



**WESTBROOK CITY COUNCIL  
REGULAR CITY COUNCIL MEETING AGENDA  
MONDAY, JANUARY 5, 2026 AT 6:00 PM  
WESTBROOK HIGH SCHOOL (ROOM 114)  
125 STROUDWATER ST.**



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**MEETING INFORMATION**

**Remote Participation Option Available.** This meeting will be offered as a hybrid meeting, accommodating both in-person and remote attendance, in accordance with City Council's Remote Participation Policy. Visit <https://us02web.zoom.us/j/81700741385> to attend remotely.

**Administration's Position Paper.** See the attached document for an overview of the Administration's position on the items listed on this agenda.

**I. LAND ACKNOWLEDGEMENT STATEMENT**

The Westbrook City Council understands, honors, and acknowledges that the City of Westbrook is located on the traditional and unceded homelands and waters of the Indigenous people of the Presumpscot River. We recognize that the Wabanaki people have been displaced by the advancement of colonization, yet have belonged to this land for countless generations and thousands of years, and their presence continues in Maine to this day.

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL OF MINUTES**

**V. MAYOR'S MESSAGE**

**VI. CITY COUNCIL MESSAGES**

**VII. STUDENT REPRESENTATIVE UPDATE**

**VIII. PUBLIC COMMENT**

**IX. UNFINISHED BUSINESS**

**X. ORDERS OF THE DAY (SECOND AND FINAL READING)**

Order 2025-169      Authorizing Salary Adjustment for Full-Time, Non-Union Employees

Order 2025-170	Authorizing Expenditure for Police Department Lateral Hire Reimbursement
Order 2025-171	Authorizing Acceptance & Expenditure of Maine Bureau of Highway Safety Traffic Enforcement Grant Funds

## **XI. NEW BUSINESS**

### Business Licenses

Approving Liquor License for Town Line Diner, located at 1575 Bridgton Road (*Requires a Public Hearing on January 5, 2026*)

### Resolves (One Reading Required)

Resolve 2026-01	Approving Annual Appointment of Warden & Ward Clerks for 2026
Resolve 2026-02	Confirming Reappointments to Zoning Board of Appeals & Planning Board

### Orders (One Reading Required)

Order 2026-01	Amending the Code of Ordinances, Section 310-71, <i>Vehicle actions prohibited in certain places, and</i> Section 310-106, <i>Schedule II Parking Prohibited</i> , Regarding Foster Street Parking
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### Orders (Two Readings Required)

Order 2026-02	Approving Purchase of Rifle Suppressors for Police Department
Order 2026-03	Authorizing Purchase of Annual CCTV Software Subscription for Wastewater Division & Amending Order 2025-89 Regarding FY 2025-2026 Annual Vendor Lists
Order 2026-04	Authorizing Purchase of Replacement Utility Tractor & Rotary Broom

## **XII. PUBLIC COMMENT**

## **XIII. REFERRALS**

## **XIV. COMMITTEE REPORTS**

Included below is the list of items previously referred to City Council Committees for review. These items are included on the agenda for reference only, and to allow Committee Chairs to provide status updates to the City Council.

### Committee of the Whole

Residential Landlord Registration  
Remote Participation Policy

### Facilities & Streets Committee

Austin Street Extension  
Central Street Traffic Concerns  
Establishment of Memorial Area  
Haskell Street Traffic Calming  
Policy on Establishing Memorial Areas

**XV. EXECUTIVE SESSION**

Request to enter into Executive Session pursuant to 1 M.R.S. Section 405-6(E) to discuss pending or contemplated litigation. The following individuals are invited to attend: Mayor, City Administrator, City Clerk, Director of Planning & Code Enforcement, Director of Economic & Community Development, Deputy Director of Economic & Community Development, and Legal Counsel.

**XVI. ADJOURNMENT**



**David Morse**  
*Westbrook Mayor*  
2 York Street  
Westbrook, Maine 04092  
Phone/Fax: 207-591-8110  
Email: mayor@westbrook.me.us

## MAYORS OFFICE

To: Honorable City Council  
From: Angela Holmes, City Administrator  
Date: January 2, 2026  
Subject: Position Paper for Regular City Council Meeting on January 5, 2026

### ORDERS OF THE DAY

2025-169 This approves the adoption of a pay plan for all 38 full-time, regular, non-union employees of the City of Westbrook (i.e. those not covered by a Collective Bargaining Agreement), effective January 1, 2026. This plan incorporates two categorical adjustments, the first of which is a 4% cost of living adjustment (COLA) for non-union employees. This is based upon an average market increase of 3.83% for non-union employees in comparable communities. The second categorical adjustment is the grade modifications for the nine (9) employees whose individual salaries fell 8% - 10% below the market average for positions in comparable Maine communities in 2024. As outlined in the enclosed memo from Director of Human Resources Joanne LePouloue, salaries falling within 10% of the market average for comparable communities are considered generally equitable. While a comprehensive market study is conducted every three years for all non-union employees, we conduct an annual review for any positions approaching the 10% threshold to ensure that our compensation structure remains competitive. The total fiscal impact of these adjustments is \$99,101.44, which will be absorbed within the FY 2026 annual operating budget. The non-union pay plan and wage adjustments are recommended by the Administration, received first reading on December 15, 2025, and are in order for final Council action.

2025-170 This authorizes an expenditure of \$48,671 to reimburse the City of South Portland for the training costs of a police officer who recently transferred to the City of Westbrook. This employee attended the Maine Criminal Justice Academy's Basic Law Enforcement Training Program (BLETP) in 2024, with South Portland bearing the cost as the employer at the time. Maine State Law requires that a Police Department must reimburse an officer's sponsoring agency for the cost of such training (on a pro-rated basis) if the employee moves from one Maine policy agency to another within five (5) years of completing the BLETP. Funds for this reimbursement are available in the department's training budget. This reimbursement is supported by the Administration, received first reading on December 15, 2025, and is in order for final Council action.

2025-171 This authorizes the acceptance and expenditure of six (6) Bureau of Highway Safety traffic enforcement grant funds in the total amount of \$38,621.40 for the following purposes: impaired driving enforcement (\$3,622), distracted driving enforcement (\$9,055), occupant protection enforcement (\$3,622), speed enforcement (\$9,055), pedestrian safety enforcement (\$9,055), and training and call-out costs for a Drug Recognition Expert/Forensic Phlebotomist (\$4,212.40). The acceptance and expenditure of these grant funds are supported by the Administration, received first reading on December 15, 2025, and are in order for final Council action.

## **NEW BUSINESS**

### Business Licenses

This is a **public hearing** on an application for a State Liquor License submitted by Town Line Diner, located at 1575 Bridgton Road (formerly Pine Tree Bakery). This business is owned by Joshua Gelston, who also owns Duck Pond Variety in Westbrook. The Police Department has reviewed this application and has no objections to license issuance following the public hearing and approval by City Council. Notice of the public hearing was posted in City Hall and on the City's website, and was published in the Portland Press Herald on December 30, 2025. The license issuance is supported by the Administration, and following the public hearing, is in order for final Council action.

### Resolves (One Reading Required)

2026-01 This approves the annual appointment of Warden and Ward Clerks for elections in accordance with Section 6.2 of the City Charter and Section 21-7 of the Westbrook Code of Ordinances. City Clerk Ellis Ledoux has recommended the reappointments of Amanda Hollander as Warden and Jeremy Pelletier as Ward Clerk, and the new appointment of Naneen Chace-Ortiz as Ward Clerk. Ms. Chace-Ortiz has served as an election worker for several years, and Mr. Ledoux has recommended her transition to this new leadership role in election administration. These appointments are supported by the Administration and are in order for final Council action.

2026-02 This Resolve confirms the Mayor's reappointment of Jason Frazier, Nancy Litrocapes, and John Turcotte to the Planning Board for three-year terms expiring on December 31, 2028, and confirms the reappointment of Aaron Burns, Kevin Moss, and Sherri Quint to the Zoning Board of Appeals for three-year terms expiring on December 31, 2028. It also confirms the reappointment of Nancy Milton-Heath to the Zoning Board of Appeals for a two-year term, as an administrative correction to ensure that no more than three members of the ZBA are slated for appointment at one time. Confirmation of these appointments are supported by the Administration, and are in order for final Council action.

### Orders (One Reading Required)

2026-01 This amends two sections of the Code of Ordinance related to recent discussions concerning parking on Foster Street. The first amendment to Section 310-71 removes the parking prohibition from the westerly side of Foster Street. Parking on the easterly side of Foster Street will remain prohibited. The second amendment to Section 310-106 provides the Police Chief and City Engineer with the authority to establish and designate handicap parking spaces, which will allow the flexibility to designate a single handicap parking space in front of 20 Foster Street. These amendments are responsive to the referral made by the Facilities & Streets Committee on October 20, 2025. A map of the proposed parking changes on Foster Street is enclosed for visual reference, along with a copy of the notice that was mailed to all property owners and registered voters on Foster Street. These amendments are supported by the Administration, and are in order for final Council action.

### Orders (Two Readings Required)

2026-02 This authorizes the purchase of 50 rifle suppressors from Summit Sound Technologies, LLC of Mattapoisett, MA for the total purchase price of \$24,405.50, to be paid through the Police Department's federal forfeiture funds. As outlined in the enclosed memo from Police Chief Sean Lally, the suppressors significantly decrease muzzle blast and overall noise, reducing the likelihood of hearing loss, and limiting the blast/overpressure exposure linked to neurological effects. These suppressors provide substantial health and safety benefits to our officers, along with reducing the overall noise impact to the neighborhood adjacent to the open-air firing range. This purchase is supported by the Administration, and is in order for first reading.

2026-03 This authorizes the purchase of the annual software subscriptions for the Wastewater Division's closed-circuit television inspection system from Industrial Technology Group, LLC (dba PipeTech) of Miles City, Montana at a total cost of \$8,035, and amends the annual vendor list to include this vendor and facilitate future annual subscription payments. The Wastewater Division utilizes PipeTech's software systems for inspection, project, and CCTV management. Funds are available in the Wastewater Division's Inspection-TV expenditure line. This purchase is supported by the Administration and is in order for first reading.

2026-04 This authorizes the purchase of a John Deere 2025R Compact Utility Tractor and Quick-Hitch Rotary Broom from Hall Implement Co. of Windham, ME (sole-source vendor) at a total purchase price of \$33,160.36. This tractor and broom replace an existing 2008 tractor. Through the efforts of our Public Services technicians we have been able to stretch the expected 12-year life of this unit to 17 years, but have now reached the point where replacement is necessary. This tractor is the second most-used piece of equipment by our Outdoor Facilities & Grounds crew, managed by the Community Services Department. Hall Implement Co. is used as a sole-source vendor to allow continuity within our John Deere line of equipment and their provision

of an 18% municipal discount. Funds for this purchase are available in Capital Reserves (\$24,514) and the Community Center Building Reserve Account (\$8,546.36). This replacement is supported by the Administration and is in order for first reading.

### **EXECUTIVE SESSION**

This is a request to enter into Executive Session pursuant to 1 M.R.S. Section 405-6(C) for discussion concerning the condition, acquisition, or use of real property permanently attached to real property or interest therein or disposition of publicly held property or economic development where premature disclosure of the information would prejudice the competitive or bargaining position of the City, and pursuant to 1 M.R.S. Section 405-6(E) to discuss pending or contemplated litigation. The following individuals are invited to attend: Mayor, City Administrator, Asst. City Administrator, City Clerk, Director of Planning & Code Enforcement, Deputy Director of Economic & Community Development, Student Representatives, and Legal Counsel.



## **CITY OF WESTBROOK, MAINE**

**IN CITY COUNCIL**

**Date: January 5, 2026**

**Order: 2025-169**

### **Authorizing Salary Adjustment for Full-Time, Non-Union Employees**

That the Westbrook City Council hereby authorizes a 4% cost of living adjustment for all full-time, non-union municipal employees effective January 1, 2026, as outlined in the attached exhibit.

First Reading: December 15, 2025

Second & Final Reading: January 5, 2026

Attest:

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City Clerk

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Mayor



## **CITY OF WESTBROOK, MAINE**

### **IN CITY COUNCIL**

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## **REQUEST FOR COUNCIL ACTION**

**PROPOSED TITLE:** Authorizing Salary Adjustment for Full-Time, Non-Union Employees

**REQUESTED BY:** Joanne LePauloue

**DATE:** 1/5/2026

**SUMMARY:**

See enclosed memo.

# FULL TIME, REGULAR, NON-UNION POSITION PAY RANGES

Includes 4% COLA to Current Base & Grade Adjustments

Effective: January 1, 2026

Years of Exp	0-2 yrs	3-5 yrs	6-8 yrs	9-11 yrs	12-14 yrs	15-19 yrs	20-24 yrs	25-29 yrs	30-34 yrs	35+		
AA-hourly	\$23.52	\$24.60	\$24.97	\$25.34	\$25.72	\$26.11	\$26.50	\$26.90	\$27.30	\$27.71	AA	Administrative Assistant
A-annual	\$59,928.19	\$60,827.11	\$61,739.52	\$62,665.61	\$63,605.60	\$64,559.68	\$65,528.08	\$66,511.00	\$67,508.66	\$68,521.29	A	Librarian
B-annual	\$66,162.44	\$69,184.63	\$70,222.40	\$71,275.74	\$72,344.87	\$73,430.05	\$74,531.50	\$75,649.47	\$76,784.21	\$77,935.98	B	Senior Librarian
C-annual	\$70,802.34	\$74,036.47	\$75,147.02	\$76,274.23	\$77,418.34	\$78,579.61	\$79,758.31	\$80,954.68	\$82,169.00	\$83,401.54	C	Deputy Director of Community Services, Digital & Creative Services Administrator, Human Resources Generalist, Licensing Administrator/Assistant Clerk, Payroll Administrator, Principal Financial Officer
D-annual	\$72,218.38	\$75,517.20	\$76,649.96	\$77,799.71	\$78,966.71	\$80,151.21	\$81,353.47	\$82,573.78	\$83,812.38	\$85,069.57	D	Deputy Clerk, Deputy Economic Development Director, IT Administrator
E-annual	\$78,326.50	\$81,904.32	\$83,132.89	\$84,379.88	\$85,645.58	\$86,930.26	\$88,234.22	\$89,557.73	\$90,901.10	\$92,264.61	E	Tax Collector
F-annual	\$80,402.15	\$84,074.79	\$85,335.91	\$86,615.95	\$87,915.19	\$89,233.92	\$90,572.42	\$91,931.01	\$93,173.62	\$94,571.23	F	Director of General Assistance/Social Services, Deputy Human Resource Director, Senior Planner
G-annual	\$91,970.31	\$96,171.36	\$97,613.93	\$99,078.14	\$100,564.31	\$102,072.78	\$103,603.87	\$105,157.93	\$106,735.29	\$108,336.32	G	City Clerk, Deputy Finance Director, Library Director, Master Code Enforcement Officer
H-annual	\$95,130.45	\$99,475.86	\$100,967.99	\$102,482.51	\$104,019.75	\$105,580.05	\$107,163.75	\$108,771.21	\$110,402.77	\$112,058.82	H	Director of Community Services, Public Services Operations Manager
I-annual	\$100,935.97	\$105,546.56	\$107,129.76	\$108,736.70	\$110,367.75	\$112,023.27	\$113,703.62	\$115,409.17	\$117,140.31	\$118,897.42	I	Project Manager, Wastewater Manager
J-annual	\$105,478.09	\$110,296.15	\$111,950.60	\$113,629.86	\$115,334.30	\$117,064.32	\$118,820.28	\$120,602.59	\$122,411.63	\$124,247.80	J	Assistant Fire Chief, Deputy Fire Chief-EMS & Training, Police Captain, Tax Assessor
K-annual	\$107,987.48	\$112,920.18	\$114,613.98	\$116,333.19	\$118,078.19	\$119,849.36	\$121,647.10	\$123,471.81	\$125,323.88	\$128,081.01	K	Director of Communications & Information Technology, Director of Economic & Community Development, Director of Human Resources, Director of Planning & Code Enforcement
L-annual	\$120,149.03	\$125,637.25	\$127,521.81	\$129,434.63	\$131,376.15	\$133,346.79	\$135,347.00	\$137,377.20	\$139,437.86	\$141,529.43	L	Asst City Administrator, Director of Engineering & Public Services, Finance Director, Fire Chief, Police Chief
M-annual	\$156,374.74	\$158,720.36	\$161,101.17	\$163,517.68	\$165,970.45	\$168,460.01	\$170,986.91	\$173,551.71	\$176,154.99	\$178,797.31	M	City Administrator



**Human Resources**  
2 York Street  
Westbrook, Maine 04092  
Phone: 207-854-9105  
Fax: 207-466-4120

## HUMAN RESOURCES

To: Honorable City Council  
From: Joanne LePauloue, Director of Human Resources  
Date: December 9, 2025  
Subject: Non-union salary adjustments for 2026

I am recommending the City Council approve the attached updated City of Westbrook, Non-Union Pay Scale, which authorizes a 4% cost of living adjustment (COLA) effective January 1, 2026, along with salary grade adjustments for the Regular, Full-Time, Non-Union Staff.

Research on COLA increases for non-union employees in comparable municipalities shows an average increase of 3.83% effective July 1, 2025. Considering the COLA adjustments provided by neighboring communities and the current economic climate, it is essential that the City maintain competitive wages. A 4% COLA will support employees with rising living costs and keep our compensation structure competitive.

Last year, the Human Resources Department conducted a comprehensive compensation study, supplemented by market salary data from comparable communities. The analysis reviewed each job title and our current salary structure using criteria such as population, government type, budget size, location, and full-time equivalents (FTEs) staffing. When salaries fall within 10% of the average for comparable communities, pay rates are generally equitable. Many positions were re-evaluated and assigned to a new grade to ensure alignment within this 10% benchmark. Although best practice is to conduct a full study every three years, the highly competitive labor market require us to review annually for any positions approaching the threshold. As a result, this year's review focused on positions that were 8% below the average range in 2024.

Based on the analysis, including individual step placement, nine (9) roles fall outside of the 10% range. To address these issues, employees in these roles will either advance by one salary grade or have their salary grade readjusted.

The following positions were re-assigned to a different salary grade to better reflect the market: Librarian, City Administrator, Tax Assessor, Finance Director, Police Captain, Assistant Fire Chief, Assistant City Administrator, and Deputy Fire Chief EMS & Training. With these changes, all positions will fall within 10% of the average market range.

### Fiscal Impact:

- A 4% COLA will be applied to all non-union employees on the standard date of January 1, 2026, at a fiscal year cost of \$71,834.16.
- Grade adjustments for impacted employees will result in an additional fiscal year cost of \$27,267.29.
- The total fiscal year cost will amount to \$99,101.44

Please note that union employees are covered under collective bargaining agreements (CBAs), which have previously been adjusted based on competitive labor market data and approved by the City Council.

By adopting the recommended 4% COLA and targeted position adjustments, the City can enhance its ability to attract and retain talented employees, ultimately fostering a more effective and dedicated workforce.

*Attachment: Non-Union Pay Scale 2026 effective January 1, 2026*



## **CITY OF WESTBROOK, MAINE**

**IN CITY COUNCIL**

**Date: January 5, 2026**  
**Order: 2025-170**

### **Authorizing Expenditure for Police Department Lateral Hire Reimbursement**

That the Westbrook City Council hereby approves the expenditure of \$48,671.00 to reimburse the City of South Portland for a Police Department lateral hire.

Funds available in budget line 10002110-53300 (Professional Employee Training & Travel)

First Reading: December 15, 2025

Second and Final Reading: January 5, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Authorizing Expenditure for Police Department Lateral Hire Reimbursement

**REQUESTED BY:** Sean Lally

**DATE:** 1/5/2026

**SUMMARY:**

This is a request to reimburse the City of South Portland \$48,671.00 for hiring one of their police officers. The employee attended the Maine Criminal Justice Academy's Basic Law Enforcement Training Program (BLETP) in 2024. State law requires a Police Department to reimburse the officer's BLETP sponsoring agency when the officer changes departments within 5 years of BLETP graduation.

See the attached reimbursement schedule for reference.

Description	Price	Quantity	UOM	Original Bill	Adjustment	Paid	Amount Due
GEN BILLING & MISC CASH REIMBURSEMENT FOR KRISTINA NEWTON'S TRAINING COSTS 46TH BLETEP AT MCJA	\$48,671.00	1.00	0.00	\$48,671.00	\$0.00	\$0.00	\$48,671.00

Please put Invoice Number on your check.  
Make Checks Payable to: City of South Portland, ME

Invoice Total:

\$48,671.00

DATE: 11-24-25  
 ACCOUNT: PO  
 AUTH. BY: \_\_\_\_\_  
 AMOUNT: 48,671.00



**CITY OF SOUTH PORTLAND**  
 P.O. BOX 9422  
 SOUTH PORTLAND, MAINE 04116-9422

WESTBROOK POLICE DEPARTMENT  
 570 MAIN STREET  
 WESTBROOK, ME 04092 USA

REIMBURSEMENT FOR KRISTINA  
 NEWTON'S TRAINING COSTS

## INVOICE

Invoice Date	Invoice No.
11/19/2025	28182
Customer Number	
82657	
Invoice Total Due	
\$48,671.00	
Amount Paid	

Due upon receipt



Janet T. Mills  
Governor

STATE OF MAINE  
*Department of Public Safety*  
MAINE CRIMINAL JUSTICE ACADEMY

15 Oak Grove Road  
Vassalboro, Maine 04989



Michael J. Sauschuck  
Commissioner

Jack D. Peck, Jr.  
Director

## BASIC LAW ENFORCEMENT TRAINING PROGRAM (BLETP) REIMBURSEMENT RATES

Pursuant to [Title 25, §2808: Sharing of training costs](#), the MCJA Board of Trustees is publishing the BLETP reimbursement rates for 2024 which are adjusted annually based on the Consumer Price Index-All Urban Consumers (CPI-U) – Northeast Region (TABLE 1, below). 2019's rate reflects a rate adjustment according to a new training cost survey (33% increase).

TABLE 1	2019 33.3 % increase	2020 1.5% increase	2021 6% increase	2022 6.5% increase	2023 2.6% increase	2024 3.5% increase
Time elapsed since BLETP Graduation						
During 1 <sup>st</sup> year	\$ 40,000	\$ 40,600	\$ 43,036	\$ 45,833	\$ 47,025	\$48,671
During 2 <sup>nd</sup> year	\$ 32,000	\$ 32,480	\$ 34,428	\$ 36,666	\$ 37,619	\$38,936
During 3 <sup>rd</sup> year	\$ 24,000	\$ 24,360	\$ 25,821	\$ 27,499	\$ 28,214	\$29,201
During 4 <sup>th</sup> year	\$ 16,000	\$ 16,240	\$ 17,214	\$ 18,333	\$ 18,810	\$19,468
During 5 <sup>th</sup> year	\$ 8,000	\$ 8,120	\$ 8,607	\$ 9,166	\$ 9,404	\$9,733

When calculating which rate to use, determine the officer's BLETP graduation date and use the reimbursement rates for that year.

Calculate how much time has elapsed since the officer's BLETP graduation from the officer's date of hire at the new agency to determine which amount is required for reimbursement.

### EXAMPLE:

Officer X graduated from the 44<sup>th</sup> BLETP on 12/15/2023. *Rate used is 2023*

Officer X's hire date for the new agency is 12/17/2024. *Time elapsed is 1 year and 2 days, which is during the 2<sup>nd</sup> year from BLETP graduation. Reimbursement rate is \$37,619 (see below table.)*



Janet T. Mills  
Governor

STATE OF MAINE  
*Department of Public Safety*  
MAINE CRIMINAL JUSTICE ACADEMY

15 Oak Grove Road  
Vassalboro, Maine 04989



Michael J. Sauschuck  
Commissioner

Jack D. Peck, Jr.  
Director

44 <sup>th</sup> BLETP Graduation 12/15/2023	
New agency hire date is between:	2023 2.6% increase
1 (12/15/2023 to 12/14/2024)	\$ 47,025
2 (12/15/2024 to 12/14/2025)	\$ 37,619
3 (12/15/2025 to 12/14/2026)	\$ 28,214
4 (12/15/2026 to 12/14/2027)	\$ 18,810
5 (12/15/2027 to 12/14/2028)	\$ 9,404

Reimbursement rates for 2025 will be established by the Board of Trustees at the January 2026 meeting. During 2025, any graduates of the 47<sup>th</sup> and 48<sup>th</sup> BLETPs who are subsequently hired by another agency would be within the first year of graduation and would be a reimbursement at the full 2024 rate (\$48,671) until new rates for 2025 are established in 2026.

For quick reference, Appendix A consists of tables for the 36<sup>th</sup> through the 46<sup>th</sup> BLETP graduation dates and associated elapsed years / reimbursement as a quick reference to help calculate reimbursement.



Janet T. Mills  
Governor

STATE OF MAINE  
*Department of Public Safety*  
**MAINE CRIMINAL JUSTICE ACADEMY**

15 Oak Grove Road  
Vassalboro, Maine 04989



Michael J. Sauschuck  
Commissioner

Jack D. Peck, Jr.  
Director

45 <sup>th</sup> BLETP Graduation 5/17/2024	
New agency hire date is between:	2024 3.5% increase
1 (5/17/2024 to 5/16/2025)	\$48,671
2 (5/17/2025 to 5/16/2026)	\$38,936
3 (5/17/2026 to 5/16/2027)	\$29,201
4 (5/17/2027 to 5/16/2028)	\$19,468
5 (5/17/2028 to 5/16/2029)	\$9,733

46 <sup>th</sup> BLETP Graduation 12/20/2024	
New agency hire date is between:	2024 3.5% increase
1 (12/20/2024 to 12/19/2025)	\$48,671
2 (12/20/2025 to 12/19/2026)	\$38,936
3 (12/20/2026 to 12/19/2027)	\$29,201
4 (12/20/2027 to 12/19/2028)	\$19,468
5 (12/20/2028 to 12/19/2029)	\$9,733

UPDATED: 01/24/2025

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OFFICE LOCATED AT: 15 OAK GROVE ROAD, VASSALBORO, MAINE 04989

(207) 877-8000 (Voice)

(207) 877-8027 (Fax)

TTY User: 711



## **CITY OF WESTBROOK, MAINE**

**IN CITY COUNCIL**

**Date: January 5, 2026**  
**Order: 2025-171**

### **Authorizing Acceptance & Expenditure of Maine Bureau of Highway Safety Traffic Enforcement Grant Funds**

That the Westbrook City Council hereby authorizes the acceptance and expenditure of multiple Maine Bureau of Highway Safety traffic enforcement grants totaling \$38,621.40 for various traffic enforcement initiatives, as outlined in the attached exhibit.

Grant funds to be credited to revenue line 22002110-43100-02210 (Police Grants - Federal Grants)

Expenditure to be deducted from expense line 22002110-51300-02210 (Police Grants - Salaries Overtime)

First Reading: December 15, 2025

Second & Final Reading: January 5, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Authorizing Acceptance & Expenditure of Maine Bureau of Highway Safety Traffic Enforcement Grant Funds

**REQUESTED BY:** Steve Goldberg

**DATE:** 1/5/2026

**SUMMARY:**

The Westbrook Police Department has applied for and been awarded six (6) separate grants from the Maine Bureau of Highway Safety, for a total of \$38,621.40. These grant funds will be used to fund dedicated traffic enforcement details.

The specific grants and award amounts are:

- Impaired Driving Enforcement: \$3,622.00
- Distracted Driving Enforcement: \$9,055.00
- Occupant Protection Enforcement: \$3,622.00
- Speed Enforcement: \$9,055.00
- Pedestrian Safety Enforcement: \$9,055.00
- Drug Recognition Expert and Forensic Phlebotomist Training & Call-Outs: \$4,212.40

## SUBGRANT CONTRACT

### DO NOT ENCUMBER

**PLEASE RETURN TO:**  
**BUREAU OF HIGHWAY SAFETY**  
**LAUREN STEWART, DIRECTOR**  
**45 COMMERCE DRIVE, SUITE 1**  
**STATE HOUSE STATION 164**  
**AUGUSTA, MAINE 04333-0164**

SUBGRANT #: DD26-022

APPROVAL DATE: 11/06/2025

PROJECT PERIOD: 11/06/2025 TO 09/15/2026

013 16A 405E 012 6401 DD022

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

The subgrantee agrees to the terms and conditions stated in the approved subgrant application on file at the office of the subgrantor which are made a part of this contract by reference. The subgrantee agrees to comply with the reimbursement procedures required by the subgrantor and with all special conditions imposed by the subgrantor in approving the award.

The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2026 Distracted Driving Enforcement.

For the Subgrantor - Bureau of Highway Safety

Federal: \$9,055.00

11/24/25



Director

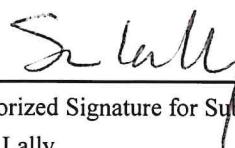
Date:

Authorized Signature  
Lauren V. Stewart

Title

E016000038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

11/24/25



Chief

Date:

Authorized Signature for Subgrantee  
Sean Lally

Title

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.

This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget revision, deferral or revision. Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.

# DD26-022 Contract

Final Audit Report

2025-11-24

Created:	2025-11-24
By:	Kasey Theriault (Kasey.Theriault@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA95JKpYx_5CqFPs3Umselu60aBFK-pw8_

## "DD26-022 Contract" History

-  Document created by Kasey Theriault (Kasey.Theriault@maine.gov)  
2025-11-24 - 4:50:19 PM GMT
-  Document emailed to Lauren V. Stewart (lauren.v.stewart@maine.gov) for signature  
2025-11-24 - 4:50:23 PM GMT
-  Email viewed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
2025-11-24 - 5:27:33 PM GMT
-  Document e-signed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
Signature Date: 2025-11-24 - 5:27:45 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 5:27:45 PM GMT



Adobe Acrobat Sign

## SUBGRANT CONTRACT

### DO NOT ENCUMBER

**PLEASE RETURN TO:**  
**BUREAU OF HIGHWAY SAFETY**  
**LAUREN STEWART, DIRECTOR**  
**45 COMMERCE DRIVE, SUITE 1**  
**STATE HOUSE STATION 164**  
**AUGUSTA, MAINE 04333-0164**

SUBGRANT #: AL26-113  
APPROVAL DATE: 10/01/2025  
PROJECT PERIOD: 10/01/2025 TO 09/30/2026  
013 16A 308A 012 6401 AL113

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

The subgrantee agrees to the terms and conditions stated in the approved subgrant application on file at the office of the subgrantor which are made a part of this contract by reference. The subgrantee agrees to comply with the reimbursement procedures required by the subgrantor and with all special conditions imposed by the subgrantor in approving the award.

The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2026 DRE/FP Training & Call-Out.

For the Subgrantor - Bureau of Highway Safety

Federal: \$4,212.40

11/24/25



Director

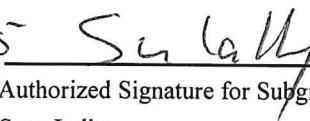
E016000038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

Date:

Authorized Signature  
Lauren V. Stewart

Title

11/24/18

  
Date: Authorized Signature for Subgrantee

Chief

Sean Lally

Title

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.

This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget revision, deferral or revision. Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.

# AL26-113 Contract

Final Audit Report

2025-11-24

Created:	2025-11-24
By:	Kasey Theriault (Kasey.Theriault@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE6hgLgoMTKGmDspRZ36kL-_gdFxs-U2c

## "AL26-113 Contract" History

-  Document created by Kasey Theriault (Kasey.Theriault@maine.gov)  
2025-11-24 - 4:45:18 PM GMT
-  Document emailed to Lauren V. Stewart (lauren.v.stewart@maine.gov) for signature  
2025-11-24 - 4:45:22 PM GMT
-  Email viewed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
2025-11-24 - 5:26:26 PM GMT
-  Document e-signed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
Signature Date: 2025-11-24 - 5:26:40 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 5:26:40 PM GMT



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## SUBGRANT CONTRACT

### DO NOT ENCUMBER

**PLEASE RETURN TO:**  
**BUREAU OF HIGHWAY SAFETY**  
**LAUREN STEWART, DIRECTOR**  
**45 COMMERCE DRIVE, SUITE 1**  
**STATE HOUSE STATION 164**  
**AUGUSTA, MAINE 04333-0164**

SUBGRANT #: AL26-020

APPROVAL DATE: 11/13/2025

PROJECT PERIOD: 11/13/2025 TO 09/15/2026

013 16A 308A 012 6401 AL020

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

The subgrantee agrees to the terms and conditions stated in the approved subgrant application on file at the office of the subgrantor which are made a part of this contract by reference. The subgrantee agrees to comply with the reimbursement procedures required by the subgrantor and with all special conditions imposed by the subgrantor in approving the award.

The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2026 Impaired Driving Enforcement.

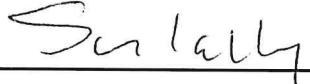
For the Subgrantor - Bureau of Highway Safety

Federal: \$3,622.00

11/24/25  Director

E016000038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

Date: Authorized Signature  
Lauren V. Stewart

11/18/25  Chief

Date: Authorized Signature for Subgrantee  
Sean Lally

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.

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# AL26-020 Contract

Final Audit Report

2025-11-24

Created:	2025-11-24
By:	Kasey Theriault (Kasey.Theriault@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9Aptxxhth-EojKQ9p3UZXHWdJjuYTd2B

## "AL26-020 Contract" History

-  Document created by Kasey Theriault (Kasey.Theriault@maine.gov)  
2025-11-24 - 6:03:39 PM GMT
-  Document emailed to Lauren V. Stewart (lauren.v.stewart@maine.gov) for signature  
2025-11-24 - 6:03:43 PM GMT
-  Email viewed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
2025-11-24 - 7:14:26 PM GMT
-  Document e-signed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
Signature Date: 2025-11-24 - 7:14:40 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 7:14:40 PM GMT



Adobe Acrobat Sign

## SUBGRANT CONTRACT

### DO NOT ENCUMBER

**PLEASE RETURN TO:**  
**BUREAU OF HIGHWAY SAFETY**  
**LAUREN STEWART, DIRECTOR**  
**45 COMMERCE DRIVE, SUITE 1**  
**STATE HOUSE STATION 164**  
**AUGUSTA, MAINE 04333-0164**

SUBGRANT #: OP26-015

APPROVAL DATE: 11/06/2025

PROJECT PERIOD: 11/06/2025 TO 09/15/2026

013 16A 304D 012 6401 OP015

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

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The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2026 OP HVE CIOT & Sustained Enforcement.

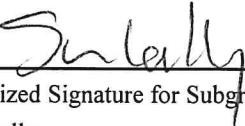
For the Subgrantor - Bureau of Highway Safety

Federal: \$3,622.00

11/24/25  Director

Date: Authorized Signature Title  
Lauren V. Stewart

E01600038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

11/24/25  Chief

Date: Authorized Signature for Subgrantee Title  
Sean Lally

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.

This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget revision, deferral or revision. Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.

# OP26-015 Contract

Final Audit Report

2025-11-24

Created:	2025-11-24
By:	Kasey Theriault (Kasey.Theriault@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqlu7xbxKOn_VeI7yt-Qj9nKy6zFGuuiH

## "OP26-015 Contract" History

-  Document created by Kasey Theriault (Kasey.Theriault@maine.gov)  
2025-11-24 - 4:51:29 PM GMT
-  Document emailed to Lauren V. Stewart (lauren.v.stewart@maine.gov) for signature  
2025-11-24 - 4:51:33 PM GMT
-  Email viewed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
2025-11-24 - 5:28:03 PM GMT
-  Document e-signed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
Signature Date: 2025-11-24 - 5:28:31 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 5:28:31 PM GMT



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## SUBGRANT CONTRACT

### DO NOT ENCUMBER

**PLEASE RETURN TO:**  
**BUREAU OF HIGHWAY SAFETY**  
**LAUREN STEWART, DIRECTOR**  
**45 COMMERCE DRIVE, SUITE 1**  
**STATE HOUSE STATION 164**  
**AUGUSTA, MAINE 04333-0164**

SUBGRANT #: PS26-005

APPROVAL DATE: 11/06/2025

PROJECT PERIOD: 11/06/2025 TO 09/15/2026

013 16A 322P 012 6401 PS005

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

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The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2026 Pedestrian Safety.

For the Subgrantor - Bureau of Highway Safety

Federal: \$9,055.00

11/24/25 Lauren Stewart Director

E016000038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

Date: Lauren V. Stewart Title: Director

11/24/25 Sean Lally Chief

Date: Sean Lally Title: Chief

Sean Lally

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.

This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget revision, deferral or revision. Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.

# PS26-005 Contract

Final Audit Report

2025-11-24

Created:	2025-11-24
By:	Kasey Theriault (Kasey.Theriault@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1MNNdTJcNmX_rILrH1Ls04bbaQUuPZx

## "PS26-005 Contract" History

-  Document created by Kasey Theriault (Kasey.Theriault@maine.gov)  
2025-11-24 - 4:52:37 PM GMT
-  Document emailed to Lauren V. Stewart (lauren.v.stewart@maine.gov) for signature  
2025-11-24 - 4:52:41 PM GMT
-  Email viewed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
2025-11-24 - 5:28:05 PM GMT
-  Document e-signed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
Signature Date: 2025-11-24 - 5:28:22 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 5:28:22 PM GMT



Adobe Acrobat Sign

## SUBGRANT CONTRACT

### DO NOT ENCUMBER

**PLEASE RETURN TO:**  
**BUREAU OF HIGHWAY SAFETY**  
**LAUREN STEWART, DIRECTOR**  
**45 COMMERCE DRIVE, SUITE 1**  
**STATE HOUSE STATION 164**  
**AUGUSTA, MAINE 04333-0164**

SUBGRANT #: SC26-022

APPROVAL DATE: 11/06/2025

PROJECT PERIOD: 11/06/2025 TO 09/15/2026

013 16A 321S 012 6401 SC022

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

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The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2026 Speed Enforcement.

For the Subgrantor - Bureau of Highway Safety

Federal: \$9,055.00

11/24/25

*Lauren Stewart*

Director

Date:

Authorized Signature  
Lauren V. Stewart

Title

E016000038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

11/24/25

*Sean Lally*

Chief

Date:

Authorized Signature for Subgrantee  
Sean Lally

Title

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# SC26-022 Contract

Final Audit Report

2025-11-24

Created:	2025-11-24
By:	Kasey Theriault (Kasey.Theriault@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAX5Re5ejD33wSGHhlqkP1gp3w1OFQaFwk

## "SC26-022 Contract" History

-  Document created by Kasey Theriault (Kasey.Theriault@maine.gov)  
2025-11-24 - 4:54:37 PM GMT
-  Document emailed to Lauren V. Stewart (lauren.v.stewart@maine.gov) for signature  
2025-11-24 - 4:54:41 PM GMT
-  Email viewed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
2025-11-24 - 5:28:58 PM GMT
-  Document e-signed by Lauren V. Stewart (lauren.v.stewart@maine.gov)  
Signature Date: 2025-11-24 - 5:29:09 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 5:29:09 PM GMT



Adobe Acrobat Sign



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

---

## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Approving Liquor License for Town Line Diner, located at 1575 Bridgton Road (*Requires a Public Hearing on January 5, 2026*)

**REQUESTED BY:** Erica Mercier

**DATE:** 1/5/2026

**SUMMARY:**

This is an application for a State Liquor License for Town Line Diner located at 1575 Bridgton Road (former Pine Tree Bakery). Town Line Diner will be owned by Joshua Gelston, who also owns Duck Pond Variety in Westbrook. He plans to open the diner in early February. A draft of the food menu is attached, and the final version will be submitted to BABLO before their final approval. This application has been reviewed by the Police Department and is being forwarded to the City Council for final action. Notice of the Public Hearing was posted in City Hall and on the City's website and was published in the Portland Press Herald on 12/30/2025.



# State of Maine

Bureau of Alcoholic  
Beverages & Lottery  
Operations

## Application Copy

File Number: 121128

Job Type: New Application

LICENSE TYPE  On-Premises: Beer, Wine & Spirits	APPLICATION DATE RECEIVED  2025-12-23
SECONDARY LICENSE(S)  None selected	
LICENSEE  Joshua Gelston	LICENSEE TYPE  Sole Proprietor
BIRTHDATE  1974-06-02	GENDER  Male
SPOUSE	PREFERRED CONTACT METHOD  Email
CONTACT PHONE  (207) 939-0482	ALTERNATE PHONE
FAX	EMAIL  Joshgelston41@gmail.com
CORRESPONDENCE ADDRESS  53 Falmouth Rd Windham ME 04062	
MAILING ADDRESS	
PHYSICAL ADDRESS	
MANAGED BY AGENT  No	

PREMISES TYPE Class A Restaurant	PREMISES NAME Town Line Diner
OPERATOR Joshua Gelston	
PHYSICAL ADDRESS 1575 Bridgton Rd Westbrook ME 04092	
MAILING ADDRESS 1575 Bridgton Rd Westbrook ME 04092	
CONTACT NAME Joshua Gelston	PREFERRED CONTACT METHOD Email
CONTACT PHONE (207) 939-0482	ALTERNATE PHONE
FAX	EMAIL Joshgelston41@gmail.com
QUESTIONS	
<p><b>On-Premises: Beer, Wine &amp; Spirit</b></p> <ol style="list-style-type: none"> <li>1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?</li> </ol> <p>Answer "No" if you are a Sole Proprietor.</p> <p>No</p> <ol style="list-style-type: none"> <li>2. What is your expected start date?</li> </ol> <p>February 1, 2026</p>	

3. Has/have applicant(s) formerly held a Maine liquor license?

Yes

Duck Pond Variety LLC/ Agency Liquor Store  
1275 Bridgton Rd  
Westbrook, Maine 04092  
AGN-23-106852

4. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

Yes

Duck Pond Variety LLC/ Agency Liquor Store  
1275 Bridgton Rd.  
Westbrook Maine 04092  
AGN-23-106852

5. Is the applicant/licensee an individual, partnership, or association?  
(Not a corporation or LLC)

Yes

Yes

6. Are all licensees/applicants residents of the State of Maine?

Yes

7. Is your license for a club with a membership?

No

8. Is your license application for Vessel Corporation?

No

9. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?"

No

10 Do you have a license from the Office of the State Fire Marshal?  
Contact (207) 626-3870 to determine whether licensure is necessary.

No

11 Will any law enforcement officer directly benefit financially from this license, if issued?

No

12 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

13 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

14 What is the full name and date of birth of the person managing this premises?

Joshua L. Gelston

15 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

16 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

17 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

18 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

19 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

20 At which address are your business records located?

1575 Bridgton Rd  
Westbrook Maine 04092

21 What will be your business hours? Please indicate each day's open and close times.

Sunday- Saturday 6am-2pm

22 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Highland Lake Congregational Church

1 mile

23 Is your application for a Hotel or Bed & Breakfast?

No

24 Do you have a food menu?

No

25 How many seats do you have? Include indoor and outdoor seating.

30

26 How many bathrooms do you have available to the public?

2 public bathrooms

## DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Premises Floor Plan	image.jpg	
Supplemental Ownership Form	102 Supplemental Ownership Form and Affidavit-2 (1).pdf	

## APPLICANT

Joshua Gelston Josh Gelston

## DECLARATION

I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



## STATE OF MAINE

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

### Supplemental Ownership Form

28-A M.R.S. §651

*All Questions Must Be Answered Completely.*

1. Company or sole proprietor legal name:	2. Date of incorporation/registration:	3. State of incorporation:
---	--	----------------------------

List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)

## Affidavit

### ONLY COMPLETE THIS PAGE IF THERE ARE NO OWNERS OVER 10% LISTED ON PAGE 1

The undersigned authorized representative of the applicant swears or affirms that no person that holds an ownership interest in the applicant holds an ownership interest equal to or greater than 10%.

---

Affiant Signature

---

Date

---

Affiant Printed Name

State of \_\_\_\_\_, County of \_\_\_\_\_

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document.

---

Signature of Notary Public

---

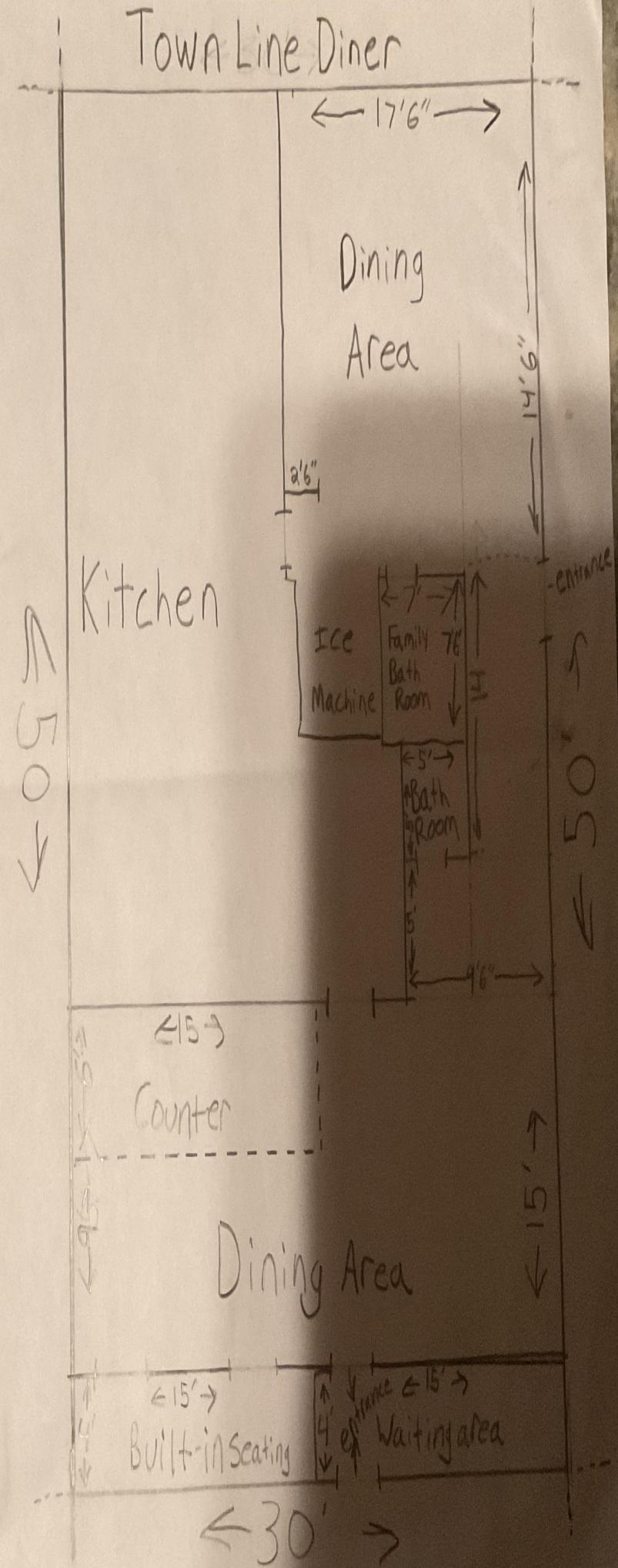
Date

---

Printed Name of Notary Public

**WARNING:** The statements on this application are made under oath or affirmation. False statements can be grounds for rejection of the application or suspension or revocation of a license. False swearing is a Class D crime punishable by up to 364 days incarceration and a \$2,000 fine.

# Town Line Diner



# Town Line Diner

## Greasy Spoon

### The Classics

\*Served with 2 eggs of your choice, greens, town taders or both

Corned Beef Hash & Eggs; Housemade corned beef with onions, carrots, potatoes choice of toast

\*Steak and Eggs; 6oz butter steak tips, choice of toast

Classic Breakfast; 2 eggs, Choice of bacon, sausage or blueberry sausage, choice of toast

Biscuits and Gravy; Southern style herb sausage gravy over house scallion biscuits

### Snacks and Sides

Town Taders; served with horseradish cream. Sm or Lg

Bacon

Sausage Pattys

Blueberry Sausage Links

House Scallion Biscuit

Side of Fruit

Onion Rings; Served with horseradish cream Sm or Lg

Fried Pickles; Made in house with horseradish cream

Toast

House White, Wheat, Rye, Raisin, Chipotle Cornbread, Scallion Biscuit and Gluten Free

### Omlettes

Choice of town taders, greens or both. Toast of your liking

The Westbrook; Fried chicken, onions, american topped with sausage gravy

\*The Windham; Steak tips, onions, peppers, mushrooms and cheddar & american

The Portland; Smoked Salmon, Feta, Red onions and capers

The Falmouth; Spinach, tomato, mushroom, red onion and feta cheese

The Grey; American, red onions and beef chili

Build your Own;  
Meats; Bacon, Sausage, Blueberry Sausage, Fried chicken, Smoked Salmon

Veggies; Red Onion, Sauteed Onions, Mushrooms, Peppers, Tomato, Spinach

Cheese; American, Cheddar, Feta & Provalone

### Soups

Served in a mug or bread bowl

Haddock Chowder; everyone's favorite classic with a touch of dill

Beef Chili; packed full of veggies and beans, topped with cheddar and scallion

## The Silver Spoon

### The Benedicts

\*2 poached eggs over house scallion biscuit and hollandaise. Choice of town taders, greens or both!

The OG; Classic crispy bacon

The Harbor; 2 crispy haddock cakes, slaw, with a dill caper cream

The luck of the Irish; House corned beef hash with carrots and onions

The lots of Lox; Smoked salmon, red onion and dill caper cream

The New Yorker; 6oz butter braised steak tips, mushrooms and horseradish cream

The Omnivore; Spinach, Tomato and Mushroom

### The Sweet Stuff

Topped with house whip cream

Cinnamon Bun Pancakes; filled with vanilla icing swirl

Chocolate Banana Foster Pancakes; chocolate chip cakes topped with salted caramel broiled bananas

Blueberry Bourbon Crispy French Toast; Cereal crusted and mile high thick cut toast.

Classics also available upon request

### Between The Bun

Served with chips and pickle  
Upgrade to Town taders or Onion Rings

\*Town Line Burger; double smash burger with caramelized onions, 1000 island lettuce tomato and pickle

The Ruben; House Corned Beef, Kraut, 1000 and Rye

The Big Ben; Cereal Crusted Fried Chicken, House BBQ, Caramelized onions, Thick cut bacon, provolone with lettuce and tomato

The Here Fishy Fishy; XI Haddock Cake, slaw, pickles with Dill caper cream

### Beverages

Coffee Hot or Iced  
Tea Hot or Iced  
Hot Cocoa  
Lemon Aid  
Milk or Chocolate Milk  
Pepsi Product Soft Drinks

Juice; Sm or Lg  
Orange  
Apple  
Cranberry  
Pineapple  
Grapefruit

*\*consuming raw or undercooked product can increase risk of foodborne illness\**



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 5, 2026  
Resolve: 2026-01

### Approving Annual Appointment of Warden & Ward Clerks for 2026

That the Westbrook City Council hereby approves the appointment of the following election officials for 2026, as recommended by the City Clerk:

Warden: Amanda Hollander  
Ward Clerk: Jeremy Pelletier  
Ward Clerk: Naneen Chace-Ortiz

First and Final Reading: January 5, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Approving Annual Appointment of Warden & Ward Clerks for 2026

**REQUESTED BY:** Ellis Ledoux

**DATE:** 1/5/2026

**SUMMARY:**

This is a request to approve the annual appointment of the Warden & Ward Clerks for elections in the City of Westbrook, as recommended by and under the direction of the City Clerk, in accordance with the City Charter, Section 6.2 and the Code of Ordinances, Section 21-7.



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 5, 2026  
Resolve: 2026-02

### Confirming Reappointments to Zoning Board of Appeals & Planning Board

That the Westbrook City Council hereby confirms the mayoral reappointments of the following individuals for three-year terms:

Name	Board or Committee	Term Expiration
Jason Frazier	Planning Board	12/31/2028
Nancy Litrocapes	Planning Board	12/31/2028
John Turcotte	Planning Board	12/31/2028
Aaron Burns	Zoning Board of Appeals	12/31/2028
Kevin Moss	Zoning Board of Appeals	12/31/2028
Sherri Quint	Zoning Board of Appeals	12/31/2028
Nancy Milton-Heath	Zoning Board of Appeals	12/31/2027- administrative correction to ensure no more than 3 members are up for appointments at one time.

First and Final Reading: January 5, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Confirming Reappointments to Zoning Board of Appeals & Planning Board

**REQUESTED BY:** Jennie Franceschi  
Ellis Ledoux

**DATE:** 1/5/2026

**SUMMARY:**

This is a request to confirm the mayoral reappointments of the listed individuals for the Planning Board and Zoning Board of Appeals for three-year terms. There is an additional administrative correction for Council consideration to ensure no more than three spots for the Zoning Board of Appeals are up for appointment/reappointment at one time. Summaries for the applicants are attached.

## **Planning Board Re-Appointments**

### **Jason Frazier**

#### *Interest Statement:*

I have served on the Westbrook Planning Board since June 18, 2019, and wish to continue serving. Special qualifications include experience working in local government in Maine and in Oregon and seeing firsthand the results of good and bad urban development.

#### *Biographical Statement:*

I am originally from Portland, Oregon and moved to Westbrook in 2015 with my wife and daughter. I work as a Lead Data Scientist for WSP's Earth and Environment division. I also have 14 years of experience working in local government in various roles involving civil engineering, GIS, asset management, and IT support. My education includes a Master of Science degree in Data Science, undergraduate degrees include Civil Engineering Technology and Liberal Studies, and minors in Political Science and Management Information Systems. Fun fact: before moving to Maine, my family and I took a 2-year career break to travel around the world, visiting 27 countries.

### **Nancy Litrocapes**

#### *Interest Statement:*

For several years I have served on the Westbrook Planning Board and it is my honor to serve the community. As I see it, the qualities I have that make me a fit with planning board are not necessarily typical to the role -- I am not an architect, engineer or real estate attorney. What I have is passion for a better community and the understanding that it takes many engaged citizens to create a welcoming community that we can all be proud to call home. These were my initial reasons for applying to be on the planning board several years ago, and they continue to be my call to duty going forward.

Considering more concrete qualities that support my application, I'll begin with the fact that I own and live in a mixed-use condominium on Main Street. This allows me several perspectives. One is of an urban dweller in our downtown. I routinely walk the area (a walkable community was a criteria for me when I purchased my condo 15 years ago), so I'm in daily contact with the parks, buildings, businesses, etc. I see the way the downtown is evolving and know it is a result of careful consideration on the part of the City. I see the positive change and how this is creating a better infrastructure for residents and businesses, alike. As a landlord to a downtown business, I see how improvements in the city benefit the business I rent to. Everyone wins as we plan and improve Westbrook. I think I may be the only person on the planning board that lives in the Downtown District and can share from that point of view.

Though I work for MaineHealth as a corporate trainer, I have a background in 3-dimensional art. I studied art as a post-bac student at Knox College in Illinois. I've always maintained an interest in 3 dimensional art and design and have also studied interior design, which encompasses consideration of color, texture, lighting, cost, spacial dimensions, materials, tradition, etc. Drawing upon these elements has helped me to consider projects before us on the planning board in order to offer constructive feedback.

Finally, I am an avid world traveler. I love witnessing how other cultures and societies dwell in their communities. Everytime I travel, I see something possible that isn't typical in our area, yet could absolutely be accomplished here. These memories are with me and become part of the way I view projects. When communities have limited space, they find creative solutions that the rest of us can borrow such as how the Netherlands began planting pollinator gardens atop bus shelters which has been adopted more recently by Boston, MA! Not all ideas have to do with limited space, but that is a great example. Societies solve problems very differently and what I've see in my travels provides an endless trove of solutions!

Thank you for considering my renewal to the planning board.

*Biographical Statement:*

*I have attached a resume which provides more detail about my background, though the resume is not updated to reflect my current role at MaineHealth as a corporate trainer, though other elements remain the same.*

**John Turcotte**

*Interest Statement:*

This will be my 10th year on Board. I believe that I've developed useful experience and knowledge to continue serving my community.

*Biographical Statement:*

I am an attorney; my practice concentrates on real estate litigation.

**Zoning Board Re-Appointments**

**Aaron Burns**

*Interest Statement*

I am interested in continuing to serve on the ZBA for another term. I have been a member of the ZBA since 2007 and served as Chair from 2011 to 2021 and again from 2022 to present. I was a member of the Board during the time of the Pike/IDEXX appeals which involved several days of hearings and multiple parties, witnesses, examination and cross-examination by attorneys for all sides.

I hope that my institutional knowledge will be particularly useful in light of recent turnovers in staff, legal counsel for the City, and board membership.

*Biographical Statement*

I am an attorney in the private practice of law with 26 years of experience. My areas of practice include Zoning and Land Use. At a prior law firm, I provided legal counsel to the City of Biddeford ZBA, Planning Board, Code Enforcement Office, and Planning Office.

My wife and I have lived in Westbrook since 2002. We have two adult children who are now in college who are both Westbrook High School graduates.

### **Kevin Moss**

#### *Interest Statement*

I would like my appointment on the Zoning Board of Appeals to be renewed, and if there is an opening for a full voting member on the Board I would like to request being elevated from an Alternate Member to a full Member. My term expires at the end of this month, and there is an appeal filed with a tentative hearing date of January 16, 2026, two weeks after my term's expiration. I would like to be able to participate, and these appeals are rare (this is the first appeal since 2022).

#### *Biographical Statement*

I am a current Alternate on the Zoning Board of Appeals and a current Commission on the Public Safety Commission for Westbrook.

### **Sherri Quint**

#### *Interest Statement*

I am interested in continuing to serve on the City of Westbrook's Zoning Board of Appeals because I value thoughtful, fair land-use decisions that balance individual property rights with the broader interests of the community. Having served on Westbrook's ZBA since 2012, and previously on the ZBA in Houlton before moving to Westbrook in 2009, I bring long-standing experience, institutional knowledge, and a consistent commitment to the zoning process. I appreciate the opportunity to apply this experience to help ensure that appeals are reviewed carefully, transparently, and in accordance with the city's ordinances and long-term planning goals.

#### *Biographical Statement*

I have lived in Westbrook since November of 2009. I worked for sixteen years at a local synagogue as their Controller and two years ago, accepted a position as Finance Director for the Episcopal Diocese of Maine. I remain committed to my volunteer positions of managing three cemeteries (two of them historical) in southern Maine as well as my commitment to volunteer for my City on the ZBA.



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 5, 2026  
Order: 2026-01

### Amending the Code of Ordinances, Section 310-71, Vehicle actions prohibited in certain places, and Section 310-106, Schedule II Parking Prohibited, Regarding Foster Street Parking

That the Westbrook City Council hereby amends the Westbrook Code of Ordinances, Section 310-71, Vehicle actions prohibited in certain places, and Section 310-106, Schedule II Parking Prohibited, to remove the prohibition on the westerly side of Foster Street and to place a handicap parking space along the road.

First and Final Reading: January 5, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

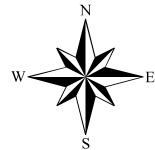
**PROPOSED TITLE:** Amending the Code of Ordinances, Section 310-71, *Vehicle actions prohibited in certain places, and* Section 310-106, *Schedule II Parking Prohibited*, Regarding Foster Street Parking

**REQUESTED BY:** Eric Dudley  
Jennie Franceschi

**DATE:** 1/5/2026

**SUMMARY:**

This request is a referral from the Facilities & Streets Committee following discussions regarding parking issues on Foster Street. City staff have reviewed the request and are recommending the attached changes be made to accommodate this request. Notice was sent out on December 17, 2025 to all property owners and registered voters on Foster St.



# Foster Street Parking

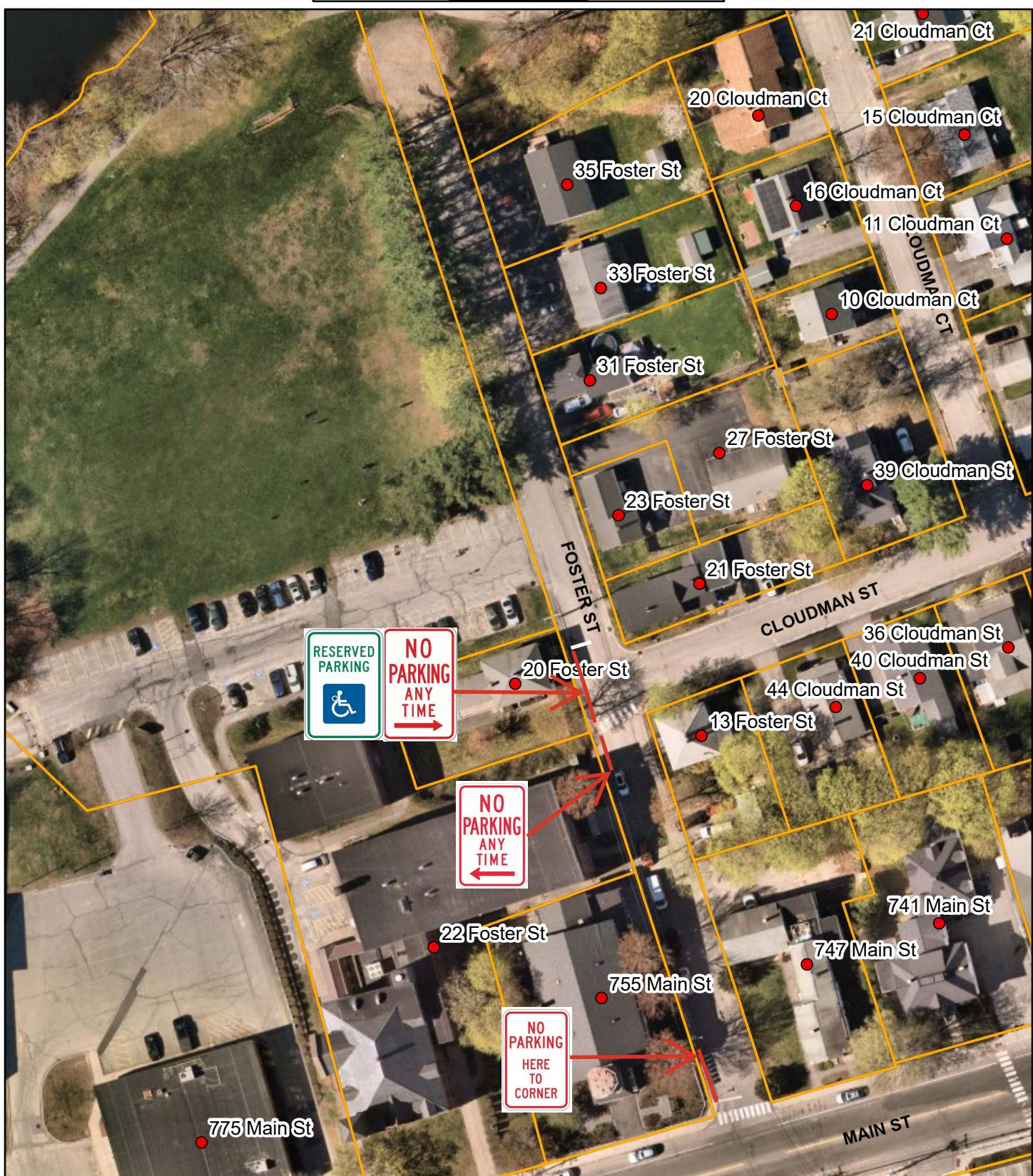
## City of Westbrook, ME

1 inch = 75 Feet

November 26, 2025



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

**NOTICE OF PUBLIC MEETING**  
125 Stroudwater St. Room 114 (Westbrook High School)  
January 5, 2026, 6:00PM  
**PARKING ON FOSTER STREET**

The Westbrook City Council will meet on Monday, January 5, 2026 to hold a Regular City Council Meeting. During the meeting, Council will be presented with a one-reading order regarding parking on Foster Street. This item will propose to remove the no-parking signs on the westerly side of the street and approve the creation of a handicapped parking space. This recommendation follows the discussion at the Facilities & Streets Committee meeting held on October 20, 2025.

Full details on the Council order will be published with the agenda packet prior to the January meeting. Residents wishing to provide comment on the item may attend in person, via zoom ([link below](#)), or provide written comment to the City Clerk's Office at [clerk@westbrook.me.us](mailto:clerk@westbrook.me.us) to be read into the record.

Remote Participation Link: <https://us02web.zoom.us/j/81700741385>

**NOTICE OF PUBLIC MEETING**  
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Remote Participation Link: <https://us02web.zoom.us/j/81700741385>

Office of the City Clerk  
2 York St.  
Westbrook, ME 04092

Office of the City Clerk  
2 York St.  
Westbrook, ME 04092

**§ 310-71. Vehicle actions prohibited in certain places. [Amended 8-16-1965; 7-6-1982]**

C. The Police Chief or City Engineer may establish and designate handicap parking spaces by appropriate signage, designating any applicable time limit thereon. Any vehicle parked in a parking space designated as a handicap accessible parking space, that does not bear a special registration plate or placard issued under 29-A M.R.S.A. § 521, or similar plate issued by another state, shall be cited for a penalty in accordance with Chapter A401, Master Fine Schedule. [Amended 12-21-2020 by Order No. 2020-153; 4-22-2024 by Ord. No. 2024-35]

**§ 310-106. Schedule II: Parking Prohibited [Amended 4-22-2024 by Ord. No. 2024-35]**

Foster Street	<del>Westerly side except for a distance of 40 feet from the intersection with Main Street</del>	4-12-1986; 5-14-2012
	Easterly Side	2-6-1984



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 5, 2026  
Order: 2026-02

### Approving Purchase of Rifle Suppressors for Police Department

That the Westbrook City Council hereby approves the purchase of rifle suppressors from Summit Sound Technologies, LLC of Mattapoisett, MA for a total purchase price of \$24,405.50, as outlined in the attached exhibit.

Funds available in budget line 21002110-58900-02115 (Federal Forfeiture)

First Reading: January 5, 2026

Second and Final Reading: January 12, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Approving Purchase of Rifle Suppressors for Police Department

**REQUESTED BY:** Sean Lally

**DATE:** 1/5/2026

**SUMMARY:**

This is a request to purchase 50 rifle suppressors for The Westbrook Police Department's rifles from Energetic Armament of Mattapoisett, MA for a total purchase price of \$24,405.50.

Rifle suppressors significantly reduce muzzle blast and overall noise, improving officer safety, protecting hearing, and reducing long-term occupational health risks associated with repeated exposure to gunfire. Suppressors act as an engineering control that decreases peak sound levels at the source, lowering the likelihood of permanent hearing loss, reducing blast/overpressure exposure linked to neurological effects, and enhancing communication and performance during training and operational deployments. Their use also lessens noise at the department's open-air range, improving the quality of life for nearby residents and reducing community complaints. Although they do not eliminate the need for hearing protection or regulatory compliance under ATF/NFA rules, suppressors—already in use by many law-enforcement agencies—provide substantial health, safety, and community-relations benefits that justify their procurement and integration into Westbrook PD's firearms program.

The Police Department solicited quotes from four vendors for similar suppressors that met department specifications, and Energetic Arms provided the lowest pricing by a substantial amount. Quotes received are as follows:

- Summit Sound Technologies, LLC, \$475 - \$540.55 (two models)
- Banish Suppressors, \$665-725 (two models)
- Raser - \$816 (one model)
- SilncerCo Specwar, \$864 (one model)

This equipment will be paid for using Federal Forfeiture funds at no cost to the taxpayer.



## Quotation Q-10171

**Date:** 11/21/2025      **Vendor:** Summit Sound Technologies, LLC  
**Payment Terms:** Net30 - Govt Purchase Order      **Address:** 13 Industrial Drive  
**Customer:** City of Westbrook      **Unit 1**  
**Address:** Westbrook Police Department      **Mattapoisett, MA 02739**  
570 Main St  
Westbrook Maine 04092  
USA      **Phone:** 781-910-2554  
**Delivery terms:** Prepay & Add

	<b>Part #</b>	<b>Part description</b>	<b>Quantity</b>	<b>Price per UoM</b>	<b>Subtotal</b>
1	LEX-503	Lex Silencer, 5.56mm - 3 Baffle	40 Pcs	\$ 475.00	\$ 19,000.00
2	EA13	Ferox Silencer	10 Pcs	\$ 540.55	\$ 5,405.50
<b>Total:</b>			50 Pcs		\$ 24,405.50
<b>Total including tax:</b>					<b>\$ 24,405.50</b>

Current lead time 3-4 weeks.

Delivery schedule to be confirmed at time of order.



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

Date: January 5, 2026  
Order: 2026-03

#### Authorizing Purchase of Annual CCTV Software Subscription for Wastewater Division & Amending Order 2025-89 Regarding FY 2025-2026 Annual Vendor Lists

That the Westbrook City Council hereby authorizes the purchase of annual software subscriptions for the Wastewater Division's closed-circuit television inspection system from Industrial Technology Group, LLC (dba PipeTech) of Miles City, Montana at a total cost of \$8,035, as outlined in the attached exhibit, and further amends the FY 2025-2026 Annual Vendor List to include the following update:

Account Number	Account Name	Vendor
58982	Inspection - TV Expenditure	Industrial Technology Group, LLC (PipeTech)

Funds available in budget line 80003250-58982 (Inspection-TV expenditure)

First Reading: January 5, 2026  
Second and Final Reading: January 12, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Authorizing Purchase of Annual CCTV Software Subscription for Wastewater Division & Amending Order 2025-89 Regarding FY 2025-2026 Annual Vendor Lists

**REQUESTED BY:** Katherine Kelley

**DATE:** 1/5/2026

**SUMMARY:**

The Department of Engineering & Public Services is requesting authorization to purchase the annual subscription to the software that runs our closed-circuit television equipment for the Wastewater Division. Included in this subscription is the cloud-based database where we store our videos for access (PipeTech Hub). This order also authorizes an amendment to the Annual Vendor List to include Industrial Technology Group, LLC (PipeTech) as a vendor in the future for these annual subscription fees.



Industrial Technology Group, LLC  
PO Box 1577  
Miles City, Montana 59301  
United States

## INVOICE

Invoice # CB202512-2821  
Invoice Date Dec 17, 2025  
Invoice Amount \$8,035.00 (USD)  
Payment Terms Net 30  
Due Date Jan 16, 2026

**BILLED TO**  
Katherine Kelley  
Westbrook, ME  
2 York Street  
Westbrook, Maine 04092  
United States  
kkelley@westbrook.me.us  
+12078540660 ext 3012

**SUBSCRIPTION**  
Billing Period Dec 17, 2025 to Dec 16, 2026  
Next Billing Date Dec 17, 2026

DESCRIPTION	UNITS	UNIT PRICE	AMOUNT (USD)
Inspect Professional - Subscription	1	\$3,625.00	\$3,625.00
\$3,625.00 x 1 Units			
Hub Standard - Subscription	1	\$4,410.00	\$4,410.00
<b>Total</b>			<b>\$8,035.00</b>
<b>Amount Due (USD)</b>			<b>\$8,035.00</b>

### TRANSFER DETAILS

#### BANK TRANSFER

BANK NAME	ACCOUNT NUMBER	ROUTING NUMBER
Stockman Bank of Montana	1610027507	092905249



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 5, 2026  
Order: 2026-04

### **Authorizing Purchase of Replacement Utility Tractor & Rotary Broom**

That the Westbrook City Council hereby authorizes the purchase of a replacement John Deere 2025R Compact Utility Tractor and Quick-Hitch Rotary Broom from Hall Implement, Co. of Windham, ME at a total cost of \$33,160.36, as outlined in the attached exhibit.

Funds available in the following budget lines:

40001000-59000-04000 (Misc Expenditures - Capital Reserves), \$24,614  
21006400-58900-02164 (Misc Expenditures - Community Ctr Building Reserve), \$8,546.36

First Reading: January 5, 2026

Second and Final Reading: January 12, 2026

Attest:

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City Clerk

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Mayor



## CITY OF WESTBROOK, MAINE

### IN CITY COUNCIL

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## REQUEST FOR COUNCIL ACTION

**PROPOSED TITLE:** Authorizing Purchase of Replacement Utility Tractor & Rotary Broom

**REQUESTED BY:** Greg Post

**DATE:** 1/5/2026

#### **SUMMARY:**

This is a request to purchase a replacement utility tractor and rotary broom for the Outdoor Facilities & Grounds crew, managed by the Community Services Department. The proposed expenditure is for a John Deere 2025R Compact Utility Tractor and Quick-Hitch Rotary Broom, at a total purchase price of \$33,160.36. The Department utilizes Hall Implement Co. of Windham, ME as a sole-source vendor to allow us continuity with the John Deere line, for its warranties and ongoing maintenance, and their provision of an 18% municipal discount.

This tractor and quick-hitch rotary broom will replace the current 2008 tractor, which has a frame compromised by rust and ongoing exhaust issues. The Public Services technicians have been able to provide ongoing repairs and annual preventative maintenance on the equipment for the past 17 years. However, the life expectancy is generally considered to be 12 years, and the technicians have noted that the 2008 unit is on borrowed time and "LONG overdue for a replacement." Other than mowers, this is probably the second most-used piece of equipment by the Outdoor Facility & Grounds crew. A new unit will be safer to operate, be more ergonomic and efficient, and will provide more functionality for year-round fields and facility maintenance.

The Outdoor Facility & Grounds crew use this tractor for the following tasks:

#### Winter

Sweep walkways at Westbrook Community Center, Walker Memorial Library, the front portion of Westbrook Public Safety, the footbridge over William Clark Drive, ice rinks, the athletic field parking lot, and the road leading to the upper fields at Westbrook High School.

#### Summer

Roto-till shot put and long jump pits at Westbrook High School + all baseball and softball skins throughout the City, pull plug aerator and slice-aerator for all athletic fields, sweep sand in parking lot after applying top dressings to fields, hold the hopper to spread field applicants and seed.

**ALL PURCHASE ORDERS MUST BE MADE OUT TO  
(VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513-2789 US  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING  
DEALER:**

Bryan McDonnell  
Hall Implement Co.  
1 John Deere Road Windham, ME 04062

**Prepared For**

JEREMY GARDINER  
WESTBROOK COMMUNITY  
SERVICES  
426 BRIDGE ST  
WESTBROOK, ME 040923189  
(207) 712-8973  
JGARDINER@WESTBROOK.ME.US

**Prepared By**

Bryan McDonnell  
Hall Implement Co.  
1 John Deere Road  
Windham, ME 04062  
2078926894  
bryanmcdonnell@hallimplementco.  
com

**Quote Id 1410427****Creation Date 16-Dec-2025****Expiration Date 15-Jan-2026****Quote Summary**

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
New 2025 John Deere 2025R Compact Utility Tractor (18 PTO hp) 1511LV	\$32,901.04	\$28,014.04	1	\$28,014.04
Contract: ME VA NASPO MA 18P 2501230000000000072 (PG 8Y CG 22)				
52-in. (132-cm) Quick-Hitch Rotary Broom	\$6,276.00	\$5,146.32	1	\$5,146.32
Contract: ME VA NASPO MA 18P 2501230000000000072 (PG 8Y CG 22)				

<b>Equipment Total</b>	<b>\$33,160.36</b>
------------------------	--------------------

**Quote Summary**

Total Selling Price	\$33,160.36
<b>Sub-total</b>	<b>\$33,160.36</b>
<b>Balance Due</b>	<b>\$33,160.36</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

## Selling Equipment

Quote # 1410427

Customer WESTBROOK COMMUNITY SERVICES

### New 2025 John Deere 2025R Compact Utility Tractor (18 PTO hp) 1511LV

QTY In Group : 1

Hours	0	Suggested List
Serial Number	1LV2025RHR153315	\$32,901.04
Stock Number	20253315	Selling Price
Contract	ME VA NASPO MA 18P 2501230000000000072 (PG 8Y CG 22)	\$28,014.04
PUK Parent Serial #	---	Discount Amount (\$5,247.96)

### Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
1511LV	2025R Compact Utility Tractor (18 PTO hp)	1	\$21,768.00	18.0%	(\$3,918.24)	\$17,849.76

### Base / Options

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
0409	0409 English Operator's Manual	1	\$0.00	18.0%	\$0.00	\$0.00
2000	2000 Open Operator's Station	1	\$0.00	18.0%	\$0.00	\$0.00
0202	0202 United States	1	\$0.00	18.0%	\$0.00	\$0.00
4061	4061 Less iMatch™ Quick Hitch	1	\$0.00	18.0%	\$0.00	\$0.00
3749	3749 Less Backhoe	1	\$0.00	18.0%	\$0.00	\$0.00
1701	1701 Factory Installed Loader	1	\$5,177.00	18.0%	(\$931.86)	\$4,245.14
5203	5203 12-16.5 (6PR, R4 Industri	1	\$151.00	18.0%	(\$27.18)	\$123.82
6203	6203 23 X 8.50-12 (6PR, R4 Ind	1	\$54.00	18.0%	(\$9.72)	\$44.28
<b>Total Base / Options</b>			<b>\$27,150.00</b>		<b>(\$4,887.00)</b>	<b>\$22,263.00</b>

### Dealer Attachments

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price



CURTIS ADVANTAGE CAB	1	\$4,512.00	8.0%	(\$360.96)	\$4,151.04
INSTALL	1	\$1,600.00	0.0%	\$0.00	\$1,600.00
<b>Total Dealer Attachments</b>		<b>\$6,112.00</b>		<b>(\$360.96)</b>	<b>\$5,751.04</b>
<b>Selling Price Subtotal</b>					<b>\$28,014.04</b>
<b>Total Selling Price</b>		<b>\$32,901.04</b>		<b>(\$5,247.96)</b>	<b>\$28,014.04</b>

**52-in. (132-cm) Quick-Hitch Rotary Broom**

QTY In Group : 1

Hours	---	Suggested List
Serial Number	---	\$6,276.00
Stock Number	---	Selling Price
Contract	ME VA NASPO MA 18P 2501230000000000072 (PG 8Y CG 22)	\$5,146.32
Price Effective Date	15-Dec-2025	Discount Amount (\$1,129.68)
PUK Parent Serial #		

**Equipment Summary**

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
3881M	52-in. (132-cm) Quick-Hitch Rotary Broom	1	\$4,075.00	18.0%	(\$733.50)	\$3,341.50

**Base / Options**

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
001A	US/Canada	1	\$0.00	18.0%	\$0.00	\$0.00
6953	Front quick-hitch	1	\$1,175.00	18.0%	(\$211.50)	\$963.50
6805	Hydraulic angling	1	\$298.00	18.0%	(\$53.64)	\$244.36
6847	Broom mounting kit and drive shaft	1	\$320.00	18.0%	(\$57.60)	\$262.40
6888	2000-rpm front PTO	1	\$408.00	18.0%	(\$73.44)	\$334.56
<b>Total Base / Options</b>			<b>\$6,276.00</b>		<b>(\$1,129.68)</b>	<b>\$5,146.32</b>
<b>Selling Price Subtotal</b>						<b>\$5,146.32</b>
<b>Total Selling Price</b>			<b>\$6,276.00</b>		<b>(\$1,129.68)</b>	<b>\$5,146.32</b>

**Customer:**

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

2000 John Deere Run

Cary, NC 27513-2789 US

FED ID: 36-2382580

UEID: FNSWEDARMK53

Signature on all LOIs and POs with a signature line

Contract name or number; or JD Quote ID

Sold to street address

Ship to street address (no PO box)

Bill to contact name and phone number

Bill to address

Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**For any questions, please contact:**

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