

# Town of West Bath

## Public Meeting Notice

**Select Board:** Madelyn Hennessey, Chair  
Suzanne Andresen  
Kathleen Lavallee

**Town Administrator:** Kristine Poland  
**Town Clerk:** Karly Perry

**A meeting of the West Bath Select Board will be held Thursday June 13, 2024, at 5:00 pm at the Town Hall, 219 Fosters Point Road, West Bath, Maine.**

### Tentative Agenda

- I. Call to Order
- II. Attendance and Establishment of Quorum
- III. Pledge of Allegiance
- IV. Consent Agenda
  1. Approval of Minutes:
    - a. June 6, 2024
  2. Approval of Warrant(s):
    - a. Municipal
    - b. School
  3. Upcoming Select Board Meeting(s):
    - a. Monday, June 17, 2024, 5:30 pm, West Bath Town Hall (Executive session)
    - b. Thursday, June 27, 2024, 5:30 pm, West Bath Town Hall
- V. New Business
  1. Annual appointments
  2. Town Administrator's report
- VI. Old Business
  1. Warrant for Special Town Meeting to be held Tuesday July 16, 2024
  2. Interviews with law firms submitting proposals for legal services
- VII. Future Agenda Items
- VIII. Select Board Comments and Announcements
- IX. Public Comment
- X. Adjournment



# Meeting Minutes

## June 6, 2024

**Town of West Bath**  
**Special Select Board Meeting Minutes**  
**Thursday, June 6, 2024**

**Town of West Bath** Madelyn Hennessey, Chair - **Present**  
**Select Board:** Suzanne Andresen - **Present**  
Kathleen Lavallee - **Present**

**Town Staff Present:** Julia House, Tax Collector/Treasurer  
Kristine Poland, Town Administrator  
Karly Perry, Town Clerk  
Nick Randall, Deputy Fire Chief

**Public:** David Hennessey, Mike Hennessey, Jane Weir, Juanita Wilson

A special meeting of the Select Board was held at the Town Hall, **Thursday, June 6, 2024, at 5:30 pm.**

- I. CALL TO ORDER
- II. ATTENDANCE AND ESTABLISHMENT OF QUORUM
- III. PLEDGE OF ALLEGIANCE
- IV. CONSENT AGENDA
  1. Approval of Minutes
    - a. May 30, 2024
  2. Approval of Warrants
    - a. Municipal
    - b. School
  3. Upcoming Select Board Meeting:  
Thursday, June 13, 2024, 5:30pm, West Bath Town Hall  
**Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to accept the consent agenda as presented. Select Board unanimously approved.**
- V. OLD BUSINESS (SELECT BOARD)
  1. Discussion with Treasurer Regarding Expense Accounts and Report Formatting  
Julia House asked the Select Board what specifically they are looking for in reports. Municipal Officer Andresen asked for a running total of accounts with available balances for all major accounts. Municipal Officer Lavallee asked that the reports itemize and detail expenses.  
  
Municipal Officer Andresen agreed, noting recent furniture purchases and questioning whether they were necessary. Ms. Poland explained the Town purchasing policy and recalled that items purchased were budgeted for during the FY2023/24 budget process. She then asked that the Board stay on topic.  
  
Municipal Officer Hennessey asked for cumulative totals for the year to date, then asked how large these reports would be. Ms. House estimated the report to be approximately ten pages.  
  
Ms. House asked the Board if they preferred reports directly from TRIO or in an Excel

format, to which the Board agreed that they liked the Excel formatting better. Ms. House agreed to have a sample report for the Board at their next meeting.

2. Review Bids for 2005 Jeep TJ Wrangler

The Select Board opened bids for the 2005 Jeep TJ Wrangler as follows:

\$5555 from Ron Ouellette

\$5000 from Joe Huebler

Ms. Poland recalled her conversation with the Fire Chief, who stated that if bids came in lower than minimum bid the Jeep should be put back out to bid.

**Municipal Officer Andresen moved, seconded by Municipal Officer Lavalley, to reject both bids and put the Jeep out to bid with a minimum bid of \$6000 to be due on Thursday, June 27, 2024. Select Board unanimously approved.**

3. Review Proposals for Legal Services

Municipal Officer Hennessey recalled that the Board has received responses from Drummond Woodsum; Preti Flaherty; and Skelton, Taintor & Abbot. She noted that Preti Flaherty and Drummond Woodsum are both larger firms, while Skelton Taintor chares slightly less per hour. Municipal Officer Andresen added that Skelton Taintor had less liability coverage as well. Municipal Officer Lavalley noted that Preti Flaherty has extensive municipal experience.

Municipal Officer Hennessey suggested interviewing the firms prior to making a decision, to which the Board agreed. Municipal Officer Andresen asked if there would be any conflict with Drummond Woodsum, who also represents the School Department. Ms. Poland suggested that the Select Board ask the attorney directly during an interview. The Board agreed to interview all three firms.

Mike Hennessey suggested the Board ask what the billing increments are for all firms.

Ms. Poland recommended that the Board meet with firms on a non-meeting night. Municipal Officer Hennessey suggested the Board coordinate availability. The Board agreed to meet early on June 13 to allow the Board to meet with attorneys following the regular meeting.

David Hennessey suggested proposing a second date should attorneys not be available June 13. The Select Board agreed that June 27 would be acceptable as well.

4. Set Date to Meet in Executive Session

Municipal Officer Hennessey confirmed with Ms. Poland that she is available to meet in executive session on Monday, June 17, 2024, at 5:30 pm, to meet with the Town Attorney. Ms. Poland agreed that this date works for her.

VI. NEW BUSINESS

(SELECT BOARD)

1. Town Administrator's Report

Ms. Poland announced that she received a proposal for lawn care from Jorgensen Landscaping, stating that she was not expecting bids. Municipal Officer Hennessey stated that she was only able to reach Jorgensen following the termination of the lawn

maintenance contract. The proposed cost for one year of service was \$1500 for cemeteries and \$3500 for Town properties, for a total cost of \$5000.

David asked what the frequency of mowing would be. Municipal Officer Hennessey noted that her discussion with the contractor gave priority to the Fire Department and that her assumption was there would be a regular schedule for mowing.

Municipal Officer Andresen asked if fall and spring cleanup were included in the proposal, to which Ms. Poland recalled that there no formal request for proposals.

David Hennessey suggested using a contractor as a stopgap for the remainder of the year and that the maintenance be put out to bid in February. Mr. Hennessey further recommended that the Board attempt to coordinate maintenance with the School Department.

The Select Board agreed to have Ms. Poland reach out for pricing through the fall.

Ms. Poland asked the Board for recommendations for this year's Spirit of America Award. Municipal Officer Hennessey recommended Ashleigh Randall. Municipal Officer Andresen asked if the form for nominations is available online. Ms. Poland clarified that the Board is charged with making the nomination.

Ms. Poland announced that a new Municipal Officer's manual is available from Maine Municipal Association, and asked the Board if they would like copies. The Board agreed that they would like hard copies of the manual to be printed in house.

VII. FUTURE AGENDA ITEMS

Ms. Poland noted that the Board will meet on June 13 to approve the Town Meeting warrant and make annual appointments. On June 27, the Board will review proposals for assessing, winter property maintenance, and bids for the Jeep. Interviews may potentially be held on either date.

VIII. SELECT BOARD COMMENTS AND ANNOUNCEMENTS

None

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

**Select Board adjourned by unanimous acclamation at 6:18 pm.**

A true attested copy,

---

Karly A. Perry, Town Clerk

**New Business item 1**  
**Annual Appointments**

The following appointments for varied terms beginning July 1, 2024, are presented for Select Board consideration:

1. Todd Stead, **Animal Control Officer**, term ending June 30, 2025
2. Jonathan Beane, **Code Enforcement Officer, E911 Addressing Officer, and Local Plumbing Inspector**, term ending June 30, 2025
3. Jonathan Beane, **Constable**, term ending June 30, 2025
4. Jonathan Beane, **Fire Chief & Emergency Management Agency (EMA) Director**, term ending June 30, 2025
5. Joseph Vaillancourt, **Harbor Master**, term ending June 30, 2025
6. Richard Davis, **Health Officer**, term ending June 30, 2027
7. Kristine Poland, **Public Access Officer**, term ending June 30, 2025
8. Stephen Renaud, **Road Commissioner**, term ending June 30, 2025
9. Deputy Al Huntington, **Shellfish Warden**, term ending June 30, 2025
10. Deputy Garrett Olson, **Shellfish Warden**, term ending June 30, 2025
11. Julia House, **Tax Collector and Treasurer**, term ending June 30, 2025
12. Julia House, **Town Clerk**, term ending June 30, 2025
13. Richard Davis, **Board of Appeals member**, term ending June 30, 2026
14. David Hennessey, **Board of Appeals member**, term ending June 30, 2025
15. Kathleen Perry, **Board of Appeals member**, term ending June 30, 2027
16. Ron Proctor, **Board of Assessment Review member**, term ending June 30, 2027

17. Justin Hennessey, **Budget Advisory Committee member**, term ending June 30, 2027
18. Robert Weir, **Investment Committee member**, term ending June 30, 2027
19. Angela Bryant, **Marine Resources Committee member**, term ending June 30, 2027
20. Tim Davis, **Marine Resources Committee member**, term ending June 30, 2027
21. Gerald Mitchell Jr., **Planning Board member**, term ending June 30, 2029
22. Jim Williams, **Planning Board member**, term ending June 30, 2028

**Old Business item 1**

**Warrant for Special Town Meeting to be held Tuesday July 16, 2024**

The Select Board will consider the following articles for the proposed Special Town meeting.

**Art. 1** To choose a **Moderator** by written ballot to preside at said meeting.

**Art. 2** To see if the Town will vote to create the office of a single assessor that shall be appointed by the Select Board, as authorized by 30-A M.R.S. § 2526 (5). The term of the appointment shall be for one year. The assessor shall perform all duties and responsibilities provided for assessors under general law. The Select Board shall determine the salary, hours and working conditions of the assessor. The assessor may be removed by the Select Board for cause after notice and hearing. Cause shall not include any disagreement with respect to an assessing practice employed by the assessor where such practice is generally accepted and lawful.

Other details will be discussed including the timing of the meeting, whether the meeting should be open or referendum, whether to schedule a public hearing, and the number of participating voters required for the vote to be effective.



**TOWN OF WEST BATH  
SPECIAL TOWN MEETING WARRANT**

**July 16, 2024**

**West Bath Fire Hall, 192 State Road, West Bath, Maine**

To: Jonathan Beane, a Constable of the Town of West Bath in the County of Sagadahoc, and the State of Maine,

Greetings: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of West Bath, in said County and State, qualified by law to vote in Town affairs, to meet at the **West Bath Fire Hall, 192 State Road, West Bath, Maine, on Tuesday, July 16, 2024, at 6:00 pm**, then and there to act upon the following Articles, to wit:

**Art. 1** To choose a **Moderator** by written ballot to preside at said meeting.

**Art. 2** To see if the Town will vote to create the office of a single assessor that shall be appointed by the Select Board, as authorized by 30-A M.R.S. § 2526 (5). The term of the appointment shall be for one year. The assessor shall perform all duties and responsibilities provided for assessors under general law. The Select Board shall determine the salary, hours and working conditions of the assessor. The assessor may be removed by the Select Board for cause after notice and hearing. Cause shall not include any disagreement with respect to an assessing practice employed by the assessor where such practice is generally accepted and lawful.

The Registrar of Voters will be available at the West Bath Town Hall until 5:00 pm and at the West Bath Fire Hall from 5:30 pm until closing for the purpose of correcting the voter list and to accept new enrollments.

Given under our hands this 13<sup>th</sup> day of June 2024.

---

Madelyn Hennessey

---

Suzanne Andresen

---

Kathleen Lavallee

**RETURN**

**Sagadahoc County, State of Maine**

**To the Select Board:** I certify that I have notified the voters of the Town of West Bath of the time and place of the Special Town Meeting by posting an attested copy of the within described Warrant for the Special Town Meeting at the New Meadows service station and the West Bath Town Hall, being public and conspicuous places in said Town, prior to the 9<sup>th</sup> day of July, 2024, being at least seven (7) days prior to the meeting.

**Dated:**

---

Jonathan Beane  
Constable of the Town of West Bath

**Old Business item 2**

**Interviews with law firms submitting proposals for legal services**

Interviews with prospective Town attorneys will be conducted. The following law firms submitted proposals for Select Board consideration:

1. Amy Tchao, **Drummond Woodsum**, 84 Marginal Way Suite 600, Portland ME 04101 (scheduled for 5:30 pm)
2. Kristin Collins, **Preti Flaherty**, 45 Memorial Circle, Augusta ME 04330 (scheduled for 6:00 pm)
3. Grady Burns, **Skelton, Taintor & Abbott**, 500 Canal Street, Lewiston ME 04240 (scheduled for 6:30 pm)



# Correspondence

## June 13, 2024



June 2024

TOWN OF WEST BATH  
219 FOSTERS POINT ROAD  
W BATH, ME 04530

## NOTICE OF PROPOSED CHANGE TO ANNUAL COST OF GAS ADJUSTMENT

Dear Customer:

On May 15, 2024, Maine Natural Gas (MNG) submitted its annual cost of gas adjustment filing to the Maine Public Utilities Commission (MPUC). Each year, this proceeding determines the amount MNG under- or over-collected for the cost of the gas commodity for the previous year, and adjusts MNG's price option rate for the following year (through a credit or charge, as appropriate) to reflect the actual cost of gas purchases. As a result of the proposed adjustment for September 1, 2024, through August 31, 2025, the average monthly bill for residential customers will decrease \$5.1040 when compared to MNG's interim filing, Docket No. 2023-00133, subject to MPUC approval.

You have the right to participate in the MPUC proceeding.

Please reference **Maine Natural Gas, Docket No. 2024-00109** in any correspondence to the MPUC. See reverse for further details on the various ways you can participate in the proceeding.

If you have any questions about the cost of gas adjustment request, please call our office toll free at 1-877-867-1642.



MAINE NATURAL GAS CORPORATION  
Request for Approval of Cost of Gas Reconciliation Adjustment  
Maine Public Utilities Commission  
Docket No. 2024-00109

To present your views on this proposed change, you may participate in one of four ways:

1. **You may register** on the Commission's Case management System (CMS) to receive a notice whenever a party submits a new filing related to the case (the docket number for the case is 2024-00109). Please visit <http://www.maine.gov/mpuc/online/index.shtml> for information on how to register and use CMS.
2. **You may petition to intervene.** If the Commission approves your petition, you will be able to participate in all hearings and negotiations related to the case. You must submit your petition through the Commission's CMS system. Your petition must include 1) the name and docket number of this proceeding (2024-00109); 2) the manner in which you are affected by this proceeding; 3) a short and plain statement of the nature and extent of the participation you seek; and 4) a statement of the nature of the evidence or argument you intend to submit. You may also submit your petition in writing via U.S. mail to:

Administrative Director, Maine Public Utilities Commission, 18 State House Station, Augusta, ME 04333-0018.

**Your petition must be filed with the Commission no later than June 17, 2024.**

3. **You may appear as a public witness** at a hearing, if a hearing is held, and give your views on the proposed increase. If you wish to request that the Commission hold a hearing, you must file a request through the Commission's CMS or by U.S. mail to the address set forth above on or before **June 17, 2024**.

**THE COMMISSION WILL NOT PUBLISH ANY FURTHER NEWSPAPER NOTICES OF THIS PROCEEDING OR ANY HEARINGS.**

4. **You may file public comments regarding the proceeding through the Commission's CMS system.**

If you would like more information about this proceeding, you may contact the Administrative Director of the Commission at 207-287-3831 or Maine Natural Gas at 877-867-1642.



May 29, 2024

Kathleen Lavallee  
Town of West Bath  
219 Fosters Point Road  
West Bath, ME 04530

**RE: Public Awareness**

Dear Kathleen Lavallee,

***As part of Maine Natural Gas's public awareness program, we are sending out an update which covers multiple topics. Maine Natural Gas asks that you share this with all departments including but not limited to public works, first responders, and managers of all other departments within your community you feel may benefit from this information. As always Maine Natural Gas is committed to work with the community's that we service and in the event any questions arise please feel free to contact us at 207-729-0420 ext. 107 or via email at [jgauthier@mainenaturalgas.com](mailto:jgauthier@mainenaturalgas.com).***

### **Pipeline Purpose and Reliability**

Maine Natural Gas operates 231 miles of natural gas pipelines in Augusta, Bath, Bowdoin, Brunswick, Chelsea, Freeport, Gorham, Hallowell, Pownal, Topsham, West Bath, Westbrook, Whitefield, Windham, and Windsor.

These pipelines quietly, reliably, and efficiently deliver natural gas throughout the service territory for household, commercial, and industrial use. Natural gas energy is the most popular home heating fuel in America and its pipeline system is among the safest and most secure methods of transporting energy.

The natural gas industry works very closely with government and stays abreast of new security methods and technologies to ensure the highest levels of security. Individual gas utilities also evaluate their security procedures on a regular basis and continually enhance security programs as necessary and appropriate to meet their needs.

### **Hazard Awareness and Prevention Measures**

The United States natural gas transmission and distribution system has the best safety record of any type of transportation system in the country. Natural gas is clean, convenient, and efficient, which makes it the popular energy choice.

Like all forms of energy, however, it must be handled properly. Despite an excellent safety record, a gas leak caused by damage to a pipeline may pose a hazard and has the potential to ignite. We work diligently to ensure pipeline safety through a variety of measures including:

- One-call and Dig Safe® programs
- Inspection programs
- Design and construction practices
- Workforce qualifications
- Public education programs
- Industry safety practices and government oversight
- Pipeline markers and facility mapping
- Leak survey
- Patrol of critical facilities
- Pressure monitoring
- Odorization
- Liaison with city and municipal agencies
- Security measures

### **Leak Recognition and Response**

A gas leak is usually recognized by the smell, sight, or sound.

- **SMELL** – Natural gas is colorless and odorless. Before it reaches you, we add a distinctive, pungent odor so that you'll recognize it quickly.
- **SIGHT** – You may see a white cloud, mist, fog, bubbles in standing water, or vegetation that appears to be dead or dying for no apparent reason.
- **SOUND** – You may hear an unusual noise like roaring, hissing or whistling

### **What should you do if you suspect a leak?**

- **MOVE** to a safe environment
- **CALL** the Maine Natural Gas Emergency Number: **1-877-532-5636**
- **DO NOT** strike a match, use telephones, switch on/off appliances, lights, or even a flashlight in the area where you smell gas. These items can produce sparks that might ignite the gas and cause an explosion.

### **For Emergency personnel**

- Emergency response officials should secure the site and take steps to eliminate ignition sources
- Evacuate the general public from vicinity of leak
- Contact Maine Natural Gas using the Emergency Number: **1-877-532-5636**

### **For Excavators**

- Stop work and evacuate the site to a safe distance
- Call 911 if there is blowing gas
- Call the Maine Natural Gas Emergency Number: **1-877-532-5636**
- Don't do anything to cause a spark
- Alert everyone on the premises
- Keep the public and traffic away
- Do not try to fix the pipe or slow the rate of leaking gas



- Do not try to extinguish a gas burning fire unless there is a threat to life
- If you suspect or become aware of a dent, scratch, or coating damage to the pipeline, notify the company immediately at 207-729-0420, or use the Emergency Number: **1-877-532-5636**

### **Emergency Preparedness**

Maine Natural Gas shares contact information with key state and local agencies, specifically the Maine Public Utilities Commission that disseminates the information to other state agencies as appropriate.

Maine Natural Gas periodically revises its Emergency Response Plan and Operations and Maintenance Procedures, and makes them available to the Maine Public Utilities Commission. Our Engineering and Operations Department keeps these documents current and provides necessary training to state and/or local emergency management personnel.

Maine Natural Gas works closely and maintains a continuing relationship with emergency responders to prevent and prepare for emergencies.

### **Damage Prevention Awareness and One-Call Requirements**

The greatest risk to underground pipelines is accidental damage during excavation. To protect our natural gas pipelines and other underground facilities it is critical that people use the one call system prior to **any** excavation related activities on public and private property. The law requires that all excavators notify the local one call system, Dig Safe®, at 811 or 1-888-DIG-SAFE (1-888-344-7233), at least 72 hours before digging. The one-call center will contact the owners of the underground facilities in the immediate area so that they can mark the location of their facilities prior to excavation. There is no charge to the public for this service. Excavators are required to take certain precautions when working in the immediate area of underground facilities. The one call center can provide the specific details of what is required. Failure to comply with this law can jeopardize public safety, result in costly damages, and substantial fines.

Even if you cause what seems to be minor damage to the pipeline, notify the pipeline company immediately. A gouge, scrape, dent, or crease to the pipe or its coating may cause a future leak or failure. It is imperative that the pipeline owners inspect and repair any damage.

### **Pipeline Location**

Natural gas is drawn from deep inside the earth and fed into lines that eventually feed into large transmission pipelines that crisscross the nation. The transmission pipelines operate at hundreds of pounds of pressure. Since these transmission pipelines are underground, line markers are sometimes used to indicate their approximate location along their route. The markers display the material transported in the line, the name of the pipeline operator, and the telephone number where the operator can be reached in the event of an emergency. Markers only indicate the general location of a pipeline and cannot be relied upon to indicate the exact position.

Local distribution companies, like Maine Natural Gas, receive natural gas from the interstate pipelines at metering and regulation (M&R) stations. From the M&R stations, natural gas is distributed through underground pipelines safely and reliably to its customers. These

pipelines underneath the street are vital to the local utility infrastructure. Because many of the distribution lines are not marked, and pipeline markers may not always be directly over pipelines, it is critical that people use the one call system prior to any excavation. When excavation work is planned, the pipelines are identified with yellow paint markings or flags.

### **Availability of the NPMS**

Additional information on transmission pipelines in your area can be obtained from the National Pipeline Mapping System ([www.npms.rspa.dot.gov](http://www.npms.rspa.dot.gov)). The mapping system is called Pipeline Integrity Management Mapping System (PIMMA).

Federal, state, or local government officials or a pipeline operator are provided detail access. For access, you must request a User Name and Password from the Office of Pipeline Safety.

### **Additional Information**

Additional information can be obtained through the following:

American Gas Association: [www.aga.org](http://www.aga.org)

Common Ground Alliance: [www.commongroundalliance.com](http://www.commongroundalliance.com)

Dig Safe®: [www.digsafe.com](http://www.digsafe.com)

Maine Natural Gas: [www.mainenaturalgas.com](http://www.mainenaturalgas.com)

Maine Public Utilities Commission: [www.maine.gov/mpuc/](http://www.maine.gov/mpuc/)

National Pipeline Mapping System: [www.npms.rspa.dot.gov](http://www.npms.rspa.dot.gov)

Northeast Gas Association: [www.northeastgas.org](http://www.northeastgas.org)

Office of Pipeline Safety: [ops.dot.gov](http://ops.dot.gov)

Transportation Safety Institute: [www.tsi.dot.gov](http://www.tsi.dot.gov)

Sincerely,



Joseph Gauthier, P.E.  
Supervisor - Gas Engineering