Town of West Bath
Public Meeting Notice

Select Board: Madelyn Hennessey, Chair
Suzanne Andresen
Kathleen Lavallee

Town Administrator: Kristine Poland

Town Clerk: Karly Perry

A meeting of the West Bath Select Board / Board of Assessors will be held **Thursday May 9, 2024, at 4:30 pm** at the **Fire Hall, 192 State Road, West Bath, Maine**.

This meeting will be followed by the Annual Budget Town Meeting Informational Session at 6:00 pm.

Tentative Agenda

I. Call to Order

II. Attendance and Establishment of Quorum

III. Pledge of Allegiance

IV. Consent Agenda
1. Approval of Municipal Warrant
2. Upcoming Select Board Meeting(s):
Thursday, May 16, 2024, 5:30 pm, West Bath School Gymnasium

V. Old Business (Board of Assessors)
1. Act on recommendations from Parker Appraisal on the following applications for abatement of property taxes:
   A. Amir and Taylor Familmohammadi, 28 Van Der Werf Dr (R01-007-D)
   B. Linda Henderson, 501 Fosters Point Rd (R04-004)
   C. Linda Henderson, 480 Fosters Point Rd (R04-034)
   D. 263-269 State Road LLC, 269 State Rd (U07-012)
   E. 263-269 State Road LLC, 263 State Rd (U07-013)
   F. Harbor Ridge Homeowners, 326 Mountain Rd (U18-008)
   G. Harbor Ridge Homeowners, Mountain Rd, land only (U18-008-A)
   H. Gary Varney, 406 Mountain Rd (U19-002)
   I. Jeffrey and Margaret Pierce Revocable Trust, 483 Mountain Rd (U19-006)
   J. Jeffrey and Margaret Pierce Revocable Trust, Mountain Rd, land only (U19-007)
   K. Ronald Proctor, 9 Mallard Dr (U24-010-A)
   L. Henry Baecker Jr., 133 Brigham's Cove Rd (U27-033)
2. Applications for abatement of property taxes, status update

VI. Old Business (Select Board)
1. Request for Proposals, legal services

VII. New Business (Select Board)
1. Discussion with Treasurer regarding expense accounts and report formatting
2. Town Administrator's report

VIII. Future Agenda Items

IX. Select Board Comments and Announcements

Annual Budget Town Meeting, Thursday May 16th at 6 pm at the West Bath School Gym.

X. Public Comment

XI. Adjournment

Business Item 1
Act on recommendations from Parker Appraisal on the following applications for abatement of property taxes:

A. Amir and Taylor Familmohammadi, 28 Van Der Werf Dr (R01-007-D)
B. Linda Henderson, 501 Fosters Point Rd (R04-004)
C. Linda Henderson, 480 Fosters Point Rd (R04-034)
D. 263-269 State Road LLC, 269 State Rd (U07-012)
E. 263-269 State Road LLC, 263 State Rd (U07-013)
F. Harbor Ridge Homeowners, 326 Mountain Rd (U18-008)
G. Harbor Ridge Homeowners, Mountain Rd, land only (U18-008-A)
H. Gary Varney, 406 Mountain Rd (U19-002)
I. Jeffrey and Margaret Pierce Rev Trust, 483 Mountain Rd (U19-006)
J. Jeffrey and Margaret Pierce Rev Trust, Mountain Rd, land only (U19-007)
K. Ronald Proctor, 9 Mallard Dr (U24-010-A)
L. Henry Baecker Jr., 133 Brigham's Cove Rd (U27-033)

23-37

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 day from the date this notice is received.

YOU WILL NOT RECEIVE A REVISED TAX BILL. This is your notice of a change for this years assessment and tax. This form relates to changes in the **original** tax only. Any accrued interest may still apply.

NAME: **Familmohammadi, Amir & Taylor**

ACCOUNT NUMBER: **RE 1426** MAP/LOT: **R01-007-D**

REASON: **Believes Land value is too high. Land is assessed fairly and equitable to similar properties in West Bath. Applicant purchased the property for $480,000 in Jan 2023.**

Old Value		New Value		ABATED VALUE
$ 102,400	Land	$ 102,400	Land	$ -
$ 396,400	Building	$ 396,400	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 498,800	Total	$ 498,800	Total	$ -

Old Tax	New Tax	ABATED TAX
$ 3,391.84	$ 3,391.84	$ -

DENIED

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Kathleen Lavallee, Suzanne Andresen, and Madelyn Hennessey, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

Town of West Bath, Assessing Office, 219 Fosters Point Road, West Bath, ME 04530 (207) 443-4342

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Amir Familmohammadi
Taylor Familmohammadi
28 Van Der Werf Drive
West Bath, ME 04530

Re: Abatement Request, Tax Map R01 Lot 007-D
28 Van Der Werf Dr, West Bath, ME

Mr. and Mrs. Familmohammadi:

This letter serves to notify you that the above-referenced abatement request has been denied.

After careful review and consideration, it has been determined that your property has been fairly and equitably assessed with comparable properties in the Town of West Bath. It was also noted you purchased your property for $480,000 in January of 2023, which is within MRS standards of 10% deviation.

If you disagree with this decision, please know that the next step is to appeal to the Board of Assessment Review within 60 days of this notice. For full appeals process, please request information from Town Office staff or visit https://www.maine.gov/revenue/forms/property/pubs/bull10.pdf.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this Decision to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-42

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10
to Tax Collector & Notice to Taxpayer
for Assessment Year
2023/2024

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NAME: **Henderson, Harvey A Jr & Linda M**

ACCOUNT NUMBER: **RE 533** MAP/LOT: **R04-004**

REASON: **Adjust for number of rooms, no septic, and no bathroom.**

Old Value		New Value		ABATED VALUE
$ 693,000	Land	$ 618,000	Land	$ 75,000
$ 47,600	Building	$ 40,000	Building	$ 7,600
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 740,600	Total	$ 658,000	Total	$ 82,600

Old Tax	New Tax	ABATED TAX
$ 5,036.08	$ 4,474.40	$ 561.68

(Plus Interest)

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____
(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____
(TAX COLLECTOR)

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Linda Henderson
480 Fosters Point Road
West Bath, ME 04530

Re: Abatement Request, Tax Map R04 Lot 004
501 Fosters Point Rd, West Bath, ME

Abatement Amount: $561.68

Mrs. Henderson:

This letter serves to notify you that the above-referenced abatement request has been granted in the amount of $561.68. This has lowered your full tax amount on the subject property to $4,474.40. Adjustments were made to the number of rooms, lack of septic, and lack of bathroom.

Please note that if a payment has already been made to your account, you will receive a refunded abatement in the form of a check from the Town Office within 10 to 14 business days. If you have not yet made a payment, please contact the office for any interest that may have accrued to satisfy payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-44

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 days from the date this notice is received.

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NAME: **Henderson, Harvey A Jr & Linda M**

ACCOUNT NUMBER: **RE 1227** MAP/LOT: **R04-034**

REASON: **Adjust for number of rooms ands lack of insulation.**

Old Value		New Value		ABATED VALUE
$ 496,200	Land	$ 496,200	Land	$ -
$ 208,900	Building	$ 208,300	Building	$ 600
$ -	Personal Property	$ -	Personal Property	$ -
$ (25,000)	Exemption	$ (25,000)	Exemption	$ -
$ 680,100	Total	$ 679,500	Total	$ 600

Old Tax	New Tax	ABATED TAX
$ 4,624.68	$ 4,620.60	$ 4.08

(Plus Interest)

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Linda Henderson
480 Fosters Point Road
West Bath, ME 04530

Re: Abatement Request, Tax Map R04 Lot 034
480 Fosters Point Rd, West Bath, ME

Abatement Amount: $4.08

Mrs. Henderson:

This letter serves to notify you that the above-referenced abatement request has been granted in the amount of $4.08. This has lowered your full tax amount on the subject property to $4,620.60. Adjustments were made to the number of rooms and the lack of insulation.

Please note that if a payment has already been made to your account, you will receive a refunded abatement in the form of a check from the Town Office within 10 to 14 business days. If you have not yet made a payment, please contact the office for any interest that may have accrued to satisfy payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-52

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 days from the date this notice is received.

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NAME: **263-269 State Road LLC**

ACCOUNT NUMBER: **RE 394** MAP/LOT: **U07-012**

REASON: **Adjustment for shared septic. Shared with U07-013 (same owners).**

Old Value		New Value		ABATED VALUE
$ 156,200	Land	$ 140,500	Land	$ 15,700
$ 162,300	Building	$ 162,300	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 318,500	Total	$ 302,800	Total	$ 15,700

Old Tax	New Tax	ABATED TAX
$ 2,165.80	$ 2,059.04	**$ 106.76**

(Plus Interest)

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

263-269 State Road LLC
c/o Mark Jorgensen
227 Arrowsic Road
Arrowsic, ME 04530

Re: Abatement Request, Tax Map U07 Lot 012
269 State Road, West Bath, ME

Abatement Amount: $106.76

Mr. Jorgensen:

This letter serves to notify you that the above-referenced abatement request has been granted in the amount of $106.76. This has lowered your full tax amount on the subject property to $2,059.04. Adjustments were made to your land assessment due to a shared septic with U07-013 (263 State Road).

Please note that if a payment has already been made to your account, you will receive a refunded abatement in the form of a check from the Town Office within 10 to 14 business days. If you have not yet made a payment, please contact the office for any interest that may have accrued to satisfy payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-53

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

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NAME: **263-269 State Road LLC**

ACCOUNT NUMBER: **RE 396** MAP/LOT: **U07-013**

REASON: **No adjustments. Property contains well & septic (septic serves this lot and U07-012) and priced fairly and equitably compared to other commercial properties.**

Old Value		New Value		ABATED VALUE
$ 200,400	Land	$ 200,400	Land	$ -
$ 243,900	Building	$ 243,900	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 444,300	Total	$ 444,300	Total	$ -

Old Tax	New Tax	ABATED TAX
$ 3,021.24	$ 3,021.24	$ - (Plus Interest)

DENIED

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

263-269 State Road LLC
c/o Mark Jorgensen
227 Arrowsic Road
Arrowsic, ME 04530

Re: Abatement Request, Tax Map U07 Lot 013
269 State Road, West Bath, ME

Mr. Jorgensen:

This letter serves to notify you that the above-referenced abatement request has been denied.

After careful review and consideration your property is fairly and equitably assessed compared to other commercial properties. Your property on U07-012 (269 State Road) has been adjusted for the shared septic system.

If you disagree with this decision, please know that the next step is to appeal to the Board of Assessment Review within 60 days of this notice. For full appeals process, please request information from Town Office staff or visit https://www.maine.gov/revenue/forms/property/pubs/bull10.pdf.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-61

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

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NAME: **Harbor Ridge Association**

ACCOUNT NUMBER: **RE 941** MAP/LOT: **U18-008**

REASON: **Adjustment made for lot to remain undeveloped per subdivision covenants. Property is not fully exempt as no qualifying paperwork is on file at the Town Office. Lot value is not built into the assessment of the subdivision parcels, and no policy/ordinance stating regarding common areas.**

Old Value		New Value		ABATED VALUE
$ 290,300	Land	$ 145,100	Land	$ 145,200
$ -	Building	$ -	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 290,300	Total	$ 145,100	Total	$ 145,200

Old Tax	New Tax	ABATED TAX
$ 1,974.04	$ 986.68	$ 987.36

(Plus Interest)

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

Town of West Bath, Assessing Office, 219 Fosters Point Road, West Bath, ME 04530 (207) 443-4342

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Harbor Ridge Homeowners Association
c/o Katrina St. John and Rob Webb
43 Harbor Ridge Road
West Bath, ME 04530

Re: Abatement Request, Tax Map U18 Lot 008
Vacant Land at 326 Mountain Road, West Bath, ME

Abatement Amount: $987.36

Dear Taxpayer:

This letter serves to notify you that the above-referenced abatement request has been granted in the amount of $987.36. This has lowered your full tax amount on the subject property to $986.68. Adjustments were made to your land assessment due to subdivision covenants that it remains undeveloped. The value of the common area is not included in the assessment the other parcels in the subdivision. The Town does not have a policy or ordinance that addresses assessment of common areas. Regarding the non-profit status, there is no Maine Revenue Services Law that would make a Homeowners non-profit organization exempt. Please see 36 MRS § 652: Property of institutions and organizations.

Please note that if a payment has already been made to your account, you will receive a refunded abatement in the form of a check from the Town Office within 10 to 14 business days. If you have not yet made a payment, please contact the office for any interest that may have accrued to satisfy payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

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23-62

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

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NAME: **Harbor Ridge Association**

ACCOUNT NUMBER: **RE 944** MAP/LOT: **U18-008-A**

REASON: **Adjustment made for lot to remain undeveloped per subdivision covenants. Property is not fully exempt as no qualifying paperwork is on file at the Town Office. Lot value is not built into the assessment of the subdivision parcels, and no policy/ordinance stating regarding common areas.**

Old Value		New Value		ABATED VALUE
$ 28,500	Land	$ 14,300	Land	$ 14,200
$ -	Building	$ -	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 28,500	Total	$ 14,300	Total	$ 14,200

Old Tax	New Tax	ABATED TAX
$ 193.80	$ 97.24	$ 96.56

(Plus Interest)

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

Town of West Bath, Assessing Office, 219 Fosters Point Road, West Bath, ME 04530 (207) 443-4342

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Harbor Ridge Homeowners Association
c/o Katrina St. John and Rob Webb
43 Harbor Ridge Road
West Bath, ME 04530

Re: Abatement Request, Tax Map U18 Lot 008-A
Vacant Land on Mountain Road, West Bath, ME

Abatement Amount: $96.56

Dear Taxpayer:

This letter serves to notify you that the above-referenced abatement request has been granted in the amount of $96.56. This has lowered your full tax amount on the subject property to $97.24. Adjustments were made to your land assessment due to subdivision covenants that it remains undeveloped. The value of the common area is not included in the assessment the other parcels in the subdivision. The Town does not have a policy or ordinance that addresses assessment of common areas. Regarding the non-profit status, there is no Maine Revenue Services Law that would make a Homeowners non-profit organization exempt. Please see 36 MRS § 652: Property of institutions and organizations.

Please note that if a payment has already been made to your account, you will receive a refunded abatement in the form of a check from the Town Office within 10 to 14 business days. If you have not yet made a payment, please contact the office for any interest that may have accrued to satisfy payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

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23-67

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 day from the date this notice is received.

YOU WILL NOT RECEIVE A REVISED TAX BILL. This is your notice of a change for this years assessment and tax. This form relates to changes in the **original** tax only. Any accrued interest may still apply.

NAME: **Varney, Gary L**

ACCOUNT NUMBER: **RE 947** MAP/LOT: **U19-002**

REASON: **No abatement. Property is fairly and equitably assessed compared to similar properties. Property used for comparrison is U19-003-A which sold for $885,000 in June of 2021.**

Old Value		New Value		ABATED VALUE
$ 662,000	Land	$ 662,000	Land	$ -
$ 317,200	Building	$ 317,200	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ (25,000)	Exemption	$ (25,000)	Exemption	$ -
$ 954,200	Total	$ 954,200	Total	$ -

Old Tax		New Tax	ABATED TAX
$ 6,488.56	*(Full)*		
$ 5,675.82	*(Stabalized)*	$ 5,675.82	$ -

DENIED

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Kathleen Lavallee, Suzanne Andresen, and Madelyn Hennessey, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Gary Varney
406 Mountain Road
West Bath, ME 04530

Re: Abatement Request, Tax Map U19 Lot 002
406 Mountain Road, West Bath, ME

Mr. Varney:

This letter serves to notify you that the above-referenced abatement request has been denied.

After careful review and consideration your property has been assessed fairly and equitably compared to similar properties in West Bath. A comparison property on U19-003-A (448 Mountain Rd) sold in June of 2021 for $885,000 with only 210 feet of shore frontage, which currently has an assessment of $1,213,700.

If you disagree with this decision, please know that the next step is to appeal to the Board of Assessment Review within 60 days of this notice. For full appeals process, please request information from Town Office staff or visit https://www.maine.gov/revenue/forms/property/pubs/bull10.pdf.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this Decision to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-65

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 day from the date this notice is received.

YOU WILL NOT RECEIVE A REVISED TAX BILL. This is your notice of a change for this years assessment and tax. This form relates to changes in the **original** tax only. Any accrued interest may still apply.

NAME: **Pierce, Jeffrey H - Rev Indenture Trust & Pierce, Margaret H - Rev Indenture Trust**

ACCOUNT NUMBER: **RE 25** MAP/LOT: **U19-006**

REASON: **No abatement. Property is fairly and equitably assessed compared to similar properties. Subject property purchased by taxpayer w/ U19-007 for $3,950,000 in October of 2022. The two properties are currently assessed in total at $3,230,900.**

Old Value		New Value		ABATED VALUE
$ 1,883,700	Land	$ 1,883,700	Land	$ -
$ 1,136,300	Building	$ 1,136,300	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 3,020,000	Total	$ 3,020,000	Total	$ -

Old Tax	New Tax	ABATED TAX
$ 20,536.00	$ 20,536.00	$ -

DENIED

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Kathleen Lavallee, Suzanne Andresen, and Madelyn Hennessey, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

Town of West Bath, Assessing Office, 219 Fosters Point Road, West Bath, ME 04530 (207) 443-4342

TOWN OF WEST BATH
W
219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Jeffrey H. Pierce Revocable Indenture Trust
Margaret H. Pierce Revocable Indenture Trust
c/o Jeffrey and Margaret Pierce
P.O. Box 1774
Boca Grande, FL 33921

Re: Abatement Request, Tax Map U19 Lot 006
483 Mountain Rd, West Bath, ME

Mr. and Mrs. Pierce:

This letter serves to notify you that the above-referenced abatement request has been denied.

After careful review and consideration your property has been assessed fairly and equitably compared to similar properties in West Bath. According to Maine Revenue Sales records, you purchased both this property and U19-007 for $3,950,000 in October of 2022. With adjustments to U19-007, your combined assessment for both properties are $719,100 under your purchase price a year and a half ago.

Additionally, your property consists of over 650 feet of water frontage and does not compare to the properties listed in your letter.

- U19-009 – 195 feet of shore frontage
- U19-010 – 348 feet of shore frontage
- U19-015 – 249 feet of shore frontage

It is also important to be aware the prior Town assessments should not be used for comparison as those values had not been adjusted since 2007.

If you disagree with this decision, please know that the next step is to appeal to the Board of Assessment Review within 60 days of this notice. For full appeals process, please request information from Town Office staff or visit https://www.maine.gov/revenue/forms/property/pubs/bull10.pdf.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this Decision to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-66

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 day from the date this notice is received.

YOU WILL NOT RECEIVE A REVISED TAX BILL. This is your notice of a change for this years assessment and tax. This form relates to changes in the **original** tax only. Any accrued interest may still apply.

NAME: **Pierce, Jeffrey H - Rev Indenture Trust & Pierce, Margaret H - Rev Indenture Trust**

ACCOUNT NUMBER: **RE 891** MAP/LOT: **U19-007**

REASON: **Adjustment to the land for permanent conservation easement. Reduction in land factor of 70% following the Open Space Law percentages.**

Old Value		New Value		ABATED VALUE
$ 700,900	Land	$ 210,900	Land	$ 490,000
$ -	Building	$ -	Building	$ -
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 700,900	Total	$ 210,900	Total	$ 490,000

Old Tax	New Tax	ABATED TAX
$ 4,766.12	$ 1,434.12	**$ 3,332.00**

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Kathleen Lavallee, Suzanne Andresen, and Madelyn Hennessey, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

Town of West Bath, Assessing Office, 219 Fosters Point Road, West Bath, ME 04530 (207) 443-4342

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Jeffrey H. Pierce Revocable Indenture Trust
Margaret H. Pierce Revocable Indenture Trust
c/o Jeffrey and Margaret Pierce
P.O. Box 1774
Boca Grande, FL 33921

Re: Abatement Request, Tax Map U19 Lot 007
Vacant Land on Mountain Rd, West Bath, ME

Abatement Amount: $3,332.00

Mr. and Mrs. Pierce:

This letter serves to notify you that the above-referenced abatement request has been granted in the amount of $3,332.00. This has lowered your full tax amount on the subject property to $1,434.12. Adjustments were made to your land assessment due to the conservation easement recorded at the Sagadahoc County Registry of Deeds on Book 2014R Page 01484. The reductions were calculated using the Maine Revenue Open Space Law percentages:

- General Open Space = 20% reduction
- Permanently Protected = 30%
- Forever Wild = 20%

Please note that if a payment has already been made to your account, you will receive a refunded abatement in the form of a check from the Town Office within 10 to 14 business days. If you have not yet made a payment, please contact the office for any interest that may have accrued to satisfy payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this Decision to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-80

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 days from the date this notice is received.

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NAME: **Proctor, Ronald G**

ACCOUNT NUMBER: **RE 1298** MAP/LOT: **U24-010-A**

REASON: **Adjustments made for sqft measurements of structures and adjusments to land classification. Survey was presented showing lack of water frontage.**

Old Value		New Value		ABATED VALUE
$ 871,500	Land	$ 234,000	Land	$ 637,500
$ 289,100	Building	$ 291,100	Building	$ (2,000)
$ -	Personal Property	$ -	Personal Property	$ -
$ -	Exemption	$ -	Exemption	$ -
$ 1,160,600	Total	$ 525,100	Total	$ 635,500

Old Tax	New Tax	ABATED TAX
$ 7,892.08	$ 3,570.68	$ 4,321.40

(Plus Interest)

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Ronald Proctor
9 Mallard Drive
Wast Bath, ME 04530

Re: Abatement Request, Tax Map U24 Lot 010-A
9 Mallard Dr, West Bath, ME

Abatement Amount: $4,321.40

Mr. Proctor:

This letter serves to notify you that the above-referenced abatement request has been granted in the amount of $4,321.40. This has lowered your full tax amount on the subject property to $3,570.68. Your property was re-measured on March 15 and adjustments were made to square foot measurements of structures on your property. Additionally, the land has been adjusted to remove the feet of water frontage based on the survey produced with your application.

Please note that if a payment has already been made to your account, you will receive a refunded abatement in the form of a check from the Town Office within 10 to 14 business days. If you have not yet made a payment, please contact the office for any interest that may have accrued to satisfy payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

23-75

Town of West Bath, Maine
Board of Assessors
Certificate of Abatement

36 M.R.S. §§ 841 - 849, and Property Tax Bulletin No. 10

to Tax Collector & Notice to Taxpayer

for Assessment Year

2023/2024

PROPERTY OWNER NOTICE: The Property owner (as listed below) in receipt of this abatement certificate is hereby given notice of this decision by the Board of Assessors. Be advised that if you believe you are still over-assessed you may appeal the Assessors' decision to the Board of Assessment Review. Applications are available upon request and must be submitted within 60 days from the date this notice is received.

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NAME: **Baecker, Henry H Jr**

ACCOUNT NUMBER: **RE 1134** MAP/LOT: **U27-033**

REASON: **Adjustments made for the lack of basement, heat, condition of kitchen/bathroom.**

Old Value		New Value		ABATED VALUE
$ 444,800	Land	$ 444,800	Land	$ -
$ 202,700	Building	$ 183,300	Building	$ 19,400
$ -	Personal Property	$ -	Personal Property	$ -
$ (25,000)	Exemption	$ (25,000)	Exemption	$ -
$ 622,500	Total	$ 603,100	Total	$ 19,400

Old Tax		New Tax	ABATED TAX
$ 4,233.00	*(Full)*		
$ 3,449.15	*(Stabilized)*	$ 4,101.08	$ (651.93)

(No Refund if Negative)

Abatement recorded in abatement list	
TRIO change recorded in computer and property card	X
Assessors' notice to property owner typed, copied, and sent	

We, Madelyn Hennessey, Suzanne Andresen, and Kathleen Lavallee, Assessors of West Bath, Maine, do hereby certify to the Tax Collector of West Bath, Maine, that the abatement as recorded above, has been granted. As Tax Collector, you are hereby discharged from any furthur obligation to collect the amount abated.

Signature: _____ Date _____

(CHAIR, BOARD OF ASSESSORS)

Signature: _____ Date _____

(TAX COLLECTOR)

Town of West Bath, Assessing Office, 219 Fosters Point Road, West Bath, ME 04530 (207) 443-4342

TOWN OF WEST BATH

219 Fosters Point Road
West Bath, ME 04530
207-443-4342

May 9, 2024

Henry Baecker Jr.
133 Brigham's Cove Road
West Bath, ME 04530

Re: Abatement Request, Tax Map U27 Lot 033
133 Brigham's Cove Road, West Bath, ME

Mr. Baecker:

This letter serves to notify you that the above-referenced abatement request has been reviewed and the property assessment has been reduced from $647,500 to $628,100. Adjustments were made for the lack of basement, heat, and condition of the kitchen and bathroom. The land is assessed fairly and equitably to similar properties in West Bath.

Due to the tax stabilization, which was applied to this property, there is no reduction in your tax bill. The stabilized amount was $3,449.15. With the updated assessment, your full tax amount would be $4,101.08 Since the stabilized tax is the lesser of the two, a refund will not be granted.

If you have not yet made payment, please contact the office for a current balance to satisfy the payment in full.

Please contact the Town Office with any questions or concerns at (207) 443-4342.

Sincerely,

Madelyn Hennessey, Board of Assessors Chair

Notice of Right to Appeal

If the taxpayer is not satisfied with this Decision of the Board of Assessors, they may appeal this to the West Bath Board of Assessment Review within sixty (60) days after notice of this Decision, pursuant to 36 M.R.S.A. §843. An application for the West Bath Board of Assessment Review is attached. Written notice (application) of the appeal needs to be filed with the West Bath Town Clerk within that timeframe, setting forth the basis for the appeal. Please contact the Town Office if you have any further questions or concerns.

Business Item 2
Applications for abatement of property taxes, status update

A spreadsheet is provided to assist in reviewing the status of requests for abatement of property taxes.

Old Business: Item 1
Request for Proposals, legal services

The Select Board will review and discuss a third draft of the Request for Proposals for Legal Services. This item was tabled from the May 2 meeting to allow the Select Board additional time for review.

Request for Proposals
Legal Services
for the
Town of West Bath, Maine

The Town of West Bath, Maine hereby solicits proposals from attorneys or legal firms to represent the Town as its legal counsel beginning July 1, 2024.

Proposal Submittal: Proposals will be received by the Town Administrator, Town of West Bath, 219 Fosters Point Road, West Bath, Maine 04530, until 2:00 pm on Thursday May 30, 2024, at which time they will be publicly opened. Proposals must be sealed and clearly marked, "Proposal for Legal Services". Respondents must submit an original proposal and four (4) copies.

Miscellaneous Requirements: The Town shall not be responsible for any expenses incurred by an attorney or firm in preparing, submitting, or presenting a proposal. All proposals shall provide a straightforward, concise delineation of the attorney's or firm's capabilities to satisfy the requirements of the request. Any attorney or firm who submits a proposal in response to this RFP may be required to make an oral presentation of their proposal upon request.

Questions: All questions should be directed to the Town Administrator at 207-386-6935 or by email townadministrator@westbathmaine.gov.

Selection: The West Bath Select Board's selection will be based on its evaluation of the written proposal, the attorney's or the firm's qualifications and experience, client references, and overall fee structure. The Select Board reserves the right to reject any or all proposals or to select the attorney or legal firm deemed to have submitted the most qualified proposal (fee and other factors considered), when in the judgment of the Select Board such an award is in the best interest of the public. The Select Board further reserves the right to negotiate separately in any manner necessary to serve the best interests of the Town. Attorneys or firms whose proposals are not accepted will be notified by mail or email.

Background: The Town of West Bath has a Town Meeting / Select Board / Administrator form of government. The population of the Town is approximately 1,910 with a land area of 15 square miles and an annual budget of approximately $7,535,000.

Like most towns, West Bath is involved in a variety of activities which require a diversity of legal services. Land use planning and zoning matters, policy and ordinance review, and human resources are the most common activities that require legal counsel. Over the last three years, the Town Attorney has billed the Town for an average of 60 hours per year.

Qualifications of Legal Counsel: The Town Attorney shall be an attorney and counselor at law of the courts of the State of Maine. The legal firm shall incorporate within their proposal an outline of the size and experience of the law firm to include resumes of legal staff with whom the Town will be working, as well as a listing of municipal clients and other references (with addresses and phone numbers). ~~The proposal should make note of the firm's expertise in Municipal law and land use.~~ The proposal should make note of the firm's interest in advising the Town on matters involving land use, Municipal law, or both. Attorneys or firms who focus their practice in a specific area of Municipal law are encouraged to make that specialty known.

The proposal must indicate the key lawyer to be appointed Town Attorney and include an estimate of the percentage of time they spend on municipal legal affairs. In addition, it should include an explanation of how the firm envisions the legal transfer of authority and responsibility in the absence or inability to act of the appointed attorney.

Scope of Services and illustrative examples of the anticipated services include:

1. Advise the Select Board, Town Administrator, Department Heads, and Town Committees on legal matters arising in the conduct of Town business.
2. Prepare, review, or revise ordinances and policies when requested by the Town Administrator.
3. As requested, attend meetings of the Select Board, Planning Board, Appeals Board, Board of Assessment Review, and other meetings, hearings, or workshops.
4. Prepare contracts and other instruments to which the Town is involved when requested by the Town Administrator.
5. Prepare deeds, easements, and contracts pertaining to real estate and render title opinions on property being acquired by the Town.
6. Immediately report to the Town Administrator and Select Board the filing of any litigation against the Town, as well as the outcome of any such claims.
7. When authorized by the Select Board, prepare all complaints and charges against, and appear in the appropriate court in the prosecution of, any person charged with a violation of a Town ordinance. Under the direction of the Select Board, defend Town officials in any action or claim against them in their official capacity. In those claims where the Town's insurance company has appointed legal counsel, the Town attorney shall provide only those services requested by the Town Administrator.
8. Keep a complete record of all suits in which the Town had or has an interest, giving the names of the parties, the court where brought, the nature of the action, the disposition of the case, or its condition, if pending, and the briefs of counsel. Keep a complete record of all written opinions furnished and of all certificates or abstracts of titles furnished to the Town, or any department or official thereof.

9. Deliver all records, documents, and property of every description in their possession, belonging to their office or to the Town, to their successor, who shall give them duplicate receipts therefore, one of which they shall file with the Town Administrator.
10. It is understood that there will also be informal activities expected of the Town Attorney, including counseling department heads and elected officials, and instructing employees in the elements of public law and examination of intergovernmental activities.
11. It is specifically noted that answering inquiries from the public and the press is outside the purview of the Town Attorney and that all such requests should be referred to the Town Administrator.
~~11.~~12. Since individual Select Board ~~and committee~~ members have no legal authority to incur expenses on behalf of the Town, the Town Attorney is not authorized to provide legal counsel to them individually, ~~except for the Select Board Chair.~~unless approved by the full Select Board and communicated to the Town Attorney through the Town Administrator. Communication between the Town Attorney and Department Heads and/or Town Committees requires the approval of the Town Administrator.

Contract for Services: It is anticipated that the Town and the legal firm will agree to a one-year contract for services after appropriate negotiations. The contents of the RFP and the representations made in the proposal will become part of any contract award. In addition, the Town anticipates that the following provisions will become a part of that contract.

Compensation: The Town anticipates payment on an hourly basis. Requests for payment must be submitted to the Town Administrator monthly and shall, if on an hourly basis, itemize the invoice by staff member, hourly rate, number of hours, subject matter, and the nature of the service. The proposal should specifically address how the Town will be billed for consultations between two attorneys who are both members of the legal firm. The Town typically pays bills within 30 days of receipt of invoice.

Billable Expenses: It is understood that the proposed attorney or legal firm will supply at no cost secretarial services, telephone, stationery, postage, supplies, library, and equipment required to provide a satisfactory level of service. Any exceptions should be noted in the proposal. The Town agrees to reimburse court costs, and other similar expenses. Requests for payment must be submitted monthly by invoice to the Town Administrator itemized by subject matter.

Supervision and Control: The Town Attorney shall be under the general direction of the Town Administrator, although as previously specified, the Town Attorney is expected to work cooperatively with and answer questions from the Select Board, Department Heads, and Town committees with prior authorization from the Town Administrator.

Termination: The contract may be terminated by either party upon two weeks' written notice to the other party; however, if any services are in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the Select Board until said services are completed and accepted by the Town.

Assignment: The selected attorney or firm shall be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein, or its power to execute such agreement to any other person, company, or corporation without the prior written consent and approval of the Select Board.

Hold Harmless Clause: The legal firm shall indemnify the Town from all suits, actions or claims of any kind brought on account of any injuries or damages sustained by any person in consequence of any negligence in performing contract work, or on account of any act or omission by the attorney or the firm or its employees, or from any claims or amounts arising or uncovered under any law, bylaw, ordinance, regulation, or decree, violated by such attorney or firm.

Insurance: The legal firm shall be required to carry Professional Liability Insurance. Proposals must specify the carrier and coverage limits. The Select Board may award the position to a firm on the condition that the firm's existing coverage limit be increased to a limit deemed adequate by the Select Board, which in any event shall be no less than $1,000,000 per occurrence. A certificate of insurance shall be provided to the Town, providing that coverage shall not be canceled without thirty (30) days' notice.

Unavailability: The attorney or firm must also provide advance notification to the Town Administrator of times when counsel will be unavailable, and the name(s) of the attorney(s) who will provide Town legal counsel in their absence.

Specialized Counsel: The Town shall not be restricted from appointing specialized counsel when, in the judgment of the Select Board, the need arises.

Proposal Form

To facilitate a comparison of competing proposals, the Town of West Bath respectfully requests answers to the following questions. Please feel free to attach additional sheets where the information requested is more extensive than the space provided.

Name of firm: _____

Mailing Address: _____

Physical Address: _____

Phone: _____

Email: _____

Name of lawyer proposed as Town Attorney: _____

Estimated percentage of time they spend on legal affairs: _____%

Professional Liability Insurance

Insurance Carrier: _____

Limits: _____

Financial Considerations

Proposed fee per hour:

Town Attorney: _____ Associate Attorney: _____

Paralegal: _____ Other staff: _____

Travel

How will the firm bill for travel time? _____

Areas of Focus

Attorneys or legal firms may submit proposals for one or more areas of expertise or focus. Please check all that apply:

___ Land Use and Zoning

___ Ordinance and Policy Review

___ Property Tax and Valuation

___ Environmental Law

___ Labor and Personnel

___ Public Finance

___ Contract Law

___ Dispute Resolution

___ Other (please specify) _____

_____

Please include any additional information you feel is relevant to the proposal.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

New Business: Item 1
Discussion with Treasurer regarding expense accounts and report formatting

The Select Board requested expense reporting that is detailed and simple to understand. The Treasurer will provide sample report(s) for review and discussion.

TOWN OF WEST BATH

Correspondence
05/09/2024

219 Fosters Point Road, West Bath ME 04530 · Phone (207) 443-4342 · Town Administrator email: townadministrator@westbathmaine.gov

Town Administrator

From: Amber Jones <ajones@sagadahoccountyme.gov>
Sent: Friday, May 3, 2024 1:20 PM
To: Brad Totten; denise.parker@arrowsic.org; Mark Waltz; administrator@woolwich.us; Town Administrator; townmanager@richmondmaine.com; mmeyers@cityofbath.com; Nicole Briand; phipps@phippsburg.com; Tyler Washburn
Subject: Sagadahoc County Preliminary Budget FY25
Attachments: FY25 Preliminarly Budget for Public Hearing.pdf

Good afternoon Managers and Administrators,

This is the budget that will move forward for an official vote of the Board of Commissioners on May 14, 2024. I will of course send all official notification and documentation once the budget is finalized through the vote.

Revenue
Tax Assessments - 200

Municipality	2023 State Valuation	Percent of County Tax Levy	FY23-24 County Tax Assessment	2024 State Valuation	Percent of County Tax Levy	FY24-25 County Tax Assessment
Arrowsic	116,550,000	1.88%	193,570	148,750,000	2.00%	235,816
Bath	1,261,000,000	20.31%	2,094,312	1,514,350,000	20.38%	2,400,726
Bowdoin	331,250,000	5.33%	550,151	373,600,000	5.03%	592,275
Bowdoinham	372,000,000	5.99%	617,830	478,250,000	6.44%	758,178
Georgetown	666,050,000	10.73%	1,106,199	797,650,000	10.73%	1,264,529
Phippsburg	828,750,000	13.35%	1,376,416	1,012,600,000	13.63%	1,605,293
Richmond	366,600,000	5.90%	608,862	398,500,000	5.36%	631,749
Topsham	1,248,150,000	20.10%	2,072,970	1,481,700,000	19.94%	2,348,965
West Bath	492,550,000	7.93%	818,044	583,850,000	7.86%	925,588
Woolwich	526,200,000	8.47%	873,931	642,100,000	8.64%	1,017,933
Total	6,209,100,000	100.00%	10,312,285	7,431,350,000	100.00%	11,781,051

Amber Jones

Town Administrator

From: Andrew Lardie, Tedford Housing <andrew@tedfordhousing.org>
Sent: Monday, May 6, 2024 7:28 AM
To: Town Administrator
Subject: Warming shelter 24-25

Good morning Kristine,
This spring, Tedford Housing is convening a small multi-town planning conversation about overnight warming shelter for winter 2024-25. I'd like to include 1 rep in the conversation from a few local towns. Hopefully we will only need to meet 2-3 times total. Can you please 1 or 2 other reps from West Bath to be on this communication list, so that amid challenging schedules, there is likely to always be 1 person from your town who can participate?

A little context that you probably already know: In some prior years local churches have organized a rotating location to open their doors on cold nights and host people who need a safe place to shelter. For the past two years, MaineHousing has funded a warming center at The Gathering Place, but TGP advises that this arrangement will not be feasible going forward.

RE: the purpose of this conversation - Just to develop a plan for emergency overnight warming shelter (probably a single location but possibly several), to serve multiple towns in the 24-25 winter. The conversation might also expand to summer cooling shelter. It will not focus on shelter for the general public during power outages, but could inform that subject.

Once I identify everyone who might join these meetings, I will work on scheduling. Please let me know who from West Bath would be best to invite, and thanks! I look forward to working with you.

Best,
Andrew

Andrew Lardie (he/him) - schedule an appointment with me
Executive Director

Tedford Housing

Tedford Housing
P.O. Box 958
Brunswick, ME 04011
Office 207-729-1161 ext.102 | Cell 207-319-0295
Direct line 207-607-4549

**** Tedford Housing Spring Benefit Concert ****
Friday, May 17, 6:30p @ UU Church Brunswick
Feat. Jud Caswell w/ Giff Jamison & Nancy Sferra
Tickets $35 – 100% of proceeds to Tedford!

Town Administrator

From: Craig Zurhorst <czurhorst@westernmainetrans.org>
Sent: Wednesday, May 1, 2024 10:57 AM
To: mdougherty@monroegroup.com; Town Administrator
Cc: Marsha Bennett
Subject: Bus Service for Green Acres Estates
Attachments: Survey Template.docx

Good morning, MJ and Kristine,

Thank you both for our conversations that were initiated by MJ's request for Western Maine Transportation Services (WMTS) to provide public transportation to residents of Green Acres Estates.

I encourage you to discuss this with each other, and with the Select Board, in case there are other public transportation needs in West Bath that need to be addressed.

To manage expectations, this will probably take time to resolve, regardless of how it's addressed. It may require some level of municipal funding and/or sponsorship from Monroe Group. It may also require West Bath and Monroe Group to work in cooperation with Bath, and/or Brunswick to make this possible.

WMTS operates the Brunswick Link, Bath CityBus, BlueLine commuter, and BIW-BlueLine Express bus services. While our scheduled routes would seem to put us in a favorable position to provide service to Green Acres Estates and, possibly, limited service elsewhere in West Bath, the current services are individually-funded by Brunswick, Bath, Gagne Foods (state grant) and BIW (federal grant), respectively. We are also limited by available resources, as new buses are now several years overdue.

Demand-response service for Sagadahoc County is assigned to Mid-Coast Public Transportation in Belfast. Because of this, I'd recommend contacting their director, Michael Hallundbaek MHallundbeak@MidCoastConnector.org, to learn if they're able to meet your needs. Please tell Michael we referred you.

If Mid-Coast isn't able to assist, the next step would be to consult with Maine DOT. The contacts there are Transit Program Coordinator, Lori Brann Lori.Brann@maine.gov, and Transit Manager, Ryan Neale Ryan.K.Neale@maine.gov. Please let them know we referred you as well. They would then contact us to discuss available options.

MJ, it would help to learn about residents' specific needs. You mentioned needing rides to downtown Bath, but do they also need to get to Brunswick, or somewhere else? Because of possible time constraints for the trips, knowing the purpose of the trips is critical, as are the times/days/frequency of the trips.

I'm attaching a baseline survey template you can modify, if desired, then ask residents to complete. Kristine, the town can certainly use this, too. If you want to make this electronic, the free survey tool from mailchimp works very well. https://mailchimp.com/features/surveys/. It goes without saying there will be some needs expressed that neither Mid-Coast, nor WMTS would be able to meet.

As a final note, anyone who needs transportation to a MaineCare-covered healthcare appointment should contact the regional MaineCare Non-Emergency Transportation (NEMT) broker, MidCoast Connector, at 1-855-930-7900. They are separate entity from Mid-Coast Public Transportation, although both are under Waldo Community Action Program.

I hope this is helpful. Please feel free to contact me with further questions.

Sincerely,

Craig

Craig Zurhorst
Community Relations Manager
Western Maine Transportation Services, Inc.

76 Merrow Road
Auburn, ME 04210
(207) 333-6972 ext. 208 office
(207) 795-6725 fax
czurhorst@westernmainetrans.org
www.wmtsbus.org

Western Maine
Transportation Services

Please tell us about your transportation needs

For write-in answers, please print as neatly as possible.

1. **Do you have access to reliable transportation?**
   ☐ Yes ☐ Usually ☐ Sometimes ☐ No

2. **How do you usually travel? (Check all that apply)**
   ☐ Drive Alone ☐ Ride with others ☐ Walk / Bicycle ☐ Taxi / Uber / Lyft ☐ Don't travel

3. **Why do you travel most often? (Please rank 1-6)**

   _____ School _____ Work _____ Shopping _____ Healthcare _____ Recreation / Visits

   Other _____ _____

4. **Where do you travel most often? (Please rank 1-4)**

   _____ Bath _____ Brunswick _____ Topsham

   Other _____ _____

5. **What days do you usually need to travel? (Check all that apply)**
   ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

6. **If you travel to work or school, when do you usually need to arrive?**
   ☐ 6-7 AM ☐ 8-9 AM ☐ 11 AM-12 PM ☐ 2-3 PM ☐ 4-5 PM ☐ 7-8 PM ☐ 10-11 PM

   Other _____

7. **If you travel for reasons other than work or school, when do you usually need to arrive?**
   ☐ 6-7 AM ☐ 8-9 AM ☐ 11 AM-12 PM ☐ 2-3 PM ☐ 4-5 PM ☐ 7-8 PM ☐ 10-11 PM

   Other _____

8. **Please check any public transit connections you need to make for daily travel.**
   ☐ Brunswick Link ☐ Bath CityBus ☐ Metro BREEZ
   ☐ Amtrak Downeaster ☐ Concord Coach

   Other _____

9. **Other than work or school, how long do you usually need to complete your tasks once you arrive?**
   ☐ 30 minutes ☐ 1 hour ☐ 2 hours ☐ 3-4 hours ☐ 6-8 hours

10. **If local public bus transportation became available, how often would you ride?**
    ☐ Never ☐ Daily ☐ Weekly ☐ Monthly ☐ A few times per year

11. **Public transportation would be most helpful for travel...**
    ☐ In both directions ☐ Going to ☐ Returning from ☐ Multiple destinations per trip

Please continue on the other side

12. What would be reasons you would ride a bus? (Check all that apply)

☐ Less expensive ☐ Convenience ☐ Ability to read, text, work, etc.
☐ Better for the environment ☐ No traffic problems ☐ No parking problems

Other _____

13. What would be reasons you wouldn't ride a bus? (Check all that apply)

☐ Doesn't go <u>where</u> I want to go ☐ Doesn't go <u>when</u> I want to go
☐ Stop locations aren't convenient ☐ Cost ☐ I drive myself / have other transportation

Other _____

14. How could bus service be most useful to you? (Check all that apply)

☐ Early morning service ☐ Evening service to 7:00 PM ☐ Night service to 10:00 PM
☐ Limited Saturday service ☐ Limited Sunday service

Other _____

15. Do you need to bring any of these when you travel? (Check all that apply)

☐ Bicycle ☐ Folding shopping cart ☐ Folding baby stroller ☐ Walker
☐ Wheelchair / Mobility scooter or other mobility device

16. Do you have a disability preventing you from walking to a bus stop, up to ¾ mile away?

☐ No ☐ Yes

17. Do you need to travel with young children requiring car seats?

☐ No ☐ Yes, 1 child ☐ Yes, 2 or more children

18. Please write-in the nearest street intersection to your residence.

_____ and _____

19. Town where you live? _____

20. Do you have other comments or suggestions?

_____

_____

_____

_____

Thank you for helping us understand your transportation needs!