TOWN OF WARREN

BOARD OF SELECTMEN/ASSESSORS

September 3, 2025

6:15 PM Regular Meeting

Selectmen Present: Wayne Luce Chairman, Jan Macdonald Vice-Chair, Roger Peabody, Justin Humes, and Nik DeMaria.

Absent: None

Staff present: Town Manager Sherry Howard, Planner Dan Debord, Joe Cifaldo of Public Works and Board Secretary Sara K. Davis

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Call to order at 6:15 p.m. by Chairman Luce.

Item 1

Moment of Silence/ Pledge of Allegiance

Item 2

Public Participation

None

Item 3

Vote to Approve Selectmen's Meeting minutes August 20, 2025

ACTION:

Motion by Humes; second by Macdonald to approve Selectmen's Meeting minutes August 20, 2025

Vote: 5-0

Item 4

Vote to Approve Warrant # 4, MV # 3

ACTION:

Motion by Peabody; second by DeMaria to approve Warrant #5, and Trust Fund Warrant #3

Vote: 5-0

Item 5

Vote to Approve Trust Fund Warrant #3

Item 6

Request to use Woolen Mill Park, Janet Mott-Gagnon - Restoration Event and Fundraiser

Janet planned an event a few years ago and was unable to hold it due to personal reasons. She has prepared to hold this event again and is looking forward to a fun event. She hopes to show others a different way to recover from mental health, and addiction. She shared her story and is looking forward to a successful event. She will be advertising and picking up trash.

ACTION:

Motion by Luce; second by Macdonald to approve Request to use Woolen Mill Park •Janet Mott-Gagnon - Restoration Event and Fundraiser October 18th 2025 and to waive the fee

Vote: 5-0

Item 7

Sign certification of proposed Parking Ordinance

ACTION:

Motion by Peabody; second by Macdonald to sign certification of proposed Parking Ordinance

Vote: 5-0

Item 8

Vote to sign amended personnel policy

ACTION:

Motion by Macdonald; second by Humes to sign amended personnel policy

Vote: 5-0

Item 9

Vote to sign Updated 2025 Knox County Mitigation Plan

ACTION:

Motion by Peabody; second by DeMaria to sign Updated 2025 Knox County Mitigation Plan

Vote: 5-0

Item 10

Planner's Report

Brownfield Grant process to accept the grant is to start spending funds. They received a list of what the money can and cannot be spent on. Will be putting out RFP's for clean-up contractors.

He is working on a Resilience Grant for the down town parking and sidewalks.

Comprehensive plan committee will be holding public meetings hopefully at the school, having community conversations of what residents want to see for Warren.

Item 11

Manager's Report

Robert Wood wanted to updat the Board on the Ambulance progress. The chasse is at the dealership and ready to start, the cost is $74,239. If the Board is okay with it, he will deliver a check to them to get started. They estimate 5-7 months for it to be ready.

ACTION:

Motion by Peabody; second by Humes to allow the check to be written to the dealership in the amount of $74,239. To pay for the chasse.

Vote: 5-0

Paving is almost completed.

They are advertising for the full-time ambulance position.

There was a server glitch last week and Fortress was awesome responding to the problem. It took about three days to get everything transferred and restored.

There is now internet at the Transfer Station.

Harvest rights meeting September 30th 10-2

EPIC is moving forward with licensing, hoping to have operational by the 1st of the year.

Peabody bridge on Beechwood Street update. Hayle Ward is still awaiting the permits from Army Corp. Manager found out that the Grant needs to be obligated by Dec 2025 but does not need to be spent until December of 2026. Because of the need to be out of the water by October 1st and already being in September the project will likely be postponed until next August.

Joe would like to cut back from the Foreman position and just be Road Commissioner starting February 1st 2026.

Item 12

Business with Leave of the Board

Luce, thanked Joe for all he does for the Town.

Macdonald, CEO is doing a good job, very thorough.

DeMaria, will be attending MMA training on Monday.

Luce, Board received thank you notes from Spectrum, Healthy kids and Penquis.

Item 13

Executive session:

- M.R.S.A § 405 (6)(F) Review Conceal Weapons

ACTION:

Motion by Peabody; second by Humes to go into Executive session: •M.R.S.A § 405 (6)(F) Review Conceal Weapons at 7:07p.m.

Vote: 5-0

Leave Executive Session

ACTION:

Motion by Humes; second by Macdonald to approve and have Chairman sign Conceal Weapons

Vote: 5-0

Item 14

Adjourn

ACTION:

Motion by Peabody; second by DeMaria to adjourn the meeting at 7:15p.m.

Vote: 5-0

_____

Wayne Luce, Chairman

_____

Jan Macdonald, Vice-Chair

_____

Roger Peabody

_____

Justin Humes

_____

Nik DeMaria

Respectfully submitted by Board Secretary: Sara K. Davis

Attest: This is a true copy of the Warren Board of Selectmen's minutes, as certified to me by the municipal officers of the Town of Warren, Maine, and adopted by the Board of Selectmen on the _____ day of_____, 2025.

Date: _____ **Signature:** _____

Town Clerk

TOWN OF WARREN

Parking Ordinance

Enacted January 25, 2023

Amended September 17, 2025

1. Authority

This Town of Warren Parking Ordinance is adopted pursuant to 30-A M.R.S.A Section 3009.

2. Severability

In the event that any portion of this ordinance is found by a Court to be invalid, the remaining provisions shall continue in full force and effect.

3. Purpose

Unrestricted parking on public ways can create traffic hazards, hinder the orderly flow of vehicles and pedestrians, and limit access to public and private property. This Ordinance is intended to protect the health, safety, and welfare of Warren residents and visitors by regulating the parking of motor vehicles and trailers on public ways.

4. Definitions

Motor Vehicle: any vehicle defined in 29 M.R.S. §101(42). The definition shall include but is not limited to busses, cars, trucks, farm equipment, riding lawn mowers, motorcycles, and mopeds.

Municipal Officers: The elected Board of Selectmen members of the Town of Warren, or their duly appointed designees.

Overnight Parking: For the purposes of this ordinance, "overnight parking" shall mean the parking of any motor vehicle or trailer on a public way, public parking lot, or municipal right-of-way between the hours of **10:00 p.m. and 7:00 a.m.**, inclusive. Vehicles must be removed by 7:00 a.m. to avoid enforcement action under this ordinance.

Public way: Any town way or public easement as defined in 23 M.R.S. § 3021, and any portion of a State or State-aid highway located within the town. This includes streets, lanes, roads, and avenues, whether paved or unpaved, their shoulders, and public sidewalks.

Road Commissioner: an individual appointed by the Board of Selectmen to oversee the maintenance, repair, and safety of town roads.

Trailers: Any vehicle defined in 29-A M.R.S. §101 (86).

5. General Parking Standards

No person shall stop, stand, or park a vehicle or trailer, except where allowed under section 7, in any of the following locations:

1. On the traveled portion of a public way;
2. On a public sidewalk;
3. In front of the entrance to a public or private driveway or alleyway;
4. Within fifteen (15) feet of a fire hydrant;
5. Within twenty (20) feet of the nearest corner of the curb at an intersection of public ways;
6. Alongside or opposite any street excavation or obstruction in a manner that obstructs traffic;

7. On the roadway side of a vehicle already legally parked at the curb of a public way (double parking);
8. Facing the opposite direction of traffic flow;
9. On a bridge; except in designated parking areas; or,
10. In any area where official signs or painted curbs prohibit parking have been placed at the direction of the Board of Selectmen, and such locations shall be listed on an Exhibit attached to this Ordinance which shall be reviewed or updated, as necessary;

No overnight parking is permitted in public way or public parking lots without prior written permission from the Municipal Officers or their designee.

Specific public ways may be designated as 2 Hour Parking or No Parking by vote of the Board of Selectmen, and such locations shall be listed on an Exhibit attached to this Ordinance which shall be reviewed or updated, as necessary. The effective date for each designation will be 30 days after the vote of the Board and shall remain in effect until amended by a vote of the Board of Selectmen. When specific public ways are designated, appropriate signage must be in place within the 30 day timeline. Additionally, all parking signage must be reviewed annually by the Road Commissioner to determine if the signage is clear, unobstructed, and readable. If at any time signage is found to be in need of repair, the Road Commissioner shall take steps to address it.

6. Winter Parking Restrictions

From October 15 until April 15 no vehicle shall be parked on any public street, road, or public way on any day, except provided for under section 7. During a winter storm event, vehicles may be parked in the municipal lot at Four Rod Road across from Woolen Mill Park. Any vehicle parked there without express permission must be removed within 24 hours after the end of the storm, or it may be subject to enforcement measures under Section 8.

7. Exceptions

This ordinance does not apply to vehicles that are parked in prohibited areas for the following reasons:

- In compliance with law enforcement officers or traffic-control devices
- Mechanical problems or breakdowns; provided however a disabled vehicle or trailer must be removed within 4 hours;
- EMS, Fire or law enforcement operating in official capacities;
- Deliveries, including food and goods (15 minute maximum); or,
- Maintenance, construction, repair or installation of utilities or the public way by any State or municipal agency or utility company.

Where equipped, hazard lights must be activated to ensure maximum visibility to other drivers and pedestrians.

8. Municipal Lot Parking Permits

A Warren resident may request a Revocable License to park in the Town's Municipal Parking Lot on Four Rod Rd. The license shall permit parking for one (1) specific vehicle to be parked overnight in the Town Lot. Licenses shall remain in effect for twelve (12) months, unless revoked by the Board of Selectmen,

and are non-transferrable. Only one license will be granted per household and a maximum of 4 licenses will be granted at any one time. Only currently registered, insured, and inspected motor vehicles may be parked in the lot. No trailers, belongings, or other property may be stored at the Municipal lot for any reason and at any time. Licenses may be revoked at any time and for any reason by vote of the Board of Selectmen. If a license is revoked, the revocation will take effect ten (10) days after the vote of the Board.

9. Enforcement

This ordinance shall be enforced by Municipal Officers or their duly appointed designees. Violations of this ordinance are subject to a $150 fine for each time the vehicle is illegally parked and may be subject to tow without warning. When any vehicle is towed pursuant to this ordinance, a notice will be sent to the registered owner of the vehicle by regular 1st class mail within one business day following the removal of the vehicle. This notice shall contain the following information:

1. Registration number and brief description of the vehicle;
2. Location where the vehicle was towed from;
3. Name and address of person or company who performed the tow;
4. Location where the vehicle is stored;
5. The provisions of the Ordinance which were violated and led to the tow;
6. Costs for the tow and per diem storage fees; and,
7. Total cost of the fine imposed per this section

In order to redeem the vehicle, you must:

1. Provide proof of insurance
2. Provide proof of current registration
3. Pay all associated towing and storage costs

Any vehicle that is not redeemed within 90 days of Notice to the Owner shall be deemed abandoned property forfeited and shall be sold in a reasonably commercial matter. The proceeds of sale shall first be applied to recoup all associated costs for removal, storage, and enforcement; excess proceeds from the sale shall be paid to the prior owner.

The Town of Warren and the authorized towing company shall not be responsible for any damage to a vehicle removed pursuant to this ordinance.

10. Right to Contest Parking Violation

Any person receiving a parking-violation notice issued under this chapter may contest the alleged violation by requesting shall proceed as required by this section.

How to Request Hearing.
To contest the notice of violation the recipient must, within **30 days** of the date of issuance of the notice, submit a written request for referral to court to the Warren Town Clerk at:

Town of Warren
167 Western Road
Warren, ME 04864

The request must include the citation number, the name and address of the person contesting, and a brief statement of the basis for the challenge.

Municipal Referral.
Upon timely receipt of such a request, the Town shall initiate a civil-violation enforcement action in the Maine District Court (Knox County) for adjudication of the parking violation. The person contesting the violation shall have the right to appear, present evidence, and be heard.

Failure to Respond.
If no written request is received within 30 days, the violation shall be deemed admitted, , the assessed fine shall become final, and the Town may seek collection or default judgment in District Court without further notice.

Attorney's Fees and Costs.
In accordance with 30-A M.R.S. § 4452(3)(D), if the Town prevails in court after either a deemed admission of the violation or after a hearing, the defendant may be ordered to pay reasonable attorney's fees and court costs incurred by the Town in enforcing the violation.

Notice Contents.
The parking-violation notice shall clearly state:

1. The amount of the fine.
2. The 30-day deadline to request referral to court.
3. Contact information for the Town Clerk.
4. That failure to respond may result in a default judgment.
5. That if the Town prevails in court, attorney's fees and costs may be assessed against the defendant.

11. Effective Date

This Ordinance shall take effect upon approval by a majority vote of the Municipal Officers of the Town of Warren.

In witness whereof the parties, or their duly empowered representatives, have executed this Parking Ordinance on the date.

MUNICIPAL OFFICER OF

THE TOWN OF WARREN, MAINE

_____ _____

Witness to the Selectmen

_____

_____

_____

_____

_____

APPOINTMENT BY SELECTMEN

To: KENDRA SCHUSTER

Pursuant to: **Title 30-A, Chapter 123 §2601**

The undersigned municipal officers of the Town of Warren do hereby vote to appoint and confirm you as a member of the COMPREHENSIVE PLAN COMMITTEE ADVISORY for the Town of Warren, for a one-year term.

Your term of office is to expire 2026.

Given under our hands on this _____ day of _____, 2025.

_____

_____

_____ Selectmen of Warren

_____

_____

State of Maine

County of Knox ss. _____, 2025

Personally appeared, the above named KENDRA SCHUSTER, who has been duly appointed by the selectmen as a member of the COMPREHENSIVE PLAN ADVISORY COMMITTEE for the Town of Warren, in said town, and took the oath necessary to qualify him/her to discharge said duties for a one-year term (Expires 2026), according to the law.

Before me, _____

Title _____

Town of Warren

Community Service Volunteer Form

Please select the committees/boards/positions in which you wish to participate:

- ☐ BOARD OF APPEALS - 5 seats, 3yr term
- ☐ BOARD OF ASSESSMENT - 3 seats, 3 yr term
- ☐ BUDGET COMMITTEE - 13 seats, 3 yr term
- ☐ CEMETERY COMMITTEE - 5 seats, 1 yr term
- ☒ COMPREHENSIVE PLAN ADVISORY COMMITTEE - 7 seats, 1 year term
- ☐ ELECTIONS (*CHOOSE ONE*):
  - ☐ ELECTION/BALLOT CLERK – per diem
  - ☐ ELECTION WARDEN - per diem
  - ☐ TOWN MEETING MODERATOR - per diem
- ☐ FISH WARDEN - 2 seats, 1 year term
- ☐ GEORGE'S RIVER SHELLFISH MANAGEMENT COMMITTEE - 4 seats, 3 year term
- ☐ PLANNING BOARD - 7 seats, 3 yr term
- ☐ RECREATION COMMITTEE - 11 seats, 3 yr term
- ☐ SCHOLARSHIP COMMITTEE - 9 seats, 3 yr term
- ☐ TOWN FOREST COMMITTEE - 7 seats, 1 year term
- ☐ WARREN DAY COMMITTEE - 5 seats, 3 yr term
- ☐ WARREN PARKS COMMITTEE - 7 seats, 3 yr term

☐ ***OTHER*** _____

Please see list of committee vacancies for most urgent committee positions to be filled. Membership on some committees may require a background check.

Signature Kendra W Schuster Date Sept 4, 2025

Town of Warren

Community Service Volunteer Form

We're so happy you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. Thank you so much! Please complete the form below completely and return it to the Town Clerk (clerk@warrenmaine.org). I hope your experience is rewarding. Again, on behalf of all of us at the Town of Warren, thank you for being an **outstanding** citizen!

☒ **New Appointment** ☐ **Re-appointment**

Name: Kendra W Schuster Date: Sept 4, 2025

Mailing Address: 72 Maple St, Warren, ME 04864 Ward: _____

Physical Address: 72 Maple St, Warren, ME 04864

Telephone #: 207-593-6458 Home: _____ Work: _____ Cell: _____

E-Mail Address: spndrft1@juno.com Years as Warren Resident: 23

Describe your education and/or experience:

Associate Degree Business Administration

Customer Service in various venues for thirty years

PTA volunteer for ten years while my children were in school

Election Ballot clerk for Warren

Roofing quotes

for

Cold storage building

Tristate Roofing	$3,745.00
Holgerson Roofing	$4,300.00
Mark H Reed	$8,494.55

Tristate Roofing

2020 Atlantic HWY Warren ME 04864 phone 207 620 6918

Proposal / contract

Customer information

Customer Name: Warren Town Office
Project location: 167 Western Rd
Phone: (207) 273-2421
Email: manager@warrenmaine.org

Date: 8/28/25
Warren ME 04864

Scope of Work

Shingles Roofing

Remove one layer of existing shingles, only from front side of dry storage building

Any rotting Board/Plywood that should be replaced, the fee will be $3.00 per square feet of OSB plywood or $4.00 per square feet of CDX plywood

Any rotting Fascia or Trim that should be replaced, the fee will be $8.00 per linear feet of prime trim board

Install new 35 years Owens Corning TruDefiniton Duration shingles

Install Standard Roof Boot over plumbing standpipe

Install new Metal Drip edge and Ice & water shield on eaves and valleys of the roof

Install new synthetic roofing underlayment

Customer is responsible to tarp/cover the attic

Customer can choose the color of the shingle, (.....)

Debris Remove by Contractor

5 years of labor & lifetime manufacturer's warranty

PRICE:

Total: three thousand seven hundred forty five **$3,745.00**

PAYMENTS:

1 st 20% down payment And Final Upon Completion

TERMS:

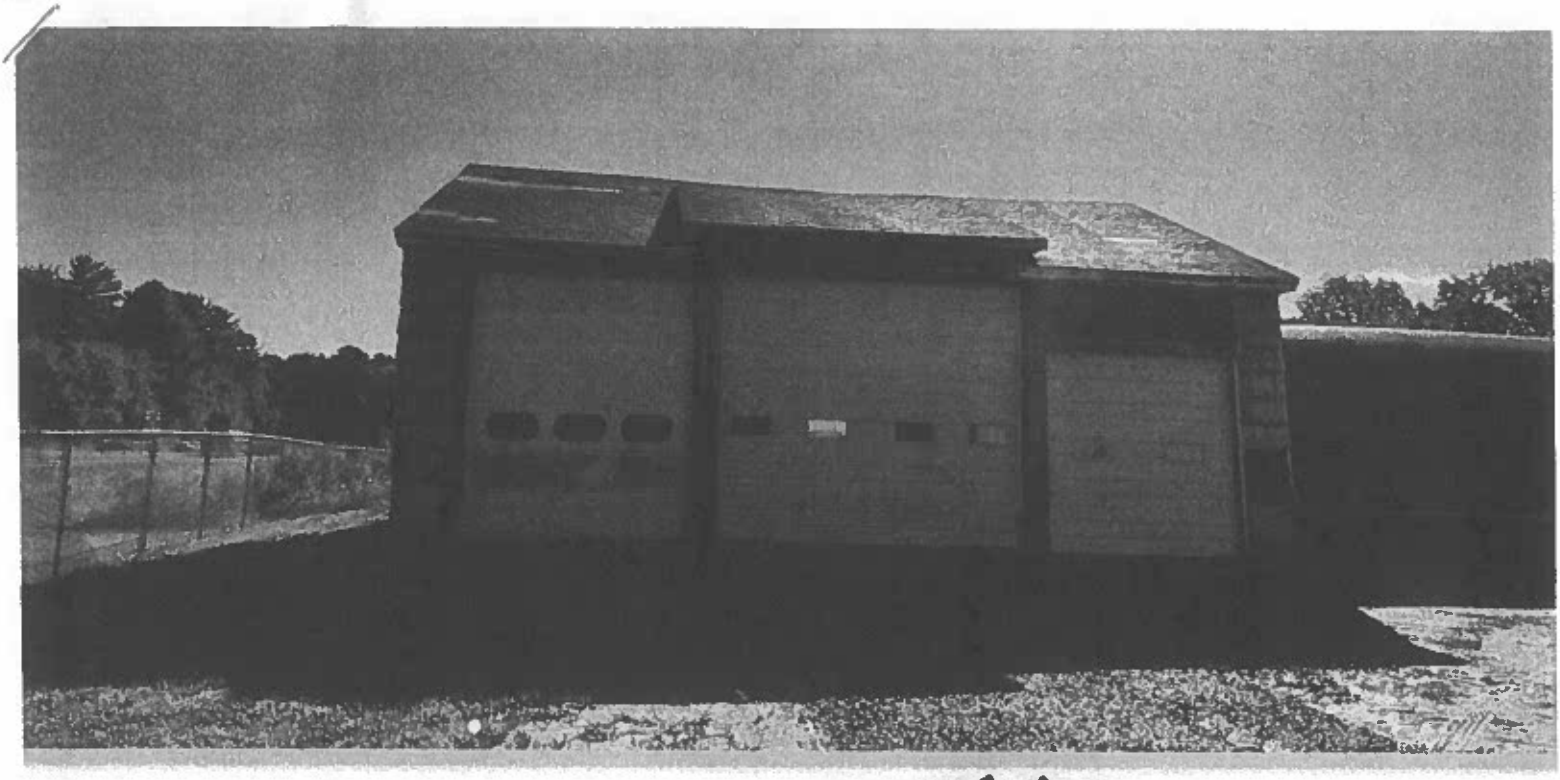
1. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will be an extra charge over and above estimated/contract.
2. All agreements are contingent upon strikes, accidents, or delays beyond our Control, Tristate Roofing reserves the right to cancel this contract at any time At no cost.
3.Any check deposited will be refund except for amounts to cover work already done Materials, services already done. Customer will be responsible For all fee incurred for any bounced checks and or legal fees necessary to Obtain payments.
4. Customer has the right to cancel the contract up to 72 hours After signing the contract and will Receive a full refund of any deposits already paid with the exception for any goods or Services that were purchased and /or rendered .e.g. site prep time, scaffolding cost Material cost delivery charges and / or any removal fees.
5. Customer responsible for coordinating all work with neighbors to cause any unnecessary Delays to work when started.

Acceptance of proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted
Payments will be made as outlined above.

Date..... of .....
Customer
Signature:..... Print:.....

Contractor
Signature:..... Print:.....

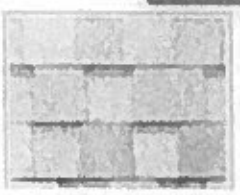


OWENS CORNING®

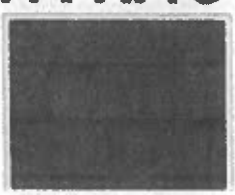
PREFERRED CONTRACTOR

Shasta White

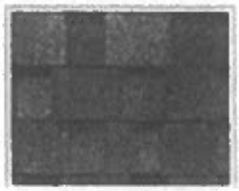
Amber

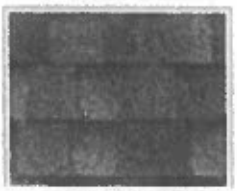

Antique Silver

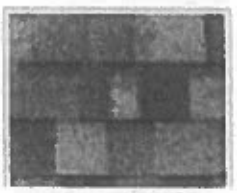
Brownwood


Chateau Green

Colonial Slate


Desert Tan


Driftwood

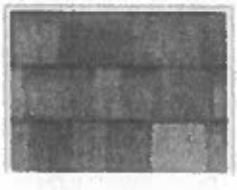

Estate Gray

Harbor Blue

Onyx Black

Quarry Gray

Sierra Gray


Slatestone Gray

Teak

Terra Cotta

Williamsburg Gray

Estimate

Holgerson Roofing
917 Camden Rd .
Warren , Maine 04864
1-800-439-8469

Date: 8-26-2025

To : Town Of Warren

For: Public Works Shed /front side

The price to re-roof the front side of public works shed would be $4300.00. This process will include the removal and disposal of existing asphalt roofing materials. We will install new white galvanized drip edge and ice and water shield three feet along the eves and eighteen inches along the rakes with a roof underlayment on the rest of building. We than will install a new CertainTeed landmark shingle or Owens corning duration series shingle. If it is deemed that any wood repair is needed, we would report, and repairs needed would be time and materials with a labor rate of $60 per hour. A visual inspection of the under side of boarding boards appear to be in decent shape. There is a little staining from leaks over the years, but any repair would seem minimal. If selected to do this work, I would like to do before the end of October. The asphalt shingles

need warmth to seal, and the weather gets unpredictable the further into the fall we get. If you have questions, please reach out. Thanks Leory

Mark H. Reed
28 Norwood st
Warren,ME
04864

ESTIMATE

Town Of Warren
Dry storage shed
Warren,ME
04864

Estimate # 0000010

Estimate Date 08/12/2025

Item	Description	Unit Price	Quantity	Amount
Product	Shingles	74.32	34.00	2,526.88
Product	Ice and water	258.70	1.00	258.70
Product	Underlayment	139.10	1.00	139.10
Product	Ridge cap	105.93	2.00	211.86
Product	Drip edge	20.04	12.00	240.48
Product	Nails	90.32	1.00	90.32
Product	Staples	9.07	3.00	27.21
Service	Labor	500.00	10.00	5,000.00

Subtotal	8,494.55
Total	8,494.55
Amount Paid	0.00
Estimate	$8,494.55