



**CITY
COUNCIL
AGENDA**

AGENDA
CITY COUNCIL OF THE CITY OF BATH, MAINE

Regular Meeting

Wednesday, November 6, 2024, 6:00pm
City Council Chambers, Bath City Hall

In-Person: Council Chambers, Bath City Hall, 55 Front Street

Television: BCTV Channel 14

Live Stream: [BCTV 14 \(castus.tv\)](https://www.bctv14.com/castus)

ZOOM: <https://us02web.zoom.us/j/87604874516>

Call to Order

Pledge of Allegiance

Roll Call

Public Comments

Manager's Report

Committee Reports

Public Hearings

2024-104) Ordinance: Chapter 17; Parking Appendix, Lemont Street

2024-105) Ordinance: Chapter 8A; General Assistance Ordinance:
With Maximums for October 1, 2024, to September 30, 2025

2024-111) Liquor License Approval for Chocolate Church Arts Center

Consent Agenda

(Items marked with an asterisk () on the agenda shall be considered routine matters not requiring debate. Any Councilor wishing to have any item marked with an asterisk removed from the Consent Agenda shall have the unlimited right to do so at any time prior to the vote by Council on the Consent Agenda. If such an item is removed from the Consent Agenda, it shall be dealt with in the normal course of the meeting.)*

2024-112) *Minutes of the previous meetings of October 2, 2024,
Regular Meeting and October 16, 2024, Special Meeting

2024-113) *Order: Approving annual Blanket Letter of Approval on all
renewals to operate Games of Chance and/or Beano Games

Unfinished Business

- 2024-104) Ordinance: Chapter 17; Parking Appendix, Lemont Street
- 2024-105) Ordinance: Chapter 8A; General Assistance Ordinance:
With Maximums for October 1, 2024, to September 30, 2025
- 2024-106) Order: Approving Memorandum of Understanding with
Bath Police Benevolent Association for Hopeful Sculpture
- 2024-93) Order: Consideration of amendment to LUC: Article 5,
Planning Board; Section 5.10, Conflict of Interest

New Business

- 2024-114) Order: Approving November 5, 2024, Election Results
- 2024-115) Order: Approving consent judgement between City of
Bath vs. Michael Olehowski, against the property located at 39
Webber Ave, for existing code and zoning violations
- 2024-116) Order: Requesting Comcast to upgrade the company
owned PEG Facility Transmission Equipment to the current HD
Standard
- 2024-117) Order: Appoint 2 City Councilors to the internal website
redesign committee
- 2024-118) Order: Approving conveyance of photograph collection
- 2024-119) Appointments and Reappointments:
 - Joshua Langlais appointment to Community
Development Committee term to expire July 2026
 - Claire Berkowitz appointment to Community
Development Committee term to expire July 2027
 - Nathaniel Dwelley appointment to Fire Station
Building Committee term to expire upon completion
 - William Palmer reappointment to Recreation
Committee term to expire November 2027

Councilor Comments

Acknowledgement of Cruise Ship Letter

Executive Session

Personnel per 1 MRS §405(6)(A)

Adjournment



PUBLIC HEARINGS

**CITY OF BATH
PUBLIC HEARING**

THE FOLLOWING ORDINANCE WAS GIVEN FIRST PASSAGE BY THE CITY COUNCIL OF THE CITY OF BATH, MAINE AT A REGULAR MEETING HELD AT THE CITY HALL ON WEDNESDAY, OCTOBER 2, 2024, AND PERSUANT TO THE CHARTER OF THE CITY OF BATH, AND THE PRIVATE AND SPECIAL LAWS OF THE STATE OF MAINE, AND AMENDMENT THERETO, PUBLIC HEARING WILL BE HELD TO CONSIDER THE FINAL PASSAGE OF SAID ORDINANCE IN THE CITY COUNCIL CHAMBERS, THIRD FLOOR OF CITY HALL, BATH, MAINE, ON WEDNESDAY, NOVEMBER 6, 2024, AT 6:00 PM.

Chapter 17, Vehicles and Traffic, Parking Appendix

Current language: LEMONT STREET 1 hour parking

Proposed language:

LEMONT STREET, South Side:1 hour parking, North Side: No parking

BY ORDER OF THE CITY COUNCIL OF THE CITY OF BATH, MAINE

Attest:



Darci L. Wheeler, City Clerk

**CITY OF BATH
PUBLIC HEARING**

THE FOLLOWING ORDINANCE WAS GIVEN FIRST PASSAGE BY THE CITY COUNCIL OF THE CITY OF BATH, MAINE AT A REGULAR MEETING HELD AT THE CITY HALL ON WEDNESDAY, OCTOBER 2, 2024, AND PURSUANT TO THE CHARTER OF THE CITY OF BATH, AND THE PRIVATE AND SPECIAL LAWS OF THE STATE OF MAINE, AND AMENDMENT THERETO, PUBLIC HEARING WILL BE HELD TO CONSIDER THE FINAL PASSAGE OF SAID ORDINANCE IN THE CITY COUNCIL CHAMBERS, THIRD FLOOR OF CITY HALL, BATH, MAINE, ON WEDNESDAY, NOVEMBER 6, 2024 AT 6:00 PM.

ORDINANCE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BATH THAT THE CODE OF THE CITY OF BATH, ADOPTED FEBRUARY 2, 1977, AND SUBSEQUENTLY AMENDED, BE FURTHER AMENDED AS FOLLOWS:

CHAPTER 8A. GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Bath, Maine, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supersede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4) and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

A complete copy of this Ordinance is available through the bath City Clerk's Office.

BY ORDER OF THE CITY COUNCIL OF THE CITY OF BATH, MAINE

Attest:

Darci L. Wheeler, City Clerk



NOTICE

THE MUNICIPAL OFFICERS OF THE CITY OF BATH WILL CONDUCT A
PUBLIC HEARING FOR APPROVING:

the **LIQUOR LICENSE APPLICATION** FOR:

**Chocolate Church Arts Center
804 Washington Street
Matthew Glassman, Contact**

SAID PUBLIC HEARING WILL BE HELD ON **WEDNESDAY, NOVEMBER 6, 2024, AT 6:00 P.M.** IN THE AUDITORIUM, FIRST FLOOR, AT CITY HALL, BATH, MAINE, AND ALL PERSON(S) MAY APPEAR TO SHOW CAUSE WHY SAID APPLICATIONS SHOULD OR SHOULD NOT BE APPROVED.

Attested:
Darci L. Wheeler
CITY CLERK



CONSENT AGENDA

**REGULAR MEETING MINUTES
CITY COUNCIL OF THE CITY OF BATH, MAINE**

Wednesday, October 2, 2024, 6:00 PM

Councilors Present: Julie Ambrosino, Christopher Marks, Mary Ellen Bell, Roo Dunn, Caitlin McCorkle, Miriam Johnson, and Megan Mansfield-Pryor

Councilors Absent: Terry Nordmann, Jennifer DeChant

City Staff Present: Marc Meyers, City Manager; Darci Wheeler, City Clerk; Juli Millett, Finance Director/Assistant City Manager; Andrew Booth, Police Chief; Michelle Small, Deputy Police Chief; Lawrence Renaud, Fire Chief; Rod Melanson, Sustainability and Environment Director; Misty Parker, Community and Economic Director; Michael Bethea, IT; and Pete Compagna, BCTV

Call to Order: 6:00pm

Pledge of Allegiance

Roll Call

Presentations: 6:02pm

Western Maine Transportation
Fire Station Project

Public Comments: 6:57pm

Michael Plaisted, 19 Allen Street, Parade update

Manager's Report: 6:58pm

**Community Involvement Day
Saturday, October 5, 9-12
Main Street Bath
Autumnfest
Wastewater Award
Robert Gonzalez
Memorial Day Parade
Chief Booth and Marc Meyers met
State Officials and community partners
McMann Complex Update
Dike Newell/Fisher Mitchell drop offs/pickups
Duplicate crosswalk removal
City Arborist Report of Emerald Ash Borer
State press release coming soon**

Committee Reports: 7:05pm

Councilor Mansfield-Pryor
Community Day
Forestry Newsletter

Councilor McCorkle
Appointment Review Committee
Main Street Bath Autumn fest

Councilor Dunn
Fire Station Building Committee

Councilor Bell
Patten Free Library
Phase 1 building restoration
Climate Action
Washington Harward Coastal Flooding Meeting
Morse High School Open house 9/24
60 people attended with 5 focus areas

Public Hearings: 7:11pm

2024-97) Ordinance: Chapter 17; Article 6, Section 254, Winter Parking
Restrictions

Consent Agenda: 7:15pm

(Items marked with an asterisk () on the agenda shall be considered routine matters not requiring debate. Any Councilor wishing to have any item marked with an asterisk removed from the Consent Agenda shall have the unlimited right to do so at any time prior to the vote by Council on the Consent Agenda. If such an item is removed from the Consent Agenda, it shall be dealt with in the normal course of the meeting.)*

2024-101) Minutes of the previous meetings of September 4, 2024,
Regular Meeting and September 17, 2024, Special Meeting

Motion from Councilor Ambrosino to accept the consent agenda. Seconded by Councilor Dunn. Chair Bell called for a roll call vote. All were in favor of the consent agenda.

YEAS: Councilors Ambrosino, Marks, Dunn, McCorkle, Johnson, and Mansfield-Pryor

Unfinished Business: 7:15pm

2024-97) Ordinance: Chapter 17; Article 6, Section 254, Winter Parking
Restrictions

Andrew Booth, Police Chief, provided background on the item.

Councilor McCorkle made a motion to accept with a second made by Councilor Marks. Chair Bell called for a roll call vote. The order passed unanimously.

YEAS: Councilors Mansfield-Pryor, Johnson, McCorkle, Dunn, Marks and Ambrosino

New Business: 7:18pm

2024-102) Resolution: Health Trust Insurance Coverage for Domestic Partners

Erika Helgerson, Human Resources Director/Assistant to the City Manager, presented the item. She responded to questions and comments from Councilor Dunn.

Motion from Councilor Marks to accept as presented. Seconded by Councilor Ambrosino. Chair Bell called for a roll call vote. All were in favor.

YEAS: Councilors Ambrosino, Marks, Dunn, McCorkle, Johnson, and Mansfield-Pryor

2024-103) Order: Approval of Election Warrant to notify residents of the City of Bath of the State, RSU#1, and Municipal Election to be held on Tuesday, November 5, 2024

Darci Wheeler, City Clerk, provided background on the item. She responded to questions from Councilors Dunn, McCorkle, and Ambrosino.

Councilor McCorkle made a motion to accept with a second made by Councilor Dunn. Chair Bell called for a roll call vote. The order passed unanimously.

YEAS: Councilors Mansfield-Pryor, Johnson, McCorkle, Dunn, Marks and Ambrosino

2024-104) Ordinance: Chapter 17; Parking Appendix, Lemont Street

Andrew Booth, Police Chief, presented the item.

Motion from Councilor Ambrosino to accept as presented. Seconded by Councilor Marks. Chair Bell called for a roll call vote. All were in favor.

YEAS: Councilors Ambrosino, Marks, Dunn, McCorkle, Johnson, and Mansfield-Pryor

2024-105) Ordinance: Chapter 8A; General Assistance Ordinance: With Maximums for October 1, 2024, to September 30, 2025

Darci Wheeler, City Clerk, provided background on the item.

Councilor Marks made a motion to accept with a second made by Councilor McCorkle. Chair Bell called for a roll call vote. The order passed unanimously.

YEAS: Councilors Mansfield-Pryor, Johnson, McCorkle, Dunn, Marks and Ambrosino

2024-106) Discussion Item: Hopeful Sculpture

Misty Parker, Community and Economic Director, presented the item. Michelle Small, Deputy Police Chief and Charlie Hewitt, Sculptor, added additional information.

Public Comment made by Selinda Shannon, 19 Bedford, in favor

Further discussion by Councilors Dunn, Marks, Ambrosino, Mansfield-Pryor, Johnson, and Chair Bell. Chair Bell mentioned that staff was working for guidance to move forward.

Motion from Councilor Ambrosino to move forward with a Memorandum of Understanding at a future meeting. Seconded by Councilor Dunn. Chair Bell called for a roll call vote. All were in favor.

YEAS: Councilors Ambrosino, Marks, Dunn, McCorkle, Johnson, and Mansfield-Pryor

2024-107) Appointments and Reappointments:
Alexandra Hanson appointment to Assessment Review Board term to expire July 2026
Robert Gersh appointment to Planning Board term to expire September 2025
Jon Fitzgerald reappointment to Economic Development Commission term to expire July 2027
Phyllis Bailey reappointment to Planning Board term to expire September 2027
Andrew Omo reappointment to Planning Board term to expire September 2027
Barbara West reappointment to Bath Forestry Committee term to expire October 2027

Chair Bell asked for the item to be accepted and a motion from Councilor Ambrosino to accept as a slate was granted. It was seconded by Councilor Marks. Chair Bell called for a roll call vote. It passed unanimously.

YEAS: Councilors Marks, Nordmann, Dunn, DeChant, McCorkle, Johnson, and Mansfield-Pryor

Councilor Comments: None

Adjournment

Meeting adjourned at 8:10pm.

Motioned by Councilor Dunn and seconded by Councilor Ambrosino.

Attested:

Darci Wheeler, City Clerk

Please note: These minutes are action minutes. The entire meeting can be viewed at www.cityofbath.com

SPECIAL MEETING MINUTES

CITY COUNCIL OF THE CITY OF BATH, MAINE

Wednesday, October 16, 2024, 6:00 PM

Councilors Present: Julie Ambrosino, Christopher Marks, Mary Ellen Bell, Roo Dunn, Jennifer DeChant (arrived at 6:04), Caitlin McCorkle, and Miriam Johnson

Councilors Absent: Terry Nordmann and Megan Mansfield-Pryor

City Staff Present: Marc Meyers, City Manager; Darci Wheeler, City Clerk; Juli Millett, Finance Director/Assistant City Manager; Andrew Booth, Police Chief; Lee Leiner, Public Works Director; Chris Wallace, Deputy Public Works Director; Jenn Curtis, Planning Director; Misty Parker, Community and Economic Director; Adam Jones, Codes Enforcement Officer; Justin Boden, Assistant Codes Enforcement Officer; and Pete Compagna, BCTV

Call to Order: 6:00pm

Pledge of Allegiance

Roll Call

Presentations: 6:01pm

RAVE Mass Notification/Smart 911

Manager's Report: 6:22pm

Halloween Road Closures

Public Hearing: 6:24pm

2024-98) Ordinance: Chapter 17, Vehicles and Traffic; Article 6, Stopping, Standing, and Parking; Section 309, Interfering with Snow Removal

Chair Bell opened public comment at 6:24pm, having no one approach the podium, she closed it at 6:25pm.

Unfinished Business: 6:25pm

2024-98) Ordinance: Chapter 17, Vehicles and Traffic; Article 6, Stopping, Standing, and Parking; Section 309, Interfering with Snow Removal

Andrew Booth, Police Chief, provided background on the item.

Councilor McCorkle made a motion to accept with a second made by Councilor Marks. Chair Bell called for a roll call vote. The order passed unanimously.

New Business: 6:27pm

2024-108) Appointment of Justin L. Boden as Assistant Codes Enforcement Officer, and Assistant Health Officer, pursuant to State Statutes

Adam Jones, Codes Enforcement Officer announced the hiring of his Assistant Codes Officer, Justin Boden. Justin proceeded to introduce himself. She responded to questions and comments from Councilor Dunn.

Motion from Councilor Dunn to accept as presented. Seconded by Councilor Marks. All were in favor.

Darci Wheeler, City Clerk, administered the Oath of office.

2024-109) Resolution: Waiving Sewer Impact Fees (9 Park Street)

Marc Myers, City Manager, presented the item. He responded to questions and comments from Councilors McCorkle, Johnson, and Dunn. Lee Leiner, Public Works Director, provided additional information.

Motion from Councilor McCorkle to accept as presented. Seconded by Councilor Ambrosino. All were in favor.

2024-110) Merit to planning board regarding Contract Rezoning, 150 Congress Ave

Jenn Curtis, Planning Director, presented the item for merit. She responded to preliminary questions and comments from Councilor Johnson. Mike Lyne, Developers Collaborative, provided a presentation of the preliminary project. He responded to questions and comments from Councilors Marks and Dunn.

Motion from Councilor Dunn to accept as presented. Seconded by Councilor Ambrosino. All were in favor.

Workshop: 7:07pm

Casella curbside collection

Executive Session

Real Estate per 1 MRS §405(6)(C)
Personnel per 1 MRS §405(6)(A)

Entered into Executive Session at 7:45pm. Motion carried by Councilor Ambrosino and seconded by Councilor Marks.

Exited Executive Session at 8:31pm. Councilor Dunn motioned, seconded by Councilor McCorkle.

Adjourned at 8:31pm. Motion carried by Councilor McCorkle and seconded by Councilor Marks. All in favor.

Attested:

Darci Wheeler, City Clerk

Please note: These minutes are action minutes. The entire meeting can be viewed at www.cityofbath.com



CITY COUNCIL ACTION

Meeting Date

Item No.

Requested Council Meeting Date:

Responsible Dept:

Requested Action:

Title

Summary

Staff Comments

Action:

City Manager

Introduced for:



Date:



**UNFINISHED
BUSINESS**

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 2 , 2024

Responsible Dept: Police

Requested Action: Approval

Title

Chapter 17, Vehicles and Traffic, Parking Appendix, Lemont Street**Summary**

Request change to parking appendix regarding Lemont St. Currently, parking is allowed on both the north and south shoulder of the road, which runs east to west. In the past it hasn't been an issue, but, within the last few years, a new sidewalk was installed with a more defined curb, and when cars are parked on both sides of the road across from each other, the Fire Department has had issues getting through with their engines and ambulances. Limiting parking to the sidewalk side (south side) will provide for adequate emergency vehicle lane width. The curb will also help with parking on a hill. To address community feedback, the community garden has a defined parking area which will remain accessible for parking (north side, west end, of Lemont St). We solicited feedback from the residents on the street. All respondents were in favor of one-side-only parking, with all but one household that responded agreeing with the south side making most sense to allow parking.

Staff Comments

Action: Recommend for passage

City Manager**Introduced for:** New Business



CITY OF BATH

Date:

Chapter 17, Vehicles and Traffic, Parking Appendix, Lemont Street

Current language: LEMONT STREET 1 hour parking

Proposed language:

LEMONT STREET, South Side:1 hour parking, North Side: No parking

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 2 , 2024

Responsible Dept: City Clerk

Requested Action: Ordinance

Title

Chapter 8A, General Assistance

Summary**The Adoption Process**

The municipal officers adopt the local General Assistance Ordinance and yearly Appendices, even in town meeting communities. The law requires that the municipal officers conduct a notice and hearing prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Summary of 2024 Amendments to Model GA Ordinance

The ordinance has been updated as of 9-4-24 with new appendices showing 2024-2025 maximums.

The ordinance was revised, most resulting from one new law PL 2023, c. 575 that took effect on August 9, 2024. These relate to "Required training", "Office hours", "Trauma-informed and culturally appropriate services", "Relocated recipients", Group homes, shelters, institutions", "State database", "Limits on emergency benefits".

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality's General Assistance Ordinance. These new Appendices, once adopted, should replace the existing Appendices A – H. Even if you have already adopted MMA's model General Assistance Ordinance, the municipal officers must approve/adopt the new Appendices yearly.

Attached please find the state updates to the General Assistance program effect 10/01/2024 to 09/30/2025. The appendices are updated as attached. The new appendices once adopted will replace the existing appendices.

Staff Comments

Action: Recommend for passage

City Manager

Introduced for: New Business



CITY OF BATH

Date: 10/02/2024

Chapter 8A, General Assistance

**MUNICIPALITY OF BATH
GENERAL ASSISTANCE ORDINANCE**

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Bath, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

[For use when adopting a new version of the GA ordinance or amending the body of the ordinance – not solely adoption of updated appendices]

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

_____ (Print Name)	_____ (Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: November 6 , 2024

Responsible Dept: Community & Economic Development

Requested Action: Order

Title

 Approving memorandum of understanding with Bath Police Benevolent Association for Hopeful sculpture

Summary

In February of 2022, Michelle Small, brought to the Community Development Committee a proposal to bring artist Charlie Hewitt's Hopeful sculpture installation to Bath. The public art proposal presents a vision for the Hopeful sculpture to foster a continued connection of hope, respect, and support between the police department, people they serve, and the community they protect.

In absence of a public art policy, the Committee provided direction for how to proceed. After two years of effort, Small was able to complete the project. She worked with the Committee to address outstanding concerns raised and provide additional information based on their feedback. The Committee voted 4-0-1 to recommend the proposal for Council consideration with the condition that if approved the City have a MOU with the Police Benevolent Association. At the October 6th Council Meeting, Small and Hewitt presented the project in workshop.

A draft MOU is proposed for Council consideration that covers responsibilities of both parties, including maintenance, and decommissioning.

Staff Comments

Staff drafted the MOU based on Committee and City Manager feedback, and the PBA has reviewed the MOU and identified no concerns to the agreement.

Action: Recommend for passage

 City Manager

Introduced for: New Business



CITY OF BATH

Date:

Approving memorandum of understanding with Bath Police Benevolent Association for Hopeful sculpture

BE IT ORDERED by the City Council of the City of Bath that a memorandum of understanding, by and between the City of Bath and the Bath Police Benevolent Association to allow the Hopeful Sculpture on the Bath Police Department Station, located at 250 Water Street, said memorandum being in substantially the form attached hereto, be and hereby is approved and the City Manager be authorized to execute the memorandum on behalf of the City.

Memorandum of Understanding (MOU)

Between:

City of Bath
55 Water Street
Bath, Maine 04530
(Hereinafter referred to as "City")

And:

Police Benevolent Association
[Address of the PBA]
Bath, Maine
(Hereinafter referred to as "PBA")

Date: November 6, 2024

Subject: Installation of Hopeful Public Art Sculpture on Police Station Property

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline the agreement between the City and the PBA regarding the installation of a public art sculpture on the property of the City's Police Station located at 250 Water Street, Bath, Maine. The PBA has submitted an application to the City of Bath outlining the public art proposal and the City has reviewed and accepted said proposal.

2. Project Description

The City and PBA agree to collaborate on the installation of a "Hopeful" public art sculpture designed by artist Charlie Hewitt that reflects community values and honors the contributions of law enforcement. The sculpture is 9 feet wide and 32 inches tall.

3. Responsibilities

a. City Responsibilities:

- Provide a suitable location for the installation on the Police Station property.
- Permit use of electricity from the existing Police Station property at City's expense.

b. PBA Responsibilities:

- Will maintain ownership of the Hopeful Sculpture.
- Fund the creation and installation of the sculpture. City shall approve installation plan prior to install.
- Coordinate the installation timeline and manage communication with the artist.
- Ensure necessary permits and approvals are obtained for the installation.

- Maintain the sculpture to ensure sculpture is in good operational condition.
- Replace bulbs and provide repairs in sufficient time period.

4. Funding

The PBA agrees to bear all costs associated with the design, fabrication, and installation of the sculpture, including any permits or fees associated with the installation process.

5. Timeline

Both parties agree to maintain this MOU for a period of ten years from the date signed. In the event neither party agrees to extend or terminate the agreement, it shall continue until termination notice or decommissioning of the Public Art Sculpture is completed.

6. Maintenance

The PBA will assume responsibility for the maintenance of the sculpture once installed, ensuring it remains in good condition for public enjoyment. All repairs will be conducted within 30 days of notice issued. Should repairs require a period longer than 30 days, notice of the timeline and repair plan shall be issued to the City.

Any City maintenance to the building that may impact the sculpture or require temporary removal of the sculpture the City agrees to provide notice to the PBA 7 days in advance of the work being started unless emergency conditions arise where the health and safety of staff and public are a concern and immediate action is required.

7. Publicity and Recognition

Both parties agree to jointly promote the project, including a formal unveiling ceremony.

8. Dispute Resolution

In the event of any dispute arising from this MOU, both parties agree to engage in good faith discussions to resolve the matter amicably. If resolution cannot be achieved, both parties may seek mediation.

9. Amendments

This MOU may be amended only by mutual written agreement of both parties.

10. Termination

Either party may terminate this MOU with written notice of 30 days to the other party. Should either party not meet their responsibilities of this MOU it shall be grounds for termination under this section by vote of authorized officials.

11. Decommissioning

If either party determines the Public Art Installation no longer serves the needs of the community, location, or has surpassed its useful life, the installation may be removed after formal order and 30 days written notice to the other party. The PBA shall have sole decision over decommissioning of the sign and agree to provide notice of their decommissioning process to the City and Artist.

12. Signatures

This MOU is executed by the authorized representatives of the City and PBA.

City of Bath

Name _____
Title _____
Date _____

Police Benevolent Association

Name _____
Title _____
Date _____

This MOU represents the understanding between the City of Bath and the Police Benevolent Association regarding the installation of a public art sculpture. By signing this document, both parties agree to the terms and conditions herein.

11/6/2024

2024-93

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: November 6 , 2024

Responsible Dept: Planning

Requested Action: Ordinance

Title

 Land Use Code Article 5, Planning Board; Section 5.10, Conflict of Interest
Summary

At the meeting on October 1, 2024, the Planning Board reviewed the proposed amendment, memos from staff and legal counsel, and held a public hearing. They discussed the matter, and voted as follows (from the draft October 1, 2024 minutes):

MR. HOPKINSON MOVED, SECONDED BY MR. STILPHEN, TO RECOMMEND TO CITY COUNCIL TO ALLOW THE MATTER TO MOVE FORWARD AND PERMIT THE PLANNING BOARD TO ENGAGE WITH THE CITY SOLICITOR FOR ADVICE AND RECOMMENDATION ON THE COMBINATION OF LANGUAGE IN THE ORDINANCE THAT CAN BE ADOPTED AS PART OF THE OVERALL LAND USE ORDINANCE UPDATE AND ALSO TO AUTHORIZE THE PLANNING BOARD TO ENGAGE IN DISCUSSIONS WITH THE CITY SOLICITOR ON BYLAW CHANGES WHICH WOULD INCLUDE THE POSSIBILITY OF ADDING ALTERNATES.

PLANNING BOARD UNANIMOUSLY APPROVED

Staff Comments

 Your packet includes the materials provided to the Planning Board.

Action: Do not recommend for passage

 City Manager

Introduced for: Unfinished Business



CITY OF BATH

Date: 10/31/2024

Land Use Code Article 5, Planning Board; Section 5.10, Conflict of Interest

SECTION 5.10 CONFLICT OF INTEREST

A member of the Planning Board may not vote or participate in any matter in which he/she has a direct or indirect financial or personal interest. A member who is on the Board of Directors or an officer of any corporation, a member of a Limited Liability Company or partner in a partnership which has an interest in a matter before the Board, whether as an applicant, the owner, buyer, seller or mortgage holder with regard to the property which is the subject of the matter is prohibited from participating in any matter before the Board. Failure to disclose such interest shall result in the immediate removal of such member from the board. Any question of whether any other particular Issue involves a conflict of Interest sufficient to disqualify a member from voting thereon must be decided by a majority vote of the members, except the member who is being challenged. A member of the Planning Board may not represent any third party in matters coming before the Planning Board.

Note: Proposed changes are underlined.

Maine Revised Statutes Annotated
Title 30-a. Municipalities and Counties (Refs & Annos)
Part 2. Municipalities
Subpart 3. Municipal Affairs
Chapter 123. Municipal Officials (Refs & Annos)
Subchapter 1. General Provisions

30-A M.R.S.A. § 2605

§ 2605. Conflicts of interest

[Currentness](#)

Certain proceedings of municipalities, counties and quasi-municipal corporations and their officials are voidable and actionable according to the following provisions.

1. Voting. The vote of a body is voidable when any official in an official position votes on any question in which that official has a direct or an indirect pecuniary interest.

2. Contracts. A contract, other than a contract obtained through properly advertised bid procedures, made by a municipality, county or quasi-municipal corporation during the term of an official of a body of the municipality, county or quasi-municipal corporation involved in the negotiation or award of the contract who has a direct or an indirect pecuniary interest in it is voidable, except as provided in subsection 4.

3. Restrain proceedings. The Superior Court may restrain proceedings in violation of this section on the application of at least 10 residents of the municipality, county or area served by the quasi-municipal corporation.

4. Direct or indirect pecuniary interest. In the absence of actual fraud, an official of a body of the municipality, county government or a quasi-municipal corporation involved in a question or in the negotiation or award of a contract is deemed to have a direct or indirect pecuniary interest in a question or in a contract where the official is an officer, director, partner, associate, employee or stockholder of a private corporation, business or other economic entity to which the question relates or with which the unit of municipal, county government or the quasi-municipal corporation contracts only where the official is directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least a 10% interest in the business or other economic entity.

When an official is deemed to have a direct or indirect pecuniary interest, the vote on the question or the contract is not voidable and actionable if the official makes full disclosure of interest before any action is taken and if the official abstains from voting, from the negotiation or award of the contract and from otherwise attempting to influence a decision in which that official has an interest. The official's disclosure and a notice of abstention from taking part in a decision in which the official has an interest shall be recorded with the clerk or secretary of the municipal or county government or the quasi-municipal corporation.

A.¹ This subsection does not prohibit a member of a city or town council or a member of a quasi-municipal corporation who is a teacher from making or renewing a teacher employment contract with the municipality or quasi-municipal corporation for which the member serves.

5. Former municipal and county officials. This subsection applies to former municipal and county officials.

A. No former municipal or county official may, for anyone other than the municipality or county, knowingly act as an agent or attorney, or participate in a proceeding before a municipal or county government body for one year after termination of the official's employment or term of office with that government body in connection with any proceeding:

(1) In which the specific issue was pending before the municipal or county official and was directly within the responsibilities of that official; and

(2) Which was completed at least one year before the termination of that official's employment or term of office.

B. No former municipal or county official may, for anyone other than the municipality or county, knowingly act as an agent or attorney, or participate in a proceeding before a municipal or county government body at any time after termination of the official's employment or term of office with that government body in connection with any proceeding:

(1) In which the specific issue was pending before the municipal or county official and was directly within the responsibilities of that official; and

(2) Which was pending within one year of the termination of the municipal or county official's employment or term of office.

C. This subsection may not be construed to prohibit former municipal or county officials from doing personal business with the municipality or county. This subsection does not limit the application of Title 17-A, chapter 25².

For the purpose of this subsection, a municipal or county government body includes an agency, board, commission, authority, committee, legislative body, department or other governmental entity of a municipality or county.

6. Avoidance of appearance of conflict of interest. Every municipal and county official shall attempt to avoid the appearance of a conflict of interest by disclosure or by abstention.

7. Municipal officers adopt ethics policy. In their discretion, the municipal officers may adopt an ethics policy governing the conduct of elected and appointed municipal officials.

Credits

1987, c. 737, § A, 2; 1989, c. 104, § A, 22; 1989, c. 561, § 19.

Footnotes

1 No par. B was enacted.

2 [17-A M.R.S.A. § 601 et seq.](#)

30-A M. R. S. A. § 2605, ME ST T. 30-A § 2605

Current with legislation through the 2023 Second Regular Session of the 131st Legislature. The Second Regular Session convened January 3, 2024 and adjourned sine die May 10, 2024. The general effective date for nonemergency laws passed in the Second Regular Session of the 131st Legislature is August 9, 2024.

End of Document

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Conflicts of Interest, Bias, and Relationships Legal and Practical Ways to Address Issues in Public Proceedings

Philip Saucier¹
Bernstein Shur

Fundamental due process under state and federal law is the right to have applications or matters decided by an impartial and legally constituted tribunal or body. Conflicts of interests, bias and relationships can undermine the integrity and sanctity of the process. This summary briefly reviews the issues of conflicts of interest, relationships, and predisposition in the context of such proceedings and provides some suggestions on how to address such issues.

A commonly applied definition of “conflict of interest” is “any interest involving direct or indirect financial interest in a matter.” The actual standards applied and related to “conflicts of interest” under Maine law, however, are narrower and apply only to potential influence associated with pecuniary advantage. There are statutory and common law standards which apply as well as overarching policy concerns which have been addressed by court decisions.

In addition to pecuniary based conflicts questions, there are also two additional areas related to potential impacts on the decision process from family relationships known as “consanguinity” and from predisposition, better known as “bias.”

Conflicts of Interest

The common law standard related to conflicts of interest defined by Maine courts is “whether the municipal official by reason of his interest, is placed in a situation of temptation to serve his own personal pecuniary interest to the prejudice of the interest of those for whom the law authorized and required him to act.”²

The primary statute governing conflicts of interest is 30-A M.R.S. § 2605. This statute sets out black letter standards when it will be presumed that the official or deciding party is “self-interested” in connection with the performance of governmental actions or decision making. The vote of a body is voidable if that official “votes on any question in which that official has a direct or indirect pecuniary interest.”

Section 2605 deems that a person has a direct or indirect pecuniary interest in a question or contract: (1) when the official is an “officer, director, partner, associate or stockholder of a private corporation, business or other economic entity” which is the subject of the issue before the body; and (2) the individual is “directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least 10% interest in the business or other economic entity.” Note that this test requires both spheres of relationship for the circumstance to constitute a legal conflict of interest. The so called “ten percent” standard suggests that a lesser ownership does not create a conflict. This may not be the case, as discussed further below.

If a member’s situation falls within the statutory definition of a conflict of interest, they cannot participate in either the proceedings or decision. Votes on questions at municipal proceedings are “not voidable and actionable if the official makes full disclosure of [the] interest before any action is taken and if the official

¹ Thanks to my former colleague Rob Crawford who authored the original version of this paper.

² *Tuscan v. Smith*, 130 Me. 36, 153 A. 289, 294 (1931) (citing *Lesieur v. Inhabitants of Rumford*, 113 Me. 317, 321, 93 A. 838, 840).

abstains from voting ... and from otherwise attempting to influence a decision in which the official has an interest.”³

Appearance of a Conflict.

So, what about when a municipal official does not meet the 10% interest test, but that official still may possess in the mind of the public financial self interest in the outcome of a vote sufficient to impinge on his or her duty to serve the public's interest? This circumstance is addressed by another requirement in the conflicts statute which directs public officials to avoid even the *appearance* of improper action. Specifically, Section 2605(6) directs that municipal officials “shall attempt to avoid the appearance of a conflict of interest by disclosure or by abstention.” The idea of avoiding even the appearance of any impropriety is to safeguard the integrity of proceedings from the public’s viewpoint.

This standard is a bit tricky to apply since it also anticipates continued participation after disclosure in some instances even where a concern has been raised. Because the vantage point is what the public might perceive, the best way to proceed is through an on-the-record discussion directed at answering two questions by the member who is the subject of possible concerns:

1. Do you think that in light of the points raised, circumstances and situation that you can participate in these proceedings without any bias, predisposition or letting your relationship impact your participation or decision?

and

2. Will you conduct yourself and base your decision in the proceedings based solely on the record of the proceedings and based on your best judgment on applying the applicable and relevant standards?

In such circumstances the applicant should also have an opportunity to state their concerns and preferences as to the member’s continued participation in the proceedings. If the applicant objects to the member continuing to sit, although it is actually a board decision, the board should carefully consider how the objection might impact the proceeding.

To protect decisions from challenges that the process or results were based on improper influence by a decision maker with a conflict of interest, it is essential for board members with a conflict to recuse themselves from *any* involvement in the proceeding, not just to refrain from voting. We recommend in those instances that the board member physically remove themselves from the room where the proceeding is being conducted.

Where the member’s situation involves what could be a perceived as common law conflict of interest or the appearance of a conflict of interest, the Board member may either abstain or participate. If the member seeks to participate in the proceedings he or she must:

- (a) Identify the situation and circumstances on the record;

³ *Bryant v. Town of Wiscasset*, 2017 ME 234, ¶ 17, 176 A.3d 176, 181 (citing 30-A M.R.S. 2605).

- (b) State that if he or she continues to participate that he or she will be impartial, receive the evidence with an open mind and base any decision on the record and in accordance with the applicable standards and law; and
- (c) Receive the permission of the Board after the Board discusses the circumstances on the record, solicits the views of the applicant as to the member's continued participation, and then by motion and vote determines that the member can continue to sit.

Predisposition or Bias

In circumstances where a concern of bias, predisposition, or prejudice have been raised, the facts again will help dictate the need for the party so accused to recuse themselves or continue to participate. Discussion and use of the questions for determining potential conflicts will be helpful in sorting out the propriety of the person continuing to sit, hear and decide on a pending matter.

Decision makers who have been vocal opponents of a project on which their board will make decisions obviously should recuse themselves to safeguard the integrity of the process and decision. Persons with more remote relationships to an issue or persons involved in an application, or opposing one, for example membership in a lake association, but no participation in positions advanced by the association on a potential project, may not require recusal or disqualification. Again, the issue of board members' participation is a factual one that should be discussed, reviewed, and decided on publicly and openly.

Board members should not independently investigate applications and present information to the Board. Such an action could be viewed as evidence of bias and possible due process violations. Instead, Board members should rely on information presented by an applicant and other parties, including municipal staff, in a public venue for all to review and react to.

Relationships – Familial Bias.

Concerning the issues of relationships there is a disqualification statute that regulates situations where a relationship requires recusal. 1 M.R.S. Section 71(6) reads: "Disqualification. When a person is required to be disinterested or indifferent in a matter in which others are interested, a relationship by consanguinity or affinity within the 6th degree according to the civil law, or within the degree of 2nd cousins inclusive, except by written consent of the parties, will disqualify."

Thus, a board member related by blood (in the affinity of a second cousin or closer relationship) or by marriage should not participate in a proceeding where the related party is seeking authorization or a decision from the member's decision-making body. Consent to proceed under such circumstances is not appropriate.

Jenn Curtis

From: Philip Saucier <psaucier@bernsteinshur.com>
Sent: Monday, September 23, 2024 12:18 PM
To: Jenn Curtis
Cc: Marc Meyers
Subject: RE: Planning Board Conflict of Interest Language
Attachments: Conflicts of Interest, Relationships & Bias 09-23-2024.docx; 30-A MRS 2605 Conflicts of interest.pdf

Hi Jenn,

You'll find a primer on conflicts of interest attached to this email for inclusion in the Board's packet, along with the municipal conflicts of interest statute. This is a version of a paper I use when giving trainings that I recently updated. I think it could be helpful for the Board in considering the proposed amendment.

In short, the proposed amendment would go further than the statutory conflict of interest definition of direct or indirect pecuniary interest is defined as: "(1) when the official is an "officer, director, partner, associate or stockholder of a private corporation, business or other economic entity" which is the subject of the issue before the body; and (2) the individual is "directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least 10% interest in the business or other economic entity." 30-A M.R.S. § 2605. Under the statutory conflict statute, a board's vote is voidable if a member voted on any question in which that member has a direct or indirect pecuniary interest. As I explain in the paper, however, members should also avoid the appearance of a conflict that may not meet both prongs of that test by disclosure or abstention.

The amendment, however, would prohibit any member from voting on an application when the member is on the board of directors or an officer of any corporation, is a member of a LLC, or partner in a partnership, that has any interest in a matter before the Planning Board (either as an applicant, owner, buyer, seller, or mortgage holder regarding the property in which is the subject to the matter before the board). While this language goes further than the statutory conflict of interest statute in that it does not also require the 10% ownership prong, in my view there is no legal impediment to including such a requirement if the City Council so chooses.

Finally, the amendment would make failure to disclose such an interest "result in the immediate removal of such member from the board." Under Section 5.06 of the Land Use Ordinance, however, members of the Planning Board can only be dismissed for cause by the City Council after notice and a hearing (except for unexcused absences). If the Board and City Council wish to move forward with the amendment as proposed, you may want to move that removal language to Section 5.06 for consistency and to mirror the unexcused absence provision.

I hope this is helpful,
Phil

Philip Saucier
Shareholder
Municipal & Governmental Services Practice Group Leader
207 228-7160 direct
207 774-1200 main
207 774-1127 fax
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From: Jenn Curtis <jcurtis@cityofbath.com>
Sent: Thursday, September 12, 2024 11:01 AM
To: Philip Saucier <psaucier@bernsteinshur.com>
Cc: Marc Meyers <mmeyers@CityofBath.com>
Subject: Planning Board Conflict of Interest Language

EXTERNAL EMAIL

Hi Phil,

There is a proposed Land Use Code amendment that would change the regulations of Planning Board Conflict of Interest that is going to the Planning Board for public hearing on October 1st. I was hoping to get your written recommendations for what is standard policy and any particular best practices that you would recommend. I like to have materials to the Board a week in advance (in this case, Sept 24th).

In quotes below is our existing language. Attached is the proposed amendment application.

“SECTION 5.10 CONFLICT OF INTEREST A member of the Planning Board may not vote or participate in any matter in which he/she has a direct or indirect financial or personal interest. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon must be decided by a majority vote of the members, except the member who is being challenged. A member of the Planning Board may not represent any third party in matters coming before the Planning Board.”

From my experience, and what I have read in the MMA Planning Board and ZBA Manual, our existing regulation is representative of standard practice for Maine. It’s been explained to me by legal counsel for a previous community I worked for that there are likely to be frequent perceived conflicts, if not actual pecuniary ones, because Maine is made up of fairly small communities, and because industry professionals are likely to gravitate towards Planning Board service.

One thing I have seen that we don’t do is to have a voting alternate. Would you recommend the use of a voting alternate to be on the Board to take the place of a member who is absent or that can’t vote due to a conflict?

Jenn Curtis, AICP
Director of Planning
City of Bath
Phone: 207-443-8363
jcurtis@cityofbath.com

Jenn Curtis

From: Philip Saucier <psaucier@bernsteinshur.com>
Sent: Thursday, September 19, 2024 9:34 AM
To: Jenn Curtis
Cc: Marc Meyers
Subject: RE: Planning Board Ordinance Vs Bylaws

Hi Jenn,

From my perspective it makes sense for the Board to adopt its own bylaws, at least as it relates to certain matters that address housekeeping and non-substantive procedural issues (election of officers, date and time of meetings, rules of procedure, etc.). That way only the Board needs to adopt any amendment. Certain other matters, such as the Board's jurisdiction, qualifications for appointment, number of members, quorum requirements, appeal deadlines etc., should be address in an ordinance adopted by the Council.

The City's existing Planning Board Ordinance should likely remain, except it could be amended to take out the date of the regular meeting and call of the meeting provisions, and the Board could adopt its own bylaws that include additional provisions that are consistent with the City's ordinances or charter.

Take care,
Phil

Philip Saucier
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From: Jenn Curtis <jcurtis@cityofbath.com>
Sent: Monday, September 16, 2024 2:24 PM
To: Philip Saucier <psaucier@bernsteinshur.com>
Cc: Marc Meyers <mmeyers@CityofBath.com>
Subject: Planning Board Ordinance Vs Bylaws

EXTERNAL EMAIL

Phil,

Do you have a recommendation as to whether the Planning Board should operate under Bylaws or ordinance?

Bylaws that the Planning Board can amend itself are what I have always worked with elsewhere. Is there a reason to keep it in the Land Use Code and require approval of changes by the Council?

Jenn Curtis, AICP
Director of Planning
City of Bath
Phone: 207-443-8363
jcurtis@cityofbath.com



From: Jenn Curtis, Director of Planning

To: City of Bath Planning Board Members

Date: September 23, 2024

Re: Mixed (Qualitative and Quantitative) Analysis of Proposed Land Use Code (LUC) Amendment – Article 5, Section 5.10

Background:

The Planning Department received the application for LUC Amendment on July 31, 2024.

In accordance with LUC §5.10, the application was referred to the City Council to determine if it has merit. At the City Council meeting on September 4, 2024, the City Council found that the application had merit and should be referred to the Planning Board for Public Hearing. The Planning Board Public Hearing is scheduled for October 1, 2024.

Existing LUC:

ARTICLE 5 PLANNING BOARD - SECTION 5.10 CONFLICT OF INTEREST:

“A member of the Planning Board may not vote or participate in any matter in which he/she has a direct or indirect financial or personal interest. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon must be decided by a majority vote of the members, except the member who is being challenged. A member of the Planning Board may not represent any third party in matters coming before the Planning Board.”

Proposed LUC (proposed changes underlined):

A member of the Planning Board may not vote or participate in any matter in which he/she has a direct or indirect financial or personal interest. A member who is on the Board of Directors or an officer of any corporation a member of a Limited Liability Company or partner in a partnership which has an interest in a matter before the Board, whether as an applicant, the owner, buyer, seller or mortgage holder with regard to the property which is the subject of the matter is prohibited from participating in any matter before the Board. Failure to disclose such interest shall result in the immediate removal of such member from the board. Any question of whether any other particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon must be decided by a majority vote of the members, except the

member who is being challenged. A member of the Planning Board may not represent any third party in matters coming before the Planning Board.

Qualitative Considerations:

➤ Legal Guidance

In a letter dated September 19, 2024 (attached), City Solicitor Phil Saucier recommended that the Planning Board adopt its own bylaws for housekeeping and non-substantive procedural issues, including “election of officers, date and time of meetings, rules of procedure, etc.” while maintaining the Planning Board Ordinance for matters such as “Board’s jurisdiction, qualifications for appointment, number of members, quorum requirements, appeal deadlines, etc.”. Also, in an email dated September 23, 2024, (attached), City Solicitor Phil Saucier summarized the relevant legal matters: “In short, the proposed amendment would go further than the statutory conflict of interest definition of direct or indirect pecuniary interest is defined as: “(1) when the official is an “officer, director, partner, associate or stockholder of a private corporation, business or other economic entity” which is the subject of the issue before the body; and (2) the individual is “directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least 10% interest in the business or other economic entity.” 30-A M.R.S. § 2605. Under the statutory conflict statute, a board’s vote is voidable if a member voted on any question in which that member has a direct or indirect pecuniary interest. As I explain in the paper, however, members should also avoid the appearance of a conflict that may not meet both prongs of that test by disclosure or abstention.

The amendment, however, would prohibit any member from voting on an application when the member is on the board of directors or an officer of any corporation, is a member of a LLC, or partner in a partnership, that has any interest in a matter before the Planning Board (either as an applicant, owner, buyer, seller, or mortgage holder regarding the property in which is the subject to the matter before the board). While this language goes further than the statutory conflict of interest statute in that it does not also require the 10% ownership prong, in my view there is no legal impediment to including such a requirement if the City Council so chooses.

Finally, the amendment would make failure to disclose such an interest “result in the immediate removal of such member from the board.” Under Section 5.06 of the Land Use Ordinance, however, members of the Planning Board can only be dismissed for cause by the City Council after notice and a hearing (except for unexcused absences). If the Board and City Council wish to move forward with the amendment as proposed, you may want to move that removal language to Section 5.06 for consistency and to mirror the unexcused absence provision.”

Staff recommendation: *Based on this guidance, the Board may wish to recommend that the Planning Staff, working with the City Solicitor, draft bylaws, and propose complimentary updates to the Land Use Code as part of the ongoing Zoning Code Update process, that could be adopted*

in tandem for future use. Any provisions for dismissal from the Board should be moved to Section 5.06.

➤ **Applicable Procedural Review, from Maine Municipal Association Planning Board Manual (2017 – as amended)**

Page 23 of the Manual provides the following guidance:

“How the Affected Board Member Should Handle a Conflict or Bias

What does a board member do if a conflict or bias arises? If a process is spelled out in board bylaws or rules of procedure, the board member should follow that.”

“• **Appearance of Impropriety.** Even if no legal conflict of interest exists, a board member would be well advised to avoid even the appearance of a conflict by abstaining from the board’s discussion and vote. This practice will help maintain the public’s confidence in the board’s work. *Aldom v. Roseland*, 42 NJ Super. 495, 127 A.2d 190 (1956); 30-A M.R.S.A. § 2605. However, if abstaining where not legally required would deprive the board of a quorum, then abstaining is not recommended.”

Staff recommendation: Where Bath is a small community in Maine and there will necessarily be frequent overlap between the members of the Planning Board and members of the community active in planning and development professions as well as acting leadership in other community organizations, and whose joint expertise the Board greatly benefits from, the Board may wish to include provisions in the code and bylaws to allow members to abstain for the purpose of avoiding the appearance of impropriety. A common practice among other Planning Boards is to have voting alternates on the Board, so that they would not lose potential votes (and possibly a necessary quorum) to frequent conflict of interest abstention.

➤ **Board Common Practice**

In a conversation with the Planning Board Chair, staff assessed that there may be a discrepancy between the conflict of interest policy in practice, as compared to how it is stated in the code.

Staff recommendation: *The Board may wish to discuss its past practices, and if the code or bylaws should be amended to be consistent with practice.*

Quantitative Considerations:

During the tenure of the current Director of Planning (approximately 20 months, with presence at over 20 Planning Board meetings and 40+ Planning Board project reviews), there has only been one exercise of the practice of conflict of interest. It was done procedurally according to the code, and in accordance with the MMA Manual and our legal guidance: there was no pecuniary interest to begin with, there was disclosure of potential perception of a conflict of interest, the member stated they were able to serve without bias, and the Board voted to allow the member to continue to participate.

Overall Staff Recommendation: Though there may be room for minor improvements to the procedure, there is no evidence of an urgent problem to be resolved.

Staff recommend one of two options:

1. *The Board recommend to City Council (in accordance with LUC §1.07,E) that the Planning Staff, working with the City Solicitor, draft bylaws, and propose complimentary updates to the Land Use Code as part of the ongoing Zoning Code Update process, that could be adopted in tandem for future use. Any provisions for dismissal from the Board should be located under Section 5.06. The bylaws and LUC update should consider:*
 - *the use of voting alternates on the Board, to not lose potential votes (and possibly a necessary quorum) to frequent conflict of interest abstention*
 - *amendments to be consistent with Board practice*

or; If the Board feels that this is a non-issue and does not warrant the use of staff and legal counsel time and attention at this juncture, another option is;

2. *Recommend to City Council that the Conflict of Interest code at 5.10 be considered along with the Zoning Code Update process, with no bylaw creation at this time.*

Attachments:

Legal Guidance re LUC Amend Proposal Article 5 dated 9-19-24
Legal Guidance Pt 2 re LUC Amend Proposal Article 5 dated 9-23-24
Conflicts of Interest, Relationships & Bias 09-23-24 BS
30-A MRS 2605 Conflicts of Interest



NEW BUSINESS



CITY COUNCIL ACTION

Meeting Date

Item No.

Requested Council Meeting Date: November 6 , 2024

Responsible Dept: City Clerk

Requested Action: Approval

Title

Approving November 5, 2024 Election Results

Summary

The State General/Referendum, Municipal, and RSU#1 Board of Directors Elections were held at the Bath Middle School on November 5, 2024 from 8am until 8pm.

Results will be on your desk.

Staff Comments

Action: Recommend for passage

City Manager

Introduced for: New Business



CITY OF BATH

Date:

Approving November 5, 2024 Election Results

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: November 6 , 2024

Responsible Dept: Code Enforcement

Requested Action: Order

Title

Approving consent judgement between City of Bath vs. Michael Olehowski, against the property located at 39 Webber Ave, for existing code and zoning violations.

Summary

The City's Code Department has made an initial appearance at the Bath District Court for Docket No. CV-24-58 on October 28th, 2024, to request that a proposed consent judgment be signed and agreed to by Mr. Olehowski and the City of Bath for the code violations that currently exist at 39 Webber Avenue Bath ME. Mr. Olehowski has agreed to all the terms outlined in said consent judgment, and agrees to all legal costs associated with this case. Mr. Olehowski has executed the agreement and will be provided a fully executed copy of said judgment once approved by City Council and executed by City Council Chair Bell. Mr. Olehowski understands that if the deadline of April 28, 2024 is not met for compliance, then the City may seek statutory penalties that it is entitled to at that time.

The City's Code Enforcement Officer received the proposed consent judgment and requested that the proposed deadline be extended to (6) six months in total for the violations to be brought into compliance for Mr. Olehowski based on discussion Code has had with the property owner and reasons for the previous missed compliance deadlines set forth by the City through Notice of Violations. Executed consent judgment will be filed with the court, entered into the record and a deadline of April 28, 2025 would be set.

Staff Comments

Action: Recommend for passage

 City Manager

Introduced for: New Business



CITY OF BATH

Date:

Approving consent judgement between City of Bath vs. Michael Olehowski, against the property located at 39 Webber Ave, for existing code and zoning violations.

STATE OF MAINE
SAGADAHOC, ss.

DISTRICT COURT
Location: West Bath
Docket No. CV-24-58

CITY OF BATH,

Plaintiff,

v.

MICHAEL OLEHOWSKI,

Defendant.

CONSENT JUDGMENT

The City of Bath, Maine (the “City”) and Defendant Michael Olehowski (“Defendant”) hereby stipulate that judgment in this case shall enter for Plaintiff, City of Bath, against Defendant on all Counts in the Complaint.

This Consent Judgment is entered into by the City and the Defendant as part of an agreement to resolve this action, and the City and Defendant agree to the entry of judgment containing the following findings and relief:

a. The Defendant is the owner and occupant in possession of a lot or parcel of land in the Town located at 39 Webber Avenue, Bath, Maine and more particularly described as Tax Map 24 Lot 7 on the City of Bath’s Tax Assessor’s Map (the “Property”);

b. The Property is in such disrepair that birds or animals may enter the structures present and portions of said structures are unsound. Additionally, Defendant has accumulated significant trash and debris on the Property causing unsanitary conditions.

c. The Defendant is in violation of Section 9-102 of the City Building and Electrical Code;

d. The Defendant is in violation of Section 13-12 of the City Refuse Code;

- e. The Defendant is in violation of Section 13-14 of the City Refuse Code;
- f. Defendant shall remediate the hazardous and unsanitary conditions by or before April 28, 2024, and Defendant shall refrain from violating these same Ordinances in the future;
- g. Defendant shall pay to the Town its reasonable attorneys' fees and costs pursuant to 30-A M.R.S. § 4452(3)(D).
- h. If Defendant does not abate violations in compliance with paragraph (f) above, the Town may enter the Property and take corrective action pursuant to 30-A M.R.S. § 3758-A(4); and
- i. If Defendant complies with the requirements of paragraph (f) above, the Town will not seek any fines it is entitled to pursuant to 30-A M.R.S. § 4452. If Defendant does not abate violations in compliance with paragraph (f), the Town will seek all fines it may recover under 30-A M.R.S. § 4452.

The Defendant waives his right to appeal this Consent Judgment, and there being no just cause for delay, the Clerk shall immediately enter this Judgment on the docket pursuant to M.R. Civ. P 79(a) and Writs of Execution shall issue immediately against the Defendant.

SEEN AND AGREED TO:

CITY OF BATH, MAINE

Date: _____

By: Mary Ellen Bell,
Bath City Council, Chair

MICHAEL OLEHOWSKI

Date: _____

Michael Olehowski

SO ORDERED:

Dated: _____, 2024

Judge, Maine District Court

11/6/2024

2024-116

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: November 6 , 2024

Responsible Dept: City Clerk

Requested Action: Order

Title

Requesting Comcast to upgrade the company owned PEG Facility Transmission Equipment to the current HD Standard

Summary

A recent change in state law requires cable companies to upgrade the company owned PEG Facility Transmission Equipment to the current HD Standard. the

There will be no additional cost to the City or subscribers since this is an upgrade of your own equipment much the same as when you replaced your old analog equipment with digital equipment here several years ago.

Staff Comments

This letter is recommended by the Maine Municipal Association and the Maine Community Media Association.

Action: Recommend for passage

City Manager

Introduced for: New Business



CITY OF BATH

Date:

Requesting Comcast to upgrade the company owned PEG Facility Transmission Equipment to the current HD Standard

BE IT ORDERED by the City Council of the City of Bath that the City request Comcast upgrade the company owned PEG Facility Transmission Equipment to the current HD standard and that the Council Chair send a letter to Comcast expressing this request.



BATH
MAINE *City of Ships*

November 6, 2024

Bryan Christiansen
Director of Government & Regulatory Affairs
Comcast
New England Region
54 Regional Drive
Concord, NH 03301

Dear Bryan,

In accordance with Maine Public Law Chapter 502, LD 1967, An Act To Support Municipal Franchise Agreements: <https://legislature.maine.gov/legis/bills/getPDF.asp?paper=HP1264&item=3&snum=131>, the City of Bath is requesting Comcast to upgrade the company owned PEG Facility Transmission Equipment to the current HD Standard.

This equipment is located at Bath Community Television, 4 Sheridan Road, Bath, ME 04530, and the contact person for coordinating on our behalf is Peter Compagna, Digital Media and IT Specialist, 207-443-8387, pcompagna@cityofbath.com. Adequate power and cooling for the new equipment is provided in this location as a replacement for the SD equipment currently in service. The Channels affected by this upgrade are Channel 14 on the Comcast system for the City of Bath.

We understand there will be no additional cost to the City of Bath or your subscribers since this is an upgrade of your own equipment much the same as when you replaced your old analog equipment with digital equipment here several years ago.

Thank you for your prompt attention to this matter!

Sincerely,

Mary Ellen Bell
City Council Chair



CITY COUNCIL ACTION

Meeting Date

Item No.

Requested Council Meeting Date: November 6 , 2024

Responsible Dept: City Clerk

Requested Action: Order

Title

Approving conveyance of photograph collection

Summary

During the recent Council Chambers renovation, the members of the Facilities Committee assessed and developed a plan for the photographs of former mayors and council chambers . The photographs are being scanned for documentation purposes and will be digitally displayed at a later date. The physical collection is recommended to be gifted to the Sagadahoc History and Genealogy Room at the Patten Free Library.

Staff Comments

Action: Recommend for passage

City Manager

Introduced for: New Business



CITY OF BATH

Date:

Approving conveyance of photograph collection

BE IT ORDERED by the City Council of the City of Bath that the conveyance of the City's photograph collection of former mayors and council chairs be conveyed to the Patten Free Library for the purpose of historic preservation, that the City Manager be authorized to execute a Deed of Gift , substantially in the form attached hereto, for the purpose of conveyance of this property, and such other and further documents as may be necessary, appropriate, or convenient to the transfer.



Deed of Gift

I the undersigned Donor, desiring to further the purposes of the Sagadahoc History & Genealogy Room, Patten Free Library (“the Library”) do hereby transfer, convey, and assign to the Library, its successors and assigns, as an unrestricted gift, the entire interest currently owned by me in the materials(s) described in Section 2 of this Deed, below.

1. Donor Information

Name: _____

Name of Spouse (if any): _____

Mailing Address: _____

Phone: _____ E-mail address: _____

Credit Line (Donor name to appear in the Library’s Annual Report): _____

2. Description of the Materials

Approximately 80 8"x10" photographic portraits of former Bath city mayors and city councilors, dating from the mid-19th century to present. Formerly housed in the City Council chamber at Bath's City Hall.

3. Donor Acquisition Information (if applicable):

Relationship to the creator or collector of this gift: _____

These materials were acquired by Donor on (date) _____ by (check one below):

Gift Inheritance Purchase Debt satisfaction Other: _____

4. Separations:

Items not retained during the initial processing or future reappraisal shall be:

disposed of in an appropriate way, including sale, gift, or trade.

returned to me or my heirs.

This Deed of Gift is intended to, and hereby does transfer to the Library, its successors and assigns, ownership and control of our interest in the materials herein described, including copyright interests, if any, and all rights to duplicate, display or otherwise use the items. This instrument will also serve to convey any further gifts of materials that I wish to make to the Library at a later date, and each gift will be described in an addendum.

Donor signature

Date

2/8/2024

Received for the Library by Mary Kate Kwasnik, Archivist

Date



Terms and Conditions

1. By execution of the Deed of Gift, Donor expressly represents and warrants to the Library that he or she is the sole lawful owner of title to the Property or that Donor is fully authorized by such owner to enter into this Deed of Gift. Donor further represents that the Property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that Donor has the right to give or transfer the Property.
2. Donor acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of the Library. The display, use, maintenance, and disposition of the Property are at the Library's sole discretion.
3. Donor represents and warrants that no customs laws, tax laws, laws of inheritance, or other laws or regulations applicable to the Property, its export or import, have been broken.
4. Donor represents and warrants that there are no claims, judgments, liens or other encumbrances of any kind whatsoever against the Property, any portion of the Property, or title to it.
5. The Internal Revenue Service has determined that Patten Free Library is organized and operated exclusively for educational purposes and is exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code. The Library does not advise donors on tax matters and suggests that Donor direct any questions regarding donations as charitable contributions to Donor's tax advisor or an office of the Internal Revenue Service. The Library does not appraise donations but will make the Property available for appraisal upon the request of Donor.
6. Donor will defend, indemnify, and hold the Library harmless from claims or allegations arising from or relating to conduct that would be a breach of Donor's warranties or representations herein if established.
7. This Deed of Gift shall be governed by the laws of the State of Maine.

Darci Wheeler

From: no-reply@services.evo.cloud
Sent: Monday, October 7, 2024 10:10 AM
To: Darci Wheeler
Subject: Appointment Application - New Form Submission for Bath, Maine

A new submission has been received for Appointment Application at 10/07/2024 10:09 AM

First Name:: Joshua
Last Name:: Langlais
Address:: 450 WASHINGTON ST
Phone:: 2079521819
Your Council Ward Number:: X |
Email Address:: joshua.langlais@gmail.com
Preferred Method of Contact:: Email
I wish to be considered for:: Appointment
Name of Board/ Commission/ Committee:: Community Development
Committee Experience:
Date(s) you attended this Board/Commission/Committee's meetings:: I did not attend
Members of the Board/ Commission/ Committee with whom you spoke and when:: I spoke w/ Miriam Johnson on Aug. 19th at an event at City Hall. I later met with Julie Ambrosino and Caitlin McCorkle in regards to another committee position.
How did these experiences affect your interest in the Board/ Commission/ Committee?: Councilors Ambrosino and McCorkle recommended I apply for this position.
Have you every served on a City Board/ Commission/ Committee?: No
If yes please list the Board/ Commission/ Committee and years of service:
Please outline past and present expertise skills employment that you think may be relevant:: I am very good with people and highly organized. I am highly interested in community and how we function as individuals within a greater community. My photojournalism project - A Community Thread - is great evidence of that. I even ran for mayor in Bend, Oregon, back in 2019. I had no expectation of winning, but I did want to participate in the discussions.
Resume (Optional): No File Uploaded
Why do you want to be a member of this Board/ Commission/ Committee or list your I want better things for Bath's future and don't feel content to just complain in the background. Maybe this

accomplishments during your last term or terms?:

provides an opportunity to be more proactive and directly involved.

How many months are you away from Bath in a 12 month period?:

0

Date:

10/07/2024

Signature:

Joshua Langlais



Darci Wheeler

From: no-reply@services.evo.cloud
Sent: Wednesday, September 25, 2024 2:01 PM
To: Darci Wheeler
Subject: Appointment Application - New Form Submission for Bath, Maine

A new submission has been received for Appointment Application at 09/25/2024 2:01 PM

First Name:: Claire
Last Name:: Berkowitz
Address:: 18 Seekins Drive
Phone:: 2077303159
Your Council Ward Number:: 6
Email Address:: claireberkowitz4@gmail.com
Preferred Method of Contact:: Email
I wish to be considered for:: Appointment
Name of Board/ Commission/ Committee:: Community Development Committee
Committee Experience:
Date(s) you attended this Board/Commission/Committee's meetings:: I have not attended any Committee meetings.
Members of the Board/ Commission/ Committee with whom you spoke and when:: Mary Ellen Bell - 9/24/2024; Caitlin McCorkle - unsure of date, but we spoke about the vacancy and how my experience might be a good match.

When I spoke with Caitlin this summer about the Committee, I became intrigued by the opportunity to serve, as it seemed to align closely with both my professional work and personal values. My conversation with Mary Ellen Bell at the Climate Action Open House at Morse High School last night reinforced this thinking. She confirmed that the Committee will focus on strategic planning, setting goals, and establishing priorities—areas where I believe my experience and insights could be valuable.

How did these experiences affect your interest in the Board/ Commission/ Committee?:
Have you every served on a City Board/ Commission/ Committee?: Yes
If yes please list the Board/ Commission/ Committee and years of service: Resilient Bath Advisory Council
Please outline past and present expertise skills employment that you think may be relevant:: As the President/CEO of Midcoast Maine Community Action (MMCA), headquartered right here in Bath on Wing Farm Parkway, I am privileged to lead an organization whose mission is to empower individuals and families

from low-income households. MMCA connects them with comprehensive support services that foster economic independence, improved health and quality of life, and educational advancement. We proudly serve five counties—Sagadahoc, Northern Cumberland, Lincoln, Knox, and Waldo—strengthening communities across the region. In my role as CEO, I am dedicated to ensuring that MMCA makes a meaningful impact on the lives of those we serve. Our work closely aligns with the mission of the Community Development Committee, as outlined on the City's website, which aims to "promote community growth and development through strategic neighborhood stabilization and partnering on programming to support the quality of life of all residents." Much of what I do every day mirrors these goals, as we strive to improve the quality of life for Bath residents and beyond through the following programs and initiatives: WIC Program: We provide women, infants, and children up to age 5 with access to healthy foods and critical health education. Early Childhood Education: Our Head Start and Early Head Start programs lay the foundation for lifelong learning for children up to age 5, while giving parents the peace of mind that their children are in safe, nurturing, and licensed environments. With dedicated family advocates, we help families thrive, even through challenging times. Emergency Heating Assistance: We support families in need by helping cover fuel costs and by making referrals to organizations that provide energy-related repairs to keep homes warm and safe. Housing Stability: Through counseling and referrals, we assist households in maintaining stable housing, a key factor in long-term security. Families CAN!: This initiative equips parents and caregivers with essential resources to build strong, resilient families capable of overcoming adversity. Additional Support: We provide services that foster economic and social mobility, including financial literacy programs, diaper distribution, and health navigation assistance. These programs are supported through local, state, and federal grants, and we are proud to be a United Way Partner Agency. Every initiative we undertake is a step toward creating stronger, healthier communities—communities where every individual has the opportunity to thrive.

Resume (Optional):

Why do you want to be a member of this Board/ Commission/ Committee or list

No File Uploaded

Having lived in Bath for 27 years, I've come to know the community deeply, both as a resident and an employer.

your accomplishments during your last term or terms?:

My husband, Ross, and I raised two daughters here in a neighborhood that fostered a sense of support and belonging. They enjoyed rich, well-rounded lives as children and teens, taking full advantage of the educational opportunities and extracurricular activities provided by our local schools, library, YMCA, and recreation programs. Our family was fortunate to benefit from a two-income household, stable housing, quality child care, access to nutritious food, and the natural beauty of Bath. These factors contributed to our daughters' ability to thrive, and it is my hope that the next generation of Bath's children can enjoy a similar quality of life. However, my vision extends beyond households with children. For those without children, whether by choice or because their children have grown, I want to ensure their lives are equally rich, fulfilling, and supported by the community. This, I believe, aligns with the mission of the Community Development Committee. With my background, experience, and perspective as both a long-time resident and employer, I am eager to bring new ideas and contribute to this important work.

How many months are you away from Bath in a 12 month period?:

Probably a total of 1 month over the year for vacations and visiting family.

Date:

9/25/2024

Signature:

Claire V. Berkowitz



Darci Wheeler

From: no-reply@services.evo.cloud
Sent: Tuesday, October 15, 2024 6:01 PM
To: Darci Wheeler
Subject: Appointment Application - New Form Submission for Bath, Maine

A new submission has been received for Appointment Application at 10/15/2024 6:01 PM

First Name:: Nathaniel
Last Name:: Dwelley
Address:: 651 Middle St
Phone:: 2077452090
Your Council Ward Number:: 2
Email Address:: ndwelley@gmail.com
Preferred Method of Contact:: Email
I wish to be considered for:: Appointment
Name of Board/ Commission/ Committee:: New Fire House Committee
Committee Experience:
Date(s) you attended this Board/Commission/Committee's meetings:: Discussed at appointment for Zoning Board of Appeals
Members of the Board/ Commission/ Committee with whom you spoke and when:: Miriam Johnson, Roo Dunn
How did these experiences affect your interest in the Board/ Commission/ Committee?: see previous application for ZBA
Have you every served on a City Board/ Commission/ Committee?: Yes
If yes please list the Board/ Commission/ Committee and years of service: new member of the Zoning Board of Appeals
Please outline past and present expertise skills employment that you think may be relevant:: see previous application for ZBA
Resume (Optional): No File Uploaded
Why do you want to be a member of this Board/ Commission/ Committee or list your accomplishments during your last term or terms?: see previous application for ZBA
How many months are you away from Bath in a 12 month period?: 0
Date: 10/15/2024
Signature: Nathaniel T Dwelley





City of Bath
Application for (Re)Appointment
to City Board/Commission/Committee

Full Name: WILLIAM H. PALMER II

Residence Address: 1472 Washington St., BATH, ME

I live in Council Ward # (circle one) 1 2 3 4 5 6 7

Phone #: (949) 310-0854 E-mail address wzpalmer@gmail.com

Preferred Method of Contact? (circle one) phone email

I wish to be considered for: (circle one) appointment reappointment

Recreation Commission
(Name of Board/Commission/Committee)

We are asking applicants to attend some actual meetings of this committee and/or to speak with some members of the board/committee to get a sense of what the committee does before submitting their application. Information about the committee meetings, who is chair and committee membership is available from the City Clerk's office and on the City of Bath website.

Please list the following:

- A) Date(s) you attended this committee's meetings: Been a commissioner since 2015.
- B) Members of the committee or board with whom you spoke and when:
Bill Gilson
Bill McKellar
John DesJardins
- C) How did these experiences affect your interest in the committee?
Being a retired professional in Recreation for 33 years, I would like to see the city establish a ~~recreation~~ program that shows the department as a city asset to promote & expand programs.

Have you ever served on a City Board/Commission/Committee? (circle one) Y N

If yes, please list the Board/Commission/Committee and years of service:

City of Bath Recreation Commission (2015-2024)
CPRS President, Supervisor's Section (1993-1995)

Please outline past and present expertise/skills/employment that you think may be relevant (Resumes are welcome):

> previously submitted
> worked in field for 33 years as a leader, coordinator, & supervisor as well as Asst. Director of a camp-conference center.

Why do you want to be a member of this Board/Commission/Committee or list your accomplishments during your last term(s)?

I believe the citizens need better representation in the city to support the Parks, recreation & cemetery needs in our community. Programs & facilities are ASSETS to this city which need to be marketed and supported by Council.

How many months are you away from Bath in a 12-month period? (2 months)

10/14/2024
Date

William Palmer II
Signature

Please return form to: City Clerk's Office, 55 Front Street, Bath, ME 04530 or email dwheeler@cityofbath.com

FOR USE BY CITY CLERK'S DEPARTMENT:

Date application received: 10/15

Received by: *ofu*

Date emailed to Appointment Review Committee: 10/14

Date interviewed by Appointment Review Committee: _____

Date application on City Council agenda: _____

Date appointed by City Council: _____

Date applicant notified by City Clerk's office: _____

Date applicant sworn in: _____

Term to begin: _____

Term to expire: _____

