

## AGENDA NOTES

### SELECTMEN'S MEETING

AUGUST 5, 2014

- 9a.) Request from Town Planner and Police Chief to restrict parking on Route 1 in the Commercial District from the power line near Pottle Cover Road to the Woolwich Town line:

Please see the attached memo from Misty Parker, Town Planner concerning the request.

- 9b.) Update on Gardiner Pond project:

See the attached memo from Todd Souza concerning where we are on the project and the next steps.

- 11a.) Discussion concerning the request of L. Douglas Henderson to maintain a ramp on Town property located at 16 Lee Street:

The Board of Selectmen approved the temporary placement of a ramp on Town property for Lois Konvalinka on October 18, 2011 as long as she used it to access her home on 16 Lee Street. She then got approval from the Board of Appeals on November 2, 2011 to place the ramp on the property. Mrs. Konvalinka passed away in January of 2013. The Code Enforcement Officer sent a letter to the heirs of Lois Konvalinka on June 17, 2014 requesting that the ramp be removed.

Mr. L. Douglas Henderson, who is living at the house and is the heir to the home, contacted the Town and requested that the ramp be allowed to stay. He provided a Doctor's letter stating his need to have the ramp, which is attached.

I have invited Mr. Henderson to come to the meeting and he will attend. I did question why the house was not in his name and was told that probate of the will has not been completed.

- 11b.) Discussion concerning a policy for allowing organizations to have bottle collection at the Transfer Station:

Selectman Barnes raised the issue of who has approved organizations to have "returnable bottle collection" at the Transfer Station. I have done some research and found that when Ron Lear took over as Superintendent of the Transfer Station in 2008 there were three bins at the facility; the Town's, the Boy Scouts and Girl Scouts, and the Lions Club. The Episcopal Church food pantry and Wiscasset Heat Cheering Squad came after 2008. The Lions Club has ceased operation and the American Legion now has the bottle redemption.

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I cannot find a policy that details how decisions are made about bottle redemption. I believe that the Board needs to decide if you want to continue the practice, and if you do, then we need to develop a policy concerning who can have containers, how long they can be at the Transfer Station, how many are allowed and who approves them. That is naming a few of the issues.

11c.) Discussion of goals for the Board of Selectmen:

Attached are the individual goals I received from each Selectman. The Board needs to review them and come to an agreement on which ones you would like to adopt.

11d.) Vote on the Maine Municipal Vice President and Executive Committee Members:

Attached is the material concerning the ballot for MMA Vice President and Executive Committee Members.

12a.) Town Manager recommendation concerning bid opening:

I am recommending that your Request for Proposals/Request for Bids policy be amended concerning the section on opening bids. I have attached the existing policy for your review showing the proposed amendments (new sections underlined, old sections struck through).

I believe that the section on opening bids should be amended to allow the Town Manager, or his designee, to open the bids at a designated public place, date and time and then to bring the results to the Board with a recommendation for approval. This process will allow bids to be approved without opening bids at one meeting and then having to wait until another meeting which be as long as 3 weeks.

WISCASSET BOARD OF SELECTMEN,  
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR  
JULY 22, 2014

Preliminary Minutes

Videotaped meeting

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

1. Call to Order

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

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

3. Approval of Treasurer's Warrant – NA

4. Approval of Minutes: July 15, 2014

**Ben Rines, Jr. moved to approve the minutes of July 15, 2014. Vote 4-0-1.**

5. Special Presentations or Awards – none

6. Appointments – none

7. Public Comment

In response to Bob Blagden's question regarding the closing of Mountain Road, Interim Town Manager Don Gerrish said he would look into it and report back.

In response to Norman Guidoboni's question regarding the Bond Anticipation Note, Gerrish explained that the Town had authorization from the voters to borrow up to \$2 million to withdraw from the RSU. The Town has a two-year Bond Anticipation Note for that amount and will determine at some point in the future the terms of a permanent loan. Payments on the loan will be included in the Town or School budget for the 2015-2016 fiscal year.

8. Department Head or Committee Chair Report – none

9. Unfinished Business

A. Discussion/approval of Airport Master Plan: A motion to approve the Airport Master Plan had failed at a previous meeting on tie vote. Since that time, the consultants for both Chewonki and the Town have been working on alternative wording for the update of the master plan although no consensus has been reached. Gerrish said the update is required by the FAA and the main issue is the clearing of trees, some of which are on Chewonki property, for the flight path. Without a master plan, no further FAA funding for upgrading the runway will be possible. Pam Dunning said the master plan was not a contract, and could be changed at any time.

The Town consultant's amendment to the Airport Master Plan called for mitigation of obstructions to the airport's airspace before FAA funding of the reconstruction of the Runway 7-15. Avigation easements over private land to help mitigate issues with tree penetration will be determined through a separate project beginning with negotiations with respective landowners.

The alternate wording presented by Jim Hopkinson of Hopkinson & Abbondanza, attorney for the Chewonki Campground, called for a displaced threshold in order to mitigate to the greatest possible extent vegetative obstructions and adverse impacts on an abutting campground. There would be special mitigation measures for remaining vegetative obstructions and requests for waivers and/or avigation easements would be pursued with affected property owners.

The feasibility of a displaced threshold and safety measures to be considered with that alternative were discussed. The economic impact on both the campground and the airport was outlined as well as the impact on the town should the master plan not be approved, which would result in no future federal funding for the airport or any other Town transportation projects and repayment of grants already received. It was pointed out that funding for the negotiation process regarding easements would not be available until the master plan was approved.

After lengthy discussion and comments from many parties, **Tim Merry moved to adopt the master plan with the Town engineer's recommendation for new language. Vote 3-2-0** (Rines and Barnes opposed). Copy of the revised wording on page 66 of the Airport Master Plan is attached.

10 New Business – none

11. Town Manager's Report

A. Shingle Bids: Don Gerrish recommended that the board accept the bid of P&P Construction for \$47,600. **Tim Merry moved to authorize the Town Manager and the Public Works Director to award the bid to P&P Construction. Vote 5-0-0.**

12. Adjournment

Ben Rines, Jr. moved to adjourn the meeting. Vote 5-0-0.

## **SHORT TERM**

The most pressing issue in the next five years is the reconstruction of Runway 7-25. While the runway has received several overlays, it has not been reconstructed since 1968. However, the FAA will not fund this project until obstructions in the airport's protected airspace are mitigated. Before the FAA will fund this project all safety issues must be corrected. The single safety issue, obstructions to the airport's protected airspace, must be dealt with.

Avigation easements will be required over private land on both runway ends to help mitigate issues with tree penetrations in the Part 77 approach surfaces, TERPS and/or threshold siting surfaces, and issues with land use within the Runway 7 Runway Protection Zone. The size and location of easements will be determined through a separate project, beginning with negotiations with respective landowners. In addition, aviation obstruction lights will be installed along the Part 77 transitional surfaces; the location and height to be determined at a later date. In preparation of this an Environmental Assessment was prepared and submitted to the FAA for review in July 2014.

Hangar development is recommended in all planning phases; development that will occur consistent with demand. This report has identified the space.

As part of runway reconstruction project the runway edge lights will be replaced, and it is recommended that the lights be LED (wired) or solar LED.

## **INTERMEDIATE TERM**

The automobile parking should be expanded in the intermediate term due to a shortage of automobile parking spaces. The existing septic system will need to be relocated in order to allow the expansion of automobile parking. Approximately 250,000 sf. of pavement is needed for the expansion of automobile parking.

Hangar development is recommended in all planning phases; development that will occur consistent with demand. This report has identified the space.

## **LONG TERM**

It is recommended that three parcels of land be acquired if the opportunity becomes available in order to accommodate further landside development. These parcels include Tax Map U20, Lots 2 and 3 and Tax Map U21, Lot 9A.

The ASOS may need to be relocated in the long term, as its existing location does not permit consistent and accurate wind measurement. This project will require FAA and the National Weather Service confirmation that the ASOS needs to be relocated.

**NOTE:** All references to any runway and taxiway extension have or will be removed from this chapter of the report.

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WISCASSET BOARD OF SELECTMEN,  
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR  
JULY 24, 2014

Present: Bill Barnes, Chair Pam Dunning, Tim Merry and Vice Chair Ben Rines, Jr.

1. Call to Order

Chair Pam Dunning called the meeting to order at 3:45 p.m.

2. Approval of Treasurer's Warrant: July 24, 2014

Tim Merry moved to approve payment of the \$740,838.62 on the Treasurer's Warrant of July 24, 2014. Vote 4-0-0

3. Adjournment

The meeting adjourned at 3:54 p.m.



# Office of Planning & Codes

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**TO:** Wiscasset Selectboard  
**FROM:** Misty Parker, Town Planner  
**CC:** Troy Cline, Police Chief  
**DATE:** July 10, 2014  
**SUBJECT:** Safety Concerns with parking along Route 1

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The Town has received numerous complaints over the past year regarding tractor trailer trucks parking along Route 1 in the commercial district; most notably causing site restrictions near private drives.

Historically, this section of Route 1 was lined with no parking signs. Unfortunately, the Town never maintained the signs and when they were no longer legible they were removed. The Police Department cannot enforce parking in the corridor unless it is posted "no parking" or the Town has an ordinance designating this section as no parking. In order for Maine DOT to replace the signs along Route 1 they require an ordinance be in place.

Article IX, Regulations, Licenses, and Permits, Section 3.17 permits the Wiscasset Selectboard to restrict parking on roads.

- 3.17 The Selectmen of said Town of Wiscasset may establish time limits for parking on any streets or parts of streets, and may establish areas in which no parking shall be allowed and they may close any streets or parts of streets to vehicle traffic or establish one way streets when in their opinion public safety and convenience so require. Notice of action taken pursuant to the above shall be posted in two conspicuous places in said town at least twenty-four hours before becoming effective, and the streets, parts of streets and areas affected shall be reasonably signed and posted to inform travelers of the limited use thereof permitted.

After discussion with the Chief of Police regarding the ongoing safety issues, it is recommended that the Selectboard consider voting to restrict parking along Route 1 in the commercial district (from the power lines near Pottle Cove Road to the Woolwich town line) and request Maine DOT to post with applicable signs.

If approved, Maine DOT will post the first signs; however, the Town is required to maintain the signage after. Considering the consistent safety issues in this area arising from the parking issue, the maintenance of these signs are insignificant.



## ***Wiscasset Parks & Recreation Department***

242 Gardiner Road Wiscasset, ME 04578

207-882-8230 [info@wiscassetrec.com](mailto:info@wiscassetrec.com)

[www.wiscassetrec.com](http://www.wiscassetrec.com)

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TO: Wiscasset Board of Selectmen

FROM: Todd D. Souza, Director

RE: Gardiner Pond Project

DATE: July 31, 2014

As I reported in an earlier memo, the Town of Wiscasset was selected to receive \$275,325.00 from the "Land for Maine's Future" grant program. The funding was designated for the potential "Gardiner Pond Project". Don and I have met with the Kennebec Estuary Land Trust and agreed that the next step in this process would be to obtain proposals from qualified appraisers. The appraisal value of the property is pivotal in all steps and decisions moving forward, it is also a required step for fund allocation. I will be attending Tuesday evening's board meeting to answer any questions you may have and gather thoughts moving forward.

Again, thank you in advance for your support.

**TOWN OF WISCASSET**  
**Code Enforcement Office**  
**Wiscasset Town Office**  
**51 Bath Road**  
**Wiscasset, ME 04578**

Tax Map U-01 Lot-150

June 23, 2014

Lloyd Henderson  
16 Lee Street  
Wiscasset, ME 04578

Dear Mr. Henderson,

The wheelchair access ramp that is on the property at 16 Lee Street needs to be removed. On November 2, 2011 the Wiscasset Appeals Board granted Lois Konvalinka permission to install a ramp for her use.

The minutes state that when she died that the ramp needed to be removed from the property.

If you wish to continue the use of it for yourself, then there are steps you need to take. The first thing that you need is a letter from your Doctor stating the reason you need a handicap ramp.

Next you have to apply to the Selectmen to get Town permission for you to leave the ramp in the Town right of way.

You will need to go the Planning Board for a variance to leave the ramp in place for your duration there.

You need to come in to the Town Office and get the paperwork started before the end of this month.

Bring a letter from your Doctor and get on the Selectmen's agenda and ask to have a meeting with the Appeals Board as soon as it can be arranged.

Sincerely,

*Stan Waltz*

Stan Waltz  
Code Enforcement Officer  
Wiscasset, ME.

Cc: File

Fire Chief Rob Bickford and Police Chief Troy Cline were present and while recognizing the additional responsibilities their departments would experience, they indicated they had no objections to the ordinance.

Following discussion for and against the proposal, there was a consensus to hold a special meeting on October 20 at 5:30 p.m. when a full board could be present to vote whether to recommend the ordinance or to ban the sale and use of fireworks in town. In order to place the ordinance on the December 13 ballot, the board will have to sign the warrant by October 28.

7. Public Comment - None

8. Department Head or Committee Chair Report - None

9. Unfinished Business

A. Discussion of Kevin James Agreement

**David Nichols moved to extend [Kevin James'] payment to February 1, 2012 and continue a \$100 weekly payment. Vote 4-0-0.**

10 B. Discussion concerning Lois Konvalinka building a temporary ADA access ramp relative to her occupancy at 16 Lee Street that extends within the town way

**Judy Colby moved that the Board of Selectmen has no objection to the temporary placement of a ramp at 16 Lee Street for as long as Mrs. Konvalinka uses it to access her home. Vote 4-0-0.**

C. Open Koehling Property Bid

No bids were received. The board discussed various alternatives for sale of the property and it was the consensus to place a "For Sale" on the property for six months before advertising it again. **David Nichols moved that the Board of Selectmen direct the Town Manager to have a sign printed to put on the Koehling property "For Sale - Contact Town Office" Vote 4-0-0.**

D. Approval to operate Beano/Bingo and Games of Chance for Huntoon Hill Grange #298 for the 2012 year

**David Nichols moved that the Board of Selectmen approve the operation of Beano/Bingo and Games of Chance for Huntoon Hill Grange for the 2012 year. Vote 4-0-0.**

E. Discussion regarding Assessing Questions from taxpayers while the Assessors' Agent is out of the office.

Smith explained that the staff had collected the names of a number of residents who had contacted the town office about issues dealing with their properties. She presented a draft letter to be sent in response to the inquiries. **Judy Colby moved that the Board of Selectmen agree to send a letter to all interested parties explaining the timeline and process. Vote 4-0-0.**

F. Discussion of proposed Maine State Retirement System for Town Employees

Smith explained the difference between the current retirement plan with Acadia Trust and that of the Maine State Retirement System. Recent changes in the MSRS made it more advantageous for the town to change to that retirement plan. It is less expensive than the Acadia Trust plan and provides better benefits to the employees. Smith asked the board to place the matter on the December ballot. The unions' position on the change will be determined before December. **Judy**

Lincoln Medical Partners  
MaineHealth

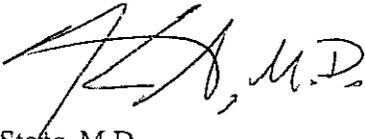
June 18, 2014

To Whom it may concern:

Please be informed that Mr. L. Douglas Henderson, date of birth 4/16/1938, has ongoing orthopedic issues and medical necessity for the continued use of the ramp outside of his home that had originally been installed for the use of his companion.

If you have any further questions on this matter, please do not hesitate to call my office for clarification.

Regards,



Kenneth Stone, M.D.  
LMP Internal Medicine  
79 Schooner Street #2  
Damariscotta, ME 04543

**Internal Medicine**

79 Schooner Street Unit 2-Damariscotta, Maine 04543 (207) 563-4250 Fax (207) 563-4246  
Lincoln Medical Partners is a department of Lincoln Health

[www.lcheare.org](http://www.lcheare.org)

# SUGGESTED SELECTMEN'S GOALS

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## **Pam Dunning:**

1. Financial Goal: comply with Investment Policy and protect Reserve Funds as a perpetual trust.
  2. Financial Goal: Improve fund balance position.
  3. Financial Goal: Minimize impacts to property taxes.
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1. Organizational Goal: Develop a working relationship with the Wiscasset School Board.
  2. Organizational Goal: Improve method of voting town issues.
  3. Organizational Goal: Actively participate in State Legislature that pertains to Municipal issues.
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1. Economic Development: Support waterfront development-Boardwalk and Railway.
  2. Economic Development: continue to resolve Mason Station issues-legal action to recover unpaid taxes and penalties. Apply for grants to determine costs of remediation of environmental issues.
  3. Economic Development: Market I-Park to potential developers.

## **Bill Barnes:**

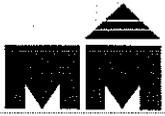
1. Financial Goal: Minimize impacts to property taxes.
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1. Organizational Goal: Develop a working relationship with the Wiscasset School Board.
  2. Organizational Goal: develop the means to involve and educate the people on Wiscasset issues.
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1. Economic Development Goal: Market the Mason Station to potential developers.
  2. Economic Development Goal: Market the I-Park to potential developers.
  3. Economic Development Goal: Support the Boardwalk Engineering Study.

## **Ben Rines:**

1. Property taxes from Municipal Budget (not including schools) for 2015/2016 be no more than 5%.

## **Jefferson Slack:**

1. Work with the schools to help with consolidation and costs.
2. See if we can get the Ferry Road/Mason Station issue resolved and collect on the back taxes owed to the Town.
3. Make sure that the Airport Master Plan is fair to Chewonki Campground.



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Chris Lockwood, MMA Executive Director

DATE: July 8, 2014

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 15, 2014 by 12:00 noon**

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**Nomination Process** – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2015 to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was July 7. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 15. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Peter Nielsen.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at [www.memun.org](http://www.memun.org) on Friday, August 15, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 1, at 1:45 p.m., at the Augusta Civic Center.** Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon and Annual Business Meeting and officially take office on January 1, 2015.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you.

**MAINE MUNICIPAL ASSOCIATION  
EXECUTIVE COMMITTEE**

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**BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2015**

**MMA VICE PRESIDENT (1-Year Term)**

**STEPHAN BUNKER**

- 45 +years in public sector @ federal/military, state, county, municipal & school district levels
- Retired, State Service, Maine Dept. of Public Safety & E911 Bureau (25 years)
- Selectman, Town of Farmington, (20 + yrs); Chair (2009-March 2013); re-elected March 2014)
- Maine Municipal Association Executive Committee, Member (2007 – March 2013);  
MMA Vice President 2012; MMA President (January – March 2013)
- Maine Municipal Association Strategic & Finance Committee (2008 – March 2013)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2007 – March 2013)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2007 – March 2013)
- Member, Franklin County Elected Officials Association
- Past Member, Franklin County Budget Committee (8 + years)
- Past Member, Citizen’s Budget Committee, (10 yrs) 5 as Chairman
- Past Member, SAD#9/SAD#58 School Consolidation Planning Committee
- Current member, Farmington Fire & Rescue Department (35 + years)
- Past President, Franklin County Firefighters Association
- Governor Appointee, Maine Fire Protection Services Commission (6 + yrs)
- At Large Appointee, DOL Commission for the Deaf, Late Deafened & Hard of Hearing(6+ years)
- Municipal Government Rep., Maine E911 Advisory Council (first year)
- Governor Appointee, Maine Fire Protection Services Commission (6+ years)
- Adjunct Instructor – Maine Fire Training & Education, SMCC (25 yrs)
- Active duty, US Army Military Police Specialist, K-9s (3 yrs)
- US Coast Guard Reserves, Environmental protection & maritime casualty investigations, retired as Lt. Commander (23 yrs)
- Former Emergency Medical Technician-Basic (10 years)
- Police Officer, Town of Farmington PD (1972-74) full time
- Staff, Maine Criminal Justice Academy – Waterville (4 years)
- Juvenile Crisis Counselor, SAD # 9 Farmington (2 years)
- Emergency Dispatch/Corrections Supervisor, Franklin County (3 years)
- Executive Director, Maine Sheriffs Association, (3 years)
- Masters in Adult Education, University of Maine, Orono (1977)
- Bachelors of Science in Criminal Justice, minor in Sociology, University of Maine, Orono (1974)
- Associate Degree, Law Enforcement Technology, Southern Maine Technical College (1972)

**MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)**

**CYNTHIA MEHNERT**

- Council Member, Town of Orono (2008 – Present) (Council Chair, April 2014)
- Chair of Community Development Committee (2009 – present)
- Town Liaison, Orono Village Association (2009 – present)
- Chair, Finance Committee (2008 – 2009)

## CYNTHIA MEHNERT *(continued)*

- Special Appointment to Intergovernmental Committee for coordinating Local Government/University operational relations;
- Special Appointment to redevelopment committee for Katahdin property located in downtown Orono
- Interviewed, evaluated and selected new Town Manager
- Budget review and implementation
- Ordinance review and adoption
- Strategic planning for Town's future
- Managing Partner, Hawkes & Mehnert, LLA, Bangor (1991 – 2001; 2005 – Present)
- Hadlock Law Office, Framingham, MA (2002 – 2005)
- Linda Gifford Law Office, Augusta, ME (1990 – 1991)
- Sanborn, Moreshead, Schade & Gifford, Augusta, ME (1989 – 1990)
- Rosen, Crosson, McGlynn & Resnek, Boston, MA (1985 – 1989)
- Board of Bar Overseers Grievance Committee (2012-2015)
- Chief of Staff for US Senatorial Campaign
- Chairperson, Board of the Maine Women's Lobby
- Special Counsel to the Legal Services for the Elderly
- Candidate for State Representative – District 19
- Katahdin Counsel Recognition Award, 2012, 2013
- Recognition Award, Volunteer Lawyers Project of the Maine State Bar Association for Pro Bono Legal Service
- Very high rating for legal and ethical standards by peer evaluation for Martindale & Hubbell
- Bar Admission - Federal District Court for the District of Maine
- Bar Admission - Federal District Court for the District of Massachusetts
- Suffolk Law School, Boston MA (1983 – 1986)
- BA Major in Government, Colby College, Waterville ME (1979 – 1983); Captain, Women's Varsity Soccer Team; Team member, Women's Varsity Ice Hockey Team

## LAURIE SMITH

- Town Manager, Town of Kennebunkport (2014 – present)
- Maine Municipal Association Executive Committee, Member (2012 – present)
- Maine Municipal Association Strategic & Finance Committee (2012 – present); Chair (2014)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2012 – present)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2012 – present)
- Town Manager, Town of Wiscasset (2010 – 2014)
- Assistant Manager/Community Relations/Finance Director, City of Auburn (2005– 2010)
- Interim City Manager, City of Auburn (2007 –2008)
- Acting Finance Director, City of Auburn (2004 – 2005)
- Town Manager, Town of Boothbay Harbor (1994-1999)
- Town Manager, Town of Oxford (1991-1994)
- Town Manager, Town of Boothbay (1988-1989)
- Maine Town & City Management Association, Member (1989-present); Board member (2000-2005); President (2003-2004)
- Paralegal, various law firms in Portland, Maine (1986 – 1988)
- University of Maine, Orono, Public Administration, B.A. (1986)
- Continuing education and professional development through University of Maine, Maine Municipal Association, Maine Town & City Management Association, Maine Local Roads Center and International City Management Association (1988 – 2008)

## PATRICIA SUTHERLAND

- Member, Chapman Selectboard, re-elected in 2014 for fourth 3-year term. Currently serving third year as board chair.
- Former member, Chapman planning board, for 20 years. Served as chair.
- Former member, Maine School Administrative District #1 Board of Directors, 1976 -1983; elected chair.
- Elected as member of Maine House of Representatives, Maine State Legislature, 123rd and 124th Legislature. Served on education committee first term and selected as House chair on education committee for second term.
- Senior administrator at Northern Maine Community College; retired after 20 years as director of development & college relations. Member of national board of community college development professionals, chaired the New England region. Served as presenter at numerous regional and national conferences.
- Former high school English teacher
- Member of Executive Board, Northern Maine Development Commission, since 1990. Served as chair in 1995-1997. Chaired the Northern Maine Empowerment Council.
- Member, Local Workforce Investment Board for Aroostook and Washington counties.
- Member, Board of Directors, United Way of Aroostook
- Member, Presque Isle Kiwanis Club
- Member, Leaders Encouraging Aroostook Development (LEAD) since inception in 1986. Served as coordinator/secretary to the board from 1986-2004.
- Native, Town of Chapman
- Graduate of Saint Joseph's College, Standish; Bachelor of Arts in English



**MAINE MUNICIPAL ASSOCIATION**

**VOTING BALLOT**

**Election of Vice President and Executive Committee Members**

*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 15, 2014*

**VICE-PRESIDENT - 1 YEAR TERM**

**Vote for One**

**Proposed by MMA Nominating Committee:**

Stephan Bunker, Selectman, Town of Farmington

**DIRECTORS - 3 YEAR TERM**

**Vote for Three**

**Proposed by MMA Nominating Committee:**

Cynthia Mehnert, Councilor, Town of Orono

Laurie Smith, Town Manager, Town of Kennebunkport

Patricia Sutherland, Chair of Selectboard, Town of Chapman

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_

Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers**

**Current # of Municipal Officers: \_\_\_\_\_**

Print Names:

Signatures:

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**Return To:**

*MMA Annual Election  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358 or 626-5947  
Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)*



# Town of Wiscasset

## Request for Proposals (RFP) / Request for Bids (RFB) Policy

All services performed and materials or equipment purchased for the Town of Wiscasset will fall within one of three categories listed below:

- Routine Projects/Purchases – defined as services performed or equipment/materials purchased of which the estimated cost is less than \$2,500 for total services (including materials) rendered.
- Minor Projects/Purchases – defined as services performed or equipment/materials purchased of which the estimated cost is more than \$2,500 but less than \$5,000 for total services (including materials) rendered.
- Major Projects/Purchases - defined as services performed or equipment/materials purchased of which the estimated cost is more than \$5,000 for total services (including materials) rendered.

### **Routine Projects/Purchases (less than \$2,500 in estimated cost)**

Routine Materials Purchases – No solicitation of proposals or [Bid Sheet] are required for routine materials purchases less than \$2,500 in estimated value. Routine materials purchases are such purchases made at least twice in a 12-month period and used for the normal operations of a department or facility. Vendor selection will be made by the Town Manager or his/her designee with recommendation by the appropriate department head(s) and/or employee(s). The Town Manager or his/her designee will make every reasonable effort to research by Internet, phone or other method to compare costs to select the most cost-effective qualified vendor.

Services – RFPs or RFBs will be issued for services (i.e. construction work, mowing, non-emergency repair, etc.) to local contractors only. Local contractors/vendors will be notified based on a list that is kept and maintained at the Town Office, under the direction of the Town Manager. It is the sole responsibility of the vendor to ensure that the vendor is on the list and contact information is accurate.

No advertising is required for solicitation of bids/proposals for work, equipment or materials in this category.

### **Minor Projects/Purchases (between \$2,500 and \$5,000 in estimated cost)**

Services or equipment/materials purchases must be procured through an RFP or RFB process. Advertising must be placed in: 1. at least one local weekly and, at the Town's option, advertising may be placed in additional publications; 2. on the Town's website; and, 3. formal RFP/RFB forms must be made available in a conspicuous place at Town Office and mailed to local vendors on the local vendor mailing list.

**Major Projects/Purchases (\$5,000 or more in estimated cost)**

Services or equipment/materials purchases must be procured through an RFP or RFB process. Advertising must be placed in: 1. at least one of the three local weeklies and, at the Town's option, advertising may be placed in additional publications; 2. on the Town's website; and, 3. formal bid forms must be made available in a conspicuous place at Town Office.

Preference will be given to local vendors based on a list that is kept and maintained at the Town Office, under the direction of the Town Manager. A local vendor is defined as being a resident and/or being a local business owned by a resident.

**Local vendors** – Defined as businesses or independent contractors whose primary residence or place of business is within the Town of Wiscasset. If residence is used as criteria for preferential selection, the person must be a principal in the company bidding on the project or purchase. A company may not [be considered a local vendor because an employee of the company lives within the Town of Wiscasset, but is not a principal in the company.

**Exceptions** – Procurement of materials or services may be exempted from this process if a situation meets one of the following criteria:

- The Town Manager shall exercise discretion over the infrequent occurrences of extraordinary monetary savings that can be realized; or, emergency situations where public health or safety may be compromised or the significant disruption of Town operations must be prevented
- The Board of Selectmen may exempt specific procurement of materials or services for any reason whatsoever if it is determined by a majority vote of the Board of Selectmen that it is in the best interest of the Town to do so.

**Opening of Bids**—~~will be advertised and performed publicly by the Board of Selectmen.~~ All bids will be opened by the Town Manager or their designee at the specified date, place and time. The results of the bids and a recommendation for awarding will be brought to the Board of Selectmen for their approval. The Board of Selectmen retains the right to accept or reject any and all bids.

**Insurance, Licenses, Certifications, Taxes or Other Required Documentation** Selected contractors/vendors shall submit proof of required liability or property damage insurance(s), proper licensure, certification, or any other required documentation after the bid award is granted and prior to commencement of work. Such required documentation will be denoted in the request for proposal. Selected contractors/vendors shall assure and be in compliance with OSHA, DEP, and Coast Guard regulations, as applicable.