

**Agenda
Public Hearing/Special Town Meeting
Board of Selectmen's Meeting
Town of Damariscotta, Maine
March 21 2018, 5:30 PM
Damariscotta Town Hall**

- I. Pledge of Allegiance**
- II. Public Hearing-** Proposed Purchase of Land for Restroom
- III. Special Town Meeting-** Proposed Shoreland Zoning Ordinance Amendment and Proposed Purchase of Land for Restroom
- IV. Call to Order**
- V. Minutes**
 - 1. March 7 Meeting
- VI. Financial Reports**
 - 1. Payroll Warrants #'s
 - 2. Accounts Payable Warrants #'s
- VII. Presentations**
- VIII. Citizen Comments and General Correspondence**
- IX. Town Manager Items**
 - 1. Update on Restroom
 - 2. Town Manager Absence
 - 3. Legal Counsel for Upcoming Board of Appeals Hearing
- X. Official Action Items**
 - 1. Donations for Restroom Project
 - 2. Donation to Cemetery Trust Fund
 - 3. Resignation from Land Use Advisory Committee
 - 4. Appointment to Land Use Advisory Committee
- XI. Selectmen's Discussion Items**
- XII. Adjournment**

Town Manager Notes

March 21, 2018 Board of Selectmen's Meeting

Public Hearing and Special Town Meeting

For several years, the Town has focused on the barbershop located adjacent to the Municipal Parking Lot as the preferred site for a public restroom. The site was specifically identified in the March 2010 Shore and Harbor Study Report and has been discussed on multiple occasions in public meetings. Most recently, negotiations for the possible acquisition of the barbershop for the restroom have been the subject of a number of Board of Selectmen executive sessions starting last July.

Recently, the Town was able to reach an agreement with the owners of the barbershop on the purchase of the building and adjacent square footage by the Town. The restroom's location on the site is shown on the attached sketch prepared by Wright-Pierce. Note that I have outlined the area to be purchased with a black marker.

The purchase price for the approximate area of 1,700 square feet would be \$90,000 plus the cost of making improvements to the private owner's adjacent parking lot. The latter is already committed to by the Town by virtue of the deed agreements that the Town entered into with the prior owners of the property in 2013. The Town's portion of the cost of the land, private parking improvements and the construction of the building itself will be the \$71,000 previously approved by Town voters. The balance of the cost will be paid by private donations and a \$16,300 grant that the Town received for design/engineering.

There are a number of key advantages to building on the barbershop site versus the previously discussed Taco Alley site:

- It preserves all eight public parking spaces along Taco Alley. Five of these spaces would have been needed for a restroom at this location.
- It is consistent with the previously approved Shore and Harbor Master Plan for the waterfront.
- With the removal of the barbershop building and improvement to the drainage and paving on the adjacent lot, the project will remove a blighted area and set the tone for future improvements to the Town's waterfront area.
- The location of the restroom and visitors' kiosk will be much more obvious to visitors than the Taco Alley.

I received word this past week that the barbershop will be relocating to the building formerly occupied by the Farrin real estate company on Main Street near the US 1 Bypass.

Town Manager Items

- 1. Restroom Update** - Based on the feedback that the Town has received and the proposed change in the site location, (to be considered at the Special Town Meeting), I am recommending the following changes to the preliminary restroom design plans submitted by Phelps Architects:

- Elimination of harbormaster's office- The size of the original design was a concern to the abutters at the Taco Alley site and is more of an issue with the barbershop site. The restroom with the office area would be difficult to fit on the barbershop site and I have given the sellers of that site assurance that we would try to minimize the building footprint.

- Lowering of roof line- This will happen as a result of a smaller building. In addition, the cupola can be removed and the peak lowered.

- Change from four individual rooms to traditional multi-stall men's and women's rooms- This has been the topic of considerable discussion. The overriding concern is related to public safety. The individual locking rooms provide more opportunity for drug use and illicit activity. Having individually locking rooms does not allow for periodic checking of the restrooms by the parking control officers, police officers and other Town staff. With the locking individual rooms, staff might have no way of knowing if there a person is in distress. Moreover, having men's and women's rooms provides for much more effective use of space and more efficiencies regarding ongoing maintenance.

- With the removal of the harbormaster's office, the large window would be removed from the plans. An embossed Town seal has been suggested.

- One side of the building will provide the backing for a visitors' kiosk.

- A bubbler/drinking fountain can be added to the plans

- There is no need to go through the expense and ongoing cost of a heating system since the facilities will seldom be used outside the warmer months.

- Solar panels will not be cost effective but could be added later.

- Steps will be added to the design so that everyone will not have to use the ADA ramp to access the building.

The overwhelming choice in elevation is the building with the red brick and granite base.

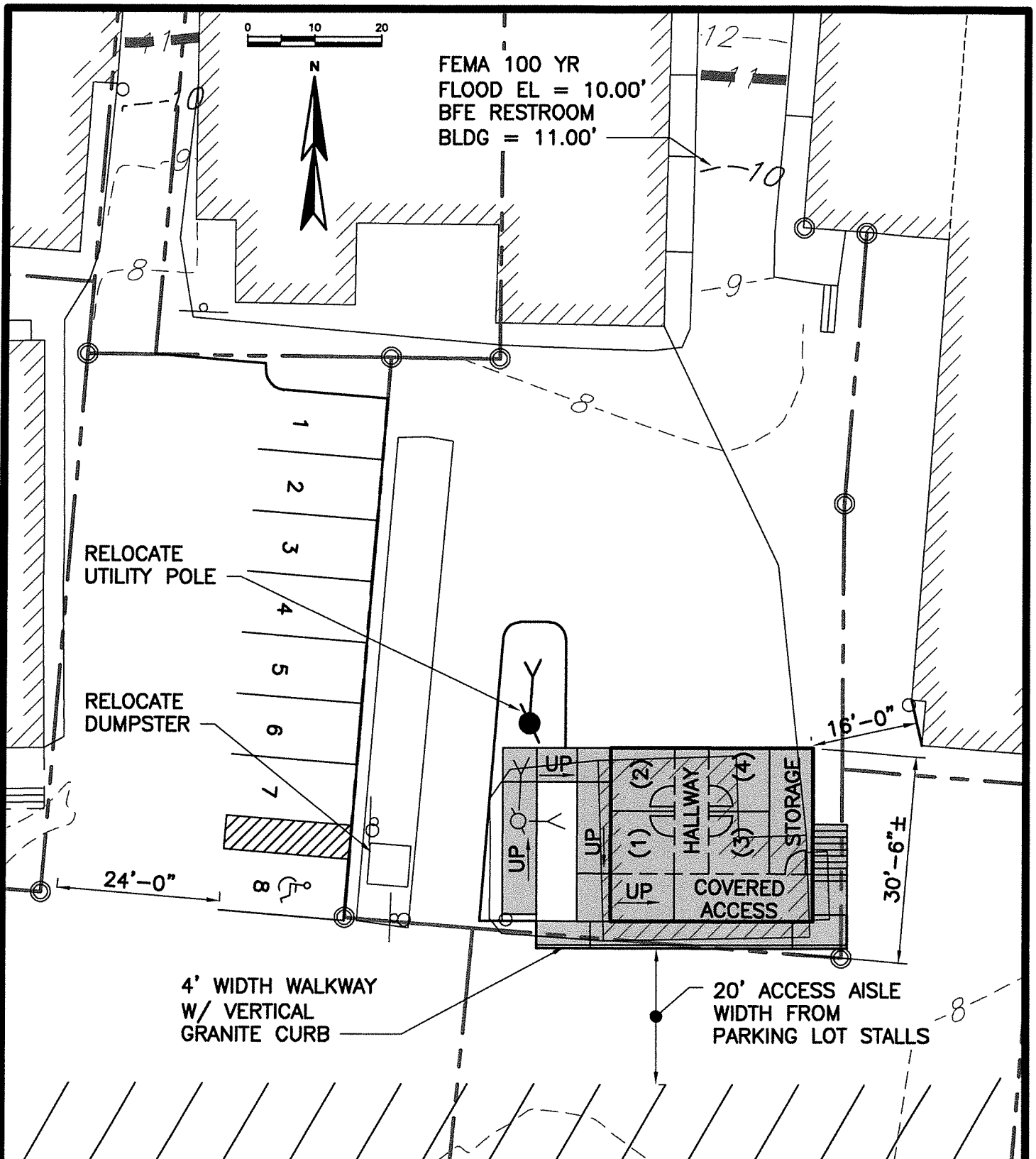
Travis Pryor from Wright-Pierce and I will be reviewing the restroom site plan with the Planning Board at their April 2 meeting. A public notice for the meeting will be published in the upcoming Lincoln County News and will be sent to the abutters of both the Taco Alley and barbershop properties.

- 2. Town Manager Absence** (verbal)

- 3. Legal Counsel for Upcoming Board of Appeals Hearing-** I have asked Amanda Meader to serve as legal counsel to the Board of Appeals for their upcoming appeal of the hearing on the 435 Main developments.

Official Action Items

1. **Donations for Restroom Project** -During the past two weeks, the Town has received a total of \$285,000 in donations for the Town's Restroom Project. Donations totaling \$280,000 were received for financial gifts made through the Twin Villages Business Alliance and \$5,000 was received from the Dorothy G. & Stanley E. Worden Charitable Foundation. Article 37 of the Annual Town Meeting Warrant authorizes the Board of Selectmen to accept such donations.
Recommended Action: Accept donations totaling \$280,000 from the Twin Villages Business Alliance and \$5,000 from the Worden Foundation to be used for the Town's Downtown Restroom Project.
2. **Donation to Cemetery Trust Fund**- Patti Whitten, Chairperson of the Town's Cemetery Committee recently received word that the Town had received a\$1,000 bequest from the estate of Elizabeth Merry Miller who passed away in 2003. Thanks go to Martha Lynch for discovering this bequest. **Recommended Action: Accept a donation to the Cemetery Trust Fund from the estate of Elizabeth Merry Miller**
3. **Resignation from Land Use Advisory Committee**- Laurie Brooks Green recently indicated that, due to other commitments, she is no longer able to continue to serve on the Land Use Advisory Committee. She will be able to assist the committee with specific projects but is not available for the regular meetings.
Recommended Action: Accept the resignation of Laurie Green from the Land Use Advisory Committee.
4. **Appointment to Land Use Advisory Committee**- This past week I spoke with Fred Sewall about his interest in serving on the Town's Land Use Advisory Committee. As most of you know, Fred was a long-time member of the Planning Board and served as chairperson of the Board for many years. Fred has a wealth of knowledge when it comes to planning and zoning matters in Damariscotta. Although the Selectmen and I regularly ask citizens if they have an interest in serving on this committee, there is currently no one else who has shown an interest.
Recommended Action: Appoint Fred Sewall to the Land Use Advisory Committee.



TOWN OF DAMARISCOTTA, ME
WATERFRONT RESTROOM
CONCEPT PLAN

PROJ NO: 13116E DATE: MARCH 2018

WRIGHT-PIERCE 
Engineering a Better Environment

NO.	REVISIONS	APP'D
1		
2		
3		
CONCEPT PLAN		FIGURE:
REFERENCE: WP PROJECT #13116E		F-1

**TOWN OF DAMARISCOTTA
WARRANT
FOR
SPECIAL TOWN MEETING
March 21, 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 21 day of March, A.D. 2018, immediately following a public hearing that will begin at at 5:30 PM., then and there to act on Articles 1, 2 and 3.

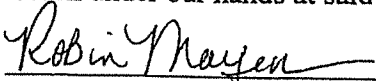
ARTICLE 1: To choose a Moderator to preside at said meeting.

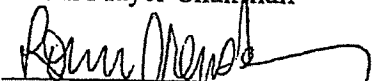
ARTICLE 2: Shall the Town vote to enact changes to the existing Shoreland Zoning Ordinance of November 16, 2016 to substitute for the elevation of non-residential structures, including but not limited to public restrooms, three feet above the base (100-year) flood elevation in tidal water by alternatively allowing flood proofing of non-residential structures to standards according to Article VI.G.1.a of the Floodplain Management Ordinance? The lowest floor elevation would still be required to be one foot above the Base Flood Elevation. A copy of this proposed ordinance is on file with the Town Clerk and posted with this warrant as Attachment 1 at Town Hall.

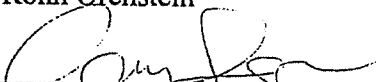
ARTICLE 3. Shall the Town authorize the Board of Selectmen to negotiate and enter into a purchase/sale agreement with Daniel and Eileen Miller for the Town's purchase of approximately 1,700 square feet of land adjacent to the Municipal Parking Lot for the purposes of locating and constructing a new public restroom facility, to offer, appropriate and expend raised and privately donated funds from the public restroom capital reserve account specifically designated for this purpose, and to execute any documents and take any action as may be necessary to complete the purchase of this parcel, and to further authorize the Selectmen to do any and all things necessary to award and enter into necessary design and construction contracts on behalf of the Town and all other things reasonably necessary to accomplish the purpose of this Article?

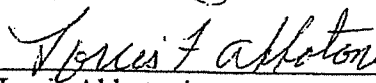
The land area that includes the present location of a barbershop will be used as the location for a municipal restroom and visitors' kiosk. A sketch showing the anticipated "footprint" of the restroom on the site and the land to be purchased (outlined in black) is on file with the Town Clerk and posted with this warrant as Attachment 2 at Town Hall.

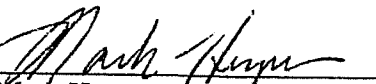
Given under our hands at said Damariscotta, Maine this 7th day of March, A.D., 2018.


Robin Mayer Chairman

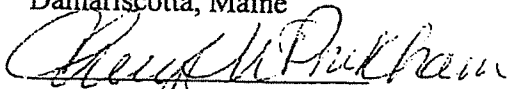

Ronn Orenstein

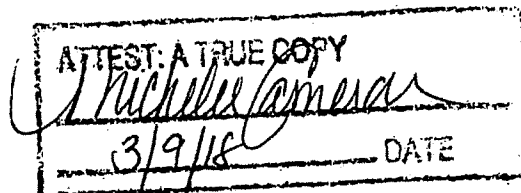

Amy Leshure


Louis Abbotoni


Mark Hagar

Board of Selectmen
Damariscotta, Maine


Attest: Cheryl Pinkham, Deputy Clerk



Board of Selectmen/Budget Committee - FY 19 Budget Review

Budget Committee: March 5, 2 PM

Review of budget process

Selectmen: March 7; 4 PM

Budget Committee: March 12, 2 PM

Revenues Review

Departments Other Budget Accounts (Operating and Capital):

Administration

Assessing

Planning/Code Enforcement

Solid Waste Management

Municipal Building

Legal Services

Insurances

Animal Control

Highway

Cemetery

Emergency Management

Hydrants (Fire Protection)

County Assessment (for information only)

Selectmen: March 21, 2018; 4 PM

Budget Committee: March 26; 2 PM

Departments and Other Budget Accounts (Operating and Capital):

Police Department

Street Lights

Traffic Lights

Adult Education

Community Services

Library

Town Clock
Fire Department & Building
Contingency
Community Betterment
Debt Service
General Assistance
Worthy Poor Trust Fund

Tentative Joint Budget Committee Board of Selectmen Meeting

March 28; 5 PM

Wrap-up

MJL 2/7/2018