



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

September 3, 2025

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

Join Virtually

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

AGENDA

- 1. Pledge of Allegiance**
- 2. Call Board of Assessors' Meeting to Order**
 - i. Official Action Items**
 1. Abatement
 2. Supplemental
 - ii. Board of Assessors' Discussion Items**
 - iii. Adjournment**
- 3. Call Select Board Meeting to Order**
 - i. Minutes**
 1. August 20, 2025
 - ii. Financial Reports**
 1. Payroll Warrants #___
 2. Accounts Payable Warrants #___
 - iii. Citizen Comments and General Correspondence**
 - iv. Town Manager's Report**
 - v. Official Action Items**
 1. Paving Reserve Request - \$55,000 for various improvements
 2. Technology Reserve Request - Planning Board Chromebooks \$2,450
 3. Pumpkinfest - Parking Lot Use
 - vi. Select Board's Discussion Items**
 1. Strategic Planning Process
 2. FY 26 Tax Impacts - Looking ahead to FY 27
 - vii. Adjournment**



Town of Damariscotta Select Board Meeting

August 20, 2025

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

Join Virtually

Meeting: <https://us02web.zoom.us/j/88515206187>

MINUTES

Attendance

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

Other: Andrew Dorr, Town Manager

- 1. Pledge of Allegiance**
- 2. Call Select Board Meeting to Order**
Fraser called the meeting to order.

- 3. Minutes**

- i. August 6, 2025

Motion by Anderson to approve the minutes of August 6, 2025 with some punctual corrections.

Second by Hunter

Vote: 5/0/0

- 4. Financial Reports**

- i. Payroll Warrants # ____

Motion by Fraser to approve Payroll Warrant # 7.

Second by Hunter

Vote: 5/0/0

- ii. Accounts Payable Warrants # ____

Motion by Anderson to approve Accounts Payable # 8.

Second by Day

Vote: 5/0/0

5. Citizen Comments and General Correspondence

Dorr provided financial information from the Nobleboro transfer station and asked whether he should continue to distribute. Board members agreed, "it was good to see". Also provided was a memo from MMA announcing a dividend payment of \$2394.00 to the Town of Damariscotta.

Hunter shared a conversation he had had questioning how the Sheriff's department and our Police departments work together. Keushguerian asked if our police provide services outside of Damariscotta. Dorr answered typically not.

6. Town Manager's Report

A written report was provided. Highlights include: updates on capital projects and public works tasks, along with a summary of work performed by our summer intern. Hunter asked about how ditching along Pine Ridge would work with Tidewater/LCI having underground utilities. Dorr replied that they would have to be moved so the timing of the completion of this work was unknown. Anderson commented that the intern's work was great. Fraser commented that the work was mutually beneficial.

Dorr also updated the Board about the upcoming joint Damariscotta-Newcastle Public Works meeting. Discussion items include budget numbers, levels of service, maintenance goals and possible structure.

Dorr shared the next Business coffee hour would probably be September 22nd. There were 2 attendees at the most recent meeting. Hunter asked if it would be helpful if a Board member came to the next meeting. Dorr replied Board members are always welcome.

7. Official Action Items

i. MMA Executive Board

Dorr presented a ballot for elections of officers to the MMA executive Board. He shared that he sat on the nominating committee and all were solid and engaged.

Motion by Anderson to appoint the Town Manager to vote on behalf of the Select Board.

Second by Day

Vote: 5/0/0

ii. EV Chargers Change Order

8. Select Board's Discussion Items

i. Provider Agency Policy Review

9. Adjournment

Comitment Date: 7/16/2025

Abate Deadline: 1/17/2026

2025 (TY26) Mil Ra 0.02103

Abatements	Name	Map	Lot	Acct	Assessed TTL	Adjusted TTL	Value	Abatement	Reason
2026-1	PINKHAM, JON ANDREW & PINKHAM, GERALDINE ALBEE,	2	043	909	\$ 288,500.00	\$ 285,600.00	\$ 2,900.00	\$ 60.99	Missed split of 3.5 ac to new lot. See Supp. 2026-1
2026-2	Brown & Brown	PP		40	\$ 6,400.00	\$ 2,300.00	\$ 4,100.00	\$ 86.22	Missed amemded submission/BETE
2026-3	Fusa Marketing	PP		930	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 25.24	Missed BETE Application
2026-4	Camden National Bank	PP		860	\$ 169,100.00	\$ 14,800.00	\$ 154,300.00	\$ 3,244.93	Missed BETE Application
TOTAL							\$ 162,500.00	\$ 3,417.38	

Supplementals		Map	Lot	Acct	Assessed	New Value	Supp. Value	Supplemental Tax	Reason
2026-1	Pinkham, Patsy G	2	043-007	1861	\$ -	\$ 36,300.00	\$ 36,300.00	\$ 763.39	Missed split creating new 3.4 ac lot. See Abatement 2025-1
2026-2	Heat Pumps Maine	PP		956	\$ -	\$ 2,900.00	\$ 2,900.00	\$ 60.99	New PP return missed at commitment
2026-3	Just Right Storage & Dirtwork	PP		957	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 1,577.25	New PP return missed at commitment
2026-4	Morning Dew Farm	PP		958	\$ -	\$ 35,700.00	\$ 35,700.00	\$ 750.77	New PP return missed at commitment
2026-5	Above & Beyond Cannibis	PP		959	\$ -	\$ 19,000.00	\$ 19,000.00	\$ 399.57	New PP return missed at commitment
2026-6	Inter-Fluve	PP		960	\$ -	\$ 50,500.00	\$ 50,500.00	\$ 1,062.02	New PP return missed at commitment
2026-7	Barn Door Baking Company	PP		896	\$ -	\$ 66,300.00	\$ 66,300.00	\$ 1,394.29	New PP return missed at commitment
TOTAL							\$ 285,700.00	\$ 6,008.27	

TOWN OF DAMARISCOTTA
Office of Selectmen, Assessors, Town Clerk, Tax Collector and Treasurer

WE HEREBY CERTIFY, that the accounts listed contain a list of estates, real and personal, to be abated for the fiscal year 2026 (July 1, 2025 to June 30, 2026) located within the Town of Damariscotta, under title 36, MRSA sec 841.

Abatements	Name	Map	Lot	Acct	Assessed TTL	Adjusted TTL	Abated Value	Abatement
2026-1	PINKHAM, JON ANDREW & PINKHAM, GERALDINE ALBEE,	2	043	909	\$ 288,500.00	\$ 285,600.00	\$ 2,900.00	\$ 60.99
2026-2	Brown & Brown	PP		40	\$ 6,400.00	\$ 2,300.00	\$ 4,100.00	\$ 86.22
2026-3	Fusa Marketing	PP		930	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 25.24
2026-4	Camden National Bank	PP		860	\$ 169,100.00	\$ 14,800.00	\$ 154,300.00	\$ 3,244.93
						TOTAL	\$ 162,500.00	\$ 3,417.38

IN WITNESS THEREOF, we have set our hands this day: September 17, 2025

SIGNED:

PRINTED:

Assessors of Damariscotta

Tax Collector:	Initials: _____	Date: _____
Computer Adjustments:	Initials: _____	Date: _____
Assessor Adjustments	Initials: _____	Date: _____
Letter to Taxpayer:	Initials: _____	Date: _____

SUPPLEMENTAL TAX CERTIFICATE AND WARRANT

Warrant number _____

Year 2026

We the undersigned assessors of Damariscotta, County of Lincoln, and State of Maine, hereby do commit to Tara Oliver, current tax collector, the following list of supplemental taxes in the amount totaling \$6,008.27 which were omitted from assessment, or were invalid or void by reason of illegality, error or irregularity in assessment from the 4/1/2025 Valuation records. The powers of the original warrant dated 7/16/2025 for fiscal year 2026 are extended by virtue of Title 36 MRSA Section 713 as amended.

Payment #1 is due: 11/16/2025 Interest begins to accrue: 11/17/2025

Payment #2 is due: 4/1/2026 Interest begins to accrue: 4/2/2026

Supplementals	Map	Lot	Acct	Assessed	New Value	Supplemental Tax
2026-1 Pinkham, Patsy G	2	043-007	1861	\$ -	\$ 36,300.00	\$ 763.39
2026-2 Heat Pumps Maine	PP		956	\$ -	\$ 2,900.00	\$ 60.99
2026-3 Just Right Storage & Dirtwork	PP		957	\$ -	\$ 75,000.00	\$ 1,577.25
2026-4 Morning Dew Farm	PP		958	\$ -	\$ 35,700.00	\$ 750.77
2026-5 Above & Beyond Cannabis	PP		959	\$ -	\$ 19,000.00	\$ 399.57
2026-6 Inter-Fluve	PP		960	\$ -	\$ 50,500.00	\$ 1,062.02
2026-7 Barn Door Baking Company	PP		896	\$ -	\$ 66,300.00	\$ 1,394.29
					TOTAL	\$ 6,008.27

Given under our hands September 17, 2025

Signed

Printed

ASSESSORS OF DAMARISCOTTA

Distribution:

Original to Tax Collector

One copy to Treasurer

One copy after last item in Valuation Book being supplemented.

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Pinkham, John Andrew & Pinkham, Geraldine Albee, ½ Int.
Pinkham, Joshua Alan & Pinkham, Christina Sue, ½ Int.
346 Egypt Road
Damariscotta, ME 04543

PROPERTY REVIEWED: Map 2 Lot 043 Account # **909**

FINDINGS: After review of the assessments, the following adjustment has been made:

2025 (TY26) ASSESSED VALUE:

Current Land	Buildings	Exemptions	Total
\$ 105,000	\$183,500	\$ -	\$ 288,500

Adjusted Assessed Value:

Adjusted Land	Buildings	Exemptions	Total
\$ 102,100	\$183,500	\$ -	\$ 285,600
Difference			\$ 2,900

Remarks:

Abatement for 2025 (TY26) in the amount of \$60.99 has been granted.

Abatement Calculation \$2,900 x 0.02103 (ty26 mil rate) = \$ 60.99 tax abatement)

Reason:

Error processing transfer. Transferred entire lot, and did not remove 3.4 acres retained by seller.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Brown & Brown Insurance
300 North Beach Street
Daytona Beach, FL 32114

PROPERTY REVIEWED: Personal Property Account # **40**

FINDINGS: After review of the assessments, the following adjustment has been made:

2025 (TY26) ASSESSED VALUE:

	Total
Personal Property	\$6,400

Adjusted Assessed Value:

	Total
Personal Property	\$2,300
Difference	\$4,100

Remarks:

Abatement for 2025 (TY26) in the amount of \$86.22 has been granted.

Abatement Calculation $\$4,100 \times 0.02103$ (ty26 mil rate) = \$86.22 tax abatement)

Reason:

Error in processing 2025 Personal Property return. Amended return containing BETE application missed.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Fusa Marketing
DBA Renal Therapies
920 Winter Street
Waltham, MA 02451-1457

PROPERTY REVIEWED: Personal Property Account # **930**

FINDINGS: After review of the assessments, the following adjustment has been made:

2025 (TY26) ASSESSED VALUE:

	Total
Personal Property	\$1,200

Adjusted Assessed Value:

	Total
Personal Property	\$0
Difference	\$1,200

Remarks:

Abatement for 2025 (TY26) in the amount of \$25.24 has been granted.

Abatement Calculation $\$1,200 \times 0.02103$ (ty26 mil rate) = \$25.24 tax abatement)

Reason:

Error in processing 2025 Personal Property return. BETE application missed.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Camden National Bank
Attn: Accounting
PO Box 310
Camden, ME 04843

PROPERTY REVIEWED: Personal Property Account # **860**

FINDINGS: After review of the assessments, the following adjustment has been made:

2025 (TY26) ASSESSED VALUE:

	Total
Personal Property	\$169,100

Adjusted Assessed Value:

	Total
Personal Property	\$14,800
Difference	\$154,300

Remarks:

Abatement for 2025 (TY26) in the amount of \$3,244.93 has been granted.

Abatement Calculation $\$154,300 \times 0.02103$ (ty26 mil rate) = \$3,244.93 tax abatement)

Reason:

Error in processing 2025 Personal Property return. BETE application missed.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Patsy G. Pinkham
PO Box 483
Damariscotta, ME 04543

PROPERTY REVIEWED: Map 002 Lot 043-007 Account# 1861

An error was made during the transfer of Map 002 Lot 043 and the entire lot was transferred in error. As such, this lot was not created and was omitted from the 4/1/2025 commitment. A supplemental tax assessment has been made to correct this error.

Year	Account	Assessed Value	Correct Assessed Value	Mil Rate	Supplemental Tax
2026	1861	\$0	\$36,300	.02103	\$763.39

Due dates and payment amounts will be listed on the tax bill, which should be issued after the September 17, 2025 Select Board/Board of Assessors meeting.

We apologize for the errors in the assessments. If there are any questions, feel free to contact us.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Heat Pumps Maine
18 Biscay Road
Williams Plaza
Damariscotta, ME 04543

PROPERTY REVIEWED: Personal Property Account# 956

An error was made during the 2025 Commitment and your Personal Property declaration was not processed and the assessment was omitted from the 4/1/2025 commitment. A supplemental Tax Bill is being processed to correct this error.

Year	Account	Assessed Value	Correct Assessed Value	Mil Rate	Supplemental Tax
2026	956	\$0	\$2,900	.02103	\$60.99

Due dates and payment amounts will be listed on the tax bill, which should be issued after the September 17, 2025 Select Board/Board of Assessors meeting.

We apologize for the errors in the assessments. If there are any questions, feel free to contact us.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Just Right Storage & Dirtwork
5 Red Barn Road
Damariscotta, ME 04543

PROPERTY REVIEWED: Personal Property Account# 957

An error was made during the 2025 Commitment and your Personal Property declaration was not processed and the assessment was omitted from the 4/1/2025 commitment. A supplemental Tax Bill is being processed to correct this error.

Year	Account	Assessed Value	Correct Assessed Value	Mil Rate	Supplemental Tax
2026	957	\$0	\$75,000	.02103	\$1577.25

Due dates and payment amounts will be listed on the tax bill, which should be issued after the September 17, 2025 Select Board/Board of Assessors meeting.

We apologize for the errors in the assessments. If there are any questions, feel free to contact us.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Morning Dew Farm
C/O Brady Hatch
5 Trails End Road
Newcastle, ME 04553

PROPERTY REVIEWED: Personal Property Account# 958

An error was made during the 2025 Commitment and your Personal Property declaration was not processed and the assessment was omitted from the 4/1/2025 commitment. A supplemental Tax Bill is being processed to correct this error.

Year	Account	Assessed Value	Correct Assessed Value	Mil Rate	Supplemental Tax
2026	958	\$0	\$35,700	.02103	\$750.77

Due dates and payment amounts will be listed on the tax bill, which should be issued after the September 17, 2025 Select Board/Board of Assessors meeting.

We apologize for the errors in the assessments. If there are any questions, feel free to contact us.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Above & Beyond Cannabis
95 Biscay Road
Damariscotta, ME 04543

PROPERTY REVIEWED: Personal Property Account# 959

An error was made during the 2025 Commitment and your Personal Property declaration was not processed and the assessment was omitted from the 4/1/2025 commitment. A supplemental Tax Bill is being processed to correct this error.

Year	Account	Assessed Value	Correct Assessed Value	Mil Rate	Supplemental Tax
2026	959	\$0	\$19,000	.02103	\$399.57

Due dates and payment amounts will be listed on the tax bill, which should be issued after the September 17, 2025 Select Board/Board of Assessors meeting.

We apologize for the errors in the assessments. If there are any questions, feel free to contact us.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Inter-Fluve, Inc.
501 Portway Avenue
Suite 101
Hood River, OR 97031

PROPERTY REVIEWED: Personal Property Account# 960

An error was made during the 2025 Commitment and your Personal Property declaration was not processed and the assessment was omitted from the 4/1/2025 commitment. A supplemental Tax Bill is being processed to correct this error.

Year	Account	Assessed Value	Correct Assessed Value	Mil Rate	Supplemental Tax
2026	960	\$0	\$50,500	.02103	\$1,062.02

Due dates and payment amounts will be listed on the tax bill, which should be issued after the September 17, 2025 Select Board/Board of Assessors meeting.

We apologize for the errors in the assessments. If there are any questions, feel free to contact us.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

August 22, 2025

Barn Door Baking Company
PO Box 424
Damariscotta, ME 04543

PROPERTY REVIEWED: Personal Property Account# 896

An error was made during the 2025 Commitment and your Personal Property declaration was not processed and the assessment was omitted from the 4/1/2025 commitment. A supplemental Tax Bill is being processed to correct this error.

Year	Account	Assessed Value	Correct Assessed Value	Mil Rate	Supplemental Tax
2026	896	\$0	\$66,300	.02103	\$1,394.29

Due dates and payment amounts will be listed on the tax bill, which should be issued after the September 17, 2025 Select Board/Board of Assessors meeting.

We apologize for the errors in the assessments. If there are any questions, feel free to contact us.

Respectfully,

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta



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 28, 2025
Re: Paving Reserve: Road Improvements

Overview:

Various locations around town need some patch or overlay work. Recently, a paving company had performed some work to repave a crosswalk at the intersection of Theater and Main St. While they were in town, we inquired about some additional locations and are working on getting some numbers for the board's consideration. The following streets are currently on the list that I intend to bring for the next meeting:

- Westview Rd, asphalt replacement from new culverts on 3 driveways
- Pleasant St, north of Hodgdon
- Hodgdon St, between house 50 and 106
- Pine Ridge, between house 74 and Russell Ln
- Heater Rd, pave the first 175 ft with 4"
- Belvedere Extension, replace culvert and overlay remaining road
- Church St, between Pleasant St and house 74

Based on the scope of work we are anticipating at all of the locations listed above, we are expected to use 750 tons of asphalt. Some of these are small enough that we may look to have the work performed sooner rather than later and it will not require a bid process. Should there be an opportunity for cost savings by grouping some or all of these together, I wanted to see how the board wanted to handle the need to bid the project(s). If we advertise for the 3 weeks that would normally happen, you will likely be approving this at the first meeting in October, which is still manageable if they have time in October to perform the work..

The estimated quantities are still relatively small in the world of paving projects and the roads are spread out enough that there will likely be an elevated cost per ton from the typical \$105-120/ton many saw on spring bids. In the interest of getting some of these areas improved before winter and to take advantage of crews already on site, I would recommend the board consider authorizing some work to be completed now while we still look into the costs for some of the additional work.

Included with this memo are two quotes for work to be performed by on-site contractors. Hagar Enterprise provided a quote for a shim and overlay on Church Street for an estimated project cost of \$23,750. Crooker Construction provided a quote for work on Belvedere Extension to

apply an overlay of an inch as well as replace a failing culvert while they are on site for a total (estimated) cost of \$20,625.

A few thoughts on these...

- From what I understood to be overlaid on Church Street, I believe the estimated quantities are higher than what is needed, this should result in a lower cost. The engineer from Tata and Howard noted that he felt the prices were in line with industry standards.
- I am still waiting to hear back from Tata and Howard staff about how driveway transitions will be handled and if the project was a lump sum or what the unit prices are should there be less material used.
- The culvert replacement cost on Belvedere Extension seemed a little high to me, but I don't see another practical option if we are going to aim to overlay the road in coordination with the project already on-site.
- The overlay of 1" should be increased to 1.5" which would add approximately \$5,500.

Recommended Action:

Church Street: Proceed with the quoted work, so long as there is clarity on whether the project is lump sum or unit prices are provided, and waive the bid requirements as it is in the best interest of the Town.

Belvedere Extension: Proceed with the work, but increase the overlay thickness to 1.5" and waive the bid requirements as it is in the best interest of the Town.

Various Locations: Perform road repair work on Pine Ridge, Westview, and Heater Rd as those projects individually are all estimated to be below the \$15,000 threshold set in the Charter for bidding.

Possible Motion:

Move to appropriate up to \$75,000 from the Paving and Drainage Reserve for the road improvements recommended in the Town Manager's August 28th memo and to waive the bid procedure for the projects that will be over \$15,000.



Church St Additional Paving Price Request

Brian Croteau <bcroteau@tataandhoward.com>

Tue, Aug 26, 2025 at 4:53 PM

To: Andrew Dorr <adorr@damariscotta.maine.gov>

Cc: Jenna Rzasa <JRzasa@tataandhoward.com>, Steven Daunais <sdaunais@tataandhoward.com>

Andrew,

The following paving price is listed below from Hagar while they are onsite paving the trenches in the area that was premarked. The following price does not include any resident project representative services from Tata & Howard. If you would like an RPR to monitor and observe the work, please let us know so we can put together a price. Work will be between The Town of Damariscotta and Hagar Enterprises. The work consists of the following below. The price below is within the industry standard due to the low quantity of asphalt.

Paving on Church St:

The flowing scope of work on Church St. would be a change and in addition to contract amounts. The scope would be as follows:

- 1.- Existing Road surface would be cleaned as best as possible, two but joints on either side of the area in question would be ground.
- 2.- RS-1 tack applied to the existing surface, apx. quantity is 30 gallons
- 3.- Variable depth shim would be installed using 9.5 mm apx. quantity is 32 ton
- 4.- A finish layer of pavement that is 1.5 inches in depth would be installed full road width for a length of apx. 450 LF, apx. quantity is 92 ton
- 5.- MDOT compliant paving train, this is not using a small paver, this is an approved highway calls paving train with compliant rolling package.
- 6.- Price includes all mob, labor, equipment and material, bond cost.

Cost for this would be \$23,750.00

Brian Croteau

Construction Manager



July 31st, 2025

Andrew Door
Town of Damariscotta, Maine
21 School Street
Damariscotta, Maine 04543

Re: Belvedere Road Culvert Replacement

Mr. Door,

Crooker Construction, LLC is pleased to provide the following scope of work and lump sum pricing for the replacement of a cross culvert located at approximately 18 Belvedere Road in Damariscotta. This scope and pricing are based upon current field conditions.

Scope of Work:

- Remove existing failed culvert
- Furnish and install approximately 32 linear feet of 15” ADS culvert piping
- Pavement restoration of culvert trench (assuming 4” thick, 12.5mm HMA)

Total Lump Sum Pricing: \$8,225.00

Exclusions/Qualifications:

- Pricing assumes work to be done in conjunction with the Belvedere Road Closure
- If any additional ditching beyond end of culvert is requested, price to be adjusted

Please feel free to contact me with any questions regarding this proposal.

Sincerely,
Ian Messier

Ian Messier, P.E.
Chief Engineer
ian@crooker.com

Phone: (207) 729-3331 ext. 1147
Fax: (207) 725-0926
Cell: (207) 720-0371

August 22nd, 2025

Andrew Door
Town of Damariscotta, Maine
21 School Street
Damariscotta, Maine 04543

Re: Belvedere Road Surface Overlay

Mr. Door,

Crooker Construction, LLC is pleased to provide the following scope of work and pricing for the surface overlay of Belvedere West. Pricing is based upon our meeting in the field.

Scope of Work:

- Mill butt joints at driveways and end joint
- Overlay Belvedere Road with 1" of 9.5mm HMA (approximately 414 LF x 22')
- Traffic control as needed

Pricing:

Milling Butt Joints (Lump Sum): \$1,675.00
9.5mm Overlay: 65 Ton x \$165.00/Ton= \$10,725.00

Estimated Total: \$12,400.00

*Paving to be based upon total tonnage unit and billed by the tonnage price listed

Exclusions/Qualifications:

- Pricing assumes work to be done in conjunction with the Belvedere Road Closure
- Pricing is based upon using Crooker's 9.5mm HMA versus mix specified for roundabout project
- Mobilization is not included (pricing assumes work to be in conjunction with the roundabout project)
- Maine DOT Asphalt Escalator to apply to all pavement laid (based upon 08/22/2025 price of \$645.00/liquid ton)

Please feel free to contact me with any questions regarding this proposal.

Sincerely,

Ian Messier

Ian Messier, P.E.
Chief Engineer
ian@crooker.com

Phone: (207) 729-3331 ext. 1147
Fax: (207) 725-0926
Cell: (207) 720-0371



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 28, 2025
Re: Paving Reserve: Road Improvements

Overview:

Pumpkinfest organizers have inquired about the use of a portion of the parking lot for some of their activities and to guarantee some improved safety measures for the events/activities that happen in the parking lot already (Regatta, Deployment, Barricade Staging, etc). A few conversations about this have highlighted some benefits while also requiring us to figure out traffic flow. Below is a rough idea of the parking spaces that would be restricted to the public for the

weekend. Traffic will be expected to enter and exit from the Water Street entrance and there will be a marked turning lane in the parking lot so cars can navigate out to Water Street. The total impact will be about 42 cars and 4 boat/trailer spaces.



Recommended Action:

I believe the dedicated use of a portion of the parking lot for the festivities is an important safety consideration as well as a way to support a great community event. As we know, the loss of any spaces in the parking lot can be detrimental, but the festival does utilize buses and has a well run system to bring thousands of people into downtown without the need to use these spaces in particular. Approving this for this year will allow us to see if/how it may improve safety and functionality during the weekend.

Possible Motion:

Move to authorize the dedicated use of a portion of the parking lot to Pumpkinfest for the festival weekend to be determined by the Town Manager.



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MEMO

To: Select Board
From: Andrew Dorr, Town Manager
Date: August 28, 2025
Re: Technology Reserve: Chromebooks

Overview:

The Town Planner, Michale, shared that the Planning Board may benefit from having devices so they can access the files relevant to the meeting during the meeting. Typically, the materials are not printed as some documents are large format or hundreds of pages. It is the responsibility of the applicants to provide the necessary documents, though there are times that files are much easier to navigate digitally. In addition to the devices, we plan to set up each board member with a town email account so they are not utilizing their personal email accounts for the town business.

There are many options out there today for a device that would serve the purpose of the group and the most economical option would be a chromebook. These devices look and largely function just like a laptop, but the technical specifications are generally much lower. Nearly all of the work on this device would be web-based and thus would not require significant memory. After asking for some input from the IT consultant, I believe we can purchase and set up the devices for \$350 each. The Planning Board, though not a full board currently, would require the purchase of 7 devices. Additional costs would include travel cases and a mouse.

The Select Board has not discussed the purchase of devices for its use yet, but it is also something to consider, if you all prefer to review the documents in that format. If the average board packet were 30 pages and we included the budget book page count, we would have an estimated value of \$750/year. If the devices are a viable solution for 4 years, that would yield an annual savings of nearly \$300. This is nothing to write home about, but it at least shows it wouldn't cost more in the long-run, if this was a preferred method for the board.

Recommended Action:

Authorize the use of reserve funds to purchase chromebooks for the Planning Board.
Consider the use of chromebooks for the Select Board.

Possible Motion:

Move to appropriate up to \$3,000 from the Technology Reserve for the purchase of chromebooks for the Planning Board.



Town Manager's Report

August 28, 2025

Department Updates

- Administration
 - Tax bills were mailed last week and many calls and questions in person have been received about the increase as well as if the rising costs will continue at the recent rate. I have created a few documents, which have been shared with you all, and are available at the office for folks looking for more information about the breakdown of their tax bill amount.
 - A few staff members will be shifting their workspaces in preparation for the addition of the Island Fellow. The CEO/LPI will be moving to the front office near the handicap entrance, the assessor will move to the current CEO/LPI space and Micahael and the Island Fellow will be in the larger office space where Michael is currently. We need to activate one of the phone jacks, but otherwise just need to move a few furniture items and office supplies.
 - The closeout documents for the EDA Grant were submitted this week. This hidden or sometimes unassumed cost of grants is real and I estimate that the process likely took three full days worth of work to complete, and there are still a few more things we need to do. In addition to the closeout, there are other requirements beyond this we'll have to remember, like reporting on the jobs retained for another 6 years or filing covenants on the property where the improvements have been made to preserve the federal government's interest in the improvements.

- Planning
 - Emerson, Island Fellow, will arrive in town in the upcoming week with an earnest start date of September 8. We are looking forward to the workplan and moving the comprehensive plan implementation progress forward. Emerson will also be assisting with the board's strategic plan process this fall.
 - Michael has been working on the Implementation Committee next steps and we expect to have a list of at least a few future committee members for your consideration at the September 17th board meeting.

- Police
 - I intended to work on a draft job description and ad to share with the Maine Chief of Police team before the week ends, but may not be able to accomplish that. The goal is still to get the job posted by the 5th or the 8th at the latest. We envision a three-week state-wide advertisement utilizing Maine Municipal Association, Dirigo, and Maine Chief of Police listserves.
 - A meeting with the department evaluation team will take place in two weeks to learn more about the specific process. I was pleased to see the detail in the Thomaston evaluation and may ask for a few changes based on that. If you have had a chance to skim that evaluation and had comments, please let me know.
- Fire
 - The roofing company was in town last week to see the facility and view the location of potential gutters as well as get a better understanding of insulation installation. I am still waiting for quotes for the two possible add-ons, but they thought the roof could be done before October.
- Public Works
 - The crew is utilizing an excavator rental for the month and have begun doing some shouldering/ditch work along Standpipe Rd. They will be working their way towards Back Meadow Rd and we hope to take the work as far as we can towards the Nobleboro Town Line. Areas that we are just clearing the shoulders move along much quicker, so we'll see how it goes.
 - The truck is still in the shop, almost a month now. The fuel line needs to be replaced and as far as we know, the garage has the parts and just needs to install them. Fortunately, they have a dump truck that we have been borrowing until the work is complete.
 - Winter sand is being hauled in to ready the pile for winter while material is dry. The contractor will mix up what they can and be mindful of the building's fill target. A salt supplier was selected recently as well. The town was included in the GPCOG salt bid with a couple dozen towns. Two suppliers offered a bid price, both an increase from last year. Morton Salt increased to \$79 per ton while Easter Salt offered \$86/ton. We also received an unsolicited quote outside of the GPCOG bid, also from Eastern Salt, offering the same terms related to delivery and purchase, but for a price of \$73.50/ton, an increase of only \$1.50 from FY 25. After discussing it briefly with the plow contractor, I signed that agreement with no hard commitment to the quantity, but the ability to purchase more than the 800 tons if necessary.

Capital Project Updates

- **Chapman St Drainage** - letters to the abutters will go out next week letting them know of the work planned for surveying and a general timeline of improvements.
- **1B PPI** - bids are due next week. There were at least two consultants that reached out with questions. The addendum was added to the town's website.

- **Castner Creek Culvert Replacement** - Two companies have reached out with questions about this project and the addendum was posted this week. Bids for the advertised scope of work are due in the second week of September.

Upcoming Meetings

- Monday, September 1 - LABOR DAY - TOWN OFFICES CLOSED
- Wednesday, September 3 @ 5:30 PM - Select Board Meeting [Town Office]
- Monday, September 8 @ 6:00 PM - Planning Board [Town Office]
- Monday, September 15 @ 6:00 PM - Historic Preservation Review Commission [Town Office]
- Wednesday, September 17 @ 5:30 PM - Select Board Meeting [Town Office]
- Monday, September 22 @ 8:00 AM - (Tentative) Business Coffee Hour w/Chamber of Commerce [Town Office]