

Agenda Notes

Selectmen's Meeting 7/01/14

- 6.) The Board of Selectmen will be voting on reappointments to Committees.
- 8.) **Department Head or Committee Chair Report.**
- a. Bids on Tax Anticipation Note
We are asking the Board to adopt the attached resolution authorizing the Town to borrow up to 3 million dollars to help with our cash flow for the year.
- b. Bids for Wastewater Electrical Upgrade at pump stations
We received two bids for the work and they are attached. We have \$28,000 for the project and both bids exceeded that amount. We are requesting that the Board reject the bids. We are going to rebid the work as part of the USDA sewer project.
- 10.) **New Business.**
- a. Approval of General Assistance Ordinance Appendices A, 2014-2015
Each year the Board needs to approve Appendices A of our General Assistance Ordinance. This appendices, as you can see, determines the maximum the Town will use for the year for General Assistance.
- b. Approval of Rules of Order and Procedure for Wiscasset Board of Selectmen
Selectman Rines asked that the Board review and adopt the rules for the upcoming year. You all have copies of the rules in your ordinance books. If you need a copy let us know.
- c. Approval of Board of Selectmen Goals for Fiscal Year 2014-2015.
The Board will review the goals and discuss if you want to change or add to the list. The goals are attached.
- d. Ballot for Election to MMA'S Legislative Policy Committee, 7/1/14-6/30-16.
As you can see there are three Selectmen running to be on the Committee from our area. Selectman Rines is one of them. The Board will need to vote for two.
- 14.) **Town Manager's Report.**

Interim Town Manager Don Gerrish will update the Board on the RSU #12 withdrawal agreement, the 2013-2014 year end estimated financial numbers, the meeting that was held with the three regional YMCA's, and let the public know where we are on the Town Manager search.

WISCASSET BOARD OF SELECTMEN,
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR
JUNE 17, 2014

Preliminary Minutes

Tape recorded meeting

Present: Bill Barnes, Pam Dunning, Tim Merry, Ben Rines, Jr., Jeff Slack and Interim Town Manager Don Gerrish

1. Call to Order

Town Clerk Christine Wolfe called the meeting to order at 7 p.m.

2. Pledge of Allegiance to the Flag of the United States of America

3. Nominations for Chair of the Board of Selectmen

Bill Barnes nominated Ben Rines, Jr. for Chair; Jeff Slack nominated Pam Dunning for Chair. On a 4 to 1 vote Pam Dunning was elected chair.

4. Nominations for vice chair of the Board of Selectmen

Bill Barnes nominated Ben Rines, Jr. for Vice Chair. There were no other nominations. Ben Rines, Jr. was elected vice chair on a 4-0-1 vote.

4a. Committee appointments

Ben Rines, Jr. moved to appoint Jeff Slack to the Investment Advisory Committee. Vote 4-0-1. Jeff Slack moved to appoint Ben Rines, Jr. to the Cemetery Committee. Vote 4-0-1. Jeff Slack moved to appoint Bill Barnes and Tim Merry to the subcommittee to interview potential committee members. Vote 3-0-2. Jeff Slack moved to nominate Ben Rines, Jr. as representative to the MMA Legislative Policy Committee. Vote 4-0-1.

5. Public Hearing

A. Public Hearing for new liquor license for Lighthouse Lobster Shack: The public hearing opened at 7:13 p.m. Applicant Kelley Coady said the application was for beer and wine only. The application had been signed off by the Police Chief, CEO and Town Planner Misty Parker. There were no other questions or comments. The public hearing closed at 7:14 p.m. **Jeff Slack moved to approve the Liquor License for the Lighthouse Lobster Shack. Vote 5-0-0.**

6. Approval of Treasurer's Warrant: June 10 and June 17, 2014

Jeff Slack moved to approve the Treasurer's Warrant of June 10. Vote 5-0-0. Jeff Slack moved to approve the Treasurer's Warrant of June 17. Vote 5-0-0.

7. Approval of Minutes: May 27 Board of Assessors and June 3 Board of Selectmen

Jeff Slack moved to approve the minutes of the May 27 Board of Assessors meeting. Vote 3-0-2. Jeff Slack moved to approve the minutes of June 3, 2014. Vote 2-0-3,

8. Special Presentations

A. Presentation by CEI: Steve Cole, staff and building committee member, said CEI would be consolidating the Wiscasset and Portland offices in a new building to be built next year in Brunswick. CEI will put its buildings in Wiscasset on the market in the next six months and will lease back space in one of the buildings to retain a small satellite office in Wiscasset for business counseling services. He said the Wiscasset building would be suitable for offices or mixed use.

9. Appointments – none

10. Public Comment

Norman Guidoboni suggested providing more parking for the open town meeting. He recommended that the board look at the Belfast waterfront which has been transformed from a mud flat to a wonderful marina. He said current residential zoning in Wiscasset would prohibit such waterfront development in Wiscasset. He said there were buyers for marina property and the town should be proactive rather than reactive in rezoning the waterfront property.

Bob Blagden thanked Don Gerrish for his explanation of the generator question at the open town meeting. He recommended that the selectmen change No. 53-J on the warrant which authorizes taking overdrafts from the fund balance, as the practice would be dangerous, allowing the selectmen to take all of the fund balance. Don Gerrish said it appeared that the revenues would exceed expenditures at the end of the fiscal year.

11. Department Head or Committee Chair Report

A. Tipping fees for lumber at Transfer Station: Manager Ron Lear recommended raising the lumber tipping fees from 1¢ per pound to 4¢ per pound. He said the Transfer Station's cost has increased from \$0 to \$35 and the increased tipping fee would cover the increase. In response to questions, Lear said there currently was a \$5 minimum tipping fee and he estimated the Transfer Station receives 300 tons per year. **Tim Merry moved to raise the tipping fee at the Transfer Station to 4¢ per pound. Vote 5-0-0.**

12. Unfinished Business – none

13. New Business – none

14. Town Manager's Report

In response to Don Gerrish's question regarding the scheduling of summer meetings, Tim Merry said he would not be able to attend the July 15 meeting. Ben Rines, Jr. suggested having weekly meetings. Gerrish said the board would be meeting almost weekly in order to interview town manager candidates and deal with other matters. Gerrish recommended that the board review the goals of the previous board before deciding on the summer schedule; the list will be distributed to board members before the July 1 meeting. Gerrish said that the board would also be meeting with the auditor who will begin work after the books close. He said the schools will no longer be under the RSU and meetings with the

auditor have been held regarding setting up a new system including coordination of the payroll with RSU 12. The final settlement of withdrawal agreement from RSU 12 will be presented to the board soon.

Fourth of July activities will begin with a parade at 10 a.m. followed by Veteran's Memorial Salute and flag raising. The Dyer Neck concert will begin at 8 p.m. with a pause for fireworks at 9 and continue to 10 p.m.

Gerrish met with Road Commissioner Doug Fowler regarding bids for paving using chip sealing which will reduce the cost by half. It will be tried on several roads.

Because the vote on the Airport Master Plan failed on a 2-2 vote at the previous meeting, the matter will be brought back to the full board. Gerrish explained the need for a master plan in order to receive federal funds for the airport and asked whether a workshop would be useful for the new members. It was the consensus of the board to discuss the master plan and the Environmental Assessment at a selectmen's meeting on July 22 where a vote could be taken.

Bob Blagden said the Town had previously obtained an easement in order to cut trees near the airport and he asked whether the easement was still in effect or what changes had been made. Pam Dunning explained that the FAA regulations had changed. In response to Blagden's question regarding the amount owed to the FAA, Gerrish said it was estimated in 2010 to be \$16 million.

In response to Ben Rines, Jr.'s question, the treasurer's warrant procedure was explained.

Board of Selectmen Rules and Procedures will be on the next agenda.

15. Executive Session

Jeff Slack moved to enter executive session pursuant to M.R.S.A. Title 1, §405(6)(A) for the purpose of discussing the Town Manager search. Vote 5-0-0. The board entered executive session at 8:08 and exited at 8:50 p.m.

16. Adjournment

The meeting adjourned at 8:50 p.m.

TOWN OF WISCASSET, MAINE

CERTIFICATE OF CLERK

I, the undersigned Town Clerk of the Town of Wiscasset, Maine, hereby certify that the following is a true copy of a vote duly adopted at a meeting of the Municipal Officers duly called and held in Wiscasset, Maine on July 1, 2014, all of the said Municipal Officers having been duly notified of the time, place and purpose of said meeting.

VOTED: (1) That under and pursuant to Title 30-A, Section 5771 of the Maine Revised Statutes, as amended and supplemented, there be and hereby is authorized the issuance of a \$3,000,000 principal amount Tax Anticipation Note of the Town in anticipation of the receipt of taxes for the municipal fiscal year which commenced July 1, 2014, and ends June 30, 2015.

(2) That said Note shall be dated July 9, 2014, shall mature on June 30, 2015, shall be signed by the Treasurer and countersigned by the Chairman of the Board of Selectmen, shall bear interest at the rate, and shall be payable at the bank, determined by the Treasurer and Chairman of the Board of Selectmen, and otherwise be in such form and bear such details as the signers may determine.

(3) That said Note is hereby designated qualified tax exempt obligations of the Town for the 2014 calendar year pursuant to the Internal Revenue Code of 1996.

(4) That all things heretofore done and all action heretofore taken by the Town, its municipal officers and agents in the authorization of said Note are hereby ratified, approved and confirmed and the Treasurer and Chairman are each hereby authorized to take any and all action necessary or convenient to carry out the provisions of this voting, including delivering said Note against payment therefor.

I further certify that the above vote has not been amended or rescinded and remains in full force and effect.

WITNESS MY HAND AND THE SEAL of the Town, this 9th day of July 2014.

TOWN CLERK

(TOWN SEAL)

Express Electrical
Skowhegan, Me.

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

BID SCHEDULE

NOTE: BIDS shall not include sales tax on permanent materials as the Town of Wiscasset is tax exempt.

<u>NO.</u>	<u>ITEM</u>	<u>EST. QTY.</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1.	Pump Station 11 Phase Conversion		Lump Sum		<u>\$15,879.00</u>
2.	Pump Station 14 Phase Conversion		Lump Sum		<u>\$17,730.00</u>
3.	Pump Station 16 Phase Conversion		Lump Sum		<u>\$17,730.00</u>
Total Project Base Bid					<u>\$51,339.00</u> (Figures)

Fifty-one thousand three hundred thirty-nine dollars and no cents

(Total Project Base Bid in Words)

Contract Award to a responsive and responsible Bidder will be based on the lowest Total Project Base Bid. The total for each item is the product of the estimated quantity and the unit price. The Total Project Base Bid is the sum of all totals **(Items 1-3)**.

Bidder agrees that the Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional Bids.

The Bidder also agrees that within the scope of this project, the Owner has the right to increase or decrease bid quantities without changing unit prices. The Bidder agrees that this bid shall remain in effect and may not be withdrawn for a period of **60** days after the scheduled closing time for receiving bids.

TRAVERS Electric
Skowhegan, Me

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

BID SCHEDULE

NOTE: BIDS shall not include sales tax on permanent materials as the Town of Wiscasset is tax exempt.

<u>NO.</u>	<u>ITEM</u>	<u>EST.</u> <u>QTY.</u>	<u>UNIT</u>	<u>UNIT</u> <u>PRICE</u>	<u>TOTAL</u>
1.	Pump Station 11 Phase Conversion		Lump Sum		<u>22,464.00</u>
2.	Pump Station 14 Phase Conversion		Lump Sum		<u>27,022.00</u>
3.	Pump Station 16 Phase Conversion		Lump Sum		<u>27,022.00</u>
Total Project Base Bid					<u>76,508.00</u> (Figures)

(Total Project Base Bid in Words)

Contract Award to a responsive and responsible Bidder will be based on the lowest Total Project Base Bid. The total for each item is the product of the estimated quantity and the unit price. The Total Project Base Bid is the sum of all totals (Items 1-3).

Bidder agrees that the Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional Bids.

The Bidder also agrees that within the scope of this project, the Owner has the right to increase or decrease bid quantities without changing unit prices. The Bidder agrees that this bid shall remain in effect and may not be withdrawn for a period of 60 days after the scheduled closing time for receiving bids.

**GENERAL ASSISTANCE ORDINANCE
APPENDICES A
2014-2015**

The Municipality of WISCASSET adopts the MMA Model Ordinance GA Appendices A for the period of July 1, 2014 — June 30, 2015. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

GA MAXIMUMS SUMMARY SHEET

(July 1, 2014-June 30, 2015)

APPENDIX A OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6

NOTE: For each additional person add \$69 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	43.95	189
2	80.70	347
3	115.58	497
4	146.97	632
5	174.42	750
6	209.30	900
7	231.40	995
8	264.42	1,137

NOTE: For each additional person add \$142 per month.

APPENDIX C HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	603	725	874	1,096	1,261
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawankeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	585	585	699	942	1,089
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	537	635	829	1,044	1,107
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	762	901	1,163	1,463	1,565
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	950	952	1,138	1,656	1,801
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	633	742	954	1,260	1,501

Appendix A
Effective: 07/01/14-06/30/15

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	753	751	899	1,131	1,551
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	689	714	903	1,206	1,248

*Note: Add \$69 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	514	547	653	851	941
Franklin County	564	593	720	867	1,232
Hancock County	603	693	854	1,130	1,161
Kennebec County	517	598	764	964	1,027
Knox County	709	719	877	1,124	1,275
Lincoln County	660	727	916	1,140	1,223
Oxford County	551	610	735	992	1,284
Piscataquis County	573	651	802	1,016	1,086
Somerset County	582	608	724	985	1,001
Waldo County	643	687	826	1,027	1,091
Washington County	552	593	707	874	1,058

* Please Note: Add \$69 for each additional person.

Wiscasset
Board of Selectmen
Goals
For
Fiscal Year 2014-2015

Financial Goals

- Minimize impacts to property taxes
- Improve/ maintain Fund Balance position
- Comply with the Investment Policy by maintaining the Reserve Fund as a perpetual trust to provide income to be used for capital improvements

Organization Goals

- Hire a new Town Manager
- Develop a working relationship with Wiscasset School Board
- Coordinate with and provide direction to the Town Committees
- Actively participate in State Legislative activity
- Develop the means to involve and educate the people on Wiscasset issues
- Improve the method of adopting the town Budget (Referendum vs Open Town meeting)

Economic Development Goals

- Provide the Town Planner and the CEO with the resources to maintain a Business Friendly Environment
- Continue to resolve Mason Station Issues
- Continue pursuing legal action to recover unpaid taxes and penalties
- Apply for available grants to determine costs of the remediation of environmental issues
- Market the Mason Station to potential developers
- Support actions necessary to implement the Bath Road Master Plan
- Market the I-Park to potential developers
- Provide support to the Wings Over Wiscasset Event
- Support Waterfront Development
- Support establishing the proposed Rail Service in Wiscasset
- Support the Boardwalk Engineering Study



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Peter Nielsen, President, Maine Municipal Association
Date: June 23, 2014
Re: Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2014-2016 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name you write in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC district. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return ballot by 5:00 p.m. on **August 6, 2014** to:

State and Federal Relations Dept.
Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Your participation is important - Thank You!

OFFICIAL BALLOT – District 13

Maine Municipal Association's Legislative Policy Committee

July 1, 2014 – June 30, 2016

VOTE FOR TWO:

- Stuart Smith, Selectman, Town of Edgecomb
- Harry Lowd, Selectman, Town of Bristol
- Benjamin Rines, Jr., Selectman, Town of Wiscasset
- _____ (name) _____ (position) _____ (municipality)  write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

 **BY SELECTMEN/COUNCILORS:**

_____ signature	_____ print name

Return by 5:00 p.m., August 6, 2014 to:

Laura Ellis, Maine Municipal Association
60 Community Drive, Augusta, ME 04330
Fax: 624-0129

(over)

LPC Senate District 13

Alna
Boothbay
Boothbay Harbor
Bremen
Bristol
Damariscotta
Edgecomb

Jefferson
Monhegan Pt.
Newcastle
Nobleboro
Somerville
South Bristol
Southport

Waldoboro
Washington
Westport Island
Whitefield
Windsor
Wiscasset

Candidate Profile:

Stuart Smith has served the Town of Edgecomb in a number of capacities for over fifteen years, the past eight years as Selectman. Prior to that he served as Chair of the Planning Board and as Director of Information Technology. He would like to serve on the LPC because he is continually interested in legislation that affects municipalities. He follows bills regularly and has testified on behalf of municipalities at the Legislature.

Harry Lowd has served as Selectman in the Town of Bristol for the past two years. Prior to that he served as Planning Board Chair for six years and on the Budget Committee for five years. Harry has experience lobbying in both the Maine and New Hampshire Legislatures and has backgrounds as hospital administrator and most recently as a small business owner. He would like to serve on the LPC because of his interests in the state budget with regard to municipal support and the theory of "trickle-down economics" as well as health care with regard to health insurance.

Benjamin Rines, Jr. has served the Town of Wiscasset as Selectman for several terms since 2000 (2000-2001, 2004-2006 and 2014). He would like to serve on the LPC to assist in making good policy decisions for Maine communities.