

TOWN OF GOULDSBORO

www.gouldsborotown.com

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Phone: (207) 963-5589 Fax: (207) 963-2986

Town Manager, Deputy Treasurer, Tax Collector

Josh McIntyre

town.manager@gouldsborotown.com

Board of Selectmen

Robert Harmon, *Chair*

Danny Mitchell, Jr., *Vice Chair*

Peter McKenzie

Jacqueline Weaver

Johnathan Renwick

GOULDSBORO BOARD OF SELECTMEN

NOVEMBER 20, 2025 – 5PM

GOULDSBORO TOWN OFFICE

Join Zoom Meeting

<https://us02web.zoom.us/j/8018727702?pwd=WjJmUFhyWVNKZmphOUdoTTdwbdRLUT09>

Meeting ID: 801 872 7702

Passcode: 4uFgxX

PLEDGE OF ALLEGIANCE

MINUTES Approval of Minutes of November 6, 2025

PR WARRANT #26 \$44,051.93

AP WARRANT #27 \$85,335.65

REPORTS: Selectmen
Treasurer
Committees
Shellfish Warden*
Police Department
Fire Department
EMS
Code Enforcement Officer
RSU #24
Town Manager

OLD BUSINESS

- None

NEW BUSINESS

- Signing of Municipal Release Deed for 778 South Gouldsboro Road, Map 8, Lot 4A (Vickery)
- Resignation of Paul Shoemaker as HCPC representative. Appointment of Deirdre McArdle as HCPC representative*
- Consideration and action on QA Policy, Safety Plan, and Driver Training for Schoodic EMS*
- Approval of education contracts with Katie Shoemaker and Paul Shoemaker*
- Permission to execute contract with WSP for assessment of parcel on West Bay Road; MCHT to pay balance of \$52.8k bill not covered by grant*
- Discussion of possible alternatives for regular Select Board meeting scheduled for week of December 29, 2025*
- Discussion of Ruebens Bridge and options to replace
- Review of draft Budget Committee Ordinance

EXECUTIVE SESSION for consultation with town attorney in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6E

PUBLIC COMMENT

ADJOURN

**Indicates likely action/vote on proposal*

MINUTES OF NOVEMBER 06, 2025
GOULDSBORO SELECT BOARD MEETING

Zoom Meeting

<https://us02web.zoom.us/j/8018727702?pwd=WjJmUFhyWVNKZmphOUdoTTdwbDRLUT09>

Meeting ID: 801 872 7702

Password: 4uFgxX

Present: Robert Harmon, Danny Mitchell Jr., Peter McKenzie, Jackie Weaver,
Johnathan Renwick
Staff: Town Manager Joshua McIntyre
Town Clerk Brianna L. Mitchell
EMS Director Andi Both
CEO Mike Connors
Audience: 16 (Sixteen)
Zoom: 2 (Two)

EXECUTIVE SESSION for consultation with town attorney in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6E

Ms. Weaver made a motion to enter executive session at 4:30PM; 2nd by Mr. Mitchell. Passed 5/0.

Mr. McKenzie made a motion to exit executive session at 5:19PM; 2nd by Mr. Mitchell. Passed 5/0.

No action was taken during executive session.

Meeting held at the Gouldsboro Town Office.

Mr. Harmon called the meeting to order at 5:20PM.



Pledge of Allegiance

APPROVAL OF MINUTES OF OCTOBER 23, 2025

Mr. Mitchell made a motion to approve the minutes of October 23, 2025; 2nd by Mr. McKenzie. Passed 4/0. Mr. Renwick abstained.

PAYROLL WARRANT #24

Mr. Mitchell made a motion to approve Payroll Warrant #24 in the amount of \$42,600.18; 2nd by Mr. McKenzie. Passed 5/0.

A/P WARRANT #25

Mr. Mitchell made a motion to approve A/P Warrant #25 in the amount of \$566,231.53; 2nd by Mr. McKenzie. Passed 5/0.

SELECT BOARD REPORTS

Ms. Weaver – Ms. Weaver reported Joshua & Brianna have taken initiative and all Select Board packets will now be available online for all to view!

Mr. Renwick – *Nothing at this time.*

Mr. Mitchell – Mr. Mitchell welcomes Johnathan! Mr. Mitchell would like to allow staff to take day after Christmas off, December 26th, to celebrate Christmas with their families. Mr. Harmon asked if he would like to make a motion? Mr. Mitchell made a motion to allow all staff to take December 26, 2025 off; 2nd by Mr. Renwick. Passed 5/0.

Mr. Harmon – Mr. Harmon reported approximately 60% of the salt/sand is mixed and has been placed in our Salt/Sand shed. Have a few deliveries left.

Mr. McKenzie – Mr. McKenzie welcomes Johnathan and looks forward to working with him!

TREASURER – See attached

COMMITTEE REPORTS

Coastal Resilience – Chair Bill Zoellick reported on November 15th at 1PM at the Peninsula School there will be a second meeting for the Three Harbors Grant to discuss future possibilities and get input from the fishermen from each harbor in Gouldsboro.

Veterans' Committee – Chair James Guest reported the Veterans' Dinner is this coming Saturday for all vets to attend with their families. The Committee is arranging meal delivery to any vets that can't make it out. Jim also reported the Peninsula School put on veterans' recognitions program yesterday and went very well.

Budget Committee – Chair Dwight Rodgers reports there are only 3 members left on the Budget Committee and asks the Select Board what they would like to do as they do not have sufficient members for a quorum. The Budget Ordinance currently states the Budget Committee shall be made up of 9 members and need a quorum of 5 members to hold a meeting. Dwight is looking for direction to move forward before budget season starts. Mr. Harmon stated he would like to have the Budget Committee present during budget season. Town Manager Josh McIntyre mentioned they can have discussions about this to find a solution. The Select Board would like to discuss this at the next Select Board meeting.

POLICE DEPARTMENT – Absent

FIRE DEPARTMENT – Absent

EMS DEPARTMENT

EMS Director Andi Both reports there were 26 calls during the dates of 10/16 – 10/29/25. Six of those calls took place in Winter Harbor and 3 calls were transfers. Andi will also track transports that we refuse.

Updates:

- Back log of billing is now caught up. All request letters for signatures have been sent out. Now waiting for signatures to return.
- Andi created a global spreadsheet to take MEFIRS call reports to transfer to a spreadsheet. This will tell her how many runs we have done in the course of a time period.
- There are now IO's on the rigs. Andi was able to secure them for free and saved us \$1,800.
- The bunk room is completed, with the window installed and smoke alarms/CO2 has been hung.

- The Trunk or Treat in Winter Harbor had about 40 kids and they decorated the ambulance and had spooky dummy.
- New Maine EMS protocols go into effect December 1st. Andi has updated the crews with the new protocols.
- The Schoodic EMS agency license renewal is coming up within the next month. Andi will present the Select Board with policies she has been working on to attach them with the renewal application when submitting to the State.
- Andi would like to get GPS tracking on the devices on the rigs. This will allow her to see where the crews are to give her an idea of ETA and also if crews are doing transfers, she can be sure the safety of the crews and also will send her speed alerts. The Select Board thinks this is a great idea.

CODE ENFORCEMENT OFFICER – See attached

CEO Mike Connors reported:

- He issued 3 permits from 10/22/25 – 11/04/25 with 3 new residences.
- Bunkers Pound Road- Culvert/Road repair completed with the exception of culvert guards that are on order. They will be installed once they are received.
- Salt/Sand- Mixing will continue as remaining sand is brought into the building. Several loads of salt will be delivered to the salt building following remaining mixing.
- FEMA Floodplain permit- Working on Flood Hazard Development Permit for a garage at 115 Crowley Island Road.
- Amir Force has been helping Mike go through subdivision and site plan review folders to make organize them and digitize them for future uses.
- The owner of the town houses going up on Route One would like to put in another building so Mike is working with the gentleman currently.

RSU#24 REPRESENTATIVE – Absent

TOWN MANAGER – See attached

- There was a nice write up in the Ellsworth American about the Lighthouse Model with Rick Henion.
- Letter of Support – Bold Coast Seafood- Last year, Maine voters approved a bond issue to “strengthen the innovation economy.” One way the state hopes to achieve this is through Maine Technology Institute’s Asset Fund which is offering grants to spark private investment in certain sectors. The deadline for the application is November 13th, and the new owners of the Stinson plant have asked the town for a letter of support for their application. With the funds, they hope to expand operations into the processing of Johan crab which would help harvesters offload a by-catch and would possibly increase jobs at the plant. I’ve included a signed LOS if you approve. Mr. Mitchell made a motion to accept the letter of support for Bold Coast Seafood; 2nd by Mr. Mackenzie. Passed 5/0.
- Broadband Committee- Roy Gott stopped by on Monday to give an update on the operations of the Schoodic Broadband Committee. With Consolidated’s Fidium product now widely available in the area, their primary reason for existing is coming to an end. However, they have leftover funds that can either be returned to the towns, or they could pivot and use up those funds through educational efforts. Their thought is they could help provide digital skills to area residents to better educate them on how to better use computers. Ms. Weaver made a motion to allow the Broadband Committee to use those funds to do so; 2nd by Mr. Mitchell. Passed 5/0.

- Health Insurance Costs for CY2026- MMA Employee Health Trust has notified us that all participating health plans will see a 9% increase in premiums for calendar year 2026. When budgeting for the current fiscal year we had to estimate how rates will change for the second half of the fiscal year, and these came in higher than expected. However, given that our head count has been somewhat lower than expected, it looks like our budget will be sufficient for the rest of the year. We will incorporate these rate increases when we begin work on the FY27 budget next month.
- Town Pier Parking Lot- We expect the work to be done sometime the week of November 17th. The exact date should be nailed down sometime next week. The award for this FEMA project was made at the 10/23/25 Select Board meeting and went to Northeast Paving.

Old Business

Update on tax-acquired property at 438 Guzzle Road; possible action on disposition

Town Manager Josh McInture reported last January the former owner of 438 Guzzle Road came to a Select Board meeting requesting the Town allow him to pay his properties in full payment to keep his property from going into foreclosure. The owner did not follow through with any payment. The Town went through the process of foreclosure and served a trespass order as he was still staying on the property after the foreclosure took place. He is now off the property along with all his belongings. The recent appraisal on the property put the total at \$404,000. If the town decided to retain the property, it would have to pay the former owner the difference in that price and what was owed in back taxes plus legal fees. The town manger recommends selling the property instead. The Select Board would like to put said parcels up for sale. This includes map 22 lot 25A, map 22 lot 25C, and map 22 lot 25G+D. Ms. Weaver made a motion to place these three parcels up for sale; 2nd by Mr. Renwick. Passed 5/0.

Discussion of Comprehensive Plan progress

Chair Deirdre McArdle thinks the committee is finished with the comp plan. She mentioned the two amazing co-chairs, Barbara Bowen and Sandy Gerlock, along with Marianne Urquhart and Paul Stewart made it possible to finish. Deirdre would like to give a huge thank you to Bill Zoellick, for fixing the entire document as it is not formatted well. She also thanks Town Manager Josh McIntyre, Town Clerk Brianna Mitchell, Code Enforcement Officer Mike Connors, EMS Director Andi Both and Deb Bisson for all that they have done to help with the comp plan as well. The Select Board thanks the members who have done a tremendous job and appreciate them for all the help!

New Business

Appointment of Jed West as alternate member of the Planning Board

Mr. Mitchell made a motion to appoint Jed West as an alternate on the Planning Board; 2nd by Mr. McKenzie. Passed 5/0.

Subsurface Wastewater Disposal System approval – holding tank application

Town Clerk Brianna Mitchell reported on behalf of our Licensed Plumbing Inspector Millard Billings. Millard has received a Subsurface Wastewater Disposal System for a holding tank at 206 Ashville Road. The property lot is too small to put a septic system on, so they had it surveyed and the only option is to place a holding tank. They currently have an outhouse they are utilizing. Millard is recommending the Select Board sign the application to allow him to approve the application. Where the Town of Goldsboro does not have an ordinance regarding holding tanks, the Municipal Officers

have to sign off on the Subsurface Wastewater Disposal System application before Millard can approve.

Mr. Mitchell made a motion to sign the holding tank application for 206 Ashville Road; 2nd by Mr. McKenzie. Passed 5/0.

PUBLIC COMMENT

James Guest mentioned Elections at the Rec Center seemed to be a good turnout.

ADJOURN: Mr. Mitchell moved to adjourn the meeting at 6:08PM; 2nd by Mr. McKenzie. Passed 5/0.

Respectfully submitted,
Brianna L. Mitchell, Town Clerk

Please note: These minutes are not verbatim. A tape recording of the meeting is available at the Town Office during regular business hours.

Enclosures: Agenda, Minutes of 10.23.25, Payroll Warrant #24, A/P Warrant #25, Treasurer's Report, Schoodic EMS Calls Report 10.16 – 10.29.25, CEO Report, Town Manager's Report, Bold Coast Seafood Letter of Support, MMA Health Trust 2026 Health Insurance Rate Increase Letter, Town of Gouldsboro Policy Governing the Disposition of Tax-Acquired Property, 3 Appraisal opinions for 468 Guzzle Road Property from Lighthouse Appraisal 195 LLC, Subsurface Wastewater Disposal System Holding Tank Application for 206 Ashville Road, Town of Gouldsboro November 4, 2025 Election Results, Schoodic Food Pantry Third Party Request Letter, Thank You Letter from Community Health and Counseling Services, Thank You Letter from WIC Program, Thank You Letter Families First Community Center, Hancock County Commissioners Public Notice.

BOARD OF SELECTMEN

Minutes of November 6, 2025 and Approval on November 20, 2025

Robert Harmon, *Chair*

Danny Mitchell, Jr., *Vice Chair*

Peter McKenzie

Jackie Weaver

Johnathan Renwick

A / P Check Register
Bank: BAR HARBOR BANKING & TRUST

Type	Check	Amount	Date	Wrnt	Payee
P	16070	6,615.29	11/21/25	27	0309 STATE OF MAINE
P	16071	6,724.01	11/21/25	27	0309 STATE OF MAINE
P	16078	2,002.00	11/21/25	27	0309 STATE OF MAINE
R	16079	67.50	11/21/25	27	0014 ANDERSON MARINE & HARDWARE
R	16080	209.07	11/21/25	27	0026 AT&T MOBILITY
R	16081	1,013.05	11/21/25	27	0911 BOUND TREE MEDICAL, LLC.
R	16082	130.00	11/21/25	27	0272 CALEB NORTON
R	16083	259.36	11/21/25	27	1004 CONSOLIDATED COMMUNICATIONS
R	16084	2,312.20	11/21/25	27	1218 DM&J WASTE
R	16085	9,241.14	11/21/25	27	0177 DRUMMOND WOODSUM
R	16086	2,445.10	11/21/25	27	0341 EAGLE POINT ENERGY CENTER, LLC
R	16087	331.38	11/21/25	27	0134 ELLSWORTH AMERICAN
R	16088	11,629.00	11/21/25	27	1823 FB ENVIRONMENTAL ASSOCIATES, LLC
R	16089	1,500.00	11/21/25	27	0469 HANCOCK COUNTY PLANNING COMMISSION
R	16090	152.00	11/21/25	27	0100 HANCOCK COUNTY REGISTRY OF DEEDS
R	16091	813.43	11/21/25	27	0216 INLAND FISHERIES AND WILDLIFE
R	16092	3,731.50	11/21/25	27	1862 JAMES W. WADMAN, CPA
R	16093	769.48	11/21/25	27	0139 JOSHUA MCINTYRE
R	16094	229.98	11/21/25	27	0247 KATHARINE SHOEMAKER
R	16095	937.69	11/21/25	27	0037 KYOCERA DOCUMENT SOLUTIONS NEW ENGLAND, INC.
R	16096	15.12	11/21/25	27	0277 LANGUAGE LINK
R	16097	235.00	11/21/25	27	0650 MAINE HARBORMASTERS ASSOCIATION
R	16098	170.00	11/21/25	27	1563 MAINE MUNICIPAL ASSOCIATION
R	16099	8,715.69	11/21/25	27	0294 MAINE MUNICIPAL EMPL HEALTH TRUST
R	16100	30.00	11/21/25	27	1450 MAINE MUNICIPAL TAX COLLECTORS
R	16101	527.74	11/21/25	27	1623 MATHESON TRIGAS, INC
R	16102	40.00	11/21/25	27	1382 MICHAEL PINKHAM
R	16103	56.60	11/21/25	27	1535 MOUNT DESERT SPRING WATER
R	16104	24.97	11/21/25	27	0311 NAPA
R	16105	15,268.50	11/21/25	27	1244 NEW ENGLAND SALT COMPANY, LLC
V	16106	0.00	11/21/25	27	1684 NORTHERN LIGHT MEDICAL TRANSPORT
R	16107	2,800.00	11/21/25	27	1684 NORTHERN LIGHT MEDICAL TRANSPORT
R	16108	1,647.98	11/21/25	27	0844 PITNEY BOWES
R	16109	114.25	11/21/25	27	0158 RH FOSTER, INC.
R	16110	438.39	11/21/25	27	0721 ROY D. GOTT - CHARYBDIS COMPUTER SERV
R	16111	191.91	11/21/25	27	0374 S&S ENTERPRISES
R	16112	25.00	11/21/25	27	1443 TDP AUTOMOTIVE
R	16113	194.00	11/21/25	27	0205 TREASURER, STATE OF MAINE// ANIMAL WELFARE PROGRAM
R	16114	59.99	11/21/25	27	1597 TRIDENT ARMORY, INC.
R	16115	409.96	11/21/25	27	1281 US BANK EQUIPMENT FINANCE
R	16116	60.00	11/21/25	27	0278 WINTER HARBOR PROVISIONS
R	16117	35.00	11/21/25	27	0966 WOW PAGES, INC
P	99999	2,061.02	11/21/25	27	1686 CARDMEMBER SERVICE
P	99999	1,101.35	11/21/25	27	1755 WEX BANK

A / P Check Register
Bank: BAR HARBOR BANKING & TRUST

Type	Check	Amount	Date	Wrnt	Payee
Total		85,335.65			
				Count	
				Checks	43
				VOIDS	1

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00014 ANDERSON MARINE & HARDWARE						
0217	16079	11	OCTOBER 2025 STATEMENT	10/2025		
PVC PIPE 3X10X3			E 30-03-35-01		67.50	0.00
			TOWNPROPERTY / JONES POND - REPAIRS / BUILDINGS			
			Vendor Total-		67.50	
00026 AT&T MOBILITY						
0217	16080	11	287298149490X11102025 PD	209.07		
PD PHONE			E 40-01-15-02		209.07	0.00
			PUBLICSAFETY / POLICE - UTILITIES / COMMUNICATE			
			Vendor Total-		209.07	
00911 BOUND TREE MEDICAL, LLC.						
0217	16081	11	ACCT#108214	INV#85985143		
EMS Supplies			E 40-03-30-14		15.92	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / EMS			
			Invoice Total-		15.92	
0217	16081	11	ACCT#108214	INV#85978207		
EMS Supplies			E 40-03-30-14		997.13	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / EMS			
			Invoice Total-		997.13	
			Vendor Total-		1,013.05	
00272 CALEB NORTON						
0217	16082	11	REIMB. FOR VACCINE	11/6/2025		
REQUIRED VACCINE REIMB.			E 40-01-40-04		130.00	0.00
			PUBLICSAFETY / POLICE - STAFF / TRAINING			
			Vendor Total-		130.00	
01686 CARDMEMBER SERVICE						
0217	99999	11	9/23/2025-10/21/2025	11/17/2025		
ADMIN SUPPLIES			E 10-01-30-08		60.68	0.00
			ADMIN / ADMIN - SUPPLIES / GENERAL			
FEDEX MAILING			E 10-01-30-02		43.65	0.00
			ADMIN / ADMIN - SUPPLIES / POSTAGE			
LIEN DISCHARGE			R 04-01		20.58	0.00
			SERVICE CHG - LIEN FEES			
OIL PHWC			E 30-07-15-03		112.68	0.00
			TOWNPROPERTY / PHWC - UTILITIES / HEAT			
ADT AND NEXTIVA			E 30-05-15-02		234.86	0.00
			TOWNPROPERTY / FIRESTATION2 - UTILITIES / COMMUNICATE			
WALL CALENDAR			E 20-01-30-08		6.29	0.00
			SERVICES / ASSESSORS - SUPPLIES / GENERAL			
STARLINK			E 20-04-15-02		50.00	0.00
			SERVICES / CEP - UTILITIES / COMMUNICATE			
CORR.			E 10-01-30-19		79.66	0.00
			ADMIN / ADMIN - SUPPLIES / SPECIAL PROJ			
STARLINK			E 30-06-15-02		50.00	0.00
			TOWNPROPERTY / FIRESTATION3 - UTILITIES / COMMUNICATE			
GRANITE			E 30-01-15-02		273.87	0.00
			TOWNPROPERTY / TOWN OFFICE - UTILITIES / COMMUNICATE			
PIZZA LAW MEETING			E 10-01-30-19		102.94	0.00
			ADMIN / ADMIN - SUPPLIES / SPECIAL PROJ			
CEO FUEL			E 50-01-30-03		26.02	0.00
			PUBLIC WORKS / MAINTENANCE - SUPPLIES / VEHICLE FUEL			

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
CEO MOUSE			E 50-01-30-08		25.95	0.00
			PUBLIC WORKS / MAINTENANCE - SUPPLIES / GENERAL			
CEO CELLPHONE			E 50-01-15-02		92.22	0.00
			PUBLIC WORKS / MAINTENANCE - UTILITIES / COMMUNICATE			
K9 PATCHES			E 40-01-30-17		325.00	0.00
			PUBLICSAFETY / POLICE - SUPPLIES / UNIFORMS			
TRASH BAGS			E 30-05-30-08		24.01	0.00
			TOWNPROPERTY / FIRESTATION2 - SUPPLIES / GENERAL			
CALENDAR			E 40-01-30-08		6.29	0.00
			PUBLICSAFETY / POLICE - SUPPLIES / GENERAL			
W.ROBBINS REIMB.			E 40-01-30-08		225.09	0.00
			PUBLICSAFETY / POLICE - SUPPLIES / GENERAL			
CLOROX WIPES			E 30-01-30-08		35.98	0.00
			TOWNPROPERTY / TOWN OFFICE - SUPPLIES / GENERAL			
BUIS, CARDS/TAPO LINK			E 40-03-30-14		25.82	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / EMS			
EMS SUPPLIES			E 40-03-30-08		206.03	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / GENERAL			
MAILING			E 40-01-30-02		33.40	0.00
			PUBLICSAFETY / POLICE - SUPPLIES / POSTAGE			
Vendor Total-					2,061.02	
01004 CONSOLIDATED COMMUNICATIONS						
0217	16083	11	118715684464 STATION 2	11/3/2025		
			STATION 2 PHONE/INTERNET		259.36	0.00
			TOWNPROPERTY / FIRESTATION2 - UTILITIES / COMMUNICATE			
Vendor Total-					259.36	
01218 DM&J WASTE						
0217	16084	11	11/3/2025	INV#159578		
			3 CONTAINER RENTALS		450.00	0.00
			PUBLIC WORKS / TRANSFER STA - SERVICES / DISPOSAL			
Invoice Total-					450.00	
0217	16084	11	11/10/2025	INV#159756		
			9.93T @ \$109.08		1,012.20	0.00
			PUBLIC WORKS / TRANSFER STA - SERVICES / DISPOSAL			
			ROLLOFF transport fee		425.00	0.00
			PUBLIC WORKS / TRANSFER STA - SERVICES / DISPOSAL			
			ROLLOFF transport fee		425.00	0.00
			PUBLIC WORKS / TRANSFER STA - SERVICES / DISPOSAL			
Invoice Total-					1,862.20	
Vendor Total-					2,312.20	
00177 DRUMMOND WOODSUM						
0217	16085	11	11/7/2025	INV#913558		
			W.JORDAN FORECLOSURE		693.62	0.00
			LEGAL & EXEC / LEGAL RES - RESERVES / EXPENSE			
Invoice Total-					693.62	
0217	16085	11	11/7/2025	INV#913559		
			SUBDIVISION AMEND.		1,487.56	0.00
			LEGAL & EXEC / LEGAL RES - RESERVES / EXPENSE			
Invoice Total-					1,487.56	
0217	16085	11	11/7/2025	INV#913560		
			25 LIEN 778 S.GOULDSDORO		1,315.60	0.00
			LEGAL & EXEC / LEGAL RES - RESERVES / EXPENSE			
Invoice Total-					1,315.60	

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0217	16085	11	11/7/2025	INV#913562		
GENERAL REPRESENTATION			E 95-01-90-01		5,744.36	0.00
			LEGAL & EXEC / LEGAL RES - RESERVES / EXPENSE			
			Invoice Total-		5,744.36	
			Vendor Total-		9,241.14	
00341 EAGLE POINT ENERGY CENTER, LLC						
0217	16086	11	10/31/2025	INV#4561BYPASS		
7.68T X \$90.93			E 50-05-20-15		698.34	0.00
			PUBLIC WORKS / SW & RECYCLE - SERVICES / WASTE DISP			
5.52T X \$90.93			E 50-05-20-15		501.93	0.00
			PUBLIC WORKS / SW & RECYCLE - SERVICES / WASTE DISP			
4.98T X \$90.93			E 50-05-20-15		452.83	0.00
			PUBLIC WORKS / SW & RECYCLE - SERVICES / WASTE DISP			
			Invoice Total-		1,653.10	
0217	16086	11	11/9/2025	INV#4630BYPASS		
5.66T X \$90.93			E 50-05-20-15		514.66	0.00
			PUBLIC WORKS / SW & RECYCLE - SERVICES / WASTE DISP			
3.05T X \$90.93			E 50-05-20-15		277.34	0.00
			PUBLIC WORKS / SW & RECYCLE - SERVICES / WASTE DISP			
			Invoice Total-		792.00	
			Vendor Total-		2,445.10	
00134 ELLSWORTH AMERICAN						
0217	16087	11	Acct#: 1582 OCTOBER 2025	INV# 595353		
SUMMER HARBOR SBDVSN			E 20-10-20-02		81.38	0.00
			SERVICES / PLANNING BD - SERVICES / ADVERTISING			
SALUTE TO FIRST RESPOND.			E 10-01-20-02		250.00	0.00
			ADMIN / ADMIN - SERVICES / ADVERTISING			
			Vendor Total-		331.38	
01823 FB ENVIRONMENTAL ASSOCIATES, LLC						
0217	16088	11	11/1/2025	INV#50838		
THREE HARBORS GRANT COOR.			G 2-300-27		2,840.25	0.00
			SPECIAL REV / THREE HARBOR			
			Invoice Total-		2,840.25	
0217	16088	11	11/3/2025	INV#50884		
THREE HARBOR GRANT			G 2-300-27		8,788.75	0.00
			SPECIAL REV / THREE HARBOR			
			Invoice Total-		8,788.75	
			Vendor Total-		11,629.00	
00469 HANCOCK COUNTY PLANNING COMMISSION						
0217	16089	11	SCHOODIC SCENIC BYWAY DON	11/12/2025		
BYWAY DONATION 2025/2026			E 20-15-50-11		1,500.00	0.00
			SERVICES / SCENIC BYWAY - MISC. / MISC			
			Vendor Total-		1,500.00	
00100 HANCOCK COUNTY REGISTRY OF DEEDS						
0217	16090	11	3 LIEN DISCHARGES	3 DISCHARG.		
recording/discharge			R 04-01		57.00	0.00
			SERVICE CHG - LIEN FEES			
			Invoice Total-		57.00	
0217	16090	11	5 LIEN DISCHARGES	5 DISCHARGES		

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
recording/discharge			R 04-01		95.00	0.00
			SERVICE CHG - LIEN FEES			
				Invoice Total-	95.00	
				Vendor Total-	152.00	
00216 INLAND FISHERIES AND WILDLIFE						
0217	16091	11	OCTOBER 2025 REPORT	10/2025		
IFW LICENSES			G 1-240-01		422.00	0.00
			GENERAL FUND / IFW			
RV REGISTRATION/MILFOIL			G 1-240-05		390.00	0.00
			GENERAL FUND / RV REG FEE			
RV SALES TAX			G 1-240-06		1.43	0.00
			GENERAL FUND / RV SALES TAX			
				Vendor Total-	813.43	
01862 JAMES W. WADMAN, CPA						
0217	16092	11	11/12/2025	INV#31563		
FY 25 AUDIT COMPLETION			E 10-01-20-04		3,731.50	0.00
			ADMIN / ADMIN - SERVICES / ACCOUNTING			
				Vendor Total-	3,731.50	
00139 JOSHUA MCINTYRE						
0217	16093	11	HEALTH INAURANCE REIMB.	7/25-10/2025		
J.MCINTYRE HEALTH REIMB.			E 53-01-25-07		769.48	0.00
			INSURANCE / INSURANCE - INSURANCE / HEALTH			
				Vendor Total-	769.48	
00247 KATHARINE SHOEMAKER						
0217	16094	11	K.SHOEMAKER REIMB.	11/12/2025		
2X 27" MONITORS			E 40-03-30-07		229.98	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / HARDWARE			
				Vendor Total-	229.98	
00037 KYOCERA DOCUMENT SOLUTIONS NEW ENGLAND, INC.						
0217	16095	11	11/10/2025	INV#55L2681427		
CONTRACT 5/17 - 8/16/25			E 10-01-30-01		937.69	0.00
			ADMIN / ADMIN - SUPPLIES / COPIER/FEES			
				Vendor Total-	937.69	
00277 LANGUAGE LINK						
0217	16096	11	INV#INT0000308007	8/1/2025		
TELEPHONIC MINUTES			E 40-03-20-27		2.16	0.00
			PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR			
				Invoice Total-	2.16	
0217	16096	11	INV#INT0000315496	11/1/2025		
TELEPHONIC MINUTES			E 40-03-20-27		12.96	0.00
			PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR			
				Invoice Total-	12.96	
				Vendor Total-	15.12	
00650 MAINE HARBORMASTERS ASSOCIATION						
0217	16097	11	11/16/2025 PAST DUE	0000000112		
2014/2015 D.RICE PAST DUE			E 20-07-40-01		105.00	0.00
			SERVICES / HARBORMASTER - STAFF / DUES			
2015/2016 D.RICE PAST DUE			E 20-07-40-01		130.00	0.00
			SERVICES / HARBORMASTER - STAFF / DUES			

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					235.00	
01563 MAINE MUNICIPAL ASSOCIATION						
0217	16098	11	10/24/2025		INV#1000496508	
M.ALTVATER LABOR LAW			E 10-01-40-04		85.00	0.00
			ADMIN / ADMIN - STAFF / TRAINING			
Invoice Total-					85.00	
0217	16098	11	10/14/2025		INV#1000496215	
L.ALTVATER LABOR LAW TRAI			E 10-01-40-04		85.00	0.00
			ADMIN / ADMIN - STAFF / TRAINING			
Invoice Total-					85.00	
Vendor Total-					170.00	
00294 MAINE MUNICIPAL EMPL HEALTH TRUST						
0217	16099	11	DEC 2025 PAYMENT		12/2025	
ADMIN HEALTH - EMPLOYER			E 53-01-25-07		6,461.45	0.00
			INSURANCE / INSURANCE - INSURANCE / HEALTH			
ADMIN HEALTH - EMPLOYEE			G 1-220-07		1,668.37	0.00
			GENERAL FUND / HEALTH W/H			
ADMIN DENTAL- EMPLOYEE			G 1-220-06		341.73	0.00
			GENERAL FUND / DENTAL W/H			
ADMIN SUPP LIFE- EMPLOYEE			G 1-220-14		52.50	0.00
			GENERAL FUND / SUPPL LIFE			
ADMIN IPP - EMPLOYEE			G 1-220-10		146.23	0.00
			GENERAL FUND / INCOME PROT			
ADMIN VISION - EMPLOYEE			G 1-220-08		45.41	0.00
			GENERAL FUND / VISION W/H			
Vendor Total-					8,715.69	
01450 MAINE MUNICIPAL TAX COLLECTORS						
0217	16100	11	10/31/2025 A.FUSCO		INV#1000496964	
1/1/2026-12/31/2026 MEM.			E 10-01-40-01		30.00	0.00
			ADMIN / ADMIN - STAFF / DUES			
Vendor Total-					30.00	
01623 MATHESON TRIGAS, INC						
0217	16101	11	ORDER #0042442747-00		10/20/2025	
OXYGEN			E 40-03-30-20		527.74	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / MED SUPPLIES			
Vendor Total-					527.74	
01382 MICHAEL PINKHAM						
0217	16102	11	SEPT/OCT CELL REIMB. 25		9&10/2025	
phone reimbursement			E 20-12-15-02		40.00	0.00
			SERVICES / SHELL - UTILITIES / COMMUNICATE			
Vendor Total-					40.00	
01535 MOUNT DESERT SPRING WATER						
0217	16103	11	ACCT#120998		10/31/2025	
TOWN OFFICE DRINKING H2O			E 30-01-30-08		56.60	0.00
			TOWNPROPERTY / TOWN OFFICE - SUPPLIES / GENERAL			
Vendor Total-					56.60	
00311 NAPA						
0217	16104	11	969376 AND 974558		10/2025	

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INV#969376	STEERING FLUID		E 40-03-30-04		6.99	0.00
	PUBLICSAFETY / AMBULANCE - SUPPLIES / VEH MAINT					
INV#974558	PAINT/RAINEX		E 20-12-30-04		17.98	0.00
	SERVICES / SHELL - SUPPLIES / VEH MAINT					
Vendor Total-					24.97	
01244 NEW ENGLAND SALT COMPANY, LLC						
0217	16105	11	10/28/2025	INV#46422		
33.99T @ \$75.00			E 50-01-30-22		2,549.25	0.00
	PUBLIC WORKS / MAINTENANCE - SUPPLIES / WINTER SALT					
34.13T @ \$75.00			E 50-01-30-22		2,559.75	0.00
	PUBLIC WORKS / MAINTENANCE - SUPPLIES / WINTER SALT					
33.88T @ \$75.00			E 50-01-30-22		2,541.00	0.00
	PUBLIC WORKS / MAINTENANCE - SUPPLIES / WINTER SALT					
33.82T @ \$75.00			E 50-01-30-22		2,536.50	0.00
	PUBLIC WORKS / MAINTENANCE - SUPPLIES / WINTER SALT					
34.03T @ \$75.00			E 50-01-30-22		2,552.25	0.00
	PUBLIC WORKS / MAINTENANCE - SUPPLIES / WINTER SALT					
33.73T @ \$75.00			E 50-01-30-22		2,529.75	0.00
	PUBLIC WORKS / MAINTENANCE - SUPPLIES / WINTER SALT					
Vendor Total-					15,268.50	
01684 NORTHERN LIGHT MEDICAL TRANSPORT						
0217	16107	11	RUN#23360	9/5/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #23311	9/5/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #24082	9/5/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #24263	9/5/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #23657	9/5/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #23857	9/5/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #26202	9/5/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #38629	10/13/2025		
ALS BACKUP			E 40-03-20-27		280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-					280.00	
0217	16107	11	RUN #39690	10/13/2025		
ALS BACKUP	E 40-03-20-27				280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
0217	16107	11	RUN #44102	11/7/2025		
ALS BACKUP	E 40-03-20-27				280.00	0.00
	PUBLICSAFETY / AMBULANCE - SERVICES / CONTRACTOR					
Invoice Total-					280.00	
Vendor Total-					2,800.00	
00844 PITNEY BOWES						
0217	16108	11	10/23/2025	INV# 1028356294		
RED INK	E 10-01-30-02				147.98	0.00
	ADMIN / ADMIN - SUPPLIES / POSTAGE					
Invoice Total-					147.98	
0217	16108	11	ACCT#52481777 REFILL	ACCT#52481777		
POSTAGE MACHINE REFILL	E 10-01-30-02				1,500.00	0.00
	ADMIN / ADMIN - SUPPLIES / POSTAGE					
Invoice Total-					1,500.00	
Vendor Total-					1,647.98	
00158 RH FOSTER, INC.						
0217	16109	11	ACCT# 71521203	OCT 2025		
PW Fuel - A#71521203	E 50-01-30-03				114.25	0.00
	PUBLIC WORKS / MAINTENANCE - SUPPLIES / VEHICLE FUEL					
Vendor Total-					114.25	
00721 ROY D. GOTT - CHARYBDIS COMPUTER SERV						
0217	16110	11	Inv#: 6464	11/4/2025		
STATION 1 ACCESS POINT	E 30-04-35-01				438.39	0.00
	TOWNPROPERTY / FIRESTATION1 - REPAIRS / BUILDINGS					
Vendor Total-					438.39	
00374 S&S ENTERPRISES						
0217	16111	11	INV#35889	11/10/2025		
EMS VEHICLE MAINT	E 40-03-30-04				100.11	0.00
	PUBLICSAFETY / AMBULANCE - SUPPLIES / VEH MAINT					
Invoice Total-					100.11	
0217	16111	11	INV#35898 SCHOODIC 52	11/12/2025		
EMS VEHICLE MAINT	E 40-03-30-04				91.80	0.00
	PUBLICSAFETY / AMBULANCE - SUPPLIES / VEH MAINT					
Invoice Total-					91.80	
Vendor Total-					191.91	
00309 STATE OF MAINE						
0217	16070	11	10/27/2025-10/31/2025	11/12/2025		
REGISTRATION FEES	G 1-240-02				2,912.00	0.00
	GENERAL FUND / MV REG FEE					
SALES TAX	G 1-240-03				3,406.29	0.00
	GENERAL FUND / MV SALES TAX					
TITLE FEES	G 1-240-04				297.00	0.00
	GENERAL FUND / MV TITLE					
Invoice Total-					6,615.29	

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0217	16071	11	11/03/2025-11/07/2025			
REGISTRATION FEES			G 1-240-02		2,033.00	0.00
			GENERAL FUND / MV REG FEE			
SALES TAX			G 1-240-03		4,625.01	0.00
			GENERAL FUND / MV SALES TAX			
TITLE FEES			G 1-240-04		66.00	0.00
			GENERAL FUND / MV TITLE			
Invoice Total-					6,724.01	
0217	16078	11	11/10/2025-11/14/2025			
REGISTRATION FEES			G 1-240-02		1,281.50	0.00
			GENERAL FUND / MV REG FEE			
SALES TAX			G 1-240-03		522.50	0.00
			GENERAL FUND / MV SALES TAX			
TITLE FEES			G 1-240-04		198.00	0.00
			GENERAL FUND / MV TITLE			
Invoice Total-					2,002.00	
Vendor Total-					15,341.30	
01443 TDP AUTOMOTIVE						
0217	16112	11	1081 TIRE PTACH			
1081 TIRE PATCH			E 40-01-30-04		25.00	0.00
			PUBLICSAFETY / POLICE - SUPPLIES / VEH MAINT			
Vendor Total-					25.00	
00205 TREASURER, STATE OF MAINE// ANIMAL WELFARE PROGRAM						
0217	16113	11	OCTOBER DOGS 2025			
DOGS			G 1-240-08		194.00	0.00
			GENERAL FUND / DOGS FEE			
Vendor Total-					194.00	
01597 TRIDENT ARMORY, INC.						
0217	16114	11	11/11/2025			
TASER X2 DUTY HOLSTER			E 40-01-30-17		59.99	0.00
			PUBLICSAFETY / POLICE - SUPPLIES / UNIFORMS			
Vendor Total-					59.99	
01281 US BANK EQUIPMENT FINANCE						
0217	16115	11	12/01/2025			
TOWN OFC COPIER LEASE			E 10-01-30-01		409.96	0.00
			ADMIN / ADMIN - SUPPLIES / COPIER/FEES			
Vendor Total-					409.96	
01755 WEX BANK						
0217	99999	11	ACCT:0496-00-677073-9			
EMS FUEL PURCHASES			E 40-03-30-03		1,101.35	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / VEHICLE FUEL			
Vendor Total-					1,101.35	
00278 WINTER HARBOR PROVISIONS						
0217	16116	11	11/17/2025 EMS COFFEE			
EMS COFFEE K CUPS			E 40-03-30-08		60.00	0.00
			PUBLICSAFETY / AMBULANCE - SUPPLIES / GENERAL			
Vendor Total-					60.00	
00966 WOW PAGES, INC						

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0217	16117	11	11/5/2025		INV#20068	
NOV 2025 HOSTING			E 10-01-30-06		35.00	0.00
			ADMIN / ADMIN - SUPPLIES / SOFTWARE			
			Vendor Total-		35.00	
			Prepaid Total-		18,503.67	
			Current Total-		66,831.98	
			EFT Total-		0.00	
			Warrant Total-		85,335.65	

TO THE TREASURER OF THE TOWN OF GOULDSBORO:
THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM SET AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

ROBERT HARMON

JACQUELINE WEAVER

PETER MCKENZIE

DANNY MITCHELL JR

JOHNATHAN RENWICK

Treasurer's Report

11/20/2025

Bank: 1 - BAR HARBOR BANKING & TRUST

STATEMENT DATE 11/30/2025

		<u>AMOUNT</u>	<u>COUNT</u>
BEGINNING BALANCE		3,358,736.14	
DEPOSITS ON STATEMENT	+	0.00	0
RETURNED CHECKS	-	0.00	0
INTEREST	+	0.00	0
OTHER CREDITS	+	0.00	0
CASHED CHECKS	-	0.00	0
OTHER DEBITS	-	0.00	0
STATEMENT BALANCE		3,358,736.14	
OUTSTANDING DEPOSITS	+	325,832.33	31
OUTSTANDING CHECKS	-	818,247.00	144
OUTSTANDING OTHER	+	-21,495.28	3
CHECKBOOK AT STATEMENT		2,844,826.19	
OTHER DEPOSITS	+	0.00	0
ISSUED CHECKS	-	0.00	0
ISSUED OTHER	+	0.00	0
CURRENT CHECKBOOK		2,844,826.19	

TOWN OF GOULDSBORO

www.gouldsborotown.com

PO BOX 68, Prospect Harbor, ME 04669

Phone: (207) 963-5589 Fax: (207) 963-2986

Town Manager, Deputy Treasurer, Tax Collector

Joshua McIntyre
town.manager@gouldsborotown.com

Superintendent of Town Infrastructure

Mike Connors
ceo@gouldsborotown.com

Board of Selectmen

Robert Harmon, *Chair*
Danny Mitchell, Jr., *Vice Chair*
Peter McKenzie
Jacqueline Weaver

CEO REPORT

11/18/2025

- E911- New Road- Rocky Shore Road created. 1st road on Right on Summer Harbor Road when headed from S. Gouldsboro Rd toward Winter Harbor Town line. 5 new addresses added to E911 system. Identified needed road changes in the Bunkers harbor/Town Landing Road area.
- Rueben's Bridge- Maine DOT has recently posted this bridge for a limited capacity of 30,000lbs. Following a recent state inspection and federal audit of state inspections, this bridge will require significant rehabilitation and/or replacement.
- FEMA Floodplain permit- Permit for Crowley Island Road property in process.
- Prospect Harbor Pier- Ground work and paving scheduled to be completed this week.
- IMK Properties/Route 1 Apartments- IMK properties has submitted an additional building permit for a second apartment building on their lot on Route 1 between Walters Road and Libby Road. The building will contain 4- 1Bedroom apartments.

5 permits issued from 11/5/25 – 11/18/25 with 1 new residence

Permit #	Date	Name	Location	Shoreland	Est. Cost	Type
25-98	11/7/25	Dale Church for James Culver	14 McMahan Rd	Y	\$300,000	Residence
25-99	11/7/25	Dale Church for James Culver	14 McMahan Rd	Y	\$250,000	Addition
25-100	11/7/25	Nicole French	596 Gouldsboro Point Rd	Y	\$100	Addition
25-101	11/7/25	Rebecca Sawyer	Taft Point Rd	Y	\$15,000	Driveway
25-102	11/7/25	Dale Church for Erika Mitchell	12 Peninsula Rd	N	\$5,000	2 Sheds

Mike Connors
CEO

MUNICIPAL RELEASE DEED

THE INHABITANTS OF THE MUNICIPALITY OF THE TOWN OF GOULDSBORO, a duly organized Maine municipal corporation with a mailing address of 59 Main Street, Prospect Harbor, ME 04669 (the "Town"), hereby releases to HAROLD VICKERY of Gouldsboro, Maine, whose mailing address is 778 South Gouldsboro Road, Gouldsboro, ME 04607 (the "Grantee"), as owner, all right, title, and interest that the Town may have acquired in and to the premises situated in the Town of Gouldsboro, County of Hancock, and State of Maine, shown on Town of Gouldsboro Tax Map 8 as Lot 4A, as more particularly described as the "Second Lot" in a Warranty Deed from Geary Ritter and Loreen N. Ritter to the Grantee, and recorded in the Hancock County Registry of Deeds in Book 7311, on Page 651, as well as that in a right of way, in common with others having the same rights, leading across the parcel depicted on Tax Map 50 as Lot 69 and as more particularly described as the "First Lot" in the same deed, by virtue of one or more of the following Tax Lien Certificates recorded in said Registry of Deeds as follows:

1. Tax Lien Certificate recorded in said Registry of Deeds in Book 2929, Page 646;
2. Tax Lien Certificate recorded in said Registry of Deeds in Book 3113, Page 150;
3. Tax Lien Certificate recorded in said Registry of Deeds in Book 3351, Page 163;

The purpose of this Municipal Release Deed is to release to the Grantee any interest that the Town may have acquired in said above-described premises by virtue of the above-referenced Tax Lien Certificates and the delinquent real estate taxes and associated costs and expenses referred to therein.

IN WITNESS WHEREOF, the INHABITANTS OF THE MUNICIPALITY OF THE TOWN OF GOULDSBORO has caused this Municipal Release Deed to be executed by its Select Board, hereunto duly authorized, as of the ____ day of _____, 202__.

[End of page. Execution page follows.]

INHABITANTS OF THE MUNICIPALITY
OF THE TOWN OF GOULDSBORO

Witness

By: _____
Robert Harmon, Board Member and
Chair

Witness

By: _____
Danny Mitchell, Board Member and
Vice Chair

Witness

By: _____
Peter McKenzie, Board Member

Witness

By: _____
Jackie Weaver, Board Member

Witness

By: _____
Johnathan Renwick, Board Member

STATE OF MAINE
COUNTY OF HANCOCK, ss.

_____, 202__

Personally appeared the above-named Robert Harmon, Board Member and Chair, Danny Mitchel, Board Member and Vice Chair, Peter McKenzie, Board Member, Jackie Weaver, Board Member, and Johnathan Renwick, Board Member, and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of the INHABITANTS OF THE MUNICIPALITY OF THE TOWN OF GOULDSBORO.

Before me,

Notary Public/Maine Attorney at Law

Print name

My commission expires: _____

Town of Gouldsboro Training Agreement Advanced Emergency Medical Technician Course

This Agreement is made on this 21st day of November, 2025, between the Town of Gouldsboro, (hereinafter referred to as “the Employer”), and Katie Shoemaker (hereinafter referred to as “the Employee”).

Purpose

The purpose of this agreement is to outline the terms and conditions under which the Town of Gouldsboro will pay for the Employee’s tuition and related costs for enrollment in an Advanced Emergency Medical Technician (AEMT) training program.

Course and Cost Details

- Program: Advanced Emergency Medical Technician (AEMT) Lewiston through United Ambulance Service
- Total Course Cost: \$2,800.00

Payment Schedule

1. Non-Refundable Deposit:
 - Amount: \$600.00
 - Due Date: December 1, 2025
2. Remaining Tuition:
 - Amount: \$2,200.00
 - Due Date: December 29, 2025

The Town of Gouldsboro will pay these amounts directly to the course provider on behalf of the Employee.

Service Commitment

In exchange for payment of the training costs described above, the Employee agrees to:

1. Remain employed with the Town of Gouldsboro, in the role of AEMT, for a period of one (1) year following successful completion of the AEMT program **and** attainment of Maine AEMT licensure.
2. Apply for AEMT licensure in a timely manner and maintain good standing as an active member of Schoodic EMS throughout that year.

Reimbursement Obligation

If the Employee:

- Fails to complete the AEMT course; or
- Fails to obtain AEMT licensure; or
- Voluntarily resigns, or is terminated for any reason, before completing one (1) year of service at the AEMT level following course completion, then the Employee agrees to reimburse the Town of Gouldsboro the full course amount of \$2,800.00.

Payment Plans

Reimbursement shall be due in full within 60 days of the date of separation unless otherwise arranged. The Employee may request a payment plan from the Town of Gouldsboro. Approval of such a plan, and the terms of repayment, shall be at the discretion of the Town Manager.

Authorization for Payroll Deduction (if applicable)

If permitted by law and mutually agreed in writing, the Employee authorizes the Town of Gouldsboro to withhold reimbursement amounts from final pay, or future paychecks under an approved repayment plan, if that is necessary.

Acknowledgment

By signing below, the Employee acknowledges and agrees that:

- They have read and understand this Agreement.
- They accept responsibility for repayment under the conditions described.
- They understand that this Agreement is binding and enforceable under Maine law.

Employee:

Signature: _____

Printed Name: _____

Date: _____

Town of Gouldsboro:

Authorized Representative Signature: _____

Title and Printed Name: _____

Date: _____

Town of Gouldsboro Training Agreement Advanced Emergency Medical Technician Course

This Agreement is made on this 21st day of November, 2025, between the Town of Gouldsboro, (hereinafter referred to as “the Employer”), and Paul Shoemaker (hereinafter referred to as “the Employee”).

Purpose

The purpose of this agreement is to outline the terms and conditions under which the Town of Gouldsboro will pay for the Employee’s tuition and related costs for enrollment in an Advanced Emergency Medical Technician (AEMT) training program.

Course and Cost Details

- Program: Advanced Emergency Medical Technician (AEMT) Lewiston through United Ambulance Service
- Total Course Cost: \$2,800.00

Payment Schedule

1. Non-Refundable Deposit:
 - Amount: \$600.00
 - Due Date: December 1, 2025
2. Remaining Tuition:
 - Amount: \$2,200.00
 - Due Date: December 29, 2025

The Town of Gouldsboro will pay these amounts directly to the course provider on behalf of the Employee.

Service Commitment

In exchange for payment of the training costs described above, the Employee agrees to:

1. Remain employed with the Town of Gouldsboro, in the role of AEMT, for a period of one (1) year following successful completion of the AEMT program **and** attainment of Maine AEMT licensure.
2. Apply for AEMT licensure in a timely manner and maintain good standing as an active member of Schoodic EMS throughout that year.

Reimbursement Obligation

If the Employee:

- Fails to complete the AEMT course; or
- Fails to obtain AEMT licensure; or
- Voluntarily resigns, or is terminated for any reason, before completing one (1) year of service at the AEMT level following course completion, then the Employee agrees to reimburse the Town of Gouldsboro the full course amount of \$2,800.00.

Payment Plans

Reimbursement shall be due in full within 60 days of the date of separation unless otherwise arranged. The Employee may request a payment plan from the Town of Gouldsboro. Approval of such a plan, and the terms of repayment, shall be at the discretion of the Town Manager.

Authorization for Payroll Deduction (if applicable)

If permitted by law and mutually agreed in writing, the Employee authorizes the Town of Gouldsboro to withhold reimbursement amounts from final pay, or future paychecks under an approved repayment plan, if that is necessary.

Acknowledgment

By signing below, the Employee acknowledges and agrees that:

- They have read and understand this Agreement.
- They accept responsibility for repayment under the conditions described.
- They understand that this Agreement is binding and enforceable under Maine law.

Employee:

Signature: _____

Printed Name: _____

Date: _____

Town of Gouldsboro:

Authorized Representative Signature: _____

Title and Printed Name: _____

Date: _____



WSP USA Inc.
2 Monument Square, Suite 200
Portland, ME 04101
www.wsp.com

August 29, 2025
Updated October 31, 2025

Mr. Greg Piduch, Regional Planner
Hancock County Planning Commission
66 Main St #303
Ellsworth, ME 04605

**Subject: Request for Proposals (RFP)
Gouldsboro Parcel Feasibility Study**

Dear Mr. Piduch:

We first wish to congratulate you and the Town of Gouldsboro (town) on your successful housing study grant application. The approach and scope of work developed by the Hancock County Planning Commission (HCPC) and the town are timely given the shortage of affordable, livable housing in Gouldsboro and county-wide.

WSP is pleased to participate in your search for a collaborative firm to assure success of this impactful project. We have brought together an exceptional team with the right alignment of experience this project demands.

At the request of HCPC, WSP has budgeted separately the two primary phases of work, understanding Phase II planning and conceptual design will be contingent on the findings of the soil and water quality work. WSP has also listed the tasks separately should the community engagement work be subcontracted separately. WSP would be pleased to accommodate the arrangement that best fits HCPC 's and the town's needs.

Please note WSP maintains professional liability insurance and can provide the policy upon request. WSP appreciates your time preparing the RFP and your consideration of our proposal.

Sincerely,

WSP USA Inc.

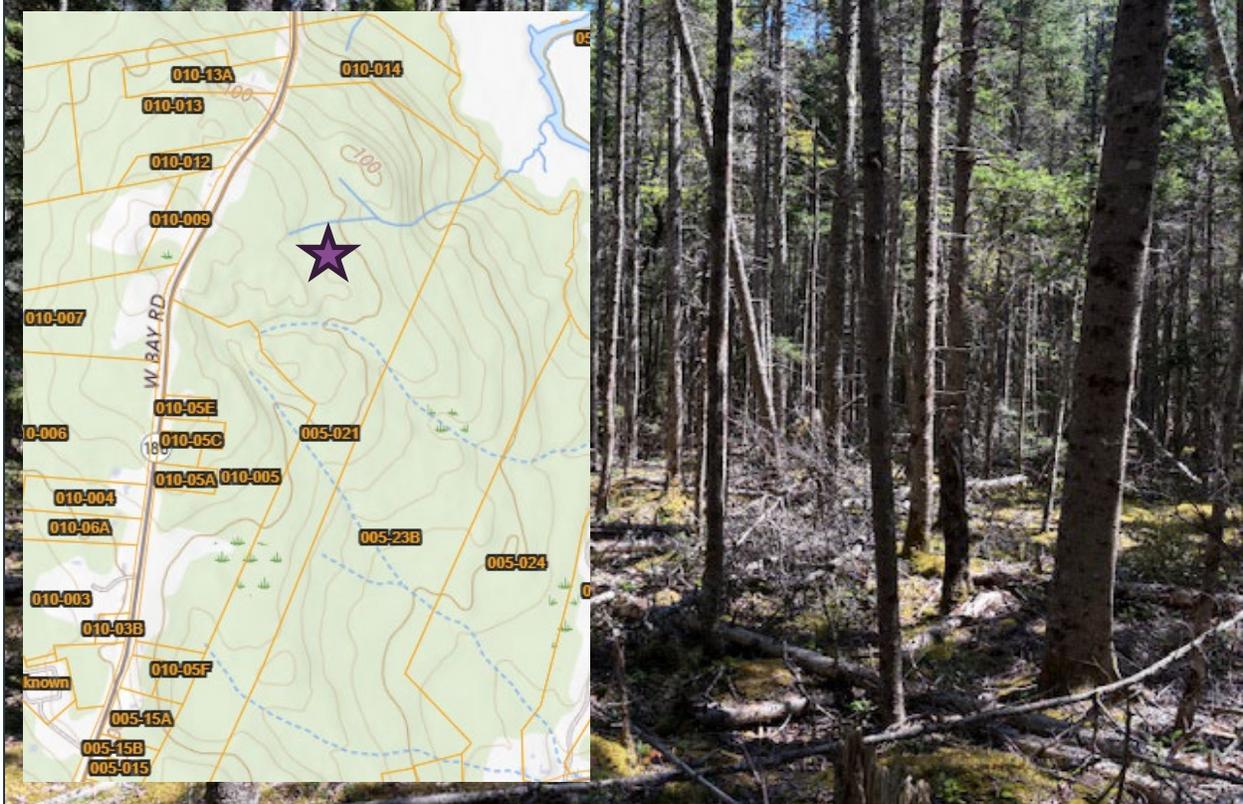
A blue ink signature of D. Todd Coffin, consisting of a stylized 'D' followed by a cursive 'Coffin'.

D. Todd Coffin, MSc, LG
Vice President, Project Management

A blue ink signature of Chris Mitchell, consisting of a stylized 'C' followed by a cursive 'Mitchell'.

Chris Mitchell, LG
Senior Vice President, Local Business
Leader, Earth and Environment

GOULDSBORO PARCEL FEASIBILITY STUDY GOULDSBORO, MAINE



FOR:

HANCOCK COUNTY PLANNING COMMISSION
66 MAIN STREET #303
ELLSWORTH, MAINE 04605

BY:

WSP USA INC.
2 MONUMENT SQUARE, SUITE 200
PORTLAND, ME 04101

AUGUST 29, 2025
Updated October 31, 2025

WSP TABLE OF CONTENTS

Table of Contents

1.0	Project Understanding – Hancock County Housing	1-1
1.1	Community Need and Vision	1-1
1.2	Project Design and Objectives.....	1-1
2.0	WSP Approach	2-1
2.1	Phase I – Site Environmental Quality and Surrounding Land Review.....	2-1
2.2	Phase II – Acres Available for Housing	2-4
3.0	Introduction to WSP	3-1
3.1	WSP Maine	3-1
3.2	Firm Capacity	3-2
3.3	Team Experience.....	3-4
4.0	Budget & Timeline	4-1
4.1	Budget Table.....	4-1
4.2	Assumptions	4-2
4.3	Timeline.....	4-2
4.4	Authorization.....	4-3

Figure 1 – Subject Property Location

Appendices

Attachment 1	WSP Related Project Experience
Attachment 2	WSP Work Order

PROJECT UNDERSTANDING

1.0 Project Understanding – Hancock County Housing

In response to the shortage of affordable housing, HCPC supported the towns of Gouldsboro, Sullivan, and Winter Harbor with a housing-focused grant application and substantial award by the Maine Department of Economic and Community Development (DECD).

1.1 Community Need and Vision

In a Housing Assessment report for the Towns of Gouldsboro and Winter Harbor published in July 2024, Camoin Associates reported that only 31% of Gouldsboro workers reside locally and 38 units are needed to maintain the current workforce in Gouldsboro and Winter Harbor over the next five years. Other key findings were:

- Average home sale prices are unaffordable to the median household income.
- Households with the least means have the greatest degree of cost burden.
- The median household income for Gouldsboro households is about 7% below the Hancock County level.
- The greatest housing need will be for both renter and owner housing for households at or below 35% area median income.

In response to the shortage of affordable housing, HCPC supported the towns of Gouldsboro, Sullivan, and Winter Harbor with a successful grant application resulting in a substantial award by the Maine Department of Economics and Community Development. The grant will support evaluation of proposed housing development parcels in each of the three communities, including environmental assessment, natural resource constraints mapping, and conceptual design of potential housing units. HCPC has issued a Request for Proposals to engage the services of a firm to complete the planned housing parcel assessment for an approximate 100-acre parcel in Gouldsboro (Subject Property) owned by the Maine Coast Heritage Trust.

1.2 Project Design and Objectives

HCPC has identified two project phases, with the scope under Phase II being contingent on the findings of Phase I. The primary objectives of each phase are provided below.

Year	2023 (Projected)	2028
Gouldsboro	\$63,270	\$79,136
Winter Harbor	\$60,473	\$66,959
Hancock County	\$68,072	\$78,867

Source: Esri

Median household income from the Camoin Associates July 2024 Housing Assessment for the Towns of Gouldsboro and Winter Harbor, ME.

PROJECT UNDERSTANDING

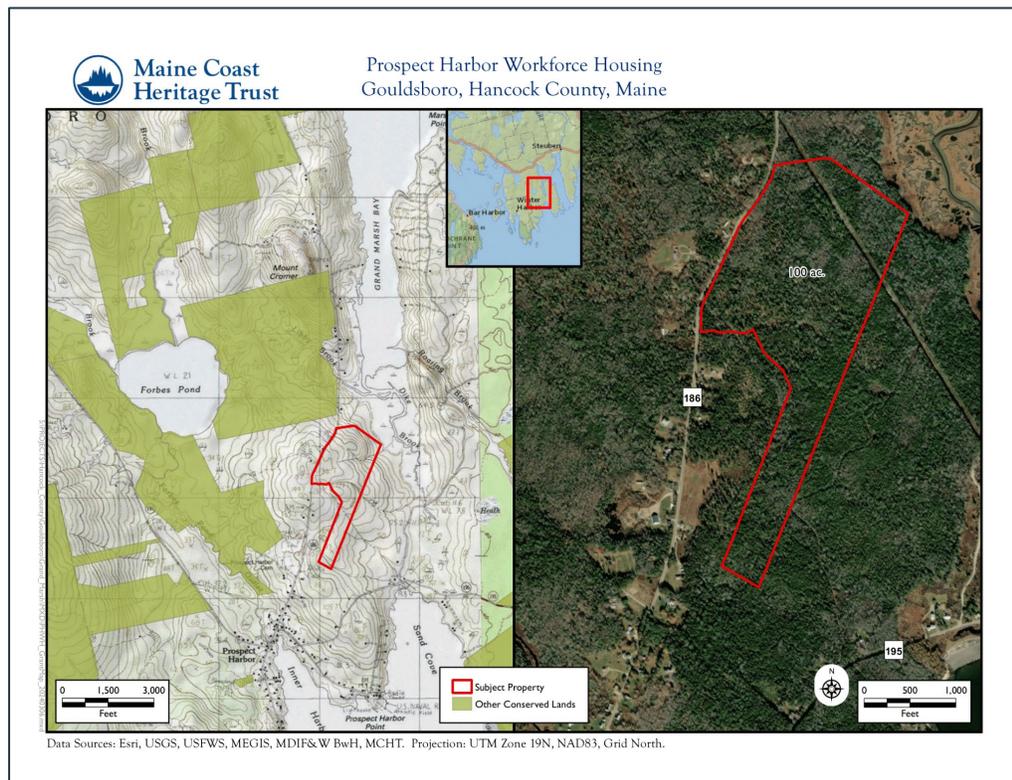
Phase I

- a. Determine whether the Subject Property's soil and water quality are suitable for residential development.
- b. Evaluate surrounding land for any immediate, short- or long-term adverse environmental impact on residents occupying the Subject Property.

As detailed by HCPC, if objectives a. and b. show the parcel is suitable for residential development, Phase II work is expected to proceed.

Phase II

- c. Estimate the maximum number of acres available and the most suitable location(s) for housing on the Subject Property.
- d. Developing examples of, and public feedback on, the type(s) and style(s) of housing most needed and best suited for the Town of Gouldsboro (Town).



MCHT Subject Property maps from HCPC RFP.

WSP SCOPE OF WORK

2.0 WSP Approach

To develop a highly effective approach for evaluation of the Subject Property, WSP has reviewed key data on parcel soils, groundwater, natural resources, and setting. WSP also visited the Subject Property on August 21, 2025 to observe the current Subject Property conditions.

WSP completed a preliminary review of important data resources which included:

- Details provided in HCPC's detailed Request for Proposals (2025).
- Maine Department of Environmental Protection (DEP) data on solid waste sites, remediation sites, and oil and hazardous material spill site, accessed on-line on 8/21/2025.
- Plan of water supply wells, Gouldsboro, Maine Geological Survey (MGS), accessed on-line 8/21/2025
- Surficial Geology, Bar Harbor Quadrangle, MGS (1974)
- Bedrock Geologic Map of Maine, MGS (1985)
- National Wetland Inventory, USFWS, accessed on-line 8/21/2025.



Subject Property entrance road at north end of parcel (photo 8/21/25).

WSP's preliminary understanding of the Subject Property characteristics and proposed scope of work in response to HCPC's site assessment objectives are detailed below.

2.1 Phase I – Site Environmental Quality and Surrounding Land Review

WSP's preliminary review of Subject Property background information indicates the following features.

1. A modest area of wetlands is mapped within the south central portion of the Subject Property lies along the approximate western third of the Subject Property (refer to **Figure 1**); four streams are mapped that flow generally east to south east across the property.
2. The majority of the Subject Property is mostly wooded with frequent outcrops of bedrock.
3. Surficial deposits are mapped as till (broad mix of sand, silt, clay, pebbles, cobbles, and boulders).

4. Area residents and businesses obtain water supply typically from bedrock wells; the Subject Property is not located on a mapped sand and gravel aquifer.

Review of Subject Property features has not identified to date potential areas of contamination concern. WSP therefore proposes a focused program of surface water testing to document baseline site conditions, to provide an indicator of water quality in the deeper bedrock aquifer, and to evaluate potential impact from properties uphill from the Subject Property, including the roadway.



WSP observed frequent bedrock outcrops at the Subject Property (photo 8/21/25).

Phase I, Task (a) – Subject Property Soil and Water Quality

Site Background Data Review - WSP will obtain readily available information on the past and current use of the Subject Property. The above data sources will be reviewed in more detail, and additional sources will include:

- Interviews with town officials and others familiar with the Subject Property on past uses and environmental conditions on and surrounding the property; and
- Evaluation of environmental databases (county, state, federal) that document potential leaks and spills and other environmental risks at, and near, the Subject Property.
- Information maintained by the Maine Coast Heritage Trust, such as previous environmental reports.

Site Reconnaissance – WSP will conduct follow-on reconnaissance of the Subject Property to photograph and record observations on the property such as natural resources (e.g., wetlands, streams) evidence of past use, and current use of adjacent properties. WSP will evaluate strategic locations for the proposed surface water sampling program.

Surface Water Samples – WSP will collect surface water at four locations on the Subject Property at shown on Figure 1. The samples will evaluate baseline surface water quality, potential surface water impacts from uphill properties, and whether additional testing is recommended.

WSP SCOPE OF WORK

WSP proposes to conduct field testing of water pH and testing in an analytical laboratory for sodium, chloride, arsenic, lead, volatile organic compounds (VOCs – indicators of pollution by automotive fuels, solvents); and petroleum compounds in weathered fuel or oil (called extractable petroleum hydrocarbons – EPH). and other heavy metals (RCRA 8 metals).

Phase I, Task (b) – Evaluate Surrounding Land for Potential Impact to Subject Property

The scope of work detailed under Task (a) above includes evaluation of the surrounding land with:

- Review of background/historical data on surrounding land use;
- Interviews with Town officials and others familiar with surrounding land use;
- Review of Maine DEP files and other environmental databases on possible leaks, spills, and other concerns on surrounding land; and
- Testing of surface water to screen potential impacts from properties uphill from the Subject Property.

These data will support the Task (b) assessment of risk to the Subject Property and in particular, risks to residents in the event of property development for housing.

Phase I Report – WSP will prepare a report on the findings of Phase I, including the objectives, methods, findings and recommendations, as needed. The report will include summary tables and figures to conveniently show the results and guide next steps. As highlighted by HCPC, the report will include sections that cover, at a minimum:

- Qualitative findings on the suitability of soils for septic system operation and potential limitations, such as shallow bedrock;
- Findings on the possible presence of hazardous materials, such as the runoff of harmful liquids or infiltration of other substances from surrounding land uses, on and around the parcel;
- An analysis of potential short- and long-term impacts due to these materials, if found; and



While not flowing at the time of WSP's visit due to seasonal conditions, streams on the Subject Property are expected to provide convenient sampling locations by spring 2026 (photo 8/21/25).

WSP SCOPE OF WORK

- Findings on existing environmental concerns, on the parcel or stemming from surrounding land uses, and their immediate, short- and long-term impacts as related to future residential development.

WSP's report will also provide recommendations for additional investigation if warranted based on the initial findings.

2.2 Phase II – Acres Available for Housing

As noted above, WSP observed a mix of woods, fields, a stream, and wetlands on the Subject Property. If HCPC elects to proceed with Phase II based on the data collected during Phase I, WSP will complete the following scope of work to preliminarily identify available acreage for development.

II, Task (c) – Available Acreage

Natural Resource Data Review - WSP will obtain readily available information on the natural resources on the Subject Property to identify potential restrictions on land development for housing. The review will include, at a minimum:

- National Wetland Inventory (NWI) wetlands
- Maine mapped vernal pools
- Deer wintering areas
- Federally Listed Endangered Species Critical Habitat Areas
- Maine Endangered, Threatened, and Special Concern Wildlife Habitat



Wetlands on the Subject Property will be evaluated to identify available land for potential development (photo 8/21/25).

This information will guide WSP's proposed follow-up Subject Property reconnaissance and wetlands mapping to identify acreage suitable for potential development.

Wetlands Mapping – A WSP wetland specialist will conduct mapping of wetlands on the Subject Property. The mapping will follow Maine DEP and US Army Corps of Engineers guidance and boundaries will be preliminarily identified using a handheld Geographic Positioning System (GPS) device. Timing of the wetland assessment, anticipated for spring 2026, will be based on spring thaw and suitable conditions for identification of wetland plants, soils, and conditions supporting vernal pools. WSP will prepare an interim technical memorandum to document the methods and findings of the wetlands mapping.

WSP SCOPE OF WORK

Mapping of Available Land for Development –

WSP will leverage available Geographic Information Systems (GIS) databases to compile the natural resource maps, wetlands mapping, and other potential site limitations to show the interpreted area of land available for housing development.

The maps will consider the findings of any identified areas of potential contamination and will show appropriate setbacks/buffers for managing risk to potential Subject Property residents.



WSP’s evaluation will consider possible protected species and wildlife habitat, including abutting property such as the power line to the east.

Phase II, Task (d) – Community Engagement and Conceptual Housing Plans

Community Engagement – Up to two public meetings are planned to initially inform the community of the planned Subject Property assessment (meeting #1), and to present the findings of the assessment and obtain feedback from the community (meeting #2) on housing concepts. The meetings will be coordinated in partnership with HCPC and the Town and will be supported by a WSP specialist in project planning and development. WSP can support meetings that are in-person, virtual, or hybrid to accommodate the needs of the community.

This is a highly important step in the housing planning and decision making process, and WSP shares below our approach.

- Network with town officials and key stakeholders to obtain ideas on affordable housing needs and design concepts.
- Identify successful Maine/New England housing projects for themes similar to those shared with respect to aesthetics, function and affordability.
- Prepare photos, plans, and illustrations that reflect these and other concepts familiar to WSP and share during the community meeting to foster engagement and feedback.
- Record feedback and ideas on community preferences voiced during the meeting.

WSP SCOPE OF WORK

Conceptual Plan Development – Based on feedback from HCPC, the Town, and community, WSP will use the available acreage mapping to prepare up to three conceptual residential development scenarios. Each concept plan will include a colored schematic design overlying existing aerial photography.

WSP Memorandum/Letter Report – WSP will prepare a memorandum or letter report to document the Subject Property acreage available for development, the conceptual layout plans, and supporting data (e.g., natural resource maps), wetlands mapping report. Community feedback during the public meetings will be summarized and appended to this report.



WSP's design team will develop concept plans using existing site aerials with colored graphic overlays.

3.0 Introduction to WSP

WSP's roots go back to the EC Jordan Company that began serving communities and businesses in Maine with engineering and environmental services in the early-1900s. A succession of successful acquisitions has led to company growth and diversity, and an award-winning team of professionals living and working in Maine.

3.1 WSP Maine

WSP's Portland, Maine office has 95 scientists, architects, engineers and surveyors, and brings the full range of expertise, experience, and qualifications needed to support HCPC's planned Subject Property evaluation and related planning. WSP has completed dozens of projects where the intersection of planning, assessment, and concept building has been at the heart of our success.

WSP has a long history of providing contamination studies, natural resource mapping, site survey, civil and geotechnical engineering services, and planning support to local communities, State of Maine agencies, and public sector clients. We have a strong reputation for providing value engineering, design, and successful project construction. As described later in this proposal, WSP's project work includes housing-related planning and assessment for key projects in Eastport, Pembroke, and Farmington, representing our deep experience serving rural Maine communities facing a diminishing stock of affordable, livable housing.

Local, state and county-based entities WSP has served include, among others:

- City of Eastport
- Town of Pembroke
- Town of Lubec
- Town of Jonesboro
- Town of Harrington
- Town of Stonington
- Town of North Haven
- Town of Castine
- Town of Searsport
- Town of Camden
- Town of Rockport
- Town of Wiscasset
- Washington County Council of Governments
- Washington County Development Authority
- Sunrise County Economic Council
- National Park Service – Acadia National Park
- Long Creek Watershed Management District (LCWMD)
- Maine Bureau of General Services
- Maine Department of Marine Resources
- Maine DEP
- MaineDOT

WSP QUALIFICATIONS

As shown on **Exhibit 2** (next page), WSP has successfully completed numerous housing and mixed-use development projects whose services have included conceptual planning and design; environmental investigations and cleanup; architectural design; civil, structural, and electrical engineering; permitting; and construction support, among others. WSP is pleased to provide select relevant project descriptions in **Attachment 1**.



WSP led the planning and design of the Unity Gardens senior residences in Windham, ME.

3.2 Firm Capacity

WSP’s project team will be dedicated to completing the Subject Property feasibility study on time and within budget. In addition to the core project team, WSP’s Portland, ME office has deep technical resources to support the Subject Property assessment and associated deliverables. **Exhibit 1** below summarizes WSP’s local technical capacity available to the project.

Exhibit 1. WSP ’s Portland, ME Office Capacity

Disciplines	Portland	Disciplines	Portland
Architects	3	Geologists	16
Computer Aided Drafting and Design (CADD) Technicians/Geographic Information System (GIS) Specialists	8	Hydrologists/Hydrogeologists	4
Civil Engineers	2	Land Surveyors	2
Geotechnical Engineers	3	Project Services	5
Construction Inspectors/Managers	1	Mechanical Engineers	2
Cost Engineers/Estimators	2	Structural Engineers	4
Electrical Engineers	1	Field Technicians	6
Environmental Engineers	12	Water Resources Engineers	2
Environmental Scientists / Permitting	12	Regulatory Compliance Specialists	4
		Other Professional Staff	6
		Total Available	95

Exhibit 2. WSP’s Select Project Experience (2008 to present)

Project Name	Background Review/Recon	Soil and Water Quality Testing	Natural Resource Review/Mapping	Community Outreach	Project Design /Engineering	Permitting
USCG Eastport Housing Project, Perry, ME	●	●	●	●	●	
Morgan Property Residential Development, Pembroke, ME	●	●	●			
Brookside Village Housing Project, Farmington, ME	●				●	●
Brunswick Station Mixed-Use Development, Brunswick, ME	●	●		●	●	●
Seabreeze Elderly Housing, Searsport, ME	●		●		●	
Waldo Avenue Group Home Housing, Belfast, ME	●			●	●	
Unity Gardens Elderly Housing, Windham, ME	●			●	●	
Consea Site Redevelopment, Eastport, ME	●	●	●	●		●
Calais Community Gardens, Calais, ME	●	●	●	●		
Sandy Creek Housing Project, Bridgton, ME	●		●		●	
Harmon Pines, Family Housing, Buxton, ME	●		●		●	●
Jordan Bay Place Elderly Housing, Raymond, ME	●		●		●	
Soltage Solar Development, Naples, ME	●	●	●	●	●	●
Columbian Packing Company Site Redevelopment, Lubec, ME	●	●	●	●	●	●
WCCOG Brownfields Property Assessment, County-Wide, ME	●	●	●	●		●
Downeast Coastal Conservancy, Two Rivers Land Assessment, East Machias, ME	●		●	●		
Iris Park Vision Impaired Housing, Portland, ME	●				●	
DiCenzo Property Mixed Use Development, Calais, ME	●	●	●	●		
Steeple Square Low Income Housing, Westbrook, ME	●			●	●	●
Ellwell Farm Elderly Housing, Buxton, ME	●		●	●	●	

3.3 Team Experience

WSP is pleased to introduce our project team whose direct experience will support the HCPC housing initiative with expertise in soil and water quality assessment, natural resources mapping, and conceptual design layout. We believe project success will be achieved through collaboration between WSP, HCPC, and the Town of Gouldsboro.

The roles, qualifications, and related experience of WSP's team are summarized on **Exhibit 3** at the end of this section. As shown, this team has:

- Successfully evaluated housing development parcels for environmental risks relating both to site history and use, and potential impacts from surrounding properties. Has identified contaminants of concern and land at risk from a variety of uses, including landfills, junkyards, salt storage, equipment operations and other activities.
- Prepared natural resource maps for identifying land suitable for development and, where applicable, provided recommendations for permitting and/or mitigation in areas with natural resource constraints.
- Extensive environmental permitting experience including Natural Resources Protection Act (NRPA), US Army Corps of Engineers (US ACOE) and local approvals.
- Success with identifying and leveraging grant funding for site assessment and cleanup.
- Deep experience with community outreach and engagement in rural Maine communities.



In partnership with Richardson & Associates, WSP co-led a series of community engagement forums to support Rockport, ME's harbor resilience planning initiative.

We provide bios for WSP's core team below, highlighting the applicable experience of each to support HCP and the Town of Gouldsboro.

D. Todd Coffin, MSc, LG – Todd Coffin is a licensed Maine Geologist and Senior Environmental Specialist with over 30 years environmental consulting experience. Now in his 10th year with WSP, Todd has supported communities, state agencies and companies with site assessment support that has led to successful project development, including numerous residential projects. He is acutely aware of the unique risks with residential with respect to potential contaminants and risk of exposure to impacted soils in back yards, groundwater from supply wells, and produce raised in gardens. Mr. Coffin is also highly experienced in the evaluation of natural resources that may limit use of land for development – such as wetlands, protected species habitat and shoreland zones. A few examples of his related experience are highlighted below.

Mr. Coffin is a frequent public speaker and author on environmental topics and has led community outreach and training programs efforts such as Brownfields training, project ribbon cutting events, public meetings for US EPA development projects, and workshops to engage public comment and input on development projects. Most recently he co-led coastal resilience planning and conceptual design community forums for the towns of Camden and Rockport, ME (2023-2025).

- **Morgan Property Residences, Pembroke, ME.** Project manager for planned residential development on undeveloped coastal land in Pembroke, ME. Site research found the property had been used as a bulk oil storage facility and tanks supports and piping remained on the site. Potential contaminants were evaluated by a series of test pits and testing of surface soils. Site development for residences is ongoing.
- **Kohler Residential Development, Wiscasset, ME.** Mr. Coffin led the evaluation of a planned residential development which was the former site of an underground home heating oil storage facility. Investigations identified several underground tanks that were removed, followed by testing of soils, groundwater and soil vapor for petroleum contaminants. The site assessment led to identification of land areas suitable for development and home construction was successful.
- **DiCenzo Mixed Use Development, Calais, ME.** Project Manager for an environmental assessment of nearly 40 acres proposed for development near the site of a former contractor operations yard. The investigation included underground fuel storage tanks, demolition debris piles, waste storage areas, and maintenance shop. The investigation identified several cleanup actions required before development, especially residential use.
- **MBNA Recreational Cabins, Northport, ME.** Project geologist for evaluation of natural resource constraints and baseline testing of groundwater for public water supply well development at the site of a planned development of hospitality cabins.

Evaluated soils for planned on-site septic systems and evaluated geologic data for optimal supply well locations.

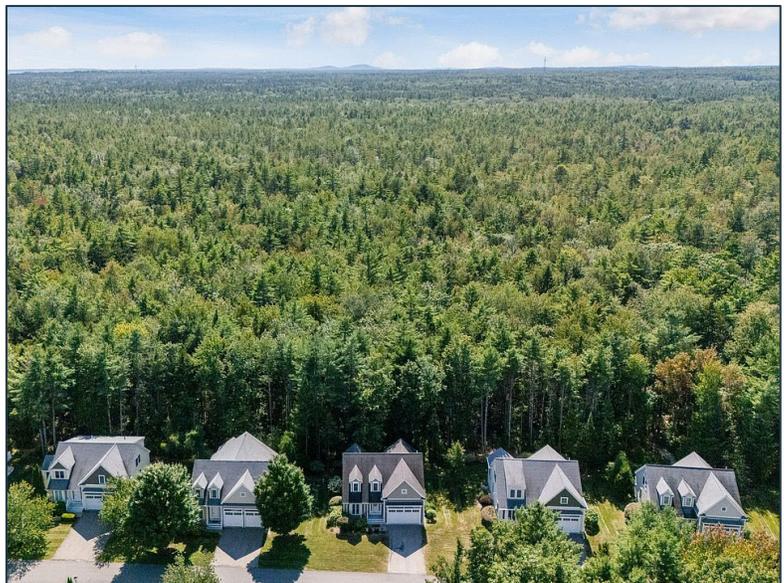
Haley Plante, BA, LG - Ms. Plante is an environmental scientist currently working as a Project Manager and Technical Lead for environmental site assessments, environmental investigation, and environmental liability forecasting. Project clients include the United States Coast Guard, United States Air Force, General Services Administration, and New York State Department of Environmental Conservation. Ms. Plante has led field tasks as a field operations lead and task lead for long term and performance monitoring, PFAS remedial investigations mobilizations managing field teams for the completion and quality of project scope. Most recently, she has managed Phase I, II, and III Environmental Site Assessments and environmental liability site assessments for the GSA and USCG.

- **Former Jonesport Housing Area, Jonesport, ME.** Project lead for Phase I and Phase II ESAs in accordance with ASTM guidelines at the former Jonesport Housing Area in Jonesport, Maine to identify and characterize environmental liability on the property. This project was in support of property divestiture for the GSA. WSP's performance received "Exceptional" Contractor Performance Assessment Report (CPAR) from the USCG on project quality and schedule.
- **298-Acre LORAN Station Parcel Assessment, Caribou, ME.** Project lead for natural resource and contamination assessment at the site of former radio communications facility operated by the USCG. Scope of services included review of natural resource maps, site operations history, and reconnaissance of site features for evidence of environmental contaminants. Property proposed for divestiture by the USCG/GSA for potential residential or mixed-use development.
- **WCCOG, Phase I and Phase II ESAs, Dicenso Property, Calais, ME.** Prepared Phase I ESA Report and conducted Phase II ESA for former construction yard and vacant parcel. The Phase I ESA identified potential underground storage tanks and substantial imported fill for site leveling.
- **WCCOG, Phase I ESA, Morgan Property, Milbridge, ME.** Conducted limited Phase II soil sampling at a former AST farm and site of planned residential development. WSP conducted a Phase I ESA and the limited Phase II ESA under ASTM 1527 and 1903 standards.
- **US General Services Administration, USCG Doubling Point Lighthouse, Arrowsic, ME.** Field lead for Phase I ESA of a former lighthouse and lightkeepers property on the Kennebec River in Arrowsic, Maine. The Phase I ESA was followed by

implementation of Phase II investigation of lead in shallow soils across the site. Lead field investigation and Phase II reporting.

Andrew Munsey, PE - Mr. Munsey is a Senior Architect with expertise in architectural design, specifications, and codes; building technologies and systems; and construction administration. Having been in the industry since 1999, his experience encompasses a wide range of structures, including both renovations and new construction; structures listed in the National Register of Historic Places; federal, state, and defense structures; water and wastewater treatment facilities; educational institutions; and commercial and residential projects.

- **Cedarwood Farms Townhomes, Kennebunk, ME.** Master plan and conceptual design for 14-acre Cedarwood Farms Townhome development.
- **Community Housing of Maine.** Project planning and design for multiple multi-family apartment buildings for Community Housing of Maine.
- **298 Main Street Condos, Yarmouth ME.** Planning and design for mixed use development near downtown Yarmouth.
- **Railroad Square Development, Yarmouth ME.** Senior architect for preparation of mixed use masterplan.
- **Snowden Hall, Providence, RI.** Conceptual planning and design for new dormitory for Johnson and Wales University,
- **Heathman Hall, University of Rhode Island.** Senior architect for design of dormitory renovations at the University of Rhode Island.



Andrew Munsey developed the Master Plan and conceptual design for the Cedarwood Townhomes project in Kennebunk, ME.

Exhibit 3. Qualifications of Key Staff

Name/Role	Years' Experience, Education, Registrations	Relevant Experience
Key Personnel (<i>Resumes provided in Attachment A</i>)		
Todd Coffin, MSc, LG Project Manager	<ul style="list-style-type: none"> ✓ 40 Years ✓ BA, Geology, Colby College, Waterville Maine 1983 ✓ MS, Engineering Geology, Purdue University, 1986 ✓ LG - ME #310 ✓ PG – NH #723 (inactive) 	<ul style="list-style-type: none"> ✓ Led several housing and mixed-use development projects with environmental assessment and natural resource mapping. ✓ Program manager for the Washington County Brownfield program from 2010 to 2022. ✓ Completed numerous NRPA and related permitting projects in coastal communities, such as Eastport, Jonesboro, Pembroke and Lubec.
Haley Plante, BA, LG Project Scientist, Natural Resource and Contamination Matters lead	<ul style="list-style-type: none"> ✓ 8 years ✓ BA, Environmental Science Franklin & Marshall College, 2017 ✓ Masters Certificate in Environmental Geology, University of Illinois, Urbana, 2024 ✓ LG – ME #678 	<ul style="list-style-type: none"> ✓ Field lead for numerous Brownfields and other potentially contaminated sites in Downeast Maine (e.g., Pembroke, Calais, and Milltown). ✓ Evaluation of undeveloped property proposed for housing or mixed use. ✓ Project Manager for several USCG housing projects including property history research, natural and cultural resources review, and soil and water quality testing,
Andrew Munsey, RA, AIA, NCARB Land suitability review and conceptual housing layout design	<ul style="list-style-type: none"> ✓ 26 years ✓ Bachelor of Architecture, Roger Williams University, 1999 ✓ Licensed Architect, ME 	<ul style="list-style-type: none"> ✓ 12 years of residential development planning and design experience. ✓ Experienced in single and multi-family residential development including townhomes, and condominiums. ✓ Highly skilled with conceptualizing the site masterplan considering factors such as boundaries, topography, solar orientation, parking requirements, and natural resource constraints.
Bridgette Fritz GIS, Natural Resource Data Integration	<ul style="list-style-type: none"> ✓ 8 years ✓ MSc, Geography, University of TN ✓ BSc, Geology and Environmental Studies, University of TN 	<ul style="list-style-type: none"> ✓ GIS Professional Certification 162225. ✓ Natural resource database and mapping expertise in Maine and throughout the US. ✓ Experienced with natural resource data to meet permitting needs of the Maine DEP, USACE and other regulatory agencies.
Will Whitten CAD, Planning/Design	<ul style="list-style-type: none"> ✓ 40 years ✓ Drafting Technology Certificate, Northern Maine Technical Institute, Presque Isle, Maine 	<ul style="list-style-type: none"> ✓ Serves as lead Civil 3D site designer and CADD technician responsible for site layout, grading, drainage and utility infrastructure for permitting and construction documents. ✓ Provides lead site design and CAD support for design and permitting infrastructure improvements. ✓ Experience includes lead site designer and CAD technician for variety of projects including residential subdivisions, roadways, stormwater and utility infrastructure.

WSP BUDGET & TIMELINE

4.0 Budget & Timeline

WSP has developed a scope of work and budget to optimize the available funds awarded to HCPC and the town. We expect continued collaboration and potential refinement of the approach and scope as information is gathered in the upfront planning and completion of Phase I.

4.1 Budget Table

Exhibit 3 below provides estimated costs separately for the Phase I and Phase II scopes of work identified in the RFP. Project Management, coordination and communications have been included in the task budgets.

Exhibit 3. Budget Summary

Phase I Tasks	Estimated Budget
Task (a) – Subject Property Soil and Water Quality	
Background Data Review, Interviews	\$2,700
Site Reconnaissance and Surface Water Samples	\$6,200
Task (b) – Evaluate Surrounding Land for Potential Impact	
Risk Assessment based on Phase I Data	\$1,200
Phase I Report	\$3,400
Phase I Subtotal	\$13,500
Phase II Tasks	
Task (c) – Available Acreage for Housing	
Natural Resource Review	\$3,000
Wetlands Mapping & Report	\$8,400
Available Land Mapping	\$4,300
Task (d) - Community Engagement and Conceptual Housing Plans	
Community Engagement	\$7,800
Conceptual Housing Plans	\$11,900
Phase II Report	\$3,900
Phase II Subtotal	\$39,300
Project Total	\$52,800

WSP BUDGET & TIMELINE

4.2 Assumptions

WSP has developed the proposed budgets based on the following assumptions.

1. For efficiency, the site reconnaissance and surface water sampling are proposed to be completed during the same 10-hour work day.
2. Surface water sampling and wetlands mapping are planned for spring 2026 when conditions are expected to be more favorable than the current (summer 2025) dry conditions. The extended dry conditions have resulted in low stream flow or dry beds in many areas; WSP has assumed up to three to five days for wetland mapping (plus travel).
3. In-person community meetings, if preferred by HCPC and the town, will be supported by one WSP land planning/management professional; others may join remotely contingent on available audio/visual systems.
4. Reports will be delivered electronically, with one draft and final copy completed following one round of comments by HCPC and the town.
5. The proposed scope of work includes the first step in assessing risk at the Subject Property; depending on the findings, additional work may be advised to more fully evaluate risk for a potential residential development (e.g., additional sample locations; sampling at great depth).
6. WSP's assumes we will enter into a contract using HCPC's or the town's contract terms, or if requested, WSP's contract terms and conditions. WSP reserves the right to review any proposed contract terms and conditions, and to negotiate final terms prior to acceptance.
7. WSP will invoice services on a time and materials basis and is willing to amend the scope of work and associated budget if requested by HCPC, and upon approval by WSP; we understand changes in scope may occur because of initial findings or unexpected conditions.

4.3 Timeline

In accordance with the goals of HCPC, WSP is prepared to complete the proposed scope of work within 12 months of authorization. The estimated milestones are provided below assuming project start-up on or near October 1, 2025.

Phase I

- Completion of site background review by December 31, 2025.
- First community meeting by March 15, 2026.

WSP BUDGET & TIMELINE

- Detailed reconnaissance and surface water sampling by April 30, 2026.
- Phase I report by June 15, 2026.

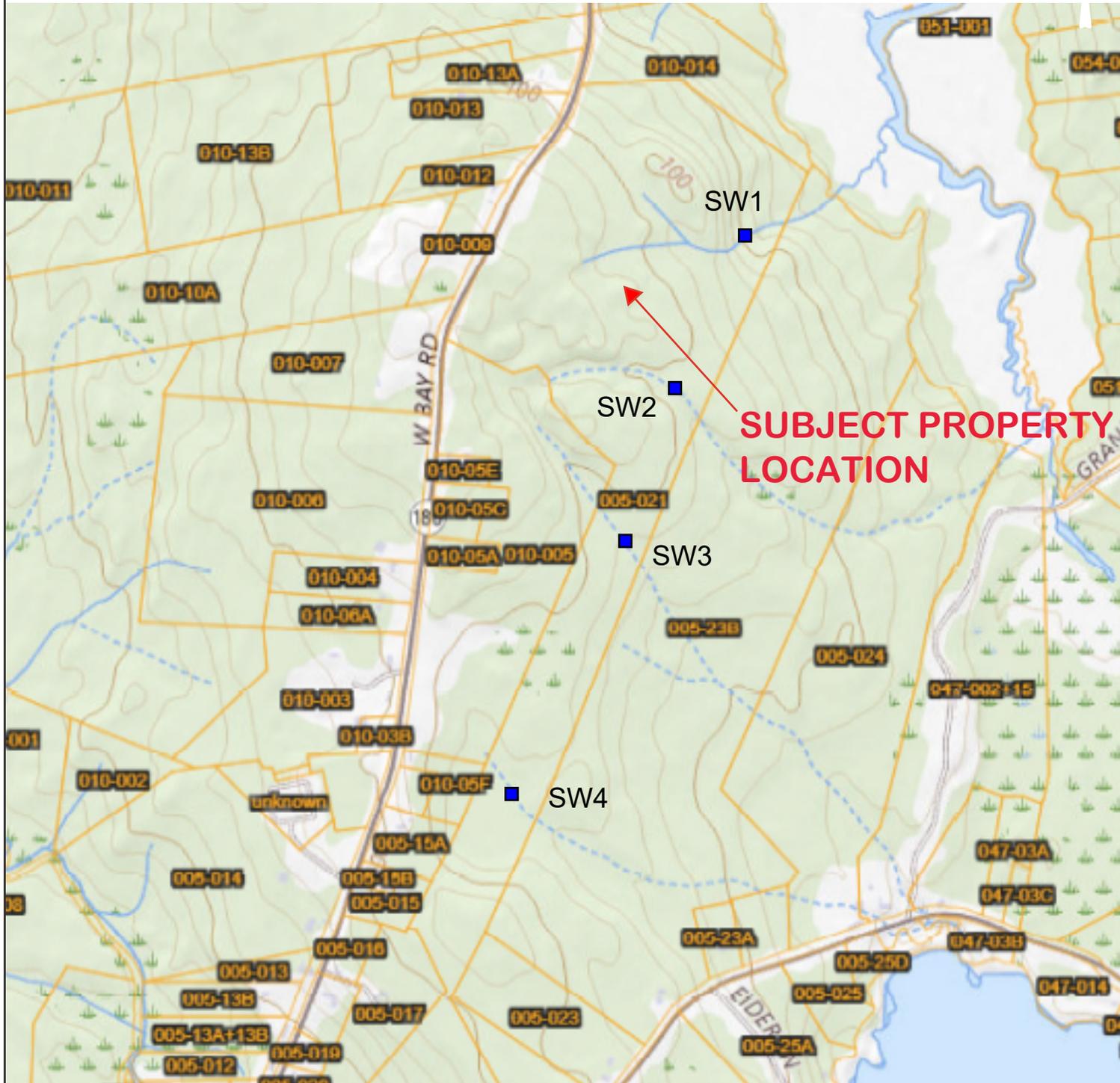
Phase II

- Wetlands mapping by June 30, 2026.
- Phase II land mapping and analysis by July 31, 2026.
- Second community meeting by August 31, 2026.
- Report on Phase II findings and conceptual plans by September 31, 2026.

WSP would be pleased to accommodate adjustments to this initial schedule, where feasible, based on the needs of HCPC, the Town, and community.

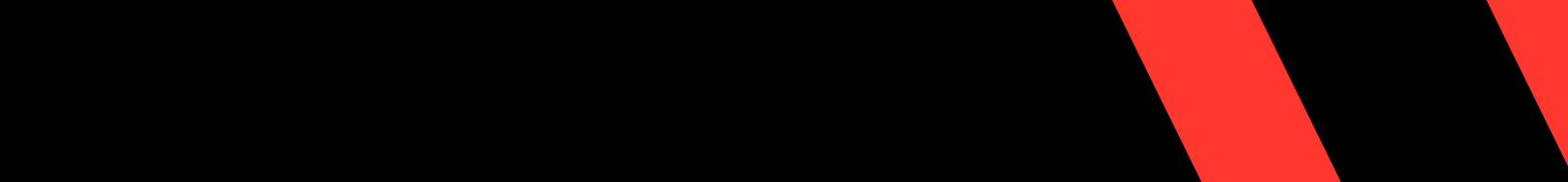
4.4 Authorization

WSP has attached a Work Order for the work detailed in this proposal. Please sign the Work Order and return a copy to WSP as formal authorization for us to proceed.



■ Proposed surface water sample location

	TITLE: SUBJECT PROPERTY LOCATION	CLIENT: HANCOCK COUNTY PLANNING COMMISSION		FIGURE 1	
	SITE: WEST BAY ROAD GOULDSBORO, ME	SCALE: NTS	DATE: 8/22/2025		PROJECT: 2025US454206
		BASE MAP: GOOGLE EARTH			CHECKED BY: DTC



ATTACHMENT 1

RELATED PROJECT EXPERIENCE

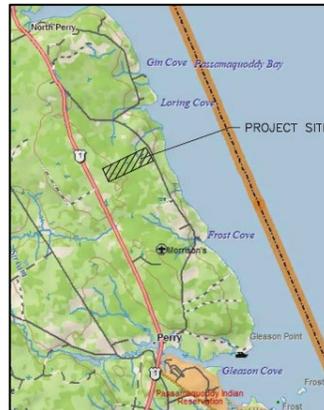
EASTPORT HOUSING PROJECT

PERRY, MAINE

Key WSP Services (2018-2020):

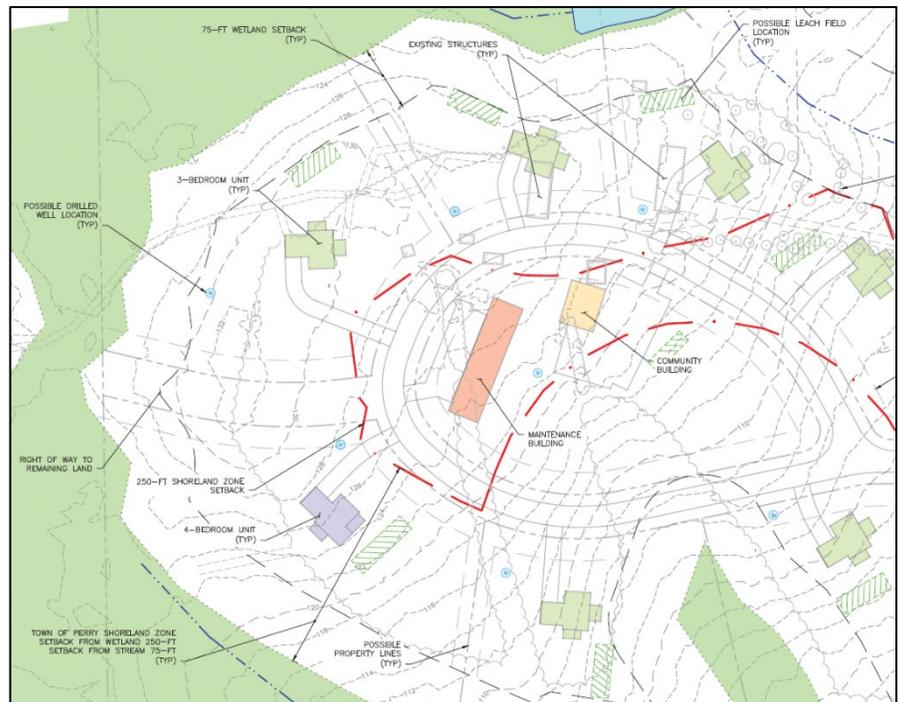
- Soil and groundwater quality assessment for 73-acre parcel
- Environmental and cultural resource assessment
- Subsurface wastewater disposal evaluation
- Groundwater supply study
- Site survey
- Conceptual housing layout design

WSP led an evaluation of largely undeveloped property for a planned United States Coast Guard housing project in Downeast Maine.



WSP, in partnership with HDR, completed a site evaluation for the USCG Eastport Housing Project. The scope of this project involved several tasks to determine the suitability of development of a property that was purchased by the USCG for future housing development for USCG Station Eastport.

The site includes 73 acres of land and seven buildings. The work scope included 1) Environmental Risk Assessment for Lead, Asbestos, Hazardous Waste, 2) Subsurface Wastewater Disposal Evaluation, 3) Groundwater Supply Study, 4) Property Survey, 5) Cultural and Natural Resource Study, 6) NEPA EA, 7) Surface Soil Sampling, and 8) Geotechnical Evaluation.



WSP supported layout of the conceptual housing design, optimizing available acreage based on the natural resource and cultural resources evaluation. The field support included characterization of wetlands, soil evaluation, and survey of the site features.

MORGAN PROPERTY DEVELOPMENT

PEMBROKE, MAINE

Key WSP Services (2017-2018):

- Leverage of county-wide Brownfields funding
- Environmental quality data review (risk to soil and groundwater)
- Soil quality testing at area of former bulk oil storage tanks
- Natural resource constraints review
- Identification of property suitable for residential development

While largely undeveloped, WSP's background research identified a former bulk oil storage facility and two homesteads that were investigated.



WSP was contracted by the Washington County Council of Governments to conduct an environmental assessment of the Morgan Property in Pembroke, ME. The 5.1-acre property consisted of four parcels proposed for residential development. Located on the shore of the Pennamaquan River in Pembroke, ME, a portion of the site was found to be used for bulk oil storage with transfer to barges on the river. In addition, two historic homesteads were identified, potentially associated with relict dumps of tin cans and other debris associated with lead.

The WSP team conducted a thorough site historic review and research of regulatory databases to identify potential leaks or spills of oil or hazardous substances. WSP's reconnaissance of the site identified three concrete cradles apparently used to support bulk oil storage tanks and only scattered bricks at one historic homestead site. WSP conducted a site investigation near the former storage tanks using test pits and sampling of soils for evidence of contamination. Field assessment and lab testing of soil samples identified no contamination. Investigation of groundwater was deemed unnecessary based on the testing and background information research. A review of natural resource data identified no resources of concern (e.g., wetlands, wildlife habitat), other than the intertidal waterfront of the Pennamaquan River. Residential development is currently ongoing.



BROOKSIDE VILLAGE HOUSING

FARMINGTON, MAINE

Key WSP Services (2010-2014):

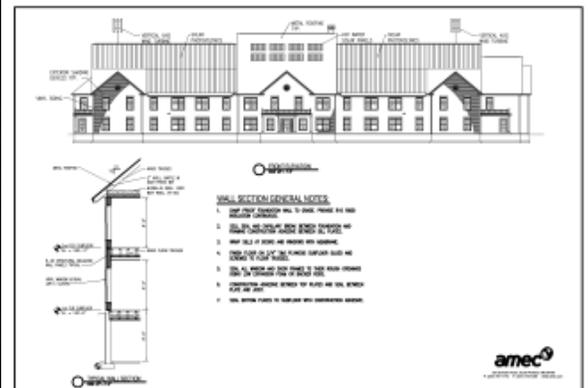
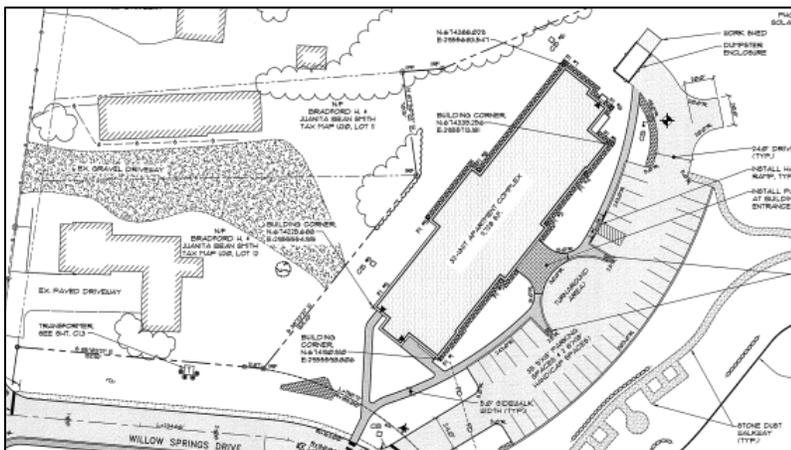
- Site planning and design with Pinham & Greer
- Architecture
- Structural engineering
- Mechanical Engineering
- Electrical engineering
- Cost estimating

The US Green Building Council honored Brookside Village as the *Outstanding Affordable Project* in 2016.



WSP designed the 32 unit Brookside Village Housing for the elderly in Farmington, ME to achieve a net-zero energy usage. The WSP team of architects, mechanical engineers, electrical engineers and structural engineers, together with the development group, Maine State Housing Authority (MSHA), and US Dept of Agriculture Rural Development (RD) worked closely as a team to meet the energy goals while providing a quality living environment for the elderly residents.

AMEC led the design process for consensus decision making, and throughout the process apprised the project team of design options and associated costs and life cycle impacts. The resulting design includes 32 one bedroom independent housing units, common meeting room with kitchenette, central mail area, and an office. The building energy goals are met with a large roof top photo-voltaic system feeding power into the electric meter as an offset for energy use. The building is fully electric, with the heat being radiant floor using geothermal heat exchange. The envelope is highly insulated and draft free.



MAINE STREET STATION

BRUNSWICK, MAINE

Key WSP Services (2004-2010):

- Contamination assessment/management
- Redevelopment master plan
- Engineering plans and bid documents
- Environmental permitting
- Construction oversight
- Community outreach

Amec Foster Wheeler was the prime environmental and engineering consultant for this landmark mixed-use development project in mid-coast Maine.



WSP was responsible for brownfields site assessments and remediation funded through a USEPA Brownfield Grant under the Maine Department of Environmental Protection (MEDEP) Voluntary Remedial Action Program (VRAP). The 23-acre site was formerly a series of rail yards operating for over a century and contaminated with 14,000 cubic yards of coal ash.



WSP prepared a Redevelopment Master Plan for the site including re-development concepts, civil design, and community outreach for this highly visible project. The outreach featured public meetings and design workshops where information was provided to the community and ideas sought for the redevelopment vision. WSP completed Maine DEP stormwater permitting; infrastructure design including street and utilities; and planning and design support for public and private tenants including an intermodal transportation facility.

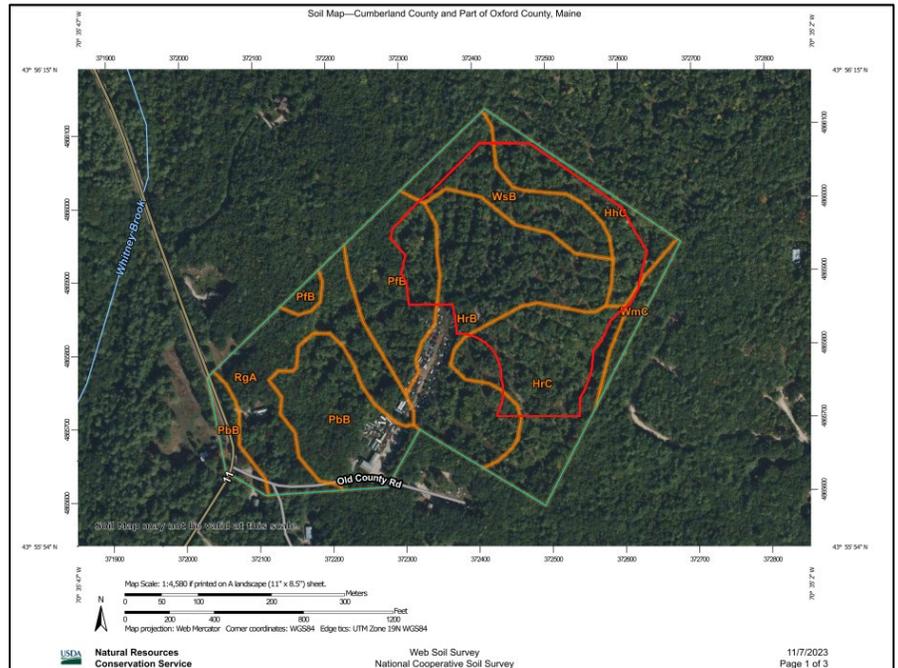
Today, the property is one of the cornerstones of Downtown Brunswick featuring a hotel, restaurant, college bookstore, train station, and other retail shops.

SOLAR DEVELOPMENT SEBAGO LAKE REGION, MAINE

Key WSP Services (2020-2022):

- Site history and natural resources review for 30-acre parcel
- Site and junkyard reconnaissance
- Soil and water quality testing
- Site survey
- Solar array design
- Municipal Permitting

WSP led evaluation and conceptual design of a 30-acre solar development project in the Sebago Lake Region, Maine.

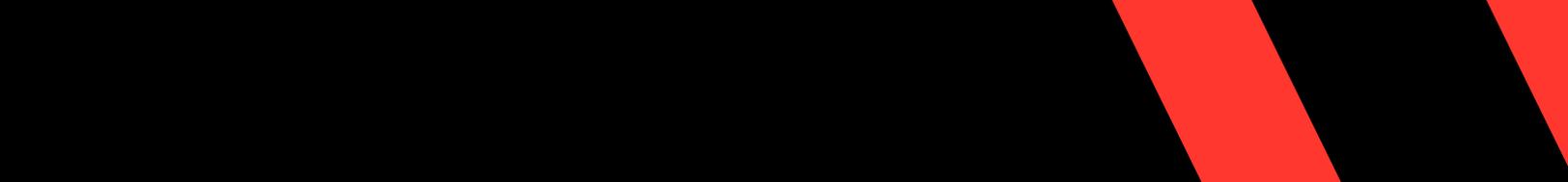


WSP, in partnership with a private solar developer, completed a site evaluation for this utility scale solar project. The scope involved several tasks to determine the suitability of the property for a solar farm, working with the local planning Board to understand ordinance requirements, and meeting the MEDEP and municipal requirements for the project.



The site included 30+ acres of land abutting an active auto recycler/junkyard along with several buildings. The work scope included 1) Environmental Site Assessment and sampling for metals and volatile organic compounds (VOCs), 2) property survey, 3) cultural and natural resource assessment, 4) wetland, vernal pool and soil sampling and 5) geotechnical evaluation.

WSP prepared the solar design, optimizing available acreage based on the natural resource and cultural resources evaluation. The field effort included characterization of wetlands, soils evaluation, and survey of site features.



ATTACHMENT 2

WSP WORK ORDER



**WSP USA Inc.
Work Order**

CLIENT: Town of Sullivan, ME (On behalf of the Town of Gouldsboro, ME) Work Order Number: Sullivan-2 (2025)	Project Name: Gouldsboro Parcel Feasibility Study Proposal Number: 2025US454206
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This Work Order (“Work Order”), when approved and signed by both parties, is subject to the attached WSP USA Inc. Terms and Conditions.

SCOPE OF SERVICES:

WSP shall perform the following services (“Services”):

- As set forth in the attached Proposal document entitled: Gouldsboro Parcel Feasibility Study, Gouldsboro, Maine.
- As described as follows:

The Services are are not in support of a U.S. Government contract.

SCHEDULE:

Time to complete performance of the Services are specifically referenced in the attached Proposal document.

COMPENSATION:

The CLIENT’s payment obligation under this Work Order is as follows:

- The Firm Fixed Price for the Services.
- Time & Materials Estimate for the Services is: **\$52,800 USD**

In addition to the Agreement amount, Client assumes full responsibility for the payment of any applicable sales, use, value-added or withholding taxes under this Agreement, except as otherwise specified.

By their signatures below, the parties acknowledge that they shall be bound by the terms of this Work Order, including the attachments hereto, and that the undersigned are authorized to enter into this Work Order.

CLIENT: Town of Sullivan, Maine (on behalf of the Town of Gouldsboro, ME) Date: By: (Signature) Name: (Printed Name) Title:	WSP USA Inc. Date: By: (Signature) Name: (Printed Name) Title:
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WSP USA Inc. (WSP) Terms and Conditions



1. COMPENSATION: Invoices will be submitted at least monthly for Services rendered. Terms of payment are net thirty (30) days from date of invoice. Payment will be made to WSP at the address specified on WSP's invoice. If CLIENT reasonably objects to all or any portion of an invoice, CLIENT shall notify WSP of that fact in writing within ten (10) days from the date of receipt of WSP's invoice, give reasons for the objection, and pay that portion of the invoice not reasonably in dispute. Failure of CLIENT to provide such written notice within the allowed ten (10) day period shall be deemed to be a waiver of all objections to that invoice.

2. STANDARD OF CARE: WSP will perform the Scope of Services utilizing that degree of skill and care ordinarily exercised under similar conditions by reputable members of WSP's profession practicing in the same or similar locality at the time of performance. NO OTHER WARRANTY, GUARANTY, OR REPRESENTATION, EXPRESS OR IMPLIED, IS MADE OR INTENDED IN THIS AGREEMENT, OR IN ANY COMMUNICATION (ORAL OR WRITTEN), REPORT, OPINION, DOCUMENT, OR INSTRUMENT OF SERVICE, AND THE SAME ARE SPECIFICALLY DISCLAIMED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

3. INDEPENDENT CONTRACTOR: WSP shall be fully independent and shall not act, except as permitted herein, as an agent or employee of CLIENT. WSP shall be solely responsible for its employees and for their compensation, benefits, contributions, and taxes, if any. Unless otherwise agreed to in writing by WSP and CLIENT, neither party shall directly or indirectly solicit, hire or retain, or knowingly cause a third party to solicit, hire or retain, during the term of this Agreement and for a period of one (1) year after the date on which this Agreement terminates, any employee of the other party who works on the preparation of the Proposal or otherwise performs Services under or in connection with this Agreement. Nothing herein shall prevent either party from hiring any individual who responds to a general advertisement for services.

4. INSURANCE: WSP will maintain insurance for this Agreement in the following types and limits: (i) worker's compensation insurance as required by applicable law, (ii) comprehensive general liability insurance (CGL) (\$1,000,000 per occurrence / \$2,000,000 aggregate), and (iii) automobile liability insurance for bodily injury and property damage (\$1,000,000 CSL).

5. CHANGES: CLIENT may order changes within the general scope of the Services by altering, adding to, or deleting from the Services to be performed. Work beyond the scope of services or re-doing any part of the project through no fault of WSP, shall constitute extra work and shall be paid for on a time-and-materials basis in addition to any other payment provided for in this Agreement. Should WSP encounter conditions which were (i) not reasonably anticipated, including, but not limited to, changes in applicable law, (ii) subsurface or otherwise concealed physical conditions that differ materially from those indicated in this Agreement or (iii) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in activities of the character contemplated by this Agreement, WSP shall promptly provide notice to CLIENT. CLIENT shall promptly investigate such conditions. If, in WSP's reasonable opinion, the conditions cause an increase or decrease in WSP's cost of, or time required for, performance of any part of its Services, CLIENT shall issue a Change Order with an equitable adjustment in WSP's compensation, schedule, or both. In the event no Change Order is agreed to, WSP reserves the right to either (i) suspend its performance until a Change Order is agreed to or (ii) discontinue its performance and terminate this Agreement.

6. FORCE MAJEURE: Should performance of Services by WSP be affected by causes beyond its reasonable control, WSP will be granted a time extension and the parties will negotiate an equitable adjustment to the price, where appropriate, based upon the effect of the Force Majeure on performance by WSP.

7. CLIENT'S RESPONSIBILITIES: CLIENT agrees to provide WSP all available material, data, and information pertaining to the Services.

8. SITE ACCESS: CLIENT shall at its cost and at such times as may be required by WSP for the successful and timely completion of Services: (i) provide unimpeded and timely access to any site, including third party sites if required (ii) provide an adequate area for WSP's site office facilities, equipment storage, and employee parking; (iii) furnish all construction utilities and utilities releases necessary for the Services; (iv) provide the locations of all subsurface structures, including piping, tanks, cables, and utilities; (v) approve all locations for digging and drilling operations; and (vi) obtain all permits and licenses which are necessary and required to be taken out in CLIENT's name for the Services. WSP will not be liable for damage or injury arising from damage to subsurface structures that are not called to its attention and correctly shown on the plans furnished to WSP in connection with its work.

9. WARRANTY OF TITLE, WASTE OWNERSHIP: CLIENT has and shall retain all responsibility and liability for the environmental conditions on the site. Title and risk of loss with respect to all materials shall remain with CLIENT. At no time will WSP assume possession or title, constructive or express, to any such materials, including samples and wastes.

10. LIMITATION OF LIABILITY:

CLIENT's sole and exclusive remedy for any alleged breach of WSP's standard of care hereunder shall be to require WSP to re-perform any defective Services. All claims by CLIENT shall be deemed relinquished unless filed within one (1) year after substantial completion of the Services.

TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF WSP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENCE ACT(S), ERROR(S) OR OMISSION(S) OF WSP IN PERFORMING SERVICES, SHALL BE LIMITED TO FIFTY THOUSAND DOLLARS (\$50,000) OR THE TOTAL FEES ACTUALLY PAID TO WSP BY CLIENT UNDER THE AGREEMENT WITHIN THE PRIOR ONE (1) YEAR PERIOD, WHICHEVER IS LESS ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST WSP OTHER THAN THOSE DESCRIBED IN THE PRECEDING SENTENCE, AND (II) ANY LIABILITY OF WSP IN EXCESS OF THE LIMITATION.

In consideration of the promises contained herein and for other separate, valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CLIENT acknowledges and agrees that (i) but for the Limitation, WSP would not have performed the Services, (ii) it has had the opportunity to negotiate the terms of the Limitation as part of an "arms-length" transaction, (iii) the Limitation amount may differ from the amount of professional liability insurance carried by WSP, (iv) the Limitation is merely a limitation of, and not an exculpation from, WSP's liability and does not in any way obligate CLIENT to defend, indemnify or hold harmless WSP, (v) the Limitation is an agreed remedy, and (vi) the Limitation amount is neither nominal nor a disincentive to WSP performing the Services in accordance with the Standard of Care.

WSP and CLIENT shall each waive any right to recover from the other party for any special, incidental, indirect, or consequential damages (including lost profits and loss of use) incurred by either WSP or CLIENT or for which either party may be liable to any third party, which damages have been or are occasioned by Services performed or reports prepared or other work performed hereunder.

CLIENT agrees that the damages for which WSP shall be liable are limited to that proportion of such damages which is attributable to WSP's percentage of fault subject to the other limitations herein.

11. INDEMNITY: CLIENT agrees to defend, indemnify, protect and hold harmless WSP and its officers, employees and agents from any and all claims, liabilities, damages or expenses, including but not limited to delay of the project, reduction of property value, fear of or actual exposure to or release of toxic or hazardous substances, and any consequential damages of whatever nature, which may arise directly or indirectly, to any party, as a result of the services provided by WSP under this Agreement, unless such injury or loss is caused by the sole negligence of WSP.

12. ASSIGNMENT AND SUBCONTRACTING: Neither party shall assign its interest in this Agreement without the written consent of the other. If services are required in New York, WSP will arrange for such services to be provided by an associated firm and this agreement, where required, shall be deemed to be directly between the CLIENT and the licensed firm for all purposes related to the specific scope of services. WSP shall retain responsibility in accordance with this Agreement for all services performed.

13. COST ESTIMATES: If included in the Services, WSP will provide cost estimates based upon WSP's experience on similar projects, which are not intended for use by CLIENT or any other party in developing firm budgets or financial models, or in making investment decisions. Such cost estimates represent only WSP's judgment as a professional and, if furnished, are only for CLIENT's general guidance and are not guaranteed as to accuracy.

14. TERMINATION: Either party may terminate this Agreement at any time by providing not less than ten (10) days advance written notice to the other party. In the event of a termination, CLIENT shall pay for all reasonable charges for work performed and demobilization by WSP to date of notice of termination. The limitation of liability and indemnity obligations of this Agreement shall be binding notwithstanding any termination of this Agreement.

15. GOVERNING LAWS/LANGUAGE: This Agreement shall be governed and construed in accordance with the laws of the state of the WSP office entering into this Agreement. All communications relating to or arising out of this Agreement shall be in the English language.

16. FIELD REPRESENTATION: The Services do not include supervision or direction of the means, methods or actual work of other consultants, contractors and subcontractors not retained by WSP. The presence of WSP's representative will not relieve any such other party from its responsibility to perform its work and services in accordance with its contractual and legal obligations and in conformity with the plans and specifications for the project. CLIENT agrees that each such other party will be solely responsible for its working conditions and safety on the site. WSP's monitoring of the procedures of any such other party is not intended to include a review of the adequacy of its safety measures. It is agreed that WSP is not responsible for safety or security at a site, other than for WSP's employees, and that WSP does not have the contractual duty or legal right to stop the work of others.

17. DISPUTES: Any dispute arising hereunder shall first be resolved by taking the following steps, where a successive step is taken if the issue is not resolved at the preceding step: 1) by the technical and contractual personnel for each party performing this Agreement, 2) by executive management of each party, 3) by mediation, or 4) through the court system of the state of the WSP office that is entering into this Agreement. CLIENT hereby waives the right to trial by jury for any disputes arising out of this Agreement. Except as otherwise provided herein, each party shall be responsible for its own legal costs and attorneys' fees.

18. EXCLUSIVE USE: Services provided under this Agreement, including all reports, information or recommendations prepared or issued by WSP, are for the exclusive use of the CLIENT for the project specified. No other use is authorized under this Agreement. CLIENT will not distribute or convey WSP's reports or recommendations to any person or organization other than those identified in the project description without WSP's written authorization. CLIENT releases WSP from liability and agrees to defend, indemnify, protect and hold harmless WSP from any and all claims, liabilities, damages or expenses arising, in whole or in part, from such unauthorized distribution. All reports, drawings, plans, documents, software, source code, object code, field notes and work product (or copies thereof) in any form prepared or furnished by WSP under this Agreement are instruments of service. Exclusive ownership, copyright and title to all instruments of service remain with WSP.

19. ENTIRE AGREEMENT: The terms and conditions set forth herein constitute the entire understanding and agreement of WSP and CLIENT with respect to the Services. All previous proposals, offers, and other communications relative to the provisions of these Services are hereby superseded. Should CLIENT utilize its purchase order or any other form to procure services, CLIENT acknowledges and agrees that its use of such purchase order or other form is solely for administrative purposes and in no event shall WSP be bound to any terms and conditions on such purchase order or other form, regardless of reference to (e.g. on invoices) or signature upon (e.g. acknowledgement) such purchase order or other form by WSP. CLIENT shall reference this Agreement on any purchase order or other form it may issue to procure WSP services, but CLIENT's failure to do so shall not operate to modify this Agreement.

****TOWN OF GOULDSBORO****

****BUDGET COMMITTEE ORDINANCE****

(Draft — 2025)

I. Authority and Purpose

This ordinance is adopted pursuant to 30-A M.R.S. §3001.

The purpose of the Budget Committee is to provide *advisory* recommendations on the annual municipal budget and other fiscal matters as requested by the Select Board. Nothing in this ordinance shall be construed to limit the authority of the Select Board or Town Manager to prepare and present the annual budget to the voters as required by Maine law.

II. Establishment

A Budget Committee is hereby established for the Town of Gouldsboro. The Committee's authority is strictly advisory.

III. Membership

A. Number of Members

The Committee shall consist of **five (5) voting members**.

B. Eligibility

All members must be residents and registered voters of the Town of Gouldsboro.

Neither the Town Manager nor any current Select Board member may serve on the Committee.

C. Method of Appointment

1. Initial Appointments and Vacancies

- Members shall be **appointed by the Select Board**.
- Appointments shall be made at a public meeting and shall be effective until the next Annual Town Meeting.
- At each subsequent Annual Town Meeting, voters shall elect members to any expiring or vacant seats.

2. Annual Town Meeting Elections

- At the Annual Town Meeting, members shall be **elected by secret ballot or open vote**, consistent with the Town's voting practices for other elected committees.
- Nominations shall be accepted from the floor.

- A person currently serving on the Committee may not participate in nominating or screening candidates for membership.

D. Terms

Members shall serve staggered **three-year terms**, arranged so that no more than three terms expire in any given year.

E. Alternate Members

The Select Board may appoint **one alternate member** for a one-year term. Alternates may participate in discussion but may vote only when designated by the Chair to fill a temporary absence and create a quorum.

F. Vacancies

Vacancies shall be filled by Select Board appointment within 30 days, with the appointee serving until the next Annual Town Meeting.

G. Quorum

A quorum shall consist of **four (4)** voting members (or alternates designated to vote). The Committee may not conduct business or issue recommendations without a quorum.

IV. Organization and Procedures

A. Officers

At the first meeting following the Annual Town Meeting, the Committee shall elect a **Chair, Vice-Chair, and Secretary** for one-year terms.

B. Meetings

1. Meetings may be called by the Chair, by a majority of Committee members, or at the request of the Select Board.
2. All meetings are public and subject to the Maine Freedom of Access Act (1 M.R.S. §§401-410).

C. Rules of Procedure

The Committee may adopt rules of procedure not inconsistent with this Ordinance or with Maine law.

D. Recordkeeping

The Secretary shall maintain minutes and records of all actions. All such records shall be public.

V. Powers and Duties

The Budget Committee's authority is **advisory only**.

The Committee shall:

- A. Review the **annual municipal budget** prepared and presented to the Select Board and Budget Committee by the Town Manager, and make written recommendations to the Select Board.
- B. Review proposed **capital expenditures and capital plans** and make advisory recommendations.
- C. Review proposed **supplemental appropriations** or budget amendments when referred by the Select Board.
- D. Issue other fiscal recommendations when specifically requested by the Select Board.

Limits of Authority

- 1. The Committee shall **not** prepare the budget.
- 2. The Committee shall **not** direct, supervise, or require meetings with the Town Manager or department heads except as authorized by the Select Board.
- 3. The Committee's recommendations shall be printed with any warrant articles requiring Town Meeting action, alongside recommendations of the Select Board when required by law.

Cooperation

The Town Manager and Select Board shall provide the Committee with information that is reasonably necessary and available for it to perform its advisory functions.

VI. Budget Process Framework

- A. The budget shall be prepared by the Town Manger with the assistance of department heads and presented to the Select Board. The Budget Committee is invited to attend all presentations.
- B. The Select Board may refer portions or the entirety of the budget to the Budget Committee for review and recommendation.
- C. All Budget Committee recommendations must be returned to the Select Board in writing by a deadline established by the Select Board.

D. Budget workshops shall be conducted as part of regular or special **Select Board meetings**, at which the Budget Committee may participate as an advisory body at the discretion of the Board.

E. The Select Board shall determine the final budget to be submitted to the voters.

VII. Severability

If any portion of this Ordinance is held invalid, the remainder shall remain in full force and effect.

VIII. Effective Date

This Ordinance shall take effect upon adoption by the legislative body of the Town of Gouldsboro.