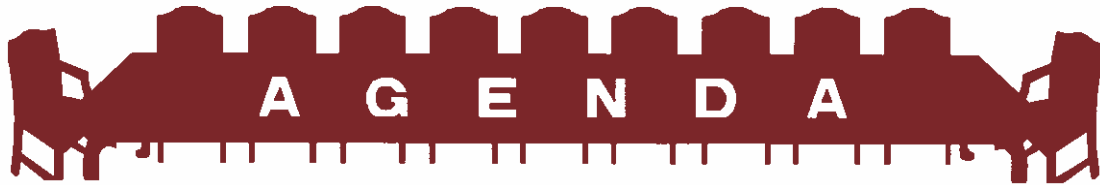


Diane Giese - Sandy Moore - Lee-Ann Upham - Bill Hahn - Peter Lammert



**SELECT BOARD MEETING
MONDAY, JULY 13, 2020
EXECUTIVE SESSION 5 P.M.
REGULAR MEETING: 6:00 P.M.**

SELECT BOARD ROOM

AGENDA ADJUSTMENT:

Discuss the \$18,965 contract award for the "Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign" per the request of Andrew Josephs and Selectman Bill Hahn.

Janet F. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

June 26, 2020

Via Electronic Mail: kgeorge@thomastonmaine.gov

Town of Thomaston
Kara George
13 Valley Street
Thomaston, Maine 4861

SUBJECT: Notice of Conditional Contract Award under DHHS' Request for Applications "Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign"

Dear Kara George:

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Health and Human Services. The Department has evaluated your proposal using the criteria outlined in the RFA, and the Department is hereby approving your request for funding to support your submitted plan as per the following conditions and specifications.

Funding amount approved: \$18,965.00

This Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between your organization and the Department. As such, your organization shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract. The Department will reach out to you to begin the process of developing the written contract.

This written contract will cover allowable expenses, based upon the approved plan, retroactive to June 8, 2020. Please note that included as a part of the terms and conditions of the written contract are the Cost Principles specified in the Uniform Guidance, 2 CFR 200 Subpart E – Cost Principles <https://www.ecfr.gov/cgi-bin/text-idx?SID=9dc986444f8e1a9665d4eee9c76c77fc&mc=true&node=sp2.1.200.e&rqn=div6>. Expenditures that are made outside of the terms and conditions of the written contract, including the Uniform Guidance Cost Principles, will not be eligible for reimbursement. Additionally, expenditures can only be paid for by one funding source. Awardees may not submit allowable expenditures for reimbursement under this program that are, or may, also be eligible for reimbursement from other available federal or other public funding source for COVID-19 relief that is now, or that becomes available during the term of this Agreement. The written contract will require your agency to keep records to this effect as well as to support reimbursable expenses.

The Uniform Guidance requires the Department to monitor each subrecipient of these funds. As such, the written contract will require regular reporting to assess the progress of these projects which are being funded.

For costs not approved by this Contract Award, additional resources may be available to assist, including:

- FEMA Public Assistance. Please visit the MEMA website at <https://www.maine.gov/mema/grants/public-assistance-grant-program>. For questions, contact maine.recovery@maine.gov.
- State of Maine, Bureau of the Budget. Coronavirus Relief Fund Payments for 25% Local Match on FEMA Public Assistance. Please refer to the link for more information: <https://www.maine.gov/budget/sites/maine.gov.budget/files/inline-files/Final%20Announcement%20of%20CRF%20for%20FEMA%20match%20for%20Web%20Posting.pdf>.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Abbott", with a long horizontal line extending to the right.

Michael Abbott P.E., C.G.,
Interim Associate Director
Maine Center for Disease Control and Prevention
Department of Health and Human Services

Town of Thomaston Narrative

The Town of Thomaston is a mid-coast community located on the St. George River in Knox County, Maine, with a population of nearly 2,800 residents. In summer months, Thomaston has a much larger population during the tourist season.

Thomaston has a number of public parks and recreational areas in town that include sport fields, playgrounds, a dog park, and memorial parks. Being located on the river, the Town Public Landing affords many opportunities for the boat and marina businesses located on our shores, as well, as recreational activities of clam digging, sailing, and kayaking. The Thomaston Dog Park is a popular destination for many residents and their furry friends to visit in a safe environment. Other parks in Town include the Thomaston Green, Mill River Park, and the Main Street Mall.

Additionally, the Town has a Museum in the Streets program for residents and summer visitors to walk in downtown to view the historic sea captain homes. The Town also has a historic preserved building, The Academy, which is home to the Public Library, educational and summer school programs, and art classes.

HIGHLIGHTS OF PROJECTED ESTIMATED COSTS

Signage, materials, PPEs & hand sanitizers for staff and visitors, extra cleaning supplies for enhanced cleaning and management of public spaces and restrooms, fences, tape, and signage for physical distancing in public spaces. *Projected estimated cost: \$4400.*

Webpage creation & management (average 3 hrs/week @\$20/hr)
Projected estimated cost: \$1020.

Brochures and mailings (2x....2500 quantity each) *Projected estimated cost: \$5000.*

Purchases of hardware for purposes of (a) social media promotion and updates, database management, desktop publishing of promotional materials, etc. and (b) audio/video equipment to facilitate and encourage safe public municipal meetings especially those related to related health and economic concerns. *Projected estimated cost: \$1820.*

Staff time for a contracted person as the local contact for educating local businesses and the public on best practices and compliance. This may include following up on public complaints and, for certain cases, providing information to State officials when there is a potential public health violation that cannot be quickly resolved through educating the business or individual. (Projected: 340-380 hours) *Projected estimated cost: \$8500.*

Costs will be tracked through a Town representative that will be contracted. Additionally, the representative will work with the Town Office Finance Department in keeping a spreadsheet of incurred costs.

Financial Assistance for Maine Municipalities and Tribal Governments

Municipalities and Tribal governments are best positioned to create local COVID-19 education and prevention plans. They know their streets, business, parks, residents, and visitors and where and how activities can be most effective.

Such activities would extend the [Maine Center for Disease and Control and Prevention \(CDC\)](https://www.maine.gov/dhhs/mecdc/) work to promote public education and public health activities, implementing physical distancing measures, and providing technical assistance to local businesses to help them follow best practices described in [COVID-19 Prevention Checklists](https://www.maine.gov/dec/covid-19-prevention-checklists/). These plans will help ensure the safety of Maine people and summer visitors.

Accordingly, the State encourages municipalities to develop a plan and, upon approval, implement their own COVID-19 prevention, education, and protection plans and will be providing funding to reimburse municipalities the costs associated with these activities. Effectively, these local actions will be an extension of the Maine CDC actions to prevent the spread of COVID-19. As part of [Keep Maine Healthy](https://www.maine.gov/covid19/restartingmaine/keepmainehealthy/), the Maine CDC will oversee this initiative.

Municipalities and Tribal governments will submit plans that include one or more of the following:

- **Public education activities:** This could include printing and posting of existing State or national COVID-19 information and/or developing local educational activities that are consistent with CDC guidelines. Costs eligible for reimbursement would include staff time for planning and education activities and costs for signage, materials, website development, brochures and mailings.
- **Physical distancing and public health support:** This could be fences, tape, and signage for physical distancing in public spaces and closed streets; hiring or reassigning staff to limit crowds in front of restaurants, bars, beaches and other sites; new traffic pattern signage and education; purchases of personal protective equipment and hand sanitizer to be made available for staff, visitors, and for use at public locations; providing extra cleaning supplies and additional staff time required for enhanced cleaning and management of public spaces and restrooms.

Municipal Funding

[Municipal Partnership Application \(PDF\)](https://covid19/sites/maine.gov.gov/files/Keep-Maine-Healthy-Municipal-Partnership-Application_0.pdf)
[\(/covid19/sites/maine.gov.gov/files/Keep-Maine-Healthy-Municipal-Partnership-Application_0.pdf\)](https://covid19/sites/maine.gov.gov/files/Keep-Maine-Healthy-Municipal-Partnership-Application_0.pdf)

[Application Budget Form \(Excel\)](https://covid19/sites/maine.gov.gov/files/Application-Budget-Form%20.xlsx)
[\(/covid19/sites/maine.gov.gov/files/Application-Budget-Form%20.xlsx\)](https://covid19/sites/maine.gov.gov/files/Application-Budget-Form%20.xlsx)

[Municipal COVID-19 Grant Program Awareness Campaign \(PDF\)](https://covid19/sites/maine.gov.gov/files/KeepMEHealthy_Grant%20Application_FAQs_updated-061920.pdf)
[\(/covid19/sites/maine.gov.gov/files/KeepMEHealthy_Grant%20Application_FAQs_updated-061920.pdf\)](https://covid19/sites/maine.gov.gov/files/KeepMEHealthy_Grant%20Application_FAQs_updated-061920.pdf)

- **Local business assistance:** This includes staff time for a Code Enforcement Officer, Local Health Officer, local law enforcement, or other person designated by the municipality or Tribe to be the local contact for educating local businesses on best practices. This may include following up on public complaints and, for certain cases, providing information to State officials when there is a potential public health violation that cannot be quickly resolved through educating the business or individual.

This initiative is for the short term (June 8 – October 31, 2020). Costs associated with approved public health education and prevention activities during the funding period from June 8 through October 31, 2020 will be reimbursed.

Costs incurred between June 8 – June 30 that are directly attributed to this education and prevention campaign will be considered for plan inclusion and reimbursement; however, reimbursement is not guaranteed until the application is approved by the CDC.

This program allows for municipal implementation in partnership with community organizations, including visitor centers, public health groups, or chambers of commerce.

Applications must be accompanied by a detailed budget and must be submitted to Michael Abbott at michael.abbot@maine.gov (<mailto:michael.abbott@maine.gov>) by June 22 for consideration.

Cost settled contracts will be awarded to all approved municipalities and Tribal governments.

Credits

Information

[Site Policies](#)

[Maine.gov](#)

[Governor's Home](#)

[COVID-19 Home](#)



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