

Business Planning Guide

Town of Searsport



Provided By

**The Economic Development
Committee**

2011

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Visit: <http://www.searsportme.net> for more information about Searsport.

Disclaimer: This guide is being provided by the Searsport Economic Development Committee to offer basic information for potential businesses and is not intended to cover every situation. The data is current as of the date of publication. Laws and ordinances periodically change. Therefore, it is recommended that you check with the Town and the State to ensure you have the most current information.

Introduction

The Economic Development Committee is dedicated to assisting both existing businesses as well as those seeking to locate a business in the town. We support and encourage a wide variety of businesses. For example, the downtown retail/commercial section of Main Street has antique shops, a museum, a large marine supply firm, restaurants, a grocery store, gifts and clothing, convenience stores, gas stations, laundromats, etc. We also have numerous services in town such as banks, insurance agents, realtors, lawyers, a medical clinic and dental offices. The Carver Memorial Library, a block from Main Street on Mortland Road, offers more than books and media; they have computers and Wi-Fi with Internet access.

The town has a high level of traffic with a peak influx of tourist traffic throughout the summer and fall. Our location along Rte. 1 offers retail businesses a high level of visibility. Moose Point State Park is a popular destination, as is the Penobscot Marine Museum. Our location on Penobscot Bay offers fine sailing, boating and fishing opportunities. The town maintains both a boat launch and a wharf.

Sears Island, over 900 pristine uninhabited acres, is connected to the mainland by a causeway a short distance off of Rte 1. The agreement on the future of Sears Island allocates 300 acres for development. The larger parcel of over 600 acres is to be maintained as a conservation area which will become a prominent destination for eco-recreation by offering traditional hiking, bicycling, kayaking, picnicking, bird watching, etc, as well as an enhanced entry to the island, a visitor/education center, ADA approved trails, and safe access to the beaches.

The town also has heavy industry such as a major port facility with bulk handling and storage and a chemical plant. Both industrial sites are located a short distance from Rte. 1 and both locations are serviced by the Montreal, Maine & Atlantic Railway. Truck, rail and ship give businesses local access to global markets. The State Department of Transportation has long-term plans to build a container port which will enhance access to global markets. A future container port on Sears Island will offer more opportunities for both import and export. Additionally, Bangor International Airport is only about 30 miles from Searsport.

About Searsport

Searsport was settled in the late 18th Century and incorporated as a town in 1845. It has nearly 10 miles of coastline on Penobscot Bay, which has been a major influence on the town's development. During Searsport's early history, the major industry was shipbuilding and cargo handling. Many of the sea captains' homes are now inns and bed and breakfasts. The chemical industry played a major role in the local economy during World War II. Petroleum product shipping and handling supplemented the chemical industry during the Korean conflict, while today, fuel, lumber, paper and chemicals continue to arrive and depart from the seaport and the local chemical facility.

Today, Searsport is a quiet community of roughly 2,600 residents who enjoy a four season environment. In 1995, the town celebrated its sesquicentennial. Searsport offers many recreational opportunities with a town wharf, boat launch and Mosman Park which has a saltwater beach, four acres for picnicking, a playground, and a baseball diamond.

Searsport is part of the RSU #20 school district which also includes Belfast, Belmont, Frankfort, Morrill, Northport, Searsmont, Stockton Springs and Swanville. In addition, high quality post-secondary education is available in the Searsport area. The University of Maine Frederick Hutchinson Center (FHC) is located a short distance away in Belfast. FHC currently offers several degree and non-degree programs from graduate level to associates as well as professional certificate programs. The Mid-coast Leadership Academy, located at FHC, is in its third year offering individuals an opportunity to learn and improve their leadership skills. The Senior College at the Hutchinson Center provides a diverse curriculum of programs, classes and special events for those 50 years and older, along with their spouses or partners. Subjects range from intellectually challenging to simply enjoyable.

Searsport governs itself by town meeting, while a board of selectmen and a town manager oversee town water, sewage treatment, police patrol, fire protection, emergency medical service, public works, recreational programs and a library. The town has a full time manager, full time assessor and a part-time code enforcement officer.

Searsport's Comprehensive Plan/Land Use Ordinance has established districts suitable for various forms of business. For simplicity, Searsport classifies businesses as either Retail or Commercial/Industrial. Retail businesses are those that sell directly to the public such as the sale of clothing, antiques, etc, as well as restaurants. Commercial/Industrial encompasses all others. Details about the districts and the various particulars can be found in the Comprehensive Plan. Additionally, the town has a planning board which oversees the Site Plan Review Ordinance, the Shoreland Zoning Ordinance and the Subdivision Ordinance. As part of the Site Plan review, the board will refer to the Land Use Ordinance which is part of the Comprehensive Plan. For an idea of the subject matter addressed by the ordinances, Appendix 3 lists the table of contents for each.

Overall, Searsport has much in its favor – attractive land costs, active economic development efforts, numerous incentive programs, Pine Tree Development Zone sites, a very receptive political “climate”, affordable wage levels, available labor and proximity to major transportation routes.

We believe the Town of Searsport is a prime example of the “Quality of Place” described in the 2006 Brookings report, “Charting Maine’s Future: An Action Plan for Promoting Prosperity and Quality Places”. We encourage you to view this report at www.brookings.edu/reports/2006/10cities.aspx.

The Economic Development Committee

The Committee meets every 4th Tuesday at 4:00 pm. Meetings are normally at the Town Hall (Union Hall). Please check the postings around town for details and location. Please call the Town Office at (207) 548 - 6372 since dates and times may change. We can assist with all types business issues and concerns.

- We can provide assistance with maps showing land use districts, urban districts, commercial and industrial districts, etc.
- We work with state and local development agencies to assist our businesses and those interested in locating in Searsport.
- We currently have a Tax Increment Financing Policy and have participated in TIF financing as an incentive for business investment and development.
- We participate in the BETE/BETR (Business Equipment Tax Exemption/Reimbursement) programs which provide important financial benefits.
- We have land in town that is included in the Pine Tree Zone which provides incentives for new private investment.

We recommend that you check our Business and Visitors Guide which lists many of the current businesses in town, as well as offers a great deal of information about the town. The site can be found at: www.searsportme.net

To contact the committee, email info@searsportme.net or call the Town Office at (207) 548 - 6372.

For information about Searsport government, committees, regulations, etc, we recommend that you check our town website which contains more information, such as tax maps and ordinances: www.searsport.maine.gov or call the Town Office at (207) 548 - 6372.

Other Contacts

In addition to town ordinances, certain projects, whether new construction, new uses for existing property or expansion, may trigger State and/or Federal regulations such as environmental licensing. To avoid delays or problems, it is imperative that you engage the town as early as possible to discuss your project so that all applicable regulations can be addressed.

Appendix 3 contains the table of contents of pertinent ordinances as a reference for the material covered in detail on the town site. Copies of the town ordinances can also be obtained from the Town Office at (207) 548-6372.

It is highly recommended that you contact the Town Manager or the Code Enforcement Officer to find out what ordinances might apply to your planned business.

Code Enforcement Officer:

Randy Hall (207) 548 – 6372
Monday & Thursday, 8:30 am to 5:00 pm

Town Manager:

James Gillway (207) 548 – 6372
Monday through Thursday, 8:30 am to 5:00 pm
Friday, 8:30 am to 4:00 pm

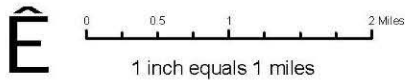
Appendix 1 lists many other contacts for all aspects of establishing, relocating or expanding a business in Searsport.

One of the best resources is the Maine Department of Economic and Community Development web site, which has detailed information and numerous documents available for download (see Appendix 1). The “Pocket Guide to Maine’s Business Resources” is one of the most complete listings of business services and contacts. Upon request, the DECD will provide a detailed report of all applicable programs and an estimate of the value of the programs upon receipt of a standard questionnaire (see Appendix 2).

Searsport Maps

Town

(Map is available for download on our website)

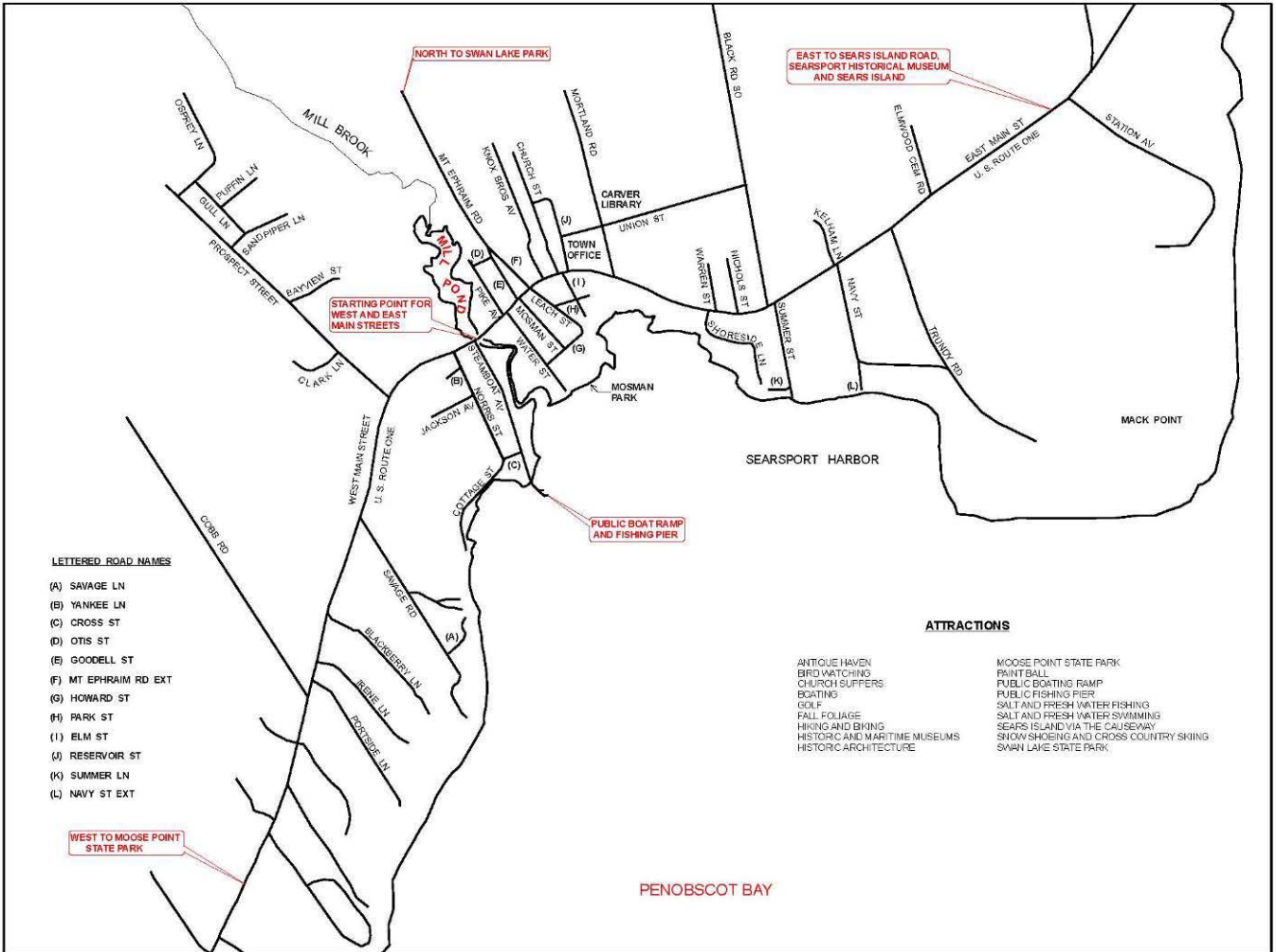


Town of Searsport

Prepared by Searsport GIS
June 11, 2007

Downtown

(Map is available for download on our website)

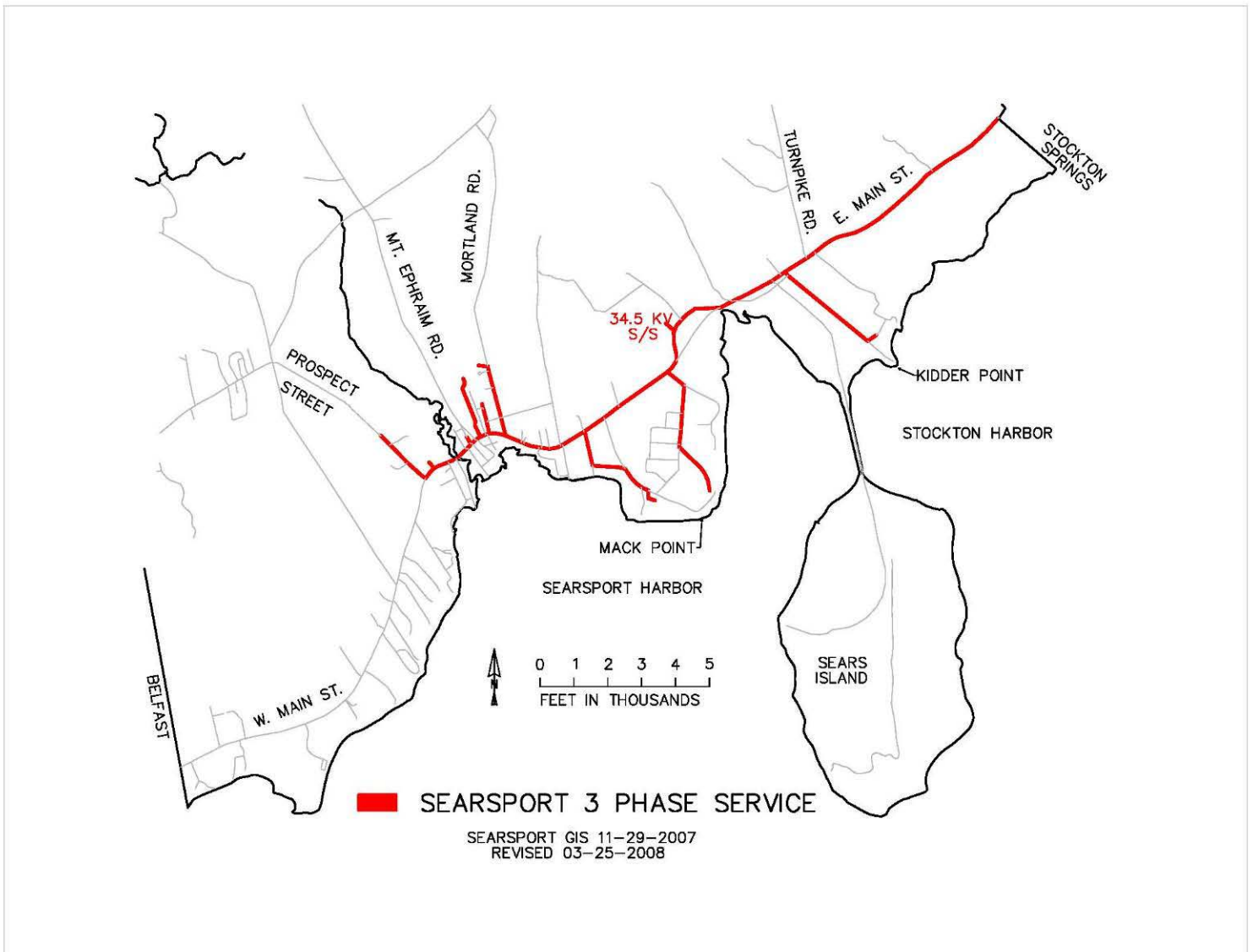


Utilities

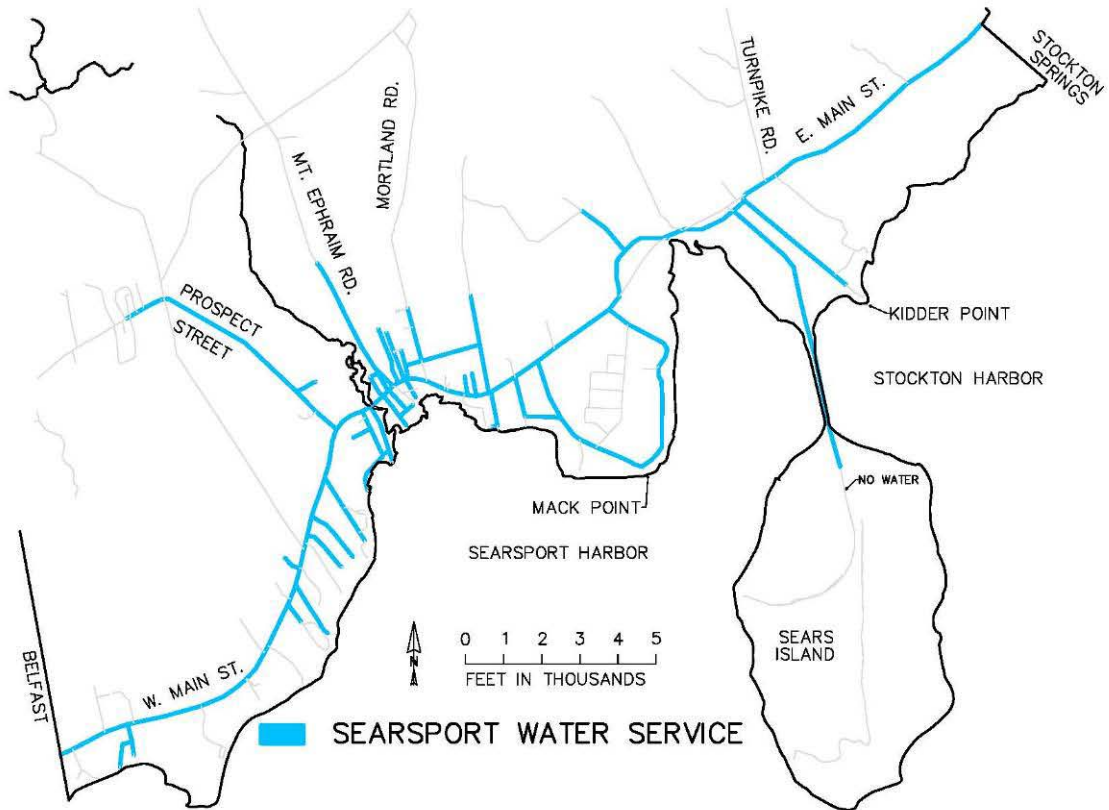
Searsport offers a high level of utility service for a small town. The following maps show the locations of 3-phase power, town water and town sanitary sewer.

(Maps are available for download on our website)

3-Phase Power

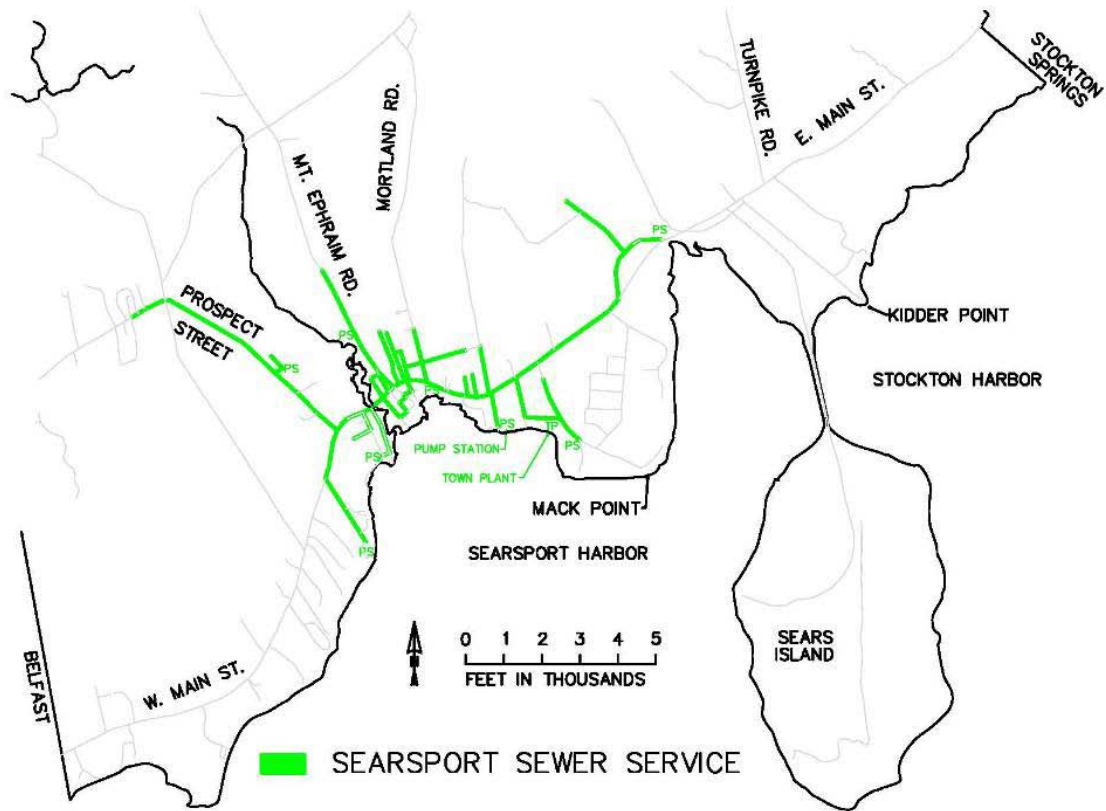


Town Water



SEARSPORT GIS 11-29-2007
REVISED 03-25-2008

Town Sanitary Sewer



SEARSPORT GIS 11-29-2007
REVISED 03-25-2008

Incentive Programs

The State of Maine offers numerous programs and incentives. The Town and the Economic Development Committee will help to point you in the right direction.

The accuracy and potential availability of the listed programs may change in the future. We will attempt to keep this document as up-to-date as possible; however, it is advised you contact us to ensure you receive the most current information.

Descriptions and summaries of the most common programs follow:

Pine Tree Development Zone (PTDZ)

The goal of PTDZ is to create quality jobs in targeted business sectors and geographic locations. The basic job creation requirement is that **at least one new net job is created** that:

- Meets certain income requirements (see listing in Appendix 4). This includes employee earnings, and employer payments toward employee benefits including retirement, health insurances, education and dependent care. For the Searsport income requirements, see Waldo County in the listing.
- Includes access to health benefits (employer contribution encouraged, but not required).
- Includes access to retirement benefits (employer contribution encouraged, but not required).

The program offers eligible businesses the chance to greatly reduce or virtually eliminate state taxes for up to 10 years. **Searsport has PTDZ land available.**

In addition, a for-profit business engaged in the business of manufacturing **anywhere** in the State of Maine, meeting the qualifying criteria of the legislation, is also eligible for PTZ benefits. The manufacturers must meet certain expansion requirements in order to qualify for the program, such as:

- Commitment to a minimum investment of \$225,000.
- Creation of at least four (4) new quality full-time jobs having the same retirement and health insurance requirements of the existing program.

Corporate Income Tax Credit

This credit is available to all businesses (corporations, pass-through entities, or sole proprietorships) certified by the Department of Economic and Community Development (DECD). **The credit is based upon the tax liability related to income from qualified PTZ business activity.** Qualified business activity means only the activity associated with the expansion or initial business creation for which the entity has been certified by DECD. (See Appendix 5 for Maine Corporate Income Tax Rates.)

- For the first 5 years, the credit is equal to 100% of the tax liability.
- For the next 5 years it is equal to 50% of the tax liability.

Employment Tax Increment Financing (ETIF)

If your for-profit, non-retail, non-utility business is adding a minimum of 5 net new Maine jobs within a two-year period, it may be eligible for Maine's Employment Tax Increment Financing. Under the ETIF program, businesses are reimbursed up to 80% of their new employees' Maine income tax withholdings for up to 10 years. To qualify, new employees must receive an annual income greater than the county's average per-capita income (see Appendix 4 for income guidelines), and be provided access to group health insurance and an Employee Retirement Income Security Act (ERISA)-qualified retirement program.

Sales and Use Tax

100% Personal Property Exemption, Years 1-10: the tax exemption benefit derives from the qualified business paying no tax on all new tangible personal property purchases for its qualified business activity.

100% Real Property Reimbursement, Years 1-10: the tax reimbursement benefit derives from paying no tax on all new tangible property purchases that are to be physically incorporated in, and become a permanent part of, real property of a qualified business and used in its qualified business activity.

Business Equipment Tax Reimbursement/Exemption (BETR/BETE)

The Business Equipment Tax Reimbursement program (BETR) was designed to encourage new capital investment in Maine. The program reimburses 100% of local property taxes paid on most qualified business property for up to 12 years. To qualify, eligible business property must have been first placed in service in Maine after April 1, 1995. As of April 1, 2008, the Business Equipment Tax Exemption program (BETE) improves upon the BETR program for non-retail businesses. Note that retail businesses, other than most "big box", still may qualify for BETR. Some of the BETE program improvements are as follows:

- 100% property tax exemption for “certain eligible property” first subject to tax in Maine on or after April 1, 2008. (BETR drops to 50% in year 18 and later.)
- No time limit on length of exemption under BETE. (BETR now continues past year 12, but at reduced rates.)
- With some exceptions, BETE uses same definitions of “eligible property” and applies to same types of property and companies as does the original Business Equipment Tax Reimbursement (BETR) program and includes:
 - Repair parts
 - Replacement parts
 - Replacement equipment
 - Additions
 - Accessions and accessories to other business property
 - Inventory parts

Tax Increment Financing (TIF)

Tax Increment Financing provides municipalities with a local tool to finance the cost of private development. Maine municipalities may redirect some or all of the new property taxes from an investment project within a designated district to assist in that project's financing. This program is municipality specific. Community designation of a TIF district requires proper public notice, a public hearing, and a majority vote of the municipal legislative body. Searsport participates in the TIF program and has a TIF policy.

Tax Increment Financing:

- A financial tool designed to tax the increases in property value resulting from property improvements.
- A public financing tool used to assist economic development projects by capturing the projected property tax revenue stream to be created by the development and investing those funds in improvements associated with the project.
- A financing method which uses the additional taxes generated by a completed development to pay for development costs such as land acquisition and site improvements. The difference between the taxes before the development occurs and after its completion is referred to as to the “increment”.
- TIF funds are allocated to a designated project from an increase in the tax revenue generated by the increased value of the properties located with the project area.
- Tax Increment Financing has been a tool for redevelopment and community improvement projects throughout the United States for more than half a century.

An example: Property valued at \$500,000 is improved by the construction or expansion of a business so is now valued at \$5.5MM; therefore, \$5MM is available for incremental property tax assessment. At a 20 mil tax rate, the incremental property tax for the town would be \$100,000. If the firm is granted a TIF for 65%, then only \$35,000 additional property tax would be payable. The company saves \$65,000. The exact terms of the TIF are negotiated between the firm and the town.

Technology/Research Incentives

Establishing a research relationship with the University, for example, may potentially allow for gaining certain financial incentives. There are currently high tech and bio-tech incentives available.

Maine Technology Institute (MTI)

The Maine Technology Institute (MTI) is a state-funded non-profit that offers early-stage capital and commercialization assistance for the research and development of innovative technology-based projects that create new products, processes and services, generating high-quality jobs across Maine. Potential assistance may be available for your business.

The Governor's Training Initiative

This program provides funds for training employees and for payroll expenses during training. The program is currently not funded by the State; however, funding may be available in the future.

Miscellaneous

The Finance Authority of Maine (FAME) offers numerous programs from investment seed capital to loan insurance. Most programs are oriented towards small business; however, some may be available for larger organizations. The business organizational size and structure could determine what options may become available.

At times, regional or local development agencies may offer funds for grants or loans. These programs are not always funded, some disappear and sometimes new programs are developed, so it is prudent to investigate once a project is officially approved to move forward.

Maine also offers some co-branding and marketing programs.

Contact information for the various programs available in Maine, as well as many other contacts, are listed in Appendix 1.

Energy

Energy issues are a major concern for all businesses. Although it is well known that Maine has a fairly cold climate during the winter months, summer is rather mild. It is also well documented that heating costs are less than cooling costs. Backyard Farms performed extensive research before locating in Maine and concluded that it is far less expensive to heat than to cool. They have over 40 acres of tomato greenhouses in Madison, Maine. Fuel and energy data is available online: [Maine Energy Data](#)

The following offers some information for you to consider:

Fuels

- Searsport is served by several local and regional dealers capable of supplying both small and large businesses.
- The primary fuels are the various grades of fuel oil from kerosene to no. 6 fuel oil. LP is also available.
- Natural gas is not presently available in Searsport.
- For estimation purposes, Searsport is in the Midcoast region where the annual heating degree days for 2010 totaled about 7,900. However, there were only 256 cooling degree days. Both values are based on a 68°F reference.

Electricity

The cost for electricity consists of two components: supply and delivery. Central Maine Power (CMP) provides delivery to the Searsport area (otherwise called, Transmission and Distribution or T&D costs). The Maine Public Utilities Commission (MPUC) lists the delivery costs for all consumer classes at their web site: http://www.maine.gov/mpuc/electricity/delivery_rates.shtml.

There are two basic supply options for consumers: the standard offer rate or a privately negotiated rate. Generally, commercial consumers obtain lower rates by negotiating contracts with suppliers or brokers. The MPUC offers a list of all available suppliers and brokers. "Green" power suppliers are also available. The list of State licensed suppliers is available at the MPUC web site: http://www.maine.gov/mpuc/electricity/list_of_suppliers.shtml

Historical, current and projected Standard Offer supply rates for small to large consumers are also available at the MPUC web site: http://www.maine.gov/mpuc/electricity/standard_offer_rates/current_sorates_cmp_large.shtml.

At present, CMP offers a credit to companies that qualify for Pine Tree Zone benefits. The credit for manufacturing firms is equal to \$0.015/kWh the 1st year, \$0.010 the 2nd and \$0.005 for the 3rd and 4th year. Non-manufacturing businesses are offered 5% in the 1st year and 2.5% the 2nd year. Credit is based on incremental usage over prior 12 month baseline.

Some suppliers offer a program that would offset the cost of emergency backup power generators. For example: a business installing two 500kW generators would receive \$30,000 to \$50,000 per year from Constellation New Energy if they are made available for emergency periods. In general, emergency periods are few and not of long duration. Please contact your supplier for exact details.

Miscellaneous

There is currently an active effort to encourage conservation and the use of alternative fuels and energy. State and Federal incentives currently exist for various technologies. Based on the current economic situation and political climate, it is highly likely that new incentives covering a broad range of alternatives will become available in the future so be sure to keep checking with State and Federal energy regulations.

Evaluation of your project should include a specific effort dedicated to investigating energy options – a few ideas to consider:

- Solar and wind energy projects currently are being offered various incentives.
- Geothermal may offer an attractive benefit due to the fairly consistent ground temperatures at lower depths that can be used for both heating and cooling.
- Commercial sized wood pellet systems are becoming more popular.
- Conservation incentives are available for upgrading existing structures and for installation of efficient equipment. For example:
 - The Efficiency Maine Business Program has prescriptive cash incentives, effective August 1, 2009, on qualified Lighting, HVAC equipment, NEMA Premium® energy efficient motors, Variable speed motor drives, Commercial refrigeration and Agricultural equipment. Any eligible organization may receive up to \$300,000 in a single calendar year period.
 - *Custom Incentives* are also available for electrically efficient equipment that is not on the list of prescriptive incentives. The *Custom* program is intended to encourage creative solutions and to support equipment whose cost and savings depend upon their application.
 - Various Loan and Grant Programs may be available if your business qualifies.
- Visit: http://www.energymaine.com/business_programs.htm or call: (866) 376-2463, for more details and current programs.
- Another excellent source for energy incentive and policy information is: <http://www.dsireusa.org/incentives/index.cfm?state=ME¤tpageid=1>. This site also has links to Federal programs.

Communications

Communications options have become an increasingly important factor for all businesses to consider when evaluating locations. Searsport is fortunate to be served by several firms offering many options beyond “plain old telephone service” (POTS).

Telephone

In 2010, Fairpoint Communications completed the acquisition of all Verizon land lines in northern New England including Maine. Fairpoint offers numerous solutions from individuals and small businesses to large complex businesses. Although Fairpoint is the local carrier, there is the freedom to choose from several many other service providers. The Maine Office of the Public Advocate web site, <http://www.maine.gov/meopa/telephone/>, offers information on the various local and long distance carriers that service Maine.

Cellular service is also available with most of the town, and region in general, well covered. The two primary service providers are US Cellular and Verizon, with retail shops located in nearby Belfast. Both carriers use CDMA technology. Verizon is the nation’s largest carrier, while US Cellular has roaming agreements that allow for nationwide service. ATT, Sprint and T-Mobile are not available in the local area although roaming coverage may be available. Please check with your carrier for the most current information since new towers and roaming agreements are being added regularly.

Internet/Data

For broadband, [Fairpoint Business Services](#) and several other telecom companies offer a wide range of services including T1 and DSL.

Time Warner Cable currently provides service to Searsport and offers various levels of broadband service for Internet, as well as voice and television. See the area coverage maps for cable service. See the [TWC Business Website](#) for details.

Bluestreak wireless broadband service covers most areas of Searsport – check their web site for details: Bluestreakme.com

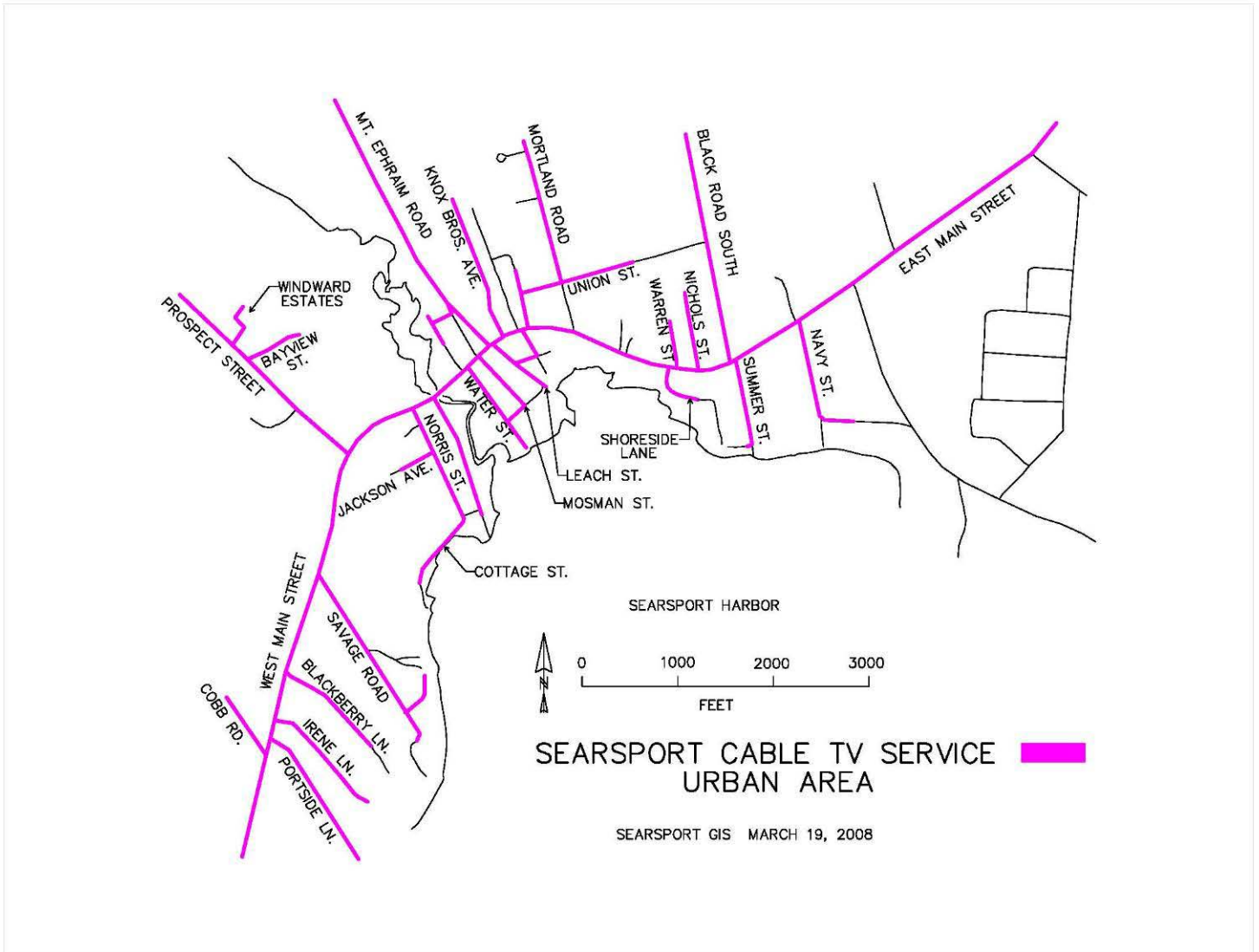
For the rare situation where conventional broadband services are not available, [HughesNet](#) offers satellite service.

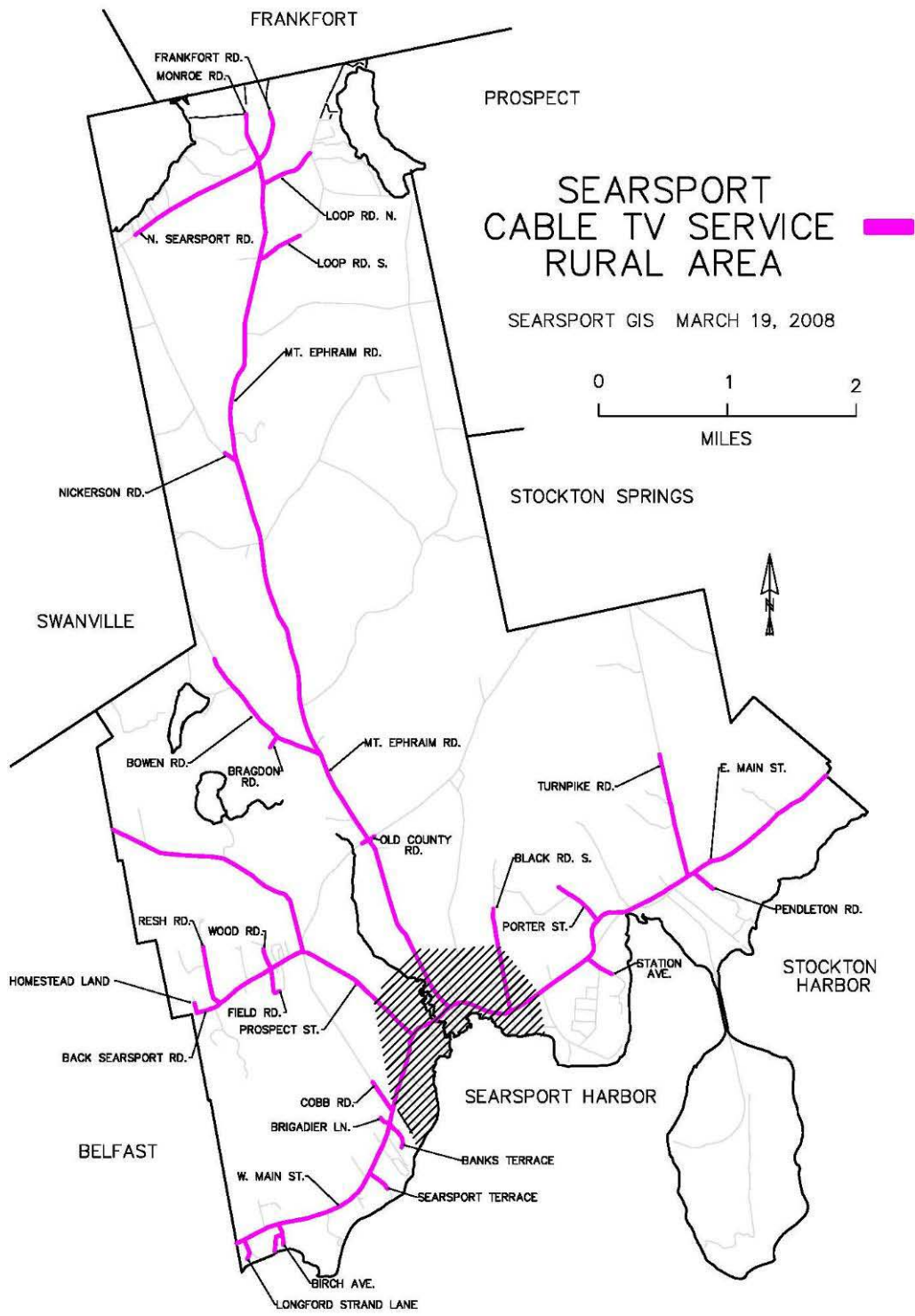
Internet and data services are available from numerous sources. Dial-up service is available from a variety of ISPs.

One way or another, high speed telecom services are available throughout Searsport.

Cable Service Area Maps

(Maps are available for download on our website)





Appendix 1

Contact Information

Municipal

Town of Searsport (207) 548-6372
1 Union Street
PO Box 499
Searsport, ME 04974
Fax: (207) 548-2305

US Post Office (207) 548-2703
6 Water Street
Searsport, ME 04974

Regulatory

Department of Environmental Protection (800) 789-9802
www.maine.gov/dep

Department of Environmental Protection – Local Office
Hogan Road
Bangor, Maine 04401
Phone: (207) 942-4570
Toll Free: (888) 769-1137

State Fire Marshall (207) 626-3870
52 State House Station
Augusta, ME 04333

Real Estate Agencies

Prudential Northeast Properties (207) 548-2280
185 West Main Street, U.S. Rte 1
Searsport, ME 04974
www.prudentialnortheastproperties.com

Note that additional Real Estate agencies are located in Belfast and other surrounding towns.

Development Agencies

Department of Economic and Community Development (207) 624-9800

59 State House Station
Augusta, ME 04333-0059
Fax: (207) 287-8461

biz.growth@maine.gov

www.maine.gov/decd

Office of Business Development (207) 624-9804 or (800) 541-5872

- **Applied Technology Development Centers (207) 624-9800**
- **Business Answers (800) 872-3838**
- **Business Development Specialists (207) 624-9804**
- **Community Development Block Grant Program (207) 624-7484**
- **Employment Tax Increment Financing (207) 624-9800**
- **Maine Products Marketing Program (207) 624-9804**
- **One Stop Business Licensing Center (800) 872-3838**
- **Tax Increment Financing (207) 624-9800**

EMDC – Eastern Maine Development Corp (207) 942-6389

40 Harlow Street
Bangor, ME 04401

info@emdc.org

Knox/Waldo Regional Economic Development Council (207) 236-4215

48 Washington St.
Camden, Me 04843
Fax: (207) 236-2764

www.kwred.org

State of Maine Business Resources

Department of Agriculture (207) 287-3491

www.maine.gov/agriculture

Department of Labor (207) 624-6390

www.maine.gov/labor

Department of Marine Resources (207) 624-6550

www.maine.gov/dmr

Department of Professional & Financial Regulation (207) 624-8551
www.mainesecuritiesreg.org

Finance Authority of Maine (FAME) (207) 623-3263
www.famemaine.com or (800) 228-3734

Maine Business Works
www.mainebusinessworks.org

Maine International Trade Center (207) 541-7400
www.mitc.com

Maine Manufacturing Extension Partnership (207) 623-0680
www.mainemep.org or (800) MEP-4MFG

Maine Public Utilities Commission (207) 287-3831
www.maine.gov/mpuc

Maine Quality Centers (207) 767-5210
www.mccs.me.edu/business/mqc.html or (800) 491-3121

Maine Revenue Services (207) 287-2076
www.maine.gov/revenue

Maine Small Business Development Centers (207) 780-4420
www.mainesbdc.org

Maine Technology Institute (207) 582-4790
www.mainetechnology.org

Market Development Center (800) 339-6389
www.mdcme.org

Small Enterprise Growth Fund (207) 623-3263
www.segfmaine.com or (800) 228-3734

Local Industrial/Commercial Landowners

GAC Chemical Corporation (207) 548-2525
Kidder Point Road
PO Box 436
Searsport, ME 04974
www.gacchemical.com

Maine Port Authority (207) 408-5391
Business Development and Marketing Manager
www.maineports.com

Montreal, Maine & Atlantic Railway (207) 848-4241
Attn. Marketing Services
15 Iron Road
Hermon, ME 04401-9621
Fax: (207) 848-4343

Sprague Energy (207) 548-2531
Trundy Road
Searsport, ME 04974
www.spragueenergy.com

Education and Research

The University of Maine's flagship campus is in Orono. The Orono campus is the home to many research and outreach programs.

The University of Maine (207) 581-1110
Orono, Maine 04469
www.umaine.edu

The University of Maine System (UMS) has eight additional campus locations throughout the state. Most notably, Belfast, Augusta and Bangor are within commuting distance from Searsport.

University of Maine System (207) 973-3201
16 Central St
Bangor, ME 04401
Fax: (207) 973-3296
TDD Phone (24 Hours) (207) 973-3262
www.maine.edu
moreinfo@maine.edu

The Hutchinson Center in Belfast offers a variety of educational opportunities, as well as classes in association with degree programs from both the Orono and Augusta campuses.

The Hutchinson Center (207) 338-8000
Belmont Avenue (Rte 3) or (800) 753-9044
Belfast, ME 04915
Fax: 207-338-8013
www.hutchinsoncenter.umaine.edu
hutchinsoncenter@umit.maine.edu

Additional Educational Facilities:

Eastern Maine Community College

354 Hogan Road
Bangor, ME 04401

www.emcc.edu

or **207-974-4600**
800-286-9357 (in state)

Senior College at the Hutchinson Center

80 Belmont Avenue
Belfast, ME 04915

www.belfastseniorcollege.org

207-338-8033

It should also be noted that Waldo County Technical Center in Belfast and all local school districts offer a wide variety of adult educational classes. The University of Maine System also offers ITV classes at many local schools. Listings are mailed to residents prior to each semester.

Appendix 2

Department of Economic and Community Development Forms

The forms that follow are typically used to begin a dialog with the State of Maine regarding new business development or existing business expansion. The State understands many projects are simply in the feasibility phase and expects no commitments. The forms simply provide a framework for them to begin a search for applicable programs. The Department will then prepare an estimate of tax savings and other financial incentives based on the data presented.

These forms are presented as an example and may be out of date. To obtain the most recent copies of these forms or to find other pertinent information, please visit the DECD web site: <http://www.maine.gov/decd/index.shtml>.

There is also a new on-line tool for evaluating potential licensing requirements at <http://www.maine.gov/businessanswers/BLA.shtml>

The *Pocket Guide to Maine's Business Resources* is designed to make searching for business-related information simple and efficient. The guide can be [downloaded from their website \(PDF\)](#) or to request a free copy call 800-541-5872 or email your request to biz.growth@maine.gov

DECD Contact Information

Telephone: 207-624-9800

Web Form: <http://www.maine.gov/decd/contact/index.shtml>



In order for the Department of Economic & Community Development to create a comprehensive assistance package for your company, it is important for us to gather your company's project specification information. Therefore, we ask that you complete the following questionnaire with as much detail as possible. All the information you provide will be treated confidentially.

Completed forms should be sent to: Jeanne St. Pierre, Business Development Specialist, Department of Economic and Community Development, Office of Business Development, 59 State House Station, Augusta, ME 04333-0059. Should you have any questions about this questionnaire, please contact our office at 207-624-9804.

GENERAL INFORMATION		
1. Company Name:		2. Primary Contact & Title at Company:
3. Company Address:		
4. Phone:	5. Fax:	6. E-mail:
7. Website:		8. The company has been in business since:
9. If applicable, please provide the name and state (or country) of your parent company:		
10. Major markets & customers:		
11. Business product(s) and/or services:		
12. Are your products/services sold: Wholesale? YES () NO () Retail? YES () NO ()		
13. Is this a manufacturing operation? YES () NO ()		
14. Does the company participate in international trade? YES () NO () If so, how; and if not, why not?		
15. Is the company interested in promoting its product(s) as Made in Maine? YES () NO ()		
16. Number of copies of the State's assistance package needed:		

FINANCIAL INFORMATION

1. What is the anticipated dollar investment and timeframe related to the company's immediate plans?

Building:	\$	Estimated move-in date:
M&E:	\$	Estimated date to be placed in service:

2. Does the company need or want financial assistance? YES () NO ()
 If yes, how much financing is desired and what will the funds be used for? *Please provide as much detail as possible & feel free to use additional space.*

3. Do you have clearly delineated product research and development activities? YES () NO ()

EMPLOYMENT INFORMATION

1. Does the company offer health insurance to employees? YES () NO ()
 If so, does the company pay 50% or more of the premium cost for this insurance? YES () NO ()

2. Does the company provide an ERISA-qualified retirement plan to employees? YES () NO ()

3. What is your current number of employees?	Full-time:	Part-time:
--	------------	------------

4. Will the company be adding new positions over the next two (2) years? YES () NO ()
 If so, please indicate the number of positions to be created for each of the next two years. Also, please provide anticipated job titles and wages for all net new, full-time jobs. Attach additional sheets as necessary.

Year 1:	Full-time:	Part-time:
---------	------------	------------

Full-time job title(s), with anticipated wages:

Year 2:	Full-time:	Part-time:
---------	------------	------------

Full-time job title(s), with anticipated wages:

5. Do you anticipate needing training assistance? YES () NO ()
 If so, please attach a description of the types of training you anticipate needing for both *new* and *existing* employees, including the anticipated cost for the training, if possible. If a proposed training plan has been developed, please attach a copy.

ENVIRONMENTAL INFORMATION

1. To help determine if the Department of Environmental Protection needs to assist your company, please review the following:

<ul style="list-style-type: none"> Is the project in, on, over or adjacent to a wetland, stream, pond or river? 	YES () NO ()
<ul style="list-style-type: none"> Does the project occupy a land or water area greater than 20 acres? 	YES () NO () Greater than 10 acres required
<ul style="list-style-type: none"> Will the project result in more than three (3) acres being stripped, graded and not revegetated (building footprints, paved areas, road, etc.)? 	YES () NO ()
<ul style="list-style-type: none"> Is sanitary sewage discharged anywhere other than an approved septic system or a municipal wastewater system? 	YES () NO ()
<ul style="list-style-type: none"> Will there be any process wastewaters? If so, will they be disposed of by means other than discharged to a municipal wastewater system or 100% recycled? 	YES () NO ()
<ul style="list-style-type: none"> Are any hazardous wastes being generated, stored or treated? 	YES () NO ()
<ul style="list-style-type: none"> Does your process involve the use of coatings or solvents (e.g. printing, painting, refinishing, cleaning)? 	YES () NO ()
<ul style="list-style-type: none"> Do you have fuel-burning equipment that in the aggregate has a heat input capacity of greater than 10 million BTUs/hour? 	YES () NO ()
<ul style="list-style-type: none"> Does your facility emit particulates to the ambient air (e.g. dust, sawdust)? 	YES () NO ()

SITE LOCATION INFORMATION

If the company is exploring new, different or additional site locations and would like site search assistance, please answer the following questions. Answers will be used by the Office of Business Development for the purpose of identifying properties that meet the company's requirements.

LOCATION REQUIREMENTS:

Preferred community(ies)/geographic area(s):

Particular location required (industrial park, downtown, etc.):

Proximity to a major highway required:
YES () NO ()

Proximity to rail required:
YES () NO ()

Proximity to a seaport required:
YES () NO ()

Proximity to an airport required:
YES () NO ()

BUILDING REQUIREMENTS:

Building use (manufacturing, office, retail, etc.):

Total square footage required for offices:

Total square footage required for operations:

Number of parking spaces required:

Number of loading docks required:

Ceiling height required:

Lease or purchase option:

UTILITY REQUIREMENTS:

Natural gas required: YES () NO ()

3-phase power required: YES () NO ()

Public water required: YES () NO ()

Public sewer hookup required: YES () NO ()

Advanced telecommunications services required (please check all that apply):
() ISDN; () ATM; () POP; () Redundant Telecommunications; () Fiber Optics

Additional requirements or preferences, if any:

Appendix 3

The Town of Searsport Comprehensive Plan can be found here:
[Comprehensive Plan](#)

Following are the tables of contents for the Town's pertinent regulations applicable to establishing or expanding a business - the full text of the ordinances are available on the Town Government web site: <http://www.searsport.maine.gov> or use the specific links provided in each section below, links to the application forms have also been provided. If you do not have web access, please call the Town Office (207) 548-6372.

Maps are also available on the Business and Visitor web site:
<http://www.searsportme.net/map.php>

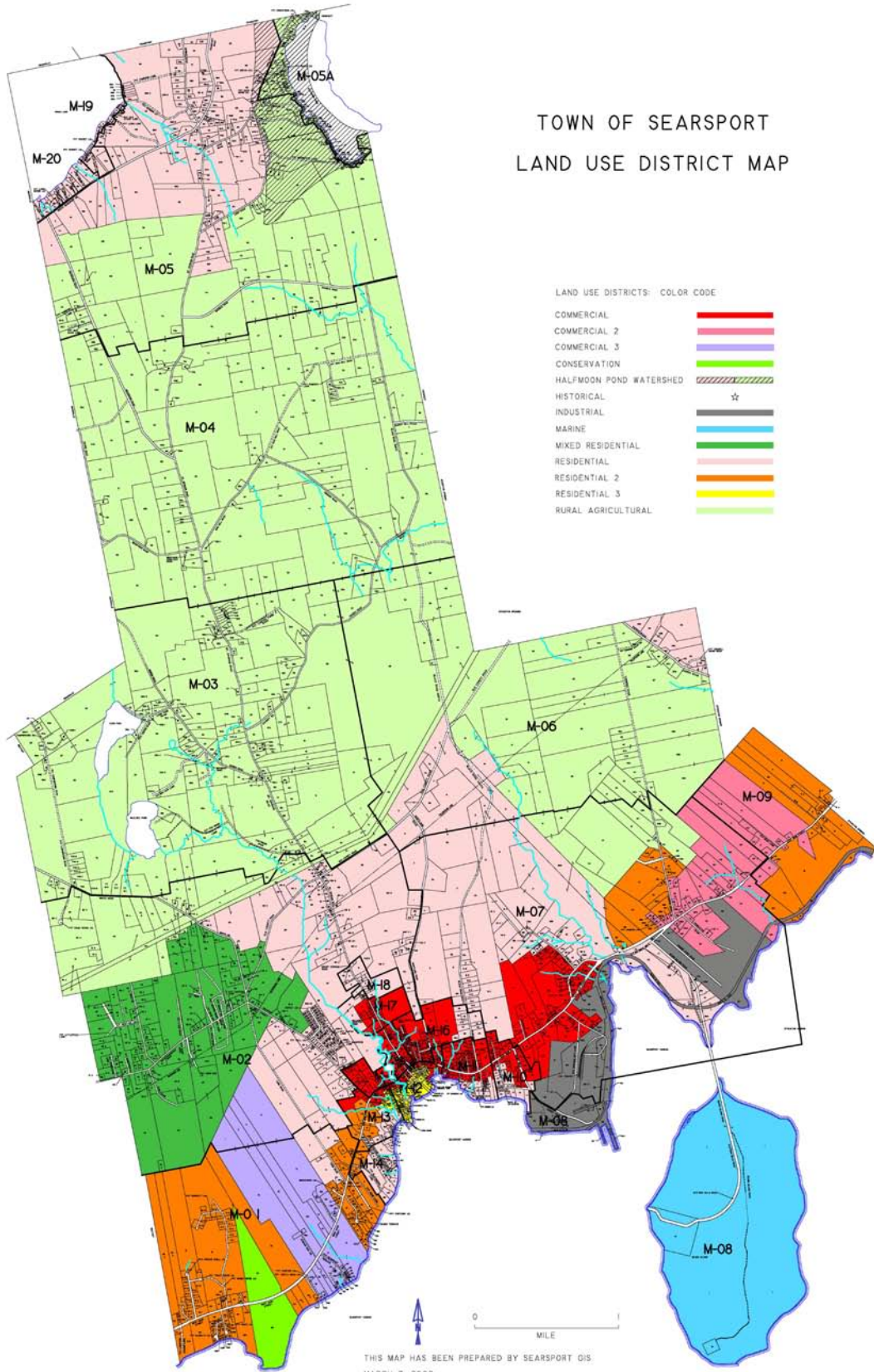
Town of Searsport: Land Use Ordinance

- Section 1. General Provisions
- Section 2. Non-Conformity
- Section 3. Establishment of Districts
- Section 4. District Attributes
- Section 5. Land Use Standards
- Section 6. Administration and Enforcement
- Section 7. Definitions

Link to: [Land Use Ordinance](#)

Link to: [Land Use Districts Map](#)

TOWN OF SEARSPORT LAND USE DISTRICT MAP



THIS MAP HAS BEEN PREPARED BY SEARSPORT GIS
 MARCH 7, 2009.
 APPROVED BY ARTICLE 19 AS THE OFFICIAL
 LAND USE DISTRICT MAP OF THE SEARSPORT
 COMPREHENSIVE PLAN

Town of Searsport: Shoreland Zoning Ordinance

Section 1.	Purposes
Section 2.	Authority
Section 3.	Applicability
Section 4.	Effective Date and Repeal of Formerly Adopted Ordinance
Section 5.	Availability
Section 6.	Severability
Section 7.	Conflicts with Other Ordinances
Section 8.	Amendments
Section 9.	Districts and Zoning Map
Section 10.	Interpretation of District Boundaries
Section 11.	Land Use Requirements
Section 12.	Non-Conformance
Section 13.	Establishment of Districts
Section 14.	Table of Land Uses
Section 15.	Land Use Standards
Section 16.	Administration
Section 17.	Definitions

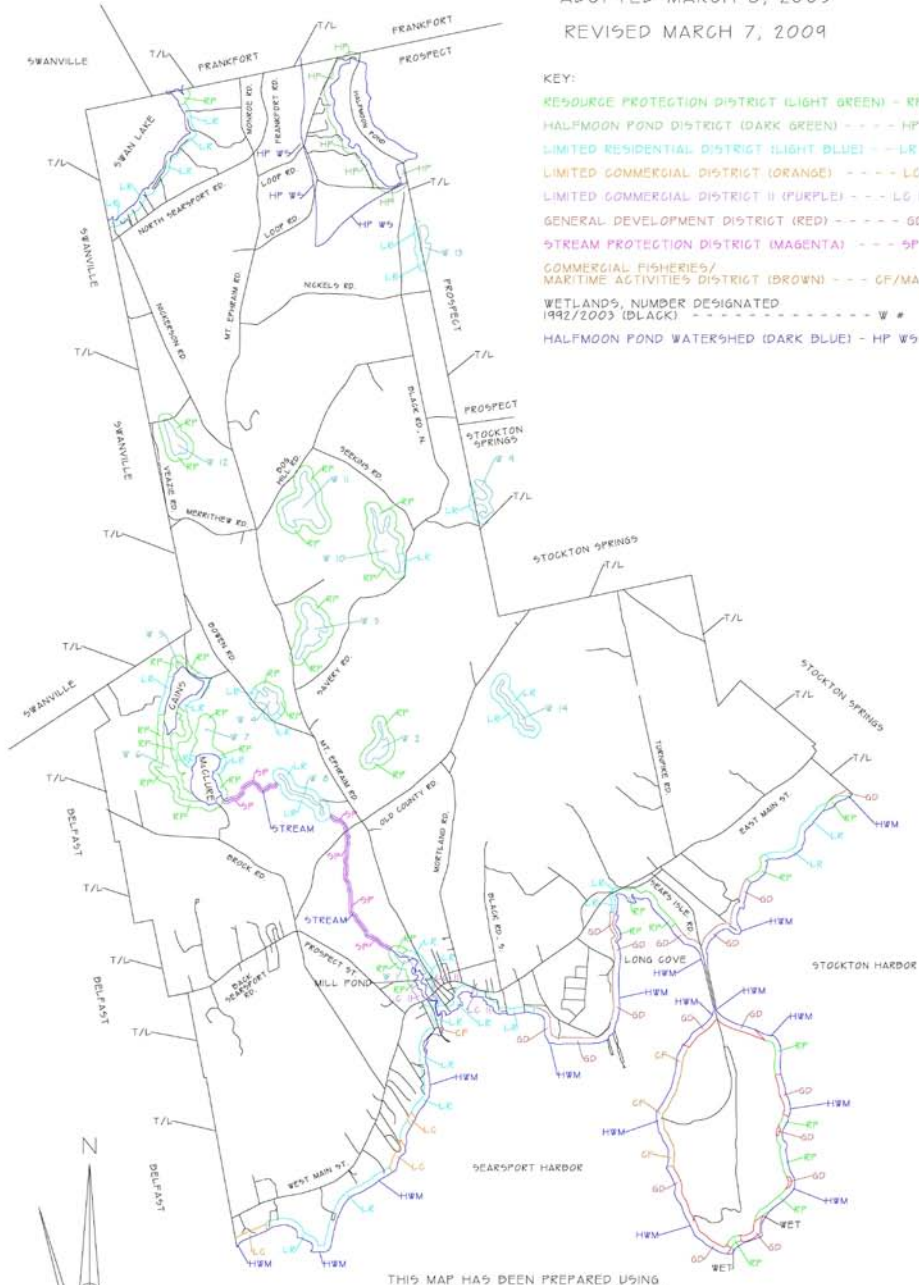
Link to: [Shoreland Zoning Ordinance](#)

Link to: [Shoreland Zones Map](#)

An application is required: [Click Here for Shoreland Zoning Application Form](#)

TOWN OF SEARSPORT
 SHORELAND ZONING MAP
 ADOPTED MARCH 8, 2003
 REVISED MARCH 7, 2009

- KEY:
- RESOURCE PROTECTION DISTRICT (LIGHT GREEN) - RP
 - HALFMOON POND DISTRICT (DARK GREEN) - HP
 - LIMITED RESIDENTIAL DISTRICT (LIGHT BLUE) - LR
 - LIMITED COMMERCIAL DISTRICT (ORANGE) - LC
 - LIMITED COMMERCIAL DISTRICT II (PURPLE) - LC II
 - GENERAL DEVELOPMENT DISTRICT (RED) - GD
 - STREAM PROTECTION DISTRICT (MAGENTA) - SP
 - COMMERCIAL FISHERIES/
MARITIME ACTIVITIES DISTRICT (BROWN) - CF/MA
 - WETLANDS, NUMBER DESIGNATED
1992/2003 (BLACK) - W #
 - HALFMOON POND WATERSHED (DARK BLUE) - HP W9



THIS MAP HAS BEEN PREPARED USING SEARSPORT E-911 ROAD LINES AND THE ADOPTED SEARSPORT SHORELAND ZONING MAPS REVISED ACCORDING TO TOWN MEETING MARCH 07, 2009, ARTICLES 39 & 40. THE SHORELAND ZONE AS DEPICTED ON THIS MAP IS APPROXIMATE ONLY AND MUST BE FIELD LOCATED. PREPARED BY SEARSPORT GIS MARCH, 2009

Town of Searsport: Site Plan Review Ordinance

Section I	Purpose
Section II	Definitions
	Abutting Property
	Accessory Use of Structure
	Alteration
	Building
	Commercial
	Dwelling Unit
	Home Occupation
	Industrial
	Institutional
	Multi-Family Dwelling Unit
	Party
	Persons
	Retail
	Structure
	Subdivision
	Substantial Enlargement
	Unreasonable Adverse Effect
	Variance
Section III	Authority and Administration
Section IV	Applicability
Section V	Site Plan Content & Application Procedures
Section VI	Performance Standards
Section VII	General Provisions
Section VIII	Violation, Enforcement and Penalties
Section IX	Appeals
Section X	Construction
Section XI	Adoption

Link to: [Site Plan Ordinance](#)

An application is required: [Click Here for Application Form](#)

Town of Searsport: Subdivision Ordinance

Article I	Statement of Purpose
Article II	Authority and Administration Authority Administration
Article III	Definitions Abutting Property Plan Streets Subdivider Subdivision
Article IV	Procedures for Subdivision Review Pre-Application Meeting & Sketch Plan Site Inspection Preliminary Plat Plan Issuance of Dated Receipt Planning Board Action on Pre Plat Plan Submission of a Final Plat Plan Notification of Completed Application Public Hearing Planning Board Decision on Final Plan
Article V	General Requirements and Design Standards Guidelines for Reviewing Conformance with other Laws/Regulations Buffer Strip Drainage Improvements Construction Prohibited Easements Lots and Density Character of the Land Utilities Performance Bond Plan Revisions after Approval Street Layout, Design & Construction
Article VI	Waiver and Modification of this Ordinance
Article VII	Validity, Effective Date, Conflict of Ordinances, and Filing
Article VIII	Amendments
Article IX	Appeals

Link to: [Subdivision Ordinance](#)

An application is required: [Click Here for Subdivision Application Form](#)

Appendix 4

Income Guidelines for Maine Incentive Program Qualifications

Calendar Year 2011

County	Annual Income
Androscoggin	\$ 34,808
Aroostook	\$ 29,817
Cumberland	\$ 45,147
Franklin	\$ 29,636
Hancock	\$ 36,164
Kennebec	\$ 35,418
Knox	\$ 37,563
Lincoln	\$ 37,229
Oxford	\$ 29,199
Penobscot	\$ 33,149
Piscataquis	\$ 29,950
Sagadahoc	\$ 37,243
Somerset	\$ 29,197
Waldo	\$ 31,457
Washington	\$ 29,464
York	\$ 37,316

Note: Searsport is in Waldo County.

Background Information on Income Guidelines

Per Capita Personal Income

The per capita personal income for the county of employment [see attached "Income Guidelines: Calendar Year (CY) 2011"] is the "income derived from employment" standard that must be exceeded in order for net new jobs to be considered filled by full-time qualified employees. Beginning in CY2005, income derived from employment includes employee earnings, and employer payments toward employee benefits including retirement, health insurance, education and dependent care.

Proof of employee eligibility must be retained by the qualified business for purposes of audit requests by the State of Maine.

Income Derived from Employment (IDE)

Earnings: "Earnings" means the base pay paid by the qualified business, plus any overtime, incentives or commissions paid.

Retirement: "Retirement benefits" means company-paid contributions to a retirement program subject to the Employee Retirement Income Security Act of 1974, 29 United States Code, Sections 1001 to 1461, as amended.

Health: "Health and welfare benefits" means company-paid contributions to group insurance programs, including health insurance, medical insurance, dental insurance, vision insurance, life insurance, and long-term disability coverage.

Other: "Other" paid benefits, including "education benefits" and "dependent care benefits" means education expenses and dependent care expenses paid by the qualified business on behalf of a participating qualified employee for education assistance and dependent care assistance provided as part of an employee benefit package.

Annualized: IDE may be annualized for any qualified employee who held the net new position for less than the full calendar year.

Pine Tree Zone (PTZ) versus Employment Tax Increment Financing (ETIF)

All PTZ tax benefits, except ETIF, are available once one qualified employee is hired into a net new job; ETIF is available once qualified employees are hired into five net new jobs. A qualified business has two calendar years to hire net new employees. Failure to do so results in termination of the development project. A terminated business may re-apply.

Source: U.S. Department of Commerce, Bureau of Economic Analysis
(Per Capita Personal Income for Maine Counties)

Appendix 5

Maine Corporate Tax Rate

For tax years beginning on or after January 1, 2007, the Maine corporate tax rates are follows:

If adjusted federal taxable income is:

Greater than:	But not over:	The tax is:
\$0	\$25,000	3.5% of federal taxable income
\$25,000	\$75,000	\$875 plus 7.93% of the excess over \$ 25,000
\$75,000	\$250,000	\$4,840 plus 8.33% of the excess over \$ 75,000
\$250,000		\$19,418 plus 8.93% of the excess over \$250,000