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 27, 2024, at 5:30 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 13, 2024
   b. June 17, 2024
2. Approval of Warrant(s):
   a. Municipal
   b. School
3. Upcoming Select Board Meeting(s): To be determined.

V. Old Business
1. Interview with law firm submitting proposal for legal services
2. Review bids for 2005 Jeep TJ Wrangler
3. Review proposals for Winter Maintenance for Town Properties
4. Review proposals for Assessors' Agent
5. Review proposals for legal services

VI. New Business
1. Discussion with Max Johnstone of Midcoast Council of Governments (MCOG) regarding the Community Resilience Partnership
2. Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits and State Fees
3. Town Administrator's report

VII. Future Agenda Items

VIII. Select Board Comments and Announcements

IX. Public Comment

X. Adjournment

Meeting Minutes

June 13, 2024

June 17, 2024

219 Fosters Point Road, West Bath ME 04530 · Phone (207) 443-4342 · Town Administrator email: townadministrator@westbathmaine.gov

Town of West Bath
Special Select Board Meeting Minutes
Thursday, June 13, 2024

Town of West Bath Select Board:	Madelyn Hennessey, Chair - **Present** Suzanne Andresen - **Present** Kathleen Lavallee - **Present**
Town Staff Present:	Julia House, Tax Collector/Treasurer Karly Perry, Town Clerk
Public:	David Hennessey, Jane Weir, Steve Winter
Drummond Woodsum:	Ben Plant, Esq., Amy Tchao, Esq
Skelton Taintor:	Grady Burns, Esq., Amy Dieterich, Esq.

A special meeting of the Select Board was held at the Town Hall, **Thursday, June 13, 2024, at 5:30 pm.**

I. CALL TO ORDER

II. ATTENDANCE AND ESTABLISHMENT OF QUORUM

III. PLEDGE OF ALLEGIANCE

Municipal Officer Hennessey introduced the members of the Select Board to the attorneys from the firm Drummond Woodsum. Attorney Amy Tchao introduced herself, then described the municipal practice within the larger firm of Drummond Woodsum. She explained that the practice works collaboratively to represent its municipalities, noting that the firm itself has over 100 attorneys, giving the practice depth. She recalled Drummond Woodsum's rich history with over 50 years representing the public sector including towns, schools, and tribal nations.

Attorney Ben Planted introduced himself and reiterated the idea that Drummond Woodsum's deep bench of attorneys works collaboratively for clients.

Municipal Officer Andresen asked what the smallest town is that the firm represents. The attorneys recalled their client list including Lebanon, Alna, Damariscotta, Buxton, and Sweden. Municipal Officer Andresen asked what some common needs are from these communities. Atty. Plante noted that zoning issues are fairly common, although most situations tend to be unique, including cable franchising and litigation.

Municipal Officer Hennessey expressed curiosity on whether there is any conflict with Drummond Woodsum's representation of West Bath School. Atty. Tchao assured the Board that it is unusual for issues to arise between a Town and their school department. She noted that the firm had reached out to the school first to determine if there were any issues, then explained that if any situations arose Drummond Woodsum would navigate the conflict using waivers for both clients, which is commonly agreed to in most situations.

David Hennessey asked the attorneys if they would be the primary representatives for the Town, which they confirmed that they would.

Municipal Officer Hennessey asked what the billing increments would be. Atty. Tchao noted that time is billed in 1/10 or 6-minute increments.

Mr. Hennessey asked if the firm had experience in contracts such as waste disposal and cable. Atty. Tchao confirmed that they do, noting that there is a special energy group within the firm which regularly handles solar contracts. Discussion followed regarding the contract with Sagadahoc County regarding the communications tower.

Jane Weir asked about billing for milage and evening meetings. Atty. Tchao acknowledged that municipal attorneys work differently in that they do not charge a separate rate for evening meetings, however they do charge mileage. She noted that the attorneys frequently utilize Zoom conferencing.

Municipal Officer Hennessey asked the attorneys to recall their most interesting municipal conundrum. Atty. Tchao recalled issues surrounding beach access rights and shoreland zoning issues. Atty. Plante recalled a shoreland use issue as well.

Municipal Officer Hennessey asked the attorneys for their experience regarding assessing and revaluation contracts. Atty. Plante confirmed his experience handling appeals to both towns and Superior Court, as well as to the law court. He noted additional experience advising towns in regard to both assessing and tree growth. Atty. Tchao noted here experience with the bid and procurement process for revaluation contracts.

Atty. Tchao continued to discuss personnel matters including both her experience in handling these for the firm, as well as their importance and the sensitive matters which they involve.

Discussion followed regarding moorings, harbors and waterways. Atty. Tchao noted that Drummond Woodsum works with Harpswell and other coastal communities, noting that West Bath's shoreland location was a draw for the firm to respond to the RFP. Atty. Plante agreed that much of his work is with smaller communities and that West Bath is a good fit for their practice.

Attorney Amy Dieterich introduced herself and Attorney Grady Burns of Skelton Taintor. Atty. Dieterich noted her specialty in personnel matters, which Atty. Burns specializes in permitting and land use issues.

Municipal Officer Hennessey asked the attorneys what they believe are the most important issues facing municipalities. Atty. Burns noted changes to State statutes surrounding land use, specifically LD2003 and housing which require rapid changes to land use ordinances. Cannabis continues to be an ongoing regulatory issue for many municipalities, while renewable energy and aquaculture are new and emerging issues, he has been able to gain experience with. Atty. Burns noted that West Bath is a gateway to the working waterfront which can create friction with landowners.

Atty. Dieterich noted employment matters, including a lack of cross training and transition planning are common. She noted new employment laws including paid family leave, which many municipalities require assistance in navigating.

Municipal Officer Hennessey asked how billing is handled. Atty. Dieterich stated that common practice for most firms is to bill in 1/10 or 6-minute increments.

Municipal Officer Hennessey acknowledged that Skelton Taintor is a smaller firm and asked how the vast subject matter is handled. Atty. Dieterich explained that the 14 members work collaboratively in order to allow for the experience of tenured associates and backup coverage as necessary.

Municipal Officer Andresen asked how comfortable the attorneys are updating ordinances. Atty. Burns confirmed his extensive experience in updating local ordinances to work in harmony with each other,

noting that this work requires strong communication between the attorneys, Select Board, Planning Board, and municipal staff to ensure that the documents meet the needs of the community.

Atty. Burns highlighted his and Atty. Dieterich's experience working as board members for their local municipalities, emphasizing that local government is their passion.

Mr. Hennessey asked if the attorneys are well-versed in contracts, specifically waste management, cable, and solar. Atty. Burns noted that name partner Atty. Skelton typically deals with contracts and would engage the town directly. Atty. Dieterich added her personal experience with cell tower contracts and negotiations.

Municipal Officer Andresen asked the attorneys for their experience handling tax revaluations. Atty. Dieterich noted that while she has not worked directly on these issues, she is a member of her local board for assessment appeals and has experience hearing these matters. Municipal Officer Andresen expanded on difficulties relating to West Bath's recent tax revaluation, which she stated has not lived up to expectations. Atty. Dieterich underlined the importance of communication and public opinion in these matters, explaining that the firm would assist the Town with public relations.

Atty. Burns spoke to Skelton Taintor's history of retention by their clients, which speaks to Skelton Taintor's ability to maintain relationships and diffuse future issues for their municipalities.

Municipal Officer Hennessey asked the attorneys to recall their most interesting conundrum. Atty. Dieterich acknowledged the challenges of working with elected officials and navigating politics in addition to local and state laws, something she stated she is quite attuned to. Atty. Burns stated that issues are always hyper specific to the municipality and require an equally specific road map to navigate.

Mr. Hennessey asked how the firm stays on top of changes in statute. Atty. Burns noted that the firm is a member of ROMA, which provides legal support, in addition to working closely with Maine Municipal Associations. He stated that the municipal legal community is small and the road to Augusta is short, with ongoing opportunities for lawyers to stay educated. He noted that recent changes to mobile home regulations have caught some firms by surprise, stressing the importance of staying up-to-date on changes as they arise.

Ms. Weir asked if either attorney has served on the State legislature, which they had not.

Municipal Officer Hennessey asked what the process of transitioning attorneys would involve. Atty. Dieterich explained the process for reviewing recent meetings as well as files which would be provided from the previous attorneys.

Atty. Burns asked if there were any specific issues the Town was looking to address right away. The Select Board explained that they are currently working with the Midcoast Council of Governments, who has completed the update to the Comprehensive Plan and is now working to update the land use ordinances. Atty. Burns spoke on the process, which requires scrutiny of conflicting language in order to develop a useful document.

Municipal Officer Lavallee asked the attorneys if they typically review town documents when contracting with a new municipality. Atty. Burns explained that they take their cues from the client to spend funds appropriately rather than looking for work.

Municipal Officer Hennessey asked what the attorneys' experience with cannabis has been. Atty. Burns spoke to the unique overlay of cannabis laws and the dynamics of governance in conjunction with

personal feelings of residents. He explained that the legislative structure allows municipalities to develop regulations specific to their residents.

Steve Winter offered his impressions of the recent municipal revaluation, speaking to the vagueness of state regulations and asking the attorneys if they are familiar with these guidelines. He noted that because they are not specific, there are concerns within the community as to the accuracy and thoroughness of the information provided. Atty. Dieterich noted that although she has not dealt specifically with revaluations, she understands the sensitive nature of the issue. Atty. Burns noted that the firm may choose to bring in a consultant to assist the firm in an area they have less expertise in.

Atty. Dieterich asked for the number of employees. Ms. Poland noted the small staff which includes stipend positions as well as a municipal school. She stated that the Town has an intensive personnel policy that creates structure, adding that the Town also employs a full-time Code Enforcement Officer that also serves as Fire Chief, a position that has worked well for the Town.

Atty. Dieterich thanked the Board for their time and consideration.

IV. CONSENT AGENDA

1. Approval of Minutes
   a. June 6, 2024
2. Approval of Warrants
   a. Municipal
   b. School
3. Upcoming Select Board Meeting:
   Thursday, June 27, 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. NEW BUSINESS (SELECT BOARD)

1. Annual Appointments
   Municipal Officer Hennessey referenced the annual appointments listed within the Select Board packet.
   Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to accept the annual appointments as presented.
   Select Board unanimously approved.

2. Town Administrator's Report
   Ms. Poland reviewed the agenda for June 27, which will include bid openings for the Fire Department Jeep, assessing agent, and winter maintenance for Town buildings. In addition, Mr. Johnstone of MCOG will attend to discuss forming a Community Resilience Committee. The Select Board agreed to meet at 5:30pm beginning with the interview for the final firm to submit a proposal for legal services.

   Ms. Poland announced that the Androscoggin to Kennebec (A2K) trail meeting will be held Monday, July 8 at 6:00 pm at the West Bath Town Hall.

   Ms. Poland reviewed her meeting with representatives from the Tedford Shelter regarding overnight warming shelters, noting that presence of a sprinkler system is a barrier for

communication shelter locations, as well as staffing. The next meeting will be held on Monday, June 24 at the Topsham Town Office.

VI. OLD BUSINESS (SELECT BOARD)

1. Warrant for Special Town Meeting to be held Tuesday, July 16, 2024
   Ms. Poland explained that in order for a vote by the Town to transition from an assessing agent to a seated assessor to be successful, the number of participants must equal or exceed 10% of the number or resident who voted in the last gubernatorial election or 129 voters. The Select Board agreed that this would be unlikely at an open town meeting, then discussed whether to hold a referendum election ahead of the November election.

   Ms. Poland noted that without a Town Clerk it would be difficult for the Town to hold a referendum election. The Select Board agreed to vote by referendum during the election of officers in November.
   Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to postpone enacting the Special Tonw Meeting warrant to the November election. Select Board unanimously approved.

VII. FUTURE AGENDA ITEMS

VIII. SELECT BOARD COMMENTS AND ANNOUNCEMENTS
Municipal Officer Hennessey presented a letter from Maine Natural Gas announcing that rates will be decreasing by an average of $5.104 per month.

IX. PUBLIC COMMENT
Mr. Hennessey asked if the A2K meeting is for residents only, which Ms. Poland confirmed that it is.

Mr. Hennessey asked if lawn care for the Town has been resolved. Ms. Poland stated that Jorgensen Landscaping will begin maintenance of the lawn, the schedule for which has not yet been determined.

X. ADJOURNMENT
Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, Select Board adjourned by unanimous acclamation at 7:17 pm.

A true attested copy,

_____
Karly A. Perry, Town Clerk

Town of West Bath
Special Select Board Meeting Minutes
Monday, June 17, 2024

Town of West Bath Select Board:	Madelyn Hennessey, Chair	**- Present**
	Suzanne Andresen	**- Present**
	Kathleen Lavallee	**- Present**
Town Staff Present:	Kristine Poland, Town Administrator	
Public:	None	

A special meeting of the Select Board was held at the Town Hall, **Monday, June 17, 2024, at 5:30 pm.**

I. CALL TO ORDER

II. ATTENDANCE AND ESTABLISHMENT OF QUORUM

III. PLEDGE OF ALLEGIANCE

IV. EXECUTIVE SESSION

Municipal Officer Hennessey moved to enter executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss the employment of the Town Administrator. The motion was seconded by Municipal Officer Andresen and carried unanimously.

V. ADJOURNMENT

Executive session ended and Municipal Officer Andresen moved, seconded by Municipal Officer Lavallee, to adjourn at 7:09 pm.

A true attested copy,

Karly A. Perry, Town Clerk

Old Business item 1
Interview with law firm submitting proposal for legal services

An interview with the following law firm will be conducted:

Kristin Collins, **Preti Flaherty**, 45 Memorial Circle, Augusta ME 04330.

Old Business item 2
Review bids for 2005 Jeep TJ Wrangler

The vehicle is a 2005 Jeep TJ Wrangler, 37,000 miles, 2.4 L 4-cylinder engine, 6 speed manual transmission. Rust free, clean, runs and drives as it should.

Bids for the vehicle are due by Thursday June 27 at 4 pm. The minimum bid is $6,000.

The Select Board will review the submissions and may select a successful bidder.

Old Business item 3
Review proposals for Winter maintenance for Town Properties

Proposals are due by Thursday June 27th at 2 pm.

The request for proposals is included in this packet to provide a reference to the Select Board.

Town of West Bath

Invitation to Bid
Winter Maintenance for Town Properties

The Town of West Bath is seeking competitive bids for the removal of snow and ice from Town properties and sanding and salting operations related to the same. It is the Town's goal to ensure that a reasonable degree of pedestrian and vehicular safety is provided.

Bid Instructions

1. To receive consideration, an original signed copy of the attached **Bid Sheet**, with all appropriate portions completed in ink, must be returned by the stated deadline, either by mail or hand delivery. The form may be reproduced. The Town will not be responsible for any costs or expenses incurred by a Bidder in preparing or submitting a bid.

2. Bids must be submitted in a sealed envelope, plainly marked on the outside **"Winter Maintenance for Town Properties"**, and shall be addressed to **Town Administrator, Town of West Bath, 219 Fosters Point Road, West Bath ME 04530**, or hand-delivered to the Town Office.

3. In order to be considered bids must be received no later than **2:00 PM, Thursday, June 27, 2024.** Bids will be opened publicly and read aloud at that time.

4. An inspection of each Town property described in the bid is recommended prior to submitting a bid.

5. Any deviations from the specifications included in this bid packet must be noted on the bid sheet.

6. For additional information regarding bid preparation, please email the Town Administrator at townadministrator@westbathmaine.gov by noon on June 26, 2024. Questions received afterward will not be answered.

7. The successful Bidder shall be required to sign a Winter Maintenance Agreement for Town Properties with the Town of West Bath, a copy of which is included with the Invitation to Bid. The Winter Maintenance Agreement for Town Properties details all aspects of the work that is to be included within the contractor's bid. Please note that the blanks within the Agreement will be completed for use at contract signing. The agreement need not be completed at this time.

8. The Town of West Bath reserves the right to reject any or all bids, to waive any formality or technicality in the submissions, and to accept any bid as may be deemed by the Select Board to

be in the best interests of the Town. The Town also reserves the right to negotiate with any Bidder.

Basis of Award

The Town intends to award this contract to the individual or firm that provides the lowest responsible and responsive bid that is deemed by the Select Board to be in the best interests of the Town. "Responsible" means that the Bidder has the skill, judgment, integrity, and ability to perform the work. To measure whether the Bidder is responsible, the Town is requesting that the Bidder provide demonstrated ability in municipal snow removal operations and references. The Town of West Bath reserves the right to contact the references provided as well as other sources. "Responsive" means that the Bidder has submitted a bid that corresponds to and addresses the criteria and specifications in this Invitation to Bid.

Town of West Bath
Winter Maintenance Agreement for Town Properties

This Agreement is between the Inhabitants of the Town of West Bath (hereinafter referred to as "the Town") and _____ (hereinafter referred to as "the Contractor," including its officers, employees, and agents). The subject of this Agreement is winter maintenance (sanding, salting, and plowing) of Town properties. This Agreement shall be for a three-year period, subject to annual appropriations, commencing July 1, 2024, and ending June 30, 2027.

1. Scope of Work

a. The Contractor agrees to remove ice and snow, to control ice on all Town properties as designated by the Town (see **Appendix A**) and to mix sand and salt for application to such Town properties, all in accordance with the Town's directives and with generally accepted methods of plowing and sanding, including practices required, recommended or established by the Maine Department of Transportation (MaineDOT) to ensure that a reasonable degree of pedestrian and vehicular safety is provided. To the extent that the provisions of this Agreement conflict with otherwise generally accepted methods of plowing and sanding, including the practices required, recommended, or established by the MaineDOT, the provisions of this Agreement shall be followed. The restatement in this Agreement of any of the terms of the Invitation to Bid, Winter Maintenance for Town Properties dated May 30, 2024, shall not be deemed to waive any terms not so restated. To the extent that there is any conflict between the Invitation to Bid, Winter Maintenance for Town Properties dated May 30, 2024, and this Agreement, the terms of this Agreement shall be followed.

b. The Contractor shall supply the necessary machinery, equipment, sand, salt, and personnel to plow, to mix and/or load sand and salt, and to apply such treatment to the Town properties. The machinery and equipment shall consist of not less than that contained in **Appendix B**. The machinery and equipment for the purposes of this Agreement shall be always maintained in good working order and condition. The Contractor's machinery and equipment shall be located within a fifteen (15) mile radius of the West Bath Town Office. All Town properties, as designated by the Town, shall be plowed, sanded, and salted, and snow and ice shall be removed from all walkways and from all other areas where public access is allowed.

2. Town Representative

The Town Representative shall be the Road Commissioner, unless the Road Commissioner is the Contractor or an agent, officer, employee, or subcontractor of

the Contractor, in which case the Town Representative shall be the Town Administrator or their designee.

3. Independent Contractor

The Contractor, its officers, agents, and employees, during the performance of this Agreement, shall act as an independent contractor and not as officers or employees of the Town. The Contractor, its officers, agents, and employees, during the performance of this Agreement, shall not hold itself or themselves out as employees of the Town. Any personnel needed to fulfill the obligations of this Agreement shall be employed by the Contractor, who shall be solely responsible for complying with applicable state and federal laws, including, but not limited to, workers compensation and minimum wage rules. As an independent contractor, the Contractor is also responsible for maintaining its equipment in a safe, operable, and legal condition.

4. Maintenance Requirement

a. The Contractor shall commence plowing and material (salt, or sand and salt) application operations when snow on a Town property has reached a depth of 3" during business hours and 4" after business hours. The Fire Department shall be considered open 24 hours, 7 days a week. Snow will be plowed and salt and/or winter sand will be used as needed during the storm to keep the Town properties open to pedestrian and vehicular traffic, to prevent bonding of snow and ice, and to provide a good surface upon which to operate.

b. The Contractor shall commence sanding operations upon icing conditions or at the request of the Town Representative or other appropriate Town official. The Contractor shall maintain Town properties for pedestrian and vehicular safety throughout the period of icing with particular attention to Town Hall operations.

c. The Contractor shall have equipment operating on the Town's winter-maintained properties within thirty (30) minutes of notification by the Town Representative or other appropriate Town official that snow and/or ice control is needed.

d. The Contractor agrees to provide sufficient sand and salt for operations required by this Agreement.

e. The Contractor agrees to mix sand and salt at ratios to be determined by the Town, and to apply such treatment as the Town shall request. When mixing occurs, the Contractor shall submit signed slips to the Town Office indicating the date of mixing and the amount of material mixed. All mixing shall occur

within the confines of the Contractor's property. The Contractor shall use discretion concerning the application of pure salt on Town properties and shall document when such application occurs and in what amounts. The Contractor agrees to comply with the directions of the Town Representative concerning the application of pure salt.

f. Plowing, sanding, salting, and mixing under this Agreement shall be done to the satisfaction of the Town Representative. The Contractor shall promptly address any specific areas identified by the Town Representative as having not been sufficiently treated to provide reasonably safe travel conditions. Such areas may require removal of snowpack, applications of winter sand or salt, or additional pushing back of snowbanks. Should the Contractor fail to respond to any identified hazards within a reasonable period, the Town may address the areas of concern, including, without limitation, hiring a substitute contractor for any period the Town considers necessary. This substitution may be paid with money from the Contractor's performance bond if required or from the remainder of any money due to the Contractor (but unearned) under this Agreement.

g. Communications shall always be maintained with personnel operating machinery and equipment through the Contractor by providing the Town with a list of all cellular telephone numbers for all drivers.

h. The Contractor shall be responsible for replacing or repairing guard rails, guard rail posts, signs, signposts, mailboxes and mailbox posts, other posts or similar objects in the public rights-of-way that are damaged by reason of snow removal operations under this Agreement, if the Town Representative determines that such damage could have been avoided by the Contractor.

i. The Contractor shall perform required duties for the Town before proceeding to any private contracts. The Contractor shall not use Town-owned buildings, equipment, and sand or salt for private use.

j. The Town Representative shall set the priorities in winter maintenance of Town properties to be followed by the Contractor.

k. The Contractor agrees to make available and maintain under this Agreement, at a minimum, the equipment listed on the attached **Appendix B**. On or before November 1 of each contract year, the Contractor shall provide the Town with a list of all equipment it plans to use in the performance of this Agreement for that contract year and such reasonable evidence of the same as may be requested by the Town (e.g., title and registration or rental or lease agreement). All equipment is subject to the Town Representative's approval, both prior to the initial award of the Agreement and at any time prior to or during any winter

season. Failure to provide equipment that the Town deems sufficient to comply with the terms of this Agreement reliably and safely shall be grounds for termination of the Agreement. Trucks shall be outfitted with plows and material spreaders that are properly calibrated to assure accurate application and accounting of materials.

l. The Contractor shall be responsible for control of slush and shall be responsible for treating problem areas prone to icing at any time upon request of the Town Representative or other appropriate Town official.

5. Insurance

The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in Maine such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations under this Agreement and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The Contractor shall obtain and maintain throughout the term of this Agreement, at no expense to the Town, the following insurance coverages written for not less than the following limits, or greater if required by law:

a. Commercial General Liability Insurance, including product and completed operations coverage in the amount of not less than One Million Dollars ($1,000,000), combined single limit, to protect the Contractor, any subcontractor performing work covered by this Agreement, and the Town from claims and damages that may arise from operations under this Agreement, whether such operations be by Contractor or by a subcontractor or by anyone directly or indirectly employed by them.

b. Automobile Liability Insurance (owned, non-owned, and hired vehicles) for bodily injury and property damage in at least the amount of $500,000 each accident.

c. Workers Compensation Insurance in such amount as required by Maine law and Employer's Liability Insurance, as necessary, as required by Maine law. In case any class of employees engaged in hazardous work under this Agreement is not protected under the Workers Compensation Act, the Contractor shall, at its own expense, provide for the protection of its employees not otherwise protected.

d. All such insurance policies shall name the Town and its officers, agents, and employees as additional insureds, except that for purpose of Workers

Compensation insurance, the Contractor instead may provide a written waiver of subrogation rights against the Town. The Contractor, prior to commencement of work under this Agreement shall deliver to the Town certificates evidencing such insurance coverages, which certificates shall state that the Contractor must provide written notice to the Town at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any policies. Replacement certificates shall be delivered to the Town prior to the effective date of cancellation, termination, material modification or expiration of any such insurance policy. The Contractor shall not commence work under this Agreement until it has obtained all insurance coverages required under this subparagraph and such insurance policies have been approved by the Town.

6. Indemnification

The Contractor agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees, from any claim for death, injury, property damage or other loss that may result from the Contractor's performance or its failure to perform winter maintenance under this Agreement.

7. Bills and Claims

The Contractor is responsible for all bills for labor, materials, equipment, fuel, and other items incurred in the performance of this Agreement. If at any time before final payment of any money due the Contractor under the terms of this Agreement any claim for labor, materials, equipment, fuel or other items, or damages by reason of the work, shall be presented to the Town, the Town may retain such sum or sums from the funds due the Contractor under this Agreement as is necessary to discharge all such claims, whether for labor, materials, or for damages as aforesaid. When the validity of any such claim is established and finally determined, any such claim may be paid from the amount so retained if it is sufficient for that purpose. If such claim is invalid and groundless, any amount retained shall be paid to the Contractor, or in the case of default by the Contractor, to the Contractor's surety. Neither the Town nor any officer, agent or employee thereof shall be liable to any individual, firm, or corporation making any such claim for failure or refusal to hold and retain any money due under this Agreement for the purpose of payment of any such claim.

8. Breach of Contract

If the Contractor fails to perform according to the terms of this Agreement at the time and in the manner specified, that failure shall be a breach of contract.

In the event of a breach, the Town, through its Town Representative, Town Administrator, or Select Board, shall immediately give oral notice to the Contractor. The Contractor shall then be required to perform within a reasonable time. "Reasonable time" will vary depending on the nature of the breach and road and weather conditions. If the Contractor still does not, for whatever reason, perform duties in the time stated, the Town shall have the following options:

a. Terminate this Agreement: The Town, acting through its Select Board, shall reserve the right to terminate this Agreement for cause. The Contractor shall be paid for all work that is satisfactorily completed through the date of termination.

b. Substitution: The Town may hire a substitute contractor to plow, mix, sand and/or salt for any period the Town considers necessary. This substitution may be paid with money from the Contractor's performance bond if required or from the remainder of any money due to the Contractor (but unearned) under this Agreement.

c. The Town may also seek any other legal remedies available to enforce this Agreement.

9. Supervision and Control

As an independent contractor, the Contractor has the right and duty to supervise and control its employees, agents, and equipment. The Town Representative has the right to inspect winter maintenance operations, and to notify the Contractor of any deficiencies. In the event of a disagreement between the Contractor and the Town Representative, either or both may request mediation with the Select Board, whose decision shall be final.

10. Notice and Contact

The following person(s) shall be available and authorized to accept written or oral notices, calls, and orders:

For the Contractor: _____
Telephone: _____
Emergency Telephone: _____

A representative of the Contractor shall be immediately available by telephone to the Town twenty-four (24) hours per day throughout each of the three contract years. It shall be the responsibility of the Contractor to provide the Town with all telephone numbers necessary to ensure such availability.

For the Town: _____

Telephone: _____

Emergency Telephone: _____

11. Payment Schedules for 2025, 2026, and 2027 Fiscal Years

The Town agrees to pay the Contractor the following amounts for the Contractor's services under this Agreement:

Total Y1 Annual (July 1, 2024, through June 30, 2025) Contract Price $_____

Total Y2 Annual (July 1, 2025, through June 30, 2026) Contract Price $_____

Total Y3 Annual (July 1, 2026, through June 30, 2027) Contract Price $_____

The Town shall pay for the Contractor's services in six (6) equal monthly installments payable on the first day of the month beginning with the month of November and ending with the month of April of each contract year.

12. Non-appropriation

Notwithstanding any other provision of this Agreement, the parties agree that the contract price is payable by the Town from appropriation by Annual Budget Town Meeting each year. In the event an insufficient amount to fund this Agreement for any contract year is appropriated, this Agreement may be terminated by the Select Board without further obligation of the Town. In such an event, the Select Board shall certify to the Contractor that sufficient funds have not been made available to the Town to meet the obligations of this Agreement, and such certification shall be conclusive upon the parties.

13. Subcontracting or Assignment

The Contractor shall not subcontract or assign in total or in part this Agreement or any of its rights or obligations under the terms of this Agreement without the prior written consent of the Town.

14. Amendment, Severability, Jurisdiction

This Agreement may be amended only by written consent of the Town, acting by and through its Select Board. If any provision of this Agreement is declared by a court to be void or unenforceable, the remainder of the Agreement continues to be valid and effective. This Agreement is made and shall be construed under the laws of the State of Maine without regard to conflict of law rules. Except as otherwise agreed by the parties in writing, exclusive venue for any civil action shall be in Maine Superior Court (Sagadahoc County).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 2024.

Contractor

_____ _____

Witness By: _____

Its: _____

Inhabitants of the Town of West Bath

_____ _____

Witness By: _____

Its:

APPENDIX A

Winter Maintenance for Town Properties
Areas to be Plowed, Sanded, and Salted

1. **West Bath Town Office**: Parking areas in front and rear of building to be plowed, sanded, and salted and the front and back walkways or entrances shall be shoveled, sanded, and salted, by 8:00 a.m. and as necessary during business days for access. All walkways must be kept free of ice and snow throughout office hours and in preparation for evening meetings. The area surrounding the dumpster and public composting receptacles and access to public sand must also be plowed, sanded, salted, and shoveled, by 8:00 am and as necessary during business days for access.

2. **West Bath Fire Department:** All parking lot areas and the area in front of bay doors adjacent to State Road shall be always kept free of snow and ice for emergency access.

3. **West Bath School:** Parking areas in front and rear of building to be plowed, sanded, and salted and the front and back walkways or entrances shall be shoveled, sanded, and salted, by 7:00 a.m. and as necessary during school days for access. All walkways must be kept free of ice and snow throughout school days.

4. **Recycling Site:** Area around the old salt shed, as necessary.

5. **West Bath Meetinghouse:** Parking area to be plowed upon request by the Town and/or West Bath Historical Society, as may be required for special functions.

6. **Littlefield School:** Parking area to be plowed upon request by the Town and/or West Bath Historical Society, as may be required for special functions.

In addition to plowing the areas specified above, the Contractor shall apply salt and/or sand at such times and in such quantities, as are necessary and appropriate to the maintenance of the ways and area for pedestrian and vehicular traffic, subject, however, to the approval and direction of the Town Representative, the Fire Chief, and/or the West Bath School Superintendent.

APPENDIX B

Minimum Required Equipment to be Supplied by the Contractor

1. One (1) Truck (one ton or greater rating) with plow and sander; and

2. one (1) Truck (¾ ton or greater rating) with plow and sander; and

3. necessary snow blowers and shovels.

Winter Maintenance for Town Properties
Bid Sheet

Bidder Information:

Name	Contact Person
Mailing Address	Telephone Number
Town/City, State, ZIP Code	Cellphone Number
Email address	Tax Identification Number

The Bidder is organized under the laws of the State of: ☐ Maine ☐ Other [check one]
(State, if Other: _____) as the following type of business organization.

( ) Individual ( ) Corporation ( ) Partnership
( ) Limited Liability Company ( ) Joint Venture ( ) Other: _____

The Bidder hereby offers to remove the snow, control ice, and perform all other work indicated in the Winter Maintenance Agreement for Town Properties (hereinafter "Agreement") for the entire term of the Agreement and in compliance with all the terms, conditions, and representations of the same.

Work shall be accomplished using anti-icing strategies, including using calibrated equipment to spread salt early in the storm, and as necessary throughout, to prevent snow and ice from bonding to the pavement; applying winter sand; and plowing. The Bidder offers to do this work for the annual price of:

Total Y1 Annual (July 1, 2024, through June 30, 2025) Contract Price $_____
Total Y2 Annual (July 1, 2025, through June 30, 2026) Contract Price $_____
Total Y3 Annual (July 1, 2026, through June 30, 2027) Contract Price $_____

Total for 3-year contract period: $_____

The Bidder further offers and agrees that the equipment described below will be available for this work, plus any additional equipment that may be necessary to perform this contract. Please

list year, make, model, and size of trucks and loaders, size and type of plows, and size and type of spreader equipment below. Use a separate sheet as necessary.

Equipment List: (attach separate sheet if necessary)

List equipment by Type, Year, Make, Model, and Size:

_____

_____

_____

_____

_____

_____

_____

Current and / or past Municipal snow removal operations:

Town/City	**Year(s)**	**Reference Name/Title**	**Reference Telephone #**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other information the Bidder would like the Select Board to consider:

_____

_____

_____

_____

By signing below, the Bidder represents that they have examined the "Winter Maintenance Agreement for Town Properties", all documents referenced in said Agreement, and the areas to be maintained so that the Bidder has sufficient knowledge to properly price the work. The Bidder represents that they have given the Town of West Bath notice of any errors or ambiguities related to the documents or the work that has been discovered by the Bidder. The Bidder agrees to perform the work in strict accordance with the terms and conditions of the Agreement.

_____

Authorized Signature of Bidder

_____

Printed Name and Title

Old Business item 4
Review proposals for Assessors' Agent

A proposal from RCS Assessment Services was submitted for consideration. This was the only proposal received by the June 20th deadline.

RCS Assessment Services, INC

207-852-7121
info@RCSassessment.com

Town of West Bath
Kristine Poland
219 Foster Point Road
West Bath, ME 04530

RE: Assessing Services

Dear Mrs. Poland,

It has been a pleasure speaking with you about the assessor's agent position in West Bath. In our discussions, it is difficult to judge how much work is needed, as it sounds like not much has been done this year, to get ready for commitment. With that in mind, I would recommend a by the hour plan for the next 6 months and think you should expect 2 to 3 days a week to get caught up. After review, I reduced our hourly rate a bit as I'm expecting a lot of work needed. I've also included a ballpark figure on a 6-month price, but again, without knowing how much has not been done, this is very hard to judge. Especially at peak season in the assessing world. Please see the rates below:

End of year Commitment Prep/Assessing work by the Hr:

CMA: $125/hr.

Listers: $85/hr.

End of year Commitment Prep/Assessing work Flat Fee:

Contract Fee: $18,000 for 6 months/estimate of 20 days worked.

Our team consists of 4 Certified Maine Assessors, 2 Residential/Commercial Property Lister and a GIS/Mapping Coordinator with a combined 25+ years' experience. We look forward to handling the assessing needs of your town. Thank you again for your consideration in this matter and we look forward to discussing this further with you.

Current Client List:

- Town of Corinth, New Limerick, Cherryfield, Hartland, Steuben, Cutler, Orrington and Wesley.
- Contracted Revaluation firm for Town of Holden, Hampden, Cherryfield and Franklin.
- Completed Revaluations for Town of Hermon (2016) and Town of Corinth (2023)

Respectfully,

Josh Berry

Josh Berry, CMA - CEO - LPI
President

Old Business item 5
Review proposals for legal services

The Select Board will review information provided by the law firms submitting proposals for Town attorney. A final decision may be made, or the board may choose to seek additional information.

New Business item 1
Discussion with Max Johnstone of Midcoast Council of Governments (MCOG) regarding the Community Resilience Partnership

The process to join the partnership will be discussed. Enrollment will make the Town eligible to apply for grants for local resilience efforts and to promote community education on the vulnerabilities associated with climate change.

New Business item 2
Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits and State Fees

These policies are adopted by the Select Board annually.

Policy on Treasurer's Disbursement Warrants
for Employee Wages and Benefits

This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign Treasurer's disbursement warrants for municipal employee wages and benefits only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any Treasurer's warrant, including warrants for wages and benefits.

Pursuant to 30-A M.R.S. § 5603 (2) (A) (1), the following authority is granted with respect to Treasurer's disbursement warrants for municipal employee wages and benefits only:

Select Board members in office at the time of execution of this policy are Suzanne Andresen, Madelyn Hennessey, and Kathleen Lavallee. Any one of the municipal officers named above, acting alone, may review, approve, and sign municipal Treasurer's disbursement warrants for municipal employee wages and benefits only.

This policy becomes effective on the date indicated below.

The Town Administrator shall furnish copies of the adopted policy to the Town Clerk and the Treasurer. The Town Clerk shall maintain the policy in accordance with the retention schedules for local government provided by the Maine State Archives.

The policy lapses on June 30, 2025, if not sooner amended or cancelled.

The policy may be renewed at any time prior to or following its expiration. Any renewal is valid for a term that expires at the end of the fiscal year for which the policy is adopted unless an earlier date of expiration is specified.

Date:

Madelyn Hennessey, Chair	Suzanne Andresen	Kathleen Lavallee

Policy on Treasurer's Disbursement Warrants for State Fees

This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign Treasurer's disbursement warrants for state fees only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any Treasurer's warrant, including warrants for state fees.

Pursuant to 30-A M.R.S. § 5603 (2) (A) (3), the following authority is granted with respect to Treasurer's disbursement warrants for state fees only:

Select Board members in office at the time of execution of this policy are Suzanne Andresen, Kathleen Lavallee, and Madelyn Hennessey. Any one of the municipal officers named above, acting alone, may review, approve, and sign municipal Treasurer's disbursement warrants for state fees only.

This policy becomes effective on the date indicated below.

The Town Administrator shall furnish copies of the adopted policy to the Town Clerk and the Treasurer. The Town Clerk shall maintain the policy in accordance with the retention schedules for local government provided by the Maine State Archives.

The policy lapses on June 30, 2025, if not sooner amended or cancelled.

The policy may be renewed at any time prior to or following its expiration. Any renewal is valid for a term that expires at the end of the fiscal year for which the policy is adopted unless an earlier date of expiration is specified.

Date:

Madelyn Hennessey, Chair	Suzanne Andresen	Kathleen Lavallee

TOWN OF WEST BATH

Correspondence

June 27, 2024

219 Fosters Point Road, West Bath ME 04530 · Phone (207) 443-4342 · Town Administrator email: townadministrator@westbathmaine.gov

MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428
(f) 207-624-0129

To: Key Municipal Officials of MMA's Member Municipalities
From: Diane Hines, President, Maine Municipal Association
Date: June 13, 2024
Re: Ballot for Election to MMA's Legislative Policy Committee

MMA's member municipalities have made their nominations for the 2024-2026 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the committee. The enclosed election ballot must be completed by the Select Board or Town/City Council of your municipality.

Number of votes

A majority of municipalities are being asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality but must be an elected or appointed official from a MMA member municipality in your Senate/LPC District. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return to ballot by 5:00 p.m. on **August 1, 2024** to Laura Ellis either in the enclosed envelope, via email (lellis@memun.org) or FAX: 624-0129

Your participation is important – Thank You!

OFFICIAL BALLOT – District 24

Maine Municipal Association's Legislative Policy Committee
July 1, 2024 – June 30, 2026

VOTE FOR <u>TWO</u>:

☐ Justin Hennessey, Assessor, Town of Topsham
☐ Marc Meyers, City Manager, City of Bath
☐ _____ (✎ write in)
(name) (position) (municipality)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

✍ BY SELECTMEN/COUNCILORS:

_____ _____
signature print name

_____ _____
signature print name

_____ _____
signature print name

_____ _____
signature print name

_____ _____
signature print name

Return by 5:00 p.m., August 1, 2024 to:

Laura Ellis, Maine Municipal Association
lellis@memun.org
Fax: 624-0129

LPC Senate District 24

Arrowsic	Dresden	Topsham
Bath	Georgetown	West Bath
Bowdoin	Phippsburg	Woolwich
Bowdoinham	Richmond	

11

Candidate Profile:

Justin Hennessey has served as assessor for the Town of Topsham for the past 18 years. He would like to serve on the LPC to provide an end user perspective on proposed legislation impacting real world operation of municipalities.

Marc Meyers has served as City Manager in Bath since 2021 and as Assistant City Manager from 2017-2021, also holding the title of Director of Community Development from 2015-2017. Marc also served in community relations from 2012-2015 and as president of the Midcoast Council of Governments from 2020-2022. He has served the past two terms on the LPC and would like to serve again because he wants to continue to advocate for the city and the district in the development of and strategies around policy at the state level. His primary issues of concern are unfunded mandates and unintended consequences of state law on municipalities.

CONTACT SCEMA FOR ASSITANCE!

Phone : (207) 443-8210
Email: scema@sagadahoccountyme.gov
Website: www.sagadahoccountyme.gov
The SCEMA page can be found by clicking the Departments & Services and then Emergency Management Agency and Board of Health.
Be sure to like us on Facebook!

Reminder:

Keep your account information up to date in your RAVE portal!

FAQ's and how to sign up for Sagadahoc County's Mass Notification System

RAVE MOBILE SAFETY

WHAT ARE ALERTS POWERED BY RAVE?

ALERTS POWERED BY RAVE IS THE SAGADAHOC COUNTY'S OFFICIAL EMERGENCY ALERT AND NOTIFICATION SYSTEM. THIS SYSTEM IS USED TO SEND ALERTS TO THE PUBLIC DURING EMERGENCIES. ALERTS POWERED BY RAVE IS A FREE SERVICE THAT ALLOWS YOU TO SIGN UP ONLINE TO RECEIVE CUSTOMIZED ALERTS VIA TEXT MESSAGE, EMAIL, AND VOICE MESSAGE.

IN ADDITION TO EMERGENCY ALERTS, YOU CAN ALSO CHOOSE TO RECEIVE CUSTOMIZABLE COMMUNITY NOTIFICATIONS. THESE INCLUDE NOTIFICATIONS ABOUT SEVERE WEATHER, SAFETY, HEALTH, UTILITY DISRUPTIONS, MAJOR TRAFFIC INCIDENTS, AND MORE. THIS SERVICE IS PROVIDED BY SAGADAHOC COUNTY AT NO COST TO THE PUBLIC; HOWEVER, MESSAGE AND DATA RATES MAY APPLY.

WHY SHOULD I SIGN-UP FOR ALERTS POWERED BY RAVE?

WHEN EMERGENCIES HAPPEN, BE THE FIRST TO KNOW. SAGADAHOC COUNTY USES ALERTS POWERED BY RAVE TO SEND OFFICIAL, REAL-TIME ALERTS TO THE PUBLIC WITH INFORMATION ABOUT POTENTIALLY LIFE-SAVING ACTIONS THEY MAY NEED TO TAKE TO KEEP THEMSELVES AND THEIR FAMILIES SAFE. BY SIGNING UP FOR ALERTS POWERED BY RAVE, YOU ARE TAKING A LARGE STEP TOWARD IMPROVING YOUR PERSONAL SAFETY.

HOW DOES IT WORK?

WHEN AN EMERGENCY OCCURS THAT MEETS THE CRITERIA FOR SENDING OUT AN ALERT TO THE PUBLIC, SAGADAHOC COUNTY OFFICIALS WILL GATHER THE NECESSARY INFORMATION AND PUSH OUT AN ALERT TO THE AFFECTED AREA. ALERTS CAN BE SENT OUT CITY-WIDE TO EVERYONE WHO HAS OPTED-IN TO THE DIFFERENT LISTS OFFERED BY THE SYSTEM, OR TO A SPECIFIC AREA OR NEIGHBORHOOD FOR MORE LOCALIZED EVENTS.

HOW MUCH DOES IT COST?

THIS SERVICE IS PROVIDED BY THE SAGADAHOC COUNTY AT NO COST TO THE PUBLIC; HOWEVER, MESSAGE AND DATA RATES MAY APPLY DEPENDING ON YOUR PROVIDER AND PHONE SERVICES.

CAN YOU GUARANTEE THAT I WILL RECEIVE NOTIFICATION IF I REGISTER?

WHILE ALERTS POWERED BY RAVE IS AN EXCELLENT SYSTEM, WE CANNOT GUARANTEE THAT YOU WILL RECEIVE NOTIFICATION IN ALL CASES. DISASTERS AND EMERGENCIES ARE CHAOTIC AND UNPREDICTABLE, AND NOTIFICATION IS DEPENDENT ON EXTERNAL PROVIDERS SUCH AS YOUR WIRELESS CARRIER OR EMAIL DELIVERY SERVICE OUTSIDE THE SAGADAHOC COUNTY'S CONTROL. ALERTS POWERED BY RAVE WILL USE SEVERAL MEANS OF COMMUNICATIONS TO TRY TO ENSURE THAT SHOULD ANY ONE COMMUNICATIONS METHOD, TECHNOLOGY, OR DELIVERY OPTION BE UNAVAILABLE TO REACH RESIDENTS, OTHER METHODS WILL BE USED TO IMPROVE THE LIKELIHOOD THAT CITIZENS WILL SEE THE MESSAGE.

SIGNING UP

HOW DO I SIGN-UP FOR ALERTS POWERED BY RAVE?

SIGNING UP FOR ALERTS POWERED BY RAVE IS EASY! GO TO ALERTS.

HTTPS://WWW.SMART911.COM/SMART911/LOGIN.ACTION?LPSE=1 AND REGISTER YOUR CONTACT INFORMATION.

TO UPDATE YOUR EXISTING ALERTS POWERED BY RAVE PREFERENCES, GO TO THE SAME WEBSITE:

HTTPS://WWW.SMART911.COM/SMART911/LOGIN.ACTION?LPSE=1

WHO CAN SIGN-UP FOR ALERTS POWERED BY RAVE?

ALERTS POWERED BY RAVE IS AVAILABLE TO ANYONE WHO LIVES, WORKS, TRAVELS THROUGH, OR VISITS THE SAGADAHOC COUNTY. THE ADDRESS CAN BE YOUR HOME LOCATION, WORK LOCATION, OR ANY OTHER LOCATION YOU CARE ABOUT.

I DON'T OWN A COMPUTER - WHO CAN HELP ME SIGN-UP FOR ALERTS POWERED BY RAVE?

YOU CAN CALL SAGADAHOC COUNTY EMERGENCY MANAGEMENT AGENCY AT 207-443-8210 OR EMAIL **SCEMA@SAGADAHOCCOUNTYME.GOV**

SAGADAHOC COUNTY

Emergency Management Agency
Board of Health
Office: 207-443-8210 | Fax: 207-443-8212
752 High Street, Bath, Maine 04530

Philip B. Davis, Director

RAVE MOBILE SAFETY

Please scan the QR code below or visit https://www.smart911.com/smart911/ref/reg.action?pa=SCEMA to register with Rave. Once registered, the Sagadahoc County Emergency Management Agency or emergency response team will notify the registrant in the event of an emergency situation or critical community alerts based on the alert. Examples include: evacuation notices, bio-terrorism alters, boil water notices, missing children reports and extreme weather.

If you have any questions or are having problems registering, please contact Phil Davis, Sagadahoc County EMA Director, at 443-8210 or email at scema@sagadahoccountyme.gov

QR Code:

RAVE WILL ASK FOR THE FOLLOWING INFORMATION:

First Name:_____ **Last Name:** _____

Languages spoken at residence: _____

Physical Street Address: _____ **City/town:** _____

Zip:_____ **Address is** (check one):☐ **Residential** ☐ **Business**

Phone numbers to register:

Landline phone number:_____**TDD/TTY Device?** ☐ **Y** ☐ **N**

Mobile phone number: _____

Mobile carrier: (AT&T, Verizon etc.) _____

Note: Message and data rates may apply to text or SMS messaging.

Email address:_____

RAVE WILL ASK YOU TO UPDATE YOUR INFORMATION EVERY 6 MONTHS

Towns you can receive alerts from (you can pick more than one):

☐ Arrowsic ☐ Bath ☐ Bowdoin ☐ Bowdoinham ☐ Georgetown ☐ Phippsburg ☐ Richmond

☐ Topsham ☐ West Bath ☐ Woolwich

Weather alerts you can receive alerts from (you can pick more than one):

☐ Flash Flood Watch	☐ Flash Flood Warning	☐ Hurricane Watch	☐ Hurricane Warning
☐ Thunderstorm Watch	☐ Thunderstorm Warning	☐ Tornado Watch	☐ Tornado Warning
☐ Tropical Storm Watch	☐ Tropical Storm Warning	☐ Coastal Flood Watch	
☐ Gale Warning	☐ Ice Storm Warning		