WISCASSET BOARD OF SELECTMEN,

BOARD OF ASSESSORS AND OVERSEERS OF THE POOR

MARCH 15, 2016

Present: David Cherry, Judy Colby, Vice Chair Judy Flanagan, Chair Ben Rines, Jr., Jeff Slack and Town Manager Marian Anderson

1. Call to Order

Chairman Ben Rines, Jr. called the meeting to order at 6 p.m.

2. Pledge of Allegiance

3. Public Hearings

A. Liquor License Renewal for Sarah Heald, DBA Sarah’s Café and Twin Schooner Pub

**Judy Flanagan moved to open the public hearing. Vote 5-0-0.** Judy Flanagan verified that the police had received no complaints. **Judy Colby moved to close the public hearing. Vote 5-0-0. Judy Flanagan moved to grant the renewal to Sarah’s Café for a liquor license. Vote 5-0-0.**

4. Approval of Minutes

A. February 11, 2016 – not available

B. February 25, 2016 - Ben Rines, Jr., asked that these minutes be rewritten.

C. March 1, 2016 - **Judy Colby moved to approve the minutes of March 1, 2016. Vote 5-0-0.**

5. Approval of Treasurer’s Warrants

**A. Judy Flanagan moved to approve the payroll warrants of March 4 and 11, 2016. Vote 5-0-0.**

**B. Judy Colby moved to approve the accounts payable warrants of March 8 and 15, 2016. Vote 5-0-0.**

6. Assessors’ Business

A. Abatements:

1. Christopher Morrison, Map R01, Lot 44 ($0): Mr. Morrison had requested an abatement in real estate valuation of $41,300. He owns two lots which were assessed separately. He was informed that if the lots were combined the assessment would be less; however, Mr. Morrison does not want to join the lots under one deed. Ellery Bane, the Assessors’ Agent, did not recommend the abatement. There was discussion regarding a merger form used to combine the two lots, which Mr. Morrison refused to sign, and the policy regarding adjoining lots being assessed as one lot. Bane said that in other towns, adjoining properties could be assessed as one lot without combining deeds; however, the Wiscasset selectmen had in the past decided against that policy and that was the reason for his recommendation against the abatement. He has sent the form to several other taxpayers; however, none has been returned. After a lengthy discussion, there was a consensus that the assessor should have the ability to assess adjoining lots as one lot and a policy to that effect should be made**. Ben Rines, Jr., moved to grant the abatement in the value of $41,300 for Map 01, Lot 44. Vote 5-0-0.** There was a consensus that the basis of the current policy be researched and the use of the form be suspended until a decision on continuing the policy was made.

 2. Charlotte M. Charest, Map R02, Lot 36B ($564.44): Ellery Bane recommended an adjustment be made because the building was assessed in error at 100% with no depreciation and because the homestead exemption was removed in error. He recommended an adjustment be made and an abatement of $567.44. **Ben Rines, Jr., moved to grant the abatement to Charlotte Charest in the amount of $564,44. Vote 5-0-0.**

 3. Douglas K Fitts, Map 05, Lot 126 ($1,239.84): Ellery Bane said Mr. Fitts was unable to attend this meeting. He said the 60-day period for the abatement would expire on March 18 but that deadline could be extended by mutual agreement, and he asked the board to consider extending the date to the next meeting. There was a consensus to postpone the hearing until April 5, 2016.

7. Special Presentations or Awards

Ben Rines, Jr., introduced the new EMS Director, Toby Martin. Martin said he officially starts as EMS Director on April 4 and that he looked forward to working for the Town.

8. Appointments

A. Stephen Graffam, Wiscasset Conservation Commission

B. Appointment of Election Clerks: Attached

**Jeff Slack moved to approve the above appointments. Vote 5-0-0.**

Judy Flanagan said there were quite a few committee members that had not filled out a renewal application, which should be addressed. Reminder notices have been sent.

9. Resignations

A. Police Chief Troy Cline: **Judy Flanagan moved to accept with deep regret the resignation of Troy Cline.** She thanked him for his service to the community and wished him safety and happiness. Judy Colby thanked him for his commitment to children and the town. Cline thanked the board for the opportunity to serve the town. **Vote 5-0-0.**

B. School Resource Officer, Thomas Hoepner: **Ben Rines, Jr., moved to accept the resignation of Thomas Hoepner. Vote 5-0-0.**

10. Public Comment

Steve Christianson, Public Works, had found and brought to the meeting a plaque dated April 4, 1938 from the Pemaquid Daughters of the American Revolution giving permission to plant a tree in honor of the sesquicentennial. It was given to Charles Knight, who was elected selectman in 1938 at the age of 83, and who was to cooperate with the choice of a tree. Christianson said the plaque was originally on the common but had been found several years ago at the old town dump; he asked for suggestions for the disposition of the plaque.

Christianson said after research he had found that according to an 1813 deed the land around the powderhouse, with the exception of a 20-foot square on which the powderhouse sits, was not owned by the Town but the Town had a right of way for ingress and egress.

11. Unfinished Business

A. Wiscasset Community Center roof replacement recommendation: Marian Anderson said Wright-Pierce had recommended awarding the contract to Tecta America who had submitted a bid of $112,900 for the lower roof and $187,900 for the total project. Todd Souza said a letter would be drafted to Tecta America confirming that the bid would be awarded for the full project contingent upon the vote in June. Funds have been approved for the upper roof but Souza recommended waiting for the vote at Town Meeting and completing the work on the entire roof at the same time. A contingency of 7% is included in the contract. **David Cherry moved to direct Marian Anderson and Todd Souza to create a letter informing Tecta America that they were the lowest bidder and were awarded the bid for Roof A and Roof B dependent on funding in June. Vote 5-0-0.**

12. New Business

A. Review Liquor License Renewal Policy: Marian Anderson said a policy approved in 2010 by the selectmen gave the Town Clerk authority to renew liquor licenses without a public hearing. She asked if that policy should be continued or if the selectmen preferred to hold public hearings for liquor licenses, new or renewal. After discussion, **David Cherry moved to rescind the current Liquor License Renewal Policy adopted March 16, 2010 and replace it with a new policy to the effect that all liquor license applications and renewals come before the board. Vote 4-1-0.** (Colby opposed.)

B. Main Street Pier Permit Applications

 1. Nancy T. Jones, Ridgeback Pottery

 2. Two Bridges Regional Jail, Industries Program

Both applications had been approved by the Waterfront Committee. **Judy Flanagan moved to approve the applications of Nancy T. Jones and Two Bridges Regional Jail. Vote 5-0-0.**

C. Presentation of Warrant Articles: Ben Rines recommended eliminating the wording on the warrant indicating that a department generates revenue which offsets the appropriation, which he found misleading. After discussion, it was the consensus to discuss the matter in the budget process.

D. Town Report Dedication: Marian Anderson reminded the board members that a decision on the dedication was due by the middle of April.

13. Department Head or Committee Chair Report

A. Fire Department, Chief T. J. Merry - Use agreement between the Town of Wiscasset Department and the Lincoln County Fire Chief’s Association: The new agreement was not available and the matter was postponed to the next meeting.

B. Wiscasset Parks and Recreation Department, Todd Souza, Director - Discuss “special revenue” account for WPRD: Souza discussed with the board the possibility of creating a special revenue account which would provide budget relief, aid in capital project funding as well as provide the ability to create new revenue opportunities for his department. He said Brunswick had been using special revenue accounts for seven or eight years. He explained how the tax appropriation would be less using a special revenue account because profits from WPRD programs would go back into the department to be used for additional programs rather than appropriating funds for those additional programs. He gave several examples of the savings that would be generated by a special revenue account. There was a consensus to ask Souza to work up a budget using a special revenue account to see if adopting the concept would be viable.

14. Town Manager’s Report

Marian Anderson provided the board with a monthly financial report. She was asked to add percentages to the report.

She reported that Diane Hammond had been appointed Administrative Assistant for the Police Department.

In an update on solar energy, Anderson reported that Sun Dog Solar and ReVision Energy are still interested in preparing proposals for the town. She had met with a representative of Competitive Energy from Portland, a company that analyzes the PPAs to see if it is viable for the town to go solar.

The First Congregational Church has asked permission to hold Summerfest on the common on July 23 from 10 to 4**. Ben Rines, Jr., moved to grant the Congregational Church the right to use the common for its annual Summerfest. Vote 5-0-0.**

Advertisements for the police chief position have been posted in numerous places; applications will be due by April 1 and will be given to the Tidewater Group for background checks. Anderson hopes to have the position filled by June 6.

Because the support staff contract had been ratified by the staff, **Judy Flanagan** **moved to sign the support staff contract. Vote 4-0-1 (Rines abstained).**

Todd Souza said that the MDOT video had been posted on the rec center’s site and had 20,000 hits and 14,000 views. He said after seeing the video, several people had asked him to see if the town would consider restrooms on the west side of Route 1. After discussion, it was decided that the board would meet with MDOT after the April open house.

Judy Flanagan asked that email accounts be set up for the selectmen.

At 8:40 p.m**., Ben Rines moved to enter executive session pursuant to MRSA Chapter 1, Section 405 (6)(D). Vote 5-0-0.** The board exited executive session at 9:19 on motion of David Cherry**. Vote 5-0-0. David Cherry moved to accept the offer from Peregrine Consulting, David Stapp, in the amount of $200,000 for 23 and 27 South Point Drive, Lots 11, 12, 13, 14, 15, and 16 as depicted on the Mason Station parcel map, to close May 16, 2016. Vote 5-0-0.**

15. Adjournment

**Ben Rines, Jr., moved to adjourn the meeting at 9:20 p.m. Vote 5-0-0.**