TOWN OF WILTON
SELECTBOARD MEETING AGENDA

November 17, 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 October 6, 2026 Selectboard Meeting
3. Minutes from the October 20, 2026 Selectboard Meeting
4. Public comment
5. Greater Franklin Economic & Community Development – Joel Gilbert/Charlie Woodworth – DECD Funding Sponsor
6. Department Head Update – Sonny Dunham, Fire Chief
7. Fire Department – Maine Municipal Association Risk Reduction Grant – Approval
8. Franklin County – Invitation to a Facilitated Meeting on Regional Fire Collaboration
9. Cannabis Renewal – Honey Comb Farm
10. Finance Committee Application
    - Swett, Keith
11. Conservation Commission Application Appointment
    - Cote, Adam
12. Discussion & Review of ATV Ordinance – Next Steps
13. Police Department – K9 Proposal Discussion and possible action
14. Hometown Heroes Donation from Tractor Supply – Police Department
15. Nonattest Accounting Services – Discussion & possible action

16. Upcoming Meetings:
    Selectboard Meeting – December 1, 2026 – 6:00 PM

17. Other

18. Manager’s report

19. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Labor Negotiations

20. Possible action after executive session (if applicable)

21. Adjourn

TOWN OF WILTON

October 20, 2026

(6:00PM)

SELECTBOARD MINUTES

Members Present: David Leavitt, Nathan Hiltz (arrived at 6:15pm), Nancy Allen, Tiffany Maiuri, Philip Hilton, Maria Greeley (Town Manager), Aaren Wilcox (Town Clerk)

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

Item #1- Pledge of Allegiance

Item #2 – Public Hearing – General Assistance Ordinance & Maximums

- Public hearing opened by Selectboard Chair, David Leavitt
- Maria reviews the updates to the General Assistance Ordinance, including the previous updates from year 2024-present year, 2026

  David asks if the State is still reimbursing at 70%; Maria confirms, yes, the State is still reimbursing at 70%. Nancy seeks clarification on why the housing maximum totals are less for a home with more bedrooms. Maria clarifies that the totals reflect the increase, not the total amount.
  David ends the hearing at 18:07 (6:07pm)

- Motion by Tiffany, Second by Phil – To adopt the Maine Municipal Association General Assistance Ordinance Revision 9-2026, together, with the appendices A-I, including the Franklin County maximums effective October 1, 2026-September 30, 2027 as the General Assistance ordinance for the Town of Wilton
  Vote: 4-0 Unanimous
  Nathan Hiltz not present.

Item #3 – Minutes from the October 6, 2026 Select Board Meeting

- Motion by David, Second by Phil– To table minutes from the October 6, 2026 Selectboard Meeting
  Vote: 4-0 Unanimous
  Nathan Hiltz not present.

Item #4 – Public Comment

- Kathleen Masterman asks if the Board intends to address the ATV Ordinance at tonight's meeting.
- Nick Santora speaks in favor of the Police Department getting new vehicles. He expresses concern about the speeding in the 35 MPH residential speed zones.
  He suggests seeking the monetary funds from the fines and they be placed back with the townships that issue the tickets, assisting with overtime compensation.

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David states he would have to go through State Legislators. Nick says that he has reached out to Senator Black, with no response.

- Kathleen Bragg – Inquires on whether a permit was required for the "Beer Tent" at the end of Weld Road. David explains that he did inquire on their permitting and it does fall under their brewer's license.
- Louise Hiltz – Speaks on the Quit Claim Deed that was voted on and approved at the June 4, 2024 Selectboard Meeting, referencing the fact that it had to be re-voted on again at the following Selectboard Meeting. She states that this may be an indicator that an item may not be ready to be placed on the Selectboard Meeting Agenda, therefore, may not be ready for a vote.

Item #5 – Franklin County Commissioner – Tom Saviello

- Mr. Saviello speaks on the topic of appointing vs. electing a County Treasurer and the hiring process currently in place for Franklin County. A resource document was provided for review. Nancy inquires on the process of disciplinary action for someone in that position.
- Tiffany asks if a reduction in consultants is envisioned.

Item #6 – Department Head Update – Ethan Kyes, Police Chief

- Chief Kyes provides the Board with a detailed, quarterly department update (June-Present).

Item #7 – Review and Approval FY 2024 Byrne – JAG Grant

- Chief Kyes reviews the details of the awarded FY24 Byrne JAG Grant

- Motion by Tiffany, Second by Nancy – To accept the fiscal year 2024 Edward Byrne Memorial Justice Assistance Grant pass-through award of $1,465.00 from the Franklin County Sheriff's Office MOU and authorize the Town Manager and Chief of Police to execute the Grant documents and authorize the purchase of the three rifle suppressors, per Northeast Firearms quote, number 30413 in the amount of $1,647.00 with $182 balance paid from the police department operating budget.
  Vote: 5-0 Unanimous

Item #8 – Purchasing Policy – Fire Department Equipment

- Chief Dunham and Capt. Lowe speak on the needs for the additional equipment (struts) being requested by the Fire Department. Capt. Lowe provides additional details on the available companies to order Paratech struts from, with there only being one distributor available in this territory.
  Tiffany asks why we wouldn't want to put this out for bid. Capt. Lowe clarifies that they are not against putting this out for bid. Maria brings clarification on the purchasing policy for the Fire Department.
  David suggests being very clear on the bid specifications.

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- Motion by Tiffany, Second by Nancy – To direct the Town Manager to issue a sealed bid solicitation in section 4D for the Paratech equipment specified in quote Q2026211, by part number or equitable with bids returned in time for an award at the future Selectboard Meeting, whichever is determined
  Vote: 5-0 Unanimous

Item #9 – Liquor License Renewal – Salt & Pepper and Sugar Too

- Motion by Tiffany, Second by Phil – To approve the renewal of the all-premises beer and wine license for Salt & Pepper, LLC, doing business as Salt & Pepper and Sugar Too, 843 US Route 2, East, Wilton
  Vote: 5-0 Unanimous

Item #10 – **Halloween Trunk or Treat Event Update**

- Jordan Schank provides an update on the Halloween Trunk or Treat Event. The Town is partnering with local businesses and will include window and chalk painting. Chief Dunham provides an update on the Fire Department's participation and the location of the trucks for the event.

Item #11 – Schedule Selectboard Workshop Follow Up

- Nancy proposes November 10, 2026 at 4:00pm
  No Motion was made - the board agrees on the date and time presented

Item #12 – Upcoming Meeting

- Selectboard Meeting – November 17, 2026 – 6:00pm

Item #13 – Other

- Nathan seeks clarification on whether the Board already accepted a donation of a K9
- Nathan states that at the last meeting he inquired about the process of creating a document to outline the structure of committees and was told that there had been a prior agreement with the Town Manager for them to begin the process.
  After further consideration and the amount of time that has passed, he believes this method has proven not viable in moving forward and rescinds his agreement, if such agreement was previously made.
- David suggests that these questions be compiled through another workshop after the upcoming Selectboard Roles and Responsibilities Workshop is completed.
- Tiffany states that a Selectboard Member could volunteer to start drafting up a list for review at a workshop

Item #14 – Manager's Report (see attached resources)

- Aaren provides an Election update
- Maria reviews the current Town Manager's Report

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Item #15 – Executive Session pursuant to 1 M.R.S.A § 405(6)(A) – Legal Consultation

- Motion by David, Second by Tiffany– To move into Executive Session
  Vote: 4-1
  Selectboard Member, Nathan Hiltz excuses himself from the meeting.
  In-Session: 6:58pm
  Out of Session: 7:40pm

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

Item #17 – Executive Session pursuant to 1 M.R.S.A § 405(6)(A) – Employee Compensation

- Motion by David, Second by Tiffany – To move into Executive Session
  Vote: 4-0 Unanimous
  Nathan Hiltz absent.
  In-Session: 7:41pm
  Out of Session: 7:57pm

Item #18 – Possible action after executive session (if applicable)

Item #19 – Executive Session pursuant to 1 M.R.S.A § 405(6)(A) – Employee Compensation

- Item #19 cancelled

Item #20 – Possible action after executive session (if applicable)

- Item #20 cancelled

Item #21 – Adjourn

- Motion by David, Second by Nancy – To Adjourn
  Motion withdrawn

- Motion by David, Second by Tiffany – To reset professional vacation as listed below, following the fiscal budget:
  1yrann. – 2 weeks
  6yrann. – 3weeks
  10^{th} ann. – 4 weeks
  Vote: 4-0
  Nathan Hiltz absent.

- Motion by David, Second by Phil – To adjourn
  Vote: 4-0
  Nathan Hiltz absent

Respectfully submitted by Aaren E. Wilcox, Town Clerk

DRAFT

Outlook

DECD Funding Sponsor

From Joel Gilbert <jgilbert@greaterfranklin.org>
Date Mon 11/9/2026 4:18 PM
To Maria Greeley <townmanager@wiltonmaine.gov>; David Leavitt <dleavitt@wiltonmaine.gov>; Tiffany Maiuri <maiuri@maine.edu>
Cc Charlie Woodworth <cwoodworth@greaterfranklin.org>

Dear Maria, David and Tiff,

I hope you are doing well.

I am writing regarding the rebuilding efforts of **Ambition Brewing** following the devastating fire that impacted their business. As the owners evaluate options for recovery and reopening in downtown Wilton, we have identified a potential funding opportunity through the Maine Department of Economic and Community Development (DECD) that could provide critical assistance. However, participation in this program requires municipal sponsorship.

We are reaching out to determine whether the Town of Wilton would be willing to serve as the sponsoring municipality for this application.

Under DECD's program requirements, the municipality serves as the applicant and grant recipient on behalf of the business. Specifically, municipal sponsorship would involve:

- Submitting the required Letter of Intent (LOI) and final application to DECD.
- Holding the required public hearing and documenting public support for the project.
- Providing documentation of community need and the economic importance of the business to Wilton.
- Serving as the grant recipient and administering funds should the application be successful.
- Verifying expenditures and ensuring compliance with DECD program requirements.

As part of the application process, DECD typically looks for evidence that the project provides a public benefit and that the business may face substantial challenges reopening without assistance. Community support documented through meeting minutes and public hearings can be an important component of a competitive application.

Before significant work is invested in preparing an application, we are seeking a clear understanding of whether the Town would be willing to:

1. Sponsor the project;
2. Submit the required Letter of Intent to DECD;
3. Hold the required public hearing; and
4. Act as the grant recipient and administrator if funding is awarded.

Ambition Brewing has become an important part of Wilton's downtown economy, attracting residents and visitors alike while contributing to the vibrancy and success of Main Street. Assisting with its recovery would help support local economic activity and contribute to the continued revitalization of the downtown district.

I am learning more about this opportunity on a daily basis and would welcome the opportunity to meet with you to discuss the program requirements, anticipated municipal responsibilities, and how we can assist the Town throughout the application process.

I look forward to hearing from you!

Sincerely,

Joel Gilbert, Program and Operations Coordinator
Greater Franklin Economic & Community Development
165 Front Street
Farmington, ME
www.greaterfranklin.org
207-491-7260 c

GreaterFranklin
Economic and Community Development

WILTON FIRE & RESCUE
874 MAIN STREET WILTON, MAINE 04294
EMERGENCY 911 – Tel. 207-645-2211
Sonny Dunham – Fire Chief
"Neighbors Helping Neighbors"

November 3, 2026

Quarterly Report to the Select Board

Personnel and Staffing

Wilton Fire & Rescue currently consists of 16 active firefighters and 2 Junior Firefighters. The department continues to maintain a strong core of trained personnel, including 10 firefighters certified to the Hazardous Materials (HazMat) Technician level, providing the capability to respond to hazardous materials incidents both locally and through mutual aid agreements.

The department currently has one active Emergency Medical Technician (EMT). A second EMT remains on an approved leave of absence, which continues to limit the department's EMS staffing capacity.

Emergency Response Activity

Since the beginning of the current budget year, the department has responded to 107 emergency incidents. These calls have included a variety of emergency responses, notably several working structure fires within Wilton and throughout the region under mutual aid agreements.

Significant fire responses include:

- 3 structure fires in Wilton
- 2 mutual aid structure fires in Weld
- 4 mutual aid structure fires in Farmington
- 2 mutual aid structure fires in Jay
- 1 mutual aid structure fire in Chesterville
- 1 mutual aid structure fire in Livermore Falls

These incidents demonstrate both the department's operational readiness and the continued importance of regional cooperation among neighboring fire departments.

Training and Professional Development

Training remains a major focus for the department. During the quarter, members participated in numerous training programs designed to maintain certifications, improve operational readiness, and enhance firefighter safety.

Training topics included:

- Hose Testing and Deployment
- Search and Rescue Operations
- Hazardous Materials Technician Training
- CPR Certification and Refreshers
- Ground and Aerial Ladder Operations
- Fire Hydrant Operations
- Chimney Fire Response
- Rural Water Supply Operations

The department's commitment to training ensures firefighters remain prepared to respond effectively to a wide range of emergencies.

Apparatus and Equipment

Department apparatus continue to perform reliably and remain in serviceable condition.
Highlights from the quarter include:

- All department vehicles successfully passed their required annual recertifications.
- The ladder truck successfully passed its ladder recertification inspection and testing.
- Ongoing maintenance efforts continue to support fleet reliability and operational readiness.

Facilities and Infrastructure

Work continues on improvements to the fire station and associated facilities. Progress has been made toward bringing the building up to current operational needs and standards, and staff continue to address identified improvements as resources allow.

Grants and Funding

The department was recently awarded a $3,000 grant from the Maine Municipal Association (MMA) to purchase backup camera systems for all three primary fire apparatus. This funding will improve firefighter safety, reduce operational risk during vehicle movement, and enhance overall apparatus operations.

Community Engagement

During Fire Prevention Week, Wilton Fire & Rescue conducted educational activities with students from both Cushing School and Academy Hill School, providing age-appropriate fire safety instruction and reinforcing the importance of fire prevention in the home and community. The department also once again participated in Wilton's annual Halloween festivities. The event was highly successful, drawing a strong turnout of families and children throughout the evening. Department personnel were pleased to support a safe, enjoyable, and community-focused event for residents of all ages.

Ongoing Projects

WILTON FIRE & RESCUE

874 MAIN STREET WILTON, MAINE 04294
EMERGENCY 911 – Tel. 207-645-2211
Sonny Dunham – Fire Chief
"Neighbors Helping Neighbors"

The Fire Department Committee continues to make positive progress, with ongoing work focused on advancing the department's Per Diem Firefighter initiative. Committee members and department leadership are actively evaluating staffing needs, operational requirements, and long-term sustainability to enhance emergency response capabilities and service delivery to the community.

The department also continues to work on the development of specifications for a future fire apparatus purchase. This effort includes evaluating current and future operational needs, reviewing available apparatus options, consulting with industry professionals, and developing specifications that will best serve both the community and the department for years to come. Careful planning during this process will help ensure the department acquires a safe, reliable, and effective apparatus capable of meeting the evolving demands of emergency service operations.

Looking Ahead

Over the coming quarter, Wilton Fire & Rescue will continue to focus on several key priorities aimed at enhancing emergency services, strengthening operational readiness, and supporting the long-term needs of the community. These priorities include:

- Maintaining and expanding firefighter training opportunities to ensure personnel remain prepared to meet the evolving demands of emergency response.
- Strengthening EMS response capabilities through continued training, equipment evaluation, and service development.
- Advancing station improvement projects to enhance efficiency, safety, and functionality.
- Implementing the MMA-funded backup camera project to improve apparatus safety and operational effectiveness.
- Finalizing specifications for a future fire apparatus replacement, including continued evaluation of operational needs and available apparatus options.
- Working collaboratively with the Fire Department Committee to advance the development of the department's per diem firefighter initiative.
- Continuing to provide professional, reliable emergency services to the residents of Wilton and neighboring communities through mutual aid partnerships.

Respectfully submitted,

Chief Sonny Dunham
Wilton Fire & Rescue

Outlook

Risk Reduction Grant Application for 2026

From RMS-LC Safety Grants <safetygrants@memun.org>
Date Tue 10/27/2026 8:35 AM
To jlowewfd@outlook.com <jlowewfd@outlook.com>
Cc Maria Greeley <townmanager@wiltonmaine.gov>

1 attachment (15 KB)
RR Press Release.docx;

Dear Captain Lowe:

On behalf of the MMA Risk Management Services Loss Control and Property & Casualty Pool, Congratulations! The 2026 Risk Reduction Grant Application for the Town of Wilton has been **approved**.

Purchases of your grant items may now be made. This grant award is for your cost up to but not exceeding **$3,000.00**, and to be used exclusively for purchasing Back-up Cameras w/ Monitors & Installation, as stated in your application. The award is to be used by October 1, 2027, or it will be withdrawn.

Please note that all item substitutions must be approved by the committee prior to purchase, or it may be subject to a denial, and any items requiring installation must be completed before reimbursement can be made.

Once your purchase is *complete*, **please send us the itemized invoice(s) with proof of payment** (*cancelled check, treasurer's warrant, etc.*) to safetygrants@memun.org so that reimbursement can be made.

We thank you for your participation in this program and for your dedicated efforts to improve workplace liability for your organization. We are pleased that the award of this grant will assist you with these safety efforts. A draft press release has also been attached that may be used to announce the award of your Risk Reduction Grant to your community.

If you have any questions, please contact Loss Control at (207) 626-5583 x3 or email us at safetygrants@memun.org.

App: RR-26-083

Sincerely,

Maine Municipal Association
Risk Management Services – Loss Control and Property & Casualty Pool

Press Release
For Immediate Release

Officials from the Town of Wilton are pleased to announce that they have been awarded a Risk Reduction Grant from the Maine Municipal Association Property & Casualty Pool, totaling $3,000.00.

The Risk Reduction Grant program is designed to assist members of the Property & Casualty Pool in mitigating hazards and supports the implementation of effective risk management strategies. The funding helps supplement local budgets to address hazardous conditions that could lead to potential property or liability losses.

Since its inception in 2021, the Maine Municipal Association has awarded over $1,200,000 in Risk Reduction Grants to members of its Property & Casualty Pool. This program exemplifies the power of partnership, as we work together to prevent property and casualty-related losses and create safer communities.

For more information on the Maine Municipal Association's Risk Management Services, including grant eligibility and application details, visit www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.

MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES

MMA Property & Casualty Pool
Risk Reduction Grant Program

PURPOSE

MMA's Risk Management Services Property & Casualty Pool (P&C Pool) is a member-driven program for the provision of affordably tailored insurance coverages for Maine public entities. The Risk Reduction Grant has been established to assist members in reducing specific risk exposures and to assist our members in their efforts of applying effective risk management and loss control techniques for exposures specific to property and casualty.

ELIGIBILITY & SUBMISSIONS

Current Property & Casualty Pool Members are eligible to apply. Members must maintain active status in the P&C Pool to receive final reimbursement. Risk Reduction grants will be awarded annually in October.

Applications must be received by close of business on September 15th (this program does not allow submission extensions). Please note that only one grant submission is allowed per year and grant submissions will not be reviewed until after the September 15th deadline.

Examples of Eligible Grant Items	
Backup and side cameras	Wing plow position indicator lasers
Backing proximity alarms	Lightning Protection Systems
Sewer Line Inspection Cameras	Water alarms / shutoffs
Generators	Computer surge suppressor / UPS
Security / Emergency Lighting	Protective Jersey barriers or Bollards

Projects that receive funding from other grant programs or funding sources are not eligible for a Risk Reduction Grant.

AWARDS

Items cannot be purchased until the grant has been awarded. Approved grant submissions are eligible to be awarded 100% of the cost, up to a $3,000 maximum and must be purchased by October 1st of the following year. The grant will be paid upon receipt and review of appropriate evidence of expenditures for the specific grant purpose. We reserve the right to review appropriate documentation of all expenses.

EVALUATION CRITERIA

The grant submission must present an approach to provide a solution or assist with the effort of applying effective risk management and loss reduction techniques. The impact of the grant must be identifiable, measurable, have a positive benefit and demonstrate a proactive approach to mitigate property and/or liability losses. Grant requests must be accompanied by supporting data and are contingent on the availability of funds.

The plan of action must have a high probability of assisting or reducing the exposure(s). Statistics or other available data demonstrating the severity or extent of the exposure(s) being addressed will enhance the possibility of receiving the grant. The Property & Casualty Pool reserves the right to approve, modify or reject any or all grant submissions.

MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES

MMA Property & Casualty Pool
Risk Reduction Grant Program

APPLICATION CHECKLIST:

If the below items are not attached or not completed, the grant request will be denied.

- ☐ All sections of the application are answered completely.
- ☐ All contact information is provided.
- ☐ Are you able to able to pay for the project prior to reimbursement or cover anything over $3,000?
- ☐ The application is signed by the Key Official.
- ☐ All Itemized Bids from vendors are attached.
- ☐ Other material supporting the application is attached.
- ☐ Have you made a copy for your records?
- ☐ Send completed application and supporting documentation to:
  - ☐ ***Preferred* E-mail:** safetygrants@memun.org
    Subject Line: Risk Reduction Grant
  - ☐ **Fax:** 207-624-0127

If you have questions concerning the Property & Casualty Pool Risk Reduction Grant Program please contact: safetygrants@memun.org. As a valued partner, we thank you for applying for funding through the MMA Property & Casualty Pool Risk Reduction Grant Program.

MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES

APPLICATION

Membership Name: Wilton Fire & Rescue

Contact Person's Name and Title: Justin Lowe, Captain

Contact's e-mail: jlowewfd@outlook.com Contact's Phone: (207) 491-4950

1. Grant Item Requested:
   Buyer's back up Camera's with monitors for fire apparatus

2. Provide a description of the grant item use:
   The requested equipment consists of wireless backup camera systems with onboard 7-inch monitoring screens for installation on emergency response vehicles. These systems are designed to enhance driver visibility, improve operational safety, and reduce the risk of accidents while maneuvering fire apparatus and other emergency vehicles.

3. Describe how this grant will assist with reducing risk and exposures:
   The requested equipment consists of wireless backup camera systems with in-cab monitors to be installed on each fire apparatus within our fleet. These systems will significantly enhance driver visibility and operational safety during both emergency and non-emergency vehicle movements.

4. Describe the benefits of this grant:
   Improved apparatus safety, reduced collision risk, enhanced nighttime visibility, protection of department assets, and increased safety for firefighters and the public.

5. Total Cost of Item (Attach quote to application): $3,204.00

6. Can you committed to funding prior to award or if over the maximum of $3,000? Yes ☑ No ☐

7. Have you applied for or have you received grants or funding from other sources forthis item? Yes ☐ No ☑

   If yes, from who: Amount received:

Justin Lowe
Applicant Signature

09/10/2026
Date

Maria D. Greeley
Key Official Signature

09/11/2026
Date

Maria Greeley
Key Official Name (*print*)

Town Manager
Key Official Title (*print*)

townmanager@wiltonmaine.gov
e-Mail

Date Revised: 1/2022

Cives Corporation, dba
Viking Cives (USA)
14331 Mill Street
Harrisville, NY 13648
Phone: (315) 543-2321
Fax: (315) 543-2366
www.vikingcives.com

QUOTATION

Quote ID: 50207

2012 Factory/Shipper Catalog

Customer: TOWN OF WILTON
Contact:
Address: P.O. BOX 541
WILTON ME 4294

Phone: 207-645-4883
Fax: 207-645-2001
Attn: John

Quote Number: 50207
Quote Date: 9/10/2026
Quote valid until: 11/10/2026
For:
Terms: Net 30 days
Salesperson: D.L. Kingsbury
FOB: Lewiston, Maine

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	Buyers Camera Package with (1) Cameras, 7" Color Monitor, Cables	$443.00	$1,329.00
3	Labor to Install Camera Kit	$625.00	$1,875.00
		Quote Total:	**$3,204.00**
		Discount:	**$0.00**
		Total Due:	**$3,204.00**

The following options may be added:

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. number:	

The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.

- Typographical and stenographic errors subject to corrections. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are mode to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.
- Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.
- Unless otherwise stated, Installation charges do not include modifications to exhaust systems, cab protectors or bumpers.

Franklin County, Maine

FRANKLIN COUNTY COMMISSIONERS
November 5, 2026

To: Fire Department Chiefs, Town Managers, and One Selectboard Representative from Each Municipality in Franklin County

Subject: Invitation to a Facilitated Meeting on Regional Fire Collaboration

Dear Fire Chiefs, Town Managers, and Selectboard Representatives:

On October 1, 2026, the Franklin County Commissioners requested the assistance of the Franklin County Firemen's Association in convening a regional discussion among Franklin County municipalities to explore collaborative solutions for the delivery and long-term sustainability of fire services.

As a follow-up to that request, we are inviting each municipality to participate in a facilitated meeting bringing together fire service leadership, municipal administration, and elected representatives to begin identifying opportunities for regional cooperation. Municipalities throughout Franklin County face increasing costs associated with staffing, equipment, vehicles, training, facilities, and the delivery of essential emergency services. These pressures create significant challenges for local budgets and taxpayers. We believe that a countywide conversation can help identify opportunities to manage these costs while maintaining dependable, high-quality services for our residents.
The purpose of this meeting is to establish an open and constructive dialogue among those directly responsible for providing, managing, and funding fire services. With the assistance of a facilitator, participants will have an opportunity to identify common challenges, share experiences, and explore potential solutions that may benefit multiple communities.

120 County Way, Suite 4, Farmington, Maine 04938. (207) 778-6614

Tom Saviello	Fen Fowler	Tom Skolfield	Bob Carlton	Jeff Gilbert
District #1	District #2	District #3	District #4	District #5

Carrie Castonguay
County Administrator
ccastonguay@franklincountymaine.gov

Franklin County, Maine

Areas for discussion may include:

- **Shared resources and equipment:** Exploring opportunities to share specialized equipment, facilities, and other resources where practical.
- **Coordinated purchasing:** Identifying opportunities to reduce costs through joint purchasing and coordinated equipment replacement planning.
- **Staffing and training:** Discussing recruitment, retention, training, and other approaches to strengthen the availability and readiness of personnel.
- **Regional cooperation:** Exploring potential service arrangements, mutual support, and other collaborative models that could improve efficiency and service sustainability.
- **Funding and long-term planning:** Identifying potential grants, shared investments, and financial strategies to address rising costs.

We recognize that every municipality has unique needs, resources, and service arrangements. This meeting is not intended to establish a predetermined regional model or require any community to commit to a particular course of action. Rather, it is an opportunity to examine shared challenges, develop a better understanding of available options, and determine which ideas warrant further consideration.

We ask each municipality to designate the following two or three representatives to participate:

1. The Fire Department Chief.
2. The Town Manager or municipal administrator.
3. One representative of the Selectboard.
4.

Having these perspectives represented will help ensure that the discussion addresses operational realities, financial considerations, and local governance. We encourage participants to come prepared to share their experiences, identify challenges, and consider opportunities for working together. The meeting will be both in person at the EOC with a zoom option also available for those who wish.

120 County Way, Suite 4, Farmington, Maine 04938. (207) 778-6614

Tom Saviello	Fen Fowler	Tom Skolfield	Bob Carlton	Jeff Gilbert
District #1	District #2	District #3	District #4	District #5

Carrie Castonguay
County Administrator
ccastonguay@franklincountymaine.gov

Franklin County, Maine

Meeting Details
Date: December 3, 2026
Time: 6:00 PM
Location: Franklin County Emergency Operations Center, 120 County Way, Farmington
Facilitator: Paul Froman
Zoom Link: If anyone needs to join remotely you can use the link below. Passcode is 030621

https://us02web.zoom.us/j/4925100482?pwd=YXZwZHByUWNhK01jQ2tOdnlPKzlzQT09&omn=87548251005

The intended outcome is to identify common priorities, establish areas for further exploration, and agree upon practical next steps for continued discussion. Franklin County is prepared to participate in this effort and support a collaborative process that respects municipal authority while seeking sustainable solutions for our region.

We believe that bringing our communities together is an important first step toward addressing rising costs and strengthening the long-term delivery of fire services throughout Franklin County.

Please confirm your municipality's representatives and direct any questions to Amanda Simoneau at 778-5892.

Thank you for your continued service and commitment to the safety and well-being of Franklin County residents. We look forward to working together on this important regional initiative.
Sincerely,
Susan A. Pratt
On behalf of the Franklin County Commissioners

120 County Way, Suite 4, Farmington, Maine 04938. (207) 778-6614

Tom Saviello	Fen Fowler	Tom Skolfield	Bob Carlton	Jeff Gilbert
District #1	District #2	District #3	District #4	District #5

Carrie Castonguay
County Administrator
ccastonguay@franklincountymaine.gov

Town of Wilton
Code Enforcement Officer
158 Weld Road
Wilton, ME 04294
207-645-4961

October 27, 2026
Brian Patterson
89 Bamford Hill Rd.
Fayette, Me. 04349

Re: Application for Wilton Cannabis Business License

Dear Mr. & Mrs. Patterson,

This letter is to inform you that your Medical Caregiver Manufacturing/Processing business license is due for a prorated renewal. The license is usually on an annual basis by the Select Board and the annual fee paid. This will be an annual renewal on February 16, 2027, along with the 844 US RT 2 E cannabis retail and cannabis cultivation.

The record indicates that the Planning Board granted the Medical Caregiver Processing/Manufacturing was granted by the Planning Board on November 7, 2019, and was permitted by the Select Board on October 15, 2025.

Enclosed is the business use form for you to review. Please enter any missing information, correct any errors, enter your State of Maine Caregiver number and expiration date and then sign and return for the Select Board public hearing and license renewal which will be on November 17, 2026, **at 6.00 pm.** The prorated license fee of $445.00 for Manufacturing/Processing is due prior to November 10, 2026, along with all taxes, water and sewer paid.

The walk-through inspection of the business is scheduled for October 29, 2026, at 9.30 am.

Sincerely,
Gary Judkins
Code Enforcement Officer-Town of Wilton

cc: Maria Greeley, Town Manager

Town of Wilton, Maine

PERMIT TO BE DISPLAYED ON PREMISES

Permit Number: 111726-1

Fee Paid $ 445.00

Select Board meeting, Date held: 11/17/26

PERMIT

To establish, operate or maintain a Marijuana Business in the Town of Wilton. Subject to existing State of Maine rules and regulations and any amendments that may be made thereto, under the provisions of Town of Wilton: Adult Use and Medical Marijuana Stores, Cultivation Facilities, Manufacturing Facilities, and Testing Facilities Ordinance.

This permit is hereby granted upon condition that the marijuana business does not violate the Town of Wilton: Adult Use and Medical Marijuana Stores, Cultivation Facilities, Manufacturing Facilities, and Testing Facilities Ordinance

Owner's Name: Amber Patterson Ideal Properties

Business Name: The Honey Comb Farm

Street or Highway Number 844 US RT 2 E

P.O. Address 89 Bamford Hill Rd.

City/Town: Fayette, Me. 04349

This permit expires 2/16/2027 unless sooner revoked by the Municipal Officials.

Dated at Town of Wilton on this 17th day of November 2026

Municipal Officers: _____ _____

_____ _____

_____ _____

_____
Certified True Copy: Town Clerk

1 copy to Applicant
1 copy to Municipality

FOR OFFICE USE ONLY:
PERMIT #: 111726-1
ISSUE DATE: _____
FEE AMOUNT: $445.00

TOWN OF WILTON
SELECTBOARD
MARIJUANA BUSINESS PERMIT APPLICATION
ANNUAL RENEWAL

GENERAL INFORMATION

1. APPLICANT Brian Patterson	2. APPLICANT'S ADDRESS 844 US RT 2 E Wilton, Me 04294	3. APPLICANT'S TEL # 207-500-0308
4. APPLICANT'S E-MAIL ADDRESS pattersonbeez@gmail.com	5. MAINE LICENSE REGISTERED WITH THE SECRETARY OF STATE CGR 26881	6. ☐ ADULT USE OR X MEDICAL CAREGIVER
7. PROPERTY OWNER Amber Patterson Ideal Properties LLC	8. OWNER'S ADDRESS 89 Bamford Hill Rd. Fayette, Me. 04349	9. OWNER'S TEL # 207-231-0678
10. APPLICATION DATE 10.30.2023	11. STATE CONDITIONAL LICENSE OR MEDICAL CARE GIVER COPY RECEIVED ON DATE: Issued 9-22-26 / Expires 9-21-27	12. TAX MAP/PAGE & LOT # Tax Map 34/94 Lot
13. LOCATION/ADDRESS OF PROPERTY 844 US RT 2 E		14. ZONING DISTRICT Commercial
15. DESCRIPTION OF BUSINESS CATEGORY AND APPROPRIATE LICENSE FEE. $1333 Medical Caregiver Manufacturing/Processing		

ADDITIONAL PERMITS, APPROVALS, AND /OR REVIEWS REQUIRED

LIST DATE COMPLETED: 10.27.26

X PLANNING BOARD REVIEW APPROVAL 11/12/19
(e.g. Marijuana Ordinance, Site Plan Review)

☐ REVIEW BY SAFETY (POLICE & FIRE)
(e.g., knox box, past incidents)

☐ SECURITY AND ACCESS CONTROL
(e.g., cameras, locks, employee training)

☐ ODOR CONTROL

☐ PAYMNET OF ALL TAXES, WATER & SEWER

X PAYMENT OF FEE (check all applicable)

☐ Adult Use Marijuana Store or Medical Caregiver Retail Store - $100/year

X Manufacturing or Processing Adult Use or Medical Caregiver - $1,333/year

3 month pro Rate

☐ Testing Adult Use or Medical Caregiver - $1,333/year

CULTIVATION

☐ Tier 1 (30 mature plants or 500 sq ft plant canopy, indoor or outdoor) - $250

☐ Tier 2 (501-2000 sq ft plant canopy, indoor or outdoor) - $1,667

☐ Tier 3 (2001-7000 sq ft plant canopy, indoor or outdoor) - $3,500

☐ Tier 4 (7,000-30,000 sq ft plant canopy, indoor or outdoor) - $7,500

OTHER CONDITIONS:

☐ _____

☐ _____

☐ _____

☐ _____

NOTE: APPLICANT IS ADVISED TO CONSULT WITH THE CODE ENFORCEMENT OFFICER AND STATE OFFICE OF MARIJUANAN POLICY TO DETERMINE WHETHER ADDITIONAL PERMITS, APPROVALS, AND REVIEWS ARE REQURIED

LIST ALL PRIOR CRIMINAL CONVICTION HISTORY OF ALL OWNERS, OFFICERS, MEMBERS OR EMPLOYEES: (Attach separate pages if necessary)

Criminal Activity: N/A Date: _____

Place: _____ Jurisdiction: _____

I CERTIFY THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE. ALL PROPOSED USES SHALL BE IN CONFORMANCE WITH THIS APPLICATION AND THE TOWN OF WILTON ADULT USE AND MEDICAL MARIJUANA STORES, CULTIVATIN FACILITIES, MANUFACTURING FACILITIES, AND TESTING FACILITIES ORDINANCE. I AGREE TO FUTURE INSPECTINS BY THE CODE ENFORCEMENT OFFICER AT REASONABLE HOURS.

_____ 10/27/26

APPLICANT'S SIGNATURE DATE

_____ _____

AGENT'S SIGNATURE (if applicable) DATE

APPROVAL OR DENIAL OF APPLICATION **034 MAP 094 LOT**

THIS APPLICATION IS: ☐ APPROVED ☐ DENIED

IF DENIED, REASON FOR DENIAL:

_____

_____

_____

IF APPROVED, THE FOLLOWING CONDITIONS ARE PRESCRIBED:

_____

_____

_____

_____ _____

CODE ENFORCEMENT OFFICER DATE

Application for Volunteer Committee Position

There was a problem with your submission. Errors are marked below.

Your entry appears to be blocked spam!

Name of Applicant *

Keith Swett

Mailing Address *

P.O. Box 2 East Dixfield ME 04227

Phone *

2077781347

Email *

walkerswett@gmail.com

Which committee are you applying for? *

Finance Committee

How long have you lived in Wilton? *

More than 20 years

What is your employment background? *

Retired

Do you have any previous municipal experience? *

More than 20 years

Other areas of interest? *

Just staying active.

Why are you interested in serving on this town committee? *

Serving on the finance committee provides a direct opportunity to ensure the long-term financial health and strategic growth of the town.

Signature *



Submit

Upcoming Events

Comprehensive Plan Committee Meeting
October 26, 2026
5:30 pm - 6:30 pm
Location: 158 Weld Rd, Wilton, ME 04294, USA

Recreation Committee Meeting
October 27, 2026
7:00 pm - 8:00 pm
Location: Kineowatha Park, 90 High St, Wilton, ME 04294, USA

Town of Wilton: Selectboard Meeting
November 3, 2026
6:00 pm - 8:30 pm

Town of Wilton: Planning Board Meeting
November 5, 2026
6:00 pm - 8:00 pm
Location: 158 Weld Rd, Wilton, ME 04294, USA

Location

Wilton Town Office
158 Weld Road
Wilton, ME 04294

Phone: 207-645-4961
Fax: 207-645-2001
Email: office@wiltonmaine.gov

Job Openings

Events Coordinator - Recreation
Director of Finance and HR - Administration
Patrol Officer - Police Department
Mechanic - Public Works

For more information, visit our employment page.

Office Hours

Monday	8:00am - 5:00pm
Tuesday	8:00am - 5:00pm
Wednesday	7:00am - 1:00pm (public) 1:00pm - 4:00pm (staff only)
Thursday	8:00am - 5:00pm
Friday	8:00am - 12:00pm
Saturday	Closed
Sunday	Closed

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Outlook

Application: Conservation Committee

From Adam Cote <itservices@wiltonmaine.gov>
Date Wed 10/21/2026 12:50 PM
To Maria Greeley <townmanager@wiltonmaine.gov>

Name of Applicant	Adam Cote
Mailing Address	117 Prospect St
Phone	207-491-5517
Email	adam.cote84@gmail.com
Which committee are you applying for?	Conservation Committee
How long have you lived in Wilton?	30 years
What is your employment background?	Construction, Code Enforecement, Real Estate
Do you have any previous municipal experience?	Code Enforcement, Board of Appeals
Other areas of interest?	forestry, conservation, wildlife,
Why are you interested in serving on this town committee?	To do my part to help protect & promote the natural resources in the town.

Signature



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~~Ordinance, "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.

(c) 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.

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

~~(e)~~(e) 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)~~(f) **Access to Routes; Waiver.** An ATV may be operated off a designated ATV access route only to travel by the most direct route between the operator's residence and the nearest designated ATV access route, and only where that residence is located within 500 yards of the route, measured along the ways traveled. A Wilton resident whose residence is located more than 500 yards from a designated ATV access route may apply to the Chief of Police for a waiver of this limitation. The Chief of Police may grant or deny a waiver on a case-by-case basis, considering the distance and route of travel, the safety and condition of the ways to be traveled, and any relevant complaint or enforcement history. This waiver must be renewed annually.~~The Wilton Board of Selectpersons~~Selectboard bans the use of All Terrain Vehicles from more than 500 yards beyond the access route on town-owned property. 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.~~

Commented [CK1]: It is my opinion that this subsection (f) is preempted by state law. 12 MRS 13157-A only allows municipalities to designate access routes, not to provide permission to operate where the statute otherwise does not allow. Sec. 13157-A(6) allows operation for 500 yards as necessary to cross a bridge, public way, overpass, etc., but does not allow operation just to reach a residence.
Suggest deletion of this section.

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. Report from annual review must be given to the Selectboard no later than the second Selectboard meeting in February.

(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.

(i) **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~~are 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 ~~p~~pursuant~~p~~pursuant to a written agreement, including proof of liability insurance naming the Town as an additional insured.

6. 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.

7. 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~~ _____Date Approved: _____
Effective Date: _____

Wilton ~~Board of~~ Selectboard~~persons~~

_____ David Leavitt

_____ Tiffany Maiuri

_____ Philip Hilton

_____ Nancy Ligertwood Allen

_____ Nathan Hiltz

Appendix A

Designated ATV Access Routes

The following public ways, or portions thereof, are designated as ATV Access Routes by order of the Wilton Selectboard pursuant to this Ordinance:

- Temple Road – From Main Street to Town of Temple line
- Depot Street – from the Whistle Stop to Main Street
- Main Street – from Depot Street to Canal Street

The designated limits of each route, including any additions, modifications, or discontinuances, shall be maintained in the records of the Town and adopted by Selectboard order in accordance with this Ordinance.

WILTON POLICE DEPARTMENT

874 MAIN STREET WILTON, MAINE 04294
EMERGENCY 911 – Tel. 207-645-3876
Ethan Kyes – Chief of Police

To: Wilton Select Board
From: Chief Ethan Kyes, Wilton Police Department
Subject: Acceptance of Donated Police K-9 "Dude"
Date: October 6, 2026

Members of the Wilton Select Board,

The Wilton Police Department respectfully requests your support in accepting the donation of a mission-ready police K-9, "Dude," from Pine State Shepherds and authorizing the establishment of a Wilton Police K-9 Program.

This donation presents a unique opportunity to enhance public safety while significantly reducing startup costs. The purchase price of a police K-9 typically ranges from $7,000 to $18,000, and accepting this donation eliminates that expense. Dude will be evaluated through All Points Maine Police Canine Group and trained to meet Maine Criminal Justice Academy certification standards in tracking, article detection, and narcotics detection.

A certified K-9 team would provide valuable capabilities, including narcotics detection, missing person searches, evidence recovery, tracking, and enhanced officer safety. Recent incidents have demonstrated the challenges of relying on outside K-9 resources that may not always be available when needed. Having a local K-9 team would improve response times, investigative effectiveness, and service to the community.

In addition to operational benefits, the K-9 team would participate in community events, school programs, and public outreach efforts, further strengthening the relationship between the Police Department and the residents we serve.

The projected three-year implementation cost is $60,687.15, which includes training, certification, equipment, vehicle outfitting, handler compensation, and operational expenses. Following implementation, annual operating costs are anticipated to be less than $10,000 per year. With an expected service life of seven to nine years, Dude represents a long-term investment in public safety at a reduced cost to taxpayers.

The Wilton Police Department respectfully requests the Select Board's approval to accept this donation and move forward with establishing a K-9 program that will benefit Wilton and the surrounding communities for years to come.

Respectfully submitted,

Chief Ethan Kyes
Wilton Police Department

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.

Pine State Shepherds
Morgan Frost, Owner

September 24, 2026

Town of Wilton
Wilton, Maine 04294

Re: Donation of Dude for Service as a Police K9

Dear Town Officials:

On behalf of Pine State Shepherds, I am pleased to formally donate Dude, a one-year-old Belgian Malinois, to the Town of Wilton for training and service as a police K9 with the Wilton Police Department.

This donation is made in support of the Town's law-enforcement mission and its commitment to public safety. It is our hope that Dude will become a valuable member of the Wilton Police Department and serve the community with distinction.

Pine State Shepherds will cooperate with the Town and the Wilton Police Department in providing available ownership, veterinary, and training records and in coordinating a responsible transfer. Any future training, certification, deployment, care, and handling decisions will rest with the Town and its designated law-enforcement personnel.

Please accept this letter as formal confirmation of Pine State Shepherds' intent to donate and transfer Dude to the Town of Wilton for police K9 service. We are honored to support the Wilton Police Department and contribute to the safety and well-being of the community.

Sincerely,

_____

Morgan Frost
Owner, Pine State Shepherds
Date: 9/24/26

Acknowledged and Accepted for the Town of Wilton:

_____
Authorized Representative

Printed Name/Title: _____

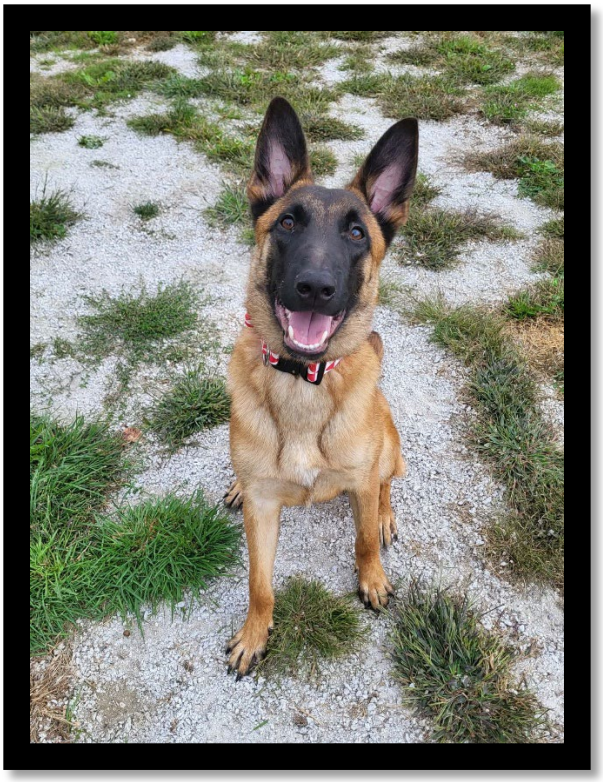
Date: _____

WILTON POLICE DEPARTMENT

K-9 Program Proposal

A proactive public safety investment to protect residents, support officers, strengthen narcotics enforcement, and build community trust.

Protecting Wilton • Reducing Drug Trafficking • Finding the Missing • Strengthening Community Safety



Prepared for the Review and Consideration of the Wilton Selectboard
Town of Wilton, Maine

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Executive Summary

The Wilton Police Department is requesting approval to establish a certified Police K-9 Program at a projected three-year cost of $60,687.15. The program would provide the Town of Wilton with a locally based narcotics detection, tracking, and article recovery resource while enhancing officer safety, improving search capabilities, and strengthening community engagement.

Currently, the department relies on outside agencies for K-9 assistance. While these partnerships remain valuable, K-9 teams are not always available due to distance, staffing limitations, or competing emergencies. A Wilton Police Department K-9 would provide an immediate response capability when minutes matter.

The proposed K-9 has been offered as a donation, resulting in a significant reduction in startup costs. Following the initial implementation period, annual operating costs are expected to decrease substantially, with a long-term goal of maintaining expenses below $10,000 annually.

The proposed investment will provide Wilton residents with a highly trained public safety resource capable of assisting in narcotics investigations, locating missing or endangered individuals, recovering evidence, supporting neighboring agencies, and strengthening positive community relationships through outreach and education.

Discussion

The following proposal will outline the key considerations involved in establishing a Wilton Police Department K-9 program. Topics included in the proposal will outline the benefits a Police K-9 can provide the Town of Wilton, the relationship and responsibilities of the K-9 handler, and the training requirements necessary to develop and maintain a professional and effective K-9 team.

The proposal will also review the financial aspects of a K-9 program, including a detailed budget, handler compensation, anticipated long-term costs, and miscellaneous expenditures associated with the care, maintenance, and operation of a Police K-9. These sections are intended to provide a realistic understanding of the resources required to support a successful program.

Additionally, the proposal will examine potential policies that could govern the operation and oversight of the K-9 team within the Wilton Police Department. It will address standards for deployment, training, supervision, and accountability while ensuring compliance with recognized law enforcement practices.

Finally, this proposal will review the legal protections afforded to police K-9s and highlight the significant benefits a K-9 program can bring to the Town of Wilton. The proposal will conclude with a comprehensive assessment of the program's value, including its impact on public safety, community engagement, and law enforcement operations, while recognizing the commitment and responsibility required to develop and sustain a successful K-9 team.

Key Benefits of a K-9 Program

Program Benefit	Description
Community Safety & Public Confidence	Provides a visible law enforcement presence that serves as a deterrent to criminal activity, enhances school safety efforts, and strengthens public confidence in the Police Department.
Narcotics Detection & Enforcement	Adds a trained detection resource capable of locating illegal narcotics, supporting investigations, and disrupting drug trafficking within the community.

Program Benefit	Description
Search & Recovery Operations	Expands the department's ability to quickly locate missing persons, recover evidence, and find critical items during investigations and emergency incidents.

- Enhanced officer and community safety
- Increased drug interdiction capabilities
- Faster evidence recovery
- Improved missing person searches
- Stronger school and community engagement
- Positive public relations and outreach opportunities
- Force multiplier for a small police department

Projected Benefits of Implementing a Police K-9 Program

A police K-9 program would provide the Town of Wilton with a valuable public safety resource capable of enhancing law enforcement operations, improving officer safety, and strengthening community relations. A properly trained and certified K-9 team can assist with narcotics detection, missing person searches, evidence recovery, community engagement, and routine patrol functions. The addition of a K-9 would allow the Wilton Police Department to provide services that are currently limited or unavailable without relying on outside agencies.

One of the most significant benefits of a police K-9 is the enhancement of officer and public safety. The presence of a K-9 can often influence the behavior of a suspect, increasing the likelihood of voluntary compliance and reducing the risk of physical confrontations. In many situations, a K-9 can assist officers in safely clearing buildings, locating hiding suspects, and conducting searches in areas that may pose a risk to responding personnel. By providing officers with an additional tool and resource, a K-9 can help bring potentially dangerous incidents to a safer resolution for everyone involved.

A certified narcotics detection K-9 would also support the department's efforts to address illegal drug activity within the community. Substance abuse continues to affect many families throughout the region,

and law enforcement regularly encounters incidents involving narcotics, overdoses, and related criminal activity. Due to their extraordinary sense of smell, trained detection dogs can locate the odor of illegal narcotics that would otherwise go undetected. This capability can assist officers during investigations, traffic enforcement, and other lawful police activities while helping to deter the transportation, distribution, and use of illegal drugs within the Town of Wilton.

Beyond narcotics detection, a K-9 team would provide an invaluable resource when searching for missing or endangered individuals. Time is often a critical factor when locating elderly residents, children, individuals with cognitive impairments, or anyone who has wandered away from a safe location. By following a person's scent, a K-9 can rapidly establish direction of travel, reduce the search area, and effectively cover large sections of woods, fields, and other challenging terrain. This capability can significantly improve the chances of locating a missing person quickly and safely.

A police K-9 can also assist with article and evidence searches. During criminal investigations, suspects frequently discard weapons, clothing, personal belongings, or other evidence while fleeing. These items may be concealed in wooded areas, roadside ditches, fields, or other difficult-to-search locations. Utilizing its highly developed sense of smell, a K-9 can locate articles that officers might otherwise overlook. Recovering these items can strengthen investigations, preserve critical evidence, return lost property to its owner, and prevent dangerous objects from being discovered by unsuspecting members of the public.

In addition to operational functions, the K-9 program offers substantial community engagement opportunities. The K-9 team could participate in local events, community outreach programs, school demonstrations, and public education initiatives. Regular appearances at community events, including the Blueberry Festival and other local gatherings, would provide residents with the opportunity to interact with officers in a positive setting and gain a better understanding of the services the department

provides. These interactions help build trust, strengthen relationships, and reinforce the department's commitment to public service.

The addition of a police K-9 would be a long-term investment in the safety and wellbeing of the Wilton community. The K-9 would serve as a force multiplier for the Wilton Police Department by providing specialized capabilities in narcotics detection, missing person searches, evidence recovery, officer safety, and community outreach. Most importantly, the program would enhance the department's ability to protect residents, deter criminal activity, and provide a greater sense of security for the citizens of Wilton and the surrounding communities.

The Handler and the K-9

If the Town of Wilton were to establish a K-9 program, the K-9 would be assigned to a single officer and reside with that officer when off duty. The assigned officer would operate a patrol vehicle specially equipped to safely transport and deploy the K-9. The K-9 would accompany the handler on patrol, respond to calls for service, and serve as an integral law enforcement partner. In addition to serving the Town of Wilton, the K-9 team could assist neighboring agencies and respond to after-hours callouts when needed.

Historically, the Wilton Police Department has relied on neighboring agencies for K-9 assistance. While these partnerships have been invaluable, K-9 teams are not always available when needed. In many cases, the nearest available K-9 unit may be committed to another incident or located too far away to provide a timely response. This can limit officers' ability to conduct thorough investigations involving narcotics, suspect apprehension, evidence recovery, and tracking operations.

When a K-9 team is available, it provides officers with an additional investigative tool while significantly enhancing officer safety. The following recent incidents demonstrate both the value of K-9 deployments and the limitations faced when a K-9 is unavailable.

Recent Examples of K-9 Needs in Wilton

July 26, 2026 - 0200 Hours

Officer Henry conducted a motor vehicle stop in Wilton and suspected the operator was impaired by illegal narcotics. Officer Henry requested assistance from Sergeant Couture and a Franklin County Sheriff's Office K-9 team. The K-9 alerted to the odor of narcotics, leading to the discovery of methamphetamine. As a result, the operator was charged with Operating Under the Influence of Drugs and related offenses.

August 1, 2026

Officer Henry and Sergeant Masse responded to a disturbance at 10 Juniper Street. During the incident, a suspect shattered a vehicle window while children were inside and fled the scene upon the arrival of law enforcement. Further investigation revealed that two individuals had fled into a wooded area. Due to the unavailability of a K-9 team, multiple officers were required to conduct a search of the woods during the early morning hours in an effort to locate potentially dangerous suspects. A tracking K-9 could have significantly increased the likelihood of locating the suspects more quickly while reducing risk to responding officers.

August 16, 2026 - 1842 Hours

While conducting surveillance at a residence known for criminal activity and suspected drug trafficking, Officer Henry observed a vehicle arrive and leave the property. After the vehicle attempted to evade law enforcement, Officer Henry conducted a traffic stop and identified multiple occupants who admitted to drug use and involvement in the distribution of illegal narcotics. Despite observing several K-9 units working elsewhere that evening, no K-9 teams were available to assist. Without the benefit of a K-9

deployment, the vehicle was ultimately released, despite strong indicators that illegal narcotics were present.

August 13, 2026 - 2100 Hours

Officer Henry conducted a traffic stop on a vehicle departing a known drug location in Wilton. During the investigation, the operator admitted to being a drug user and consented to a search of the vehicle but refused a search of his person. Based on observations made during the stop, Officer Henry believed the individual was concealing illegal narcotics. A K-9 unit was requested but was unavailable to respond. Subsequent information later confirmed that the individual had been carrying a significant quantity of pills on his person.

These incidents represent only a small sample of situations in which a K-9 could have enhanced investigation, strengthened officer safety, and improved outcomes for the community. A trained police K-9 provides officers with additional resources for detecting narcotics, tracking suspects, locating missing people, and recovering evidence. Without immediate access to these capabilities, investigations may be delayed, evidence may be lost, and individuals engaged in criminal activity may avoid apprehension.

Historical Example of K-9 Effectiveness

Many residents may remember the incident involving Darrel Guy of Massachusetts in July 2020. At the time, Guy was wanted for armed robbery and murder and had been listed among Massachusetts' most wanted fugitives for several weeks. A Wilton Police Officer located Guy in Wilton and attempted to take him into custody. Guy fled into a heavily wooded area, triggering a large-scale, multi-jurisdictional manhunt.

The search involved the Maine State Police, Maine Warden Service, Franklin County Sheriff's Office, United States Marshals Service, and multiple police K-9 teams. After an extensive search effort lasting approximately one day, Guy was successfully located and apprehended without injury to law enforcement personnel or members of the public.

This incident highlights the critical role K-9 teams play in locating dangerous suspects while minimizing risks to officers and residents. Had a Police K-9 been immediately available at the outset of the pursuit, the suspect may have been located and apprehended much sooner. A quicker resolution could have reduced manpower costs, limited disruption to the community, and further enhanced public safety.

Required Training

The initial certification training for a K-9 Narcotics Detection Team consists of 320 hours, with 240 hours dedicated specifically to narcotics detection. For tracking (without apprehension) and article detection certification, the K-9 team must complete 280 hours of training, with 240 hours focused on tracking. All training courses must be approved by the Maine Criminal Justice Academy Board of Trustees. Upon successful completion of the training program, the handler and K-9 will be certified and available for operational deployment.

To maintain certification, the K-9 team must complete a minimum of 96 hours of training annually for each certified discipline. This equates to approximately 8 to 16 hours of training per month, although the required hours may also be completed through quarterly training sessions. In addition, the team must successfully complete annual re-certification for each discipline, including Narcotics Detection and Tracking (without apprehension) with Article Detection.

K-9 training is a continuous process that extends beyond formal certification requirements. A successful K-9 team depends on a strong working relationship between the handler and the dog. Maintaining that bond requires ongoing training and interaction, including obedience exercises, deployment scenario

training, locating and concealing training aids, article searches, and routine reward-based activities such as ball play.

Appendix B contains the most current K-9 team certification and maintenance standards established by the Maine Criminal Justice Academy.

FY2027-Training Overview

The next projected Maine Criminal Justice Academy K-9 Narcotics Detection Course is expected to run from September 12, 2027, through November 5, 2027, totaling 320 hours of training over an eight-week period. To maintain certification through the remainder of FY2027, the K-9 team will need an additional 56 hours of maintenance training based on an average of eight hours per month. This results in a projected total of 376 training hours during FY2027.

FY2028-Training Overview

The Tracking (without apprehension) and Article Detection certification course will require 280 hours of training and is anticipated to be completed between July 30, 2028, and June 30, 2029. During FY2028, the K-9 team must also complete the required 96 hours of annual maintenance training for Narcotics Detection certification. The projected training commitment for FY2028 is therefore 376 total training hours.

FY2029- Training Overview

To maintain certification in both Narcotics Detection and Tracking (without apprehension) with Article Detection, the K-9 team will be required to complete a minimum of 192 hours of maintenance training annually, representing 96 hours for each certified discipline. This averages approximately 16 hours of training per month and results in a projected total of 192 training hours during FY2029.

K-9 Budget

The Wilton Police Department has historically tried to present a fiscally responsible budget keeping in mind inflation. Wilton has been known to have multiple high crime areas which continue to grow, and its residents have been struggling to combat substance abuse. With more funding, the Wilton Police Department could serve the Town of Wilton better and it could provide more options for those who trafficking in illegal narcotics, missing people, and location of evidence.

The Wilton Police Department operates with a significantly smaller budget than many surrounding law enforcement agencies while continuing to address many of the same public safety challenges. The department's current operating budget is approximately $957,870, with an additional $60,500 allocated to capital expenditures. By comparison, the Franklin County Sheriff's Office operates with a total budget of approximately $3.4 million.

Despite its limited resources, the Wilton Police Department regularly responds to incidents involving illegal narcotics, substance abuse, and related criminal activity. As these challenges continue to impact the community, it is important that the department have access to effective tools and resources that enhance its ability to protect residents, support investigations, and address drug-related crime. Establishing a K-9 program would provide a valuable force multiplier while maximizing the effectiveness of existing personnel and resources.

K-9 Program Cost (3 Years)	**Cost**
K-9 Handler Compensation	$15,901.71
K-9 Training	$28,035.44
Miscellaneous Expenses	$16,750.00
Total 3-Year Cost	**$60,687.15**

Percentage of Total Cost

Category	Cost	% of Total
K-9 Handler Compensation	$15,901.71	26.2%
K-9 Training	$28,035.44	46.2%
Miscellaneous Expenses	$16,750.00	27.6%
Total	**$60,687.15**	**100%**

Please note after three years the K-9 officer will only need 192 hours of training per year moving forward. The long-term goal would be to keep the yearly expenses under $10,000 a year.

K-9 Handler Compensation

The proposal for compensation would follow as the K-9 Handler receiving an additional $2 an hour added to the officer's pay each week equaling $84 week. The Wilton Police Department has currently ended contract negotiation for 2026 for the next three years. June 30, 2029, contract negotiation will reopen, and at this point the Wilton Selectboard and union members can determine the pay moving forward. This proposal will request an increase in the year 2027 of $5,300.57 to cover compensation for K-9 handler. The table will show $2 an hour until contract negotiations for July 1st, 2027, through June 30th, 2029. Please note under FLSA K-9 handlers must receive compensation.

K-9 Handler Compensation Cost Projection (3 Years)

Effective Date	Hourly Increase	Weekly Cost	Annual Cost	Benefits & Taxes*	Total Annual Cost
July 1, 2027	$2.00	$84.00	$4,368.00	$932.57	$5,300.57
January 1, 2028	$2.00	$84.00	$4,368.00	$932.57	$5,300.57
January 1, 2029	$2.00	$84.00	$4,368.00	$932.57	$5,300.57
Three-Year Total			**$13,104.00**	**$2,797.71**	**$15,901.71**

*Benefits & Taxes include:

- Maine State Retirement: **13.2%**
- FICA: **7.65%**

- Maine Paid Family & Medical Leave: **0.5%**

Summary

Description	Cost
Base Wage Increase (3 Years)	$13,104.00
Benefits & Payroll Costs	$2,797.71
Total K-9 Handler Compensation	**$15,901.71**

Training Expenditures

In the table below, the Wilton Police Department has provided the training hours required to certify a K-9 team in two detection disciplines and maintain certification in those disciplines over a three-year period. The table identifies the total training hours during which the officer will be away attending K-9 training, as well as the estimated hours needed to cover the officer's shifts over the three-year period, for a total estimated cost of $28,035.44.

As is standard practice when a Wilton Police Department officer attends training, we adjust schedules to minimize overtime and reduce the need for shift coverage. We will apply these same principles when training a K-9 officer. Currently, the department is operating with one vacant position and has another officer attending the Basic Law Enforcement Training Program. In addition, the department averages approximately 12 hours of overtime per week to maintain minimum staffing levels and fill open shifts.

K-9 Training Cost Projection (3 Years)

Fiscal Year	Overtime Rate	Training Hours Required	Estimated Overtime Hours	Benefits & Taxes*	Total Annual Cost
FY 2027	$56.76	376	150	21.35%	$10,334.74
FY 2028	$58.38	376	150	21.35%	$10,641.70
FY 2029	$60.60	192	96	21.35%	$7,059.00

Fiscal Year	Overtime Rate	Training Hours Required	Estimated Overtime Hours	Benefits & Taxes*	Total Annual Cost
Three-Year Total		**944**	**396**		**$28,035.44**

*Benefits & Taxes Include:

- Maine State Retirement: **13.2%**
- FICA: **7.65%**
- Maine Paid Family & Medical Leave: **0.5%**
- **Total Benefit Rate: 21.35%**

Summary of Training Costs

Description	Cost
FY 2027 Training Cost	$10,334.74
FY 2028 Training Cost	$10,641.70
FY 2029 Training Cost	$7,059.00
Total K-9 Training Cost (3 Years)	**$28,035.44**

Miscellaneous Expenditures

The table below outlines the expenditures necessary to properly equip a K-9 handler and patrol vehicle. Some equipment-related costs may be offset through the department's capital account budget for gear and equipment until a dedicated K-9 budget line item can be established.

K-9 Program Equipment & Operating Costs (3-Year Projection)

Expense	3-Year Cost
K-9 Food	$2,500
Patrol Vehicle K-9 Cage	$8,000
K-9 Vehicle Hot-N-Pop System	$1,200

Expense	3-Year Cost
K-9 Vehicle Installation	$1,700
K-9 Insurance	$750
K-9 Supplies (Toys, Treats, Bedding, etc.)	$600
K-9 Veterinary Care	$2,000
K-9 Purchase Cost	**Donated**
Total 3-Year Cost	**$16,750**

Summary of Miscellaneous Expenditures

Category	Cost
Equipment & Vehicle Upfitting	$10,900
Operations & Care	$5,850
K-9 Acquisition	Donated
Total 3-Year Cost	**$16,750**

If this proposal is approved, the designated K-9 handler will assume full responsibility for the care and welfare of the K-9 prior to the commencement of formal certification training.

This commitment will provide the Town with a clear and predictable first-year budget by reducing initial program expenses while allowing the K-9 and handler to begin developing the bond necessary for successful certification and operational deployment. Following the completion of certification training and activation of the K-9 program, all approved program expenses would be managed in accordance with department policy and the established K-9 budget.

Summary Three-Year Program Costs

The Wilton Police Department is requesting funding of $15,901.71 for K-9 handler compensation, $28,035.44 for training expenditures, and $16,750.00 for miscellaneous program costs, for a total three-year investment of $60,687.15.

This funding will allow the Town of Wilton to establish and sustain a dual-purpose K-9 program capable of providing narcotics detection, tracking, and article detection services to the community. As Franklin County continues to face challenges related to illegal drug trafficking and substance abuse, a trained K-9 team would provide an effective tool to assist officers in locating illegal narcotics, supporting investigations, and reducing the impact of drug-related crime within the community.

In addition to narcotics detection, the K-9 team would provide an important public safety resource by assisting in the search for missing or endangered people, including children, elderly residents, and individuals experiencing mental health crises. The ability to begin a scent-based search immediately can significantly improve the likelihood of a successful outcome when time is critical. The K-9 would also be trained to locate discarded evidence and articles related to criminal investigations, such as firearms, weapons, clothing, and other items that may otherwise go undetected.

The proposed three-year budget includes all anticipated costs necessary to establish the program, train and certify the handler and K-9 team, equip the patrol vehicle, and maintain operational readiness. After the initial three-year implementation period, annual training requirements are expected to decrease to approximately 192 hours per year, with the long-term goal of maintaining yearly operating costs at less than $10,000 annually.

This proposal represents a strategic investment in public safety that will provide Wilton residents with a local K-9 resource rather than relying solely on outside agencies that may be unavailable or delayed when assistance is needed. The program will enhance the department's ability to protect the community,

strengthen criminal investigations, improve emergency response capabilities, and provide valuable services to the Town of Wilton for many years to come. The Wilton Police Department remains committed to supporting the K-9 throughout its working career and ensuring appropriate care during its eventual retirement.

Federal labor guidance under the Fair Labor Standards Act requires that police K-9 handlers be compensated for the off-duty care and maintenance of their assigned canine partners. These responsibilities include feeding, grooming, exercising, cleaning kennels, transporting, and providing general daily care, all of which are considered compensable work-related activities by the U.S. Department of Labor.

Total Three-Year Program Cost: $60,687.15.

Police K-9 Acquisition and Selection

Pine State Shepards has offered to donate a mission ready K-9 to start the Wilton K-9 program. All K-9's are assessed by All Points Maine Police Canine group *(an approved K-9 training group through the Maine Criminal Justice Academy)* any dog donated will be trained and ready to have what it takes to potentially become a police K-9. After the donation and completion of the academy the K-9 will work for approximately 7-9 years before retiring. The donated K-9 substantially reduces the initial cost of establishing the program, providing the Town with an estimated savings of $7,000 to $18,000 in acquisition expenses.



If another dog is desired, then there are multiple local and reputable dog breeders to choose from. The K-9 will become town property, and the K-9 handler will have the opportunity to buy the dog for $1 upon retirement.

Training and Certification

The Wilton Police Department intends to partner with All Points Maine Police Canines, a Maine Criminal Justice Academy-approved training organization, to train and certify the K-9 team. As a local training provider, All Points Maine offers flexibility in scheduling and conducts regular training sessions, helping to minimize overtime costs while providing the consistent instruction necessary to develop and maintain a successful K-9 team.

The proposed K-9 team will complete all certification requirements established by the Maine Criminal Justice Academy, including narcotics detection training and ongoing maintenance training. Based on the projected program timeline, the K-9 team is expected to begin certification training in September and achieve initial narcotics detection certification by November. Continued training throughout the K-9's career will ensure proficiency, compliance with state standards, and operational readiness.

K-9 Care, Housing, and Maintenance

The assigned handler will be responsible for the daily care and welfare of the K-9, including feeding, grooming, exercise, and veterinary care. Routine veterinary expenses are estimated at approximately $2,000 over a three-year period and include vaccinations, annual wellness examinations, preventive care, and treatment for routine medical needs.

Maintaining the K-9's health and physical condition is essential to its performance. The estimated cost of high-quality food is approximately $2,500 over three years. Additional supplies, including training aids, leashes, bedding, toys, treats, and other equipment, are estimated at approximately $600 over the same period.

The handler will provide suitable housing for the K-9 at their residence in accordance with departmental policy and applicable standards. The K-9's housing area will be subject to inspection to ensure it provides adequate space, safety, and protection. Appropriate accommodations will also be available at the Wilton Police Department while the handler is on duty. If the handler is unable to care for the K-9 due to illness, vacation, training, or other circumstances, approved alternate care arrangements will be made.

To protect the Town's investment, the Department will maintain insurance coverage for the K-9. The estimated insurance cost is $750 over a three-year period. Together, these expenses ensure the K-9 remains healthy, properly cared for, and capable of performing its public safety mission throughout its working career.

Police Cruiser and Equipment

The Wilton Police Department is preparing to purchase a new patrol cruiser that would be outfitted for K-9 operations. To safely transport the K-9, the cruiser must be equipped with a professionally installed K-9 transport system. The estimated cost of the transport cage system is approximately $8,000.

Additionally, the cruiser will be equipped with a Hot N' Pop system. This system monitors the interior temperature of the vehicle and automatically activates safety features if temperatures become unsafe, helping protect the K-9 from heat-related emergencies. The estimated cost of the Hot N' Pop system is approximately $1,200.

Professional installation of the K-9 transport equipment and associated systems is estimated to cost $1,700.

The K-9 itself will be acquired through donation, resulting in no purchase cost to the Town of Wilton.

Potential Wilton Policy

The Maine Chiefs of Police have created a model policy for agencies with K-9 teams, Appendix B. Also, the Dirigo Safety has provided a K-9 policy, See attachment Apendix A. *This model and policy will be included at the end of this packet for guidance and review see appendix A and B.* The actual policy with be created and reviewed by the Chief of Police before K-9 usage.

Laws protecting the K-9

Title 17-A: MAINE CRIMINAL CODE

Part 2: SUBSTANTIVE OFFENSES

Chapter 31: OFFENSES AGAINST PUBLIC ADMINISTRATION

§752-C

§752-B. Unlawful interference with law enforcement dogs

1. A person is guilty of unlawful interference with a law enforcement dog if the person intentionally or knowingly:

A. Kills, mutilates or permanently disables any dog that is in fact certified for law enforcement use and that the person knows or reasonably should have known is used for law enforcement purposes. Violation of this paragraph is a Class C crime; or [2005, c. 69, §1 (AMD).]

B. Torments, beats, strikes, injures, temporarily disables or otherwise mistreats any dog that is in fact certified for law enforcement use and that the person knows or reasonably should have known is used for law enforcement purposes. Violation of this paragraph is a Class D crime. [2005, c. 69, §1 (AMD).]

[2005, c. 69, §1 (AMD) .]

2. For the purposes of this section, a dog is certified for law enforcement use if the State has certified that the dog has satisfactorily completed requisite training for one or more law enforcement purposes.

[1989, c. 446, §2 (NEW) .]

3.

[2001, c. 383, §156 (AFF); 2001, c. 383, §83 (RP) .]

SECTION HISTORY

1989, c. 446, §2 (NEW). 2001, c. 383, §§82,83 (AMD). 2001, c. 383, §156 (AFF). 2005, c. 69, §1 (AMD).

Conclusion

The Wilton Police Department respectfully requests the Selectboard's support in establishing a professionally trained and certified K-9 program that will serve the Town of Wilton and surrounding communities for many years.

For a three-year investment of $60,687.15, the Town will gain a dedicated public safety resource capable of detection of narcotics, tracking, article recovery, missing person searches, and enhanced officer safety. The program will provide specialized capabilities that are currently unavailable without relying on outside agencies and will improve the department's ability to respond quickly and effectively when critical incidents occur.

The proposed K-9 has been offered at no cost to the Town, significantly reducing startup expenses and creating a fiscally responsible path toward establishing the program. As training requirements decrease after implementation, annual operating costs are expected to become substantially lower while the K-9 continues to provide valuable service throughout its working career.

While the value of a K-9 program can be measured through arrests, evidence recovery, and narcotics seizures, its greatest value is often measured in safer outcomes for officers and residents, successful searches for missing persons, and crimes prevented before they occur.

By supporting this proposal, the Selectboard will be investing in a proven public safety tool that enhances the department's capabilities, strengthens community relationships, and provides Wilton residents with a resource that can make a meaningful difference when time is critical.

The Wilton Police Department respectfully requests your consideration and approval of this proposal.

Appendix A

WILTON POLICE DEPARTMENT

Standard Operating Procedures

SERVE & PROTECT

Subject:	**K-9 Operations**	**Policy #**	**O-35**
Effective Date:	**TBD**	**Review:**	**2 Years**
Distribution:	**All Sworn Personnel**	**# of pages:**	**7**
MLEAP:	**N/A**		
	Rescinds All Previous Policies ***Related to This Current Policy***		
Issuing Authority:	**Chief of Police Ethan Kyes**		

I. POLICY

It shall be the policy of the Wilton Police Department to use K-9s in a prescribed manner, as a supplemental and supportive tool, to achieve the goals of the agency more effectively. It is this agency's policy to utilize the K-9 teams to search buildings, track persons, apprehend criminal suspects, locate evidence or contraband, crowd control, protect the handler, another officer, or civilian, and to enhances the public perception of the law enforcement K-9s and law enforcement in general.

The use of K-9s has proven to be an asset to the law enforcement community. The agency maintains K-9 teams to support the patrol operations of this agency. The K-9 teams are also available to assist other agencies upon pending supervisor approval and adequate staffing.

II. PURPOSE

To designate responsibilities and implement procedures for the organization, operation, supervision, training, and utilization of the Wilton Police DepartmentK-9 Unit.

III. DEFINITIONS

Controlled Substances: Scheduled Drugs, Explosives, and Accelerants used in K-9 training.

Drug K-9 Detection Team: A K-9 team that is certified under the following entities:

1. Maine Criminal Justice Academy (MCJA)
2. United States Police Canine Association (USPCA)
3. North American Police Work Dog Association (NAPWDA)
4. Or another nationally recognized police K-9 is certifying entity.

Explosive K-9 Detection Team: A K-9 team that is certified under the flowing entities:

1. Maine Criminal Justice Academy (MCJA)
2. United States Police Canine Association (USPCA)
3. North American Police Work Dog Association (NAPWDA)
4. Or another nationally recognized police K-9 is certifying entity.

Patrol K-9 Team: A K-9 team that is certified under the following entities:

1. Maine Criminal Justice Academy (MCJA)
2. United States Police Canine Association (USPCA)
3. North American Police Work Dog Association (NAPWDA)
4. Or another nationally recognized police K-9 is certifying entity.

Training Aids: Leashes, collars, throw toys, kennels, or other devices used to train K-9's. This also includes, but is not limited to, controlled substances and other odors required for K-9 training certification.

IV. PROCEDURES:

A. K-9 Unit Utilization

1. During their regularly scheduled shifts, K-9 units shall perform their regularly assigned duties as an officer, and in addition, be available to conduct building searches for offenders in hiding; assist in the arrest or prevent the escape of serious or violent offenders; protect officers and others from death or serious injury; track suspects or locate lost or missing persons, hidden instrumentalities or evidence of a crime; and detect the presence of illegal drugs.

2. K-9 handlers are responsible for determining whether a situation justifies K-9 use and the appropriate tactical measures that should be taken. Whenever the patrol supervisor disagrees with the handler's tactical assessment, the supervisor in charge of the K-9 unit shall be notified. If time does not permit such notification, the directions of the K-9 handler shall prevail.

3. Wilton Police Department K-9s shall not be handled or given commands by anyone other than the assigned handler. Should the assigned handler be injured or otherwise unable to command the K-9, another K-9 handler shall be contacted, if on-duty personnel are unable to gain control of the K-9.

4. Wilton Police Department K-9 handlers should be assisted by current or former certified MCJA handlers or trainers with training on demonstration apprehensions.

5. K-9 team assistance shall be requested through the patrol supervisor.

6. In all instances where a K-9 is deployed, whether detection or apprehension is made or not, an incident report shall be completed and submitted through the established reporting process as soon as practical after the incident.

B. **Criminal Apprehension / K-9 Bites and Injuries**

1. Whenever a K-9 bites an individual, in the line of duty or off-duty, the handler will notify the on-duty supervisor as soon as possible and provide detail of the incident:

   i. Request a supervisor to the scene of the incident if it occurred in the town of Wilton. If it occurs in another jurisdiction the on-duty supervisor or officer in charge (OIC) for that agency will be requested to respond.

   ii. Examine the affected area to determine the seriousness of the bite or injury.

   iii. The injured person shall be taken to a medical facility, and if the person refuses medical attention, a written medical waiver should be obtained from the injured person. If they refuse to sign the medical waiver, the K-9 handler shall have a witness sign the medical waiver form.

   iv. When the K-9 makes an apprehension or causes any other injury or property damage, the on-duty supervisor or on-call supervisor, and the Chief of Police shall be notified by the on-duty supervisor notified as soon as reasonably practical.

   v. Photographs should be taken after the wound is cleaned by medical personnel, and written documentation from medical personnel or other witnesses should be obtained as soon as possible. Photographs should also be taken even if no injuries are readily visible.

   vi. The handler of the K-9 causing the injury or damage shall forward all copies of the report, which outline the K-9 bite incident through the chain of command to the Chief of Police prior to the end of the shift.

   vii. The K-9 handler shall obtain statements from witnesses, including witnesses who advise they did not see or hear anything.

   viii. In the event the K-9 causes injury or damage while off-duty.

      a. Notification of the incident should be made as soon as practical to the Chief of Police or designee.

      b. The Chief of Police or their designee shall respond to the scene.

D. **Drug Detection K-9 Teams:**

The use of K-9s in a drug detection capacity is authorized in the following situations and under the following conditions:

1. Certified Drug Detection K-9 Team prior to being deployed.

2. The K-9 handler shall maintain records of the training, certification, and proficiency of the K-9s used in the drug detection capacity.

3. Random exploratory sniffing of luggage, packages, or other inanimate objects may be conducted

in public facilities such as airports, train stations, and/or bus stations if approved by the Chief of Police or designee.

i. Exploratory sniffing in these facilities shall be confined solely to those areas open to the public and, whenever possible, with the advance knowledge and consent of the facility operators.

ii. Officers may detain specific luggage or other items for purposes of requesting a K-9 sniff if reasonable suspicion exists.

iii. When a Drug Detection K-9 alerts to luggage or related items, in this or other circumstances, a warrant or consent to search must be obtained before it is opened unless exigent circumstances exist to conduct an on-site search.

4. Drug Detection K-9's may be used to sniff motor vehicles during a lawful stop under the following circumstances:

i. The operator may not be detained longer than necessary to conclude the business associated with the initial stop.

ii. The operator may be detained longer based on if reasonable suspicion exists to detain the operator.

iii. A certified Drug Detection K-9 sniffing outside a motor vehicle is a "free-air" sniff and not a search under the 4th Amendment of the United States Constitution.

G. **Scheduled Drugs Use by the K-9 Drug Detection Team:**

1. All federal and state laws as they relate to the procurement, use, security, and disposal of scheduled drugs will be followed. The procurement of drugs to be used for training purposes shall be authorized by the Chief of Police after the appropriate paperwork from the Federal Drug Enforcement Agency is completed and authorized.

2. All policy orders and rules and regulations, as they relate to the procurement, use, security, and disposal of scheduled drugs, will be followed.

3. Scheduled drugs for K-9 training shall be obtained by a certified MCJA K-9 Handler and/or certified MCJA K-9 Trainer for use during training.

4. Security provisions for scheduled drugs will be the sole responsibility of the handler for the drugs, and that it will be locked up, and the amount will be kept track of by the K-9 training reports.

H. **K-9 Use and Care**

1. Wilton Police Department K-9s shall not be used for breeding, participation in shows, field trials, exhibitions, or other demonstrations or for off-duty employment without the authorization of the Chief of Police or designee.

2. K-9 handlers are personally responsible for the daily care and feeding of their animal, including:

   i. Maintenance and cleaning of the K-9's living and exercise area.

   ii. Provision of food, water, and general diet maintenance as prescribed by an agency authorized veterinarian.

   iii. Grooming daily, or more often as dictated by weather, working conditions, or other factors.

   iv. Daily exercise; and

   v. General medical attention and maintenance of the animal's health care records.

3. When not deployed, Wilton Police Department K-9s shall remain under the immediate physical control of their handlers.

4. When the handler is unable to perform these and related duties due to illness, injury, or leave:

   i. Another K-9 handler or current agency members may care for the K-9 if approved by the K-9 handler and the Chief of Police, or

   ii. The K-9 may be temporarily housed in an agency approved kennel until a handler becomes available.

5. Teasing, agitating, or rough housing with a Wilton Police Department K-9 is strictly prohibited unless performed as part of a training exercise.

6. Handlers shall not permit anyone to pet or hug their K-9 without prior permission and immediate supervision. Should anyone express a desire to do so, they should be informed that Wilton Police Department K-9s are working dogs and that they can be dangerous if improperly approached.

I. **K-9 Equipment:**

1. *Specialized K-9 Equipment-* It is the responsibility of the Wilton Police Department to provide the items necessary to properly care for and maintain the K-9. These items shall include, but not be limited to, food, water, and food/water bowls, leads, collars, protective equipment, grooming equipment, specialized training equipment, and other equipment as may be needed by the handler. It is the responsibility of the handler to properly care for these items and ensure they are in a clean and usable condition.

2. *Specialized Vehicle Equipment-* K-9 vehicles will be specially designed for the K-9s and handlers. These vehicles will include a heat sensor alarm, a remote-control release mechanism that allows the K-9 to be released from the vehicle. The rear compartment of the vehicle shall be specially modified for K-9 transport.

3. Handlers assigned K-9 vehicles will ensure they follow the agency's *Maintenance / Accountability of Property & Equipment* policy with routine maintenance, report any damage or mechanical issues immediately to the on-duty supervisor. The vehicle is to be kept clean and to be inspected by the on-duty supervisor weekly and documented.

   No animals other than agency-owned K-9s will be permitted inside the K-9 vehicles. Transporting other animals in the vehicle will increase the potential for the K-9 to be in contact with various diseases.

J. **Prisoner Transport/Ride-A-Long Requests in K-9 Vehicle:**

1. If a prisoner is to be transported in a K-9 vehicle, the K-9 handler shall make sure the K-9 is properly secured to prevent contact with the prisoner.

2. At the discretion of the handler and with the prior approval of the supervisor, other individuals may be permitted to ride in the vehicle consistent with agency policy on dealing with civilian ride-alongs.

K. **Administration of K-9 Team:**

1. The K-9 Team will be under the command of the Chief of Police, and the K-9 team will attend training as required to obtain and maintain certification. This training will include, at the minimum, of 16 hours a month with the Law Enforcement Dogs of Maine (LEDOM), but preferably, unless for reasons approved by the Chief of Police, 32 hours will be expected of training with LEDOM. The K-9 handler is compensated at the direction of the Chief of Police. This K-9 time may be in the form of pay or time off.

2. All training equipment, food, and veterinary expenses necessary to maintain the K-9 and its certification shall be approved in advance and is the responsibility of the Wilton Police Department.

3. The Chief of Police, at his discretion, can retire the K-9.

4. The Chief of Police, at their discretion, can transfer the ownership of the K-9 back to the officer or another person upon the retirement of the K-9. At which time, all responsibilities for the care and maintenance shall be the responsibility of the officer or other person.

Appendix B

Board of Trustees
MAINE CRIMINAL JUSTICE ACADEMY

DETECTOR CANINE (K-9) TEAM CERTIFICATION

Specification S-18

The following requirements are specified for the certification of Detector K-9 Teams. A Detector K-9 Team will consist of a Detector K-9 Handler and K-9 that together, as a team, have been certified by the Board under the guidelines set forth in Specification 18, as described below. A K-9 will be considered certified for law enforcement use if the K-9 and the handler meet the requirements of Specification 18.

A Detector K-9 Team is a certified team consisting of a Handler and K-9, trained as a team in one or more of the following detector disciplines: Drugs, Ignitable Liquids, Cadavers Scents, Explosives, Articles, Fish and Wildlife, Tracking Without Apprehension and other disciplines as designated by the Academy Board.

General Requirements:

A. K-9 Advisory Committee (K-9AC):

1. The K-9AC and its Chair will be appointed by the Academy Director and will consist of the following five (5) members who are either a MCJA Certified K-9 Trainer or Assistant Trainer, who must represent the following criminal justice agencies:
   a. Maine State Police K-9 Training Unit.
   b. Maine Warden Service K-9 Training Unit.
   c. Law Enforcement Dogs of Maine.
   d. Maine Specialty Dogs (Accelerant) Training Unit.
   e. All Points Maine Police Canines
   f. A non-voting Academy Training Coordinator.

2. The K-9AC will meet annually and whenever necessary to review the Patrol and Detector K-9 Team Specifications. Specifically, the K-9AC shall:

   a. Review all the field competency tests and written exams for each K-9 discipline (patrol and detector) and make recommendations to the K-9AC Chair.
   b. Review the K-9 Team certification requirements and make recommendations to the K-9AC Chair.

c. Review the K-9 Team In-service Training content and make recommendations to the K-9AC Chair on updates.
d. Forward to the Academy Director all recommendations of the K-9AC, regarding changes to the Patrol or Detector K-9 Team programs.
e. The Academy Director will forward all certification recommendations to the Chair of the Board of Trustees.

General Certification:

A. Be employed as a certified law enforcement or corrections officer or a retired law enforcement or corrections officer who was certified by the Maine Criminal Justice Academy as a K-9 Handler or a member of the Medical Examiner's Office.

B. Be designated by the Chief Executive Officer or his/her designee of the criminal justice agency as a K-9 Handler or the Academy Director in the case of the Medical Examiner's Office, meeting the requirements described above in **General Certification, section A above**.

C. **Drug Detector K-9 Team Certification**:

1. A Drug Detector K-9 Handler and new K-9 must successfully complete a basic Board approved Drug Detector K-9 training course with a minimum of three hundred and twenty (320) hours. Of these three hundred and twenty (320) hours, two hundred and forty (240) hours must be completed as Drug Detector K-9 Team.

2. An experienced Drug Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as a Drug Detector K-9 Team, must successfully complete a Board approved basic Drug Detector K-9 training course with a minimum of two hundred and forty (240) hours.
3. Must successfully pass a written test on Drug Detector K-9 related topics approved by the Academy Director.

4. Must successfully pass a Drug Detector K-9 Team field competency test approved by the Academy Director.

D. **Ignitable Liquid Detector K-9 Team Certification**:

1. An Ignitable Liquid Detector K-9 Handler and new K-9, must successfully complete a basic Board approved Ignitable Liquid Detector K-9 training course with a minimum of two hundred (200) hours. Of these two hundred (200) hours, one hundred and sixty (160) hours must be completed as an Ignitable Liquid Detector K-9 Team.

2. An experienced Ignitable Liquid Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as an Ignitable Liquid Detector K-9 Team, must successfully complete a Board approved basic Ignitable Liquid Detector K-9 training course with a minimum of one hundred and sixty (160) hours.
3. Must successfully pass a written test on Ignitable Liquid Detector K-9 related topics approved by the Academy Director.

4. Must successfully pass an Ignitable Liquid Detector K-9 Team field competency test approved by the Academy Director.

E. **Cadaver Scent Detector K-9 Team Certification:**

1. A Cadaver Scent Detector K-9 Handler and new K-9, must successfully complete a basic Board approved Cadaver Detector K-9 training course with a minimum of two hundred (200) hours. Of these two hundred (200) hours, one hundred and sixty (160) hours must be completed as a Cadaver Scent Detector K-9 Team.

2. An experienced Cadaver Scent Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as a Cadaver Scent Detector K-9 Team, must successfully complete a Board approved basic Cadaver Scent Detector K-9 training course with a minimum of one hundred and sixty 160 hours.

3 Must successfully pass a written test on Cadaver Scent Detector K-9 related topics approved by the Academy Director.

4. Must successfully pass a Cadaver Scent Detector K-9 Team field competency test approved by the Academy Director.

F. **Explosive Detector K-9 Team Certification:**

1. An Explosive Detector K-9 Handler and new K-9, must successfully complete a basic Board approved Explosive Detector K-9 training course with a minimum of three hundred and twenty (320) hours. Of these three hundred and twenty (320) hours, two hundred and forty (240) hours must be completed as an Explosive Detector K-9 Team.

2. An experienced Explosive Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as an Explosive Detector K-9 Team, must successfully complete a Board approved basic Explosive Detector K-9 training course with a minimum of two hundred and forty 240 hours.

3. Must successfully pass a written test on Explosive Detector K-9 related topics approved by the Academy Director.

4. Must successfully pass an Explosive Detector K-9 Team field competency test approved by the Academy Director.

G. **Article Detector K-9 Team Certification:**

1. An Article Detector K-9 Handler and new K-9, must successfully complete a basic Board approved Article Detector K-9 training course with a minimum of eighty (80) hours. Of these eighty (80) hours, all eighty (80) hours must be completed as an Article Detector K-9 Team.

2. An experienced Article Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as an

Article Detector K-9 Team, must successfully complete a Board approved basic Article Detector K-9 training course with a minimum of eighty 80 hours.

3. Must successfully pass a written test on Article Detector K-9 handling related topics by the Academy Director.

4. Must successfully pass an Article Detector K-9 Team field competency test approved by the Academy Director.

H. **Fish and Wildlife Detector K-9 Team Certification:**

1. A Fish & Wildlife Detector K-9 Handler and new K-9, must successfully complete a basic Board approved Fish & Wildlife Detector K-9 training course with a minimum of two hundred (200) hours. Of these two hundred (200) hours, one hundred and sixty (160) hours must be completed as a Fish and Wildlife Detector K-9 Team.

2. An experienced Fish & Wildlife Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as a Fish & Wildlife Detector K-9 Team, must successfully complete a Board approved basic Fish & Wildlife Detector K-9 training course with a minimum of one hundred and sixty 160 hours.

3. Must successfully pass a written test on Fish & Wildlife Detector K-9 related topics approved by the Academy Director.

4. Must successfully pass a Fish & Wildlife Detector K-9 Team field competency test approved by the Academy Director.

I. **Tracking (Without Apprehension) Detector K-9 Team Certification:**

1. A Tracking (Without Apprehension) Detector K-9 Handler and new K-9, must successfully complete a basic Board approved Tracking (Without Apprehension) Detector K-9 training course with a minimum of two hundred (200) hours. Of these two hundred (200) hours, one hundred and sixty (160) hours must be completed as a Tracking (Without Apprehension) Detector K-9 Team.

2. An experienced Tracking (Without Apprehension) Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as a Tracking (Without Apprehension) Detector K-9 Team, must successfully complete a Board approved basic Tracking (Without Apprehension) Detector K-9 training course with a minimum of 160 hours.

3. Must successfully pass a written test on Tracking (Without Apprehension) Detector K-9 related topics approved by the Academy Director.

4. Must successfully pass a Tracking (Without Apprehension) Detector K-9 Team field competency test approved by the Academy Director.

J. **Tracking (Without Apprehension) & Article Detector combined**

1. A Tracking (Without Apprehension) & Article Detector K-9 Handler and new

   K-9, must successfully complete a basic Board approved Tracking (Without Apprehension) Detector and Article K-9 training course with a minimum of two hundred eighty (280) hours. Of these two hundred (280) hours, two hundred forty (240) hours must be completed as a Tracking (Without Apprehension) and Article Detector K-9 Team.

2. An experienced Tracking (Without Apprehension) or Article Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as a Tracking (Without Apprehension) or Article Detector K-9 Team, must successfully complete a Board approved basic Tracking (Without Apprehension) and Article Detector K-9 training course with a minimum of 240 hours.

3. Must successfully pass written test(s) on Tracking (Without Apprehension) and Article Detector K-9 related topics approved by the Academy Director.

4. Must successfully pass Tracking (Without Apprehension) and Article Detector K-9 Team field competency test(s) approved by the Academy Director.

K. **Search and Rescue (SAR) Detector K-9 Team Certification**

1. A Search and Rescue Scent Detector K-9 Handler and new K-9, must successfully complete a basic Board of Trustee approved SAR Detector K-9 training course with a minimum of five hundred sixty (560) hours. All five hundred sixty (560) hours must be completed as an Article Detector K-9 Team.
2. An experienced Detector K-9 Handler with or without an experienced K-9 and who has previously held an active K-9 certification from MCJA in the last 4 years as an Article, Tracking and/or Cadaver Detector K-9 Team, must successfully complete a Board of Trustee approved basic SAR Detector K-9 training course with a minimum of five hundred twenty (520) hours.
3. Must successfully pass a written test on Search and Rescue Detector K-9 related topics approved by the Academy Director.
4. Must successfully pass a Search and Rescue Detector K-9 Team field competency test approved by the Academy Director.

Recertification:

A. Recertification will be required annually, by December 31 of each calendar year.

B. The Detector K-9 Team shall annually, successfully complete a field performance test approved by the Academy Director, in each detector specialty area that the Detector K-9 Team is certified.

C. The Detector K-9 Team shall annually complete a minimum of twenty-four (24) hours of supervised classroom or field in-service K-9 training per quarter in detector K-9 related training. Quarterly Detector K-9 in-service training will be supervised by a Board-certified K-9 trainer.

D. Quarterly K-9 in-service training requirements for Detector K-9 Teams with multiple detector certifications, only need to complete twenty-four (24) hours per quarter in any combination of detector specialties that the Detector K-9 Team is certified in.

E. Quarterly K-9 in-service training or field performance testing requirements may be extended in individual cases by the Academy Director for extenuating circumstances. Any K-9 Handler given an extension of this requirement must submit a written plan to the Academy Director for approval and then must complete the missed training and/or field performance test.

F. The Detector K-9 Handler, with the permission of the Chief Executive Officer or his/her designee, shall submit the proper documentation on the appropriate MCJA reporting forms to the Academy indicating the Detector K-9 Team has successfully completed the Detector K-9 in-service training and annual Detector K-9 Team field competency tests.

G. The Academy Training Coordinator will review the documentation at the end of the calendar year and make the appropriate recommendations to the Academy Director as outlined in Specification 18.

H. The Academy Director will forward all certification recommendations to the Board.

Adopted: 01/01/2005

Revised: 11/13/2020

Review Date: 09/13/2022

Richard R. Desjardins, Director
Maine Criminal Justice Academy

Brian R. Pellerin, Chair
MCJA Board of Trustees

WILTON POLICE DEPARTMENT
874 MAIN STREET WILTON, MAINE 04294
EMERGENCY 911 – Tel. 207-645-3876
Ethan Kyes – Chief of Police

To: Wilton Select Board
From: Chief Ethan Kyes, Wilton Police Department
Date: November 10, 2026

Subject: Acceptance of Donation from Tractor Supply Company

I respectfully request that the Wilton Select Board accept a donation in the amount of $250.00 from Tractor Supply Company through its Hometown Heroes Campaign.

During the week of November 2, 2026, Tractor Supply Company contacted the Wilton Police Department and advised that the department had been selected to receive a $250 donation as part of the company's Hometown Heroes Campaign. On November 7, 2026, representatives of the Wilton Police Department took possession of the donation check.

This donation is intended to support the Wilton Police Department and is greatly appreciated. Tractor Supply did not specify what the funds can be used for.

This is the second time Tractor Supply Company has generously recognized and supported the department through its Hometown Heroes Campaign.

On behalf of the Wilton Police Department, I would like to express our sincere appreciation to Tractor Supply Company for its continued support of law enforcement and the Wilton community.

I respectfully request that the Select Board formally accept this donation on behalf of the Town of Wilton and authorize the funds to be deposited into the appropriate Wilton Police Department donation account.

Respectfully submitted,

Ethan Kyes

Chief Ethan Kyes
Wilton Police Department

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

November 10, 2026

Ms. Maria Greeley, Town Manager
Town of Wilton
158 Weld Road
Wilton, Maine 04294

Dear Ms. Greeley,

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide the Town of Wilton for the fiscal year ended June 30, 2025.

We will perform consulting services which the Town of Wilton has specified, as indicated below.

Objective and Services to be provided:

- Staff & Other Support Services: FY25 Bank Reconciliation and Audit Readiness

This engagement is solely to perform consulting services for the Town of Wilton, as indicated above. Our engagement will be conducted in accordance with standards for consulting services established by the American Institute of Certified Public Accountants. The sufficiency of the service is solely the responsibility of those parties specified above. Consequently, we make no representation regarding the sufficiency of the service described above for any purpose. If, for any reason, we are unable to complete the service, we will describe any restrictions on the performance of the service in a report or will not issue a report as a result of this engagement.

Because the consulting services listed above do not constitute an attest engagement, we will not express an opinion on the Staff & Other Support Services: FY25 Bank Reconciliation and Audit Readiness. In addition, we have no obligation to perform any services beyond those listed above.

Ron Smith is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Town of Wilton's Responsibilities:

During our engagement, the Town of Wilton's management is responsible for the following:

- Making all management decisions and performing all management functions;
- Designating an individual who possesses suitable skill, knowledge, and / or experience, preferably within senior management, to oversee the services;
- Evaluating the adequacy and results of the services performed;
- Accepting responsibility for the results of the services; and
- Establishing and maintaining internal controls, including monitoring ongoing activities.

Unless unforeseeable problems are encountered, the engagement should be completed by January 31, 2027.

We estimate that our fees for these services will be billed at a rate of $200 per hour and will take approximately 100 hours, with an estimated total not to exceed $20,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to conclude our services for nonpayment, our engagement will be deemed to have been completed upon written notification of conclusion even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-or-pocket expenditures through the date of conclusion.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of services.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs
RHRS/NA/25

RESPONSE:

This letter correctly sets forth the understanding of the Town of Wilton.

By: _____

Title: _____

Date: _____

TOWN OF WILTON
PURCHASING POLICY

Section 1. Purpose.

The Selectboard seeks to standardize the purchasing procedures of the Town of Wilton and to set forth the duties and responsibilities of the Purchasing Agent and Department Heads (*e.g.*, Road Commissioner, Fire Chief), thereby securing for the Town the advantages of a uniform purchasing policy in an effort to save money, increase public confidence in the procedures for municipal purchasing and promote the fair and equitable treatment of all suppliers of goods and services. To that end, the Select Board establishes the following policy for the purchase of goods and services for the Town of Wilton.

Section 2. Purchasing Agent.

The Town Manager is the Purchasing Agent for the Town of Wilton.

Section 3. Purchasing Orders.

Department Heads or other authorized Town officials shall use Purchase Orders to document all expenditures prior to the procurement of any items or services for which Town funds are being used in which the total amount to be paid to a vendor is $2,500 or more. Except as otherwise provided herein (*see* Section 4(f)), all such Purchase Orders shall require the approval of the Purchasing Agent prior to the sales transaction taking place. Copies of completed Purchase Order forms shall be submitted to the vendor and Purchasing Agent as soon as practical. Purchases of a repetitive or on-going nature may be encompassed in a single document issued once per fiscal year.

Section 4. Purchase Limits.

(a) **$0 - <$2,500.** Purchases that are less than $2,500 are allowed with a sales receipt or other pertinent material submitted to Purchasing Agent that shows the product or service being purchased, identifies the vendor and states the cost of the item. The Purchasing Agent or Department Head can approve the purchase.

(b) **$2,500 - <$10,000.** Purchase Order requests that are at least $2,500 but less than $10,000 shall require documentation that at least three price quotes have been obtained (written, oral, telephone and/or catalog methods are acceptable). Such documentation shall be forwarded to the Purchasing Agent as an attachment to the Purchase Order being submitted for approval. Verbal quotations shall be solicited from a minimum of three qualified bidders, if available. The quotes must be documented and attached to the Purchase Order. A Purchase Order signed by the Purchasing Agent is required.

(c) **$10,000 - $20,000.** Purchases that are at least $10,000 but less than $20,000 must be made using a competitive bid solicitation process. Department Heads may prepare a draft set of bid specifications for the Purchasing Agent or make a request for such a draft prior to the procurement of any item(s)

or services in this price range. The Purchasing Agent shall promptly thereafter, provided budgeted funds are available, finalize the competitive bid documents and solicit responses by advertising and/or direct mailings. Written, faxed, or e-mailed bids are acceptable. Bid openings shall be open to the public at a prescribed time and place. Negotiations with bidders and the awarding of a contract shall be at the discretion of the Purchasing Agent in accordance with the provisions of this policy as otherwise set forth herein. Upon acceptance of a bid, vendor notification shall include the Independent Contractor Agreement, unless otherwise exempt under this policy, with copies provided to the Purchasing Agent. The Selectboard will award the final bid.

(d) **Over $20,000.** Purchases in the amount of $20,000 or more must be made using a sealed bid solicitation process. Department Heads may prepare a draft set of bid specifications for the Purchasing Agent or make a request for such a draft prior to the procurement of any item(s) or services in this price range. The Purchasing Agent shall solicit sealed bids by advertising and/or direct mailings. The bid documents shall include a contract agreement and all other such terms and conditions that are acceptable to the Selectboard for the item(s) or services to be performed, using the guidelines set forth in Section Five. Acceptance of sealed bids and awarding of a contract shall be at the sole discretion of the Selectboard. Upon acceptance of a bid, vendor notification shall include a Purchase Order, unless otherwise exempt under this policy, with copies provided to the Purchasing Agent. In the event that no bids or only one bid is received during a sealed bid solicitation process, the Selectboard shall decide how to proceed using its sole discretion. Sealed bid openings shall be open to the public at a prescribed time and place. Faxed bids and late bids are not acceptable as part of the sealed bid solicitation process for items over $20,000. Exceptions to the sealed bid process include Design/Build projects.

(e) **Request for Proposals - Design/Build. $10,000 and over.** At times, a purchase may involve a design/build element (Playground equipment, etc.). A competitive purchasing process must still be followed; however, the specifications for these projects may be more general. A request for Proposals for the items must be prepared and advertised. The Purchasing Agent shall determine if a Request for Proposals should be issued, or the more formal bid processes. When possible, Department Heads, Committee Members and/or the Purchasing Agent should visit area sites (businesses or towns) that presently use the items in question. The Department Head or Committee members may work with the company representatives to design the most suitable product for the Town. Factors other than price may be taken in to account (quality, timeliness of delivery of product, warranty, company representative assistance, etc.) in determining the awarding of the project.

(f) **Request for Qualifications** -Services such as Engineering, Architectural, etc. may be done as a Request for Qualifications. Interviews with the firm or individuals must be held; the Selectboard will determine those who shall interview. Factors taken into consideration for selecting companies or individuals for services shall include pricing, quality work, quality references, timeliness of services offered, etc. The Selectboard shall have final determination of firms or individuals selected.

(g) The Purchasing Agent, Department Heads and Selectboard, as may be appropriate based on the dollar amount thresholds as set forth above, may forego the formal bid processes described herein when "piggybacking" onto a competitive bid process utilized by any federal, state, county, regional agency or other political unit that is made available to municipal governments.

(h) In the event of an emergency during which immediate threats to life and property exist, the Purchasing Agent or a Department Head is authorized to make such expenditures as may be absolutely necessary without going through the competitive or sealed bid processes set forth herein; provided, however, such action must be made in good faith (to avoid personal liability) and require after-the-fact ratification by the Selectboard (in cases where budgeted funds are available), or Town Meeting (in cases where budgeted funds are not available), or as otherwise required by law.

Section 5. Bid Guidelines.

(a) All bid specifications shall include the following statement: "The Town of Wilton reserves the right to accept or reject any or all bids and to award a bid to the acceptable bidder as may be determined solely by the town."

(b) Local preference will be given to local (Wilton) bidders if the bided amount is within 2% or less, with prior work quality taken into consideration.

(c) Advertising for competitive bid projects ($10,000 +) shall be done through Maine Municipal, Daily Bulldog, and Franklin Journal, as well as the town's website.

(d) Non-sealed bids may be opened at the convenience of the Purchasing Agent (as indicated on the bid specs) and may be subject to additional negotiations, project scope revisions, specification amendments, etc., at any time prior to a bid being accepted.

(e) All bids received and contract documents shall be considered public records unless otherwise provided by law.

(f) When evaluating the lowest acceptable bid, the Town may also take into account product availability, date of delivery, budgeted funds, product quality, vendor location, past service of vendor, life cycle costs, shipping costs and other pertinent factors.

Section 6. Contracts for Labor Services.

(a) It shall be the responsibility of the Department Head to obtain a completed W-9 Form to be filed with the Purchasing Agent as part of a Purchase Order request for the procurement of services consistent with the current Internal Revenue Service rules and regulations. In addition, nothing herein shall relieve a Department Head of this responsibility for purchases that do not require a Purchase Order.

(b) All projects that require an expenditure of $20,000 or more shall require such bonds and/or cash sureties and/or retainage as may be recommended by the Purchasing Agent and approved by the Selectboard, to the extent permitted by law.

(c) Except for written manufacturer's exclusions allowed by law, all contracted services for construction or installation of equipment, parts and materials shall be warrantied to the Town for at least one year from date of installation or substantial completion, whichever comes last, in include replacement and/or repairs at no cost to the Town.

(d) The Town shall require all contractors, subcontractors and persons other than Town employees who perform labor services for the Town with a calendar year value of $5,000 or more to maintain insurance coverage and list the Town as an additional insured in accordance with the following minimum amounts, but in no event in an amount less than that required by the Maine Tort Claims Act, 14 M.R.S.A. § 8101, as may be amended:

(i)	general liability:	$1,000,000
(ii)	property damage	$ 500,000
(iii)	personal injury	$ 500,000
(iv)	automotive liability:	$ 500,000
(v)	worker's compensation:	statutory requirements.

Prior to the start of any work, the Town must be furnished with an insurance certificate as proof that these coverages are in place. Certificates shall be placed on file with the Purchasing Agent. Nothing in this Section shall be deemed to prohibit the Purchasing Agent or Selectboard from requiring coverage amounts at a higher level, or imposing additional types of coverage to the value of the entire project, as may be in the best interests of the Town.

(e) Professional services contractors shall also be required to provide proof of insurance coverage for such professional services and/or product liability in an amount equal to the total cost of the project, subject to whatever reasonable limitations may be approved by the Purchasing Agent or Selectboard, as may be applicable.

(f) All contractors, subcontractors and persons other than Town employees who perform services for the Town shall be required to defend, indemnify and hold harmless the Town of Wilton, its officers, agents and employees, for any and all damages, claims and liabilities which may arise as a result of work to be performed. Written bid specifications and contractual agreements shall include such language as otherwise set forth herein.

Section 7. Lease Purchases.

(a) The purchase or lease of any equipment, vehicles or materials which require periodic payments over a course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein based on the total dollar value of the item(s).

(b) All lease agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future Town meeting.

Section 9. Exemptions and Waivers.

(a) It is understood that pre-approved Purchase Orders and multiple price quote requirements may not be practical when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances, preference may be given to dealers approved by a manufacturer or sole source vendors with a satisfactory history of fair pricing and work quality in lieu of the specific bidding requirements set forth herein, upon authorization of the Purchasing Agent.

(b) It is recognized that alternative methods of product delivery (such as design-build, construction management, etc.) may be desired for certain projects when recommended by the Purchasing Agent and authorized by the Selectboard after notice and public hearing. Such alternative methods, including, but not limited to those set forth in 5 M.R.S.A. § 1743, as may be amended, may be used when reasonably determined by the Selectboard to be in the best interests of the Town.

(c) The provisions of this policy shall not apply to monthly utility bills, wage and salary payments for Town employees, nor shall it apply to employee benefits; provided, however, the disbursement of accumulated leave benefits at the time of employment separation and the selection of benefit vendors shall require the approval of the Purchasing Agent, except in the case of payments to the Purchasing Agent, in which case the payments shall require the approval of the Selectboard. Also, once an initial Purchase Order has been submitted for a specific project, it is not necessary for additional Purchase Orders to be submitted with each invoice on a project as work progresses.

Section 10. Severability.

In the event that any portion of this policy is found to be in violation of federal or state law or inconsistent with and provision applicable thereto, the remainder of this policy shall remain in full force and effect.

Adopted by Selectboard: September 5, 2017.