

Agenda
Town of Damariscotta, Maine
Special Town Meeting/ Board of Selectmen's Meeting
December 19, 2018, 5:30 PM
Damariscotta Town Hall

- I. Public Hearing**
- II. Special Town Meeting**
- III. Pledge of Allegiance**
- IV. Call to Order**
- V. Minutes**
 - 1. November 28 and December 5 Meetings
- VI. Financial Reports**
 - 1. Payroll Warrant (s)
 - 2. Accounts Payable Warrant (s)
- VII. Presentations**
- VIII. Citizen Comments and General Correspondence**
- IX. Town Manager Items**
 - 1. Keypad Voting Information
 - 2. Reminder Community Conversation on Adult-Use and Medical Marijuana Ordinances – January 2
 - 3. FY 2020 Budget Preparation/Review Calendar
 - 4. Report on December 19 Service Center Coalition Meeting
 - 5. Reminder on Town Hall Office Hours on Christmas and New Year's Eves
- X. Official Action Items**
 - 1. Donation from Penn Way for Bullet-proof Vest Plates
 - 2. Donations to Police Department for Holiday Dinner
 - 3. Cemetery Deed and Perpetual Care Agreement for Ronald H. Ramsay
- XI. Selectmen's Discussion Items**
- XII. Adjournment**

TOWN MANAGER NOTES – DECEMBER 19, 2018
BOARD OF SELECTMEN'S MEETING

Public Hearing/Special Town Meeting

The following is taken from the email newsletter that I sent out earlier this week:

A special Town Meeting has been scheduled for Wednesday, December 19 for Damariscotta citizens to decide whether they will approve transferring \$90,000 from the Town's fund balance (surplus) account to supplement the funds currently available for construction of the downtown restroom. A public hearing will take place at 5:30 followed immediately after by the special meeting.

On October 24, the Town received bids well in excess of the \$300,000 set aside for the building's construction. The Board of Selectmen formally rejected the three bids on November 7. Since then, the Town's Restroom Construction Committee, Wright-Pierce Engineers, Phelps Architects and Town staff have been working to bring the restroom construction costs more in line with the funds available. The firm selected to do the construction, Medomak Construction, has provided a modified proposal of \$374,000. I recommended and the Selectmen approved asking the Town Meeting for the additional \$74,000 that is needed for construction and \$16,000 for contingency bringing the total additional request to \$90,000. The committee, the engineering firm and the architect will continue to work to see if the cost can be trimmed further.

Assuming no adjustments are made in the current cost projections, the following is the breakdown of the cost to build the new restroom:

Land purchase: \$90,000

Design, Engineering and Project Management: \$70,000

Building Construction: \$374,000

Misc. including legal, surveying, soil tests and modification of utility lines: \$13,500

Contingency: \$16,000

Total: \$563,500

Project Revenue is comprised of the following:

Private donations: \$385,200

State Grant: \$17,300

November 2016 Bond Issue: \$60,000

Capital Project Fund: \$11,000

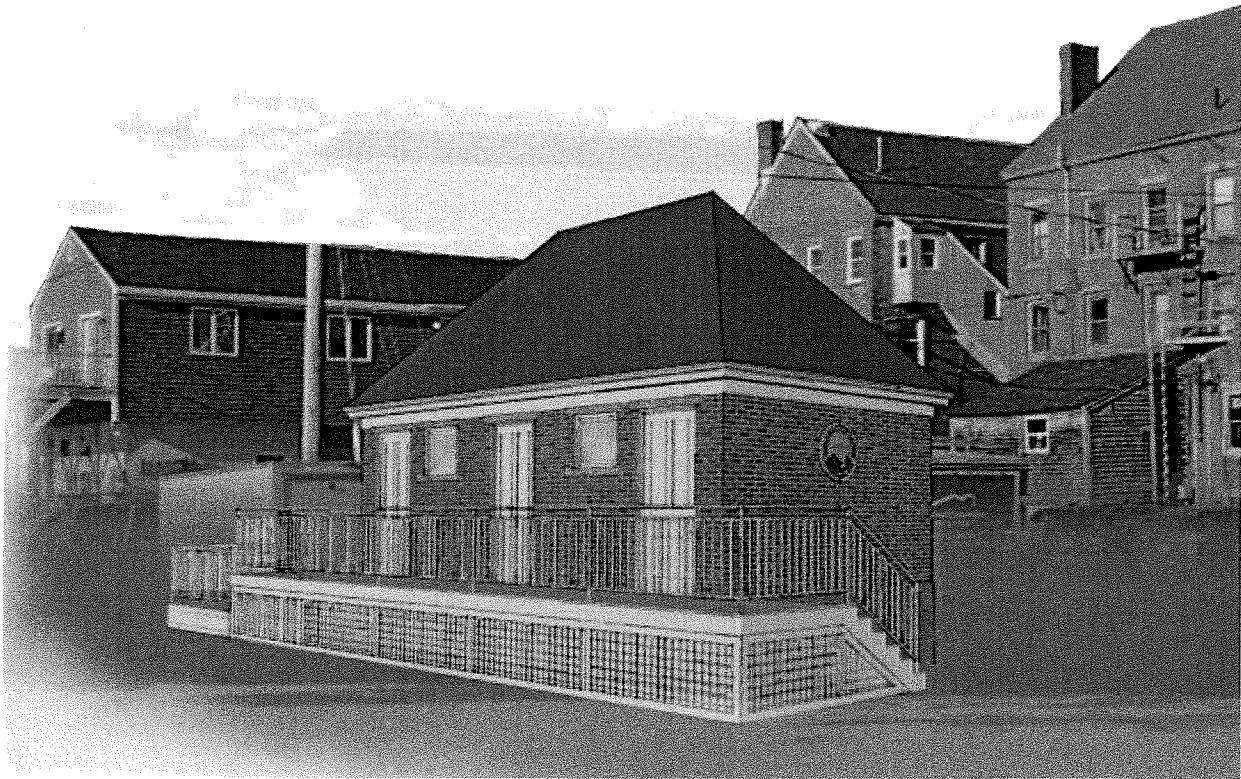
12/19/2018 Special Town Meeting Request: \$90,000

Total: \$563,500

If the additional funding is not approved, alternatives could include modifying the design to provide a much more utilitarian building similar to what one would find in a municipal sports park. This alternative may not meet the objectives of many of the individuals and

businesses who have donated most of the funding for the project.

It is important to note that although the size and look of the restroom building have been changed from what was initially proposed by the architect, the building design still provides for the construction of a building that reflects the nineteenth century architecture of our historic downtown and sets a standard for future private construction that may occur adjacent to the parking lot. As currently designed, the restroom will also be constructed of high-quality materials that minimize future maintenance and cleaning expense and, to the extent possible, reduce the opportunities for vandalism.



Town Manager Items (verbal)

- 1. Information on Keypad Voting** -Town Clerk Michelle Cameron will be present to respond to any questions the Board may have on the attached spreadsheet.
- 2. Reminder Community Conversation on Adult-Use and Medical Marijuana Ordinances – January 2**
- 3. FY 2020 Budget Preparation/Review Calendar**
- 4. Report on December 19 Service Center Coalition Meeting**

5. Reminder on Town Hall Office Hours on Christmas and New Year's Eves

Official Action Items

1. **Donation from Penn Way for Bullet-proof vest plates-**Penn Way from the Smoke Shop has indicated that he would like time on the agenda to make a presentation to the Police Department. According to Chief Warlick, the gift consists of replacement metal plates that are inserted into the officers' bullet proof vests. Although the Town recently purchased new vests using a matching grant, according to the Chief, the donated plates are constructed using a new technology and will make the vests more comfortable to wear. I will ask to Chief to make sure that these replacement plates do not void any warranties and will not reduce the effectiveness of the Department's vests. This item has been placed under Official Action Items since all gifts to the Town require acceptance by the Board of Selectmen. Mr. Way will be present to make the presentation to Chief Warlick.
Recommended Action: Accept Mr. Way's gift to the Police Department.
2. **Donations to Police Department for Holiday Dinner-** Chief Warlick will be present at Wednesday's meeting to describe this donation and provide the Board with a recommended action.
3. **Cemetery Deed and Perpetual Care Agreement for Ronald H. Ramsay** The Deed and Agreement are attached.
Recommended Action: Approve the Cemetery Deed and Perpetual Care Agreement with Ronald H. Ramsay

**TOWN OF DAMARISCOTTA
WARRANT FOR SPECIAL TOWN MEETING
December 19, 2018**

LINCOLN, SS

STATE OF MAINE

TO: Jason Warlick, a Constable for the Town of Damariscotta in the County of Lincoln.

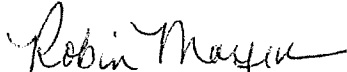
GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Damariscotta, in said County, qualified by law to vote in Town Affairs, to assemble at the Damariscotta Municipal Building on 21 School Street in said Town, on Wednesday the 19th day of December, A.D. 2018 at 5:30 PM., then and there to act on Articles 1 and 2.

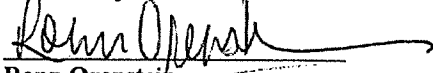
ARTICLE 1. To choose a Moderator to preside at said meeting.

ARTICLE 2. To see if the Town will vote to appropriate \$90,000 from the Town's unappropriated surplus, also referred to as the unassigned fund balance, to be used towards the cost of construction of a downtown restroom. If approved, the appropriation will increase the Town's portion of the cost of the project to \$161,000. Funding available for the project includes \$385,200 in private donations and a \$17,300 grant from the Maine Small Harbor Improvement Program. Project expenses are higher than the cost for construction on a Town-owned site due to the cost of purchasing the barbershop property and substandard soils and the cost of foundation work required for construction in the 1 percent flood zone. The Town's unaudited estimated unassigned fund balance as of June 30, 2018 is \$1,188,000.

Given under our hands at said Damariscotta, Maine this 5th day of December, A.D., 2018.



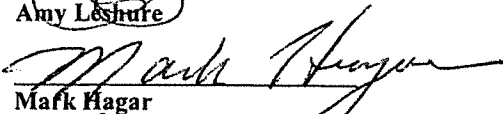
Robin Mayer, Chairman



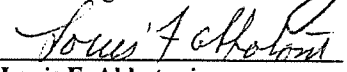
Ronn Orenstein



Amy Leshure

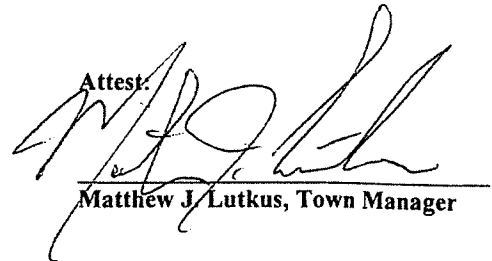


Mark Hagar



Louis F. Abbotoni

Board of Selectmen
Damariscotta, Maine

Attest:

Matthew J. Lutkus, Town Manager

Keypad Voting System Cost Comparison

This comparison is for 100 keypads

Company	Cost	Software included?	Yearly Fee?	Shipping	Total Cost	Notes
Keypoint Interactive	\$2,950	Yes	No, unless Microsoft windows changed so that we had to upgrade. Then cost is \$89	\$25	\$2,975	Software supports up to 500 keypads so no need to buy more software if we add keypads
Audience Response Systems: Edivote Software	\$3,180	Yes		\$55	\$3,235	
Meridia Interactive Solutions	\$3,085	Yes		\$90	3175	
Dynamic Services Int. (Newcastle has this system)	*\$1995	Yes	No yearly fee. Tech support free for 1st year. Rep said there is a nominal fee if we want additional years	\$0	\$1,995	I spoke with Dawn from Newcastle and she said they like the system and that the voters like it.
Dynamic Services Int. (Newcastle has this system)	*\$3990	Yes	No yearly fee. Tech support free for 1st year. Rep said there is a nominal fee if we want additional years	\$0	\$3,990	*This price is for a 200 keypad voting system. I asked them if we could get the same deal that Newcastle received. They agreed.

Company	Cost	Software included?	Yearly Fee?	Shipping	Total Cost	Notes
Turning Technologies	\$4,998	Yes	Yearly fee for License: \$250	\$27.51		
						12/13/2018 MPC

Cemetery Deed

KNOW ALL MEN BY THESE PRESENTS that the Town of Damariscotta, in the County of Lincoln and 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 **Ronald H. Ramsay**, in the state of Maine, does hereby transfer and convey unto the said **Ronald H. Ramsay** and his/her assigns, a certain lot of land in **Hillside Cemetery** in said Town of Damariscotta, said lot(s) being numbered **#1017 (Annex 2)** as shown on the plan of the cemetery on file with the Trustees of said cemetery.

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

ON CONDITION that the same shall be used and improved only as and for a burial lot for the human dead; that no permanent markers shall be erected above the surface of the ground (this does not apply to monuments); no shrubbery or trees shall be planted on the lot; the lot shall not be mounted or terraced, grade to be maintained on level with the rest of area; that it shall not be sold or transferred without leave had and obtained in writing from the trustees of said cemetery; that 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.

And the said Town of Damariscotta covenants to and with the **Ronald H. Ramsay** 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 **Ronald H. Ramsay** and his/her assigns forever.

IN TESTIMONY WHEREOF, the Town of Damariscotta has caused these present to be signed and sealed by its Selectmen, thereunto duly authorized this **19th day of December, 2018**.

The Town of Damariscotta

Roberta Mayer

Ronn Orenstein

Louis F Abbotoni

Mark Hagar

Amy Leshure

State of Maine

County of Lincoln

Then personally appeared the above named Selectmen of the Town of Damariscotta and acknowledge the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said Town on December 19, 2018.

Before me, _____
Notary Public

Cemetery Perpetual Care & Maintenance

THE TOWN OF DAMARISCOTTA, in the County of Lincoln and State of Maine, has received from **Ronald H. Ramsay**, in the State of Maine the sum of two hundred dollars (**\$200.00.**), 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 cemetery lot number(s) **1017 (Annex 2)** in the **Hillside Cemetery**; provided however, that should any part of said income remain unexpended, after the reasonable and proper care of said lot, it shall be used for the general care and maintenance of **Hillside Cemetery**.

Dated at Damariscotta, Maine this 19th day of December, 2018.

Roberta Mayer

Ronn Orenstein

Louis F Abbotoni

Mark Hagar

Amy Leshure

The Town of Damariscotta

State of Maine

County of Lincoln

Then personally appeared the above named Selectmen of the Town of Damariscotta and acknowledge the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said Town on December 19, 2018.

Before me, _____
Notary Public