



Handwritten signatures and initials:
Daniel
Leo
(Zoom)
RB
ag

TOWN OF CASTINE
SELECTMEN, ASSESSORS & OVERSEERS OF THE POOR
MEETING MINUTES

DATE: Monday, August 18, 2025

TIME: 4:00 PM

PLACE: Emerson Hall

PRESENT: Roberta Boczkiewicz, Chair; Dan Leader, Amy Gutow, Selectboard members; Derik Goodine, Town Manager; Karen Motycka, Finance Officer and Susan Macomber, Town Clerk.

PUBLIC: Bobby & Ruth Ann Vagt, Brooke Tenney, Gus Basile, Tom Commiciotto, Ina Schonberg, Liz Parish, Lewis Cohen, David Adams, Doug Koos, Joe Slocum, Larry Rosen, Scott Vogell and Randy Stearns.

Roberta opened the meeting at 4:03 PM and verified there was a quorum.

Agenda: Added Updating several Policies.

Warrants: Roberta Boczkiewicz asked for a motion to approve the warrants, abatements, budget vs. actual and trial balance reports, bank reconciliations and excise tax collections; Dan Leader made motion to approve the General Fund Warrant in the amount of \$11,963.47.

Second by Amy Gutow. Roberta said this warrant covered 17 bills/13 vendors which includes payments for the Storywalk and the recent off-neck wildfire.

Roberta called for votes: General Fund Warrant = approved 3-0.

No Water Warrant.

Minutes:

Dan Leader made motion to approve the August 12, 2025, Selectboard Mtg minutes. Second by Amy Gutow. No discussion. Roberta called for votes: 8/12/25 = approved 2-0 (Roberta was absent).

Roberta Boczkiewicz made motion to approve the August 4, 2025, Selectboard Mtg minutes and August 11, 2025, Selectboard Work Session minutes. Second by Dan Leader. No discussion. Roberta called for votes: 8/4/25 Sel Mtg & 8/11/25 Work Session minutes = approved 3-0.

Old Business: None.

New Business:

Item 1. Roberta introduced reappointment to the CHPC.

George Trinovitch, alternate member, expires 6/2026. Amy Gutow made motion to approve the reappointment. Second by Dan Leader.

Roberta called for votes: CHPC reappointment = approved 3-0.

Item 2. Roberta introduced approving updated Town Facilities Use Policy.

Discussion about recent fireworks display at Fort Madison. The Town follows State Law requirements which state that fireworks can be fired from one's own property and with written permission, from the property owner of another property not owned by them.

The Selectboard all agreed to start with adding "no fireworks allowed on any Town properties" to the Town Facilities Use Policy.

Roberta Boczkiewicz made motion to approve the updated Town Facilities Use Policy. Second by Dan Leader. Roberta called for votes: Updated Town Facilities Use Policy = approved 3-0.

Item 3. Roberta introduced discussion regarding Wildfire Response.

Derik Goodine, Town Manager, addressed.

Derik Goodine said Castine dodged a bullet with the recent off-neck wildfire. It could have been a lot worse. We will be expecting bills coming in because there are laws that require reimbursement to crews and equipment use (rental of bulldozer, manpower, etc) after the first day of a wildfire. The law makes it the Town's responsibility for ¼ of 1% of the Town's current State valuation number. In Castine case, we could be responsible for up to \$1.2 million of expenses. Discussion.

Dan Leader said he was flabbergasted by the damage the fire caused. You just have no idea until it happens. The job that all Fire Depts did was nothing short of miraculous. The response was extraordinary.

If anyone notices anything suspicious, please call 911 or contact authorities.

Derik extended thanks to the Castine volunteer firefighters, rescue responders, to all the other Towns who responded with mutual aid, and to the many, many volunteers who helped in some sort of way. There have been numerous other mutual aid calls since that Castine wildfire.

Amy Gutow suggested sending Thank You notes to all the Departments from the Castine Selectboard. All agreed that was a good idea.

Item 4. Roberta introduced discussion regarding PFAS Testing.

The Town has been informed by MMA President, Craig Johnson that permission for PFAS testing on the MMA Abbott House (President's House) would not be granted. MMA Board of Trustees vote to oppose. Discussion.

Derik said that Aaron Martin of Sevee & Maher, would be checking to see if there is another potential area that could be tested instead. Until we know, Derik is not sure where that leaves us. The Town will still test the monitoring well.

Item 5. Roberta Boczkiewicz introduced the Town Manager's Report: Derik Goodine read his report (see attached).

Traffic Calming & Parking: Roberta pointed out excessive noise and the possibility of a Noise Ordinance. There is a State Law on how loud a muffler can be. If a vehicle is in violation, residents can report to the State Police and/or HCSD. Lewis Cohen apologized for missing some of Derik's Town Manager's report. He said the problem on Wadsworth Cove Rd is not just excessive speeding. It's noise, speeding and irresponsible driving. The current speed tables are useless. Summer traffic is constant all day and when school is in session the traffic issues typically happen early morning and late afternoon. This is a year-round problem.

Roberta pointed out that the Town is working on getting the speed monitor machine up and running to establish a baseline for the different areas in Town. This is not helpful for the noise element, but we have to start somewhere. Discussion.

Gazebo Design: David Adams addressed. Derik said the Town has been approved for an extension by FEMA. The plan will be to build the new gazebo this Fall and Winter and put it into place by next June. Town crew is to build it since we have a \$18,000 budget. An outside contractor would likely go over that. David Adams said the weathervane he has arranged for is a model of the Bowdoin. He said he is concerned because he cannot tell the designer to work on the weathervane until there's a structure in place to put it on. Derik said the basic design is done which can be shared with David's designer.

Item 6. Roberta introduced Other Business as Required: Roberta Boczkiewicz made motion to approve the updated 1) Disbursement Warrants for Municipal Education Costs; 2) Treasurer's Disbursement Warrants for State Fees Collected by Municipality; and 3) Treasurer's Disbursement Warrants for Employee Wages & Benefits. Second by Amy Gutow. Karen Motycka, Finance Officer, explained: 1) Disbursement Warrants for Education Costs = allows the Town Office to process warrants signed by the School Board & Superintendent; 2) Disbursement Warrants for State Fees Collected = allows for State agency funds to be process using one Selectboard signature; and 3) Disbursement Warrants for Employee Wages & Benefits = allows the Town Office to process Employee Wages & Benefits using one Selectboard signature. Roberta called for votes: Updated Disbursement Warrants = approved 3-0.

Communications: 1) Email from Castine School Board Chair responding to inquiries made by resident Tom Comiciotto at the last Selectboard Mtg. Roberta told Tom he could get a copy after the Mtg.

Roberta acknowledged the public present: -Liz Parish asked a question about a theoretical situation; what happens and how does the community get notified if there is a serious incident that causes for i.e., a lockdown, such as MMA lockdown due to recent incident on Main Street?

Randy Stearns, Fire Chief, addressed. He said most incidents get toned out. He is not sure how MMA got info to take the action they did. Roberta informed that the Selectboard is addressing to figure out a protocol for how to get notification to the community when needed.

-Doug Koos said he thought he was appointed to the Ad-Hoc Housing Committee until recently was told he was not. Liz Parish as well. Roberta said she would discuss it with Doug & Liz after the mtg. Doug went on to say the Housing Committee is reluctant to talk to housing project professionals and he feels this is important for Castine housing issues and for future resolutions to consider.

-Brooke Tenney asked if there is any movement for a Town composting program? Derik said not at this time. The Town did not get the grant for this program. Derik said it's not necessary the end for this issue but there are no developments right now. Dan also pointed out that the Town cannot have an official "compost system" under the current contract we have with Municipal Review Committee (MRC).

Derik said Michael Carroll, Executive Director of Municipal WasteHub (MWS), is available to come talk to the Selectboard during a Work Session regarding the future process for recyclables going to MWS plant and not be landfilled. Discussion.

Selectboard Comments & Past Actions: None.

Upcoming Mtgs:

Monday, 8/25/25 – Selectboard Work Session at 4PM.

Tuesday, 9/2/25 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

Monday, 9/15/25 – Selectboard/Assessors & Overseers of the Poor Mtg at 4PM.

T/G Mtg = TBA.

With no other business, Dan Leader made motion to adjourn. Second by Amy Gutow.

Roberta called for votes: Approved 3-0.

Mtg adjourned at 5:08PM.

Minutes by Susan Macomber, Town Clerk.

Manager's Report 08-18-25

Monday, August 18, 2025 4:00 PM

-Wildfire off Rt 116A - We dodged a bullet 1.5 weeks ago by this fire not spreading rapidly in the woods given the dry conditions and hot days this summer. We will end up having to pay for the costs of the mutual aid equipment, apparatus and manpower for this fire. We are capped at 1/4 of 1% of our State Valuation for wildfire responses, then MEMA kicks in I believe it is. That would be \$1,184,375. We also had an pumper go down during the event. Both Engine 5 and Engine 6 are showing their age, and are starting to have mechanical issues. A new fire station and new vehicles can't come quick enough.

-2029 Celebration and Budget - We should start talking about this celebration with stakeholders and interested parties and start to prepare a budget and determine how much we are going to budget for it in Town Budget vs. donations, and also perhaps some state funding possibly.

-Salt Sand Sheds Study Update - Got tarp and Joe has been working for over a week on getting the sand and salt out of the building. Lot more in there than we imagined to be. Fun fact, we are going to have to put it back in there at some point. I have told engineers that it will be ready for them by Wednesday, and I expect they will schedule the work soon after Wednesday, and we can see how much it will cost to fix these sheds..

-Parking Signs and speed sign orders - I am working on additional signs for this order including a number of speed signs.

-Medical Director Contract - I got this back from lawyers and have contacted Tom G to meet up and discuss the revisions proposed by the lawyers.

-Award Bids for Story walk - Ina is diligently working on this project.

-Transfer Station, Recycling, Trash Pickup and Municipal Waste Hub - I await Michael Carroll to get in touch to discuss this subject matter.

-Historic Light Outlets on Poles. I meet with them tomorrow morning about adding the pole attachments.

-Water Street One Way - The signs are installed, and this is one way now. I did have one person come in to complain about the signage that was put up on Court St and Spring St, and Water Street, and stated that every one of these signs are necessary at this time because signage is the most important thing when changing a two way street to one way. Eventually one or two of the signs could come down that are duplicative, but not until this road is recognized by Google Maps and other GPS devices as one way. In fact, while I was down there, there were still people making it all the way to the Do Not Enter signs, which kind of proves my point that signs are key to safety and education that something has changed on the street.

-PFAS Study - I have talked to Sevee and Maher about a possible change in where to test since MMA has declined testing on the President House property.

-Traffic Calming and parking - As you know I am working on new signs for parking and speed control, and we also have more pavement for parking areas. I want to address a couple of things that have recently been requested. Speed Limits are set by the state. 25MPH is probably the lowest the state will go unless it is a school or beach area etc. Even school zones are generally 15MPH when children are present, and then goes to the prevailing speed zone. We don't have a municipal police department to enforce things that are done by local ordinance; thus requests for quiet zones are not a reality, and also every street in Castine would like to be a quiet zone. Quiet Zones are usually put in place for truck routes because of engine braking. Harley Davidson Motor Cycles, and big trucks make noise when they are driving up hills because of the revving of the engine in lower gears, and the same goes for going downhill. Of course, Harleys are loud in general. As for speed bumps, they are put in place to trigger in people's heads to slow down. They also create winter road maintenance issues. Speed bumps generally are not continually used every 50 to 100 feet on a traveled way. We can do whatever you desire, but keep in mind each comes with a cost, and when it comes to repaving and winter maintenance speed bumps are

a nuisance. I would suggest that each street have signage of speed limits at beginning and end and at any intersection, and any longer streets perhaps have intermittent signage as a reminder of what the speed limit is. We will also start collecting speed data with our speed trailer, and that will give us a bigger picture of whether cars are speeding or perceived to be speeding and at what times, and then we could also look at targeting enforcement with our limited law enforcement hours.

-New England Management Institute - This was a great conference. Property valuation, Verbal Judo, team work and communication, and PFAS were a few of the subject matters I attended, and had numerous networking discussions on other matters and topics.

-Senior Tax Relief Program - As part of the NEMI, I had a discussion with a few managers about local senior tax relief programs. I am going to get some information, and review and share them with you, and we can eventually have a work session on designing a program for Castine to provide some local relief here in Castine. Of course, whatever is developed will need to go to the voters for approval.

-Ordinance Review Committee - Need to adopt this committee and also work it into our ordinance eventually in ordinance change sections.

-Granite Curbing Requirements, discussion of curbs vs berms and drainage swales - So I have now seen the warrant article that made Granite Curbing for use all over town. I think we should attempt to remove this requirement and only require it in the Historic District On-Neck. I am leaving this on here as a reminder to have an article repealing this and changing it to in the Historic District.

-Perkin Street Sewer and Storm Drainage- Olver provided estimates for a NBRC Grant Application for Water, Sewer, and Road reconstruction from Tarantine to Dresser. This would include eliminating the sidewalks in this section. I have also asked to increase the width of the road to accommodate the sidewalk removal and drainage improvements. -School St shut down - This appears to be going well. I have talked to contractor about patching in rough spot near school when they do paving patch for trench.

*Harbor Master Boat - I have a proposal to trade this boat in lieu of work that was done for the Town. I need to see how much the estimated cost was for that work though. I will bring this up at our next work session once I have a chance to review the costs.

*School Bus Sale - I hope to put this up on Municibid once I get a chance to get into that and set it up.

-Water Street Wall - Sea Street Section. Olver will eventually take a look at this wall to determine if it has moved since they last inspected.

*FEMA Work - We got extensions for Water Street, and Fort Madison and for the gazebo for the Town Dock. I also got some great sample RFPs for shoreline stabilization, and I will draft them and then advertise for this work to happen in the Fall once vegetation starts to die. We are going to have to whack down the knotweed for the engineer *Gazebo = next June '26.*

-Water Department Generator Grant - Awaiting next steps on this.

-PT -Public Works/General Services Position- I just reupped our ad on Indeed.

*Lighthouse Property Lease - Sent off the latest changes.

Gazebo Design - Plans need to be revised for seating area by Ted. Have extension.

-Wells across from Transfer Station - Awaiting contact from DEP again

-State Street water line - Talked to Bowden about getting this done after he is done with School Street. \$7500 is price tag

.-Catch Basin Cleaning - Catch Basin need to figure out which ones we will vacuum out. At this point it will be a fall project.

Parking Marking on Pavement - This is competing with Salt Shed clean out right now. Some of the spots have been marked, and as we move forward we will get more done.

-Wildfire Protection Grant - This is now moving forward. Got a meeting this Wednesday Morning.

-Solar Update - Meet with Select Tuesday afternoon to discuss feasibility of this project now that things at the State and Federal level are shaking out..

-OPM RFP and Fire Station - This is posted up on website and Bangor Daily and Maine

Municipal Website and on wall at Town Hall.

-Waterfront/Town Dock Study - I await an update from GEI on the status of the draft report which I expected by now.

-Cyber Security Grant - I have more training on this program coming up this week and next week.

-Dock CDS Grant Fund- We await the town study and the work on MMA's Dock to complete.

-CDS Grant for Sea St Pump Station- Olver continues to work on the design and the paperwork for this grant.

-Infrastructure Plan Update Costs - Olver is working on it, I will ask for an update.

-Blue Hill Peninsula Tomorrow Climate Resilience Leadership Development Project Grant-They are beginning to ramp up this study recently, and have ad out for hiring a Community Resilience Coordinator. This grant involves Brooklin, Castine and Sedgwick.

-Project Canopy Grant -We now await the final reports for this grant program, and then we will need to look at the implementation step possibilities.

-Flag Pole - Fall Project at this point.

-Fire Department Dry Hydrant - This is supposed to be installed in the next month or so. I have also been discussing a Fire Cistern Project off-neck closer to intersection of 166 and 166A. We will be working on this and prepping details for the next round of Community Resilience Partnership Grant for 2026.

Sidewalk Machine and Shed - I have been looking at sheds for the machine that is on order. I need to see the size of machines and the attachments, and then determine the size of it. I want to put it on a slap where the knotweed likes to grow behind Emerson, and I have already started feeling out what it should look like.

-Radar Trailer - Need a sign bracket welded onto it and then figure out how to operate it. I hope to have time to view the videos this week as well as highway staff.

-Housing Opportunity Program Grant - This grant is moving in the right direction and we reviewed RFP for services for the grant, and have another meeting this week.

-Penobscot Marine Museum - Tall Ships for 2026 , Remember the 4 Port Tour? Talked to Bucksport Eco Dev Director this past week about this. This is an extension of that kind of that was to take place in 2020 as part of Maine's 250th Birthday. I have not received any notice of their next meeting, but did talk to the Bucksport Eco Dev Director about it two weeks ago.

-Things for the Future Date

Transition to Castineme.gov email domain and new website

MMA Risk Management Assessment Checklist - See the Salt Shed above.

Pesticide Policy find Redundancies in Policy and in Zoning Ordinance, Planning Board?, and Utility Board?

-Roof Inspection for Emerson Hall and Weathervane still needs straightening

Schedule

08-18-25 Selectboard Meeting 4PM

08-19-25 Hampden Electric on GFCIs 9AM

08-19-25 Derik Meeting with Solect on Solar 1PM

08-19-25 Janna and Ina on NBRC and CRP Grants 230PM

08-20-25 Truck Appointment in Belfast at 10am will work remote while repaired

08-20-25 Harbor Committee 430PM

08-20-25 Ad Hoc Housing Committee 5PM

08-21-25 (Changed to Thursday from Wednesday Morning) Staff Meeting at 9AM

08-21-25 BH Housing Grant Study RFP Review Committee 130PM

08-27-25 Staff Meeting



CASTINE MAINE U.S.A.

TOWN FACILITIES USE POLICY

GENERAL

- Requests to use Town facilities (all facilities not just those listed below) must be submitted in writing to the municipal office for consideration by the Town Manager and/or Selectboard. The request should specify the location, date, time and other relevant details of the event.
- The party and/or organizations that use Town facilities release the Town of Castine, its officials, officers, employees, and inhabitants from any and all claims, liability and responsibility arising from the use of the public facility.
- The Town requires general liability insurance via a Certificate of Insurance (COI), naming the Town of Castine as additional insured, to protect against potential claims from injuries and/or property damage. This insurance covers third-party bodily injury and property damage.
- All Town facilities are public property. Permission to use a facility does not give the user an exclusive reservation for the facility or restrict public access to the facility.
- Wedding ceremonies, receptions and other family gatherings will only be approved if sponsored by a Castine resident, taxpayer or businesses. The Selectboard reserves the right to make an exception on a case-by-case basis.
- The party and/or organization using Town facilities are responsible for obtaining all necessary permits or licenses, i.e., burn permits, liquor licenses/licensed bartenders, amusement licenses, insurances, etc.
- There are no fireworks allowed on Town properties.
- The party and/or organization using Town facilities are responsible for all clean-up and trash disposal. All tents, tables, chairs, grills, etc. shall be removed from the premises within 24 hours or no later than the next business day. Town facilities/properties must be left in their original condition.
- All established rules and specific conditions of use for the event must be observed.
- The party and/or organization using Town facilities must sign a Terms & Conditions of Use Agreement provided by the Town.

FORT MADISON & TOWN COMMON

In order to preserve the quality of the grounds, users must also observe the following:

- Do not place heat sources (cook stoves, etc.) on the grass surfaces.

Town of Castine Municipal Offices

P.O. Box 204, 67 Court Street, Castine, Maine 04421-0204

Telephone: 207.326.4502 Facsimile: 207.326.9465 Internet: <http://www.castine.me.us/>



CASTINE MAINE U.S.A.

- Do not place hot pots or pans on the grass surfaces.
- Do not pour hot water or water with cooking residue (lobster pots, etc.) anywhere on the grounds including on the grass, the driveway or over the bank.
- No parking on the grass.
- Both facilities are within a residential area; therefore, a noise curfew will be required; all loud noise and music will need to cease by 11:00PM.
- Activities shall not obstruct two-way traffic on streets abutting Town facilities. There needs to be clear access for emergency vehicles.

BACKSHORE BEACH

In order to preserve the quality of the grounds at the Backshore Beach, users must also observe the following:

- Fires are prohibited unless a Burn Permit is issued by the Castine Fire Department. Permits are available at no cost from the Fire Chief and/or Assistant Fire Chief(s).
- Hours: Sun – Thurs: 5:00AM to 11:00PM; Fri and Sat: 5:00AM to 12:00 midnight.
- Activities shall not obstruct two-way traffic on Wadsworth Cove Road. There needs to be clear access for emergency vehicles.
- No parking at the Beach from 12:00 midnight to 5:00AM, 7 days a week.

FEES

- Residents \$100/day (year-round and/or taxpayer)
- Nonresidents \$200/day (out-of-State resident and/or non-taxpayer)
- Fees will be waived for Town-sponsored events (i.e. REC Committee) and events sponsored by nonprofits can request fees be waived which will be approved by the Selectboard.

This policy is hereby adopted by the Castine Selectboard on this 18th day of August 2025, effective immediately, and shall remain in effect until revoked or amended by the Selectboard.

Roberta Boczkiewicz

Daniel Leader

Amy Gutow

Attest: _____ August 18, 2025.

Susan M. Macomber, Town Clerk

SEAL

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CASTINE MAINE U.S.A.

Municipality of Castine

Policy for Approval of Treasurer's Disbursement Warrants for State Fees Collected by the Municipality

Purpose. This policy allows designated municipal officers (Selectboard member or councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for payment of state fees only.

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

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

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Roberta Boczkiewicz (Chair), Daniel Leader, and Amy Gutow.

Any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on the date indicated below.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse. The policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date unless a sooner date of expiration is specified.

Reminder. If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such annual reminder.

Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: 8/18, 2025

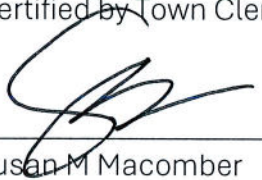
Municipal Officers:







Certified by Town Clerk:


Susan M Macomber

Date: 8/18/25



CASTINE MAINE U.S.A.

MUNICIPALITY OF CASTINE MUNICIPAL OFFICERS POLICY ON DISBURSEMENT OF MUNICIPAL EDUCATION COSTS

Pursuant to 20-A M.R.S § 15006(1) and 30-A M.R.S § 5603(2)(A), the municipal treasurer is hereby authorized to disburse funds to pay municipal education costs when the treasurer has been presented with a disbursement warrant signed by the school superintendent and approved by a majority of the school board, or by all of the members of any finance committee appointed or duly elected by the school board.

Before disbursing any funds on such a warrant, however, the municipal treasurer shall satisfy himself or herself that the warrant is indeed signed by at least a majority of the school board or by all of the members of any finance committee appointed or elected by the school board. The treasurer may accept as such satisfaction a written and signed certification of the pertinent fact from the school superintendent, or, if the warrant itself indicates the fact (as, for example, by bearing the statement "being at least a majority of the school board" or "being all of the members of the school board's finance committee" beneath the signatures appearing on the warrant), then the Treasurer may rely on the representation of the warrant without further inquiry. The Treasurer shall not, however, pay any item on a warrant if payment of that item would result in an overdraft, and shall report his refusal to honor the item in writing to the superintendent and to the municipal officers promptly.

The chair of the municipal officers shall file a copy of this policy with the municipal clerk and provide a copy to the municipal treasurer and shall ensure that this policy is brought to the attention of the municipal officers annually for consideration of renewal. The municipal clerk shall, after approval by the municipal officers of any meeting in which they have voted a renewal of this policy, attest to such renewal by endorsing the policy below, and shall then file a copy of the policy bearing that renewal endorsement in the clerk's files and shall deliver a copy to the municipal treasurer.

Adopted: 8/18, 2025

Don H.
Amy Gitz
Roberta Booz
Municipal Officers

Certified renewed

Date 8/18 2025
[Signature]
Town Clerk



CASTINE MAINE U.S.A.

MUNICIPALITY OF CASTINE POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEE WAGES AND BENEFITS

Purpose. This policy allows designated municipal officers (select board members or councilors), acting on behalf of the full board of municipal officers, to review, approve and sign municipal treasurer's disbursement warrants, for wages and benefits only.

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

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

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Gordon MacArthur (Chair), Roberta Boczkiewicz and Daniel Leader.

Any one of the municipal officers named above, acting alone, may review, approve and sign such warrants.

Effective date. This policy becomes effective on the date indicated below.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse. This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date unless a sooner date of expiration is specified.

Reminder. If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the chair.

Dated: 8/18 2025

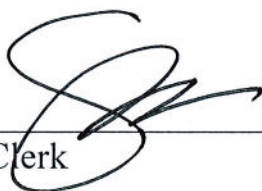
MUNICIPAL OFFICERS







Certified
Date 8/18 2025


Town Clerk