

3a

WISCASSET SELECTBOARD
TAX ASSESSORS AND OVERSEERS OF THE POOR
FEBRUARY 20, 2024
IN PERSON AND VIA ZOOM

Present: James Andretta, Pam Dunning, Terry Heller, Vice Chair Bill Maloney, Chair Sarah Whitfield, and Town Manager Dennis Simmons

The chair called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

a. Terry Heller moved to approve the payroll warrants for February 9 and February 16, 2024. Vote 5-0-0.

b. Terry Heller moved to approve the accounts payable warrant for February 14, 2024. Vote 5-0-0.

3. Approval of Minutes

a. Terry Heller moved to approve the minutes of January 16, 2024. Vote 3-0-2 (Dunning and Whitfield abstained).

b. Terry Heller moved to approve the minutes of February 6, 2024, as amended. Vote 3-0-2 (Andretta and Dunning abstained).

4. Special Presentations or Awards – none

5. Committee Appointments

a. Pam Dunning moved to appoint Patrick Sandefur to the Climate Action Team. Vote 5-0-0.

b. Pam Dunning moved to appoint Stephen Williams to the Airport Advisory Committee. Vote 5-0-0.

c. Pam Dunning moved to appoint Terry Heller to the Appearance of the Town Committee. Vote 5-0-0.

6. Public Hearings

a. March 5, 2024, Town Meeting Articles

Pam Dunning moved to open the public hearing at 6:06 p.m. Vote 5-0-0. Karen Sullivan asked, relative to the affordable housing ordinance, if there was any guarantee that the 30-year covenant would ensure that housing would be well maintained for that period of time, whether it would result in a drain on town resources and if the town would check to ensure that the housing remains affordable for the 30-year period. Emily Rabb, Wiscasset Town Planner, said the Planning Board would require a site plan review which would set standards and a covenant to ensure long-term affordability. The ordinance requires periodic checks as well as covenants. If the developer obtains a grant from Maine Housing, that

organization will also track the covenants and ensure that if there is a turnover in the rentals, the original terms will be carried out to ensure affordability. Dennis Simmons said the ordinance and a summary sheet about the ordinance changes are available on the town website. **Terry Heller moved to close the public hearing at 6:11 p.m. Vote 5-0-0.**

7. Public Comment on non-agenda items – none

8. Department head or committee chair

a. Wiscasset Climate Action Team – Town Climate Resolution: Cassandra Rose, chair of the Wiscasset Climate Action Team (WCAT), presented a non-binding resolution to the board for its approval. The team has worked since 2023 to prepare Wiscasset to join the Maine Community Resilience Partnership and to qualify the town for a \$50,000 grant to support climate resilience projects. By passing the resolution, Wiscasset will become a more competitive applicant for many federal programs that help towns with resilience, clean energy, and efficiency projects and will qualify Wiscasset to apply for many other state grant programs which could provide funding to partially support the town's project to move the wastewater treatment plant out of harm's way. Sarah Whitfield clarified that none of the work so far has cost the town any money and that the resolution is non-binding. **Terry Heller moved to approve the Town of Wiscasset Climate Change Action Resolution. Vote 5-0-0.**

The discussion which followed centered on possible uses for grant or matching grant money. The deadline for a decision on a project is March 29. Regarding funds for the waterfront, Shri Verrill advised using the funds from the partnership as matching funds for other grants and listed possible grant sources. She will assist in writing the grant when a project is decided upon. Discussion following the presentation included the possibility of obtaining grants or matching funds for the wastewater treatment plant, the generators at the town office and community center, solar panels, Fore Street flooding, and electric vehicle charging stations. Emily Rabbe, Planner and Regional Coordinator, indicated that additional funding will be available soon and there is the opportunity to coordinate with other towns in applying for federal grants. Dennis Simmons recommended that the board delay applying for grants for heat pumps until Johnson Controls finishes its work and makes a recommendation. It was the consensus that the grant application should prioritize the waterfront, including more than just Fore Street.

b. Waterfront Committee – Pier Vendor Permit Application revision – Susan Robson, Chair of the Waterfront Committee, reported that the application had been updated and changes had been made in the fee schedule. She said the policies now match the application. A renewal application has been created for current vendors and the applications can be filed online. **Terry Heller moved to approve the Pier Vendor application and policies for 2024 as recommended. Vote 5-0-0.**

c. Department Head monthly reports – Airport: Simmons reported that fuel sales were down in January, there were 141 operations in January and there is a problem with the lights on both ends of the runway; however, they are owned, and will be repaired, by the FAA.

9. Unfinished Business

a. Firearms discharge discussion – Sarah Whitfield said an article in the Bangor Daily News on this subject was misreported. She added that before any action can be taken on the subject of firearms, the matter would first be assigned to the Ordinance Review Committee to investigate and make a

recommendation. Any change in the ordinance would require a public hearing before being put on the Town Meeting ballot.

Leslie Roberts said that although she had no problem with hunting, she did object to hunters shooting in the cove below Castle Tucker. She pointed out that other towns have restrictions and she asked that hunting be prohibited in the cove. She submitted letters from nearby residents and language suggested by the Department of Inland Fish and Wildlife.

Sarah Whitfield said the town cannot regulate hunting but can have a firearms discharge regulation. Doug Kulis, Maine State Game Warden, said that under state law a municipality cannot charge a fee or regulate hunting, fishing, or trapping, but it can have a firearms discharge ordinance. Such an ordinance would be enforced by the town's police. Dennis Simmons will check with Maine Municipal Association on case law regarding regulating firearms within the town limits. Discussion of state and municipal regulations, public safety laws, and areas prohibiting shooting was followed by two hunters who spoke against restricting hunting. **Pam Dunning moved that the Ordinance Review Committee investigate ordinances of other towns and come back with a recommendation. Vote 4-1-0 Andretta opposed.**

b. Tax Map Conversion and GIS Internet Proposal – Dennis Simmons said that he had had favorable recommendations from towns that had worked with CAI Technologies and asked that the board approve accepting the proposal without going through the bid process. **Pam Dunning moved to authorize the Town Manager to go forward with the CAI proposal and skip the RFP process. Vote 5-0-0.**

c. Wawenock Block Update: Sarah Whitfield said she had received a report that work on the Wawenock Block was ongoing and continuing to progress.

d. Set date for joint workshop with Waterfront Committee and Climate Action Team: March 12 at 6 p.m. was tentatively set for the meeting. The date will be confirmed later.

10. New Business

a. Code Enforcement Officer appointment: Bruce Engert has been working under an interim contract and Simmons recommended his appointment. **Terry Heller said she was excited to move to appoint Bruce Engert Code Enforcement Officer. Vote 5-0-0.**

b. Monthly Financials

- H.M. Payson Statement of Accounts
- Year to date department expense/revenue reports

c. Renewal of Farmers' Market Authorization – Wiscasset Farmers' Market – **Pam Dunning moved to approve the application of Wiscasset Farmers' Market for the sale of alcoholic beverages. Vote 5-0-0.**

11. Assessors Business

12. Town Manager's Report

Dennis Simmons reported that he had met with Wright Pierce in a pre-construction meeting to replace the culvert on the Ferry Road site. The contract will be signed next week. A temporary bridge beside the

existing structure will provide one-way access with traffic lights. The work should be completed by the end of April, at which point the project will be taken over by the state DOT.

Capital budgets will be distributed on Wednesday, March 21.

13. Other Board Business

At James Andretta's request, the alcohol policy at the Community Center for catered events was clarified; BYOB is not allowed and alcohol may be served only by a licensed entity.

14. Adjournment

Pam Dunning moved to adjourn the meeting at 7:46 p.m. Vote 5-0-0.



Town of Wiscasset

5a

To: Selectboard
Dennis Simmons, Town Manager
Linda Perry, Town Clerk

From: Aaron Chrostowsky, Economic Development Director

Date: February 29, 2024

Re: Ad Hoc Economic Development Advisory Committee

As you know, the Selectboard authorized the creation of a new Ad Hoc Economic Development Advisory Committee by adopting the Committee directive.

As a result, we advertised and sought candidates to be considered for membership in this new Committee. The Town advertised on the website, social media, and local newspapers after receiving 13 very qualified applicants. A Selection Committee was created to review and interview the applicants. The Selection Committee comprised of Dennis Simmons (Town Manager), Bill Maloney (Selectboard member liaison), and myself.

The Committee Directive and the Selection Committee sought residents, taxpayers, local government, non-profit, and business leaders to serve on the Ad Hoc Economic Development Advisory Committee.

- Anybody interested in working with the Selectboard to build a stronger, more resilient community.
- The committee will consist of residents with a background in building and construction, business marketing and sales, civic engagement, communications, finance/ banking, real estate development and sales, and small business/ management.
- Demonstrable commitment and experience working toward consensus, cooperating, and teamwork.

The Selection Committee recommends the following individuals for appointment:

Regular Member

Kim Dolce
Frederick Quivey
Alissa Eason
Evan Goodkowsky
Richard Malaby
Sherri Dunbar
Patricia Cloutier

First Term

Expires 6/30/24
Expires 6/30/24
Expires 6/30/24
Expires 6/30/25
Expires 6/30/25
Expires 6/30/26
Expires 6/30/26

2nd Term

Expires 6/30/27
Expires 6/30/27
Expires 6/30/27
Expires 6/30/28
Expires 6/30/28
Expires 6/30/29
Expires 6/30/29

Staff Liaison

Aaron Chrostowsky, Chair

Undefined Term

Non-voting

Selectboard Liaison

William Maloney

Undefined Term

Non-voting

We recommend staggered 3-year terms, ending on June 30th; however, since this is a new Committee, everyone's first appointment will be less than three years. See the proposed appointment schedule with the terms above.

Once the Selectboard makes its appointments, letters of appointment and (or) rejection will be mailed out to every candidate, and a meeting will be scheduled to begin the arduous, important work ahead. In the appointment letter, they will be informed to contact Linda Perry, Town Clerk, to complete the Oath of Office. First on the agenda is a review of the Committee handbook with each member; select Committee officers (Vice-Chair, Secretary), review and adopt draft bylaws, and discuss the Committee directive.

If you have any questions, please don't hesitate to contact me at (207) 882-8200, Ext. 8 or economicdeveloper@wiscasset.org.

5a

Town of Wiscasset
Board/Committee Membership Application

Full Name: Kim Lauren Dolce

Street Address: 75 Hemlock Rd., Wiscasset

Mailing Address: ↑ Home Phone: —

Town of Legal Residence: Wiscasset

Work Phone: — Cell Phone: 850-512-3802 e-mail designrgrL8@yahoo.com

I wish to be considered for the appointment to the: Economic Dev. Comm.

— Term Of Appointment —

Full member: ☒ Reappointment: — Alternate member: —

Do you currently serve or have you ever served on any Town Board? yes

If yes, please state which Board or Committee/term exp. Budget 3 yrs

List civic organizations to which you belong now: —

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: see attached

Signature: Kim Lauren Dolce Date: 12-26-2023

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

② Date received: 12/26/2023 Date Appointed: — Term: —

December 26, 2023

Members of the Select Board,

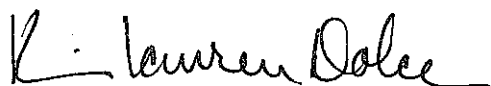
I am very interested in serving on the new Economic Development Committee. As a full-time resident of Wiscasset, I have served several terms on the Budget Committee and make a concerted effort to stay abreast of and involved in town issues and governance, particularly those that impact the pocketbooks of everyday citizens and the livelihoods of shopkeepers.

I taught middle and high school science in the United States and abroad. After retiring from teaching, I started and ran a small design business for a decade. More recently, I have turned my design skills to renovating property including two complete gut renovations in Wiscasset, the first being live/work space in the downtown corridor, and the second a residence in a rural neighborhood to the south of town. In addition to providing the technical specs, I acted as the general contractor for both projects.

I strive to be a diligent and thorough researcher and objective in my approach to problem-solving, which I owe to my background in science. The design business I owned was heavily dependent on communication through technical writing, which along with my years of teaching have helped sharpen my skills as an effective communicator.

I look forward to possible service on this Important committee and thank you for your consideration.

Kim Dolce

A handwritten signature in black ink that reads "Kim Dolce". The signature is written in a cursive style with a large, stylized initial "K".

1/10/24

Town of Wiscasset
Board/Committee Membership Application

Full Name: Frederick J. Quivey
Street Address: 263 Old Sheepscot Rd, Wiscasset, ME 04578
Mailing Address: Same Home Phone: 207-882-6213
Town of Legal Residence: Wiscasset, ME
Work Phone: N/A Cell Phone: 610-442-2815 E-mail: fquivey@roadrunner.com
I wish to be considered for the appointment to the: Economic Development
Committee Term Of Appointment as needed
Full member: ☒ Reappointment: ☐ Alternate member: ☐
Do you currently serve or have you ever served on any Town Board? Yes
If yes, please state which Board or Committee/term exp. Budget Committee 2016-2018
List civic organizations to which you belong now: —
Prior experience, knowledge, or abilities that you have which would contribute to
the activities of the Board or Committee: held CFO positions for 19 years
Signature: Frederick Quivey Date: 10/January 2024
Additional comments can be made on the reverse side of this form.

Lafayette
Merrill Mac
Bowden

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by
fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: 01-10-2024 Date Appointed: Term:

@

**Town of Wiscasset
Board/Committee Membership Application**

Full Name: Alissa Lee Eason
Street Address: 1060 Bath Rd
Mailing Address: _____ Home Phone: _____
Town of Legal Residence: Wiscasset
Work Phone: _____ Cell Phone: 214-232-3699 E-mail: alissaeason@hotmail.com
I wish to be considered for the appointment to the: Economic Development
Advisory Committee Term Of Appointment _____
Full member: ☒ Reappointment: _____ Alternate member: _____
Do you currently serve or have you ever served on any Town Board? no
If yes, please state which Board or Committee/term exp. _____
List civic organizations to which you belong now: President, Wiscasset Creative Alliance
Prior experience, knowledge, or abilities that you have which would contribute to
the activities of the Board or Committee: see attached
Signature: Alissa Eason Date: Feb 13, 2024

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by
fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use: _____

Date received: _____ Date Appointed: _____ Term: _____

Town of Wiscasset
Board/Committee Membership Application

Full Name: Evan Goodkowsky
Street Address: 19 Flood Ave
Mailing Address: Same Home Phone: 2073801986
Town of Legal Residence: Wiscasset
Work Phone: _____ Cell Phone: _____ E-mail: egoodkowsky@gmail.com
I wish to be considered for the appointment to the: Economic Dev Committee
_____ Term Of Appointment _____

Full member: ☒ Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? Yes

If yes, please state which Board or Committee/term exp. Broadband, Climate

List civic organizations to which you belong now: LCHA, Micoast Conservancy,
BBHLT

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Masters, Certified Maine Assessor

Signature: Evan C. Goodkowsky Date: 2/27/24

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use: _____

Date received: _____ Date Appointed: _____ Term: _____

economicdeveloper@wiscasset.org

From: Evan Goodkowsky <egoodkowsky@gmail.com>
Sent: Tuesday, February 27, 2024 4:37 PM
To: economicdeveloper@wiscasset.org
Subject: Re: Econ committee
Attachments: evan_econ_dev_committee.pdf

Experience includes:

Masters in Policy, Planning, and Management from USM

Certified Maine Assessor, Assessors Agent for Westport Island 4 years

Broadband consulting work, 3 years

Experience running family business, McPhee's Wreaths, 20 years as well as running multiple business social media accounts

Familiar with TIF districts and legislative policy

Currently serve as Trustee to the Wiscasset Water District

And yes I can interview at 4pm tomorrow.

On Tue, Feb 27, 2024, 3:31 PM <economicdeveloper@wiscasset.org> wrote:

From: Evan Goodkowsky <egoodkowsky@gmail.com>
Sent: Tuesday, February 27, 2024 3:29 PM
To: economicdeveloper@wiscasset.org
Subject: Re: Econ committee

Have a digital copy?

On Tue, Feb 27, 2024, 3:15 PM <economicdeveloper@wiscasset.org> wrote:

We are doing interviews today and tomorrow. If I receive an application by the close of business today (5PM). We will consider it. Could you interview me tomorrow at 4PM.

1/9/24

Town of Wiscasset
Board/Committee Membership Application

Full Name: RICHARD MALABY

Street Address: 68 Willow Ln

Mailing Address: " Home Phone: 687-8055

Town of Legal Residence: WISCASSET

Work Phone: _____ Cell Phone: 266-3710 E-mail RMALABY@gmail.com

I wish to be considered for the appointment to the: AD Hoc ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE Term Of Appointment _____

Full member: / Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? YES - SEE REVERSE

If yes, please state which Board or Committee/term exp. _____

List civic organizations to which you belong now: _____

Prior experience, knowledge, or abilities that you have which would contribute to
the activities of the Board or Committee: SEE REVERSE

Signature: Richard S. Malaby Date: 1-9-24

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by
fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: 01/09/2024 Date Appointed: _____ Term: _____



RICHARD MALABY

- Town of Hancock - School Board Member 1993-2010
- Town Budget Committee 1997-2020
- SELF EMPLOYED small business owner
@ Crocker House Inn 1980-2021
- ME STATE REPRESENTATIVE
2010-2018
Committee on Health & Human Services

MAINE COAST MEMORIAL HOSPITAL 2000-2009
ELLSWORTH, ME TREASURER, CHAIRMAN OF BO of TRUSTEE

COASTAL ACADEIA DEVELOPMENT CORP. 1994-2003

I SOLD my BUSINESS IN 2021 & MOVED TO WISCASSET
IN 2022 TO BE CLOSER TO MY CHILDREN

Richard S. Malaby

68 Willow Lane ~ Wiscasset, ME 04578
rsmalaby@gmail.com ~ 207 266-3710 c ~ 207 687-8055 h

SUMMARY OF QUALIFICATIONS

- Skilled at creating an environment in which people flourish
- Able to shape vision into action
- Possess the ability to rapidly grasp key success factors and critical issues
- Passionate about brokering consensus and empowerment
- Thorough understanding of fund balance and non-profit accounting

OFFICES AND POSITIONS HELD

Hancock School Committee , Intermittent Chair	1993-2010
Maine Coast Memorial Hospital Ellsworth Treasurer 2001, Vice Chairman 2003, Chairman 2005	2000-2009
Coastal Acadia Development Corporation Founding Member, President, Treasurer	1994-2004
Celebrity Chefs Gala Committee , Chairman	1993-2013
Maine State Representative , House District 136 Committee on Health and Human Services	2010-2018
Husson College, Eastern Maine Technical College Adjunct Professor	1986-1992
Crocker House Country Inn Owner Operator, Executive Chef	1980-2021

EXPERIENCE

Accomplishments

Successfully negotiated union contracts
Created an organization to survey and support the needs of Hancock County businesses and provide technical assistance
Instrumental in creating an annual fundraiser to benefit MCMH Breast Clinic, raising over \$600K
Renovated and repositioned an abandoned 140-year-old Country Inn to compete in the individual destination traveler market
Regularly oversaw a staff of up to 25+ individuals to produce events such as weddings, annual dinners, business retreats, programs dinners and Chamber events for groups of 30-550
Have participated in the hiring of Principals, Superintendents, Presidents and Physicians
Reviewed and recommended performance objectives, financial adjustments and future investments for an \$80 Million community hospital in a declining reimbursement environment
Oversaw a school budget of \$3 Million

EDUCATION

Michigan State University , Lansing Michigan	M.B.A. Marketing	1985
University of Michigan , Ann Arbor, Michigan Institute of Public Policy Studies	B.A. Political Science	1977 1976-1977
Maine Development Foundation Leadership Maine, Epsilon Class		1997

Town of Wiscasset
Board/Committee Membership Application

Full Name: Sherri Dunbar

Street Address: 45 Federal St.

Mailing Address: " " Home Phone: _____

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: 380-7931 E-mail: Sherri@dunham
reality.com

I wish to be considered for the appointment to the: Economic Development
Committee
Term Of Appointment: _____

Full member: _____ Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? Yes

If yes, please state which Board or Committee/term exp. Budget Committee (multiple times)

List civic organizations to which you belong now: Wiscasset Chamber; Library
trail comm.; Comprehensive Plan Committee; Past Friends of Wiscasset Corporation or
Prior experience, knowledge, or abilities that you have which would contribute to Past the

the activities of the Board or Committee: Commercial & residential real estate sale

Signature: [Signature] Date: 2/15/24 →

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by

fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: _____ Date Appointed: _____ Term: _____

currently serve on numerous Realtor committees including Legislative &
Rules & Reg. Task force Finance
maine Association of Realtor Treasurer 2019-2022

Town of Wiscasset
Board/Committee Membership Application

Full Name: Patricia A Cloutier _____

Street Address: 79 Bath Road, Apt 1, Wiscasset ME 04578 _____

Mailing Address: same _____ Home Phone: 207-882-4235 _____

Town of Legal Residence: Wiscasset _____

Work Phone: 207-882-9600 Cell Phone: 207-542-0086 _____

E-mail: pcloutier1946@gmail.com _____

Economic Development Advisory

I wish to be considered for the appointment to the: Ad Hoc Committee _____

Term Of Appointment _____

Full member: _____ Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? no _____

If yes, please state which Board or Committee/term exp. _____

List civic organizations to which you belong now: chamber, Maine's Midcoast & Islands, _____

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: I have approximately 30 years in business, 11 years in adult education, 13 years with chamber _____

Signature: Patricia A Cloutier _____ Date: 02/01/2024 _____

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

Recd 2/1/24 JEP

ba 1

 **COPY**



APPLICATION FOR SPECIAL AMUSEMENT PERMIT

APPLICATION DATE 1/29/2024 DATE OF EVENT Weekly
APPLICANT(S) NAME: Jodie Roquemore
APPLICANT(S) RESIDENCE ADDRESS: 124 Deckhouse Rd
Edgcomb, ME 04556 PHONE 770-584-3337
BUSINESS NAME: Jodie's Cafe & Bakery
BUSINESS ADDRESS: 45 Water Street, Wiscasset, ME 04578
BUSINESS DESCRIPTION: Restaurant

LOCATION TO BE USED: 45 Water Street

DESCRIBE ENTERTAINMENT: We want to have live music inside.
wed. = Open Mic, Thurs. = Karaoke, Sat. = Live acoustic singer

- HAS THE APPLICANT EVER HAD A LICENSE TO CONDUCT THE BUSINESS THEREIN DESCRIBED EITHER DENIED OR REVOKED?
YES ☐ NO ☒ IF SO, DESCRIBE THOSE CIRCUMSTANCES ON A SEPARATE DOCUMENT.
- IS THIS SPECIAL AMUSEMENT PERMIT A RENEWAL? ☐ YES ☒ NO
- HAS THE APPLICANT, INCLUDING ALL PARTNERS, COOPERATE OFFICERS, MANAGERS OR PRINCIPAL EMPLOYEES EVER BEEN CONVICTED OF A FELONY? YES ☐ NO ☒
IF SO, DESCRIBE SPECIFICALLY THOSE CIRCUMSTANCES ON A SEPARATE DOCUMENT.

By signing below, the applicant agrees that the information on this permit is factual and true and agrees to abide by applicable local, state and federal laws, rules and standards including, but not limited to Article X, Section 1 (Special Amusement Permits) of the Wiscasset Ordinances and Title 28-A (Liquors) of the Maine State Statutes.

Signature(s): Jodie Roquemore Date: 01/29/2024

OFFICE USE ONLY
Date Recd. 1/1 Date Approved 1/1 Expiration Date 1/1 Permit fee \$10 Ad Fee \$47 Paid X

- ✓ 2/15/2024
- ✓ fwd. to Kathy for agenda
- ✓ notice in paper - 2/15/24 (for 2/22/24)
- ✓ Applicant notified 2/15/24

pd. \$60 Ad Fee



Town of Wiscasset

6a

TOWN OF WISCASSET PUBLIC HEARING SPECIAL AMUSEMENT PERMIT

The Board of Selectmen will hold a public hearing on Tuesday, March 5, 2024 at 6:00 p.m. in the Municipal Building Hearing Room. The purpose of the hearing is as follows:

- **To act on a request for a Special Amusement Permit for Jodi's Café & Bakery, 45 Water Street, Wiscasset**

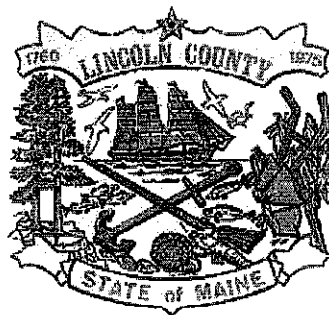
OFFICE OF
LINCOLN COUNTY COMMISSIONERS

32 High Street
P.O. Box 249
Wiscasset, Maine
04578-0249

INCORPORATED 1760

Commissioners Office (207) 882-6311
Fax (207)-882-4324

WWW.LINCOLNCOUNTYMAINE.ME



District One
Hamilton W. Meserve
Southport, Maine

District Two
William B. Blodgett
Waldoboro, Maine

District Three
Mary R. Trescot
Damariscotta, Maine

December 13th 2023

Town of Wiscasset
Attn: Select Board
51 Bath Road
Wiscasset, ME 04578

Subject: FY 2024 Lincoln County Budget

Greetings Select Board Members,

Enclosed please find a copy of the Lincoln County Summary budget that was approved on 12/5/2023. This budget includes an 8.99% increase over last year's net budget. Almost half of that increase is due to increased funding for capital improvement projects.

Once we close our books for FY 2023, I will be evaluating our surplus levels to determine what the County can use to help offset some of the increase.

Sincerely,

A handwritten signature in cursive script that reads 'Michelle Richardson'.

Michelle Richardson
Lincoln County, Elected Treasurer

FINAL

LINCOLN COUNTY COUNTY BUDGET - 2024

12/5/2023

	2023 BUDGET	2024 REQUEST	2022 VS 2023	Init. Req vs Crnt Bdgt %
1000 Courts				
Personnel Services	117,423	122,706	5,283	4.50%
Employee Benefits	51,730	66,621	14,891	28.79%
	169,153	189,327	20,174	11.93%
Less Court Revenues	-137,496	-140,661	-3,165	2.30%
Net Impact	31,657	48,666	17,009	53.73%
1010 Emergency Management				
Personnel Services	147,258	146,466	-792	-0.54%
Employee Benefits	85,121	85,052	-69	-0.08%
Contractual Services	64,185	64,025	-160	-0.25%
Commodities	10,060	10,025	-35	-0.35%
Capital Outlay	10,300	11,200	900	0.00%
	316,924	316,768	-156	-0.05%
Less EMA Revenue	-68,692	-68,692	0	0.00%
Net Impact	248,232	248,076	-156	-0.06%
1015 District Attorney				
Personnel Services	251,682	260,481	8,799	3.50%
Employee Benefits	137,546	133,908	-3,638	-2.64%
Contractual Services	37,350	35,010	-2,340	-6.27%
Commodities	4,800	5,700	900	18.75%
Capital Outlay	5,500	5,500	0	0.00%
Total Impact	436,878	440,599	3,721	0.85%
1020 Administration				
Personnel Services	387,956	423,623	35,667	9.19%
Employee Benefits	173,935	190,908	16,973	9.76%
Contractual Services	90,050	115,220	25,170	27.95%
Commodities	9,100	11,250	2,150	23.63%
Capital Outlay	3,200	7,200	4,000	125.00%
	664,241	748,201	83,960	12.64%
Less TBRJ Contract	-45,115	-47,580	-2,465	5.46%
Total Impact	619,126	700,621	81,495	13.16%
1035 Buildings				
Personnel Services	139,214	140,380	1,166	0.84%
Employee Benefits	101,720	78,070	-23,650	-23.25%
Contractual Services	182,350	195,433	13,083	7.17%
Commodities	90,300	90,500	200	0.22%
Capital Outlay	20,000	25,000	5,000	25.00%
Total Impact	533,584	529,383	-4,201	-0.79%
1045 Jail Assessment				
Contractual Services	2,420,839	2,420,839	0	0.00%
Total Impact	2,420,839	2,420,839	0	0.00%

FINAL

LINCOLN COUNTY COUNTY BUDGET - 2024

12/5/2023

	2023 BUDGET	2024 REQUEST	2022 VS 2023	Init. Req vs Crnt Bdgt %
1050 Jail Transport				
Personnel Services	385,760	364,888	-20,872	-5.41%
Employee Benefits	202,077	202,317	240	0.12%
Contractual Services	213,705	310,988	97,283	45.52%
Commodities	4,750	1,500	-3,250	-68.42%
	806,292	879,693	73,401	9.10%
Less Jail Transport Revenue	-346,761	-307,645	39,116	-11.28%
Net Impact	459,531	572,048	112,517	24.49%
1060 Communications				
Personnel Services	1,054,040	1,076,005	21,965	2.08%
Employee Benefits	553,003	472,234	-80,769	-14.61%
Contractual Services	156,698	159,950	3,252	2.08%
Commodities	18,600	18,600	0	0.00%
Capital Outlay	32,000	52,500	20,500	0.00%
	1,814,341	1,779,289	-35,052	-1.93%
Less Comm's Revenue	-72,288	-72,288	0	0.00%
Net Impact	1,742,053	1,707,001	-35,052	-2.01%
1065 Deeds				
Personnel Services	106,912	112,321	5,409	5.06%
Employee Benefits	74,713	77,412	2,699	3.61%
Contractual Services	9,150	9,645	495	5.41%
Commodities	2,000	2,000	0	0.00%
Capital Outlay	54,500	54,500	0	0.00%
TOTAL	247,275	255,878	8,603	3.48%
Less Deeds Revenue	-500,000	-456,375	43,625	-8.73%
Net Impact	-252,725	-200,497	52,228	20.67%
1070 Probate				
Personnel Services	170,735	163,200	-7,535	-4.41%
Employee Benefits	123,612	83,900	-39,712	-32.13%
Contractual Services	32,250	37,240	4,990	15.47%
Commodities	3,100	3,300	200	0.00%
Capital	11,000	1,000	-10,000	0.00%
	340,697	288,640	-52,057	-15.28%
Less Probate Revenue	-125,000	-175,000	-50,000	40.00%
Net Impact	215,697	113,640	-102,057	-47.31%
1075 Sheriff's Department				
Personnel Services	2,499,360	2,611,412	112,052	4.48%
Employee Benefits	1,110,251	1,109,300	-951	-0.09%
Contractual Services	447,870	534,900	87,030	19.43%
Commodities	72,000	71,700	-300	0.00%
Capital	62,200	67,000	4,800	0.00%
	4,191,681	4,394,312	202,631	4.83%
Less Sheriff's Revenue	-160,942	-214,942	-54,000	33.55%
Net Impact	4,030,739	4,179,370	148,631	3.69%

**LINCOLN COUNTY
COUNTY BUDGET - 2024**

12/5/2023

FINAL

	2023 BUDGET	2024 REQUEST	2022 VS 2023	Init. Req vs Crnt Bdgt %
1095 Debt Service				
Contractual Services	0	0	0	0.00%
Bonds Payable	610,000	615,000	5,000	0.82%
Interest on Bonds	92,000	61,500	-30,500	-33.15%
TOTAL	<u>702,000</u>	<u>676,500</u>	<u>-25,500</u>	<u>-3.63%</u>
Less Interest Revenue	<u>-35,000</u>	<u>-25,000</u>	<u>10,000</u>	<u>-28.57%</u>
Net Impact	<u>667,000</u>	<u>651,500</u>	<u>-15,500</u>	<u>-2.32%</u>
2010 Planning				
Personnel Services	224,815	235,877	11,062	4.92%
Employee Benefits	58,545	89,827	31,282	53.43%
Contractual Services	20,525	19,975	-550	-2.68%
Commodities	2,700	3,500	800	29.63%
Capital Expenditure	2,000	1,500	-500	0.00%
	<u>308,585</u>	<u>350,679</u>	<u>42,094</u>	<u>13.64%</u>
Less Planning Revenue	<u>-37,000</u>	<u>-26,000</u>	<u>11,000</u>	<u>29.73%</u>
Net Impact	<u>271,585</u>	<u>324,679</u>	<u>53,094</u>	<u>19.55%</u>
2015 Recycling				
Personnel Services	260,080	281,583	21,503	8.27%
Employee Benefits	168,375	149,559	-18,816	-11.18%
Contractual Services	126,150	135,250	9,100	7.21%
Commodities	27,800	34,500	6,700	24.10%
Capital Outlay	45,000	110,000	65,000	0.00%
	<u>627,405</u>	<u>710,892</u>	<u>83,487</u>	<u>13.31%</u>
Less Recycling Revenue	<u>-284,000</u>	<u>-200,000</u>	<u>84,000</u>	<u>-29.58%</u>
Net Impact	<u>343,405</u>	<u>510,892</u>	<u>167,487</u>	<u>48.77%</u>
2025 Retiree Benefits				
Contractual Services				
Retiree Health Insurance	112,854	115,253	2,399	2.13%
TOTAL	<u>112,854</u>	<u>115,253</u>	<u>2,399</u>	<u>2.13%</u>
Less Retiree Revenue	<u>-23,975</u>	<u>-24,467</u>	<u>-492</u>	<u>2.05%</u>
Net Impact	<u>88,879</u>	<u>90,786</u>	<u>1,907</u>	<u>2.15%</u>
2030 Community Programs				
Contractual Services	99,020	109,037	10,017	10.12%
Total Impact	<u>99,020</u>	<u>109,037</u>	<u>10,017</u>	<u>10.12%</u>
2050 Insurance				
Contractual Services				
Liability	98,692	108,561	9,869	10.00%
TOTAL	<u>98,692</u>	<u>108,561</u>	<u>9,869</u>	<u>10.00%</u>
2060 Contingency				
Contractual Services	95,000	95,000	0	0.00%
TOTAL	<u>95,000</u>	<u>95,000</u>	<u>0</u>	<u>0.00%</u>

FINAL

LINCOLN COUNTY COUNTY BUDGET - 2024

12/5/2023

	2023 BUDGET	2024 REQUEST	2022 VS 2023	Init. Req vs Crnt Bdgt %
Capital Improvement				
Capital Improvement	381,808	850,000	468,192	122.62%
TOTAL	381,808	850,000	468,192	122.62%
Reserves				
Wintess Fee Reserve	500	0	-500	100%
Legal Reserve	0	20,000	20,000	100%
Training Reserve	0	25,000	25,000	100%
Ask Program	0	8,500	8,500	100%
IT Reserve	10,000	80,000	70,000	700.00%
Strategic Planning Rsv	68,000	110,000	42,000	61.76%
TOTAL	78,500	243,500	165,000	210.19%
Total Expenditure	14,445,769	15,502,351	1,056,582	7.31%
Revenue	-1,836,269	-1,758,650	77,619	-4.23%
TOTAL	12,609,500	13,743,701	1,134,201	8.99%

106

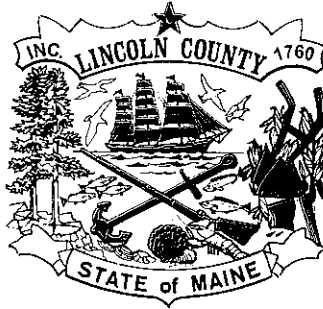
OFFICE OF
LINCOLN COUNTY COMMISSIONERS

32 HIGH STREET • P.O. BOX 249
WISCASSET, MAINE 04578

INCORPORATED 1760

COMMISSIONERS OFFICE (207) 882-6311
FAX (207) 882-4320

WWW.LINCOLNCOUNTYMAINE.ME



DISTRICT ONE
HAMILTON W. MESERVE
SOUTHPORT, MAINE

DISTRICT TWO
WILLIAM B. BLODGETT
WALDOBORO, MAINE

DISTRICT THREE
MARY R. TRESKOT
DAMARISCOTTA, MAINE

February 21, 2024

Dear Town Clerk:

Lincoln County was allocated \$6,727,248 in *American Rescue Plan Act* (ARPA) funding. The County Commissioners took steps in 2021 and 2022 to ask for input from Lincoln County Towns and other interested parties on the best use of these funds. A list of priorities was developed and actions to put these funds to good use was undertaken.

Here is a summary of how the funds have been allocated to date:

- | | |
|---|-------------|
| • Tuition payments for Emergency Medical Technician (EMT) training for Lincoln County residents | \$43,200 |
| • Replacement of 9-1-1 Dispatch consoles & equipment | \$213,440 |
| • Replacement of Communication Tower microwaves & power supply banks | \$575,339 |
| • Hazard Pay Stipends in 2021 and 2022 for Essential County employees and Two Bridges Regional Jail employees | \$366,010 |
| • Funding for 50% of a Regional Water Study with the remaining funds to be contributed by the State of Maine | \$150,000 |
| • Drinking water conservation project in Boothbay Region (3-yr project) | \$195,000 |
| • Infrastructure Projects identified by each of the Sewer Districts in Lincoln County | \$800,000 |
| • Matching funds for Broadband Infrastructure Projects identified by Town/Regional Broadband Committees to leverage Maine Connectivity Authority grants | \$1,500,000 |
| • Records Management Software replacement & conversion for all local Law Enforcement agencies in Lincoln County | \$594,165 |
| • Countywide Community Navigator & Community Resource Council Navigator funding (total cost of 3 years) | \$470,029 |
| • Matching funds for Affordable Housing Projects to leverage additional Federal and State funds | \$1,500,000 |
| • Federal Single Audit & Grants Management Costs (to date) | \$20,065 |
| • Land Use Specialist position – limited 3-year term (currently on hold) | \$300,000 |

Many of the projects that received funding have been completed and we continue to make progress on longer-term projects. As the deadline to make allocations is quickly approaching (12/31/24), we are working to finalize our list of approved projects. Our intention is to make use of all of the ARPA funds for the betterment of Lincoln County as a whole.

Sincerely,

Carrie Kipfer
County Administrator

CC: County Commissioners

MAINE SERVICE CENTERS COALITION

60 Community Drive • Augusta, Maine 04330 • (207) 623-8428

10c

January 11, 2024

Mr Dennis Simmons, Town Manager
Town of Wiscasset
51 Bath Rd
Wiscasset, ME 04578-4108

Dear Mr Simmons:

Thank you for your support of the Maine Service Centers Coalition (MSCC) in 2023. As the second session of the 131st Maine Legislature begins, we are asking that you renew your dues support of the MSCC for 2024. From the time we drafted and lobbied to enactment the original legislation creating Revenue Sharing II more than two decades ago, our coalition has been at the forefront advocating and protecting municipal revenue and interests.

Thanks in part to our efforts, the Maine Legislature and administration of Governor Mills continue to make significant progress in addressing the fiscal harm done to Maine's municipalities over the previous several years. This incoming Legislative Session begins their budget deliberations with a projected \$139 million surplus in the current fiscal year and an estimated \$265 million surplus over the next biennium. As the Governor and political parties square off as to how to spend this surplus, it is important that local governments continue to band together and ensure we retain the gains made for our communities and continue to represent the interests of Maine's service centers.

Service center communities come in all shapes and sizes, and we advocate for their collective interests. Our membership also reflects this diversity, as we are comprised of communities as small as 2,107 (Damariscotta) and as large as 25,927 (South Portland).

Your membership, support, and involvement continue to be critical to our continued success. Given the limited access and face time in Augusta with elected and Administration officials, your interaction with your local legislators will continue to be key to our collective effort to maintain and continue the restoration and protection of municipal revenue.

We will continue to work with a core group of organizations to restore and maintain full funding of all revenue to municipalities. Our strategy continues to include holding every Maine legislator accountable for every vote that impacts municipal revenue or places additional burdens on municipalities and property taxes. Given the obvious advantage of experienced political advice and relationships, the Maine Service Centers Coalition leadership and staff will again rely upon Richard Trahey and his firm of Maine Governmental Relations for professional lobbying staff support. I believe that this relationship with Richard has benefited the Coalition greatly in providing us access to policy makers, sound policy advice and effective advocacy services.

We are enclosing the MSCC Membership Dues invoice for 2024 and hope you will respond favorably. Membership dues are set at twelve cents per capita based on your community's population (established by the latest State Revenue Sharing data available) with a minimum dues payment of \$500 per community. Also enclosed please find informational forms that we ask you to update and return to us. Please be sure to note to whom we should rely upon as the principal REPRESENTATIVE and ALTERNATE for your community.

In addition, please feel free to contact me directly at the South Portland City Hall (207-767-7606) or by e-mail at smorelli@southportland.org

Once again, thank you for your municipality's past support. Together we can make 2024 another productive year for the Maine Service Centers Coalition.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Morelli", with a stylized flourish at the end.

Scott Morelli
2023 Chairperson
Maine Service Centers Coalition

Enclosures

MAINE SERVICE CENTERS COALITION

2024 EXECUTIVE COMMITTEE

OFFICERS

(Serve 1-Year Terms)

Chairman

TERM EXPIRES: 12/31/2024

Phil Crowell, City Manager
Androscoggin
City of Auburn
60 Court Street
Auburn, ME 04210
Telephone: (207) 333-6600
Email: pcrowell@auburnmaine.gov

County:

Population: 22,958
Votes: 3

Vice Chairman

TERM EXPIRES: 12/31/2024

Kara George, Town Manager
Town of Thomaston
13 Valley Street
Thomaston, ME 04861
Telephone: (207)354-6107
Email: kgeorge@thomaston.gov

County: Knox
Population: 2,768
Votes: 1

Secretary

TERM EXPIRES: 12/31/2024

Audra Caler, Town Manager Town of Camden
PO Box 1207
Camden, ME 04843-1207
Telephone: (207) 236-3353 Email:
acaler@camdenmaine.gov County: Knox
Population: 4,640

Treasurer

TERM EXPIRES: 12/31/2024

Susan Robertson, City Manager
City of Augusta
16 Cony St
Augusta, ME 04330-5201
Telephone: (207) 626-2300
Email: susan.robertson@augustamaine.gov

County: Kennebec
Population: 18,585
Votes: 2

MEMBERS-AT-LARGE

(All Members to Serve 3-Year Staggered Terms)

TERM EXPIRES: 12/31/2024

Vacant Votes: 1

TERM EXPIRES: 12/31/2024

Bryan Kaenrath City Manager
City of Waterville
One Common Street
Waterville, ME 04901-6699
Telephone: (207) 680-4200
Email:
citymanager@waterville-me.gov
County: Kennebec
Population: 15,969

Votes: 2

TERM EXPIRES: 12/31/2024

TBD
Town of Orono
59 Main Street
Orono, ME 04473-4001
Telephone: (207) 889-6905
Email: County: Penobscot
Population: 10,504

Votes: 2

TERM EXPIRES: 12/31/2024

Vacant
County:
Population: Votes: 1

TERM EXPIRES: 12/31/2025

Vacant
County:
Population: Votes: 1

TERM EXPIRES: 12/31/2024

James Bennett, City Manager
City of Biddeford
PO Box 586
Biddeford, ME 04005-0586
Telephone: (207) 284-9313
Email: James.Bennett@biddefordmaine.org
County: York
Population: 21,640

Votes: 3

TERM EXPIRES: 12/31/2024

Gary Picard, Town Manager
Town of Madawaska
328 Saint Thomas St. Ste 101
Madawaska, ME 04756
Telephone: (207) 728-6351
Email: gmpicard@madawaska.me
County: Aroostook
Population: 3,867

Votes: 1

Administrative Services

Melissa White, Asst. Director of Educational
Services & Conventions
Maine Municipal Association
60 Community Dr
Augusta, ME 04330-9486
Telephone: (207) 623-8428 X. 2299
Email: mwhite@memun.org

Advocacy Services

Richard Trahey, President
Maine Governmental Relations
103 Water Street, Suite 203
Hallowell, ME 04347-1300
Telephone: (207) 623-0272
Email: rttrahey124@gmail.com

MAINE SERVICE CENTER COALITION

2024 Resolution for Membership and Appointment of Voting Delegate Representative and Alternate

BE IT RESOLVED that the _____
(City/Town Council or Board of Selectmen)

hereby authorizes membership in the Maine Service Center Coalition and designates:

(name) (position in municipality)

to be the appointed REPRESENTATIVE for the Maine Service Centers Coalition and is therefore authorized to vote at the Maine Service Centers Coalition business meetings.

BE IT FURTHER RESOLVED that the designated ALTERNATE is:

(name) (position in municipality)

Dated

Attested To By:

Please return this Resolution as soon as possible to:

Maine Service Centers Coalition
c/o Melissa White, Asst. Director Training & Convention
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
E-mail: mwhite@memun.org

MAINE SERVICE CENTERS COALITION

VOTING DELEGATES - 2024

Membership Information Sheet

MSCC REPRESENTATIVE	MSCC ALTERNATE
NAME:	NAME:
TITLE:	TITLE:
MUNICIPALITY:	MUNICIPALITY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
TOWN OFFICE PHONE:	TOWN OFFICE PHONE:
WORK PHONE:	WORK PHONE:
HOME PHONE:	HOME PHONE:
FAX PHONE:	FAX PHONE:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

RETURN TO:

Maine Service Centers Coalition
c/o Melissa White, Asst. Director Training & Conventions
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
E-mail: mwhite@memun.org

10d

DRAFT

**WISCASSET
MUNICIPAL
AIRPORT**

**Minimum
Standards**

FEBRUARY 2024

Record of Changes

Date	Section	Description Change

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1.0 INTRODUCTION

The Wiscasset Municipal Airport is federally obligated, which means the Town of Wiscasset, the owner-operator (sponsor), must comply with federal standards and regulations, including Federal Aviation Administration (FAA) Grant Assurances. These assurances are addressed in §2.0, Background. As such, the following minimum standards for Commercial and Non-Commercial Operators at the Wiscasset Municipal Airport (Airport) have been adopted by the Selectboard on _____.

Terms and abbreviations used in this document are in §11, page 15.

2.0 PURPOSE

Airport minimum standards regulate the conduct of Aeronautical Activities, specify specific provisions included in airport lease, license, permit, or concession agreements, and apply uniformly to all persons operating at the Airport. Any person operating at the Airport consents to be bound by these standards. Therefore, failure by users to comply with these minimum standards could result in loss of use of the Airport.

Airport minimum standards set forth the requirements an individual or entity wishing to provide aeronautical services to the public on a public-use airport must meet to provide those services, such as minimum leasehold size, required equipment, hours of operation, and fees. Minimum standards are imposed to ensure an adequately safe and efficient service is available to the public. In addition, once established, the minimum requirements benefit the airport sponsor. These include, but are not limited to:

- A. A safe operating environment.
- B. Providing higher quality services to the public.
- C. Airport sponsors can avoid conflicts and political entanglements.
- D. The orderly and efficient development of the Airport and its services
- E. Helps maintain compliance with Federal Grant Assurances
- F. Protects the Airport Sponsor by ensuring service providers maintain a minimum level of insurance coverage.

In addition, minimum standards provide benefits to existing and potential service providers.

- A. Current service providers' investment is protected from devaluation by new competing providers operating with substantially lower initial investment.
- B. Potential aeronautical service providers can accurately predict initial investment, allowing a more thorough business plan.

3.0 BACKGROUND

Most federal airport funding comes from the FAA Airport Improvement Program (AIP). The AIP is designed to fund planning and development at public-use airports. Once receiving federal grants, the airport's entity is referred to as the airport sponsor.

As part of receiving funds through the AIP program, airport sponsors must sign documents that ensure the airport will be used for the public good. These documents are known as grant assurances. Grant assurances ensure that airports receiving federal funds are operated to benefit the public and guarantee a level playing field for companies or individuals wishing to provide commercial aeronautical services. Two of the 39 current grant assurances are particularly important to minimum standards.

- **Grant Assurance 22 – Economic Non-Discrimination.** The sponsor will make the airport available for public aeronautical use on reasonable terms and without unjust discrimination. In any agreement under which a right or privilege at the Airport is granted, the sponsor will insert and enforce provisions requiring the contractor to meet specific requirements. The lessee must primarily furnish said services on a reasonable, not unjustly discriminatory basis.
- **Grant Assurance 23 – Exclusive Rights.** The airport sponsor will permit no exclusive right to use the Airport by anyone providing aeronautical services to the public. Providing services by a single Fixed-Based Operator (FBO) shall not be construed as an exclusive right if the following two conditions apply.
 - A. It would be unreasonably costly, burdensome, or impractical for more than one FBO to provide such services and
 - B. Allowing more than one FBO would require reducing space leased under an existing agreement between the FBO and the Airport.

The Town of Wiscasset will not grant the exclusive right to conduct aeronautical activities at the airport.

4.0 IMPLEMENTING OFFICIAL

The Airport Manager is the authorized representative of the Town Manager in enforcing these minimum standards.

4.1 AIRPORT OPEN ON A NONDISCRIMINATORY BASIS

Facilities at the Airport shall be open to all users on a fair and nondiscriminatory base.

4.2 HANGAR SPACE

Unless authorized by the Town, no person may offer for hire on the Airport any hangar for Aircraft, related service equipment, or surface vehicle unless such person has leased premises from the Town as an FBO or Specialized Aviation Services Operator (SASO).

4.3 COMPLIANCE WITH LAWS AND HEALTH, FIRE, CONSTRUCTION, AND ZONING

All persons utilizing the Airport shall comply with federal, state, and local laws, including the requirements of all Town health, fire, construction, and zoning codes applicable to the Airport and its operation.

All construction on the Airport shall comply with all applicable building codes adopted by the Town.

4.4 INSPECTIONS

To the extent necessary to protect the rights and interests of the Town or to assure compliance with the minimum standards or a lease, the Airport Manager or authorized representative, or any representative of the FAA or state agency having jurisdiction over the Airport shall have the right to enter and inspect, upon notice, during reasonable hours, structures, premises, facilities, and improvements on the Airport to determine compliance with these minimum standards and any applicable lease provisions.

4.5 CIVIL RIGHTS

Persons using the Airport shall comply with the Civil Rights Act of 1964 and implement U.S. Department of Transportation, Title 49, Part 21, and are expressly prohibited from discrimination against any group or individual based on race, creed, color, national origin, or sex.

4.6 COMPLAINTS

Complaints against any contractor or employees for violations of these minimum standards shall be in writing and filed with the Airport Manager.

4.7 USE OF LAND WITHIN THE AIRPORT

Airport property use is for aeronautical activities, but secondary nonaeronautical uses are permitted if three conditions are met.

- A. The primary aeronautical activity does not interfere with it and is not in violation of FAA regulations.
- B. The Town expressly authorizes it.
- C. Secondary use will benefit the Airport or provide better maintenance or development.

Nonpermanent activity may require approval by the FAA. The Airport Layout Plan (ALP) must show the permanent activity.

4.8 LIVING QUARTERS

No person may make any temporary or permanent living quarters on Airport property. However, the Airport Manager may grant an exception for "Emergency Response" personnel.

4.9 TAXIWAY ACCESS

If not provided, each operator conducting Aeronautical Activities shall provide paved access from its leased premises to the Airport's taxiway, taxilane, or apron system. Such access shall meet all applicable FAA standards for the largest aircraft type anticipated to use the operator's premises.

4.10 LICENSE, CERTIFICATES, AND AUTHORIZATIONS

Each person conducting activities at the Airport, whether for compensation or not, must possess all licenses, certificates, and authorizations required by these minimum standards and the applicable law to conduct such operations.

- A. Rights under a license, authorization, or contract granted by the Town are not exclusive rights.
- B. The Town may terminate a license, permit, or agreement after giving notice of default if the recipient fails to cure its default within 30 days or at other times specified in the license, permit, or agreement.
- C. The Town may terminate the lease, license, permit, or agreement upon fourteen (14) days' notice if the licensee fails to maintain the required insurance.
- D. No improvements or modifications to Airport property may be made without the prior written consent of the Town.
- E. No lease, license, permit, agreement, or any rights shall be assigned without the prior approval of the Town. In addition, the Town may require any potential assignee to submit biographical, financial information, credit, and background checks at least 30 days before a proposed assignment.

5.0 DOING BUSINESS AT THE AIRPORT

All commercial operators must obtain a permit, license, lease, or other agreement with the Town before conducting any Commercial operation at the Airport. The minimum standards are part of each commercial operator's lease, license, permit, or agreement with the Town unless any such standards or provisions are expressly waived or amended. Existing commercial operators and other activities listed in these minimum standards and operating at the Wiscasset Municipal Airport must comply within 180 days of the Town's adoption.

5.1 REQUIREMENTS OF ALL COMMERCIAL OPERATORS

Each commercial operator shall:

- A. Have adequate space through a lease or other agreement to accommodate the proposed operation.
- B. Maintain insurance as required by the minimum standards.

- C. Pay all applicable established fees when due. Such fees shall be set by Selectboard and published in the *Airport Rates and Charges*. Airport fuel prices and flowage fees may be revised periodically and adjusted as the market dictates.
- D. Control the conduct and demeanor of its personnel, subtenants, licensees, and invitees. Upon objection by the Airport Manager concerning the conduct or demeanor of any such person, they shall immediately take all lawful steps necessary to cure the objection.
- E. Shall do nothing that interferes with the effectiveness or accessibility of any public utility systems.
- F. Provide for proper handling and disposal of all hazardous materials the business generates. The handling and disposal must meet all federal, state, and local guidelines.
- G. Meet all environmental rules and policies, including applicable spill prevention and control measures. The Airport's Storm Water Pollution Prevention Program (SWPPP) and Spill Prevention Control and Countermeasures Program (SPCC) are available for review in the Airport office and on the Town's website.
- H. An operator may not utilize space or land leased to another operator without permission from the lessee and the Town.

5.2 MULTIPLE ACTIVITIES BY ONE COMMERCIAL OPERATOR

Whenever a commercial operator conducts multiple activities under one agreement with the Town, the commercial operator shall comply with the minimum standards for each undertaken activity. In addition, the minimum requirements most beneficial to the Airport or most protective of the public's health, safety, and welfare shall apply.

5.3 ACTIVITIES NOT COVERED BY MINIMUM STANDARDS

Any activity for which no specific minimum standards are set forth herein shall be subject to such standards and provisions developed by the Airport Manager on a case-by-case basis and outlined in such commercial operator's written lease, license, permit, or permit agreement with or from the Town.

5.4 WAIVER OR MODIFICATION OF STANDARDS

The Town may temporarily waive or modify any portion of the minimum standards to benefit any organization performing nonprofit public services, emergency response, fire protection, or fire-fighting operations. The temporary waiver shall not exceed 30 days.

5.5 AIRPORT BUSINESS PERMIT APPLICATION PROCESS

To conduct a commercial operation at the Airport, the applicant must submit a business proposal and receive approval from the Town. In addition to the following requirements, the Airport Manager may require the applicant to provide additional information to ensure compliance with the minimum standards. Therefore, the applicant shall, at minimum, submit the following documentation with the application.

- A. A detailed description of the scope of the intended operations and all services offered

- B. The amount of land, office space, or aircraft storage areas required for the operation
- C. A detailed description of any improvements or modifications to be constructed or made to Airport property, including cost estimates and a construction timetable
- D. The proposed hours of operation
- E. Documentation of the applicant's financial capabilities to construct any improvements and conduct any proposed activities
- F. A detailed description and evidence of the applicant's technical abilities and experience in conducting the proposed activities, including personal references
- G. The commencement date for the applicant's activities and the lease term, license, permit, or agreement sought, including all option periods.
- H. Corporate applicants shall provide A copy of the Articles of Incorporation and bylaws.
- I. Limited Liability Company applicants shall provide their Certificate of Formation and company agreement.
- J. Limited Partnership applicants shall provide a copy of the Certificate of Limited Partnership and Limited Partnership Agreement.
- K. General Partnership applicants shall provide a certified copy of the written partnership agreement.
- L. In the amounts outlined hereunder, a copy of a current Certificate of Insurance naming the Town of Wiscasset as additional insured. In addition, upon request, the Airport Manager may review a commercial operator's insurance policy and licenses at any time.
- M. A copy of a current lease/sublease or other agreement with the Town or an Airport tenant
- N. A schedule of rates and charges for all services to be provided
- O. Copies of all applicable FAA certificates
- P. Individual flight instructors not affiliated with a Commercial Operator and FAA Designated Examiners may provide services to pilots who operate their Aircraft without obtaining a license from the Town.

5.6 APPLICATION PROCESSING

The Town shall review fully completed and submitted applications. The Town may approve or disapprove an application for a license, permit, or agreement to conduct activities at the Airport. The Town may approve any such application that meets the criteria stated in the minimum standards. Grounds for denial include the following:

- A. The applicant does not meet the minimum qualifications and standards set forth.
- B. The proposed activities will likely create a safety hazard at the Airport.

- C. The activities will require the Town to expend funds or supply labor or materials because of the applicant's activities if the Town chooses not to do so or if it will result in a financial loss to the Airport.
- D. No appropriate space or land is available to accommodate the proposed activities.
- E. The proposed activities are not consistent with the ALP.
- F. The proposed activities will result in congestion of Aircraft or buildings, a reduction in Airport capacity, or undue interference with other operations at the Airport.
- G. The applicant or any of its principals has knowingly made false or misleading statements while applying for a license, permit, or agreement.
- H. The applicant or any of its principals has violated FAA regulations or any other applicable laws, ordinances, rules or regulations, or minimum standards.
- I. The applicant has not submitted appropriate documentation supporting the proposed activity as required.
- J. Approval of the application would not be in the best interest of the Airport or Town.

Any denial on this ground must be within the discretion afforded to the Town under applicable FAA regulations.

6.0 COMMERCIAL OPERATIONS

Before operation as an FBO or SASO, an application must be filed under §4.5 Airport Business Application Process, and the Town must approve.

6.1 FUELING

Only an approved FBO or SASO may sell aviation fuel to the public under an approved fuel license. Therefore, private fuel storage facilities are not permitted at the Airport, except to the limited extent that an individual aircraft operator desiring to self-fuel only his Aircraft must provide evidence of insurance covering such activity and obtain written permission from the Airport Manager and the Town Fire Chief. In addition, the FBO or SASO must demonstrate compliance with Advisory Circular (AC) 150/5230-4, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports*, and The National Fire Prevention Association (NFPA) 407, Standard for Aircraft Fuel Servicing.

6.2 FIXED BASED OPERATOR

No person may operate as an FBO unless that person has received and currently holds valid authorization from the Town. In addition to the requirements of §4.1, Requirements of All Commercial Operators, an FBO must meet and maintain the requirements listed in this section.

6.2.1 General Requirements.

The FBO/SASO must perform the following functions or abide by the following rules.

- A. Have an agreement with the Town to conduct such business.

- B. Make its business open to all forms and classes of aeronautical activity.
- C. Properly dispose of any trash from the leased property.
- D. Obtain approval from the Town before reducing any services included in the FBO's agreement with the Town.
- E. Furnish all applicable services reasonably, equally, and nondiscriminatory to airport users.
- F. Abide by all rules, requirements, or mandates placed upon the Town by the FAA or the State of Maine, including the FAA Grant Assurances and the Terms and Conditions of State of Maine grants.
- G. The FBO/SASO will not permit the flagging or hawking of Aircraft to direct them to their location.
- H. Surrender FBO/SASO rights 60 days after written notice and failure to cure if minimum standards are not continually met.

6.2.2 Land and Facility Requirements

An FBO must have a lease and a facility meeting the following requirements.

- A. Apron. An FBO must have at least 7,500 square feet of tenant-developed apron area (not including any building area and automobile parking areas) to support aircraft operations. This apron area shall accommodate the following:
 - 1. Aircraft with a wingspan of up to forty-nine (49-ft).¹
 - 2. Circulation taxilanes facilitate access to/from aircraft parking and the taxiway system.
 - 3. Adequate area to accommodate transient aircraft operations, towing aircraft to/from storage hangars, and the taxiway system.
- B. Office Space/Building: An FBO must use a tenant-developed office space/building large enough to support the intended purpose.

6.2.3 Services

An FBO must provide the following minimum services:

6.2.3.1 Aviation Fueling

- A. An FBO must provide, at minimum, Avgas and may provide Jet A fuel.
- B. The FBO may construct a fuel storage facility and provide dispensing equipment (stationary fuel farm or mobile trucks) sufficient to serve the needs of the aircraft that frequent the Airport.

¹ 49 feet is the maximum wingspan of an aircraft in FAA Aircraft Design Group I, which is the designated design aircraft size at IWL.

- C. Jet-A fueling must include single-point and over-the-wing fueling capabilities and a minimum capacity of 2,000 gallons if provided.
- D. Avgas fueling shall include a minimum capacity tank of 2,000 gallons or a refueling vehicle with a minimum capacity of 500 gallons.
- E. All refueling vehicles shall be registered in Maine and capable of operation on public roads.
- F. Refueling vehicles shall be parked on a concrete pad.
- G. The FBO shall require its fuel-handling personnel to complete training courses, obtain a fuel handler's certification, and receive periodic refresher training as required by AC 5230-4 and the Town Fire Department. The Supervisory Training Program must be obtained by completing an FAA-authorized Supervisory Fuel Safety training course. Employees who fuel aircraft or otherwise handle fuel must receive at least initial on-the-job training and recurrent instruction in fire safety every 24 consecutive calendar months from a trained supervisor.
- H. The FBO must develop a Standard Operating Procedure (SOP) for aviation fueling activities and submit it for approval from the Airport Manager. The SOP must include a plan of action in case of a fuel spill per the Airport's Spill Prevention and Control and Countermeasures (SPCC) plan.
- I. All fuel trucks/equipment must meet all applicable local and state codes, be approved for use by the Wiscasset Fire Department and Airport management, and meet the requirements of NFPA Manual 407 – "Standard for Airport Fuel Servicing."

6.2.3.2 Aircraft Maintenance and Repair Services

The FBO may provide aircraft maintenance and repair services consistent with §5.3, Specialized Aviation Services Operator (SASO).

6.2.3.3 Concierge Services

The FBO must

- A. Have at least one courtesy car for customer services and support or agreements with rental car companies for customer support.
- B. Have a pilot and passenger lounge with at least one restroom and refreshments.

6.2.3.4 Subcontracting Services, Subleasing, Restrictions

- A. The FBO may subcontract aircraft maintenance and repair services and the retail sale of aircraft parts and accessories. Each subcontractor meets the SASO requirements of these minimum standards as stated and, in such areas, approved by airport management.
- B. The FBO shall not sublease, permit, or allow any other person to operate as a SASO within the FBO leased or permitted area or conduct any business venture without the prior written approval of the Town.

6.2.4 Fuel Flowage Fees

- A. The FBO shall pay the Airport Fuel Flowage Fee on all fuel purchased for storage and use at the Airport.
- B. The FBO shall submit copies of all fuel delivery bills of lading when submitting payment.

6.2.5 Hours of Operation.

- A. An FBO must provide daily services, be open for regular business between Memorial Day and Labor Day, and be on-call twenty-four hours per day throughout the year with a one-hour or less response time.

6.3 SPECIALIZED AVIATION SERVICES OPERATOR (SASO)

No person may operate as an SASO unless that person has received and holds a valid written authorization from the Town. In addition to the requirements of §4.5, Airport Business Permit Application Process, and the General Requirements listed in §5.2.1, a SASO must meet the provisions of this section.

6.3.1 General Requirements

- A. The SASO business operator must have
 - 1. A lease with sufficient and appropriate space to conduct the functions of the SASO as it has represented it will perform for a period of a minimum of 12 months for either leased Airport property or Airport property with Town-owned facilities on it, said the Selectboard has approved the lease, or
 - 2. A sublease from an FBO or another SASO with sufficient and appropriate space to conduct those functions as a SASO that the Town has approved and shall set out in the written authorization. The sublease shall define the type of business and service the sub-lessee SASO offers.
 - 3. The sub-lessee SASO shall meet all minimum standards established by the Town for the categories of services to be furnished by the SASO. The minimum requirements may be met between the lessee and the sub-lessee. However, the sublease agreement shall specifically define those services provided by the lessee to the sub-lessee that shall be used to meet the standards.
- B. A multiple services SASO engages in any two or more of the aeronautical services for which minimum standards have been provided.
- C. The SASO shall comply with the aircraft requirements, including the equipment necessary for each aeronautical service, except that multiple uses can be made of all Aircraft owned or under lease by SASO.
- D. The SASO shall obtain, as a minimum, insurance coverage equal to the more critical requirement for all individual aeronautical services being performed by SASO.

- E. During its employment and duty during the appropriate business hours, the SASO shall have trained personnel in such numbers as are required to meet the minimum standards for each aeronautical service the SASO performs as provided. Multiple responsibilities may be assigned to meet the personnel requirements for each aeronautical service the SASO performs.

6.3.2 Aircraft Sales

All SASOs conducting aircraft sales must meet the additional requirements of this section.

- A. Lease or have access to at least 100 square feet of office space.
- B. If dealing in Aircraft, hold a valid FAA aircraft dealer registration certificate (Form 8050-6)
- C. Ensure that all other fees and taxes applicable to the sale of Aircraft are paid to the appropriate parties.

6.3.3 Airframe, Engine, and Accessory Maintenance and Repair Services

All SASOs conducting Airframe, Engine, and Accessory Maintenance and Repair Services must meet the additional requirements of this section.

- A. Provide sufficient shop space, equipment, supplies, and parts availability equivalent to that required for approved FAA repairs.
- B. Conduct maintenance and repair operations or business activities inside hangars or other structures designed for such activities. Specific lease agreements and fire codes shall determine what hangars and other structures shall be approved for aircraft Maintenance and Repairs.

6.3.4 Mobile Aircraft Maintenance and Repair Services

All SASOs conducting Mobile Aircraft Maintenance and Repair Services must meet the additional requirements of this section.

- A. Be certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating.
- B. Conduct all activities inside hangars or other structures designed for such functions. Specific lease agreements and fire codes shall determine what hangars or other structures shall be approved for mobile maintenance and repairs.

6.3.5 Aircraft Leasing or Rental Services

All SASOs conducting Aircraft Leasing or Rental Services must meet the additional requirements of this section.

- A. Lease or have access to at least 100 square feet of office space.
- B. Maintain all required FAA licenses.

6.3.6 Flight Training Services

All SASOs conducting flight training services must meet the additional requirements of this section.

- A. Have available for use in flight training, either owned or under a written lease, a minimum of one airworthy aircraft, which must be at least a two-place aircraft suitable for private pilot training.
- B. Employ at least one FAA Certified Flight and Ground Instructor to provide the type of training offered.
- C. Appropriate office space and adequate classroom facilities at the airport or other off-airport locations are needed to properly operate the flight training services for the amount and type of training involved.

6.3.7 Avionics, Instruments, or Propeller Repair Services

All SASOs conducting Avionics, Instruments, or Propeller Repair Services must meet the additional requirements of this section.

- A. Hold the appropriate certificates issued by the FAA for the equipment planned to be repaired, serviced, and installed.
- B. Employ and have on duty at least one person currently certified by the FAA with ratings appropriate to the services offered during the appropriate business hours.
- C. Conduct operations or business activities inside hangars or other structures designed for such functions. Specific lease agreements and fire codes shall determine what hangars or other structures shall be approved for repair services.

6.3.8 Aircraft Charter and Air Taxi Services

All SASOs conducting aircraft charter and air taxi services must meet the additional requirements of this section.

- A. Have and provide the appropriate and current Federal Aviation Regulation (FAR) Part 135 Certificates or provisional FAR Part 135 Certificates.
- B. Own or lease aircraft continuously airworthy exclusively by written agreement. All Aircraft shall meet the requirements of their FAA certificate and Operating Specifications Manual.
- C. Have adequate leased hangar space for each owned or leased Aircraft.

6.3.9 Specialized Commercial Flying Services

All SASOs conducting Specialized Commercial Flying Services must meet the additional requirements of this section.

- A. Demonstrate the availability of Aircraft suitably equipped for the type of operation intended to be performed.
- B. Have adequate hangar or ramp space for each owned or leased Aircraft.

- C. Have adequate office space for proper operation of the commercial flying services.

7.0 FLYING CLUBS

A Flying Club (Club) with its principal location on the Wiscasset Municipal Airport shall meet the standards in this section.

Flying clubs must conform to the FAA definition in the FAA Order 5190.6, *Airport Compliance Manual*. The FAA defines a flying club as a nonprofit or not-for-profit entity (e.g., corporation, association, or partnership) organized to provide its members with Aircraft for personal use and enjoyment.

Flying clubs should no longer hold themselves out as fixed-based operators, flight schools, or businesses offering services to the public.

Certified Flying Instructors (CFI) and mechanics should be permitted to receive either monetary compensation or discounted /waived regular club member dues, but not both.

Flying clubs must not indicate in any form of marketing or communications that they are a business where people can learn to fly.

8.0 INSURANCE

Persons, businesses, and organizations engaged in commercial activities, including flying clubs, must maintain the minimum insurance required by the Town and as established by the Maine Municipal Association.

9.0 BUILDING/IMPROVEMENT STANDARDS

9.1.1 General Requirements

All buildings and structures owned or used by the Airport operators shall comply with state and local laws, codes, and regulations. All buildings, structures, and improvements must be maintained in a sound structural and mechanical condition by the operator throughout the term of use.

9.1.2 Maintenance of the Airport

The Town is responsible for maintaining all common facilities and infrastructure, including but not limited to the runway, taxiways, airport navigation aids, runway and taxiway lights, signs, markings, and other infrastructure required for flight safety and aircraft parking aprons as shown on the ALP. In general, the maintenance of areas not leased shall be the Town's responsibility.

Otherwise, each lessee of land or facilities on the Airport shall keep the leased area neat and clean, free from any hazard of life, limb, or property, junk and debris, and aesthetically pleasing.

9.1.3 Buildings and Structure Standard

No person may construct, remodel, erect, or maintain any structure or shelter, either permanent or temporary, unless specifically authorized by the Town. Except as noted, the Town does not permit the construction, erection, or continued presence of a structure unless it is of permanent construction, has paved floors, is aesthetically pleasing, and, at a minimum, meets building, fire, and other codes or standards applicable in the Town. The Town may waive this policy if it is determined that such action is necessary to provide minimal service to Airport users. All asphalt pavement must be constructed to support the aircraft's maximum weight for the hangar location.

9.1.4 Construction Process

Before commencing any construction of a new building or improvements or modifications to an existing structure, the operator must submit detailed construction plans and specifications to the Town for approval. For all new construction and any modification of an existing structure's size, height, or location, the operator must submit a Notice of Proposed Construction to the FAA (known as the 7460 processes) and provide the Town with the Aeronautical Study Number (ASN). The operator must submit the FAA's Notice of Determination Letter to the Airport Manager and Town Planning Board. The operator must submit a copy of the Town-issued building permit to the Airport Manager. Operators must comply with all required building inspections.

All improvements or modifications made to Airport property shall become the Airport's property at no cost to the Airport upon the termination of the operator's lease.

10.0 LEASING

10.1.1 Conflicts in Lease

Should any portion of these Standards conflict with the conditions of any lease agreement executed by the Town, the executed lease agreement's conditions will control these minimum standards for the remainder of the lease term or renewal thereof.

10.1.2 Exclusive Rights

No person may be granted in fact or by written instrument any exclusive right in violation of the FAA Grant Assurances applicable to the Airport. Determination of the existence of a prohibited exclusive right lies within the exclusive jurisdiction of the FAA. If the FAA determines that any provision of a written instrument or practice constitutes a grant of a prohibitive exclusive right, such provision or grant shall be deemed void.

10.1.3 Ground Lease Application

Ground lease requests shall be made to the Airport Manager, who will provide the applicant with instructions on the needed information to proceed with the request. The following will be included in the application.

- A. Intended aeronautical use of the project and a preliminary analysis of the project's impact on Airport traffic or noise

B. Concept plan including preliminary sketches of construction and infrastructure build-out

C. Timeline to complete the project

The Airport Manager will review the request for compliance with the Airport Layout Plan, Airport Master Plan, Airport Rules and Regulations, and minimum standards.

After receipt of a completed request for a lease, the Airport Manager and potential lessee will present the lease proposal at the next scheduled Advisory Committee meeting.

All lease proposals will be forwarded to the Town Manager with a recommendation from the Advisory Committee.

10.1.4 Lease Charges and Escalation Clauses and Terms

All unimproved Airport property shall be leased per square foot per year as set by the Town in the Airport's *Fee and Rate Schedule*. The term of each lease for the use of unimproved Airport property shall be set by the Town, not to exceed twenty (20) years, with a maximum of a ten (10) year option.

11.0 TERMS AND ABBREVIATIONS

Accident: A collision or other contact between any part of an aircraft or a vehicle, person, stationary object, or other thing which results in property damage, personal injury, or death; or an entry into or emerging from a moving aircraft or vehicle by a person which results in personal injury or death to such person, or some other person, or which results in property damage.

Advisory Board: Town-appointed board that makes recommendations to the Town about Airport-related matters.

Advisory Circular (AC): FAA publications comprising all non-regulatory material of a policy, guidance, and technical nature.

Aeronautical Activity: Any activity or service conducted on Airport property that involves, makes possible, or is required for the operation of aircraft or contributes to, or is required for, the safety of such operations. Aeronautical Activities include, but are not limited to:

- General and corporate aviation
- Air taxi and charter operation
- Aerial photography
- Pilot training
- Aircraft rental
- Sightseeing
- Aerial surveying

- Aircraft sales and service
- Aviation fuel and oil sales (whether conducted in conjunction with other included activities)
- Repair and maintenance of Aircraft
- Sale of aircraft parts
- Aviation fire suppression
- Aviation advertising
- Aircraft management
- Any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as an aeronautical activity.

Airport Sponsor: The entity recognized by the FAA responsible for the operations of an airport.

Air Traffic: Aircraft in operation anywhere in the air or, when under its power, on the ground.

Aircraft: This means any device intended to fly in the air.

Aircraft Charter and Air Taxi Services: An Air Charter or Air Taxi Operator provides air transportation (persons or property) to the general public for hire on a basis under the Code of Federal Regulations CFR 14 Part 135 of the Federal Aviation Regulations.

Aircraft Fuel: Means all flammable substances expressly manufactured and blended to operate an Aircraft engine.

Aircraft Operator: Person in charge or command of an aircraft.

Airport Layout Plan (ALP): An FAA-approved set of drawings showing Airport boundaries, physical features, and proposed additions to all areas owned or controlled by the sponsor for Airport purposes, the location and nature of existing and proposed airport facilities and structures, and the location on the Airport of the existing and proposed non-aviation areas and improvements thereon. The drawings also show local airspace, approach areas, and obstructions in the approach areas.

Airport Rates and Charges: A schedule of fees approved by the Town payable by users and Operators.

Airport Tenant: A person who leases or uses property at the Airport solely for park-based aircraft and is not engaged in any Commercial operation.

Airside: The area of the Airport is either contained within the Airport perimeter fence or requires access through a building located on or adjacent to Airport property, which requires access to an Airport surface such as runways, taxiways, or aprons.

Apron: A defined pavement area intended to accommodate Aircraft loading or unloading passengers or cargo, servicing, and parking.

Avionics, Instruments, or Propeller Repair Services: A service that engages in the business of and provides a shop for repairing aircraft avionics, propellers, instruments, and accessories for general aviation aircraft. This category may include the sale of new or used aircraft avionics, propellers, instruments, and accessories.

Based Aircraft: Aircraft which the Owner physically locates and domiciles at the Airport intending that it remain for an undetermined period, and which, whenever it is absent from the Airport, the Owner wants to return it to the Airport.

Building: Main portion of a structure, all projections or extensions, any changes or additions to it, and shall include garages, outside platforms, docks, carports, canopies, eaves, and porches.

Building Area: An area on an airport to be used, considered, or intended to be used for Airport buildings or other Airport facilities or rights-of-way, together with all Airport buildings and facilities located thereon.

Town: The Town of Wiscasset, Maine, and Owner and sponsor of the Wiscasset Municipal Airport.

Commercial Operator: A person who provides goods or services at the Airport for compensation. Such activities are deemed "Commercial operations." An activity is considered a commercial operation regardless of whether the business is nonprofit, charitable, or tax-exempt.

FAA: Federal Aviation Administration.

FAA Form 7460-1: FAA Notice of Proposed Construction or Alteration

FAR: Federal Aviation Regulations.

Flying Club: An entity or organization organized solely to provide its members with one or more Aircraft for personal use and enjoyment.

Fuel Flowage Fees: Fees levied by the Town for aviation fuel sold at the Airport.

Hangar: Fully enclosed structure intended to house Aircraft, either for storage purposes or while undergoing maintenance and repair.

Hazardous Material: Hazardous or toxic substance, waste, or material that is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, teratogenic, or otherwise hazardous and is or becomes regulated by any governmental authority, agency, department, board, board, agency or instrumentality of the United States, the State of Maine, or any political subdivision thereof.

Improvements: All buildings, structures, and facilities, including pavement, fencing, signs, and landscaping, constructed, installed, or placed on, under, or above any leased area by or with the concurrence of a lessee.

Landing Area: Any locality, either on land or water, including Airports, heliports, and STOL (Short Takeoff and Landing) ports, which is used or intended to be used for the landing and takeoff or surface maneuvering of aircraft, whether facilities are provided for the shelter, servicing, or repair of Aircraft, or for receiving or discharging of passengers or cargo.

Landside: The public everyday use areas of the Airport, such as public roadways, parking lots, and buildings.

Lease: A written agreement between the Town and a person granting permission to use Airport land and buildings and authorizing the conduct of specified activities.

Line Service: The general pre-flight or post-flight dispensing of aviation fuel, checking aircraft engine oil, adding engine oil, windshield cleaning, etc., conducted at an FBO area by line personnel dispensing fuel from a truck designed for such purposes.

Non-Commercial Operators: A person or entity that neither offers nor provides goods or services to the public for compensation.

Operator: Any person conducting Aeronautical Activity at the Airport.

Person: An individual; a corporation, firm, partnership, association, organization, agency, and any other group or entity acting as a unit; the state, county, and political subdivision of the state or other governmental entity.

Ramp: Paved area suitable for aircraft parking.

Repair Facility: A facility utilized to repair aircraft includes airframes, power plants, propellers, radios, instruments, and accessories. Such facility will be operated under pertinent local, state, and FAA regulations.

Roadway: Any street or road, whether improved or unimproved, within the boundaries of the Airport and set aside or designated for use by vehicles, whether dedicated or not.

Runway: Segments of land at the airport are prepared and marked for use by aircraft in taking off and landing.

Specialized Aviation Services Operator (SASO): A person offering one or more specialized aeronautical services at the Airport, including without limitation the following activities:

- Aircraft / Helicopter Sales
- Airframe, Engine, and Accessory Maintenance and Repair
- Aircraft Leasing or Rental Services
- Flight Training Services

- Avionics, Instruments, or Propeller Repair Services
- Aircraft Charter and Air Taxi Services
- Hangar Leasing Services
- Specialized Commercial Flying Services
- Aerial Applicators
- Mobile Aircraft Washing Services
- Mobile Aircraft Maintenance and Repair Services

Specialized Commercial Flying Services: A Specialized Commercial Flying Services Operator engages in air transportation for hire to provide the use of Aircraft for the following activities:

- Non-stop sightseeing flights that begin and end at the same Airport
- Aerial advertising
- Aerial photography or survey
- Power line or pipeline patrol
- Fire fighting
- Any other operations expressly excluded from FAR Part 135 of the Federal Aviation Regulations.

Sublease: Lease granted by a lessee, only with permission from the Town to another entity for all or part of the leased property.

Taxilane: Portion of the Airport apron or any other area used for access between taxiways and aircraft parking and storage areas.

Taxiway: A defined path established for the aircraft taxiing from one part of the Airport to another.

Taxiway Safety Area: A cleared, drained, and graded area, symmetrically located about the extended taxiway centerline and adjacent to the end of the taxiway safety area.

Terminal Apron: The paved or surface-treated area adjacent to the terminal building reserved for use by itinerant Aircraft, also for aircraft refueling, or the loading or unloading of passengers or cargo, and includes that portion of the parking apron reserved for aircraft owners leasing space from the Town for month-to-month parking.

Tie-Down: Area within an open-air aircraft parking or storage area where Aircraft may be secured to the ground, either by use of fixed tie-down points or moveable anchors.

Transient Aircraft: Aircraft that are not "based aircraft" at the Airport.

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Letter of Resignation

February 29 2024

Ron Leeman

P.O Box 1126

Wiscasset, ME 04578

207 563 5297

Dennis Simmons

Town Manager

Town of Wiscasset

51 Bath Rd. Wiscasset, ME 04578

Dear Dennis,

Please accept this letter as formal notification that I am leaving my position on the Wiscasset Waterfront Committee March 1, 2024.

Thank you for the opportunities to serve provided during my time with the Committee.


Sincerely,

Ron Leeman

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

11a

TAX ABATEMENT

 **COPY**


To: Sue A. M. Anderson, Tax Collector
Dennis L. Simmons, Treasurer:

We hereby abate the principal real estate tax amount/s for 2022 tax year, for property assessed to Frank Allen Jr. on Real Estate acct # 002678; Map/Lot R02-010-C -"ON" in the amount of \$4.82. These were assessed in error to the afore-mentioned owner/s. This request given unto our hands this day of _____.

Wiscasset Selectboard

Sarah Whitfield (Chairman)

James Andretta

 **COPY**

Pamela J. Dunning

William Maloney (Vice Chairman)

Terry Heller

RE Account 2678 Detail
as of 02/21/2024

Name: ALLEN, FRANK G JR

Land: 0

Location: 18 SUNSET RIDGE

Building: 37,600

Acreage: 0 Map/Lot: R02-010-C " ON"

Exempt 31,000

Book Page:

Total: 6,600

2023-1 Period Due:

Ref1:

Mailing

Address: 18 SUNSET RIDGE
WISCASSET ME 04578

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2023-1 R				0.00	0.00	0.00	0.00
2022-1 R				4.82	0.21	0.00	5.03
2021-1				0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 R				0.00	0.00	0.00	0.00
Account Totals as of 02/21/2024				4.82	0.21	0.00	5.03

Per Diem

2022-1	0.0005
Total	0.0005

Exempt Codes: 50 - HOMESTEAD EXEMPT
25 - VETERAN GENERAL

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.