

Agenda
Board of Selectmen's Meeting
Town of Damariscotta, Maine
March 7, 2018, 5:30 PM
Damariscotta Town Hall

I. Pledge of Allegiance

II. Call to Order

III. Minutes

1. February 28 Meeting

IV. Financial Reports

1. Payroll Warrants #'s
2. Accounts Payable Warrants #'s

V. Presentations

VI. Citizen Comments and General Correspondence

1. Letter from Spectrum Generations

VII. Town Manager Items

1. Update on Restroom
2. Seasonal Rail Service
3. Secondary Schools Preliminary Budget
4. Selectmen's Preference Poll on Annual Report Dedication/Vol
5. Update on Fire Training Center

VIII. Official Action Items

1. March 21 Special Town Meeting Warrant
2. Revised Purchase and Sale Agreement with Shalom, LLC
3. Police Department "Distracted Driving" Grant Application
4. Designation of Officers Authorized to Sign Accounts Payable and Payroll Warrants

IX. Selectmen's Discussion Items

X. Adjournment

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

Town Manager Notes

March 7, 2018 Board of Selectmen's Meeting

Citizen Comments and General Correspondence

1. **Spectrum Generations** – March for Meals (see attached letter)

Town Manager Items

1. Restroom Update

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.

This past week, 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 will 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.

The building itself will be a scaled back version of the building shown in the architectural plans previously prepared by Phelps Architects. The restroom building to be constructed on the barbershop site will not include an office for the harbormaster, it will no longer have the large window and it will have a lower roof line.

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.

Undoubtedly, even in its dilapidated condition, the removal of the barbershop from this location will be a concern for the number of people who have patronized the shop for many years. For some, the barber has cut hair for three generations of Damariscotta area residents. Hopefully, the barber will be able to find a new location for his business at a reasonable cost.

Citizens will be asked to approve the Town's purchase of the barbershop site at a requested special town meeting on March 21. The meeting will be preceded by a public hearing.

2. Seasonal Rail Service (verbal update)

3. Secondary Schools Budget Update

A copy of the proposed Secondary Schools Budget is attached. I will provide the Board with a brief overview at Wednesday's meeting.

4. Preference Poll on Annual Report Dedication/Spirit of America Award for one or more outstanding volunteers

Now is the time of year when the Board typically selects one or more people for both the dedication of the Town's annual report and the Spirit of America Recognition. I am attaching a recent email from the Spirit of America Foundation describing the award. At Wednesday's meeting, I will be asking you to take an informal preference poll to select this year's recipients.

In recent years, annual reports have been dedicated to Dick McLean, Jim Hall, Frank Avantaggio, Richard Else, John Andrews, Chris Roberts, Linwood Pierce, Steve and Karen O'Bryan, Mary Gallagher, George Parker, Cindy Petti, and Richard Storer.

The Spirit of America recipients were the Riverside Park volunteers, Dick McLean, the Community Energy Fund (Robert Clifford, Todd Maurer and Charlie Ault) and Patti Whitten.

5. Update on Fire Training Center (verbal)

Official Action Items

1. Public Hearing and Warrant for Special Town Meeting on March 21

The first substantive article on the warrant relates to a proposed change in the Shoreland Zoning Ordinance. The Planning Board will be holding a public hearing this evening on this proposed amendment. (attached)

As the Selectmen are aware, the Town's Flood Plain Ordinance and Shoreland Zoning Ordinance contain provisions that require that non-residential buildings constructed in the one percent (100 year) flood zone have their base level at three feet above flood level. This is two feet higher than the base level required by Federal and State laws. The Flood Plain Ordinance allows for an exception that allows these structures to have a base level at one foot as long as the structure is waterproofed at the one foot to three foot level. The proposed amendment will incorporate the same exception into the Shoreland Zoning Ordinance.

Late last year, staff had recommended that the Flood Plain Ordinance be amended to provide for an exception for municipal facilities such as the restroom. At staff's request, the Planning Board held a public hearing on this amendment. After giving the matter further thought, it was decided that it would be better not to make an exception for Town facilities but rather to treat public facilities the same as private non-residential facilities. The proposed amendment to the Shoreland Zoning Ordinance will apply to all non-residential building construction within the Shoreland Zone.

The second substantive article on the Special Town Meeting Warrant authorizes the Board of Selectmen to enter into purchase/sale agreement for the purchase of approximately 1,700 square feet of property including the barbershop adjacent to the Municipal Parking Lot downtown. The details of this recommended purchase are provided in the first item under "Town Manager Items" above.

2. Purchase and Sale Agreement with Shalom, LLC

At your February 28 meeting, the Board approved a purchase and sale agreement for the sale of approximately 400 square feet of sidewalk asphalt and granite curb adjacent to King Eiders Pub. The sale of this Town-owned parcel was approved at the January 17 Special Town Meeting. The agreement that you approved needs to be revised to include the requirement that King Eiders realign the steps to the restaurant so that its patrons would no longer enter from and exit to the roadway. (A railing will be installed to prevent pedestrians from walking onto the roadway from the restaurant steps.) The revised agreement also includes an updated easement from Renys who is the adjacent property owner.

As noted earlier, the restaurant will reimburse the Town a total of \$9,382, i.e., \$4,382 for the cost of the work that was already done on this parcel and \$5,000 for the purchase the land.

Recommended Action: Approve a revised purchase and sale agreement with Shalom, LLC for the sale of the Town-owned approximately 400 square feet of sidewalk on Elm Street.

3. Police Department "Distracted Driving" Grant Application

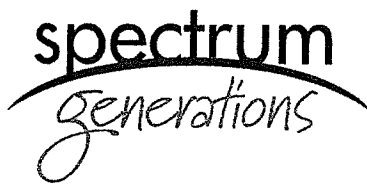
In order to meet a very short application deadline, the Police Department has already applied for a Federal Highway Safety Grant to enforce statutory violations related to all aspects of distracted driving including texting, placing on make-up, and using a laptop while driving a motor vehicle. The local match will be funded with officer time that has already been budgeted or has been requested in the 2019 Budget. The enforcement activities, funded largely by the \$4,267 grant, will take place between March and December of this year. Distracted driving is something that the Police Department must deal with on an ongoing basis. The grant allows the Department to devote 87 hours focused specifically on these violations. Public education will be an important emphasis

during the grant period. A portion of the Department's grant application is attached for the Board's review.

Recommended Action: Approve a Police Department "Distracted Driving" Grant Application for \$4,267 in federal funding through the Maine Bureau of Public Safety.

4. **Designation of Selectmen to sign off-cycle payroll and accounts payable warrants-** The Board is asked to authorize one of its members to serve as a back-up to sign off on payroll and accounts payable warrants during those periods in which a regular Board of Selectmen's meeting does not take place. The full Board will subsequently be asked to review and approve all of these warrants. Another member of the Board should be also designated to sign off on the off-cycle warrants if the primary designee is not available. Robin Mayer and George Parker were previously authorized by the Board to sign these warrants. With George's departure from the Board, another Selectmen should be designated in the event that Robin is not available.

Recommended Action: Designate a Board member as a back-up to approve off-cycle payroll and accounts payable warrants.



www.spectrumgenerations.org

One Weston Court, Suite 203 • P.O.Box 2589 • Augusta, ME 04338-2589

February 15, 2018 • 1.800.639.1553 • Fax 207.622.7857 • TTY 1.800.464.8703

Mr. Matt Lutkus, Town Manager
Damariscotta Town Office
21 School Street
Damariscotta, Maine 04543

Dear Mr. Lutkus,

I am writing on behalf of the seniors we serve in your town to invite you to participate in the 16th annual March for Meals. As Town Manager, you are in an excellent position to help raise awareness for the growing number of seniors facing hunger and isolation, both serious problems currently impacting our community and our nation at large.

Spectrum Generations participates in the national March for Meals campaign, which is an annual month-long event designed to generate public awareness about senior hunger and isolation and to celebrate the invaluable services provided by senior nutrition programs. Given the exemplary public-private partnership Meals on Wheels embodies, this annual campaign is also intended to showcase the successes of the Older American Act, help recruit new volunteers from our community and to increase fundraising from local businesses and supporters.

We would be honored if you could participate in the March for Meals campaign by helping to prepare and/or deliver meals to our senior clients during the month of March. In doing so, you can connect with your constituents in our community and help Spectrum Generations gain much-needed visibility for this cause. We also host our annual Community Champions Week March 19th-23rd that you are welcome to join if your busy schedule allows.

If you are interested in joining Spectrum Generations for March for Meals, please contact us at your earliest convenience. I would be delighted to answer any questions that you may have and can be reached at 790-6021 or jallen@spectrumgenerations.org.

Thank you for your serious consideration. I look forward to hearing from you.

Sincerely,

Joline Connolly Allen
Nutrition Coordinator
Spectrum Generations

Belfast
Waldo Community
Center

Damariscotta
Coastal Community
Center

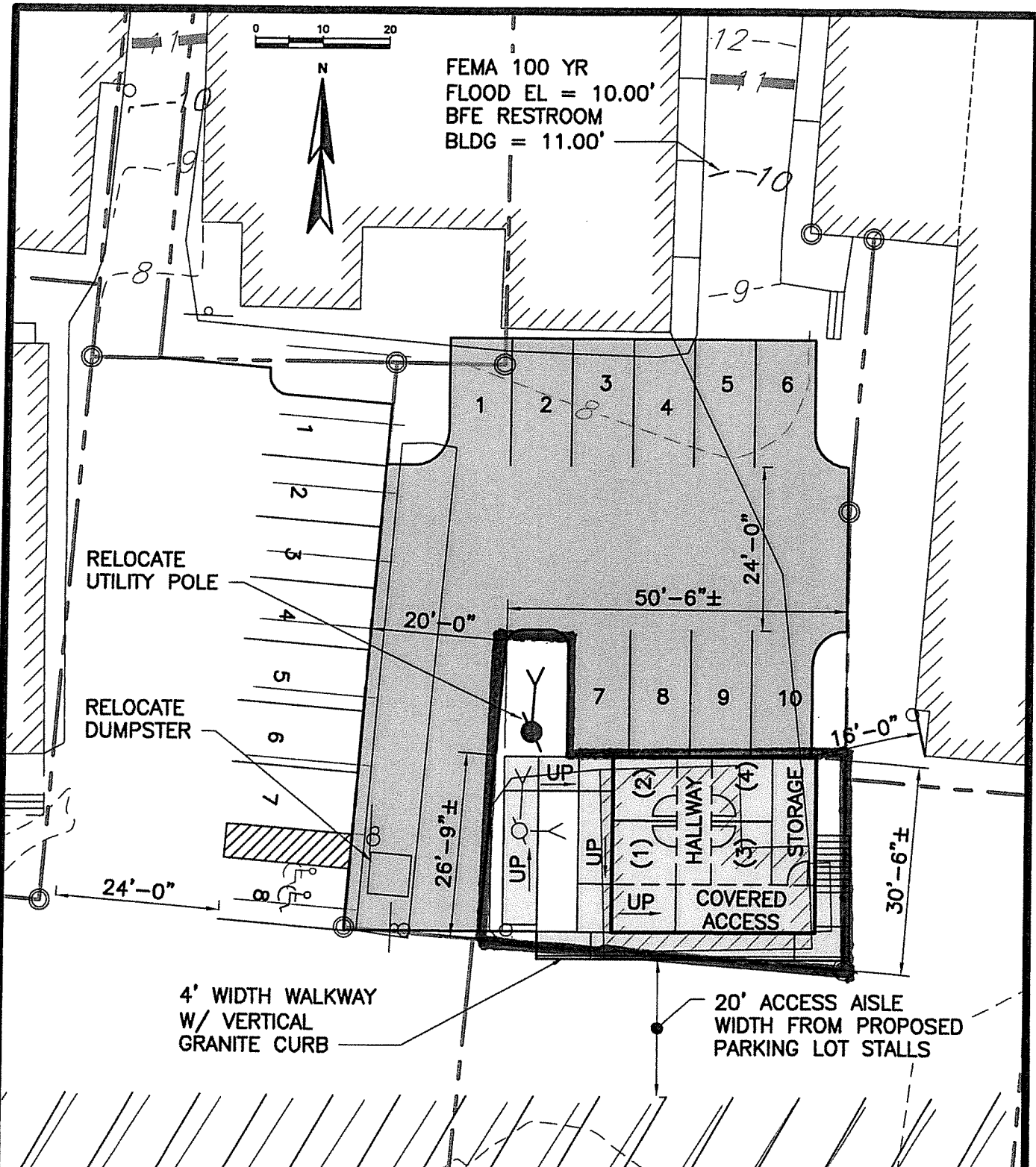
Hallowell
William S. Cohen
Community Center

Rockland
Knox Community
Center

Skowhegan
Somerset Community
Center

Topsham
Spectrum
Generations

Waterville
Edmund S. Muskie
Community Center



TOWN OF DAMARISCOTTA, ME
 WATERFRONT RESTROOM
 CONCEPT PLAN
 PROJ NO: 13116E DATE: FEB 2018

NO.	REVISIONS	APP'D
1		
2		
3		

WRIGHT-PIERCE
 Engineering a Better Environment

CONCEPT PLAN
 REFERENCE: WP PROJECT #13116E

FIGURE:
F-1



Damariscotta FY19 GF Proposed Budget

Report # 3001

Statement Code: BD GF

Account Number / Description	FY17 Adopted 7/1/2016 - 6/30/2017	FY17 Actual 7/1/2016 - 6/30/2017	FY18 Adopted 7/1/2017 - 6/30/2018	Requests 7/1/2018 - 6/30/2019	Non-Requests 7/1/2018 - 6/30/2019	Budget Total 7/1/2018 - 6/30/2019	\$ Chng	% Chng fm Prior Yr
Revenues								
1. 100-0000-0000-41211-00 LOCAL APPROPRIATION: REQUIRED	(989,502.55)	(989,502.55)	(1,044,774.05)	0.00	(1,044,170.63)	(1,044,170.63)	(396.58)	0.04%
2. 100-0000-0000-41213-00 LOCAL APPROPRIATION: ADDITIONAL	(669,161.33)	(669,161.33)	(409,990.70)	0.00	(268,253.00)	(268,253.00)	141,737.70	(34.57)%
3. 100-0000-0000-43111-00 STATE SUBSIDY	(50,381.40)	(239,797.78)	(311,399.09)	0.00	(230,188.22)	(230,188.22)	81,210.87	(26.08)%
4. 100-0000-0000-45000-00 FUND BEGINNING BALANCE	(64,000.00)	0.00	(64,000.00)	0.00	(142,926.90)	(142,926.90)	(78,926.90)	123.32%
Revenues	\$(1,773,045.28)	\$(1,898,461.66)	\$(1,830,163.84)	\$0.00	\$(1,686,538.75)	\$(1,686,538.75)	\$143,625.09	(7.85)%
Total Revenues	\$(1,773,045.28)	\$(1,898,461.66)	\$(1,830,163.84)	\$0.00	\$(1,686,538.75)	\$(1,686,538.75)	\$143,625.09	(7.85)%
Regular Instruction								
5. 100-1200-1000-55610-99 IN STATE PUBLIC TUITION	27,116.00	62,252.51	52,306.84	22,643.88	0.00	22,643.88	(29,662.96)	(56.71)%
6. 100-1200-1000-55630-99 PRIVATE IN STATE TUITION	1,043,064.00	932,516.32	1,051,364.16	979,521.08	0.00	979,521.08	(71,843.08)	(6.83)%
7. 100-1200-1000-55680-99 PRIVATE INSURED VALUE	62,583.84	57,046.63	62,510.00	58,087.30	0.00	58,087.30	(4,422.70)	(7.08)%
8. 100-1200-1000-59000-99 CONTINGENCY	21,072.00	0.00	21,219.42	0.00	24,146.32	24,146.32	2,926.90	13.79%
9. 100-4200-1000-55630-99 ALTERNATIVE EDUCATION TUITION	3,103.00	3,120.57	3,040.00	0.00	3,200.00	3,200.00	160.00	5.26%
Total Regular Instruction	\$1,156,938.84	\$1,054,936.03	\$1,190,440.42	\$1,060,252.26	\$27,346.32	\$1,087,598.58	\$(102,841.84)	(8.64)%
Special Education Instruction								
10. 100-2500-2330-53440-90 SPECIAL SERVICES ADMIN COST	9,615.70	9,615.70	10,611.54	0.00	10,052.58	10,052.58	(558.96)	(5.27)%
11. 100-2500-2330-53440-99 MAINECARE SEED EXPENSE	0.00	34,234.57	23,216.82	0.00	6,060.08	6,060.08	(17,156.74)	(73.90)%
12. 100-2500-2330-5330-90 Online Subscriptions - Software and Apps	238.00	129.41	248.11	0.00	238.11	238.11	(10.00)	(4.03)%
13. 100-2500-2330-55610-99 SPECIAL SERVICES TUITION: PUBLIC	0.00	2,998.33	0.00	11,000.00	0.00	11,000.00	11,000.00	---
14. 100-2500-2330-55620-99 SPECIAL SERVICES TUITION: PRIVATE	0.00	211,908.14	214,931.38	219,230.00	0.00	219,230.00	4,298.62	2.00%
15. 100-2500-2330-55630-99 SPECIAL SERVICES TUITION: PRIVATE	423,584.20	190,956.62	208,394.60	149,000.00	0.00	149,000.00	(59,394.60)	(28.50)%
16. 100-2500-2330-59000-99 SPED Contingency	0.00	0.00	0.00	0.00	60,000.00	60,000.00	60,000.00	---
17. 100-2800-2140-53440-99 SPECIAL SERVICES SHARE PSYCH	3,000.00	2,880.00	3,000.00	0.00	3,000.00	3,000.00	0.00	0.00%
18. 100-2800-2160-53440-99 SPECIAL SERVICES SHARE OT	700.68	700.00	567.21	0.00	586.06	586.06	18.85	3.32%
Total Special Education	\$437,138.58	\$453,422.77	\$460,969.66	\$379,230.00	\$79,936.83	\$459,166.83	\$(1,802.83)	(0.39)%



Damariscotta FY19 GF Proposed Budget

Report # 3001

Account Number / Description	FY17 Adopted 7/1/2016 - 6/30/2017	FY17 Actual 7/1/2016 - 6/30/2017	FY18 Adopted 7/1/2017 - 6/30/2018	Requests 7/1/2018 - 6/30/2019	Non-Requests 7/1/2018 - 6/30/2019	Budget Total 7/1/2018 - 6/30/2019	\$ Chng	% Chng fm Prior Yr
CTE Instruction								
19. 100-3000-1000-55640-99 VOCATIONAL TUITION: ROCKLAND	8,000.00	3,800.00	8,000.00	0.00	8,000.00	8,000.00	0.00	0.00%
Total CTE Instruction	\$8,000.00	\$3,800.00	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00	0.00%
Student and Staff Support								
20. 100-0000-2190-51210-99 SECONDARY TUTOR SALARY	800.00	600.00	800.00	0.00	800.00	800.00	0.00	0.00%
21. 100-0000-2190-52033-99 SECONDARY TUTOR BENEFITS	66.80	33.07	66.80	0.00	66.80	66.80	0.00	0.00%
22. 100-0000-2210-53410-90 ASSESSMENT FOR CURRICULUM ADMI	2,817.68	2,817.68	3,051.79	0.00	2,869.32	2,869.32	(182.47)	(5.98)%
Total Student & Staff Support	\$3,684.48	\$3,450.75	\$3,918.59	\$0.00	\$3,736.12	\$3,736.12	\$(182.47)	(4.66)%
System Administration								
23. 100-0000-2310-53450-90 SCHOOL BOARD LEGAL FEES	500.00	0.00	500.00	0.00	500.00	500.00	0.00	0.00%
24. 100-0000-2310-53460-90 SCHOOL BOARD AUDITOR SERVICES	1,800.00	1,800.00	1,900.00	0.00	1,900.00	1,900.00	0.00	0.00%
25. 100-0000-2310-58100-90 SCHOOL BOARD DUES	500.00	177.00	500.00	0.00	500.00	500.00	0.00	0.00%
26. 100-0000-2320-53410-90 ASSESSMENT FOR ADMIN: SUPT OFFIC	20,429.05	20,429.05	20,579.83	0.00	19,297.64	19,297.64	(1,282.19)	(6.23)%
27. 100-0000-2510-53410-90 ASSESSMENT FOR FISCAL SVCS: SUPT	14,180.57	14,180.57	14,521.67	0.00	15,646.70	15,646.70	1,125.03	7.75%
Total System Administration	\$37,409.62	\$36,586.62	\$38,001.50	\$0.00	\$37,844.34	\$37,844.34	\$(157.16)	(0.41)%
Transportation and Buses								
28. 100-0000-2700-55140-99 CONTRACTED TRANSPORTATION	55,379.68	56,569.33	58,598.43	0.00	62,490.80	62,490.80	3,892.37	6.64%
29. 100-0000-2750-55190-99 SPECIAL SERVICES TRANSPORTATIO	56,792.00	34,335.04	52,533.16	0.00	10,000.00	10,000.00	(42,533.16)	(80.96)%
30. 100-0000-2760-55140-99 VOCATIONAL TRANSPORTATION	17,702.08	17,428.20	17,702.08	0.00	17,702.08	17,702.08	0.00	0.00%
Total Transportation and Buses	\$129,873.76	\$108,332.57	\$128,833.67	\$0.00	\$90,192.88	\$90,192.88	\$(38,640.79)	(29.99)%
Total Expenses	\$1,773,045.28	\$1,660,528.74	\$1,830,163.84	\$1,439,482.26	\$247,056.49	\$1,686,538.75	\$(143,625.09)	(7.85)%

From: Bruce Flaherty <bwflah@gmail.com>
Sent: Sunday, January 14, 2018 2:43 PM
To: Matt Lutkus
Subject: For Selectmen: 2018 Damariscotta Spirit of America Tribute

Dear Matt & Other Damariscotta Officials,

Hope you're enjoying a great 2018 & thank you for your town choosing such a deserving recipient (Riverside Park Volunteers) of the 2017 Spirit of America Foundation award and earning Gold Distinction – Damariscotta is listed with pride on Foundation website <http://spiroaf.com>

Invitation:

Your Board of Selectmen is asked to pick the local person, project or group to receive the 2018 Damariscotta Spirit of America Foundation Tribute for outstanding community service using your own criteria and to honor the recipient (presumably with a resolution or proclamation) at your annual town meeting. We'll need to know (see end of this e-mail) about the recipient to facilitate an anticipated Fall event honoring all 2018 Spirit of America award winners throughout Lincoln County.

Best/simplest strategy for most communities: choose the one to whom your annual town report is dedicated as Spirit of America winner and honor them (perhaps posthumously) at the annual town meeting – it's a well-attended event (great publicity for those honored) & is a nice tradition to which folks will look forward!

Your Selectboard may choose and honor the town's Spirit of America recipient each year without waiting to hear from us.

County event:

The 2018 privilege granted to Maine municipalities to choose Spirit of America Foundation Tribute winners expires on June 30. For any municipality not informing us of its Spirit of America recipient by 6/30, its county officials have permission to pick the 2018 winner. That sensible arrangement gives towns plenty of time to make a selection, helps counties with planning/preparing certificates for their annual Spirit of America event, and could ensure the county ceremony publicizes community service for each town.

Twelve Maine counties already have hosted ceremonies honoring their towns' recipients of the 2017 Spirit of America Foundation Tribute – go to Maine County Commissioners Association site http://www.mainecontinues.org/uploads/1/8/8/6/18869398/mcca_newsletter_september_2017.pdf to read about Oxford, Lincoln and some other counties.

Background:

Spirit of America Foundation is a 501(c)(3) public charity established in Augusta, ME to encourage volunteerism & it allows the Spirit of America Foundation Tribute to be presented in the name of any Maine municipality. There is no fee involved, and local officials chose their community's 2017 Spirit of America winner in 140+ towns!

The first Spirit of America Foundation award was presented to Alma Jones by Augusta Mayor William Burney on Nov. 26, 1991. Maine Governors John Baldacci and Angus King and Maine Municipal Association Director Chris Lockwood are among many who have played key roles at one of the 500+ Spirit of America ceremonies over the years. You can find more info about the Foundation on website <http://spiroaf.com> (where the 'Municipal Resolution' page has sample resolutions, and the 'Honored Ever' page lists towns' previous winners).

A municipality may achieve Spirit of America's Gold Distinction by presenting the Spirit of America Foundation Tribute at the annual town meeting or inauguration, during an annual community festival, or during National Volunteer Month (April). Qualifying towns are listed on the 'Gold Distinction' page on website <http://spiroaf.com> (and you may find a link to this site in Maine Municipal Association's <http://memun.org> website under 'Recent Announcements').

2017 Gold Distinction towns included: Albion, Appleton, Arrowsic, Athens, Bath, Belgrade, Benton, Bethel, Bingham, Bowdoinham, Bristol, Brooks, Bucksport, Canaan, Chelsea, China, Clifton, Cornish, Damariscotta, Dresden, Durham, Edgecomb, Fairfield, Fayette, Franklin, Freedom, Georgetown, Greene, Guilford, Harmony, Hartland, Hiram, Jackman, Jefferson, Kingfield, Lamoine, Leeds, Lewiston, Limington, Litchfield, Livermore, Mattawamkeag, Mechanic Falls, Mexico,

Mercer, Montville, Moose River, Mount Desert, Mount Vernon, New Portland, New Vineyard, Norridgewock, North Yarmouth, Northport, Oakland, Palermo, Palmyra, Paris, Phippsburg, Pittsfield, Pittston, Poland, Readfield, Richmond, Ripley, Rome, Saco, Sangerville, Searsport, Sebec, Sidney, Skowhegan, Solon, South Berwick, South Bristol, Southport, St. Albans, Starks, Stockton Springs, Surry, Swanville, Troy, Union, Unity, Vassalboro, Vienna, Wales, Washington, Wayne, Whitefield, Whitneyville, Wilton, Windham, Winterport, Woodstock, Woolwich.

If by Feb. 28 you tell us Damariscotta has picked its 2018 Spirit of America winner, we'll publicize your town as a 'Pacesetter'!

In any case, by June 30 please let us know the name, mailing address and an accomplishment of Damariscotta's 2018 Spirit of America recipient and the occasion of your local award ceremony (see end of this e-mail).

Thanks for your immense help to volunteerism!

Bruce Flaherty, President
Maine Spirit of America
(a chapter of Spirit of America Foundation)
622-7311, bwflah@gmail.com

We anticipate the most common 2018 scenario will be that towns present a resolution (and the 'Municipal Resolution' page at spiroaf.com has samples) to their Spirit of America winner at the annual town meeting.

After your town selects its 2018 winner, please visit website <http://spiroaft.com/soatd> (note the 'spiroaft.com' spelling) & follow these steps to enter the info we need from 'you':

Click 'Login' link at top right, enter 's-A-77' for both Username and Password, then click 'Log in' button, click 'Home'.

Enter 'Town', 'Winner Name', 'Winner Mailing Address', 'Winner Accomplishments' (at least 15 words), Occasion of award presentation/'Distinction', 'Dedication', 'Name of Committee Choosing Winner', 'Your Name', 'Your Title', 'County', then click 'Submit'.

Thank you so much for your help!

PUBLIC HEARING
March 5, 2018

PROPOSED AMENDMENT
For June 2018 ATM

DAMARISCOTTA SHORELAND ZONING ORDINANCE

Section 15. Land Use standards

B. Principal and Accessory Structures

4. a. The lowest floor elevation or openings of all buildings and structures including basements shall be elevated at least three feet above the elevation of the 100 year flood, the flood of record, or in the absence of these, the flood as defined by soil types identified as recent floodplain soils. In lieu of constructing to three feet above the base flood elevation, non- residential structures within tidal waters and in a AE Zone as indicated in the Floodplain Management Ordinance, may be floodproofed 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.

Damariscotta Police Department
Chief Jason Warlick---Training Coordinator



21 School Street
Damariscotta, Maine 04543
Office (207)563-1909 cell (207) 315-1361 fax (207) 563-8986
email: jwarlick@damariscottame.com

TOGETHER WE MAKE A DIFFERENCE

To Matt Lutkus and the Damariscotta Board of Selectman.

Enclosed is a grant packet from the State of Maine. The grant is for the enforcement of distracted drivers. This includes all aspect of distracted driving to include, but not limited to, Texting while driving, reading, placing on make-up, using a laptop {Time Warner, CMP Ect} and other various offenses involved with distracted driving.

The total grant amount is \$4267.00.

This will break down to 21, 3 hour details between March and December.

The cost match to the grant will be \$1066.75

The match cost are all costs associated with enforcing the grant, and all paperwork associated with the necessary requirements of the State of Maine.

The match costs associated with this grant are not actual monies but rather time and resources the budget already provides. Example: Joanna is already in the office completing tasks and will also complete the needed paperwork for the grant. Other costs will come from our fuel budget, maintenance budget, copier budget, ect.

I believe this grant is a very important part of keeping the roads safe to all our community members as well as visitors. The distracted driving crashes in Maine are at an all-time high. I ask Mr Lutkus and the selectboard to allow me to use the above grant money to take the necessary steps to help curb the distracted driving in our town.

A handwritten signature in black ink, appearing to read "Jason Warlick", written in a cursive style.

Chief Jason Warlick



**SUBGRANT APPLICATION
FOR
HIGHWAY SAFETY
FEDERAL NHTSA FUNDS**

Lauren V. Stewart, Director
Maine Bureau of Highway Safety
45 Commerce Drive, Suite 1
164 State House Station
Augusta, ME 04333
Phone: 207-626-3840
Fax: 207-287-3042
www.maine.gov/dps/bhs

1. Grant/Project Title	2018 High Visibility Distracted Driving Enforcement
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2. Applicant Information	Applicant Agency	Address To Mail Checks
Name	Damariscotta Police Department	21 School St.
Address Line 1	21 School St	21 School St
Address Line 2		
City and Zip Code	Damariscotta, ME 04543	Damariscotta, ME 04543
Federal Employer Number	01-60000131	
DUNS Number	141943543	
State of ME Vendor Number	VC1000019786	
Remit to Vendor Number	VC1000019786	

3. Contact Information	Individual Who Has Legal Authority to Sign this Sub-Grant Application
Name	Jason Warlick
Title	Chief of Police
Address Line 1	21 School St
Address Line 2	
City and Zip Code	Damariscotta, ME 04543
Direct Telephone Number	207-563-1904
Fax Number	207-563-8986
E-Mail Address	jwarlick@damariscottame.com

4. Contact Information	Project Director (must be different from Legal Authority)	Financial Officer (City or Town Official)
Name	Joanna Kenefick	Jason Warlick
Title	Administrative Assistant	Chief of Police
Address Line 1	21 School St	21 School St
Address Line 2		
City and Zip Code	Damariscotta, ME 04543	Damariscotta, ME 04543
Direct Telephone Number	207-563-1909	207-563-1904
Fax Number	207-563-8986	207-563-8986
E-Mail Address	jkenefick@damariscottame.com	jwarlick@damariscottame.com
Other Contacts Involved:		

5. Project Period	December 15, 2017 – September 15, 2018
6. Population of "Project" Area	2173
7. Congressional District Served	<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Both

8. Project Description Summary: Grant funds will be used to provide overtime for law enforcement agencies to conduct distracted driving enforcement for reducing crashes, fatalities, and serious injuries on state roads.

9. Budget Summary (Use Totals from Budget Worksheets)			
	Federal	Match	Total
Personal Services	\$ 4267.00	\$ 1066.75	\$ 5333.75
Travel			
Equipment (\$5,000 or more in value)			
Consultant			
Other			
Total			

10. Any agency (i.e. police department, school, hospital, county) receiving a grant must have a written seat belt policy. **Does your agency have and enforce a seat belt use policy?** Yes No **You may be asked to provide a copy of your policy.**

11. Any agency (i.e. police department, school, hospital, county) receiving a grant must meet the requirements of the Department of Public Safety's civil rights discrimination policies. **Does your agency meet the Dept. of Public Safety civil rights discrimination policies' requirements?** Yes No

12. I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this sub-grant and agree to all conditions, terms and certifications and certify our compliance with requirements outlined elsewhere in this application. **This must be the person listed in Section 3 on Page 1.**

Legal Authority Signature: _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

STD. AREA: 405e	PSP #: 2018-18DD	TASK:
SUB-GRANT #: DD18-	COORDINATOR	BHS TYPE: Highway Safety

IS THIS A <input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> CONTINUATION		PRIOR SUB-GRANT #:	
UNIT OF GOVERNMENT:		SUB-GRANT TYPE:	
IF UNIT OF GOVERNMENT, WHAT DEPT?			
FUND s.	FY 201 = \$	P/T % = NA	PROGRAM = DD 18
FUND s.	FY 201 = \$	P/T % =	PROGRAM =
TOTAL FEDERAL AWARD = \$			
FAIN :		CFDA :20.616	NHTSA
FAIN :		CFDA :	NHTSA
FEDERAL AWARD DATE :			

NOTICE OF AWARD: The above sub-grant was approved by the Bureau of Highway Safety on:
 Signed: _____
 Lauren V. Stewart, Director

NOTICE OF DENIAL: The above sub-grant was denied by the Bureau of Highway Safety on:
 Signed: _____
 Lauren V. Stewart, Director

Sub recipient Pre-Award Risk Assessment

Please answer each question completely and provide detail where requested.

1. Has the Sub recipient received federal or state grants similar to this award? Yes

Please explain: The Damariscotta Police Department has applied for and received Highway Safety OUI grants the last several years.

2. Has the entity had at least 3 years of experience with any federal grants? Yes/No
IF YES, WHAT FEDERAL AGENCY: Unsure

3. Did the sub-recipient receive a single audit in accordance with 2 CFR Part 200 Subpart F?

Date(s) of previous single audits: Last audit was prior to this administration.

Results of previous audits:

Was the same or similar sub award audited last year? NA

Was the audit opinion unqualified? Yes/No/NA

Please explain and/or attach documentation for qualified opinion

4. Does the Sub recipient have new personnel or new or substantially changed systems?

- a. Has the Sub recipient's staff remained unchanged during the previous year? No
If yes, please explain changes in your personnel during the previous year.

Our former Chief of Police has left the agency, a new Chief (who was formerly our Sgt.) has been hired and a new full-time officer has been hired to fill the vacancy.

- b. Has the Sub recipient's organization remained unchanged during the previous year? Yes/No
IF NO, Please explain changes in your organization during the previous year.

- c. Is the Sub recipients accounting system the same as the previous year? Yes
IF NO, Please explain changes in your accounting system during the previous year.

5. Does the Sub recipient receive monitoring directly from a Federal awarding agency? Unsure

If yes, which federal awarding agency: _____

6. Did the federal agency determine that there were no financial or compliance issues? Yes/No/NA

TOWN OF DAMARISCOTTA

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEE WAGES, BENEFITS, STATE FEES AND PUBLIC UTILITIES

Purpose. This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants, for wages, benefits, state fees, and public utilities. In a situation where there is an extended time between Board meetings and a payment due in which a late fee and/or penalty (credit card) will be applied, an exception will be authorized within this same policy.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages, benefits, state fees, and public utilities.

Delegation of authority. Pursuant to 30-A, MRSA. Section 5603(2)(A)(1)(3), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages, benefits, state fees, and public utilities.

Either _____ or _____, acting alone, may review, approve and sign such warrants.

Effective date. This policy becomes effective on the date indicated below.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse. This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. If the municipal treasure is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder

Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: March 7, 2018

Municipal Officers

