

**SELECT BOARD MEETING  
MONDAY, JUNE 8, 2020  
EXECUTIVE SESSION: 5:30 P.M.  
REGULAR MEETING: 6:00 P.M.**

**MULTI-PURPOSE ROOM**

**EXECUTIVE SESSION MEETING 5:30 P.M.**

Pursuant to MRS Title 36, Section 841 (2), to review a property tax foreclosure.

**REGULAR SELECT BOARD MEETING 6:00 P.M.**

1. CALL THE MEETING TO ORDER
2. PUBLIC HEARINGS:
3. APPROVE THE MINUTES OF: February 24, 2020 & May 18, 2020
4. APPROVE THE WARRANTS
5. ADJUSTMENTS TO THE AGENDA
6. TOWN MANAGER'S REPORT
7. PUBLIC COMMENTS
8. OLD BUSINESS
  - A. Continue to review next steps of the Solar Array project as presented by John Fancy.
9. NEW BUSINESS
  - A. Confirm the Town Manager's Town Clerk Appointment of Melissa Stevens.
  - B. Discuss the Thomaston Green development per the request of Select Board Member Bill Hahn.

- C. Review for approval the guidelines for streetlight placement as submitted by John Fancy and designate the Thomaston Police Department as the administrator for the LED streetlight smart controls.
- D. Discuss the Beechwood Street culvert.
- E. Discuss a Select Board member appointment to the Trust Fund Committee per the request of Select Board Member Diane Giese.
- F. Implement a summer lunch program per the request of Select Board Member Diane Giese.
- G. Review the Deitz Scholarship letter of interest as submitted by Camden Regional High School Student Elizabeth Eaton.
- H. Discuss setting a future Town Meeting and review State Executive Order per the request of Town Manager Kara George.
- I. Set a Joint Select Board and Budget Committee Workshop to review the proposed draft budget for 2020-2021 of Thursday, June 18<sup>th</sup> at 6 p.m.

**EXECUTIVE SESSIONS:**

- A. Pursuant to MRS Title 1, Section 405 (6C), to discuss a potential project agreement.

**10. ADJOURN**

**Upcoming Dates:**

Tuesday, June 9 <sup>th</sup> 6 p.m.	Budget Committee
Wednesday, June 10 <sup>th</sup> 6 p.m.	Budget Committee
Thursday, June 11 <sup>th</sup> 1-3 p.m.	Town Office Closed for TRIO Training
Monday, June 15 <sup>th</sup> 6 p.m.	Budget Committee
Tuesday, June 16 <sup>th</sup> 6 p.m.	Planning Board
Wednesday, June 17 <sup>th</sup> 9:30-11 a.m.	Town Office Closed for MMEHT Meeting
Thursday, June 18 <sup>th</sup> 3-5 p.m.	Town Office Closed for TRIO Training
Thursday, June 18 <sup>th</sup> 6 p.m.	Joint Select Board/Budget Committee Workshop
Monday, June 22 <sup>nd</sup> 6 p.m.	Select Board Meeting

**Town of Thomaston  
Select Board  
February 24, 2020  
Minutes**

**Select Board Present:** Chair Peter Lammert, Co-Chair Sandy Moore, Lee-Ann Upham, Bill Hahn, Diane Giese, Town Manager Kara George, Recording Secretary Donna Culbertson

**Meeting called to order at 6 p.m.**

**9A. Introduction to the new Thomaston Municipal Building per the request of Chairman Peter Lammert.**

Pete welcomed everyone to the first Thomaston Select Board meeting at the new Thomaston Municipal Building. A round of applause was welcomed by all. He thanked everyone for all their hard work in getting us into the new building in a timely manner.

**ACTION: The Breen motion was made by Bill Hahn to take the agenda out of order. Seconded by Lee-Ann Upham. Vote: 5-0.**

**9B. Discuss Thomaston's Celebration of Maine's 200th as requested by Susan Devlin and Select Board Member Sandy Moore.**

There will be a final list of Maine 200 events. A map will be posted at the public landing showing ships that were erected in Thomaston. Peggy McCrea suggested we celebrate the Town's birthday each year. The new Maine Flag is on display at the Public Library.

**9C. Consider using Fire Apparatus Reserve Funds (\$2,532.74) to pay for the Ladder Truck repairs. The remainder of the bill will come from Assigned Funds of (\$5,237.20).**

**ACTION: Lee-Ann Upham motioned to accept the use of the funds. Seconded by Sandy Moore. VOTE: 5-0.**

**9D. Consider the recommendation of Pollution Control Superintendent John Fancy to return the grant of \$95,000 from DEP for the West Meadow Road culvert replacement.**

John Fancy stated that the whole project could cost upwards of \$600,000. Because the Town does not have the matching funds at this time, John Fancy recommends that the \$95,000 grant from DEP is returned at no penalty. The Town can still apply again in the future for grants. More engineering needs to be done.

**ACTION: Bill Hahn motioned to approve the return the \$95,000 of the grant money to Maine DEP. Seconded by Diane Giese. VOTE: 5-0.**

**9E. Review future items to close out the Business Block Upgrade Project.**

(See attached memo from John Fancy). The Business Block Project should be completed by summer 2020. Drainage is still a problem. Peter Lammert asked about lights being installed as you come up beside the building on Thomaston Grocery side. John Fancy did not think it would be a good idea.

**ACTION: Motion made by Bill Hahn to proceed with finishing the Business Block Project. Seconded by Sandy Moore. VOTE: 5-0**

**9F. Review for approval the Proposal for Wetland Evaluation Services from Gartley & Dorsky of \$2,800.**

The Town is in negotiations with Dragon Products for the small area of land for commercial or light industrial use. It would satisfy the DEP if there was a conservation easement for this parcel. The Town Forest in Thomaston is in conservation. This land is equal to or better than what would come out of conservation land. Funding for the proposal will come out of the Economic Development fund.

**ACTION: Motion made by Bill Hahn to spend \$2,800 out of the Economic Development fund for the Gartley & Dorsky Proposal. Seconded by Diane Giese. VOTE: 5-0**

**9G. Consider the appointment of Chris Farthing to the Academy Board of Trustees.**

**ACTION: Motion made by Bill Hahn to appoint Chris Farthing. Seconded by Lee-Ann Upham. VOTE: 4-0-1. Diane Giese abstained.**

**9H. Consider the appointment to fill the remainder of the one (1) Board of Assessors term expiring 2020. The Town has received two (2) interested candidate's: Ron Gamage and Sarah Robertson.**

Dave Martucci spoke on behalf of Sarah Robertson. She is a real estate appraiser and a trained professional. The application submitted from Ron Gamage was done in June of last year. Sarah Robertson had submitted hers a few months ago.

**ACTION: Sandy Moore made a motion, seconded by Lee-Ann Upham to appoint Ron Gamage to the Board of Assessors. VOTE: 2-2 (Bill Hahn and Diane Giese opposed)**

**ACTION: Sandy Moore made a motion, seconded by Lee-Ann Upham to appoint Ron Gamage to the Board of Assessors. VOTE: 3-1-1 (Diane Giese opposed, Peter Lammert abstained.)**

**9I. Review for signature the Agreement from Maine Department of Transportation (MDOT) in regards to the Cyclical Pavement Resurfacing of Route 131.**

**ACTION: Bill Hahn made a motion, seconded by Sandy Moore to sign the Cyclical Pavement Resurfacing Agreement with MDOT. VOTE: 5-0.**

**9J. Consider the Town Manager to be appointed as the Maine Service Centers Coalition (MSCC) Representative and appoint a Select Board member as an MSCC Alternate Representative.**

**ACTION: Bill Hahn motioned, seconded by Diane Giese to have the Town Manager be the principal representative and Chair Peter Lammert to be the alternate to the MSCC. VOTE: 5-0.**

**9K. Choose a candidate to nominate for the 2020 Spirit of America Award.**

**ACTION: Lee-Ann Upham made a motion, seconded by Bill Hahn to nominate Henry Carey for the 2020 Spirit of America Award. VOTE: 5-0.**

**9L. Choose a candidate to nominate for the dedication of the Annual Town Report.**

**ACTION: Peter Lammert made a motion, seconded by Sandy Moore to nominate Fred Wigglesworth for the dedication in the Annual Report. VOTE: 5-0.**

**9M. Set a joint workshop with the Select Board and the Budget Committee for Thursday, April 2 at 6pm to discuss the proposed new budget.**

**ACTION: Bill Hahn made a motion, seconded by Sandy Moore to set a Joint Select Board and Budget Committee Workshop for April 2<sup>nd</sup> at 6 p.m. VOTE: 5-0.**

#### **OLD BUSINESS:**

Daryl Hahn gave an update on the Comprehensive Plan Draft. The full document is due to the State in a few days. The 2<sup>nd</sup> half will be processed via email. There are still some changes to be made. There is a scheduled workshop on March 2<sup>nd</sup> at 3 p.m. to review the draft.

Ron Gamage, member of the Budget Committee, noted that he is very happy with how the budget was presented and the layout was easy to follow.

#### **4. Approve the Warrants**

**ACTION: Lee-Ann Upham made a motion, seconded by Sandy Moore to approve the warrants. VOTE: 5-0.**

**5. Town Manager Report**

(Please see attached Report). The Town Manager Kara George noted that the Town received the approval letter from Maine Municipal Bond Bank (MMBB) for the \$1.1 million financing bond for the new municipal building project.

Kara George further stated that nomination papers are available for two Select Board candidates and one Board of Assessor seat. The filing deadline is Friday, April 10<sup>th</sup> by 2 p.m.

**ACTION: Motion made by Bill Hahn. Seconded by LeeAnn Upham to adjourn at 7 p.m. VOTE: 5-0**

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Chair Peter Lammert

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Recording Secretary, Donna Culbertson

# Memo

**To:** Selectboard & Town Manager  
**From:** John Fancy  
**Date:** February 13, 2020  
**Re:** Finalizing the Business Block Project

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The Business Block Upgrade Project is almost finished, however there is still some funds left that have not been committed. Below are the four items that, with the Board's approval, will close out the project before the funds run out in September. As of the date of this memo, there is \$17,952 remaining in the project funds.

1. Public Art – This will involve painting a mural on the back of the Thomaston Grocery to depict a historic street scene as it might have been a hundred years ago. All arrangements have been completed for this. This was approved by the Board on August 26, 2019. It is to be done in late spring as weather permits. Funds committed for this are \$2,300 leaving \$15,652 remaining.
2. Vehicle Charging Station – This will install two electric vehicle connection points in the parking lot by the American Legion. The station is being supplied by ReVision Energy and installed by L.G. Whitcomb. Installation is scheduled for late April or early May. This was approved by the Board on January 13, 2020. The cost is estimated at \$6,000 with \$2,500 paid by a grant from Efficiency Maine. Funds committed for this \$3,500 leaving \$12,152 remaining.
3. Flashing Crosswalk Sign – This will install two new crossing signs that flash when a button is pushed to warn motorists when a pedestrian is going to cross Main Street. It will be installed on the crosswalk between the Camden National Bank and Thomaston Grocery. Traffic Safety Corp. will provide the units and L.G. Whitcomb will install them. The units will be installed as soon as they arrive, and the weather is suitable. Funds committed for this \$6,265 leaving \$5,887 remaining.
4. Sidewalk to New Town Office – To make it easy for people to walk to the new Town office and get in the correct door it is proposed to extend the sidewalk along Starr/Valley

Streets from the end of the existing sidewalk by the American Legion parking lot to the landing on the west side of the building, about 600 feet. The sidewalk would be a 5-foot-wide asphalt walk and comply with ADA requirements. Our project contractor, L.G. Whitcomb has agreed to do the work as soon as possible this spring. The estimated cost is \$12,000 and the remaining Business Block Upgrade Project funds would be used as well as up to \$6,000 from the Sidewalk Reserve Account.

**Suggested action by the Selectboard: Move to approve the use of remaining Business Block Upgrade Project funds for public art, a vehicle charging station, flashing crosswalk signs and a sidewalk to the Town office. Additional sidewalk funds, if needed, would come from the Sidewalk Reserve Account.**

**NEW THOMASTON MUNICIPAL BUILDING OPEN HOUSE:** Town Office Staff would like to host a public open house on Wednesday, March 25th from 5-7 p.m. for the public to tour the building. Light refreshments will be served. A dedication of the Multi-Purpose Room will be presented to Lura Libby's family.

**BEECHWOOD STREET SEWER LINE PROJECT:** Letters have been sent to the residents of Beechwood Street to notify them of the upcoming survey of the area within the next 2 weeks to collect exterior data on the front yard of properties in preparation for new sewer line installations.

**29TH ANNUAL GEORGES RIVER LAND TRUST GARDEN TOUR:** I have received notification from Leslie Fuller, a volunteer at the Georges River Land Trust, that there will be a garden tour taking place on July 19th from 10 a.m. to 4:30 p.m. in Thomaston. Tour goers will get to walk 7 different gardens in Town.

**MAINE DEPARTMENT OF LABOR (MDOL):** The Town has received back the inspection report from Tammy Gross at MDOL last Thursday. John Fancy and I will be meeting with the Fire and EMS Department Heads next week. The reports have been posted at all four departments: Fire, EMS, Police, and Public Works. The penalties reported came in at \$7,800, but I am confident that the Town can reduce the penalties with mitigation of citations. We have 15 days from last Thursday to request in writing a penalty discussion to reduce the penalties.

**ELECTION DAY:** The Town's first election in the new building will be held Tuesday, March 3, 2020 from 8 a.m. to 8 p.m. in the multi-purpose room.

**BUDGET COMMITTEE:** The Budget Committee kicked off budget season with the first meeting last Thursday. Meetings will be every Thursday at 6 p.m. from now through April.

Respectfully Submitted,



Kara George  
Town Manager

**Town of Thomaston  
Select Board Minutes  
May 18, 2020**

**Select Board Present:** Chair Peter Lammert, Co-Chair Sandy Moore, Lee-Ann Upham, Diane Giese, Bill Hahn, Town Manager Kara George

**Public Present:** Joanne Richards, Charlie Grover, Zel Bowman-Laberge, Christine Simmonds, Sumner Kinney, John Fancy, Larry Butler, Charles Grover, Noreen Mullaney

Meeting called to order at 6:03 p.m. by Chair Peter Lammert via Zoom.

**ACTION: Sandy Moore made a motion, seconded by Lee-Ann Upham to enter public hearing at 6:04 p.m. pursuant to MRSA Title 28-A, Section 653 to review the application of Dirty Rocks, LLC dba The Block Saloon for the consideration of renewing a license to sell spirituous, vinous and malt liquor at the property located at 173 Main Street. VOTE: 5-0**

The Select Board discussed outdoor seating at The Block Saloon.

**ACTION: Sandy Moore made a motion, seconded by Diane Giese to exit public hearing at 6:07 p.m. VOTE: 5-0.**

**ACTION: Diane Giese made a motion, seconded by Bill Hahn to approve the liquor license renewal for The Block Saloon. VOTE: 5-0**

**8B. Continue to review the solar array project as presented by John Fancy.**

John Fancy presented a cost and warranty comparison between Sundog and Revision companies. There are not many differences except for the pricing. Sundog came in at a lower price. John Fancy recommended moving ahead with the project accepting Sundog's bid. The Pollution Control Department has spent approximately \$77,000 so far in preparation of this project. The inverters come with a 20-year warranty and the Town can continue to put funds aside each year in a reserve for maintenance of the system.

Sandy Moore inquired if the warranty is included in the contract. John Fancy stated that the warranty is included in the proposal. The Town does not have the costs of extending the warranty yet.

**ACTION: Diane Giese made a motion, seconded by Bill Hahn to approve contracting with Sundog Solar to install a photovoltaic system as outlined in their proposal dated April 2020 subject to Rural Development approval, voter approval and a completed funding package and authorize the Town Manager to sign the contract. VOTE: 5-0.**

**ACTION: Bill Hahn made a motion, seconded by Diane Giese to table the proposed agenda item that would approve applying to Maine Municipal Bond Bank for funding of the solar array project due to the Town Manager having a meeting with other local lenders. VOTE: 5-0**

**9A. Recognize the Thomaston Police Department for National Police Week (May 10<sup>th</sup>- May 16<sup>th</sup>) and the Thomaston Ambulance Department for National EMS Week (May 17<sup>th</sup> to May 23<sup>rd</sup>.)**

**ACTION: Bill Hahn made a motion, seconded by Sandy Moore to recognize both the Police and the Ambulance Departments. VOTE: 5-0**

**9B. Consider postponing interest on tax payments for 30-days to July 1, 2020, as now allowed by state executive order.**

Town Manager Kara George explained that the Select Board had inquired about postponing interest due on unpaid taxes a month ago, but at the time, such a postponement was not allowed by state statute. Now with the executive order from the state, the Select Board can do so.

**ACTION: Diane Giese made a motion, seconded by Sandy Moore to approve postponing interest on tax payments for 30-days to July 1, 2020. VOTE: 5-0**

**9C. Discuss lease space at Watts Block building.**

Bill Hahn noted that Joanie Vargas will not be running her craft co-op business under the current COVID19 conditions. However, Jessica LeCaptain is interested in renting the ground floor space where the former assessor and code enforcement office was located for her photography business. The proposed rent is \$525/month starting on August 1<sup>st</sup>, with a one-year lease and a 60-day notice to renew the lease next spring.

Bill Hahn further stated a chiropractor is interested in renting space as well but is working on obtaining financing.

**ACTION: Diane Giese made a motion, seconded by Bill Hahn to approve leasing the space of the ground floor at the Watts Block building to Jessica LeCaptain. VOTE: 5-0.**

**9D. Review reopening plans for the Thomaston Town Office.**

Town Manager Kara George presented the reopening plans for the Thomaston Town Office. The Town plans to reopen to the public starting Monday, June 1<sup>st</sup>. Sandy Moore recommended installing a hand sanitizer station at the entrance to the building. Diane Giese noted that the Public Works Department is installing Plexiglas at the Library and that the Library will be offering curbside delivery through the month of June.

**ACTION: Bill Hahn made a motion, seconded by Diane Giese to proceed with reopening plans for the Thomaston Town Office. VOTE: 5-0.**

**9E. Set the next Select Board meeting date.**

Town Manager Kara George requested to resume the regular Select Board meeting schedule of the second and fourth Monday of each month. The Select Board agreed, and the next meeting will be held in-person on Monday, June 8<sup>th</sup> at 6 p.m. in the multi-purpose room to allow for social distancing space.

**8A. Comprehensive Plan Update**

Daryl Hahn stated that the Comprehensive Plan Committee has a meeting this coming week and they are waiting to hear back from the State about the completion of the plan. The new Comprehensive Plan will require a public hearing before going to Town Meeting for voter approval.

### **3. Approve the minutes**

**ACTION: Sandy Moore made a motion, seconded by Diane Giese to approve the May 11, 2020 minutes as amended. VOTE: 5-0.**

### **4. Approve the warrants**

**ACTION: Sandy Moore made a motion, seconded by Bill Hahn to approve the warrants. VOTE: 5-0.**

### **6. Town Manager's Report**

Town Manager Kara George noted that Melissa Stevens will be starting on May 26<sup>th</sup> as the new Town Clerk.

The 4<sup>th</sup> of July Committee have officially canceled all summer events. A press release is going out to the public. The Committee is going to try some other contests for prizes.

### **7. Public Comments**

Noreen Mullaney thanked the Town for removing the tarp at the condemned property on Beechwood Street.

**ACTION: Bill Hahn made a motion, seconded by Diane Giese to enter executive session at 7:02 p.m. pursuant to MRS Title 1, Section 405 (6C) to discuss real estate property. VOTE: 5-0.**

**ACTION: Sandy Moore made a motion, seconded by Diane Giese to exit executive session at 7:21 p.m. VOTE: 5-0**

**ACTION: Diane Giese made a motion, seconded by Sandy Moore to proceed negotiations with Avesta housing for the Thomaston Green. VOTE: 5-0**

**ACTION: Sandy Moore made a motion, seconded by Diane Giese to enter executive session at 7:28 p.m. pursuant to MRS Title 36, Section 841 (2), to review poverty abatement request #20-1. VOTE: 5-0.**

**ACTION: Sandy Moore made a motion, seconded by Diane Giese to exit executive session at 7:41 p.m.**

The meeting adjourned at 7:41 p.m.

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Chair Peter Lammert

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Town Manager Kara George



# A SOLAR ARRAY FOR THE TOWN

June 2020

To generate clean, renewable energy, Thomaston is considering the installation of a photovoltaic array to produce most of the electric power used by your municipal government. This will help move us toward energy independence while minimizing the Town's carbon footprint. The system would be located next to the Pollution Control facility, the largest municipal power user, screened by existing trees and not visible except from the air.

In 2019 the Town paid \$152,331.90 in electric power bills. Since then the Town has:

1. Purchased the streetlights from Central Maine Power Company (CMP) and converted them to LED fixtures. Before the purchase the Town was paying about \$37,000 a year to CMP for power, rental and maintenance. We are now paying about \$7,400 a year – a savings of \$29,600.
2. Signed a 3-year contract to purchase our electricity for 5.97¢ per kilowatt hour (kWh). Prior to contracting we were paying the Standard Offer price that averaged about 9.0¢ kWh. This will save us about \$26,000 a year.
3. Completed engineering, design and received proposals for a 1,356 panel solar array that will provide most of the electric power needed for municipal use. This system, when installed, will generate about \$80,000 a year in credit from CMP and will reduce by that amount what the Town has to pay.

The estimated electric power use, with 1 & 2 above completed, is 736,300 kWh per year. This is split between the Pollution Control Department (PCD) with 534,300 kWh and the other Town departments (Town) with 202,000 kWh.

## What will the solar array cost?

The engineers estimate is shown in the table below. A budget figure of \$1,200,000 has been set up with the Town's share \$300,000 and PCD's \$900,000.

Solar panels including security enclosure (fencing)	\$946,000
Engineering including construction inspection	\$88,000
Legal (includes borrowing and land legal work)	\$14,400
Interim loan interest	\$7,200
Land	\$10,000
Contingency (10% of construction)	<u>\$94,600</u>
<b>Total solar project cost</b>	<b>\$1,160,200</b>

Where will the money come from?

The complete project is budgeted at \$1,200,000 with PCD's share \$900,000 and the town's share \$300,000. A 12-year loan at 2.0% will cost \$85,104 per year to repay. This cost would be split between the town and PCD based on annual electric usage. The Town's annual share would be about \$18,723 and PCD's share would be about \$66,381.

Will there be savings from the solar array?

If the solar array is installed and the power use is 736,300 kWh per year, the future electric costs are estimated to be:

	<u>kWh</u>	<u>Power Bill</u>	<u>Credit</u>	<u>Final Cost</u>
Town	202,000	\$54,086	\$22,932	\$31,154
PCD	534,300	\$62,561	\$58,968	\$3,593
TOTAL	736,300	\$116,647	\$81,900	<b>\$34,747</b>

There will be some maintenance and replacement costs to the solar array and this has been estimated at about \$4,000 per year making the total annual cost about \$38,747. In 2019 a total of \$152,332 was spent on electricity so if the power bill after the solar panels are operating is \$38,747 there is a savings of over \$113,000. **This will be enough to pay for a loan without increasing the property taxes or the sewer user fees and still provide some savings. The solar system has a life of 40-years, so once the 12-year loan is paid off the Town will save about \$3,000,000 over the next 28 years.**

# Memo

**To:** Selectboard & Town Manager  
**From:** John Fancy  
**Date:** 3/25/2020  
**Re:** STREETLIGHT LOCATION GUIDELINES

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To facilitate future decisions on streetlight use and location it may be helpful to have some guidelines. The attached proposed *Thomaston Streetlight Guidelines* are suggested as such a tool. Please review and consider changes and/or adoption.

A list of 12 streetlights that could be added, based on the guidelines, is attached as well as a list of lights that could be moved from their current location to better meet the goals of the guidelines.

One other light that could be removed is on Knox St pole 17 by the southeast corner of Watts Block. There are two lights on this pole - a streetlight and a flood light. Removing the streetlight (SL-053) would still leave enough light as there is another streetlight in the parking area behind Watts Block.

# THOMASTON STREETLIGHT GUIDELINES

## 1.0 PURPOSE

The purpose of these guidelines is to promote uniformity within the Town's street lighting system. Properly designed street lighting systems will:

- 1.1 Increase visibility and safety in locations where vehicular traffic, bicycle traffic and pedestrian traffic share the right-of-way;
- 1.2 Increase visibility and safety in locations where traffic at intersections and other areas of potential hazard exist;
- 1.3 Reducing light pollution and glare caused by street lighting;
- 1.4 Promote energy conservation; and
- 1.5 Promote aesthetics within designed Historical Districts.

## 2.0 BACKGROUND

For many years the streetlights in Thomaston were of minor concern to the Town officials. Central Maine Power Company (CMP) had a contract with the Town to install, maintain and provide power to all the streetlights. All the Town had to do was pay the monthly bill from CMP. When the Town officials or citizens wanted an additional streetlight all they had to do was get it approved locally, the Town then notified CMP and they took care of the rest. Of course, the CMP bill would increase slightly.

About 20 years ago things began to change. When the new sidewalks were built in front of the Business Block and Watts Block/Hotel decorative streetlights were installed owned by the Town. CMP was paid only for the electricity used by them. The lamps, however, were not LEDs. When the two streetlights were added to the Alley in 2013, they were LEDs. And when Main Street was rebuilt more LED decorative streetlights were installed east of Knox Street. In 2019 another 15 LED decorative streetlights were installed in the area behind the Business Block.

In October 2019 the Town purchased all the streetlights formally owned by CMP. In 2020 all these lights were converted to light emitting diode (LED) lights with adaptive controls that allow the light output to be varied to provide the appropriate level for the safety of roadway users, minimize energy use, reduce skyglow and reduce glare into surrounding buildings. An added advantage is reduced maintenance costs.

## **5.0 LIGHTING REQUIREMENTS**

Streetlights and placement within the public right-of-ways shall conform to the following standards as feasible given utility pole spacing and light pole spacing:

5.1 **Village Center Service Area** – For any roadway within the service area indicated on the Street Light Service Area Map attached:

5.1.1 For Main Street, Knox Street and Beechwood Street one streetlight shall be located at all roadway intersections, pedestrian crossings and mid-block locations at a spacing interval of approximately 150-250 feet as feasible given existing utility pole spacing and light pole spacing.

5.1.2 For all other streets in this service area one streetlight shall be located at all roadway intersections and mid-block locations at a spacing interval of approximately 200-350 feet as feasible given existing utility pole spacing and light pole spacing.

5.1.2 Streetscape lighting within the Downtown Historical District may be used to light roadways where sidewalks are present and highlight public areas as determined by the Selectboard.

5.2 **Urban Area** – For any roadway within the urban area indicated on the Street Light Service Area Map attached:

5.2.1 For Main Street, Wadsworth Street, Knox Street, Thatcher Street, Fish Street and Beechwood Street one streetlight shall be located at all roadway intersections and between intersections at a spacing interval of approximately 150-350 feet as feasible given existing utility pole spacing and light pole spacing.

5.2.2 For all other streets one streetlight shall be located at all roadway intersections and between intersections at a spacing interval of approximately 300-600 feet as feasible given existing utility pole spacing and light pole spacing.

5.3 **Rural Area** – For any roadway within the rural area indicated on the Street Light Service Area Map attached:

5.3.1 For Beechwood Street and Oyster River Road one streetlight shall be located at all roadway intersections and between intersections at bridges, sharp curves, steep hills and other areas with high potential of vehicle/bicycle/pedestrian accidents.

**7.0 STREETScape LIGHTING**

- 7.1 Streetscape lighting shall be installed by the Town to illuminate pedestrian walkways, and vehicle use areas at the discretion of the Selectboard.

Approved by the Selectboard this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

_____	_____
_____	_____
_____	



**STREET LIGHT ZONES**  
**TOWN OF THOMASTON**  
**KNOX COUNTY MAINE**

**LEGEND**

**ROAD RIGHTS OF WAY**

Maine Coast Rail Road

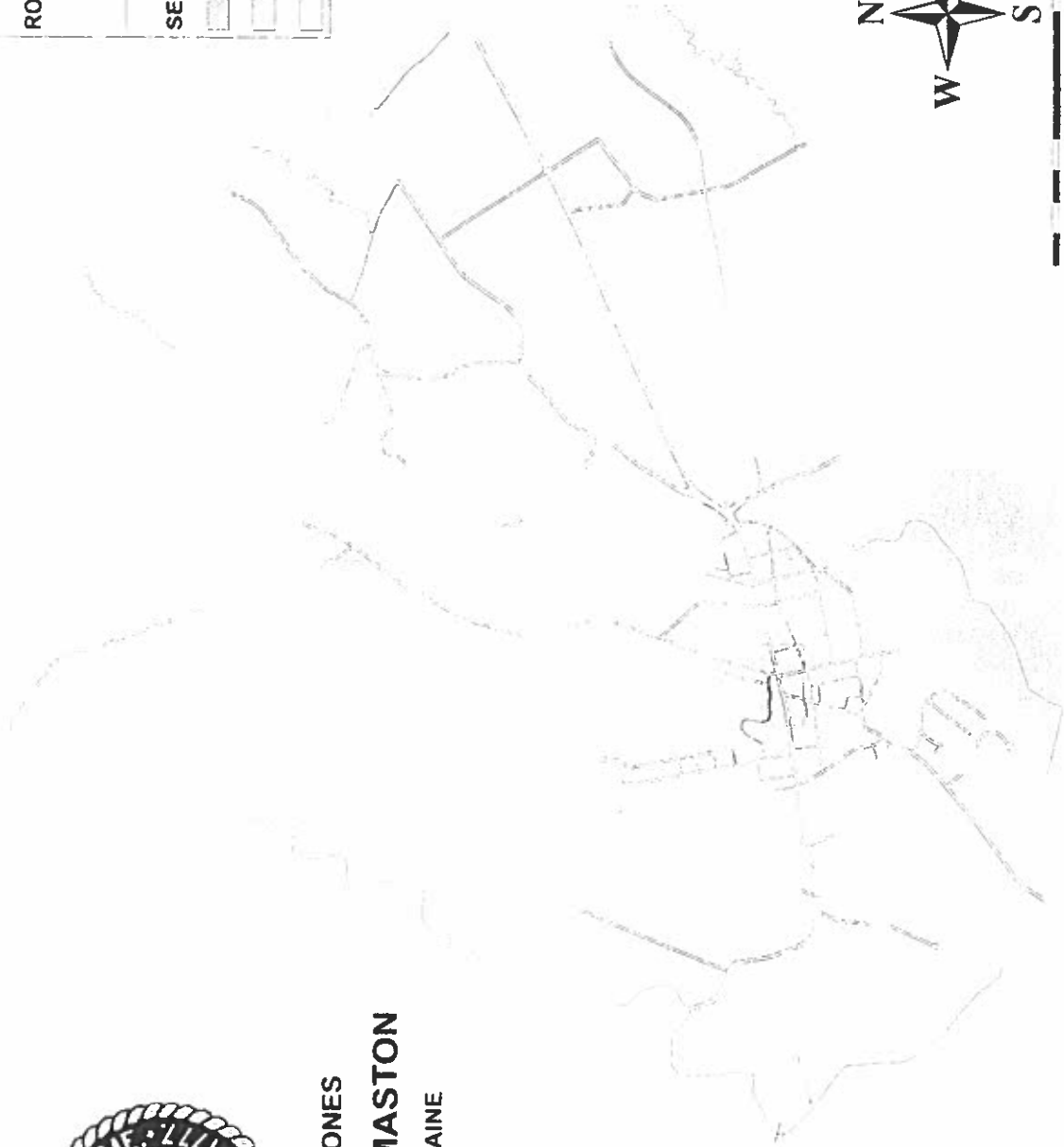
Town Roads

**SERVICE ZONES**

5.1 Village Center Service Area

5.2 Urban Area

5.3 Rural Area



Town of Thomaston Assessing Department  
13 Valley Street - PO Box 299  
Thomaston ME 04861-0299  
(207) 354-6107 [assess@townofthomaston.com](mailto:assess@townofthomaston.com)

**Streetlight Analysis**  
**STREETLIGHTS TO BE ADDED**

March 18, 2020

Based on the requirements for streetlight locations in the draft of the *Thomaston Streetlight Guidelines* lighting should be added at the following locations:

1. Main Street at intersection of Shibles Lane (pole 68) NOTE: Store lights may be enough in this location.
2. Main Street at crosswalk by Thomaston Green and Water Tower Road (pole 57) (*see streetlights to be moved*).
3. Main Street at intersection of Georges Street (pole with no number)
4. Main Street at intersection of Fish Street (pole 2) (*see streetlights to be moved*).
5. Old County Rd at intersection of Emery Ave (pole 226) (*see streetlights to be moved*).
6. Wadsworth St at intersection of Water St (pole 19) (*see streetlights to be moved*).
7. Thatcher Street on curve by pump station (pole 10) (*see streetlights to be moved*).
8. Fish Street between intersection of Knox Ridge Avenue and Pine Street (pole 5) (*see streetlights to be moved*).
9. Fish Street between Pine Street and Gleason Street (pole 3) (*see streetlights to be moved*).
10. Beechwood Street at intersection of Ashland Drive (pole 43) (*see streetlights to be moved*).
11. Beechwood Street at intersection of Dunbar Road (pole 184.1) (*see streetlights to be moved*).
12. Beechwood Street at intersection of Hannah Rd. (pole 18 2) (*see streetlights to be moved*).

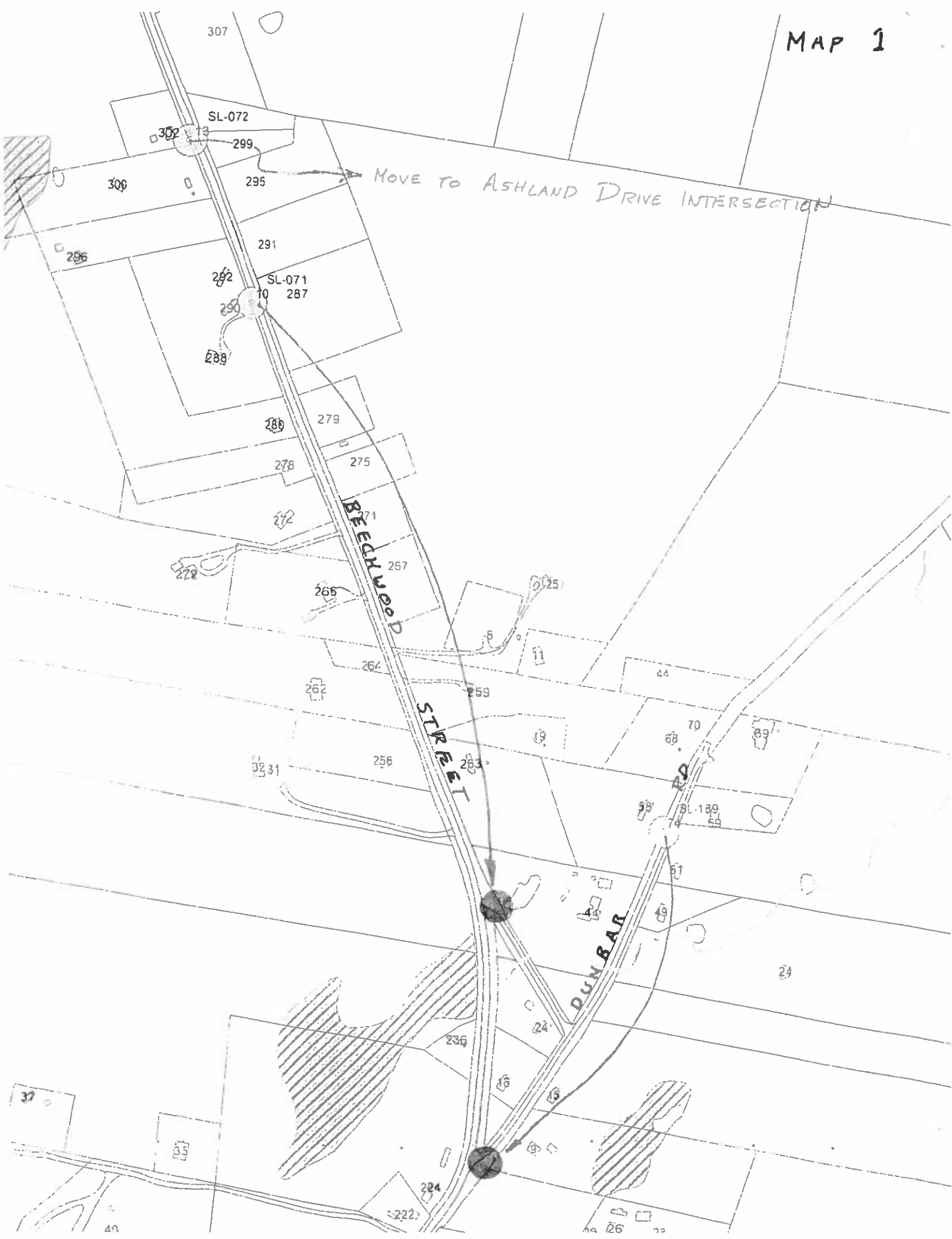
**Streetlight Analysis**  
**STREETLIGHTS TO BE MOVED**

March 18, 2020

Based on the requirements for streetlight locations in the draft of the *Thomaston Streetlight Guidelines* lighting could be moved at the following locations:

- |   |       |
|---|-------|
| 1. Beechwood St. light SL-072 to intersection of Ashland Dr. (pole 43)    | Map 1 |
| 2. Beechwood St. light SL-071 to intersection of Hannah Rd. (pole 184.1)  | Map 1 |
| 3. Dunbar Rd. light SL-189 to intersection of Beechwood St. (pole 18.2)   | Map 1 |
| 4. Main St. light SL-026 to intersection of Pine St (pole 8)              | Map 2 |
| 5. Main St. light SL-027 to between Pine & Fish (pole 5)                  | Map 2 |
| 6. Main St. light SL-028 to intersection of Fish St (pole 2)              | Map 2 |
| 7. Wadsworth St by St. George River Bridge light SL-083 to Pole 19        | Map 3 |
| 8. Robbins Ln. light SL-160 to Main St. by Thomaston Green (pole 57)      | Map 4 |
| 9. New County Rd. SL-031 to New County Rd at intersection of Emery Ave.   | Map 5 |
| 10. Dexter St. light SL-196 to intersection of Main and Georges (pole 42) |       |
| 11. West Meadow Rd SL-202 to Thatcher St. (pole 10)                       | Map 6 |
| 12. West Meadow Rd SL-203 to Fish St. (pole 5)                            | Map 6 |
| 13. Old County Rd SL-077 to Fish St. (pole 3)                             | Map 6 |

MAP 1



307

SL-072

302

299

300

295

MOVE TO ASHLAND DRIVE INTERSECTION

296

291

292

SL-071

287

290

288

280

279

278

275

BECKWOOD STREET

272

265

255

264

259

44

STREET

3231

256

253

70

68

69

SL-139

58

55

23

DUNBAR

236

24

48

43

37

35

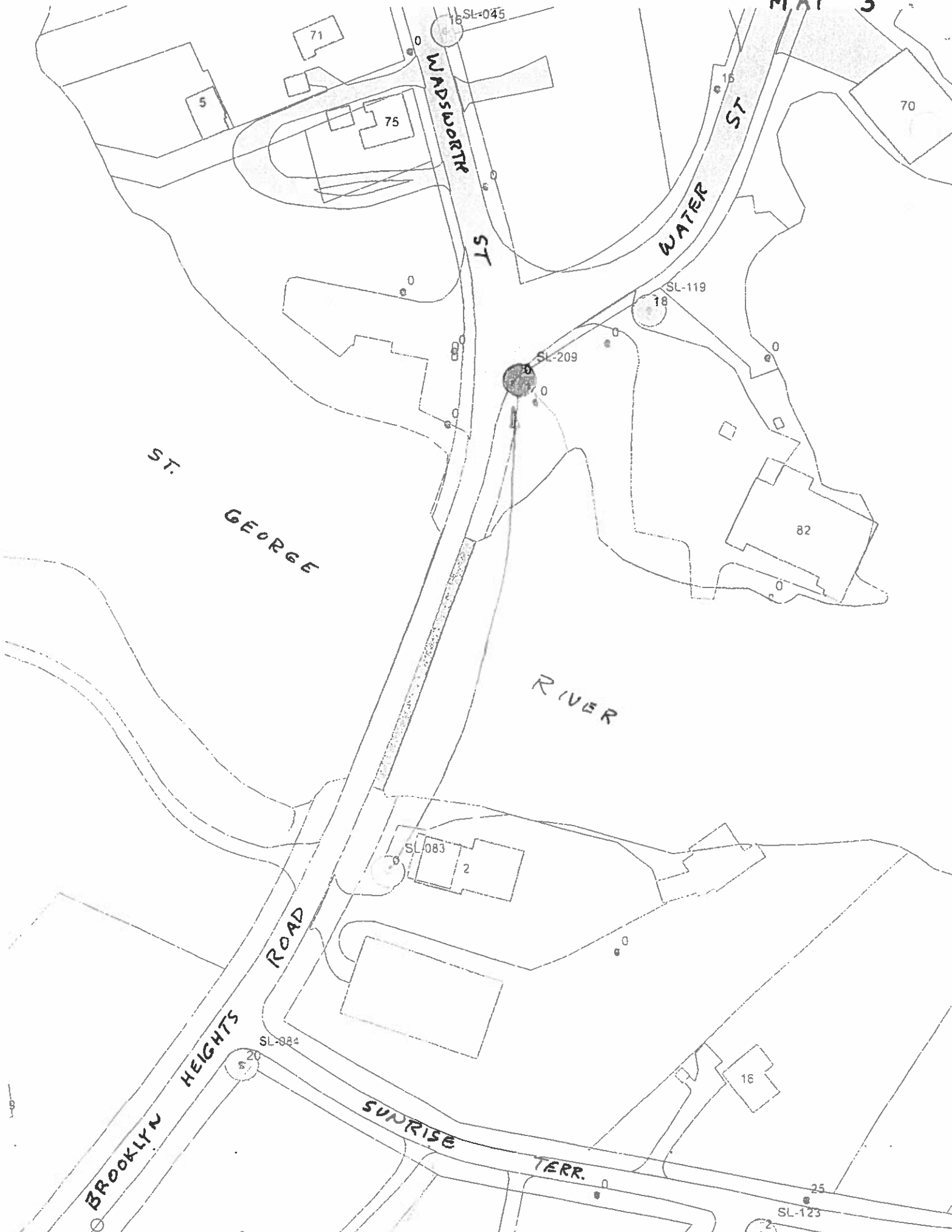
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222

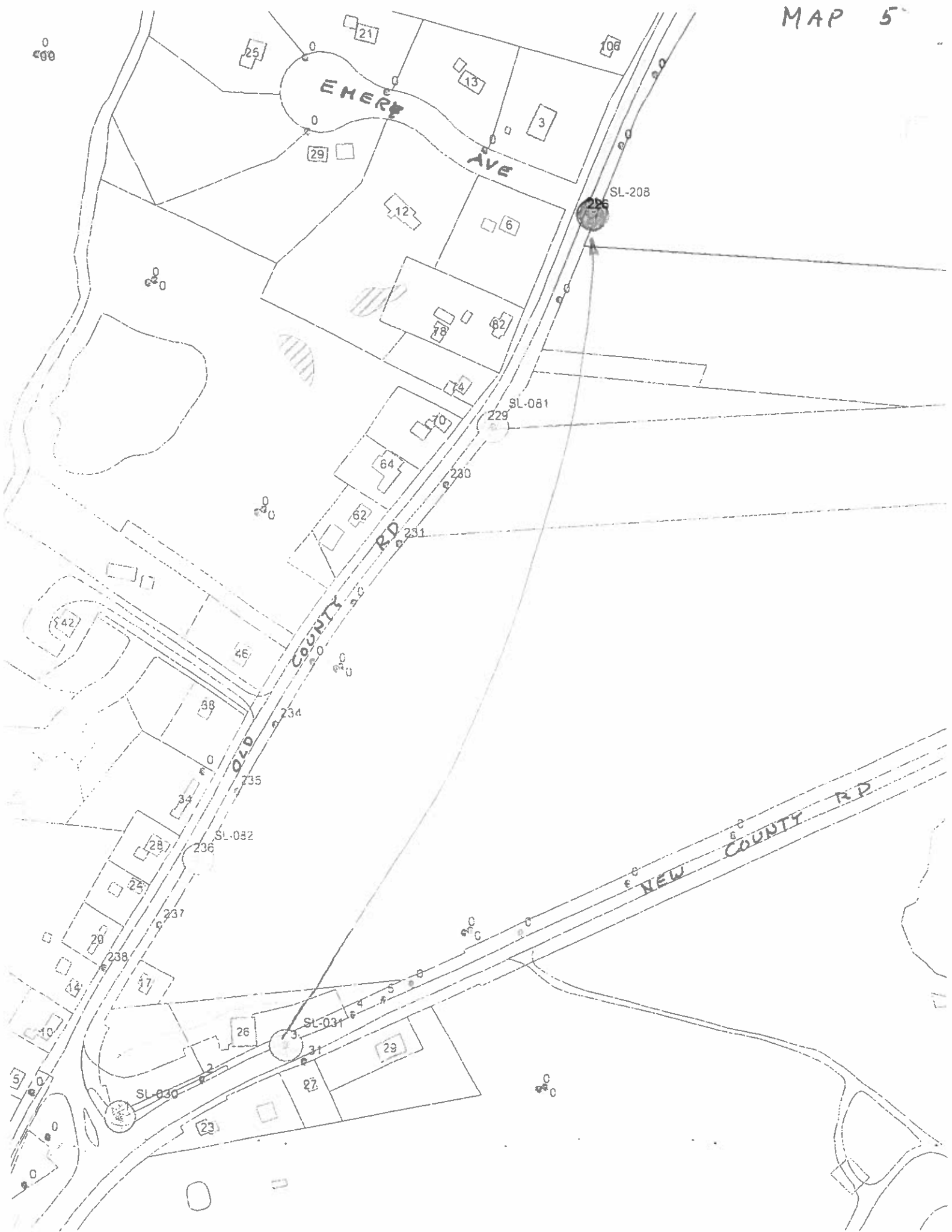
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47

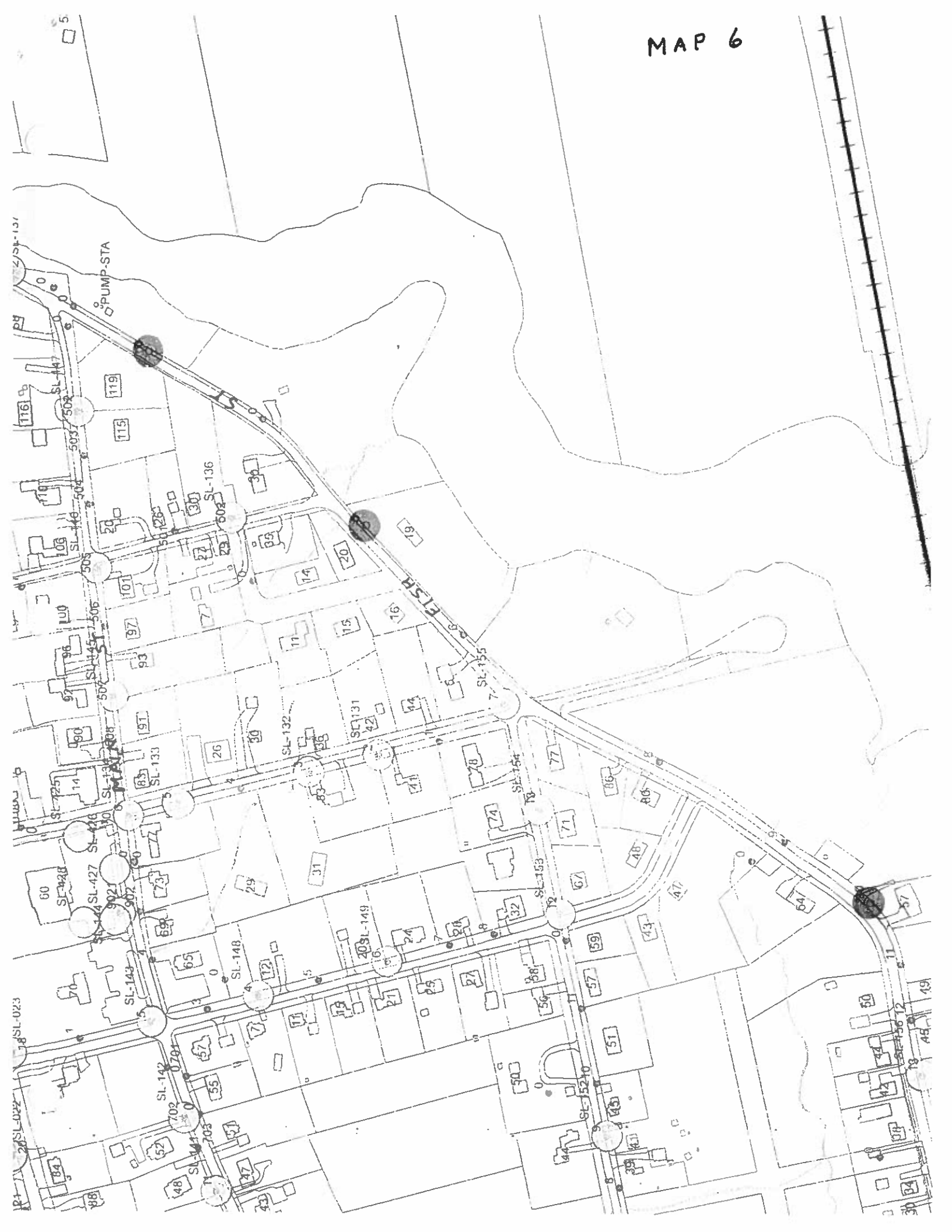








# MAP 6





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# DIRIGO ENGINEERING

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2 Dirigo Drive Fairfield, Maine 04937 (207) 453-2401 Fax: (207) 453-2405

## LETTER OF PROPOSAL/AGREEMENT

June 5, 2020

Mr. Brandon Allen  
Thomaston Public Works Director  
PO Box 299  
Thomaston, ME 04861-0299

**RE: Engineering Services for Beechwood Street Culvert Replacement Project**

Dear Brandon:

Thank you for contacting us to provide engineering services to replace the East Branch Oyster River culverts on Beechwood Street in Thomaston. We met on site with you and John Fancy to inspect the culverts. As you are aware, there is significant corrosion that has weakened the culverts, especially the first 15' on the inlet ends. Our proposed scope of work includes designing a complete replacement of the culverts. But since the Town does not have funds to replace it this year, we will also explore short-term solutions.

The U.S. Army Corps of Engineer (USACE) is responsible for regulating culvert replacements in streams. They require the replacement to follow Stream Simulation Design methodology. This requires the clear span of new structures be 1.2 times the bank full width of the stream and to have an open bottom or constructed natural substrate. This design provides greater flow capacity, capacity for debris passage during flooding, as well as improved passage for fish and wildlife. Our senior project engineer is one of the few engineers in Maine trained and certified in the US Forest Service Stream Simulation Design process. We have designed 17 such crossings in the past few years, including crossings in Hartland, Palmyra, Brownville, three in Phillips, and five in Charleston.

Based on field measurements taken during our site visit, the bankfull width is approximately 20', which means the new structure will be a minimum of 24' clear between abutments. For spans over 20', we normally specify modular (pre-engineered) steel bridge spans, but we will also consider other practical options, including pipe arches, concrete box culverts, and aluminum box culverts. It is important to note that Maine DOT will take over ownership and maintenance of clear spans greater than 20' if they are designed and constructed to their standards. This requires additional engineering, including scour analysis and load ratings, as well as design of cast-in-place abutments and potentially pilings. Because of extra design and construction costs

involved in this, some towns have opted not to build to MDOT standards. We include this as an option in our cost breakdown.

Below is our proposed Scope of Services to explore short term solutions, design the final crossing, prepare USACE permit applications, and prepare applications for Maine DEP grant funds. While we can't guarantee a grant from DEP, our success rate so far has been 100%.

### Scope of Services

#### Task 1 –Short-Term Solutions

Because the Town's budget does not allow replacement of the crossing this year, Dirigo will explore several short-term solutions to stabilizing the culverts. These may include replacing or lining the culvert end sections; adding an extra overflow culvert, limiting heavy loads or even closing the road. Once the Town decides which solution to go with, we will prepare plans and provide construction phase services as needed. Task 1 work will be done on a time charge basis after Task 2.1 is completed.

#### Task 2—Design, Permit & Grant Applications

**2.1 – Topographic Survey and Base Plan** –Dirigo will obtain topographic information of the project area including the culverts as well as the stream approaching and leaving the culverts. We will also collect stream bed data and other information required for grant and environmental permit applications. We will then prepare an existing conditions plan of the project area and a longitudinal profile of the stream bed.

**2.2 – Preliminary Design** –Dirigo will perform a hydrologic evaluation of the site to determine sizing requirements for the new structure. We will utilize HY-8 hydraulic analysis program developed by the Federal Highway Administration during this process.

Dirigo will meet with the Town to discuss project needs and concepts. We will discuss structure options, advantages and disadvantages of the options, and collectively determine the appropriate design approach. We will then prepare the preliminary designs utilizing topographic information and hydrologic analysis results. The design will include plan and profile drawings and construction details. We will provide these plans to the Town for review and comment, and then make changes required. At the end of this task, plans will be approximately 75% complete.

**2.3 – Subsurface Investigation Support** – Soil testing is essential to determine the bearing capacity of the soils and to determine if ledge is a factor. We require at least two test borings to determine soil conditions. Dirigo will coordinate this work. The cost for a driller and geotechnical evaluation (estimated at \$6,000) is not included in our price.

**2.4 – Environmental Permitting** – The crossing will require a Maine General Permit from the US Army Corps of Engineers. They may require US Fish & Wildlife Service (USFWS)

consultation and recommendations. Dirigo will prepare and submit the permit applications. All permitting fees shall be paid by the Town. (Stream crossing replacements are considered maintenance activities by Maine DEP and are exempt from permits if they meet USACE criteria.)

**2.5 – DEP Grant Application** – Dirigo will apply for Maine DEP’s Grant for Stream Crossing Public Infrastructure Improvement Projects. In the past, crossings have been eligible for up to \$95,000, but we believe that cap is being raised. Applications are due this fall.

**2.6 – Final Design** - Once the approved permits have been received, we will prepare final design plans, which will consist of detail drawings showing plan and profiles, cross sections, construction details, technical specifications, etc.

**2.7 - Contract Documents and Bidding**– Dirigo will develop Contract Documents that include bid documents, contracts, and technical specifications for the work. We will advertise the project for bid, attend the bid opening, evaluate the bids, and make recommendations for award. If the Town awards the bid, we will prepare contracts for signing.

Task 3 – Construction Phase Services

Dirigo will provide construction phase services as needed. Typically this would involve a pre-construction meeting as well as site visits during critical stages construction. We can also assist with shop drawing review, change orders, pay requisitions, etc.

Cost

We propose to provide the services listed above in accordance with our attached General Provisions. Our costs are as follows:

Line Road

Task 1 –Short Term Solutions	\$2,000 - 5,000 (Time-Charge)
Task 2 – Design, Grant & Permit Applications	\$24,000 (Lump Sum)
Task 3 – Construction Phase Services	<u>\$ 5,000</u> (Time-Charge)
<b>Total</b>	<b>\$31,000 – 34,000 (Estimated)</b>

Optional Design to MDOT Standards \$5,000 (Lump Sum)

**Agreement and Authorization to Proceed**

If you are in agreement with this proposal, please countersign it in the space provided and return a signed copy as your agreement for Dirigo Engineering to begin work on this project. Our Agreement includes this letter and the attached General Provisions. If you have any questions, please do not hesitate to contact us.

Sincerely,  
**Dirigo Engineering**



Randy J. Butler, P.E.  
Sr. Project Engineer

Accepted by:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Dirigo Engineering**  
**GENERAL PROVISIONS**

**January 2020 through December 2020**

**General**

These General Provisions are to be attached to and made a part of the LETTER OF AGREEMENT and/or PROPOSAL between **Dirigo Engineering** (referred to as "**Dirigo**") and **Client**.

**Dirigo** shall perform for **Client** professional engineering services for the project as outlined in the LETTER OF AGREEMENT and/or PROPOSAL. **Dirigo** will strive to conduct services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

**Client** shall provide to **Dirigo** all criteria and full information as to **Client's** requirements for the project. This includes all existing plans, reports, surveys, etc. relating to the Project and Project Site. Also, any information or knowledge relating to property lines, easements, utilities, zoning or deed restrictions shall be provided to **Dirigo**. Any information or knowledge relating to agencies having review, funding or regulating interest in the Project or Project Site shall be provided to **Dirigo**.

**Client** shall provide all permission and right-of-way of entry for **Dirigo** to complete the work. This Agreement is to be governed by the law of the State of Maine.

**Drawings and Documents**

All documents including Drawings, Specifications, Correspondence and Reports prepared or furnished by **Dirigo** pursuant to this Agreement are instruments of service in respect of the Project and **Dirigo** shall retain ownership of said documents whether or not the Project is completed. **Client** may make and retain copies for information and reference in connection with the use and occupancy of the Project by **Client** and others; however, such documents are not intended or represented to be suitable for reuse by **Client** or others on extensions of the Project or on any other project. **Client** agrees not to reuse any documents without written verification or adaptation by **Dirigo**. Any reuse without written verification or adaptation by **Dirigo** for the specific purpose intended will be at **Client's** sole risk and without liability or legal exposure to **Dirigo**. The cost of verification or adaptation is not included in this Project's budget but will be set at rates to be agreed upon by **Client** and **Dirigo**.

**Insurance**

**Dirigo** is protected by Workman's Compensation Insurance, Professional Liability Insurance and Commercial General Liability Insurance. Certificates will be provided to **Client** upon request. **Dirigo** will not be responsible for any loss, damage or liability arising from **Client's** negligent acts, errors and omissions and those by **Client's** staff, consultants, contractors and agents or from those of any person for whose conduct **Dirigo** is not legally responsible.

**Opinions (or Estimates) of Cost**

Since **Dirigo** has no control over the cost of labor, materials, equipment, or services furnished by others, or over a Contractor(s)'s methods of determining prices, or over competitive bidding or market conditions, **Dirigo's** opinions of probable Project Costs and Construction Costs are to be made on the basis of **Dirigo's** experience and qualifications and represent **Dirigo's** best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but **Dirigo** cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probable cost prepared by **Dirigo**. **Dirigo's** services to modify the Contract Documents to bring the Construction Cost within any limitation established by **Client** will be considered Additional Services (which are not included in the original Scope of Services) and paid for as such by **Client**.

**Project Reviews and Approvals**

When stated in the Scope of Services, **Dirigo** shall submit project documents to the appropriate funding, review and governmental agencies for their review and approval. **Dirigo** makes no guarantee that any approvals or funding will be obtained or that submittals will be reviewed or approved in a timely manner. **Client** shall inform **Dirigo** as to any review and approvals that need to be obtained.

## Invoices

Invoices will be submitted monthly. Payment is due upon presentation of invoice and is past thirty (30) days from invoice date. **Client** agrees to pay a finance charge of 1.5 percent per month on past due amounts. For items to be paid on a lump sum basis, the invoice will reflect the percentage of the work completed. For items to be paid on a time charge basis, the invoice will show the charges for the various service and expense classifications for the billing period according to the following Time Charge Schedule:

Principal Engineer	\$160.00/hr	Sr. Engineering Technician	\$75.00/hr
SCADA Technician	\$130.00/hr	Engineering Technician	\$67.50/hr
Geologist	\$130.00/hr	Administrative Assistant	\$55.00/hr
Project Manager	\$120.00/hr	Project Administrator	\$160.00/hr
Sr. Project Engineer	\$120.00/hr	Mileage	Federal Rate
Engineer	\$105.00/hr	Subs. Materials & Expenses	Cost + 10%
Service Technician	\$110.00/hr	Communication Fee	5% of Labor

All time charge projects will be billed for administrative and management services in addition to technical services and related expenses.

## Limitation of Liability

For any damage or costs resulting from error, omission, or other professional negligence in the performance of **Dirigo's** services, the liability of **Dirigo** to all claimants will be limited to an aggregate sum not to exceed \$50,000.00. If **Client** prefers not to limit **Dirigo's** professional liability to this sum, **Dirigo** will waive this limitation upon **Client's** written request provided that **Client** agrees to pay for this waiver an additional agreed upon consideration. **Client's** request for this option must be made in writing at the time of acceptance of Proposal. This charge is consideration for the greater risk involved in performing work for which there is no limitation of liability. It should not be construed as a charge for additional professional liability insurance.

**Client** acknowledges that **Dirigo** is a corporation and agrees that any claim made by the **Client** arising out of any act or omission of any officer or employee of **Dirigo** in the execution or performance of this Agreement shall be against **Dirigo** and not against such officer or employee.

## Hazardous Materials

It is acknowledged by both parties that **Dirigo's** scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event **Dirigo** or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of **Dirigo's** services, an official representative of **Dirigo** may, at his or her option and without liability for consequential or any other damages, suspend performance of services on the project until **Client** retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

**Client** agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless **Dirigo**, its officers, partners, employees, agents and consultants from and against any and all claims, suits, demands, liabilities, losses, or costs, including reasonable attorneys' fees and defense costs, resulting or accruing to any and all persons, firms, and any other legal entity, caused by, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the jobsite, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action.

## Construction Review

Construction Review refers to visual observation (by **Dirigo**) of materials, equipment or construction work for the purpose of ascertaining that the work is in substantial conformance with the contract documents and with the design intent. Construction Review shall not relieve the Contractor of Contractor's obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; shall not make **Dirigo** an insurer of the Contractor's performance; and shall not impose upon **Dirigo** any obligation to see that the work is performed in a safe manner.

During Construction Review, **Dirigo** shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent, or expedite work for Contractor; shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents; shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.

**Client** shall have Contractor submit to **Dirigo** for review shop drawings of all materials to be used for construction. Construction Review and Shop Drawing Review shall be paid for by **Client** on a time charge basis. **Client** shall keep **Dirigo** notified of when construction will start and of the status of the construction phases.

OWNER recognizes that it is neither practical nor customary for **Dirigo** to include all construction details in plans and specifications, creating a need for interpretation in the field by **Dirigo**. **Client** also recognizes that Construction Review permits **Dirigo** to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons, Construction Review is generally considered an essential element of a complete design engineer's service. Accordingly, if **Client** directs **Dirigo** to not provide construction monitoring, **Dirigo** shall not be responsible for the consequences of any of **Dirigo's** acts, errors or omissions, except for those consequences which, it reasonably could be concluded, **Dirigo's** review services would not have prevented or mitigated.

### Amendments and Assignments

This Agreement may only be modified in writing signed by both **Dirigo** and **Client**. The Time Charge Schedule Rates shall be increased by 4% on January 1 of each year and **Client** agrees to pay any reasonable Time Charge increases which are from time-to-time necessary in the operations of **Dirigo**.

The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, **Dirigo** will be paid for all services rendered to the date of termination and all expenses. Neither **Client** nor **Dirigo** may delegate, assign, sublet or transfer his/its duties or interest in this Agreement without the written consent of the other party. **Dirigo** may retain any necessary subconsultants and this shall not be considered an assignment of this contract. **Dirigo** is not obligated to provide the services outlined in this Agreement or to provide the services at the price stated if this Agreement is not accepted by **Client** within 30 days.

### Permits

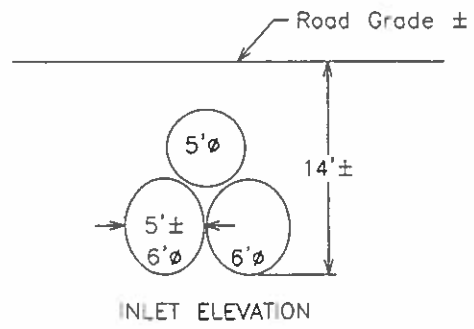
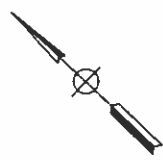
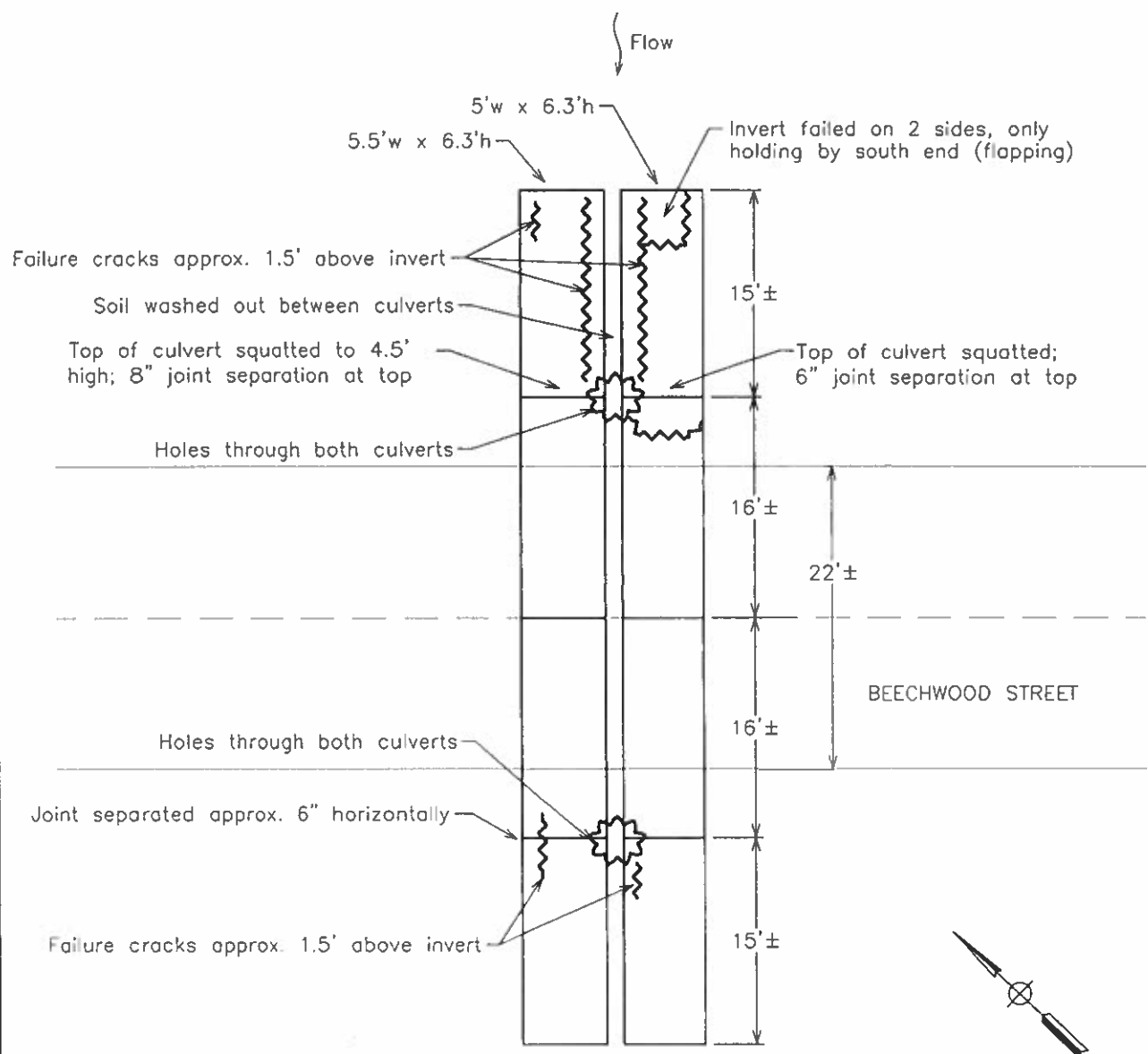
It is the responsibility of **Client** to obtain all required permits and to comply with their conditions. When referenced in the Scope of Services, **Dirigo** will assist by preparing permit applications or documents for submission to the various agencies. The scope of required permitting is contingent upon the final design of the project(s) and the review of the agencies. **Client** shall pay all fees associated with permits, including application fees, advertising costs and all subconsultants required to provide data required for permitting. **Dirigo** does not guarantee that permits will be granted, that permits will be granted in a timely manner or that permit conditions will be acceptable to **Client**.

### Mediation

In an effort to resolve any conflicts that arise during or following the completion of the Project, **Client** and **Dirigo** agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

**Client** and **Dirigo** further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants to likewise include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.





TOWN OF THOMASTON  
 BEECHWOOD STREET CULVERTS  
 EXISTING CONDITIONS SKETCH

**DIRIGO ENGINEERING**

2 DIRIGO DRIVE FAIRFIELD, ME 04937  
 (207) 453-2401

FILE: Beechwood St. Culvert	DATE: 6/4/20	#29923
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# DIETZ VETERINARIAN SCHOLARSHIP



This scholarship is for students who will be attending school for Animal Science or Veterinary Science. No other majors will be considered. Thomaston Residents are given preference and then Knox County Residents. The Dietz Scholarships range from \$1,000.00 to \$2,000.00 depending on residency. Scholarships are awarded after the completion of your first semester of school with a maintained GPA of 2.5 or above.

## How to Apply:

- 1) Write a letter of interest to the Thomaston Select Board requesting your consideration for the Dietz Scholarship, stating what you will be doing and why you have chosen this career path.
- 2) Please attach: College Acceptance letter stating major, transcript, resume, and your contact information including address, phone number, and email.

## Mail all your information by May 31st to:

Town of Thomaston  
Attn. Town Manager  
13 Valley Street  
Thomaston, ME 04861





Rec'd 5/28/20

May 21, 2020  
Elizabeth Eaton  
10 Brookside Lane  
Hope, ME 04847

Thomaston Select Board  
13 Valley Street  
Thomaston, ME 04861

Dear Thomaston Select Board,

My name is Elizabeth Eaton. I live in Hope, Maine, and I am pursuing a degree in Animal Science at the Ohio State University, Agricultural Technical Institute, with the plan of becoming a livestock veterinarian. I have been a member of the Aldermere Achievers 4-H club, in Rockport, Maine for six years, through my time in 4-H I have become passionate about the livestock industry. To continue my passion, I have started my own herd of Belted Galloway cattle, and crossbred sheep, I am responsible for their daily care. I first started my hopes of becoming a veterinarian when I was in the second grade and started raising chickens and delivering eggs to local customers in the South Thomaston, Spruce Head area. While in 4-H I have held the position of president for the past four years, competed in public speaking events at the county and state level. During my senior year, I have been doing an internship with Aldermere Farm, where I have been learning more about cattle health and nutrition. I would like to be considered for the Dietz Scholarship, because of my passion and commitment to the health and welfare of animals.

Sincerely,



Elizabeth Eaton





# THE OHIO STATE UNIVERSITY

Office of Student Academic Success

Undergraduate Admissions  
Student Academic Services Building  
281 W. Lane Ave.  
Columbus, OH 43210

614-292-3980  
undergrad.osu.edu

March 10, 2020

OSU ID: 500511108  
Ohio State Username: eaton.233

Elizabeth Eaton  
10 Brookside Lane  
Hope, ME 04847

Dear Elizabeth:

Congratulations! On behalf of President Michael Drake and the entire university community, I am pleased to offer you admission to The Ohio State University, Wooster campus, for autumn 2020 semester.

Your admission to Ohio State reflects our confidence in your ability to succeed at one of the nation's top public universities. As a new Buckeye, you will soon join a community of dynamic students, accomplished faculty and inspired staff at a university where the energy, momentum and pride have never been higher. We look forward to welcoming you and anticipate that you and your peers—among the most talented students ever to enroll at Ohio State—will contribute in unique ways to 140 years of achievement, spirit, and tradition.

In the next several days, you will receive information detailing forthcoming steps in the enrollment process. In the weeks and months that follow, we will be in touch with more information about the academic and co-curricular opportunities that make Ohio State a great choice. We encourage you and your family to let us know how we can be of assistance to you during this exciting time.

On behalf of the entire Ohio State family, welcome!

Sincerely,

Beth A. Wiser, PhD  
Executive Director of Undergraduate Admissions

ND2/NFNOA



# Animal Health Specialization

## Animal Sciences

This Associate of Science degree program prepares students to complete a Bachelor of Science degree in animal sciences or in another agricultural program.



### What kind of classes will I take?

On the ATI campus, you'll take classes in the general sciences including chemistry and biology, as well as classes in animal sciences that focus on nutrition, disease prevention, reproduction and genetics.

Visit the animal health  
web page to learn more!



### Is this a Pre-Vet program?

While there is no single "pre-vet" major (student from any major can apply to vet school), this program will prepare you to meet the requirements to apply to The Ohio State University College of Veterinary Medicine as well as other veterinary schools in the U.S.

### Will I get hands-on experience?

You will have many opportunities for hands-on experience with large animals at Ohio State ATI's 1,700-acre farm.

### What are the classrooms like?

Some of your classes will be in regular classrooms and labs, but you'll also have the opportunity to take classes at ATI's farm, which includes:

- 110-cow herd of dairy cattle
- A 125-cow herd of beef cattle
- A beef cattle handling facility designed by noted animal behaviorist Dr. Temple Grandin
- A 300-head sheep flock and a 25-head Boer goat herd
- A 24-sow farrow-to-finish operation
- The Ohio State ATI Equine Center, which is a riding, training, and breeding facility

### Why should I start my degree in Wooster?

While the classes you'll take are identical, regardless of location, you might be more comfortable starting on Wooster's smaller campus. Our smaller class sizes might be beneficial to you in math and science courses. Plus, your first two years will be less expensive, and, as long as you're a graduate of an Ohio high school, you are guaranteed freshman admission to the Wooster campus.

### What can I do with my degree?

Once you complete your Bachelor of Science you'll be prepared for a wide variety of careers in animal agriculture such as breeding/genetics, animal health, and nutrition.

If you meet additional education requirements, you may also apply to veterinary school, graduate or other professional schools.



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

Ohio State ATI | Office of Admissions  
1328-Dover Road | Wooster, Ohio 44691-4000  
330-287-1327 | Toll free in Ohio 1-800-OH-STATE  
Ohio State ATI: ati.osu.edu  
Ohio State: osu.edu



# Elizabeth Eaton

10 Brookside Lane  
Hope, Maine 04847  
(207)-785-5770  
lizzbetheaton@gmail.com

## EXPERIENCE

### **Hart's Blueberries, Hope, Maine — Blueberry Worker**

July 2014- August 2018

I prepared blueberries for customers during the summer months.

### **Aldermere Farm, Rockport, Maine — Farm Laborer**

May 2019 - present

I do chores, weigh cattle, AI cattle, manage the show string, and perform landscaping.

## EDUCATION

### **Camden Hills Regional High School, Rockport, Maine**

August 2016- June 2019

High School Honor Student 2016 - 2019

## EXTRACURRICULAR ACTIVITIES

### **Cattle Showman — Aldermere Farm**

I show and have leased animals from Aldermere Farm, and exhibited them on local, state, and national levels.

### **Cattle Showman -- Barrett Homestead Farm**

I show and lease cattle for Barrett Homestead Farm and exhibit them on local and state levels. One of my heifers I lease received champion Belted Galloway heifer at The Big E 4-H show, and I received Reserve overall showman with her.

### **Cattle Showman -- Elizabeth's Livestock**

I have been showing my own cattle for the past three years, on local, state, and national levels. I showed my very first bred and owned last year at NAILE, and she placed second to the National Champion in the Spring yearling class. She also received reserve bred and owned at the Fryeburg Youth Show earlier last year.

## SKILLS

Cattle Showman

Sheep Showman

Responsibility

Organization

## AWARDS

Keely Walsh Memorial Sportsmanship Award, 2018+2019, Fryeburg Youth Show

Reserve Division Champion, 2019, Double M Fate, Kathi Jurowski National Junior Show

Reserve Bred and Owned Belted Galloway Female, 2019, Fryeburg Youth Show

Maine Beef Producers Outstanding Youth Member, 2019



Secondary School Transcript



Camden Hills Regional High School

25 Keelson Drive  
 Rockport, ME 04856  
 207-236-7800  
 CEEB/ACT: 200215  
<http://www.fivetowns.net/CHRHS/>

Student Name: **Eaton, Elizabeth**  
 Grade Level: **12**  
 Date of Birth: **06/15/2002**  
 Student's Counselor: **Jeremy Marks**

Courses	Final	CR
<b>19-20 Camden Hills Regional High School</b>		
Clay Studio I	95	0.50
Honors Pre-Calculus	75	0.50
Lab Physics	86	0.50
Personal Financial Management	96	0.50
<b>19-20 Kennebec Valley Community College</b>		
AGR 101: Princ Sustainable Agriculture	B	1.00
<b>19-20 University of Maine at Augusta</b>		
ENG 101: College Writing	B	1.00
<b>18-19 Camden Hills Regional High School</b>		
Algebra II	97	1.00
ENG III: American Literature	93	0.50
ENG III: Narrative/Expo/Research	91	0.50
Lab Chemistry	89	1.50
Marketing	99	0.50
Photo I: Intro to Photography	95	0.50
Spanish Novice B	95	1.00
US History II-1	95	0.50
US History II-2	95	0.50
<b>17-18 Camden Hills Regional High School</b>		
Developmental Stages of Children	99	0.50
ENG II: Writer's Craft Drama & Poetry	81	0.50
ENG II: Writer's Craft Prose	85	0.50
Geometry	90	1.00
Lab Biology	83	1.50
Photoshop: An Introduction	96	0.50
Spanish Novice A	95	1.00
US History I-1	94	0.50
US History I-2	92	0.50
<b>16-17 Camden Hills Regional High School</b>		
Algebra I	90	1.00
ENG I: Fiction	93	0.50
ENG I: Non-Fiction	92	0.50
Exploring Foods	94	0.50
Global Science I	87	1.00
Health	91	0.50
Phys. Ed. I	98	0.50
Phys. Ed. II	100	0.50
World History I	87	0.50
World History II	88	0.50

CHRHS Grade Scale			
Honors	93-100	Incomplete	I
Above Average	85-92	Passing	P
Average	76-84	Withdraw Pass	WP
Below Average	70-75	Withdraw Fail	WF
Failing	0-69	Withdraw Medical	WM

**Second Semester Course Enrollments**

Clay Studio II  
 Honors Pre-Calculus  
 Horticulture & Gardening (Spring)  
 Lab Physics

\* Please note: on senior transcripts, credit for yearlong classes has been awarded solely for the purpose of calculating the seventh semester GPA

Signature of official certifying this transcript
<u>Angela Carlsen, School Registrar</u>
Name and Title
February 17, 2020
Date
This transcript is official only when stamped with the school seal and signed by a school official.

Total Credits Earned to Date: **23.00**  
 Cumulative Weighted GPA: **91.3750**



Elizabeth Eaton

10 Brookside Lane

Hope, ME 04847

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(207) 785-5770





Office of  
The Governor

No. 56 FY 19/20  
DATE June 3, 2020

**AN ORDER TO FURTHER FACILITATE THE STATE PRIMARY AND LOCAL ELECTIONS WITHIN PUBLIC HEALTH RESTRICTIONS DUE TO COVID-19**

**WHEREAS**, I proclaimed a state of emergency on March 15, 2020 and a renewed state of emergency on April 14, 2020 and on May 13, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of the highly contagious COVID-19; and

**WHEREAS**, An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, enacted on an emergency basis and effective upon the Governor's signature on March 18, 2020, authorizes the Governor to take any reasonable administrative actions necessary with respect to the elections originally scheduled for June 9, 2020 to facilitate voting by all residents registered to vote in this State in a manner that preserves and protects public health in response to COVID-19; and

**WHEREAS**, in Executive Order 39 FY 19/20 ("Executive Order 39") I postponed Maine's primary election to July 14, 2020 due to the risk that voters, poll workers and election officials would be exposed to COVID-19, which is highly contagious and presents a serious risk to life and health; and

**WHEREAS**, the provisions of Executive Order 39 continue to be in effect but require supplementation in order to address local government and school entities, as well as certain additional general election procedures, preserving the fundamental right of the citizenry to debate and vote on budgets and public policy matters, while limiting large public gatherings in order to protect public health and safety; and

**WHEREAS**, the governor's emergency powers expressly include the authorities to adjust time frames and deadlines imposed by law, 37-B M.R.S. §742(1)(C)(13)(a), and to suspend the enforcement of a statute prescribing the procedures for conduct of state business pursuant to 37-B M.R.S. §742(1)(C)(1) and §834;

**NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to 37-B M.R.S. Ch. 13, and P.L. 2019, c. 617, including but not limited to the provisions cited above, do hereby Order as follows:**

**I. ORDERS**

- A. As the statewide election (both primary and referendum elections) will be held on July 14, 2020 instead of in June 2020 in accordance with Executive Order 39 FY 20/21, the language in PL 2019, c. 673, sections A-9 and B-10 that provides, "This Part must be submitted to the legal voters of the State at a statewide election held in June 2020," is modified by substituting "July 2020" for "June 2020" to permit the people of the State of Maine to vote on the ratification of bonds.
- B. A town meeting, budget hearing or public hearing on county estimates may be conducted within the current 50 person gathering limitation in a manner so as to preserve the right to debate and the right to vote, but also protecting the public health by preserving social distancing and restricting shared microphones, restrooms, seating and observing any other guidance prescribed by the Maine Center for Disease Control ("MECDC").

Alternatively, if such a meeting or hearing cannot be held within MECDC guidance, municipal officers or local officials authorized to call open town meetings, open budget meetings or budget hearings may conduct referenda and/or secret ballot elections, including a secret ballot referendum, on July 14 or such other date in calendar year 2020 as the officials may determine, provided that they follow guidance developed by the Secretary of State in consultation with the MECDC. This guidance shall address physical distancing, sanitation and other requirements deemed necessary to provide appropriate protection to voters, clerks, poll workers, and others who may be present in and outside the polling place.

- C. Title 30-A M.R.S. § 2528(1) is suspended to allow the municipal officers of a municipality that has not voted to accept secret ballot voting to nevertheless do so during the state of emergency. Elected officials in those municipalities may remain in office until an election is called pursuant to 30-A MRS § 2525.
- D. The deadline in 21-A M.R.S. §121-A requiring that voter registration applications submitted by mail or by a third person must be received by the close of business on the 21st day before election day is suspended and modified to allow such applications to be received by mail or by third person through close of business on July 7, 2020.
- E. The requirement in 21-A M.R.S. § 631-A(2) that a public hearing be held at least 90 days prior to an election in order to consolidate polling places is suspended and modified to require such a hearing to be held at least 15 days prior to the election and to be held within MECDC guidelines for gatherings of up to 50 people, or to

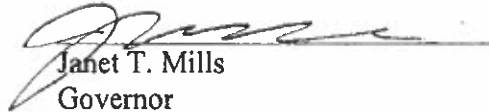
be held remotely pursuant to 1 M.R.S. § 403-A, or by an opportunity for comment by email or mail. The requirement in 21-A M.R.S. § 631-A(3) that application must be made to the Secretary of State for approval to change polling places 60 days prior to an election absent an emergency is suspended and modified to authorize submission of such an application up to 10 days prior to the election, preserving the opportunity for a later application due to an emergency situation. The voting place report required to be filed by the clerk under 21-A M.R.S. § 626-A may also be filed with the Secretary of State up to 10 days prior to the election.

- F. The requirement in 21-A M.R.S. § 753-B(5) that the municipal clerks facilitate absentee balloting through personal visits to certain licensed facilities is suspended, such balloting to be conducted in accordance with guidance from the Secretary of State in consultation with municipal clerks, the Department of Health and Human Services and Maine Center for Disease Control, so as to maximize voter participation, while reducing personal contact and protecting the health and safety of voters and municipal staff.
- G. The requirement of 60 days' notice to be given by a municipality of its intent to process absentee ballots prior to election day pursuant to 21-A M.R.S. § 760-B(2) is suspended and modified to require 21 days' notice.
- H. The provisions in 30-A M.R.S. § 2528(4) and (5) that municipal officers file with the clerk the order establishing the wording of any referendum question by the 60<sup>th</sup> day before the election is suspended and modified to provide for such filing by the 30<sup>th</sup> day before the election.
- I. For school budget year 2020/2021 only, voter approval of the school budget may be by referendum vote, notwithstanding any statute to the contrary.
- J. Any statute requiring a public hearing or public meeting in advance of a town meeting, school budget meeting, municipal referendum vote or a referendum on a school budget shall be suspended, provided that an opportunity for public comment is afforded by:
  - 1. A hearing conducted within MECDC guidelines for gatherings of up to 50 people;
  - 2. A hearing conducted in accordance with the remote participation requirements of 1 M.R.S. § 403-A;
  - 3. Provision of the statutorily required information at a time and in such a manner as is sufficient to reach voters, together with an opportunity for written comment; or
  - 4. Any combination of the above reasonably intended to maximize both public participation and public health and safety.

- K. A municipal clerk may provide a secure drop box for the return of absentee ballots until 8:00 p.m. on election day in accordance with guidance provided by the Secretary of State.
- L. Solely to the extent that 30-A M.R.S. § 5721-A(7)(A) requires a written ballot to exceed or increase the property tax levy limit at an open town meeting held in compliance with relevant gathering limits, it is suspended in favor of either a show of hands vote or a voice vote during the state of emergency.
- M. The Secretary of State is authorized to issue appropriate guidance, to perform those tasks identified in this Order and as provided in 21-A M.R.S. § 663 (first sentence), and those necessary to facilitate municipal elections and school budget voting during this state of emergency to carry out the intent of this Order.

## II. EFFECTIVE DATE

This Order shall take effect on June 3, 2020.

  
Janet T. Mills  
Governor

## MAINE MUNICIPAL ASSOCIATION LEGAL SERVICES

### RESTARTING MAINE'S ECONOMY STAGE 2 & MUNICIPALITIES:

*We offer the following guidance based on our interpretation of the Governor's Orders and consultations with the state. We will update this document whenever additional guidance becomes available.*

#### **Background:**

On April 28, 2020, Governor Janet Mills presented a plan to gradually "restart" Maine's economy. The plan establishes gradual stages of reopening, each based on calendar months beginning in May. The earliest stages are focused on resuming business operations and activities which can be conducted in a safe manner, meaning they have a low risk for potential transmission of the virus. Order No. 49 directs the Department of Economic & Community Development (DECD) to implement the Restarting Plan and identify businesses and activities for which current restrictions may be adjusted to safely allow for more economic and personal activity.

- **Stage 1** occurred during the month of May, continuing a 10-person gathering limit and 14-day quarantine for persons entering Maine. Stage 1 allowed limited expansion of retail activities.
- In May, the Governor also introduced a Rural Reopening plan to allow accelerated reopening in selected counties during the month of May.
- **Stage 2** occurs during the month of June during which additional business activities will be allowed consistent with checklists issued by DECD. There is a prohibition on gatherings of more than 50 people and a 14-day quarantine on people entering Maine.
- **Stage 3** is planned to occur during July and August, during which time additional activities will be allowed consistent with DECD checklists. The prohibition on gatherings of more than 50 people and a 14-day quarantine on people entering Maine are expected to continue.
- **Stages are subject to change.** Progression through restarting stages is planned month-by-month, however, decisions will be based on public health metrics. Plans are subject to change based on virus trends, testing or treatment breakthroughs, or identification of new, safe ways of doing business.

Executive Order (No. 49) implementing the restarting plan maintains in force several previous Executive Orders through May 31st, including Order No. 19, directing all "non-essential" businesses and operations to cease operations at sites that are: (1) public-facing (allow customer, vendor or other in-person contact) or (2) at sites that require more than 10 workers

to convene in a space where social distancing is not possible. Executive Order No. 19 applies to all for-profit, non-profit or other entities regardless of the nature of services performed.

**This MMA guidance focuses on Stage 2 of the Restarting Plan**, which begins June 1, 2020 and applies to all Maine counties. A number of new activities will be allowed beginning June 1<sup>st</sup> provided the activities are conducted within DECD guidelines.

Municipalities must visit the Maine DECD's website to access guidance checklists and obtain updates on the restarting plan. The site is updated frequently at [www.maine.gov/decd/home](http://www.maine.gov/decd/home)

### **What does Stage 2 mean for municipalities?**

- As noted in [MMA Legal Services guidance of April 1, 2020](#), municipalities conduct both essential and non-essential operations as defined in Order No. 19, and have had discretion to determine which municipal programs and services are essential, non-essential or required by law or ordinance. Order No. 19 remains in force until May 31<sup>st</sup> (unless extended). If Order No. 19 is not extended after May 31<sup>st</sup>, care should still be taken when considering whether to resume a particular service or activity, particularly recreational programs. Generally, it may be presumed that a non-essential activity such as a day camp or recreational activity may resume only when, and to the extent, allowed by DECD guidelines.
- When the DECD issues guidance applicable to a municipal program, that guidance should be followed.
- The Maine DECD has issued restarting guidance for the following activities of interest to municipalities:

Public and Community Buildings, including municipal and county offices and libraries. The guidance addresses operations, restrooms, employees, transactions and general cleaning and disinfection.

**Municipal libraries** are included within the Public and Community Buildings guidance and are also directed to follow Maine Library Commission guidance: [COVID-19 Prevention Checklist – Public Library Guidance](#).

May 26, 2020

**Recreational activities**, including, but not limited to, the following:

- Golf courses
- Day Camps and Summer Recreation Programs
- Community Sporting events
- Marinas
- Campgrounds/RV Parks

**Large gatherings** including open town meetings. Note that total group numbers must be within the gathering size limits established by the Governor's Executive Order – scheduled to expand to 50 persons on June 1, 2020.

**Other guidance** and updates can be found on DECD's webpage at: <https://www.maine.gov/decd/covid-19-prevention-checklists>

- Municipalities are not required to submit the online form on DECD's website that is applicable to business re-openings.
- Municipalities may voluntarily download and post the badge and door sign available on DECD's website to inform the public that the municipality is following best recommended practices.
- Consultation with the municipal attorney or MMA Legal Services to discuss specific situations is encouraged.

**Where can MMA members receive more information?**

Additional guidance is located on MMA's "Coronavirus Updates and Resources" page at [www.memun.org](http://www.memun.org).

Municipal members are also invited to contact MMA Legal Services for specific advice on these topics at 800-452-8786 or [legal@memun.org](mailto:legal@memun.org).



May 26, 2020  
Maine Municipal Association

Legal Services Department

May 26, 2020

**kgeorge@thomastonmaine.us**

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**From:** Legal Services Department <legal@memun.org>  
**Sent:** Wednesday, May 27, 2020 10:00 AM  
**To:** 'kgeorge@thomastonmaine.us'  
**Subject:** RE: Thomaston - Town Budget Question

Kara,

Yes, the emergency legislation that allows the use of last year's budget is still in effect. This authority remains in effect until January of 2021. See part D of the attached legislation:

<http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=SP0789&item=2&snum=129> .

We are still hoping that the Governor's office will provide some authority to hold open town meetings exceeding 50 people. If something does issue, we will post it on our website asap.

Concerning a motion to use last year's budget, I don't think the legislation requires any particular procedures. It says the previous year's budget is the deemed the budget until a final one is approved. However, in practice, I think the board will inevitably discuss spending and probably have to vote to delay the annual meeting and spend in various accounts going forward.

Please let me know if you have any questions.

---

**Susanne F. Pilgrim, Esq., Director**  
**Legal Services Department**

**Maine Municipal Association**  
60 Community Drive, Augusta, ME 04330  
Phone 207-623-8428  
1-800-452-8786 (in state)  
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**From:** [kgeorge@thomastonmaine.us](mailto:kgeorge@thomastonmaine.us) [mailto:kgeorge@thomastonmaine.us]  
**Sent:** Wednesday, May 27, 2020 8:49 AM  
**To:** Legal Services Department <[legal@memun.org](mailto:legal@memun.org)>  
**Subject:** Thomaston - Town Budget Question

Good Morning,

I am just checking to see if the executive order is still in place for municipalities to run off of last year's approved budget until we can hold a town meeting to get the new budget approved? If we run off of last year's budget numbers, does our Select Board need to make a motion enacting the use of the old budget until town meeting? I hope that we can have a town meeting in September if the 50 person limit is lifted.

Thank you for your assistance,

**Kara George**  
**Town Manager/Town Clerk**  
**Town of Thomaston**  
13 Valley St.  
Thomaston, ME 04861  
Ph. (207) 354-6107  
Fax (207) 354-2132