

Agenda Notes

Selectmen's Meeting 7/15/14

- 6a.) Appointment of new Town Manager
The Board will approve the contract for the new Town Manager which includes the starting date.

- 8c.) Approve Transferring of Airport Federal Funds
Please see the attached information from Erv concerning the request. Also attached is the cover sheet for each request.

- 10.) **New Business.**
 - a. Approval of Banner for Wings Over Wiscasset
Please see the attached memo concerning the request to place a banner in front of the Town Office along Route #1 in the similar location as last year.

WISCASSET BOARD OF SELECTMEN,
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR
JULY 1, 2014

Preliminary Minutes

Tape recorded meeting

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

6:15 Executive Session

Jeff Slack moved to go into executive session concerning economic development possibilities pursuant to MRSA, Title 1, §405(6)(C). Ben Rines, Jr. questioned the need for an executive session; the chairman explained that an executive session was necessary when there was a need for confidentiality. Interim Town Manager Gerrish said according to the attorney the discussion to take place was allowed in executive session. **Vote 4-1-0.** Ben Rines, Jr. did not attend the executive session. The board entered executive session at 6:22 and exited at 7:03 on motion of Tim Merry.

1. Call to Order

Chair Pam Dunning called the meeting to order at 7:03 p.m.

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

3. Approval of Treasurer's Warrant: June 24 and July 1

Ben Rines, Jr. moved to approve the Treasurer's Warrant of June 24, 2014. **Vote 5-0-0.** Ben Rines, Jr., moved to approve the Treasurer's Warrant of July 1, 2014. **Vote 5-0-0.**

4. Approval of Minutes: June 17, 2014

Ben Rines, Jr., moved to approve the minutes of June 17, 2014. **Vote 5-0-0.**

5. Special Presentations or Awards - none

6. Appointments

Bill Barnes moved to delay a vote on appointments until July 15. **Vote 3-2-0.**

7. Public Comment

George Green noted that he could see six For Sale signs from his driveway. One of the houses is listed for 46% of its assessed value; the taxes would be \$18 per day. A comparable house in another town is listed for twice the price with half the taxes. He cited the number of houses for sale on Federal Street and the length of time they had been on the market. He said when eight out of ten houses are for sale, there is a problem that must be dealt with.

In response to Steve Mehrf's questions, Interim Town Manager Don Gerrish said the law firm of Skelton, Taintor and Abbott was handling the legal work for the town regarding Mason Station, and the 501C3

holding company established by the Town had been taken over by CEI, although it was inactive at present. Gerrish confirmed that when property is foreclosed by the Town, it is taken off the tax rolls; at Mason Station, 88 lots had been foreclosed but the four or five lots that had environmental issues had not been foreclosed. Gerrish said the zoning for the property would not be changed until there is a plan for its use. It is currently zoned for commercial development and a marina.

8. Department Head or Committee Chair Report

A. Bids for Tax Anticipation Note: Gerrish asked the board to adopt a resolution authorizing the Town to borrow up to \$3 million to help with cash flow for the year. The bids are due July 2 and the resolution would allow the Chairman and the Treasurer to award the bids. **Ben Rines, Jr. moved:**

(1) That under and pursuant to Title 30-A, Section 5771 of the Main 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.

Vote 5-0-0.

B. Bids for wastewater electrical upgrades at pump stations: Gerrish said the Town had approved \$28,500 for the upgrades; the two bids that were received were in excess of that amount at \$51,339 and \$76,508. **Tim Merry moved to reject the bids. Vote 5-0-0.** Gerrish recommended that the work be done as a part of the USDA grant project.

9. Unfinished Business – none

10. New Business

A. Approval of General Assistance Ordinance Appendices A, 2014-2015: **Bill Barnes moved to approve the General Assistance ordinance Appendices A, 2014-2015. Vote 5-0-0.**

B. Approval of Rules of Order and Procedures for Wiscasset Board of Selectmen: Pam Dunning recommended several minor changes: delete in #8 the word "to" after "subject" and change in #14 the word "full" to "fully". Ben Rines moved to delete the first sentence in #28. **Vote 5-0-0.** Jeff Slack

moved to change the word Thursday to Wednesday (the day when agenda items are due) in #2. Vote 5-0-0. Tim Merry moved to change Friday to Thursday (the day when agendas are available) in #2. Vote 5-0-0. Ben Rines asked about notices to selectmen of special meetings or change in meeting times. Gerrish said that the agendas for the regular meetings on the first and third Tuesdays would be in the selectmen's boxes the previous Thursday and if special meetings were scheduled, selectmen would be notified by phone. Rines said he would prefer to meet every week; the chairman said it had been tried in the past, but there was not enough business to meet that often. **Tim Merry moved to approve the Rules of Order and Procedure for the Wiscasset Board of Selectmen as amended. Vote 5-0-0.**

C. Approval of Board of Selectmen Goals for Fiscal Year 2014-2015: Don Gerrish said the goals adopted by the previous board were distributed to the board for discussion purposes. He recommended that the present board members focus on five or six goals and send them to him for inclusion in the August 5 meeting agenda. In a discussion of the increase in this year's budget, Jeff Slack said most of it was for contractual obligations. The chair said two board members would be appointed soon to negotiate contracts with the three unions, police, general government and public works.

D. Ballot for Election to MMA's Legislative Policy Committee, 7/1/14 – 6/30/15: **Tim Merry moved to vote for Stuart Smith and Benjamin Rines, Jr. for representatives. Vote 5-0-0.**

11. Town Manager's Report

A. Update on RSU #12 and Wiscasset Withdrawal Agreement: Don Gerrish said the agreement was being refined; one outstanding issue was the benefits for retiring teachers. In addition, the Town will be responsible for part of the fund balance deficit, although the amount will not be determined until next year. Gerrish estimated it would be \$1.7 to \$1.8 million. The transition from RSU 12 to Wiscasset was final as of July 1.

B. Financial Update for 2013-2014 year end: Gerrish estimated that the Town will have a surplus of \$85,000 to \$95,000. The auditors have begun work and the final audit is expected in two or three months. With regard to the fund balance, Gerrish recommended reviewing the policy. Ben Rines, Jr. said the board should make a decision on how funds would be withdrawn from the fund balance, whether a town vote would be required or the board could exercise its authority to take sums from the fund balance. Gerrish will create a spreadsheet showing how the taxes would be affected with different amounts taken from the fund balance. He asked that the board make a decision by the August 5 meeting on how withdrawals will be made.

C. Update on meeting with Regional YMCAs: Gerrish and Todd Souza had met with representatives of the Bath, Boothbay and Central Lincoln County YMCAs and discussed how the organizations could work together and share facilities rather than competing with each other. Another meeting is scheduled for July 10.

D. Update on water and sewer work: Work on Birch Point Road will begin during the current week. Birch Point Road will be open the majority of the time.

E. Update on Town Manager search: The board has interviewed two candidates and is in the process of negotiating and completing background checks.

12. Executive Session

Tim Merry moved to go into executive session concerning legal issues regarding Mason Station, LLC and Ferry Road Development pursuant to MRSA, Title 1, §405(6)(E). Vote 5-0-0. Tim Merry moved to exit executive session at 8:46 p.m. Vote 5-0-0.

13. Adjournment

The meeting adjourned at 8:46 p.m.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
New England Region

12 New England Executive Park
Burlington, MA 01803

July 2, 2014

Mr. Don Gerrish
Interim Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578

Dear Mr. Gerrish:

As requested in Mr. Deck's email dated June 24, 2014, Wiscasset Municipal Airport (IWD) is requesting to transfer \$5,949 of expiring non-primary entitlement funds to Princeton Municipal Airport (PNN).

Since the airport does not have a project that will utilize their expiring funds this fiscal year (2014), it seems reasonable to transfer these funds for use within the State of Maine, specifically at Princeton Municipal Airport, Princeton, ME. You are authorizing the transfer of the funds. Therefore, enclosed are two copies of FAA Form 5100-110 *Agreement for Transfer of Entitlements*, which have been signed by FAA.

Please have the Town's representative, as well as the Town's attorney sign these forms and return one to FAA (to Ms. Jean LoGiudice's attention) **by noon on Friday, July 18, 2014**. This transfer of funds will not jeopardize any potential future AIP funding for the Wiscasset Municipal Airport.

~~If you have~~ any further questions regarding this transfer, feel free to call Ms. Jean LoGiudice at (781) 238-7607.

Sincerely, ~

Bryon H. Rakoff
Acting Manager, Airports Division

Enclosure (2)



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
New England Region

12 New England Executive Park
Burlington, MA 01803

July 1, 2014

Mr. Don Gerrish
Interim Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578

Dear Mr. Gerrish:

As requested in Mr. Deck's email dated June 24, 2014, Wiscasset Municipal Airport (IWI) is requesting to transfer \$3,420 of expiring non-primary entitlement funds to Houlton International Airport (HUL).

Since the airport does not have a project that will utilize their expiring funds this fiscal year (2014), it seems reasonable to transfer these funds for use within the State of Maine, specifically at Houlton International Airport, Houlton, ME. You are authorizing the transfer of the funds. Therefore, enclosed are two copies of FAA Form 5100-110 *Agreement for Transfer of Entitlements*, which have been signed by FAA.

Please have the Town's representative, as well as the Town's attorney sign these forms and return **one** to FAA (to Ms. Jean LoGiudice's attention) **by noon on Friday, July 18, 2014**. This transfer of funds will not jeopardize any potential future AIP funding for the Wiscasset Municipal Airport.

If you have any further questions regarding this transfer, feel free to call Ms. Jean LoGiudice at (781) 238-7607.

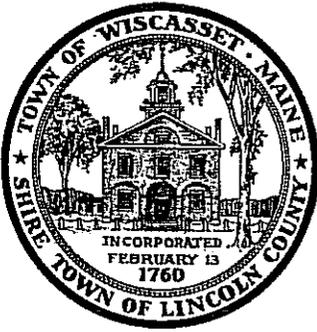
Sincerely,

Bryon H. Rakoff
Acting Manager, Airports Division

Enclosure (2)

ANE-610: JLoGiudice: (781)238-7607: WP: Jean's H/ANE-600 AIP Items/ FY14 AIP Program/FY14 Transfer of Funds/ IWI transfer letter of NPEs to HUL.doc

FILE: appropriate AIP folder and G drive



Office of Planning & Codes

TO: Wiscasset Selectboard
FROM: Misty Parker, Town Planner
DATE: July 10, 2014
SUBJECT: Wings Over Wiscasset Sign

Dennis St. Pierre from the Wings Over Wiscasset Committee has requested permission to place an advertising sign for the August 8th and 9th Wings Over Wiscasset event at the airport on the lawn outside the municipal building, facing Route 1. The sign would be placed in a similar manner to last year's location and be removed within 48 hours of the event closing. Such a sign is exempt from the Town of Wiscasset Sign Ordinance, Article II, Section 7.