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WISCASSET SELECTBOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
January 16, 2024
6 p.m. via Zoom

Preliminary Minutes

Present: James Andretta, Terry Heller, Vice Chair Bill Maloney, and Interim Town Manager Aaron Chrostowsky

Absent: Pam Dunning and Chair Sarah Whitfield

Vice Chair Bill Maloney called the meeting to order at 6 p.m.

1. Appointment of Interim Town Manager: At the Vice Chair's request, Aaron Chrostowsky gave a brief history of his experience in town government. **James Andretta moved to approve Aaron Chrostowsky as Interim Town Manager, January 16, 2024, to January 30, 2024. Vote 3-0-0.**

2. Approval of Treasurer's Warrants

- a. **James Andretta moved to approve the payroll warrants of January 5, FY24 and January 12, FY 24. Vote 3-0-0.**
- b. **James Andretta moved to approve the accounts payable warrants of January 3, FY 24, January 9, FY 24 and January 16, FY24. Vote 3-0-0.**

3. Approval of Minutes

James Andretta moved to approve the minutes of January 2, 2024. Vote 3-0-0.

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings:

James Andretta moved to open the public hearing for Commercial Waste Hauler License for Dave Kelley DBA Reliable Waste Solutions at 6:04 p.m. Vote 3-0-0. There was no discussion. Terry Heller moved to close the public hearing at 6:05 p.m. Vote 3-0-0. Terry Heller moved to approve the Commercial Waste Disposal Hauler License for Dave Kelly DBA Reliable Waste Solutions. Vote 3-0-0.

7. Public Comment – none

8. Department Head or Committee Chair

a. Department Head Reports: Terry Heller thanked Rob Lally and the public works crew for their efforts during the recent storm.

b. H. M. Payson: Bill Maloney noted the increase of \$93,317 since the last report.

c. Financials

9. Unfinished Business

a. Wawenock Block Update: Bill Maloney reported that an email had been received relative to 63 Main Street. A few windows are being framed in, brick is being delivered next week and that work will then begin immediately. Work on the eastern elevation has been completed.

b. Personal Property Tax Discharge: **James Andretta moved to approve personal property discharge for Account # 60-Paul Harris and Melanie Burns for \$172.32. Vote 3-0-0.**

c. Economic Development - Ad Hoc Advisory Committee: **James Andretta moved to table the ad hoc committee for economic development until the next agenda. Vote 3-0-0.**

10. New Business

a. Contract for Assessor's Agent Services. **Terry Heller moved to approve the contract for the assessor's agent services. Vote 3-0-0.**

b. Discussion: Firearms discharge ordinance: Leslie Roberts reported that a small group of hunters has been hunting in the cove below Castle Tucker about 20 feet from the walking path. Recently, the hunters were out before dawn and were rude when asked to hunt elsewhere. Roberts had spoken to the game warden who said that permission to hunt was questionable. Police Chief Hesseltine said Roberts had contacted him in the past and he was surprised that there was no ordinance prohibiting the discharge of firearms in the town. He added that the game warden had said it was legal to hunt in the cove. Roberts said she had contacted the Inland Fish and Wildlife Service who indicated that the town could restrict the discharge of firearms within the town. **Terry Heller moved that an ordinance for firearms discharge be referred to the Ordinance Review Committee. Vote 2-1-0 (Andretta opposed).**

c. Review and Draft Audited Financial Statements for FYE June 30, 2022: Fred Brewer gave a detailed review of the financial statements for the year ending June 30, 2022. **James Andretta moved to authorize the Town Manager and Selectboard Chair to sign and approve the Audited Financial Statement for FYE June 30, 2022. Vote 3-0-0.**

d. \$20,000 from ARPA funds for GIS mapping: **Terry Heller moved to approve \$20K for ARPA funds for GIS mapping. Vote 3-0-0.**

e. EMS Bad Debt: **Terry Heller moved to approve write-off of \$35,843.56 in bad debt and send same to collection. Vote 3-0-0.**

f. Retirement Funds: Aaron Chrostowsky explained the warrant article pertaining to retirement funds which will be added to the Special Town Meeting warrant. **James Andretta moved to approve the Special Town Meeting Warrant for March 1, 2024, including the proposed amendments. Vote 3-0-0.**

11. Assessors Business – NA

12. Town Manager's Report

As I mentioned in our last meeting, Aaron is willing to step in as interim town manager during my two-week absence. To "dot the T and cross the I" I am asking that you approve his appointment and to do so at the beginning of your meeting so that he may participate in discussions.

Item 9 (a) Update is in your packet.

Item 9 (b) On December 5th, 2023, you acted on a request to write off several uncollectable personal property tax accounts. While processing these we noticed one of the accounts listed on the agenda contained an incorrect account number, #30-Paul Harris & Melanie Burns \$172.32. The correct account

number is #60. The affidavit that you signed did contain the correct account number, but because your actual vote was #30 I am asking you to revote using the correct account number. Just keeps things clean.

Item 10 (a) Our contract for assessing services with RJD Appraisal expires in June 2024. Rob has submitted a new contract to extend services through 2027. Given their knowledge of the town and our very good relationship with them, I am recommending that we stick with them. I am asking you to approve the three-year contract.

Item 10 (b) Over the past couple of years, I have had several residents in the village area express concerns with hunters in and around the cove at Pleasant Street Extension. Hunters have been described as "belligerent", leave trash and debris and start hunting very early in the morning. The area is a popular area for walking and many homes are in close proximity to the cove. Municipalities cannot regulate hunting, that is reserved solely for the state. What municipalities can do, pursuant to 12 MRSA 13201, is restrict firearms discharges within their boundaries. You are being asked to task the ORC with drafting such an ordinance to set boundaries that restrict firearms discharges in that area, with the intent of placing it on the June Town Meeting warrant. In order to make the June meeting, we need to have the final draft by March 27th.

Item 10 (c) Fred Brewer from Wm Brewer & Company will be attending to review the FY'22 financial statements. Once these are accepted by the Board, we forward the information to RHR Smith. Smith has completed what they can of FY'23 audit and should be able to finish up fairly quickly once they have FY'22.

Item 10 (d) Implementing GIS mapping for property parcels in our town offers numerous benefits. It enhances spatial analysis, facilitates better land management, and streamlines decision-making processes. GIS mapping provides a comprehensive view of property data, aiding in efficient planning, disaster response, and infrastructure development. This technology fosters transparency, improves communication, and ultimately contributes to the overall advancement and organization of our community. I am recommending that we get into the 21st century and implement such a system. There will be a one-time set up fee and then a yearly hosting cost. The hosting cost will depend on how many add-ons we use but will start with the basics of about \$7,500 per year. I feel this is a great resource for the town and I am requesting an appropriation not to exceed \$25,000 from the remaining ARPA to implement the system. (We have about \$54,000 left in ARPA). Here is a link to Westport Island's site: https://next.axisgis.com/Westport_IslandME/

Item 10 (e) Medical Reimbursement has reported \$35,843.56 in uncollectable EMS bills. They need to move them to bad debt so that we may send them to collections.

Item 12 - I have spent time since our last meeting working with the EPA on the Mason Station clean up grant. Robin is working on ordering the required signage for the site.

I have also spent time working with Maine Emergency Management on a FEMA scoping grant to help pay for evaluating sites for relocating the WWTP. The grant was completed and submitted 01/15/2024.

I submitted the first FEMA quarterly report on the progress of the Old Ferry Road culvert replacement. We are currently looking at a mid-February start time, with completion by April 1st or thereabouts.

During the January 9th and 10th storm, the high tide and storm surge brought the river levels to within inches of over topping the aeration tanks and there was some minor splash over from the wind. Saltwater in the aeration tanks is not good. It kills the "bugs" that do all the work. In preparation for Saturday's storm, the public works and WWTP employees spent most of the day Thursday erecting a giant "burrito" sand bag in the lower lying areas along the fence of the plant. It wasn't perfect or pretty, but it did the job. The water came higher than anticipated and a couple of low spots needed to be sandbagged, but what water did get in was easily pumped out. No saltwater entered the system.

Department heads have my initial thoughts on their FY'25 budgets. While I am away, they will be reviewing them and when I return, we will begin going over them for needed adjustments.

13. Other Board Business – none

14. Adjournment

James Andretta moved to adjourn the meeting at 7:17 p.m. Vote 3-0-0.

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Town of Wiscasset
Board/Committee Membership Application

Full Name: Pamela Brackett

Street Address: 235 Chewonki Neck Rd.

Mailing Address: P.O. Box 261 Home Phone: 207-882-7426

Town of Legal Residence: Wiscasset

Work Phone: 207-882-7426 Cell Phone: 207-380-1644 E-mail: campcontact@chewonkiscampground.com

I wish to be considered for the appointment to the: Airports Committee

Term Of Appointment: _____

Full member: _____ Reappointment: Alternate member: _____

Do you currently serve or have you ever served on any Town Board? Airport Comm. Wiscasset Chamber of Commerce Exc. Bd.

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

List civic organizations to which you belong now: above

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

Signature: Pamela D. Brackett Date: 12/28/23

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: 12-28-2023 Date Appointed: _____ Term: _____





Town of Wiscasset

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TOWN OF WISCASSET PUBLIC HEARING

The Board of Selectmen will hold a public hearing on Tuesday, February 6, 2024 at 6:00 p.m. in the Hearing Room at the Wiscasset Municipal Building, 51 Bath Road, Wiscasset.

The purpose of the hearing is as follows:

To act on a request for a renewal Liquor License for the following:

- Bath Ale Works, LLC, located at 681 Bath Road, Wiscasset Maine



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STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No: _____	
Class: _____	By: _____
Deposit Date: _____	
Amt. Deposited: _____	
Payment Type: _____	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): Bath Ale Works, LLC	Business Name (D/B/A): Bath Ale Works
Individual or Sole Proprietor Applicant Name(s): N/A	Physical Location: 681 Bath Rd, Wiscasset, ME 04578
Individual or Sole Proprietor Applicant Name(s): N/A	Mailing address, if different: 16 Feldspar Ln, Phippsburg, ME 04562
Mailing address, if different from DBA address: N/A	Email Address: pepper@bathaleworks.com
Telephone # Fax #: 410-279-5396	Business Telephone # Fax #: 410-279-5396
Federal Tax Identification Number: 82-4093712	Maine Seller Certificate # or Sales Tax #: 1199444
Retail Beverage Alcohol Dealers Permit: N/A	Website address: www.bathaleworks.com

1. New license or renewal of existing license? New Expected Start date: _____
 Renewal Expiration Date: 04/19/2024

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: \$ 19,274.00 Beer, Wine or Spirits: \$ 87,169.00 Guest Rooms: _____

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

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4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9



5. Business records are located at the following address:

681 Bath Rd, Wiscasset, ME 04578

6. Is the licensee/applicant(s) citizens of the United States? Yes No
7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?
 Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?
 Yes No
 Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Pepper P Powers	09/03/1960	Toledo, OH
Jean L "Marshall" Powers	12/09/1957	Washington, DC
Philip E Powers	12/21/1986	Cocoa Beach, FL
Chelsea M "Croft-Greenwell" Powers	10/02/1987	Chesterfield, MO
Residence address on all the above for previous 5 years		
Name	Address:	
Pepper P Powers	16 Feldspar Ln, Phippsburg, ME 04562	
Name	Address:	
Jean M Powers	16 Feldspar Ln, Phippsburg, ME 04562	
Name	Address:	
Name	Address:	
See Attachment		

**Bath Ale Works On Premises Liquor License Application
Section 1, Question 12 Continuation**

Full Name	DOB	Place of Birth
Gary M Houston	07/06/55	Pontiac, MI
Susan M "Sapelak" Houston	10/18/59	Columbus, OH
Katherine S Stevenson	10/29/89	Winchester, MA
Gregg W Bogovitch	05/05/60	Wilkinsburg, PA
Residence Address on all of the above for previous 5 years (cont'd)		
Philip E Powers	15910 Dice Rd, Hemlock, MI 48626	
" "	5676 Blackberry Drive, Saginaw, MI 48603	
Chelsea M Powers	15910 Dice Rd, Hemlock, MI 48626	
" "	5676 Blackberry Drive, Saginaw, MI 48603	
Gary M Houston	1000 Autumn Gold Dr, Gambrills, MD 21054	
Susan M Houston	1000 Autumn Gold Dr, Gambrills, MD 21054	
Katherine S Stevenson	8455 Fenton St, Apt 607, Silver Spring, MD 20910	
" "	11141 Georgia Ave, Unit 1118, Wheaton, MD 20902	
Gregg W Bogovitch	2337 Silver Way, Gambrills, MD 21054	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

WM 681 Bath Road, LLC, 80 Hayden Avenue, Lexington, MA 02421

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

The interior of Bath Ale Works is divided into two areas: the restricted access brewery and the public taproom. These areas are separated from one another by the main bar, office/lab walls, and railings. Licensed drinks will be served from the small serving cold room to patrons at the bar, who will then consume them in the taproom area or outdoor seating. Please see attached page for more info.

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Freedom Fellowship Church

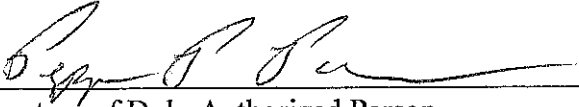
Distance: 0.26

Section II: Signature of Applicant(s)

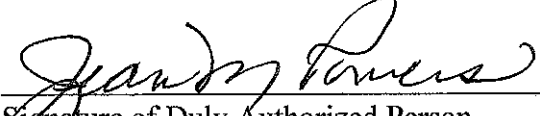
By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 01/08/2024



Signature of Duly Authorized Person



Signature of Duly Authorized Person

Pepper P Powers

Printed Name Duly Authorized Person

Jean M Powers

Printed Name of Duly Authorized Person

**Bath Ale Works On Premises License Application Section I, Question 19:
Description of Premises to be Licensed (continued)**

INTERIOR: the interior public taproom contains approximately 1900 square feet (sq ft) of area and will be where patrons consume alcoholic beverages and snacks inside. This area contains the serving cooler and taps, main bars, and stand-alone tables and chairs.

The remainder of the interior consists of the brewery area containing the brewing tanks and equipment; a small conventional oven and microwave located behind the small serving cooler where light pub fair, such as pub pretzels, chips and cheese dip, etc., will be prepared; an office, lab, and storage room, a larger storage cooler, a janitor's closet, and two rest rooms.

See Diagram and Description for more interior details and layout.

EXTERIOR: the *maximum* exterior area under license is defined as follows:

FRONT AREA: beginning at the front entrance doors, go 10 feet along the exterior wall in northeast direction, turn right 90 degrees to southeast and run 70 feet into parking lot, turn right 90 degrees to southwest and run 60 feet, turn right 90 degrees to northwest and run 55 feet back to the front wall at the southeast corner of the building.

REAR AREA: beginning at the rear northwest corner of the building, continue running northwest for 60 feet, turn right 90 degrees and run 75 feet, turn right 90 degrees and run 65 feet back to the rear wall of the building.

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: 2/6/2024

Who is approving this application? Municipal Officers of Wobesit

County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

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This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

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

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

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

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

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

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

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

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

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

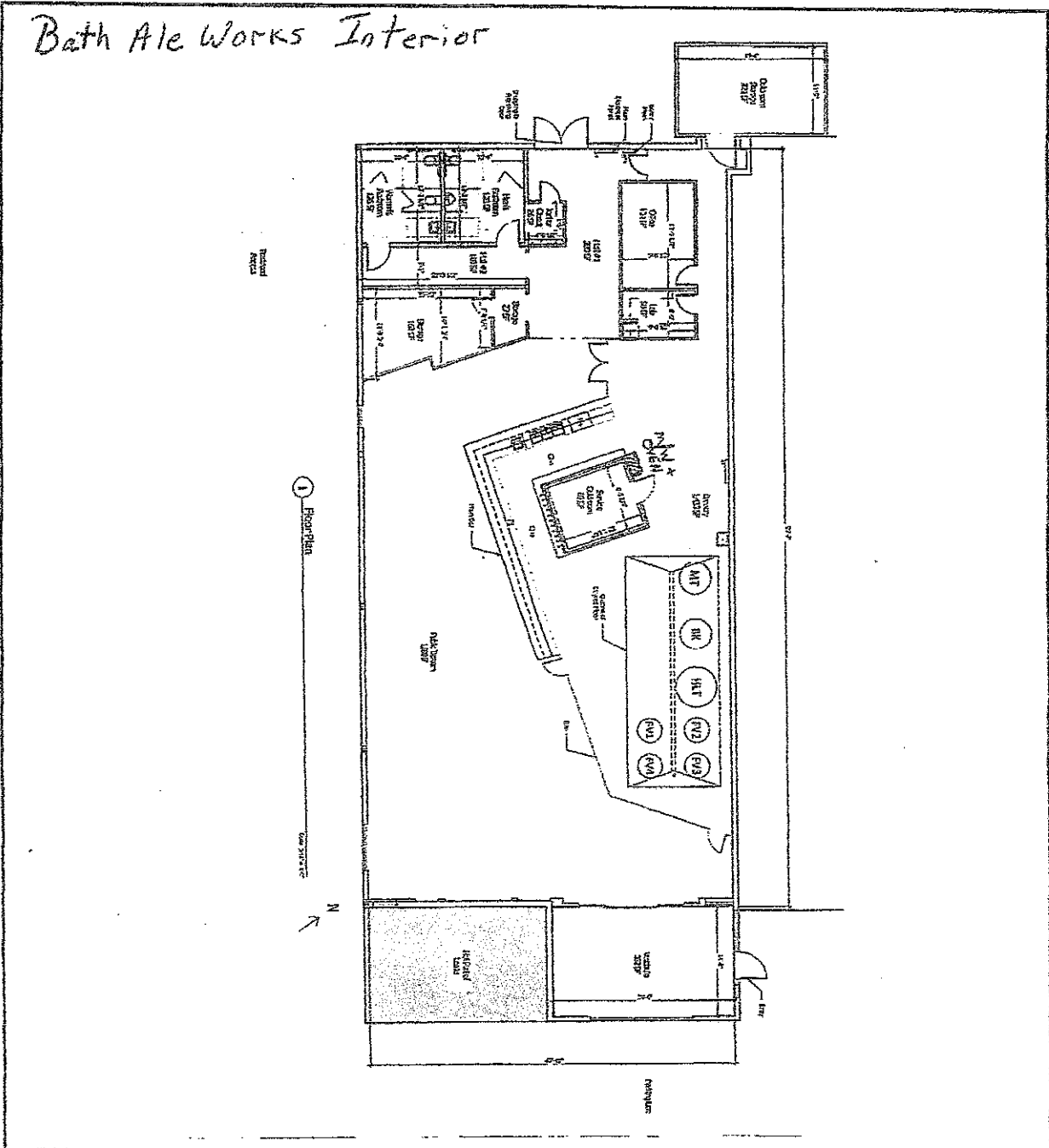
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

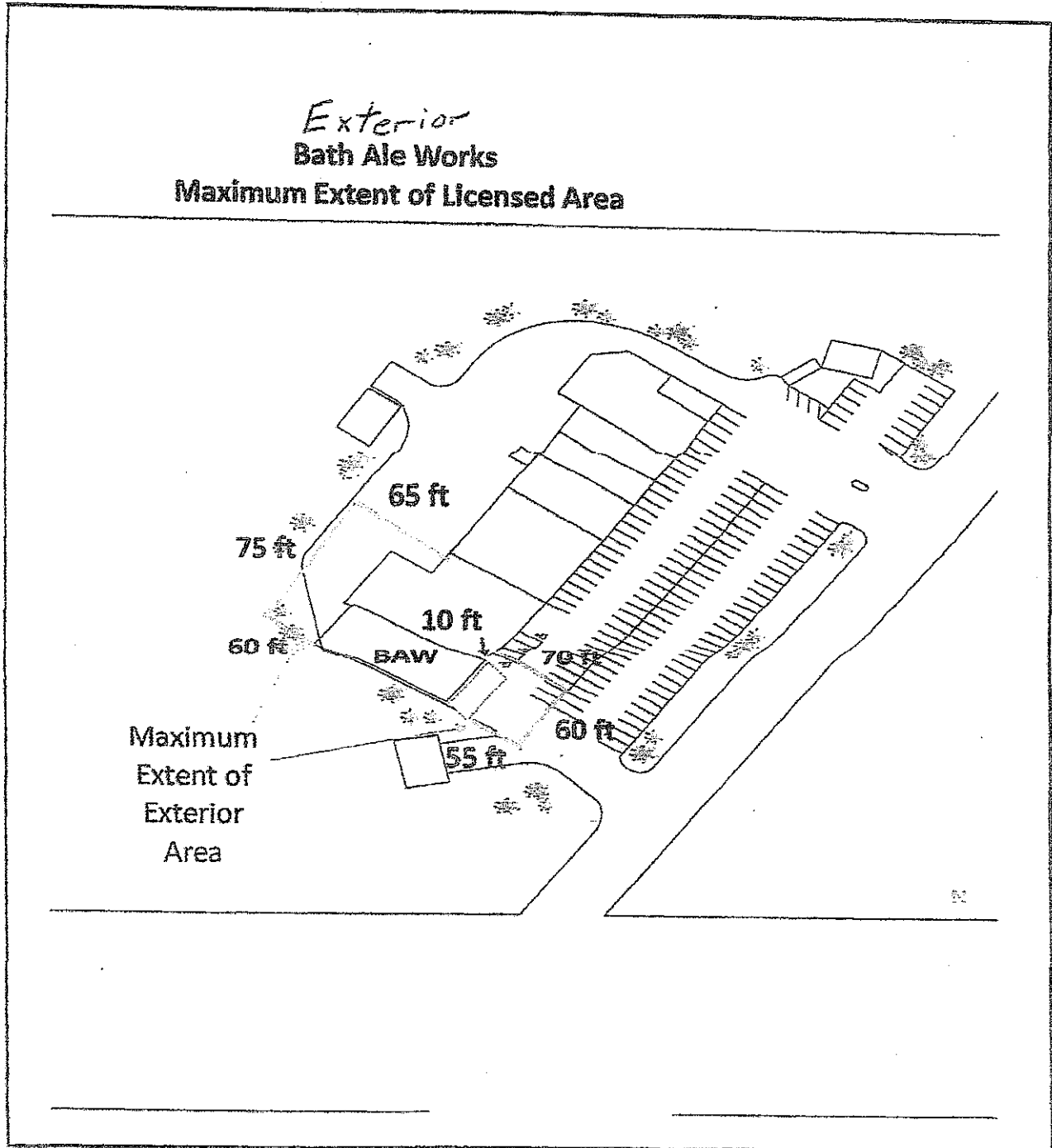
Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Bath Ale Works On Premises License Application Section VI
Premises Floor Plan Description**

INTERIOR

BAW interior total space is approximately 5300 sq ft and includes the public taproom (~1890 sq ft), the brewery area (~1438 sq ft), and an office/lab/storage room/rest rooms/entrance vestibule/large cooler that take up the remaining space.

The taproom is separated from the other areas by the main bar, railings, office/lab/storage room walls, and rest room walls.

The main entrance vestibule is in front towards the parking lot. The vestibule has two doors to the outside and sliding/swinging doors between the vestibule and the taproom. There is an additional shipping/receiving door at the rear of the building where patrons can access the rear seating area.

There are two coolers. One is permanent at the rear of the building, 12ft x 20ft in size. This large cooler will contain untaxed beer as well as brewing ingredients. The smaller serving cooler, 10ft x 12ft, is located behind the bar and will contain tax-determined beer for serving to patrons in the taproom from attached tap faucets. Behind this small cooler, next to the cooler door, is a small convection oven and microwave for preparing/heating prepacked food and snacks, such as pub pretzels and chips with dip.

The Point of Sale (POS) system will be located on the main bar near the serving cooler and taps.

Display shelving for brewery swag will be located along the storage room walls.

The office, lab, and storage room will contain shelving for storage of various brewery items and ingredients.

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Bath Ale Works, LLC
2. Doing Business As, if any: Bath Ale Works
3. Date of filing with Secretary of State: 01/03/2018 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Pepper P Powers	16 Feldspar Ln, Phippsburg, ME	09/03/1960	Ch Exec Mng	59.5200
Jean M Powers	16 Feldspar Ln, Phippsburg, ME	12/09/1957	Ass. Mngr	31.2800
See Attachment				

(Ownership in non-publicly traded companies must add up to 100%.)

Bath Ale Works On Premises License Application
Section VII: Required Additional Information for a Licensee/Applicant for an On-
Premises Liquor License Who are Legal Business Entities Continuation

Name	Address (5 Years)	DOB	Title	Percentage of Ownership
Philip E Powers	15910 Dice Rd, Hemlock, MI 48626	12/21/86	N/A	2.2
“ “	5676 Blackberry Drive, Saginaw, MI 48603	“ “		“ “
Chelsea M Powers	15910 Dice Rd, Hemlock, MI 48626	10/02/87	N/A	2.2
“ “	5676 Blackberry Drive, Saginaw, MI 48603	“	“	“
Gary M Houston	1000 Autumn Gold Dr, Gambrills, MD 21054	07/06/55	“	1.2
Susan M Houston	1000 Autumn Gold Dr, Gambrills, MD 21054	10/18/59	“	1.2
Katherine S Stevenson	8455 Fenton St, Apt 607, Silver Spring, MD 20910	10/29/89	“	1.2
“ “	11141 Georgia Ave, Unit 1118, Wheaton, MD 20902	“	“	“
Gregg W Bogovitch	2337 Silver Way, Gambrills, MD 21054	05/05/60	“	1.2



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliquor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
10 Water Street
Hallowell, ME 04347

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	

6b

PUBLIC NOTICE

TOWN OF WISCASSET

The Wiscasset Selectboard will hold a Public Hearing on Tuesday February 6th, 2024 at 6:00 pm at the Wiscasset Town Office and via Zoom to hear comments and to consider an application for a new Medical Cannabis Establishment License (retail store):

SeaGrass Group LLC dba Mad Hatter's
49 Norway Drive
Woolwich, ME 04579

To be located at:

291 Bath Road
Wiscasset, ME 04578

Written comments may be submitted to: manager@wiscasset.org or mailed to Manager, 51 Bath Road, Wiscasset ME 04578



66

TOWN OF WISCASSET
CANNABIS ESTABLISHMENT LICENSE APPLICATION

- New application \$500 non-refundable
- Renewal application \$500 non-refundable
- Adult Use Storefront Fee: \$5,000
- Medical Use Storefront Fee: \$5,000
- Manufacturing Facility \$2,500
- Cannabis Testing Facility \$2,500
- Cannabis Cultivation Facility <30 plants <500 sq ft canopy \$1,000;
500 sq ft <2000 sq ft \$1,500; >2000 sq ft \$2,500

COPY

Name of the Business: Mad Hatter's

Name of Corporation or LLC: if different: SeaGrass Group, LLC

Physical address of Business: 291 Bath Road, Wiscasset ME 04578

Mailing address same as above

Mailing address if different: 49 Norway Drive, Woolwich ME 04579

Map U11 Lot 19

Applicant name: Paul Sewell

Applicant address same as above:

Applicant Address if different: 31 Petersen Lane, Brunswick ME 04011

Contact number and email address: 207-751-4374; pablo130@yahoo.com

Emergency contact: Stephen Elie

Emergency phone number and email: 207-844-1084; selie.seagrass@yahoo.com

Has the applicant been denied an application for a cannabis license by another jurisdiction?
Yes No

Has the applicant had a cannabis license suspended or revoked by another jurisdiction?
Yes No



COPY

Please attach the following information:

- A copy of the applicant's state registration/license application and supporting documents, as submitted to the state registration/licensing authority.
- Evidence of all state approvals or conditional approvals required to operate a cannabis establishment, including but not limited to, a state registry/license identification card, registration/license certificate, or conditional license.
- If not included in the applicant's state registration/license application, a description of the form of ownership of the business enterprise together with attested copies of an articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the cannabis establishment.
- If not included in the applicant's state registration/license application, an affidavit that identifies all owners, officer, members, managers or partners of the applicant and their ownership interests.
- A signed release for each applicant and each officer, owner, member, manager, or partner of the applicant seeking a license allowing the Town of Wiscasset to obtain criminal records and other background information related to the individual.
- A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
- A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the cannabis establishment.
- Evidence of an interest in the premises in which the cannabis establishment will be located, along with the written consent of the owner of the premises for such use, if the applicant is not the owner.
- Evidence of all land use approvals or conditional land use approvals required to operate the cannabis establishment, or applications that have been filed and are pending for the required approvals, including but not limited to site plan approval, building permits, conditional or special use approval, change of use permits and/or certificates of occupancy.
- Evidence of all other approvals or conditional approvals required to operate a cannabis establishment, including an applicable food license.

Final license fee must be in the form of a certified check, money order or cash.

If the application is incomplete the Town Clerk will notify the applicant within 10 days and the applicant must submit additional information within 30 days of the request or the application may be denied.

Certification:

Paul Sewell (name) Managing Member (title)

am authorized to sign on behalf of said business and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorize a public records check to be conducted on all individuals listed as part of the application.

Signature: Paul Sewell
Paul Sewell (Jan 2, 2024 15:02 EST)

Date: 12/1/23

Internal Use Only

- A copy of the applicant's state registration application and supporting documents, as submitted to the state registration authority.
- Evidence of all state approvals or conditional approvals required to operate a cannabis establishment, including but not limited to, a state registry identification card, registration certificate, or conditional license. *TBD*
- If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of an articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the cannabis establishment.
- If not included in the applicant's state registration application, an affidavit that identifies all owners, officer, members, managers or partners of the applicant and their ownership interests.
- A signed release for each applicant and each officer, owner, member, manager, or partner of the applicant seeking a license allowing the Town of Wiscasset to obtain criminal records and other background information related to the individual.
- A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
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- Evidence of an interest in the premises in which the cannabis establishment will be located, along with the written consent of the owner of the premises for such use, if the applicant is not the owner.
- Evidence of all land use approvals or conditional land use approvals required to operate the cannabis establishment, or applications that have been filed and are pending for the required approvals, including but not limited to site plan approval, building permits, conditional or special use approval, change of use permits and/or certificates of occupancy.
- Evidence of all other approvals or conditional approvals required to operate a cannabis establishment, including an applicable food license *N/A*

Public Hearing held: _____ date

Select Board approval: Yes No Reasons for denial: _____

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Signed _____ chairperson

Date: _____

Department Head Review

Code Enforcement Officer Approved: Yes No Comments Pending applicants signatur

Police Chief Approved: Yes No Comments No concerns at this time

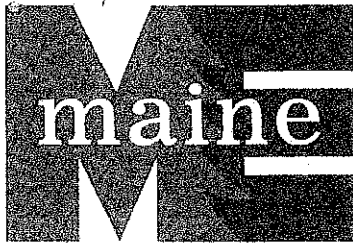
Fire Chief Approved: Yes No Comments Approved pending installation 3
no ext & exit signs

EMS Chief Approved: Yes No Comments No current concerns

Wastewater Approved: Yes No Comments No Concerns at this time.

Additional comments:

 **COPY**



OFFICE OF CANNABIS POLICY

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Maine Medical Cannabis Program Caregiver Retail Store Local Authorization Form

This Local Authorization Form must be completed by the host municipality where a caregiver registry identification card applicant intends to locate a caregiver retail store. The authorized local official responsible for completing this Form must return it to the Office of Cannabis Policy at Licensing.OCP@maine.gov or 162 State House Station, Augusta, Maine 04333.

If the authorized local official in receipt of this Form has not recently met with the Office of Cannabis Policy to discuss the local authorization process and OCP's expectations for completion of this Form, please contact the Director of Licensing, at Licensing.OCP@maine.gov or (207) 624-7530, prior to filling it out.

Section 1: Caregiver Information. Information to be completed by the caregiver applicant.			
Section 1(a): Required information for all applicants for caregiver registry identification cards.			
Caregiver's Legal Name Paul Sewell	Doing Business As Name Mad Hatter's	Primary Phone 207-751-4374	
Physical Address of the Proposed Caregiver Retail Store 291 Bath Road	City Wiscasset	State ME	Zip 04578
Caregiver Mailing Address 31 Petersen Lane	City Brunswick	State ME	Zip 04011
Section 2: Medical Cannabis Caregiver and Local Authorization Information. This section to be completed by the Municipality in receipt of request for Local Authorization.			
Physical Location of Caregiver Retail Store (include unit number) 291 Bath Road	Municipality Wiscasset	State ME	Zip 04578
Tax Map # U11	Tax Lot # 019	COPY	
Owner of Record of the Physical Location Listed Above Herman R. Hoffman			
Date Local Authorization Form Presented to the Municipality	Date Local Authorization Form Approved by Municipality		
Section 3: Local Authorization of Caregiver Retail Store within Municipalities. This section to be completed by the Municipality in receipt of request for approval of Local Authorization.			
Section 3(a): Request for approval of local authorization to operate a registered caregiver retail store in municipality prohibited unless authorized by municipal ordinance or warrant article, or unless in operation with municipal approval prior December 13, 2018. A person operating a medical caregiver retail store within a municipality may not request approval of local authorization to operate the medical caregiver retail store, and a municipality may not accept as complete the person's request for approval of local authorization, unless the municipality permits, by ordinance or warrant article, the operation of registered caregiver retail stores within the municipality, or unless the caregiver retail store was operating with municipal approval in the municipality prior December 13, 2018.			
1. <input checked="" type="checkbox"/> Is an ordinance or warrant article in effect that allows the operation of a registered caregiver retail store within the municipality? 2. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
3. <input checked="" type="checkbox"/> Is a copy of the ordinance or warrant article attached to this form? 4. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
5. Was the caregiver retail store operating with municipal approval in the municipality prior to December 13, 2018? 6. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7.			

Section 3(b): Local authorization required for operation of a registered caregiver retail store within municipality. A person may not to operate a registered caregiver retail store within a municipality unless the following question is answered in the affirmative.

1. Has the person obtained all applicable municipal approvals, permits, or licenses that are required by the municipality for the operation of a registered caregiver retail store? By selecting "yes" below, the municipality is affirming that no further action by the municipality is required prior to the Office of Cannabis Policy's approval of the applicant's registry identification card. The Office of Cannabis Policy encourages the municipality to coordinate the issuance date of a local license with the Office when appropriate. *Please attach a copy of all applicable approvals, permits or licenses, including dates of issuance and expiration to this form.*

Yes No

Statutory Guidance for Municipalities

Pursuant to 22 MRS § 2429-D, a municipality may regulate registered caregiver retail stores within that municipality, and may not permit a registered caregiver retail store to operate within that municipality unless the municipal legislative body has voted to adopt or amend an ordinance or warrant article allowing the operation of a registered caregiver retail store within that municipality, or unless that registered caregiver retail store has been continuously operating, as a registered caregiver retail store, by the same caregiver, within that municipality since before December 13, 2018.

The completed Maine Medical Cannabis Program Caregiver Retail Store Local Authorization Form can be emailed to the Office of Cannabis Policy at Licensing.OCP@maine.gov or sent to Office of Cannabis Policy, 162 State House Station, Augusta, ME

Municipality

Legal Name and Title of Authorized Municipal Official:

City:

I hereby affirm and acknowledge that the information above is truthful and complete to the best of my knowledge.

Signature of Municipal Official: (Do not sign until witnessed by notary):

Date:

Notarization

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, at _____, Maine, by _____ to be the free act and deed of the above named municipal official.

Name of Notary Public (Printed)

Signature of Notary Public

Notary Public, State of Maine

My commission expires:

STAMP/SEAL

 **COPY**



**Town of Wiscasset Planning Board
51 Bath Road
Wiscasset, Maine 04578**

DE MINIMIS SITE PLAN REVIEW DECISION

December 11, 2023

Pursuant to the provisions of Article VIII, Site Plan Review, of the Town of Wiscasset Land Use Ordinance, the Lincoln County Regional Planning Commission, contracted to provide planner support to the Town of Wiscasset Planning Board, has considered the de minimis site plan review application of SeaGrass Group LLC. The Planner makes the following findings and conclusions for the SeaGrass Group, LLC site plan application.

FINDINGS OF FACT

The applicant filed a site plan application at the Wiscasset Town Office in hard copy form on November 20, 2023. Details of the application include:

Tax Map No: U11-019

Location: 291 Bath Road

Zone: Commercial

Property Owner: Herman R. Hoffman IV

Applicant: SeaGrass Group, LLC

The property is currently used for commercial use, with Mad Hatter operating in the preexisting building for a number of years. SeaGrass Group, LLC intends to "execute a simple relocation of current inventory, and a repurposing of existing interior space to accommodate a medical cannabis section" per the submitted application.

The property is located in the Commercial District, which allows for 'retail' uses and is located within the allowed area for medical cannabis dispensaries per the Town's Medical Cannabis Ordinance.

Section 2A of Article VIII of the Wiscasset Town Ordinances states “*The construction or placement of any new building or structure for commercial, office, industrial, recreational, or institutional uses less than 2,500 square feet shall be reviewed and approved by the Town Planner*”. Inasmuch as the proposed use expansion is ±800 sq. ft. this application is eligible to be reviewed and approved by the Planner.


CONCLUSIONS



Based on the above facts and the submitted site plan review application filed on November 20, 2023, the Lincoln County Regional Planning Commission, through a contract for services to act as Town Planner, makes the following conclusions under Article VIII, Section 9, Site Plan Review Standards, of the Wiscasset Town Ordinance.

- A. **Utilization of Site**: Not applicable. Applicant is proposing interior changes only. No exterior site work, such as grading, driveway changes, etc. are proposed. The preexisting lighting and security measures meet the requirements of the Town’s medical cannabis ordinance.
- B. **Traffic Access**: No appreciable increase in traffic is expected. The site already operates as a retail establishment and will continue to do so.
- C. **Parking Layout and Design**: Not applicable. No changes to the parking area are required nor proposed.
- D. **Pedestrian Access**: Not applicable.
- E. **Building**: Not applicable. The applicant does not propose a new building nor any exterior changes to the existing building. Only interior improvements are proposed.
- F. **Storage of Materials**: No hazardous materials are proposed to be stored as part of this project. Cannabis inventory will be secured as required by the Town of Wiscasset cannabis ordinance and the State of Maine Office of Cannabis Policy.
- G. **Water Supply**: Not applicable. The proposed business will utilize the existing water supply to the current building.
- H. **Sewage Disposal**: The existing building has sewage disposal, which will continue to be used by the applicant. No increase is proposed.
- I. **Utilities**: The current building is served by Central Maine Power for electrical utility. No change to service or upgrade to service is required.
- J. **Natural Features**: Not applicable. No exterior site work is proposed.
- K. **Water Quality Protection**: Not applicable. Applicants do not propose any exterior work that might affect water quality.

- L. **Hazardous, Special, and Radioactive Materials**: Not applicable – no storage of hazardous, special or radioactive materials is proposed.
- M. **Shoreland Relationship**: Not applicable.
- N. **Capacity of the Applicant**: Applicant submitted SeaGrass Group LLC’s business plan. Both group owners have experience in the industry and with other business ventures.
- O. **Solid Waste Management**: The Applicant will utilize existing municipal disposal and recycling networks to dispose of any waste to be generated, as is currently done for the existing retail establishment.
- P. **Historic and Archeological Resources**: Not applicable – Applicants do not propose work which may impact historic and/or archeological resources.
- Q. **Floodplain Management**: Not applicable – the property is shown as being outside of any flood zone per the applicable FEMA Flood Insurance Rate Map (FIRM).
- R. **Off-Site Improvements**: Not applicable. No off-site improvements are proposed.
- S. **Groundwater Protection**: Not applicable No exterior site changes are proposed.
- T. **Erosion Control**: Not applicable. No exterior site changes are proposed.
- U. **Buffering**: Not applicable.
- V. **Route 1 Standards**: Not applicable. The site is already developed on Route 1.

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DECISION

Based on the above findings of fact and conclusions and the submitted application materials, the Planner approves the site plan application of SeaGrass Group, LLC for the property situate 291 Bath Road, Wiscasset.

STANDARD CONDITIONS OF APPROVAL

1. One copy of this decision shall be included with the application for the building permit for the project, including any conditions of approval and minor changes approved by the Code Enforcement Officer to address field conditions.
2. Approvals of site plans are dependent upon and limited to the proposals and plans contained in the application and supporting documents submitted and affirmed to by the applicant and all improvements shown on the approved plan are considered conditions of approval and shall be

complied with. Any variation from the plans, proposals, and supporting documents, except minor changes as described in Article VIII, Section 12(B) of the Wiscasset Town Ordinance, are subject to review and approval by the Planning Board.

3. The granting of site plan approval does not relieve the applicant from the need to obtain any other permits or approvals required prior to the commencement of any activity or use, such as but not limited to subdivision approval, building, plumbing and electrical permits, subsurface wastewater disposal permits, sewer connection permits, and the like.

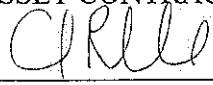
APPEALS

Appeal of any actions taken by the Planning Board with respect to Article VIII shall be made to the Wiscasset Board of Appeals in accordance with the provisions of Article II of the Wiscasset Town Ordinance. The Planning Board's action shall not be final until the Board of Appeals has ruled on any pending appeal. The Board of Appeal's jurisdiction shall be limited to hearing requests for a variance from a dimensional requirement, to interpreting the meaning of terms which are called into question, and to hearing a request to determine if the Planning Board acted in accordance with the procedures of this Article. The Board of Appeals shall not have the authority to substitute its judgement for that of the Planning Board with respect to any of the standards of this Article.

Dated at Wiscasset, Maine this 11th day of December, 2023.

WISCASSET CONTRACTED PLANNER

By:



Emily Rabbe, Planner

 **COPY**



Town of Wiscasset

9a

Selectboard
Ad Hoc Economic Development Advisory Committee
Directive

 COPY

COMMITTEE ORGANIZATION

Type of Committee: The Ad Hoc Economic Development Advisory Committee is an advisory committee that recommends short-term and long-term economic and community development goals, policies, and strategies for the town to build a stronger, more resilient community to the Selectboard.

Number of Members: Minimum five (5) and Maximum nine (9).

Residency Requirement: Residents, taxpayers, local governmental, non-profit and business leaders.

Qualifications of Members: 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.

Appointment Process: Selectboard will accept letters of interest from residents specifying their experience and desire to serve on the Ad Hoc Economic Development Advisory Committee. The Selectboard will advertise for interested persons, review letters of interest, and make formal appointments at a duly warned regularly scheduled meeting.

Committee Organizational Structure: The Staff Liaison shall serve as Committee chairperson. The Committee shall elect a vice-chair and a secretary (or clerk) at their first regularly scheduled meeting on or after every July 1 (the beginning of the fiscal year).

Committee Handbook: The Committee is subject to the Rules and Procedures outlined in the Town of Wiscasset's Committee Handbook. The Committee outlines such topics as conflict of interest, standards of conduct, training, meeting requirements, committee communications, budgets/ purchasing, annual town reports, and much more.

COMMITTEE DIRECTIVE

The Ad Hoc Economic Development Advisory Committee shall be directed to:

Establish a working relationship with neighboring committees in other municipalities, including the Lincoln County Regional Planning Commission and Midcoast Council of Governments, as part of daily and regional development efforts.

To work with town staff and other town committees as directed by the Selectboard on projects and issues related to economic and community development, economic and community planning, and business regulation.

To support responsible commercial and residential development through improved infrastructure and incentive programs.

Make recommendations for the designation of tax financing districts and other tools to enhance economic development activity within the Town.

Make recommendations to assist with new business development and attract and retain existing businesses.

Assist Town staff in reviewing and evaluating development proposals and agreements.

To encourage communication between the Town and businesses located in the Town regarding economic and community development issues and to promote a business-friendly environment.

Regularly review and comment on Town Ordinances, Policies, and Procedures to ensure they are business-friendly.

To serve as the Town's Community Development Advisory Committee as required for receiving CDBG funding. The Committee oversees and guides the CDBG project through its planning and implementation stages.

To serve as the Town's Brownfield Advisory Committee by assisting Town staff with identifying prospective properties for environmental assessment, cleanup, and reuse planning as part of U.S. Environmental Protection Agency economic development grant program intended to bring sites affected by actual or perceived environmental contamination back to productive use.

Assist in updating and implementing the Town's Comprehensive Plan and short-term and long-range economic and community development planning goals, policies, and strategies.

Work closely with the Wiscasset Area Chamber of Commerce and Wiscasset Creative Alliance with the development of a positive image/ brand of Wiscasset and

dissemination of information promoting the area as an ideal place to work, play, and live location.

Consider developing a Town Economic Development Plan. The Plan will examine the short-term and long-term economic and community development needs of the Town and recommend an economic development focus for the community. This plan will engage stakeholders and citizens in developing goals, priorities, and strategies. *As part of the development of the Town's Economic Development Plan, consider engaging the Community Heart & Soul community program, which is a resident-driven process that engages the entire population of a town in identifying what they love most about their community, what future they want for it, and how to achieve it.*

In developing the Town's Economic Development Plan, consider the below goals, review, evaluate, and place the community's short and long-range needs.

The airport is a crucial asset for business attraction. Assist the Airport Committee with the following:

- to ensure that the airport is financially sustainable through increased promotion of the facility; and
- Increase utilization of the airport.

The waterfront plays a vital economic role in the town and the region. Assist the Waterfront Committee with the following:

- Consider redevelopment of the waterfront.
- Consider conducting a market analysis and deciding whether to market Wiscasset as an ideal location as a port of call for companies that operate small cruise ships in the New England/ Canada range.
- Consider conducting an analysis and deciding whether to encourage a privately owned and operated marina, possibly on the Main Street Pier.
- Encourage inter-modal transportation links – cruise, tour/ ferry boat dock, and passenger rail station.
- Consider reconstructing and redeveloping the Old Ferry Road Boat launch.

Study the Off-Shore Wind Farm interconnection site selection issue, determine the community's interest, and make recommendations to the Selectboard based on the Committee's findings.

Develop a complete inventory of all town-owned properties, including land and buildings. Evaluate each property for value to the community and develop a comprehensive plan for disposition or use.

The Old Ferry Road Property is a tremendous asset to the Town, with almost 300 acres of undeveloped land adjacent to the Back River with public sewer, water, and rail access. Before any decisions, study, or development, a site assessment of the property must be conducted. Then, the Committee may study and develop a plan for the future

use of the Old Ferry Road property. The plan will include public engagement, feasibility, alternative analysis, and a proposed future land-use plan with a conceptual design.

Mason Station property and Birch Point properties the town owns are tremendous opportunities for the town to redevelop. Study and develop a plan for the future use of the Mason Station and Birch Point properties. The plan will include public engagement, feasibility, alternatives analysis, and a proposed future land-use plan with a conceptual design.

Our historic downtown plays a pivotal role in the town's overall ambiance and is an economic driver for the region.

- Consider becoming a Certified Local Government Program. The CLG program is designed to promote preservation planning and cultural resource protection efforts at the local level that are consistent with state and federal standards and guidelines.
- Consider becoming a Maine Downtown Center community to assist small businesses in downtown marketing and promotion activities, advocacy, and event coordination. Maine Downtown Center creates high-quality places and builds stronger communities through preservation-based economic development.
- Consider evaluating the need for possible improvements to make the downtown more parking and pedestrian-friendly.
- Consider studying if more public restrooms are needed and where.

Route 1 (Bath Road) is a significant transportation asset for the community and region.

- Read and evaluate the 2013 Bath Road Master Plan and recommend to the Selectboard whether further assessment or implementation is needed. Consider making Bath Road more conducive to commercial development.
- Consider exploring ways to help ease traffic congestion
- Consider monitoring and advocating for improvement to Route 1 in the town's best interest.

Rail access is another crucial asset for business development and attraction.

- Consider expanding rail freight service to Wiscasset. Explore developing a freight station south of town and close to the Airport.
- Work closely with Amtrak, MaineDOT, Midcoast Rail Service, and Northern New England Passenger Rail Authority to advocate for the expansion of Downeaster from Brunswick to Rockland with a stop in Wiscasset. Study the requirements for having a station in Wiscasset, determine the location, and consider transit-oriented development zoning.

The workforce house shortage is an existential threat to the County's economy. Affordable housing is needed to prevent this crisis from worsening and allow in-commuters to live where they work. Read and evaluate the 2023 Lincoln County Housing Needs Assessment and recommend to the Selectboard whether further assessment or implementation is needed.

The Town of Wiscasset Selectboard adopted the Ad Hoc Economic Development Advisory Committee Directive on January 16, 2024.

Sarah Whitfield, Chair

Terry Heller

William Maloney, Vice-Chair

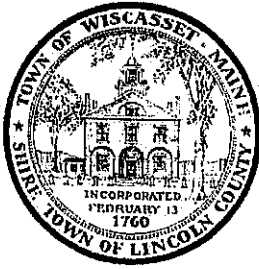
James Andretta

Pamela Dunning



Attest:

Town Manager



Town of Wiscasset

Office of the Town Manager

February 6, 2024

To: Wiscasset Select Board

Ref: Town Manager's Report

Due to Pam and James being absent, we will have an abbreviated meeting this week, only tending to housekeeping items and those items that need immediate attention.

We have our first cannabis establishment license application. The applicants have met the criteria for approval, except the fire chief's request for exit signs and fire extinguishers. I expected they would have this completed by Tuesday's meeting. However, if they have not, rather than delay the public hearing and decision and re-advertise for a future meeting, I am asking that you conditionally approve the license pending compliance with the fire chief's request.

MainePERS recently conducted a compliance audit of our administration of the retirement program. Two issues were identified:

- We had an employee who worked for the town between 2012 and 2016 and participated in MainePERS at that time. In 2018 this employee was rehired by the town but opted not to participate in MainePERS. This should not have been an option. Because of their previous participation it was mandatory they participate again upon being re-hired. The employee has now been enrolled; however, the town will be responsible for paying our portion of the retirement contribution going back to the second date of hire (2018). The employee will be responsible for their portion. We will be assessed interest on the unpaid town portion. Exact figures are not yet available but is estimated to be \$20,000.
- The second issue occurred in 2016 when the town hired an employee who was already retired and collecting MainePERS from another municipality. An employee may retire and come back to work for the same municipality without that municipality having to contribute. However, in 2021 the law was changed to require municipalities who hire employees collecting MainePERS from another municipality to contribute 5% of their annual wages. This change in the law applied to those hired prior to 2021, but we are only responsible for paying the 5% going back to 2021 and going forward. The total for this employee is \$9,000.

At this point in the year, it appears that both budgets affected by this can handle the addition expense. We were found to be in compliance with all other aspects of the program.

Department heads have submitted their budget requests. We will spend the next several days refining them in preparation for meeting our budget schedule and our first meeting scheduled for Saturday February 17th.

I am slowly working through the piles that accumulated on my desk for the two weeks I was on vacation. I want to thank Aaron for his willingness to stand in during my absence and making things less burdensome upon my return, and to all of the other employees for all the hard work they do. It is comforting to know that I can take time off and come back to find things running smoothly. (Probably more smoothly than when I left)