



Town of Damariscotta Select Board Meeting

August 6, 2025

Town Office, 21 School St

5:30 PM

Join Virtually

Meeting: <https://us02web.zoom.us/j/85228756628>

AGENDA

- I. Pledge of Allegiance**
- II. Public Hearing**
 1. Entertainment License: KoKo's Sandwich Shop
- III. Call Select Board Meeting to Order**
 - 1. Minutes**
 - i. July 16, 2025
 - 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. Interim Police Chief Oath Ceremony
 - ii. Police Chief Evaluation Committee Formation and Appointment
 - iii. Liquor License Renewal: Schooner Landing
 - iv. Entertainment License Approval:
 1. Schooner Landing
 2. KoKo's Sandwich Shop
 - v. Marijuana License Renewal - Greenport
 - vi. Comprehensive Plan Implementation Committee Formation
 - vii. Municipal Building Reserve Authorization: Entry Doors
 - viii. FY 25 Carry Forward Request - Financial Audit Service Fees
 - ix. Cemetery Deeds: Libby, Hillside Cemetery, Lots 1114-1117
 - x. Perpetual Care Contracts: Libby, Hillside Cemetery, Lots 1114-1117
 - 6. Select Board's Discussion Items**
 - i. Entertainment/Special Amusement Permit Process
 - ii. Business Licensing Ordinance
 - 7. Executive Session: Pursuant to 1 MRSA 405 6C.** Discussion or consideration of the condition, acquisition or the use of real or personal property
 - 8. Adjournment**

TOWN OF DAMARISCOTTA

INITIAL APPLICATION FOR ENTERTAINMENT/SPECIAL AMUSEMENT PERMIT

Under M.R.S.A. Title 28-A, § 1054. Without the permit described in subsection 2, no licensee for sale of liquor to be consumed on the premises may allow any: music, except radio or other mechanical device; dancing; or entertainment of any sort without having first obtained an entertainment (special amusement) permit. Before granting a new initial permit and after reasonable notice to the municipality and the applicant, the municipal officers shall hold a public hearing at which the municipal officers shall take testimony of the applicant and any interested members of the public.

A non-refundable fee, which is listed in the Town's fee schedule, is required to cover the cost of advertising in the Lincoln County News and for administrative processing.

Current License Expires: New License

Name of Organization: Koko's Sandwich Bar

Organization Phone #: 207-563-1004

Location of Entertainment: 603 MAIN STREET

Planned Time/Hours: DAILY 11am-3pm; FRI-SAT 11am-8pm

Lighting & Noise Level: LOW

Days of Occurrence: 1st Event AUGUST 16TH 5-8 PM

The applicant certifies that the information provided herein is true to the best of the applicant's knowledge and authorizes the Town to advertise as required in the application process.

[Signature]
Signature of Applicant

Town Manager or Town Clerk

7/28/25
Date

Date

Board of Selectmen:

Daryl Fraser

Tom Anderson

Daniel Hunter

Andrea Keushguerian

Joshua Pinkham

Signed by the Board of Selectmen on this date _____

License Expires: _____

Fee Paid _____	Date _____	Clerks initials _____
Ad to run in <u>07.31.25</u> edition of the Lincoln County News		
Hearing to be held on Wednesday, <u>08.06.25</u> at <u>5:30PM</u> at the Municipal Building at 21 School St.		
Applicant notified of said hearing _____		
Police Report obtained _____		



**Town of Damariscotta
Board of Assessors and Select Board
Meeting**

July 16, 2025

**Town Office
21 School St
5:30 PM**

Join Virtually

Meeting: <https://us02web.zoom.us/j/87460382770>

MINUTES

Attendance

Select Board: Daryl Fraser, Tom Anderson, Andrea Keushguerian, Dan Hunter, Darryl Day

Other: Andrew Dorr, Town Manager; John Roberts, Fire Chief; Jason Warlick, Police Chief; Rob Duplisea, RJD Appraisal; Ed Hodgins, RJD Appraisal; Chad Cowan, Fire Department; Carole Florman, Jenny Begin, Lissette Griffin, Amy Lalime, Joan Schwartz

1. Pledge of Allegiance

8. Official Action Items

Police Officer Oath Ceremony

Chief Warlick commented to the room that Mr. Magnoli was already sworn in as an officer, constitutionally, but in order for him to succeed and truly become a part of this community he liked to hold this pinning ceremony. Office Connor Magnoli swore to the following:

To uphold the constitution of the United States, both state and federal laws and while doing so will you be professional, courteous, respectful, and mindful of others during your duties as a patrol officer for the Town of Damariscotta;

To develop strong relationships with the citizens, staff and community;

To be the best you can be everyday both on and off duty;

Will you strive to be an ambassador for our community and leave a positive impression in the minds of all you encounter during your duties as a Damariscotta Police Officer.

To serve the Town of Damariscotts everyday to the best of your abilities.

The Chief continued: It is my honor to introduce Patrol Office Connor Magnoli to the Select Board, citizens, and community members of Damariscotts. There is no doubt in my mind he will be a great and respected member within the department and community.

We look forward to mentoring him and working towards making him feel welcome and part of our team.

2. Call Board of Assessors' Meeting to Order

Fraser called the Board of Assessor's meeting to order.

i. FY 26 Tax Commitment Review and Possible Action

Rob Duplisea and Ed Hodgins from RJD Appraisal reviewed the TIF captured value calculations. Large variations from the 2024-2025 data included property that became nonexempt (1-50-3) and an increase in personal property value (1-59), making the maximum capture value \$5,254,000. They continued to walk the Board members through the proposed 2025-2026 municipal tax rate calculation form. Duplisea explained that most of the form was simply mathematical formulas based on the known entered figures.

Motion by Fraser to set the mil rate for 2025-26 at 21.03

Second by Hunter

Vote: 5/0/0

Motion by Fraser to adjourn the Assessors meeting

Second by Keushguerian

Vote: 5/0/0

Fraser and Hunter both commented that the Board of Selectman were taking applications for Budget Committee members through September.

Jenny Begin raised her hand to volunteer to serve on this committee saying "we need to figure this out - it's becoming unaffordable to live in Damariscotta"

3. Call Select Board Meeting to Order

Fraser called the Board of Selectman's meeting to order.

4 Minutes

i. July 2, 2025

Motion by Anderson to approve the minutes of July 2, 2025 as presented.

Second by Keushguerian

Vote: 5/0/0

5. Financial Reports

i. Payroll Warrants # ____

Motion by Fraser to approve payroll warrant #2

Second by Day

Vote: 5/0/0

Accounts Payable Warrants #____

Motion by Fraser to approve accounts payable #63 ('25) and #3 ('26).
Second by Anderson
Vote 5/0/0

6. Citizen Comments and General Correspondence

Fraser asked the audience for any comments. Most wanted to discuss the Police Chief search and preferred to wait for that agenda item.

7. Town Manager's Report

Dorr presented a written report. Keushguerian commented that his report was very well done, comprehensive and very easy to read.

8. Official Action Items

ii. Ladder Truck Bid Acceptance

Chief Roberts gave a special thanks to members of the truck committee, for volunteering over 200 hours to the process. In a detailed powerpoint presentation to the Board, he reviewed the process, responses, scoring methodology and scoring summary by responding vendor. Detailed diagrams and photos were also provided. The committee recommended accepting the proposal by Pierce.

Fraser commented that the scoring plan seems to have worked out well. The Chief said they had used this methodology in previous bids, but had actually included it in with the bid specifications this time.

Anderson agreed that a lot of work had gone into this entire process. Keushguerian wondered where the engine was actually manufactured and that it was important to move on this before the price goes up. Roberts replied that he believed it was made in Wisconsin and was not sure when prices would actually increase. Fraser asked about any warranties. The Chief said 1 year bumper to bumper was standard and other equipment would have additional manufacturer warranties. Fraser continued by commending the Chief and Fire Company for all their work and time. It was eye opening and not a very simple task. The specs were over 50 pages.

Motion by Anderson to

- Approve the purchase of the Pierce Proposal with options - Ladder/Quint cost of up to \$1,733,001
- Utilize \$500,000 prepayment from the Fire Truck Reserve with the balance to be paid on completion of the truck by Bond (delivery timeframe appr. 40-43 months after the contract is signed)
- Authorize the Town Manager to sign the contract
- Authorize contingency of \$25,000 for change orders that can be approved by the Fire Chief.

Second by Day

Vote: 5/0/0

iii. Liquor License Renewal

1. Maine Boats LLC @ 47 Main St
2. Damariscotta River Grill @ 155 Main St

Motion by Fraser to approve the liquor license renewals for Maine Boats LLC and Damariscotta River Grill.

Second by Keushguerian

Vote: 5/0/0

iv. Qualified Catering Permit Maurer and Partners @ 12 Round Top Ln

Motion by Hunter to approve the qualified catering permit for Maurer and Partners @Round top Lane

Second by Anderson

Vote: 5/0/0

v. Accept FY 23 Audit

Motion by Hunter to accept the FY 2023 Audit

Second by Day

Vote: 5/0/0

vi. FY 25 Carryforward Request

Dorr distributed updated recommended 2024-2025 carryforward expenses by department. Some of the items include funding for the strategic planning, MCOG site planning, the MCS intern, repairs for the Town office doors, the Police Chief search and department evaluation, knoxbox upgrades for the Fire Department, the bathroom addition at Public Works, catch basin cleaning and some tree work at Hillside cemetery.

Hunter asked about the fire hydrants which had appeared on the original document. Dorr replied that that invoice had been paid on the latest warrant, which is why the document had been updated.

Motion by Fraser to approve the FY25 Carryforward request for \$131,230 as recommended.

Second by Anderson

Vote 5/0/0

9. Select Board's Discussion Items

i. Police Chief Search Next Steps

Fraser commented on the article about the Chief's departure in LCN. Responses online were amazing. This is not going to be an easy process.

Dorr stated that a consultant should probably be used. He provided a proposal from the Maine Chiefs of Police Association (MCPA) and said they would be in the best position to assist with a selection process and potentially a departmental evaluation/assessment process. He was aware of another that covered NH and MA but had not reached out to them. All Board members agreed community input would be important. Anderson suggested fast tracking the selection process and doing some kind of evaluation in parallel. Some kind of a hybrid proposal was suggested. Dorr said he would go back to MCPA for further discussion and a firm proposal. Joan Schwartz asked if there would be an RFP process? Dorr answered, "no". Anderson added that we need someone who has experience doing this work. Chief Warlick added that MCPA is run by current Chiefs of Police. They are very professional, very thorough and community input is considered part of the process. He would recommend them. He also spoke about how competency testing for new officers was not going to be part of the academy requirements any more, but most Chiefs want to adopt some kind of process at the department level.

Carol Forman, spoke about trust in our police and the importance of the community's values. She referenced LD1971 and potential 287 agreements and hoped our local law enforcement would not participate with ICE. A letter from Mary Devlin (read by Jenny Begin) and Jenny Begin echoed Ms Forman's opinion that there should be no police cooperation with ICE.

Joan Schwartz, from Lincoln County Indivisible Maine, emphasized the importance of community input and supported all previous statements. She went on to comment that she was shocked and appalled by Fraser's behavior at a recent protest on the bridge. She thought he should be held to a higher standard. He replied that he was voicing his opinion as allowed under the first amendment just as the protesters were being allowed to do so.

Hunter asked who the Police Chief reports to. Dorr replied, The Town Manager.

Chief Warlick added that if the decision was made to work with MCPA that folks would be pleasantly surprised with their work and that all community voices would be heard.

Begin asked whether the evaluation process would happen first as it was critical to understand what residents want before the selection is made. Fraser reiterated that the search process and the evaluation/assessment process could happen at the same time.

There was consensus of the Board for the Town manager to go back to MCPA for a hybrid proposal to conduct the Chief search and provide an independent assessment of the overall operations of the police department.

10. Motion by Fraser to go into Executive session 1 M.R.S. § 405 (6)(A) to discuss personnel matters

Second by Day

Vote:5/0/0

Motion by Fraser to exit Executive session 1 M.R.S. § 405 (6)(A) Personnel Matters

Second by Day

Vote:5/0/0

Motion by Anderson to appoint Phil Tessier as interim Chief effective August 1, 2025.

Second by Fraser

Vote: 5/0/0

11. Adjournment

Motion by Fraser to adjourn

Second by Keushguerian

Vote: 5/0/0



Town of Damariscotta
21 School St
Damariscotta, ME 04543
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MEMO

To: Select Board
From: Andrew Dorr, Town Manager
Date: July 30, 2025
Re: Comprehensive Plan Implementation Committee

Overview:

Michael has prepared an overview (see attached) of the successful implementation of a few Maine towns with best practices for an implementation committee. Based on this research and additional information, attached is a proposed outline for the formation of the Comprehensive Plan Implementation Committee.

If the board has any proposed changes, please state them at the meeting and the document can be updated to reflect the board's changes. If approved, Michael and I can discuss potential committee members for your consideration at a future meeting.

Recommended Action:

Create the Comprehensive Plan Implementation Committee and begin recruiting potential members to fill the desired perspectives. Prospective members will be approved by the Select Board at a future date.

Possible Motion:

Move to create the Comprehensive Plan Implementation Committee as referenced in the shared document.

Comprehensive Plan Implementation Committee Structure and Best Practices

The Town of Damariscotta's 2024 Comprehensive Plan recommends the creation of an implementation committee. To ensure the Town is as effective as possible in implementing the Plan over the next ten years, the following best practices and successful examples in other communities are provided for the Select Board's consideration.

Implementation Committees range in size and scope depending on a municipality's resources and tradition. Smaller towns may have informal or volunteer-led committees while cities (even small ones) may rely almost entirely on staff or professional resources. Examples of success can be found regardless of composition. Damariscotta has staff it can draw upon, but will also need to leverage volunteer effort if it is to successfully implement much of its Plan. Damariscotta is fortunate to have many knowledgeable and interested community members as well as many potential partner organizations located within its borders or nearby. These three groups—community members, Town staff, and partner organizations—are essential components for a successful Implementation Committee. The way in which these components are structured, operate, and fit within the larger municipal structure will need to be considered and defined.

General Overview Of Comprehensive Plan & Implementation Matrix Structure

The Comprehensive Plan reviews existing conditions within 15 topic areas and explores potential opportunities and challenges facing the community. From this review, the Plan identifies and recommends a range of Goals, Policies, and Strategies. In total, the Plan identifies 35 goals, 94 policies, and almost 200 individual strategies.

Topic Areas:

- | | | |
|------------------------------|----------------------|---------------------------------------|
| 1. Future Land Use | 6. Economy | 11. Recreation |
| 2. Population & Demographics | 7. Housing | 12. Transportation |
| 3. Historic & Archeological | 8. Natural Resources | 13. Public Facilities & Services |
| 4. Agriculture & Forestry | 9. Water Resources | 14. Existing Land Use |
| 5. Arts & Culture | 10. Marine Resources | 15. Fiscal Capacity & Capital Invest. |

In the context of this Plan, **goals** are broad, overarching, and relatively unchanging. They are meant to be visionary and give overall direction for the community. Next, **policies** begin to provide some definition and structure to the way the community should go about working towards the goals. Policies do not go so far as to define a process or action that should be taken, but should inform conversations about developing them. Finally, **strategies** are recommended actions or projects that are intended to implement policies and make progress towards achieving the community's goals.

While the recommended goals, policies, and strategies are discussed in context alongside the challenges and opportunities of each topic area chapter, for easy reference they are also provided all together at the end of the Plan in the Implementation Matrix. This matrix also provides recommended prioritization, starting dates, estimated time commitment, cost, and potential partner organizations.

Formation of the Implementation Committee

The Select Board should officially create a committee and formally appoint members to the committee. In addition the Select Board should:

- Provide a clear **purpose and charge** for the Implementation Committee which will help inform how the committee will be structured and should operate.
- Define a functional but flexible **structure** to encourage active and efficient progress on the range of issues while also simplifying management.
- Define the Implementation Committee's **relationship to other Town boards** and committees to ensure roles are understood and functional.
- **Engage** with the community about priorities and progress to encourage involvement and foster support for implementation efforts.

1. CLEAR PURPOSE & DIRECTIVE

The Select Board should define a clear and simple purpose for the committee. This will provide definition for why the committee exists, direction on what it should be working towards, and clarity for committee members, Town staff, the public, and Select Board members. The Committee's purpose might address or include the following:

- To provide information, guidance, and recommendations to the Select Board, the Budget Committee, and the legislative body in their respective decision making processes.
- To provide regular updates to the Select Board and to the community on progress and activity relevant to the Comprehensive Plan.
- To provide context and additional information to the Select Board and the community about policies and strategies recommended by the Comprehensive Plan.
- To define and monitor metrics by which the progress of implementation can be measured.
- To facilitate community conversations regarding the goals and policies identified by the Comprehensive Plan.
- To discuss and consider potential updates and amendments to the Comprehensive Plan.

2. COMMITTEE STRUCTURE & MEMBERSHIP

The Implementation Committee should be made up of members from four main groups, including interested and engaged **residents** who can devote sustained and regular time and effort; representatives from **strategic partners** that can assist the community in pursuing its goals; **Board members** from each of the Town's boards/commissions; and **Town staff**. A group of 7-9 people tends to be about as large as a single group can get while maintaining unified conversation and make decisions. This "Core" group of 7-9 people will be supported by and work with a range of other people including elected and appointed town officials, Town staff, and support from outside entities.

- The "**Core**" implementation committee (7-9 members) should be made up of:
 - **Citizens at Large (2-4):** Residents with diverse backgrounds, ages, and interests. This should include residents who participated in the Plan's development, especially early on in the 10-year implementation window.
 - **Key Partners (5-7):** Representatives from organizations that can provide direct support in implementation of strategies and policies. (e.g.: Chamber of Commerce, Maine Health, Coastal Rivers, YMCA, etc.)

The “Core” members should plan to attend all regular Implementation Committee meetings, which may be frequent, in addition to attending and leading some of the proposed ad-hoc subcommittees/working groups (see below re: subcommittees/working groups).

These members should be appointed by the Select Board to staggered 3-year terms with a desire and preference for those who are interested in serving for multiple terms.

- Members from each of the **Town’s boards and commissions** should be as involved as is practical in the activities of the “Core” implementation committee. The Select Board, Planning Board, and Historic Preservation Commission should designate one or two of their members to liaise with the core implementation committee.
 - **Board members (~3):** One—but not more than two—members of each Town board should try to attend all regular Implementation Committee meetings.

Attendance by elected and appointed Town officials at all regular meetings and many of the subcommittee meetings would be ideal. However, the reality of serving on even one board is that it is time consuming and a significant commitment. Recognizing this, it is recommended that board members rotate their attendance to ensure information passes between the groups but that individual members are not overcommitted. Depending on subcommittee topics, individual members of these boards may want to attend subcommittee meetings with another member handling attendance of regular meetings.

- **Town staff**, including the Town Manager and Town Planner, in addition to representatives from Public Works, Code Enforcement, Fire, Police, and other town departments as available, should attend committee meetings to provide insight on resources and feasibility, ensure communication within the Town government, provide access to Town data, and help coordinate staff efforts.

Other **local and quasi-municipal entities** (e.g., Lincoln County Regional Planning Commission, Great Salt Bay Sanitary District, the School Board) should be included in meetings as appropriate and kept informed of the committee’s progress and conversations. Several issues identified by the Comprehensive Plan either involve or will impact these groups and working together may be necessary or provide efficiencies.

Beyond local government resources, **State & Regional entities** should also be brought in as necessary and as available to assist in defining and choosing implementation strategies and guiding implementation efforts.

3. OPERATION & ALIGNMENT

The Implementation Committee should have a clearly defined relationship with the Select Board, Planning Board, other Town committees, and Town staff. The Committee should coordinate, not duplicate, efforts, and should facilitate decision making through recommendations. As an example, Yarmouth, Maine's Comprehensive Planning Committee, is charged with facilitating implementation by "coordinating with the Town Council, Planning Board, Town departments, School Department officials, and resident advisory boards, committees and commissions."¹

¹ https://yarmouth.me.us/government/boards_and_committees/comprehensive_planning_committee.php

- **Tracking & SMART Strategies:** The Comprehensive Plan already identifies SMART (Specific, Measurable, Attainable, Relevant, Timely) strategies as a recommended tool to promote implementation. In coordination with the forthcoming strategic plan, the Implementation Committee should define metrics by which progress can be measured and shared. The committee should plan on working with Town staff to utilize the Town website for publishing meeting schedules, agendas, minutes, and progress reports. In addition, online tools for public feedback or surveys might be considered in the future.
- **Annual Reporting:** The committee should produce an annual report to the Select Board and the community, detailing progress, challenges, and any recommended adjustments to the plan or implementation strategies. Looking to Yarmouth again, that implementation committee is required to "Regularly review the Comprehensive Plan and issue annual reports to the Planning Board and Town Council."²
- **Budget Considerations:** The Implementation Committee should be available for, if not directly involved with, annual budget discussions and conversations. While the Implementation Committee should not make official budget recommendations, it may want to advocate on a number of issues and should certainly bring a long-term perspective to conversations around annual budgets.
- **Subcommittees/Working Groups:** To tackle specific, complex tasks or to focus on particular sections of the plan (e.g., mobility improvement projects, ordinance amendments, etc.) the committee can form smaller subcommittees or working groups. This will allow for deeper dives into specific issues and leverages diverse expertise. These subcommittees would be open to public participation and can be formed or dissolved by the committee as needed.

4. PUBLIC ENGAGEMENT AND COMMUNICATION

While public engagement was an important part of the development of the Comprehensive Plan, ongoing engagement during implementation is vital. The Committee should host periodic public forums or workshops to gather information, solicit feedback, and inform the community about progress. While engagement with the broader community is an often difficult and time consuming element of implementing plans, actively engaging with community members—both sharing information as well as listening and drawing upon public input—is essential. It can foster support for public projects as well and ensure the public is well informed about what is going on in their community.

² https://yarmouth.me.us/government/boards_and_committees/comprehensive_planning_committee.php

Examples of Other Communities with Successful Comprehensive Plan Implementation

Many small to mid-sized towns in Maine and beyond have successfully implemented their comprehensive plans through dedicated committees and strategic efforts. While specific committee structures vary, common themes of success include strong public involvement, clear objectives, and consistent monitoring.

Examples from Maine:

- **Yarmouth, Maine:** Yarmouth's Comprehensive Planning Committee is very active and structured. They have a clear mandate to review, assess, recommend priorities, identify efficient strategies, and track progress. Their website prominently displays meeting materials and implementation updates, demonstrating transparency and ongoing work. Their plan also focuses on "preserve, enhance, transform" guiding principles for implementation.³
- **Skowhegan, Maine:** Skowhegan's 351-page comprehensive plan, developed over five years, aims to shape its future with an emphasis on "effective implementation and ongoing monitoring", "clear timelines and milestones", and "regular progress reviews and updates". Their focus areas include economic diversification, housing, and environmental sustainability.⁴
- **Belfast, Maine:** Belfast's 2024 Comprehensive Plan, a multi-year effort led by their Comprehensive Planning Committee, identifies housing, mobility, and climate solutions as immediate priorities.⁹ This indicates a clear action-oriented approach to implementation.

Key Takeaways from Successful Communities:

- **Action-Oriented Plans:** Successful comprehensive plans are not just vision documents; they contain actionable strategies with identified responsible parties and timelines.¹⁰ Damariscotta's plan with its implementation matrix is well-positioned for this.
- **Continuity and Consistency:** Maintaining momentum and consistency in implementation over time is crucial. This often involves regular committee meetings and consistent reporting.
- **Adaptability:** Plans need to be flexible enough to adapt to changing circumstances and new opportunities. Regular review and evaluation by the committee allow for necessary adjustments.
- **Communication:** Ongoing communication with the Selectboard, town staff, and the public builds support and ensures accountability.
- **Small Wins:** Celebrating small, incremental successes can help maintain enthusiasm and demonstrate progress.

By adopting a well-structured committee with diverse membership, clear procedures, and sustained support, Damariscotta can effectively translate its 2024 Comprehensive Plan into tangible improvements for the community.

³ https://yarmouth.me.us/government/boards_and_committees/comprehensive_planning_committee.php

⁴

<https://farmonaut.com/usa/skowhegans-10-year-vision-comprehensive-plan-workshop-shapes-maine-towns-future-growth/#:~:text=Review%20the%20full%20351%2Dpage,annual%20town%20meeting%20in%20June>

Potential Key Partners

- | | |
|--|----------------------------|
| 1. Historic & Archeological | Damariscotta Hist. Society |
| 2. Agriculture & Forestry | Morning Dew Farm |
| 3. Arts & Culture | Lincoln Theater |
| 4. Economy | Chamber of Commerce |
| 5. Housing | |
| 6. Natural Resources | |
| 7. Water Resources | |
| 8. Marine Resources | Coastal Rivers |
| 9. Recreation | YMCA |
| 10. Transportation | PSAC |
| Population & Demographics | |
| Public Facilities & Services | |
| Existing Land Use | |
| Fiscal Capacity & Capital Invest. | |



1. Committee Name

Damariscotta Comprehensive Plan Implementation Committee (CPIC)

2. Purpose

The Comprehensive Plan Implementation Committee is established to oversee and facilitate the implementation of the Damariscotta Comprehensive Plan (Adopted June 5, 2024), ensuring the Town's long-term vision for growth, development, and well-being is realized through coordinated efforts, strategic actions, and ongoing community engagement.

3. Objectives

The CPIC shall be charged with the following objectives:

- a. **Review and Assessment:** Regularly review the Comprehensive Plan and evaluate the progress of implementing its recommendations, goals, policies, and strategies.
- b. **Coordinate Implementation:** Work in conjunction with the Town Council, Planning Board, Town Departments, School Department officials, resident advisory boards, committees, and commissions to ensure a coordinated approach to implementing the Comprehensive Plan.
- c. **Prioritize and Recommend Actions:** Identify and prioritize the most efficient strategies for implementing the plan, and recommend adjustments to the Town Council, Planning Board, and other relevant bodies as needed.
- d. **Track and Monitor Progress:** Track the progress of implementing strategies and actions identified in the Comprehensive Plan, convening responsible parties to ensure goals are being addressed.
- e. **Recommend Ordinance Revisions:** Propose necessary updates or revisions to Town Ordinances to ensure consistency with the Comprehensive Plan's policies and goals.

- f. Community Engagement: Foster and encourage ongoing public input and participation in the implementation process, ensuring the Comprehensive Plan continues to reflect the community's needs and aspirations.

4. Membership

The CPIC shall consist of nine (9) members, appointed by the Damariscotta Select Board. The membership shall include:

- a. (1) Member from the Planning Board: To provide expertise in land use regulations and development review.
- b. (1) Member from the Select Board: To ensure communication and alignment with the Town's governing body.
- c. (7) Community Members: To represent a diverse range of perspectives, backgrounds, and interests within the Damariscotta community, including representatives from the business sector, environmental interests, potential organizational partners, and other community organizations.
 - i. (2) At-large residents
 - ii. (1) Natural Resources/Sustainability
 - iii. (1) Housing
 - iv. (1) Transportation/Recreation
 - v. (1) Economy/Business Community
 - vi. (1) Marine and Agricultural

Terms: Members shall be appointed for staggered terms of three years, ensuring continuity and experience within the committee.

5. Roles and Responsibilities of Members

- a. Actively participate in committee meetings and discussions.
- b. Be knowledgeable about the Damariscotta Comprehensive Plan and its objectives.
- c. Serve as a liaison between the CPIC and other Town boards, committees, and departments as assigned.
- d. Communicate with the public and gather input on implementation efforts.
- e. Provide expertise or insights relevant to the plan's various topic areas, as appropriate.
- f. Adhere to the Town of Damariscotta's established policies and procedures for boards and committees.

6. Officers

The CPIC shall elect a Chair and a Secretary annually at its first meeting of the fiscal year.

- a. Chairperson: Lead committee meetings, develop agendas in consultation with staff, and represent the CPIC in official communications.
- b. Secretary: Maintain accurate records of meetings, including agendas, minutes, and relevant documents.

7. Meetings

- a. The CPIC shall meet regularly, at least once a month, or as deemed necessary by the committee or the Select Board.
- b. All meetings shall be open to the public and conducted in accordance with Maine's Freedom of Access Act.
- c. Agendas shall be distributed to the Town Clerk at least three days prior to each meeting.
- d. Minutes of all meetings shall be kept and made available to the public.

8. Staff Support

The Town Manager's Office and the Department of Planning & Development shall provide administrative and technical support to the CPIC, including scheduling meetings, providing meeting materials, and assisting with research and analysis.

9. Reporting and Evaluation

- a. The CPIC shall submit an annual report to the Select Board and Planning Board, detailing progress on Comprehensive Plan implementation, identifying challenges, and recommending future actions.
- b. The CPIC shall evaluate its performance annually, assessing its effectiveness in meeting the stated objectives and identifying areas for improvement.

This forming document serves as a guideline and may be amended as needed with the approval of the Damariscotta Select Board.



Town of Damariscotta
21 School St
Damariscotta, ME 04543
(207) 563-5168 | (207) 563-6862 Fax
damariscottame.com

MEMO

To: Select Board
From: Andrew Dorr, Town Manager
Date: August 1, 2025
Re: Municipal Building Door Replacement

Overview:

For the last two years, we have considered replacing the doors on the west side of the municipal building. Last summer, we had Sargent Lock out of Rockland make some repairs that were necessary on multiple town buildings. Though we had learned the double doors would just simply need to be replaced in the short-term, the repairs seemed to work, for a while. Now, the same issues seem to appear where the rod on the door does not also drop into the threshold which results in an unsecure door. The employee entrance was okay for just a brief time, but appears to have either shifted just enough or something has caused the door to expand resulting in a situation where it simply is not able to open without risk of personal injury.

Jon was able to get a couple of companies to look at the doors and provide a quote, these are attached. We carried \$10,000 from FY 25 for this work thinking only one set of doors would be able to be done and it appears for less than \$2,000 more we could have both sets replaced. There are a few items that may not be included in the quote, so there should be some contingency to afford minor changes.

Recommended Action:

Engage with PDQ to replace both the double door and the employee entrance door. Utilize the municipal building reserve to cover the difference.

Possible Motion:

Move to authorize the Town Manager to execute a contract to replace the doors at the municipal building as quoted and to authorize the use of up to \$3,000 from the municipal building reserve.



209A State Road
 West Bath, Maine 04530
 888-559-3667 pdqdoor.com

Estimate

Date 7/17/2025 Proposal# T209379

Rockport Waterville Hampden Houlton

Submitted To:

Ship To:

Town Of Damariscotta
 Attn:John
 .21 Scholl Street
 Damariscotta, Me 04543

Terms	Rep	P.O. # / Job Name	Customer Phone	Customer Fax
Net 10	Chris		207-975-5972	
Description	Qty	U/M	Rate	Total
6068 Double Steel entry door and frame with panic bar with lock bars closer threshold, kick plates, w/s	1		0.00	0.00
3068 LHR Steel entry door with panic bar with lock bars closer threshold, kick plates, w/s	1		0.00	0.00
This job is a change out of old and install of new. Price includes tax and labor			11,078.00	11,078.00
Total				\$11,078.00

Take Down/Haul Away is included unless otherwise noted.

Trim boards must be installed prior to weatherstripping. Additional charge of \$99.00 to install at a later date.

Additional charges will apply if garage floor is not poured at the time of installation.

All warranties are void if installation is required prior to roof and wall sheathing installation. We do not install doors directly to sheetrock.

Customer is responsible for any high voltage wiring (e.g. hardwiring, outlets) If job needs to be prewired there will be additional charges.

“DUE TO RAPIDLY ESCALATING COST OF MATERIALS THIS QUOTE IS VALID FOR NO MORE THAN 5 DAYS”. All prices are contingent upon site inspection.

*Signature below indicates that you accept the terms of the agreement. All unpaid balances in excess of 30 days will be subject to 1.5% per month late charge plus reasonable collection costs including court fees, service fees, and attorney's fees.

Printed Name: _____ Signature: _____ Date: _____

West Bath Phone #	West Bath Fax#	West Bath Toll Free	West Bath E-mail
207-443-7426	207-443-6152	888-559-3667	chrisf@pdqdoor.com

Krah Builders Inc.

20 Paradise Rd.
Newcastle, ME 04553
(207) 380-6307

Estimate

DATE	Estimate #
7/15/2025	1678

TOWN OF DAMARISCOTTA
21 SCHOOL ST.
DAMARISCOTTA, ME 04543

			PROJECT
			single back door
HRS / QTY	DESCRIPTION	RATE	TOTAL
	This is an estimate to replace the single back door of the town office.		
	LABOR 2 MEN	1,750.00	1,750.00
	MATERIALS	4,493.00	4,493.00
	MISC. MATERIALS & FASTENERS	50.00	50.00
	PAINTING (supplied by others)	0.00	0.00
	DUMP FEE	75.00	75.00
Any questions please call 207-380-6307 Thank you		TOTAL	\$6,368.00

Krah Builders Inc.

20 Paradise Rd.
Newcastle, ME 04553
(207) 380-6307

Estimate

DATE	Estimate #
7/15/2025	1427-1

TOWN OF DAMARISCOTTA
21 SCHOOL ST.
DAMARISCOTTA, ME 04543

			PROJECT
			back double door
HRS / QTY	DESCRIPTION	RATE	TOTAL
	This is an estimate to replace the double door on the back of the building with an exact match		
	LABOR 2 MEN	2,250.00	2,250.00
	MATERIALS	8,625.00	8,625.00
	MISC. MATERIALS & FASTENERS	50.00	50.00
	PAINTING (supplied by others)	0.00	0.00
	DUMP FEE	125.00	125.00
	Thank you Kensell		
ANY QUESTIONS PLEASE CALL (207-586-6311) THANK YOU		TOTAL	\$11,050.00



Town of Damariscotta
21 School St
Damariscotta, ME 04543
(207) 563-5168 | (207) 563-6862 Fax
damariscottame.com

MEMO

To: Select Board
From: Andrew Dorr, Town Manager
Date: August 1, 2025
Re: Police Chief Search and Department Evaluation

Overview:

Since the last board meeting, I have been able to meet with the Maine Chiefs of Police Association and was very impressed with their readiness to assist the town in the next steps. The executive director believed they would be able to run the search and evaluation concurrently with no issues. The search process can focus the postings in Maine only or can also be advertised nationally. The department evaluation process is estimated to take three months and can easily be completed before the end of the calendar year. I have included a draft schedule with this memo, which will likely shift as we begin the process, but provides you with a general sense of the process.

I anticipate a draft contract(s) with the stated value of services by the time of the August 6th meeting. Based on the recent discussions, it sounds like the fee will be less than previously anticipated.

Recommended Action:

- Authorize the Town Manager to execute the contract with Maine Chiefs of Police Association
- Create and appoint the recommended members to the Police Chief Search Evaluation Committee

Possible Motion:

Move to authorize the Town Manager to execute a contract with the Maine Chiefs of Police Association to assist with the Police Chief search and Department Evaluation.

Move to create and appoint the members recommended by the Town Manager to serve on the Police Chief Search Evaluation Committee.

Draft Process/Timeline

Task	Start	End	Responsible Party(ies)
Finalize hiring process & timeline	7/7/2025	8/6/2025	TM/SB
Appoint selection committee	7/16/2025	8/6/2025	TM/SB
Develop job description	8/7/2025	8/22/2025	MCPA/TM/Committee
Draft community input survey	8/7/2025	8/22/2025	MCPA/TM/Committee
Draft employee input survey	8/7/2025	8/22/2025	MCPA/TM/Committee
Conduct employee input survey	8/13/2025	8/20/2025	MCPA
Conduct community input survey	8/18/2025	8/29/2025	MCPA
Begin Department Evaluation	8/18/2025	8/22/2025	MCPA
Hold public listening session(s)	8/25/2025	8/29/2025	MCPA/TM/Committee
Finalize posting and salary range	8/27/2025	9/3/2025	MCPA/TM
Post job and promote listing	9/5/2025	9/17/2025	MCPA/TM
Application window open	9/5/2025	9/26/2025	
Review applications	9/29/2025	10/2/2025	MCPA/TM
Select semi-finalists	10/6/2025	10/9/2025	Committee - Select 2-5
Conduct semi-finalist interviews	10/14/2025	10/16/2025	Committee
Select finalists	10/20/2025	10/22/2025	Committee - Select 1-2
Community forums and site visits	10/27/2025	11/5/2025	Committee
Collect feedback and check references	11/3/2025	11/6/2025	MCPA
Make hiring recommendation	11/12/2025	11/12/2025	Committee - TM - SB
Final approval and offer	11/11/2025	11/17/2025	SB
Announce new chief	11/19/2025	11/24/2025	MCPA/TM
Present Department Evaluation	11/19/2025	12/3/2025	MCPA
Begin onboarding	11/25/2025	1/2/2026	TM/Interim

Proposed Committee Members

Represented Group	Name	Association
HR or legal counsel	Cheryl Pinkham	HR/Treasurer, Town of Damariscotta
Community leaders	_____	Select Board, Town of Damariscotta
Police union rep or officer	Tim Carrol	Police Chief Rockland
Civil rights or community advocacy reps	Amy Guptil	Healthy Kids, RSU 48 School Board
Community Partner	Sally Farrell	Dir of Operations, CLC YMCA
Business Owner	Dennis Hilton	Newcastle Realty/Chenney Ins
Resident	Amy Lalime	Resident, Previous Citizen Panel Member
	Jake Pinkham	Resident, LA Class of '20, Damariscotta/Massasoit Fire Department



1. Committee Name

Police Chief Search Evaluation Committee

2. Purpose

The Police Chief Search Evaluation Committee is established to assist in the search process for a successful police chief.

3. Objectives

The committee shall be charged with the following objectives:

- a. Review the selected applicants for the Damariscotta Police Chief position.
- b. Act as a citizen panel during the review process.
- c. Provide feedback to the executive team during the review process.

4. Membership

The CPIC shall consist of nine (9) members, appointed by the Damariscotta Select Board. The membership shall include:

- a. Member from the Select Board
- b. HR or Legal representative
- c. Police Chief from another agency
- d. Community advocacy representative
- e. (2) Residents at-large
- f. Community partner
- g. Business owner

5. Term

Members shall be appointed and serve until the successful candidate is hired.

6. Roles and Responsibilities of Members

- a. Actively participate in committee meetings and discussions.
- b. Provide expertise or apply personal/professional experience as it relates to this process.

This forming document serves as a guideline and may be amended as needed with the approval of the Damariscotta Select Board.



Application Copy

File Number: 89504

Job Type: Renewal Application

LICENSE # CAR-99-100603	APPLICATION DATE RECEIVED 2025-07-24
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE PLAN B RESTAURANT HOLDINGS LLC
AGENT NAME	EFFECTIVE DATE 2024-08-22
EXPIRES 2025-08-21	STATUS Active
PREMISES NAME SCHOONER LANDING	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Class A Restaurant	PREMISES NAME SCHOONER LANDING
OPERATOR PLAN B RESTAURANT HOLDINGS LLC	
PHYSICAL ADDRESS 47 MAIN ST DAMARISCOTTA ME 04543	
MAILING ADDRESS 47 MAIN ST DAMARISCOTTA ME 04543	REC'D 07.24.25 Chief's Lettr REQ. 07.24.25 BOS Mtg. - 08.06.25

CONTACT NAME

SCOTT FOLSOM

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 563-7447

ALTERNATE PHONE

FAX

EMAIL

sfolsom58@gmail.com

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

19990338dc

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association?

Yes

yes

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you allow dancing or entertainment on the licensed premises? If so, You need to have a a license from the Maine State Fire Marshal. See <https://www.maine.gov/dps/fmo/plans-review/applications> for more information.

Yes

town of damariscotta entertainment license

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

No

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

The First NA

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 Do you have a manager employed?

Yes

caleb jones

13 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

47 main st
damariscotta me 04543

19 What will be your business hours? Please indicate each day's open and close times.

1130am-830pm

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

1/2 mile
church

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

800,000

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

400,000

24 Do you have a food menu?

Yes

(document uploaded)

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Food Menu	menu2025.pdf	
Maine Health or Agriculture License	SCHOONER LANDING EST ID 32803.pdf	
Premises Floor Plan	floor plan 2025.pdf	
Corporate Supplemental Form	102 Supplemental Ownership Form and Affidavit-2.pdf	

APPLICANT

PLAN B RESTAURANT HOLDINGS LLC

DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand 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.

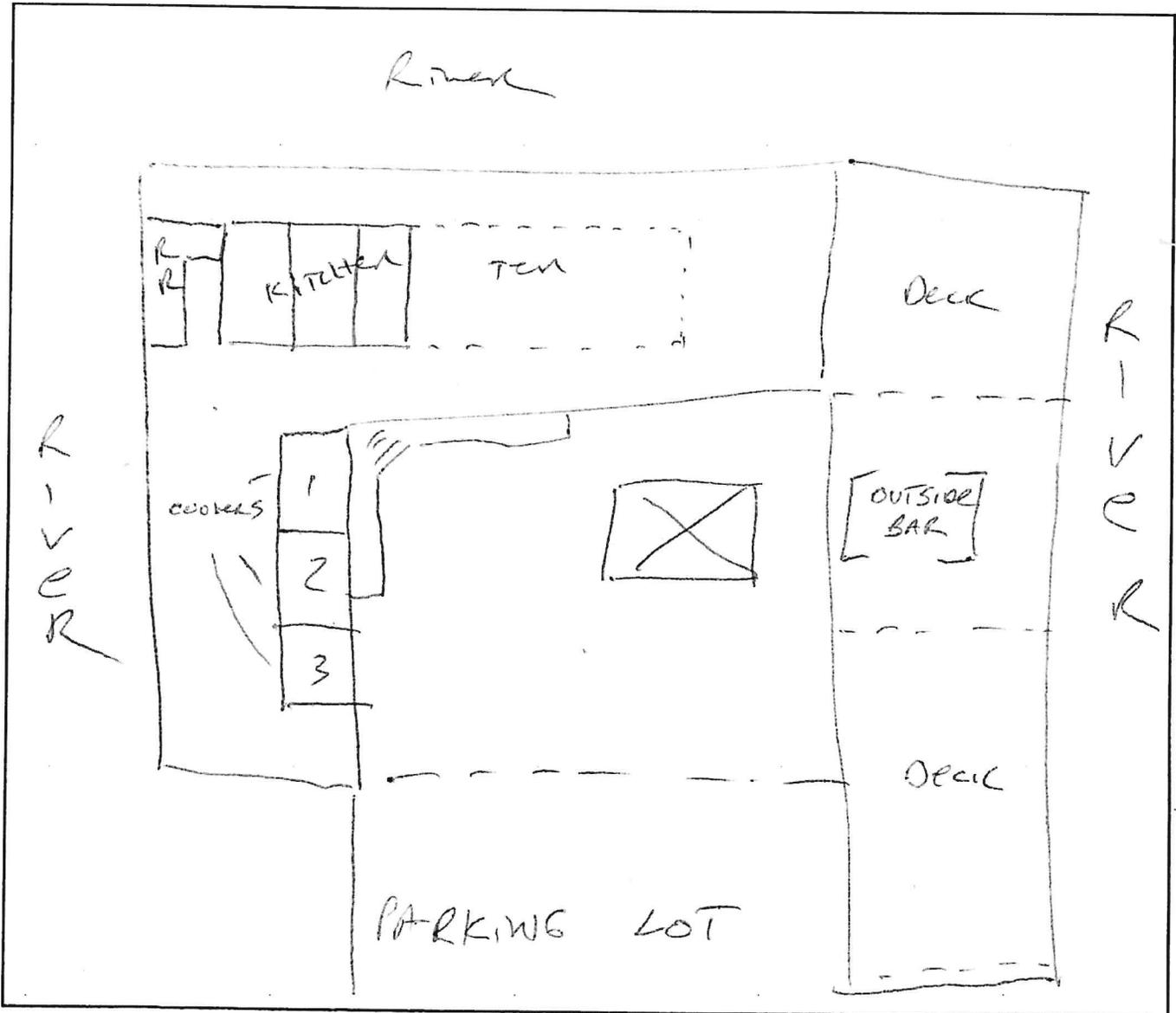


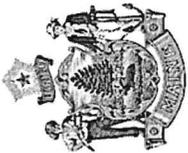
STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

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.





STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

28-A M.R.S. §651

All Questions Must Be Answered Completely.

1. Company or sole proprietor legal name: Plan B restaurant holdings	2. Date of incorporation/registration: 11/1998	3. State of incorporation: maine
--	--	--

List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Scott Folsom	01/02/1958	207-380-5873	74 notch rd hope me 04847	president	100

EST ID: 32803

EATING PLACE TIER 3 2 Seats (in)100 Seats (out)

SCHOONER LANDING
47 MAIN ST
DAMARISCOTTA ME 04543

EXPIRES: 06/30/2026

FEE: \$300.00

ATTN SCOTT FOLSOM
SCHOONER LANDING INC
SCHOONER LANDING
PO BOX 1473
DAMARISCOTTA ME 04543



Commissioner

Employers must establish a written smoking policy that prohibits smoking in any business facility, including in vehicles used for work, and in outdoor areas where employees perform services under the control of the employer. Smoking in workplaces shall only be permitted outdoors. Employers shall only permit employer and employees to smoke outside within a Designated Smoking Area that is at least 20 feet away from the business facility and designed in a way to prevent smoke from escaping back into a workplace, public place or other areas where smoking is prohibited.

Eating Establishments shall prohibit smoking in outdoor eating areas and all enclosed areas of public places. Smoking includes the use of electronic smoking devices, whether or not they contain nicotine.

Tobacco Retailers are required to card all persons 30 years of age or younger by photographic identification that contains the persons date of birth. Tobacco products may not be sold to any person under 21 years of age unless the person obtained 18 years of age on or before July 1, 2018. Tobacco products include, but not limited to, a cigarette, a cigar, a hookah, pipe tobacco, chewing tobacco, snuff or snus, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes and liquids used in electronic smoking devices, whether or not they contain nicotine.

For free guidance regarding Maine's retail tobacco and workplace smoking laws, please contact the Maine CDC Tobacco and Substance Use Prevention and Control program at tsup.dhhs@maine.gov or call 207-287-4627.

ATTN SCOTT FOLSOM
SCHOONER LANDING INC
SCHOONER LANDING
PO BOX 1473
DAMARISCOTTA ME 04543

Owner: SCHOONER LANDING INC
Licensee: **SCHOONER LANDING**
Location: 47 MAIN ST
DAMARISCOTTA
ATTN SCOTT FOLSOM
Mail: PO BOX 1473

ISSUED: 06/30/2025
EXPIRES: 06/30/2026
FEE: \$300.00
TEL: 207-380-5873

DAMARISCOTTA ME 04543
Lic Type: **EATING PLACE TIER 3**

Est ID: **32803**

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.

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

TOGETHER WE MAKE A DIFFERENCE

July 29, 2025

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

Re: Schooner Landing

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving Schooner Landing located at 47 Main Street. From August 1, 2024 through July 31, 2025 this department has responded to that location as follows (See Attached Information):

1 911 Check
1 Medical Emergency
2 Fire
3 Police Information
2 Intoxicated Person
1 Assist Other Agency
1 Special Detail
1 Motor Vehicle Accident

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

Sincerely,

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

Chief Jason Warlick
Damariscotta Police Department

TOWN OF DAMARISCOTTA

RENEWAL APPLICATION FOR ENTERTAINMENT/SPECIAL AMUSEMENT PERMIT

Under M.R.S.A. Title 28-A, § 1054. Without the permit described in subsection 2, no licensee for sale of liquor to be consumed on the premises may allow any: music, except radio or other mechanical device; dancing; or entertainment of any sort without having first obtained an entertainment (special amusement) permit. Before granting a new initial permit and after reasonable notice to the municipality and the applicant, the municipal officers shall hold a public hearing at which the municipal officers shall take testimony of the applicant and any interested members of the public.

A non-refundable fee, which is listed in the Town's fee schedule, is required to cover the cost of advertising in the Lincoln County News and for administrative processing.

Current License Expires: 8/15/25
Name of Organization: SCHOOL LAUNDING
Organization Phone #: 563-7447 380-5873
Location of Entertainment: ON PREMISE
Planned Time/Hours: 4-7 PM
Lighting & Noise Level: Moderate
Days of Occurrence: TUES-SUNDAY

The applicant certifies that the information provided herein is true to the best of the applicant's knowledge and authorizes the Town to advertise as required in the application process.

[Signature]
Signature of Applicant

Town Manager or Town Clerk

7/25/25
Date

Date

Fee Paid _____	Date _____	Clerks initials _____
Ad to run in _____ edition of the Lincoln County News		
Hearing to be held on Wednesday, _____ at _____ at the Municipal Building at 21 School St.		
Applicant notified of said hearing _____		
Police Report obtained _____		

TOWN OF DAMARISCOTTA

INITIAL APPLICATION FOR ENTERTAINMENT/SPECIAL AMUSEMENT PERMIT

Under M.R.S.A. Title 28-A, § 1054. Without the permit described in subsection 2, no licensee for sale of liquor to be consumed on the premises may allow any: music, except radio or other mechanical device; dancing; or entertainment of any sort without having first obtained an entertainment (special amusement) permit. Before granting a new initial permit and after reasonable notice to the municipality and the applicant, the municipal officers shall hold a public hearing at which the municipal officers shall take testimony of the applicant and any interested members of the public.

A non-refundable fee, which is listed in the Town's fee schedule, is required to cover the cost of advertising in the Lincoln County News and for administrative processing.

Current License Expires: New License
Name of Organization: Koko's Sandwich Bar
Organization Phone #: 207-563-1004
Location of Entertainment: 603 MAIN STREET
Planned Time/Hours: DAILY 11am-3pm; FRI-SAT 11am-8pm
Lighting & Noise Level: LOW
Days of Occurrence: 1st Event AUGUST 16TH 5-8 PM

The applicant certifies that the information provided herein is true to the best of the applicant's knowledge and authorizes the Town to advertise as required in the application process.

[Signature]
Signature of Applicant
7/28/25
Date

Town Manager or Town Clerk

Date

Board of Selectmen:

Daryl Fraser

Tom Anderson

Daniel Hunter

Andrea Keushguerian

Joshua Pinkham

Signed by the Board of Selectmen on this date _____

License Expires: _____

Fee Paid _____	Date _____	Clerks initials _____
Ad to run in <u>07.31.25</u> edition of the Lincoln County News		
Hearing to be held on Wednesday, <u>08.06.25</u> at <u>5:30PM</u> at the Municipal Building at 21 School St.		
Applicant notified of said hearing _____		
Police Report obtained _____		

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

TOGETHER WE MAKE A DIFFERENCE

July 30, 2025

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. From July 30, 2024 through July 30, 2025 this department has responded to that location as follows (See Attached Information)

5 Motor Vehicle Stop
1 Animal Complaint

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

Sincerely,

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

Chief Jason Warlick
Damariscotta Police Department

Town of Damariscotta
Application for License for Adult Use and Medical Marijuana Stores,
Manufacturing Facilities and Testing Facilities
and Adult Use Cultivation Facilities

APPLICANTS SHOULD READ THE DAMARISCOTTA ADULT USE AND MEDICAL MARIJUANA LICENSING ORDINANCES BEFORE COMPLETING THIS APPLICATION.

ALL DOCUMENTS REQUIRED BY ORDINANCE UNDER 902.5 OF THE MEDICAL MARIJUANA LICENSING ORDINANCES AND 903.5 OF THE ADULT USE MARIJUANA MUST BE ATTACHED

Each applicant for a license shall provide a copy of a criminal background check (to include all present and former names) dated not more than three days prior to submission of application. This can be done on-line here: <http://www5.informe.org/online/per>

NAME OF BUSINESS (Please print): NORLE GARDENS INC.

BUSINESS ADDRESS: 280 MAIN ST. DAMARISCOTTA

BUSINESS MAILING ADDRESS: PO Box 1414
Damariscotta, ME 04543

OWNER'S NAME: MARK FERRERO

NEW APPLICATION Fee: \$500

EXISTING FACILITY AS OF 12/13/18 Fee: \$500

RENEWAL APPLICATION Expires: _____ - No Fee (Renewal Applicants need only complete those sections where information has changed since the new application or most recent renewal application was submitted but must provide a copy of their current State license for adult use and caregiver registration for medical marijuana.)

RECEIVED
JUL 21 2025
BY: [Signature]

TYPE OF BUSINESS:

ADULT USE MARIJUANA BUSINESS:

- Retail Store
- Manufacturing Facility
- Cultivation Facility:
 - Nursery
 - Tier I Cultivation (up to 500 SF of mature plant canopy)
 - Tier II Cultivation (500-2,000 SF of mature plant canopy)
 - Tier III Cultivation (2,001-7,000 SF of mature plant canopy)

MEDICAL MARIJUANA BUSINESS:

- Caregiver Retail Store
- Manufacturing Facility
- Testing Facility

DAYS OF THE WEEK AND HOURS OF OPERATION:

Mon - Sun 9-7PM

Attach a copy of all current State Marijuana License(s) as follows:

- Medical Marijuana Business: State of Maine caregiver registration application and registration certificate
- Adult Use Marijuana Business: State License application and Conditional license or current license in the case of a renewal

MAP & LOT OF SUBJECT PROPERTY:

Map: 006 Lot: 115 Zone: _____

Physical Address of Subject Property: 280 Main St. Damariscotta

OWNER OF BULDING/UNIT (if different from applicant): Adam Nelson

PRINTED NAME: _____

OWNER'S ADDRESS: _____ Phone No.: 350-7444

PLEASE ATTACH A COPY OF LEASE (if applicable)

Property owner Signature: see attached Date: _____

Has applicant been denied an application for an adult use or medical marijuana license by another jurisdiction?

No Yes (If yes, explain on a separate sheet)

Has applicant had an adult use or medical marijuana license suspended or revoked by another jurisdiction?

No Yes (If yes, explain on a separate sheet)

Has applicant(s) or any officer, partner, director, stockholder, or member ever been convicted of any violation of the law, other than minor traffic violations in a federal, State or other court? No Yes (If yes, complete the following)

Name: _____ Date of conviction: _____

Offense: _____

Location: _____

Disposition: _____

For Marijuana Store, a Marijuana Cultivation Facility, or a Marijuana Products Manufacturing Facility license applicant:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a Marijuana Testing Facility License.

Applicant Signature 

Applicant Printed Name MARK FERRERO Date 7/21/2025

For Marijuana Testing Facility license applicants:

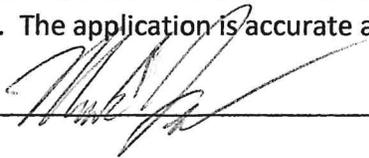
I certify that I do not have an ownership in, or a direct or indirect financial interest in a Marijuana Store, a Marijuana Cultivation Facility, or a Marijuana Manufacturing Facility.

Applicant Signature _____

Applicant Printed Name _____ Date _____

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

I, MARK J. FERREO Owner/Operator/Agent of the business, hereby authorize the release of any criminal history record information to the Town Clerk. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. The application is accurate and true to the best of my knowledge.

Applicant Signature:  Date: 7/21/2025

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

Town Office to complete the following:

Application date & time: _____ License issued on: _____

Application fee: \$ _____ Annual License fee (payable when Town License is issued): \$ _____

Initial fee and annual fees for both adult use medical commercial facilities:

<i>Adult Use Retail or Registered Caregiver Store</i>	<i>\$5,000</i>
<i>Manufacturing</i>	<i>\$2,500</i>
<i>Testing</i>	<i>\$2,500</i>
<i>Cultivation (Adult-Use only)</i>	
<i>Nursery</i>	<i>\$1,000</i>
<i>Tier I</i>	<i>\$1,000</i>
<i>Tier II</i>	<i>\$1,500</i>
<i>Tier III</i>	<i>\$2,500</i>

280 Main- Greenport

1 message

Adam Nelson <adamnelsonr@gmail.com>

Thu, Jul 17, 2025 at 3:40 PM

To: 44ferrero@gmail.com

To whom it may concern,

Mark Ferrero and his business, Greenport Cannabis have been tenants at my property located at 280 Main St, Damariscotta, ME since 2018. They are currently "tenants at will" also know as month-to-month. If anyone needs further information, I can be reached via at this email or on my cell at 207-350-7444.

Best,
Adam Nelson
Parsons-Nelson, LLC.

Sent from my iPhone

Greenport Medical License Renewal

Mark Ferrero <44ferrero@gmail.com>

Mon, Jul 28, 2025 at 5:41 PM

To: Damariscotta Planner <planner@damariscotta.maine.gov>

Hello again,

Upon reviewing the old licence(s), I don;t know why Greenport was listed as the business name.

To keep this all clear and accurate the license should really be in the proper business name, i.e. Noble Gardens Inc.

Best,

Mark

[Quoted text hidden]

MAINE MEDICAL USE OF CANNABIS PROGRAM

THIS CERTIFIES THAT

MARK J. FERRERO
DBA: NOBLE GARDENS INC

has met the Registration requirements of 22 M.R.S. § 588-C to act as a caregiver for the below authorized activities for medical cannabis for the use of Qualified Patients, other Registered Caregivers and Registered Dispensaries.

Caregiver Activities AUTHORIZED:

Retail Store at 280 MAIN ST,DAMARISCOTTA, ME 04543

Transfer/Sale to Patients is authorized at any listed location of authorized activity for this caregiver

Wholesale Purchase at 280 MAIN ST,DAMARISCOTTA, ME 04543

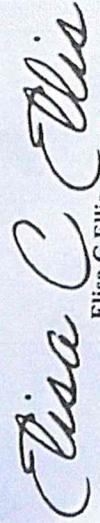
Caregiver Activities NOT AUTHORIZED:

- Cultivation
- Manufacturing
- Manufacturing with Edibles
- Manufacturing with IHS
- Wholesale Transfer/Sale

Individual Caregiver Registration ID #: **CGR26704**

Issue Date: **05/21/2025**

Expiration Date: **05/20/2026**



Elisa C Ellis
DIRECTOR OF LICENSING
OFFICE OF CANNABIS POLICY

TOWN OF DAMARISCOTTA



MEDICAL USE MARIJUANA STORE LICENSE

GREENPORT

280 MAIN STREET
DAMARISCOTTA, MAINE 04543
NOBLE GARDENS, INC.
MARK FERRERO



LICENSE # 24-02-MEDICAL

Rebecca Bartolotta
Town Clerk Rebecca Bartolotta

08-21-2024
Date

08-21-2025
Expires

\$5,000.00
Fee



Proven Expertise & Integrity

Bill To:
Town of Damariscotta 21 School Street Damariscotta, ME 04543

Invoice

Date	Invoice #	Due Date
5/21/2025	2025-1649	6/20/2025

Description	Estimated Audit Fee	Prior Billings	Amount This Bill
Field work - Progress billing on planning and audit of financial statements for the year ended June 30, 2025	10,000.00		5,000.00
Fixed Asset Management - Option 1 - Fixed Asset Database Management for the year ended June 30, 2025	375.00		375.00
	Please remit to: RHR Smith & Company Certified Public Accountants 3 Old Orchard Road Buxton, Maine 04093		

As always, we are grateful for your continuous business and appreciate working with you.

Total	\$5,375.00
Payments/Credits	\$0.00
Balance Due	\$5,375.00

CEMETERY DEED

KNOW ALL PERSONS BY THESE PRESENTS that the Town of Damariscotta, in the County of Lincoln in the State of Maine, a municipal corporation organized and existing under the laws of the said State, in consideration of the sum of **Three Hundred** dollars (**\$300.00**) paid by **Harlow & Connie Libby**, in the State of Maine, does hereby transfer and convey unto the said **Harlow & Connie Libby** and his/her assigns, a certain lot of land in **Hillside** Cemetery in said Town of Damariscotta, said lot(s) being numbered **1114** as shown on the plan of the cemetery on file with the Trustees of said cemetery.

TO HAVE AND TO HOLD the same unto the grantee(s) and assigns forever.

ON CONDITION that:

- 1) the same shall be used and improved only as and for a burial lot for the human dead;
- 2) no permanent markers shall be erected above the surface of the ground, other than permitted monuments;
- 3) no shrubbery or trees shall be planted on the lot;
- 4) the lot shall not be mounded or terraced (grade to be maintained on level with the rest of the area);
- 5) it can only be sold to the Town of Damariscotta;
- 6) it can be transferred only with prior written permission from the Trustees of said cemetery; and
- 7) the owners and possessors thereof shall always be subject to such regulations and orders as are or shall be made for the use and improvement of said cemetery.

The said Town of Damariscotta covenants to and with **Harlow & Connie Libby** and his/her assigns that it is lawfully seized in fee of the aforesaid premises, that the granted premises are free from all encumbrances, that it has good right to sell and convey the same to the said **Harlow & Connie Libby** and his/her assigns forever.

IN TESTIMONY WHEREOF, the Town of Damariscotta has caused these presents to be signed and sealed by its Selectmen, thereunto duly authorized this 6th day of **August, 2025**.

THE TOWN OF DAMARISCOTTA

Daryl Fraser, Chairman

Darryl Day

Tom Anderson

Daniel Hunter

Andrea Keushguerian

STATE OF MAINE

COUNTY OF LINCOLN

Then personally appeared the above-named Selectmen of the Town of Damariscotta and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said Town.

Before me, _____
Notary Public

CEMETERY DEED

KNOW ALL PERSONS BY THESE PRESENTS that the Town of Damariscotta, in the County of Lincoln in the State of Maine, a municipal corporation organized and existing under the laws of the said State, in consideration of the sum of **Three Hundred** dollars (**\$300.00**) paid by **Harlow & Connie Libby**, in the State of Maine, does hereby transfer and convey unto the said **Harlow & Connie Libby** and his/her assigns, a certain lot of land in **Hillside** Cemetery in said Town of Damariscotta, said lot(s) being numbered **1115** as shown on the plan of the cemetery on file with the Trustees of said cemetery.

TO HAVE AND TO HOLD the same unto the grantee(s) and assigns forever.

ON CONDITION that:

- 1) the same shall be used and improved only as and for a burial lot for the human dead;
- 2) no permanent markers shall be erected above the surface of the ground, other than permitted monuments;
- 3) no shrubbery or trees shall be planted on the lot;
- 4) the lot shall not be mounded or terraced (grade to be maintained on level with the rest of the area);
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- 6) it can be transferred only with prior written permission from the Trustees of said cemetery; and
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TO HAVE AND TO HOLD the same unto the grantee(s) and assigns forever.

ON CONDITION that:

- 1) the same shall be used and improved only as and for a burial lot for the human dead;
- 2) no permanent markers shall be erected above the surface of the ground, other than permitted monuments;
- 3) no shrubbery or trees shall be planted on the lot;
- 4) the lot shall not be mounded or terraced (grade to be maintained on level with the rest of the area);
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TO HAVE AND TO HOLD the same unto the grantee(s) and assigns forever.

ON CONDITION that:

- 1) the same shall be used and improved only as and for a burial lot for the human dead;
- 2) no permanent markers shall be erected above the surface of the ground, other than permitted monuments;
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Notary Public

CEMETERY PERPETUAL CARE & MAINTENANCE CONTRACT

THE TOWN OF DAMARISCOTTA, in the County of Lincoln in the State of Maine, a municipal corporation organized and existing under the laws of the said State, has received the sum of **Two Hundred (\$200.00)** paid by **Harlow & Connie Libby**, and said sum has been accepted by said Town, to be held in trust, the income thereof to be used for the perpetual care and maintenance of lot number(s) **1114** in **Hillside** Cemetery; provided, however, that should any part of said income remain unexpended after the reasonable and proper care of said lot, said income shall be used for the general care and maintenance of **Hillside** Cemetery.

Perpetual care fees are nonrefundable.

Dated at Damariscotta, Maine this **6th** day of **August, 2025**.

THE TOWN OF DAMARISCOTTA

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Darryl Day

Tom Anderson

Daniel Hunter

Andrea Keushguerian

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Perpetual care fees are nonrefundable.

Dated at Damariscotta, Maine this **6th** day of **August, 2025**.

THE TOWN OF DAMARISCOTTA

Daryl Fraser, Chairman

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Dated at Damariscotta, Maine this **6th** day of **August, 2025**.

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Before me, _____
Notary Public



Town of Damariscotta
21 School St
Damariscotta, ME 04543
(207) 563-5168 | (207) 563-6862 Fax
damariscottame.com

MEMO

To: Select Board
From: Andrew Dorr, Town Manager
Date: August 1, 2025
Re: USDA RD RCDI Grant: Economic Development Assessment

Overview:

LCRPC is currently working with RCAP Solutions on USDOT's Thriving Communities Program and through that work we learned about Rural Infrastructure Strengths Evaluation (RISE). From that connection, RCAP is currently working on RISE projects in Boothbay and Boothbay Harbor, which are in the early stages but the overall experience has been very positive. There is a USDA RD Rural Community Development Initiative (RCDI) grant opportunity RCAP is applying for that could bring this economic development initiative to more communities in Lincoln County.

Rural Infrastructure Strengths Evaluation (RISE) is a new process for creating actionable economic development strategies by and for rural communities. RISE takes stock of the range of assets in a rural community and resident priorities for economic development through a combination of community surveys, asset mapping workshops, pop-up events, and changemaker interviews. The process culminates with the creation of an economic development framework and action plan for local leaders to move forward with additional, identified technical assistance. Attached is a pager explaining the RISE process.

Examples RISE Project:s

In Boothbay and Boothbay Harbor, ME, the goal of RISE is to spur greater year-round economic activity, building on the region's maritime and tourism roots. I'm looking specifically at parking needs as well since the chronic parking shortage restricts access to downtown Boothbay Harbor and hampers the growth potential of businesses.

In Orange, MA, RISE is a partnership with the town's Economic Development Industrial Corporation (EDIC), an economic development agency charged with leading commercial and industrial development in town. They are looking for new ideas for reenergizing once bustling industrial parcels that fit with the existing interests and efforts of community members.

In Lunenburg, VT, I am working with an informal resident committee interested in bringing more economic activity related to outdoor recreation to the town. I am building their first-ever set of

trail maps, bringing together trail data from across popular activities (e.g., snowmobiling, hiking, horseback riding, gravel biking, etc.) so that they can better coordinate across stakeholder groups and publicize their town's amenities.

In Barton, VT, I am using the RISE process to update the economic development section of their town plan, helping them to create more tailored and action-oriented economic development strategies to focus on in upcoming years.

The time commitment from the town includes

- An initial town intake interview to clarify key details about how public services operate in your town (i.e., services provided by the municipality, mutual aid agreements, past economic development efforts, etc.).
- A presentation to the Selectboard introducing them to the RISE process and what to expect.
- Three work sessions focused on implementation planning with other town staff, regional partners, etc.

The deadline to apply for USDA RD RCDI is Thursday, August 7, 2025.

Recommended Action:

Authorize the Town Manager to submit a letter of interest stating the Town would be willing to participate in this project.

Possible Motion:

Move to authorize the Town Manager to submit the necessary paperwork to become a participating community in this project, if awarded.



Rural Infrastructure Strengths Evaluation (RISE)

In partnership with **RCAP Solutions**

Summary

Maine’s rural communities are eligible for a **Rural Infrastructure Strengths Evaluation (RISE) free-of-charge**. This pilot project from the Economic Recovery Corps and RCAP Solutions is a new **process for creating actionable economic development strategies by and for rural communities**.

RISE takes stock of the range of assets in a rural community and resident priorities for economic development through a combination of community surveys, asset mapping workshops, pop-up events, and changemaker interviews. The process culminates with the **creation of an economic development framework and action plan** for local leaders to move forward with additional, identified technical assistance.

Interested towns will be **partnered with RCAP Solution’s Economic Recovery Corps Fellow** to craft a specific scope of work based on their local context and desires.

What are community assets?

There are many types of community assets critical to economic development and they include **any resource, skill, or capability that can be leveraged to improve public quality of life or promote development**. Community assets can be tangible or intangible.

RISE utilizes participatory action and comprehensive community engagement to connect local ideas and assets with the resources needed for their sustainable growth.



Community Assets
(Adopted from WealthWorks)

Is RISE right for my community?

RISE is a great fit for your community if you are looking

to initiate an **accessible, positive, and place-based approach to sustainable economic development**. You should also be:

- Ready to engage community members in the development process
- Interested in a comprehensive assessment of your local assets
- Seeking strategies tailored to your community’s unique context

For more information, contact:

Elyse Oliver
Fellow

(207) 710-7011
eoliver@rcapsolutions.org

1

Town Intake and Operations Review

An initial questionnaire and interview process with relevant town staff and volunteers to gather information about how local public services operate and any capital improvement planning needs.

2

Community Strengths Mapping

A slate of engaging outreach activities with community members (residents, workers, businesses, government staff, organizations, etc.) to capture local perspectives about community assets.

3

Value Chain Workshops

A series of interactive meetings with relevant town staff and industry experts to identify and prioritize the most promising opportunities for local economic development based on community strengths and municipal resources.

4

RISE Report & Implementation Support

A final report that catalogs the RISE process and outcomes plus additional concept and narrative development TA for prioritized RISE strategies (e.g., concept diagrams, funding landscape scan, etc.).

About the Economic Recovery Corps (ERC)

The Economic Recovery Corps (ERC) program launched in 2023 through a \$30 million cooperative agreement with the U.S. Department of Commerce's Economic Development Administration (EDA). Funded through the CARES Act, ERC aims to address long standing economic disparities in America that surfaced during the COVID-19 pandemic, build capacity in hard-hit communities, and cultivate the next generation of economic development leaders.

ERC is led by the International Economic Development Council (IEDC) in partnership with six leading national organizations from across the economic development landscape. Over a 30-month Fellowship, 65 Fellows are working alongside Host Organizations in under-resourced communities, building a nationwide corps of diverse, cross-sector talent with the skills and expertise to activate regional strategies and promote innovation. The Fellowship promotes connectivity and knowledge-sharing among urban, rural, and Tribal areas to elevate new practice and transform the field of economic development.

August 6, 2025

John Butera, State Director, Maine
Rural Development
967 Illinois Ave, Suite 4
Bangor, ME 04401-2767

RE: RCAP Solutions Funding Application to the U.S. Department of Agriculture, Rural Development for Rural Community Development Initiative (RCDI)

Dear Mr. Butera,

I hope this letter finds you doing well. I am writing on behalf of the Damariscotta Select Board asking for your support in amplifying the RCDI funding application for RCAP Solutions (RSOL). Damariscotta would welcome the technical assistance they propose with the Rural Strengths Infrastructure Evaluation (RISE) process. We are actively seeking technical assistance (TA) with our economic development strategies, and this process, as we have learned from our meetings with the RSOL team, will allow us to conduct a targeted assessment of our existing assets, identify new opportunities, and develop actionable strategies for sustainable growth. We are excited to engage in this process and to work with a TA provider who can guide us in implementing tangible, community-informed goals.

RSOL staff will play a crucial role in uncovering assets, developing short and long-term goals, and leveraging our strengths to increase our capacity and thus our success moving from planning to action. Damariscotta recognizes the value of receiving these services and expertise to assist us in analyzing data, managing a community engagement process, and providing final products like online mapping or site plans. These services will be instrumental in visualizing our community's assets and potential and communicating our development plans to stakeholders and potential partners/funders. We are excited to work with a process created specifically for small communities like ours. The project has garnered widespread support from community leaders and other stakeholders, who recognize its value and potential for long-term positive change.

Given the clear objectives of the RISE process, our community's needs, the team's capabilities, and the significant benefits that would be delivered, Damariscotta wholeheartedly recommends that you consider supporting RSOL's RCDI funding application. This investment will support our immediate economic development goals and contribute to our region's broader community development efforts and sustainability.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Dorr", with a stylized flourish extending to the right.

Andrew Dorr
Town Manager

Chapter 305

Loitering – Disturbing the Peace

§305-1. Definitions

LOITERING: remaining in essentially one location either alone or in concert with others.

PUBLIC PLACE: any place to which the general public has access and the right to enter in or upon for business, entertainment or other lawful purposes, and shall include the front or immediate area around any store, stop, restaurant, tavern, or other place of business as well as public grounds, areas, and beaches.

§305-2. Prohibited Conduct and Activities

(a) Loitering. It shall be unlawful for any person to loiter in any public place, or in or about any building or dwelling adjacent thereto, in such manner as to:

(1) Obstruct any public street or public place by hindering or impeding, or intending to hinder or impede, an uninterrupted passage of pedestrians or vehicles.

(2) Commit in or upon any public street or public place any act which is an obstruction or interference to the free and uninterrupted use of any property; or with any business being lawfully conducted by anyone in any public place; or which prevents the free and uninterrupted ingress or egress therein, thereon, or thereto.

(b) Disturbing the Peace. No person shall, in any street or public place; or from any vehicle on any street or public place, make any loud, unreasonable noise, either by voice or otherwise; or utter obscene or indecent or profane songs or words; or in any unruly or loud manner disturb the quiet and good order of the Town.

§305-3. Enforcement

(a) When any person or persons causes or commits any of the conditions enumerated in this Ordinance, any law enforcement officer shall order the person or persons to stop causing or committing such conditions, and may, if deemed necessary for the preservation of public peace and safety, order that person or persons to move on or disperse. Any person who fails to refuse to obey any such order shall be guilty of a violation of this Ordinance.

(b) Any person or party found guilty of violating any of the provisions of this Ordinance shall be fined no less than one hundred dollars (\$100.00) and no more than

three hundred dollars (\$300.00) plus any costs recoverable for the use and benefit of the Town of Damariscotta.

The enactment of this ordinance hereby revises the Loitering-Disturbing the Peace Ordinance for the Town of Damariscotta, Maine as enacted on November 6, 2001.

Legislative History

Enacted November 6, 2001

Revised June 15, 2016; Effective Date July 1, 2016

A certified copy of this Ordinance shall be filed with the Municipal Clerk and shall be accessible to any member of the public. Copies shall be made available to the public at reasonable cost at the expense of the person making the request. Notice of availability of this Ordinance shall be posted.

§1054. Permit for music, dancing or entertainment**1. Activities and entertainment prohibited.**

[PL 2017, c. 13, §2 (RP).]

2. Authority to require permit. A municipality or, in the case of an unincorporated place, the county commissioners may require an on-premises retail licensee to obtain a permit for music, dancing or entertainment from the municipality or, in the case of an unincorporated place, the county commissioners of the county in which the licensed premises are located. The permit must specify which activities are prohibited on the licensed premises and may include a list of which activities are authorized, in accordance with local ordinances or regulations adopted by the municipality or unincorporated place.

[PL 2021, c. 658, §169 (AMD).]

3. Term of permit. A permit is valid only for the license year of the existing license.

[PL 1987, c. 45, Pt. A, §4 (NEW).]

4. Public hearing on permit application.

[PL 2017, c. 13, §2 (RP).]

5. Permit requirements.

[PL 2017, c. 13, §2 (RP).]

6. Issuance or denial of permit. Within 15 days of receiving the permit application, the municipal officers shall give the applicant written notice of their decision.

A. If the municipal officers deny a licensee a permit, they shall provide the licensee with the reasons for the denial in writing. [PL 1987, c. 45, Pt. A, §4 (NEW).]

B. The licensee may not reapply for a permit within 30 days after denial of an application for a permit. [PL 1987, c. 45, Pt. A, §4 (NEW).]

[PL 1987, c. 45, Pt. A, §4 (NEW).]

7. Municipal suspension or revocation of a permit. After a public hearing preceded by notice to interested parties, the municipal officers may suspend or revoke any permits which they have issued under this section on the grounds that the music, dancing or entertainment permitted constitutes a detriment to the public health, safety or welfare, or violates municipal ordinances or regulations.

[PL 1987, c. 45, Pt. A, §4 (NEW).]

8. Appeal procedure. If the municipality has a board of appeals, as described in Title 30-A, section 2691, a licensee that has applied for a permit and has been denied, or has had its permit revoked or suspended, may appeal the decision to the board of appeals within 30 days of the denial, suspension or revocation. The board of appeals may grant or reinstate the permit if it finds that:

A. The permitted activities would not constitute a detriment to the public health, safety or welfare, or violate municipal ordinances or regulations; or [PL 1987, c. 45, Pt. A, §4 (NEW).]

B. The denial, revocation or suspension was arbitrary and capricious. [PL 1987, c. 45, Pt. A, §4 (NEW).]

[PL 2021, c. 658, §170 (AMD).]

9. Admission.

[PL 2017, c. 13, §2 (RP).]

10. Definition of entertainment.

[PL 2017, c. 13, §2 (RP).]

11. Municipal ordinances or regulations. If a municipality requires permits under subsection 2, the municipality shall adopt ordinances or authorize the municipal officers to establish written regulations governing the following aspects of the permits.

A. These ordinances or regulations must govern:

- (1) The issuance, suspension and revocation of these permits;
- (2) The classes of permits and fees for the issuance of these permits;
- (3) The music, dancing or entertainment permitted under each class; and
- (4) Other limitations on these activities required to protect the public health, safety and welfare. [PL 2017, c. 13, §2 (AMD).]

B. These ordinances or regulations may specifically determine:

- (1) The location and size of premises to which the permits may apply;
- (2) The facilities that may be required for the permitted activities on those premises;
- (3) The hours during which the permitted activities may take place; and
- (4) The lighting level required, which may be lowered when the entertainment is provided. [PL 1987, c. 342, §81 (AMD).]

[PL 2021, c. 658, §171 (AMD).]

12. Unincorporated place. If licensed premises are located in an unincorporated place in which the county commissioners require permits under subsection 2, the county commissioners shall grant, suspend or revoke permits in the same manner and with the same authority as municipal officers and shall adopt regulations in the same manner as municipal officers.

[PL 2021, c. 658, §172 (AMD).]

SECTION HISTORY

PL 1987, c. 45, §A4 (NEW). PL 1987, c. 342, §§80,81 (AMD). PL 1991, c. 377, §16 (AMD). PL 2017, c. 13, §2 (AMD). PL 2021, c. 658, §§169-172 (AMD).

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Business Licensing Ordinance Draft



Town of Damariscotta, Maine

Section 1: Purpose and Scope

1.1 Purpose

The purpose of this Ordinance is to establish a licensing procedure to promote good business practices congruent with Town Code and State Statute. The Ordinance is intended to outline standards and controls for the protection of the general public, its health and welfare.

1.2 Authority

This Ordinance is enacted pursuant to the authority granted in 22 M.R.S. S 1602(4) and the home rule power authorized by the Maine Constitution and 30-A M.R.S. § § 2102, 2109 and 3001.

1.3 License Required

No person, business (including non-profit) or business corporation shall participate in the business activity, without the proper business license, having fulfilled the fee expenditure, and complied in accordance with overall, and license-specific, requirements outlined in this Ordinance. A business shall not qualify for a license if it owes any tax, fee or other obligation to the town, unless there is deliverable evidence that written and binding payment arrangements have been made with the town.

2. General Provisions

2.1 Licensing Authority

The Town Clerk shall be the licensing authority for the Town of Damariscotta, except when licenses require public hearings by State law, and are not required public hearings for permits under the Land Use Ordinance, such as bottle-club licenses, poles and wires licenses, liquor license, and special amusement (See Section 5), in which case the Select Board will be the licensing authority.

2.2 Licenses Not Transferrable

A license shall be specific to the applicant and the property and shall not be transferable to another person or property.

2.3 License Expiration

All licenses expire on January 1st. Renewals must be obtained before February 1st.

2.4 Ready Display of License Placard Required

When the Clerk or Board issues a new license, renews or amends a license, the Town Office shall issue a newly printed placard. This placard shall be made available for inspection at the premises to which the license applies.

The license placard shall include:

- Applicant's name
- Establishment name
- Street address of the establishment
- License type
- Date of license issuance
- Date of license expiration
- Seating capacity/occupancy limits
- Proof of insurance
- Proof of registration for businesses associated with motor vehicle use
- Energy storage status
- Hazardous materials status

2.5 Inspections

The licensee, as a condition of license, must allow any Town official who is authorized to determine compliance with federal, state or town law or ordinance, with a valid ID to enter at any reasonable time to any portion of the licensed premises. Failure to allow entry shall constitute a violation of this ordinance and constitute cause for nonrenewal, suspension or revocation of license.

Code Inspections. Done by the CEO to monitor signs of septic failure/ septic tank pumping/ grease trap cleaning, overall code-related problems and compliance with standards and requirements of Ordinance, applicable permits and approvals

Fire Inspection. Done by the Fire Chief to ensure initial and ongoing compliance with life/safety requirements, safe means of egress, exit signs, emergency lighting, alarms, building sprinkling,

fire extinguisher, energy store etc. For a new or expanded establishment, the inspector shall verify compliance with the any approvals needed from the State Fire Marshal's office

Police Inspection. Done by the Police Chief to help prevent violations within their jurisdictional authority

2.6 Application Fee

The application fee shall be determined by the administrative costs of processing the application, varying by the type of the application. Fees shall be listed in the Fee Schedule, available to view on the Town website. Costs determining fees by type of application include mandatory public notices, public hearings, inspections, and general staff administration.

2.7 Separability Clause

In the event any provision of this Ordinance is found by a court of proper jurisdiction to be invalid, this finding shall not affect the remainder of this Ordinance.

2.8 Effective Date

This Ordinance, its requirements and ramifications, shall take effect 6 months after being approved by the voters of the Town of Damariscotta.

3: Application Process

3.1 Application Procedures

An application form and printed instructions shall be available on the Town web page for applicants to obtain a new license, renew an existing license, or amend a current license. Any license issued under prior licensing codes shall remain in effect until the current license expires. Once an application is received by the Town, it will be heard and decided on, based on codes in effect at the time, by Town staff, following Administrative Review.

3.2 Submittal of Application

The applicant shall submit the application along with requested supplemental information and materials, according to the instructions on the form, through the business licensing software accessible through the Town website or to the Town Office:

- In person during business hours
- Delivered by mail to 21 School Street, Damariscotta ME, 04543
- Or emailed to the town clerk rbartolotta@damariscotta.maine.gov

3.3 Timing of Application

The application for a new or amended license may be submitted at any time prior to the requested activity being established or amended. The licensed activity cannot commence until the license is issued. It is recommended to apply at least 30 days prior to when the licensed activity is expected to commence.

3.4 License Renewals

An application to renew one's license should be submitted no later than 30 days before the expiration of the License on [February 1st](#).

3.5 Administrative Review

Applications shall be reviewed by the Town Managers office, and distributed as necessary to relative Departments, i.e.; the CEO, the Police Department for information about the criminal record of the applicant and the Tax Assessor for verification that all taxes have been paid for the property and business.

3.6 Standards

The following shall be considered prior to any license-related actions taken by the Clerk or Board, and compliance shall be required throughout the license period. Failure to comply shall be action for enforcement pursuant to this Ordinance.

With distribution of the application for approval to department heads, the following standards shall be met before the issuance, renewal, or amendment of a license:

Good Moral Character

No license shall be issued to anyone who has not demonstrated good moral character. In determining good moral character, the Board shall consider all evidence presented. This shall include, but not be limited to the following:

- A. The applicant's police record, if any. Conviction of a Class D or more serious crime may be considered as evidence that the applicant lacks good moral character.
- B. The applicant's past and present compliance with Town and State codes, and with requirements of any utility districts which provide service.

Taxes and Fees Paid

Tax Assessor/Collector shall ensure all property taxes, personal property taxes, and any Town fees are paid in full.

Public Safety Activity

Emergency Responders shall report the nature of any emergency responses to the business in the previous year, including how many.

Land Use Compliance

The CEO shall ensure the activity shall occur on a property permitted, approved or grandfathered for the use.

Code Compliance

The activity shall comply with all Town codes. This compliance shall be verified before the Board issues or amends a license. Any violation cited in writing shall be resolved before the Board issues, renews or amends a license.

3.8 Public Notice

Prior to the board meeting where certain applications will be considered, the Board shall send a public notice, respective to the following:

Agenda

An agenda for the meeting shall be posted in the Town Hall no later than the week before the Board meeting, which identifies relevant information of the business.

Legal Notice

With a public hearing, a legal notice shall be required with the same information as the agenda, at least 5 days in advance of the meeting: published in a newspaper, posted in at least 2 public places in Town, and on the Town web page. Applicants are required to pay the advertising fee and attend the public hearing. Renewals for licenses that require initial public hearings do not

need to be added to the Selectboard's upcoming meeting for review, and signed by the Board, unless there is a change to the application.

Notice to Applicant

The applicant shall be notified by first-class mail of the meeting and the applicant shall be notified to attend in case there are questions to be answered.

4. Decision

4.1 Approval

The Clerk or Board shall approve an application when the applicant demonstrates full compliance with this Ordinance and other applicable Town codes. Conditions may be imposed to ensure the purpose of this Ordinance and other applicable Town Codes including:

Conditions Precedent: ex. Septic tank must be pumped before the license is issued

Conditions Subsequent: ex. ensure licensed activity will comply with parameters (outside lights turned off certain time after close)

4.2 Denial

Failure to provide any information required by relevant Sections of this Ordinance, or filling out false information in the application, shall be cause for a denial of a license. The Clerk and Board of Selectmen shall also consider any information provided by the applicant, CEO, town manager, sheriff's department or fire chief, municipal employee or general public in determining whether to issue, issue with conditions or deny any license requested.

4.3 Appeals

Any decision, action, inaction pertaining to this Ordinance may be appealed to Lincoln County Superior Court unless otherwise specified by the license type in Section 5. Any appeal must be filed within 30 days of the decision or action being appealed.

4.4 Enforcement

Enforcement Authority

Enforcement authority varies by license type.

Enforcement Actions

Reminder

When a business fails to obtain, or renew its License(s) within the time requirements of this Ordinance, or fails to comply with the conditions of its License, or the provisions of this Ordinance, the Town Office shall contact the person to remind them of the requirements. If the matter isn't resolved in 30 days, it shall be turned over to the enforcement authority for formal enforcement action, as well as documented for future consideration.

Notice of Violation

If the Reminder does not result in compliance, a Notice of Violation and order for corrective action, documenting the violations in terms of actions and code sections violated, shall order violation to cease immediately unless later deadline expressed. This notice shall be delivered in person or by any means where a receipt is documented in writing.

4.5 Board of Selectmen's Action

If compliance is still not achieved, the ongoing violation will be documented in writing and turned over to the Board. If the violation is not resolved within 7 working days after this documentation, a public hearing will be scheduled, with notice required in Section 3.8 of this Ordinance. If the Board chooses to take subsequent enforcement actions, they may:

Suspend the License: for a fixed period not to exceed 30 days. The Board may also temporarily suspend without prior notice and hearing if continued operation constitutes an immediate threat to the public health and safety, provided the licensee receives written notification of the suspension, with reasons before suspension takes effect, and hearing is scheduled as soon as possible thereafter.

Revoke the License: and the license holder shall not apply for new within 60 days of Board's vote.

Prosecute the Applicant: take legal or equitable action including seeking injunctions of violations and imposing fines to enforce the Ordinance. If the persecution is successful, the Town shall not accept any applications for a new or renewed license within 120 days of the Court Decision.

4.6 Penalties

Any person who violates this Ordinance shall be subject to a civil penalty of 100 a day each day of the violation. Each day the violation continues shall be considered a separate violation starting the date of the first violation.

4.7 Waiver/Payment of Fines Section

Any person charged with a violation of this Ordinance, shall be allowed to waive such violation and tender to the Town of Damariscotta the waiver fine amount if paid within 20 days of issuance of summons. If the waiver fine is paid, no judge or judicial officer will be required and the matter will be closed in the Lincoln Police Records systems and listed as a subsequent offense for future violations.

If the offender chooses not to pay the waiver fine, they shall appear court on a specified date to answer the violation. If the offender is found to have committed the offense in court, fines, court fees, attorney's fees and prosecution costs may apply.

5. License-Specific Standards and Requirements

General Business License

This license shall be required for any business operating in Damariscotta, which must adhere to Section 5's specific licensed requirements and standards according to their category type, and as otherwise regulated by any Town, or State Laws, Codes and Ordinances.

Bed and Breakfast

These license requirements are for the operation of a Bed and Breakfast as defined by the Damariscotta Land-Use-Ordinance. The following shall apply:

A. Inspections Required.
As needed

B. Concurrent Food Service License. The Bed and Breakfast License implies food preparation, so a separate Food Service License for the town shall not be required, but all standards pertaining to the Food Service License shall apply

C. Concurrent Liquor License. If liquor is to be sold, a separate Liquor License is required per Title 28-A M.R.S. § 1061

D. A State Bed and Breakfast License from the Maine Department of Health and Human Services shall be required. Possession of a Lodging Place License or an Eating and Lodging License is not an acceptable alternative. A license from the Maine State Fire Marshal's Officer shall also be required.

C. Verification of Use for Transient Occupancy. For license renewals, the Town inspection shall include a review of the record of guest registration and departure during the prior license year to ensure that all guest stay comply with requirements for transient occupancy.

F. Related Laws, Including But Not Limited to. See Damariscotta's Property Maintenance Ordinance, Land-Use Ordinance, and Shoreland Zoning Ordinance

G. Statutory Authority. Home rule authority

Innkeepers License

These license requirements are for the operation of an Inn, Hotel or Motel as defined in the Damariscotta Land-Use Ordinance

A. Inspections Required.
As needed

B. State License. A State Lodging Place License or an Eating and Lodging License shall be required.

C. Verification of Use for Transient Occupancy. For license renewals, the Town inspection shall include a review of the record of guest registration and departure during the prior license year to ensure that all guest stay comply with requirements for transient occupancy.

D. Related Laws, Including But Not Limited to: See Title 30-A M.R.S. § 3801 et seq., Damariscotta's Property Maintenance Ordinance, Land-Use Ordinance, and Shoreland Zoning Ordinance

E. Statutory Authority. Mandated per Title 30-A M.R.S. § 3811

Rental Housing License

This license is required for each property of any person or business advertising and/or operating a dwelling unit in whole or in part for dwelling, or lodging purposes for compensation directly or indirectly.

- A. Inspections.
1. CEO- annual
 2. Police- annual
 3. Fire Chief- annual

B. Related Laws, Included But Not Limited to: Title 14 § 6021, Damariscotta Land Use Ordinance

C. Statutory Authority. Home rule authority

D. Enforcement Authority. CEO and Police

Short Term Rental License

A. Inspections

1. Fire- annual

This license is required for each property of any person or business advertising and/or operating a dwelling unit in whole or in part for dwelling, or lodging purposes for compensation directly or indirectly for under 30 days, including Rooming Houses as defined in the Damariscotta Land Use Ordinance.

State License. Maine Department of Health and Human Services Short Term Rental License

Statutory Authority. Home rule authority

Mobile Home Park

These license requirements are for any person conducting, controlling, managing or operating a mobile home park, defined as a parcel under single ownership designed for the placement of 2 or more mobile homes, before receiving a license from the Manufacture Housing Board.

A. Inspections

1. CEO-annual

B. Related Laws. Including But Not Limited to: Title 14 § 6021, 30-A M.R.S.A. § 4358; 10 M.R.S.A. § 9081 et seq.; 2-385 CMR Chapter 810, Damariscotta Land Use Ordinance

C. State License. Manufactured Housing Board License for mobile home parks with 3 or more mobile homes

D. Statutory Authority. Manufactured Housing Board

Poles and Wires

A. Inspections

1. N/A

B. Related Laws. 35-A M.R.S.A. § 2501 et seq.

C. Licensing Authority. Municipal officers are the licensing authority when the facility is operating in a public way that is a city, street or Town way, or State aid highway in compact areas of municipalities having populations over 7500.

The Department of Transportation is the authority when the public way is State, State-aid (except for the previous exception) or federal-aid highway.

The County commissioner is the authority for all other public ways.

D. Public Hearing Required.

E. Special Note. Upon following the application, notice and hearing procedure of 35-A M.R.S.A. § 2503, the municipality is under obligation to provide the permit/license to the facility for no fee upon approval.

Campground

These license requirements are for any person or business who operates a campground as defined in the Damariscotta Land Use Ordinance.

A. Inspections Required

1. CEO- annual
2. Police- annual
3. Fire Chief- annual

B. State License. A Maine State License issued by the Department of Health and Human Services for campgrounds with 5 or more sites receiving direct or indirect compensation.

C. Statutory Authority. Title 22 § 2492 et seq.

D. Related Laws, Including But Not Limited to: Title 22 § 2491 et seq., Damariscotta Land Use Ordinance

Registered Care Facility

These license requirements are for any business or entity, defined in the Damariscotta Land-Use Ordinance operating an Assisted Living, Congregate Care, or Residential Care facility.

A. Inspections Required

1. Code Inspection- annual
2. Fire Inspection- annual
3. Police Inspection- annual

B. State License. A Maine State Residential Care/ Assisted Living Facility License issued by the Department of Health and Human Services

C. Verification of Use for Transient Occupancy. For license renewals, the Town inspection shall include a review of the record of guest registration and departure during the prior license year to ensure that all guest stay comply with requirements for transient occupancy.

D. Related Laws, Included But Not Limited to: See Title 22 § 7701 et seq., Damariscotta Land-Use Ordinance

E. Statutory Authority. Title 22 § 7701 et seq.

5.3 Commercial-Service

Food Service License

This license shall be required for any person or business who prepares and offers for sale unpackaged food or drink for public consumption on-site or off-site (take-out).

- A. Inspections Required
 - 1. Code Inspection- annual
 - 2. Fire Inspection- annual

C. State License. A State Eating Establishment License or an Eating and Lodging License shall be required per Title 22 M.R.S § 2492(1).

D. Statutory Authority. Home Rule Authority

Liquor License

This license is required for the sale of liquor as defined in Title 28-A M.R.S. § 2 to be consumed on the premises.

- A. Inspections Required
 - 1. Code Inspection- annual
 - 2. Fire Inspection- annual

B. State License. A Maine Liquor License Per Title 28-A M.R.S. § 1051(1) from the Maine Bureau of Alcoholic Beverages and Lottery Operations, or other state or federal license if the liquor is manufactured on-site.

C. Statutory Authority. Title 28-A M.R.S. § 1051(2)

D. Public Hearing Required.

Bottle Club License

These license requirements are for any Bottle Club, as defined in Title 28-A M.R.S. § 2(3).

- A. Additional Public Notice Requirement. See Title 28-A M.R.S. § 161-B(2) requiring greater public notice than the general standards of this Ordinance
- B. Inspections Required
 - 1. Fire Inspection- annual
 - Police Inspection- annual

C. State Registration. A bottle club shall register annually with the Maine Bureau of Alcoholic Beverages and Lottery Operations. This shall be verified by the Police Department prior to license renewal.

D. Restriction on Hours of Operation. No bottle club shall operate between the hours of 2:00 AM and 6:00 AM on January 1st or between the hours of 1:00 AM and 1:00 AM on other days.

E. Public Hearing Required.

F. Related Laws, Included But Not Limited to: See Title-A § 161-162

G. Statutory Authority. Title 28-A M.R.S. § 161-B(4)

H. Enforcement Authority. Damariscotta Police Department and Fire Chief

I. Appeals. The Maine Bureau of Alcoholic Beverages and Lottery Operations shall have jurisdiction to hear appeals of action by the Board Per Title 28-A M.R.S. § 161-B(4). Appeals relating to administration or enforcement shall be filed with the Lincoln County Superior Court.

Special Amusement License

This license shall be required for an establishment where liquor is sold for consumption and which also provides live music, dancing, and/or entertainment of any kind.

- A. Inspections Required
 - 1. Code Inspection- annual
 - 2. Fire Inspection-annual
 - 3. Police Inspection- annual

B. State License. State Liquor License is required. If dancing is involved, a Dance Hall license from the Maine State Fire Marshal shall also be required.

C. Performance Standard. Indoors/Outdoors, hours of operation requirements

D. Concurrent License. Town Liquor License shall also be required.

E. Related Laws, Included But Not Limited to: Title 28-A M.R.S. § 1054(2)

F. Statutory Authority. Title 28-A M.R.S. SS1054(2)

G. Public Hearing Required.

H. Enforcement Authority. CEO, Damariscotta Police Department and Fire Chief

I. Appeals. The Board of Appeals shall have jurisdiction to hear appeals- see Title 28-A M.R.S.A § 1054(8)

Adult Business Establishment License

This license shall be required for any person to operate an Adult Business Establishment, as defined in the Damariscotta Land Use Ordinance, or any property owner permitting the use of his or her premises to be operated as an Adult Business Establishment.

A. Inspections

1. CEO- annual
2. Police- annual
3. Fire Chief- annual

B. Related Laws, Including But Not Limited to: 16 M.R.S.A § 620(6), Damariscotta Land Use Ordinance

C. Statutory Authority. Home Rule authority, Constitution of the State of Maine, Article VIII, PArt 2, Section 1

D. Important Prohibitions, Including But Not Limited to: Title 17-A M.R.S.A. § 854

E. Appeals Authority. Lincoln County Superior Court with the provisions of Rule 80B of the Maine Rules of Civil Procedure

Dance Hall License

This license is required to any establishments with public dancing, if a Special Amusement License is not acquired.

A. Inspections Required

1. Fire Inspection- annual
2. Police Inspection- annual

B. State License. A permit from the State Fire Marshal shall be required.

C. Statutory Authority. Home rule authority.

D. Enforcement Authority. Damariscotta Police Department and Fire Chief

Bowling Alley License

This license shall be required for the operation of any bowling alley.

A. Inspections Required

1. Fire Inspection-annual

B. Statutory Authority. Title 8 M.R.S. § 2

Theater License

A person or business shall obtain a license to operate an indoor or drive-in theater, as defined in the Damariscotta Land Use Ordinance.

1. Inspections Required
 - 1.1. Code Inspection- annual
 - 1.2. Fire Inspection- annual
2. State License. A Main Theatrical/Motion Picture License per Title 8 § 651 from the Maine Commissioner of Public Safety.
3. Statutory Authority. Title 8 § 651
4. Related Laws, Including But Not Limited to: Title 8 § 651, Damariscotta Land Use Ordinance, Health Code

Off-Premise Catering

This license is required for an establishment with a Liquor License to sell liquor at a location other than their license place of business such as a catered event.

1. State License. State Liquor License and Special Permit for Catering Privileges. The Special Permit is not available before local approval is granted.
2. Designation of Authority to Town Manager. Because these approvals may be required with very little advance notice, the Town Manager shall be designated to provide local approval without advance public notice on behalf of the Board as allowed in Title 28-A

M.R.S. § 1052(4)(G). The Board shall receive copies of any such approvals granted by the Town Manager at or before the next regularly scheduled meeting of the Board.

3. Statutory Authority. Title 28-A M.R.S. § 1052
4. Considerations of the location of the event shall ensure adequate traffic management. If the event requires traffic enforcement, this shall be coordinated with the Police Department in advance.

Pawnbroker and Secondhand Merchants

These license requirements are for any person engaging in the business of dealing secondhand or used personal property, or in business of a pawnbroker, including antique stores as defined in the Damariscotta Land Use Ordinance.

This license shall also be required for the operation of a flea market, with the below standards, upon identification in the application form.

1. Public Safety Review. Prior to issuance of a new or amended license for a flea market, input from the Police Department and Fire Department of jurisdiction shall be obtained regarding the layout of the flea market and each of the performance standards listed below.
2. Performance Standards. In addition to any requirements imposed by other Town codes, the following shall apply:
 - 2.1. Access. There shall be only one vehicular access to the site unless more are requested by Police or Fire to improve public safety
 - 2.2. Control Along Road Frontage. All road frontage, except at the entrance, shall be curbed, fenced or otherwise barricaded to control unauthorized vehicle access to the site.
 - 2.3. On-Site Parking. Three on-site customer parking spaces shall be provided per vendor.
 - 2.4. On-Site Parking. Three on-site customer parking spaces shall be provided per vendor
 - 2.5. Sanitary Facilities. Separate male and female sanitary facilities shall be provided for public use
 - 2.6. Storage. All displays, tables, goods, rubbish containers, chairs and other such material shall be stored within a building when sales are not occurring.
3. Related Laws, Including But Not Limited to:
 - 3.1. Statutory Authority. Home rule authority

Mobile Vending License

Any mobile vendor is required to have a license from the Town in adherence to the following standards specified below, and under Sales On Public Property.

For Mobile Vending Food Establishments

A temporary vending license may be issued for 1-5 days for a festival or Town event, upon receipt of a valid license issued by the State Department of Human Services or the Department of Agriculture.

Mobile Vendors licensed to sell on public property may operate in specified locations designated by the town.

A copy of their State Motor Vehicle Registration or a copy of ownership for any vehicle, cart stand, trailer, container or other mobile unit placed by a licensee on public property is required at time of licensing.

Transient Sellers

Any transient sellers are required to have a license following the standards and requirements below is required for any transient seller of consumer merchandise, not specified above, in public ways or sidewalks and shall adhere to the standards for sale on public property and sales on sidewalks pursuant to this Ordinance.

Statutory Authority. 32 M.R.S.A § 14701

For Sales on Public Property

Any vehicle, cart, stand, trailer, container, or other things placed by a licensee on a public way or parking area must be readily removable at all times, and shall be immediately removed upon order of the Chief of Police, Fire Chief, or City Manager in the event of emergency or hazardous conditions.

Sales on Town Sidewalks

1. Such sales may only be held in ____ Districts
2. Such sales may be held on Town sidewalks in front of property owned, leased, or rented by the seller
3. No more than $\frac{1}{3}$ of the width of the sidewalk nearest the seller's property may be used to display the goods being sold, but at no point shall the usable sidewalk width be less than 3 feet.
4. No goods shall be displayed or stored on a sidewalk during non-business hours, during a snowstorm or after a snowstorm until the Town has removed the snow

Farmers Market

This license is required for an organized farmers market as defined in the Damariscotta Land Use Ordinance.

Related Laws, Including But Not Limited to: The farmers market must meet the requirements of state law, 7 M.R.S.A § 415 et seq., and any amendments thereto, Damariscotta Land Use Ordinance.

A maximum of 15 farmers or vendors may be sited under the 1 license issued to the farmers market. To protect public property, the town's director of parks and recreation may authorize the siting of fewer than the maximum number of farmers or vendors. In this case, the director shall notify the Board of Selectmen of that determination. The total size and space provided for the market as well as the size and location allocated to each farmer or vendor shall be determined by the director of parks and recreation.

The director may also close certain spaces that present a public safety concern.

Vehicles

*Vehicles-For-Hire- could help reduce Vehicle Miles- as municipalities have authority to regulate fare, routes, and standing places of vehicles for hire.

Junkyard, Automobile Graveyard/ Automobile Recycling Business License

This license shall be required for any person running a Junkyard/ Automobile Graveyard. Automobile Recycling Business, as defined under in Title 30-A M.R.S. § 3751.

A. Inspections

1. Ceo- annual
2. Fire Chief- annual

B. Statutory Authority. 30-A M.R.S.A § 3753

C. Related Laws, Including But Not Limited to: 30-A M.R.S.A. §§ 3751-3760, Damariscotta Land Use Ordinance, Title 29-A MRS § 1101-1112, Damariscotta Site Review Plan

Solid Waste Disposal Facilities

This license shall be required for any solid waste disposal facility as defined in the Damariscotta Land Use Ordinance.

A. Inspections

1. Ceo- annual
2. Fire Chief- annual

B. State License. DEP issued Disposal Facility License

C. Statutory Authority. DEP

D. Related Laws, Including But Not Limited to: 38 M.R.S.A. §352 et seq. and DEP Rules Chapter 400-405, DEP Rules Chapter 2 (Processing of Applications), and 5 M.R.S.A. §§ 9051-11008, Maine Administrative Procedures Act, Damariscotta Land Use Ordinance

Medical Marijuana Establishment License

This license shall be required for any person operating a medical marijuana establishment, or property owner permitting the use of their premises to be operated as a medical Marijuana Establishment.

Statutory Authority. 30-A M.R.S. § 3001, 22 M.R.S. § 2423-A(14) & 22 M.R.S. § 2429-D.

Relevant Laws, Including But Not Limited to: 30-A M.R.S. § 3001, 22 M.R.S. § 2423-A(14) & 22 M.R.S. § 2429-D, Damariscotta Land Use Ordinance, Damariscotta Site Review Plan
Airports

Adult-Use Marijuana Establishment License

This license shall be required for any person operating a medical marijuana establishment, or any property owner permitting the use of their premises to be operated as an Adult-Use Marijuana Establishment.