

Letter of Intent
for
Town of Harpswell Orrs Bridge Wharf Lease Lottery

I do hereby wish to provide the following information as a formal Letter of Intent to enter into the next available lottery for offering a wharf lease at the Orrs Island Bridge. I have fully read and understand the most recent version of the **POLICY REGARDING LEASE OF TOWN-OWNED PROPERTY AT THE ORR'S ISLAND BRIDGE, updated on 04.23.26.**

I understand that, if selected, I must provide liability insurance coverage in the amount requested by the Selectboard, naming the Town of Harpswell as insured on the certificate.

I certify that my Harpswell residency status is **(circle one)**:

Harpswell
Resident

Non-Resident
Taxpayer

Harpswell residents for the past 5
consecutive years that had to change
their residency to outside of Harpswell

Non-Resident

Printed Name: _____

Address: _____

Phone: _____

Email: _____

Legal Name of Commercial Marine business (you will be required to provide proof of the operation/existence of your marine business to the Selectboard upon request):

POLICY REGARDING LEASE OF TOWN-OWNED PROPERTY AT THE ORR'S ISLAND BRIDGE

Adopted by the Select Board April 12, 2007

Amended by the Select Board June 14, 2007

Amended by the Select Board June 22, 2017

Amended by the Select Board March 16, 2023

Amended by the Select Board March 18 and April 23, 2026

The Select Board shall decide on an annual basis whether to enter into annual lease agreements with certain individuals who historically have had commercial wharves attached to Town-owned property at the Orr's Island Bridge. The Board shall determine the annual lease fee, require proof of insurance including to name the Town as additional insured when appropriate, and make final determinations about with whom the Town should enter into lease agreements.

The following provisions shall apply with respect to the Board's final determination about with whom the Town should enter into lease agreements.

1. The Town shall not enter into a lease agreement with anyone who has outstanding unpaid prior year taxes relating to the wharf property.
2. The lessee shall have 75 days, from the date that the Town sends a proposed lease agreement to the lessee, to return a signed agreement to the Town or the lease agreement shall be deemed invalid.
3. Only property related to the commercial fishing operation of a properly authorized lessee may remain on-site. All other items and debris must be removed. There shall be no property left on-site that is owned by anyone other than a properly authorized lessee. The Town reserves the right to withhold the assignment of a lease for non-compliance with this provision.
4. Applicants who held a lease in the prior year will be given first refusal to renew their lease the following year. Should a lease holder not renew, or have their lease revoked for any reason as determined by the Select Board, the Town shall select another applicant to occupy that lease as determined by a lottery process.

Children of a current lessee will have first refusal to renew a lease if the current lessee does not renew the following year, given that the child of the lessee uses the leased area for commercial marine purposes only.

If both the current lessee and the children of the current lessee do not proceed with a new lease under this policy, future lessees will be considered in this priority order:

- A) Harpswell Resident;
- B) Non-Resident Taxpayer;
- C) Harpswell residents for the past 5 consecutive years that had to change their residency to outside of Harpswell;
- D) Non-Residents.

LOTTERY PROCESS:

Beginning in 2023, anyone interested in becoming a future lessee will need to submit a letter of intent to the Town Clerk's Office not later than the last business day in May, as well as a fee as determined by the Select Board. Only lessees that provide proof of a commercial marine related business will proceed to the review stage.

When a lease site becomes open and available, the Town Clerk shall notify everyone that has submitted a letter of intent and are current with the fee, of the time and location of the lottery. At the time of the lottery, the Town Clerk shall enter the above mentioned applicants names into a bucket or similar object, and draw the names one by one. The first of refusal will go in order from the first name draw to the last. The Clerks will maintain a list of the order that names were drawn for the remainder of that lease year.

Once the top drawn applicant accepts the lottery results, they shall have 30 days to submit a lease agreement, proof of insurance, payment and of a marine related business.