



TOWN MANAGER

TO: Board of Selectmen
FROM: Joe Roach
RE: March 17, 2025 Meeting Notes
DATE: March 13, 2025

#1. There are two public hearings that will take place, with the first one beginning at **5:00PM at the RLRS**. The first hearing is for the April 8th Special Town Meeting that pertains to the Police Department overdraft. This will be the only hearing for this special town meeting. The second hearing is the first of two hearings for the annual town meeting that will occur in June. The last bullet point under #1 is a placeholder to discuss and consider feedback received in the hearing. The Board will have time to make changes if it desires prior to finalizing the Warrant on April 7th.

#3. Non-profit organizations have been invited to deliver a brief presentation regarding their funding requests. I suggest a two-minute time limit for each organization.

#7. I have negotiated with Stantec over the pricing of the Taxi Lane project, and I am requesting authorization to sign the contract with them.

I am requesting authorization to sign the audit engagement letter for FY 2025. There is also a spot for the Board to sign, so a motion should be made to authorize the Chair to sign as well. (It can be done in one motion).

The old Parks and Recreation F350 is ready to be sold. This vehicle was replaced with a new 2500 pickup last December. I am requesting authorization to sell the truck pursuant to the Purchasing Policy with a minimum bid of \$18,000.00.

TOWN OF RANGELEY BOARD OF SELECTMEN

James Jannace, Chairman
Ethan Shaffer, Vice-Chairman
Samantha White
Jacob Beaulieu
Keith Savage



15 School Street
Rangeley, ME 04970
Fax – 207.864.3578
207.864.3326

MEETING MARCH 17, 2025, 5:00 PM **AT THE SCHOOL**

1. **Call Meeting To Order & Declare a Quorum**

- Open Public Hearing – Special Town Meeting, April 8, 2025
- Close Public Hearing
- 5:30PM Open Public Hearing for June Town Meeting Public Input
- Close Public Hearing
- Consideration of Public Input for Budget Adjustments

2. **Conflict of Interest Disclosure**

3. **Adjustments To The Agenda**

- Non-Profit Presentations – Applications - [FY'25/26 Donation Request Applications | Rangeley, ME](#)
 - Cross Country Ski Club - \$9,600
 - RLHT – Milfoil Prevention - \$14,000
 - Rangeley Family Medicine - \$1,500
 - Maine Forestry Museum - \$3,000
 - Rangeley Lakes Snowmobile Club - \$50,000
 - Rangeley Chamber of Commerce - \$50,000 and \$12,000
 - Rangeley Public Library - \$47,755
 - Rangeley Health and Wellness - \$13,000 and \$7,500
 - Lifelight Foundation - \$2,000
 - Safe Voices - \$1,000
 - Rangeley Friends of the Arts - \$4,900
 - Red Cross - \$1,000
 - Oquossoc ATV Club - \$2,000
 - Rangeley Housing Development Corp. - \$10,000
 - WRGY - \$7,000

4. **Public To Speak On A Non-Agenda Item**

5. **Boards & Committees**

- February 5, 2025 – Ordinance Committee, Regular Meeting
- February 25, 2025 – Budget Committee, Regular Meeting
- February 26, 2025 – Planning Board, Regular Meeting
- February 27, 2025 – Budget Committee, Regular Meeting
- March 4, 2025 – Budget Committee, Regular Meeting
- March 6, 2025 – Budget Committee, Regular Meeting
- March 10, 2025 – Budget Committee, Regular Meeting

- March 11, 2025 – DRAFT Budget Committee Recommendations

6. Review of Minutes

- March 3, 2025 – BOS Regular Meeting
- March 11, 2025 – BOS Budget Committee Recommendations

7. Consent Items

- Liquor License
 - RFA
- Event Permit
 - Joan Frost Memorial Arts and Craft Show – RFA
 - Mobile Health Unit Outreach - MaineHealth
- Airport Taxi Lane Project
 - Authorize Town Manager to Sign
- Audit Engagement Letter
 - Authorize Town Manager to Sign
- Parks and Rec 2015, F350
 - Authorize Town Manager to Sell

8. Old Business

9. New Business

10. Correspondence

- Franklin County Commissioners – Caucus / Budget Committee Vacancies

11. Read Into Record

12. Town Manager Report

- Department Updates
- Calendar
 - April 8, 2025 – Special Town Meeting
 - April 11, 2025 – Nomination Papers Due to Clerk
 - April 11, 2025 – Warrant Due to Clerk
 - April 11, 2025 – Voter Petition Deadline
 - April 11, 2025 – Proposed / Petitioned Ordinances Due to Clerk
 - April 11, 2025 – Call for Election
 - May 5, 2025, 5PM – Final Public Hearing for June Town Meeting
 - June 3, 2025 – Last Date to Post Signed Warrant
 - June 10, 2025 – Town Meeting
- Other Business
 - Monthly Financials
 - Grant Sheet

13. Selectboard Communication

14. Executive Session – M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)

15. Adjournment

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the questions under discussion. All remarks and questions addressed to the administration of Town shall be addressed to the Town Manager or the Board of Municipal Officers through the Chair and not to any municipal town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

Public members attending Board meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer.

Join Zoom Meeting
<https://zoom.us/j/91015267554>
Meeting ID: 910 1526 7554
Call In: 1-929-205-6099

**TOWN OF RANGELEY
SELECTMEN'S SPECIAL TOWN MEETING WARRANT
TUESDAY
APRIL 8, 2025
8AM TO 8PM**

Franklin,ss State of Maine

To: Richard Caton, Police Chief in the Town of Rangeley, in said County of Franklin, State of Maine.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Rangeley, in said County and State, qualified to vote in Town affairs, to assemble at the **Rangeley Town Office**, in said Town on **Tuesday, April 8, 2025 at 8 a.m. to 8:00 p.m.** in the evening then and there to act upon Articles A1 through Article B1 of this warrant.

ARTICLE A1: To elect a moderator to preside at said meeting.

ARTICLE B1: Shall all FY 2024/2025 Police Department overdrafts be closed from unassigned fund balance?

Given under our hands this 18th day of February 2025.

RANGELEY BOARD OF SELECTMEN:


James Jannace, Chairman


Ethan Shaffer, Vice Chairman

Samantha White


Jacob Beaulieu

Keith Savage

Special Town Meeting April 8, 2025 - Background Information for the Warrant

FY25 projected Police Department budget overdraft through 6/30/2025: \$95,000

Current projected ending General Fund fund balance (including the PD shortfall): \$6 million

Per the Town's Fund Balance Policy, the fund balance should not be more than 25% of operational expenditures, which is just under \$3 million at current budgeted levels. Therefore, the projected ending fund balance is more than sufficient to cover the PD shortfall, seeing as it is well above the 25% threshold.

OFFICIAL BALLOT
SPECIAL TOWN MEETING
RANGELEY, MAINE
APRIL 08, 2025

Marti Belt
Town Clerk

Instructions to Voters

- ◆ To vote for a candidate of your choice, complete the oval at the left of the person you want to choose, like this: ☒
- ◆ You may vote for a person whose name does not appear on the ballot by writing the name in the proper space and completing the oval at the left.
- ◆ To have your vote count, do not erase or cross out your choice.
- ◆ If you make a mistake, ask for a new ballot. **DO NOT ERASE.**

A. To vote IN FAVOR of the question, complete the oval to the left of the word YES.

B. To vote AGAINST the question, complete the oval to the left of the word NO.

BUSINESS ARTICLES

ARTICLE B1: Shall all FY 2024/2025 Police Department overdrafts be closed from unassigned fund balance?

☐ Yes

☐ No

YOU HAVE NOW COMPLETED VOTING

TOWN OF RANGELEY

SELECTMEN'S TOWN MEETING WARRANT

June 10, 2025

* PLACE HOLDER *

UPDATED VERSION TO
BE PROVIDED ON
MONDAY. THANKS!
TRACI

Franklin, ss State of Maine

To: Richard Caton, Police Chief, Town of Rangeley, County of Franklin, State of Maine

GREETINGS: In the name of the State of Maine, you are hereby required to notify and assemble at the Town of Rangeley, in said County and State, qualified to vote in Town affairs, to assemble at the Town on **Tuesday, June 10, 2025 at 7:45 a.m.** in the forenoon then and there to act by secret ballot on ARTICLE A1 TO K V1 as set out below, the polling hours therefore to be from 8:00 a.m. to 8:00 p.m.

ARTICLE A1: To elect a moderator to serve for the annual meeting, and to permit the moderator to appoint an alternate, as necessary.

ARTICLE A2: To elect under the provisions of Title 30-A, M.R.S.A. § 2528, the following Town Officers: two members of the Board of Selectmen, for terms of three years; one Parks Commission member for term of three years; one RSU #78 School Board member for a term of three years; two Sewer Commission members for terms of three years; two Budget Committee members for terms of three years.

To vote by ballot the following warrant articles for the ensuing year in accordance with Title 30-A Section 2528, of the Revised Statutes of Maine and amendments thereto.

BUSINESS ARTICLES

ARTICLE B1: Shall the Town fix the following two dates when taxes on real estate and personal property shall be due and payable, and after which interest shall accrue?

First Installment:	September 1, 2024
Second Installment:	February 1, 2025

ARTICLE B2: Shall the Town set a rate of 7.5% interest to be assessed by the Town after the due dates on delinquent taxes?

ARTICLE B3: Shall the Town authorize the Tax Collector to accept tax payments prior to the commitment of taxes? No interest is to be paid on prepayment of taxes.

ARTICLE B4: Shall the Town set a rate of 7.5% interest to be assessed on unpaid sewer charges?

ARTICLE B5: Shall all Fiscal Year 2024/2025 overdrafts be closed from fund balance?

ARTICLE B6: Shall the Board of Selectmen be authorized, on behalf of the Town, to sell or dispose of any personal property or equipment and material owned or seized by the Town on such terms as they deem proper, and to return funds to reserve accounts associated with affected sales if applicable?

ARTICLE B7: Shall the Board of Selectmen be authorized, on behalf of the Town, to (1) rent, sell, and/or dispose of any real estate acquired for non-payment of taxes thereon on such terms as they deem advisable in accordance with State law and execute Municipal Quit Claim Deeds for the same, except that the Municipal Officers shall use the special sale process required by 36-M.R.S. §943-C for qualifying homestead property if they choose to sell it to anyone other than the

former owner(s); or (2) to keep any parcel or part thereof for municipal purposes and use after any necessary payments to the former owner in accordance with State law?

ARTICLE B8: Shall the Board of Selectmen and Treasurer be authorized to borrow in anticipation of taxes?

ARTICLE B9: Shall the Town set a rate of 3.5% interest to be paid on abated taxes and/or abated sewer service charges pursuant to MRSA 36 Section 506-A?

ARTICLE B10: Shall tax abatements and applicable interest be appropriated out of overlay?

RECOMMENDATION: The article to pass.

ARTICLE B11: Shall the Board of Selectmen and Treasurer be authorized to accept, on behalf of the Town, gifts, and cash donations, and to appropriate said gifts and donations for the purpose designated?

ARTICLE B12: Shall the Board of Selectmen be authorized to carry forward specific account balances from the current year to the same accounts for the ensuing year for the specific purpose of each account? The express purpose of this Article is to allow the continuation of ongoing Voter approved programs.

RECOMMENDATION: The article to pass.

ARTICLE B13: Shall the Board of Selectmen and Town Manager be authorized to enter into leases, contracts and agreements on terms and conditions deemed necessary and appropriate?

ARTICLE B14: Shall the Board of Selectmen and Town Manager be authorized to apply for and/or accept funds from any grant opportunities, pursuant to the Grant Policy of the Town of Rangeley, that they deem beneficial to the Town of Rangeley and to appropriate funds to their designated purpose?

RECOMMENDATION: The article to pass.

ARTICLE B15: Shall the Town authorize monies to be expended from the Cemetery Fund(s), as prescribed by policy, ordinance and/or law (if any apply), with the sole intent of care and maintenance of the Town of Rangeley Cemeteries?

RECOMMENDATION: The article to pass

ARTICLE B16: Shall the Town vote to appropriate all of the money received from the State for snowmobile registrations to the Rangeley Lakes Snowmobile Club for the maintenance of their network of snowmobile trails, on conditions that those trails be open in snow season to the public for outdoor recreation purposes at no charge and to authorize the Municipal Officers to enter into an agreement with the Club under such terms and conditions as the Municipal Officers may deem advisable for that purpose?

RECOMMENDATION: The article to pass

ARTICLE B17: Shall the Town vote to authorize the Board of Selectmen to appropriate from surplus a sum not to exceed \$25,000, pursuant to the undesignated fund balance policy, as they deem advisable to meet unanticipated expenses and emergencies that occur during the fiscal year 2026?

RECOMMENDATION: The article to pass

ARTICLE B18: Shall the Town vote to appropriate all motor vehicle excise tax revenue to the annual loan payments for completed and future road projects?

RECOMMENDATION: The article to pass

ARTICLE B19: Shall the Town vote to authorize the Board of Selectmen to spend an amount not to exceed 3/12 of the budgeted amount in each budget category of last year's annual budget during the period from July 1, 2025, to October 1, 2025, or until a budget is passed for the 2025-2026 year in the event any budget article fails, where such expenditure is legally required or necessary to provide an essential service. *

ARTICLE B20: Shall the Town authorize the Town Manager to appropriate up to \$5,000 from fund balance to award merit-based increases to qualifying employees during the year. *

**TRANSFERS OUT, CAPITAL IMPROVEMENT &
RESERVE ACCOUNT ARTICLES**

ARTICLE C1: To see if the Voters of the Town of Rangeley will vote to raise and/or appropriate \$405,000 for the Capital Reserve Budget. *

	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u> <u>Request</u>
A. Fire Dept Reserve	\$75,000	\$75,000	\$75,000
B. Public Works Reserve	\$75,000	\$75,000	\$75,000
C. Police Reserve	\$20,000	\$30,000	\$30,000
D. Sewer Reserve	\$30,000	\$100,000	\$100,000
E. Downtown Revitalization	\$70,000	\$0	\$0
F. Solid Waste Reserve	\$50,000	\$50,000	\$50,000
G. Cemetery Reserve	\$25,000	\$25,000	\$0
H. Town Park Reserve	\$50,000	\$50,000	\$50,000
	\$395,000	\$405,000	\$380,000

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$455,000 Vote: 6-0

ARTICLE C2: Shall the Board of Selectmen be authorized to expend monies from Reserve Accounts for their intended purposes?

RECOMMENDATION: Selectmen recommends article to pass
Budget Committee recommends article to pass

ARTICLE C3: Shall the Town vote to raise and/or appropriate \$24,000 for the express use of Capital Equipment? *

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$24,000 Vote: 6-0

ARTICLE C4: Shall the Town vote to raise and/or appropriate \$61,000 for the express use of Capital Vehicles? *

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$0 Vote: 6-0

ARTICLE C5: Shall the Town vote to raise and/or appropriate \$10,000 for the express use of Capital Communication? *

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$10,000 Vote: 6-0

ARTICLE C6: Shall the Town vote to raise and/or appropriate \$141,560 for the express use of Capital Infrastructure? *

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$141,560 Vote: 6-0

ARTICLE C7: Shall the Town vote to raise and/or appropriate \$5,600 for the express use of the Rangeley Health Ride?

RECOMMENDATION: Selectmen: \$5,600 Vote:
Budget Committee: \$5,600 Vote: 4-0

ARTICLE C8: Shall the Town vote to raise and/or appropriate \$273,317 for the express use of Transfers Out (Debt Fund)? *

RECOMMENDATIONS: Selectmen: \$ Vote:
Budget Committee: \$203,967 Vote: 6-0

EXPENSE BUDGET ARTICLES

	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u> <u>Request</u>
A. Selectmen / Legislative	\$94,208	\$81,505	\$82,965
B. Administration	\$310,032	\$333,755	\$312,280
C. Assessor	\$77,722	\$81,666	\$81,505
D. Finance	\$111,371	\$116,909	\$158,181
E. Planning	\$164,518	\$153,736	\$213,215
F. Buildings - Town Hall	\$61,515	\$88,171	\$117,944
G. Buildings - Public Safety	\$89,618	\$48,870	\$53,210
H. Town Clerk	\$64,968	\$78,917	\$105,486
I. Property/Casualty Insurance	\$72,101	\$67,661	\$73,754
J. TIF	\$11,000	\$0	\$0
	<u>\$1,057,053</u>	<u>\$1,051,190</u>	<u>\$1,198,540</u>

ARTICLE EX1: Shall the Town vote to raise and/or appropriate \$82,965 for Selectmen/Legislative?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$82,965 Vote: 5-0

ARTICLE EX2: Shall the Town vote to raise and/or appropriate \$312,280 for Administration?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$314,179 Vote: 5-0

ARTICLE EX3: Shall the Town vote to raise and/or appropriate \$81,505 for Assessor?

RECOMMENDATION: Selectmen: \$81,505 Vote:
Budget Committee: \$81,505 Vote: 7-0

ARTICLE EX4: Shall the Town vote to raise and/or appropriate \$158,181 for Finance?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$158,181 Vote: 5-0

ARTICLE EX5: Shall the Town vote to raise and/or appropriate \$213,215 for Planning?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$206,314 Vote: 4-1

ARTICLE EX6: Shall the Town vote to raise and/or appropriate \$117,944 for Buildings – Town Hall?

 RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$117,944 Vote: 6-0

ARTICLE EX7: Shall the Town vote to raise and/or appropriate \$53,210 for Buildings – Public Safety?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$53,210 Vote: 5-0

ARTICLE EX8: Shall the Town vote to raise and/or appropriate \$105,486 for Town Clerk?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$105,486 Vote: 5-0

ARTICLE EX9: Shall the Town vote to raise and/or appropriate \$73,754 for Property/Casualty Insurance?

RECOMMENDATION: Selectmen: \$73,754 Vote:
Budget Committee: \$73,754 Vote: 6-0

	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u> <u>Request</u>
A. Fire and Rescue	\$324,802	\$429,477	\$469,847
B. Police Department	\$352,034	\$473,450	\$728,670
C. Animal Control	\$6,281	\$7,021	\$7,754
D. E.M.S.	\$91,863	\$101,955	\$151,297
E. Fire Hydrants	\$161,989	\$161,989	\$161,989
F. Health Officer	\$4,618	\$4,710	\$4,841
	<u>\$941,587</u>	<u>\$1,178,602</u>	<u>\$1,524,398</u>

ARTICLE EX10: Shall the Town vote to raise and/or appropriate \$469,847 for Fire and Rescue?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$451,120 Vote: 4-1

ARTICLE EX11: Shall the Town vote to raise and/or appropriate \$728,670 for Police Department?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$705,944 Vote: 4-1

ARTICLE EX12: Shall the Town vote to raise and/or appropriate \$7,754 for Animal Control?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$7,754 Vote: 3-0-1

ARTICLE EX13: Shall the Town vote to raise and/or appropriate \$151,297 for E.M.S.?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$151,297 Vote: 4-0

 **ARTICLE EX14:** Shall the Town vote to raise and/or appropriate \$161,989 for Fire Hydrants?

RECOMMENDATION: Selectmen: \$161,989 Vote:
Budget Committee: \$161,989 Vote: 4-0

 **ARTICLE EX 15:** Shall the Town vote to raise and/or appropriate \$4,841 for Health Officer?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$4,541 Vote: 4-2

	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u> <u>Request</u>
A. Highways	\$1,054,434	\$836,681	\$862,616
B. Sanitary Sewers	\$456,784	\$465,543	\$505,604
C. Solid Waste	\$485,474	\$489,751	\$530,878
D. Airport	\$47,950	\$46,770	\$58,025
E. Parks & Recreation	\$358,702	\$306,326	\$307,733
F. Cemeteries	\$37,803	\$42,553	\$37,153
	<u>\$2,441,147</u>	<u>\$2,187,624</u>	<u>\$2,302,009</u>

ARTICLE EX16: Shall the Town vote to raise and/or appropriate \$862,616 for Highways?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$861,316 Vote: 6-0

ARTICLE EX17: Shall the Town vote to raise and/or appropriate \$505,604 for Sanitary Sewers?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$503,604 Vote: 6-0

 **ARTICLE EX18:** Shall the Town vote to raise and/or appropriate \$530,878 for Solid Waste?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$529,178 Vote: 6-0

ARTICLE EX19: Shall the Town vote to raise and/or appropriate \$58,025 for Airport?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$49,828 Vote: 5-0

ARTICLE EX20: Shall the Town vote to raise and/or appropriate \$307,733 for Parks and Recreation?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$307,915 Vote: 4-1

ARTICLE EX12: Shall the Town vote to raise and/or appropriate \$37,153 for Cemeteries?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$37,153 Vote: 6-0

ARTICLE EX22: Shall the Town vote to raise and/or appropriate \$37,551 for Public Facilities Maintenance?

RECOMMENDATION: Selectmen: \$ Vote:
Budget Committee: \$37,551 Vote: 6-0

 **ARTICLE EX23:** Shall the Town vote to raise and/or appropriate \$23,715 for Culture? *

RECOMMENDATION: Selectmen: \$ Vote:



ARTICLE EX24: Shall the Town vote to raise and/or appropriate \$2,000 for General Assistance?

RECOMMENDATION: Selectmen: \$2,000
Budget Committee: \$2,000

Vote:
Vote: 4-0

DONATION REQUEST ARTICLES

Note: All requests in excess of \$5,000.00 are by Citizen Petition.

ARTICLE DN1: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$10,000 for the Rangeley Lakes Cross Country Ski Club (Rangeley Lakes Trails Center) to support its operation.

RECOMMENDATION: No recommendation

ARTICLE DN2: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$14,000 for the Rangeley Lakes Heritage Trust Water Quality Protection and Invasive Plants program.

RECOMMENDATION: No recommendation

ARTICLE DN3: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$1,500 for Rangeley Family Medicine.

RECOMMENDATION: No recommendation



ARTICLE DN4: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$3,000 for the Maine Forestry Museum.

RECOMMENDATION: No recommendation

ARTICLE DN5: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$50,000 for the Rangeley Lakes Snowmobile Club to maintain and groom trails in the Rangeley area.

RECOMMENDATION: No recommendation

ARTICLE DN6: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$50,000 to support Rangeley's small businesses with marketing, advertising, advocacy, and management of the visitor's center. *

RECOMMENDATION: No recommendation

ARTICLE DN7: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$12,000 for community events such as the White Nose Pete Fly Fishing Festival, 3rd of July in the Park, Mountain Holly Days and Winterpaloozah. *

RECOMMENDATION: No recommendation

ARTICLE DN8: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$47,755 for the Rangeley Public Library.



RECOMMENDATION: No recommendation

ARTICLE DN9: To see what sum, if any, the Town of Rangeley Voters will raise/appropriate and/or transfer moneys to support programming and services provided by Rangeley Region Health and Wellness Partnership for the ensuing year. The request is for \$7,500.

RECOMMENDATION: No recommendation

ARTICLE DN10: To see what sum, if any, Rangeley voters will raise/appropriate and or transfer moneys to support the Rangeley Region Health and Wellness Partnership for the ensuing year for the Community Health Coordinator service. The request is for \$13,000.

RECOMMENDATION: No recommendation

ARTICLE DN11: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$2,000 for Life Flight.

RECOMMENDATION: No recommendation

ARTICLE DN12: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$1,000 for Safe Voices.

RECOMMENDATION: No recommendation

ARTICLE DN13: The Rangeley Friends of the Arts (RFA) is asking the Town of Rangeley to raise and appropriate \$4,900.

RECOMMENDATION: No recommendation

ARTICLE DN14: To see if the Voters of the Town of Rangeley will raise and appropriate \$1,000 for the Red Cross.

RECOMMENDATION: No recommendation

ARTICLE DN15: To see if the Voters of the Town of Rangeley will raise and appropriate \$2,000 to the Oquossoc ATV Club.

RECOMMENDATION: No recommendation

ARTICLE DN16: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$10,000 for the Rangeley Housing Development Corporation Meal Site.

RECOMMENDATION: No recommendation

ARTICLE DN17: To see if the Voters of the Town of Rangeley will vote to raise and appropriate \$7,000 for the non-profit Community Radio, WRGY 90.5FM, to help purchase a new Emergency Alert System (EAS) receiver, a downtown back-up transmission antenna to improve signal reliability, auxiliary power back-ups, summit and studio firewalls, an on-air live phone call-in module and related broadcasting equipment and software.

RECOMMENDATION: No recommendation

REVENUE BUDGET ARTICLE

ARTICLE RV1: Shall the Town vote to appropriate funds from non-property tax revenues for the approved articles in X1 through DN17, which includes \$ from unassigned fund balance, and the remainder to be raised by property taxation.

Estimated Revenues: \$ _____

RECOMMENDATIONS: Selectmen:	\$	Vote:
Budget Committee:	\$	Vote:

Given under our hands this ____ day of __, 2024.

RANGELEY BOARD OF SELECTMEN:

_____ James Jannace, Chairman	_____ Ethan Shaffer, Vice-Chairman
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_____ Samantha White	_____ Jacob Beaulieu
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Keith Savage



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

ORDINANCE COMMITTEE

Ethna Thompson, Chairman
Scott Wilson, Vice-Chairman
Nancy Douglas
Carolyn Smith
Valerie Zapolsky
Marti Belt, Secretary

February 05, 2025
5:00 PM Regular Meeting
Minutes

Board Members: Ethna Thompson, Nancy Douglas, Carolyn Smith, Scott Wilson, Valerie Zapolsky
Staff: Marti Belt

Please see sign in sheet for public attendees if any

1. Open the Meeting – 5:00 PM
2. Pledge of Allegiance
3. Adjustments to the Agenda - None
4. Public to Speak on a Non-Agenda Item - None
5. Review of Minutes
 - January 15, 2024 – Regular Meeting Minutes
 - Val Zapolsky motion to accept minutes as written
 - Carolyn Smith second. **Vote 5-0**
6. Correspondence – None
7. Continuing Business
 - Sign Ordinance
 - Scott Wilson motion to amend 38.10.6.3, adding dark skies language and “externally” to illuminated signs, as well as combining 38.10.6.12 into 38.10.6.3. **Vote 5-0**
 - Val Zapolsky second
 - Scott Wilson motion to renumber section 38.10.6 to reserve .4 for internally illuminated signs. **Vote 5-0**
 - Val Zapolsky second.
 - Scott Wilson motion to make internally illuminated signs to its own section (38.10.7) and not renumber 38.10.6 to reserve .4. **Vote 5-0**
 - Val Zapolsky second
 - Provide the Committee with sample ordinance from Laconia, NH at next meeting.
8. New Business - None
9. Next Meeting – February 19, 2025, at 5:00 PM
10. Adjourn Meeting
 - Val Zapolsky motion to adjourn at 6:04 PM
 - Scott Wilson second. **Vote 5-0**



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

BUDGET COMMITTEE
Cynthia Egan, Chairman
Shelly Lowell, Vice-Chairman
Mark Beauregard
James Higgins
Catherine Johnson
Colin Madrid
Ethna Thompson

February 25, 2025
Budget Committee Meeting Minutes

Board Members: Cynthia Egan, Shelly Lowell, Mark Beauregard, James Higgins, Colin Madrid, Catherine Johnson (via Zoom), Ethna Thompson (via Zoom)

Staff: Marti Belt, Joe Roach (via Zoom)

Please see sign in sheet for public attendees if any

1. Open the Meeting – 5:01 PM
2. Pledge of Allegiance
3. Conflict of Interest Disclosure – C. Madrid to abstain from Finance & Town Clerk budget lines
4. Approve Meeting Minutes - None
5. Adjustments to the Agenda - None
6. Correspondence
 - February 18, 2025, Police Scheduling Memo
7. Old Business - None
8. New Business
 - Formulate Total Recommendations to Board of Selectmen for Each Account
 - a. Selectmen
 - b. Administration
 - c. Assessing
 - Jim Higgins motion: Budget Committee recommendation amount is **\$81505.00**
 - Mark Beauregard second **Vote 7-0**
 - d. Finance
 - e. Planning
 - f. Town Office
 - g. Public Safety Building
 - h. Town Clerk
 - i. Property/Casualty
 - j. Fire/Rescue
 - k. Police
 - l. Animal Control
 - m. EMS
 - n. Fire Hydrants
 - o. Health Officer
 - p. Highway
 - q. Sewer
 - r. Transfer Station
 - s. Airport

- t. Parks & Recreation
- u. Cemetery
- v. Comfort Stations
- w. Culture
- x. General Assistance
- y. Donations
- z. Capital Purchases
- aa. Transfers Out (Debt Fund)

9. Next Meeting – February 27, 2025, at 5:00 PM

- Mark Beauregard motion to move Tuesday meetings to 5:30 PM
- Colin Madrid second **Vote 7-0**

10. Adjourn Meeting

- Jim Higgins motion to adjourn at 6:43 PM
- Shelly Lowell second. **Vote 7-0**



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

PLANNING BOARD

Leon Libby, Chairman
Noel Dolbier, Vice-Chairman
Leo Cerminara
Peter Krauss
Jonathan Lewis
Reid Wischnowsky (Alternate)
Breck Parker, CEO/Advisor
Marti Belt, Secretary

February 26, 2025
6:00 PM Regular Meeting
Meeting Minutes

Board Members: Noel Dolbier, Leo Cerminara, Peter Krauss (Lee Libby, Jon Lewis, Reid Wischnowsky-absent)

Staff: Breck Parker

Please see sign in sheet for public attendees

1. Open the Meeting – 6:00 PM
2. Pledge of Allegiance
3. Declare a Quorum and Disclose Conflict of Interest
4. Adjustments to the Agenda – None
5. Public to Speak on a Non-Agenda Item - None
6. Review of Minutes
 - January 22, 2025 – Regular Meeting
 - Noel Dolbier motion to accept minutes as written
 - Peter Krauss second. **Vote 3-0**
7. Correspondence - None
8. New Business
 - Shoreland Zoning Permit Application – 1 State Park Road, Map 003, Lot 002
 - Noel Dolbier motion to accept application as complete.
 - Peter Krauss second. **Vote 3-0**
9. Continuing Business - None
10. Next Meeting – March 12, 2025, at 6:00 PM.
11. Adjourn Meeting
 - Meeting adjourned at 6:04 PM
 - No motion was made.



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

BUDGET COMMITTEE

Cynthia Egan, Chairman
Shelly Lowell, Vice-Chairman
Mark Beauregard
James Higgins
Catherine Johnson
Colin Madrid
Ethna Thompson

February 27, 2025
Budget Committee Meeting Minutes

Board Members: Cynthia Egan, Shelly Lowell, Mark Beauregard, James Higgins, Colin Madrid, Ethna Thompson. (C. Johnson absent)

Staff: Marti Belt, Joe Roach (via Zoom)

Please see sign in sheet for public attendees if any

1. Open the Meeting – 5:03 PM
2. Pledge of Allegiance
3. Conflict of Interest Disclosure – C. Madrid to abstain from Finance & Town Clerk budget lines
4. Approve Meeting Minutes
 - Shelly Lowell motion to accept February 25, 2025, meeting minutes as written
 - Ethna Thompson second **Vote 6-0**
5. Adjustments to the Agenda - None
6. Correspondence - None
7. Old Business - None
8. New Business
 - Formulate Total Recommendations to Board of Selectmen for Each Account
 - a. Selectmen
 - b. Administration
 - c. Assessing
 - Recommendation amount is **\$81,505.00 (Voted 02/25/25)**
 - d. Finance
 - e. Planning
 - Ethna Thompson motion to reduce 010-05-35-28 from \$20,000.00 to \$10,000.00.
 - Cyndy Egan second.
 - Ethna Thompson rescinded original motion.
 - f. Town Office
 - Jim Higgins motion: Budget Committee recommendation amount is **\$117,944.00**
 - Colin Madrid second. **Vote 6-0**
 - g. Public Safety Building
 - h. Town Clerk
 - i. Property/Casualty
 - Mark Beauregard motion: Budget Committee recommendation amount is **\$73,754.00**
 - Ethna Thompson second. **Vote 6-0**
 - j. Fire/Rescue
 - Mark Beauregard motion to reduce 015-01-01-03 from \$38,000.00 to \$28,000.00
 - Shelly Lowell second. **Vote 5-0-1 (C. Madrid abstained)**
 - Mark Beauregard motion to reduce 015-01-10-02 from \$7,000.00 to \$3,500.00
 - Ethna Thompson second. **Vote 3-3 (motion failed)**
 - k. Police

**These minutes are not verbatim. Please see Town of Rangeley YouTube page for video*MAB*

- l. Animal Control
- m. EMS
- n. Fire Hydrants
- o. Health Officer
- p. Highway
- q. Sewer
- r. Transfer Station
- s. Airport
- t. Parks & Recreation
- u. Cemetery
- v. Comfort Stations
- w. Culture
- x. General Assistance
- y. Donations
- z. Capital Purchases
- aa. Transfers Out (Debt Fund)

9. Next Meeting – March 04, 2025, at 5:30 PM

10. Adjourn Meeting

- Mark Beauregard motion to adjourn at 6:33 PM
- Ethna Thompson second.

Vote 6-0



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

BUDGET COMMITTEE

Cynthia Egan, Chairman
Shelly Lowell, Vice-Chairman
Mark Beauregard
James Higgins
Catherine Johnson
Colin Madrid
Ethna Thompson

March 04, 2025
Budget Committee Meeting Minutes

Board Members: Cynthia Egan, Mark Beauregard, James Higgins, Ethna Thompson. (C. Johnson, S. Lowell, C. Madrid absent)

Staff: Marti Belt, Joe Roach

Please see sign in sheet for public attendees if any

1. Open the Meeting – 5:31 PM
2. Pledge of Allegiance
3. Conflict of Interest Disclosure
4. Approve Meeting Minutes
 - Mark Beauregard motion to accept February 27, 2025, meeting minutes as written
 - Ethna Thompson second **Vote 4-0**
5. Adjustments to the Agenda - None
6. Correspondence - None
7. Old Business - None
8. New Business
 - Formulate Total Recommendations to Board of Selectmen for Each Account
 - a. Selectmen
 - b. Administration
 - c. Assessing
 - Recommendation amount is **\$81,505.00 (Voted 02/25/25)**
 - d. Finance
 - e. Planning
 - f. Town Office
 - Recommendation amount is **\$117,944.00 (Voted 02/27/25)**
 - g. Public Safety Building
 - h. Town Clerk
 - i. Property/Casualty
 - Recommendation amount is **\$73,754.00 (Voted 02/27/25)**
 - j. Fire/Rescue
 - Jim Higgins motion to reduce 015-01-15-08 from \$9,600.00 to \$7,500.00
 - Ethna Thompson second. **Vote 4-0**
 - Ethna Thompson motion to reduce 015-01-20-06 from \$300.00 to \$150.00
 - Cyndy Egan second. **Vote 4-0**
 - Ethna Thompson motion to reduce 015-01-25-04 from \$5,000.00 to \$2,500.00
 - Mark Beauregard second. **Vote 4-0**
 - Jim Higgins motion to reduce 015-01-25-05 from \$2,000.00 to \$1,200.00
 - Mark Beauregard second. **Vote 4-0**
 - k. Police
 - Mark Beauregard motion to reduce 015-02-01-03 from \$3,300.00 to \$1,500.00
 - Ethna Thompson second. **Vote 4-0**

**These minutes are not verbatim. Please see Town of Rangeley YouTube page for video*MAB*

- l. Animal Control
 - Jim Higgins motion: Budget Committee recommendation is **\$7,754.00**
 - Mark Beauregard second. **Vote 3-0-1 (E. Thompson abstained)**
 - m. EMS
 - Ethna Thompson motion: Budget Committee recommendation is **\$151,297.00**
 - Jim Higgins second. **Vote 4-0**
 - n. Fire Hydrants
 - Ethna Thompson motion: Budget Committee recommendation is **\$161,989.00**
 - Mark Beauregard second. **Vote 4-0**
 - o. Health Officer
 - p. Highway
 - q. Sewer
 - r. Transfer Station
 - s. Airport
 - t. Parks & Recreation
 - u. Cemetery
 - Ethna Thompson motion: Budget Committee recommendation is **\$37,153.00**
 - Jim Higgins second.
 - Ethna Thompson rescinded original motion.
 - v. Comfort Stations
 - Mark Beauregard motion: Budget Committee recommendation for Rangeley Comfort Station is **\$20,533.00**
 - Ethna Thompson second. **Vote 4-0**
 - Mark Beauregard motion: Budget Committee recommendation for Oquossoc Comfort Station is **\$37,551.00**
 - Jim Higgins second. **Vote 4-0**
 - w. Culture
 - x. General Assistance
 - Ethna Thompson motion: Budget Committee recommendation is **\$2,000.00**
 - Jim Higgins second. **Vote 4-0**
 - y. ~~Donations~~
 - z. Capital Purchases
 - aa. Transfers Out (Capital Reserve)
 - bb. Transfers Out (Rangeley Health Ride)
 - Jim Higgins motion: Budget Committee recommendation is **\$5,600.00**
 - Mark Beauregard second. **Vote 4-0**
 - cc. Transfers Out (Debt Fund)
9. Next Meeting – March 04, 2025, at 5:30 PM
10. Adjourn Meeting
- Mark Beauregard motion to adjourn at 7:18 PM
 - Ethna Thompson second. **Vote 4-0**



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

BUDGET COMMITTEE

Cynthia Egan, Chairman
Shelly Lowell, Vice-Chairman
Mark Beauregard
James Higgins
Catherine Johnson
Colin Madrid
Ethna Thompson

March 06, 2025
Budget Committee Meeting Minutes

Board Members: Cynthia Egan, Shelly Lowell, Mark Beauregard, James Higgins, Colin Madrid, Ethna Thompson. (C. Johnson absent)

Staff: Marti Belt, Joe Roach

Please see sign in sheet for public attendees if any

1. Open the Meeting – 5:00 PM
2. Pledge of Allegiance
3. Conflict of Interest Disclosure
4. Approve Meeting Minutes
 - Mark Beauregard motion to accept March 04, 2025, meeting minutes as written
 - Ethna Thompson second **Vote 5-0-1 (S. Lowell abstained)**
5. Adjustments to the Agenda - None
6. Correspondence - None
7. Old Business
 - Mark Beauregard amended motion: Budget Committee recommendation for Oquossoc Comfort Station is **\$17,018.00**.
 - Jim Higgins second. **Vote 6-0**
8. New Business
 - Formulate Total Recommendations to Board of Selectmen for Each Account
 - a. Selectmen
 - b. Administration
 - c. Assessing – *Recommendation amount is \$81,505.00 (Voted 02/25/25)*
 - d. Finance
 - e. Planning
 - f. Town Office - *Recommendation amount is \$117,944.00 (Voted 02/27/25)*
 - g. Public Safety Building
 - Ethna Thompson motion: **Budget Committee recommendation is \$53,210.00.**
 - Jim Higgins second. **Vote 5-0-1 (M. Beauregard abstained)**
 - h. Town Clerk
 - i. Property/Casualty – *Recommendation amount is \$73,754.00 (Voted 02/27/25)*
 - j. Fire/Rescue
 - Ethna Thompson motion to reduce 015-01-35-10 from \$1,000.00 to \$990.00
 - Shelly Lowell second. **Vote 5-1**
 - k. Police
 - Jim Higgins motion to reduce 015-02-01-02 from \$264,440.00 to \$261,600.00
 - Ethna Thompson second. **Vote 6-0**
 - Shelly Lowell motion to reduce 015-02-01-04 from \$87,329.00 to \$60,000.00
 - Mark Beauregard second. **Vote 3-3 (motion failed)**
 - Jim Higgins motion to reduce 015-02-01-04 from \$87,329.00 to \$75,979.00
 - Colin Madrid second. **Vote 4-2**

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- Shelly Lowell motion to reduce 015-02-15-09 from \$3,000.00 to \$2,000.00
 - Mark Beauregard second. **Vote 4-2**
 - Shelly Lowell motion to reduce 015-02-15-10 from \$3,500.00 to \$2,500.00
 - Ethna Thompson second. **Vote 4-2**
 - Shelly Lowell motion to reduce 015-02-15-11 from \$3,500.00 to \$2,500.00
 - Mark Beauregard second. **Vote 4-2**
 - Shelly Lowell motion to reduce 015-02-35-10 from \$1,000.00 to \$990.00
 - Ethna Thompson second. **Vote 5-1**
- l. Animal Control – *Recommendation amount is \$7,754.00 (Voted 03/04/25)*
- m. EMS - *Recommendation amount is \$151,297.00 (Voted 03/04/25)*
- n. Fire Hydrants - *Recommendation amount is \$161,989.00 (Voted 03/04/25)*
- o. Health Officer
- Shelly Lowell motion to reduce 015-06-10-02 from \$400.00 to \$100.00
 - Ethna Thompson second. **Vote 4-2**
 - Ethna Thompson motion: **Budget Committee recommendation is \$4,541.00**
 - Shelly Lowell second. **Vote 4-2**
- p. Highway
- Shelly Lowell motion to reduce 020-01-10-04 from \$500.00 to \$300.00
 - Ethna Thompson second. **Vote 6-0**
 - Shelly Lowell motion to reduce 020-01-15-02 from \$200.00 to \$100.00
 - Ethna Thompson second. **Vote 6-0**
 - Shelly Lowell motion to reduce 020-01-25-05 from \$2,500.00 to \$1,500.00
 - Ethna Thompson second. **Vote 6-0**
 - Ethna Thompson motion: **Budget Committee recommendation is \$861,316.00**
 - Colin Madrid second. **Vote 6-0**
- q. Sewer
- Ethna Thompson motion to reduce 020-02-25-03 from \$5,000.00 to \$3,000.00
 - Shelly Lowell second. **Vote 6-0**
 - Ethna Thompson motion: **Budget Committee recommendation is \$503,604.00**
 - Colin Madrid second. **Vote 6-0**
- r. Transfer Station
- Ethna Thompson motion to reduce 020-03-35-18 from \$1,700.00 to \$0.00
 - Colin Madrid second. **Vote 6-0**
 - Jim Higgins motion: **Budget Committee recommendation is \$529,178.00**
 - Shelly Lowell second. **Vote 6-0**
- s. Airport
- Mark Beauregard motion to reduce 020-04-01-01 from \$15,600.00 to \$4,110.00
 - Ethna Thompson second. **Vote 4-2**
 - Shelly Lowell motion to reduce 020-04-15-11 from \$150.00 to \$50.00
 - Ethna Thompson second. **Vote 6-0**
 - Mark Beauregard motion: **Budget Committee recommendation is \$45,556.00**
 - Ethna Thompson second. **Vote 5-1**
- t. Parks & Recreation
- Mark Beauregard motion to reduce 020-05-01-01 from \$60,008.00 to \$57,049.00
 - Cyndy Egan second. **Vote 4-2**
 - Shelly Lowell motion to reduce 020-05-10-03 from \$200.00 to \$120.00
 - Ethna Thompson second. **Vote 6-0**

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- Request to factor in rental & mileage to replace Capital Purchase (van)
- u. Cemetery
 - Ethna Thompson motion to reduce 020-06-25-17 from \$1,500.00 to \$0.00
 - Shelly Lowell second. **Vote 4-2**
 - Ethna Thompson motion: **Budget Committee recommendation is \$35,653.00**
 - Mark Beauregard second. **Vote 6-0**
- v. Comfort Stations:
 - *Recommendation amount: Rangeley Comfort Station is \$20,533.00 (Voted 03/04/25)*
 - *Recommendation amount: Oquossoc Comfort Station is \$17,018.00 (amended vote 03/06/25)*
- w. Culture
 - Shelly Lowell motion to reduce 025-01-60-02 from \$9,765.00 to \$1,600.00
 - Ethna Thompson second. **Vote 6-0**
 - Ethna Thompson motion to spend \$8,165.00 from Downtown Revitalization Reserve.
 - Colin Madrid second. **Vote 6-0**
 - Ethna Thompson motion: **Budget Committee recommendation is \$15,550.00**
 - Mark Beauregard second. **Vote 6-0**
- x. General Assistance – *Recommendation amount is \$2,000.00 (Voted 03/04/25)*
- y. Municipal Infrastructure
 - Jim Higgins motion: **Budget Committee recommendation is \$35,900.00**
 - Ethna Thompson second. **Vote 6-0**
- z. Capital Purchases
 - Mark Beauregard motion to reduce 058-01-40-04 from \$61,000.00 to \$0.00
 - Shelly Lowell second. **Vote 6-0**
 - Ethna Thompson motion: **Budget Committee recommendation is \$175,560.00**
 - Shelly Lowell second. **Vote 6-0**
- aa. Transfers Out (Capital Reserve)
 - Jim Higgins motion: Budget Committee recommendation is **\$380,000.00**
 - Shelly Lowell second. **Vote 6-0**
 - Jim Higgins motion to increase 060-01-65-04 from \$50,000.00 to \$75,000.00
 - Shelly Lowell second. **Vote 6-0**
 - Jim Higgins amended motion: **Budget Committee recommendation is \$455,000.00**
 - Colin Madrid second. **Vote 6-0**
- bb. Transfers Out (Health Ride) – *Recommendation amount is \$5,600.00 (Voted 03/04/25)*
- cc. Transfers Out (Debt Fund)
 - Colin Madrid motion to reduce 060-03-65-31 from \$69,350.00 to \$0.00
 - Mark Beauregard second. **Vote 6-0**
 - Ethna Thompson motion: **Budget Committee recommendation is \$203,967.00**
 - Colin Madrid second. **Vote 6-0**
- 9. Next Meeting – March 10, 2025, at 4:30 PM
- 10. Adjourn Meeting
 - Mark Beauregard motion to adjourn at 8:55 PM
 - Ethna Thompson second. **Vote 6-0**



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

BUDGET COMMITTEE
Cynthia Egan, Chairman
Shelly Lowell, Vice-Chairman
Mark Beauregard
James Higgins
Catherine Johnson
Colin Madrid
Ethna Thompson

March 10, 2025
Budget Committee Meeting Minutes

Board Members: Cynthia Egan, Shelly Lowell, Mark Beauregard, James Higgins (via Zoom), Ethna Thompson. (C. Johnson, C. Madrid absent)

Staff: Marti Belt, Joe Roach

Please see sign in sheet for public attendees if any

1. Open the Meeting – 4:30 PM
2. Pledge of Allegiance
3. Conflict of Interest Disclosure
4. Approve Meeting Minutes
 - Mark Beauregard motion to accept March 06, 2025, meeting minutes as written
 - Ethna Thompson second **Vote 5-0**
5. Adjustments to the Agenda - None
6. Correspondence – Letter of explanation from Parks & Recreation director regarding Capital Purchase (van)
7. Old Business - None
8. New Business
 - Formulate Total Recommendations to Board of Selectmen for Each Account
 - a. Selectmen
 - Mark Beauregard motion: **Budget Committee recommendation is \$82,965.00**
 - Jim Higgins second. **Vote 5-0**
 - b. Administration
 - Ethna Thompson motion to reduce 010-02-01-10 from \$5,000.00 to \$0.00
 - Mark Beauregard second. **Vote 5-0**
 - Mark Beauregard motion to reduce 010-02-010-01 from \$191,893.00 to \$186,505.00 (reflecting Asst. Town Manager salary reduction to \$80106.00).
 - Ethna Thompson second. **Vote 5-0**
 - Mark Beauregard motion: **Budget Committee recommendation is \$300,853.00**
 - Ethna Thompson second. **Vote 5-0**
 - c. Assessing – *Recommendation amount is \$81,505.00 (Voted 02/25/25)*
 - d. Finance
 - Shelly Lowell motion: **Budget Committee recommendation is \$158,181.00**
 - Jim Higgins second. **Vote 5-0**
 - e. Planning
 - Shelly Lowell motion to reduce 010-05-01-01 from \$73,051.00 to \$66,747.00
 - Ethna Thompson second. **Vote 4-1**
 - Mark Beauregard motion: **Budget Committee recommendation is \$206,314.00**
 - Shelly Lowell second. **Vote 4-1**
 - f. Town Office - *Recommendation amount is \$117,944.00 (Voted 02/27/25)*
 - g. Public Safety Building – *Recommendation amount is \$53,210.00 (Voted 03/06/25)*
 - h. Town Clerk

**These minutes are not verbatim. Please see Town of Rangeley YouTube page for video*MAB*

- Mark Beauregard motion: **Budget Committee recommendation is \$105,486.00**
- Jim Higgins second. **Vote 5-0**
- i. Property/Casualty – *Recommendation amount is \$73,754.00 (Voted 02/27/25)*
- j. Fire/Rescue
 - Ethna Thompson motion to reduce 015-01-01-01 from \$93,164.00 to \$90,002.00
 - Mark Beauregard second. **Vote 4-1**
 - Ethna Thompson motion: **Budget Committee recommendation is \$451,120.00**
 - Mark Beauregard second. **Vote 4-1**
- k. Police
 - Shelly Lowell motion to reduce 015-02-01-01 from \$103,501.00 to \$100,007.00
 - Ethna Thompson second. **Vote 4-1**
 - Shelly Lowell motion: **Budget Committee recommendation is \$705,944.00**
 - Ethna Thompson second. **Vote 4-1**
- l. Animal Control – *Recommendation amount is \$7,754.00 (Voted 03/04/25)*
- m. EMS - *Recommendation amount is \$151,297.00 (Voted 03/04/25)*
- n. Fire Hydrants - *Recommendation amount is \$161,989.00 (Voted 03/04/25)*
- o. Health Officer - *Recommendation amount is \$ 4,541.00 (Voted 03/06/25)*
- p. Highway - *Recommendation amount is \$861,316.00 (Voted 03/06/25)*
- q. Sewer - *Recommendation amount is \$503,604.00 (Voted 03/06/25)*
- r. Transfer Station - *Recommendation amount is \$529,178.00 (Voted 03/06/25)*
- s. Airport - *Recommendation amount is \$45,556.00 (Voted 03/06/25)*
- t. Parks & Recreation
 - Mark Beauregard motion to increase 020-05-15-17 from \$22,265.00 to \$25,765.00
 - Ethna Thompson second. **Vote 5-0**
 - Ethna Thompson motion: **Budget Committee recommendation is \$307,915.00**
 - Shelly Lowell second. **Vote 4-1**
- u. Cemetery – *Recommendation amount is \$35,653.00 (Voted 03/06/25)*
- v. Comfort Stations:
 - *Recommendation amount: Rangeley Comfort Station is \$20,533.00 (Voted 03/04/25)*
 - *Recommendation amount: Oquossoc Comfort Station is \$17,018.00 (amended vote 03/06/25)*
- w. Culture – *Recommendation amount is \$15,550.00 (Voted 03/06/25)*
- x. General Assistance – *Recommendation amount is \$2,000.00 (Voted 03/04/25)*
- y. Municipal Infrastructure - *Recommendation amount is \$35,900.00 (Voted 03/06/25)*
- z. Capital Purchases – *Recommendation amount is \$175,560.00 (Voted 03/06/25)*
- aa. Transfers Out (Capital Reserve) – *Recommendation amount is \$455,000.00 (Voted 03/06/25)*
- bb. Transfers Out (Health Ride) – *Recommendation amount is \$5,600.00 (Voted 03/04/25)*
- cc. Transfers Out (Debt Fund) – *Recommendation amount is \$203,967.00 (Voted 03/06/25)*
- 9. Next Meeting – March 11, 2025, 5:00 PM: Joint Meeting with Board of Selectmen to Deliver Final Recommendations
- 10. Adjourn Meeting
 - Mark Beauregard motion to adjourn at 6:03 PM
 - Ethna Thompson second. **Vote 5-0**

**These minutes are not verbatim. Please see Town of Rangeley YouTube page for video*MAB*

TOWN OF RANGELEY BOARD OF SELECTMEN

James Jannace, Chairman
Ethan Shaffer, Vice-Chairman
Samantha White
Jacob Beaulieu
Keith Savage



Budget Committee Members:

Mark Beauregard
James Higgins
Shelly Lowell
Cynthia Egan
Catherine Johnson
Colin Madrid
Ethna Thompson

March 11, 2025
5:00 PM BOS-Budget Committee Joint Meeting
Minutes

Board Members: James Jannace, Ethan Shaffer, Jacob Beaulieu, Keith Savage (Zoom), Samantha White, Cynthia Egan, Shelly Lowell, Mark Beauregard, James Higgins, Colin Madrid – (Catherine Johnson, Ethna Thompson absent)
Staff: Joe Roach, Traci Lavoie (Zoom), Marti Belt, Richard Caton
Please see sign in sheet for public attendees if any

1. Open the Meeting – 5:00 PM
2. Pledge of Allegiance
3. Conflict of Interest Disclosure
4. Adjustments to the Agenda
 - Executive Session begins: 5:02 PM
 - Executive Session ends: 5:05 PM
5. Budget Committee to Present Recommendations
 - Jim Higgins motion to amend 010-02-01-01 from \$186,505.00 to \$198,723.00
Vote 5-0
 - Colin Madrid second
 - Mark Beauregard motion to amend Administration budget total to **\$314,179.00**
Vote 5-0
 - Jim Higgins second.
 - Jim Higgins motion to amend 020-04-01-01 from \$4,110.00 to \$8,302.00
Vote 5-0
 - Mark Beauregard second.
 - Jim Higgins motion to amend Airport budget total to **\$49,828.00**
Vote 5-0
 - Mark Beauregard second.
6. Other Business - Budget Committee to approve meeting minutes from March 10, 2025.
 - Mark Beauregard motion to accept March 10, 2025, meeting minutes as written
Vote 5-0
 - Jim Higgins second.
7. Calendar
 - Board of Selectmen meeting March 13, 2025, at 5:00 PM
 - Public Input Hearing March 17, 2025, at 5:00 PM (Held at Rangeley Lakes Regional School)
8. Adjournment
 - Ethan Shaffer motion to adjourn at 6:15 PM
Vote 10-0
 - Samantha White second.

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the questions under discussion. All remarks and questions addressed to the administration of Town shall be addressed to the Town Manager or the Board of Municipal Officers through the Chair and not to any municipal town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

Public members attending Board meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer.

Join Zoom Meeting
<https://zoom.us/j/91015267554>
Meeting ID: 910 1526 7554
Call In: 1-929-205-6099

**These minutes are not verbatim. Please see Town of Rangeley YouTube page for video*MAB*

RANGELEY BOARD OF SELECTMEN
REGULAR MEETING
MARCH 3, 2025, 6PM

In Attendance: James Jannace, Chairman / Ethan Shaffer, Vice-Chairman / Jacob Beaulieu

Absent: Samantha White / Keith Savage (Zoom)

Staff: Joe Roach, Town Manager / Traci Lavoie, Assistant Town Manager

See Sign-In for Public Attendance

1. OPEN MEETING – DECLARE A QUORUM – 6PM
2. CONFLICT OF INTEREST DISCLOSURE – None
3. ADJUSTMENTS TO AGENDA – None
1. PUBLIC TO SPEAK ON A NON-AGENDA ITEM – None
2. BOARDS AND COMMITTEES – Provided
 - January 22, 2025 – Planning Board, Regular Meeting
 - January 27, 2025 – ZBOA, Regular Meeting
3. REVIEW AND APPROVE MEETING MINUTES
 - February 18, 2025 – BOS Regular Meeting
Selectman White motioned to approve with any additions or corrections.
Selectman Beaulieu second VOTE: 5-0
4. CONSENT ITEMS
 - Interlocal Agreement to Collect Excise Tax – Lincoln Plantation
Selectman White motioned to authorize the Town Manager to sign the Interlocal Excise Agreement with Lincoln Plantation.
Selectman Beaulieu second VOTE: 5-0
 - Grant Acceptance – 2025 Fire Department Forestry Grant - \$8,400 / 50% Match
Selectman White motioned to accept the 2025 Fire Department Forestry Grant for \$8,400 with a 50% match.
Selectman Beaulieu second VOTE: 5-0
 - Vendor's License – Rangeley Health and Wellness
Selectman White motioned to approve the vendor's license for Rangeley Health and Wellness pending certificate of liability.
Vice-Chairman Shaffer second VOTE: 5-0
 - Airport Taxi Lane Project – Airport Reserve up to \$6,000
Selectman White motioned to approve expenditure from the Airport Reserve for up to \$6,000 for two IFE's.

Selectman Beaulieu second

VOTE: 5-0

5. OLD BUSINESS

- Police Department Schedule - Provided

- Citizen Petition

Vice-Chairman Shaffer motioned to reject the citizen petition citing its validity.

Selectman White second

VOTE: 5-0

Please see video for detailed discussion.

Selectman White motioned to post the warrant for Special Town Meeting on April 8, 2025.

Selectman Beaulieu second

VOTE: 5-0

- Preliminary 2026 State Valuation – Provided
- Houseboat Legislature – Update Provided
- Comp Plan Update for Housing, Public Services and Capital Investments – Ongoing
- Emergency Services Study
Vice-Chairman Shaffer motioned to direct the Town Manager to get information related to the Fire Chief's findings on EMS.
Selectman White second VOTE: 5-0
- Airport Bylaws – DRAFT - Provided

6. NEW BUSINESS

- CMP Tree Care – Provided

Discussion: Selectman Savage asked if Consolidated has a timeline for transfer to the new poles.

7. CORRESPONDENCE

- Sandy River Plantation – Does not wish to participate in regional planning or police coverage.

8. READ INTO RECORD – None

9. TOWN MANAGER REPORT

- Calendar

March 2, 2025 – Nomination Papers Available

March 11, 2025, 5PM – Joint Meeting with Budget Committee – Budget Committee Recommendations Presented

March 17, 2025, 5PM – Special Town Meeting Public Hearing

March 17, 2025, 5:30PM – Public Input Public Hearing for June Town Meeting

April 8, 2025 – Special Town Meeting

April 11, 2025 – Nomination Papers Due to Clerk
April 11, 2025 – Warrant Due to Clerk
April 11, 2025 – Voter Petition Deadline
April 11, 2025 – Proposed / Petitioned Ordinances Due to Clerk
April 11, 2025 – Call for Election
May 5, 2025, 5PM – Final Public Hearing for June Town Meeting
June 3, 2025 – Last Date to Post Signed Warrant
June 10, 2025 – Town Meeting

10. SELECTBOARD COMMUNICATION – None

11. EXECUTIVE SESSION – M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)

- M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)(A) – Personnel Matters – Town Manager Evaluation
Selectman White motioned the Board into executive session pursuant to M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)(A) at 6:58PM.

Chairman Jannace brought the Board out at 8:12PM

Chairman Jannace motioned to send revised contract to legal for review with the Chairman to sign.

Selectman White second VOTE: 5-0

12. ADJOURNMENT

Vice-Chairman Shaffer motioned to adjourn at 8:12PM

Selectman White second VOTE: 5-0

***These minutes are not typed verbatim. Please see Townofrangeley.com for video**TJL*

RANGELEY BOARD OF SELECTMEN
BUDGET COMMITTEE PRESENTATION
MARCH 11, 2025, 5PM

In Attendance: James Jannace, Chairman / Ethan Shaffer, Vice-Chairman / Jacob Beaulieu / Samantha White / Keith Savage (Zoom)

Budget Committee: Cynthia Egan / Shelly Lowell / Mark Beauregard / James Higgins / Colin Madrid

Absent: Ethna Thompson / Catherine Johnson

Staff: Joe Roach, Town Manager / Traci Lavoie, Assistant Town Manager / Marti Belt, Treasurer / Richard Caton, Police Chief

See Sign-In for Public Attendance

1. OPEN MEETING – DECLARE A QUORUM – 5PM

2. CONFLICT OF INTEREST DISCLOSURE – None

3. ADJUSTMENTS TO AGENDA

- M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)(A) – Personnel Matters – Town Manager Contract

Selectman White motioned the Board into Executive Session pursuant to M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)(A) – Personnel Matters – Town Manager Contract at 5:00.

Selectman Beaulieu second

VOTE: 5-0

Chairman Jannace brought the Board out at 5:05PM.

No Action

4. BUDGET COMMITTEE TO PRESENT RECOMMENDATIONS

- Selectmen Total Budget Amount: **\$82,965**
 - o Budget Committee: **5-0 (\$82,965)**
- Administration Total Budget Amount: **\$312,280**
 - o Budget Committee: **5-0 (\$314,179)**
- Assessing Total Budget Amount: **\$81,505**
 - o Budget Committee: **7-0 (\$81,505)**
- Finance Total Budget Amount: **\$158,181**
 - o Budget Committee: **5-0 (\$158,181)**
- Planning Total Budget Amount: **\$213,215**
 - o Budget Committee: **4-1 (\$206,314)**

- Town Office Bldg Total Budget Amount: **\$117,944**
 - o Budget Committee: **6-0 (\$117,944)**
- Public Safety Bldg Total Budget Amount: **\$53,210**
 - o Budget Committee: **5-0-1 (\$53,210)**
- Clerk Total Budget Amount: **\$105,486**
 - o Budget Committee: **5-0 (\$105,486)**
- Property Casualty Total Budget Amount: **\$73,754**
 - o Budget Committee: **6-0 (\$73,754)**
- Fire/Rescue Total Budget Amount: **\$469,847**
 - o Budget Committee: **4-1 (\$451,120)**
- Police Total Budget Amount: **\$728,670**
 - o Budget Committee: **4-1 (\$705,944)**
- Animal Control Total Budget Amount: **\$7,754**
 - o Budget Committee: **3-0-1 (\$7,754)**
- EMS Total Budget Amount: **\$151,297**
 - o Budget Committee: **4-0 (\$151,297)**
- Fire Hydrants Total Budget Amount: **\$161,989**
 - o Budget Committee: **4-0 (\$161,989)**
- Health Officer Total Budget Amount: **\$4,841**
 - o Budget Committee: **4-2 (\$4,541)**
- Highway Total Budget Amount: **\$862,616**
 - o Budget Committee: **6-0 (\$861,316)**
- Sewer Total Budget Amount: **\$505,604**
 - o Budget Committee: **6-0 (\$503,604)**
- Solid Waste Total Budget Amount: **\$530,878**
 - o Budget Committee: **6-0 (\$529,178)**
- Airport Total Budget Amount: **\$58,025**
 - o Budget Committee: **5-0 (\$49,828)**
- Parks & Recreation Total Budget Amount: **\$307,733**
 - o Budget Committee: **4-1 (\$307,915)**

- Cemetery Total Budget Amount: **\$37,153**
 - o Budget Committee: **6-0 (\$35,653)**
- Rangeley Comfort Station Total Budget Amount: **\$20,533**
 - o Budget Committee: **4-0 (\$20,533)**
- Oquossoc Comfort Station Total Budget Amount: **\$17,018**
 - o Budget Committee: **6-0 (\$17,018)**
- Culture Total Budget Amount: **\$23,715**
 - o Budget Committee: **6-0 (\$15,550)**
- GA Total Budget Amount: **\$2,000**
 - o Budget Committee: **4-0 (\$2,000)**
- Donations Total Budget Amount: **\$236,655**
 - o Budget Committee: **No Recommendation**
- Municipal Infrastructure Amount: **\$35,900**
 - o Budget Committee: **6-0 (\$35,900)**
- Capital Purchases Total Budget Amount: **\$236,560**
 - o Budget Committee: **6-0 (\$175,560)**
- Capital Reserve / Transfers Out Total Budget Amount: **\$380,000**
 - o Budget Committee: **6-0 (\$455,000)**
- Health Ride Total Budget Amount: **\$5,600**
 - o Budget Committee: **4-0 (\$5,600)**
- Debt Fund Amount: **\$273,317**
 - o Budget Committee: **6-0 (\$203,967)**

VOTE: 5-0

5. ADJOURNMENT

Vice-Chairman Shaffer motioned to adjourn at 6.15PM

Selectman White second

VOTE: 5-0

***These minutes are not typed verbatim. Please see Townofrangeley.com for video**TJL*

TOWN OF RANGELEY
TOWN CLERK'S OFFICE
15 School Street
Rangeley, ME 04970

RFA
REC'D 3/10/25
alcohol.babio@maine.gov

To simplify the process of approving your State Liquor License renewal application we have created this cover letter to accompany the application to the Board of Selectmen. The Board is concerned there is not enough uniformity application to application and expects the same effort from each vendor when going through this process.

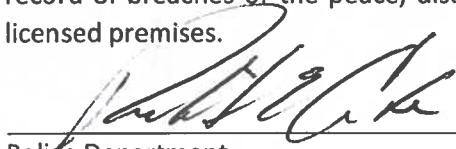
We hope these helpful steps will guide you through the process as it pertains to the municipality.

1. Sections 1 and 2 should be filled out in their entirety.
2. When answering questions 3 thru 11, question number 4 does not have to be filled out at the municipal stage and will be blocked out if you do choose to answer it.
3. Questions 12 thru 20 should be filled out in their entirety.
4. The supplementary questionnaire and on premises diagram are not necessary for municipal purposes.
5. All questions should be thoroughly answered except where noted above and not applicable (N.A) should be placed on the lines where it applies.
6. The Board has requested that a representative for the establishment be present at the meeting at which the application will be discussed (meetings first and third Monday of the month, **applications must be received by the Wednesday prior to meeting you wish to be on agenda**).

Please note that these are steps to make the process easier on the municipal end and in no way affect how the application should be turned into the State of Maine once approved by this municipality.

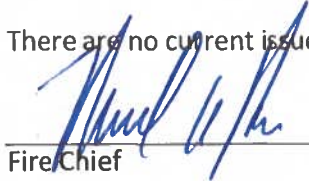
FOR OFFICE USE ONLY

The applicant has not been convicted of a Class A, Class B or Class C crime and there have not been repeated incidents of record of breaches of the peace, disorderly conduct, vandalism, or other violations of law on or in the vicinity of the licensed premises.



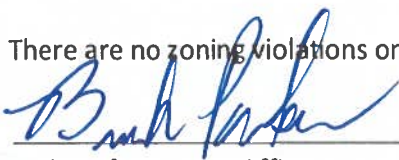
Police Department

There are no current issues on the local level with applicant.



Fire Chief

There are no zoning violations on record.



Zoning Enforcement Officer

****NEW APPLICATIONS WILL REQUIRE A PUBLIC HEARING PRIOR TO BOARD APPROVAL****



State of Maine

Bureau of Alcoholic
Beverages & Lottery
Operations

Application Copy

File Number: 53131

Job Type: Renewal Application

LICENSE # ART-16-106161	APPLICATION DATE RECEIVED 2025-03-10
LICENSE TYPE On-Premises: Beer & Wine	LICENSEE RANGELEY FRIENDS OF THE PERFORMING ARTS
AGENT NAME	EFFECTIVE DATE 2024-04-12
EXPIRES 2025-04-11	STATUS Active
PREMISES NAME RANGELEY FRIENDS OF THE ARTS	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Performing Art Center	PREMISES NAME RANGELEY FRIENDS OF THE ARTS
OPERATOR RANGELEY FRIENDS OF THE PERFORMING ARTS	
PHYSICAL ADDRESS 2493 MAIN ST RANGELEY ME 04970	

MAILING ADDRESS

2493 MAIN ST RANGELEY ME 04970

CONTACT NAME

VAL ZAPOLSKY

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 864-5000

ALTERNATE PHONE

FAX

EMAIL

rangeleyarts@gmail.com

QUESTIONS

On-Premises: Beer & Wine

1. Is your business and "Doing Business As" (DBA) name registered and in good standing with the Maine Secretary of State? If not, please address this with the Secretary of State before proceeding with this application.

Answer "No" if you are a Sole Proprietor.

Yes

19730126ND

2. Do licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Are all licensees/applicants citizens of the United States?

Yes

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for Vessel Corporation?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

Yes

(document uploaded)

8. Do you allow dancing or entertainment on the licensed premises?
If so, You need to have a a license from the Maine State Fire Marshal.
See <https://www.maine.gov/dps/fmo/plans-review/applications> for more information.

No

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

No

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

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 Do you have a manager employed?

No

13 Has any of the listed applicants or an employed manager been denied a liquor license within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

2493 Main Street
Rangeley, ME 04970

19 What will be your business hours? Please indicate each day's open and close times.

Friday-Sunday 4pm-10:30PM

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

1.2 miles

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

[REDACTED]

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

[REDACTED]

24 Do you have a room menu?

No

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Corporate Supplemental Form	RFA Sup Ownr Form.pdf	
Other	Serv Safe 2025.pdf	
Premises Floor Plan	Serving floor plan.pdf	
Corporate Supplemental Form	WRGY Sup Own Form.pdf	
Maine Health or Agriculture License	HIP 2024-25.pdf	

APPLICANT

RANGELEY FRIENDS OF THE
PERFORMING ARTS

DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Town of Rangeley
Select Board Approval Page

Date: 3/17/25



James Jannace, Chairman

Ethan Shaffer, Vice-Chairman

Samantha White

Jacob Beaulieu



Keith Savage



TOWN OF RANGELEY, MAINE

15 SCHOOL STREET
 RANGELEY, ME 04970
 Telephone (207) 864-3326
 Fax (207) 864-3578

Organization Status

- ☐ NON-PROFIT
☐ PROFIT

EVENT PERMIT APPLICATION

Permit Application must be completed & returned to the Town Clerk no later than 30 days before event. Please type or print legibly.

- ☐ PARADE ☐ FESTIVAL
☐ RUN/WALK ☐ CONCERT
☐ OTHER _____

Organization/Applicant requesting use: Birds of a Feather Gallery via the Rangeley Friends of the Arts

Event Location: Lakeside Park

Name of Event: Jean Frost Memorial 3rd of July Arts & Crafts Show

On Site Contact Person: Pam Ellis

Address: PO Box 227, Rangeley, ME 04970

E-mail Address: pjellisart@gmail.com

Primary Phone: 207-592-7427 Secondary: same

Date of Event: 7/3/2025 Rain Date: none

Event Times: Start Time: 7 AM ^{setup} End Time: 4 PM ^{show ends} Expected Attendance: 500
10 AM open to the public cleanup complete

PENDING
 PARKS
 COMMISSION

Please provide a detailed description what your event entails: 18 - 25 Vendors

selling their personally created goods: Art, crafts, jewelry, baskets, photography etc, in Booths on the lawn between the tennis courts & the parking areas behind Parks side & Main & Northern lights. Setup begins @ 7 AM, vendors will move their vehicles to alternate parking after unloading. Public display from 10 AM - 4 PM. Vendors Break down & pack out by 5 PM. Gallery members will clean up the grounds.

Please list the public facilities, parks, streets or public property you are requesting use of for this event: Lakeside Park lawn between Tennis Courts & parking

areas off of Main St. Parking - to unload & pack up only - in the chamber of Commerce lot.

Liability Insurance:

Coverage amount: Bodily Injury \$ _____ Property Damage \$ _____

☒ Attach a current copy of the certificate naming the Town as "Additional Insured"

the RFA will email a copy

Are you requesting no parking prior to and/or during your event?

☐ Yes ☒ No

If yes, please list requested street(s)/time(s) _____

Describe size and location of designated parking areas (attach landowner permissions): We

will have exhibitors park at the Congregational church
Lot off Pleasant St. during the day.

Are you requesting any street closure?

☐ Yes

☒ No

If yes, please list street(s) and requested closure times. _____

Are you requesting closure/partial closure of any sidewalks?

☐ Yes

☒ No

If yes, please list the reason, location and time frame for closure. _____

Health and Sanitation:

Description of drinking water to be provided: Exhibitors will provide their own.

Describe process to collect all waste and garbage generated by event: Gallery members will
hoss the grounds after Exhibitors have left. Parks & Rec to provide 1 large
trash receptacle.

Will there be use of amplified sound?

☐ Yes

☒ No

If yes, please list the decibel level (if known) and duration. _____

Alcohol: Will alcohol be sold, served or present?

☐ Yes

☒ No

☐ If necessary, provide copy of Liquor License

☐ If yes, attach plan to comply with all State liquor laws (addressing site access, security, etc)

Sales: Will organization/applicant or your vendors be selling merchandise?

☒ Yes ☐ No

If yes, organization/applicant must be able to show proof of compliance with Chapter 14 of the Town of Rangeley Code. (Attach copy of Vendors License)

Services Requested: Please list below your plans/requests/needs for assistance with crowd control, traffic control and any on or off site emergency personnel/equipment. *

☐ Police Department _____

☐ Fire Department _____

☐ Ambulance (Must be requested directly through Franklin Memorial Hospital Ambulance Director at 864-0938) _____

Parks and Recreation is requested to provide 6 traffic cones & 1 large trash receptacle near the Chamber parking lot

☐ Highway Department _____

☐ Solid Waste _____

☐ Sewer Department _____

The undersigned acknowledges that the requested area must be cleaned and restored to its original appearance and the same condition.

Signature: [Signature] Date: 2/27/25

For administrative use only:

Applicable fees and/or Deposits: \$ _____ (Check/Cash) Paid on: _____

Department	Signature	Date	Approve	Deny	N/A	*Dept Comments
Police	[Signature]	3/10/25	✓			
Fire	[Signature]	3/12/25	✓			
Parks	[Signature]	3/12/25	✓			
Highway						
Solid Waste						
Sewer						

*Signature confirms all necessary Municipal Services will be provided

Town Manager*: [Signature]

APPROVAL/DISAPPROVAL

Per Rangeley Town Code Chapter 21 Section 21.3.2 the Board of Selectmen may impose additional conditions upon the event, including but not limited to:

A. Requiring a bond or escrow fund to insure prompt clean up of the area.

B. Requiring the employment of private security personnel or police officers.

C. Prescribing other precautions appropriate to the size, location, and purpose of the event, such as restrictions on the hours of operation, limitation on signage, requirements for fencing or other steps deemed necessary to protect the public health, safety, and welfare.

☐ APPROVED:

1. ADDITIONAL CONDITIONS IF APPLICABLE: _____

☐ DISAPPROVED:

1. REASON: _____

2. CORRECTIVE ACTION REQUIRED: _____

☐ DEPOSIT / USER FEE REQUIRED

☐ AMOUNT: \$ _____

☐ ADDITIONAL INFORMATION REQUIRED:



Park Commission Chairperson: _____ Date: _____

Notes:



RANGFRI-01

BSTOKES

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
3/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Morton and Furbish Insurance Agency PO Box 130 Rangeley, ME 04970		CONTACT NAME: PHONE (A/C, No, Ext): (207) 864-3334 E-MAIL info@mfinsurance.net ADDRESS:		FAX (A/C, No): (207) 864-2008	
INSURED Rangeley Friends Of The Performing Arts Inc PO Box 333 Rangeley, ME 04970		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A : Acadia Insurance Company			0420
		INSURER B : Maine Employer Mutual Insurance Company			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR AGGREGATE LIMIT APPLIES PER: POLICY ☐ PROJECT ☐ LOC OTHER: GENERAL			CPA0003957-42	11/21/2024	11/21/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
								\$ 5,000
							MED EXP (Any one person)	\$ 1,000,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$
								\$
								\$
								\$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
								\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
								\$
								\$
								\$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	\$
							AGGREGATE	\$

	DED	RETENTION \$							
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1810112134	12/1/2024	12/1/2025	X	PER STATUTE	OTHER
	NY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

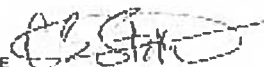
CERTIFICATE HOLDER

Town of Rangeley
15 School Street
Rangeley, ME 04970

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



ACORD 25 (2016/03)

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TOWN OF RANGELEY, MAINE
15 SCHOOL STREET
RANGELEY, ME 04970
Telephone (207) 864-3326
Fax (207) 864-3578

REC'D 3/12/25
Organization Status
☒ NON-PROFIT
☐ PROFIT

EVENT PERMIT APPLICATION

Permit Application must be completed & returned to the Town Clerk no later than 30 days before event. Please type or print legibly.

- ☐ PARADE ☐ FESTIVAL
☐ RUN/WALK ☐ CONCERT

☒ OTHER mobile Health Unit - outreach to community

Organization/Applicant requesting use: Healthy Community Coalition
Event Location: Parking Lot adjacent to the Rangeley Lakes Chamber
Name of Event: Mobile Health Unit
On Site Contact Person: Jasmine Castonguay
Address: 105 Mt. Blue Circle, Suite 1, Farmington, ME 04938
E-mail Address: jasmine.castonguay@mainehealth.org
Primary Phone: 207-860-4806 Secondary: 207-615-5962 Fax: (cell)
Date of Event: 3rd Tuesday of each month Rain Date: N/A
from April to October
Event Times: Start Time: 10:00am End Time: 1:00pm Expected Attendance:

Please provide a detailed description what your event entails: Our mobile
health unit offers free health screenings, education
materials and resource connections for the Greater
Franklin County communities

Please list the public facilities, parks, streets or public property you are requesting use of for this event: 3-4 parking spots in the parking lot adjacent
to the Rangeley Lakes Chamber of Commerce

Liability Insurance:

Coverage amount: Bodily Injury \$ _____ Property Damage \$ _____

☒ Attach a current copy of the certificate naming the Town as "Additional Insured"

Are you requesting no parking prior to and/or during your event? ☐ Yes ☒ No

If yes, please list requested street(s)/time(s) _____

Describe size and location of designated parking areas (attach landowner permissions): _____

3-4 parking spots - our mobile Health Unit is the size of an 8-10 passenger van that will need to be parked horizontally for community members to access the unit for screenings

Are you requesting any street closure? ☐ Yes ☒ No

If yes, please list street(s) and requested closure times. _____

Are you requesting closure/partial closure of any sidewalks? ☐ Yes ☒ No

If yes, please list the reason, location and time frame for closure. _____

Health and Sanitation:

Description of drinking water to be provided: N/A

Describe process to collect all waste and garbage generated by event: we have trash cans and all trash will be disposed off when we return to our office

Will there be use of amplified sound? ☐ Yes ☒ No

If yes, please list the decibel level (if known) and duration. _____

Alcohol: Will alcohol be sold, served or present? ☐ Yes ☒ No

☐ If necessary, provide copy of Liquor License

☐ If yes, attach plan to comply with all State liquor laws (addressing site access, security, etc)

Sales: Will organization/applicant or your vendors be selling merchandise?

☐ Yes ☒ No

If **yes**, organization/applicant must be able to show proof of compliance with Chapter 14 of the Town of Rangeley Code. (Attach copy of Vendors License)

Services Requested: Please list below your plans/requests/needs for assistance with crowd control, traffic control and any on or off site emergency personnel/equipment. *

☐ Police Department HCC will call 911 if any incident occurs

☐ Fire Department HCC will call 911 if any incident occurs

☐ Ambulance (Must be requested directly through Franklin Memorial Hospital Ambulance Director at 864-0938)

Parks and Recreation HCC will contact MainHealth Franklin Hospital if any incident occurs

☐ Highway Department N/A

☐ Solid Waste N/A

☐ Sewer Department N/A

The undersigned acknowledges that the requested area must be cleaned and restored to its original appearance and the same condition.

Signature: [Signature] Date: 3/12/25

For administrative use only:

Applicable fees and/or Deposits: \$ _____ (Check/Cash)

Paid on: _____

Department	Signature	Date	Approve	Deny	N/A	*Dept Comments
Police	OUT OF OFFICE - I WILL PROVIDE HIM A COPY					[Signature]
Fire	[Signature]	03/12/25	✓			
Parks	[Signature]	3/13/25	✓			
Highway						
Solid Waste						
Sewer						

*Signature confirms all necessary Municipal Services will be provided

Town Manager*: [Signature]

APPROVAL/DISAPPROVAL

Per Rangeley Town Code Chapter 21 Section 21.3.2 the Board of Selectmen may impose additional conditions upon the event, including but not limited to:

- A. Requiring a bond or escrow fund to insure prompt clean up of the area.
- B. Requiring the employment of private security personnel or police officers.
- C. Prescribing other precautions appropriate to the size, location, and purpose of the event, such as restrictions on the hours of operation, limitation on signage, requirements for fencing or other steps deemed necessary to protect the public health, safety, and welfare.

☐ **APPROVED:**

1. **ADDITIONAL CONDITIONS IF APPLICABLE:** _____

☐ **DISAPPROVED:**

1. **REASON:** _____

2. **CORRECTIVE ACTION REQUIRED:** _____

☐ **DEPOSIT / USER FEE REQUIRED**

☐ **AMOUNT: \$** _____

☐ **ADDITIONAL INFORMATION REQUIRED:**



Park Commission Chairperson: _____ Date: _____

Notes:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Medical Mutual Insurance Company of Maine One City Center PO Box 15275 Portland, ME 04112	CONTACT NAME: PHONE (A/C, No, Ext): 2077752791 FAX (A/C, No): 2075238320 E-MAIL ADDRESS:
INSURED MaineHealth Services 110 Free Street Portland ME 04101	INSURER(S) AFFORDING COVERAGE INSURER A: Medical Mutual Ins Co of Maine INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER		ME CHL 004693	10/01/2024	10/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 12,000,000 PRODUCTS - COMP/OP AGG \$ 12,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☐ N ☐ N/A				PER STATUTE ☐ OTH-ER ☐ E L. EACH ACCIDENT \$ E L. DISEASE - EA EMPLOYEE \$ E L. DISEASE - POLICY LIMIT \$

A Professional Liability ME CHL 004693 10/01/2024 10/01/2025 \$2,000,000/\$12,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER

Town of Rangeley
15 School Street
Rangeley, ME 04970

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Traci Lavoie

From: Castonguay, Jasmine L <Jasmine.Castonguay@mainehealth.org>
Sent: Tuesday, March 04, 2025 10:30 AM
To: Traci Lavoie
Cc: info@rangeleymaine.com
Subject: Healthy Community Coalition's Mobile Health Unit Schedule
Attachments: MaineHealth HCC COI 2024-2025.pdf

Importance: High

Good morning Traci,

I greatly appreciate you taking the time to speak with me today regarding the 2025 schedule for our Mobile Health Unit's general outreach.

The Healthy Community Coalition is a non-profit organization dedicated to enhancing the health and well-being of individuals within our communities. Our Mobile Health Unit provides free health screenings, educational materials, and connections to essential resources.

We are seeking approval from both the Rangeley Town Office and the Rangeley Lakes Chamber of Commerce to park our unit in the lot adjacent to the Chamber of Commerce. With your approval, the unit would be stationed there on the 3rd Tuesday of each month, from April through October, between 10:00 AM and 1:00 PM. This timing has been selected to align with the food pantry's hours, with the goal of offering additional resources to those in need. The Mobile Health Unit is compact, approximately the size of an 8-10 passenger van.

Attached is the Certificate of Insurance (COI) for your review.

Kind regards,

Jasmine L. Castonguay (*she/her*)
Project Coordinator | Community Health
Center for Health Improvement
105 Mt. Blue Circle, Suite 1, Farmington, ME 04938
Phone: 207-860-4806

PROJECT CONTRACT
Stephen Bean Municipal Airport – Taxilane Construction and Apron
Reconstruction

AIRPORT Contact Person: Joe Roach., Town Manager
Services: Engineering and Environmental Permitting

Project Location: Rangeley, Maine

Federal AIP #: 3-23-0041-xxx-2025

Federal Tax I.D. #: 01-6000341

Contract Negotiated Price: \$130,908.00

Contract Begin Date: March 1, 2025

Contract Expiration Date: December 31, 2026

GCA Agreement Number: 5

GCA Ordering Period Dates: 5/1/2023 to 4/30/2027

This Project Contract (hereinafter referred to as “Contract”) is entered into by and between the **Town of Rangeley, 15 School Street, Rangeley, Maine 04970** (hereinafter referred to as “Sponsor”), and **Stantec Consulting Services Inc.**, a corporation or other legal entity (hereinafter referred to as “Consultant”) organized under the laws of the State of **New York**, with its principal place of business located at **2211 Congress Street, Suite 380, Portland, Maine 04102** (hereinafter referred to as the “Parties”).

The following attachments are hereby incorporated into this agreement by reference:

Appendix A – Method of Payment and Price, Overhead Rate
Appendix A-1 – Employee Names/Classifications/Rates
Appendix B – Consultant’s Proposal / Detailed Scope of Work
Appendix C - DBE/WBE Utilization Plan

The Consultant agrees to be bound by the Airport Consultant General Conditions, dated **May 3, 2012** and by the Airport General Consultant Agreement dated **May 17, 2023**, Agreement Number **05**, which are hereby incorporated by reference.

This Contract is subject to compliance with the Disadvantaged Business Enterprise (DBE) Program requirements as set forth by the Sponsor.

The Parties, in consideration of the mutual promises set forth in this Contract, hereby agree as follows:

1. **The Scope of Work.** The Consultant agrees to complete all work as detailed in Appendix B which is made a part of this Contract and;

The Consultant shall be responsible for furnishing all supervision, labor, equipment, tools supplies, permanent and temporary materials required to perform the work detailed in Appendix B and;

The Sponsor shall have the right to alter the nature and extent of the work as provided in this Contract, through a written modification signed by both Parties.

2. **Reimbursement.** Upon full execution of the FAA grant agreement and related individual project contract, the Sponsor will reimburse the Consultant for approved expenditures incurred on the project prior to the execution of the FAA grant agreement, and the receipt of the MaineDOT Assignment Letter.
3. **Funding.** The Parties agree that in the event that funds are not made available by the Federal Government, and/or State Government in support of this project, the **Sponsor** will assume full responsibility for costs incurred. The Sponsor will make every effort to notify the Consultant should such an event occur.
4. **Team Members.** Listed below are the names of the Consultant's Project Manager, Chief Designer, other key personnel, and primary Subconsultants for this Contract. No substitutions of the key Consultant Team Members are allowed without prior notification and approval by the Sponsor.

Project Manager: David Nadeau, P.E..

Chief Designer: Gilbert Basabinka, Patrick Filliettaz.

Other Key Personnel: Gregg Cohen, Eric Whitey, Laurel Pearson

Subconsultant 1: SGC (Survey)

Subconsultant 2: John Turner Consulting (Geotech)

Subconsultant 3: _____

5. **Representations.** By signing below, the Consultant hereby represents that to the best of the Consultant's knowledge and belief:
 - a. All of the statements, representations, covenants, and/or certifications required or set forth in the Contract documents are complete and accurate as of the date of this Contract.
 - b. The Consultant knows of no legal, contractual, or financial impediment to entering into this Contract.
 - c. The person signing below is legally authorized by the Consultant to sign this Contract on its behalf and to legally bind the Consultant to the terms of this Contract.
6. **Offer.** The Consultant, having carefully examined the site of work, scope of work, the Airport Consultant General Conditions (including insurance requirements), Airport General Consultant Agreement (when applicable) hereby propose and offer to enter into this Contract to supply all the labor and materials needed to complete the whole of the work in strict accordance with the terms and conditions of this Contract at the prices agreed upon in Appendix A & A-1.

APPENDIX A AIRPORT CONSULTANT CONTRACT METHOD OF PAYMENT

For all services rendered under the terms of this Contract/Modification, compensation shall be made based on a Lump Sum method of payment. This method of payment includes Direct Labor, Overhead, Profit, and Direct Expenses. The Direct Labor and Overhead must be supportable at the time of Contract/Modification execution pursuant to the Federal Acquisition Regulations (FAR). Sponsor shall pay the Consultant for acceptable services rendered. Direct Expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with the current per diem/mileage rates that can be found under "Links for Mileage and Per Diem Rates" at <http://www.maine.gov/mdot/cpo/>.

For all services rendered under the terms of this Contract/Modification, compensation shall be made based on a Negotiated Lump Sum Amount that cannot be changed once the Contract is executed, unless there is a change in the scope of work whereby a modification to the Contract shall be executed. The Sponsor shall pay the Consultant for work satisfactorily completed/delivered under this Contract/Modification. Invoices must be broken down by task.

In the event that this Contract is terminated without completion of the services to be performed under the Lump Sum method of payment, the Sponsor will pay a percentage of the Lump Sum proportional to the amount of work satisfactorily completed and that will constitute payment in full.

Breakdown of Negotiated Amount:

Direct Labor: \$34,423.75

Overhead: 154.924% = \$53,330.65

SUBTOTAL \$87,754.40

Fixed Profit: 15% = \$13,163.16

Negotiated Lump Sum Amount:

SUBTOTAL: \$100,917.56

Estimated Direct Expenses: \$1,990.44

Estimated Outside Services: \$28,000.00

SUBTOTAL: \$130,908.00

USE: <u>\$130,908.00</u>

The total amount indicated above does not constitute an obligation by Sponsor to pay the Consultant this amount in its entirety; however, it does constitute the maximum amount that can be paid to a consultant under this contract.

APPENDIX A-1 **AIRPORT CONSULTANT CONTRACT**

Consultant Name: Stantec Consulting Services Inc.

Date: 3/4/2025

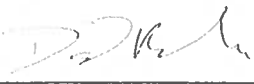
Task: 1-5

Employee Names/Classifications & Rates

Please indicate the Employee Names/Classifications and rates that will be used to fulfill the requirements of this contract.

Employee Name & Classification	Actual Rate Paid *	Allowable Direct Labor Hourly Rate	Overhead % 154.924%	Profit/Fixed Fee % 15.00%	Burdened Hourly Rate
David Nadeau, Project Manager / Senior Civil Engineer	\$63.96	\$63.96	\$99.09	\$24.46	\$187.51
Gilbert Basabinka, Lead Designer	\$36.36	\$36.36	\$56.33	\$13.90	\$106.59
Lance King, Designer / Drafter	\$44.34	\$44.34	\$68.69	\$16.95	\$129.99
Laurel Pearson, Project Coordinator	\$39.09	\$39.09	\$60.56	\$14.95	\$114.60
Gregg Cohen, Environmental Scientist	\$62.22	\$62.22	\$96.39	\$23.79	\$182.41
Eric Whitney, Environmental Scientist	\$41.00	\$41.00	\$63.52	\$15.68	\$120.20
Erv Deck, Senior Planner	\$68.65	\$68.65	\$106.36	\$26.25	\$201.26
Ryan Lilly, Airport Planner	\$56.25	\$56.25	\$87.14	\$21.51	\$164.90
John Henry, Quality Control	\$88.54	\$88.54	\$137.17	\$33.86	\$259.57
Howard Burpee, Electrical Designer	\$44.20	\$44.20	\$68.48	\$16.90	\$129.58

*I certify that this rate is the actual rate paid to this employee under this firm's payroll.

By: 

Date: 3/4/2025

David Nadeau, P.E., Senior Associate

(Name/Title Printed)

I certify that the foregoing signature is true and accurate, and if electronic, I further certify that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself.

**TAXILANE CONSTRUCTION and APRON RECONSTRUCTION (DESIGN ONLY)
STEPHEN A BEAN MUNICIPAL AIRPORT (8B0)**

This Scope of Services includes work efforts required for the final design and environmental permitting, as well as associated administrative services for the above referenced project.

The scope anticipates the following major components:

1. Design of an approximately 350 foot long new taxilane (TL1) running to the northwest of the existing hangar apron. Two additional approximately 200 foot long taxilanes (TL2 and TL3) will run perpendicular from TL1 in a northeast direction for hangar access for future T-hangar development. The area is currently undeveloped and "Reserved for Future Hangar and Apron Development" on the current ALP.
2. Reconstruction of the existing aircraft parking apron (31,000SF±). Area of reconstruction will be limited to the northern part of the apron outside of the adjacent parallel taxiway (which was reconstructed in 2017).

This scope is for design only services, and does not include bidding, or construction phase services, which are anticipated to be included in a follow-up project / grant.

Stantec Consulting Services Inc. (hereinafter referred to as the CONSULTANT) for its part agrees to perform certain individual tasks to complete the project for the Town of Rangeley (hereinafter referred to as the AIRPORT) which are more specifically described as follows:

ARTICLE 1: COLLECTION OF DATA**1.1. Topographic Survey – Arrange and coordinate with a subconsultant to perform topographic survey to include:**

- 1.1.1** An area approximately 450 feet in length and 400 feet in width centered on the proposed taxilane system to include:
 - 1.1.1.1** Existing turf area.
 - 1.1.1.2** Existing western edge of aircraft hangar apron and stub taxilane.
 - 1.1.1.3** Building and structure footprints within and adjacent to surveyed area.
 - 1.1.1.4** Drainage and underdrain utilities, including culverts and associated drain manhole and catch basin structures within and adjacent to the survey area. Locate underdrain and stormdrain outfalls that may be outside the limits of the survey area.
- 1.1.2** An area approximately 350 feet in length and 100 feet in width centered on the existing aircraft parking apron to include:

- 1.1.2.1 Existing paved apron and adjacent taxiway.
- 1.1.2.2 Turf shoulders along each side of the apron.
- 1.1.2.3 Drainage and underdrain utilities, including culverts and associated drain manhole and catch basin structures within and adjacent to the survey area. Locate underdrain and stormdrain outfalls that may be outside the limits of the survey area.

1.1.3 Existing 300 foot by 300 foot turf area to the northwest of the taxilane development for potential stormwater treatment / detention.

1.1.4 In addition to the topographic survey, approximately three control points will be established for future use during construction activities.

Topographic survey will be adequate to allow generation of ½ foot contours of study area. Shots on existing pavement surfaces shall be taken to the nearest 3/8 inch and turf areas to the nearest 0.10 feet. Field survey shall be tied into the horizontal datum (Maine State Plane Coordinate System, NAD 83(2000), West Zone (1813)), and vertical datum (North American Vertical Datum of 1988, NAVD 88).

The CONSULTANT will meet on-site with the survey subconsultant to review the limits and scope of proposed work.

- 1.2. **Existing Conditions Plan** – Reduce and plot topographic survey data including the generation of planimetrics and contours. Prepare an existing conditions plan based on the survey data suitable for design purposes.
- 1.3. **Record Drawing Review** – Review existing record drawings from previous construction work in the vicinity of the project improvements to determine location of underground utilities and cables. Sources will include previous projects completed by the CONSULTANT, Maine DOT, FAA, local utility companies, and town and airport staff at 8B0. Utility data obtained will be incorporated into the existing conditions plan prepared under Task 1.2.
- 1.4. **Geotechnical Subsurface Investigation** – Arrange and coordinate with a subconsultant to perform geotechnical subsurface investigation of the existing turf area for proposed pavement development. Stantec will perform a field survey to mark out all test boring and test pit locations as required for Dig-Safe and for use by the geotechnical subconsultant. Stantec will meet with the geotechnical subconsultant on-site to review the project requirements and remain on-site to oversee the geotechnical work and to monitor safe airport procedures during the investigation. Subsurface investigation will include:
 - ◆ Perform 4 test pit explorations along the proposed taxilane(s) to depths of approximately 8-10 feet and provide detailed test pit logs.
 - ◆ Perform 6 grain size analyses on selected subgrade samples recovered from the test borings.

- ◆ Perform Atterberg Limit testing on recovered samples.
- ◆ Perform 3 CBR tests
- ◆ Obtain 2 bituminous pavement cores at locations along the existing apron. Obtain samples of gravel base material at each location.
- ◆ Crush pavement core samples to simulate spoil from a pavement grinder and perform grain size analyses of the spoil and the gravel base samples for use in evaluating pavement reclamation blend depths to determine the suitability of in-place pavement recycling during construction.
- ◆ Perform 2 test boring explorations along the existing apron to depths of approximately 5 feet and provide detailed test boring logs.
- ◆ Perform 4 grain size analyses on selected base / subbase samples recovered from the test borings.
- ◆ Perform Atterberg Limit testing on recovered samples.
- ◆ Perform 6 test borings in the area of the proposed stormwater detention / treatment pond to determine depth to ledge / groundwater. Provide detailed test boring logs.
- ◆ Prepare a written report of findings including test pit/boring logs, field test results, laboratory test results, and recommendation for reclamation blend depth.

For the purposes of this scope, the geotechnical subconsultant will arrange for and provide all equipment necessary to conduct the explorations listed above. All explorations will be backfilled and compacted, and paved areas will be patched with cold patch as necessary.

ARTICLE 2: DESIGN, CONSTRUCTION DRAWINGS, SPECIFICATIONS AND DOCUMENTS

The CONSULTANT shall provide the following design services for preparation of construction contract documents for the proposed project. The proposed project includes: construction of a three new taxilanes (approximately lengths of 350', 200', and 200'); reconstruction of the existing 31,000SF aircraft parking apron; and construction of associated stormwater Best Management Practices for the new impervious surfaces. No taxilane / apron edge lighting or guidance signs are anticipated.

Design Criteria:

- Airplane Design Group: ADG II (per ALP / King Air 200)
 - TLOFA: 110 Feet
 - TSA: 79 Feet
- Taxiway Design Group: TDG 1B
 - Taxilane Width: 25 Feet

NOTE: At this time, it is anticipated that in-place recycling of the existing apron pavement surface and base gravel, and potential aggregate additions will meet requirements for FAA recycled base gravel. Once the geotechnical analysis has been completed, the CONSULTANT will correspond as appropriate with FAA and Maine DOT personal to determine feasibility of this approach.

The applicable FAA Advisory Circulars (AC) as listed in the FAA AC Checklist dated November 17, 2022 will be utilized for all design requirements.

2.1. Pavement Design Report – Prepare a Pavement Design Report based on the findings of the geotechnical investigation. The report will determine the structural sufficiency required to support the loadings produced from the anticipated aircraft mix forecast (taken from AMPU) using the FAA's FAARFIELD computer program. The Pavement Design Report information will also be utilized to determine depths of pavement reclamation, material quantities, and the identification and quantification of on-site material sources. FAA Form 5100 will be included with the report, as well as the FAARFIELD printout data. It is anticipated that separate pavement sections will be developed for the taxilanes and the apron reconstruction.

2.2. Title and Site Plan - Prepare the project drawings title sheet, site plan, and site plan notes. The site plan will depict all major work items and all areas on the airport site where work is proposed. The site plan shall also depict contractor's haul routes, equipment staging areas, and temporary material stockpile areas. Details for closed taxiway markers and safety barricades shall be shown on the site plan. Site plan notes shall include the following:

- 2.2.1** location, maintenance, and restoration of haul routes
- 2.2.2** special drainage and erosion control requirements
- 2.2.3** responsibility for location and maintenance of underground utilities

- 2.2.4 responsibility and requirements for issuing NOTAMS
 - 2.2.5 dimensions of Aircraft Operational Areas (AOA) and requirements for work within the AOA
 - 2.2.6 FAA requirements regarding operational safety during construction
 - 2.2.7 monitoring air traffic during construction
 - 2.2.8 responsibilities for traffic control and flag persons during construction
 - 2.2.9 requirements for marking and lighting of contractor's equipment and vehicles
 - 2.2.10 reference phasing and runway / taxiway closure requirements as required.
- 2.3. **Construction Safety / Phasing Plan** - Prepare a construction safety and phasing plan with associated notes (estimate 1 drawing). Sub-phase information and requirements will be included identifying sub-phase duration, applicable runway / taxiway closures, and placement of temporary safety barriers / markings. A written report will be submitted to the FAA via the Obstruction Evaluation website and will include the drawing as well as the information required by the latest edition of AC 150/5370-2F. NOTE: It is anticipated that the work will not require a runway closure as the work efforts are located outside of the Runway Object Free Area.
- 2.4. **Grading Plans and Profiles** - Prepare grading plans, profiles, and notes (estimate 3 drawings) for the proposed Taxilane construction and apron reconstruction. Prepare grading plan and notes (estimate 1 drawing) for stormwater BMP construction. Plans will include existing and proposed grades, as well as existing and proposed above ground structures and existing and proposed underground utilities. Proposed centerline data will also be shown. Grading plans and profiles shall be prepared at a horizontal scale not to exceed 1" = 40' and at a vertical scale not to exceed 1" = 4'. Existing and proposed contours will be shown at 0.5-foot contour intervals. All proposed work will be labeled and all grading limits, erosion control measures, and locations of test pits and borings will be shown. Profiles will include existing and proposed centerline profiles, slope, and vertical curve data, and location and depth of all known underground utilities in the vicinity.
- 2.5. **Typical Cross-Sections** – Prepare typical cross sections for the various taxilanes construction, and apron reconstruction (estimate 1 drawing).
- 2.6. **Site and Civil Details** – Prepare details for general site and civil requirements for the project (estimate 1 drawing).
- 2.7. **Pavement Marking & Layout Plan** – Prepare a pavement marking and layout plan with associated notes and details for the taxilanes and apron. All dimensions required for pavement marking layout will be included. Estimate 1 drawing.

- 2.8. Erosion Control Plan** – Prepare an erosion control plan which complies with Maine DEP and Federal EPA requirements. All necessary details and notes will be included, prepared in accordance with the latest version of the Maine Erosion and Sediment Control BMP manual. Details will include siltation fence and hay bale barriers, riprap inlets and outfalls, typical ditch sections, and erosion control mesh installation. Estimate 2 drawings.
- 2.9. Cross Sections** – Prepare cross sections for the taxilanes and apron. Cross sections will be prepared at 50-foot intervals and at all intersections and transition areas. Cross sections will depict existing and proposed grades, pavement section build-ups, and existing and proposed underground utilities. All centerline grades, grade breaks, and offsets will be labeled on each cross section. Estimate 6 drawings.
- 2.10. Quantities and Estimates** – Prepare detailed material quantity takeoff and cost estimates of the proposed improvements at 2 stages of design; one estimate will be prepared at the preliminary stage (approximately 65% of final design) and one will be prepared at completion of the final design. The cost opinions provided will furnish preliminary cost data for the future construction Grant Application and will serve as a basis for judging the merit of bids to be received for construction. Since the CONSULTANT has no control over the cost of labor and materials, or over competitive bidding and market conditions, the opinions of probable costs provided for herein are to be made on the basis of his/her experience and qualifications, but the CONSULTANT does not guarantee the accuracy of such opinions as compared to the contractors' bids or the final project cost.
- 2.11. Specifications** - Prepare contract specifications including front end bidding documents, general provisions, and technical specifications for work included in the proposed project in accordance with the latest edition of FAA Advisory Circular 150/5370-10 "Standards for Specifying Construction of Airports", as necessary, and any supplements thereto and other pertinent advisory circulars and supplements thereto.
- 2.12. Meetings with Airport** – Attend two meetings with the AIRPORT at the airport to review the progress of the project design documents during the life of the project. This task includes preparation for each meeting including presentation boards and handouts as well as the preparation of meeting minutes as necessary. The Project Manager will attend the meetings.
- 2.13. Review Meetings with Airport, FAA, and Maine DOT** – Attend one remote meeting with the AIRPORT, FAA, and Maine DOT to review the progress of the project design documents and obtain comments. The meeting will occur after submission of the preliminary stage (approximately 65% complete). Review comments will be incorporated into the final set of

documents as appropriate. This task includes preparation for each meeting including sketches and handouts as well as the preparation of meeting minutes as necessary. The Project Manager will attend the meetings.

- 2.14. Quality Control** - Perform in-house quality control and design reviews which provide selected experienced representatives of the CONSULTANT with the opportunity to perform independent analysis of the plans and specifications at the preliminary and final design stages to ensure accuracy, completeness, and constructability. The recommendations of the design reviews will be incorporated into the final plans and specifications as appropriate.
- 2.15. Reproduction** - This task shall include the preparation of electronic files of all documents in PDF format for submission to the applicable parties, as well as printing and/or mailing hard copies of documents needed for various meetings and submissions.

ARTICLE 3: ENVIRONMENTAL SERVICES**3.1. SITE LOCATION OF DEVELOPMENT PERMIT**

An application to update the AIRPORT's Site Location of Development Permit will be prepared in accordance with 38 M.R.S.A. §§ 481-490. It is anticipated that the project will require a Permit Minor Amendment due to the additional impervious surfaces for new taxilane pavement (and future hangars). The task will include preliminary design of the hangar development adjacent to the taxilanes with proposed grading in order to adequately size and permit the stormwater BMPs for the taxilane area. It is anticipated that the apron reconstruction will qualify as a maintenance project under DEP rules so no additional BMPs for the apron are proposed. The application will be prepared by a civil engineer. NOTE: Only sections of Site Law that the CONSULTANT anticipates preparing are included below. If Maine DEP requires additional sections to be reviewed, a Supplemental Agreement for additional work efforts will be initiated.

- 3.1.1. Prepare Concept Design:** Prepare a preliminary design of the future hangar development that is proposed adjacent to the taxilanes. Preliminary design will include layout, grading, stormdrains, finished floor elevations and other information needed to support the permit application.
- 3.1.2. Pre-Application Meeting:** Arrange and attend a pre-application meeting to be held via teleconference with the Department staff who will be reviewing the permit application. This meeting is intended to provide an opportunity for direct discussion with Department staff regarding the issues pertinent to the project and the methodologies and analysis use to address them in the application. This meeting will also determine the extent to which the several Site Location of Development Law standards must be addressed. Attendees will include Project Manager.
- 3.1.3. Prepare SLoD Permit Amendment Application:** This task involves the preparation of Maine DEP's Site Location of Development Permit Application 38 M.R.S.A. §§ 481-490 Form A 04/08. Public Notice: Notice of Intent to File Form B 08/08, Public Notice Filing and Certification Form C 08/08, will also be prepared and included with the application.
- 3.1.4. Development Description:** This work includes the following tasks:
 - A.** A narrative will be prepared stating the overall objectives, details, and development history associated with the proposed project.
 - B.** A narrative will be prepared explaining the existing natural and physical conditions of the site including existing facilities with dates of construction and natural features. This section will include an explanation of the applicability of Site Law to this project.
 - C.** An outline of the proposed construction sequence including timing for implementation of environmental impact mitigation measures

(erosion and sedimentation controls), location for stockpiling of materials, and location and duration of construction haul routes.

- D. A topographic Location Map will be prepared showing the location of the development boundaries and the name of the USGS quadrangle.
- E. Development drawings will be prepared including location, function, and ground areas affected by the project; the nature and extent of site work; existing facilities; pre- and post-development contours (2-foot or less); previous construction; and property lines. These development drawings will be the basis for Final Design drawings completed under Article 2 tasks.

3.1.5. Evidence of Title, Right or Interest in Property: Evidence of title to the airport property and easement parcels by the town of Wiscasset will be demonstrated by submitting the Airport's current "Exhibit A", Airport Property Map. Copies of the deeds / purchase & sales agreements for the new easement areas will be included as well.

3.1.6. Stormwater Management: A stormwater management model of pre-development and post-development conditions will be developed and a narrative will be prepared identifying changes to stormwater runoff characteristics resulting from the project. The apron reconstruction is anticipated to be considered maintenance as defined by Maine DEP, therefore the modeling / narrative will focus on proposed changes to hydrologic conditions and ground cover due to new developed / impervious surface resulting from the proposed taxilanes and future hangar development. For the purposes of this scope, it is assumed that the Flooding Standard, General Standard, and the Phosphorus Standard will apply for the project. It is anticipated that additional structural Best Management Practices will be required to treat runoff from the new impervious surfaces, as well as detain excess runoff to meet peak flow requirements.

3.1.7. Basic Standards: In accordance with Maine Site Location of Development Law, narratives and submission plans shall be prepared for erosion and sedimentation control, inspection and maintenance, and housekeeping. Plans and narratives prepared in this task will form the basis of the Erosion and Sediment Control Plan(s) identified in Article 2.

A. Erosion and Sedimentation Control Plan. A plan will be submitted showing designs for temporary and permanent stabilization measures for all disturbed areas within the project site, as well as for stormwater management structures.

- 1) Location Plan. A plan will be submitted showing the location of structures, disturbed land, pre-construction topography,

post-construction topography, on-site or adjacent water resources, and all erosion and sedimentation control measures.

- 2)** Erosion and Sedimentation Control Notes. Notes for erosion and sedimentation control will be prepared to include: temporary stabilization measures, permanent stabilization measures, and winter stabilization measures, as applicable; seeding and mulching rates; construction schedule, and timeframe for major construction events.
 - 3)** Construction and Installation Details. Details for construction and installation of erosion and sedimentation control measures will be provided to include sedimentation barriers, ditch lining, rip rap, and culvert inlet and outlet designs.
- B.** Inspection and Maintenance Plan. A narrative will be prepared identifying the inspection and maintenance tasks required for each of the temporary and permanent erosion and sedimentation controls. A list of responsible parties, along with sample inspection and maintenance logs will be provided. A schedule of inspection and maintenance tasks will also be provided.
- C.** Housekeeping. Narratives will be prepared to address potential pollutant sources during construction.
 - 1)** Spill Prevention. A narrative will be prepared to discuss the Airport's Stormwater Pollution Prevention Plan (SWPPP), which includes ongoing potential spill area identification, spill prevention procedures, and spill response procedures. Information will also include the spill prevention and response procedures during construction.
 - 2)** Groundwater Protection. A narrative will be prepared to discuss liquid petroleum products and other materials with the potential to contaminate the groundwater, and methods for preventing such contamination.
 - 3)** Fugitive Sediment and Dust. A narrative will be prepared to discuss the prevention of off-site sediment tracking and dust control.
 - 4)** Debris and Other Materials. A narrative will be prepared to address on-site debris, material storage practices, and general housekeeping practices.
 - 5)** Non-Stormwater Discharges. A narrative will be prepared to discuss allowed non-stormwater discharges and associated

conveyance systems.

3.1.8. Notices: This task will include placing the Notice of Intent to file in a local newspaper of the proposed project. NOTE: All advertisement fees in local newspapers will be the responsibility of the AIRPORT.

3.1.9. Coordinate Submittal of Permit Amendment Application and Licensing Fees: The required number of permit applications will be copied and submitted to the Maine DEP, and the AIRPORT. All permit application fees will be paid for by the AIRPORT.

3.2. NEPA Review

Due to the proposed project and the utilization of federal funds, the CONSULTANT shall review the environmental impacts associated with the development.

Due to the potential for limited environmental impacts and the unlikelihood of "extraordinary circumstances" associated with this project, the CONSULTANT shall correspond with state and federal regulatory agencies regarding any potentially sensitive resources (historic/archaeological, rare & endangered or threatened species, etc.) that may be impacted by the proposed project. If it is determined that protected environmental resources will not be impacted by proposed actions, the CONSULTANT will prepare and provide to FAA a report, in the form of ARP SOP No. 5.1 Documented Catex, indicating that the project may be categorically excluded from additional environmental review under the National Environmental Policy Act (NEPA) of 1969.

This scope of work DOES NOT include, should it be determined that extraordinary circumstances arise due to potential impacts to state or federally protected resources, the preparation of an Environmental Assessment pursuant to NEPA and FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions.

3.2.1. Agency Consultation: The CONSULTANT shall determine the presence of potentially sensitive resources within or adjacent to the proposed project boundaries through consultation with the following agencies: U.S. Fish and Wildlife Service (USF&W) and Maine State Historic Preservation Officer (SHPO). Initial correspondence with USF&S will be conducted on line through the agencies IPaC portal to generate an official list of known endangered species or critical habitat occurring within or adjacent to proposed project locations. FAA will determine necessity, and conduct as necessary, tribal coordination efforts to determine the presence of any protected cultural/archaeological resources.

3.2.2. Environmental Documents: The CONSULTANT shall review the agency consultation and prepare the required Categorical Exclusion

documentation. . In addition to consulting with Maine SHPO and USFWS, the CONSULTANT shall document existing environmental conditions and potential resource impacts by reviewing online resources including but not limited to EPA's Green Book (for criteria pollutant attainment status), EPA Environmental Justice Screening Tool, and USDA's Web Soil Survey. Coordination with the sponsor and FAA will be provided for document execution.

NOTE: It is assumed that no other local permits, including Site Plan Approval, are required. No work efforts are included herein but can be provided as needed.

ARTICLE 4: GENERAL ADMINISTRATION

- 4.1. SCOPING MEETING:** Attend one (1) remote scoping meeting with representatives of the AIRPORT, Maine DOT, and Federal Aviation Administration (FAA) to discuss the scope of this project. Meeting minutes will be prepared and distributed to meeting attendees. Attendees will include the Project Manager and Senior Aviation Planner.
- 4.2. PREPARE PROJECT SCOPE AND FEE PROPOSAL:** Prepare a detailed project scope to reflect the effort required for the engineering services as outlined herein for submission to AIRPORT, funding agencies and the Independent Reviewer for its use in preparing the independent fee estimate. Prepare and provide to the AIRPORT blank spreadsheets for distribution to the Independent Reviewer, having the same format as those used in preparing the CONSULTANT's proposed cost to facilitate ease in comparing estimated costs. Provide additional information to the AIRPORT as necessary to ensure a full mutual understanding of the proposed requirements. Conduct negotiation of proposed fee with the AIRPORT based on Estimators review.
- 4.3. FAA PROJECT WORKSHEET FORM:** Prepare and submit the FAA Project Worksheet Form to the AIRPORT for forwarding to the funding agencies.
- 4.4. FAA / MAINE DOT GRANT APPLICATIONS:** Prepare and submit the FAA Grant Applications to the AIRPORT for forwarding to the funding agencies. It is assumed that all of the project components will be included in a single grant application.
- 4.5. PROCESS REIMBURSEMENT REQUESTS:** Collect and verify project cost data, and prepare FAA reimbursement requests using Delphi eInvoicing website (4 estimated). Prepare Maine DOT reimbursement requests (4 estimated). Assist the AIRPORT in the coordination and the tracking of payments between the FAA and the Maine DOT.
- 4.6. PREPARE FAA ANNUAL FINANCIAL REPORTS:** Collect cost data, and prepare and submit the FAA Forms SF 425 and SF 271 to the AIRPORT for forwarding to the funding agencies. (FY2025 and FY2026 estimated)
- 4.7. PREPARE ANNUAL DBE UTILIZATION REPORTS:** Collect DBE utilization information and prepare a report for use by the AIRPORT in providing the Uniform Forms Data on the FAA's dbE-Connect website. (FY2025 and FY2026 estimated)
- 4.8. PROJECT ADMINISTRATION:** The CONSULTANT shall do the administrative work required because of state and federal participation in the project. Specifically, the CONSULTANT shall consult and correspond, as necessary, with the AIRPORT's financial office on the following:
- A.** Preparing monthly invoices and associated quarterly (FAA) and monthly (Maine DOT) work status reports required by the FAA and Maine DOT.

- B. Obtaining data on funds expended and determining, in conjunction with the appropriate AIRPORT, Maine DOT and FAA officials, which funds are eligible for participation in federal and state grant payments.
 - C. Obtaining data on the AIRPORT's administration costs and determining, in conjunction with the appropriate AIRPORT, Maine DOT and FAA officials, the eligibility of such costs to satisfy federal and state participation.
 - D. The CONSULTANT shall consult as necessary with the Federal Auditor or State Auditor in connection with the preparation of a final audit.
 - E. Retain records for seven (7) years and a file system ready for final auditing if found necessary.
- 4.9. **PROJECT INFORMATION / COORDINATION MEETINGS:** Arrange and attend one (1) project coordination / informational meetings with the AIRPORT and Town representatives throughout the course of the project.
- 4.10. **SUBCONSULTANT ADMINISTRATION:** Coordinate Requests for Proposals from qualified firms, review proposals, and execute subconsultant agreements with selected firms. Perform administrative work necessary for administering subconsultant agreements including periodic invoicing, coordination of work, and submission of test results. Note: It is anticipated that subconsultants will be required for the following services: Topographic Survey, and Geotechnical Investigation.

ARTICLE 5: PLANNING SERVICES

- 5.1. EXHIBIT 'A' UPDATE:** The airport's Exhibit A Airport Property Inventory Map will be updated. The current Map was prepared on November 18, 1993, and last updated in January 1996. Since then, there have been several significant changes to the airport layout, including a runway extension, the rerouting and name change of an adjacent road, and subsequent changes in the location of the Runway Protection Areas. In addition, the current Exhibit A is only available in PDF format as a raster image. Thus, this scope will convert the PDF into AutoCAD format and show the current airport and surrounding infrastructure layout as required by Federal Aviation Administration Standard Operating Procedure (SOP) for FAA Review of Exhibit 'A' Airport Property Inventory Maps.

The CONSULTANT will complete the following tasks:

- 5.1.1.** Convert the PDF raster image to an edible AutoCAD DWG file by tracing each line and data element with proper layers to contain all the information from the PDF.
 - 5.1.2.** Convert the data tables from the raster image into edible Excel spreadsheets.
 - 5.1.3.** Conduct an internal review of the draft Exhibit A to ensure that each element on the PDF image was captured correctly in the AutoCAD file. This review will include compliance with FAA SOP 3.00 using Appendix B Exhibit A Review Checklist.
 - 5.1.4.** Submit the draft Exhibit A to the AIRPORT, then make any necessary corrections.
 - 5.1.5.** Complete the FAA SOP 3.00 using Appendix B Exhibit A Review Checklist.
 - 5.1.6.** Submit the draft Exhibit A and Checklist to the FAA Airport's Specialist for review and comment. If one or both documents do not meet with FAA approval, the CONSULTANT will make the necessary changes and then resubmit the documents to the FAA for a second review.
 - 5.1.7.** With FAA approval, the CONSULTANT will prepare a PDF of Exhibit A and submit it to the AIRPORT for an electronic signature.
 - 5.1.8.** The CONSULTANT will submit the signed Exhibit A to the FAA and AIRPORT.
 - 5.1.9.** The CONSULTANT will submit the AutoCAD file(s) to the AIRPORT and retain the AutoCAD files in the CONSULTANT's electronic file system for retainage as needed for future use.
- 5.2. AIRPORT LAYOUT PLAN (ALP) UPDATE:** This task includes efforts to update the Stephen A. Bean Municipal Airport Layout Plan. This effort intends to prepare a "pen and ink" change to include a memorandum that addresses the changes needed to update the ALP to reflect current and previously approved future conditions as they reflect on the ALP prepared by Dubois & King, circa 2022. The intent is not to create new proposed facilities except for minor adjustments, including possible future hangars and adjoining pavement. The ALP update will comply with the Federal Aviation Administration (FAA) SOP 2.00 ALP Review Checklist. This update is for a single plan, the Airport Layout Plan drawing. No other components of the ALP set will be updated, including the title sheet,

datasheet, terminal plan, etc. The CONSULTANT assumes that the current Airport Reference Code will remain B-II, except for areas between hangars where a design code of A/B-I (Small) will be utilized.

The CONSULTANT will complete the following tasks:

- 5.2.1. Review.** The CONSULTANT will review the Airport Layout Plan (ALP) with the AIRPORT to determine necessary changes based on as-built conditions and changes since the last update in 2022. These changes will include the current airport configuration of all airside and landside facilities, including the current location of Loon Lake Road and other off-airport features. This data will be obtained by comparing the existing AutoCAD planimetrics with available aerial photos taken subsequent to the improvements. No additional field survey or site inspections are included. All previously approved changes shown in the current Airport Layout Plan Drawing will be included in this update.
- 5.2.2. Update.** The CONSULTANT will update the Airport Layout Plan drawing in AutoCAD. . The update will include bringing the ALP into conformance with FAA runway data as listed in the Airport Data and Information Portal (ADIP) for the Airport. The ALP will reflect the applicable data elements required in FAA SOP 2.00, Section A.4, Airport Layout Plan Drawing.
- 5.2.3. Future Development.** CONSULTANT will prepare a preliminary layout of future hangar and taxilane development to the west of the existing hangar apron based on hangar sizes provided by the AIRPORT.
- 5.2.4. Prepare Memorandum.** The CONSULTANT will prepare a memorandum that addresses the changes and will include a description and rationale for the changes.
- 5.2.5. Submit and Reconcile.** The draft ALP and memorandum will be submitted to the AIRPORT for review and comment, and then to the FAA and Maine DOT for review and comment.
- 5.2.6. Conference Call and Reconciliation.** The CONSULTANT will conduct a conference call with the AIRPORT, FAA, and MaineDOT to review the draft ALP using TEAMS. Changes proposed by the two agencies will be addressed, and agreed-upon changes will be made to both the ALP and narrative report.
- 5.2.7. Finalize ALP & Memorandum.** Based on final comments from the various FAA lines of business, final changes to the ALP and narrative report will be made and submitted to the AIRPORT, MaineDOT, and FAA for electronic signatures. A final signed copy of the ALP will be submitted to all parties.

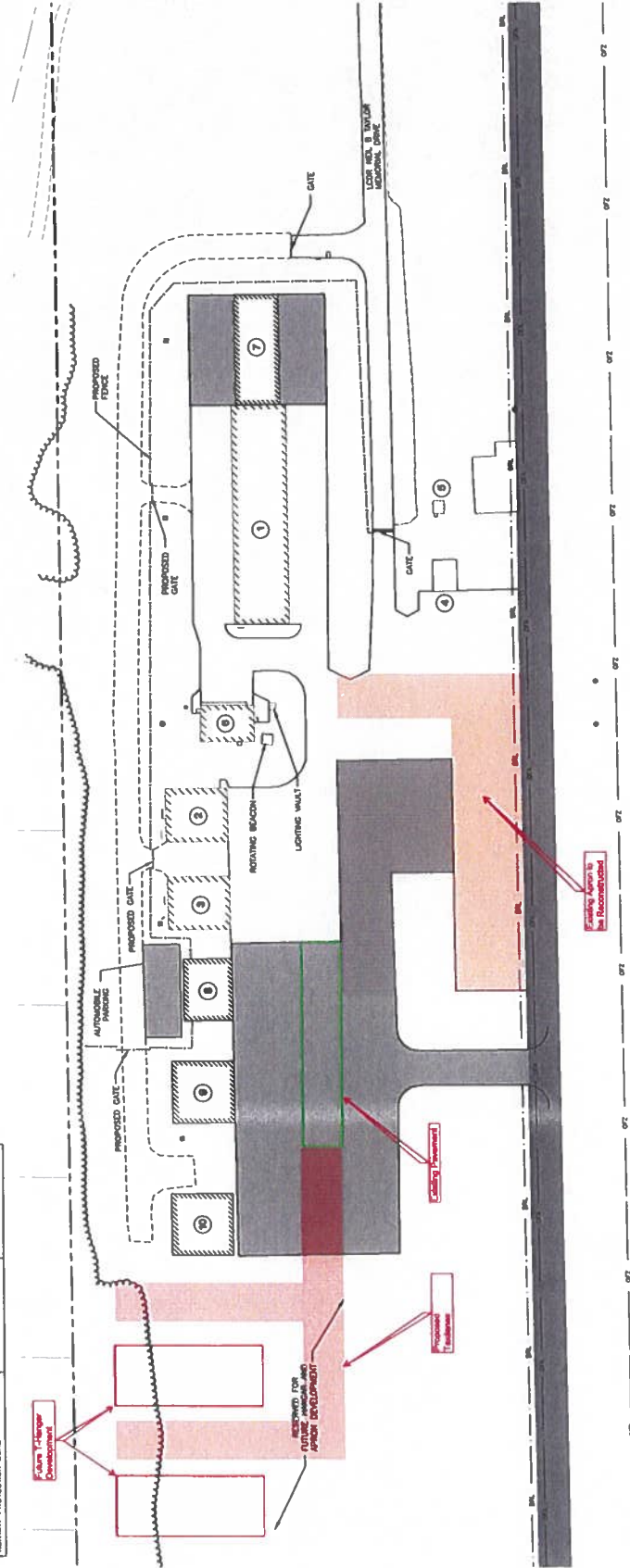
ANTICIPATED PROJECT SCHEDULE

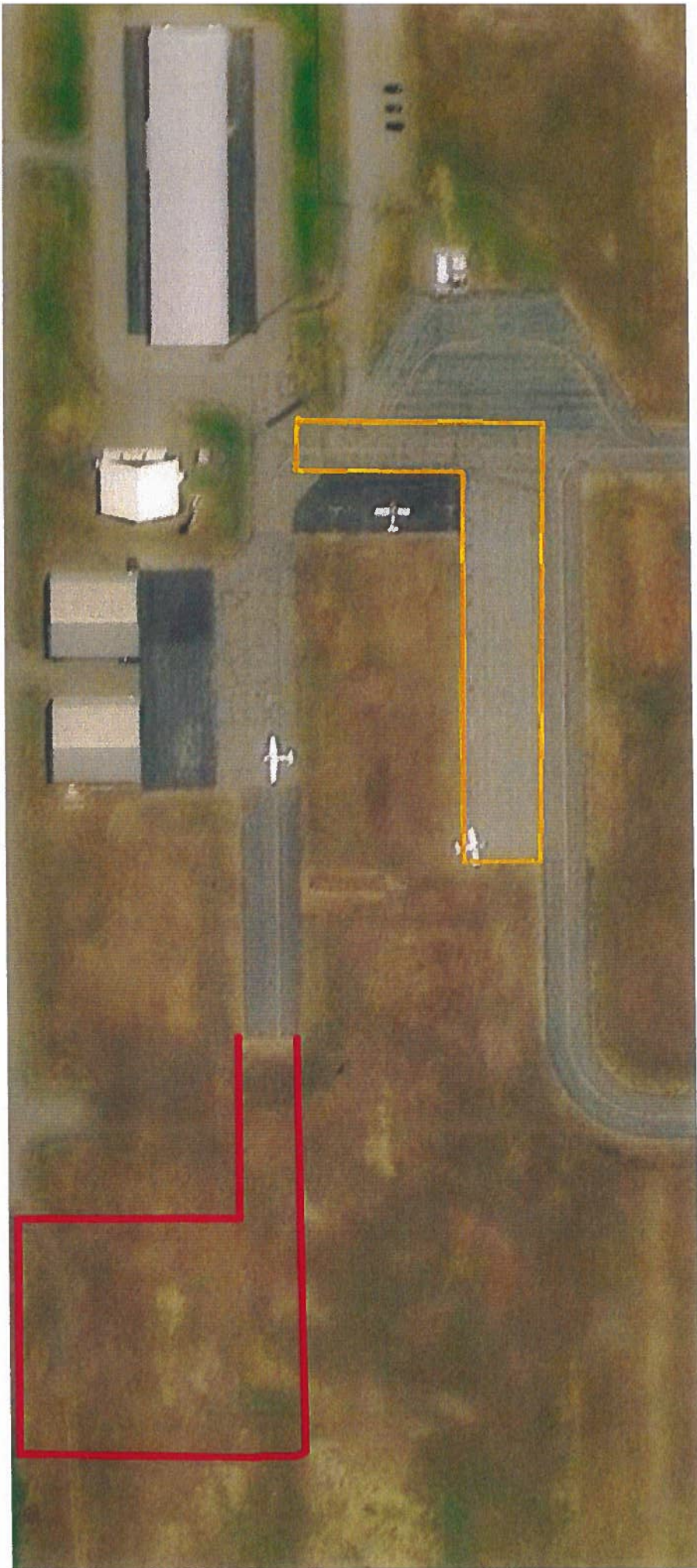
Scoping Meeting.....	February 6, 2025
Submit Grant Applications	March 3, 2025
Complete Data Collection	Summer 2025
Submit Environmental Permit Application.....	Fall 2025
Submit Preliminary Plans and Specifications.....	November 2025
Submit Final Plans and Specifications	February 2026
Submit Construction Safety and Phasing Plan.....	February 2026
Project Closeout.....	Spring 2026

EXISTING	BUILDINGS	PROPOSED
1	1-HANGAR	2
2	CONVENTIONAL HANGAR	3
3	CONVENTIONAL HANGAR	4
4	FUEL TANKS	5
5	ARRIVALS BUILDING	TO BE REMOVED
6	SEC. BUILDING	7
7	1 HANGAR	8
8	TERMINAL	9
9	AIRCRAFT MAINTENANCE HANGAR	10
10	AIRCRAFT STORAGE HANGAR	11

LEGEND	EXISTING	PROPOSED
AIRPORT PROPERTY LINE	---	N/A
AUTOTERS PROPERTY LINE	---	N/A
AIRPORT PARKING	---	---
BUILDINGS	---	---
25' CONTOUR	---	N/A
ROADS	---	N/A
TROUBLE	---	N/A
AIRPORT REFERENCE POINT	---	---
RUNWAY SAFETY AREA (RSA)	---	---
RUNWAY OBSTACLE FREE ZONE (OFZ)	---	---
RUNWAY OBJECT FREE AREA (DOFA)	---	---
BUILDING RESTRICTION LINE (BRL)	---	---
RUNWAY PROTECTION ZONE	---	---

DECLINATION
 USSS 2017 15.7 WEST







Stantec Consulting Services Inc.
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Portland, ME 04102
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Summary of Fees for Engineering Services

Stephen A Bean Municipal Airport
Rangeley, Maine

Construction of Taxiways and Reconstruction of Aircraft Parking Apron

AIP No. 3-23-0041-xxx-2025

Article 1: Data Collection
Article 2: Design, Construction Drawings & Specifications
Article 3: Environmental Services
Article 4: General Administration
Article 5: Planning Services

\$34,096.00
\$43,660.00
\$22,066.00
\$20,230.00
\$10,856.00

Total Engineering Services Fee: \$130,908.00



Stephen A Bean Municipal Airport
Construction of Taxiways and Reconstruction of Aircraft Parking Apron
AIP No. 3-23-0041-xxxx-2025
1774xxxxx

[illegible]

Task 1.1: Expense Worksheet			
Task 1.1: Round Trip Portland / 880			
Trip(s)	Miles	\$ per mile	Total
1	250	\$0.50	\$125.00
Task 1.4: Round Trip Portland / 880			
Trip(s)	Miles	\$ per mile	Total
1	250	\$0.50	\$125.00
Task 1.x: Round Trip Portland / 880			
Trip(s)	Miles	\$ per mile	Total
0	250	\$0.50	\$0.00
Task 1.x: Round Trip Portland / 880			
Trip(s)	Miles	\$ per mile	Total
0	250	\$0.50	\$0.00
Shipping / Reproduction			\$ 200.00

Task 1.4	M&IE Non-Travel	M&IE (Travel Day)	Total
Rate*	\$48.00	\$51.00	
#/Poi Days	0	3	
Total	\$0.00	\$153.00	\$153.00

Task 1.4	Loadings	Total
Rate* \$	110.00	
# of Nights	1	
Total	\$110.00	\$110.00

Outside Services:	
Geotechnical Investigation	\$18,000.00
Topographic Survey	\$10,000.00
TOTAL OUTSIDE SERVICES	\$28,000.00

Labor Summary:	
TOTAL DIRECT LABOR COST	\$1,836.00
OVERHEAD @ 154.924%	\$2,844.40
FIXED FEE @ 15%	\$702.06
TOTAL LABOR COST	\$5,382.47

Expense Summary:		TOTAL EXPENSES	\$713.00
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USE: \$34,096.00



Stephen A Bean Municipal Airport
Construction of Tiedlman and Reconstruction of Aircraft Parking Apron
AIP No. 3-23-0041-xxx-2025
17940000x

Article 2: Design, Construction Drawings & Specifications

Article 2: Design, Construction Drawings & Specifications									
TASK	DISCIPLINE	Senior Principal	Project Manager	Civil Engineer	Null	Null	CADD / Computer Technician	Project Coordinator	Administrative / Clerical
2.1	Pavement Design Report		8	16			2		
2.2	Title and Site Plan		1	8			8		
2.3	Construction Safety / Phasing Plan		4	12			8		
2.4	Grading Plans and Profiles		8	60			12		
2.5	Typical Cross Sections		1	4			8		
2.6	Site and Civil Details		1	8			8		
2.7	Pavement Marking & Layout Plan		4	16			8		
2.8	Erosion Control Plan		1	8			8		
2.9	Cross Sections		1	8			8		
2.10	Quantities and Estimates		4	12					
2.11	Specifications		16	16					
2.12	Meetings with Airport		16						
2.13	Review Meetings with Airport, FAA and Maine DOT		4						
2.14	Quality Control	8	2						
2.15	Reproduction						4		2
TOTAL HOURS		8	71	168	0	0	74	0	2
Hourly Rate		\$88.75	\$64.00	\$36.50	\$0.00	\$0.00	\$44.50	\$39.25	\$30.00
Direct Labor Cost		\$710.00	\$4,544.00	\$6,132.00	\$0.00	\$0.00	\$3,293.00	\$0.00	\$60.00

Article 2: Expense Worksheet

Partners A, B, Response to Variance			
Track 2.12: Round Trip Portland / BBQ			
Trips	Miles	\$ per mile	Total
2	250	\$0.50	\$250.00
Track 2.2: Round Trip Portland / BBQ			
Trips	Miles	\$ per mile	Total
0	250	\$0.50	\$0.00
Track 2.3:			
Trips	Miles	\$ per mile	Total
0	0	\$0.50	\$0.00
Track 2.4:			
Trips	Miles	\$ per mile	Total
0	0	\$0.50	\$0.00
Shipping / Reproduction			
			\$ 200.00

• Rates are taken from US General Services Administration

Per Diem Expenses

Task 2.a		M&IE (Non-Travel) M&IE (Travel Day)		Total
Rate*	\$68.00	\$51.00		
# / Ppl Days	0	0		
Total	\$0.00	\$0.00		\$0.00

Task 2.b		Lodging		Total
Rate*	\$110.00			
# of Nights	0			
Total	\$0.00			\$0.00

Outside Services:

N/A		\$0.00
	TOTAL OUTSIDE SERVICES	\$0.00
		\$0.00
		\$0.00

Labor Summary:

TOTAL DIRECT LABOR COST	\$14,739.00
OVERHEAD @ 154.924%	\$22,834.25
FIXED FEE @ 15%	\$5,635.99
TOTAL LABOR COST	\$43,209.24

Expense Summary:

TOTAL EXPENSES **\$450.00**

USE:

\$43,660.00



Stantec Consulting Services Inc.
482 Payne Road Scarborough Court
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www.stantec.com

Fee Schedule for
Engineering Services

Stephen A Bean Municipal Airport
Construction of Taxiways and Reconstruction of Aircraft Parking Apron
AIP No. 3-23-0041-xas-2025
1794xxxx

Article 3: Environmental Services

TASK	DISCIPLINE	Project Manager	Senior Civil Engineer	Civil Engineer	Senior Environmental Analyst	Staff Environmental Analyst	CADD / Computer Technician	Project Coordinator	Administrative / Clerical
3.1	Site Location of Development Permit (Minor Amendment)	2	6	32			12		
3.1.1	Prepare Concept Design	4							
3.1.2	Pre-Application Meeting	1			4				
3.1.3	Prepare Permit Application	1		4			1		
3.1.4	Development Description					1			
3.1.5	Title, Right or Interest in Property		40	20			8		
3.1.6	Stormwater Management			6			4		
3.1.7	Basic Standards								1
3.1.8	Notices								
3.1.9	Coordinate Submittal of Application	1			8				
3.2	NEPA Review								
TOTAL HOURS		9	46	62	0	13	25	0	1
Hourly Rate		\$64.00	\$64.00	\$36.50	\$62.25	\$41.00	\$44.50	\$39.25	\$30.00
Direct Labor Cost		\$576.00	\$2,944.00	\$2,263.00	\$0.00	\$533.00	\$1,112.50	\$0.00	\$30.00

Article 3: Expense Worksheet

Task x.x	Miles	\$ per mile	Total
0	250	\$0.50	\$0.00
Task x.x	Miles	\$ per mile	Total
0	0	\$0.50	\$0.00
Shipping / Reproduction			\$200.00

Task x.x	M&IE Non-Travel Day	M&IE Travel Day	Total
Rate*	\$68.00	\$51.00	
# of Days	0	0	
Total	\$0.00	\$0.00	\$0.00
Rate*	\$110.00		
# of Nights	0		
Total	\$0.00		\$0.00

Outside Services:

N/A	\$0.00
TOTAL OUTSIDE SERVICES	\$0.00

Labor Summary:	
TOTAL DIRECT LABOR COST	\$7,458.50
OVERHEAD @ 154.92%	\$11,555.01
FIXED FEE @ 15%	\$2,852.03
TOTAL LABOR COST	\$21,865.53

Expense Summary:	
TOTAL EXPENSES	\$200.00

*Rates are taken from US General Services Administration:

USE: \$22,066.00



Stantec Consulting Services Inc.
482 Payne Road Scarborough Court
Tel: (207) 883-3335
www.stantec.com

Fee Schedule for
Engineering Services

Stephen A Bean Municipal Airport
Construction of Taxiways and Reconstruction of Aircraft Parking Apron
AIP No. 3-23-0041-xxx-2025
1794xxxxx

Article 4: General Administration

TASK	DISCIPLINE	Null	Project Manager	Civil Engineer	Senior Airport Planner II	Null	CADD / Computer Technician	Project Coordinator	Administrative / Clerical
4.1	Scoping Meeting		6		2				
4.2	Prepare Scope and Fee Proposal		8		2				
4.3	FAA Project Readiness Form		1						
4.4	FAA / Maine DOT Grant Applications		4					4	
4.5	Prepare Reimbursement Requests		3					8	
4.6	Prepare FAA Annual Reports		4					2	
4.7	Prepare Annual DBE Reports		1					6	
4.8	Project Administration		32		4		8	8	
4.9	Project Informational Meeting		8						
4.10	Subconsultant Administration		6					2	
TOTAL HOURS		0	73	0	8	0	8	30	0
Hourly Rate		\$0.00	\$64.00	\$36.50	\$68.75	\$0.00	\$44.50	\$39.25	\$30.00
Direct Labor Cost		\$0.00	\$4,672.00	\$0.00	\$550.00	\$0.00	\$356.00	\$1,177.50	\$0.00

Article 4: Expense Worksheet

Task 4.9: Roundtrip Portland / 880			
Trips	Miles	\$ per mile	Total
1	250	\$0.50	\$125.00
Task 4.10: Roundtrip Portland / 880			
Trips	Miles	\$ per mile	Total
0	250	\$0.50	\$0.00
Shipping / Reproduction			\$300.00

Outside Services:

N/A	\$0.00
TOTAL OUTSIDE SERVICES	\$0.00

Labor Summary:	
TOTAL DIRECT LABOR COST	\$6,755.50
OVERHEAD @ 154.924%	\$10,465.89
FIXED FEE @ 15%	\$2,583.21
TOTAL LABOR COST	\$19,804.60

Expense Summary:	TOTAL EXPENSES	\$425.00
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USE:	\$20,230.00
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Stantec

Stantec Consulting Services Inc.
482 Payne Road Scarborough Court
Tel: (207) 883-3335
www.stantec.com

**Fee Schedule for
Engineering Services**

Stephen A Bean Municipal Airport
Construction of Taxiways and Reconstruction of Aircraft Parking Apron
ALP No. 3-25-0041-xxx-2025
1774xxxx

Article 5: Planning Services

TASK	DISCIPLINE	Null	Project Manager	Senior Airport Planner II	Airport Planner	Null	CADD / Computer Technician	Project Coordinator	Administrative / Clerical
S.1	Exhibit 'A' Update								
S.1.1	Convert PDF Image to AutoCAD				1		16		
S.1.2	Convert Data Tables to Excel				4		1		
S.1.3	Internal Review of Draft Exhibit 'A'			1	1				
S.1.4	Submit Draft to AIRPORT				2				
S.1.5	Complete FAA SOP 3.00				1		2		
S.1.6	Submit Draft to FAA				1				
S.1.7	Prepare PDF for Signature				1				
S.1.8	Submit Signed Exhibit 'A'								
S.1.9	Submit AutoCAD Files						1		
S.2	Airport Layout Plan Update								
S.2.1	Review Existing ALP			1	1				
S.2.2	Update ALP			1	4		12		
S.2.3	Future Development Design			1	4		6		
S.2.4	Prepare Memorandum			1	1				
S.2.5	Submit Draft ALP and Reconcile			1	2				
S.2.6	Review Meeting			1	1				
S.2.7	Finalize ALP & Memorandum				1				
TOTAL HOURS		0	0	7	26		38	0	0
Hourly Rate		\$0.00	\$44.00	\$68.75	\$56.25		\$44.50	\$39.25	\$30.00
Direct Labor Cost		\$0.00	\$0.00	\$481.25	\$1,462.50		\$1,691.00	\$0.00	\$0.00

Article 5: Expense Worksheet

Task 5.5: Resurfacing Portland / 882	Total	\$0.00
Titles	Miles	\$0.50
0	250	\$0.00
Task 5.6: Resurfacing Portland / 882	Total	\$200.00
Titles	Miles	\$0.50
0	250	\$0.00
Shipping / Reproduction		\$200.00

Outside Services:

N/A	\$0.00
	\$0.00
TOTAL OUTSIDE SERVICES	\$0.00

Labor Summary:

TOTAL DIRECT LABOR COST	\$3,634.75
OVERHEAD @ 154.924%	\$5,631.10
FIXED FEE @ 15%	\$1,389.88
TOTAL LABOR COST	\$10,655.73

Expense Summary:

TOTAL EXPENSES	\$200.00
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USE: \$10,856.00

**APPENDIX C
AIRPORT CONSULTANT'S DBE/SUBCONSULTANT
PROPOSED UTILIZATION FORM**

Must be provided by the Consultant as an attachment to New Technical Proposals

Consultant Firm: Stantec Consulting Services Inc.
Contact Person: David Nadeau, P.E.
E-mail: dave.nadeau@stantec.com
Contract Amount: \$130,908
Federal Project PIN # _____

Is Your Firm a DBE: Yes ☐ No ☒
Tele: 207-887-3842 Fax: 207-883-3376
Date of Execution: 3/6/2025
(For Airport Use Only)
Project Location: Rangeley, Maine

TOTAL ANTICIPATED DBE 0.0 % PARTICIPATION FOR THIS CONTRACT

LIST ALL CONTRACT SUBCONSULTANTS BELOW

W B E •	D B E •	Non DBE	Firm Name	Description of Work	Anticipated \$ Value
☐	☐	☒	SGC Surveying	Topographic & Tree Top Survey	10,000
☐	☐	☒	John Turner Consulting	Geotechnical Investigation	18,000
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			
☐	☐	☐			
Subconsultant Total >					28,000.00
DBE Total >					0.00

**Note: this information is used to track and report anticipated db e participation in all federally funded contracts.*

(AIRPORT'S INTERNAL USE ONLY)

Form received: ____/____/____ Verified by: _____
Airport Representative

**For a complete list of certified firms and company designation (WBE/DBE) go to
<http://www.state.me.us/mdot/disadvantaged-business-enterprises/dbe-home.php>**



Proven Expertise & Integrity

March 7, 2025

Mr. Joe Roach, Town Manager
Town of Rangeley
15 School Street
Rangeley, Maine 04970

Dear Mr. Roach,

We are pleased to confirm our understanding of the services we are to provide for the Town of Rangeley for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the Town of Rangeley of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Rangeley's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Rangeley's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund
3. Schedule of Proportionate Share of the Net Pension Liability
4. Schedule of Contributions - Pension
5. Schedule of Changes in Net OPEB Liability
6. Schedule of Changes in Net OPEB Liability and Related Ratios
7. Schedule of Contributions - OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Rangeley's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

The contents included are only valid for 30 days from the date of this contract.

If contract is not executed within the 30-day period, terms and conditions, including pricing, may be subject to change.

1. Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues
2. Schedule of Departmental Operations - General Fund
3. Combining Nonmajor Governmental Fund Schedules
4. Capital Asset Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of your accounting records of the Town of Rangeley, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.



Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.



Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Rangeley's compliance with provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.



Management is also responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all

related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Government Auditing Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, and related notes of the Town of Rangeley in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RHR Smith & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RHR Smith & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ronald H.R. Smith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed the amount broken down as follows:

June 30, 2025:

Financial Statement Audit

\$12,800

Additional annual price of Single Audit (if necessary) - \$6,000 for one major program and \$4,000 for each major program thereafter

The contents included are only valid for 30 days from the date of this contract.

If contract is not executed within the 30-day period, terms and conditions, including pricing, may be subject to change.

We kindly ask that this engagement letter be signed within 30 days from the date of the letter. Along with this, a retainer invoice for 50% of the estimated engagement will be sent separately and will also be due within 30 days. If we do not receive both within this timeframe, we will unfortunately have to consider the engagement terminated. We truly appreciate your attention to these details and look forward to working together.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue written reports upon completion of our audit of the Town of Rangeley's financial statements. Our reports will be addressed to the Selectboard of the Town of Rangeley. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Rangeley is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Town of Rangeley and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs
RHRS/YB/25

RESPONSE:

This letter correctly sets forth the understanding of the Town of Rangeley.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Rodrigues, Drum & Company, LLC

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 2979
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the
Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs for the year ended September 30, 2023 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.

Rodrigues, Drum & Company, LLC

June 12, 2024

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

MEMO

From: Parks and Recreation Director

Date: March 11, 2025

Re: 2015 Ford F350 Super Duty



Hello Joe,

I'm passing along information pertaining to our 2015 Ford F-350 Super Duty that should be ready to go out for sale.

- 2015 Ford F350 Super Duty
- 2 Door Regular Cab
- XL Flat Bed 8ft
- Mileage: 82,015
- Private Party Value: Fair shape \$19,893 - \$22,702 (Kelly Blue Book)
- Vin:1FTRF3BTGFE91398
- Boss Power Snowplow Package 9'2" (Fair/Poor shape)

Patrick O'Neil

Town Of Rangeley

Parks and Recreation Director

Phone # (1-207-864-2294)

Email (parks@rangeleyme.org)

MEMO TO: TOWN SELECT BOARDS

FROM: AMY BERNARD, COUNTY ADMINISTRATOR

DATE: MARCH 7, 2025

RE: TOWN CAUCUS/BUDGET COMMITTEE VACANCIES

The Franklin County Commissioners requested that I contact you to inform you that we have vacancies on the Budget Committee, in all five Commissioner Districts. District One, three vacancies, District Two, two vacancies, and District Three, two vacancies, District Four, two vacancies, District Five, two vacancies. According to 30-A, M.R.S.A. § 873(1), whenever a vacancy occurs the towns shall caucus and elect members to fill the vacancies.

Each Commissioner district has 2 permanent members. Members serve for 3-year terms. There is a rotating member who serves a one-year term, selected in 2025 by Commissioner District One, selected in 2026 by Commissioner District Two, selected in 2027 by Commissioner District Three, selected in 2028 by Commissioner District Four, selected in 2029 by Commissioner District Five and selected in 2030 and succeeding years in the same order as the first 5 years under this paragraph. If a committee member ceases to be a municipal officer during the term of membership, the committee member shall resign the membership, and the next district caucus shall elect a qualified municipal officer to fill the membership for the remainder of the unexpired term.

Just a reminder, however, only the Town Selectpersons may participate in the caucus or serve on the Budget Committee.

The caucus will be held on March 26, 2025, at 5:00 p.m. in the Franklin County Superior Courtroom, 140 Main Street, Farmington.

Please be prepared to have the Municipal Officer (Selectperson) you wish to be on the Budget Committee attend in person at the above-referenced date and time.



RANGELEY FIRE RESCUE

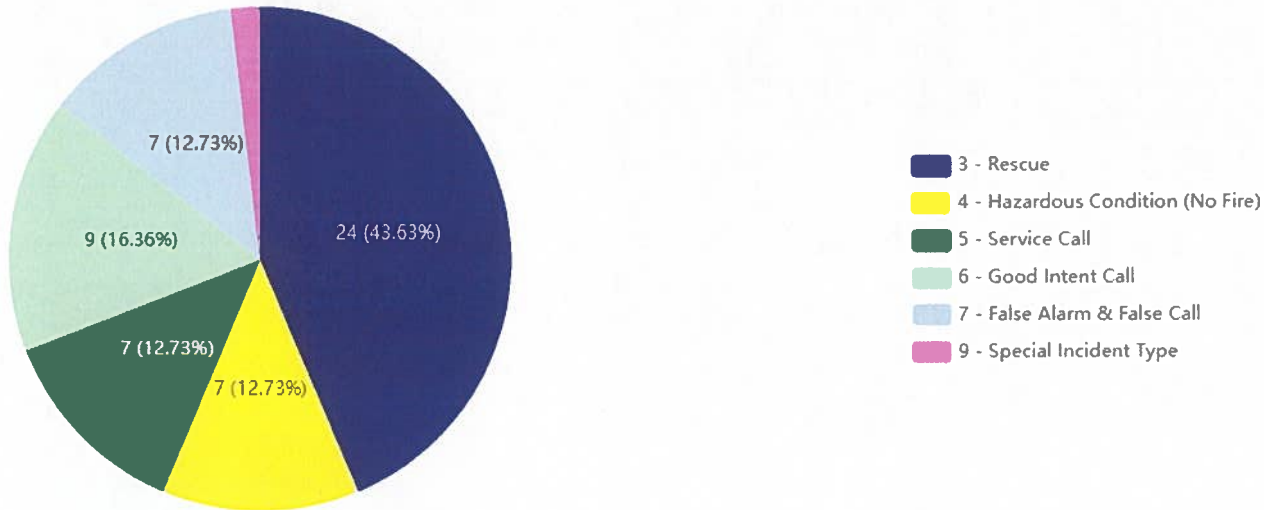
ESTABLISHED 1894

Chief Michael Bacon

(207) 864-3800
FireChief@rangeleyme.org

Rangeley Fire Rescue Stats February 2025

Total (55)



Incident Breakdown February 2025

Rescue, Technical, Vehicle Accidents	24
False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares)	7
Mutual Aid Responses Given	1
Hazardous Materials Responses	1
Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.)	6
All Other Responses (smoke scares, lock-outs, animal rescue, etc.)	16
TOTAL FOR ALL INCIDENTS	55

RANGELEY STATION 1
15 School St - Rangeley ME 04970



OQUOSSOC STATION 2
15 School St - Rangeley ME 04970



Chief Richard E. Caton IV
Rangeley Police Department

15 School Street
Rangeley, Maine 04970
207-864-3579
policechief@rangeleyme.org

March 11, 2025

Town Manager Joe Roach,

This letter here is to advise you of the request by the Select Board for statistics of calls for service for the Rangeley Police Department. I pulled the information for you to present to the Select Board. From February 1st through February 28th the Rangeley Police Department handled **322** Calls for Service. Below is a breakdown of the calls handled.

Building checks	207	PFA Violation	1
Community Policing	6	Lockout Assist	1
911 Hangup	4	Security Checks	13
Attempt to Locate	1	Found/Lost property	2
Assist other Agency	3	Information	6
ATV/Snowmobile Complaint	1	911 Misdeal	1
Motor Vehicle Crash Property Damage	8	Parking Complaint	1
Suspicious Activity	3	Motor Vehicle Stop	6
Alarm	5	Road Hazard	2
Medical Emergency	5	Escort/Transport	1
Welfare Check	1	Animal Complaint	4
Request for phone call	9	Complaint	2
Paperwork Service	6	Follow-up	6
Intoxicated Person	1	Assist Citizen	3
Alarm Burglary	1	Disabled Motor Vehicle	3
Civil Issue	1	911 Open Line/Misdeal	3
Emergency Mental Health	1	Assault	1
Vandalism/ Criminal Mischief	1	Background check Firearms	1
Domestic Disturbance	1		

Respectfully,


Richard E. Caton IV
Chief of Police

Town of Rangeley
General Fund Budget-to-Actual Summary
FY2025 through February 28, 2025

	<u>Budget</u>	<u>Actual</u>	<u>\$ Under (Over)</u>	<u>% Under (Over)</u>
Revenue				
Property Taxes	9,061,009	9,064,009	(3,000)	0.0%
Excise Taxes	-	18,122	(18,122)	
Intergovernmental	254,263	293,901	(39,638)	-15.6%
Charges for Services	745,900	776,770	(30,870)	-4.1%
Interest Income	61,000	263,620	(202,620)	-332.2%
Other Revenue	2,800	4,251	(1,451)	-51.8%
Other Financing Sources	-	-	-	
TOTAL REVENUES AND INFLOWS	10,124,972	10,420,673	(295,701)	-2.9%
General Government				
Selectmen	81,505	40,144	41,361	50.7%
Administration	338,755	226,483	112,272	33.1%
Assessing	81,666	46,243	35,423	43.4%
Finance	116,909	46,849	70,060	59.9%
Planning	153,736	107,320	46,416	30.2%
Town Office	88,171	66,185	21,986	24.9%
Public Safety Building	48,870	28,698	20,172	41.3%
Town Clerk	78,917	70,722	8,195	10.4%
Property and Casualty Insurance	67,661	67,385	276	0.4%
<i>Total General Government</i>	<u>1,056,190</u>	<u>700,029</u>	<u>356,161</u>	<u>33.7%</u>
Public Safety				
Fire and Rescue	429,477	263,422	166,055	38.7%
Police	473,450	377,098	96,352	20.4%
Animal Control	7,021	4,681	2,340	33.3%
Emergency Management Services	101,955	50,978	50,977	50.0%
Fire Hydrant	161,989	121,491	40,498	25.0%
Health Officer	4,710	2,841	1,869	39.7%
<i>Total Public Safety</i>	<u>1,178,602</u>	<u>820,511</u>	<u>358,091</u>	<u>30.4%</u>
Public Works				
Highways	836,681	415,324	421,357	50.4%
Sewer	465,543	300,655	164,888	35.4%
Solid Waste	489,751	339,069	150,682	30.8%
Airport	47,520	30,167	17,353	36.5%
Parks and Recreation	301,326	165,204	136,122	45.2%
Cemeteries	42,553	20,016	22,537	53.0%
<i>Total Public Works</i>	<u>2,183,374</u>	<u>1,270,435</u>	<u>912,939</u>	<u>41.8%</u>

Town of Rangeley
General Fund Budget-to-Actual Summary
FY2025 through February 28, 2025

	<u>Budget</u>	<u>Actual</u>	<u>\$ Under (Over)</u>	<u>% Under (Over)</u>
Public Facilities				
Rangeley Comfort Station	20,021	10,253	9,768	48.8%
Oquossoc Comfort Station	16,506	10,901	5,605	34.0%
<i>Total Public Facilities</i>	<u>36,527</u>	<u>21,154</u>	<u>15,373</u>	42.1%
Other Expenditures				
Culture	16,020	13,868	2,152	13.4%
General Assistance	2,000	1,754	246	12.3%
County Tax	1,220,080	1,220,080	-	0.0%
Education	3,920,797	2,613,864	1,306,933	33.3%
Donations	176,427	114,283	62,144	35.2%
Capital Purchases	180,500	15,553	164,947	91.4%
Debt Service	477,629	218,860	258,769	54.2%
Overlay	33,483	23,833	9,650	28.8%
<i>Total Other Expenditures</i>	<u>6,026,936</u>	<u>4,222,095</u>	<u>1,804,841</u>	29.9%
Other Financing Uses				
Transfers Out	796,295	796,295	-	0.0%
<i>Total Other Financing Uses</i>	<u>796,295</u>	<u>796,295</u>	<u>-</u>	0.0%
TOTAL EXPENDITURES AND OUTFLOWS	11,277,924	7,830,519	3,447,405	30.6%
CHANGE IN FUND BALANCE	(1,152,952)	2,590,154	(3,743,106)	

3/17/2025

Grant Status Report

Grant Name	Department/Purpose	Application Date	Close Date	Grant Amount	Town Match	TM Approval Date	BOS Acceptance Date	Status
Scenic Byways Grant	Admin- Gateway Improvements (MaineDOT, RLHT, Town)	4/25/2022	6/15/2022	\$ 481,650.00	\$ 65,000.00	N/A	9/5/2023	Six year grant lifespan. 1.16.2024 BOS authorized TM to sign MDOT Agreement. RFP released week of May 20th. BOS authorized amended MOU with MaineDOT on 12-2-24 and payment for design from Highway Reserve.
Boating Facility Fund Maine DACF	Parks (Admin)- Fish Screen Launch Improvements Design	7/19/2023	7/19/2023	\$ 26,700.00	\$ 8,900.00		6/5/2023	Grant agreement expected from BFF. Email sent to BFF on 1-11-24 for update. 2.5.2024 BOS authorized TM to sign Project Agreement.
Boating Facility Fund Maine DACF	Planks for Ramp	9/17/2024	9/17/2024	\$190 each X 34 pieces	\$ -		9/17/2024	Grant declined by BOS on 12-2-24. Planks were purchased by contractor as specified in agreement.
MMA Risk Reduction	Police Town Office/PSB Keycard Security Locks for entrance doors	9/9/2024	9/15/2024	\$ 3,000.00	\$ 1,675.00		9/9/2024	This grant is for new locking devices for main entrances to the Town Office. Award notification 10-18-24. BOS accepted 11/4/2024.
Homeland Security - MEMA	Police / Cruiser Laptops (MDTs)	5/24/2024	5/31/2024	\$ 7,005.75	\$ -		5/23/2024	TM has approved the grant. Awarded 10/22/2024. Accepted by the BOS on 11/4/2024.
2024 COPS Hiring Program	Police / Hiring Payroll Offset	6/6/2024	6/12/2024	\$125K over 3 years	25% + difference in pay and benefits		12/2/24 - Declined	Award offered after third officer hired. No longer eligible. 10-21-24 TM working to decline & close in DOJ portal.
Stephen & Tabitha King Foundation	Burn & Learn Educational Equipment	4-1-204	4/15/2024	\$ 21,828.50	\$ -		4/1/2024	7/15/2024 BOS accepted the grant.
MaineDOT	In-Road Pedestrian Signs	11/5/2024	11/5/2024	uk	\$ -		11/5/2024	Notified Board
2025 eCitation Printer Reimbursement	Police / In-car printers for eCitations	3/1/2025	3/15/2025	\$1,800 (\$600 per unit)	Cost of installation		1/27/2025	
2025 Forestry Grant	Fire - Rescue Tech Pant and Coat	10/15/2024	11/20/2024	\$8,400	50%		2/26/2025	Rec'd and BOS approved 3/3/2025