

**SELECT BOARD MEETING
MONDAY, JUNE 12, 2023
REGULAR MEETING: 6 P.M.
EXECUTIVE SESSION TO FOLLOW**

IN-PERSON AT 13 VALLEY STREET

LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:
https://www.townhallstreams.com/towns/thomaston_me

CAN'T ATTEND A MEETING? PLEASE SUBMIT QUESTIONS/CONCERNS TO THE TOWN MANAGER AT:
kgeorge@thomastonmaine.gov

REGULAR MEETING 6:00 P.M.

1. CALL THE MEETING TO ORDER

2. PUBLIC HEARINGS:

- A. Discuss expending \$9,500 from ARPA (American Rescue Plan Act) funds for the Hazardous Waste Collection Day.
- B. Review the application of Hot Hill Tavern, for the consideration of a Class III Special Amusement Permit at the property located at 1 Starr Street as required by Town Ordinance-Chapter 1, Article XV.

3. APPROVE THE MINUTES OF: June 1, 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

10. NEW BUSINESS

- A. Consider for approval the bid of Performance Paving for paving at a cost of \$121,330 as recommended by Public Works Director Brandon Allen.
- B. Review for approval the FY24 Pollution Control Department Budget.
- C. Consider authorizing the purchase of a 2021 Ford Mustang Mach-E police cruiser at a cost of \$37,702 to be expended from the Police Cruiser Reserve.
- D. Move to authorize \$1,403.71 from the Economic Development funds to close out the TR3 Affordable/Workforce Housing Project.
- E. Review for approval the request of Patrol Officer Ken Smith to hold a Life Flight of Maine training at the Thomaston Municipal Building on July 30, 2023.
- F. Authorize the Town Manager to sign the Letter of Owner Consent for the Historic Watts Block Preservation Project.
- G. Confirm approval of the RSU 13 Budget Referendum Warrant.
- H. Move to authorize the submission of an Articles of Incorporation application for the Thomaston Early Childhood Education Partnership.

EXECUTIVE SESSION TO FOLLOW

Pursuant to MRS Title 1, §405 (6A) to review a personnel matter.

Upcoming Dates

Tuesday, June 13 th	8am-8pm Election Day
Wednesday, June 14 th	6 pm Annual Town Meeting
Thursday, June 15 th	9 am Economic Development Committee
Friday, June 16 th	8 am Dragon Citizen Advisory Panel
Monday, June 19 th	Town Offices Closed/Juneteenth Observed
Tuesday, June 20 th	6 pm Planning Board
Wednesday, June 21 st	9 am Watts Block Trustees 6 pm Conservation Commission
Thursday, June 22 nd	4 pm Cemetery Trustees
Monday, June 26 th	6 pm Select Board Meeting
Thursday, June 29 th	6 pm Recreation Committee



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

Public Hearing

Thomaston Select Board

Monday, June 12, 2023

6:00 p.m.

Select Board Room

Thomaston Municipal Building

LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:
https://www.townhallstreams.com/towns/thomaston_me

There will be a public hearing during the regular Select Board meeting to discuss the ARPA (American Rescue Plan Act) following expenditures:

Items for Public Hearing are:

- 1) Hazardous Waste Collection Day- July 15th, 2023 from 9am-12pm
Thomaston's ARPA Contribution: \$9,500

The Owls Head, South Thomaston, Thomaston Transfer Station is planning a Hazardous Waste Collection Day. The event is to be held at the Thomaston Town Office and will be open to all residents of the three towns-first come first serve.

Each of the 3 towns are contributing ARPA funds to help sponsor the event so that residents do not have to pay to dispose of the first three units of household hazardous waste. A unit is 5 gallons or 20 pounds of hazardous waste. Additional units are \$31 per unit.

- 5/23** **Kendray Rodriguez**
Monthly meeting with Kendray to discuss projects she is working on. Most of the focus of this meeting was on plans for the Memorial Day Block Party. Kendray is also assisting local downtown businesses with the Midcoast Council of Governments (MCOG) grant applications to assist businesses with recovery of losses during the pandemic.
- GA- Rent Assistance**
- 5/24** **RSU13 Meeting**
The Board and I met with RSU13 Superintendent John McDonald and several School Board Members regarding the PreK program in Thomaston. The RSU13 Budget Referendum Election is on Tuesday, June 13th.
- 5/25** **Personnel Matter-Confidential**
- 5/26** **Capital Projects Meeting**
I met with John Fancy and Brandon Allen to review pending capital projects like the Knox Street, Water Street, and sidewalks.
- Michael Martone**
Meeting with Michael to discuss projects. He is working with the State Economic Development Department to continue use of the Town's CDBG funds. The Town currently has \$136,000 in CDBG funds remaining. I've asked Michael to build a program to put those funds to use. He will also be assuming the Dredging project from John Fancy and commencing some of the projects outlined in the Town's TIF program.
- 5/24** **Memorial Day Block Party**
I attended the Memorial Day Block Party and spent 2 hours as the "bouncer" of the bouncy house. At the time I was at the Party, there was a crowd of people in attendance for the lawn games, crafters, and children activities.
- 6/1** **Pollution Control Dept. Meeting**
Met with Ed Harris to review the PCD budget.
- TRIO Phone Conference**
Met with TRIO, Rene, and Lindsey to discuss building the Assessing and Code Enforcement modules in TRIO.
- Special Select Board Meeting & Public Hearing**
- 6/6** **Audit Review**
Dusty Glidden
Dusty from Hi-Tech visited the Municipal Building this week. Dusty has recommended a better internet plan that will hopefully address the connectivity problems the Town has been having with streaming. He has also worked on extending better Wifi in the Police Department.
- GA-Confidential**
- Personnel Matter-Confidential**
- 6/7** **CivicReady Demo**
Missy, Sally, and I watched a demo for CivicReady services. We will be reviewing their programs to share with the Select Board at the next meeting in June. CivicReady offers services for texting, message to landline, email, and apps for public notices, newsletters, reminders, etc, which can all be distributed through one site.
- PreK/Early Childhood Education Meeting**
Meeting with Katy Derene, Kendray Rodriguez, Diane Giese, and Jesse Ellis to discuss PreK and Early Child educational programming.
- Patrol Officer Interview**
We had one applicant for one Patrol Officer position.

6/8 Pollution Control Budget Meeting

Final review of the PCD budget with John and Ed. John's last day in Pollution Control is June 30th. Thank you John for your service and dedication since 1989!

Assessor Meetings with Lindsey & Dave

Met with both Lindsey and Dave to discuss transition. Dave's last day is June 30th, but he will assist on an as-needed basis for specific projects (i.e. commitment and Walmart) Thank you, Dave for your service and dedication for over 20 years!

GA-Confidential**Board of Assessors**

The Board of Assessors met and have approved sending a 706-A notice to Walmart's attorney that outlines the documents required to review their abatement request.

6/9 MLGHRA Strategic Planning Meeting

Meeting with the Maine Local Government Human Resource Association to plan upcoming training sessions, speakers, recruitment, and website.

6/12 Select Board Meeting-Zel Bowman-Laberge

This is Zel's last meeting sitting on the Select Board. We thank her for her 3-years of service to the Town of Thomaston and wish her the best!

Public Works Update

The convex mirror was installed by the Public Works Department. The trees were pruned as well to increase the visibility.



4. BUSINESS NAME: Hot Hill Tavern

5. TYPE OF BUSINESS: Restaurant / Bar

6. BUSINESS ADDRESS: 1 Starr Street Thomaston ME 04861
STREET OR PO BOX CITY STATE ZIP

7. DAYS OF THE WEEK AND HOURS OF OPERATION:
Wednesday, Thursday, Friday, Saturday W+T- 11am-10pm F+S

8. DESCRIBE THE TYPE(S) OF ENTERTAINMENT YOU PLAN TO OFFER:
DJ, Live Music, Possible stand up Comedy 11pm-
Midn.

9. PLEASE STATE THE DAYS AND HOURS OF WHICH YOU PLAN TO HAVE ENTERTAINMENT:
Friday + Saturdays as early as 7pm, till no later than Closing time. Wednesday + Thursdays will be special events with same times of start + finish

10. DOES THE APPLICANT HAVE A CURRENT LIQUOR LICENSE FROM THE STATE OF MAINE?
NO / YES X

IF YES, PLEASE ATTACH A COPY OF THE LIQUOR LICENSE.

Applying

11. HAS THE APPLICANT(S) EVER HAD A LICENSE TO CONDUCT THE BUSINESS DESCRIBED ABOVE DENIED OR REVOKED?

NO / YES _____

IF YES, PLEASE DESCRIBE CIRCUMSTANCES:

12. HAS THE APPLICANT, APPLICANT'S PARTNERS, CORPORATE OFFICERS, MANAGER OR PRINCIPLE EMPLOYEES EVER BEEN CONVICTED OF A FELONY OR A CLASS A, B, OR C CRIME WITHIN THE PAST FIVE (5) YEARS?

NO / YES _____

IF YES, PLEASE DESCRIBE CIRCUMSTANCES:

The applicant is required to supply any additional information that may be requested by the Select Board as part of this application.

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

- 1. A letter of approval from the building inspector to the effect that the premise is in compliance with all applicable ordinances, codes, and regulations of the Town.
- 2. The non-refundable application fee.
- 3. Copy of current liquor license.



 APPLICANT'S SIGNATURE

5/18/23

 DATE OF APPLICATION

 APPLICANT'S SIGNATURE

 DATE OF APPLICATION

After being duly noticed, the Thomaston Select Board held a Public Hearing on this Special Amusement Permit request on _____, 20__ at _____ a.m./p.m. in Thomaston, Maine.

The request for the Special Amusement Permit was
 GRANTED _____ DENIED _____ by the Thomaston Select Board. If granted, the Town Clerk will issue the Special Amusement Permit.

- Diane Giese, Chair _____
- Bill Hahn, Vice Chair _____
- Sandra Moore _____
- Zel Bowman-Laberge _____
- Peter Lammert _____

ATTEST: _____

DATE: _____

Melissa Stevens, Town Clerk



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0008



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
CAR-2023-15065	05/11/2023	05/10/2024

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. **License fee is non-refundable and the License is non-transferable unless approved by the Bureau.**

Legal Name of Licensee: HOT HILL TAVERN LLC
 Business Name of Licensee: HOT HILL TAVERN
 Address of Licensee: 1 STARR ST
 THOMASTON, ME, 04861

CODE	License Type and Description	FEE
CAR	CLASS I - CLASS A RESTAURANT - MALT LIQUOR, WINE AND SPIRITS	900.00
FF	FILING FEE	10.00

Total Fees: \$ 910.00

Tracy A. Willett

HOT HILL TAVERN
 1 STARR ST
 THOMASTON, ME 04861

Tracy A. Willett, Acting Deputy Director
 Bureau of Alcoholic Beverages and Lottery Operations



STATE OF MAINE - DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF STATE FIRE MARSHAL
 52 STATE HOUSE STATION
 AUGUSTA, ME 04333-0052

No. 50799

In accordance with the provisions of M.R.S.A. Title 8, Sec. 161 license is hereby granted to the person named herein to use the premises named herein for dancing purposes. Any changes to the structure or layout of the building that affects exiting, seating layout, occupant capacities or safety of the occupants shall be submitted to this Office for approval at least 10 days prior to any scheduled change. The owner and/or operator of the facility must submit a request for renewal of this License at least 30 days prior to the expiration of this License.

Licensee: NATHAN MILLER
 Mailing Address: HOT HILL TAVERN
 NATHAN MILLER
 89 GREENHOUSE HILL RD
 THOMASTON, ME 04861-3149
 Hall: HOT HILL TAVERN
 Hall Address: 1 STAR ST, THOMASTON, ME 04861-3801
 Permit Date: 04/21/2023

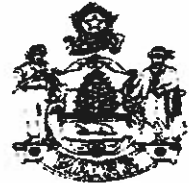
Expiration Date: 04/20/2024

8,181,329.00
 0.00

[Signature]
 COMMISSIONER OF PUBLIC SAFETY



STATE OF MAINE - DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF STATE FIRE MARSHAL
 52 STATE HOUSE STATION
 AUGUSTA, ME 04333-0052



No. 50799

HOT HILL TAVERN

The following limitations have been set for this facility and/or room as specified here:

- Maximum Occupancy: 96
- Maximum capacity with tables and chairs: 75
- Maximum capacity without tables and chairs: 96

Any change of these limitations shall be applied for in writing and a new inspection may be required. This information shall be posted in a prominent location at the main entrance of the facility and/or room that has these limitations. These limitations are calculated by the use of specific formulas and do not reflect limitations set forth by other agencies or authorities having jurisdiction. Other entities may be more restrictive than the limitations set herein. Any violations of these limits may constitute a class E crime under M.R.S.A. 25 Subsection 2452.

Expiration Date: 04/20/2024



Town of Thomaston, Maine
Code Enforcement Office
13 Valley Street
Thomaston ME 04861-3818
(207) 354-6107

May 16, 2023

To whom it may concern,

Nate Miller, dba Hot Hill Tavern, located at 1 Star St., Thomaston, Maine has received an inspection by the Code office in Thomaston, ME and determined to be up to code to operate a restaurant. He is looking to get his Special amusement permit and the local code has approved this request to go before the Select Board.

Sincerely,

A handwritten signature in black ink, appearing to read "Rene Dorr", is written over a horizontal line.

Rene Dorr
CEO/LPI
Town of Thomaston, Maine

Town of Thomaston
Special Select Board Minutes
June 1, 2023

Board Present: Diane Giese, Pete Lammert, Bill Hahn, Zel Bowman-Laberge, Sandy Moore, Town Manager Kara George, Finance Director, Jodell Benson, Recording Secretary Melissa Stevens.

Meeting called to order by Diane Giese at 5:18 P.M.

1. To rescind the original Town Meeting Warrant dated and signed by the Select Board on May 9, 2023.

ACTION: Motion was made to rescind the Original Town Meeting Warrant dated and signed by the Select Board on May 9, 2023, by Peter Lammert. Seconded by Bill Hahn. VOTE: 4-0-1 (Peter Lammert Abstained)

2. To approve and sign the amended Town Meeting Warrant to include additional Article 39: *Shall the town appropriate from the Dragon Projects Company Municipal Tax Increment Financing (TIF) District and Development Program an amount of up to \$200,000.00 to be transferred to the Thomaston Green Downtown Revitalization Tax Increment Financing (TIF) District to be appropriated for the Academy building elevator modernization and repairs?*

Town Manager, Kara George advised the outside of the elevator will remain the same, and the inside mechanics will be updated and replaced. The hydraulic jack is leaking into the ground and the elevator is out of commission and will be for several months until it is fixed. Pine State Elevator, Inc. stated they will provide other names of companies who can do the work so that quotes can be received.

After continued discussion, Town Manager Kara George sited that the building is a public building and needs to be in ADA compliance.

ACTION: Motion made to approve the amended Town Meeting Warrant to include the Additional Article 39: Shall the Town appropriate from the Dragon Projects Company Municipal Tax Increment Financing (TIF) District and Development Program an amount of up to \$200,000.00 to be transferred to the Thomaston Green Downtown Revitalization Tax Increment Financing (TIF) District to be appropriated for the Academy Building elevator modernization and repairs by Bill Hahn. Seconded by Zel Bowman-Laberge. VOTE: 3-2

Meeting adjourned at 5:53 p.m.

Chair Diane Giese

Recording Secretary Melissa Stevens

To: The Select Board

The proposed 2023-24 paving budget is \$125,000. The town sent the paving bids out to six contractors and only received two bids. Both All States Construction and Performance Paving bids came in above the budgeted amount. By removing Butler Road from this year's proposed bid puts both contractors under the budgeted amount. However, All State Construction could not confirm whether they would still be interested in paving if we took this amount away. Performance Paving was still more than happy to pave for the reduced tonnage. By removing Butler Road at approximately 154 tons at a rate of \$110.00 a ton, this would drop Performance Paving's estimate to \$121,330. I recommend awarding the 2023-24 paving bid to Performance Paving. They are a local company who has paved many times for the town in the past and has always done exceptional work. Additionally Performance Paving has paved many small jobs when the town has needed it, something that you would not get from the bigger contractors.

Pending the taxpayer's approval of the budget.

Brandon Allen

Public Works Director / Road Commissioner

April 12, 2023

Town of Thomaston Paving Bids

The Town of Thomaston is Requesting Bids on Paving the Following Streets.

9.5 MM Surface on Butler Rd. (From the Railroad Tracks 700' up the hill)	700' x 24' x 1 ½" Approx. 154 Tons
9.5 MM Surface on Gleason St. (From Pine St. to Knox St.)	585' x 18' x 1 ½" Approx. 97 Tons 2020' x 22' x 1 ½" Approx. 407 tons
9.5 MM Surface on Roxbury St. (From Main St. to Fish/Thatcher St. Intersection)	350' x 20' x 1 ½" Approx. 64 Tons 930' x 17' x 1 ½" Approx. 145 Tons
9.5 MM Surface on Main St. Mall Rd.	700' x 21' x 1 ½" Approx. 135 Tons
9.5 MM Surface on Valley St.	1,000' x 24' x 1 ½" Approx. 220 Tons
9.5 MM Surface on Valley St. (Parking Spaces)	320' x 12' x 1 ½" Approx. 35 Tons

Approximate Total = 1,257 Tons

1. The Butt Joints on both ends of the street and the connecting side streets will be Ground by the Paving Contractor.
2. No Tack required for Paving.
3. No RAP in the asphalt paving.
4. Two Rollers required to roll the asphalt paving.
5. The Paving Contractor is to provide Work Area signs and Flaggers.
6. The Town of Thomaston will sweep the roads, raise the sewer manholes, and catch basins.

The Town of Thomaston is requesting bids on paving these streets pending Voter approval on June 14, 2023. The Town reserves the right accept or reject any bid.

Bids are due on May 25, 2023 and must be marked Paving Bids. They will be opened at 2:00 p.m. at the Thomaston Municipal Building located at 13 Valley Street.

Any questions contact Brandon Allen T.P.W.D./Road Commissioner at 691-1316.

April 20, 2022

List of Bidders for Paving Roads

✓ Allstates Paving – Charlie Emerson – cemerson@asmg.com (207) 894-5040/656-2485

~~✗~~ Maine-ly Paving Services – Jamie Ward – jamie@maine-lypaving.com 207) 431-9159

Northeast Paving – Devon White – devon.white@eurovia.us 207) 631-3938

✓ Performance Paving – Jake Ilvonen – performacepaving1@yahoo.com 207) 594-5901

Pike Industries – D. Wedge – dwedge@pikeindustries.com (207) 845-2045

Wellman Paving – Jeremiah – jeremiah@wellmanpaving.net 207) 862-5557

***Please update your contact information. Thank you.**

Performance Paving

PO Box 1002
Rockland, ME 04841 US
207-975-4880
Performancepaving1@yahoo.com



ADDRESS

Town of Thomaston
P.O. Box 299
Thomaston Me 04861

ESTIMATE # 1030

DATE 05/25/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Contract	Paving Bid 2023 Price Per Ton Approximately 1,257 tons to install Grind butt joints for smooth transition. No tack required. No rap in asphalt. Will provide two rollers. Will provide work area signs and flaggers. The Town of Thomaston will sweep all roads and raise sewer manholes and catch basins.	1,257	110.00	138,270.00

TOTAL

\$138,270.00

Accepted By

Accepted Date

TOWN of THOMASTON
POLLUTION CONTROL
DEPARTMENT

BUDGET
FOR
FISCAL YEAR
July 2023/June 2024

Including the

2023-2028 ASSET MANAGEMENT PLAN

POLLUTION CONTROL DEPARTMENT
BUDGET 2023/2024

INTRODUCTION

The budget of the Pollution Control Department is made up of four parts: the REVENUE estimates that detail where funds will come from; the OPERATIONAL EXPENSES portion that covers the day-to-day costs of running the system; the REPAIR & REPLACEMENT EXPENSES that puts funds aside for future needs and covers the expenses of both short lived asset replacement and long-term capital projects and the LONG TERM DEBT EXPENSES that ensures money is available when needed to repay the bonds that cover the completed major system upgrades.

Highlights of this year's budget include:

- ❖ The budget reflects the long-term planning outlined in the Asset Management Plan 2023-2028. A summary edition of the plan is attached to this budget. The complete 80-page report is available from Pollution Control.
- ❖ Three capital projects are being proposed for upgrades to the collection system and the treatment facility:
 - Continue the upgrade of the land application area with improvements to Spray Fields 1- 5. Funding from Short Lived Asset Reserves.
 - Upgrades and maintenance of the Pumping Stations. Funding Short Lived Asset Reserves.
 - Add a small propane fueled generator to the Treatment Facilities Control Building to keep controls, lights and heat working during electrical outages.
- ❖ This budget reflects what currently has been found to be a temporary realistic arrangement for personnel.
- ❖ This budget uses the funds generated by the sale of RECs to pay for streetlights and other electric costs including maintenance and upgrades and helps with payments on the 15-year bond covering the cost of the solar array.
- ❖ This budget provides for continuation of the cleaning and inspection of sewer lines that follows the Asset Management Plan.

Budget Summary
THOMASTON POLLUTION CONTROL DEPT.
 Department 30
 Fiscal Year 2023/2024

5/12/23

		Actual 21/22	Budget 22/23	Est. 22/23	BUDGET 23/24	
REVENUES						
OPERATING REVENUES						
0025	3100	User Fee - Residential	\$252,292.50	\$263,000	\$250,000.00	\$270,000
0025	3200	User Fee - Commercial	\$136,553.03	\$138,000	\$155,500.00	\$155,000
0025	3206	User Fee - Industrial	\$162,872.67	\$185,000	\$215,000.00	\$200,000
0035	3600	Miscellaneous Income	\$200.00	\$0	\$0.00	\$200
		SUBTOTAL	\$551,918.20	\$586,000	\$620,500.00	\$625,200
NON-OPERATING REVENUES						
0015	3400	S.S.D.C	\$0.00	\$2,000	\$0.00	\$2,000
0045	3345	Reserves - Upgrade & Improve	\$0.00	\$78,500	\$60,764.63	\$71,407
0045	3725	Reserve - Debt	\$0.00	\$0	\$0.00	\$0
0020	3737	TIF Assessment	\$125,000.00	\$125,000	\$125,000.00	\$125,000
0020	3369	Project Funds - Solar	\$98,239.32	\$52,580	\$0.00	\$21,000
0035	3605	Miscellaneous Income	\$52,250.00	\$0	\$0.00	\$51,936
		SUBTOTAL	\$275,489.32	\$258,080	\$185,764.63	\$271,343
		GRAND TOTAL	\$827,407.52	\$844,080	\$806,264.63	\$896,543

EXPENSES
OPERATIONAL EXPENSES

GENERAL ADMINISTRATION							
3010	15	0290	Uniforms	\$250.00	\$300	\$100.00	\$1,200
3010	20	0335	Training	\$0.00	\$1,000	\$990.00	\$2,000
3010	25	0405	Computer Support	\$530.10	\$1,000	\$560.00	\$2,000
3010	25	0440	Licenses & Permits	\$1,377.37	\$1,500	\$1,432.05	\$1,600
3010	25	0290	Lien Expense	\$57.00	\$1,500	\$150.00	\$500
3010	25	0585	Professional Services	\$20,302.75	\$15,000	\$18,000.00	\$10,000
3010	25	0689	Maine Water billing	\$16,190.90	\$16,000	\$16,400.00	\$17,000
3010	30	0300	Office Supplies	\$1,660.24	\$2,500	\$2,100.00	\$3,500
3010	30	0310	Postage	\$122.10	\$1,000	\$0.00	\$500
3010	50	0555	Advertising	\$0.00	\$100	\$0.00	\$100
3010	62	0416	Office Equipment	\$1,837.49	\$2,500	\$976.14	\$4,500
		SUBTOTAL		\$42,327.95	\$42,400	\$40,708.19	\$42,900

TPCD 2023/2024 BUDGET

			Actual 21/22	Budget 22/23	Est. 22/23	BUDGET 23/24
SALARIES & WAGES						
3020	10	0125 Superintendent	\$0.00	\$52,000	\$32,600	\$80,000
3020	10	0130 Assistant Superintendent	\$23,811.75	\$37,000	\$7,542	\$39,375
3020	10	0140 Bookkeeper	\$5,056.48	\$7,040	\$5,000	\$7,600
3020	10	0142 Part Time Help	\$0.00	\$2,000	\$0	\$6,500
3020	10	0150 Overtime	\$0.00	\$500	\$0	\$765
3020	15	0200 FICA/MEDI	\$2,172.12	\$0	\$7,140	\$14,996
3020	25	0588 Former Contract Superintendent.	\$88,576.50	\$93,768	\$93,768	\$0
SUBTOTAL			\$119,616.85	\$192,308	\$146,050	\$149,236
TRANSPORTATION						
3030	20	0330 Mileage	\$18.33	\$100	\$215	\$2,000
3030	20	0525 Vehicle Fuel	\$1,897.49	\$1,000	\$1,220	\$500
3030	40	0715 Vehicle Maintenance	\$142.55	\$2,500	\$1,802	\$1,600
SUBTOTAL			\$2,058.37	\$3,600	\$3,237	\$4,100
UTILITIES						
3040	45	0640 Communication	\$3,914.80	\$3,000	\$2,600	\$3,000
3040	45	0655 Heating Fuel	\$0.00	\$800	\$641	\$800
3040	45	0658 Generator Fuel	\$1,807.24	\$3,000	\$3,000	\$3,000
3040	45	0661 Electricity - Plant	\$15,980.53	\$4,000	\$3,000	\$2,000
3040	45	0662 Electricity - Pump Stations	\$44,918.94	\$10,000	\$2,000	\$2,000
SUBTOTAL			\$66,621.51	\$20,800	\$11,241	\$10,800
MUNICIPAL SOLAR ELECTRICITY						
3040	45	0664 Municipal Electricity		\$3,700		\$3,000
3040	45	0665 Streetlight/Solar Maint.				\$10,000
3041	46	0666 Solar Reserve & Bond				\$21,000
3040	45	0667 Lighting Upgrade & Maint.		\$1,280		\$10,000
SUBTOTAL				\$4,980		\$44,000
LABORATORY						
3050	25	0580 Outside Laboratory Services	\$9,630.26	\$9,500	\$2,000	\$8,100
3050	30	0478 Supplies	\$970.23	\$500	\$1,186	\$2,500
3050	40	0700 Equipment Maintenance	\$318.45	\$400	\$0	\$3,500
3050	62	0410 Equipment	\$0.00	\$500	\$210	\$10,000
SUBTOTAL			\$10,918.94	\$10,900	\$3,396	\$24,100
PLANT/MACH. MAINT.						
3060	30	0363 General Supplies	\$804.57	\$1,500	\$1,400	\$1,600
3060	40	0392 Repair Parts	\$8,683.01	\$8,000	\$4,500	\$9,500
3060	40	0573 Contract Services	\$36,549.91	\$18,000	\$33,000	\$18,000
3060	40	0725 Buildings & Grounds	\$2,969.95	\$1,500	\$0	\$10,500
3060	62	0391 Plant Tools	\$279.00	\$1,000	\$200	\$1,000
3060	62	0410 Equipment Replacement	\$3,587.48	\$4,000	\$9,541	\$8,000
3060	62	0418 Safety Equipment	\$34.00	\$250	\$916	\$1,200
SUBTOTAL			\$52,907.92	\$34,250	\$49,557	\$49,800

TPCD 2023/2024 BUDGET

			Actual 21/22	Budget 22/23	Est. 22/23	BUDGET 23/24
CHEMICALS						
3070	30	0476 Disinfection	\$471.08	\$600	\$0	\$600
3070	30	0478 Misc. Chemicals	\$0.00	\$50	\$0	\$980
SUBTOTAL			\$471.08	\$650	\$0	\$1,580
TOWN FOREST						
3090	30	0363 General Supplies	\$0.00	\$500	\$0	\$500
3090	40	0752 Trail Maintenance	\$22,360.56	\$10,000	\$26,925	\$59,936
3090	55	0305 Publications & Memberships	\$0.00	\$500	\$0	\$500
SUBTOTAL			\$22,360.56	\$11,000	\$26,925	\$60,936
SEWER LINE MAINT.						
3100	25	0573 Contract Services	\$9,005.00	\$11,000	\$9,000	\$5,000
3100	25	0720 GIS Mapping	\$0.00	\$500	\$0	\$500
3100	30	0363 General Supplies	\$0.00	\$300	\$0	\$500
3100	62	0390 Tools & Equipment	\$0.00	\$500	\$0	\$300
SUBTOTAL			\$9,005.00	\$12,300	\$9,000	\$6,300
MISC. SERVICES						
3110	45	0688 Rockland Sewer Fee	\$10,329.74	\$8,800	\$8,000	\$9,000
3110	60	0758 Leases	\$150.00	\$160	\$160	\$160
SUBTOTAL			\$10,479.74	\$8,960	\$8,160	\$9,160
INSURANCE						
3120	15	0210 Medical Insurance	\$12,985.93		\$15,150	\$58,126
3120	35	0610 Insurance	\$7,216.00	\$7,500	\$7,268	\$7,500
3120	35	0630 Workers Compensation	\$1,013.50	\$860	\$500	\$800
3120	35	0632 Unemployment Insurance	\$192.50	\$148	\$150	\$150
3120	TBD	TBD RETIREMENT	N/A	N/A	TBD	\$12,176
SUBTOTAL			\$21,407.93	\$8,508	\$23,068.00	\$78,752
TOTAL OPERATION			\$358,175.85	\$350,656	\$321,342.57	\$481,664

TPCD 2023/2024 BUDGET

Actual 20/21 Budget 21/22 Est. 21/22 **BUDGET 22/23**

REPAIR & REPLACEMENT EXPENSES

ASSET ACCOUNTS

3130	65	4274	Trails Reserve	\$5,040.00	\$4,950	\$4,950.00	\$7,000
3130	65	4276	Sludge Reserve	\$12,000.00	\$12,000	\$12,000.00	\$6,000
3130	65	4280	Short Lived Assets Account	\$30,600.00	\$30,600	\$30,600.00	\$33,772
3130	65	4285	S. S. D. C. Reserve	\$0.00	\$2,000	\$0.00	\$2,000
			<i>SUBTOTAL</i>	<u>\$47,640.00</u>	<u>\$49,550</u>	<u>\$47,550.00</u>	<u>\$48,772</u>

REPAIR & REPLACEMENT PROJECTS

3140	65		Major Equipment				\$0
3140	65		Treatment System				\$6,000
3140	65	0940	Solar Array	\$43,366.02	\$66,000	\$45,979.38	\$0
3140	65	0950	Land Application	\$0.00	\$45,000	\$0.00	\$28,000
3140	65		Buildings & Grounds	\$23,615.00	\$0	\$0.00	\$0
3140	65	0955	Pump Station Projects	\$0.00	\$0.00	\$14,785.25	\$0
3140	65	0960	Small Sewer Projects	\$99,993.44	\$20,000	\$0.00	\$0
			<i>SUBTOTAL</i>	<u>\$166,974.46</u>	<u>\$131,000</u>	<u>\$60,764.63</u>	<u>\$34,000</u>

TOTAL NON-OPER.	\$214,614.46	\$180,550.00	\$108,314.63	\$82,772
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LONG TERM DEBT EXPENSES

DEBT RESERVE

3145	30	3145	Debt Reserve (Add to)	\$49,497.00	\$44,923	\$44,923.00	\$44,923
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DEBT REDUCTION

3145	75	4429	R.D. Bond 2012	\$56,797.00	\$56,797.00	\$56,797.00	\$56,797
3145	75	4430	SRF Bond 2015	\$108,261.36	\$108,261.95	\$108,261.36	\$108,262
3145	75	4431	R.D. Bond 2016	\$25,142.07	\$50,090.00	\$50,090.00	\$50,090
3145	75	4432	MMBB Bond 2021	\$15,531.32	\$82,550.00	\$72,120.20	\$72,035
			<i>SUBTOTAL</i>	<u>\$205,732</u>	<u>\$297,698.95</u>	<u>\$287,268.56</u>	<u>\$287,184</u>

TOTAL DEBT	\$255,228.75	\$342,621.95	\$332,191.56	\$332,107
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GRAND TOTAL	\$828,019.06	\$873,828	\$761,848.76	\$896,543
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Budget Details
THOMASTON POLLUTION CONTROL DEPT.
REVENUE PROJECTIONS
2023/2024 FISCAL YEAR

ACCOUNT TITLE: **OPERATING REVENUES**

RECEIVED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$551,918.20	\$586,000	\$620,500	\$625,200

3310 - User Fee - Residential – This is the income from residential sewer users. The income in FY 2021/22 is expected to be approximately \$258,000. There have been no new users connected to the sewer system this year. The last rate increase was in 2019 and has a 2% per year annual rate increase until 2023. Plan an increase of 2% showing up in the FY 22/23 budget. Plan on **\$270,000**.

3315 – User Fee - Commercial – This is the income from commercial users. With pandemic issues affecting all business FY 2021/22 is expected to be down from what was budgeted. Expect approximately \$135,000 or \$5,000 less than what was projected. Figure the automatic 2% rate increase for next year and budget at **\$155,000**.

3317 – User Fees - Industrial – This is the income from Dragon. It varies greatly from month to month and is weather related as well as dependent on cement production. Project actual this year at \$192,000 and next plan on **\$200,000**.

3340 – Miscellaneous – This is operating income (funds that come from handling wastewater) that do not fit in any other category. We generally get a few hundred dollars from such sources as, boat bottom wash water, but it is not certain so it is normally projected at the same as last year. Budget **\$200**.

**THOMASTON POLLUTION CONTROL DEPT.
REVENUE PROJECTIONS
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **NON-OPERATING REVENUES**

RECEIVED 20/21	BUDGET 21/22	ESTIMATED 21/22	BUDGET 22/23
\$275,489.32	\$258,080	\$185,764	\$271,343

3325 – **S.S.D.C. Sewer System Development Charge** – This is a one-time charge to connect a new wastewater generator to the sewer. This was \$3,200 in FY 20/21 but, for the first time ever, was zero for FY 21/22. Expect this to get back to more normal in FY 22/23 and plan on **\$2,000**.

3345 – **Reserves - Upgrade & Improve** – Funds taken from our reserve accounts for system improvements. This will be **\$71,407** with \$71,407 from Short Lived Assets (SLA) Reserve.

3370 – **Reserve - Debt** – This is funds taken from the debt reserve account in excess of what is put in to make bond payments. This year **NONE** will be taken out.

3367 – **TIF Assessment** – This is the annual payment from the Credit Enhancement Agreement (TIF) with Dragon for the debt reduction payment on the East End Sewer Extension. This is fixed at \$125,000. Budget at **\$125,000**.

3369 – **Solar Electric Funds** – Funds the Town gets from the sale of Renewable Energy Certificates (this year's payment was \$17,457 for 9 months), project next year at 12 months Budget at **\$21,000**.

3375 – **Miscellaneous** – This is non-operating income that does not fit into another category. Grant funds already approved for trail work in Town Forest will be available this summer. Project **\$51,936**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **GENERAL ADMINISTRATION**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$42,327.95	\$42,400	\$40,708	\$42,900

3010-15-0290 - **Uniforms** – Introduction of Uniforms for Staff. Budget **\$1200.00**

3010-20-0335 - **Training** - Staff needs to get 10 to 14 days a year of training at \$70± a seminar. Have spent more with more on-line training. Budget **\$2,000**.

3010-25-0405 - **Computer Support** – This pays for technical assistance support programs for computers during year and for new programs needed to properly function. **\$2,000**.

3010-25-0440- **Licenses & Permits** – Our DEP license is now \$1,170 yearly and add boiler inspection. Increase budget by \$100 to **\$1,600**.

3010-25-0445 - **Lien Expense** - This pays lien costs and is offset by lien fees. Based on actual recent costs reduce budget. Budget - **\$500**.

3010-25-0585 - **Professional Services** – PCD share of Town audit is about \$5,000. Legal or engineering help as needed \$5,000. Budget **\$10,000**.

3010-25-0689 – **Billing Service** – For contracted service with Maine Water to bill and collect payments. About 3,900 bills at \$4.10 = \$15,990. Budget at **\$17,000**.

3010-30-0300 - **Office Supplies** - This purchases regular supplies for both the office and the treatment facility. A proper filing system must be implemented to adhere to DEP/EPA standards. Budget **\$3,500**.

3010-30-0310 - **Postage** – For mailing vendor payments. No major change in rates are projected for this year. Reduce budget. Budget **\$500**.

3010-50-0555 - **Advertising** – For legal ads if needed. Budget same as last year **\$100**.

4065 - **Office Equipment** – Computer, copier and printers being acquired. Budget **\$4,500**. *The overall budget for OE is increasing, some of the items are one-time purchases.*

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **SALARIES & WAGES**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$119,616.85	\$192,308	\$146,050	\$149,236

3020-10-0125 – **Superintendent** – This is the new position to replace the contract Superintendent. Budget **\$80,000**.

3020-10-0130 – **Assistant Superintendent** – This is a returning position that puts us back in compliance with DEP/EPA standards. Budget **\$39,375**. (This is based on \$52,500 annual salary allowing for a three-month search)

3020-10-0140 - **Bookkeeper** –The billing is now done by contract with Maine Water and that is covered under 30-3010-25-0689 in General Administration. Preparing monthly financial reports, processing warrants and other bookkeeping duties is done by part-time personnel. This will cost about \$5,000 in FY 2022/23. Budget **\$7,600**.

3020-10-0142 - **Part-time help** – This is the start of properly restaffing the plant to meet basic DEP/EPA guidelines. Budget **\$6,500**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **TRANSPORTATION**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$2,058.37	\$3,600	\$3,236	\$4,100

3030-20-0330 - **Mileage** - Covers employees' use of their own vehicles which saves the town money and was included in the billing from the previous contract superintendent and costs from lab shipping which is now transported more economically via our own vehicles. Budget at **\$2000**.

3030-20-0525 - **Vehicle Fuel** – This is for the town truck which is used for snow plowing Budget to **\$500**.

3030-40-0715 - **Vehicle Maintenance** – Maintenance for truck, tractor, utility vehicle and other equipment. Keep budget at **\$1,600**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **UTILITIES**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$66,621.51	\$20,800	\$11,241	\$10,800

3040-45-0640 – **Telephone & Alarms** – This covers our communications and includes:

Office Phones	\$1,740/year
Cell phones	\$960 year
Internet service	\$300/year

Budget **\$3,000**.

3040-45-0655 - **Heating Fuel** - Heat for office including rental of propane tanks. With the propane heating system and the heat pump in office room, fuel costs less. Only used \$500 in FY 21/22 so keep same in 22/23. Budget at **\$800**.

3040-45-0658- **Generator Fuel** – There are 2 diesel generators and 4 LP gas generators at the pump stations. Don't expect any reduction in diesel fuel or LP gas cost in next year. The lease on the LP tanks is \$160 per year per tank or \$640 total. Allow a little for price change and total fuel budget is **\$3,000**.

3040-45-0661 – **Electricity at Treatment Facility** – With solar arrays electric costs have been zero the entire FY 2022/23. Budget **\$2,000** for next year to cover any shortfall.

3040-45-0662 - **Electricity at Pump Stations** - With solar arrays electric costs have been zero the entire FY 2022/23. Budget **\$2,000** for next year to cover any shortfall.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **MUNICIPAL SOLAR ELECTRICITY**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
	\$4,980	\$5,105	\$44,000

This account provides recordkeeping of the credits received from the solar array. Funds received to cover this expense are shown in the Non-Operating Revenues under Solar and come from the Solar Reserve.

3040-45-0664 – Municipal Electric – The solar array credits from CMP has covered all these costs from July 2022 through April 2023 and should cover May and June. This account would cover any shortfall in FY 2023/24. Budget **\$3,000**.

3040-45-0665 – Streetlight & Solar Maintenance – Covers the cost of monitoring, maintaining and upgrades to the streetlights and solar electrical system. Budget **\$10,000**.

3040-45-0666 – Solar Reserve & Bond – Puts funds aside for future expenses of the solar system and helps pay the long-term debt payments. For FY 23/24 pays the interest on the bond of \$14,677.91 and the \$5,266 put into the Solar Reserve. (Note: see Solar Reserve Account Balance spreadsheet at end of budget for details.) Budget **\$21,000**.

3040-45-0667 – Lighting Upgrade and Maintenance – This will replace the overhead lighting in the Public Works Garage with LED fixtures reducing the electricity used at this facility. Have quote of \$9,400 for this. Budget **\$10,000**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **LABORATORY**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$10,918.94	\$10,900	\$3,396	\$24,100

3050-25-0580 - **Contract Laboratory** - Pays for work done by an outside laboratory that we are not equipped to do here. Rates increasing 5%. This includes:

BOD & TSS	20 tests/year	@\$58.30	\$1,166
Mercury	1 test/year	@\$100	\$ 100
Nitrate	6 tests/year	@\$21	\$ 126
Groundwater	2 tests/year	@\$440	\$ 880
Quality Assurance	1 test/year	@200	<u>\$ 200</u>
			\$ 2,472

Budget **\$8,100.**

3050-30-0478 - **Supplies** – This is for expendable items that get used up in the laboratory such as chemicals, rubber gloves, filters, etc. Based on actual for last few years and need to meet compliance increase budget to **\$2,500.**

3050-40-0700 - **Equipment Calibration.** – As required now by DEP/EPA budget **\$3,500.**

3050-62-0410 - **Equipment** –Equipment upgrades as required by the DEP/EPA. Budget **\$10,000.**

Please note: Future budgets and actuals will vary as we begin to do more of our own testing. The long-term goal is to do most of our own testing and save money.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **PLANT/MACH. MAINT.**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$52,907.92	\$34,250	\$49,557	\$49,800

3060-30-0363 - **Supplies** - This covers all maintenance supplies from light bulbs to grease and miscellaneous other items. Increase by \$100 to **\$1,600**.

3060-40-0392 - **Repair parts** – Various items needed for our equipment. The plant is getting older, and costs have increased. Budget **\$9,500**.

3060-40-0573 - **Contract services** - Use of an outside contractor for jobs we cannot do in house such as electrical work, equipment repair, wet well cleaning, etc. This account goes up and down over the years. Equipment replacement and upgrades at several pump stations have reduced emergency work.

- Cleaning pump station wet wells each spring \$ 4,000
- Pump inspection & service \$ 7,500
- Cleaning and inspection of sewer lines \$ 4,000
- Electrical & alarm (radio) service \$ 1,500
- Misc. other work \$ 1,000
- \$ 18,000**

3060-40-0725 - **Building & Grounds** - This is for normal maintenance and repairs for buildings. Replace garage doors, repair fence, and other minor work. Budget **\$10,500**.

3060-62-0391 - **Tools** - Plant or pump stations keep needing new or replacement tools. Budget **\$1,000** for next year.

3060-62-0410 – **Equipment replacement** – This is to replace small items not in our equipment reserve account. Equipment is getting older. Increase by \$4,000. Budget **\$8,000**.

3060-62-0418 - **Safety Equipment** – Normal equipment upkeep and repair including fire extinguisher testing or replacement. Running over this year. Increase needed to meet Fire Codes. Budget **\$1,200**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **CHEMICALS**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$471.08	\$650	\$400	\$1580

3070-30-0476 – **Disinfection** – Chlorine is used to disinfect the treated wastewater before it is discharged to the river. Expect to use less in future years. Budget **\$600**.

3070-30-0478 – **Misc. Chemicals** – Lime is used to control odor and improve handling of screenings from Ship Street Pump Station. We use only a few bags a year. Various chemicals using for equipment cleaning and the calibration required to be in compliance with the DEP. Budget **\$980**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **TOWN FOREST**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$22,360.56	\$11,000	\$26,925	\$60,936

3090-30-0363 – **General Supplies** – Tools and other small items. Budget **\$500**.

3090-40-0752 – **Trail Maintenance** – Funds spent to maintain and expand the hiking/biking trails. With increased use funds this year will go for work on the Town Forest Trails and connections. These are projects of the Side Country Trails (SCT) and the Georges River Land Trust (GRLT). The FY 23/24 budget has \$51,936 that came from a grant from Maine outdoor Heritage Fund and other trail organizations and administered by PCD. Budget **\$59,936**.

3090-55-0305 – **Publications & Memberships** - This pays for membership in the Georges River Land Trust to continue to get help with trail maintenance and other information from them. Budget **\$500**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **SEWER LINE MAINT.**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$9,005.00	\$12,300	\$9,000	\$6,300

3100-25-0573 - **Contract Services** – This pays for videoing sewers and covers outside help with minor sewer work. As outlined in the *Asset Management Plan* the Clean Water Drains on Water, Green and Mechanic Streets (Section F) are scheduled for cleaning and inspection this year. There is about 2,300 feet of mostly 8-inch sewer and at an estimated cost of \$1.00/foot for inspection, this will cost about \$2,500. The sewers will be cleaned (Public Works and Pollution Control). Allow 20% for unknown and extra costs and budget at **\$5,000**.

3100-25-0720 - **GIS Mapping** – The annual maintenance on our GIS program is \$420. Covers the cost of updates and educational material. Allow for other minor expenses and budget **\$500**.

3100-30-0363 - **General Supplies** - This is for things like rings to raise manholes to grade in areas being cleaned and videoed. Also, for spare parts such as repair couplings and fittings we keep on hand for emergencies. Budget at **\$300**

3100-62-0390 - **Tools & Equipment** – Items used for sewer work. Need new manhole opening device so budget at **\$500**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **MISC. SERVICES**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$10,479.74	\$8,960	\$8,160	\$9,160

3110-45-0688 – **Rockland Sewer Fee** - This is the actual amount paid to Rockland for the 25 houses that are actually in Thomaston on Pleasant Street that are connected to their treatment plant. For next year budget **\$9,000**.

3110-60-0758 - **Leases** – This is for leases for sewer lines crossing the railroad. For the last several years it has been \$150 per year. We also have several other crossings with no lease. Budget at **\$160**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **INSURANCE**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$21,407.93	\$8,508	\$23,068	\$78,752

3120-15-0210 – Medical Insurance – Medical insurance for staff. Budget **\$58,126**.

3120-35-0610 – **Liability Insurance** – This is Pollution Control's share of the Town's general insurance policy. Budget next year at **\$7,500**.

3120-35-0630 - **Workers Compensation** – The rate for this is set by the insurance company but should be up from last year. Budget **\$800**.

3120-35-0632 - **Unemployment insurance** - The rate is set by our insurance carrier. Expect increase so budget at **\$150**.

000-00-0000 – **Retirement** – This is based on the salary of staff at a rate of 10.2% currently. Budget **\$12,176**. *Line item is new and will be coded in the future.*

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **ASSET ACCOUNTS**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$47,640.00	\$49,550	\$47,550	\$48,772

Asset Accounts is the new name for the old Capital Reserves.

3130-65-4274 - Trails Reserve – This sets aside funds for the maintenance and upgrade of the trails system in the Town Forest. Budget **\$7,000**.

3130-65-4276 - Sludge Reserve – This sets aside funds to clean the treatment lagoons. Cost could be in the \$100,000 to \$150,000 range. Budget **\$6,000**.

3130-65-4280 – Short Lived Assets Account – This is funds set aside for future replacement or upgrade of components of the pumping, treating and final disposal of the wastewater as well as the office and laboratory equipment. Excluded from this are major construction projects that are normally funded by long term borrowing. This is based on the Short-Lived Assets list as outlined in the *Asset Management Plan*. Budget **\$33,772** to the Short-Lived Assets Account.

3130-65-4285 - SSDC Reserve - This is where the Sewer System Development Charge (S.S.D.C.) income is kept. The amount budgeted for this reserve always equals the amount budgeted for S.S.D.C. income. Funds are only put in this account when collected from a sewer connection permit. These funds can only be used to increase capacity in our system. Budget **\$2,000**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **REPAIR & REPLACEMENT**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$166,974.46	\$131,000	\$60,764	\$34,000

The following capital projects are proposed for FY 23/24:

3140-65-0970 – **Treatment System** – Electric power outages have become more common in recent years and leave the Treatment Facility with power (the solar array shuts down if there is no power in the CMP lines to protect those working on the lines). This leaves the Control with no lights, heat or SCADA service. A small generator would power these things but not the pumps or blowers. Budget **\$6,000**.

3140-65-0950 – **Land Application** – The flows to be treated have increased in recent years and are now about 20,000,000 gallons a year more than 6-years ago. To handle more flow, we need to have a more efficient spray system. Automating the process in the Fields and making changes would increase efficient use of the fields. Setting up the SCADA to control the valves will help automate the fields. Budget **\$28,000**

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **DEBT REDUCTION**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$205732.00	\$297,699	\$297,699	\$287,184

This is for paying off the principal and interest on the long-term debt incurred for various sewer related projects. These are actual amounts due. See attached long term debt summary in Asset Management Plan and cash flow projections (shows the timing of payments and transfers into the Debt Reserve Account) on next page.

3145-65-4405 – **Debt Reserve** – Funding for the long-term debt associated with the collection and treatment of wastewater comes from four sources:

- | | |
|---|------------------|
| 1. The sewer users through their sewer bills | \$192,000 |
| 2. The Dragon TIF (for the East End Sewer) | \$125,000 |
| 3. Municipal share of bond for solar bond (1/4 of total). | \$ 18,628 |
| 4. Interest on solar bond from Solar Reserve | <u>\$ 16,237</u> |
| Total | \$351,865 |

Debt Payment – The bonds below were issued to pay for the 2006/2008 East End Sewer Extension, the 2011/2012 sewer replacement on Wadsworth Street and Brooklyn Heights and the 2021 solar array.

3150-75-4429 – **RD 2012 Bond** – Payment due 11/7/22 [**\$56,797.00**]

3150-75-4430 - **SRF 2015 Bond** - Payment due 12/1/22 [\$1,044.55] and 6/1/2023 [**\$108,261.00**].

3150-75-4431 – **RD 2016 Bond** – Payment due 1/14/23 [**\$50,090.00**]

3150-75-4432 – **MMBB 2021 Bond** – Payment due 11/1/22 [\$8198.35] and 5/1/23 [**\$72,035**]

Purchase Agreement

Hayden Martz
 Shepard Cars
 178 & 181 New County Rd.
 Thomaston, ME 04861

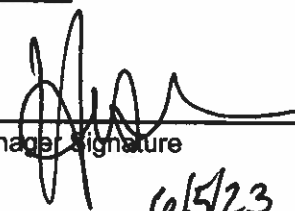
Buyer	Co-Buyer	Vehicle
Town of Thomaston Town Of Thomaston PO Box 299 Thomaston, ME 048610299 D: (207) 354-6107, C: (207) 691-1316		2021 Ford Mustang Mach-E Select VIN: 3FMTK1SS8MMA62269 Stock #: 23038 Mileage: 9,182 Color: Silver

Purchase Details	
Retail Price:	\$44,994.00
Sales Price:	\$38,202.00
Savings:	\$6,792.00
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$0.00
Proc/Doc Fees:	\$0.00
Total Taxes:	\$0.00
Total Sales Price:	\$38,202.00
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
* DEPOSIT Cash Down:	\$500.00 *
Cash Price:	\$37,702.00

X

 Customer Signature

 Date

X


 Manager Signature
 6/5/23

 Date

Disclaimer:

Offer valid for 24 hours. With approved credit.

Printed 6/5/23 4:39 PM

Memo

To: Selectboard & Town Manager

From: John Fancy

Date: January 20, 2022

Re: **TR-3 AFFORDABLE, WORKFORCE HOUSING**

To provide a clearer idea of what an affordable/workforce project in the TR-3 area at Ice House Corner would involve, the Select Board on January 23, 2023 authorized \$3,000 from the Dragon Credit Enhancement funds to be used for preliminary engineering. The wetland area appeared to be fairly small on the maps available, however, when the field survey was done the area was much larger and required more time to completely map.

This has made an overrun in the budget as shown in the attached Expense Summary of \$1,403.71. This project is finished but the invoice from Dirigo needs to be paid.

I suggest that the Board - **Move to authorize \$1,403.71 from the Dragon Credit Enhancement funds to close out the TR-3 Affordable/workforce Housing Project.**

Town of Thomaston &
 Thomaston Pollution Control Department
TR-3 AFFORDABLE HOUSING PROJECT
Expense Summary
2023

Date	Name	Item	Amount Received	Amount Spent	Balance
1/23/2023	Select Board Approved		\$3,000.00		\$3,000.00
2/10/2023	Landmark Engineers	Concept planning & map		\$2,400.00	\$600.00
4/18/2023	Dirigo Engineers	Wetland Survey		\$2,003.71	-\$1,403.71
			\$3,000.00	\$4,403.71	

June 7th, 2023

Dear Thomaston Select Board Memebbers,

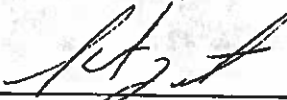
1 year ago (the date of this letter) my daughter, Paige Smith, almost lost her life. She was saved by the amazing team from Life Flight of Maine and the vascular surgeon team at Maine Medical Center (her Story is attached). Paige survived this tragic event, is still recovering and in just a couple months will be a licensed paramedic herself. Because of this tragic event Paige has joint Life Flight of Maine as an ambassador.

This year is Life Flight of Maine's 25 Anniversary. Paige and Life Flight of Maine will be kicking off the 25th anneversary in midcoast Maine. On Sunday, July 30, 2023, Life Flight of Maine would like Thomaston to host the event. This event will include landing a Life Flight helecopeter on the lawn just outside the Police Department, and area fire/EMS services bringing emergency apparatice for people to tour. This is as part of a fundraising event to support Life Flight of Maine. This event will be for a few hours and will end with a "boat crossing" from the Cushing/Friendship penincila to the St. George/Port Clyde penincila, again in midcoast Maine.

I am requesting to use the lawn around the municiple building, the parking lot and the town office "gymnasium" for this event. If you approve this usage I will be the liason between the town of Thomaston and Life Flight of Maine. I will unlock and lock the building and I will have a group of people that will ensure the property is left just as it was before we came.

If you have any questions please feel free to contact me directly on my cell phone (207)975-2183.

Thank you for your consideration



Ken Smith, A-EMT, IC
Thomaston Police
Thomaston EMS
Certified Paramedic

Paige Smith

The People & Places Behind Paige's Story:

L2 helicopter transports surgeons from Maine Medical Center to LincolnHealth Miles Campus Hospital then returns to MMC with patient and surgeons

CommSpec Terri Smith **Pilot** Andrew John
Nurse Lori Metayer **Paramedic** Dave Rudolph

Paige Smith says her dream of becoming a healthcare professional started at age 12, the very first time she watched a LifeFlight helicopter land. She went on to earn her EMT license at 16; she completed advanced EMT training at 17; and now, at 18, Paige is in school to become a paramedic.

But there is more to Paige's healthcare journey. That initial glimpse of a LifeFlight helicopter as a young girl was from her hospital window, where she was being treated for viral myocarditis. Several heart surgeries followed, along with a diagnosis of Ehlers-Danlos Syndrome, a degenerative disease that affects the connective tissue.

In June 2022, after experiencing abdominal pain for several days, Paige was at Miles Memorial Hospital to have a large ovarian cyst removed. There were complications in her surgery that required the kind of specialized care that isn't available at a smaller hospital. LifeFlight transports patients between hospitals every day of the year, but Paige could not be moved. "They were literally holding on to my aorta to stop me from bleeding."

A LifeFlight helicopter had just landed at MMC with another patient and quickly turned around to transport two vascular surgeons and a LifeFlight RN from Maine Medical Center to Paige. With their training and specialized equipment, the doctors were able to save Paige, staple the long incision from her sternum to pelvic bone, and transport her to Maine Medical Center for further treatment.

The road to recovery has been slow, with considerable discomfort and a lot of therapy, but Paige is now back to work with Thomaston and St. George EMS. And she says she's having the time of her life at Paramedic school in part because her father, a Rockland police officer, and her brother, a firefighter in Brunswick, are taking the class alongside her. While she's not sure what her health will allow going forward, she hopes one day to put her paramedic skills to work at LifeFlight of Maine. "I want to care for my patients the way LifeFlight took care of me," says Paige.



Paige at work as an EMT



NgoiEM traversing midcoast Maine. Photo by Vertical Magazine's Mike Reyno



Paige at MMC

Lori Metayer



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

June 12, 2023

RE: Letter of Owner Consent

To Whom it May Concern:

The Town of Thomaston, Maine, owner of the Watts Block at 174 Main Street, is pleased to grant its consent for the Historic Watts Block Preservation Project and the associated scope of work on the building. We were an active partner in the preparation of the CDS grant application and the citizens of the Town demonstrated their support for the preservation project by voting to raise the money needed for the matching funds.

The Town also consents to having a 15-year Preservation Easement placed on the building, held by the Maine Historic Preservation Commission (MHPC) or a nonprofit preservation organization acceptable to the National Park Service (NPS), that explicitly requires that the Town obtain approval from MHPC or the NPS designee before undertaking any activity which would affect historically significant features of the building.

The Town is grateful for the assistance of the National Parks Service in helping us preserve this important building and looks forward to continuing to support the project.

Sincerely,

Kara George
Town Manager

DRAFT

Watts Block Restoration Project Description

RESOURCE:

The Watts Block is a Contributing Building within Thomaston's National Register-listed Historic District. The building has been the heart of our community since it was given to the town by Captain Samuel Watts in 1890. Captain Watts, a Thomaston resident and one of the country's first millionaires, epitomized the seafaring life that led Thomaston to be known as, "The Town That Went to Sea." The original building burned in 1915 and was almost immediately rebuilt with support from Captain Watts' daughter. Throughout its long life, the Block has continued to be owned and cared for by the town. It has been the center of the town's cultural and economic life, housing municipal offices and storefronts that account for 25% of our downtown businesses on its ground floor and providing a place for community and cultural events of all varieties in its second floor auditorium (the "Hall") and meeting room.

In 2020 the municipal offices moved from Watts Block for the first time in its history. While there was heated debate about whether to keep or sell the building, the people of Town ultimately voted to retain ownership to assure that the historic integrity of the building and its social and economic functions are preserved. Expanding community use, and making the building revenue neutral through reducing operating expense and increasing rental income will, however, be critical to continued voter support. Significant work needs to be done for the building to continue its traditional community uses, to be appealing as an event rental space and to preserve the history that is at the heart of our town:

1. The building utilizes the original, over one hundred year-old, steam system for heating. Rising fuel and maintenance cost are significant and there is no cooling or air exchange system, the critical nature of which was made clear by our Covid19 experience. Replacement of the system reduces operating expense while improving comfort and safety of our patrons
2. The 19' X 36' Boardroom on the west side of the second floor serves as a meeting room and service area for events in the Hall. Following a recent inspection, the Maine State Fire Marshal determined that, due to inadequate emergency egress, the room cannot be used as it is.
3. The Hall, which accommodates about 200 people, presently has only two very old, inefficient bathrooms.
4. The Hall presently has a very limited capacity for any kind of food preparation to support catered events.
5. Walls and woodwork throughout the second floor suffer from many, many decades of wear and tear and are in need of refinishing.
6. Also as a result of the State Fire Marshal's inspection and inadequate egress, the Hall's newly reclaimed Green Room, needed by users of the fully equipped stage, cannot be used without modification..

PROJECT

This project is the cornerstone of our larger effort to preserve and enhance the functionality of this important building, prioritizing the first critical steps:

1. Installation of modern HVAC system based on heat pump technology. The proposed system will be designed for proper ventilation for public spaces and provide filtration to combat air borne contaminants. The proposed system will save energy and will be powered by the Town's solar field. This approach reduces operating costs and reduces the Town's carbon footprint.

2. Reduction of meeting room size. The existing meeting room is too large to meet fire safety egress regulations. A portion of the room will be repurposed as described in following paragraphs by constructing a new wall in the space.
3. Addition and upgrade of bathrooms - As part of the reallocation of space required to make the Boardroom usable, the present bathroom/kitchen area will be reconfigured to allow for two additional bathrooms. All fixtures in the old bathrooms will be replaced greatly improving water usage and energy efficiency, and walls, floors, woodwork and ceilings will be refinished
4. Replacement of existing kitchen - The reconfigured space will include a new kitchen area with ovens, refrigeration and work space to support catered events, making the Hall more attractive to a broader range of users, increasing its long term viability and sustainability
5. Refinishing surfaces - Walls and woodwork on the second floor will be repaired and refinished to their former appearance creating greater appeal as a community and rental event space.
6. Construction of a new exterior fire stair - The stair will accommodate a new egress from the Greenroom and at the same time replace the existing, very old and rickety fire stair that leads from the auditorium.

MANAGEMENT

A consortium made up two all-volunteer non-profits (Watts Hall Community Players and Watts Hall Community Arts) and the Town of Thomaston, will be responsible for overseeing and managing the grant. The project will be managed by the Town-appointed Watts Block Board of Trustees (also volunteers) assisted by an architect of record with historic preservation experience, a structural engineer and a mechanical engineer. This team will engage a construction management firm and an accountant. The physical work will be done under professional contracts that specify milestones and payments based on successful completion of the milestones.

All plans and specifications for the physical work will have been reviewed and approved by the National Park Service for compliance with SAT Program regulations and guidance. Once physical work has begun, members of the Team will meet on a bi-weekly basis to assure adherence to approved plans, review & approve expenditures, manage timelines, assess and report progress, and foster communication and coordination.

TIMELINE

To be completed

Kara George

From: Daryl Hahn <darylhahn@gmail.com>
Sent: Monday, May 29, 2023 2:53 PM
To: Kara George
Subject: CDS Grant
Attachments: Letter of Consent.docx

Hi Kara,

I hope you've been enjoying this string of beautiful days.

I have been plowing through all of the information and documentation that we need to submit to the National Park Service in order to proceed as quickly as possible with the Historic Watts Block Preservation Project.

One of the requirements of the grant is that a "Preservation Easement" be placed on the building for a period of 15 years - which basically just means that the Town will need to get permission from the easement holder (most likely the Maine Historic Preservation Commission) before further modifications can be made.

Another requirement is a "Letter of Consent" from the owner of the building (the Town) giving explicit consent to the scope of work of the federally funded preservation project and the Preservation Easement.

I'm attaching a first draft of such a letter hoping that you'll have a chance to suggest rewriting as you see fit so that approval can be on the agenda for the next Board meeting.

I am having a conversation with our grants manager at the National Park Service on Wednesday with a ton of questions, I'll let you know if I learn any additional specifics about what the letter needs to contain.

Let me know if you have questions and I'll do my best to answer them or find answers.

Thank you,
Daryl

Advocacy &
Stewardship

HONOR AWARDS
(/HONOR-AWARDS)

MAINE'S MOST
ENDANGERED
HISTORIC PLACES
(/MOST-ENDANGERED)

MAINE HISTORIC
REHABILITATION TAX
CREDIT (/MAINE-
HISTORIC-
REHABILITATION-TAX-
CREDIT)

PRESERVATION
EASEMENTS
(/PRESERVATION-
EASEMENTS)

PROTECT & SELL
(/PROTECT-AND-SELL)



PRESERVATION EASEMENTS

Maine has many historic properties that reflect the history and character of our amazing state. The variety of buildings of historic and architectural importance, as well as stone walls, bridges, open fields, and garden landscapes, distinguish Maine from other states and remind us of our past. Preserving these features ensures that community character is protected and that our heritage is preserved for us and future generations.

Do you own one of these special properties? What will happen when your property changes ownership? Will it be developed? Respected? Preserved? Demolished? A preservation easement is a resource you might consider to protect your special property.

HISTORIC PRESERVATION
EASEMENT PROCESS
(/S/PRESERVATION-EASEMENT-
PROCESS-SUMMARY.PDF)

PRESERVATION EASEMENT
APPLICATION (/S/PRESERVATION-
EASEMENT-APPLICATION.PDF)

WHAT IS A PRESERVATION EASEMENT?

A preservation easement is a voluntary, non-governmental, legal agreement entered into by a property owner to ensure that the historic architectural and landscape qualities of a property will not be destroyed. The easement is filed with the deed of the property, protecting it forever.

Preservation easements protect historic properties similarly to how conservation easements protect land and natural resources. Conservation and historic preservation easements can be combined to ensure the protection of all historic and natural features of your property.

Historic Preservation Easements



View our introduction to preservation easements and Maine Preservation's Protect & Sell program.

WHAT PROPERTIES ARE ELIGIBLE FOR A PRESERVATION EASEMENT?

Properties eligible for easement donation include residential, agricultural, industrial, or commercial structures that meet one of the following criteria:

- Listed or deemed eligible for inclusion in the National Register of Historic Places
- Identified as a contributing property to a National Register Historic District
- Identified as an important historic or cultural resource at the local, state, or national level

WHAT DOES THE PRESERVATION EASEMENT PROTECT?

The goal of a preservation easement is to preserve important existing features of the historic building while permitting updating and modernization of other elements to meet the owner's current lifestyle. Every preservation easement is tailored specifically for the individual property to protect the historic features the donor or owner wishes to protect. Easements can allow for continued and new uses of a building, prohibit development, allow for additions, and apply to all or a portion of the property. An

ongoing goal is to have protected buildings in active use. We want the property to be a functional, habitable space, so changes are allowed as long as essential historic features are not eliminated. For example, a preservation easement won't restrict the owner's ability to update the building with up-to-date kitchens, baths, and electric, plumbing and heating systems.

HOW DOES THE PRESERVATION EASEMENT WORK?

After customizing your easement to protect the areas you wish, you donate the easement to Maine Preservation. Easements are legally enforceable documents. You have given Maine Preservation the ability to protect your property, which we will do by enforcing the agreed upon terms. The easement is filed with the deed of the property. It stays with the property forever, ensuring that Maine Preservation can protect the historic integrity of your building forever.

WHAT ARE THE PROPERTY OWNER'S RESPONSIBILITIES?

Owners of properties subject to a preservation easement agree to:

- Follow the terms of the easement
- Maintain the property according to easement guidelines
- Plan for annual visits with Maine Preservation
- Consult with or acquire approval from Maine Preservation for proposed changes to features covered by the easement

WHAT ARE THE EFFECTS OF A PRESERVATION EASEMENT?

The preservation easement prevents demolition and protects significant features of historic buildings by requiring Maine Preservation's review and approval on changes to any protected features. After the sale closing and any rehab oversight and assistance, Maine Preservation staff and Protect & Sell Committee volunteers conduct annual site visits to check in on the property's condition and update photo documentation. Our staff then prepares a status report which is kept on record at Maine Preservation.

Our experiences show that unlike most conservation easements, preservation easements do not reduce the value of the property. Instead, the easement focuses the market on buyers who wish to acquire the property to preserve it; filtering out tire-kickers. Although preservation easements have been widely used for decades for historic properties across the country, we have found that some real estate experts in Maine are not well versed in the workings of easements. We work with realtors to bring them up to date on this critical preservation tool to understand its positive impact on properties.

WHAT IS THE COST OF A PRESERVATION EASEMENT?

Preservation Easements are supported by charitable easement stewardship contributions. The easement stewardship contribution covers the development, documentation, and recording of the easement, perpetual annual easement monitoring, rehabilitation oversight, and a legal defense fund in the event Maine Preservation must defend the easement in court. The amount of the stewardship contribution is typically \$25,000 but each situation is singular and the actual amount is based on a number of factors and is customized for the property.

READY TO GET STARTED?

To begin the process of securing a preservation easement, contact us to obtain an application and open a conversation, brad@mainepreservation.org (<mailto:brad@mainepreservation.org?subject=Preservation%20easement%20inquiry>) or 207.847.3577.

SAMPLE PRESERVATION EASEMENT/COVENANT
For a Historic Preservation Fund Grant to a Historic Subject Property
(Covenant may be substituted for Easement where deemed necessary throughout the document)

INTRODUCTION. This conservation easement agreement (hereinafter referred to as the "conservation easement") is made the ___ day of _____, 20___, between Organization, as GRANTOR of a conservation easement (hereafter referred to as the "Grantor"), and the State Historic Preservation Office/Other, as GRANTEE of the conservation easement (hereafter referred to as the "Grantee"). This conservation easement is entered under State Law/Regulation for the purpose of preserving the Name of Subject Property, a property that is important culturally, historically, and/or architecturally.

This document is comprised of ___ pages and includes:

Exhibit A -- Legal Description of the Subject Property
Exhibit B -- Baseline Documentation
[If applicable] Exhibit C -- Resolution of the Board of Directors

1. **The Subject Property.** This document creates a conservation easement in real estate legally described in Exhibit A, attached hereto and incorporated herein by reference. The Subject Property is the site of the Name of subject property, located at Street Address, City, County, & State (hereafter referred to as the "Subject Property").

2. **Grant of conservation easement.** In consideration of the sum of \$ _____ received in grant-in-aid financial assistance from the National Park Service of the United States Department of the Interior, the Grantor hereby grants to the Grantee a conservation easement in the Subject Property for the purpose of assuring preservation of the Subject Property.

3. **Easement required for Federal grant.** This conservation easement is granted as a condition of the eligibility of the Grantor for the financial assistance from the National Park Service of the United States Department of the Interior appropriated from the Historic Preservation Fund for the [Insert grant program].

4. **Conditions of easement:**

- a. **Effective date: Duration.** This conservation easement shall become effective when filed by the Grantor in the Office of the Recorder of _____ County _____ State _____, with a copy of the recorded instrument provided to the Grantee for its conservation easement file, and is granted for a period of Number of years commencing on its Effective Date.
- b. **Documentation of condition of the Name of Subject Property at time of grant of this easement.** In order to make more certain the full extent of Grantor's obligations and the restrictions on the Subject Property, and in order to document the nature and condition of the Subject Property, including significant interior elements in spatial context, a list of character-defining materials, features, and spaces is as attached hereto as Exhibit B and incorporated herein by reference. The Grantor has provided to the Grantee architectural drawings of the Subject Property. Grantee and/or the Grantor personnel have compiled a photographic record, including photographer's affidavit, black and white photographs and negatives, or electronic image files saved as high resolution images, photograph logs, and a keyed location map. The Grantor agrees that the nature and condition of the Subject Property on the date of execution of this conservation easement is accurately documented by the architectural drawings and photographic record, which shall be maintained for the life of this conservation easement in the Grantee's file for the Subject Property.
- c. **Duty to maintain the Subject Property.** The Grantor agrees to assume the cost of continued maintenance and repair of the Subject Property so as to preserve the architectural, historical, and/or archeological integrity of the Subject Property and its materials to protect those qualities that made the Subject Property eligible for listing in the National Register of Historic Places (or a Subject Property contributing to the significance of a National Register listed Historic District) throughout the duration of this conservation easement.

Commented [CV1]: Make sure that exhibits A, B and C are included as appropriate and properly completed and referenced by name. That is

Exhibit A -- Legal Description of the Subject Property
Exhibit B -- Baseline Documentation
[If applicable] Exhibit C -- Resolution of the Board of Directors

Commented [CV2]: Refers to agency holding the easement

Commented [CV3]: Refers to organization giving easement

- d. *Restrictions on activities that would affect historically significant components of the Subject Property.* The Grantor agrees that no demolition, construction, alteration, remodeling, or any other activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant exterior features or interior spaces identified as significant in Exhibit "B." Exterior construction materials, architectural details, form, fenestration, scale, and mass should not be adversely affected nor the structural soundness or setting altered without prior written permission of the Grantee affirming that such reconstruction, repair, refinishing, rehabilitation, preservation, or restoration will meet The Secretary of the Interior's *Standards for the Treatment of Historic Properties* (hereinafter referred to as the "Standards").
- e. *Restrictions on activities that would affect archeological resources.* The Grantor agrees that no ground disturbing activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant archeological resources identified in Exhibit "A" without prior written permission of the Grantee affirming that such work will meet The Secretary of the Interior's applicable "*Standards for Archeology and Historic Preservation*".
- f. *Maintenance of recovered materials.* The Grantor agrees to ensure that any data and material recovered will be placed in a repository that will care for the data in the manner prescribed in the applicable *Standards for Archeology and Historic Preservation* or will comply with the requirements of the Native American Graves Protection and Repatriation Act, and with 36 CFR 79 and 43 CFR 10.
- g. *Public access.* The Grantor agrees to provide public access to view the grant-assisted work or features no less than 12 days a year on an equitably spaced basis. The dates and times when the Subject Property will be open to the public must be annually published and provided to the Grantee. At the option of the Grantor, the relevant portions of the Subject Property may also be open at other times in addition to the scheduled 12 days a year. Nothing in this conservation easement prohibits a reasonably nondiscriminatory admission fee, comparable to fees charged at similar facilities in the area of the Subject Property.
- h. *Right to inspect.* The Grantor agrees that the Grantee, its employees, agents and designees shall have the right to inspect the Subject Property at all reasonable times, with twenty-four hours written notice, in order to ascertain whether the conditions of this conservation easement agreement are being observed. However, in the case of any natural or man-made disaster or imminent endangerment to the Subject Property they shall be granted access to the Subject Property with no prior notice.
- i. *Anti-discrimination.* The Grantor agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Americans with Disabilities Act (42 U.S.C. 12204), and with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). These laws prohibit discrimination on the basis of race, religion, national origin, or disability. In implementing public access, reasonable accommodation to qualified disabled persons shall be made in consultation with the Grantee (or State Historic Preservation Office if another organization is holding the easement).
- j. *Easement shall run with the land; conditions on conveyance.* This conservation easement shall run with the land and be binding on the Grantor, its successors, and assigns. The Grantor agrees to insert an appropriate reference to this conservation easement in any deed or other legal instrument by which it divests itself in part or in whole of either the fee simple title or other lesser estate in the Subject Property, the Subject Property, or any part thereof.
- k. *Casualty Damage or Destruction.* In the event that the Subject Property or any part of it shall be damaged or destroyed by fire, flood, windstorm, earth movement, or other casualty, the Grantor shall notify the Grantee in writing within 14 calendar days of the damage or destruction, such notification including what, if any, emergency work has already been completed. No repairs or reconstruction of any type, other than temporary emergency work to prevent further damage to the Subject Property and to protect public safety, shall be undertaken by the Grantor without the Grantee's prior written approval indicating that the proposed work will meet the Standards. The Grantee shall give its written approval, if any, of any proposed work within 60 days of receiving the request from the Grantor. If after reviewing the condition of the Subject Property, the Grantee determines that the features, materials, appearance, workmanship, and environment (or setting) which made the Subject Property eligible for listing in the National Register of Historic Places have been lost or so damaged that

Commented [MSOffice4]: Note this is specific to state law
This statement will need to conform with state land use laws

its continued National Register listing is in question, the Grantee will notify the Keeper of the National Register (or the SHPO if the Grantee is not the State) in writing of the loss and, after evaluation by the Keeper of the National Register, the Grantee will notify the Grantor of the results of such evaluation. If the Subject Property is removed from the National Register, the Grantee will then notify the Grantor that this conservation easement, and the Grantee's obligations hereunder, have been terminated.

- l. Enforcement.* The terms of this conservation easement are enforceable in a court of law. The Grantee shall have the right to prevent and correct violations of the terms of this conservation easement. If the Grantee, upon inspection of the Subject Property, finds what appears to be a violation of the terms of this conservation easement, the Grantee shall have the right to enforce its terms in a court of law having jurisdiction and may seek injunctive relief to require the Grantor to comply with the terms of this conservation easement, monetary relief requiring repayment of all or a portion of the Federal grant funds applied to the Subject Property, or other appropriate relief. Except when an ongoing or imminent violation will irreversibly diminish or impair the cultural, historical and/or architectural importance of the Subject Property, the Grantee shall give the Grantor written notice of the violation and allow thirty (30) calendar days to correct the violation before taking any formal action, including, but not limited to, legal action. If damage or destruction of the Subject Property is deliberately caused by the gross negligence or other actions of the Grantor or successor owner, the Grantee may request the return of the all or a portion of the Federal grant funds applied to the Subject Property to the U.S. Government. If the requested funds are not voluntarily returned the Grantee or the National Park Service may institute an action in a court having jurisdiction to recover, for example, some or all of the Federal grant funds. The failure of the Grantee to discover a violation or to take immediate action to correct a violation shall not bar the Grantee or the National Park Service from doing so at a later time.
- m. Severability.* If any part of this conservation easement is held to be illegal by a court, the validity of the remaining parts shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the conservation easement does not contain the particular part held to be invalid.
- n. Amendments.* The parties may amend this conservation easement by written agreement signed by both the Grantor and Grantee, provided the amendment shall be consistent with preservation purpose of this conservation easement and shall not reduce the provisions listed in the conditions of this conservation easement. Any such amendment shall not be effective unless it is executed in the same manner as this conservation easement, refers expressly to this easement, and is filed with the county County Recorder.

This instrument reflects the entire agreement of Grantor and Grantee regarding the subject easement. Any prior or simultaneous correspondence, understandings, agreements, and representations are null and void upon execution of this agreement, unless set out in this instrument.

In witness whereof, Grantor and Grantee have set their hands under seal on the days and year set forth below.

GRANTOR: _____

By: _____
 Name and Title

STATE OF _____ COUNTY, ss: On this _____ day of _____, 20____, before me the undersigned, a Notary Public for said State, personally appeared Name of Person, to me personally known, who stated that he is Title and Organization, that no seal has been procured by said corporation, and that the foregoing instrument was signed on behalf of said corporation by authority of its Board of Directors, and that as such officer, he acknowledged that he executed the foregoing instrument as his voluntary act and the voluntary act of the corporation.

NOTARY PUBLIC

GRANTEE: _____

By: _____
Name and Title

STATE OF _____, COUNTY, ss: On the _____ day of _____, 20____, before me, a Notary Public for said State, personally appeared *Name of Person*, who stated that he is the duly appointed and actively serving *Title and Organization*, and that he executed the foregoing conservation easement agreement as his voluntary act and as the voluntary act of the State Department of Cultural Affairs.

NOTARY PUBLIC

EXHIBIT A TO THE CONSERVATION AGREEMENT

Legal description of the Subject Property

Commented [MSOffice5]: Note this should be the Subject Property description found in the deed

EXHIBIT B TO CONSERVATION EASEMENT AGREEMENT

Baseline Documentation
Subject Property Name, City, State

To remain eligible for listing on the National Register of Historic Places, a Subject Property must be able to convey its significance. The following character-defining materials, spaces, and features have been identified as those that help convey the significance of *Subject Property name*. Current photo documentation and the narrative of the National Register nomination must be attached to the baseline documentation.

Significant Character Defining Interior Spaces and Features

-
-
-
-

Significant Character Defining Exterior Spaces and Features

-
-
-

EXHIBIT C TO CONSERVATION EASEMENT AGREEMENT

Written Documentation of the Signatories Authority to Sign for and Legally Bind their Organization

Commented [MSOffice6]: Board, City Council, etc. giving the signatory authority to grant the easement.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
Insert Grantor Name Here**

RESOLVED, that **INSERT GRANTOR NAME HERE**, a **INSERT STATE** non-profit corporation (the "Grantor") shall execute a conservation easement with **INSERT GRANTEE NAME HERE**, the **INSERT STATE NAME** State Historic Preservation Office (the "Grantee"). This conservation easement will be entered under **STATE LAW/REGULATION** for the purpose of preserving the **NAME OF SUBJECT PROPERTY**, a building that is important culturally, historically, and architecturally.

Commented [MSOffice7]: Change to reflect what the Grantor is if not a non-profit corporation.

RESOLVED, that **INSERT SIGNATOREE** to the **EASEMENT'S NAME** as **INSERT TITLE** of **INSERT GRANTOR NAME HERE**, is authorized, directed, and empowered to take such action and execute and deliver such document in such form as he or she deems to be in the best interests of **INSERT GRANTOR NAME HERE**, including without limitation the execution and delivery of a conservation easement.

Commented [CV8]: "Easement on the [property name] located at [county requirement]"

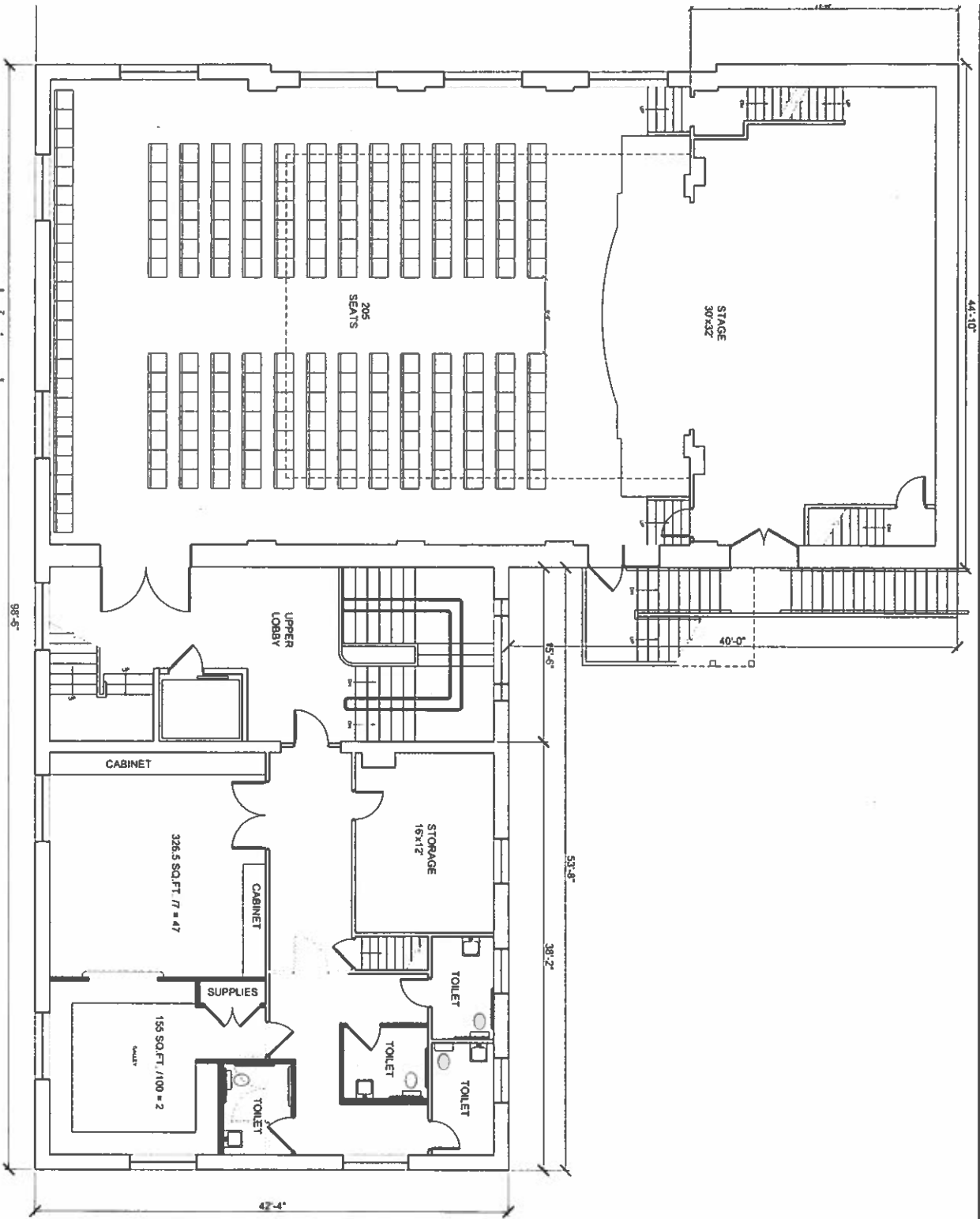
I, **INSERT CHAIRMAN'S NAME HERE**, Chairman of **INSERT GRANTOR NAME HERE**, do hereby certify that the foregoing is a full, true and correct copy of the resolution of the Board of Directors of said Corporation, duly and regularly passed by the Board of Directors of said Corporation in all respects as required by law, and by the By-Laws of said Corporation, on the ___ day of _____ 20___, at which time a majority of the Board of Directors of said Corporation was present and voted in favor of said resolution.

Date: _____

By: **INSERT GRANTOR NAME HERE**

By: _____
INSERT CHAIRMAN'S NAME HERE, Chairman

SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



A1.3	NO. 1	SHEET TITLE	PROJECT	Chuck Campbell Architect PLLC 127 UNION ROAD Waldoboro, Maine 04572 TEL (207)557-0448 e-mail cmcarch@midcoast.com
	2	SECOND FLOOR PLAN	WATTS BLOCK	
	3	AS INDICATED	MAIN STREET THOMASTON, MAINE	
4	DATE	MAY 29, 2013		

Filing Fee \$40.00

**DOMESTIC
NONPROFIT CORPORATION**

STATE OF MAINE

ARTICLES OF INCORPORATION

<p>_____ Deputy Secretary of State</p> <hr/> <p>A True Copy When Attested By Signature</p> <hr/> <p>_____ Deputy Secretary of State</p>
--

Pursuant to 13-B MRSA §403, the undersigned incorporator(s) execute(s) and deliver(s) the following Articles of Incorporation:

FIRST: The name of the corporation is:
Thomaston Early Childhood Education Partnership

SECOND: ("X" one box only. Attach additional page(s) if necessary.)

The corporation is organized as a public benefit corporation for the following purpose or purposes:
To create an Early Childhood Education Center for town of Thomaston and it's environs
To create equitable access to Childcare in Knox County
To develop a model program to create a healthy workforce environment

The corporation is organized as a mutual benefit corporation for all purposes permitted under Title 13-B or, if not for all such purposes, then for the following purpose or purposes:

THIRD: The Registered Agent is a: (select **either** a Commercial or Noncommercial Registered Agent)

Commercial Registered Agent CRA Public Number: _____

(name of commercial registered agent)

Noncommercial Registered Agent

Kendray Rodriguez

(name of noncommercial registered agent)

5 Sunrise Terrace Thomaston, ME 04861

(physical location, not P.O. Box -- street, city, state and zip code)

(mailing address if different from above)

FOURTH: Pursuant to 5 MRSA §108.3, the new commercial registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

FIFTH: The number of directors (not less than 3) constituting the initial board of directors of the corporation, if the number has been designated or if the initial directors have been chosen, is 3.

The minimum number of directors (not less than 3) shall be 3 and the maximum number of directors shall be 8.

SIXTH: Members: ("X" one box only.)

There shall be no members.

There shall be one or more classes of members and the information required by 13-B MRSA §402 is attached.

SEVENTH: (Optional) (Check if this article is to apply.)

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

EIGHTH: (Optional) (Check if this article is to apply.)

Other provisions of these articles including provisions for the regulation of the internal affairs of the corporation, distribution of assets on dissolution or final liquidation and the requirements of the Internal Revenue Code section 501(c) are set out in Exhibit _____ attached hereto and made a part hereof.

Incorporators

Dated _____

(signature)

Street 5 Sunset Terrace
(address)

Kendray Rodriguez
(type or print name)

Thomaston, ME 04861
(city, state and zip code)

(signature)

Street 23 Elliot St
(address)

Diane Giese
(type or print name)

Thomaston, ME 04861
(city, state and zip code)

(signature)

Street 67 Wadsworth St
(address)

Kathy Derene
(type or print name)

Thomaston, ME 04861
(city, state and zip code)

For Corporate Incorporators*

Name of Corporate Incorporator _____

By _____
(signature of officer)

Street _____
(principal business location)

(type or print name and capacity)

(city, state and zip code)

Name of Corporate Incorporator _____

By _____
(signature of officer)

Street _____
(principal business location)

(type or print name and capacity)

(city, state and zip code)

*** Articles are to be executed as follows:**

If a corporation is an incorporator (13-B MRSA §401), the name of the corporation should be typed or printed and signed on its behalf by an officer of the corporation. The articles of incorporation must be accompanied by a certificate of an appropriate officer of the corporation, not the person signing the articles, certifying that the person executing the articles on behalf of the corporation was duly authorized to do so.

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to:

**Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: (207) 624-7752**

Email Inquiries: CEC.Corporations@Maine.gov

Customer Contact Cover Letter

Name of entity(s) on the submitted filings:

Optional special handling request(s): (check only if applicable)

- Hold attested copy for pick up (will be required to pick up at our office in Augusta, Maine)
- 24-hour expedited filing (next business day) service: **\$50** additional filing fee per entity
- Immediate expedited filing (same business day): **\$100** additional filing fee per entity

NOTE: Only one expedite fee is required if filing multiple documents for the same entity/charter number at the same time.

Payment can be made by check or money order (payable to Maine Secretary of State) or by credit card. You may obtain a credit card voucher at <https://www.maine.gov/sos/cec/forms/credit.pdf>.

Total fee(s) enclosed: \$ _____

(Name of contact person)

(Daytime telephone number)

(Contact email address for this filing)

(Email address to use for annual report reminders)

Name and address of person to return the attested copy of the completed filing:

(Name of attested copy recipient)

(Firm or Company)

(Mailing Address)

(City, State & Zip)

NOTE: Failure to provide a contact name and telephone number or email address will result in any erroneous filing(s) being returned to the filer by the Secretary of State's office.

For questions regarding the above filing(s), please call or email our office at (207) 624-7752 or cec.corporations@maine.gov

Submit filings to:

Mailing Address if using US Postal Service
Department of the Secretary of State
Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101

Mailing Address if using FedEx/UPS
Department of the Secretary of State
Corporations, UCC and Commissions
111 Sewall Street, 4th Floor
Augusta, ME 04330