

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – JANUARY 3, 2024
WORKSHOP RE: COMMUNITY SURVEY PRESENTATION – 6:00 P.M.
HYBRID REGULAR MEETING – 7:00 P.M.

TO VIEW TOWN COUNCIL MEETING & OFFER PUBLIC COMMENT:

<https://scarboroughmaine.zoom.us/j/87280934847>

TO VIEW TOWN COUNCIL MEETING ONLY:

<https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw>

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

Item 1. Call to Order.

Item 2. Pledge of Allegiance.

Item 3. Roll Call.

Item 4. General Public Comments.

Item 5. Minutes: December 20, 2023 - Town Council Meeting.

Item 6. Adjustment to the Agenda.

Item 7. Items to be signed: a. Treasurer's Warrants.

Item 8. Town Manager Report.

***Procedure for Addressing Council [Councilor Chair will explain process]**

Order No. 23-140, 7:00 p.m. Public hearing and second reading on the new requests for a Cannabis Establishment License from Michael Shannon, d/b/a Shannon's Best Buds, located at 15 Holly Street #205B for a Medical Cannabis Products Manufacturing Facility and Christopher McNeil d/b/a Rose Smoke, LLC, located at 3 Commercial Road for a Medical Cannabis Products Manufacturing Facility.
[Assistant Town Manager]

Order No. 24-001, 7:00 p.m. Public Hearing and action on the following renewal request for a Manufactured Housing Community License:

Name

Crystal Springs Manufactured Housing Community
Crystal Spring MHP, LLC

Address

U.S. Route 22

[Town Clerk]

OLD BUSINESS: None at this time.

NEW BUSINESS:

Order No. 24-002. First reading and schedule a public hearing and second reading on the proposed amendments to Chapter 1002 – the Town of Scarborough Shellfish Ordinance. *[Shellfish Conservation Commission]*

Order No. 24-003. First reading and schedule a public hearing and second reading on the proposed amendment to Chapter 311 – the Town of Scarborough Schedule of Fees relating to Non-Resident Day Passes. [*Shellfish Conservation Commission*]

Order No. 24-004. Act on the request from the Tax Assessor for a property tax abatement on a 2022 Personal Property declaration and authorize the Town Manager to sign any and all documents related to this matter. [*Tax Assessor*]

Item 9. Non-Action Item.

Item 10. Standing and Special Committee Reports and Liaison Reports.

Item 11. Council Member Comments.

Item 12. Adjournment.



To: Scarborough Town Council
From: Thomas J. Hall, Town Manager
RE: Town Manager's Report
Date: January 3, 2023

Below is an initial list of items that will be included in the Town Manager's Update at the regular public meeting of January 3, 2023. I will provide a verbal update on each of these items and will likely include other items of interest.

- **FY25 Budget** -
 - Community Survey
 - Town Council Goals
 - Competitive Labor Market
- **Eastern Trail - Close The Gap**—
 - Resumption of Key Stakeholder Meetings
- **Dredge Update** - Dredge operations fully underway
 - Western Beach - Public to avoid
- **Pine Point Pier Improvements**- Update on crane replacement and pier
- **Revaluation Communication Plan**
 - Outreach to Neighborhood groups
 - Councilor Anderson Liaison
 - January 17, 2024 Town Council Workshop
- **Avenue 2 Update** - Update on NRPA application for path relocation
- **Traffic Calming Policy** -Draft policy complete
 - GPCOG to be consulted
 - Transportation Committee input on January 9
 - Maple Avenue Meeting - January 16- draft policy to be distributed

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – JANUARY 3, 2024
HYBRID REGULAR MEETING – 7:00 P.M.

Order No. 23-140. Move approval of the second reading on the new requests for a Cannabis Establishment License from Michael Shannon, d/b/a Shannon’s Best Buds, located at 15 Holly Street #205B for a Medical Cannabis Products Manufacturing Facility and Christopher McNeil d/b/a Rose Smoke, LLC, located at 3 Commercial Road for a Medical Cannabis Products Manufacturing Facility. *[Assistant Town Manager]*

Assistant Town Manager

Ought to Pass

Sponsor

Recommendation

12/20/2023 – Vote: 5 Yeas, 1 Nay (Councilor Hamill)

First Reading/Vote

01/03/2024

Public Hearing

01/03/2024 – Vote:

Second Reading/Final Approval/Vote

Scarborough Town Council Meeting

Council Meeting Date: January 3, 2024

ACTION ITEM: Order No. 23-140.

SUBJECT:

7:00 p.m. Public hearing and second reading on the new requests for a Cannabis Establishment License from Michael Shannon, d/b/a Shannon's Best Buds, located at 15 Holly Street #205B for a Medical Cannabis Products Manufacturing Facility and Christopher McNeil d/b/a Rose Smoke, LLC, located at 3 Commercial Road for a Medical Cannabis Products Manufacturing Facility. *[Assistant Town Manager]*

PURPOSE:

Approve a Medical Cannabis Products Manufacturing license for the establishments listed above.

BACKGROUND:

Applications have been received. The facility located at 3 Commercial Drive has been inspected.

FISCAL IMPACT:

\$2,500 (+)

STATUS / PROCESS TO DATE:

- These applications are under review.
- First reading before Town Council: December 20, 2023
- Public hearing and second reading: January 3, 2024

PROPOSED ACTION:

Due to an error at the Portland Press Herald, the legal notices were not published on Saturday, December 23, 2023 as requested; therefore, it is requested that the public hearing and second reading be tabled and rescheduled for Wednesday, January 17, 2024.

ATTACHMENTS:

**AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – JANUARY 3, 2024
HYBRID REGULAR MEETING – 7:00 P.M.**

Order No. 24-001. Move approval on the following renewal request for a Manufactured Housing Community License:

Name

Crystal Springs Manufactured Housing Community
Crystal Spring MHP, LLC

Address

U.S. Route 22

[Town Clerk]

Town Clerk

Ought to Pass

Sponsor

Recommendation

01/03/2024 – Vote:

First Reading/Vote

01/03/2024

Public Hearing

N/A

Second Reading/Final Approval/Vote

Scarborough Town Council Meeting

Council Meeting Date: January 3, 2024

ACTION ITEM: Order No. 24-001.				
<p>SUBJECT:</p> <p>7:00 p.m. Public Hearing and action on the following renewal request for a Manufactured Housing Community License:</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><u>Name</u></th> <th style="text-align: center;"><u>Address</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Crystal Springs Manufactured Housing Community Crystal Spring MHP, LLC</td> <td style="text-align: center;">U.S. Route 22</td> </tr> </tbody> </table> <p><i>[Town Clerk]</i></p>	<u>Name</u>	<u>Address</u>	Crystal Springs Manufactured Housing Community Crystal Spring MHP, LLC	U.S. Route 22
<u>Name</u>	<u>Address</u>			
Crystal Springs Manufactured Housing Community Crystal Spring MHP, LLC	U.S. Route 22			
<p>PURPOSE:</p> <p>To ensure that the Manufactured Housing Communities are in compliance with state and local laws.</p>				
<p>BACKGROUND:</p> <p>This license is issued on an annual basis and is inspected by the Code office to ensure there are no outstanding issues.</p>				
<p>FISCAL IMPACT: \$150.00 Revenue</p>				
<p>STATUS / PROCESS TO DATE:</p> <ul style="list-style-type: none"> • Renewal applications were sent out: November 16, 2023 • Inspection Conducted: December 12, 2023 • Public Hearing and Action before Town Council: January 3, 2024 				
<p>PROPOSED ACTION:</p> <p>Recommendation is to be determined by the Town Council.</p>				
<p>ATTACHMENTS:</p> <ul style="list-style-type: none"> • Memo from the Zoning Administrator. 				

Memo

To: Thomas Hall, Town Manager
Tody Justice, Town Clerk
Autumn Speer, Director of Planning

From: Brian Longstaff, Zoning Administrator

Re: Annual License Renewal and Inspection of Mobile Home Parks

Date: December 13, 2023

On Tuesday, December 12, 2023, the code enforcement office conducted inspections of 1 of our licensed mobile home parks, also referred to as Manufactured Housing Communities.

Prior to arriving at the sites, the town engineer and planning department staff were consulted to learn if there were any outstanding issues related to existing open permits or site plan approvals.

The following report is the result of our inspections:

1. **Crystal Springs Estates**, Route 22
 - The site was found to be mostly in compliance with no serious outstanding issues.
 - We observed a few areas that contained stockpiles of materials for future installation. This is an active construction site as construction continues on a utility building and additional site improvements.
 - The Town Engineer reported that owner has provided a performance guarantee for outstanding site conditions of approval, though it is not on the town's prescribed form. It is my understanding that this is not a significant deficiency and can likely be remedied.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – JANUARY 3, 2024
HYBRID REGULAR MEETING – 7:00 P.M.

Order No. 24-002. Move approval of the first reading on the proposed amendments to Chapter 1002 – the Town of Scarborough Shellfish Ordinance and schedule a public hearing and second reading for Wednesday, January 17, 2024. [*Shellfish Conservation Commission*]

Shellfish Conservation Commission

Ought to Pass

Sponsor

Recommendation

01/03/2024 – Vote:

First Reading/Vote

01/17/2024

Public Hearing

01/17/2024 – Vote:

Second Reading/Final Approval/Vote

Scarborough Town Council Meeting

Council Meeting Date: January 3, 2024

ACTION ITEM: Order No. 24-002

SUBJECT:

First reading and schedule a public hearing and second reading on the proposed amendments to Chapter 1002 – the Town of Scarborough Shellfish Ordinance. [*Shellfish Conservation Commission*]

PURPOSE:

To align the Ordinance with that of the Department of Marine Resources (DMR) and State Requirements

BACKGROUND:

This has been a long process, which began prior to COVID. In 2022 the Shellfish Commission revisited the proposed amendments and made further recommendations and then moved the recommendations forward to the Ordinance Committee. At September 2022 meeting of the Ordinance Committee, they indicated they needed more information on the recommendations be proposed and at the Ordinance meeting in October of 2022, the recommendations were tabled.

In April of 2023, the recommendations were reviewed in depth by the full Commission and sent back to the Ordinance Committee on August 24, 2023, where the Ordinance Committee voted to move the recommendations to the full Council, upon review of the Town Attorney and the Department of Marine Resources [DMR].

DMR reviewed the proposed amendments and notified us of a few recommendations. The Town Attorney concurred.

It was noted by DMR that the Commission needed to make some minor changes to process of how the Resident Recreational and Non-Recreational Licenses were sold. The Commission revisited the recommendation from DMR on December 12, 2023 and verbal approval was given by DMR.

FISCAL IMPACT: N/A

STATUS / PROCESS TO DATE:

- Shellfish Commission approval: December 12, 2023
- First reading before the Town Council: January 3, 2024.

PROPOSED ACTION:

Recommend to move approval of the first reading and schedule a public hearing and second reading for Wednesday, January 17, 2023.

ATTACHMENTS:

- Copy of proposed amendments.

Chapter 1002 – the Town of Scarborough Shellfish Conservation Ordinance

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the following amendments to Chapter 1002 – the Town of Scarborough Shellfish Conservation Ordinance, be and hereby is amended, as follows (additions are underlined; deletions are struck through):

1. Authority:

This Ordinance is enacted in accordance with 12 M.R.S.A., Section 6671.

2. Purpose:

To establish a shellfish conservation program for the Town of Scarborough which will insure the protection and optimum utilization of shellfish resources within its limits. These goals will be achieved by means which may include:

- a. Licensing
- b. Limiting the number of shellfish harvesters
- c. Restricting the time and area where digging is permitted
- d. Limiting the minimum size of clams taken
- e. Limiting the amount of clams taken daily by a harvester
- f. Engaging in activities intended to protect and enhance the resource such as transplanting or seeding of shellfish. [Adopted 06-03-15]

3. Shellfish Conservation Committee:

The Shellfish Conservation Program for the Town of Scarborough will be administered by the Shellfish Conservation Committee consisting of 7 members to be appointed by the Town Council for terms of 3 years. The Committee's responsibilities include:

- a. Establishing annually in conjunction with the Dept. of Marine Resources, the number of shellfish digging licenses to be issued.
- b. Surveying the clam flats to maintain current information on shellfish resources.
- c. Submitting to the Town Council, proposals for the expenditures of funds for the purpose of shellfish conservation.
- d. Keeping this Ordinance under review and making recommendations for its amendments.
- e. Securing and maintaining records of shellfish harvest from the Town's managed shellfish areas and closed areas that are conditionally opened by the D.M.R.
- f. Approving conservation closures and openings in conjunction with the Area Biologists of the D.M.R. [amended 01/03/01].

g. Submitting an annual report to the Municipality and the D.M.R. covering the above topics and all other committee activities.

4. Definitions:

a. Resident

The term “resident” refers to a person who has physically resided at a fixed, permanent and principal home in the town for at least ~~six months~~ twelve months next prior to the date of application for a license under this Ordinance or, in the case of student, to a student living temporarily outside of Scarborough while enrolled in a college, university or post-secondary school, provided such student maintains his or her fixed permanent principal home in Scarborough. [amended 07/17/02]

b. Non-resident

The term “non-resident” means anyone not qualified as a resident under this Ordinance.

c. Shellfish, Clams

When used in the context of this Ordinance, the words “shellfish and clams” mean soft-shell clams MYA ARENARIA.

d. Municipality

Refers to the Town of Scarborough, Maine.

e. Conservation Projects

Conservation Projects may include seeding projects, crab projects, school projects, surveys or any other project accepted by the Shellfish Conservation Commission. [Adopted 06-03-15]

5. Licensing - Municipal Shellfish Digging is required:

It is unlawful for any person to dig or take shellfish from the shores and flats of this municipality without having a current license issued by this municipality as provided by this Ordinance.

A Commercial Digger must also have a valid STATE OF MAINE COMMERCIAL SHELLFISH LICENSE issued by the Department of Marine Resources, if state law makes possession of the state license a prerequisite to issuance of a municipal license. ~~The State License must be renewed by April 30th of each year. Proof of obtaining a current State License must be presented to the Town Clerk by June 1st or the Scarborough Commercial License will be revoked~~

A. Designation, Scope and Qualifications:

1. Resident Commercial Shellfish License:

The license is available to residents of the Town of Scarborough who are 18 years or older and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality and reciprocating municipalities.[amended 03/21/13]

2. Non-resident Non-reciprocating Commercial Shellfish License:

The license is available to non-residents of this municipality who are 18 years or older and entitles the holder to dig and take any amount of shellfish from the shores and flats of this municipality.[amended 03/21/13]

3. Resident Student Commercial License:

The license is available to residents of the Town of Scarborough who are full time students between the minimum age of twelve (12) years old and the maximum age of twenty-two (22) years old on May 1 of the year in which the application is made. Applicants must show proof of age and proof of school attendance and students attending college must also show proof of

a minimum of twelve (12) college credit hours per semester to be considered full-time students. Applicants under the age of 18 must also have the signature of a parent or guardian on the application for the license to be valid. This license entitles the holder to dig or take any amount of shellfish from the shores and flats of this municipality. [amended 01/03/01] [amended 07/17/02] [amended 06-03-15]

4. Non-resident Student Commercial License:

The license is available to non-residents of the Town of Scarborough who are full time students between the minimum age of twelve (12) years old and the maximum age of twenty-two (22) years old on May 1 of the year in which the application is made. Applicants must show proof of age and proof of school attendance and students attending college must also show proof of a minimum of twelve (12) college credit hours per semester to be considered full-time students. Applicants under the age of 18 must also have the signature of a parent or guardian on the application for the license to be valid. This license entitles the holder to dig or take any amount of shellfish from the shores and flats of this municipality. [amended 01/03/01] [amended 07/17/02]

5. Over 60 Resident Commercial Bushel License:

The license is available to residents of the Town of Scarborough who are 60 years old and over. Applicants must show proof of age and residence. This license entitles the holder to dig or take one (1) bushel of shellfish from the shores and flats of this municipality at each tide. [amended 02/18/98] [amended 01/20/99]

6. Residential Recreational Shellfish License:

The license is available to residents and real estate taxpayers of this municipality and entitles the holder to dig and take no more than one peck of shellfish in any one day for the use the holder and his or her family. It is a violation of this ordinance for any person to sell, or otherwise receive remuneration for, any shellfish harvested pursuant to a residential recreational shellfish license. Any holder of a recreational license who is cited by the Shellfish Conservation Officer for selling or otherwise receiving remuneration for any shellfish harvested pursuant to that license, in addition to being subject to the other penalties provided in this ordinance, shall be ineligible for a recreational license in the next licensing year following that violation. The Shellfish Conservation Officer's determination of violation may be appealed in the same manner as a license suspension under Section 5(H)(3). [amended 06-03-15]

6-a. Non-resident Recreational Shellfish License:

The license is available to non-residents of the Town of Scarborough and entitles the holder to dig and take no more than one peck of shellfish in any one day for the use of the holder and his or her family. It is a violation of this ordinance for any person to sell, or otherwise receive remuneration for, any shellfish harvested pursuant to a non-resident recreational shellfish license. Any holder of a non-resident recreational shellfish license who is cited by the Shellfish Conservation Officer for selling or otherwise receiving remuneration for any shellfish harvested pursuant to that license, in addition to being subject to the other penalties provided in this ordinance, shall be ineligible for a recreational license in the next licensing year following that violation. The Shellfish Conservation Officer's determination of violation may be appealed in the same manner as a license suspension under Section 5(H). [03/19/03] [amended 06-03-15]

7. 70 65 and Over Resident Complimentary Shellfish License:

The license is available to residents and real estate taxpayers of this municipality and entitles the holder to dig and take no more than one peck of shellfish in any one day for the use the holder and his or her family. It is a violation of this ordinance for any person to sell, or otherwise receive remuneration for, any shellfish harvested pursuant to a 65 and over residential complimentary recreational shellfish license. Any holder of a 65 and over resident complimentary recreational shellfish license who is cited by the Shellfish Conservation Officer for selling or otherwise receiving remuneration for any shellfish harvested pursuant to that license, in addition to being subject to the other penalties provided in this ordinance, shall be ineligible for a recreational license in the next licensing year following that violation. The Shellfish Conservation Officer's determination of violation may be appealed in the same manner as a license suspension under Section 5(J)

7.a. 70 65 and Over Non-Resident Complimentary Shellfish License:

The license is available to non-residents of the Town of Scarborough and entitles the holder to dig and take no more than one peck of shellfish in any one day for the use of the holder and his or her family. It is a violation of this ordinance for any person to sell, or otherwise receive remuneration for, any shellfish harvested pursuant to a 65 and over non-resident complimentary recreational shellfish license. Any holder of a 65 and older non-resident complimentary recreational shellfish license who is cited by the Shellfish Conservation Officer for selling or otherwise receiving remuneration for any shellfish harvested pursuant to that license, in addition to being subject to the other penalties provided in this ordinance, shall be ineligible for a recreational license in the next licensing year following that violation. The Shellfish Conservation Officer's determination of violation may be appealed in the same manner as a license suspension under Section 5(J).

7 8. Resident Recreational Day Licenses.

This license entitles residents and real estate taxpayers of the Town of Scarborough to dig or take up to one peck of shellfish from the shores and flats or this municipality during a single calendar day specified in the license. The duration of this license is one calendar day only. [02/18/98]

8. 9. Non-resident Recreational Day Licenses.

This license entitles non-residents of the Town of Scarborough to dig or take up to one peck of shellfish from the shores and flats or this municipality during a single calendar day specified in the license. The duration of this license is one calendar day only. [02/18/98]

9. 10. License must be signed.

The licensee must sign the license to make it valid.

~~**-10-11. Commercial and Recreational License Applicant. may only apply for one type. A commercial and recreational license applicant may apply for those licenses that they qualify for; however, an applicant can only hold no more than one license. only apply for one type of commercial license under this Ordinance.**~~

B. Contents of Application:

Any person may apply to the Town Clerk for the license required by this ordinance on forms provided by the municipality.

1. Contents of the Application:

The application must be in the form of an affidavit and must contain the applicant's name, current address, birth date, height, weight, signature and whatever other information the Town Clerk may require.

2. False Statements.

Any person who provides information in support of an application under this ordinance must do so in the form of an affidavit. If the applicant provides false information, the applicant forfeits the right to a license and a license previously issued to that applicant shall become void. Any other person who gives false information in support of an application under this ordinance commits a violation of this ordinance punishable under section 5(K). [02/18/98].

C. Fees:

The fees for the licenses are as specified in the *Schedule of License, Permit and Application Fees* established by the Town Council, and must accompany in full the application for the respective license. ~~Fees for non-resident licenses shall not exceed twice the amount charged for the equivalent resident licenses.~~ License fees for residents and non-residents will be established in accordance to M.R.S.A. Title 12. Section 6671.3-A.(B). The Town Clerk shall pay all fees received to the Town Treasurer. Fees received for shellfish licenses shall be used by the Town for shellfish management, conservation and enforcement. Fees are non-refundable, except that the holder of a student commercial license who surrenders the license within seventy-five (75) after the date of issuance shall receive a refund of one-half the license fee. [01/05/00]

D. Conservation Activities: [Adopted 06-03-15]

The Town encourages all shellfish diggers to protect and enhance the resource by participating in conservation activities such as seeding clam beds, participating in shellfish surveys, and participating in other approved resource management activities. All Commercial License holders 18 years of age or older ~~may are be~~ required to participate in shellfish conservation projects seeding as deemed necessary by the Shellfish Conservation Committee. Seeding or other approved conservation activities also may be undertaken on a volunteer basis. Commercial License Holders who complete the specified number of hours of conservation activities which may include required shellfish seeding hours and volunteer hours for a total of twelve (12), will be eligible for ~~priority~~ license renewal pursuant to Section 5.E.4.(a) of this Ordinance.

The Shellfish Conservation Committee will approve all accepted conservation activities by a majority vote. The names and number of hours completed on an accepted conservation activity will be recorded in writing by the Shellfish Conservation Officer and submitted to the Shellfish Committee or to the Town Clerk on a monthly basis for their records. All conservation time must be submitted by January 15th by close of business, unless the 15th falls on a weekend, then must be submitted the following Monday.

It shall be the sole responsibility of the Commercial License holder to contact the Shellfish Committee Members or the Shellfish Officer to determine the conservation available to

participate in. The Shellfish Committee Chair, with consent of the majority membership of the Committee, may designate special conservation work during any period of State closure of the Town of Scarborough shellfish beds. The Chair may poll the Committee by telephone, email, fax or in person for the purposes of this section. Each Commercial License holder is encouraged to contribute at least half of their voluntary conservation activity in the form of low tide work. All crab trapping is considered low tide work. The conservation year will run from May 1st to November 30th. ~~Surveys of the shellfish resource shall be conducted annually conservation activity, with the date and location to be determined by the Shellfish Commission or the Marine Resource Officer. School conservation activities have a deadline of December 31st and are limited to a maximum of three (3) hours per project and six (6) hours total allowed.~~

The Shellfish Conservation Committee may waive all or part of the requirement for shellfish seeding for an applicant who provides the Committee with a written statement from a physician indicating that the applicant was not able to participate in any regularly scheduled shellfish seeding due to incapacitation by illness or injury. The Committee may also allow the following alternative conservation work, on an hour for hour basis, upon the request of an applicant made at a regular monthly meeting of the Committee. Such alternative work may be used to meet the shellfish seeding requirement or may be used to qualify as additional volunteer conservation activity:

- i. Another time to complete conservation time for an applicant who demonstrates to the Committee that the illness or incapacitation of a parent, spouse or child prevented that person from participating in regularly scheduled conservation time; or,
- ii. Alternate, less strenuous work for an applicant who provides the Committee with a written statement from a physician indicating that the applicant is not physically able to participate in regular conservation work.
- iii. At the discretion of the Project Leader, any scheduled conservation project may be canceled and/or terminated due to severe weather or safety concerns for those involved. Any participant present or arriving within ten minutes at the designated meeting area and start time must still sign in and sign out. These participants will receive the allotted hours of conservation time for that particular project regardless of performing the activity.

E. Issuance of Shellfish Licenses: [amended 06-03-15]

Clam resources vary in density and size distribution from year to year and over the limited soft clam producing area of the Town. It is essential that the town carefully husband its shellfish resources. Following the annual review of the town's clam resources, its size distribution, abundance and the warden's reports, as required by Section 3, the Shellfish Conservation Committee, in consultation with the D.M.R. area biologist, will determine whether limiting commercial or recreational shellfish licenses is an appropriate shellfish management option for the following year.

- 1) Prior to February 1 of 1998 and each succeeding year, the committee shall report its findings and document recommendations for the allocation of commercial and recreational licenses to be made available for the following license-year to the Commissioner of Marine Resources for concurrence.
- 2) After receiving approval of proposed license allocations from the Commissioner of Marine Resources and prior to February 21 of 1998 and each succeeding year, the

Shellfish Conservation Committee shall notify the Town Clerk in writing of the number and allocation of shellfish licenses to be issued.

3) Notice of the number of licenses and the procedure for application shall be published in a trade or industry publication, or in a newspaper or combination of newspapers with general circulation, which the municipal officers consider effective in reaching persons affected, not less than 10 days prior to the period of issuance and shall be posted in the municipal offices until the period concludes.

4) The Town Clerk shall accept applications for shellfish licenses annually commencing on the first ~~day of March through to the first Monday and Tuesday in April. Monday in April, or on the first town office business day thereafter if the first Monday is not a business day.~~ [03/19/03]

(a) Commercial Renewal Licenses.

(i): ~~On the first Monday of April and on the next subsequent business day,~~ The Clerk shall issue license only to holders of resident and non-resident commercial shellfish licenses who seek renewal and who have completed at least 12 hours of approved conservation activities which may include mandatory shellfish seeding as well as voluntary conservation work approved under this Ordinance during the term of their current licenses or at least 4 hours of such work if the holder is 70 years of age or older. Such applicants may apply by mail ~~pursuant to subparagraph (ii) below~~ or must appear in person at the office of the Town Clerk during that two day period and pay the application fee at the time of issuance of the license. The Clerk shall issue commercial licenses to such qualified applicants on a first come, first served basis during those two business days. Any holder of a commercial license whose status as a resident or non-resident has changed at the time of application or who did not complete the requisite hours of approve conservation activities shall not be entitled to apply for renewal under this subsection (a) but may apply for a new license under subparagraph (b) below. [03/16/2005][amended 06-03-15]

(ii): ~~Effective March 1, 1998 in lieu of applying in person pursuant to subparagraph (I) above, an~~ Applicants for a renewal resident or non-resident commercial license may apply by mail. Applications by mail must be received at the Town Clerk's office on a day that office is open for business no earlier than March 1 and no later than ~~the Tuesday following the first Monday in April~~ ~~March 31~~. The application must be accompanied by the required license fee, a copy of the applicant's driver's license, a copy of the applicant's motor vehicle registration certificate, and any other information upon which the applicant relies to document residency. The Clerk shall mark all applications with the date and time of receipt. If more than one application is received at the same time, the Clerk shall determine their order or receipt of random drawing and mark them accordingly. The Clerk's marks concerning order of receipt shall be conclusive for purposes of applying the first-come first-served provisions of paragraph (i) above.

(b) Non-Renewal Resident Commercial and Non-Resident Non-Reciprocating Commercial Licenses.

(i) On the third and fourth subsequent business days following the renewal process as noted in paragraphs 4.a (i)(ii) above, the Clerk shall accept applications for any remaining resident commercial shellfish licenses and non-resident non-reciprocating commercial shellfish licenses. Applicants must apply in person and be 18 years of age at the time of application, at the office of the Town Clerk. The Clerk shall not issue any licenses during the third and fourth business days, but shall inform each applicant that licenses will be awarded on the basis of a lottery and advise each applicant of the time and place where the lottery will be held. On the fifth subsequent business day, the Clerk shall conduct a lottery for the issuance of the remaining resident commercial shellfish licenses and a lottery for the issuance of non-resident non-reciprocating commercial shellfish licenses. In order to be entered into the lottery, an applicant must be present and must tender the application fee at the time of the lottery drawing. The Clerk shall award the remaining resident commercial shellfish licenses by drawing the names of qualified applicants at random and then shall award the non-resident non-reciprocating commercial shellfish licenses by drawing the names of qualified applicants at random.

(ii) If, after June 1 annually, any allocated licenses remain unissued, on the first consecutive Monday, Tuesday and Wednesday in June applications shall be taken and placed in a lottery pool. Applicants must apply in person and be 18 years of age at the time of application. On the following Friday, applicants' names shall be drawn at random by the Town Clerk. Physical presence and full payment are required at the time of drawing, and all applicants must meet eligibility requirements for the license category that they apply for. The lottery shall be conducted in the same fashion as the lottery under section 5(E)(4)(b)(i).

(iii) Lottery Bonus Points shall be awarded to applicants who have successfully applied in previous years, as follows:

Applicants who apply to multiple lotteries in a row without winning a permit can earn bonus points (extra chances in drawing). Points are non-transferrable and are accumulated, as follows:

0-5 Lotteries: 1 Points/Lottery

6-10 Lotteries: 2 Points/Lottery

11-15 Lotteries: 3 Points/Lottery

16+ Lotteries: 10 Points/Lottery

Bonus points are tracked by the Town Clerk using your name and date of birth. To receive bonus points, an applicant must enter the correct name and date of birth on the application. The applicant will also need to indicate that they applied for the lottery the last year that it was held. The Town Clerk upon receiving an application will review the applicant's record and provide applicants with a number of bonus points which will be entered in the lottery.

An applicant will forfeit bonus points if the applicant:

- Fails to apply for bonus point in any one (1) Lottery; or,
- Obtains a Municipal Residential and/or non-residential Commercial Shellfish License through the Lottery; or,
- Is selected for a Municipal Residential and/or non-residential Commercial Shellfish License, but declines it, and/or fails to meet the criteria for legally possessing it; or,
- Is found to have not legally applied in the current year; or,
- Enters the incorrect name or date of birth on the application or fails to indicate that the applicant applied for a permit in the previous year.

(c) Resident Student Commercial Renewal Licenses, Non-Resident Student Commercial Renewal Licenses and Over 60 Resident Commercial Bushel Renewal Licenses.

Shall be renewable in the same manner as Resident and Non-Resident Commercial Licenses under Section 5.E.4(a), except that required shellfish seeding hours and additional voluntary conservation hours shall be:

Resident & Non-Resident Student Commercial Licenses under the age of 18. [amended 06/03/15]	No conservation time required. [Voluntary participation is encouraged.] [amended 06/03/15]
Resident & Non-Resident Student Commercial Licenses 18 years of age or older at time the license is issued. [adopted 06-03-15]	Twelve (12) hours of approved conservation activities. [adopted 06/03/15]
Over 60 Resident Commercial Bushel Licenses	Eight (8) Hours of approved conservation activities. [03/16/2005] [11/02/2005][amended 06/03/15]
All Commercial License Holders 70 or Older	Four (4) hours of approved conservation activities. [03/16/2005] [11/02/2005] [amended 06/03/15]

Any holder of a student commercial license or over 60 license whose status as a resident or non-resident has changed at the time of application or who did not complete the requisite hours of approved conservation activities shall not be entitled to apply for renewal under this subsection (a) but may apply for a new license under subparagraph (d) below.

(d) Non-Renewal Resident Student Commercial Licenses, Non-Resident Student Commercial Licenses and Over 60 Resident Commercial Bushel Licenses.

Applications for new (non-renewal) Resident Student Commercial Licenses, Non-Resident Student Commercial Licenses and Over 60 Resident Commercial Bushel License shall be processed in the same manner as applications for non-renewal Resident Commercial and Non-Resident Non-Reciprocating Commercial Licenses under Section 5.E.4(b), except that for Resident Student Commercial Licenses and Non-Resident Student Commercial Licenses the clerk shall continue drawing names after all licenses have been awarded and until all applicants have been placed on a list in the order their

names have been drawn. Any Student Commercial License which is surrendered after issuance shall be made available to the remaining applicants on that list in the order their names were drawn, and then to other applicants on a first-come, first-served basis.

(e) Resident Recreational Licenses.

Commencing on the second Monday in April annually the Town Clerk shall accept applications for resident recreational shellfish licenses. Applicants must appear in person at the office of the Town Clerk. Licenses shall be awarded on a first come, first served basis.

(f) 65 and Over Complimentary Resident Recreation Licenses. Commencing on the second Monday in April annually, the Town Clerk shall accept application for 65 and over resident recreational shellfish licenses. Applicants must appear in person at the office of the Town Clerk. Licenses shall be awarded on a first come, first served basis.

(fg) Non-resident Recreational Licenses.

~~On Commencing on~~ the second Monday, ~~Tuesday and Wednesday until noon~~, in April annually, the Town Clerk shall accept applications for non-resident recreational licenses. Applicants must apply appear in person at the office of the Town Clerk. Licenses shall be awarded on a first come, first served basis, and shall have their names placed in a lottery pool. On that Wednesday at 3:00 p.m., the licenses shall be awarded to applicants drawn at random from the pool by the Clerk and shall not exceed ten percent (10%) of the number of allocated resident recreational shellfish licenses. Physical presence and full payment are required at the time of drawing. The lottery shall be conducted in the same fashion as the lottery under section 5(D)(4)(b)(i).

(h) 65 and Over Complimentary Non-resident Recreational Licenses.

~~On the Commencing on the second Monday, Tuesday and Wednesday until noon, in April annually, the Town Clerk shall accept application for the 65 and over non-resident recreational shellfish licenses. Applicants must apply appear in person at the office of the Town Clerk. Licenses shall be awarded on a first come, first served basis, and shall have their names placed in a lottery pool. On the Wednesday at 3:00 p.m., the licenses shall be awarded to applicants drawn at random from the pool by the Clerk and shall not exceed ten percent (10%) of the number of allocated 65 and over resident recreational shellfish licenses. Physical presence is required at the time of drawing. The lottery shall be conducted in the same fashion as the lottery under section 5(E)(b)(i).~~

(g i) Remaining Licenses.

If, after August 1 annually, any allocated licenses remain unissued, the clerk shall issue such licenses on a first-come, first served basis, without regard to the residency of the applicant or the allocation between resident and non-resident licenses. [03/16/2005] [11/02/2005]

(h-j) Day Licenses.

After all available resident and non-resident recreational licenses have been issued under Section 5(~~DE~~)(4)(~~d-e~~) and 5(~~DE~~)(4)(eg) above, the clerk may receive applications for and issue resident recreational day licenses and non-resident recreational day licenses, on a first-come, first-served basis ~~without regard to residency of the applicant~~. Applicants must appear in person at the office of the Town Clerk no earlier than five (5) calendar days before the day for which the license is requested. An applicant may obtain

~~only one~~ a day license ~~for up to three (3) consecutive days at a time~~ and must appear in person ~~on a separate day for each license requested~~. Each license issued under this section shall specify the calendar day for which it is issued and shall be valid for that day only. If multiple licenses are requested, a license for each day shall be issued. [03/16/2005] [11/02/2005]

(i) One – Peck Day License must be used on the date listed on the license. In the event of flat closures, per the State, please contact the Town Clerk’s Office at 207-730-4020 the day of the closure to inform staff your license was not used. If the office is closed, you must leave a voicemail stating your name, contact information and date of the closure. In some cases, a credit for the unused licenses may be issued at the discretion of the Town Clerk. All credits must be used within 30 days of the original license date or the credit will be forfeited.

F. License expiration date:

Each license issued under authority of this Ordinance expires at midnight the 30th of April next following the date of issue. Day Licenses shall expire at midnight on the date they are issued for.

G. Reciprocal Harvesting Privilege:

Licenseses from any other municipality co-operating with this municipality on a joint shellfish management program may harvest shellfish according to the terms of their management program, may harvest shellfish according to the terms of their licenses.

H. Children 16 years or younger may accompany a recreational license holder:

The recreational license holder and accompanying children are entitled to dig no more than the previously stated amount, “one peck of shellfish in any one day for the use of the holder and his or her family.” [amended 07/17/02][amended 06/03/15]

I. Suspension: [amended 04/18/01] [amended 03/01/06]

1. Any shellfish licensee having one conviction for a violation of this Ordinance or for a violation occurring within the Town of Scarborough of any state statute regulating the digging or taking of shellfish shall have his or her shellfish license automatically suspended for a period of 14 days. Subsequent convictions during the same license year (May 1 - April 30) shall result in an automatic suspension of sixty (60) days. A licensee shall have his or her record cleared if there are no convictions within one year from the time of a conviction. As used in this paragraph, the term “digging” means using a shovel, spade, rake, tool or hands to uncover shellfish from the ground and the term “taking” means removing a marine organism from its natural habitat. [amended 04/18/01][amended 06/03/15]

2. Any shellfish licensee having one conviction for a violation occurring within the Town of Scarborough of 12 M.R.S.A. § 6625 (governing identification and tagging of shellfish) shall have his or her shellfish license automatically suspended for a period of seven (7) days. Subsequent convictions during the same license year (May 1 - April 30) shall result in an automatic suspension of fourteen (14) days. A licensee shall have his or her record cleared if there are no convictions within one year from the time of a conviction. [amended 04/18/01] [amended 06/03/15]

3. A licensee whose shellfish license has been suspended pursuant to this section shall automatically have his or her license reinstated after the period of suspension has been served. [amended 04/18/01] [amended 06/03/15]
4. The suspension shall be effective from the third business day after the date of mailing of a Notice of Suspension by the Town Clerk to the Licensee or upon presentation of a Notice of Suspension by the Town Marine Resource Officer, whichever is earlier. [amended 02/18/98].
5. Any licensee whose shellfish license has automatically been suspended pursuant to this section shall be entitled to a hearing before the Shellfish Conservation Committee upon filing of a written Request for Hearing with the Town Clerk within 30 days following the effective date of suspension. Filing of the request for hearing with the Town Clerk stays the suspension until the end of the seventh day following the decision of the Shellfish Conservation Committee. The licensee may appeal the decision of the Shellfish Committee before the Town Council by filing a written Request for Appeal with the Town Clerk within 7 days of the decision of the Shellfish Conservation Committee. Filing of the Request for Appeal with the Town Clerk stays the suspension until the Town Council has rendered its decision. [amended 04/18/01]
6. No holder of a commercial license under this Ordinance shall dig or take shellfish during any time that holder's State of Maine Shellfish License is suspended. During any such period of suspension, the holder's license under this Ordinance is automatically suspended. [amended 02/18/09]

J. Opening and Closing of Flats:

The Shellfish Conservation Committee, with the approval of the Commissioner of Marine Resources, may open and close the areas for shellfish harvest (the "Conservation Areas"). Except in the case of emergencies, the Shellfish Conservation Committee shall follow the following procedure prior to opening or closing a Conservation Area:

1. Upon determination by the Shellfish Conservation Committee or by the Chair of the Committee that the opening or closing of a Conservation Area should be considered, the Chair shall place the proposed opening or closing on an agenda for a public hearing.
2. No less than 7 days prior to the hearing, a notice of the hearing describing the location of the Conservation Area proposed to be opened or closed shall be: (a) posted at the Town Office; (b) published in a newspaper of general circulation in the Town of Scarborough; and, (c) communicated to the Department of Marine Resources. The notice may also be placed on the Scarborough Shellfish Conservation Officer's telephone recording.
3. At the public hearing, the Shellfish Conservation Committee shall present and entertain evidence obtained from shellfish surveys and other sources. Members of the public may then comment on such evidence and may present additional evidence relevant to the proposed opening or closing.
4. At the conclusion of the evidence, the Shellfish Conservation Committee shall make findings of fact based on the evidence presented, shall reach conclusions based on those findings of fact, shall order whether the Conservation Area in question shall be opened

or closed, and may set such time limitations and other harvesting conditions as are consistent with good conservation practices.

5. The order of the Shellfish Conservation Committee shall be forwarded to the Commissioner of Marine Resources and shall not take effect until approved by the Department of Marine Resources.

In the event the Shellfish Conservation Committee determines that an emergency closing of a Conservation Area is necessary, the Committee may take action without following the procedures described above, provided that the Committee makes a reasonable effort to give adequate public notice and allow for public participation. [amended 01/03/01]

K. Hours Prohibited:

It shall be unlawful to dig any shellfish anywhere in the Town of Scarborough between the hours of one half hour after sundown and one half hour before sunrise. (amended 10/17/2007)[amended 03/21/13]

L. Penalty:

Any person who violates any provision of this ordinance commits a crime, not a civil violation, punishable by a fine of up to \$1,500 per offense, as provided in 12 M.R.S.A. §6671(10). Any person holding a commercial license under this Ordinance who aids or abets the harvest of shellfish in violation of this Ordinance also commits a violation of this Ordinance and shall be subject to the same fines as the person he or she assisted. [amended 04/04/2007]

M. Administrative Suspension of Recreational License:

If the Shellfish Conservation Officer determines that the holder of a recreational license has sold or otherwise received remuneration for shellfish harvested pursuant to the recreational license, or that the holder of a license has violated Section 5(N) of this ordinance the Shellfish Conservation Officer may impose an administrative suspension of the License and of eligibility for a license in the next licensing year. The Shellfish Conservation Officer shall give written notice to the license holder of the administrative suspension, which shall be effective from the third business day after mailing of the Notice of Suspension or upon presentation of the Notice of Suspension by the Shellfish Conservation Officer, whichever is earlier. The license holder may appeal the administrative suspension in the same manner as an automatic suspension under section 5.H.(3). The Shellfish Conservation Officer may, at their discretion, employ the administrative suspension in addition to or as an alternative to the penalties provided in section 5.K. The administrative suspension process and determinations resulting from that process are separate from and shall not be affected by the pendency or outcome of any court proceeding for the imposition of penalties under section 5.K. [amended 02/18/98] [amended 06/03/15]

N. Clam Size and Tolerance of Harvest:

- 1) Clam size and tolerance of harvest. A person shall not harvest or possess softshell clams which are less than two (2) inches in the longest diameter to the amount of more than ten (10) percent of any lot.
- 2) The method of determining tolerance. The tolerance of ten (10) percent must be determined by a numerical count of not less than one (1) nor more than four (4) pecks taken at random from various parts of the lot. If the lot contains less than one (1) peck, the tolerance must be determined by numerical count of the entire lot.

O. Unlawful Sale of Shellfish.

It is a violation of this Ordinance for any holder of a license under this Ordinance to sell or otherwise receive remuneration for any shellfish dug or taken within the Town of Scarborough by any person who does not hold a valid shellfish license issued by the Commissioner of Marine Resources pursuant to 12 M.R.S.A. § 6601. [02/18/98]

P. Method of Harvest.

The only acceptable method of harvest shall be by use of the hand-held clamrake, with a handle no more than eighteen inches in length. Use of shovels, spades and pitch forks shall be prohibited. [03/01/06]

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – JANUARY 3, 2024
HYBRID REGULAR MEETING – 7:00 P.M.

Order No. 24-003. Move approval of the first reading on the proposed amendment to Chapter 311 – the Town of Scarborough Schedule of Fees relating to Non-Resident Day Passes and schedule a public hearing and second reading for Wednesday, January 17, 2024. [*Shellfish Conservation Commission*]

Shellfish Conservation Commission

Ought to Pass

Sponsor

Recommendation

01/03/2024 – Vote:

First Reading/Vote

01/17/2024

Public Hearing

01/17/2024 – Vote:

Second Reading/Final Approval/Vote

Scarborough Town Council Meeting

Council Meeting Date: January 3, 2024

ACTION ITEM: Ordinance No. 24-003.

SUBJECT:

First reading and schedule a public hearing and second reading on the proposed amendment to Chapter 311 – the Town of Scarborough Schedule of Fees relating to Non-Resident Day Passes. *[Shellfish Conservation Commission]*

PURPOSE:

To align the fees for the Non-Resident Recreational Day Licenses with the Resident Recreational Day Licenses.

BACKGROUND:

Department of Marine Resources requires us to allocate 10% of what we issue to our residents to non-residents. Currently we have 10 days passes that we issue, regardless of whether you are resident of Scarborough or not. In reviewing the allocations for the 2024 season, the Commission voted to allocate 10 day passes to residents (\$10) and 10 day passes to Non-residents and to implement a fee of \$20.

FISCAL IMPACT: \$4,500 +/-

STATUS / PROCESS TO DATE:

- Approved by Shellfish Commission: December 12, 2023
- First reading before the Town Council: January 3, 2024

PROPOSED ACTION:

Recommend move approval of the first reading on Order No. 24-003, and schedule the public hearing and second reading for Wednesday, January 17, 2024.

ATTACHMENTS:

- Copy of the proposed amendment.

**CHAPTER 311
TOWN OF SCARBOROUGH
SCHEDULE OF LICENSE, PERMIT AND APPLICATION FEES**

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the following amendments to Chapter 311 - the Town of Scarborough Schedule of License, Permit and Applications Fees Ordinance, be and hereby is amended, as follows (additions are underlined; deletions are struck through):

<u>Chapter 1002 - Shellfish Ordinance, Fees</u>	<u>Fee</u>
Resident Commercial	\$200.00
Non-resident Non-reciprocating Commercial	\$400.00
Resident Student Commercial	\$100.00
Non-resident Student Commercial	\$200.00
Over - 60 Years Resident Commercial (Bushel)	\$100.00
Resident Recreational - (Over 65 Free)	\$25.00
All Day Licenses — Resident <u>Recreational Day Pass</u> and Non-resident (amended 04/06/05)	\$10.00
<u>Non-Resident Recreational Day Pass</u>	<u>\$20.00</u>

**AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – JANUARY 3, 2024
HYBRID REGULAR MEETING – 7:00 P.M.**

Order No. 24-004. Move approval on the request from the Tax Assessor for a property tax abatement on a 2022 Personal Property declaration and authorize the Town Manager to sign any and all documents related to this matter. [*Tax Assessor*]

Tax Assessor

Ought to Pass

Sponsor

Recommendation

01/04/2024 – Vote:

First Reading/Vote

N/A

Public Hearing

N/A

Second Reading/Final Approval/Vote

Scarborough Town Council Meeting

Council Meeting Date: January 3, 2024

ACTION ITEM: Order No. 24-004

SUBJECT:

Act on the request from the Tax Assessor for a property tax abatement on a 2022 Personal Property assessment and authorize the Town Manager to sign any and all documents related to this matter. [*Tax Assessor*]

PURPOSE:

Approve an abatement that is beyond the one-year timeframe permitted by the Assessor, but within the three-year timeframe permitted by Town Council.

BACKGROUND:

RE: Acct 1038 – Walgreen Eastern Co, Inc – 600 US Route 1 (“Taxpayer”)

Upon recent review of Scarborough’s Assessing records for the Business Personal Property account noted above, a computation error for the 4/1/2022 assessment date was discovered. Specifically, the value for a group of assets were counted twice. As a result, this account’s committed assessed value was \$290,400, but should have only been assessed for a total value of \$191,800 (Error of \$98,600).

If the Assessing office had noticed this error within a year from the 2022 Commitment date (8/25/2022), the Assessor would have issued an abatement and refund for the relevant taxes, as permitted by State law; however, since that one-year timeframe has passed, Maine Law states that only a "Municipal Official" (i.e., Town Council), not an Assessor, may grant an abatement (*see attachment*).

The Taxpayer has complied with all reporting requirements and is eligible for abatement, pending Town Council’s approval. Town Attorneys have confirmed that this abatement is both permissible and procedurally appropriate.

FISCAL IMPACT:

Total abatement to be issued is a principal of \$1,517.45. ($\$98,600 \times 0.01539$ tax rate) plus required interest, at a rate of 4% per annum from respective payment posting dates (10/3/2022 and 2/28/2023). Total, including interest = **\$1,581.31**

STATUS / PROCESS TO DATE:

- Taxpayer submitted timely declaration of assets [4/08/2022]
- Declaration processed and committed to taxes [8/25/2022]
- Taxpayer submitted 801A BETR forms (which require Tax Assessor’s review and signature) for State reimbursement [11/30/2023]
- Upon review, Tax Assessor discovered internal calculation error from 2022, then contacted Maine Revenue Services and Town Attorney to seek confirmation regarding

the procedure and permissibility of granting an abatement, given timeframe since the respective Tax Commitment [12/2023]

- Tax Assessor contacted Taxpayer to explain issue and intention to bring this abatement matter before Town Council for consideration [12/2023]
- Action before the Town Council: January 3, 2024

PROPOSED ACTION:

The Tax Assessor recommends approval of the aforementioned abatement.

ATTACHMENTS:

- Pertinent Maine Tax Law (*see below*)

MRS Title 36. TAXATION

Chapter 105 – Cities and Towns

Subchapter 8 - Abatement

§841. Abatement procedures

- 1. Error or mistake.** The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A. The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A. The municipal officers may not grant an abatement to correct an error in the valuation of property.

Subchapter 1 – General Provisions

§501. Definitions

- 4. Municipal officers.** "Municipal officers" means the mayor, councilors and aldermen of cities, the members of the select board of towns and the assessors of plantations.

December 13, 2023

RE: Personal Property Tax Abatement
Acct: ##### – Taxpayer: XXXXX

Explanation:

Upon recent review of Scarborough's Assessing records for the Business Personal Property account noted above, a computation error for the 4/1/2022 assessment date was discovered. Specifically, the value for a group of assets were counted twice. As a result, this account's Committed assessed value was 290,400, but should have only been assessed for a total value of 191,800 (over-valuation of 98,600).

If the Assessing office had noticed this error within a year from the 2022 Commitment date, I would have issued an abatement and refund for the overpayment of taxes, as permitted by State law. However, since that 1-year timeframe has passed, Maine Law states that only a "Municipal Official" (ex. Town Council), not an Assessor, may grant an abatement. (*see below*)

§841. Abatement procedures

1. Error or mistake. The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A.

The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A. The municipal officers may not grant an abatement to correct an error in the valuation of property.

4. Municipal officers. "Municipal officers" means the mayor, councilors and aldermen of cities, the members of the select board of towns and the assessors of plantations.

This Taxpayer has complied with all reporting requirements and is eligible for abatement, pending Town Council's approval. If granted, the total of the abatement that would be issued as a refund of overpayment would be \$1,517.45. (98,600 x 0.01539 tax rate).

Thank you,
Nicholas Cloutier
Scarborough Assessor