



**Town of Damariscotta, Maine**  
**Budget Workshop/Public Hearing/Select Board Meeting**  
**Wednesday March 6, 2024**  
**Town Office, 21 School St**

4:30 PM

*Join Virtually*

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

**AGENDA**

- I. Pledge of Allegiance**
- II. Budget Workshop**
- III. Public Hearing: Application for an On-Premise License**
  1. Koko's Sandwich Bar
- IV. Call Select Board Meeting to Order**
  - 1. Minutes**
    - i. February 7, 2024 and February 21, 2024 Select Board Minutes
    - ii. February 15, 2024 and February 22, 2024 Budget Workshop 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. Anne's Book Bistro D/B/A: Koko's Sandwich Bar
    - ii. Coastal Community Planning Grant
  - 6. Select Board's Discussion Items**
    - i. Draft TIF Amendments – Possible dates set for Public Hearing and Special Town Meeting
  - 7. Executive Session Pursuant to 1 MRSA 405(6)(E): Consultation with Legal Counsel**
  - 8. Adjournment**



**Town of Damariscotta, Maine  
Board of Assessors / Select Board Meeting  
February 7, 2024**

**Town Office, 21 School St**

**5:30 PM**

*Join Virtually*

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

**Minutes**

**Select Board Members:** Daryl Fraser, Chairperson; Tom Anderson; Andrea Keushguerian; Dan Hunter; Josh Pinkham

**Members Absent:** Daryl Fraser arrived at 5:45 p.m.

**Staff Present:** Andrew Dorr, Town Manager; Michael Martone, Town Planner; Lynda Letteney, Recording Secretary

**Others Present:** Lorraine Faherty; Elizabeth Waltztoni, *Lincoln County News*; Haven Simmons, LCTV

I. **The Pledge of Allegiance** was led by Chairperson Fraser at 5:30 p.m.

II. **Call Select Board Meeting to Order at 5:31 p.m.**

**1. Minutes of 1/17/24 tabled**

**2. Financial Reports**

I. Payroll Warrants #35

**Motion** (Anderson) to approve Payroll Warrant # 35.

**Seconded** by Hunter

**Vote**   4   /   0   /   0  

ii. Accounts Payable Warrants #37 & 38

**Motion** (Hunter) to approve Accounts Payable Warrant # 37 & 38.

**Seconded** by Anderson

**Vote**   4   /   0   /   0  

**3. Citizen Comment and General Correspondence**

I. **Tom Anderson** brought up discussion on damaged mailboxes from the last storm. Two people so far are asking for replacement reimbursement. Josh Pinkham asked if it was in the plowing contract. Andy said it might not be. There is no official policy regarding this. Without it being in the contract, it is very murky.

**4. Town Manager's Report**

**1. Admin Updates**

a. Ballots for the Maine Presidential Primary should be available this week. This will be the second of three elections we'll have this fiscal year.

b. Budget review is underway as department heads finalize their requests this week. The goal will be to have the books available February 12th with a joint budget workshop to follow shortly thereafter. A date will be

proposed Wednesday and may be close to what was provided in December.

c. 2024 Dog Registrations were due by the end of January. If folks have yet to register their dogs for the year there is now a late fee to be assessed. This year we have already registered as many as last year, which can be attributed to our Tax Collector sending notices out to previous dog owners.

## **2. Planning Department**

a. The TIF amendment work continues. After consultation with our attorney, I will be signing a contract for service with a consultant to assist with the final revisions and submission prep. Michael will work closely with the consultant to make sure we have completed everything accurately. The estimated cost to bring the amendments over the finish line is between \$500 and \$1,500.

b. LCRPC's housing study is nearly another milestone. You may recall that the commissioned a study identified the need for 1,048 year-round units, over the next ten years, which should be considered a minimum number needed to prevent housing affordability from falling further. Following the results of this study, LCRPC commissioned a firm to assess development opportunities in every town within the county. Michael and I will be reviewing the initial results of this work before they proceed with final analysis of the sites. This is an exercise to identify and envision the possibility, not an active negotiation for development.

c. Multiple Land Use Ordinance revisions are underway, most notably, amendments that will allow us to be compliant with the former LD 2003 housing bill. While we allow for increased density under certain circumstances, the law will require us to allow even more density if it will aid in the creation of affordable housing opportunities.

## **3. Public Works Update**

a. There have been two applications received for the Foreman's position while I was on leave. I will look to set up interviews as soon as possible in the hopes of filling the position.

b. We need to look into ways to do a better job clearing the sidewalks that we maintain. The winter operation is still new to Merrill and myself, which has been reflected in narrower clearings. We have been looking into different machinery that can be better suited for the range of sidewalk we have as some areas are too narrow. We are also looking into purchasing a V-plow for the current machine as a better tool during certain snow events.

c. When not moving snow, Merrill has continued to work on painting at the Town Office and completing an inventory of equipment, supplies, and chemicals at the Public Works Garage.

## **4. Capital Projects**

a. Parking Lot Project – The project was advertised a couple of weeks ago. A total of eight companies have downloaded the plan set which is encouraging. A non-mandatory pre-bid meeting was held on January 23rd

with five companies in attendance. The engineers have received and responded to questions asked to date by way of Addendum 1, which is posted with the advertisement documents. Bids are due on February 15th by 2 PM.

One of the construction companies has inquired about digging a test pit before they submit their bid. The thought is that this will allow them to get a better sense of the sub-base of the parking lot and likely the extent to which dewatering will need to occur. This work is expected to take place this coming week, which will require us to cone-off a small portion of the parking lot so they can complete the work. The company will be responsible for repairing the area dug.

#### **5. Meetings/Events**

- February 5, 6:00 PM @ Town Office - Planning Board
- February 6, 5:30 PM @ Town Office - Comp Plan Committee: Goals, Policies, Strategies Formation
- February 7, 5:30 PM @ Town Office – Select Board Mtg
- February 12, 5:00 PM @ Town Office - Historic Preservation Review Commission
- February 13, 5:30 PM @ Town Office - Comp Plan Committee: Goals, Policies, Strategies Formation
  
- February 20, 5:30 PM @ Town Office - Comp Plan Committee: Goals, Policies, Strategies Formation
- February 27, 5:30 PM @ Town Office - Comp Plan Committee: Goals, Policies, Strategies Formation

Andy wanted to thank everyone for the well wishes, thoughtful gifts, and welcoming our daughter as one of Damariscotta's newest residents.

#### **5. Official Action Items**

i. Liquor License Renewal

**Motion (Anderson) to approve the Liquor License Renewal for Anne's Book Bistro**

**Seconded: Keushguerian**

**Vote: 4-0-0**

ii. Cemetery Reserve Expenditure Request

**Motion (Hunter) to authorize spending up to \$33,000 from the Cemetery Reserve for the purpose of reconstructing the wall at Hillside Cemetery and that work be guaranteed for one year. The Board will waive the Charter bid requirements for this work.**

**Second: Keushgeurian**

**Vote: 5-0-0 (Chairperson Fraser arrived for this discussion and vote)**

**Andy** said that 2 quotes were given, one for dry stack. Both quotes were generously discounted. The square granite stone will help improve drainage in the area as well. The rest of the cemetery comes out of the operating budget; \$16K of which is available to complete the wall work.



Lorraine Faherty was present and represented the Cemetery Committee. She said 1 large stone and several smaller ones have recently fallen. **Josh Pinkham** asked about Church Street and if the cemetery was part of that project. **Andy** said it is not in the Church St. project; it is the end closest to the hillside, where it narrows. **Dan Hunter** asked if both quotes were aesthetically the same/comparable. **Andy** said the foundation is key for drainage. **Josh Pinkham** asked about a warranty, at least the minimum for industry standards

iii. Historic Preservation Review Commission

**Motion: (Pinkham) to appoint Valerie Seibel to the Historic Preservation Review Commission**

**Second: Anderson**

**Vote: 5-0-0**

iv. Transfer Station Agreement 2024

**Motion: (Pinkham) to accept and sign the 2024 Transfer Station Agreement.**

**Second: Fraser**

**Vote: 5-0-0**

**Daryl Fraser** commented that it was a very big increase, but overall the service has been good.

v. CLC Ambulance Alternate Representative

**Motion: to appoint Josh Pinkham as Damariscotta's alternate member to the CLC Ambulance Board .**

**No action was taken** as Josh was already appointed in October of 2022. However, a budget committee member needs to also be appointed. As a point of information it was noted that the calls in January of 2024 were more than in July of (traditionally a high month) 2023.

vi. Damariscotta CBA Representative

**Motion: (Fraser) to acknowledge the Damariscotta Police Association as a bargaining agent and appoint \_\_\_\_\_ to represent the Board during the CBA negotiations.**

**Second: Anderson**

**Vote: 5-0-0**

vii. Maine Service Center Coalition Representative

**Motion: (Fraser) to appoint Andrew Dorr as the voting delegate and Dan Hunter as the Alternate.**

**Second: Pinkham**

**Vote: 5-0-0**

6. Select Board Discussion

I. FY 25 budget Calendar

Please review for next meeting

ii. LCWF Non-compliance: Proposed Resolution

Matt Lutkus and the former Town Planner did some work on this. The three entities involved are the YMCA, Coastal Rivers, and the Town of Damariscotta. They received about \$35K in a grant in the 1980's for ballfield construction. The fix is a lot more than the original grant. (Land value + restoration value + miscellaneous expenses) Originally 2 acres were involved and included lights on the ball field, old playground and the old ball field. The Town transferred the land to the YMCA. This was not registered and therefore created a non-compliance (they gave the land away). One possible solution is to join with other town(s) who have similar issues with ownership. Camden Hills State Park meets the criteria for the fix, but a specific type of appraisal is needed before proceeding. Or is the idea needed first. get ready to buy, and then have the appraisal? **Tom Anderson** said the property is adjacent to Coastal Rivers, is that part of a possible fix? **Andy** said they have been working with Coastal Rivers.

iii. Select Board Members discussion

**Tom Anderson** - MCOG - Lincoln County Planning - there are grant opportunities for "shovel ready" projects. Due by March 4th. ?hospital walkway or ?Church St. might both be viable for applying for funds.

**Dan Hunter** - I'm good

**Andrea Keushgueruan** - She attended the Planning Board meeting Monday night regarding the parking lot and community area proposed by Bangor Savings Bank. Concern over public access, swale for erosion control, private property, and a public walkway were all addressed.

**Josh Pinkham** addressed Senator Reny's road update. Rt 129 will have shoulder paving. **Josh** wants to know which part(s)? ?1b to Bristol Needs clarification. **Dan Hunter** added that Damariscotta is slated for 4 State road projects on the DOT website.

**Daryl Fraser** welcomed Andy back and gave a shout out to the Town staff for keeping things rolling and doing extra duty.

7. Adjournment

**On motion (Pinkham/Anderson) to adjourn the meeting at 6:45 p.m.**

**Vote: 5-0-0**

**Respectfully submitted,**

**Lynda L. Letteney**  
**Recording Secretary**

**Town of Damariscotta, Maine**  
**Select Board Meeting**  
**Wednesday February 15, 2024**  
**Town Office, 21 School St**  
**MINUTES**

Select Board members present: Daryl Fraser, Joshua Pinkham, Daniel Hunter, Tom Anderson  
Absent-Andrea Keushguerian

Others present: Town Manager, Andrew Dorr, Treasurer, Cheryl Pinkham, Budget Committee members-  
Shari Sage, Gary Rosenthal, Karen O'Bryan, Mary Devlin, Cemetery Trustees-Patti Whitten, Martha  
Dodge.

Fraser opened the meeting at 5:02p.m.

The budget committee did not have enough members in attendance to form a quorum.

Devlin asked if the YTD amounts were current to include full 7 months?

Dorr said those amounts were 6 months and through December 2023.

**Cemetery-**

Whitten stated their budget is similar to before but noted that 21-14 includes a right-angle drill that will allow the Town to do more repairs in-house instead of hiring out the tasks; a \$500 investment will save the town thousands in professional repairs. 21-27 shows an increase for flags because the American Legion is looking for funds to help with the costs of placing flags on the veteran gravesites. For capital costs Whitten would like to see the column barium at Hillside; there are ways to make it look like a New England stonewall, continue to build out as years pass. Repair to the tomb at Hillside to help keep the water out.

Dorr added that the Hillside Lane needs to be done as well as some tree work.

**Admin-**

Dorr highlighted some of the obvious differences in the line items between dept head request & town manager column: 40-40 health insurance -because employees are eligible for the benefit we need to budget for their coverage; the differences in the column is to go with what we know to put in a payroll liability reserve to fill the gap if needed. This pay liability can also be for end of year buyout if someone were to leave and we need to pay them. 70-10 tech support most of this increase is for a web rebuild. 90-96-is for merit increases, and the new Paid Family Medical Wage Act.

**Offsetting Revenues for Admin-**

Hunter questioned the \$0.00 budgeted for P.I.L.O.T.

Dorr noted there was no official agreement so no grounds to budget real money.

**Assessing-**

Dorr pointed out 91-31's Agent to the Assessors- increase is budgeting 1 day a week plus extra hours/days for spring work.

**Solid Waste-**

Dorr noted this amount increase is still better than going out on our own; this amount also includes the increase for January 2025.

**Municipal Building-18-34** restroom increase is due to the community's desire for the restrooms to be open longer in the season; the \$44,100 includes daily cleanings and the \$31,600 is April through November 30.

**Contingency-**

Dorr-No change.

**Legal-**

Dorr-This is up \$25,000 due to current contracts in dispute so we're not sure where those will go.

**Insurance-**

Devlin-asked if the public officials' liability should also be increased?

C. Pinkham stated the property & casualty is being increased but the insurance company said the increase would be very minimal if any & we hope to cover the costs with the percentage increases above.

**ACO-**

Dorr noted surrounding Towns contract with the Lincoln County Sherrif Department for the ACO services.

**Hydrants-**

Dorr-The PUC sets the rates.

**Street Lights-**

No comments or questions.

**Traffic Lights-**

Dorr said the town needs to be mindful of maintenance costs.

Sage added that the blinking light at the hospital is the Town's responsibility.

**Community Betterment-**

Dorr-Petitions are due by March 15, no petitions have been received yet and we didn't include a guess.

**CLC Ambulance-**

Dorr-The CLC Ambulance assesses towns based on valuation and not on calls.

**Biscay Beach-**

Dorr-There is an increase for debris & leaf clean up. The community has a desire to use this as a swimming hole so we need to keep it a safe and clean.

Devlin asked if the proposal includes the comp plan recommendations.  
Dorr-Not ready to include what may or may not happen.

**Community Services-**

Sage does not think her tax money should be used to pay for fireworks, it is bad for the birds, night sky, the environment, and dogs; not to mention the trash left behind. Would like to see them stopped.

**Debt Service-**

Dorr-pointed out the LED loan would be paid off in final this year.

The group decided to set the next joint budget committee and Select Board meeting would be held on Thursday, 2/22/24 at 4:30p.m.

**Adjournment-**

On motion of J. Pinkham/Anderson moved to adjourn meeting at 6:24p.m.

Respectfully submitted,



Cheryl M. Pinkham

Treasurer



**Town of Damariscotta, Maine**  
**Select Board Meeting**  
**February 21, 2024**  
**Town Office, 21 School St**  
**5:30 PM**

*Join Virtually*

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

**Minutes**

**Select Board Members:** Daryl Fraser, Chairperson; Tom Anderson; Dan Hunter; Andrea Keushguerian; Josh Pinkham

**Members Absent:** Keushguerian by Zoom

**Staff Present:** Andy Dorr, Town Manager; Chief Warlick; Lynda Letteney, Recording Secretary

**Others Present:** Yi Yu He, Lucky Fortune; Kent Alan Boucher, Penalty Box; Dale Feltis, Reunion Station; Shawn O'Leary, MLEAP; Elizabeth Waltztoni, *Lincoln County News*; Haven Simmons, LCTV

- I. **The Pledge of Allegiance** was led by Chairperson Fraser at 5:30 p.m.
- II. **Public Hearing for a new liquor license for Lucky Fortune Damariscotta Inc.**  
**No comments; hearing closed at 5:32**
  
- III. **Special Presentation by Maine Law Enforcement Accreditation Program (MLEAP)**  
**Shawn O'Leary** from the Maine Police Association was present to award the Damariscotta Police Department accreditation after passing a rigorous review. The process involves updating police policies to coincide with best practice and Maine standards. There are a lot of small departments in Maine and what is done in other states may not parallel what is done here, especially in rural areas. There are 12 separate chapters to be addressed and 167 standards. A department must meet every standard that applies to be accredited. After those are completed an outside review team comes in and does an in person assessment. Of 130 local police departments in Maine, only 27 have received MLEAP accreditation., while several others are in the process. A monetary benefit is attached to the accreditation as liability insurance is reduced by 15% for those departments that qualify for full accreditation. **Chief Warlick** accepted the award on behalf of the department and spoke about how proud he was of his officers and staff for the job they do. He reminded the Board that this is not a "one and done" situation; accreditation is on a 3 year cycle and they will be reviewed again in three years. There was a standing ovation for the Chief and his officers and office staff by the Board and others present.
  
- IV. **Call Select Board Meeting to Order at 5:31 p.m.**
  - A. **Minutes**

**Motion** (Fraser) to approve minutes from January 17, 2024

**Seconded** by Anderson

**Vote**   4   /   0   /   1   (Pinkham abs)

**Motion** (Pinkham) to approve minutes from February 10, 2024

**Seconded** by Hunter.  
**Vote** \_\_4\_\_ / \_\_0\_\_ / \_\_1\_\_ (Fraser abs)

**B. Financial Reports**

payroll Warrants #

**Motion** (Pinkham) to approve Payroll Warrants # 36-39-40.  
**Seconded** by Anderson  
**Vote** \_\_4\_\_ / \_\_0\_\_ / \_\_1\_\_ (Keushguerian)

Accounts Payable Warrant

**Motion** (Pinkham) to approve Accounts Payable Warrant # 41.  
**Seconded** by Hunter.  
**Vote** \_\_4\_\_ / \_\_0\_\_ / \_\_1\_\_ (Keushguerian)

**C. Citizen Comment - MLEAP presentation as above**

**D. General Correspondence None**

**E. Town Manager's Report**

**I. 2025 Budget Prep**

A good deal of time was spent on completing the FYn25 budget over the last two weeks. The draft is complete and available for review. The office is working on getting it online for public review.

li. Efforts to hire a **road commissioner** continued with two interviews held last week. Andy anticipates making an offer this week and hopes the position is filled by March 11th,

**lii. TIF Amendments**

Work continued with the amendments and an attorney now working on projecting revenue and tax shifts. There should be a draft to review soon, then followed by a Public Hearing. Andy plans to have the Board review this at the next meeting. It has to be in by the end of March. A public hearing will be followed by a Special Town meeting.

**lv. Town Floats**

10 new floats and the corner piece are ready and should be in by the end of the month. Setting them up and placing them in at the landing will happen before summer influx.

**F. Official Action Items**

**i. Liquor License Application Lucky Fortune**

**Motion** (Pinkham) to approve the liquor license as presented..  
**Seconded** by Hunter.  
**Vote** \_\_5\_\_ / \_\_0\_\_ / \_\_0\_\_

**ii. Liquor License Renewal Penalty Box II**

**Motion** (Pinkham) to approve the renewal of the liquor license as presented\_.

**Seconded** by Anderson\_.  
**Vote** \_\_5\_\_ / \_\_0\_\_ / \_\_0\_\_

**lii. Entertainment/Special Amusement Permit: Penalty Box II**

**Motion** (Pinkham) to approve the entertainment/special amusement permit as presented.

**Seconded** by Fraser.  
**Vote** \_5\_\_ / \_\_0\_\_ / \_\_0\_\_

**lv. Liquor License Renewal: Reunion Station**

**Motion** (Pinkhamr) to approve liquor license renewal for Reunion Station as presented.

**Seconded** by Anderson.  
**Vote** \_\_5\_\_ / \_\_0\_\_ / \_\_0\_\_

**v. DECD Housing Opportunity Program Municipal Grant**

Andy introduced this grant opportunity saying that it was a feasibility study and we could possibly work with Newcastle. Individual towns are eligible for \$50K. Two or more towns can submit a joint grant application for up to \$125K. March 7th is the deadline and it is consistent with the Comprehensive Plan and the Board's goals for more cooperation between towns.

**Motion** (Fraser) to authorize the Town Manager to submit a DECD Housing Opportunity Program Municipal Grant application for technical assistance.

**Seconded** by Pinkham.  
**Vote** \_5\_\_ / \_\_0\_\_ / \_\_0\_\_

**vi. MMA Safety Grant**

Andy said this grant is awarded every six months and we should apply every time. This initial application will be for LED lighting at the public works facility.

**Motion** (Anderson)) to authorize the Town Manager to submit an MMA Safety Grant application to reduce workplace hazards at the Public Works Facility.

**Seconded** by Fraser.  
**Vote** \_\_5\_\_ / \_\_0\_\_ / \_\_0\_\_

**vii. Waterfront RFP Responses**

Andy said they received 3 completed bid applications and the spreadsheet provided shows each applicant's numbers. There is no timeline yet to start this as we are awaiting EDA approval. Josh said he wanted to make sure we hired a "clerk of the works" to represent the Board and Town as early as possible. EDA is amenable to an extension as the delays in getting approval have not been our fault.

**Motion** (Fraser) to award Crooker Construction as the successful bidder of the Waterfront Improvement Project pending EDA approval..



**Seconded** by Anderson.

**Vote**   5   /   0   /   0  

**G. Select Board's Discussion Items**

**Tom Anderson** - left meeting before this item

**Dan Hunter** - Are we chartering a bus to go to the basketball playoffs?

**Andrea Keushguerian** - Where are we on the Church Street/Hodgdon Road project? Andy said we are waiting for US DOT for funds. There is an issue as to what category this falls in - economic development is a "catch all."

**Josh Pinkham** - nothing

**Daryl Fraser** - Congratulations to the Police Department and all who worked so hard to get the MLEAP accreditation.

On **2/28 meeting** with Michael, MMA, and Planning Board with Newcastle select board and historic Preservation committees.

**Andrea** added that the Comprehensive Planning Committee met 2/20; the marine goals are identified and done; next meeting 2/26 will be on strategies for implementation of goals.

**H. Adjournment**

**Motion:** (Pinkham) to adjourn at 6:25 p.m.

**Second:** Fraser

**Vote:** 5-0-0

**Town of Damariscotta, Maine**  
**Joint Select Board & Budget Committee Meeting**  
**Wednesday February 22, 2024 4:30p.m.**  
**MINUTES**

Select Board members present: Daryl Fraser, Joshua Pinkham, Daniel Hunter, Tom Anderson. Andrea Keushguerian was present via Zoom.

Budget Committee members-Shari Sage, Dick McLean, Karen O'Bryan, Mary Devlin, Louis Abbotoni. Connie Magistrelli was present via zoom

Others present: Town Manager, Andrew Dorr, Treasurer, Cheryl Pinkham, Planner, Michael Martone, Police Chief Jason Warlick, Fire Chief John Roberts, Cemetery Trustees-Patti Whitten, Martha Dodge.

McLean called the Budget Committee meeting to order at 4:34p.m.

Fraser called the Select Board meeting to order at 4:35p.m.

**Police Dept.-**

Warlick noted a major increase in the departments' budget is 13-38 software licenses of \$5,000.00 for new Axion cruiser cameras; already use their body cameras and they sync automatically. We're entered into a 5-year contract. 25-25 gasoline was requested at a higher amount, boss lowered the request based on the past few years average gallons used shows \$14,350 should be adequate. 80-50 is overtime & holiday pay which increased consistent with payroll increases and COLAs for the staff.

McLean asked if the OT was under control.

Warlick responded that anything can happen but should be okay, but it is an unpredictable area.

Sage asked if there's been a noticeable increase in crime to warrant the overtime?

Warlick stated it was pretty consistent level; adding there's not an increase in hours, just encompasses the wage increases.

Hunter questioned if the department is policing more in towners or out of towners?

Warlick will gather information for Hunter for next meeting but said generally not the resident of Damariscotta. Payroll has an increase of 3% based on the Collective Bargaining Agreement.

Dorr noted that this is a contract negotiation year so the numbers presented are more place holders so the Town can negotiate.

Hunter questioned when the negotiations would start.

Dorr stated they have been ongoing; Fraser & Dorr will be negotiating.

McLean asked what the difference in the dept request and manager proposal was for 40-40 insurance.

Dorr answered that the department request was to budget the cost to cover all eligible employees for this benefit however not all employees take the benefit which is where the manager proposal puts some of those funds into the payroll liability line; this way if someone decides to take or change their benefit the town will have a reserve fund to utilize without impacting the current budget.

Hunter wondered why there was no revenue for the dept request or manager proposal, added that there was \$12,000 in 2023, \$10,000 so far this year, which isn't really an insignificant amount.

Dorr said these figures are unable to budget because other than the Pumpkinfest the town isn't sure what services will be needed.

**PD-Capital-**

Warlick pointed out that vehicle costs are now up 35%, equipping the vehicles is something that needs

to be done each time we get new vehicles because what fit our 2022 Ford may not fit the 2025 or '26 Ford truck, even though it's same make & model, the redesigns make the inside equipment "outdated". Warlick stated the Lincoln County Sherrif's office is no longer using the software IMC (county police software system) and have moved to the Central Square. There is a memorandum of understanding that the Damariscotta department has to pay 12% of the total cost, however the LCSO was able to cover the cost of the entire program with their ARPA funds.

#### **Cemetery Capital-**

There were no questions or comments on the cemetery capital.

#### **Planning& Development-**

Dorr said the comp plan work is still ongoing and will continue into the next year.

Devlin questions the \$77,000 Planner expense and the offsetting revenue of \$53,586 for the reimbursement for the shared position and noted the math doesn't work out.

Dorr explained the expense line carries the entire contract amount, the revenue offsets it and budgeting the full cost protects us from a similar situation when we were in an interlocal agreement previously and one party chooses to dissolve the agreement. The revenue received is for the entire cost of the position which to include unemployment, workers comp, health insurance and retirement costs.

McLean questioned the increase in 15-15 drafting expenses has doubled.

Dorr replied that the expense covers the regular maps as well as ones that will be needed for the comprehensive plan when the committee finishes their work.

Hunter questioned the \$12,500 for 01-99 miscellaneous expense.

Dorr said this is for the comp plan, Planning Board and planning department for goals and strategy planning software.

Martone said this allows us to identify priorities, affords us more engagement with the community and their wants, this approach fits nicely with the goals.

Dorr pointed out that he has increased the planning board's compensation.

Sage questioned if the amount budgeted for the postage is enough.

Martone agreed the amount would be sufficient, however have been looking at the fee schedule which is very modest. The amount of time spent reviewing applications easily justifies a reasonable increase.

#### **Planning & Development Capital-**

Dorr said the capital is for the comprehensive plan, budgeting \$2,500

#### **Fire Dept.-**

Roberts has tried to keep a flat budget; priorities are more on the reserve side of the budget and not operating. Roberts thanked Dorr for the increase in wages for the fire fighters but encourages the Budget Committee & Select Board to vote for the lower number.

Dorr respectfully asks for them to go with the managers proposal.

Roberts said the engine company all feel strongly about coming in flat on the budget. 56-57 fire dept clothing/uniforms is for the same amount as last year but only affords us 2 sets of turnout gear where this past year that amount covered the cost of 3 sets of gear.

McLean wondered why 12-39 fire dept equipment maintenance was down.

Roberts said flow tests happen every 5 years, some years may fluctuate for other equipment but the line item is for equipment maintenance so need to maintain equipment.

Hunter asked if Roberts if we are seeing the same things other communities are dealing with the difficulties of finding people to join the fire department.

Roberts notes we are a little more fortunate in that area but are looking at other ways to retain those people, but it's hard for the younger generation to be able to afford a house in the range of \$500,000 which is the average cost of a home here.

Hunter asked if the fire fighters have to live in town in order to be on the fire department.

Roberts said that use to be the case but now non-residents can come to trainings and calls but they are not afforded voting rights.

Hunter questioned if we provide back up to other communities, if Nobleboro has a hard time filling positions do you go to assist.

Roberts stated the department communicates with other departments to make sure we're covered, as other department reach out to ours for assistance as well.

#### **Fire Dept. -Capital-**

Dorr stated some numbers are different than what was requested from the department head.

Wastewater upgrade is needed, the leach field freezes.

Roberts added the leach field is 30 years old; plan is to hook up to the sanitary district.

Dorr noted the pump out station is estimated to be around \$20-\$30 grand.

Roberts said initially budgeting for geo-thermal for furnace needs but when the current furnace just failed and flooded carpets we had to replace it immediately; we've shifted from the geo-thermal and will see what we can get out of the new furnace installed.

Roberts pointed out they had started an apparatus replacement plan, had 6 fire trucks which have decreased to 4 multi-purpose trucks. Tired to budget the reserves so there would be no need to borrow money when it's time to replace them. Fire truck costs have seen a 60% increase, a ladder truck today is going to cost 1.5 million dollars and would arrive in 3-4 years, if the costs go up 10% each year that's an additional \$150,000. Roberts has outlined what the need to budget would be starting in fiscal year 2026 locking in a 1.7-million-dollar truck and that reserve amount would need to be \$270,000 year; recognizing the drastic change in the new numbers. Replace engine 1 first, due to increase we've modified the plan to get all we can out of engine 1 and plan to replace the ladder truck as soon as practicable.

McLean asked if once the truck is ordered does the price hold.

Roberts replied 'mostly', emission standards changing on diesel engines and if you're not able to meet emission standards even though we've signed a contract the new diesel engine that hasn't been designed or approved; but yes, signing a contract lock in the price with caveat. Before Covid, the build time was 18 months but a few companies have folded. The cost of a pumper truck is \$700,000 for a cab truck, \$900,000 for a stock pumper.

Dorr feels the town and fire dept could benefit from looking into CD's and take advantage of their rates while we can.

Hunter asked if Newcastle needs the use of our ladder trucks, does Damariscotta receive compensation for that?

Roberts told Hunter that we do not receive compensation but we provide mutual aid as well as receive it. Feels the mutual aid agreement could use some strengthening. If we get rid of the tanker, we would need another department entirely. Bremen has provided the use of their ATV to get into the woods where we were unable to travel.

### **Fire Equipment-Capital-**

Dorr stated Chief Roberts is recommending nothing for capital, but Dorr is proposing to be a little more level and get away from the ebbs and flows of yearly contributions. Dorr appreciates everything Chief Roberts does for the Town and engine company.

### **Highway Dept-**

Dorr pointed out some of the obvious increases and/or differences in department request and the managers proposal, 21-17 leased equipment is increased to rent more equipment, would like to try another month of the rental of an excavator to accomplish more work in-house. 30-24 vehicle repairs acknowledging equipment is aging and we're experiencing more equipment down time. 52-96 line striping in increased to allow the town do paint the crosswalks and other line striping more than one time per year as has been common practice. 90-55 overtime-this amount accommodates 100 hours per employee for overtime.

Devlin asked why the 86-31 Heater Rd facility was as over budget as it is.

Dorr said a septic tank was installed for the outhouse at the garage.

Devlin questioned the lower amount for 89-30 public landing maintenance; shouldn't we anticipate a higher expense.

Dorr said this line item is set up for maintenance. We're getting new floats this year which shouldn't require a lot of maintaining.

Dorr continued with 90-57 pay is increased to reflect the position. 91-24 downtown plowing and 90-25 highway plowing are increasing \$20,000 and \$40,000. 70-03 ADA compliance is increased to allow us to repair or replace the precast ADA plates at the crosswalks.

Devlin asked if we could increase the revenue to offset the department budget, pointing out that the previous revenue for excise is higher than what we're currently budgeting. Devlin would like to see updated figures before voting if that's possible.

Dorr said the figures could be updated through the end of February, potentially the beginning of March.

### **EMA-**

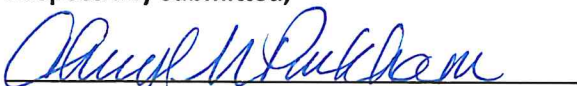
Dorr said there is a minimal increase in the stipend amount for the EMA position. The dept request is not there because I didn't reach out to Steve as an oversight.

### **Adjournment-**

**On motion of McLean/Abbotoni moved to adjourn the budget committee from the joint Budget/Select Board meeting at 6:58p.m.**

**On motion of J. Pinkham/Anderson moved to adjourn the Select Board from the joint Budget Committee/Select Board meeting at 6:59p.m.**

Respectfully submitted,



Cheryl M. Pinkham



**Town of Damariscotta**  
21 School Street  
Damariscotta, Maine 04543  
(P) 207-563-5168 (F) 207-563-6862

**Andrew Dorr**  
Town Manager

## Town Manager's Report

March 2, 2024

### 1. Admin Updates

- a. Presidential Primary Election - Tuesday March 5, 2024. The Town Office will be closed as staff will be assisting with the election process.
- b. Nomination papers for Select Board, School Board, and GSB Sanitary District are available. They require at least 25 signatures, but no more than 100, of registered Damariscotta voters. Papers are due back to the Town Clerk by 5 pm, Tuesday, April 16, 2024.

### 2. Planning Department

- a. TIF amendments are due to the state by April 1, 2024 to use the April 1, 2023 valuation. We have been working with Attorney Methot to review the projections and tax shifts. You will have an overview of these for your meeting Wednesday, though they are absent from your packets at this time. We will meet with her on Tuesday to finalize our projections and send out no later than Wednesday morning. All projections and TIF Amendments are proposed and not final. There will need to be a Public Hearing, which will require 10 days' notice and will be posted for March 20<sup>th</sup> prior to the Select Board meeting. A tentative Special Town Meeting can happen either the same night or another date on or before March 27<sup>th</sup>. That will give staff the time needed to submit the final documents to DECD for consideration.
- b. The Housing Opportunity Grant, due March 7<sup>th</sup> - We met with LCRPC staff on March 1 to discuss the project deliverables and narrative. We are seeking a few cost estimates to help draft a reasonable project budget. We plan to identify at least one site in Damariscotta and Newcastle that would have a site development concept and renderings of a housing project on those sites. In addition, we will be looking into the legal/policy aspect of creating housing opportunities under different governance structures to benefit workforce housing needs.
- c. Climate Action Grant, Due March 29 - this is the grant opportunity associated with the Community Resiliency Partnership. We are waiting for cost estimates for upgrading lighting at the Town Office and Fire Station to LEDs as well as an estimate to insulate the roof of the fire station.



- d. Coastal Planning Grant, due March 29 - this DACF and DMR grant program is going to provide funding for planning efforts that support Maine Won't Wait: A Four-Year Plan for Climate Action and enable communities to become more resilient to unprecedented coastal storm impacts. We are contemplating applying to conduct a stormwater analysis of the amended TIF District as most of the catchment area for that district falls within the Castner Creek watershed. As we look to replace the culvert along Church St and advocate for improvements for the crossing under Business Rt 1, this analysis could help identify impacts additional development may have on the watershed as well as determine best practices for development of those parcels that will lessen the environmental impacts.

### **3. Public Works Update**

- a. The Foreman position has been filled and they will start March 18<sup>th</sup>.
- b. Ten replacement floats will be available for pick-up this month. We are readying the existing floats to be launched, picking the 6 best until they can be replaced next year.
- c. I will be working on coordinating line striping and catch basin cleaning for this spring. We may have to work on a few crosswalks ourselves depending on the paint crew's availability this spring.

### **4. Capital Projects**

- a. Parking Lot Project - EDA has given approval to proceed with the low bid. Wright Pierce will provide official notice of award to Crooker Construction next week. We are planning to discuss the tentative work schedule with the engineer as soon as possible so we can then connect with stakeholders and the community. I should have a better update on next steps by the March 20<sup>th</sup> meeting.
- b. Keene Woods - GSBSD is likely to install new water lines in Keene Woods. This work could take place as soon as late 2024 or potentially in 2025. The Board should consider moving this road up on its list of road projects as we could come in immediately behind the project with improved drainage/new surface. I have been looking into the subdivision to determine if there are drainage easements as we need to find ways to improve the flow of water away from our roadway. We may benefit from involving an engineer to ensure legal and natural resource permitting is done correctly.

### **5. Meetings/Events**

- March 5, 8:00 AM to 8:00 PM @ Town Office - Presidential Primaries Election

- March 6, 4:30 PM @ Town Office - Select Board Budget Workshop/Regular Mtg
- March 11, 4:30 PM @ Town Office - Budget Committee Workshop
- March 11, 6:00 PM @ Town Office - Planning Board
- March 14, 10:00 AM @ Virtual - Cemetery Trustees
- March 13, 4:30 PM @ Town Office - Select Board Budget Workshop
- March 18, 4:30 PM @ Town Office - Budget Committee Workshop
- March 20, 4:30 PM @ Town Office - Select Board Budget Workshop/Regular Mtg
- March 25, 4:30 PM @ Town Office - Budget Committee Workshop





4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

17 Back Meadow Rd., Damanscottia, ME 04543

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No

7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
Ann's Book Bistro	CAR-2021-13131	17 Back Meadow Road Damariscotta, ME 04543

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Abigail White	6/28/67	Portland, ME

Residence address on all the above for previous 5 years	
Name Abigail White	Address: 443 West 56th St. New York, NY 10019 Apt 3-C
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

Trico Welton, 4 Oliefe Lane, Hot Springs Village, AR 71909



<sup>N/A</sup>  
18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

A gazebo area right in front of take-out window.  
\_\_\_\_\_  
\_\_\_\_\_

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Great Salt Bay School  
Distance: Three-quarters of a mile

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 2/7/24

  
Signature of Duly Authorized Person

Abigail White  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and



G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.



## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

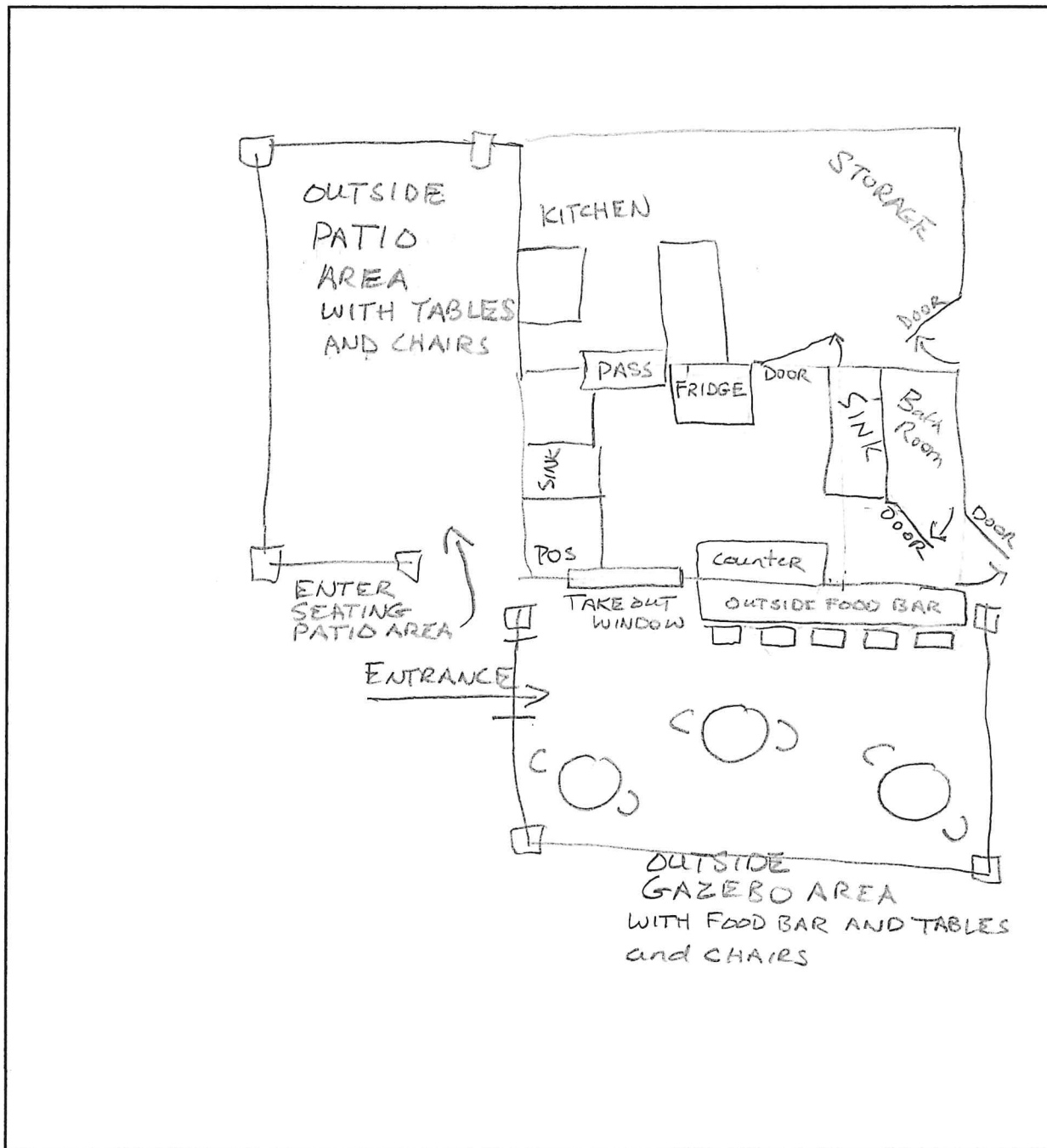
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Ann's Book Bistro LLC
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: 12/21/2020 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Abigail White	443 West 56 <sup>TH</sup> St. Apt 3-C New York, NY 10019	06/28/67	Owner	100%

(Ownership in non-publicly traded companies must add up to 100%.)

February 12, 2024  
Lincoln County News  
PO Box 520  
Newcastle, ME 04553

VIA email

Please include the following ad(s) as small as practicable for your February 29<sup>th</sup> edition(s) and bill the Town of Damariscotta accordingly. If you have any questions please contact Becky @ 563-5168.

Town of Damariscotta  
Public Hearing

The Municipal Officers of the Town of Damariscotta will hold public a hearing on **March 6, 2024 at 5:30 p.m.**, to hear public comments on the following:

- New Liquor License application for **Koko's Sandwich Bar** located at **603 Main Street**, Damariscotta.

All interested citizens are invited to attend.

A ZOOM meeting link will be available at [www.damariscottame.com](http://www.damariscottame.com) on the agenda once posted.

*Damariscotta Police Department*  
*Chief Jason Warlick*



*21 School Street*  
*Damariscotta, Maine 04543*  
*(207)563-1909 (207) 563-3200 fax (207) 563-8986*  
*email: jwarlick@damariscottame.com*

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*TOGETHER WE MAKE A DIFFERENCE*

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February 13, 2024

Board of Selectman  
Town of Damariscotta  
21 School Street  
Damariscotta, Maine 04543

Re: Koko's Sandwich Bar

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving Koko's Sandwich Bar located at 603 Main Street. Please see attached sheet for response to that address.

To our knowledge, none of these calls involved the serving of alcohol at Koko's Sandwich Bar. All attached calls were under the previous establishment.

Please do not hesitate to contact me if you have further concerns or questions regarding this information.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Warlick", written over a horizontal line.

Chief Jason Warlick  
Damariscotta Police Department

Apt #	Year MM DD Time	Reason	Action	Call #	Site #	Vicinity
	2023 12 18 0029	MOTOR VEHICLE STOP	Citation/Warning Issued	23-45999		N
	2023 12 03 0717	PROPERTY CHECK	Building/Area Checked/Secured	23-43925	410	N
	2023 11 23 0702	PROPERTY CHECK	Building/Area Checked/Secured	23-42615	410	N
	2023 11 11 0645	PROPERTY CHECK	Building/Area Checked/Secured	23-41126	410	N
	2023 11 10 0646	PROPERTY CHECK	Building/Area Checked/Secured	23-40948	410	N
	2023 11 05 0649	PROPERTY CHECK	Building/Area Checked/Secured	23-40279	410	N
	2023 11 04 0701	PROPERTY CHECK	Building/Area Checked/Secured	23-40115	410	N
	2023 11 03 0636	PROPERTY CHECK	Building/Area Checked/Secured	23-39881	410	N
	2023 11 02 0601	PROPERTY CHECK	Building/Area Checked/Secured	23-39701	410	N
	2023 10 29 0651	PROPERTY CHECK	Building/Area Checked/Secured	23-39174	410	N
	2023 10 27 0631	PROPERTY CHECK	Building/Area Checked/Secured	23-38792	410	N
	2023 10 26 0655	PROPERTY CHECK	Building/Area Checked/Secured	23-38582	410	N
	2023 10 22 0646	PROPERTY CHECK	Building/Area Checked/Secured	23-38073	410	N
	2023 10 21 0657	PROPERTY CHECK	Building/Area Checked/Secured	23-37914	410	N
	2023 10 20 0642	PROPERTY CHECK	Building/Area Checked/Secured	23-37722	410	N
	2023 10 19 0730	PROPERTY CHECK	Building/Area Checked/Secured	23-37522	410	N
	2023 10 15 0658	PROPERTY CHECK	Building/Area Checked/Secured	23-36969	410	N
	2023 10 14 0641	PROPERTY CHECK	Building/Area Checked/Secured	23-36801	410	N
	2023 10 13 0642	PROPERTY CHECK	Building/Area Checked/Secured	23-36613	410	N
	2023 10 12 0640	PROPERTY CHECK	Building/Area Checked/Secured	23-36421	410	N
	2023 10 08 0606	PROPERTY CHECK	Building/Area Checked/Secured	23-35884	410	N
	2023 10 07 0640	PROPERTY CHECK	Building/Area Checked/Secured	23-35796	410	N
	2023 10 06 0713	PROPERTY CHECK	Building/Area Checked/Secured	23-35596	410	N
	2023 09 30 0636	PROPERTY CHECK	Building/Area Checked/Secured	23-34656	410	N
	2023 08 29 0839	FIRE, OTHER	Investigated	23-30093	410	Y
	2023 06 15 1250	TRAFFIC CONTROL	Services Rendered	23-19524		N
	2023 06 01 0838	FIRE, STRUCTURE	Investigated	23-17575	410	N
	2023 05 11 1918	MOTOR VEHICLE STOP	Citation/Warning Issued	23-14985		N
	2023 04 18 2044	MOTOR VEHICLE STOP	Citation/Warning Issued	23-11932	143	N
	2023 04 11 2020	MOTOR VEHICLE STOP	Citation/Warning Issued	23-11154		N
	2023 03 27 1914	MOTOR VEHICLE STOP	Citation/Warning Issued	23-9404		Y
	2022 10 25 1838	MOTOR VEHICLE STOP	Citation/Warning Issued	22-36208		N
	2022 04 13 1042	COMMUNITY POLICING	Services Rendered	22-11106	340	N
	2022 03 16 1831	MOTOR VEHICLE ACCIDENT	Investigated	22-7984		N
	2021 05 07 2058	MOTOR VEHICLE STOP	Citation/Warning Issued	21-16292		Y
	2021 02 11 1534	DISABLED MV	Services Rendered	21-5511	340	N
	2020 09 08 2214	PROPERTY CHECK	Building/Area Checked/Secured	20-35017	340	N
	2020 06 19 2007	MOTOR VEHICLE STOP	Citation/Warning Issued	20-21939		Y
	2020 06 15 2114	MOTOR VEHICLE STOP	Citation/Warning Issued	20-21325		N
	2020 05 24 0724	TRAFFIC CONTROL	Services Rendered	20-18079		N



**State of Maine**  
**Maine Coastal Program and Municipal Planning Assistance Program**  
**Fiscal Year 2025 Coastal Community Grant/Shore and Harbor Planning Grant**  
**Program Statement**

**Issued by:** Maine Coastal Program and Municipal Planning Assistance Program

**Note: Due to the impacts of the December 2023/January 2024 winter storms, this grant round will prioritize projects that help coastal communities increase the long-term resilience of their public waterfront facilities and access locations. Projects involving vulnerability assessments, design of resilient infrastructure, and climate-resilient public access planning will be prioritized.**

Letters of Intent are due by **March 29, 2024**, no later than 5:00 pm. Requirements are listed in the [Letter of Intent](#) Instructions.

Final Applications, by invitation only, are due on **May 31, 2024**, no later than 5:00 p.m. All Final Applications must be submitted electronically to [Ashley.Gamache@maine.gov](mailto:Ashley.Gamache@maine.gov).

All communication regarding this Program Statement must be sent to Ashley Gamache, Planner II at the Municipal Planning Assistance Program at [Ashley.Gamache@maine.gov](mailto:Ashley.Gamache@maine.gov).

All questions must be submitted by email to [Ashley.Gamache@maine.gov](mailto:Ashley.Gamache@maine.gov) by **March 1, 2024**, no later than 5:00 p.m. Responses to all questions will be compiled in writing and posted on the [Municipal Planning Assistance Program](#) and [Maine Coastal Program](#) websites by 5:00 p.m. on **March 8, 2024**.



## Table of Contents

SECTION 1. BACKGROUND .....	3
1.1 Eligibility .....	3
1.2 Grant Size and Duration .....	3
1.3 Description .....	4
1.4 Eligible Uses of Funds.....	4
1.5 Match Requirements .....	5
1.6 Social Equity .....	5
1.7 Cancellation Notice .....	5
1.8 Final Action .....	5
SECTION 2. GRANT PROGRAM DETAILS.....	6
2.1 Final Application Guidelines and Required Format .....	6
2.2 Selection and Award Process.....	9
2.3 Final Application Deadline and Submission .....	10
SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS .....	11
3.1 Grant Agreement .....	11
3.2 Pre-Award Costs.....	11
3.3 Reporting Requirements.....	11
3.4 Travel/Mileage Rate.....	11
APPENDIX I: Maine’s Coastal Zone .....	12
APPENDIX II: Resources for Coastal Resiliency Planning .....	13



## SECTION 1. BACKGROUND

Created in 1978, [Maine Coastal Program](#) (MCP) is a federal, state, and local partnership under the Coastal Zone Management Act of 1972 and is one of 34 coastal programs nationwide. Maine's program works in partnership with other state agencies, municipalities, regional councils, and other organizations, with the Maine Department of Marine Resources (DMR) serving as the lead agency. The Maine Coastal Program partners with the Municipal Planning Assistance Program at the Department of Agriculture, Conservation and Forestry to administer two grant programs, the Coastal Community Grant and the Shore and Harbor Planning Grant.

In response of the significant impacts from recent storms experienced by Maine's coastal communities, the Coastal Community Grant and Shore and Harbor Planning Grants have been combined into one single grant program. The match requirements were removed and the application process has been streamlined into a two-step process that includes a [Letter of Intent](#), followed by a Final Application by invitation only.

### 1.1 Eligibility

Eligible applicants include municipalities, unorganized townships, and Tribal Governments in [Maine's Coastal Zone](#), as well as coastal Regional Councils. Projects that include partnerships are strongly encouraged. Municipalities and townships in Maine's coastal zone are listed in [Appendix I](#) and on the [Coastal Program website](#). Coastal Regional Councils are defined as having some or all of their geography within the Maine coastal zone. Note, however, that funds from this grant program can only be used for projects in the coastal zone. Note that plans, designs, and other activities must focus on publicly owned properties and cannot be solely directed toward privately owned properties.

Municipal applicants are strongly encouraged to have a locally adopted [comprehensive plan](#) that is consistent with the Growth Management Law. However, under the extreme circumstances, it is not required in this program year.

### 1.2 Grant Size and Duration

Maine Coastal Program and the Municipal Planning Assistance Program plan to allocate a total of approximately \$300,000 during this grant round. The maximum award is \$50,000 and the minimum award is \$5,000; applicants may only submit one [Letter of Intent](#) for a maximum request of \$50,000 per proposed project. Grants are anticipated to be awarded in June 2024, with an expected start date on or after July 1, 2024. Projects must be completed, and deliverables received by December 31, 2025.

### 1.3 Description

The FY25 grants will provide resources on a competitive basis for coastal community resilience and public waterfront facility planning projects. This year, the focus been narrowed to address the following Priority Categories:

- Conduct climate vulnerability assessments including sea level rise, storm surge, and flooding at critical public facilities.
- Evaluate existing waterfront infrastructure resilience plans and design resilient infrastructure for vital waterfront facilities.
- Identify hazard-prone locations to integrate land conservation and public access planning, guiding development away from vulnerable areas.
- Develop a comprehensive inventory of public tidal access points and working waterfronts. Establish guidelines for responsible use and conservation.
- Review and recommend changes to municipal land use laws that address current and future coastal hazards.

Successful Final Applications must consider how current and future projected sea level rise, storm surge, and flooding will affect the design life of waterfront facilities and the resilience of the land and water areas that are the focus of the project. Applicants should follow recommendations identified in the Maine Climate Council's [Maine Won't Wait: A Four-Year Plan for Climate Action](#) (p. 25): "*...the Maine Climate Council recommends the state **commit** to manage for 1.5 feet of relative sea-level rise by 2050 and 4 feet by 2100. The Council also recommends the state **prepare** to manage for 3 feet of relative sea-level rise by 2050 and 8.8 feet by 2100.*" See [Appendix II](#) for additional information about how to plan for climate resilience.

Examples of past projects and "Lessons Learned" can be found on the MCP Example Projects, Maps, and Funding Summary [webpage](#) or MPAP's CCG Case Studies [webpage](#).

### 1.4 Eligible Uses of Funds

Eligible uses of funds include project personnel and fringe, contractual expenses, supplies, minor equipment, travel, indirect, and "other" (such as rental fees for meetings). **These funds may not be used for construction, computer equipment, permit fees, or to support ongoing staffing needs of the applicant organization.**

**Grant funds cannot be used for construction, but planning efforts must consider local ordinances and potential permit needs.** If a town participates in the National Flood Insurance Program, all development in a Special Flood Hazard Area (SFHA) requires a permit under a municipal Floodplain Management Ordinance, including repairs being made after a flood event. It is the community's responsibility to make a determination whether or not a building has incurred Substantial Damage, which is damage equaling or exceeding 50% of the building value only (land is not included in the formula). The Federal Emergency Management Agency (FEMA) has developed a [Substantial Damage Estimator Tool](#) to assist in estimating substantial damage

to structures caused by flood, wind, wildfire, seismic, and other events. FEMA has a [Substantial Improvement/Substantial Damage Desk Reference](#) that provides additional guidance for permitting and enforcing these requirements.

Note that if construction takes place without the proper permits, the community risks losing its enrollment in the National Flood Insurance Program which could have serious financial implications on property owners in other parts of the community.

### **1.5 Match Requirements**

In response of the urgent needs experienced as a result of recent winter storms, there will be no match requirement for the FY25 grants, however, if the total costs of the proposed project exceed the total award requested, the applicant must show sources of funding (committed or applied for) to complete the project.

### **1.6 Social Equity**

Maine's Climate Plan aims to create benefits across diverse populations of Maine people. Applicants should include robust community engagement in their final applications, for example inclusive planning processes so that diverse community voices are able to participate. Applicants should consider the potential benefits of the proposed projects and, if applicable, describe how the project distributes those benefits equitably. Up to five bonus points may be awarded to Final Applications that consider social equity.

Applicants are encouraged to refer to Maine Climate Council's [Vulnerability Mapping Website](#) and to Maine's [Social Vulnerability Index](#) (for a map and list of the vulnerability status of Maine towns), as well as the [U.S. Climate and Economic Justice Screening Tool](#). Vulnerable or disadvantaged communities are encouraged to apply.

### **1.7 Cancellation Notice**

The State of Maine reserves the right to cancel this Program Statement at any time.

### **1.8 Final Action**

Awards made through this program are considered final and are not subject to internal agency appeal. Any person aggrieved by a decision may pursue judicial review according to the provisions of 5 MRS§§ 11001 – 11008 within 30 days of the agency decision.

## SECTION 2. GRANT PROGRAM DETAILS

In response to the significant impacts from recent storms experienced by Maine’s coastal communities, the Coastal Community Grant and Shore and Harbor Planning Grant have been combined into a single grant program. Applicants may only apply once per proposed project. Given expected time constraints for local officials responding to unanticipated needs, we have streamlined the application process to include a single [Letter of Intent](#), followed by a Final Application by invitation only. Letters of Intent are due on **March 29, 2024**. Applicants who have been invited to complete a Final Application must address the grant requirements below. Final Applications are due on **May 31, 2024**.

### 2.1 Final Application Guidelines and Required Format

Final Applications exceeding ten pages in length, exclusive of the appendix, will not be accepted. See [Section E](#) below for guidance on the Appendix.

Final applications should include the following sections and information:

A. Applicant details:

#### Applicant Information:

Priority Category:			
Grant request amount:	\$		
Total project cost:	\$		
Applicant Name: (municipality, county, tribal government, or regional council)			
Physical Address:		City, Zip:	
Contact Name:		Title:	
Phone:		Email:	

#### Project Partner(s) (copy and paste for each additional Project Partner):

Partner Name:			
Partner Project Role:			
Physical Address:		City, Zip:	
Contact Name:		Title:	
Phone:		Email:	

B. Project Description

Project Title:	
Project Location*:	
Project Dates**:	

\* A map clearly identifying the project area must be included as an Appendix to the Letter of Intent.

\*\*Funding will be available from July 1, 2024 – December 31, 2025.

1. **Project Need:** Explain the need for the project, how it builds on any previous efforts (including past funding under this grant program), and how it fits with municipal, tribal, and/or regional goals. Identify the type and range of public support for the proposed project. If applicable, explain the nature, extent, and type of damage experienced in the winter 2023/2024 storms that this funding will address, and future concerns that the proposed planning project will begin to address. Describe how the proposed project fills a gap in other funding assistance you may have applied for or received. (Photos may be included as an Appendix.)
  
2. **Project Description:** Describe the proposed project. The description should identify how the grant funds will be used to meet one or more of the [Priority Categories](#).
  
3. **Project goals, outcomes, and deliverables:** Identify the goals, proposed outcomes, and deliverables from this project, including how the deliverables will be used, how the project will be implemented, and how the proposed project will benefit the community and/or region. Describe how the project will benefit vulnerable populations, if applicable. Describe how the grant funds will help achieve desired resilience improvements.
  
4. **Climate change considerations:** Discuss how the proposed project relates to the effective Flood Insurance Rate Map, as well as projected sea level rise, storm surge, and flooding for the project location using information from the [Maine Geological Survey Coastal Hazards](#) website. *Note that Maine Climate Council recommends the state **commit** to manage for 1.5 feet of relative sea-level rise by 2050, and 4 feet by 2100. The Council also recommends the state **prepare** to manage for 3 feet of relative sea-level rise by 2050 and 8.8 feet by 2100. Additional information can be found in the Maine Climate Council’s Science and Technical Committee reports ([Scientific Assessment of Climate Change and its Effects in Maine](#) and [Maine Climate Science Update 2021](#)). [Appendix II](#) of this Program Statement lists resources that will be helpful to applicants in planning for climate resilience.*

C. Project Tasks and Schedule

Provide a schedule listing specific project tasks by number and in sequence, including what will be done, by whom, and when each task will be completed. Applicants must

ensure that the project team has the capacity to complete the project. Include public engagement as a specific task at appropriate points in the project work plan, including the involvement of vulnerable populations, if applicable. Please account for the time needed to develop a short project summary at the conclusion of the project to share achievements and relevant lessons learned for other coastal municipalities. The project must be completed by December 31<sup>st</sup>, 2025.

The final application review team recognizes that a final application may be part of a larger project or a phase of a multi-year effort. In such instances, the final application should provide a description of:

- The expected overall project result
- How the portion of the project funded by the Coastal Community Grant/Shore and Harbor Planning Grant fits into the overall project
- What the Coastal Community Grant/Shore and Harbor Planning Grant will specifically address
- Funds needed to complete the project and a description of funds already committed or applied for.
- The projected timeline for funding or fully implementing the overall project.

**D. Project Budget**

Include a detailed budget for the requested funds using the budget tables below. If this funding is part of a larger package of funding needed to complete the project, please indicate the source(s) of the remaining funds and their status (e.g., “requested,” “in hand,” etc.). Please provide realistic budgets based on estimates provided by consultants or through research of the costs of similar projects; please explain how the budget was created. Please budget for the development of a short project summary at the conclusion of the project (as noted in C above). Applicants may devote no more than \$2,500 towards grant writing to raise funds to implement the overall project. Use of funds for grant writing must be identified as a specific task in the project budget.

**Table 1: Budget Estimates by Task**

Task Number	Task Description	Deliverables	Task To Be Completed By	Fund Source		Total Cost by Task
				Grant	Additional funds	
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Table 2: Budget Estimates by Cost Category**

Note: Grant funds cannot be used to support the ongoing staff needs of the applicant organization(s).

Cost Category	MCP Grant	Additional Funds	Total Cost
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Indirect			
<b>Totals</b>			

Note: If indirect expenses are requested, please include an explanation of how your rate is calculated and applied in the final application appendix.

**Budget reminder:**

Grant funds CANNOT be used for construction, purchase of computer equipment, permit fees, or to support the ongoing staff needs of the applicant organization(s).

E. Appendix

The appendix must include:

1. Resumes of key project and administrative staff, consultants, and partners
  - a. If a consultant will be hired after the grant is awarded, their resume may be submitted after the contract is finalized. Resumes for project managers and administrative staff must be submitted with the final application.
2. Letters of support from all project partners
3. Pertinent maps or other essential (brief) supporting documents
4. If indirect is requested, an explanation of indirect rate calculation and how it is applied.

**2.2 Selection and Award Process**

Potential applicants who have submitted successful Letters of Intent will be invited to submit a final application. Maine Coastal Program and the Municipal Planning Assistance Program will notify applicants who have been selected to submit a final application by April 12, 2024. An invitation to submit a final application does not imply project funding.

Final applications by invitation only will be evaluated by a team of qualified reviewers who will judge the merits of the final application based on the following criteria:

- Cost-effectiveness (25 points)
- Evidence that the proposed project will make measurable improvements in coastal community resilience in light of current and anticipated storm surge, flooding, and sea level rise (25 points)
- Quality of final application, project feasibility, and readiness (20 points)
- Applicant and subcontractor qualifications and capacity to perform the work and past performance with Maine Coastal Program grants (15 points)
- Consistency with and contribution to local and regional efforts and priorities (15 points)
- Vulnerable or disadvantaged community (as defined by the [Social Vulnerability Index](#) or the [U.S. Climate and Economic Justice Screening Tool](#)) (5 bonus points)
- Effectively addressing social equity and incorporating diverse community members (Up to 5 bonus points)

Notice of an award or non-award is expected to be sent in June 2024, and awards will be finalized by late June 2024. **Note that no expenses will be reimbursed prior to the date that the contract is signed by both the successful grant recipient and the State of Maine.**

### 2.3 Final Application Deadline and Submission

Letters of Intent are due on **March 29, 2024**. Only applicants who have been invited to complete a Final Application may apply.

All questions must be submitted by email to [Ashley.Gamache@maine.gov](mailto:Ashley.Gamache@maine.gov) by **March 1, 2024**, no later than 5:00 p.m. Please include in the subject line “CCG/SHG Grant – Questions.” Responses to all questions will be compiled in writing and posted on the [Municipal Planning Assistance Program](#) and [Maine Coastal Program](#) websites by 5:00 p.m. on **March 8, 2024**. Only those answers issued in writing on these websites will be considered binding.

Final Applications are due by 5 p.m. on **Friday, May 31, 2024**. Electronic submittals are required. Final Applications emailed after 5 p.m. will not be accepted. Neither the Municipal Planning Assistance Program nor the Maine Coastal Program assumes any liability for assuring accurate, complete, or on-time email transmission and receipt.

Electronic submittals should be sent to [Ashley.Gamache@maine.gov](mailto:Ashley.Gamache@maine.gov) with ‘CCG/SHG Final Application – [Municipality/Organization Name]’ in the subject line. Final Applications must be submitted in a single PDF file. Please note that the State email firewall may block the transmission of large files. MCP/MPAP will confirm receipt of final applications by 5:00 pm on May 31.

Emails containing links to file-sharing sites or online file repositories will not be accepted, nor will encrypted emails, which require opening attachments and logging into a proprietary system. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your final application submission.



## SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS

### 3.1 Grant Agreement

Grant recipients must enter into a written Grant Agreement in the form of a standard State of Maine contract, a template of which (Service Contract (SC)) is available for viewing on the State of Maine's [Division of Procurement Services' Forms](#).

### 3.2 Pre-Award Costs

The State of Maine is not liable for any costs incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. Maine Coastal Program and Municipal Planning Assistance Program **cannot authorize any payments for work completed prior to the effective date** of a fully executed grant contract.

### 3.3 Reporting Requirements

Semi-annual progress reports and a final report are required. The final report must include all remaining deliverables according to the executed contract.

### 3.4 Travel/Mileage Rate

The vehicle mileage reimbursement rate is the current rate used by the State of Maine. At the time of issuance of this program statement, that rate is \$0.50 per mile. The rate is expected to increase to 80% of the federal rate on November 1, 2024. Please confirm the mileage rate at this website: [Mileage & Other Info | Office of the State Controller \(maine.gov\)](#).

## APPENDIX I: Maine's Coastal Zone

Addison	Franklin	Robbinston
Alna	Freeport	Rockland
Arrowsic	Frenchboro	Rockport
Arundel	Friendship	Roque Bluffs
Augusta	Gardiner	Saco
Bangor	Georgetown	Saint George
Bar Harbor	Gouldsboro	Scarborough
Bath	Hallowell	Searsport
Beals	Hampden	Sedgwick
Belfast	Hancock	Sorrento
Biddeford	Harpswell	South Berwick
Blue Hill	Harrington	South Bristol
Boothbay	Isle au Haut	South Portland
Boothbay Harbor	Islesboro	South Thomaston
Bowdoinham	Jonesboro	Southport
Bradley	Jonesport	Southwest Harbor
Bremen	Kennebunk	Steuben
Brewer	Kennebunkport	Stockton Springs
Bristol	Kittery	Stonington
Brooklin	Lamoine	Sullivan
Brooksville	Lincolnton	Surry
Brunswick	Long Island	Swans Island
Bucksport	Lubec	T7 SD BPP
Calais	Machias	Thomaston
Camden	Machiasport	Topsham
Cape Elizabeth	Marshfield	Tremont
Castine	Matinicus Isle Plantation	Trenton
Chebeague Island	Milbridge	Trescott Township
Chelsea	Monhegan Island Plantation	Veazie
Cherryfield	Mount Desert	Verona Island
Columbia	Muscle Ridge Township	Vinalhaven
Columbia Falls	Newcastle	Waldoboro
Cranberry Isles	Nobleboro	Warren
Criehaven Township	North Haven	Wells
Cumberland	Northport	West Bath
Cushing	Ogunquit	Westport Island
Cutler	Old Orchard Beach	Whiting
Damariscotta	Orland	Winter Harbor
Deer Isle	Orono	Winterport
Dennysville	Orrington	Wiscasset
Dresden	Owls Head	Woolwich
East Machias	Pembroke	Yarmouth
Eastport	Penobscot	York
Eddington	Perkins Township, Swan Island	
Edgecomb	Perry	
Edmunds Township	Phippsburg	
Eliot	Pittston	
Ellsworth	Portland	
Falmouth	Prospect	
Farmingdale	Randolph	
Frankfort	Richmond	

## APPENDIX II: Resources for Coastal Resiliency Planning

[Municipal Climate Adaptation Series](#) The **Municipal Planning Assistance Program (MPAP)** at the Department of Agriculture, Conservation and Forestry and Maine’s Regional Planning Organizations collaborated on these documents explaining how to identify threats to community resources, and how to respond to those threats by integrating climate adaptation measures into existing local policies, practices and ordinances. Along with an overview document, the series addresses nine different areas of municipal responsibility: Transportation, Stream Crossings, Wastewater, Drinking Water, Storm Water, Comprehensive Planning, Shoreland Zoning, Site Plan Review and Subdivision Review. The Guidance series and other climate-related planning resources can be found at the [Planning for Climate Variability Website](#).

### [Beginning with Habitat](#)

This Department of Inland Fisheries & Wildlife (IF&W) website provides habitat maps to Maine municipalities to help guide conservation efforts. These maps include maps information about aquatic and shoreline habitats.

### [Maine Flood Resilience Checklist](#)

This simple and practical self-assessment tool can help communities evaluate how well-positioned they are to prepare for, respond to, and recover from flooding events and sea level rise. It provides a framework for examining flood risk, assessing vulnerability of the natural, built, and social environments, and identifying ways to enhance resilience.

### [Coastal Hazards Webpage](#)

This **Maine Geological Survey (MGS)** webpage provides several different datasets to support completion of the Flood Resilience Checklist and general coastal resiliency planning, including:

- a. Beach Mapping Shoreline Change – mapping of shoreline changes and beach features along the majority of southern Maine’s beaches
- b. Highest Astronomical Tide Line – mapping of the extent and values of the HAT in support of Maine’s Shoreland Zoning
- c. Sea Level Rise/Storm Surge – mapping of the potential inundation associated with a variety of future sea level rise or storm surge scenarios
- d. Sea Lake and Overland Surges from Hurricanes - mapping of the potential inland inundation from landfalling hurricanes

For additional sea level rise information, see the Maine Geological Survey [Spatial Data website](#)

### [Multi-town Infrastructure Planning Webpage](#)

Maine Coastal Program (MCP) led this project to analyze the resilience of working waterfront infrastructure in the Penobscot Bay region under future sea level rise scenarios and estimate potential costs for repairs and upgrades.

### [Living Shorelines Webpage](#)

An **MGS** webpage with resources related to Living Shorelines in Maine.

### [Tidal Marshes and Marsh Migration](#)

The **Maine Natural Areas Program (MNAP)** webpage provides currently-available data related to tidal marshes, tidal marsh migration, and undeveloped blocks under various sea level rise scenarios.

#### [Coastwise](#)

This **MCP-led** project provides guidance for restoring tidal restrictions.

#### [Maine Stream Habitat Viewer](#)

This **MCP-led** viewer provides information about non-tidal stream crossings and barriers that could affect fish passage.

#### [Tidal Restrictions Atlas](#)

This **MCP-led** viewer shows road restrictions in tidal areas and areas likely to become tidal under a range of sea level rise scenarios.

[Floodplain Mapping Resources](#) The **Maine Floodplain Management Program** webpage provides online floodplain maps as well as a wealth of supporting information on state and Federal flood mapping about the National Flood Insurance Program.

#### [Maine Coastal Resilience](#)

These **Nature Conservancy (TNC)-led** web mapping tools were developed in partnership with MGS and the MNAP at the Department of Agriculture, Conservation and Forestry. The tools help identify conservation opportunities in three areas:

- a. The Future Habitat Explorer predicts tidal marsh expansion with rising seas, informing coastal protection decisions.
- b. The Aquatic Barrier Prioritization tool helps identify fish-passage restoration projects in the Penobscot River basin.
- c. The Coastal Risk Explorer helps communities plan for sea level rise by

identifying roads that may be flooded and inaccessible in an emergency.

#### **Other Resources**

##### [Maine Social Vulnerability Index](#)

Bowdoin College and The Nature Conservancy maintain the Maine Social Vulnerability Index, which shows vulnerable communities based on socioeconomic and demographic data.

##### [Climate and Economic Justice Screening Tool \(CEJST\)](#)

This tool shows overburdened and underserved census tracts using nationally consistent data.

#### **Maine Climate Council**

[Maine Climate Council](#) website and “*Maine Won’t Wait: A Four-Year Plan for Climate Action*”

#### **Maine Department of Environmental Protection**

[Maine Climate Hub](#)

[Maine Adaptation Toolkit](#)