



**SELECT BOARD MEETING
MONDAY, FEBRUARY 13, 2023
REGULAR MEETING: 6:00 P.M.**

IN-PERSON AT 13 VALLEY STREET

LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:

https://www.townhallstreams.com/towns/thomaston_me

CAN'T ATTEND A MEETING? PLEASE SUBMIT QUESTIONS/CONCERNS TO THE TOWN MANAGER AT:

kgeorge@thomastonmaine.gov

REGULAR MEETING 6:00 P.M.

1. CALL THE MEETING TO ORDER

2. PUBLIC HEARINGS:

- A. Review the Catering permit application from Dirty Rocks, D/B/A The Block Saloon for the theater production event at Watts Hall on March 25, 2023 from 7-10 p.m., as pursuant to Section 653 Title 28-A of the Maine Revised Statutes.
- B. The initial Retail Marijuana License Application of Warren AVE AFLLC D/B/A Atlantic Farms, located at 210 New County Road, Thomaston, Maine, pursuant to Thomaston Ordinances, Chapter 7, Land Use, Section 716.16.7.3.

3. APPROVE THE MINUTES OF: August 8, 2022, October 11, 2022, and December 19, 2022

4. APPROVE THE WARRANTS

5. ADJUSTMENTS TO THE AGENDA

6. TOWN MANAGER'S REPORT

7. TOWN BOARDS & COMMITTEES UPDATE

8. PUBLIC COMMENTS

9. OLD BUSINESS

10. NEW BUSINESS

- A. Waldo Community Action Partners (WCAP) Introduction by Michael Hallundbaek, Director of Transit Systems per the request of Select Board Member Sandy Moore.
- B. Review the Municipal Building repairs as presented by CEO Rene Dorr.
- C. Discuss the commercial hauler contract for the Owls Head, South Thomaston, Thomaston (OHSTT) Solid Waste Co-operative as presented by Select Board Member Zel Bowman-Laberge.
- D. Consider approval of \$3,000 from Economic Development funds for architectural services at Watts Block per the request of Select Board Member Bill Hahn.
- E. Accept with regret the resignation of EMS Chief Amy Drinkwater, effective April 1, 2023.
- F. Approve the renewal of the Maine Service Centers Coalition membership. Appoint the Town Manager as representative and a Select Board member as alternate.
- G. Consider the recommendation of the Fire-EMS Building Committee to engage Port City Architecture for engineering and design services.
- H. Authorize adjusting ambulance billing rates to coincide with Medicare rates per the recommendation of EMS Chief Amy Drinkwater.
- I. Discuss the Knox Clinic project per the request of Chair Diane Giese.
- J. Discuss outcomes of the Public Hearing in preparation for the Special Town Meeting per the request of Chair Diane Giese.

Upcoming Dates

Tuesday, Feb. 14 th	6 p.m. Planning Board Land Use Ordinance Workshop
Wednesday, Feb. 15 th	5:30 p.m. Volunteer Recognition Night- Lura Libby Room
Thursday, Feb. 16 th	9 a.m. Economic Development Committee
Monday, Feb. 20 th	Presidents' Day Observed/Town Offices Closed
Tuesday, Feb. 21 st	6 p.m. Planning Board Land Use Ordinance Workshop
Wednesday, Feb. 22 nd	6 p.m. Special Town Meeting
Thursday, Feb. 23 rd	4 p.m. Cemetery Trustees 6 p.m. Recreation Committee
Friday, Feb. 24 th	Town Offices closes at noon
Monday, Feb. 27 th	5:00 p.m. Executive Session with Atty Sarah Newell 6:00 p.m. Regular Select Board meeting



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

Application for a Catering Permit

Section A: Licensee Information:

1. Legal Name and DBA of the Licensee Catering the Event:
 - a. Legal Name: Dirty Rocks, LLC
 - b. DBA: The Block Saloon
2. License No.: 11043 Email: info@theblocksaloon.com
3. Complete Mailing Address: 173 Main St.
Thomaston, ME 04861
4. Telephone/Mobile Number: 207-354-5145

Section B: Event Information:

1. Title Event: Music/Theater Production
2. Purpose of Event: Entertainment
3. Type of Event: (check one)

Public	<input checked="" type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input type="checkbox"/>
Private	<input type="checkbox"/>	Indoor	<input checked="" type="checkbox"/>	Outdoor	<input type="checkbox"/>
4. Municipality where Event will take place: Watts Hall
5. Complete Physical Address of Event:
174 Main St. Thomaston, ME 04861
6. Date of Event: 3/25/23 Time: From 7pm To 10pm

Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.

7. Requesting party for your catering services:

<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Individual	<input checked="" type="checkbox"/> Business
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8. Mailing Address of Requesting Party: The Town of Thomaston
13 Valley St. Thomaston ME 04861

Please note: In question 9, for a nonprofit or business requesting party, please provide the name of the nonprofit or business as well as the name of an individual to contact at the nonprofit or business.

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9. Contact Name of Requesting Party: Tiffany Farrell
a. Contact Telephone/Mobile Number: 631-806-0392
b. Contact Email address: info @ theblocksaloon.com

10. Number of Persons Attending: up to 75-100

11. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Large shared space - There will be a table at one end to sell beer & wine.

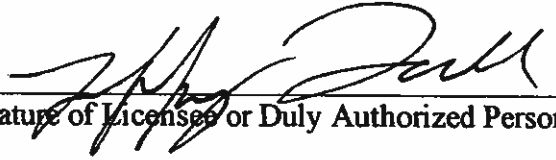
12. Will dancing be part of the event? Yes No
a. Does the venue have a dance license? Yes No
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Licensee

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 1/23/23


Signature of Licensee or Duly Authorized Person

Tiffany Farrell
Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008
Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330

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Town of Thomaston, Maine

Select Board

13 Valley Street • Thomaston ME 04861-3818 • (207) 354-6107

RETAIL MARIJUANA LICENSE APPLICATION

Initial License Application Annual Renewal

NOTE TO APPLICANT

Your application for a Retail Marijuana License must be filed with the Town Manager, reviewed by the Code Enforcement Officer and approved by the Select Board, following which you must receive an Active State License before you may open your business. Detailed requirements can be found in **Chapter 7, Thomaston Land Use and Development Ordinance. See Section 716.16.7 "Retail Marijuana or Cannabis Uses and Facilities"**. This form is only for the uses identified as "Conditional" in Sections 712.4 and 713.4 or for Cultivation Facilities located on parcels enrolled in the Maine Farmland Program for at least five years as per Section 716.16.7.1.c. *The Ordinance is available on the Town Web Site at <http://town.thomastonmaine.gov>.*

1. Complete and submit this application: The application must be accompanied by the appropriate fee and all supporting documents that may be required for your license.
2. The Code Enforcement Officer will review your application: Depending on the situation it may be necessary for the CEO to verify your information and inspect the premises where the use will be conducted.
3. The Select Board will schedule a hearing to determine the facts relating to your proposed use and they will grant or will deny the license: If it is denied, you will receive a written explanation as to why. You may appeal this decision within 90 days of the date of the decision, or if the Board has failed to act, within 90 days of application, to the **Superior Court** in accordance with Rule 80B of the Maine Rules of Civil Procedure.

Denial of this license application by the Select Board automatically voids the Conditional Use granted by the Planning Board.

INFORMATION ON APPLICANT AND PROPERTY OWNER

1. **Applicant** **Name:** Warren Ave AF LLC d.b.a Atlantic Farms
Address: 200 Anderson St. STE 7, Portland, ME 04101
Telephone & Email Address: 207-536-0075 bryan@theatlanticfarms.com

2. **Property Owner** **Name:** Thomaston Realty LLC
Address: 65 Gray Rd. Box 4, Falmouth, ME 04105
Telephone & Email Address: 207-797-7600 Contact@thewolakgroup.com

3. If **Applicant** is a corporation, check if organized in Maine Yes No
Attach a copy of your Maine Organization Documents and a roster of all Officers including contact data.

4. What legal interest does the **Applicant** have in the property to be utilized?
 Owner Lease Purchase & Sales Contract Other: LOI
Attach evidence of interest.

INFORMATION ON PARCEL TO BE UTILIZED

1. Location of property (please fill in at least one of the following)

Town of Thomaston Tax Maps: Map 207 Lot(s) 068

Street Address: 210 New County Rd, Thomaston, ME 04861

Subdivision? No Yes - Name: _____

Location map attached (required-may be tax map with lot highlighted).

- 2. Current zoning of property** (check all that apply):
- | | | |
|---|--|---|
| <input type="checkbox"/> RP-Resource Protection | <input type="checkbox"/> R3-Urban Residential | <input type="checkbox"/> TR3-Transitional Residential |
| <input type="checkbox"/> R2-Rural Residential | <input type="checkbox"/> R3A-Village Mixed Use | <input type="checkbox"/> R1-Rural Residential/Farming |
| <input type="checkbox"/> VC-Village Commercial | <input type="checkbox"/> I-Industrial | <input checked="" type="checkbox"/> HC-Highway Commercial |
| | | <input type="checkbox"/> SC-Shoreland Commercial |

Note: Retail Marijuana Uses are only Conditionally Permitted in the HC and IN Districts except that Cultivation Facilities may be licensed on any parcel in any district that has been enrolled in the Maine Farmland Program and receiving Farmland Assessments for five (5) years or more.

- 3. Location in relation to Schools:** Is the proposed retail marijuana building located within 1,000 feet of the property line of a preexisting public or private school? Yes No

Note: the facility must be 1,000 feet or more distant from a school in order to obtain the license.

- 4. Identify existing use of land and buildings** (residential, farmland, woodlot, etc.):

Commercial

This parcel has been enrolled in the Maine Farmland Program since (year) _____
Attach copy of your Maine Farmland application approved by the Thomaston Assessing Office.

GENERAL INFORMATION

- 1. Type of Retail Marijuana License Requested** (each type requires a separate application):

Store Cultivation Facility Manufacturing Facility Testing Facility

Thomaston Land Use Ordinance Section number: 712 Subsection number: 4

Please note Marijuana Social Clubs are prohibited in Thomaston.

- 2. Conditional Use Approval by the Thomaston Planning Board granted on** 12/20/22

Attach copy of Conditional Use Approval.

- 3. Site Plan Approval by the Thomaston Planning Board granted on** N/A

Attach copy of Site Plan Approval and copy of Site Plan Application.

- 4. Conditional License by the Maine Office of Marijuana Policy issued on** 1/19/23

Attach copy of Maine OMP Conditional License and Local Authorization Form.

Note: In order to be considered for renewal, a copy of your Active License issued by the Maine OMP must be submitted when issued to you.

- 5. Business Operating Plan and, if applicable, Cultivation Plan.**

Attach copy of your Business Operating Plan and, if applicable, your Cultivation Plan.

REQUIRED FEE

The fee is based on the Square Footage of all developed areas in facility used in the type of license requested. *Check one.*

- Initial License: 1,690 sq ft multiplied by \$0.50 equals: \$ 5845
- Annual Renewal: _____ sq ft multiplied by \$0.35 equals: \$ _____

I hereby certify all the above stated information submitted in this application is true and correct to the best of my knowledge and that I have read the applicable sections of the Thomaston Land Use Ordinance and certify the use being applied for will be in compliance at all times.

Signature of Applicant *Ryan Paul* 1/24/23
Date

Fee submitted: \$ _____ Date: _____ Received by: _____

ATTACHMENT CHECK LIST

Required Attachments

- Deed, Lease, Purchase & Sale Agreement or Other Legal interest: LOI
- Location Map
- Thomaston Conditional Use Approval Approved 12/20/23
- N/A Thomaston Site Plan Approval and Application
- Maine Conditional Cannabis License
- Local Authorization Form
- Business Operating Plan

Attachments Required if Applicable

- Articles of Incorporation, Articles of Organization, etc.
- Roster of Corporate Officers including contact information (Address, Phone, Email, etc.)
- N/A Maine Farmland Application approved by the Thomaston Assessing Office
- N/A Cultivation Plan



Thomaston Planning Board - Conditional Use Check Off & Findings of Facts

Date: 12-20-22

Name: Warren Ave / Atlanta Farms LLC

Map-Lot: 207-068

Location: 210. New County Rd (R41)

Request: Retail Marijuana Store

MET NOT MET 704.1.5 CONDITIONAL USE PERMITS

N/A

4) "Undisclosed Future Uses" area identified on Map if applicable.

Note: At least one known Conditional Use must be identified. Future uses may be subject to the approval of additional Conditional Uses.

N/A

d. Additional Standards in Shoreland Areas

YES NO

- Will not cause unreasonable damage to fish, aquatic life, bird or other wildlife habitat.
- Will reasonably conserve shoreland vegetation.
- Will reasonably conserve visual points of access to waters viewed from public facilities.
- Will reasonably conserve actual points of public access to waters.
- Will reasonably conserve natural beauty.
- Will reasonably avoid problems associated with flood plain development or use.
- Shore access will be developed on soils appropriate for such use & constructed so as to reasonably control erosion or sedimentation on both subject and surrounding properties.
- The use will not unreasonably interfere with beach areas.
- The facility location will minimize adverse effect on marine harvesting & commercial fishing.
- The facility location will not interfere with commercial or recreational boating & moorings.

No Conditions Required.

e. Conditions of Approval

- 1) Street Improvements: _____
- 2) Access restrictions: _____
- 3) Hours of Use: _____
- 4) Buffering and Screening: _____
- 5) Utility Improvements: _____

6) Performance Guarantees for off-site improvements: must install security system per Maine regulations for

Marijuana Store prior to obtaining occupancy
Additional Conditions of Approval: must obtain all local and State of Maine licenses and permits prior to opening the business

Note: All CHECKED Conditions of Approval MUST be met for the approval of Permits & Site Plan Review. Conditions NOT CHECKED are NOT REQUIRED.

Note: Review of these Standards by the Planning Board does not replace Site Plan Review. See also Section 705.2.5 (f) through (h).

Date: 12-20-2022

Jeanne Rickards
Signed by (Print Name):

Capacity: Chair

moved Kim Matthews

and Briny Blanchard Vote 4-0-0



Thomaston Planning Board - Conditional Use Check Off & Findings of Facts

Date: 12-20-22

Name: Warren Ave. / Atlanta Farms LLC

Map-Lot: 207-068

Location: 210 New County Rd (RxD)

Request: Retail Marijuana Store

704.1.5 CONDITIONAL USE PERMITS

MET NOT MET

<input checked="" type="checkbox"/>	<input type="checkbox"/>	b.	Written Application on Forms Provided Accompanied by Fee: \$ <u>150</u> <input checked="" type="checkbox"/> PAID
		<input checked="" type="checkbox"/>	1) Specified Location including Street Address, Tax Map & Lot Number and Location Map.
		<input type="checkbox"/>	2) Described Exact Nature of Proposed Use:
	<input type="checkbox"/> N/A	<input type="checkbox"/>	3) Submitted additional materials used to determine Conditional Use Standards are met:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c.	Standards for Conditional Use Permit (<u>All four standards MUST be met for Approval.</u>)
		<input type="checkbox"/>	1) Use has no greater significant impact on value or quiet possession of surrounding parcels.
		<input checked="" type="checkbox"/>	i. Size compared with Surrounding Uses:
		<input checked="" type="checkbox"/>	ii. Intensity compared with Surrounding Uses including
			Amount & type of traffic: <u>no change</u>
			Hours of Operation: <u>9a-10-8pm 7 days a week</u>
			Expense of Pavement: <u>no change</u>
			Similar measures: <u>none</u>
		<input checked="" type="checkbox"/>	iii. Generation of Nuisances
			Noise: <u>none</u>
			Dust: <u>none</u>
			Odor: <u>none</u>
			Vibration: <u>none</u>
			Glare: <u>none</u>
			Smoke: <u>none</u>
			Litter: <u>will be removed by owner/operator</u>
			Other Nuisances:
	<input type="checkbox"/> N/A	<input type="checkbox"/>	iv. Unusual Physical Characteristics of the Site
			Size & Shape of the lot: <u>no changes</u>
			Topography & Soils:
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	v. Mitigation of Impacts
			Landscaping & Fencing:
			Other Design Elements:
		<input type="checkbox"/>	2) Municipal Facilities Will Not Be Overburdened
		<input checked="" type="checkbox"/>	i. Traffic Movement in and out of site: <u>no change</u>
		<input checked="" type="checkbox"/>	ii. Pedestrian Safety Facilities: <u>no changes</u>
		<input checked="" type="checkbox"/>	iii. Capacity of Street Network: <u>no change</u>
		<input checked="" type="checkbox"/>	iv. Capacity of Public Sewer & Water if used:
		<input checked="" type="checkbox"/>	v. Capacity of Storm Water System if used:
	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	3) Natural Characteristics of Site won't cause undue Environmental or Neighborhood Harm.
	<input type="checkbox"/> N/A		Topography: <input type="checkbox"/> Will <input checked="" type="checkbox"/> Won't
			Drainage: <input type="checkbox"/> Will <input checked="" type="checkbox"/> Won't
			Relationship to Ground/Surface Waters or Flood Plain: <input type="checkbox"/> Will <input checked="" type="checkbox"/> Won't



OFFICE OF CANNABIS POLICY

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Maine Adult Use Local Authorization Form

This Local Authorization Form must be completed by the host municipality, county commissioners or the Maine Land Use Planning Commission. The authorized local official responsible for completing this Form must forward the Form to the Office of Cannabis Policy at Licensing.OCP@maine.gov or 162 State House Station, Augusta, Maine 04333.

If the authorized local official in receipt of this Form has not recently met with the Office of Cannabis Policy to discuss the local authorization process and OCP's expectations for completion of this Form, please contact Elisa C Ellis, Director of Licensing, at Licensing.OCP@maine.gov or (207) 287-3282 prior to filling it out.

Section 1: License Information. Information to be completed				
Business Legal Name: WARREN AVE AF LLC	Business DBA: ATLANTIC FARMS	License Number: AMS1376		
License Type: ADULT USE CANNABIS STORE				
Mailing Address: 200 ANDERSON ST PORTLAND, ME 04101-2562		Facility Phone: +1 (207) 536-0075	Primary Contact Person: BRYAN ROACH	
		Primary Contact Email: bryan@theatlanticfarms.com		
Section 2: Cannabis Establishment and Local Authorization Information. This section to be completed by the Municipality, County Commissioners, or Maine Land Use Planning Commission in receipt of request for Local Authorization.				
Physical Location of Establishment (include unit number) 210 New County Rd	Municipality/Town/Plantation/Township Thomaston	County Knox	State ME	ZIP 04861
Tax Map #: 207	Tax Lot #: 068			
Owner of Record of the Physical Location Listed Above: Thomaston Realty LLC				
Date Local Authorization Form Presented to the Municipality, County Commissioners, or Maine Land Use Planning Commission: 1-25-2023		Date Local Authorization Form Approved by Municipality, County Commissioners, or Maine Land Use Planning Commission: 2-13-2023		
If you are requesting Local Authorization from a <i>municipality</i> , complete Section 3.				
If you are requesting Local Authorization from a <i>town, plantation or township in the unorganized and deorganized areas</i> through the county commissioners or the Maine Land Use Planning Commission, complete Section 4.				
Section 3: Local Authorization of Cannabis Establishments within Municipalities. This section to be completed by the Municipality in receipt of request for Local Authorization.				
Section 3(a): Request for local authorization to operate cannabis establishment in municipality prohibited unless authorized by municipal ordinance or warrant article. A person seeking to operate a cannabis establishment within a municipality may not request local authorization to operate the cannabis establishment and a municipality may not accept as complete the person's request for local authorization unless the following questions are answered in the affirmative.				
1. Has the legislative body of the municipality voted to adopt a new ordinance, amend an existing ordinance or approve a warrant article allowing some or all types of cannabis establishments within the municipality, including the type of cannabis establishment the person seeks to operate as indicated in the "License Type" box of Section 1 of this form?				

Yes No

2. Is a copy the local ordinance, warrant article, or other local regulation authorizing the siting of this establishment attached or included with the submission of this form?
 Yes No

Section 3(b): Minimum authorization criteria. A municipality may not authorize the operation of a cannabis establishment within the municipality unless the following questions are answered in the affirmative.

1. Is the cannabis establishment proposed to be located equal to or greater than 1,000 feet of the property line of a preexisting public or private school? If the municipality by ordinance or other regulation prohibits the location of cannabis establishments at distances less than 1,000 feet but not less than 500 feet from the property line of a preexisting public or private school, that lesser distance applies.
 Yes No

2. Has the person requesting local authorization to operate the cannabis establishment demonstrated possession or entitlement to possession of the proposed licensed premises of the cannabis establishment?
 Yes No

If yes, briefly explain: the establishment has provided a copy of the current property lease of the premises.

Section 3(c): Local authorization required for operation of cannabis establishment within municipality. A person may not operate a cannabis establishment within a municipality unless the following questions are answered in the affirmative.

1. Has the person obtained all applicable municipal approvals, permits, or licenses that are required by the municipality for the operation of this type of adult use cannabis establishment? By selecting "yes" below, the municipality is affirming that all municipal approvals, permits, or licenses have been approved, granted, or issued and no further action by the municipality is required prior to the Office of Cannabis Policy's issuance of an active license. The Office of Cannabis Policy encourages the municipality to coordinate the issuance date of a local license with the Office when appropriate.
 Yes No

2. Is a list and copy of all applicable approvals, permits, or licenses with the issuance and expiration dates attached or included with the submission of this form? The Office of Cannabis Policy encourages the municipality to coordinate the issuance date of a local license with the Office when appropriate.
 Yes No

Section 4: Local Authorization of Cannabis Establishments within Towns, Plantations and Townships in the Unorganized and Deorganized Areas. This section to be completed by the Maine Land Use Planning Commission or if outside MLUPC's administration, by the appropriate county commissioners in receipt of request for Local Authorization.

Section 4(a): Request for local authorization to operate cannabis establishment in town, plantation or township in unorganized and deorganized areas prohibited unless generally allowed by town or plantation or by county commissioners on behalf of township. A person seeking to operate a cannabis establishment within a town, plantation or township located within the unorganized and deorganized areas may not request local authorization unless one of the following questions is answered in the affirmative.

1. In the case of a town or plantation, the legislative body of the town or plantation has voted to allow some or all types of cannabis establishments within the town or plantation, including the type of cannabis establishment the person seeks to operate as indicated in the "License Type" box of Section 1 of this form?
 Yes No Not applicable

2. In the case of a township, the county commissioners of the county in which the township is located have voted to allow some or all types of cannabis establishments within the township, including the type of cannabis establishment the person seeks to operate as indicated in the "License Type" box of Section 1 of this form?
 Yes No Not applicable

Section 4(b): Minimum authorization criteria. The County Commissioners and Maine Land Use Planning Commission may not certify to the Department local authorization of a cannabis establishment within a town, plantation or township located within the unorganized and deorganized areas unless the following questions are answered in the affirmative.

1. Is the cannabis establishment proposed to be located equal to or more than 1,000 feet of the property line of a preexisting public or private school? If the County Commissioners or Maine Land Use Planning Commission prohibit the location of cannabis establishments at distances less than 1,000 feet but not less than 500 feet from the property line of a preexisting public or private school, that lesser distance applies.
 Yes No

2. Has the person requesting local authorization to operate the cannabis establishment demonstrated possession or entitlement to possession of the proposed licensed premises of the cannabis establishment pursuant to a lease, rental agreement or other arrangement for possession of the premises (specify: _____) or by virtue of ownership of the premises?
 Yes No

Section 4(c): Local authorization required for operation of cannabis establishment in town, plantation or township in unorganized and deorganized areas. A person may not operate a cannabis establishment within a town, plantation or township located within the unorganized and deorganized areas unless the following questions are answered in the affirmative.

1. Has the town, plantation or, in the case of a township, the county commissioners of the county in which the township is located, certified to the Maine Land Use Planning Commission that the person has obtained all applicable local approvals, permits or licenses not relating to land use planning and development?
 Yes No Not applicable
2. Is a copy of the certification including a list of all applicable approvals, permits, or licenses not relating to land use planning and development with the issuance and expiration dates attached or included with the submission of this form?
 Yes No Not applicable
3. Has the person obtained all applicable Maine Land Use Planning Commission approvals, permits, or licenses that are required for the operation of this type of adult use cannabis establishment? By selecting "yes" below, the Maine Land Use Planning Commission is affirming that all Maine Land Use Planning Commission approvals, permits, or licenses have been approved, granted, or issued and no further action by the Maine Land Use Planning Commission is required prior to the Office of Cannabis Policy's issuance of an active license. The Office of Cannabis Policy encourages the Maine Land Use Planning Commission to coordinate the issuance date of a local license with the Office when appropriate.
 Yes No Not applicable
4. Is a list and copy of all applicable Maine Land Use Planning Commission approvals, permits, or licenses with the issuance and expiration dates attached or included with the submission of this form? The Office of Cannabis Policy encourages Maine Land Use Planning Commission to coordinate the issuance date of a local license with the Office when appropriate.
 Yes No Not applicable

Statutory Guidance for Municipalities/County Commissioners/Maine Land Use Planning Commission

Pursuant to 28-B M.R.S. §§ 402-403, failure to act on a person's request for local authorization to operate a cannabis establishment in a municipality, town, plantation, or township in an unorganized and deorganized area does not satisfy the local authorization requirement.

Typically, a request for local authorization should be approved or denied within 90 days. For additional information regarding failure to act on a person's request for local authorization and result appeal rights, see 28-B M.R.S. §§402-403.

Pursuant to 28-B M.R.S. §406, any changes in the status of local authorization require notification to the Office of Cannabis Policy within 14 days of the date on which the change occurs, including without limitation, withdrawing authorization or suspending or revoking a local license for the operation of a cannabis establishment.

The completed Maine Adult Use Local Authorization Form can be emailed to the Office of Cannabis Policy at Licensing.OCP@maine.gov or sent to Office of Cannabis Policy, 162 State House Station, Augusta, ME 04333-0162.

Municipality/LUPC Representative

Legal Name and Title of Municipality/County Commissioners/LUPC Representative:	City:	County:
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I hereby affirm and acknowledge that the information above is truthful and complete to the best of my knowledge.

Signature of Municipality/County Commissioners/LUPC Representative (Do not sign until witnessed by notary):	Date:
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Notarization

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, at _____, Maine, by _____ to be his/her free act and deed.

Name of Notary Public (Printed):	STAMP/SEAL
Notary Public, State of Maine	
My commission expires:	

Town of Thomaston

Select Board Minutes

August 8, 2022

5:30 P.M. Recognition of Mike Janczura for 28 years of service to the Town.

Board Present: Diane Giese, Pete Lammert, Zel Bowman-Laberge, Bill Hahn. **Absent:** Sandy Moore

Meeting called to order at 6:00 PM by Chair Diane Giese.

ACTION: Motion made by Pete Lammert, seconded by Zel Bowman-Laberge to accept the Breen Motion to take the agenda out of order. Vote: 4-0

9. OLD BUSINESS

A. Consider the appointment of Kathy Derene to the Budget Committee and the Academy Board of Trustees (tabled from July 25, 2022).

ACTION: Motion made by Pete Lammert, seconded by Zel Bowman-Laberge to appoint Kathy Derene to both boards. VOTE: 4-0.

B. Updates on the MDOT Mill River sidewalk agreement and considering authorizing the Town Manager to sign said agreement.

John Fancy updated the Board on the progress to date. The sidewalk would be maintained by the Public Works Dept. in the winter. The project extends the length of the existing sidewalk by 3% and includes the painting of the crosswalks. A 20% match of up to \$18,000 is required. Funds would come from the assigned funds for sidewalks. MDOT will do the engineering, and a preliminary design is needed. The sidewalk crossing is to be located at the Route 131 light by Montpelier.

A question was asked if whether the Town has the option to terminate the project. The Town does have that option. The 1st phase is to be completed next year. Safe crossing on High Street is needed. The extended sidewalk will eventually connect to trails in the preserve located off Route 131, with connections to Dragon Trails and Montpelier. A concern was raised regarding other locations in town that need sidewalks or repairs including Butler Road, Marsh Road, and the Old Indian Trail to the shore. More updates are needed from MDOT.

ACTION: Motion made by Bill Hahn, seconded by Zel Bowman-Laberge to sign said agreement. VOTE: 3-0-1 (Pete abstained, as he wants more information from MDOT.)

C. Discuss the 3-way stop sign at Green & Water Street as tabled on July 25, 2022.

Public Works Department cleaned along the guardrails on Water Street, and removed the bamboo that was blocking clearance views when pulling out of the road. Brandon will get a "STOP" stencil for the road and two signs. "STOP AHEAD" will be painted on the road where Brandon feels it will work best.

ACTION: Motion made by Zel Bowman-Laberge, seconded by Pete Lammert to place 3-way stop signs at Green and Water Streets, and to have Brandon paint "Stop Ahead" on the road. VOTE: 4-0.

D. Discuss the Rectangular Rapid Flashing Beacons (RRFB) for sidewalks and crosswalks.

Public Works Director Brandon Allen stated that MDOT has RRFBs in their warehouse. They are determining which towns will get them. The Board discussed the location of a future RRFB at Ridgeview Drive. Another location is the crosswalk located in front of Thomaston Grocery on Maine Street.

ACTION: Motion made by Zel Bowman-LaBerge, seconded by Bill Hahn to place the RRFB on Ridgeview when received. VOTE: 4-0.

10. NEW BUSINESS

A. Consider the process for naming the former Kiln Parcel as submitted by Peggy McCrea.

Peggy researched the process for naming town parks, as other towns use guidelines. "The Kiln Parcel" has been that name for over 200 years. Brandon Allen suggested a bench recognizing the Oliver family for Sandy Moore's work and dedication obtaining the Kiln Parcel from MDOT.

ACTION: Motion made by Zel Bowman-LaBerge, seconded by Pete Lammert to name it "Lime Kiln Park." VOTE: 4-0.

B. Review for appointment of FY23 incumbents to town boards and committees. (See attached).

ACTION: Motion made by Pete Lammert, seconded by Bill Hahn to approve the incumbents to the boards and committees. VOTE: 4-0.

C. Consider the request of Virginia Stopper of Dunn St to reduce the speed and place 15 miles per hour signs on Dunn Street and any other small width roads in Town.

D. Consider the request of Pete Lammert to place 15 miles per hour signs on Dwight and Elm Streets.

Police Chief Tim Hoppe did a test drive on Dunn Street, as visually a cars speed seems faster when observing a car passing on a small side road. When observing a car passing at the speed limit of 25 mph, it visually looks like 40 mph. Tim and Brandon will assess the streets. Brandon would prefer signage over speed humps.

ACTION: Motion made by Zel Bowman-Laberge, seconded by Bill Hahn to table discussion for now, and resume the discussion in the spring. VOTE: 4-0.

E. Discuss the feasibility and the location of a toddler playground in the Town of Thomaston per the request of Zel Bowman-Laberge.

The Town received a letter from a citizen requesting a playground. Possible locations discussed were at the Library or Mayo Park. The Recreation Committee has been discussing a new playground for Thomaston.

3. Approve the minutes of May 9, 2022.

ACTION: Motion made by Zel Bowman-Laberge to approve as amended. Seconded by Bill Hahn. VOTE: 4-0.

4. Approve the Warrants

Motion made by Zel Bowman-Laberge to approve the warrants. Seconded by Bill Hahn. VOTE: 4-0.

Town Manager Report (see attached)

AGENDA ADJUSTMENT:

Consider the Thomaston Green workshop proposal from Matt Eddy of Midcoast Council of Government (MCOG.)

The facilitator of the Green workshops should be impartial, and act as advisory. The Board discussed the facilitator being a non-resident. Zel suggested that Matt Eddy comes to the next meeting to present his proposal.

EXECUTIVE SESSION:

ACTION: Zel Bowman-Laberge made a motion, seconded by Bill Hahn to enter executive session at 8:02 p.m., pursuant to MRS Title 1, Section 405 (6A) to review a personnel matter. VOTE: 4-0

ACTION: Zel Bowman-Laberge made a motion, seconded by Pete Lammert to exit the executive session at 8:34 p.m. VOTE: 4-0

ACTION: Diane Giese made a motion, seconded by Zel Bowman-Laberge to approve the proposed Police Budget changes to the Budget Committee for further review. VOTE: 4-0.

ACTION: Zel Bowman-Laberge made a motion, seconded by Pete Lammert to enter executive session at 8:34 p.m. pursuant to MRS Title 1, Section 405 (6A) to review a personnel matter. VOTE: 4-0

ACTION: A motion was made and seconded to exit executive session at 9:11 p.m. VOTE: 4-0

ACTION: Pete Lammert made a motion, seconded by Bill Hahn to recommend hiring Rene Dorr as Code Enforcement Officer. VOTE: 4-0

Meeting adjourned at 9:11 p.m.

Chair Diane Giese

Recording Secretary Donna Culbertson

/26

Knox Clinic

I met with Meredith Batley from the Knox Clinic to discuss next steps for their project and what the current status is. The Knox Clinic is seeking a Project Manager. They are also partnering with Health Management Association to conduct a gap analysis. Congressional funding is earmarked for the \$2.1 million. Funds are expected by the end of 2023/early 2024. The Clinic will also be conducting capital campaigning. They are drafting an RFP for preliminary designs.

Mathew Eddy, MCOG (Midcoast Council of Governments)

I met with Mathew Eddy from MCOG. We discussed the housing forum that MCOG hosted back in July, as Diane had inquired about holding a housing forum in Thomaston sometime this fall with some of the same presenters. Mathew Eddy has recommended we hold off scheduling our own workshop as MCOG will be hosting a strategic planning forum in the fall to discuss housing region ally within Knox County.

Mathew Eddy is also available and willing to facilitate 3 structured workshops to discuss the Thomaston Green at no cost to us as part of our membership in MCOG. Mat is currently working with the Town of Union with their controversial Thompson Community Building.

US Cellular

I met with Chris Phillips and Brandon Allen over at the Public Works garage for US Cellular to do a site walk. US Cellular is putting together a proposal and has been working with our Attorney. The project will require voter approval after being reviewed by the Select Board.

7/10-8/12

MTCMA Management Institute

I am attending the Maine Town and City Manager Association New England Management Institute for 3 days.

Other:**Audit RFPs**

We have received 2 RFPs back for a new auditor from RHR Smith and Company and Nicholson, Michaud, and Nadeau. Jodell and I are reviewing the RFPs and will have recommendations to the Select Board at your next meeting.

**Town of Thomaston
Select Board Minutes
October 11, 2022**

EXECUTIVE SESSION 5 P.M.

ACTION: Pete Lammert made a motion, seconded by Sandy Moore to enter executive session at 5:02 p.m., pursuant to MRS Title 36, Section 841 to review a hardship abatement request. VOTE: 5-0

ACTION: Pete Lammert made a motion, seconded by Zel Bowman-Laberge to exit executive session at 5:22 p.m. VOTE: 5-0

ACTION: Zel Bowman-Laberge made a motion, seconded by Diane Giese to assist the hardship abatement applicant with \$10,000 from charitable funds. VOTE: 5-0

ACTION: Pete Lammert made a motion, seconded by Zel Bowman-Laberge to enter executive session at 5:26 p.m. pursuant to MRS Title 1, Section 405 (6A) to discuss a personnel matter. VOTE: 5-0

ACTION: A motion was made and seconded to exit executive session at 6:06 p.m. VOTE: 5-0

REGULAR MEETING 6:00 P.M.

Board Present: Chair Diane Giese, Bill Hahn, Pete Lammert, Sandy Moore, Zel Bowman-Laberge, Town Manager Kara George, Recording Secretary Donna Culbertson.

Public Present: Daryl Hahn, Kathleen Arey, Michiela Smith, Jared Porter Family.

Meeting called to order at 6 pm by Chair Diane Giese.

ACTION: Motion made by Pete Lammert, seconded by Bill Hahn to use the Breen motion and take the agenda out of order. VOTE: 5-0

PUBLIC HEARING:

To review the dispensary renewal application of Cannabis Cured Dispensary, LLC, located at 151 New County Road, pursuant to Thomaston Land Use Ordinance, Chapter 7, Section 716.16.7.3.

ACTION: Motion to enter Public Hearing at 6:03 p.m. made by Pete Lammert, seconded by Bill Hahn. VOTE: 5-0.

ACTION: Motion exit Public Hearing at 6:10 p.m. made by Pete Lammert, seconded by Zel Bowman-Laberge. VOTE: 5-0.

ACTION: Motion made by Pete Lammert, seconded by Zel Bowman-LaBerge to renew the dispensary application of Cannabis Cured Dispensary, LLC. VOTE: 5-0.

9. OLD BUSINESS

A. Update on the George C. Hall swap option agreement per John Fancy.

Daryl Hahn stated that even though we need housing in Thomaston, this development would cause increased traffic problems. This project would be a non-conforming use of the land according to the Comprehensive Plan. The letter from the Town Attorney Paul Gibbons is not clear.

John Fancy stated there will be no expansion of the Quarry. The properties can be combined in one deed. John did not think the truck traffic would be a problem. Any requirements on the Quarry are set at the state level, and not the Town.

Clarifications need to be made on the context of the letter from the Attorney. What ordinance wording are they referencing. Federal does not supersede the local ordinances. Bill Hahn stated he believes it is a use question. This project is clearly a use that is not permitted according to the Land Use Ordinance.

10. NEW BUSINESS

A. Confirm the Town Manager's appointment of Jared Porter as Recreation Director.

ACTION: Motion made by Bill Hahn, seconded by Pete Lammert, to appoint Jared Porter as the new Recreation Director. VOTE: 5-0.

B. Consider for approval the appointments of Kathleen Hennessey and Michaela Smith to the Recreation Committee.

ACTION: Motion made by Bill Hahn, seconded by Pete Lammert to appoint Kathleen Hennessey and Michaela Smith to the Recreation Committee. VOTE: 5-0.

C. Review for approval the amended Ambulance Billing Write Off Policy.

The policy was presented to the Board by Ambulance Director Amy Drinkwater and Town Manager Kara George. The policy was also approved by ComStar who currently does the ambulance billing for the Town of Thomaston.

ACTION: Motion made Bill Hahn, seconded by Sandy Moore to approve the new Policy. VOTE: 5-0.

D. Approve the ambulance write offs through 1/20/22 of \$13,923.91.

ACTION: Motion made by Pete Lammert, seconded by Sandy Moore to approve the write offs in the amount of \$13,923.91. VOTE: 5-0.

E. Review for approval the Request of Qualifications (RFQ) for the Fire-EMS Building Project.

ACTION: Motion made by Pete Lammert, seconded by Zel Bowman-LaBerge to approve the RFQ for the Fire-EMS Building. VOTE: 5-0.

F. Discuss planning a Volunteer Recognition event.

Pizza party, meet and greet. Evening event. January/February 2023.

G. Schedule the next annual Comprehensive Plan Review workshop for Monday, December 12th at 5 P.M.

ACTION: Motion made by Zel Bowman-LaBerge to approve the workshop date, seconded by Bill Hahn. VOTE: 5-0.

3. Approve the Minutes of: September 26, 2022

ACTION: Motion made by Pete Lammert to approve September 26th minutes, seconded by Zel Bowman-Laberge, VOTE: 5-0.

4. Approve the warrants

ACTON: Motion made by Pete Lammert to approve the warrants, seconded by Sandy Moore. VOTE: 5-0.

6. Town Manager's Report (See attached.)

The meeting adjourned at 6:56 p.m.

Chair Diane Giese

Recording Secretary Donna Culbertson

- 9/27 **Recreation Director Meeting**
I met with Jared Porter to discuss his new position with the town, review the Recreation Budget, and other general new hire business.
- 9/28 **Annual Fire Extinguisher Training**
Town employees completed their annual fire extinguisher training.
- Special Town Meeting**
Voters approved all three warrant articles for the police budget, Knox Street study, and the donation of land. Donna is working on getting the deed for the donation of land registered. John is working with Landmark engineers on the Knox Street study, which we hope to have in hand by the end of December. The Patrol Officer job ads have gone out. We have 3 applicants that have not attended the Academy yet, one applicant from Maine that is certified, and 4 applicants from out of state.
- 9/29 **Thomaston Green Workshop #2**
The next Thomaston Green Workshop is Wednesday, October 26th at 6 p.m.
- 10/3 **Police Administrative Assistant Meeting**
I met with Melissa Walker to review her new position in the Police Department. She is doing a great job so far and bringing new and efficient ideas to the department. Sally Fuller will be training Melissa on how to use the Town website, so Melissa can manage the Police Department page.
- General Assistance Meeting**
Confidential
- 10/4 **MTCMA Communications Committee**
I am continuing work on the next quarterly newsletter for MTCMA.
- Maine EMA-Infrastructure Funding Meeting**
John and I met with Heather Dumais from Maine EMA to discuss infrastructure funding from the state and nationally. Heather noted that the Knox-Water Streets project would be ideal for the Building Resilient Infrastructure and Communities (BRIC) grant program. Representatives from FEMA are conducting a site walk of Knox-Water Streets and review the project on October 18th with John Fancy. The deadline for the BRIC grant application is December 1st and requires quite an extensive application process. The engineer design work would need to be completed in advance of this application. The BRIC program will reimburse for pre-award costs as long as ground has not been broken on the project. As there is much needed in preparation of the application, the Town will get in on the next application cycle.
- Camden Law Meeting**
John and I met with Atty Katherine Gibson at Camden Law to review the George C. Hall land swap agreement, the T-Mobile lease, and the U.S. Cellular lease.
- General Assistance Meeting**
Confidential
- 10/5 **Agenda Setting Meeting**
Building Meeting
I met with Chief Hoppe, Chief Amy Drinkwater, Rene Dorr, Dean Long, and Brandon Allen to discuss the renovation of the back room of the wing for sleeping quarters. Rockcoast Plumbing has been contacted regarding the shower install.

10/6

Kendray Rodriguez Meeting

Kendray has been meeting with downtown merchants and the Thomaston Main Street group. She is working on several community grants from Walmart and T-mobile and planning community events. The Main Street group will be supporting the Recreation Committee with the upcoming Trunk or Treat event. Downtown merchants noted a need for parking signs on Route 1 directing people to the municipal parking lot behind the Business Block.

Pollution Control Department Interview

We had one applicant from out of state apply for the Pollution Control Assistant position. We arranged an interview via Zoom with John, Brandon, and I. We will keep you posted and fingers crossed!

General Assistance Meeting

Confidential

Other Items: Annual Safety Training for Employees

I have been working with John on implementing all the annual safety training requirements for the town employees through the NEOGov Portal with MMA. I am reviewing all training records to make sure that we are compliant with MDOL. The annual safety training program will be transitioned over to the Code Enforcement Officer for next year's training.

RFQ for Fire-EMS Station

I drafted the Request for Qualifications for the Fire-EMS Building Committee, as well as, compiled a list of architects-engineers that had Fire/EMS and/or Safety Buildings in their portfolios. The Building Committee reviewed the RFQ in preparation for the Select Board review.

Updating Ambulance Write Off Policy

I worked with EMS Chief Amy Drinkwater on amending the Ambulance Write Off Policy and we reviewed the uncollected balances from ambulance billing.

Amending the Fraternal Order of Police Collective Bargaining Agreement

I have researched other collective bargaining agreements that are under a 48/96 work schedule in preparation of amending our FOP contract for the Police Department. I will be working collaboratively on updating the contract for the Select Board's review.

Town of Thomaston
Select Board Minutes
December 19, 2022

REGULAR MEETING

Board Present: Chair Diane Giese, Bill Hahn, Pete Lammert, Zel Bowman-LaBerge, Recording Secretary Donna Culbertson, Town Manager Kara George.

Public Present: John Fancy, Joanne Richards, Charlie Grover, Chri Rector, Jon Burns, Anson Norton, Tim Hoppe, Melissa Stevens, Frank Devlin, Jaime REwards, Jane Farthing, Christine Simonds.

Meeting called to order at 6 pm.m by Chair Diane Giese.

PUBLIC HEARING:

Review the Catering Permit application from Dirty Rocks, DBA The Block Saloon for the theater production event at Watts Hall on January 14, 2023, as oursuant to Section 653 Title 28-A of the Maine Revised Statutes.

ACTION: Motion to go into Public Hearing made by Pete Lammert, seconded by Zel Bowman-Laberge. VOTE: 4-0.

ACTION: Motion to come out of Public Hearing made by Bill Hahn, seconded by Pete Lammert. VOTE: 4-0.

ACTION: Motion made by Bill Hahn to approve the Catering permit, seconded by Pete Lammert. VOTE: 4-0.

10. NEW BUSINESS

A. Discuss and review the Thomaston Green Plan of Action: Compromise and Consensus, Fall 2022, as presented by Matthew Eddy of MEGOG.

Matt Eddy spoke to the Board on findings from the plan of action. Other suggestion from the Board,

Pete Lammert questioned water features and depths if there was a pond on the Green. Matt states that more designs are needed. More areas need to be developed that are bike and pedestrian friendly.

Bill Hahn stated that there is no access to Main Street from the Green for emergency vehicles. A meeting with MDOT would be needed to review. How marketable would the access to side streets be on the back side of the Green. Compromise – one way in.

Susan Devlin stated that on the Main Street side of the Green there should be a sign stating there is a park here!

Joanne Richards suggested a "Good Everyone Survey."

Charlie Grover suggested the Town needs to leave flexibility on Lot #1. While decisions are being made do use it as a park. Anson Norton asked what the timeline would be?
June Town Meeting.

Susan Devlin stated someone who is in the profession of conducting surveys should be the one to do it.

B. Consider the appointments of Brook Hartshorn, Jerome Vitale, and Mark Tibbetts as Thomaston Patrol Officers.

ACTION: Zel Bowman-Laberge made the motion to appoint, seconded by Bill Hahn. VOTE: 4-0.

C. Accept with regret the resignation of Charlie Frattini from the Planning Board.

ACTION: Motion made by Bill Hahn, seconded by Zel Bowman-Laberge to accept with regret. VOTE: 4-0.

D. Accept with regret the resignation of Peggy McCrea from the Historical Thomaston Research Group.

ACTION: Motion made by Bill Hahn to accept with regret, seconded by Zel Bowman-Laberge. VOTE: 3-1-0. (Pete Lammert).

E. Consider the appointment of Jaime Edwards to the Thomaston Recreation Committee.

ACTION: Motion made by Bill Hahn to appoint Jaime Edwards to the Rec Comm, seconded by Pete Lammert. VOTE: 4-0.

3. Approve the Minutes of: August 22 and November 14, 2022.

ACTION: Motion made by Pete Lammert to approve the minutes, seconded by Bill Hahn. VOTE: 4-0.

4. Approve the Warrants.

ACTION: Motion made by Pete Lammert to approve the warrants, seconded by Bill Hahn. VOTE: 4-0.

Chair Diane Giese

Recording Secretary Donna Culbertson

**Town of Thomaston
Select Board Minutes
December 19, 2022**

REGULAR MEETING

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Chair Diane Giese

Recording Secretary Donna Culbertson

Kara George

From: bill@tidalworksthomaston.com
Sent: Friday, February 3, 2023 8:15 AM
To: Kara George
Subject: Economic Development Funds

Hi,

I would like to include an agenda item for next meeting to request use of up to \$ 3,000 of Economic Development Funds for architectural services on the Watts Project. We have an agreement with Charles Campbell for services on an hourly basis at \$ 100/hr. Zel is providing design services as well pro bono which is huge.

Thanks



207-557-0448

chuck@chuckcampbellarchitect.com

Chuck Campbell Architect PLLC
127 Union Road Waldoboro, Maine 04572

February 06, 2023

Bill Hahn

Dear Bill,

I happy to participate in the project at the Watts Block in Thomaston. I understand this is a long project with some uncertainty associated with this project.

My rate is \$100/hr. I do my billing on the first of the month. It is difficult to put a number to this project with the uncertainty. I guess would be \$2500 to \$3000. This could change as the scope of the project changes. Let me know if you have any questions or concerns.

Thank you for allowing Chuck Campbell, Architect, PLLC to provide you with a proposal for design services.

Sincerely,

Chuck Campbell

Chuck Campbell LEED AP BD+C

Architect, MUBEC Third Party Inspector

Chuck Campbell, Architect, PLLC

MAINE SERVICE CENTERS COALITION

60 Community Drive • Augusta, Maine 04330 • (207) 623-8428

January 11, 2023

Ms Kara M C George, Town Manager
Town of Thomaston
13 Valley St
Thomaston, ME 04861

Dear: Ms Kara M C George

Thank you for your support of the Maine Service Centers Coalition (MSCC) in 2022. **As the first session of the 131st Maine Legislature begins, we are asking that you renew your dues support of the MSCC for 2023.** Thanks in part to our efforts, the Maine Legislature and administration of Governor Mills are making significant progress in addressing the fiscal harm done to Maine's municipalities over the previous several years.

From the time we drafted and lobbied to enactment the original legislation creating Revenue Sharing II more than two decades ago, our coalition has been at the forefront advocating and protecting municipal revenue and operational guidelines. This administration and bipartisan majorities in the Maine Senate and House deserve credit for their support for restorations in Revenue Sharing, local aid to education funding, county jails, workers compensation reform, and the critical need for additional transportation funding.

This incoming Legislative Session begins their budget deliberations with a projected \$283 million surplus in the current fiscal year and an estimated \$480 million surplus over the next biennium. They are, however, facing a staggering level of need for Maine's most vulnerable citizens. The needs include a \$474 million winter relief package composed of checks to Maine families, \$21 million for emergency housing, and \$50 million for heating assistance. Naturally, several other areas are surfacing including the need for additional General Assistance, nursing home, and childcare funding. The needs clearly exceed the projected surpluses.

We must continue to band together and ensure we retain the gains made for our communities and continue to represent the interests of Maine's service centers. Service center communities come in all shapes and sizes, and we advocate for their collective interests. Our membership also reflects this diversity, as we are comprised of communities as small as 2,107 (Damariscotta) and as large as 25,927 (South Portland).

Your membership, support and involvement continue to be critical to our continued success. Given the limited access and face time in Augusta with elected and Administration officials, your interaction with your local legislators will continue to be key to our collective effort to maintain and continue the restoration and protection of municipal revenue.

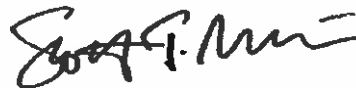
We will continue to work with a core group of organizations to restore and maintain full funding of all revenue to municipalities. Our strategy continues to include holding every Maine legislator accountable for every vote that impacts municipal revenue or impairs our ability to provide property tax relief to our citizens. Given the obvious advantage of experienced political advice and relationships, the Maine Service Centers Coalition leadership and staff will again rely upon Richard Trahey and his firm of Maine Governmental Relations for professional lobbying staff support. I believe that this relationship with Richard has benefited the Coalition greatly in providing us access to policy makers, sound policy advice and effective advocacy services.

We are enclosing the MSCC Membership Dues invoice for 2023 and hope you will respond favorably. Membership dues are set at twelve cents per capita based on your community's population (established by the latest State Revenue Sharing data available) with a minimum dues payment of \$500 per community. Also enclosed please find a listing of the 2023 MSCC Executive Committee, and informational forms that we ask you to update and return to us. Please be sure to note to whom we should rely upon as the principal REPRESENTATIVE and ALTERNATE for your community.

In addition, please feel free to contact me directly at the South Portland City Hall (207.767.7606) or by e-mail at smorelli@southportland.org

Once again, thank you for your municipality's past support. Together we can make 2023 a productive year for the Maine Service Centers Coalition.

Sincerely,



Scott Morelli
Chairperson
Maine Service Centers Coalition

Enclosures

MAINE SERVICE CENTERS COALITION 2023 EXECUTIVE COMMITTEE

OFFICERS

(Serve 1-Year Terms)

Chairman

TERM EXPIRES: 12/31/2023

Scott Morelli, City Manager
City of South Portland
PO Box 9422
South Portland, ME 04116-9422
Telephone: (207) 767-7606
Email: smorelli@southportland.org

Vice Chairman

TERM EXPIRES: 12/31/2023

Phil Crowell, City Manager
City of Auburn
60 Court Street
Auburn, ME 04210
Telephone: (207) 333-6600
Email: pcrowell@auburnmaine.gov

County: Androscoggin
Population: 22,958
Votes: 3

Secretary

TERM EXPIRES: 12/31/2023

Kevin Sutherland, Town Manager
Town of Bar Harbor
93 Cottage St. Ste 1
Bar Harbor, ME 04609
Telephone: (207) 288-4098
Email: ksutherland@barharbormaine.gov

County: Hancock
Population: 5,148
Votes: 1

Treasurer

TERM EXPIRES: 12/31/2023

Susan Robertson, City Manager
City of Augusta
16 Cony St
Augusta, ME 04330-5201
Telephone: (207) 626-2300
Email: susan.robertson@augustamaine.gov

County: Kennebec
Population: 18,585
Votes: 2

MEMBERS-AT-LARGE

(All Members to Serve 3-Year Staggered Terms)

TERM EXPIRES: 12/31/2024

Marian Anderson, Town Manager
Town of Houlton
21 Water Street
Houlton, ME 04730-2020
Telephone: (207) 532-7111
Email: town.manager@houlton-maine.com
County: Aroostook
Population: 5,635 Votes: 1

TERM EXPIRES: 12/31/2024

William Post, Interim City Manager
City of Waterville
One Common Street
Waterville, ME 04901-6699
Telephone: (207) 680-4204
Email: wpost@waterville-me.gov
County: Kennebec
Population: 15,969 Votes: 2

TERM EXPIRES: 12/31/2024

Sophia Wilson, Town Manager
Town of Orono
59 Main Street
Orono, ME 04473-4001
Telephone: (207) 889-6905
Email: swilson@oronogov.org
County: Penobscot
Population: 10,504 Votes: 2

TERM EXPIRES: 12/31/2024

Kara George, Town Manager
Town of Thomaston
13 Valley Street
Thomaston, ME 04861
Telephone: (207) 354-6107
Email: kgeorge@thomaston.gov
County: Knox
Population: 2,768 Votes: 1

TERM EXPIRES: 12/31/2025

Audra Caler, Town Manager
Town of Camden
PO Box 1207
Camden, ME 04843-1207
Telephone: (207) 236-3353
Email: acaler@camdenmaine.gov
County: Knox
Population: 4,640 Votes: 1

TERM EXPIRES: 12/31/2023

James Bennett, City Manager
City of Biddeford
PO Box 586
Biddeford, ME 04005-0586
Telephone: (207) 284-9313
Email: James.Bennett@biddefordmaine.org
County: York
Population: 21,640 Votes: 3

TERM EXPIRES: 12/31/2023

Gary Picard, Town Manager
Town of Madawaska
328 Saint Thomas St. Ste 101
Madawaska, ME 04756
Telephone: (207) 728-6351
Email: gmpicard@madawaska.me
County: Aroostook
Population: 3,867 Votes: 1

Administrative Services

Melissa White, Affiliate Services Manager
Maine Municipal Association
60 Community Dr
Augusta, ME 04330-9486
Telephone: (207) 623-8428 X. 2299
Email: mwhite@memun.org

Advocacy Services

Richard Trahey, President
Maine Governmental Relations
103 Water Street, Suite 203
Hallowell, ME 04347-1300
Telephone: (207) 623-0272
Email: rtrahey124@gmail.com

Amy Dyer Drinkwater
20 Marsh Road
Belfast, Maine 04915

Town of Thomaston
13 Valley Street
Thomaston, Maine 04861
2/1/2023

Dear Kara and Thomaston Selectboard,

Please accept this letter as formal notification of my resignation as EMS Chief and Assistant EMA Director for the Town of Thomaston as of April 1, 2023.

It has been a pleasure to have been a part of the positive transformation of this service over the last few years. I'm very grateful to have worked with such a supportive Town Manager and Selectboard. This decision has not been easy, but I have been presented with an opportunity to help move the educational portion of EMS forward.

This community is very fortunate to have such a dedicated group of providers and individuals working on their behalf. I would like to thank them for making this the service it is today.

I have given until April 1, 2023, to give Kara time to find a replacement and make the transition as smooth as possible.

Please let me know if I can be of any other assistance during this transition.

Sincerely,

A handwritten signature in black ink that reads "Amy Drinkwater". The signature is written in a cursive style with a large, sweeping initial "A".

Amy Drinkwater

Meetings:

1/25 Facilitation Training

Quixada Moore-Vissing completed a facilitation training session with town officials and employees to discuss community engagement, civility, listening skills, and facilitating meetings.

MMA Summer Internship Webinar

MMA offers an internship programs through collaboration with University of Maine to get interested students involved in local government careers.

GRRSM Shellfish Workshop

Gabrielle Hillyer and Lauren Ross from the University of Maine presented research findings of the St. George estuary including how the water circulates throughout. This research will benefit the long-term conservation and sustainability of the shellfish industry in this community.

1/26 Tree Warden Budget**Cemetery Trustees Budget****1/27 Police Budget****Atty Sarah Newell Meeting-Personnel Matter****1/30 Rob Laite Meeting**

Resident Rob Laite met with me to express his thanks and appreciation to our Public Works Department for their exceptional work during the winter season, and keeping our roads clear and safe.

Fire Department Budget**Economic Development Committee Workshop on TIFS**

Mat Eddy from Midcoast Council of Governments (MCOG) presented TIFs 101. (Tax Increment Financing) MCOG offers assistance with economic development, planning, grant writing, etc. MCOG will assist the Town in preparing a TIF amendment to the program to include affordable housing programs.

1/31 MMA Insurance Meeting-Confidential**Solar and Electricity Budget****General Assistance-Confidential****Town Clerk Budget****Public Works Budget****General Assistance- Confidential****2/1 Town Meeting Preparation with Missy and Sally****Machias Savings Bank Zoom meeting**

Jodell and I met with Machias Savings Bank to learn more about their payroll services that includes the work involved, the costs, etc.

- 2/2 MSCC (Maine Service Centers Coalition) Meeting**
- I met with the MSCC to discuss reenrollments of members, municipality outreach, and to focus on upcoming bills at the legislature that MSCC wants to advocate for on behalf of Maine service centers.
- 2/3 Maine Working Homes Meeting**
- Maine Working Homes were awarded the bid on the 31-33 Booker Street property. They are actively working with Code and the Planning Board on next steps. At least in the first phase, they are focused on renovating the building to include 2 living units.
- 2/4 Municipal Building & Warming Shelter**
- Thank you to Jared Porter, Rene Dorr, Dean Long, Brook Hartshorn, Mark Tibbetts, and the Fire Department for all of their work over the weekend of Feb. 4th. Jared and his family voluntarily ran a warming space in the Lura Libby Room on Saturday with food, games, and activities until the building lost heat. Rene and Dean were at the building throughout Friday, Saturday, and Sunday as the building had multiple pipes freeze and the sprinkler system freeze with flooding. Officers Hartshorn and Tibbetts assisted immensely with clean up throughout the night on Saturday. We are still dealing with the building issues that came about after this weather incident, and I am so thankful that we have such a dedicated team of employees that were here to assist in an emergent situation.
- 2/6 Pollution Control Department Meeting**
- Fire & EMS Chief Meeting-Budget**
- 2/7 Agenda Setting Meeting**
- Town Office Budget with Jodell**
- Select Board Public Hearing**
- 2/9 MEGFOA Winter Training Webinar**
- Jodell and I attended the Maine Government Finance Officer Association winter training. Several topics included proposed legislative bills by Kate Dufour at MMA, TRIO Software changes that implement the new senior tax stabilization, and ARPA reporting requirements for the upcoming March due date. Of particular interest, are the number of proposed bills that would either revoke or amend the senior tax stabilization bill, which would be a great benefit to municipalities. The other proposed bill is for 12% of sales tax revenue produced from cannabis sales be shared with municipalities that allow cannabis businesses in their communities. These bills are also what the MSCC will be discussing.
- 2/10 Library Budget**
- The First Bank Meeting**
- Bangor Savings Bank-Zoom**
- Jodell and I met with 2 more banks to discuss payroll services. We are evaluating whether it is worth contracting out payroll services vs hiring additional part-time office help. We will present findings during the budget season.

Diane Giese – Zel Bowman-Laberge- Sandy Moore- Bill Hahn - Peter Lammert



**SELECT BOARD MEETING
MONDAY, FEBRUARY 13, 2023
REGULAR MEETING: 6:00 P.M.**

IN-PERSON AT 13 VALLEY STREET

LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:

https://www.townhallstreams.com/towns/thomaston_me

CAN'T ATTEND A MEETING? PLEASE SUBMIT QUESTIONS/CONCERNS TO THE TOWN MANAGER AT:

kgeorge@thomastonmaine.gov

AGENDA ADJUSTMENT:

Consider the approval of \$7,500 from the Assigned Fund (Sidewalks) for conceptual plan services of the School Loop Project from RS Leonard Landscape Architecture as recommended by John Fancy.

Memo

To: Selectboard & Town Manager
From: John Fancy
Date: February 9, 2023
Re: Sidewalks to Schools – School Loop Project

The MaineDOT has indicated an interest in funding sidewalks on both Valley Street and Watts Lane as well as a walking path between the schools. This would be the first step in a trails system that would eventually connect the village to the Town Forest. It also will improve the safety for children and adults who use these streets.

The DOT Bicycle and Pedestrian Funding Program will pay 80% of the project once they approve it. To get approval we need to provide them with a detailed conceptual plan. The attached proposal from R.S. Leonard would give us that plan. The cost is \$7,500 and it is recommended that this be funded from the Sidewalk Account in the Town budget.

It is suggested that the Select Board: **Move to approve retaining RS Leonard to prepare a Concept Plan for the School Loop Project and authorize the Town Manager to sign the contract.**

February 7, 2023

John Fancy
Town of Thomaston
13 Valley Street
Thomaston, ME 04861

**RE: School Loop Project
Proposal of Services – Conceptual Plan (for MaineDOT Grant)**

Dear John,

Thank you for the opportunity to assist the Town of Thomaston with concept plan development for the School Loop Project in support of the town's anticipated funding application to the MaineDOT. According to the recent communications from MaineDOT, the agency is likely to support segments 1, 2, and 3 in the attached plan and described below:

- Segment 1: Valley Street. Sidewalk along south side of Valley Street beginning at Booker Street and extending eastward along the frontage of Oceanside Middle School, approximately 1,450 linear feet.
- Segment 2: Watts Lane. Sidewalk along west side of Watts Lane extending approximately 1,100 linear feet with several improved crossings.
- Segment 3: School Connector. Path connection between the Middle and Grammar Schools, approximately 1,100 linear feet. A portion of the path will include improvements as needed to existing sidewalks and trails.

As discussed, RSLLA will provide landscape architectural services to prepare a concept plan showing the proposed School Loop Project and to identify order-of-magnitude scope of improvements and costs. I have subcontracted with Landmark Corporation for assistance in preparing a suitable base plan for conceptual planning and to provide engineering support, specifically focused on identifying drainage needs and costs.

WORK PLAN – CONCEPTUAL DESIGN

PROJECT COORDINATION & PREPARATION

- 1) **PROJECT COORDINATION.** Coordinate with the Town, Landmark, and others as required to advance the project through conceptual design.
- 2) **SITE VISITS / MEETINGS.** Conduct a site visit with Landmark to review the layout of the segments and to identify potential design / drainage strategies. Meet with the Town to review the assessment findings and preliminary concept and to review the final concept plan and notes. This task anticipates that the review meetings will be online but can be

moved to in person / on site if needed. Any incurred travel time and expenses will be added to the invoicing.

- 3) **DESIGN PREPARATION.** The conceptual design process includes preparation, site investigation, and design tasks, as follows:
 - a) **BASE PLAN PREPARATION.** Compile and prepare project base plan materials using LIDAR aerial data, GIS parcel data, and general topography. Add line work showing edge of pavement, buildings, and key features required to advance conceptual design. Update the plan with field data as required for this phase of the project.
 - b) **SUMMARY ASSESSMENT.** Based on the site visits and field assessment work, prepare a memorandum outlining the considerations and recommendations for the School Loop segment design, including the identification of any layout adjustments and/or drainage assumptions.

CONCEPTUAL DESIGN

- 1) **PRELIMINARY CONCEPT PLAN.** Compile in AutoCAD a preliminary concept based on the field assessment findings. The design will identify general grading and drainage approaches as well as the general scope of improvements for each segment.
- 2) **FINAL CONCEPT PLAN.** Prepare a full color plan in AutoCAD of the final concept. The final concept plan will show the layout and call out the designed features. It is assumed that the plan sheets will be set up at 1"=50' scale at a size compatible with the MaineDOT grant application requirements. The plan will also include general details and/or elevations to explore and convey the concept.
- 3) **CONCEPT-LEVEL COST ESTIMATE.** Prepare an opinion of cost at the preliminary concept plan and final concept plan stages. The goal for the estimate is to evaluate and refine a budget for the project.

PROFESSIONAL FEES

RSLLA has prepared a fee schedule for conceptual design services based on the scope defined herein. RSLLA will complete the described work for a lump sum of **\$7,500**. This includes an allowance of \$100 to cover direct expenses and a standard supplies and overhead fee of 2% or \$150.

RSLLA typically submits monthly invoices based on completed hours and tasks performed. Payment is due within 30 days of receipt.

SCHEDULE

RSLLA proposes the following schedule for project milestones based on the anticipated application deadline in April 2023.

- Design preparation & site assessment work Early to Late February 2023
- Preliminary concept plan & review Late February – Mid March 2023
- Final concept plan & review Mid-March – Early April 2023

ACCEPTANCE / TERMS & CONDITIONS

If you agree with the proposal of services and described herein and the standard conditions (attached), please sign in the space provided and return a copy to me.

Sincerely,



Regina Leonard

Landscape Architect, RSLLA

The proposal is understood and accepted:

By _____ Date _____

(Printed Name & Title)

Professional Fee Estimate THOMASTON SCHOOL LOOP PROJECT	PROJECT TEAM	
	RSLLA	LANDMARK
	\$ 130	\$ 100
Task 1.0 PROJECT COORDINATION & PREPARATION		
1.1 Project coordination (budget)	2.0	
1.2 Site visits (1) / meetings (3)	6.0	4.0
1.3 Design Preparation: Base Plan preparation	4.0	7.0
1.3 Design Preparation: Summary assessment	4.0	6.0
Total Hours	16.0	17.0
Task Totals:	\$ 2,080	\$ 1,700
Task 2.0 - CONCEPTUAL DESIGN		
2.1 Preliminary concept plan	8.0	7.0
2.2 Final Concept Plan	6.0	5.0
2.3 Cost estimates	2.0	2.0
Total Hours	16.0	14.0
Task Totals:	\$ 2,080	\$ 1,400
	Total Hours	32
	Fees by Rate	\$ 4,160
		\$ 3,100
	SUBTOTALS, FEES	\$ 7,260
	OVERHEAD & SUPPLIES (OH&S) FEE ¹	\$ 146
	DIRECT EXPENSES ²	\$ 100
	TOTAL FEES & EXPENSES	\$ 7,506

NOTES:

1. RSLLA charges a 2% fee on top of labor costs to cover office overhead and typical project-related expenditures, including printing, copying, drafting supplies, rendering materials, and office supplies.

2. Direct expenses are estimated and will be billed at cost against an allowance. Direct expenses include copying and printing costs, postage, and mileage (Mileage: 1 OW trip billed at @\$32/ea)