

**OFFICE OF
LINCOLN COUNTY COMMISSIONERS**

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District One
Hamilton W. Meserve
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District Two
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Waldoboro, Maine

District Three
Mary R. Trescot
Damariscotta, Maine

Date: October 24, 2024
From: Carrie Kipfer, County Administrator
To: Town of Wiscasset

RE: **Compliance Requirements for Lincoln County Affordable Housing ARPA Funds for Town Planning Projects - Funding Award for the Town of Wiscasset**

Process and Project Scope:

Wiscasset submitted a Letter of Interest to Lincoln County on August 16th, 2024, outlining the funding request of \$240,000 for engaging with a consultant to conduct a regulatory analysis, concept planning, and public engagement for lot R08-006, a 300-acre vacant parcel on Old Ferry Road, with the goal of advancing the development of affordable housing. Wiscasset and the Lincoln County Affordable Housing ARPA Funds for Town Planning Projects Review Committee met on October 10th, 2024 to discuss the details of the project scope and funding request. Through that process, the following project scope details were agreed upon:

1. Project Scope:

- \$165,000 - Regulatory Analysis
 - i. Existing conditions site survey
 - ii. Environmental survey (desktop analysis)
 - iii. Sewer/water availability survey (drilling program)
 - iv. Traffic impacts analysis
 - v. Market analysis
- \$75,000 - Concept Planning and Public Engagement
 - i. Concept plan development
 - ii. Phased development analysis
 - iii. Public outreach and engagement (3-4 meetings)

2. Additional Compliance Requirements: *Aspects of this project will comply with the following*

- Wiscasset will use funds to engage with a qualified consultant, and any necessary subcontractors, to project manage and facilitate this work.
- With the recent announcement that Wiscasset was successfully award technical assistance from the Governor's Energy Office through the Maine Community Energy Redevelopment Program (MECERP) for both Birch Point Road and the subject parcel on Old Ferry Road, it is strongly recommended that the Town of Wiscasset and any consultant engaged to assist with the

regulatory analysis, concept site development, and public engagement be updated on the MECERP process to ensure coordination and continuity between the two projects.

Agreement Requirements:

Wiscasset agrees to spend the requested funding of \$240,000 on the above project scope by December 31st, 2026. **If any funds are remaining after December 31st, 2026, they must be returned to the U.S. Treasury, per the American Rescue Plan Act (ARPA) requirements.**

Wiscasset will provide this signed Compliance Requirements document to Laura Graziano (lgraziano@lcrpc.org) no later than close of business November 4th, 2024 We are in receipt of the signed Letter of Support from the Wiscasset Select Board (*received on October 1st, 2024*) outlining the above project scope.

Reporting Requirements:

As part of official reporting to Lincoln County as a condition of receiving \$240,000 from the Lincoln County Affordable Housing ARPA Funds for Town Planning Projects, the County requests each Lincoln County Municipality receiving these funds meet the following requirements during the course of the funded project:

1. Provide copies of invoices that relate to the approved project (engineering studies, consultant invoices, etc.).
2. Include acknowledgement of the American Rescue Plan as the source of funding in any press releases.
3. As the project makes progress, provide quarterly written updates, including invoices and photographs (as appropriate). Provide copies or links to published articles about the project.
4. As the funded project nears completion, invite the County (County Commissioners) to any public engagement events, milestone events, as applicable.

Invoices, quarterly updates, and event invitations described above shall be directed to:

Lincoln County Commissioners
c/o Carrie Kipfer, County Administrator
ckipfer@lincounty.me
207-882-6311

Within 30 days of the completion of the County-funded project, the Municipality will submit a final written update on the project and any final invoices and/or other supplemental material to the County. The Municipality will also be asked to attend a County Commissioners meeting to present an overall summary of the project and its outcomes.

Dennis Simmons

Town Manager

Signature

Contact Information:

Phone: (207) 882-8200 ext. 6

Email: manager@wiscasset.org

Date: _____