

3a.

WISCASSET SELECT BOARD,  
TAX ASSESSORS, AND OVERSEERS OF THE POOR  
JULY 17, 2018

Preliminary Minutes

Present: Kim Andersson, Bob Blagden, Chair Judy Colby, Kathy Martin-Savage, Vice Chair Ben Rines, Jr. and Town Manager Marian Anderson

Chair Judy Colby called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

- a. Ben Rines, Jr., moved to approve the payroll warrants of July 13, 2018. Vote 5-0-0.
- b. Kathy Martin-Savage moved to approve the accounts payable warrants of July 17, 2018. Vote 5-0-0.

3. Approval of Minutes

- a. Ben Rines, Jr., moved to approve the minutes as amended. Vote 4-0-1 (Martin-Savage abstained).

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings – none

7. Public Comment – none

8. Department Head or Committee Chair

a. Department Head Monthly Reports – Kim Andersson asked if the Town had a TAN every year and whether it could be avoided if the fund balance were built up. Treasurer Vernice Boyce said that if the schools were paid by warrants rather than 1/12 of the budget each month, it may be possible to avoid a TAN. She added that towns should have 30 days of their budgets in the fund balance, which Wiscasset doesn't have. Andersson also asked about the aircraft operations per day. Airport Committee member Ray Soule said there could be up to 500 landings per month.

9. Unfinished Business

a. Approval of Application for Annual License for Sale of Consumer Fireworks and set fee: Marian Anderson said that Mrs. Bryant had pointed out that a conditional use permit, Business License and Annual license from the Select Board were required by the Fireworks Ordinance, although she could find no record of the board granting an annual license. Anderson submitted a draft application for the board's approval. It was the consensus of the board that the town application did not need to require

all the information that would be covered by the State and Federal license applications. The only change to the draft application was to include the state license number or copy of the state license. Tom Bryant read sections of the Fireworks Ordinance and asked the board to follow the requirements in the ordinance. He asked how the town could issue a permit without the Fire Marshal's approval.

In response to Ben Rines, Jr.'s question regarding requirements for a license, Anderson said that the selectmen were reviewing only the license renewal application, and that other approvals would be necessary from the CEO or Planning Board. Other towns will be contacted regarding their fees for a fireworks license. The Waterfront Committee is working on the Port and Harbor Ordinance which will be brought to the board when completed.

b. Abandon Distressed and Sunken Vessel Ordinance within Wiscasset Harbor: Judy Colby said that after receiving no response from the Coast Guard regarding the sunken ship in the harbor, she contacted the U.S. Navy and was informed by Chris Porter that because the ship was not in a navigational route, the Coast Guard would not remove the ship, but divers have been checking for oil and gas leaks every week and that all oil and gas were out of the ship. Porter said the town could ask the State DEP for a grant to remove the boat or it would be up to the owner to remove it. Colby said the owner should take responsibility for his boat and if not, the town could remove it and place a lien on Mr. Morrison's property to cover the cost. Marian Anderson said she has contacted the MMA about the possibility of a special assessment and will get back to the board and Mr. Morrison when she receives a response. Police Chief Jeffery Lange said that the Marine Patrol will be issuing a citation to Mr. Morrison and ADA Gerrity will ask for restitution if the case goes to court.

c. EMS Subscription Program – MMA Legal Response: Anderson said that in response to her inquiry, she was informed that the MMA staff had no expertise in the matter and referred her to a link to an article on ambulance service subscription services. It was the consensus of the board that the subscription service be suspended. Notice of the suspension will be on the website and any fees collected will be refunded.

d. Wiscasset EMS/Central Lincoln County Ambulance Discussion: Anderson said, in response to comments or questions she had received regarding CLC, that if CLC were to be Wiscasset's ambulance service, it would be stationed in Wiscasset, it would not come from Damariscotta; and that CLC does go to Midcoast Hospital. She said another ambulance service had inquired about serving Wiscasset. She added that some of Wiscasset's EMS employees also work with CLC. The voters will decide in November which ambulance service will be selected. **Kim Andersson moved that this select board continue its investigation into EMS services for the town including consideration of CLC services, meetings with current Wiscasset EMS staff, community input and other potential partners and that the final recommendation is placed on the November ballot for the voters to decide. Vote 5-0-0.**

e. Update on sunken boat in harbor – discussed – see above.

10 New Business

a. Bid openings

<u>Transfer Trailer</u>			
<u>Name</u>	<u>Bid</u>	<u>Less Trade-in</u>	<u>Net Cost</u>
SpecTech	\$64,872	\$2,000	\$62,872

Atlantic Recycling Equipment (180 days lead time)	82,200	2,500	79,700
Messer Truck Group	98,128	500	97,628

**Judy Colby moved to authorize the Town Manager and Transfer Station Superintendent to review the bids and award the Transfer Trailer to the lowest qualified bidder. Vote 5-0-0.**

Patrol Truck

<u>Name</u>	<u>Bid</u>	<u>Less Trade-in</u>	<u>Cost</u>
Freightliner of Maine	\$181,627	\$5,000	\$176,627
Portland North Truck Center	196,289	6,000	190,289
O'Connor	187,233 (300-day delivery)		
H.P. Fairfield	Freightliner demo \$69,999	\$72,999 gear and install	

**Judy Colby moved to authorize the Town Manager and Public Works Director to review the bids and award the bid to the lowest qualified bidder. Vote 5-0-0.**

b. Public Notice – Maine Yankee Proposed Changes to Compliance Order: No action required.

c. Monthly Financials: The Town Manager commended the department heads as their accounts were not overdrawn. Contractual (legal) services, Public Utilities and Unemployment were overdrawn, the latter is being investigated for a fraudulent claim.

d. Al Cohen – Request to speak to Board: Cohen said the “Certified Business Friendly” sign should be taken down; he explained his difficulties with the application process in his attempt to build a building in Wiscasset. His attorney had advised that the application didn’t match the ordinance; Cohen said he had received several different copies of the application. He said without a planner or a Code Enforcement Officer, applicants had no one to go to for information. Anderson replied that the town’s legal counsel found no fault with the application and advised Cohen that the ORC is revising the application. Planning Board chair Ray Soule gave a recent example of problems caused by lack of a planner to advise an applicant. Cohen said the Planning Board and ORC are made up of volunteers and need the help of a planner. Anderson said the Town has advertised for a Code Enforcement Officer and is looking into having the CEO work more hours. She said she has been doing inspections at 6 a.m., filling in for a CEO. Kim Andersson suggested a subcommittee be formed to investigate the need for a planner.

Cohen also complained that the office had been closed on the last day of the month and he was unable to register his vehicle. Anderson replied that notice had been put in the paper and on the town sign that the office would be closed to do a computer upgrade which was not possible to do on the weekend when the offices that did the upgrading would be closed.

11. Town Manager’s Report

a. Communications: Anderson summarized correspondence received from Leslie Roberts regarding trees in the Main Street project; from Karl Olson, ORC, regarding the need to start considering an updated Comprehensive Plan; an email of thanks from Trooper James Leonard for the help Assistant Fire Chief Nick Merry gave to help an accident victim in Brunswick, and correspondence from FAA Director Gail Lattrell giving a review of Town Compliance for Airport Assurances on Chewonki Campground

property. Anderson said the Lincoln County Planning Commission has ordered materials to begin work on the comp plan.

#### 12. Other Board Business

Judy Colby said she, Ben Rines, Jr., and the Town Manager will meet with the DOT Commissioner regarding the town's concerns on Friday, July 20.

Kim Anderson said the July 4<sup>th</sup> celebration was awesome. Steve Christiansen said the fireworks started 25 minutes early, ended at 9:25, were the worst he had seen and were a waste of money.

Kathy Martin-Savage thanked Kim Andersson for arranging the float for the select and school boards.

August 7 from 5:30 to 7:30 is National Night Out at the town playground to promote community/police partnership. Tables and chairs will be provided, bring your own food.

**Judy Colby moved to enter into executive session pursuant to 1 MRSA Section 405 (6) (A). Vote 5-0-0.**

#### 13 Adjournment

**Kathy Martin-Savage moved to exit executive session and adjourn the meeting at 9 p.m. Vote 5-0-0.**

8a.

Public Safety Advisory Council  
Annual Report  
July 27, 2018

The Public Safety Advisory Council was created in April of 2017 at the recommendation of the Public Safety Chief's and approved by our Select Board. Our mission and purpose is to act in an advisory capacity and report back to all the Public Safety Departments, by bringing to their attention feedback received from the community concerning all public safety issues such as law enforcement needs, fire suppression, emergency medical care and other actions. To this end, the Wiscasset Public Safety Advisory Council is devoted to facilitating the flow of ideas relative to public safety for the continued improvement of the quality of life of its citizens.

Members spent the first three months learning about the state of our current public safety departments and the department heads' vision for what they wanted to see for the future of their departments. Time was devoted to creating a mission statement for the PSAC. Chief of Police, Jeff Lange and EMS Director Toby Martin were active participants.

August 1, 2017 the PSAC former Chair, Holly Giles made a presentation to the select board describing conditions and concerns for public safety service delivery. This report focused on staff recruitment and retention, physical plant conditions and aging equipment.

From September through November of 2017, the PSAC focused on gathering information from community groups as a means to gain insight as to their needs and expectations of public safety services in Wiscasset. We met with the Wiscasset Area Chamber of Commerce and Partners in Education. Members also provided public comment at select board meetings and school board meetings. Areas of concern noted by community members included: increased need for police presence in the downtown area, a school resource officer and tension between the fire department and EMS. Community members are concerned that there is little interaction of a positive nature between the school board and the select board and that this can have an impact on the safety of our children. A proposed educational program at the high school for higher risk youth highlighted the need for public safety and our school department to work collaboratively.

During one of these community meetings, a suggestion was made to the PSAC to conduct a survey to gain perspective from the wider community. This survey was developed by the PSAC in March of 2018 and administered electronically during the month of April 2018. Links to the survey were shared via the Police Department Facebook page, Parents of Wiscasset Facebook page, the Town of Wiscasset Website and the Wiscasset Newspaper. This survey received 181 responses. Results of the survey were shared at a Select Board meeting on June 5, 2018 and they were posted on the Police Department Facebook page. Results were also shared with Wiscasset Newspaper and Lincoln County News. The newspapers did not publish results. A written copy of the results was shared with the Town Manager. The survey allowed for

submission of anonymous comments. These comments were shared with the Town Manager and Department heads.

The end of June was met with the departure of the EMS Director and the resignation of the Police Chief. PSAC members have requested to be a part of a hiring committee if the town chooses to fill these positions. We ended our term by saying goodbye to Chief Lange. At this time the PSAC is on hold until a new Chief is identified. The new Chief will need to make a recommendation to the select board for a PSAC and the select board will need to accept the recommendation and appoint community members to the PSAC. All agenda's, meeting minutes, survey results and associated reports used to guide the PSAC are available for review.

The PSAC offers the following recommendations for consideration:

- Focus on retention of public safety employees and department leaders to stabilize all public safety departments.
  - Develop an atmosphere of mutual respect for municipal employees
  - Wage/Salary reviews
  - Benefit reviews
  - Training and professional development
- Maintain a full time Police Department to include an SRO position
  - Focus on prevention and community policing
  - Safety at the water front
  - Collaborative work with our school department to ensure safety
- Work with EMS personnel to develop a service to meet the changing emergency medical needs of our community.
  - Review and consider the recommendations of the Tideview Report 2015
- Work with the Fire Department to ensure that volunteer numbers remain adequate to meet the community need.
  - Focus on week day coverage
  - Develop a plan for aging equipment

Respectfully Submitted:

Colleen Gilliam, Chair

Greg Uthoff

Brad Sevaldson

John Reinhardt

Marie Reinhardt

Susan Power

Carl Ward

PSAC Minutes  
July 24, 2018

Attendance: Chief Lange, John and Marie Rienhardt, Brad Salvesdon, Greg Utoff, Colleen Gilliam

Discussion:

Update on search for Police Chief 6 applicants. No interim chief to be appointed. PD will report to Marian.

No updates on EMS. Select board is considering 3 options to include the CLC proposal, starting a 503 c or continuing with a municipal ambulance service.

The PSAC has been in place for over a year. The new chief will need to recommend that the town have a PSAC, the select board will need to agree to have a PSAC and if they agree, they will need to appoint community members to the PSAC.

The PSAC is now on hold until a decision is made by the select board.

How can current members help?

- Continue to advocate for public safety at town meetings and events
- Remain current on what is going on in town with public safety

End of year committee report: Colleen will draft something and send it to this group to provide an outline of what we did in the past year in case the town decides they want to continue.

District  Superior  
Docket No. \_\_\_\_\_

UNIFORM SUMMONS AND COMPLAINT

- CRIMINAL:  ARREST  BAIL \$ \_\_\_\_\_  
 CIVIL VIOLATION  FISHERIES AND WILDLIFE  MARINE RESOURCES  
 TRAFFIC VIOLATION  FOREST SERVICE

9ca.

State of Maine Municipality of \_\_\_\_\_

Morrison Christopher G  
Last First Middle (Defendant)

Mailing address: 101 Brook Rd.  
City/Town Wiscasset State ME Zip 04578

OPERATOR	LICENSE NUMBER					STATE	DATE OF BIRTH	
	HAIR	EYES	HEIGHT	WEIGHT	SEX	RACE	AGE	
VEHICLE		REGISTRATION NUMBER			STATE			
<input type="checkbox"/> C.M.V. >26,000LBS.		COLOR		YEAR	MAKE	BODY		
<input type="checkbox"/> HAZ. MAT.		U.S. DOT #		OFFENSE COMMITTED	MONTH	DAY	YEAR	TIME
<input type="checkbox"/> BUS > 15-PASSENGERS		CITY/TOWN						

Speeding: Alleged \_\_\_\_\_ mph; Legal \_\_\_\_\_ mph  
VIOLATION No. 17 Section/Ordinance 2253-A1 Class V  
Sequence No. \_\_\_\_\_ Domestic Violence   
Littering (more than 15 pounds)

Officer name printed Webster Chad P  
Date of service 7/20/18  
Dept. DMR Troop 2 OFF. NO. 1035  
Officer's signature \_\_\_\_\_

YOU ARE HEREBY ORDERED TO APPEAR BEFORE THE COURT LOCATED AT:  
30 High St. Wiscasset 04578  
DATE 10/25/2018 TIME 8:30 AM (207) 882-7517  
COURT TELEPHONE NO. \_\_\_\_\_

I promise to appear in the Court at the place, date, and time described above.  
Signature \_\_\_\_\_ Date 31/7/18

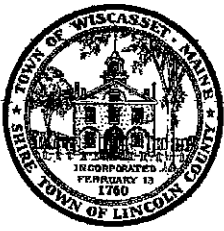
STREET ADDRESS \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
(MAILING ADDRESS IF DIFFERENT FROM ABOVE)

This signature does not constitute an admission or plea of guilty to the above violation(s). However, refusal to sign after having been ordered to do so by a law enforcement is a separate Class E crime for which you may be arrested.  
The undersigned states that he/she has probable cause to believe and does believe that the person named above committed the offense herein.

Signature \_\_\_\_\_ Dept. \_\_\_\_\_ (Dep.) Clerk \_\_\_\_\_

IF OF WAIVER DISPOSITION ONLY		Fine Amt. \$ _____
Date _____	Guilty/Offense committed _____	<input type="checkbox"/> Paid
Signature _____		





9b

**Town of Wiscasset  
Sale of Consumer Fireworks  
Annual License from the Board of Selectmen**

**Please Note: The Board of Selectmen shall issue a license if they find the applicant: has not been convicted of a Class A, B or C crime; has not through the use of fireworks, Consumer Fireworks or in any other way, created a danger to the general public; and has complied with all federal, state and local laws, ordinances, rules and regulations (12.3.2.3).**

Date: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City, State & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Insurer: \_\_\_\_\_ Policy #: \_\_\_\_\_

State License Number: \_\_\_\_\_ (Please include a copy of State License)

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Town/City, State & Zip Code: \_\_\_\_\_

Code Enforcement Officer \_\_\_\_\_  
Signature Printed Name Date

To the best of my knowledge and belief, all information on this application, and submitted in support of/with the application, is true and correct and all proposed consumer sales of fireworks activities will conform with this application and the Town of Wiscasset's Ordinance, as applicable.

Company Signature: \_\_\_\_\_  
Signature Printed Name Date

Office Use Only		
By vote of the Wiscasset Board of Selectmen:	Date:	_____
Chair Wiscasset Board of Selectmen:	Signature	Printed Name Date
_____ Approved	_____ Not Approved	_____ Needs additional information

106 ①

**MUNICIPAL QUITCLAIM DEED**  
(Statutory Short Form)

The Inhabitants of the Municipality of Wiscasset, a body corporate, located at Wiscasset County of Lincoln, and State of Maine, for consideration paid, release to **BRUCE C. ENGERT a/k/a BRUCE E. ENGERT AND MARY-ELLEN ENGERT** the land and improvements in Wiscasset, County of Lincoln and State of Maine, and described as follows:

Real Estate located at:           262 Bath Road  
Map Lot Description:           Map U10, Lot 23  
Registry of Deeds Reference:   Book 2134, Page 231

Also hereby conveying all rights, easements, privileges, and appurtenances belonging to the premises hereinabove described.

The purpose of this instrument is to release any right, title, and interest the Grantor may have acquired in and to the above-described property by virtue of a Municipal Sewer Lien dated January 17, 2008, and recorded in the Lincoln County Registry of Deeds in Book 3957, Page 16, a Municipal Sewer Lien dated September 16, 2008, and recorded in the Lincoln County Registry of Deeds in Book 4054, Page 121 and a Municipal Tax Lien dated June 29, 2015, and recorded in the Lincoln County Registry of Deeds in Book 4901, Page 178.

The said Inhabitants of the Municipality of Wiscasset have caused this instrument to be signed in its corporate name by Judith R. Colby, Benjamin L. Rines, Jr., Robert Blagden, Katharine Martin-Savage, Kimberly Andersson, its Selectmen, duly authorized this \_\_\_\_\_ day of August, 2018.

INHABITANTS OF THE  
MUNICIPALITY OF WISCASSET

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
By: Judith R. Colby  
Its: Selectman

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
By: Benjamin L. Rines, Jr.  
Its: Selectman

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
By: Robert Blagden  
Its: Selectman

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
By: Katharine Martin-Savage  
Its: Selectman

COPY

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
By: Kimberly Andersson  
Its: Selectman

STATE OF MAINE  
Lincoln, ss.

August 2018

Then personally appeared the above named, \_\_\_\_\_,  
\_\_\_\_\_ of the  
Inhabitants of the Municipality of Wiscasset and acknowledged the foregoing instrument to be \_\_\_\_\_ free  
act and deed and the free act and deed of the said Municipality of Wiscasset.

Before me,

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

106(2)

**Municipal Quitclaim Deed without Covenants**

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of WISCASSET a body, corporate and politic located in LINCOLN County, State of Maine, for consideration paid on June 13, 2018, release to MORSE, AARON AND MORSE, SARAH of 80 OLD BATH ROAD WISCASSET, ME 04578 a certain parcel of land with buildings thereon, if any, located in the Municipality of WISCASSET, LINCOLN, County, State of Maine, identified as follows:

Map R06-047 on the Tax Maps of the Municipality of WISCASSET, prepared by John E. O'Donnell & Associates and dated April 1, 2017 on file in the Office of the Assessors at 51 Bath Road, Wiscasset, Maine. The Municipality of WISCASSET has acquired its interest in said parcel of land through automatic foreclosure of sewer lien(s) recorded in the Lincoln County Registry of Deeds as follows:

Date recorded July 11, 2017 Book/Page 5154-22

Date recorded June 13, 2016 Book/Page 5015-99

Date recorded January 20, 2015 Book/Page 4855-135

The said Inhabitants of the Municipality of WISCASSET have caused this instrument to be signed in its corporate name by its Board of Selectmen, duly authorized.

Witness our hands and seals this 14 day of August 2018.

Board of Selectmen, Wiscasset, Maine

\_\_\_\_\_  
Judy Colby, Chair

\_\_\_\_\_  
Benjamin Rines, Jr.

\_\_\_\_\_  
Robert Blagden

\_\_\_\_\_  
Katharine Martin-Savage

\_\_\_\_\_  
Kimberly Andersson

STATE OF MAINE  
COUNTY OF LINCOLN, ss

August 14, 2018

PERSONALLY APPEARED the above named BOARD OF SELECTMEN in his/her capacity as Selectman of the Town of Wiscasset, Maine and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said Town.

\_\_\_\_\_  
ELLIN L. JASMIN, Notary Public  
My commission expires: December 05, 2020

COPY

COPY

**Wiscasset Water  
DISCHARGE OF MORTGAGE FOR SEWER CERTIFICATE**

00812

Map Lot : R6/47

I, SHARI I. FREDETTA, in my capacity as Treasurer of the Wiscasset Water, hereby acknowledge that on June 13, 2018 I received full payment and satisfaction of the debt secured by the sewer lien against property assessed To MORSE, ERIN MORSE, SARAH created by the recording of a sewer lien certificate dated 1/20/2015 in Book \_\_\_\_\_, at Page \_\_\_\_\_ of the Lincoln County Registry of Deeds, and in consideration thereof I hereby discharge said sewer lien.

**COPY**

*Freddetta  
7/13/18*

SHARI I. FREDETTA, Treasurer  
Wiscasset Water  
Dated: June 13, 2018

**ACKNOWLEDGEMENT**

Wiscasset Water  
State of Maine  
Lincoln County, ss.

Personally appeared before me, on \_\_\_\_\_, the above-named SHARI I. FREDETTA, who acknowledged the foregoing to be his free act and deed in his capacity as Treasurer.

**COPY**

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My commission expires: July 22, 2017

**Wiscasset Water  
DISCHARGE OF MORTGAGE FOR SEWER CERTIFICATE**

00812

Map Lot : R6/47

I, SHARI I. FREDETTA, in my capacity as Treasurer of the Wiscasset Water, hereby acknowledge that on June 13, 2018 I received full payment and satisfaction of the debt secured by the sewer lien against property assessed To MORSE, AARON MORSE, SARAH created by the recording of a sewer lien certificate dated 6/13/2016 in Book \_\_\_\_\_, at Page \_\_\_\_\_ of the Lincoln County Registry of Deeds, and in consideration thereof I hereby discharge said sewer lien.

COPY

Foreclosed  
12/5/17

SHARI I. FREDETTA, Treasurer  
Wiscasset Water  
Dated: June 13, 2018

**ACKNOWLEDGEMENT**

Wiscasset Water  
State of Maine  
Lincoln County, ss.

Personally appeared before me, on \_\_\_\_\_, the above-named SHARI I. FREDETTA, who acknowledged the foregoing to be his free act and deed in his capacity as Treasurer.

COPY

---

My commission expires: July 22, 2017

10c



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## GRANT AGREEMENT

### PART I - OFFER

Date of Offer

JUL 20 2018

Airport/Planning Area

Wiscasset Airport

AIP Grant Number

3-23-0049-020-2018

DUNS Number

071734370

TO: Town of Wiscasset, Maine

(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated May 1, 2018, for a grant of Federal funds for a project at or associated with the Wiscasset Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Wiscasset Airport (herein called the "Project") consisting of the following:

Remove Obstructions - On-Airport Obstructions for Runway 7 Approach Surface (4.9 acres),

which is more fully described in the Project Application.

**NOW THEREFORE**, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, and the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

COPY

### CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$34,200. The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):
  - \$0 for planning;
  - \$34,200 airport development or noise program implementation; and,
  - \$0 for land acquisition.
2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor. The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR §200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR §200.343). The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs - Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies, and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the assurances which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before **August 21, 2018**, or such subsequent date as may be prescribed in writing by the FAA.



9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
11. **System for Award Management (SAM) Registration And Universal Identifier.**
- A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - B. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi invoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
- The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.

- 15. Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
- 16. Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
- 17. Maximum Obligation Increase For Nonprimary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
- A. May not be increased for a planning project;
  - B. May be increased by not more than 15 percent for development projects;
  - C. May be increased by not more than 15 percent or by an amount not to exceed 25 percent of the total increase in allowable costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding.
- 18. Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program specific audit in accordance with 2 CFR part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Provide one copy of the completed audit to the FAA if requested.
- 19. Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR §180.200, the Sponsor must:
- A. Verify the non-federal entity is eligible to participate in this Federal program by:
    1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
    2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
    3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
  - B. Require prime contractors to comply with 2 CFR §180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
  - C. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debars a contractor, person, or entity.
- 20. Ban on Texting While Driving.**
- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
    1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
    2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
      - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

- b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants contracts and subcontracts.

**21. AIP Funded Work Included in a PFC Application.**

Within 90 days of acceptance of this award, Sponsor must submit to the Federal Aviation Administration an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this grant award. The airport sponsor may not make any expenditure under this award until project work addressed under this award is removed from an approved PFC application by amendment.

- 22. Exhibit "A" Property Map.** The Exhibit "A" Property Map dated June 22, 2016 is incorporated herein by reference and made part of this grant agreement.

**23. Employee Protection from Reprisal.**

A. Prohibition of Reprisals –

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
  - i. Gross mismanagement of a Federal grant;
  - ii. Gross waste of Federal funds;
  - iii. An abuse of authority relating to implementation or use of Federal funds;
  - iv. A substantial and specific danger to public health or safety; or
  - v. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
  - i. A member of Congress or a representative of a committee of Congress;
  - ii. An Inspector General;
  - iii. The Government Accountability Office;
  - iv. A Federal office or employee responsible for oversight of a grant program;
  - v. A court or grand jury;
  - vi. A management office of the grantee or subgrantee; or
  - vii. A Federal or State regulatory enforcement agency.
3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
5. Required Actions of the Inspector General – Actions, limitations and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b)

**PART II - ACCEPTANCE**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**Town of Wiscasset, Maine**  
 \_\_\_\_\_  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Authorized Official)*

**By:** \_\_\_\_\_  
*(Typed/Printed Name of Sponsor's Authorized Official)*

**Title:** \_\_\_\_\_  
*(Title of Sponsor's Authorized Official)*

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:  
*(Typed/Printed Name of Sponsor's Attorney)*

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Maine. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_ (location) this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**By:** \_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

<sup>1</sup>Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

10d



# Office of the Town Clerk

51 Bath Road  
Wiscasset, ME 04578

Phone: (207) 882-8200  
Fax: (207) 882-8228  
E-mail: [clerk@wiscasset.org](mailto:clerk@wiscasset.org)

## BUSINESS LICENSE APPLICATION

Every person, firm, corporation, LLC, professional association or partnership doing business within the Town of Wiscasset must complete this Application.

\*\*\*\*\*

Name/Title of Business: Spruce, LLC

New Business  Existing Business  years in operation Ownership/Location Change

Location of business: 49 Water St. Wiscasset, ME 04578 Map/Lot

Preferred mailing address: 62 Green St., Bath, ME 04530

Business phone number: \_\_\_\_\_

Description of Business: Siphon coffee & smoothie bowls/smoothies

Owner's name: Julie Ambrosino Owner's phone: 207-504-4533

Owner's home address: 62 Green St., Bath, ME 04530

\*Emergency contact person: Matthew Ambrosino III

\*Emergency phone numbers: home: 207-522-2932 cell: " " "

\*This information will be shared with 911 so you can be contacted in case of after hour emergencies.

### NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval? \_\_\_\_\_

Will you need a sign permit? Yes

Will this business be a home occupation? No

This business will be a: Corporation or LLC  Partnership  Sole proprietor

Would you like a link to your business placed on the Town of Wiscasset Website? Yes  No

Provide e-mail and/or web address: sprucemaine@hotmail.com

Please be aware that State licenses and permits may be required. This application must be updated annually with the Town of Wiscasset

\*\*\*\*\*

I, Julie Ambrosino, state that I am owner of the above name firm or business, and make oath that the information stated above is true and I am aware that all applicable local, state and federal ordinances, laws, rules, and regulations must be complied with before this License can be issued.

Date: 07/02/18

Signature: Julie Amb

\*\*\*\*\*

TOWN CLERK

DATE RECEIVED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ ASSESSING: \_\_\_\_\_ WEB/LIST: \_\_\_\_\_

7/2/2018

**Marian Anderson**

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**From:** James <fisher.james1990@yahoo.com>  
**Sent:** Saturday, July 28, 2018 9:57 AM  
**To:** townmanager@wiscasset.org  
**Subject:** Resignation

To whom it may concern,

I am hereby putting in my two week notice of resignation on 07/27/2018. I want to thank the town for the opportunity to serve the community. It is a wonderful department in a wonderful town. It has been an honor to serve the citizens of Wiscasset, and I will miss them.

Thank you for this amazing opportunity,

James Fisher

Sent from my iPhone

# CERTIFICATE OF TITLE

## STATE OF MAINE

10g

VEHICLE ID NUMBER	YEAR	MAKE	MODEL	BODY	TITLE NUMBER
2FAFP71V38X123836	2008	FORD	CROWN	4D	14153026
NEW / USED	PURCHASE DATE	ISSUE DATE	PRIOR TITLE	ODOMETER	
USED	05/24/2016	08/29/2016	13357667	151000 MI	
					ACTUAL MILEAGE
					MSRP \$26,285.00

MAIL TO

TOWN OF WISCASSET  
51 BATH ROAD  
WISCASSET, ME 04578

OWNER(S) NAME AND ADDRESS

TOWN OF WISCASSET  
51 BATH ROAD  
WISCASSET, ME 04578

Secretary of State



Bureau of Motor Vehicles

FIRST LIENHOLDER	
SECOND LIENHOLDER	
THIRD LIENHOLDER	

FIRST RELEASE	Interest in this vehicle is released by:
	Signature _____ Title _____ Date _____
SECOND RELEASE	Interest in this vehicle is released by:
	Signature _____ Title _____ Date _____
THIRD RELEASE	Interest in this vehicle is released by:
	Signature _____ Title _____ Date _____

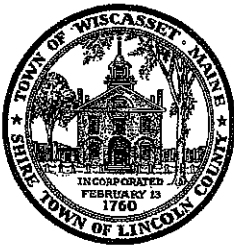
THIS CERTIFICATE IS PRIMA FACIE PROOF OF OWNERSHIP ISSUED IN COMPLIANCE WITH STATE OF MAINE LAW  
KEEP IN A SAFE PLACE - NOT IN VEHICLE

L13512891

VOID IF ALTERED







# Town of Wiscasset

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## Surplus Item Policy

In all cases, the Department Heads/Division Supervisors will provide the Town Manager a written list of items no longer deemed necessary for operational use in the department/division. The Department Head/Division Supervisor will attempt to estimate market value of each item with the assistance of the Town Manager if needed. Every attempt will be made to accurately estimate value through research via the Internet, vendors, publications and/or other resources.

The Town Manager will review lists of items and:

1. Distribute list(s) of potential surplus items to all municipal departments and divisions;
2. Approve any request for the exchange of potential surplus items between Departments/Divisions; that identify a need for said items;
3. Distribute list(s) of all potential surplus items not requested by another municipal department/division to the school department for potential use; and,
4. Approve any request for the exchange of potential surplus items from the municipal operations to the School Department except for items of \$500 or greater estimated market value. Only the Board of Selectmen can approve the exchange of items greater than \$500 in estimated market value to the School Department.

For all potential surplus items not requested for use by another municipal department/division or the school system, the Town Manager will make a determination as to the category of estimated value. All equipment owned by the Town of Wiscasset will fall within one of three categories listed below:

- Negative, Zero or Negligible Estimated Market Value (less than \$50)
- Between \$50 and \$500 in Estimated Market Value
- \$501 or Greater Estimated Market Value

### **Negative, Zero or Negligible Estimated Market Value (Less than \$50)**

The Board of Selectmen authorize the Town Manager to make a determination as to the disposal of any items that have less than \$50 in estimated market value. Options may include:

- Storage of items for periodic "yard sale" events sponsored by the Town;
- gifting said items to other municipalities or non-profit organizations; or,
- properly discarding said items that have little to no practical use.

### **Potential Surplus Items Between \$51 and \$500 in Estimated Market Value**

Potential surplus items that have an estimated market value between \$50 and \$500 will be presented to the Board of Selectmen to be deemed as a surplus item. Items in this category will be grouped together for one of two options:

1. Offered for sale at a Town-sponsored "yard sale" event; or,
  2. Advertised and offered by solicitation of sealed bid
- A minimum bid amount determined by the Town Manager may be attached to a specified item as determined by the Town Manager.

- Items that do not receive bids at or above the minimum bid may be presented to the Selectmen for consideration of waiving the minimum or offered for the solicitation of sealed bids at a future date.

### **\$501 or Greater Estimated Market Value**

Potential surplus items having \$501 or greater estimated market value will be presented to the Board of Selectmen to be deemed as a surplus item. Items in this category will be offered for sale by sealed bid solicitation only. Through advertisement and other notification (i.e. website, handouts, etc.) a time will be established so potential bidders may inspect items for sale prior to bidding.

- A minimum bid amount determined by the Town Manager shall be attached to a specified item as determined by the Town Manager.
- Items that do not receive bids at or above the minimum bid may be presented to the Selectmen for consideration of waiving the minimum or offered for the solicitation of sealed bids at a future date.

### **Exceptions to this Policy**

The Board of Selectmen may exempt specific items from this policy for any reason whatsoever if it is determined by a majority vote of the Board of Selectmen that it is in the best interest of the Town to do so.

### **Opening of Bids**

Bid openings will be advertised and performed publicly by the Board of Selectmen. All bids will be opened at the specified date, place and time. The Board of Selectmen may or may not instruct the Town Manager to execute a sale of the surplus item(s) to the highest bidder during the same meeting in which the bids are opened. The choice to, and time of, award is at the discretion of the Board upon a majority vote of the members.

### **Indemnification, Representations and Warranties.**

Buyers of Town-owned equipment may be required to sign an indemnification/hold-harmless agreement with the Town as a condition of sale that stipulates that the Town is released from any and all potential liability associated with the item for sale. The agreement will also stipulate that all sales will be "as-is, where-is" without any stated or implied representation or warranty for the piece of equipment with regard to condition, life expectancy or any other representation.

The requirement to sign the aforementioned agreement will be determined by the Town Manager contingent upon the nature of the specific piece of equipment sold.

**Acceptance/ Rejection of Bids** – The Board of Selectmen may accept any bid and reject any or all bids for any reason whatsoever, should a majority vote of the Board of Selectmen deem it in the best interest of the Town to do so.

**Kathleen Onorato**

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**From:** townmanager@wiscasset.org  
**Sent:** Thursday, August 2, 2018 11:35 AM  
**To:** admin@wiscasset.org  
**Subject:** FW: Water Street Parking Lot

11a

Kathy,

Please add this to the 14<sup>th</sup> agenda. Thanks

Marian

**From:** Doug Fowler <publicworks@wiscasset.org>  
**Sent:** Wednesday, August 1, 2018 4:03 PM  
**To:** Marian Anderson <townmanager@wiscasset.org>; Judy Colby <selectmancolby@wiscasset.org>  
**Subject:** FW: Water Street Parking Lot

**From:** cynthia davis [mailto:cphd1@hotmail.com]  
**Sent:** Wednesday, August 01, 2018 3:18 PM  
**To:** publicworks@wiscasset.org  
**Cc:** townmanager@wiscasset.org  
**Subject:** FW: Water Street Parking Lot

August 1, 2018

*Dear Commissioner Fowler,*

*My husband and I-as well as our neighbors Roy and Joanne Farmer, and many others-wanted to thank you and your crew for the incredible job you've done overhauling the town parking lot on Water Street. It looked awful: weeds, bamboo, broken and dead tree limbs, stumps sprouting 10 foot shoots of junk maple, old plastic oil containers, and general debris. Steve Christianson and crew did a first rate job of cleaning it up and making it a very attractive spot, as well as gaining more parking spaces! Everyone is remarking on it!*

*We'll keep a vigilant eye on it, and try to help maintain the work that they did. Again, our sincere thanks on a job well-done.*

*Best Regards,*

*Cynthia and Don Davis  
21 Middle Street  
Wiscasset, ME 04578*

A	B	C	D	E	F	G	H	I
Year	Project Description	ALP Number	Total Project Costs	Federal Share	State Share	Local Share	Other	
1	Resurface airport entrance road to FBO and expand aircraft parking apron to include 10 new tie-downs		\$21,213.80		\$10,606.90	\$10,606.90		
2	Crack sealing Runway 7-25 with rubber asphalt and polyfibre - Includes routing where possible		\$10,000.00		\$5,000.00	\$5,000.00		
3	Provide 15 additional aircraft tie-down facilities which requires 8,120 c.y. of common fill, gravel, topsoil, loam, seed, and bituminous pavement for a finished 170' x 200' apron		\$29,331.50		\$14,665.75	\$14,665.75		
4	Reimbursement for land acquisition (approx. 6 acres)	3-23-0049-02	\$190,760.00	\$171,684.00	\$9,538.00	\$9,538.00		
5	Engineering design services for construction of partial taxiway, expansion of general aviation apron and relocation of airfield electrical vault		\$116,555.00		\$58,277.50	\$58,277.50		
6	Partial FAR Part 77 obstruction removal and environmental permitting; feasibility study for compliance with FAR Part 77	3-23-0049-03	\$410,500.00	\$369,450.00	\$20,525.00	\$20,525.00		
7	Partial FAR Part 77 obstruction removal; Phase 2 clearing and obstruction lighting	3-23-0049-04	\$287,000.00	\$258,300.00	\$14,350.00	\$14,350.00		
8	Construction of partial parallel taxiway (approx. 400' x 35'); reconstruct general aviation apron (approx. 15,480 s.y.); expand general aviation apron (approx. 5,700 s.y.); relocation of airfield electrical vault	3-23-0049-05	\$1,094,000.00	\$984,600.00	\$24,130.00	\$54,700.00	\$30,570.00	Previous Engineering
9	Construct Runway Safety Area extensions (approx. 150' x 300') at Runway 7 end, and (approx. 150' x 300' at Runway 25 end)	3-23-0049-06	\$377,000.00	\$339,300.00	\$18,850.00	\$18,850.00		
10	Crack repair/sealing of Runway 7-25		\$25,300.00		\$20,240.00	\$5,060.00		
11	Overlay Runway 7-25 (3,400' x 75'), including runway markings; crack seal aircraft parking apron		\$110,000.00		\$99,000.00	\$11,000.00		
12	Airport Master Plan Update to include photogrammetry and terminal planning	3-23-0049-07	\$103,800.00	\$93,420.00	\$5,190.00	\$5,190.00		
13	Acquire land in the transition surface of Runway 7-25	3-23-0049-08	\$205,000.00	\$184,500.00	\$10,250.00	\$10,250.00		
14	Snow removal equipment - 3 c.y. wheel loader, 1,750 ton/hour snow blower, 14' power reversible snow plow, and 8 c.y. snow basket	3-23-2300-03	\$204,605.00	\$184,145.00	\$10,230.00	\$10,230.00		
15	Design of taxiway extension, obstruction clearance, wind sock relocation, preliminary design of apron and environmental assessment and permitting	3-23-0049-09	\$200,800.00	\$180,720.00	\$10,040.00	\$10,040.00		
16	Construction of taxiway extension (approx. 1,200 l.f.) - Phase 1	3-23-0049-10	\$339,077.90	\$321,174.00	\$8,452.00	\$8,451.90		
17								

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	A	B	C	D	E	F	G	H	I
18	2006	Construction of parallel taxiway extension, Phase 2; relocate segmented circle and wind cone	3-23-0049-11-2006	\$457,920.00	\$435,024.00	\$11,448.00	\$11,448.00		
19	2007	Design and construction for the replacement of the hazard beacon and pole on Whaleback Ridge; and replacement of the rotating beacon	3-23-0049-12-2007	\$168,913.00	\$160,467.00	\$4,223.00	\$4,223.00		
20	2009	Purchase pre-engineered steel building for use as a snow removal equipment building	3-23-0049-13-2009	\$37,200.00	\$35,340.00	\$930.00	\$930.00		
21	2009	Assemble snow removal equipment building and associated site work	3-23-0049-14-2009	\$331,300.00	\$314,735.00	\$8,282.50	\$8,282.50		
22	2010	Update the Airport Master Plan Study	3-23-0049-15-2010	\$157,800.00	\$149,910.00	\$3,945.00	\$3,945.00		
23	2011	Installation of fencing and motorized gates, preparation of SWPPP, and acquisition of snow pusher attachment	3-23-0049-16-2011	\$155,000.00	\$147,250.00	\$3,875.00	\$3,875.00		
24	2013	Environmental Assessment for Off-Airport Obstruction (Tree) Removal	3-23-0049-17-2013	\$50,000.00	\$45,000.00	\$2,500.00	\$2,500.00		
25	2016	Aviation Easement Acquisition on 2 parcels to Clear Approach to Runway 25	3-23-0049-018-2016	\$90,000.00	\$81,000.00	\$4,500.00	\$4,500.00		
26	2016	Remove Obstructions - Runway 25	3-23-0049-019-2016	\$181,000.00	\$162,900.00	\$9,050.00	\$9,050.00		
27				\$0.00		\$0.00	\$0.00		
28				\$0.00		\$0.00	\$0.00		
29				\$0.00		\$0.00	\$0.00		
30				\$0.00		\$0.00	\$0.00		
31				\$0.00		\$0.00	\$0.00		
32				\$0.00		\$0.00	\$0.00		
33				\$0.00		\$0.00	\$0.00		
34				\$0.00		\$0.00	\$0.00		
35				\$0.00		\$0.00	\$0.00		
36									
37		TOTALS BY YEAR							
38	2009			\$368,500.00	\$350,075.00	\$9,212.50	\$9,212.50		
39	2010			\$157,800.00	\$149,910.00	\$3,945.00	\$3,945.00		
40	2011			\$155,000.00	\$147,250.00	\$3,875.00	\$3,875.00		
41	2012			\$0.00	\$0.00	\$0.00	\$0.00		
42	2013			\$50,000.00	\$45,000.00	\$2,500.00	\$2,500.00		

116

1/c

**Marian Anderson**

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**From:** Karl Olson <mainepls@gmail.com>  
**Sent:** Tuesday, July 10, 2018 12:43 PM  
**To:** Marian Anderson  
**Cc:** Jackie Lowell  
**Subject:** ORC Report to the Select Board  
**Attachments:** 10007-2015 ZONING LAND USE MAP\_DRAFT 20180110.pdf

Marian: I ask that you send this along to the Select Board

Wiscasset Select Board:

In 2015, I was hired by the town planner to draw a new, proposed zoning map for adoption by the Town. See the attached PDF. This map was to conform to the new zoning districts that were mandated by the Comprehensive Plan. At last night's ORC meeting, I presented a first draft to the committee with the idea that several sets of new eyes reviewing it at this point was a good idea. While there were several observations that can/will be incorporated, surprise was the main response. In retrospect, I should have expected this since these changes came out of the adoption of the Comprehensive Plan some 12 years ago in 2006 and at least half of the ORC were not involved back then. Town's are supposed to review their Comprehensive Plans every ten years. Wiscasset is two year's behind schedule already. The ORC voted that I stop my work on any new zoning map until the Town has had an opportunity to review their twelve year old opinions. The Comprehensive Plan is not some peace of paper fulfilling a bureaucratic checkbox. It is the document upon which our land use ordinances are supposed to be based.

There are guidelines available from the State on reviewing a plan and I am sure that Lincoln County Planning can be of great assistance. However, this review isn't something that can be done in sixty days at zero cost. It will need a budget.

The ORC looks forward to any direction that you may choose to provide.

Karl Olson

--  
Karl Olson, Chair  
Wiscasset Ordinance Review Committee  
147 Bradford Road  
Wiscasset, ME 04578  
207.882.7008



Virus-free. [www.avast.com](http://www.avast.com)

11c

**Kathleen Onorato**

---

**From:** Mary Ellen Barnes <mbarnes@lcrpc.org>  
**Sent:** Wednesday, August 8, 2018 11:38 AM  
**To:** Marian Anderson  
**Cc:** Kathleen Onorato <admin@wiscasset.org>; Bob Faunce  
**Subject:** Comp Plan material  
**Attachments:** Maine comp plan checklist.pdf; Comp Plan Incentives (rev. 2016-01-04).pdf; 2012deadlinefactsheet.pdf

Dear Marian and the Wiscasset Board of Selectmen,

Here is a packet of information about updating the Town's Comprehensive Plan. Given the 12 years or so since the adoption of the current Comp Plan, it is an excellent time to create a new one, with updated goals, data, public input, etc. The best approach would be to appoint a good committee willing to do the work – that's how most every town begins. The Town may also consider contracting with a planning consultant to assist, as a facilitator with the public aspects of the process, or with certain tasks such as data collection and analysis, writing a draft plan, creating maps, and so on. Perhaps after a committee has had time to review the 2006 plan as well as plans from other towns that have been recently completed, the committee can propose an approach that will work best for Wiscasset.

In Maine, Chapter 208 – the Comprehensive Plan Rule Criteria – establishes the criteria used to review plans for consistency with the goals and guidelines of the Growth Management Act. Now the Municipal Planning Assistance Program in the Department of Agriculture, Conservation and Forestry reviews, comments on, and determines comp plan consistency (in place of the former State Planning Office). Among the items attached to this email is a checklist based on Chapter 208. This really can serve quite well as an outline of the required content of and public participation in a plan, providing good direction on what needs to be done: follow this, and the Town can create a consistent plan.

On one specific topic, the LCRPC can prepare the Transportation Chapter. Given all the changes (the downtown project, Bath Road Master Plan, bike-ped plan, etc.), and the need for a complete road inventory, this chapter definitely needs a thorough update. This would be at no charge to the Town (costing possibly \$5,000 to \$7,000), which we would prepare as part of our annual Maine DOT technical assistance activities.

Contracting the entire plan to a consultant (except for the Transportation Chapter) including the public process, data collection and analysis, writing, etc. may cost at least \$40,000. A smaller sum (\$10,000 to \$15,000) could be spent on a consultant facilitating the public process and keeping the project on target. These are rough estimates, but we'd be glad to provide more background and possible suggestions to you and the committee.

I've also attached a list of legislative incentives for towns with a consistent comprehensive plan, so that the Selectmen can be aware of some of the regulatory and funding advantages, plus a fact sheet (though dated 2012), is still helpful at briefly explaining old comp plans, consistency and the relationship between a comp plan and zoning.

Good luck in your discussions, and if we can assist in providing additional information or answering questions – please let me know!



# Maine State Planning Office

Executive Department

11c

PAUL R. LEPAGE  
Governor

Darryl Brown  
Director

## The 2012 Comprehensive Plan Deadline

Q: I have been told that my comprehensive plan will expire in 2012. Why?

A: A comprehensive plan generally sets out recommendations for ten years into the future. Beyond that period, not just the recommendations but community attitudes and concerns may shift and condition and trends analysis lose relevancy. The original Growth Management Act provided no "expiration date," but the legislature amended it in 2008 to say that the State Planning Office finding that a comprehensive plan is "consistent with the law" will expire after 12 years. For plans adopted prior to 2001, the grace period was extended to December 31, 2012.

Q: Will our plan become invalid if it is no longer consistent?

A: The way the law is written, it is not the plan itself that expires; it is the finding by the State Planning Office that the plan is consistent with the law. A consistency finding which has expired ("expired finding") does not invalidate a locally adopted plan, nor any of the recommendations that the plan carries.

Q: Why should we care if the state no longer finds the plan consistent?

A: The SPO finding of consistency triggers a number of state actions and benefits. Since passage of the Growth Management Act, various state agencies have tied their growth-related programs to it. The most well-known is the CDBG program, which will not award grant funding for growth-related capital investments to a town without a consistent plan. Other grant programs award point priorities to towns with consistent plans. Some state agencies, such as the MaineDOT, give priority in funding their own projects to towns with consistent plans.

Q: What about our zoning ordinance? I understand a zoning ordinance must be based on a consistent plan.

A: The law says that zoning ordinances (as defined), impact fees and rate-of-growth ordinances (building permit caps) must conform to a plan which meets the requirements of the Growth Management Act (Refer to 30A M.R.S.A. §4314 (3)). An expired finding does not invalidate these ordinances. It does, however, provide an opening for a party affected by the ordinance to challenge it in court. Consultation with legal counsel is recommended.



Q: Can't the SPO just "re-affirm" our old plan?

A: No. Should a community choose to submit a plan to the SPO, it would have to be reviewed for completeness with the current standards. Among other things, data has to be refreshed, conclusions based on that data re-examined, and implementation strategies brought up to date. SPO makes updated data for plans available to communities to insure the use of current data available from State agencies. If the plan meets the threshold of the review standards it is accepted for consistency review. Until a plan is reviewed for consistency, its status would remain "unknown" in SPO records.

Q: What about plans that have been fixed after a SPO finding of inconsistency? Can these still be found consistent?

A: There is some latitude depending on the nature of what's 'fixed' to respond to a finding of inconsistency on a plan prepared under the old rule (Chapter 202). Issues identified in a finding or inconsistency must be addressed within two years of the date of the finding. After that period of time, the plan must be resubmitted to SPO under the new rule.



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

11C

PAUL R. LEPAGE  
GOVERNOR

22 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0022

WALTER E. WHITCOMB  
COMMISSIONER

LEGISLATIVE INCENTIVES FOR ADOPTION OF A COMPREHENSIVE PLAN  
THAT IS CONSISTENT WITH  
MAINE'S GROWTH MANAGEMENT ACT  
(30-A, M.R.S.A. §4301 et seq.)

Only communities that adopt a consistent comprehensive plan can...

- Enact legitimate zoning\*, impact fee, and rate of growth ordinances;  
(30-A, M.R.S.A. §4314; 30-A, M.R.S.A. §4352.2)
- Require state agencies to comply with local zoning standards;  
(30-A, M.R.S.A., §4352.6)
- Qualify for preferred status with many state competitive grant programs;  
(30-A, M.R.S.A. §4349-A.3-A)
- Guide state growth-related capital investment towards locally-chosen growth areas;  
(30-A, M.R.S.A. §4349-A.1)
- Qualify for Site Location of Development Act exemptions for certain growth-area developments;  
(38, M.R.S.A. §488.14 & .19)
- Qualify for relaxed MaineDOT traffic permit standards for certain growth-area developments;  
(23, M.R.S.A. §704.A.2.D)
- Qualify for authority to issue Natural Resources Protection Act (NRPA) permits; and  
(38, M.R.S.A. §480-F)
- Qualify for authority to issue Site Location of Development Act permits.  
(38, M.R.S.A. §489-A)

\* Exceptions apply for certain shoreland zoning, adult entertainment, and floodplain management ordinances.

*Note: Absent a court ruling to the contrary, a current Department of Agriculture, Conservation & Forestry finding of consistency constitutes evidence of a plan's consistency with the Growth Management Act. If a legal interpretation is needed or desired, consultation with a municipal attorney or the Maine Municipal Association is recommended.*

Revised January 4, 2016, DACF, Municipal Planning Assistance Program

## Optional Self-Assessment Checklist

This checklist was developed to ease the preparation of comprehensive plans. Its contents are taken directly from the Comprehensive Plan Review Criteria Rule (07 105 Chapter 208). There are no requirements to submit this checklist for review as it is intended only for the plan preparers.

Required Element	✓	Page
<b>Vision Statement</b> that summarizes the community's desired future community character in terms of economic development, natural and cultural resource conservation, transportation systems, land use patterns and its role in the region.		
<b>Public Participation Summary</b> of the public participation process used by the planning committee in developing the plan pursuant to 30-A M.R.S.A. §4324. The summary must indicate how information gathered during the public process was used to guide the plan's vision statement, analyses, policies and strategies.		
<b>Regional Coordination Program</b> summarizing regional coordination efforts to manage shared resources and facilities, including but not limited to lakes, rivers, aquifers, and transportation facilities. The plan must identify any shared resources and facilities, describe any conflicts with neighboring communities' policies and strategies pertaining to shared resources and facilities and describe what approaches the community will take to coordinate management of shared resources and facilities. In addition, the plan must include a summary of regional coordination efforts from all applicable topic areas.		
<b>Plan Implementation</b> section that prioritizes how implementation strategies will be carried out, pursuant to 30-A M.R.S.A. §4326(3). The plan must identify the responsible party and anticipated timeline for each strategy in the plan.		
<b>Evaluation measures</b> that describe how the community will periodically (at least every five years) evaluate the following: A. The degree to which future land use plan strategies have been implemented; B. Percent of municipal growth-related capital investments in growth areas; C. Location and amount of new development in relation to community's designated growth areas, rural areas, and transition areas (if applicable) D. Amount of critical natural resource, critical rural, and critical waterfront areas protected through acquisition, easements, or other measures.		
<b>Future Land Use Plan</b> that meets the requirements of Section 4 of Chapter 208. This section will be the focus of the Office's review for consistency with the Act.		
<b>Comments:</b>		

Historic and Archaeological Resources	✓	Page
<b>Analyses</b>		
Are historic patterns of settlement still evident in the community?		

What protective measures currently exist for historic and archaeological resources and are they effective?		
Do local site plan and/or subdivision regulations require applicants proposing development in areas that may contain historic or archaeological resources to conduct a survey for such resources?		
Have significant historic resources fallen into disrepair, and are there ways the community can provide incentives to preserve their value as an historical resource?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Historic Preservation Data Set prepared and provided to the community by the Historic Preservation Commission, and the Office, or their designees.		
An outline of the community's history, including a brief description of historic settlement patterns and events contributing to the development and character of the community and its surroundings.		
An inventory of the location, condition, and use of any historical or archaeological resource that is of local importance.		
A brief description of threats to local historic resource and to those of state and national significance as identified by the Maine Historic Preservation Commission.		
<b>Policies</b>		
Protect to the greatest extent practicable the significant historic and archaeological resources in the community.		
<b>Strategies</b>		
For known historic archeological sites and areas sensitive to prehistoric archeology, through local land use ordinances require subdivision or non-residential developers to take appropriate measures to protect those resources, including but not limited to, modification of the proposed site design, construction timing, and/or extent of excavation.		
Adopt or amend land use ordinances to require the planning board (or other designated review authority) to incorporate maps and information provided by the Maine Historic Preservation Commission into their review process.		
Work with the local or county historical society and/or the Maine Historic Preservation Commission to assess the need for, and if necessary plan for, a comprehensive community survey of the community's historic and archaeological resources.		
<b>Comments:</b>		

<b>Water Resources</b>	✓	Page
<b>Analyses</b>		
Are there point sources (direct discharges) of pollution in the community? If so, is the community taking steps to eliminate them?		
Are there non-point sources of pollution? If so, is the community taking steps to eliminate them?		

How are groundwater and surface water supplies and their recharge areas protected?		
Do public works crews and contractors use best management practices to protect water resources in their daily operations (e.g. salt/sand pile maintenance, culvert replacement street sweeping, public works garage operations)?		
Are there opportunities to partner with local or regional advocacy groups that promote water resource protection?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Water Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, the Department of Environmental Protection and the Office, or their designees.		
A description of each great pond, river, surface drinking water supply, and other water bodies of local interest including: a. ecological value; b. threats to water quality or quantity; c. documented water quality and/or invasive species problems.		
A summary of past and present activities to monitor, assess, and/or improve water quality, mitigate sources of pollution, and control or prevent the spread of invasive species.		
A description of the location and nature of significant threats to aquifer drinking water supplies.		
A summary of existing lake, pond, river, stream, and drinking water protection and preservation measures, including local ordinances.		
<b>Policies</b>		
To protect current and potential drinking water sources.		
To protect significant surface water resources from pollution and improve water quality where needed.		
To protect water resources in growth areas while promoting more intensive development in those areas.		
To minimize pollution discharges through the upgrade of existing public sewer systems and wastewater treatment facilities.		
To cooperate with neighboring communities and regional/local advocacy groups to protect water resources.		
<b>Strategies</b>		
Adopt or amend local land use ordinances as applicable to incorporate stormwater runoff performance standards consistent with: a. Maine Stormwater Management Law and Maine Stormwater regulations (Title 38 M.R.S.A. §420-D and 06-096 CMR 500 and 502). b. Maine Department of Environmental Protection's allocations for allowable levels of phosphorus in lake/pond watersheds. c. Maine Pollution Discharge Elimination System Stormwater Program		
Consider amending local land use ordinances, as applicable, to incorporate low impact development standards.		

Where applicable, develop an urban impaired stream watershed management or mitigation plan that will promote continued development or redevelopment without further stream degradation.		
Maintain, enact or amend public wellhead and aquifer recharge area protection mechanisms, as necessary.		
Encourage landowners to protect water quality. Provide local contact information at the municipal office for water quality best management practices from resources such as the Natural Resource Conservation Service, University of Maine Cooperative Extension, Soil and Water Conservation District, Maine Forest Service, and/or Small Woodlot Association of Maine.		
Adopt water quality protection practices and standards for construction and maintenance of public and private roads and public properties and require their implementation by contractors, owners, and community officials and employees.		
Participate in local and regional efforts to monitor, protect and, where warranted, improve water quality.		
Provide educational materials at appropriate locations regarding aquatic invasive species.		
<b>Comments:</b>		

Natural Resources	✓	Page
<b>Analyses</b>		
Are any of the community's critical natural resources threatened by development, overuse, or other activities?		
Are local shoreland zone standards consistent with state guidelines and with the standards placed on adjacent shorelands in neighboring communities?		
What regulatory and non-regulatory measures has the community taken or can the community take to protect critical natural resources and important natural resources?		
Is there current regional cooperation or planning underway to protect shared critical natural resources? Are there opportunities to partner with local or regional groups?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Natural Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, Department of Environmental Protection and the Office, or their designees.		
A map or description of scenic areas and scenic views of local importance, and regional or statewide importance, if available.		
<b>Policies</b>		
To conserve critical natural resources in the community.		
To coordinate with neighboring communities and regional and state resource agencies to protect shared critical natural resources.		
<b>Strategies</b>		

Ensure that land use ordinances are consistent with applicable state law regarding critical natural resources.		
Designate critical natural resources as Critical Resource Areas in the Future Land Use Plan.		
Through local land use ordinances, require subdivision or non-residential property developers to look for and identify critical natural resources that may be on site and to take appropriate measures to protect those resources, including but not limited to, modification of the proposed site design, construction timing, and/or extent of excavation.		
Through local land use ordinances, require the planning board (or other designated review authority) to include as part of the review process, consideration of pertinent BwH maps and information regarding critical natural resources.		
Initiate and/or participate in interlocal and/or regional planning, management, and/or regulatory efforts around shared critical and important natural resources.		
Pursue public/private partnerships to protect critical and important natural resources such as through purchase of land or easements from willing sellers.		
Distribute or make available information to those living in or near critical or important natural resources about current use tax programs and applicable local, state, or federal regulations.		
<b>Comments:</b>		

Agricultural and Forest Resources	✓	Page
<b>Analyses</b>		
How important is agriculture and/or forestry and are these activities growing, stable, or declining?		
Is the community currently taking regulatory and/or non-regulatory steps to protect productive farming and forestry lands? Are there local or regional land trusts actively working to protect farms or forest lands in the community?		
Are farm and forest land owners taking advantage of the state's current use tax laws?		
Has proximity of new homes or other incompatible uses affected the normal farming and logging operations?		
Are there large tracts of agricultural or industrial forest land that have been or may be sold for development in the foreseeable future? If so, what impact would this have on the community?		
Does the community support community forestry or agriculture (i.e. small woodlots, community forests, tree farms, community gardens, farmers' markets, or community-supported agriculture)? If so, how?		
Does the community have town or public woodlands under management, or that would benefit from forest management?		
<b>Condition and Trends</b>		

The community's Comprehensive Planning Agriculture and Forestry Data Set prepared and provided to the community by the Department of Agriculture, the Maine Forest Service, and the Office, or their designees.		
A map and/or description of the community's farms, farmland, and managed forest lands and a brief description of any that are under threat.		
Information on the number of parcels and acres of farmland, tree growth, and open space enrolled in the state's farm, tree growth, and open space law taxation programs, including changes in enrollment over the past 10 years.		
A description of any community farming and forestry activities (e.g. community garden, farmer's market, or community forest).		
<b>Policies</b>		
To safeguard lands identified as prime farmland or capable of supporting commercial forestry.		
To support farming and forestry and encourage their economic viability.		
<b>Strategies</b>		
Consult with the Maine Forest Service district forester when developing any land use regulations pertaining to forest management practices as required by 12 M.R.S.A. §8869.		
Consult with Soil and Water Conservation District staff when developing any land use regulations pertaining to agricultural management practices.		
Amend land use ordinances to require commercial or subdivision developments in critical rural areas, if applicable, maintain areas with prime farmland soils as open space to the greatest extent practicable.		
Limit non-residential development in critical rural areas (if the town designates critical rural areas) to natural resource-based businesses and services, nature tourism/outdoor recreation businesses, farmers' markets, and home occupations.		
Encourage owners of productive farm and forest land to enroll in the current use taxation programs.		
Permit land use activities that support productive agriculture and forestry operations, such as roadside stands, greenhouses, firewood operations, sawmills, log buying yards, and pick-your-own operations.		
Include agriculture, commercial forestry operations, and land conservation that supports them in local or regional economic development plans.		
<b>Comments:</b>		

<b>Marine Resources (if applicable)</b>	<b>✓</b>	<b>Page</b>
<b>Analyses</b>		
Is coastal water quality being monitored on a regular basis?		
Is there a local or regional plan in place to identify and eliminate pollution sources?		
Has closing of clam or worm flats threatened the shellfishing industry, and are sources of contamination known? If so, are sources point (direct discharge) or nonpoint sources?		



Are traditional water-dependent uses thriving or in decline? What are the factors affecting these uses? If current trends continue, what will the waterfront look like in 10 years?		
Is there reasonable balance between water-dependent and other uses, and between commercial and recreational uses? If there have been recent conversions of uses, have they improved or worsened the balance?		
How does local zoning treat land around working harbors?		
Is there a local or regional harbor or bay management plan? If not, is one needed?		
Are there local dredging needs? If so, how will they be addressed?		
Is there adequate access, including parking, for commercial fishermen and members of the public? Are there opportunities for improved access?		
Are important points of visual access identified and protected?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Marine Resources Data Set prepared and provided to the community by the Department of Marine Resources, and the Office, or their designees.		
A map and / or description of water-dependent uses.		
A brief summary of current regulations influencing land use patterns on or near the shoreline.		
A description of any local or regional harbor or bay management plans or planning efforts.		
The location of facilities (wharves, boat ramps, pump-out stations, etc.), with a brief description of any regional or local plans to improve facilities.		
A description or map showing public access points to the shore. Include a brief description of their use, capacity, physical condition, and plans to improve, expand, or acquire facilities such as parking or toilets.		
A list of scenic resources along the shoreline, including current ownership (public or private) and any protections.		
<b>Policies</b>		
To protect, maintain and, where warranted, improve marine habitat and water quality.		
To foster water-dependent land uses and balance them with other complementary land uses.		
To maintain and, where warranted, improve harbor management and facilities.		
To protect, maintain and, where warranted, improve physical and visual public access to the community's marine resources for all appropriate uses including fishing, recreation, and tourism.		
<b>Strategies</b>		
Identify needs for additional recreational and commercial access (which includes parking, boat launches, docking space, fish piers, and swimming access).		
Encourage owners of marine businesses and industries to participate in clean marina/boatyard programs.		

Provide information about the Working Waterfront Access Pilot Program and current use taxation program to owners of waterfront land used to provide access to or support the conduct of commercial fishing activities.		
Support implement of local and regional harbor and bay management plans.		
If applicable, provide sufficient funding for and staffing of the harbormaster and/or harbor commission.		
Work with local property owners, land trusts, and others to protect major points of physical and visual access to coastal waters, especially along public ways and in public parks.		
<b>Comments:</b>		

<b>Population and Demographics</b>	✓	Page
<b>Analyses</b>		
Is the rate of population change expected to continue as in the past, or to slow down or speed up? What are the implications of this change?		
What will be the likely demand for housing and municipal and school services to accommodate the change in population and demographics, both as a result of overall change and as a result of change among different age groups?		
Does your community have a significant seasonal population, is the nature of that population changing? What is the community's dependence on seasonal visitors?		
If your community is a service center or has a major employer, are additional efforts required to serve a daytime population that is larger than its resident population?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Population and Demographic Data Set (including relevant local, regional, and statewide data) prepared and provided to the community by the Office or its designee.		
<b>Policies</b>		
None required.		
<b>Strategies</b>		
None required.		
<b>Comments:</b>		

<b>Economy</b>	✓	Page
<b>Analyses</b>		
Is the economy experiencing significant change, and how does this, or might this, affect the local population, employment, and municipal tax base?		
Does the community have defined priorities for economic development? Are these priorities reflected in regional economic development plans?		
If there is a traditional downtown or village center(s) in the community? If so, are they deteriorating or thriving?		

Is tourism an important part of the local economy? If so, what steps has the community taken to support this industry?		
Do/should home occupations play a role in the community?		
Are there appropriate areas within the community for industrial or commercial development? If so, are performance standards necessary to assure that industrial and commercial development is compatible with the surrounding land uses and landscape?		
Are public facilities, including sewer, water, broadband access or three-phase power, needed to support the projected location, type, and amount of economic activity, and what are the issues involved in providing them?		
If there are local or regional economic development incentives such as TIF districting, do they encourage development in growth areas?		
How can/does the community use its unique assets such as recreational opportunities, historic architecture, civic events, etc. for economic growth?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Economic Data Set prepared and provided to the community by the Office or its designee.		
A brief historical perspective on how and why the current economy of the community and region developed.		
A list of local and regional economic development plans developed over the past five years, which include the community.		
Where does the community's population work and where do employees in your community reside? A description of the major employers in the community and labor market area and their outlook for the future.		
A description of any economic development incentive districts, such as tax increment financing districts, in the community.		
<b>Policies</b>		
To support the type of economic development activity the community desires, reflecting the community's role in the region.		
To make a financial commitment, if necessary, to support desired economic development, including needed public improvements.		
To coordinate with regional development corporations and surrounding towns as necessary to support desired economic development.		
<b>Strategies</b>		
If appropriate, assign responsibility and provide financial support for economic development activities to the proper entity (e.g., a local economic development committee, a local representative to a regional economic development organization, the community's economic development director, a regional economic development initiative, or other).		
Enact or amend local ordinances to reflect the desired scale, design, intensity, and location of future economic development.		
If public investments are foreseen to support economic development, identify the mechanisms to be considered to finance them (local tax dollars, creating a tax increment financing district, a Community Development Block Grant or other grants, bonding, impact fees, etc.)		
Participate in any regional economic development planning efforts.		

**Comments:**

Housing	✓	Page
<b>Analyses</b>		
How many additional housing units (if any), including rental units, will be necessary to accommodate projected population and demographic changes during the planning period?		
Is housing, including rental housing, affordable to those earning the median income in the region? Is housing affordable to those earning 80% of the median income? If not, review local and regional efforts to address issue.		
Are seasonal homes being converted to year-round use or vice-versa? What impact does this have on the community?		
Will additional low and moderate income family, senior, or assisted living housing be necessary to meet projected needs for the community? Will these needs be met locally or regionally?		
Are there other major housing issues in the community, such as substandard housing?		
How do existing local regulations encourage or discourage the development of affordable/workforce housing?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Housing Data Set prepared and provided to the community by the Maine State Housing Authority, and the Office, or their designees.		
Information on existing local and regional affordable/workforce housing coalitions or similar efforts.		
A summary of local regulations that affect the development of affordable/workforce housing.		
<b>Policies</b>		
To encourage and promote adequate workforce housing to support the community's and region's economic development.		
To ensure that land use controls encourage the development of quality affordable housing, including rental housing.		
To encourage and support the efforts of the regional housing coalitions in addressing affordable and workforce housing needs.		
<b>Strategies</b>		
Maintain, enact or amend growth area land use regulations to increase density, decrease lot size, setbacks and road widths, or provide incentives such as density bonuses, to encourage the development of affordable/workforce housing.		
Maintain, enact or amend ordinances to allow the addition of at least one accessory apartment per dwelling unit in growth areas, subject to site suitability.		
Create or continue to support a community affordable/workforce housing committee and/or regional affordable housing coalition.		

Designate a location(s) in growth areas where mobile home parks are allowed pursuant to 30-A M.R.S.A. §4358(3)(M) and where manufactured housing is allowed pursuant to 30-A M.R.S.A. §4358(2).		
Support the efforts of local and regional housing coalitions in addressing affordable and workforce housing needs.		
Seek to achieve a level of at least 10% of new residential development built or placed during the next decade be affordable.		
<b>Comments:</b>		

<b>Recreation</b>	<b>✓</b>	<b>Page</b>
<b>Analyses</b>		
Will existing recreational facilities and programs in the community and region accommodate projected growth or changes in age groups in your community?		
Is there a need for certain types of services or facilities or to upgrade or enlarge present facilities to either add capacity or make them more usable?		
Are important tracts of open space commonly used for recreation publicly-owned or otherwise permanently conserved?		
Does the community have a mechanism, such as an open space fund or partnership with a land trust, to acquire important open spaces and access sites, either outright or through conservation easements?		
Does the public have access to each of the community's significant water bodies?		
Are recreational trails in the community adequately maintained? Are there use conflicts on these trails?		
Is traditional access to private lands being restricted?		
<b>Condition and Trends</b>		
The community's Comprehensive Planning Recreation Data Set prepared and provided to the community by the Department of Conservation, and the Office, or their designees.		
A description of important public and private active recreation programs, land and water recreation areas (including hunting and fishing areas), and facilities in the community and region, including regional recreational opportunities as appropriate, and identification of unmet needs.		
An inventory of any fresh or salt water bodies in the community determined locally to have inadequate public access.		
A description of local and regional trail systems, trail management organizations, and conservation organizations that provide trails for all-terrain vehicles, snowmobiling, skiing, mountain biking, or hiking.		
A map or list of important publicly-used open spaces and their associated facilities, such as parking and toilet facilities.		
<b>Policies</b>		
To maintain/upgrade existing recreational facilities as necessary to meet current and future needs.		
To preserve open space for recreational use as appropriate.		

To seek to achieve or continue to maintain at least one major point of public access to major water bodies for boating, fishing, and swimming, and work with nearby property owners to address concerns.		
<b>Strategies</b>		
Create a list of recreation needs or develop a recreation plan to meet current and future needs. Assign a committee or community official to explore ways of addressing the identified needs and/or implementing the policies and strategies outlined in the plan.		
Work with public and private partners to extend and maintain a network of trails for motorized and non-motorized uses. Connect with regional trail systems where possible.		
Work with an existing local land trust or other conservation organizations to pursue opportunities to protect important open space or recreational land.		
Provide educational materials regarding the benefits and protections for landowners allowing public recreational access on their property. At a minimum this will include information on Maine's landowner liability law regarding recreational or harvesting use, Title 14, M.R.S.A. §159-A.		
<b>Comments:</b>		

<b>Transportation (applicable if community has no MaineDOT approved STPA transportation plan)</b>	✓	Page
<b>Analyses</b>		
What are the transportation system concerns in the community and region? What, if any, plans exist to address these concerns?		
Are conflicts caused by multiple road uses, such as a major state or U.S. route that passes through the community or its downtown and serves as a local service road as well?		
To what extent do sidewalks connect residential areas with schools, neighborhood shopping areas, and other daily destinations?		
How are walking and bicycling integrated into the community's transportation network (including access to schools, parks, and other community destinations)?		
How do state and regional transportation plans relate to your community?		
What is the community's current and approximate future budget for road maintenance and improvement?		
Are there parking issues in the community? If so what are they?		
If there are parking standards, do they discourage development in village or downtown areas?		
Do available transit services meet the current and foreseeable needs of community residents? If transit services are not adequate, how will the community address the needs?		
If the community hosts a transportation terminal, such as an airport, passenger rail station, or ferry terminal, how does it connect to other transportation modes (e.g. automobile, pedestrian, bicycle, transit)?		

<p>If the community hosts or abuts any public airports, what coordination has been undertaken to ensure that required airspace is protected now and in the future? How does the community coordinate with the owner(s) of private airports?</p>		
<p>If you are a coastal community are land-side or water-side transportation facilities needed? How will the community address these needs?</p>		
<p>Does the community have local access management or traffic permitting measures in place?</p>		
<p>Do the local road design standards support the community's desired land use pattern?</p>		
<p>Do the local road design standards support bicycle and pedestrian transportation?</p>		
<p>Do planned or recently built subdivision roads (residential or commercial) simply dead-end or do they allow for expansion to adjacent land and encourage the creation of a network of local streets? Where dead-ends are unavoidable, are mechanisms in place to encourage shorter dead-ends resulting in compact and efficient subdivision designs?</p>		
<p><b>Condition and Trends</b></p>		
<p>The community's Comprehensive Planning Transportation Data Set prepared and provided to the community by the Department of Transportation, and the Office, or their designees.</p>		
<p>Location and overall condition of roads, bridges, sidewalks, and bicycle facilities, including any identified deficiencies or concerns.</p>		
<p>Identify potential on and off-road connections that would provide bicycle and pedestrian connections to neighborhoods, schools, waterfronts and other activity centers.</p>		
<p>Identify major traffic (including pedestrian) generators, such as schools, large businesses, public gathering areas/activities, etc. and related hours of their operations.</p>		
<p>Identify policies and standards for the design, construction and maintenance of public and private roads.</p>		
<p>List and locate municipal parking areas including capacity, and usage.</p>		
<p>Identify airports within or adjacent to the community and describe applicable airport zoning and airspace protection ordinances your community has in place.</p>		
<p>Identify bus or van services.</p>		
<p>Identify existing and proposed marine and rail terminals within your community including potential expansions.</p>		
<p>If coastal communities identify public ferry service and private boat transportation support facilities (may be covered under Marine Resources with cross reference) including related water-side (docks/piers/wharves) and land-side (parking) facilities.</p>		
<p><b>Policies</b></p>		
<p>To prioritize community and regional needs associated with safe, efficient, and optimal use of transportation systems.</p>		
<p>To safely and efficiently preserve or improve the transportation system.</p>		

To promote public health, protect natural and cultural resources, and enhance livability by managing land use in ways that maximize the efficiency of the transportation system and minimize increases in vehicle miles traveled.		
To meet the diverse transportation needs of residents (including children, the elderly and disabled) and through travelers by providing a safe, efficient, and adequate transportation network for all types of users (motor vehicles, pedestrians, bicyclists).		
To promote fiscal prudence by maximizing the efficiency of the state or state-aid highway network.		
<b>Strategies</b>		
Develop or continue to update a prioritized improvement, maintenance, and repair plan for the community's transportation network.		
Initiate or actively participate in regional and state transportation efforts.		
Maintain, enact or amend local ordinances as appropriate to address or avoid conflicts with: a. Policy objectives of the Sensible Transportation Policy Act (23 M.R.S.A. §73); b. State access management regulations pursuant to 23 M.R.S.A. §704; and c. State traffic permitting regulations for large developments pursuant to 23 M.R.S.A. §704-A.		
Maintain, enact or amend ordinance standards for subdivisions and for public and private roads as appropriate to foster transportation-efficient growth patterns and provide for future street and transit connections.		
<b>Comments:</b>		

<b>Public Facilities and Services</b>	✓	Page
<b>Analyses</b>		
Are municipal services adequate to meeting changes in population and demographics?		
Has the community partnered with neighboring communities to share services, reduce costs and/or improve services? In what ways?		
If the community has a public sewer system, what issues or concerns are there currently and/or anticipated in the future? Is the sanitary district extension policy consistent with the Future Land Use Plan as required by (38 M.R.S.A. §1163), or will it be?		
If the community has a public water system are any public water supply expansions anticipated? If so, have suitable sources been identified and protected? Is the water district extension policy consistent with the Future Land Use Plan?		
If the town does not have a public sewer or water system, is this preventing the community from accommodating current and projected growth?		
Are existing stormwater management facilities adequately maintained? What improvements are needed? How might future development affect the existing system?		



How do residents dispose of septic tank waste? Are there issues or concerns regarding septic tank waste?		
Is school construction or expansion anticipated during the planning period? Are there opportunities to promote new residential development around existing and proposed schools?		
Is the community's emergency response system adequate? Are improvements needed?		
Is the solid waste management system meeting current needs? Is the community reducing the reliance on waste disposal and increasing recycling opportunities? Are improvements needed to meet future demand?		
Are improvements needed in the telecommunications and energy infrastructure?		
Are local and regional health care facilities and public health and social service programs adequate to meet the needs of the community?		
Will other public facilities, such as town offices, libraries, and cemeteries accommodate projected growth?		
To what extent are investments in facility improvements directed to growth areas?		
Does the community have a street tree program?		
<b>Condition and Trends</b>		
location of facilities and service areas (mapped as appropriate);		
general physical condition of facilities and equipment;		
capacity and anticipated demand during the planning period;		
identification of who owns/manages the systems;		
estimated costs of needed capital improvements to public facilities; and		

<p>the following information related to each of these public facilities and services:</p> <p>a. Sewerage and/or Water Supply – Identify number and types of users, and percent of households served</p> <p>b. Septage – Identify any community policies or regulations regarding septage collection and disposal.</p> <p>c. Solid Waste – Describe the community’s solid waste management system. Identify types and amounts of municipal solid waste and recycled materials for the past five (5) years.</p> <p>d. Stormwater Management – Identify combined sewer overflows. For Municipal Separate Stormwater System (MS4) communities, describe plan and status of the major goals of the MS4 requirements.</p> <p>e. Power and Communications – Availability of 3-phase power, Internet (including broadband), and cable within the community.</p> <p>f. Emergency Response System –Average call response times for fire, police, and emergency/rescue.</p> <p>g. Education – Identify school administrative unit. Include primary/secondary school system enrollment for the most recent year information is available and for the ten (10) years after the anticipated adoption of plan.</p> <p>h. Health Care - Describe major health care facilities (hospitals, clinics) and other providers serving the community. Identify public health and social services supported by the community through municipal subsidy.</p> <p>i. Municipal Government Facilities and Services – Describe facilities and staffing for municipal administrative, enforcement, and public works operations.</p> <p>j. Street Tree Program - Describe the community's street tree program.</p>		
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<b>Policies</b>		
To efficiently meet identified public facility and service needs.		
To provide public facilities and services in a manner that promotes and supports growth and development in identified growth areas.		
<b>Strategies</b>		
Identify any capital improvements needed to maintain or upgrade public services to accommodate the community’s anticipated growth and changing demographics.		
Locate new public facilities comprising at least 75% of new municipal growth-related capital investments in designated growth areas.		
Encourage local sewer and water districts to coordinate planned service extensions with the Future Land Use Plan.		
If public water supply expansion is anticipated, identify and protect suitable sources?		
Explore options for regional delivery of local services.		
<b>Comments:</b>		

<b>Fiscal Capacity and Capital Investment Plan</b>	✓	Page
<b>Analyses</b>		
How will future capital investments identified in the plan be funded?		

If the community plans to borrow to pay for capital investments, does the community have sufficient borrowing capacity to obtain the necessary funds?		
Have efforts been made by the community to participate in or explore sharing capital investments with neighboring communities? If so, what efforts have been made?		
<b>Condition and Trends</b>		
Identify community revenues and expenditures by category for the last five (5) years and explain trends.		
Describe means of funding capital items (reserve funds, bonding, etc.) and identify any outside funding sources.		
Identify local and state valuations and local mil rates for the last five (5) years.		
How does total municipal debt (including shares of county, school and utility) compare with the statutory and Maine Bond Bank recommended limits on such debt?		
<b>Policies</b>		
To finance existing and future facilities and services in a cost effective manner.		
To explore grants available to assist in the funding of capital investments within the community.		
To reduce Maine's tax burden by staying within LD 1 spending limitations.		
<b>Strategies</b>		
Explore opportunities to work with neighboring communities to plan for and finance shared or adjacent capital investments to increase cost savings and efficiencies.		
<b>Capital Investment Plan</b>		
The comprehensive plan must include a capital investment plan that:		
(1) Identifies and summarizes anticipated capital investment needs within the planning period in order to implement the comprehensive plan, including estimated costs and timing, and identifies which are municipal growth-related capital investments;		
(2) Establishes general funding priorities among the community capital investments; and		
(3) Identifies potential funding sources and funding mechanisms.		
<b>Comments:</b>		

<b>Existing Land Use</b>	✓	Page
<b>Analyses</b>		
Is most of the recent development occurring: lot by lot; in subdivisions; or in planned developments? Is recent development consistent with the community's vision?		

What regulatory and non-regulatory measures would help promote development of a character, and in locations that are consistent with the community's vision?		
Is the community's administrative capacity adequate to manage its land use regulation program, including planning board and code enforcement officer?		
Are floodplains adequately identified and protected? Does the community participate in the National Flood Insurance Program? If not, should it? If so, is the floodplain management ordinance up to date and consistently enforced? Is the floodplain management ordinance consistent with state and federal standards?		
<b>Condition and Trends</b>		
An existing land use map, by land use classification (such as mixed-use, residential, commercial, institutional, industrial, agricultural, commercial forests, marine, park/recreational, conserved, and undeveloped land).		
A summary of current lot dimensional standards.		
A description or map identifying the location of lots and primary structures created within the last ten years. Include residential, institutional, commercial, and industrial development.		
Provide a brief description of existing land use regulations and other tools utilized to manage land use, including shoreland zoning, floodplain management, subdivision, site plan review, and zoning ordinances.		
Estimate the minimum amount of land needed to accommodate projected residential, institutional, commercial, or industrial development at least ten (10) years into the future.		
<b>Policies</b>		
None Required		
<b>Strategies</b>		
None Required		
<b>Comments:</b>		

Future Land Use Plan	✓	Page
<b>Analyses</b>		
Does the Future Land Use Plan align and/or conflict with the community's vision statement?		
Is the configuration of the growth area(s) shaped by natural opportunities and/or constraints (i.e. the physical suitability or unsuitability of land for development)? The location of public facilities? The transportation network?		
How does the Future Land Use Plan relate to recent development trends?		
Given current regulations, development trends, and population projections, estimate how many new residential units and how much commercial, institutional, and/or industrial development will likely occur in the planning period? Where is this development likely to go?		
How can critical natural resources and important natural resources be effectively protected from future development impacts?		

<b>Components</b>		
<p>A map or maps showing:</p> <ul style="list-style-type: none"> <li>a. Growth area(s) (unless exempted) and Rural area(s) and any land use districts within each;</li> <li>b. Critical Natural Resources in accordance with 4.3.F, above</li> <li>c. Any of the following optional land use areas, if proposed, along with any land use districts within each: Transitional, Critical Rural, Critical Waterfront.</li> </ul>		
<p>A map depicting the constraints to development identified in the plan (may be a combination of maps from other sections).</p>		
<p>A narrative description of each land use district including:</p> <ul style="list-style-type: none"> <li>a. The district's relationship to the community's vision;</li> <li>b. The district's natural opportunities and/or constraints;</li> <li>c. The types and intensity of proposed land uses, including residential density;</li> <li>d. The compatibility or incompatibility of proposed uses to current uses, critical natural resources and important natural resources within and around the district along with any special development considerations (e.g. need for additional buffers, conservation subdivision provisions, architectural design standards, etc.); and</li> <li>e. Any anticipated major municipal capital investments needed to support the proposed land uses.</li> </ul>		
<b>Policies</b>		
<p>To coordinate the community's land use strategies with other local and regional land use planning efforts.</p>		
<p>To support the locations, types, scales, and intensities of land uses the community desires as stated in its vision.</p>		
<p>To support the level of financial commitment necessary to provide needed infrastructure in growth areas.</p>		
<p>To establish efficient permitting procedures, especially in growth areas.</p>		
<p>To protect critical rural and critical waterfront areas from the impacts of development.</p>		
<b>Strategies</b>		
<p>Assign responsibility for implementing the Future Land Use Plan to the appropriate committee, board or municipal official.</p>		
<p>Using the descriptions provided in the Future Land Use Plan narrative, maintain, enact or amend local ordinances as appropriate to:</p> <ul style="list-style-type: none"> <li>a. Clearly define the desired scale, intensity, and location of future development;</li> <li>b. Establish or maintain fair and efficient permitting procedures, and explore streamlining permitting procedures in growth areas; and</li> <li>c. Clearly define protective measures for critical natural resources and, where applicable, important natural resources.</li> <li>d. Clearly define protective measures for any proposed critical rural areas and/or critical waterfront areas, if proposed.</li> </ul>		

Include in the Capital Investment Plan anticipated municipal capital investments needed to support proposed land uses.		
Meet with neighboring communities to coordinate land use designations and regulatory and non-regulatory strategies.		
Provide the code enforcement officer with the tools, training, and support necessary to enforce land use regulations, and ensure that the Code Enforcement Officer is certified in accordance with 30-A M.R.S.A. §4451.		
Track new development in the community by type and location.		
Direct a minimum of 75% of new municipal growth-related capital investments into designated growth areas identified in the Future Land Use Plan.		
Periodically (at least every five years) evaluate implementation of the plan in accordance with Section 2.7.		
<b>Comments:</b>		