



Agenda
Board of Selectmen's Meeting
Town of Damariscotta, Maine
October 6, 2021; 5:30 PM
Damariscotta Town Hall

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
 - 1. September 1 & 15 Meetings
- IV. Financial Reports**
 - 1. Payroll Warrant #15
 - 2. Accounts Payable Warrant #16
- V. Presentations**
- VI. Citizen Comments and General Correspondence**
 - Haas Tobey, Presentation on Concept for Riverside Park Improvements
- VII. Town Manager Items**
 - 1. Board Direction following September 28 Public Meeting On Waterfront Improvement Project
 - 2. CLC Ambulance Review of Preliminary Proposed Budget
 - 3. October 20 Board Workshop
 - 4. Public Works Storage Shed
 - 5. Comprehensive Plan Committee
 - 6. Assessing Agent Interviews
- VIII. Official Action Items**
 - 1. Agreement with Maine Department of Transportation re: Information Bureau Property (tentative)
 - 2. Acceptance of ARPA Funds
 - 3. Appointment to Broadband Committee
- IX. Selectmen's Discussion Items**
- X. Adjournment**

Workshop with Don Gerrish to follow regular meeting

Town Manager Notes – Board of Selectmen’s Meeting October 6, 2021

1. Board Direction following September 28 Public Meeting On Waterfront Improvement Project

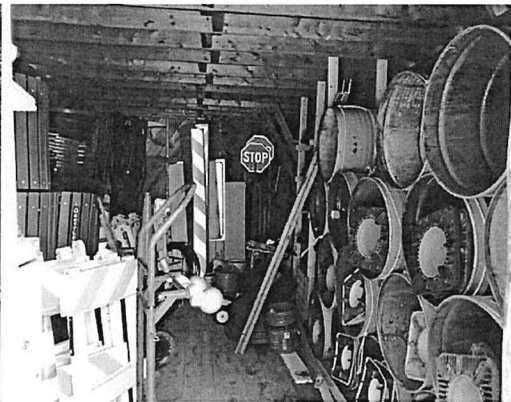
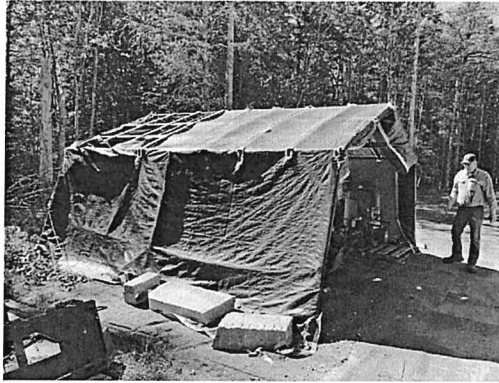
- 2. CLC Ambulance -Review of Preliminary Proposed Budget** At their September 20 meeting, the Board of Directors for Central Lincoln County Ambulance reviewed a preliminary proposed budget for 2022. At the request of several Board members, the salary line in the budget request was significantly increased. The revised proposed budget is attached.

The Ambulance Service’s fiscal year coincides with the calendar year and as such it is usually finalized in November of each year. However, given the large amount of the proposed increase, especially in payroll line item, the organization’s staff would like to have the boards of selectmen from the member towns review and provide feedback on the proposed increases prior to the CLC Ambulance agency finalizing their budget request. If approved as it is currently proposed, the overall budget increase would be 41.2% with a 74% increase in payroll. Damariscotta’s share would increase by 142.7 % from \$76,322.21 to \$185,265.77.

- 3. Workshop on October 20** I am recommending that the Board hold a workshop on October 20 following your regular Board meeting. There are two items that I have for this agenda: a review recommended planning-related ordinance amendments by Town Planner Bob Faunce and a review of Police Department employee recruitment and retention challenges by Chief Warlick.

- 4. Public Works Storage Shed-** There is \$15,000 set aside in the Town’s capital reserve account for the replacement of the Public Works Department’s storage sheds. Although this budget allocation was recommended by the Board of Selectmen and the Budget Committee and later approved at Town Meeting, no decision was made on the type of replacement shed that should be constructed. Road Commissioner Hugh Priebe will have a number of options to review with the Board. The Board may want the Public Works Committee to review the various options and provide a recommendation to the Board.

Below are images of the buildings that the Department is currently using for storage at our Heater Road facility.



5. **Comprehensive Plan Committee-** I will be asking the Board to form a 2024-2034 Comprehensive plan Committee and appoint Committee members at your October 20 meeting. Several members of the Land Use Advisory Committee and other citizens have indicated that they are very interested in being appointed. The Committee will be charged with developing recommendations in a number of areas including future land use, transportation, municipal facilities, recreation and open space, education, marine resources, and historic preservation, to name just a few. As has been the case with the 2014 Comprehensive Plan, this document will provide an ongoing reference to the Town staff and, boards and committees and a blueprint for future Town decisions.

Any citizens or business owners who have an interest in serving on this very important *ad hoc* Committee should contact me.

6. **Assessing Agent Interviews** (verbal report)

Official Action Items

1. **Agreement with Maine Department of Transportation re: Information Bureau Property (tentative)** John Roberts, Jim Gallagher and I met with the Deputy Transportation Commissioner, and three MDOT staff members on September 17 to discuss the transfer of the land on which the Information Bureau building is located to the Town. At the meeting, the MDOT representatives indicated that the Department will transfer the .1 acre Information Bureau property to the Town at no cost. The plan is for the Town to then lease the property to the Chamber of Commerce at a nominal cost.

Although they weren't able to attend the meeting, both of our State representatives were supportive of the property transfer. Senator Maxmin was instrumental in setting up the meeting.

I have included this item on your meeting agenda in anticipation of the State providing us with a draft agreement early in the coming week.

2. **Acceptance of ARPA Funds** The Town has been notified that we will be receiving \$227,179.60 in State and Local Recovery Funds through the American Rescue Plan Act. One half of this amount will be transferred to the Town's bank account later this month while the second half will be paid in approximately six months. I will be asking the Board to decide how to allocate the funds at your October 20 meeting.

Recommended Action: Accept \$227,179.60 in State and Local Recovery Funds awarded to the Town through the American Rescue Plan Act.

3. **Appointment to Broadband Committee-** Broadband Committee member Bruce Evans has resigned from the Committee. Geoff Keochakian, a Damariscotta resident whom the Board knows from his LCTV-related work at your Board meetings, has asked to be appointed to the Committee.

Recommended Action: Appoint Geoff Keochakian to the Broadband Committee.

IX. Selectmen's Discussion Items

X. Adjourn

Workshop with Don Gerrish to follow regular meeting

2022 Budget

Advertising	\$600.00
Automobile Expense	\$45,000.00
Capital Expense	\$40,000.00
Computer Expenses	\$2,000.00
Dues and Subscriptions	\$1,500.00
Employment Screening	\$1,500.00
Insurance Expenses	\$110,000.00
Licenses and Permits	\$600.00
Medical Supplies	\$50,000.00
Office Expenses	\$10,500.00
Professional Fees	\$60,000.00
Payroll	\$1,270,070.43
Telephone Expense	\$4,700.00
Training	\$8,000.00
Station Expenses	\$8,600.00
Uniforms	\$8,000.00
Utilities	\$20,500.00
Total:	\$1,641,570.43

Proposed payroll increases:

EMT: \$20.00/hr. with step ranges to \$23.00/hr.

AEMT: \$22.00/hr. with step ranges to \$25.00/hr.

Paramedics: \$25.00/hr. with step ranges to \$28.00/hr.

Budget Breakdown

	2020 Call Volume	Call %	Tax Evaluation	Tax %	Budget %	Total
Bremen	69	5.41%	\$221,450,000.00	7.16%	6.29%	\$45,115.00
Bristol	287	22.51%	\$1,117,100,000.00	36.13%	29.32%	\$210,396.83
Damariscotta	499	39.14%	\$371,350,000.00	12.01%	25.57%	\$183,512.37
Newcastle	207	16.24%	\$313,050,000.00	10.13%	13.18%	\$94,578.04
Nobleboro	158	12.39%	\$348,900,000.00	11.28%	11.84%	\$84,949.68
South Bristol	55	4.31%	\$719,900,000.00	23.28%	13.80%	\$99,018.52
						\$717,570.43