



**WESTBROOK CITY COUNCIL  
SPECIAL CITY COUNCIL MEETING AGENDA  
MONDAY, JANUARY 12, 2026 AT 7:00 PM  
WESTBROOK HIGH SCHOOL (ROOM 114)  
125 STROUDWATER ST.**



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**MEETING INFORMATION**

**Start Time.** This meeting will begin immediate following the Housing and Economic Development Committee Meeting, at approximately 7:00pm.

**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**

December 1, 2025 - Inaugural Ceremonies & Regular City Council Meeting  
December 15, 2025 - Special City Council Meeting

**V. MAYOR'S MESSAGE**

PFAS Update - *Presented by Credere Associates of Westbrook and introduced by Monique Cornett, Deputy Director of Economic & Community Development*

**VI. CITY COUNCIL MESSAGES**

**VII. STUDENT REPRESENTATIVE UPDATE**

**VIII. PUBLIC COMMENT**

**IX. UNFINISHED BUSINESS**

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

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

**XI. NEW BUSINESS**

Business Licenses

Resolves (One Reading Required)

Resolve 2026-03	Appointing Election Clerks for 2026-2027
Resolve 2026-04	Confirming Appointment of Cliff McCarthy to Zoning Board of Appeals
Resolve 2025-05	Resolve Regarding LD 1829, An Act to Build Housing for Maine Families and Attract Workers to Maine Businesses by Amending the Laws Governing Housing Density

Orders (One Reading Required)

Order 2026-05	Approving the Acceptance of a Criminal Forfeiture Asset
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Orders (Two Readings Required)

Order 2026-06	Authorizing Task Order No. 7 with Credere Associates Regarding Topographic Survey for Riverwalk North Project
Order 2026-07	Authorizing Agreement for Health and Wellness Screenings

**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**

**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 09, 2026  
Subject: Position Paper for Regular City Council Meeting on January 12, 2026

### ORDERS OF THE DAY

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 final Council action.

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 final Council action.

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 final Council action.

## **NEW BUSINESS**

### **Resolves (One Reading Required)**

2026-03 This approves the biannual list of election clerks for 2026-2027, as recommended by the City Clerk, and in accordance with the provisions of 21-A M.R.S.A. Section 503. These appointments are supported by the Administration and are in order for final Council action.

2026-04 This Resolve confirms the Mayor's appointment Cliff McCarthy to the Zoning Board of Appeals as an Alternate Member for the remainder of a three-year term expiring on December 31, 2026. This seat was most recently held by Peter Mancuso, who has been appointed to a full-member seat. Confirmation of this appointment is supported by the Administration, and is in order for final Council action.

2026-05 This is a Resolve advocating for the repeal or delay of LD 1829, *An Act To Build Housing For Maine Families And Attract Workers To Maine Businesses By Amending The Laws Governing Housing Density*. This language was drafted by the Greater Portland Council of Governments, and is being considered by member communities. As outlined in the attached memo from Director of Planning & Code Enforcement Jennie Franceschi, there are significant concerns about the impacts of this legislation on municipal authority concerning growth management, infrastructure planning, and comprehensive planning. This item is supported by the Administration, and will be discussed in the Housing and Economic Development Committee meeting scheduled for 6pm. If supported by the Committee, this Resolve is in order for final Council action.

### **Orders (One Reading Required)**

2026-05 This a request to approve the transfer of ownership of a Ruger model AR-15 rifle, as ordered by the Maine Attorney General's Office in Unified Criminal Court, following the conclusion of a criminal forfeiture proceeding. It had been seized as part of an Aggravated Drug Trafficking/ Overdose Death investigation in Westbrook. Upon inspection, the rifle was determined to be serviceable and will be used by the department. It will not be sold. Pursuant to Title 15 M.R.S.A Sections 5824(3) and 5826(6), the Westbrook municipal legislative body must vote to approve the transfer before the City can accept the property. This item is supported by the Administration, and is in order for final Council action.

### **Orders (Two Readings Required)**

2026-06 This authorizes the Mayor or designee to enter into Task Order No. 7 with Credere Associates for an amendment and update to the City's 2015 comprehensive

topographic survey related to the Riverwalk North project for a total cost of \$36,100. Credere Associates serves as the City's Qualified Environmental Professional and project manager for the Riverwalk North project, and will engage with subcontractor Owen Haskell, Inc. of Falmouth, ME to conduct the survey work. Initially, the Credere design team sought to use an existing topographical survey from 2015. However, since the original survey, a wetland and invasive species assessment has been completed, physical changes within the floodplain have occurred, and regulatory updates have taken place, requiring updates to the existing survey. Funds for this survey update are available in the Riverwalk North project budget. This item is supported by the Administration and is in order for first reading.

2026-07 This authorizes the Mayor or designee to enter into an agreement with Sigma Tactical Wellness of Austin, TX for health and wellness screenings for public safety department personnel at a cost not to exceed \$41,000. These health and wellness screenings are primarily funded through the Maine Department of Public Safety grant funds for Regional Public Safety Health and Wellness Program, as approved by Council Order 2025-114. As outlined in the enclosed memo from Fire Chief Stephen Sloan, these screening programs are designed to identify potential health concerns faced by our first responders. The conditions of the grant funds allow up to \$2,000 per participant for screening costs. Given the menu of health and wellness screening options available to staff, any difference beyond the \$2,000 initial allocation will be paid through the Medical Exam line in the Fire Department's operating budget for Fire personnel, and through the Federal Forfeiture line for Police Department personnel. There is no anticipated additional local share needed for Dispatch personnel, based upon a survey of staff members. The total expenditure to Sigma Tactical Wellness is not to exceed \$41,000. These screenings are supported by the Administration, and are in order for first reading.



**WESTBROOK CITY COUNCIL  
REGULAR CITY COUNCIL MEETING MINUTES  
MONDAY, DECEMBER 1, 2025 AT 6:00 PM  
WESTBROOK PERFORMING ARTS CENTER  
471 STROUDWATER ST.**



**I. LAND ACKNOWLEDGEMENT STATEMENT**

Meeting called to order at 6:00pm by City Clerk Ellis Ledoux and read the City Council Land Acknowledgment statement into the record.

**II. ROLL CALL**

**City Councilors Present:** Michael Shaughnessy (At-Large), Brian McCambridge (Ward 1), Anna A. Turcotte (Ward 3), Victor Chau (Ward 2), Amy Faulkingham (Ward 4), Jennifer Munro (Ward 5), Gary Rairdon (At-Large)

**City Councilors Absent:** None

**Other City Officials Present:** Waseem Aziz (Student Representative), Rosemary Bebris (Library Director), Joyce Bobe (Student Representative), Jerre Bryant (City Administrator), Eric Dudley (Director of Engineering & Public Services), Jennie Franceschi (Director of Planning & Code Enforcement), Tressina Germani (Finance Director), Greg Hamilton (Director of Emergency Communications & IT), Angela Holmes (Asst. City Administrator), Sean Lally (Police Chief), Ellis Ledoux (City Clerk), Joanne LePauloue (Director of Human Resources), David Morse (Mayor), Greg Post (Director of Community Services), Robyn Saunders (Project Manager), Stephen Sloan (Fire Chief), Monique Cornett (Deputy Director of Economic Development)

**III. OATHS OF OFFICE FOR RECENTLY ELECTED CITY COUNCILORS**

City Clerk Ellis Ledoux invited the newly elected or re-elected official to the podium to administer their oaths of office. The following were administered the oath:

Gary Rairdon, City Councilor, At-Large  
Brian McCambridge, City Councilor, Ward 1  
Victor Chau, City Councilor, Ward 2  
Jennifer Munro, City Councilor, Ward 5

**IV. ELECTION OF CITY COUNCIL PRESIDENT**

City Clerk Ellis Ledoux opened the floor for nominations of a City Council President:  
Councilor Shaughnessy nominated Councilor Turcotte  
Councilor Faulkingham nominated Councilor Munro  
City Clerk Ellis Ledoux closed the floor for nominations.

Councilors were asked to vote for their choice for president by stating the name of the candidate they would like to choose. Councilors Rairdon, Shaughnessy, Faulkingham, and Munro cast votes for Councilor Munro.

Councilors McCambridge, Chau, and Turcotte cast votes for Councilor Turcotte. **(Vote 4-3)**  
With a majority vote, Councilor Jennifer Munro is selected as Council President.

#### **V. SELECTION & CONFIRMATION OF CITY COUNCIL VICE PRESIDENT**

With the selection of a new Council president, City Clerk Ellis Ledoux gave the floor to President Munro to preside over the remainder of the meeting.

President Munro announced her selection of Vice President as Councilor Michael Shaughnessy and asked the Council to confirm this vote by roll call.

Confirmation approved. (7-0)

All in Favor. None Opposed

Ayes: Rairdon, Shaughnessy, McCambridge, Chau, Turcotte, Faulkingham, Munro

Nays: None

#### **VI. CITY COUNCIL COMMITTEE ASSIGNMENTS FOR 2026**

**Point of Order.** The committee assignments were postponed at the inaugural ceremonies. Following the ceremonies, the following appointments were provided by President Munro.

##### **Finance**

Chair: Brian McCambridge

Vice Chair: Victor Chau

##### **Committee of the Whole**

Chair: Gary Rairdon

Vice Chair: Michael Shaughnessy

##### **Public Safety**

Chair: Amy Faulkingham

Vice Chair: Gary Rairdon

##### **Streets & Facilities**

Chair: Anna Turcotte

Vice Chair: Brian McCambridge

##### **Housing & Economic Development**

Chair: Amy Faulkingham

Vice Chair: Michael Shaunessey

#### **VII. APPROVAL OF MINUTES**

No minutes were presented for approval.

#### **VIII. MAYOR'S MESSAGE**

Mayor Morse read his message into the record. The snippets are included below: Mayor Morse read a letter into the record from Governor Mill's Letter.

## **IX. CITY COUNCIL MESSAGES**

City Council President Munro opened the floor for City Council messages. Councilors provided the following updates: No one spoke.

## **X. STUDENT REPRESENTATIVE UPDATE**

There was no Student Representative update.

## **XI. PUBLIC COMMENT**

City Council President Munro opened the floor for the first public comment portion of this meeting. The following individuals spoke: City Clerk Ellis Ledoux read written public comment into the record

## **XII. UNFINISHED BUSINESS**

There was no unfinished business for consideration.

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

**Order 2025-163. Authorizing Award of Bid for Legal Services**

**Order 2025-164. Acceptance of Nicklaus Lane as a Public Street**

**Order 2025-165. Authorizing Recreation & Conservation Commission Expenditure for Portland Trails**

**Order 2025-166. Amending Council Order 2024-149, Regarding Acceptance & Expenditure of Maine**

**DECD Brownfield Revolving Loan Fund Grant & Mill Lane Improvement Project**

**Order 2025-167. Authorizing Agreement for Hazardous Building Materials Survey at 12 Mechanic Street**

Motion to approve second and final reading of Orders 2025-163 through Orders 2025-167

Moved by Councilor Shaughnessy, seconded by Councilor Rairdon

City Council President Munro asked if any Councilor would like to consider any item separately. No one spoke

City Council President Munro opened the floor for comments on the motion. The following individuals spoke: No one spoke.

**Motion carried. Order 2026-163 through 2026-167 adopted. (Vote 7-0)**

Ayes: Shaughnessy, McCambridge, Chau, Turcotte, Faulkingham, Rairdon, Munro

Nays: None

## **XIV. NEW BUSINESS**

### **Orders (One Reading Required)**

**Order 2025-168. Authorizing Street Closure for Westbrook High School Football & Marching Band Celebration Parade**

Motion to approve the first and final reading of the legislation.

Moved by Councilor Rairdon, Councilor Chau

City Council President Munro opened the floor for comments on the motion. The following individuals spoke: No one spoke

**Motion carried. Order 2026- 168 adopted. (Vote 7-0)**

Ayes: Shaughnessy, McCambridge, Chau, Turcotte, Faulkingham, Rairdon, Munro  
Nays: None

## **XV. PUBLIC COMMENT**

City Council President Munro opened the floor for the second and final public comment portion of this meeting. The following individuals spoke: No one spoke.

## **XVI. REFERRALS**

There were no referrals for consideration.

## **XVII. COMMITTEE REPORTS**

The following items remain in their City Council Committees for deliberation. No updates were provided by Committee Chairs.

### 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

## **XVIII. EXECUTIVE SESSION**

There were no requests for an Executive Session.

## **XIX. ADJOURNMENT**

Motion to adjourn at 7:03pm  
Moved by Councilor Rairdon, seconded by Councilor Faulkingham  
**Motion carried by a show of hands.**  
All in Favor. None Opposed



**WESTBROOK CITY COUNCIL  
SPECIAL CITY COUNCIL MEETING MINUTES  
MONDAY, DECEMBER 15, 2025 AT 6:00 PM  
WESTBROOK HIGH SCHOOL (ROOM 114)  
125 STROUDWATER ST.**



**I. READING THE CALL FOR A SPECIAL CITY COUNCIL MEETING**

City Clerk Ellis Ledoux noted for the record that a Special City Council meeting was called by Mayor David Morse on Friday, December 13, 2025. Notice of the meeting was emailed to City Councilors and posted to the City's website.

**II. LAND ACKNOWLEDGEMENT STATEMENT**

Meeting called to order at 6:00pm by City Council President Jennifer Munro. City Clerk Ellis Ledoux read the City Council Land Acknowledgment statement into the record.

**III. ROLL CALL**

**City Councilors Present:** Brian McCambridge (Ward 1), Anna A. Turcotte (Ward 3, Vice President) (arrived at 6:05pm), Victor Chau (Ward 2), Amy Faulkingham (Ward 4) (via Zoom), Jennifer Munro (Ward 5, President), Gary Rairdon (At-Large), Michael Shaughnessy (At-Large, Vice President) (arrived at 7:03pm)

**City Councilors Absent:** None

**Other City Officials Present:** Jerre Bryant (City Administrator), Jennie Franceschi (Director of Planning & Code Enforcement), Angela Holmes (Assistant City Administrator), Sean Lally (Police Chief), Ellis Ledoux (City Clerk), Joanne LePauloue (Director of Human Resources), David Morse (Mayor), Monique Cornett (Deputy Director of Economic Development)

**School Officials Present:** Dr. Kim O'Donnell (Asst. Superintendent of Schools), Dr. Peter Lancia (Superintendent of Schools), Dr. Brian Mazjanis (Finance Director of Schools), Andrea Mancuso (School Committee, Ward 4), Erin Cavallaro (School Committee, Ward 2)

**IV. PLEDGE OF ALLEGIANCE**

City Council President Munro led all present in the Pledge of Allegiance.

**V. APPROVAL OF MINUTES**

October 20, 2025 - Facilities & Streets Committee & Special City Council Meetings

November 3, 2025 - Regular City Council Meeting

November 15, 2025 - Committee of the Whole Meeting & Special City Council Meetings

City Council President Munro stated that unless any objections were received, the minutes would stand as presented. No objections received. The following minutes stand as presented:

## **VI.     MAYOR'S MESSAGE**

Update from the Westbrook School Department

Mayor Morse reminded the Council to please remember to use the microphones while speaking to ensure that all can hear us, including on Zoom.

Mayor Morse announced that there will be a facilities and streets committee meeting scheduled soon with notification goes out to property owners and residents next week.

Mayor Morse invited the School Department to present budget updates regarding federal funding. The following spoke: Erin Cavallaro (School Committee, Ward 2), Dr. Kim O'Donnell (Asst. Superintendent of Schools), Peter Lanica (Superintendent of Schools), Councilor Chau

Mayor Morse noted that we had the Menorah lighting prior to this meeting at 4:15pm and it was a nice event.

## **VII.    CITY COUNCIL MESSAGES**

City Council President Rwaganje opened the floor for City Council messages. Councilors provided the following updates:

- Councilor Chau noted that we do have 2 Councilors on Zoom this evening
- Councilor Rairdon noted for the public that his city email is up and running
- Councilor Turcotte reminded the administration that the Council is awaiting an update on PFAS and would like to see an update in the new year.
- Councilor Munro attended the Menorah lighting and the Tree Lighting and were great events

## **VIII.   STUDENT REPRESENTATIVE UPDATE**

There was no Student Representative update.

## **IX.     PUBLIC COMMENT**

City Council President Rwaganje opened the floor for the first public comment portion of this meeting. The following individuals spoke: Pat Larrabee (Gray Resident), Alice Peterson (34 Garfield St.), Daniel Glover (90 Stroudwater St.), Phil Spiller (76 Sawyer Rd)

## **X.     UNFINISHED BUSINESS**

There was no unfinished business for consideration.

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

There were no items for second and final reading

## **XII.    NEW BUSINESS**

## Business Licenses

### **Approving Liquor License for Fletcher's Tavern located at 212 Brown Street**

A public hearing on this item was held. Notice of the public hearing was published in the Portland Press Herald on December 6, 2025, posted to the City of Westbrook's website, and was posted in City Hall.

City Council President Munro opened the public hearing. The following individuals spoke: Councilor Rairdon, Margo Fletcher (Owner of Fletcher's), Councilor Turcotte, Councilor Chau  
City Council President Munro closed the public hearing.

Motion to approve the liquor license

Moved by Councilor Rairdon, seconded by Councilor Turcotte

City Council President Munro opened the floor for comments on the motion. The following individuals spoke: No one spoke.

#### **Motion carried. License approved (Vote 6-0)**

Ayes: Shaughnessy, Turcotte, Chau, Faulkingham, Rairdon, Munro

Nays: None

Absent: McCambridge

## Orders (Two Readings Required)

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

Motion to approve the first of two readings of the legislation.

Moved by Councilor Rairdon, seconded by Councilor Chau

City Council President Munro opened the floor for comments on the motion. The following individuals spoke: Councilor McCambridge, Councilor Chau, Councilor Rairdon, Mayor Morse

#### **Motion carried. Vote (6-0)**

Ayes: Shaughnessy, Chau, Turcotte, Faulkingham, Rairdon, Munro

Nays:

Absent: McCambridge

### **Order 2025-170. Authorizing Expenditure for Police Department Lateral Hire Reimbursement**

Motion to approve the first of two readings of the legislation.

Moved by Councilor Rairdon, seconded by Councilor Chau

City Council President Munro opened the floor for comments on the motion. The following individuals spoke: Councilor Chau,

#### **Motion carried. Vote (6-0)**

Ayes: Shaughnessy, Chau, Turcotte, Faulkingham, Rairdon, Munro

Nays:

Absent: McCambridge

### **Order 2025-171. Authorizing Acceptance & Expenditure of Maine Bureau of Highway Safety Traffic Enforcement Grant Funds**

Motion to approve the first of two readings of the legislation.

Moved by Councilor Rairdon, seconded by Councilor Chau

City Council President Munro opened the floor for comments on the motion. The following individuals spoke: No one spoke.

**Motion carried. Vote (6-0)**

Ayes: Shaughnessy, Chau, Turcotte, Faulkingham, Rairdon, Munro

Nays:

Absent: McCambridge

**XIII. PUBLIC COMMENT**

City Council President Munro opened the floor for the second and final public comment portion of this meeting. The following individuals spoke: Councilor Turcotte, Alice Peterson (34 Garfield St.), Phil Spiller (76 Sawyer Rd), Mayor Morse, Jerre Bryant (City Administrator)

**XIV. REFERRALS**

**XV. COMMITTEE REPORTS**

**XVI. EXECUTIVE SESSION**

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.

Motion to enter into Executive Session as stated above.

Moved by Councilor Chau, seconded by Rairdon

Ayes: Shaughnessy, Chau, Turcotte, Rairdon

Nays: None

Absent: McCambridge

**XVII. ADJOURNMENT**

Reconvened at 8:10pm

Motion to adjourn at 8:10pm

Moved by Rairdon, seconded by Chau

All in favor. None opposed



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 12, 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:** 1/12/2026

**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 12, 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:** 1/12/2026

**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 12, 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:** 1/12/2026

#### **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>
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**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:**

Bryan McDonnell  
Hall Implement Co.  
1 John Deere Road  
Windham, ME 04062  
Work Phone: 2078926894  
Cell Phone: 207-892-6894  
Email: bryanmcdonnell@hallimplementco.com



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: **January 12, 2026**  
Resolve: **2026-03**

### Appointing Election Clerks for 2026-2027

That the Westbrook City Council hereby appoints the attached list of Election Clerks for 2026-2027 in accordance with the provisions of Title 21-A M.R.S. Section 503, as recommended by the City Clerk & Registrar of Voters.

First & 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:** Appointing Election Clerks for 2026-2027

**REQUESTED BY:** Ellis Ledoux

**DATE:** 1/12/2026

**SUMMARY:**

The attached list of proposed Election Clerks is hereby submitted by City Council in accordance with the requirements of Title 21-A M.R.S Section 503. The City Council is required to appoint election clerks by April 1st of each general election year (even numbered year).

In accordance with these provisions, the City Clerk's Office reached out to the local & state Democratic & Republican committee chairs to solicit nominations for Election Clerks. No nominations were received. However, the Clerk's office maintains a list of election clerks from which we can select workers based upon availability, size of the election, and party affiliation. The Clerk is required to maintain a balance of major political party representation among the election clerk staff for each election.

This list is included for your review and consideration. Please note that additional election clerks may be appointed by the City Clerk as needed.

Adam Cowsert (D)	Gary Landry (D)
Alex Lagasse (D)	Gwyenth Peacock (U)
Amanda Hollander (D)	Hannah Chamberlain (G)
Ann Laliberte (D)	Heidi Conover (U)
Beth Barbour (R)	Hilarie Schmalke (D)
Beth O'Gara (U)	Ivy Mead (D)
Bri Hodgkins (U)	Ivy Manning (U)
Bronwyn Nelson (U)	Jay Lacke (D)
Carolyn McKenzie (R)	Jeanne Rielly (D)
Carrie Spring (D)	Jeremy Pelletier (L)
Catherine Geren (D)	Jockel Carter (D)
Cathleen (Cathy) Starck (D)	John Brooking (U)
Christa Manning (R)	John Corbin (R)
Christine Johnson (D)	John Skolas (R)
Christopher Callaway (U)	John Testa (U)
Claire Berg (D)	June Lacke (D)
Constance Schmalz (D)	Kathleen (Kat) O'Neill-Lussier (D)
Cynthia Champange (R)	Kathryn Tarbet (D)
Dan Littlefield (D)	Kayla Bartlett (U)
Debra (Debby) Kantor (D)	Kelly MacVane (R)
Denise Francoeur (R)	Kelly Milewski (R)
Don Tarbet (D)	Kim Matthews (D)
Doris Ames (R)	Kim Payne (D)
Douglas Miller (D)	Kimberley Wallace (D)
Elizabeth Axelson (R)	Kimberly McDonough (R)
Franklin Cornstalk (G)	Kimberly Power-Candelmo (D)

Krista Canales (D)	Naneen Chace-Ortiz (D)
Kyle Blount (D)	Natalie Skovran (D)
Laura Huff (D)	Olivia Loneman (D)
Leah Thibault (D)	Pam Dyer (U)
Linda Majka (R)	Patrica (Tricia) Paul (D)
Lisa Mazziotti (D)	Patrice Riegel (D)
Lisa Workman (U)	Paul Drinan (D)
Lorraine Glidden (R)	Penelope Andriakos (D)
Lynda Adams (D)	Rebecca Tuck (L)
Marc Fournier (R)	Redyn Keller (D)
Margaret (Peggy) Ledoux (U)	Richard Silver (D)
Margaret (Peggy) Quinlan (D)	Robert (Bob) Forrest (R)
Margaret Willette (R)	Roberta Morrill (R)
Marjorie (Marnie) Ward (D)	Sadie Cross (D)
Mark Dipierro (R)	Sally Crossley (D)
Mary Hemphill (D)	Sally Hauber (R)
Mary Record (D)	Sandra Grady (D)
Marybeth Davidson (D)	Sara VanDeventer (D)
Maureen LeBeau (D)	Sherry McCullough (D)
Maureen Tardif (R)	Stephanie Anderson (R)
Melissa Manoogian (D)	Steve Newman (U)
Mercer Bonney (D)	Steve Williams (D)
Meredith Deibold (D)	Terry Quinlan (U)
Mia Perron (D)	Thomas Leary (D)
Michael Torlen (D)	Thomas Mahon (D)
Michael Turner (D)	Tiffany Dunn (D)

Tony Jendrek (D)

Tori Stenbak (D)

Victoria (Vicki) M. Buzzell (R)

Victoria Szatkowski (D)

William Karl (D)



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 12, 2026  
Resolve: 2026-04

### Confirming Appointment of Cliff McCarthy to Zoning Board of Appeals

That the Westbrook City Council hereby confirms the mayoral appointment of Cliff McCarthy to the Zoning Board of Appeals as an Alternate Member for the remainder of a three-year term expiring on December 31, 2026.

First 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:** Confirming Appointment of Cliff McCarthy to Zoning Board of Appeals

**REQUESTED BY:** Ellis Ledoux

**DATE:** 1/12/2026

**SUMMARY:**

This is a request to approve the mayoral appointment of Cliff McCarthy to the Zoning Board of Appeals for the remainder of a three-year term, expiring on December 31, 2026. This is the alternate seat that was vacated when Peter Mancuso was moved to full-member status.

Mr. McCarthy's biographical and interest statement is attached.

## **Cliff McCarthy**

### *Interest Statement:*

I am interested in serving my community. My wife and I (a teacher for SPSD in South Portland) have a 2-year old daughter and we intend on remaining in Westbrook. I feel an obligation to be involved in the city.

### *Biographical Statement:*

University of Maine, Orono, BA International Affairs and Philosophy, 2013

University of New Mexico, MA, Philosophy, 2015

University of Maine School of Law, JD, 2020

Associate Attorney, Jackson & MacNichol, 2020

Supervising Attorney, Jackson & MacNichol, 2022

Supervising Appellate Attorney, Jackson & MacNichol, 2025



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: **February 2, 2026**  
Resolve: **2025-5**

### **Resolve regarding LD 1829: An Act to Build Housing for Maine Families and Attract Workers to Maine Businesses by Amending the Laws Governing Housing Density**

**WHEREAS**, the City of Westbrook recognizes that Maine faces a significant housing shortage that affects residents, workers, families, and the overall economic vitality of our communities; and

**WHEREAS**, the City of Westbrook is committed to being part of the solution to Maine's housing shortage and supports efforts to increase housing supply and affordability; and

**WHEREAS**, the Maine Legislature enacted LD 1829 in June 2025 with the stated intent of building housing for Maine families and attracting workers to Maine businesses by expanding allowable housing density statewide; and

**WHEREAS**, while the City of Westbrook supports the goals of increasing housing supply, the implementation requirements of LD 1829 present critical challenges that threaten our ability to manage growth responsibly and maintain the quality of life our residents expect; and

**WHEREAS**, the City of Westbrook has been a regional leader in housing production, averaging 160 units per year / having approved 1627 units in the last 10 years, yet LD 1829 treats all municipalities the same regardless of their demonstrated commitment to housing production; and

**WHEREAS**, the mandated density increases under LD 1829 threaten to exceed the capacity of existing municipal infrastructure to support new growth, including water systems, sewer systems, stormwater management, transportation networks, and schools, requiring capital investments that exceed local budget capacity and will require state financial support; and

**WHEREAS**, LD 1829 encourages growth outside of growth areas if served by water and sewer, but planning best practices have established new growth should be encouraged for growth areas, and areas of natural and rural value should be preserved; and

**WHEREAS**, the prohibition on growth caps in designated growth areas eliminates a critical tool that municipalities have used to align development with infrastructure capacity and comprehensive planning; and

**WHEREAS**, experience with previous housing density legislation (LD 2003) demonstrates that increased density alone does not guarantee affordable housing outcomes, with multiple communities reporting that new development has produced expensive market-rate housing rather than workforce or affordable units; and

**WHEREAS**, LD 1829 requires repeated ordinance revisions and mandatory planning board training, imposing significant administrative and financial burdens on municipalities, particularly smaller and rural communities that rely on volunteer planning boards and lack dedicated professional planning staff; and

**WHEREAS**, restrictions on impact fees under LD 1498 prevent municipalities from funding the broader infrastructure upgrades necessary to support growth mandated by LD 1829, making it even more challenging for local taxpayers to support needed infrastructure; and

**WHEREAS**, the City of Westbrook has developed its comprehensive plan through extensive community engagement to reflect local priorities, environmental constraints, and a vision for the community's future, and LD 1829's one-size-fits-all approach undermines this locally driven planning process and the principles of home rule.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Westbrook hereby:

1. **Expresses significant concern** regarding the challenges LD1829 presents to responsible growth management, infrastructure planning, and comprehensive planning;
2. **Calls upon** the Maine Legislature to enact corrective legislation that:
  - o Repeals LD1829 or delays the implementation of LD1829 until the following issues in statute are addressed.
    1. Removes the lot size and density mandates for areas outside designated growth areas that are served by public sewer and public water;
    2. Amend statute to allow the increased density only where served by traditional public water and sewer;
    3. Clarify the interaction between LD 1829's growth cap prohibition and the Rate of Growth law to prevent unintended sprawl in rural areas;
  - o Creates a dedicated, multi-year state infrastructure funding program to support municipalities experiencing mandated growth;
  - o Allows municipalities that meet growth requirements under the Growth Management Act to continue employing reasonable growth management tools;
  - o Strengthens affordability requirements;

- Revises impact fee restrictions to allow municipalities to fund necessary infrastructure improvements; and
- Provides adequate funding for technical assistance and capacity building for municipalities and regional planning organizations;

3. **Requests** that the Legislature work in partnership with municipalities, regional planning organizations, and municipal associations to refine the law, enhance state-municipal communication, and ensure that housing policy achieves affordability goals while respecting local planning authority and infrastructure constraints;
4. **Directs** the Administration to forward copies of this resolution to:
  - Speaker of the Maine House of Representatives Ryan Fecteau
  - Westbrook State Senator(s): Tim Nangle & Jill Duson
  - Westbrook State Representative(s): Suzanne Salisbury, Drew Gattine & Morgan Rielly
  - Governor Janet Mills
  - Maine Municipal Association
  - Greater Portland Council of Governments

First 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:** Resolve Regarding LD 1829, An Act to Build Housing for Maine Families and Attract Workers to Maine Businesses by Amending the Laws Governing Housing Density

**REQUESTED BY:** Jennie Franceschi

**DATE:** 1/12/2026

#### **SUMMARY:**

In the last legislative session, a bill titled LD 1829 was enacted by the Maine State Legislature. The bill includes many mandates on local zoning that were proposed to address some frustrations felt by developers in conducting projects in various communities around the state. Unfortunately, the broad approach of this bill goes further than just creating a level playing field. This bill pushes denser development outside of designated growth areas that communities have made thoughtful decisions on to create growth patterns in their comprehensive plans.

These mandates do not take into consideration the variability from one community to another in why we choose our zoning districts and our densities. The bill pulls in all areas across the state that have sewer and water and mandates a lot size no greater than 5,000 sf. The impact of this bill varies from community to community, like in Portland this negatively impacts the island communities because they have sewer to protect their resources however their growth patterns where never intended to be that dense as the bill now requires. This impacts aquifer protections zones in Westbrook, Falmouth and Windham, where our intention is to allow for reasonable growth but not to the level that is be required. Additionally, 5,000 sf lots along major corridors like 302 creates access management safety issues due to driveway cuts being too close and too frequent along MDOT arterial and highways. The resolve walks through in detail the issues that have been raise by the municipalities of our region.

GPCOG is providing a letter to Speaker Ryan Fecteau on behalf of the region that outlines these issues and asks for amendments to the legislation. GPCOG drafted the resolve language. Windham and Scarborough have conducted similar action as the resolve before you, and many more communities will be looking to take similar action in the coming weeks.

Westbrook has been very proactive to allow for housing in our community. We understand the problem facing the State, however, LD 1829 is too broad a law that will cause inconsistencies in our comprehensive plan and negatively impact the resources in our community by allowing for a density of development that was not envisioned for those areas.



## **RESOLUTION 26-001 RECOMMENDATIONS FOR MAINE LD1829 IMPLEMENTATION AND LEGISLATIVE REFINEMENT**

**WHEREAS**, the Town of Scarborough recognizes that Maine faces a significant housing shortage that affects residents, workers, families, and the overall economic vitality of our communities; and,

**WHEREAS**, the Maine Legislature enacted LD 1829 in June of 2025 with the stated intent of building housing for Maine Families and attracting workers to Maine businesses by expanding allowable housing density statewide; and,

**WHEREAS**, the Town of Scarborough has already demonstrated being part of the solution to Maine's housing shortage with progressive zoning practices and acknowledges efforts to remove barriers that increase housing supply and affordability in other Towns and Cities within Maine with restrictive zoning practices; and,

**WHEREAS**, while the Town of Scarborough acknowledges the state's goals of increasing housing supply, the implementation requirements of LD 1829 present critical challenges that threaten our ability to manage growth responsibly and maintain the quality of life our residents expect; and,

**WHEREAS**, the Town of Scarborough has been a regional leader in housing production, with a rate of growth ordinance averaging 203 units/year, yet LD 1829 treats all municipalities the same regardless of their demonstrated commitment to housing production; and,

**WHEREAS**, the mandated density increase under LD 1829 exceed the capacity of existing municipal infrastructure to support new growth, including water systems, sewer systems, stormwater management, transportation networks, and schools, requiring capital investments that exceed local budget capacity and will require state financial support; and,

**WHEREAS**, LD 1829 encourages growth outside of growth areas if served by water and sewer, but planning best practices have established new growth should be encouraged for growth areas, and areas of natural and rural value should be preserved; and,

**WHEREAS**, the prohibition on growth caps in designated growth areas eliminates a critical tool that municipalities have used to align development with infrastructure capacity and comprehensive planning; and,

**WHEREAS**, experience with previous housing density legislation (LD 2003) demonstrates that increased density alone does not guarantee affordable housing outcomes, with multiple communities reporting that new development has produced expensive market-rate housing rather than workforce or affordable units; and,

**WHEREAS**, LD 1829 requires repeated ordinance revisions and mandatory planning board training, imposing significant administrative and financial burdens on municipalities, particularly smaller and rural communities that rely on volunteer planning boards and lack dedicated professional planning staff; and,

**WHEREAS**, restrictions on impact fees under LD 1498 prevent municipalities from funding the broader infrastructure upgrades necessary to support growth mandated by LD 0829, making it even more challenging for local taxpayers to support needed infrastructure; and,

**WHEREAS**, the Town of Scarborough has developed its comprehensive plan through extensive community engagement to reflect local priorities, environmental constraints, and a vision for the community's future, and LD 1829's one-size fits all approach undermines this locally-driven planning process and the principles of home rule; and,

**WHEREAS**, the Town of Scarborough has completed a Town-wide community survey in December 2025 where 74% of respondents who had an opinion said Scarborough is growing “much too fast/too fast”, resulting in our lowest scoring questions on the survey with only 16.3% of respondents satisfied with how the town is managing residential growth.

**NOW, THEREFORE, BE IT RESOLVED**, the that Town Council of the Town of Scarborough hereby:

1. **Expresses significant concern** regarding the challenges LD 1829 presents to responsible growth management, infrastructure planning, and comprehensive planning.
2. **Calls upon** the Maine Legislature to repeal LD 1829 or delay its implementation until corrective legislation is in place that;
  - Creates a dedicated, multi-year state infrastructure funding program to support municipalities experiencing mandated growth;
  - Allows municipalities that meet growth requirements under the Growth Management Act to continue employing reasonable growth management tools;
  - Clarifies the interaction between LD 1829’s growth cap prohibition and the Rate of Growth law to prevent unintended sprawl in rural areas;
  - Remove the lot size and density mandates for areas outside designated growth areas that are serviced by sewer and water;
  - Strengthens affordability requirements that result in increasing deed restricted affordable and workforce housing;
  - Revises impact fee restrictions to allow municipalities to fund necessary infrastructure improvements;
  - Provides adequate funding for technical assistance and capacity building for municipalities and regional planning organizations;
  - Provides Maine State Housing Authority with proper authority and funding to support affordable and workforce housing projects without local financial support; and,
  - Ensures protection of our rural farmlands and conserves our environment particularly along the water ways contributing to the Scarborough Marsh.
3. **Requests** that the Legislature work in partnership with municipalities, regional planning organizations, and municipal associations to refine the law, enhance state-municipal communications, and ensure that housing policy achieves affordability goals while respecting local planning authority and infrastructure constraints;
4. **Directs** the Town Manager to forward copies of this resolution to:
  - Speaker of the Maine House of Representatives Ryan Fecteau
  - Scarborough’s State Senator(s): Stacy Brenner, Anne Carney
  - Scarborough’s State Representative(s): Kelley Noonan Murphy, Sophia Warren, Andrew Gattine
  - Governor Janet Mills
  - Maine Municipal Association
  - Greater Portland Council of Governments
  - Maine State Housing Authority Board of Commissioners
5. **Implores** other municipalities to express similar sentiments to protect home rule authority.

**ADOPTED** this 7th day of January 2026, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine.

Signed by:

Cory R. Fellows  
Council Chair

Attested by:

Yolande P. Justice  
Clerk to the Council

*Yolande P. Justice*

**To:** Speaker Ryan Fecteau  
**From:** Greater Portland Council of Governments (GPCOG)  
**Re:** Member Feedback on LD 1829  
**Date:** January 8, 2026

### **Introduction**

GPCOG appreciates the Legislature's commitment to addressing Maine's housing shortage through LD 1829 and the opportunity to engage in constructive dialogue with you about implementation. Our member communities acknowledge the urgency of expanding housing supply and share the state's goals of increasing affordability and choice. However, extensive feedback from municipal leaders across the region has identified critical implementation challenges that require legislative correction to ensure the law achieves its intended outcomes without unintended consequences.

Municipal leaders recognize the complexity of addressing housing affordability while maintaining the principles of smart growth and comprehensive planning that have guided development in our communities for years. We believe it is possible to hold multiple priorities simultaneously – increasing housing affordability, promoting smart growth, preserving natural areas, and expanding housing choice – but this requires approaches that account for local conditions and existing infrastructure capacity.

The approach should also respect and value the years of deliberate planning work done by our cities and towns and their residents. The current law takes an overly broad approach that does not allow for the balance needed to achieve these multiple goals effectively.

The following recommendations reflect the highest priorities raised by GPCOG member communities at two regional listening sessions and extensive input from municipal staff and elected officials.

### **Priority Issues and Legislative Recommendations**

#### **1. Boost State Infrastructure Investment**

**Municipal Concern:** The single most urgent issue raised by communities is the fundamental mismatch between mandated density increases and existing infrastructure capacity. For example, Windham is rapidly growing. It has already approved or is processing 905 dwelling units over the next 2-3 years – on top of averaging 112 units annually over the past decade. This growth requires millions of dollars in infrastructure to support it. Multiple communities in our

region report that water, sewer, stormwater, transportation systems, and schools cannot accommodate this level of housing growth without capital investment that exceeds local budget capacity.

#### **Legislative Action Requested:**

- **Create a New Infrastructure Fund.** Create a dedicated, multi-year infrastructure funding program modeled after Massachusetts' MassWorks/HousingWorks to support sewer, water, stormwater, transportation, and school capacity in communities with sustained or anticipated significant levels of housing production.
- **Prioritize Existing Funding for Growth Areas.** Deploy existing state infrastructure funding to address infrastructure gaps in designated growth areas where LD 1829 will have the greatest impact.
- **Allow Impact Fees to Be Encumbered.** Revise impact fee restrictions from LD 1498 to allow municipalities to fund regional infrastructure improvements necessary to accommodate mandated growth, allowing the funds to be encumbered for future use that aligns with capital planning processes and timetables.

## **2. Restore Local Growth Management Tools**

**Municipal Concern:** LD 1829's prohibition on growth caps removes a critical tool municipalities have used to align development with infrastructure capacity, comprehensive plans, and community vision. Windham reports that this legislative change eliminates the Town's ability to manage growth responsibly and warns that municipalities may begin seeking loopholes to circumvent the law. Communities like Windham and Scarborough have been regional leaders in housing production, and the one-size-fits-all approach of the legislation does not account for the challenges faced by fast-growing communities in Southern Maine. These places are being asked to accommodate even more growth without the tools to manage, shape, and support the new homes. Furthermore, by prohibiting municipalities from limiting growth in designated growth areas, it means the only place they can now apply their Rate of Growth allocation is in non-designated growth areas (rural areas). This creates a perverse incentive that contradicts comprehensive planning principles and the intent of both laws.

#### **Legislative Action Requested:**

- **Allow Growth Caps for Growing Municipalities.** Allow municipalities that meet the growth rate in the Growth Management Act to continue to employ an overall growth cap.
- **Fix the Incentive to Grow in Rural Areas.** Clarify the interaction between LD 1829's growth cap prohibition and the Rate of Growth law to ensure municipalities are not forced to concentrate their required growth allowances in rural areas.

## **3. Remove Incentives for Growth Outside of Designated Growth Areas**

**Municipal Concern:** Westbrook and other communities note that the 5,000 sq. ft. lot size requirement for places outside designated growth areas but served by water and sewer

contradicts comprehensive plans and legislative intent as explained in committee testimony. For example, a community might have two growth areas with wastewater infrastructure, and there is a pipe that connects those growth areas that traverses an area of town that is prized for its rural character or its natural resources. The new law mandates density in places that communities have chosen not to grow. This provision may cause the degradation of natural resources and does not account for locations lacking transit and other infrastructure that serves growth areas.

**Legislative Action Requested:**

- For areas served by water and sewer, but are not in a growth area, remove the “may not exceed” 5,000 sq. ft. lot size requirement and density requirement. [Sec. 9. 30-A MRSA §4364-A, sub-§2-A.B]

**4. Address Affordability Outcomes, Not Just Production**

**Municipal Concern:** The recent passage of housing permit data collection law is a positive step in understanding whether the state’s new housing laws are producing the intended outcomes. Multiple communities report that increased density under LD 2003 has produced expensive market-rate housing (\$600,000+ condos, million-dollar homes) rather than workforce or affordable units. There is widespread concern that LD 1829 will similarly fail to deliver actual affordability without stronger mechanisms.

Additionally, municipalities report that administering affordability covenants is complex and resource-intensive, particularly for smaller communities without dedicated housing staff.

**Legislative Action Requested:**

- **Provide technical assistance and funding for covenant administration.** Provide municipalities with technical assistance and funding for recording, tracking, and administering affordability covenants. Local assessors and planning staff are best positioned to monitor covenant compliance on a regular basis but need state support to effectively manage these complex requirements, particularly for first-time homebuyers navigating affordability restrictions.

**5. Provide Municipal Capacity Support**

**Municipal Concern:** LD 1829 requires repeated ordinance revisions and mandatory planning board training, imposing additional local administrative and financial burdens. Many municipalities, particularly smaller and more rural communities, lack dedicated full-time planning staff and rely entirely on volunteer planning boards to manage development review. These communities do not have the capacity to meet the state’s mandates without substantial support. For larger communities, there is additional staff or consultant time that will be required for compliance.

**Legislative Action Requested:**

- **Fund the HOP.** Increase funding for technical assistance through the Housing Opportunity Program (HOP) for municipalities and regional planning organizations to cover costs of required trainings and ordinance updates.

## 6. Extend Implementation Deadline to Allow Coordinated Ordinance Updates

**Municipal Concern:** The July 1, 2026, deadline for municipal ordinance compliance is impractical for several reasons. First, many municipal charters require multi-month procedural timelines with limited ability to modify language mid-process, meaning ordinances must be finalized by late winter/early spring 2026. Second, rulemaking for LD 1829 remains ongoing, and municipalities cannot draft compliant ordinances without clarity from final rules. Third, a pending "fix bill" will require additional rulemaking, further delaying the availability of clear guidance. Fourth, other housing legislation under consideration this session – including potential bills from the LD 1375 working group on regulatory barriers and carry-over bill LD 1926 – may affect the same statutory sections, creating uncertainty about what municipalities must ultimately implement. Rushing ordinance amendments increases the likelihood of errors, omissions, and unintended consequences. Municipalities need adequate time for thorough drafting and meaningful public engagement on these complex and far-reaching changes.

### Legislative Action Requested:

- **Extend implementation deadline to July 1, 2027.** This aligns LD 1829 with existing July 1, 2027, deadlines for LD 997 (housing in commercial zones) and subdivision law changes, allowing municipalities to incorporate all housing-related mandates into one coordinated ordinance amendment process rather than multiple piecemeal revisions.

### Conclusion

GPCOG member communities are committed to being part of the solution to Maine's housing shortage. However, state support and legislative changes are needed for the law to achieve its intended results. These recommendations represent the highest priorities identified by municipalities working to implement LD 1829 responsibly while maintaining the ability of infrastructure to support new growth and to ensure we preserve what makes our communities special.

We appreciate your receptiveness to municipal concerns and stand ready to provide additional detail on any of these recommendations.



## **CITY OF WESTBROOK, MAINE**

**IN CITY COUNCIL**

**Date: January 12, 2026**

**Order: 2026-05**

### **Approving the Acceptance of a Criminal Forfeiture Asset**

The Westbrook City Council hereby approves the transfer of ownership of a Ruger AR-15 Rifle, Serial Number 85387398, to the Westbrook Police Department as ordered by the Maine Attorney General's Office in Unified Criminal Court case docket # CR-22-744.

First 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 the Acceptance of a Criminal Forfeiture Asset

**REQUESTED BY:** Sean Lally

**DATE:** 1/12/2026

**SUMMARY:**

This a request to approve the transfer of ownership of a Ruger model AR-15 rifle, serial number 85387398. The rifle was awarded to the Westbrook Police Department at the conclusion of a criminal forfeiture proceeding in Cumberland County Unified Court (Docket# CR-22-744). It had been seized as part of an Aggravated Drug Trafficking/ Overdose Death investigation in Westbrook. The rifle is serviceable and will be used by the department. It will not be sold. Pursuant to Title 15 M.R.S.A Sections 5824(3) and 5826(6), the Westbrook municipal legislative body must vote to approve the transfer before the City can accept the property.

STATE OF MAINE  
CUMBERLAND, ss

UNIFIED CRIMINAL COURT  
Docket No. CR-22-744

State of Maine }  
v. }  
Malia Dragon }  
Defendant; }  
And }  
AR 15 }  
S/N: 85387398 }  
Defendant(s) In Rem }

NOW COMES the Municipality of Westbrook, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, namely an AR 15 (S/N: 85387398), or any portion thereof, on the grounds that the Westbrook Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Municipality of Westbrook, Maine, does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Westbrook municipal legislative body on or about

Dated: \_\_\_\_\_

Municipal Officer  
\_\_\_\_\_, Maine  
(Impress municipal legislative body seal here)

AARON M. FREY  
ATTORNEY GENERAL



TEL: (207) 626-8800  
TTY USERS CALL MAINE RELAY 711

STATE OF MAINE  
OFFICE OF THE ATTORNEY GENERAL  
6 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0006

REGIONAL OFFICES  
84 HARLOW ST. 2ND FLOOR  
BANGOR, MAINE 04401  
TEL: (207) 941-3070  
FAX: (207) 941-3075

125 PRESUMPSCOT ST., SUITE 26  
PORTLAND, MAINE 04103  
TEL: (207) 822-0260  
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1  
CARIBOU, MAINE 04736  
TEL: (207) 496-3792  
FAX: (207) 496-3291

November 20, 2025

Westbrook Police Department  
Chief Sean Lally  
570 Main Street  
Westbrook, ME 04092

RE: State of Maine v. Malia Dragon  
Cumberland County Unified Criminal Court  
Doc. No. CR-22-744  
**Criminal Forfeiture**  
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief Lally:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

- A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court**;
- B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture “approval” and a “continuing resolution” of approval cannot be accepted;
- C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) In Rem will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body’s approval only signifies that, if the Defendant(s) In Rem are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) In Rem to a Department, Agency, County or Municipality based upon the “substantial contribution” of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) In Rem or portions thereof. In order to streamline what is

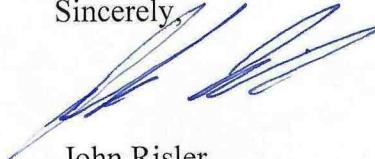
otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,



John Risler  
Assistant Attorney General

JR/mll  
Enclosure



## **CITY OF WESTBROOK, MAINE**

**IN CITY COUNCIL**

**Date: January 12, 2026**

**Order: 2026-06**

### **Authorizing Task Order No. 7 with Credere Associates Regarding Topographic Survey for Riverwalk North Project**

That the Westbrook City Council hereby authorizes the Mayor or designee to enter into Task Order No. 7 with Credere Associates, of Westbrook, ME at a total cost of \$36,100 for a topographic survey to be conducted by Owen Haskell, Inc. relating to the Riverwalk North Project, as outlined in the attached exhibit.

Funds available in budget line 22001000-58900-G2402 (Riverwalk North Expenditures)

First Reading: January 12, 2026

Second and Final Reading: February 2, 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 Task Order No. 7 with Credere Associates Regarding Topographic Survey for Riverwalk North Project

**REQUESTED BY:** ROBYN SAUNDERS

**DATE:** 1/12/2026

**SUMMARY:**

As part of advancing the Riverwalk North project, the City must complete a comprehensive topographic survey to support final design and permitting. Although the design team initially sought to rely on an existing survey completed in 2015 for a prior preliminary design, that dataset has proven insufficient due to identified limitations and data gaps. These gaps are the result of newly completed wetland and invasive species assessments, physical changes within the floodplain since 2015, and updated regulatory requirements. The proposed survey work involves challenging terrain, including steep slopes, dense vegetation, and muddy or sinking soils, which significantly increases the level of effort and preparation required. This survey is paramount to advancing the Riverwalk North project through design and permitting.

## **Task Order No. 7**

### **Scope of Services, Budget and Time Schedule**

<b>CONTRACT DATED:</b>	January 7, 2025
<b>GRANT NO.:</b>	4B00A01199-0
<b>PHASE NAME:</b>	Phase 1 – Topo Survey
<b>SITE NAME &amp; LOCATION:</b>	Riverwalk North, Westbrook, Maine

## A. SCOPE OF SERVICES

The Riverwalk North project aims to revitalize an underused area along the Presumpscot River in downtown Westbrook by creating usable, public riverwalk that integrates the north side of the river with downtown areas on the opposite side. The project will offer recreational and educational opportunities with a focus on the river and cultural elements.

### **TASK 3: CONCEPTUAL DESIGN**

### Subtask 1: Topographic Survey

Topographic survey is currently available from previous work completed by Sebago Technics. This survey will be amended using current Site conditions and to compliment the new conceptual design.

## B. TIME SCHEDULE

Credere's team is committed to meeting all project milestones and site cleanup tasks developed within the cooperative agreement period. Credere's assumptions of the general project phasing/schedule are shown below:

### **Task 3 – Conceptual Design**

---

Topographic Survey February 2026

## C. BUDGET

All work will be completed on a Firm Fixed Price basis. Invoices will be submitted on a monthly basis based on percent of work completed in that period.

### Task 3: Conceptual Design

Subtask 1 – Topographic Survey.....\$36,100

**Total Budget \$36,100**

Brownfields QEP Task Order 7 – Riverwalk North Phase I Topo Survey

**IN WITNESS WHEREOF, CITY OF WESTBROOK and CREDERE ASSOCIATES, LLC**  
have caused this Task Order No.7 to be duly executed:

**CITY OF WESTBROOK:**

By: \_\_\_\_\_

**NAME:** Angela Holmes

Title: City Administrator

Date: \_\_\_\_\_

**CREDERE ASSOCIATES, LLC:**

By: \_\_\_\_\_

**NAME:** RIP PATTEN

Title: Vice President



# CITY OF WESTBROOK, MAINE

## IN CITY COUNCIL

Date: January 12, 2026  
Order: 2026-07

### Authorizing Agreement for Health and Wellness Screenings

That the Westbrook City Council hereby authorizes the mayor or his designee to enter into an agreement with SIGMA Tactic Wellness to provide health and wellness screenings at a cost not to exceed \$41,000.

Funds available in the following lines: 22001000-58900-G2602 (Misc Expenditures - Public Safety Health and Wellness Grant), 10002210-52902 (Fire Medical Exams), 21002110-58900-02115 (Police Federal Forfeiture)

First Reading: January 12, 2026

Second & Final Reading: February 2, 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 Agreement for Health and Wellness Screenings

**REQUESTED BY:** Steve Sloan

**DATE:** 1/12/2026

**SUMMARY:**

Please see attached Memo



**Stephen Sloan**  
Fire Chief & Health Officer  
570 Main Street  
Westbrook, Maine 04092  
Phone: 207-854-0644  
Fax: 207-854-0657

January 8<sup>th</sup>, 2026

To: Honorable City Council  
David Morse, Mayor  
Angela Holmes, City Administrator  
  
From: Steve Sloan, Chief of Department

RE: Authorization for an agreement with Sigma Tactical Wellness and Guiding Light Behavioral Health

The Westbrook Fire Department respectfully requests authorization for the Mayor or his designee to enter into an agreement with Sigma Tactical Wellness to provide health and wellness screenings at a cost not to exceed \$41,000. This will cover the cost of screenings for 50 employees of the Fire, Police and Communications Department.

Westbrook Public Safety was awarded a total of **\$31,461.46**, allocated as follows:

	Cost	Grant Award	Local Share
Fire Department	\$24,609	-\$15,856	<b>\$8,754</b>
Police	\$14,442	-\$13,907	<b>\$534</b>
Communications	\$1,698	-\$1,698	\$0

These programs are specifically designed for first responders and are intended to identify potential health and behavioral health concerns before they become career-ending or life-threatening. Numerous studies have demonstrated that first responders face an increased risk of cardiovascular events due to the high-stress, high-intensity nature of their work. Notably, more than half of line-of-duty deaths among first responders are cardiac-related.

This funding represents a critical investment in the health, safety, and overall wellbeing of our public safety workforce. Accordingly, we respectfully request formal approval from the City Council to enter into said agreement.

**Funds are available in the following accounts:**

Fire Department- 10002210-52902- Medical Exam

Police Department- 21002210-58900-02115- Federal Forfeiture

ON SITE  
POWERED BY SIGMA

# Point of Contact Manual



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Point of Contact 411 List	Page 12
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# IN ORDER TO MAKE OUR PROGRAM A SUCCESS FOR EVERYONE, BELOW ARE SOME THOUGHTFUL TOPICS FOR CONSIDERATION AS WE PLAN AHEAD

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## PHASE 1: LAB DRAWS

The lab draws take place about three to five weeks prior to the on-site portion of the program. Each individual looking to participate must complete a lab draw to be eligible for the on-site screening.

### Important considerations:

- Individuals must be fasting for at least 8 hours prior to blood draw
- Caffeine is not allowed in the fasting window
- Staying well hydrated with water while fasting is highly encouraged
- In states where applicable, any participant who cannot make the lab draw on site may schedule an appointment at a Quest Patient Service Center (PSC) for a \$25-35 fee (payable by department or individual).



# LAB DRAW TIMELINE:

- Step 1: Determine scheduling timeline with Operations Manager
- Step 2: Launch department landing page which includes signup links and necessary information
- Step 3: Participants register for desired appointment time
- Step 4: Quest/Cleveland Heart Lab ships necessary supplies to location prior to lab draw
- Step 5: Lab draw takes place

In order to host a lab draw on site Cleveland Heart Lab requires a minimum of 30 participants. For departments smaller than this, the PSC fee will be waived.

## Time & Space Requirements:

- One medium private room (conference room, small classroom or training room)
- Internet access for the lab draw team to check in patients
- Each appointment is about 5-10 minutes in length
- Generally 50 participants per session (7:00am-12:00pm)
- Afternoon sessions approved on a case by case basis by Quest/CHL.

CHL requires a minimum notice of 30 days from SIGMA for any requested dates. Requests are not guaranteed.

## PHASE 2: ON SITE SCREENING

Anyone who participated in the lab draw will automatically receive an email invitation to sign up for the on site screening.

Email invitations will go out within 24-48 hours of the lab draw completion

- If your department hosts a lab draw on a Friday invitations will go out the next Monday or Tuesday
- If your department was only offering Quest PSC lab draws, the invitations will go out after the last lab draw appointment is completed.

The on site screening typically take place 3-5 weeks after the lab draw completion date to ensure all lab results are back prior to appointments.

### What Takes Place:

- Carotid Ultrasound (CIMT)
- Stress Test - EKG & Metabolic Analysis
- Telehealth consultation with health & performance expert
- Telehealth consultation with an advanced practitioner.

# TIME REQUIREMENTS

- 1 day = maximum 20 participants
- Number of days offered will be determined by the final headcount at the lab draw
- Each appointment is about 1 hour & 20 minutes total with the exercise portion averaging about 5 minutes
- Appointments are typically offered between 7:40am-3:00pm
- The SIGMA team arrives on site 45 minutes before first patient checks in each day

## Special Considerations:

- The SIGMA team requires access to the screening location the day before screens start to set up (1-2 hours)
- Due to limited time at any given agency, we cannot guarantee a makeup appointment for anyone that misses his/her scheduled appointment.
- If a patient needs to reschedule within 24 hours of his/her appointment there is a \$25 fee (waived for work related reasons)

# SPACE REQUIREMENTS

## Station 01: Carotid Ultrasound

- Small-medium (semi private) space visually blocked (ex. conference room)
- Needs to be able to fit a portable reclining chair, ultrasound machine & computer setup
- SIGMA needs 1 table & 1 chair

## Station 02: EKG & Metabolic Testing

- Small-medium (semi private) space (ex. conference room or classroom)
- Needs to be able to fit an exercise bike, testing equipment & computer setup
- SIGMA needs 2 tables & 2 chairs

## Station 03: Telehealth consultation with a health & performance expert

- Small (private) space (ex. office or interview room)
- Needs to be able to fit a computer setup
- SIGMA needs 1 table & 1 chair

## Station 04: Telehealth consultation with an advanced practitioner

- Small (private) space (ex. office or interview room)
- Needs to be able to fit a computer setup
- SIGMA needs 1 table & 1 chair

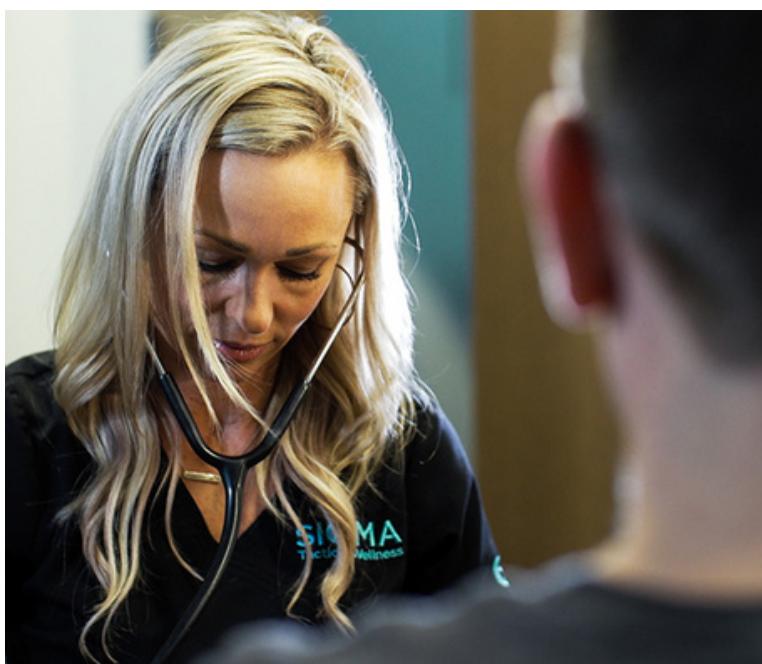
## SPACE REQUIREMENTS ctd.

Stations 1 & 2 may be combined in one large room (such as a training room or classroom) if you are able to provide a visual barrier between the two stations. It is not recommended to do the same with stations 3 & 4 but is possible under approved circumstances.

All four stations must be indoors in a temperature controlled space as our equipment does not do well in extreme settings.

There will need to be internet access available at all stations either via wi-fi or hard-lined as well as cell service.

The SIGMA team communicates via Google Drive so please ensure your IT department does not block access.



# SIGMA EQUIPMENT

SIGMA will bring in 95% of our necessary gear and equipment which includes but not limited to: computer desktops, an ultrasound machine, EKG and metabolic testing equipment, and other disposables.

Gear will either be shipped in on a pallet prior to screening or delivered by a team member if SIGMA is screening locally prior. At the end of the screening all of the gear will either be driven locally to the next location or a freight pickup will be arranged to retrieve the pallet.

Other disposables may also need to be shipped in via medical providers, Amazon or other local stores. This will be communicated prior to delivery.

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# EXERCISE EQUIPMENT

An exercise bike is the one piece of equipment that SIGMA does not travel with. If there is one that can be resourced, please let SIGMA know or one will be provided.

## Approved Exercise Bikes (speed & manual resistance)



## NOT Approved Exercise Bikes



## PHASE 3: REGISTERED DIETICIAN

As part of our program, all individuals will have the opportunity for a free call with a registered dietitian through the 4myheart program. Participants must schedule this call on their own but will be provided the resources to do so.

### Benefit from the 4myheart program

**You'll get the individualized support of a Clinical Educator, who can help you:**

- Learn about your tests and what the results mean
- Set lifestyle goals to help improve your heart health
- Develop a personalized action plan
- Follow the treatment plan prescribed by your healthcare provider
- Connect you with additional programs available online through the Cleveland Clinic Wellness Institute

Living  
**4myheart**<sup>®</sup>

The heart health program based on your advanced cardiovascular testing

**SIGMA**  
Tactical Wellness

 **Quest**  
Diagnostics\*

# POINT OF CONTACT 411

---

## Sales

Craig Bettis, Western Region Director of Sales  
Vince Pallozzi, Easter Region Director of Sales

[cbettis@telemed2u.com](mailto:cbettis@telemed2u.com)  
[vpallozzi@telemed2u.com](mailto:vpallozzi@telemed2u.com)

970-390-0628  
740-751-6430

## Operations & Contracting

Kat Kinneary, Sr. Operations Manager  
Michelle Harkins Carter, Operations Coordinator  
Matt Glendining, Lead Metabolic Technician

[kkinneary@telemed2u.com](mailto:kkinneary@telemed2u.com)  
[mcarter@telemed2u.com](mailto:mcarter@telemed2u.com)  
[mglendining@telemed2u.com](mailto:mglendining@telemed2u.com)

516-784-6535  
734-564-4492  
970-376-1434

## Patient Scheduling

Mia William-Kency, Administrative Assistant

[mwilliamskency@telemed2u.com](mailto:mwilliamskency@telemed2u.com)

512-553-2302

## SIGMA General Contact

Email: [sigmasupport@telemed2u.com](mailto:sigmasupport@telemed2u.com)

Phone: 904-474-4622



# TEST RESULTS & DATA

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SIGMA operates under strict guidelines to remain compliant with HIPAA.

All participants will have a patient portal on SIGMA's electronic medical record system, AdvancedMD.

- All results and patient information will be stored in this electronic medical record system
- Any participants who screened with SIGMA previously will have their old results uploaded as well
- Any necessary makeup telehealth calls will be hosted through AdvancedMD

Aggregate data reports will be available once all screenings are completed. They will be released pending payment of the invoice in full.

**SIG-MA**  
Tactical  
Wellness  
A TeleMed2U Company

## **SERVICES AGREEMENT**

This Services Agreement ("Agreement") is entered into as of 12-02-2025 (the "Effective Date") by Westbrook Fire & Police Department ("Client") and Telemedicine Group, DE LLC ("Sigma"). Client and Sigma may be referred to individually as a "Party" and collectively as the "Parties." The Parties agree as follows:

### **1. SIGMA'S SERVICES.** Sigma will perform the services as specified in **Exhibit A** (collectively, the "Services").

### **2. BILLING, TAXES, AND INSURANCE**

- 2.1.** As consideration for the Services provided, Client shall pay Sigma fees in accordance with the fee schedule set forth in **Exhibit A ("Fee Schedule")**. Unless otherwise provided in the Fee Schedule, Sigma will invoice Client for the Services provided, and Client shall pay Sigma's invoices within thirty (30) days of receipt of invoice. Any late payment will be subject to an interest penalty of the lower of: (a) one percent (1.0%) per month or (b) the maximum rate permissible by law, until paid in full. Client shall complete the Account Set-up Form attached hereto as **Exhibit B** and provide other billing information requested by Sigma.
- 2.2.** Client is responsible for payment of all taxes (including without limitation sales tax) imposed by any federal, state or local governmental entity on the transactions contemplated by this Agreement, excluding only Sigma's income taxes.
- 2.3.** Both Parties shall maintain at their sole cost and expense during the term of this Agreement adequate insurance customary to each Party's operations. Each Party shall furnish to the other Party, at such Party's request, certificates of insurance or other adequate evidence of coverage.

### **3. CLIENT'S OBLIGATIONS**

- 3.1.** Client shall (i) allow Sigma to conduct presentations and workshops to educate Client and its workforce regarding the services offered by Sigma; (ii) be responsible for providing, at no cost to Sigma, all equipment, facilities, supplies, utilities, including high-speed internet and telephone service, and other services as Sigma shall reasonably determine from time to time to be necessary for the performance of Services. Client shall consult and collaborate with Sigma with respect to operational needs related to equipment, facilities, supplies, utilities, and other services to be provided pursuant to this Section.
- 3.2.** Client shall be solely responsible for ensuring that all required patient consents and/or acknowledgments are obtained and documented in accordance with best practices and applicable laws and shall inform Sigma immediately of all communications received from regulatory authorities, notices of claims or potential claims related to any Services, and forward any written communications related thereto to Sigma.
- 4. COLLABORATION.** Client will meet with Sigma from time to time as requested to collaborate and coordinate on the delivery of the Services.
- 5. QUALITY AND COMPLIANCE**

- 5.1. Each Party shall comply with all applicable laws and regulations in effect.
- 5.2. Client agrees to maintain books, records and accounts relating to the receipt of the Services, and Sigma and its auditors shall be provided reasonable access to such books, records, and accounts and the right to perform a limited business review to verify compliance with this Agreement.
- 5.3. The Parties agree that it is not the intent or purpose of this Agreement, and no part of this Agreement shall be construed, to induce or encourage the referral of individuals to any particular health care provider for the furnishing or arranging for the furnishing of any health care item or service or ordering of any health care item or services. The Parties acknowledge that there is no requirement or any other agreement, explicit or implied, under this Agreement for a Party to refer individuals to any provider for health care items or services. Additionally, no payment made under this Agreement shall be in return for the referral of individuals in return for the purchasing, leasing, or ordering of any items or services from Sigma or any affiliates of Sigma. Neither Party will make payments or seek other remuneration under this Agreement which would be prohibited by law. It is the intent of the Parties to establish an independent business relationship which complies with applicable law. The compensation payable under this Agreement is based solely on the fair market value for the Services provided.
- 5.4. Nothing in these terms and conditions shall be construed as permitting Client to exercise control over the professional judgment or professional methods of Sigma and its professionals.

## 6. INTELLECTUAL PROPERTY

- 6.1. Sigma owns all right, title and interest (including patent rights, copyrights, trade secret rights, mask work rights, trademark rights, and all other intellectual property rights of any sort throughout the world) in and to the Services and documentation and derivative works thereof. Any use by Client of Sigma's then-current names, marks, logos, and other identifiers for the Services (i) requires Sigma's prior written approval, (ii) shall comply with Sigma's standards and usage guidelines for such use, and (iii) shall cease upon expiration or termination of this Agreement.
- 6.2. Client agrees to comply with Sigma's branding guidelines with respect to the Services. Client shall not issue any press releases or similar public communication relating to this Agreement or the Services without the prior written approval of Sigma.
- 6.3. Client acknowledges on behalf of itself and its affiliates that Sigma and its affiliates possess certain existing intellectual property independently developed by Sigma and its affiliates and which relate to their business operations, including but not limited to proprietary methods and management tools to support the activities of such business operations, which shall remain the exclusive property of Sigma and its affiliates. The Parties agree that any improvements, modifications or developments to such intellectual property during the course of providing any Services shall be the exclusive property of Sigma and its affiliates.

6.4. Client acknowledges and agrees the Services and any other deliverables provided pursuant to this Agreement constitute part of Sigma's proprietary information, and except for any rights expressly granted herein, Client retains ownership of the Services and deliverables to the fullest extent permissible under applicable law. The Services and all other rights with respect to any intellectual property developed, delivered, or utilized by Sigma in connection with the Services is the exclusive property of Sigma and such intellectual property shall not be deemed to be "works made for hire." To the extent any of Sigma's or its affiliates' intellectual property is embodied or contained in any deliverables or work product hereunder, Sigma shall grant only grant a non-exclusive license to Client for the intended and ordinary use during the term of this Agreement, which use expressly excludes resale or distribution. Nothing herein shall cause or imply any sale, license, or other transfer of proprietary rights of or in any third-party software or materials from one party of this Agreement to the other.

## **CONFIDENTIALITY**

7. 7.1. The Parties shall each take all reasonable efforts to ensure that this Agreement and any information related to the business, plans, technology, products or other information of the other Party acquired by virtue of this Agreement shall be kept confidential and shall not be disclosed or made use of except as necessary for the acquiring Party to perform its obligations under this Agreement. The provisions of this clause shall not apply to the extent that the information (i) is required to be used or disclosed to comply with applicable laws or regulations or with a court order, (ii) was in the public domain prior to its use or disclosure, (iii) was independently developed or discovered without use of the other Party's confidential information, or (iv) was revealed by a third party having no obligation of confidentiality with regard to the information.

7.2. The Parties shall protect the privacy of all patient health information in accordance with the Privacy and Security Rules promulgated under the Health Insurance Portability and Accountability Act ("HIPAA") as well as other applicable federal and state laws. A Party having knowledge of any unauthorized or improper uses or disclosures made while performing hereunder shall promptly report such unauthorized use or disclosure to the other Party.

## **8. DISCLAIMERS AND LIMIT OF LIABILITY**

8.1. SIGMA DISCLAIMS ANY REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, THAT (I) THE RESULTS OF THE SERVICES SHALL BE FIT FOR ANY PARTICULAR PURPOSE, OR (II) THE SERVICES WILL PRODUCE A PARTICULAR RESULT OR BE 100% SUCCESSFUL OR ACCURATE.

8.2. In the event of any deficiently performed Services, Client's sole remedy against Sigma in such instance shall be for Sigma to re-perform the Services at its own cost, and Sigma's total liability to Client (whether for breach of contract, negligence or otherwise) with respect to the Services under the Agreement shall be limited to the revenue it received from Client during this Agreement. Except for damages arising out of willful or reckless conduct or a violation of applicable law, neither Party shall be liable to the other for indirect, incidental, consequential, exemplary or special damages, including without limitation damages for lost profit, regardless of the form of action, whether contract, warranty, strict liability or tort.

8.3. Client represents and warrants that, as of the Effective Date and during the term of this Agreement: (i) Client possesses and agrees to maintain all licenses, registrations and approvals necessary for its performance of this Agreement, and (ii) Client is not precluded by any contract or other obligation from entering into or performing under this Agreement.

## 9. TERM AND TERMINATION

9.1. The initial term of this Agreement commences on the Effective Date and terminates upon the completion of the Services or 12-31-2026, whichever occurs first.

9.2. Either Party may terminate this Agreement without cause upon sixty (60) days' prior written notice. A Party may terminate this Agreement upon providing the other Party written notice of breach of this Agreement by the other Party, if the other Party fails to cure the breach within fifteen (15) days of receiving the notice of breach. In the event of termination of this Agreement, all compensation for Services performed prior to the date of termination shall be payable to Sigma in accordance with this Agreement. All obligations of a Party set forth in this Agreement that by their nature continue beyond expiration, termination, or cancellation of this Agreement (including, without limitation, the warranties, indemnification obligations, confidentiality requirements and ownership and property rights) shall survive any such expiration, termination or cancellation shall survive this Agreement for any reason.

10. **NOTICES.** Any notices, demands or consents required or permitted under this Agreement ("Notices") shall be in writing in English, addressed as set forth below, and deemed effectively given: (a) upon personal delivery (with signature evidence of delivery); (b) upon delivery confirmation if sent by prepaid first class registered or certified mail (return receipt requested), or by an internationally-recognized express courier service (providing evidence of delivery); or (c) upon the date of transmission (or the next business day, if it is not a business day), if sent by facsimile or email.

**If to Sigma:** Telemedicine Group DE, LLC

P.O. Box 138204

Sacramento, CA 95813-8204

**If to Client:** Westbrook Public Safety

570 Main Street

Westbrook, ME 04092

1. **MISCELLANEOUS.** The Parties shall be independent contractors in their performance under this Agreement. This Agreement (including the exhibits attached hereto) constitutes the entire agreement between the Parties with regard to the subject matters hereof and may not be amended or modified without each Party's agreement in writing. Neither Party may assign or transfer this Agreement and/or the rights and obligations hereunder except that Sigma may assign this Agreement to its affiliates or in connection with the transfer or sale of all or substantially all of its

assets, or the assets which are the subject matter of this Agreement, or its merger with another entity. Subject to the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the successors, representatives and permitted assigns of the Parties hereto. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. Except as otherwise expressly provided herein, the provisions of this Agreement are for the benefit of the Parties hereto and not for any other person or entity.

*Signature page follows*

**Telemedicine Group DE, LLC**

By: 

Name: Dr. Ravi Patel

Title: President

Date: 12-02-2025

**CLIENT**

By: Steve Sloan

Name: Steve Sloan

Title: Fire Chief

Date: 12-02-2025

## Exhibit A

### SERVICES

The following shall constitute the “**Services**” for purposes of this Agreement:

- The provision of cardiovascular and metabolic screening to Clients’ workforce members and/or their beneficiaries. Each such screening scheduled to be provided by Sigma to one of Client’s workforce members and/or their beneficiaries is herein referred to as an “**Encounter**”).

### FEE SCHEDULE

Client shall for members of the Westbrook Fire & Police Department only, pay Sigma **[\$849] [\$849 to be paid for each individual participant ]** for each OnSite cardiovascular and metabolic screening associated with an Encounter that is either:

- Fully rendered by Sigma;
- Initiated but not fully rendered at the request or demand of Client or the workforce member/beneficiary; or
- Not fully rendered by Sigma due to the health condition of the workforce member/beneficiary at the time of presenting for the screening.

- Not rendered by Sigma due to the Encounter being canceled by Client, or the workforce member/beneficiary, within 24 hours of the date and time the screening was scheduled by Sigma to be provided;
- Lab draw completed on individual and no show or appointment cancelled less than 24hrs prior to screening appointment.

Each of the above Encounters shall be deemed a “**Payable Encounter**” for purposes of this Agreement.

Maximum Budget not to exceed: 47 participants

Client shall be invoiced and will prepay Sigma for the number of scheduled or reasonably anticipated cardiovascular and metabolic screenings to be provided by Sigma based on the number of Encounters. Invoicing will be sent immediately after lab draws are completed. Sigma will refund Client for any amounts prepaid by Client for any Encounter that after the completion of the Services does not qualify as a Payable Encounter, promptly upon termination of this Agreement. Final aggregate data report will be delivered within 7 days of receipt of payment and completion of program. (Note: some data may not be available when enrollment numbers are low due to participant privacy concerns)

Labs drawn at a Patient Service Center (PSC), outside of pre scheduled department lab draws will incur an additional fee of \$25 per participant to be paid by:

Participant       Department  
Clinician appointments cancelled less than 24hrs in advance or 'no show' appointments will be charged a rescheduling fee of \$25 payable by:

Participant       Department

*Exceptions may be granted at the discretion of Sigma representative ie, Line of duty needs*

**Exhibit B**  
**Account Set-up Form**

**Client General Information**

Client Legal Name: Wesbrook Fire & Police Department	
Address: 570 Main St., Westbrook, ME 04092	
Emergency Contact:	Telephone:
Email:	Tax ID#: 01-6000038

**Billing Information**

To whose individual attention should invoices be sent? Mary Morrissey	
At what address? 570 Main St., Westbrook, ME 04092	
Telephone: 207-854-0644 EXT:	Email: mmorrissey@westbrook.me.us

# CERTIFICATE *of* SIGNATURE

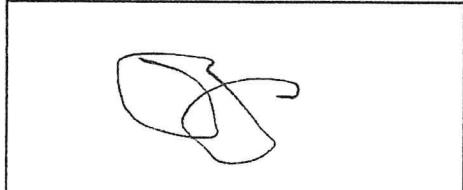
REF. NUMBER  
UDCMJ-FKZV5-VX934-SREXF

DOCUMENT COMPLETED BY ALL PARTIES ON  
02 DEC 2025 19:28:15  
UTC

SIGNER	TIMESTAMP	SIGNATURE
<b>STEVE SLOAN</b> EMAIL SSLOAN@WESTBROOK.ME.US	SENT 01 DEC 2025 20:56:40 VIEWED 02 DEC 2025 16:25:51 SIGNED 02 DEC 2025 16:26:26	 IP ADDRESS 64.222.99.98 LOCATION WESTBROOK, UNITED STATES

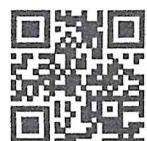
## RECIPIENT VERIFICATION

EMAIL VERIFIED  
02 DEC 2025 16:25:51

<b>RAVI PATEL, MD</b> EMAIL RPATEL2@TELEMED2U.COM	SENT 01 DEC 2025 20:56:40 VIEWED 02 DEC 2025 19:28:02 SIGNED 02 DEC 2025 19:28:15	 IP ADDRESS 75.58.178.177 LOCATION GAINESVILLE, UNITED STATES
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## RECIPIENT VERIFICATION

EMAIL VERIFIED  
02 DEC 2025 19:28:02





**Stephen Sloan**  
Fire Chief & Health Officer  
570 Main Street  
Westbrook, Maine 04092  
Phone: 207-854-0644  
Fax: 207-854-0657

January 2, 2026

To: Angela Holmes, City Administrator  
From: Steve Sloan, Fire Chief

RE: Health and Wellness Grant Information

In February 2025, Police and Fire Chiefs from across Cumberland County collectively elected to pursue a regional grant initiative focused on enhancing the health and wellness of public safety providers, with a specific emphasis on early detection and prevention of cardiovascular disease. This funding opportunity was made available through the State of Maine, Department of Public Safety, and strongly encouraged regional collaboration, prioritizing multi-community submissions over single-jurisdiction applications.

Recognizing both the significance of cardiovascular risk within public safety professions and the competitive advantage of a coordinated regional approach, Deputy Chief Andrew Turcotte of the Cumberland Fire Department and Chief Steve Sloan of the Westbrook Fire Department spearheaded the grant effort. They coordinated outreach to police and fire departments throughout Cumberland County, disseminated detailed information regarding the grant requirements, and evaluated available vendors capable of meeting the grant's performance matrix, including comprehensive cardiovascular health screenings.

Due to the City of Westbrook's demonstrated history of successfully administering multiple regional grants, Westbrook was requested by participating agencies to serve as the primary recipient and fiscal agent for the award. This role includes responsibility for grant fund management, compliance, reporting, and coordination among participating departments, ensuring transparency, accountability, and effective regional implementation.

In June 2025, the State of Maine formally notified the City of Westbrook that the regional grant application was successfully awarded in full, totaling \$444,917.64. Subsequently, in July 2025, the Westbrook City Council authorized the acceptance and expenditure of the grant funds, allowing program implementation to proceed.

All Public Safety Departments within the City of Westbrook elected to utilize Sigma Tactical Health to conduct the required cardiovascular health screenings. Sigma Tactical Health was selected based on their ability to provide all screening components mandated by the grant performance matrix, ensuring full compliance with grant requirements. These screenings are a critical proactive measure, allowing for the early identification of cardiovascular risk factors and conditions before they result in serious medical events, negative employee outcomes, or loss of life.

Ultimately, this grant represents a significant regional investment in the long-term health, safety, and operational readiness of public safety personnel, reinforcing the shared commitment of Cumberland County agencies to workforce wellness, prevention-based healthcare, and responsible stewardship of state grant funding.