



Town of Wiscasset

3.

Memorandum

To: Board of Selectmen
Fr: Town Manager
Re: Rick and Vanessa Jordan
Dt: August 1, 2012

On July 12th Rick and Vanessa Jordan were the highest bidders on the Wiscasset Raceway property. Misty Gorski, Rick Lang and I have met with them and discussed their plans, challenges, and goals for the property. I have asked them to meet with the Board of Selectmen so that they may describe to you some of the issues they may be facing as well as their plans over the next few months. Misty Gorski has explained the permitting process for a re-opening of the track, and Rick and Misty have discussed the environmental concerns that the Department of Environmental Protection have identified.

The Jordans have also expressed to me their concerns with the valuation of the racetrack. I requested that the Jordans supply the Town with any information relative to other similar racetracks in the State so that the Assessor's agent could use this information to ensure that the Town has a fair and equitable value on this unique parcel within our community. I have attached the information that the Jordans forwarded me. Sue Varney, your Assessor's Agent has also been reviewing the valuation and will have some additional information to share with you at the meeting.

Beech Ridge Motor Speedway is 1/3 mile Asphalt Oval Track located in the Town of Scarborough, Cumberland County and presumes to be oldest track in Maine. BRMS has operated continuously since established in 1949. Acreage/Facility reported to be larger than Wiscasset Raceway with current seating capacity of approximately 5,000.

Address:

70 Holmes Road
Scarborough, ME 04074

Unity Raceway is 1/3 mile Asphalt Oval Track located in Town of Unity, Waldo County and it's said to have built right around the time as Beech Ridge Motor Speedway. Unity Raceway has operated fairly consistently reporting it closed only for one season since established circa 1949. Acreage/Facility reported to be smaller than Wiscasset Raceway with 25+/- acres and seating capacity of approximately 2,500.

Address:

300 School Street
Unity, ME 04988

Oxford Plains Speedway is 3/8 mile Asphalt Oval Track located in the Town of Oxford, Oxford County; appears to be the largest facility of the six tracks in Maine. OPS has operated continuously since established in 1950. Acreage/Facility reported to be larger than Wiscasset Raceway with OPS seating capacity of approximately 14,000.

Address:

877 Main Street
Oxford, ME 04270

Spud Speedway is a 1/3 mile Asphalt Oval Track located in the Town of Caribou, Aroostook County. Established in 1964, this track is one of the newer tracks built in Maine and has operated intermittently through out its history. Acreage/Facility – info not available this time.

Address:

390 Thompson Road
Caribou, ME 04726

Speedway 95 is a 1/3 mile Asphalt Oval Track located in the Town of Herman, Penobscot County and among one of the newer tracks built in Maine. Speedway 95 was established in 1966 and has operated continuously. Acreage/Facility reported to be smaller than Wiscasset Raceway with 28+/- acres and seating capacity of approximately 3,200.

Address:

234 Odlin Road
Hermon, ME 04401

Wiscasset Raceway is 3/8 mile Asphalt Oval Track located in Town of Wiscasset, Lincoln County, was established in 1969 and is the newest track built in Maine. Wiscasset Raceway, known for its high banks and fast speed, has operated intermittently through out its 43 year history. Acreage/Facility reported to be 35+/- acres with seating capacity approximately 4,000.

Address:

274 West Alna Road
Wiscasset, ME 04578

There are only six asphalt oval racetracks in Maine and Wiscasset Raceway is the youngest being established in 1969. Wiscasset Raceway is unique and stands apart from the other Maine racetracks with its track size, high-banked turns, and fast speeds providing racecar drivers and fans thrilling entertainment for the past 40 years. Sadly, Wiscasset Raceway has been silent since 2010 and Unity Raceway's future is uncertain as the current lease holder ends his tenure claiming he just can't afford it any longer. Without doubt, the racing industry in Maine faces very challenging economic times.

As perspective new owners of Wiscasset Raceway, we must look for new ways to generate income while reducing expenses. We would request to have the property located at 274 West Alna Road re-evaluated as the current evaluation of \$1 million is very high making the ensuing tax burden extremely difficult for a seasonal business operating approximately 24 days out of the year. In addition to clearing up the current liabilities, we plan to give the facility a facelift with improvements & updates – putting money back into the facility has been neglected for sometime. Honestly, we're not naïve enough to plan our living from the track; we'd be thrilled if it would sustain itself.

Wiscasset Raceway is part of the area history; generations and families have built traditions here. With only six racetracks, Wiscasset Raceway is also an important part of Maine history with its prestigious reputation amongst race fans far and wide. We envision restoring Wiscasset Raceway to a destination for affordable, family-oriented and fun entertainment, while additionally working to support the racing industry in Maine.

LIQUOR LICENSE-NEW APPLICATION

Business requesting new liquor license: Thai Golden Cuisine

Code Enforcement Officer:

Comments: OK

Signed: [Signature] Dated: 7-17-12

Wiscasset Police:

Comments: OKAY

Signed: [Signature] Dated: 07-12-12

Planning Department:

Comments: None

Signed: [Signature] Dated: 7/11/12

Date application received: _____

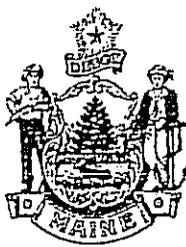
Date advertisement paid: 7-11-12 Date advertisement to run: _____

Date of required public hearing: _____

Date public hearing posted: _____

License Approved: _____ Dated: _____

Department of Public Safety
Division



Liquor Licensing & Inspection

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|---|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTINONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Thai Lao LLC</u> DOB: _____		2. Business Name (D/B/A) <u>Thai Golden Cuisine</u>	
DOB: _____		Location (Street Address)	
DOB: _____		City/Town _____ State _____ Zip Code _____	
Address <u>65 Gardiner Rd</u>		Mailing Address <u>Same</u>	
City/Town <u>Wiscasset</u> State <u>ME</u> Zip Code <u>04878</u>		City/Town _____ State _____ Zip Code _____	
Telephone Number <u>450-1067</u> Fax Number _____		Business Telephone Number _____ Fax Number _____	
Federal I.D. # <u>45-5616310</u>		Seller Certificate # <u>Applied For</u>	

3. If premises are a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire, If YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: _____
8. If business is NEW or under new ownership, indicate starting date: _____
Requested inspection date: ASAP Business hours: _____
9. Business records are located at: Same
10. Is/are applicants(s) citizens of the United States? YES NO

Print Name

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	

FILING FEE..... \$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164. Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ ss
City/Town (County)

On: _____
Date

The undersigned being: ✶ Municipal Officers ✶ County Commissioners of the
✶ City ✶ Town ✶ Plantation ✶ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5-years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]

2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime: [1987, c.45, Pt.A§4 (new).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]

C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]

E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c.730, §27 (amd).]

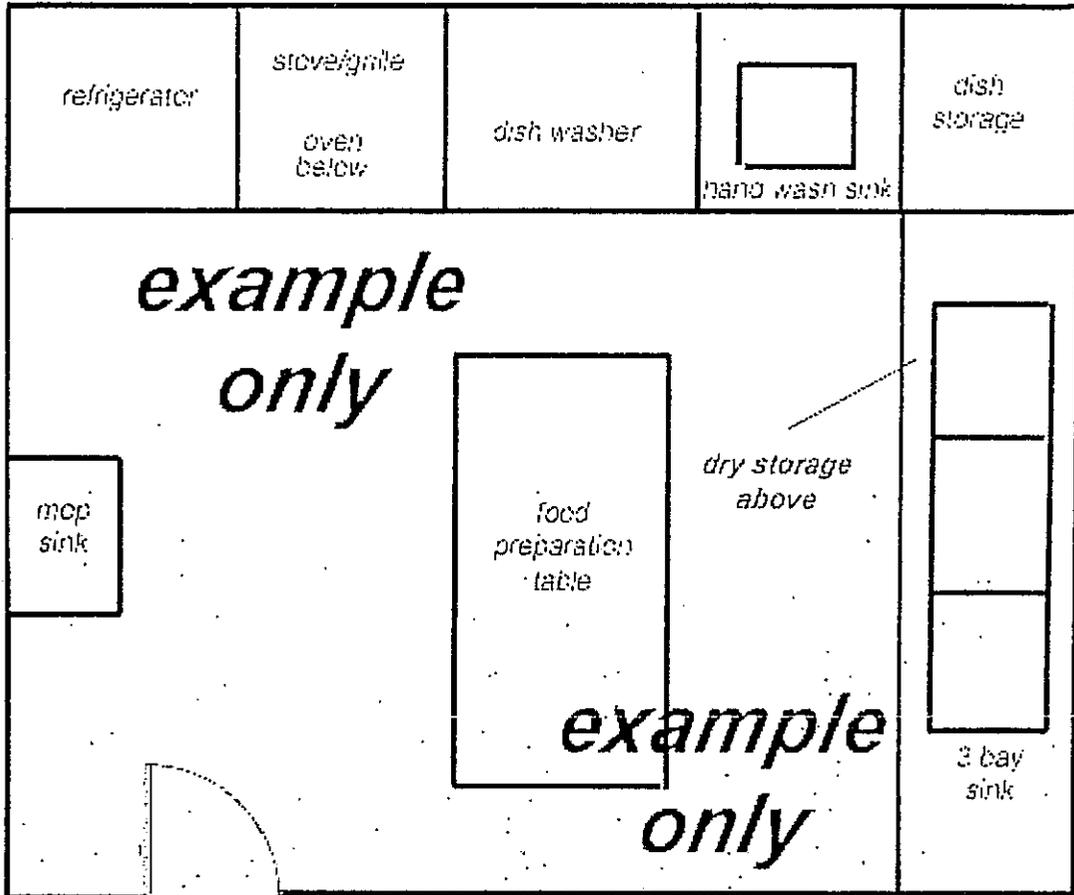
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c.730, §27 (rp).]

4. No license to person who moved to obtain a license. (REPEALED)

5. (TEXT EFFECTIVE 3/15/01) **Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

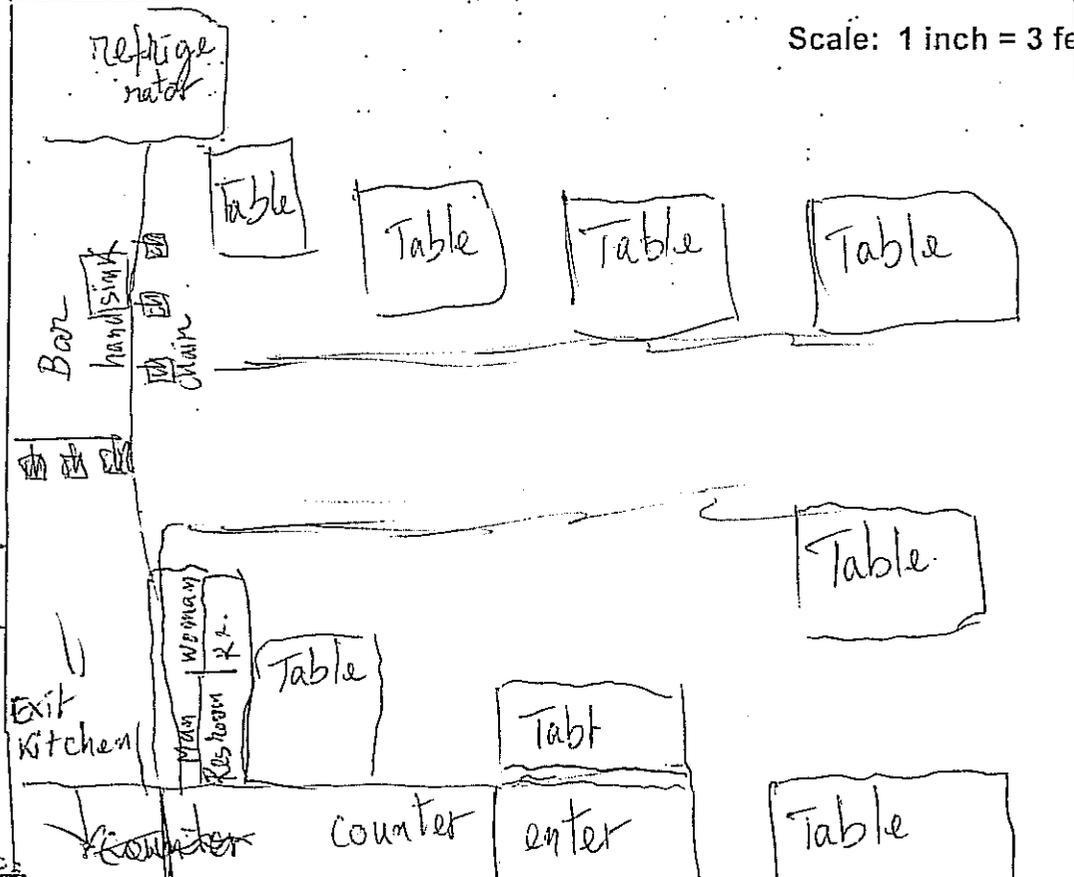
Appendix B
 Example of a Food Preparation Area Plan



Scale: 1 inch = 3 feet

Freezer
 Refrigerator

Freezer
 Microwave Refrigerator



STATE OF MAINE
Liquor Licensing & Inspection Unit
164 State House Station
Augusta, Maine 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: Thai Lao LLC
 Business D/B/A Name: Thai Golden Cuisine
2. Date of Incorporation: 7/3/12
3. State in which you are incorporated: ME
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: _____

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Prapchan Kewthong	136 Pleasant St Brunswick	7/14/60	50	partner
Khangsith Viraphandeth	1 Russell St Leadfield	6/11/85	50	partner

6. What is the amount of authorized stock? 1500 Outstanding Stock? No
7. Is any principal officer of the corporation a law enforcement official? () YES (X) NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES (X) NO
9. If yes, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: Wiscasset On: July 11, 2012
City/Town Date

[Signature] Date: 7-11-12
 Signature of Duly Authorized Officer

Prapchan Kewthong
 Print Name of Duly Authorized Officer

11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married. Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Prapchan Krewthong	7/14/60	Thailand
Anongsith Viraphondeth	6/11/85	Lao

Residence address on all of the above for previous 5 years (Limit answer to city & state)
136 Pleasant ST BRUNSWICK, ME 04011
1 Russell ST Readfield, ME 04355

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued? Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: Avanti LLC
Same

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Restaurant, seating, sewing areas

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for:

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? church Which of the above is nearest? 4 miles

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Wiscasset, ME on July 11, 2012
Town/City, State Date

[Signature] Please sign in blue ink [Signature]
Signature of Applicant or Corporate Officer(s) Signature of Applicant or Corporate Officer(s)



Office of Assessors' Agent

12 a.

July 10, 2012

To: Board of Assessors

From: Sue Varney, Assessors' Agent

RE: Workshop regarding property valuations.

Packet contents:

- Spreadsheet regarding Route #27 area suggested value changes.
- Village neighborhood (homesite) sales ratio study with present values, with 10% reduction adjustment and also 20% reduction adjustment.
- Village neighborhood (homesite) spreadsheet with current and proposed values reduced by 10%.
- Village neighborhood (water influence) spreadsheet with current and proposed values reduced by 10%.
- Village neighborhood (commercial) spreadsheet with current and proposed values reduced by 10%.
- Village neighborhood (deep & shallow waterfront) spreadsheet with current and proposed values reduced by 10%.
- Maps of all.

Let's start with the easier of the issues tonight!

You have the spreadsheet and will see tax maps U-4 and U-5 showing the Route #27 area of town. As you will see on the maps most properties are being treated consistently with the exception of the blue and green colored lots on map U-5 and two lots on map U-4. For instance lot 22 and 22A are coded to be in the **village neighborhood** while all other lots in the area are in the **rural west neighborhood**, at a much lower base rate, resulting in those two homesite lots being assessed at a higher rate than the commercial properties right next door! The yellow, purple, pink and orange lots are being treated consistently.

My proposal is to correct the nine lots listed on the spreadsheet resulting in a valuation loss of **\$73,800**. This corrects and makes 5 commercial and 4 residential lots consistent with the rest of the neighborhood.

The next piece to consider is the village neighborhood (homesite) sales ratio study with present values, with 10% reduction adjustment and also 20% reduction adjustment.

What this is showing is after the mathematical calculations are done based on the sales that we have had, currently the values in the Village are at **130%** of fair market value with a quality rating of 20. (The state requires that we are at 20 or below.) With a reduction of 10% the ratio is **124%** and with a reduction of 20% the ratio drops to **119%** of fair market value.

The attached spreadsheets in each land type are all based on a 10% reduction so as not to have to redo each one each time the base value was changed, which saved me a lot of work but we certainly can change them all to whatever the Board wishes. Although the 10% reduction only gets our Village sales ratio down to 124% it does show that we are working towards making the necessary changes towards the current market. Those that live in the area may not think it is enough but I believe it is worth it to try and work towards correcting what is wrong.

Keep in mind a couple of the village lots, if they are on Route #27, were corrected above and bottom numbers may need to be adjusted further.

On the Village neighborhood (homesite) spreadsheet reducing the values approximately 10%, from a base of \$110,000 to \$100,000 the result in valuation loss is **\$1,643,600**. As you will see on some of these sheets lots have been combined for tax purposes, (requested by the taxpayer) also lowering the value.

On the Village neighborhood (water influence) spreadsheet reducing the values approximately 10%, from a base of \$175,000 to \$160,000 the result in valuation loss is **\$1,828,100**.

On the Village neighborhood (commercial) spreadsheet reducing the values approximately 10%, from a base of \$213,750 to \$195,000 the result in valuation loss is **\$687,600**.

On the Village neighborhood (deep waterfront) spreadsheet reducing the values approximately 10%, from a base of \$300,000 to \$275,000 the result in valuation loss is **\$59,500**.

On the Village neighborhood (shallow waterfront) spreadsheet reducing the values approximately 10%, from a base of \$250,000 to \$228,000 the result in valuation loss is **\$138,800.**

If all the above changes were made the resulting valuation loss would be approximately **\$4,431,400** at 10% reduction. At last year's mill rate of .01515 that would equal \$67,135.71 in revenue. This is a lot of valuation loss and maybe the Board would like to think about it and perhaps instead in the next year or two do a land only revaluation.

I also have available tonight a copy of the sales maps that I plot the sales on. The ones tonight tracked 2010, 2011 and 2012 sales. The previous year's maps are also available in my office if the Board would like to see them. I reviewed sales in all other areas in town and did not find the discrepancies that I found in the Village.

I also know that the Board still has to decide what, if anything, to do with the Mason Station values and that will also be a loss in value. I don't have all the answers but do know that the above matters have been brought to my attention many times in the last year and I would not be doing my job as your agent if I did not bring it to your attention.

Received
3/8/12

12b.

Mason Station, LLC

485 West Putnam Avenue
Greenwich, CT 06830

March 8, 2012

Board of Selectman
Town of Wiscasset Assessing Agents
51 Bath Road
Wiscasset, ME 04578

RE: Mason Station LLC - Tax Assessments

Dear Board Members,

We are in the process of working on a reconfiguration plan for the site substantially reducing the number of lots. We expect to combine the existing lots into larger lots. Once we have the revised site plan and survey completed we will be meeting with the planning board and starting that process. We discussed this approach with the town manager and town planner earlier this year. It was agreed that we should file abatement forms in the meantime as we continue to go through the planning process.

We have submitted the following information previously to the board and Town Assessor but it is worth restating our belief that the lots in the current approved subdivision plan remain inaccurately assessed. The reason being; in October of 2007 we met with Tyler Technologies (Steve Bruemmer and Karen Johnson). At that meeting we provided them with extensive documentation of the current local, State and Federal permitting approvals and status of the redevelopment of the Point East Maritime Village owned by Mason Station, LLC. We fully recognize that this project has been and will continue to be very complicated from an assessment perspective as the permitting involves such a diverse and extensive list of regulatory agencies. We clearly explained that the proposed assessment did not accurately reflect the permitted use and thus the valuation and marketability of our holdings. It is clear that this information was not reflected in the final assessment. Respectfully, we resubmit this information for your review.

Lots 19, 33, 34, 35, 36, 61, 62, 63, 64, 65, and 66 are unbuildable and therefore unmarketable due to an existing railway easement held by Central Maine Power Company. The Wiscasset Planning Board approved the creation of these lots on November 11, 2005 subject to Phase I Approval Condition Item 1-B of the Finding of Facts and Conditions of Law which states

"No building permits shall be issued for lots 19, 33, 34, 35, 36, 61, 62, 63, 64, 65 and 66 until the existing right-of-way easement for the railroad track is either released by its owner or relocated with prior approvals of its owner and the Wiscasset Planning Board."

NOTE: The railway track right-of-way has not been released by CMP nor relocated and thus clearly the final approvals have not been granted by the Wiscasset Planning Board. Therefore, these lots should not be assessed as approved building lots but as unusable open space. In addition Lot 36 will never be buildable due to topography, Maine DEP wetland setbacks and utility easement setbacks. This lot should be listed and assessed as open space regardless of the railway easement.

Lots 16 – 79 are unbuildable and unmarketable due to municipal water and sewer restrictions. The Wiscasset Planning Board approved the creation of these lots on November 11, 2005 subject to Phase 1 Condition Approval Item 1-A of the Finding of Facts and Conditions of Law which states

"Wiscasset Planning Board approval shall be limited to construct 15 single family residential units. (SIC) until the necessary upgrades and improvements as specified in the Wiscasset Water District Letter dated July 18, 2005 and Wiscasset Sewer Treatment Plant Letter dated July 21, 2005 or other sewer and/or water upgrades as mutually agreed upon by the Wiscasset Planning Board, Sewerage Treatment Plant and Mason Station LLC are completed, after which the applicant is authorized to construct the additional residential units the sewer and water systems can accommodate."

NOTE: These required upgrades and improvements have not been completed, nor has Mason Station, LLC received approval to construct any additional houses past the originally approved 15. Until such approval is received from the Wiscasset Water District and the Wiscasset Sewer Department and submitted to the Wiscasset Planning Board and the Findings of Facts amended these lots are not buildable.

Lots 67 – 79 are not fully permitted and therefore unbuildable and unmarketable. The Wiscasset Planning board approved the creation of these lots on November 11, 2005 subject to Phase 1 Condition Approval Item 1-c of the Findings of Facts and Conditions of Law which states:

“Construction, as part of the Wiscasset Planning Board Subdivision and Site Plan Review approvals dated November 14, 2005 shall not commence until the applicant has secured applicable Maine Department of Environmental Protection approvals associated with this proposal and has provided copies of these approvals to the Planning Board.”

NOTE: The applicable Maine Department of Environmental Protection approvals are still pending and closure work still in progress.

Lots 82, 83, 84 and 85 do not have final Maine Department of Environmental Protection Site Location of Development approval therefore unbuildable and unmarketable. The Wiscasset Planning Board approved the creation of these lots on April 26, 2006 subject to Phase II Condition Approval Item C as well as condition 1-A of the Finding of Facts and Conditions of Law which states:

“Construction, as part of the Wiscasset Planning Board Subdivision and Site Plan Review approvals dated April 24, 2006 shall not commence until the applicant has secured applicable Maine Department of Environmental Protection Site Location Permit approvals and has provided copies of these approvals to the Planning Board.”

“Wiscasset Planning Board approval shall be limited to construct 15 single family residential units. (SIC) until the necessary upgrades and improvements as specified in the Wiscasset Water District Letter dated July 18, 2005 and Wiscasset Sewer Treatment Plant Letter dated July 21, 2005 or other sewer and/or water upgrades as mutually agreed upon by the Wiscasset Planning Board, Sewerage Treatment Plant and Mason Station LLC are completed, after which the applicant is authorized to construct the additional residential units the sewer and water systems can accommodate.”

NOTE: The Maine Department of Environmental Protection Site Location Permit is still pending and approval has not yet been granted.

Lot 81 (The Mason Station Power House) is inaccurately assessed as a Commercial Prime site. The Town of Wiscasset overwhelmingly approved the rezoning of the Birch Point peninsula on April 29, 2004 to a new Shoreland Business Zone II (SBII) with a Marine Overlay District. This rezoning clearly prohibits the employment of the Mason Station Powerhouse as designed and built. The SBII K.3.3.0 Commercial Uses allows “low-impact industrial uses” These uses are defined as:

“ Facilities and/or industrial activity involving the manufacturing, packaging, assembly or distribution of products from previously prepared materials including, but not limited to, the following: bakeries, breweries, bottling, printing and publishing, machine shops, assembly of electronic components, tool and die shops and packaging of foods; and/or, the manufacturing of: precision instruments, watches, musical instruments, toys and sporting goods, pottery and ceramics using only previously pulverized clay, wood products, jewelry. Low-impact industrial uses do not include salvaging operations.”

NOTE: No formal plans have been developed or submitted to the Wiscasset Planning Board or Maine Department of Environmental Protection for the redevelopment of the former Powerhouse. As we discussed with Tyler (and they agreed) its financial value is less than the cost to “de-industrialize” the building. Additionally, we have received no building approvals for Lot 81 for any new structure. The vast majority of the 6.74 acre lot is roads, utility easements and deeded open space. The land assessment is unrealistic given the use of the lot.

Lots 1 and 2, 49 and 50 were combined into two lots as a result of the site construction, infrastructure installation, utility easements, shoreland setbacks and revised actual topographical information. Collectively these should be considered as only two buildable lots. Individually it is not possible to build a habitable structure upon each one.

We certainly understand the complexity of evaluating a site that is continually undergoing permitting, remediation and utility installation and upgrades. That is why we committed the time and effort to bring Tyler Technologies up to date on the then current status of the development for the 2007 assessment as of April 1, 2007. It is very disappointing that this information was clearly not taken into consideration when assessing the Mason Station LLC holdings. It is equally unsettling to learn that the supporting documentation submitted to Tyler Technologies was never received by the town. We have submitted a second complete copy of the package originally presented to Tyler Technologies for your reference and review.

At the conclusion of our discussions with Tyler Technologies, we were promised a letter itemizing the subsequent modifications for our review prior to the final assessments being determined. We never received the letter and as a result, regrettably, did not apply for abatement in a timely manner.

The value of our lots cannot be universally assessed by one standard as they are each in various phases of permitting, easement release and public utility improvements.

Additionally, it defies common sense that the lots along the Ice Pond (Lots 3 – 18) and the lots along Hilton Cove (Lots 19-31, 32B and 35) all of which are tidal with expansive mudflats are assessed as the same value as the North Point parcels (Lots 67 – 78) which are true open river lots.

Interestingly, for your reference, we expected to start building a house on Lot 3 at a building construction cost of \$125,000 with \$75,000 of site work and utility infrastructure (road, water, sewer, storm drains, fire hydrants, etc). The planned listing price for the house based on market value research would be \$295,000. The assessment for this .19 acre parcel is \$280,200. The lot assessment is almost equal to the final listing price when we would need to invest an additional \$200,000 into the house and lot. There is not a two tenth acre parcel anywhere in Wiscasset that has a assessed value this high.

Prior to Tyler Technologies appraisal, historically we met with your tax assessor, Sue Varney. Together, we went through the various parcels and their stages of developments to determine percentages of completion and subsequent market values. Unlike some parcels in town that had a long standing static assessed value, the values that were determined by Sue Varney and subsequently approved by the Board of Selectmen reflected a current and market-based value. We agreed with that process and were happy to pay our fair share of the town's tax obligation.

While we vehemently disagree with the Tyler Technologies inaccurate and unreasonable assessment of our property, we remain committed to paying our fair share. To that end, we would be willing to submit for review each of our lots, and discuss in person the development stage of each parcel so that together we might determine a fair and reasonable assessment for the Mason Station LLC holdings.

We thank you for your thoughtful consideration of our request for abatement on the 2010 and 2011 tax year assessment and look forward to discussing these items in greater detail at your earliest convenience.

Best regards,



Joseph Cotter
Mason Station, LLC

A Guide to Doing Business in Wiscasset, Maine





Greetings!

It is with great pleasure that I proudly introduce you to the Town of Wiscasset. Wiscasset is in the heart of Mid-coast Maine providing services and recreational opportunities for nearly 40,000 people in the Lincoln County area. Our community has a long history of commerce – from shipbuilding to state of the art medical supplies. You will find Wiscasset has a business friendly atmosphere and a unique quality of life fit for all ages.

If business expansion or relocation are in your future plans, we have a high quality of life, an affordable cost of living, and a skilled and productive workforce with an attractive wage base.

Our exceptional staff stands ready, willing, and able to pave the way for a smooth transition, supporting your business every step of the way. Whether it be permitting, land use regulations, or licensing, we are ready to help.

Again, welcome to Wiscasset. We are very interested in talking with you about your future plans.

Sincerely,

Laurie A. Smith
Town Manager

Greetings:

On behalf of the Wiscasset Area Chamber of Commerce I would like to offer you a warm welcome to the Town of Wiscasset. As the premier advocate organization for business in the region we work in cooperation with the Towns to promote a healthy and vibrant economy. The Chamber has over 120 members and is a wide mix of professionals, manufacturing firms, retail establishments, non-profits, service providers and tourism based businesses. All of us are working in conjunction with citizens, educational institutions, governmental agencies, and each other to provide a positive business environment and improve the quality of life.

The Chamber can be a great resource for your business whether you are seeking networking opportunities, business referrals, or name recognition. You are invited to join the Chamber where you will find an active business organization with dedicated individuals working hard to promote business and community values. Being active in our chamber is a great way to promote your business and make our chamber stronger. Please visit our website at www.wiscassetchamber.com to learn more about us or call 207-882-9600 with any questions you may have.

Sincerely,

David Stapp, Chairman

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INTRODUCTION

Thinking about starting a business in Wiscasset?

Welcome to Wiscasset: the prettiest village in Maine! Wiscasset's many assets offer a unique opportunity for your business including:

- ✓ Vibrant downtown community
- ✓ Attractive historic district
- ✓ Prospering commercial corridors along Route 27 and Route 1
- ✓ Close proximity to Augusta, Rockland, Brunswick, and Portland
- ✓ Ferry Road I-Park (Industrial Park with available land for development)
- ✓ Municipal Airport with ample space for hangar and other aviation development
- ✓ Active local chamber of commerce
- ✓ Rich diversity of natural resources
- ✓ Historically strong energy culture
- ✓ Expansive public infrastructure systems
- ✓ Consistent seasonal tourist population
- ✓ Reliable year round local population
- ✓ Abundant open spaces and recreational opportunities
- ✓ Dynamic marine based industries and resources
- ✓ Supportive community to grow your business
- ✓ Service Center for regional population of about 11,000
- ✓ Seasonal tourist population (Wiscasset is was the 4th most visited town in the midcoast area in 2011)
- ✓ Diversified businesses
- ✓ Railroad
- ✓ Sheepscot River and deep water ports

This reference is intended to be an information resource to anyone who is contemplating establishing a new business or purchasing or expanding an existing business in the Town of Wiscasset. Since this guide is an *informational resource* only, it should not be used as the sole source of information. Agencies listed should be contacted to verify information and answer questions. Wiscasset's local government provides a number of different staff members that are able to assist you in most areas of establishing your business here. This guide outlines many of those resources and other relevant information to consider before getting starting. We are happy to have you as part of our community- thank you for choosing Wiscasset!

STARTING YOUR BUSINESS

Starting your businesses does not have to be an overwhelming process. In Wiscasset, the Office of Planning, Development and Codes is available to help you every step of the way. The Town Planner is knowledgeable of the resources and processes you need to get your business launched here in Wiscasset. Whether you are looking to start your business from the ground up or relocate your successful business to our vibrant community, the Town Planner is available to assist you through this process.

GETTING STARTED:

Every business starts the process from a different step. Many of the steps laid out in this may not be applicable to your specific businesses and some of the steps may already be complete. The order in which these steps are laid out may not necessarily be in a specific order applying to you. Contact the Town Planner if at any time you are uncertain if a specific step may apply. It is always a good idea to begin the process by sitting down with the Town Planner and Code Enforcement Officer to go over your plans and discuss the requirements and permitting process.

Once you have an idea for a business and a location identified the following steps should be taken:

- A. Meet with the Town Planner and Code Enforcement Office:** Start the process by meeting with the Town to determine what steps you will actually need to complete to get your businesses started. Because every business will require different permits or other requirements, the Town Planner and Code Enforcement Officer can address the following steps to determine if they are applicable to your business plan:
- 1) Business Conforms to Current Zoning Ordinance (Code Enforcement)
 - 2) Sign permit (Code Enforcement)
 - 3) Site Plan or Subdivision Review (Town Planner)
 - 4) Building Permit- new construction or renovation (Code Enforcement)
 - 5) Business assistance programs and other resources (Town Planner)

CONTACT:

Town Planner 882-8200 ext 106 or townplanner@wiscasset.org.

Code Enforcement Officer 882-8200 ext 109 or codes@wiscasset.org

- B. Wiscasset Business License:** The Town of Wiscasset requires all businesses to be registered with the Town Clerk. There is no fee for this license and interested businesses can have their business information added to the town website's business registry. The Town also requires a Temporary Business License, permitted by the Code Enforcement Officer, for seasonal businesses in operation for 3 months or less. There is a \$50 permit fee.

CONTACT:

Town Clerk 882-8200 ext 104 or townclerk@wiscasset.org.
Code Enforcement Officer 882-8200 ext 109 or codes@wiscasset.org

- C. **Maine State License Transfer or Application:** Many businesses must be licensed by the State. If you already have a license you may just need to transfer that license to include your new location. If you decide to incorporate or become a limited partnership or a limited liability company, you will need to register your entity with the Bureau of Corporations at the Office of the Secretary of State. If you form a sole proprietorship or a general partnership, you do not need to register your business entity with the state- only with the town.

CONTACT:

Maine Bureau of Corporations 624-7736

The Maine Department of Economic & Community Development provides helpful information on the licensing process as well as other helpful information on starting a business in Maine. You can visit their website for more information on the appropriate department for your businesses license. <http://www.maine.gov/portal/business/starting.html>

The Maine Department of Health & Human Services provides a web page identifying the types of businesses that must receive a license from Maine Center for Disease Control (Maine CDC) prior to operation. This website is helpful for learning more about the licensing process through Maine CDC and identifying necessary steps needed. <http://www.maine.gov/dhhs/mecdc/environmental-health/el/business-answers.htm>

- D. **Additional Permits that may apply:** Depending on the nature of your business in Wiscasset other permits may apply. The Office of Planning, Development and Codes should be able to inform you if any of these additional permits apply when you first meet with them.
- 1) Creamery Pier Vendor Permit (Code Enforcement)
 - 2) Home Occupation Permit (Code Enforcement)
 - 3) Special Amusement Permit (Town Clerk)

CONTACT:

Town Clerk 882-8200 ext 104 or townclerk@wiscasset.org.
Code Enforcement Officer 882-8200 ext 109 or codes@wiscasset.org

- E. **Additional Town Departments:** If on town water or sewer you will need to contact the Wiscasset Water District or the Wiscasset Sewer District to get set up. If located on a town road, an entrance

permit may be required by the Road Commissioner. If your business is located on a State road, Maine Department of Transportation (Maine DOT) would be the appropriate contact- see *Additional State Departments* below.

CONTACT:

Wiscasset Water District	882-6402
Wiscasset Sewer District	882-8222
Road Commissioner	882-8220

- F. **Additional State Departments:** Depending on the type of business you are starting, some inspections or permits may be required by State Departments. The State Fire Marshal may require safety inspections, construction review or specific permits. When dealing with a State road, and especially US Route 1, you may need to contact Maine DOT regarding entrance permits and other requirements. For electrical services at your business contact Central Maine Power.

CONTACT:

State Fire Marshal Office	626-3870
Maine DOT	624-3000
Central Maine Power	1-800-565-3181

- G. **Local and State Taxes:** The State of Maine imposes local property tax on both real and personal estates. Business owners should be prepared to declare personal property used in support of their business. Please contact the Wiscasset Town Assessor for more information on local personal property taxes.

All firms must have a State ID Number and State Sales Tax Number which can be obtained from the Bureau of Taxation, Sales Tax Section.

CONTACT:

Town Assessor	882-8200 ext 101	or	assessor@wiscasset.org
Bureau of Taxation	289-2336		

- H. **Employer Identification Number:** An Employer Identification Number (EIN) Form SS-4 must be applied for at the Internal Revenue Services if you have not obtained an EIN before and if:

1. You pay wages to one or more employees,
2. You are required to have an EIN to use on any return, statement, or other document, even if you are not an employer, or
3. You are required to withhold taxes on income other than wages paid to a non-resident, alien (individual, corporation, partnership etc.).

CONTACT:

Internal Revenue Services 1-800-829-3676

- I. **Insurance:** General liability & other business insurance can be obtained from a private firm. Workers compensation insurance, if applicable, may also be obtained through a private firm.

Business Answers

Business Answers, a program of the Maine Department of Economic and Community Development, exists to assist new and existing businesses with start-up and expansion. In conjunction with the online service, they also operate a toll-free 800-line which you can call and get answers to all of your questions, including:

- Starting and operating a business
- State licensing requirements
- Your business name
- Becoming an employer
- Being self-employed
- And much more!

Business Answers website: <http://www.maine.gov/online/businessanswers/>

Business Answers toll free line: In Maine: 1-800-872-3838 & Outside of Maine: 1-800-541-5872

Municipal License & Permits

License	Fee	Office to obtain license	Applicable Ordinances *
Business License **	No Fee	Town Clerk	Article IX, Section 9
Temporary Business **	\$50	Code Enforcement	Article IX, Section 1.4
Special Amusement **	\$10	Town Clerk	Article X, Section 1
Creamery (Main St) Pier Vendor Permit **	Seasonal- \$400- \$600 Day- \$25/day	Code Enforcement	Main Street Pier Policy
Sign Permit	\$40/sign	Code Enforcement	Article III
Home Occupation Permit	No Fee	Code Enforcement	Article II, Section 2.15

**Applicable Ordinances reference municipal ordinances or policies regulating each license or permit. Each ordinance or policy can be found online at Wiscasset.org or at the Wiscasset Town Office.*

*** License and Fees must be renewed each year.*

Building Permit Guide

Most projects will require a building permit from the Code Enforcement Office. No project shall begin until a building permit has been issued by the Code Enforcement Officer. Building permit applications are available at the Town Office or on the Town website:

http://wiscasset.org/code_enforcement/permits_applications/.

Visit the Code Enforcement Officer to determine your project meets all current zoning ordinances.

A building permit must be obtained for:

- New Construction of all sizes
- Additions
- Renovations
- Moving Buildings
- Mobile Homes
- Modular Homes

Required information for building permit applications:

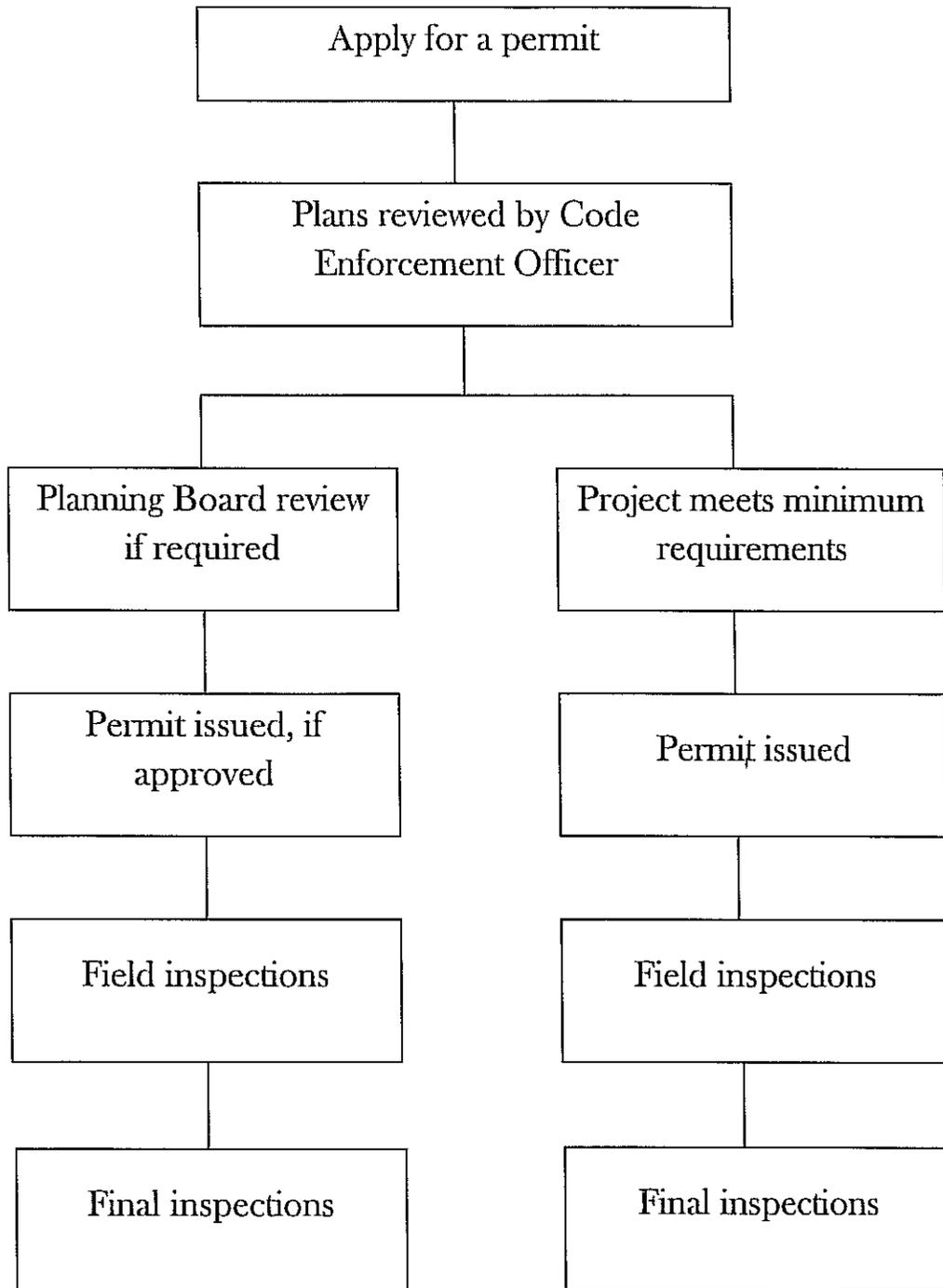
- Exact location of proposed structure or project
- Dimensions, including height
- A site plan showing the size and location of all proposed and existing structures, septic systems, well, property lines, roads, wetlands, marshes, brooks and streams and shorefront with the setback clearly showed.

No building permit is required for repairs, and/or maintenance, on existing buildings or structures such as, but not limited to: painting; replacement of rotten or weak wood or stonework, brickwork or masonry; replacement of doors or windows; replacement of siding or fire-resistant roofing; replacement of gutters, storm windows or blinds, so long as plumbing is not involved and no building permit is required.

The fees for building permits shall be calculated upon the fair market value of the structure to be placed or erected upon a lot, the fair market value of the mobile home to be placed upon a lot, or the fair market value of the improvement to be made to an existing structure. The fees for building permits shall be:

- For new non-commercial structures containing one or more residential dwelling units, and for mobile homes containing a dwelling unit, \$100.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value.
- For new non-commercial structures that do not contain residential dwelling units, and for the expansion of existing non-commercial structures which either do or do not contain residential dwelling units, \$25.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value.
- For new commercial structures, and for the expansion of existing commercial structures, \$200.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value.
- If a building permit is obtained after construction has been started or after a structure has been placed upon a lot, the fee shall be as set forth in the preceding subsections PLUS an additional \$300.00.
- The fees for plumbing permits shall be those as set by the appropriate State of Maine Department except that the minimum fee for an internal plumbing permit shall be \$30.00.

Building Permit Process



Site Plan & Subdivision Review

Site plan and subdivision review may be applicable to your project. The below information will help you determine what is eligible. The Town Planner is available to assist you in determining if your project may need Planning Board approval through site plan or subdivision review. Additionally, the Town Planner is available to assist through the application process to ensure you understand each step of the application, required information to submit, and ensure the Planning Board is receiving all the necessary information for a timely review process.

The Planning Board reviews applications for subdivisions & site plans:

- 1) Major & minor subdivisions
- 2) New construction of non-residential buildings, including accessory buildings and structures
- 3) Expansion of non-residential buildings and structures
- 4) Multi-family dwellings
- 5) Expansion of multi-family dwellings
- 6) Paving, stripping, grading and removal of earth materials from areas more than 10,000 sq. ft within a five year period
- 7) Projects in the Shoreland Zoning District which require site plan review.

Planning Board Applications are due 7 days in advance of the meeting you wish your application to be reviewed. It is always best to speak with the Town Planner prior to submitting an application in order to understand the contents of the application and timeline for review.

Some Planning Board projects can be complicated and approval may be required by other departments, so be sure to contact the Planning and Development office for assistance (207) 882-8200 ext. 106.

Large sites and subdivisions may require Maine Department of Environmental Protection (DEP) review. Please call 287-2811 for DEP rules and regulations.

Fees

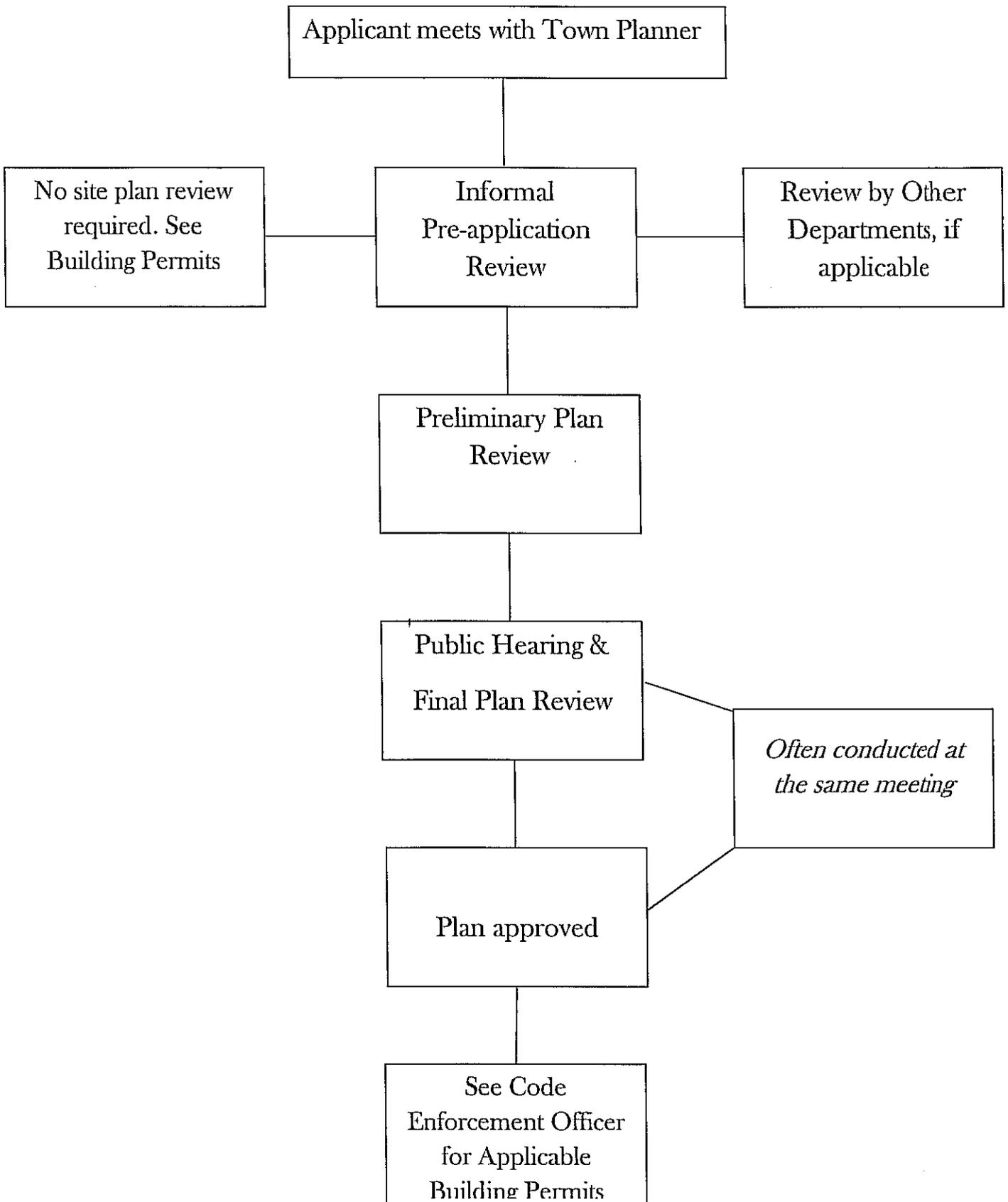
Subdivision:

- Up to 5 lots or units- \$25.00 per lot or unit
- 5 or more lots or units- \$50.00 per lot or unit

Site Plan Review:

- \$0.02 per square foot but not less than \$25.00.

Site Plan & Subdivision Review Process



**CONSTRUCTION PERMITS
FIRE PROTECTION DIVISION
STATE FIRE MARSHAL**

Applies to public buildings

Construction Permits and professionally prepared plans are required for public buildings, as listed below for new construction, renovation work affecting fire safety elements and change of use, regardless of cost.

Educational Occupancies such as schools, day care centers, and group day care homes.

Health Care Occupancies such as hospitals, convalescent homes, nursing homes, ambulatory care centers, and large facility board and care.

Board and Care Occupancies such as small facilities.

Places of Assembly such as auditoriums, bowling lanes, churches, conference rooms, courtrooms, dance halls, drinking establishments, exhibition halls, gymnasiums, libraries, theaters, passenger terminals, pool rooms, recreational facilities, piers, restaurants, and skating rinks.

Class A – over 1,000 occupants
Class B – 300 to 1,000 occupants
Class C – 50 to 299 occupants

Mercantile Occupancies such as shopping centers, department stores, auction rooms, and supermarkets.

Class A – 30,000 square feet plus, or 3 stories
Class B – 3,000 to 29,999 square feet, or 2 stories

Hotel, Motel, and Dormitory Occupancies: Two or more stories; nine or more sleeping rooms.

Lodging or Rooming Occupancies: Two or more stories; eight or less sleeping rooms.

Business Occupancies: One story of 3,000 square feet or more or two or more stories; such as city halls, college instructional buildings, courthouses, dentist offices, general offices, research laboratories, ambulatory outpatient clinics, and town offices.

(All projects applying for a Barrier-Free Permit are also required to apply for a Construction Permit.)

For more information, please contact the Office of State Fire Marshal, (207) 624-8742, Fax (207) 287-6251, or visit their website at: <http://www.maine.gov/dps/fmo/index.htm>

BARRIER-FREE PERMITS STATE FIRE MARSHAL

Applies to public buildings

As of January 1, 1991, the Office of State Fire Marshal is authorized by the Maine Human Rights Commission to conduct voluntary and mandatory plan reviews and issue Barrier-Free permits for places of public accommodation and/or places of employment, as listed below.

A. New construction projects, regardless of cost or size, require a Barrier-Free permit and professionally designed plans, for the following occupancies:

1. Restaurants
2. Hotels, Motels, and Inns
3. State, Municipal, and County Buildings
4. Elementary and Secondary Schools

B. New construction projects, other than those listed above, require a design professional to certify that the plans meet accessibility laws. A Barrier-Free permit is not required even though the facility must still meet state laws. (A Barrier-Free permit may be obtained on a voluntary basis.)

C. Renovation projects over \$100,000 require a design professional to certify that the plans meet accessibility laws. A Barrier-Free permit is not required even though the facility must still meet state laws. (A Barrier-Free permit may be obtained on a voluntary basis.)

D. Renovation projects under \$100,000 are not required to meet the State accessibility laws. (A Barrier-Free permit may be obtained on a voluntary basis.)

All projects applying for a Barrier-Free Permit are also
required to apply for a Construction Permit.

For more information please contact Office of State Fire Marshal, (207) 624-8742, Fax (207) 287-6251, or visit their website: <http://www.maine.gov/dps/fmo/index.htm>

Additional Local Resources

Wiscasset Area Chamber of Commerce

The WACC is an independent, member-supported organization, which exists to promote a positive business environment that contributes to the economic vitality of the Wiscasset area. The chamber provides networking and marketing opportunities for your business as well as support for ensuring your business and the area prosper. Contact them for more information about how they can help your business!

Phone: 207-882-9600

Website: <http://wiscassetchamber.com/>

Lincoln County Regional Planning Commission

LCRPC provides access to the right tools to successfully establish and grow local businesses. They can assist with zoning, land uses, and all review processes; provide assistance as you develop a business concept; connect you with experienced business counselors who can guide you in preparing a business plan; and can help you identify resources for market and related technical information. LCRPC is also available to review lending and gap financing opportunities, Pine Tree Zone, and tax increment financing, along with workforce training, energy efficiency and other programs that fit your business objectives and needs. Call or drop in and they'll be happy to share their knowledge of local public infrastructure, workforce training, and business assistance grants, and other resources that will support your business objectives.

Phone: 207-882-7552

Website: <http://lcrpc.org/>

Additional State & Federal Resources

Maine Department of Agriculture, Food and Rural Resources State House Station #28 Augusta, ME 04333 (207) 287-3871 http://www.maine.gov/agriculture/index.shtml	Maine Department of Labor State House Station #54 Augusta, ME 04333(207) 287-3788 http://www.maine.gov/labor/
Alcohol, Tobacco & Firearms US Department of Treasury 84 Preble Street Portland, ME 04101 (207) 780-3344 http://www.atf.gov/	Land Use Regulation Commission LURC, State of Maine State House Station #22 Augusta, ME 04333 (207) 287-2631 http://www.maine.gov/doc/lurc/

<p>Bureau of Alcoholic Beverages & Lottery Operations 8 State House Station, Augusta, ME 04333 (207) 287-3721 http://www.maine.gov/dafs/bablo/</p>	<p>Maine Career Center Bureau of Employment Services 55 State House Station Augusta, Maine 04333-0055 (207) 872-5516 1-888-457-8883 http://www.mainecareercenter.com</p>
<p>Maine Dept. of Environmental Protection State House Station #17 Augusta, ME 04333 (207) 287-2811 http://www.maine.gov/dep/</p>	<p>Bureau of Labor Standards State House Station #45 Augusta, ME 04333 (207) 287-6410 http://www.maine.gov/labor/bls/</p>
<p>Rural Development PO Box 405, 967 Illinois Ave., Suite 4 Bangor, ME 04402-0405 (207) 990-9174 www.rurdev.usda.gov</p>	<p>Maine Small Business Administration Edmund S. Muskie Federal Building, Room 512 68 Sewall Street Augusta, ME 04330 www.sba.gov</p>
<p>Finance Authority of Maine (FAME) 5 Community Drive, P.O. Box 949 Augusta, ME 04332-0949 (207) 623-3263 http://www.famemaine.com/</p>	<p>Unemployment Compensation Div. State House Station #54 Augusta, ME 04333 (207) 287-3176 http://www.maine.gov/labor/unemployment/index.html</p>
<p>Maine Dept. of Inland Fisheries and Wildlife 284 State St. State House Station #41 Augusta, ME 04333 (207) 287-2571 http://www.maine.gov/ifw/</p>	<p>US Department of Labor- Wage & Hour Division PO Box 211 DTS, 66 Pearl Street, Room 211 Portland, ME 04112 (207) 780-3344 http://www.dol.gov/index.htm</p>
<p>Internal Revenue Service 1-800-829-1040 (Federal Tax) 1-800-829-3676 (Federal Tax Forms) 1-800-322-9401 (Soc. Security Admin.) www.irs.gov/</p>	<p>OSHA 40 Western Avenue, Room 121 Augusta, ME 04333 (207) 622-8417 www.osha.gov</p>
<p>Maine Dept of Transportation (MDOT) PO Box 309 State House Station #6 Augusta, ME 04333 (207) 287-2551 http://www.maine.gov/mdot/</p>	<p>Maine Made: Maine Products' Marketing Program Office of Business Development State House Station #59 Augusta, ME 04333 (207) 287-3153 http://www.mainemade.com/</p>
<p>Maine Bureau of Corporations 101 State House Station Augusta, Maine 04333-0101 Tel: 207-624-7736 Fax: 207-287-5874 http://www.maine.gov/sos/cec/corp/</p>	

Town Office Hours

Monday: 8:00 a.m. – 7:00 p.m.

Tuesday: 8:00 a.m. – 4:00 p.m.

Wednesday: 9:00 a.m – 4:00 p.m.

Thursday: 8:00 a.m. – 4:00 p.m.

Friday: 8:00 a.m. – 4:00 p.m.

Board Meetings

Board of Selectmen: 1st & 3rd Tuesday of each month

Planning Board: 2nd & 4th Monday of each month

Board of Appeals: *As needed*

Held at the Wiscasset Town Office Meeting Room

51 Bath Rd, Wiscasset, ME

All meetings are held at the Wiscasset Town Office Meeting Room at 51 Bath Rd. Meeting agendas are posted on the municipal website: www.wiscasset.org

Call specific departments for deadlines. Meetings which fall on holidays may be rescheduled.

Key Municipal Offices

OFFICE	TELEPHONE	EMAIL
Municipal Office	207-882-8200	info@wiscasset.org
Town Manager	207-882-8200 ext 108	townmanager@wiscasset.org
Executive Assistant	207-882-8200 ext 103	admin@wiscasset.org
Town Clerk	207-882-8200 ext 104	clerk@wiscasset.org
Tax Assessor	207-882-8200 ext 101	assessor@wiscasset.org
Finance Department	207-882-8200 ext 107	treasurer@wiscasset.org
Town Planner	207-882-8200 ext 106	townplanner@wiscasset.org
Code Enforcement Officer	207-882-8200 ext 109	codes@wiscasset.org
Plumbing Inspector	207-882-8200 ext 109	codes@wiscasset.org
Planning Board	207-882-8200 ext 106	townplanner@wiscasset.org
Board of Appeals	207-882-8200 ext 109	codes@wiscasset.org
Economic Development	207-882-8200 ext 106	townplanner@wiscasset.org
Airport Manager	207-882-5475	airport@wiscasset.org
Public Works	207-882-8220	publicworks@wiscasset.org
Transfer Station	207-882-8231	transfer@wiscasset.org
Wiscasset Community Center	207-882-8230	info@wiscassetrec.com
Police Department	207-882-8202	patrol@wiscassetpd.org
EMS Department	207-882-8204	ems@wiscasset.org
Fire Department	207-882-8210	
Wiscasset Water District	207- 882-6402	wiscwater@myfairpoint.net
Wiscasset Sewer District	207 882-8222	wwtp@wiscasset.org



Town of Wiscasset

Memorandum

12 d.

To: Board of Selectmen
FR: Town Manager
Re: Route One Master Plan Committee
Dt: August 1, 2012

Back in April Misty wrote the following synopsis of the Town's plan to partner with D.O.T. on a Route One Master Plan.

"Traffic movement and commercial development along Route 1 in Wiscasset remain a challenge knowing the option of a bypass is no longer available. The amount of cars moving through our Route 1 corridor will continue to increase, especially if commercial development increases in this area, attracting new and more frequent drivers. The Town faces a challenge when trying to promote our commercially developed area when dealing with traffic related issues and permitting through DOT. Wiscasset must determine how we face these known challenges as we strive to increase our commercial tax base, given the current constraints we must now work with.

In collaboration with Maine DOT, the Town is looking into the possibility of developing a Bath Road Master Plan. This plan would be a Town-directed project to determine a development strategy that could achieve our goal to expand commercial development along Bath road while also limiting the potential negative impacts associated with the increased traffic. Through creating such a plan, the Town has an opportunity to work with DOT and explore some alternative strategies, hopefully alleviating the anxieties and uncertainty of fees and development obstacles associated with business development."

The focus of the plan will be to spur economic development along the Route One corridor and its connector roads, develop a plan with the State regarding necessary capital improvements, and create a vision for the corridor which will enhance the Town's character.

As we discussed with the Board over the past few months, the Town will oversee the creation of the plan, D.O.T. will serve as a member of the committee, and Lincoln County Regional Planning will perform the administrative tasks. The request for proposals was advertised and the consulting firm will be on board shortly. In order to collect Route One data during the busiest months of the year the Town and State would like to begin the process as soon as possible. In order to move the Selectmen need to appoint members to the committee that meet the criteria outlined within the scope of the project. These included

- Two (2) to Four (4) Route 1 business owners;
- One (1) Route 1 resident;

- One (1) Town Planner;
- One (1) Public Safety representative or First Responder;
- One (1) Wiscasset Transportation Committee member;
- One (1) Selectman;
- One (1) bicycle/pedestrian advocate; and
- One (1) MaineDOT representative.

Staff has worked with the Department of Transportation and Lincoln County Regional Planning to find committee members which will meet all the required criteria. The list of suggested names will be provided to the Board of Selectmen. The Board will also need to supply at least one board member for the committee and staff would prefer two members.

Lincoln County Regional Planning Commission (LCRPC)
Scope of Services for
US Route 1/Bath Road Master Plan
Wiscasset, Maine
May 17, 2012

The Lincoln County Regional Planning Commission (LCRPC) shall develop a Master Plan for the commercially developed section of US Route 1 (aka, Bath Road) in Wiscasset encompassing the area from the Woolwich-Wiscasset town line to the northern intersection of Flood Lane and Route 1. The work will include LCRPC retaining specialized staff and/or consultants familiar with traffic engineering, land use practices, landscape architecture and any other needed specialty personnel. All work is to be coordinated with Town of Wiscasset and the Maine Department of Transportation (“Department”). The Department will have final approval authority. The final delivered product will consist of a plan for coordinated and prioritized infrastructure improvements and information regarding municipal land use management practices needed to meet current and future highway mobility, safety and capacity requirements while ensuring the Town of Wiscasset’s desire for commercial development in an aesthetically pleasing manner will occur.

MASTER PLAN GOALS

The goals of the Bath Rd Master Plan are to:

1. Identify traffic improvements within the highway and on adjacent, developed and developable properties to meet the needs of existing and future development, while maintaining or improving the highway’s mobility, safety and capacity; and
2. Develop a responsible plan for coordinated highway infrastructure improvements and transportation enhancements as well as practical financing strategies needed to implement the plan; and
3. Provide informational references regarding best practices for corridor preservation.
4. Identify transportation-related land use, strategies incorporating best management practices to facilitate corridor preservation consistent with Wiscasset’s Comprehensive Plan.

DESCRIPTION OF TASKS

Tasks to be completed will include:

- Task 1. Project Coordination and Management;
- Task 2. Review Pertinent Municipal Plans and Ordinances;
- Task 3. Assess Current and Future Scenarios;
- Task 4. Develop Recommendations;
- Task 5. Public Involvement; and
- Task 6. Final Report and Related Documentation.

The Tasks are described in further detail below.

Task 1. Project Coordination and Management

LCRPC shall coordinate and manage all aspects of the project in accordance with applicable federal and state regulations and requirements. Activities shall include but not necessarily be limited to:

- Solicitation and selection of specialty subconsultants;
- Bi-weekly conference calls with the Study consultant team, MaineDOT and the Town of Wiscasset;
- Monthly Project Status Reports;
- Monthly invoices;
- Records management;
- Quality assurance and control;
- Communications protocol;
- Development of and adherence to schedule and budget; and
- All other project management and coordination activities.

Task 2. Review Pertinent Municipal Plans and Ordinances

The consultant team shall review the latest version of the Wiscasset Comprehensive Land Use Plan, current zoning maps and definitions, development ordinances and other municipal documents pertaining to commercial and other land uses allowed within the Study Area. Any discrepancies between any of the documents shall be reported to the Study Team for municipal determination of the intent.

Task 3. Assess Current and Future Scenarios

The consultant team shall determine current and future commercial development and multimodal transportation (passenger and commercial vehicles, bicycle, pedestrian, ride sharing, transit, etc.) needs and issues and opportunities. The methodologies shall include but not be limited to:

- 1) Analysis of current traffic and existing roadway characteristics;
- 2) Projection of future traffic volumes based on a full build-out scenario, with a traffic modeling analysis;
- 3) Identification and evaluation of existing and future points of access onto Bath Road;
- 4) Practicable integration of alternate modes of transportation;
- 5) Land use development strategies and “best practices” references for municipal officials’ evaluation and consideration that will encourage development & minimize infrastructure costs related to corridor preservation.

Task 4. Develop Recommendations

Based on transportation and development needs, issues and opportunities, the consultant team shall develop recommended strategies. The strategies shall include financially practicable short-, medium- and long term-

strategies. The strategies shall further be broken down into no-cost/low-cost (less than \$250,000), intermediate cost (\$250,000 to \$750,000), and higher cost (over \$750,000) categories. Funding sources shall also be identified. Examples of the types of recommendations expected to be provided include:

- Traffic-Related Strategies
 - 1) Access management strategies (i.e. shared access points, frontage roads, service roads, cross access, etc.) and recommendations for applicability to adjacent developed and undeveloped properties;
 - 2) Development of a prioritized traffic improvement plan addressing safety and congestion;
 - 3) Preliminary cost- and cost-benefit analyses; and
 - 4) Assessment or Recommendations related to the discrepancies between existing zoning, land use and/or commercial development ordinances.

- Corridor Enhancement Strategies
 - 1) Economical recommendations to guide the appearance, form and function relationships of development and traffic in the corridor, including improvements to attract development and enhance economic development;
 - 2) Possible commercial development themes;
 - 3) Development of “Official Maps” (future road layouts) to provide access to adjoining properties without necessitating vehicles reentering Bath Road;
 - 4) Recommendations for sign standards;
 - 5) Best practice recommendations in utilizing landscape design to improve business attraction;
 - 6) Visual rendering of fully implemented recommendations; and
 - 7) Rendering of potential development site highlighting connectivity of best management practices.

- Financial and Implementation Strategies
 1. Capital costs for improvements;
 2. Priority list of economically-feasible improvements to be considered in the development of future State and Local Capital Improvement Plans;
 3. Frameworks for a Maine DOT-administered Impact Fee program, and potentially, a locally-administered Impact Fee program to address the needs of the MDOT, the Town of Wiscasset, and property owners;
 4. Proposal for public-private partnerships to implement improvements; and
 5. Identification of potential development incentives to implement the recommended strategies.

Task 4. Public Involvement

LCRPC shall work with MaineDOT and the Town to develop a public process plan and establish a Steering Committee to inform and obtain input from stakeholders and to gain public support. The public process plan shall be submitted to the Town and MaineDOT for their review and approval at the onset of Master Plan activities. Major components of the public process plan shall include:

- Description of the Steering Committee roles and responsibilities;
- Study schedule, including decision points and meetings;
- Information sharing mechanisms and public education programs (e.g., web-based information, e-mail, flyers, newsletters, and/or other media).
- Strategies and opportunities to reach business leaders and other constituencies and to include their input into the process.

The public process plan shall include establishing a Steering Committee, whose purpose will be to participate in the overall study process, provide and disseminate information to their constituents, review and comment on draft documents and address any issues associated with the development of study recommendations. The role of the Steering Committee will be advisory with the purpose of providing a range of insights, history, data, and reaction to study direction and findings. Committee membership shall be as approved by the Town of Wiscasset and MaineDOT, but will likely include:

- Two (2) to Four (4) Route 1 business owners;
- One (1) Route 1 resident;
- One (1) Town Planner;
- One (1) Public Safety representative or First Responder;
- One (1) Wiscasset Transportation Committee member;
- One (1) Selectman;
- One (1) bicycle/pedestrian advocate; and
- One (1) MaineDOT representative.

The public process will include four (4) to six (6) Steering Committee meetings held at points in the study at which comment and input are needed. In addition, two (2) public meetings will be held. Meetings with individual businesses and property owners in the study area will also likely be required. The draft public process plan should expand on the aforesaid description and present a detailed framework for a public process.

LCRPC shall be responsible for meeting organization and outreach. Responsibilities include:

- Meeting facilitation;
- Scheduling and identification of meeting locations;

- Meeting agendas, sign-in sheets and summaries;
- Audio-visual equipment;
- Display graphics, PowerPoint presentations, and handouts;
- Development and distribution of meeting notices, agendas and summaries; and
- Distribution of draft documents for review and comment.

Task 5. Final Report and Related Documentation

The consultant team shall summarize all activities conducted under this project in a summary report complete with supporting maps, charts, tables and other graphics as appropriate. The summary report shall also include a prioritized implementation plan indicating the lead agency and completion dates. Additionally, the consultant team shall provide land development practices and access management strategies for municipal consideration regarding their commercial development ordinances. Draft documents shall be provided to allow MaineDOT and the Town of Wiscasset to comment, after which the final documentation shall be completed to address all comments. Five copies of the Final Report and other documents shall be provided to MaineDOT and an additional ten copies shall be provided to the Town of Wiscasset.

All project materials shall be provided to MaineDOT at the completion of the work, preferably in electronic format.

Use of Sub-Consultants and Specialty Staff

LCRPC shall utilize the services of specialized staff and/or sub-consultants to conduct the work specified herein. Specifically, LCRPC shall utilize traffic engineers, land use planners, landscape architects and other specialty services personnel as may be needed to conduct the work. LCRPC shall provide the names of all staff, sub-consultants and sub-consultant staff for their mutual acceptance by MaineDOT and the Town of Wiscasset. If either MaineDOT or the Town of Wiscasset raise objections with any proposed personnel or sub consultants, LCRPC shall retain services of others acceptable to both MaineDOT and the Town of Wiscasset.

Coordination and Management

LCRPC shall be responsible for the following coordination and management activities:

- Coordinate all activities with the Town of Wiscasset and MaineDOT;
- Conduct bi-weekly conference calls and periodic meetings with MaineDOT and Town staff to keep everyone informed of project activities, ensure steady progress and discuss issues that may arise;
- Submit written monthly reports on the status of study progress, cost and schedule;
- Submit monthly invoices to the MaineDOT Project Manager;
- Coordinate all meetings and provide meeting agendas and summaries within one week of the meetings.

Schedule

The work to be performed shall be completed within eight (8) months of the effective date of this agreement.

Regulatory Requirements

All aspects of this work shall meet federal and state requirements, as are further defined in the MaineDOT Cooperative Agreement dated July 14, 2011.

Budget

LCRPC agrees to perform all services noted herein for a cost plus fixed fee not to exceed \$50,000.00.

To: Deb Taylor, Wiscasset High School Principal
and the Wiscasset Selectmen

13. a.

From: Molly Winchenbach, Wiscasset High School Music Director

Date: June 2012

Re: Larabee Request

After carefully considering our needs in the Music department, I have worked with the Wiscasset Music faculty to respectfully submit the following request to utilize Larabee funds in support of the Wiscasset High School Music program. I appreciate your supporting the request in order to provide students with the tools they need to be successful in the Music program, especially in a year when budgets are tight and we try our best to search for ways to cut back or seek alternate sources of funding. Thank you.

Sheet Music for performing groups - Band & Chorus: \$1000

It is important to purchase music used for our ensembles and performances to be in compliance with copyright laws. Many of our performing groups are large and we need multiple copies for students.

Piano Tuning and Instrument Repair - \$800

The acoustic piano that is used at the high school for concerts and graduation as well as other events is in need of repairs and tuning. This would allow for more use of the piano and enhanced musical experiences for the students at these events.

Music Supplies - \$200

The high school music program continues to function on little budgeted money for teaching supplies. This would cover items such as chart paper and various office supplies needed in the music department. This was previously covered by the general supplies account, but has been drastically reduced. Using Larabee funds would allow us to save money in the 6100 account that could be used by other departments.

District & State Level Festivals & Conferences, Accompanist for Concerts \$1410

Each year, Wiscasset High School has several students audition for the District and State Level music festivals sponsored by Maine Music Educators Association (MMEA). The students pay for their audition fees and it is a great learning experience for them just to stand in front of a judge and perform a solo. A few of these students are chosen to participate after their successful auditions the cost is traditionally covered by the school because it is an honor to be chosen. Additionally, the music director has opportunities to attend music educator conferences during the music festivals and throughout the year to keep her music knowledge and skills current. The cost for a piano accompanist at each Wiscasset High School concert is also something that aids the band and chorus and allows the teacher to focus more on the students.

Music Awards & Engraving \$600

Another tradition at Wiscasset High School is to recognize 5 students at the end of the school year, during the Spring Concert, for their excellence and achievement in music with national music awards. The cost of these awards and the engraving is always going up with inflation but it is something that encourages the students to do their best everyday.

Transportation - \$1000

One thing that is constantly on our minds is the cost of gas and transportation. I have limited the amount of travel we do in the music department to cut these costs but there is always a need for students to explore other music programs and travel to outside arenas for auditions. With four sets of auditions, four music festivals, two parades and other performance requests throughout the year, I estimate \$1000 in the transportation budget.

Cleaning Uniforms- \$600

It is imperative that the uniforms be cleaned as soon as possible so that they can be used for concerts that are quickly approaching. In order for students to use the uniforms, we look to the Larabee Fund to assist.

Total request: \$5,610.00



Town of Wiscasset

13 b.

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
William Rines, Wastewater Superintendent
Dt: August 1, 2012
Re: Proposed Wastewater Increases

The FY 2013 budget proposed a Wastewater fee increase *from \$.076 per cubic foot to \$.08 per cubic foot* in order to meet the proposed expenses and begin to invest in the wastewater infrastructure.

Current Rates:

Wiscasset Activated Sludge (750 Users)

- Water usage quarterly min. \$68.40 @ 900 cu. Ft. = \$0.076 cu. Ft. (\$273.60 / year)
- Impact Fee \$6.46 per gallon est. use (\$1,162.80 / 2 bedroom home)
- Connection Fee \$100.00
- 3 employees and 17 pump stations

Comparisons:

Wastewater Comparison Rates

	Users	Pump Stations	Current Rate Per Quarter	Proposed Rate
Freeport	748	10	\$95.72	
Berwick	1200	2	\$112.50	
Richmond	520	3	\$73.78	
Wiscasset	750	17	\$68.40	\$72.00

Freeport Activated Sludge (900 Users)

- Water usage quarterly min. \$95.72 @ 1,200 cu. Ft. = \$0.079 (\$382.88 / year)
- Commercial Rate \$105.75 quarterly
- Impact Fee \$1,000 per bedroom
- Connection Fee \$100.00
- 5 employees and 10 pump stations

Richmond Activated Sludge (520 Users)

- Flat rate quarterly min. \$73.78 based on 1,136 cu. Ft = (\$295.12 / year = \$0.065 cu. Ft.)
- \$7.37 per additional 1,000 cu. Ft.
- Frontage rate \$73.78 (Sewer runs by property)
- Impact Fee \$1,690.00 / 2 bedroom home
- 4 employees and 3 pump stations

Berwick Activated Sludge (785 Users)

- Water usage \$0.08 cu. Ft.
- Frontage rate \$112.00 / year (Sewer runs by property) (\$448.00 / year)
- Connection Fee \$3,000.00 and \$200.00 Inspection Fee
- 7 employees and 2 pump stations

Proposed Increase:

In order to meet current operational costs, the sewer rates should increase to \$0.08 cu Ft.

Budget FY 2012 - 2013

Expenses	\$ 414,248.00
Misc. Revenues	(\$ 200.00)
Needed Revenue from User Fees	(\$ 414,048.00)

Average billing is 5,000,000 cu.ft. per year. $5,000,000 \text{ cuft.} \times \$.08 = \$400,000$ in revenue

Current revenue = $5,000,000 \text{ cuft.} \times \$0.076 = \$380,000$ in annual revenue

History:

Billing started in 2000 at \$0.055 per cu. Ft.

Billing increased in 2006 to \$0.065 per cu. Ft.

Billing increased in 2010 is \$0.076 per cu. Ft.

Billing increase proposed in 2012 is \$0.08 per cu. Ft.

Town of Wiscasset, Maine

NOTICE INVITING BIDS

The Town of Wiscasset is inviting bids for the purchase of one (1) new police package sedans to be utilized as a patrol vehicle for the Wiscasset Police Department. Sealed bids will be received until **3:00 p.m., TUESDAY, August 7, 2012**, at the Town office, 51 Bath Road, Wiscasset, Maine. Bids must be marked "**Police Cruiser.**" Bids will be opened at 7:00 p.m. the Selectmen's meeting in the Town Hall Meeting Room and publicly read at that time. Specifications are on file at the office of Town Manager.

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities.

Town of Wiscasset

51 Bath Road
Wiscasset, ME 04575

GENERAL SPECIFICATIONS FOR ONE POLICE CRUISER

It is the intent of this invitation for bid to solicit bids for police cruiser as described in the following specifications. Bidders are requested to read the complete bid invitation carefully and submit their proposals in strict accordance with the following requirements.

Any questions regarding this bid invitation, must be submitted in writing to Town Manager, townmanager@wiscasset.org or by fax 207-882-8228, and be received by the Town of Wiscasset a minimum of two business days prior to the bid opening date. Changes, if any, will be sent out in writing to all potential bidders. Only changes and clarifications made by addenda will be binding. All bids are to be submitted on the attached proposal form, furnished with this bid invitation.

The Town is exempt from State retail tax and federal excise tax. The prices bid must be net, exclusive of taxes.

All bids must be sealed in a package (or envelope), the cover of which identifies the information that it contains, a bid proposal for "POLICE CRUISER", the vendor's name and address and the due date for the bid proposal.

All bids are to be addressed to:

**Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578**

GENERAL SPECIFICATIONS

ANTI-COLLUSION STATEMENT: By signing this bid the bidder agrees that this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose and that his bid is in all respects fair and without collusion or fraud. The bidder also agrees that this bid is made without any intentional fraudulent acts committed in an effort to be the successful low bidder.

LIQUIDATED DAMAGES: If the cruiser is not delivered within the time limits specified, the delay will interfere with the Town's ability to provide emergency services and will result in loss and damage to the Town. From the nature of the case it would be impractical and extremely difficult to fix the actual damage sustained in the event of any such action. The Town and the awarded vendor, therefore, presume that in the event of any such delay, the amount of damage which will be sustained from delay will be \$100.00 per calendar day, and they agree that in the event of any such delay, the awarded vendor shall pay such amount as Liquidated Damages and not as a Penalty. The Town, at its option, for amounts due the Town as Liquidated Damages, may deduct such from any money payable to the awarded vendor or may bill the awarded vendor as a separate item. The Town shall notify the awarded vendor in writing of any claims for Liquidated Damages pursuant to this paragraph before the date the Town deducts such sums from money payable to the awarded vendor.

Town of Wiscasset

51 Bath Road

Wiscasset, Maine 04578

BIDDERS PROPOSAL FORM

The bidder hereby proposes to manufacture and/or furnish to the Town of Wiscasset, subject to acceptance of this proposal, this vehicle as per the attached specifications.

Police Cruiser \$ _____.

Less Trade-In of 2006 Ford Crown.
Victoria police package <\$ _____.>

TOTAL COST OF Police Cruiser \$ _____.

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities. All bids shall be in a sealed envelope marked "**POLICE CRUISER**" and addressed to Town Manager, Town of Wiscasset, 51 Bath Road, Wiscasset, Maine 04578

NAME OF FIRM _____

BID OPENING: August 7, 2012

SIGNATURE _____

TIME: 7:00 p.m.

PLACE: Meeting Room, Town Hall

PRINTED NAME _____

TITLE _____

ADDRESS _____

TELEPHONE _____

TOWN OF WISCASSET

51 Bath Road
Wiscasset, ME 04578

POLICE CRUISER SPECIFICATION

The Town of Wiscasset is currently seeking sealed bid requests for the immediate purchase of one (1) new police package sedan for use by the Wiscasset Police Department, meeting the following minimum specifications:

- | | |
|--|---------------------------------------|
| a. Engine: V-6 or V-8 | m. Automatic Transmission |
| b. Four doors | n. Keyless remote door entry * |
| c. Power: steering, windows, locks | o. A.B.S. Braking system |
| d. Exterior color- white | p. Cloth front bucket seats |
| e. Vinyl rear seat | q. H/D coolant/electrical systems |
| f. H/D water and oil pump | r. H/D suspension |
| g. Interior color- dark (gray, black, blue) | s. Air conditioning |
| h. Drivers side spot light | t. AM/FM stereo |
| i. Police certified speedometer | u. Five full size pursuit rated tires |
| j. H/D rubber flooring front & rear | v. Trunk release on dash |
| k. Mirrors: outside (2) with remote controls | w. Door jamb lights disabled |
| l. Red/White front dome light | |

*Please provide a cost for this option outside the total bid cost.

H/D = Heavy Duty

The bid must include all materials, equipment, and labor necessary to perform the services requested and must state the name of the person(s) or entity(s) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.

1.0 INTENT AND CONDITIONS

The intent of this specification is to procure one new police package sedan. Radio and other equipment shall be removed by the Town prior to delivery and will be reinstalled by the Town after delivery.

1.1 TRADE IN ALLOWANCE

Bidder shall show trade in allowance for 2006 Ford Crown Victoria. Mileage is approximately 191,000. There has been no collision damage, and it has been well maintained. This amount to be deducted from bid price at the option of the Town of Wiscasset.

Trade in allowance: _____

1.2 LENGTH OF TIME FOR DELIVERY

Bidder shall state length of time in calendar days required to deliver vehicle. The delivery must be completed within 90 days from award date. Note Liquidated Damages provision in the General Specifications.

Length of time: _____

1.3 WARRANTY Bidder shall state length of warranty to be provided on vehicle.

Length of warranty on workmanship: _____

2.0 VEHICLE SPECIFICATIONS

2.1 Engine V6 or V8

V6 _____ or V8 _____

2.2 Four doors

Comply _____ Deviate _____

2.3 Power Steering

Comply _____ Deviate _____

2.4 Exterior Color – white

Comply _____ Deviate _____

2.5 Vinyl rear seat

Comply _____ Deviate _____

2.6 Heavy Duty water and oil pump

Comply _____ Deviate _____

2.7 Interior color – dark (gray, black, or blue)

Color _____ Comply _____ Deviate _____

2.8 Driver's side spot light

Candlepower _____ Comply___Deviate___

2.9 Police Certified spotlight

Comply___Deviate___

2.10 Heavy Duty rubber flooring in front and rear

Comply___Deviate___

2.11 Mirrors: Two (2) Outside mirrors with interior remote controls

Comply___Deviate___

2.12 Red/White front dome light.

Comply___Deviate___

2.13 Automatic transmission

Comply___Deviate___

2.14 Keyless remote door entry (Need separate price for this option outside of the bid)

Comply___Deviate___

2.15 A.B.S. Braking System

Comply___Deviate___

2.16 Cloth front bucket seats

Comply___Deviate___

2.17 Heavy Duty coolant /electrical system.

Comply___Deviate___

2.18 Heavy Duty suspension

Comply___Deviate___

2.19 Air Conditioning

Comply ___ Deviate ___

2.20 AM/FM Stereo

Comply ___ Deviate ___

2.21 Five Full size pursuit rated tires

Tire Detail: _____

Comply ___ Deviate ___

2.22 Trunk release on dash

Comply ___ Deviate ___

2.23 Door Jamb lights disabled

Comply ___ Deviate ___

3.0 DOCUMENTATION

Bidder shall include the written documentation of all warranties with bid.

Comply ___ Deviate ___

7-20-2012

1. Bob Barrows Chevrolet
1412 Route 202
Winthrop, Maine 04364
888-319-8257
2. O'Connor Chevy, Buick, GMC, Cadillac
187 Riverside Drive
Augusta, Maine 04330
800-850-4250
3. Pape Chevrolet
425 Westbrook Street
South Portland, Maine 04106
800-607-2996
4. Bodwell Chrysler, Jeep, Dodge
169 Pleasant Street
Brunswick, Maine 04011
800-339-2455
5. Darlings Chrysler, Dodge
439 Western Avenue
Augusta, Maine 04330
888-306-0925
6. Newcastle Chrysler, Jeep, Dodge
573 Route One
Newcastle, Maine 04553
888-944-5337
7. Brunswick Ford
157 Pleasant Street
Brunswick, Maine 04011
800-514-3110
8. Rowe Ford
91 Main Street
Westbrook, Maine 04092
800-872-7693

9. Wiscasset Ford

~~Route 1~~ P.O. Box 253

Wiscasset, Maine 04578

800-923-9431

10. Quirk Chevrolet

1000 Brighton Avenue

Portland ME 04102

877-250-6409

July, 19 2012

THIS PAGE MUST BE INCLUDED WITH ANY ALTERNATE PROPOSAL(S) NOTED CLEARLY

13 e.

Town of Wiscasset, Maine NOTICE INVITING BIDS

The Town of Wiscasset is inviting bids for the purchase of one (1) plow, sander, and dump body package. Sealed bids will be received until **3:00 p.m., TUESDAY, August 7, 2012**, at the Town office, 51 Bath Road, Wiscasset, Maine. Bids must be marked "**PW PLOW/SANDER/DUMP BODY**".

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities.

Town of Wiscasset

51 Bath Road
Wiscasset, ME 04575

GENERAL SPECIFICATIONS FOR ONE PLOW/SANDER/DUMP BODY PACKAGE

It is the intent of this invitation for bid to solicit bids for one plow, sander, and dump body package as described in the following specifications. Bidders are requested to read the complete bid invitation carefully and submit their proposals in strict accordance with the following requirements.

Any questions regarding this bid invitation, must be submitted in writing to Town Manager, townmanager@wiscasset.org or by fax 207-882-8228, and be received by the Town of Wiscasset a minimum of two business days prior to the bid opening date. Changes, if any, will be sent out in writing to all potential bidders. Only changes and clarifications made by addenda will be binding. All bids are to be submitted on the attached proposal form, furnished with this bid invitation.

The Town is exempt from State retail tax and federal excise tax. The prices bid must be net, exclusive of taxes.

All bids must be sealed in a package (or envelope), the cover of which identifies the information that it contains, a bid proposal for "PW PLOW/SANDER/DUMP BODY PACKAGE", the vendor's name and address and the due date for the bid proposal.

All bids are to be addressed to:

**Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578**

THIS PAGE MUST BE INCLUDED WITH ANY ALTERNATE PROPOSAL(S) NOTED CLEARLY

GENERAL SPECIFICATIONS

ANTI-COLLUSION STATEMENT: By signing this bid the bidder agrees that this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose and that his bid is in all respects fair and without collusion or fraud. The bidder also agrees that this bid is made without any intentional fraudulent acts committed in an effort to be the successful low bidder.

LIQUIDATED DAMAGES: If the equipment is not delivered within the time limits specified, the delay will interfere with the Town's ability to provide emergency services and will result in loss and damage to the Town. From the nature of the case it would be impractical and extremely difficult to fix the actual damage sustained in the event of any such action. The Town and the awarded vendor, therefore, presume that in the event of any such delay, the amount of damage which will be sustained from delay will be \$100.00 per calendar day, and they agree that in the event of any such delay, the awarded vendor shall pay such amount as Liquidated Damages and not as a Penalty. The Town, at its option, for amounts due the Town as Liquidated Damages, may deduct such from any money payable to the awarded vendor or may bill the awarded vendor as a separate item. The Town shall notify the awarded vendor in writing of any claims for Liquidated Damages pursuant to this paragraph before the date the Town deducts such sums from money payable to the awarded vendor.

SHIPPING DAMAGE: The Town will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination within the Town of Wiscasset. The Town will provide the contractor with written notice when damaged goods are received. The Town may choose to deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

INDEMNIFICATION: The contractor shall indemnify, hold harmless, and defend the Town from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the Town for a claim of, or liability for, the independent negligence of the Town. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Town, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Town", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Town's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

BRAND AND MODEL OFFERED: Specifications may contain certain brand names that may or may not be proprietary. Bidders are encouraged to propose their company's approved alternate to such items and list them accordingly. The Town will **not** disqualify a bid if it offers items not specific but meet minimum requirements to the Town's Bid Specifications.

ANNOTATED LITERATURE: Bidders must annotate their product literature to identify for the Town the location of the supporting information regarding each product specification set out in the bid.

THIS PAGE MUST BE INCLUDED WITH ANY ALTERNATE PROPOSAL(S) NOTED CLEARLY

SUPPORTING INFORMATION: The Town strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made, by the Town that the product offered meets the bid specifications. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the Town reserves the right to request supplemental information from the bidder, after the bids have been opened.

NEW EQUIPMENT: Equipment offered in response to this notice of bid must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display or demonstration, prior to its sale to the Town. The Town will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the Town complies with this requirement. A contractor's failure to comply with this requirement will cause the Town to seek remedies under breach of contract. The Equipment offered must have been for sale to the general public for a period of not less than five years, excepting emission systems.

ACCESSORIES: When accessories are supplied, they must be certified to be compatible with the rest of the equipment. Certification will be written evidence satisfactory to the Town that the accessories are compatible. The bidder's failure to supply this evidence within the time required by the Town will cause the Town to consider the bid non-responsive and reject the bid.

INSPECTION: Equipment offered will be subject to inspection and approval by the Town prior to payment. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

ALTERATIONS: The awarded bidder must obtain the written approval from the Town prior to making any alterations to the agreed upon specifications (post-award) contained in this notice of bid or subsequent Contract. The Town will not pay for alterations that are not approved in advance and in writing by the Town.

DISCONTINUED ITEMS: In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the Town makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.

ITEM UPGRADES: The Town reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.

DELIVERY: Indicate, in the space provided under "Bid Schedule", the time required to make delivery after the receipt of an order.

July, 19 2012

THIS PAGE MUST BE INCLUDED WITH ANY ALTERNATE PROPOSAL(S) NOTED CLEARLY

F.O.B. POINT: The F.O.B. point for all items purchased under this bid is the final destination within the Town of Wiscasset. **Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and are accepted by the Town.**

PARTS BOOKS AND MAINTENANCE MANUALS: Parts books and maintenance manuals must be provided at the same time that the equipment is delivered, preferably in Electronic Version (CD, PDF, etc.). The cost of the parts books and maintenance manuals is to be included in the bid price of the equipment.

CONTINUING OBLIGATION OF CONTRACTOR: Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on this bid form the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

WORKMANSHIP & MATERIALS: All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The Town will reject any item that does not meet the agreed upon specifications of the Notice of Bid. Rejected items will be returned to the contractor at the contractor's risk and expense.

METHOD OF AWARD: The Town of Wiscasset reserves the right to accept or reject any or all bids should it be deemed in the best interest of the Town, waive any minor discrepancies or technicalities and the right to inspect the equipment prior to delivery.

EVALUATION CRITERIA: The Town intends to evaluate each bid based on the following specifications. The bid which meets these specifications best will be the lowest, most responsive, responsible bid. Alternate proposals to the specifications listed below should be noted so that the Town may make a fair assessment of the bid. **ALTERNATE SPECIFICATIONS WHICH ARE *CLEARLY STATED* WILL NOT DISQUALIFY A BIDDER.**

INVOICES: Invoices must be sent directly to the Town address shown on the individual Purchase Order, Contract Award or Delivery Order. Payment schedule will be determined with the winning bidder. Questions concerning payment must be addressed to the Town of Wiscasset's Accounts Payable Department.

CONTRACT CANCELLATION: The Town reserves the right to cancel the contract at its convenience by giving written notice to the contractor. The Town is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

The Town of Wiscasset reserves the right to accept or reject any and all bids when it is deemed in the best interest of the Town.

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SPECIFICATIONS

PLOW AND SANDING UNITS

I. PLOW GEAR	Comply <u>Yes</u> <u>No</u>	
a. Tilting front Hitch	_____	_____
b. Hydraulic front post, bolted to Head Gear, completely welded	_____	_____
c. Hydraulically detachable rear post and hydraulic push arms	_____	_____
d. Hydraulic system to include Variable Displacement load sense pump, Six-section valves mounted in a stainless steel enclosure, air controls, two rear remotes mounted right side behind cab for rear wing cylinders,	_____	_____
e. Control Point with proportional sander valve	_____	_____
f. Stainless steel hydraulic piping to both front and rear	_____	_____
g. Hydraulic couplers for all removable attachments	_____	_____
h. 40-gallon frame-mounted oil reservoir with low oil sensor, shutdown, Mounted behind cab	_____	_____
i. Plow should be in the 11' class comparable to an American MC960 with a reversible drive frame Comparable to an American RR85 and the Wing should be in the American 10' class. Wing post front 8" X 72 7inch slide ,with trip block , 10" wide rear post with Hi lift capabilities for shelving.	_____	_____
j. All body sub-frame, plow parts and associated hardware that are to be mounted on the frame or where metal to metal contact is apparent shall be primed and painted black prior to installation on the truck. No unprimed and painted steel parts will be accepted. This is required to minimize rust formation from wet salt and calcium.	_____	_____
III. BODY:		
a. Comparable to an Everest 10' SDS-SS with a minimum water level capacity of 6.6 to 8 yds	_____	_____
b. Body to include air tailgate,, ½ cab shield	_____	_____
c. Large body vibrator	_____	_____
d. Pintle plate with 24.5 ton Pintle hook 24" off ground to bottom of carry position, with D-rings	_____	_____
e. Two sets of mud flaps with anti-sails fore and aft of rear wheels	_____	_____

July, 19 2012

THIS PAGE MUST BE INCLUDED WITH ANY ALTERNATE PROPOSAL(S) NOTED CLEARLY

f. Air Brake Plumbing to rear

g. Remote Grease lines for lift cylinder to right side of truck

IV. CONSTRUCTION

The Town shall have the opportunity to inspect the assembly while in progress to oversee construction and quality aspects of the project.

July, 19 2012

THIS PAGE MUST BE INCLUDED WITH ANY ALTERNATE PROPOSAL(S) NOTED CLEARLY

BID FORM

TOTAL COST FOR DUMP BODY AND PLOW GEAR AS SPECIFIED OR AS PROPOSED BY VENDOR, INSTALLED ON CAB AND CHASSIS:

\$ _____

DELIVERY TIME AFTER RECEIPT OF ORDER:

GUARANTEE: _____

DELIVERY DATE: _____

>>> NOTE: Bid must bear the handwritten signature of a duly authorized Member or employee of the organization making the bid.

SIGNED: _____ **DATE:** _____

COMPANY: _____
Corporation, Firm, or Company

ADDRESS: _____
Street/PO Box

City State ZIP

TELEPHONE:() _____ FAX:() _____

EMAIL: _____

Town of Wiscasset, Maine

NOTICE INVITING BIDS

The Town of Wiscasset is inviting bids for the purchase of one (1) plow truck and chassis. Sealed bids will be received until **3:00 p.m., TUESDAY, August 7, 2012**, at the Town office, 51 Bath Road, Wiscasset, Maine. Bids must be marked **"PW PLOW TRUCK."** Bids will be opened at 7:00 p.m. the Selectmen's meeting in the Town Hall Meeting Room and publicly read at that time. Specifications are on file at the office of Town Manager.

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities.

Town of Wiscasset

51 Bath Road
Wiscasset, ME 04575

GENERAL SPECIFICATIONS FOR ONE PLOW TRUCK AND CHASSIS

It is the intent of this invitation for bid to solicit bids for one plow truck and chassis as described in the following specifications. Bidders are requested to read the complete bid invitation carefully and submit their proposals in strict accordance with the following requirements.

Any questions regarding this bid invitation, must be submitted in writing to Town Manager, townmanager@wiscasset.org or by fax 207-882-8228, and be received by the Town of Wiscasset a minimum of two business days prior to the bid opening date. Changes, if any, will be sent out in writing to all potential bidders. Only changes and clarifications made by addenda will be binding. All bids are to be submitted on the attached proposal form, furnished with this bid invitation.

The Town is exempt from State retail tax and federal excise tax. The prices bid must be net, exclusive of taxes.

All bids must be sealed in a package (or envelope), the cover of which identifies the information that it contains, a bid proposal for "PW PLOW TRUCK", the vendor's name and address and the due date for the bid proposal.

All bids are to be addressed to:

**Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578**

GENERAL SPECIFICATIONS

ANTI-COLLUSION STATEMENT: By signing this bid the bidder agrees that this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose and that his bid is in all respects fair and without collusion or fraud. The bidder also agrees that this bid is made without any intentional fraudulent acts committed in an effort to be the successful low bidder.

LIQUIDATED DAMAGES: If the plow truck is not delivered within the time limits specified, the delay will interfere with the Town's ability to provide emergency services and will result in loss and damage to the Town. From the nature of the case it would be impractical and extremely difficult to fix the actual damage sustained in the event of any such action. The Town and the awarded vendor, therefore, presume that in the event of any such delay, the amount of damage which will be sustained from delay will be \$100.00 per calendar day, and they agree that in the event of any such delay, the awarded vendor shall pay such amount as Liquidated Damages and not as a Penalty. The Town, at its option, for amounts due the Town as Liquidated Damages, may deduct such from any money payable to the awarded vendor or may bill the awarded vendor as a separate item. The Town shall notify the awarded vendor in writing of any claims for Liquidated Damages pursuant to this paragraph before the date the Town deducts such sums from money payable to the awarded vendor.

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supplemental information from the bidder, after the bids have been opened.

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DELIVERY: Indicate, in the space provided under "Bid Schedule", the time required to make delivery after the receipt of an order.

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CONTINUING OBLIGATION OF CONTRACTOR: Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on this bid form the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

WORKMANSHIP & MATERIALS: All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The Town will reject any item that does not meet the agreed upon specifications of the Notice of Bid. Rejected items will be returned to the contractor at the contractor's risk and expense.

METHOD OF AWARD: The Town of Wiscasset reserves the right to accept or reject any or all bids should it be deemed in the best interest of the Town, waive any minor discrepancies or technicalities and the right to inspect the equipment prior to delivery.

EVALUATION CRITERIA: The Town intends to evaluate each bid based on the following specifications. The bid which meets these specifications best will be the lowest, most responsive, responsible bid. Alternate proposals to the specifications listed below should be noted so that the Town may make a fair assessment of the bid. **ALTERNATE SPECIFICATIONS WHICH ARE CLEARLY STATED WILL NOT DISQUALIFY A BIDDER.**

INVOICES: Invoices must be sent directly to the Town address shown on the individual Purchase Order, Contract Award or Delivery Order. Payment schedule will be determined with the winning bidder. Questions concerning payment must be addressed to the Town of Wiscasset's Accounts Payable Department.

CONTRACT CANCELLATION: The Town reserves the right to cancel the contract at its convenience by giving written notice to the contractor. The Town is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

The Town of Wiscasset reserves the right to accept or reject any and all bids when it is deemed in the best interest of the Town.

Town of Wiscasset

51 Bath Road
Wiscasset, Maine 04578

BIDDERS PROPOSAL FORM

The bidder hereby proposes to manufacture and/or furnish to the Town of Wiscasset, subject to acceptance of this proposal, this vehicle as per the attached specifications.

Option 1.

New Plow Truck and Chassis

\$ _____.

Option 2.

Demo or Display Plow Truck and Chassis
2012 or 2013 vehicle similar to listed specifications
(Specifications of Option 2 vehicle should be listed separately and any discrepancies with the bid specifications must be noted on separate sheet of paper.)

\$ _____.

Alternate 1:

The Town may choose to trade a 1994 GMC 7 yard dumptruck with body and plow, wing, and sander.

Trade- in Value:

<\$ _____.>

Alternate 2:

Extended Warranty purchase price
(Extended warranty information must be included in package)

\$ _____.

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities. All bids shall be in a sealed envelope marked "PW PLOW TRUCK" and addressed to Town Manager, Town of Wiscasset, 51 Bath Road, Wiscasset, Maine 04578

NAME OF FIRM _____

BID OPENING: August 7, 2012

SIGNATURE _____

TIME: 7:00 p.m.

PLACE: Meeting Room, Town Hall

PRINTED NAME _____

TITLE _____

ADDRESS _____

TELEPHONE _____

TOWN OF WISCASSET

51 Bath Road
Wiscasset, ME 04578

PW PLOW TRUCK SPECIFICATIONS

1.0 INTENT AND CONDITIONS

Option 1. The intent of this specification is to procure ONE (1) Cab and Chassis as specified for the Department of Public Works. This bid is part of a separate bid for Plow Gear to which the aforementioned Cab and Chassis will receive upon delivery. Price is to include delivery of Plow Truck to Wiscasset, Maine.

Option 2. The intent is to procure ONE (1) Cab and Chassis which is a demonstration or display model Plow Truck and Chassis. The vehicles must be a 2012 or 2013 vehicle similar to listed specifications. Bidders must note on a separate sheet any discrepancies with the bid specifications.

1.1 TRADE IN ALLOWANCE

Bidder shall show trade in allowance for old truck. Chassis is a 1994 GMC 7 yard dump truck, body, sander, plow and wing. Mileage is approximately 130,000. There has been no collision damage, and it has been well maintained. This amount to be deducted from bid price at the option of the Town of Wiscasset.

Trade in allowance: _____

1.2 LENGTH OF TIME FOR DELIVERY

Bidder shall state length of time in calendar days required to deliver vehicle. The delivery must be completed within 90 days from award date. Note Liquidated Damages provision in the General Specifications.

Length of time: _____

1.3 WARRANTY

1.31 Bidder shall state length of warranty to be provided on workmanship.

Length of warranty: _____

1.32 Bidder shall include written documentation regarding all warranties with bid:

Comply ____ Deviate ____

SPECIFICATIONS

ANY DEVIATIONS MUST BE NOTED SEPARATELY

Comply
Yes No

CAB & CHASSIS

I. ENGINE

- | | | | |
|---|--|-------|-------|
| a. Minimum Requirement: Wet Sleeve, Turbo-charged inline 6-cylinder | | _____ | _____ |
| b. Horsepower: 300 to 320 peak HP | | _____ | _____ |
| c. Torque: Minimum of 860 lb. At 1200 rpm | | _____ | _____ |
| d. Diagnostics: CD of most current version or troubleshooting guidelines, for laptop with adapter cables if needed | | _____ | _____ |
| e. Air Cleaner: Single element with snow valve controlled in the cab. Air restrictor Gauge mounted in cab | | _____ | _____ |
| f. Block Heater: Phillips, 120 volt/1250 watt, wired to outlet under cab drivers door | | _____ | _____ |
| g. Radiator: Cross Flow Series System, charge air cooler, with transmission cooler | | _____ | _____ |
| h. Starter Motor: 12 volt | | _____ | _____ |
| i. Alternator Requirement: 12 volt, 160 amp capacity, Bosch Pad mount | | _____ | _____ |
| j. Batteries: (2) 12 volt, min of 1850 cold cranking amps | | _____ | _____ |
| k. Exhaust: Single stack mounted on right-hand side of cab. Exhaust muffler and tailpipe must be mounted to the chassis frame and <u>not</u> the cab. Exhaust turnout on top of stack. Forward enough for wing post insulation. | | _____ | _____ |
| l. Fuel Filters/Water Separator: Spin-on type. Fuel heater/filter frame mounted behind fuel tank driver's side for easy access. | | _____ | _____ |
| m. Fuel Tank: Top draw, 70-gallon w/steps. D-style non-polished aluminum with quick connect outlet mounted left side, under cab with steps. Fuel lines nylon tubing with o-ring snap-on quick connect fitting at both ends | | _____ | _____ |
| n. Brake: Engine brake | | _____ | _____ |
| o. Engine PTO shaft under, not through, radiator | | _____ | _____ |
| p. Air Compressor: Bendix 550, 13.2 cfm(min) | | _____ | _____ |
| q. Coolant Filter: Spin-on type, mounted in Engine compartment | | _____ | _____ |
| r. Throttle: Hand control electronic | | _____ | _____ |
| s. Governor: Electronic road speed type | | _____ | _____ |
| t. Oil Filter: Spin-on, full-flow | | _____ | _____ |
| u. PTO Drive Flange: to include adapter plate on engine | | _____ | _____ |
| v. Engine oil pan shall be powder coated to prevent rust-through/Winter Package - with Y cord from socket in standard location. With provision in oil pan for dealer installed heater. | | _____ | _____ |
| w. Cowl Cover in wiper area to prevent snow build up | | _____ | _____ |

II. TRANSMISSION

- | | | | |
|---|--|-------|-------|
| a. Type: Allison 3500 RDS, 6 Speed, w/PTO, Generation 4 controls | | _____ | _____ |
| b. Controls: Closed loop controls | | _____ | _____ |
| c. Support: Type SAE #1 flywheel housing | | _____ | _____ |
| d. Cooling: Oil to Water + Oil to Air | | _____ | _____ |
| e. Programmable: Performance/economy mode, shift schedules, WT Allison S-1 Performance, S-4 economy | | _____ | _____ |
| f. Sensor for oil Level & water level | | _____ | _____ |

g. Horsepower: 300 HP standard

Comply
Yes No

h. Torque: 1050 lbs. standard

i. Mounts: Reinforcement of trans. case, heavy-duty type

III. FRONT AXLE

a. Type: I-Beam type, 18,000 lb. capacity

b. Springs: Multi-leaf shackle type, 18,000 capacity w/shock absorbers

c. Hub: Wet type with clear cap

d. Brakes: IS cam type 16.5" x 6.0" shoes to include 24 SGIN brake chambers, Q plus shoes

e. Steering: (Power Ross Tas-65) adjustable steering column. Dual power steering gears shall be provided on 16,000 lb. (and heavier) axles

f. Seals: Oil lubed front oil seals

g. Haldex auto slack adjusters on brakes

h. Passenger side auxiliary air bag is required. On Front Spring, Controlled from inside the cab

IV. REAR AXLE

a. Axle type: Single Reduction, 26000 lb. capacity, with 200 wheel ends

b. Springs: Single axle springs with 26000 lb. capacity

c. Suspension: Vari-rate multileaf 26000 lb. with additional 4500 lb. helper spring pack for a combined capacity of 31500 lb

d. Ratio: (6.83)

e. Differential Lock

f. Brake: Air S Cam type 16.5" x 7.0" to include 30 sqm. spring-activated park brakes, Q plus shoes

g. Oil Seals: Oil lubricated & bearings

V. CHASSIS

a. Wheelbase: Wheelbase 177, cab to axle 102, usable CA:102, axle to frame 63

b. Frame: Rails heat-treated alloy steel (120,000) psi yield, 146" through 195" WB with 92" maximum AF

c. Reinforcement. Outer "C" channel HTAS (120,000 yield strength) with a min. 10 3/4" x 3.1/2" x 5/16", 146" through 195" WB with 92" maximum AF

d. Minimum Frame Spec: Section Modulus of 29.0 cubic inches, RBM minimum of 3,000,000 in lbs

e. Reinforcement rear inner: Min of 6 cross members

f. Frame Fasteners: Flange-headed, fine-threaded, all bolted frame construction, hot bolts are acceptable

g. Frame Front: Integral 20 "front frame extensions for snow plow, pct. Applications, both inner and outer

h. Air Dryer: Spin-on type. Bendix AD IS with heater

i. Air Brake ABS: Bendix antilock brake system, 4-channel with Trailer tractor protection, 4 channel trailer programming connections, hand valve in cab, Air Plumbing to rear of truck for glad hands

j. Fuel Lines: Full circle, clipped to frame

k. Battery Box: covered & shielded from road hazards. Steel frame mounted, right side under cab to clear rear wing support.

l. Bumper: Front steel swept back

VI. PREMIUM CAB (OSHA RATED CAB FOR NOISE SUPPRESSION)

**Comply
Yes No**

- a. Premium Interior _____
- b. Hood: To tilt a minimum of 7°, fiberglass, for easy access to fluid checks _____
- c. Seats: (1) Air suspension cloth seats with adjustable lumbar supports, with tilting backs. Armrest (adjustable) to be provided with driver's seat for right arm _____
- d. Breakaway Mirrors: Heated, 7.44x14.8 Convex, Heated spot mirrors on mirror head, With additional hood mounted mirrors _____
- e. Sun Visors: Both sides of cab interior _____
- f. Paint: Multi-layer urethane finish with substrata (2) primer, (3) pigment color, (4) clear coat, Forest Green in color _____
- g. Door: Door & Frame of door single piece of steel, door to allow a 60° opening _____
- h. Cab Material, outer: Double-sided galvanized steel coated, primer-dipped cab _____
- i. Arm rests: On both doors _____
- J. Cab Material, inner: Vinyl & cloth, sound-deadening. Cab sound insulation dash & engine cover insulators _____
- k. Air conditioner with integral heater & defroster. Air conditioner to come with protection system _____
- l. Power Windows, left & right, with driver's side passenger control _____
- m. Power Door Locks, left & right _____
- n. Electrical Panel: Circuit breakers manual reset (main panel). Sac-type III with trip indicators to replace all fuses except fuses of 5 amps or less _____
- o. Wiring: To be color coded with waterproof positive, lock-snap connectors sealed from water & road film _____
- p. Radio: am/fm stereo/CD with electronic tuning and clock, multiple coaxial speakers _____
- q. Color: Interior – gray, Exterior – Dark Green [IH CODE 5F79] _____
- r. Gauges: English speedo with tachometer for air brake chassis. Dual air pressure gauge, oil pressure gauge, water temperature gauge, voltage gauge _____
- s. Wipers, electric cowl mounted with intermittent feature _____
- t. Heater: Water-type with defroster. Best HD model, 40,000 BTU _____
- u. Horns: (1) Air single pedestal mount under Hood _____
- v. Seat Belts: (2) 3-point lap and shoulder belts _____
- w. Junction Block: To be located in cab for tail lamps, turn signals, backup, key switch, controlled circuits _____
- x. Oil & Coolant: To have high coolant temp light and alarm. Same electronic system for low oil _____
- aa. Trailer connection: ABS 7-way plug, mounted on rear of frame, Air brake plumbing to rear for glad hands, Trailer hand brake lever in cab, with tractor protection valve. _____
- bb. Lighting: LED, Tail, Markers, Brake & Turn _____
- cc. Switch, body circuits, mid for bodybuilder with 6 switches in instrument panel; one power module with 6 channel, 20 amp max. per channel, and 80 amp max. output. Switches control the power module through multiplex wiring, mounted battery box back of cab _____
- dd. Wiring for body builder installation of pto controls _____
- ee. Backup Alarm with 102dba shall be activated whenever the vehicle is in reverse gear _____
- ff. Battery Jumpstart stud is required, Battery box located under cab passengers side _____
- gg. Auxiliary Plow Light wiring harness is required _____

Comply
Yes No

- hh. Air Ride Cab suspension system required _____
- ii. Cab floor pass-through for body builder wiring required _____
- jj. Cab exterior grab handle is required Drivers side (in addition to interior grab handles) _____
- kk. Passenger side look-down mirror is required _____
- pp. Wiring for municipal radio is required with power on with key in aux position _____
- qq. Fresh Air filter for cab is required _____
- rr. Low windshield washer fluid indicator shall be required _____
- ss. Auxiliary harness 3.0' for auxiliary front headlights and turn signals for front plow applications required _____
- tt. Bug Screen, front end; mounted behind grille, required _____
- uu. Triangle reflectors and fire extinguisher required _____
- vv. Tilting and Telescoping steering column is required _____
- ww. Air Horn – Air solenoid operated – Mounted under hood or cab [not on roof] shall be provided _____
- xx. Tinted glass required _____

VII. WHEELS & TIRES

- a. Wheels: Piloted steel _____
- b. Tire Size: (2)12R22.5, and (4)12R22.5 _____
- c. Make Front: (2) XZY 3, 12R22.5 LRH, Michelin _____
- d. Make Rear: (4) X One XDN2, 12R22.5 LRL, Michelin _____

VIII. MANUALS

- a. Parts: CD manual _____
- b. Service: CD manual _____
- c. Electrical: manuals & Schematics paper _____

IX. TRUCK WARRANTY WORK

The Town wishes to consider the purchase of an extended warranty . Bidders should supply the option of an extended warranty that provides certified factory warranty/certified personnel with in the State of Maine. _____

X. TRUCK TRAINING

With any new piece of equipment the Town requires training from factory-trained personnel for mechanics and operators. In-depth training for trouble-shooting and electrical schematic diagram analysis is required for the mechanics. Training can be conducted at the vendor's OE training facility, bidder will pay for this training. This will be for 2 Technicians, **bidders will supply detailed proposal of training to be offered and value as it pertains to the overall bid price.** _____

Bidder List PWD plow truck

1. Oconor Motors , Augusta Maine (Mack ,western Star)
2. Freight Liner of Maine, south Portland Maine (Freight Liner, Western Star)
3. Whited Peter Built of Maine, Auburn Maine (Peterbuilt, Ford Sterling)
4. Portland North truck center, Falmouth Maine (International)
5. HP Fairfield, Skowhegan Maine (Plow gear, Sander/Body)
6. Messer Truck Equipment, Westbrook Maine (Plow gear, Sander/body)
7. Viking Cives, Sidney Maine (Plow gear, Sander/Body)

14 c.

Lisa Garman

From: Laurie Smith <townmanager@wiscasset.org>
Sent: Friday, July 20, 2012 11:25 AM
To: 'Ron Morin'; mikem@nervinc.com; pauld@autotronics.net
Cc: Roland Abbott; Lisa Garman
Subject: Wiscasset Ambulance Remount Bid

Good Morning,

After a review of all three bids we have determined that the Wiscasset ambulance remount bid will be awarded to Sugarloaf Ambulance and Rescue Vehicles for the price of \$70,188. I thank everyone for their interest in the Town of Wiscasset.

Laurie Smith

Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578
(207) 882-8200 x 108



Town of Wiscasset

14 d.

MEMORANDUM

To: Board of Selectmen
Fr: Town Manager
Re: Office Hours
Dt: August 1, 2012

As I discussed with the Board at the last meeting I have recommended that we rearrange the Town Office hours in order to give staff time to deal with a variety of in-house office work and projects. These include outstanding accounts receivable, clerk records, office procedures and manuals, and the organization of town records. I did take the comments I received from the Board of Selectmen and discussed the concerns with the staff and based on the best conditions for the staff and public are recommending the following hours:

Current Hours:

Monday	8:00 am to 7:00 pm
Tuesday	8:00 am to 4:00 pm
Wednesday	9:00 am to 4:00 pm
Thursday	8:00 am to 4:00 pm
Friday	8:00 am to 4:00 pm

Proposed Hours:

Monday	8:00 am to <u>6:00 pm</u>
Tuesday	8:00 am to 4:00 pm
Wednesday	<u>11:30 am</u> to 4:00 pm
Thursday	8:00 am to <u>5:00 pm</u>
Friday	8:00 am to 4:00 pm