

**MINUTES  
MADISON SELECT BOARD MEETING  
OLD POINT AVENUE MEETING ROOM  
108 OLD POINT AVENUE  
MONDAY AUGUST 25, 2025  
6:30 p.m.**

**Video link:** <https://www.youtube.com/watch?v=16JpODZz7WM>

- A. Call to order** – Meeting was called to order at 6:30pm and all saluted the flag.
- B. Roll Call** – All members present
- C. Consent Agenda**
  - 1. A/P Warrants:  
#04 – 08-12-2025 - \$628673.17
  - 2. Payroll Registers:  
#33 – 08-14-2025 - \$17,045.68  
#34 – 08-21-2025 - \$19,901.93 (includes Fire Chief pay)  
  
Motion by Ms. Estes to approve the AP Warrants and Payroll Registers as presented. Seconded by Mr. Pike. No discussion. Motion carried 5-0.
  - 3. Qualified Catering Permit (Special Event) application for Jeff's Catering and Bake Shop Inc. at Fairy Tale Gardens, 1619 East Madison Rd, Madison on 09/27/2025  
  
Motion by Ms. Estes to approve the special event permit application for Jeff's Catering and Bake Shop. Seconded by Mr. Pike. No discussion. Motion carried 5-0.
- D. Acceptance of the minutes** of the Select Board budget meeting on August 11, 2025.  
  
Motion by Mr. Pike to accept the minutes of the Select Board meeting on August 11, 2025 as presented. Seconded by Mr. Bean. No discussion. Motion carried 5-0.
- E. Old Business**
  - 1. Personnel Policy Review – Sections I, II and III – answers to previous questions – process for continued review – The Town Manager reported that adding “Department Head” where “Supervisor” is referenced is acceptable and will be done moving forward. She added that the paragraph on “Absences for Religious Purposes” is a necessary clause as it is federal and state law, but provides the condition that such absence will not cause undue hardship to the department.  
  
The Town Manager recommended continued review of the personnel policy be done offline by committee and presented to the Select Board for approval when complete.

2. ATVs at the Nathan Street Boat Landing – need meeting of stakeholders for solutions – no action required at this time – the Town Manager recommended including the following people in the stakeholder committee: Jeff Ireland, Madison-Anson ATV Club Trail master, Road Commissioner Mr. Wright, a representative from the Sheriff's Office, a game warden, a member of the Select Board and the Town Manager, and possibly someone from the citizens group with concerns. Ms. Estes volunteered to be on the committee. She also recommended inviting Craig Christopher to participate as a concerned citizen.

*Point of clarification – this committee will not decide the fate of the ATVs on Nathan Street, but will work towards building guidelines for what is acceptable ATV use within the Madison village area. After the Town Meeting vote in June 2024 to allow ATV access from the Rail Trail to businesses in town, particularly on Main Street, there have been many complaints of ATV traffic on local side streets without heading to or from the Rail Trail. Speed of ATVs on local side streets has also been reported as a problem. The Town needs to establish guidelines in order for the Sheriff's Office to enforce any limitations on ATV traffic.*

3. Madison Gateway Business Park Committee – need meeting of stakeholders – no action required at this time – the Town Manager asked for direction on who should be included in the stakeholder group besides representatives from the Select Board and the MEW Board, Darren Richards and Evan Coleman as property owners, and the Town Manager. Mr. Pike volunteered from the Select Board. Chair Dwyer asked if Acadia Healthcare would be included in the group and the Town Manager responded they would not as they are not “technically” there yet.

## F. Items of Communication

1. Living Well reports – Living Well Coordinator, Cheyenne Stevens mentioned the salsa cooking class that was held at the East Madison Fire Station. The next event will be in October with a demonstration for making apple sauce.
2. Town Manager's report on expenses, revenues, and monthly GA – currently at 16.6% (week 8 = 15.4%) – GA reimbursement for July was submitted; reimbursement for April was received in early August, still waiting on May and June.
3. Budget line missed in Town Meeting - \$10,000 capital line for Municipal Fire Station building repairs and maintenance – the Town Manager explained that there are options to be considered for capturing the additional budget allocation, including a possible special Town Meeting to include other substantial expenses that have come to light since the budget was approved. Specifically, the Anson-Madison Water District bill is expected to be \$70,000 higher than budgeted due to a proposed rate increase. Another option would be to take the funds from the undesignated fund balance.
4. Town Manager's recap of Maine Town and City/County Managers Association Institute – in mid-August about 100 municipal managers met at Sunday River to network and learn more about managing the challenges that face each of our communities. Special thank you to Timber HP for their generous donation to the Community Showcase raffle.

5. Resignation of Madison Code Enforcement Officer – KVCOG Regional CEO position – the Town Manager announced that current CEO Jeff Drew will be taking on a role with KVCOG as a Regional CEO for Somerset County. There will be an agreement between the Town and KVCOG that his open assignments will be completed by him, whether before he leaves Town employment or after, that nothing will be abandoned. The Town Manager will negotiate with KVCOG Executive Director Joel Greenwood to assure that the Town of Madison is not left hanging without CEO services.

County Administrator Tim Curtis explained that this is a pilot position within the State of Maine based on a FEMA grant that was awarded a few years ago, but the funding was pulled back. KVCOG and Somerset County are funding the startup in order to train other CEOs and share the experience with other COGs across the state. The overall administration of Code Enforcement will be moving from the State Fire Marshall's Office to the Maine Office of Community Affairs (MOCA). MOCA will be working with the COGs to bring on and train new code enforcement officers.

Mr. Wright asked if there would be a cost to the Town for using KVCOG CEO services. The Town Manager responded yes, but that the costs would be offset by the savings in the salary and benefits area.

## **G. New Business**

1. Tax Increment Financing 101 by Tim Curtis – Former Madison Town Manager and current Somerset County Administrator explained that TIFs are tools created by the State for Towns to entice businesses into creating or expanding their business profiles by sheltering the increase in valuation. The credit enhancement agreement is where the business gets a percentage of their tax payments back from the Town. The TIF district is the physical tract(s) of land covered by the TIF indicating where the TIF money can be spent for economic development.

BETE – Business Equipment Tax Exemption – a State program that protects the taxable valuation of “personal property” when a business puts in new equipment. The State reimbursed the Town for 50% of that taxable amount.

Enhanced BETE – here is the biggest difference between other credit enhancement agreements and Backyard Farms CEA. When Bill Van Tuinen wrote the BYF TIF in 2006, there was a short-lived program that allowed communities to get back 100% of the taxable amount.

With the CEA split on taxes retained by the Town, the BETE and Enhanced BETE amounts, the Town receives about \$515,000 per year in TIF revenues. That amount gets budgeted to help pay for road improvements, administrative costs and economic development. There is a specific list of projects that are approved by the State DECD and the Town. The Select Board has sole authority to control the TIF budget spending.

BYF's credit enhancement agreement will be up for renegotiation this coming year and the amount of the split (70% back to BYF and 30% to the Town) is not automatically accepted as the new CEA split. The number of jobs created or in place for BYF needs

to be a consideration when discussing any new CEA. What new or continuing economic value will BYF be bringing to the Town of Madison to receive a continuation of the CEA? It cannot be extended beyond 2035 – the end of the TIF itself. Enhanced BETE revenue will also be gone when the TIF expires in 2035. Only regular BETE (50%-60%) will be paid to the Town from the State. Special thanks to Bill Van Tuinen for the great job of assuring the Town received millions of dollars in enhanced BETE over the years.

2. Anson-Madison Sanitary District – Main Street storm drain project – Dale Clark explained that the revenue stream for AMSD comes directly from reimbursement from towns and rate payments from users. Any repairs and maintenance costs associated with storm drains in the service towns comes from the town dollar for dollar.

Mr. Clark spoke of the recent storm drain project, replacing smaller sized pipes on Main Street leading to Jones Brook with larger pipes. There is still a remaining section of Main Street (particularly in front of K-Tronics) that continues to flood due to undersized storm drain pipes but the State is not willing to cover the costs of replacing those pipes at this time. It is not on their priority list. They are willing to share the costs with the District if the District wants to pursue the project instead of waiting on the State to do it.

The State has approved the District's engineering plan and the 50% reimbursement of costs, up to \$500,000. The remaining 50% cannot come from the sewer rate payers so it must come from the Town. The engineering estimate is about \$150,000 for the full amount of the project. Mr. Clark is looking to get the Town's approval to move forward with the project, realizing that the Town's portion of the cost would have to go before the Town Meeting for final approval. The State intends to pave Main Street next year, and if the project is not done before then, there would likely be a 5-year moratorium on any digging or cutting into the new pavement.

Mr. Curtis asked if the District would be willing to set up a payment plan to allow the Town to pay over multiple years. Mr. Clark replied that it would be possible to set up a loan arrangement with the Town to accommodate that if necessary. The District would not bill the Town until after the Town Meeting in 2026 – to be paid in Fiscal Year 2027. Mr. Drew asked if the storm drain behind the Town Office (near the entrance to the Sheriff's Office – former police station) was part of this project. Mr. Clark said it was not.

The Select Board will revisit this request at the September 22<sup>nd</sup> meeting.

3. Ash Street Brush Dump – misuse and abuse – Jeff Wright explained that the Town offers a courtesy dumping spot for local residents to leave lawn and garden debris and small branches. This has been a standard practice for several years. It takes the crew a couple weeks to clean it up and haul it off to another location. The abuse is mainly coming from out-of-towners and a few residents. Some of the dumping is going over the side of the dump area which is private property not owned by the Town.

He requested guidance from the Board and offered a few suggestions:

- i. Close the brush dump altogether
- ii. Keep it open 3 weeks in the spring and fall
- iii. Open only one day per week

Ms. Estes asked if a local resident was able to bring lawn and garden debris to the dump using a trailer to haul it. Mr. Wright said that would be allowed as long as it was a resident of Madison and it was only lawn and/or garden brush. There are some people using trailers to dump house lot clearings and demolition and construction debris to avoid paying fees at the Waste Management landfill. That is one of the problems that needs to be addressed.

Ms. Estes suggested that the information about changing the accessibility should be included in the tax bill insert letter to notify residents. Mr. Bean asked when the change would be implemented. Mr. Wright said it should be done in the next few weeks to give people time to be notified. He added that the area needs to be cleaned up before winter because is also serves as the Town's snow dump.

Motion by Mr. Pike to close the Ash Street brush dump to the public in two weeks (effective Thursday, September 11, 2025), reopen it for three weeks in the fall and then again for three weeks in the spring. Second by Ms. Estes. Mr. Wright stated that they would reopen it Monday through Thursday around October 1<sup>st</sup> for the fall leaf vacuum pickup and it would remain open until the first snow or the leaf pickup is complete. No further discussion. Motion carried 5-0.

#### **H. Citizen Concerns**

1. Mark Goodwin, owner of Lakewood Cannabis, a retail medical cannabis shop, wants to reapply for his state license but needs to have local authorization before proceeding. The new ordinance requires that each retail medical cannabis caregiver apply annually to the Town. The Town Clerk and the Town Manager have not yet completed the new process for them to follow, nor has the Select Board set the application fee amounts. Mr. Goodwin's license application for the state is due at OCP by October 15<sup>th</sup> and he needs to have the local authorization by September 15<sup>th</sup> at the latest.

The Town Manager read from the local ordinance what is required in order to obtain or renew a local license to operate a retail medical cannabis establishment. After reading the section on renewal, it was determined the Town Manager and/or the Code Enforcement Officer would be able to process the application without requiring Select Board approval. Mr. Goodwin advised the town not set a separate expiration date.

2. Brenda Elliott wants to open a daycare facility in the former Northern Light building on 201 behind the Lakewood Cannabis building. She has reviewed the layout and deemed it a perfect building for such a use. According to Ms. Elliott, DHHS has no objection to the daycare being within close proximity to a medical cannabis retail establishment. She asked what would be required of her from the Town to accomplish this. The Town Manager will reach out to legal for advice.

Mr. Goodwin, owner of Lakewood Cannabis which is nearby the proposed daycare facility, cautioned that it could be detrimental to his business model if the Town allowed a daycare that close. He referenced a municipality in Kentucky that had an ordinance around safe zones. The outcome of the story was that an operating liquor store was forced to close and sell out due to the application of the ordinance after the fact.

**I. Select Board Concerns**

Mr. Martins asked how the Town would fill the gap with the resignation of the Code Enforcement Officer. The Town Manager reiterated that there would be a contract for services through KVCOG but that discussion has not happened yet.

Mr. Bean brought up the tree line at the Forest Hills cemetery needing to be thinned to keep them from falling into the cemetery area. Also, Mr. Peters from Fine Line Paving will donate paving time and materials as available to help keep the cemetery roads in good order, based on excess materials they may have left over after completing other jobs.

Mr. Wright added that the tree harvesting would be for 25 to 30 acres of old wood, using a local contractor. The cemetery could make some money on the project from selling the harvested wood.

Mr. Pike, Ms. Estes and Chair Dwyer have no concerns at this time.

**J. Executive Session - personnel**

Discuss personnel matter pursuant to 1 MRSA § 405-6(A)

Motion by Mr. Pike to go into executive session to discuss a personnel matter pursuant to 1 MRSA § 405-6(A) at 7:53pm. Seconded by Ms. Estes. No discussion. Motion carried 5-0.

Motion by Ms. Estes to exit executive session at 8:50pm. Seconded by Mr. Bean. No discussion. Motion carried 5-0. No action taken.

**K. Adjournment**

Motion to adjourn by Ms. Estes. Seconded by Mr. Pike. Motion carried 5-0. Meeting adjourned at 8:51pm.

**NEXT REGULAR SELECT BOARD MEETING  
108 OLD POINT AVENUE  
MONDAY SEPTEMBER 8, 2025  
6:30 pm**