



**Town of Damariscotta, Maine
Public Hearing / Board of Assessors / Select Board
Meeting**

November 1, 2023

Town Office, 21 School St

5:30 PM

Join Virtually

Meeting: <https://us02web.zoom.us/j/83072624998> | Meeting ID: 830 7262 4998

AGENDA

- I. Pledge of Allegiance**

- II. Call Board of Assessors Meeting to Order**
 - 1. Minutes**
 - i. October 18, 2023 Board of Assessors Meeting
 - 2. Official Action Items**
 - i. FY 24 Tax Abatements: PP 860 and PP 795
 - 3. Report of Assessor's Agent**
 - 4. Board of Assessors Discussion**
 - 5. Adjournment**

- III. Call Select Board Meeting to Order**
 - 1. Minutes**
 - i. October 18, 2023 Select Board Minutes
 - 2. Financial Reports**
 - i. Payroll Warrants # _____
 - ii. Accounts Payable Warrants # _____
 - 3. Citizen Comments and General Correspondence**
 - 4. Town Manager's Report**
 - 5. Official Action Items**
 - i. Budget Committee Appointments
 - ii. MOA and RFP for Environmental Consulting Services
 - iii. Maine Boat Float Grant
 - iv. **(New)* Technology Reserve Allocation – Server Replacement
 - v. **(New)* Financial Audit Services Contract
 - 6. Select Board's Discussion Items**
 - 7. Adjournment**

TOWN OF DAMARISCOTTA
Office of Selectmen, Assessors, Town Clerk, Tax Collector and Treasurer

WE HEREBY CERTIFY, that the accounts listed contain a list of estates, real and personal, to be abated for the fiscal year 2024 (July 1, 2023 to June 30, 2024) located within the Town of Damariscotta, under title 36, MRSA sec 841.

Reference Code:

| Ref # | Account | Taxpayer | Abatement Amount | Reason |
|---------|---------|--|------------------|--|
| 2024-12 | 860 PP | Camden National Bank | \$2931.25 | 2023 PP Submitted with BETE application to old assessor email, missed BETE. |
| 2024-13 | 795 PP | Sprague, Michael State Farm Insurance | \$37.56 | Business moved to Waldoboro 8/1/2022, Town not notified until bill was received. |
| | | | | |

IN WITNESS THEREOF, we have set our hands this day: _____/2023

SIGNED:

PRINTED:

Assessors of Damariscotta

| | | |
|-----------------------|-----------------|-------------|
| Tax Collector: | Initials: _____ | Date: _____ |
| Computer Adjustments: | Initials: _____ | Date: _____ |
| Assessor Adjustments | Initials: _____ | Date: _____ |
| Letter to Taxpayer: | Initials: _____ | Date: _____ |



TOWN OF DAMARISCOTTA
ASSESSOR'S OFFICE
21 School Street
Damariscotta, ME 04543
Phone: (207) 563-5168

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

October 25, 2023

Camden National Bank
Attn: Accounting
PO Box 310
Camden, ME 04843

PROPERTY REVIEWED: Personal Property Account #860

CURRENT ASSESSED VALUE:
Personal Property Assessed \$212,500.00

FINDINGS: After review of the assessments, the following adjustment has been made:

Adjusted Assessed Value:
Personal Property Assessed \$25,200

Remarks: Abatement in the amount of \$2931.25 has been granted.

Abatement Calculation ($\$212,500 - \$25,200 = \$187,300 \times 0.01565$ (ty24 mil rate) =
\$2931.25 tax abatement)

Reason:
Pers Prop tax declaration with Business Equipment Tax Exemption (BETE) was submitted for 2023(TY24), but to old assessor email. 2022 (TY23) amounts carried over with no BETE. Abate for corrected return.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta



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Phone: (207) 563-5168

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

October 25, 2023

Michael Sprague
State Farm Insurance
902 Main St
Waldoboro, ME 04572

PROPERTY REVIEWED: Personal Property Account #795

CURRENT ASSESSED VALUE:
Personal Property Assessed \$2,400

FINDINGS: After review of the assessments, the following adjustment has been made:

Adjusted Assessed Value:
Personal Property Assessed \$0.00

Remarks: Abatement in the amount of \$37.56 has been granted.

Abatement Calculation ($\$2,400 - \$0.00 = \$2,400 \times 0.01565$ (ty24 mil rate) = \$37.56 tax abatement)

Reason:
Received note with returned 2023 tax bill that business is no longer in Damariscotta as of 8/1/2022. Abate Personal Property assessed for 4/1/2023.

NOTE: This does NOT relive responsibility for Personal Property assessed for 4/1/2022.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Respectfully

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

Town Manager's Report

October 27, 2023

1. Hodgdon St Update

As of Friday morning, HEI had installed all four basins and the pipe running down Hodgdon St. The only minor complications included finding some ledge that was able to be removed and the removal of one tree.



The picture to the left is the cross pipe along Pleasant St. The pipe was less than 10 years old and though we attempted to remove it from the scope, we ultimately continued with its replacement. Upon excavation, the new pipe will be installed with the proper materials to improve the drainage along the roads edge. The picture on the right is a look at the drainage line running along Hodgdon St between CB 3 and CB 2. This is the area the crews hit ledge and were in the process of removing when the photo was taken.

2. Public Works Update

- a. Preparing for winter - most of the trash barrels will be removed after this weekend.
- b. Truck/Winter Equipment Maintenance - The F-550 will have some scheduled maintenance in November and winter equipment is being looked over and/or scheduled for maintenance.
- c. Floats - we will look to remove floats from the river November 27th. This may change depending on the weather.

- d. The crew will be working to remove leaves and ensuring that culverts are clear before winter activity.
- e. The Beaver Deceiver has not been installed on Back Meadow yet. I am waiting for an update on the status of that project. As of now, we are not seeing beaver activity like we did last year at this time.

3. Shellfish Conservation Ordinance/Committee

The Damariscotta/Newcastle committee will have a meeting on November 14 to discuss the DMR Mini Grant, Shellfish Management Plan, and other business. The meeting will begin at 5:30 at the Damariscotta Town Office.

4. Energy Rates - New Contract

Four of the Town's nine accounts were up for renewal while the others were on a standard offer which is variable throughout the year. Maine PowerOptions is an energy purchasing consortium that serves as an aggregator for Maine's local governmental and non-profit organizations. Our previous contract is up for renewal and we have asked for a quote that includes all 9 of our accounts. Below are the quoted prices over the last three months as well as the current standard rate and the average rate for the last 12 months.

| | 8/21/2023 | 9/15/2023 | 10/26/23 | Current Standard Offer | 12 mo avg | Reduction |
|------------|-----------|-----------|-----------|------------------------|-----------|-----------|
| # Accounts | 4 | 9 | 9 | | | |
| 12 mo | \$0.10730 | \$0.10790 | \$0.10480 | \$0.1763 | \$0.1713 | -38.82% |
| 24 mo | \$0.10910 | \$0.11150 | \$0.10870 | | | -36.55% |
| 36 mo | \$0.10750 | \$0.11110 | \$0.10880 | | | -36.49% |
| 48 mo | \$0.10580 | \$0.11090 | \$0.10930 | | | -36.20% |

5. Upcoming Meetings/Events

- October 30, 6 PM @ Newcastle Fire Station - Joint Select Board Meeting - Housing workshop
- November 1, 530 PM @ Town Office - Select Board Mtg
- November 9, 6 PM @ CRCT, Main St - Comprehensive Plan Workshop: Active Living (Bicycle and Pedestrian Infrastructure & Recreation)
- November 13, 6 PM @ Town Office - Planning Board Mtg
- November 14, @ Town Office - Damariscotta/Newcastle Shellfish Conservation Committee
- November 15, 530 PM @ Town Office - Select Board Mtg/Budget Committee (tent)
- November 16, 9 AM @ Watts Hall, Thomaston - MCOG General Assembly
- November 21, 6 PM @ Coastal Rivers, Round Top Farm - Aquaculture Community Meeting

MCOG General Assembly Meeting
Watts Hall Community Arts, 174 Main Street, Thomaston
November 16, 2023

AGENDA

8:30-9:00 – Networking and Morning Welcome: Marc Meyers, President

9:00-10:00 — Keynote Address: “The Amenity Trap,” Erik Pages, Entrenworks Consulting

10:00-10:15 — Break

10:15-11:45 — Panel Discussion: Housing

- Data presentation: Challenging myths and identifying trends, Charlotte Nutt, MCOG
- Debora Keller, Bath Housing—Affordable Housing
- Denise Needham, PharmD, Pen Bay Medical Center & Waldo County General Hospital—Workforce Housing
- Martin Case, Cates Real Estate—Vacation Home Demand/Trends

11:45-1:15 — Lunch and Business Meeting: Marc Meyers

1:15-2:45 – Moderated Group Discussion regarding Amenities: Audra Caler, Vice President, Introduction

Questions to Facilitate Group Discussion:

- What makes your community/Midcoast region special, and what amenities do we need to protect, in order to maintain this sense of place?
- Besides housing, what amenities are at greatest risk? What are the most significant threats facing these amenities?
- What investments must be made to ensure that amenity-related growth does not overwhelm our communities and region? How do we pay for these investments?

Expert Panelists:

- Representative Holly Stover
- Amalia Siegel, Maine Climate Council Coordinator—Climate Change
- Nick Battista, Island Institute—Working Watefronts

2:45-3:00 – Break

3:00-3:30 – Report Out/Distillation of Group Discussion



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 Fax – 207-563-6862

Office Hours
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 7:30 am – 5:00 pm
 Wed. 1pm – 5:00 pm
 Fri. Closed

MEMO

October 27, 2023

To: Damariscotta Select Board
 From: Andrew Dorr, Town Manager

Re: Budget Committee Appointments

There are multiple vacancies on the Budget Committee this year. This comes after one former member is now a Select Board member and two others have or are moving out of town. After reaching out to a few people, there are three individuals that are interested in participating on the committee this year. Below you will see a table of those on the committee and the vacant terms.

| (Term ending) | Jun-24 | Jun-25 | Jun-26 |
|-----------------------|--------|--------|--------|
| Constance Magistrelli | | | |
| Karen O'Bryan | | | |
| <i>Vacant*</i> | | | |
| Richard McLean | | | |
| Shari Sage | | | |
| <i>Vacant*</i> | | | |
| Bruce Rockwood | | | |
| Gary Rosenthal | | | |
| <i>Vacant*</i> | | | |
| Alternate (annual) | | | |
| Alternate (annual) | | | |

*Pursuant to Section 4.04 C.2, Vacancies occurring during a regular term may be filled by appointment until the next Annual Town Meeting at the discretion of the Select Board.

Recommended Motion:

To appoint Ron Hiser, Louis Abbotoni, and Mary Devlin to the Budget Committee until the next Annual Town Meeting.



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MEMO

October 27, 2023

To: Damariscotta Select Board
From: Andrew Dorr, Town Manager

Re: CLC YMCA MOU/Environmental Review

CLC YMCA has received grant funding to support an expansion of their childcare services. As such, some of the requirements include conducting an Environmental Review to determine the site they select is most suitable. The grant funder does not consider the non-profit as an entity suitable to carry out the review because they do not exercise land use control and issue permits for the project. This is where the Town would come in and serve that role on their behalf. The Town's involvement in the grant process will end when the environmental review record is complete and has been accepted by HUD. CLC YMCA will be responsible for compliance with the Environmental Review Record's findings and conditions.

Included with this memo are a few documents that 1) outline of the request for the Town of Damariscotta to serve as the entity to oversee the Environmental Review, 2) a draft MOU between the Town and CLC YMCA to act as the Responsible Party on their behalf for the purpose of conducting the Environmental Review, and 3) a draft RFP for professional services to conduct an Environmental Review.

Recommended Motion:

To authorize the Town Manager to sign and execute the MOU as presented and to post an RFP for Professional Services.



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Recommended Motion:

To authorize the Town Manager to sign and execute the MOU as presented and to post an RFP for Professional Services.

October 20, 2023

CLC YMCA Transmittal Letter to the Town of Damariscotta

The Central Lincoln County YMCA received an FY 23 Community Project Funding grant (B-23-CP-ME-0795) through the Department of Housing and Urban Development (HUD) for the CLC YMCA's Lincoln County childcare expansion project.

The \$1,000,000 HUD grant, secured through the efforts of Senators Susan Collins and Angus King and Representative Chellie Pingree, funds part of the anticipated 2.1M dollar project, with the remainder to be provided by the financial gifts of the friends and supporters of the CLC YMCA through our fundraising efforts.

The federal environmental regulations do not allow a nonprofit organization to complete the required environmental review, related decision-making, and action, including executing the certification portion of HUD's Request for Release of Funds and Certification of the Project as set forth in 24 CFR Part 58. Instead, HUD asks that the environmental review and these activities be undertaken by the unit of local government where the project is located. HUD considers the unit of local government to be the Responsible Entity because it exercises land use controls and issues permits for the project. The Town's involvement in the grant process ends when the environmental review record is complete and has been accepted by HUD. At that point, the CLC YMCA is responsible for compliance with the Environmental Review Record's findings and conditions.

I have enclosed a draft Memorandum of Understanding adapted from a sample agreement provided by HUD. HUD does not require an MOU, and the provisions of the MOU can become an attachment to this letter if a letter agreement is satisfactory to the Town of Damariscotta.

The duties and responsibilities for the Town of Damariscotta can be found in Section 1.1 and for the Grantee (CLC YMCA) in Section 1.2. Section 1.2.3 confirms that the CLC YMCA will promptly reimburse the Town of Damariscotta for its actual reasonable expenses incurred. The CLC YMCA and its representatives, including Tor Glendinning, 44 North Architects, the CLC YMCA's architect, will provide the necessary information from the CLC YMCA's project planning and design.

It is anticipated that the Town of Damariscotta will select its environmental consultant through the RFP process that satisfies HUD procurement standards to prepare the environmental review record and provide technical expertise to the Town of Damariscotta throughout this process. I have attached a draft RFP for your consideration that was prepared by our consultant, who assists the CLC YMCA with HUD compliance.

The CLC YMCA will assist the Town of Damariscotta and the selected consultant by providing all project information and assistance in navigating the HUD environmental review process, as

necessary. I anticipate that the CLC YMCA will request that the environmental review process begin in the next 30 days.

I appreciate your consideration of this request, and please let me know if you have any questions. The CLC YMCA values its long-standing working relationship with the Town of Damariscotta, and we look forward to completing this project to benefit the families and children we serve.

Best regards,

Casey Clark Kelly, Executive Director
CLC YMCA

Enclosures: Draft MOU
Draft RFP

MOU was drafted by HUD: A Memorandum of Agreement for Part 58 environmental review support by an RE to a non-profit is not a requirement. This sample MOA may be used as a document to formalize RE responsibility for environmental requirements at the request of the RE.

Sample MOA between the Town of Damariscotta, Maine, and the Central Maine YMCA, CPF Non-profit Grantee

THIS AGREEMENT (“Agreement”) is entered into this _____ day of _____, 2023, between the Town of Damariscotta, Maine (“Town”) and the Central Lincoln County YMCA (CPF Grantee) in the Town of Damariscotta, Maine.

WHEREAS, the CPF Grantee is a recipient of a grant for the Economic Development Initiative for the purpose of Community Project Funding/Congressionally Directed Spending for the Lincoln County Child Care Expansion project, CPF Grant #B-23-CP-ME-0795 (“the Project”); and

WHEREAS, such projects and activities receiving federal financial assistance are subject to the provisions of the National Environmental Policy Act of 1969 (“NEPA”) and implementing regulations of the Council on Environmental Quality, including but not limited to the regulations at 40 CFR Parts 1500-1508, and implementing regulations of the U.S. Department of Housing and Urban Development (“HUD”), including but not limited to HUD’s regulations at 24 CFR Part 58; and

WHEREAS, pursuant to 24 CFR § 58.2(a)(7)(ii)(C), where the recipient of federal financial assistance is a non-profit, a unit of local government where the project is located is authorized to assume environmental review obligations as the Responsible Entity; and

WHEREAS, the Town of Damariscotta, Maine, certifies that it is authorized to: (1) assume the responsibility of HUD as the Federal decision-making entity under NEPA and each provision of law designated in the NEPA-related laws in 24 CFR § 58.5, and to accept jurisdiction of the Federal courts for enforcement of the environmental review responsibilities applicable to the Project; and (2) assume HUD’s responsibility for environmental review, decision making, and action, including executing the certification portion of HUD’s Request for Release of Funds and Certification for the Project as set forth in 24 CFR Part 58; and

WHEREAS, to expedite project development, the CPF Grantee has requested the Town to act as the Responsible Entity with respect to the Project; and

WHEREAS, upon the conditions and provisions set forth in this Agreement, the Town is willing to act as the Responsible Entity with respect to said project.

NOW THEREFORE, in consideration of the mutual promises and terms and conditions set forth below, the CPF Grantee and Town do hereby agree as follows:

Article 1. DUTIES AND RESPONSIBILITIES

Section 1.1 Town's Duties/Services and Responsibilities

1. The Town will perform and/or manage the environmental review and prepare all necessary documentation in support of the environmental review record for the Project and any necessary accompanying documents in full compliance with:
 - a. HUD's "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities" (24 CFR Part 58);
 - b. Section 102 of NEPA;
 - c. Related provisions of the Council on Environmental Quality regulations contained in 40 CFR Parts 1500 through 1508; and
 - d. All other applicable Federal and State Regulations.
2. Where appropriate and necessary in the environmental review process, the Town will issue a finding of no significant impact or finding of significant impact, determine whether to hold public hearings, prepare records of decision, issue notices of intent to request release of funds and/or notices of findings of no significant impact, and prepare and send to CPF Grantee requests for release of funds for submission to HUD, along with a description of any conditions that must be adhered to in carrying out the project.

Section 1.2 CPF Grantee's Duties and Responsibilities

1. The CPF Grantee shall, at the Grantee's expense, provide the Town with all available project and environmental information which the Town may reasonably request in connection with the Town's activities pursuant to this Agreement, including, without limitation, all existing relevant information and any reports of investigation or study which, in the Town's opinion, should be undertaken or may be reasonably required to conduct an appropriate environmental review consistent with laws and regulations.
2. The CPF Grantee will provide the Town with documentation that adequately describes the full scope of the subject project and a project budget that includes federal and non-federal funding sources.

3. The CPF Grantee shall promptly reimburse the Town for its actual reasonable expenses incurred for performing its functions under this Agreement, including, but not limited to:
 - a. The costs of publishing notices
 - b. Necessary travel expenses
 - c. The fees and expenses of experts, consultants, and outside services retained by the Town
 - d. Town's staff time devoted to the performance of the Town's function under this agreement; and
 - e. The actual costs incurred associated with any surveys or investigations.
4. The CPF Grantee shall be responsible for monitoring the environmental mitigation required under the project's environmental grant conditions specified in the Part 58 environmental review and shall advise the Town of any proposed change in the project scope or any change in the environmental conditions.
5. The CPF Grantee will communicate to all stakeholders of the project that an environmental review must be completed, and HUD must approve a Request for Release of Funds for the project before any partner or stakeholder in the project makes any additional choice limiting actions after the Letter of Invitation was issued by HUD.

Article 2. TERM OF AGREEMENT

The agreement will be in force from the date it is executed by the Town of Damariscotta, Maine, and the Central Lincoln County YMCA until the grant project is closed out with the Department of Housing and Urban Development.

Article 3. CONDITIONS

Article 4. COMMUNICATION

CLC YMCA, Casey Clark Kelley, cclarkelley@clcymca.org, 207-563-9622
Town of Damariscotta, Andy Dorr, adorr@damariscottame.com, 207-563-5168

Casey Clark Kelley
Executive Director, CLC YMCA

Andrew Dorr
Town Manager, Town of Damariscotta

The Town of Damariscotta, Maine
Request for Proposals
Professional Services, Environmental Review Record
HUD Community Funding Project B-23-ME-0795

GENERAL INFORMATION

The Town of Damariscotta, Maine, is issuing this Request for Proposals (RFP) to solicit qualified firms experienced in performing professional services to assist the Town, which is serving as the Responsible Entity for this project, with conducting an environmental review and completing the Environmental Review Record, as required by 24 CFR 58, in the HEROS system for HUD Community Funding Project B-23-ME-0795 awarded to the Central Lincoln County YMCA on December 29, 2022, for the Lincoln County Childcare Expansion.

PROJECT DESCRIPTION

Central Lincoln County YMCA
Proposed Lincoln County Childcare Expansion Project
524 Waldoboro Road
Damariscotta, Maine

Overview

The proposed project involves repurposing an existing structure currently classified as commercial, assembly use. It houses the local American Legion Hall organization. It is located at 524 Waldoboro Road in Damariscotta, Maine. The repurposed property will be home to the relocated Central Lincoln County YMCA Childcare facility, which currently is housed in an existing building at Sand Hill Road in Nobleboro, Maine.

Existing Building

The proposed new location includes a single structure. The structure can be viewed as having two sections: a primary building structure and a lean-to addition. The primary building structure was built in 1973; it is a 40ft by 80ft masonry building; it is constructed of concrete masonry block exterior walls, with a brick veneer on the front (road) side. The roof structure is clear-span wood trusses with a metal roof. The primary structure has a building footprint of 3,200sf. A lean-to addition was built in the early 2000s; it has a building footprint of 450sf. The building has two floor levels, one directly on top of the other. The lower level is 5ft below entry grade and the upper level is 5ft above grade. It is a split-level type format. The property is approximately one-half acre in size and accommodates expansive paved parking, a grassy area on the front (roadside) and a grassy enclosed area to the back. The main vehicular access drive to the CLC YMCA campus is directly adjacent to the south. The property shares a boundary line with the CLC YMCA property to the east.

New/Proposed Childcare Facility

The existing structure has been observed by a licensed engineer and a licensed architect. It has been found to be of sound condition and is viable for substantial improvements. The site will require minor grading improvements and will be modified to meet the parking and vehicle circulation requirements required by the proposed Childcare Center. The building renovations include removing the two-floor plate assemblies and constructing a new single-level floor plate at level with the exterior grade. This will allow the building to meet code requirements for the Childcare use. The walls and roof of the back addition from the 2000s will be removed; the foundation and a new floor flush to the primary building will be built along with new walls and roof structure. A 950sf expansion will be added to the front of the primary building to accommodate a main entry, lobby, administration and activity room. Other improvements include but are not limited to; new windows and doors, new siding, an insulated building envelope to meet efficiency codes, new mechanical, electrical, plumbing and HVAC systems throughout. Site improvements include new paving, hardscape sidewalks, curbing and plantings, site lighting, and a new playground with an enclosure. The new facility will accommodate five activity rooms and supporting building facilities, ADA bathrooms, a kitchen, storage spaces, and staff rooms.

PROJECT BACKGROUND

The Central Lincoln County YMCA was awarded a Community Funding Project grant on December 29, 2022, administered through the U. S. Department of Housing and Urban Development. As of December 29, 2022, federal compliance requirements attached to the Project, and HUD funds cannot be expended on work that results in environmental harm that cannot be mitigated.

A satisfactory environmental review is necessary to determine the project's environmental impact. Analysis of the environmental laws and authorities must be conducted, and the determination made that the project does not result in environmental harm that cannot be mitigated, and that consultation with federal/state agencies is conducted in a manner that allows for mitigation measures/conditions to be implemented.

Interested firms should review the *Guidance Document for Documenting the Environmental Review Record (ERR) for Community Project Funding (CPF) Grants*, available at the link below and incorporated by reference into the services to be provided by the firm to the Town:

<https://www.hud.gov/sites/dfiles/CPD/documents/CPF-Guidance-on-Documenting-ERR-2023-04.pdf>

PROPOSED SCOPE OF SERVICES

1. The preparation of the environmental review record is anticipated to include the following steps:
 - a. Conduct a site visit(s) to evaluate environmental conditions.
 - b. Confirm the project description for the purpose of the environmental review.
 - c. Determine the appropriate level of environmental review.
 - d. Complete the environmental review record by:
 - i. Performing the required analyses
 - ii. Consultation with other agencies and individuals as appropriate
 - iii. Compile the documentation required for the Town's decision.
 - iv. Provide the information to the Town to make the determination.
 - v. Prepare the Town's Environmental Review Record file and provide a copy to the CLC YMCA.
2. The consultant will review and, as necessary, revise the project description using the information provided by the CYC YMCA required to determine the appropriate environmental review level and establish the timeframe to complete the required environmental review.
3. The consultant will provide the Town with a start date and estimated completion date, confirm the anticipated scope of work, and provide a fee schedule.
4. The consultant will be responsible for conducting the required consultations with the CLC YMCA and its representatives and local, regional, and state agencies to complete the environmental review process described in the HUD environmental review regulations.
5. The consultant will provide the Town with a copy of all correspondence with other regulatory agencies and submit information to the appropriate agency.
6. The Town will publish all required public notices. The consultant will provide the text of the notice to the Town.
7. The consultant will assist the Town in response to any public comments or questions from HUD or any other state or federal agency regarding the environmental review process.
8. The consultant will compile this information in the required format and upload it into the HUD HEROS online system.
9. Assist the Town (as necessary) with the Release of Funds certification.
10. Provide any conditions for approval to be included in project contract documents

Additional Environmental Review Record Information

HUD Exchange Environmental Review Information

<https://www.hudexchange.info/programs/environmental-review/>

Sample Notice of Intent to Request Release Funds

<https://www.hudexchange.info/resource/2754/sample-notice-of-intent-to-request-release-of-funds/>

Sample Notice of Finding of No Significant Impact (FONSI) and Request for Release of Funds

<https://www.hudexchange.info/resource/2755/sample-fonsi-and-rrof/>

24 CFR Part 58 Environmental Regulations

<https://www.ecfr.gov/current/title-24/subtitle-A/part-58?toc=1>

HEROS System Information

<https://www.hudexchange.info/programs/environmental-review/heros/>

RESPONSIBLE ENTITY

The Town of Damariscotta, Maine, is the Responsible Entity for the proposed project and has issued this RFP for professional services. The selected individual or firm will work for the Town.

CONTENT OF PROPOSAL

Evaluation Process

Responding firms should be well-qualified and experienced to provide the professional services necessary to prepare a 24 CFR Part 58 Environmental Review Record; familiarity with the HUD HEROS system is preferred.

The selection of an individual or firm will be in accordance with local government requirements and HUD-administered regulations. All proposals will be evaluated in terms of understanding of the project; project timeline; cost; qualifications and experience of the firm and principal staff; the firm's capacity to perform; the experience of the firm with similar federal environmental review processes, preferably with HUD.

Required Information for Proposal

1. Firm's understanding of the project, proposed timeline for completion, and cost estimate.
2. A listing of similar environmental review projects successfully completed by the firm funded by federal (HUD preferred) government and/or state governmental agencies. Please provide a. name and contact information.
3. Identify the project team, specifying the individual responsible for this project.
4. Statement confirming the capacity to staff and complete the project on schedule.
5. A certified statement that the firm is not debarred, suspended, or otherwise prohibited from being selected to complete this project by any Federal, State, or local agency.

Proposal Evaluation and Selection Process

Upon receiving the proposals, the Town of Damariscotta, Maine, will evaluate and score their proposals based on the following criteria:

1. Understanding of the project and proposed timeline.
2. Cost estimate of the services to be provided.
3. Prior successful experience with environmental review projects funded by federal and/or state agencies, preferably the U. S. Department of Housing and Urban Development.
4. The firm's capacity and experience
5. The qualifications of the designated project team.

Each proposal received will first be evaluated for responsiveness (i.e., meets the minimum of the requirements) prior to being evaluated. An Evaluation Panel will then evaluate proposals made up of no less than three (3) staff/representatives of the Town.

Proposal Evaluation

Evaluations will be based on the required criteria listed here:

| No. | Max Point Value | Factor Description |
|-----|-----------------|--|
| 1 | 15 points | Understanding of the project and proposed timeline |
| 2 | 10 points | Cost estimate of the services to be provided |
| 3 | 25 points | Prior successful experience completing environmental review projects funded by federal or state agencies, preferably HUD |
| 4 | 25 points | Firm's capacity and experience |
| 5 | 25 points | Qualifications of the designated project team |
| | 100 points | Total Points |

Selection Process

Following the review of proposals, the top-ranked firm will be invited to a meeting to clarify and finalize the proposal and, if necessary, modify the proposal based on these discussions.

The final contract price is negotiated even if cost was included in the RFP as an evaluation factor. The contract shall be either a firm fixed-price or a cost-plus-fixed-fee (which includes an

established ceiling) type. Cost-plus-a-percentage-of cost type contracts are prohibited.

Schedule (tentative)

| | |
|-------------------|---|
| November 8, 2023 | Request for Proposal Distributed |
| December 11, 2023 | Proposals received by 2:00 p.m. (deadline) |
| December 11, 2023 | Proposals reviewed by the Town of Damariscotta, Maine |
| December 20, 2023 | Selection of successful bidder |

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the Town of Damariscotta, Maine.

PROPOSAL SUBMISSION PROCESS

Proposals may be submitted electronically. Proposals must be received by the Town of Damariscotta, Maine, by 2:00 p.m. E.D.T., December 11, 2023.

Late submissions will not be opened or considered.

General questions regarding this RFP should be emailed to: Andrew Dorr at adorr@damariscottame.com.

DRAFT

ADDITIONAL TERMS AND CONDITIONS

The requirements of 2 CFR Part 200, if applicable, will be incorporated in this contract:

1. Suspension and debarment (2 CFR 200.14)
2. Prohibition on certain telecommunications and video surveillance services or equipment (2 CFR 200.216)
3. Assist the CLC YMCA, as may be necessary, with compliance with Financial Management (2 CFR.302), Internal Controls (2 CFR 200.303), and federal payment requirements (2 CFR 200.305)
4. Program income requirements (2 CFR 200.307)
5. Assist the CLC YMCA, as may be necessary, with the revision of the HUD grant agreement budget and program plans (2 CFR 200.308)
6. Assist the CLC YMCA, as may be necessary, with the disposition of any property acquired with Community Project Funding funds (2 CFR 200.311)
7. Comply with record retention and access requirements (2 CFR 200.334-200.338)
8. Assist the CLC YMCA, as may be necessary, with reporting requirements (2 CFR 200.238-200.330), including the status of any property acquired with CPF funds at 2 CFR 200.330)

DRAFT



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS AND LANDS
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333

AMANDA E. BEAL
COMMISSIONER

October 20, 2023

Andrew Dorr, Town Manager
Town of Damariscotta
21 School Street
Damariscotta, ME 04543

RE: Replacement Float Grant
Damariscotta Boat Launch
Damariscotta, Maine

Dear Andrew:

Relative to the Town’s request for a Grant-in-Aid from this Program for the referenced facility, please be advised that this Bureau is willing to provide 10- 6 ft. x 16 ft. and 1-6ft. x 10ft. wooden boarding floats in the Spring of 2024 and 4-6 ft. x 16ft. wooden finger floats in the Spring of 2025 for improvements to the Town boat launch facility. This Grant-in-Aid is made pursuant to 12 M.R.S.A., Section 1899, and subject to the following terms and conditions.

In consideration of the acceptance of this assistance, it is expressly understood and agreed that the Town of Damariscotta shall:

1. Indemnify, defend and hold the State, its agents and employees harmless against all claims, expenses, causes of action, judgments, damages and injuries arising out of the maintenance, operation, use or construction of the boat facility and any real or personal property used in connection therewith;
2. Keep the boat facility open for use by the general public as an outdoor recreational boating facility for the life of the facility.
3. Maintain the boat facility in good order and condition, in compliance with all applicable laws and in a manner to provide a neat and attractive appearance;
4. If any fees are charged for use of the Facilities, such fees shall be nondiscriminatory in nature and shall have received the prior approval of the State Bureau of Parks and Lands; and

ANDREW R. CUTKO, DIRECTOR
BUREAU OF PARKS AND LANDS
18 ELKINS LANE, HARLOW BUILDING



PHONE: (207) 287-3821
FAX: (207) 287-8111
WEB: WWW.MAINE.GOV/DACF

RE: Replacement Float Grant
Damariscotta Boat Launch
Damariscotta, Maine

5. The Recipient shall post in a prominent place on the Facilities, and shall maintain in good condition, a sign, indicating the availability of the Facilities to the general public.

Attached for your information are recommended maintenance practices for the proper care of the floats we are providing. Failure to properly maintain the floats may reduce their useful life which may affect the recipient's ability to obtain further replacements from this program

We will proceed with the grant upon receipt of the Town's acknowledgment and acceptance of the above conditions. Please sign below and mail to me at: 22 SHS, Augusta, ME 04333-0022.

Yours truly,

Thomas W Linscott

Thomas Linscott, Director
Boating Facilities Program
Bureau of Parks & Lands

The above conditions are understood and agreed:

TOWN OF DAMARISCOTTA

Signature

Print or type name and title

enc. (1)

cc: William Cunningham w/o enc.

Recommended Float Maintenance

Following are minimum standards for maintaining fully pressure treated floats:

1. Remove the floats from the water at the end of the boating season and store them where they can dry out (i.e. parking lot). During storage, treated wood products should be stacked on treated or non-decaying skids of such dimensions and so arranged as to support the material without producing noticeable distortion and to permit an air space beneath the material. Storage areas should be free of debris, decayed wood and vegetation (fire hazard) and should have sufficient drainage to prevent treated wood products from contact with standing water. Treated lumber, when dried after treatment, should be stored under shelter or be covered with a moisture resistant wrap.
2. When removing floats, start with the one furthest from shore.
 - a. Disconnect anchors (if used) (OK to leave anchors in place. Suggest marking them by attaching a small buoy float to the anchor chain so that float sinks below ice level, but is visible in spring).
 - b. Disconnect and remove one float at a time. OK to drag one float at a time up boat ramp to storage area. Connect to both end connectors and avoid sharp turns.
 - c. Remove each float in turn.

(DO NOT TRY TO DRAG MULTIPLE FLOATS AS THIS MAY DAMAGE THE ENDS)

3. Once floats have dried, check for damaged skirts, rails, decking and replace as needed, using Copper Azole type C (CA-C) pressure treated wood. All cuts, holes and injuries such as abrasions or holes from removal of nails and spikes which may penetrate the treated zone should be field treated with copper naphthenate preservatives containing a minimum of 2.0% copper metal(ex. **Copper-Green's® Wood Preservative**, Merichem CuNap-8™ Wood Preservative). It is recommended that the entire accessible portions of the floats be painted with copper naphthenate preservatives containing a minimum of 2.0% copper metal every two years. Use of copper naphthenate preservatives with a minimum of 1.0% copper metal is appropriate in those regions of the country where the higher concentration material is not readily available. Field treatment preservatives should be applied in accordance with the product label. The application method should coat any surface that is exposed by damage or field fabrication while not using excess preservative. Any excess preservative not absorbed by the wood product should be cleaned from the surface prior to the use of the product. All hardware in contact with CA-C treated wood should be stainless steel or hot-dipped galvanized.

4. When re-installing floats at the beginning of the boating season, install one at a time beginning with the one closest to shore.

(DO NOT TRY TO DRAG MULTIPLE FLOATS AS THIS MAY DAMAGE THE ENDS)