



**Agenda**  
**Board of Selectmen's Meeting**  
**Town of Damariscotta, Maine**  
**January 20, 2021; 5:30 PM**  
**Meeting to be held remotely via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/89124145271>

Meeting ID: 891 2414 5271

Passcode: 677140

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
  - 1. January 6 Meeting
- IV. Financial Reports**
  - 1. Payroll Warrants
  - 2. Accounts Payable Warrants
- V. Presentations**
- VI. Citizen Comments and General Correspondence**
- VII. Town Manager Items**
  - 1. Budget Calendar
  - 2. Change Orders for Grant-funded Projects
  - 3. Reminder on Annual Report Dedication and Spirit of America Tribute Recognition
- VIII. Official Action Items**
  - 1. Cemetery Landscape Contract
  - 2. Maine Service Center Coalition Renewal
  - 3. Date, Time and Location for Annual Town Meeting
- IX. Selectmen's Discussion Items**
- X. Adjournment**

**Board of Assessors' Meeting to Follow Board of Selectmen's Meeting**

# Town Manager Notes for January 20, 2021

## Board of Selectmen's Meeting

### Town Manager Items

1. **Budget Calendar (attached)**
2. **Change Orders for Grant-funded Projects-** I am asking for the Board's direction the amount of involvement the Board would like to have in the review/approval of change orders for Federal grant-funded projects.
3. **Reminder on Annual Report Dedication and Spirit of America Tribute Recognition (see attached email from the Tribute organizer)**

### Official Action Items

1. **Cemetery Landscape Contract-** The Board previously approved a one-year contract with J&H Landscaping for the 2020 season. The contract provides for the continuation of the contract at the Board's option for two additional years. I recently requested and have now received the attached proposal from Jacob Braley for extending the contract for 2021 and 2022. The proposal provides for an increase of 2.4 percent for 2021 and an additional 2.5 percent for 2022. The Cemetery Trustees have been very pleased with the work that J&H has done and are recommending that the agreement be extended for two additional seasons.  
**Recommended Action: Extend the contract with J&H Landscaping Services for an additional two years for a cost of \$28,0590 for 2021 and \$28,750 for 2022.**
2. **Maine Service Center Coalition Renewal- Maine Service Center Coalition Appointments –** Attached are various documents related to the Town's continuing membership in the Maine Service Center Coalition. The membership contribution of \$500 is included in the 2021 Budget. Since I am on the executive board and serve as secretary for the Coalition, I am asking that I be appointed as the Town's representative and that Selectman Mark Hagar be appointed as the alternate.  
**Recommended Action: Approve the attached resolution for membership in the Maine Service Center Coalition and appoint a Town representative and alternate to serve as Coalition voting delegates.**
3. **Date, Time and Location for Annual Town Meeting –** At the last Annual Town Meeting, the Board was given the authority to set the date, time and location for the 2021 Town Meeting. The meeting is held in two sessions, the first being the secret ballot election and the second being the open Town Meeting. Staff is recommending that the secret ballot portion of the meeting be held on June 8, 8 AM to 8 PM at Town Hall and the open Town Meeting be held at Great Salt Bay Community School beginning at 6 PM on June 9. Given the possibility that there could still be restrictions on meeting attendance, I will be providing the Board with a warrant that includes the more substantive issues on the secret ballot and the more routine items on the portion of the warrant for the open Town Meeting.  
**Recommended Action: Set the 2021 Annual Town Meeting dates for June 8, 8 AM to 8 PM at Town Hall for the secret ballot election and June 9, starting at 6 PM, at Great Salt Bay Community School gym for the open Town Meeting.**

**TOWN OF DAMARISCOTTA  
BUDGET CALENDAR  
Fiscal Year 2022 MUNICIPAL BUDGET**

<b>Thursday January 14, 2021</b>	Budget requests due w/financials for Provider Agencies funding (no petition required per BOS due to Covid)
<b>Wednesday January 20, 2021</b>	Tentative: Joint Board of Selectmen and Budget Committee Meeting 4:30 pm Via Zoom
<b>Thursday January 28, 2021</b>	Department heads submit completed Operating Budget and CIP Requests to Town Manager
<b>Thursday January 28, 2021</b>	Skidompha Library, CLC Ambulance, & LCTV Budget request to Town Manager
<b>February 1, 2021 through February 9, 2021</b>	Review of 2022 budget requests by the Town Manager with each department head
<b>Wednesday February 24, 2021</b>	2022 proposed Budget submitted to Board of Selectmen & Budget Committee. Pick up between 8-12a.m.; schedule an appointment or deliver by e-mail.
<b>Selectmen/Budget Committee Review</b>	
<b>Thursday February 25, 2021</b>	Nomination papers for public office available at Town Clerk's Office.
<b>Wednesday March 3, 2021</b>	Board of Selectmen Review Meeting #1 (4:00pm Via Zoom)
<b>Monday March 8, 2021</b>	Budget Committee Review Meeting #1 (2:00p.m. Via Zoom)
<b>Wednesday March 17, 2021</b>	Board of Selectmen Review Meeting #2 (4:00pm Via Zoom)
<b>Monday March 22, 2021</b>	Budget Committee Review #2 (2:00p.m. Via Zoom)
<b>Wednesday March 24, 2021</b>	Additional Board & Budget Committee Meeting if needed (4:00pm Via Zoom)
<b>Wednesday April 7, 2021</b>	BOS recommendations for Boards & Committees; position vacancies Finalize '22's budget
<b>Thursday April 8, 2021</b>	<b>All ordinance materials must be submitted to Town Manager</b>
<b>Monday April 12, 2021</b>	Filing deadline for nomination papers for public office <b><u>5:30p.m.</u></b>

**Wednesday**  
**April 21, 2021**                      Selectmen finalize Town Meeting Warrant

**Thursday**  
**April 22, 2021**                      Final Town Report material submitted to printer.

**TBD**                                      STM for Adult Education & Secondary Budget (Superintendents office runs this)

**Tuesday**  
**June 1, 2021**                              Post Warrant & Town Report Available

**Election and Town Meeting**

**Tuesday**  
**June 8, 2021**                              **ELECTION DAY** (Polls open from 8:00 AM to 8:00 PM)

**Wednesday**  
**June 9, 2021**                              **TOWN MEETING** - 6:00 PM - Location-Great Salt Bay Gymnasium

Notes: Times and dates of meetings subject to change according to Selectmen & Budget Committee.

## Rebecca Bartolotta

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**From:** Bruce Flaherty <bwflah@gmail.com>  
**Sent:** Wednesday, December 16, 2020 11:34 AM  
**To:** Matt Lutkus  
**Subject:** Damariscotta Spirit of America Holiday Greetings & Thanks

Dear Matt & Other Damariscotta Officials,

"Volunteering provides you with renewed creativity, motivation, and vision that can carry over into your personal and professional life." (helpguide.org)

Thank you for Damariscotta helping the cause of volunteerism by choosing a 2020 Spirit of America Foundation Tribute recipient – this year (despite pandemic) 160+ Maine towns picked a local person, project or group to receive this award for outstanding community service!

'Share the Spirit': You're encouraged to share your Spirit of America experience with other Maine communities – hopefully inspiring town(s) not listed below to achieve Gold Distinction (as your municipality annually does) in 2021!

Congratulations to all 2020 Gold Distinction towns, including: Andover, Athens, Belgrade, Benton, Bradley, Bremen, Brownfield, Burnham, Canaan, Canton, Carmel, Castle Hill, Chapman, Chelsea, Chesterville, China, Corinna, Cornish, Cornville, Cushing, Damariscotta, Dexter, Dixfield, Durham, Eddington, Embden, Fairfield, Frankfort, Franklin, Freedom, Gardiner, Gray, Greene, Guilford, Hanover, Harmony, Hiram, Houlton, Jackman, Kennebunkport, Lamoine, Lebanon, Lewiston, Limerick, Limington, Lincoln, Lisbon, Livermore, Madison, Mapleton, Medway, Minot, Monmouth, Moose River, Mount Desert, Mount Vernon, Naples, Newfield, Newry, Norridgewock, North Yarmouth, Northport, Old Orchard Beach, Orrington, Pittsfield, Pittston, Portland, Ripley, Rome, Roxbury, Sabattus, Searsport, Sebago, Skowhegan, Solon, South Berwick, Standish, Starks, Stockton Springs, Troy, Union, Unity, Vassalboro, Vinalhaven, Wales, Washington, Weld, Weston, Windsor, Winterport, Winthrop, Woodstock, Woolwich.

A variety of the 2020 Spirit of America award winners (listing one/county):

Glenda Barker has done so much for Grange, Homemakers, Budget Comm., Fun Days & more.  
Riley & Aubri Bosco are youths who made Unity recycling posters, painted town garden stones.  
James Brawn has done a lot to help snowmobile club & local folks thru anonymous philanthropy.  
Bremen Library encourages lifelong learning, advances knowledge and strengthens community.  
Canton Cemetery Ladies have helped the cemetery, school, Memorial Chapel and other causes.  
Judy Cyr has made a lot of free COVID-19 protective face coverings for residents & businesses.  
East Grand Honor School National Society helps gather, distribute Xmas gifts to needy youths.  
Jane Fulton was a Yarmouth High student who constantly showed optimism, kindness to others.  
John Gibbons has served as Selectman, on Planning Bd, Midcoast Committee, RSU 40 Director.  
Alejandra Herrera is always ready to lend a hand & her business has given generously to causes.  
Kasey Jordan & Lily Philbrook are Girl Scouts who for years have maintained Vets' Memorial.  
Don Kornrumpf, Will Neilson, Ken Telleen secured \$1,208,508 town internet connection grant.  
McKenna LaBrie is pre-teen who does lemonade stand & Xmas project to raise money for cats.  
Main Street Skowhegan organizes several community events, promotes the town, raises funds.  
Tom & Marie Michaud have been very involved in protecting the environment of China Lake.  
Steuben Volunteer Fire Dept. does events for kids (in Apr., Dec.), helped July 4<sup>th</sup> County parade.

It's not too early to think about whom your municipality might pick as its 2021 Spirit of America Foundation Tribute recipient and when the award will be presented. Best/simplest solution for most: choose the one to whom your annual town report is dedicated as Spirit of America winner and honor them at the annual town meeting!

Food for thought: Manchester (which in 2020 extended its record-breaking streak of choosing Spirit of America recipients to 27 consecutive years) annually selects multiple winners. By presenting a Spirit of America 'New Project' award, this town has inspired innovation (a new annual festival, a new safety crosswalk, etc.) and enriched its community!

Hoping you tell us by Feb. 28 that you have picked your community's 2021 Spirit of America winner – will publicize your town as a 'Pacesetter' if you do!

Wishing you a happy, healthy holiday season & thank you for being part of the Spirit of America family!

Bruce Flaherty, 622-7311, [bwflah@gmail.com](mailto:bwflah@gmail.com)  
Maine Spirit of America

A municipality may achieve the most prestigious Gold Distinction by presenting its Spirit of America Foundation Tribute at the annual town meeting or inauguration, during an annual community festival, or during National Volunteer Month (April).

FYI: Some Maine School Districts selected 'Education Tribute' winners in 2020.

Spirit of America Foundation has obtained a trademark for 'SpirAme' & in 2021 will have a new website (built by professional website developer Lauren Haven, who also is Administrator of Maine County Commissioners Association).



J & H Landscaping LLC  
PO Box 403  
Damariscotta, ME 04543

207-522-4150  
info@jandhlandscaping.net

1/11/2021

To Whom It May Concern:

Attached, please find our bid for the Damariscotta cemetery maintenance contract for the 2020 and 2021 seasons. All required documents are included in the following pages. Should the need arise to gather any additional information, please feel free to contact us using the information at the top of this letter. After caring for these cemeteries for the past seven years, we believe that we have built a thorough understanding of the job and the nuances involved, and we hope to use this experience to continue working with the town of Damariscotta for another contract term. Thank you very much for your consideration of this bid.

Sincerely,

Jacob Braley  
J & H Landscaping LLC

**RFP Requirements:**

1. J & H Landscaping LLC was established in 2007 by Jacob and Hilary Braley of Bristol, ME, and has been owned by the Braleys for the duration of its existence. There are no affiliated companies or additional parties associated with J & H Landscaping at this time.
2. In addition to Jacob and Hilary, J & H has 14 full time employees carried through the winter season. During the landscaping season (April through November) we carry between seven and nine additional full-time employees.
3. For the work required in this contract, J & H would utilize the following equipment:

Mowers-

- 2013 Walker MT 23 hp 52" Grass Handling Zero Turn Mower
- 2015 Walker MT 23 48" Grass Handling Zero Turn Mower
- 2015 Walker MB 23 48" Side Discharge Zero Turn Mower
- 2017 Walker MT 23 48" Grass Handling Zero Turn Mower
- 2017 Walker MB 23 48" Side Discharge Zero Turn Mower
- 2011 Grasshopper 440 – 52" Mulching Deck
- Multiple Toro 22" hand mowers
- Assorted Echo Power trimmers
- Assorted Echo Leaf Blowers
- Scag Leaf Loader
- 2016 ASV Track Loader (Debris removal)
- John Deere 1040 tractor

Vehicles-

- 1999 F250 Super Duty Pickup Truck
- 2005 F550 Super Duty Dump Truck
- 2008 F550 Super Duty Pickup Truck
- 2017 F550 Super Duty Pickup Truck
- 2015 F350 Super Duty Pickup Truck
- 2015 F350 Super Duty Pickup Truck
- 2015 F350 Super Duty Pickup Truck
- 2010 F150 Super Duty Pickup Truck
- 2016 F350 Super Duty Pickup Truck
- 2016 F250 Super Duty Pickup Truck

At J & H, we understand the importance of high-quality service; we do everything possible to ensure that our equipment is well maintained and in proper running order. We always maintain at least one truck and one commercial mower strictly for use as backup




in case of breakdowns with our regular equipment. In case of a catastrophic event, we do have multiple sources of secondary backup from other contractors.

4. Over the past twelve years, J & H Landscaping has provided mowing and maintenance services to more than 500 commercial and residential clients. The most comparable contract would be for St. Patrick's Catholic Church and Cemeteries, for a six year period. We provide a full spectrum of maintenance services including mowing, cleanups, turf work, all aspects of garden maintenance, pruning, general property management, winter maintenance and more.

After carefully examining the grounds of the three cemeteries and considering the specifications of the contract, we are prepared to offer the services described, for the amount of \$28,050 for the 2021 season and \$28,750 for the 2022 season.

Based on the details laid out in the contract provided by the town, we are fully prepared to provide high quality maintenance services for the cemeteries of Damariscotta. We appreciate the visibility and high profile of the cemeteries and would tend to them with the reverence, professionalism and care they deserve. Our company strives to be the best that we can be, in all aspects of our business including work quality, integrity, communication, and customer service. Should we be awarded this contract, our goal would be excellent communication and total satisfaction. Thank you again for your consideration.

Sincerely,

  
Jacob Braley  
J & H Landscaping LLC

# MAINE SERVICE CENTERS COALITION

60 Community Drive • Augusta, Maine 04330 • (207) 623-8428

Christine Landes, Chair  
City of Gardiner  
(207) 582-4800

Catherine Conlow, Vice Chair  
City of Bangor  
(207) 992-4204

January 11, 2021

Mr. Matt Lutkus, Town Manager  
Town of Damariscotta  
21 School St  
Damariscotta, ME 04543

Matt Lutkus, Secretary  
Town of Damariscotta  
(207) 563-5168

James Bennett, Treasurer  
City of Biddeford  
(207) 284-9313

Dear Matt:

As the newly elected 130th Maine Legislature begins its work facing one of the most severe health and financial crisis in Maine's history, we are asking that you renew your dues support of the Maine Service Centers Coalition. The administration of Governor Mills has made some significant progress in addressing the fiscal impact of the Covid 19 virus on Maine's economy but the outlook for 2021 continues to present significant problems and difficult decisions for the Administration and the Maine Legislature.

The deficits to Maine's General Fund budgets facing our lawmakers are in excess of \$640 million. The supplemental and biennial budgets Governor Mills is proposing are scheduled to be presented on Friday January 8<sup>th</sup>. The supplemental budget proposal addresses the shortfall in this fiscal year and the proposed biennial budget addresses the next two fiscal years.

Our municipal revenue received significant and long overdue funding restorations in the 2019 Maine Legislative session. The administration and bipartisan majorities in the Maine Senate and House deserve credit for their support for partial restorations in revenue sharing, local aid to education funding, county jails, workers compensation reform and the critical need for transportation bond packages. However the 2020 session, shortened by the onset of the pandemic, severely hampered further improvements in this past year.

This legislative session will be a serious test in distance learning. The legislative sessions will be held at the Augusta Civic Center with no access from interested parties allowed. Public hearings and committee work sessions may be held at the State House or remotely and all outside access will be by electronic means only.

**Your membership, support and involvement are now critical to our continued success. Given the lack of face-to-face time in Augusta with elected and Administration officials, your interaction with your local legislators will be a key to our collective effort to maintain and continue the restoration and protection of municipal revenue.**

In addition to protecting all municipal revenue streams and the modest gains of the past two years, our major priorities include addressing the need for permanent solutions to county jail funding, more responsive Tax Increment Finance rules and regulations, changes to the General Assistance burden for many of Maine's Service Centers and addressing the related issues of homelessness and evictions. We will continue to work with a group of organizations to restore full funding of all revenue to municipalities. Our strategy continues to include holding every Maine legislator accountable for every vote that impacts municipal revenue or impairs our ability to provide property tax relief to our citizens.

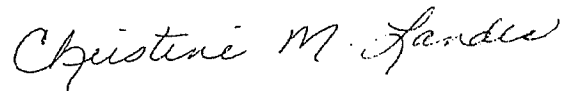
Given the obvious advantage of experienced political advice and relationships, the Maine Service Centers Coalition leadership and staff will again rely upon Richard Trahey and his firm of Maine Governmental Relations for professional lobbying staff support. I believe that this relationship with Richard has benefited the Coalition greatly in providing us access to policy makers, sound policy advice and effective advocacy services.

We are enclosing the MSCC Membership Dues invoice for 2021 and hope you will respond favorably. Membership dues are set at twelve cents per capita based on your community's population (*established by the latest State Revenue Sharing data available*) with a minimum dues payment of \$500 per community. Also enclosed please find an informational form that we ask you to update and return to us. Please be sure to note to whom we should rely upon as the principal REPRESENTATIVE and ALTERNATE for your community.

In addition, please feel free to contact me directly at the Gardiner City Hall (207.582.4200) or by e-mail at [clandes@gardinermaine.com](mailto:clandes@gardinermaine.com).

Thank you for your municipality's past support. Together we can make 2021 a productive year for the Maine Service Centers Coalition.

Sincerely,



Christine Landes  
Chairperson  
Maine Service Centers Coalition

Enclosures (3)

**MAINE SERVICE CENTER COALITION**

**2021 Resolution for Membership and  
Appointment of Voting Delegate Representative and Alternate**

BE IT RESOLVED that the \_\_\_\_\_  
(City/Town Council or Board of Selectmen)

hereby authorizes membership in the Maine Service Center Coalition and designates:

\_\_\_\_\_  
(name) (position in municipality)

to be the appointed REPRESENTATIVE for the Maine Service Centers Coalition and is therefore authorized to vote at the Maine Service Centers Coalition business meetings.

BE IT FURTHER RESOLVED that the designated ALTERNATE is:

\_\_\_\_\_  
(name) (position in municipality)

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Attested To By:

Please return this Resolution as soon as possible to:

**Maine Service Centers Coalition**  
c/o Theresa Chavarie, Manager, Member Relations  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
E-mail: [tchavarie@memun.org](mailto:tchavarie@memun.org)

# MAINE SERVICE CENTERS COALITION

## VOTING DELEGATES - 2021

### Membership Information Sheet

MSCC REPRESENTATIVE	MSCC ALTERNATE
NAME:	NAME:
TITLE:	TITLE:
MUNICIPALITY:	MUNICIPALITY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
TOWN OFFICE PHONE:	TOWN OFFICE PHONE:
WORK PHONE:	WORK PHONE:
HOME PHONE:	HOME PHONE:
FAX PHONE:	FAX PHONE:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

RETURN TO:

**Maine Service Centers Coalition**  
c/o Theresa Chavarie, Manager of Member Relations  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358  
E-MAIL: [tchavarie@memun.org](mailto:tchavarie@memun.org)