



Regular City Council Meeting

Wednesday, October 8, 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 \(castus.tv\)](https://www.castus.tv)
- **ZOOM:** [Zoom Link](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentations**
5. **Public Comments**
6. **Manager's Report**
7. **Committee Reports**
8. **Public Hearings**
9. **Consent Agenda**

(Items as marked with an asterisk () on the agenda shall be considered routine matters not requiring debate. In the case of items marked with an asterisk, the motion as stated in parenthesis following the items on the agenda shall be considered to have been passed by the City Council as part of the Consent Agenda. 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.)*

- a. **2025-96) *Minutes of the previous meetings of September 3, 2025, Regular Meeting and September 17, 2025, Special Meeting**

10. Unfinished Business

11. New Business

- a. **2025-97) Authorizing Recreation Commission to raise funds for Goddards Pond warming hut improvement project**
- b. **2025-98) Approval of Bath Police Department Unmanned Aerial Vehicle (UAV) Acquisition and Program**
- c. **2025-99) Resolution: Amendment to the Bath Development Corporation By-**

laws

- d. 2025-100) Resolution: Supporting the Creation of a Maine Climate Superfund
- e. 2025-101) 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 4, 2025
- f. 2025-102) Ordinance: Chapter 8A; General Assistance Ordinance with Maximums for October 1, 2025 to September 30, 2026
- g. 2025-103) Ordinance: Chapter 5; Businesses, Article 16, Short Term Rentals
- h. 2025-104) Appointments and Reappointments

12. Councilor Comments

13. Executive Session

- a. Real Estate per 1 MRS §405(6)(C)

14. Adjournment

Contact: Darci Wheeler, City Clerk (dwheeler@cityofbath.com 207-443-8332) | Agenda published on 10/02/2025 at 3:01 PM



Regular City Council Meeting

Minutes

Wednesday, September 3, 2025 at 6:00 pm

Meeting Location

- **In Person:** Council Chambers, Bath City Hall, 55 Front Street
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1. Call to Order

Minutes:

The City of Bath City Council met in regular session in the Council Chambers on August 6, 2025. Chair Johnson called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

3. Roll Call

Minutes:

Council members present: Julie Ambrosino, Christopher Marks, Jean Guzzetti, Jane Nordmann (arrived at 6:13pm), Roo Dunn, Jennifer DeChant, Caitlin McCorkle, Miriam Johnson, and Megan Mansfield-Pryor

Staff present: City Manager Marc Meyers, City Clerk Darci Wheeler, Assistant City Manager/Finance Director Juli Millett, Planning Director Jenn Curtis, and Digital Media Specialist Pete Compagna.

4. Presentations

Minutes:

None

5. Public Comments

Minutes:

Jamie Dorr, 211 Oak Street and Executive Director of Midcoast Youth Center John Zittel, 48 W Chops Point Road and Chair, Climate Action Commission
Public comment closed at 6:11pm

6. Manager's Report

Minutes:

City Manager Marc Meyers gave an overview of upcoming public meetings. Monday, September 8, Traffic Study Congress Avenue and Centre Street, City Hall 5pm. Zoning Code Update open houses will be held September 9, Fisher Mitchell 6:30-8:30pm, September 10, City Hall 1-3pm, and September 11, City Hall 12-2pm. Joint workshop with Council and Planning Board will be held on September 10, Council Chambers 6pm.

He spoke about curbside collection challenges with Garbage to Garden.

Miscommunication regarding deferred collection during holidays is being looked at and will resume like past practice for future pickups.

Property tax bills will be sent out this week. He gave an overview of valuation updates and noted that it can be found online.

7. Committee Reports

Minutes:

Councilor Mansfield-Pryor that the Climate Action Commission prepared memo before them offers information and recommendations on climate related Federal and State activity. It was noted that the memo was not before Council but would be sent out shortly. City Clerk Darci Wheeler emailed to Council at that point.

Councilor Dunn reported that the Bath Water District was working on a South end water main leak on or near Lemont Street was being watched. Testing has been completed, and the water supply is undetectable for PFAS.

Councilor McCorkle stated that Main Street Bath has some upcoming events. The annual awards will be held on September 25 at Oysthers and is a ticketed event. Autumnfest will be held on October 4, 10-2. Involvement needed for Old Fashioned Christmas due to popularity of event.

Councilor Ambrosino reported on Bath Development Corporation grant opportunity.

8. Public Hearings

a. 2025-79) Ordinance: Land Use Code 1.07 amendment, BIW proposed rezoning of Industrial/Shipyard(I) District-700 Washington Street

Minutes:

Chair Johnson opened the public hearing at 6:23. There was no public comment. She closed the public hearing at 6:24.

b. 2025-80) Ordinance: Chapter 5 Business, Article 16, Door to Door Solicitation

Minutes:

Chair Johnson opened the public hearing at 6:24. There was no public comment. She closed the public hearing at 6:24.

c. 2025-82) Ordinance: Approving agreement with ecomaine for recycling services

Minutes:

Chair Johnson opened the public hearing at 6:24. There was no public comment. She closed the public hearing at 6:25.

9. Consent Agenda

Minutes:

Councilor Dunn moved the approval of the consent agenda items, seconded by Councilor Marks.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Motion carried.

- a. **(2025-88) *Minutes of the previous meetings of August 6, 2025, Regular Meeting and August 20, 2025, Special Meeting**

10. Unfinished Business

- a. **2025-79) Ordinance: Land Use Code 1.07 amendment, BIW proposed rezoning of Industrial/Shipyard(I) District-700 Washington Street**

Minutes:

City Planner Jenn Curtis presented Ordinance #2025-79. Councilor McCorkle motioned for item to be on floor, seconded by Councilor Dunn. City Planner Jenn Curtis responded to questions/comments from Councilors Dunn, and McCorkle. Brian Salter, BIW Principal Engineer and applicant, thanked everyone for their time and stated that they were in attendance for any questions of them. Councilor Guzzetti and Ambrosino provided final Council comment. When vote commenced, Councilor Guzzetti stated Point of Order and amendment was made by Councilor Guzzetti to include Planning Boards recommendation of change of Front Setback Between Castine Ave and 80 feet North of Hinkley Street be approved. The amendment was seconded by Councilor Ambrosino.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None.

Then roll call vote was taken for Ordinance #2025-79 as amended.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Ordinance #2025-79 will be law in 21days.

- b. **2025-80) Ordinance: Chapter 5 Business, Article 16, Door to Door Solicitation**

Minutes:

Chair Johnson presented Ordinance #2025-80. Councilor Ambrosino motioned to approve as presented, seconded by Councilor McCorkle. Councilors Ambrosino and Dunn provided initial comments. There was no public comment. Councilor McCorkle gave final council comment.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None. Ordinance #2025-80 will be law in 21 days.

- c. **2025-82) Ordinance: Approving agreement with ecomaine for recycling services**

Minutes:

Chair Johnson presented Ordinance #2025-82. Councilor Dunn motioned to approve as presented, seconded by Councilor Mansfield-Pryor. Initial council comment was made by Councilor McCorkle. There was no public comment or

final council comment.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Ordinance #2025-82 will be law in 21days.

11. New Business

a. 2025-89) Approving amending covenant for 103 South Street

Minutes:

City Manager Marc Meyers presented Ordinance #2025-89. Councilor Ambrosino motioned to approve as presented, seconded by Councilor Marks. He responded to initial Council comments from Chair Johnson, Councilors McCorkle, Dunn, Marks, and Guzzetti. There was no public comment. Chair Johnson and Councilor Ambrosino gave final council comment.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None. #2025-89 approved.

b. 2025-90) Resolution: Sagadahoc County tax payment preference

Minutes:

Chair Johnson presented Resolution #2025-90. Councilor Dunn motioned to move to floor, seconded by Councilor Ambrosino. Councilors Dunn, Guzzetti and Mansfield-Pryor provided initial comments. Public comment was made by Commissioner Stephen August, 29 Cherry Street. Councilors Ambrosino, Nordmann, McCorkle, Guzzetti, and DeChant provided final council comments. Assistant City Manager/Finance Director Juli Millett responded as well. Councilor McCorkle made a motion to amend the resolution stating: Be it resolved by the City Council of the City of Bath that Bath would recommend the county allow municipalities to make their county tax payments in two installments and that the City of Bath will make all attempts to continue to make one payment. Seconded by Councilor DeChant.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None.

Then roll call vote was taken for Resolution #2025-90 as amended.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Resolution #2025-90 approved.

c. 2025-91) Resolution: Reducing Captured Value Percentage of Downtown Municipal Development and Tax Increment Financing District

Minutes:

Assistant City Manager/Finance Director Juli Millett Resolution #2025-91.

Councilor McCorkle motioned to approve as presented, seconded by Councilor Guzzetti. She responded to questions/comments by Councilors Marks, Guzzetti, Ambrosino, Dunn and Chair Johnson. There was no public or final Council comment.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, Mansfield-Pryor. NAYS: None. ABSENT: McCorkle. Resolution #2025-91 approved.

d. 2025-92) Resolution: Reducing Captured Value Percentage of Wing Farm Municipal Development and Tax Increment Financing District

Minutes:

Councilor Guzzetti motioned to approve as presented, seconded by Councilor Nordmann. There were no Council or public comments.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None. Resolution #2025-92 adopted.

e. 2025-93) Appointments and Reappointments

Minutes:

Chair Johnson presented Item #2025-93. Councilor Marks motioned to approve as a slate, seconded by Councilor Ambrosino.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Item #2025-93 approved.

12. Councilor Comments

Minutes:

Councilor DeChant commented Grace Park Community Playground is now open. She made reference to working with staff regarding a crosswalk placement. Councilor Guzzetti shared her appreciation of the work of the Climate Action Commission. Council consideration regarding a climate superfund bill before legislature is time sensitive.

13. Executive Session

Minutes:

Councilor Ambrosino motioned to move to Executive Session at 7:21pm, seconded by Councilor Marks.

a. Personnel per 1 MRS §405(6)(A)

b. Real Estate per 1 MRS §405(6)(C)

14. Adjournment

Minutes:

Councilor Ambrosino motioned to move to Regular Session at xxxpm, seconded by Councilor Marks. Councilor Ambrosino motioned to adjourn at xxxpm, seconded by Councilor Marks.



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Staff present: City Manager Marc Meyers, City Clerk Darci Wheeler, Assistant City Manager/Finance Director Juli Millett, Planning Director Jenn Curtis, and Digital Media Specialist Pete Compagna.

4. Presentations

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None

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Minutes:

Jamie Dorr, 211 Oak Street and Executive Director of Midcoast Youth Center John Zittel, 48 W Chops Point Road and Chair, Climate Action Commission
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Councilor Dunn reported that the Bath Water District was working on a South end water main leak on or near Lemont Street was being watched. Testing has been completed, and the water supply is undetectable for PFAS.

Councilor McCorkle stated that Main Street Bath has some upcoming events. The annual awards will be held on September 25 at Oysters and is a ticketed event. Autumnfest will be held on October 4, 10-2. Involvement needed for Old Fashioned Christmas due to popularity of event.

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Minutes:

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9. Consent Agenda

Minutes:

Councilor Dunn moved the approval of the consent agenda items, seconded by Councilor Marks.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Motion carried.

- a. **(2025-88) *Minutes of the previous meetings of August 6, 2025, Regular Meeting and August 20, 2025, Special Meeting**

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Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None.

Then roll call vote was taken for Ordinance #2025-79 as amended.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Ordinance #2025-79 will be law in 21days.

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Minutes:

Chair Johnson presented Ordinance #2025-80. Councilor Ambrosino motioned to approve as presented, seconded by Councilor McCorkle. Councilors Ambrosino and Dunn provided initial comments. There was no public comment. Councilor McCorkle gave final council comment.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None. Ordinance #2025-80 will be law in 21 days.

- c. **2025-82) Ordinance: Approving agreement with ecomaine for recycling services**

Minutes:

Chair Johnson presented Ordinance #2025-82. Councilor Dunn motioned to approve as presented, seconded by Councilor Mansfield-Pryor. Initial council comment was made by Councilor McCorkle. There was no public comment or

final council comment.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Ordinance #2025-82 will be law in 21days.

11. New Business

a. 2025-89) Approving amending covenant for 103 South Street

Minutes:

City Manager Marc Meyers presented Ordinance #2025-89. Councilor Ambrosino motioned to approve as presented, seconded by Councilor Marks. He responded to initial Council comments from Chair Johnson, Councilors McCorkle, Dunn, Marks, and Guzzetti. There was no public comment. Chair Johnson and Councilor Ambrosino gave final council comment.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None. #2025-89 approved.

b. 2025-90) Resolution: Sagadahoc County tax payment preference

Minutes:

Chair Johnson presented Resolution #2025-90. Councilor Dunn motioned to move to floor, seconded by Councilor Ambrosino. Councilors Dunn, Guzzetti and Mansfield-Pryor provided initial comments. Public comment was made by Commissioner Stephen August, 29 Cherry Street. Councilors Ambrosino, Nordmann, McCorkle, Guzzetti, and DeChant provided final council comments. Assistant City Manager/Finance Director Juli Millett responded as well. Councilor McCorkle made a motion to amend the resolution stating: Be it resolved by the City Council of the City of Bath that Bath would recommend the county allow municipalities to make their county tax payments in two installments and that the City of Bath will make all attempts to continue to make one payment. Seconded by Councilor DeChant.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None.

Then roll call vote was taken for Resolution #2025-90 as amended.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Resolution #2025-90 approved.

c. 2025-91) Resolution: Reducing Captured Value Percentage of Downtown Municipal Development and Tax Increment Financing District

Minutes:

Assistant City Manager/Finance Director Juli Millett Resolution #2025-91.

Councilor McCorkle motioned to approve as presented, seconded by Councilor Guzzetti. She responded to questions/comments by Councilors Marks, Guzzetti, Ambrosino, Dunn and Chair Johnson. There was no public or final Council comment.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, Mansfield-Pryor. NAYS: None. ABSENT: McCorkle. Resolution #2025-91 approved.

d. 2025-92) Resolution: Reducing Captured Value Percentage of Wing Farm Municipal Development and Tax Increment Financing District

Minutes:

Councilor Guzzetti motioned to approve as presented, seconded by Councilor Nordmann. There were no Council or public comments.

Roll call Vote: AYES: Mansfield-Pryor, McCorkle, DeChant, Dunn, Nordmann, Guzzetti, Marks, Ambrosino. NAYS: None. ABSENT: None. Resolution #2025-92 adopted.

e. 2025-93) Appointments and Reappointments

Minutes:

Chair Johnson presented Item #2025-93. Councilor Marks motioned to approve as a slate, seconded by Councilor Ambrosino.

Roll call Vote: AYES: Ambrosino, Marks, Guzzetti, Nordmann, Dunn, DeChant, McCorkle, Mansfield-Pryor. NAYS: None. ABSENT: None. Item #2025-93 approved.

12. Councilor Comments

Minutes:

Councilor DeChant commented Grace Park Community Playground is now open. She made reference to working with staff regarding a crosswalk placement. Councilor Guzzetti shared her appreciation of the work of the Climate Action Commission. Council consideration regarding a climate superfund bill before legislature is time sensitive.

13. Executive Session

Minutes:

Councilor Ambrosino motioned to move to Executive Session at 7:21pm, seconded by Councilor Marks.

a. Personnel per 1 MRS §405(6)(A)

b. Real Estate per 1 MRS §405(6)(C)

14. Adjournment

Minutes:

Councilor Ambrosino motioned to move to Regular Session at xxxpm, seconded by Councilor Marks. Councilor Ambrosino motioned to adjourn at xxxpm, seconded by Councilor Marks.

10/8/2025

2025-97

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 8, 2025

Responsible Dept: Parks & Recreation

Requested Action: Resolution

Title

 Authorizing Recreation Commission to raise funds for Goddards Pond warming hut improvement project

Summary

Background - The Bath Parks & Recreation Department have proposed through the capital budget for improvements to the Warming Hut at Goddards Pond in the past. Those requests were not approved to move forward.

Request - The Bath Recreation Commission is seeking Council approval to raise funds for those improvements so they do not impact the budget process. The improvements would include an outdoor warming area that would include ground work, an outside propane fireplace, outdoor seating, adding a new serving window and expanded decking. With volunteer labor we estimate the project being \$10,000. If fund raising is successful we will look to do additional improvements to the building such as doors, siding, and sound system.

We are here today to seek the approval to start fundraising in hopes to start the project before winter.

Staff Comments

As the Parks & Recreation Director I highly encourage the Council to take advantage of the generosity and enthusiasm of this group. Goddards Pond ice skating continues to be a very pure form of recreation for this community.

Action: Recommend for passage

 City Manager

Introduced for: New Business



CITY OF BATH

Date:

Authorizing Recreation Commission to raise funds for Goddards Pond warming hut improvement project

BE IT RESOLVED by the City Council of the City of Bath that they support the Goddards Pond warming hut improvement project and authorize the Recreation Commission to raise funds for the project.



10/8/2025

2025-98

Meeting Date

Item No.

**CITY COUNCIL ACTION**

Requested Council Meeting Date: October 8, 2025

Responsible Dept: Police

Requested Action: Resolution

Title

Approval of Bath Police Department Unmanned Aerial Vehicle (UAV) Acquisition and Program

Summary

Bath Police Dept. would like to start an Unmanned Aerial Vehicle (UAV) program and acquire a UAV at some point in the near future.

Maine State law, Title 25-4501, requires a governing body of a municipality to approve the acquisition of a UAV to be used for Law Enforcement purposes.

Area agencies have already been employing a UAV for public safety and law enforcement purposes with great success. UAVs, used legally and within policy, can be an incredible benefit for both public safety and aid in investigations.

We are seeking council approval in the form of a Resolution. I have included our draft policy and applicable state law for your reference.

Staff Comments

Action: Recommend for passage

City Manager

Introduced for: New Business



CITY OF BATH

Date:

Approval of Bath Police Department Unmanned Aerial Vehicle (UAV) Acquisition and Program

WHEREAS, the Bath Police Department seeks to establish an Unmanned Aerial Vehicle (UAV) program to enhance its law enforcement and public safety capabilities; and

WHEREAS, Maine State Law, Title 25 §4501, requires the governing body of a municipality to approve the acquisition of a UAV for law enforcement purposes; and

WHEREAS, UAV technology has proven to be a valuable tool for public safety, including but not limited to search and rescue operations, emergency response, disaster assessment, traffic crash investigations, and authorized law enforcement investigations; and

WHEREAS, neighboring law enforcement agencies and public safety organizations have successfully employed UAVs within legal guidelines, demonstrating their effectiveness and value; and

WHEREAS, the Bath Police Department has developed a draft policy for UAV use that complies with Title 25 §4501, the standards of the Maine Criminal Justice Academy Board of Trustees, and all other applicable state and federal laws and regulations governing the operation and use of UAVs by law enforcement; and

WHEREAS, this draft policy ensures responsible, transparent, and accountable use of UAV technology, and includes provisions for appropriate training, authorized use, documentation, and safeguards for privacy and civil liberties;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Bath that approval is hereby granted for the Bath Police Department to acquire and implement an Unmanned Aerial Vehicle (UAV) program for law enforcement and public safety purposes, in accordance with Maine State Law Title 25 §4501.

§4501. Regulation of unmanned aerial vehicles

1. Findings. The Legislature finds that evolving technology regarding unmanned aerial vehicles presents a potential economic driver for the State, an opportunity for research and development and a very real benefit for security, for search and rescue efforts and for disaster prevention and relief, as well as a tool for the investigation of serious crimes, but the technology also presents a potential threat to the privacy of citizens of this State if used by law enforcement in the conduct of criminal investigations without appropriate guidelines and supervision.

[PL 2015, c. 307, §1 (NEW).]

2. Definitions. As used in this section, unless the context otherwise indicates, the following terms have the following meanings.

A. "Law enforcement agency" has the same meaning as in section 3701, subsection 1. [PL 2015, c. 307, §1 (NEW).]

B. "Unmanned aerial vehicle" means an aircraft operated without a physical human presence within or on the aircraft that, in the manner in which the aircraft is used or the manner in which it is equipped, is capable of performing audio or visual surveillance. [PL 2015, c. 307, §1 (NEW).]
[PL 2015, c. 307, §1 (NEW).]

3. Acquisition of unmanned aerial vehicles. The acquisition of an unmanned aerial vehicle by a law enforcement agency must be approved by the governing body of the governmental unit overseeing the law enforcement agency seeking to make such an acquisition or, in the case of a state agency, by the commissioner of that agency.

[PL 2015, c. 307, §1 (NEW).]

4. Law enforcement agency operation of unmanned aerial vehicles. A law enforcement agency's operation of an unmanned aerial vehicle must fully comply with all Federal Aviation Administration requirements and guidelines, including the acquisition of a certificate of authorization or waiver from the Federal Aviation Administration. Additionally, a law enforcement agency's use of an unmanned aerial vehicle is governed by the following provisions.

A. A law enforcement agency may not use an unmanned aerial vehicle before adopting standards that meet, at a minimum, the standards set forth in subsection 5. [PL 2015, c. 307, §1 (NEW).]

B. Except as permitted by a recognized exception to the requirement for a warrant under the Constitution of Maine or the United States Constitution, a law enforcement agency may not use an unmanned aerial vehicle for criminal investigations without a warrant. [PL 2015, c. 307, §1 (NEW).]

C. Notwithstanding paragraph A, a law enforcement agency may use an unmanned aerial vehicle for the purpose of a search and rescue operation when the law enforcement agency determines that use of an unmanned aerial vehicle is necessary to alleviate an immediate danger to any person or for training exercises related to such uses. [PL 2015, c. 307, §1 (NEW).]

D. Notwithstanding paragraph A, a law enforcement agency may use an unmanned aerial vehicle for purposes other than the investigation of crime, including, but not limited to, aerial photography for the assessment of accidents, forest fires and other fire scenes, flood stages and storm damage. [PL 2015, c. 307, §1 (NEW).]

E. In no case may a weaponized unmanned aerial vehicle be used or its use facilitated by a state or local law enforcement agency in this State. [PL 2015, c. 307, §1 (NEW).]

F. A law enforcement agency may not use an unmanned aerial vehicle to conduct surveillance of private citizens peacefully exercising their constitutional rights of free speech and assembly. [PL 2015, c. 307, §1 (NEW).]

G. Notwithstanding paragraph A, a law enforcement agency may use an unmanned aerial vehicle for an emergency use approved by the chief administrative officer of the agency or the Governor.

[PL 2015, c. 307, §1 (NEW).]

[PL 2015, c. 307, §1 (NEW).]

5. Minimum standards for law enforcement. The Board of Trustees of the Maine Criminal Justice Academy, in consultation with the Office of the Attorney General, shall establish minimum standards for written policies and protocols for use of unmanned aerial vehicles by law enforcement agencies. The standards must include at a minimum:

A. Training and certification requirements for a person operating an unmanned aerial vehicle; [PL 2015, c. 307, §1 (NEW).]

B. Requirements for prior authorization for the use of an unmanned aerial vehicle by the chief administrative officer of the law enforcement agency seeking to use such a vehicle; [PL 2015, c. 307, §1 (NEW).]

C. Approval by the Attorney General or chief prosecuting attorney for the appropriate jurisdiction for the deployment of an unmanned aerial vehicle for criminal investigation purposes; [PL 2015, c. 307, §1 (NEW).]

D. Restrictions on the use of night vision technology, high-powered zoom lenses, video analytics, facial recognition technology, thermal imaging and other such enhancement technology; [PL 2015, c. 307, §1 (NEW).]

E. Procedures to minimize the inadvertent audio or visual recording of private spaces of 3rd parties who are not under investigation; [PL 2015, c. 307, §1 (NEW).]

F. Procedures for destroying any unnecessary audio or visual recordings without further duplication or dissemination; [PL 2015, c. 307, §1 (NEW).]

G. Recommended minimum altitudes and speeds at which an unmanned aerial vehicle may be flown in order to minimize the invasion of privacy of 3rd parties who are not under investigation; [PL 2015, c. 307, §1 (NEW).]

H. Methods to minimize the number of unmanned aerial vehicles deployed at any one time in any one area or at any one event; [PL 2015, c. 307, §1 (NEW).]

I. Procedures to avoid hazards to persons and property on land and in the air due to the operation of unmanned aerial vehicles; [PL 2015, c. 307, §1 (NEW).]

J. Methods for tracking and recording the flight of each unmanned aerial vehicle; [PL 2015, c. 307, §1 (NEW).]

K. Requirements for regular statistical reporting of all uses of unmanned aerial vehicles, including the purposes, the results and the duration of such uses, to the appropriate governmental bodies; and [PL 2015, c. 307, §1 (NEW).]

L. Accountability of a law enforcement agency for any mistake in deployment or misuse of an unmanned aerial vehicle, including sanctions as provided in section 2803-C or section 2806-A, as applicable. [PL 2015, c. 307, §1 (NEW).]

[PL 2015, c. 307, §1 (NEW).]

6. Data collection. On or before July 1, 2016 and July 1st of each subsequent year, the Commissioner of Public Safety shall submit to the Legislature a report containing the number of instances in which an unmanned aerial vehicle has been deployed by any law enforcement agency in the State with summary descriptions of the number of deployments for investigative purposes, the general nature of those investigations and the number of search warrants sought and the number of search warrants obtained for the deployment of unmanned aerial vehicles.

[PL 2015, c. 307, §1 (NEW).]

SECTION HISTORY

PL 2015, c. 307, §1 (NEW).

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BATH POLICE DEPARTMENT

Standard Operating Procedures

Community Service ~ Integrity ~ Professionalism

Subject:	Unmanned Aerial Vehicle Use For Law Enforcement	Policy #	O-31
Effective Date:	TBD	Review:	2 Years
Distribution:	All Personnel	# of pages:	3
MLEAP:	N/A		
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		MCJA Mandatory Policy
Issuing Authority:	Chief of Police Andrew Booth		

I. POLICY

It is the policy of the Bath Police Department to utilize Unmanned Aerial Vehicles (UAVs) for the focused and limited purpose of criminal investigations or public safety. UAVs, related equipment and technology, and data collected from their deployment shall be used in a lawful manner consistent with all provisions of the United States and Maine Constitutions. It is also the policy of this agency to allow for the deployment of UAVs for emergency use approved by the Chief of Police or the Governor, or for the training, testing, and evaluation of the UAV by this agency. **BOT 12-1**

The Bath Police Department may use a UAV for purposes other than the investigation of crime, including but not limited to, search and rescue, traffic monitoring, accident assessment, natural disaster assessment, or any emergency use that is approved by the Chief of Police or the Governor without having adopted specific written policies. **BOT 12-8**

Prior to the Bath Police Department's acquisition of a UAV, it must be approved by the city of Bath's city manager, city council, or other governing body. **BOT 12-2**

If the Bath Police Department intends to use a UAV for criminal investigations, the agency must first establish a written protocol that meets the minimum standards established by the Maine Criminal Justice Academy's Board of Trustees. **BOT 12-9**

II. PURPOSE

To establish minimum standard requirements of Title 25 M.R.S § 4501(5) and procedures on the use and oversight of UAVs for the Bath Police Department.

III. DEFINITIONS

Unmanned Aerial Vehicle (UAV): An aircraft that is operated without a physical human presence within or on the aircraft which, in the way it is used or how it is equipped, can perform audio or visual surveillance and guided by remote control.

Remote Pilot in Command (PIC): The remote pilot in command (PIC) means a member of this agency certified to operate a UAV. Prior to operating a UAV, a PIC must hold a current FAA certificate that is evidence that the pilot meets the minimum standards required for the operation of a UAV.

Visual Observer: A visual observer is an agency member (or other law enforcement PIC) who assists the PIC with aerial observation in order to maintain a direct line of sight of the UAV and who maintains a line of communication with the pilot.

IV. PROCEDURES

A. General

The remote pilot in command (PIC) of this agency shall be permitted to utilize UAVs for criminal investigations or public safety purposes, providing the requirements below are followed: **BOT 12-7**

1. Before the deployment of the UAV, a PIC must be trained and certified in the UAVs use and operation and must be knowledgeable of the standards outlined in this policy. UAV operators must hold a remote pilot airman certification from the Federal Aviation Administration (FAA) or be under the direct supervision of a person who has a remote pilot certificate. **BOT 12-9(a)**
2. Any operation by a PIC of this agency of the UAV must be in accordance with the FAA Operating Rules for Small Unmanned Aircraft Systems ("Operating Rules"). If this agency receives a Certificate of Waiver allowing any deviation from the Operating Rules, this agency shall comply with all conditions of the Waiver, as well as with any other applicable law. **BOT 12-3**
3. The agency may not use a UAV for criminal investigations without a warrant, unless a recognized exception to the warrant requirement under the U.S. or Maine Constitutions applies. Additionally, the agency must first adopt the standards below for UAV use in criminal investigations. **BOT 12-4**
4. A PIC may not deploy the UAV without the knowledge and prior approval of the Chief of Police. **BOT 12-9(b)**
5. When evaluating a UAV deployment request, the Chief of Police shall consider whether it would result in an excessive number of UAVs operating at the same location or event simultaneously and shall deny any request they determine would do so. **BOT 12-9(h)**
6. When possible, before a UAV for criminal investigation purposes is deployed, a PIC shall consult with the authority having prosecutorial jurisdiction over the investigation, as a search warrant may be required. This does not apply to UAV deployments for non-investigative public safety use or for training, testing, or evaluation of the UAV. **BOT 12-9(c)**
7. A PIC that deploys a UAV shall properly document each deployment in a report within the agency's Records Management System. Such documentation must include, at a minimum: **BOT 12-9(k)**
 - a. The date, time(s), and purpose of each deployment.
 - b. The name of the UAV operator.
 - c. The results of the UAV deployment.
 - d. The duration of the UAV deployment.
 - e. Whether a search warrant was obtained by this agency for each deployment.
 - f. Any other information the Chief of Police deems necessary.
8. A PIC that mistakenly deploys the UAV must promptly report the deployment to the Chief of Police. Such a report must describe the circumstances under which the UAV was deployed and a plan of action explaining how such mistaken deployment will be avoided in the future.
9. Prior to deploying a UAV, the PIC must perform a pre-flight inspection in accordance with the UAV manufacturer's recommendations and FAA guidelines. This must include ensuring that no part of the UAV is loose or missing and batteries are charged and in working condition. Any safety-related issues must be reported immediately to the Chief of Police and/or his designee responsible for UAV-related responsibilities.

10. A PIC that deploys the UAV must track and record the flight path and location of the UAV during the deployment. This record shall be made by whatever means the operator chooses, so long as the record accurately reflects the flight path of the UAV in a comprehensible manner. **BOT 12-9(j)**
11. When operating a UAV over locations that the operator believes to be irrelevant to the purpose of the UAV deployment, the UAV operator shall: **BOT 12-9(g)**
 - a. Operate the UAV at a minimum altitude of 200 feet above ground level; and
 - b. Operate the UAV at a minimum horizontal speed of 5 miles per hour; UNLESS
 - c. Operating the UAV in accordance with subparagraph (a) or (b) above would jeopardize the objective of the UAV deployment.
12. A PIC may not deploy more than one UAV at any one time, in any one area, or at any one event without first coordinating and defining the parameters of the area where each deployed UAV will be operated.
13. A PIC that intentionally uses the UAV without proper authorization or in deviation of the standards outlined in this policy shall be subject to disciplinary action; up to and including termination. An PIC that violates any of the minimum requirements established by the Board of Trustees of the Maine Criminal Justice Academy and incorporated into this policy may face disciplinary action by the Board against the law enforcement PIC's certificate of eligibility pursuant to *25 MRS §2806-A (5)(J)* or may face a civil penalty in accordance with *25 MRS §2803-C*. **BOT 12-10**

B. Restriction on the Use of UAVs

1. Approval by the Chief of Police is required before the deployment of a UAV equipped with any of the following items: **BOT 12-9(d)**
 - a. Night vision technology.
 - b. High-powered zoom lenses.
 - c. Video analytics.
 - d. Facial recognition technology
 - e. Thermal imaging technology.
2. Under **NO** circumstances will any UAV ever be equipped with weapons of any kind. **BOT12-5**
3. A PIC shall not deploy the UAV to conduct surveillance on private citizens peacefully exercising their constitutional right of free speech and assembly as prohibited by Title 25 M.R.S § 4501(4)(F). **BOT12-6**

C. Audio and Video Recordings

1. UAVs must be operated by a PIC at such an altitude, speed, and with a planned flight pattern that will ensure that inadvertent audio and video recordings of private spaces of third parties not under investigation are avoided or minimized. **BOT 12-9(e)**
 - a. The use of audio and video recording technology shall only be used in those locations where the UAV PIC reasonably believe may support the purpose of the deployment.
 - b. Any recording made under these circumstances shall not be duplicated or disseminated by this agency and must be permanently erased or destroyed by this agency within a reasonable amount of time.
2. All audio and video recordings obtained during the deployment of a UAV which are deemed unnecessary by the Chief of Police shall be destroyed in a manner consistent with agency protocols. **BOT 12-9(f)**

3. Audio and video recordings made by any PIC with the UAV shall constitute “intelligence and investigative information” under applicable Maine law and will only be duplicated and further disseminated by such law¹.

D. Avoiding Hazards

1. Any UAV deployed in an area near persons, objects, or private property must be equipped with the capability to safely stabilize the flight if the operator cannot control or observe the UAV.
2. An PIC deploying the UAV at an altitude that might reasonably be expected to cause the UAV to encounter, and possibly harm, persons or objects, must always keep the UAV subject to observation, to minimize the risk of such encounters.

E. Reports of Injury or Property Loss Resulting from UAV use:

1. Any operation of a UAV that results in serious injury, loss of consciousness, or property damage (to property other than the agency) of at least five hundred dollars (\$500) must be reported within ten (10) days to the FAA.
2. Any operation that results in any injury or property damage, including the UAV, must be reported immediately to the on-duty Patrol supervisor.
3. As soon as practical, the on-duty Supervisor shall notify the on-call command staff anytime there is a report of injury and/or property damage.

¹ 16 M.R.S §801 et seq.

10/8/2025

2025-99

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 8, 2025

Responsible Dept: Community & Economic Development

Requested Action: Approval

Title

RESOLUTION TO REVISE AND ADOPT BATH DEVELOPMENT CORPORATION BYLAWS

Summary

The Bath Development Corporation (BDC) voted at their regularly scheduled August meeting to recommend an amendment to Article VI, Board of Directors, of the bylaws for the Bath Development Corporation. The proposed amendment would change the term of Directors from a term of two years to a term of three years, which is more consistent with other City committees. Additionally, the proposed amendment would remove the requirement limiting Directors having to take a two year hiatus from the Board after serving three consecutive terms. Given the complex nature of facilitating real estate redevelopment projects assigned to the BDC and length of time many projects may take to see redevelopment achieved, it was identified as an unnecessary burden to their work to lose Board members after three terms and the institutional knowledge of the redevelopment project for specific terms. The proposed amendment further adds a requirement that succession requires reapplying to the Board to ensure checks and balances in the process. Additionally, the Board recommended amending all gendered language in bylaws to gender neutral terms.

Staff Comments

Action: Recommend for passage

City Manager**Introduced for:** Select



CITY OF BATH

Date:

RESOLUTION TO REVISE AND ADOPT BATH DEVELOPMENT CORPORATION BYLAWS

RESOLUTION TO REVISE AND ADOPT BATH DEVELOPMENT CORPORATION BYLAWS

WHEREAS, on June 18, 1997, by Resolution, the Bath City Council adopted bylaws to incorporate the Bath Development Corporation, and

WHEREAS, the Bath Development Corporation (BDC) is a legal corporation in the State of Maine located, with its principal offices and place of business, in Bath, in the County of Sagadahoc, and State of Maine, tasked with overseeing economic development interests in the City, and

WHEREAS, the Board of Directors is responsible for overseeing the work of the corporation consistent with the bylaws, and

WHEREAS, the Board of Directors has identified a need to amend the term limits within the bylaws as well as gendered language, and

WHEREAS, changes to the bylaws were reviewed and voted on for recommendation by the Board of Directors at their August 14, 2025 meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bath that recommended Bath Development Corporation Bylaws are Revised and Adopted.

BY-LAWS

BATH DEVELOPMENT CORPORATION

ARTICLE I NAME AND LOCATION

The name of this corporation shall be the Bath Development Corporation. It shall be located, with its principal offices and place of business, in Bath, in the County of Sagadahoc, and State of Maine.

ARTICLE II PURPOSES

The purpose of this corporation shall be to foster, encourage and assist the settlement or resettlement of industrial, manufacturing, fishing, agricultural, recreational and other business and commercial enterprises within the City of Bath, to acquire by purchase, grant, lease, mortgage, assignment or any other method, real and personal property of all kinds and descriptions and to use, sell, transfer, lease, mortgage, pledge, assign or otherwise dispose of or deal in or with said real or personal property, buildings, easements, franchises, rights, powers and privileges, at the direction of the Directors, to encourage the expansion and development of existing businesses, to provide, where possible, financial support through appropriate revolving loan programs and other available financing sources, to provide timely aid, assistance and response to those interested in developing or expanding business in the City of Bath and to provide network support in so doing, and to do any and all things incidental, auxiliary, related, pertaining, necessary, proper to or connected with any one or all of the purposes and kinds of businesses herein before mentioned, and legal under the laws of the State of Maine or of the United States, as now or hereafter amended.

The corporation shall be organized and operated as a tax-exempt instrumentality, as the term is defined under Section 115 of the Internal Revenue Code (the "Code"), of the city of Bath. It is further recognized, and is the intent of these By-Laws, to allow all non-profit activity as permitted under Title 13-B of the Maine Revised Statutes Annotated and the foregoing statement of purpose and mission, is not intended in any way to limit or otherwise circumscribe the broad scope of powers which Title 13-B allows non-profit corporations to exercise.

ARTICLE III FISCAL YEAR

The fiscal year of this corporation shall begin on July 1st of each and every year and continue until June 30th of the ensuing year.

ARTICLE IV CORPORATE SEAL

The corporation shall have a corporate seal in a design approved by the Board of Directors, which shall be circular in form and have inscribed thereon the name of the corporation, the state of incorporation, the year and the words "Corporate Seal".

ARTICLE V LOCATION OF PRINCIPAL AND OTHER OFFICES OF THE CORPORATION

The initial location of the principal office of the corporation shall be in Bath, Maine, at Bath City Hall, 55 Front Street. Other locations as necessary and appropriate may be established by the Board of Directors.

ARTICLE VI BOARD OF DIRECTORS

Section 1. General Powers. The business affairs of this corporation shall be managed by its Board of Directors. The Directors shall in all cases, act as a Board and they may adopt such rules and regulations for the conduct of their meetings and management of the corporation as they may deem proper, not inconsistent with these By-Laws and the laws of the State of Maine. The Board of Directors shall have general charge management and control of the affairs, finances, and property of the corporation subject to ratification by the City Council of the City of Bath on those items of corporate affairs when so required. The Board of Directors shall have the further authority to make rules and regulations for the management of the corporation and use of the corporate property.

Section 2. Number and Tenure. The Board of Directors shall consist of no less than seven (7) Directors nor more than fifteen (15) Directors, excluding ex-officio Directors. Directors shall be appointed by the Bath City Council for staggered ~~three (3)~~ year terms. The initial appointment of the Board of Directors, however, shall provide for the appointment of eight (8) Directors to serve two (2) year terms, and seven (7) Directors to serve a one (1) year term. ~~Each Director may succeed themselves for a three (3) year term by reapplying.~~

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Deleted: Each Director may succeed himself in office for two (2) additional two (2) year terms and may be eligible for membership to the Board of Directors after a two (2) year hiatus....

Section 3. Board Composition. The Board of Directors shall have the following representation: Two (2) Directors of the City Council of the City of Bath, One (1) member of the Bath Planning Board, and up to twelve (12) representatives of the Bath business community or

businesses involved in promoting the purposes of this corporation or citizens genuinely interested in the economic development of the City of Bath.

Section 4. Ex-Officio Directors of the Board of Directors. The Bath City Manager, Finance Director and a staff member with development-related duties, as selected by the City Manager shall be designated as ex-officio Directors of the Board of Directors but without voting rights. At the request of the Chairman of the Board and with the approval of the City Manager and, if appropriate, the Department Manager, other City of Bath Staff may from time to time be designated as non-voting ex-officio Directors.

Section 5. Removal of Directors. The City Council of the City of Bath may remove any Director at any time, with or without cause, by a two-thirds (2/3) vote of the entire Council meeting at any regular or special session.

Section 6. Resignation. A Director may resign at any time by giving written notice to the Board of Directors or the Chairman of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or Officer and acceptance of the resignation shall not be necessary in order to make it effective.

Section 7. Vacancies to the Board. In the event that a vacancy on the Board of Directors is created due to death, disability, resignation or removal, or should the Bath City Council wish to increase membership of the Board, the Council may, by a two-thirds (2/3) vote, elect a new Director to fill any such vacancy or to be an additional Director.

ARTICLE VII MEETINGS

Section 1. Meetings of the Board of Directors. The Annual Meeting of the Board of Directors shall be held in September of each year or as soon thereafter as the Board may determine. Such other meetings as may be necessary may be called by the Chairman or three (3) of the Directors. Notice of the meeting, including time and place, shall be given by the Secretary of the Board. Notice of said meeting shall be posted in the City Clerk's Office. All meetings of the Corporation shall be conducted in accordance with appropriate Maine State Statute related to a quasi-public organization.

Section 2. Quorum of the Board of Directors. At all meetings of the Board, at least fifty percent of voting directors shall constitute a quorum for the transaction of business. When a quorum is present at any meeting of adjournment, a majority of the Directors in attendance there shall decide any question brought before such meeting, except as otherwise provided in the Charter and in these By-Laws.

Section 3. Action by Consent. Any action by the Board of Directors may be taken without a meeting if a written consent thereto is signed by all the Directors and filed with the

records of the Director's meetings. Such consent shall be treated as a vote of the Board of Directors for all purposes. Minutes of prior meetings may be approved by written consent of a majority of the Board.

Section 4. Minutes. Minutes of all regular and special meetings shall be kept in a book provided for that purpose by the Secretary or designee. Copies of the Minutes will be provided to the Directors at least seven (7) days before the date of the meeting at which the Minutes are presented for approval. Copies of the Minutes, once they have been approved by the Board, shall be on file at the Bath City Clerk's Office. Copies of the approved Minutes shall be provided to the Bath City Council.

ARTICLE VIII OFFICERS

Section 1. Designation of Officers. The Officers of this organization shall be Chairman, Treasurer, Secretary and such other Officers as the Board of Directors may, from time to time, determine. There may also be a senior staff member of the Board who, while hired by the Planning Department with the guidance of the Board, will provide support services for the Corporation.

Section 2. Election of Term of Office and Resignation. The Officers shall be chosen by the Board of Directors at its first meeting in August. The Board may choose Officers or fill vacancies among the Officers at any regular or special meeting as the need may arise. Subject to an earlier determination of office, each Officer shall hold office for one (1) year or until his successor shall have been duly chosen and qualified. Any Officer may resign at any time by giving written notice to the Board of Directors or to the Executive Director of the Corporation. Any such resignation shall take effect as of the date of the receipt of such notice, or any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation by the corporation shall not be necessary in order to make said resignation effective.

Section 3. Removal. Any Officer may be removed by the Directors, when in their judgment the best interests of the corporation would be served thereby, with such removal to be voted on and approved by four (4) of the Directors of the Board of Directors.

Section 4. Chairman. The Chairman shall be the Chief Executive Officer of the corporation, and shall in general supervise and control all the business affairs of the corporation, and shall preside at all meetings of the Board of Directors. ~~They may sign any deeds, mortgages, bonds, contracts, leases or other instruments which the Board of Directors may have from time to time authorized to be executed, subject to final approval to do so by the Bath City Council. The Executive Director shall be a member of the Board of Directors.~~

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Section 5. Treasurer. The Treasurer shall have charge of all receipts and disbursements of the corporation and shall have or provide for the custody of its funds and securities, working in

conjunction with the City Treasurer/Finance Director. ~~They~~They shall have full authority to receive and give receipts for all monies due and payable to the corporation, and to endorse checks, drafts and warrants in its name, or on its behalf, and to give full discharge of same. ~~They~~ shall deposit all funds of the corporation except as may be required by current use in such banks or other places of deposit as the Board of Directors may from time to time designate, and in general ~~they~~ or those persons to whom ~~they~~ shall delegate authority, shall perform all duties incident to the office of the Treasurer and other such duties that shall from time to time be assigned by the Board. In addition, the Treasurer shall establish and maintain a system of accounting consistent with the accounting principles prescribed by the City Manager of Bath. ~~They~~ shall cause the books and accounts of the corporation to be audited and at the close of the report the audit transmitted to the City Council of the City of Bath. ~~They~~ shall further be required to give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the City Council of the City of Bath shall determine. The Treasurer shall be a member of the Board of Directors.

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Section 6. Secretary. The Secretary or designee shall keep full and accurate records of all meetings. The Secretary shall be responsible for giving notice of all meetings of the Board of Directors and shall perform such other duties as are usually incident to the office or as may from time to time be assigned by the Board of Directors.

ARTICLE IX MANAGEMENT AND STAFFING

The corporation recognizes the necessity of professional management of the affairs of the corporation. To this end, the Board of Directors may select an Executive Director who shall be responsible for the management of all corporation activities. The Executive Director may be a member of the Board of Directors but is not necessarily required to be a member of the Board of Directors. Additionally, the Executive Director, with the advice and consent of the Board of Directors, shall assume those duties and exercise those powers specifically delegated to the position in order to facilitate the effective management of the corporation.

It is contemplated that during the start-up of corporate activities and in the initial phases of corporate business, staffing will be provided primarily by City of Bath staff. Once the corporation has been established as a viable entity, and has developed adequate funding for staff, then such staff may be provided with funding approved as part of the annual Budget. City staff will remain available to provide necessary services on an as-needed basis and to the extent that there are staff resources available.

ARTICLE X WAIVER OF NOTICE

Whenever any notice is required under the terms of these By-Laws, a waiver thereof in writing, signed by the person or persons entitled to receive any such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of said notice.

ARTICLE XI COMPENSATION OF DIRECTORS

The Board of Directors of the corporation shall serve without compensation.

ARTICLE XII FINANCIAL PROVISIONS

Section 1. Budget. It is recognized that the operation of the Bath Development Corporation is primarily related to encouraging and developing economic opportunity and improvement within the City of Bath and its environs. Much of this corporate activity does not involve the acquisition or administration of financing. Therefore, no annual Budget shall be required of the corporation unless and until such time as the administration of funds is necessary and appropriate, recognizing the responsibility to properly administer and account for such funds, regardless of their source whether it be grant funds, funds provided by the City of Bath, program funds, or otherwise. Should the administration of funds become an appropriate corporate activity, then that financial administration shall be subject to the provisions of this Article XIII.

Section 2. Budget Administration. Wherein the administration of funds is deemed to be an appropriate and necessary corporate activity, then a Budget relating to those funds shall be prepared prior to the commencement of the activities for which the funds are provided. The Budget may be in the form of an annual Budget relating generally to corporate activities if such be appropriate, or may be a specific Budget where the funds are relating to a particular project or activity. Where there are separate projects or activities, they may be represented by separate Budgets. Any corporation Budget(s) shall be administered as a City of Bath special purpose fund. Revenues received by the corporation shall be deposited in the account through the Bath Treasurer's Office. Expenditures shall be through a voucher system with vouchers approved by the appropriate corporate official and forwarded to the Treasurer for payment.

Section 3. Grant Administration. It is contemplated that from time to time the corporation will apply for and receive Grant funds for particular purposes. To the extent appropriate, such

Grant funds shall be administered through a separate budget (special purpose fund(s)) with separate accounting.

Section 4. Budget Amendments. From time to time it may become necessary or appropriate to adjust expenditures or provide for unanticipated obligations that may arise during a Budget period. Such adjustments shall be approved by the Board of Directors. Under circumstances where additional expenditures are required, the Board of Directors shall propose those additional expenditures which they deem appropriate and shall identify the source of additional revenue funding the additional expenditure.

Section 5. Audit. Where the corporation is involved in financial management, the Board may require an audit of all corporation funds including all budgeted amounts and Grant funds. The audit may be conducted as part of the City of Bath's annual audit or may be done separately as an independent audit upon request of a majority of the Directors. Any Audit, whether conducted by the City of Bath or independently, shall be made available to the Board of Directors and shall be placed on record at the Bath City Clerk's Office.

Section 6. Financial Reports. Where deemed appropriate due to financial activity, the Board of Directors shall report on the status of the finances of the corporation. The report shall track expenditures and revenues for the period, highlight any significant information or anomalies in the financial status and records of the corporation, and may include any additional information deemed relevant and appropriate by the Board of Directors. Upon approval by the Board, such reports shall be placed on record at the City Clerk's Office.

ARTICLE XIII BORROWING, CONTRACTS, CHECKS, DEPOSITS INVESTMENTS, GIFTS AND REAL ESTATE

Section 1. Borrowing. No officer, agent or employee of the corporation shall have any power or authority to borrow money on its behalf, to pledge its credit or to mortgage or pledge its real or personal property, except within the scope and to the extent of the authority delegated by resolution of the Board of Directors and, where necessary, approved by the Directors. Authority may be given by the Board of Directors for any of the above purposes and may be general or limited to specific instances and may be in the nature of standing resolutions.

Section 2. Contracts. No officer, agent or employee of the corporation shall have any power or authority to enter into a contract on behalf of said corporation except as within the scope and to the extent of the authority delegated by the resolution of the Board of Directors and, where necessary, approved by the Directors. Authority may be given by the Board of Directors for any of the above purposes and may be general or limited to specific instances and may be in the nature of standing resolutions.

Section 3. Checks and Deposits. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued by the Bath Treasurer's Office in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. All funds of the organization shall be deposited from time to time to the credit of the organization in a special purpose account established by the City of Bath Treasurer and may be withdrawn only upon the furnishing of appropriate voucher documentation signed by one or more of the officers as the Board shall from time to time determine.

Section 4. Gifts. The organization shall have the power to accept contributions of cash or property from public bodies, corporations, individuals, foundations, trusts and others for one or more of its purposes and limited in any manner consistent therewith provided by the donor.

Section 5. Investments. All funds available for investment may be invested in such securities or other property as the Board of Directors, or its duly authorized officers, may direct, with approval of the Directors.

Section 6. Real Estate. In addition to real estate that may from time to time be acquired by the corporation for its own corporate purposes in fulfillment of its mission regarding economic development, there may be occasion when the corporation is asked to hold title to real estate of the City of Bath, where there is a special purpose or necessity. In such instances, where there is an identified special purpose for the transfer of title, the corporation shall be under the obligation, at the discretion of the Council, to reconvey the real estate back to the City of Bath, when the purpose of the transfer has been fulfilled, or at the request of the City Council.

ARTICLE XIV
EFFECTIVE DATE AND
AMENDMENTS TO THE BY-LAWS

These By-Laws shall become effective upon approval of the incorporation by the Secretary of State's Office and these By-Laws may be amended by a two-thirds (2/3) vote of the Bath City Council present and voting at any regular or Special Meeting of the Bath City Council. Proposed amendments shall be mailed to each Councilor at least seven (7) days before the meeting at which the amendment(s) is to be considered.

ARTICLE XV
TAX PROVISIONS

At all times, and notwithstanding merger, consolidation, reorganization, termination, dissolution or winding up of the corporation, voluntary or involuntary or by operation of law, or any other provisions hereof:

A. The corporation shall be organized and operated as a tax-exempt instrumentality, as the term is defined under Section 115 of the Internal Revenue Code (the "Code"), of the city of Bath. The corporation shall not possess or exercise any power or authority, whether expressly, by interpretation, or by operation of law, that will or might prevent it at any time from qualifying and continuing to qualify as a non-profit tax exempt corporation described in Section 501(c) (3), Section 115, or other appropriate Section of the ~~Internal Revenue Code (hereinafter referred to as "the Code")~~, contributions to which are deductible for federal income tax purposes; nor shall the corporation engage directly or indirectly in any activity that might cause the loss of such qualification under Section 501(c) or Section 115 of the Code.

B. The corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.

C. No substantial part, and during such time or times that the corporation is a private foundation within the meaning of Section 509 of the Code, no part of the activities of the corporation shall consist of attempting to influence legislation (including action by Congress, any State Legislature, and Local Council or similar governing body, or the public in referendum, initiative, constitutional amendment, or similar procedure) through propaganda or otherwise (including contacting, or urging the public to contact, Directors of the legislative body for the purpose of proposing, supporting or opposing legislation or advocating the adoption or rejection of legislation). Nor shall the corporation, directly or indirectly, participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

D. At no time shall the corporation engage in any activities that are unlawful under the laws of the United States or the State of Maine.

E. No solicitation of contributions to the corporation shall be made, and no gift, bequest, or devise to the corporation shall be accepted, upon any condition or limitation that in the opinion of the corporation may cause the corporation to lose its federal income tax exemption.

F. Pursuant to the prohibition contained in Section 501 (c) (73) of the Code, no part of the net earnings, current or accumulated, of the corporation shall ever inure to the benefit of any private individual.

G, Notwithstanding any other provision of these by-laws if at any time or times the corporation is a private foundation within the meaning of Section 509 of the Code; then during such time or times

- (1) The corporation shall distribute its income for each taxable year at such time and in such manner as not to subject the corporation to tax under Section 4942 of the Code;
- (2) The corporation shall not engage in any acts of self-dealing, as defined in Section 4941 (d) of the Code;
- (3) The corporation shall not retain any excess business holdings, as defined in Section 4943 (d) of the Code;
- (4) The corporation shall not make any investments in such a manner as to subject the corporation to tax under Section 4944 of the Code; and,
- (5) The corporation shall not make any taxable expenditures as defined in Section 4545 (a) of the Code.

ARTICLE XVI EQUAL OPPORTUNITY-AFFIRMATIVE ACTION

The corporation shall be an equal opportunity and affirmative action employer, and it shall not discriminate on the basis of age, race, religion, color, creed, sex, sexual preference, handicap, financial status, or national origin:

- (1) In the persons served or in the manner of services; or
- (2) In the hiring, assignment, promotion, salary determination, or other conditions of staff employment; or
- (3) In the Directors of the Board of Directors.

ARTICLE XVII INDEMNIFICATION

The corporation shall indemnify any board member or officer or former board member or officer of the corporation, whether for profit or not for profit, against expenses actually and necessarily incurred by him in connection with the defense of any action, suit or proceeding in which he is made a party by reason of being or having been such member or officer, except in relation to matters as to which he shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which such member or officer may be entitled under any by-laws, agreement, vote of the Board of Directors or otherwise. In no case, however, shall the corporation indemnify or reimburse any person for any federal excise

taxes imposed on such individual under Chapter 42 of the Code. Further, if at any time or times the corporation is a private foundation within the meaning of Section 509 of the Code, then, during such time or times, no payment shall be made under this Article if such payment would constitute an act of self-dealing (as defined in Section 4941 (d) of the Code), or a taxable expenditure (as defined in Section 4945 (d) of the Code). This indemnification is in accordance with the provisions of 13-B M.R.S.A. Section 714.

ARTICLE XVIII DISSOLUTION CLAUSE

Upon dissolution of this corporation, the corporation after paying and making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation by providing for transfer of all remaining assets to the City of Bath a Maine municipal corporation in the alternative, and with the approval of the Bath City Council, the corporation may dispose of all of its remaining assets exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted by Resolution of the Bath City Council on June 18, 1997.

Revised and adopted by the Bath City Council on April 19, 2023.

Revised and adopted by the Bath City Council on May 1, 2024.

Revised and adopted by the Bath City Council on XXXC, 2025.

10/8/2025

2025-100

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 8, 2025

Responsible Dept: City Manager

Requested Action: Resolution

Title

Supporting the Creation of a Maine Climate Superfund

Summary

Councilor Guzzetti brought forward this item for consideration. A representative of the Environmental Priorities Coalition (EPC) will be in attendance to explain the initiative and council can ask questions. The group previously presented to the Climate Action Commission.

Staff Comments

Action: No Recommendation

City Manager

Introduced for: New Business



CITY OF BATH

Date: 10/08/2025

Supporting the Creation of a Maine Climate Superfund

WHEREAS climate change and the resulting storms are costing Mainers billions of dollars; and

WHEREAS 2023-24 winter storms caused \$90 million in damage to public infrastructure and untold more to private property; and

WHEREAS climate change is already shifting storm patterns in Maine in ways that will continue to severely damage public and private infrastructure; and

WHEREAS expensive fuels continue to strain working families' budgets; and

WHEREAS in the face of environmental and economic crises for Maine people, international oil companies continue to take in near-record profits year after year; and

WHEREAS declining municipal revenues cannot keep people and property safe from the worst impacts of climate change; and

WHEREAS the world's largest fossil fuel corporations should contribute significantly to local communities to fix the damage they've caused; and

WHEREAS a Maine Climate Superfund will help Maine determine the true cost of dealing with climate change and make polluters to pay for the climate damage they caused; and

WHEREAS under such a program, the state will produce a detailed report of the financial impact of fossil fuel-related climate pollution, then identify the largest emitters responsible for that pollution and recover costs in proportion to their share of emissions; and

WHEREAS payments from those large oil and gas corporations, instead of taxpayer dollars, will be used to finance projects that can protect Maine people, businesses, and property from the devastating impacts of climate change and help our communities adapt to new environmental realities; and

WHEREAS the original Superfund program and its "make polluters pay" principle has withstood challenges for decades and can be easily applied to the environmental damage caused by climate change; and

WHEREAS Maine would join national leaders championing this innovative policy, building on bipartisan legislation successfully enacted in Vermont and New York last year;

NOW, THEREFORE, BE IT RESOLVED by City Council of Bath as follows:

THAT City Council of Bath strongly urges the Maine Legislature and Governor to pass legislation to create a Maine Climate Superfund, to protect Maine communities and ensure the largest fossil fuel companies pay their fair share for climate-related damage.

10/8/2025

2025-96

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 8, 2025

Responsible Dept: City Clerk

Requested Action: Approval

Title

Approval of Election Warrant Calling for the Municipal Election to be held on Tuesday, November 4, 2025 and Recommendations from the City Clerk/Registrar of Voters on actions necessary to conduct the Municipal, RSU#1, and State Election, November 4, 2025.

Summary

Under the Maine State Statutes, the municipal officers shall issue an election warrant calling for a municipal election and set the hours for the Registrar of Voters.

The City Clerk will post the notice of election in all Wards for the Municipal, RSU#1, and State Election according to state statute.

Staff Comments

Action: Select

City Manager

Introduced for: Select


CITY OF BATH

Date:

Approval of Election Warrant Calling for the Municipal Election to be held on Tuesday, November 4, 2025 and Recommendations from the City Clerk/Registrar of Voters on actions necessary to conduct the Municipal, RSU#1, and State Election, November 4, 2025.

BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF BATH, that the Election Warrant be issued for the Municipal Election to be held on Tuesday, November 4, 2025, for the purposes of electing the positions of:

City Councilors to be Elected

Ward Five One to be Elected for a three-year term
 Ward Seven One to be Elected for a three-year term
 At Large One to be Elected for a three-year term

And to approve the following recommendations from the City Clerk/Registrar of Voters on actions necessary to conduct the Municipal, RSU#1, and State Election to be held on Tuesday, November 4, 2025:

- a. That the hours for acceptance of registrations in person only, prior to the November 4th election, as required by Title 21A, Sec. 122, 6A (2), be set at 7:30am to 5pm, Monday through Thursday, October 15th through November 3, 2025, except for Thursday, October 30th, from 7:30am until 7pm.
- b. Pursuant to Title 21A, Sec. 759 (7), absentee ballots will be processed via early processing at the Bath Middle School on Election Day between the hours of 9am until all have been processed.

State of Maine
Notice of Referendum Election
All Counties except Somerset & Washington
Tuesday, November 4, 2025

Municipality Bath Voting District 1-7
 Voting Place Name BMS Voting Place Location 6 Old Brunswick Road
 Polls Open at 8 A.M. Polls Close at 8:00 P.M.

Election Day Absentee Ballot Processing (check all that apply):

Processed by: ☐ Municipal Clerk (Centrally) ☒ Warden (At polls)

Time(s) of Absentee Ballot Processing on Election Day*:

☒ **During** Election Day (11/4/2025) Processing Time(s): 9am until complete

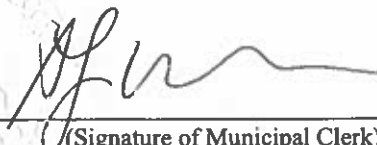
☐ **Only** after 8 P.M. on Election Day (11/4/2025)

Questions to be Voted On:

Question 1: Citizen Initiative

Question 2: Citizen Initiative

A True Copy
Attested


 (Signature of Municipal Clerk)

Date 10/8/2025

*** If Municipal Clerk is processing absentee ballots prior to Election Day, dates and times of processing are listed on the *Notice of Intent to Process Absentee Ballots Prior to Election Day*.**

City of Bath

**WARRANT FOR CALLING THE
MUNICIPAL ELECTION for
RSU1 Board of Directors**

Tuesday, November 4, 2025

Article 1. To choose by secret ballot the following:

Board of Directors for RSU1:

One (1) Arrowsic-Residence Position for a three-year term

One (1) Phippsburg-Residence Position for a three-year term

One (1) Unrestricted-Residence Position for a three-year term

Voting Place Name and Location:

Bath Middle School

6 Old Brunswick Road, Bath

Polls Open at 8:00AM

Polls Close at 8:00PM

A person may register to vote on or before Election Day.

Pursuant to Title 21-A, Section 759(7), absentee ballots will be processed on Election Day at Bath Middle School from 9:00AM until 8:00PM.

Approved by vote of the City Council in a public meeting, _____

Chairman

Attest: _____
Darci Wheeler, City Clerk

Date: _____

**WARRANT FOR CALLING A MUNICIPAL ELECTION
CITY OF BATH**

Municipality of Bath

To Ward 1, 2, 3, 4, 5, 6, and 7 voters of the City of Bath: You are hereby notified that the Municipal Election in this municipality will be held on November 4, 2025, at your respective voting place:

Bath Middle School 6 Old Brunswick Road

Said election being held for the purpose of electing one Councilor in WARDS 5, 7 and At-Large with a term ending the first Wednesday in December 2028.

The polls shall be opened at 8:00 a.m. and closed at 8:00 p.m. Absentee ballots will be processed at the Bath Middle School at the following times: 9:00 a.m. until complete.

Miriam Johnson, Council Chair

Julie Ambrosino

Christopher Marks

Jean Guzzetti

Jane Nordmann

Roo Dunn

Jennifer DeChant

Caitlin McCorkle

Megan Mansfield-Pryor

Attest: _____
Darci L. Wheeler, City Clerk

Date: _____

10/8/2025

2025-102

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 8, 2025

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 9-5-25 with new appendices and the Recovery Residence Housing showing 2025-2026 maximums.

Appendices A – H and Recovery Residence Housing Maximums

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

The appendices and recovery residence housing maximums are updated as attached. The new appendices and maximums once adopted will replace the existing.

Staff Comments

Action: Select

City Manager

Introduced for: Select



CITY OF BATH

Date:

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.

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 amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

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

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

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.**

Appendix A - Overall Maximums

Persons in Household

2025/2026	1	2	3	4	5
Sagadahoc County	1141	1285	1579	2212	2651

Persons in Household

2024/2025	1	2	3	4	5
Sagadahoc County	969	1159	1413	1939	2335

*Note: Add \$75 for each additional person.

Appendix B - Food Maximums

Please note: The maximum amounts for food are established in accordance with the U.S.D.A. Thrifty Food Plan.

Persons in Household

2025/2026	1	2	3	4	5
Sagadahoc County	298	546	785	994	1183

2024/2025	1	2	3	4	5
Sagadahoc County	292	536	768	975	1158

*For each additional person add \$218 per month.

Appendix C - Housing

2025/2026			2024/2025		
# Bedrooms	unheated	heated	# Bedrooms	unheated	heated
1	1103	1262	1	989	1140
2	1348	1552	2	1193	1390
3	1934	2181	3	1672	1912
4	2316	2615	4	2010	2303

Appendix D - Utilities: **NO CHANGE**

1) 2024-2025 Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50
NOTE: For each additional person add \$10.50 per month.		

2) 2024-2025 Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50
NOTE: For each additional person add \$14.50 per month.		

Appendix E - Fuel: NO CHANGE

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

Appendix F - Personal and Household Supplies: NO CHANGE

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

Supplement for households with children under 5: NO CHANGE

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts.

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Appendix G - Mileage Rate: NO CHANGE

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 54 cents (54¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626- 8420 or visit: <http://www.state.me.us/osc/>

Appendix H - Funeral Maximums: NO CHANGE

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,620**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal Administrator.

Additional costs may be allowed by the GA Administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,125**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA Administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

2025-2026 GA Housing Maximums Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2025 - 9/30/2026

Recovery Residences Rate

2025/2026	Weekly	Monthly	2024/2025	Weekly	Monthly
Sagadahoc County	219.75	946.50	Sagadahoc County	498.75	855.00

10/8/2025

2025-103

**CITY COUNCIL ACTION**

Meeting Date

Item No.

Requested Council Meeting Date: October 8, 2025

Responsible Dept: Community & Economic Development

Requested Action: Ordinance

Title

Chapter 5 Businesses, Article 16 Short-Term Rentals

Summary

At recommendation of the Housing Committee, the draft Short-Term Rental Licensing Ordinance is presented for consideration of adoption. The purpose of this ordinance is to establish reasonable regulations for the licensing and operation of short-term rental units in the City of Bath to protect the health, safety, and welfare of residents and visitors, and to maintain the integrity of residential neighborhoods.

See attached memo for process and approach the Committee utilized to draft an ordinance proposal that would be reasonable for Bath and meet the objectives identified in 2024 by the Community Development Committee, Planning Board, and City Council when merit to develop the proposal was granted.

The proposed ordinance would establish a licensing process for Short-Term Rentals that would follow similar processes to other business licenses. It would be established in Chapter 5 Businesses as a new Article 16 of the City Ordinances and issued by the City Clerk and enforced by Code Enforcement. The Housing Committee shall review policy biannually and provide a report and recommendations as needed to the Bath City Council.

See attached memo and ordinance for further information of the process and proposal to develop this ordinance.

Staff Comments

Staff have participated at various levels throughout the process and provided input to ensure it can be reasonably enforced as well as addressed challenges that may arise.

Action: Recommend for passage

City Manager

Introduced for: New Business



CITY OF BATH

Date:

Chapter 5 Businesses, Article 16 Short-Term Rentals



OFFICE of PLANNING & DEVELOPMENT

Misty Parker
Director of Economic & Community Development
mparker@cityofbath.com

TO: Bath City Council
RE: Short Term Rental (STR) Licensing Ordinance
DATE: October 1, 2025

MEMO

In March of 2024 the Community Development Committee approached City Council with a proposal to create reasonable regulations around short-term rentals (STR). Council found merit in their request and directed Community Development Committee to work with the Planning Board to develop proposed policy changes.

The process to develop the licensing ordinance proposed for regulating short term rentals started with establishing guiding policy objectives. In consultation with the Planning Board and City Council, the former Housing Sub-Committee of the Community Development Committee outlined three key policy objectives:

- 1) Preserve Community Fabric – Encourage responsible STR practices that promote sustainable neighborhoods and positive resident-tourist interactions.
- 2) Ensure Market Balance – Mitigate negative impacts on housing availability while supporting fair competition.
- 3) Create Clear, Enforceable Standards – Establish transparent regulations that are accessible and consistently applied.

It was determined that the Housing Committee would be responsible for developing STR regulations, while the Planning Board would determine which zones allow STRs. The Planning Board has since recommended STRs be permitted in all zoning districts that allow residential. Their zoning code recommendations are reflected in the draft zoning code update currently being reviewed by the Planning Board.

The Housing Committee then worked to categorized STRs within residential structures (1-4 units), which may or may not be seasonal, including condos, vacation homes, houses, camps, cottages, or boats. Based on the best available information they classified units in Bath into the following categories to determine the total number of STRs operating in the community as well as ownership. A total of 85 STRs were identified.

- Shared Space (e.g., renting a room in an occupied home)
- Primary Residence (rent out the entire residents when the owner is away)

- Accessory Dwelling Unit (ADU) (secondary residence on the same property as a primary residence)
- Vacation Home (non-primary residence used for STR)
- Multifamily Unit (individual unit within a multi-unit property of 2, 3, or 4 units)
- Multifamily Commercial (entire building with 5+ units)

Commercial properties—including residential structures with more than four units, hotels, motels, and bed & breakfasts—were not identified as needing to be regulated as STRs, even if marketing through STR platforms because they are regulated separately under other ordinances.

The Housing Committee reviewed best practices, existing ordinances from other communities and STR guidebooks, and consulted with the Planning Board to identify regulatory tools that can be used to meet policy objectives, with the understanding that the selected tools are designed to be enforceable and manageable for City Staff. The Committee landed on the following regulatory tools to explore for Bath:

- Licensing: Require formal authorization from the City of Bath that grants permission to operate a short-term rental legally.
- Cap: Institute a cap on the number of licenses issued at any one time with a goal of allowing all current operators to continue operating and not exceed 2% of housing units in the city.
- Good Neighbor Guide: Require the distribution of a guide (to be developed) with information on public safety, local codes, sanitation, noise ordinances, etc.
- Parking: Require operator to provide parking plan based on occupancy levels.
- Occupancy Requirement: The number of guests per unit or per bedroom will be as outlined in the City of Bath code.

The Housing Committee then began their public input process. The following meetings were hosted to discuss the concepts and direction drafted by the Housing Committee to ensure input from various stakeholders could be received and help inform their work to draft a licensing ordinance.

- Workshop with City Department Heads (police, fire, planning, codes, assessor, city clerk) – held February 18, 2025.
- Joint Workshop with Planning Board – held March 3, 2025
- Focus Group with Current STR Operators – held April 8, 2025
- Public Meeting – held May 8, 2025

The feedback from these meetings then informed the development of a draft ordinance. The Committee hosted a public meeting on September 3, 2025 to welcome additional comments from STR operators and interested public on the draft language. These final comments were then incorporated into the final draft and voted on for recommendation by the Housing Committee on October 1, 2025. The recommended ordinance is presented for your consideration of adoption.

The recommended draft achieves the policy objectives, can be reasonably enforced by City Staff, and is a starting point for regulating STRs in the community. You will see that while 85 STRs were identified early on in the process, it was estimated that approximately 38 of those units were additive units in the housing market, and therefore a cap is proposed of 65 units, with shared rooms being exempt from the licensing requirement when the home is their primary residence. The Housing Committee is recommending this exemption because these STRs are additive units in the market and the housing units are being used as primary residences for the owners.

Chapter 5

Businesses

Article 16. Short-Term Rentals

Section 1. Purpose

The purpose of this ordinance is to establish reasonable regulations for the licensing and operation of short-term rental units in the City of Bath to protect the health, safety, and welfare of residents and visitors, and to maintain the integrity of residential neighborhoods. Housing Committee shall review policy biannually and provide a report and recommendations as needed to the Bath City Council.

Section 2. Definitions

Short-Term Rental Unit: As defined by the City of Bath Land Use Code, a dwelling unit, or portion thereof, offered for rent or lease for a period of less than 30 consecutive days. In the event that a conflict between this ordinance and the land use code, the land use code shall preempt this definition.

Shared Room: As defined by the City of Bath Land Use Code as In-home Lodging. The renting of a bedroom without cooking facilities in a single-family home. The lodger may or may not be allowed use of kitchen facilities in the home. In the event that a conflict between this ordinance and the land use code, the land use code shall preempt this definition.

Operator: The person or entity who owns, manages, or otherwise controls the short-term rental unit.

Emergency Contact: The primary individual designated by the Operator who can be reached at all times and respond within one (1) hour in the event of an emergency or life safety issue to coordinate a response.

Section 3. License Required

No person shall operate a short-term rental unit in the City of Bath without first obtaining a Short-Term Rental License issued by the City Clerk's Office.

No more than sixty-five (65) Short-Term Rental Licenses shall be issued annually, beginning January 1 of each calendar year.

If a property transfers ownership, the license may transfer with the property. All new owners intending to utilize the license shall update their license contact information with the City

of Bath within 30 days of ownership transfer. No new fee shall be assessed. It will be up to the new owner to renew at the end of the licensing term.

Shared rooms as defined in this ordinance are exempt from this licensing requirement when the home is their primary residence

Section 4. Compliance with Land Use Regulations

All short-term rental units shall be in full compliance with the City of Bath Land Use Ordinance and any applicable buildings. Short-term rental units shall not be used for event space.

Section 5. Application Requirements

To obtain a Short-Term Rental License, the Operator must submit a completed application to the City Clerk's Office, including the following:

A. Emergency Contact Information: Name, phone number, and email address of the designated Emergency Contact. Confirmation that the contact person is available 24/7 and can respond within one (1) hour in the event of an emergency.

B. Safety Checklist: A signed copy of the Operator's safety checklist demonstrating that the rental unit meets all applicable State and Local building, fire, and safety codes. In the event the operator does not have a checklist, the application shall include a template checklist to complete.

C. Good Neighbor Guide: Confirmation that a Good Neighbor Guide or equivalent document is provided to all guests. This guide shall include, at a minimum:

- City of Bath Short-Term Rental License Number
- City of Bath noise ordinance summary- compliance with event and noise restrictions.
- Designated parking areas
- E-911 address and emergency contact information
- Safety features present in the unit (e.g., smoke detectors, fire extinguishers)
- Waste disposal and recycling procedures
- Any other relevant neighborhood or property information

Section 6. License Term and Renewal

Licenses shall be valid from January 1 to December 31 of each calendar year.

Renewal applications must be submitted annually by December 31. Renewals submitted after December 31 will be considered as a new application and are subject to review and availability. All new applications shall be reviewed in the order received.

- a. **Eligibility for Renewal.** A short-term rental license shall be eligible for renewal only if the following criteria are met:
 - a. The property and its operation have remained in compliance with all provisions of this Ordinance and with the Bath Land Use Code during the prior license term.
 - b. The property has been rented for a minimum of thirty (30) days during the prior license term.
 - c. The City was able to reach the operator, or a designated local contact, in a reasonable period in all urgent situations during the prior license term.
 - d. No unresolved violations, substantiated complaints, or enforcement actions related to the short-term rental property occurred during the prior license term.
- b. **Review Process.** The Code Enforcement Officer, or their designee, shall review renewal applications for compliance with the above criteria prior to issuing a renewed license.
- c. **Denial of Renewal.** Failure to meet any of the criteria set forth in subsection (a) shall be grounds for denial of a license renewal. The applicant shall be notified in writing of the reasons for denial.

Section 7: Appeals of Renewal Decisions

- a. **Right to Appeal.** An applicant whose short-term rental license renewal has been denied may appeal the decision.
- b. **Filing of Appeal.**
 - a. The appeal must be submitted in writing to the City Clerk within thirty (30) days of the date of the denial notice.
 - b. The written appeal shall state the specific grounds for the appeal and include any supporting documentation.
- c. **Hearing.**
 - 1. Appeals shall be heard by the Bath Zoning Board of Appeals [or other designated body depending on City structure].
 - 2. The Board shall conduct a public hearing within sixty (60) days of receipt of a complete appeal.

3. The applicant and City staff shall have the opportunity to present evidence, testimony, and argument.

d. Decision.

1. The Board may affirm, modify, or reverse the denial based on the evidence presented.

2. The Board's decision shall be issued in writing within thirty (30) days of the hearing and shall constitute the City's final administrative action.

Section 8. Enforcement and Penalties

The Code Enforcement Officer shall have the authority to enforce this ordinance. Failure to comply with this ordinance or providing false information in the application may result in license denial, suspension, or revocation. Violations may be subject to fines or other enforcement actions as determined by the City.

Section 9. Severability

If any provision of this ordinance is found to be invalid, the remaining provisions shall continue in full force and effect.

Effective Date: This ordinance shall become effective upon adoption by the City Council.

Chapter 5

Businesses

Article 1. § 5-17. License Fee Schedule shall be amended to add:

License	Fee
Short-term Rental	\$100/unit



Outlook

Appointment Application - New Form Submission for Bath, Maine

From no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Date Mon 7/28/2025 3:13 PM

To Darci Wheeler <dwheeler@CityofBath.com>

A new submission has been received for Appointment Application at 07/28/2025 3:13 PM

First Name::	Amanda
Last Name::	Egan
Address::	9 Turner Court, Bath, ME 04530
Phone::	603-770-0779
Your Council Ward Number::	6
Email Address::	egan.ar@gmail.com
Preferred Method of Contact::	Email
I wish to be considered for::	Appointment
Name of Board/ Commission/ Committee::	Community Forestry Committee
Committee Experience:	
Date(s) you attended this Board/Commission/Committee's meetings::	None, though I attended the Climate Action Commission meeting on 6/5/25, which includes a Representative from the Community Forestry Committee.
Members of the Board/ Commission/ Committee with whom you spoke and when::	Nancy Sferra and Leiha Lynn, Bath Resilience Open House (May 29)
How did these experiences affect your interest in the Board/ Commission/ Committee?:	I was impressed by the scope of work the Committee takes on as a volunteer group, and recognized a need for more assistance.
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 have 11+ years of experience with the U.S. Forest Service's Urban and Community Forestry Program, which provides financial, technical, and educational assistance to states, municipalities, nonprofits, and other partners to conserve, maintain, and enhance community forests and green space. I also volunteered with and then

served as a Board Member on the Ogden City (UT)
Urban Forestry Advisory Committee from 2017-2022.

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?:**

I believe my experience in urban forestry would be most
beneficial to this Committee.

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

0

Date:

7/28/2025

Signature:

Amanda R. Egan



Outlook

Appointment Application - New Form Submission for Bath, Maine

From no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Date Thu 8/28/2025 1:25 PM

To Darci Wheeler <dwheeler@CityofBath.com>

A new submission has been received for Appointment Application at 08/28/2025 1:25 PM

First Name::	Robert
Last Name::	Gersh
Address::	55 Bedford Street
Phone::	207-751-9854
Your Council Ward Number::	4
Email Address::	gersh_robert@hotmail.com
Preferred Method of Contact::	Phone
I wish to be considered for::	Reappointment
Name of Board/ Commission/ Committee::	Planning Board
Committee Experience:	
Date(s) you attended this Board/Commission/Committee's meetings::	I have been attending all Planning Board monthly meetings since 09/03/2024.
Members of the Board/ Commission/ Committee with whom you spoke and when::	On 8/26/2024 I spoke with Roo Dunn, City Counselor for my Ward 4 and a former Planning Board member who requested that I apply to be a member of the Planning Board. At Councilor Roo Dunn's urging, I applied on 8/26/2024 to serve out the last year of a Planning Board member's 3-year term after she decided to resign. Councilor Dunn thought that I had the knowledge, skills, and experience that would make me a good fit for the Planning Board. After serving 11 months of my 1-year term, I can honestly say that Councilor Dunn was correct. I am satisfied with my service on the Planning Board to date. My neighbor watches the local broadcast of Planning Board meetings and has complimented me for my probing questions and active participation. I would like to continue serving on the Planning Board because I still have more to share and give back to my community. Now that I am fully retired, I also have more time to devote to my role as a member.
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: Planning Board, 1 year of service ending 30 September 2025.

Please outline past and present expertise skills employment that you think may be relevant::

I am a licensed professional engineer (PE) in Maine, the only PE on the Planning Board. I have a bachelor's degree in civil engineering from Tufts University and a master's degree in environmental engineering from Old Dominion University. I worked as a lead consultant and project manager for an engineering firm in Portland for almost 17 years before retiring at the end of 2024. Prior to that I served 20 years in the U.S. Navy, with my last tour at NAS Brunswick as the base Construction Contracting Officer (2004 - 2008). I know how to read construction plans and specifications. I have many years of experience overseeing construction contracts and contractors to ensure compliance with their contract documents.

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?:

As I stated in my previous application on 8/26/2024, my skills and work experience are well suited for the Planning Board. As I anticipated, I believe that I have made a positive difference through my active service on the board during this past year, in which I served in the last year of my predecessor who decided to resign after serving two years. I wish to continue serving on the Planning Board for a full three-year term. Following my 20-year career in the Navy and almost 17 years in the private sector as a civil and environmental engineer, I have gained valuable knowledge and experience that is directly applicable to my serving as a member of the Planning Board. I have now lived in Bath for the last 21 years with my wife and 2 now adult children, both of whom graduated from Morse High School. I love Bath and want to continue my contributions towards making it an even better place. During the past year I have applied my knowledge, experience, and skills to my role as an active member of the Planning Board. I have worked closely with During the past year, my accomplishments on the Planning Board include asking good questions from applicants, working closely with Planning Director Jennifer Curtis and her staff to prepare for and actively participate in the Planning Board workshops and meetings, and making necessary corrections to draft Planning Board meeting minutes prior to voting to accept them.

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

None

Date:

8/28/2025

Signature:

Robert L. Gersh

Appointment Application - New Form Submission for Bath, Maine

From no-reply@services.evo.cloud <no-reply@services.evo.cloud>

Date Thu 8/28/2025 2:45 PM

To Darci Wheeler <dwheeler@CityofBath.com>

A new submission has been received for Appointment Application at 08/28/2025 2:45 PM

First Name::	Robert
Last Name::	Oxton
Address::	13 Marshall Ave
Phone::	2077510833
Your Council Ward Number::	1
Email Address::	Boboxton@gmail.com
Preferred Method of Contact::	Email
I wish to be considered for::	Reappointment
Name of Board/ Commission/ Committee::	Bath planning Board past 30+ years
Committee Experience:	
Date(s) you attended this Board/Commission/Committee's meetings::	30 years
Members of the Board/ Commission/ Committee with whom you spoke and when::	-
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:	
Please outline past and present expertise skills employment that you think may be relevant::	-
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?:	-
How many months are you away from Bath in a 12 month period?:	-
Date:	8/28/25
Signature:	Bob Oxton



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

Full Name:

BRUCE GOODWIN

Residence Address:

48 OLIVER ST

I live in Council Ward # (circle one)

1

2

3

4

5

6

7

Phone #:

207-751-5707

E-mail address

BGOODWORKS@gmail.com

Preferred Method of Contact? (circle one)

phone

email

I wish to be considered for: (circle one)

appointment

reappointment

ZONING BOARD OF APPEALS

(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:

ALL ZONING BOARD MEETINGS 2023, 24 & 25

B) Members of the committee or board with whom you spoke and when:

ADAM JONES

AUG 28 '25 8:39

C) How did these experiences affect your interest in the committee?

~

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:

ZONING BOARD OF APPEALS MANY TERMS CURRENTLY SERVING AS CHAIR, PREVIOUSLY CO-CHAIR
SIDEWALK VENDING COMMITTEE SEVERAL TERMS as
AT-LARGE REP

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

Two decades serving on Zoning Board

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

CONTINUE SERVING CITY OF BATH

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

LESS than ONE

8/26/2025

B Good

Date

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: 8/28/25

Received by: CJT

Date emailed to Appointment Review Committee: _____

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: _____

