



TOWN MANAGER

TO: Board of Selectmen
FROM: Joe Roach
RE: August 4, 2025 Meeting Notes
DATE: July 30, 2025

#3. Attorney Langsdorf will phone in to discuss a contract issue in executive session.

#8. We did not find any training opportunities for the liquor license item discussed at last meeting. I don't have any issues with the method we use and suggest we continue with it.

The report from the state regarding the draft Comp Plan is included for your information. Donna has made necessary edits and reviewed them with the state. The draft is linked in the *documents of interest* box on our website. Donna will phone in for any questions.

#9. The Donation Acceptance Policy is included for any feedback in a first reading. I have also included a recommended change to the Grant Writing and Acceptance Policy.

#12. I recommend a vote to set the September 16th Special Town Meeting public hearing date on September 2nd at 5:00PM with your meeting to follow.

Town Manager Report

I plan to meet with department staff and Wright-Pierce on July 31st to review the following projects. I will give an update at the Board meeting on the 4th.

- 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

#14. An executive session is here to finalize the Town Manager evaluation process.

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 AUGUST 4, 2025, 5PM

1. **Call Meeting To Order & Declare a Quorum**
2. **Conflict of Interest Disclosure**
3. **Adjustments To The Agenda**
 - M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)(E) – Consultation with Legal
4. **Public To Speak On A Non-Agenda Item**
5. **Boards & Committees**
 - May 15, 2025 – Parks Commission Regular Meeting
 - June 12, 2025 – Parks Commission Regular Meeting
6. **Review of Minutes**
 - July 21, 2025 – BOS Regular Meeting
7. **Consent Items**
 - Liquor License
 - The Black Pearl
 - Event Permit
 - Trail Town Festival
 - Shriner's Parade
 - Appointments
 - Ordinance Committee (2)
 - Haley Pond Ad Hoc Committee (1)
 - Airport Manager
 - Assessor
 - Registrar of Voters
 - Solid Waste Disposal Contract – Dallas Plantation
 - Authorize Town Manager to Sign
8. **Old Business**
 - Liquor License Training
 - Comp Plan Update
9. **New Business**

- Donation Acceptance Policy – First Reading
- Grant Writing and Grant Acceptance Policy – First Reading

10. Correspondence

11. Read Into Record

12. Town Manager Report

- Calendar
 - Set Public Hearing for Special Town Meeting
 - August 7, 2025 – Last Day to Post Notice of Public Hearing w Copy of Comp Plan
 - August 18, 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
 - MMA – Election of Vice-President and Executive Committee Members

13. Selectboard Communication

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

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

Park Commission Meeting

May 15th, 2025 Members Present: Jim Jannace, Sam White, Jim Ferrara , Michelle Laliberte, Pat O'Neil (staff)

- I. Open Meeting 5:00 Sam, James Jannace, James Ferrara, Michelle Laliberte
- II. Pledge
- III. Quorum met, no conflict of interest
- IV. Adjustments to Agenda- Motion by Sam, Second from Jim F. (4-0)
- V. Public to speak-
- VI. Review of Minutes
 - April 17th, 2025
 - I. Motion from Sam second from Jim F. (4-0)
- VII. Correspondence: No
- VIII. Permits
 - Corpus Christi Procession
 - I. Motion from Sam and Jim F. (4-0)
- IX. New Business - No
- X. Continuing Business
 - Town Park Gazebo- Went over the proposal from Whole Trees. Discussed the plans. We will do a walk-through next meeting on June 12th. 4:30
 - Town Park Dock – Waiting on the schedule for putting in the new docks. Trying to get in before July 3rd. After June 10th we will know if there are any funds. Patrick is checking on this to see if we can do it and bill after the 1st. Sam person did the playground, and we have a history with company. Eric Wentzal (Easy Docks)
 - Library Loop- Buried the granite stone. Need to find out from Lary if the granite is supposed to be completely buried or flush. Right now they are buried. Jim F. will check

with Larry. Next step is to paint the posts and adjust the heights of the sign by the Alpine Shop.

- XI. Next Meeting – June 12th, @ 5:00 pm (4:30 meet at the town park for walk through)
- XII. Adjourn Meeting: Motion from Sam to adjourn 5:14, Jim F. Second (4-0)

Park Commission Meeting

June 12th, 2025 Members Present: Jim Jannace, Sam White, Jim Ferrara, Pat O'Neil (staff)

- I. Open Meeting 5:00 Sam, James Jannace, James Ferrara
- II. Pledge
- III. Quorum met, no conflict of interest
- IV. Adjustments to Agenda- Motion by Sam, Second from Jim F. (3-0)
- V. Public to speak-
- VI. Review of Minutes
 - May 15th, 2025
 - I. Motion from Sam second from Jim F. (3-0)
- VII. Correspondence: No
- VIII. Permits
 - CHURCH Fun Day/Worship service
 - I. Motion from Sam and second from Jim F. (3-0)
 - Street Dance
 - I. Motion from Sam and second from Jim F. (3-0)
- IX. New Business –
 - Signage and Banner at Haley Pond Park and corner of Main Street and Pond Street
- X. Continuing Business
 - Town Park Gazebo- We did a walk through to determine a good location. Next step is to determine type of structure that best fit's location.
 - Town Park Dock – We are waiting on a possible schedule for install. Trying to get things rolling for the first week of July once I hear back from our vendor.

- **Library Loop- The Library loop needs touch up on painting and also waiting on public works availability to fix the marquee on Main Street**

XI. Next Meeting – July 17th, @ 5:00 pm

XII. Adjourn Meeting: Motion from Sam to adjourn 5:30, Jim F. Second (3-0)

RANGELEY BOARD OF SELECTMEN
REGULAR MEETING
JULY 21, 2025, 5PM

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

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

Presenters: Roger Peppard, RJD Appraisers / Lee Kanter & Sara Boyden, IF&W

See Sign-In for Public Attendance

1. OPEN MEETING – DECLARE A QUORUM – 5:00PM

2. CONFLICT OF INTEREST DISCLOSURE – None

3. ADJUSTMENTS TO AGENDA

- Commitment Workshop – Roger Peppard, RJD Appraisers
Vice-Chairman Jannace motioned to set the mil rate at 12.15 with \$31,187.98 in overlay.
Selectman Savage second NO VOTE
Vice-Chairman Jannace amended to include 100% TIF Capture.
Selectman Savage second VOTE: 5-0
Please see the video for full presentation and discussion.
- IF&W Moose Hunt Season – Lee Kanter and Sara Boyden presented.
Please see the video for full presentation and discussion.

4. PUBLIC TO SPEAK ON A NON-AGENDA ITEM

Mark Beauregard – Wanted Selectman Savage to elaborate on the comment he made at the last meeting about Transfer Station feedback. Selectman Savage expressed concern over the handling of cans for OBW. They are getting full and not being swapped as often as they should. Casella and Archies dumps, causing messy swaps and sludge leakage. It's a cleanliness issue. Another issue is inconsistent charges for loads of OBW. The Town Manager will bring back solutions for traffic flow and use of the facility.

5. REVIEW AND APPROVE MEETING MINUTES

- July 7, 2025 – Open Floor Town Meeting
Vice-Chairman Jannace motioned to approve with any additions or corrections.
Selectman Savage second VOTE: 5-0
- July 10, 2025 – BOS Organizational Meeting
Vice-Chairman Jannace motioned to approve with any additions or corrections.
Selectman Savage second VOTE: 5-0
- July 10, 2025 – BOS Regular Meeting
Vice-Chairman Jannace motioned to approve with any additions or corrections.

Selectman Savage second

VOTE: 5-0

6. CONSENT ITEMS

- Liquor License

Trails End Catering – Private Event

Vice-Chairman Jannace motioned to approve the catering license for Trails End.

Selectman Savage second VOTE: 5-0

Discussion: Selectman White and Savage are interested in information for training for the point person to approve this type of license.

Mingo Springs Golf Course

Vice-Chairman Jannace motioned to approve the liquor license for Mingo Springs Golf Course.

Selectman White second VOTE: 5-0

- Event Permits – Splash out of Summer – Parks & Recreation Department

Vice-Chairman Jannace motioned to approve the P&R Splash out of Summer in the Town Park August 20, 2025, 10AM.

Selectman White second VOTE: 5-0

- Donation Acceptance – Congregational Church to the Rangeley Health Ride – \$1,000

Vice-Chairman Jannace motioned to accept the \$1,000 donation from the Congregational Church to the Rangeley Health Ride program.

Selectman Savage second VOTE: 5-0

Discussion: The Donation Acceptance Policy to be on the next agenda for review.

- Appointments – Ordinance Committee

Vice-Chairman Jannace motioned to appoint Scott Wilson, term ending June 30, 2028.

Selectman Savage second NO VOTE

Vice Chairman Jannace rescinded his motion.

Discussion: The application needs to be completed and resubmitted.

- Town Park Dock Estimate Approval – New England Dock Company - \$56,011

Selectman Savage motioned to authorize expenditure of \$56,011 to New England Dock Company.

Vice-Chairman Jannace second VOTE: 5-0

7. OLD BUSINESS

- Vendors Fees

Vice-Chairman Jannace motioned to approve the CPI adjusted fees, rounded up as provided.

Selectman White second VOTE: 5-0

Discussion: The Police Department needs to be given the approved permits and enforce the approved dates.

8. NEW BUSINESS

- HR Consultant Proposals

Selectman White motioned to authorize the Town Manager to utilize both consultants on an as-needed basis.

Selectman Savage second

VOTE: 5-0

9. CORRESPONDENCE – None

10. READ INTO RECORD – None

11. TOWN MANAGER REPORT

- Town Manager reports that the Comp Plan has some points that will need to be revisited per direction from the State review. It should not complicate our Town Meeting timeline.

- Calendar

August 7, 2025 – Last Day to Post Notice of Public Hearing w Copy of Comp Plan

August 18, 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 Provided

Grant Sheet

Select Board Goals – Selectman Beaulieu would like to add bringing back the Airshow.

Town Manager Evaluation Forms to One Selectman for Tabulation – Vice-Chairman Jannace volunteered.

12. SELECTBOARD COMMUNICATION

Chairman Shaffer has heard from citizens that there are real issues with parking at the Town Park. Cars are parking in trailer parking, leaving fisherman with nowhere to park. There are people parking in the “no parking zone”, so it should be policed. This will be included in the next Park Commission agenda as well.

13. EXECUTIVE SESSION – M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6) – None

14. ADJOURNMENT

Vice-Chairman Jannace motioned to adjourn at 6:18PM.

Selectman Savage 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

THE BLACK PEARL
REC'D 7/28/25

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.

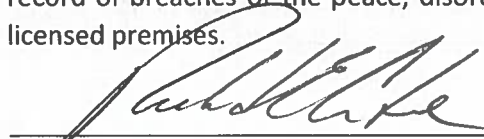
We hope these helpful steps will guide you through the process as it pertains to the municipality.

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

* FIRE WILL HAVE SIGNED BY THE
TIME YOU MEET.

There are no zoning violations on record.



Zoning Enforcement Officer

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



Application Copy

File Number: 89777

Job Type: Renewal Application

LICENSE # CARL-24-106775	APPLICATION DATE RECEIVED 2025-07-25
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE The Black Pearl Restaurant LLC
AGENT NAME	EFFECTIVE DATE 2024-08-06
EXPIRES 2025-08-05	STATUS Active
PREMISES NAME BLACK PEARL, THE	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Class A Restaurant/Lounge	PREMISES NAME BLACK PEARL, THE
OPERATOR The Black Pearl Restaurant LLC	
PHYSICAL ADDRESS 2511 MAIN ST RANGELEY ME 04970	
MAILING ADDRESS 2511 MAIN ST RANGELEY ME 04970	
CONTACT NAME PAUL E CARY	PREFERRED CONTACT METHOD Mail

CONTACT PHONE

(111) 111-1111

ALTERNATE PHONE

FAX

EMAIL

QUESTIONS

On-Premises: Beer, Wine & Spirit

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.

Yes

202406884DC

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?

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?

Yes

Heather Huntley 02/01/1992

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?

2511 Main St Rangeley ME 04970
159 Loon Lake Rd Rangeley ME 04970

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

Sun 11AM -9PM
Mon Closed
Tue 11AM -9PM
Wed 11AM -9PM
Thur 11AM -9PM
Fri 11AM -9PM
Sat 11AM -9PM

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 LAKES REGIONAL SCHOOL - ROUGHLY A MILE

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
Maine Health or Agriculture License	HEALTH LICENSE EST ID 1392.pdf	[REDACTED]
Food Menu	Menu 07May2025.pdf	[REDACTED]
Corporate Supplemental Form	102 Supplemental Ownership Form and Affidavit-2.pdf	[REDACTED]
Premises Floor Plan	restaurant floor plan.jpg	[REDACTED]

APPLICANT

The Black Pearl Restaurant LLC

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: Rangeley Trail Town
Event Location: 7 Pond St + Gatebo
Name of Event: Trail Town Festival
On Site Contact Person: Michelle Laliberte + Nini Christensen
Address: 7 Pond St. Rangeley
E-mail Address: rangeleyadventureco@gmail.com
Primary Phone: 2078642771 Secondary: 2076705016 Fax: _____
Date of Event: 8/30/25 Rain Date: None
Event Times: Start Time: 8:00 End Time: 4:00 Expected Attendance: 150
10-2 included set up + cleanup

Please provide a detailed description what your event entails: We are holding
a festival to celebrate being an Appalachian
Trail town. This is the 13th year of this
festival.

Please list the public facilities, parks, streets or public property you are requesting
this event: Haley Pond Park + Pond St.

PENIDINIG
PARKS
COMMISSION

Liability Insurance:

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

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

Attaching
Bill

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

☒ Yes ☐ No

If yes, please list requested street(s)/time(s) Pond St.

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. Pond St.

8-4

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: Town water

Describe process to collect all waste and garbage generated by event: Committee

will pick up + discard

Will there be use of amplified sound?

☒ Yes

☐ No

If yes, please list the decibel level (if known) and duration. There will be

a band + public speakers 2 hrs

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 Trash cans, picnic tables,
Road Close signs

☐ 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: N. Solibonte Date: 7/15/25

For administrative use only:

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

Paid on: _____

Department	Signature	Date	Approve	Deny	N/A	*Dept Comments
Police	<u>[Signature]</u>	<u>7/30/25</u>	<u>✓</u>			
Fire						
Parks	<u>[Signature]</u>	<u>7/30/25</u>	<u>✓</u>			
Highway						
Solid Waste						
Sewer						

*Signature confirms all necessary Municipal Services will be provided

Town Manager*: [Signature]

* FIRE WILL HAVE SIGNIES BY YOUR MEETING.

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: _____

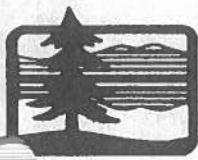
☐ DEPOSIT / USER FEE REQUIRED

☐ AMOUNT: \$ _____

☐ ADDITIONAL INFORMATION REQUIRED:

Park Commission Chairperson: _____ Date: _____

Notes:

**Morton and Furbish Insurance Agency**

PO Box 130
Rangeley, ME 04970
Phone: (207) 864-3334
Fax: (207) 864-2008

Invoice # 1729

Page 1 of 1

Account Number

Date

TRAITOW-01

7/17/2025

BALANCE DUE ON

8/30/2025

AMOUNT PAID

Amount Due

\$200.00

Trail Town Festival Committee
PO Box 899
Rangeley, ME 04970

General Liability

PolicyNumber: EV148714

Effective: 8/30/2025 to 8/30/2025

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
73658	8/30/2025	8/30/2025	NEWB	New Event Policy 8/30/2025	\$176.00
73659	8/30/2025	8/30/2025	AFEE	Policy Fee	\$24.00

Total Invoice Balance:**\$200.00**

Maine Outdoor

Film Festival

Friday, August 29

Lakeside Theater 7:00pm



Trail Town Festival

Saturday, August 30

HaleyPond Park

Pond Street

10-4

Special Features

Music

Thru-Hiker Talks

Vendors

Trail Magic

Raffles

Food

Children's Activities

Ice Cream Eating Contest

Annual Rangeley Trail Town Festival
Artisan Application
Saturday, August 30, 2025, no rain date
PLEASE PRINT NEATLY

The Rangeley Trail Town Festival is now in its 13th year. We encourage vendors/artisans that offer a product that is handmade by the person/people doing the selling (no imports, please!). Especially important is that the product(s) relate in some way to the Appalachian Trail, enjoying the great outdoors, sustainable planet, ecology, recycling...you get the idea. Vendor spaces are approximately 10'x10'. The location is on Pond Street and Haley Pond Park.

Name: _____ Business Name: _____

Address: _____

Telephone: _____ Email: _____

Website: _____

Arts/Crafts to be sold (please include a few photos of your wares with this application or indicate a website where they can be seen). _____

Please tell us how your art/craft/product relates to our Trail Town Festival theme.

My craft is exhibited at my own risk. I will provide my own protection from the elements. The Rangeley Trail Town Festival, its Associates, and the Town of Rangeley are held harmless from all claims of personal and/or property damage. I will display only what is stated on this application. I am enclosing the vendor fee of \$25 with this application.

Vendor signature _____ Date: _____

rangeleyadventureco@gmail.com Set-up time is 8:30 – 9:30 am. The festival runs from 10-3.

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 _____

REC'D 7/30/25
1PM

Organization/Applicant requesting use: Western Mtn Shrine Club
Event Location: MAIN ST Rangeley INN to Boss Equip.
Name of Event: Western Mtn. Shrine Club Parade
On Site Contact Person: Glenn P Gibson North Camps
Address: 138 North Camps Rd
E-mail Address: Glenn.Gibson@NorthCamps.com
Primary Phone: 508 612 6390 ^{cell} Secondary: 207 864 2247 Fax: _____
Date of Event: Aug 9th 2025 Rain Date: NONE
Event Times: Start Time: Line up 1 PM
2pm End Time: 3pm Expected Attendance: 8-12 units

Please provide a detailed description what your event entails: Start at Rangeley
INN and end AT Boss Equipment.

Please list the public facilities, parks, streets or public property you are requesting for this event: MAIN ST.

PENDING
CERTIFICATE
OF LIABILITY

Liability Insurance:

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

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

*Kora Shive has copy and will send to
Town office*

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

If yes, please list requested street(s)/time(s) MAIN ST.

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

*Tanger Inn
& Ross Equipment & Town & Lake Motel*

Are you requesting any street closure? ☒ Yes ☒ No

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

MAIN Line up starts @ 1PM - ENDS @ 3PM

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: _____

Describe process to collect all waste and garbage generated by 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 _____

☒ Fire Department Traffic Control

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

☒ Parks and Recreation _____

☒ Highway Department Cones to block main St.
NO PARKING Signs

☐ 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: 7/30/25

For administrative use only:

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

Paid on: _____

Department	Signature	Date	Approve	Deny	N/A	*Dept Comments
Police	<u>[Signature]</u>	<u>7/30/25</u>	☒	☐	☐	
Fire						
Parks	<u>[Signature]</u>	<u>7/30/25</u>	☒	☐	☐	
Highway	<u>[Signature]</u>	<u>7/30/25</u>	☒	☐	☐	
Solid Waste						
Sewer						

*Signature confirms all necessary Municipal Services will be provided

Town Manager*: [Signature]

* FIRE WILL HAVE SIGNIER BY YOUR MEETING,



KORATEM-01

FGAGNE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/30/2025

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 Champoux Insurance Group PO Box 220 Lewiston, ME 04243-0220	CONTACT NAME: PHONE (A/C, No, Ext): (207) 783-2246		FAX (A/C, No): (207) 782-7881
	E-MAIL ADDRESS:		
INSURED Kora Shriners, its Clubs and Units, and Kora Temple Association 11 Sabattus St. Lewiston, ME 04240	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Markel American Ins. Co.		
	INSURER B: Markel Insurance Company		
	INSURER C: Maine Employers' Mutual Ins Co		11149
	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 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			MNSP000321-2	2/11/2025	2/11/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			MNSA000321-2	2/11/2025	2/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			MNSU000321-2	2/11/2025	2/11/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
C	☒ 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	N/A	1810053763	2/12/2025	2/12/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Western Mountain Shrine Club parade on 8/09/2025

CERTIFICATE HOLDER

CANCELLATION

Town Of Rangeley
15 School Street
Rangeley, ME 04970

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

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:

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

expires 06/30/25

REQUEST FOR APPOINTMENT

Name: Scott Wilson

Address:

Telephone:

Email address:

Board/Committee Applied for: Ordinance Committee

Please explain primary reasons you are interested in this position: I have served on the Ordinance Committee for the past couple of years and currently we are in the middle of working on updating the sign ordinance to address Electronic signs and I would like to finish this out.

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

Common Sense and a strong belief in limited government. Not everything should be controlled by government but those areas that we are tasked w/ creating ordinances for should be done in such a way as to minimize future conflicts while keeping government as small as possible.

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

If I am part of something I make it a priority

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.

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:

Carolyn Smith

Address:



Telephone:

2

Email address:

morton-furbish.com

Board/Committee Applied for:

Ordinance Committee

Please explain primary reasons you are interested in this position:

Concerned for the future of Rangeley - Interest in the wellbeing and future of Rangeley

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

Knowledge of existing ordinances

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

*Resident of Rangeley for 40 years
Realtor with Morton & Furbish 25 years*

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:

none

Signed:

Date:

7-22-25

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

REC'D 7/17/25

Office of:

Selectmen
Town Manager
Treasurer
Tax Collector

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



Office of:

Town Clerk
Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

REQUEST FOR APPOINTMENT

TERM: 1 yr. (Office Use Only)

Name: Ned Addelson
Address: 

Telephone: 

Email: @l.com

Board/Committee applied for: Haley Pond Dam Ad Hoc Committee

Please explain primary reasons you are interested in this position:

Being part of the committee would allow me to represent the property owners around Haley Pond and also advocate for the wildlife and fish of Haley Pond.

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

I would bring 68 years on Haley Pond, which 51 years have been as a property owner.

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

As stated above, I believe I am a strong candidate for this position based on my years of knowledge and advocacy of Haley Pond.

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: none

Signed: Ned Addelson Dated: July 17 2025
All applications will be kept on file for one year.

Certificate of Appointment by Municipal Officers

**Town of Rangeley
15 School Street
Rangeley, Maine 04970**

To: *Edward J. Roach*

Pursuant to: M.R.S.A. Title 30-A §2601

The undersigned municipal officers of the Town of Rangeley do hereby vote to appoint and confirm you as the **Airport Manager**, duties are enforcement of Title 6, section 102 and any other duties as outlined in the job description or as the municipality may require.

Your term of office is to expire on **June 30, 2026**.

Given under our hands on this 4th day of August 2025.

Municipal Officers

Certificate of Appointment by Municipal Officers

**Town of Rangeley
15 School Street
Rangeley, Maine 04970**

To: Robert J. Duplisea, Jr.

Pursuant to: M.R.S.A. Title 30-A §2601 (5) (3)

The undersigned municipal officers of the Town of Rangeley do hereby vote to appoint and confirm you as **Assessor**, with powers and duties pursuant to Title 36, Chapter 105 Subchapter 5, and all other duties as outlined in a written contract between the Assessor and Municipality or as the Municipality may require.

Your term of office is to expire on **June 30, 2026**.

Given under our hands on this **4th** day of August 2025.

Municipal Officers

Certificate of Appointment by Municipal Officers

**Town of Rangeley
15 School Street
Rangeley, Maine 04970**

To: Martha Belt

Pursuant to: M.R.S.A. Title 21-A §101 (2)

The undersigned municipal officers of the Town of Rangeley do hereby vote to appoint and confirm you as the **Registrar of Voters**.

The registrar shall be appointed by January 1st of each odd-numbered year and serve for 2 years and until a successor is appointed and sworn.

Given under our hands on this 1st day of July, 2025.

Municipal Officers

CONTRACT FOR SOLID WASTE DISPOSAL

This contract is between the Town of Rangeley and Dallas Plantation for the year **7/01/25** to **6/30/26** and must be signed by the assessors and returned to the Rangeley Town Office by **07/1/25**.

The Town of Rangeley will provide a transfer station, demolition debris landfill site for solid waste disposal and a recycling center. The amount of this service charge is **\$72,753.72**.

It is understood that only materials that are authorized by Rangeley's license from the Department of Environmental Protection will be accepted.

The contract service charge is **\$72,753.72**, the first payment is due by **September 30, 2025**, in the amount of **\$36,376.86** and the second payment in the amount of **\$36,376.86** is due by **February 15, 2026**, or no service will be extended.

The Town of Rangeley reserves the right to adjust the fees charged based on projected costs in February of **2026**.

Date: _____

Date: 7/22/2025

Traci Lavoie, Assistant Town Manager

Dynda Jones

Petricia Ellis

Jenna Casper



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF RESOURCE INFORMATION & LAND USE PLANNING
93 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

July 18, 2025

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

Dear Joe,

The Department of Agriculture, Conservation & Forestry thanks the Town of Rangeley for submitting its Comprehensive Plan for review for consistency with the Growth Management Act in accordance with Chapter 208 the Comprehensive Plan Review Criteria Rule.

As soon as the town's plan was accepted for review, we invited other state agencies, neighboring municipalities, and your regional planning organization to review it and submit written comments. By the end of the comment period, we received written comments from the Beginning with Habitat program, Maine Drinking Water Program, Maine Housing Opportunities Program, Land Use Planning Commission, and Maine Department of Transportation. Those written comments are attached to this letter. The comments contain suggestions for improving and strengthening the plan. We urge the Comprehensive Planning Committee to consider how the plan might be revised to incorporate suggestions found in the comments. This review includes the originally submitted plan as well as highlighted changes received via email on 7/16/2025.

With the close of the comment period, we began our review of the plan's "completeness". This is the point at which we determine whether the various elements of the plan, aside from the Future Land Use Plan, sufficiently address requirements of the Rule. **We identified missing elements that will need to be added or corrected before we can find the plan to be consistent with the Growth Management Act.** We can provide examples if the Committee has trouble with any of the following items. Also please let us know if you believe we missed any of the items below.

MUNICIPAL PLANNING ASSISTANCE PROGRAM
22 STATE HOUSE STATION
18 ELKINS LANE, HARLOW BUILDING
AUGUSTA, ME 04333



PHONE: (207) 419-8661
WWW.MAINE.GOV/DACF/MUNICIPALPLANNING

Missing items:

Required Element	
Plan Implementation section that prioritizes how implementation strategies will be carried out, pursuant to 30-A MRS §4326(3) . The plan must identify the responsible party and anticipated timeline for each strategy in the plan.	All strategies in plan need a responsible party & an estimated timeframe. See your 2012 plan beginning on p17.

Existing Land Use	
Condition and Trends	
An existing land use map, by land use classification (such as mixed-use, residential, commercial, institutional, industrial, agricultural, commercial forests, marine, park/recreational, conserved, and undeveloped land).	Include either an existing land use map or more often towns will just include their existing zoning map

Fiscal Capacity and Capital Investment Plan	
Capital Investment Plan	
The comprehensive plan must include a capital investment plan that: (1) Identifies and summarizes anticipated capital investment needs within the planning period in order to implement the comprehensive plan, including estimated costs and timing, and identifies which are municipal growth-related capital investments; (2) Establishes general funding priorities among the community capital investments; and (3) Identifies potential funding sources and funding mechanisms.	Need a basic CInP. We can send along simple examples. See your 2012 plan pages 147-148.

FYI on relevant definitions for CInP:

Capital Investment Plan: “Capital Investment Plan” (CInP) means a summary list of municipal capital investments anticipated during the planning period in order to implement the strategies in the comprehensive plan.

Capital Investment: “Capital Investment” means expending municipal funds of \$20,000 or more to purchase assets of land, machinery, equipment, or buildings.

Planning period: “Planning period” means a minimum of ten (10) years.

Future Land Use Plan	
Strategies	
Assign responsibility for implementing the Future Land Use Plan to the appropriate committee, board or municipal official.	FLUP does not appear to have any strategies.

Using the descriptions provided in the Future Land Use Plan narrative, maintain, enact or amend local ordinances as appropriate to:	See your 2012 plan beginning on page 132.
a. Clearly define the desired scale, intensity, and location of future development;	
b. Establish or maintain fair and efficient permitting procedures, and explore streamlining permitting procedures in growth areas; and	
c. Clearly define protective measures for critical natural resources and, where applicable, important natural resources.	
d. Clearly define protective measures for any proposed critical rural areas and/or critical waterfront areas, if proposed.	
Include in the Capital Investment Plan anticipated municipal capital investments needed to support proposed land uses.	
Meet with neighboring communities to coordinate land use designations and regulatory and non-regulatory strategies.	
Provide the code enforcement officer with the tools, training, and support necessary to enforce land use regulations, and ensure that the Code Enforcement Officer is certified in accordance with 30-A M.R.S.A. §4451.	
Track new development in the community by type and location.	
Direct a minimum of 75% of new municipal growth-related capital investments into designated growth areas identified in the Future Land Use Plan.	
Periodically (at least every five years) evaluate implementation of the plan in accordance with Section 2.7.	

Additional comments:

- The strategies on chapter 9, page 12 are labeled “Public Facilities and Services”. Consider renaming this to something like: “Public Facilities and Fiscal Capacity”. It appears this strategy section is intended to cover both the Fiscal Capacity chapter and the Public Facilities and Services chapter so you may want to reference both in the heading.
- Recommend matching the names of areas in the Future Land Use Map legend with the descriptions of those areas in the text of the Future Land Use chapter. For example, the names in the legend on the map do not exactly match the descriptions of those areas in the chapter text.
- See additional comments from attached state agency reviewers.

We trust the Committee will find this letter and agency comments to be helpful, and that it will be willing and able to submit plan revisions to us in relatively short order. That said, per the Rule, the town has 90 business days from the date of this letter in which to submit the revisions needed to complete the plan. That means we can accept your submission any time through **November 26, 2025**. Once we have received your revisions and confirmed the plan’s completeness, we will conclude our review for consistency within an additional 10 business days.

We hope you’ll continue to work with us to bring it into greater alignment with the Act. As you move forward, we stand ready to answer any questions that may come up, and to assist you in whatever way we can. Please don’t hesitate to contact me at (207) 441-1288 or tom.miragliuolo@maing.gov.

Best wishes,

A handwritten signature in black ink, appearing to read "Tom Miragliuolo". The signature is fluid and cursive, with the first name "Tom" being more prominent.

Tom Miragliuolo, Senior Planner
Municipal Planning Assistance Program

Attachments:

- Public comments (5 state agencies)

cc: Donna Larson, AICP
Erica Bufkins, AVCOG

----- Original message -----

From: donna@lkplanningmaine.com

Date: 7/30/25 4:40 PM (GMT-05:00)

To: Joe Roach <townmanager@rangeleyme.org>

Subject: Revised Comprehensive Plan

Hi Joe,

Please find the revised Plan that addresses the state comments and comments from the June public hearing. The changes are in Track Changes. In my opinion, none of the changes are substantive, but are minor and clarifying in nature. To summarize:

1. The drafted Climate section has been added to the Plan
2. A new Healthcare chapter has been added, the section in the Public Services chapter has been deleted.
3. CH 14 – I added a general timeline, I made the recommendations of the Future land use Plan the highest priority. That means updating the zoning map and the zoning amendments regarding housing, the economy and protecting natural resources comes first. The rest comes after. I didn't go into great detail because the timeline isn't enforceable it's only suggestive – the state said okay to that.
4. CH 12 – Future Land Use Plan – instead of including ideas for implementation, I referenced the housing, economy and natural resources sections as appropriate. That was always my intention, with the notes added – the state agreed. In the Village section of the Future Land Use Plan, agriculture was added as a suggested use (it is currently allowed, but it did come up at the public hearing.
5. Public Services is now called Public Services and Capacity – so a name change and in the “looking to the Future section” I added a clause that talks about public expenditure that the goal be to spend 75% of the annual CIP be spent in the growth areas. Again, no one is going to enforce it. It's an advisory goal. The state agreed.
6. The numbering system of some chapters has changed.

The state has reviewed the proposed changes and agreed that they have addressed all of the outstanding concerns.

I've also added the existing zoning map, a land use map the AVCOG had done previously, and the most recent CIP; however, I haven't included those items in this message.

I will Zoom into the Board of Selectmen meeting on Monday in case any selectmen have questions.

Donna Larson Kane, AICP

Community Planner



www.lkplanningmaine.com

30 Spear Avenue South Portland, ME 04106

(207) 767-4688



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
LAND USE PLANNING COMMISSION
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-022

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

June 24, 2025

Municipal Planning Assistance Program
Department of Agriculture, Conservation and Forestry
Attn: Tom Miragliuolo, Senior Planner
Tom.Miragliuolo@maine.gov

VIA EMAIL

RE: State Agency Comprehensive Plan Review
Rangeley Comprehensive Land Use Plan

Dear Tom:

The Maine Land Use Planning Commission (LUPC or Commission) has received notice of and reviewed the Rangeley Comprehensive Land Use Plan (dated 5/15/2025). Rangeley abuts and is surrounded by Dallas Plantation, Sandy River Plantation, Rangeley Plantation, Richardsontown Township, Adamstown Township, Lower Cupsuptic Township, Davis Township, and Lang Township, all of which are part of Maine's unorganized and deorganized territories (UT) within the Commission's service area.

It is important to note that the areas east, south, and west of Rangeley are part of the [Prospective Zoning Plan for the Rangeley Lakes Region](#) (PZP). The PZP was developed by the community (including Rangeley officials and citizens) and adopted by the Commission in 2000 and implemented through rules and revised land use guidance maps in 2001. Among the key purposes and outcomes of the PZP was to "rely upon the Town of Rangeley as the economic center" and "focus most year-round development primarily in three adjacent plantations including Dallas, Rangeley, and Sandy River." Much of the prospectively zoned areas still have capacity for the anticipated increase in development density. The Commission has discussed possible timing of a PZP update with plantation officials and the community at large, though there are no immediate plans to begin this planning effort. This will likely be further explored as part of the Commission's current process to update its own Comprehensive Land Use Plan. We anticipate that the updated Rangeley Comprehensive Plan will aid the community and municipal officials to the degree they participate in future PZP processes.

BENJAMIN GODSOE
ACTING EXECUTIVE DIRECTOR
HARLOW BUILDING, 4TH FLOOR



PHONE: (207) 287-2631
FAX: (207) 287-7439
WWW.MAINE.GOV/DACF/LUPC

Development and Zoning Considerations

The future land use proposed¹ on the outer portions of the Town of Rangeley and the corresponding unorganized territories are as follows:

- The southeastern area of Rangeley continues to be identified as a mix of village, commercial, residential, and shoreland. These designations are consistent with adjacent areas within Dallas Plantation and the Prospective Zoning Plan.
- The northeast corner of Rangeley is identified as shoreland and conserved parcels, both of which abut areas in Dallas Plantation zoned as Residential Recreational Development (D-RS3) Subdistrict (intended to accommodate seasonal and year-round recreational development in high value resource areas without compromising the recreational setting).
- Shoreland areas in the southern and western portions of Rangeley abut additional portions of these lakes and lands in Rangeley Plantation and Adamstown Township also zoned as Great Pond Protection Subdistrict. Further, the boundary between the town and the UT is often indistinguishable and the development is consistent and compatible.
- All other areas of the town abutting the UT are designated as woodland, resource protection, or conserved parcels; designations which are consistent and compatible with the Commission's zoning for these land areas.

Natural and Recreational Resource Considerations

Rangeley Lake, Mooselookmeguntic Lake, Loon Lake, and Haley Pond are each shared resources between Rangeley and the surrounding UT areas. The Plan acknowledges the significance of these water resources. Because Rangeley has adopted the most recent shoreland zoning provisions and proposes to implement stormwater management laws, the proposed land use and zoning along this shared resource are consistent with the Commission's zoning.

The draft plan expresses intent to become a Dark Sky Reserve, Park, or Sanctuary, or otherwise promote natural darkness and encourage related tourism activities. The LUPC recently revised its lighting standards to better reflect current lighting practices. Commission staff have been working with representatives from the Rangeley Lakes Heritage Trust to explore a Western Maine Community Guided Planning and Zoning process related to dark sky matters. These two efforts are likely compatible and may help formulate a regional synergy.

In summary, we have not identified any significant concerns or conflicts, particularly regarding the Commission's Comprehensive Land Use Plan or existing land use districts. We would be interested in participating in any regional planning discussions regarding the Rangeley Region if such meetings are planned. If you need any additional information from the LUPC, please feel free to contact me.

Sincerely,



Tim Beaucage
Senior Planner
207-931-6974
Timothy.beaucage@maine.gov

¹ Future Land Use Plan – Map 1: Future Land Use Plan

Dear Tom,

MaineDOT finds the Rangeley Comprehensive Plan – 2025 to be consistent with MaineDOT programs and policies and the requirements of Title 30-A §4326 regarding transportation. The Plan outlines their public engagement process, provides an accurate inventory of the existing transportation system, addresses the impacts of natural hazards and climate change including flooding, mentions regional transportation and transit options, and identifies a set of goals, policies, and strategies.

Some potential edits/revisions are listed below:

- Chapters 1-6 are duplicated, with the first section ending on page 49 and a second iteration of Chapter 1 starting on page 50 of the PDF.
- The footer in the Comprehensive Plan still has “DATE” rather than “2025”
- Page 101 (Chapter 7 – Transportation, Page 4)
 - CSL Safety data pertaining to Rumford Road referenced in the text refers to a road segment in Rangeley Plantation with data that appears to be out of date.
 - CSL Serviceability data appears to be out of date, lacking the inclusion of Pleasant Street from Main Street to School Street and Stratton Road also due to road posting.
- Page 102 (Chapter 7 – Transportation, Page 5)
 - Rangely High Crash Location data appears to be out of date. Please correct.
- Page 106 (Chapter 7 – Transportation, Page 9)
 - MaineDOT Map Viewer’s Context Classification layer does not denote Rural contexts, identifying only Rural Town, Village, Suburban, and Urban contexts.
 - Rural context roads in Rangeley’s town limits include Rumford Road south of Oquossoc, Wilsons Mills Rd, Main Street between Oquossoc and Hatchery Brook, Main Street south of Grandview Ave, and Stratton Road east of Sunrise Road
- Page 107 (Chapter 7 – Transportation, Page 10)
 - The element under Active Transportation regarding the Village Partnership Initiative appears to be out of date. Please correct.
- Page 112 (Chapter 7 – Transportation, Page 15)
 - Minor correction under Park & Ride Facilities: “Smalls Falls is a maintained rest area and trailhead located in Township E.”

Best Regards,

Michael Hori



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



MICHAEL A. DUGUAY
COMMISSIONER

To: Tom Miragliuolo, Senior Planner, Municipal Planning Assistance Program,
Department of Agriculture, Conservation and Forestry

From: Hilary Gove, Housing Opportunity Program,
Maine Department of Economic and Community Development

Re: Town of Rangeley Comprehensive Plan Review

Date: June 11, 2025

Thank you for the opportunity to review the housing section of Rangeley's Comprehensive Plan. Please see below for my comments and suggestions for your consideration.

Appropriate use of data provided by Maine Department of Economic and Community Development (DECD).

DECD, MaineHousing, and the Governor's Office of Policy Innovation and the Future created a [State of Maine Housing Data Portal](#) in 2024 to provide housing, demographic, and economic data to Maine communities. The State of Maine Housing Data Portal provides recent data for population trends, economic trends, housing supply trends, affordable housing trends and renter housing needs in Rangeley. The Housing Opportunity Program recommends that Rangeley review the data from this Portal to help assess current housing needs and changes to housing stock over time.

How the plan's policies and implementation strategies promote State goals relating to DECD's principal objectives and directives

The proposed policies and strategies are a good start to encouraging and supporting the development of additional housing units in Maine, including housing units that are affordable for low-income and moderate-income individuals and housing units targeted to community workforce needs. We appreciate the municipality's willingness to promote affordable housing including housing options for first-time homebuyers and senior housing.

The Housing Opportunity Program recommends Rangeley review the data from this Portal to help assess how housing stock has changed over the past decade and to help determine housing needs for the future.

Consistency of plan with DECD's programs and policies

The Housing Opportunity Program appreciates Rangeley's acknowledgement of the need for a diverse housing stock which is consistent with DECD's programs and policies. The plan provides multiple policies and strategies to guide housing planning efforts at the local and regional level. We are encouraged to see the municipality attempting to address the housing shortage from multiple angles



JANET T. MILLS
GOVERNOR



MICHAEL A. DUGUAY
COMMISSIONER

including increasing housing density in areas with sewer capacity, expanding staff approval authority for certain housing types, and limiting short term rentals in certain portions of the community.

Measures DECD's recommends that municipality take to ensure its plan addresses and identifies deficiencies and inconsistencies

Housing		Page	Comment #
Analyses			
How many additional housing units (if any), including rental units, will be necessary to accommodate projected population and demographic changes during the planning period?	Not discussed		1
Is housing, including rental housing, affordable to those earning the median income in the region? Is housing affordable to those earning 80% of the median income? If not, review local and regional efforts to address issue.	X	CH 6-3 to 4	2
Are seasonal homes being converted to year-round use or vice-versa? What impact does this have on the community?	X	CH 6-1 to 2	3
Will additional low and moderate income family, senior, or assisted living housing be necessary to meet projected needs for the community? Will these needs be met locally or regionally?	X	CH 3-7	4
Are there other major housing issues in the community, such as substandard housing?	X	CH 6-2 to 3	5
How do existing local regulations encourage or discourage the development of affordable/workforce housing?	X	CH 6-5-6	6
Condition and Trends			
The community's Comprehensive Planning Housing Data Set prepared and provided to the community by the Maine State Housing Authority, and the Office, or their designees.	X	CH 6-2 to 6	7
Information on existing local and regional affordable/workforce housing coalitions or similar efforts.	X	CH 6-5	
A summary of local regulations that affect the development of affordable/workforce housing.	X	CH 6-5 to 6	
Policies			
To encourage and promote adequate workforce housing to support the community's and region's economic development.	X	CH 6-6	
To ensure that land use controls encourage the development of quality affordable housing, including rental housing.	X	CH 6-6	
To encourage and support the efforts of the regional housing coalitions in addressing affordable and workforce housing needs.	X	CH 6-8	
Strategies			



JANET T. MILLS
GOVERNOR



MICHAEL A. DUGUAY
COMMISSIONER

Maintain, enact or amend growth area land use regulations to increase density, decrease lot size, setbacks and road widths, or provide incentives such as density bonuses, to encourage the development of affordable/workforce housing.	X	CH 6-7	
Maintain, enact or amend ordinances to allow the addition of at least one accessory apartment per dwelling unit in growth areas, subject to site suitability.	X	CH 6-7	8
Create or continue to support a community affordable/workforce housing committee and/or regional affordable housing coalition.	X	CH 6-8	
Designate a location(s) in growth areas where mobile home parks are allowed pursuant to 30-A M.R.S.A. §4358(3)(M) and where manufactured housing is allowed pursuant to 30-A M.R.S.A. §4358(2).	X	CH 6-7; CH 10-3	9
Support the efforts of local and regional housing coalitions in addressing affordable and workforce housing needs.	X	CH 6-8	
Seek to achieve a level of at least 10% of new residential development built or placed during the next decade be affordable.	X	CH 6-8	
1. This section states that apartment buildings are the most needed form of housing in Rangeley, but this section isn't specific as to the number of units that are needed based on population and economic changes. 2. This section discusses homeownership affordability but does not discuss rental housing affordability. To strengthen this response, please review The State of Maine Housing Data Portal. 3. This section discusses how many seasonal homes and year-round homes were in Rangeley in 2023, but it does not include data that shows a change over time. To strengthen this response, please review The State of Maine Housing Data Portal. 4. The need for additional housing units for seniors is discussed in the Populations chapter. 5. Rangeley includes information about its aging housing stock. 6. Did Rangeley update ordinances to comply with LD 2003? 7. To strengthen this section, please review the State of Maine Housing Data Portal. 8. Rangeley's Comprehensive Plan seems to indicate that ADUs are allowed in local ordinance based on the number of residential building permits issued in Rangeley on page 6-2. 9. Rangeley's Comprehensive Plan seems to permit mobile home parks in local ordinance. It is not clear from the Comprehensive Plan whether mobile home parks are permitted in growth areas.			

Janet T. Mills
Governor

Sara Gagné-Holmes
Commissioner



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
286 Water Street
Augusta, Maine 04333-0011
Tel: (207) 287-8016; Fax (207) 287-2887
TTY: Dial 711 (Maine Relay)

To: Tom Miragliuolo, Senior Planner, DACF
From: Ashley Hodge, Source Water Protection Coord., Maine CDC Drinking Water Program
Re: Review of 2025 Town of Rangeley Comprehensive Plan
Date: July 3, 2025

On behalf of the Maine CDC, Drinking Water Program (MEDWP), I have reviewed the Town of Rangeley 2025 Comprehensive Plan and have provided the following comments.

As you are aware, The Drinking Water Program works to ensure safe drinking water in Maine, to protect public health, by administering and enforcing drinking water and subsurface wastewater regulations, providing education and technical and financial assistance.

I. General Comments:

Currently, there are 12 Public Water Systems (PWS) in the Town of Rangeley (*please see below for a screenshot of all currently active PWSs for Rangeley*). This includes: two Community (C) Water Systems, one Non-Transient, Non-Community (NTNC) Water Systems, and nine Non-Community (NC) Water Systems.

Water System No.	Water System Name	Type	Status	Pri. City Served	Pri. Sec. Water Type
ME0091800	ARCTARIS SADDLEBACK SKI OPS CHT PIT	NTNC	A	FRANKLIN	GW
ME0006267	BALD MOUNTAIN CAMPS CHT PIT	NC	A	FRANKLIN	SW
ME0093919	MDOC STATE PARK-RANGELEY CAMPGROUND CHT PIT	NC	A	FRANKLIN	GW
ME0193919	MDOC STATE PARK-RANGELEY MANAGERS CABIN CHT PIT	NC	A	FRANKLIN	GW
ME0092788	MID MOUNTAIN LODGE CHT PIT	NC	A	FRANKLIN	GW
ME0094843	DQUOSSOC ANGLING ASSOCIATION CHT PIT	NC	A	FRANKLIN	GW
ME0026376	DQUOSSOC CAMPGROUND CHT PIT	NC	A	FRANKLIN	GW
ME0092361	DQUOSSOC STANDARD WATER SYSTEM CHT PIT	C	A	FRANKLIN	GW
ME0006248	RANGELEY MANOR COTTAGE ASSOCIATION CHT PIT	NC	A	FRANKLIN	GW
ME0021130	RANGELEY WATER DISTRICT CHT PIT	C	A	FRANKLIN	GW
ME0094403	US NAVY SERB SCHOOL-MPB CHT PIT	NC	A	FRANKLIN	GW
ME0006275	WELL PUMP ASSOCIATION CHT PIT	NC	A	FRANKLIN	GW

- There are many emerging factors working against safe drinking water in Maine (and nation-wide) including groundwater contamination from per- and polyfluoroalkyl substances (PFAS), impacts of extreme weather events (flooding, drought, etc.), supply chain disruptions, etc. The town should continue to work with PWSs towards mitigating these factors in support of safe drinking water.
- The town should continue to maintain, enact, and/or amend protections for all public wellheads, groundwater, and aquifer recharge areas in the Town of Rangeley. Taking proactive measures to protect Rangeley's wellheads, groundwater, and aquifers will continue to support safe drinking water now and in the future.

Please feel free to contact me should you have any questions regarding this information.



STATE OF MAINE
BEGINNING WITH HABITAT
DEPARTMENT OF INLAND FISHERIES & WILDLIFE
41 STATE HOUSE STATION
AUGUSTA ME 04333-0041



Date: July 3, 2025

To: Tom Miragliuolo, Municipal Planning Assistance

From: Greg LeClair, MDIFW and Lisa St. Hilaire, MNAP

Re: Rangeley Comprehensive Plan Review

On behalf of Beginning with Habitat (BwH), the Maine Department of Inland Fisheries and Wildlife (MDIFW) and the Maine Natural Areas Program (MNAP), we have reviewed the town of Rangeley's 2025 Comprehensive Plan.

Beginning with Habitat equips Maine communities, landowners, and conservation partners with tools to protect, restore, and connect important habitats and ecosystems in a changing climate. Housed within the Maine Department of Inland Fisheries and Wildlife, Beginning with Habitat staff work with species experts, ecologists, and conservation partners to translate biodiversity information into conservation action at both a local and statewide scale.

Comments provided below represent two BwH public agency partners (MDIFW and MNAP) but are guided by the overall conservation principles of the BwH program. Feedback and recommendations included in this memo are based on the Maine Municipal Planning Assistance Program at the Department of Agriculture, Conservation and Forestry (DACF) instructions for agency comments.

Appropriate Use of Data Provided by BwH

BwH data was used appropriately. BwH provides natural resource data to all Maine municipalities on behalf of MNAP and MDIFW. Information regarding rare plants and natural communities is provided by MNAP within DACF. MDIFW data depict high-value animal occurrences, wildlife habitats, and Critical Natural Resources.

Beginning with Habitat recommends updating maps on an annual basis to ensure that land use decisions are based on the best available information. The Town may request updated paper and digital BwH maps from MDIFW as often as needed during Plan completion and implementation at the following link:

<https://www.maine.gov/ifw/fish-wildlife/wildlife/beginning-with-habitat/request-form.html>

Additional mapped information on stream habitats and barriers is available on the Maine Stream Connectivity Workgroup's Maine Stream Habitat Viewer:

<https://webapps2.cgis-solutions.com/mainestreamviewer/>

Consistency of Plan with BwH Programs and Policies

The policies and implementation strategies proposed are consistent with BwH programs and policies. Beginning with Habitat staff would be happy to provide further assistance as the Town works to implement the Plan, such as providing updated maps, education about natural resources, technical assistance with ordinance revisions, or



JUDITH CAMUSO
COMMISSIONER

AMANDA E. BEAL
COMMISSIONER



open space planning. We have included suggestions below that are intended to help improve the policies and strategies outlined within this Plan.

Critical and Important Natural Resources

Critical and Important Natural Resources were properly addressed. However, most critical/important features are missing from the plan and some features that are no longer considered critical/important are still included (e.g., Bald Eagle). We offer additional language that can be used to improve the plan. Beginning with Habitat is available to work with the town to plan and implement conservation strategies for these species and areas.

Required Natural Resource Plan Elements

Required elements listed in the Growth Management Act were found complete. We offer comments to improve language and correct errors below.

Natural Resources	
Conditions and Trends	
The community's Comprehensive Planning Natural Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, Department of Environmental Protection and the Office, or their designees.	
Comment: Updates are suggested below.	

Advisory Comments:

Specific Plan comments and recommendations below are provided by the following staff:

- Maine Department of Inland Fisheries and Wildlife: Gregory LeClair (Beginning with Habitat Municipal Planning Biologist), Lisa St. Hillaire (MNAP Information Manager), Dylan Whitaker (MDIFW Region D Fisheries Biologist)

Page/ Section #	Relevant Comp Plan Requirement	Topic or Plan element	Suggested Improvement or New Language for Plan;	Reviewer
PDF 50-97	General	General	This is a repeat of earlier chapters	Greg LeClair
PDF 102	Transportation	High Crash Locations	I feel like the HCLs are discounted because they're "just deer" collisions - this is still really important. Wildlife-vehicle collisions are the most common form of car accident statewide and cost Maine over \$300 million per year and present public safety issues. Additionally, the deer are just the tip of the iceberg; e.g., for every deer hit, there could be 2500+ amphibians that aren't being accounted for in this data, representing a major ecological impact. It would be really great to see more attention paid to these crossing locations and considerations about how to make sure wildlife can cross the road safely to improve economic, ecologic, and public safety outcomes.	Greg LeClair/Lisa St. Hillaire
PDF 131	Natural Resources	High-Value Plant & Animal Habitats	Bald Eagle is no longer listed in Maine - remove. Also missing Great Blue Heron (special concern), Wood Turtle (special concern), Moonwort (endangered), sparse-flowered sedge (special concern), streamshore ecosystem (S4/GNR), sugar maple forest (S4/G4), and alder floodplain (S4/G4G5)	Greg LeClair/Lisa St. Hillaire
PDF 134	Natural Resources	Natural and Water Resources Goals	Under "create new land use ordinance to:" <i>Bullet 1</i> is an important goal but in terms of identifying "significant freshwater fisheries spawning habitat" there are limited resources available to the public that identify these areas and will limit the towns ability to prioritize these resources. Consider "coldwater fisheries resources" as the habitat feature to protect and use BWH maps and IFW guidelines in these habitats as a starting point	Dylan Whitaker

			for determining town ordinances around these important fisheries resources	
PDF 134	Natural Resources	Natural and Water Resources Goals	"create new land use ordinance to:" <i>Bullet 3</i> is strongly encouraged - providing adequate riparian buffers to all streams, including perennial and ephemeral is important to coldwater habitat in the Rangeley region. Adopting wider buffers especially on steeper slopes with greatly benefit water quality, shade retention, reduce sedimentation, and ultimately improve or maintain cold water habitat for all life stages of trout and salmon.	Dylan Whitaker
PDF 136	Natural Resources	Invasive Species Education & Monitoring	Invasive species are mentioned several times throughout the plan, but mostly in the context of invasive plants. RLHT has a monitoring program where volunteers are trained to look out for invasive plants, and are likely watching out for animals too, but nowhere in the document are invasive aquatic animal species specifically mentioned. The introduction of a top predator fish like bass or pike, or a prolific breeder like carp or goldfish could fundamentally change the heritage fishery. This also includes non fish animals as well, things like zebra mussels and mystery snails. We would encourage also financially supporting education and monitoring programs that specifically deal with aquatic invasive animals.	Dylan Whitaker
Appendices	General	Maps	Maps are all low-resolution - hard to read	Greg LeClair/Lisa St. Hilaire

We appreciate the opportunity to comment on Rangeley's 2025 Comprehensive Plan, and hope that these suggestions are helpful. Please reach out to Municipal Planning Biologist Gregory LeClair by email at Gregory.leclair@maine.gov or by phone at (207) 441-4167 should you have any questions. Additional staff contact information is included below. Please also see additional fisheries information appended to this letter.

MDIFW Regional Contact Information

Region D – Strong

689 Farmington Rd
Strong, ME 04983
(207) 778-3322

Fisheries –

Dylan Whitaker, Regional biologist – (207) 778-3020; email: Dylan.S.Whitaker@maine.gov
Tyler Grant, biology Specialist – (207) 778-4281; email: Tyler.Grant@maine.gov

Wildlife –

Sarah Boyden, Asst. Regional Biologist – (207) 778-4281; email: Sarah.Boyden@maine.gov

MNAP Contact Information

Lisa St. Hilaire, Information Manager – 207-287-8044; email lisa.st.hilaire@maine.gov
Kristen Puryear, Ecologist – 207-287-8043; email: kristen.puryear@maine.gov



Office of:

Selectmen
Town Manager
Assistant Town Manager
Treasurer
Tax Collector
Police Department
Fire Department

Telephone: 207.864.3326

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

Office of:

Town Manager
Assistant Town Manager
Finance Director
Town Clerk
Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

Fax: 207.864.3578

January 18, 2006

Donations Acceptance Policy

The Town of Rangeley authorizes the Selectmen at the annual town meeting to accept donations. The Town of Rangeley regularly receives both small and large donations at the counter.

The Selectmen of the Town of Rangeley delegate the responsibility of accepting all donations under \$1,000 to the Town Manager and the Treasurer. The Treasurer shall be responsible, keeping an accurate list of any donations accepted and their intended disposition.

When a donation is accepted at the counter the employee should ask the person making the donation if there is a specific purpose or intended use for the donation. Donations to the Town of Rangeley that do not have a specified purpose will go to the General Fund.

The Town Manager shall present any new donations along with the donor's name, unless anonymous, accepted between regularly scheduled Selectmen's meetings for final acceptance by the Selectmen.

The Town Manager and the Treasurer shall be responsible for acknowledging in written form to the donor that the gift was accepted and that it will be used for its intended purpose.

Policy adopted by the Town of Rangeley Municipal Officers on January 18, 2006.

Amended August 18, 2025.

Ethan Shaffer, Chairman

James Jannace, Vice-Chairman

Samantha White, Selectman

Jacob Beaulieu, Selectman

Keith Savage, Selectman



Office of:

Selectmen
Town Manager
Treasurer
Tax Collector
Police Department
Fire Department

Telephone: 207.864.3326

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

Office of:

Town Clerk
Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

Fax: 207.864.3578

Grant Writing and Grant Acceptance Policy:

The Selectmen of the Town of Rangeley are interested in pursuing opportunities for monetary grants that have immediate benefit to the residents of Rangeley. The Selectmen do, and always shall until an annual town warrant article does not pass, have the express opportunity to reject any or all grants once they are ready for disposition.

The Town Manager will receive a standard form from employees prior to an employee pursuing any grant. The Town Manager shall give direction to proceed or not to proceed with the application. Any application requiring a significant local match must be approved by the Selectmen prior to submitting the application to the grant authority. ~~In the event that the Town Manager disapproves, employees may apply in writing, through the Town Manager, to present their opportunity to the Selectmen for approval.~~

The Town Manager shall maintain a status book of all grants in process. An updated sheet shall be presented in open meeting to the Selectmen at the second meeting of each month.

Once notice is received that a grant has been approved, no action to accept the grant or expend monies shall take place until the Selectmen have accepted the grant and any conditions attached during a public meeting.

Policy adopted by the Town of Rangeley Municipal Officers on August 18, 2025.

Ethan Shaffer, Chairman

James Jannace, Vice-Chairman

Samantha White, Selectman

Jacob Beaulieu, Selectman

Keith Savage, Selectman



MAINE MUNICIPAL ASSOCIATION **SINCE 1936**

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Member Municipalities

From: Catherine Conlow, Executive Director

Date: July 29, 2025

Subject: MMA Annual Election: Vice President & Executive Committee Members

DEADLINE: Friday August 29, 2025, 12:00 p.m.

CAST YOUR VOTE FOR THE 2026 MMA EXECUTIVE COMMITTEE

Election Process. Your ballot is attached to help chart the future of MMA. You are voting for Vice President and three committee seats. The Maine Municipal Association (MMA) Executive Committee is elected by member municipal select boards and councils to oversee the Association's operations.

Pursuant to MMA by-laws, these candidates were interviewed by a six-member Nominating Committee, which includes a former Executive Committee past president, an elected municipal officer, a municipal employee, a town or city manager, an MMA affiliate group representative, and an individual from a community-based organization representing the interests of an underrepresented group. As you will note, unlike municipal elections MMA does not provide an option for write-in candidates since our process includes an opportunity to nominate a candidate by petition. The petition process expired on July 18, 2025.

The candidates have provided a brief biography of themselves for you to reference.

The ballot must be signed by a majority of the municipal officers (e.g., select board or council), or a municipal official designated by a majority of the municipal officers and received by MMA no later than **12:00 p.m. (noon) on Friday, August 29, 2025**. We have enclosed a self-addressed, stamped envelope for your convenience. Ballots will be counted on the afternoon of August 29, with the election results confirmed by MMA President Melissa Doane, Bradley town manager.

Election results will be available no later than September 1, 2025, and can be accessed by either contacting the MMA Executive Office or visiting MMA's website at www.memun.org. A formal announcement of the election results will be made at the MMA Annual Business Meeting, and the newly elected members will be introduced at the Awards Luncheon, both of which will be held during MMA's annual convention on Wednesday, October 8.

The newly elected Executive Committee members will take office on January 1, 2026.

If you have any questions on the election process, please do not hesitate to contact me or Kelly Maines at 1-207-623-8428 or by e-mail at kmaines@memun.org. Thank you.



WWW.MEMUN.ORG

**Maine Municipal Association
Biographical Sketch for
PROPOSED SLATE OF NOMINEES FOR
2025 EXECUTIVE COMMITTEE**

MMA VICE PRESIDENT

One-Year Term

Anthony Ward – Town Manager, Casco, ME

Professional & Municipal Experience

Town Manager, Road Commissioner	Casco, ME	2021-Present
Town Manager, Road Commissioner	Sabattus, ME	2011-2021
Chief of Police	Sabattus, ME	2011-2015
Internal Affairs Lieutenant, Chief of Police Adjutant	Portland Police, Portland, ME	2009-2011
Detective Lieutenant	Portland Police, Portland, ME	2007-2009
Internal Affairs Lieutenant	Portland Police, Portland, ME	2006-2007
Community Affairs Lieutenant	Portland Police, Portland, ME	2003-2006

Other Experience

Board of Directors	ecomaine	2021-Present
Executive Committee Member	Maine Municipal Assoc.	2018-Present
Vice President	Me. Town & City Management Assoc.	2016-Present
Board of Directors	Soccer Maine	2009-2017
Board of Directors	Me. Chiefs of Police Assoc.	2013-2015
Board of Directors	Gray Community Economic Development Committee	2012-2015
Member	Patriot Soccer Club	2002-2013

Education

Master of Public Policy & Management, Policy & Financial Management	University of Southern Maine
Bachelor of Science Applied Technical Leadership	University of Southern Maine
Associates of Science Law Enforcement Technology	Southern Maine Technical Institution

Certifications

ICMA Credential Manager	2023
Maine Town/City Managers Association	2022
Executive Certification, Maine Criminal Justice Academy	2011

Professional Development

ICMA Gettysburg Leadership Development	2024
--	------

International City Manager Associations Professional High-Performance Leadership Academy	2022
International County/City Managers Association	2015
Maine Town/City Managers Association	2015
Lisbon Communication Committee Chair	2015
Maine Chiefs of Police Board of Directors	2013
Kaplan University Advisory Board	2013
Southern Maine Community College Advisory Board	2012
International Association of Chiefs of Police	2011
Maine Chiefs of Police	2011

MMA EXECUTIVE COMMITTEE

Three-Year Term

Phil Crowell – City Manager, Auburn, ME

Professional & Municipal Experience

City Manager	Auburn, ME	2020-Present
Asst. City Manager	Auburn, ME	2018-2020
Chief of Police	Auburn Police, Auburn, ME	2006-2018
Deputy Chief of Police	Auburn Police, Auburn, ME	2000-2006
Detective and Police Officer	Auburn Police, Auburn, ME	1993-2000
Military Police Officer	U.S. Army	1986-1992

Other Experience

Executive Committee	Maine Municipal Assoc.
President	Maine Service Center Coalition
Executive Committee	Lewiston Auburn Metro Chamber of Commerce
Board of Directors	Andwell Health Partners
Member	International City/County Management Association
Executive Committee/Ethics Chair	Maine Town, City & County Management Association
Member	FBI's National Academy Association
Executive Committee/Past President	Androscoggin Valley Council of Government

Specialized Training

Certified City Manager	International City Manager Association
Certified City Manager	Maine Town, City & County Managers
Graduate of the 218 th Session	FBI National Academy
Law Enforcement Assessor	Commission on Accreditation for Law Enforcement Agencies

Certifications & Commendations

Maine Criminal Justice Academy, Professionalism Award
National Exchange Club, 1999 Officer of the Year
Elks Lodge, 1999 Investigator of the Year
City of Auburn, Visionary Award - Progressive & New Initiatives in Serving the Community
Maine Association of Area Agencies on Aging, Excellence in Aging Award -Protecting Citizens with Alzheimer's and Dementia, Implementing the Silver Alert law

Androscoggin County Chamber, Public Service Leadership Award

International Association of Chiefs of Police, Civil Rights Award - Efforts to End Human Trafficking

Maine Chiefs of Police 2018 "Chief of the Year"

Suzette Francis – Town Administrator, Lubec, Maine

Professional & Municipal Experience

Town Administrator	Lubec, ME	2023-Present
Treasurer/Tax Collector	Lubec, ME	2016-2023
Town Clerk	Lubec, ME	2015-2016
Deputy Clerk	Lubec, ME	2014-2015
Cashier	Lyon's IGA	2010-2014
Cashier	Quick Shop & Sandwich Shop	1999-2010
Salmon Farm Processing Boxer	Maine Freeze Limited	1995-1999
Sardine Packer/Sealer/Cartonnier	R.J. Peacock Canning Co.	1985-1995
Herring Stringing/Skinning	McCurdy's Herring Smokehouse	1983-1985

Other Experience

Member	MTCCA Legislative Policy Committee
Member	MMTCTA
Member	MTCCA
Member	MWDA

Education

Associate's degree	Accounting
Certified	Tax Collection
Certified	Treasurer

Specialized Training

Disaster Assistance Team Member	American Red Cross
Lead Member	Home Fire Campaign
Member	Lubec Lions Club

Mark Leonard – Town Manager/Chief of Police, Veazie, ME

Professional & Municipal Experience

Town Manager	Veazie, ME	2013-Present
Chief of Police	Veazie Police, Veazie, ME	2001-Present
Interim Police Chief	Lincoln Police, Lincoln, ME	2023-2025
Fire Chief	Veazie Fire, Veazie, ME	2013-2020
Asst. Supervisory Special Agent	Maine Drug Enforcement Agency	1999-2001

Education

High School Graduate	Hermon High School
Graduate	87 th MCBPS Maine Criminal Justice Academy
Bachelor's degree	Husson College

Specialized Training

Police Supervision	Police Institute, Kentucky
Law Enforcement Executive Development	Federal Bureau of Investigation
Executive Leadership	Maine Community Policing Institute
Emergency Medical Technician	EMTC, Maine
Municipal Leadership	University of Southern Maine
Incident Command	Fire Academy, Maryland
Couter Drug Interdiction	U.S. Army, Alabama
Crisis Negotiation	Federal Bureau of Investigation
Incident Response to Terrorist Bombing	New Mexico

Civic Involvement

Master Mason	Lodge #174, Hermon, ME
Nobel of the Mystic Shrine	Anah Temple, Bangor, ME
Chair	Penquis CAP Board of Directors
Chair	Executive Committee Penquis CAP
Chair	Penquis CAP Steering Committee
Member	Penquis CAP Audit Committee
Member	Penquis CAP Housing Subsidiary Committee
Vice President	Bangor Y Board of Directors
Chair	Penobscot Downeast Cable Consortium
Notary Public	Expires 2029
Member	Fight Crime Invest in Kids
Life Member	NE Association of Chiefs of Police
Life Member	Maine Association of Chiefs of Police
Sexual Assault Response Team	Penobscot County
Domestic Violence Task Force	Penobscot County
American Red Cross	Pine Tree Chapter Board of Directors

Awards

Eagle Scout	Boy Scouts of America
Community Policing Award	NE Association of Chiefs of Police
Commendation for Performance	Numerous Awards
Outstanding Contributions in the Field of Drug Law Enforcement	



MAINE MUNICIPAL ASSOCIATION SINCE 1936

BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 29, 2025

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Anthony Ward, Casco Town Manager

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Phil Crowell, Auburn City Manager

☐

Suzette Francis, Lubec Town Administrator

☐

Marc Leonard, Veazie Town Manager, Chief of Police

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

DATE: _____ **MUNICIPALITY:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

PRINT NAME: _____ **POSITION:** _____

SIGNATURE:

OR

Signed by a majority of Municipal Officers:

Current Number of Officers: _____

PRINT NAME

SIGNATURE

Return to: MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org

