



Agenda
Board of Selectmen's Meeting
Town of Damariscotta, Maine
October 20, 2021; 5:30 PM
Damariscotta Town Hall

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
 - 1. October 6 Meeting
- IV. Financial Reports**
 - 1. Payroll Warrant (s)
 - 2. Accounts Payable Warrant(s)
- V. Presentations**
- VI. Citizen Comments and General Correspondence**
 - 1. CLC Ambulance Review of Preliminary Proposed Budget -Nick Bryant
 - 2. Parade of Lights and Holiday Display-John Roberts
- VII. Town Manager Items**
 - 1. Board Direction on Infrastructure Bond Issue
 - 2. Additional Cost for Waterfront Project Historical Design Features
 - 3. Update on American Rescue Plan Funding
 - 4. Staffing of Administrative Offices on Election Day
 - 5. Scheduling of Interviews for Assessors' Agent Candidates
- VIII. Official Action Items**
 - 1. Agreement with Maine Department of Transportation re: Information Bureau Property (tentative)
 - 2. Provider Agency Budget Request Process
 - 3. Comprehensive Plan Committee Appointments
 - 4. Contracts for Fuel Oil and Propane

IX. Selectmen's Discussion Items

X. Adjournment

Workshop with Town Planner Bob Faunce re: Planning Update and Recommendations for Ordinance Amendments

Workshop with Police Chief Jason Warlick re: Officer Recruitment and Retention

Town Manager Notes for October 20, 2021 Board of Selectmen's Meeting

Presentations

CLC Ambulance Review of Preliminary Proposed Budget -Nick Bryant from Central Lincoln County Ambulance Service will review the organization's proposed FY22 Budget Request. A copy of the preliminary request is attached. I have asked Nick to provide wage survey data for EMT and Paramedic positions and updated information on municipal contributions for ambulance service in the region.

Parade of Lights and Holiday Display-John Roberts will provide details on the Chamber of Commerce's plans for this year's Parade of Lights and the Christmas tree displays.

Town Manager Items:

Board Direction on Infrastructure Bond Issue- In the current annual workplan, the Board has given a high priority to pursuing a bond issue to provide for major infrastructure projects. I would like to obtain board direction on the process for identifying the projects that would be included and the next steps in developing the project scope, project estimates and financing. As a starting point, I have attached the Public Works Committee's most recent assessment of infrastructure needs.

Additional Cost for Waterfront Project Historical Design Features (verbal update)

Update on American Rescue Plan Funding (verbal)

Staffing of administrative offices on election day (verbal)

Scheduling of Interviews for Assessors' Agent Candidates (verbal)

Official Action Items:

Agreement with Maine Department of Transportation re: Information Bureau Property (tentative) – Board action on this item is dependent on our receiving a draft agreement from the Maine Department of Transportation in time for Wednesday's meeting. Jim Gallagher has already drafted a lease agreement for the Town and Chamber once we have the property transfer agreement from the State. Jim did this work for us at no charge.

Provider Agency Budget Request Process – As the Board will recall, due to the pandemic, provider agencies were not required to submit petitions to request funding for their organizations

as part of the 2021 Town Meeting Warrant. This opportunity was afforded only to organizations who had received funding in the prior year and the funding request could not exceed the previous year's approved amount. Most of these organizations typically set up tables outside of Town Hall on election day to ask for voter signatures. I am asking the Board to decide whether or not the petition process should be resumed for these requests for the FY2022 Budget.

Comprehensive Plan Committee Appointments—I will have a list of recommended Committee appointees for you to consider Wednesday evening.

Contracts for Fuel Oil and Propane – I have asked Matt Poole at Colby and Gale to provide contracts for municipal energy needs for the coming year. In past years, the company has provided very favorable rates to the Town.

Selectmen's Discussion Items - Selectmen Abbotoni may want to provide an update on the Lincoln County budget process.

Workshop with Bob Faunce re: Planning Update and Recommendations for Ordinance Amendments – As I indicated at the last Board meeting, there are a number of ordinances amendments that have either been approved or are being considered by the Planning Board. The Selectmen have received all of this information as part of the Planning Board packets that you are sent. I believe that will be timely for Bob to highlight some of the more significant recommended changes for both the benefit of the Board of Selectmen and the citizens who will be viewing Wednesday's meeting.

Workshop with Police Chief Jason Warlick re: Officer Recruitment and Retention- Chief Warlick has requested this meeting to review concerns that he and other chiefs have regarding the recruitment and retention of qualified officers.

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

Public Works Survey of Road & Parking Lot Projects: 10/29/2020

	Previous Work	Overall Condition	Reconstruction	Overlay	Crack Sealing	Shoulder/ Sidewalk	Ditching	Culverts	Brush/ Tree Trimming	Notes
Roads/Streets										
Back Meadow	Overlay 2009	Fair to Good	Recommend milling and overlay							Request as major capital project in FY2022
Belvedere	Shoulder work, ditching completed	Fair	Recommend total depth reclamation and overlay							Request as major capital project in FY2022
Belvedere Ext.	Shim and overlay 2019	Excellent								
Branch	Overlay 2015	Good							High limbing needed '21` PWI	Spring-Summer 2021
Chapman	Shim and overlay 550' from School	Fair to Good		Shim and Overlay approx. 100' from School Street RFP						Request in FY2022 Capital Budget
Church	Mill and Overlay 750' Elm to Pleasant -2019 & Hillside east to Main 2660' -2017	Fair to Good		Shim and overlay Hillside Lane to School Street RFP						Complete test borings in '21; Request in FY2023 Capital Budget
Cross		Fair to Good								See note for Water Street
Elm	Sidewalk and drainage improvements	Good								
Egypt	Cross culvert near Cedar lane replaced	Fair to Good	Request reconstruction of northern section					Rec. Northern most culvert- major capital project; ENG/RFP culvert near Castaway Cove Lane PWC	Ongoing high - limbing and brush-cutting PWI	Request northern culvert in FY2023 Capital Budget
Hammond	overlay 2019	Excellent								
High										
Hillside Lane	Overlay 2013 slurry seal - 2017?	Excellent								
Hodgdon	Reclaim and overlay- 2015 raised frame and grates-2020	Good								Poor condition due to utility cuts Combine with work on Hodgdon in Possible CDBG funded project; request engineering in
Keene Woods	overlay 350' eastern section & culvert replacement 2017	Poor	Section east of Pleasant Street - Obtain ROW to widen ENG/RFP	Shim and Overlay rest of road up to previously-completed east section RFP						Possible CDBG funded project; currently waiting on G&D to do survey & engineering; construction in FY2022
KEY ENG.	culverts replaced 2020	Fair to Good				maintenance required PWI	maintenance required PWI	maintenance required PWI	tree trimming required PWC	Spring-Summer 2021

RFP	Engineering Services required for design/cost projections
PWC	Select contractors through RFP Process

PWI	Use contractor from public works services contract agreement
YEAR	Work to be accomplished by Public Works Staff
WP	Fiscal Year(s) recommended to be accomplished
CIP	To be completed by Public Works staff or within Town's operating budget funds
	Major project to be completed as part of five year capital improvement program

Lessner										
Lewis Point		Good to Fair	Recommend milling and overlay			maintenance required RFP		maintenance required PWI	replace 1 culvert PWI	Request as major capital project in FY2023
Midcoast		Fair to Good		Shim and Overlay RFP						Request as capital project in FY2023
Miles		Poor to Fair	Construct sidewalk, rebuild road and retaining wall				maintenance required PWI			Spring-Summer 2019
Oak		Fair to Poor								Financing Plan in place LCH and Town to pay 50/50. Construction in 2022
Pine Ridge	Full depth milling and overlay- 2017	Excellent								
Pinkham	Overlay 700' from Bristol Rd culvert at Russell Rd replaced- 2019	Good						maintenance required PWI	replaced culvert at Russell Rd. in '20; minor culvert work '21; Replace two cross culverts '22; PWI	
Pleasant		Fair								
Rocky Run	Overlay Hodgdon to Pleasant 2017	Poor		Shim and Overlay 1 to 1 1/2 " RFP						
School		Good						maintenance required PWI		High Limbing -'21 PWC
Standpipe	Full depth milling and overlay-2015	Excellent							Brush cutting '21 PWI	
Theater	Overlay 2013	Good				crackseal '21 RFP				
	Full depth milling and overlay 2017	Excellent								

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KEY	
ENG.	
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Water	Major project to be completed as part of five year capital improvement program

Westview		Fair						Frame and Grate '21 PWI; Other drainage to be addressed with		
Vine	Overlay 2013	Good			crackseal '21 RFP					
State Roads	Overlay 190 from Church-2019	Fair								Drainage improvements between Water and Vine Streets to be completed in Spring, 2021
Biscay										
Bristol	Shim and Overlay 2016	Fair to Good								
Main	Shim and Overlay-2018	Good to Exc.				hard shoulder requested when road is repaved				
School	Shim and Overlay: Belvedere to Round Top & School to Bristol/Chruh	Poor/Fair/Good	MDOT has been asked to mill and overlay Downtown & Biscay to School							Not currently in MDOT three year plan
Parking Lots	Shim and Overlay 2016	Good								
Municipal Lot										
Town Hall Lot South		Poor	drainage/surface/sewer/flood resiliency 2022							Project fully funded currently under design
Biscay Beach		Good								Rebuild walkway on east side to 6-8' width FY 24 or FY 25 Budget
KEY		Fair								Consider building permanent forest-park type restroom

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