

Agenda
Board of Selectmen's Meeting
Town of Damariscotta, Maine
August 7, 2019, 5:30 PM
Damariscotta Town Hall

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
- IV. Financial Reports**
 - 1. Payroll Warrants 6 and 7
 - 2. Accounts Payable Warrants
- V. Presentations**
- VI. Citizen Comments and General Correspondence**
 - 1. Letter from Maine Municipal Association Regarding Insurance Dividend
- VII. Town Manager Items**
 - 1. Board Workshop- Goals and Action Plan- August 21
 - 2. Board of Assessors' Tax Commitment -August 21
 - 3. Town Administrative Costs for Grants for Outside Organizations
 - 4. Automation of Town Clock
- VIII. Official Action Items**
 - 1. FY2019 Budget Carry-Forward Requests
 - 2. Public Hearings on Marijuana Ordinances
 - 3. Town Policy Regarding Treasurer Duties
- IX. Selectmen's Discussion Items**
- X. Adjournment**

Town Manager Notes for August 7, 2019 Board of Selectmen's Meeting

Citizen Comments and General Correspondence

1. **Letter from Maine Municipal Association Regarding Dividend** (attached)

Town Manager Items

1. **Board Workshop- Goals and Action Plan- August 21-** With the public hearings on the marijuana ordinances now scheduled for August 28 and September 4, I am asking the Board to reschedule the Board workshop on the 2019-20 Goals and Action Plan for immediately following the Board of Assessors' Meeting on the 21st.
2. **Board of Assessors' Tax Commitment -August 21-** Town staff is working with Jim Murphy, the Town's new Assessors' Agent to complete the data collection necessary for the Board of Assessors to commit taxes on August 21.
3. **Town Administrative Costs for Grants for Outside Organizations** - At the Board's July 19 meeting, there was a brief discussion about the fact that the Town has not charged its costs for financial administration when the Town has served as an intermediary to obtain funding for non-profit organizations. Cheryl will provide an explanation of the services that she provides to these organizations as Town Treasurer.
4. **Automation of Town Clock-** All of the equipment needed for the automation of the Town Clock has been delivered to the Baptist Church. Installation of the new machinery is scheduled for the week of August 12.

Official Action Items

1. **FY2019 Budget Carry Forward Requests** - I will soon complete a review of the various department requests for the carry-forward of some of their unspent FY2019 Budget funds and will send you my recommendations early next week.
2. **Public Hearings on Marijuana Ordinances-** The Board had previously set the public hearing on the draft Adult-Use and Medical Marijuana ordinances and ordinance amendments for August 21. Given that the Maine Municipal Association will be having a workshop on this topic on August 21 and that Town legal counsel won't be available on the 21st, I polled the Selectmen to see if August 28 would be acceptable as an alternative. The majority of the Board indicated that this would be acceptable. In addition, the Board informally approved setting a second hearing on these ordinance and ordinance changes for September 4. Setting the second public hearing now allows staff to publicize both hearings at once. The September 4 hearing is being scheduled so that any final changes to the ordinances can be made after the August 28 hearing and incorporated in a draft that goes before the second hearing. In order to be placed on a town meeting warrant, ordinances in their final form must be presented at the hearing. In

other words, there can be no further changes in the ordinances between the last public hearing and the town meeting. Therefore it is important that citizens who want to comment on the drafts as they are currently written attend and express their views at the August 28 hearing.

Recommended Action: Set public hearings on the draft marijuana licensing and zoning ordinances and ordinance amendments for August 28 and September 4 at 5:30 PM in the Town Hall Meeting Room.

3. **Town Policy Regarding Treasurer Duties-** Cheryl is currently drafting a policy related to Town Treasurer functions for you to consider approving. Either Cheryl or I will email this to you early next week.

Recommended Action: Approve the Policy on Town Treasurer Functions.

PRESS RELEASE
For Immediate Release

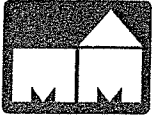
Municipal officials are pleased to announce that the **Town of Damariscotta** has received a **\$2,646** dividend check from the Maine Municipal Association as a result of its good loss experience and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: the Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. At its May meeting, the board approved another dividend distribution. Actual allocation and eligibility is based on the individual member's own loss experience. Michelle Pelletier, Director of Risk Management Services for MMA, said more than 79 percent of program participants received a dividend this year for their good risk management practices and favorable loss experience.

This year the Workers Compensation Fund has distributed almost **\$650,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$600,000**, for total payments of just over \$1.2 million returned directly to MMA members.

Maine Municipal Association has been paying dividends since 1997, the two programs have returned over **\$23 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
P.O. Box 9109
Augusta, Maine 04332-9109

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 626-0513

DATE: July 24, 2019

TO: Members of the Workers Compensation Fund and the Property & Casualty Pool

FROM: Michelle Pelletier, CPCU, AU
Director, Risk Management Services

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 23, 2019 meeting to allow a total dividend of no more than \$650,000 to the members of the Fund who meet the established criteria. Continuing members whose 2018 contributions are greater than \$25,000 annually, whose 2018 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 5.02% dividend. Continuing members whose 2017 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2017, will also receive a 5.02% dividend. All losses are valued as of June 30, 2019.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 23, 2019 meeting to allow a dividend to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2017 to July 1, 2018, calculated and valued as of June 30, 2019. Continuing members whose participation began on July 1, 2013 or prior will earn a 5.5% dividend and members who joined after July 2, 2013 will receive a 4.5% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. If you are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool, and you earned a dividend for either or both programs, the additional 1% has been included in the calculation.

Your entity has played a big part of making the Workers Compensation Fund and the Property & Casualty Pool successful programs through good risk management and sound loss prevention. Each of the respective boards are pleased with the results of these programs and thanks you for your support and continued participation. The final dividend distribution for the Workers Compensation Fund and Property & Casualty Pool totals \$1,249,880.

We encourage you to use the enclosed press release to announce the results of your successful risk management activities and good loss experience to your community. If you have any questions about the dividend or any of the Risk Management Services programs, please call me at 1-800-590-5583.