

Telephone 207-864-3183

Fax: 207-864-3578

Office of:

Selectmen
Town Manager
Assistant Town Manager
Town Clerk / Treasurer / Tax
Collector



Office of:

Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

**TOWN OFFICE
15 School Street
Rangeley, Maine 04970**

FROM THE OFFICE OF THE ASSISTANT TOWN MANAGER

TRACI J. LAVOIE

August 18, 2025

Board of Selectmen Notes

#5 – Lee Libby, Chair of the Planning Board will be in attendance to provide the Board with an update.

#7 – The Police Chief is ready to begin administering the 2 grants that are in your packet, pending your acceptance.

#8 – In your packet you have both the red-lined and clean versions of the sign language to be included in Chapter 38. At this time, the Ordinance Committee has not finished their work on lighting, and it still needs legal review. With absentee ballots available on the 18th and your next meeting being the Public Hearing, it is my recommendation to remove lighting from the September Town Meeting and include it in the November one.

#12 – Code Enforcement provided stats, but both Fire and Police were experiencing technical difficulties. Those issues should be resolved for future packets.

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 18, 2025, 5PM

1. **Call Meeting To Order & Declare a Quorum**
2. **Conflict of Interest Disclosure**
3. **Adjustments To The Agenda**
4. **Public To Speak On A Non-Agenda Item**
5. **Boards & Committees**
 - Lee Libby – Planning Board Update
 - June 18, 2025 – Ordinance Committee Regular Meeting
 - July 8, 2025 – Sewer Commission Organizational and Regular Meeting
 - July 23, 2025 – Planning Board Regular Meeting
6. **Review of Minutes**
 - August 4, 2025 – BOS Regular Meeting
7. **Consent Items**
 - Liquor License
 - Parkside & Maine
 - Bald Mountain Camps
 - Grant Acceptance
 - Public Safety Health and Wellness Reimbursement Fund - \$43,235 – No Match
 - MMA P&C Pool Law Enforcement Grant - \$5,000 – No Match
 - Fire Protection Agreement – Dallas Plantation
 - Authorize Town Manager to Sign
8. **Old Business**
 - Signs – Legal Edits
 - Lighting – Still with Ordinance Committee and Pending Legal Review
 - Donation Acceptance Policy – Second Reading
 - Grant Writing and Grant Acceptance Policy – Second Reading
9. **New Business**
10. **Correspondence**

11. **Read Into Record**

12. **Town Manager Report**

➤ Calendar

- August 18, 2025 – Absentee Ballots Available
- August 23, 2025, 3PM – Rangeley Child Care Center Open House
- September 1, 2025 – Labor Day – Reschedule Meeting for the 2nd
- September 2, 2025, 5PM – Special Town Meeting Public Hearing, Comp Plan and Ordinance Available to the Public
- September 6, 2025 - Deadline – No Changes / Comp Plan and Ordinance
- September 9, 2025 – Last Day to Post Signed Warrant
- September 16, 2025 – Special Town Meeting – Comp Plan / Signs

➤ Other Business

- Grant Sheet Provided
- Town Dock Installed
- Paving has Begun
- Rangeley Health Ride Correspondence
- Rangeley Health Ride Donation Accepted - \$75

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 OFFICE
15 School Street
Rangeley, Maine 04970

ORDINANCE COMMITTEE

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

June 18, 2025
5:00 PM Regular Meeting
Minutes

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

Please see sign in sheet for public attendees if any

1. Open the Meeting – 5:00 PM
2. Pledge of Allegiance
3. Adjustments to the Agenda - None
4. Public to Speak on a Non-Agenda Item - None
5. Review of Minutes
 - June 04, 2024 – Regular Meeting Minutes
 - Val Zapolsky motion to accept minutes as written
 - Nancy Douglas second. **Vote 5-0**
6. Correspondence
 - Legal opinion from Town attorney, regarding Dark Skies compliance
7. Continuing Business
 - Lighting (Dark Skies compliance)
 - Val Zapolsky motion to approve 38.8.2.1, after amending language to remove “in the Town” from the second sentence.
 - Carolyn Smith second. **Vote 4-0-1 (S. Wilson abstained)**
 - Scott Wilson motion to accept amended language to 38.8.2.3.1 (i)
 - Val Zapolsky second. **Vote 5-0**
 - Val Zapolsky motion to amend 38.8.2.3.1 (vii) to included “house of worship”
 - Carolyn Smith second. **Vote 4-0-1 (S. Wilson abstained)**
 - Val Zapolsky motion to strike 38.8.2.3.2 (i) from amended language.
 - Scott Wilson second. **Vote 5-0**
 - Scott Wilson motion to amend language of 38.8.2.3.2 (ii) to strike “a distance equal to one and one-half times the height of the pole” and replace it with “in compliance with zoning district setbacks”.
 - Val Zapolsky second. **Vote 3-1-1 (C. Smith abstained)**
 - Val Zapolsky motion to strike 38.8.2.3.2 (iii) from amended language.
 - Carolyn Smith second. **Vote 5-0**
 - Val Zapolsky motion to accept amended language 38.8.2.3 (iv).
 - Carolyn Smith second. **Vote 5-0**
 - Val Zapolsky motion to strike amended language to remove “of structures and vegetation” from 38.8.2.4 (i)
 - Carolyn Smith second. **Vote 5-0**
 - Scott Wilson motion to accept amended language to include “Flag poles may be up lit in accordance with .8 in this chapter” to 38.8.2.4 (i)
 - Val Zapolsky second. **Vote 5-0**

- Val Zapolsky motion to accept amended language to 38.8.2.4 (ii).
- Ethna Thompson second. **Vote 5-0**
- Val Zapolsky motion to strike 38.8.2.4 (iii) from amended language.
- Nancy Douglas second. **Vote 5-0**
- Val Zapolsky motion to accept amended language to 38.8.2.4 (iv).
- Ethna Thompson second. **Vote 5-0**

➤ Sign Ordinance

8. New Business

9. Next Meeting – July 16, 2025, at 5:00 PM

10. Adjourn Meeting

- Val Zapolsky motion to adjourn at 6:00 PM
- Scott Wilson second. **Vote 5-0**



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

SEWER COMMISSION

Jonathan Adkins, Chairman
Al Clinch, Vice-Chairman
Thomas Haggan
Lee Grant
Tomas Clinch

Dale Quimby, Lead Operator
Traci J. Lavoie, Secretary

JULY 8, 2025, 5:00PM

Annual Organizational Meeting Minutes

In Attendance: Jonathan Adkins / Al Clinch / Thomas Haggan / Lee Grant

Absent: Tomas Clinch

Staff: Joe Roach, Town Manager

1. **Call Meeting To Order** – 5:09PM
2. **Elect Chairman**
 - Haggan motioned to nominate Adkins for Chairman.
 - Grant second
 - 4-0-1 (T. Clinch Absent)
3. **Elect Vice-Chairman**
 - Haggan motioned to nominate A. Clinch for Vice-Chairman.
 - Grant second
 - 4-0-1 (T. Clinch Absent)
4. **Date & Time of Sewer Commission's Meetings**
 - Remains the same.
5. **Rules of Procedure for Selectmen's Meetings (Robert's Rules of Order) – Vote to Adopt**
 - Adkins motioned the Sewer Commission will adopt the same rules of procedure as the Selectmen, Robert's Rules of Order.
 - Grant second
 - 4-0-1 (T. Clinch Absent)
6. **Town Policies / Trainings** – Signoffs to be returned to Traci by next meeting.
 - Code of Ethics
 - Anti-Discrimination, Harassment, Sexual Harassment and Retaliation Policy
 - Media Policy
 - Remote Participation Policy
 - FOAA Training

7. Annual Review of Fees (Per Ordinance) 30.4.2 / 30.5.1, .2, & .3 – Tabled.

Section 30.4.2 For all connections onto the sewer system, there will be both a connection fee and an inspection fee. The connection fee shall be paid at the time that the applicant files a permit for the connection. The inspection fee shall be paid at the time that the connection to the sewer is physically made. The amount of these fees shall be set annually by the Sewer Commission. *(Currently \$3,000 per new structure)*

Section 30.5.1 Plumbers and drain layers of established reputation and experience will be licensed by the Commission as Master Drain Layers authorized to perform work, subject to compliance with the following requirements.

- .1 Applicants for licenses are required to pay a filing fee established annually by the Commission as Master Drain Layer, payable to the Town, all of which will be refunded to the applicant if his application is rejected. *(Currently \$50)*
- .2 If required by the Commission, applicants for licenses shall file with the Commission a proper and acceptable Performance and Guarantee Bond in an amount established annually by the Commission which shall remain in full force and effect for a period of one year from the date of application.
- .3 Applicants for licenses, after approval by the Commission, shall file with the Commission, a Certificate of Insurance with minimum limits of liability established annually by the Town Manager to cover Public Liability and a Certificate of Insurance covering Property Damage that meets limits established annually by the Town Manager. In addition, a Certificate of Insurance covering Workmen's Compensation at statutory limits shall be filed, all of which shall remain in full force and effect for a period of at least one year from the date of approval. Said Insurance shall indemnify the Commission and the Town of Rangeley against any and all claims, liability, or action for damages, incurred in or in any way connected with, the performance of the work by a Master Drain Layer, and for or by reason of any acts or omission of said Master Drain Layer in the performance of his work.

8. Adjournment

- Grant motioned that we adjourn the July 8, 2025 Organizational Meeting at 5:13PM.
- Haggan second
- 4-1-0 (T. Clinch Absent)

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Join Zoom Meeting
<https://zoom.us/j/91015267554>
Meeting ID: 946 1440 5939
Dial by your location
+1 929 205 6099 US (New York)

****In accordance with the Town's Remote Participation Policy (found at townofrangeley.com), Zoom is only available to the public if one or more of the Board members cannot attend in person, but will be participating remotely****



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

SEWER COMMISSION

Jonathan Adkins, Chairman
Al Clinch, Vice-Chairman
Thomas Haggan
Lee Grant
Tomas Clinch

Dale Quimby, Lead Operator
Traci J. Lavoie, Secretary

JULY 8, 2025, 5PM
MEETING MINUTES

In Attendance: Jonathan Adkins / Al Clinch / Thomas Haggan / Lee Grant
Absent: Tomas Clinch
Staff: Joe Roach

1. **OPEN MEETING / PLEDGE OF ALLIGENCE – 5:14PM**
2. **DECLARE A QUORUM AND DISCLOSE CONFLICT OF INTEREST – None**
3. **ADJUSTMENTS TO THE AGENDA**
 - Matt Teare and Rich Licht – Affordable Housing Project Grease Traps
 - A. Clinch motioned to approve the modified grease trap solution for the Affordable Housing Project.
 - Haggan second
 - 4-0-1 (T. Clinch Absent)
4. **REVIEW OF MEETING MINUTES**
 - May 13, 2025, Regular Meeting Minutes
 - Adkins motioned to approve as written.
 - Haggan second
 - 3-0-2 (T. Clinch and A. Clinch Absent)
5. **PUBLIC TO SPEAK – NON-AGENDA ITEM – None**
6. **PURCHASE ORDERS**
 - Whitten’s 2-Way Service – SCADA - \$14,500.00
 - Adkins motioned to approve payment for Whitten’s portion of the SCADA system.
 - Haggan second
 - 4-0-1 (T. Clinch Absent)
7. **APPLICATIONS – New or Existing**
 - Pipe and Drain Layer - M&H – Scott Millbury / David Haley / Richard Edgerly
 - A. Clinch motioned to accept the applications for the 3 M&H employees.
 - Grant second
 - 4-0-1 (T. Clinch Absent)
8. **ABATEMENTS – None**

9. CHICK HILL UPDATE

Mowing and spraying. AEC is coming this week to work on their portion of the SCADA system. Two stations are still not running right. We are having problems with the power grid.

10. CONTINUING BUSINESS – None

11. NEW BUSINESS – None

12. MEETINGS

- **S/C Regular** – 8/12/2025
- **BOS** – 7/10/2025

13. ADJOURNMENT

- Adkins motioned to adjourn at 5:35PM.
- A. Clinch second
- 4-0-1 (T. Clinch Absent)

Join Zoom Meeting
<https://zoom.us/j/91015267554>
Meeting ID: 946 1440 5939
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TOWN OFFICE
15 School Street
Rangeley, Maine 04970

PLANNING BOARD
Leon Libby, Chairman
Noel Dolbier
Leo Cerminara
Peter Krauss
Jonathan Lewis
Reid Wischnowsky - Alternate
Breck Parker CEO
Marti Belt - Secretary

July 23, 2025
5:45 Site Visit
6:00 PM Regular Meeting
Meeting Minutes

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

Staff: Breck Parker, Marti Belt

Please see sign in sheet for public attendees

5:45 Site Visit: 5 Russell Cove, Map 047, Lot 054

1. Open Regular Meeting: 6:00 PM
2. Pledge of Allegiance
3. Declare Quorum and Disclose Conflict of Interest - None
4. Adjustments to the Agenda - None
5. Public to Speak on a Non-Agenda Item - None
6. Review of Minutes
 - July 09, 2025 – Regular Meeting
 - Jon Lewis motion to rescind vote on Roberts Rules of Order.
 - Reid Wischnowsky second **Vote 4-0**
7. Correspondence - None
8. New Business
 - Shoreland Zoning Permit Application – 10 Rachel Lane, Map 007, Lot 112
 - Jon Lewis motion to accept application as complete
 - Reid Wischnowsky second **Vote 4-0**
 - Scheduled site visit for August 13, 2025, at 5:45 PM
 - Rangeley Work Force Housing – Change Order: sewer
9. Continuing Business
 - Shoreland Zoning Permit Application – 5 Russell Cove, Map 047, Lot 054-005
 - Lee Libby motion to grant application without conditions
 - Jon Lewis second **Vote 4-0**
10. Next Meeting – August 13, 2025, 6:00 PM
11. Adjourn Meeting
 - Jon Lewis motion to adjourn at 6:06 pm
 - Reid Wischnowsky second **Vote 4-0**

Reoccurring ZOOM Information:

<https://zoom.us/j/98586998964>

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 985 8699 8964

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RANGELEY BOARD OF SELECTMEN
REGULAR MEETING
AUGUST 4, 2025, 5PM

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

Absent: Jacob Beaulieu

Staff: Joe Roach, Town Manager

Presenters: Donna Larson King - LKPlanning

See Sign-In for Public Attendance

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

2. CONFLICT OF INTEREST DISCLOSURE – None

3. ADJUSTMENTS TO AGENDA

- M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)(E) – Consultation with Legal Vice-Chairman Jannace motioned the Board into Executive Session pursuant to M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)(E) – Consultation with Legal at 5:01PM.

Selectman Savage second

VOTE: 3-0 (White / Beaulieu Absent)

Chairman Shaffer brought the Board out at 5:16PM

No Action

4. PUBLIC TO SPEAK ON A NON-AGENDA ITEM – None

5. BOARDS & COMMITTEES – Provided

- May 15, 2025 – Parks Commission Regular Meeting
- June 12, 2025 – Parks Commission Regular Meeting

6. REVIEW AND APPROVE MEETING MINUTES

- July 21, 2025 – Regular Meeting
Vice-Chairman Jannace motioned to approve with any additions or corrections.
Selectman Savage second

VOTE: 4-0 (Beaulieu Absent)

7. CONSENT ITEMS

- Liquor License
The Black Pearl
Vice-Chairman Jannace motioned to approve the liquor license for The Black Pearl.
Selectman White second
- Event Permits
Trail Town Festival

Vice-Chairman Jannace motioned to approve the Trail Town Festival, pending Parks Commission.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

Shriner's Parade

Vice-Chairman Jannace motioned to approve the Shriner's Parade, pending certificate of liability.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

- Appointments

Ordinance Committee

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

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

Vice-Chairman Jannace motioned to appoint Caroline Smith for a term ending June 30, 2028.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

Haley Pond Ad Hoc Committee

Vice-Chairman Jannace motioned to appoint Ned Addelson for a term of one year.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

Airport Manager

Vice-Chairman Jannace motioned to appoint Joe Roach as Airport Manager.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

Assessor

Vice-Chairman Jannace motioned to appoint Robert J. Duplisea, Jr as the Assessor.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

Registrar of Voters

Vice-Chairman Jannace motioned to appoint Marti Belt as the Registrar of Voters.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

- Solid Waste Disposal Contract – Dallas Plantation

Vice-Chairman Jannace motioned to authorize the Town Manager to sign the Solid Waste contract with Dallas Plantation.

Selectman White second

VOTE: 4-0 (Beaulieu Absent)

8. OLD BUSINESS

- Liquor License Training

Selectman Savage clarified that he would like us to offer assistance to the applicants, should they have questions with the application process through the State's software.

- Comp Plan Update
Vice-Chairman Jannace motioned to authorize the Town Manager and the Planning Consultant to send the notes Donna has prepared to Tom at the State for consistency review.
Selectman White second VOTE: 4-0 (Beaulieu Absent)

9. NEW BUSINESS

- Donation Acceptance Policy – First Reading
Vice-Chairman Jannace motioned to accept the first reading.
Selectman White second VOTE: 4-0 (Beaulieu Absent)
Discussion: Strike “under \$1,000” in second paragraph.
- Grant Writing and Grant Acceptance Policy – First Reading
Vice-Chairman Jannace motioned to accept the first reading.
Selectman White second VOTE: 4-0 (Beaulieu Absent)
Discussion: Strike “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” in the second paragraph.

10. CORRESPONDENCE – None

11. READ INTO RECORD – None

12. TOWN MANAGER REPORT

- Town Manager provided updates on the Main Street projects, the Public Facilities Needs Assessment, Scenic Byways and the new boat dock.
- Calendar
Vice-Chairman Jannace motioned to set the Public Hearing for the Sept 16th Special Town Meeting for September 2, 2025, 5PM.
Selectman White second VOTE: 4-0 (Beaulieu Absent)

August 18, 2025 – Absentee Ballots Available

September 2, 2025, 5PM – Public Hearing for Special Town Meeting – Comp Plan and Ordinance 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
MMA – Election of Vice-President and Executive Committee Members
Vice-Chairman Jannace motioned to vote for the people and the terms listed on the ballot.
Selectman White second VOTE: 4-0 (Beaulieu Absent)

13. SELECTBOARD COMMUNICATION

Selectman Savage thanked the Town Manager and the Transfer Station staff for obtaining more containers.

Selectman White has gotten positive feedback from the Haley Pond signage.

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 5:56PM.

Selectman White second VOTE: 4-0 (Beaulieu Absent)

Chairman Shaffer brought the Board out at 6:47PM

Vice-Chairman Jannace motioned to authorize the Chairman to sign the Town Manager's Evaluation.

Selectman White second VOTE: 4-0 (Beaulieu Absent)

15. ADJOURNMENT

Vice-Chairman Jannace motioned to adjourn at 7:47PM.

Selectman Savage second VOTE: 4-0 (Beaulieu Absent)

***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

PARKSIDE
REC'D 8/4/25

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.

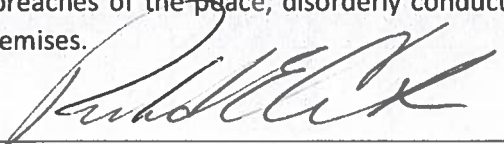
We hope these helpful steps will guide you through the process as it pertains to the municipality.

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.

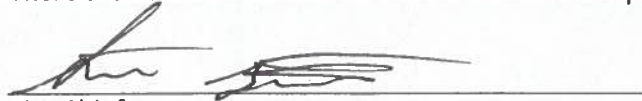
FOR OFFICE USE ONLY

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.



Zoning Enforcement Officer

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



Application Copy

File Number: 92629

Job Type: Renewal Application

LICENSE # CARL-99-100609	APPLICATION DATE RECEIVED 2025-08-04
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE PARKSIDE & MAIN, INC
AGENT NAME	EFFECTIVE DATE 2024-09-05
EXPIRES 2025-09-04	STATUS Active
PREMISES NAME PARKSIDE & MAIN	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Class A Restaurant/Lounge	PREMISES NAME PARKSIDE & MAIN
OPERATOR PARKSIDE & MAIN, INC	
PHYSICAL ADDRESS 2520 MAIN ST RANGELEY ME 04970-4112	
MAILING ADDRESS PO BOX 276 RANGELEY ME 04970-0276	
CONTACT NAME KASH J 46% OWNER	PREFERRED CONTACT METHOD Email

CONTACT PHONE
(207) 864-3774

ALTERNATE PHONE

FAX

EMAIL

kashhaley@hotmail.com

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

20041690D

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?

No

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

Kash J Haley
02/20/1974

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?

2520 Main Street
Rangeley, ME 04970

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

Thursday-Monday 1130am-830pm

closed Tuesday-Wednesday

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 Baptist Church 100 yards

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?



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



24 Do you have a food menu?

Yes

(document uploaded)

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Corporate Supplemental Form	102 Supplemental Ownership Form and Affidavit-2.pdf	supplemental ownership form
Premises Floor Plan	floor plan.jpg	premise floor plan
Maine Health or Agriculture License	IMG_1769 (1).jpg	Maine health license
Food Menu	menu 1.jpg	menu
Food Menu	menu 2.jpg	menu

APPLICANT

PARKSIDE & MAIN, 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
TOWN CLERK'S OFFICE
15 School Street
Rangeley, ME 04970

BALIS Mtn. Camps
Rec'd 8/13/25

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.

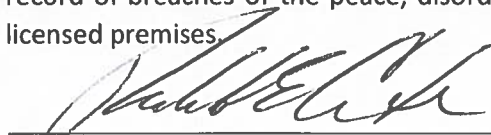
We hope these helpful steps will guide you through the process as it pertains to the municipality.

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.

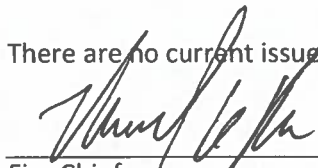
FOR OFFICE USE ONLY

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.



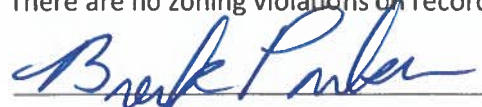
Police Department

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



Fire Chief

There are no zoning violations on record.



Code Enforcement Officer

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



Application Copy

File Number: 94473

Job Type: Renewal Application

LICENSE # HOF-09-101367	APPLICATION DATE RECEIVED 2025-08-13
LICENSE TYPE On-Premises: Beer, Wine & Spirits	LICENSEE PHILBRICK ENTERPRISES, INC.
AGENT NAME	EFFECTIVE DATE 2024-08-26
EXPIRES 2025-08-25	STATUS Active
PREMISES NAME BALD MOUNTAIN CAMPS	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Hotel (Food Optional)	PREMISES NAME BALD MOUNTAIN CAMPS
OPERATOR PHILBRICK ENTERPRISES, INC.	
PHYSICAL ADDRESS 125 BALD MOUNTAIN RD OQUOSSOC ME 04964	
MAILING ADDRESS 125 BALD MOUNTAIN RD OQUOSSOC ME 04964	

CONTACT NAME

FERNLYN J PHILBRICK
(ROLLINS)

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 864-3671

ALTERNATE PHONE

FAX

EMAIL

tyler.baldmountaincamps@gmail.com

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

19990919D

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?

No

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

Tyler Philbrick 05/19/1987

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?

125 bald mt rd Oquossoc ME 04964

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

Wednesday-Saturday 4pm-10pm

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.

School 9 miles

Church 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?



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



24 Do you have a food menu?

Yes

(document uploaded)

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Maine Health or Agriculture License	Doc - Aug 13 2025 - 11-23.jpg	
Corporate Supplemental Form	Doc - Aug 13 2025 - 11-25.jpg	
Premises Floor Plan	Doc - Aug 13 2025 - 11-26.jpg	
Food Menu	summer menu 2025.docx	

APPLICANT

PHILBRICK ENTERPRISES, 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



Traci Lavoie

From: Rangeley Police Chief
Sent: Tuesday, August 12, 2025 8:13 AM
To: Joe Roach; Traci Lavoie
Subject: Two awarded grants for approval by Select Board

Joe, I am writing to request approval from the Select Board to approve spending of funds awarded by two grants.

First is the Health and Wellness grant from the State of Maine. This grant for \$43,235 was done in collaboration with all Franklin County First Responders for comprehensive diagnostic screenings for cardiac and cancer along with mental health counseling. What this will do for the Town of Rangeley will be screenings for our 4 full-time police officers and 7 Fire Fighters.

Second is the Maine Municipal Association grant for the Maine Law Enforcement Accreditation Program (MLEAP) in the amount of \$5,000 to contract with an outside agency to assist in the review, update, and development of department specific policies. This grant is paid out in two \$2,500 amounts first when contract is signed and second when Accreditation is completed.

Thank you

Chief Richard E. Caton IV
Rangeley Police Department
15 School St
Rangeley, Maine 04970
(207) 864-3579



Office of:
 Selectmen
 Town Manager
 Treasurer
 Tax Collector
 Police Department
 Fire Department

Office of:
 Town Clerk
 Code Enforcement Officer
 Parks & Recreation
 Assessor
 Public Works

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

Telephone: 207.864.3326

Fax: 207.864.3578

GRANT APPLICATION FORM

Name of Grant: Public Safety Health and Wellness Reimbursement Fund

Employee Name: Richard E. Caton IV

Department: Rangeley Police Department

Grant Amount: \$43,242.61

Matching Funds: 0

Describe how you found out about grant:

This grant has been monitored by the Maine Chief's of Police Association and the Bill was approved last year. Funds are now available to be requested through a grant process.

What specifically the grant will purchase or pay for:

Comprehensive Diagnostic Screenings. This will screen for Cancer and Cardiac issues.

How grant will benefit the municipality: This is a **county-wide regional grant request** and will be used for the health and wellness of public safety personnel.

Matching funds from Town and source you will use:

0

Annual new budget cost associated with accepting the grant:

0

Amount of time you will need to utilize to make this grant happen:

Once approved we will schedule appointments.

Employee time needed to implement:

Schedule around the employee's time.

Grant time limits, if applicable: N/A

Expected Application Date: March 11, 2025

Grant Close Date: March 25, 2025

Town Manager Approval:



Date:

3-18-25

Select Board Acceptance:

Chairman Signature

Date:

Added to Grant Binder

Final Copy Given to Treasurer

Z/Grants 10/2024



Office of:

Selectmen
Town Manager
Treasurer
Tax Collector
Police Department
Fire Department

Office of:

Town Clerk
Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

Telephone: 207.864.3326

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

Fax: 207.864.3578

GRANT APPLICATION FORM

Name of Grant: MMA Property & Casualty Pool Law Enforcement Grant

Employee Name: Richard Caton

Department: Police Department

Grant Amount: \$5,000.00

Matching Funds: \$0

Describe how you found out about grant: Maine Municipal Association.

What specifically the grant will purchase or pay for: Pay for the contract services of Dirigo Safety LLC. Working toward MLEAP Accreditation.

How grant will benefit the municipality: For the Police Department to become MLEAP accredited which will reduce liability cost to the Town of Rangeley. By becoming accredited this will show that the Rangeley Police Department is meeting and maintaining the highest standards of professional excellence and accountability.

Matching funds from Town and source you will use: No matching funds.

Annual new budget cost associated with accepting the grant: Yearly fee of \$550 for Power DMS program for the accreditation. This has been budgeted for FY 2025/2026

Amount of time you will need to utilize to make this grant happen: There will be time to work toward the completion of the accreditation but then with be normal working practice once accredited.

Employee time needed to implement: Department staff will work together to complete the accreditation.

Grant time limits, if applicable: Deadline for grant is August 15th, the department will have to become accredited within 2 years. Police Department goal is to complete the MLEAP assessment by December 31st, 2025.

Expected Application Date: 6/01/2025

Grant Close Date: 8/15/2025

Town Manager Approval: 

Date: 5/29/25

Select Board Acceptance: _____
Chairman Signature

Date: _____

Added to Grant Binder

Final Copy Given to Treasurer

Z/Grants 10/2024

MMA Property & Casualty Pool Law Enforcement Grant

Purpose

To encourage MMA Property & Casualty Pool Member Law Enforcement Agencies to have Standard Operation Procedures and relevant training specific to their Agency; to support those Agencies that want to improve policy management and officer training; to achieve certification in the *Maine Law Enforcement Accreditation Program (MLEAP)*.

Note: Agencies that are MLEAP certified are eligible for up to 15% credit on the Law Enforcement Liability contribution.

Eligibility

All current MMA Property & Casualty Pool members with a Law Enforcement Agency are eligible to participate.

Grant Awards

The award will be \$5,000 (\$2,500 allowed upon award and proof of contract with an outside agency and \$2,500 will be awarded when the certification is awarded). This will allow the agency to contract with an outside vendor who can assist with, review, update and develop agency specific policies.

MMA reserves the right to determine which applications will be awarded. Applications will be reviewed by an internal committee. If additional funding is available later, we will open an additional grant period.

Application Submission

Applications are processed on a rolling basis, submissions will be reviewed and awarded as soon as possible. Application should be electronically submitted to safetygrants@mcmun.org with "Law Enforcement Grant Submission" in the subject line of the email or by fax to 207-624-0127.

General Provisions

Grant funds disbursed under the program are intended solely for the purpose of reviewing, updating and developing mandatory and non-mandatory law enforcement policies and training within two years of receiving the award.

Grant Funding Requirements

By the end of a 24-month period (90-day extension may be allowed), the agency will meet the following requirements:

1. All Maine Bureau of Labor policies, specific to the agency, will be updated and reviewed.
2. All State of Maine mandatory policies will be updated and reviewed.
3. Relevant required training completed.
4. Meet all required Maine Law Enforcement Accreditation Program standards.

Town of Rangeley and the Dallas Plantation Fire Protection Agreement

This Fire Protection Agreement ("Agreement") made this 1st day of July, 2025 by and between the TOWN OF RANGELEY a Maine municipal corporation, with a principal place of business at 15 School Street, Rangeley, Maine 04970 (hereinafter "Rangeley"), and DALLAS PLANTATION a Maine municipal corporation with a principal place of business located at 436 Dallas Hill Road, Dallas Plantation, Maine 04970 (hereinafter, "Dallas Plantation").

WHEREAS, Dallas Plantation, having no municipal fire department, desires to provide adequate fire protection for its citizens and their property, and Rangeley, having a fire department and firefighting equipment, is willing to provide fire protection to Dallas Plantation;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties agree as follows:

1. Rangeley will provide Dallas Plantation with full fire protection by providing both personnel and equipment to maintain and operate its fire equipment when the use of persons and fire equipment is needed in Dallas Plantation.
2. Pursuant to Maine law, 30-A M.R.S.A Section 3153, Dallas Plantation, acting through its municipal officers, will appoint the Fire Chief of Rangeley to be the Fire Chief of Dallas Plantation. This appointment is made solely to satisfy the legal requirement that Dallas Plantation appoints a Fire Chief. The Rangeley Fire Chief will at all times be an employee of the town of Rangeley and be supervised and take direction solely from Rangeley. Dallas Plantation will have no authority to direct or control the Fire Chiefs' activities or legal responsibilities.
3. The term of this Agreement shall be for three (3) years, effective beginning July 1, 2025 and ending on June 30, 2028 unless sooner terminated as provided herein.
4. In consideration for such services herein specified, Dallas Plantation agrees to pay annually to Rangeley an amount as determined by application of the current fee formula, attached hereto as Exhibit I, to the total budget approved by Rangeley town meeting to operate its municipal fire department in addition to reasonable overdrafts incurred in any coverage year, subject to review and approval by vote of the Board of Assessors. Billing will be retroactive so that the previous fiscal year is billed by Rangeley after July 1 of the new year. No interest shall be applied to the invoice. The current fee formula may be amended from time to time by mutual agreement of the parties. For purposes of this Agreement, it is understood and agreed that the Rangeley Fire Department budget shall include the operating expenses, and the fire truck reserve appropriations. It shall be the obligation of the Board of Selectmen of Rangeley to provide written notification to the Board of Assessors of Dallas Plantation of the amount due from

Dallas Plantation each year of this Agreement prior to the annual town meeting held in Dallas Plantation but in any event no later than December 31st annually. Dallas Plantation shall make payment to Rangeley of said annual amount in four quarterly payments of one-quarter (1/4) of the annual amount due each July 1, October 1, January 1 and April 1.

Rangeley may terminate this Agreement if Dallas Plantation fails to timely remit payment, which such termination shall be effective upon Rangeley's written notice to Dallas Plantation of its election to terminate the Agreement.

5. Dallas Plantation may opt out of this Agreement at any time, for any reason, upon thirty days written notice to the Rangeley Board of Selectmen. In the event of early termination, payment for services shall be pro-rated as appropriate.
6. Rangeley, its officers, agents, and employees, shall for all purposes be deemed an independent contractor and shall not hold itself or themselves out as employees of Dallas Plantation. Rangeley shall maintain in full force and effect during the term of this Agreement adequate liability and casualty coverage to insure the operations of the fire department personnel and apparatus during their performance or use of such equipment for fire protection services in Dallas Plantation under this Agreement. Rangeley shall also provide its personnel workers' compensation insurance coverage to the extent required by law.
7. The parties also agree, if in the course of providing fire protection to Dallas Plantation, it becomes necessary in the opinion of the Fire Chief, his officers, or firefighter in charge to demolish any structure or appurtenances thereto, except the structure or appurtenances in which the fire originated, as safe means for stopping the spread of fire, the Town of Rangeley shall be entirely financially responsible for any and all reasonable compensation owed to and shall save Dallas Plantation harmless from any and all costs, claims, damages, and reasonable attorneys' fees occasioned thereby. This hold harmless obligation shall survive termination of this Agreement.
8. Dallas Plantation shall indemnify Rangeley for any claims made against Rangeley related to providing protection to Dallas Plantation, said indemnification to cover any costs of legal defense not covered by insurance or any damages assessed against Rangeley not covered by insurance. Dallas Plantation shall hold Rangeley harmless from any claims made against Rangeley related to providing fire protection to Dallas Plantation. This indemnity and hold harmless obligation shall survive termination of this Agreement.
9. This Agreement may not be assigned without the prior written consent of the parties.
10. Any notice required or permitted hereunder shall be deemed sufficient if given in writing and delivered personally or sent certified mail, return receipt requested, postage prepaid, receipt obtained, to the address shown below or to such other persons or addresses as are specified by similar notice:

TO RANGELEY:

Town Manager
Town of Rangeley
15 School Street
Rangeley, ME 04970

TO DALLAS PLANTATION:

Board of Assessors
436 Dallas Hill Road
Dallas Plantation, ME 04970

11. Any claim or controversy or claim arising out of or relating to this Agreement, or the formation or breach thereof, shall be settled by mediation, and if mediation is unsuccessful, then by litigation in a court located in Franklin County, Maine.

IN WITNESS HEREOF, each municipality has caused this Agreement to be signed by its Board of Selectmen/Board of Assessors, hereunto duly authorized by vote of its annual town meeting, and each has caused its seal to be affixed hereto, as of the day and year first above written.

TOWN OF RANGELEY

WITNESS

Patricia A Ellis

WITNESS

Jana Casper

WITNESS

WITNESS

DALLAS PLANTATION

Heidi Jones

8/18/2025

Article 38.10 Signs

* WITH LEGALS EDITS.

All signs shall comply with the Maine Traveler Information Act, Title 23 M.R.S.A., Section 1901-1925, as amended, and any applicable rules and regulations promulgated thereunder. The following additional requirements shall apply to all on-premises signs.

Section 38.10.1 Purpose

The Town of Rangeley, after due and careful consideration, finds and declares that it desires to preserve the natural and scenic beauty of the Town and its rural areas and waterways, and that a proliferation of advertising and other signs would despoil the beauty of the Town and create hazards to vehicular ~~vehicle~~ and pedestrian traffic.

It is the intent and purpose of this section of the Town Code to preserve the beauty of the Town and the safety and well-being of the inhabitants while at the same time allowing reasonable advertising and informational signs by regulating the type, number, location, and size of such signs.

Section 38.10.2 Definitions

- .1 **Banner:** Any sign of lightweight, **flexible** fabric or similar material that is mounted to a pole or building at one or more edges. National, state, and municipal flags should not be considered banners.
- .2 **Flag:** Any fabric or bunting containing distinctive colors, patterns, or symbols, used as a symbol of a government or political subdivision of a government.
- .3 **Logo:** A United States Patent and Trademark Office (USPTO) registered and/or trademarked graphic mark, emblem or symbol used to aid and promote public identification and recognition of a business.
- .3 .4 **Message Flag:** A piece of fabric not exceeding fifteen (15) square feet, displayed on a pole attached to a structure, generally used to convey a message such as, but not limited to: "Open", "Restaurant", etc.
- .4 .5 **Pennant:** Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in a series, designed to move in the wind.
- .6 **Roof Sign:** Any sign erected and constructed wholly on and over the roof of a building supported by the roof structure.
- .5 .7 **Sign:** Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public. Brand names and logos **affixed to or printed upon goods sold at the premises of goods and services provided** that are integral parts of a good to be sold are not considered signs under this section of the Town Code.
- .8 **Sign, animated:** A sign employing actual motion, the illusion of motion, or light and/or color changes achieved through mechanical, electrical or electronic means.

- .6 **.9 Sign Area:** The area, when viewed from any direction, of the smallest simple geometric shape exemplified by a square, rectangle, triangle, circle, etc., encompassing all lettering, wording, design or symbols, together with any background that is distinguishable from the building or support. **For any sign with two (2) identical sides, the square footage of only one side counts in the sign total square foot aggregate.** For the purpose of calculating the area of a sign, a support that contains no information is not part of the sign.
- .7 **.10 Sign, Canopy:** A sign, which is part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area.
- .11 Sign, Changeable:** A message board with manually changeable letters or lettering that can be changed electronically.
- .8 **.12 Sign, Consolidated:** A single on-premises sign that serves two (2) or more businesses or entities, all of which are located on the same lot of record, which is on a single device, fixture, placard, or structure.
- .9 **.13 Sign, Freestanding:** A sign supported by one (1) or more upright poles, columns, braces, or structures anchored in the ground and not attached to any building or other structure.
- .10 **.14 Sign, Illuminated:** A sign in any manner illuminated by an artificial source of light.
- .11 **.15 Sign, Externally Illuminated:** A sign that is lighted entirely from an external source, such as flood or spotlights.
- .12 **.16 Sign, Internally Illuminated:** A sign whose lighting is integral to the design and shines through a plastic or other translucent covering.
- .13 **.17 Sign, Ladder:** A sign with two (2) or more signs attached to the same support. The components of a ladder sign must comply, cumulatively, with the dimensional limitations imposed by this section of the Town Code.
- .14 **.18 Sign, Obsolete:** A sign that no longer advertises a bona fide business, product sold, or activity, or campaign being conducted.
- .15 **.19 Sign, Off-Premises:** A sign that is not located on the same lot of record as the business, facility, or point of interest referenced.
- .16 **.20 Sign, On-Building:** A sign that is attached to a building wall and extends not more than six (6) inches from the face of such wall.
- .17 **.21 Sign, On-Premises:** A sign that is located on the same lot of record as the business, facility, or point of interest referenced.
- .18 **.22 Sign, Portable:** A sign that is not permanently attached to the ground or a permanent structure, or a sign designed to be transported, including, but not limited to, signed designed to be transported by means of wheels or trailers, balloons used as signs, and

signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

.19 **.23 Sign, Projecting:** A sign that is attached to a building wall and extends more than six (6) inches from the face of such wall.

.20 **.24 Sign, Temporary:** A sign of a temporary nature, erected less than ~~ninety (90) days~~ **six (6) weeks** within any ~~twelve (12)~~ **six (6)** month period, exemplified by the following: commercial advertising, political signs, charitable signs, fundraising signs, carnival signs, garage sale signs, rummage sale signs, flags, message flags, pennants, or banners, all signs advertising sales of personal property, and ~~“For Rent” signs~~. An exterior on-premises sign displayed by an ongoing business, on which the information changes while the structure remains unchanged, shall not be considered a temporary sign.

Section 38.10.3 Permit Required

Except as otherwise specified herein, no person, corporation, or other entity shall hereafter erect, hang, place, or alter a sign or sign structure of any kind without a permit issued by the Code Enforcement Officer and payment of a Sign Permit Fee not to exceed the cost of the label and processing. ~~A Sign Permit label shall be issued with the Sign Permit and shall be affixed to the sign.~~ Every application for a Sign Permit shall be accompanied by plans drawn to scale showing the area of the sign, the position of the building, structure or lot to which or upon which the sign is to be attached or erected, the method of illumination, if any, and such other information as the Code Enforcement Officer shall require to show full compliance with this and other chapters of the Town Code. The Sign Permit shall be issued if the proposed sign is in compliance with all such chapters of the Town Code.

Section 38.10.4 Violations

Per Section 38.2.3, Enforcement, Chapter 38 of the Rangeley Town Code.

Section 38.10.5 Exempted Signs

- .1 Any sign (except an Obsolete Sign or a sign otherwise prohibited by this section of the Town Code) that was in place prior to the date of adoption of this section is exempted from the requirements provided; however, that any subsequent change in the lettering, size, construction, wording, or location of said sign shall be deemed to constitute a new sign, and such new sign shall be governed by the terms of this section.
- .2 House address signs, family name signs, and residential property name signs not to exceed six (6) square feet; and “No Trespassing” signs, “Private Drive” signs, and “Private Property” signs not to exceed three (3) square feet per sign are exempted from the requirements of this section of the Town Code, **except that the requirements for internal or external lighting of signs must be met.**
- .3 **Municipal facilities**, traffic control signs, safety signs, and handicapped access signs are exempted from the requirements of this section of the Town Code. **Safety signs include those signifying Police, Fire and Ambulance buildings. Municipal facilities include Town Offices, public rest rooms operated and maintained by the municipality, Town Parks and Cemeteries, and numbering and directional markers for doors, entrances and exits.**

- .4 Signs painted on the window of a business, provided such signs do not exceed fifty percent (50%) of the area of the window, are exempted from the requirements of this section of the Town Code.
- .5 Informational and directional signs concerning hospital emergency services and emergency care facilities are exempted from the requirements of this section of the Town Code.
- .6 Temporary Signs are exempted from the requirements of this section of the Town Code, **except that the requirements for internal or external lighting of signs must be met. This exemption shall include the temporary photo banners celebrating the Graduating Class of Rangeley Lakes Regional School, which may be placed for up to nine consecutive months. Other temporary signs shall be removed after six (6) months if not located within a public right-of-way. A temporary sign may not be placed within thirty (30) feet of another temporary sign bearing the same or substantially the same message. A sign under this paragraph must include or be marked with the name and address of the individual, entity or organization that placed the sign within the public right-of-way and the date the sign was erected within the public right-of-way.**
- .7 Message Flags are exempted from the requirements of this section of the Town Code, except that no more than two (2) Message Flags may be displayed on a single lot of record in all zones.
- .8 Window decals and temporary advertisements printed on paper or cardboard, of a type generally used to advertise daily specials, sales, or similar activities, are ~~exempted~~ **exempt** from the terms of this section of the Town Code. ~~so long as they measure less than one (1) square foot.~~
- .9 Flags, decorative banners, pennants, and message flags that are used for personal, not business use, are exempted.

Section 38.10.6 General Provisions

- .1 Community, Municipal, and Quasi-Municipal Facilities: Signs of such facilities shall meet the requirements of this Ordinance. All roadside municipal directional signs for public facilities, except those for public parking and transportation, shall be standard wordless symbol signs no larger than twelve inches by eighteen inches (12" x 18"), with an additional direction arrow where needed.
- .2 Obsolete signs shall be taken down and removed by the owner, agent, or person having the beneficial use of the building, structure, or lot upon which such sign may be found within ten (10) days of becoming obsolete.
- .3 **Externally** Illuminated signs shall be lighted from sources that are shielded from streets or adjoining property, with no exposed source of illumination. The intensity of light shall remain constant in color, location, and brightness. **The light from an externally illuminated sign should be arranged so that no direct rays of light from spotlights or floodlights are projected from the external source into adjoining properties or streets. Externally illuminated signs must be fully shielded and directed downward so as to illuminate only the target area. No light beams shall be seen between any space between the sign and the framing, preventing glare that impairs the vision of drivers.**

- .4 No sign shall be erected adjacent to any public way in such a manner as to obstruct clear and free vision or where, by reason of its position, shape, color, illumination, or wording, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, or otherwise constitute a hazard to pedestrian or vehicular traffic. Billboards, roof signs, animated signs, flashing signs, internally illuminated, and signs containing visible moving parts are prohibited.
- .5 No sign and its supporting structure shall exceed twenty (20) feet in height from the natural surface of the ground.
- .6 No more than one (1) real estate sign for each broker, real estate company, or private owner not exceeding six (6) square feet on residential properties and thirty-two (32) square feet on non-residential properties. All such signs are to be removed within one (1) week after the transaction. Two (2) signs per broker on undeveloped parcels of ten (10) acres or more, relating to the sale, rental, or lease of the premises, **are** allowed without a Sign Permit. One (1) directional sign not exceeding six (6) square feet stating that a home, business, or lot is for sale is permitted without a Sign Permit at each intersection between a major thoroughfare and a property for sale. Directional signs for open houses are permitted only on the day of the open house. Directional signs must be removed by the broker, agent, or real estate company who placed them, no later than twenty-four (24) hours after the open house is over. Waterfront properties are permitted an additional sign on the waterfront.
- .7 One (1) sign per construction site, not exceeding thirty-two (32) square feet, identifying project contractors, architects, and engineers is allowed without a Sign Permit. Such sign must be removed by the responsible contractor or property no later than one (1) week after construction is completed.
- .8 Official Business Directional Signs shall be allowed pursuant to the Maine Traveler Information Act and the rules and regulations promulgated thereunder by the Maine Department of Transportation. All Official Business Directional Signs must meet current MDOT standards regulating the installation of such signs.
- ~~.9 Banners and pennants are allowed for the promotion of an event, provided that they are may be displayed for no longer than fourteen (14) consecutive days prior to the beginning of the event, and displayed through the end of the event. A Sign Permit is required for each such use, but no fee is required for non-profit organizations.~~
- 10 .9 Home Occupations: A single sign with a maximum area of six (6) square feet and not to exceed six (6) feet in height may be granted a Sign Permit. Properties with more than one (1) Home Occupation must place all signs on the same sign not to exceed six (6) square feet in the aggregate.
- 14 .10 Business and Commercial Signs: All permanent on-premises signs advertising a single business or commercial use or uses on a single lot of record may not exceed thirty-two (32) square feet in the aggregate. **For multiple businesses located on a single lot in the Downtown Commercial and Commercial District zones, each additional business beyond one (1) will allow an additional twelve (12) square feet to the base sign area and shall be divided by the number of businesses located on that lot.**

NOTE: As an example, four (4) businesses operating on the same lot:

$32 + 12 + 12 + 12 = 78$ square feet total sign size divided by four (4) business equals 17 square feet of sign space per business.

- ~~-.12~~ .11 If the Planning Board finds, when reviewing an application for conditional use approval, that special circumstances exist on a particular lot that warrant a departure from the square footage limitations prescribed in this section, the Planning Board may do so provided that such departure would not adversely affect public health, safety, and welfare, and further provided that the application for conditional use approval includes all information required by Section 38.10.
- ~~-.13~~ ~~.12 The light from an externally illuminated sign should be arranged so that no direct rays of light from spotlights or floodlights are projected from the external source into adjoining properties or streets.~~
- ~~-.14~~ .12 Off-premises signs are prohibited, except Real Estate signs subject to the restrictions described in Section 38.10.6.6; Official Business Directional Signs as defined by the State of Maine Department of Transportation; and Temporary Signs as described in Section 38.10.2.2024, when erected by not for profit organizations.
- ~~-.15~~ .13 Portable signs are prohibited on public sidewalks or any public property without a permit.
- ~~-.16~~ .14 Temporary signs may not be illuminated and may not exceed six (6) square feet.
- ~~-.17~~ .15 Not more than two (2) signs of a temporary nature may be placed on one (1) property.
- ~~-.18~~ ~~Temporary signs may not be illuminated.~~ Duplicate - covered in 38.10.6.16
- ~~-.19~~ .16 No sign shall project beyond the lot line(s) of the lot on which it is located.
- ~~-.20~~ .17 No sign shall obstruct a driveway or a required parking space.
- ~~-.24~~ .18 No sign shall be attached to utility poles, trees on publicly owned property, or traffic control signs or devices.
- ~~-.22~~ .19 No freestanding sign shall be located within the street right-of-way.
- ~~-.23~~ .20 All signs shall be maintained in good condition.
- .21 A roof sign shall not extend above the peak roof height.

Section 38.10.7 Nonconforming Signs

A sign lawfully installed prior to the adoption of this chapter for which a permit has been previously issued, or if a permit is obtained for said sign within six (6) months after the effective

date of this chapter, shall be deemed a permitted nonconforming sign. These nonconforming signs shall be subject to the following regulations:

- .1 A nonconforming sign shall not be altered in any way, in structure or material, which causes further deviation from the requirements of this chapter and causing the nonconformity to increase.
- .2 A nonconforming sign shall not be relocated to a position making it less in compliance with the requirements of this chapter.
- .3 A nonconforming sign that is removed, except for maintenance or seasonal storage, shall be replaced only with a sign that is compliant with the provisions of this chapter.
- .4 Should a nonconforming sign be damaged or destroyed by any means to an extent of more than 75% of its replacement cost at the time of its damage or destruction, it shall not be reconstructed except in conformity with the provisions of this chapter.

Article 38.10 Signs

8/18/2025
 * CLEAN VERSION FOR EASE OF READING

All signs shall comply with the Maine Traveler Information Act, Title 23 M.R.S.A., Section 1901-1925, as amended, and any applicable rules and regulations promulgated thereunder. The following additional requirements shall apply to all on-premises signs.

Section 38.10.1 Purpose

The Town of Rangeley, after due and careful consideration, finds and declares that it desires to preserve the natural and scenic beauty of the Town and its rural areas and waterways, and that a proliferation of advertising and other signs would despoil the beauty of the Town and create hazards to vehicle and pedestrian traffic.

It is the intent and purpose of this section of the Town Code to preserve the beauty of the Town and the safety and well-being of the inhabitants while at the same time allowing reasonable advertising and informational signs by regulating the type, number, location, and size of such signs.

Section 38.10.2 Definitions

- .1 **Banner:** Any sign of lightweight, flexible fabric or similar material that is mounted to a pole or building at one or more edges. National, state, and municipal flags should not be considered banners.
- .2 **Flag:** Any fabric or bunting containing distinctive colors, patterns, or symbols, used as a symbol of a government or political subdivision of a government.
- .3 **Logo:** A United States Patent and Trademark Office (USPTO) registered and/or trademarked graphic mark, emblem or symbol used to aid and promote public identification and recognition of a business.
- .4 **Message Flag:** A piece of fabric not exceeding fifteen (15) square feet, displayed on a pole attached to a structure, generally used to convey a message such as, but not limited to: "Open", "Restaurant", etc.
- .5 **Pennant:** Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in a series, designed to move in the wind.
- .6 **Roof Sign:** Any sign erected and constructed wholly on and over the roof of a building supported by the roof structure.
- .7 **Sign:** Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public. Brand names and logos affixed to or printed upon goods sold at the premises are not considered signs under this section of the Town Code.
- .8 **Sign, animated:** A sign employing actual motion, the illusion of motion, or light and/or color changes achieved through mechanical, electrical or electronic means.

- .9 Sign Area: The area, when viewed from any direction, of the smallest simple geometric shape exemplified by a square, rectangle, triangle, circle, etc., encompassing all lettering, wording, design or symbols, together with any background that is distinguishable from the building or support. For any sign with two (2) identical sides, the square footage of only one side counts in the sign total square foot aggregate. For the purpose of calculating the area of a sign, a support that contains no information is not part of the sign.
- .10 Sign, Canopy: A sign, which is part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area.
- .11 Sign, Changeable: A message board with manually changeable letters or lettering that can be changed electronically.
- .12 Sign, Consolidated: A single on-premises sign that serves two (2) or more businesses or entities, all of which are located on the same lot of record, which is on a single device, fixture, placard, or structure.
- .13 Sign, Freestanding: A sign supported by one (1) or more upright poles, columns, braces, or structures anchored in the ground and not attached to any building or other structure.
- .14 Sign, Illuminated: A sign in any manner illuminated by an artificial source of light.
- .15 Sign, Externally Illuminated: A sign that is lighted entirely from an external source, such as flood or spotlights.
- .16 Sign, Internally Illuminated: A sign whose lighting is integral to the design and shines through a plastic or other translucent covering.
- .17 Sign, Ladder: A sign with two (2) or more signs attached to the same support. The components of a ladder sign must comply, cumulatively, with the dimensional limitations imposed by this section of the Town Code.
- .18 Sign, Obsolete: A sign that no longer advertises a bona fide business, product sold, or activity, or campaign being conducted.
- .19 Sign, Off-Premises: A sign that is not located on the same lot of record as the business, facility, or point of interest referenced.
- .20 Sign, On-Building: A sign that is attached to a building wall and extends not more than six (6) inches from the face of such wall.
- .21 Sign, On-Premises: A sign that is located on the same lot of record as the business, facility, or point of interest referenced.
- .22 Sign, Portable: A sign that is not permanently attached to the ground or a permanent structure, or a sign designed to be transported, including, but not limited to, signed designed to be transported by means of wheels or trailers, balloons used as signs, and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

.23 Sign, Projecting: A sign that is attached to a building wall and extends more than six (6) inches from the face of such wall.

.24 Sign, Temporary: A sign of a temporary nature, erected less than six (6) weeks within any six (6) month period, exemplified by the following: commercial advertising, political signs, charitable signs, fundraising signs, carnival signs, garage sale signs, rummage sale signs, flags, message flags, pennants, or banners, and all signs advertising sales of personal property. An exterior on-premises sign displayed by an ongoing business, on which the information changes while the structure remains unchanged, shall not be considered a temporary sign.

Section 38.10.3 Permit Required

Except as otherwise specified herein, no person, corporation, or other entity shall hereafter erect, hang, place, or alter a sign or sign structure of any kind without a permit issued by the Code Enforcement Officer and payment of a Sign Permit Fee not to exceed the cost of the label and processing. Every application for a Sign Permit shall be accompanied by plans drawn to scale showing the area of the sign, the position of the building, structure or lot to which or upon which the sign is to be attached or erected, the method of illumination, if any, and such other information as the Code Enforcement Officer shall require to show full compliance with this and other chapters of the Town Code. The Sign Permit shall be issued if the proposed sign is in compliance with all such chapters of the Town Code.

Section 38.10.4 Violations

Per Section 38.2.3, Enforcement, Chapter 38 of the Rangeley Town Code.

Section 38.10.5 Exempted Signs

- .1 Any sign (except an Obsolete Sign or a sign otherwise prohibited by this section of the Town Code) that was in place prior to the date of adoption of this section is exempted from the requirements provided; however, that any subsequent change in the lettering, size, construction, wording, or location of said sign shall be deemed to constitute a new sign, and such new sign shall be governed by the terms of this section.
- .2 House address signs, family name signs, and residential property name signs not to exceed six (6) square feet; and "No Trespassing" signs, "Private Drive" signs, and "Private Property" signs not to exceed three (3) square feet per sign are exempted from the requirements of this section of the Town Code, except that the requirements for internal or external lighting of signs must be met.
- .3 Municipal facilities, traffic control signs, safety signs, and handicapped access signs are exempt from the requirements of this section of the Town Code. Safety signs include those signifying Police, Fire and Ambulance buildings. Municipal facilities include Town Offices, public rest rooms operated and maintained by the municipality, Town Parks and Cemeteries, and numbering and directional markers for doors, entrances and exits.
- .4 Signs painted on the window of a business, provided such signs do not exceed fifty percent (50%) of the area of the window, are exempted from the requirements of this section of the Town Code.

- .5 Informational and directional signs concerning hospital emergency services and emergency care facilities are exempted from the requirements of this section of the Town Code.
- .6 Temporary Signs are exempt from the requirements of this section of the Town Code, except that the requirements for internal or external lighting of signs must be met. This exemption shall include the temporary photo banners celebrating the Graduating Class of Rangeley Lakes Regional School, which may be placed for up to nine consecutive months. Other temporary signs shall be removed after six (6) months if not located within a public right-of-way. A temporary sign may not be placed within thirty (30) feet of another temporary sign bearing the same or substantially the same message. A sign under this paragraph must include or be marked with the name and address of the individual, entity or organization that placed the sign within the public right-of-way and the date the sign was erected within the public right-of-way.
- .7 Message Flags are exempt from the requirements of this section of the Town Code, except that no more than two (2) Message Flags may be displayed on a single lot of record in all zones.
- .8 Window decals and temporary advertisements printed on paper or cardboard, of a type generally used to advertise daily specials, sales, or similar activities, are exempt from the terms of this section of the Town Code.
- .9 Flags, decorative banners, pennants, and message flags that are used for personal, not business use, are exempt.

Section 38.10.6 General Provisions

- .1 Community, Municipal, and Quasi-Municipal Facilities: Signs of such facilities shall meet the requirements of this Ordinance. All roadside municipal directional signs for public facilities, except those for public parking and transportation, shall be standard wordless symbol signs no larger than twelve inches by eighteen inches (12" x 18"), with an additional direction arrow where needed.
- .2 Obsolete signs shall be taken down and removed by the owner, agent, or person having the beneficial use of the building, structure, or lot upon which such sign may be found within ten (10) days of becoming obsolete.
- .3 Externally Illuminated signs shall be lighted from sources that are shielded from streets or adjoining property, with no exposed source of illumination. The intensity of light shall remain constant in color, location, and brightness. The light from an externally illuminated sign should be arranged so that no direct rays of light from spotlights or floodlights are projected from the external source into adjoining properties or streets. Externally illuminated signs must be fully shielded and directed downward so as to illuminate only the target area. No light beams shall be seen between any space between the sign and the framing, preventing glare that impairs the vision of drivers.
- .4 No sign shall be erected adjacent to any public way in such a manner as to obstruct clear and free vision or where, by reason of its position, shape, color, illumination, or wording, it may interfere with, obstruct the view of, or be confused with any authorized

traffic sign, signal, or device, or otherwise constitute a hazard to pedestrian or vehicular traffic. Billboards, roof signs, animated signs, flashing signs, internally illuminated, and signs containing visible moving parts are prohibited.

- .5 No sign and its supporting structure shall exceed twenty (20) feet in height from the natural surface of the ground.
- .6 No more than one (1) real estate sign for each broker, real estate company, or private owner not exceeding six (6) square feet on residential properties and thirty-two (32) square feet on non-residential properties. All such signs are to be removed within one (1) week after the transaction. Two (2) signs per broker on undeveloped parcels of ten (10) acres or more, relating to the sale, rental, or lease of the premises, are allowed without a Sign Permit. One (1) directional sign not exceeding six (6) square feet stating that a home, business, or lot is for sale is permitted without a Sign Permit at each intersection between a major thoroughfare and a property for sale. Directional signs for open houses are permitted only on the day of the open house. Directional signs must be removed by the broker, agent, or real estate company who placed them, no later than twenty-four (24) hours after the open house is over. Waterfront properties are permitted an additional sign on the waterfront.
- .7 One (1) sign per construction site, not exceeding thirty-two (32) square feet, identifying project contractors, architects, and engineers is allowed without a Sign Permit. Such sign must be removed by the responsible contractor or property no later than one (1) week after construction is completed.
- .8 Official Business Directional Signs shall be allowed pursuant to the Maine Traveler Information Act and the rules and regulations promulgated thereunder by the Maine Department of Transportation. All Official Business Directional Signs must meet current MDOT standards regulating the installation of such signs.
- .9 Home Occupations: A single sign with a maximum area of six (6) square feet and not to exceed six (6) feet in height may be granted a Sign Permit. Properties with more than one (1) Home Occupation must place all signs on the same sign not to exceed six (6) square feet in the aggregate.
- .10 Business and Commercial Signs: All permanent on-premises signs advertising a single business or commercial use or uses on a single lot of record may not exceed thirty-two (32) square feet in the aggregate. For multiple businesses located on a single lot in the Downtown Commercial and Commercial District zones, each additional business beyond one (1) will allow an additional twelve (12) square feet to the base sign area and shall be divided by the number of businesses located on that lot.

NOTE: As an example, four (4) businesses operating on the same lot:

$32 + 12 + 12 + 12 = 78$ square feet total sign size divided by four (4) business equals 17 square feet of sign space per business.

- .11 If the Planning Board finds, when reviewing an application for conditional use approval, that special circumstances exist on a particular lot that warrant a departure from the square footage limitations prescribed in this section, the Planning Board may do so provided that such departure would not adversely affect public health, safety, and

welfare, and further provided that the application for conditional use approval includes all information required by Section 38.10.

- .12 Off-premises signs are prohibited, except Real Estate signs subject to the restrictions described in Section 38.10.6.6; Official Business Directional signs as defined by the State of Maine Department of Transportation; and Temporary Signs as described in Section 38.10.2.24.
- .13 Portable signs are prohibited on public sidewalks or any public property without a permit.
- .14 Temporary signs may not be illuminated and may not exceed six (6) square feet.
- .15 Not more than two (2) signs of a temporary nature may be placed on one (1) property.
- .16 No sign shall project beyond the lot line(s) of the lot on which it is located.
- .17 No sign shall obstruct a driveway or a required parking space.
- .18 No sign shall be attached to utility poles, trees on publicly owned property, or traffic control signs or devices.
- .19 No freestanding sign shall be located within the street right-of-way.
- .20 All signs shall be maintained in good condition.
- .21 A roof sign shall not extend above the peak roof height.

Section 38.10.7 Nonconforming Signs

A sign lawfully installed prior to the adoption of this chapter for which a permit has been previously issued, or if a permit is obtained for said sign within six (6) months after the effective date of this chapter, shall be deemed a permitted nonconforming sign. These nonconforming signs shall be subject to the following regulations:

- .1 A nonconforming sign shall not be altered in any way, in structure or material, which causes further deviation from the requirements of this chapter and causing the nonconformity to increase.
- .2 A nonconforming sign shall not be relocated to a position making it less in compliance with the requirements of this chapter.
- .3 A nonconforming sign that is removed, except for maintenance or seasonal storage, shall be replaced only with a sign that is compliant with the provisions of this chapter.
- .4 Should a nonconforming sign be damaged or destroyed by any means to an extent of more than 75% of its replacement cost at the time of its damage or destruction, it shall not be reconstructed except in conformity with the provisions of this chapter.



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 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.

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

Permit Type Report

Permit Date
01/01/2025 to 08/14/2025

Description	Fees	Project Cost	Permits
Building	\$46,164.50	17,406,476.00	73
Conditional Use	\$784.58	0.00	3
Demolition	\$2,425.00	1,064,726.00	19
Other	\$985.00	53,000.00	14
Shoreland Zoning	\$1,120.00	2,115,000.00	10
Total	\$51,479.08	20,639,202.00	119

Fees Breakdown



*close to 190 marking
applications Approved*

WE HOPE YOU CAN JOIN US FOR AN OPEN HOUSE AND TOUR
OF THE NEW
RANGELEY CHILD CARE CENTER!

THE CONSTRUCTION IS NEARING COMPLETION; COME SEE OUR PROGRESS.

THANK YOU FOR HELPING US REACH THIS POINT OF COMPLETION!

WHERE LITTLE LEARNERS GROW



MARK YOUR CALENDAR

Hard Hat Tour

August 23rd | 3 - 5 PM

- Come take a tour of the facility under construction
- Beverages and appetizers will be served
- Meet the board, executive director, and other donors

Thank you for helping us build more than a building!

QUESTIONS? rangeleychildcare@gmail.com

8/18/2025

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	\$ -	\$ -	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	8/18/2025	
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	8/18/2025	8/2025 - Money is rec'd. 8/18/2025 Bringing to the BOS for authorization to begin the program.

Traci Lavoie

From: Craig Higgins <craighiggins298@gmail.com>
Sent: Wednesday, August 06, 2025 5:03 PM
To: Traci Lavoie
Subject: Fw: Extreme Gratitude!

It is my experience that all too frequently people's criticisms dominate the discussions; good things should always be shared. Thank you and enjoy, Craig

From: Traci Lavoie <adminassist@rangeleyme.org>
Sent: Wednesday, August 6, 2025 3:47 PM
To: Craig Higgins <craighiggins298@gmail.com>
Subject: RE: Extreme Gratitude!

Thank you for the positive input, Craig. With your permission, I would like to share this with our Select Board at their next meeting.

Enjoy your evening!!

Traci

From: Craig Higgins <craighiggins298@gmail.com>
Sent: Tuesday, August 05, 2025 11:49 AM
To: Nick Sampson <rangeland00@gmail.com>
Cc: Traci Lavoie <adminassist@rangeleyme.org>
Subject: Extreme Gratitude!

Good Tuesday, I hope the summer is going well for you and the golf balls are flying long and straight. On behalf of Brad, Rose, myself and the many other riders, I want to thank you and the Town so very much for providing the opportunity for our neighbors to get to med appts in Farm, Augusta, Waterville and the Portland area. This service is so appreciated by all of our riders from the Rangeley area. While my internal med conditions prevent me from volunteering for all too many things, being a frequent driver is one that fits my abilities so well. And it is so rewarding to provide our neighbors with such a critical service in their lives. Please extend this appreciation to all those who make this service opportunity available. Thank you all very much and continue enjoying our wonderful Rangeley summer. Craig

Traci Lavoie

From: Town Clerk
Sent: Wednesday, August 06, 2025 8:24 AM
To: Traci Lavoie; Joe Roach
Subject: Health Ride Donation

Alexander Kogon has donated \$75.00 to the Rangeley Health Ride, by check, on 08/05/25.

Marti Belt
Town Clerk / Registrar of Voters
Tax Collector/Treasurer
Accounts Payable
Payroll
BMV & IF&W Agent
Ordinance Committee Secretary
Planning Board Secretary
Zoning Board of Appeals Secretary

Town of Rangeley
15 School Street, Rangeley, Maine 04970
207-864-3186 (phone)
207-864-3578 (fax)
townclerk@rangeleyme.org

Please note, as of April 29, 2024, our days and hours of operations have changed. The Rangeley town office is open Monday – Thursday 7:00 AM – 5:00 PM; closed all federal holidays.

ALEXANDER G KOGON
PO BOX 1
OQUOSSOC, ME 04964

942

52-7447/2112
29

7/31/25

Date

CHECK AMOUNT

Pay to the Order of Town of Kingsley
Seventy five AND

\$ 7500
Dollars



Skowhegan
Savings

For

[Signature]

MP

0942