

## Agenda

### Town of Sweden Board of Selectmen's Meeting

Tuesday, September 26, 2023 at 5:30 pm

#### Town Office

1. Pledge of allegiance
2. Call to order
3. Motion to go into executive session pursuant to 1 M.R.S.A. § 405(6)(A) for the purpose of discussing personnel issues.
4. Opening Statement

Select Board Meetings are open to the public, and we welcome and encourage the public to attend. However, public participation in the meeting is at the discretion of the Board Chair. Please do not speak, unless recognized by the Chair, and please do not ask to be recognized. There will be a twenty-minute public comment section at the end of the meeting, when anyone in attendance may speak briefly.
5. Introductions of attendees and visitors
6. Review of Select Board Meeting Minutes from September 12, 2023.
7. Reports of Officers and Committees
  - Administrative Assistant to Select Board
    - Bank reconciliation for August
  - EMA Director
    - Report
  - Fire Chief
    -
  - Road Commissioner
    - Cemetery Road
    - Eastern Salt Company - contract price for road salt
    - Drew Corp email dated 2023-09-21 regarding extension of time of completion for the Webber Pond Road reclamation project.
  - Treasurer
    - Motion to sign the A/P Warrant dated September 26, 2023 and Payroll Warrant dated September 25, 2023.
    - Access to online banking
8. Old Business
  - Howard Buker assisted by Raymond Buker-payment arrangement on foreclosed property
  - Reece Gilmore assisted by (?) -payment arrangement on foreclosed property
  - Select Board letter to Richard Levasseur regarding Keyes Pond Road
9. New Business
  - Jaime Popkin-broadband update
  - Letter to RAC regarding 2024 budgeting
10. Communications and Correspondence

- Letter from Maine Revenue Services dated September 2023 regarding Preliminary 2024 State Valuation-Amended
- Letter from Maine Public dated 2023-09-19 regarding request for \$100 appropriation
- Letter from Plymouth Engineering dated 2023-09-20 – response to Selectman Chadbourne’s letter

11. Public Comments

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12. Announcements

- Next BOS Meeting will be October 10, 2023
- Retirement party for Alberta Ridlon will be October 20, 2023 from 4 pm to 6 pm at the Town Meeting House

13. Adjourn



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
MAINE REVENUE SERVICES  
P.O. BOX 9106  
AUGUSTA, MAINE  
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA  
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD  
EXECUTIVE DIRECTOR

September 2023

Municipal Assessors and Chairman of the Board of Selectpersons:

**RE: Preliminary 2024 State Valuation-Amended**

Dear Municipal Official(s):

Enclosed you will find a copy of the **preliminary** 2024 State Valuation report for your municipality as prepared by a field representative of the Property Tax Division. This valuation represents the full equalized value of all **taxable** property in the municipality as of **April 1, 2022**. Please note that these figures are preliminary and are being forwarded to you at this time in order to provide for your review and allow time for any contribution of additional comments and/or pertinent data.

The State Valuation is compiled by determining, through field work and meetings with local officials, the approximate ratio of full value on which local assessments are made, and by then adjusting the local assessed values in accordance with the Rules of Procedure Used to Develop State Valuation (08-125 Chapter 201). State Valuation is a mass appraisal estimate of the 100% market value of all taxable property of a municipality and is established annually by the State Tax Assessor. The enclosed report is comprised of five (5) parts: the Sales Ratio Analysis; BETE audit; State Valuation Analysis (PTF303.4); Report of Assessment Review, a three (3) year comparison (PTF303); and Report of Assessment Review, informational review (PTF303.2).

If after reviewing this report you find any errors or inconsistencies, need clarification or simply wish to discuss the report, please call the Property Tax Division at 624-5600 or fax your concerns to us at 287-6396. Alternatively, you may contact your area field representative from Maine Revenue Service, Property Tax Division directly for the purpose of discussing any additional information pertinent to the preliminary State Valuation.

The Proposed 2024 State Valuation Notice will be sent by certified mail on or before September 30, 2023.

**REPORT OF ASSESSMENT REVIEW**



| Municipality                        | Sweden        |               | County               | Oxford               |
|-------------------------------------|---------------|---------------|----------------------|----------------------|
|                                     | 2022          | 2023          | 2024                 |                      |
| 1. State Valuation                  | 105,950,000   | 121,650,000   | 146,800,000          |                      |
| 2. Amount of Change                 | 6,150,000     | 15,700,000    | 25,150,000           |                      |
| 3. Percent of Change                | 6.16%         | 14.82%        | 20.67%               |                      |
| 4. Eff. Full Value Rate (line 6d/1) | 0.01352       | 0.01157       | 0.01052              |                      |
| 5. Local mil Rate 20-21-22          | 0.0143        | 0.0138        | 0.0149               |                      |
| 6a. Commitment<br>2020-21-22        | 1,393,834     | 1,370,047     | 1,505,850            |                      |
| 6b. Homestead Reimbursement         | 38,268        | 37,413        | 38,999               |                      |
| 6c. BETE Reimbursement              | 174           |               |                      |                      |
| 6d. Total (6a, 6b & 6c)             | 1,432,276     | 1,407,460     | 1,544,849            |                      |
| 6e. % change from prior year (6d.)  | 6.29%         | -1.73%        | 9.76%                |                      |
|                                     | 2021          | 2022          |                      |                      |
| A. Municipal Valuation              | 99,278,760    | 101,063,754   |                      |                      |
| Net Supplements / Abatements        | (211,510)     | (11,270)      | Amount of<br>Change  | Percent of<br>Change |
| Homestead (Exempt Valuation)        | 2,711,064     | 2,617,378     |                      |                      |
| BETE (Exempt Valuation)             |               |               |                      |                      |
| Adjusted Municipal Valuation        | 101,778,314   | 103,669,862   | 1,891,547            | 1.86%                |
| B. Sales Information                |               |               |                      |                      |
| Sales Period Used                   | 07/20 - 06/21 | 07/21 - 06/22 |                      |                      |
| State Valuation                     | 2023          | 2024          | Combined Sales Ratio | 63%                  |
| # of Sales                          | 24            | 14            |                      |                      |
| # of Appraisals                     |               |               |                      |                      |
| Residential Study                   |               |               | Percent of Change    |                      |
| Weighted Average<br>Average Ratio   | 77%           | 59%           |                      |                      |
| Assessment Rating                   | 76%           | 63%           | -17.11%              |                      |
|                                     | 18            | 21            |                      |                      |
| Waterfront Study                    |               |               |                      |                      |
| Weighted Average<br>Average Ratio   |               |               |                      |                      |
| Assessment Rating                   |               |               |                      |                      |
| Condominium Study                   |               |               |                      |                      |
| Weighted Average<br>Average Ratio   |               |               |                      |                      |
| Assessment Rating                   |               |               |                      |                      |
| Certified Ratio                     | 100%          | 95%           |                      |                      |

## STATE VALUATION ANALYSIS

| Municipality                        | Sweden |                          |             | County               | Oxford                              |                    |
|-------------------------------------|--------|--------------------------|-------------|----------------------|-------------------------------------|--------------------|
| Municipal Valuation - 2022          | 95%    | Declared Certified Ratio |             | 2024 State Valuation |                                     |                    |
| LAND                                |        |                          | Ratio       | Source               |                                     |                    |
| Electrical Utilities (Trans & Dist) |        | 7,986,014                | 95%         | Declaration Value    | 8,406,330                           |                    |
| Classified Tree Growth              | 11,856 | ac                       | 3,080,320   | 95%                  | State Rates                         | 3,242,443          |
| Classified Farm Land                | 89     | ac                       | 35,408      | 79%                  | Adj. Cert Ratio                     | 44,820             |
| Classified Farm Woodland            | 130    | ac                       | 34,870      | 95%                  | State Rates                         | 36,703             |
| Classified Open Space               | 96     | ac                       | 107,973     | 79%                  | Adj. Cert Ratio                     | 136,675            |
| Classified Working Waterfront       |        | ac                       |             |                      |                                     |                    |
| Commercial Lots                     |        |                          | 2,326,805   | 79%                  | Adj. Cert Ratio                     | 2,945,323          |
| Industrial Lots                     |        |                          |             |                      |                                     |                    |
| Residential Lots                    |        |                          | 15,949,008  | 63%                  | Combined Study                      | 25,315,886         |
| Waterfront & Water Influenced Lots  |        |                          | 17,564,567  | 63%                  | Combined Study                      | 27,880,265         |
| Condominium Lots                    |        |                          |             |                      |                                     |                    |
| Working Forest Roads                |        | ac                       |             |                      |                                     |                    |
| Waste Acres                         | 494    | ac                       | 61,290      | 124/ Mun Avg         | 125/ac SR                           | 61,790             |
| # Undeveloped Acres                 | 4,539  | ac                       | 9,133,100   | 2012/ Mun Avg        | 995/ac SR                           | 4,516,630          |
|                                     |        |                          | 56,279,355  |                      | <b>TOTAL LAND</b>                   | 72,586,865         |
| BUILDINGS                           |        |                          |             |                      |                                     |                    |
|                                     |        | # accts                  |             |                      |                                     |                    |
| Commercial                          |        | 14                       | 2,799,799   | 79%                  | Adj. Cert Ratio                     | 3,544,049          |
| Industrial                          |        |                          |             |                      |                                     |                    |
| Residential                         |        |                          | 32,783,386  | 63%                  | Combined Study                      | 52,037,121         |
| Waterfront & Water Influenced       |        | 106                      | 8,967,006   | 63%                  | Combined Study                      | 14,233,343         |
| Condominiums                        |        |                          |             |                      |                                     |                    |
|                                     |        |                          | 44,550,191  |                      | <b>TOTAL BUILDINGS</b>              | 69,814,513         |
| PERSONAL PROPERTY                   |        |                          |             |                      |                                     |                    |
|                                     |        | # accts                  |             |                      |                                     |                    |
| Commercial                          |        |                          | 234,208     | 95%                  | Personal Property Ratio             | 246,535            |
| Industrial                          |        |                          |             |                      |                                     |                    |
| Other                               |        |                          |             |                      |                                     |                    |
|                                     |        |                          | 234,208     |                      | <b>TOTAL PERSONAL</b>               | 246,535            |
| TOTALS                              |        |                          | 101,063,754 |                      |                                     | 142,647,913        |
| Adjustments (Net Abates/Supp)       |        |                          | (9,580)     | 63%                  | Combined Study                      | (15,206)           |
| Adjustments (Comm., Ind. & Pers.)   |        |                          | (1,690)     | 79%                  | Adj. Cert Ratio                     | (2,139)            |
| <b>Homestead (Exempt Valuation)</b> |        |                          | 2,617,378   | 63%                  | Combined Study                      | 4,154,568          |
| <b>BETE (Exempt Valuation)</b>      |        |                          |             |                      |                                     |                    |
| ADJUSTED TOTAL                      |        |                          | 103,669,862 |                      |                                     | 146,785,136        |
| TIF ADJUSTMENTS                     |        |                          |             |                      |                                     |                    |
|                                     |        |                          |             |                      | <i>TIF Development Program Fund</i> |                    |
| NET w/ ADJUSTMENTS & TIF            |        |                          |             |                      |                                     | 146,785,136        |
| STATE VALUATION                     |        |                          |             |                      |                                     | <b>146,800,000</b> |

STATE OF MAINE Sales Ratio Analysis - 2024 State Valuation

Municipality: **Sweden**

County: **Oxford**

**Oxford**

2 Year - **COMBINED STUDY**

|                  |     |   |           |   |           |
|------------------|-----|---|-----------|---|-----------|
| Weighted Avg. =  | 59% | = | 3,414,617 | / | 5,769,635 |
| Average Ratio =  | 63% | = | 6.3       | / | 10        |
| Avg. Deviation = | 13  | = | 183       | / | 14        |
| Quality Rating = | 21  | = | 13        | / | 63%       |

Average Selling Price = \$412,117 2022

| Item No. | Class | Date of Sale Month Year | Book | Page | Map | Lot     | Name | Selling Price | Assessed Value | Ratio | Dev. |
|----------|-------|-------------------------|------|------|-----|---------|------|---------------|----------------|-------|------|
| 1        | R     | 7 2021                  | 5622 | 489  | R08 | 23-1    |      | 640,000       | 220,808        | 0.35  | 28   |
| 2        | R     | 5 2022                  | 5695 | 154  | R07 | 23      |      | 479,000       | 188,515        | 0.39  | 24   |
| 3        | R     | 11 2022                 | 5729 | 833  | R09 | 2-A-12  |      | 710,000       | 313,090        | 0.44  | 19   |
| 4        | R     | 6 2022                  | 5699 | 686  | R02 | 1 & 1-A |      | 221,500       | 116,990        | 0.53  | 10   |
| 5        | R     | 8 2022                  | 5708 | 589  | R08 | 39      |      | 85,000        | 46,800         | 0.55  | 8    |
| 6        | U     | 5 2021                  | 5607 | 60   | R08 | 28A     |      | 524,900       | 318,226        | 0.61  | 2    |
| 7        | R     | 7 2021                  | 5626 | 66   | R01 | 16A     |      | 355,000       | 222,219        | 0.63  |      |
| 8        | R     | 12 2021                 | 5661 | 914  | R07 | 13-3    |      | 650,000       | 408,464        | 0.63  |      |
| 9        | R     | 12 2022                 | 5732 | 701  | R08 | 14-1    |      | 675,000       | 442,642        | 0.66  | 3    |
| 10       | R     | 7 2021                  | 5620 | 325  | R09 | 13-1    |      | 611,235       | 424,999        | 0.70  | 7    |
| 11       | R     | 11 2021                 | 5649 | 908  | R09 | 16-2    |      | 150,000       | 115,298        | 0.77  | 14   |
| 12       | W     | 2 2022                  | 5673 | 657  | R05 | 25      |      | 158,000       | 123,723        | 0.78  | 15   |
| 13       | R     | 11 2021                 | 5654 | 22   | R02 | 16-B    |      | 80,000        | 68,219         | 0.85  | 22   |
| 14       | W     | 2 2021                  | 5584 | 125  | U08 | 17      |      | 430,000       | 404,624        | 0.94  | 31   |

# Business Equipment Tax Exemption Audit

Municipality: Sweden

Date: 7/24/2023

County: Oxford

Municipal Official(s): O'Donnell & Associates, John O'Donnell, CMA

**Municipal Valuation - 2022**

**2024 State Valuation**

|   |               | <u>Yes</u>               | <u>No</u>                | <u>Comment(s)</u> |
|---|---------------|--------------------------|--------------------------|-------------------|
| 1. Are application(s) available for inspection?   | <b>0 of 0</b> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 2. Are application(s) signed for/approved by the assessor?  |               | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 3. Do the equipment date(s) of purchase and/or date(s) put in service meet BETE parameters?   |               | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 4. Is the item description sufficient to reasonably determine eligibility under program guidelines?   |               | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 5. Does the property qualify for BETE?  |               | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 6. Are municipal depreciation schedules evaluated and uniformly applied?  |               | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 7. Is all BETE value included in the tax commitment book, MVR and Tax Rate Calculation Form (including enhanced reimbursement forms when applicable)? |               | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| 8. Is all qualified property adjusted by the municipal assessment ratio?  |               | <input type="checkbox"/> | <input type="checkbox"/> |                   |

Not Applicable

**Additional Comments:**

Signature: Andrea E. Lubejko

Field Rep.

**REPORT OF ASSESSMENT REVIEW**

Municipality Sweden County Oxford

**I. Valuation System**

A. Land: Tax Maps by O'Donnell & Associates Date: 1972  
 Undeveloped Acreage \$2,000/ac Undeveloped Lots \$25K-\$75K/1.5 Ac  
 Road Frontage By Acre Water Frontage Various Ponds  
 House Lots Plus \$5-\$24K Dev Other \$80-\$1,200/FF

B. Buildings : Revaluation By: O'Donnell & Associates 2017 Computerized Records O'Donnell CAMA

C: Personal Property: Assessed? Y/N  Yes Method Used: RCNLD  
 Is Cert Ratio Applied? Y/N  Yes

**II. Assessment Records / Condition** Website w/VAL data Y/N  Yes Web Address http://jeodonnell.com/  
https://swedenmaine.org/

|                           |             |                          |             |
|---------------------------|-------------|--------------------------|-------------|
| Valuation Book            | <u>Good</u> | Tree Growth Forms        | <u>Good</u> |
| Property Record Cards     | <u>Good</u> | Farm Land Forms          | <u>Good</u> |
| Veteran Exemption Forms   | <u>Good</u> | Open Space Forms         | <u>N/A</u>  |
| Homestead Exemption Forms | <u>Good</u> | Working Waterfront Forms | <u>N/A</u>  |

**III. Supplements and Abatements**

Supplements: Number Made 1 Value Supplemented 29,450  
 Abatements: Number granted 2 Value Abated (40,720)  
 (excluding current use penalties)

**IV. Statistical Information**

|                   |               |           |               |
|-------------------|---------------|-----------|---------------|
| Number of Parcels | <u>670</u>    | Land Area | <u>18,867</u> |
| Taxable Acres     | <u>17,975</u> | Bog/Swamp | <u>494</u>    |
| Population (2020) | <u>406</u>    |           |               |

**V. Assessment Standards**

Standards Ratio 85.23% = (2022 Municipal Valuation /2023 State Valuation)  
 Assessment Quality: Combined 21

Comments or Plans for Compliance: \_\_\_\_\_

**VI. Audit Information**

Municipal Official providing data: O'Donnell & Associates, John O'Donnell, CMA  
 Date(s) of Field Audit: 7/24/2023

**VII. Office Review**

Recommended by: Andrea E Lubejko  
 Field Rep  
 Checked by: LL  
 Approved by: Ying Perotte 8/11/2023

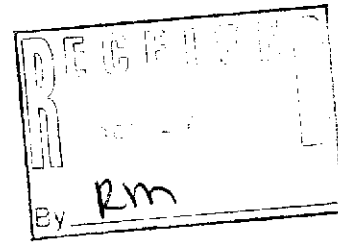
Copies Mailed: (date) 9/8/2023





September 19, 2023

Town of Sweden  
147 Bridgton Rd  
Sweden ME 04040



Dear Selectperson,

When Maine Public was established in 1961, the goal was to bring a new kind of broadcasting service to Maine – one that was as innovative as it was trustworthy, a service that would inform, inspire, and educate our communities. Now more than six decades later, Maine Public is still leading the charge to share Maine's stories in new and revitalized ways.

Last year with community support, Maine Public increased our reporting capacity to better cover important news stories by adding a Report For America reporter covering immigration and New Mainer communities and adding a new full-time climate reporter. Support from towns like yours helped us increase coverage of underrepresented areas of the state through several projects such as the Rural Reporting Project, highlighting the benefits, challenges, and opportunities of life in rural and western Maine. We shared the first State of the Tribes in more than 20 years live on Maine Public radio, television, and online as Wabanaki leaders addressed both chambers of the Legislature.

Every day, Maine Public connects the people of Maine and our region to each other and the world through the open exchange of information, ideas, and cultural content. This is essential work that we are proud to do. Currently, Maine Public has 14 radio signals emanating from towers across the state. Last year, we were awarded construction permits for seven new stations by the Federal Communications Commission. With donations from our community, we plan to expand Maine Public Radio to unserved areas in Millinocket, Greenville, and Bethel, and grow our existing Maine Public Classical network to Fort Kent, Mars Hill, Calais, and Greenville. Free and open access to accurate, balanced, and objective content is more important than ever, and Maine Public is committed to delivering it everywhere in Maine.

**Will Sweden consider joining more than 100 municipalities to support this important resource with an appropriation of \$100?** With your funding, Maine Public, with our trusted partners, NPR and PBS, will continue to be Maine's storyteller, amplifying the voices of Maine.

Our listeners and viewers appreciate the support your community provides. Thank you for your consideration.

Sincerely,

Marvis Zou  
Direct Marketing and Membership Fundraising Specialist  
mzou@mainepublic.org  
800-884-1717 x 3045



### **Maine Public Organizational Overview**

Public radio and television broadcasting in the United States is organized as a cooperative of community-based stations which pool resources to create shared national programming and individually serve the needs of their communities.

Through its radio, television, educational and Web services, Maine Public provides inspiration, information and lifelong learning to a diverse public. Maine Public serves Maine, most of New Brunswick, Canada, and parts of New Hampshire and Massachusetts. Maine Public's services are available to everyone at no charge. Hundreds of thousands of people find value in Maine Public's services every day. Private donations — including those received from radio members, television members, program sponsors and contributors of unrestricted gifts — comprise the largest source of revenue for the organization. The membership base alone totals more than 54,000 individuals and families.

### **Formation of Maine Public**

Maine Public was formed in 1992 through the merger of the educational radio and television stations provided by the University of Maine System and WCBB public television operated by Colby, Bates and Bowdoin Colleges. Maine Public is an independently owned and operated 501(c)3 nonprofit organization with office and studio locations in Bangor, Lewiston and Portland, Maine.

### **Maine Public's Mission**

Maine Public connects the people of Maine and our region to each other and to the world through the open exchange of information, ideas, and cultural content.

### **Maine Public's Vision**

Maine Public will inform, inspire, and delight.

We will be recognized throughout Maine and beyond as an organization that has made a distinct difference by focusing in a disciplined manner on the issues most important to Maine and by being relentless in pursuit of the truth about them. We will also be noted for the consistent quality of the cultural and entertainment programming that we provide through collaborations with other organizations and independent producers.

We will continue to be regarded as a superb financial steward by all of our supporters, investing resources wisely across our multiple services: Web, radio, TV, and print. We will creatively build on the value created by PBS, NPR, and other organizations to deliver rich, rewarding content.

Maine Public will be known throughout Maine as an organization that listens and acts accordingly.

Our enterprise will help lead Maine towards its bright future.

### **Financial reports**

See Maine Public's federal financial reporting documentation at [mainepublic.org/financial-reports-990-forms](http://mainepublic.org/financial-reports-990-forms).



# Plymouth Engineering, Inc.

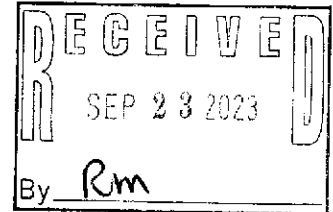
8 Main St., Unit C  
Newport, ME 04953  
info@plymouthengineering.com  
Tel: (207) 257-2071 Fax: (207) 257-2130

September 20, 2023

Job #: 19080

Town of Sweden  
147 Bridgton Road  
Sweden, ME 04040

## Response to BOS Inquiry Letter



Dear Christopher Chadbourne,

Plymouth Engineering is pleased to provide answers to your questions and address the changes regarding the Project Manuel for Sweden Fire Station dated October 2022. Thank you for acknowledging the delays with funding and progress that was beyond our control. Regardless, we stand ready to work with the Town to finalize the Project Manual and revise the bid packages for issuance going forward.

Our final engineering contract to date, including a \$3,000 emailed authorization for assistance during this bid period, totals \$34,900. At this point, we have billed slightly under \$32,000. Below, we have summarized required changes to this budget going forward in addition to the remaining budget.

From your letter, you reference several changes required due to the delays in anticipated dates. Summarily, those dates will all be changed. We will coordinate with you or an appointed Town representative for the desired path forward, so that we don't go through this process again.

### Changes:

1. Invitation to Bid – Bid date to be updated as appropriate.
2. Instruction to Bidders Section 3.1 Concrete sf of 13, 580 sf seems to be in error.
  - a. The building size has been updated to **4,864 square feet**.
3. Instruction to Bidders Section 25.1 Date to be updated as appropriate.
4. Bid from Page 1 Date to be updated as appropriate.
5. Bid from 1.2 Contract Time – Date to be updated as appropriate.
6. Bid from Section 000510 – Agreement date to be updated as appropriate.
7. Agreement – Article 3 Contract Times date to be updated as appropriate.

8. Notice to Proceed Date to be updated as appropriate.
9. Waiver of Lien date to be updated as appropriate.
10. Supplementary Conditions 6.0 Legal Provisions Penobscot Country should be changed to Oxford County.
  - a. Correction has been made.
11. Basic Requirements Section 01001 Consider changing the requirement so that the contractor pays for temporary electrical and temporary heat (as opposed to the Town).
  - a. This change has been made.

**Questions:**

1. Instruction to Bidders Section 5.1.2 Site visit – Is it appropriate to set a day for a single site or allow bidders to visit the site at their leisure?
  - a. It is appropriate. That date is in the Invitation to Bid that will be published, because most contractors won't have the full project manual (that includes the Instructions to Bidders) until that day or after. We recommend NOT making that meeting mandatory though, because it will open the project up to more bidders.
2. General Conditions 4.5 – Please clarify what surveys are required and what the town needs to provide. Do the surveys already exist?
  - a. These are the surveys for the site that are already completed.
3. In general, what basic design standards is the contractor obligated to meet for plumbing, fire protection, HVAC and electrical?
  - a. The Contractor will be required to meet the Maine State Building Code, better known as MUBEC (Maine Uniform Building and Energy Code) and ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers). They will also have to meet the design/build specs that will be part of our final documents.

As mentioned above, Plymouth Engineering had an original final design contract fee of \$31,900. To that was added \$3,000 for the bidding process for a total final design contract fee of \$34,900. To date, we have invoiced the Town slightly under \$32,000 resulting in a \$2,900 budget remainder. Due to delays and unanticipated changes back and forth throughout the final design process, we will be unable to complete the bidding phase and the specifications for that \$2,900. As such, as part of this response letter, we are requesting a budget adjustment of \$5,100. Much of this is due to the changes to the floor plan

after it was “completed” based on reviews and what we understood to be an accepted layout. Ongoing discussions about it being a “place of assembly” for dinners, etc also added to the timing and fire marshal process. It is further warranted by the additional investigations and cost estimates done for the option of an addition to the building for a mechanical room on the back of the building that was ultimately not selected. These changes, if they had been made at the concept or even preliminary design level could probably have been absorbed, but because they were made during the final design level work, and some after the bid plans were completed in October of 2022, much more detail had to be adjusted. The site plan has remained basically unchanged although we did spend considerably more time assisting with questions and documentation of the existing septic system than anticipated. While we don’t necessarily recommend it, the Town can save \$1,200 by conducting the pre-bid itself with us on the phone as long as all questions from potential bidders are documented and provided to us for review and response.

The above costs and all previous contracts do not include any services by Plymouth Engineering during the construction process. We can provide you a proposal for services during that process if you wish, but our distance to the job site would likely make on-site visits more expensive than the town needs to bear. At this point, we request that you review this letter, our request, and provide us a date certain by which you would like to bid the work. It will take us six weeks to schedule and complete the work from date of authorization of the additional efforts.

If you have any questions about the above or the project status in general, please contact us. Otherwise, please confirm all of the above information and provide us your desired date to have the bid documents provided to potential bidders.

Sincerely,

PLYMOUTH ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'SEB', written over a horizontal line.

Scott E. Braley, PE

President