

Memo:

To: Select Board,
Nicole Briand, Town Manager
Kelly Hodson, Finance Admin

Date: February 18, 2026

From: Yvette Meunier, Director of
Planning & Development;

Reference: Maine Coastal Program
Shore and Harbor Planning
Grant Acceptance

Recommendation:

In April staff was granted permission to apply for a \$50,000 Maine Coastal Program Shore and Harbor Planning Grant to:

- Conduct needs assessments for public waterfront facilities, including fishing and low impact paddle put-ins.
- Document existing sites (formal and informal) used for fishing and paddle put-ins.
- Assess environmental hazards and risks affecting these locations over the long term.
- Design and create plans for improvements to make these sites more resilient and accessible.
- Develop cost estimates for proposed improvements.
- Identify legal hurdles, including lost or contested public rights-of-way to coastal waterways and permitting requirements for improvements.

We are pleased to inform you that Bowdoinham's application has been selected and we are asking for permission to accept the grant funds which will improve public access to waterways for fishing and paddling, enhance resilience of access points against environmental risks, supports long-term planning for conservation and recreation, and position Bowdoinham for future funding opportunities for implementation. The required 10% match, approximately \$5,000, would come from the Rideout Memorial Fund.

Scope

Task 1: Bowdoinham Waterfront Access & Resilience Plan Administration

Hire a contractor to work with the Town to draft the Bowdoinham Waterfront Access & Resilience Plan.

Deliverables: Signed contract between Consultant and the Town of Bowdoinham and schedule of meetings

Timeframe: March 2 – April 15, 2026

Task 2: Needs Assessment for Public Waterfront Facilities

Under the guidance of the Director of Planning & Development public engagement efforts will be developed by the Consultant to collect information on the location of Bowdoinham's current and future demand for fishing spots and paddle put-ins. This includes gathering information on the resiliency of a location in response to climate change impacts, identifying accessibility barriers, and suggestions for the creation of new assets and/or how existing assets could be improved.

Deliverables: Two surveys (online and print), publishing of a project website. Timeframe: April 16 - June 30, 2026

Task 3: Public Meeting #1

Introduce the Waterfront Access & Resilience Plan planning process to the community and gather in person feedback on existing and future locations for fishing and paddle put-in amenities.

*Deliverables: Meeting agenda, presentation materials, and meeting minutes.
Timeframe: June 8 - 12, 2026*

Task 4: Inventory & Analysis

The following activities will be undertaken to collect and analyze data for the Bowdoinham Waterfront Access & Resilience Plan.

*Deliverables: Geodatabase with a comprehensive risks overlay, composite risk maps, a Prioritization Matrix, and a Needs Assessment Report.
Timeframe: July 1 – October 1, 2026*

Task 5: Conceptual Designs

The Consultant will work with the Director of Planning & Development to prepare feasible concepts optimized for resilience and accessibility at two priority sites and solicit them for public feedback.

*Deliverables: Two concept packages.
Timeframe: October 2, 2026 – January 29, 2027*

Task 6: Public Meeting #2

Introduce the two concept plans and the Needs Assessment Report to the community and gather in person feedback on proposed amenities.

*Deliverables: Meeting agenda, presentation materials, and meeting minutes.
Timeframe: January 25-29, 2027*

Task 7: Final Report & Case Study

Synthesize all work into the Bowdoinham Waterfront Access & Resilience Plan complete with an implementation roadmap and share final concepts with the public. This includes the creation of a separate Case Study to share lessons learned.

*Deliverables: Bowdoinham Waterfront Access & Resilience Plan and Case Study.
Timeframe: January 30 – March 31, 2027*



JANET T. MILLS
GOVERNOR

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04333-0127

SAMANTHA D. HORN
DIRECTOR

February 11, 2026
Yvette Meunier
Director of Planning & Development
Town of Bowdoinham
Via email: planning@bowdoinham.com

RE: 2026 Coastal Community Grant/Shore and Harbor Planning Grant Award

Dear Yvette,

Thank you for applying to the FY26 Coastal Community Grant/Shore and Harbor Planning Grant. We are pleased to inform you that the review committee has conditionally approved full funding in the amount of \$50,000 for your project titled "*Bowdoinham Waterfront Access & Resilience Planning*."

These grants are federally funded through Maine Coastal Program's cooperative agreement with the National Oceanic and Atmospheric Administration's (NOAA) Office for Coastal Management (OCM). Therefore, this project must comply with all federal guidelines established by OCM, including the National Environmental Policy Act (NEPA) and Environmental Compliance before a contract with the State of Maine can be established. Any desired change in scope during the grant period must be communicated to your grant manager for approval prior to conducting that work.

Your award has been conditionally approved but cannot start until NOAA completes an environmental compliance review and releases the funds for this project. You will be hearing from your grant manager soon if you need to provide additional details for the environmental compliance review. This review process may take several months and, unfortunately, our anticipated project start date of late February 2026 will be delayed. We apologize for the confusion in the project timeline.

While NOAA is reviewing the applications, we will send you a contract for your review and signature. This document will explain your responsibilities for deliverables, invoices, match, and progress and final reporting. Templates and logos will be shared for these processes. Please note that your project start date will be the date of full execution of the contract by the State of Maine; do not undertake any grant-funded activities until we notify you of the start date. We cannot reimburse you for any work that occurs before the start date of the contract.

207-287-MOCA
(207-287-6622)



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SAMANTHA D. HORN
DIRECTOR

Your grant is being funded by the Maine Coastal Program's Shore and Harbor Planning Grant. Your grant manager moving forward will be Melissa Britsch, and she will work with you to establish and finalize your scope of work and contract once the funds are released by NOAA.

Congratulations on your successful grant proposal! We look forward to working with you. Please contact Melissa Britsch at Melissa.Britsch@maine.gov if you have any questions in the meantime.

Sincerely,

Samantha Horn
Director, Maine Office of Community Affairs

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