



Special Council Meeting

Wednesday, September 17, 2025 at 6:00 pm

Meeting Location

- **In Person:** Council Chambers, Bath City Hall, 55 Front Street
- **Television:** BCTV Channel 14
- **Live Stream:** [BCTV 14 \(castus.tv\)](#)
- **ZOOM:** [Zoom Link](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentations**
 - a. **City Equity Assessment**
5. **Manager's Report**
6. **New Business**
 - a. **2025-94) Order: Approving Voting Delegate Credentials for Maine Municipal Association Annual Meeting**
 - b. **2025-95) Resolution: Setting Fees for Door-to-Door Solicitation**
7. **Adjournment to Workshop**
 - a. **The Old Bath Customs House, Inc.**

Contact: Darci Wheeler, City Clerk (DWheeler@cityofbath.com 207-443-8332) | Agenda published on 09/11/2025 at 10:21 AM

9/17/2025

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: September 17, 2025

Responsible Dept: Community & Economic Development

Requested Action: Select

Title

City Equity Assessment Presentation

Summary

This past winter, the City contracted It Is Time, LLC to work with the Community Development Committee and conduct an equity assessment for the City and develop staff trainings based on the assessment to strengthen our service delivery to residents. An equity assessment is a deep look into how well the City includes and serves everyone. It's not just a review of policies or numbers. It's about understanding whether people feel seen, respected, supported, and able to thrive.

Through this Equity Assessment, the City will:

- Better understand the diverse needs of its residents and where it may be lacking in services, so as to improve on the services and efforts it provides.
 - Will provide City departments and staff step by step goals and practices to improve on services for people in the City.
 - Path towards enhancing current practices so that it may remove or mitigate any barriers to its programs or services.
- Lift up the voice of lived experiences that are not always predominate, but are vital to the vibrant community of Bath.
- Lay the groundwork for the City where all people feel they belong and can succeed.
- Learn about and connect with people from various racial, ethnic, and economic backgrounds which builds the Bath community.
- An evaluation that sets a baseline to grow from.
 - As part of a positive evaluation the data provided is quantified so that it ensures the organization can gauge where it is and where it may end up.
 - Based on a numerical scale determined after reviewing all aspects of the City.
 - Evaluation focuses on Identity, Time, Efficiency, Transportation, and other areas.
- More clear understanding of what Equity is:
 - Access to resources & elimination of barriers and limitations to the services provided by the City.
 - Recognizing and working on the needs of groups who have accessibility issues.
 - The work is not a zero-sum gain but assisting those needs and barriers to those needs

Dustin Ward will present an update on this work and share next steps.

Staff Comments

Action: No Recommendation

 City Manager

Introduced for: Select



CITY OF BATH

Date:

City Equity Assessment Presentation

9/17/2025

2025-94

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: September 17, 2025

Responsible Dept: City Clerk

Requested Action: Approval

Title

Approving Voting Delegate Credentials for Maine Municipal Association Annual Meeting**Summary**

The Maine Municipal Association will hold its annual business meeting in conjunction with the 89th Annual Convention on Wednesday, October 8, 2025 at the Cross Insurance Center in Bangor. The voting delegate credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each municipal member.

Staff Comments

Action: Recommend for passage

City Manager**Introduced for:** New Business



CITY OF BATH

Date: 09/17/2025

Approving Voting Delegate Credentials for Maine Municipal Association Annual Meeting

Juli Millett, Assistant City Manager/Finance Director, is hereby designated as the official Voting Delegate and Darci Wheeler, City Clerk, as the alternative Voting Delegate for Bath to the Maine Municipal Association's Annual Business Meeting, which is scheduled to be held, on Wednesday, October 8, 2025, at 1:15pm, at the Bangor Cross Insurance Center, Bangor, ME.



To: Key Municipal Officials of MMA Membership
From: Catherine Conlow, Executive Director
Date: September 8, 2025
Subject: MMA Annual Business Meeting & Voting Credentials

The Maine Municipal Association will hold its annual business meeting in conjunction with the 89th Annual Convention:

Date: Wednesday, October 8, 2025

Time: 1:15 p.m. (Immediately following the MMA Leadership & Recognition Luncheon)

Location: Cross Insurance Center, Bangor, Maine

Purpose & Highlights:

Join MMA President Melissa Doane, Vice President Justin Poirier, and Executive Director Catherine Conlow as they:

- Share strategic priorities for the year ahead.
- Present highlights of MMA's 2025 activities and accomplishments.
- Announce the results of the Executive Committee election.

This meeting offers a unique opportunity for municipal officers to participate directly in MMA's direction-setting, celebrate collective achievements, and engage in forward-looking dialogue.

Enclosed you will find the meeting agenda as well as a voting delegate credential form. Appointed delegates are authorized to vote on all items of business conducted during the meeting. To ensure your municipality is represented, please complete and submit the form by either: (1) bringing it to the Annual Business Meeting on October 8; (2) emailing it to kellymaines@memun.org, or mailing it, so the form arrives on or before Monday, October 6, to:

Kelly Maines
Executive Office Administrative Coordinator
60 Community Drive
Augusta, ME 04330

Note: This year, there are no proposed amendments to the MMA bylaws.

"From Partners to Progress" embodies our 2025 theme, spotlighting how partnerships pave the way to meaningful advancement across Maine's municipalities. The Convention delivers a rich blend of

educational breakout sessions, keynote presentations, and impactful networking opportunities, all focused on helping municipal leaders harness collaboration for local progress.

Enjoy the Member Appreciation Reception in the Exhibit Hall featuring live music by Star City Syndicate, delicious snacks, and refreshing beverages. During the reception, MMA will present the prestigious Ethel N. Kelley Memorial Award, recognizing one distinguished municipal official for outstanding service and dedication.

For more information about the 2025 Annual Convention, visit the MMA website at <https://www.memun.org/Training/Conferences-Conventions/Convention/Agenda>

Please mark your calendars, register for the event, and make arrangements to attend. Should you need assistance with the credential forms, ADA accommodations, or if you have any questions regarding the meeting, please contact Kelly Maines at either the email address listed above or 207-623-8428 ext. 2241.

I look forward to seeing you there!

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 8, 2025
1:15 p.m. – 2:30 p.m.
Cross Insurance Center
Bangor, Maine**

AGENDA

1. **Introductions and Welcoming Remarks** – MMA President Melissa Doane, Bradley Town Manager will welcome members to the business meeting.
2. **Election Results** – Melissa Doane will share the results of the Maine Municipal Election that took place August 29, 2025.
3. **Approval of 2024 MMA Annual Business Meeting Minutes** – Melissa Doane will ask for approval of the 2024 Annual Business Meeting minutes to be approved as presented.
4. **MMA President's Report** – Melissa Doane will discuss her term in office and the remainder of the year.
5. **Executive Director's Report** – Catherine Conlow, MMA Executive Director will discuss MMA business taking place throughout the year.
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 2, 2024, 1:15 p.m.
Augusta Civic Center - Penobscot Room
Meeting Minutes**

Members in Attendance: See attached record.

Introductions and Welcoming Remarks -MMA President Diane Hines welcomed members of MMA to the 2024 Annual Business meeting and called the meeting to order at 1:15 p.m.

Election Results - Diane Hines shared results of the MMA Executive Committee Election that took place August 23, 2024, as follows:

New Members begin their terms on January 1, 2025.

Officers for 2025:

- President – Melissa Doane, Town Manager, Bradley
- Vice President - Justin Poirier, Town Manager, Monmouth

Re-elected for a three-year term:

- David Cyr, Town Manager, Frenchville

Newly elected for a three-year term:

- Matt Garside, Town Manager, Poland
- Michele Varuolo-Cole, Selectperson, Bethel

Filling a vacant position with a term ending December 31, 2026:

- Pious Ali, Councilor, Portland

Approval of the 2023 MMA Annual Business Meeting Minutes – Diane Hines asked for approval of the 2023 MMA Annual Business Meeting.

Elaine Aloes MOVED, and the motion was seconded by David Cyr that the MMA Annual Business Meeting minutes be approved by voting members present. The motion passed with all in favor.

MMA President's Report - Diane Hines shared highlights from the past nine months of her presidency and her plans for the last three months. She shared the importance of Post Traumatic Stress Disorder (PTSD) that is suffered by many first responders and the ServeStrong initiative implemented by MMA. ServeStrong is an online platform that all members can use to connect with resources and real help to overcome this difficulty. It is free to all members and confidential for all users.

She continued by discussing improvements to the MMA facility, and she shared her and MMA's commitment to Diversity, Equity and Inclusion pointing out the scholarships and educational opportunities made available by MMA. Next, she talked about the membership survey that was sent out to town officials to engage members. She stated, "Your input matters."

Executive Director's Report – Executive Director, Catherine Conlow discussed the activities taking place at MMA over the past year and plans for the future. She thanked President Diane

Hines and the Executive Committee for their guidance, vision and unwavering commitment to local government. She gave a special welcome to the new committee members and thanked those about to retire from the board.

Cathy discussed the challenges with staffing at MMA and discussed all the projects that each department at MMA has been working on throughout the year. Notable accomplishments include Servestrong, website improvements, more hybrid training opportunities, and the membership survey designed to ensure that MMA meets its members' needs and expectations.

In closing Cathy shared that MMA is well positioned to continue thriving and thanked the members for their continued support.

Other Business (*comments from the floor*) – Steven Bunker complemented the convention and shared his appreciation of the sessions. He shared with the meeting participants that he is a volunteer firefighter that has survived brain cancer contracted on the job. He works reducing these risks for others and helping to develop best practices for firefighters. He encouraged all to become a part of the process in promoting safety in this profession.

Adjournment – The meeting adjourned at 1:44 p.m.

9/17/2025

2025-95

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: September 17, 2025

Responsible Dept: City Clerk

Requested Action: Resolution

Title

Setting Fees for Door to Door Solicitation Registrations

Summary

The Door to Door Solicitation Ordinance was passed on September 3rd, 2025 and will go into law in 21 days. A resolution needs to be approved by council to accept the fees associated with the registration.

Staff Comments

Action: Recommend for passage

City Manager

Introduced for: New Business



CITY OF BATH

Date:

Setting Fees for Door to Door Solicitation Registrations

WHEREAS, pursuant to Section 5-17 of the code of the City of Bath provides that the various classifications of business licenses and fees corresponding to those classifications shall be set by the City Council of the City of Bath by resolutions, and

WHEREAS, the City Council of the City of Bath has deemed it appropriate, upon recommendation of the staff of the City of Bath, that such fees be added, and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bath, that the registration fee of \$25 for Door to Door Solicitations is effective September 17, 2025.