



**SELECT BOARD MEETING  
MONDAY, MARCH 25, 2024  
REGULAR MEETING: 6:00 P.M.**

**IN-PERSON AT 13 VALLEY STREET**

LIVE STREAMING AVAILABLE BY VISITING:  
[https://www.townhallstreams.com/towns/thomaston\\_me](https://www.townhallstreams.com/towns/thomaston_me)

PLEASE SUBMIT QUESTIONS/CONCERNS TO THE  
TOWN MANAGER AT:  
[kgeorge@thomastonmaine.gov](mailto:kgeorge@thomastonmaine.gov)

*(Please note: Members of the public are welcome to offer comments up to 3 minutes in duration during Opening and Closing Public Comments listed on the agenda. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the Board to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda. Additional information may be provided to the Board in writing, either pre and/or post meeting.)*

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

- 1. CALL THE MEETING TO ORDER**
- 2. PUBLIC HEARINGS:**
- 3. OPENING PUBLIC COMMENTS**
- 4. APPROVE THE MINUTES OF:** January 22, February 12 and March 19
- 5. APPROVE THE WARRANTS**
- 6. ADJUSTMENTS TO THE AGENDA**
- 7. TOWN MANAGER'S REPORT**
- 8. TOWN BOARDS & COMMITTEES UPDATE**
- 9. OLD BUSINESS**
- 10. NEW BUSINESS**

- A. Review for placement on the Town Meeting Warrant the proposed Tax Increment Financing (TIF) Budget for FY25.
- B. Approve the job description for the Board of Assessors.
- C. Approve for signature the contract with Kenneth Voss and Robert Lehn for appraisal services of Dragon Cement.
- D. Discuss the proposed amendments to the Economic and Community Development Committee policy.
- E. Review the proposed sewer rate increase of 4.5% for 2024 and 2.5% increase for each of the following four years.
- F. Accept with regret the resignation of Larry Lentz from the Conservation Commission.
- G. Approve the Hazardous Waste Collection Day on Saturday, July 13<sup>th</sup> at the Thomaston Municipal Building per the request of the OHSTT Transfer Station Board.
- H. Approve the Annual Penbay Amateur Radio Club Field Day on June 22 and June 23<sup>rd</sup> at the Thomaston Green.
- I. Consider for appointment the attached list of election clerks.

**11. CLOSING PUBLIC COMMENT**

**12. ADJOURN**

**Upcoming Dates:**

Tuesday, March 26	6pm Ad Hoc Thomaston Green Park Committee
Wednesday, March 27	5pm Harbor Committee
Thursday, March 28	5:30pm Recreation Committee 7 pm OHSTT Transfer Station Board
Tuesday, April 2	9am Working Waterfront Masterplan Meeting
Wednesday, April 3	6pm Ad Hoc Thomaston Green Park Committee
Monday, April 8 <sup>th</sup>	5pm Academy Board of Trustees 6pm Select Board

Town of Thomaston  
Select Board Minutes  
January 22, 2024

Executive Session postponed.

Regular Meeting 6:00 P.M.

Board Present: Pete Lammert, Sandy Moore, Chris Rector, Patricia Hubbard, Town Manager Kara George, Recording Secretary Donna Culbertson. Absent: Bill Hahn.

Meeting called to order by Vice-Chair Pete Lammert at 6:00 PM.

## 2. PUBLIC HEARINGS

A. Review the renewal application of Kachai Thai Street Food for consideration of an on-premises license to sell Malt Liquor, wine and Spirits at the property located at 444 Main Street pursuant to Section 653 Title 28-A of the Maine Revised Statutes.

**ACTION: Motion to enter Public Hearing at 6pm made by Sandy Moore, seconded by Chris Rector. VOTE: 4-0.**

**ACTION: Motion to exit Public Hearing at 6:01pm made by Patricia Hubbard, seconded by Chris Rector. VOTE: 4-0.**

**ACTION: Motion to approve the renewal application of Kachai Thai Street Food made by Chris Rector, seconded by Patricia Hubbard. VOTE: 4-0.**

B. The renewal Retail Marijuana License Application of Warren AVE AFLLC D/B/A Atlantic Farms, located at 210 New County Road, Thomaston, Maine, pursuant to Thomaston Ordinances, Chapter 7, Land Use, Section 716.16.7.3.

**ACTION: Motion to enter Public Hearing at 6:02pm made by Sandy Moore, seconded by Chris Rector. VOTE: 4-0.**

**ACTION: Motion to exit Public Hearing at 6:02pm made by Sandy Moore, seconded by Patricia Hubbard. VOTE: 4-0.**

**ACTION: Motion to approve the renewal Marijuana license application of Atlantic Farms made by Chris Rector, seconded by Patricia Hubbard. VOTE: 4-0.**

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

## 10. NEW BUSINESS

A. Update on the Knox Clinic Project presented by Meredith Batley, Executive Director.

Meredith Batley gave a brief update on the Knox Clinic project. Currently, they are looking to hire an architect to help design the new building.

B. Consider the request of John and Elizabeth DeSimone of Goosefare Antiques & Promotions to host an antique show at the Thomaston Green on September 21<sup>st</sup>, 2024 with a rain date of September 22, 2024.

**ACTION: Motion to approve the request of Goosefare Antiques and Promotions made by Chris Rector, seconded by Sandy Moore. VOTE: 4-0.**

C. Discuss the Ad Hoc Thomaston Green Committee budget recommendations.

Zel Bowman-LaBerge gave a brief update on the project. Currently working on Phase 2 soil testing for debris. Application's made for FQH. Capital Campaign for fundraising. Possibly getting a USDA Loan.

D. Discuss the request of Holly Mellow to install road bumps/humps on Roxbury Street.

Holly Mellow discussed the traffic impacts on Roxbury Street and recommended contacting the engineer that installed speed bumps in Rockland. Police Chief Tim Hoppe will get quotes for "black boxes" used to monitor speed. Chief Hoppe may be able to borrow a black box from another town. Traffic calming pads may also be available.

E. Approve the renewal of the Interstate Septic Contract for 2024 at a cost of \$2,300.

**ACTION: Motion to approve the Interstate Septic Contract made by Chris Rector, seconded by Patricia Hubbard. VOTE: 4-0.**

F. Accept with regret the resignation of Susan Devlin from the Cemetery Trustees and Patricia Hubbard from the Community & Economic Development Committee.

**ACTION: Motion to accept with regret the resignations of Susan Devlin and Patricia Hubbard made by Sandy Moore, seconded by Chris Rector. VOTE: 3-0-1. Patricia Hubbard abstained.**

G. Schedule a Town Forest-Use Workshop for Monday, February 5<sup>th</sup> at 6PM.

Workshop date set.

**3. APPROVE THE MINUTES OF:** July 10, 2023, July 24, 2023, August 21, 2023, August 28, 2023, September 11, 2023, October 2, 2023 and October 23, 2023.

**ACTION: A motion was made and seconded to approve all minutes except for August 21, September 11, and October 23, 2023. (Table to next Meeting). VOTE: 4-0.**

**4. APPROVE THE WARRANTS**

**ACTION: Motion made by Chris Rector to approve the warrants, seconded by Sandy Moore. VOTE: 4-0.**

6. Town Managers Report (attached).

Meeting adjourned ay 7:40 PM.

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Recording Secretary Donna Culbertson

**Town of Thomaston  
Select Board Minutes  
February 12, 2024**

**EXECUTIVE SESSION: 4:30 PM**

Board Present: Bill Hahn, Pete Lammert, Sandy Moore, Patricia Hubbard, John Fancy, and Town Manager Kara George.

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

**ACTION: Pete Lammert made a motion, seconded by Patricia Hubbard to enter executive session at 4:35pm, pursuant to MRS Title 1, 405 6(A) to discuss a personnel matter. VOTE: 4-0**

**ACTION: Pete Lammert made a motion, seconded by Patricia Hubbard to exit executive session at 5:30pm.**

**ACTION: Pete Lammert made a motion, seconded by Patricia Hubbard to enter executive session at 5:30pm, pursuant to MRS Title 1, 405 6(A) to discuss a personnel matter. VOTE: 4-0**

**ACTION: Pete Lammert made a motion, seconded by Patricia Hubbard to exit executive session at 5:35pm. VOTE: 4-0**

**ACTION: Pete Lammert made a motion, seconded by Sandy Moore to authorize the Town Manager to settle a personnel matter up to 10% of \$60,000 (\$6,000) at mediation. VOTE: 4-0**

B. Pursuant to MRS Title 1, 405 6(D) to discuss the collective bargaining agreement of the Fraternal Order of Police and Teamsters.

**ACTION: Sandy Moore made a motion, seconded by Patricia Hubbard to enter executive session at 5:38pm, pursuant to MRS Title 1, 405 6(D) to discuss the collective bargaining agreement of the Fraternal Order of Police. VOTE: 4-0**

**ACTION: Pete Lammert made a motion, seconded by Sandy Moore to exit executive session at 5:49pm. VOTE: 4-0**

**ACTION: A motion was made and seconded to keep the \$170 health reimbursement and offer no back pay as part of the Fraternal Order of Police negotiations. VOTE: 4-0**

**ACTION: Pete Lammert made a motion, seconded by Patricia Hubbard, to enter executive session at 5:50pm, pursuant to MRS Title 1, 405 6(D) to discuss the collective bargaining agreement of the Teamsters. VOTE: 4-0**

**ACTION: Pete Lammert made a motion, seconded by Sandy Moore to exit Executive Session at 5:55pm. VOTE: 4-0**

**ACTION: Sandy Moore made a motion, seconded by Patricia Hubbard to retract stipend proposal, and offer up to 3% COLA for each year of the contract. VOTE: 4-0**

### **REGULAR MEETING 6:00 pm**

Board Present: Chair Bill Hahn, Pete Lammert, Patricia Hubbard, Sandy Moore, Town Manager Kara George, Recording Secretary Donna Culbertson. Absent: Chris Rector.

Meeting called to order by 6:00 pm by Chair Bill Hahn.

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

### **10. NEW BUSINESS**

A. Authorize Economic Development Funds expenditure of \$14,500 for 9 Small Business Micro-Grant recipients as recommended by the Economic and Community Development Committee.

There were 9 applications, 6 of which were awarded.

**ACTION: Motion made by Pete Lammert to approve the microgrants expenditures of \$14,500, seconded by Sandy Moore. VOTE: 4-0.**

B. Review the Comprehensive Plan Committee's recommendations as requested by Daryl Hahn.

No discussion. Postponed until March.

C. Accept with regret the resignation of Alex Fayvil from the Planning Board and Kathy Derene from the Board of Appeals.

**ACTION: Motion to accept the resignations of Alex Fayvil and Kathy Derene with regret made by Pete Lammert, seconded by Patricia Hubbard. VOTE: 4-0.**

D. Consider appointments of the following:

1. Kathy Derene-Planning Board 2nd Alternate
2. Alan Blake-Economic and Community Development Committee
3. Michael Silverstein-Comprehensive Plan Committee

**ACTION: Pete Lammert made a motion to appoint Kathy Derene as Planning Board 2<sup>nd</sup> Alternate, seconded by Sandy Moore. VOTE: 4-0.**

**ACTION: Pete Lammert made a motion to appoint Alan Blake to the Economic and Community Development Committee, seconded by Patricia Hubbard. VOTE: 4-0.**

**ACTION: Patricia Hubbard made a motion, seconded by Bill Hahn, to table the appointment of Michael Silverstein. VOTE: 4-0**

E. Discuss the Town Forest Use Workshop outcomes and determine next steps.

More signage is needed during the hunting season. Warnings to wear extra blaze orange during hunting months.

**ACTION: Motion to allow the use of the Town Forest for hunting made by Pete Lammert, seconded by Bill Hahn. VOTE: 4-0.**

F. Authorize submission of the Community Action Grant application for the Public Landing Resilience Project as recommended by John Fancy.

Landmark will be doing the engineering. The plan may be modified later. It's a state-wide application.

**ACTION: Motion made by Pete Lammert to authorize the submission of the Community Action Grant, seconded by Bill Hahn. VOTE: 3-0-1. (Sandy Moore abstained).**

G. Authorize expending \$5,000 from Economic Development Funds for the Water Street pump station preliminary engineering report as recommended by John Fancy.

The preliminary Engineering report was completed by Dirigo Engineering.

**ACTION: Motion made by Pete Lammert to authorize expending \$5,000 from Economic Development Funds, seconded by Patricia Hubbard. VOTE: 4-0.**

H. Approve the 3-year Animal Care Agreement renewal with Pope Memorial Humane Society at an annual cost of \$4,478.

**ACTION: Motion made by Patricia Hubbard to approve the 3-year Animal Care Agreement, seconded by Pete Lammert. VOTE: 4-0.**

I. Approve the new Comstar Ambulance billing rates for 2024.

**ACTION: Motion made by Pete Lammert to approve the 2024 Comstar Ambulance rates, seconded by Bill Hahn. VOTE: 4-0.**

J. Authorize the renewal of the Maine Service Center Coalition (MSCC) membership for 2024 and appoint the Town Manager as the MSCC Representative and a Select Board member as the MSCC Alternate.

Chair Bill Hahn will be appointed as the alternate MSCC member.



**ACTION: Motion made by Patricia Hubbard to appoint Town Manager Kara George and Chair Bill Hahn to the MSCC, seconded by Pete Lammert. VOTE: 4-0.**

2. APPROVE THE MINUTES OF: August 21, September 11, October 23, November 13, December 11, and December 20.

**ACTION: Motion to approve all minutes as amended except for October 23, 2023 made by Pete Lammert, seconded by Sandy Moore. VOTE: 4-0.**

3. APPROVE THE WARRANTS.

**ACTION: Motion made by Pete Lammert, seconded by Sandy Moore. VOTE: 4-0.**

5. TOWN MANAGER'S REPORT (ATTACHED).

Meeting adjourned at 8pm.

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Recording Secretary Donna Culbertson

**Town of Thomaston**  
**Select Board Minutes**  
**March 19, 2024**

**EXECUTIVE SESSION: 3:00 PM**

Select Board Present: Bill Hahn, Pete Lammert, Sandy Moore, Patricia Hubbard, and Chris Rector.

Board of Assessors Present: Ron Gamage and Joan Linscott

Town Officials Present: Planner John Fancy, Assessors' Agent Lindsey Junkins, and Town Manager Kara George.

A. Pursuant to MRS Title 1, 405 6(C) to discuss or consider the condition, acquisition, or the use of real or personal property.

**ACTION: A motion was made and seconded to enter executive session at 3pm, pursuant to MRS Title 1, 405 6(C) to discuss or consider the condition, acquisition, or the use of real or personal property. VOTE: 5-0**

**ACTION: A motion was made and seconded to exit executive session at 4pm. VOTE: 5-0.**

**ACTION: A motion was made and seconded to enter executive session at 4pm, pursuant to MRS Title 1, 405 (6A), to discuss a personnel matter. VOTE: 5-0**

**ACTION: Pete Lammert made a motion, seconded by Patricia Hubbard to exit executive session at 4:50pm.**

Meeting adjourned at 4:50 pm.

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Town Manager Kara George

**FY 25 TAX INCREMENT FINANCING BUDGETS v.03-22-24**

DRAGON TIF	PROJECTED EXPENSES FY25	PROJECTED REVENUES	EXPLANATION
<b>Proposed FY 25 Budget</b>		\$ 2,065,000.00	Current Balance +/-
Projected Revenues		\$ 711,931.00	
East End Sewer Bond	\$ 54,125.00		Annual Bond Payment
Dragon Appraisal	\$ 80,000.00		Tax Valuation Appraisal
John Fancy, Planning	\$ 49,000.00		Planning/Project/Grant Services 18hrs/week
MCOG Services	\$ 8,000.00		Planning/Project/Grant Services
Fire Apparatus Reserve	\$ 35,000.00		Transfer to Fire Apparatus Reserve
Fire & EMS Capital Improvements	\$ 25,000.00		Transfer to Fire & EMS Capital Reserve
Fire Equipment Reserve	\$ 70,000.00		Transfer to Fire & EMS SCBA Reserve
Dredging	\$ 50,000.00		Dredging Project Soil Testing
Transfer to Downtown TIF:	\$ 772,000.00		Transfer out to Downtown TIF
<b>Total:</b>	<b>\$ 1,143,125.00</b>	<b>\$ 2,776,931.00</b>	

DOWNTOWN TIF	PROJECTED EXPENSES FY25	PROJECTED REVENUES	EXPLANATION
<b>Proposed FY 25 Budget</b>		\$ 300,000.00	Current Balance +/- & FY24 projects not all expended.
Projected Revenues		\$ 101,028.00	
Transfer-in Dragon TIF		\$ 772,000.00	Transfer-in from Dragon TIF
Knox Street Project	\$ 500,000.00		Knox Street Project
Kendray Rodriguez Contract	\$ 18,000.00		\$1,500/month Contract
Downtown Marketing	\$ 9,500.00		Marketing and Community Events \$14,500 Reimburse Non-TIF for FY24 & \$15,000 for FY25
Small Business Grants	\$ 30,000.00		
School Loop Sidewalk Project	\$ 48,000.00		20% Match for MDOT Grant/1st phase
Streetscape Bond Payment	\$ 20,013.00		Business Block Renovation Bond payment
Mill River Crossing Project	\$ 80,000.00		20% Match for MDOT Grant
Sidewalk Replacement Reserve	\$ 20,000.00		Transfer to Sidewalk Replacement Reserve
Academy Building Projects	\$ 25,000.00		Bell Tower copper sheathing replacement
Reimburse Non-TIF (Economic Development Funds)	\$ 14,445.00		\$5,000 Water Street Project, \$1,500 Watts Block Project, \$1,945 Housing Projects, \$6,000 Green Design Project
LED Street Light Payment	\$ 21,431.00		Last LED Street Loan Payment
SC Bond 2019	\$ 19,000.00		Green Infrastructure Bond Payment
Thomaston Green Park	\$ 26,000.00		Park Infrastructure/Landscaping
<b>Total:</b>	<b>\$ 831,389.00</b>	<b>\$ 1,173,028.00</b>	

**Yellow=Non-Negotiable**

\*Note: Changes from the version reviewed by the Economic and Community Development Committee on 3/21/24: Moved Kendray Rodriguez Contract, Downtown Marketing, Small Business Grants, Mill River Crossing Project, School Loop Sidewalk Project from the Dragon TIF to the Downtown TIF; increased the transfer amount from \$575,000 to \$772,000 between TIFs. Added the current balances of both TIFs as of 3/19/24. Lastly, increased John Fancy Planning from \$34,000 to \$49,000 which correlates with 12 hours per week to 18 hours per week.

## Draft 2

### Thomaston, Maine Board of Assessors

#### **Powers and Duties of Assessors**

The Board of Assessors is an elected position with a term of three years, with staggered terms. Assessment activities are performed subject to the statutory requirements contained in M.R.S.A. Title 36, Part 2.

The primary responsibility for the Board of Assessors is to see that all Thomaston properties are assessed equitably and fairly, so that the town's tax burden is appropriately distributed between all taxpayers.

#### **Work Requirements:**

**Property Tax Assessment:** The Board of Assessors shall monitor all real estate transactions. The Board of Assessors shall:

- assess upon the estates in their municipality all municipal taxes and their due proportion of any state or county tax payable during the municipal year for which municipal taxes are being raised,
- make perfect lists thereof and once completed and signed, commit the same to the tax collector of their municipality.

To that end, the position requires:

- detailed, specialized and extensive knowledge of the methods, practices, procedures and legal guidelines of property assessment and taxation,
- knowledge of building construction and renovation practices,
- knowledge of the procedures and records utilized in property ownership and transfer.

**Communication:** The Position requires extensive communication of a detailed and complex nature with taxpayers and citizens, the business community, and municipal officials and employees.

**Leadership/Teamwork:** The Board of Assessor position makes significant individual contribution to the department and requires considerable coordination with other town departments and the Select Board.

**Complexity/Planning:** the Board is responsible for the full range of operations of the Assessing office, which includes but is not limited to:

- Technical areas of site assessment
- Maintenance of real estate records
- Planning and implementation of reorganizing specific areas of assessment. The Board may delegate the preparation of such lists to any municipal employee, appropriately

designated in writing, or may contract with the primary assessing area for the preparation of such lists.

- Shares in the development of departmental and organization short- and long-range goals.

**Decision Making:** The Position requires both operational level decision making skills as well as tactical and strategic planning skills. Decisions are within and controlled by ordinances and statutes, however, position requires extensive interpretation and independent judgement in applying those guidelines.

**Assessing valuation of all properties in town.** This may be delegated to the Agent's, but the Board of Assessors is responsible for final valuations.

The Board of Assessors is responsible for addressing valuation abatements, appeals, and supplemental tax bills.

**Qualifications:**

- Committee members shall be registered voters of the Town of Thomaston. No other official or employee of the town may be a member.

**Administrative:**

- The Board of Assessors shall annually elect a Chair and a Secretary from among its members.
- The Board of Assessors, along with the Town Manager, has oversight of the Assessor's Agent.
- The Board of Assessors prepares and submits an annual report to the Town Manager.
- The Board of Assessors shall meet once a month, or as needed. It prepares its meeting agenda, takes minutes of the meetings, and submits those minutes to the Thomaston Town Clerk.

**Education Requirement:**

- Members of the Board of Assessors shall continually update themselves on property law changes and take any advantage of assessor training through MMA. Any course availability is available through the Thomaston Town Clerk



March 20, 2024

Via E-Mail

Select Board  
% Lindsey H. Junkins, CMA  
Town of Thomaston, Maine  
Assessors' Agent  
13 Valley Street Thomaston,  
ME 04861-3818

Re: Proposal

Dear Select Board Members:

We enjoyed speaking with the Town, recently. As requested, we are pleased to offer, for ad valorem tax purposes, the real and personal property appraisals of the Dragon Cement facilities. Thomas Y Pickett & Company, Inc. will be working on this project with Mr. Ken Voss, MAI. As requested, a contract is offered for review and approval.

We welcome the opportunity to work for the Town of Thomaston. If you have any questions or need additional information, please contact us.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Robert T. Lehn', written in a cursive style.

Robert T. Lehn, P.E., R.P.A.  
Vice President

RTL

Enclosure

cc: Ken Voss

**THOMAS Y PICKETT**

*Kenneth Voss & Associates, LLC  
Post Office Box 190054  
Atlanta, Georgia 31119-0054  
Telephone: 404.869.7970  
Mobile: 404.822.9595  
Kvossatl@aol.com*

**AGREEMENT: APPRAISAL SERVICES**

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**DATE OF AGREEMENT:** 19 March 2024

**PARTIES TO AGREEMENT:**

**Client:**

Client Name Ms. Lindsey H. Junkins, CMA  
Town of Thomaston, Maine  
Client Company Assessors' Agent  
Address 13 Valley Street  
City, State, Zip Thomaston, Maine 04861-3818  
Phone 207-354-6107, Ext. 109  
E-mails: ljunkins@thomastonmaine.gov

Appraisers Name Kenneth Voss, MAI, SRA, AI-GRS, CAE, GCA  
Appraisers Company Kenneth Voss & Associates, LLC  
Address Post Office Box 190054  
City, State, Zip Atlanta, Georgia 31119-0054  
Phone 404.822.9595 (Cell)  
Fax 404.869.1985  
E-mail [Kvossatl@aol.com](mailto:Kvossatl@aol.com)

Appraisers Name Robert T. Lehn, P.E., R.P.A.  
Appraisers Company Thomas Y. Pickett & Company, Inc.  
Address 14665 Midway Rd., Suite 100  
City, State, Zip Addison, Texas 75001-3156  
Phone 214.707.5810 (Cell)  
Fax 972.991.0937  
E-mail BobL@typco.com

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Client hereby engages Appraiser to appraise the following real and personal property:

Dragon Cement Company  
107 New County Road, Thomaston, Maine 04861

**PARCEL IDENTIFICATION NUMBER**

Various 11002

**INTEREST VALUED**

Fee Simple Interest

**INTENDED USERS**

Client

**INTENDED USE**

To assist Client in the annual ad valorem property tax appraisal.

**TYPE OF VALUE**

Market value as defined by USPAP, Maine Law.

**DATE OF VALUE**

Effective Date of Value, 1 April 2023/2024/2025

**CONDITIONS, EXTRAORDINARY ASSUMPTIONS**

Hypothetical conditions and extraordinary assumptions that may be developed during the Scope of Work

**APPLICABLE REQUIREMENTS OTHER THAN THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)**

The Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute

**ANTICIPATED STEPS (SCOPE OF WORK)**

**Site visit**

Inspection of subject site

Market research and analysis of the subject area

Analysis of the general market area

Analysis of the subject neighborhood

Analysis of demographic data

Analysis of Comparable Sales, if applicable

Photographs of the subject site

Analysis of the Income Capitalization Approach

Value all Dragon Cement Company's land parcels (42)

Development of approaches to value to produce a credible appraisal report.

**APPRAISAL REPORT**

The report will be in accordance with the 2023-2024 Edition of USPAP.



**APPLICABLE REQUIREMENTS OTHER THAN THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)**

The Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute

**CONTACT FOR PROPERTY ACCESS, IF APPLICABLE**

The appraiser will require coordinate with the client to schedule time and date.

**ANTICIPATED TIMELINE FOR PROJECT**

<b>By April 15, 2024</b>	<b>Contract signed</b>
<b>April 15-June 30, 2024</b>	<b>Voss &amp; Pickett, with assistance from Town Assessor to contact taxpayer, notifying them that Voss &amp; Pickett are under contract to value the real and personal property. Voss &amp; Pickett will inform taxpayers of approximate dates for inspections, and any necessary coordination with the taxpayer.</b>
<b>July 1-31, 2024 /2025/2026</b>	<b>Voss &amp; Pickett will inspect the plant. Voss &amp; Pickett to request all available assets, financial data, and other related information.</b>
<b>November 1, 2024 /2025/2026</b>	<b>Voss &amp; Pickett to submit appraisal with preliminary values.</b>
<b>By December 1, 2024 /2025/2026</b>	<b>Final report submitted</b>

**DELIVERY METHOD**  
PDF

**NUMBER OF COPIES**  
One

**CONTRACT FEE-VALUATION AS OF 1 APRIL 2024 (BASE YEAR)**

Kenneth Voss & Associates, LLC	\$ 35,000.00
Thomas Y. Pickett & Company, Inc.	<u>\$ 35,000.00</u>
<b>Total Fee</b>	<b>\$ 70,000.00</b>

**CONTRACT FEE-VALUATION AS OF 1 APRIL 2025**

Kenneth Voss & Associates, LLC	\$ 20,000.00@
Thomas Y. Pickett & Company, Inc.	<u>\$ 16,000.00@</u>
<b>Total Fee</b>	<b>\$ 36,000.00</b>

**CONTRACT FEE-VALUATION AS OF 1 APRIL 2026**

Kenneth Voss & Associates, LLC	\$ 20,000.00@
Thomas Y. Pickett & Company, Inc.	<u>\$ 10,000.00@</u>
<b>Total Fee</b>	<b>\$ 30,000.00</b>

**RETAINER:**

A one-time retainer fee of **\$15,000.00** for each component of the project (real and personal) is required by July 1<sup>st</sup>, 2024, payable to Kenneth Voss & Associates and to Thomas Y. Pickett & Company.

**ADDITIONAL PAYMENT TO APPRAISERS**

\$5,000 to each party after the plant inspection, by August 1<sup>st</sup> of 2024/2025/2026. Remainders to each party at the submission of the final Appraisal Report.

**EXPENSES**

None; if a value is stipulated to, , see **PARTIAL PAYMENT** paragraph.

**CONFIDENTIALITY**

Appraiser shall not provide a copy of the written report to or disclose the results of the appraisal prepared in accordance with this Agreement with, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

**CHANGES TO AGREEMENT**

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement.

**CANCELLATION**

Client may cancel this Agreement at any time prior to the Appraiser's delivery of the Appraisal Report upon written notification to the Appraiser except as noted. Client shall pay Appraiser for work completed on assignment prior to Appraiser's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser and Client in writing.

**NO THIRD-PARTY BENEFICIARIES**

Nothing in this Agreement shall create a contractual relationship between the Appraiser or the Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third-party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

**USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS**

Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser shall sign the written Valuation Report and take full responsibility for the services provided because of this Agreement.

**TESTIMONY AT COURT OR OTHER PROCEEDINGS**

Client agrees that Appraiser's assignment pursuant to this agreement may include Appraiser's participation in or preparation for, whether voluntary or pursuant to subpoena, oral, or written discovery and sworn testimony in a judicial, arbitration, or administrative proceeding relating to this assignment. The appraiser's hourly rate (\$275.00/per hour) along with customary expenses will be billed to the client.

**PARTIAL PAYMENT:**

If property valuation issues are settled prior to completion of the required Appraisal Report, the appraiser will bill an hourly rate of \$275.00 per hour along with customary expenses will be billed to the client for time spent in preparation of the Appraisal Report.

**APPRAISER INDEPENDENCE**

The appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. The Appraiser cannot guarantee the outcome of the assignment in advance. The appraiser cannot ensure that the opinion of value developed because of this Assignment will serve to facilitate any specific objective by Client or others or advance any cause. Appraiser's opinion of value will be developed competently and with independence, impartiality, and objectivity.

**EXPIRATION OF AGREEMENT**

This agreement is valid only if signed by both the Appraiser and Client within 10 days of the Date of Agreement specified.

**GOVERNING LAW AND JURISDICTION**

The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Maine.

APPROVED \_\_\_\_\_, by the Selectmen of the Town of Thomaston, Maine.

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Attest:

\_\_\_\_\_

  
\_\_\_\_\_

**Kenneth Voss, MAI, SRA, AI-GRS, CAE, GCA**

  
\_\_\_\_\_

**Robert Lehn, P.E., R.P.A.  
Vice President  
Thomas Y. Pickett & Company, Inc.**

**Lawrence J. Lentz**  
**36 Bobolink Lane**  
**Thomaston, Maine, 04861**  
**13 March 24**

Ms. Kara George  
Thomaston Town Manager  
13 Valley Street  
Thomaston, Maine 04861

*Kara*  
Dear Ms. George:

The purpose of this correspondence is to inform you of my resignation from the Thomaston Conservation Commission effective 13 March 24.

Due to increasing requirements to support my spouse's health care needs, I no longer have the time or energy to devote to the Commission.

Although we have had our disagreements, I remain a firm admirer of your work ethic and dedication to the community of Thomaston.

Sincerely,

  
Lawrence J. Lentz

## Thomaston Economic and Community Development Committee Operating Policy

### **Mission:**

The Economic and Community and Development Committee (ECDC) of the Town of Thomaston is dedicated to enhancing the quality of life of all of its residents by attracting, expanding, and retaining diverse business and job opportunities while sustaining and promoting the Town's rural and coastal character, its commercial downtown and village, its cultural and social resources, and its natural resources.

### **Status: Appointments, Terms, & Procedures:**

The ~~Committee ECDC is formed and shall serve at the pleasure of~~ acts as an advisory committee to the Select Board.

#### **A. Committee Membership:**

The Thomaston Select Board shall appoint members to serve on the Economic and Community Development Committee. The committee shall consist of a maximum of 7-members to include ~~one~~ two Select Board members. The Town Manager and Town Planner shall serve as ex-officio members. Four members need to be present to form a quorum.

~~The members shall be appointed for three-year terms and may be subject to re-appointment.~~

Upon establishment of the committee, three members will be appointed to serve a three-year term. ~~Two~~ two members will be appointed to serve a two-year term. ~~1~~

~~Two~~ two members will be appointed to serve a one-year term. Thereafter, all member's terms will be three years and may be reappointed by the Select Board.

#### **B. Committee Organization:**

The Committee shall annually elect a chairperson, vice chair, and secretary from among the committee members.

The Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. A Secretary shall maintain a permanent record of all committee meetings minutes and all correspondence of the committee, shall be recorded and publicly available. The Chair shall set the agenda and present the agenda to the committee and town office prior to the meeting.

### **Committee Duties and Responsibilities:**

The Economic and Community Development Committee is a working group to plan and develop economic and community development projects and to solicit public participation from citizens and the business community. The Committee shall serve as the community catalyst for economic and community development undertakings and to advocate to the public and the Select Board for projects.

The Committee shall have the following duties:

- Develop and update as needed an economic and community development plan for the Town based upon the Town Comprehensive Plan. ~~Develop and update as needed an economic and community development plan for the Town based upon the Town Comprehensive Plan.~~
- Identify projects that could be funded through the Tax Increment Financing (TIF) Districts and recommend TIF uses to the Select Board.

- ~~Develop relationships with Maine's venture capital ecosystem (Maine Venture Fund, Maine Technology Institute, etc.) to assist Thomaston businesses in taking advantage of available financial and knowledge assistance.~~
- Support and encourage new businesses seeking to locate in Thomaston and existing businesses seeking to remain or expand in Thomaston.
- Advise on tools that could be used to encourage economic development and community investment opportunities.
- ~~Serve as community ombudsmen responding to referrals from prospective businesses to assist in permitting and tap into resources, including grant and loan opportunities.~~
  - Responsible for the structure of any Town revolving loan fund and/or grant fund for economic development/business assistance purposes.
- ~~Plan and develop projects and seek Select Board and Town approval.~~
  - Identify project funding including grants and other financial sources.
  - Undertake projects as assigned by the Select Board. Additionally, develop plans and projects to recommend to the Select Board and Thomaston citizens.



- ~~Provide public venue to discuss and develop projects for consideration by the Select Board and Town citizens.~~ Provide education and outreach opportunities to encourage and facilitate economic development.
- ~~Monitor unused, vacant or underutilized commercial properties within Thomaston and investigate economically-advantageous uses for such properties.~~
- ~~Communicate with the business community and other social and service organizations about community needs.~~ Coordinate with regional organizations and neighboring groups seeking to promote economic development and business growth in the area.
- Create an Economic Development Strategic Plan.
- ~~Cooperate with other regional economic groups as per the direction of the Select Board.~~
- ~~Develop projects to be included in the annual CEDS~~
- ~~Direct and interface with an economic development consultant to complete tasks~~ Support activities of the Town Economic and Development Coordinator and the Town Planner.

#### Committee Reports

~~The Committee shall at least once a year at a time mutually agreed to by the committee and the Select Board,~~ Provide the Thomaston Select Board a bi-annual report of ~~its~~ the ECDC activities for the year and future plans.

Approved by the Select Board March 22, 2021

Town of Thomaston  
Environmental Department  
**PROPOSED 4.5% 2024 RATE INCREASE**

March 2024

**RATE INCREASE BACKGROUND**

In 2001, with the Maine State Prison closing its facility in Thomaston, the Pollution Control Department saw its income drop by about \$100,000 a year. To help make up the difference the sewer rates for both residential and commercial users were increased by 17.5%. This raised the residential rate from \$3.40/100 CF to \$4.00/100 cubic feet (CF).

The second increase came in 2008 when the residential rate went from \$4.00/100 CF to \$4.60/100 CF and commercial rates to \$4.90/100 CF. This was a 13% increase. This increase followed several years of austere budgets that largely resulted from decreased water use that led to decreased revenues. The decreased water use was not only from general water conservation but also the aging of the customer base, the trend toward appliances that use less water and the increasing cost of water. Each time the water company raised the rates the consumption dropped.

In 2011 an industrial rate was added to the schedule, but the residential and commercial rates were unchanged. The new industrial rate was \$4.25/100 CF for all industrial users that discharged a volume of over 15,000,000 gallons per year.

The next increase was in June 2013. At that time the residential rate was increased from \$4.60 to \$5.00 that is an 8.7% increase. The minimum charge was also increased from \$165.60 to \$180.00 per year (\$45.00 per quarter). This was also an 8.7% increase. The standby rate was increased from \$82.80 to \$104.00, a 25% increase. The commercial customer's rate was also increased by 7.3%, however, the industrial rate was not changed.

Five years ago, the rate schedule was changed from having a large increase every 7 or 8 years to a smaller increase (10% in 2019) and a 2% increase every year for the next four years. Thus the residential rate began at \$5.50 and ended at \$5.95 in FY 2023/24. This schedule runs out June 30, 2024.

**COMPARISON TO SURROUNDING COMMUNITIES**

In 2019, the University of South Carolina, School of Government, Finance Center, conducted a survey of sewer rates around Maine. They compared costs by calculating what the annual cost would be if a customer used 8,000 cubic feet of water. The eight communities with sewer systems close to Thomaston are shown in the table below

arranged from the least expensive to the highest based on a customer using 8,000 cubic feet of water per year:

**TABLE A**

1. Warren Sanitary District	\$248.00	Subsidized by the prison.
2. Rockland WPCF	\$561.84	
3. Camden Wastewater Dept.	\$599.64	Capital costs from taxation.
4. Waldoboro Utility District	\$803.64	
5. GSBSD (Damariscotta)	\$912.48	
6. Town of Islesboro	\$1,155.00	
7. Boothbay Harbor SD	\$1,203.12	
8. Town of North Haven	\$1,258.00	

Note: Thomaston's cost for 8000 CF at the time the study was done would have been \$448.80 making it lower than all except Warren.

As with all tables of this type there are extremes that do not fit the overall picture. Removing Warren (their arrangement with the State Prison pays for everything except the village pump station) and Camden (their rate does not include capital costs or long-term debt) gives a more realistic view of the situation in this area. For the remaining six sewered communities the average annual cost for a typical family using 8,000 cubic feet of water (about 165 gallons per day) is \$982 and the median cost is \$1,133. Some of these communities may even have had rate increases since the survey.

**CURRENT RATE STRUCTURE**

The current rates are what are referred to as "proportional to use" rates. That is, they are based on the volume of water, or sewer service that each customer receives (assumes water in equals wastewater out). If a customer uses more water they pay a higher charge and if they use less they pay less. The Environmental Department purchases the consumption of each metered water customer from the water company and uses actual water usage for billing sewer charges.

The minimum rates\* were set to cover the fixed costs that must be made regardless of the volume of wastewater received by the department. Currently, over one third of the residential users pay the minimum. If the typical user pays \$727 annually and the minimum is \$214.20 then the person paying the minimum is paying 30% of the typical sewer bill.

\*The minimum rate is applied to any property that is vacant for the entire quarter.

The current rates are summarized in the table below:

**TABLE B**

	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>
Rate	\$5.95/100 CF	\$6.31/100 CF	5.06/100 CF
Typical User Cost	\$727.32/year	\$1,210/year	
Minimum usage	900 CF/quarter	400 CF/month	
Minimum User Cost	\$214.20/year	\$302.88/year	

**PROPOSED RATES**

The current rate schedule, providing for an automatic 2% increase each year, has been very successful as it allowed for increased revenue that initially closely matched the increased costs resulting from inflationary pressures. In the last couple of years inflation has exceeded two percent and so a small raise in fiscal year 2024/25 of 4.5% matched with a 2.5% increase in each of the next four years would provide a balanced revenue source for the Department.

The current rate schedule has been better for customers also. A smaller increase each year is easier to handle than a large one every few years.

It is recommended that the Sewer System Development Charge (S.S.D.C.) be increased from the current \$8.60 per gallon to \$9.00 per gallon but that the maximum for a single-family house stay at \$1,000.

A proposed Schedule of Rates for July 2024 through June 2029 is attached.

This proposed rate will increase the Departments revenues from residential customers by about \$8,000, from commercial customers by about \$4,500 and from industrial users by about \$6,500 or a total of about \$19,000.

The table below shows the current cost of a residential user's sewer bill per quarter and what it would be with a 4.5% rate increase.

	<u>Water usage</u>	<u>Current cost</u>	<u>New cost</u>
Minimum	900 CF (75 gpd)	\$53.55	\$55.98
Typical	2000 CF (165 gpd)	\$119.20	\$124.40
High	3000 CF (250 gpd)	\$178.50	\$186.60

The Maine Water Company has announced a 6% water rate increase for 2024.

## **RATE ADOPTION SCHEDULE**

To implement a rate increase we must follow the procedure outlined in the Thomaston Sewer Ordinance as follows:

*Prior to the adoption of a new rate, charge or fee schedule, the Board shall hold a public hearing regarding the proposed rate, charges and fee schedule. The board shall publish the proposed rates, charges and fees and notice of the hearing not less than once in a newspaper having general circulation in Thomaston not less than seven (7) days prior to the hearing. Prior to the adoptions of new sewer rates only, the Board shall mail to each ratepayer a notice of the public hearing and the proposed new rates at least fourteen (14) days prior to the hearing. The mailing requirement does not apply to the S. S. D. C. or other charges and fees.*

In order to have the new rates apply beginning July 1, 2024 the new rates must be adopted and in place by June 15<sup>th</sup>. The following time line will meet that requirement:

March 25 <sup>th</sup>	Select Board reviews proposed rate changes.
March 29 <sup>th</sup>	Mail notices to ratepayers.
April 3 <sup>rd</sup>	Publish notice of Public Hearing in newspaper.
April 22 <sup>nd</sup>	PUBLIC HEARING (at beginning of Select Board Meeting).
May 13 <sup>th</sup>	Select Board considers information from Public Hearing.
May 27 <sup>th</sup>	Select Board receives proposed final rate increase package.
June 10 <sup>th</sup>	Select Board adopts new rate schedule.

## Town of Thomaston – Pollution Control Department

### SCHEDULE OF SEWER CHARGES AND FEES

Effective January 1, 1991, amended: 8/10/92, 9/22/97, 7/1/01, 9/8/08, 1/1/11, 6/10/13, 3/11/19, 6/10/24

#### SEWER SERVICE RATES

	7/1/2024 to 6/30/2025	7/1/2025 to 6/30/2026	7/1/2026 to 6/30/2027	7/1/2027 to 6/30/2028	7/1/2028 to 6/30/2029
<b>Residential</b> (per 100 cu. ft.)	\$6.22	\$6.38	\$6.53	\$6.69	\$6.86
Minimum billing	\$55.96	\$57.36	\$58.79	\$60.26	\$61.77
<b>Commercial</b> (per 100 cu. ft.)	\$6.59	\$6.75	\$6.92	\$7.09	\$7.27
Minimum billing	\$24.37	\$24.98	\$25.60	\$26.24	\$26.90
<b>Industrial</b> (per 100 cu. ft.)	\$5.29	\$5.42	\$5.56	\$5.70	\$5.84
Minimum 15 MG/Year					

#### SEWER CONNECTION FEES

Sewer System Development Charge (SSDC)	\$9.00 per gallon
Maximum charge for single family residential house	\$1,000
Inspection fee for new sewers and sewer connections	\$50.00/hour <sup>(1)</sup>

#### LIEN CHARGES

30-Day Notice	\$5.00 plus direct cost of mailing
Registering of Lien	\$15.00 plus all registry costs
Notice of Foreclosure	\$5.00 plus direct cost of mailing

#### MISC. CHARGES

Interest on late accounts	Varies <sup>(2)</sup>
Returned Check	\$15.00 plus bank charges

<sup>(1)</sup> One (1) hour minimum

<sup>(2)</sup> Maximum annual percentage rate permitted by State of Maine

## Kara George

---

**From:** Zel Bowman-Laberge <zelbowman@gmail.com>  
**Sent:** Thursday, March 7, 2024 2:01 PM  
**To:** Kara George  
**Subject:** Hazardous Waste Day - July 13

Hi Kara,

Would it be possible to have the SB vote on the Hazardous Waste Day proposed on Saturday July 13 from 9-12? I want to make sure we have permission to use the space before we advertise the event. And I believe last year the SB voted on that?

It will be the same as last year and we are hoping to use the parking lot in front of the Town Office again. The staff would be the only ones inside the building to use the bathroom.

Let me know what you think.

Thanks!

Zel

## **Kara George**

---

**From:** Matthew Shields <shieldsm21@gmail.com>  
**Sent:** Thursday, March 7, 2024 9:02 PM  
**To:** Kara George  
**Subject:** Thomaston Green Amateur Radio Event 2024

Hello Kara,

Matthew Shields, treasurer of the PenBay Amateur Radio Club in Rockland. The club members and the EMA have been talking about the possibility of holding our annual Field Day, an amateur radio world wide event that combines public service, emergency preparedness, community outreach, and technical skills, at the Thomaston Green again this year.

The event runs from 2:00PM on 22 Jun until 2:00PM on 23 Jun. We would like to start set up sometime in the morning of Saturday June 22.

We have used the site in years past and would like to reuse the space if available.

Thank you for your time and consideration

Matthew Shields  
Treasurer PenBay ARC





TOWN OF THOMASTON  
P.O. BOX 299  
THOMASTON, MAINE 04861-0299  
TEL: (207) 354-6107

**Certificate of Appointment by Municipal Officers**

To: **Election Clerks**

Pursuant to: 30-A M.R.S. § 2528(8) & 21-A M.R.S. § 503-A

The undersigned Municipal Officers of the Town of Thomaston hereby vote to appoint and confirm the list of names on page two as **Election Clerks**.

Your term of office is to expire on March 25, 2026.  
Given under our hands this 25<sup>th</sup> day of March 2024.

William Hahn, Chair	_____
Peter Lammert, Vice-Chair	_____
Patricia Hubbard, Select Board	_____
Sandra Moore, Select Board	_____
Christopher Rector, Select Board	_____

Municipal Officers of Thomaston, Maine

Record of Oath

State of Maine  
County of Knox, ss.

Personally will appear before me the named **Election Clerks listed on page two**, who have been duly appointed by the Thomaston Municipal Officers as the **Election Clerks** in said municipality, and will take the oath necessary to qualify to perform the duties of office for the term specified above according to law.

Before Me,

\_\_\_\_\_  
Melissa Stevens, Town Clerk

1. Carol Achterhof
2. Shlomit Auciello
3. Christopher Barstow
4. Virginia Blanchard
5. Marcy Bonner
6. James Boone
7. Sandra Caron
8. Patricia Carter
9. Erin Colwell
10. Isabel Corona-Ferlauto
11. Kathy Derene
12. Frank Devlin
13. Susan Devlin
14. Mariellen Eaton
15. Julie Fajardo
16. Ronald Gamage
17. Dorothy Gamage
18. Roderick Grindell
19. Susan Grover
20. Guy Harn
21. Frances Hernandez
22. Samantha Jones
23. Lindsey Junkins
24. Sumner Kinney
25. Richard Kortright
26. Neil Krane
27. Linda Kruger
28. Peter Lammert
29. Kathryn Landon-Malone
30. Peter Lehman
31. Alan Leo
32. William Master
33. Jeffrey Mathias
34. Kimberly Matthews
35. Craig Matthews
36. Joseph McGeady, Jr.
37. Charlotte Mills
38. Chalen Mitchell
39. Sandra Moore
40. Mimi Moore
41. Noreen Mullaney
42. Shade Paul
43. Douglas Pope
44. Brenda Porter
45. Courtney Porter-Tetreault
46. Amanda Prior
47. Joanne Richards
48. Claudia Rosti
49. Judith Rudolph
50. Linda Reynolds
51. Patricia Smith
52. John Spears
53. Virginia Spivey
54. Martha Varsano
55. Sophia Vigue
56. Ruth Wiggin
57. Alice Wilkinson
58. Arlene Woodman