

BUCKSPORT TOWN COUNCIL MEETING
7:00 P.M., THURSDAY, JANUARY 26, 2017
TOWN COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE
AGENDA

- 1. Call Meeting To Order**
- 2. Roll Call**
- 3. Presentation of any Town Council Recognitions**
- 4. Consider minutes of previous meetings**
- 5. Receive and review correspondence and documents**
 - a. Olver Associates – Meeting Minutes 1-11- 2017
 - b. Weekly Construction Summary – 1-20-17
- 6. New Ordinances to Consider/Introduce**
- 7. Discussion Items (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)**
 - a. Ordinance Committee Update – 1-26-17
 - b. Finance Committee Update – 1-26-17
 - c. Meeting with Ellsworth Y Update
- 8. Agenda Items**
 - a. To adopt Resolve #2017-42 to commit sewer charges for the October 1, 2016 – December 31, 2016 quarter.
 - b. To adopt Resolve #2017-43 to award the bid for purchase of a 2017 Bobcat S450 from Joran Equipment with the funds to come from Transfer Station Reserve.
 - c. To adopt Resolve #2017-44 to approve the use of TIF Reserve funds to fund a portion of the 225th Anniversary of Bucksport, the 130th Anniversary of the Library and the 20th Anniversary of the Bay Festival.
 - d. To adopt Resolve #2017-45 to approve the use of up to \$30,000 from TIF Reserve Funds for a period from January 2017 through June 30, 2018 to assist Main Street Bucksport
 - e. To adopt Resolve #2017-46 to approve the sale of the foreclosed trailer at 82 Elm Street to Normand Jacques for the price of \$1.00
- 9. Resignations, Appointments, Assignments, and Elections**
- 10. Approval of Quit Claims, Discharges, and Deeds**
- 11. Town Manager Report**
- 12. Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits**
 - a. Hold a Public Hearing for the purpose of adopting an ordinance establishing a six month Moratorium on the development of Retail Marijuana Establishments and Marijuana Social Clubs in the Town of Bucksport.
- 13. Discussion of Items Not on the Agenda for Council and Public**
- 14. Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meeting**
- 15. Adjournment**

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

290 Main Street

Winterport, Maine

MEETING MINUTES

Date: January 11, 2017
Project No.: 1541
Project: Wastewater Treatment Plant Upgrade
Owner: Town of Bucksport, Maine
Contractor: Apex Construction Inc.

THIS MEETING

Date: January 11, 2017
Time: 11:00 AM
Location: Treatment Plant

NEXT MEETING

Date: February 8, 2017
Time: 11:00 AM
Location: Treatment Plant

COPY: Original - Office
Copy 1 - Field
Copy - EACH ATTENDEE/DISTRIBUTION

MINUTES BY: Mandy Olver

Attending Personnel/Distribution:

TO: Town of Bucksport, Maine

ATTENTION: Susan Lessard, Dave Michaud, Mike Jackson

TO: Apex Construction Inc.

ATTENTION: Jeff Todd, Brian Clement

TO: Olver Associates, Inc.

ATTENTION: Bill Olver, Mandy Holway Olver, Donna St. Pierre

TO: Rural Development

ATTENTION: Scott Emery

Work Progress Last Month:

- Completed start up the influent pumps.
- Completed HVAC and electrical in the Blower building.
- Continued painting in the Headworks and Blower building.
- Completed the influent line and testing.
- Continued yard piping and testing.
- Began installation of stairs and handrails in the Headworks and Blower buildings.
- Began Digester wall finish.
- Completed installation of the Digester piping.

Work Schedule Next Month:

- Startup of the blowers, grit equipment and clarifiers scheduled for Thursday.
- Complete startup of the step screen/press and the RAS pumps.
- Complete the Maintenance garage and turnover to the Town.
- Continue yard piping and testing.
- Continue electrical in the UV and Blower building.
- Complete HVAC in the Headworks.
- Work toward running wastewater flow through the new portion of system the third week in February.
- Setup temporary generator to run the new equipment.
- Continue painting in various areas.
- Begin demo in the existing Operations building.

Payment Requisition:

- Pay requisition #16 in the amount of \$272,889.36 was reviewed by the Engineer and recommended for payment.

Comments Engineer:

- Change Order #2 distributed and signed.
- Engineer will coordinate seeding of secondary plant when flow is diverted.
- Dave Michaud to inform DEP plant inspector of upcoming use of new plant section.
- Asked Contractor to set up meeting with HVAC subcontractor to discuss glycol in Headworks heating system.

Comments Owner:

- Owner wants to salvage PLC and controls from PS#1.
- Will consider salvaging of the belt press.

Comments Contractor:

- Would like the sludge storage tank emptied as soon as possible. Owner stated they are ready to do any time since they can press directly off of the clarifiers.
- Asked if flow from Orland could be down for any amount of time – Owner said PS can be shut down but there is gravity flow into the wet well from Orland side of system.

Comments RD:

- Discussed deletion of hoist from headworks - nothing has been submitted. This is necessary equipment so Town would like it installed.

Change Order Summary:

- Change Order #2 signed and distributed at meeting.

Other Issues:

- Glycol in Headworks heating system – Engineer and Contractor working on..
- MCC Dual power supply – Cost estimate received.
- ATC Set Points – Engineer working on.
- Exhaust Fans Speed controls – Engineer working on.
- Credit for deleting Headworks hoist – waiting for cost for Contractor.

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

MEMORANDUM

TO: Ms. Susan Lessard, Town Manager
Mr. Dave Michaud, Superintendent
Mr. Scott Emery, RD
Mr. Jeff Hammond, CEO

FROM: Mandy Holway Olver

DATE: January 20, 2017

RE: Weekly Construction Summary
Town of Bucksport
Wastewater Treatment Plant Upgrade

Work Completed Week of January 16, 2017

- Continued electrical in the Headworks, UV and Blower buildings.
- Continued installation of yard piping.
- Continued testing yard piping.
- Continued installation of miscellaneous metals and handrails.
- Continued painting in the Blower, Headworks and Maintenance buildings.
- Completed startup of the Headworks step screen/wash press.
- Began demolition in the Operations building pump/blower room.

Work Scheduled for Week of January 23, 2017

- Continue electrical in the Headworks, UV and Blower buildings.
- Begin electrical in the Maintenance garage.
- Complete demolition of the sludge holding tank.
- Continue installation of miscellaneous metals, grating and handrails.
- Continue painting in the Blower and Maintenance buildings.
- Install temporary generator.

**RESOLVE #R-2017-42 TO APPROVE AND SIGN CERTIFICATE OF COMMITMENT
OF SEWER USER RATE**

Whereas, Susan Lessard serves as Treasurer for the Town of Bucksport; and,

Whereas the Bucksport Sewer System is a town operated entity which pays for its operations through sewer fees; and,

Whereas sewer fees are due for the period of October 1, 2016, to December 31, 2016, in the amount of \$187,731.09; and,

Whereas it is the Town Treasurer who collects the Sewer Fees; and,

Be it resolved by the Bucksport Town Council in Town Council assembled to sign the Certificate of Commitment of Sewer User Rate; and the Town Treasurer is to collect the balances stated as directed in Certificate of Commitment.

Acted on January 26, 2107

Yes ___ No ___ Abstained ___

Attested by: Kathy Downes, Town Clerk

CERTIFICATE OF COMMITMENT OF SEWER USER RATE



TO: Susan Lessard, the Treasurer of the Municipality of Bucksport, Maine

We, the undersigned Municipal Officers of Bucksport, hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A. Section 3406 for those properties, units and structures required by local and State law to pay a sewer rate to the municipality, for the period October 1, 2016 and ending December 31, 2016. This list is comprised of the pages numbered 1 to 26 inclusive which are attached to this certificate. The date on which the rates included in this list are due and payable on January 1, 2017. You are hereby required to collect, from each person named on the attached list his or her respective amount as indicated in the list, the sum total of those listings being \$187,731.09. You are hereby required to charge interest at the rate of 4% per annum on any unpaid account balance beginning April 1, 2017.

You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law on or before January 1, 2018 you shall complete and make an account of your collections of the whole sum herein committed to you.

Given under our hands this 26th day of January, 2017.

MUNICIPAL OFFICERS, TOWN OF BUCKSPORT

SUSAN M. LESSARD (Witness to All)

ROBERT G. CARMICHAEL JR.

PAUL R. GAUVIN

DAVID W. KEE

DAVID G. KEENE

PAUL F. RABS

PETER L. STEWART

JOSEPH N. YORK

Billing Edit Report

----- Water -----						----- Sewer -----					
Book	Override	Bills	Regular	Misc/Adj	Tax	Water Total	Regular	Misc/Adj	Tax	Sewer Total	Total
101		181	0.00	0.00	0.00	0.00	40,368.05	250.83	0.00	40,618.88	40,618.88
102		148	0.00	0.00	0.00	0.00	27,266.15	334.44	0.00	27,600.59	27,600.59
103		339	0.00	0.00	0.00	0.00	92,979.38	7,887.21	0.00	100,866.59	100,866.59
104		111	0.00	0.00	0.00	0.00	18,394.20	250.83	0.00	18,645.03	18,645.03
Total:		779	0.00	0.00	0.00	0.00	179,007.78	8,723.31	0.00	187,731.09	187,731.09

Dollar Amounts Report

----- Sewer -----										
Book	RESIDENT	COMMERC	3	Cat : 4	5	Cat : 6	7	8	9	Total
101	12,625.11	27,993.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,618.88
102	19,072.37	8,528.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,600.59
103	45,118.63	52,720.75	3,027.21	0.00	0.00	0.00	0.00	0.00	0.00	100,866.59
104	17,892.54	752.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,645.03
Total:	94,708.65	89,995.23	3,027.21	0.00	0.00	0.00	0.00	0.00	0.00	187,731.09

Consumption Report

----- Sewer -----										
Book	RESIDENT	COMMERC	3	Cat : 4	5	Cat : 6	7	8	9	Total
101	623	1,902	0	0	0	0	0	0	0	2,525
102	1,235	555	0	0	0	0	0	0	0	1,790
103	2,762	4,356	9	0	0	0	0	0	0	7,127
104	0	0	0	0	0	0	0	0	0	0
Total:	4,620	6,813	9	0	0	0	0	0	0	11,442

Bill Count Report

----- Sewer -----										
Book	RESIDENT	COMMERC	3	Cat : 4	5	Cat : 6	7	8	9	Total
101	74	107	0	0	0	0	0	0	0	181
102	108	40	0	0	0	0	0	0	0	148
103	263	74	2	0	0	0	0	0	0	339
104	107	4	0	0	0	0	0	0	0	111
Total:	552	225	2	0	0	0	0	0	0	779

Meter Report

----- Sewer -----										
Code	Meter Size	Count	Consumption							
1	Default	779	11442							
Total:		779	11442							

*** Consumption totals may be skewed because of combined meters and changes in meter size.

**RESOLVE #R-2017-43 TO APPROVE PURCHASE OF A BOBCAT S450 FROM
JORDAN EQUIPMENT**

Whereas, the Town of Bucksport maintains a transfer station for the disposal of solid waste, recyclables and other disposal materials, and

Whereas the operation of the facility utilizes a skidsteer in order to manage the various waste streams, and

Whereas, the Town has reserved funds for the purpose of replacing the skidsteer on a twelve year replacement schedule, and

Whereas, the current skid steer is more than fifteen years old, no longer functioning well, and for which parts are difficult to find because the manufacturer is no longer in business, and

Whereas after a change in solid waste management practices to include zero sort recycling, and a period of time that has elapsed to allow appropriate assessment of equipment needs for the Transfer Station, and

Whereas bids have been received for a skidsteer appropriate to meet the needs of the department, and

Whereas Jordan Equipment was the low bidder at \$30,647 for a Bobcat S450,

Be it resolved by the Bucksport Town Council in Town Council assembled to award the bid for a Bobcat S450 to Jordan Equipment in the amount of \$30,647. to be paid from Transfer Station Reserve.

Acted on January 26, 2107

Yes ___ No ___ Abstained ___

Attested by: Kathy Downes, Town Clerk

FROM: JAY LANPHER, PUBLIC WORKS DIRECTOR

TO: SUSAN LESSARD, TOWN MANAGER

REF: TRANSFER STATION SKID STEER PURCHASE

DATE: JANUARY 12, 2017

Bid submittals for skid steer purchase for Transfer Station.

VENDOR	MAKE	NET PRICE
JORDAN EQUIPMENT	BOBCAT S450	\$30,647.00
GREENWAY EQUIPMENT	JOHN DEERE 316GR	\$33,806.96
BEAUREGARD EQUIPMENT	CASE SR160	\$34,182.00

Recommend award the purchase of a S450 Bobcat skid-steer loader from Jordan Equipment Company of Hermon for \$30,647.00 using money from \$50,000 set aside for building a storage building at the Transfer Station. Since starting the Zero Sort Program the needs of the Transfer Station have changed. We no longer bail and store recyclable materials and a skid-steer loader with forks would be more than adequate for daily operations at the Transfer Station. Therefore, I recommend the previously purchased forklift be moved to Public Works, and the old Thomas skid-steer and Public Works forklift be sold. The proceeds from the sales could be used to purchase a snow pusher blade for the new skid-steer that would greatly improve the ability to clear the parking area of snow in a timely manner. Approximate cost for 8' pusher blades range \$2000-\$3000.

**RESOLVE #R-2017-44 TO APPROVE THE USE OF TIF FUNDS TO FUND A
PORTION OF THE 225TH ANNIVERSARY OF BUCKSPORT, THE 130TH
ANNIVERSARY OF THE LIBRARY AND 20TH ANNIVERSARY OF THE BUCKSPORT
BAY FESTIVAL**

Whereas, 2017 marks the anniversary of the founding of Bucksport, the 130 anniversary of the Library, and the 20th anniversary of the Bucksport Bay Festival, and

Whereas, these anniversaries memorialize significant events and institutions in the community, and

Whereas, the Town wishes to insure that these anniversaries are recognized through a significant celebration of them in the summer of 2017, and

Whereas, in order for such events to take place it is necessary to contract with appropriate entertainment and parade entities well in advance of the actual event, and

Whereas, in order to be able to do so, funds must be available at the time of contract, and

Whereas, fundraising may not be sufficient to cover the entire cost of the events, and

Whereas the Town Council considers it important for these significant historical events to be celebrated, and

Whereas the Town has TIF Funds for Economic Development purposes and this combined celebration will bring significant visitors to the community and associated business to local businesses,

Be it resolved by the Bucksport Town Council in Town Council assembled to utilize TIF funds for the combined celebration of these events in an amount not to exceed \$25,000.

Acted on January 26, 2107

Yes ____ No ____ Abstained ____

Attested by: Kathy Downes, Town Clerk

**RESOLVE #R-2017-44 TO APPROVE THE USE OF TIF FUNDS TO FUND A
PORTION OF THE 225TH ANNIVERSARY OF BUCKSPORT, THE 130TH
ANNIVERSARY OF THE LIBRARY AND 20TH ANNIVERSARY OF THE BUCKSPORT
BAY FESTIVAL**

Whereas, The Town of Bucksport seeks to support local groups working on economic development in the community, and

Whereas, Main Street Bucksport is a 501©(3) organization founded for the purpose of promoting development of the Main Street corridor and supporting local businesses, and

Whereas, Main Street Bucksport is coordinating the four major annual events in the Town of Bucksport, and

Whereas, in order for these events to continue to occur in the community it is necessary for a part time employee for Main Street Bucksport to do event coordination, and

Whereas, Main Street Bucksport has obtained grants for the operation of programs but is unable to do so for staffing, and

Whereas, the funding requested would cover the period from January 2017 through June 30, 2018, and

Whereas, any subsequent request would be subject to a review of the success of the identified events and how they have benefited the Town and businesses of Bucksport

Whereas the Town has TIF Funds for Economic Development purposes and this combined celebration will bring significant visitors to the community and associated business to local businesses,

Be it resolved by the Bucksport Town Council in Town Council assembled to utilize TIF funds for the combined celebration of these events in an amount not to exceed \$25,000.

Acted on January 26, 2107

Yes ___ No ___ Abstained ___

Attested by: Kathy Downes, Town Clerk

RESOLVE #R-2017-45 TO APPROVE THE USE OF TIF FUNDS IN THE AMOUNT OF \$30,000 FOR THE SUPPORT OF MAIN STREET BUCKSPORT

Whereas, The Town of Bucksport seeks to support local groups working on economic development in the community, and

Whereas, Main Street Bucksport is a 501©(3) organization founded for the purpose of promoting development of the Main Street corridor and supporting local businesses, and

Whereas, Main Street Bucksport is coordinating the four major annual events in the Town of Bucksport, and

Whereas, in order for these events to continue to occur in the community it is necessary for a part time employee for Main Street Bucksport to do event coordination, and

Whereas, Main Street Bucksport has obtained grants for the operation of programs but is unable to do so for staffing, and

Whereas, the funding requested would cover the period from January 2017 through June 30, 2018, and

Whereas, any subsequent request would be subject to a review of the success of the identified events and how they have benefited the Town and businesses of Bucksport, and

Whereas, the use of TIF funds to support local economic efforts of groups outside of town staffing increases the economic vitality of the community and encourages local groups to work for the betterment of the Town, and

Whereas the Town has TIF Funds for Economic Development purposes and this contribution to Main Street Bucksport will augment economic development efforts of the Town,

Be it resolved by the Bucksport Town Council in Town Council assembled to utilize TIF funds for Main Street Bucksport in the amount of \$30,000 to cover the period between 1/1/2017 and 6/30/2018.

Acted on January 26, 2107

Yes ___ No ___ Abstained ___

Attested by: Kathy Downes, Town Clerk



MAIN STREET BUCKSPORT

December 28, 2016

Background:

Main Street Bucksport (MSB) formed in the fall of 2014 shortly after the announcement of the closure of the Verso paper mill. We are a group of all volunteer Board members comprised of local business owners and citizens who are committed to the revitalization of downtown. In today's changing economy, many people can choose to live wherever they want; the decision isn't necessarily tied to a physical work location. Instead, both working people and retirees are drawn to creative communities that are friendly and welcoming and have unique, locally owned businesses and events that cannot be found elsewhere. Bucksport has already made great strides in meeting these goals and we believe that a Main Street program can help move the community even further by using nationally proven methods to revitalize and improve the downtown area.

Main Street Bucksport is a 501c3 non-profit organization with a mission to support existing downtown Bucksport businesses, attract new businesses to the downtown area, and to create and promote cultural arts events downtown. MSB is a network community of the Maine Downtown Center, a program of the Maine Development Corporation. Through their work with the Maine Downtown Center, several Maine towns have seen real and measurable impacts in their downtowns including new businesses, increased success for existing businesses, and exciting and fun cultural arts events that bring people downtown, to the heart of their community.

The proposal:

Main Street Bucksport is requesting \$10,000 from the TIF (Tax Increment Financing) fund to pay for expenses from January-June 2017. In the spring, Main Street Bucksport will request \$20,000 from the Town to support annual program costs and to allow us to hire a part-time Executive Director. Ideally, we would like a 3-year commitment from the Town which we believe will allow us to leverage additional grant funding and ensure long-term success. We understand that Town funding is based on annual review and that no multi-year commitment can be guaranteed. However, since the Town funding will not be available until July 2017, we are seeking a one-time allocation of TIF funds to pay for program expenses from January –June 2017.

The attached document outlines the 2017 events that MSB has committed to at this time. They include the Bridge the Gap Race, the Bucksport Arts Festival, and the International Maritime Film Festival. Additionally, MSB will continue to help coordinate and promote downtown events during the important holiday retail season. Neither the Bridge the Gap Race or the International Maritime Film Festival would happen if Main Street Bucksport had not agreed to be the local non-profit partner and both events have proven success records that mean real economic development for the Town.

The attached draft budget outlines the 2017 Main Street Bucksport income and expenses projected for 2017.

Thank you for your consideration.



2017 Activities

Bridge the Gap Race – April

Now in its 6th year, Bridge the Gap draws approximately 500 runners to the area each spring. Beginning in 2017, Main Street Bucksport will be the local organizer of the race and Gary Allen (founder of Mount Desert Island Marathon) will be the race director. The race will finish somewhere in downtown Bucksport (course to be determined.)

Bucksport Arts Festival – August

Main Street Bucksport is partnering with Lyndsey Marston and Laurie Brooks (founders of the Arts Fest) to provide fiscal sponsorship and help promote the festival.

International Marine Film Festival – September

Main Street Bucksport is partnering with WoodenBoat Publications to bring the 2nd annual International Maritime Film Festival to Bucksport. The festival will be held at the Alamo Theatre. Last year's inaugural festival saw \$11,000 in revenue and brought 100 people to downtown Bucksport over festival weekend. Restaurants and local shops saw a significant increase in business.

Christmas Activities Downtown - December

Main Street Bucksport has helped to coordinate downtown holiday events since our inception in 2014. This year, MSB took the lead in helping to coordinate several events including those sponsored by the Town and individual business owners. BookStacks reported record sales on Small Business Saturday in 2016.

2016 saw the creation of community and fundraising events, the Main Street Bucksport website, and the acquisition of 501 (C)(3) status, substantially underwritten by a grant from the Maine Community Foundation and other donations. Year to date, Main Street Bucksport has \$9,000 in the bank from fundraising events and grants.

Maine Downtown Center recommends that Main Street programs use a funding model of 1/3 Municipal support, 1/3 Grants & Fundraising, 1/3 Business & Private Donation.

This organization is committed to the redevelopment and advancement of the downtown Bucksport corridor, in any way that benefits our local businesses and the entire community, and using techniques that have seen great success in other Maine towns during times of transition.

**Sample Tasks for Downtown Network
Committees and Communities Getting Started!**
For more ideas, visit mdf.org – Maine Downtown Center



Organization

Establishes consensus and cooperation by building partnerships and getting everyone working toward the goals for downtown

- Passion, dedication, commitment to downtown
- Broad participation by community (downtown business sector, property owners, residents, municipality, schools, organizations, everyone! “All Hands on Deck for Downtown!”)
- Understand Community Values!
- Collaborate and partner with all other organizations – think deep
- Mission statement/Vision Statement
- Long range Strategic Plan / Annual Work Plans
- Financial/Fundraising/Development Planning
- Committee / Project structure , Understanding of the Four-Point Approach®
- Continual volunteer recruitment/retention and recognition
- Create your Organization, apply for 501(c)3; Bylaws; Board Roles and Responsibilities
- Staff & Volunteer management/direction provided by Board/ Steering Committee
- “Road Show” to share the vision with groups in your community

Design

Getting Main Street into top physical shape and creating a safe, walkable inviting atmosphere. Design takes advantage of the visual opportunities, using your assets and historic character for downtown revitalization

- Historic preservation, façade restoration, building maintenance
- Historic building education and training for property owners and developers
- Design Guidelines for downtown buildings developed for property and business owners
- Commercial Signage – quality is essential. Understand sign ordinances
- Window Displays and in store merchandising/layout/aesthetics
- Public Art, fountains and informational kiosks
- Green Spaces, trees, flowers, benches, shade
- Free Wi-Fi throughout or Hot Spots – let people know!
- Parking and traffic flow studies, friendly enforcement
- Wayfinding Signage : clear directional signage for free public parking
- Sidewalks and Trails, easy to find and access connections to harbor walks, rail and river trails
- Lighting – street, store, and holiday
- Trash and Recycling Containers – think green!
- Historic walking tour guides (self-guided, virtual, hard copy, interpretive signs, museum in the street)
- Snow removal; property owner/merchant, municipality role, timing and guidelines

The Maine Downtown Center is a program of the Maine Development Foundation
295 Water Street, Suite 5 | Augusta, Maine 04330

Promotions

**Community Building to create a positive image that will promote community pride.
Improve consumer and investor confidence and spending in your downtown district.**

- Organization and Downtown image. What is your brand, logo, tag line
- Buttons, T-shirts, tote bags
- Social events; art and history walks, block parties, concerts, wine tastings
- Retail events; early-bird sales, holiday open houses, cross-marketing with community events
- Community building, heritage/history events; tie downtown into partner community events
- Downtown brochure, map, business directory
- Press kits with everything the press and media need to TELL YOUR STORY
- Website/Facebook/E-blasts/Social Marketing

Economic Restructuring

Strengthens your downtowns existing economic assets and businesses while building and diversifying the economic base of your community.

- Build on local assets and identity
- Target a specific market niche, balance your business offerings, identify key needs
- Make existing businesses the priority, embrace Shop Local!
- Be community designed and driven
- Compile a complete building inventory: Ownership, size, use, condition, code compliance, potential, zoning, current and historic photos, historic status (National Register?)
- Surveys of all kinds; Customer intercept, downtown employee, residents, regional market
- Business opening celebrations – ribbon cuttings, press, people, cheering
- Business recruitment packages
- Upper floor use (housing, office, performance space, other)
- Training for business owners (merchandising, advertising, customer relations, retailing)
- Financial incentives (grants and loan programs)
- Understanding and promoting incentives for development:
 - ✓ Community Development Block Grants
 - ✓ Federal and State Historic Tax Credits
 - ✓ Tax Increment Financing districts
 - ✓ Affordable Housing Credits
 - ✓ Transportation Enhancement (DOT) grants
 - ✓ Brownfields revolving loans/grants
 - ✓ USDA grants / SBA assistance
 - ✓ For nonprofits: Foundation grants, intervention and planning grants, technical assistance

Eight Principles for Success

1. Comprehensive
2. Incremental
3. Self-help, If not you who?
4. Public & private partnerships, Collaborations

Apply Liberally and Often!

5. Build on existing assets
6. Quality in everything
7. Embrace Change
8. Action-oriented steps

The Maine Downtown Center is a program of the Maine Development Foundation
295 Water Street, Suite 5 | Augusta, Maine 04330



Organization Mission

The mission of Main Street Bucksport, a Main Street Maine network community, is to support existing businesses in downtown Bucksport, attract new businesses, and support cultural arts events in the downtown area. We work in partnership with the City of Bucksport, the business community, property owners, and residents to foster economic development and improve the downtown and quality of life in Bucksport. These activities are accomplished through the implementation of the Main Street Four-Point Approach which focuses on Organization, Promotion, Design and Economic Restructuring to build a sustainable and complete community revitalization effort.

Staffing Configuration

The Executive Director works to achieve the goals of the organization under the direction of the Board of Directors is ultimately responsible for the organization's success and all final decisions relating to the day-to-day operation of the organization and its activities.

Executive Director Job Description

The Executive Director must be knowledgeable of and an advocate for design and preservation issues and must understand the issues confronting downtown business people, property owners, public agencies, and community organizations. The Director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent environment. Excellent written and verbal communication skills are essential. Supervisory skills are required.

I. Work Objectives

The Director's broad objectives are to 1) work with the Board of Directors to develop a strategic plan and is responsible for the conduct, execution and documentation of the Main Street program and its four standing committees, 2) act as the principal on-site staff person and "face of the organization," responsible for coordinating all program activities and volunteers, as well as representing the community regionally and nationally as appropriate, and 3) help guide the organization as its objectives evolve.

II. Full Range of Duties to be Performed

In addition to daily administrative tasks, the Director will be responsible for administration, coordination and execution of tasks within three key areas including 1)



fundraising 2) membership and community development 3) event planning and 4) administrative:

1. Fundraising:

- Provide yearly timeline and assist with strategy for annual fundraising efforts, in conjunction with the Board, creating standard operating procedures.
- Initiate and execute grant-writing opportunities with support and assistance from the Board.

2. Membership and Community Development:

This area includes volunteer recruitment, business recruitment, public relations and community outreach.

- Become familiar with key persons and groups directly and indirectly involved in the downtown.
- Be diplomatic regarding the roles of various downtown interest groups.
- Help build strong and productive relationships with appropriate public agencies at the local and state levels.
- Represent the community to important constituencies at the local, state, and national levels.
- Speak effectively on the program's directions and work, mindful of the need to improve state and national economic development policies as they relate to commercial districts.
- Support downtown economic development strategies, developed by the Town of Bucksport's Economic Development department.
- Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of Main Street Bucksport's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Consult with individual property/business owners with physical improvement projects by being a resource, providing information and contacts relevant to their particular project; provide advice and guidance on necessary financial mechanisms for physical improvements.

3. Event Planning:

- Oversee the coordination and execution events that contribute to the financial well-being of the organization, such as festivals, fundraising



events or business promotions, to improve the quality and success of events and attract people to downtown.

1. Work with other organizations when feasible on event planning.
2. Manage volunteers and/or consultants associated with event.
3. Work closely with local media to ensure maximum coverage of promotional activities.

4. Administrative:

- **Oversee/coordinate the activity of committees, ensuring that communication among committees is well established; assist committee volunteers with implementation of work plan items.**
- **Assist committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: 1) design and historic preservation; 2) promotion and marketing; 3) organization and management; and 4) economic restructuring and development.**
- **Assist the Board in developing a strategic plan for the organization, and ensure its incorporation into annual work plans.**
- **Utilizing the Main Street program format, develop and maintain data systems to track the progress of Main Street Bucksport. These systems should include economic monitoring, individual building files, photographic documentation of physical changes, and statistics on job creation and business retention.**
- **Manage all administrative aspects of the Main Street program, including but not limited to, purchasing, record keeping, annual program budget, budget development, accounting, preparing all reports required by Main Street Maine and by the National Main Street Center, assisting with the preparation of reports to funding agencies, maintaining regular communication with the Board and supervising employees, interns, or consultants.**
- **Create standard operating procedures for routine tasks and recurring events.**
- **Coordinate, administer and prepare reports for all grants received by the organization.**
- **Supervise any necessary temporary or permanent employees, as well as professional consultants. The Director participates in personnel and project evaluations.**
- **Maintain organization records and reports, establishes technical resource files and libraries.**



- Prepare regular reports required by the Main Street Maine and the National Main Street Center and additionally submits those to the Board.

Job Knowledge, Skills and Education Required

A minimum of two (2) years management or supervisory experience, preferably in a public or non-profit organization is desired for this position.

At a minimum, a BS or BA degree from an accredited four-year college or university and/or experience in one or more of the following areas:

- Commercial district management, Economics, Finance
- Public Relations, Marketing, Retail
- Planning, Business Administration, Public Administration, Small Business Development
- Volunteer or Non-profit Administration
- Community Development
- Architecture, Historic Preservation

Reports to: Main Street Bucksport Board of Directors

Main Street Bucksport Budget 2017

Income

MSB Fundraising Events		
	general	\$10,000
	Bridge the Gap	\$11,000
	Arts Festival	\$6,050
	IMFF	\$15,525
General Donations		\$1,000
Town of Bucksport		\$20,000
Grants		\$5,000
Membership		\$2,000
In-Kind		
	office space	\$6,000
Total Income		\$76,575

Expenses

Personnel		
	Staff Wages	\$25,000
	FICA/ Medicare	\$1,800
	Unemployment	\$220
	Workers Comp Ins.	\$405
	Total Personnel	\$27,425
Insurance		
	libabilty	\$433
	D&O	\$1,000
Equipment		\$1,000
Office expenses		
	phone	\$1,000
	suplies	\$1,000
Publicity		\$1,500
Fundraising Events		
	general	\$4,000
	Bridge the Gap	\$9,000
	Arts Fest	\$4,765
	IMFF	\$9,000
Website support		\$500

Professional Development	\$500
Maine Downtown Center Dues	\$500
In-Kind	

office space	\$6,000
--------------	---------

Total Expenses	\$67,623
-----------------------	-----------------

Profit/Loss	\$8,952
--------------------	----------------

notes

includes heat & electricity



2017 New Employer Rate is

Main Street Program National Statistics, provided by the Maine Downtown Center (1980-2014, 2,200 communities reporting):

JOBS & BUSINESS GROWTH

- Net Gain Jobs: 528,557
- Net New Businesses: 120,510

CAPITAL INVESTMENT

- Number of building rehabilitations: 251,838
- Total reinvestment in physical improvement from public and private sources: \$61.7 Billion
- Reinvestment Ratio: \$26.53 reinvested for every \$1 spent

Main Street Maine Reinvestment Statistics (2002-2015, 10 Main Street Maine communities reporting):

JOBS & BUSINESS GROWTH

- Net Gain Part Time Jobs: 357
- Net Gain Full Time Jobs: 1184
- Net New Businesses: 361

LEVERAGING LOCAL VOLUNTEERISM

- Downtown Volunteer Hours: 284,610

CAPITAL INVESTMENT

- New Construction Projects: 25
- New Housing Units: 382
- Building Rehabilitations: 937
- Total Reinvestment of \$248.4M (including Private reinvestment \$189,189,660 - 76%)
- Reinvestment Ratio: \$23.08 for every \$1 spent by the local communities

Main Street Programs in Maine:

Augusta Downtown Alliance (Designated 2013)

www.augustadowntownalliance.org

When Augusta Downtown Alliance was founded, they operated on a three-year budget of \$75,000, with \$25,000 given by the city each of those three years. Now, however, they we expanded their intake and fundraisers, so the city accounts for roughly only a quarter of the budget.

- 2 net new businesses
- \$298 thousand in public and private downtown investment

- 1,057 volunteer hours
- 0 net new full-time jobs
- 19 net new part-time jobs
- For every \$1 invested in the Augusta Downtown Alliance program, an additional \$4.44 has been invested in downtown Augusta
- 1 rehabilitations and improvements
- 4 public improvement projects
- 0 new construction projects
- 0 housing units created (all types)

Our Town Belfast (Designated 2011)

www.ourtownbelfast.org

Our Town Belfast receives \$35,000/ year from the City of Belfast. Their overall annual budget is \$123,000 meaning the City provides \$28% of the funding.

- 6 net new businesses
- \$1.3 million in public and private downtown investment
- 1,156 volunteer hours
- 2 net new full-time jobs
- 3 net new part-time jobs
- For every \$1 invested in the Our Town Belfast program, an additional \$9.65 has been invested in downtown Belfast
- 3 rehabilitations and improvements
- 5 public improvement projects
- 0 new construction projects
- 0 housing units created (all types)

Heart of Biddeford (Designated 2006)

www.heartofbiddeford.org

For 6 years, Heart of Biddeford had a total budget of \$60,000 and received \$20,000 from the City. Then, thanks to winning some grants, their budget went to \$120,000 for several years and The City continued at the \$20,000 level. In 2016, they did not receive as many grants and their budget is \$94,000. The City has gone up to contributing \$30,000 this year, 32%,

- 7 net new businesses
- \$4.4 million in public and private downtown investment
- 2,892 volunteer hours

- 31 net new full-time jobs
- 21 net new part-time jobs
- For every \$1 invested in the Heart of Biddeford program, an additional \$33.68 has been invested in downtown Biddeford
- 16 rehabilitations and improvements
- 4 public improvement projects
- 0 new construction projects
- 19 housing units created (all types)

Rockland Main Street, Inc. (Designated 2009)

www.rocklandmainstreet.com

Rockland Main Street receives \$30,000 from the Town of Rockland each year, accounting for 1/3 of their overall budget.

- -1 net new businesses
- \$3.8 million in public and private downtown investment
- 1,526 volunteer hours
- 35 net new full-time jobs
- 2 net new part-time jobs
- For every \$1 invested in the Rockland Main Street program, an additional \$47.40 has been invested in downtown Rockland
- 3 rehabilitations and improvements
- 5 public improvement projects
- 4 new construction projects
- 2 housing units created (all types)

**RESOLVE #R-2017-46 TO APPROVE SALE OF THE FORECLOSED MOBILE HOME
AT 82 ELM STREET TO NORMAND JACQUES FOR THE PRICE OF \$1**

Whereas, the Town of Bucksport foreclosed on a mobile home located on property owned by others at 82 Elm Street, said mobile home formerly owned by Richard Gainer, and

Whereas, after proper notifications and outreach the Town Council voted to sell the mobile home at 82 Elm Street, and

Whereas, the Town Council received no bids for the purchase of the mobile home and was left with the option of seeking bids for the removal of the mobile home, and

Whereas, Norman Jacques offered to purchase the mobile home for the price of \$1 and remove the mobile home from the lot, and

Whereas, acceptance of this offer saves the Town the cost of paying for demolition and removal of the mobile home,

Be it resolved by the Bucksport Town Council in Town Council assembled sell the foreclosed mobile home at 82 Elm Street to Normand Jacques for the price of \$1 with all costs of removal to be paid by Normand Jacques and removal to be completed as soon as possible but no later than April 30, 2017.

Acted on January 26, 2107

Yes ____ No ____ Abstained ____

Attested by: Kathy Downes, Town Clerk

ATTENTION: SUE LESSARD, TOWN MANAGER

TO: TOWN OF BUCKSPORT

SUBJECT: ABANDONED HOUSE TRAILER

LOCATION: 82 ELM STREET BUCKSPORT

**BUSINESS: WANDERIN' MOOSE CAMPGROUND LLC
69 LEISURE WAY
EAST ORLAND, ME**

CONTRACTOR: NORM JACQUES, MGR.

**PROPOSAL: REMOVE TRAILER, 12 X 60 FROM SITE @
82 ELM ST, BUCKSPORT TO 69 LEISURE
WAY, EAST ORLAND**

**CONFIRMATION OF DATE FOR REMOVAL
SUBJECT TO TOWN ACCEPTANCE AND
SCHEDULE OF TRUCKING COMPANY,
AND WEATHER**

BID OFFER: \$ 1.00

**CONTACT INFO: NORMAND JACQUES, JR
626 SILVER LAKE ROAD
BUCKSPORT, MAINE**

TEL. 207-469-6131

Normand Jacques Jr.

Bucksport Heart and Soul Update for January 2017
Submitted by Nancy Minott, Bucksport Heart & Soul Coordinator

The Heart and Soul headquarters was the community gathering place for the Parade of Lights and the New Year's Eve Ball Drop events in Bucksport this past December. Youth took the lead, interviewing attendees about why they live in Bucksport and what matters most to them in their community. All of our events to date have engaged over one thousand people, with some of them attending multiple events! Over two thousand volunteer hours have been clocked!

The New Year arrived and the Bucksport Heart and Soul work continues to flourish in the community! We are presently in Phase Two of the process; gathering and listening to stories shared by the citizens of Bucksport. It is a privilege to hear stories of their favorite Bucksport memories and their hopes and concerns for the future of our community, as we determine what matters most to all of our citizens.

- The **Story Gathering/Listening Team** recorded eleven interviews January 17th with folks living at the Gardner Commons. Individual volunteers have recorded other citizens' stories at their homes and at the Headquarters.
- The **Listening Team** held two listening sessions of recorded stories/interviews on January 12th and January 19th. This Team also has brainstormed ideas to create focus forums during the next few months, encouraging more community engagement and targeting a variety of topics and demographics. A project to speak with all the business owners and employees in Bucksport is underway to find out what matters to them. This project has youth involvement, too!
- Bucksport Heart and Soul and The Lighthouse Gallery will jointly present; "Afternoon Fun with Paint" event on February 12th at 1:00p.m. at the Lighthouse's new classroom space. Our theme is '**Hopes and Dreams for Bucksport**' and the artwork produced will be displayed in the Heart and Soul headquarter windows. Art and storytelling - perfect combination!!
- Jane Lafleur, our Orton Family Foundation funded coach, trained us on January 17th in moving the data from the listening sessions' work, to spreadsheets! A **Data Team** meeting date will be set in the next week.
- The **Youth Team** holds regular meetings and is determining their Heart and Soul work priorities. They meet again next Tuesday at the High School at 3:30pm. Their plans include an assembly in February to explain their Heart and Soul involvement to the high school population, and recruit more of their classmates to join the work.
- We held a Heart and Soul volunteer orientation last week. We welcome Nancy, Justine, and Terri to the work!!
- Bucksport Heart and Soul will host the **YLHC (Youth Leadership Hancock County)** on February 15 here at the HQ. We will be responsible for creating an hour program from 11:30-12:30p.m. with a hands-on activity - recording stories!! Chris Johnson has volunteered to organize this project.

- John Paul has updated and analyzed our ***Heart and Soul budget***. Chris Johnson has downloaded recordings and worked to organize our ***Google Drive***. Kathy is working on our ***volunteer lists*** to simplify and enable easier access to these people!
- In addition, Heart and Soul has a committed group of volunteers who are mentoring the youth, gathering stories, transcribing the stories, listening to stories, collecting data, and planning for events to continue to engage Bucksport citizens in determining the future of Bucksport!
- You can find updates by visiting our website where all of the Minutes are posted and a calendar of our events is available. <http://www.bucksportheartandsoul.com/>