

For no-match grants, which Maine Won't Wait strategy(ies) and action(s) does the project seek to implement? Please reference the [List of Community Actions](#) (updated June 2025) to identify strategy(ies) and action(s).

For grants to support community-defined climate priorities not included in the List of Community Actions, applicants must describe the project and how it meets the goals of Maine Won't Wait and complete the cost-share table in the budget worksheet below.

E1: Adopt a goal to conserve at least 30% of land in the community by 2030 (including undeveloped town property). This can be incorporated into conservation, open space, and parks and recreation plans, and natural resource chapters of comprehensive plans.

E2: Develop a plan to identify high priority parcels and meet open space and conservation goals.

E3: Set targets and implement strategies to increase green space and tree planting to increase shade, carbon sequestration, and reduce "heat island" effect in public spaces.

E9: Identify and protect sites for living shorelines and saltmarsh migration areas.

E10: Identify and protect open space in the floodplain to increase flood buffers and community resilience.

Please note that strategies E1 and E3 were included as priorities in our most recent CRP program renewal application material dated August 13, 2024.

Criteria 5: Scope of Work

Project Description

Describe the proposed project, including a project overview, list of the specific tasks and how they will be achieved, and the final deliverables (for example, number of heat pumps installed or the components of a plan to be developed) resulting from the work.

Project Description:

The Town of Bowdoinham is applying for a Community Action Grant to hire a consultant to assist the Town with drafting our first Open Space Plan with robust community input. The Open Space Plan will serve as a stand-alone planning document that complements our 2024 Comprehensive Plan by further developing, and bolstering actions identified in that plan as well as include others identified through this process. The Open Space Plan will act as a community-orientated guide to elected and appointed town leadership in decision-making. Further, the Town will

get technical assistance from the Consultant to develop ordinance changes which support the findings of the Open Space Plan.

To draft the Open Space Plan the consultant will help the Town collect and analyze data, create maps and data visualizations, create an online tool for the public to engage with the process, and develop and deploy surveys to identify and prioritize actions with community input. Further, the consultant will develop an implementation matrix that prioritizes actions and identifies resources including funding sources for actions. In addition, the consultant will review relevant Town ordinances and workshop suggest amendments with the Planning Board which support the desires of the Open Space Plan.

The work will include significant community outreach through events, newsletters, social media, and website information to introduce the concept and value of open space planning to residents and collect community feedback to guide and prioritize conservation efforts, recreational opportunities, and identify where commercial and residential development efforts should be directed. Additional engagement opportunities to collect feedback on the draft plan and ordinance amendments, and to promote the plan ahead of placing them on Town Meeting warrants will also be initiated.

Tasks and Deliverables:

Task 1: OPEN SPACE PLAN ADMINISTRATION

The Director of Planning & Development will undertake the following tasks to hire a consultant and administer the grant:

- Draft and issue a Request for Proposals for the Open Space Plan;
- Assist with the consultant selection, including reviewing proposals, facilitate the review process with the Comprehensive Plan Committee, host interviews, and negotiate a scope of work and budget; and
- Administer the grant award and submit CRP reports.

The Comprehensive Plan Committee will:

- Assist with the consultant selection, including reviewing proposals, host interviews, rate the applications, and make a formal recommendation to the Selectboard on hiring a consultant.

The Consultant will perform the following activities to manage the project:

- Manage the project budget and timeline and set up project meetings and ensure completion of project deliverables; and
- Work with the Town to submit CRP reports.

Deliverables: Signed contract between Consultant and the Town of Bowdoinham; Summary of project activities for CRP quarterly reports and final report.

Task 2: OPEN SPACE PLAN

Task 2A: Inventory & Analysis

The following activities will be undertaken to collect and analyze data for the Open Space Plan.

The Director of Planning & Development will:

- Provide the Consultant with any existing town resources such as GIS layers, maps, plans, policies, and public input for consideration; and
- Assist the Consultant in compiling a list of community partners and their contacts.

The Consultant will perform these activities to collect and analyze data for the plan:

- Review of existing plans, policies, and public input;
- Analyze our land use ordinance and comprehensive plan update process to identify potential future development;
- Provide GIS mapping of existing open space lands;
- Integrate climate impacts and stressors into the plan; and
- Outreach to community partners to identify current community plans, other mapping products, priorities and concerns.

Deliverables: The Consultant will use this inventory and analysis to create online open space maps and a list of areas that should be conserved as open space. Both analysis deliverables will be used in the plan and public engagement.

Task 2B: Public Engagement

Under the guidance of the Comprehensive Plan Committee public engagement efforts will be developed by the Consultant to collect information on how Bowdoinham's open spaces are currently perceived, valued, and used and how these assets could be improved. Public engagement opportunities will include:

The Director of Planning & Development will:

- Assist with developing public engagement strategies, hosting events, and promoting public engagement opportunities and the project website.

The Consultant will:

- Create two kickoff events to introduce open space planning to the community;
- Launch of up to three surveys which would include both online and paper versions. One survey would be specific to agricultural protection aimed at gathering feedback from farmers on potential strategies that would help them stay in agriculture. This would include assistance from Maine Farmland Trust in drafting and deploying the survey. A second survey would be a broader survey to identify and prioritize actions from the community for the plan, with the potential for a third more in-depth survey more focused on recreation or another area that that may call for additional attention from survey responses; and
- Create a website to allow residents to interact with the process and learn more.

The Comprehensive Plan Committee will:

- Work with the Consultant to create kickoff events to introduce open space planning to the community;
- Work with the Consultant and Maine Farmland Trust and the Planning Board on developing, deploying, and promoting surveys;
- Table at the Town's annual birthday celebrations and Town Meetings about the project; and
- Promote the website developed by the Consultant to allow residents to interact with the process and learn more.

Maine Farmland Trust will:

- Work with the Comprehensive Plan Committee and the Consultant in drafting and deploying an agricultural specific survey, identify survey participants and promote the survey.

Deliverables will be a creation of up to three surveys, publishing of a project website, schedule of the meetings, and creation of meeting minutes.

Task 2C: Plan Drafting & Review

The Consultant will draft an Open Space Plan that will include the results of the inventory and analysis and will incorporate the public input received to date. It will also include initial recommendations and strategies. Upon completion of the draft plan the Consultant will conduct two public engagement opportunities to elicit feedback and suggestions for the Open Space Plan. Strategies for this second round of public engagement include community meetings and an open comment period with the plan.

The Director of Planning & Development will:

- Assist with developing public engagement strategies, collecting public comments on the draft plan, hosting events, and promoting public engagement opportunities.

The Consultant will:

- Create two community meetings to introduce the draft open space planning to the community and solicit feedback.

The Comprehensive Plan Committee will:

- Work with the Consultant to host two events to introduce the draft open space plan to the community and solicit feedback.

Deliverables: Summary of public engagement activities, outreach and engagement materials, and draft open space plan.

Task 2D: Plan Revision & Adoption

In order to finalize a plan for adoption at the June 2027 Town Meeting the following tasks will be executed.

The Consultant will:

- Make revisions to the Open Space Plan draft based on feedback from the municipality, boards and committees, and the community.

The Comprehensive Plan Committee will:

- Approve final edits of the plan.

Director of Planning & Development will:

- Work to bring the plan before the Select Board for consideration for the upcoming Town Meeting.

Deliverables: Final Open Space Plan.

Task 3: ORDINANCE REVIEW & REVISION

Task 3A: Review Current Ordinance Language

The Consultant will:

- Review Bowdoinham's Land Use Ordinance to identify opportunities for incorporating open space conservation strategies and priorities into the ordinance and suggest where and what amendments might be possible and work with municipal staff and the Planning Board to choose which amendments could realistically be made.

Deliverables: List of possible ordinance revisions.

Task 3B: Draft Ordinance Revisions

The Consultant will:

- Draft ordinance language for the proposed amendments and work with municipal staff and the Planning Board on final language for consideration by the Select Board.

The Director of Planning & Development will:

- Facilitate the public process for ordinance amendments through the Planning Board.

Deliverables: Draft ordinance amendment language for Select Board consideration.

Task 3C: Ordinance Revision Adoption

The Director of Planning & Development will:

- Facilitate the public process for ordinance amendments through the Select Board through to Town Meeting in June of 2028 after the project period.

Deliverables: Final ordinance amendment language for consideration at the June 2028 Town Meeting for adoption.

Project Timeline

Describe the timeline for completing each task or deliverable and the expected completion of the grant-funded project.

Project Timeline		Calendar Year							
		2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1	Open Space Plan Administration								
Task 2	Open Space Plan								
2A	Inventory & Analysis								
2B	Public Engagement								
2C	Plan Drafting & Review								
2D	Plan Revision & Adoption								
Task 3	Ordinance Review & Revision								
3A	Review Current Ordinance Language								
3B	Draft Ordinance Revisions								
3C	Ordinance Revision Adoption								
Choose the desired grant period: <input type="checkbox"/> 12 months or <input checked="" type="checkbox"/> 24 months									
Note: The grant performance period is expected to begin on or around January 15, 2026.									

Project Need

Describe the need for the project. Why is this project a community priority?

During the drafting of Bowdoinham’s 2024 Comprehensive Plan Update an Open Space Plan was identified as a recommended strategy. Following the plan’s adoption at Town Meeting in June of 2024 the Comprehensive Plan Committee solicited a survey to residents to identify priority strategies for the committee to work on. Preserving open space in the rural agricultural district was the top ranking action and creating an ag conservation plan ranked third. This open space plan will inclusively address both of those desires. Further, in August of 2024, two of the five actions