	0 - 6	0 - 7

Reference: MDOT Specification 703.06, Aggregate for Base and Subbase (2014)

The maximum particle size should be limited to 4 inches for MDOT Type A base and 6 inches for MDOT Type D subbase. All base and subbase soil should be placed in maximum 12-inch lifts and be compacted to a minimum of 95 percent of its maximum dry density, determined in accordance with ASTM D1557, Modified Proctor Density.

Based on gradation results, the existing gravel base may be suitable for reuse as subbase soil (MDOT Type D). Considerations for potential reuse are discussed in Section 7.0.

6.0 Geotechnical Recommendations

Based on the existing pavement section and observed conditions, SGS recommends using Option #2 (Full Depth Reconstruction) throughout the site and installing new drainage features. This would provide the best long-term performance for the pavement section.

Alternatively, the rear parking area may be improved using Option #1 (Mill with Pavement Overlay), while the front parking area and driveway are improved with Option #2, as shown in the figure below. Utilizing Option #1 for the rear parking area may be suitable if traffic is limited to light vehicles with occasional use. If only used by light vehicles, Option #2 may also be used with light-duty thickness.

All new pavement areas should be sloped to shed water away from the building to the edges of the site. Additionally, SGS recommends constructing ditching around the perimeter of the parking areas to collect surface water. Ditches should outlet away from site.



7.0 Earthwork Considerations

All existing pavement should be milled and removed from areas planned for reconstruction. Where full depth construction is performed, subgrade will need to be over-excavated to accommodate new section thickness. SGS recommends geotextile fabric (MDOT 722 Geotextile – Class I) such as Mirafi 500X or equivalent is placed between the native subgrade and gravel subbase to maintain layer separation and prevent migration of fines from native soils into new gravel.

All base and subbase soil should be placed in maximum 12-inch lifts and be compacted to a minimum of 95 percent of its maximum dry density, determined in accordance with ASTM D1557, Modified Proctor Density. If consideration is made for reuse of existing gravel from the front and back parking areas (12 to 15-inch thickness), the material may be removed and stockpiled. The stockpile may need to be blended with clean gravel to ensure the material gradation is brought into specification for MDOT Type D gravel. Additional testing should be conducted from the stockpile to verify conformance to specifications prior to reuse.

SGS recommends that a qualified geotechnical consultant be retained to monitor and test soil materials used during construction and confirm that soil conditions and construction methods are consistent with this report. It is recommended that SGS be retained to review construction material testing reports. Subgrade that becomes disturbed should be evaluated by the geotechnical engineer to verify conformance to our recommendations.

8.0 Closure

Our recommendations are based on professional judgment and generally accepted principles of geotechnical engineering and project information provided by others. Some changes in subsurface conditions from those presented in this report may occur. Should these conditions differ materially from those described in this report, SGS should be notified so that we can re-evaluate our recommendations.

It is recommended that this report be made available in its entirety to contractors for informational purposes and be incorporated in the construction Contract Documents. It is recommended that SGS be retained to review final construction documents relevant to the recommendations in this report.

SGS appreciate the opportunity to serve you during this phase of your project. If there are any questions or additional information is required, please do not hesitate to call.

APPENDIX A
SITE LOCATION MAP
TEST BORING LOCATION PLAN
GEOLOGIC MAPS

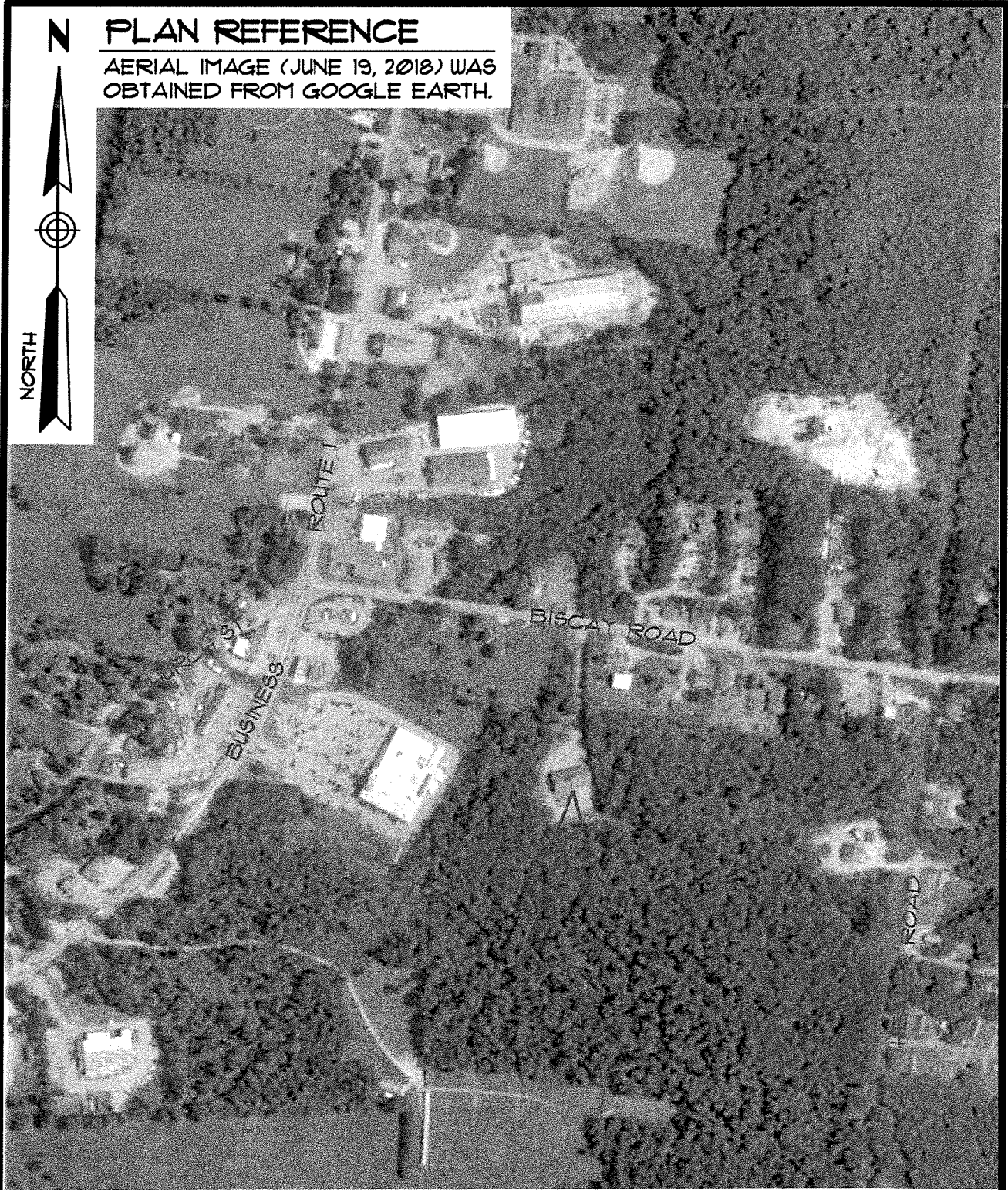
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PLAN REFERENCE

AERIAL IMAGE (JUNE 19, 2018) WAS OBTAINED FROM GOOGLE EARTH.



NORTH

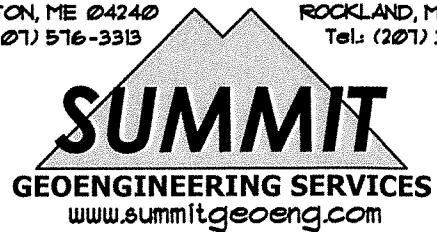


SITE LOCATION MAP PAVEMENT INVESTIGATION

DAMARISCOTTA FIRE STATION - MASSASOIT DRIVE
PREPARED FOR
TOWN OF DAMARISCOTTA

145 LISBON ST. - SUITE 701
LEWISTON, ME 04240
Tel.: (207) 576-3313

173 PLEASANT STREET
ROCKLAND, ME 04841
Tel.: (207) 318-7761



DATE: 1-30-2020	DRAWN BY: KRF	CHECKED BY: ELS
JOB: 20224	SCALE: 1" = 500'	FILE: 20224 BOR

N

PLAN REFERENCE

AERIAL IMAGE (2013) WAS OBTAINED FROM THE MAINE OFFICE OF G.I.S. WEBSITE.

LEGEND



B-1 SUMMIT TEST BORING (JULY 16, 2020)

NORTH



TEST BORING LOCATION PLAN PAYEMENT INVESTIGATION

DAMARISCOTTA FIRE STATION - MASSASOIT DRIVE
PREPARED FOR
TOWN OF DAMARISCOTTA

145 LIBBON ST. - SUITE 101
LEWISTON, ME 04240
Tel: (207) 576-3313

173 PLEASANT STREET
ROCKLAND, ME 04841
Tel: (207) 318-1161

SUMMIT
GEOENGINEERING SERVICES
www.summitgeoeng.com

DATE: 7-17-2020

DRAWN BY: KRF

CHECKED BY: ELS

JOB: 20224

SCALE: 1" = 100'

FILE: 20224 BOR

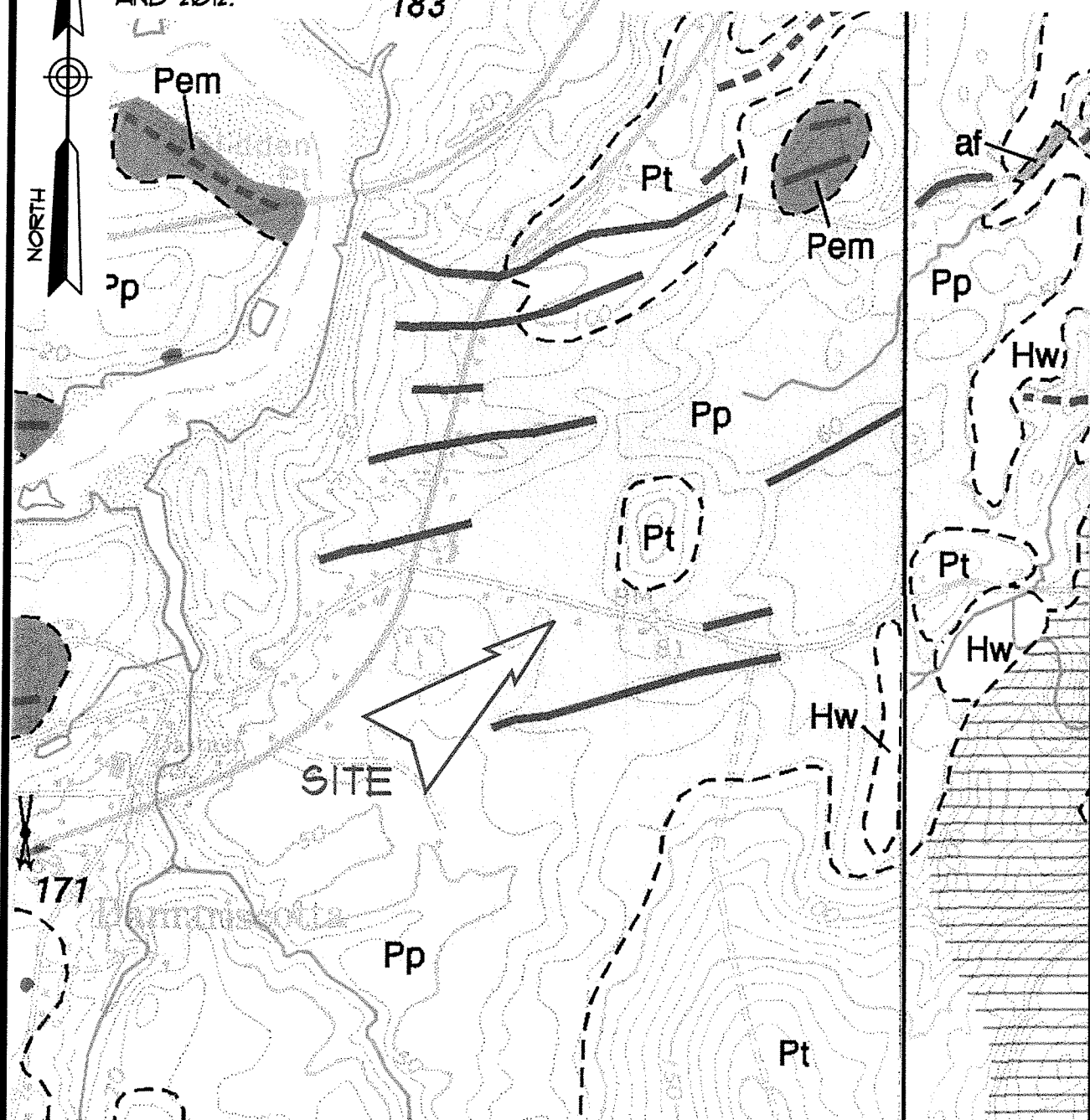
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MAP REFERENCE

MAINE GEOLOGICAL SURVEY,
SURFICIAL GEOLOGY MAP,
DAMARISCOTTA AND WALDOBORO
WEST QUADRANGLES, DATED 2010
AND 2012. **183**

LEGEND

- Pp PRESUMPSCOT FORMATION
- Pt TILL
- Pem END MORAINE

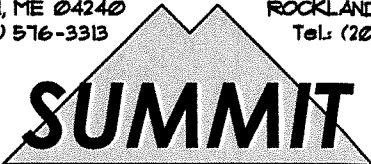


SURFICIAL GEOLOGY MAP PAVEMENT INVESTIGATION

DAMARISCOTTA FIRE STATION - MASSASOIT DRIVE
PREPARED FOR
TOWN OF DAMARISCOTTA

145 LISBON ST. - SUITE 101
LEWISTON, ME 04240
Tel: (207) 576-3313

173 PLEASANT STREET
ROCKLAND, ME 04841
Tel: (207) 318-7161



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DATE: 7-30-2020	DRAWN BY: KRF	CHECKED BY: ELS
JOB: 20224	SCALE: 1" = 1000'	FILE: 20224 BOR

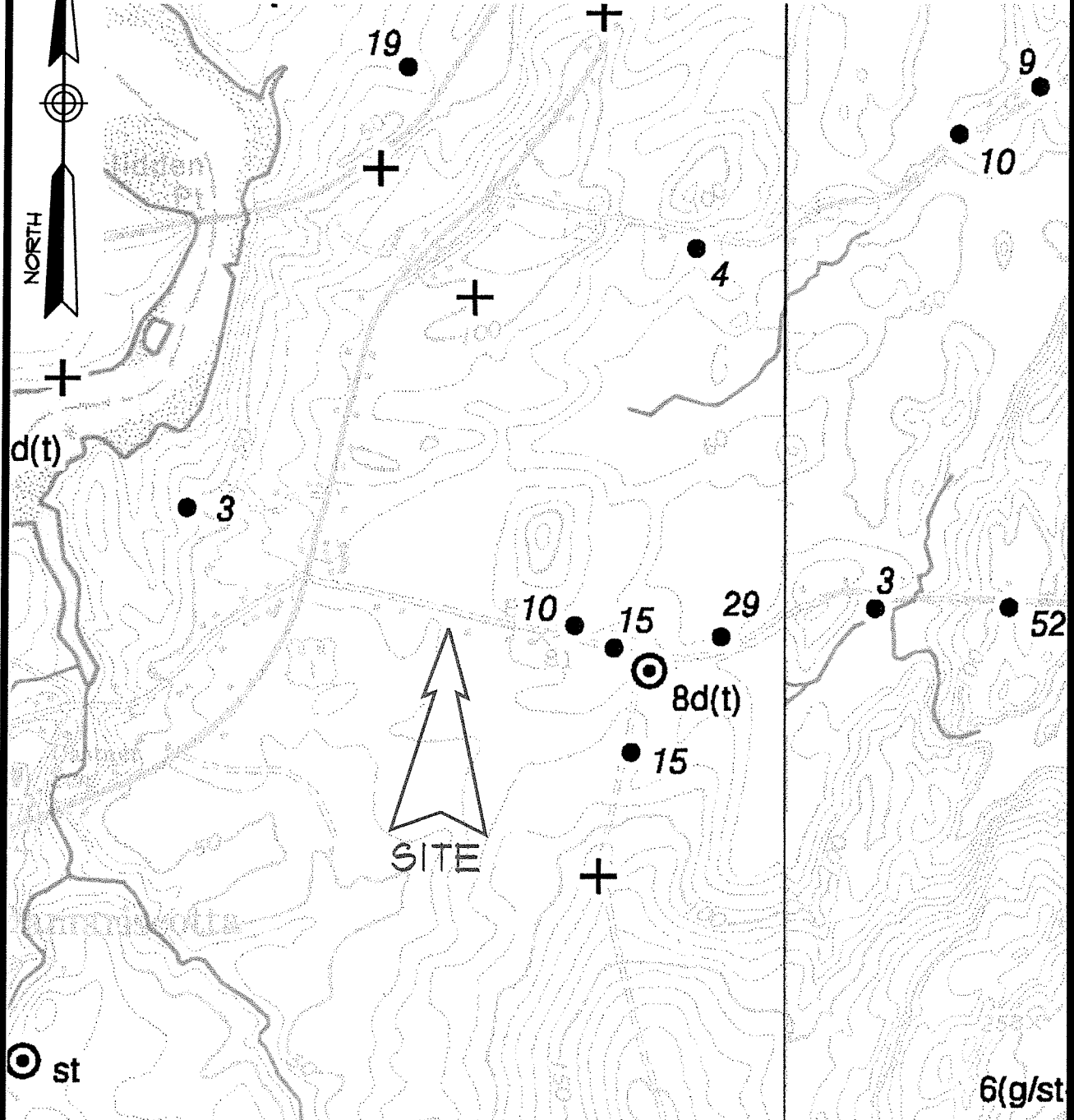
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MAP REFERENCE

MAINE GEOLOGICAL SURVEY, SURFICIAL MATERIALS MAP, DAMARISCOTTA AND WALDOBORO WEST QUADRANGLES, DATED 2009 AND 2011.

LEGEND

- ⊙ MATERIALS DATA POINT
- + BEDROCK OUTCROP
- 19 ● BEDROCK WELL WITH DEPTH TO BEDROCK

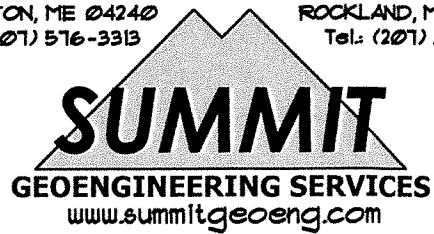


SURFICIAL MATERIALS MAP PAVEMENT INVESTIGATION

DAMARISCOTTA FIRE STATION - MASSASOIT DRIVE
PREPARED FOR
TOWN OF DAMARISCOTTA

145 LISBON ST. - SUITE 701
LEWISTON, ME 04240
Tel.: (207) 576-3313

173 PLEASANT STREET
ROCKLAND, ME 04841
Tel.: (207) 318-7161



DATE: 7-30-2020	DRAWN BY: KRF	CHECKED BY: ELS
JOB: 20224	SCALE: 1" = 1000'	FILE: 20224 BOR

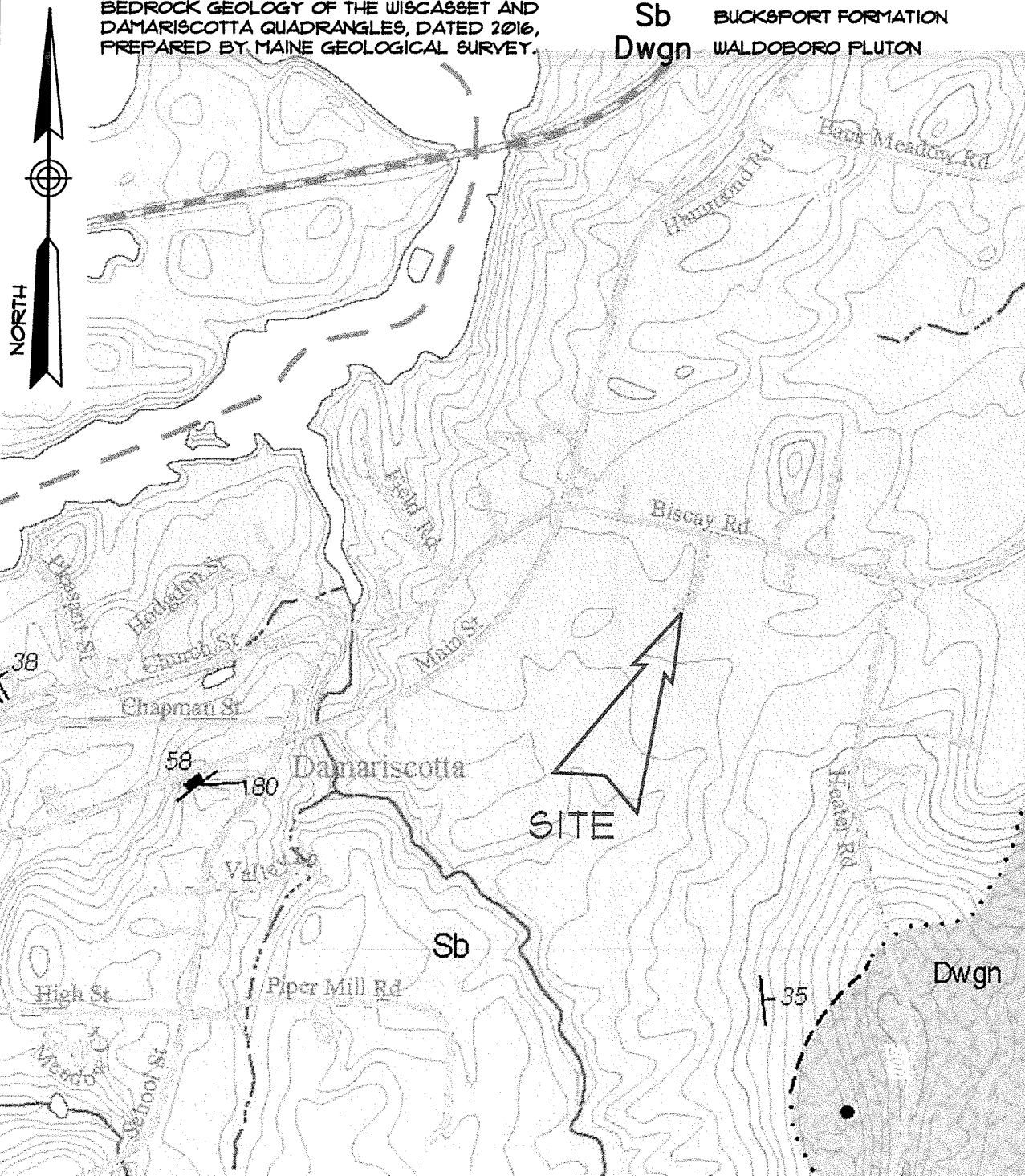
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MAP REFERENCE

BEDROCK GEOLOGY OF THE WISCASSET AND DAMARISCOTTA QUADRANGLES, DATED 2016, PREPARED BY MAINE GEOLOGICAL SURVEY.

LEGEND

Sb BUCKSPORT FORMATION
Dwgn WALDOBORO FLUTON



BEDROCK GEOLOGY MAP PAYEMENT INVESTIGATION

DAMARISCOTTA FIRE STATION - MASSASOIT DRIVE
PREPARED FOR
TOWN OF DAMARISCOTTA

145 LISBON ST. - SUITE 101
LEWISTON, ME 04240
Tel: (207) 576-3313

113 PLEASANT STREET
ROCKLAND, ME 04841
Tel: (207) 318-1161

SUMMIT
GEOENGINEERING SERVICES
www.summitgeoeng.com

DATE: 7-30-2020	DRAWN BY: KRF	CHECKED BY: ELS
JOB: 20224	SCALE: 1" = 1000'	FILE: 20224 BOR

APPENDIX B
EXPLORATION SUMMARY TABLE
BORING LOGS

EXPLORATION COVER SHEET

The exploration logs are prepared by the geotechnical engineer from both field and laboratory data. Soil descriptions are based upon the Unified Soil Classification System (USCS) per ASTM D2487 and/or ASTM D2488 as applicable. Supplemental descriptive terms for estimated particle percentage, color, density, moisture condition, and bedrock may also be included to further describe conditions.

Drilling and Sampling Symbols:

S = Split Spoon Sample	Hyd = Hydraulic Advancement of Drilling Rods
UT = Thin Wall Shelby Tube	Push = Direct Push of Drilling Rods
SSA = Solid Stem Auger	WOH = Weight of Hammer
HSA = Hollow Stem Auger	WOR = Weight of Rod
RW = Rotary Wash	PI = Plasticity Index
SV = Lab Shear Vane (Torvane)	LL = Liquid Limit
PP = Pocket Penetrometer	MC = Natural Moisture Content
C = Rock Core Sample	USCS = Unified Soil Classification System
FV = Field Vane Shear Test	Su = Undrained Shear Strength
SP = Concrete Punch Sample	Su(r) = Remolded Shear Strength

Water Level Measurements:

Water levels indicated on the boring logs are the levels measured in the boring at the times indicated. In pervious soils, the indicated elevations are considered reliable groundwater levels. In impervious soils, the accurate determination of groundwater elevations may not be possible, even after several days of observations. Groundwater monitoring wells may be required to record accurate depths and fluctuation.

Gradation Description and Terminology:

Boulders:	Over 12 inches	Trace:	Less than 5%
Cobbles:	12 inches to 3 inches	Little:	5% to 15%
Gravel:	3 inches to No.4 sieve	Some:	15% to 30%
Sand:	No.4 to No. 200 sieve	Silty, Sandy, etc.:	Greater than 30%
Silt:	No. 200 sieve to 0.005 mm		
Clay:	less than 0.005 mm		

Density of Granular Soils and Consistency of Cohesive Soils:

CONSISTENCY OF COHESIVE SOILS		DENSITY OF GRANULAR SOILS	
SPT N-value blows/ft	Consistency	SPT N-value blows/ft	Relative Density
0 to 2	Very Soft	0 to 4	Very Loose
2 to 4	Soft	5 to 10	Loose
5 to 8	Firm	11 to 30	Compact
9 to 15	Stiff	31 to 50	Dense
16 to 30	Very Stiff	>50	Very Dense
>30	Hard		



Project Name: Fire Station Pavement Evaluation
 Location: Massasoit Drive, Damariscotta, ME

Project Number: 20224
 Date: 7/16/2020

EXPLORATION SUMMARY TABLE

BORING NUMBER	PAVEMENT THICKNESS (in)	GRAVEL BASE THICKNESS (in)	EXPLORATION DEPTH (ft)	GROUNDWATER DEPTH (ft)	NOTES
B-1	4"	6"	3'	NE	N/A
B-2	2"	15"	2.7'	NE	Refusal at 2.7' on Cobble/Boulder
B-3	3"	15"	5'	NE	N/A
B-4	2"	12"	3'	NE	N/A
B-17	2.5"	12"	5'	2.3'	N/A

NOTES:

- 1.) Test borings were performed using a truck mounted PowerProbe 9630 Pro on July 16, 2020. Borings were advanced using a combination of 3.5-inch direct push sampling SPT split spoon sampling to depths of 2.7 to 5 feet.
- 2.) Soil at the site generally consists of gravel base (sand & gravel) overlying glacial till (silt-clay & sand). Further descriptions on soil conditions can be found on the boring logs. Thickness of pavement and gravel base are listed in the table above.
- 3.) Bedrock was not encountered in the borings, explored to the depths indicated in the table above. Refusal at boring B-2 on a cobble or boulder was encountered at a depth of 2.7 feet.
- 4.) Groundwater was observed in the explorations at a depth of 2.3 feet in boring B-5.
- 5.) NE = None Encountered. N/A = Not Applicable.



SOIL BORING LOG

Boring #: **B-1**

Project: Fire Station Pavement Investigation
 Location: Massasoit Drive
 City, State: Damariscotta, Maine

Project #: 20224
 Sheet: 1 of 1
 Chkd by: CWC

Drilling Co: Summit Geoengineering Services
 Driller: S. Floyd
 Summit Staff: Erika Stewart, P.E.

Boring Elevation: Unknown
 Reference: N/A
 Date started: 7/16/2020 Date Completed: 7/16/2020

DRILLING METHOD		SAMPLER	
Vehicle	Truck	Length:	24" SS
Model	9630 Pro	Diameter:	2"OD/1.5"ID
Method:	3" Direct Push	Hammer:	140 lb
Hammer Style	Auto	Method:	ASTM D1586

ESTIMATED GROUND WATER DEPTH			
Date	Depth	Elevation	Reference
7/16/2020	NE	N/A	None observed

Depth (ft.)	SAMPLE DESCRIPTION				Elev. (ft.)	Geological/ Test Data	Geological Stratum	
	No.	Pen/Rec (in)	Depth (ft)	blows/6"				
1	SP-1	36/33	0 - 3	PUSH			4" Bituminous Pavement	
							Brown Gravelly SAND, little Silt, compact, damp, SP-SM	0.3' GRAVEL BASE
							Olive brown and slightly mottled Clayey SILT to SILT-CLAY, little Sand and Gravel, very stiff, damp to moist, ML to ML-CL	PP = 7,000 psf to 9,000 psf 0.8' GLACIAL TILL
2								
3								
4							End of Exploration at 3', No Refusal	
5								
6								
7								
8								
9								
10								
11								

Granular Soils		Cohesive Soils		% Composition ASTM D2487
Blows/ft.	Density	Blows/ft.	Consistency	
0-4	V. Loose	<2	V. soft	< 5% Trace 5-15% Little 15-30% Some > 30% With
5-10	Loose	2-4	Soft	
11-30	Compact	5-8	Firm	
31-50	Dense	9-15	Stiff	
>50	V. Dense	16-30	V. Stiff	
		>30	Hard	

NOTES: PP = Pocket Penetrometer, MC = Moisture Content
 SP = Gravel punch (direct push) sample
 S = Split Spoon Sample

Boulders = diameter > 12 inches, Cobbles = diameter < 12 inches and > 3 inches
 Gravel = < 3 inch and > No 4, Sand = < No 4 and > No 200, Silt/Clay = < No 200

Soil Moisture Condition

Dry: S = 0%
 Humid: S = 1 to 25%
 Damp: S = 26 to 50%
 Moist: S = 51 to 75%
 Wet: S = 76 to 99%
 Saturated: S = 100%



SOIL BORING LOG

Boring #: **B-2**
 Project #: 20224
 Project #: 20224
 Sheet: 1 of 1
 Chkd by: CWC

Project: Fire Station Pavement Investigation
 Location: Massasoit Drive
 City, State: Damariscotta, Maine

Drilling Co: Summit Geoengineering Services
 Driller: S. Floyd
 Summit Staff: Erika Stewart, P.E.

Boring Elevation: Unknown
 Reference: N/A
 Date started: 7/16/2020 Date Completed: 7/16/2020

DRILLING METHOD
 Vehicle: Truck
 Model: 9630 Pro
 Method: 3" Direct Push
 Hammer Style: Auto

SAMPLER
 Length: 24" SS
 Diameter: 2"OD/1.5"ID
 Hammer: 140 lb
 Method: ASTM D1586

ESTIMATED GROUND WATER DEPTH			
Date	Depth	Elevation	Reference
7/16/2020	NE	N/A	None observed

Depth (ft.)	DRILLING METHOD				Elev. (ft.)	SAMPLE DESCRIPTION	Geological/ Test Data	Geological Stratum
	No.	Pen/Rec (in)	Depth (ft)	blows/6"				
1	SP-1	32/27	0 - 2.7	PUSH		2" Bituminous Pavement Brown Gravelly SAND, little Silt, compact, damp, SP-SM	Gravel = 41% Sand = 50% Fines = 9% MC = 4.8%	0.1' GRAVEL BASE
2						Olive brown SILT-CLAY, some Sand and Gravel, occasional cobbles, stiff to very stiff, moist, ML-CL	PP = 7,000 psf to 9,000 psf	1.5' GLACIAL TILL
3						End of Exploration at 2.7', Push Refusal on Cobble or Boulder		2.7' COBBLE OR BOULDER
4								
5								
6								
7								
8								
9								
10								
11								

Granular Soils		Cohesive Soils		% Composition ASTM D2487
Blows/ft.	Density	Blows/ft.	Consistency	
0-4	V. Loose	<2	V. soft	< 5% Trace 5-15% Little 15-30% Some > 30% With
5-10	Loose	2-4	Soft	
11-30	Compact	5-8	Firm	
31-50	Dense	9-15	Stiff	
>50	V. Dense	16-30	V. Stiff	
		>30	Hard	

NOTES: PP = Pocket Penetrometer, MC = Moisture Content
 SP = Gravel punch (direct push) sample
 S = Split Spoon Sample

Boulders = diameter > 12 inches, Cobbles = diameter < 12 inches and > 3 inches
 Gravel = < 3 inch and > No 4, Sand = < No 4 and >No 200, Silt/Clay = < No 200

Soil Moisture Condition
Dry: S = 0%
Humid: S = 1 to 25%
Damp: S = 26 to 50%
Moist: S = 51 to 75%
Wet: S = 76 to 99%
Saturated: S = 100%



SOIL BORING LOG

Boring #: **B-3**
 Project #: 20224
 Sheet: 1 of 1
 Chkd by: CWC

Project: Fire Station Pavement Investigation
 Location: Massasoit Drive
 City, State: Damariscotta, Maine

Drilling Co: Summit Geoengineering Services
 Driller: S. Floyd
 Summit Staff: Erika Stewart, P.E.

Boring Elevation: Unknown
 Reference: N/A
 Date started: 7/16/2020 Date Completed: 7/16/2020

DRILLING METHOD
 Vehicle: Truck
 Model: 9630 Pro
 Method: 3" Direct Push
 Hammer Style: Auto

SAMPLER
 Length: 24" SS
 Diameter: 2"OD/1.5"ID
 Hammer: 140 lb
 Method: ASTM D1586

ESTIMATED GROUND WATER DEPTH

Date	Depth	Elevation	Reference
7/16/2020	NE	N/A	None observed

Depth (ft.)	DRILLING METHOD				Elev. (ft.)	SAMPLE DESCRIPTION	Geological/ Test Data	Geological Stratum
	No.	Pen/Rec (in)	Depth (ft)	blows/6"				
1	SP-1	36/31	0 - 3	PUSH		3" Bituminous Pavement Brown Gravelly SAND to Sandy GRAVEL, little Silt, compact, damp, SP-SM to GP-GM		PAVEMENT 0.2' GRAVEL BASE
2						Light brown medium SAND, some Gravel, little to trace Silt, compact, damp, SP-SM		1.5' GRANULAR FILL
3								
4	S-1	24/24	3 - 5	8		Olive brown to gray and mottled Silty SAND, some Gravel, compact to dense, moist, SM		3.5' GLACIAL TILL
5				10				
6				15				
7				32		End of Exploration at 5', No Refusal		5'
8								
9								
10								
11								

Granular Soils		Cohesive Soils		% Composition ASTM D2487
Blows/ft.	Density	Blows/ft.	Consistency	
0-4	V. Loose	<2	V. soft	< 5% Trace 5-15% Little 15-30% Some > 30% With
5-10	Loose	2-4	Soft	
11-30	Compact	5-8	Firm	
31-50	Dense	9-15	Stiff	
>50	V. Dense	16-30	V. Stiff	
		>30	Hard	

NOTES: PP = Pocket Penetrometer, MC = Moisture Content
 SP = Gravel punch (direct push) sample
 S = Split Spoon Sample

Boulders = diameter > 12 inches, Cobbles = diameter < 12 inches and > 3 inches
 Gravel = < 3 inch and > No 4, Sand = < No 4 and >No 200, Silt/Clay = < No 200

Soil Moisture Condition

Dry: S = 0%
 Humid: S = 1 to 25%
 Damp: S = 26 to 50%
 Moist: S = 51 to 75%
 Wet: S = 76 to 99%
 Saturated: S = 100%



SOIL BORING LOG

Boring #: **B-4**
 Project #: 20224
 Sheet: 1 of 1
 Chkd by: CWC

Project: Fire Station Pavement Investigation
 Location: Massasoit Drive
 City, State: Damariscotta, Maine

Drilling Co: Summit Geoengineering Services
 Driller: S. Floyd
 Summit Staff: Erika Stewart, P.E.

Boring Elevation: Unknown
 Reference: N/A
 Date started: 7/16/2020 Date Completed: 7/16/2020

DRILLING METHOD		SAMPLER	
Vehicle	Truck	Length:	24" SS
Model	9630 Pro	Diameter:	2"OD/1.5"ID
Method:	3" Direct Push	Hammer:	140 lb
Hammer Style	Auto	Method:	ASTM D1586

ESTIMATED GROUND WATER DEPTH			
Date	Depth	Elevation	Reference
7/16/2020	NE	N/A	None observed

Depth (ft.)	SAMPLER				Elev. (ft.)	SAMPLE DESCRIPTION	Geological/ Test Data	Geological Stratum
	No.	Pen/Rec (in)	Depth (ft)	blows/6"				
1	SP-1	36/31	0 - 3	PUSH		2" Bituminous Pavement Brown Gravelly SAND to Sandy GRAVEL, little Silt, compact, damp, SP-SM to GP-GM		PAVEMENT 0.1' GRAVEL BASE
2						Olive brown to gray and slightly mottled SILT-CLAY, some to little Sand and Gravel, trace organics, stiff, damp to moist, ML to ML-CL	PP = 6,000 psf to 8,000 psf	1.1' GLACIAL TILL
3				↓		End of Exploration at 3', No Refusal		3'
4								
5								
6								
7								
8								
9								
10								
11								

Granular Soils		Cohesive Soils		% Composition ASTM D2487
Blows/ft.	Density	Blows/ft.	Consistency	
0-4	V. Loose	<2	V. soft	< 5% Trace
5-10	Loose	2-4	Soft	
11-30	Compact	5-8	Firm	5-15% Little
31-50	Dense	9-15	Stiff	15-30% Some
>50	V. Dense	16-30	V. Stiff	> 30% With
		>30	Hard	

NOTES: PP = Pocket Penetrometer, MC = Moisture Content
 SP = Gravel punch (direct push) sample
 S = Split Spoon Sample

Boulders = diameter > 12 inches, Cobbles = diameter < 12 inches and > 3 inches
 Gravel = < 3 inch and > No 4, Sand = < No 4 and >No 200, Silt/Clay = < No 200

Soil Moisture Condition

Dry: S = 0%
 Humid: S = 1 to 25%
 Damp: S = 26 to 50%
 Moist: S = 51 to 75%
 Wet: S = 76 to 99%
 Saturated: S = 100%



SOIL BORING LOG

Boring #: **B-5**
 Project #: 20224
 Sheet: 1 of 1
 Chkd by: CWC

Project: Fire Station Pavement Investigation
 Location: Massasoit Drive
 City, State: Damariscotta, Maine

Drilling Co: Summit Geoengineering Services
 Driller: S. Floyd
 Summit Staff: Erika Stewart, P.E.

Boring Elevation: Unknown
 Reference: N/A
 Date started: 7/16/2020 Date Completed: 7/16/2020

DRILLING METHOD
 Vehicle: Truck
 Model: 9630 Pro
 Method: 3" Direct Push
 Hammer Style: Auto

SAMPLER
 Length: 24" SS
 Diameter: 2"OD/1.5"ID
 Hammer: 140 lb
 Method: ASTM D1586

ESTIMATED GROUND WATER DEPTH			
Date	Depth	Elevation	Reference
7/16/2020	2.3'	N/A	Measured in open borehole

Depth (ft.)	DRILLING METHOD				Elev. (ft.)	SAMPLE DESCRIPTION	Geological/ Test Data	Geological Stratum
	No.	Pen/Rec (in)	Depth (ft)	blows/6"				
1	SP-1	36/24	0 - 3	PUSH		2.5" Bituminous Pavement		PAVEMENT
1						Brown Sandy GRAVEL, little Silt, compact, damp, GP-GM	Gravel = 54% Sand = 38% Fines = 8% MC = 4.8%	0.2' GRAVEL BASE
2						Olive brown and mottled SILT-CLAY, some to little Sand and Gravel, stiff to very stiff, moist, ML-CL		1.2' GLACIAL TILL
3							Water at 2.3'	2.5'+/-
3	S-1	24/15	3 - 5	8		Olive brown to gray and mottled SAND, some to little Silt and Gravel, compact to dense, wet, SM		
4				14				
4				14				
5				32				
5						End of Exploration at 5', No Refusal		5'
6								
7								
8								
9								
10								
11								

Granular Soils		Cohesive Soils		% Composition ASTM D2487
Blows/ft.	Density	Blows/ft.	Consistency	
0-4	V. Loose	<2	V. soft	< 5% Trace 5-15% Little 15-30% Some > 30% With
5-10	Loose	2-4	Soft	
11-30	Compact	5-8	Firm	
31-50	Dense	9-15	Stiff	
>50	V. Dense	16-30	V. Stiff	
		>30	Hard	

NOTES: PP = Pocket Penetrometer, MC = Moisture Content
 SP = Gravel punch (direct push) sample
 S = Split Spoon Sample

Boulders = diameter > 12 inches, Cobbles = diameter < 12 inches and > 3 inches
 Gravel = < 3 inch and > No 4, Sand = < No 4 and >No 200, Silt/Clay = < No 200

Soil Moisture Condition
Dry: S = 0%
Humid: S = 1 to 25%
Damp: S = 26 to 50%
Moist: S = 51 to 75%
Wet: S = 76 to 99%
Saturated: S = 100%

APPENDIX C
LABORATORY TEST RESULTS



GRAIN SIZE ANALYSIS - ASTM D6913

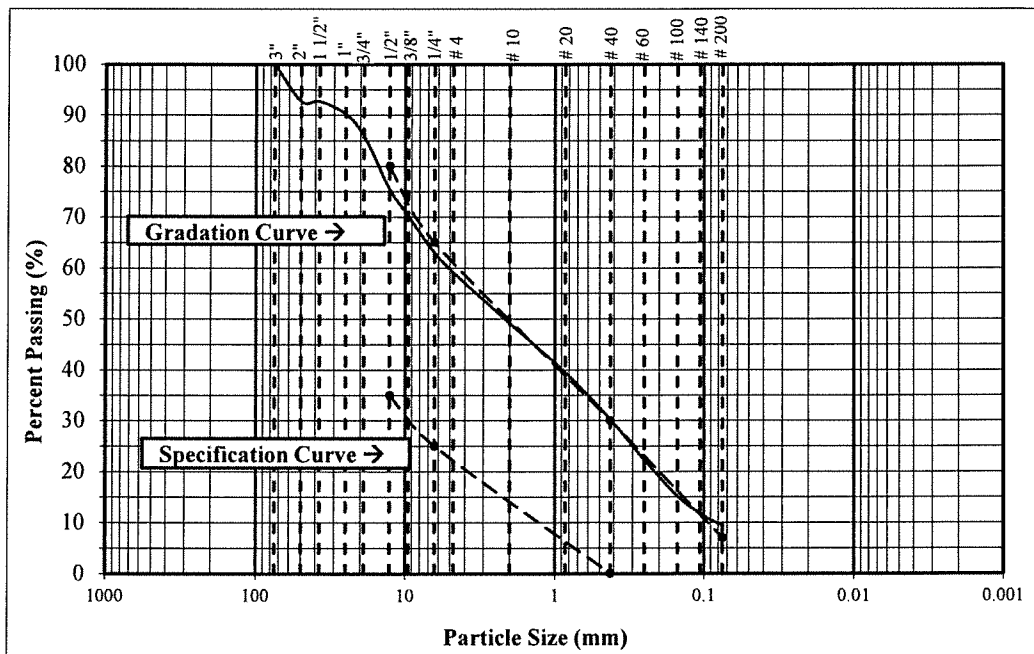
PROJECT NAME:	Fire Station Pavement Evaluation	PROJECT #:	20224
PROJECT LOCATION:	Massasoit Drive, Damariscotta, Maine	EXPLORATION #:	B-2
CLIENT:	Town of Damariscotta	SAMPLE #:	S-1
TECHNICIAN:	Erika Stewart, P.E.	SAMPLE DEPTH:	2" - 17"
SOIL DESCRIPTION:	Gravelly SAND, little Silt, SP-SM	TEST DATE:	7/24/2020

TEST PROCEDURE

Sample Source: Gravel Punch	Sieve Stack: Composite	Specimen Procedure: Moist
Test Method: Method A	Separating Sieve(s): 3/8 Inch	Dispersion Type: Tap Water

DATA

<u>STANDARD SIEVE</u> <u>DESIGNATION (mm)</u>	<u>ALTERNATIVE SIEVE</u> <u>DESIGNATION (in)</u>	<u>PERCENT</u> <u>PASSING (%)</u>	<u>MDOT 703.06 Type D</u>
75	(3 in)	100	100
50	(2 in)	93	
37.5	(1-1/2 in)	93	
25.0	(1 in)	90	
19.0	(3/4 in)	86	
12.7	(1/2 in)	76	35 - 80
9.5	(3/8 in)	70	
6.35	(1/4 in)	63	25 - 65
4.75	(No. 4)	59	
2.00	(No. 10)	49	
0.850	(No. 20)	39	
0.425	(No. 40)	30	0 - 30
0.250	(No. 60)	22	
0.150	(No. 100)	15	
0.106	(No. 140)	12	
0.075	(No. 200)	9	0 - 7



REMARKS: Moisture Content = 4.8%



GRAIN SIZE ANALYSIS - ASTM D6913

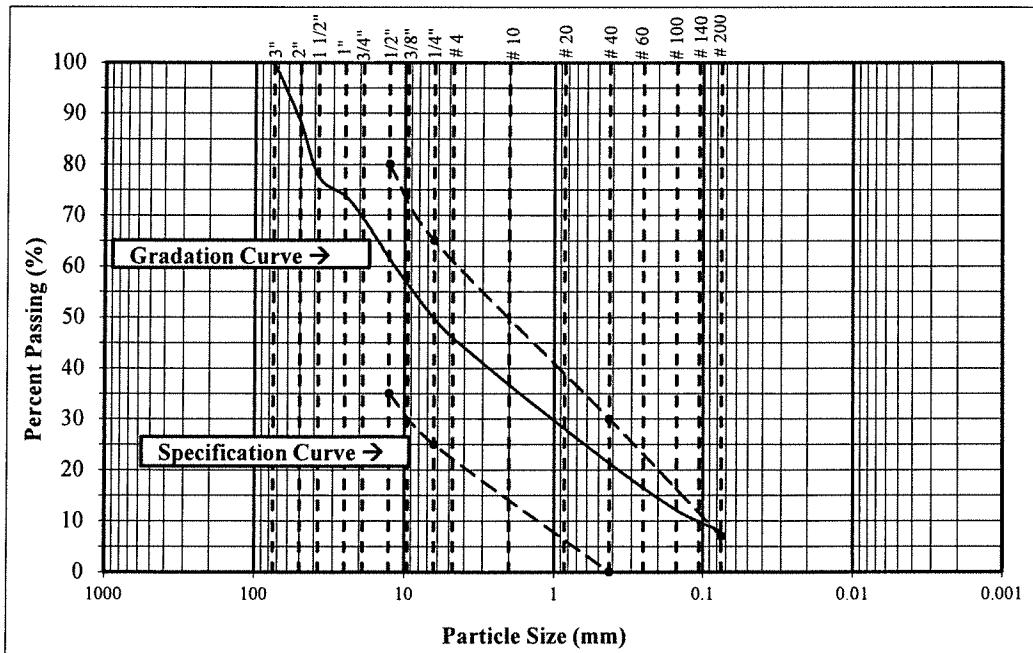
PROJECT NAME:	Fire Station Pavement Evaluation	PROJECT #:	20224
PROJECT LOCATION:	Massasoit Drive, Damariscotta, Maine	EXPLORATION #:	B-5
CLIENT:	Town of Damariscotta	SAMPLE #:	S-1
TECHNICIAN:	Erika Stewart, P.E.	SAMPLE DEPTH:	2.5" - 14.5"
SOIL DESCRIPTION:	Sandy GRAVEL, little Silt, GP-GM	TEST DATE:	7/24/2020

TEST PROCEDURE

Sample Source: Gravel Punch	Sieve Stack: Composite	Specimen Procedure: Moist
Test Method: Method A	Separating Sieve(s): 3/8 Inch	Dispersion Type: Tap Water

DATA

<u>STANDARD SIEVE</u> <u>DESIGNATION (mm)</u>	<u>ALTERNATIVE SIEVE</u> <u>DESIGNATION (in)</u>	<u>PERCENT</u> <u>PASSING (%)</u>	<u>MDOT 703.06 Type D</u>
75	(3 in)	100	100
50	(2 in)	88	
37.5	(1-1/2 in)	78	
25.0	(1 in)	74	
19.0	(3/4 in)	69	
12.7	(1/2 in)	62	35 - 80
9.5	(3/8 in)	56	
6.35	(1/4 in)	50	25 - 65
4.75	(No. 4)	46	
2.00	(No. 10)	37	
0.850	(No. 20)	28	
0.425	(No. 40)	21	0 - 30
0.250	(No. 60)	16	
0.150	(No. 100)	12	
0.106	(No. 140)	10	
0.075	(No. 200)	8	0 - 7



REMARKS: Moisture Content = 4.8%



MaineDOT Bicycle and Pedestrian Program Funding

Date Application
Received

For MaineDOT Use Only

Application

Note: Separate and complete application(s) are required for each different project proposal

Section 1: General Information

Applicant Name(s): Town of Damariscotta			
Contact Person: Matt Lutkus, Town Manager			
Mailing Address: 21 School Street			
City: Damariscotta	State: ME	Zip: 04543	County: US
Daytime Phone: 207-563-5168	Alternate Phone:	Email: townmanager@damariscottame.com	

NOTE: Your responses on this application should provide detailed and specific project-related information. If warranted, pictures, maps, exhibits, diagrams, survey summaries, etc., should be included with the application. Please be concise. If additional space is required, please attach supplemental sheets and/or documents.

Section 2: Eligibility Criteria

The following questions reflect basic eligibility criteria for consideration under this program. The applicant certifies that they are in agreement and that answers to the following questions are correct.

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Applicant is an eligible entity to receive Transportation Alternatives (TA) funding and has the authority to enter into an agreement with the state. (Eligible entities include local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, schools and school districts, tribal governments, local or regional governmental agencies with responsibility for oversight of transportation or recreational trails, and nonprofit entities responsible for the administration of local transportation safety programs.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Project application is complete and provides all of the required information. <ul style="list-style-type: none"> • Application adequately describes and justifies the need for the project • Cost estimate is accurate, realistic, and has sufficient detail • Application addresses Right of Way (ROW), Utilities, Environmental Permitting, Railroad, and/or Drainage Concerns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. The federal share for this proposed project is less than or equal to \$400,000.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Proposed project will be ready to be constructed within the next 3 years.

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. The applicant certifies that it has secured the required non-federal matching funds for the project.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. The applicant has committed to maintaining the proposed project's improvements (including winter maintenance) for the next 20 years.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. The project application funds an activity from a MaineDOT Priority area. <i>Though federal guidelines permit TA funding to be utilized for other activities, MaineDOT prioritizes the use of this funding for the following 3 areas:</i> a) <i>Safe Routes to School for non-drivers in Grades K – 8</i> b) <i>Pedestrian & Bicycle Facilities</i> c) <i>Utilization of Transportation Corridors for BikePed Trails</i>

Section 3: Project Overview

The following questions provide the reviewers with background information on the applicant community and its history with MaineDOT projects, as well as on the proposed project. This information may be used by the review committee as part of its final recommendations of what projects should be funded in a given year.

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Does the applicant community have a full-time qualified individual who has been certified by MaineDOT to be a Local Project Administrator?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Is the applicant currently working on any other projects or initiatives that would compromise its ability to move this project forward at this time? (limited time, staffing, resources, funding, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Will the funds requested in this application fund the entire project? (as opposed to partial funding of the anticipated need or funding only a phase of a larger project – please explain)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Project has sufficient length and scope to be a cost-effective and viable participant in MaineDOT's Bicycle and Pedestrian Program?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Is the applicant willing to contribute more than the required 20% match to help ensure that the project is funded and/or to cover project cost over-runs?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Is the applicant community located within the capital area of one of Maine's four Metropolitan Planning Organizations?
2218		7. Applicant's current population based upon the most recent census data.
9	Years Ago	8. When was the last time the applicant received funding under the <i>Safe Routes to School, Transportation Enhancements, Quality Community, or Transportation Alternatives Programs</i> ? A "0" indicates that funding has never been received.

Applicant Certification: The applicant certifies that they have been authorized by the community to submit this application, that the community agrees to all the program requirements, and that all of the information provided is an accurate representation from the community.

Applicant's Signature: _____

Date: _____

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Section 4: Project Description

4-A. Brief summary of the Proposed Improvements (*Outline proposed improvements in 40 words or less*):

Funding provided through this grant and Town bond funds would enable the Town to construct a sidewalk and bikeway along Damariscotta's Main Street (US1B) from Biscay Road to the Great Salt Bay School. The project would also include two pedestrian-activated crosswalks at the Biscay Road/Church Street/Main Street intersection.

4-B. Specific Location of Project: Provide street name(s), beginning and ending location(s), and additional relevant project location information. *Attach designs/ diagrams, maps, etc. that will help provide a clear description of the proposed scope and location. If possible, divide proposed project into logical sections if the project could potentially be funded or proceed in steps or phases:*

The sidewalk project would extend from intersection of Biscay Road and Main Street on the south and would extend north to the Great Salt Bay School, where there is an existing sidewalk. The total distance of the proposed sidewalk is approximately 1,650 feet. The construction of this sidewalk and bikeway would by itself be a stand-alone project but will ultimately be a key link in continuous pedestrian and bikeway system that extends from the School to downtown and Miles Hospital linking multiple businesses and non-profit facilities and higher density residential areas.

A map showing the location of the sidewalk/bike path is attached as is a map showing present sidewalks and planned future sidewalks and paths. Also attached is a memorandum from Wright-Pierce Engineering that provides preliminary cost estimates for three planned segments of new sidewalks and bicycle ways including the proposed Great Salt Bay School to Biscay Road segment.

4-C. Can the applicant community manage this project and why? Include information on individuals who are LPA (Local Project Administration) Certified, projects administered in the past, and the relevant qualifications of municipal employees to be involved in the project (i.e., ROW Training, Project Management Experience, Professional Engineering License Information). If the community seeks MaineDOT's management of the project, please explain why this assistance may be needed. Please also demonstrate why MaineDOT should fund and manage this project when it could fund a project managed by another local community.

Town Manager Matt Lutkus is LPA Certified and he or his eventual successor would be able to manage the project. However, the Town would strongly prefer to have MaineDOT manage the project. Damariscotta is currently managing the Bristol Road sidewalk and drainage project, but managing these kind of construction projects presents a significant challenge given the relatively small number of staff and the ongoing demands that are inherent in a smaller regional service center community. If receiving this grant hinges on the ability to self-manage, the Town would be willing to administer the project.

4-D. Specifically identify the proposed scope of the improvements (e.g., 1,000 linear feet of concrete sidewalk that is 5 feet wide, 50 linear feet of granite curbing, etc.):

- a) 1,650 linear feet of five foot wide paved sidewalk with granite curbing

- b) A wide shoulder along the side of the road to be compatible with safe bicycling
- c) 1 Two crosswalks with pedestrian activated signals located at the Main Street – Church Street Biscay Road intersection
- d)
- e)

4-E. Provide a brief overview of the project’s transportation value(s) and purpose(s): *Each project should primarily serve transportation purposes, as opposed to recreation purposes. A project serves valid transportation purposes if it serves as a connection between origins and destinations, increases safety, connects people to education or employment, and/or relates directly to the transportation system.*

For more than a decade, residents of Damariscotta have expressed concerns with the dangers attributed to walking and biking alongside Route 1B due to a lack of sidewalk and suitable shoulder. The proposed sidewalk and bicycle path is adjacent to the elementary school, the Coastal Rivers Conservation Trust headquarters and event center, the Whaleback Shell Midden State Historic Site and the YMCA which in addition to providing a wide range of youth and adult recreational services, houses senior center services and the local FARMS program.

This project would allow local neighborhoods greater access and safer transportation to these areas and more by foot or bike. The crosswalk would also increase the transportation value by allowing residents easier access to a number of local businesses including Roundtop Ice Cream, McDonald’s, and Hannaford Supermarket all of which are a short distance from the Biscay/Main intersection. With the successful completion of this project, the Town would be substantially closer to linking its non-motorized transportation routes from the downtown, the school and Route1B businesses as well as the LincolnHealth (Miles Hospital) campus.

4-F. Specifically describe the proposed timeline for design and/or construction of the applicant project:

- Early 2023: Grant funds are awarded as match to local bond funds
- May 2023: Solicit and receive proposals for project design
- June 2023: Start design work
- October 2023: Complete design
- October-December 2023- Acquire right-of-way
- December, 2023: Advertise for Bids
- January, 2024 Select Contractor
- March-June 2024: Project construction

Note: The project can be completed in a shorter timeframe if grant funds become available sooner than early 2023,

Section 5: Detailed Information

5-A. Provide a detailed description of how this proposed project will impact your local and surrounding communities.

Please be sure to address each of the following:

- Local support for the project including completed outreach activities

- Projected usage and specific benefits to local and surrounding communities
- How the project improves access to education and employment opportunities
- The county in which the project is located and how it will improve community health outcomes

There has been considerable support for sidewalk projects since 2008. In 2008, the Town of Damariscotta and the Lincoln County Regional Planning Commission jointly developed a bicycle-pedestrian plan for the community. During a walking and biking workshop 89 residents noted areas in need of repair and key community destinations. The Great Salt Bay Community School and the YMCA were overwhelmingly selected as important destinations. In regard to sidewalk segments, the proposed sections was ranked second in priority, only behind the segment from downtown to Biscay Road.

Also beginning in 2008 was the initiation of a Heart and Soul Charrette planning process largely funded by the Orton Family Foundation. This community consensus-building process took approximately two years to develop tangible planning recommendations that were intended to provide a template for future growth. The one sidewalk project that was highlighted in its "implementation Strategy" was 1 B. The Strategy reads as follows: "Narrow Route 1 B and provide sidewalks, esplanades, landscaping and on street parking in some places and, in others, a center turning lane or landscaped median to calm traffic."

Implementation of the 2008 Bicycle and Pedestrian Plan was listed as a high priority in the Town's 2014 Comprehensive Plan that was approved at the June, 2014 Annual Town Meeting. The Route 1B -Biscay Road to Great Salt Bay School segment was specifically listed in this document.

The Bicycle-Pedestrian Plan was updated in 2015, once again with the help of a large cross section of community stakeholders. The scope of the 2015 update to the plan was expanded to include the Town of Newcastle. The survey that was conducted as part of this updated study once indicated that the extension of the Main Street sidewalk and accompanying bikeway was viewed as the top priority for the two towns.

In 2018, in large part due to frustration with the amount of time that it has taken to achieve goals set forth in the 2008 Bicycle/Pedestrian Plan, a grass roots organization was formed to champion construction of pedestrian and bicycle facilities. This group known as the Public Safety and Accessibility Collaborative currently has twenty members some of whom are citizens and others who represent a cross section of non-profit organizations. Both the Lincoln County Regional Planning Commission and Damariscotta Town staff are actively involved on this committee.

At a Special Town Meeting In February 2020, voters in Damariscotta approved an application for a Tax Increment Financing (TIF) District which had as its major purpose the financing of a sidewalk and bicycle path on Main Street. In May, 2020 the TIF District was approved by the Department of Economic and Community Development.

5-B. Describe how the proposed project will increase mobility and accessibility within the community, especially for children, older adults, vulnerable populations, and those with disabilities.

Damariscotta is a vibrant regional service center community with an expanding and aging population. As the region and Town's median age rises, special attention must be paid to the safety of pedestrians and bicyclists and to disability accessibility. Many of the Town's older residents are disabled and require appropriate accommodations. Sidewalks and crosswalks are vital to protecting the vulnerable populations of Damariscotta. This sidewalk project will make the school, the YMCA, and nearby popular businesses, more safely accessible to pedestrians and cyclists. This project would ensure a safe pathway for students and citizens alike who frequently travel to the downtown by foot from their homes.

5-C. If this project closes an existing gap within your local network, please describe the existing conditions as well as how this proposed project improves the local transportation system – especially for bicyclists and pedestrians.

There is currently a small section of sidewalk and a crosswalk in front of the Great Salt Bay School. This project would expand upon this section, leaving one final segment of sidewalk left to connect the downtown sidewalks with the school. Currently pedestrians must walk on the side of the road along a sandy and dilapidated shoulder. This project also allows for the perfect opportunity to construct a wider safer shoulder for bicyclists who frequent Route US1B.

5-D. Please describe any known safety concerns or issues existing within the project scope area. Provide a detailed outline of how this proposed project improves conditions and/or addresses safety concerns.

Currently there is a small shoulder that tapers off while approaching the school. Cars travel quite fast on Route US1B and there is common concern that a pedestrian could be struck while walking to or from school. This project would allow people to safely navigate down Main St. without fear of an accident.

A grade-separated sidewalk with granite curbing will provide a clear delineation between the heavily traveled Business Route 1 and pedestrian use of this roadway. A paved shoulder and, in some locations, the possibility of a separate bike path would greatly enhance the safety factor for a growing number of cyclists.

5-E. Is this project located within 2 miles of a primary or middle school (Grades K – 8)? If yes, please elaborate on how this proposed project improves or creates a “Safe Route to School.”

The proposed project would provide for the construction of a sidewalk that will connect to the current a short section of sidewalk adjacent to Great Salt Bay Community School. (Grades K-8). With the addition of this proposed sidewalk section and crosswalk at Church Street and Biscay Street, the school would be much more accessible to students looking to bike or walk to school. For those who already bike or walk to school, this project would make the journey for students exponentially safer along busy Route 1B.

5-F. Please identify all the physical or social challenges and obstacles that the proposed project will face as it moves toward completion. Be sure to consider impacts such as, but not limited to, the following:

- right of way
- utilities
- environmental permitting
- drainage
- railroads
- handicapped accessibility
- elevation changes and sloping
- high project cost
- public process
- community resistance
- construction window
- impacts to historic areas
- local administration of the project

For each challenge and obstacle identified, elaborate on how the town will address and resolve these concerns. Please provide the following Right of Way information – total number of abutters / parcels of land in which this project will come in contact. Also provide copies of local tax maps for the project area, with the proposed project overlaid on the maps to verify ROW impacts. Please indicate which parcels the applicant anticipates the project will impact and which ones will only about the proposed project.

-The Town anticipates negotiations over right of way acquisitions.

-Potential conflicts with utilities will be addressed early in the design phase. Utility coordination written communications and meetings will be held in accordance with LPA manual guidelines.

-Environmental permitting will be the responsibility of the engineering and design firm selected for this project.

-Stormwater drainage will be an important component in project design and construction. The sidewalk project will not impact any railroad infrastructure.

-All new facilities will meet or exceed the Americans with Disabilities Act (ADA) statutory requirements and regulations. As an example, in its last two major sidewalk projects, the Town has designed and constructed a five foot sidewalk width unobstructed by utility poles for the entire length of these sidewalks.

-The slope of the terrain on which the proposed sidewalk is to be located is relatively flat and thus, changes in elevation will not be an issue.

-Project cost should be not be out of the ordinary but will of course depend largely upon the cost of right-of-way acquisition negotiations and the construction bidding climate at that point at which the advertisement for bids is sent out.

-Stakeholder involvement will be a high priority during the length of the project. The twenty member Public Safety and Accessibility Committee will have a key role in monitoring progress, providing their input and helping make sure that the general public is kept informed. In addition to the stakeholder notifications required in any LPA project, the Town Manager will be providing updates at the Board of Selectmen meetings that are reported by the Lincoln County News and cable casted via LCTV, the local cable station. Regular updates will be provided through the Town’s website, Facebook site and the email newsletter. The numbers of public meetings and more formal hearings and other opportunities for public involvement will meet or exceed LPA requirements.

-While budget expenditures are perennially a concern, I am not aware of anyone who has voiced opposition to the expansion of the Town's sidewalk system. I anticipate that there may be some resistance from a one or more of the property owners whose land abuts the proposed sidewalk.

-Given the Town's status as a seasonal tourist destination, the best timing for road projects is early Spring up until Independence Day weekend or after Labor Day with a break in construction the second week in October for the Towns' annual Pumpkinfest.

-There is one older home adjacent to the proposed sidewalk. Other structures are commercial buildings that do not have historical significance. The location of the sidewalk and bikeway will not encroach upon any of the structures.

-As stated in 4-C, the Town Manager is LPA certified and if this will be a Local Project Administration project, the manager will work closely with the design engineer and contractors to ensure that the work is completed in a quality manner.

5-G. Please describe any of your community's BikePed Projects that are currently in MaineDOT's queue and yet to be delivered. Provide additional details on that project's status, delivery timeline and elaborate on any delays experienced or expected.

Not Applicable.

5-H. Please identify and describe any previous MaineDOT BikePed Projects in the community that have been cancelled without being completed. Include information on the challenges faced and why the project was cancelled.

Not Applicable.

Section 6: Project Budget Summary – Estimated 3 Years Out

Please enter whole dollar amounts.

6-A.	Design/Engineering/Permitting (20% of Construction or \$20,000 - whichever is greater):	[[8%]] \$46,920.00
6-B.	Right of Way (\$5,000 per parcel of land impacted by the project and \$2,500 for all parcels that abut the proposed project or \$15,000 – whichever is greater)	\$125,000.00
6-C.	Construction	\$586,500.00
6-D.	Construction Oversight/Engineering (10% of Construction or \$20,000 - whichever is greater):	\$58,650.00
6-E.	Contingency (10% of Construction or \$25,000 - whichever is greater):	\$117,300.00
6-F.	TOTAL ESTIMATED COST OF THE PROPOSED PROJECT	\$934,370.00

6-G. **Non-Federal Match:** Under this program, there is a minimum non-federal match of 20%. However, applicants may choose to contribute more than the minimum amount required as a demonstration of the local commitment to the importance of this proposed project. (Note: Bonus consideration may be given to applications that offer additional match beyond any applicable required local match.)

6-G.1	Total Estimated Cost of the Proposed Project from Line 6-F	\$934,370.00
6-G.2	Estimated minimum local (non-federal) match – (20% of Line 6-G.1)	\$186,874.00
6-G.3	Funds requested from MaineDOT (Line 6-G.1 – Line 6-G.2 or \$400,000 – whichever is less)	\$400,000.00

6-G.4	Additional funding necessary because of total project cost exceeding MaineDOT's funding cap (Line 6-G.1 – Line 6-G.2 – Line 6-G3)	\$347,496.00
6-G.5	Total local contribution to this project (Line 6-G.2 + Line 6-G.4)	\$534,370.00

Please Note: The total of the funds requested from MaineDOT plus the actual non-federal match and cost overage committed by the applicant must equal the total estimated cost of the proposed project identified on line 6-F.

6-H – Please describe the applicant's process for calculating the total estimated cost of the proposed project (Line 6-F.)

This total estimated cost came from Wright-Pierce's cost estimate for four sidewalk projects.

Section 7: Preliminary Estimate Project Budget Detail

If available, please attach a preliminary detailed line item estimated budget for all items identified on Line 6-C. (Explain how you came up with your total construction cost.)

Wright-Pierce's information as follows (Attach the two page document they created for costing the project)

Biscay Road to Great Salt Bay School: 1650 linear feet (LF)
 Sidewalk and pave shoulder - \$511,500 (estimated cost) / 1650 feet = \$310 / LF

Section 8: Authorized Signatures

These signatures indicate the willingness/ability to provide the designated level of matching funds and a willingness to enter into a municipal/State agreement with the Department requiring the municipality/applicant/sponsor to administer the development, design, and construction of the project abiding to federal, State, and local requirements. The applicant will also be responsible for future maintenance (including snow removal) of the completed project for the 20-year life cycle. Note that design should meet all applicable federal and State Standards as well as all ADA Guidelines.

A municipal/state agreement with the Maine Department of Transportation is required for the development, design, and construction of the project in accordance with federal, state, and local requirements.

Note: Information on Locally Administered Project (LAP) requirements can be found at:
<http://www.maine.gov/mdot/lpa/>

An authorized representative of the city/town

Municipal Official:

Name(s): Matthew Lutkus

Title: Town Manager

Phone#: 207-563-5168

Email: townmanager@damariscottame.com

Signature(s)

Date

Local Project Municipal Contact (likely to be the Local Project Administrator)

Name: Matthew Lutkus

Title: Town Manager

Phone#: 207-563-5168

Email: townmanager@damariscottame.com

Submit an electronic version of your application via email to patrick.adams@maine.gov. Please also provide a hard-copy of your completed application with original signatures in **blue ink** to the following:

Patrick Adams, Bicycle and Pedestrian Program Manager
Active Transportation Planner
MaineDOT Bureau of Transportation Systems Planning
16 State House Station
24 Child Street
Augusta, ME 04333-0016
(207) 624-3311



Sidewalk on the east side
of Main Street between
Biscay Road and the Great
Salt Bay School

From Crosswalks across Biscay
Road from Dollar General to
McDonalds and Dollar General
to Church Street

December 5, 2019
W-P Project No. 13116

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

Subject: Church Street and Main Street Sidewalk Project
Budgetary Costs

Dear Mr. Lutkus:

Thank you for the opportunity to submit this budgetary information for the contemplated sidewalk projects on Church and Main Streets in Damariscotta. The costs provided are for anticipated budgetary planning purposes for the construction and engineering design related costs.

In preparing the evaluation we created four sidewalk segments for the costing exercise. The segments include Main Street from where the current sidewalk ends near the Rising Tide Community Market to the intersection of Biscay Road (4200 LF) and from Biscay Road to the existing sidewalk at Great Salt Bay School (1650 LF). The sidewalk on Church Street is also broken into two segments from the end of the current sidewalk at Pleasant Street to School Street (1800 LF) and from School Street to Main Street (1800 LF). The reason for the segments is that the costs vary depending on the segment with differences in traffic control, rock removal, retaining walls, curbing types and other factors.

In order to estimate the anticipated construction costs we have reviewed several recently bid sidewalk projects, including the recently bid Bristol Road sidewalk project which had a cost of \$ 429/LF as the highest cost to a project in Monmouth that was bid this summer at \$168/ LF. The range of costs reflects regional and design preference differences. We also understand that the funding for these sidewalks will be from the Town's TIF accounts and will not be funded by Maine DOT as the Bristol Road sidewalk was funded. Because of the preliminary nature of the estimates we have included a 20% contingency.

The engineering costs that we recommend be carried included survey of the roadways, design of the sidewalk improvements and drainage infrastructure and identification of potential easements for work outside of the right-of-way. We have included a construction administration and observation estimate for engineering services during the construction.

We understand that the projects will include only the sidewalk work and not likely to include sewer or water infrastructure upgrades. The traffic signal at Biscay Road and Maine Street will need to be upgraded to accommodate the pedestrian movements. We also understand that the construction will take place in the 2021 year at the earliest. Because of the conceptual nature of the estimates we have included a contingency of 20%. Please note that the cost per foot to construct sidewalk varies between Main Street



and Church Street and between the segments of the same street, this is due to the difference in traffic control, anticipated rock excavation, retaining walls, curbing and other factors.

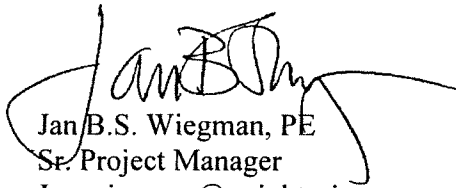
We have prepared the following table of construction costs for the segments of sidewalks;

	Description	Length	Estimated Cost
1	Main Street RTCM to Biscay Road	4200'	\$ 1,365,000.
2	Main Street – Biscay Road to GSBS	1650'	\$ 511,500.
3	Church Street – Pleasant Street to School Street	1800'	\$ 450,000.
4	Church Street – School St to Main Street	1800'	\$ 495,000.
5	Main Street- Biscay Road- Church Street Signal Modification		\$75,000
	Sub Total		\$ 2,896,500.
	Contingency (20%)		\$ 579,300.
	Total		\$ 3,475,800.

In addition to the cost shown above, the engineering for the design of the sidewalks we would recommend that the Town budget approximately 8% of the construction cost, on the order of \$ 280,000 for the entire project, and we would recommend that construction administration and observation would be on the order of 10% of the construction cost, or approximately \$ 350,000.

Thank you for requesting Wright-Pierce to assist with the budgetary information on this exciting project. If you have any questions on the scope of the estimate or related to the information provided, please do not hesitate to contact us.

Sincerely,
WRIGHT-PIERCE



Jan B.S. Wiegman, PE
Sr. Project Manager
Jan.wiegman@wright-pierce.com

**ShoreUp Grant Application
Town of Damariscotta
Church Street Culvert Replacement**

APPLICANT INFORMATION			
Name:	Matt Lutkus	Municipality:	Damariscotta
Email:	MLutkus@damariscottame.com	Phone:	207-563-5168
Role or position in proposed work:	Town administrator	Grant amount requested:	\$9,910
Signature ("or by email")		Date of request	21-Jul-20
RECIPIENT INFORMATION			
Name:	Matt Lutkus	Municipality:	Damariscotta
Email:	MLutkus@damariscottame.com	Phone:	207-563-5168
Mailing address:	Town of Damariscotta 21 School Street Damariscotta, Maine 04543	Relation to proposed work:	Town administrator

APPLICATION CONTENT

What is the community's vision for its future? How would proposed work help realize that vision?

Damariscotta is fully aware of the potential impacts of climate change on the community and has been actively identifying locations threatened by rising seas and increasingly intense precipitation events. Currently, the town engaged in a \$4m project to implement protects for the downtown from sea level rise that is the culmination of an 8-year planning effort. Town officials previously met with state and private parties to evaluate the next most significant climate change-related threat to community infrastructure – the Church Street culvert. The threat realized with the July 16 storm as made this an even greater priority for the town.

List your partnership activities with the Island Institute to-date, any other partnerships, and dates of meetings and milestones on addressing resilience to sea level rise and coastal flooding.

The town is currently working with the Silver Jackets, a state-federal agency partnership, to provide Damariscotta with future dynamic floodplain maps that include sea level rise. Previously, the town partnered with the Maine Coastal Program on a 2013 Coastal Community Grant to evaluate sea level rise impacts on the downtown with the final report and recommendations published in 2014 and _____ . The current flood protection project is being funded by a grant from the Economic Development Administration and private and town funds.

Please provide the list of those involved in proposed and related work, their backgrounds and roles:

Joseph McLean, principal of Acadia Civil Works, has been engaged to provide engineering support for the project, Summit Engineering will complete the borings to determine the extent of voids created by the flooding and Slade Moore will be providing technical and habitat assistance.

Summarize the work for which funding is sought, including the timeline:

Attached are proposals from Acadia and Summit, which describe the proposed work tasks.

Please provide a budget, showing the breakdown of costs and which expenses are covered by this funding, cash and in-kind matches, and any other funding sources:

The total budget is as follows:

<i>Work Tasks</i>	<i>Cost estimate</i>	<i>Proposed ShoreUP Funding</i>	<i>Proposed Town Cash Match</i>
<i>Geotechnical borings and report (Summit)</i>	<i>\$4,000</i>		<i>\$4,000</i>
<i>Project engineering (Acadia)</i>	<i>\$9,910</i>	<i>\$9,910</i>	
<i>Total</i>	<i>\$13,910</i>	<i>\$9,910</i>	<i>\$4,000</i>

What area(s) of the community would be impacted by the proposed work?

Church Street neighborhood.

How has your business or the community been engaged in confronting change such as the sea level rise?

The community has been strongly engaged in addressing the potential impacts of sea level rise and climate change. The town conducted a survey of community attitudes towards protecting key public infrastructure from sea level rise. Attached are the results of the survey and additional comments provided by respondents.

List anticipated social, economic or environmental impacts from the proposed work:

The immediate project would evaluate the physical below ground condition of the crossing and would, therefore, contribute to the safety and welfare of the public. It would also begin the process of planning for the much more expensive full replacement of the structure with a much larger crossing that would be sized to accommodate tidal flows and enhance and protect the upgradient stream and the downgradient marsh.



ACADIA CIVIL WORKS
ENGINEERING DESIGN & CONSULTATION

PERSON-HOUR/FEE ESTIMATE

Church Street - Tidal Crossing Analysis

Damariscotta, ME - July 19, 2020

Task/Phase Description	Classification	Engineer	Tech	Admin	Sub	Subtotal
	Rate (\$/hr)	\$140	\$85	\$55	Contractor	

Concept Design Development

Task/Phase Description	Engineer	Tech	Admin	Sub	Subtotal
1 Data Review	4	4	2		\$1,010
2 Hydraulic Modeling (1D)	24	6			\$3,870
3 Conceptual Sizing	6	2	1		\$1,065
4 Concept Plan	3	8			\$1,100
5 Conceptual Cost Estimation	2	1			\$365
6 Design Memorandum	6	4	6		\$1,510
7 Project Team Review	4	2	2		\$840

Person-Hour Total	49	27	11		
Labor Subtotal	\$6,860	\$2,295	\$605	\$0	\$9,760

mileage (@\$0.55/mile)	\$125
printing	\$25

TOTAL FEE \$9,910

Concept Design Development

Task 1 - Data Review: Acadia Civil Works will seek information from the Town of Damariscotta (including the Water and Sewer Departments) and Maine DOT related to the existing crossing structure at Church Street, as well as upstream structures at Route 1. This will include prior structure inspections, as well as plans on file and survey information. Additionally, readily available GIS data sources and previously collected data by project partners will be reviewed and evaluated.

Task 2 - Hydraulic Modeling (1D): A one-dimensional HEC-RAS model will be developed that encompasses the Church Street Crossing, the upstream crossing at Route 1, and associated tidally influenced channel/marsh areas. This model will allow for the evaluation of a variety of conditions, including the existing conditions, improvement conditions, and sea level rise.

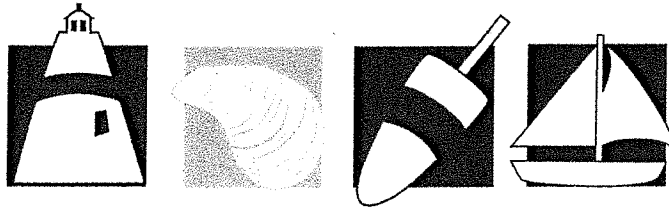
Task 3 - Conceptual Sizing: A primary goal of this exercise will be to develop a sizing curve for the existing and future conditions that identifies the associated hydraulic performance of the crossing (ability to pass the ebb and flow of the tide, as well as peak storm flows) through a range of sizes.

Task 4 - Concept Plan: It is anticipated that one conceptual improvement scenario will be considered at Church Street. A full size engineering plan for the concept will be prepared and included as an attachment to the Design Memorandum (Task 6).

Task 5 - Conceptual Cost Estimation: An engineers' opinion of construction cost will be prepared for the of concept from Task 4. This estimate will be prepared based upon construction costs of recent similar projects. The costs estimates will be included in the Design Memorandum (Task 6).

Task 6 - Design Memorandum: Acadia Civil Works will complete and issue a written memorandum describing the conceptual design effort at the crossing location. This memo will summarize and publish pertinent hydrologic and hydraulic assessments prepared for the project.

Task 7 - Project Team Review: The Design Memorandum will be issued in advance of the Project Team Review Meeting. At the meeting, Acadia Civil Works will review the memo with the Town and Project Partners. Comments and feedback will be solicited. Following the meeting the memo will be updated and issued as final.



Damariscotta Region
— Chamber of Commerce —

THANK YOU!

Dear Matt & Bos

A huge thank you for your support of the "open air market" in downtown Damariscotta. I believe it gave our businesses a kick start to the season.

Your support & flexibility is greatly appreciated. A huge shout out to Mark for the loan of barricades, Daryl for his upbeat positive attitude and help with set up, and Robin for her guidance!

Warm Regards,
Lise Magan

CEMETERY DEED

KNOW ALL PERSONS BY THESE PRESENT that the Town of Damariscotta, in the County of Lincoln in the State of Maine, a municipal corporation organized and existing under the laws of the said State, in consideration of the sum of Three Hundred dollars (\$300.00) paid by **Charlie & Nancy Ault**, in the State of Maine, does hereby transfer and convey unto the said **Charlie & Nancy Ault** and his/her assigns, a certain lot of land in **Bethlehem Cemetery** in said Town of Damariscotta, said lot being numbered **Range 5, Lot 8-3** as shown on the plan of the cemetery on file with the Trustees of said cemetery. The specified lot is restricted to cremation use only.

TO HAVE AND TO HOLD the same unto the grantee(s) and assigns forever.

ON CONDITION that:

- 1) the same shall be used and improved only as and for a burial lot for the human dead;
- 2) no permanent markers shall be erected above the surface of the ground, other than permitted monuments;
- 3) no shrubbery or trees shall be planted on the lot;
- 4) the lot shall not be mounded or terraced (grade to be maintained on level with the rest of the area);
- 5) it can only be sold to the Town of Damariscotta;
- 6) it can be transferred only with prior written permission from the Trustees of said cemetery; and
- 7) the owners and possessors thereof shall always be subject to such regulations and orders as are or shall be made for the use and improvement of said cemetery.

The said Town of Damariscotta covenants to and with **Charlie & Nancy Ault** and his/her assigns that it is lawfully seized in fee of the aforesaid premises, that the granted premises are free from all encumbrances, that it has good right to sell and convey the same to the said **Charlie & Nancy Ault** and his/her assigns forever.

IN TESTIMONY WEHREOF, the Town of Damariscotta has caused these present to be signed and sealed by its Selectmen, thereunto duly authorized this 5th day of August, 2020.

THE TOWN OF DAMARISCOTTA

Roberta Mayer, Chairman

Louis F. Abbotoni

Mark Hagar, Vice Chair

Joshua Pinkham

Daryl Fraser, 2nd Vice Chair

STATE OF MAINE

COUNTY OF LINCOLN

Then personally appeared the above-named Selectmen of the Town of Damariscotta and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said Town.

Before me, _____
Notary Public

CEMETERY PERPETUAL CARE & MAINTENANCE CONTRACT

THE TOWN OF DAMARISCOTTA, in the County of Lincoln in the State of Maine, a municipal corporation organized and existing under the laws of the said State, has received the sum of Two Hundred dollars (\$200.00) paid by **Charlie & Nancy Ault** and said sum has been accepted by said Town, to be held in trust, the income thereof to be used for the perpetual care and maintenance of lot number **Range 5, Lot 8-3** in **Bethlehem Cemetery**; provided, however, that should any part of said income remain unexpended after the reasonable and proper care of said lot, said income shall be used for the general care and maintenance of **Bethlehem Cemetery**.

Perpetual care fees are nonrefundable.

Dated at Damariscotta, Maine this 5th day of August, 2020.

THE TOWN OF DAMARISCOTTA

Roberta Mayer, Chairman

Louis F. Abbotoni

Mark Hagar, Vice Chair

Joshua Pinkham

Daryl Fraser, 2nd Vice Chair

STATE OF MAINE

COUNTY OF LINCOLN

Then personally appeared the above-named Selectmen of the Town of Damariscotta and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said Town.

Before me, _____
Notary Public



Maine Municipal
Association

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

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

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 27, 2020

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

Deadline: Friday, August 21, 2020 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2020 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 10, by 4:30 pm. There were no municipal officials nominated by petition.

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

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

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 21. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Christine Landes, City Manager, City of Gardiner.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 24. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 7, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2021.

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

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

ROBERT BUTLER (CHAIR OF SELECTBOARD, TOWN OF WALDOBORO)

Professional & Municipal Experience:

- Town of Waldoboro, Select Board Chair (first year of third non-consecutive term)
- Town of Waldoboro committees, including: Budget Committee, Economic Development Committee, Culinary Arts Committee, Sylvania Task Force, Communications and Technology Committee, Town Manager Search Committee and A.D. Gray Committee, Water Department Committee
- Waldoboro Public Library, Treasurer
- Waldoboro Public Library, Member of Board of Trustees
- Waldoboro Business Association, Member, Board
- Municipal Review Committee, Member, Board

Other Experience, Committees and Affiliations:

- Peace Corps, Afghanistan 1968-1970: Taught English as a foreign language in a rural village in the Kuz Konar District of Nangrahar Province and at the Institute of Civil Aviation, Kabul
- Ashland Oil Company, Beirut, Lebanon: Middle East Representative
- Arabian American Oil Company, Dhahran, Saudi Arabia: Government Relations and Contracting Rep
- Bank of Boston, Boston, MA and Tehran, Iran: Middle East Africa Division, Credit Analyst and Middle East Representative
- The National Commercial Bank, Dammam, Saudi Arabia: Head of Corporate Banking, Eastern Province
- Mount Street Holdings, London, England and Al-Khobar, Saudi Arabia: Partner and Financial Advisor
- A.I.N.V. (Arizona), Inc., President. Holding company for a private Saudi investment in a jojoba plantation located in Hyder, Arizona, which my wife and I subsequently purchased.
- Cottonwood Creek, Madera, California, Manager: Certified Organic Grape and Almond farm
- Boston Jojoba Company/The Jojoba Company, President and Co-Owner with my wife. Founded to purchase jojoba seeds and to process and market pure, unrefined golden jojoba world-wide. My wife and I sold the business to Israeli growers in September 2018. She retired immediately upon the sale. I retired in April 2019

Education:

- BA/MA German Literature, The Johns Hopkins University, Baltimore, Maryland (1968)
- MA International Relations, The Johns Hopkins University School of Advanced International Studies (1972)
- Middle East Center for Arab Studies, Shemlan, Lebanon (1973), Advanced Arabic
- MBA Boston University, Boston, Massachusetts (1980)

TERRY HELMS (SELECTPERSON, TOWN OF GRAND ISLE)

Professional & Municipal Experience:

- Town of Grand Isle, Selectperson (July 2015 – present)

Other Experience, Committees and Affiliations:

- Assisted in organizing Congrès Mondial Acadien event in northern Maine as part of the Maine Regional Coordinating Committee and Executive Committee
- Self-employed: TH Enterprises. Caribou, Limestone, Lille and Grand Isle, Maine
- Historic Restoration Specialist
- Tom Sawyer Waste Management, Caribou, Maine

- Tony's Major Muffler Mechanic, Presque Isle, Maine
- Power's Roofing and Sheet Metal, Caribou, Maine
- Bacon Chevrolet General Mechanic, Greenwich, Ohio
- United States Air Force Sargent, Loring, Maine, Keflavic NAS, Iceland
- Saranac Central School System, Library Assistant, Saranac, New York

Education:

- University of Maine at Presque Isle, completed semester (left due to financial obligations)
- School Without Walls, Washington DC, completed high school education
- Ballou High School, Washington DC
- Saranac Central Elementary, Jr. and High School, Saranac, New York
- Conner Elementary School, Long Beach, Mississippi

Awards and Certifications:

- Maine Preservation Honor Award (November 2014)
- Paint and Plaster Repair Seminar (January 2007)
- Maine Preservation Honor Award (May 2006)
- Four Barrel Carburetor Systems (January 1985)
- Computer Command Control Fundamentals (January 1985)
- Transportation Award (June 1983)
- NCO Orientation Phase II – Security (March 1983)
- Steering Systems, Power Brakes, Wheel Alignment and Wheel Balancing (November 1980)
- Air Force Office of Safety and Health (November 1979)
- General Purpose Mechanic Course (September 1979)

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2021 EXECUTIVE COMMITTEE**

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

JAMES BENNETT (CITY MANAGER, CITY OF BIDDEFORD)

Professional & Municipal Experience:

- City of Biddeford, Maine – City Manager (August 2015 – present)
- Adjunct Professor, USM Muskie School, Masters level courses: (1) Public Budgeting and Finance, and (2) Managing Towns and Municipalities
- City of Presque Isle, Maine – City Manager (March 2010 - July 2015)
- Town of Sabattus, Maine – Interim Town Manager (September 2009 – March 2010)
- City of Lewiston, Maine – City Administrator (March 2002 – July 2009)
- Town of Westbrook, Maine – Administrative Assistant to the Mayor (October 1996 – March 2002)
- Town Old Orchard Beach, Maine – Town Manager (May 1990 – October 1996)
- Town of New Gloucester, Maine – Town Manager (February 1988 – May 1990)
- Town of Dixfield, Maine – Town Manager (February 1986 – February 1988)
- Town of Lisbon, Maine – Selectman (May 1982 – February 1986) Vice Chairman (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (1992 – 1996) (2018 – present)
- Member, MMA Property & Casualty Pool Board of Directors (1992 – 1996) (2018 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (1992 – 1996) (2018 – present)
- Member, MMA Strategic & Finance Committee (1995 - 1996, 2018 – present); Chair (1995 -1996, 2019-2020)
- Member, Governor’s Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, MMA Legislative Policy Committee (served as member many years since 1990)
- Co-developed and presented 2020 MMA Webinar “Budgeting in Uncertain Times” in response to COVID-19
- Frequent presenter on behalf of MMA Training: Basic Budgeting since 1993; Cash Management for Municipalities since late 1990s; Top Ten Things I wish I Was Told Earlier in My Career since 2014, Leadership Training since 2018
- President, International City/County Management Association (2014 – 2015); Regional Vice President, (2008 – 2011) Chairperson, Conference Planning Committee, (2007 – 2008); Committee Member (various years 1997 – 2011); Small Community Task Force (1999 – 2001)
- ICMA Emerging Leaders Development Program Facilitator (2007 – present)
- President, Maine Town & City Management Association (1998 –1999); Board of Directors (1991 – 2000)
- President, Aroostook Municipal Association (2012 – 2014)
- Executive Board, Northern Maine Development Commission (2010 – present)
- Chairperson, Aroostook Tourism Committee (2011 – 2013)
- Member, Revolving Loan Committee, Northern Maine Development Commission (2010 – present)
- Executive Board, Maine Service Center Coalition (2011 – present)
- Treasurer, Martindale Country Club (2005 – 2008)
- Treasurer, Kora Clown Shrine Unit (2004 – 2008)
- Kora Divan, Kora Shriners (2004-2006; 2019 - present)
- Worshipful Master, Ancient York Lodge of Free and Accepted Masons (2007)
- Chairman and Founder, Ginger Bennett Memorial Scholarship Fund (2003 – present)
- Chairman, Joseph Graziano Memorial Scholarship Fund (2004 – 2012)

Education:

- Master of Business Administration, University of Southern Maine
- Bachelor of Science, Business Administration, University of Southern Maine
- Associate of Science, Accounting, Bentley College

Awards and Certifications:

- ICMA Legacy Leader since 2008
- All –America City, National Civic League (LEW) 2007
- Public Service Leadership Award, Androscoggin Chamber of Commerce 2006
- Maine Town and City Management Association’s “Linc Stackpole Manager of the Year” August 2003
- ICMA Credentialed Manager since 2002 (*initial year of program*)
- MTCMA Certified Municipal Manager since 1993



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 21, 2020

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Bennett, City Manager, City of Biddeford

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Robert Butler, Chair of Selectboard, Town of Waldoboro

Terry Helms, Selectperson, Town of Grand Isle

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

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

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

Date: _____ **Municipality:** _____

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

Print Name: _____ **Signature:** _____

Position: _____

OR Signed by a Majority of Municipal Officers **Current # of Municipal Officers:** _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org