



**Agenda
Public Hearing and Board of Selectmen's Meeting**

**Town of Damariscotta, Maine
April 21, 2021; 5:30 PM
Meeting to be held remotely via Zoom**

Join Zoom Meeting
<https://us02web.zoom.us/j/82700711929>

Meeting ID: 827 0071 1929
Passcode: BOS

- I. Pledge of Allegiance**
- II. Public Hearing on Annual Town Meeting Warrant**
- III. Call to Order**
- IV. Minutes**
 - 1. April 7 Meeting Minutes
- IV. Financial Reports**
 - 1. Payroll Accounts
 - 2. Payable Warrants
- VI. Presentations**
- VII. Citizen Comments and General Correspondence**
- VIII. Town Manager Items**
 - 1. Update on Conversion of Street Light to LED Fixtures
 - 2. Waterfront Improvement Project Update
 - 3. Secondary Schools Annual Town Meeting
- IX. Official Action Items**
 - 1. Contract for Church Street Sidewalk Project Survey, Design and Engineering
- X. Selectmen's Discussion Items**
- XI. Adjournment**

Town Manager Notes for April 21, 2021 Board of Selectmen's Meeting

Public Hearing on Annual Town Meeting Warrant

1. **Warrant for Annual Town Meeting** -On March 17, the Board of Selectmen held public hearings on and subsequently approved the proposed amendments to the Historic Preservation Ordinance, the proposed Solar Energy Systems Ordinance and the proposed amendment to the Town Charter that would add the Historic Preservation Commission as a formal commission in the Town..The Annual Town Meeting Warrant was approved by the Board on April 7. No further changes can be made to these documents before they are voted on at the Town Meeting.

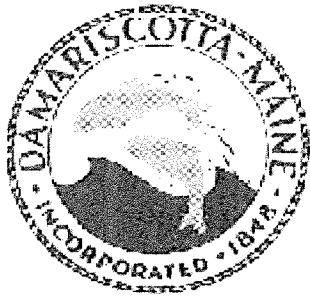
Since budget-related and other more substantive articles will be voted on at the June 8 referendum ballot, this public hearing will be the only remaining opportunity for voters to ask questions about the budget and the other items on the referendum ballot.

Town Manager Items - (verbal updates)

1. **Update on LED Street Light Conversion**
2. **Waterfront Improvement Project Update**
3. **Secondary Schools Annual Town Meeting**

Official Action Items

1. **Contract for Church Street Sidewalk Project Survey, Design and Engineering-** Five proposals were received for this contract. Attached is summary of the contract costs from the firms. The Public Works Committee is reviewing the proposals and plans to have a recommendation for the Board at Wednesday's meeting.



Town of Damariscotta

Administrative Offices
21 School Street
Damariscotta, Maine 04543
Telephone – 207-563-5168
Fax – 207-563-6862

Office Hours
Mon, Tues, Thurs
7:30 am – 5:00 pm
Wed. 1pm – 5:00 pm
Fri. Closed

REQUEST FOR PROPOSALS PW 21-1 SURVEYING/DESIGN/ENGINEERING FOR CHURCH STREET SIDEWALK PROJECT

BID OPENING RESULTS – MARCH 25, 2021

BIDDER NAME	BIDDER ADDRESS	BIDDER CONTACT NUMBER / EMAIL	BASE BID	BID ALTERNATE #1 CASTNER BROOK TO MAIN ST	BID ALTERNATE #2 PLEASANT ST TO CASTNER BROOK	NOTES
Gorrill Palmer	707 Sable Oaks Dr. Suite 30 South Portland, ME 04106	(207) 772-2515 whaskell@gorrillpalmer.com	\$64,640	\$45,685	\$49,115	Bidding services not included in basic scope – if to be included additional fee of \$4,000
Gartley & Dorsky	50 Union Street #1 PO Box 1031 Camden, ME 04843-1031	(207) 236-4365 Ahedrich@gartleydorsky.com	\$28,406	\$8,200	\$7,338	Surveying services additional? \$8,012.00
Kleinfelder	16 Commerce Dr. Suite 2 Augusta, ME 04330	(207) 623-0648 MAHudson@kleinfelder.com	\$76,000	\$40,170	\$42,200	
Wright-Pierce	11 Bowdoin Mill Island, Suite 140 Topsham, ME 04086	(207) 725-8721 Michael.guethle@wright-pierce.com	\$69,600	\$43,000	\$43,000	
Haley Ward	One Merchants Plaza, Suite 701 Bangor, ME 04401	(207) 989-4824 mcarter@haleyward.com	\$36,580	\$16,505	\$24,395	

TOWN OF DAMARISCOTTA
WARRANT FOR FISCAL YEAR 2022
ANNUAL TOWN MEETING
FOR PERIOD JULY 1, 2021 TO JUNE 30, 2022

LINCOLN, SS STATE OF MAINE

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

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Damariscotta, in said County, qualified by law to vote in Town Affairs, to assemble at the Damariscotta Municipal Building, 21 School Street in said Town, on Tuesday, the 8th day of June, A.D. 2021 at 8:00 A.M. then and there to act on Articles 1 through 26.

The polls for voting on Articles 1 through 26 will be open at 8:00 A.M. and will close at 8:00 P.M.

The adjourned meeting to act on articles 27 through 43 in the Warrant will be resumed at the Great Salt Bay Community School, 559 Main Street in said Town on Wednesday the 9th of June, A.D 2021 at 6 P.M.

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

ARTICLE 2. To elect by secret ballot in accordance with the vote of the Town, the following officers:

One Selectman/Assessor/Overseer of the Poor (Three-year term)

One School Committee Member (Three-year term)

One Sanitary District Trustee (Three-year term)

ARTICLE 3. To see if the Town will vote to adopt a Charter Amendment that adds the Historic Preservation Review Commission as a standing commission of the Town.

ARTICLE 4. To see if the Town will vote to amend the Historic Preservation Ordinance to increase the number of Commission members to five regular members, eliminate provisions for expansion of the district beyond the Main Street Historic District and amend and clarify other sections related to demolition of unrepairable structures and the architectural compatibility of new buildings and additions. A copy of the ordinance showing the proposed amendments is on file with the Town Clerk and posted with this warrant.

ARTICLE 5. To see if the Town will vote to adopt a Solar Energy Systems Ordinance that will allow community solar farms to be constructed in town in accordance with the criteria established by the proposed ordinance. A copy of the ordinance is on file with the Town Clerk and posted with this warrant.

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of \$832,846.37 for GENERAL GOVERNMENT:

ADMINISTRATION:	Board of Selectmen & Budget Committee recommend:	\$ 443,762.52
ASSESSING:	Board of Selectmen & Budget Committee recommend:	\$ 51,696.25
PLANNING & DEV:	Board of Selectmen & Budget Committee recommend:	\$ 102,082.60
SOLID WASTE:	Board of Selectmen & Budget Committee recommend:	\$ 133,765
MUNICIPAL BLDGS:	Board of Selectmen & Budget Committee recommend:	\$ 43,770
CONTINGENCY:	Board of Selectmen & Budget Committee recommend:	\$ 22,000
LEGAL SERVICES:	Board of Selectmen & Budget Committee recommend:	\$ 15,000
INSURANCES:	Board of Selectmen & Budget Committee recommend:	\$ 15,770
GEN. ASSISTANCE:	Board of Selectmen & Budget Committee recommend:	\$ 5,000
TOTAL GENERAL GOVERNMENT:		
Board of Selectmen & Budget Committee recommend:		\$ 832,846.37

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$614,312.62 for the POLICE DEPT:

TOTAL POLICE DEPARTMENT:		
Board of Selectmen & Budget Committee recommend:		\$ 614,312.62

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$376,566.56 for PUBLIC SAFETY -NOT INCLUDING POLICE DEPARTMENT:

ANIMAL CONTROL:	Board of Selectmen & Budget Committee recommend:	\$ 6,432.64
FIRE DEPT:	Board of Selectmen & Budget Committee recommend:	\$ 130,970.86
EMERGENCY MGT:	Board of Selectmen & Budget Committee recommend:	\$ 2,279.45
HYDRANTS:	Board of Selectmen & Budget Committee recommend:	\$ 151,061.40
STREET LIGHTS:	Board of Selectmen & Budget Committee recommend:	\$ 6,500

TRAFFIC LIGHTS: Board of Selectmen & Budget Committee recommend: \$ 3,000

CLC AMBULANCE: Board of Selectmen & Budget Committee recommend: \$ 76,322.21

TOTAL PUBLIC SAFETY NOT INCLUDING POLICE DEPARTMENT:

Board of Selectmen & Budget Committee recommend: \$ 376,566.56

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$487,267.06 for PUBLIC WORKS:

HIGHWAY DEPT: Board of Selectmen & Budget Committee recommend: \$ 444,025.81

CEMETERY MAINT: Board of Selectmen & Budget Committee recommend: \$ 42,785.25

BISCAY BEACH: Board of Selectmen & Budget Committee recommend: \$ 450

TOTAL PUBLIC WORKS:

Board of Selectmen & Budget Committee recommend: \$ 487,261.06

ARTICLE 10. To see if the Town will vote to appropriate the sum of \$20,000 from Trust Funds for the WORTHY POOR:

Board of Selectmen & Budget Committee recommend: \$ 20,000

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$8,350 for Adult Education:

Board of Selectmen & Budget Committee recommend: \$ 8,350

ARTICLE 12. To see if the Town will vote to raise and appropriate the sum of \$120,642.28 for DEBT SERVICE:

General Obligation Loan -Tax Exempt

(Elm Street, Public Works Tractor; matures 10/21) \$ 84,000

General Obligation Loan – Taxable Bond

(Rest Room, Egypt Rd Culvert; matures 10/21) \$ 25,800

Loan for Street Light Purchase and LED Conversion 10/25 \$ 10,842.28

TOTAL DEBT SERVICE:

Board of Selectmen & Budget Committee recommend: \$ 120,642.28

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$501,832.47 for the Lincoln County Assessment:

Assessment approved by the County Commissioners \$ 501,832.47

ARTICLE 14. To see if the Town will vote to raise and appropriate the sum of \$467,525 for the CAPITAL RESERVE FUND:

Reserve Acct	Projected Balance 6/30/2021	Recommended FY 2022	Total Available FY 2022
Municipal Building	\$ 5,510	\$ 26,600	\$ 32,110
Fire Station	\$ 160,363	\$ 55,000	\$ 215,363
Sand/Salt Shed	\$ 20,859	0	\$ 20,859
Restroom	0	0	0
Waterfront	\$ 1,037,157	0	\$ 1,037,157
SUBTOTAL LAND & BLDGS	\$ 1,223,889	\$ 81,600	\$ 1,305,489
Fire Truck	\$ 169,474	\$ 85,000	\$ 254,474
Fire Equipment	\$ 32,654	\$ 4,525	\$ 37,179
SUBTOTAL FIRE DEPT	\$ 202,128	\$ 89,525	\$ 291,653
POLICE VEHICLE	\$ 28,166	\$ 8,000	\$ 36,166
Highway Truck	\$ 16,000	\$ 8,000	\$ 24,000
Highway Equipment	\$ 24,527	\$ 5,000	\$ 29,527
SUBTOTAL HIGHWAY DEPT.	\$ 40,527	\$ 13,000	\$ 53,527
Sidewalk Program	\$ 107,919	0	\$ 107,919
Paving, Drainage & Maintenance	\$ 10,000	\$ 225,000	\$ 235,000
Municipal Parking Lot	\$ 52,751	0	\$ 52,751
SUBTOTAL TRANSPORTATION	\$ 170,670	\$ 225,000	\$ 395,670
TECHNOLOGY	\$ 691	\$ 4,000	\$ 4,691
COMPREHENSIVE PLAN	\$ 5,270	\$ 2,000	\$ 7,270
CEMETERY	\$ 15,838	\$ 19,400	\$ 35,238
LANDFILL	\$ 8,448	\$ 4,000	\$ 12,448
TOWN CLOCK	\$ 11,061	\$ 1,000	\$ 12,061
BISCAY BEACH	\$ 3,758	0	\$ 3,758
PROPERTY REVALUATION	\$ 20,000	\$ 20,000	\$ 40,000
TOTAL RESERVE BALANCES	\$ 1,730,446	\$ 467,525	\$ 2,197,971

TOTAL CAPITAL RESERVE FUND:

Board of Selectmen & Budget Committee recommend:

\$ 467,525

ARTICLE 15. To see if the Town will vote to raise and appropriate the sum of \$500 for COMMUNITY SERVICES RECREATION & HOLIDAY FUNDS:

Board of Selectmen & Budget Committee recommend: \$ 500

ARTICLE 16. To see if the Town will vote to raise and appropriate the sum of \$33,813 for support of the annual operation of Skidompha Public Library as the public library for the citizens of Damariscotta:

Board of Selectmen & Budget Committee recommend: \$ 33,813

ARTICLE 17. To see if the Town will vote to raise and appropriate the sum of \$11,966 for support of Lincoln County Television:

Organization Request: \$ 11,966

ARTICLE 18. To see if the Town will vote to raise and appropriate the sum of \$1,325 for the provider agency New Hope for Women.

Organization Request: \$ 1,325

ARTICLE 19. To see if the Town will vote to raise and appropriate the sum of \$2,000 for the provider agency Coastal Kids Preschool.

Organization Request: \$ 2,000

ARTICLE 20. To see if the Town will vote to raise and appropriate the sum of \$1,320 for the provider agency Midcoast Maine Community Action.

Organization Request: \$ 1,320

ARTICLE 21. To see if the Town will vote to raise and appropriate the sum of \$2,662 for the provider agency Spectrum Generations.

Organization Request: \$ 2,662

ARTICLE 22. To see if the Town will vote to raise and appropriate the sum of \$2,200 for the provider agency Healthy Kids.

Organization Request: \$ 2,200

ARTICLE 23. To see if the Town will vote to appropriate from the Estimated Revenues Account \$1,243,400 to be applied to reduce the 2022 Tax Commitment.

GENERAL GOVERNMENT: \$ 790,150

INTERGOVERNMENTAL REVENUES: \$ 234,800

STATE REIMBURSEMENTS/TAX EXEMPTIONS: \$ 208,950

STATE REIMBURSEMENT-GENERAL ASSISTANCE: \$ 3,750

POLICE REVENUES: \$ 5,750

Board of Selectmen & Budget Committee recommend: \$ 1,243,400

ARTICLE 24. To see if the Town will vote to appropriate \$22,000 from the Maine Department of Transportation Local Road Assistance Program and transfer it to the General Fund as a revenue to be applied toward the Highway Department.

Board of Selectmen & Budget Committee recommend: \$ 22,000

ARTICLE 25. To see if the Town will vote to appropriate \$100,000 from the Undesignated Fund Balance to be applied to reduce the FY 2022 tax rate:

Board of Selectmen & Budget Committee recommend: \$ 100,000

ARTICLE 26. To see if the Town will vote to authorize the Board of Selectmen to borrow or appropriate from un-appropriated surplus of \$25,000 as they deem advisable to meet unanticipated expenses and emergencies that occur during fiscal year 2022. (Projected balance on June 30, 2021: \$1,200,000)

Board of Selectmen recommends: \$ 25,000

ARTICLE 27. To choose one Cemetery Trustee for a three-year term. **Selectmen nominate: Lorraine Faherty**

ARTICLE 28. To choose two Budget Committee members for three-year terms, one Budget Committee member for a one year term, one Alternate Committee member for a three year term and one Alternate Committee member for two year term.

**Selectmen nominate: Bruce Rockwood and Kathy Hyttel for three year terms; _____
for a one year term; ____ for the Alternate member three year term, and _____ for the
Alternate member two year term.**

ARTICLE 29. To see if the Town will vote to set the first open business day of October 2021 (October 4, 2021) and the first open business day of April 2022 (April 4, 2022) when all 2022 taxes shall be due and payable in semi-annual installments and instruct the Tax Collector to charge interest at 6% per annum on all taxes unpaid after said dates.

ARTICLE 30. To see if the Town will vote to authorize the Tax Collector to offer a 2022 Tax Club Plan to taxpayers who enroll no later than July 29, 2021; who pay the total amount of 2022 taxes by monthly payments from July 1, 2021 to April 30, 2022; who abide by the requirements of said plan; who shall receive from the Town, in return for such payments, full credit for such taxes paid without incurring any charge of interest. To be eligible for the Tax Club all 2021 taxes must be paid in full.

ARTICLE 31. To see if the Town will vote to authorize the Board of Selectmen to spend funds from various reserve funds as they deem necessary in accordance with the capital improvement program.

ARTICLE 32. To see if the Town will vote to authorize the Board of Selectmen to accept gifts of money, bequests, apply for and accept State and Federal Grants, and grants from non-profit organizations on behalf of the Town for municipal purposes, including when necessary, the authority to authorize the signing of grant contracts, accept the conditions that accompany gifts of money, bequests, and grant funds, and to appropriate and expend gifts of money, bequests, and grant funds for the authorized purposes.

- ARTICLE 33. To act on the reports of the Selectmen/Assessors/Overseers of the Poor, Town Manager, Treasurer, Tax Collector, Town Clerk and other officials.
- ARTICLE 34. To see if the Town will vote to authorize the Board of Selectmen to enter into multi-year contracts subject to annual appropriation at Town Meeting.
- ARTICLE 35. To see if the Town will vote to authorize the Board of Selectmen to set the date, hour, and place for the next Annual Town Meeting.
- ARTICLE 36. To see if the Town will vote to authorize the Board of Selectmen to dispose of Town-owned personal property, under such terms and conditions, as they deem advisable.
- ARTICLE 37. To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to expend money for General Assistance as needed.
- ARTICLE 38. To see if the Town will vote to accept from the Massasoit Engine Company gifts of money and certain items of equipment to be used for the benefit of the Town and the Massasoit Engine Company.
- ARTICLE 39. To see if the Town will vote to re-appropriate money from the sale of Town owned vehicles to the respective departmental vehicle reserve accounts.
- ARTICLE 40. To see if the Town will vote to authorize the Tax Collector to accept prepayments of taxes not yet committed, and to pay interest at a rate of 0% (zero) as a courtesy to taxpayers who wish to prepay some or all of their uncommitted taxes.
- ARTICLE 41. To see if the Town will vote to set the interest rate at 2% (percent) to be paid by the Town on prepaid abated taxes pursuant to 36 M.R.S.A (4% (percent) less than the interest rates established by the Municipality.)
- ARTICLE 42. To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon on such terms as they deem advisable and to execute quit-claim deeds thereon, provided the Selectmen give three consecutive weeks' notice of their intentions to make such a sale through public advertisement in a local newspaper except that the Municipal Officers shall use the special sale process required by 36 M.R.S. § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s). The property may be sold back to the original owner for all taxes due, plus interest and all costs, without the advertisement requirement.

Given under our hands at said Damariscotta, Maine this 7th day of April, A.D., 2021

Board of Selectmen
Town of Damariscotta

Robin Mayer, Chair

Mark Hagar

Joshua Pinkham

Louis F. Abbotoni

Daryl Fraser

Attest: _____ Town Clerk