

**SELECT BOARD MEETING  
MONDAY, MARCH 27, 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](https://www.townhallstreams.com/towns/thomaston_me)**

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

**[kgeorge@thomastonmaine.gov](mailto:kgeorge@thomastonmaine.gov)**

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

**1. CALL THE MEETING TO ORDER**

**2. PUBLIC HEARINGS:**

Review the new application of Hot Hill Tavern for the consideration of an on-premises license to sell Malt Liquor, Wine, and Spirits at the property located at 1 Starr Street as required by Section 653 Title 28-A of the Maine Revised Statutes.

- 3. APPROVE THE MINUTES OF:**      February 13, 2023  
                                                                 February 27, 2023  
                                                                 March 8 & 20, 2023

**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**

- A. Reconsider the appointment of Kathleen Norton to the Conservation Commission per the request of Chair Diane Giese.**

- B. Consider authorizing the Town Manager to sign the proposed Site Ground Lease Agreement with U.S. Cellular as tabled on 3/13/23.

**10. NEW BUSINESS**

- A. Review for approval the proposal from Midcoast Council of Governments (MCOG) for planning and development services for 10 hours per week from April 1, 2023 to June 30, 2023 to be funded through Economic Development funds as recommended by the Economic and Community Development Committee.
- B. The Knox Clinic Proposal Presentation
- C. Consider the request of Public Works Director Brandon Allen to block off Greenhouse Hill Road.
- D. Authorize the Town Manager to sign the letter of intent for the Northern Borders Regional Commission grant to fund infrastructure in the TR3 area.
- E. Review for signing the support letter for the “Remote Work through Libraries Large Project Grant 2023.”
- F. Set the Select Board’s Land Use Ordinance Public Hearing date of Monday, April 24<sup>th</sup> at 6 p.m. and a Candidate’s Night for Wednesday, May 3, 2023 at 6 pm.
- G. Discuss the Select Board drafting a letter of support for a Pre-K program in Thomaston to the RSU #13 School Board.

**Upcoming Dates**

Tuesday, March 28 <sup>th</sup>	7 pm	OHSTT Solid Waste Board (Select Board Rm)
Wednesday, March 29 <sup>th</sup>	4:30 pm	Kick Off Meeting with Port City Architecture (Select Board Rm)
	6 pm	Knox-Water Streets Project Resident Information Night (LL Rm)
Thursday, March 30 <sup>th</sup>	6 pm	Budget Committee (Select Board Rm)
	6 pm	Recreation Committee (Rec Dept Rm)
Monday, April 3 <sup>rd</sup>	5 pm	Library Board of Trustees (Zoom)
Wednesday, April 5 <sup>th</sup>	6 pm	Budget Committee (TIF Budget)
Thursday, April 6 <sup>th</sup>		Town Offices Closed for Training
Monday, April 10 <sup>th</sup>	6 pm	Select Board Meeting

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



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### **AGENDA ADJUSTMENT**

Accept with regret the resignation of Joanne Richards from the Cemetery Board of Trustees.



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

### Application for an On-Premises License

*All Questions Must Be Answered Completely. Please print legibly.*

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): <i>Hot Hill Tavern LLC</i>	Business Name (D/B/A): <i>Hot Hill Tavern</i>
Individual or Sole Proprietor Applicant Name(s): <i>Nathan Miller</i>	Physical Location: <i>1 Starr Street Thomaston ME 04861</i>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address: <i>89 Greenhouse Hill Rd Thomaston</i>	Email Address: <i>hohillTavern@gmail.com</i>
Telephone #      Fax #: <i>207-390-0519</i>	Business Telephone #      Fax #:
Federal Tax Identification Number: <i>92-2664555</i>	Maine Seller Certificate # or Sales Tax #: <i>20242341DC</i>
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license?     New      Expected Start date: 4/21/23
- Renewal      Expiration Date: \_\_\_\_\_
2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
- Food: \_\_\_\_\_      Beer, Wine or Spirits: \_\_\_\_\_      Guest Rooms: \_\_\_\_\_
3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
- Malt Liquor (beer)     Wine     Spirits

4. Indicate the type of license applying for: (choose only one)

- |                                                                                                                    |                                                                          |                                                       |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)                                           | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)                                                           | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)                                                                      | <input type="checkbox"/> Other: _____                                    |                                                       |
| <input type="checkbox"/> Qualified Caterer                                                                         | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |                                                       |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

1 Starr Street Thomaston ME 04861

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No
7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Nathan Miller	2/19/84	Rockport Maine
Carly Laughery	10/14/91	Corry PA

Residence address on all the above for previous 5 years

Name Nathan Miller	Address: 89 Greenhouse hill rd Thomaston ME 04861
Name Carly Laughery	Address: 89 Greenhouse hill rd Thomaston ME 04861

Name Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

Alan Prosser 195 Saint Johns St. Portland ME 04102

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: N/A

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

large bar with 39'9" x 47'0" dining room with room to seat approximately 40-45 people, as well as fully equipped kitchen

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Thomaston Grammar School

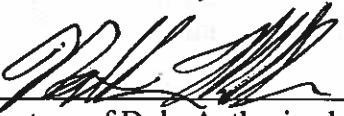
Distance: .3 miles

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant 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: 3/18/23

  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

Nathan Miller  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person



**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

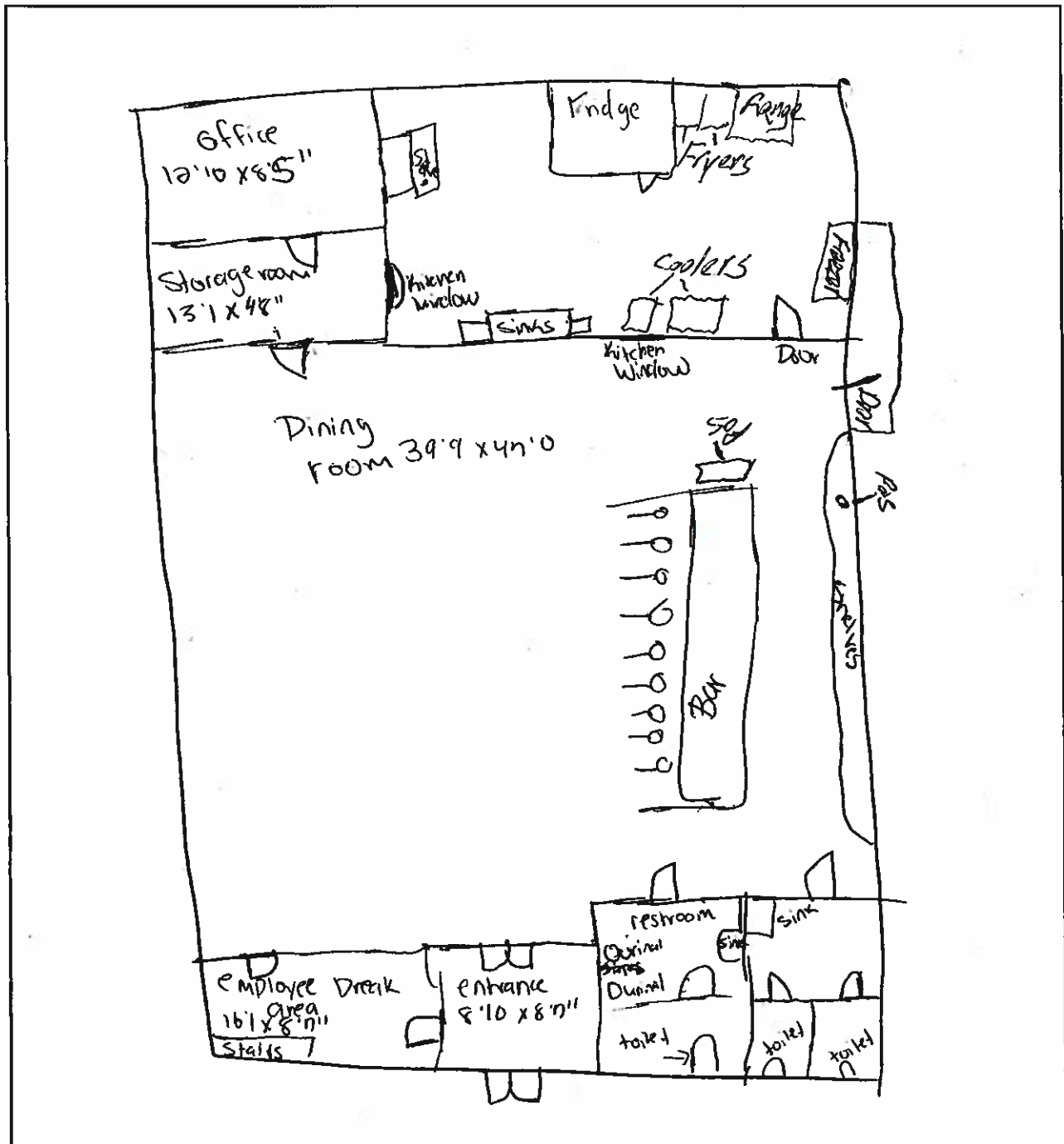
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Hot Hill Tavern LLC
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: 2/21/23 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: \_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Nathan Miller	89 Greenhouse hill Rd Thomaston ME 04861	2/19/84	owner	100%

(Ownership in non-publicly traded companies must add up to 100%.)

Sandy Moore, Chair

Thomaston Cemetery Committee

March 23, 2023

Dear Sandy,

I am submitting my resignation from the Cemetery Committee effective immediately. I am unable to give the time and energy required to be an effective member of the committee at this time.

Sincerely,

*Joanne*

Joanne Richards

13 Emery Avenue

Thomaston, ME 04861

Town of Thomaston  
Select Board Minutes  
February 13, 2023

**REGULAR MEETING 6:00pm**

**PUBLIC:** Chris Rector, Charlie Grover, John Fancy, Joanne Richards, Tim Hoppe, Jared Porter, Christine Simmonds, Melissa Stevens, Brandon Allen.

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

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

**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 PM, as pursuant to Section 653 Title 28-A of the Maine Revised Statutes.

**ACTION: Motion to enter Public Hearing at 6:02 pm made by Zel Bowman-Laberge, seconded by Pete Lammert. VOTE: 5-0.**

**ACTION: Motion to exit Public Hearing at 6:03 pm made by Sandy Moore, seconded by Pete Lammert. VOTE: 5-0.**

**ACTION: Motion to approve the catering application of The Block Saloon made by Bill Hahn, seconded by Sandy Moore. VOTE: 5-0.**

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.

**ACTION: Motion made by Zel Bowman-Laberge, seconded by Sandy Moore to enter Public Hearing at 6:04 pm. VOTE: 5-0.**

Planning Board Joanne Richards stated that Atlantic Farms had met all the requirements for the Planning Board application. Once all State records are received, they will furnish copies to the Town.

**ACTION: Motion to exit Public Hearing at 6:09 pm made by Pete Lammert, seconded by Bill Hahn. VOTE: 5-0.**

**ACTION: Motion to approve the retail marijuana license of Atlantic Farms made by Bill Hahn, seconded by Pete Lammert. VOTE: 5-0.**

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



## 10. NEW BUSINESS

K. Posting of winter roads by Public Works Director Brandon Allen.

Brandon gave the list of posted roads for this spring.

**ACTION: Motion made by Bill Hahn, seconded by Zel Bowman-Laberge to approve the posted road list. VOTE: 5-0.**

A. Waldo Community Action Partners (WCAP) introduction by Michael Hallundbaek, Director of Transit Systems per the request of Select Board Member Sandy Moore.

WCAP presented the types of community services they have available for transportation of seniors. They are a non-profit 501c3 located in the Waldo County area.

WCAP wants to expand more into Knox, Waldo, and Sagadahoc counties.

Transportation is provided for all Maine non-emergency appointments. They currently provide about 200,000 trips per year. They strive to provide as many transportation services as possible with over 120 drivers. WCAP financials will be forwarded to the Town Manager. The fee schedule for public transportation usually runs \$2-\$3 or less for services. They are purchasing an electric vehicle. One was purchased last month with a range for over 150 miles. WCAP would like to add 2 additional public stops in Thomaston.

B. Review the Municipal Building repairs as presented by CEO Rene Dorr.

Rene Dorr reviewed the emergent building, roof, and heating problems at the Municipal Building that arose out of the extreme frigid temperatures the previous weekend. He will contact the mechanical engineer and architect that was contracted during the renovation of the building. The old boilers were huge and gave off more heat to keep the room warm. The new boilers do not produce as much heat and shut off.

C. Discuss the commercial hauler contract for Owls Head, South Thomaston, and Thomaston (OHSTT) Solid Waste Co-operative as presented by Select Board Member Zel Bowman.

Zel informed the Board that the OHSTT Board had sought bids for a third time for a commercial hauler. Gordon Libby of Waldoboro submitted a bid. The current contract expired in December of 2022. The Board is trying to establish a 3 year and 4 month contract. The OHSTT budget will be reviewed on Feb. 23<sup>rd</sup>.

**ACTION: Motion made by Bill Hahn, seconded by Sandy Moore to approve a multi-year commercial hauler contract. VOTE: 4-0-1. (Pete abstained)**

D. Consider of approval of \$3,000 from Economic Development funds for architectural services at Watts Block per the request of Select Board Member Bill Hahn.

Chuck Campbell of Waldoboro will provide architectural services at Watts Block for the 2<sup>nd</sup> floor. Bill Hahn requested to approve up to \$5,000 for the service.

**ACTION: Motion made by Bill Hahn, seconded by Pete Lammert to approve up to \$5,000 from Economic Development funds for architectural services at Watts Block. VOTE: 5-0.**

E. Accept with regret the resignation of EMS Chief Amy Drinkwater, effective April 1, 2023

**ACTION: Motion made by Bill Hahn with severe regret, seconded by Zel Bowman Laberge to accept the resignation of Amy Drinkwater. VOTE: 5-0.**

F. Approve the renewal of the Maine Service Centers Coalition membership. Appoint the Town Manager as representative and a Select Board member as alternate.

**ACTION: Motion made by Bill Hahn, seconded by Sandy Moore to appoint Town Manager Kara George as Thomaston's representative and Chair Diane Giese as the alternate. VOTE: 5-0.**

G. Consider the recommendation of the Fire-EMS building Committee to engage Port City Architecture for engineering and design services.

No discussion held.

**ACTION: Motion made by Pete Lammert to approve the recommendation to engage Port City Architecture, seconded by Bill Han. VOTE: 5-0.**

H. Authorize adjusting ambulance billing rates to coincide with Medicare rates per the recommendation of EMS Chief Amy Drinkwater.

Amy had submitted a rate sheet of old and new rates. Board tabled this discussion until the next meeting to have EMS Chief Amy Drinkwater attend and explain further.

**ACTION: Motion made by Sandy Moore, seconded by Bill Hahn to table until the next Board meeting. VOTE: 5-0.**

I. Discuss the Knox Clinic project per the request of Diane Giese.

Planning and designing is moving along for the Knox Clinic. They are still interested in the back wing of the Town Office and 31-33 Booker Street. The Planning Board will meet soon for Land Use Ordinances and change the R3 and R3A zones to include Public Health Services as a Conditional Use Village Commercial Zone.

J. Discuss the outcomes of the Public Hearing in preparation for the Special Town Meeting per the request of Chair Diane Giese.

Board felt that the discussion at the Public Hearing went well. No further discussion was held.

**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.

Zel Bowman Laberge felt that because this sidewalk would eventually tie into the trails out behind the school, that half of funds should come from the Sidewalk Funds and half should come from the Parks and Trails fund.

**ACTION: Motion made by Bill Hahn, seconded by Sandy Moore to table and have John Fancy resend the Sidewalk Project memo back to the Board to review.**

**VOTE: 4-0-1. (Chair Diane Giese abstained)**

**3. APPROVE THE MINUTES OF: August 8, 22, October 11,22 and December 19, 2022.**

**ACTION: Motion to approve August 8, 2022 minutes made by Bill Hahn, seconded by Zel Bowman-Laberge. VOTE: 5-0**

**ACTION: Motion made by Zel Bowman-Laberge, seconded by Sandy Moore to approve October 11, 2022 minutes. VOTE: 5-0**

**ACTION: Motion made by Bill Hahn, seconded by Sandy Moore to approve December 19, 2022 minutes. VOTE: 5-0.**

**4. APPROVE THE WARRANTS**

**ACTION: Motion made by Pete Lammert, seconded by Zel Bowman-Laberge to approve the warrants. VOTE: 5-0.**

**6. TOWN MANAGER'S REPORT (See attached).**

Meeting adjourned at 8:00 PM.

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Chair Diane Giese

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Recording Secretary Donna Culbertson

## 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.

**TOWN OF THOMASTON  
SELECT BOARD MINUTES  
FEBRUARY 27, 2023**

**EXECUTIVE SESSION 5:00 P.M.**

Pursuant to MRS Title 1, Section 405 (6D) for consultations with Town Attorney Sarah Newell.

Executive Session postponed.

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

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

**PUBLIC PRESENT:** John Fancy, Brandon Allen, Alan Leo, Tony Leo, Melissa Stevens, Dave Martucci, Janet Martucci, Dan Dunkle, Jon Burns, Peggy McCrea, Peter McCrea, Rene Dorr, Nick Martin, Tim Hoppe, Carrie Adams, Amy Drinkwater.

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

**ACTION: Motion made by Pete Lammert, seconded by Sandy Moore to accept the Breen motion to take the agenda out of order. VOTE: 4-0.**

**10. NEW BUSINESS**

A. Recognize Assessors' Agent Dave Martucci for 20 years of service.

B. Recognize Town Clerk Melissa Stevens for obtaining Certified Clerk of Maine (CCM) Certification through Maine Town and City Clerks' Association.

Melissa Stevens was recognized for receiving her Certified Clerk Certification. Dave Martucci was recognized for 20 years of service to the Town of Thomaston. Pete Lammert gave a little history of Dave's years at the Town.

C. Consider the appointment of Tony Leo as Interim EMS Chief, effective April 1<sup>st</sup>, as recommended by Town Manager Kara George and current EMS Chief Amy Drinkwater.

**ACTION: Motion made by Sandy Moore, seconded by Pete Lammert to appoint Tony Leo as Interim EMS Chief. VOTE: 4-0.**

**9. OLD BUSINESS**

A. Consider for approval the new ambulance billing rates for 2023, as tabled on Feb. 13, 2023.

Amy Drinkwater informed the Board on how the new ambulance billing rates work with Medicare. Every 1-2 years these rates will change. These rates are effective as of March 1, 2023.

**ACTION: Motion made by Zel Bowman-Laberge to approve the new ambulance rates, seconded by Pete Lammert. VOTE: 4-0.**

## **10. NEW BUSINESS**

D. Review for approval the corrected Thomaston Fee Schedule for Code Enforcement.

Rene Dorr presented the new fee schedule. The last schedule had fees that had been inadvertently omitted.

**ACTION: Motion made by Pete Lammert, seconded by Zel Bowman-Laberge to approve the corrected Fee Schedule. VOTE: 4-0.**

E. Consider the annual reappointments of Economic and Community Development members.

William Hahn (3) 2025, Charles Grover (3) 2025, Chris Rector (2) 2024, Benjamin Griffin (2) 2024, Jonathan Eaton (1) 2023, Diane Giese (1) 2023.

**ACTION: Motion made by Pete Lammert to approve reappointments to the Economic and Community Development Committee, seconded by Sandy Moore. VOTE: 4-0.**

F. Discuss the future Town sidewalk projects.

The question was raised as to whether the sidewalks could be done by the Public Works Dept. or if it should be contracted out. Brandon Allen stated that the paver at the PWD is very old. The machine is not adequate to install new sidewalks. Parts are becoming obsolete. The new sidewalks need to be ADA compliant. The old machine cannot do that. Certain streets would be very difficult for the PWD to do without proper equipment.

The Town needs to hire an engineering firm for design, and look for other sources of funding.

Booker Street, Brooklyn Heights and Erin Street are at the top of the priority list. Brandon will look at pricing out a paver.

The Board requested that John Fancy drafts a request for proposal to review at the next meeting.

G. Review for approval the Memorandum of Agreement between the Town of Thomaston and the Watts Hall Community Arts, Inc.

The agreement was reviewed by Camden Law.

**ACTION: Motion made by Pete Lammert, seconded by Zel Bowman Laberge to approve the MOU with the Watts Hall Community Arts. VOTE: 4-0**

**3. Approve the Minutes of: June 27, 2022**

**ACTION: Motion made by Pete Lammert, seconded by Sandy Moore to approve June 27, 2022 minutes. VOTE: 4-0.**

**4. Approve the Warrants**

**ACTION: Motion made by Pete Lammert, seconded by Zel Bowman-Laberge to approve the warrants. VOTE: 4-0.**

**5. ADJUSTMENTS TO THE AGENDA**

Bill Hahn requested the Town Manager and the Select Board sign a letter of support to Senator Susan Collins for additional Congressional Discretionary Spending (CDS) funds to dredge the Thomaston harbor.

**ACTION: Motion made by Pete Lammert, seconded by Sandy Moore to have the Town Manager and the Select Board sign the letter of support. VOTE: 4-0.**

**6. Town Manager's Report (see attached).**

**ACTION: Motion made by Zel Bowman-Laberge to adjourn. Seconded by Sandy Moore. VOTE: 4-0**

Meeting adjourned at 7:15PM.

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Chair Diane Giese

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Recording Secretary Donna Culbertson



- 2/14/23**                    **Maine Welfare's Association- GA Training**  
Jodell and I attended this webinar training for a refresher on General Assistance duties.
- 2/15/23**                    **3 General Assistance Appointments- Confidential**  
**Tax Increment Financing Meeting**  
I met with Economic Development Committee members to discuss creating a future Tax Increment Finance (TIF) budget to present to the Budget Committee in early April.  
**Volunteer Recognition Night**  
We had 35 folks attend our first Volunteer Recognition Night, not including all the staff that came. It was a great success and we plan to do another recognition night next year.
- 2/16/23**                    **Economic Development Committee**  
The Economic Development Committee met to discuss a TIF budget, CDS grant funds for Watts Hall and the harbor dredging project. Harbor dredging could be a 2-3 year process, as the Town is waiting for next steps as directed by the Army Corp of Engineers. The EDC recommended scheduling a joint public workshop with the Select Board, EDC, and Knox Clinic this spring.  
**GoNetSpeed Meeting**  
I met with Heidi Mahoney from GoNetSpeed. The company is potentially looking at a fiber buildout in Thomaston. The project is contingent on supplies and funds, and they will keep the Town informed as the project progresses. The hope is to provide 9 +/- miles of fiber with approximately 850+/- location passes.
- 2/17/23**                    **Midcoast Municipal Association Meeting**  
The Midcoast Municipal Association listened to a presentation from Emily Rabbe, County Planner for Lincoln County Regional Planning Commission and a representative from DECD regarding the LD2003 ruling to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions. The new ruling goes into effect on July 1st, but there has been little communication from the state to the local municipalities on the implementation of the new ruling. When the ruling was first proposed Maine Municipal Association strongly opposed LD2003 because of its impacts on home rule authority. There are several proposed bills at the legislature that would amend the current ruling. One of those rulings is to exempt municipalities with a population of 10,000 or less.
- 2/21/23**                    **EMS Department Meeting**  
I met with EMS Chief Amy Drinkwater, Asst. EMS Chiefs Carrie Adams and Tony Leo, and Captain J.T. O'Hare to discuss next steps for the remainder of the fiscal year, effective upon Amy's resignation of April 1st.
- 2/22/23**                    **Agenda Setting**  
**Special Town Meeting**
- 2/23/23**                    **Maine Service Centers Coalition (MSCC) Meeting-**  
Will report on Monday.

**Other:**

- We have 2 interviews scheduled for the Assessors' Agent position at the end of the week. We are continuing to advertise the position if other applications are submitted.
- Port City Architecture said they will have a proposal to me by the end of this week (Feb. 24th). I hope to have an update on that for Monday's meeting.
- Dean has contacted G&E Roofing and Eastern Fire to get cost estimates for the building damage to be reported to the insurance adjuster. Rene is contacting the Engineer of the municipal building to do a site visit.

**Town of Thomaston  
Select Board Minutes  
March 8, 2023  
&  
March 20, 2023**

**MARCH 8, 2023-EXECUTIVE SESSION**

**BOARD PRESENT:** Chair Diane Giese, Pete Lammert, Sandy Moore, Zel Bowman-Laberge, Bill Hahn, Town Manager Kara George, Ron Gamage, Joan Linscott, Atty David Pierson, Atty Paul Gibbons

Pursuant to MRS Title 1, §405 (6E) for consultations with the Town Attorney Paul Gibbons.

**ACTION:** Pete Lammert made a motion, seconded by Sandy Moore to enter executive session at 3:02 p.m. pursuant to MRS Title 1, §405 (6E) for consultations with the Town Attorney Paul Gibbons. **VOTE: 5-0**

**ACTION:** Diane Giese made a motion, seconded by Sandy Moore to exit executive session at 4:16 p.m. **VOTE: 5-0**

Meeting adjourned at 4:20 p.m.

**MARCH 20, 2023-EXECUTIVE SESSION**

**BOARD PRESENT:** Chair Diane Giese, Pete Lammert, Sandy Moore, Zel Bowman-Laberge, Bill Hahn, Town Manager Kara George, Ron Gamage, Joan Linscott, Atty David Pierson, Atty Paul Gibbons

Pursuant to MRS Title 1, §405 (6E) for consultations with the Town Attorney Paul Gibbons.

**ACTION:** Pete Lammert made a motion, seconded by Zel Bowman-Laberge to enter executive session at 4:10 p.m. pursuant to MRS Title 1, §405 (6E) for consultations with the Town Attorney Paul Gibbons. **VOTE: 5-0**

**ACTION:** Zel Bowman-Laberge made a motion, seconded by Pete Lammert to exit executive session at 4:19 p.m. **VOTE: 5-0**

**ACTION:** Bill Hahn made a motion, seconded by Zel Bowman-Laberge to not settle with Walmart until a decision is made from the State Board of Assessors. **VOTE: 5-0**

Meeting adjourned at 4:25 p.m.

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Kara George, Town Manager

- 3/14/23 Midcoast Council of Governments (MCOG) Meeting**  
I met with Mat Eddy from MCOG to discuss the Dragon TIF program in preparation for the Select Board meeting. MCOG will provide planning services to the Town at 10 hours per week. The TIF program needs to be amended to include affordable housing. Additionally, we need assistance on implementing some of the programs that are outlined in the TIF.
- 3/15/23 Watts Block Meeting**  
Watts Block Trustees had their monthly meeting in preparation of their budget presentation to the Budget Committee. Watts Hall Community Players has applied for the \$125,000 Davis Foundation grant.
- Cathy Harn Meeting**  
Bill Hahn introduced me to Cathy Harn who has been engaged to provide bookkeeping services for the Watts Hall Community Arts group.
- 3/16/23 Economic Development Committee**  
The EDC met and discussed upcoming projects. Kendray gave an update on her activities which includes a press release for the new Bliss Spa, ribbon cutting for the Shop on Main Street, writing a letter of support for the Library for Remote Workers Grant, gym activities at the Academy, and Pre-K program at the Academy.
- The Shop on Main Street Ribbon Cutting**
- Budget Committee-Fire/EMS**
- 3/20/23 Executive Session-Walmart Appeal**
- 3/21/23 General Assistance**
- 3/22/23 Agenda Setting**
- Pre-K Site Visit**  
Kendray, Diane, Tom Mellor, and John McDonald walked through the Academy Building and discussed very preliminary possibilities of a pre-K program in Thomaston. Currently there are programs in Owls Head and Rockland. John stated that they would have enough students to fill 3 classrooms of 16 students each.
- 3/23/23 Maine Service Centers Coalition (MSCC)**  
The MSCC met to continue discussions on proposed bills at the legislature. MMA's Legislative Policy Committee met the same day and So Portland City Manager Scott Morelli went to represent the MSCC.
- Academy Chair Meeting**  
Diane and I met with Academy Board Co-Chair Kathy Derene to discuss leases at the Academy.
- Budget Committee– Watts Block and Police Department**
- Other: Budgets**  
There are 2 more budget meetings scheduled– Thursday, March 30th and Wednesday, April 5th. Next week is the Academy Board and Recreation. Jodell and I have been working on a TIF budget to present on April 5th. The Budget Committee has not voted on all the department budgets yet, and I suspect that this will be happening on March 30th after Jodell and I submit an adjusted budget.
- Assessors' Agent Job**  
The 2 candidates that we interviewed fell through, as one accepted another job and one decided to stay with their current employer. We have 3 more interviews scheduled for next week, and will continue to advertise the position.
- Municipal Building Update**  
Eastern Fire fixed the sprinkler system and Public Works installed blue board to insulate around the sprinkler. Eastern Fire will be invoicing the Town, which will be submitted to the insurance company. G & E Roofing is getting us an estimate to replace the one section of roof, and masonry work is required on the section of roof that moved. Daryl Townsend and the Mechanical Engineer have been working collaboratively in assessing the building. We will be sending the roof estimates to the insurance company as well. On April 19th, the Town Office will be closed for CMP and the contractors to install a meter for the new generator.
- Out of Office**  
I will be out of the office from April 26th to May 6th, returning to the office on Monday, May 8th.

# Memo

**To:** Select Board & Town Manager  
**From:** John Fancy  
**Date:** March 14, 2023  
**Re:** CELL TOWER LEASE ISSUES

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Looking at the concerns recently raised by the Select Board regarding the lease of land to US Cellular I believe the following will clarify the situation:

1. The landowner having the right to cancel the lease and require removal of the tower does not work for them as they will invest a large amount of money in setting up the tower and don't want the danger that they could be forced to remove it at the whim of the landowner.
2. The long term of the lease is to the Town's advantage in that it protects the Town from having an abandoned tower by having someone responsible during the term of the lease.
3. Returning the site to its original condition in the event the tower is removed is an item that should be addressed by the Planning Board when they review US Cellular's request for approval.

This lease has three benefits for the town and its citizens:

- It will improve cell phone service for US Cellular customers in this area.
- It will provide a place for a repeater for the Town's first responders.
- It provides \$14,400 a year income to the Town.

If the Board decides they wanted to move ahead with this, they should: **Move to authorize the Town Manager to sign the proposed Site Ground Lease Agreement with US Cellular.**

## **ARTICLE VII WIRELESS TELECOMMUNICATIONS FACILITIES**

### **Section 757 Wireless Telecommunications Facilities**

#### **757.1 Applicability**

This section applies to all construction and expansion of wireless telecommunications facilities, including communication facilities and towers, except as provided in 757.2.

#### **757.2 Exemptions**

The following are exempt from the provisions of this Ordinance:

##### **757.2.1-Wireless Telecommunications Facility.**

Wireless communication facilities for telecommunications by public officials.

##### **757.2.2-Amateur (ham) radio stations.**

Amateur (ham) radio stations licensed by the Federal Telecommunications Commission (FCC).

##### **757.2.3-Parabolic antenna.**

Parabolic Antennas less than seven (7) feet in diameter that are an accessory use of the property.

##### **757.2.4-Maintenance or repair.**

Maintenance, repair or reconstruction of a wireless telecommunications facility and related equipment, provided that there is no change in the height or any other dimension of the facility.

##### **757.2.5-Temporary wireless telecommunications facility.**

Temporary wireless telecommunications facility, in operation for a maximum period of one hundred eighty (180) days.

##### **757.2.6-Antennas as Accessory Uses.**

An antenna that is an accessory use to a residential dwelling unit.

#### **757.3 Site-Plan Review Application**

Wireless telecommunications facilities, including expansions of existing facilities, shall comply with the application requirements of the *Town of Thomaston Land Use Ordinance*. Article IV, Site-Plan Review, and shall also include the following additional information:

**757.3.1-A copy of the FCC license for the facility, or a signed statement from the owner or operator of the facility attesting that the facility will comply with FCC regulations.**

**757.3.2-A USGS 7.5-minute topographic map showing the current location of all structures and wireless telecommunications facilities above 150 feet in height above ground level, except antennas located on**

roof tops, within a five (5) mile radius of the proposed facility. This requirement shall be deemed to have been met if the applicant submits current information (i.e. within thirty days of the date the application is filed) from the FCC Tower Registration Database. Include documentation of longitude and latitude.

**757.3.3-A** site plan prepared and certified by a professional engineer registered in Maine indicating the location, type and height of the proposed facility, antenna capacity, on-site and abutting off-site land uses, means of access, setbacks from property lines. The site plan must include certification by a professional engineer registered in Maine that the proposed facility complies with all-American National Standards Institute (ANSI) and other applicable technical codes.

**757.3.4**-Elevation drawings of the proposed facility, and any other proposed structures. Showing height above ground level.

**757.3.5-A** landscaping plan indicating the proposed placement of the facility on the site; location of existing structures, trees, and other significant site features; the type and location of plants proposed to screen the facility; the method of fencing, the color of the structure, and the proposed lighting method.

**757.3.6**-Photo simulations of the proposed facility. Each photo must be labeled with the line of sight, elevation, and with the date taken imprinted on the photograph. The photos must show the color of the facility and method of screening.

**757.3.7-A** written description of how the proposed facility fits into the applicant's telecommunications network. This submission requirement does not require disclosure of confidential business information.

**757.3.8**-Evidence demonstrating that no existing building, site, or structure can accommodate the applicant's proposed facility, which may consist of any one or more of the following:

- a) Evidence that no existing facilities are located within the targeted market coverage area as required to meet applicant's engineering requirements.
- b) Evidence that existing facilities do not have sufficient height or cannot be increased in height at a reasonable cost to meet the applicant's engineering requirements.
- c) Evidence that existing facilities do not have sufficient structural strength to support applicant's proposed antenna and related equipment. Specifically:
  - i. Planned, necessary equipment would exceed the structural capacity of the existing facility, considering the existing and planned use of those facilities, and these existing facilities cannot be reinforced to accommodate the new equipment.
  - ii. The applicant's proposed antenna or equipment would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna equipment on the existing facility would cause interference with the applicant's proposed antenna.
  - iii. Existing or approved facilities do not have space on which planned equipment can be placed so it can function effectively.

- d) For facilities existing prior to the effective date of this amendment, the fees, costs, or contractual provisions required by the owner in order to share or adapt an existing facility are unreasonable. Costs exceeding the pro rata share of a new facility development are presumed to be unreasonable. This evidence shall also be satisfactory for a tower built after the passage of this amendment there-to.

757.3.9-A signed statement stating that the owner of the wireless telecommunications facility and his or her successors and assigns agree to:

- a) Respond in a timely, comprehensive manner to a request for information from a potential collocation applicant, in exchange for a reasonable fee not in excess of the actual cost of preparing a response;
- b) Negotiate in good faith for shared use of the wireless telecommunications facility by third parties;
- c) Allow shared use of the wireless telecommunications facility if an applicant agrees in writing to pay reasonable charges for co-location;
- d) Require no more than a reasonable charge for shared use, based on community rates and generally accepted accounting principles. This charge may include, but is not limited to, a pro rata share of the cost of site selection, planning project administration, land costs, site design, construction, financing, return on equity, depreciation, and all of the costs of adapting the tower or equipment to accommodate a shared user without causing electromagnetic interference. The amortization of the above costs by the facility owner shall be accomplished at a reasonable rate, over the useful life span of the facility.

757.3.10-A form of surety approved by the Planning Board to pay for the costs of removing the facility if it is abandoned.

## 757.4 Standards

### 757.4.1-Location.

The Commercial and Industrial zones East of Dragon Products and further described by 712.2, Boundary Description, Route 1 East Commercial District (Rockland Line) and 713.2 Industrial Zone-Route 1 East. Also that portion of the *Town of Thomaston* Pollution Control Facility in the R-1 Rural Residential & Farming District and that portion of the R-3 Urban Residential District, further described by the Compiled Boundary Survey Map drawn by Joseph G. LaBranche, Jr., PLS, July 1995.

### 757.4.2-Siting on Municipal Property.

If an applicant proposes to locate a new wireless telecommunications facility on municipal property, or expand an existing facility on municipal property, the applicant must show the following:

- a) The proposed location complies with applicable municipal policies and ordinances.
- b) The proposed facility will not interfere with the intended purpose of the property.
- c) The applicant has adequate liability insurance and a lease agreement with the municipality that includes reasonable compensation for the use of the property and other provisions to safeguard the public rights and interests in the property.



**757.4.3-Design for Collocation.**

A new or expanded wireless telecommunications facility and related equipment must be designed and constructed to accommodate future collocation of at least three additional wireless telecommunications facilities or providers, except any public or private wireless telecommunication antennas 100 feet or less shall not be required to accommodate the additional three facilities or providers. Collocation shall not be considered an expansion. It shall also be the responsibility of the applicant to investigate the use of any existing antenna already in place before or after adoption of this ordinance and make use of said antenna, if feasible, with the owner's permission. Any lease agreement would be between the applicant and the owner of record.

**757.4.4 Height.**

The maximum height of new or expanded wireless telecommunications facilities shall be 199 feet from the top of the base. The facility shall be designed to collapse in a manner that does not harm other property.

**757.4.5-Setbacks.**

A new or expanded wireless telecommunications facility must comply with the setback requirements set forth in the *Town of Thomaston Land Use Ordinance*, or be set back one hundred five percent (105%) of its height from all property lines or other independent structures, whichever is greater. The setback may be satisfied by including the areas outside the property boundaries if secured by an easement. An antenna is exempt from the setback requirement if it extends no more than five (5) feet horizontally from the edge of the structure to which it is attached, and it does not encroach upon an abutting property.

**757.4.6-Landscaping.**

The base of a new or expanded wireless telecommunications facility must be screened with plants from view by abutting properties, to the maximum extent practicable. Existing plants and natural landforms on the Site shall also be preserved to the maximum extent practicable.

**757.4.7-Fencing.**

A new or expanded wireless telecommunications facility must be fenced with a secured perimeter fence of a height of eight (8) feet to discourage trespass on the facility and to discourage climbing on any structure by trespassers.

**757.4.8-Lighting.**

A new or expanded wireless telecommunications facility must be illuminated as necessary to comply with FAA or other applicable state, federal and local requirements or Site-Plan Review conditions. Security lighting may be used as long as it is shielded to be down directional to retain light within the boundaries of the site, to the maximum extent practicable.

**757.4.9-Color and Materials.**

A new or expanded wireless telecommunications facility must be constructed with materials and colors that match or blend with the surrounding natural or built environment, to the maximum extent practicable. Unless otherwise required, muted colors, earth tones, and subdued hues shall be used.

**757.4.10-Structural Standards.**

A new or expanded wireless telecommunications facility must comply with the current Electronic Industries Association/Telecommunications Industries Association (EIA/TLA) 222 Revision Standard entitled "Structural Standards for Steel Antenna Towers and Antenna Supporting Structures."

**757.4.11-Noise.**

Except during construction, repair, or replacement, operation of a back-up power generator at any time during a power failure and testing of a back-up generator between 8 a.m. and 9 p.m. are exempt from existing municipal noise standards.

**757.5 Standard Conditions of Approval**

The following standard conditions of approval shall be a part of any approval issued by the Planning Board. Reference to the conditions of approval shall be clearly noted on the final approved site plan, and shall include:

**757.5.1-**The owner of the wireless telecommunications facility and his or her successors and assigns agree to:

- a) Respond in a timely, comprehensive manner to a request for information from a potential collocation applicant, in exchange for a reasonable fee not in excess of the actual cost of preparing a response;
- b) Negotiate in good faith for shared use of the wireless telecommunications facility by third parties;
- c) Allow shared use of the wireless telecommunications facility if an applicant agrees in writing to pay reasonable charges for collocation.
- d) Require no more than a reasonable charge for shared use of the wireless telecommunications facility, based on community rates and generally accepted accounting principles. This charge may include, but is not limited to, a pro rata share of the cost of site selection, planning project administration, land costs, site design, construction and maintenance. Financing, return on equity, depreciation, and all of the costs of adapting the tower or equipment to accommodate a shared user without causing electromagnetic interference. The amortization of the above costs by the facility owner shall be accomplished at a reasonable rate, over the life span of the useful life of the wireless telecommunications facility.

**757.6 Abandonment**

A wireless telecommunications facility that is not operated for a continuous period of twelve (12) months shall be considered abandoned. The Code Enforcement Officer shall notify the owner of an abandoned facility in writing and order the removal of the facility within ninety (90) days of receipt of a written notice. The owner of the facility shall have thirty (30) days from the receipt of the notice to demonstrate to the CEO that the facility has not been abandoned.

If the Owner fails to show that the facility has not been abandoned, the owner shall have sixty (60) days to remove the facility. If the facility is not removed within this time period, the municipality may remove the facility at the owner's expense. The owner of the facility shall pay all site reclamation costs deemed necessary and reasonable to return the site to its pre-construction condition, including the removal of roads, and reestablishment of vegetation.

If a surety has been given to the municipality to ensure removal of the facility. The owner of the facility may apply to the Planning Board for release of the surety when the facility and related equipment are removed to the satisfaction of the Planning Board.



165 Main Street  
 P.O. Box 62  
 Damariscotta, ME 04543  
 4435790

To: Kara George  
 From: Mathew Eddy  
 Date: March 14, 2023  
 Subject: Contract Proposal

Per your request, we suggest the following contract proposal:

<b>Planning and Development Assistance: Provide an inhouse Community Planner through July 1; hours adjusted with approval of both parties</b>	Staff town Hall 1 day (6 hours) a week, develop a work program and schedule that addresses needs of the Manager/Council/Committees, weekly reporting	10 hours per week	180	\$ 70	\$ 12,600
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The work program will include the following components:

1. Assistance in developing an annual TIF budget for the Dragon Cement and Downtown TIF;
2. Amend the existing TIF program for the June 1 Town Meeting to provide for Affordable housing and any other modifications;
3. Assist the Town in the development of a Northern Border grant in support of housing development in the TR3 zone;
4. Continuation of the Thomaston Green project; and
5. Other duties as assigned.

## **MEMO**

**TO:** Select Board & Town Manager

**FROM:** Brandon Allen  
Public Works Director/Road Commissioner

**DATE:** March 23, 2023

**RE: Greenhouse Hill Road**

I am seeking approval to shut/block off Greenhouse Hill Road which is located off West Meadow Road.

Public Works is constantly picking up trash and debris that is being dumped there. Recently mattresses, couches, TV's, and tires have been picked up and disposed of. The gravel road is constantly needing maintenance, grading and adding new material. Both costs the town a significant amount of money over the years. Also the homemade bridge that was not engineered professionally will not pass MDOT inspection much longer.

# Memo

**To:** Selectboard & Town Manager  
**From:** John Fancy  
**Date:** March 22, 2023  
**Re:** NBRC Grant Application

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To provide a portion of the funding needed to design and construct the infrastructure that will allow development of affordable/workforce housing in the TR-3 area we are requesting \$921,760 from Northern Borders Regional Commission (NBRC). The attached Letter of Interest is the first step in the application process. We have used NBRC funding in the successful upgrade project behind the Business Block in 2019.

We are also working with Rural Development on a loan/grant package that will pay for a new pump station at Ice House Corner and the associated sewer lines and force main needed for a wastewater system in this project.

**Suggested motion: Move to authorize Kara George to sign the Letter of Intent with NBRC.**



**CATALYST PROGRAM  
2023 LETTER OF INTEREST**

**Name of Applicant Entity:**

**Town of Thomaston**

Applicants will be required to be registered in SAM.gov and have a Unique Entity ID (UEI) number at time of application.

**Type of Entity:**

Local Government

**Applicant Details:**

Serves rural community (less than 5,000)

**Location of project:**  
(Include Municipality,  
County and State)

**Thomaston, Knox, Maine**

**Project Contact:**

Name: **John Fancy**

Title: **Project Manager**

Phone: **207-354-2136**

E-Mail: **jfancy@thomastonmaine.gov**

**Is there a Co-Applicant?**

Yes  No

**Name of Co-Applicant Entity:**

**Type of Entity:**

Local Government

**Co-Applicant Details:**

(Select all that apply)  
1st time applicant

**Is the applicant required to request a Significant Benefit Waiver?**

Yes  No

If the entity submitting a LOI is also required to provide documentation to support a significant benefit waiver request (entity located in an Attainment County and not located in an Isolated Area of Distress), they must submit the executed significant benefit waiver affidavit, together with documentation that supports the project's ability to bring significant economic benefits to NBRC Distressed or Transitional counties, together with the required LOI documentation, prior to the deadline of April 21, 2023. The significant benefit waiver requirement requires approval of the Federal Co-Chair and a majority of the Governors of the four states or their chosen alternates to be considered eligible to be invited to application submission.

Is the applicant and/or co-applicant a prior NBRC award recipient who is not 75% expended as of April 15, 2023, and therefore requesting a waiver of the 75% expenditure requirement?  Yes  No

If the entity submitting a LOI is a prior SEID recipient and has not met the 75% expenditure (NBRC award and match) requirement of the prior award(s) prior to April 15, 2023, the entity must submit an executed 75% Expenditure Waiver together with the required LOI documentation prior to the LOI deadline of April 21, 2023. The 75% expenditure waiver must be approved for the project to be considered eligible to be invited to application submission.

The applicant acknowledges NBRC requires all projects to complete a NEPA environmental review process and that this may add to the overall project timeline.  Yes  No

The National Environmental Policy Act (NEPA) requires that prior to funding, authorizing, or implementing an action, federal agencies consider the effects that their proposed action may have on the environment. The NBRC has developed a NEPA intake form for all project to evaluate the level of NEPA environmental review required for each project. Include NEPA environmental review process in relevant supporting materials such as project timeline, budget, budget narrative, and qualifications.

**Project Category:** Categories are described in 2023 CATALYST PROGRAM Application Manual under Eligible Purpose. Applicants should self-identify the category that is most appropriate for the proposed project. The project narrative should align with the project category. The applicant should self-identify if multiple categories apply to the proposed project.

**Construction in support of Infrastructure categories:**  Transportation  Renewable Energy  
 Telecommunications  Basic Public – Core  Basic Public – Critical  Basic Public - Community

**Non-Infrastructure categories:**  Business Development  Workforce Development  
 Basic Health Care  Conservation, Tourism, Recreation

**Project Budget Summary:**

<b>NBRC CATALYST PROGRAM Request Amount</b>	\$921,760
<b>Match/Cost Share Amount</b>	\$3,115,520
<b>Total Project Amount</b>	\$4,036,580

If a project uses funds from multiple federal sources (including the NBRC), no more than 80% of a total project cost\* can be comprised of federal funds. It is equally important for applicants to check with other federal sources, as each federal agency may have its own restrictions. See 40 USC §15506(e).

**Letter of Interest Complete Package:**

- LOI form (fully executed PDF)
- Project Narrative (PDF format)

For the narrative portion of the LOI, please include a letter (no more than 3 pages) that clearly articulates the following:

1. **Project Summary (3-4 paragraphs):** Describe the project including how it aligns with the objectives and scoring criteria as referenced in the 2023 Catalyst Program Application Manual. Describe how the project aligns with agency investment priorities:
  - o Projects that provide benefits to or demonstrate meaningful engagement with communities who have been under-represented in past NBRC investments.

Underinvested communities include rural communities (population less than 5,000), communities of color, and tribal communities.

- Projects that address multiple needs and cross multiple investment categories.
- Projects that adapt to changing climate conditions and extreme weather events.

- 2. Statement of need (1-2 paragraphs):** Describe the project need including the challenge the project seeks to address. Describe why this project matters to the community and the opportunity gained by funding the project now.
- 3. Higher maximum for an infrastructure project (1-2 paragraphs):** Describe the need to include multiple infrastructure categories or multiple jurisdictions in one project. What is the benefit of setting the project up to include multiple infrastructure categories or serve multiple jurisdictions?
- 4. Outcomes (1-2 paragraphs):** State the expected outcomes and associated measures of success for the project. Outcomes should be clearly identified in narrative and measurable to be reported on throughout the course of the project as well as three years after closeout.
- 5. Partners and qualifications (1-2 paragraphs):** Provide a list and brief description of the collaborating partners in the project, and their respective roles.

- **Budget and Budget Narrative (PDF)**  
**SF424cbw**

**Budget narrative to include:**

1. Expenses over \$5,000 with brief justification for each.
  2. Matching funds detail, to include Source, amount, date of commitment (and if not yet committed or pending, include anticipated date of commitment)
- *If requesting the higher maximum for an infrastructure project, describe how the requested funds will be allocated across infrastructure categories.*

Please submit the LOI template together with the required Project Narrative, Budget (SF424cbw) and Budget Narrative as one PDF to [loi@nbrc.gov](mailto:loi@nbrc.gov), by the LOI deadline of April 21, 2023, at 5:00 p.m. EST. If your project is required to submit a waiver and documentation in support of a Significant Benefit Waiver request and/or a 75% Prior NBRC SEID Award Expenditure waiver, please submit that information as a separate PDF from the LOI but attached to the same email as the LOI submission. Please see the 2023 Catalyst Application Manual for additional information. Incomplete LOIs will not be eligible to be reviewed or invited to application phase.

*The required submission requirements of the Letter of Interest must be submitted in PDF form and not be corrupt. NBRC will attempt to open the document but will not take any additional measures in the event of problems with opening.*

**I, Kara George \_\_\_\_\_ verify that the facts set forth in the Letter of Interest materials are true and correct to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
Signature of Authorized Official  
**Kara George, Town Manager**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Official





**TOWN OF THOMASTON**  
13 VALLEY STREET  
THOMASTON, MAINE 04861-0299  
TEL: (207) 354-6107

## 2023 Letter of Interest

Northern Border Regional Commission  
James Cleveland Federal Building, Suite 1501  
53 Pleasant Street  
Concord, NH 03301

**Project Summary** – Thomaston has a serious lack of affordable/workforce housing that is causing problems with economic development in the town. To help correct this the Town has zoned about 226 acres abutting the north side of the village as a Transitional Residential (TR-3) Zone, however, little development has occurred. Recognizing that lack of infrastructure is the main impediment to development it is proposed that a road be built through the TR-3 area with the necessary infrastructure to support development of affordable/workforce housing.

In addition to the road, a wastewater pump station would be built to serve the area. A gravity sewer would collect wastewater from the TR-3 area and convey it to the pump station and from here; it would be pumped in a force main to the treatment facility. An 8-inch water main would run along the proposed road to allow fire hydrants in the proposed development area. Sidewalks and underground electric service would be part of the project.

The NBRC Strategic Plan for 2017-2022 has as its Goal #1 “Infrastructure ... to better support business retention and expansion”. The Town’s two largest employers both have opening in their workforce that they cannot fill because prospective employees cannot find living quarters that they can afford. The availability of workforce housing will create and retain 10 to 20 jobs in Thomaston. Having an adequate work force will allow private employers to invest in their businesses. The Maine Economic Development Strategy 2020-2029 has as its proposed Action E3 “Expand the production of workforce housing in Maine”. This project meets Maine’s priority of Workforce Development/Attraction.

Thomaston has a good record of completing projects including the 2019 Business Block Redevelopment Project partly funded by NBRC. Matching funds have been identified and the project can begin final design and construction immediately following grant approval. The availability of workforce housing will create and retain 10 to 20 jobs in Thomaston.

Statement of Need – Thomaston is a small community located in midcoast Maine with over 68% of residents living in the residential village centered on Route 1 and the Saint George River. The population, 2,739, declined in the last 25-years and is aging and retiring causing a shortage of working people. Local employers are experiencing difficulty in recruiting new employees when they cannot find workforce/affordable housing within a reasonable distance. The result has been understaffing leading to unhappy, overworked people, restaurants and stores reducing hours, and even days, they are open and, in one case, employees sleeping in their vehicles. At least one long-term restaurant has closed because of staffing issues. All the major employers have unfilled staffing positions.

Two of the Town's largest employers, Lyman-Morse, a manufacturer of fine yachts and sailboats, and Dragon Projects, a producer of cement, are experiencing problems with retaining employees as a result of a serious shortage of housing units in the midcoast area. Two new employees of Lyman-Morse were sleeping in their cars and Dragon Projects currently has 10 opening that they are unable to fill mainly for lack of available affordable housing. A supervisor hired by Dragon several months ago is still living in a local hotel as he has found no housing.

Higher Maximum for an Infrastructure Project – This project will open up a large area for affordable/workforce housing with a road that is in the Transportation category and additional infrastructure that is in the Basic Public category.

Outcomes – The goal is to provide workforce/affordable housing for people who work in the local area, especially those in jobs such as emergency responders (fire fighters, ambulance workers, police and medical workers) and other workforce personnel needed to work in local factories, shops and businesses. This goal will be met if this project promotes the construction of 10 or more living units each year and opens the way for additional land in the TR3 area to be developed into more housing.

Partners and Qualifications – To move the project ahead the Town has been working with the following:

- Midcoast Habitat for Humanity a local nonprofit specializing in providing affordable housing will be working with the Town on the first stages of this project.
- Maine Working Homes LLC is a developer that has submitted plans for 5 to 10 workforce/affordable housing units to be built in this project.
- Midcoast Regional Housing Trust is a local organization that is supporting the development of affordable/workforce housing. They are interested in promoting multifamily housing units in the project area.

Sincerely,

Kara George, Town Manager  
Town of Thomaston

# BUDGET NARRATIVE

Town of Thomaston

Workforce Housing Infrastructure Project

April 2023

## EXPENSES

### Category

**1. Personnel** – The Project Manager has committed 640 hours to this project based on an 8-month construction period (32 weeks) at 20 hours per week at a cost of \$33.33/hour ( $\frac{2}{3}$  of \$50.00/hr. salary). This is a total of \$21,330 to be paid by Town.

**NBRC share \$0. RD share \$0. Town share \$21,330.**

**2. Fringe Benefits** – For the Project Manager this is  $\frac{1}{3}$  of \$50.00/hour salary or \$10,670 for 640 hours to be paid by Town.

**NBRC share \$0. RD share \$0. Town share \$10,670.**

**8a. Administrative and Legal Expenses** – Survey of 135-acre parcel,  $\frac{1}{2}$ -acre pump station parcel and right-of-way acquisition on 2 parcels \$12,000. Title work on 3 parcels to be purchased and closing costs estimated at \$16,000. Legal work on construction contracts estimated at \$8,000. Split total three ways.

**NBRC share \$12,000. RD share \$12,000. Town share \$12,000.**

**8b. Land, Structures, Rights-of-way, Appraisals, Etc.** – Purchase of land to be used for infrastructure \$16,800. Purchase of land for affordable housing \$393,200. Purchase of land for pump station estimated at \$12,000.

**NBRC share \$16,800. RD share \$12,000. Town share \$393,200.**

**8d. Architectural and Engineering Fees** – For design and specifications for wastewater collection and pumping system \$186,530. For design and specifications for road, sidewalk, electric lines, streetlights and drainage based on estimates from engineering firms \$111,000. For design of water line based on estimates from engineering firms \$4,000.

**NBRC share \$111,000. RD share \$186,530. Town share \$4,000.**

**8e. Other Architectural and Engineering Fees** – Borings and probing for design of subsurface utilities based on estimates from engineering firms \$14,000.

**NBRC share \$4,000. RD share \$10,000. Town share \$0.**

**8f. Project Inspection Fees** – For construction administration and inspection based on estimates from engineering firms \$184,800

**NBRC share \$160,000. RD share \$156,000. Town share \$4,800.**

**8i. Construction** – Road, sidewalk, and drainage 2,000 feet at \$200/foot estimate \$400,000.

Water line 2,500 feet at \$175/foot estimate \$437,500 and hydrants \$12,000. Total Water system construction estimate \$449,500.

Wastewater pumping station estimate \$673,000, force main 5,900 feet at \$100/foot estimate \$590,000, sewer line gravity 1,800 feet at \$186/foot estimate \$334,800. Total wastewater system construction cost \$1,597,800.

Electric conduit and power line 2,000 feet at \$50/foot estimate \$100,000, 4 streetlights \$35,000. Total electric construction estimate \$135,000

**NBRC share \$535,000. RD share \$1,597,800. Town share \$449,500.**

**8k. Contingencies** – Based on 12% of the estimated construction cost of \$2,582,300 or \$387,350. Split between funding sources based on percent of construction cost.

**NBRC share \$64,200. RD share \$191,750. Town share \$53,940.**

**LDD Grant Administration** – This project will use the Midcoast Council of Governments and their fee is estimated at 2% of the NBRC award or \$ 5,600.

**NBRC share \$18,060. RD share \$0. Town share \$0.**

**Total Budget: \$4,036,580**

**NBRC share \$921,760. RD share \$2,166,080. Town share \$949,440.**

**NBRC 22.82% RD 53.66% Town 23.52%**

## MATCHING FUNDS

The Town has a TIF Reserve (the Dragon TIF) that can be used to fund infrastructure projects outside the TIF District if the costs are reasonably related to construction required due to activities within the District, including water lines. This project will provide affordable housing that will benefit the Dragon Company that has openings for about ten additional employees but is having problems finding them as several have been hired but could not find housing and left the area. The Dragon TIF budget for FY 2023/24 has **\$512,240** in it to cover the water line installation. This budget will go to the voters at the June Town meeting.

The \_\_\_\_\_ TIF has a provision for affordable housing in it. Etc. etc. The \_\_\_\_\_ TIF budget for FY 2023/24 has **\$405,200** in it to cover the purchase of land and the expenses associated with the purchase. This budget will go to the voters at the June Town meeting.

The budget for FY 2023/24 for Pollution Control has the Town's share of the Project Manager's personnel, and fringe benefits in it for a total of **\$32,000**. This budget is scheduled for final approval at a Selectboard meeting in May.

The funding of the cost of the wastewater system has been discussed with Rural Development (Michael Jenkins, Scarborough, ME, 207-883-0159) and Thomaston is submitting an application for a loan/grant package for **\$2,200,000**.

**Grant Application Detailed Budget Worksheet**

OMB Approval No. 2501-0017  
Expiration: 1/31/2026

**Applicant Name:** Town of Thomaston  
**Applicant Address:** 13 Valley Street  
Thomaston, ME 04861

Category				Detailed Description of Budget (for full grant period)							
	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>1. Personnel (Direct Labor)</b>											
Project Manager	640	\$33.33	\$21,330		\$21,330						
<b>Total Direct Labor Cost</b>			\$21,330		\$21,330						
<b>2. Fringe Benefits</b>	Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$10,670		\$10,670						
<b>Total Fringe Benefits Cost</b>			\$10,670		\$10,670						

**Grant Application Detailed Budget Worksheet**

OMB Approval No. 2501-0017  
Expiration: 1/31/2026

Applicant Name: **Town of Thomaston**

3. Travel											
3a. Transportation - Local Private Vehicle	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Trans - Local Private Vehicle											
3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Airfare											
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Other											
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Per Diem or Subsistence											
<b>Total Travel Cost</b>											
4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>Total Equipment Cost</b>											

**Grant Application Detailed Budget Worksheet**

CMB Approval No. 2501-0017  
Expiration: 1/31/2026

**Applicant Name:** Town of Thomaston

<b>5. Supplies and Materials (Items under \$5,000 Depreciated Value)</b>											
<b>5a. Consumable Supplies</b>	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>Subtotal - Consumable Supplies</b>											
<b>5b. Non-Consumable Materials</b>	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>Subtotal - Non-Consumable Materials</b>											
<b>Total Supplies and Materials Cost</b>											
<b>6. Consultants (Type)</b>	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>Total Consultants Cost</b>											
<b>7. Contracts and Sub-Grantees (List individually)</b>											
<b>7a. Contracts</b>	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>Subtotal - Contracts</b>											
<b>7b. Sub-Grantees (List individually)</b>	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>Subtotal - Sub-Grantees</b>											
<b>Total Contracts and Sub-Grantees Cost</b>											



**Grant Application Detailed Budget Worksheet**

OMB Approval No. 2501-0017  
Expiration: 1/31/2028

**Applicant Name:** Town of Thomaston

<b>8. Construction Costs</b>											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>8a. Administrative and legal expenses</b>											
Title work & closing costs	3	\$5,333	\$16,000								
Construction contract review	2	\$4,000	\$8,000								
Survey for land & right-of-way title	2	\$6,000	\$12,000								
<b>Subtotal - Administrative and legal expenses</b>			\$36,000	\$12,000	\$12,000		\$12,000				
<b>8b. Land, structures, rights-of way, appraisal, etc</b>											
Land for infrastructure	2	\$8,400	\$16,800								
Land for pump station	1	\$12,000	\$12,000								
Land for affordable housing	1	\$393,200	\$393,200								
<b>Subtotal - Land, structures, rights-of way, ...</b>			\$422,000	\$16,800	\$393,200		\$12,000				
<b>8c. Relocation expenses and payments</b>											
<b>Subtotal - Relocation expenses and payments</b>											
<b>8d. Architectural and engineering fees</b>											
Design, specifications & bidding	3		\$301,530								
<b>Subtotal - Architectural and engineering fees</b>			\$301,530	\$111,000	\$4,000		\$186,530				
<b>8e. Other architectural and engineering fees</b>											
Borings & probings			\$14,000								
<b>Subtotal - Other architectural and engineering fees</b>			\$14,000	\$4,000			\$10,000				
<b>8f. Project inspection fees</b>											
Inspection & admin.			\$320,800								
<b>Subtotal - Project inspection fees</b>			\$320,800	\$160,000	\$4,800		\$156,000				

**Grant Application Detailed Budget Worksheet**

OMB Approval No. 2501-0017  
Expiration: 1/31/2026

Applicant Name: <b>Town of Thomaston</b>											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>8g. Site work</b>											
Subtotal - Site work											
<b>8h. Demolition and removal</b>											
Subtotal - Demolition and removal											
<b>8i. Construction</b>											
Road, sidewalk, drainage & electric			\$535,000								
Wastewater collection & pumping station			\$1,597,800								
Water system			\$449,500								
Subtotal - Construction			\$2,582,300	\$535,000	\$449,500		\$1,597,800				
<b>8j. Equipment</b>											
Subtotal - Equipment											
<b>8k. Contingencies</b>											
Contingencies			\$309,890								
Subtotal - Contingencies			\$309,890	\$64,200	\$53,940		\$191,750				
<b>8l. Miscellaneous</b>											
LDD Grant admin.	1		\$18,060								
Subtotal - Miscellaneous											
<b>Total Construction Costs</b>			\$18,060	\$18,060							

**Grant Application Detailed Budget Worksheet**

OMB Approval No. 2501-0017  
Expiration: 1/31/2026

Applicant Name: Town of Thomaston											
9. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item											
<b>Total Other Direct Costs</b>											
<b>Subtotal of Direct Costs</b>											
10. Indirect Costs	Rate	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Type											
<b>Total Indirect Costs</b>											
<b>Total Estimated Costs</b>			\$4,036,580	\$921,060	\$949,440		\$2,166,080				

## Grant Application Detailed Budget Worksheet

OMB Approval No. 2501-0017  
Expiration: 1/31/2026

Detailed Description of Budget		
Analysis of Total Estimated Costs	Estimated Cost	Percent of Total
<b>1 Personnel (Direct Labor)</b>	<b>21,330.00</b>	<b>0.5%</b>
<b>2 Fringe Benefits</b>	<b>10,670.00</b>	<b>0.3%</b>
<b>3 Travel</b>	<b>0.00</b>	<b>0.0%</b>
<b>4 Equipment</b>	<b>0.00</b>	<b>0.0%</b>
<b>5 Supplies and Materials</b>	<b>0.00</b>	<b>0.0%</b>
<b>6 Consultants</b>	<b>0.00</b>	<b>0.0%</b>
<b>7 Contracts and Sub-Grantees</b>	<b>0.00</b>	<b>0.0%</b>
<b>8 Construction</b>	<b>4,004,580.00</b>	<b>99.2%</b>
<b>9 Other Direct Costs</b>	<b>0.00</b>	<b>0.0%</b>
<b>10 Indirect Costs</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total:</b>	<b>4,036,580.00</b>	<b>100.0%</b>
<b>Federal Share:</b>	<b>3,087,840</b>	
<b>Match</b> (Expressed as a percentage of the Federal Share):	<b>23.52</b>	



**TOWN OF THOMASTON  
SELECT BOARD  
13 VALLEY STREET  
THOMASTON, MAINE 04861  
TEL: (207) 354-6107**

March 27, 2023

RE: Remote Work through Libraries Large Project Grant 2023

To Whom it May Concern:

We are pleased to write on behalf of the Town of Thomaston in support of the Thomaston Public Library's application for the "Remote Work through Libraries Large Project Grant."

The Thomaston Public Library serves as a vital community resource for all ages. In 1986, the Public Library relocated to its current location at the historic Thomaston Academy Building. The Academy was built in 1847 and served as a grammar school for decades. Since the Town acquired the Academy, the mission has been to serve our community with educational and personal enrichment programs. The Library offers a vital quiet space for remote workers, students, non-profit organizations, and folks of all ages to gather.

As with many historic buildings, the Academy requires substantial love and care to continue its mission in serving our community as a valued educational institution and public hub. Your contributions are vital to updating the buildings electrical, heating, and HVAC systems to ensure its future viability.

Thank you for your consideration of this grant to support the Thomaston Public Library and its efforts.

Respectfully,

Thomaston Select Board

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Diane Giese, Chair

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Sandy Moore, Board Member

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Bill Hahn, Vice-Chair

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Zel Bowman-Laberge, Board Member

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Peter Lammert, Board Member