

**Select Board/Budget Committee  
Joint Meeting**

February 23, 2026

Town Office @ 4:30 PM

Virtual Meeting Link: <https://us02web.zoom.us/j/84221523926>

**Agenda**

- A.** Call to Order Budget Committee Mtg
- B.** Approve Minutes
  - a. November 19, 2025
  - b. December 3, 2025
  - c. January 28, 2026
  - d. February 9, 10, and 11, 2026
- C.** Official Action Items
  - a.
- D.** Discussion Items:
  - a. Budget Review: Reflection/Observations
  - b. Obligated/Contracted Expenses Review
    - i. [Statutorily Obligated](#)
    - ii. [Town Charter Obligated](#)
    - iii. Ordinance Obligations/Enforcement
- E.** Adjourn

## Select Board/Budget Committee

### Joint Meeting

November 19, 2025

Town Office @ 4:30 PM

### Minutes

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

**Budget Committee:** Richard McLean, Constance Magistrelli, Gary Rosenthal, Shari Sage, Mary Devlin, Larry Sidelinger, Leah Puckey, Susan McAlister (alternate)

**Absent Budget Committee:** Karen O'Bryan, Bruce Rockwood, Jenny Begin (alternate)

**Other Present:** Andrew Dorr, Town Manager; Cheryl Pinkham, Town Treasurer; Michael Martone, Town Planner; Emerson Wesselhoff, Island Fellow; Ali Juell, LCN

**A. Call to Order Select Board Mtg**

Fraser called the Select Board to order at 4:30.

**B. Call to Order Budget Committee Mtg**

McLean called the Budget Committee to order at 4:30.

**C. Official Action Items**

a. Election of Officers (Budget Committee)

i. Chair

Magistrelli nominated McLean as Chair

Second by Sidelinger

Vote: 7/0/0

ii. Vice-Chair - Tabled

iii. Secretary

Magistrella nominated Devlin as Secretary

Second by Sidelinger

Vote: 7/0/0

Introductions were made.

**D. Discussion Items:**

a. Proposed FY 27 Budget Process

Dorr proposed a draft budget timeline schedule calling attention to earlier Department Head presentations and allowing more time for Board/Committee deliberations. Also suggested was a meeting on December 3, 2025 for the Budget Committee to review any questions new members may have and perhaps have input for the Town Manager early in the process.

Motion by Devlin to meet on December 3, 2025  
Second by Sage  
Vote: 6/1/0

Motion by Devlin to meet at 4:30 p.m.  
Second by Sage  
Vote 6/1/0

- b. Review Budget Documents
- c. Select Board Strategic Plan
- d. Current Capital Improvement Plan
- e. Anticipated Budget Impacts/Pressures
- f. Schedule next committee meeting

Dorr shared FY26 documents: 10-year capital reserve annual allocations, a sample capital improvement/reserve request form, a listing of current projects by department, current FY27 assumptions that will impact the budget, a pie chart illustrating tax bill appropriations and the 25-26 municipal tax rate calculation form. Dorr explained that only the municipal appropriation line (#8) on the form could be impacted by the actual approved budget. McLean shared that he was aware people are complaining about the cost of everything. Fraser noted that there was a tool on the website that could break down someone's total real estate tax bill and show dollars by every department. There was discussion regarding contracted services and little choice in the rates the Town is charged. The school budget and large contracts such as water and sewer have public meetings prior to their figures being finalized. The CLC ambulance service which used to be calculated by Town assessment, call rate and a population factor. The call rate has now been removed and calculated on a tax basis. Anderson shared that there was a surplus that would be shared among towns and that cost could decrease for FY27.

Sage shared an anecdote which illustrated that billing is at a different rate if used as emergency transportation vs non emergency.

McLean clarified for the Budget Committee that the police chief is not part of the union so that salary is negotiated separately, along with the benefits

Devlin thought that it would be helpful if the non-negotiable items be highlighted in some way, so time wasn't wasted discussing something technically nonnegotiable.

McLean reminded members of the budget committee to email any questions to the Town Manager rather than group emails, as they would constitute a meeting.

**E. Adjourn**

Motion by Fraser to adjourn the Select Board meeting.

Second by Day  
Vote: 5/0/0

Motion by Devlin to adjourn the Budget Committee meeting.  
Second by Puckey  
Vote: 7/0/0

DRAFT

**Budget Committee**  
**Joint Meeting**  
December 3, 2025  
Fire Station @ 4:30 PM

Minutes

**Budget Committee:** Richard McLean, Mary Devlin, Constance Magistrelli, Gary Rosenthal, Shari Sage,, Larry Sidelinger, Leah Puckey, Bruce Rockwood, Karen O’Bryan, Jenny Begin (alternate), Susan McAlister (alternate)

**Others Present:** Andrew Dorr, Town Manager; Michael Martone, Town Planner; Emerson Wesselhoff, Island Fellow; John Roberts, Fire Chief; Ali Juell, LCN

**A.** Call to Order Budget Committee Mtg

Chair McLean called the meeting to order at 4:30 p.m.

**B.** Official Action Items

a. Election of Officers (Budget Committee)

i. Vice-Chair

Rosenthal expressed interest in serving as Vice-Chair.

Motion by Magistrelli to appoint Gary Rosenthal as Vice-Chair.

Second by Sidelinger

Vote: 9/0/0

**C.** Discussion Items:

a. Review proposed FY 27 budget process

b. Discuss budget expectations

c. Provide feedback or guidance on any data or additional information

Dorr reviewed the 2026-27 Budget Timeline document. He explained that between now and the beginning of February, he would be meeting with department heads and pulling together documents. He wants some input prior to making the budget book available and deliberations. He suggested having department presentations be given to both the Budget Committee and the Select Board on February 9,10 and 11 with no decisions being made; just time to hear justifications and ask questions. Devlin commented that she liked the idea, and it would allow more time to process information and ask any follow-up questions sooner in the process. McLean added that sessions with department heads have typically moved quickly but being mindful of department heads’ time, it made sense and he would be in favor of having presentations made jointly. The fire department and the police department seemed to generate the most questions. McLean suggested meeting from 4:30-6:30. All members agreed.

Dorr continued to say that the CIP would also be distributed to them the last week in January.

Dorr asked what expectations the Committee might have at this point. Sidlinger responded that he hoped the budget could be reduced or at least that we could hold the line. Magistrelli echoed that she thought they should be hard-nosed on departmental requests. Many people are on a fixed income, so the question should be “what can you do without?” Sidlinger continued that everything should have a clear purpose and value. O’Bryan shared that the Select Board worked hard to keep the budget down in 2024-25. That the largest increases came from the school and county obligations. Sage offered that we are not making it clear enough to the public that things are costing more now, and we just can’t alter them. Magistrelli wondered how revenue could potentially increase. She volunteered to work with Town staff on potential business licensing. Rockwood wanted to make sure they were notified asap about any changes to State and Federal funding. He also wanted to make sure providing agencies were notified earlier what their expectations were. He too wanted to hold the line, where we can, unless we want to do without a service. McLean offered that critical questions with department heads should occur. Rosenthal asked if they had an opportunity to meet with the school board? McLean stated that they have public meetings and all residents were welcome to attend. He recalled that the last time there was an actual meeting between the School Board and the Budget Committee was when they wanted to create a reserve fund for the school. McAlister asked how Provider Agencies functioned. Rockwood shared that they do provide essential services to the Town’s people. Dorr added that the municipal contributions were voted on separately. There was a brief discussion on pilot revenue and what the Town could do to possibly increase that. Sage talked about simply cutting programs. Devlin wondered if there were any sources for revenue coming soon; like the business licensing, etc. She continued talking about how the Comp Plan outlined the desires of the community. The issue is want vs need. What does the Town want to sacrifice? Sidlinger asked about further grant opportunities. Dorr responded that Damariscotta has done well getting grants and will continue to seek them.

**D. Adjourn**

Motion by O’Bryan to adjourn the meeting.

Second by Rockwood  
Vote: 9/0/0

DRAFT

## Select Board/Budget Committee

### Joint Meeting

January 26, 2026

Town Office @ 4:30 PM

### Minutes

#### Attendance:

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

**Budget Committee:** Richard McLean, Mary Devlin, Constance Magistrelli, Shari Sage, Larry Sidelinger, Leah Puckey, Bruce Rockwood (via Zoom), Karen O'Bryan (via Zoom), Jenny Begin (alternate), Susan McAlister (alternate)

**Absent:** Gary Rosenthal

**Others:** Andrew Dorr, Town Manager; Cheryl Pinkham, Town Treasurer; Jon Roberts, Fire Chief; Lesley Wysocki, Deputy Clerk

**A. Call to Order Select Board Mtg**

Fraser called the Select Board meeting to order at 4:30 p.m.

**B. Call to Order Budget Committee Mtg**

McLean called the Budget Committee meeting to order at 4:30 p.m.

**C. Official Action Items**

- a. (Budget Committee) Approve Minutes November 18 and December 3- TABLED

McLean asked which alternate member could vote, if necessary and do they sit at the table with active members. Typically, an alternate is voted upon at the beginning of a meeting, then they are considered a voting member for that meeting. Alternates may sit at the table.

Fraser reminded people that joint meetings are typically informational only and everyone should avoid making recommendations that could be influential at a joint session.

**D. Discussion Items:**

- a. Proposed Capital Budget

Dorr stated that the purpose of the 10-year view was so that committee members don't lose sight of future projects.

He shared that our audit for FY 24 is not complete yet, which is why the FYE 2024 expenditures show as "est".

Departmental existing reserves and potential projects/equipment were presented indicating proposed annual appropriations.

Each department was reviewed. Special attention was given to the FY27 figures. Members had the opportunity to ask questions.

**Municipal Building:** Dorr identified the police department main entrance (also raised as a concern by the new Chief), replacing flooring at the Town Hall, reconstructing walkways at the Town Hall, reconstructing Chapman corner parking lot,(including the addition of drainage), and a percentage of the repairs, determined by deed, to the “Reny’s” lots as prospective priorities for FY27.

**Fire Station:** Chief Roberts was available to answer questions. Resurfacing the driveway, connecting wastewater to the public sewer system, replacing the generator, door replacements, and installing insulation above the bay area are identified for FY27. Begin asked about replacing the heating system in FY40 with solar instead of geothermal as indicated. This led to a brief conversation regarding existing solar provided by Sundog Solar. Dorr clarified that the Town buys all that is produced. He did state there has been some down time and we have increased demand for overtime but do receive monthly credits. The Chief responded that the building already has radiant heat in the floors, which lend it to geothermal rather than solar power. Another large future request (FY30?) is for workforce housing (which could extend to all emergency management personnel, if grant funded).

**Highway Facilities:** Dorr shared that our insurance company is requiring the replacement of the Sand/Salt Shed. It has been noted that if one wall fails the entire building could collapse. The State requires sand/salt to be covered. A new or replacement storage building (dependent on the Dam/New Public Works direction) could be prioritized in FY27/28. Currently it is basically a two-car garage.

Magistrelli asked for clarification of the formulas illustrated on the spreadsheets. Dorr explained the initial figure on the bottom row- labelled “est balance” was the current reserve. Each column summed the costs of the projects indicated in that year- labelled “total expenditure”. The next row shows an anticipated appropriation. The new “estimated balance” would be the previous balance -expenditure+ appropriation = new estimated balance in the reserve.

**Waterfront:** Projects not expected until FY36. The Boat launch was just resurfaced with 2” of asphalt. There could be some grant funds available then.

**Fire Truck:** Chief Roberts shared the intended replacement cycle. Dorr suggested appropriating funds each year to minimize large spikes to taxes in any given year. Dorr also suggested possible use of the TIF account or grant funding or other ways not to impact taxpayers.

**Fire Equipment:** Chief Roberts explained the mandatory equipment needed for the department. Dorr again suggested funds be appropriated each year to avoid

spikes. There was some confusion regarding the actual anticipated expenditures. A new sheet will be distributed.

**Police Vehicle:** Dorr explained a four-year replacement cycle for the police vehicles. Begin asked why we used trucks instead of cars. McLean shared that the switch to trucks occurred when signs needed to be hauled and wouldn't fit in an ordinary car. There was also some discussion about purchasing Explorers or F-150's. Pricing of each will be considered when the time comes to replace each one. Again, Dorr is recommending appropriating funds each year to avoid spikes.

**Highway Truck:** Replacement of the 2018 F-550 is anticipated in FY27. There is an existing balance in the reserve of \$118, 375.

**Highway Equipment:** A front-end loader (sale price - to be financed over 3 years), a grapple bucket, a billy goat (industrial vacuum), and a deere 1025, (sale price -to be financed over 3 years) are anticipated.

**Sidewalk:** Anticipated costs for reconstruction and/or resurfacing for several areas of sidewalk were presented. All costs assume no bases need to be replaced. TIF funds could be used in a few of the locations. MDOT funded projects would reimburse 20% of the project costs. Elm St (Elm Plaza to Hodgdon) and Hodgdon St. are anticipated in FY27.

**Church St. Sidewalk Project:** Private funds are sitting in the Church St (Pleasant to Main). Dorr suggested moving the funds and this project into the "Sidewalk" reserve rather than having a separate account.

**Bicycle Resolve:** Paving of shoulders on State Aide Roads for bikes on Biscay Rd. (.43 mi), Bristol Rd. (2 mi), and School St. (.85). No funding is recommended for FY27.

**Paving, Drainage, Maintenance:** An extensive listing of roads have been labelled to need preventative maintenance, rehabilitation or some level of reconstruction. There is currently \$132,202.29 in the reserve. Dorr suggests funding some amount each year to catch up on some of the preventative work in FY27 and better position the account for more costly work in future years.

**Municipal Parking Lot:** There is currently a dormant balance of \$15, 914. A public vote could be made to repurpose these funds.

**Technology:** Dorr explained a five-year replacement cycle for 3 computers per year and server replacement every seven years. He was asked to share an inventory listing.

**Comprehensive Plan:** An update or revised Comp Plan is recommended every ten years.

**Cemetery:** Some extensive tree removal at the Chapman McAllister Cemetery and road maintenance work at Hillside Lane Cemetery (Bethlehem Shoulder) are anticipated in FY27. Begin commented that she hopes there is funding to replant some of the trees. There has also been on-going conversations with the trustees about cemetery expansion in the form of a new columbarium at Hillside. Dorr is recommending funding some money each year in preparation for that expense in FY32. Sage commented that people can always donate their body to science.

**Landfill:** There is a dormant balance of \$19,818.00 to be used should sinkholes develop.

**Town Clock:** There is currently a dormant balance of \$13,061.00.

**Biscay Beach:** There is currently a dormant balance of \$3,758.00.

**Property Revaluation:** The last revaluation is believed to have happened 2006-2008. A total of \$235,000 over three years is the anticipated cost. Implications would affect the 2029 tax bills.

**Payroll Liability:** Dorr is requesting to move \$40,000 in unexpended health insurance funds from FY25 to cover future changes in coverage for future reimbursements.

**E. Adjourn**

McLean made a motion to adjourn the budget committee meeting at 6:30 p.m.

Second by Devlin

Vote: 8/0/0

Hunter made a motion to adjourn the Select Board meeting at 6:30 p.m.

Second by Fraser

Vote: 5/0/0

## Select Board/Budget Committee

### Joint Meeting

February 9, 2026

Town Office @ 4:30 PM

Virtual Meeting Link: <https://us02web.zoom.us/j/84221523926>

### Minutes

#### Attendance:

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

**Absent:** Darryl Day

**Budget Committee:** Richard McLean, Mary Devlin, Constance Magistrelli, Leah Puckey, Gary Rosenthal, Bruce Rockwood (via Zoom), Shari Sage (via zoom) Jenny Begin (alternate), Susan McAlister (alternate)

**Absent:** Larry Sidelinger, Karen O'Bryan

**Others:** Andrew Dorr, Town Manager; Michael Martone, Town Planner, Lesley Wysocki, Deputy Clerk

- A. Call to Order Select Board Mtg
- B. Call to Order Budget Committee Mtg

Fraser called the Select Board to order at 4:30.

McLean called the Budget Committee to order at 4:30.

- C. Official Action Items
  - a. (Budget Committee) Approve Minutes November 18, December 3, January 28-TABLED
- D. Discussion Items:
  - a. Review FY 27 Budget
    - i. Revenue Projections
    - ii. General Government
      - 1. Administration, Assessing, Planning/Development, Solid Waste, Municipal Building, Contingency, Legal, Insurance, General Assistance

Dorr began the meeting by stating that all budget information is available on the Town's website. The review began with his budget message to the Boards and the Community and with a summary of the proposed expenses table. (Table 1). An overall 5.83% increase or an increase of \$266,340 is being presented. 54% of the total proposal represents all operating costs, while the remaining 46% supports capital reserve funding. He said that these figures do not show any Provider Agency dollars, as they are petition items to be reviewed beginning in mid-March and voted on separately at the Town meeting, nor figures from the school. Top 10 overall increases and decreases were highlighted, distribution percentages by category/warrant were illustrated and

detailed highest and lowest budget changes within each category/department were noted. An overview page of all expenses, followed by departmental summaries were referenced.

Revenues were also projected in summary format and in detail.

Committee and Board members had the opportunity to ask questions regarding revenue and expenditures throughout the meeting. Devlin questioned whether the interest on accounts was an overly conservative figure. Dorr replied that yes it was, as rates were tied to index and hard to estimate out. Begin asked about permitting/fee schedules. Dorr and Fraser responded that they were last reviewed in 2020 and should be reviewed by the Select Board, hopefully by July 2026. Dorr further explained that the State sets the plumbing fees due to them, but we should look at these as well as the others. Parking fines, and the potential installation of meters in the municipal parking lot were questioned by McAlister. Fraser shared that the parking fines should be reviewed along with the other fee schedules. Keushguerian pointed out that the community had indicated that they were not interested in having metered parking. Dorr stated that the State posts their estimated figures in mid-March so there might be some slight changes to that data. Hunter asked if the Homestead rules had changed? Dorr responded that the rules haven't changed but our ratio is only at 76% for 2026 so someone who received the full exemption last year (2025) would have received \$25,000 but this year only \$18,000. The values for 2027 might be even less.

In deference to Michael Martone's schedule, the in-depth review of expenditures began with the **Planning and Development Department:**

Martone explained how his salary and benefits were split with Newcastle and the Newcastle portion could be seen on the revenue summary. Dorr described further that the Town receives a check from them monthly, and that folks are taxed on the net expense. Other increases over the 2026 budget include: \$10,000 for GIS and Civic engagement software. Martone explained how the GIS allowed better access to parcel data for residents and Dorr shared that the engagement software would be helpful as an outreach tool for Comp Plan implementation, Strategic Planning and Capital Project tracking. McAlister asked about setup costs versus annual maintenance fees going forward. Dorr clarified the initial cost for GIS was \$7000.00 with yearly maintenance costs at approximately \$3000. Devlin questioned the cost of the Cleargov software; given there was no expenditure listed to date. Dorr explained the renewal wasn't until later in the spring. Begin commented that she hoped these softwares were user friendly, as she felt the current Town website was a bit clunky. Gary Rosenthal left the meeting at 5:30.

Additional funding for training/conferences for the Town Planner, \$14,500 for Comp Plan Support (the current Island Institute Fellow for the second year), and \$16,300 for the MCOG consultant. (continuing Site Plan Review work). Members questioned what each of these people did. Martone explained Reed Silvers, from MCOG worked on application reviews; going through our ordinances and preparing the draft of finding of

facts and conclusions of law for the Planning Board, while Emerson Wesselhoff, the Island Institute Fellow, was working on Strategic Planning/Comp Plan Implementation. Both of these people freed up time for Martone to begin the extensive review of the current ordinances and fee schedules. Mclean suggested that a portion of application fees should be used to offset this consultant time. With no further questions Martone left the meeting.

Tom Anderson arrived at 5:35.

### **Administration:**

Dorr pointed out the large increases over the 2026 Budget including: software licensing audit services, and salaries and benefits for staff. He explained the \$6000 jump in software was due to the Trio Municipal financial software upgrade, which is now cloud based and hosted. The pricing for auditing services through 2029 have been locked in with RHR Smith. \$14,000 for 2027 and an additional \$3,500 has been added in anticipation of a "single audit", which is required when receiving a large sum of federal funds. (The municipal parking lot project was over a million dollars) McLean shared that auditing across the state is difficult due to a lack of auditors available. "We certainly would not want to jeopardize this funding".

Leah Puckey left the meeting at 5:55.

Dorr continued by saying wages and benefits were also a budget driver. Health Insurance is showing a 13.27% increase due to a 4.5% increase from Maine Municipal Health Trust, buyouts, HRA account contributions and the staff's ability to change coverage annually. An accounting of each classification was noted in the budget document. While Tech support decreased slightly for 2027, there was a question regarding what software was included in the total request. Dorr replied it included annual costs for the Website, CivicPlus, the Mass Communication system, ADA compliance and the Citizen complaint tracker. Dorr elaborated on the complaint tracker, saying it enabled one to check progress, follow-up and was simply a good audit trail.

Dorr moved on to the revenue. A question about the progress of implementing business licensing and why we do not charge for liquor license renewals was addressed. Dorr said it was something on the Select Board's radar. There was a lengthy discussion regarding (the PILOT) or Payment in Lieu of Taxes figure. Some members felt the Town should send a letter simply asking for payments, while others discussed possible partnerships or ways to contribute to the implementation of the Town's Comp plan implementation or Strategic Plan. McLean gave the example of years ago Miles Hospital used to give \$10,000 and then were advised by their attorneys that the practice should stop as it could jeopardize their non-taxable position. Dorr added that Miles contributed substantially to the recent road/sidewalk work, so perhaps

there could be some kind of compromise. The use of undesignated fund balance was discussed. Dorr advocates using fund balances for short term or one-shot items rather than simply designating random funds every year. The benefit to having a targeted purpose is that it is not relied upon year after year.

**Assessing Department:** Dorr informed the group that we are contracted with RJD Appraisals for 65 days a year at \$725.00 per day. They have made an effort to update business property in order to collect the personal property taxes. (Things like computers, refrigeration units, file cabinets, etc. are all taxable items) 50% of the letters came back undeliverable. Dorr shared that there was definitely inequity in Town. Anderson asked if any new businesses are now paying due to the letters. Dorr said he would ask them.

**Solid Waste:** The Town contracts with the Nobleboro/Jefferson Transfer station. Dorr shared minutes from the Board's last annual meeting. Damariscotta does not have a vote. A copy of the current agreement is included in the budget documentation along with an analysis of the allocated pay structure (prepared by K. Sutherland from Newcastle). McLean asked if the Town had any plan to own their own at some point. Dorr shared his frustration with having no vote at the meetings and was concerned that any future capital needs will certainly trickle down into our cost. The thought of owning our own has come up before and they aren't ruling it out for the future. Devlin asked if we had asked Bristol. Dorr replied they had said no. Sage told the group that she had been charged for demo material from a mold remediation project.

**Municipal building:** McAlister asked about needing a "contingency for unproductive solar generation" in the electricity line item. Dorr replied that we do buy all the power it generates at \$0.11, but there have been times it is not generating power and we must purchase it off the grid at a different rate. Dorr will confirm rate structures. GSBSD is estimated with a 5.5 % increase for 2027. Dorr noted a difference from the department proposal from the managers proposal in the cleaning of the restroom - municipal lot. The department request includes the month of December while his recommendation, similar to the 26 budget, reflects closing in November. A new expense for 2027 is the cost for electricity and maintenance for the EV chargers downtown, however, an offsetting revenue should cover this cost and be put in reserve for future maintenance. An additional \$1000 over the 2026 janitorial budget has been requested for maintenance of the carpet and floor.

**Contingency:** Dorr proposed \$20,000, a small percentage of the total budget, for unanticipated expenditures that might not be able to wait for a town meeting appropriation.

**Legal:** Dorr is recommending a slight decrease in the legal services line. He shared that MMA offers a free service, which is less timely, but helpful and he has consulted with other town managers from time to time.

**Insurance:** This line represents other insurances required by the Town. Property and casualty, general liability, sexual harassment, dishonesty/theft/forgery, and public officials liability. Preliminary projections are 5-7% increases. Dorr added that some departments also carry other insurance coverages.

**General Assistance:** The Town is required to provide assistance to residents who qualify. The Town is currently reimbursed 70% of these expenses. Dorr is suggesting the use of the Philbrook fund rather than funding it through taxes or the fund balance.

#### E. Adjourn

Motion by McLean to adjourn the Budget Committee meeting at 6:50 p.m.

Second by Magistrelli

Vote: 5/0/0

Motion by Fraser to adjourn the Select Board meeting at 6:50 p.m.

Second by Keushguerian

Vote: 4/0/0

**Select Board/Budget Committee**  
**Joint Meeting**  
February 10, 2026  
Town Office @ 4:30 PM

**Minutes**

**Attendance:**

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

**Budget Committee:** Richard McLean, Mary Devlin, Constance Magistrelli, Larry Sidelinger, Leah Puckey, Gary Rosenthal, Shari Sage (via zoom) Jenny Begin (alternate), Susan McAlister (alternate)

**Absent:** Karen O'Bryan, Bruce Rockwood

**Others:** Andrew Dorr, Town Manager; Lesley Wysocki, Deputy Clerk; Erik Josephson, Police Chief; Jon Roberts, Fire Chief

- A. Call to Order Select Board Mtg
- B. Call to Order Budget Committee Mtg

Fraser called the Select Board to order at 4:30.

McLean called the Budget Committee to order at 4:30

**C. Official Action Items**

**D. Discussion Items:**

a. Review FY 27 Budget

i. Public Safety

- 1. Police, Fire Department, Emergency Management, Animal Control, Hydrants, Ambulance

Dorr shared that his plan was to get through the Public Safety items tonight.

**Police Department:** Dorr shared a copy of the recently completed police department assessment summary and recommendations in the packet. The full report is available on the website. He stated that the largest difference in the departmental request and his recommended total is the continued elimination of a parking enforcement ambassador. The recommended overall increase is up 7.8% or \$70,725 vs. the requested difference of \$87,600 or 9.66%. Chief Josephson added that the report was very well done. The largest driver is in the health insurance line with an increase of \$35,345. This is due to a 4.5% increase from Maine Municipal Health Trust, buyouts, HRA account contributions and the staff's ability to change coverage annually. An accounting of each classification was noted in the budget document comments. Dorr continued reporting that wages/payroll liabilities were determined by contracts and that 86% of the police budget is direct personnel costs. There was discussion about software licensing. Dorr explained that the County had decided to transition to Trittech (IMC) and had used

AARP funds for all of the startup costs and initial maintenance fees, but the final year's cost was to be paid by the Towns.(\$7,950) Other required software had modest increases. Hunter asked why we were budgeting for Academy expenses 2 years in a row. Dorr explained that we've had 2 openings in 16 months. Questions regarding what kind of a commitment officers have to the Town once they attend the academy. Dorr shared that their bargaining agreement does not address any commitment to stay, but if they move to another municipality within five years, the new town is required to reimburse us. Magistrelli asked about the longevity of our officers. McLean added and Fraser confirmed, we've been pretty consistent in keeping officers. Dorr said he wasn't expecting any resignations at this time.

Sidelinger observed that the police budget has consistently increased over the last three years or more, and do we expect it will increase every year. When do we as a Town look at just contracting with the County Sheriff's office. Begin was quick to respond, " yes, it probably will continue to increase just in wages and benefits". Fraser explained that this meeting was simply the presentation of the budgets, so clarifying questions were expected. Dorr added that folks should think about the value of the police department in terms of ordinance compliance and expectations rather than dollars.

Devlin asked whether we needed all the software, landlines, books, and \$3000 in office supplies. Dorr shared that the software was all required, the landlines also serve as the fax line for the department, the books were generally the state statute books that needed to be in the vehicles and for now, with a new chief on board, keeping the 2026 budget amount seemed appropriate. Dorr also clarified that he had moved mileage costs, which had been in the training line (62-53) into the mileage line (60-62) so it would be better to add those two lines together for comparison purposes. Hunter asked about the seasonal parking ambassador position that had been cut in 2026. Fraser stated that he regretted cutting it and it was just a free-for-all this summer.

Chief Josephson added that in the eight days he has been here, he has observed parking is definitely an issue. A parking ambassador should help take care of it. He hoped that the two-months during the summer might generate enough revenue to support it. He commented that for a four man crew having 10,000 calls is a lot. Pulling a patrol officer to sit downtown and monitor parking was not really cost effective.

McLean noted that there was a designated spot downtown for police parking.

Keushguerian added that the new EV stations needed to be protected as well.

McAlister asked whether the fines would be increased in the coming years. Puckey asked if there were any intentions of installing parking meters? Keushguerian replied, "the people don't want them". Fraser reiterated that a review of fee schedules was on the Select Board's radar. Chief Josephson spoke about the assessment report and his own observations. He supported the 4-year cycle for vehicle replacement in the capital budget. He noted a few liability issues; replacing a few locks and adding some cameras including in the interview room. He replied that between January 1 2024 and January 1, 2025 there were 8000 calls (3000 were building or welfare checks). The Chief also discussed the training line item, in support of the department budget. He added that they are eager to learn. He has had lots of opportunities to interact with the community

so far and has many speaking engagements scheduled. There was discussion regarding the RUOK check in program. Magistrelli added that police presence was important around town. Sidelinger wondered if the Chief could provide a listing of the percentages of calls by type. (domestic violence vs skunks or welfare checks) Devlin asked if there was a way the camp grounds might absorb some of the costs? Devlin, referring to the police department assessment report, cited "a 25% reduction to liability insurance", and wondered if that option had been explored to lower the expense. She also hoped other angles had been explored for more revenue.

**Animal Control Officer:** Dorr noted that this was a contracted service with the Lincoln County Sheriff's department and explained that the town pays for actual hours billed, which had not been accurately reflected in the past and now they were. He anticipates overrun in the 2026 budget. McAlister asked if we had a call record on types of calls. Dorr replied that he would get what he could.

**Fire Department:** Chief Roberts commented on changes to training time pay from \$19.00 to \$20.00 for 4 younger junior members. An increase of \$1000 to the Chief's stipend (last increase was in 2022) and a large decrease of \$5000 in supplies and maintenance due to upgrades in 2026. Hunter commented that the increase for the chief and the increase to \$20.00 for training pay was definitely a bargain, rather than having a paid department which could be more than \$1,000,000. Magistrelli wondered how many volunteers we had relative to other towns. Chief Roberts replied that we do better than most in the area. Magistrelli continued by saying we really don't recognize our volunteers as we should. Puckey commented that if we lowered the taxes, younger people would come back and the fire department would prosper. Sidelinger asked about why we can't simply rebuild a fire truck rather than a new purchase. (in Capital Budget) Chief Roberts responded that they had looked into that but it was risky. The Safety features change over time and can't always be simply refurbished. He also shared that since 2013 when they had 6 trucks, the goal is to drop to 3 once the ladder truck was delivered. He mentioned that they were exploring an opportunity to create a Fire District. Where Damariscotta would have the ladder truck and Bristol, for example might have a tanker truck and each would respond when needed. The Chief shared that there were 6 towns looking to cooperate in this manner and they were in the process of trying to standardize some policies and procedures. All members thanked Chief Roberts. Begin commented that the Chief does a lot more than answering calls, planning board reviews, etc. and should really get paid more.

Rosenthal left the meeting at 6:15.

**Emergency Management:** Dorr shared that he had increased the training line for deployment of the flood wall and increased the stipend for the emergency manager. The total increase for this department is \$260 over the 2026 allocation.

**Hydrants and Fire Prevention:** Dorr, noting that this was a contractual obligation, shared that the rates are determined by PUC. He also shared that we have 62 hydrants. Sidelinger asked if there was a rule about the required number of hydrants . Dorr replied that GSBSD controls that.

**CLC Ambulance:** Dorr shared that this was also a contractual obligation. Five towns are serviced by this contract. The cost share formula is currently under consideration. The annual contribution is based on state valuation and a few of the towns have an issue with the formula. He also stated that he was moving this department into the Public Safety Warrant.

Devlin asked if Dorr could provide a list of the contracted items that essentially nothing could be done to change so that the committee would not spend too much time deliberating over.

**E. Adjourn**

Motion by McLean to adjourn the Budget Committee meeting at 6:35 p.m.

Second by Devlin

Vote: 6/0/0

Motion by Hunter to adjourn the Select Board meeting at 6:35 p.m.

Second by Anderson

Vote: 5/0/0

## Select Board/Budget Committee

### Joint Meeting

February 11, 2026

Town Office @ 4:30 PM

Virtual Meeting Link: <https://us02web.zoom.us/j/84221523926>

### Minutes

#### Attendance:

**Select Board:** Daryl Fraser, Tom Anderson, Dan Hunter, Andrea Keushguerian, Darryl Day (via zoom)

**Budget Committee:** Richard McLean, Mary Devlin, Constance Magistrelli, Leah Puckey, (arrived at 4:50) Bruce Rockwood (via Zoom), Shari Sage (via zoom) Jenny Begin (alternate), Susan McAlister (alternate)

**Absent:** Gary Rosenthal

**Others:** Andrew Dorr, Town Manager; Lesley Wysocki, Deputy Clerk

- A. Call to Order Select Board Mtg
- B. Call to Order Budget Committee Mtg

Fraser called the Select Board to order at 4:30.

McLean called the Budget Committee to order at 4:30.

- C. Official Action Items
- D. Discussion Items:
  - a. Review FY 27 Budget

- i. Public Works
      - 1. Highway, Cemetery, Biscay Beach, Streetlights, Traffic Lights
    - ii. Community Services
    - iii. Debt

Dorr began the Highway Department discussion with an overview of the objectives and goals for the department, reiterating that we just have a crew of two. Regular maintenance of: roadways to ensure safe travel, drainage systems to manage runoff, and 1.2 miles of sidewalk snow and ice removal are just a few of the responsibilities of this department. He noted that the overall increase is \$13,690 or 1.67%. Large budget drivers include the rental of portable traffic lights (line 21-17) and reflective warning signs (line 29-48) required under OSHA standards for nightwork, sidewalk repair and ditch/shoulder stabilization (line 52-53).

A new stipend for a road commissioner (90-58) to reassign this role, funding for snow hauling for big storms (line 91-24), and cleaning of catch basins( line 91-27) to establish a cycle.

Decreases in the department include: vehicle repair (line 30-24) hoping to purchase a new truck in 2026, health insurance (line 40-40) two employees take the buyout, line

striping (53-96) planning to do this in house, tree work (line 91-30), pedestrian activated signals for crossing( line 70-03) plan to use ADA grants. Sidelinger asked for clarity regarding the note provided regarding culverts. It implied 10 culverts were to be replaced at \$350.00 each, which did not equal the total amount being requested. Dorr clarified there were 10 locations that needed culvert work and an unknown amount of piping that might be required at each. Rockwood wondered whether we should be using “cats eyes” for the crosswalks, since the salt blurs the lines in the winter. Dorr replied that we would certainly look at all the options when Main St gets improved. For now, the plan is to repaint twice per year (once before Memorial day and again prior to Pumpkin Fest). Sidelinger asked about the winter sand and salt line, and why it was so small for 2027. Dorr replied that we buy the salt/sand directly and net the cost from the contractor’s invoice. That is not what happened in FY25 so it did look a bit odd. Sidelinger asked how much we had purchased and whether we had had any problem maintaining inventory. Dorr replied that we buy approximately 120 tons per year and buy our product from Eastern Salt and have not had any delivery issues. A question regarding the need for a Road Commissioner began a discussion. Dorr replied that by statute, a Road Commissioner was required. Fraser admitted that the road commissioner work was considered “other duties as required” when searching for a new Town Manager. It is now the case that other work is not able to be accomplished when following up on Road complaints, etc.. Keushguerian commented that Dorr has done amazing work, and has great forecasting ability.

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#### **E. Adjourn**

Motion by Devlin to adjourn the Budget Committee meeting at 6:20 p.m.

Second by Puckey

Vote: 6/0/0

Motion by Hunter to adjourn the Select Board meeting at 6:20 p.m.

Second by Anderson

Vote: 5/0/0



# Municipal Services, Required

Statutorily Required Municipal Services and Functions (State and Federal law)

MMA Legal Services Information Packet

*This packet is intended for general informational purposes only. It is not meant, nor should it be relied upon, as legal advice in any particular situation. Links to documents herein are provided as examples for informational purposes only and have not been reviewed by MMA Legal Services. Do not use any sample unless it has been reviewed by your legal counsel. The information herein is not a substitute for consultation with legal counsel and legal review or other specific guidance on the subject. The statutes and other information herein are only current as of the date of publication.*

Date of last revision: 11/2024

This list represents a general review of services and functions which municipal governments are required by law to maintain. It is not intended to be an exhaustive treatment of all relevant State and federal law or agency rules. It does not account for services and obligations required by contract, local vote, charter, ordinance, or those that result from the application of State agency rules. For a comprehensive review of state mandates and major federal mandates, see the MMA Legal Services [State and Federal Mandates Information Packet](#).

# Administration and General Government

## Administration and General Government

*Listed below are administrative and general government functions that municipalities must provide.*

1) Accounts for Dog and Kennel Licenses. Municipalities must maintain separate accounts for the fees collected for dog licenses, kennel licenses, and court fines collected by the municipality. 7 M.R.S. § 3945.

2) Americans with Disabilities Act. Municipalities must comply with the comprehensive requirements concerning persons with disabilities in the areas of employment, public accommodations, state and local government services. 42 U.S.C. §§ 12101-213 (federal law); 5 M.R.S. §§ 4551-77, 4594-G (Maine law).

3) Assessment and Taxes. Municipalities must assess and collect taxes. Titles 36 and 30-A of the Maine Revised Statutes require municipalities to collect the following taxes:

- a. real property;
- b. excise; and
- c. personal property.

4) Annual Meeting. Municipalities must hold an annual meeting at which moderators, select board members, and school committee members are elected. 30-A M.R.S. § 2525.

5) Annual report. Municipalities must publish an annual report. 30-A M.R.S. § 2801.

6) Burial grounds. Municipalities must care for ancient burying grounds and veterans' graves in public burying grounds. 13 M.R.S. § 1101-B (ancient burial grounds); 30-A M.R.S. § 2901 (veterans' graves).

7) Conditional gifts. A municipality must perpetually comply with the executed agreement of a conditional gift, and may raise money to carry out the conditions upon which the agreement was

made. 30-A M.R.S. § 5654.

8) Elections. Municipalities must carry out election responsibilities for federal, state, SAD, caucus, and county elections. 21-A M.R.S. § 621-A *et seq.*.

9) Labor and Human Resource Requirements.

a. *Fair Labor Standards Act*. Municipalities must adhere to federal and State requirements establishing minimum wages, overtime pay, child labor, and record keeping. 29 U.S.C. § 2601 *et seq.* (federal law); 26 M.R.S., ch. 7 (Maine law).

b. *Family and Medical Leave Act ("FMLA")*. Municipalities must guarantee unpaid leave for personal and family reasons. 29 U.S.C. §§ 2601-54 (federal law); 29 C.F.R. pt. 825 (federal regulation). 26 M.R.S. §§ 843-49A (Maine law) (rules on FMLA are forthcoming by the Maine Department of Labor to reflect Governor Mills' 2023 budget).

c. *Uniformed Services Employment and Reemployment Rights Act ("USERRA")*. Municipalities cannot discriminate against members of the military in hiring and retention practices. 38 U.S.C. § 4301-33 (federal law); 20 CFR pt. 1002 (federal regulations).

d. *Workplace training*. Municipalities must provide:

i. sexual harassment training, 26 M.R.S. § 807, and

ii. video display terminal education and training, 26 M.R.S. § 252.

10) Freedom of Access Act ("FOAA"). Municipalities must provide public access to public records and notice of meetings. 1 M.R.S. § 408-09.

11) General Assistance. Municipalities are required to provide assistance in meeting basic necessities. 22 M.R.S. § 4305.

12) Municipal Annual Solid Waste Report. Municipalities must report to Maine Department of Environmental Protection any material produced by a municipal solid waste processing facility. 38 M.R.S. § 1304-C.

13) Municipal Officials. Municipal Officers are to hire and manage municipal officials required according to Maine law (see link below, as well as MMA's Municipal Officers Manual for further

detail).

14) National Voter Registration Act. Municipalities must process and registration of voters. 42 U.S.C. ch. 20 (federal law); 21-A M.R.S. § 180 *et seq.* (Maine law).

15) Postaudit of Accounts. Municipalities are required to arrange an annual postaudit of town accounts by Office of the State Auditor or a qualified certified personal accountant. 30-A M.R.S. § 5823.

16) Recycled Goods Procurement. Municipalities must review its procurement procedures to ensure no discriminatory criteria of recycled goods, supplies, equipment, and materials exists. 30-A M.R.S. § 5656(1).

17) Recordkeeping. Municipalities must remain records of:

- a. denials and conditional approvals for licenses, certificates, approvals, or other types of permits, 1 M.R.S. § 407;
- b. decisions involving dismissal or refusal to renew contract of a public official, employee or appointee, 1 M.R.S. § 407; and
- c. final employee disciplinary action, 30-A M.R.S. § 2702(1)(B)(5).

Local government must maintain records as required by Maine law and as directed by the State Archivist. The volume of records can be quite large, particularly with respect to the records handled by the offices of the clerk, treasurer, tax collector, and assessor. 5 M.R.S. § 95-B.

18) Revenue receipts and disbursements. A municipal treasurer must be appointed and perform duties as required by statute, including to receiving and recording all revenues and disbursements. 30-A M.R.S. § 5601 *et seq.*.

19) Town Equipment. Municipalities must maintain all municipality equipment, vehicles and machinery. 14 M.R.S. § 8104-A.

20) Town Buildings. Municipalities must maintain town owned buildings. 14 M.R.S. § 8104-A.

# Municipal Officials Required By Law

## Municipal Officials, Required

*Listed below are municipal officials who are required to be appointed or hired in a municipality.*

- a. Animal Control Officer. 7 M.R.S. § 3947.
- b. Assessor. 36 M.R.S. § 327(3); 30-A M.R.S. § 2526(5).
- c. Board of Appeals (if zoning ordinance enacted). 30-A M.R.S. § 2691(2)(A).
- d. Building Inspector (in towns with populations over 2,000). 25 M.R.S. § 2351-A.
- e. Civil Emergency Preparedness Agency Director. 37-B M.R.S. § 782(1).
- f. Clerk. 30-A M.R.S. §§ 2525(2), 2651-55.
- g. Election (Ballot) Clerks. 21-A M.R.S. § 503-A; 30-A M.R.S. § 2528(8).
- h. Excise Tax Collector. 36 M.R.S. § 1487(1).
- i Fence Viewers (if services requested). 30-A M.R.S. § 2953.
- j. Fire Inspector. 25 M.R.S. § 2391.
- k. Fire Chief. 30-A M.R.S. § 3153.
- l. Forest Fire Warden. 12 M.R.S. § 8902.
- m. General Assistance Fair Hearing Authority. 22 M.R.S. § 4322.
- n. Harbor Master (if services requested in a town that borders or contains territorial waters). 38 M.R.S. § 1.
- o. Health Officer. 22 M.R.S. § 451.
- p. Moderator. 30-A M.R.S. § 2524(2).

- q. Municipal Officers. 30-A M.R.S. § 2521 (selectboard or councilors).
- r. Overseers of General Assistance. 30-A M.R.S. § 2526(4)(B) and 22 M.R.S. § 4301(12).
- s. Plumbing Inspector. 30-A M.R.S. § 4221.
- t. Registrar of Voters. 21-A M.R.S. § 101.
- u. Road Commissioners. 30-A M.R.S. § 2526(7).
- v. School Board Committee. 30-A M.R.S. § 2525(1); 20-A M.R.S. §§ 1251, 1651, 2302.
- x. School Superintendent. 20-A M.R.S. § 1051.
- y. Shellfish Warden (required if a municipality enacts a shellfish conservation ordinance). 12 M.R.S. § 6671(8).
- z. Tax Collector. 36 M.R.S. §§ 751-66; 30-A M.R.S. § 2525(2).
- aa. Treasurer. 30-A M.R.S. §§ 5601-04, 2525(2).

# Land Use and Environmental Protection

## Land Use and Environmental Protection

*Listed below are overseeing bodies or regulations that a local government can, or sometimes must, adopt to moderate land use and environmental protection within the municipality.*

- 1) Board of Appeals. If a municipality establishes a zoning ordinance, it must create a board of appeals. 30-A M.R.S. § 4353.
- 2) Publication of Proposed Zoning Changes. Notice must be published before adopting a new or amending an existing zoning ordinance or zoning map. 30-A M.R.S. § 4352(9-10).
- 3) Sewers and Drains. A municipality must maintain a drain when a public drain has been constructed and a person has paid to connect to it. 30-A M.R.S. § 3403.
- 4) Shoreland Zoning. Municipalities must have zoning and land use controls for areas within 250 feet of normal high water line. 38 M.R.S. § 438-A.
- 5) Site Location of Development Act. The Maine Department of Environmental Protection ("DEP") may designate municipalities as a reviewing authority. Once so designated, municipalities must administer permits for projects requiring review under the Site Location of Development Act. 38 M.R.S. § 489-A.
- 6) Subdivisions. All subdivision are subject to municipal review. 30-A M.R.S. §§ 4401-08.
- 7) Waste Management. Municipalities must provide solid waste disposal services (either in the same or a nearby municipality) for domestic and commercial solid waste generated within the municipality. 38 M.R.S. § 1305.
  - a. *Septage/Sludge*. Each municipality must provide for the disposal of all refuse, effluent, sludge, and any other materials from septic tanks and cesspools. 38 M.R.S. § 1305.
  - b. *Transfer Stations*. For those municipalities having transfer stations, they are required to comply with DEP regulations for the operation of transfer stations and solid waste storage.

38 M.R.S. § 1305; 06-906 C.M.R. ch. 402 (DEP regulations for Transfer Stations).

c. *Closure of Municipal Landfills.* Municipalities must close designated "open landfills" as determined by the DEP. Closed municipal landfills require biannual groundwater testing and monitoring. 42 U.S.C. ch. 82 (federal law); 38 M.R.S. § 1310-C *et seq.* (Maine law).

d. *Recycling.* Municipal recycling services must reasonably try to attain the recycling goals set by the State. 38 M.R.S. §§ 2132-33.

8) Wastewater Treatment Facilities. Municipalities with wastewater treatment facilities constructed in whole or in part with State funding must accept wastewater from watercraft sewage pump-out facilities. 38 M.R.S. § 414-B(4).

9) Water Pollution Prevention and Control. Municipalities must comply with federal law concerning pollutant and effluent controls necessary to manage water pollution. Municipalities also must comply with storm water management and of storm water systems regulations. 33 U.S.C. ch. 26 (federal law); 38 M.R.S. ch. 3 (Maine law).

10) Wharves and Fish Weirs. Municipalities must examine and hold public hearings upon any application to build or extend any wharf, fish weir or trap in tidewaters within the municipal border. 38 M.R.S. § 1022.

# Licensing, Permitting, and Economic Regulation

## Licensing and Permitting and Economic Regulations

*Listed below are required licensing, permitting, and economic regulations that a municipality must offer.*

1) ATV registration. Municipalities, as agents for the Commissioner of Maine Department of Inland Fisheries and Wildlife ("MDIFW"), must provide the service of registering ATVs. 12 M.R.S. §§ 13002-03.

2) Alcohol. Municipal officers, assuming local option approval, must act on applications for on-premises liquor licenses. 28-A M.R.S. § 653.

a. *Bottle Clubs*. Municipal officers must act on applications to operate a bottle club or to transfer location thereof. 28-A M.R.S. § 161-B.

b. *Special Amusements*. Municipalities must issue a permit for live music, dancing, or entertainment at businesses licensed for on-premises consumption of alcohol. 28-A M.R.S. § 1054.

3) Automobiles. Municipalities must collect the automobile excise tax, and may be appointed by the Secretary of State to receive applications for new or renewed drivers licenses and motor vehicle registrations. 36 M.R.S. § 1487 (excise tax collection); 29-A M.R.S. § 201 (municipal officers as agents to Secretary of State).

4) Beano and Bingo. Municipal officers must review applications for permission to operate beano and bingo amusements. 17 M.R.S. § 313.

5) Birth/Marriage/Death Recording/Certificates. Municipal clerks must record and issue birth, marriage, and death certificates. 19-A M.R.S. §§ 652, 654 (marriage licenses); 22 M.R.S. § 2702 (birth, marriage, and death certificates).

6) Building Code. Local building inspectors or code enforcement officers must ensure compliance with relevant state and local building standards. 30-A M.R.S. §§ 4101-04.

- 7) Building Permits. A municipal reviewing authority must review and approve all new multi-family housing accommodations before occupancy is permitted. 5 M.R.S. § 4582-B (5).
- 8) Cable TV Franchises. Municipalities must honor existing contracts, issue new or renew franchise agreements, and regulate cable operator's compliance with such agreements. 30-A M.R.S. §§ 3008 (ordinances for cable providers), 3010 (consumer rights for cable providers).
- 9) Closing-Out Sales/Going Out of Business. Municipal officers must issue a license for closing-out or going-out-of-business sales located in the municipality. 30-A M.R.S. § 3781-84.
- 10) Concealed Weapons. Municipalities must issue permits for issuing. If there is no chief of police, a municipality can request Chief of State Police to issue permits. 25 M.R.S. §§ 2002-A *et seq.*
- 11) Conversion of Seasonal Dwellings. The Municipal Plumbing Inspector must issue a permit to a landowner before a seasonal dwelling in the shoreland zone can be converted to a year-round or principal dwelling. 30-A M.R.S. § 4215.
- 12) Dogs and Dog Kennels. Municipalities must issue dog licenses and kennel licenses. 7 M.R.S. §§ 3921 *et seq.* (dog licenses), 3931-A, *et seq.* (kennel licenses).
- 13) Driveway Entrances. Municipalities must authorize ingress and egress to properties inside an urban compact on state highways and state-aid highways. 23 M.R.S. § 704.
- 14) Electrical Installations. If an electrical inspector has been appointed, they must enforce state and local electrical installation laws. 30-A M.R.S. §4151-74.
- 15) Engines. Municipalities must issue permits before a steam engine can be erected within the municipality. 17 M.R.S. § 2795.
- 16) Fishing/Hunting/Trapping. Municipal clerks, as agents for MDIFW, are responsible for issuing permits for fishing, hunting or trapping. 12 M.R.S. § 10801.
- 17) Games of Chance. Municipal officers sign application. 17 M.R.S. § 1832 (4).
- 18) Health. The Local Health Officer shall receive and report to the Maine Department of Health and Human Services ("DHHS") any facts that relate to communicable diseases within the municipality and shall evaluate all claims of public health threats. 22 M.R.S. §§ 451-62.

19) Innkeeper/Tavern Keeper/Lodging House. Municipalities must issue permits to innkeepers, tavern keepers or lodging houses before the businesses can operate. 30-A M.R.S. §§ 3811-3814.

20) Junkyards. Municipalities must license and police junkyards, automobile recycling, and automobile graveyard operations. 30-A M.R.S. § 3751 *et seq.*.

21) Lunch Wagons/Food Trucks. Municipalities must issue licenses to any reputable person maintaining a vehicle for the sale of food. 30-A M.R.S. § 3931.

22) Mobile Homes and Over Limit Vehicles. Municipalities must issue permits before mobile homes can be moved over public roads, and before over limit vehicles can travel on public roads. 29-A M.R.S. §§ 1002 (over vehicle limits and mobile homes), 2382 (overlimit movement permits).

23) Moorings. Harbor Masters must assign moorings (usually through a permit process). 38 M.R.S. §3.

24) Off-Track Betting. Municipalities must approve off-track facility where pari-mutuel wagering will occur. 8 M.R.S. § 275-D (5).

25) Pawnbrokers. Municipalities must license pawnbrokers. 30-A M.R.S. § 396 *et seq.*.

26) Plumbing. Municipalities, through the local plumbing inspector, must permit and oversee plumbing. 30-A M.R.S. § 4201 *et seq.*.

27) Poles and Wires. Municipal officers or their designees must issue permits to those wishing to construct telephone, electric, or cable TV wires; gas or oil pipelines; or water, sewer, or steam conduits, along a public way that is a city street or town way or a state or state-aid highway in the compact areas as defined in 23 M.R.S. § 754. 35-A M.R.S. § 2501 *et seq.*.

28) Shoreland Zoning. Municipalities shall control the issuance of permits required under the shoreland zoning ordinance, and shall collect all fees required, investigate violations and keep a record of all essential transactions regarding the shoreland zone. 38 M.R.S. §438-A; 441(3).

29) Site Location of Development. If the Maine Department of Environmental Protection has delegated its review authority to the municipality pursuant to 38 M.R.S. §489-A, the planning

board (or municipal officers if none) shall review all development involving "structures" between three and seven acres in size.

30) Snowmobile Registration. As agents for the Commissioner of MIFW, municipalities are responsible for registering snowmobiles. 12 M.R.S. § 13104.

31) Subdivision Review. The municipal planning board (or municipal officers, if none) must review all lot divisions meeting the state law definition of "subdivisions." 30-A M.R.S. §4403.

32) Watercraft. Municipalities must consider permit applications from anyone wishing to bring into or maintain in the harbor any derelict watercraft for salvage, or anyone abandoning any watercraft in the harbor. 38 M.R.S. § 9.

33) Wharves, Weirs, Piers and Pilings. Any person wishing to build or extend any wharf, weir, pier or trap in tidewaters must apply to the municipal officers for a license. 38 M.R.S. § 1022.

# Public Health and Safety

## Public Safety and Health

*Listed below are public safety and health statutes that a municipality may/must comply and regulate.*

1) Animal Control. Municipalities must enforce Maine's animal welfare laws described in Title 7, Chapter 725, including provisions outlined below. 7 M.R.S. §§ 3941 *et seq.*.

a. *Appoint an Animal Control Officer*. 7 M.R.S. § 3947.

b. *Issue Dog Licenses*. 7 M.R.S. § 3942.

c. *Control dogs at large and animals that are a source of complaint*. 7 M.R.S. § 3948.

d. *Posting of law concerning dog licenses and municipal duties*. 7 M.R.S. § 3941-42.

2) Building inspection. Every municipality with greater than 2,000 inhabitants must appoint a building inspector (optional for municipalities with fewer than 2,000 inhabitants). 25 M.R.S. § 2351-A.

3) Emergency Management. Municipalities must prepare and keep a disaster emergency plan. 37-B M.R.S. §§ 781-786.

4) Fire Protection. It is not clear whether fire protection is required under Maine law, but it is provided in most municipalities. 30-A M.R.S. § 3151 *et seq.*. The following are general requirements for municipal fire protection programs.

a. *Automotive Equipment*. Automotive fire equipment purchased with public money must comply with National Fire Protection, Pamphlet 1901, standards.

b. *Equipment and Buildings*. Firefighters must be equipped with maintained minimum safety equipment. 26 M.R.S. § 2103-04.

c. *Training*. Firefighters must complete a training program. 26 M.R.S. § 2102.

5) Fire Ward/Inspector. Municipalities must elect a fire ward if no organized fire department exists in the municipality. 25 M.R.S. § 2391.

6) Forest Fire Control and Costs. Municipalities are responsible in the first instance for fighting fires and paying for some of the costs incurred in controlling forest fires. 12 M.R.S. §§ 9201 *et seq.*.

7) Harbor Master.

a. If requested, municipal officers shall appoint a Harbor Master to oversee administration and enforcement of mooring privileges for boats and vessels. 38 M.R.S. § 1.

b. Where boats and lighters are used to carry stone, sand or gravel, the municipal officers shall appoint an inspector to ensure compliance with requirements for marking such boats and lighters. 38 M.R.S. § 121.

8) Law Enforcement and Police Protection. Municipalities are not required to provide police protection. If a municipality provides police protection, specific requirements arise. 30-A M.R.S. §§ 2671 *et seq.*.

a. *Police Officers*. A full-time law enforcement officer must complete basic training requirements at the Criminal Justice Academy. 25 M.R.S. § 2804-C.

b. *Disposal of Lost, Stolen, or Unclaimed Property*. Police Departments must keep private property in an attempt to locate the owner. 25 M.R.S. §§ 3501 *et seq.*.

9) Occupational Health Requirements. Local governments must comply with the Occupational Safety and Health Act ("OSHA") of 1970 as well as similar state requirements to ensure working conditions reasonably free from health hazards or safety threats. 29 U.S.C. §§ 651-78 (the federal OSHA of 1970); 26 M.R.S. § 561-A *et seq.* (Maine occupational health and safety statutes).

10) Plumbing Inspection. Municipalities must ensure plumbing complies with State and local regulations. Municipalities also must appoint a plumbing inspector. 30-A M.R.S. § 4221.

11) Port Warden. By petition, 10 or more citizens can request and municipal officers must appoint a port warden. 38 M.R.S. § 41.

12) Public Health. Municipalities must report, prevent, and suppress diseases and conditions dangerous to public health. Municipalities also must appoint a health officer. 22 M.R.S. §§ 451 *et seq.*

13) Subsurface Wastewater Systems. Municipalities must serve an order to remedy subsurface wastewater systems once receiving notice of a system's malfunctioning. 30-A M.R.S. § 3428.

# Roads and Public Works

## Roads and Public Works

*Listed below are the statutory requirements of a municipality to maintain public roads and works.*

1) Public Roads. Municipalities must maintain town ways so as to be safe and convenient for motor vehicle travel. 23 M.R.S. § 3651.

a. *Sidewalks*. If a sidewalk exists within the right-of-way, the municipality must maintained the sidewalk against defects. *Moriarty v. City of Lewiston*, 57 A. 790, 98 Me. 482 (1904); *Morgan v. City of Lewiston*, 40 A. 54, 91 Me. 566 (1898).

b. *Vegetation*. Municipalities must remove vegetation, such as roadside brush, trees and grass, that pose any road safety problem. 23 M.R.S. § 2702.

c. *Snow and Ice Removal*. Municipalities must remove snow and ice in the town way within a reasonable period of time. 23 M.R.S. §3655. This includes removal from state-aid highways. 23 M.R.S. § 1003.

d. *Water Supply Protection*. Municipalities must prevent damage to private water supplies as a result of construction, reconstruction or maintenance of public highways. 23 M.R.S. § 3659.

2) Drains, Ditches, and Culverts. Municipalities must install a drain, ditch, culvert, or other drainage to keep a public road safe and convenient; if the drainage system is not necessary to keep the public road safe and convenient, then the municipality has discretion on to install drainage. However, once established, the municipality must maintain the drainage system. 23 M.R.S. § 3251; 30-A M.R.S. §§ 3401 *et seq.*.

3) Driveways and Culverts. If a property owner applies for and receives a culvert permit, the municipality must install the culvert(s) where private driveways connect to a town way (at the owner's expense). Once culverts are installed, the town must maintain them. 23 M.R.S. § 705.

Municipalities are responsible for the permitting of new entrances on highways in urban compact zones. 23 M.R.S. § 704.

4) Highway Defects. Municipalities must correct defects in the road where there has been twenty-four hour notice, or can be held liable for resulting damages. 14 M.R.S. § 8104-A; 23 M.R.S. § 3655.

5) Public Works. A registered professional engineer is required for any public works project exceeding a cost of \$100,000, or if the work creates an undue risk to public safety or welfare. 32 M.R.S. § 1254.

6) Roads in Compact Areas. Urban compact municipalities must maintain roads within the compact area. 23 M.R.S. § 754.

7) Street Excavation. Municipalities must serve notice upon owners of property abutting a street or highway, and upon others, directing water and conduit connections prior to paving and repairing. 23 M.R.S. § 3351 *et seq.*.

# Schools and Education

## Schools and Education

*Listed below are some municipal requirements for operating public schools.*

1) Education. Municipalities must implement and administer public education. 20-A M.R.S. § 2; Maine Const. Art. VIII § 1. School units must raise funds to support public education, and provide primary and secondary education in accordance with the purposes, policies, goals and objectives of State law. 20-A M.R.S. § 4501 *et seq.*.

2) No Child Left Behind Act. The federal governments requires public schools conduct an annual student assessment. 20 U.S.C. ch. 70.

3) Learning Results. The Maine state government requires schools conduct a student assessment. 20-A M.R.S. § 6201 *et seq.*.

4) Special Education. The federal requires schools have programs for students with special needs. 20 U.S.C. ch. 33.

## Town Charter

- Select Board
  - Compensation - Annual compensation shall be determined at the annual town meeting.
  - Expenses- Members shall receive actual and authorized expenses incurred in the performance of their duties of office.
- Town Manager
  - Shall be appointed by the Select Board for a specific term and by way of contract, fix the compensation, benefits, holidays, vacations, etc.
- Town Appointments (one-year terms)
  - Code Enforcement Officer
  - Fence Viewer
  - Harbor Master
  - Plumbing Inspector
  - Registrar of Voters
  - Road Commissioner
  - Health Officer
  - Municipal Town Clerk
  - Tax Collector
  - Treasurer
  - Animal Control Officer
  - General Assistance Administrator
  - Civil Emergency Preparedness Director
  - Sealer of Weights and Measures
  - Election (Ballot) Clerks
  - Other positions as may be required
- Fire Department
  - Fire prevention and fire fighting shall be provided by the Massasoit Engine Company or its successor (Damariscotta's volunteer fire department)
  - The Fire Department shall determine their annual budget and present it for review by the Select Board and Budget Committee
- Police Department
  - Police protection and public safety for the Town shall be provided by a Police Department having a full-time Police Chief and police personnel as needed.
- Public Works
  - Maintenance of Town roads, ditches, culverts, and other Town property shall be provided by a Highway Department as well as other requirements determined by the Town, Select Board, and Town Manager.
- Boards, Committees, and Commissions
  - Planning Board, Appeals Board, Historical Preservation Review Commission, Ad Hoc
  - Compensation and annual budgets shall be determined through the approved budgetary process.
- Elected Boards/Committees
  - Cemetery Trustees
  - School Committee
  - Town Budget