

TOWN OF RANGELEY BOARD OF SELECTMEN

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



15 School Street
Rangeley, ME 04970
Fax – 207.864.3578
207.864.3326

MEETING JULY 21, 2025, 5PM

- 1. Call Meeting To Order & Declare a Quorum**
- 2. Conflict of Interest Disclosure**
- 3. Adjustments To The Agenda**
 - Commitment Workshop – Roger Pepard, RJD Appraisers
 - IF&W Moose Hunt Season – Lee Kantar
- 4. Public To Speak On A Non-Agenda Item**
- 5. Boards & Committees**
- 6. Review of Minutes**
 - July 7, 2025 – Open Floor Town Meeting
 - July 10, 2025 – BOS Organizational Meeting
 - July 10, 2025 – BOS Regular Meeting
- 7. Consent Items**
 - Liquor License
 - Trails End Catering – Private Event
 - Mingo Springs Golf Course
 - Event Permit
 - Splash out of Summer – Parks & Recreation Department
 - Donation Acceptance
 - Congregational Church to the Rangeley Health Ride - \$1,000
 - Appointments
 - Ordinance Committee (1)
 - Town Park Dock Estimate Approval – New England Dock Company - \$56,011
- 8. Old Business**
 - Vendors Fees
- 9. New Business**
 - HR Consultant Proposals
- 10. Correspondence**

11. Read Into Record

12. Town Manager Report

➤ Calendar

- August 7, 2025 – Last Day to Post Notice of Public Hearing w Copy of Comp Plan
- August 17, 2025 – Absentee Ballots Available
- September 6, 2025 – Last Public Hearing Deadline – No Changes / Comp Plan and Ordinances Available to the Public
- September 9, 2025 – Last Day to Post Signed Warrant
- September 16, 2025 – Special Town Meeting – Comp Plan / Signs / Lighting

➤ Other Business

- Grant Sheet
- Select Board Goals
- Town Manager Evaluation Forms to One Selectman for Tabulation

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



TOWN MANAGER

TO: Board of Selectmen
FROM: Joe Roach
RE: July 21, 2025 Meeting Notes
DATE: July 16, 2025

#3. Our Assessor's Agent will be present to discuss tax commitment and the mil rate with the Board. After discussion, the Board should vote to recommend a mil rate to the Assessor's Agent and to set the TIF capture amount.

Lee Kantar from Maine IF&W will be at the meeting to discuss moose hunting seasons.

#7. A proposal from Eric Welzel's company for the new boat dock at Town Park is included. It is within our budget and a few weeks out for delivery.

#8. I have included adjusted vendor fees for the Board's consideration. The adjustments were created by using the US Bureau of Labor Statistics CPI Inflation Calculator. I've included a round-up and round-down option.

#9. I have included two proposals for human resources consultants. I would like to have the ability to select different services from either consultant on an hourly basis within the approved budget of \$13,750. This allows me flexibility to cover specific needs. I am requesting authority to utilize both consultants on an as-needed basis.

Town Manager Report

At the last meeting I heard the following Board goals: EMS needs assessment, monthly meetings with committees, housing incentives for employees, assisted living RFP, investments, transfer station redesign & other approved capital projects. I want to make sure I've captured everything.

This is follow-up to the engineering costs discussion from the last meeting:

- Main Steet Pedestrian / Sidewalk Improvements Design \$56,600
- Public Buildings Needs Assessment \$35,900
- Oquossoc Park Phase II Design \$49,000
- Main Street Pedestrian / Sidewalk Improvements Construction \$225,600

I am working on a Personnel Policy update recommendation with Preti-Flaherty. I hope to have the draft to the Board later this summer or early fall for input.

Following up on our evaluation meeting - individual evaluation forms should be turned into one selectman for tabulation into a final document that will go in my employee file.

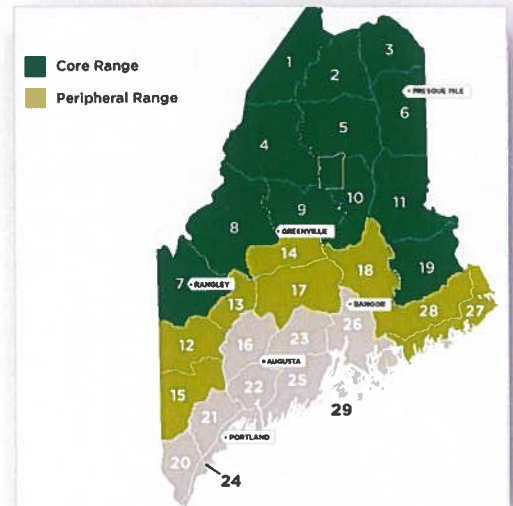
INFORMATION SHEET: PROPOSED SEPTEMBER MOOSE SEASON IN WMDs 7-9, 12-15, and 17



OVERVIEW:

The Maine Department of Inland Fisheries and Wildlife (IFW) administers the Maine moose hunt annually through a public rulemaking process. In 2000, the Maine Legislature granted IFW the authority to establish through rule the timing of Maine's moose hunt, the total number of permits and type of permit (bull, cow, antlerless) issued, as well as the number of moose permits available in each Wildlife Management District (WMD).

Beginning in 2001, in WMDs 1-6, 11 and 19 the Bull hunt was split into 2 seasons: one in September and one in October. In 2018, following the recommendations in the 2017 Big Game Plan to distribute hunters and meet management goals, the bull season was split into a September and October season in WMDs 10, 18 and 27/28.



IFW is considering opening the remaining WMDs, 7-9, 12-15 and 17 in September as recommended in the Big Game Plan. Currently these WMDs are open to a Bull-Only hunt for 6 days in October. Adding a 6-day September Bull-Only season will not increase the number of moose hunting permits issued in these WMDs but will split the existing number of permits between the September and October season. IFW is seeking input and feedback from town officials on this proposal and will be available to answer questions and concerns.

Timing: The 6-day September moose hunting season by rule opens the Monday after the close of bear baiting season, typically this is the last week of September.

Why: In 2017, through a public process, IFW completed a 10-year Big Game Management Plan for moose, deer, bear and turkey. To meet moose management goals, the plan recommended opening the September season in all WMDs. In 2018, WMD 10, 18, 27 and 28 were opened for a September Bull hunt. WMDs 7-9 and 12-14 were not opened because of perceptions regarding public acceptance. Since that time, we have conducted a public survey that indicates higher support than opposition to opening a September season in the remaining WMDs. Additionally, we have not received any negative feedback or impacts after adding a September season in WMDs 10, 18, 27, and 28 in 2018.

In 2023, MDIFW was asked by the legislature through a Legislative Resolve to establish a stakeholder group to review Maine's moose season framework including the timing and length of the moose hunt. One of the recommendations from this public stakeholder group was to conduct a social science survey to obtain a broader public perspective on potential issues with the timing and length of Maine's current moose seasons. In 2024,

INFORMATION SHEET: PROPOSED SEPTEMBER MOOSE SEASON IN WMDs 7-9, 12-15, and 17



Responsive Management Incorporated conducted and completed a survey of Maine residents, outdoor recreationalists, hunters, anglers, guides, landowners, and businesses. This recent survey found stronger support than opposition for adding a September Bull-Only season in the remaining WMDs that did not currently have a September season. For more information on the survey, please visit mefishwildlife.com/moose.

Table 1. Example of what a proposed split season in WMDs 7-9, 12-15 and 17 could look like. Please note, adding a September Bull-Only season will not increase the number of moose hunting permits issued in these WMDs but will split the permits between the September and October season.

2026	Proposed Bull-Only Permit Numbers		
WMD	Sept 22-27	Oct 13-18	Total Permits
7	65	60	125
8	100	100	200
9	65	60	125
12	15	10	25
13	10	5	15
14	15	15	30
15	8	7	15
17	5	5	10
Total	283	262	545

The Department believes this proposal could alleviate the potential impacts of crowding during October and bring additional opportunities to moose hunters with the addition of a September season. This proposal could also provide additional commerce to local communities in September.

QUESTIONS? Please contact:

Lee Kantar, State Moose Biologist

Email: lee.kantar@maine.gov

Phone: 207-356-5993 or 207-941-4477

TOWN OF RANGELEY
SELECTMEN'S TOWN MEETING WARRANT
MONDAY
JULY 07, 2025 6:00 pm
MINUTES

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 Lakes Regional School** in said Town on **Monday, July 7, 2025 A.D. at 6 p.m.** in the afternoon, then and there to act upon Articles A1 through Article EX1 of this warrant.

ARTICLE A1: To choose a moderator to preside at said meeting and to permit the moderator to appoint an alternate if necessary.

Motion: James Jannace to nominate David Duguay

Second: Jacob Beaulieu

Vote: 10-0 written ballots cast, motion carries

Moderator requested unanimous consent to allow non-residents to speak during discussion

No objections

ARTICLE EX1: To see what sum the Town will raise and appropriate for the Police Department.

RECOMMENDATION:	Selectmen:	\$691,877	Vote: 4-0
	Budget Committee:	\$602,218	Vote: 4-3

Motion: Chris Farmer motion to raise and appropriate \$570,157 for the Police Department, with a reduction in force to two officers and one chief.

Second: Leeanna Wilbur

Vote: no vote, motion amended

Motion: James Jannace motion to amend original motion to raise and appropriate \$691,877 for the Police Department.

Second: Gary Shaffer

Vote: vote delayed, due to motion for secret ballot voting

Motion: Cyndy Egan motion to vote for amendments by secret ballot.

Second: Leeanna Wilbur

Vote: 96-11, motion carries

Motion: James Jannace motion to amend original motion to raise and appropriate \$691,877 for the Police Department.

Second: Gary Shaffer

Vote 83-41, motion carries

Motion: James Jannace motion to raise and appropriate \$691,877 for the Police Department.

Second: Gary Shaffer

Vote 88-36, motion carries

TOWN OF RANGELEY BOARD OF SELECTMEN:

Ethan Shaffer
James Jannace
Samantha White
Jacob Beaulieu
Keith Savage



15 School Street
Rangeley, ME 04970
Fax – 207.864.3578
207.864.3326

BOARD OF SELECTMEN JULY 10, 2025, 5PM

Annual Organizational Meeting Minutes

In Attendance: Ethan Shaffer / James Jannace / Samantha White / Jacob Beaulieu / Keith Savage
Staff: Joe Roach, Town Manager

1. Call Meeting To Order – 5PM

2. Elect Chairman

- Chairman Jannace motioned to nominate Ethan Shaffer.
- Everyone second
- 5-0

3. Elect Vice-Chairman

- Selectman White motioned to nominate James Jannace.
- Selectman Savage second
- 5-0

4. Date & Time of Selectmen's Meetings

- Vice-Chairman Jannace motioned to set the meetings for 5PM, 1st and 3rd Mondays.
- Selectman White second
- 5-0

5. Notification Procedure for Special Meetings

- To remain the same.
- Vice-Chairman Jannace motioned to hold Annual Town Meeting, June 2026, by secret ballot.
- Selectman White second
- 5-0

6. Rules of Procedure for Selectmen's Meetings (Robert's Rules of Order) – Vote to Adopt

- Vice-Chairman Jannace motioned to adopt Robert's Rules of Order.
- Selectman White second
- 5-0

7. Appoint Town's Legal Counsel Firm

- Vice-Chairman Jannace motioned to appoint PretiFlaherty.
- Selectman White second
- 5-0

8. Town Policies / Trainings – Signoffs will be at the next meeting for those that didn't have them tonight.

- Select Board Bylaws
- Code of Ethics
- Anti-Discrimination, Harassment, Sexual Harassment and Retaliation Policy
- Media Policy
- Contacting Legal Services Policy
- Grant Acceptance Policy
- Fund Balance – General Fund Policy
- Investment Policy
- Remote Participation Policy
- FOAA Training
- Elected Officials Workshop

9. Annual Review of Fees

- Vendor Fees – moved to next agenda.

10. Adjournment

- Vice-Chairman Jannace motioned to adjourn at 5:06PM
- Selectman White second
- 5-0

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

RANGELEY BOARD OF SELECTMEN
REGULAR MEETING
JULY 10, 2025, 5PM

In Attendance: Ethan Shaffer, Chairman / James Jannace, Vice-Chairman / Samantha White /
Jacob Beaulieu / Keith Savage
Staff: Joe Roach, Town Manager

See Sign-In for Public Attendance

1. OPEN MEETING – DECLARE A QUORUM – 5:08PM
2. CONFLICT OF INTEREST DISCLOSURE – None
3. ADJUSTMENTS TO AGENDA – None
4. PUBLIC TO SPEAK ON A NON-AGENDA ITEM – None
5. BOARDS AND COMMITTEES – Provided
 - April 3, 2025 – Budget Committee, Regular Meeting
 - May 13, 2025 – Sewer Commission, Regular Meeting
 - May 28, 2025 – Planning Board, Regular Meeting
 - June 4, 2025 – Ordinance Committee, Regular Meeting
6. REVIEW AND APPROVE MEETING MINUTES
 - June 16, 2025 – BOS Regular Meeting
Vice-Chairman Jannace motioned to approve with any additions or corrections.
Selectman White second VOTE: 5-0
 - June 18, 2025 – BOS CRC Comp Plan Public Hearing
Vice-Chairman Jannace motioned to approve with any additions or corrections.
Selectman White second VOTE: 5-0
 - June 23, 2025 – BOS Budget Committee Joint Meeting
Vice-Chairman Jannace motioned to approve with any additions or corrections.
Selectman White second VOTE: 5-0
 - June 26, 2025 – BOS Budget Committee Joint Meeting
Vice-Chairman Jannace motioned to approve with any additions or corrections.
Selectman White second VOTE: 5-0
7. CONSENT ITEMS
 - Liquor License - Rangeley Health & Wellness Benefit Concert
Vice-Chairman Jannace motioned to approve the liquor license for RH&W Benefit Concert.
Selectman Beaulieu second VOTE: 5-0

- Event Permits

Walk to Bethlehem

Vice-Chairman Jannace motioned to approve the RFA's Walk to Bethlehem on December 7, 2025, 5:30PM.

Selectman White second

VOTE: 5-0

Oquossoc Day

Selectman Savage motioned to approve Oquossoc Day on August 16, 2025, pending Parks Commission.

Selectman Beaulieu second

VOTE: 5-0

Blueberry Festival – Rangeley Boosters

Vice-Chairman Jannace motioned to approve the Blueberry Festival on August 21, 2025, pending Parks Commission and certificate of liability.

Selectman White second

VOTE: 5-0

- Vendors License

Rangeley Boosters

Vice-Chairman Jannace motioned to approve the vendors license for the Rangeley Boosters for various events.

Selectman Beaulieu second

VOTE: 5-0

Gourmet Mini Donuts

Vice-Chairman Jannace motioned to approve the vendors license for Gourmet Mini Donuts for July 12 and 13, 2025.

Selectman Savage second

VOTE: 5-0

- Appointments

Airport Commission (4)

Vice-Chairman Jannace motioned to appoint Larry Koob, term ending June 30, 2028.

Selectman Beaulieu second

VOTE: 5-0

Vice-Chairman Jannace motioned to appoint Marshall Swain, term ending June 30, 2027.

Selectman White second

Discussion: Bylaws state 3 residents and 2 non-resident taxpayers.

Motion Rescinded

Vice-Chairman Jannace motioned to appoint William Gonet, term ending June 30, 2027.

Selectman Beaulieu second

VOTE: 5-0

Vice-Chairman Jannace motioned to appoint Ronald Haines as an alternate, term ending June 30, 2028.

Selectman Savage second

VOTE: 5-0

Vice-Chairman Jannace motioned to appoint Neil King as an alternate, term ending June 30, 2028.

Selectman Savage second VOTE: 5-0

H.A. Furbish Trust (1)

Vice-Chairman Jannace motioned to appoint Traci Lavoie, term ending June 30, 2028.

Selectman Beaulieu second VOTE: 5-0

Haley Pond Ad Hoc Committee

Vice-Chairman Jannace motioned to appoint Nick Leadley, term one year.

Selectman Savage second VOTE: 5-0

Planning Board

Vice-Chairman Jannace motioned to appoint Leo Cerminara, term ending June 30, 2028.

Selectman Beaulieu second VOTE: 5-0

ZBOA

Vice-Chairman Jannace motioned to appoint Ryan Wilbur, term ending June 30, 2028.

Selectman Savage second VOTE: 5-0

- Tower Reserve Purchase - \$12,300 for Repeater System Upgrade
Vice-Chairman Jannace motioned to authorize expenditure of \$12,300 from the Tower Reserve to Hussey for upgraded system.
Selectman White second VOTE: 5-0

8. OLD BUSINESS – None

9. NEW BUSINESS

- July 7th Special Town Meeting Follow-Up
Discussion: Police Budget passed, 88-36. All departments are proceeding through daily operations.
- Oquossoc Park Phase II Design
Please see video for discussion.
- Main Street Sidewalks Design
Discussion: Town Manager will bring back a cost proposal at an upcoming meeting. The Board would like to prioritize the stretch from The Shed to Look Lake Road, focusing on drainage.
- Public Buildings Needs Assessment
Please see video for discussion.
- Transfer Station Improvements Design
Discussion: This will go out for RFQ.

- Board of Selectmen Goals for FY'26

Discussion: The Town Manager would like the Board to bring any other goals for this year to the next meeting. Selectman White mentioned assisted living assessment, investments, EMS needs assessment, monthly committee updates, and housing needs for employees. Vice-Chairman Jannace noted the Transfer Station and other capital projects discussed above.

10. CORRESPONDENCE – Provided

- Monika Liedl – Comp Plan Input

11. READ INTO RECORD – None

12. TOWN MANAGER REPORT

- Calendar

Vice-Chairman Jannace motioned to move secret ballot Special Town Meeting for Comp Plan, Signs and Lighting to September 16, 2025.

Selectman Beaulieu second VOTE: 5-0

- Other Business Provided

Act to Regulate Nonwater-Dependent Floating Structures on Maine's Waters
Letter of Commendation to Russel Adams, Police Seargent

13. SELECTBOARD COMMUNICATION – None

14. 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

Vice-Chairman Jannace 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 Evaluation at 5:49PM.

Selectman White second VOTE: 5-0

Chairman Shaffer brought the Board out at 6:26PM

No Action

15. ADJOURNMENT

Vice-Chairman Jannace motioned to adjourn at 6:26PM

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

TRAILS END CATERING
REL'D 7/14/25

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.

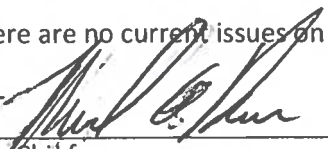
FOR OFFICE USE ONLY

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.

Code Enforcement Officer

LED WAS ON VACATION. HE WILL SIGN OFF BEFORE YOUR MEETING.

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



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

REC'D 7/14/25

Application for a Catering Permit

Section A: Licensee Information:

1. Legal Name and DBA of the Licensee Catering the Event:
 - a. Legal Name: Trails End Bar & Grille, Inc
 - b. DBA: Trails End Steakhouse
2. License No.: CAR 2013 5353 Email: cabin221@tds.net
3. Complete Mailing Address: 59 Eustis Village Road
Eustis Maine
4. Telephone/Mobile Number: (207) 246-7511

Section B: Event Information:

1. Title Event: Wedding
2. Purpose of Event: Private Event
3. Type of Event: (check one)

Public	☐	Indoor	☒	Outdoor	☒
Private	☐	Indoor	☐	Outdoor	☐
4. Municipality where Event will take place: Rangeley Maine
5. Complete Physical Address of Event:
10 Hilltop Drive
Rangeley Maine 04970
6. Date of Event: August 23, 2025 Time: From 5:00pm To 10:30m
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
7. Requesting party for your catering services:
☐ Nonprofit Organization ☒ Individual ☐ Business
8. Mailing Address of Requesting Party: _____

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

(continue to next page)

9. Contact Name of Requesting Party: Matthew Dubois
a. Contact Telephone/Mobile Number: _____
b. Contact Email address: Matthewdubois@gmail.com

10. Number of Persons Attending: 75

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

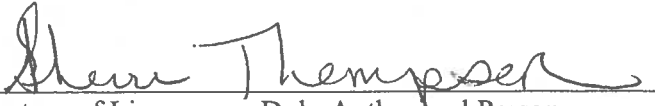
12. Will dancing be part of the event? Yes ☒ No ☐
a. Does the venue have a dance license? Yes ☐ No ☒
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Licensee

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

Please sign and date in blue ink.

Dated: June 24, 2025



Signature of Licensee or Duly Authorized Person

Sherri Thompson

Printed Name of Licensee or Duly Authorized Person

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

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

(continue to next page)

Section D: For use by Municipal Officers and County Commissioners only
Approval of an application for a catering event

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: July 21, 2025.

Check only one: ☐ City ☒ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: RANDOLPH

Who is approving this application? ☒ Municipal Officers
☐ County Commissioners of _____ County

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

Signature of Officials	Printed Name and Title
	ETHAN SHAFER, CHAIRMAN
	JAMES JANNALE, VICE-CHAIR
	SAMANTHA WHITE, SELECTMAN
	JACOB BEAULIEU, SELECTMAN
	KEITH SARAGE, SELECTMAN

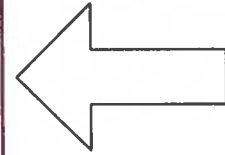
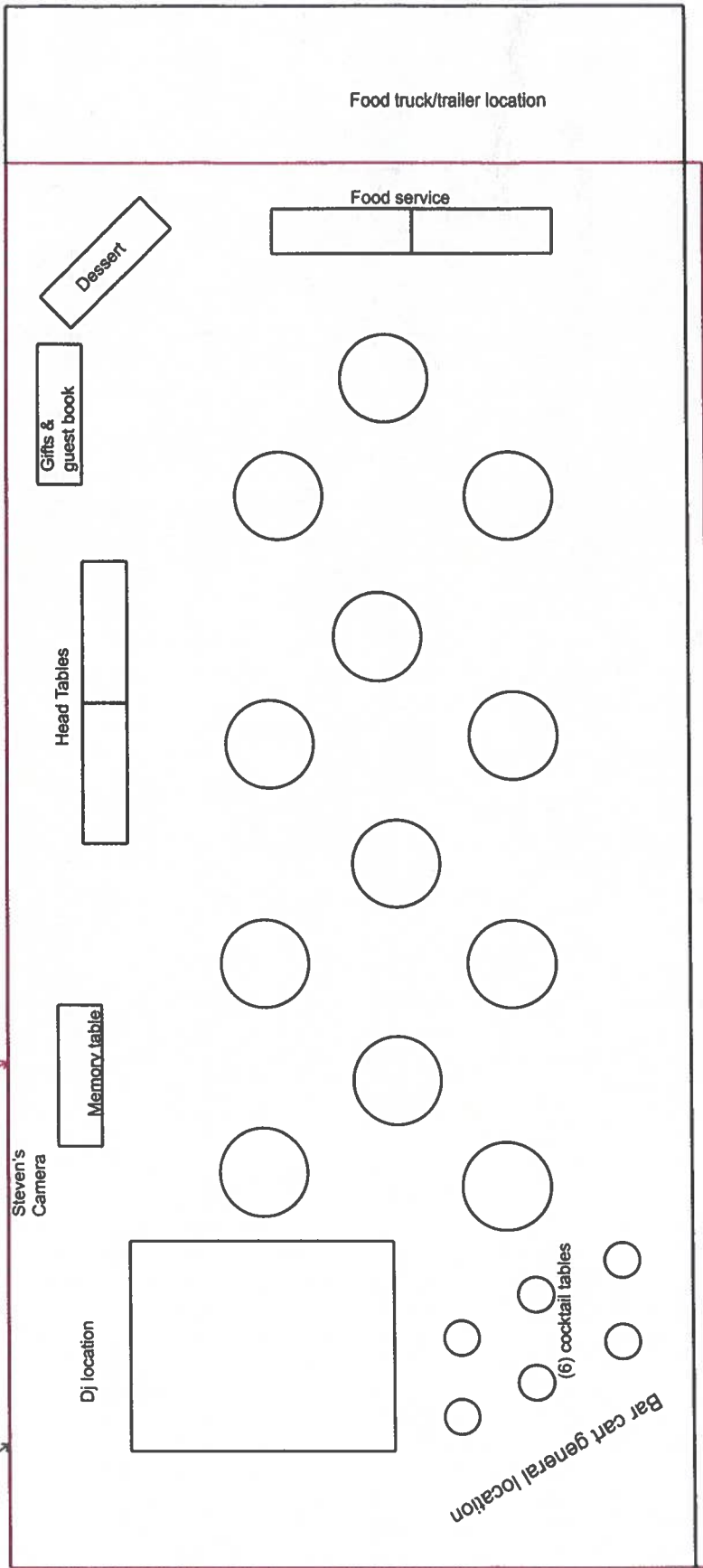
Section E: Application Fee; Other Information

1. The application fee is \$10.00 per day; make checks payable to Treasurer State of Maine
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

(continue to next page)

40x80 tent

39x89 Concrete pad



Entry to tent

Section F: Catering Permit Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

For Division Use Only

Date Filed: _____

☐ Approved ☐ Not Approved

Date Approved: _____

Approved By: _____

License No: _____

Deposit Date: _____

Amt. Deposited: _____

Payment Type: _____



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

TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: maineliquor@maine.gov

Application for a Catering Permit - Important Information

1. If you hold one of the following licenses, your license privileges include providing catering services for food and/or alcoholic beverages at public and private events:

Class A Restaurant
Hotel
Auditoriums

Class A Restaurant/Lounge
Club
Civic Auditoriums

Class A Lounge
Bed & Breakfast
Performing Arts Centers

2. Conditions for this privilege:

A. General

- i. The municipality in which the event will take place must have voted to approve on-premises consumption under [Title 28-A, Chapter 5](#).
- ii. You may not solicit sponsorships of nonprofit organizations in order to hold a fundraiser for your business; the law for these types of events is designed only as a fund raising event for the nonprofit organization who solicited you to help provide food and beverages.
- iii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
- iv. Qualified Caterers may only cater events open to the public regardless of who is requesting the services.

B. Events open to the public

- i. The event must be sponsored by a nonprofit organization as listed under question 16 of the application below.
- ii. This nonprofit organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.
- iii. The sponsoring nonprofit organization must have representatives at the event at all times – open to close; no exceptions.
- iv. Regardless whether the event is a ticketed (paid admission) or not, the event is still considered as open to the public and requires a sponsor as described above.

C. Private events where the public is not invited include but is not limited to:

- i. Weddings
- ii. birthday parties
- iii. office parties

- D. For all other types of events and whether you have the privileges under your license to provide catering services should be discussed with your assigned liquor inspector.

Traci Lavoie

From: Traci Lavoie
Sent: Thursday, July 17, 2025 8:03 AM
To: cabin221@tds.net
Subject: Rangeley Catering Application Question

Hi Sherry. I'm all set to put your application in front of our Select Board on Monday, but if you read below, I had a couple of questions for the State and I thought you should see the response.

I've talked myself out of the public hearing stuff because this is a catering license not a full-blown liquor license; however, there is a new online system the State implemented for licensure and according to Devon (Liquor Licensing and Enforcement), this should be an online application.

To that end, I'm going to move forward with the paper application you submitted to get the Board's approval on Monday. If you can, please figure out how to apply online and when I get the notification from Maine Liquor, I'll approve it in their system. Seeing that the event is a month out, you should have plenty of time to figure out the online application. I wish I could be of better assistance, but I'm not familiar with how you apply, just approving it once I'm notified.

Please let me know if I can help in any way.

Thank you,

Traci J. Lavoie
Assistant Town Manager
Administrative Assistant to Town Manager
Front Office Supervisor
Select Board Secretary
Sewer Commission Secretary
General Assistance Administrator
Notary Public

Town of Rangeley
15 School Street
Rangeley, ME 04970
PH 207.864.3183
F 207.864.3578
Open Mon-Thurs., 7AM to 5PM

Townofrangeley.com

From: Cook, Devon <Devon.Cook@maine.gov>
Sent: Wednesday, July 16, 2025 2:27 PM
To: Traci Lavoie <adminassist@rangeley.me.org>
Subject: RE: Catering Application Question

Hi Traci,

I apologize for the late response, I don't know why we didn't respond to your initial e-mail. Catering licenses do go through our new online system and they need municipal approval but the selectboard does not need to authorize each event. They can appoint a municipal official (perhaps you) to coordinate and review requests.



Please let me know if you have any further questions.

Best regards,



Devon Cook

Acting Division Manager

BABLO Liquor Licensing and Enforcement

Phone: 207-446-3857 Email: devon.cook@maine.gov

<https://alcohol.maine.gov>

From: Traci Lavoie <adminassist@rangeleyme.org>

Sent: Wednesday, July 16, 2025 1:39 PM

To: BABLO Alcohol <alcohol.bablo@maine.gov>

Subject: FW: Catering Application Question

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon. I sent the below email to maineliquor@maine.gov, but I've not heard back. I thought maybe you could answer my questions.



Thank you!!

Traci

From: Traci Lavoie

Sent: Wednesday, July 16, 2025 7:39 AM

To: MaineLiquor@Maine.gov

Subject: Catering Application Question

Good morning. I've received the attached application for Trails End to cater a private event on private property. I have a couple of questions.

1 – Since this is private, does my Selectboard need to authorize this? I don't want to create more work for everyone with a Public Hearing (Rangeley requires on for new liquor license), if that isn't necessary.

2 – Are catering licenses not going to go through the online system that was recently implemented?

If you could please let me know today, I would really appreciate it. I'm putting the Board packets together for Monday and I would need to advertise the Public Hearing.

Thank you!!

Traci J. Lavoie



Assistant Town Manager

Administrative Assistant to Town Manager

Front Office Supervisor

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

REC'D 7/15/25
MINGO SPRINGS

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**).

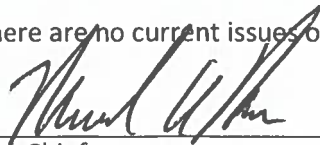
Please note that these are steps to make the process easier on the municipal end and in no way affect how the application should be turned into the State of Maine once approved by this municipality.

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.


Paul A. [unclear]
Police Department

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


[unclear]
Fire Chief

There are no zoning violations on record.


[unclear]
de Enforcement Officer

COSE ENFORCEMENT WAS ON VACATION, BUT WILL HAVE SIGNED

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

OFF BEFORE YOUR MEETING. YOU CAN APPROVE W/ NO PENDING
M. 15. 11. 25



Application Copy

File Number: 84611

Job Type: Renewal Application

LICENSE # GC-90-100083	APPLICATION DATE RECEIVED 2025-07-15
LICENSE TYPE On-Premises: Beer & Wine	LICENSEE MINGO SPRINGS GOLF COURSE, INC.
AGENT NAME	EFFECTIVE DATE 2024-08-29
EXPIRES 2025-08-28	STATUS Active
PREMISES NAME MINGO SPRINGS GOLF COURSE, INC.	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Golf Course	PREMISES NAME MINGO SPRINGS GOLF COURSE, INC.
OPERATOR MINGO SPRINGS GOLF COURSE, INC.	
PHYSICAL ADDRESS 43 COUNTRY CLUB ROAD RANGELEY ME 04970	

MAILING ADDRESS

43 COUNTRY CLUB ROAD RANGELEY ME 04970

CONTACT NAME

JONATHAN CHODOSH

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 864-5021

ALTERNATE PHONE

FAX

EMAIL

info@mingosprings.com

QUESTIONS

On-Premises: Beer & Wine

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

No

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

No

3. Is the applicant/licensee an individual, partnership, or association?

Yes

YES

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

No

Jonathan Chodosh, Hiram Chodosh, Joshua Chodosh, James Chodosh

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?

Yes

Kevin Banfield, 3-8-1962

13 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked 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?

43 Country Club Rd
Rangeley Maine 04970

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

M 7am - 7pm
T 7am - 7pm
W 7am - 7pm
Th 7am - 7pm
F 7am - 7pm
Sa 7am - 7pm
Su 7am - 7pm

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.

Rangeley Lake Regional School 2 1/2 miles

Church of Good Shepard 2 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 food menu?

Yes

(document uploaded)

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Food Menu	Food Menu 2025.pdf	
Premises Floor Plan	Floor Plan 2025.pdf	
Maine Health or Agriculture License	Food permit 2025.pdf	
Corporate Supplemental Form	Owenership Form 2025.pdf	

APPLICANT

MINGO SPRINGS GOLF
COURSE, INC.

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:



Ethan Shaffer, Chairman

James Jannace, 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: Parks and Recreation
Event Location: Town Park / Rangeley
Name of Event: Splash out of summer
On Site Contact Person: Patrick O'Neil
Address: 15 School St.
E-mail Address: Parks@rangeleyme.org
Primary Phone: 207-670-5077 Secondary: 207-864-2294 Fax: _____
Date of Event: August 20, 2025 Rain Date: NO Rain date
Event Times: Start Time: 10:00 End Time: 4:00 Expected Attendance: 100 +

Please provide a detailed description what your event entails: 5 bounce house
waterslides set up throughout the park
for family's to enjoy.

Please list the public facilities, parks, streets or public property you are requesting use of for
this event: Use of town park, and Lake St. for
water supply.

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): _____

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. End of Lake St.
by fire hydrant, which will be in use for
water supply

Health and Sanitation:

Description of drinking water to be provided: Poland spring bottle water

Describe process to collect all waste and garbage generated by event: Trash will
be collected during and after event.

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 crowd control / if needed

☒ Fire Department water supply for slides (Lake St.)

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

Parks and Recreation cones and trash cans

☐ 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: Patricia Mail Date: 7/17/25

For administrative use only:

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

Paid on: _____

Department	Signature	Date	Approve	Deny	N/A	*Dept Comments
Police						
Fire	<u>Mark White</u>	<u>7/17/25</u>	☒			
Parks	<u>Patricia Mail</u>	<u>7/17/25</u>	☒			
Highway						
Solid Waste						
Sewer						

*Signature confirms all necessary Municipal Services will be provided

Town Manager*: David J. Yonkin

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:



RANGELEY CONGREGATIONAL CHURCH

United Church of Christ

*P.O. Box 218
Rangeley, Maine 04970*

Town of Rangeley
15 School St.
Rangeley, ME 04970

Dear Town of Rangeley,

The Women's Fellowship organization of the Rangeley Congregational Church has made donations that have benefited many organizations for the past 29 years. Our mission has always been to donate our proceeds to charity. This past year we participated in two summer festivals in Rangeley, and our annual Holly Fair. This year we are very fortunate to be able to distribute donations to 20 wonderful organizations, with a large percentage of these donations benefiting people in the Rangeley community and region.

On behalf of the Rangeley Congregational Church Women's Fellowship organization, please accept this donation of \$1,000 for the Rangeley Health Ride program.

Our 30th Annual Holly Fair will be held on November 22nd at the Rangeley Congregational Church Barn from 10 am to 2 pm. Your purchases at the 2025 Holly Fair will help us continue to help others.

Sincerely,

Nancy Zembraski

Women's Fellowship Co-chair

[REDACTED] [REDACTED] [REDACTED]

Office of:
Selectmen
Town Manager
Code Enforcement Officer
Parks & Recreation

Telephone 207-864-3326
Fax: 207-864-3578



Office of:
Tax Collector
Town Treasurer
Town Clerk
Assessor

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

REQUEST FOR APPOINTMENT

Name: Scott Wilson

Address:

Telephone:

Email address:

Term 6/30/28

Board/Committee Applied for: Ordinance Committee

Please explain primary reasons you are interested in this position:

Please explain what skills, training, or knowledge you would add to the group if appointed to the position:

Please explain why you would be the best candidate for the position if there were multiple candidates to choose from:

Please advise the board of any personal conflicts or logged complaints that may come before you as a board member and keep you from conducting yourself in an unbiased manner:

Signed: Scott D. Wilson

Date: July 14, 2025

All applications will be kept on file for a period of one year.

Name/Address
Town of Rangeley 15 School St Rangeley, ME 04970 Attention: Patrick O'Neil

Date	Estimate No.	Project
07/14/25	169	

Item	Description	Quantity	Cost	Total
SNAP120X80-GR	Dock Section 120x80x15 (Light Gray)	10	2,649.00	26,490.00
SNAP120x60-GR	Dock Section 120x60x15 (Light Gray)	4	1,999.00	7,996.00
CORNER-GR-ASSY	Corner Gusset	5	399.00	1,995.00
HD BRKT-GR	Heavy Duty Plastic Anchor Bracket	7	399.00	2,793.00
ANCR	Standard Duty Deadweight Anchor Bracket (Pair)	2	249.00	498.00
CPLR-SET-GR	2 Full Couplers & Bolt w/Nut (Gray)	48	59.00	2,832.00
CLEAT-8	8" Nylon Dock Cleat w/ SS Bolts	16	19.00	304.00
SNAP BUMPER-GR-ASSY	Snap Dock Gray Bumper & (1) Half-CPLR	16	99.00	1,584.00
SNAP BENCH-ASSY	(1) Bench	2	899.00	1,798.00
GROLLER-4-Kit	Roller Kit for Gangway	1	325.00	325.00
GW-3x24	3' Wide x 24 Gangway	1	7,400.00	7,400.00
PIPE	2 3/8 OD Pipe (21' Length)	4	259.00	1,036.00
Stiff-Assy	Stiff Arm Assembly	1	870.00	870.00
Transition-Plate	Gangway Transition Plate	1	625.00	625.00
Abutment	Gangway Abutment Bracket (standard hinge)	1	401.00	401.00
Delivery	Delivery Charge	1	675.00	675.00
Installation	Supervised Installation Charge	1	900.00	900.00
Discount	Commercial Discount		-2,511.00	-2,511.00
	Sales Tax		5.50%	0.00
			Total	\$56,011.00

VENDOR FEES

1 day (Monday – Thursday per day)	\$50.00
1 day (Friday – Sunday per day)	\$75.00
Weekly (Monday – Sunday)	\$325.00
Monthly (by calendar)	\$700.00
Seasonal (up to 5 months)	\$1000.00
Agriculture / Arts / Crafts annual (not commercial)	\$ 50.00

Approved by Board of Selectmen on October 3, 2016.
Revised on January 23, 2017.

Vendor Fees Adjusted for Inflation (January 2017 to June 2025)

July 21, 2025

<i>Current Fee Amount</i>	<i>CPI Inflation Adjusted Amount</i>	<i>Adjusted Fee Rounded Up</i>	<i>Adjusted Fee Rounded Down</i>
\$50	\$66.41	\$70	\$65
\$75	\$99.62	\$100	\$95
\$325	\$431.69	\$435	\$430
\$700	\$929.80	\$930	\$925
\$1000	\$1328.29	\$1330	\$1325
\$50	\$66.41	\$70	\$70

CPI values obtained from CPI Inflation Calculator: bls.gov/data/inflation_calculator.htm

From: Annalee Rosenblatt <azr5209@aol.com>
Sent: Wednesday, July 9, 2025 1:09 PM
To: Joe Roach <townmanager@rangeleyme.org>
Subject: Proposal for continued services

Good afternoon Joe,

Sorry it has taken so long to get back to you. This is the first week I have been working full time after a bout of diverticulitis and most recently a week's visit from my son and his girlfriend who live in California.

I have thought about a proposal for a continued relationship and looked back and what I have done in the past with other clients.

Here is a proposal that should work well for both of us although I have a habit of doing much more work for a client that I contract to do.

Retainer of \$500 a month for unlimited time handling everything I have done for your Town in the past that don't require on-site visits such as processing FMLA requests, providing updates on labor relations and human resources issues, dealing with Union and non-Union matters that don't require on-site visits, preparing, reviewing and updating job descriptions as required by the Union contract on an annual basis, providing research, being a sounding board etc.

I would provide 1 on-site non-cumulative visit per month for training purposes, grievances, etc. plus usual travel expenses.

On-site visits would be \$125 per hour plus usual travel expenses would include all phases mid-term negotiations, as needed, representation at grievances and arbitration hearings, assistance and preparation of disciplinary documents.

There may be other things that you would include related to labor relations and human resources that you could add to this list.

I would agree to either a 6 month with a 6 month extension option at the same fee, or a 12 month contract so we both would have certainty on the cost of this service.

This is what I have done with others in the past that worked well, but please offer your own ideas.

I hope we will be able to work something out.

Sent from AOL Desktop



HR MAINE CONSULTING

Providing Tools, Training and Knowledge

July 15, 2025

Joe Roach
Town Manager
15 School Street
Rangeley, ME 04970

RE: Human Resources Services Proposal

Joe,

Thank you for your consideration in obtaining my services for outsourcing some of your human resources functions. As requested, I have updated this proposal from the original one in July of last year.

Scope of Services

- Review and update the Personnel Policy. (8-10 hours)
- Review and update Job Descriptions. (1 hour per job)
- Provide wage range and pay scale recommendations for a systematic arrangement and inventory of the positions in the Town. (10-15 hours)
- Create an employee onboarding and review process. (5-10 hours)
- Guidance on complex employee issues on an as needed basis.
- Labor relations and negotiations as needed.
- Annual and special employee training sessions.
- MPFML implementation training for office staff.

Fees

Betsy Oulton of HR Maine Consulting will be performing the work. The work is performed on an hourly basis at a rate of pay of \$125.00. Travel costs will be reimbursed at the current IRS mileage rate. The client will be billed every two weeks for services rendered.

References available upon request

Please contact me with any questions or clarifications. I look forward to our partnership in this very important endeavor.

Sincerely,



HR MAINE CONSULTING

Providing Tools, Training and Knowledge

Betsy L. Oulton

Betsy L. Oulton, AIC, SHRM-CP, PSHRA-SCP
President of HR Maine Consulting

7/21/2025 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	8/21/2023	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	10/7/2024	Grant declined by BOS on 12-2-24. Planks were purchased by contractor as specified in agreement.
MMA Risk Reduction	Police Town Office/PSB Keyboard Security Locks for entrance doors	9/9/2024	9/15/2024	\$ 3,000.00	\$ 1,676.00	9/9/2024	11/4/2024	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	11/4/2024	TM has approved the grant. Awarded 10/22/2024. Accepted by the BOS on 11/4/2024. 4/16/2025 - Federal pause on reimbursements. 5/19/2025 - Request for reimbursement submitted.
2024 COPS Hiring Program	Police / Hiring Payroll Offset	6/6/2024	6/12/2024	\$125K over 3 years	25% + difference in pay and benefits	6/4/2024	12/2/24	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	7/15/2024 BOS accepted the grant.
MaineDOT	In-Road Pedestrian Signs	11/5/2024	11/5/2024	uk	\$ -	11/5/2024	12/16/2024	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		5/19/2025 - Request for reimbursement submitted. BOS acceptance following receipt.
MMA P&C Law Enforcement Grant - MLEAP Accreditation	Police	6/1/2025	8/15/2025	\$5,000	\$ -	5/29/2025		
2025 Forestry Grant	Fire - Rescue Tech Pant and Coat	10/15/2024	11/20/2024	\$8,400	50%	2/26/2025	3/3/2025	Rec'd and BOS approved 3/3/2025
Public Safety Health and Wellness Reimbursement Fund	Police Department	3/11/2025	3/25/2025	\$43,242.61	\$ -	3/18/2025		



Chief Richard E. Caton IV
Rangeley Police Department

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

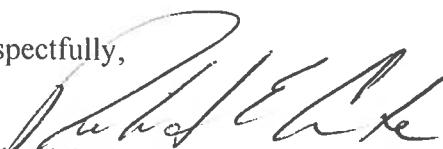
July 10, 2025

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 June 1st through June 30th the Rangeley Police Department handled **372** Calls for Service. Below is a breakdown of the calls handled.

Building checks	201	Medical Emergency	5
Community Policing	21	Assist Fire Dept	2
911 Hangup	6	Security Checks	14
Juvenile Offenses	1	Special Detail	5
Assist other Agency	5	Information	15
Lost and Found Property	5	Missing Person	1
Motor Vehicle Crash Property Damage	8	Theft/Fraud	1
Suspicious Activity	7	Motor Vehicle Stop	7
Alarm	7	Road Hazard	1
911 Misdialed	2	Assist Citizen	5
Welfare Check	1	Animal Complaint	3
Request for phone call	9	Complaint	4
Paperwork Service	11	Follow-up	8
Motor Vehicle Complaint	3	ATV Violation	1
Threatening	1	Disabled Motor Vehicle	1
Parking Complaint/Enforcement	1	MV Crash Personal Injury	2
Civil Issue	1	Disturbance	1
Burglary	1	Fire, Alarm	2
Noise Complaint	1	Attempt to Locate	1
Fingerprint subject	1		

Respectfully,


Richard E. Caton IV
Chief of Police



RANGELEY FIRE RESCUE

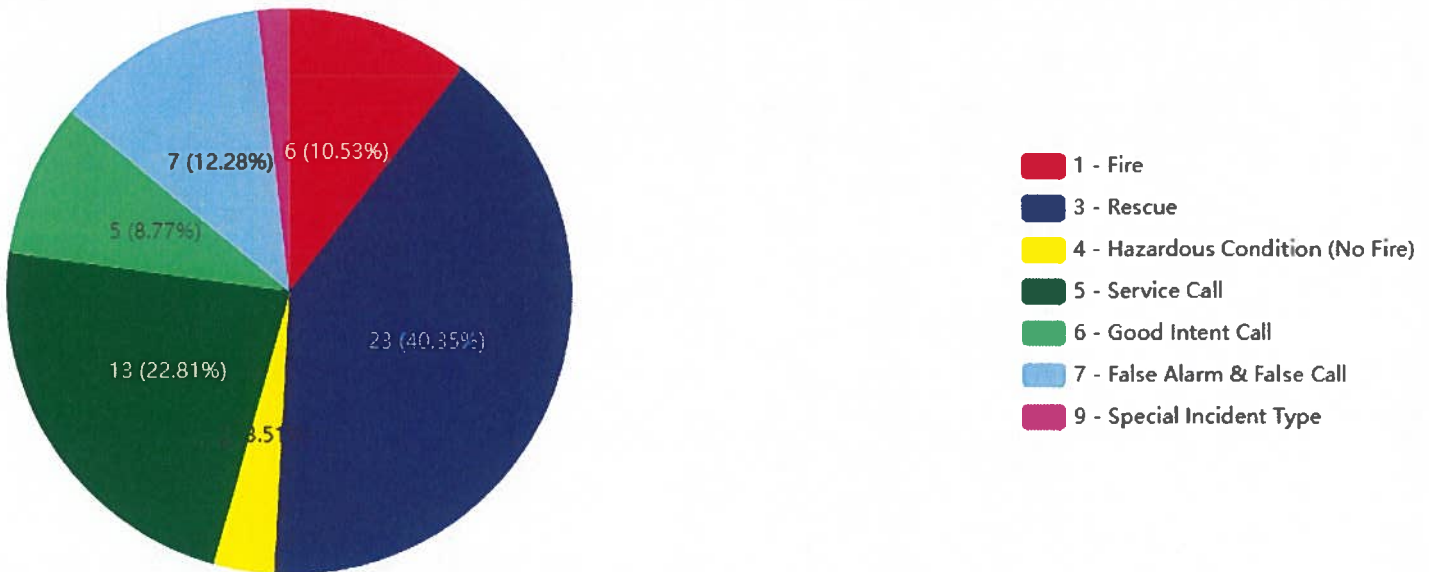
ESTABLISHED 1894

Chief Michael Bacon

(207) 864-3800
FireChief@rangeleyme.org

Rangeley Fire Rescue Stats June 2025

Total (57)



Incident Breakdown June 2025

Fires In Highway Vehicles (autos, trucks, buses, etc.)	1
Fires In Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.)	1
Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved	2
All Other Fires	2
TOTALS FOR FIRES	6
Rescue, Technical, Vehicle Accidents	22
False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares)	7
Mutual Aid Responses Given	2
Hazardous Materials Responses	0
Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.)	2
All Other Responses (smoke scares, lock-outs, animal rescue, etc.)	18
TOTAL FOR ALL INCIDENTS	57

RANGELEY STATION 1
15 School St - Rangeley ME 04970



OQUOSSOC STATION 2
15 School St - Rangeley ME 04970

7/10/25

Town Meeting Date	Statute +/- Days	State Statute Deadline Date	Timeline Items:
09/16/25	-60	07/18/25	Call for election (b)
09/16/25	-40	08/07/25	last day to post notice of public hearing with copy of proposed Comp Plan
09/16/25	-30	08/17/25	Absentee ballots must be available [C]
09/16/25	-10	09/06/25	last public hearing - no changes, certified, proposed ordinances must be available to public (b)
09/16/25	-7	09/09/25	last day to post signed warrant (b)
09/16/25	-3	09/13/25	last day to issue absentee ballots
09/16/25			TOWN MEETING

- (a) MRSA Title 30-A cannot give out before 100 days. If 100 days falls on weekend - advance date to Monday
- (b) MRSA Title 30-A recommends not shorting this period, if 60 days falls on weekend - move date back to the preceding Friday
- [C] as defined in MRSA Title 30-A and Title 21-A
- (d) gives printers time to produce ballots for absentee voting