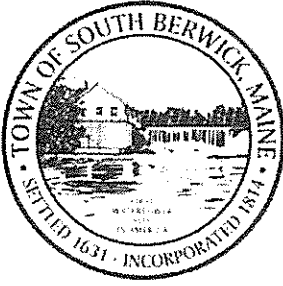


## CURRENT POLICY



# Town of South Berwick

180 MAIN STREET  
SOUTH BERWICK, MAINE 03908-1535  
TEL. 207-384-3300  
FAX: 207-384-3303

### Delegation of Authority to the Assessing Agent

Whereas the Town Council is also the Board of Assessors for the Town of South Berwick and;

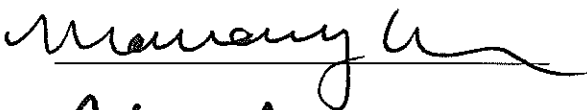
Whereas the Town Council is allowed by Charter to delegate authority for certain duties and;

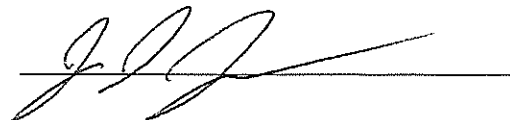
Whereas the Town of South Berwick employs a State of Maine Certified Assessor;

Therefore, the Town Council, acting as the Board of Assessors delegates authority to its Assessing Agent under the following conditions:

- a. The Assessing Agent shall have authority to grant or deny abatements and supplementals up to and including assessed values of \$400,000.
- b. In instances where a wrong owner is billed, requiring identical abatement and supplemental amounts, the Assessing Agent shall have the authority to grant the abatement and supplemental, regardless of the assessed value.
- c. The Assessing agent shall keep a running list of abatements and supplementals and shall share a written report to the Town Council on a monthly basis through the Town Manager.
- d. The Board of Assessors may require additional information on abatements and supplementals through a request to the Town Manager.
- e. This delegation agreement shall remain in effect beyond the present fiscal year until rescinded by a vote of the Town Council acting as the Board of Assessors.

On November 9, 2021 the Town Council acting as the Board of Assessors voted to delegate this authority to the Assessing Agent, Verna Sharpe.

  
John C. Karsickas

  
\_\_\_\_\_

## **Delegation of Authority to the Assessing Agent**

Feb 14, 2023

Whereas the Town Council is also the Board of Assessors for the Town of South Berwick and;

Whereas the Town Council is allowed by Charter to delegate authority for certain duties and;

Whereas the Town of South Berwick currently employs a State of Maine Certified Assessor;

Therefore, the Town Council, acting as the Board of Assessors, delegates authority to its current Assessing Agent Verna Sharpe, under the following conditions:

A. The Assessing Agent shall have authority to grant abatements or supplementals up to and including dollar amounts of \$150,000, (regardless of property valuation).

B. The Assessing Agent shall keep a running list of abatements and supplementals and shall share a written report to the Town Council on a monthly basis through the Town Manager.

C. The Board of Assessors may require additional information on abatements and supplementals through a request to the Town Manager.

D. This delegation agreement is for the current fiscal year, and may be extended beyond the present fiscal year by a vote of the Town Council acting as the Board of Assessors.

Duly enacted this 14th day of February 2023, by the Town Council acting as the Board of Assessors,

---

Mallory Cook

---

John J. James

---

Jeffrey Minihan

---

Melissa Costella

---

Jessica Cyr

**TOWN OF SOUTH BERWICK, MAINE**  
**ABATEMENT FORM**

Owner(s): Vincent O'Neill

Mailing Address: 2155 Washington Ct.  
Miami Beach, FL 33139

Abatement # 2023-9  
Location: 39 Waterside Ln  
Map/Lot 015-045  
Account #: 1658  
Fiscal Year: 2023  
Tax Year: 4/1/2022

---

**Circumstances:**

The abatement reflects a correction to the level of completion as of April 1, 2022. With photographic evidence received after the tax bills were issued, I was able to determine it was 90% complete, not 100%.

**Recommendation:** Grant Abatement

Assessed Value:	\$806,800	
Adjusted Value:	\$772,900	Tax Rate: \$0.01454
Value Abated:	\$33,900	Tax Abated: \$492.91

**Abatement: Granted / Denied**

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Dated \_\_\_\_\_

Map Lot 015-045-000-000

Account 1658

Location 39 WATERSIDE LANE

Card 1 Of 2 1/27/2023

O'NEILL, VINCENT  
2155 WASHINGTON CT  
MIAMI BEACH FL 33139

B16840P153

O' NEILL, VINCENT 2155 WASHINGTON CT MIAMI BEACH FL 33139  B16840P153			<b>Property Data</b> Neighborhood 11 MA - Mid Ave 11 Tree Growth Year 0 X HSEU Y 2021 Zone/Land Use 9 R3 RESIDENTIAL TRANSITIONAL Secondary Zone Topography 1 Level 1.Level 4.Below St 7.Sleep 2.Rolling 5.Low 8.Rough 3.Above St 6.Swampy 9.Ledge Utilities 4 Drilled Well 5 Septic 1.Public 4.Well 7.Wtr/Sept 2.Water 5.Septic 8.Gas 3.Sewer 6.Private 9.None Street 1 Paved 1.Paved 4.Proposed 7. 2.Semi Imp 5.Private 8. 3.Gravel 6.Abandone 9.NoStreet Permit Status 3 Value Change 2 Sale Date 6/20/2014 Price 311,000 Sale Type 1.Land 4.Mobile 7. 2.L & B 5.Other 8. 3.Building 6.CONDO 9. Financing 1.Convert 4.Seller 7. 2.FHA/VA 5.Private 8. 3.Assumed 6.Cash 9.Unknown Validity 1.Valid 4.Split 7.MC-Reno 2.Related 5.Partial 8.Other 3.Distress 6.Exempt 9.Abuter Verified 1.Buyer 4.Agent 7.Family 2.Seller 5.Pub Rec 8.Other 3.Lender 6.MLS 9.			<b>Assessment Record</b> Year Land Buildings Exempt Total 2017 227,800 147,700 0 375,500 2018 227,800 147,700 0 375,500 2019 233,200 60,000 0 293,200 2020 256,600 0 0 256,600 2021 290,000 183,500 0 473,500 2022 304,300 387,900 0 692,200		
Inspection Witnessed By:  X No./Date Description Date Insp.  <								

Site plan showing various areas and dimensions:

- Top left area: 24' x 44'
- Bottom left area: 24' x 44'
- Top right area: 24' x 27'
- Bottom right area: 24' x 27'
- Central area: 27' x 47', labeled "1 S/B"
- Central area label: "furniture patio"



Map Lot 015-045-000-000

Account 1658

Location 39 WATERSIDE LANE

Card 2 Of 2 1/27/2023

O'NEILL, VINCENT  
2155 WASHINGTON CT  
MIAMI BEACH FL 33139

**B16840P153**

[illegible]

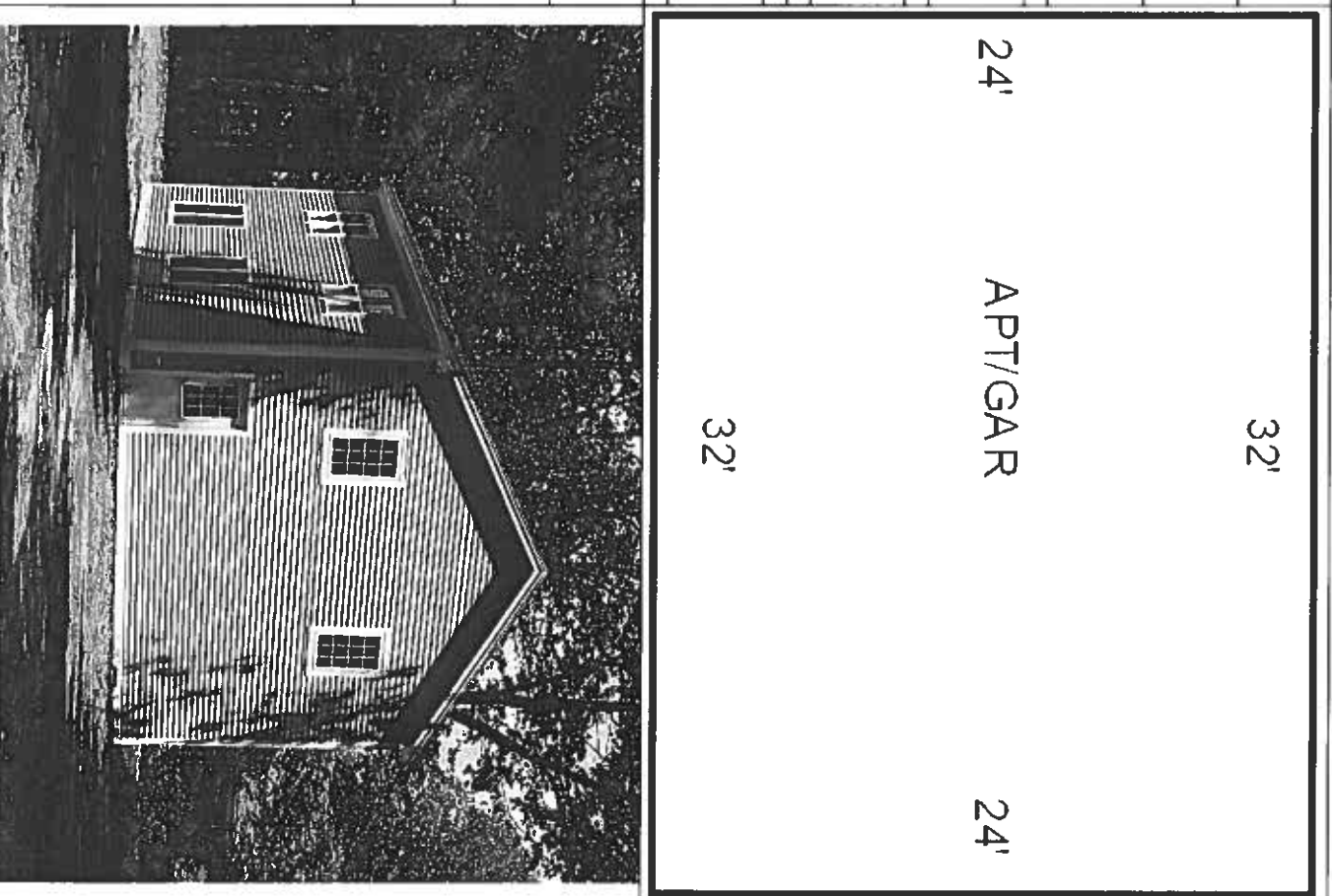
## South Berwick

#### 46. SITE IMPROVEMENT

Card 2 Of 2 1/27/2023

Card 2 Of 2 1/27/2023

Additions, Outbuildings & Improvements								Date Inspected			1. Owner	4. Agent	7. Sale Q
Type	Year	Units	Grade	Cond	Phys.	Funct.	Sound Value	2. Relative	5. Estimate	8. M/L/S	3. Tenant	6. Other	9.
68 Wood Deck	0	36	0 0	0	0	% 0	%						
68 Wood Deck	0	32	0 0	0	0	% 0	%						
24 Frame Shed	2002	96	3 100	4	0	% 97	%						
						%	%						
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South Berwick  
Name: O` NEILL, VINCENT

Valuation Report

01/27/2023

Page 5

Map/Lot: 015-045-000-000

Account: 1658

Location: 39 WATERSIDE LANE

Card	Land	Calculated Building	Calc. Total	Land	Correlated Building	Total
1	304,300	354,000	658,300	304,300	354,000	658,300
2	0	114,600	114,600	0	114,600	114,600
TOTAL	304,300	468,600	772,900	304,300	468,600	772,900



South Berwick  
Name: O`NEILL, VINCENT

# Valuation Report

01/27/2023

Page 1

Map/Lot:

015-045-000-000

Account: 1658 Card: 1 of 2

Location:

39 WATERSIDE LANE

Neighborhood 11 MA - Mid Ave 11

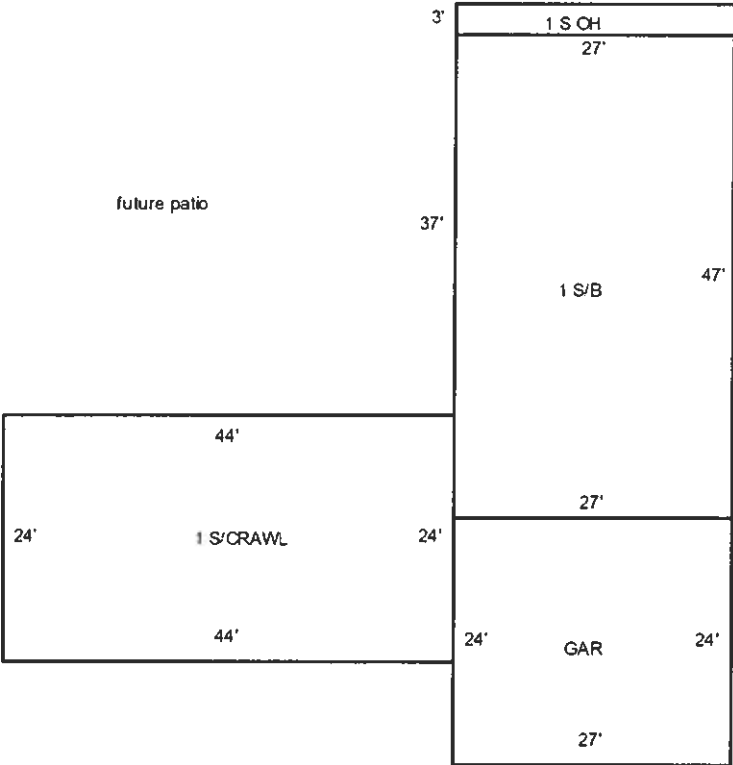
Zoning/Use R3 RESIDENTIAL TRANSITIONAL  
Topography Level  
Utilities Drilled WellSeptic  
Street Paved  
Permit Status Closed Permits  
Value Change New House  
Reference 1 H1100R  
Reference 2  
Tran/Land/Bldg 101 1 11  
X..... HSEU Y..... 2021  
Exemption(s) Land Schedule 11

**Sale Data**  
Sale Date 06/20/2014  
Sale Price 311,000  
Sale Type  
Financing  
Verified  
Validity Validity

Land Description						
Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
1.00	Acres-Homesite (Fract)	146,100	146,100	195%	View/Wtrfr	284,895
4.34	Acres-Rear Land 1-10	4,700.00	20,398	95%		19,378
Total Acres 5.34			Land Total			304,273

Dwelling Description				Replacement Cost New	
CONTEMPORARY	One Story	1,269 Sqft	Grade B 110	Base	212,137
Exterior	WOOD	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
Flooring	Hardwood Prim F			Flooring	1,724
					0
Foundation	Concrete	Basement	Full Bmt	Basement	20,687
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% FHW	Cooling	100% Central	Heat	6,723
Rooms	6				
Bedrooms	2	Add Fixtures	0		
Baths	2	Half Baths	1	Plumbing	14,944
Attic	Field12			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Heavy			Insulation	862
Unfin. Living Area	NONE			Unfinished	0

Dwelling Condition			Layout			Total			
Built	Renovated	Kitchens	Baths	Condition	Field8	257,077			
2021	0	Field5	Field7	Average					
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %	Value(Rcnld)		
Incomplete		None		98%	88%	100%	221,703		
Outbuildings/Additions/Improvements				Percent Good			Value		
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Rcnld
ONE STORY FRAME	2021	1056	B 110	118,104	Avq.	98%	88%	100%	101,853
Frame Garage	2021	648	B 110	23,091	Avq.	98%	100%	100%	22,629
1 S FR Overhang	2021	81	B 110	9,060	Avq.	98%	88%	100%	7,814
Open Frame Porch	2021	0	B 110	0	Avq.	98%	90%	100%	0
Wood Deck	2021	0	B 110	0	Avq.	98%	90%	100%	0
PATIO	2021	0	B 110	0	Avq.	98%	90%	100%	0
2,406 SFLA		137.73 = \$/SFLA (4)				Outbuilding Total			132,296
Accpt Land		304,300		Accepted Bldg		354,000		Total	658,300



South Berwick  
Name: O`NEILL, VINCENT

# Valuation Report

01/27/2023

Page 3

Map/Lot:

015-045-000-000

Account: 1658 Card: 2 of 2

Location:

39 WATERSIDE LANE

Neighborhood 11 MA - Mid Ave 11

Zoning/Use R3 RESIDENTIAL TRANSITIONAL  
Topography Level  
Utilities Drilled WellSeptic  
Street Paved

**Sale Data**  
Sale Date 06/20/2014  
Sale Price 311,000  
Sale Type  
Financing  
Verified  
Validity

Reference 1 H1100R

Reference 2

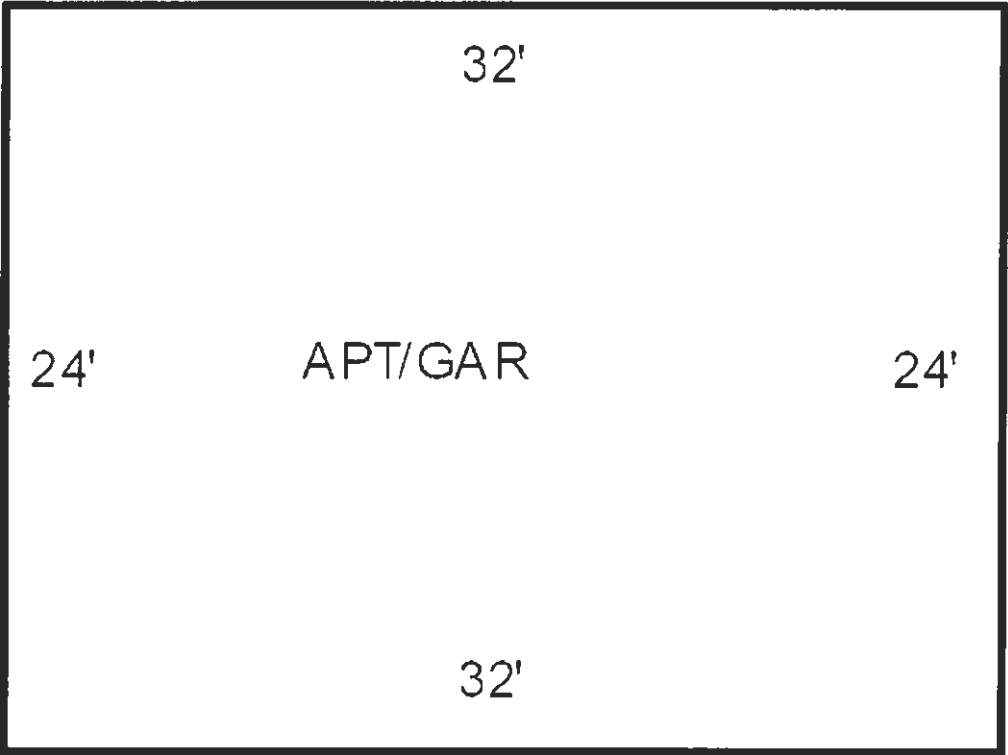
Tran/Land/Bldg 101 0 0

X..... HSEU Y..... 2021

Exemption(s) Land Schedule 11

Dwelling Description				Replacement Cost New	
CONTEMPORARY	Two Story	768 Sqft	Grade C 100	Base	144,385
Exterior	VINYL	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
Flooring	Carpet Prim F			Flooring	0
					0
Foundation	Concrete Slab	Basement	NONE	Basement	0
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% FHW	Cooling	0% None	Heat	4,378
Rooms	0				
Bedrooms	0	Add Fixtures	0	Plumbing	0
Baths	1	Half Baths	0	Attic	0
Attic	Field12			Fireplace	0
FirePlaces	0			Insulation	146
Insulation	Full			Unfinished	0
Unfin. Living Area	NONE				

Dwelling Condition			Layout					Total	
Built	Renovated	Kitchens	Baths	Condition	Field8			148,909	
1985	0	Field5	Field7	Average					
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %	Value(Rcnld)		
None		None		76%	100%	100%	113,171		
Outbuildings/Additions/Improvements				Percent Good			Value		
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Rcnld
Wood Deck	1985	36	C 100	433	Avq.	76%	100%	100%	329
Wood Deck	1985	32	C 100	385	Avq.	76%	100%	100%	293
Frame Shed	2002	96	C 100	1,011	Avq.	87%	97%	100%	854
1.536 SFLA		73.68 = \$/SFLA (4)			Outbuilding Total			1,476	
Acpt Land		0	Accepted Bldg		114,600	Total		114,600	



**TOWN OF SOUTH BERWICK, MAINE**  
**ABATEMENT FORM**

Owner(s): James and Angela Theos

Mailing Address: 1 Sweet Sue's Way  
South Berwick, ME 03908

Abatement # 2023-10  
Location: 1 Sweet Sue's Way  
Map/Lot 010-043-2  
Account #: 3315  
Fiscal Year: 2023  
Tax Year: 4/1/2022

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**Circumstances:**

The owner provided a copy of recorded plan 343-1 to the Town in which 6.17 acres were noted to be of "very poorly drained soils". This abatement reflects the difference in the value of rear land without a discount, and with a 50% discount.

**Recommendation:** Grant Abatement

Value Abated: \$6,400      Tax Abated: \$93.06

**Abatement: Granted / Denied**

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Dated \_\_\_\_\_



RECEIVED  
1/26/2018  
(15)

**Town of South Berwick**  
**Application for Abatement of Property Taxes**  
(under Section 841, Title 36, MRSA)

Separate application should be filed for each separately assessed parcel of real estate or personal property account claimed to be overvalued. (See other side for instructions).

1. Name of Applicant: James C Theas Jr
2. Mailing Address: 1 Sweet Sue's Way, South Berwick Me 03908
3. Telephone #: 603-682-8373
4. Tax Map/Lot #: 010-043-002-000 Account #: 003315 RE
5. Property Address (location): 1 Sweet Sue's Way, South Berwick Me 03908
6. Assessed valuation of real estate: 506,400.00 (building)
7. Assessed valuation of personal ~~property~~: 168,000.00 (land) (15)
8. I/We have timely filed a current list of Estates Not Exempt from Taxation per MRSA Title 36, Section 706. Yes ☐ No ☒ \*\* N/A ☒ (\*\* If I have not already filed this required form, I realize I am barred from making an application for abatement or any appeal therefrom.)

9. Abatement amount requested: The amount over charged for wetlands 6 acres

10. Reason for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes). \*Note: It is important to answer this question fully. In order to prevail at a hearing on an appeal, the applicant must prove by preponderance of evidence that the Assessment is not equitable. (see Property Tax Bulletin #10)

Being on first tax bill (new house) I realized I was over charged for the 6 acres of wetlands (recorded on survey map in my file) when I addressed this, I was told that I didn't have any wetlands. when I proved having wetlands, it was adjusted incorrectly. I was told becaus (I bought it, it was proved

11. Date property purchased: Jan 2018 Price: 107,000.00 was: the more ???

In accordance with the provisions of Section 841, Title 36, MRSA, I hereby make written application for abatement of property taxes as noted above. The above statements are correct to the best of my knowledge and belief.

Applicant's Signatures: [Signature] Date: 1/25/28

**This application must be filed within 185 days from the date of commitment.**





<div>THEOS, JAMES</div> <div>THEOS, ANGELA</div> <div>67 PLEASANT ST</div> <div>SOUTH BERWICK ME 03908</div> <div>B17714P367</div> <div>Previous Owner</div> <div>WESTON, KEITH R</div> <div>WESTON, MARJORIE G</div> <div>12 MESERVE ROAD</div> <div>DURHAM NH 03824</div> <div>Sale Date: 5/11/2018</div>		Property Data			Assessment Record									
		Neighborhood 26 RA - Rural Avg 26			Year	Land	Buildings	Exempt	Total					
		Tree Growth Year 0			2017	44,500	0	0	44,500					
		X			2018	44,500	0	0	44,500					
		Y			2019	29,700	0	0	29,700					
		Zone/Land Use 10 R4 RESIDENTIAL RURAL			2020	84,900	0	0	169,800					
		Secondary Zone			2021	95,900	166,900	0	262,800					
		Topography 2 Rolling			2022	168,000	506,400	25,000	649,400					
		1.Level 4.Below St 7.Steep			billed value					674,100				
		2.Rolling 5.Low 8.Rough												
3.Above St 6.Swampy 9.Ledge														
Utilities 6 Well & Septic														
1.Public 4.Well 7.Wtr/Sept														
2.Water 5.Septic 8.Gas														
3.Sewer 6.Private 9.None														
Street 1 Paved														
1.Paved 4.Proposed 7.														
2.Semi Imp 5.Private 8.														
3.Gravel 6.Abandone 9.NoStreet														
Permit Status 3														
Value Change 2														
Sale Date 5/11/2018														
Price 45,000														
Sale Type 1 Land Only														
1.Land 4.Mobile 7.														
2.L & B 5.Other 8.														
3.Building 6.CONDO 9.														
Financing 9 Unknown														
1.Convent 4.Seller 7.														
2.FHA/VA 5.Private 8.														
3.Assumed 6.Cash 9.Unknown														
Validity 8 Other Non Valid														
1.Valid 4.Split 7.MC-Reno														
2.Related 5.Partial 8.Other														
3.Distress 6.Exempt 9.Abutter														
Verified 5 Public Record														
1.Buyer 7.Family														
2.Seller 4.Agent														
3.Lender 5.Pub Rec 8.Other														
9.														

Inspection Witnessed By:

Date

Date Insp.

No./Date

Description

Notes:

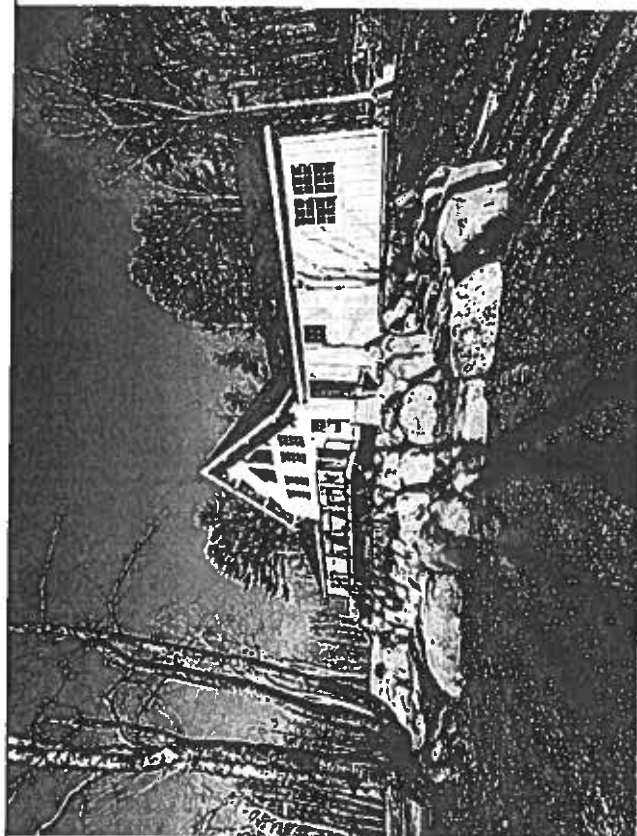
EFF 4/1/2022 LOT MERGED W 010-043-001 PER APPROVED  
MERGER RECORDED 3/31/2022 18991/283  
3/21/2022: M&L- CORR BLDG TYPE TO RANCH W CATH CLG,  
3 ZONES RADIANT HW, BAMBOO FLRS, HIGH END APPL W  
QTZ CTR, SOAPST FRMR SINK, ISLAND, WH SHKR STYL  
CABS. 3 BEDS/2.5 BA, EXT FIXT = SEP TUB/SHWR IN  
ENSUITE, RECLAIMED EXP BEAMS, SLIDING BARN DRS, OPEN  
TO CONC GREAT ROOM, & DEN. PLANNING TO INSTALL  
WOODSTOVE IN GREAT ROOM IN FUTURE.  
South Berwick Wall. FLOORS AND TRIM IN

DOUG-DECC 4/1/2021

Building Style		2 RANCH	SF Bsm't Living		0	Layout		1 Typical
1. CONV	5. CAPE	9. SPLIT LE	Fin Bsm't Grade	0	0	1. Typical	4.	7.
2. RANCH	6. CONTEMP	10. BUNGALOW	HEARTH	0	0	2. Inadeq	5.	8.
3. R-RANCH	7. GAMBRIL	11. COLONIAL	Heat Type	100%	12. WAT RADIANT	3.	6.	9.
4. COL-GARR	8. SALTBOX	12. CONDO-T	1. NOT DUCT	5. WALL UNI	9. UNIT HEA	ATC	9 None	
Dwelling Units			2. AVERAGE	6. ELEC RAD	10. STEAM	1. 1/4 Fin	4. Full Fin	7.
Other Units			3. NONE	7. FHW	11. FWA	2. 1/2 Fin	5. F/Stair	8.
Stories	1 One Story		4. OTHER	8. GRAV AIR	12. WAT RAD	3. 3/4 Fin	6.	9. None
1.1	4.1.25	7.2.25	Cool Type	0%	9 None	Insulation	2 Heavy	
2.2	5.1.5	8.2.5	1. Central	4. W&C Air	7.	1. Full	4. Minimal	7.
3.3	6.1.75	9.2.75	2. Evapor	5.	8.	2. Heavy	5. Unknown	8.
Exterior Walls	11. BOARD/BATTEN		3.	6.	9. None	3. Capped	6.	9. None
1. CLAP	5. T-111	9. LOGS	Kitchen Style	1 GOOD		Unfinished %	0%	
2. WD SH	6. VINYL	10. ASBESTO	1. GOOD	4. Obsolete	7.	Grade & Factor	4 Good 120%	
3. COMP	7. NOV	11. BOARD/SH	2. TYPICAL	5.	8.	1. E Grade	4. B Grade	7. AA Grade
4. ASB/ASP	8. AL/VIN	12. BELOW A	3. OLD TYPE	6.	9. None	2. D Grade	5. A Grade	8.
Roof Surface	1 Asphalt Shingles		Bath(s) Style	1 GOOD		3. C Grade	6. A+ Grade	9. Same
1. Asphalt	4. Other	7. Tar/Grav	1. GOOD	4. Obsolete	7.	SOFT (Footprint)	2712	
2. Membrane	5. Rolled	8. Shake	2. TYPICAL	5.	8.	Condition	4 Average	
3. Metal	6. Slate	9. Wood	3. Old Type	6.	9. None	1. Poor	4. Avg	7 V G
SF Masonry Trim	0		# Rooms	6		2. Fair	5. Avg+	8. Exc
Flooring	3		# Bedrooms	3		3. Avg	6. Good	9. Same
Addn Floor	0		# Full Baths	2		Phys. % Good	0%	
Year Built	2020		# Addn Fixtures	1		Functional Code	9 None	
Year Remodeled	0		# Fireplaces	0		1. Incomp	4. SMALL	7. LAYOUT
Foundation	1 Concrete					2. O-Built	5. CDU	8. OTHER
1. Concrete	4. Wood	7.				3. Delap	6. STYLE	9. None
2. C Block	5. Slab	8.				Econ. % Good	100%	
3. Br/Stone	6. Piers	9.				Economic Code	None	
Basement	4 Full Basement					0. None	3. Services	9. None
1. 1/4 Bmt	4. Full Bmt	7. Slab				1. Location	4. Traffic	8.
2. 1/2 Bmt	5. None	8.				2. Enroach	8. Other	9.
3. 3/4 Bmt	6. NONE	9. None				Entrance Code	1 Interior Inspect	
Bsm't Gar # Cars	0					1. Interior	4. Vacant	7. Exterior
Wet Basement	0					2. Refusal	5. Estimate	8. Field
1. Dry	4.	7.				3. Informd	6. M&L	9.
2. Damp	5.	8.				Information Code	1 Owner	
3. Wet	6.	9.						



Date Inspected 3/21/2022

[illegible]

South Berwick  
Name: THEOS, JAMES  
THEOS, ANGELA

# Valuation Report

01/27/2023

Page 1

Account: 3315 Card: 1 of 1

Map/Lot:

010-043-002-000

Location:

1 SWEET SUE'S WAY

Neighborhood 26 RA - Rural Avg 26

## Sale Data

Zoning/Use R4 RESIDENTIAL RURAL  
Topography Rolling  
Utilities Well & Septic  
Street Paved  
Permit Status Closed Permits  
Value Change New House  
Reference 1 B2142R  
Reference 2 new hse; sale w/043-1  
Tran/Land/Bldg 101 1 11  
X Coord Y Coord  
Exemption(s) 11 0 0 Land Schedule 26

Sale Date 05/11/2018  
Sale Price 45,000  
Sale Type Land Only  
Financing Unknown  
Verified Public Record  
Validity Other Non Valid

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
1.00	Acres-Homesite (Fract)	129,900	129,900	100%		129,900
6.58	Acres-Rear Land 1-10	4,000.00	26,320	80%	Topography	21,056
3.42	Acres-Rear Land 1-10	4,000.00	13,680	50%	Wetland or	6,840
2.75	Acres-Rear Land 11-20	2,750.00	7,563	50%	Wetland or	3,781
Land Total						161,577

Total Acres 13.75

## Dwelling Description

					Replacement Cost New
RANCH	One Story	2,712 Sqft	Grade B 120	Base	434,582
Exterior	BOARD/BATTEN	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
Flooring	Hardwood Prim F			Flooring	4,019
					0
Foundation	Concrete	Basement	Full Bmt	Basement	48,230
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% WAT	Cooling	0% None	Heat	6,029
Rooms	6				
Bedrooms	3	Add Fixtures	1		
Baths	2	Half Baths	0	Plumbing	13,042
Attic	None			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Heavy			Insulation	2,010
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total
2020	0	GOOD	GOOD	Average	Typical	507,912
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. % Econ. %	Value(Rcnld)
None		None		97%	97% 100%	477,894

## Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
Wood Deck	2020	577	B 120	10,828	Avg.	97%	100%	100%	10,503
CATH XTRA FEATURE	2020	792	B 120	18,583	Avg.	97%	100%	100%	18,026
2,712 SFLA		176.21 = \$/SFLA (4)							28,529

Acpt Land

161,600

Accepted Bldg

506,400

Total

668,000

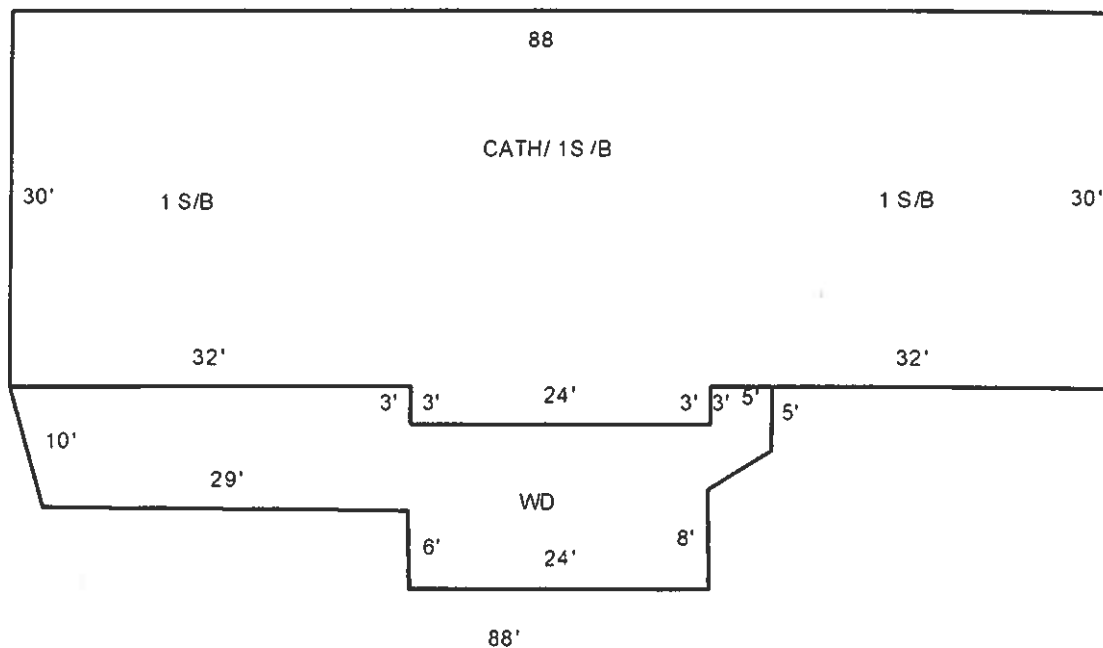
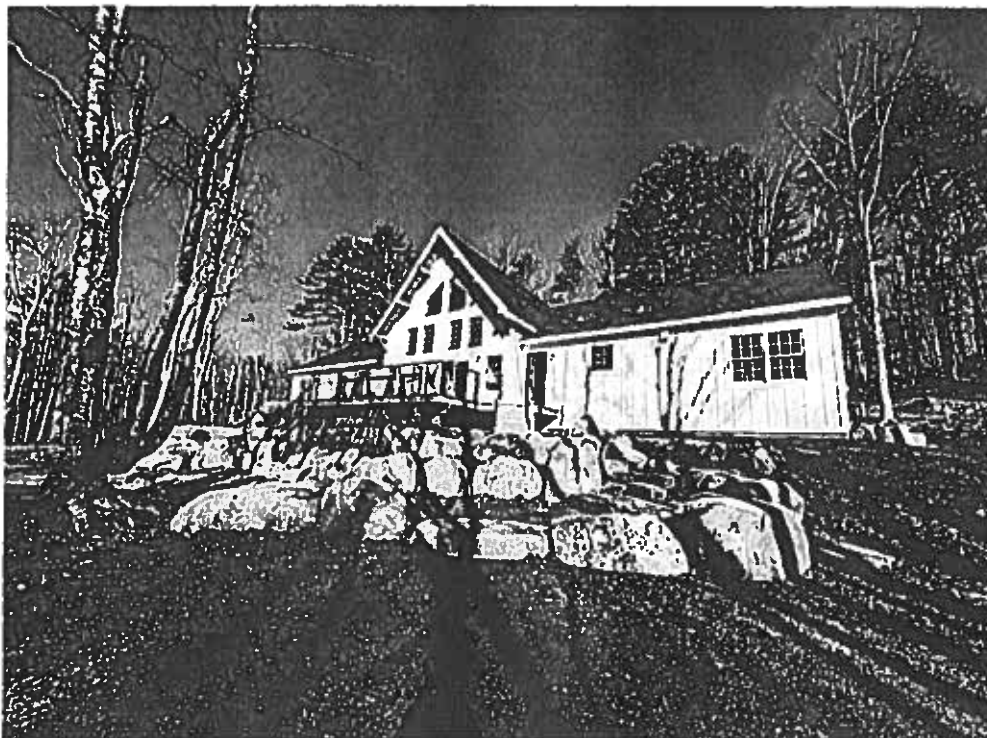
Corrected Value

South Berwick  
Name: THEOS, JAMES  
THEOS, ANGELA  
Account: 3315

# Valuation Report

Map/Lot:  
Location:

01/27/2023  
Page 2  
010-043-002-000  
1 SWEET SUE'S WAY



# NET AREA CALCULATIONS

EXISTING PARCEL AREA 508,858 Square Feet  
 VERY POORLY DRAINED SOILS 330,000 Square Feet  
 PROPOSED RIGHT OF WAY 28,823 Square Feet  
 TOTAL NET AREA 240,035 Square Feet  
 REQUIRED NET AREA 121,450 Square Feet  
 PROPOSED PARCEL 1 NET AREA 120,410 Square Feet  
 PROPOSED PARCEL 2 NET AREA 120,410 Square Feet

\*Sub information was provided by the Town of South Berwick and verified through Map Sol Survey (http://mapsol.survey.nrc.usda.gov)



YORK, CO. REGISTRY OF DEEDS  
 Received Aug. 31, 2010  
 of 9-18-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-1221-1222-1223-1224-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# Town of South Berwick Abatement Form

Owner(s): Laura Eaton

Mailing Address: 1 Hemlock Ridge Ln.  
South Berwick, ME 03908

Abatement # 2023-11  
Location: 1 Hemlock Ridge Ln  
Map/Lot 002-025-A  
Account #: 215  
Tax Year: 4/1/2022  
Tax Rate: 0.01454

**Circumstances:**

The owner contacted us because she was selling her home and did not believe she had 4823 square feet of living area. I measured and listed the property on January 9, 2023. The abatement request reflects corrections that include that the home has 2610 square feet of living area.

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**Recommendation:**

Grant Abatement

Billed Value:	\$496,300		
Corrected Assessed Value:	\$386,500		
Value Abated:	\$109,800	Tax Abated:	\$1,596.49

**Abatement: Granted / Denied**

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Dated: \_\_\_\_\_

FY2023 4/1/2022

South Berwick 2023  
Name: EATON, LAURA E

## Valuation Report

02/02/2023

Page 1

Account: 215 Card: 1 of 1 Map/Lot: 002-025-A-000  
Location: 1 HEMLOCK RIDGE LANE

Neighborhood 11 MA - Mid Ave 11

## Sale Data

Zoning/Use R3 RESIDENTIAL TRANSITIONAL  
Topography  
Utilities All Public  
Street Paved

Sale Date 05/23/2012  
Sale Price 270,000  
Sale Type  
Financing  
Verified  
Validity Validity

Reference 1 H2000R

Reference 2

Tran/Land/Bldg 101 1 11

X Coord Y Coord

Exemption(s) 11 0 0 Land Schedule 11

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
1.00	Acres-Homesite (Fract)	146,100	146,100	100%		146,100
5.33	Acres-Rear Land 1-10	4,700.00	25,051	25%		6,263
Total Acres 6.33					Land Total	152,363

## Dwelling Description

## Replacement Cost New

CAPE	1 and Three Quarter	2,055 Sqft	Grade C 110	Base	366,160
Exterior	VINYL	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
					0
Foundation	Concrete Slab	Basement	NONE	Basement	0
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% FHW	Cooling	0%	Heat	11,273
Rooms	9				
Bedrooms	4	Add Fixtures	0		
Baths	2	Half Baths	1	Plumbing	11,495
Attic	Field12			Attic	0
FirePlaces	1			Fireplace	4,180
Insulation	Full			Insulation	376
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total
1988	0	Field5	Field7	Average	Field8	393,484
Functional Obsolescence	Economic Obsolescence	Phys. %	Func. %	Econ. %	Value(Rcnld)	
None	None	78%	94%	100%	288,502	

## Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
1 & 1/2 STORY FR	1988	336	C 110	34,465	Avq.	78%	94%	100%	25,270
OPEN SCR PORCH	1988	273	C 110	6,476	Avq.	78%	100%	100%	5,051
Wood Deck	1988	196	C 110	2,594	Avq.	78%	100%	100%	2,023
WOOD DECK	1988	82	C 110	1,085	Avq.	78%	100%	100%	846
Open Frame Porch	1988	104	C 110	2,236	Avq.	78%	100%	100%	1,744
1 & 1/2 STORY FR	1988	260	C 110	26,670	Avq.	78%	94%	100%	19,555
1/2 S AD/GAR AVE	1988	576	C 110	31,446	Avq.	78%	94%	100%	23,056
1 S FR Overhang	1988	45	C 110	3,871	Avq.	78%	94%	100%	2,838
4.823 SFLA		74.48 = \$/SFLA (4)				Outbuilding Total			80,383

Accept Land

152,400

Accepted Bldg

368,900 Total

521,300

\* Prior to Corrections \*



South Berwick 2023  
Name: EATON, LAURA E

# Valuation Report

02/02/2023

Page 2

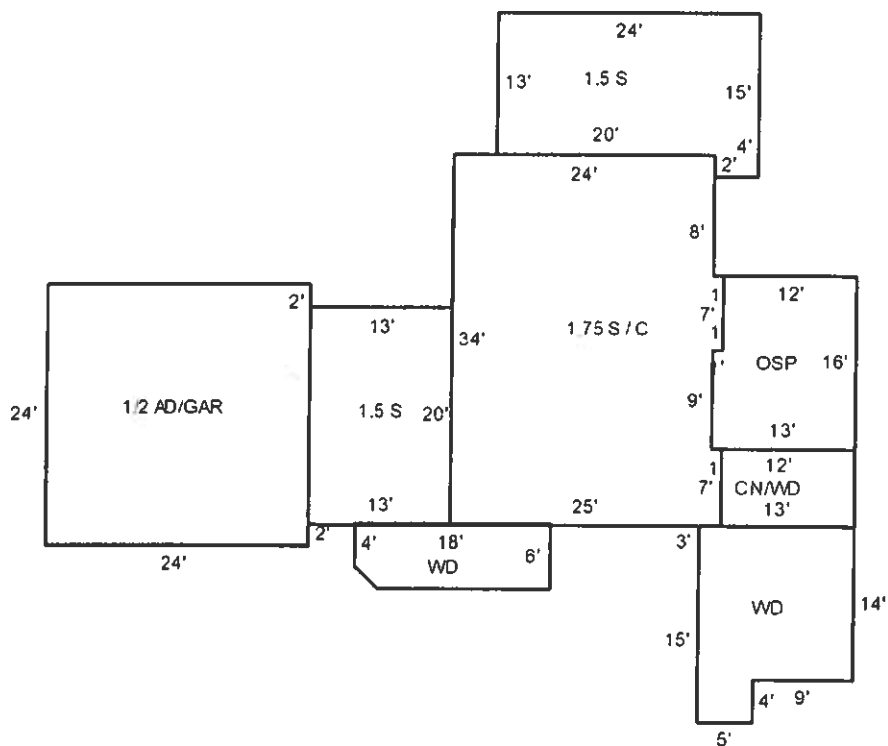
Account: 215

Map/Lot:

002-025-A-000

Location:

1 HEMLOCK RIDGE LANE



Map Lot 002-025-A-000

Account 215

Location 1 HEMLOCK RIDGE LANE

Card 1 Of 1 2/02/2023

EATON, LAURA E  
1 HEMLOCK RIDGE LANE  
SOUTH BERWICK ME 03908

B16328P963

Property Data

Neighborhood 11 MA - Mid Ave 11

Tree Growth Year 0

X

Zone/Land Use 9 R3 RESIDENTIAL  
TRANSITIONAL

Secondary Zone

Topography

1.Level 4.Below St 7.Steep  
2.Rolling 5.Low 8.Rough  
3.Above St 6.Swampy 9.Ledge

Utilities 1 All Public

1.Public 4.Well 7.WW/Sept  
2.Water 5.Septic 8.Gas  
3.Sewer 6.Private 9.None

Street 1 Paved

1.Paved 4.Proposed 7.  
2.Seal Imp 5.Private 8.  
3.Gravel 6.Abandone 9.NoStreet

Permit Status 0

Value Change 0

Sale Data

Sale Date 5/23/2012

Price 270,000

No./Date Description Date Insp.


Notes:

FKA: 142 YORK WOODS RD

GBA: 7154

FBA: 4823.25

# Bldgs: 1

Condition: AVG

Grade: C+

IN-LAW APT

South Berwick 2023

Assessment Record

Year	Land	Buildings	Exempt	Total
2017	116,200	222,700	20,000	318,900
2018	116,200	222,700	20,000	318,900
2019	116,800	237,100	20,000	333,900
2020	128,500	255,900	25,000	359,400
2021	145,200	282,900	25,000	403,100
2022	152,400	368,900	25,000	496,300

Land Data

Front Foot

Type	Effective	Influence	Influence
	Frontage	Depth	Factor
			Code
11.Regular Lot			%
12.Delta Triangle			%
13.Nabla Triangle			%
14.Rear Land			%
15.Open Space			%

Square Foot

Type	Effective	Influence	Influence
	Frontage	Depth	Factor
			Code
16.Regular Lot			%
17.Secondary Lot			%
18.Excess Land			%
19.Condominium			%
20.PAVEMENT			%

Fract. Acre

Type	Effective	Influence	Influence
	Frontage	Depth	Factor
			Code
21.Homeste (Frac			%
22.Vacant Lot (Fr			%
23.NON CONFORMING			%
24.Homeste			%
25.Baselt			%
26.Frontage 1			%
27.Frontage 2			%
28.Rear Land 1-10			%
29.Rear Land 11-2			%

Total Acreage 6.33

\*Before\*

46.SITE IMPROVEME

Building Style		SF Brnt Living		Location	
1.CONV	5.CAPE	0	0	1.Typical	4.
2.RANCH	6.CONTEMP	0	0	2.Indeq	5.
3.R-RANCH	7.GAMBREL	100%	7.FHW	3.	6.
4.COI-GARR	8.SALTBOX	12.CONDO-1	9.UNIT HEA	Attic	0
Dwelling Units	1	1.NOT DUCT	5.WALL UNIT	1.1/4 Fin	4.Furl Fin
Other Units	0	3.NONE	6.ELEC RAD	2.1/2 Fin	5.F/Slsir
Stories	6.1 and Three Quarter	4.OTHER	8.GRAV AIR	3.3/4 Fin	6.
1.1	4.1.25	Cool Type	0	Insulation	1.Full
2.2	5.1.5	1.Central	4.WAC Air	1.Full	4.Minimal
3.3	6.1.75	2.Evapor	5.	2.Heavy	5.Unknown
Exterior Walls	6.VINYL	3.	6.	3.Clipped	6.
1.CAP	5.T-111	Kitchen Style	0	Unfinished %	0%
2.WD SH	6.VINYL	1.GOOD	4.Obsolete	Grade & Factor	3 Average 110%
3.COMP	7.NOY	2.TYPICAL	5.	1.E Grade	4.B Grade
4.ASB/ASP	8.A/VIN	3.OLD TYPE	6.	2.D Grade	5.A Grade
Roof Surface	1 Asphalt Shingles	Bdrk's Style	0	3. Grade	6.A+ Grade
1.Asphalt	4.Other	1.GOOD	4.Obsolete	SQFT (Footprint)	2055
2.Membrane	5.Rolled	2.TYPICAL	5.	Condition	4 Average
3.Metal	6.Slate	3.OLD Type	6.	1.Poor	4.Avg
SF Masonry Trim	0	# Rooms	9	2.Fair	5.Avg+
Flooring	0	# Bedrooms	4	3.Avg-	6.Good
Addn Floor	0	# Full Baths	2	Phys. % Good	0%
Year Built	1988	# Half Baths	1	Funct. % Good	100%
Year Remodeled	0	# Addn Fixtures	0	Functional Code	9 None
Foundation	5 Concrete Slab	# Fireplaces	1	1.Incomp	4.SMALL
1.Concrete	4.Wood			2.O-Built	5.CDU
2.C Block	5.Slab			3.Delp	6.STYLE
3.Br/Stone	6.Piers			Econ. % Good	100%
Basement	6 NONE			Economic Code	None
1.1/4 Brnt	4.Full Brnt			0.None	3.Services
2.1/2 Brnt	5.None			1.Location	4.Traffic
3.3/4 Brnt	6.NONE			2.Enrmach	8.Other
Brnt Car	0			Entrance Code	0
Wet Basement	0			1.Interior	4.Vicant
1.Dry	4.			2.Refusal	5.Estimate
2.Damp	5.			3.Informed	6.MEL
3.Wet	6.			Information Code	0
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[illegible]

Date Inspected

**Additions, Outbuildings & Improvements**

**TRIO**  
Software  
A Division of Harris Computer Systems

A Division of Harris Computer Systems

\* Before \*

South Berwick  
Name: EATON, LAURA E

# Valuation Report

02/02/2023

Page 1

Map/Lot:

002-025-A-000

Account: 215 Card: 1 of 1

Location:

1 HEMLOCK RIDGE LANE

Neighborhood 11 MA - Mid Ave 11

## Sale Data

Zoning/Use R3 RESIDENTIAL TRANSITIONAL  
Topography  
Utilities All Public  
Street Paved

Sale Date 05/23/2012  
Sale Price 270,000  
Sale Type  
Financing  
Verified  
Validity Validity

Reference 1 H2000R

Reference 2

Tran/Land/Bldg 101 1 11

X Coord Y Coord

Exemption(s) 11 0 0 Land Schedule 11

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
1.00	Acres-Homesite (Fract)	146,100	146,100	100%		146,100
5.33	Acres-Rear Land 1-10	4,700.00	25,051	25%		6,263
Total Acres 6.33						Land Total 152,363

## Dwelling Description

CAPE	1 and Three Quarter	830 Sqft	Grade C 110	Base	181,553
Exterior	VINYL	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete Slab	Basement	Crawl	Basement	867
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% FHW	Cooling	0%	Heat	4,552
Rooms	13				
Bedrooms	4	Add Fixtures	0		
Baths	2	Half Baths	1	Plumbing	11,495
Attic	None			Attic	0
FirePlaces	1			Fireplace	4,180
Insulation	Full			Insulation	152
Unfin. Living Area	NONE			Unfinished	0

## Replacement Cost New

## Dwelling Condition

Built 1988	Renovated 0	Kitchens TYPICAL	Baths TYPICAL	Condition Good	Layout Typical	Total 202,799
Functional Obsolescence None	Economic Obsolescence None	Phys. % 86%	Func. % 97%	Econ. % 100%	Value(Rcnld) 169,175	

## Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
1 & 1/2 STORY FR	1988	320	C 110	32,824	Good	86%	97%	100%	27,382
1 & 1/2 STORY FR	1988	260	C 110	26,670	Good	86%	97%	100%	22,248
Wood Deck	1988	107	C 110	1,416	Good	86%	100%	100%	1,218
OPEN SCR PORCH	1988	201	C 110	4,928	Good	86%	100%	100%	4,238
WOOD DECK	1988	216	C 110	2,858	Good	86%	100%	100%	2,458
CANOPY LOW COST.	1988	84	C 110	1,118	Good	86%	100%	100%	961
1/2 S AD/GAR AVE	1988	576	C 110	31,446	Good	86%	97%	100%	26,233
AB.GR. POOL.....	1988	0	C 110	0	Good	86%	100%	100%	0
APT .....	1988	0	C 110	6,050	Good	86%	100%	100%	5,203
2,610 SFLA		93.88 = \$/SFLA (4)							Outbuilding Total 89,941

Accept Land

152,400

Accepted Bldg

259,100

Total

411,500

- After -

South Berwick  
Name: EATON, LAURA E

# Valuation Report

02/02/2023

Page 2

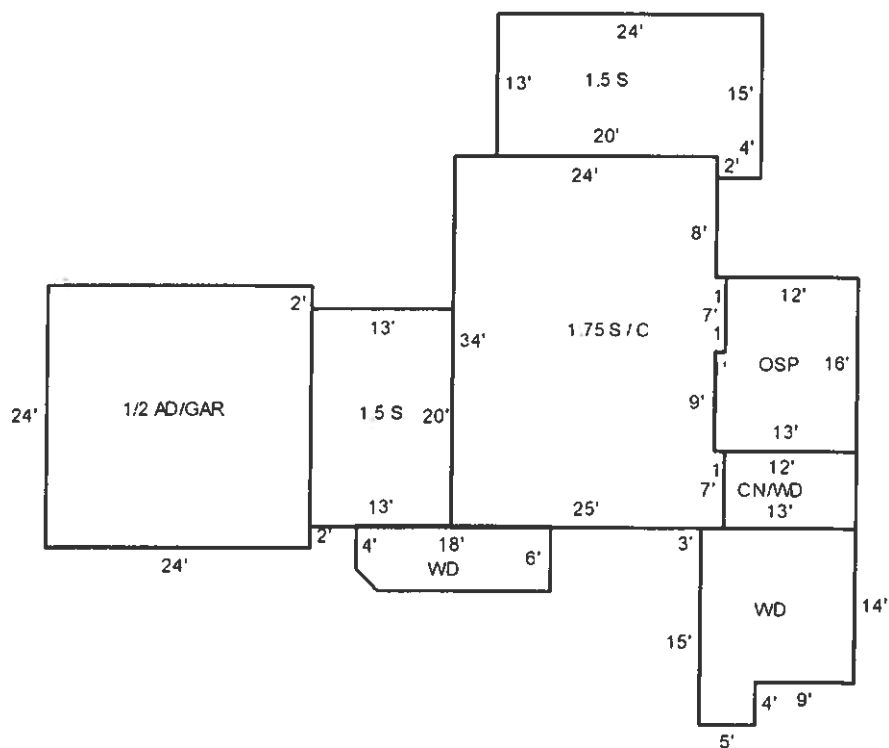
Account: 215

Map/Lot:

002-025-A-000

Location:

1 HEMLOCK RIDGE LANE





Map Lot 002-025-A-000

Account 215

Location 1 HEMLOCK RIDGE LANE

South Berwick

Card 1 Of 1 2/02/2023

Building Style	5 CAPE	SF Bmt Living	0	Fin Bmt Grade	0 0	Layout	1 Typical	1 Typical	4.	7.
1.CONV	5.CAPE	9.SPLIT LE				1.Typical	4.			
2.RANCH	6.CONTENTPC	10.BUNGALD				2.Inadeq	5.			
3.R-RANCH	7.GAMBREL	11.COLONIAL				3.	6.			
4.COL-GAR	8.SALTBOX	12.CONDO-1								
Dwelling Units	1									
Other Units	0									
Stories	6 1 and Three Quarter									
1.1	4.1.25	7.2.25								
2.2	5.1.5	8.2.5								
3.3	6.1.75	9.2.75								
Exterior Walls	6 VINYL									
1.CAP	5.T.111	9.LOGS								
2.WD SH	6.VINYL	10.ASBESTO								
3.COMP	7.MOV	11.BOARD/B								
4.ASB/ASP	8.AL/VIN	12.BELOW A								
Road Surface	1 Asphalt Shingles									
1.Asphalt	4.Other	7.Tar/Grav								
2.Membrane	5.Rolled	8.Stake								
3.Metal	6.Stake	9.Wood								
SF Masonry Trim	0									
Flooring	0									
Addn Floor	0									
Year Built	1988									
Year Remodeled	0									
Foundation	5 Concrete Slab									
1.Concrete	4.Wood	7.								
2.C Block	5.Slab	8.								
3.Br/Stone	6.Piers	9.								
Basement	5 Crawl Space									
1.1/4 Bmt	4.Full Bmt	7.Slab								
2.1/2 Bmt	5.Crawl	8.								
3.3/4 Bmt	6.NONE	9.None								
Bmt Gar # Cars	0									
Wet Basement	0									
1.Dry	4.	7.								
2.Damp	5.	8.								
3.Wet	6.	9.								

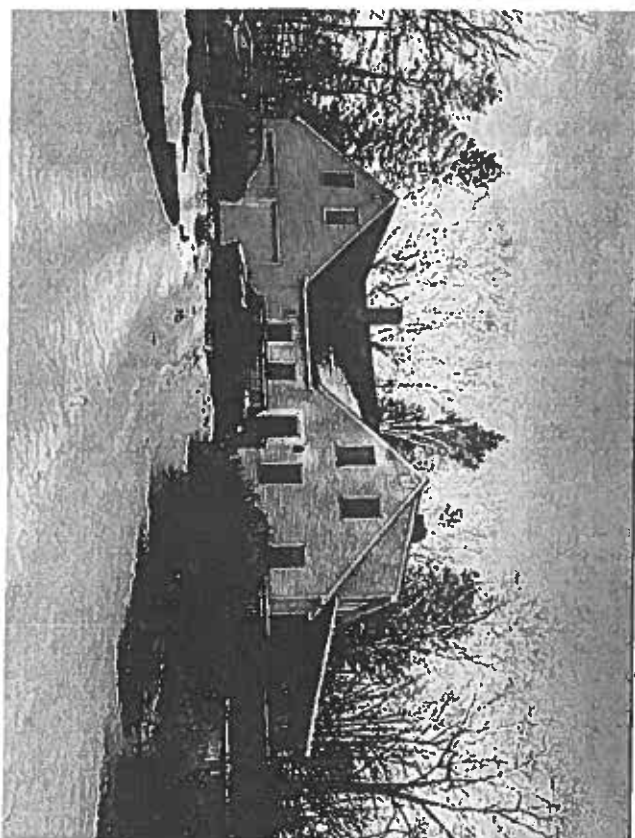
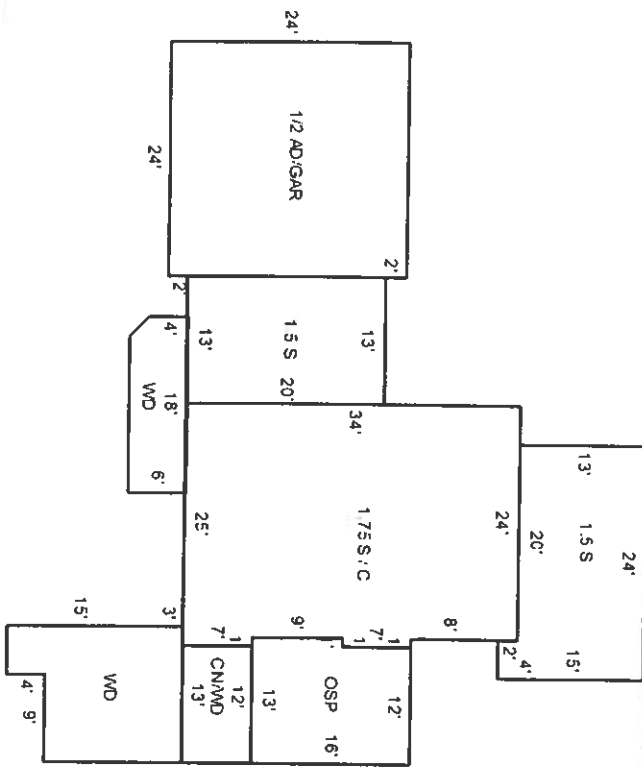
TRIO Software  
A Division of Harris Computer Systems

Date Inspected

Additions, Outbuildings & Improvements

Type	Year	Units	Grade	Cond	Phys.	Funct.	Sound Value
4 1 & 1/2 STORY FR	0	320	0 0	0	0	% 0	%
4 1 & 1/2 STORY FR	0	260	0 0	0	0	% 0	%
68 Wood Deck	0	107	0 0	0	0	% 0	%
40 OPEN SCR	0	201	0 0	0	0	% 0	%
74 WOOD DECK	0	216	0 0	0	0	% 0	%
310 CANOPY LOW	0	84	0 0	0	0	% 0	%
93 1/2 S AD/GAR	0	576	0 0	0	0	% 0	%
73 AB.GR. POOL.....	0	0	0 0	0	0	% 0	%
201 APT .....	0	0	0 0	0	0	% 0	%

1.1 ONE STORY FRAM	2. TWO STORY FRAM	3. THREE STORY FR	4.1 & 1/2 STORY	5.1 & 3/4 STORY	6.2 & 1/2 STORY	21. Open Frame Por	22. End Frame Por	23. Frame Garage	24. Frame Shed	25. Frame Bay Wind	26.1 S FR Overhan	27. Unfin Bsmnt	28. Unfin Attic	29. Finished Attic
--------------------	-------------------	-------------------	-----------------	-----------------	-----------------	--------------------	-------------------	------------------	----------------	--------------------	-------------------	-----------------	-----------------	--------------------



After





**South Berwick  
Town Council Meeting  
January 31, 2023**

Vice-Chair Jeffrey Minihan called the meeting to order at 6:30pm. Councilors present included Mallory Cook, John James, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin was also in attendance.

**Approval of Minutes**

1. Board of Assessors 1-10-23: On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to adopt the minutes as written.
2. Town Council 1-10-23: On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to adopt the minutes as written.

**Treasurer's Warrant**

1. On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to sign the warrant dated January 17, 2023 in the amount of \$241,620.76.

**Reports & Presentations**

1. York River Watershed Stewardship Plan update by Jean Demetracopoulos:  
Mrs. Demetracopoulos explained that the group is no longer called a Study Committee; it is now the Stewardship Committee. South Berwick has the least amount of land area as part of the Plan, but should still find it to be helpful with implementation of storm-water education and, therefore, help bolster the Plan itself.
2. Comprehensive Plan update & survey review: Postponed

**Public Comment**

1. Pat Robinson, Brattle St, commented that she had signed up to receive email notifications on the new website, but hasn't been receiving any. Mr. Pellerin stated that he would have the Admin Asst check on it.

**Unfinished Business**

1. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to hold a public hearing on Tuesday, February 14, 2023, at the Police Station, to receive comment on the proposed amendments to the Zoning Ordinance regarding Commercial Solar Energy Facilities.

**Town Manager's Report**

- Highway: Spent 372 hours working on storm. Used 256 tons of salt during the storm. Two large trucks were repaired in house; saving a significantly on the cost. The custodial position is still open.
- Police: Made 10 arrests, handled 10 accidents, and conducted 50 traffic stops. New Officer Sprouse started at the BLEPT 43<sup>rd</sup> Police Academy on January 20<sup>th</sup>. Sponsored a birthday party for a 5-year boy that wants to be a South Berwick Police Officer when he grows up.
- Fire: 114 calls in the last week; most storm related. 380 hours on storm related work.
- Code Enforcement: Issued 4 building permits, 4 plumbing permits, 1 demo, and 1 violation.
- Planning: Working on two projects, 406 Main St. and Samville Estates. A new 3-lot subdivision and 2 new businesses are preparing for submittal to the Board.
- Library: Starting a Coding Program for age groups on Wednesdays. Trying extended hours to 8pm to attract more use.
- Recreation: Powderhouse Hill finally opened. Snowshoe loan program has picked up. AARP will begin free tax preparation on February 10<sup>th</sup> at the Community Center.
- Assessing: GIS is live on the website. Will be sending out the personal property declaration letters with the BETE applications. Recommends a full measure and list revaluation, the last one was done in 2003.
- Town Clerk: Having a hard time filling the open position in the Business Office. Dog licenses are now late and there is a \$25 per dog late fee.

- Transfer Station: People are refusing to recycle and break down items for the bins. Received complaints that the new bags are too small; will order larger bags next time. A lot of people are refusing to show ID (residency). These plate numbers are being supplied to the Police Chief.
- Economic Development: Waiting on Augusta's approval of our TIF applications. Working with a couple businesses interested in locating on Route 236. Have secured a volunteer willing to work about 30 hours a week.
- Finance/HR: 1<sup>st</sup> round of budget meetings is complete. The Safety Committee held its first meeting on January 10<sup>th</sup>. Still waiting on more quotes for the town hall boilers.
- Administration: Reorganizing staff positions/offices for better work flow. Working on staff evaluations. RFP's for town hall are due February 1<sup>st</sup>.

### **Councilor Comments**

1. Mr. James:

- Public Works, Fire, and Police did an awesome job handling the recent storm.
- Commented that a workshop is still needed to discuss the ordinance changes for cannabis.

2. Mrs. Costella:

- Asked if the shelter would be open this weekend in light of the cold weather coming. Mr. Pellerin stated that the shelter is only open in emergencies. However, if people lose power, it may be opened as a warming station.
- Commented that the sand/salt pile at the food pantry is left uncovered. This makes it difficult for some people to get to it, especially when it gets covered in snow or saturated with rain. Mr. Pellerin will have highway look into covering the pile.
- Commented that it was 'awesome' to sit in on the staff meeting. There is a lot going on.

3. Ms. Cyr:

- Very impressed with how well our crews responded during the recent storm.
- The January 30<sup>th</sup> Comp Plan Update meeting was cancelled.

4. Mrs. Cook:

- Thankful for all the staff efforts during the recent storm.

5. Mr. Minihan:

- Commented that it was a 'great experience' attending the staff meeting.
- Glad to know that we have a warming shelter when needed. He thanked Tim for making sure it was ready for use.

### **Adjournment**

On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to adjourn the meeting at 7:08pm.

Attest:

Barbara Bennett, CCM

**A / P Warrant**South Berwick  
11:37 AM

Bank: KENNEBUNK - Operating

02/09/2023  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	46034	21,587.40	01/26/23	47	0132 BUREAU OF MOTOR VEHICLES
P	46035	1,524.00	01/26/23	47	0491 GUNSTOCK MOUNTAIN RESORT
P	46036	383,913.62	01/26/23	47	0796 COUNTY OF YORK
P	46037	184.84	01/26/23	47	1176 TREASURER STATE OF MAINE
P	46038	152.60	01/26/23	47	1185 U.S. DEPARTMENT OF THE TREASURY
P	46039	425.00	01/26/23	47	1207 MAINE MARINERS
P	46040	184.84	01/30/23	47	1176 TREASURER STATE OF MAINE
P	46041	152.60	01/30/23	47	1185 U.S. DEPARTMENT OF THE TREASURY
P	46042	43,831.49	02/03/23	47	0132 BUREAU OF MOTOR VEHICLES
P	46043	184.84	02/06/23	47	1176 TREASURER STATE OF MAINE
P	46044	152.60	02/06/23	47	1185 U.S. DEPARTMENT OF THE TREASURY
R	46045	320.50	02/09/23	47	0891 2-Way Communications Services, Inc.
R	46046	664.00	02/09/23	47	0478 AAA POLICE SUPPLY
R	46047	1,437.25	02/09/23	47	0042 ADMIRAL FIRE & SAFETY
R	46048	1,183.91	02/09/23	47	0787 ADVANTAGE TRUCK GROUP
R	46049	398.00	02/09/23	47	0917 Affinity LED Lighting
R	46050	128.00	02/09/23	47	1195 AHM-NORTHERN LIGHT DRUG TESTING
R	46051	500.00	02/09/23	47	0606 All Sports Events
R	46052	1,574.20	02/09/23	47	0002 ALLIED EQUIPMENT LLC
R	46053	444.00	02/09/23	47	0200 AMERIFLEX
R	46054	27,009.32	02/09/23	47	0059 ANTHEM BLUE CROSS BLUE SHIELD
R	46055	10,697.50	02/09/23	47	1219 AR SEPTIC SOLUTIONS & EXCAVATION
R	46056	2,180.16	02/09/23	47	0054 BAKER & TAYLOR
R	46057	3,000.00	02/09/23	47	1212 BC FORESTRY LLC
R	46058	88.33	02/09/23	47	0686 Beauregard Equipment, INC.
R	46059	7,876.00	02/09/23	47	0012 BERNSTEIN, SHUR, SAWYER & NELSON
R	46060	1,995.00	02/09/23	47	0018 BURKE'S TREE SERVICE LLC
R	46061	326.17	02/09/23	47	0062 BUSINESS EQUIPMENT UNLIMITED
R	46062	234.33	02/09/23	47	0048 Capital One
R	46063	4,672.36	02/09/23	47	0183 CENTRAL MAINE POWER
R	46064	56.04	02/09/23	47	1026 CHADWICK-BAROSS
R	46065	302.33	02/09/23	47	1150 CHAPPELL TRACTOR
R	46066	714.55	02/09/23	47	1158 CINTAS CORP
R	46067	200.00	02/09/23	47	1210 CLARK, NICOLE
R	46068	1,432.50	02/09/23	47	1189 COACH COMPANY
R	46069	525.80	02/09/23	47	0142 COLONIAL LIFE & ACCIDENT INS.
R	46070	1,651.00	02/09/23	47	0910 COMFORT SYSTEMS USA
R	46071	2,772.00	02/09/23	47	0181 CONSOLIDATED COMMUNICATIONS
R	46072	2,561.34	02/09/23	47	0106 CONSTELLATION NEW ENERGY
R	46073	31.65	02/09/23	47	0726 CONSUMER REPORTS
R	46074	3,625.00	02/09/23	47	1208 DB TREE
R	46075	756.00	02/09/23	47	1209 DESPRES, MARIBEL
R	46076	750.00	02/09/23	47	0448 DIRIGO SAFETY, LLC
R	46077	270.94	02/09/23	47	0067 DJ'S MUNICIPAL SUPPLY
R	46078	125.00	02/09/23	47	1211 EDCM
R	46079	200.00	02/09/23	47	0911 FADDEN CUSTOM PEST SERVICES LLC
R	46080	157.20	02/09/23	47	0164 FASTENER WAREHOUSE
R	46081	15.00	02/09/23	47	0036 FIRE TECH & SAFETY OF NE, INC

**A / P Warrant**South Berwick  
11:37 AM

Bank: KENNEBUNK - Operating

02/09/2023  
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	46082	221.44	02/09/23	47	1169 GREAT WORKS INTERNET-GWI
R	46083	330.64	02/09/23	47	0168 HOME DEPOT CREDIT SVCS
R	46084	145.00	02/09/23	47	0209 HUSSEY SEPTIC
R	46085	125.00	02/09/23	47	0298 JACK'S TOWING SERVICE
R	46086	75.00	02/09/23	47	0699 JANELLE , JENNIFER
R	46087	1,348.78	02/09/23	47	0046 KOFIE TECHNOLOGIES INC
R	46088	758.20	02/09/23	47	1216 MAINE AIR POWER, INC
R	46089	35.00	02/09/23	47	0504 MAINE ANIMAL CONTROL ASSOCIATION
R	46090	226.00	02/09/23	47	0659 Maine Battery
R	46091	300.00	02/09/23	47	0420 MAINE CHIEFS OF POLICE ASSOCIATION
R	46092	2,992.25	02/09/23	47	0179 MAINE DEPARTMENT OF INLAND FISHERIES AND WILD LIFE
R	46093	122.10	02/09/23	47	0127 MAINE MUNICIPAL ASSOCIATION
R	46094	8,702.00	02/09/23	47	0139 MAINE MUNICIPAL ASSOCIATION
R	46095	5,431.39	02/09/23	47	0141 MAINE MUNICIPAL ASSOCIATION
R	46096	728,737.74	02/09/23	47	0129 MAINE SAD 35
R	46097	75.00	02/09/23	47	1187 MCCABE, JENI
R	46098	1,292.54	02/09/23	47	0475 MCFARLAND SPRING CORP.
R	46099	5,740.99	02/09/23	47	1215 MHQ, INC
R	46100	428.43	02/09/23	47	0084 MICK BODYWORKS INC
V	46101	0.00	02/09/23	47	0455 MORTON SALT
R	46102	61,678.64	02/09/23	47	0455 MORTON SALT
R	46103	106.50	02/09/23	47	0284 NEPTUNE UNIFORMS & EQUIPMENT
R	46104	524.43	02/09/23	47	0255 NORTHEAST HYDRAULICS INC
R	46105	120.30	02/09/23	47	0044 OFFICE OF INFORMATION TECH A/P
R	46106	266.24	02/09/23	47	0944 O'REILLY FIRST CALL
R	46107	5,817.40	02/09/23	47	0088 P GAGNON & SONS INC
R	46108	75.00	02/09/23	47	1071 PELLERIN, TIMOTHY
R	46109	241.14	02/09/23	47	0915 PINE STATE ELEVATOR COMPANY
R	46110	16,067.33	02/09/23	47	0572 PINE TREE WASTE, INC
R	46111	95.97	02/09/23	47	0232 QUILL CORPORATION
R	46112	485.12	02/09/23	47	0204 READY REFRESH
R	46113	75.00	02/09/23	47	0167 REDIMARKER, JAY
R	46114	598.00	02/09/23	47	1133 REP ENTERPRISES GREENLAND
R	46115	920.00	02/09/23	47	0115 SAMMIE HAYNES
R	46116	178.22	02/09/23	47	0254 SANEL AUTO PARTS
R	46117	5,119.79	02/09/23	47	1217 SEACOAST FUEL INJECTION, INC
R	46118	11,370.85	02/09/23	47	1171 SEBAGO TECHNICS
R	46119	996.60	02/09/23	47	0184 SOUTH BERWICK SEWER DISTRICT
R	46120	208.00	02/09/23	47	0203 SOUTH BERWICK WATER DISTRICT
R	46121	3,976.37	02/09/23	47	0195 SOUTHERN MAINE PLANNING & DEVLOPMENT, INC
R	46122	1,609.26	02/09/23	47	0226 SOUTHWORTH MILTON INC
R	46123	148.77	02/09/23	47	0936 STAPLES-LIBRARY ACCOUNT
R	46124	5,219.30	02/09/23	47	0095 STELLAR NETWORKS
R	46125	15.00	02/09/23	47	0143 TREASURER OF STATE-CONCEALED FIREARMS
R	46126	1,260.90	02/09/23	47	1173 TREASURER, STATE OF MAINE
R	46127	1,358.00	02/09/23	47	1214 TRUE BRIGHT ELECTRIC LLC
R	46128	1,513.90	02/09/23	47	0656 U.S Postal Service

# A / P Warrant

South Berwick  
11:37 AM

Bank: KENNEBUNK - Operating

02/09/2023  
Page 3

Type	Check	Amount	Date	Wrnt	Payee
R	46129	280.00	02/09/23	47	1218 UNIVERSAL PROPERTY MANAGEMENT, LLC
R	46130	258.38	02/09/23	47	1089 VILLAGE MOTORS
R	46131	8,469.18	02/09/23	47	1175 WELCH OIL, LLC
R	46132	2,854.29	02/09/23	47	0100 WEX BANK
R	46133	10.00	02/09/23	47	1213 WILLETTE, ALICE
R	46134	8,191.50	02/09/23	47	0102 YORK AMBULANCE ASSN INC
R	46135	19.00	02/09/23	47	0066 YORK COUNTY REGISTRY OF DEEDS
<b>Total</b>		<b>1,430,385.09</b>			

## Count

Checks	101
Voids	1

This is to certify that there is due and chargeable to the appropriations listed above the sum set against each name and you are directed to pay unto the parties name in this schedule as signed by the Town Council below:

Melissa Costella \_\_\_\_\_ John James \_\_\_\_\_

Jeff Minihan \_\_\_\_\_ Jessica Cyr \_\_\_\_\_

Mallory Cook \_\_\_\_\_

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TOWN MANAGER** \_\_\_\_\_



# TOWN COUNCIL

## *Agenda Information Sheet*

<b>Meeting Date: January 24, 2023</b>	<b>Presentation #2</b>
<b>Agenda Item:</b> Comprehensive Plan Update and Survey Results	
<b>Staff Recommendation:</b>	
SMPDC consultants will present a Comprehensive Plan Update, including the results of the South Berwick Community Survey. This is an opportunity for the Town Council to review the results, ask questions and provide general feedback to both the consultants and the Comprehensive Plan Committee. No action is needed.	
<b>Town Manager's Recommendation:</b>	
SMPDC consultants will present a Comprehensive Plan Update, including the results of the South Berwick Community Survey. This is an opportunity for the Town Council to review the results, ask questions and provide general feedback to both the consultants and the Comprehensive Plan Committee. No action is needed.	
<b>Requested Action:</b>	
No action is needed.	
<b>Vote</b>	

# South Berwick Community Opinion Survey Results Summary / Comprehensive Plan

January 2023



**Prepared by:**

Southern Maine Planning and Development Commission

**Prepared for:**

South Berwick Comprehensive Plan Committee



*Town of South Berwick*

180 MAIN STREET  
SOUTH BERWICK, MAINE 03908-1535  
TEL. 207-384-3300  
FAX: 207-384-3303



# Key Takeaways

## ***South Berwick residents are engaged and responsive.***

- The committee received approximately 1,230 survey responses! This represents an excellent 16.5% of the town's total population (est. 7,460 as of 2020 Decennial Census).
- Slightly more than half of all surveys were completed online, with more than 500 hard copy surveys submitted.

## ***South Berwick is concerned about traffic and congestion.***

- 75% of respondents strongly agree that traffic congestion and safety is a serious issue facing South Berwick in the next 5 years.
- 65% of respondents include maintenance and upgrading of roads in their top 5 priorities for municipal spending.
- 85% believe improved town roads are important to have available in the future.

## ***South Berwick values the historic village and small-town nature of the community.***

- 78% say the "small town character" is why they enjoy living in South Berwick.
- About 70% of respondents think "keeping town as it is" is very desirable or somewhat desirable. Over 70% of respondents say a walkable village downtown is desirable as well.
- Single-family homes remain the most desirable residential form of development.

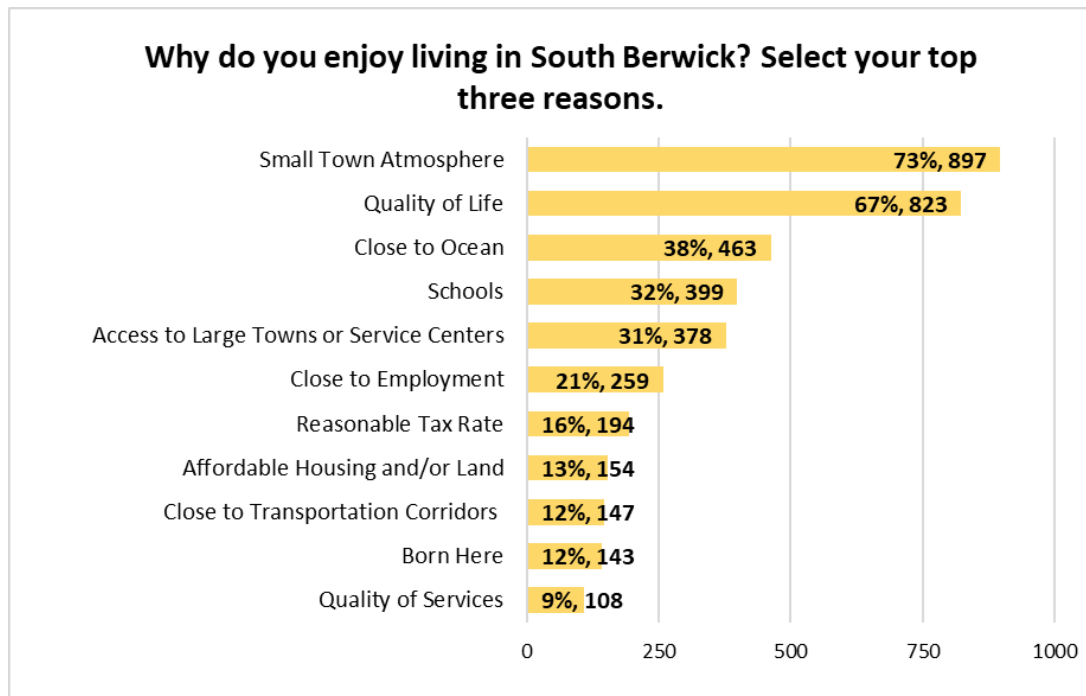
## ***South Berwick values open space & natural resources.***

- Over 75% say open space and wildlife areas are important to have available in the future.
- 69% say Maintaining Open Space is a serious challenge for the town in the next 5 years.
- More than 50% of respondents thought it was important to allocate local tax dollars to the preservation and creation of natural resources & recreation assets in every category.

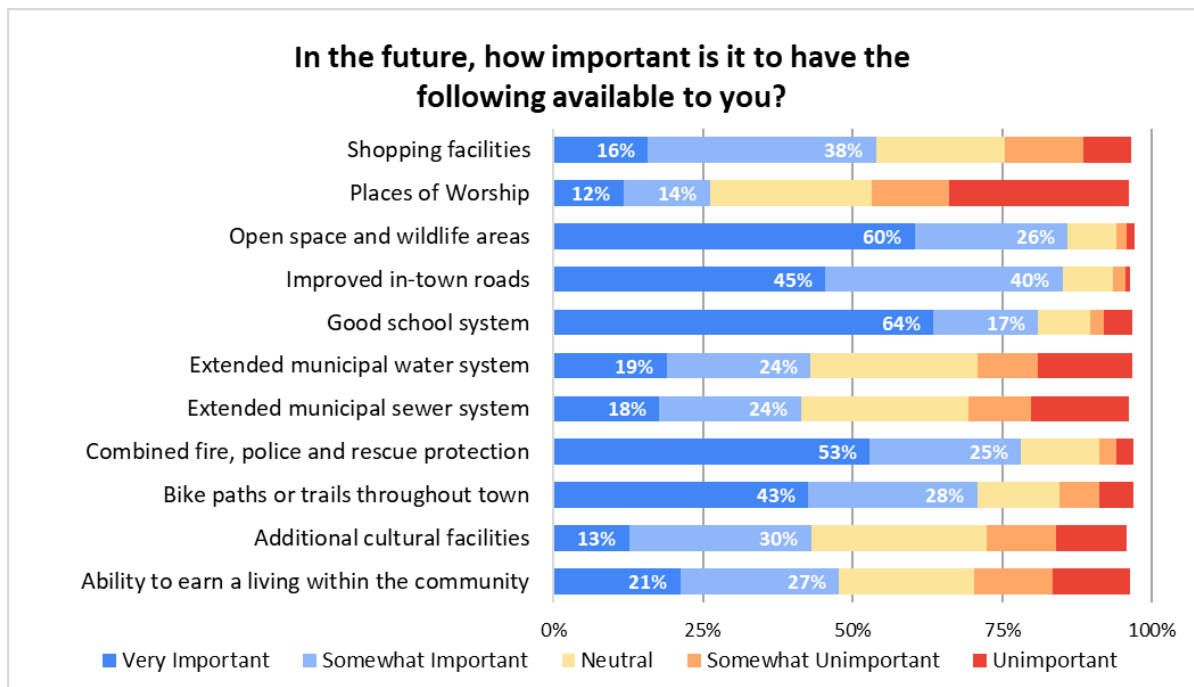
## ***South Berwick supports reasonable development and growth.***

- Over 75% of respondents believe maintaining rural character will be a serious challenge facing South Berwick in the next 5 years.
- 33% of respondents thought residential growth in the last 10 years has been too rapid. 20% thought commercial growth in the same period wasn't fast enough.
- Over 50% of respondents thought restaurants, retail stores, arts & cultural centers and essential serves were all desirable commercial development.

## General Opinions



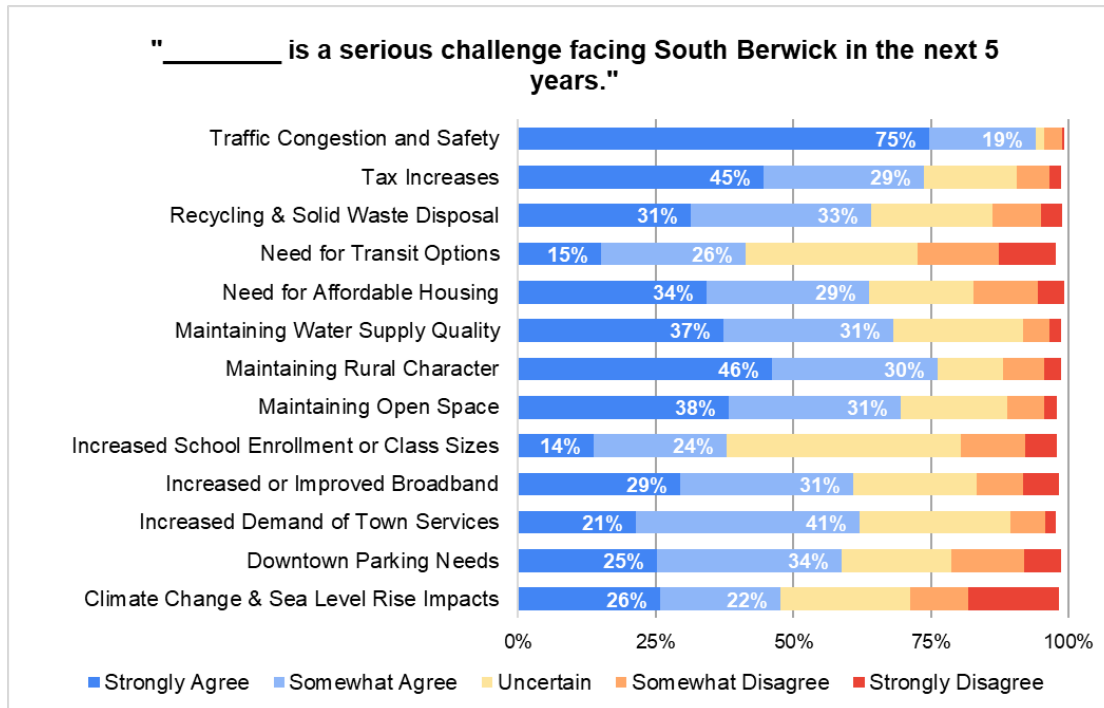
- The reasons respondents from the 2022 survey enjoy living in South Berwick is close to the same as it was in 2003, with the top 5 reasons ranking in the same order both years.



- In 2022, top items are **1) Open space and wildlife areas (86%) 2) Improved Town Roads (85%) 3) Good school system (81%) 4) Combined fire, police and rescue protection (81%) 5) Bike paths through town (71%)**

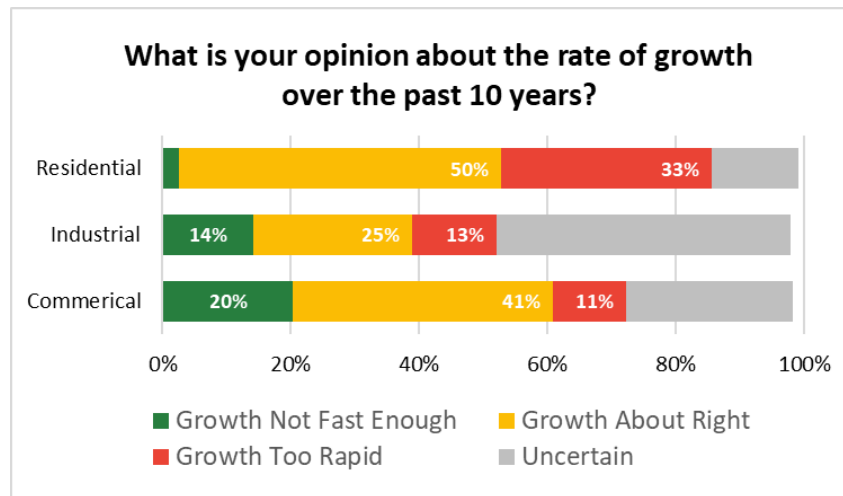
## South Berwick Community Opinion Survey Results Summary January 2023

- In the 2003 survey, top items were **1) Good Fire Department** (78% VI) **2) Good Police department** (72% VI) **3) Good School system** (72% VI) **4) Open space and wildlife areas** (51% VI) and **5) Combined fire, police and rescue protection** (44% VI).
- **Improved In-Town Roads** ranked very important at 45%, representing a jump from 23% in 2003.



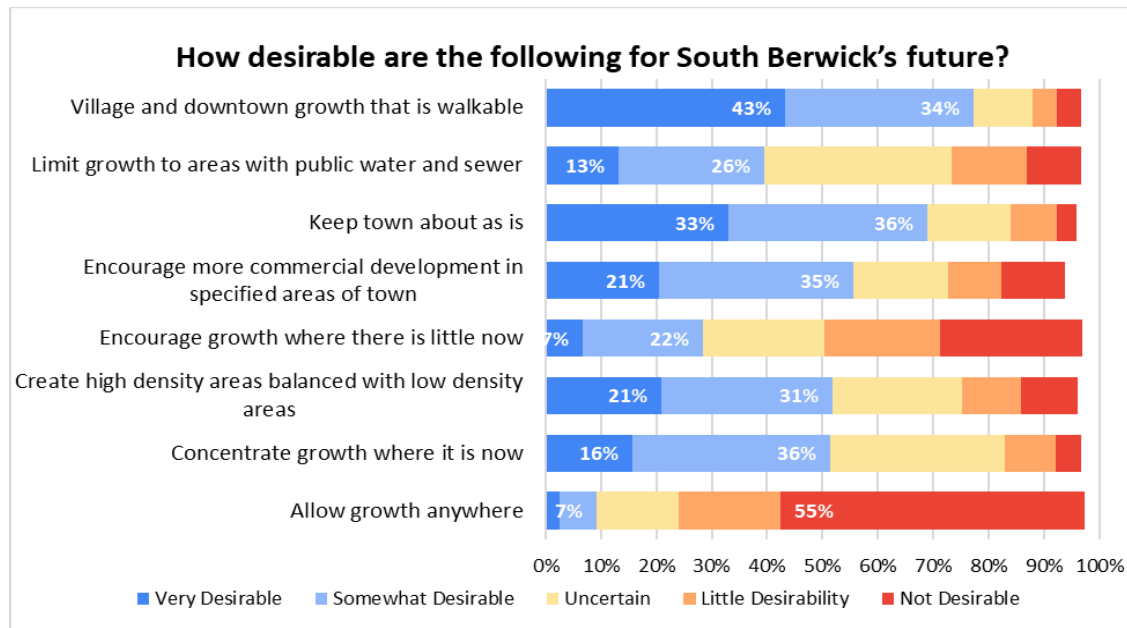
- Our 2022 survey shows that **Traffic Congestion and Safety** remains a serious challenge with 75% who strongly agree, and another 19% who somewhat agree. In 2003, 80% of respondents strongly agreed that **Traffic** is a serious challenge, with another 15% who somewhat agree. Clearly, concerns about this have not been swayed.
- In 2022, 45% of the respondents strongly agreed that **Tax Increases** were a serious challenge, representing a drop from 2003, where 60% of respondents strongly agreed that **Tax Increases** were a serious challenge.
- Concerns about **Maintaining Rural Character** remained the same, with 46% of respondents who strongly agreed in both 2022 and 2003 and 30% and 27% somewhat agreeing respectively.

## Development & Growth



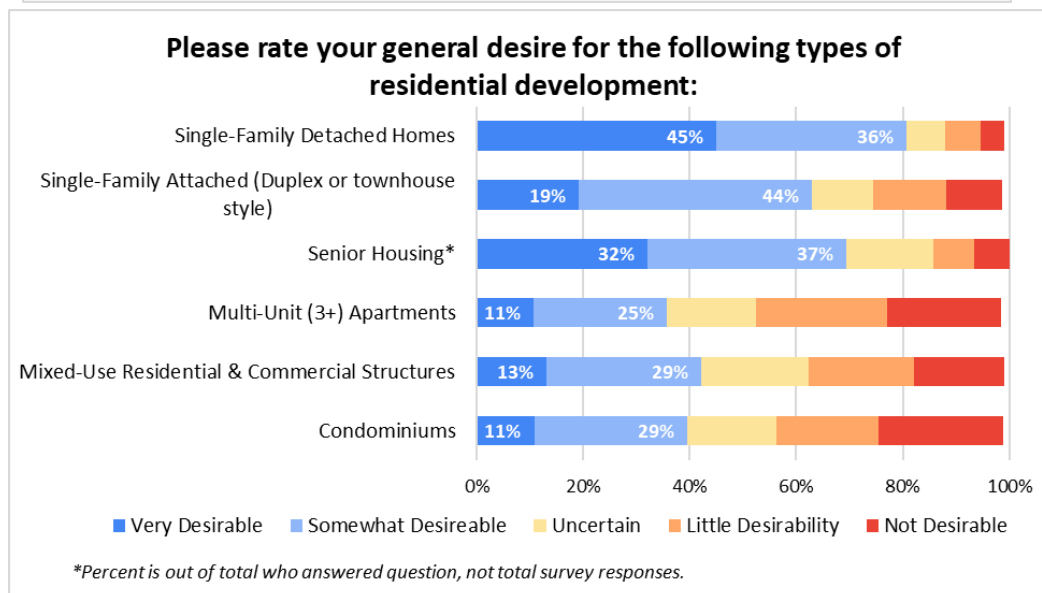
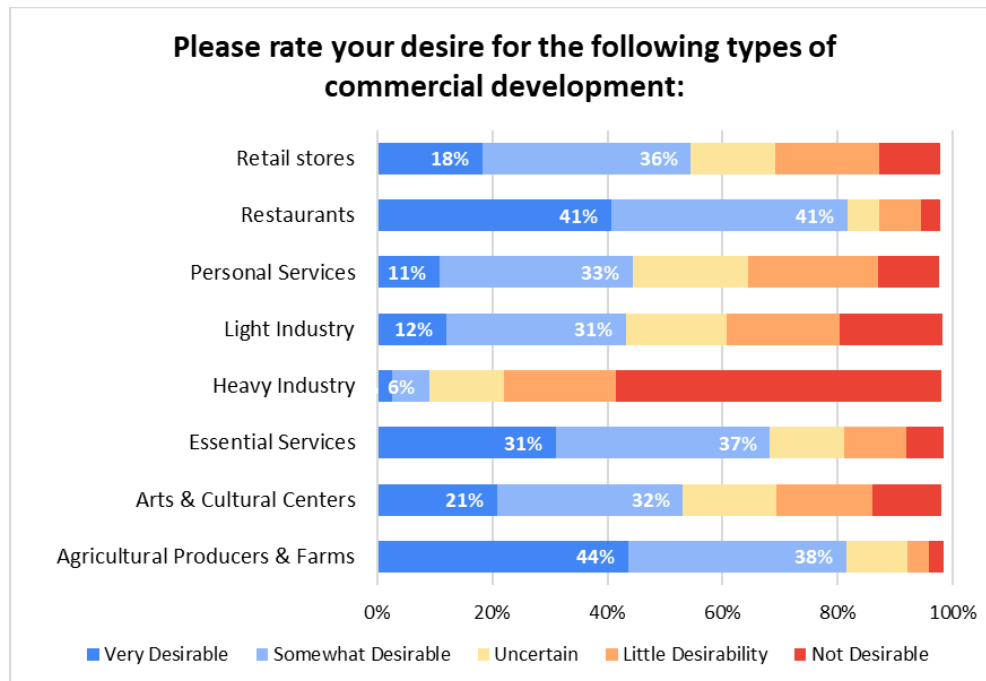
- In 2022, respondents said **residential growth was too rapid**, at 33%, represents a significant drop from 63% in 2003. That said, 50% in 2022 **said residential growth was about right**.
- Sentiments are similar for commercial growth in 2022, where 20% responded that **commercial growth was not fast enough** and 41% responded that **commercial growth was about right**.
- In 2022, the desire for industrial development has dropped by almost half from in 2003, where over 30% of respondents **thought that commercial and industrial growth was not fast enough**.
- Interestingly, 48% in 2022 responded **uncertain about industrial growth**.

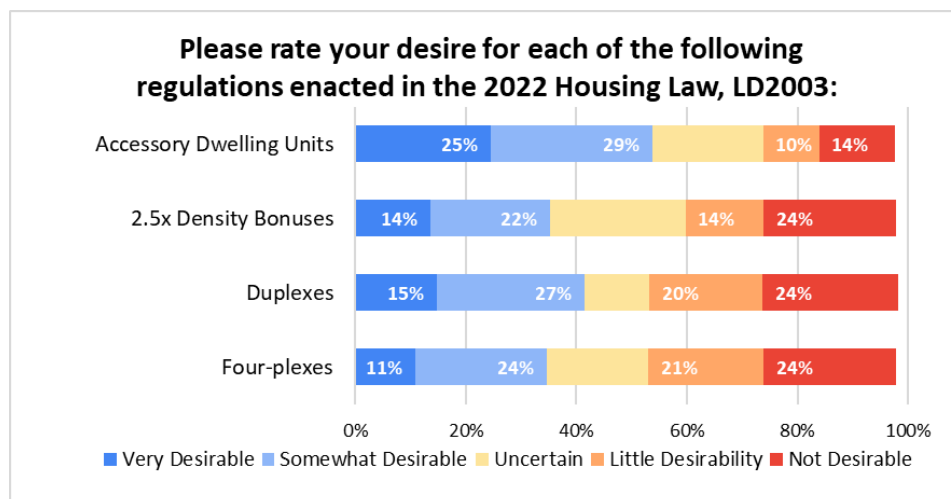
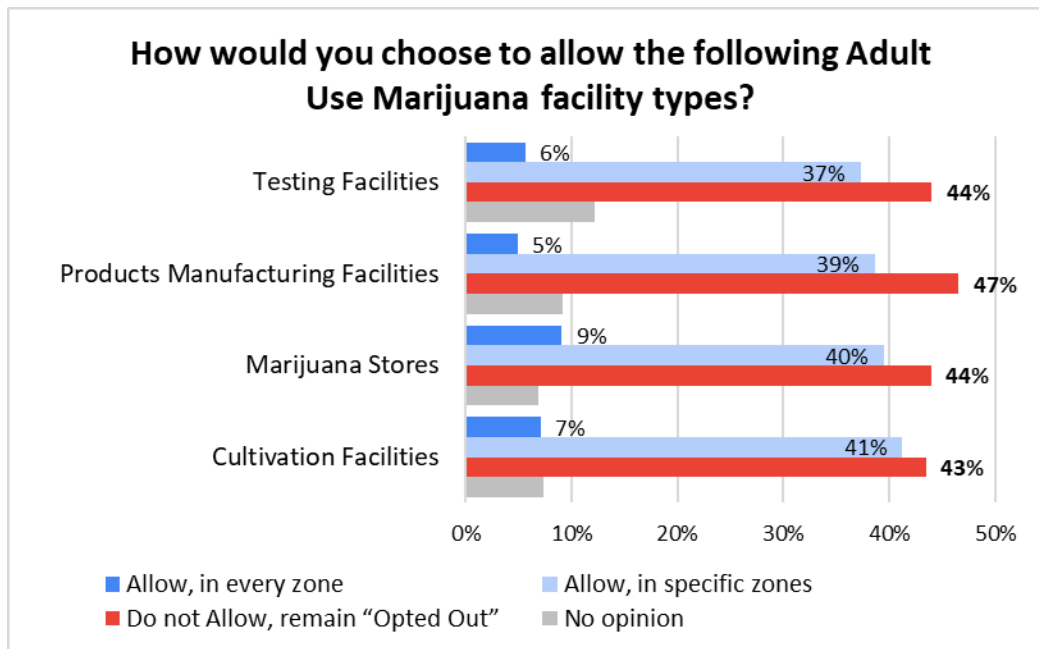
## South Berwick Community Opinion Survey Results Summary January 2023



- The new survey options in the 2022 survey showed that respondents' areas of desirability for the community were **"village and downtown growth that is walkable"** at 77% and **"encourage more commercial growth in specified areas of town"** at 56%. Both were perceived as more desirable than most other options.
- Overall, sentiments about development patterns in 2022 are similar to 2003.
- **Keeping town about as it is** was most desirable in 2022 is at 33%, representing a slight decrease from 2003 at 40%.
- 13% in 2022, said **limiting growth to areas with public water and sewer** was very desirable, whereas 19% in 2003. In both years, about 25% saw it as somewhat desirable.
- **Encourage growth where there is little now**, and **allowing growth everywhere** were undesirable in both surveys.

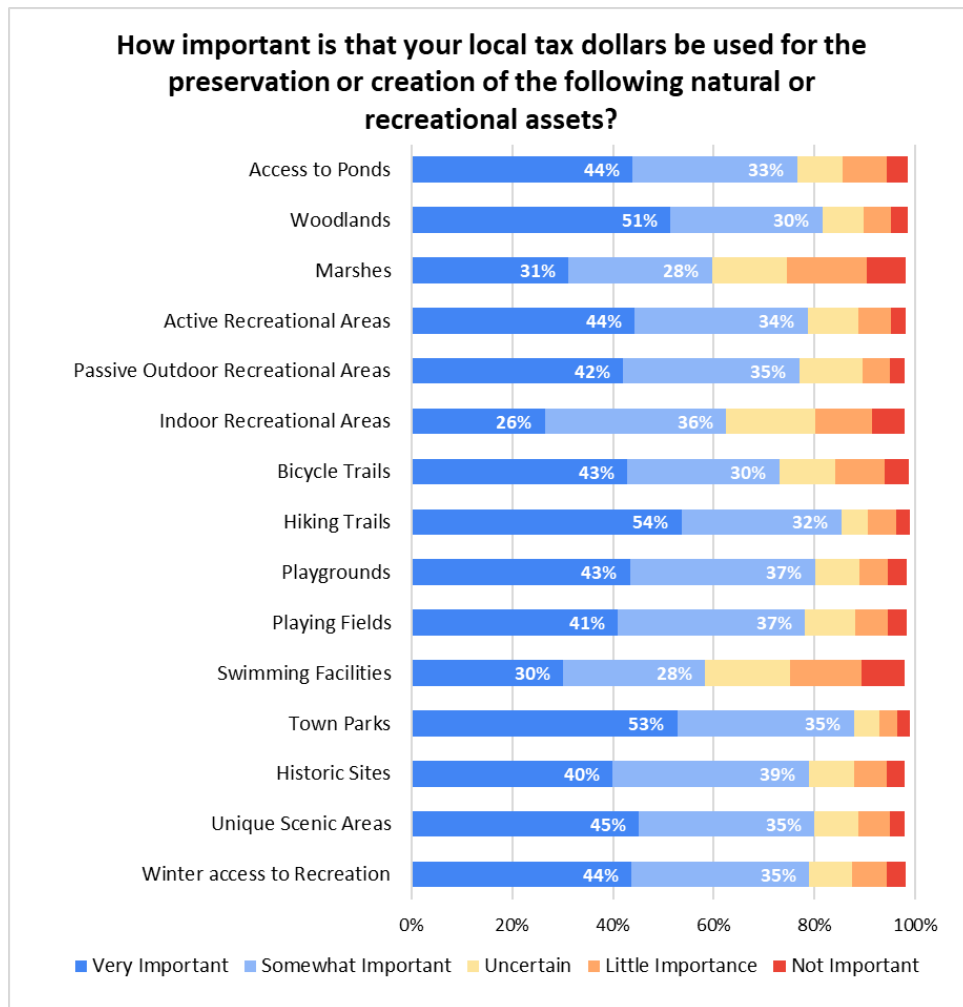
**South Berwick Community Opinion Survey  
Results Summary January 2023**





# South Berwick Community Opinion Survey Results Summary January 2023

## Town Services & Taxes

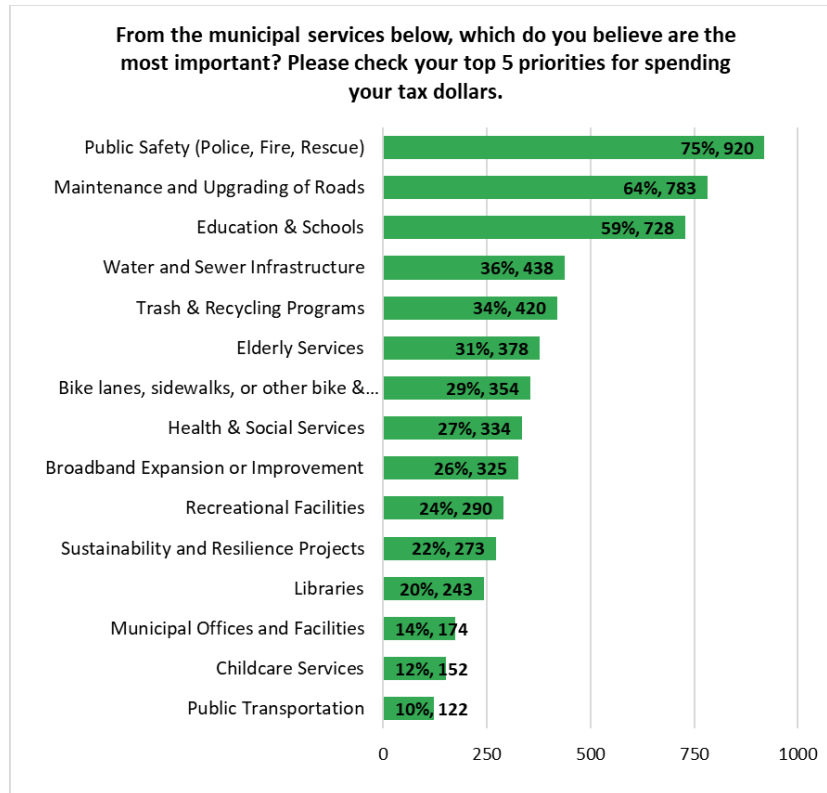


Natural or Recreational Asset	2003 % Very Important
Access to ponds	17%
Woodlands	31%
Marshes	16%
Active recreational areas	19%
Passive outdoor recreational areas	22%
Indoor recreational facilities	12%
Bicycle trails	21%
Hiking trails	22%
Playgrounds	23%
Playing fields	21%
Swimming facilities	15%
Town parks	29%
Historic sites	22%
Unique scenic areas	26%

- 2022 respondents showed that the **importance of spending tax dollars on the preservation and creation of natural and recreational assets** has increased significantly across the board since 2003.
- For almost every asset, the number of respondents in 2022, who think **the preservation and/or creation of natural and recreational assets** is very important has almost doubled since 2003.

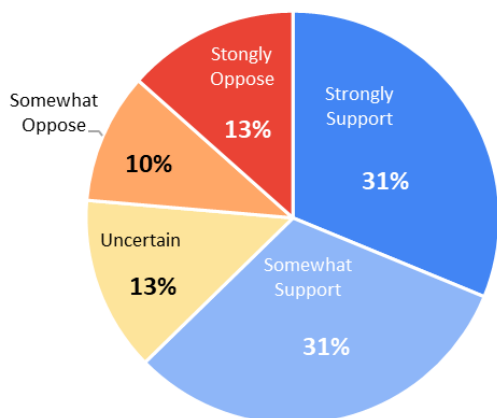


## South Berwick Community Opinion Survey Results Summary January 2023

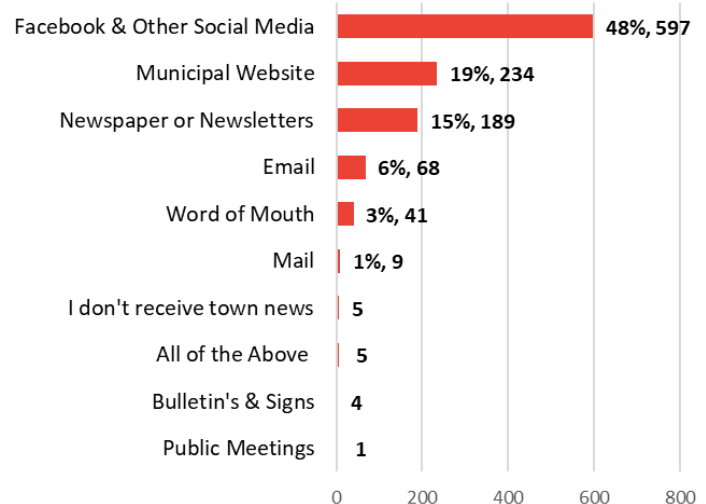


- Sentiments in 2022 are comparable to what respondents said in 2003, with **Public Safety and Maintenance and upgrading of roads** ranking highest in both surveys. **Schools** ranked third in 2022, whereas **Water and Sewer infrastructure** ranked higher than **Schools** in 2003.

Would you support the expenditure of Town funds, even if taxes go up, to acquire and protect more open space, either through the purchase of land and/or easements?

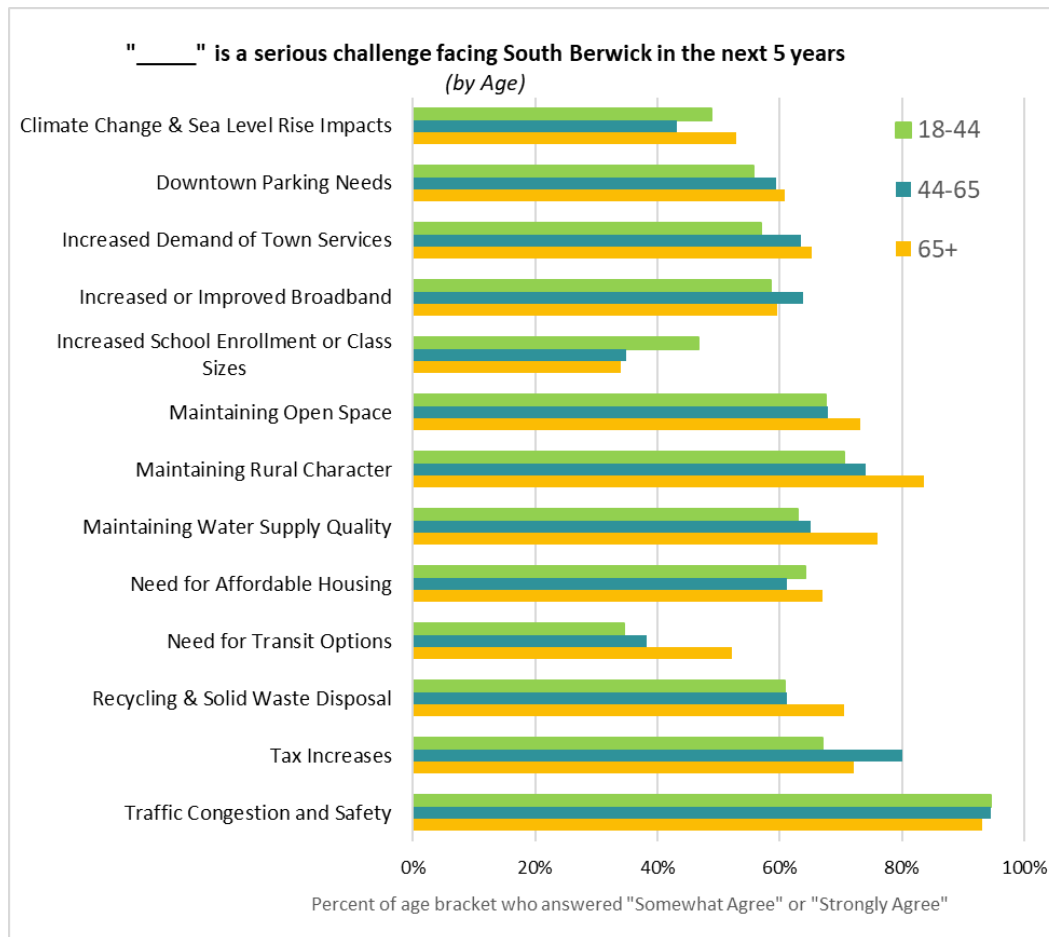


How do you hear news about town business, events, or happenings?



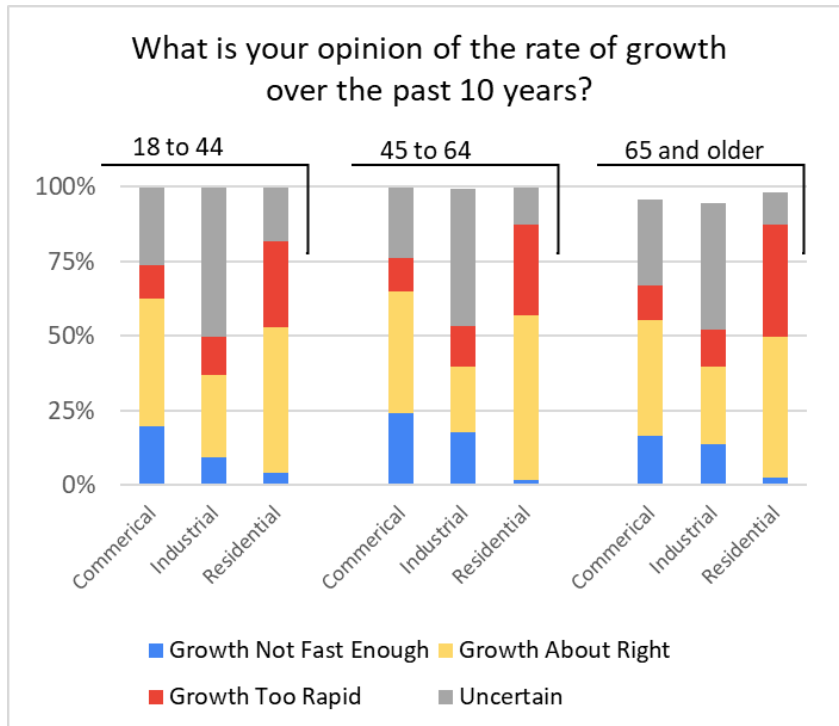
# South Berwick Community Opinion Survey Results Summary January 2023

## Responses by Age

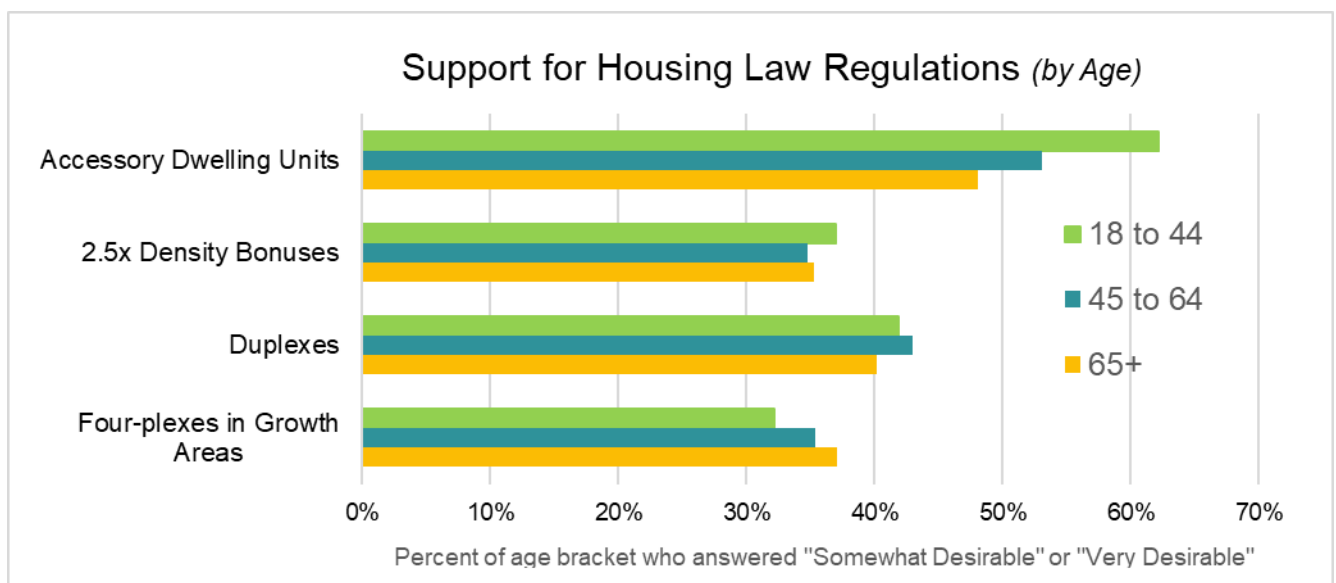


- Almost all respondents agree that ***Traffic Congestion and Safety*** is an issue, regardless of age.
- Respondents over 65 are more concerned about ***Maintaining Rural Character*** than other age groups.
- Respondents over 65 are more concerned about the ***Need for Transit Options*** than other age groups, pointing to the need for transit for other populations without access to vehicles or drivers.

**South Berwick Community Opinion Survey  
Results Summary January 2023**

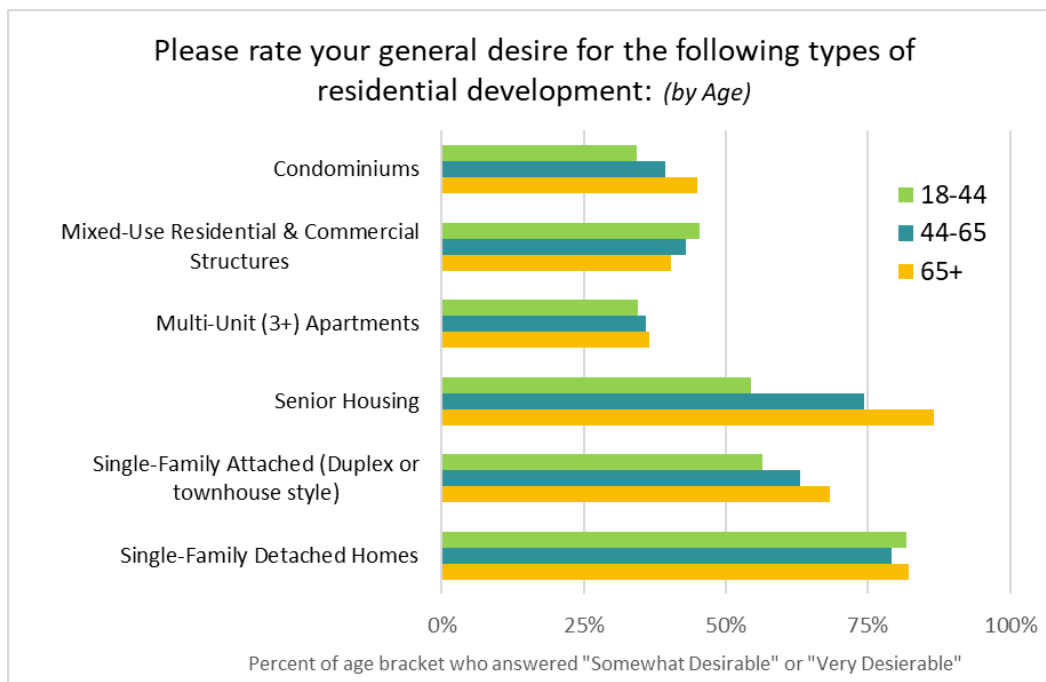
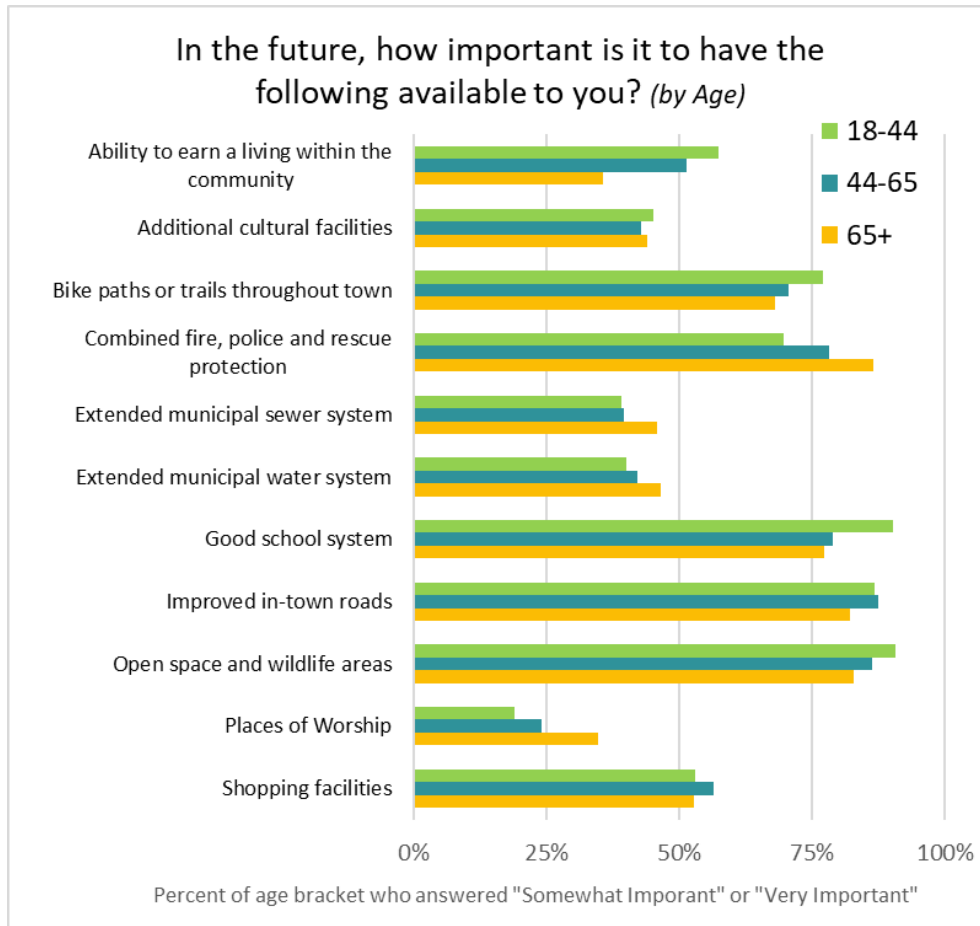


- Opinions about the rate of growth are similar across age groups. Those under 65 had a slightly stronger desire for more commercial development.

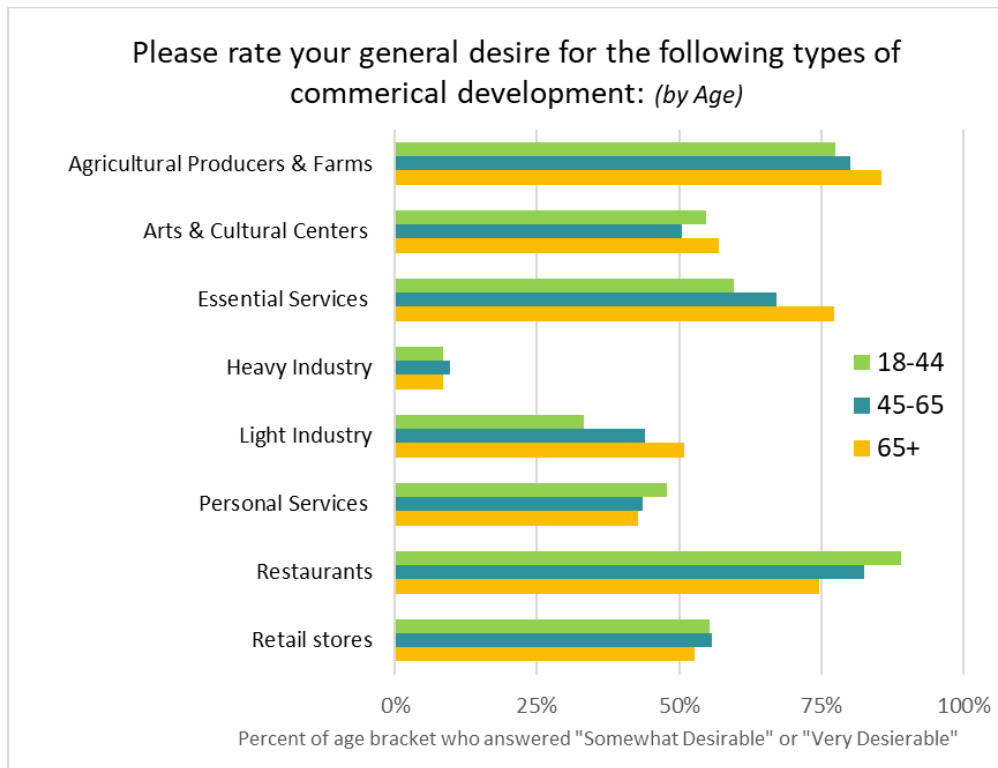


- Those ages 18-44 had the strongest desire for accessory dwelling units allowed throughout the community.
- Less than half of all respondents through the rest of the housing regulations were desirable, with little difference regardless of age group.
-

**South Berwick Community Opinion Survey  
Results Summary January 2023**



**South Berwick Community Opinion Survey**  
**Results Summary January 2023**

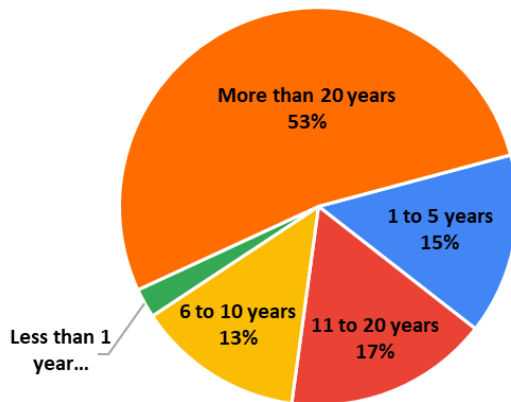


# South Berwick Community Opinion Survey Results Summary January 2023

## Demographics

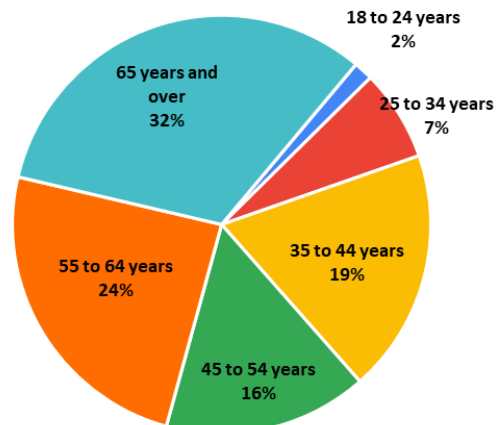
Residency Status	Count	Percent
Year-round resident (more than 6 months/year)	1170	95%
Seasonal resident (less than 6 months/year)	23	2%
Non-resident property owner	18	1%
Non-resident business owner	2	0%
No Answer	18	1%

**How many years have you lived in South Berwick?**



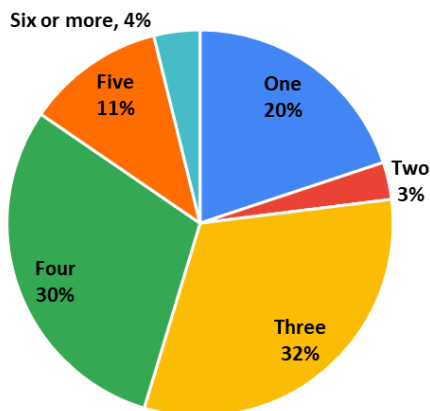
Percents are out of total answers, not total respondents.  
2% of respondents did not answer.

**What is your present age?**



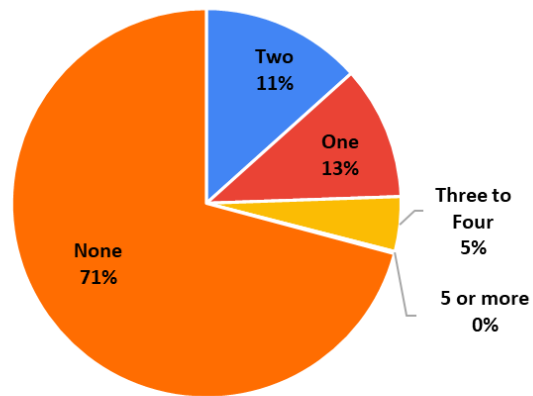
Percents are out of total answers, not total respondents.  
2% of respondents did not answer.

**How many people live in your household?**



Percents are out of total answers, not total respondents.  
45% of respondents did not answer.

**How many children do you have in school (K-12)?**

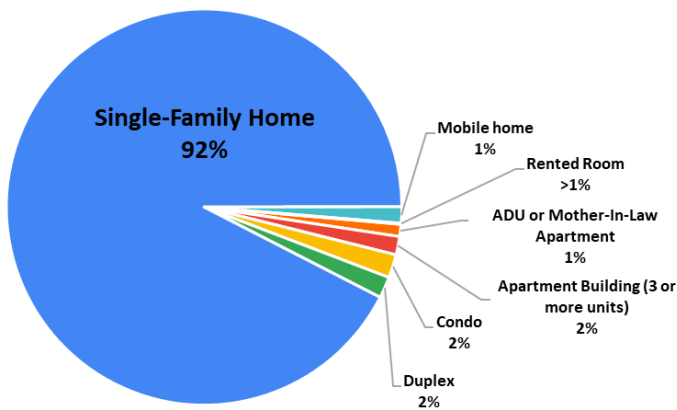


Percents are out of total answers, not total respondents.  
7% of respondents did not answer.

## South Berwick Community Opinion Survey Results Summary January 2023

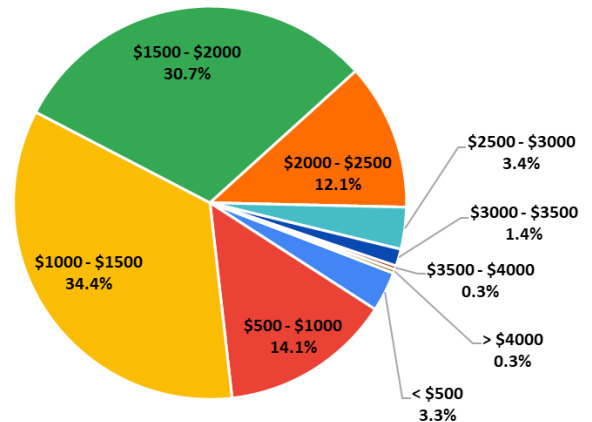
Do you own or rent your primary residence?		
Own	1160	94%
Rent	45	4%
No Answer	26	2%

What type of home do you live in?



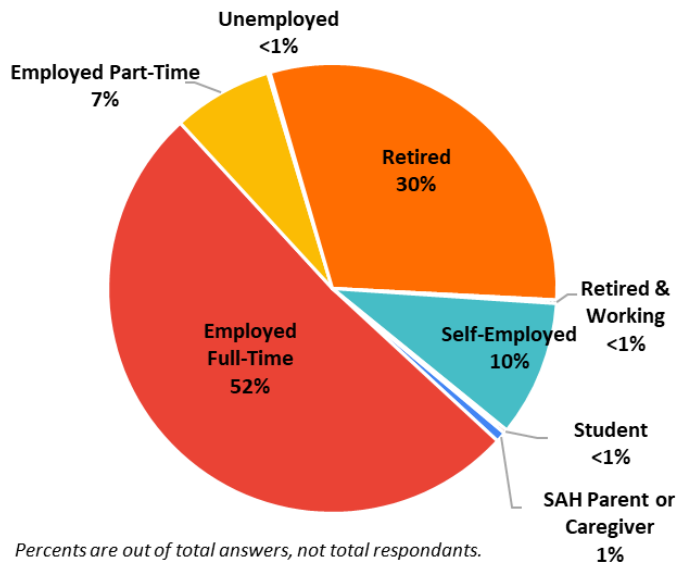
Percents are out of total answers, not total respondents.  
2% of respondents did not answer.

How much is your monthly rent or mortgage?



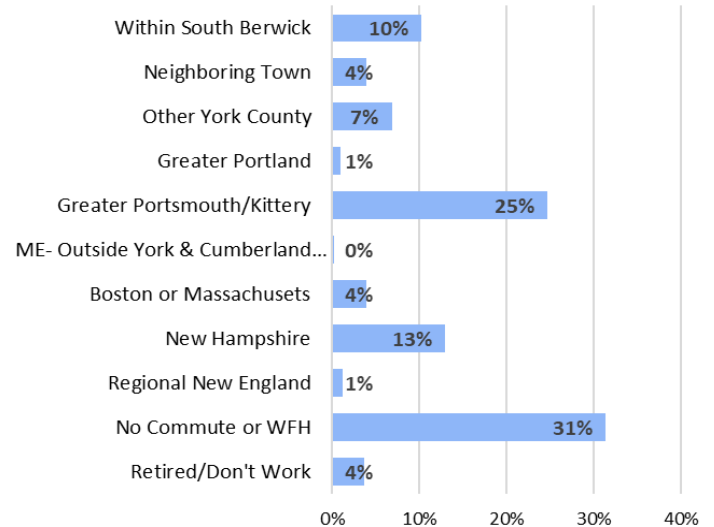
Percents are out of total answers, not total respondents.  
48% of respondents did not answer.

Describe your employment status:



Percents are out of total answers, not total respondents.  
3% of respondents did not answer.

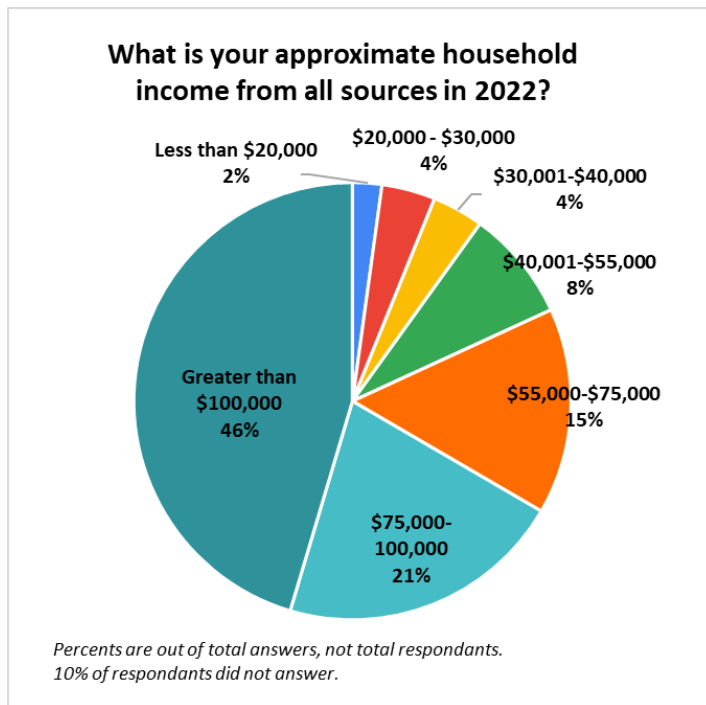
Describe your work commute:



Percents are out of total answers, not total respondents.  
3% of respondents did not answer.

- **Describe your work commute:** Low number of “Retired/Don’t Work” responses compared to the employment status question is due to “Retired” not being an option in the work commute question. Some respondents entered “Retired” as an “Other” option, but many likely responded “No Commute/WFH” which was intended for working adults with no commute.

**South Berwick Community Opinion Survey  
Results Summary January 2023**







Memo: January 18, 2023

To: Tim Pellerin, South Berwick Town Manager; Denise Clavette, Economic and Community Development Director; South Berwick Town Council

From: Paul Schumacher, Executive Director, Southern Maine Planning and Development Commission (SMPDC)

**Re: South Berwick Comprehensive Plan Update**

SMPDC is approaching the end of the first and second phases of the Comprehensive Plan update. I wanted to provide the Council with a quick update on where we are before we enter into some larger community outreach efforts in the early spring and then work on goals, policies and strategies to follow.

- First, it has been a great Committee to work with which is reflected in the fact we are on schedule and more than on budget. We greatly appreciate Council member participation and input at the meetings.
- We have two inventory sections to complete (Land Use and Fiscal Capacity) and then we should essentially be done with the inventory except for some editing and clean up.
- We had a budget of \$28,400 and have currently spent about \$18k. Between finishing the remainder of the inventory and conducting outreach (described below) we would likely be able to finish the plan with a small additional allotment which we envisioned when starting the plan. The entire cost for the plan seems to be actually less than we envisioned when we started. I am happy to discuss the details with Tim, Jennifer, Denise and the Council when you like, as I know you are in budget season.
- We anticipate holding a public informational meeting sometime in March. The Committee also discussed holding possibly four focus group sessions (one meeting each) on specific topics (such as Natural Resources/Conservation, Housing, Economic Development, etc) with knowledgeable folks from those topic areas and some of the public. We want keep those discussions targeted and timely.
- We foresee a plan completion date of late summer early fall if we can continue to work at our same pace.
- Finally, we have included the Survey Results which provide the Council and the public a snapshot of the community.

I would be happy to answer any questions you might have.



**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: 2/14/2023</b>	<b>UB #1</b>
<b>Agenda Item: Request for Proposals for Town Office Study and Needs Assessment</b>	
<b>Department Head Recommendation: Town Manager</b>	
<p>We received 3 proposals from the RFP that was sent out for the Facility Study and Needs Assessment for the Town Hall. After scoring all three and with reviews done by the staff one proposal was eliminated due to the high cost, which was over \$20,000.00 more than the other two proposals.</p> <p>The final two proposals submitted were set up with Zoom interviews. Port City Architecture was scheduled on 2/9 and Haley Ward on 2/13.</p> <p>We will be presenting both proposals to the council for your review and choice.</p>	
<b>Town Manager's Recommendation</b>	
<p>After interviewing both companies with administrative staff and two Councilors, we will be prepared to make a recommendation for one of the proposals to move forward and be funded through the CIP account.</p>	
<b>Requested Action</b>	
<p>Motion to award the project with funds of no more than \$X to come from the Town Hall CIP Account.</p>	
<b>Vote</b>	



**Date: February 6, 2023 Revision #8**

**Zoning Ordinance Amendment:  
Proposal of § 140-67.2 Performance Standards for Solar Farms - Draft**

§ 140-67.2 Performance Standards for Solar Farms.

a) Due to the large land areas required for solar farms, the potential negative impacts to the environment and to protect surrounding properties from impacts such as glare and visual disturbance, all solar farms are subject to:

- Article V - Performance Standards Applicable to All Uses;
- § 140-77 Site Plan Review
- § 140-48 Shoreland Zoning

Solar farms shall also comply with the following standards:

1. Land Disturbance: All Solar Farms require site plan review and approval from the Planning Board prior to any land disturbance, including tree removal, and / or the issuance of any building permit or certificate of occupancy. Applicants will be responsible for all associated fees for site plan applications, municipal peer review, licensing and permitting. The CEO may approve, in writing, the clearing of small areas if specifically required during the site design phase of the project. The Applicant shall submit a plan and narrative for the CEO's review, and approval including any additional conditions.
2. Minimum Lot Area and separate solar farms: Solar Farms shall be situated on lots a minimum of twenty (20) acres and separated by a minimum of five thousand feet (5,000') in all directions.
3. Maximum Power: Solar farms shall be limited to a maximum size of five (5) Mega Watts (MW).
4. Setbacks: All commercial solar farms shall provide a minimum of one hundred feet (100') in the I1 Zoning District and one hundred feet (100') in the I2 Zoning District uncut / undisturbed vegetation, except for open farmland, setback by continuous landscaping of plantings along exterior lot lines, surrounding (outside / beyond) the required security fencing. If the exterior lot line vegetation is disturbed it will be replaced with a minimum six foot (6') in height evergreen plantings to bring the disturbed areas into compliance
5. Shade Management: The Application shall include all areas where "shade management" is proposed, and a detail of the proposed "shade management area" (cut slope) in relation to the required buffers, fencing and solar panels and related equipment shall be provided. Shade management areas are prohibited within the required setback areas.

**Date: February 6, 2023 Revision #8**

**Zoning Ordinance Amendment:**

**Proposal of § 140-67.2 Performance Standards for Solar Farms - Draft**

Buffering / Visual Mitigation: All equipment such as solar panels, transformers and equipment used in the operation of the solar farm shall be buffered / screened from adjacent roadways and surrounding residential uses regarding view and glare to minimize / mitigate view disruption. All direct views will be screened by two offset rows of evergreen plantings (dwarf spruce, hemlock, thuja or approved equal) with the use of a 6' green privacy screen that affixes to the chain link perimeter fence to reduce glare and light refraction from the metal fence. The purpose of this minimum standard is to provide buffering, to the greatest extent practical, to provide a visual buffer of the solar farm from abutting residential properties, uses, other zoned areas, and public roadways. This / These vegetative areas shall be maintained by the solar farm operators/developers. The evergreen planting should be a minimum of four feet (4').Minimum Application Requirements: In addition to the requirements listed under Chapter 140-77 (Site Plan Review), the Application shall include the following items:

- a) Project Narrative: The Applicant shall provide a detailed project narrative. The narrative shall specifically address how view and glare buffering will be provided from surrounding properties and roadways in addition to details of the below submittal requirements.
- b) Environmental Impact Assessment: The Application shall include the following:
  - 1) Wetland Delineation Mapping including required setbacks and proposed impact areas.
  - 2) The narrative and / or mapping shall also specifically address temperature increases around proposed cut areas and their relationship to adjacent wetlands, streams and other waterbodies and endangered species who live in and around them.
  - 3) Endangered Species Inventory: The Application shall include an endangered species inventory (including New England Cottontails, Blanding's and Spotted Turtles, Black Racers, etc.) and review, and eventual approval, from Inland Fisheries and Wildlife (IF&W) Maine Department of Environmental Protection (MDEP) and other associated agencies involved with the application review and permitting prior to Final Plan approval. The Applicant shall provide, prior to a "Determination of Application Completeness", being determined by the Board, proof of agency preliminary application review.
  - 4) "Wildlife Corridors": A six-inch (6") gap under the security fencing is required and shall be maintained to allow wildlife to retain access through the site.

**Native Species:** All plantings, including proposed seeding, shall be by Maine Native Tree species and / or Northern New England Native Tree species.

- 5) Long Term Property Conservation: The Application shall provide information regarding any lands proposed to be placed under some form of conservatorship now or in the future.
- c) Site Plan: The Application shall include site / landscape plans which shall include the following:

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**Zoning Ordinance Amendment:**

**Proposal of § 140-67.2 Performance Standards for Solar Farms - Draft**

- 1) Existing and proposed tree lines and clearing areas
  - 2) Solar panels and associated equipment
  - 3) Existing and proposed grading
  - 4) Site fencing details, signage and locations of all gates / openings in the fence, and proposed Knox Key Box locations.
  - 5) Adjacent roadways and neighboring structures, zoning, and existing land uses, in proximity to other solar facilities, if applicable.
- d) Cross Sections: Cross sections of the site shall be provided which shall include;
- 1) Adjacent roadways and neighboring structures by type of use.
  - 2) Existing and proposed site modifications to the topography and vantage points from area highpoints and adjacent residential zoning or uses.
  - 3) Existing and proposed vegetation and alterations (removal and proposed).
- e) Site Maintenance Plan: The Application shall include a site maintenance plan outlining the efforts that will be undertaken to maintain the ground cover in and around the solar panels. The plan shall also outline maintenance of the internal travel system.
- f) End of Life – Site Restoration Plan: The Applicants shall submit a detailed “End of Life – Site Restoration Plan and Narrative” which would discuss and illustrate the following:
- 1) The removal of all equipment, fencing, concrete pads, solar panels, transformer / inverter equipment, security barriers and transmission lines from the site that will not be used by other approved uses on the site.
  - 2) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
  - 3) Stabilization and/or re-vegetation, by Maine Native Species and / or Northern New England Species, of the site as necessary to minimize erosion.
  - 4) Restoration timeline: Anticipated duration of the Solar Farm and an estimated length of time required to completely restore the site in full compliance of the Town approved development plans.
  - 5) Restoration Plan Set: The application shall include a pre-construction and post restoration plan set illustrating the locations or all restoration boundaries and the type of restoration being proposed for each area of the site. The narrative should also include the proposed restoration

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plan (plantings, species, planting sizes at install, etc.). At minimum, the plan shall include plantings, with appropriate native plant species, to return the cleared areas of the solar farm to their original state.

- g) ~~Air Glare Protection~~: Solar Panels shall be anti-reflective materials, or abbreviated by the Federal Aviation Administration (FAA) as "AR", and the Applicant shall notify area airports and the FAA for their review and a two (2) week comment period. Copies of all correspondence shall be provided to the Town. Once the solar panel type is determined, a current MSDS sheet shall be provided to the Planning Board. If this type changes, then a new MSDS sheet will be provided for the replacement panels.

**Commented [P1]:** FAA requires anti-glare panels -- request a MSDS sheet for each type / style of solar panel

- h) Public Safety:

The following information shall be included in the formal Application submittal.

- 1) Roadway Access / Improvements: The Applicant shall provide a detailed narrative and plans regarding site access including existing and proposed conditions.
- 2) Emergency Access: A Knox Key / Combination Box should be provided at the site entrance for Emergency Services Personnel to gain access, to the interior and exterior of the site fencing, will not be impeded in the event of a fire or other emergency.
- 3) Emergency Vehicle Turn Around: An unimpeded emergency vehicle turnaround area shall be provided. The turn-around shall be long enough to accommodate the largest emergency apparatus to the site and shall be reviewed and approved by the Fire Chief or their appointed designee.
- 4) Security Fencing: All proposed equipment / activities should be located completely within a completely enclosed fencing. Fencing should be installed with a six-inch (6") gap at the bottom to allow wildlife to utilize the site while not being trapped inside the site. All fencing shall have warning signage as required by law.
- 5) Emergency Access Plan: An Emergency Access Plan shall be provided with the Plan Set. This plan shall include the following:
  - a) Fence Layout: A fencing plan shall be provided and show the locations of all proposed fences, fence openings / gates, and fully dimensioned interior access lanes shall be provided.
  - b) Fence Details: The plans shall include fence / enclosure details, access gate details, and all required warning signage.
  - c) Electrical Equipment: The locations of all associated electrical equipment such as transformers, battery storage, equipment pads, etc. shall be illustrated on submitted plans. All equipment listed shall include equipment dimensions.
- 6) E-911 Addressing: Prior to the start of construction activities, the solar farm operator must obtain an address from the Town's E-911 officer (currently the Town's CEO) for the access road to the



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solar farm.

- 7) Emergency Contact: The solar farm operator shall be responsible for providing the Town direct contact information for the site construction manager (during construction duration) and the facilities manager (operational onward) who may be contacted by the Town, as needed, regarding the facilities operation, safety, public inquiries, learning or training opportunities. The direct contact information shall be reviewed for correctness and maintained throughout the life of the installation. The solar operator will promptly notify the Town of contact information changes. The site emergency contact shall respond to inquiries from the town within 24 hours.
- 8) Roadway Maintenance: The access road to the site shall be maintained unobstructed and passible year-round for access by Emergency Responders. The roadway should also be maintained free of ruts, potholes and the like to prevent obstruction or damage to Town vehicles. A note of this nature shall be placed on the plans.
- 9) Electrical Narrative: The Applicant shall provide a detailed narrative regarding the types, sizes, and locations off all existing and proposed power line placement. The plans shall include notes indicating above and / or underground power lines. If above ground lines are to be utilized and poles installed, any changes to the pole height / material etc. may require PB review and approval as determined by the Town's Code Enforcement Officer.

Commented [P2]: You should designate the particular title of the individual to notify – eliminate any confusion.

i) Decommissioning and abandonment

- 1) A Solar Farm that has reached the end of its useful life or has been abandoned consistent with this Ordinance shall be removed. The owner or operator shall physically remove the installation no more than 180 days after the date of discontinued operations. The owner or operator shall notify the Code Enforcement Officer by certified mail of the proposed date of discontinued operations and plans for removal. The Code Enforcement Officer may grant a one-time extension of up to an additional 180 days at the request of the owner or operator of the system. Decommissioning shall occur consistent with the End of Life – Site Restoration Plan.
- 2) A Solar Farm shall be considered abandoned when it fails to operate for more than one year. The Planning Board may extend this initial period for an additional twenty-four (24) months at the request of the owner of the system and with consent of the landowner and/or operator if different from the system owner. Applicant will be required to attend a site visit with the Code Enforcement Officer annually to inspect site and prove generation of power.
- 3) An applicant for Site Plan Review of Solar Farm shall submit a performance guarantee in the amount of 125% of the expected decommission costs, including inflation over the expected life of the system, in the form of a performance bond running to the Town or some other form of surety that is acceptable to the Town Manager.
- 4) If the owner or operator of the Solar Farm fails to remove the installation in accordance with the requirements of this section within 180 days of abandonment or the proposed date of decommissioning as approved by the Code Enforcement Officer, the Town retains the right to use the performance guarantee or other available means to cause an abandoned, hazardous, or decommissioned Solar Farm to be removed.

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- j) Inspections. The Code Enforcement Officer or the Officer's designee will inspect all solar farms prior to issuance of a certificate of use/occupancy (CEO). The inspection shall occur after the establishment is ready for operation and written sign-off have been received by the Fire Department. No solar electricity shall be generated from the premises until the inspection is complete and a certificate of occupancy issued. Nothing herein shall prevent the Code Office and Fire Chief, or their designee, from inspecting the solar farm at random intervals, with or without advanced notice.
- k) Other laws remain applicable. All solar farms shall meet all operating and other requirements of federal, state and local law and regulation. To the extent the State of Maine has adopted or adopts in the future any stricter law, regulation or rule governing solar farms beyond these standards, the stricter law, regulation or rule shall control.

**Planning Board Recommended Ordinance Modifications:**

**Overview:** In addition to the proposed Solar Ordinance development the Planning Board reviewed the definition of a "Public Utility" as, to date, Solar Farms have been regulated by the Town as "Public Utilities" in relation to Land Use and Table A which determines what zoning district/s the Use is permitted.

The Zoning Ordinance currently defines a Public Utility as:

*"Any person, firm, corporation, municipal department, board or commission authorized to furnish gas, steam, electricity, waste disposal, communication facilities, transportation or water to the public."*

The Town's Zoning Ordinance [https://ecode360.com/9683966 -- 9683966](https://ecode360.com/9683966--9683966) does not currently have a definition for Ground-Mounted Solar Array aka "Solar Farms". The Board recommends the Council adopt the below definition under § 140-9 Definitions.

Solar Farms (Ground-Mounted Solar Array Facilities): 1. An installation or area of land in which a large number of solar panels (**comprising total area of 1 acre or more**) are set up in order to generate electricity. 2. An installation or area of land that serve two or more residences either directly or indirectly.

Solar Array (Ground-Mounted OR Structure Mounted Solar Panel(s)): Nothing shall preclude an individual residence or individual business from installing solar on the residential or business structure on the land associated with said structure to be able to benefit the property owner with solar assistance for electrical power. Provided that all local and state permits have been obtained.

**Table A – Land Use EXISTING:**

Below is a copy of "Table A" of the Town's Zoning Ordinance. As you can see "Public Utilities" are classified as allowed, with Major Site Plan (MSP) approval, use in all of the Town's Zoning Districts with the exception of the Town's R-5 Zoning district where the use is specifically not allowed. The Planning Board recommends that "Table A" be amended to include Solar Farms an independent Land Use. This recommended modification would go hand in hand with the definition of solar farms discussed above.

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Add to Table A:  
Land Use: Solar Farm I1 and I2 Major Site Plan Review all other zoning districts N.

Land Uses	R1, R1A	R2, R2A	R3	R4	R5	B1	B2	SP	RP	I1	I2	BR
Neighborhood Convenience Store	MSP	MSP	MSP	MSP	N	MSP	MSP	N	N	N	N	MSP
Nonhazardous Solid Waste Processing Facility	N	N	N	N	N	N	N	N	N	MSP	MSP	N
Nursing Homes/Health Care Facility	N	N	N	N	N	MSP	MSP	N	N	MSP	MSP	MSP
On-Premises Signs	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Professional Offices	N	N	N	N	N	MSP	MSP	N	N	MSP	MSP	MSP
Public Park	Y	Y	Y	Y	Y	Y	Y	SP	SP	Y	Y	SP
Public Recreational Facilities/Libraries/Museum/Civic Centers/Post Offices	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	N	MSP	MSP	MSP
Public Utilities, Sewer Collection/Treatment Facilities	MSP	MSP	MSP	MSP	N	MSP	MSP	MSP	MSP	MSP	MSP	MSP
Restaurant	MSP(2)	MSP(2)	MSP	MSP	N	MSP	MSP	MSP	N	MSP	MSP	MSP
Restaurant, Take-Out	N	N	N	N	N	MSP	MSP	N	N	Y(5)	Y(5)	N
Retail	N	N	N	N	N	MSP	MSP	N	N	Y(5)	Y(5)	MSP
Schools, Public/Private/Parochial	MSP	MSP	MSP	MSP	N	MSP	MSP	N	N	MSP	MSP	MSP
Seasonal Sale of Produce and Plants Grown Locally	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y*	Y*	Y
Service/Personal Service Establishments	N	N	N	N	N	MSP	MSP	N	N	Y(5)	Y(5)	SP
Single-Family Dwelling	Y	Y	Y	Y	Y	Y	Y	SP	N	N	MSP	Y
Sludge Spreading (4)	N	Y	Y	Y	Y	N	N	N	N	N	N	N
Timber Cutting	SP	Y*	Y*	Y*	SP	N	N	SP	SP	SP	SP	N
Transmission Tower	N	N	SP	SP	N	N	N	N	N	SP	SP	N
Two-Family Dwellings	Y	Y	Y	Y	Y	Y	Y	SP	N	N	MSP	Y
Vehicle Sales	N	N	N	N	N	MSP	MSP	N	N	MSP	MSP	MSP
Veterinary Services	N	N	MSP	MSP	N	N	N	N	N	MSP	MSP	MSP
Warehousing	N	N	N	N	N	MSP	MSP	N	N	MSP	MSP	MSP
Wholesale Distribution	N	N	N	N	N	MSP	MSP	N	N	MSP	MSP	N
Yard Sales	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y



Town of South Berwick  
Acceptance of  
Bittersweet Lane

February 14, 2023

Whereas the Town Code Chapter 119, Article II provides for Acceptance of the Street and Sidewalks.

Whereas the Town is in possession of the following documents:

- Letter from James Flynn asking for the Town to take acceptance of the road.
- Letter from James Flynn stating that he understands and will be completing Stormwater Pond remaining items in the Spring 2023 when the weather allows.
- E-mail 11/10/2022 from Kristie Rabasca, summary of walk thru.
- Letter dated 12/21/2023 from Kristie Rabasca
- The Subdivision plan findings of fact, which was approved by the South Berwick Planning Board Chair Paul Steinhauer on February 1, 2017.
- Town Staff, Jay Redimarker (Highway Superintendent) has inspected the road, curbing, sidewalks, and drainage.
- Engineer Jon St. Pierre (pervious employee) had inspected the road during its construction process, including subgrade preparation, subbase and base gravel, fine grading, and base paving. Also, observation of water and sewer construction.
- Letter written to Maine Department of Environmental Protection, as required prior to acceptance of the road.
- Warranty Deed with Form RETTD which has been reviewed by the Town Lawyer.

Whereas the Town Manager as Road Commissioner has made investigations and recommends acceptance of Bittersweet Lane as a public right-of-way and the constructed improvements comply with Town construction standards.

Therefore, the Town Council in consideration of all the above, by affirmative vote on February 14, 2023, Accepts Bittersweet Lane as Town Owned, Public Right-of-Way

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

**Signed:**

Mallory Cook \_\_\_\_\_

Jeff Minihan \_\_\_\_\_

John James \_\_\_\_\_

Jessica Cyr \_\_\_\_\_

Melissa Costella \_\_\_\_\_

Town of South Berwick  
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Vote: For\_\_\_\_\_ Against\_\_\_\_\_

**Signed:**

Mallory Cook\_\_\_\_\_

Jeff Minihan\_\_\_\_\_

John James\_\_\_\_\_

Jessica Cyr\_\_\_\_\_

Melissa Costella\_\_\_\_\_

To: Town Council  
Town Planner  
180 Main Street  
South Berwick, Maine 03908  
Direct Line: (207)384-3013

Date: Dec 19<sup>th</sup>, 2022

From: Oldfields LLC  
South Berwick, Maine 03908

*Dear Council,*

*We are writing to request that the road known as Bittersweet Lane and it's associated catch basins and pipes be accepted by the town of South Berwick. The final site walk was completed on November 9<sup>th</sup>, with the Town Planner, Public Works Director, Code Enforcement and Kristie Rabasca from Integrated Environmental Engineering Inc.*

*Thank you for your consideration.*

*Best regards*

*James Flynn*

To: Town Council  
Jennifer Janelle  
Asst. Town Manager  
180 Main Street  
South Berwick, Maine 03908

Date: Jan 20<sup>th</sup>, 2023

From: Oldfields LLC  
South Berwick, Maine 03908

*Dear Council,*

*We are writing to inform the council that (Oldfields LLC, i.e. the Developer) undertakes to complete the remaining items on Bittersweet Lane in the spring of 2023, as outlined by Kristie Rabasca, from Integrated Environmental Engineering in her email to Tammy Bellman on November 10<sup>th</sup> 2022 and her follow-up letter to the South Berwick Public Works Director on the 4<sup>th</sup> of January 2023.*

- 1. Pond 6 - remove Rosa Rugosa and replant in spring*
- 2. Pond 7 – tree removal on embankment and notice to neighbor about dumping yard waste*
- 3. Pond 8 – pipe cut back and replanting'*
- 4. Pond 10 – pipe cut back and replanting in spring with grass*
- 5. Pond 13 – mulch for winter and spring: vegetation removal and replanting grass*
- 6. Ponds 11, 12, and 20 – review vegetation in spring with HOA to determine if replanting is necessary*

*The road, i.e. Bittersweet Lane was constructed per the approved plans (see attached) and in accordance with the process agreed with the then Town Manager, Perry Ellsworth and the previous South Berwick Public Works Director, John St. Pierre, whereby the Developer would provide 100% of the funds for the construction of the road, in advance, to the town of South Berwick to be held in an escrow account. These funds would then be released to the Developer in phases upon completion and inspection by the South Berwick Public Works Director at each phase. The remaining balance in the escrow account is approximately \$10,000.*

*Thank you for your consideration.*

*Best regards*

*Oldfields LLC*  
*James Flynn*





**From:** Kristie Rabasca

**Sent:** Thursday, November 10, 2022 8:12 AM

**To:** TammyBellmanSB <[tbellman@sbmaine.us](mailto:tbellman@sbmaine.us)>

**Cc:** Jay Redimarker <[jredimarker@sbmaine.us](mailto:jredimarker@sbmaine.us)>; Jeff Doyle <[jdoyle@sbmaine.us](mailto:jdoyle@sbmaine.us)>

**Subject:** Bittersweet Site Walk notes and Permit Transfer File

Good Morning Tammy,

I am providing notes on our site walk, for at least the portions that I reviewed yesterday, 11/9/2022. Please forward these out as you see fit, and extend my apologies again for making everyone wait for me to show up.

Pond 6 (Biofilter) – needs Rosa Rugosa removed and replanting in spring

Pond 7 (Grassed Underdrained Soil Filter) – needs tree removal on embankments and notice to neighbors about not dumping yard waste

Pond 8 (Biofilter) - needs pipe cut back and re-planting in spring per plants on Sheet 11 detail

Pond 10 (Grassed Underdrained Soil Filter) – needs pipe cut back and re-planting in spring with grass seed

Pond 13 (Grassed Underdrained Soil Filter) – need some mulch for the winter, and then in the spring: vegetation removal and replanting with Grass.

The other biofilters (11, 12 and 20) – vegetation should be reviewed by HOA in the spring – if plants come in nicely in accordance with the detail on Sheet 11, no work needed, but these may need replanting.

I forgot to mention the HOA will need to sign the maintenance agreement with the Town when they take over (attached)

Finally, as I explained during the site walk, the developer will need to file the attached transfer documents when the Road and HOA accept the stormwater infrastructure, so they do not need to file the 5-year certification with the DEP:

1 version to transfer the catch basins and pipes to the Town

1 version to transfer the other stormwater infrastructure to the HOA.

Let me know if you have questions on this. Thanks for including me in the site visit.



Kristie L. Rabasca, P.E

Integrated Environmental Engineering, Inc.

12 Farms Edge Road

Cape Elizabeth, ME 04107

207-415-5830



Mr. Jay Redimarker  
South Berwick Public Works Director  
Provided via email  
[jredimarker@sbmaine.us](mailto:jredimarker@sbmaine.us)

12/21/2022

**Subject: South Berwick acceptance of Bittersweet Lane**

Dear Mr. Redimarker:

During our 11/9/2022 site walk of Bittersweet Lane and the Outlook Subdivision, we identified several items that the contractor must complete before the Homeowner's Association accepts the stormwater infrastructure as well as one item the contractor must complete before the Town accepts the road. I provided those recommendations via email on 11/10/2022. This letter updates that email and focuses on the item that needs to be completed for the Town's acceptance of the road. I understand you will provide a separate letter to the Town Council identifying the items you needed the contractor to complete before road acceptance.

Because the developer obtained a Site Location of Development Permit from the Maine DEP for the development (Permit number L-18321-TG-Q-N dated November 2016), they will need to transfer the road portion of the permit to the Town. The Site Location of Development Permit states:

*If the Town of South Berwick intends to accept the road, then the applicant may not transfer responsibility for maintenance of the road and for the portion of the stormwater management system that is located in the road right-of-way to the Town of South Berwick until a letter has been submitted from the Town to the BLR documenting the Town's agreement to maintain both in accordance with the terms of this Order.*

Therefore, in addition to any requirements you may have, the must Town provide notice to the Maine DEP that they intend to accept the road. We have attached a sample letter that should be put on letter head and signed by the Town Manager then transmitted to the Maine DEP. I have highlighted in yellow the dates that should be updated to correspond to your intentions to accept ownership and send the letter in.

We confirmed this is the correct process through contact with Mr. Cody Obropta and Alison Sirois at the Maine DEP ([cody.obropta@maine.gov](mailto:cody.obropta@maine.gov) and [alison.sirois@maine.gov](mailto:alison.sirois@maine.gov)).

If you have any questions about this information, please call me at 207-415-5830 or email [krabasca@integratedenv.com](mailto:krabasca@integratedenv.com).

Sincerely,

**Integrated Environmental Engineering, Inc.**

A handwritten signature in cursive script that reads 'Kristie L. Rabasca'.

Kristie L. Rabasca, P.E.

Attachment – sample letter for Town to provide to Maine DEP for Bittersweet Road acceptance.

**Town of South Berwick Planning Board  
Outlook Subdivision - Findings of Fact  
Applicant: Old Fields, LLC  
Norton Street (Tax Map 11, Lot 100)  
Route 4 (Tax Map 11, Lot 32-B)  
December 7, 2016**

The Applicant, Old Fields, LLC, submitted a final subdivision plan to the Town dated April 19<sup>th</sup> 2016 which had been preceded by a preliminary subdivision application approved with conditions on March 16, 2016 and, sketch plan approval on February 18, 2015. The preliminary application originally sought approval for a 26-lot subdivision which was revised during subsequent review to 24 lots. The approximately 10.21 acre property is comprised of two parcels located between Bittersweet Lane and Route 4 which will be merged. One parcel is owned by Outlook Farm Golf Club, LLC and one is owned by Great Works Properties, Inc. The proposed subdivision will be served by the South Berwick Water District and the South Berwick Sewer District. The property is located in the R1 zoning district (Village Residential) and the Applicant filed the subdivision application as a cluster subdivision which allows smaller lot sizes, a minimum of 7,500 square feet rather than 10,000 square feet in this zoning district. Per Section 140-47.D(2) of the South Berwick Zoning Ordinance, the common land proposed is 1.97 acres which exceeds the 9,798 square feet required (the sum of the areas by which the lots were reduced below the minimum lot size of 10,000 acres in the R1 zoning district). Most of the common land is located on the slope north of the proposed lots and road. An independent traffic study review and engineering reviews were done by Gorriil/Palmer and Ransom Consulting Engineers and Scientists, respectively.

Maine Department of Transportation (MDOT), Maine Department of Environmental Protection (MDEP) and Army Corps of Engineers (ACOE) permits were required by this subdivision and those permits are included by reference in this decision. All additional application materials and submissions are likewise incorporated by reference into this decision.

The subdivision plans consist of 14 sheets and are dated July 1, 2015, with revisions as shown on the cover sheet dated August 4, September 1 and December 5, 2015 followed by revisions dated January 5, March 16, April 18 and November 29, 2016. The plans are stamped by Ken Wood, PE, License #5992 in the State of Maine.

The Applicants requested the following two waivers under Chapter 121 Subdivision of Land, Section 121-44 (Street Standards) using Chapter 121 prior to amendments adopted in April 2015:

Section 121-44.N -- the maximum grade for a Local Residential Street is 5%. The Applicant requested relief from this design standard because the existing conditions along the portion of Bittersweet Lane requiring improvement and the short distance involved made it difficult to redesign. The Public Works Director agreed with the waiver for these reasons: 1) the steeper grade (11.2%) occurs over a limited distance; 2) there will be gentle grade access from Route 4 to the subdivision and 3) the 2004 AASHTO General Design Considerations for Local Urban Streets recommends a 15% maximum gradient.

Section 140-44.N – the maximum centerline radius for a Local Residential Street is 150 feet. The Applicant requested relief from this design standard for the same reasons as cited above. Both the steeper grade and the tighter curve occur along the same portion of Bittersweet Lane. The Public Works Director agreed with the waiver for these reasons: 1) the tighter curve (100 feet centerline radius) could calm traffic and discourage through traffic and 2) the 2004 AASHTO General Design Considerations for Local Urban Streets recommends a 100 foot minimum radius for street curves.

The Public Works Director further concluded that both the road grade and the alignment of the road closely fit the existing topography, minimizing the need for cuts and fills without sacrificing safety, which is consistent with the previously referenced AASHTO recommendations.

The Board began discussing the sketch plan project with the Applicant on March 19, 2014 and continued on May 7, 2014 and February 18, 2015. Preliminary plan discussions began on July 15, 2015 and continued on August 19, and September 16, 2015 when a public hearing was opened. The public hearing was left open (continued to a future date) while the Board continued discussion with the Applicant on November 4, 2015, January 20, February 3 and February 24, 2016. The public hearing continued on March 16, 2016 at which time the Board voted to approve the Preliminary Plan with conditions. The Board began discussions on the Final Plan on May 4, 2016 and continued December 7, 2016. On December 7, 2016 the Board voted 4 to 0 to approve the Final Subdivision Plan with conditions.

In reviewing applications for the subdivision of land, the Board considered the following general requirements.

#### **Findings of Fact**

- A. The subdivision will not result in undue water or air pollution. In making this determination it shall at least consider: the elevation of land above sea level and its relation to the floodplains; the nature of soils and sub soils *and* their ability to adequately support waste disposal; the slope of the land and its effect on effluents; the availability of streams for disposal of effluents; and the applicable state and local health and water resources regulations.

*The subdivision will not result in water or air pollution. The property is not in floodplains, public water and sewer will be utilized, and stormwater is being controlled through the use of best practice stormwater management systems. The DEP has issued their permit for the project which proposes to fill 3,644 square feet of wetlands and which will impact 160,404 square feet of wetlands.*

- B. The subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision.

*The subdivision will utilize water from the South Berwick Water District which has provided a letter stating that the water supply and design are adequate for the subdivision.*

- C. The subdivision will not cause an unreasonable burden on an existing water supply, if one is to be utilized.

*See B. above.*

- D. The subdivision will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result.

*While the plans do require considerable grading, for the proposed road and especially for those house lots located north of the proposed road, the Applicant has provided for erosion control through notes and details on Sheet 11 Site Details. It will be important to ensure that best management practices are exercised during site improvements. Site inspections will occur at various points in the project while infrastructure is built to ensure that erosion control measures continue to be observed. See Condition 15.*

- E. The subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways or public roads, existing or proposed.

*The Applicant provided a traffic study to the Board which was peer reviewed by Gorrill-Palmer. The subdivision will generate about 250 vehicle trips per weekday. Because the proposed subdivision will be located off Route 4, which is a state highway, there is adequate capacity for the subdivision's traffic. The plans include a sight distance area on both sides of the proposed road where it will connect with Route 4 which must remain clear of obstructing vegetation at all times. See Condition 13. The other end of the proposed road connects to Bittersweet Lane as it currently exists. Due to the curve and the grade, this end of the road will induce vehicles to slow down.*

- F. The subdivision will provide for adequate solid and sewage waste disposal.

*The proposed subdivision will connect to the South Berwick Sewer District's existing sewer system.*

- G. The subdivision will not cause an unreasonable burden on the ability of a municipality to dispose of solid waste and sewage if municipal services are to be utilized.

*The South Berwick Sewer District has provided a letter stating that they have adequate capacity to serve the proposed subdivision and find the sewer design as proposed to be satisfactory.*

- H. The subdivision will not place an unreasonable burden on the ability of the local governments to provide municipal or governmental services

*The subdivision lies within the Village Residential (R1) zoning district which is within walking distance of downtown South Berwick, Town Hall, and Central School. The proposed road will be private, its upkeep and maintenance will be the responsibility of the proposed Home Owners Association (HOA). The Applicant or the proposed HOA may request at a future time that the Town accept the road although the Town has no obligation to do so. Stormwater management systems maintenance and repair are solely the responsibility of the Applicant or the HOA as stated in the Operations and Maintenance document (O&M) and HOA document. There is adequate capacity within the MSAD 35 public schools if future residents of the proposed subdivision elect to enroll children in the school district.*

- I. The subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas.

*The subdivision will abut a state highway, Route 4, and will be located adjacent to an existing golf course. Much of the property fronting Route 4 has been previously disturbed and a portion of one of the two lots which comprise the proposed subdivision served as a staging area when the golf course was constructed. Much of the hill rising at the northernmost end of the property will remain open space.*

- J. The subdivision is in conformance with a duly adopted subdivision regulation or ordinance, Comprehensive Plan, development plan or land use plan, if any.

*The subdivision conforms to Chapter 121 Subdivision of Land and complies with the Comprehensive Plan in that the proposed subdivision's individual lots are smaller with open space conserved, the subdivision lies within walking distance of the downtown in the Village Residential (R1) zone and will be connected to existing water and sewer via the South Berwick Water District and South Berwick Sewer District. The project was thoroughly reviewed by the Planning Board and its independent consultants. The Public Works Director reviewed the road design and certain aspects of the stormwater management and associated calculations.*

- K. The subdivider has adequate financial and technical capacity to meet the above-stated standards.

*The Applicant is required to post a performance guarantee sufficient to cover 125% of the costs of infrastructure improvements, as determined by the Town Manager and Public Works Director, such as the road, stormwater management and utilities per Section 121-7 of Chapter 121 Subdivision of Land. In addition, the Applicant was required by DEP in their November 2016 permit to provide evidence of a line of credit or other financial assurance sufficient to cover the estimated \$855,969 worth of stormwater infrastructure prior to construction.*

- L. Whenever situated, in whole or in part, within 250 feet of any pond, lake, river or tidal waters, the subdivision will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water

*Not applicable.*

- M. The subdivision will not, alone or in conjunction with existing activities, adversely affects the quality or quantity of groundwater

*The stormwater management bioretention cells proposed by the Applicant will capture and filter much of the stormwater which will serve to protect groundwater quality.*

In approving this project, the Planning Board included the following conditions of approval:

**Conditions**

1. This permit is issued to the Applicant to subdivide two lots (Tax Map 11, Lots 100 and 32-B) into 24 lots and to construct a new road to access these lots.
2. Prior to the Board signing the mylar plan, the Applicant shall verify the tax map and lot numbers of the two parcels involved with this subdivision and the abutting parcels with the Town's Assessor and make any necessary amendments to the plans.
3. The following changes shall be made to the plans (excluding those sheets to be recorded) and three complete copies, including Sheets 1 and 2 with the Board's signatures, shall be submitted to the Code Enforcement Officer by December 14, 2016:
  - a. All match lines shall be corrected
  - b. The "dark circle" which appears to have no meaning shall be removed from all sheets
  - c. All sheets shall show one water line
  - d. The heavy line, which may or may not be the limits of disturbance line, shall be removed from all sheets
4. Per Section 121-7.C and D, the Public Works Director, acting as the Board's appointed engineer, shall inspect the site improvements periodically to ensure the subdivision meets or exceeds the design and construction requirements. If the Public Works Director is unable to perform the necessary inspections, the Town may, at the Applicant's expense, hire an independent engineer to carry out said inspections. This will allow the Town to ensure necessary requirements are met and prevent construction delays.
5. Any changes to this subdivision plan are subject to review and approval by the Board. The Applicant is responsible for ensuring that any changes to the plan are reviewed and approved by the Board, unless, per Chapter 121, Section 121-7.E, the engineer appointed by the Board to inspect the site periodically during construction is satisfied that such a change is necessary or preferable and seeks approval from the Board directly.
6. Per agreements with residents of the currently existing portion of Bittersweet Lane, which must be improved under the conditions of this subdivision approval, the driveways of the three properties (Tax Map 11, Lots 150 and 27-A, Tax Map 31, Lot 89) shall be retained and made compatible with the improved road. Two of these residents will require either their entire driveway or a portion of it repaved.
7. No parking shall be permitted along Bittersweet Lane.
8. The open space (also known as common land) shown on the plan (1.97 acres in total) shall not be further subdivided or used for residential building lots.
9. All building-mounted light fixtures shall be shielded or cut-off type fixtures to prevent light trespass on abutting properties or rights of way.
10. Street lighting locations and fixtures shall be reviewed and approved by the Public Works Director.

11. Numbers for the new residences to be built shall be assigned by the Town.
12. All mailboxes shall be confined in location to the individual residential properties. No mailboxes shall be allowed in the public right of way.
13. It is the responsibility of the Applicant or the Home Owners Association (HOA) to ensure that sight distance required for the new portion of Bittersweet Lane connecting to Route 4 is not obstructed by vegetation. This condition shall also be placed in the HOA document. If the Town determines that vegetation is blocking sight distance, the Town shall notify the Applicant or the HOA. If the Applicant or the HOA do not respond to the Town's request to remove said vegetation within 30 days of notification, the Town may act to remove the vegetation at the Applicant's or HOA's expense.
14. Any proposed signs shall conform to the Town's ordinances. All street signs, including design and location must be reviewed and approved by the Public Works Director, acting for the Planning Board per Section 121.44.P
15. Best practice erosion and sediment control shall be maintained at the site at all times. Periodic inspections by the Code Enforcement Officer, an engineer appointed by the Town or the Public Works Director shall occur during construction.
16. The Applicants shall notify and coordinate with the Public Works Director regarding any existing sign relocations on Route 4 that may be required to ensure the required sight distance for the new portion of Bittersweet Lane connecting to Route 4.
17. A performance guarantee sufficient to cover 125% of the costs of infrastructure improvements, as determined by the Town Manager and Public Works Director, to ensure that roads and other infrastructure shall be completed to the required standards shall be payable to the Town at the time of approval.
18. Prior to the first building permit for a residence is issued, all necessary easements and deed restrictions as shown on the plans shall be executed and recorded.
19. All conditions contained in the MDEP, MDOT and ACOE permits included by reference shall be satisfied.
20. Two residences (Tax Map 11, Lot 27-A and Tax Map 11, Lot 150) on the currently existing portion of Bittersweet Lane will experience impacts to one or more of the following: electricity, cable and drainage, as a result of this subdivision. The Applicant shall make every effort to ensure minimal disruption of service and function to these residences and shall bear the cost of any and all re-design or re-construction required to meet this condition.



I, Paul Steinhauer, certify that I am Chair of the Planning Board of the Town of South Berwick, Maine, a Planning Board established pursuant to Maine State Statute (30 MRSA § 1917 and Title 30-A § 4401) and I further certify that this decision was approved by the Planning Board at its meeting of December 7, 2016.

Paul Steinhauer

2/1/2017

Paul Steinhauer, Chair, South Berwick Planning Board

December \_\_, 2016



# *Town of South Berwick*

180 MAIN STREET  
SOUTH BERWICK, MAINE 03908  
TEL. 207-384-3010

January 11, 2023

To: South Berwick Town Council

From: Jay Redimarker  
South Berwick Public Works Director

RE: Bittersweet Lane Road Acceptance  
MSP #14-001 25-lot Subdivision Outlook Golf Course Map 11 Lot 28

This letter is to inform the South Berwick Town Council that I recommend and support the Town Council's consideration and approval of the request submitted by Old Fields LLC, James Flynn, developer of the 25-lot Subdivision known as Bittersweet Lane for the town to accept Bittersweet Lane as a public road.

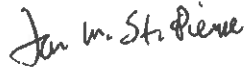
I have inspected the road, curbing, sidewalks, and drainage. The drainage located in the right-of-way will be included in the acceptance of the road and will be maintained by the South Berwick Public Works Department once the road is taken over by the town.

I understand that the developer will continue to oversee the cleaning and maintenance of the bio filters located outside of the right-of-way until the Bittersweet Lane Homeowners Association agrees and signs the Stormwater Maintenance Agreement. At that time, I suggest that Kristie Rabasca with Integrated Environmental Engineering meet with myself, the developer, the President of the HOA and with the Code Enforcement staff to ensure the Stormwater infrastructure and maintenance agreement are adequate.

Sincerely,

Jay Redimarker  
South Berwick Public Works Director

Memo to: Jennifer Janelle  
From: Jon St. Pierre, PE  
Date: January 16, 2023  
Subject: Bittersweet Lane



In 2017 while employed as Public Works Director for the Town of South Berwick, I periodically observed construction of the road now known as Bittersweet Lane. Bittersweet Lane runs between Dawson Street and Route 4 in South Berwick. Bittersweet Lane was built to service a subdivision known as Outlook Subdivision.

Typical of all subdivision road construction in South Berwick, I observed subgrade preparation, subbase and base gravel, fine grading, and base paving. Observation of water and sewer construction in South Berwick is by the Districts.

The attached Report of Gradation and Report of Field Density by S.W. Cole confirms subbase gravel gradation and compaction meets the required specifications. The attached Basic Statistical Analysis Report by Pike Industries confirms the base (crushed) gravel meets the required specifications.

Base paving was completed on September 20, 2017 at the required depth of 2-1/2".

As an aside, I think this housing development came out very nice, and certainly provides some much-needed housing for South Berwick.

Please let me know if you have any questions or need anything else. My cell if needed 603-969-8969.

# Report of Gradation

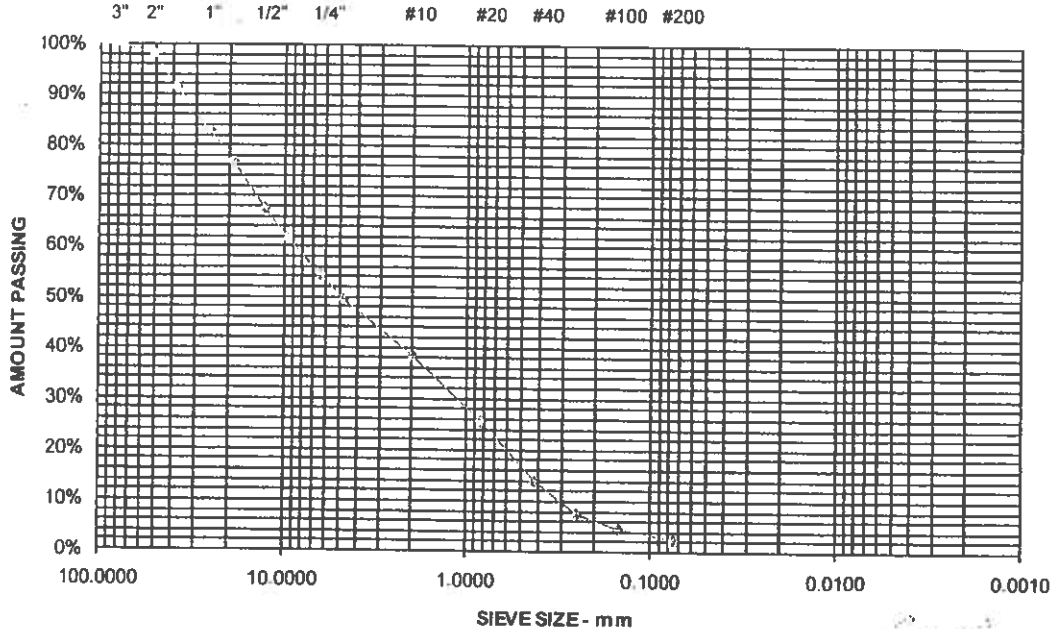
ASTM C-117 &amp; C-136

Project Name **SOUTH BERWICK ME - OUTLOOK SUBDIVISION - CONSTRUCTION**  
 MATERIALS TESTING  
 Client **MICK CONSTRUCTION CORP.**  
 Material Type **BANKRUN GRAVEL**  
 Material Source **ON-SITE**

Project Number 17-0936  
 Lab ID 16314S  
 Date Received 8/18/2017  
 Date Completed 8/18/2017  
 Tested By **BRADLEY GERSCHWILER**

STANDARD DESIGNATION (mm/um)	SIEVE SIZE	AMOUNT PASSING (%)	MEDOT 703.06 TYPE D SPECIFICATIONS (%)
150 mm	6"	100	100
75 mm	3"	100	100
50 mm	2"	98	
38.1 mm	1-1/2"	91	
25.0 mm	1"	83	
19.0 mm	3/4"	77	
12.5 mm	1/2"	68	35 - 80
9.5 mm	3/8"	62	
6.3 mm	1/4"	55	25 - 65
4.75 mm	No. 4	50	
3.00 mm	No. 60	39	
2.00 mm	No. 10	25	
1.18 mm	No. 20	14	0 - 30
75 um	No. 200	5	
425 um	No. 40	2.5	0.0 - 7.0

SAMPLE MEETS SPECIFICATION



Comments

# Report of Field Density

## ASTM D6938

 Project: **SOUTH BERWICK ME - OUTLOOK SUBDIVISION - CONSTRUCTION MATERIALS TESTING**

Project Number: 17-0936

Client: MICK CONSTRUCTION CORP.

### Field Density Test Results

Test #	Test Date	Tech	Test Location	Elev Feet	Test Depth	Lab ID	Dry Density	Moisture Content Percent	Compaction Percent	Required Compaction
1	8/25/2017	TKM	STA: 0+50' ; CL	99.2	12	16314S	141.7	3.1	102.9	95
2	8/25/2017	TKM	STA: 2+00' ; 6' LT OF CL	99.2	8	16314S	140.9	2.9	102.3	95
3	8/25/2017	TKM	STA: 3+50' ; 6' RT OF CL	99.2	10	16314S	144.0	2.9	104.6	95
4	8/25/2017	TKM	STA: 5+00' ; CL	99.2	10	16314S	137.3	3.1	99.7	95
5	8/25/2017	TKM	STA: 6+50' ; 6' LT OF CL	99.2	8	16314S	140.0	3.0	101.7	95
6	8/25/2017	TKM	STA: 8+00' ; 6' RT OF CL	99.2	10	16314S	138.1	2.9	100.3	95
7	8/25/2017	TKM	STA: 9+50' ; CL	99.2	10	16314S	139.7	3.6	101.5	95
8	8/25/2017	TKM	STA: 11+00' ; 6' LT OF CL	99.2	12	16314S	143.3	3.1	104.1	95
9	8/25/2017	TKM	STA: 12+50' ; 6' RT OF CL	99.2	10	16314S	143.3	2.9	104.1	95
10	8/25/2017	TKM	STA: 14+00' ; CL	99.2	10	16314S	143.6	3.0	104.3	95

### Laboratory Compaction Test Reference

Lab ID	Date Received	Material Source	Material Type	Method	Max Dry Density PCF	Optimum Moisture Content (%)	Comments
16314S	8/18/2017	On-Site	Bankrun Gravel	ASTM D-1557 Modified C	137.7	6.5	

#### Elevation Notes:

TOP OF PAVEMENT = 100.0'

#### Comments:

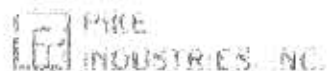
 TESTS PERFORMED ON EXTERIOR ROADWAY SUB-BASE  
 CL - CENTER LINE

Reviewed By

outlook - BR Lennuel Quint Pit

## FW: Wells Type A

jpt.mick@comcast.net &lt;jpt.mick@comcast.net&gt;



## Basic Quality Statistical Summary Report

Plant 020\_00624-Wells (Aggregate)  
 Product 6342-1 1/2" Crushed Stone Base  
 Specification MeDOT Type A Gravel  
 Period 01/01/2017 - 08/28/2017

Slave Test	Tests	Average	St Dev	Target	Specification
14 - 10mm	4	100.0	0.00		100-100
14 - 20mm	4	100.0	0.00		100-100
14 - 40mm	4	100.0	0.00		100-100
14 - 60mm	4	100.0	0.00		100-100
14 - 75mm	4	100.0	0.00		100-100
#4 (4.75mm)	4	42.6	2.00		10-55
#8 (2.36mm)	4	37.4	2.00		10-55
#16 (1.18mm)	4	30.7	1.71		10-55
#30 (0.6mm)	3	20.6	0.91		10-55
#40 (0.425mm)	4	15.4	0.71		0-30
#50 (0.3mm)	4	10.6	0.60		0-30
#100 (0.15mm)	4	6.4	0.52		0-30
#200 (75um)	4	4.1	0.29		0-5
Pan	4	0.0	0.00		0-5

Query Query Selections  
 Date Created: 08/28/2017  
 Date Range: 01/01/2017 - 08/28/2017

Deans Bradley  
 Pike Industries



**COPY**



## *Town of South Berwick*

180 MAIN STREET  
SOUTH BERWICK, MAINE 03908  
TEL. 207-384-3010

January 11, 2022

Ms. Alison Sirois  
Regional Manager Southern Maine Bureau of Land Resources  
Maine Department of Environmental Protection  
312 Canco Road  
Portland, ME 04103

**Subject: Notice that the Town of South Berwick will take ownership of Bittersweet Lane on or about February 1, 2023 (Site Location of Development Act License: #L-18321-L3-P-A/L-18321-TG-Q-N for the Outlook Subdivision.**

Dear Ms. Sirois:

This letter provides you notice that the Town of South Berwick intends to take ownership and maintenance responsibility for the roadway and stormwater infrastructure inside the right of way (including catch basins and piping) for Bittersweet Lane in South Berwick. Note the Town will not be accepting ownership for the underdrained soil filters and biofilters, which are outside the right of way.

Per your email dated 12/20/2022, and the text on page 5 of the site's DEP License, we understand that this letter is all you need for notice of acceptance of the road.

Additionally, the Town has coverage for its stormwater discharges under the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4). This project is located within the MS4 regulated area. As such, the Town is requesting a waiver from the 5-year recertification requirements as allowed under Chapter 500 10. B (5) because the Town intends to conduct maintenance, inspections and reporting to the DEP under the MS4 program.

Please let us know if there is anything else you need for the Town to obtain the waiver from the 5-year recertification requirements. If you prefer email correspondence, my email is [tpellerin@sbmaine.us](mailto:tpellerin@sbmaine.us). I would ask that you also cc our MS4 consultant, Kristie Rabasca at [krabasca@integratedenv.com](mailto:krabasca@integratedenv.com), our Public Works Director, Jay Redimarker, at [jredimarker@sbmaine.us](mailto:jredimarker@sbmaine.us) and our Admin Assistant, Amy Aiguier, at [aaiguier@sbmaine.us](mailto:aaiguier@sbmaine.us).

Sincerely,

Tim Pellerin,  
South Berwick Town Manager

## **WARRANTY DEED**

**GREAT WORKS PROPERTIES, INC.**, a Maine corporation with an address of P.O. Box 354, South Berwick, ME 03908, and **OLD FIELDS, LLC**, a Maine limited liability company with a mailing address of P.O. Box 49, South Berwick, ME 03908, for consideration paid, grants to **THE TOWN OF SOUTH BERWICK**, a Maine municipal corporation with a mailing address of 180 Main Street, South Berwick, Maine 03908, for highway purposes and without claim for damages, with Warranty Covenants, a certain parcel of land situated in the Town of South Berwick, County of York and State of Maine shown and delineated as "Bittersweet Lane" on a plan titled "Overall Plan, Outlook Subdivision, Bittersweet Lane Extension, South Berwick, Maine" by Attar Engineering, Inc., dated 7/1/15 and revised through 4/18/16, and recorded at the York County Registry of Deeds in Plan Book 386, Pages 38 and 39 (the Plan).

Meaning to describe a portion of the premises described in the York County Registry of Deeds in Book 17058, Page 582 (Warranty Deed of Outlook Farm Golf Club, LLC to Old Fields, LLC, dated July 17, 2015); Book 16698, Page 959 (Warranty Deed of Susan Soule-Hinds to Great Works Properties, Inc., dated September 20, 2013); and Book 16698, Page 963 (Release Deed to Great Works Properties, Inc. from Peter C. Fessenden, Chapter 13 Trustee in United States Bankruptcy Court District of Maine, Chapter 13 Case No. 12-2-21096 In Re: Michael C. Soule-Hinds, Susan P. Soule-Hinds, dated September 19, 2013).

*[Signatures on Following Page]*



Witness our hands and seals this 20<sup>th</sup> day of January, 2023.

  
Witness

**Great Works Properties, Inc.**

  
By: John F. Flynn, duly authorized

STATE OF Maine  
COUNTY OF York, SS.

January, 2023

Then personally appeared before me the above-named John F. Flynn, duly authorized representative of Great Works Properties, Inc., and acknowledged the foregoing instrument to be his free act and deed, in his said capacity, and the free act and deed of said Corporation.



Notary Public:

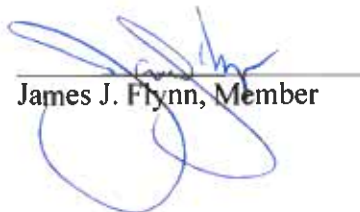
Print Name:

My Commission Expires: My Commission Expires Jan. 4 2026

Christina M. Chretien  
Notary Public, State of Maine

  
Witness

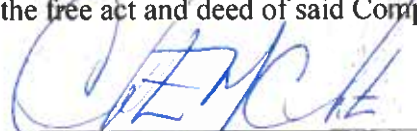
**Old Fields, LLC**

  
James J. Flynn, Member

STATE OF Maine  
COUNTY OF York, SS.

January, 2023

Then personally appeared before me the above-named James J. Flynn, in his said capacity as Member of Old Fields, LLC and acknowledged the foregoing instrument to be his free act and deed, in his said capacity, and the free act and deed of said Company.



Notary Public:

Print Name:

My Commission Expires:

Christina M. Chretien  
Notary Public, State of Maine  
My Commission Expires Jan. 4 2026



\*18RETTD\*

00

MAINE REAL ESTATE  
TRANSFER TAX DECLARATION  
**Form RETTD**  
Do not use red ink.

1. County **YORK**2. Municipality **SOUTH BERWICK**

BOOK/PAGE - REGISTRY USE ONLY

## 3. GRANTEE/PURCHASER

3a. Last name, first name, MI; or business name

3b. SSN or federal ID

**TOWN OF SOUTH BERWICK**

3c. Last name, first name, MI; or business name

3d. SSN or federal ID

3e. Mailing address after purchasing this property

3f. Municipality

3g. State 3h. ZIP Code

**180 MAIN STREET****SOUTH BERWICK****ME 03908**

## 4. GRANTOR/SELLER

4a. Last name, first name, MI; or business name

4b. SSN or federal ID

**GREAT WORKS PROPERTIES, INC.****01-0477433**

4c. Last name, first name, MI; or Business name

4d. SSN or federal ID

**OLD FIELDS, LLC****47-4535860**

4e. Mailing address

4f. Municipality

4g. State 4h. ZIP Code

**PO BOX 354****SOUTH BERWICK****ME 03908**

## 5. PROPERTY

5a. Map

Block

Lot

Sub-lot

Check any that apply

5b. Type of property - enter the code number that best describes the property being sold (see instructions).

**520**

5c. Physical location

5d. Acreage (see instructions)

**BITTERSWEET LANE**

- ☒ No maps exist  
☐ Multiple parcels  
☐ Portion of parcel  
☐ Not applicable

**0.00**

## 6. TRANSFER TAX

6a. Purchase price (If the transfer is a gift, enter "0")..... 6a.

**0.00**

6b. Fair market value (Enter a value only if you entered "0" or a nominal value on line 6a)..... 6b.

**0.00**

6c. Exemption claim -

Check the box if either grantor or grantee is claiming exemption from transfer tax and enter explanation below.

## 7. DATE OF TRANSFER (MM-DD-YYYY)

8. CLASSIFIED. WARNING TO BUYER - If the property is classified as farmland, open space, tree growth, or working waterfront, a substantial financial penalty may be triggered by development, subdivision, partition, or change in use.

**CLASSIFIED**

9. SPECIAL CIRCUMSTANCES. Were there any special circumstances with the transfer that suggest the price paid was either more or less than its fair market value? If yes, check the box and enter explanation below.

10. INCOME TAX WITHHELD. The buyer is not required to withhold Maine income tax because:

- ☒ Seller has qualified as a Maine resident  
A waiver has been received from the State Tax Assessor  
Consideration for the property is less than \$50,000  
The transfer is a foreclosure sale

11. OATH. Aware of penalties as set forth in 36 M.R.S. § 4641-K, I declare that I have reviewed this return with the Grantor(s) and Grantee(s) and to the best of my knowledge and belief the information contained herein is true, correct and complete. Declaration of preparer is based on information provided by Grantor(s) and Grantee(s) and of which preparer has any knowledge.

PREPARER. Name of preparer: **JAMES MUNDY**Phone number: **207.363-5208**Mailing address: **PO Box 565**Email address: **jmundy@clarkandhowell.com****York, ME 03909**

Fax number:

Rev. 11/18

# Real Estate Transfer Tax Declaration

## Instructions

The Real Estate Transfer Tax Declaration (Form RETTD) must be filed with the county Registry of Deeds when the accompanying deed is recorded. The Registry of Deeds will collect a tax based on the value of the transferred property. The tax is equals \$2.20 for each \$500 of value and is imposed half on the purchaser and half on the seller. If the transferred property is in more than one municipality or if there are more than two sellers or buyers, a Supplemental Form must be completed. For more information, visit [www.maine.gov/revenue/propertytax/transfertax/transfertax.htm](http://www.maine.gov/revenue/propertytax/transfertax/transfertax.htm) or contact the Property Tax Division at 207-624-5606.

**Line 1. County.** Enter the name of the county where the property is located. If the property is in more than one county, complete separate Forms RETTD.

**Line 2. Municipality.** Enter the name of the municipality where the property is located. If the transferred property is located in more than one municipality, complete a Supplemental Form.

**Line 3. Grantee/Purchaser. a) & c):** Enter one name on each available line, beginning with last name first. If more than two purchasers, complete a Supplemental Form. **b) & d):** Enter the social security number or federal ID number, as applicable. If you do not have a social security number or federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field, e.g. 000-00-0000. If a person has no identification number, attach an explanation. **e) through h):** Enter the mailing address for the buyer after the purchase of this property.

**Line 4. Grantor/Seller. a) & c):** Enter one name on each available line, beginning with last name first. If more than two sellers, complete a Supplemental Form. **b) & d):** Enter the social security number or federal ID number, as applicable. If you do not have a social security number or federal ID number, or if the transfer is of unimproved land for less than \$25,000 or land with improvements for less than \$50,000, you may enter all 0s in this field, e.g. 000-00-0000. If a person has no identification number, attach an explanation. **e) through h):** Enter the mailing address for the seller after the purchase of this property.

**Line 5. Property. a):** Enter the appropriate map-block-lot-sub lot number. If the property has more than one map and lot number, attach a Supplemental Form. If the municipality does not have property tax maps, if the property has more than one map and lot or if the transferred property is part of a larger parcel, then check the appropriate box. **b):** From the list provided below, enter the property type code that best describes the entire transferred property. **c):** If the municipality does not have property tax maps, enter the physical location (including street and number)

of the property. **d):** Enter the acreage of the transferred property. If you don't know the exact acreage, enter an estimate based on the available information. The acreage recital is for MRS purposes only and it does not constitute a guarantee to the buyer of the acreage being conveyed. **EXCEPTION:** If the transferred property is a gift, you do not need to complete lines b) and d).

**Line 6. Transfer tax. a):** Enter the actual sale price or "0" if the transfer is a gift. **b):** If you entered 0 or a sale price that is considered nominal on line a), enter the fair market value of the property on this line. The fair market value is based on the estimated price a property will bring in the open market and under prevailing market conditions in a sale between a willing buyer and a willing seller and must reflect the value at the time of the transfer. **c):** If either party is claiming an exemption from the transfer tax, check this box and enter an explanation of the reason for the claim. See 36 M.R.S. § 4641-C for a list of exemptions.

**Line 7. Date of transfer.** Enter the date of the property transfer, which reflects when the ownership or title to the real property is delivered to the purchaser. This date may not be the same as the recording date.

**Line 8. Classified.** Check the box if the property is enrolled in one of the current use programs. Current use programs are tree growth, farm and open space, and working waterfront.

**Line 9. Special circumstances.** If the sale of the property was either substantially more or less than the fair market value, check this box and enter an explanation of the circumstances.

**Line 10. Income tax withheld.** Nonresident sellers are subject to real estate withholding under 36 M.R.S. § 5250-A. If you have any questions, please contact the Income Tax Division at 207-626-8473.

**Line 11. Oath.** Please provide the name, mailing address, phone number, and email address of the person or company preparing this form if different from the parties of the transaction.

## PROPERTY TYPE CODES

VACANT LAND		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		MISC CODES	
Rural	101	Mixed use	301	Gas and oil	401	Rural	201	Government	501
Urban	102	5+ unit apt.	303	Utility	402	Urban	202	Condominium	502
Oceanfront	103	Bank	304	Gravel pit	403	Oceanfront	203	Timeshare unit	503
Lake/pond front	104	Restaurant	305	Lumber/saw mill	404	Lake/pond front	204	Nonprofit	504
Stream/riverfront	105	Medical	306	Pulp/paper mill	405	Stream/riverfront	205	Mobile home park	505
Agricultural	106	Office	307	Light manufacture	406	Mobile home	206	Airport	506
Commercial zone	107	Retail	308	Heavy manufacture	407	2-4-unit apt.	207	Conservation	507
Other	120	Automotive	309	Other	420	Other	220	Current use	
		Marina	310					classification	508
		Warehouse	311					Other	520
		Hotel/motel/inn	312						
		Nursing home	313						
		Shopping mall	314						
		Other	320						



# TOWN COUNCIL

## *Agenda Information Sheet*

<b>Meeting Date:</b> February 14, 2023	<b>NB #3</b>
<b>Agenda Item:</b> Market Analysis & Implementation Plan Matrix Contract Award	
<b>Staff Recommendation:</b> Approve awarding the Market Analysis & Action Plan Matrix contract to Camoin Associates, to be funded from the Punkintown TIF District in the amount of \$30,000.	
Camoin Associates has conducted numerous Market Analysis & Action Plan Matrix projects throughout Maine, New England and beyond. Based out of New York, with one of the key Vice Presidents residing in Maine (who will be one of the project leads), Camoin offers what South Berwick needs to position our community to attract and retain the right businesses and commercial/industrial companies that work for South Berwick. Camoin Associates was the sole respondent for the RFP.	
<b>Town Manager's Recommendation:</b>	
The Town Council authorizes the Town Manager to negotiate a contract for the Market Analysis and Action Plan Matrix, to be funded from the Punkintown TIF District in the amount of \$30,000.	
<b>Requested Action:</b>	
Motion: The Town Council authorizes the Town Manager to negotiate a contract for the Market Analysis & Action Plan Matrix, to be funded from the Punkintown TIF District in the amount of \$30,000.	
<b>Vote</b>	



# PROPOSAL FOR

## ECONOMIC DEVELOPMENT MARKET ANALYSIS & ACTION PLAN MATRIX

Town of South Berwick, ME

### SUBMITTED TO:

Denise M. Clavette  
Economic and Community  
Development Department  
180 Main Street  
South Berwick, Maine 03908  
[dclavette@sbmaine.us](mailto:dclavette@sbmaine.us)

### PRESENTED BY:



PO Box 3547  
Saratoga Springs, NY 12866  
518-899-2608  
[www.camoinassociates.com](http://www.camoinassociates.com)





February 1, 2023

Dear Denise,

When I started my economic development career in the public sector, I often found myself paging through request for proposals like this one, looking for the right team that understood our needs and could offer the best solution. With that experience and perspective in mind, I hope we convey a few very important messages about our philosophy, experience, and approach.

- First, every client, problem, and solution is unique. We know this work, but also understand that your needs and objectives must be understood from the outset so that we can provide a comprehensive, tailored, and successful solution.
- Second, we believe that meaningful employment opportunities are critical to creating a sustainable economy, a healthy vibrant community, and sound fiscal conditions that offer opportunity and prosperity for all.
- Third, we absolutely love what we do and care deeply about this work and the people it impacts.

Since Camoin Associates began in 1999, our intent has not waived—to support efforts like South Berwick’s to create economic opportunity that allows individuals, families, and communities to prosper. During that time, we have completed over 1,500 projects in 45 states and the US Virgin Islands.

As a full-service economic development firm, we cover the gamut of representative work, including real estate market analyses, strategic plans, economic and fiscal impact studies, and business retention and attraction initiatives. Our senior staff have decades of experience, including leadership at some of the top-performing economic development organizations in the country, including the State of Maine. We will bring this depth of experience to South Berwick.

Christa Franz, Vice President at Camoin Associates, will be directing this project and has led many municipal and regional economic development initiatives in Maine, including market analyses and action plans for Biddeford, Skowhegan, and Saco, and most recently, a Comprehensive Economic Development Strategy for Aroostook and Washington Counties. She is your main project contact and can be reached at [christa@camoinassociates.com](mailto:christa@camoinassociates.com) or (607) 221-6876.

An overview of the proposal is as follows:

**Budget:** \$30,000

**Schedule:** All planning work will be completed within 3 months from the kickoff meeting.

**Key Staff:** **Principal:** Christa O. Franz  
**Senior Advisor:** Jim Damicis  
**Director of Research:** Tom Dworetsky

**Site Visits:** 2

Thank you for considering our proposal. We hope to have the opportunity to share our expertise with you. Please note that we remain open to discussing the modification of our proposed scope and fee to best meet your needs and budget.

I can be reached at [jim@camoinassociates.com](mailto:jim@camoinassociates.com) or (518) 899-2608 if you have any questions.

Yours respectfully,

**Jim Damicis**

Senior Vice President





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# PROJECT UNDERSTANDING

South Berwick's strong downtown, proximity to the coast, Maine Turnpike, southern New Hampshire, and Boston are just some of the opportunities for economic activity and real estate development for the town. Additionally, the Town has expertise and knowledge around the use of Tax Increment Financing (TIF). What is now needed is understanding of market conditions for development opportunities and a focused plan for capitalizing on these opportunities. In response, the Town of South Berwick seeks market intelligence and a strategic Action Plan to guide economic development activities to leverage public and private sector investments.

If selected, we expect to refine elements of this scope with the Town's staff. Tasks can be added or removed to create the best process to achieve your intended results.

## PROJECT SCOPE

### 1. Project Management & Kickoff

Our approach to project management prioritizes communication, frequent check-ins, and ongoing collaboration with our client. This is done through regularly scheduled project management calls between the Camoin project manager and the client's negotiating representative(s). It will be important to have a Town staff member serve as a daily point of contact for project management.

Our work will begin with a conference call with your team to review the scope of services, discuss our approach, establish project management and communication protocols, and review your objectives and desired outcomes for this effort.

### 2. Baseline Community Profile (Economics & Demographics)

To inform our market analysis, we will begin with a baseline community profile that establishes the demographic and economic characteristics and trends which will form a critical foundation for understanding the development environment. We will begin by establishing appropriate market area(s) from which the study area could expect to draw new users of commercial space and/or households.

In our analysis of regional economic trends, we will examine job growth trends and projections at the detailed sub-industry level along with wages to help identify future commercial and residential demand due to projected job growth in South Berwick and the surrounding market area. We will also examine demographic characteristics and trends.

This analysis will include an in-depth examination of employment by industry and assess strengths in terms of industry size, past growth, projected growth, location quotient (concentration), and competitiveness.

Key data points that will be collected to develop a granular understanding of economic trends will include:

- Employment by Sector
- Establishments and Largest Employers
- Past and Projected Growth
- Concentration (LQ) and Competitiveness (Shift-Share)

- Wages
- Gross Regional Product (GRP)
- Workforce Needs Analysis

### 3. Development Area Profiles

Our team will work with you to identify up to five (5) development areas or sites in the Town that present opportunities for future private and/or public investment. Camoin will prepare a brief profile of each site/area that lists the areas development assets and

, allowable uses under current zoning and land use policy, etc. As we move through the real estate market and industry opportunity analyses, we will re-visit the development area profiles and align each with market-driven development opportunities.

### 4. Real Estate Market Opportunity Analysis

Camoin is skilled in market analysis across property sectors. The real estate market trends analysis will consider local and regional trends impacting development opportunities.

#### RETAIL & RESTAURANT

Camoin will complete a consumer spending analysis including compiling and analyzing retail sales and consumer spending data for the region. The analysis will consider the amount of sales leakage (i.e., the demand for goods and services not being met locally). The sales leakage data will be utilized to identify business opportunities and potential niche markets. We will also analyze local consumer segments and local consumer spending patterns and behaviors. The outcome of the analysis will be a projection of market supportable businesses and square feet by retail category over the next five years.

#### OFFICE & MEDICAL OFFICE

Camoin will examine economic data on the growth (or decline) of relevant industries in South Berwick and the surrounding region to determine demand for office space, including medical office space. To supplement the market analysis, Camoin will gather baseline economic data from our proprietary data source, that will identify key sectors or industries that are particularly competitive in the region.

#### LIGHT INDUSTRIAL

Using findings from trends in industrial space-utilizing industries and other data, we will show the demand for various light industrial uses (e.g. light assembly/manufacturing, warehouse/storage, distribution, etc.) based on those that would be the best fit for the study area. The analysis will examine key market metrics to understand current market conditions and future development potential. Key industrial market opportunities and critical challenges will be identified such as availability of shovel-ready sites, transportation access, utilities, etc.

#### RESIDENTIAL

The residential market analysis will focus on the projected needs of the Town's future workforce. We will review key housing metrics and identify opportunities and challenges for housing development, as well as which types of housing best fits within the identified development areas to support public and private sector investment.



**Our Advantage.** Camoin subscribes to CoStar's comprehensive database of properties and market analytics giving us unparalleled access to detailed information on properties and market trends, including real-time information on vacancy, rental rates, absorption, proposed and under construction projects, and other market intelligence.



## 5. Interviews & Focus Groups

Over the course of 1 ½ days, Camoin will conduct in-person interviews and small focus groups with property developers, business leaders, local and regional economic development professionals, and business leaders to further understand the current economic development environment. Interviews with other stakeholders including property owners will focus on projected demand for different types of space (commercial, industrial, mixed-use, etc.), price points, recent developments, amenities, etc.

Camoin will look to the client representative to introduce our team to the interviewees via email or phone contact and to schedule the on-site interviews. Most of these interviews will be conducted in person; those that cannot be easily scheduled will be conducted by video conference. The client will have a final review and sign-off on the list of individuals to be interviewed.

## 6. Alignment of Opportunities and Policies

The above industry and real estate analyses will result in a number of development opportunities. In this task, we will determine if each of the development opportunities is feasible given the Town's current regulatory environment. To do this, we will facilitate a focus group with Town staff, present the development opportunities, and ask for input on the likely feasibility of each under current land use policy, zoning, infrastructure, etc.

## 7. Action Plan Matrix

### **DRAFT MATRIX**

After distilling all the information collected from the on-site groundwork, data analysis, and research, Camoin will draft an Action Plan Matrix. The Action Plan Matrix is South Berwick's implementation tool; it will serve not only as a broad strategy reflecting the Town's economic development intentions, but also as a concise document to be frequently referenced by staff and key implementers in day-to-day operations. Each action proposed in the matrix will have related partners, timeframe, resources, and outcome metrics to track progress overtime. We will work closely with Town staff to develop the matrix using a format and layout that best meets your needs.

Initiatives in the matrix will flow from overarching goals to specific tactics and actions and indicate necessary resources, partnerships, and corresponding performance metrics and benchmarks. It will carefully reflect the intersection of South Berwick's opportunities and resources, as identified in the market analysis.

### **ACTION PLAN MATRIX WORK SESSION**

Camoin will engage Town staff in matrix refinement. The goal of the work session will be for the participants to closely review the existing matrix as prepared by Camoin and offer suggestions and comments on how to revise it by prioritizing, editing, adding, and deleting items. This meeting will include discussions regarding implementation capacity. Based on Town and select stakeholder advisement (if desired), we will incorporate revisions into an updated Action Plan Matrix.

## 8. Final Presentation

As the research and planning concludes, it is imperative to keep forward momentum. Once the deliverables are complete, Camoin will visit the Town one final time for a 1-day site visit during which we will present the Action Plan Matrix at an appointed meeting/venue. We will work with Town Staff to determine the ideal participants and meeting format so that this is not just a perfunctory presentation but a session that launches South Berwick into implementation while promoting broader buy-in from additional stakeholders.

# BUDGET AND SCHEDULE

## BUDGET

To complete the scope of work outlined above, we propose a total project fee of \$30,000. This includes our professional fee (staff time) and expenses, such as interview preparation, printing costs, and travel.

	Tasks	Fee
1	Project Management & Kickoff	\$500
2	Baseline Community Profile	\$2,000
3	Development Area Profiles	\$2,000
4	Real Estate Market Analysis	\$10,000
5	Interviews & Focus Groups	\$6,000
6	Alignment of Opportunities & Policies	\$1,000
7	Action Plan Matrix	\$5,000
8	Final Presentation	\$2,000
Subtotal of hours per person		\$28,500
Expenses		\$1,500
Total Project Fee		\$30,000

## SCHEDULE

As requested in the RFP, we will commence the project on February 17, 2023, and complete the work by May 24, 2023.

# WHO WE ARE



*A meaningful job has the power to change people's lives forever. It improves self-esteem and strengthens families. I founded Camoin in 1999 to multiply that dynamic and, in the process, change communities for the better.*

ROB CAMOIN, PRESIDENT & CEO, CAMOIN ASSOCIATES



## OUR PURPOSE

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At Camoin Associates, we believe a meaningful job that provides purpose, hope, and a good income is what it is all about. It takes hard work to achieve that goal for entire communities, so everyone can have a chance to prosper. That's where we come in. We work with public officials to target resources to improve the business climate in communities and we help business leaders and not-for-profit executives resolve tough management issues.



## OUR PEOPLE

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We live where we work and love it. With staff in several regional offices across the nation, from New England and Virginia to Montana and the Pacific Northwest, we know what makes life interesting: exceptional people and places. We are professionals without pretense. We enjoy helping our clients make good things happen.



## OUR COMMITMENT

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We want you to succeed. The work we do for you will be integrated, pragmatic, forward-leaning, intelligent, and actionable.



## Jim Damicis | *Senior Vice President*

### PROJECT ROLE: Senior Advisor

For each project, Jim combines a deep understanding of state-of-the-art economic development with the engagement of employers and stakeholders to uncover the community's unique opportunities and develop strategies to address its challenges.

Jim has decades of experience using research and analysis to lead decision-making in economic development in Maine. Prior to merging with Camoin Associates, he built PolicyOne Research into a leading research and analysis firm serving private and public clients throughout the Northeast. Jim also worked for the Maine Science and Technology Foundation (MSTF) for three years as the Director of Research and Policy.

Jim is a national leader in preparing professionals, communities, and regions for an emerging economic future through his work with Communities of the Future.

### FEATURED PROJECTS

**Scarborough Downs Development Advisory Services | Scarborough, ME** | Jim worked closely with the project team to develop a market-viable mixed-use redevelopment program for the Downs site. He was instrumental in negotiating a tax increment financing agreement with the Town of Scarborough to assist the developer with infrastructure costs that would enable the development to proceed and bring jobs and a new downtown village to the town.

**Economic Development Market Analysis & Action Plan | City of Saco, ME** | Jim led the Camoin's team's economic and real estate market analysis to prioritize development opportunities and actions for Saco's distinct commercial areas and corridors. Key recommendations for implementation included diversifying the economic base including allowing mixed use development in more areas, integrating economic development strategies with land-use practices and practices, and shifting the focus from development of new business parks to filling existing parks and redevelopment.

**Market Analysis and Redevelopment Strategy for 3 Lincoln Street | City of Biddeford, ME** | Jim lead the redevelopment strategy for 3 Lincoln Street site in the City of Biddeford. Findings from the analysis helped the City Council understand the significant level of public sector investment necessary to achieve their vision. The City used the findings from the market analysis to solicit development partners for the project.

**Economic Development Plan | North Yarmouth, ME** | Jim worked with the town's Economic Sustainability Committee to lead a planning process for the rural community. Jim's work resulted in the creation of a strategy that was well suited to the rural nature of the town, and Jim was able to use his expertise in tax increment financing to provide guidance on tactics to implement these strategies.

**JOINED CAMOIN: 2009**

**YEARS OF EXPERIENCE: 25+**

#### EXPERTISE

- Local and regional economic strategies
- Target industry and industry cluster analysis
- Workforce development strategies

#### AFFILIATIONS

- Northeastern Economic Development Association (NEDA), past President
- International Economic Development Council's (IEDC) Economic Development Research Partners (EDRP)

#### EDUCATION

- Master of Public Policy and Administration, Edmund S. Muskie School of Public Service, University of Maine
- B.A. Economics and Political Science, University of Connecticut, Storrs



## Christa Ouderkirk Franzi, CEcD | *Vice President & Director of Entrepreneurship*

### PROJECT ROLE: Project Principal

Successful economic development initiatives require an interdisciplinary perspective, which is just what Christa brings to the Camoin team. She understands the complex relationships between economic growth, land use planning, quality of place, economic inclusion, talent attraction, and environmental sustainability and has devised economic development strategies that will be environmentally, socially, and financially sustainable for years to come.

With a unique talent for creative problem solving, Christa prides herself on helping communities capitalize on otherwise “hidden” opportunities. She has an intuitive sense for marketing, communications, and engagement and works with clients to develop custom workshops and engagement tactics that present information and intelligence to build momentum and launch projects into implementation.

### FEATURED PROJECTS

**Regional Economic Development Plan | Somerset County, ME |** Christa’s project management was integral in facilitating the collaboration needed to develop a long-term strategic economic development plan in response to a declining wood-based manufacturing economy and stagnant tourism industry.

**Market Analysis and Redevelopment Strategy for 3 Lincoln Street | City of Biddeford, ME |** Christa’s ability to work in complex market environments shined as she worked with Biddeford’s many stakeholders to establish a framework for redeveloping a former waste-to-energy site in downtown Biddeford.

**Recreation & Food and Beverage Market Analysis and Strategy | Town of Skowhegan, ME |** As project manager, Christa provided actionable intelligence about the food and beverage and recreation sectors to Main Street Skowhegan and its partners. The findings from the market analysis were used to create actionable strategies for entrepreneurship, downtown development, and business retention, expansion, and attraction.

**Comprehensive Economic Resiliency Strategy | Aroostook + Washington Counties, ME |** Christa worked with Aroostook and Washington Counties to develop a bold, future-focused economic development resiliency strategy, which takes an asset-based approach designed to move economic, workforce, and community development entities towards resiliency and future readiness.

**Rapid Response and Business Retention Program | City of Westbrook, ME |** To streamline emergency response and recovery efforts, Christa is leading the development of a modern, smart business retention program.

**"She's the type of person that steps up to the plate, sees a challenge, and knows how to make a solution."**

**- Anthony Capece, Central Avenue BID**

**JOINED CAMOIN: 2010**

**YEARS OF EXPERIENCE: 10+**

#### EXPERTISE

- Economic strategies for rural communities and small cities
- Economic Recovery and Resiliency
- Building networks for economic development
- BRE Design and Implementation
- Engagement, communications, and marketing
- Entrepreneurial ecosystem assessment and strategy
- Placemaking and downtown revitalization

#### AFFILIATIONS

- Northeastern Economic Development Association (NEDA), Board Member, Communications Committee Chair, 2016 Member of the Year
- International Economic Development Council's (IEDC) CEcD Certification (2016)

#### EDUCATION

- Master of Geography, Binghamton University
- B.A. Environmental Science and B.A. Geography, SUNY Oneonta





**JOINED CAMOIN: 2014**

**YEARS OF EXPERIENCE: 10**

#### **EXPERTISE**

- Real estate market analysis
- Financial feasibility analysis and modeling
- Economic and fiscal impact analysis
- Supply chain analysis
- Targeted industry research

#### **AFFILIATIONS**

- American Institute of Certified Planners (AICP)
- American Planning Association, Mass. Chapter (MA-APA)
- Urban Land Institute (ULI), Boston/New England Chapter
- Massachusetts Economic Development Council (MEDC)

#### **EDUCATION**

- Master of City and Regional Planning, The University of North Carolina at Chapel Hill
- B.S. Business Administration, Questrom School of Business, Boston University

## **Tom Dworetsky, AICP | *Director of Research***

### **PROJECT ROLE: Research Director**

Tom's role at Camoin Associates focuses on harnessing the power of data to uncover economic development opportunities and measure the results of strategic implementation. As the leader of Camoin's Data Team, he is well-versed in a broad array of economic data sources and methodologies that get to the core of critical research questions and produce insights that lead to action.

Having analyzed dozens of distinct industries across the economy, Tom is adept at leveraging industry research to inform economic development strategic planning initiatives. He has led and completed a variety of supply chain studies, economic and fiscal impact analyses, and real estate analyses. His work has included quantifying the impacts of complex policies and plans, building pro forma financial models for large development projects, and conducting regional and site-specific market analyses for a range of communities and use types.

As an AICP-certified planner with national experience in both real estate and land use planning, Tom brings expertise for tackling economic development challenges in communities with unique market conditions and land use challenges. He has a special interest in strategies for downtown revitalization and the positive economic impacts that reinvigorating historic town centers can have on communities. Taking a data-driven approach, Tom has advanced innovative, community-specific initiatives to spur revitalization through redevelopment, business attraction, adaptive reuse, and other creative methods.

### **FEATURED PROJECTS**

#### **Scarborough Downs Redevelopment Market Analysis | Scarborough, ME |**

Tom spearheaded a comprehensive real estate market analysis of the greater region to inform the types of development that would be best supported as part of this large-scale, mixed-use development project. The analysis included a detailed assessment of residential and commercial market trends, including an analysis of the scale and mix of use types needed to support the development of a new downtown district.

#### **Housing Needs Analysis and Assessment | Town of Kennebunkport, ME |**

For this project, Tom quantified existing and future housing needs for the town through data analysis, interviews, an employer survey, and public meetings. As lead analyst, he led research and analysis to determine housing demand segments and informed the public about the imperative for affordable housing in town.

#### **Multifamily Market Analysis | Greater Portland, ME |**

Tom's analysis of real estate market trends in the area helped focus the strategy toward attracting the types of unit-sizes, phasing schedule, amenities, and price points that are needed to ensure successful absorption of additional units in the market.

**Tom's focus on the power of data ensures that our recommendations are grounded in market realities.**



## Darrell Booker | *Project Manager*

### PROJECT ROLE: Project Manager

Darrell is new to Camoin Associates and brings over a decade of economic development project management and banking experience to Camoin Associates. His career began in the banking industry where he focused on small business advisory and commercial lending.

Darrell then transitioned to economic development where he has experience working as a private practitioner at the local and regional level. As an economic development practitioner, he has been directly involved in the creation of more than \$286 million in capital investment and 800+ jobs.

Darrell holds double bachelor's degrees in finance and marketing from the University of South Carolina. He also completed the South Carolina Economic Development Institute on his way to earning the designation of South Carolina certified economic developer and holds a real estate license for the State of South Carolina.

### FEATURED PROJECTS

*Darrell recently joined the Camoin Associates team. His featured projects were performed in previous roles.*

**Pandemic Recovery Plan | West Piedmont Planning District Commission | Martinsville, VA** | As project manager, Darrell worked with the West Piedmont Planning District to understand the region's existing economic condition and developed a strategic plan that focused on diversification of the region's economic base.

**Strategic Workforce and Resiliency Plan | Greene County Economic Development | Xenia, OH** | Darrell conducted stakeholder engagement sessions to gain qualitative data on the county's current workforce environment.

**Opportunity Zone Playbook | Town of Wise, VA** | As project manager, Darrell developed a step-by-step guide that the Town could use to attract investments in their opportunity zones.

**Target Industry Analysis | Show Me Christian County | Ozark, MO** | As project researcher, Darrell compiled quantitative data on the community's historical and present industry data to show the growth or decline of specific industries. Darrell also conducted a workforce analysis focused skillsets to identify any gaps in skills needed by targeted industries.

#### JOINED CAMOIN: 2022

#### YEARS OF EXPERIENCE: 10+

#### EXPERTISE

- Project management
- Strategic economic development
- Economic resiliency
- Target industry analysis
- Business retention and expansion
- Opportunity Zone investment

#### CAREER EXPERIENCE

- Community Development, CLIMB Fund
- Business Development Manager, ECS Limited
- Senior Project Manager, Southern Carolina Alliance
- Project Manager, Orangeburg County Development Commission

#### AFFILIATIONS

- South Carolina Economic Development Association (SCEDA)
- ULI South Carolina

#### EDUCATION

- Bachelor of Science in Finance, University of South Carolina
- Bachelor of Science in Marketing, University of South Carolina



## Angela Hallowell | Analyst

### PROJECT ROLE: Project Analyst

Angela is new to Camoin Associates and brings knowledge of economics, public policy, and demographic analysis. She is excited to apply her background to a diverse range of clients and to help clients make their communities stronger. Prior to joining Camoin Associates, Angela worked in state government, where she contributed to a wide range of analysis supporting various agencies and projects. In her previous role, she served as a subject matter expert for the US Census and other demographic data. Angela is passionate about the power of data and the impacts that creative and thoughtful analysis can make on community development.

### FEATURED PROJECTS

*Angela recently joined the Camoin Associates team. Her featured projects were performed in previous roles.*

**Maine Economic Development Strategy 2020-2029 | State of Maine |** Angela worked with the State to develop a 10-year plan for the state's economy. Her research directly contributed to a new strategy focused on connecting existing assets and strengths to emerging opportunities within the state. Angela also provided her analytical expertise on program evaluation during the implementation phase of the plan.

**Economic and Demographic Assessment | Governor's Office of Policy, Innovation and the Future | Maine |** Angela's analysis provided comprehensive demographic and economic context for Franklin County and Somerset County, focusing on the industrial base, education, workforce, and socioeconomic inequality. This analysis helped to inform the development of a STEM pilot program that provided educational opportunities in rural areas of Western Maine.

**Evaluation of Targeted Industries and Future Opportunities | FocusMaine |** Angela's analysis provided FocusMaine with an evaluation of the success of its focus sectors. Her research also highlighted the regional competitive advantage of the focus sectors, which was used in the development of the organization's vision for future targeted investments.

**Multifamily Housing Market Feasibility Study | Private Developer | Lewiston, Maine |** Angela served as an analyst on this project, studying the market for a large multifamily housing development. Angela analyzed local and regional economic and demographic trends, market areas, and housing supply to help the developer better understand future demand and price points for the housing project.

**Real Estate Market Study | Private Developer | Auburn, Maine |** Angela provided analysis for this market feasibility study for a private developer considering a 954-unit residential development with a mix of townhomes and apartments. Demographic and economic analysis, as well as market characteristics including local assets and land use were examined to determine demand for the project and estimate achievable rental and absorption rates.

**JOINED CAMOIN: 2022**

**YEARS OF EXPERIENCE: 4+**

#### EXPERTISE

- Target industry analysis
- Economic impact analysis
- Socioeconomics and demographics

#### CAREER EXPERIENCE

- Economic Analyst, Maine Office of the State Economist
- Research Analyst, University of Maine School of Economics

#### EDUCATION

- Master of Science in Economics, University of Maine
- Bachelor of Science in Economics, University of Maine

# WHAT WE DO

## OUR BACKGROUND

Camoin Associates was founded by Robert Camoin in 1999 with a commitment to improve the economic well-being of communities. Along the way, we've completed over 1,500 projects in 45 states and the US Virgin Islands and helped advance prosperity for entrepreneurs, small businesses, multinational corporations, rural villages, cities, counties, and metropolitan regions. Today we are 27 highly skilled professionals who work diligently to analyze and understand data, build consensus, and creatively manage complex situations.

## OUR APPROACH

We find simple and elegant solutions amidst complex realities. We know how to step into your position to profoundly understand your challenges before stepping back to assimilate a broad perspective. Along the way, we become your trusted adviser as we work together to answer perplexing questions and break through the obstacles that stand in your way.

## OUR SPECIALTIES

We work with public officials to create and implement strategies and actions that improve the quality of life for communities, and we help business leaders and not-for-profit executives deal with tough issues. Simply stated, we stimulate investment.

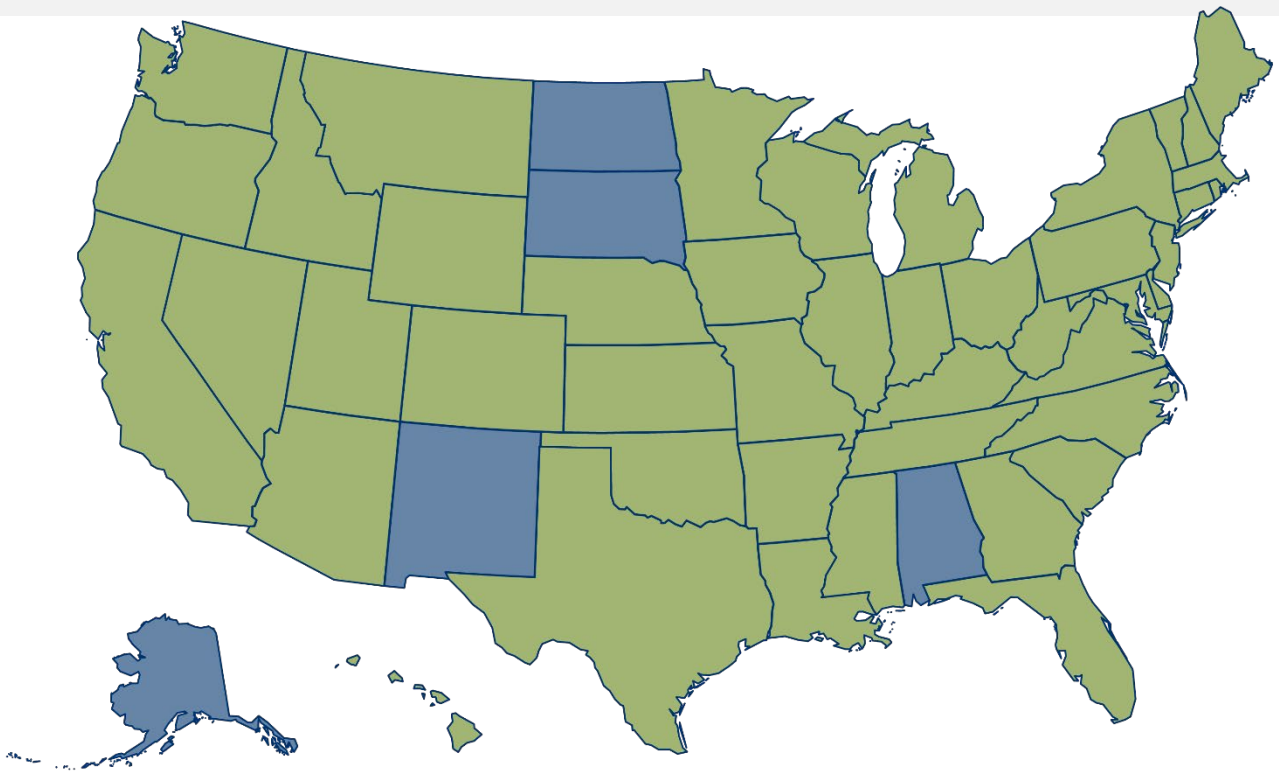


- Strategic and organizational planning
- Industry and workforce analytics
- Economic and fiscal impact analysis
- Real estate development services
- Lead generation and business relationships
- Entrepreneurship and innovation

**Economic development is a process that requires a comprehensive understanding and unique approach for advancing economic prosperity—that's what we do.**

# PROJECT EXPERIENCE

Since 1999, Camoin Associates has completed over 1,500 projects in 45 states and the US Virgin Islands. The following projects show our expertise. Additional project profiles can be found on our website, [www.camoinassociates.com](http://www.camoinassociates.com).



# Cook's Corner Revitalization Plan

## Town of Brunswick, ME

**THE CHALLENGE** | The Town of Brunswick is a fast-growing community on Maine's Midcoast about 30 minutes northeast of Portland. Within Brunswick, Cook's Corner is a vehicle-centric retail center that serves local and regional visitors with national and regional chains. As brick-and-mortar retail has evolved due to the dawn of e-commerce and various economic shocks in the last decade, lingering vacancies prompted the Town to take a public-private approach to envision the future of Cook's Corner.

**THE SOLUTION** | Although there had been previous visioning projects for Cook's Corner in the past, Camoin Associates designed a process that differentiated itself as a multi-disciplinary approach that drew support from a myriad of perspectives and was intentionally aligned with the Town's budgeting process. Looking at real estate market realities, public sector investments, and the values of the community helped direct the recommendations within the Cook's Corner Revitalization Plan. Through several iterations of primary and secondary data, a vision for Cook's Corner was established, leading to three goal areas to work towards that vision. Elements of land use, Town policy, traffic planning and economic development programs were all incorporated into the final Plan, reiterating the importance of interdepartmental collaboration to achieve the vision for Cook's Corner.

**THE IMPACT** | As the Plan was adopted unanimously by the Town Council, the Economic Development Department took on the role of managing the implementation structure, which had been vetted and agreed upon by the participants in the planning process. This structure will enable work groups to tackle the actions that fit within their purview and collaborate as a large group as needed. The data within the Plan has been widely used by Economic Development and Planning Departments to vet incoming development applications and continues to be a daily resource tool.

Coverage of the Plan can be found **here**.

Project website: <https://www.cookscornerrevitalization.com/>

### CLIENT

- Town of Brunswick, ME

### PARTNERS

- Gorrill Palmer Consulting Engineers Inc.

### SERVICES

- Retail Market Analysis – Real Estate and Consumer Demand
- Financial Feasibility Analysis
- Community and Stakeholder Engagement – In person and digital
- Website Buildout
- Strategic Planning and Visioning
- Traffic Pattern Analysis and Buildout



# Economic Development Market Analysis and Action Plan

## Saco, ME

### CLIENT

- City of Saco, ME

### SERVICES

- Economic and Real Estate Market Analysis
- Stakeholder Interviews and Listening Sessions
- District/Area Development Assessment
- Strategies and Actions for Implementation

**THE CHALLENGE** | Part of a growing coastal metro in Southern Maine with a complex geography that includes an urban core, rural areas, and coastal beaches and marshes, Saco needed to prioritize economic development within its distinct economic districts and neighborhoods to maximize economic, community, and fiscal benefits.

**THE SOLUTION** | Camoin's team used economic and real estate market analysis and integrated stakeholder engagement to prioritize development opportunities and actions for its distinct commercial areas and corridors. Key recommendations for implementation included diversifying the economic base including allowing mixed use development in more areas, integrating economic development strategies with land-use practices and practices, and shifting the focus from development of new business parks to filling existing parks and redevelopment.

**THE IMPACT** | The analysis and engagement resulted in an action plan that is being integrated into the City's Comprehensive Land Use Plan, policies and practices on economic incentives and programs, and prioritization of infrastructure. The City continues to grow and invest for the future.



# Development Advisory for The Downs Mixed-Use Project Scarborough, Maine

**THE CHALLENGE** | In 2017, Cross Roads Holdings LLC acquired the 500-acre Scarborough Downs site in Scarborough, Maine, embarking on a 10- to 20-year effort to redevelop the property into a walkable mixed-use village, featuring a variety of housing types, a village center, recreational and entertainment facilities, and an assortment of retail, office, and light industrial space. Representing investment upwards of \$500 million, this would be the largest development project ever undertaken in Scarborough, a suburban community without a traditional town center.

**THE SOLUTION** | The developers engaged Camoin Associates to conduct a comprehensive real estate market analysis of the region to understand the development opportunities for the site, as well as advise on design, phasing, project messaging, and strategies for financing the extensive infrastructure costs associated with a project of this scale, including tax increment financing (TIF).

**THE IMPACT** | Working closely with both the developers and the Town of Scarborough, Camoin is working to ensure that the Scarborough Downs redevelopment results in an outcome that maximizes public benefits, including tax revenue generation, job creation, and enhancement of the quality of life in the Town, while generating a fair return to investors.

## CLIENT

- Cross Roads Holdings, LLC

## SERVICES

- Demographic and Socioeconomic Analysis
- Market Analysis
- Financial Feasibility Analysis
- Economic and Fiscal Impact Analysis
- TIF District Planning
- Real Estate Development Advisement



# Outdoor Recreation Industry Profile and Strategy

## Southern Maine

**THE CHALLENGE** | Recognizing the current role of the outdoor recreation industry in Maine and the potential to have an even greater role, the Southern Maine Planning and Development Commission (SMPDC) initiated an effort to clarify opportunities for additional growth of the recreation equipment manufacturing industry and recreation amenities within the region and establish strategies for pursuing this growth.

**THE SOLUTION** | The resulting outdoor recreation industry profile provided detailed information on (1) the market of outdoor recreation goods and services being produced and sold and (2) overall use and demand for the outdoor recreation amenities themselves within the region. This two-pronged approach was designed to get to the core benefits of outdoor recreation—the jobs and sales associated with creating the products and services, as well as the quality-of-life attributes that make for a great place to live and visit.

**THE IMPACT** | A series of focus groups and interviews was held to gather information from business owners, outdoor recreation advocates, and public officials about the key challenges and opportunities they see for the industry in the near future. From this research, a strategic action plan was created to guide SMPDC's efforts in the near future to strengthen the outdoor recreation industry.

### CLIENT

- Southern Maine Planning and Development Corporation

### SERVICES

- Outdoor Recreation Industry Definition
- Target Industry Analysis
- Focus Groups
- Stakeholder Interviews
- Strategy Development

### Southern Maine Outdoor Recreation Usage

Mountain Division Trail – Fryeburg Segment



Over a two-and-a-half-week period (7/14/21-8/2/21), 2,169 pedestrians and cyclists used the trail.

Marginal Way in Ogunquit



In 2019, 408,582 people used the trail.

Mount Agamenticus



Over the holiday weekend (10/9/21-10/11/21), 1,189 vehicles used the road (one-way).

Eastern Trail



An estimated 242,955 people used the trail in 2021.

Source: SMPDC



# Market Analysis & Redevelopment Strategy for 3 Lincoln Street City of Biddeford, ME

**THE CHALLENGE** | For years, a waste-to-energy facility (MERC) located in the middle of downtown Biddeford made the Mill District and the city as a whole unattractive for development. Finally, in 2012 the City Council purchased the site, removed MERC, and began remediation. City leaders recognized the critical role this property has in transforming Biddeford's downtown and retained Camoin Associates and MRLD Landscape Architecture + Urbanism to complete a Market Analysis and Redevelopment Feasibility Study.

**THE SOLUTION** | Following the removal of MERC, absorption of existing mill space picked up dramatically and vacancy rates in downtown Biddeford plummeted. Nothing in the historic data suggested this abrupt change, so our challenge was to help the City understand what was happening in the market and plan in an environment with increasing uncertainty. Our approach was not to set a path toward a single redevelopment objective but to create a framework for the City's vision that will guide the private sector in adapting emerging market opportunities to the City's desired development outcomes. We emphasized implementation by working with the city to envision what could be done and how to do it.

**THE IMPACT** | Findings from the analysis helped the City Council understand the significant level of public sector investment necessary to achieve their vision. Today, the City is using the findings from the market analysis to solicit development partners for the project.

## CLIENT

- City of Biddeford, ME

## SERVICES

- Analysis of a dynamic real estate market undergoing transformation
- Development and assessment of redevelopment prototypes
- Public process through strategic messaging and public meetings
- Vision and actionable redevelopment strategy

*Biddeford Lincoln Mill development is part of a bigger plan for mill district*

Maine Biz | October 2019

**Link:**

<https://www.mainebiz.biz/article/biddeford-lincoln-mill-development-is-part-of-a-bigger-plan-for-mill-district>

# REFERENCES

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Project: 3 Lincoln Street

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Project: Scarborough Downs