



**TOWN OF WILTON
SELECTBOARD MEETING AGENDA**

September 1, 2026 – 6:00 PM
Town Office Meeting Room
158 Weld Road, Wilton, ME 04294

Meetings are streamed live through Mt. Blue TV: www.mtbluetv.org. The meeting is open to the Public.

SELECTBOARD AGENDA

1. Pledge of Allegiance
2. Minutes from the August 18, 2026 Select Board Meeting
3. Public comment
4. FOWL Updates from Annual Meeting – Robert Rogers
5. All Terrain Vehicle Access Route Ordinance – First Reading
6. Approval Homeland Security HSGP 2025 Grant – Police Department
7. Upcoming Meetings:
Selectboard Meeting – September 15, 2026 – 6:00 PM
8. Other
9. Manager's report
10. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Evaluation
11. Possible action after executive session (if applicable)
12. Executive Session pursuant to 36 M.R.S.A. § 841(2) – Poverty/Hardship Abatement
13. Possible action after executive session (if applicable)
14. Adjourn

TOWN OF WILTON

August 18, 2026

(6:00PM)

SELECTBOARD MINUTES

Members Present: David Leavitt, Nathan Hiltz, Nancy Allen, Tiffany Maiuri, Phil Hilton, Maria Greeley (Town Manager), Aaren Wilcox (Clerk)

(FULL RECORDING IS AVAILABLE AT www.mtbluetv.org)

Item #1- Pledge of Allegiance

Item #2 – Minutes from the August 4, 2026 Select Board Meeting

- Motion by Tiffany, Second by Nancy – To approve meeting minutes from the August 4, 2026 Selectboard meeting
Vote: 4-1-1 (Nathan opposed, Phil abstained)

Nathan comments on the Union Contracts, referencing that they are a public document. He states, as quoted in the Union Contract, “The Selectboard Secretary shall receive a minimum of 2 hours pay for attending meetings” and suggests that the Selectboard meetings be lengthened beyond 2 hours for tax payer benefits.

- **Minutes from the July 21, 2026 Selectboard Meeting**
Motion by Tiffany, Second by Phil – To approve meeting minutes from the July 21, 2026 Selectboard meeting
Vote: 3-0-2 (Nathan and Nancy, abstained)

Item #3 – Public Comment

Kathleen Masterman comments on the method that the town uses to bring attention to public events and compliments the town on the updates that have been made to the calendar on the town website.

Nathan Hiltz speaks as a resident on the topic of the seating arrangements at the Selectboard meetings.

Dr. Michael Parker speaks as a private citizen on the condition of the signage at the Transfer Station, suggesting improvements be made. Maria speaks in response, stating that the Transfer Station signage has been discussed with the town Highway Foreman, John, this week.

Maxine Brown suggests routine police reports be published for the residents/community to review, as previously made available.

Barry Hathaway asks that the flashing school sign posted by the Lion’s Club and Academy Hill School be trimmed around for visibility before school begins. David responds, stating that it is the responsibility of the school, though it doesn’t mean the town cannot trim around the sign; he also states he would be happy to contact the school.

Item #4 – Department Head Update

- Parks and Recreation – Jordan Schanck
The report covered topics of participation totals for the spring and summer sports season, current staff turnover, park improvements and repairs completed, revenue generated and an outline for the upcoming fall programs.
Nancy inquires on the effects of the Bass Park closure and the increased swimming activity at Kineowatha. Dr. Michael Parker inquires on the amendments made to the swim schedule.

Item #5 – Town Office Closure – Wednesday, October 7, 2026 – MMA Convention

- Motion by Tiffany, Second by Nancy – To close the Town Office on Wednesday, October 7, 2026 for MMA Convention
Vote: 4-1(Nathan, opposed)

Nathan inquires on the approval for the staff to attend the MMA Convention with an explanation from David that the Town Manager will direct the staff as she sees necessary.

Item #6 – Town Office Closure – Thursday, October 22, 2026 – Annual Training Day (Town-wide Staff)

- Motion by Tiffany, Second by Phil - To close the Town Office on Thursday, October 22, 2026 – Annual Training Day
Vote: 4-1 (Nathan, opposed)

Maria notes that the Transfer Station will also be closed

Item #7- Town Ordinance Enforcement – Properties

- Mike Wells presents a Powerpoint Presentation (see attached resources for presentation) titled, “Town of Wilton Enforcement of Ordinances,” discussing the town’s current enforcement status of Building and Property Maintenance Ordinances.
Mr. Wells shares information on improvements he has made to numerous homes and properties, outlining town attractions and conveniences. He suggests that the town be more attentive to the over-flowing dumpsters. Dr. Michael Parker speaks on the impact of the over-flowing dumpsters.
The board discusses the current status of the old Forster Hill site and the current efforts to utilize the empty space. Nathan speaks on the challenges faced with enforcement. Nancy questions whether there are certain areas that can and cannot be enforced. Dr. Michael Parker explains Residential 1 and Residential 2 areas.

In conclusion, Mr. Wells seeks support from the Selectboard in enforcing the Town Ordinances. Nathan asks Mr. Wells how he believes the Selectboard fits into the chain of custody regarding enforcement.

Item #8 – Liquor License Renewal - Meadow Lanes

- Motion by Tiffany, Second by Phil – To approve liquor license renewal
Vote: 5-0 Unanimous

Maria reports that current taxes are paid in full with no police issues.

Item #9 – Acceptance of Kiosk for Recreation Park and Ride from Mountain Power Sports

- Motion by Tiffany, Second by Phil – To accept Kiosk for the Recreation Park and ride from Mountain Side Power Sports
Vote: 4-0-1 (Nathan, abstained)

Nathan seeks clarification on who's responsibility it would be to provide maintenance of the Kiosk. How will we pay to maintain?

Is there a representative from both clubs here to make an agreement?

Wynn Mueller, Treasurer of Friends of Wilson Lake (FOWL) speaks on the previous Kiosk installed and the maintenance.

Jordan (Recreation Department) offers an additional explanation of the acceptance of the Kiosk

- Motion by Nathan, Second by (none)– To table Motion and draw a paragraph as stated
Motion dies for lack of second
- Motion Amended by Nancy, Second by David – To include the paragraph that says the maintenance would be taken care of by the two clubs and if not maintained by a certain time, the town will take care of the removal of the kiosk
Vote: 1-3-1 (Nathan abstained)
- Motion by Nathan, Second by Nancy - To amend the Motion and use the language stated that the Kiosk would become the Recreation Department's oversight, as the Bass Park sign is handled, and those seeking to post will have to receive approval from the Recreation Director
Vote: 1-4 Motion dies

Item #10 – Upcoming Meetings:

- Selectboard Meeting – September 1, 2026 – 6:00PM

Item #11 – Other

Nathan suggests that the emails provided to the members of the Selectboard prior to the Selectboard meetings be combined into one single email.

Nathan suggests that a report be presented from the Fire Department Committee in reference to budgeting. Nancy provides an update and states that a report is currently being compiled and is expected to be completed in November.

Nathan requests video clip #2 from June 23, 2026 Selectboard Meeting be played in reference to Agenda Item #2, Selectboard Roles and Responsibilities discussion. (Clip is no longer available to link)

- Motion by Nathan, Second by Nancy – To hold discussion after 6:00pm during a regular meeting as a regular Agenda item in October, 2026
Vote: 2-3 (David, Phil and Tiffany, opposed)

Nancy provides an update on the next Fire Department Committee meeting scheduled, which will be held on September 28, 2026 at 4:30pm at the Fire Department.

Item #12 – Manager's Report (See attached resources)

- Maria reviews the current Manager's Report

Item #13 – Executive Session Pursuant to 36 M.R.S.A. § 841(2) - Poverty/Hardship Abatement

- Motion by Nathan, Second by Tiffany – To go into Executive Session under the authority granted by Title 1, Section 405, subsection 6, Item F, "Discussions of information contained in records received by a body when access by the general public to those records is prohibited by statute" as specifically required by Title 36, Section 841 "Abatement Procedures" subsection 2 "Hardship or Poverty" under which the Municipal Officers may, on their own knowledge, make such abatements as they believe reasonable on the real taxes on the primary residence of any person who, by reason of hardship or poverty is in their judgment, unable to contribute to the public charges.

Vote: 5-0 Unanimous

In-Session: 7:21pm

Out of Session: 7:42pm

Item #14 - Possible action after Executive Session (if applicable)

- Motion by Tiffany, Second by Phil – To deny request
Vote: 5-0 Unanimous

Item #15 – Executive Session pursuant to 1 M.R.S.A. § 405 (6)(D) – Labor Contracts/Negotiations

- Motion by Tiffany, Second by Phil – To move into Executive Session
Vote: 5-0 Unanimous
In Session: 7:43pm
Out of Session: 8:01pm

Item #16 – Possible action after executive session (if applicable)

Item #17 – Adjourn

- Motion by Phil, Second by Tiffany – To adjourn
Vote: 5-0 Unanimous

Respectfully submitted by Aaren E. Wilcox, Town Clerk

Friends of Wilson Lake Annual Meeting 2026



Water Level



Wilson Lake, August 16, 2024, Photo RGR

Water Level



Head Gates



Minimum Flow

7.5 feet³/sec

56 gal/sec



2024 Watershed Survey

Updated Watershed Protection Plan

NPS § 319 Grant 2026, 2027, 2028

Assessment

NPS Site Tracker

Outreach

Active erosion sites

Water Quality Monitoring

Planning/Permits

Failing culverts

Stream Monitoring

Construction

Inadequate drainage

Invasive Species Monitoring

Review/Report

Wilson Lake

Future Watershed Surveys

Match

Varnum Pond

Conservation

Reimbursement

Pease Pond



Wilton Town Office – September 26, 2024
Photo Courtesy R. Rogers

Surveys



1994 – Septic Systems – Lakefront Properties

2016 – Wilson Lake, Varnum Pond, Pease Pond

2024 – Wilson Lake, Varnum Pond, Pease Pond

Sector 1, Wilson Lake Watershed
– September, 2024 – Photo
Courtesy J. Jespersen

Surveys



1994 – Septic Systems – Lakefront Properties

2016 – Wilson Lake, Varnum Pond, Pease Pond

2024 – Wilson Lake, Varnum Pond, Pease Pond

Sector 1, Wilson Lake Watershed
– July, 2026 – Photo RGR

Watershed Based Protection Plan

Reduce NPS Pollution

Prevent NPS Pollution

Education and Awareness

Build Capacity

Monitoring and Assessment

Land Conservation



Reduce Current NPS Pollution

76 Sites

Residential Sites

Private Roads

Town/State Roads

High, Medium

Low Impact



Prevent NPS Pollution

Conservation

Policy

Training

Technical Assistance

Buffer Campaign

LakeSmart

Our Shores



Education and Awareness

Communication and Outreach

Workshops

Community



Invasives



Silas Mohlar, 30 Mile River Watershed Association
Fayette, Maine. Photo Courtesy 30 Mile River Assn.

Capacity

Expand Membership

Engage Stakeholders
and Partners

Volunteers

Funding

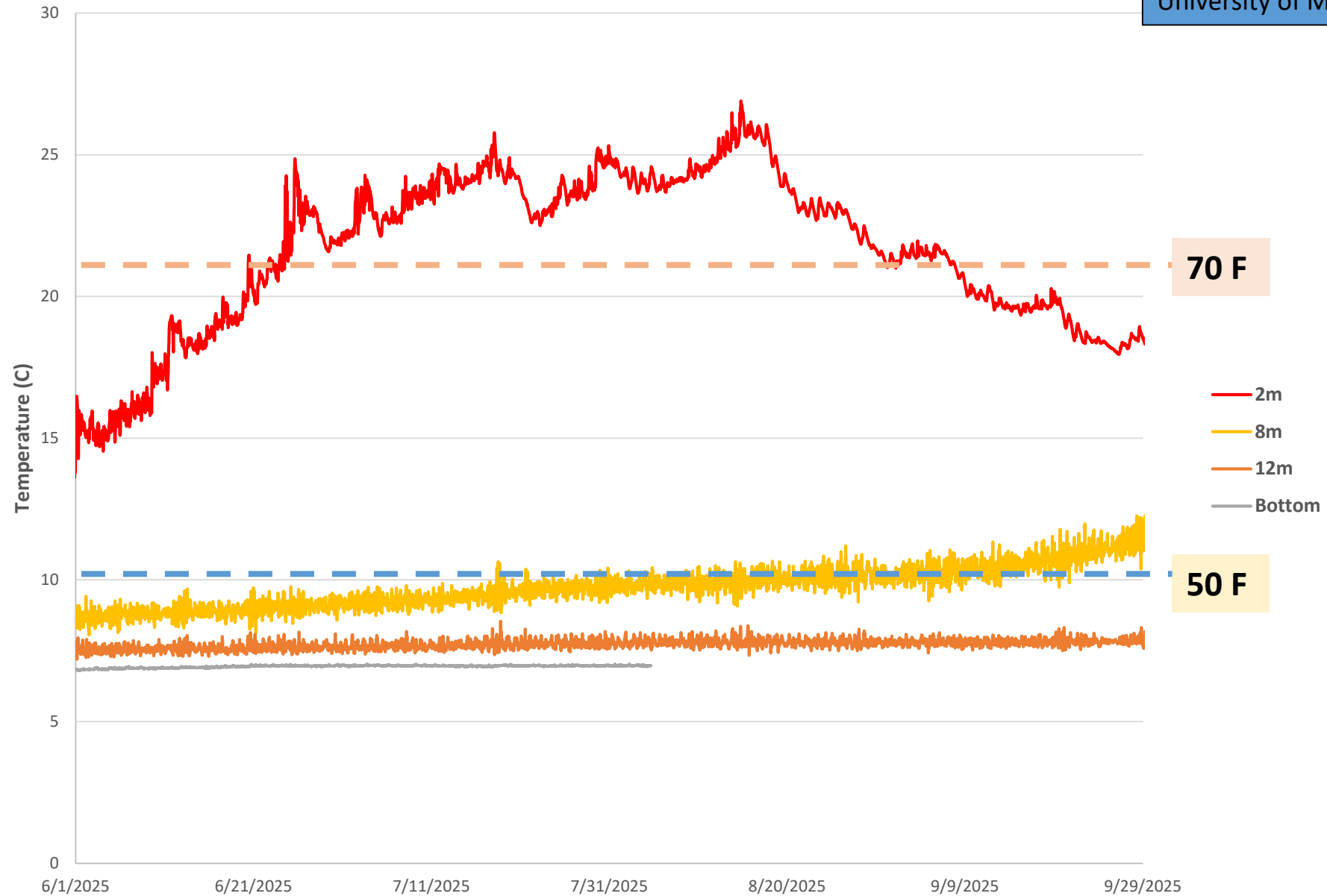


In-Lake Monitoring



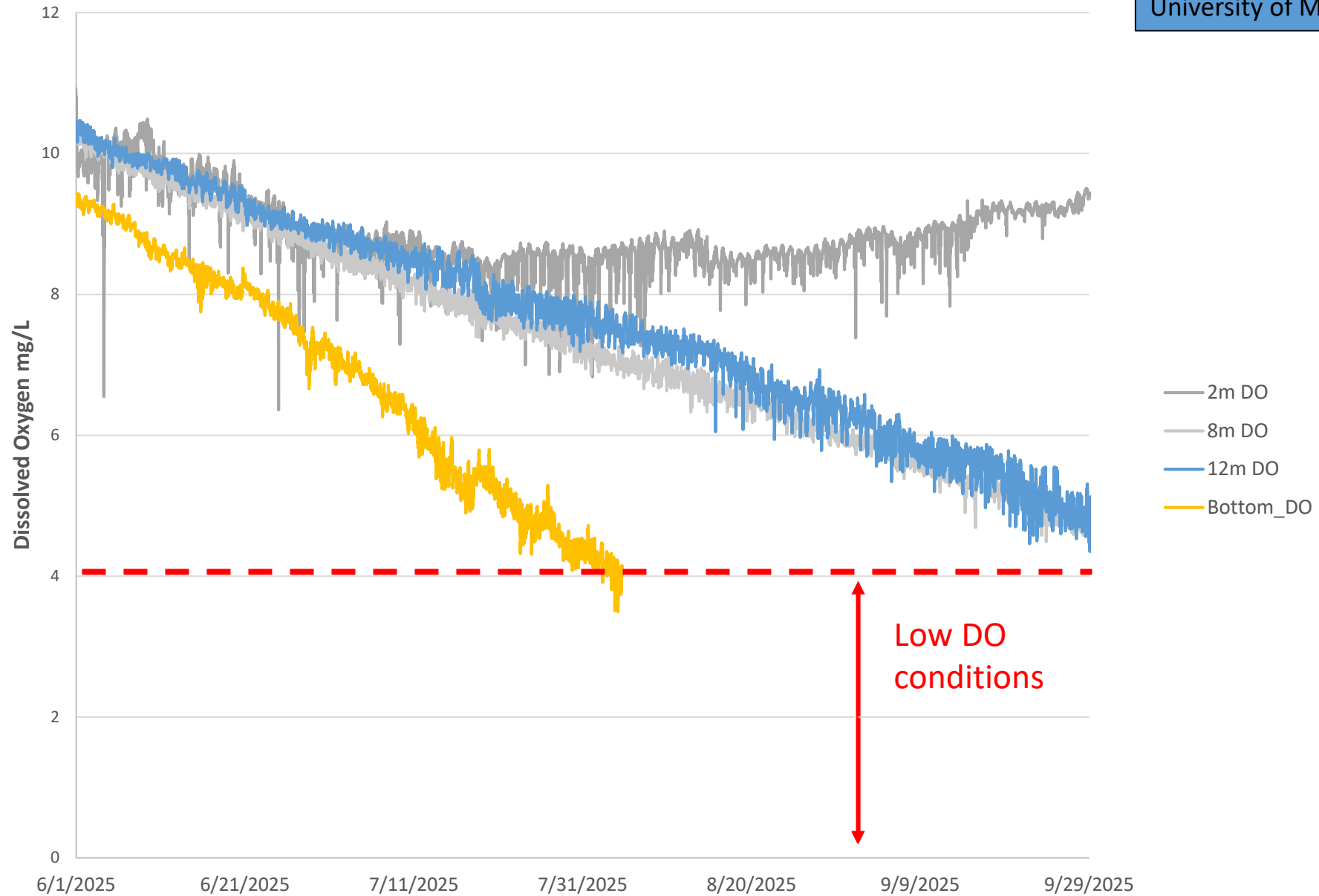
Wilson Lake Temps summer 2025

Data courtesy Julia Daly, PhD
University of Maine at Farmington



Wilson Lake Dissolved Oxygen

Data courtesy Julia Daly, PhD
University of Maine at Farmington



The Winter Buoy



October 31, 2024. Image R. Rogers

The Winter Buoy



The Winter Buoy

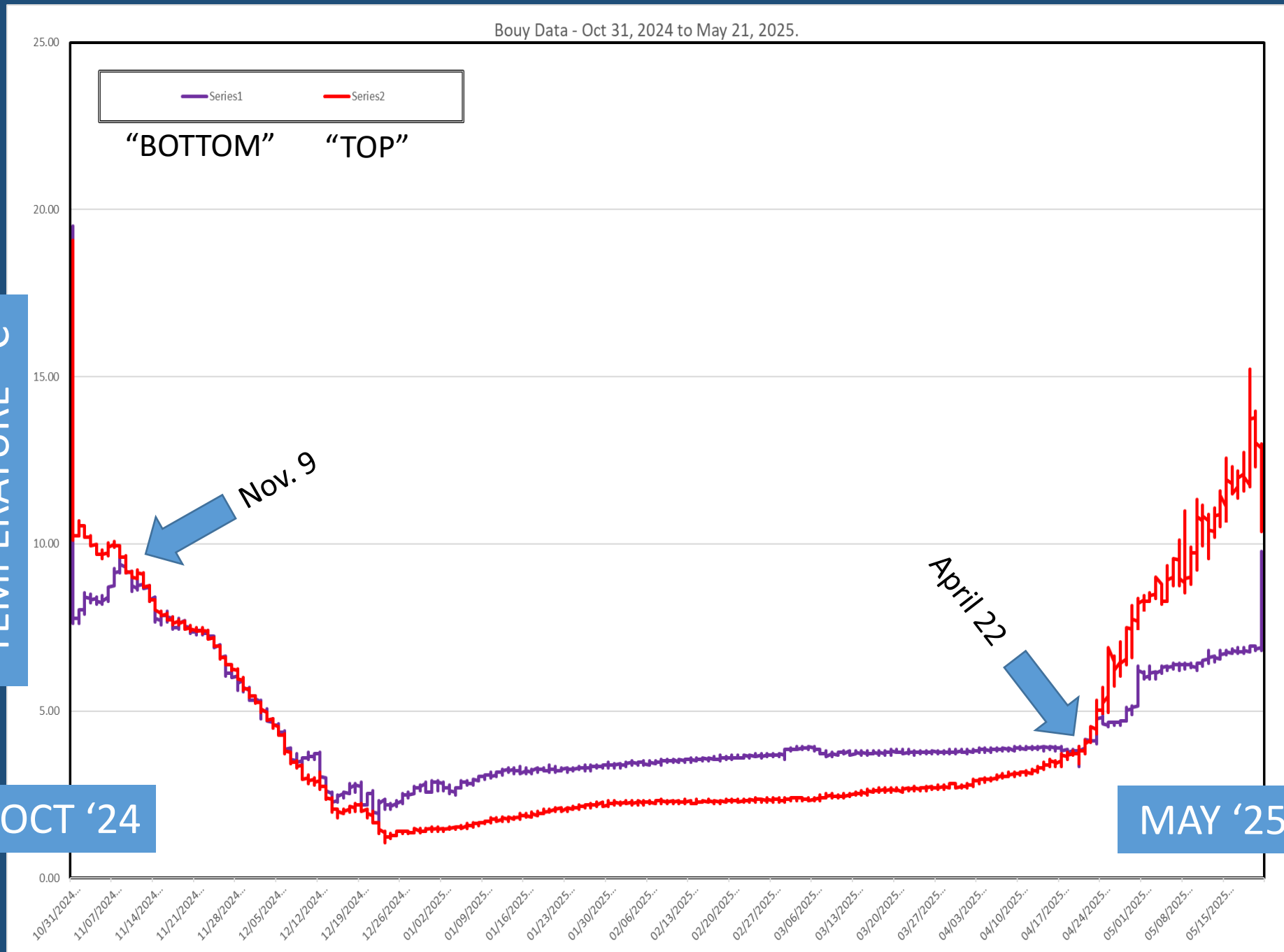


In-Lake Monitoring

TEMPERATURE °C

OCT '24

MAY '25

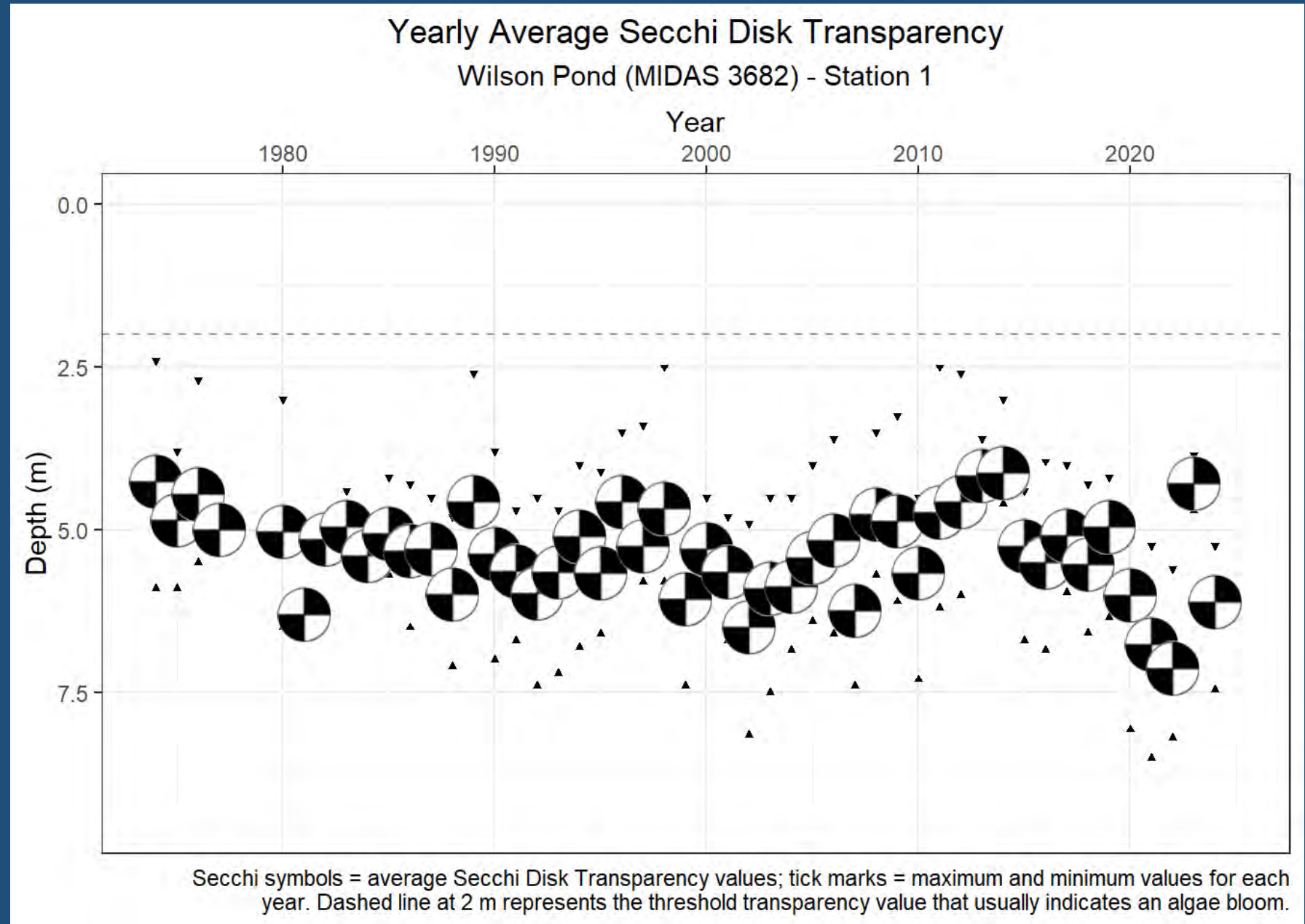


Buoy Data – October 31, 2024 to May 21, 2025
Data Courtesy Julia Daly, PhD.

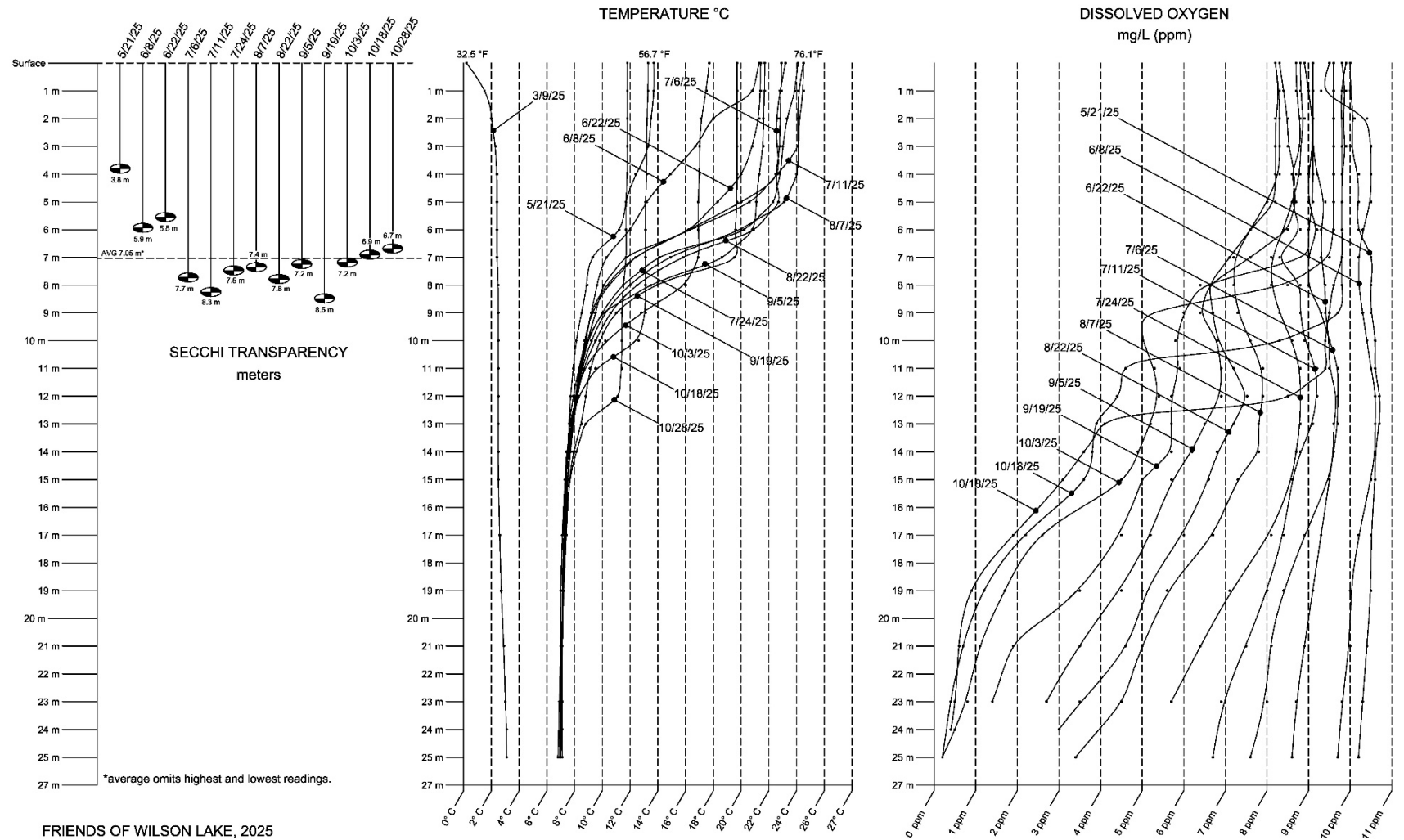
Volunteer Lake Monitoring Program (VLMP)



Secchi Disk Transparency

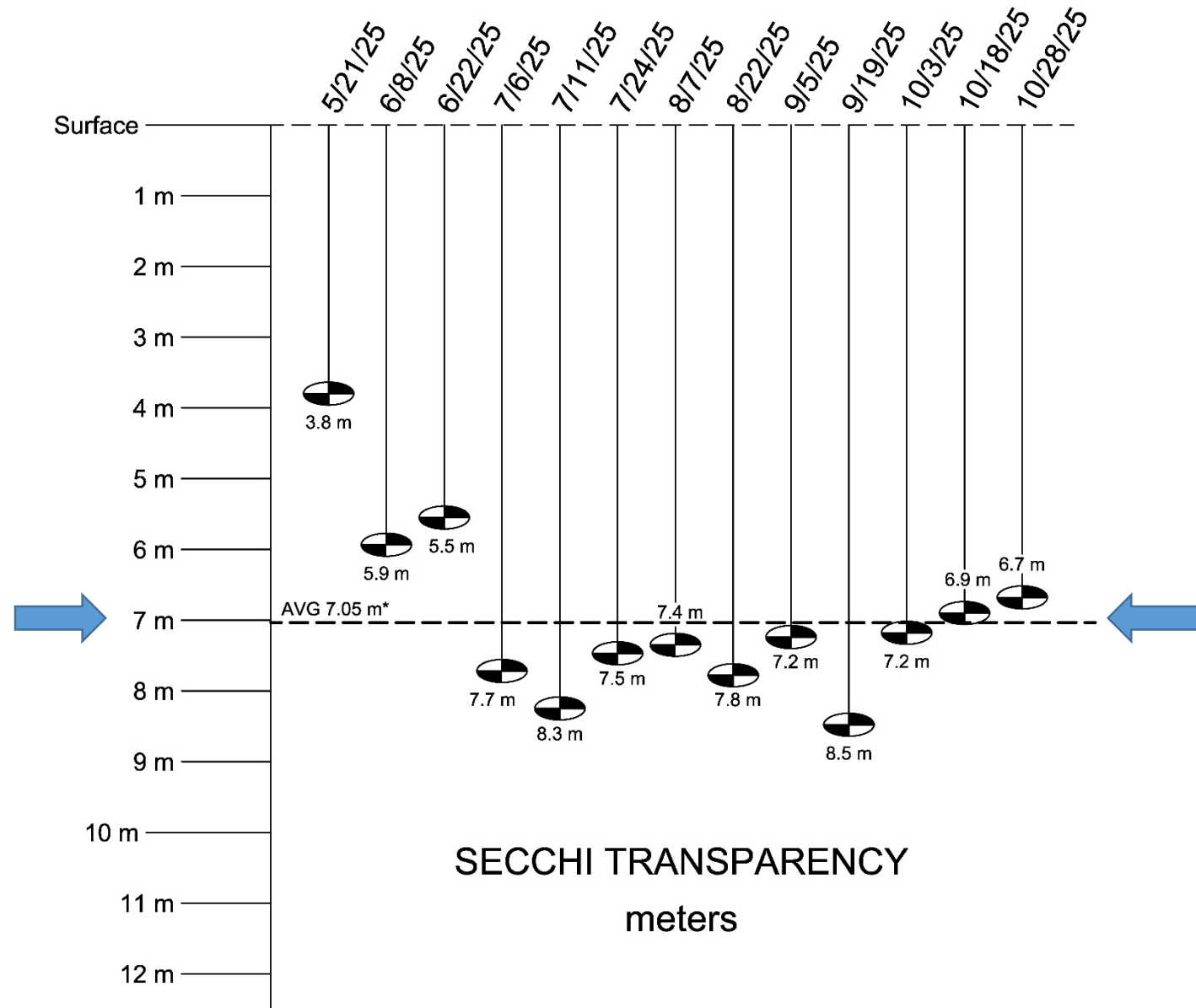


Water Quality Data - 2025

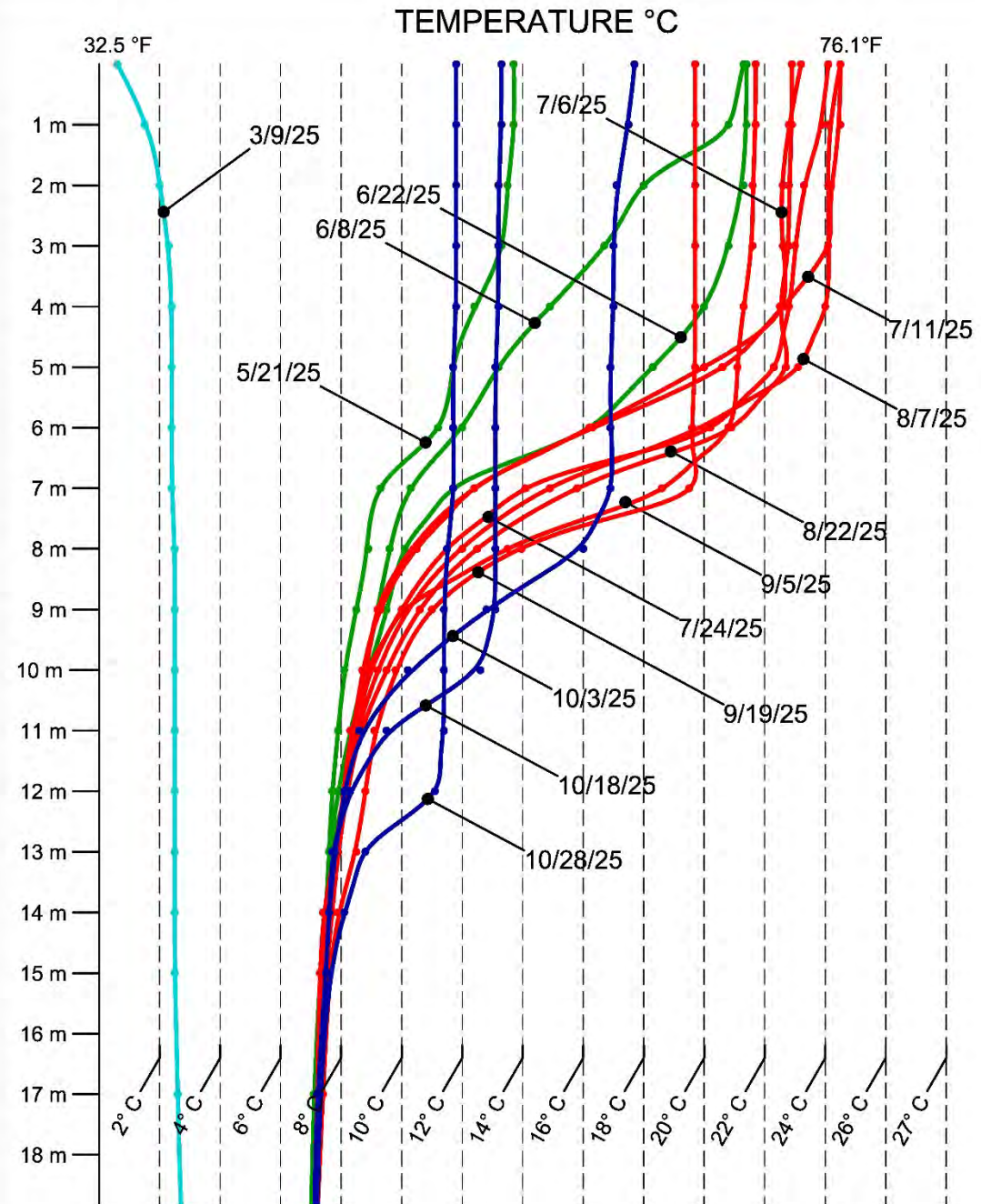


FRIENDS OF WILSON LAKE, 2025
WILSON LAKE - VLMP 2025 - MIDAS# 3682 - Wilton, ME - Sample Sta. 01

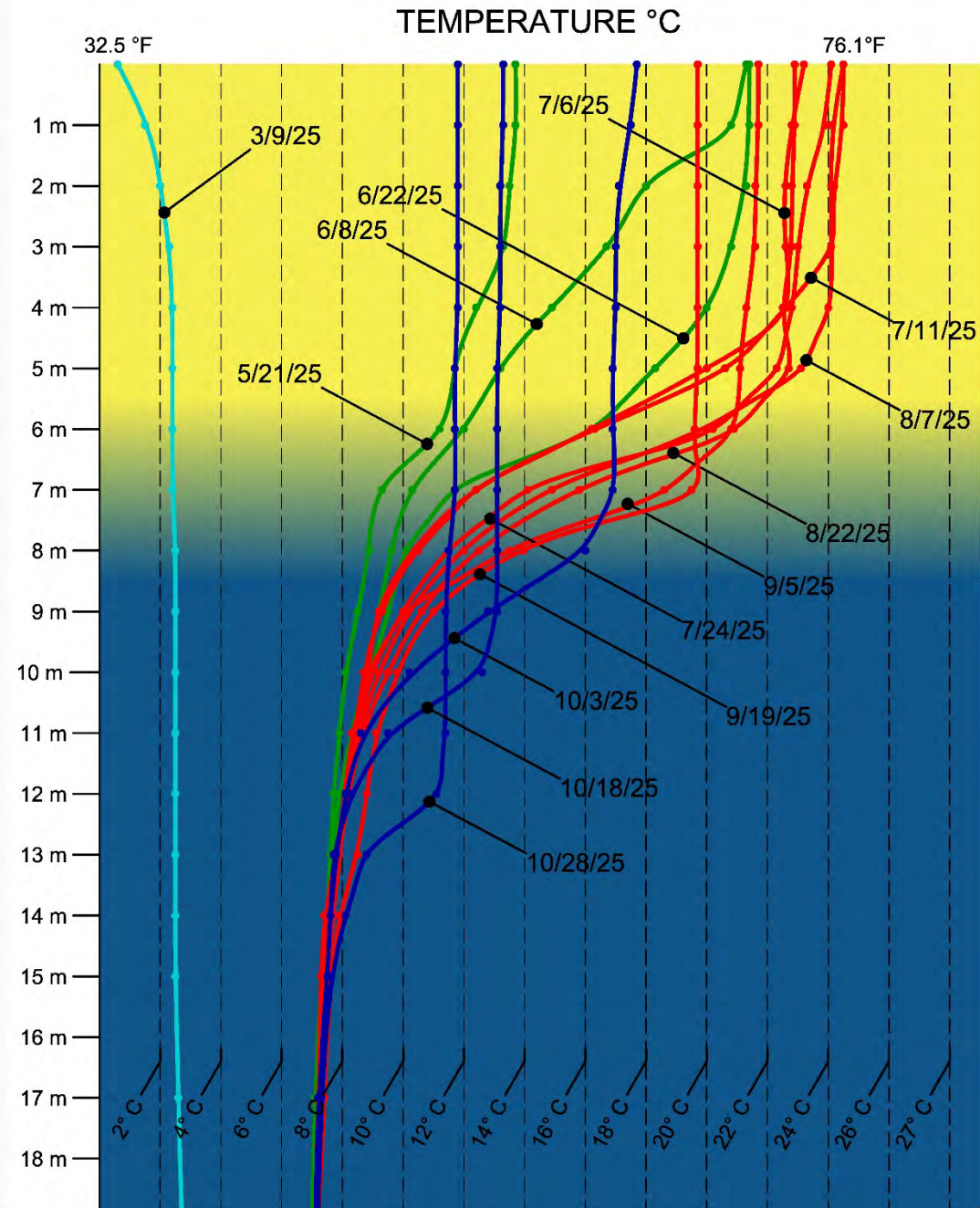
May – Oct
2025



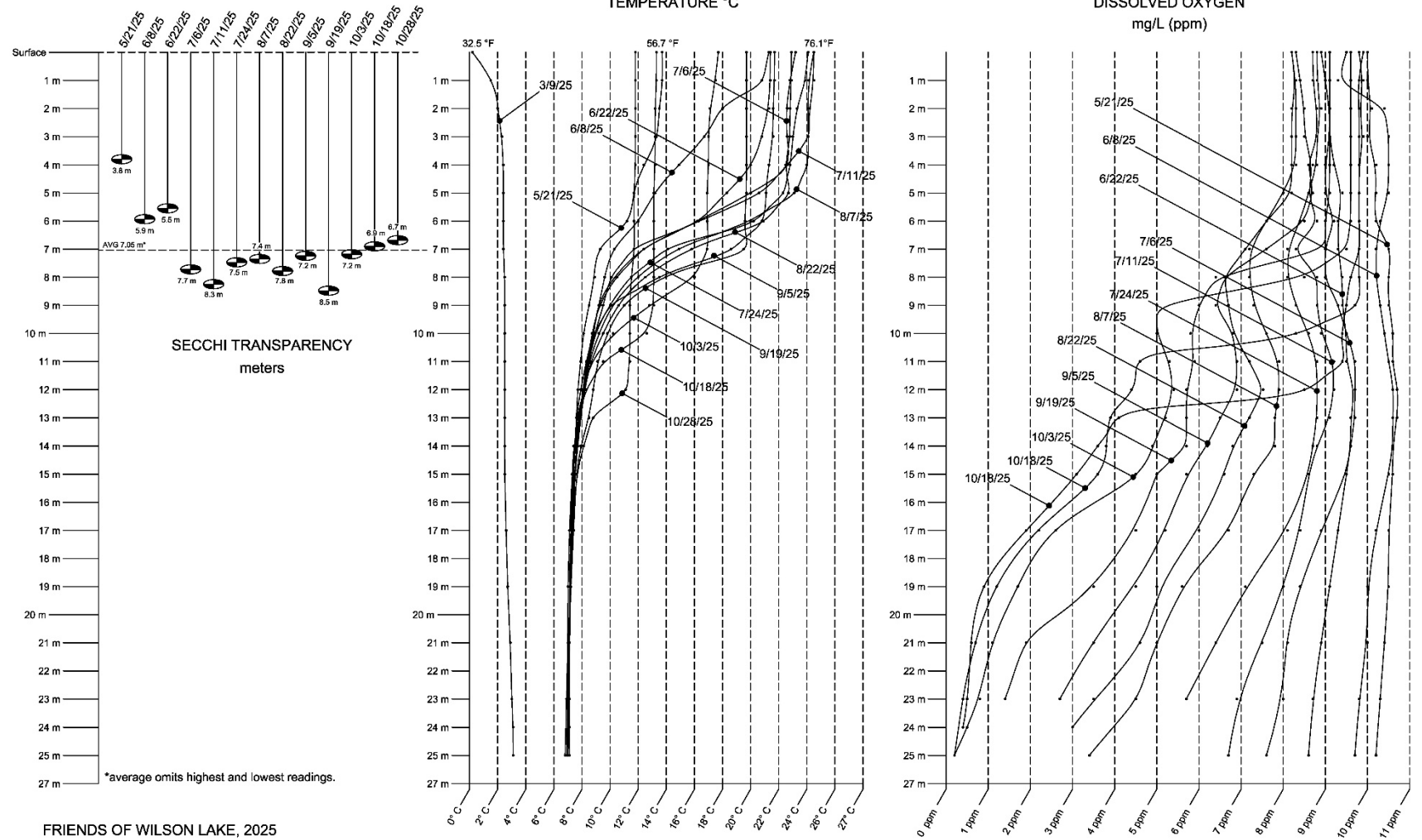
Temperature



Temperature

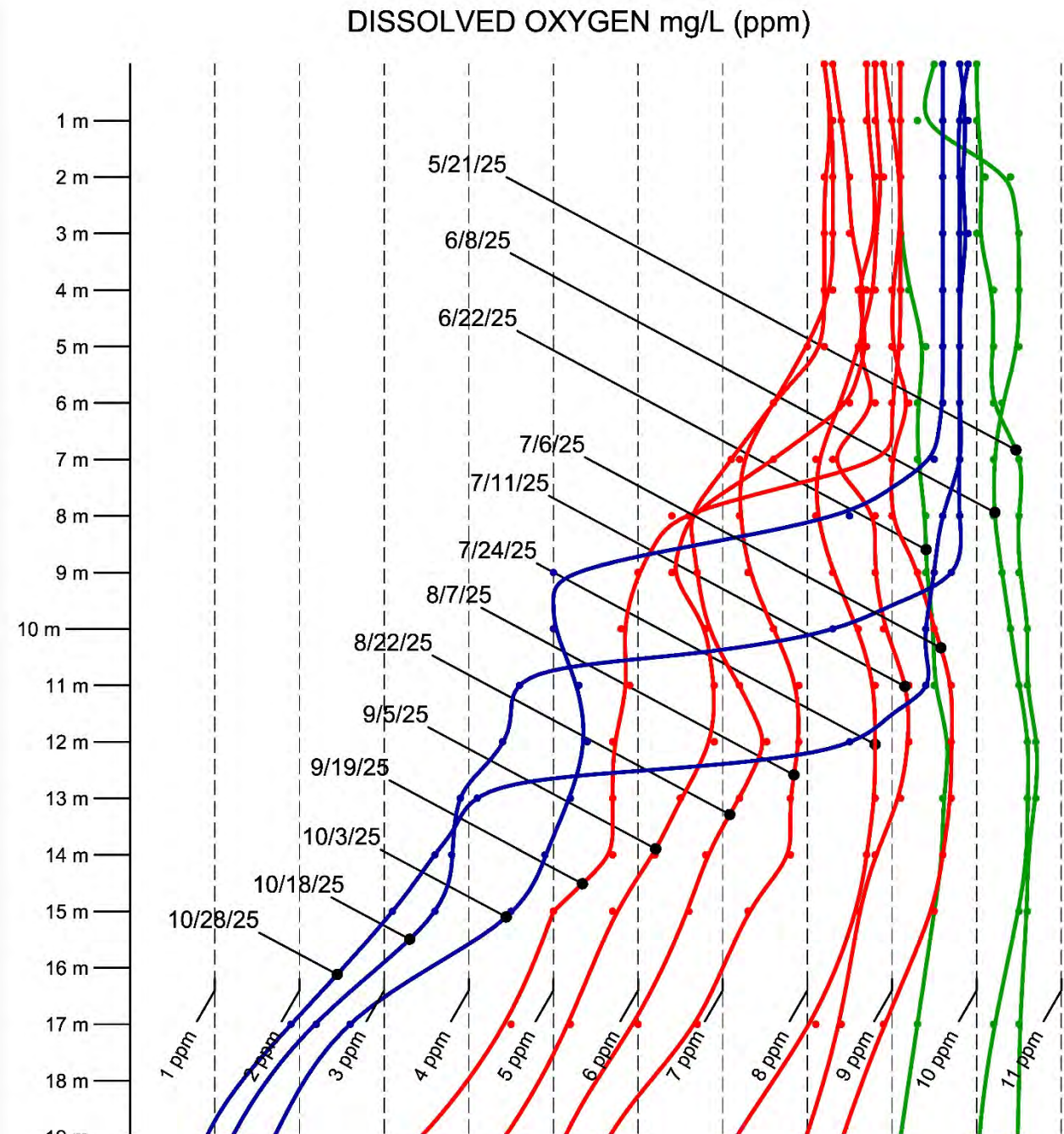


Water Quality Data - 2025

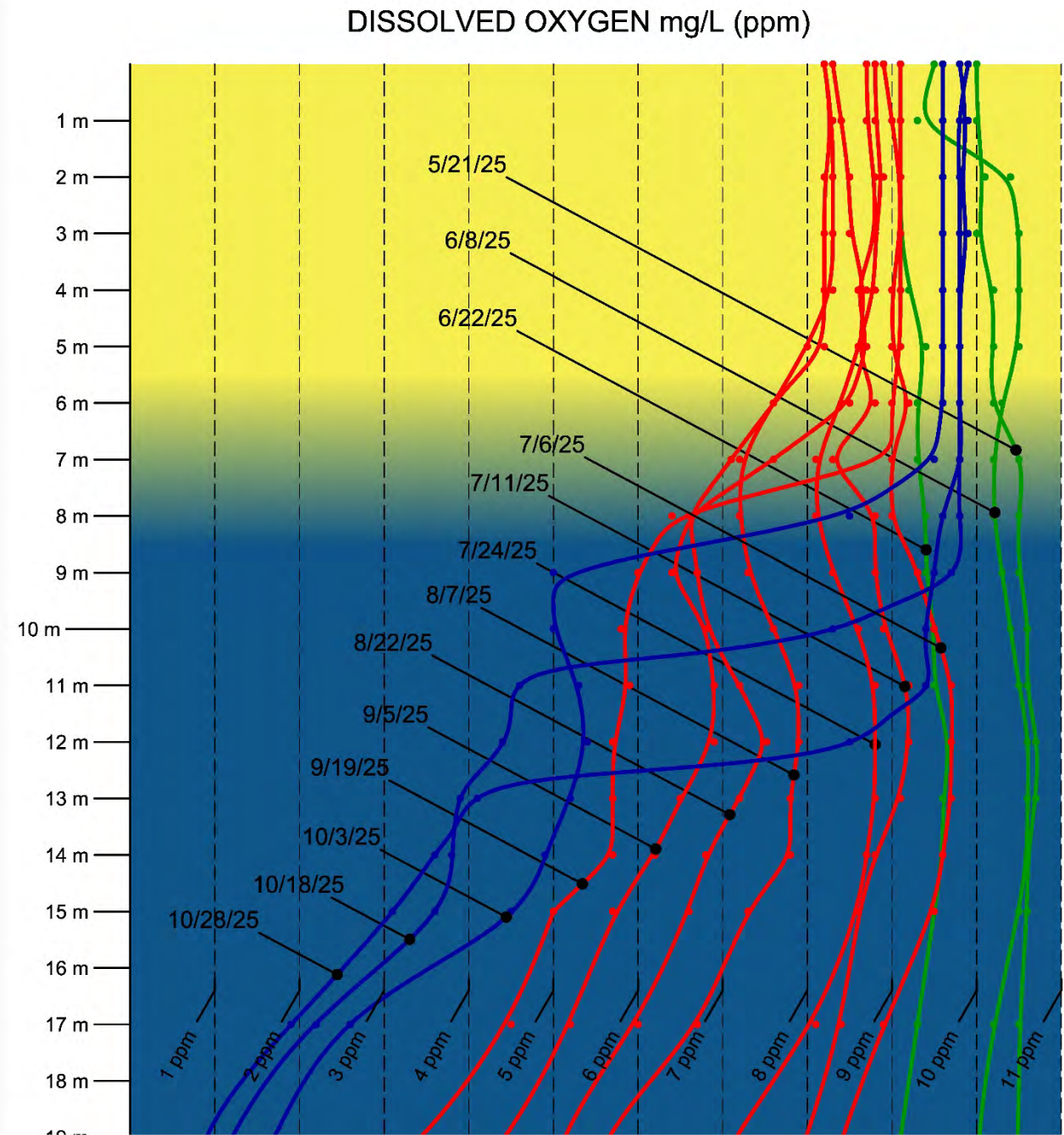


FRIENDS OF WILSON LAKE, 2025
WILSON LAKE - VLMP 2025 - MIDAS# 3682 - Wilton, ME - Sample Sta. 01

Dissolved Oxygen



Dissolved Oxygen



Dairy Cow Phosphorous Output

Manure 51.2 grams/day

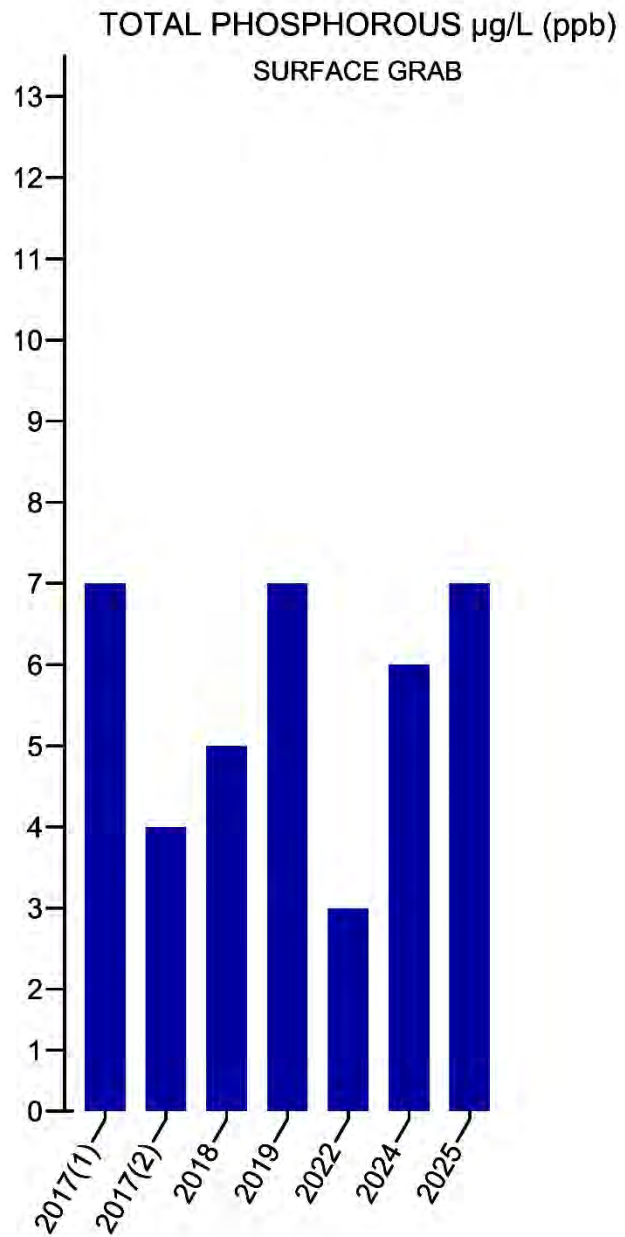
Manure 41.2 lb./year

Weiss, William P., Ph.D
Estimating Manure Phosphorus Excretions by Dairy Cows
Buckeye Dairy News, Volume 5 Issue 2
Ohio State University Extension
Ohio Dairy Industry Resources Center

Photo courtesy Erika Johnson.



Phosphorous



Erosion Control Mulch



Live Staking



Alyssa and Jared Gregory, Maine Forest Service
Moulton's Mill Preserve
Unity, Maine. April 23, 2026 Photo PMM.

Live Staking



Red Maple stick
Moulton's Mill Preserve
Unity, Maine. April 23, 2026 Photo PMM.

Live Staking



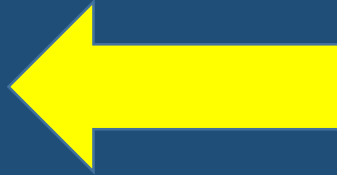
Red Osier Dogwood, July, 2026
Chesterville, Maine. Photo RGR.

Participate

- Be a FOWL friend, member, board member, or volunteer

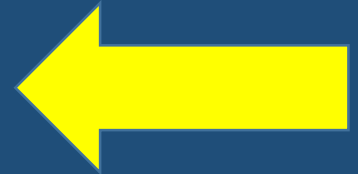


- Beef up your Buffer



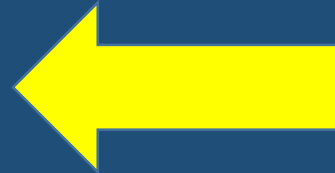
- Study the Data

<https://www.lakesofmaine.org/index.html?r=1753016009>



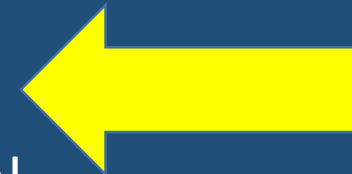
- Be LakeSmart

<https://www.lakes.me/lakesmart>



- Check out Maine DEP “OUR SHORE” Program

<https://www.maine.gov/dep/land/ourshore/index.html>



SEARCH

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$$A - B11)/(B8A + B11)$$

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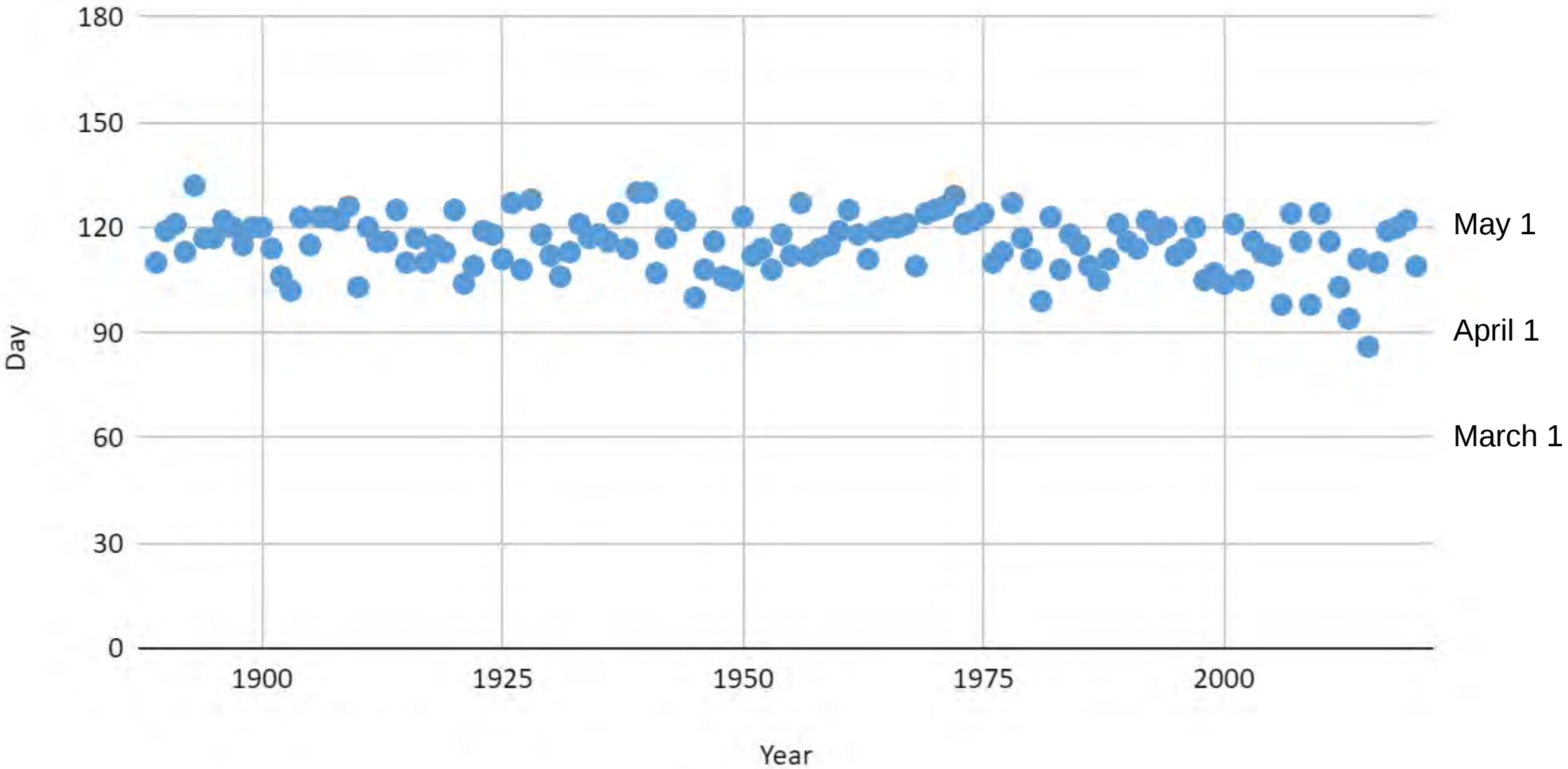
Slide courtesy Julia Daly, PhD
University of Maine at Farmington

February 26,
2024



Wilson Lake ice-out, 1889-2021

Slide courtesy Julia Daly, PhD
University of Maine at Farmington



Thank You

friendsofwilsonlake@gmail.com
www.friendsofwilsonlake.org

Rob Rogers
robmail@myfairpoint.net

Rob Lively
lively@maine.edu

Wynn Müller
wynnmuller@comcast.net

Holly Windle – LakeSmart Coordinator
hwindle@usiwireless.com



The Cove at Kineowatha - April, 2026. Photo R. Rogers

Town of Wilton



Follow the Money

Section 319 Grant - Phase II Project Budget

Federal Funds:	\$149,996
Non-Federal Match:	\$420,728
Proposed Total Cost:	\$570,724

Sources of Non-federal Match	Amount
Town of Wilton (In-Kind Match)	\$4,517
Friends of Wilson Lake (Cash Match)	\$8,425
Friends of Wilson Lake (In-Kind Match)	\$6,233
General Volunteer - Labor	\$1,028
Construction Match (Town of Wilton, MDOT, Landowners)	\$400,525
Total	\$420,728

Linda Bacon



Town of Wilton

All Terrain Vehicle (ATV) Access Route Ordinance

The purpose of this Ordinance is to authorize the operation of ATVs on designated roadways in the Town of Wilton.

Authority. This Ordinance is adopted pursuant to the Town's home rule authority under 30-A M.R.S. § 3001 and the authority granted to the **municipal officers** by 12 M.R.S. § 13157-A(6)(H) to designate public ways as ATV-access routes.

1. Definitions.

All-terrain vehicle or ATV. "All-terrain vehicle" or "ATV" means a motor-driven, off-road, recreational vehicle capable of cross-country travel on land, snow, ice, marsh, swampland or other natural terrain. "All-terrain vehicle" or "ATV" includes, but is not limited to, a multitrack, multi-wheel or low-pressure tire vehicle; a motorcycle or related 2-wheel, 3-wheel or belt-driven vehicle; an amphibious machine; or other means of transportation deriving motive power from a source other than muscle or wind. For purposes of this subpart, "all-terrain vehicle" or "ATV" does not include an automobile as defined in 29-A M.R.S. § 101(7); an electric personal assistive mobility device as defined in 29-A M.R.S. § 101(22-A); a truck as defined in 29-A M.R.S. § 101(88); a snowmobile; an airmobile; a construction or logging vehicle used in performance of its common functions; a farm vehicle used for farming purposes; or a vehicle used exclusively for emergency, military, law enforcement or fire control purposes.

ATV access route. For the purpose of this ordinance, an ATV access route shall be defined as a public way maintained by the Town of Wilton and designated by the Wilton Selectboard as an ATV access route. ATVs are only to be used by the public on such designated public ways to gain access to the downtown of Wilton.

Public way. "Public way" means a way, owned and maintained by the State, a county or a municipality, over which the general public has a right to pass.

2. Use and operation of Wilton ATV access routes.

- (a) Operation of an ATV within the Town of Wilton shall comply with 12 M.R.S. § 13157-A, Operation of ATVs.
- (b) Use and operation of an ATV on an ATV access route shall not obstruct or interfere with the use of the way by traffic or pedestrians.

The Wilton ATV access routes will be OPEN from sunrise to sunset, from May 15th to October 31st unless otherwise posted by the Wilton Public Works Director at the direction of the Wilton Selectboard.

All ATV Operators using designated ATV access routes must have a valid driver's license and all ATV must be legally registered as required by Maine law.

- (c) ATVs may park in vehicle parking spaces, public parking lots or as directed by signage placed by the Selectboard. Parking or riding on sidewalks is prohibited.
- (d) The Wilton Board of Selectpersons ban the use of All Terrain Vehicles in excess of 500 yards on town owned property other than to access the following ways maintained for vehicular traffic marked and posted as an ATV Access Route. Wilton residents who are located more than 500 yards from the ATV Access Route may request a waiver of the 500 yard limitation from the Chief of Police. Waivers will be granted at the sole discretion of the Chief of Police on a case by case basis and if granted, must be renewed annually.

3. Designation, Review, and Discontinuance of ATV Access Routes

Designation, review, modification, and discontinuance of access routes under this section shall occur in December of each year, in conjunction with the annual review, or at such other time as the Selectboard in its discretion may determine upon at least seven (7) days' public notice.

(a) Proposal. Any person, organization, or ATV club, or the Selectboard on its own initiative, may propose the designation of a public way, or a portion thereof, as an ATV access route by filing a written proposal with the Town Manager. A proposal must include: (1) a map and written description of the proposed segment, including precise beginning and ending points; (2) the proposed speed limit and any proposed conditions of use; (3) the connection the segment provides to an existing trail, access route, or destination; and (4) the name of the club or organization that will install and maintain the required signage under a written agreement with the Town.

(b) Staff Review. The Town Manager shall refer each complete proposal to the Chief of Police and the Public Works Director, who shall jointly report to the Selectboard in writing on whether ATV travel on the extreme right of the proposed segment may be conducted safely and without interference with vehicular or pedestrian traffic, on the condition of the way, and on any recommended conditions of designation.

(c) Public Hearing. Before acting on a proposal, or before modifying or permanently discontinuing an existing access route, the Selectboard shall hold at least one public hearing. Notice of the hearing shall be published and posted in the manner customary for Town public hearings at least seven (7) days in advance, and notice shall be mailed or hand-delivered to the owners of record of property abutting the affected segment.

(d) Decision. Following the hearing, the Selectboard may approve the designation, approve it subject to conditions (including but not limited to speed limits, hours, or season of use), or deny it. No designation is effective until the Selectboard has made, and recorded in its minutes, the safety determination required by 12 M.R.S. § 13157-A(6)(H), and the required signage has been installed as provided in this Ordinance.

(e) Trial Period. Each newly designated access route shall be designated on a trial basis through the end of the operating season in which it first opens. At the annual December review, the Chief of Police and the Public Works Director shall report on complaints, accidents,

enforcement activity, and road condition on each trial route, and the Selectboard, after providing an opportunity for public comment, shall vote to: (1) confirm the route as a permanent access route; (2) extend the trial for one additional season; (3) confirm the route subject to modified conditions; or (4) allow the designation to lapse. A trial designation lapses unless confirmed or extended by the Selectboard.

(f) Review and Discontinuance. The annual December review under this Ordinance applies to all access routes and may result in a recommendation to modify or discontinue any route. Permanent modification or discontinuance of an access route shall follow the notice and public hearing process in subsection (c). Nothing in this section limits temporary or emergency closures under the Suspension and Closure section of this Ordinance.

(g) State and State Aid Highways. For any proposed segment of a way not maintained by the Town, including a state or state aid highway, the Town is not the appropriate governmental unit under 12 M.R.S. § 13157-A(6)(H), and the Selectboard's action on such a segment is limited to a recommendation to the Maine Department of Transportation and the Department of Agriculture, Conservation and Forestry.

(h) Route List. Upon final designation, confirmation, or discontinuance of an access route, the list of ATV Access Routes in Appendix A to this Ordinance shall be updated to reflect the Selectboard's action.

Suspension and Closure.

The Selectboard may suspend, modify, or permanently close any ATV access route at any time upon a finding that continued operation presents a risk to public safety or the public convenience. The Chief of Police or the Public Works Director may order an immediate temporary closure of any access route for up to fourteen (14) days in response to an emergency, road damage, or documented safety complaints, pending review by the Selectboard.

4. ATV access routes.

The portions of Wilton public ways designated by the Wilton Selectboard as ATV access routes is attached to this Ordinance as Appendix A, and shall be amended from time to time by order of the Selectboard following the process set forth in this Ordinance. Travel on designated ATV access routes shall be, limited to the extreme right of the public ways and with the traffic flow in the same direction as motor vehicle traffic.

The posted speed limit for ATVs on ATV access routes shall be:

- 25 mph on Depot Street and Main Street
- 20 mph on Temple Road

5. Signs.

Designated ATV access routes shall be posted along the public ways to clearly define the approved access route. Posted signs shall include the speed limit and the designated ATV access route.

This shall be done in coordination with and the approval of the Wilton Public Works Department.

No ATV access route is open for use until the required signage has been installed and inspected by the Public Works Department. The Selectboard may authorize a Trail Maintenance Organization to perform signage work within the public way pursuant to a written agreement, including proof of liability insurance naming the Town as an additional insured.

Enforcement and Penalties.

This Ordinance may be enforced by any law enforcement officer. Violations of state law governing ATV operation are subject to the penalties set forth in 12 M.R.S. chapter 939. Any person who violates a provision or condition of this Ordinance commits a civil violation subject to a fine of not less than \$100 nor more than \$500 per occurrence, plus costs, payable to the Town of Wilton,.

Severability.

If any provision of this Ordinance, or its application to any person or circumstance, is held invalid by a court of competent jurisdiction, the invalidity does not affect the remaining provisions or applications of this Ordinance, which shall remain in full force and effect.

Effective Date Approved: __ - Wilton Board of Selectpersons

**Maine Emergency Management Agency Homeland Security Division
Federal Fiscal Year 2024
US DHS/FEMA Homeland Security Grant Program Notice of Funding Opportunity - County**

The following is a brief overview of the FY2024 HSGP and specific guidance needed for entities applying for funds. The applicant is responsible for ensuring that the proposed project fully complies with both Federal and MEMA guidance for the HSGP. Links to the federal guidelines for this program and other pertinent documents are provided within this document. The point of contact email for this grant is HSGrants.Maine@maine.gov. To review the full FEMA version of the HSGP NOFO, <https://www.fema.gov/grants/preparedness/homeland-security/fy-24-nofo>

The Homeland Security Grant Program is comprised of two elements: the State Homeland Security Program (SHSP) and the Law Enforcement Terrorism Prevention Activities (LETPA). The State Homeland Security Program is an all-hazards preparedness grant to help build and sustain core capabilities within each state and to mitigate and manage potential terrorist incidents or other hazards. This grant requires a minimum of 35% of funds to be allocated to LETPA activities and 80% of funds passed through to local organizations for the SHSP portion. The objective of the grant is to assist Local funding spent on efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States. For more information on LETPA, please see the FEMA NOFO for FY24 page 20 with links to the Information Bulletins that describe in detail LETPA approved items.

The HSGP supports investments that improve the ability of jurisdictions nationwide to:

- Prevent a threatened or an actual act of terrorism.
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness.
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly and equitably to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

Eligible Applicants

All applicants for the State Homeland Security Program under the Homeland Security Program may not be a federal entity. For the purpose of this “County NOFO”, only County Emergency Management Agencies are eligible to apply for passthrough funds. Counties with identified Metro areas (Augusta, Auburn, Bangor, Lewiston, Portland, and South Portland) are encouraged to collaborate with the Metro(s); Metro projects will be included in the County’s application for HSGP funding.

All entities wishing to do business with the federal government must have an active Unique Entity Identifier (UEI). To review the steps in this process, go to SAM.gov.

Prior to allocation of any federal preparedness awards, Subrecipients must ensure and maintain adoption and implementation of NIMS and must show adoption of NIMS during any point of the period of performance.

For more detailed information on eligibility, see [Appendix A](#).

Key Dates

County NOFO Posted	04/24/2024
County Application Due Date	05/31/2024 @ 5PM
FEMA Award Notification to MEMA	September 2024
MEMA Award Announcements	October 2024

Goals and Project Based Process

This is a project-based grant process and project acceptance will be determined by identified criteria, therefore it will be imperative for applicants to clearly outline the need for their proposed project and identify the capability gap(s) that will be filled and the existing capability that will be sustained or enhanced. Additionally, the applicant must

clearly explain how the project will support implementation of the State Homeland Security Strategy goals; reduce gaps and address priorities identified in the THIRA and SPR; and enhance the specific Mission Areas and Core Capabilities of the National Preparedness Goal. Proposed projects should be based on an identified gap and not at the prompting of a vendor that may potentially benefit from the awarding of a grant.

All Subrecipients are encouraged to review the 2022-2026 FEMA Strategic Plan and the Maine Homeland Security Strategy 2023-2025 and consider how individual Program funding can be used to support the Plans' goals and objectives as they apply to state/territory needs as well as the needs of the whole community.

***Note: All funding and awards are contingent upon MEMA's receipt of FY2024 HSGP funds from DHS/FEMA. Priorities**

Projects are not required to align to the National or State plans but *are required* to have a nexus to terrorism. Priority funding will be given to projects that address the National Priority Areas (NPA) and State goals and State Priority Areas.

MEMA recognizes that projects submitted will also address the goals of a County Gap Analysis. Once all applications have been reviewed, projects submitted that are outside of the NPA and State goals or State Priority Areas and address County identified gaps will be considered and reviewed in order of County assigned priority, as long as required NPA minimum spends have been met.

For detailed information including project examples on FEMA National Priority Areas and the State of Maine Homeland Security Strategy Goals, see [Appendix B.](#)

Funding will be prioritized to support projects with an emphasis on the following areas:

FEMA National Priority Areas Overall minimum spend: 30%	State of Maine Homeland Security Strategy
- Enhancing the protection of soft targets / crowded places (MIN SPEND 0%) - Enhancing information and intelligence sharing and analysis (MIN SPEND 0%) - Enhancing Cybersecurity (MIN SPEND 0%) - Combating domestic violent extremism (MIN SPEND 0%) - Enhancing community preparedness and resilience (MIN SPEND 0%) - Enhancing election security (MIN SPEND 3%)	State Goals:
	<u>Goal 1:</u> Facilitate a whole community approach to homeland security in Maine. <u>Goal 2:</u> Enhance cybersecurity awareness and practices across the whole community. <u>Goal 3:</u> Improve information and intelligence sharing among homeland security stakeholders engaged in prevention and protection activities. <u>Goal 4:</u> Ensure the state of Maine is prepared to respond to and recover from adversarial attacks.
	State Priority Areas:
	- Enhancing Cybersecurity - Addressing Emerging Threats - Combating Violent Extremism - Enhancing the Protection of Soft Targets/Crowded Places - Enhancing Community Preparedness and Resilience - Enhancing Information and intelligence sharing and analysis - Enhancing border protection: Terrain and Marine - Enhancing Interoperable Communications

Effectiveness Criteria

Applicants should review these documents during the preparation of their applications.

- 2022-2026 FEMA Strategic Plan
- Maine Homeland Security Strategy 2023-2025
- [DHS Strategic Plan](#) for Fiscal Years 2020-2024
- FEMA's Preparedness Grants Manual

County Application Submission to MEMA

- Projects must be prepared and submitted using the MEMA FY2024 HSGP Project Submission Portal.
- Projects submitted in other formats will not be reviewed or considered for funding.
- Applicants may submit more than one project but, each project must be submitted as a separate submission with the Project Priority field of the Project Submission Form completed.
- Additional documentation that helps support the need for the project may be submitted along with the proposal. Examples of supporting documentation include, but are not limited to:
 - An After Action Report and Improvement Plan that identifies operational gaps and describes specific actions that can be used to address them
 - Threat and Vulnerability Assessment; and a letter(s) of partnership support from a partnering agency or agencies.

Projects must be submitted no later than 5:00 p.m. on May 31, 2024.

Interoperable Communications Projects

Any proposal that includes an Interoperable Communications component must align to the Statewide Communication Interoperability Plan (SCIP) and requires coordination, consultation, and approval from the Statewide Interoperability Coordinator (SWIC).

Sub-recipients will be required to test their emergency communications capabilities and procedures in conjunction with regularly planned exercises (separate/additional emergency communications exercises are not required) and submit an After-Action Report (AAR) within 90 days of exercise completion.

Environmental Planning and Historic Preservation (EHP) Compliance

Most subawards are subject to EHP review. Subrecipients receiving in part or full grant funds must submit, through MEMA, an EHP review and approval before initiation, unless expressly exempted from the requirement. Projects that may trigger an environmental review include, but not limited to, debris removal, emergency protective measures, equipment installation, new construction, and ground disturbance. Exercise and Training projects with any field-based component (drill and full-scale exercises) require EHP review. Failure to comply with this requirement could result in project delays and denial of funding.

If a proposed project falls within one of the exempted project types, the subrecipient must include a written explanation in the Project Management Plan (PMP) detailing why the project falls within that exemption. MEMA may reject the PMP to revise the EHP section if the justification is insufficient.

Subrecipients should allot at least 45-60 days for the EHP approval process.

Review Process

Eligible applications will be reviewed and scored by MEMA HSGP Review Team. Additionally, all interoperable communications or electronic information sharing projects will be reviewed, per Executive Order 493, by the State Interoperability Executive Committee (SIEC) or a representative thereof.

Evaluation Criteria

Proposals will be evaluated based on the Evaluation Criteria listed below and compared against other projects within that County's overall application. It is important that proposals clearly and completely address these requirements:

- 1) Agency Information (5 points maximum)
- 2) Project Description (25 points maximum): the applicant must include the following items in this section:
Please note that these questions are provided as a general guide to assist applicants so that sufficient detail

and specificity is included. For example, a proposal merely stating, “Two generators will be procured,” does not provide enough detail.

- a. Who (specifically) will benefit from this proposal, and who will implement the project?
 - Expected outcomes must be clearly described and measurable within the performance period.
 - b. What (specifically) is being proposed, and what will be the outcome?
 - A clearly written description of the project with a detailed project scope must have a demonstrated nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism and meets the criteria of the FY2024 Homeland Security Grant Program.
 - c. When will the project begin and end?
 - A brief description of how this project will be managed, including key roles and responsibilities, and identification of key personnel.
 - d. Where will any equipment be located and/or where will project activities be focused?
 - If requesting equipment, a usage plan for equipment and owners of the proposed assets to be procured (if applicable).
 - e. How the project supports the FY2024 National and State Homeland Security Strategic Goals and Priority Areas.
 - The description must clearly describe the need for the project within the context of addressing identified goals or capability gaps
 - f. Why is this project important? How was this determined?
 - Related initiatives or gaps within the applicant's jurisdiction.
 - g. How will the project be implemented?
 - A brief narrative identifying how the project will be sustained by the organization in the future.
- 3) **HSGP National Priorities (10 points maximum):** A detailed description of how the proposed project(s) supports the FY2024 HSGP National Priorities.
 - 4) **Mission Areas & Core Capabilities (10 points maximum):** Identification of Mission Areas and Core Capabilities that the proposed project(s) addresses as described in the National Preparedness Goal.
 - 5) **Milestones (10 points maximum):** A detailed timeline that illustrates how the project(s) will be completed within the performance period, to ensure adequate goals and resources are in place for completion of the proposed project(s).
 - 6) **Budget Narrative & Budget Details (30 points maximum):** A brief narrative of what the proposed budget entails (including how the budget was determined and cost-effectiveness), as well as an accurate budget breakdown by cost category, cost, and description of expenditure. MEMA will utilize the Subrecipient Risk Assessment process through its review process to help identify if additional monitoring plan(s) and/or special conditions are required. MEMA is required to evaluate each applicant's risk of non-compliance with Federal statutes, regulations and the terms and conditions of a sub-award for the purpose of determining the appropriate applicant's monitoring described in 2 CFR 200.31(b).

Additional Budget Section Information

The budget section should include costs that are reasonable and allowable under the HSGP. Budgets should include both itemized and total costs. The information provided must align with the Project Summary Section. It is incumbent on the applicant to verify allowable costs and the information prior to submitting the application.

Allowable cost information may be found in FEMA's Authorized Equipment List (AEL) available at: <https://www.fema.gov/authorized-equipment-list>.

POETE Categories

HSGP funds may be invested in the following cost categories:

Planning

HSGP may be used for a range of emergency preparedness and management planning activities. These are activities associated with the development, review and revision of the THIRA/SPR, continuity of operations plans and other planning activities that support the Goal and place an emphasis on updating and maintaining a current Emergency Operation Plan that conforms to the guidelines outlined in the Comprehensive Preparedness Guide (CPG) 101 v 2.0.

Organization

Organizational activities include:

- Program management.
- Development of whole community partnerships, through groups such as Citizen Corp Councils.
- Structures and mechanisms for information sharing between the public and private sector.
- Implementing models, programs and workforce enhancement initiatives to address ideologically inspired radicalization to violence in the homeland.
- Tools, resources & activities that facilitate shared situational awareness between the public and private sectors.
- Operational Support.
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during and after an incident.
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS) or needs in resulting from a National Special Security Event; and paying salaries and benefits for personnel to serve as qualified intelligence analysts.

Equipment

The [Authorized Equipment List \(AEL\)](http://www.fema.gov/authorized-equipment-list) is available at <http://www.fema.gov/authorized-equipment-list>. Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Certain equipment is prohibited and is not allowable under HSGP and grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.

For some controlled equipment that is allowable under the HSGP, additional documentation, justifications, reviews, and approvals are required, including but not limited to proof of policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties.

Grant funds under this program must comply with the FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards. As per this FEMA Policy, excepted or controlled equipment must remain in the possession of the original FEMA grant recipient and may not be transferred.

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with Informational Bulletin 426 and the Grant Notes contained in AEL 03OE-07-sUAS.

Training

Applicants are also encouraged to utilize the National Training and Education Division's National Preparedness Course Catalog. Trainings include programs or courses developed for and delivered by institutions and organizations funded by DHS/FEMA/NTED. Allowable training-related costs under HSGP include the establishment, support, conduct and attendance of training specifically identified under the HSGP programs and/or in conjunction with emergency preparedness training by other Federal agencies (e.g. HHS and DOT).

Training conducted using HSGP funds should address a performance gap identified through an Integrated Preparedness Plan (IPP) that is part of the Integrated Preparedness Cycle or other assessments (e.g. National Emergency Communications Plan, NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including training related to under-represented diverse populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity and other underserved populations, should be identified.

Recipients are encouraged to use existing training rather than developing new courses. Please reference the FEMA Preparedness Grants Manual for detailed information.

Exercises

Exercises conducted with grant funding should be managed and conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, [evaluation, and improvement planning is located at https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep](https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep).

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

Please be aware, the above list is not comprehensive, but rather provides examples of costs that will not be covered. For further detail on unallowable costs, please refer to the FY2024 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO).

Mission Areas and Core Capabilities

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience Long-term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazards Identification	Infrastructure Systems	
Interdiction and Disruption			Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Logistics and Supply Chain Management Mass Care Services Mass Search and Rescue Operations On-scene Security, Protection, and Law Enforcement Operational Communications Public Health, Healthcare, and Emergency Medical Services Situational Assessment	Economic Recovery Health and Social Services Housing Natural and Cultural Resources
Screening, Search, and Detection				
Forensics and Attribution	Access Control and Identity Verification Cybersecurity Physical Protective Measures Risk Management for Protection Programs and Activities Supply Chain Integrity and Security			

Appendix A: Eligibility Details

Unique Entity Identifier

All entities wishing to do business with the federal government must have a unique entity Unique Entity Identifier (UEI), Register in the System for Award Management (SAM), and must:

- Be registered in Sam.Gov before application submission.
- Provide a valid Unique Entity Identifier (UEI) in the application.
- Maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Non-Federal Entity:

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application.

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.

National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards, in expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. See the MEMA Grants Guidance for details

Additional information about NIMS in general is available at [National Incident Management System | FEMA.gov](https://www.fema.gov/national-incident-management-system).

Appendix B: National and State Priority Areas and SHSP Goals

Priority Areas	Core Capabilities	Example Project Types
National Priorities		
Enhancing Cybersecurity	• Cybersecurity • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Screening, search, and detection • Access control and identity verification • Supply chain integrity and security • Risk management for protection programs and activities • Long-term vulnerability reduction • Situational assessment • Infrastructure systems • Operational communications	• Cybersecurity risk assessments • Migrating online services to the “.gov” internet domain • Projects that address vulnerabilities identified in cybersecurity risk assessments ◦ Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology Cybersecurity Framework (Version 1.1) ◦ Adoption of cybersecurity performance goals (CISA's Cross-Sector Cybersecurity Performance Goals) • Cybersecurity training and planning
Enhancing the Protection of Soft Targets/ Crowded Places	• Operational coordination • Public information and warning • Intelligence and information sharing • Interdiction and disruption	• Operational overtime. For more information on operational overtime, see Section D of this NOFO. • Physical security enhancements ◦ Security cameras (closed-circuit television [CCTV]) ◦ Security screening equipment for people and baggage
	• Screening, search, and detection • Access control and identity verification • Physical protective measures • Risk management for protection programs and activities	◦ Lighting ◦ Access controls ◦ Fencing, gates, barriers, etc. • Unmanned Aircraft Systems and detection technologies
Enhancing information and intelligence sharing and analysis	• Intelligence and information sharing • Interdiction and disruption • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities	• Fusion Center projects • Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities • Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation • Identification, assessment, and reporting of threats of violence • Intelligence analysis training and planning • Coordinating the intake, triage, analysis, and reporting of tips/ leads and suspicious activity, to include coordination with the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI)

Priority Areas	Core Capabilities	Example Project Types
Combating Domestic Violent Extremism	• Interdiction and disruption • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities	• Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats • Sharing and leveraging intelligence and information, including open-source analysis • Development, implementation, and execution of threat assessment and management programs to identify, evaluate, and analyze indicators and behaviors indicative of terrorism and targeted violence • Training, awareness, and outreach programs to help identify and prevent radicalization, and report potential instances of terrorism and targeted violence
Enhancing Community Preparedness and Resilience	• Planning • Public Information and Warning • Community Resilience • Risk Management for Protection Programs and Activities • Mass Care Services • Intelligence and Information Sharing • Risk and Disaster Resilience Assessment • Long Term Vulnerability Reduction	• Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically underserved communities, including procurement of appropriate tools, equipment, and training aides ◦ Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capacity • Provide continuity training, such as FEMA's Organizations Preparing for Emergency Needs training, to faith-based organizations, local businesses, and community-based organizations, such as homeless shelters, food pantries, nonprofit medical providers, and senior care facilities to bolster their resilience • Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans
		• Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric financial resilience of individuals and households • Execute You are the Help Until the Help Arrives workshops in concert with community-based organizations to bolster individual preparedness • Target youth preparedness using FEMA programming such as Prepare with Pedro resources and Ready2Help • Promote community planning, coordination, and integration of children's needs during emergencies through workshops like FEMA's Integrating the Needs of Children • Community Mapping: identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience • Provide training and awareness programs with key stakeholders (e.g., through social media, community and civic organizations, etc.) to educate the public on misinformation and disinformation campaigns to increase individual and community resilience • Support integrated and cross-jurisdictional preparedness planning that considers how the community develops networks of information-sharing and collaboration among community-based organizations and government institutions to enable a quicker recovery from multiple threats, including terrorist actions

Priority Areas	Core Capabilities	Example Project Types
Enhancing Election Security	• Cybersecurity • Intelligence and information sharing • Planning • Long-term vulnerability reduction • Situational assessment • Infrastructure systems • Operational coordination • Community resilience	• Physical security planning support • Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc. • General election security navigator support • Cyber navigator support • Cybersecurity risk assessments, training, and planning • Projects that address vulnerabilities identified in cybersecurity risk assessments • Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection • Distributed Denial of Service protection • Migrating online services to the “.gov” internet domain • Online harassment and targeting prevention services • Public awareness/preparedness campaigns discussing election security and integrity measures

State of Maine Homeland Security Goals

Goal 1. Facilitate a whole community approach to homeland security in Maine.

Maine's citizens will be encouraged to adopt a mindset of homeland protection through the improvement of public education and awareness of nefarious events and how communities can safeguard themselves and respond to incidents efficiently and effectively.

Goal 2. Enhance cybersecurity awareness and practices across the whole community.

Maine's critical infrastructure owners and operators, and everyday citizens, will be encouraged to adopt a mindset and habits of cybersecurity and cyber hygiene to protect the State against Cyberattacks.

Goal 3. Improve information and intelligence sharing among homeland security stakeholders engaged in prevention and protection activities.

Maine's homeland security partners will be encouraged to continue to build partnerships in order to further foster positive collaboration and communication across federal, state, county, local and critical infrastructure.

Goal 4. Ensure the state of Maine is prepared to respond to and recover from adversarial attacks.

Maine's emergency management, and homeland security partners will be prepared to respond to and recovery from adversarial attacks, by identifying and filling capability gaps (Planning, Organization, Equipment, Training and Exercise).

State of Maine Homeland Security Priority Areas

Enhancing Cybersecurity

Considering the risk and potential consequences of cyber events, strengthening the security and resilience of cyber has become an important homeland security mission.

Cybersecurity focused Objectives within the Strategy are intended to specifically improve the cyber security, preparedness and hygiene, for all critical infrastructure and SLTT within Maine through training, exercises, and information sharing.

Addressing Emerging Threats

Emerging Threats is the SPA which will encompass the rapidly evolving and innovative technology, equipment, techniques, and knowledge presenting new and emerging dangers for homeland security. Terrorists, criminal actors, and foreign adversaries utilize social media and technologies to spread mis/dis/mal information to sow discord. Similarly, the increase of Unmanned Aerial Systems, advancements in artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities to draw attention to and further their efforts.

Combating Violent Extremism

Violent extremism is an increasing and evolving threat to Maine. In developing this Strategy, stakeholders approached extremism with a whole community, proactive approach to preventing ideological radicalization or break the radicalization process before an act of violence occurs.

Any successful program to identify individuals and break that individual's chain of radicalization will best be accomplished at the local level. That focus of effort should be on the local community with the state and federal stakeholders providing support.

Enhancing the Protection of Soft Targets/Crowded Places

States, territories, urban areas, and public and private sector partners are encouraged to identify security gaps and build capabilities that address security needs of soft targets and crowded places, understanding the unique challenges related to protecting locations that are open to the public. Maine homeland security partners are encouraged to share resources to instill a culture of awareness, vigilance, and preparedness with organizations and community partners.

Enhancing Community Preparedness and Resilience

Community organizations, such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers must have the capabilities to withstand acts of terrorism and provide essential services, especially to members of underserved communities, in the aftermath of an attack. In addition, individual citizens and volunteer responders, such as Community Emergency Response Teams, are often the first on the scene after a terrorist attack. The identification of this State Priority Area is intended to bolster community preparedness and resilience by investing in local, community-driven capabilities.

Enhancing Information and Intelligence Sharing and Analysis

Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including counterterrorism – including both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Enhancing Border Protection: Terrain and Marine

Maine has a long and extensive coastline and international border with Canada. Port security programs are crucial in supporting port-wide risk management and protect critical surface transportation infrastructure from acts of terrorism, major disasters, and other emergencies.

Enhancing Interoperable Communications

As a heavily and densely forested state, with many rural and remote areas, Maine faces a multitude of complex challenges in maintaining interoperable emergency communications. Maine consistently pursues intra- and inter- state solutions, as well as international cooperation with Canada. Maine is dedicated to employing strong interoperable communications governance, training, and outreach to provide first responders and the wider public safety community the tools, training, and support needed to ensure the safety and security of the citizens of Maine.



WILTON POLICE DEPARTMENT

874 MAIN STREET WILTON, MAINE 04294

EMERGENCY 911 – Tel. 207-645-3876

Ethan Kyes – Chief of Police



To: HSGP FY202

Reference: HSGP FY 2025

Project: Security Cameras

Date: 07/31/2025

Agency Information

The Town of Wilton Public Safety Building houses both the Wilton Fire Department and the Wilton Police Department. These departments frequently collaborate on a wide range of responsibilities to ensure the safety and well-being of the Wilton community. According to the 2020 U.S. Census, the population of Wilton is 3,835, with a median household income of \$36,250. Located in the scenic western foothills of Franklin County, Maine, Wilton is a rural town with limited resources but a strong commitment to public safety.

The Wilton Police Department is staffed by seven full-time employees and three part-time employees. The Wilton Fire Department is composed of 20 dedicated volunteer firefighters. Together, these departments work out of the Wilton Public Safety Building, a shared facility that serves as the central hub for emergency services in the community.

Project Description

The Wilton Public Safety Building is seeking funding to upgrade its current security camera system. The building is divided into three primary areas: the Police Department, the Fire Department, and a shared main entrance and training room. The proposed project includes the installation of eight new security cameras to better monitor both the interior and exterior of the building.

Specifically, two AI Pro 4K PoE cameras with optical zoom and night vision capabilities will be installed outside, covering the main entrance and police parking lot. Inside, seven G5 Pro 4K PoE cameras with night vision will be placed in key areas: the patrol room, entrance to the Police Department, entrance and rear door of the Fire Department, the hallway between the departments, and the interior of the main entrance.

These upgrades will enhance building security and improve the ability to monitor for and respond to threats or incidents. The facility contains sensitive materials including all police records, a department server, ammunition, and firearms, making it a critical location that must be protected. This project will begin once funding is secured and may be expanded in the future as funds become available, with plans to add cameras in areas such as the evidence room and training room.

Alignment with HSGP Priorities

This proposal supports national and state priorities, specifically the SHSP goal of enhancing the protection of soft targets and crowded places. The project aligns with equipment and capital project criteria and supports infrastructure systems through capabilities such as screening, search, and detection.

The mission of our Team is to serve and protect with integrity, compassion, and professionalism. We are committed to upholding the law, promoting public safety, and fostering trust and collaboration within the communities we serve.



WILTON POLICE DEPARTMENT

874 MAIN STREET WILTON, MAINE 04294

EMERGENCY 911 – Tel. 207-645-3876

Ethan Kyes – Chief of Police



Mission Areas & Core Capabilities

This project supports the National Preparedness Goal of protecting and preventing threats to the community. The current system lacks AI detection and only offers limited storage. Past incidents demonstrated the need for better quality and longer video retention, which this system will provide.

Milestones & Budget

Project success will be measured by replacing the outdated system, which supports only eight cameras and retains footage for less than a week, with a modern NVR system capable of storing footage from more than eight cameras for 25 days.

The total operating budget for the Wilton Public Safety Building from July 1, 2025, to June 30, 2026, is \$47,730. Of this, \$5,300 is allocated for equipment upgrades. The department is requesting full funding of **\$10,000** for the security camera project. The total cost of the project is \$10,759.50, of which the Town of Wilton will be responsible for **\$759.50**. Please see attached invoice.

Respectfully,

8/1/25

Chief of Police Ethan Kyes

The mission of our Team is to serve and protect with integrity, compassion, and professionalism. We are committed to upholding the law, promoting public safety, and fostering trust and collaboration within the communities we serve.

PO BOX 1240
WILTON, ME 04294
www.expenet.com
207-645-4449



Wilton Public Safety Dept
874 Main Street
Wilton, ME 4294

Estimate #	1027
Estimate Date	08-01-25
Total	\$10,759.50

Item	Description	Unit Cost	Quantity	Line Total
Hardware (non-inventory)	NVR - A video recorder with (7) 2.5/3.5" HDD bays populated with 3 8TB drives - estimated recording time of 25 days with 8 4K cameras	\$1,436.00	1.0	\$1,436.00
Hardware (non-inventory)	A 48-port, Layer 3 switch capable of high-power PoE++ output.	\$1,239.00	1.0	\$1,239.00
Hardware (non-inventory)	Viewport - Hardware device to connect TV to NVR and view camera footage	\$269.00	3.0	\$807.00
Hardware (non-inventory)	AI Pro - Indoor/outdoor 4K PoE camera with 3x optical zoom, long-range IR night vision, and enhanced AI detection capabilities. 4K (8MP) video resolution 3x optical zoom Advanced AI: Detect people, read license plates, and more 25 m (82 ft) IR night vision Far-field microphone array for two-way audio Connect and power using PoE Weatherproof (outdoor exposed)	\$625.00	2.0	\$1,250.00
Hardware (non-inventory)	AI Enhancer - Attachment to AI Camera - Long-range IR LED, floodlight, and radar detection accessory for the AI Pro. Extends IR range up to 40 m (131 ft) Integrated radar improves detection accuracy and provides distance measurement for people up to 20 m (66 ft) and vehicles up to 35 m (115 ft) Built-in floodlight with an intense 600 lumens High-performance loudspeaker Weatherproof (outdoor exposed)	\$249.00	2.0	\$498.00
Hardware (non-inventory)	G5 Pro - Next-gen indoor/outdoor 4K PoE camera with exceptional image performance, long-range IR night vision, and 3x optical zoom. 4K (8MP) video resolution 3x optical zoom	\$479.00	2.0	\$958.00

	25 m (82 ft) IR night vision			
	AI event detections			
	Record audio with an integrated microphone			
	Connect and power using PoE			
	Optional Enhancer for integrated floodlight and extended IR*			
	Weatherproof (outdoor exposed)			
Hardware (non-inventory)	All-weather, vandal-proof 4K PoE+ turret camera with enhanced AI capabilities and IR and visible LEDs for night vision.	\$499.00	4.0	\$1,996.00
Hardware (non-inventory)	G5-Flex - Compact, easy-to-deploy 2K HD PoE camera that can be staged indoors or outside.	\$179.00	1.0	\$179.00
Hardware (non-inventory)	G5-PTZ - Compact, all-weather camera with ultra-low latency pan-tilt-zoom control and versatile mounting options.	\$399.00	1.0	\$399.00
	Max. Frame Rate 30 FPS			
	Resolution 4MP 2688 x 1512 (16:9)			
	Max. Power Consumption 14W			
	Supported Voltage Range 37—57V DC			
	Power Method PoE+			
	IR Night Vision 20 m (65 ft)			
	Zoom Mode 2x Optical			
ONS - C95	Estimated Labor	\$95.00	20.0	\$1,900.00
COM-MISC-SERV	Cable Management	\$30.00	1.0	\$30.00
Cat6-SC	Cat6 Solid Core Cable	\$0.45	150.0	\$67.50
Subtotal				\$10,759.50
Tax				\$0.00
COMMENTS:		Estimate Total		\$10,759.50

THIS IS AN ESTIMATE

Disclaimer

Please understand that prices quoted are an estimate. Pricing may be subject to change based on the individual needs of the project as well as current market pricing and availability.