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WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
OCTOBER 20, 2020

Preliminary Minutes

Present: Kim Andersson, Chair Pam Dunning, Vice Chair Kathy Martin-Savage, Jeff Slack, Sarah Whitfield, and Town Manager Dennis Simmons

Chair Pam Dunning called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

- a. **Kathy Martin-Savage moved to approve the payroll warrants of October 9 and 16, 2020. Vote 5-0-0.**
- b. **Kathy Martin-Savage moved to approve the accounts payable warrants of September 22 and 29 and October 6, 13, and 20, 2020. Vote 5-0-0.**

3. Approval of Minutes

Kathy Martin-Savage moved to approve the minutes of October 6, 2020. Vote 5-0-0.

4. Special Presentations and Awards – none

5. Committee Appointments – none

6. Public Hearings

- a. Special Amusement Permit – Richard and Vanessa Jordan DBA Wiscasset Speedway, LLC

Kathy Martin-Savage moved to open the public hearing. Vote 5-0-0. Kevin Smith of Wiscasset opposed the granting of the permit saying that there was no specificity in the application regarding the request to extend the time of operation or what other groups might be using the facility. Vanessa Jordan of the Wiscasset Speedway said that there was nothing in the application that would change the operation as it has existed for the past eight or nine years. Other groups using the speedway would include monster trucks, a circus, concerts, etc. Kim Andersson noted the generosity of the speedway in hosting the high school graduation. Jeff Slack added that from the beginning the speedway was invested in Wiscasset. Pam Dunning said although she did not oppose the speedway, she objected to the wording in the application regarding the ability to operate after the 10 p.m. closing time. She said that originally, when she was on the board previously, the applicant was required to apply for an extension to the closing time for each event. **Kim Andersson moved to close the public hearing. Vote 5-0-0. Jeff Slack moved to approve the application. Vote 4-1-0 (Dunning opposed).**

- b. Automobile Graveyard and/or Junkyard Permit Renewals

Kim Andersson moved to open the public hearing. Vote 5-0-0. Andersson confirmed that the businesses had been inspected by the Code Enforcement Officer. **Kim Andersson moved to close the public hearing. Vote 5-0-0. Kathy Martin-Savage moved to approve the permits for Blagden's Garage; Grover Auto and Tire, Inc.; and Pro Body Works. Vote 5-0-0.**

c. Liquor License-Daniel Dyer DBA Barnhouse Grill and Pub

Kathy Martin-Savage moved to open the public hearing for the Liquor License of Daniel Dyer DBA Barnhouse Grill and Pub. Vote 5-0-0. Daniel Dyer said all would be welcome when the pub was open and promised fabulous entertainment. **Kim Andersson moved to close the public hearing. Vote 5-0-0. Kathy Martin-Savage moved to approve the liquor license of Daniel Dyer DBA Barnhouse Grill and Pub. Vote 5-0-0.**

7. Public Comment

Terry Heller said that Nightmare on Federal Street will begin at 4:30, later than usual because the full moonrise will take place at 5:50 p.m. She said there will be safety precautions with six-foot social distancing. She also reported, as a member of the Appearance of the Town Committee, that the improvements to the Sunken Garden were almost complete except for the gates at the arch and invited the board to visit. She said she will at a future meeting request funds for a railing on the stairs, cost estimated at \$800.

8. Department Head or Committee Chair

a. Department Head monthly reports: Kathy Martin-Savage thanked the directors and noted that the reports were well done.

b. Town Clerk request for normal business hours five days prior to elections: Dennis Simmons said normally the board approves the Town Clerk's request to not stay open after normal office hours on the week before Election Day; however, this year he recommended and the Town Clerk agreed to stay open two hours later on Tuesday and Wednesday before Election Day for registrations and absentee ballots.

9. Unfinished Business

10. New Business

a. New Business Licenses

- Brian Emmons, DBA Brian's Welding and Fabrication, 21 Fowle Hill Road
- Nicolas West, DBA Pure Cleaning Solutions, 138 Rumerill Road

Jeff Slack moved to approve the business licenses for Brian Emmons and Nicolas West. Vote 5-0-0.

b. Bid Openings: Police Cruiser

The following bids were received:

Rockland Ford: 2021 Ford Explorer Police Package hybrid: \$36,282.45

Rockland Ford: 2021 Ford Explorer Police Package gas only: \$33,166.35

Quirk Auto: 2021 Ford Interceptor Utility \$33,212.00
Quirk Auto: 2021 Ford Interceptor Utility \$32,441.00
Darling's: 2021 Police Interceptor gas only: \$32,420.00
Darling's: 2020 Police Interceptor hybrid: \$39,782.00

Kim Andersson moved to authorize the Police Chief and Town Manager to review the bids and award the bid to the lowest qualified bidder. Vote 5-0-0.

c. Monthly Financials

- Department year to date expense report
- H.M.Payson Statement of Accounts

11. Town Manager's Report

a. Maine Yankee Impact fee/assessment: Simmons reported that the first installment of the \$115,326.96 impact fee had been received.

b. November 3 Board meeting/location: Simmons said because of the election on November 3, the next select board meeting will be held at the municipal building hearing room.

12. Assessor's Business

a. Abatements

- De Lage Landen Financial Services, Inc., Personal Property Account #347 for \$46.28.
- Martin D and Lauren M. Jackson, 15 Bradford Road, \$464.77

Jeff Slack moved to approve the abatement for De Lage Landen Financial Services, Inc. in the amount of \$46.28 and the abatement for Martin D and Lauren M. Jackson for \$464.77. Vote 5-0-0.

13. Other Board Business

a. Executive Session to consider poverty abatement applications. At 6:43 p.m., **Kathy Martin-Savage moved to enter executive session pursuant to the provisions of Title 36, §841(2) MRSA to consider requests for abatement of taxes for reasons of poverty. Vote 5-0-0.** At 7:02 p.m., **Kathy Martin-Savage moved to leave executive session. Vote 5-0-0.** **Kim Andersson moved to deny the poverty abatements 102020A and 102020B. Vote 5-0-0.**

14. Adjournment

Sarah Whitfield moved to adjourn the meeting at 7:04 p.m. Vote 5-0-0.



<i>Internal use only</i>	
TEDOCS #:	_____
CT #:	_____
CSN #:	_____
PROGRAM:	_____

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State of Maine
DEPARTMENT of TRANSPORTATION
COOPERATIVE AGREEMENT

Wiscasset, Maine
Downtown Improvements Project

This Agreement (the "Agreement") is entered into by and between the **State of Maine, by and through its Department of Transportation**, an agency of state government having its principal administrative offices located at Child Street, Augusta, Maine (the "Department"), and the **Municipality of Wiscasset**, a municipal corporation located in the County of Lincoln having its principal administrative offices located at 51 Bath Road, Wiscasset, Maine (the "Municipality") (the Department and the Municipality jointly hereafter being the "Parties"), regarding the Downtown Improvements Highway and Traffic Improvements project on and adjacent to Main Street (U.S. Route 1) in Wiscasset, State Work Identification Number (WIN): 21843.00 (the "Project").

BACKGROUND

1. The Project work on Main Street began at its intersection with Federal Street/Fort Hill Street and extended northerly to the southern abutment of Donald Davey Bridge. The Project also included work on Department property known as "Railroad Avenue," Water Street, Middle Street and Creamery Wharf in the downtown village area of the Municipality. The work on Main Street primarily consisted of the installation of traffic signals, the removal of the existing diagonal parking spaces, the installation of improved sidewalks with lighting and other amenities, and paving, striping and establishment of new crosswalks and pedestrian signals with the goal of improving the safety and mobility of motorized and non-motorized traffic along U.S. Route.
2. Additionally, the Project work included repaving and new sidewalks on adjacent sections of Water Street and Middle Street and improvements to the Railroad Avenue property, including a paved, one-way road with a new sidewalk, lighting, fencing, parallel parking and a new parking lot to replace parking spaces removed from Main Street.
3. To provide additional replacement parking on the southern side of Main Street, the Department acquired a property on Water Street from Coastal Enterprises, Inc. (CEI) which was the former Haggett Garage property (the "Haggett Lot"), razed the CEI building, and established a gravel public parking lot for public use during construction of the Project. The Department made clear at that time its intention to convey the Haggett

Lot to the Municipality at the conclusion of Project construction so that, going forward, it can be used for public parking and serve as an important component of the strategy for addressing congestion and pedestrian safety on Main Street.

4. The Project was advertised and awarded to the low bidder, Pike Industries (the "Contractor"). Construction commenced in Fall of 2018 and is anticipated to be completed in June of 2020.
5. As part of finalizing the Project, the Department and the Municipality wish to set out the understanding of the Parties with regard to the conveyance of the Haggett Lot to the Municipality and the Municipality's operation of the property for public parking and with regard to their respective ongoing maintenance responsibilities involving the new sidewalks and street lights on Main Street, the new traffic light system on Main Street, the modified parallel parking spaces on Middle Street and Water Street, the new parking spaces on Railroad Avenue, the new lighting and fence adjacent to the Railroad Avenue parking area, and other amenities installed by the Department's Contractor as part of the Project.
6. In light of the above, the Parties agree to undertake the commitments and responsibilities set forth below.

AGREEMENT

7. As part of Project construction activities in the 2020 work season, the Department's Contractor will complete the paving and striping of parking spaces at the Haggett Lot prior to the conveyance of the Haggett Lot to the Municipality. The Municipality hereby agrees to accept the conveyance of the Haggett Lot by Governor's Deed in substantially the form attached hereto as Exhibit A at the completion of Project construction and to use and maintain this property for public parking as a condition of the conveyance with the understanding that, through the exercise of its police power, the Municipality may impose fees for the use of this parking lot by the public.
8. Additionally, the Municipality agrees, after the completion of Project construction, to assume responsibility for the year-round operation and maintenance of all properties improved by the Project, other than the U.S. Route 1 travel lanes and shoulders, in such a manner as necessary to preserve their use and function. These obligations include, but are not limited to, the following:
 - (a) winter and summer maintenance of all sidewalks, sidewalk amenities (including but not limited to benches and landscaping), parking facilities and all other facilities installed or constructed in connection with the Project. Expected maintenance also includes replacement of landscaping and signs, repaving of parking lots, and other periodic capital improvements as needed;
 - (b) annual painting of crosswalks and striping of parking lots and parallel parking spaces on Middle Street, Water Street, and Railroad Avenue;

(c) maintenance of street lights, sidewalk lighting, and other lighting purchased or installed in connection with the Project including payment of all associated electrical service, maintenance and periodic light bulb replacement as needed. The Municipality agrees to maintain all lights with equipment technology equal to or greater than that which has been installed as part of the Project; and,

(d) maintenance of the granite bollards and chains installed on Main Street to prevent pedestrians from crossing the street other than at the signalized crossings installed as part of the Project work.

9. The Department agrees, at the time of the conveyance of the Haggett Lot to the Municipality after the completion of Project construction, to issue an Occupancy Agreement to the Municipality for those areas of Creamery Wharf and Railroad Avenue that are part of the State's Route 1 right-of-way but have been improved and made available to the Municipality to maintain for public parking and public use. The Occupancy Agreement will be substantially in the form attached hereto as Exhibit B.
10. The Department agrees to be responsible for the ongoing maintenance and coordination of the traffic and pedestrian signal systems installed on Main Street as part of the Project work and of the traffic signal installed at the intersection of Rt. 27 and U.S. Route 1. This provision supersedes the requirement in a previous Municipal/State Agreement that the Municipality maintain the new traffic signal at the intersection of Rt. 27 and U.S. Route 1.
11. The Municipality agrees to enforce parking within the spaces designated as part of the Project. The Municipality acknowledges that illegal parking outside of these designated parking spaces has the potential to interfere with the operation of the pedestrian crossing light system installed on Maine Street as part of the Project work.
12. The Municipality agrees that, except in an emergency or as allowed in 23 M.R.S. § 3351-A, it will prohibit the excavation of the highway or the paved parking areas within the limits of the Project and agrees to make all necessary notifications to abutters and occupants of the highway as otherwise required of any municipal government under the provisions of 23 M.R.S. § 3351. Thereafter, all future excavations of the right-of-way of the Project shall be regulated and controlled in the manner specified by the Department in its most recent *Rules and Regulations for Highway Openings* which is incorporated herein by reference.
13. The Municipality agrees to keep the right-of-way of the Project inviolate from all encroachments and agrees to remove, or cause to be removed, any such encroachments.
14. When applicable, the Municipality agrees to regulate all entrances to the highway within the right-of-way limits of the Project in accordance with the provisions of 23 M.R.S. § 704.

15. The Parties further agree to operate within the terms of this Agreement and in compliance with all applicable state and federal laws and regulations. The Parties shall fulfill all obligations diligently and cooperate in achieving the intent of this Agreement.
16. This Agreement constitutes the entire understanding between the Parties with respect to the Project described herein, and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement.
17. No assignment of this Agreement is contemplated, and in no event shall any assignment be made without the express written permission of the Department.
18. This Agreement shall be binding on, and shall inure to the benefit of, the Parties and their respective successors and assigns.
19. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if in writing signed by each party or an authorized representative of each party.
20. This Agreement is governed by, and will be construed and enforced in accordance with, the laws of the State of Maine.
21. Any communications, requests or notices required or appropriate to be given under this Agreement shall be in writing and mailed via U.S. Mail, Certified or Registered, Return Receipt Requested or sent via a recognized commercial carrier such as, but not limited to Federal Express, that requires a return receipt delivered to the sending party. Said communications, requests or notices shall be sent to the other party as follows:

The Department:

Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016
Attn.: Region 2 Manager

The Municipality:

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
Attn.: Town Manager

22. This Agreement, once signed by the duly authorized representatives of the Parties, shall remain in effect until completion of the Project, or until terminated under provisions of the Termination section of this Agreement, or until superseded by a new agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in duplicate, effective on the date last signed below.

MUNICIPALITY OF WISCASSET

**STATE OF MAINE
DEPARTMENT OF
TRANSPORTATION**

By: _____
Print Name: _____
Its _____
Duly authorized*
Date: _____

By: _____
Print Name: _____
Director,
Duly authorized*
Date: _____

** I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.*

DRAFT

EXHIBIT A

GOVERNOR'S DEED

The **STATE OF MAINE**, acting by and through its Governor, on recommendation of the Commissioner of the Department of Transportation ("Grantor"), having a mailing address of 16 State House Station, Augusta, ME 04333-0016, for consideration paid, pursuant to 23 M.R.S. Section 61(2), as amended, releases to the **INHABITANTS OF THE TOWN OF WISCASSET**, a public body politic and corporate organized and existing under the laws of the State of Maine, their successors and assigns forever ("Grantee"), having a mailing address of 51 Bath Road, Wiscasset, Maine 04578, all Grantor's right, title and interest in and to certain land situated on the westerly side of Water Street in the Town of Wiscasset, County of Lincoln, State of Maine, and more particularly described on the attached **Exhibit A, Legal Description** (the "Premises").

RESERVING TO THE STATE OF MAINE from this conveyance the perpetual right to enter upon the Premises to maintain any state or state-aid highway slopes and drainage facilities or installations that may exist.

THIS CONVEYANCE MADE subject to all above-ground and underground utility easements and installations, if any, located on the Premises, including but not limited to those rights which any utility enjoys over the above-described Premises for maintenance, location or relocation of poles or other installations.

NOTWITHSTANDING THE FOREGOING, Grantor gives this deed, and the Grantee accepts same, upon the express condition that the Premises hereby conveyed is to be used as a public parking area only, and if the Premises is used for any commercial or other non-public purposes, or is transferred to a non-public entity, the Premises shall at once revert to, and revest in, the Grantor, its successors and assigns, and such reversion, if it should occur, shall be automatic and require no further deed or other documentation in order to be effective.

GRANTOR MAKES NO REPRESENTATIONS or warranties with respect to the above-described Premises. The representations and warranties so excluded encompass, but are not limited to, those pertaining to: land use and environmental matters; fitness of the Premises or any portion thereof for any particular purpose; water quality or quantity; the condition or quality of the soil; real estate taxes; inchoate or unrecorded liens; or the existence, status, or condition of access to, public utilities serving the Premises. Any subsequent use of, improvement to, or construction on the Premises is subject to all applicable laws, regulations, ordinances, and permitting requirements.

[SIGNATURE ON THE FOLLOWING PAGE]

DRAFT

IN WITNESS WHEREOF, I, Janet T. Mills, Governor of the State of Maine, has executed this release and caused the name and great seal of the State of Maine to be hereto affixed this _____ day of _____, in the year two thousand twenty.

STATE OF MAINE

By: _____, Governor
Janet T. Mills

Affixed by: _____
Secretary of State

STATE OF MAINE
County of Kennebec

Date _____

Personally appeared before me the above-named Janet T. Mills, Governor of the State of Maine and acknowledged the foregoing instrument to be her free act and deed in her said capacity and the free act and deed of the State of Maine.

Before me,

Notary Public/Attorney at Law
Print Name: _____
My commission expires: _____

EXHIBIT B

OCCUPANCY AGREEMENT

This Occupancy Agreement is made this ___ day of _____, 2020, between the State of Maine, by and through its Department of Transportation (the "Department"), having a mailing address of 16 State House Station, Augusta, ME 04333-0016, and the Town of Wiscasset (the "Municipality"), a municipal corporation located in Lincoln County, Maine having a mailing address of 51 Bath Road, Wiscasset, Maine 04578.

I. Background.

1. The Department implemented a Traffic and Mobility Project in Wiscasset (WIN No: 21843.00) (the "Project") in 2018 with work on Main Street beginning at its intersection with Federal Street/Fort Hill Street and extending northerly to the southern abutment of the Donald Davey Bridge. The Project also included work on Department property known as "Railroad Avenue" and Creamery Wharf in the downtown village area of the Municipality. The work on Main Street primarily consisted of the installation of traffic signals, the removal of the existing diagonal parking spaces, the installation of granite bollards and chains, improved sidewalks with lighting and other amenities, and paving, striping and establishment of new crosswalks and pedestrian signals with the goal of improving the safety and mobility of motorized and non-motorized traffic along U.S. Route.

2. The improvements on Railroad Avenue included the installation of a paved one-way road with a new sidewalk, lighting, fencing, parallel parking spaces and a new parking lot to replace parking capacity in the Municipality after removal of the diagonal parking spaces from Main Street. The improvements on Creamery Wharf consisted of repaving and restriping the parking area owned partly by the Town and partly by MaineDOT, again with the goal of providing adequate public parking in the village area.

3. In a Memorandum of Agreement dated _____, 2020, between the Town and MaineDOT (the "MOA"), the Town has agreed to assume responsibility for year-round maintenance of all properties improved by the Project in such a manner as to preserve their use and function for the expected period of their useful life. These maintenance obligations include the ongoing maintenance of the improvements on Railroad Avenue and the State-owned portion of the repaved Creamery Wharf.

3. To carry out its agreed maintenance responsibilities on State-owned property, the Town requires access and use rights, and in light of the Town's undertaking, MaineDOT agrees it is the best interest of the travelling public to grant these rights under the following terms and conditions.

II. Grant of Occupancy Rights

1. In light of the above, the Department grants to the Town rights to access, maintain and manage (the "Occupancy Rights") on a year-round basis the improvements to Railroad Avenue

constructed as part of the Project work (the "Railroad Avenue Improvements") and improvements to the State-owned portion of Creamery Wharf constructed as part of the Project work (the "Creamery Wharf Improvements").

2. This grant of Occupancy Rights is intended to provide the Town with the ability to carry out its maintenance and management obligations for the Railroad Avenue Improvements and the Creamery Wharf Improvements as set out in the MOA. Additionally, this grant of Occupancy Rights is intended to provide the Town with the ability to add additional improvements at its sole expense to Railroad Avenue and Creamery Wharf so long as (a) MaineDOT approves plans for the additional improvements prior to their installation and (b) the additional improvements do not interfere with the safety and mobility of pedestrians and traffic in the downtown village area.

3. The Town agrees that all work and activities performed pursuant to or under authority of this Occupancy Agreement shall be done in accordance with all applicable federal, state and local laws, regulations and code requirements, including but not limited to electrical code requirements.

4. The Occupancy Rights are granted solely for the purposes stated in Section II, paragraphs 1 and 2 above. Nothing herein shall be construed or interpreted to permit use of the Department's Route 1 right of way for any other purposes.

7. This Occupancy Agreement shall not be assignable or transferable without the prior written consent of the Department.

8. The Municipality agrees that any and all rights conveyed by this Occupancy Agreement may be terminated and this Occupancy Agreement terminated by the Department at any time if the Department in its sole discretion determines either: a) that all or any portion of Railroad Avenue or the state-owned portion of Creamery Wharf is needed for transportation purposes; or b) that the Municipality has breached the terms and conditions of this Occupancy Agreement. In the event of such termination, the Department shall give the Municipality prior written notice which shall provide that the Municipality has thirty (30) days to cure any breach of this Occupancy Agreement or to remove any additional improvements installed by the Municipality pursuant to Section II, paragraph 2 above and not part of the Project work. The Municipality shall not be entitled to compensation in the event the Department terminates this Occupancy Agreement.

9. To the extent permissible by applicable law, the Municipality agrees to defend, indemnify and hold harmless the Department, its agents, attorneys, employees or independent contractors from any and all claims, actions, damages, liability or expense of any nature whatsoever arising out of losses and damages resulting from its exercise of the Occupancy Rights. Nothing herein is intended to waive the Department's or the Municipality's immunities under the Maine Tort Claims Act.

10. All correspondence and notices required or appropriate to be given under this Limited Use License shall be sent as follows:

MaineDOT: State of Maine
Department of Transportation
Region 2
State House Station 98
Augusta, ME 04333
Attention: Region 2 Engineer

Municipality: Town of Wiscasset
State of Maine
51 Bath Road
Wiscasset, ME 04578
Attention: Town Manager

13. The Town agrees that this Occupancy Agreement does not convey a real property right.

STATE OF MAINE
Department of Transportation

By: _____
James Andrews, P.E.
Region 2 Engineer, duly authorized

TOWN OF WISCASSET

By: _____
Its Representative, duly authorized

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Town of Wiscasset
Request for Proposal for Fire Door Replacement-*Extended*

The Town of Wiscasset's Wastewater Treatment Department is seeking bids for the replacement of 5 steel fire doors with double paned windows.

Qualified bids will include: the steel doors with windows, frames (including bottom threshold plates), kick plates, locking doorknobs, hinges, closing hardware, the cost of installation and removal of the old doors. Please include the lead times between order placement and actual installation.

The current door specifications are as follows:

- 1) Size: 83.25" x 35.75"; Frame: 6.75" wide; Window: 23" square, corner label reads: Falconer Glass Ind. Inc., Durasafe 3/16" U Tempered Safety Glass, ANSIZ97.1.1975 16CFR 1201-11 SGCC 1208
- 2) Same as above
- 3) Same as above
- 4) Size: 83.25" x 35.75"; Frame: 6.75" wide; Window: 18" x 36.25" corner label reads same as above
- 5) Size: 95.5" x 47.75"; Frame: 6.75" wide; Window: 24" x 36.5" corner label reads same as above

Please contact Robert Lalli at (207) 882-8222 or by email at wwtp@wiscasset.org for questions regarding this request for proposal.

Proposals must be submitted in a **sealed envelope marked "Fire Doors" to Town Manager Dennis Simmons, Wiscasset Town Office, 51 Bath Road, Wiscasset, ME 04578**. The deadline for submitting proposals for this project has been extended to November 3, 2020. Eligible bids must be received by 2 p.m. on Tuesday, November 3, 2020. Bids will be opened at the Board of Selectmen Meeting that evening, beginning at 6 p.m.

The Town of Wiscasset reserves the right to reject any or all bids.

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Design Services for Tidal Stream Crossing for
Old Ferry Road

Requests for Proposals: The Town of Wiscasset is requesting proposals from qualified engineering firms/individuals to provide design services for the roadway tidal stream crossing project for the Old Ferry Road in Wiscasset Maine.

Questions regarding this RFP: Ted Snowden, public works director, phone 207-882-8220, publicworks@wiscasset.org is the point of contact for all issues pertaining to this project.

Submission and deadline for proposals: Please provide 2 copies of your proposal in a SEALED envelope. Also please provide at least three references for previous work of this type. All proposals must be mailed or dropped off to: Town Manager, Town of Wiscasset, 51 Bath Road, Wiscasset, ME 04578. All proposals must be clearly marked "Old Ferry Road Tidal Stream Crossing" and be received by November 3, 2020 at 4 p.m. Proposals shall be opened and undergo a preliminary review at the Wiscasset Board of Selectmen meeting that evening. The WBS reserves the right to accept or reject any and all bids.

Background: The purpose of this RFP is to obtain design and engineering proposals for the replacement of the Old Ferry Road tidal stream crossing. Currently the tidal stream is utilizing an undersized culvert, which is failing. The town wishes to replace this culvert with a design that is proper for the unique properties of a tidal stream, protects the surrounding environment and permits the required vehicular traffic that utilize this road. Old Ferry Road is the only access to several properties, including the former Maine Yankee Atomic Power plant (currently a spent nuclear fuel storage facility), Molnlycke Health (a medical device company), and a Central Maine Power facility. The road ends at a town owned river landing that is utilized by worm and clam harvesters, as well as recreational boaters. A proper and lasting stream crossing is vital to the needs of these businesses and the town.

Scope of Services: Provide the town with a preliminary assessment of the crossing and an estimated cost so that the town may consider its financing options during the design phase of the project so that once the design is shovel ready, the town can proceed with the construction. Design stream crossing structures and produce construction plans, specifications, and engineer's cost estimate for each design, if more than one. Consult with state and federal officials to insure design compliance with federal and state rules regarding tidal stream crossings and provide documentation and/or required permits.

Stewart Abatement ORIGINAL COPY
10/1/2020

Rob Lalli

To: manager@wiscasset.org
Subject: Re: Stewart Abatement

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Dennis: James Stewart of 39 Bayview Heights, Wiscasset, is requesting a sewer bill abatement. His current sewer bill is \$239.20, and reflects water sprayed on his large flower and vegetable gardens. I recommend that Mr. Stewart should receive this abatement.

I use the record of the last 4 usage totals to establish a recent and common consumption. His last 4 totals (in cubic feet of usage) were 1,200, 1,300, 1,700, and 2,100. The average of those 4 is 1,575 cubic feet. I say his current bill usage should be 1,575 cubic feet.

Our billing rates are \$93.60 for 0-900 cu. Ft., then \$10.40 for each additional 100 cu. ft. The calculation for Mr. Stewart's bill is as follows: $\$93.60$ (for 0-900 cu.ft) + $(6 \times \$10.40)$ + $(.75 \times 10.40) = \$93.60 + \$62.40 + \$7.80 = \163.80 . The \$163.80 is what Mr. Stewart's current bill should be.

To figure the amount of his abatement, I subtract the \$163.80 from his actual bill amount of \$239.20. So $\$239.20 - \$163.80 = \$75.40$. Mr. Stewart's abatement amount should be \$75.40. I recommend that Mr. receive this abatement amount.

If you have any questions, do not hesitate to contact me.

Respectfully,



Rob Lalli, Superintendent
Wiscasset Sewer Department

Town of Wiscasset

General Sewer Abatement Request

Instructions

PLEASE READ CAREFULLY. Fill in all blanks, attach additional paperwork as necessary. This form is for the application of general abatements only. General abatements are only considered for Pool Fill-ups, Meter errors and Leaks, or Miscellaneous billing issues. For Second Meter/Outdoor Water Use abatements please use the Seasonal Outdoor Water Use Abatement Request Form. Any petition for abatement must be filed in writing to the Town of Wiscasset within 30 days of the date reflected in the "billing date" section from the front of the usage bill. The filing of this form does not guarantee that your abatement will be granted. The filing of this form does not relieve the applicant of the responsibility to pay the sewer usage bill in full by the due date specified. Abatements will be considered by the Town of Wiscasset on a case-by-case basis. Approved abatements will be reflected as an account credit in the next billing period. Return to: Wiscasset Wastewater Treatment Plant – 51 Bath Road-Wiscasset, Maine 04578

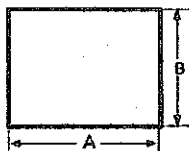
Subpart A - Account & Property Information		
39 Bayview Heights	3	431
Service Street Address	# of Bedrooms	Account #
STEWART	JAMES	
Last Name or Business Name	First Name	
508-735-4671	jimestewart@systemsak.com	
Contact Phone	Contact email	
9/21/00	\$ 116.96 ← (sewer portion is \$239.20)	
Date of contested Bill	Amount owed on contested bill	
<p>Your account must be in good standing for an abatement request to be considered. Please check the appropriate box to confirm that all past-due amounts have been paid or enclose payment for past due amounts.</p> <p><input checked="" type="checkbox"/> All past due amounts owed have been paid and this account is in good standing.</p> <p><input type="checkbox"/> A payment is enclosed to bring the account into good standing.</p> <p style="text-align: right;">Amount enclosed: \$ _____</p>		
Subpart B - Reason For Abatement Request		
<p>Please check one. For second meter/outdoor water use abatements please use the Seasonal Outdoor Water Use abatement for:</p>		
<input type="checkbox"/> 1. Pool Abatement For abatements of one-time pool fill-ups. This adjustment is for permanently installed in-up in ground or above ground pools only. This does not apply to temporary pools or seasonal refilling or topping off. Please attach a photo of the pool and provide pool dimensions in Subpart C. Attach copies of receipts for new pool, pool liner replacement, or leak service.	Enter date of pool fill box B1	Dates B1
<input type="checkbox"/> 2. Leak and Meter Abatement For abatements of water volumes caused by leaks that were not discharged to the sewer. meter This includes leaks on outdoor water pipes or on pipes prior to plumbing fixtures. This does error in box B2 not include leaking toilet valves or faucets. Attach documentation from water department and describe the reason for the abatement including any calculations in Subpart E	Enter date of leak or box B2	B2
<input checked="" type="checkbox"/> 3. Miscellaneous One-Time Abatement For all other one-time abatements and billing adjustments. These will be considered on a event case-by-case basis and any adjustment granted will be based on the circumstances described by the customer and by review of historical usage data. Describe the reason for the abatement including any calculations in Subpart D	Enter date of abatement in box B3	B3 9/21/00

This amount is water AND sewer!

Subpart C - Pool Abatement Calculation

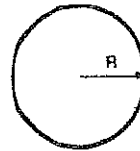
This section to be completed only by customers requesting an abatement for the fill up of a new pool, or the refilling of an existing pool due to liner replacement or leak repair.

Enter dimensions for your pool and attach a photo. For other pool shapes, please describe in detail in Subpart D and attach a photo.



Square / Rectangle Pool

Length (A) _____ Feet
Width (B) _____ Feet



Circular Pool

Radius (R) _____ Feet

Pool Volume - Determine the Pool Volume based on the calculations provided

Depth - Shallow End _____ Feet Square or Rectangular Pool Volume _____ CF
 Depth Deep End (if applicable) _____ Feet Average Depth x Length x Width
 Average Depth: _____ Feet Circular Pool Volume _____ CF
 Average Depth x Radius x Radius x 3.14

Subpart D - Abatement Description for Meter and Miscellaneous Issues

Please provide a written statement describing why you believe an abatement is owed on this account. If necessary, attach a written letter and associated documents. Please provide all calculations used to determine the amount of your request.

We HAVE EXTENSIVE gardens, both flower and vegetable gardens which we water often, we also HAVE AN outdoor shower which we use daily from April to October and we have a 500 gallon hot tub which we fill yearly in NOVEMBER.

The undersigned certifies under the pains and penalties of perjury that the information as contained herein is true and correct.

Sign Here Signature: *James Stewart* Date: 9/21/20
 Printed name: JAMES STEWART
Do not write below this line

Wastewater Treat Superintendent recommendation

Meets the criteria for abatement Does not meet the criteria for abatement _____

Robert T. Zelli 10/1/2020
 Wastewater Treatment Plant Supervisor Signature Date

Approval

Application approved by: _____ On date: _____

Meter Detail

Account: 431
 Tenant: STEWART, JAMES
 Owner: STEWART, JAMES
 Location: 39 BAYVIEW HEIGHTS

Type Code:
 Map Lot: R06-5C
 RE Account 0

Book / Seq: 5/910 Serial Number: 62970871
 Meter Size: 1 Remote Number: 62970871
 Meter Digits: 5 Avg Consumption: 17 Cons 1 0.00
 Frequency: 1 Combined: No 0 0.00
 Service: B Multiplier: 1 0 0.00
 Rate Code: W - 1 S - 1 Replacement: No 0 0.00
 Sewer RT Amt
 Adjust: 0 0.00
 Adjust Description:

Water Sewer
 Taxable Percentage: 0% 0%
 Billable Percentage: 100% 100%

Date	Status	Reading	Actual Cons	Billed Cons	Regular	Misc	Tax	Adjust	Amount
08/27/2020	B W	678	23	23	207.76	0.00	0.00	0.00	207.76
05/26/2020	B W	655	12	12	239.20	0.00	0.00	0.00	239.20
02/27/2020	B W	643	13	13	112.50	0.00	0.00	0.00	112.50
11/25/2019	B W	630	17	17	124.80	0.00	0.00	0.00	124.80
08/28/2019	B W	613	21	21	121.16	0.00	0.00	0.00	121.16
05/28/2019	B W	592	13	13	135.20	0.00	0.00	0.00	135.20
02/26/2019	B W	579	14	14	155.80	0.00	0.00	0.00	155.80
11/29/2018	B W	565	18	18	176.80	0.00	0.00	0.00	176.80
08/29/2018	B W	547	17	17	190.44	0.00	0.00	0.00	190.44
05/30/2018	B W	530	19	19	218.40	0.00	0.00	0.00	218.40
02/27/2018	B W	511	17	17	121.16	0.00	0.00	0.00	121.16
	S				104.00	0.00	0.00	0.00	104.00
	S				129.82	0.00	0.00	0.00	129.82
	S				112.00	0.00	0.00	0.00	112.00
	S				164.46	0.00	0.00	0.00	164.46
	S				144.00	0.00	0.00	0.00	144.00
	S				155.80	0.00	0.00	0.00	155.80
	S				136.00	0.00	0.00	0.00	136.00
	S				150.53	0.00	0.00	0.00	150.53
	S				152.00	0.00	0.00	0.00	152.00
	S				135.47	0.00	0.00	0.00	135.47
	S				136.00	0.00	0.00	0.00	136.00

Meter Detail

Account:	431	Map Lot:	R06-5C				
Tenant:	STEWART, JAMES	RE Account	0				
Owner:	STEWART, JAMES						
Location:	39 BAYVIEW HEIGHTS						
		Type Code:					
11/28/2017	B W 494	23	23	180.65	0.00	0.00	180.65
	S			184.00	0.00	0.00	184.00
08/28/2017	B W 471	16	16	111.27	0.00	0.00	111.27
	S			128.00	0.00	0.00	128.00
06/27/2017	B W 455	3	3	18.69	0.00	0.00	18.69
	S			20.57	0.00	0.00	20.57
05/26/2017	B W 452	7	7	65.42	0.00	0.00	65.42
	S			72.00	0.00	0.00	72.00
02/24/2017	B W 445	10	10	71.97	0.00	0.00	71.97
	S			80.00	0.00	0.00	80.00
11/29/2016	B W 435	28	28	189.87	0.00	0.00	189.87
	S			223.00	0.00	0.00	223.00
08/30/2016	B W 407	30	30	202.97	0.00	0.00	202.97
	S			237.00	0.00	0.00	237.00
05/26/2016	B W 377	15	15	104.72	0.00	0.00	104.72
	S			120.00	0.00	0.00	120.00
02/25/2016	B W 362	26	26	176.77	0.00	0.00	176.77
	S			208.00	0.00	0.00	208.00
11/25/2015	B W 336	29	29	196.42	0.00	0.00	196.42
	S			230.00	0.00	0.00	230.00
08/27/2015	B W 307	26	26	176.77	0.00	0.00	176.77
	S			208.00	0.00	0.00	208.00
05/28/2015	B W 281	18	18	124.37	0.00	0.00	124.37
	S			144.00	0.00	0.00	144.00
02/26/2015	B W 263	13	13	91.62	0.00	0.00	91.62
	S			104.00	0.00	0.00	104.00
24 bills				428	428	6,993.38	6,993.38

000645

9c

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 release to **ROBERTS, DOUGLAS. J/T ROBERTS, ELSIE C. OF 346 West Alna Road Wiscasset, ME 04578** a certain parcel of land located at 346 West Alna Road with buildings thereon, if any, located in the Municipality of WISCASSET, LINCOLN, County, State of Maine, identified as follows:

Map R05-049 on the Tax Maps of the Municipality of WISCASSET, prepared by John E. O'Donnell & Associates and dated April 1, 2019 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 **PROPERTY TAX LIEN(S)** recorded in the Lincoln County Registry of Deeds as follows:


DATE RECORDED	BOOK/PAGE	DATE RECORDED	BOOK/PAGE
JULY 20, 2010	4297/ 274		

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.

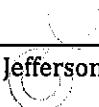
Witness our hands and seals this 3RD day of November, 2020. Board of Selectmen, Wiscasset, Maine




Pamela J. Dunning, Chair




Sarah M. Whitfield



Jefferson A. Slack



Katharine G. Martin-Savage



Kimberly H. Andersson

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____ day of _____, 2020

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.

MOLLY BONANG, Notary Public
My commission expires: August 29, 2023

9e

Town of Wiscasset, Maine Policy Regarding Check Disbursement Prior To Expenditure Warrant Approval

I. Purpose

The purpose of this policy is to allow for prompt payments of the obligations of the Town of Wiscasset by the Town Treasurer, and to allow for timely payment of bills submitted to the town, and for cash purchases by town staff prior to issuance of an expense warrant.

II. Scope

This policy is approved by the Board of Selectmen and applies to the Town Treasurer. It empowers the Treasurer to distribute certain funds prior to expenditure warrant approval. It is the policy of the Town of Wiscasset that all expenditures of town funds receive written approval of the Board of Selectmen pursuant to MRSA 30-A § 5603. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits. The Treasurer shall prepare a written warrant for signature to be presented at the regular Selectmen's meeting. Pursuant to MRSA 10 §9504, warrants may be signed by a digital signature and will have the same force and effect as a manual signature.

III. Permitted Disbursements Prior to Warrant Approval

The following expenditures may be made by the Treasurer of Wiscasset upon review and approval by any member of the Board of Selectmen, prior to final approval and signature on the Expenditure Warrant by the majority of Board of Selectmen. The Chair will be designated the responsibility of assuring the review will occur in a timely manner.

- A. Town Employee Payroll paid on a weekly schedule on Wednesdays, including reimbursement for expenditures, mileage less than \$500. All employee payroll checks are by direct deposit.
- B. Payments to Wiscasset School Department as obligated to be paid pursuant to Wiscasset School Department approved budget.
- C. Payment of state funds collected by the agent for the Bureau of Motor Vehicles, the Department of Inland Fisheries and Wildlife, State Animal Welfare Department, plumbing fees, and concealed weapon permit fees. Such funds are not considered municipal funds, though they are co-mingled with the town's checking account. The Treasurer/Human Resource Director shall verify that the proper balance is being paid.
- D. Payroll Taxes.
- E. Automatically deducted bank charges.
- F. Credit Card charges to avoid late fees.
- G. Loan payments to avoid late fees.

IV. Deadline for bill submission

To be considered for payment on the next expenditure warrant, bills for payment must be received by the Payables Clerk or Treasurer of Wiscasset at least three working days prior to the scheduled meeting of the Board of Selectmen at which an expenditure warrant signing is scheduled. The treasurer, may, at his/her discretion, present vouchers for payment after the deadline when time permits, or doing so is in the best interest of the town.

V. Term

This policy is effective for one year after its adoption, if not sooner amended or cancelled.



9f

UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION I
2100 RENAISSANCE BLVD.
KING OF PRUSSIA, PA 19406-2713

October 21, 2020

Docket No. 07200030

License No. SFGL-14

Mr. J. Stanley Brown, ISFSI Manager
Maine Yankee Atomic Power Company
321 Old Ferry Road
Wiscasset, ME 04578-4922

SUBJECT: MAINE YANKEE ATOMIC POWER COMPANY - NRC INDEPENDENT SPENT
FUEL STORAGE SECURITY INSPECTION REPORT NO. 07200030/2020401

Dear Mr. Brown:

On September 23, 2020, the U.S. Nuclear Regulatory Commission (NRC) completed an Independent Spent Fuel Storage Installation (ISFSI) security inspection at the Maine Yankee Atomic Power Company in Wiscasset, Maine. The inspection covered the licensee's physical security plan and the October 16, 2002, Interim Compensatory Measures for Dry Independent Spent Fuel Storage Installations Order and was conducted using NRC Inspection Procedure 81311, "Physical Security Requirements for Independent Spent Fuel Storage Installations."

The enclosed inspection report documents the inspection results, which were discussed with you and other members of your staff, on September 23, 2020.

The inspection examined activities conducted under your license as they relate to security and compliance with the Commission's rules and regulations and with the conditions of your license. The inspectors reviewed selected procedures and records, observed activities, and interviewed personnel.

Based on the results of this inspection, no findings were identified.

In accordance with Title 10 of the Code of Federal Regulations (10 CFR) 2.390, "Public Inspections, Exemptions, Requests for Withholding," of the NRC's "Rules of Practice," a copy of this letter and enclosure will be available electronically for public inspection in the NRC's Public Document Room or from the Publicly Available Records (PARS) component of the NRC's

SUBJECT: MAINE YANKEE ATOMIC POWER COMPANY - NRC INDEPENDENT SPENT FUEL STORAGE SECURITY INSPECTION REPORT NO. 07200030/2020401 DATED OCTOBER 21, 2020

Distribution w/enc: (via E-mail)

- D. Lew, RA (R1ORAMAIL RESOURCE)
- R. Lorson, DRA (R1ORAMAIL RESOURCE)
- J. Yerokun, DRS (R1DRSMAIL RESOURCE)
- P. Krohn, DRS (R1DNMSMAIL RESOURCE)
- B. Welling, DNMS (R1DNMSMAIL RESOURCE)
- J. Nick, DNMS (R1DNMSMAIL RESOURCE)
- A. Dimitriadis, DNMS
- D. Screnci, PAO
- N. Sheehan, PAO
- D. Tiff, SLO
- J. Rey, DRS
- K. Hussar DRS
- F. Bower, DRS
- D. Johnson, NSIR
- T. Keene, NSIR
- N. Simonian, NSIR
- E. Wharton, NSIR
- J. Shehee, DRS, RII
- S. Orth, DRS, RIII
- R. Kellar, DRS, RIV
- A. Rivera, NSIR
- D. Garner, NSIR

File: G:\DRS\Plant Support Branch 1\Security\2020 IR Draft\Maine Yankee\Maine Yankee ISFSI IR 2020 Public.docx
ADAMS ACCESSION NUMBER: **ML20294A180** (Cover letter w/enclosure) (Publicly Available)

Cover Letter w/Enclosure <input checked="" type="checkbox"/> SUNSI Review		<input checked="" type="checkbox"/> Non-Sensitive <input type="checkbox"/> Sensitive		<input checked="" type="checkbox"/> Publicly Available <input type="checkbox"/> Non-Publicly Available	
OFFICE	RI/DRS	RI/DRS	RI/DNMS	RI/DRS	
NAME	JRey*	KHussar*	ADimitriadis*	FBower*	
DATE	10/20/2020	10/20/2020	10/21/2020	10/21/2020	

* concur via email

OFFICIAL RECORD COPY

REPORT DETAILS

a. Inspection Scope

Inspections were conducted using the appropriate portions of the inspection procedures (IPs) in effect at the beginning of the inspection unless otherwise noted. Currently approved IPs with their attached revision histories are located on the public website at <http://www.nrc.gov/reading-rm/doc-collections/insp-manual/inspection-procedure/index.html>. Samples were declared complete when the IP requirements most appropriate to the inspection activity were met consistent with Inspection Manual Chapter (IMC) 2690, "Inspection Program for Dry Storage of Spent Reactor Fuel at Independent Spent Fuel Storage Installations." The inspectors reviewed selected procedures and records, observed activities, and interviewed personnel to assess licensee performance and compliance with Commission rules and regulations, license conditions, site procedures, and standards. Starting on March 20, 2020, in response to the National Emergency declared by the President of the United States on the public health risks of the coronavirus (COVID-19), inspectors were directed to begin telework. In addition, regional baseline inspections were evaluated to determine if all or portion of the objectives and requirements stated in the IP could be performed remotely. If the inspections could be performed remotely, they were conducted per the applicable IP. In some cases, portions of an IP were completed remotely and on site. The inspections documented below met the objectives and requirements for completion of the IP.

The inspectors evaluated this area by reviewing the Independent Spent Fuel Storage Installation (ISFSI) security plan, implementing procedures, and records; conducting interviews with responsible security personnel and plant employees; and performing walk-downs of the ISFSI.

The inspectors: (1) reviewed the access authorization program for the ISFSI; (2) verified and assessed the licensee's testing and maintenance program to assure the functionality and reliability of security equipment; and (3) verified that a rapid, capable response to safeguards contingency events had been appropriately developed and effectively implemented.

The inspectors conducted the following specific inspection activities and evaluated the program to determine if: (a) the access authorization program provided reasonable assurance that individuals granted unescorted access to the ISFSI Protected Area (PA) were trustworthy and reliable and did not constitute an unreasonable risk to public health and safety; (b) procedures were in place to ensure that vehicles accessing the ISFSI had proper authorization and were properly searched; (c) keys, locks, combinations, and associated hardware used in the ISFSI PA were properly controlled; (d) the intrusion detection system (IDS) had the ability to detect and assess unauthorized penetration of the ISFSI PA and adequate response capability existed; (e) alarms for the ISFSI IDS annunciated at an alarm station which was continually staffed; (f) the ISFSI PA was illuminated to facilitate adequate assessment of PA penetration or unauthorized activity; (g) a program was in place for testing and maintenance of the physical protection systems associated with the ISFSI; (h) the spent fuel storage was within a PA and was protected by two barriers; (i) the vehicle barrier system satisfied the design vehicle bomb attack requirements; (j) communications had been established between onsite security forces and a designated response force or local law enforcement agency (LLEA); (k) a

**ATTACHMENT
SUPPLEMENTAL INFORMATION
KEY POINTS OF CONTACT**

Licensee Personnel

J. Brown, ISFSI Manager
J. Lenois, Security Program Manager
S. Hemingway, Asst. Director of Operations

LIST OF ITEMS OPEN, CLOSED, AND DISCUSSED

Opened

None

Opened and Closed

None

Closed

None

INSPECTION PROCEDURES USED

IP 81311, Physical Security Requirements for Independent Spent Fuel Storage Installations

LIST OF DOCUMENTS REVIEWED

Procedures

SP-2, PA Access Authorization Program, Revision 10
SP-10, Security Patrol Report, Attachment A
SP-11, Testing and Maintenance of Security Equipment, Revision 29
SP-13, Lock and Key Control, Revision 16
SP-16, Application of Safeguards Compensatory Measures, Revision 21
SP-18, Contingencies, Revision 9

Condition Reports

MY-CR-18-162
MY-CR-18-198
MY-CR-18-203
MY-CR-18-210
MY-CR-20-005

Condition Reports Generated

MY-CR-20-115

Maine Freedom of Access Act: Your Right to Know

Home → Frequently Asked Questions

Frequently Asked Questions (FAQ)

[General Questions](#) | [Public Records](#) | [Public Proceedings](#)

GENERAL QUESTIONS

What is the Freedom of Access Act?

The Freedom of Access Act (FOAA) is a state statute that is intended to open the government of Maine by guaranteeing access to the "public records" and "public proceedings" of state and local government bodies and agencies.

Are federal agencies covered by the Freedom of Access Act?

No. The FOAA does not apply to federal agencies operating in Maine or to federal government records. A similar but different federal statute called the Freedom of Information Act (FOIA) applies to the federal government. This federal statute does not apply to state or local government bodies, agencies or officials.

For more general information on the Freedom of Information Act go to:

FOIA.gov - Freedom of Information Act

Who enforces the Freedom of Access Act?

Any aggrieved person may appeal to any Superior Court in the state to seek relief for an alleged violation of the FOAA. 1 M.R.S. § 409(1)

Relief can be in the form of an order issued by the court that directs the government body, agency or official to comply with the law, such as by providing access to a public proceeding or by making public records available for inspection or copying.

In addition, the Office of the Attorney General or the District Attorneys may bring an enforcement action seeking penalties if the alleged violation is willful. 1 M.R.S. § 410

What are the penalties for failure to comply with the Freedom of Access Act?

A state government agency or local government entity whose officer or employee commits a willful violation of the FOAA commits a civil violation for which a forfeiture of not more than \$500 may be adjudged. 1 M.R.S. § 410 Under the current law, there are no criminal penalties for failure to comply with a request for public records. It is a Class D crime to intentionally remove, alter, or destroy documents belonging to a state office. 1 M.R.S. § 452

What is the Public Access Ombudsman?

The Legislature created a public access ombudsman position to review complaints about compliance with the FOAA and attempt to mediate their resolution, as well as answer calls from the public, media, public agencies and officials about the requirements of the law. The ombudsman is also responsible for providing educational materials about the law and preparing advisory opinions. The ombudsman works closely with the Right to Know Advisory Committee in monitoring new developments and considering improvements to the law.

How do I contact the Public Access Ombudsman?

Call the Office of the Attorney General at (207) 626-8577 or get more information online at:

Your Right to Know: Maine's Freedom of Access Act

Are elected officials required to take training on the Freedom of Access Act?

Yes. All elected officials subject to this section and public access officers must complete a course of training on the requirements of the FOAA. 1 M.R.S. § 412

Which elected officials are required to take Freedom of Access training?

Elected officials required to complete the training include:

- the Governor
- Attorney General, Secretary of State, Treasurer of State and State Auditor
- Legislators
- Commissioners, treasurers, district attorneys, sheriffs, registers of deeds, registers of probate and budget committee members of any county
- Municipal officers, clerks, treasurers, assessors and budget committee members of municipal governments

- Officials of school administrative units
- Officials of regional or other political subdivisions, including officials of water districts, sanitary districts, hospital districts, transit districts or regional transportation districts
- Public access officers.

What is a public access officer?

A public access officer must be designated to serve as the contact person for an agency, county, municipality, school administrative unit and regional or other political subdivision for public records requests. An existing employee is designated public access officer and is responsible for ensuring that public record requests are acknowledged within five working days of receiving the request and that a good faith estimate of when the response to the request will be complete is provided.

What does the training include?

At a minimum, the training must be designed to be completed in less than 2 hours and include instruction in:

- the general legal requirements regarding public records and public proceedings
- the procedures and requirements regarding complying with a request for a public record
- the penalties and other consequences for failure to comply with the law

Elected officials and public access officers can meet the training requirement by conducting a thorough review of the material in this FAQ section of the State's Freedom of Access website or by completing another training course that includes all of this information but may include additional information.

Do training courses need to be certified by the Right to Know Advisory Committee?

No. Training courses do not need the approval of the Right to Know Advisory Committee, or any other State agency.

How do elected officials and public access officers certify they have completed the training?

After completing the training, elected officials and public access officers are required to make a written or electronic record attesting that the training has been completed. The record, which will be available to the public, must be kept by the elected official or filed with the public entity to which the official was elected. A public access officer must file the record with the agency or official that designated the public access

officer. A sample training completion form is available (PDF) (This file requires the free Adobe Reader).

PUBLIC RECORDS

What is a public record?

The FOAA defines "public record" as "any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business". A number of exceptions are specified. (See the discussion of exemptions below.) 1 M.R.S. § 402(3)

Do I have to be a citizen of this state to submit a Freedom of Access Act request for a public record?

No. The FOAA provides that "a person" has the right to inspect and copy public records. 1 M.R.S. § 408-A

How do I make a Freedom of Access Act request for a public record?

See the How to Make a Request page on this site.

Is there a form that must be used to make a Freedom of Access Act request?

No. There are no required forms.

Does my Freedom of Access Act request have to be in writing?

No. The FOAA does not require that requests for public records be in writing. However, most governmental bodies and agencies ask individuals to submit requests in writing in order to maintain a record of when the request was received and what records were specifically requested.

What should I say in my request?

In order for the governmental body, agency or official to promptly respond to your request, you should be as specific as possible when describing the records you are

seeking. If a particular document is required, it should be identified precisely-preferably by author, date and title. However, a request does not have to be that specific. If you cannot identify a specific record, you should clearly explain the type of records you are seeking, from what timeframe and what subject the records should contain. For example, assume you want to obtain a list of active landfills near your home. A request to the state Department of Environmental Protection asking for "all records on landfills" is very broad and would likely produce volumes of records. The fees for such a request would be very high; the agency would likely find your request too vague and ask that you make it more specific. On the other hand, a request for "all records identifying landfills within 20 miles of 147 Main Street in Augusta" is very specific and the request might fail to produce the information you desire because the agency has no record containing data organized in that exact fashion. You might instead consider requesting any record that identifies "all active landfills in Augusta" or "all active landfills in Kennebec County." It is more likely that a record exists which contains this information. You might also want to explain to the agency exactly what information you hope to learn from the record. In other words, if you are really trying to determine whether any active landfills near your home in Augusta accept only wood waste, this additional explanation may help the agency narrow its search and find a record that meets the exact request.

Does an agency have to acknowledge receipt of my request?

Yes. An agency or official must acknowledge receipt of a request within 5 working days of receipt of the request. 1 M.R.S. § 408-A(3) P.L. 2013, ch. 350

Can an agency ask me for clarification concerning my request?

Yes. An agency or official may request clarification concerning which public record or public records are being requested. 1 M.R.S. § 408-A(3)

Does an agency have to estimate how long it will take to respond to my request?

Yes. An agency or official must provide a good faith, nonbinding estimate of how long it will take to comply with the request within a reasonable time of receiving the request. The agency or official shall make a good faith effort to fully respond within the estimated time. 1 M.R.S. § 408-A(3) P.L. 2013, ch. 350

When does the agency or official have to make the records available?

The records must be made available "within a reasonable period of time" after the request was made. 1 M.R.S. § 408-A The agency or official can schedule the time for your inspection, conversion and copying of the records during the regular business

hours of the agency or official, and at a time that will not delay or inconvenience the regular activities of the agency or official. 1 M.R.S. § 408-A(5)

Can an agency or official delay responding if my request was not directed to the agency public access officer?

No. An agency that receives a request to inspect or copy a public record must acknowledge and respond regardless of whether the request was directed to the public access officer. The unavailability of a public access officer may not be reason for a delay. 1 M.R.S. § 413(3)

What if the agency or official does not have regular office hours?

If the agency or official does not have regular office hours, the name and telephone number of a contact person authorized to provide access to the agency's or official's records must be posted in a conspicuous public place and at the office of the agency or official, if an office exists. 1 M.R.S. § 408-A(5)

Does an agency have to produce records within 5 days of my request?

No. The records that are responsive to a request must be made available "within a reasonable period of time" after the request was made. 1 M.R.S. § 408-A Agencies must acknowledge the request within 5 working days of receipt. A written denial within 5 working days of receipt is required if your request is denied in whole or in part. 1 M.R.S. § 408-A(4) P.L. 2013, ch. 350

Do I have to go to the agency to inspect the records or can I ask the agency or official to mail me the records?

A person may inspect or copy any public record in the office of the agency or official during reasonable office hours. The agency or official shall mail the copy upon request. The agency may charge a reasonable fee to cover the cost of making the copies for you, as well as actual mailing costs. 1 M.R.S. § 408-A(1), (2), (8)(E)

When may a governmental body refuse to release the records I request?

The FOAA provides that certain categories of documents are not public records. Included among these are records that have been designated confidential by statute, documents subject to a recognized legal privilege such as the attorney-client privilege or the work-product privilege, records describing security plans or procedures designed to prevent acts of terrorism, medical records, juvenile records, and the

personal contact information of public employees contained within records. 1 M.R.S. § 402(3)(A)-(O)

For a list of records or categories of records deemed by statute to be confidential or otherwise not a public record, see the Statutory Exceptions List. While this listing may not be totally complete, it contains the vast majority of exceptions to the FOAA.

What happens if a public record holds some information that is open to the public and some information that falls within an exception to the Freedom of Access Act?

Some public records contain a mixture of information that is public and information that is confidential or otherwise not subject to public inspection under the FOAA. If the record you requested contains any confidential or excepted information, the custodian will decide if the confidential or excepted information can be adequately redacted or blacked out so that public access can be provided or if public access to the document should be denied.

Must an agency have computer technology resources that allow for maximum accessibility to public records while protecting confidential information?

When purchasing and contracting for computer software and other information technology resources, an agency shall consider the extent to which it will maximize accessibility and exportability while protecting confidential information that may be contained in the public records. 1 M.R.S. §414

Does an agency have to explain why it denies access to a public record?

Yes. When an agency denies access to a public record, it must provide the reason for its denial in writing within 5 working days of the receipt of the request for inspection or copying. 1 M.R.S. § 408-A(4) P.L. 2013, ch. 350

What can I do if I believe an agency has unlawfully withheld a public record?

If you are not satisfied with an agency's decision to withhold access to certain records, you are entitled to appeal, within 30 calendar days of your receipt of the written notice of denial, to any Superior Court within the state. 1 M.R.S. § 409(1) P.L. 2013, ch. 350

What can I do if an agency fails to provide a written denial?

If an agency withholds access to a public record and does not provide a written denial within 5 working days of the receipt of the request, this is considered a failure to allow inspection or copying and is subject to appeal. 1 M.R.S. § 408-A(4) P.L. 2013, ch. 350

May a governmental body ask me why I want a certain record?

The FOAA does not specifically prohibit agencies or officials from asking why an individual is requesting a public record. However, if asked, the individual is not required to provide a reason for seeking a record, and the agency cannot deny an individual's request based solely on either the individual's refusal to provide a reason or the reason itself. An agency or official may request clarification concerning which public record or public records are being requested. 1 M.R.S. § 408-A(3)

Can I ask that public reports or other documents be created, summarized or put in a particular format for me?

No. A public officer or agency is not required to prepare reports, summaries, or compilations not in existence on the date of your request. 1 M.R.S. § 408-A(6)

If the public record is electronically stored, the agency or official subject to a request must provide the public record either as a printed document or in the medium in which the record is stored, except that the agency or official is not required to provide access to an electronically stored public record as a computer file if the agency or official does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. 1 M.R.S. § 408-A(7)

Must the agency or official provide me with access to a computer terminal to inspect electronically stored public records?

No. The agency or official is not required to provide access to a computer terminal. 1 M.R.S. § 408-A(7)(B)

I asked a public official a question about a record, but he/she didn't answer. Is he/she required to answer my question?

No. A public officer or agency is not required to explain or answer questions about public records. The FOAA only requires officials and agencies to make public records available for inspection and copying.

Are an agency's or official's e-mails public records?

Any record, regardless of the form in which it is maintained by an agency or official, can be a public record. As with any record, if the e-mail is "in the possession or

custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business" and is not deemed confidential or excepted from the FOAA, it constitutes a "public record". 1 M.R.S. § 402(3)

An agency or official must provide access to electronically stored public records, including e-mails, as a printed document or in the medium it is stored at the discretion of the requestor. If an agency or official does not have the ability to separate or prevent the disclosure of confidential information contained in an e-mail, the agency is not required to provide the records in an electronic format. 1 M.R.S. § 408-A (7)

Email messages are subject to the same retention schedules as other public records based on the content of the message. There are no retention schedules specific to email messages. The State of Maine E-mail and Digital Records Retention Guide contains more information on electronic records.

Is information contained in a communication between a constituent and an elected official a public record?

Information of a personal nature consisting of an individual's medical information, credit or financial information, character, misconduct or disciplinary action, social security number, or that would be confidential if it were in the possession of another public agency or official is not a public record. However, other parts of the communication are public. 1 M.R.S. § 402(3)(C-1)

Can an agency charge for public records?

There is no initial fee for submitting a FOAA request and agencies cannot charge an individual to inspect records unless the public record cannot be inspected without being compiled or converted. 1 M.R.S. § 408-A(8)(D) However, agencies can and normally do charge for copying records. Although the FOAA does not set standard copying rates, it permits agencies to charge "a reasonable fee to cover the cost of copying". 1 M.R.S. § 408-A(8)(A)

Agencies and officials may also charge fees for the time spent searching for, retrieving, compiling or redacting confidential information from the requested records. The FOAA authorizes agencies or officials to charge \$15 per hour after the first hour of staff time per request. 1 M.R.S. § 408-A(8)(B) Where conversion of a record is necessary, the agency or official may also charge a fee to cover the actual cost of conversion. 1 M.R.S. § 408-A(8)(C)

The agency or official must prepare an estimate of the time and cost required to complete a request within a reasonable amount of time of receipt of the request. If the estimate is greater than \$30, the agency or official must notify the requester before proceeding. The agency may request payment of the costs in advance if the estimated cost exceeds \$100 or if the requester has previously failed to pay a fee properly assessed under the FOAA. 1 M.R.S. § 408-A(9), (10) P.L. 2013, ch. 350

I cannot afford to pay the fees charged by the agency or official to research my request or copy the records. Can I get a waiver?

The agency or official may, but is not required to, waive part or all of the total fee if the requester is indigent, or if the agency or official considers release of the public record to be in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of government and is not primarily in the commercial interest of the requester. 1 M.R.S. § 408-A(11)

Is a public agency or official required under the Freedom of Access Act to honor a "standing request" for information, such as a request that certain reports be sent to me automatically each month?

No. A public agency or official is required to make available for inspection and copying, subject to any applicable exemptions, only those public records that exist on the date of the request. Persons seeking to inspect or obtain copies of public records on a continuing basis are required to make a new request for any additional records sought after the date of the original request.

PUBLIC PROCEEDINGS

What is a public proceeding?

The term "public proceeding" means "the transactions of any functions affecting any or all citizens of the State" by the Maine Legislature and its committees and subcommittees; any board or commission of a state agency or authority including the University of Maine and the Maine Community College System; any board, commission, agency or authority of any county, municipality, school district or any regional or other political or administrative subdivision; the full membership meetings of any association, the membership of which is comprised exclusively of counties, municipalities, school districts, other political or administrative subdivisions, or their boards, commissions, agencies or authorities; and any advisory organization established, authorized or organized by law, resolve or executive order. 1 M.R.S. § 402
(2)

What does the law require with regard to public proceedings?

The FOAA requires all public proceedings to be open to the public and any person must be permitted to attend. 1 M.R.S. § 403

When does a meeting or gathering of members of a public body or agency require public notice?

Public notice is required of all public proceedings if the proceedings are a meeting of a body or agency consisting of 3 or more persons. 1 M.R.S. § 406

What kind of notice of public proceedings does the Freedom of Access Act require?

Public notice must be given in ample time to allow public attendance and must be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency. 1 M.R.S. § 406

Can a public body or agency hold an emergency meeting?

Yes. Public notice of an emergency meeting must be provided to local representatives of the media, whenever practicable. The notice must include the time and location of the meeting and be provided by the same or faster means used to notify the members of the public body or agency conducting the public proceeding. 1 M.R.S. § 406 The requirements that the meeting be open to the public, that any person be permitted to attend and that records or minutes of the meeting be made and open for public inspection still apply. 1 M.R.S. § 403

Can public bodies or agencies hold a closed-door discussion?

Yes. Public bodies or agencies are permitted, subject to certain procedural conditions, to hold closed "executive sessions" on specified subjects after a public recorded vote of 3/5 of the members present and voting. 1 M.R.S. § 405(1)-(5)

Can the body or agency conduct all of its business during an executive session?

Generally, no. The content of deliberations during executive sessions is restricted to the matters listed in the FOAA, such as the following: discussions regarding the suspension or expulsion of a student; certain employment actions; the acquisition, use or disposition of public property; consultations between a body and its attorney concerning its legal rights and responsibilities or pending litigation; and discussion of documents that are confidential by statute. In addition, any governmental body or agency subject to the FOAA is prohibited from giving final approval to any ordinances,

orders, rules, resolutions, regulations, contracts, appointments or other official action in an executive session. 1 M.R.S. § 405(2), (6)

What if I believe a public body or agency conducted improper business during an executive session?

Upon learning of any such action, any person may appeal to any Superior Court in the State. If the court determines the body or agency acted illegally, the action that was taken by the body or agency will be declared to be null and void and the officials responsible will be subject to the penalties provided in the Act. 1 M.R.S. § 409(2)

Can members of a body communicate with one another by e-mail outside of a public proceeding?

The law does not prohibit communications outside of public proceedings between members of a public body unless those communications are used to defeat the purposes of the FOAA. 1 M.R.S. § 401

E-mail or other communication among a quorum of the members of a body that is used as a substitute for deliberations or decisions which should properly take place at a public meeting may likely be considered a "meeting" in violation of the statutory requirements for open meetings and public notice. "Public proceedings" are defined in part as "the transactions of any functions affecting any or all citizens of the State..." 1 M.R.S. § 402 The underlying purpose of the FOAA is that public proceedings be conducted openly and that deliberations and actions be taken openly; clandestine meetings should not be used to defeat the purpose of the law. 1 M.R.S. § 401 Public proceedings must be conducted in public and any person must be permitted to attend and observe the body's proceeding although executive sessions are permitted under certain circumstances. 1 M.R.S. § 403 In addition, public notice must be given for a public proceeding if the proceeding is a meeting of a body or agency consisting of 3 or more persons. 1 M.R.S. § 406

Members of a body should refrain from the use of e-mail as a substitute for deliberating or deciding substantive matters properly confined to public proceedings. E-mail is permissible to communicate with other members about non-substantive matters such as scheduling meetings, developing agendas and disseminating information and reports.

Even when sent or received using a member's personal computer or e-mail account, e-mail may be considered a public record if it contains information relating to the transaction of public or governmental business unless the information is designated as confidential or excepted from the definition of a public record. 1 M.R.S. § 402(3) As a result, members of a body should be aware that all e-mails and e-mail attachments

relating to the member's participation are likely public records subject to public inspection under the FOAA.

Can I record a public proceeding?

Yes. The FOAA allows individuals to make written, taped or filmed records of a public proceeding, or to broadcast the proceedings live, provided the action does not interfere with the orderly conduct of the proceedings. The body or agency holding the proceeding can make reasonable rules or regulations to govern these activities so long as the rules or regulations do not defeat the purpose of the FOAA. 1 M.R.S. § 404

Do members of the public have a right to speak at public meetings under the Freedom of Access Act?

The FOAA does not require that an opportunity for public participation be provided at open meetings, although many public bodies or agencies choose to permit public participation. In those instances, the public body or agency can adopt reasonable rules to ensure meetings are conducted in a fair and orderly manner. For example, the body or agency can set a rule that requires the same amount of time be afforded to each person that wants to speak.

Is a public body or agency required to make a record of a public proceeding?

Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time and place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.

The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee. 1 M.R.S. § 407(1), (2)

If the public proceeding is an "adjudicatory proceeding" as defined in the Maine Administrative Procedure Act, the agency is required to compile a record that complies with statutory specifications, including a recording in a form susceptible of transcription. 5 M.R.S. § 8002(1); 5 M.R.S. § 9059

Is the agency or body required to make the record or minutes of a public proceeding available to the public?

Yes. Any legally required record or minutes of a public proceeding must be made promptly and shall be open to public inspection. In addition, every agency is required to make a written record of any decision that involves conditional approval or denial of any application, license, certificate or other type of permit and to make those decisions publicly available, 1 M.R.S. § 403 , 407; 5 M.R.S. § 9059 (3)

Credits

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CERTIFICATION OF COMPLETION OF
FREEDOM OF ACCESS TRAINING REQUIRED BY 1 M.R.S.A. § 412

I, _____, hereby certify that I have met the training
(Name of elected official)

requirements set forth in 1 M.R.S.A. § 412 on _____ by
(date of training)

completing the following training:

- A thorough review of all of the information made available on the Frequently Asked Questions portion of the State website, www.maine.gov/foaa/faq.

- Another training course that includes this information, identified as follows:

(Title of Course)

(Name of Course Provider)

Dated this _____ day of _____, 20_____.

Signature

Printed Name

Elected Office

Note: Training must be completed within 120 days after an elected official takes the oath of office.

10f



Working to end domestic violence, dating violence, and stalking.

P.O. Box A / Rockland, ME 04841-0733 / Ph 1-800-522-3304 or 207-594-2128 / F 207-594-0811
E newhope@newhopeforwomen.org / W www.newhopeforwomen.org

October 23, 2020

To the Town of Wiscasset,

Thank you for the very kind gift of \$1,515.00 donated on October 20, 2020 to New Hope for Women. We are so appreciative of those who choose to give to New Hope!

This donation will allow us to continue to support individuals affected by domestic violence, dating violence and stalking through advocacy, prevention and educational services. As you may know, domestic violence continues to be a prevalent issue in Maine. Last year, New Hope for Women provided nearly 5,200 hours of direct services to over 1,300 clients and served over 9,500 community members and students through our education and prevention programs.

We thank you for helping to make all of this possible.

Sincerely,

Joan R. LeMole

Joan R. LeMole, Development Director

Thank you. We are so grateful for your support!

New Hope for Women is a 501(c)3 organization. Please accept this letter as your receipt necessary for IRS documentation of a charitable donation.

New Hope for Women did not provide goods or services as a whole or partial consideration for any contribution received from you.

Our Mission

New Hope for Women offers support to people in Sagadahoc, Lincoln, Knox, and Waldo Counties affected by domestic violence, dating violence, and stalking. It also provides educational resources to assist our communities in creating a safer and healthier future.

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

11a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/21/2020

Juan F. Dermody
Sarah J. Mosher
10468 Cedar Lane Ave.
Baton Rouge, LA 70816

PROPERTY REVIEWED
Map R06 Lot 15 RE Acct # 837

CURRENT ASSESSED VALUE

Homestead Exemption Value: \$ 0

FINDINGS

After careful review of the assessments of your property, the following determination/
findings have been made:

_____ The assessment is fair and correct. No adjustment will be made.

_____ The assessment is fair and correct. No abatement will be made.

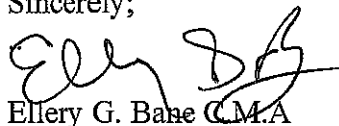
X An adjustment will be made. The following assessments now apply.

Homestead Exemption Value: \$ 25,000

X Abatement will be recommended for : \$ **503.00**

Remarks: Upon further review, homestead exemption was omitted in error. Abatement is recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



Ellery G. Bane C.M.A.
Assessors Agent
Town of Wiscasset

2
Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/21/2020

Kyle K. Tong
20 Upland Road
Wiscasset, ME 04578

PROPERTY REVIEWED
Map R05 Lot 73-3 RE Acct # 2056

CURRENT ASSESSED VALUE

Land Value: \$ 62,100 Building Value: \$ 146,200

FINDINGS

After careful review of the assessments of your property, the following determination/ findings have been made:

The assessment is fair and correct. No adjustment will be made.

The assessment is fair and correct. No abatement will be made.


An adjustment will be made. The following assessments now apply.

Land Value : \$ 0 Building Value: \$ 0

Abatement will be recommended for : **\$ 4,190.99**

Remarks: Upon further review, this lot was not owned by Kyle Tong as of April 1st 2020. This lot was conveyed to Stephen & Rhea Smith. Abatement is recommended. Supplement to Smith to follow. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


Ellery G. Bahe C.M.A.
Assessors Agent
Town of Wiscasset

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/28/2020

Heather Lutes
91 Lowelltown Road
Wiscasset, ME 04578

PROPERTY REVIEWED
Map R01 Lot 20-ON RE Acct # 2710

CURRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 40,700

FINDINGS

After careful review of the assessments of your property, the following determination/
findings have been made:

The assessment is fair and correct. No adjustment will be made.

The assessment is fair and correct. No abatement will be made.

An adjustment will be made. The following assessments now apply.

Land Value : \$ 0 Building Value: \$ 37,500

Abatement will be recommended for : **\$ 64.38**

Remarks: Upon further review with homeowner, adjust age of Mobile home and WD which were over assessed. Abatement recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



Ellery G. Bane C.M.A.
Assessors Agent
Town of Wiscasset

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

11b

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/21/2020

Stephen D. & Rhea Smith
20 Upland Road
Wiscasset, ME 04578

PROPERTY REVIEWED
Map R05 Lot 73-3 RE Acct # 2056

CURRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 0

FINDINGS

After careful review of the assessments of your property, the following determination/ findings have been made:

 The assessment is fair and correct. No adjustment will be made.

 The assessment is fair and correct. No abatement will be made.


 X An adjustment will be made. The following assessments now apply.

Land Value: \$ 62,000 Building Value: \$ 146,200
Homestead Exemption: -\$25,000 Total Assessment \$183,300

 X Supplement will be recommended for: **\$ 3,687.99**

Remarks: Upon further review, this lot was owned by Stephen & Rhea Smith as of April 1st 2020. They also were eligible for the Homestead Exemption. Supplement is recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


Ellery G. Bane C.M.A.
Assessors Agent
Town of Wiscasset