

WISCASSET BOARD OF SELECTMEN,  
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR  
MAY 17, 2016

Preliminary Minutes

Tape Recorded Meeting

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

1. Call to Order

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

2. Pledge of Allegiance

**Ben Rines, Jr., moved to take item 7 out of order. Vote 5-0-0.**

7. Special Presentations or Awards

A. Town Report Dedication: The Town Report was dedicated to John and Gert Blagdon, founding members of the Wiscasset Ambulance Service. Ben Rines, Jr. presented the Blagdons with a copy of the report and thanked them for their service to the town.

3. Public Hearings

A. Annual Town Meeting Warrant: **Jeff Slack moved to enter the public hearing. Vote 5-0-0.** The chairman asked for comments on the warrant articles. There were no comments until Article 48; Kathy Martin Savage, President of Friends of Wiscasset Public Library, thanked the board for its support of the article to raise and appropriate \$62,500 for the library and urged the public's support.

Article 66: Marty Fox, Co-chairman of the Wiscasset Suncats, recommended alternate wording for the article which would require \$13,500 per year for six years for a solar energy installation (as opposed to the \$81,150 in the article) resulting in a \$280,000 savings over the life of the system.

Article 72 – non-binding opinion poll: Ted Talbert addressed the DOT traffic solution alternatives pointing out that the traffic problems existed for only two months of the year, eliminating parking on Main Street would be a disadvantage to elderly customers and off-season clientele and would have a definite negative impact on his store's ability to function. He added that traffic lights had been tried before and had not worked; slowing traffic from 55 mph to 25 mph will cause a traffic problem regardless of the on-street parking. In addition, Talbert said additional services would be required such as a parking-enforcement officer, and extra staff to take care of the landscaping, watering plants and removing snow and ice. He cited the problems and delays the DOT was encountering in improving the Route 27 intersection, a much smaller project. Paul and Sharon Mrozinski, Dennis Raleigh, Kelly Belanger, and other business owners echoed Mr. Talbert's concerns. It was pointed out that the business owners had not been consulted during the planning process and an option 4 was suggested which would address the business owners' recommendations.

Gerry Audibert, MDOT Project Manager, said the DOT was looking for the town's preference on two basic options – parking on Main Street or not. Everything else would be negotiable. He said the two

options were not designs, just concepts. Normally, a town would set up an advisory committee to work out details such as park benches, green space, etc. With Option 2 there are other things that could be discussed such as drop-off spots. He said the time was right both politically and economically and that the commissioner needs a decision. If Option 3 (do nothing) is selected, money planned for Wiscasset will be reprogrammed. Audibert had met with the Chamber of Commerce; however, not all business-owners were present. In response to questions, Audibert said the traffic lights were not negotiable as they would reduce the time and distance of pedestrian crossings.

**Judy Flanagan moved to close the public hearing. Vote 5-0-0.** There was a five-minute recess.

**B. Commercial Waste Hauler, Giles Rubbish, Inc.: Judy Colby moved to go into a public hearing. Vote 5-0-0.** Ron Lear, Transfer Station Manager, said there had been no problems with the applicant. **Judy Flanagan moved to adjourn the public hearing. Vote 5-0-0.** Jeff Slack moved to approve the Commercial Waste Hauler permit. **Vote 5-0-0.**

#### 4. Approval of Minutes

**A. Judy Flanagan moved to approve the minutes of April 27, 2016. Vote 5-0-0.**

**B. Judy Colby moved to approve the minutes of April 28, 2016. Vote 5-0-0.**

**C. David Cherry moved to approve the minutes of May 3, 2016. Vote 5-0-0.**

#### 5. Approval of Treasurer's Warrants

**A. David Cherry moved to approve the payroll warrants of May 7 and 14, 2016. Vote 5-0-0.**

**B. Judy Colby moved to approve the accounts payable warrants of May 10 and 17, 2016. Vote 5-0-0.**

#### 6. Assessors' Business

**A. Sign Ratio Declaration and Reimbursement Application: Jeff Slack moved to approve the Ratio Declaration and Reimbursement Application. Vote 5-0-0.**

**B. Review Lot Merger Forms-Discussion for future meeting: Judy Flanagan moved to continue to use the form originally made by Assessor Sue Varney. Vote 5-0-0.**

#### 8. Appointments

**A. Introduction of new Wiscasset Police Chief Jeffrey Lange: The new chief was introduced; the swearing-in ceremony will be held on May 23 at 6 p.m.**

#### 9. Resignations – none

#### 10. Public Comment

Todd Souza asked whether the board would consider a vote on Article 72 binding if it is not decisive. Ben Rines, Jr., said he hoped the vote would be decisive, but it would be up to the next board to make

the decision on which option to choose. Judy Flanagan said Option 2 would be in the best interests of the town.

Souza, as a department head, noted that the article allowing 3/12 of the current budget to be used in the event a budget item is not passed was not on the ballot. He cited the ambulance budget which is high and said if the article fails, there would be no funding to pay one person after the new fiscal year starts. Ben Rines, Jr., said the board would hold a meeting on June 15, the day after Town Meeting, and the next board would then act if any article failed. Souza asked that the 3/12 warrant article be on the following year's warrant, as without it, department heads are put in a difficult position in making budget decisions.

## 11. Unfinished Business

A. Montsweag Dam Natural Resource Inventory timeline update: Town Planner Ben Averill reported that the timeline should be received by the end of the week and an update would be available in June.

B. Discussion of Firefighters washing their personal vehicles: David Cherry said legal counsel and MMA had advised the board to not allow the washing of vehicles by firefighters because of liability issues which could not be waived. He said he admired and respected the firefighters, but did not think it appropriate for them to have a privilege that other town employees did not have. Jeff Slack said that the more firefighters who are at the station any at time would benefit the town if a fire were to occur. Kathy Martin-Savage said that Wiscasset is not the only town that allows washing of vehicles by the firefighters, that liability is not an issue because the Town is insured by MMA, and there are more important issues than washing vehicles; she suggested putting a non-binding article on the town warrant. Louis Savage agreed that it was ridiculous to not allow car washing, as it has been done for 40 years without a claim. Fire Chief T. J. Merry said he understood the question would be on the ballot. Ben Rines, Jr., said the Fire Department could have petitioned that the article be on the ballot. **Ben Rines, Jr., moved to approve the waiver given to the board by town counsel and with that waiver allow the firemen to wash their vehicles.** Judy Colby opposed because she did not want the town to be held liable in the event of an accident, and that the waiver was not considered adequate by either the MMA or the town attorney. The Town Manager said according MMA firefighters would be covered for injuries only if they were injured while on duty. **Vote 2-3-0** (Cherry, Colby and Flanagan opposed.)

C. Discussion of Main Yankee Nuclear Waste-Boston June 2, 2016 hearing, Patricia Aho, State Office Representative: Ben Rines, Jr. said at a special town meeting in November 2001 the townspeople passed the following resolution: We the citizens of Wiscasset, Maine, home to Maine Yankee Nuclear Power Plant, respectfully request that the United States of America take immediate possession of the remaining nuclear waste at the Maine Yankee site and remove it to a safe and secure location. **Rines moved that the board adopt that resolution as its policy regarding the nuclear waste at the Maine Yankee site. Vote 5-0-0. Rines moved that the board authorize the chairman of the selectmen to deliver that message to that committee when they meet on June 2 in Boston. Vote 5-0-0.** Patricia Aho, Gail Kezer and Pamela Trinward, representing Senator Collins, Senator King and Representative Chellie Pingree respectively, were present to support the town in its efforts to have the nuclear waste removed from Wiscasset. Aho said the Department of Energy has begun its consent-based siting process and is soliciting input from people across the country on the process for approval of a site. She distributed a booklet, Integrated Waste Management Consent-based Siting, put out by the DOE, and invited all interested parties to attend the meeting in Boston. Aho said that there is the possibility that a meeting with the DOE in Wiscasset may be possible the day following the meeting in Boston.

## 12. New Business

**A. Sign Special Town Meeting Warrant for School Budget Validation meeting May 25: Ben Rines, Jr., moved to sign the school warrant.** Superintendent Heather Wilmot said the Budget Committee voted in favor of all articles on the school warrant and the overall budget increase is 6.32%. **Vote 4-0-1** (Colby abstained).

**B. Catering Permits: Jeff Slack moved to approve catering permits for the Fish wedding, Allen wedding, Thomas wedding, Walder wedding, Kingman wedding, and Tobin wedding, all to be held at Marianmade Farm.** In response to Constance Schumann's concern regarding traffic or drinking at these occasions, Marian Anderson said that there were no problems the previous year and the police would address problems if they arose. **Vote 5-0-0.**

**C. Hazard-Mitigation Plan Resolution:** Marian Anderson said that Tod Hartung, Lincoln County EMA Director, requested the board sign the resolution, the final step in a year-long process. The plan benefits individual towns, making them eligible for federal support if a disaster is declared. **Jeff Slack moved to adopt the resolution. Vote 5-0-0.**

**D. Monthly Financials:** The H.M. Payson Statement of Accounts and the Year-to-date Town expense Summary were available to the board. Rines noted that four accounts exceeded 100% of budget. Anderson said the EMS will be over budget due to salaries. The department heads whose budgets are over or close to 100% will be available for a discussion at the next meeting.

## 13. Department Head or Committee Chair Reports

**A. Shari Fredette, Over-expended budgets:** Her letter was distributed to the board.

**B. Stan Waltz, CEO, Notice of Violation, Map R01, Lot 012-A:** Judy Flanagan noted that the person in violation could appeal the notice of violation to the Appeals Board; however, there are currently no appointed members on the Appeals Board. Anderson said the property-owner and the CEO had been in contact and it was expected that the issue would be resolved.

**C. Tire Disposal Fee increase, Transfer Station Superintendent Ron Lear:** Lear asked that tire disposal fee be raised from \$1 to \$2 effective July 1. Lear said the fees for Alna and Westport will be increased from \$.75 to \$1. **Jeff Slack moved to accept the increase to \$2.00. Vote 5-0-0.**

**D. Wiscasset Police Department cruiser update:** Chief Lange reported that the town had received a check for \$9,000 from MMA that will go toward the purchase of a 2016 Dodge Charger, which should be available in five or six weeks. The cost of the Charger is \$25,000 not including set up. In the meantime, the chief asked permission to purchase from Paris, Maine a 2008 Crown Victoria with 150,000 miles for \$1,000. The vehicle would be transportation for SRO and would be used for administrative and training purposes. Anderson said use of the Crown Victoria would keep mileage down on the other vehicles and a decision on the future use of the 2008 vehicle could be made by the new board. Airport Manager Frank Costa said that the airport did not have a vehicle at the present time and could use the Crown Victoria when the new cruiser arrives. **Judy Flanagan moved to purchase the old cruiser from Paris for \$1,000, the money to be taken from contingency. Vote 4-1-0** (Slack opposed).

#### 14. Town Manager's Report

Marian Anderson asked and received permission to close the business office for motor vehicle licensing training on July 12.

Anderson said the town has a free one-year subscription to an online service for fire permits. Permits will still be available at the office. The cost of the subscription in following years will be \$700.

**B. June meeting date changed: Ben Rines, Jr., moved that the last regularly scheduled meeting of the current board will be held on May 31 at 6 p.m. and an organization meeting will be held on Thursday, June 16, at 5 p.m. Vote 5-0-0.**

Anderson reported that the crosswalk striping was finished and the EMS 40<sup>th</sup> year celebration is May 31, from 10 to 1 p.m.

**Ben Rines, Jr. moved to consent taking \$3,000 from the French Haggett scholarship fund for scholarships. Vote 5-0-0.**

Judy Colby said it was awesome to see people using the crosswalks and lights at the grand opening of the baseball season.

Judy Flanagan asked that the shellfish license fees be on the next agenda.

Ben Rines, Jr., reminded the public that copies of the Town Report were available at the town office, community center and transfer station.

#### 15 Adjournment

**Judy Colby moved to adjourn the meeting at 8:50 p.m. Vote 5-0-0.**

Town of Wiscasset  
Board/Committee Membership Application

Full Name: Nancy R. Wyman

Street Address: 103 Rumberill Rd

Mailing Address: Wiscasset Home Phone: None

Town of Legal Residence: Wiscasset

Work Phone: 882 7707 Cell Phone: 3801802 E-mail: nwyman@wiscasset  
Schools.or

I wish to be considered for the appointment to the: OR  
Wiscasset Community Center Scholarship Board of trustees awyman56483@  
roadrunner.com

Full member:  Reappointment:  Alternate member:

Do you currently serve or have you ever served on any Town Board? NO

If yes, please state which Board or Committee/term exp. \_\_\_\_\_

List civic organizations to which you belong now: Beta Sigma Phi / Women's Charitable Society

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Volunteer countless hours for town

Signature: Nancy Wyman Date: 5/19/16

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at [clerk@wiscasset.org](mailto:clerk@wiscasset.org)

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For Office Use:

Date received: 5/19/2016 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_

12a.

**Kathleen Onorato**

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**From:** McCabe, Craig C <Craig.C.McCabe@Maine.Gov>  
**Sent:** Monday, May 23, 2016 11:11 AM  
**To:** Kathleen Onorato  
**Subject:** RE: Little Island Bistro

Hello Kathleen, the State of Maine cannot approve any outside area without permission from the town first. I told Tony that I needed 3 things from him. First was a letter of request from him stating that he wanted a permanent extension of premise for alcohol consumption in an outside patio. The second thing was a letter from the town approving alcohol consumption in the outside patio as a permanent extension of premise. The third thing was a diagram showing where and how the patio would be controlled by fencing or rope and stanchion. There is no set wording on your letter. It just needs to show that you have approved the area for alcohol consumption and any restrictions the town wants to apply to the area.

Let me know if you have any questions

Thank you,

Craig

287-4494

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**From:** Kathleen Onorato [<mailto:admin@wiscasset.org>]

**Sent:** Friday, May 20, 2016 12:16 PM

**To:** McCabe, Craig C

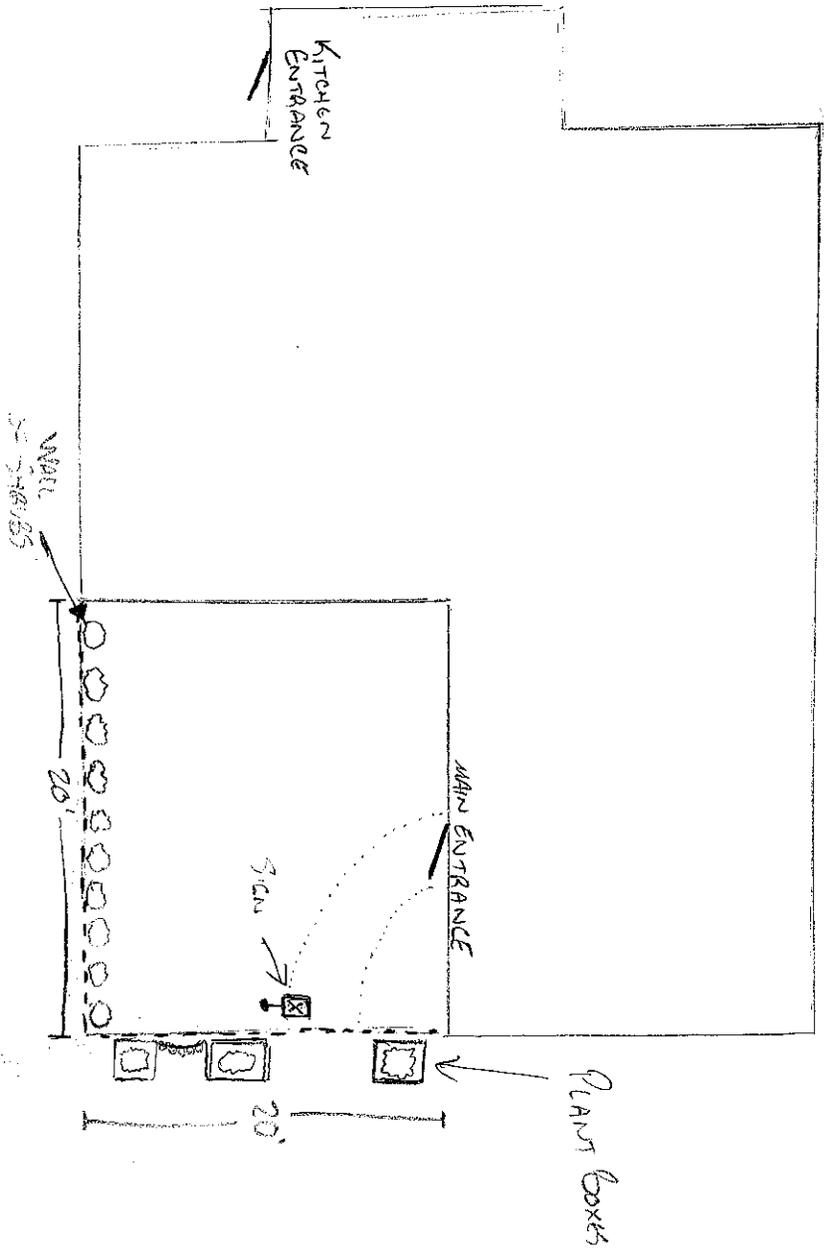
**Cc:** [tony@littlevillagebistro.com](mailto:tony@littlevillagebistro.com)

**Subject:** Little Island Bistro

Mr. McCabe, Tony Bickford, owner of Little Village Bistro in Wiscasset, has contacted us regarding an expansion of his approved liquor license to include his outdoor seating plans. He informed us that he has been in contacted with you regarding this expansion. It is my understanding you indicated to him he needs the Wiscasset Board of Selectmen to grant approval for this expansion and that a letter acknowledging this approval would be required. I have been tasked with drafting a letter for the Board of Selectmen to sign, please let me know what information needs to be included.

Kathleen Onorato  
Administrative Assistant  
Town of Wiscasset  
207-882-8200 Ext. 103  
[admin@wiscasset.org](mailto:admin@wiscasset.org)

2002 11 20



GARDINER RD

Board mtg  
5/31/16

Little Village Bistrot  
65 Gardiner Rd  
Map 04 Lot 23

PARKING

JOHNNY'S AUTO ↓

Maine Bureau of Alcoholic Beverages and Lottery Operations

C/O Craig McCabe

8 State House Station

Augusta ME 04333-008

COPY

23<sup>rd</sup> May 2016

Dear Mr. Craig McCabe

This letter is the formal request for the permanent extension of premise for alcohol consumption to include a newly added outdoor seating area. The area will be approximately 400 sq feet, and will be blocked off with a combination of closely planted shrubs, large planter boxes and ropes. There will be no more than 25 added seats. The entrance to the building will be on the outside of the patio (patrons will walk through the patio to enter the building) so a sign at that point will direct diners to keep any alcohol confined to the enclosed area. Our menu and hours of operation will remain the same for outside diners. The anticipated opening, following your inspection for approval, should take place after the week of June 7<sup>th</sup>, 2016. Thank you for your time and assistance with this addition.

Sincerely,

Tony Bickford

Little Village Bistro

2016

# Department of Public Safety Division

# Liquor Licensing & Inspection



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES 4-13-2016

*e-mailed paper to run Ad. 2/11/16*

INDICATE TYPE OF PRIVILEGE:  MALT  SPIRITUOUS  VINOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV)
- HOTEL-OPTINONAL FOOD (Class I-A)
- CLASS A LOUNGE (Class X)
- CLUB (Class V)
- TAVERN (Class IV)
- RESTAURANT/LOUNGE (Class XI)
- HOTEL (Class I,II,III,IV)
- CLUB-ON PREMISE CATERING (Class I)
- GOLF CLUB (Class I,II,III,IV)
- OTHER: \_\_\_\_\_

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

*2/11/16 circulate to departments for sign off*

1. APPLICANT(S) - (Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Tony Bickford</u> DOB: <u>8-23-83</u>		2. Business Name (D/B/A) <u>LITTLE VILLAGE BISTRO</u>	
DOB:			
DOB:		Location (Street Address) <u>65 GARDINER RD</u>	
City/Town <u>WISCASSET</u>		State <u>ME</u>	
Zip Code <u>04578</u>		Zip Code <u>04578</u>	
Mailing Address <u>65 GARDINER RD</u>			
City/Town <u>WISCASSET</u>	State <u>ME</u>	City/Town <u>WISCASSET</u>	State <u>ME</u>
Zip Code <u>04578</u>	Zip Code <u>04578</u>	Zip Code <u>04578</u>	Zip Code <u>04578</u>
Business Telephone Number <u>207 687 8232</u>		Fax Number	
Seller Certificate #			

Town of WISCASSET  
Receipt

*paid*

\*\*\* REPRINT \*\*\*  
02/11/16 11:09 AM ID:LEP #6118-1  
TYPE: REF: AMOUNT  
ADM. CLERK  
ADVERTISING FEE  
MISCELLANEOUS 40.00  
ADM. CLERK  
LIQUOR LIC. FEE  
MISCELLANEOUS 10.00  
Total: 50.00\*  
Paid By: LITTLE VILLAGE BISTRO  
Remaining Balance: 0.00  
Check : 50.00  
1409 - 50.00

number of rooms available for transient guests: \_\_\_\_\_  
 period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 332K LIQUOR \$ 128K  
 liability company or limited partnership? YES  NO

ire, If YES  
 nment on the licensed premises? YES  NO   
 e name: Tony Bickford  
 ownership, indicate starting date: \_\_\_\_\_  
 Business hours: 4:30-9  
65 GARDINER RD WISCASSET ME 04578

10. Is/are applicants(s) citizens of the United States? YES  NO



# Town of Wiscasset Office of the Selectmen

51 Bath Road  
Wiscasset, ME 04578  
Benjamin L. Rines, Jr. Chairman  
Judy S. Flanagan, Vice Chairman  
Jefferson A. Slack  
William David Cherry  
Judith R. Colby

May 31, 2016

Craig McCabe  
Maine Bureau of Alcoholic Beverages and Lottery Operations  
8 State House Station  
Augusta, ME 04333-008

Dear Mr. McCabe:

The Wiscasset Board of Selectmen has granted approval for the expansion of the liquor license for Tony Bickford to include an outdoor seating area at Little Village Bistro located at 65 Gardiner Road.

According to the plans submitted by Mr. Bickford, the new outdoor seating area is to be approximately 400 square feet with no more than 25 additional seats. The seating area will be blocked off with a combination of planted shrubs, large planter boxes and ropes. A sign will direct patrons to keep any alcoholic beverages confined to the enclosed area. The current operation hours of Tuesday-Saturday 4:30 to 9 p.m. will remain the same for the outdoor dining area.

\_\_\_\_\_  
Benjamin L. Rines, Jr., Chairman

\_\_\_\_\_  
William David Cherry

\_\_\_\_\_  
Judy S. Flanagan, Vice-Chairman

\_\_\_\_\_  
Judith R. Colby

\_\_\_\_\_  
Jefferson A. Slack

# MEETING NOTICE

## Maine Yankee Nuclear Waste Storage

The Department of Energy (DOE) is in the early stages of developing a consent-based process for siting the facilities needed to store and dispose of the nation's spent nuclear fuel and high-level radioactive waste. Representatives from the Department of Energy will be in Wiscasset to discuss the current status of the process on:

**Friday, June 3, 2016  
11 a.m. to 1 p.m.**

**Wiscasset Community Center  
242 Gardiner Road, Wiscasset**

The DOE will be represented by Andy Griffith, Associate Deputy Assistant Secretary for Fuel Cycle Technologies and Melissa Bates, Acting Team Leader, Nuclear Fuels Storage and Transportation Planning Project.

Congressional representation from the offices of Senator Collins, Senator King, and Congresswoman Pingree in addition to state and local officials, citizens and the DOE will engage in a conversation regarding the Maine Yankee Nuclear Power Plant's nuclear waste.

Item 12 b



Item 12c

**State of Maine**  
**Bureau of Alcoholic Beverages and Lottery Operations**  
**Division of Liquor Licensing and Enforcement**

**Application for License for Incorporated Civic Organization**

**\$50.00 Fee / \$10.00 Filing Fee - Check Payable: Treasurer State of Maine**

1. (a) Full Name of Applicant: Lincoln County Historical Association  
(Corporate Name)
- (b) Corporate Address: PO Box 61, Wiscasset, Maine 04578  
Street Address City/Town State Zip Code
- (c) Authorized Corporate Office: PO Box 61, Wiscasset, Maine 04578
- (d) Address: 133 Federal Street, Wiscasset, Maine 04578  
Street Address Town/City State Zip Code
- (e) Telephone Number: 207-882-6817 Fax: \_\_\_\_\_  
882-4393 Ed Kavangh

**INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS**

2. (a) Title and Purpose of Event: Kermess at the Foye-Sortwell Farm, a fundraiser
- (b) Date of Event: Sunday, July 24 Time: From: 5:00 PM AM/PM To: 8:00 PM AM/PM
- (c)  Inside  Outside Event (If **Outside**, attach diagram of area)
- (d) Location of Event: 104 Churchill Street, Wiscasset 04578
- (e) Number of Persons Attending: 100-125
- (f) Name and Address of Sponsor: Lincoln County Historical Association  
Address: PO Box 61 Town/City: Wiscasset State: ME
- (g) Name and Address of Caterer: all volunteers  
Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_
- (If other than licensee): \_\_\_\_\_
- (If food is to be served): \_\_\_\_\_
- (h) Type of building to be occupied: outside. In case of rain, event will be in the barn

## **PUBLIC NOTICE – TOWN OF WISCASSET**

The Town of Wiscasset, Maine as required by M.S.R.A. Title 12, Section 6671, at least 10 days prior to the issuance of any shellfish license, and must publish the number and type of licenses to be sold. The following numbers and types of shellfish licenses will be available from the Town Clerk on Thursday, June 2, 2016.

- 12 Resident Commercial @ \$150.00
- 2 Non-Resident Commercial @ \$300.00
- 30 Resident Recreational @ \$15.00
- 3 Non-Resident Recreational @ \$30.00

On Tuesday, May 31, 2016 all commercial diggers who held a 2015 commercial license before September 1<sup>st</sup> and who have met the requirements of the Wiscasset Shellfish Ordinance Article X, section 6 become eligible to purchase their licenses. All commercial license holders shall purchase their licenses within 14 business days following June 2<sup>nd</sup>. Any license not purchased in that time period will be made available by lottery drawing.

### **LICENSES BY LOTTERY**

The deadline for applications is Tuesday, June 21, 2016 at 4:00 p.m. On Wednesday, June 22, 2015 at 12:00 p.m. the names of those who have previously completed their required application and 12 hours of conservation work will be placed in a lottery and drawn for the available remaining licenses. Those whose names are selected will be notified in writing by the Town Clerk. Proof of residency (as defined in the ordinance) will be requested for all shellfish licenses.

Contact the Town Clerk with any questions at 207-882-8200 x104.

**Marian Anderson**

Item 12e

**To:** admin@wiscasset.org  
**Cc:** townplanner@wiscasset.org  
**Subject:** Selectmen's agenda 5/31/2016

Kathy,

Paul & Sharon Mrozinski are requesting that the downtown business folks be able to meet with the BOS. Please add this request to the agenda to be reviewed with Ben

They will be away the week of June 6<sup>th</sup> and would like the meeting before if possible

*Marian L. Anderson, Town Manager*

Town of Wiscasset  
51 Bath Road  
Wiscasset, Maine 04578-4108  
207-882-8200 x 108

Item 13a.

# Town of Wiscasset, Maine

**Wiscasset Ambulance Service**

**51 Bath Road**

**Wiscasset, Maine 04578**

**Office 207- 882-8204**

**Reference: Wiscasset Ambulance Service Subscription Program**

**You may not be aware that Wiscasset Ambulance Service offers a subscription plan that could save you, as an individual or a business, potentially hundreds of dollars if you were ever to be transported by Wiscasset Ambulance. We now offer a subscription plan to all Wiscasset residents.**

**For an annual fee you, your family, or your business would not be billed by Wiscasset Ambulance for the co-pay or charges your insurance does not cover for Emergency Medical Services. If you have no insurance at all, the entire bill would be paid.**

**Whether you are in good health or poor health, have insurance or not, the once - a - year- subscription fee will pay for itself if you have to use Wiscasset Ambulance Service.**

**The subscription plan is renewable at the beginning of each year, and enrollment can happen during any part of the calendar year. All funds by this plan stay within Wiscasset Ambulance Service and will not be used for any other purpose. We ask that you consider this plan. We would like to help save you money if you have to be transported to the hospital by Wiscasset Ambulance.**

**If you have any question please contact EMS Director Martin at Wiscasset Ambulance @ 882-8204**

**If interested please fill out the application and send check to:**

**Town of Wiscasset**

**51 Bath Road**

**Wiscasset, Maine 04578**

## WHAT IS THE.....

### Wiscasset Ambulance EMS Subscription Program?

FAQ.....

**The Wiscasset Ambulance EMS subscription program is voluntary. For Subscribers, the program provides pre-hospital emergency care at no additional cost to you or to permanent occupants of your home other than the annual subscription fee.**

**1. Who is eligible?**

All residents and businesses in the Town of Wiscasset

**2. What does the program fee cover?**

The subscription service covers one way, emergency transportation by Wiscasset Ambulance to one of the hospitals the ambulance routinely transports to. These include: MidCoast Hospital and Miles Memorial **(it will not cover routine transfers, transports by other ambulance services, outside hospitals not routine for Wiscasset Ambulance, or helicopter transports. Federal Law does not allow to write off insurance deductibles. We reserve the right to bill third party payers.)**

**3. Are visitors of occupant subscribers covered?**

No, only permanent occupants of the household. Household consists of the person named on the application and their spouse, as well as any dependent children to the age of 18. The age is increased to 26 for dependents in college.

**4. Will I be responsible for any charges if I become a subscriber?**

No, if you are a subscriber you will not be responsible for any fees aside from the annual subscription cost. There are no maximum number of ambulance transports during the period covered.

**(However, your insurance, Medicare, or Medicaid will be billed)**

**5. What if I subscribe but do not have medical insurance?**

If you subscribe and do not have medical insurance. You will not be charged, aside from the annual subscription cost. **(However, your yearly subscription must be current)**

**6. Will I be billed if I am a subscriber?**

In the event you do receive a bill, and your subscription is current, please contact our billing office immediately at 207-892-0020. **You may also be billed in the event Wiscasset Ambulance is unable to respond and services are provided by a Mutual Aid ambulance service.**

**7. When does coverage begin and end?**

Subscription coverage begins July 1<sup>st</sup> of each year and ends June 30 of the following year, following the receipt of the application and payment. Following initial enrollment, all subscriptions must be renewed prior to July 1 to be in place for services rendered after July 1.

**8. Will the Ambulance still respond even if I do not subscribe?**

Absolutely. We respond to all emergency calls for assistance to the extent we are able to do so.

**9. If I decide not to join the subscription program, what are the normal charges for emergency medical services?**

Charges can range from \$300 to in excess of \$1,000 depending on services provided.

**10. Businesses Benefits:**

A Wiscasset Ambulance subscription is a low-cost employee benefit that provides coverage for emergencies that may occur during working hours and within our normal response area. Coverage is not extended if the employee seeks services outside of the ambulance's normal response area. Please contact Wiscasset Ambulance Service for specific enrollment requirements.

**11. Who meets the senior discount rate?**

Members over the age of sixty-two (62) are entitled to the senior rates.

**Wiscasset Subscription Agreement**

**Name:**

**Mailing:**

**Street Address:**

**Phone Number:**

**As a subscription member you will not be billed for emergency medical services that aren't covered by your insurance for Wiscasset Ambulance Service transports to the nearest hospital. This subscription agreement covers a full year from July 1<sup>st</sup> until June 30<sup>th</sup>.**

**Choose one:**

**\$ 25.00 Senior Citizen Plan (per person, ages 62 & over)**

**\$ 40.00 Senior Couple**

**\$ 50.00 Single Resident**

**\$ 100.00 Family Plan**

**\$ 250.00 Business Plan (please call for enrollment instructions)**

**Please fill out this enrollment form and return this with your check payable to the Town of Wiscasset. Upon receipt of your application, you will receive membership confirmation. If you desire more information about this plan, please call (207) 882-8204.**

**MEMORANDUM**



Item 13c

**December 10, 2015**

**To:** Marian Anderson  
Town Manager - Wiscasset  
**Fr:** Frank Costa - Airport Manager  
**Re:** **New Airport Prices & Fees**

Ms. Marian,

Attached, for your review, please find the new **Prices and Fees** list for approval by the Board of Selectmen.

If approved by the Board of Selectmen, this new list of Prices and Fees will supersede the previously approved list of 2013 and will take effect in January 2016.

The new Prices and Fees list was presented to the Airport Committee for their review in November 2015 via the Airport Committee Chairman Ken Boudin who then shared the list with the rest of the Committee Members for their input and drawing a concern from Committee Member Steve Williams whom uses one display case for the Seaplane Pilot Association merchandise while his wife Lisa Reece uses the second display case for the Maine Aeronautics Association merchandise at no charge by the airport. These display cases are located in the Airport Management office, the surface of the counters are glass and provide counter space for airport business.

Member Steve Williams reminds us that neither display case was bought by the Town of Wiscasset but is the residue of another Airport Fixed Base Operator going out of business many years ago and obtained for the use of the Wiscasset Airport by the then Airport Fixed Base Operators Mike and Ann.

Maine Aeronautics Association also uses a percentage of a large counter where additional merchandise is displayed as well as various items hanging on the management office wall.

Lisa Reece also owns a rolling rack used to hang merchandise; the rolling rack is located in the airport management office, in addition Maine Aeronautics Association also uses the airport management office to receive U.S. Postal Service mail.

Upon conversing with the previous airport manager, it is understood that the use of the airport management office for the benefit of Maine Aeronautics Association and Seaplane Pilots Association is not an obligation of the town but a kind gesture to both associations in recognition for the services provided to General Aviation.

It is airport personnel that sale and collects the payments during regular work days and then turns the revenue over to Steve and Lisa when they visit the airport.

Approval of the new Prices and Fees list as well as direction and input regarding the continued use of the airport management office by the listed organizations at no cost to them and the use of town paid airport personnel to continue to conduct these organizations business is very much appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read "FRANK", with a long horizontal line underneath it.

**MEMORANDUM**

**12/10/15**

To: Board of Selectmen  
 Via: Town Manager  
 Airport Advisory Committee  
 From: Airport Manager

The following are the proposed airport rates and fees, which would become effective on January 1, 2016. These will replace the fees established by the Board in 2013.

<b>Product/Service</b>	<b>Current Rate</b>	<b>Proposed Rate</b>	<b>Change</b>
After Hours FBO Service <sup>1</sup>	\$25.00/hour	\$30.00/hour	\$5.00/hour
Coffee (all hot beverages)	\$1.00	\$1.00	No change
Conference Room	\$50/day	\$50.00/day	no change
Display Rolling Rack for hangers	N/A (provided by user)	\$25.00/year- each	\$25.00/year-each
Display Case Rental (2 cases available)	N/A (owned by airport)	\$50/year-each	\$50/year-each
Fuel, 100LL (Full-Service)	\$1.25 + wholesale	\$1.50 + wholesale	\$0.25 increase
Fuel, 100LL (Self-Service) <sup>2</sup>	\$0.50 + wholesale	\$0.50 + wholesale	None
Fuel, Jet A w/Prist (Full-Service)	\$1.25 + wholesale	\$1.50 + wholesale	\$0.25 increase
Fuel, Jet A w/Prist (Self-service)	\$1.00 + wholesale	\$1.00 + wholesale	No change
Hangar Storage (Month, Heated)	\$300.00	\$350.00	\$50.00/month
Hangar Storage (Month, Unheated)	\$225.00	\$250.00	\$25.00/month
Hangar Storage (Overnight)	\$25.00	\$25.00	None
Land Lease (developed, no utilities)	\$0.20/s.f.	\$0.22/s.f.	\$0.02/s.f.
Land Lease (developed, w/utilities) <sup>3</sup>	\$0.25/s.f.	\$0.27/s.f.	\$0.02/s.f.
Land Lease (undeveloped)	\$0.05/s.f.	\$0.055/s.f.	\$0.05/s.f.
Office Space	\$0.84/sq.ft.	\$0.9473/sq.ft.	\$0.9473/sq.ft.
Oil (Quart)	\$1.00 + wholesale	\$1.00 + wholesale	No change
Ramp Fee (MGTOW > 6,000 lbs)	\$50.00	\$55.00	\$5.00/aircraft
Rental Cars	\$10.00 + dealer fee	\$10.00 + dealer fee	no change
Security Gate Card <sup>4</sup>	N/A	\$10.00	\$10.00
Tie Down (Month)	\$30.00	\$35.00	\$5.00/month
Tie Down (Overnight w/electric) <sup>5</sup>	N/A	\$15.00	\$15.00
Tie Down (Overnight) <sup>6</sup>	\$10.00	\$10.00	No change

<sup>1</sup> Minimum 1 hour

<sup>2</sup> \$0.10/gallon discount for fuel purchased with cash or check

<sup>3</sup> Water and/or Sewer

<sup>4</sup> Authorized personnel can opt to use system without card at no charge.

<sup>5</sup> Outlets along outside FBO wall

<sup>6</sup> First two night free with reasonable fuel purchase

**Town of Wiscasset**  
April 2016  
Monthly Reports





# Town of Wiscasset

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## AIRPORT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Frank Costa, Airport Oversight Manager  
**Re:** Airport Monthly Report  
**Date:** May 14, 2016

Activity at the airport picked up considerably in April. The reasonably nice weather resulted in 491 operations as reported by the Invisible Intelligence System (G.A.R.D.) and indicated by the subsequent fuel sales.

### 1. Fuel Sales

For the month of April 2016, 100LL Aviation Gasoline totaled 2,354 gallons while Jet-A accounted for 73 gallons.

### 2. Airport Budget

The Fiscal Year Budget has reached the 83.3% mark while the Airport Expense Summary indicates the Expense Budget at 66.99% (\$189,686.16) from a Budgeted \$283,175.00 while the Collected Revenue is at \$198,262.33 from a projected \$322,700.00 with two months left in the Fiscal Year (this revenue does not reflect the collected hangar property tax at the airport).

The Unexpended Budget reflects the Aviation Fuel purchase price per gallon fluctuation.

### 3. Special Events

- The Wiscasset Transfer Station Manager assisted the Airport by removing the excess used aircraft motor oil generated by the airport tenants and accumulated over a period of months. This used aviation motor oil will be used for heating purposes at the Transfer Station.
- The FAA Automated Weather Station at the Wiscasset Airport experienced some difficulties over a period of several days and was not able to report the complete weather conditions as usual until repaired in a combined effort by the FAA and FairPoint technicians.
- The Airport John Deere lawnmower experienced some mechanical difficulties that were corrected by the Town Works garage mechanic.
- After receiving several calls from various air carrier companies regarding the poor or no lighting around the Main Terminal Building while they were either picking-up or dropping-off passengers at the Wiscasset Airport after hours. This type of concern can result in a liability issue for the airport/town and upon reviewing the issue at night, it was presented to the Airport Committee for an opinion and the general consensus was that it would be of benefit to have the lighting corrected without creating much "light pollution". This issue will be presented to an electrician for correction as soon as possible.
- The computer and technology difficulties discovered at the airport main terminal office over a period of time were analyzed and corrected by Burgess Computer Co. The Wi-Fi signal was split to create a constant airport connection without the danger of being accessed by visiting individuals at the airport while using their personal equipment and causing airport computers from being "dropped" and disconnected. The Wi-Fi signal supports a separate "Guest" accessibility point without interfering with



# Town of Wiscasset

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## AIRPORT REPORT

the airport administrative needs. The new desktop computer will support the software necessary to run the daily activities and to generate documentation. New Office software was purchased and is registered to the airport.

The airport computer is now part of the daily back-up arrangement with Burgess, similar to the safeties used by Town Hall computers for the back-up of documents. This change has allowed the airport to reduce its monthly cost factor with Time Warner Cable for the high speed internet that will save more than 50% on the first year alone to help recover the cost for new computer and additional equipment when compared to previous cost.

Once we determine that the information and documents remaining in the laptop is no longer needed, the laptop will be cleaned and operating system re-installed to return the laptop to its original operating system. The laptop will be used for presentations or any other needs at the airport or for the benefit of the airport.

- The south auto-security gate at the airport was repaired by a Maine based company out of Portland at a considerable savings compared with previous cost of importing a technician from several states away. The gate was returned to its functionality and there is a good possibility that the same company can help the airport maintaining the other automatic gates.
- The QT System that provides dispensing capabilities to the Aviation Fuel System experienced some difficulties due to possible power failure. The system was re-activated with the assistance of the tech support at no cost since we had purchased a "service Agreement". The system has required tech support on several occasions to update the data collected daily and maintain digital fuel levels while using the "paper" system as a back-up.
- The airport received and installed a donated Multi-Purpose Canon Color Copy machine from previous airport manager Ervin Deck for the benefit of the airport.

Frank Costa  
Airport Manager



# Town of Wiscasset

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## EMS/EMA REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Toby Martin, EMS/EMA Director  
**Re:** April Monthly Report  
**Date:** May 25, 2016

### Run Data

City	# of Runs	% of Runs
Alna	4	7.14%
Dresden	1	1.79%
Edgecomb	9	16.07%
Westport (Town of)	4	7.14%
Wiscasset	36	64.29%
Woolwich	2	3.57%
Unknown	<u>0</u>	<u>0.00%</u>
Total	56	100.00 %

### Update:

1. Speedway- Coverage is going very well. The department has four members at each race and we have gotten a lot of comments about our presence.
2. EMS week went very well. Had over 60 kids attend with a total of about 250-300 people. Would like to thank the entire staff, vendors and committee members for the assistance.
3. Locks have been installed and the system works well.
4. Memo update to Manager Anderson and Selectmen (over drafted budget) Spending in June- Staffing, mandates that can't change, necessary medical supplies, and uniforms for staff are ordered and being sent to screen printers.
5. CLC has taken over Alna as of April 25, 2016. We do have an understanding about mutual aide, and Wiscasset will be utilized.
6. Call volume has picked up for the month of May. On the 25<sup>th</sup> we are at 70 calls and about 11 of them are double calls.
7. Would like to move forward with construction after the vote. Are the wishes to be an RFP?
8. June, we are submitting the grant to Stephen King for the plymovent that came back at \$58,000 for both departments.
9. Request to move forward with the EMS Subscription Plan.



# Town of Wiscasset

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## Wiscasset Police Department

To: Marian L. Anderson, Town Manager  
From: Jeffrey Lange, Chief of Police  
RE: Monthly Report  
Date: May 24, 2016

### Significant Events and Issues

Jeffrey Lange took command of the Wiscasset Police Department on May 16, 2016 as the Chief of Police and had the swearing in ceremony on May 23, 2016. During this time, Chief Lange has been analyzing how the police department has been operating and learning the Police reporting system of IMC.

### **Issues that have arrived since May 16, 2016-**

The police department is down two patrol vehicles due to two (2) separate non-fault accidents. These were the only two department owned vehicles and were the only means of responding to calls for service. Chief Lange offered to broker a deal with the Town of Wiscasset purchasing a 2008 Crown Victoria from the Town of Paris for a \$1,000. The Wiscasset Board of Selectmen approved this on May 17, 2016 after getting the verbal authority from the Town Manager in Paris and the Chief of Police. This decommissioned cruiser was utilized as an administrative police vehicle by the Paris Police Department and was no longer needed. The Paris Selectmen approved the sale on May 23, 2016.

The Lincoln County Sheriff's Office offered to loan a marked cruiser for the use of Patrol. A liability waiver was signed for this by Chief Lange and Chief Deputy Ken Mason on May 23, 2016. The Vehicle was returned on May 24, 2016.

The 2015 Cruiser is estimated to have over \$9,000 in damages and will take approximately 1.5 to 2 weeks to repair. All initial necessary forms for MMA have been submitted (First report of injury and for the equipment). MMA has assigned an adjuster to the case as of 5/25/16.

### Operations-

**Fatal Crash Update-** The husband of the elderly woman that had died at the scene of the fatal auto crash has undergone 2 surgeries and the PD has been informing them of the progress of the investigation. The other driver from MA, is still on a ventilator and is unable to be interviewed. The County S.O. is conducting the reconstruction and Officer Perry is the lead investigator.



# Town of Wiscasset

## Police Report

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Blood samples submitted to the State Lab for analysis. The wife of the driver from MA has been in touch with the PD and we are keeping her updated as well with any progress of the investigation.

The SRO has been fitting in seamlessly at the HS and is splitting his duties at both the HS and the elementary. Chief Lange has had a meeting with the Superintendent and she is very happy with the progress Officer Hatch is already making in the schools.



# Town of Wiscasset

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## PUBLIC WORKS DEPARTMENT

**To:** Marian L. Anderson, Town Manager  
**From:** Doug Fowler, Public Works Director  
**Re:** April Monthly Report  
**Date:** May 24, 2016

### **Operations:**

This month we continued our spring maintenance operations and actually commenced cutting the grass. Much like last year, we were again interrupted by one last snow event requiring us to head out a final time. Spring clean-up accounts for most of our time. However, we did spend some time on some other projects including replacing the dangerous, non-conforming ramp at the Main Street Pier with a small set of steps. We became aware that several visitors in the past had trouble negotiating the ramp.

We also began our roadside ditching program, and the back-hoe is performing well. At the beginning of each season we visit areas that have been hardest hit by run-off as well as we seek out areas that have been affected by the plow trucks (turn arounds and intersections mostly). Our priority this spring is to get Ready Point, Young's Point, Hemlock and Howard into shape in anticipation of new pavement.

The neighborhood of Young's Point is the prime candidate this year as the condition of the pavement is at the point where waiting any longer will equate into a much bigger price tag to rehabilitate it. I am meeting with a few pavement experts for their opinions on whether a chip-seal option is viable on this stretch or if we should go with a traditional shim and overlay. I'm leaning more toward an overlay.

### **Financials**

At 83.3% of the budget year, we have spent 81.55% overall. Last year at this time we were into the budget 87.39% and 90.86% in 2014. Monetarily we are running \$5,357.53 less than last year, but we owe much of this success to the mild winter. Expenses mostly responsible for the counterbalance of this windfall are retirement, insurance, and equipment repair.

In conclusion, operations are proceeding smoothly. Our new mechanic has settled in and has a firm grip on the Town's fleet and the crew as a whole continues to work well together as we make the transition into the summer season.



# Town of Wiscasset

## TRANSFER STATION

**To:** Marian L. Anderson, Town Manager  
**From:** Ron Lear, Transfer Station Superintendent  
**Re:** April Monthly Report  
**Date:** May 10, 2016

Below are the materials processed thru our facility during the month.

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	140.99	-\$59
Demo	33.27	-\$63
Single Stream	26.70	-\$5
Metal	22.92	+\$100
Computers	1916 lbs.	+\$ .15/lbs
Brush/Lumber	18	-\$35
Organics for Compost	1900 lbs.	0
Mixed Copper/Alum/Lead	0 lbs.	+\$ .45/lbs.
Shingles	0	-\$15
Sheetrock	0	-\$0
Cardboard	0	+\$90

We also recycled 22 bales of cardboard and 10 gaylords of E- Waste.

Below are the details of our revenue collections for the month.

Types	Revenues:
User Fees	\$3133.79
MRC Dividend	\$ 0
Metal (Light iron, batteries, mixed copper)	\$2275
Cardboard	\$ 0
Computers	\$ 58.23

### Operations:

On the 4<sup>th</sup> Webbers picked up 1 load of grey water. 7<sup>th</sup> Bob's tire picked up 345 tires. 12<sup>th</sup> CMP gave me an estimate of \$135,000 to run 3 phase power to the Station. 19<sup>th</sup> Dropped the Mack off at O'Connor's for a recall and picked up on the 20<sup>th</sup>. 22<sup>nd</sup> shipped 2 boxes of rechargeable batteries to Call 2 Recycle. 26<sup>th</sup> We had the Freon removed from 53 items. 28<sup>th</sup> We shipped 10 gaylords of E-Waste. 30<sup>th</sup> We held the 2<sup>nd</sup> annual HHW clean up day at Bath Public Works with 9 other towns. We had twice as many participants this year as last. Metal prices are up from \$70 a ton to \$100 a ton this month.

### Expenses & Revenues:

Expenses are at 79% and the Revenues are at 85.69%



# Town of Wiscasset

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## TOWN TREASURER REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Shari Fredette, Town Treasurer  
**Re:** Monthly Report  
**Date:** May 17, 2016

### **Finances:**

In the month of April the town collected a total of \$2,567,761.16 in Real estate taxes and \$23,358.91 in personal property taxes.

941 Federal and State Quarterly reports were filed for the First Quarter of 2016.

We did access the TAN in April for Cash Flow in the amount of \$500,000 so the available TAN balance is \$372,464.88.

**Credit card:** Receipts for April were \$25,014.68.

The Finance Department as of April 30th has spent percent 80.75% of its budget; we are 83% through our current fiscal year. YTD Finance has underspent by 2.25%.

### **School Expenses:**

The Town of Wiscasset processed checks for \$429,178, \$10,081.25 lunch service and \$50,000 for the 14-15 FY retro pay. The School Revenue was \$167,906.11, and was comprised of The State Subsidy, Lunch Subsidies, School lunch, Title IIA, RSU 2 Tuition and Town Fuel and Misc. The Total School Revenue including the Town Transfers was \$657,165.36. The Total School Expense for April was \$928,273.44. I caught up on The School Dept. Adjusting Journal Entries this month. I posted approximately 150 journal entries to reflect the school transactions on the town of Wiscasset books.

### **Training:**

Ellin and Shari attended Labor and Employment Law training on April 27th. This class covered current developments in labor and employment law, labor relations update, wage and hour issues and Serious Employee Misconduct: Prevention, detection and Action.

Shari attended training put on by Maine Local Government Human Resources Association April 28. This was a review of Wellness Program concepts, components, trends and concerns for Municipalities. The class reviewed the Wellness Works Health Education Programs that MMEHT offer Municipal Employees. "See attached MMEHT Wellness Works Program Sheet".



# Town of Wiscasset

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## **Human Resources:**

HR has been very busy with new hire paperwork in April.

The Town had two work related injury reports to MMA Risk Management or OSHA in April.

Please contact Shari Fredette @ 207-882-8200 Ext. 107 or [treasurer@wiscasset.org](mailto:treasurer@wiscasset.org) if you have any questions.

## **MMEHT WELLNESS WORKS PROGRAM**

*Wellness Works*, the Health Education and Promotion Program of the Maine Municipal Employees Health Trust, works to improve the lifestyle status of employees and their families. We develop and provide quality health education and wellness programs for the benefit of Health Trust Participants. The Health Trust is dedicated to making your municipality a healthier place to live and work. The impact of healthy lifestyle changes can result in improved employee morale and quality of life, and reduced absenteeism in the workplace.

This goal is achieved by promoting education, prevention and screening programs at individual work-sites. Wellness Works staff is available to assist in identifying the specific health issues of employees. Health education programs can then be provided for the particular areas identified. The following services are available to employees covered under the Health Trust health plan.

**Wellness Incentive Grants:** Health Trust groups that provide ongoing wellness education to employees are eligible to receive grant money to help fund Wellness Programs. *Wellness Works* staff will collaborate with employer-sponsored wellness committees to design a series of programs to encourage employees to take a more active role in their personal health. Funding for wellness programs is available up annual maximum of \$40 per Health Trust health insurance covered employee.

**Blood Pressure/Cholesterol Screenings (Health Trust participants only):** Everyone should know their blood pressure and cholesterol numbers, just like they know their birthdates! We know that these numbers are great predictors of overall health and wellness. *Wellness Works* will send technicians to your worksite to provide employees with free blood pressure and cholesterol screenings. Following the screenings, our staff will conduct a "Know Your Numbers" class to discuss the results.

**Fitness Assessments (all employees):** *Wellness Works* staff will conduct fitness assessments at your worksites to provide employees with a baseline of their physical fitness. Flexibility, grip strength, cardiovascular endurance, and body composition will be determined. Our staff can also



# Town of Wiscasset

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assist in helping employees set goals for fitness and identify ways to improve their overall physical health

**Anthem Employee Assistance Program (Available to all employees):** This is a Trust-sponsored program available to all Health Trust health insurance participants and their household members at no cost. Services may be accessed via phone or web for many issues/topics and is completely confidential. Program includes free data breach coverage and elder care assistance and much more.

**Health Education Programs:** On-site education programs are provided for Health Trust participants. Programs include classes on topics such as: nutrition, exercise, mental health, medical self-care, heart health, diabetes gardening and more.

**Employee Incentive Program:** Employees covered under one of the Health Trust's health insurance plans can take advantage of the Employee Incentive Program which is designed to increase employees' awareness of the benefits of regular physical activity, as well as the benefits of adopting healthy lifestyle behaviors. Earn a Fitbit!

**Newsletters:** Employees and retirees covered by the Health Trust are mailed a quarterly newsletter full of information on current health topics and benefit updates. The *Wellness Works* staff also provides a monthly bulletin to wellness coordinators, which is a resource for sharing new ideas and wellness activities.

*Wellness Works* is the Health Education and Promotion Program of the Maine Municipal Employees Health Trust. Call us at 1-800-452-8786.



# Town of Wiscasset

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## WASTE WATER TREATMENT PLANT

**To:** Marian L. Anderson, Town Manager  
**From:** William Rines, Waste Water Treatment Plant Superintendent  
**Re:** April Monthly Report  
**Date:** May 10, 2016

For the month of April average flows were 263,000 gallons per day putting us at 43 % of our licensed flow. We recorded 2.7 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

### **Operations:**

Getting prepared for spring cleaning of the pump stations and plant also preparing for the upcoming chlorination season.

We had a long time town employee Tony Colby give his resignation he will be missed and we wish him well in his upcoming quest.

I had asked for a change to our license and we have been given DEP permission for reducing two of our tests from twice a week down to once a week. This will be a savings to our budget.

### **Training:**

Working on our MSDS/SDS manual which needs updating by June 1, 2016

### **Financials:**

We received \$33,746.81 in user fees for the month and are at 85% of the anticipated revenues for the year. Expenses are at 72% we are 83% into the year.

William Rines

13e.

Dept	Account	2015-2016 Approved Budget	2015-2016 YTD 04/30/16	Balance	% spent of 2015- 2016 budget
25-01	ADMINISTRATION	\$ 168,295	\$ 163,025	\$ 5,270	96.9%
72-01	AIRPORT	\$ 283,175	\$ 203,042	\$ 80,133	71.7%
27-09	ANIMAL CONTROL	\$ 10,390	\$ 5,075	\$ 5,315	48.8%
25-05	ASSESSING	\$ 6,490	\$ 195	\$ 6,295	3.0%
25-32	BOARDS & COMMITTEES	\$ 1,611	\$ 375	\$ 1,236	23.3%
53-14	CAPITAL IMPROVEMENT	\$ 461,251	\$ 378,073	\$ 83,178	82.0%
25-31	CELEBRATIONS	\$ 14,500	\$ 11,747	\$ 2,753	81.0%
31-11	CEMETERIES	\$ 83,322	\$ 41,456	\$ 41,866	49.8%
25-33	CODE ENFORCEMENT	\$ 48,032	\$ 41,755	\$ 6,277	86.9%
45-15	COMMUNITY ORG/WP LIBRARY	\$ 68,950	\$ 68,950	\$ -	100.0%
25-11	CONTIGENCY	\$ 62,071	\$ 50,415	\$ 11,656	81.2%
25-30	CONTRACTUAL SERVICES	\$ 106,660	\$ 132,154	\$ (25,494)	123.9%
14-99	COUNTY TAX	\$ 529,762	\$ 547,354	\$ (17,592)	103.3%
25-08	ELECTIONS	\$ 15,900	\$ 4,384	\$ 11,516	27.6%
78-01	EMS	\$ 286,288	\$ 291,833	\$ (5,545)	101.9%
25-06	FINANCE	\$ 200,475	\$ 176,598	\$ 23,877	88.1%
27-02	FIRE	\$ 109,636	\$ 110,392	\$ (756)	100.7%
25-34	GENERAL ASSISTANCE	\$ 20,510	\$ 10,871	\$ 9,639	53.0%
25-12	MUNICIPAL BUILDING	\$ 60,155	\$ 48,791	\$ 11,364	81.1%
25-35	MUNICIPAL INSURANCE	\$ 100,938	\$ 50,250	\$ 50,688	49.8%
25-02	OFFICE OF SELECTBOARD	\$ 27,380	\$ 23,700	\$ 3,680	86.6%
79-01	PARKS & RECREATION	\$ 742,673	\$ 692,181	\$ 50,492	93.2%
25-17	PLANNING	\$ 68,261	\$ 48,033	\$ 20,228	70.4%
27-01	POLICE	\$ 394,160	\$ 394,777	\$ (617)	100.2%
25-37	PUBLIC UTILITIES	\$ 204,600	\$ 173,243	\$ 31,357	84.7%
31-03	PUBLIC WORKS	\$ 679,997	\$ 604,678	\$ 75,319	88.9%
240-35	RETIREE HEALTH INSURANCE	\$ 26,085	\$ 27,106	\$ (1,021)	103.9%
77-01	SENIOR CENTER	\$ 25,777	\$ 17,309	\$ 8,468	67.1%
45-04	SHELLFISH	\$ 10,630	\$ 7,405	\$ 3,225	69.7%
25-36	TAN INTEREST	\$ 17,000	\$ 1,800	\$ 15,200	10.6%
25-07	TOWN CLERK	\$ 64,169	\$ 72,121	\$ (7,952)	112.4%
76-01	TRANSFER STATION	\$ 528,890	\$ 475,412	\$ 53,478	89.9%
74-01	WASTEWATER	\$ 478,084	\$ 377,544	\$ 100,540	79.0%
73-01	WATERFRONT	\$ 43,054	\$ 32,524	\$ 10,530	75.5%
	<b>Totals</b>	<b>\$ 5,949,171</b>	<b>\$ 5,284,568</b>	<b>\$ 664,603</b>	<b>88.8%</b>

# Expense Detail Report

ALL Accounts

July to May

Account----- Date Jrnl Desc--	Current Budget	Debits	Credits	Unexpended Balance
01 - PERMANENT FU	0.00	4,641.36	3,738.11	-903.25
08 - Miscellaneous	0.00	1,500.00	0.00	-1,500.00
10 - TIF	0.00	35,153.00	0.00	-35,153.00
11 - OVERLAY	0.00	18,648.31	2,195.58	-16,452.73
14 - COUNTY TAX	529,762.00	547,353.80	0.00	-17,591.80
25 - General gove	1,155,061.00	0.00	0.00	1,155,061.00
<b>01 - Administrati</b>	<b>168,295.00</b>	<b>0.00</b>	<b>0.00</b>	<b>168,295.00</b>
10 - Personnel	122,744.00	114,663.53	0.00	8,080.47
20 - Utilities	5,700.00	5,139.00	0.00	561.00
30 - Services	2,500.00	600.00	0.00	1,900.00
40 - Insurance	20,151.00	31,414.58	0.00	-11,263.58
50 - Supplies/Equ	9,750.00	6,995.53	147.09	2,901.56
60 - Repairs & Ma	3,500.00	9,053.80	7,556.09	2,002.29
70 - Staff	3,700.00	2,861.58	0.00	838.42
90 - Miscellaneous	250.00	0.00	0.00	250.00
<b>Division....</b>	<b>168,295.00</b>	<b>170,728.02</b>	<b>7,703.18</b>	<b>5,270.16</b>
<b>02 - Office of Se</b>	<b>27,380.00</b>	<b>23,700.46</b>	<b>0.00</b>	<b>3,679.54</b>
<b>05 - Assessment</b>	<b>6,490.00</b>	<b>896.43</b>	<b>701.66</b>	<b>6,295.23</b>
<b>06 - Finance</b>	<b>200,475.00</b>	<b>182,898.26</b>	<b>6,299.82</b>	<b>23,876.56</b>
<b>07 - Town clerk/e</b>	<b>64,169.00</b>	<b>0.00</b>	<b>0.00</b>	<b>64,169.00</b>
10 - Personnel	53,316.00	0.00	0.00	53,316.00
01 - Salaries	47,078.00	55,791.28	10,001.44	1,288.16
03 - Part-time	0.00	903.87	0.00	-903.87
04 - Officials co	0.00	25,097.57	24,189.40	-908.17
07 - Fica	2,919.00	3,561.26	618.89	-23.37
08 - Medicare	683.00	832.79	144.73	-5.06
09 - Retirement	2,636.00	3,117.60	529.39	47.79
12 - SPC	0.00	75.00	0.00	-75.00
<b>Expense.....</b>	<b>53,316.00</b>	<b>89,379.37</b>	<b>35,483.85</b>	<b>-579.52</b>
30 - Services	4,400.00	414.70	75.00	4,060.30
40 - Insurance	2,853.00	15,749.04	0.00	-12,896.04
50 - Supplles/Equ	2,800.00	1,532.51	11.22	1,278.71
60 - Repairs & Ma	0.00	642.98	452.54	-190.44
70 - Staff	800.00	434.91	0.00	365.09
90 - Miscellaneous	0.00	0.00	10.00	10.00
<b>Division....</b>	<b>64,169.00</b>	<b>108,153.51</b>	<b>36,032.61</b>	<b>-7,951.90</b>
<b>08 - Elections</b>	<b>15,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,900.00</b>
10 - Personnel	3,030.00	1,510.55	0.00	1,519.45
30 - Services	10,100.00	2,374.47	0.00	7,725.53
40 - Insurance	20.00	14.50	0.00	5.50
50 - Supplies/Equ	1,850.00	87.00	0.00	1,763.00
70 - Staff	500.00	286.51	0.00	213.49
90 - Miscellaneous	400.00	110.58	0.00	289.42
<b>Division....</b>	<b>15,900.00</b>	<b>4,383.61</b>	<b>0.00</b>	<b>11,516.39</b>
<b>11 - Contingency</b>	<b>35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,000.00</b>
90 - Miscellaneous	62,071.00	63,588.57	13,173.20	11,655.63
<b>Division....</b>	<b>62,071.00</b>	<b>63,588.57</b>	<b>13,173.20</b>	<b>11,655.63</b>
<b>12 - Municipal bu</b>	<b>60,155.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,155.00</b>
10 - Personnel	14,960.00	13,765.65	0.00	1,194.35
20 - Utilities	30,795.00	20,076.55	0.00	10,718.45
30 - Services	400.00	0.00	0.00	400.00
40 - Insurance	5,680.00	5,524.56	0.00	155.44

# Expense Detail Report

ALL Accounts  
July to May

Account----- Date Jrnl Desc---	Current Budget	Debits	Credits	Unexpended Balance
<b>25 - General gove CONT'D</b>				
50 - Supplies/Equ	1,620.00	3,035.45	0.00	-1,415.45
60 - Repairs & Ma	6,500.00	6,819.02	446.09	127.07
70 - Staff	200.00	15.55	0.00	184.45
<b>Division....</b>	<b>60,155.00</b>	<b>49,236.78</b>	<b>446.09</b>	<b>11,364.31</b>
<b>16 - Municipal pl</b>	<b>0.00</b>	<b>84.60</b>	<b>0.00</b>	<b>-84.60</b>
<b>17 - Plan &amp; Dev</b>	<b>63,346.00</b>	<b>0.00</b>	<b>0.00</b>	<b>63,346.00</b>
10 - Personnel	48,517.00	37,825.75	0.00	10,691.25
30 - Services	7,915.00	1,206.53	0.00	6,708.47
40 - Insurance	8,889.00	6,427.06	0.00	2,461.94
50 - Supplies/Equ	1,190.00	1,264.61	0.00	-74.61
60 - Repairs & Ma	0.00	642.98	452.54	-190.44
70 - Staff	1,750.00	1,118.66	0.00	631.34
<b>Division....</b>	<b>68,261.00</b>	<b>48,485.59</b>	<b>452.54</b>	<b>20,227.95</b>
<b>30 - Contr Serv</b>	<b>106,660.00</b>	<b>0.00</b>	<b>0.00</b>	<b>106,660.00</b>
30 - Services	95,660.00	0.00	0.00	95,660.00
01 - Printing	0.00	0.00	30.00	30.00
07 - Financi Serv	16,000.00	16,440.00	0.00	-440.00
10 - Legal-Town	25,000.00	43,303.99	6,490.50	-11,813.49
11 - Assessor	22,660.00	20,771.63	0.00	1,888.37
22 - Legal Spec	2,000.00	0.00	0.00	2,000.00
23 - Civil def	0.00	53.30	0.00	-53.30
25 - Legal - MY	2,000.00	1,129.00	0.00	871.00
26 - Legal - Labo	5,000.00	23,414.74	418.00	-17,996.74
28 - Data proc	7,000.00	11,810.87	0.00	-4,810.87
51 - Engineer/Con	10,000.00	0.00	0.00	10,000.00
59 - EMA	1,000.00	0.00	0.00	1,000.00
60 - MASON ST	5,000.00	7,059.84	2,052.50	-7.34
63 - MS HOUSES	0.00	800.00	0.00	-800.00
64 - AIRPORT EASE	0.00	4,165.80	0.00	-4,165.80
<b>Expense.....</b>	<b>95,660.00</b>	<b>128,949.17</b>	<b>8,991.00</b>	<b>-24,298.17</b>
70 - Staff	11,000.00	12,196.03	0.00	-1,196.03
<b>Division....</b>	<b>106,660.00</b>	<b>141,145.20</b>	<b>8,991.00</b>	<b>-25,494.20</b>
<b>31 - General Cel</b>	<b>14,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,500.00</b>
90 - Miscellaneou	14,500.00	11,746.53	0.00	2,753.47
<b>Division....</b>	<b>14,500.00</b>	<b>11,746.53</b>	<b>0.00</b>	<b>2,753.47</b>
<b>32 - Board &amp; Com</b>	<b>1,611.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,611.00</b>
10 - Personnel	111.00	26.68	0.00	84.32
30 - Services	1,500.00	348.50	0.00	1,151.50
<b>Division....</b>	<b>1,611.00</b>	<b>375.18</b>	<b>0.00</b>	<b>1,235.82</b>
<b>33 - CEO</b>	<b>48,032.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48,032.00</b>
10 - Personnel	30,802.00	34,556.49	7,800.00	4,045.51
30 - Services	0.00	59.20	0.00	-59.20
40 - Insurance	11,880.00	13,612.29	0.00	-1,732.29
50 - Supplies/Equ	2,200.00	708.29	0.00	1,491.71
70 - Staff	3,150.00	678.83	60.00	2,531.17
<b>Division....</b>	<b>48,032.00</b>	<b>49,615.10</b>	<b>7,860.00</b>	<b>6,276.90</b>
<b>34 - GA</b>	<b>20,510.00</b>	<b>10,870.88</b>	<b>0.00</b>	<b>9,639.12</b>
<b>35 - Muni Ins</b>	<b>94,625.00</b>	<b>43,875.29</b>	<b>0.00</b>	<b>50,749.71</b>
<b>36 - Gen Gov</b>	<b>17,000.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>15,200.00</b>
<b>37 - Public Utī</b>	<b>204,600.00</b>	<b>173,243.22</b>	<b>0.00</b>	<b>31,356.78</b>
<b>38 - Unemp</b>	<b>6,313.00</b>	<b>6,374.98</b>	<b>0.00</b>	<b>-61.98</b>

# Expense Detail Report

ALL Accounts  
July to May

Account----- Date Jrnl Desc---	Current Budget	Debits	Credits	Unexpended Balance
<b>25 - General gove CONT'D</b>				
<b>Department..</b>	<b>1,187,047.00</b>	<b>1,091,202.21</b>	<b>81,660.10</b>	<b>177,504.89</b>
<b>27 - Public safe</b>	514,186.00	0.00	0.00	514,186.00
<b>01 - Police dept</b>	<b>394,160.00</b>	<b>0.00</b>	<b>0.00</b>	<b>394,160.00</b>
10 - Personnel	291,060.00	291,378.56	0.00	-318.56
20 - Utilities	2,600.00	3,147.70	0.00	-547.70
30 - Services	500.00	266.40	0.00	233.60
40 - Insurance	59,700.00	60,467.17	0.00	-767.17
50 - Supplies/Equ	19,900.00	14,029.20	42.14	5,912.94
60 - Repairs & Ma	11,700.00	0.00	0.00	11,700.00
01 - Buildings	0.00	88.34	0.00	-88.34
02 - Equipment	6,000.00	6,127.07	0.00	-127.07
04 - Vehicles	5,000.00	10,008.06	1,347.73	-3,660.33
07 - Equip office	500.00	108.48	0.00	391.52
08 - Equip other	0.00	0.00	271.06	271.06
09 - Equip radio	200.00	0.00	0.00	200.00
<b>Expense.....</b>	<b>11,700.00</b>	<b>16,331.95</b>	<b>1,618.79</b>	<b>-3,013.16</b>
70 - Staff	8,700.00	10,816.93	0.00	-2,116.93
<b>Division....</b>	<b>394,160.00</b>	<b>396,437.91</b>	<b>1,660.93</b>	<b>-616.98</b>
<b>02 - Fire.dept</b>	<b>109,636.00</b>	<b>0.00</b>	<b>0.00</b>	<b>109,636.00</b>
10 - Personnel	54,646.00	36,130.11	1,826.84	20,342.73
20 - Utilities	600.00	637.40	0.00	-37.40
30 - Services	0.00	20.00	0.00	-20.00
40 - Insurance	6,000.00	0.00	0.00	6,000.00
01 - Prop&Casual	0.00	15,640.00	0.00	-15,640.00
02 - Workers Comp	6,000.00	5,343.92	0.00	656.08
<b>Expense.....</b>	<b>6,000.00</b>	<b>20,983.92</b>	<b>0.00</b>	<b>-14,983.92</b>
50 - Supplies/Equ	20,965.00	16,403.29	0.00	4,561.71
60 - Repairs & Ma	17,000.00	0.00	0.00	17,000.00
01 - Buildings	0.00	1,186.00	0.00	-1,186.00
02 - Equipment	5,000.00	3,035.38	2,519.03	4,483.65
04 - Vehicles	10,000.00	1.74	0.00	9,998.26
08 - Equip other	0.00	376.05	0.00	-376.05
09 - Equip radio	2,000.00	1,374.50	0.00	625.50
40 - FIRE RESC	0.00	9,572.70	0.00	-9,572.70
41 - FIRE LADD	0.00	5,618.30	212.15	-5,406.15
42 - FIRE #6	0.00	3,948.25	0.00	-3,948.25
43 - FIRE #1	0.00	2,451.02	0.00	-2,451.02
44 - FIRE #7	0.00	4,209.77	0.00	-4,209.77
45 - FIRE #4	0.00	2,716.37	0.00	-2,716.37
46 - FIRE #5	0.00	191.88	0.00	-191.88
<b>Expense.....</b>	<b>17,000.00</b>	<b>34,681.96</b>	<b>2,731.18</b>	<b>-14,950.78</b>
70 - Staff	10,425.00	5,960.33	0.00	4,464.67
90 - Miscellaneou	0.00	133.50	0.00	-133.50
<b>Division....</b>	<b>109,636.00</b>	<b>114,950.51</b>	<b>4,558.02</b>	<b>-756.49</b>
<b>09 - Animal contr</b>	<b>10,390.00</b>	<b>5,074.79</b>	<b>0.00</b>	<b>5,315.21</b>
<b>Department..</b>	<b>514,186.00</b>	<b>516,463.21</b>	<b>6,218.95</b>	<b>3,941.74</b>
<b>31 - Public works</b>	739,328.00	0.00	0.00	739,328.00
<b>03 - Highway</b>	<b>679,997.00</b>	<b>0.00</b>	<b>0.00</b>	<b>679,997.00</b>
10 - Personnel	312,260.00	270,141.62	32.40	42,150.78
20 - Utilities	19,270.00	13,481.13	0.00	5,788.87
30 - Services	27,270.00	20,444.90	0.00	6,825.10
40 - Insurance	118,947.00	129,119.93	0.00	-10,172.93

### Expense Detail Report

ALL Accounts

July to May

Account----- Date Jrnl Desc---	Current Budget	Debits	Credits	Unexpended Balance
<b>31 - Public works CONT'D</b>				
50 - Supplies/Equ	137,750.00	103,262.10	324.54	34,812.44
60 - Repairs & Ma	58,000.00	66,822.05	3,405.70	-5,416.35
70 - Staff	3,000.00	2,254.72	0.00	745.28
90 - Miscellaneous	3,500.00	2,913.79	0.00	586.21
<b>Division....</b>	<b>679,997.00</b>	<b>608,440.24</b>	<b>3,762.64</b>	<b>75,319.40</b>
<b>11 - Cemeteries</b>	<b>59,331.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59,331.00</b>
10 - Personnel	68,422.00	37,479.38	0.00	30,942.62
20 - Utilities	0.00	20.00	0.00	-20.00
30 - Services	2,500.00	0.00	0.00	2,500.00
40 - Insurance	2,200.00	2,252.44	0.00	-52.44
50 - Supplies/Equ	7,000.00	1,388.21	0.00	5,611.79
60 - Repairs & Ma	3,200.00	315.94	0.00	2,884.06
<b>Division....</b>	<b>83,322.00</b>	<b>41,455.97</b>	<b>0.00</b>	<b>41,866.03</b>
<b>Department..</b>	<b>763,319.00</b>	<b>649,896.21</b>	<b>3,762.64</b>	<b>117,185.43</b>
<b>45 - Unclassified</b>	<b>95,085.00</b>	<b>0.00</b>	<b>0.00</b>	<b>95,085.00</b>
<b>04 - Shellfish co</b>	<b>10,630.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,630.00</b>
10 - Personnel	3,500.00	4,054.91	0.00	-554.91
30 - Services	350.00	50.00	0.00	300.00
40 - Insurance	200.00	200.00	0.00	0.00
50 - Supplies/Equ	4,380.00	1,622.50	0.00	2,757.50
70 - Staff	2,200.00	1,478.05	0.00	721.95
<b>Division....</b>	<b>10,630.00</b>	<b>7,405.46</b>	<b>0.00</b>	<b>3,224.54</b>
<b>15 - Com Organ</b>	<b>68,950.00</b>	<b>68,950.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Department..</b>	<b>79,580.00</b>	<b>76,355.46</b>	<b>0.00</b>	<b>3,224.54</b>
<b>53 - Capital proj</b>	<b>463,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>463,000.00</b>
<b>02 - WWTP EQUIP</b>	<b>9,237.00</b>	<b>18,034.77</b>	<b>0.00</b>	<b>-8,797.77</b>
<b>04 - Debt - Pler</b>	<b>40,463.00</b>	<b>37,091.12</b>	<b>0.00</b>	<b>3,371.88</b>
<b>06 - WCC ROOF</b>	<b>149,183.00</b>	<b>6,120.00</b>	<b>0.00</b>	<b>143,063.00</b>
<b>07 - HARBOR MSTR</b>	<b>4,702.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,702.00</b>
<b>08 - AIRPORT PROJ</b>	<b>15,865.00</b>	<b>115,143.79</b>	<b>0.00</b>	<b>-99,278.79</b>
<b>09 - TS TRAILER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>12 - Road/Sidewal</b>	<b>162,017.00</b>	<b>133,517.90</b>	<b>0.00</b>	<b>28,499.10</b>
<b>13 - Airport</b>	<b>1,281.00</b>	<b>1,281.00</b>	<b>0.00</b>	<b>0.00</b>
<b>16 - FIRE REPEAT</b>	<b>8,019.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,019.00</b>
<b>18 - FIRE EXH</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>43 - WWTP Truck</b>	<b>30,000.00</b>	<b>29,806.99</b>	<b>0.00</b>	<b>193.01</b>
<b>77 - AMB REFURB</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>79 - MONITORS</b>	<b>12,764.00</b>	<b>12,077.46</b>	<b>0.00</b>	<b>686.54</b>
<b>80 - EMS PAGES</b>	<b>2,720.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,720.00</b>
<b>Department..</b>	<b>461,251.00</b>	<b>378,073.03</b>	<b>0.00</b>	<b>83,177.97</b>
<b>59 - RSU</b>	<b>0.00</b>	<b>58,329.80</b>	<b>0.00</b>	<b>-58,329.80</b>
<b>60 - RSU</b>	<b>5,124,251.00</b>	<b>312,994.95</b>	<b>4,200.00</b>	<b>4,815,456.05</b>
<b>72 - AIRPORT- GF</b>	<b>283,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>283,175.00</b>
<b>01 - Airport</b>	<b>283,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>283,175.00</b>
10 - Personnel	30,800.00	32,796.84	0.00	-1,996.84
20 - Utilities	10,000.00	11,344.10	969.39	-374.71
30 - Services	16,400.00	936.99	0.00	15,463.01
40 - Insurance	4,200.00	6,063.62	0.00	-1,863.62

### Expense Detail Report

ALL Accounts  
July to May

Account-----	Current			Unexpended
Date Jrnl Desc---	Budget	Debits	Credits	Balance
<b>72 - AIRPORT- GF CONT'D</b>				
50 - Supplies/Equ	204,375.00	123,426.48	0.00	80,948.52
60 - Repairs & Ma	16,400.00	42,071.88	13,655.01	-12,016.87
70 - Staff	0.00	1,026.03	0.00	-1,026.03
90 - Miscellaneous	1,000.00	0.00	0.00	1,000.00
<b>Division....</b>	<b>283,175.00</b>	<b>217,665.94</b>	<b>14,624.40</b>	<b>80,133.46</b>
<b>Department..</b>	<b>283,175.00</b>	<b>217,665.94</b>	<b>14,624.40</b>	<b>80,133.46</b>
<b>73 - WATERFRONT</b>	<b>43,054.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,054.00</b>
<b>01 - Waterfront</b>	<b>43,054.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,054.00</b>
10 - Personnel	8,074.00	8,612.02	403.69	-134.33
20 - Utilities	9,898.00	6,397.35	957.99	4,458.64
30 - Services	6,896.00	5,088.23	0.00	1,807.77
40 - Insurance	700.00	2,483.94	0.00	-1,783.94
50 - Supplies/Equ	4,275.00	718.49	0.00	3,556.51
60 - Repairs & Ma	12,000.00	10,308.75	98.59	1,789.84
70 - Staff	750.00	375.00	0.00	375.00
90 - Miscellaneous	461.00	0.00	0.00	461.00
<b>Division....</b>	<b>43,054.00</b>	<b>33,983.78</b>	<b>1,460.27</b>	<b>10,530.49</b>
<b>Department..</b>	<b>43,054.00</b>	<b>33,983.78</b>	<b>1,460.27</b>	<b>10,530.49</b>
<b>74 - WWTP</b>	<b>448,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>448,084.00</b>
<b>01 - WWTP</b>	<b>448,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>448,084.00</b>
10 - Personnel	158,811.00	143,734.99	1,148.45	16,224.46
20 - Utilities	78,600.00	74,891.79	293.66	4,001.87
30 - Services	50,525.00	53,229.87	0.00	-2,704.87
40 - Insurance	58,696.00	61,013.95	0.00	-2,317.95
50 - Supplies/Equ	21,000.00	11,333.78	0.00	9,666.22
60 - Repairs & Ma	107,477.00	16,625.85	53.25	90,904.40
70 - Staff	2,975.00	1,308.75	0.00	1,666.25
97 - Grants/SR	0.00	16,900.71	0.00	-16,900.71
<b>Division....</b>	<b>478,084.00</b>	<b>379,039.69</b>	<b>1,495.36</b>	<b>100,539.67</b>
<b>02 - METERS</b>	<b>0.00</b>	<b>1.73</b>	<b>0.00</b>	<b>-1.73</b>
<b>Department..</b>	<b>478,084.00</b>	<b>379,041.42</b>	<b>1,495.36</b>	<b>100,537.94</b>
<b>76 - TRANSFER</b>	<b>528,890.00</b>	<b>0.00</b>	<b>0.00</b>	<b>528,890.00</b>
<b>01 - Transfer</b>	<b>528,890.00</b>	<b>0.00</b>	<b>0.00</b>	<b>528,890.00</b>
10 - Personnel	159,361.00	145,468.86	245.24	14,137.38
20 - Utilities	13,450.00	14,594.39	0.00	-1,144.39
30 - Services	242,609.00	239,830.02	37,066.40	39,845.38
40 - Insurance	63,358.00	64,484.63	0.00	-1,126.63
50 - Supplies/Equ	16,467.00	17,756.54	189.58	-1,099.96
60 - Repairs & Ma	28,500.00	41,324.27	13,520.51	696.24
70 - Staff	5,145.00	2,975.40	0.00	2,169.60
<b>Division....</b>	<b>528,890.00</b>	<b>526,434.11</b>	<b>51,021.73</b>	<b>53,477.62</b>
<b>Department..</b>	<b>528,890.00</b>	<b>526,434.11</b>	<b>51,021.73</b>	<b>53,477.62</b>
<b>77 - SENIOR</b>	<b>25,777.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,777.00</b>
<b>01 - Senior</b>	<b>25,777.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,777.00</b>
10 - Personnel	1,077.00	2,056.73	0.00	-979.73
30 - Services	9,800.00	5,588.00	0.00	4,212.00
50 - Supplies/Equ	1,200.00	0.00	0.00	1,200.00
60 - Repairs & Ma	700.00	0.00	0.00	700.00
90 - Miscellaneous	13,000.00	9,664.12	0.00	3,335.88
<b>Division....</b>	<b>25,777.00</b>	<b>17,308.85</b>	<b>0.00</b>	<b>8,468.15</b>
<b>Department..</b>	<b>25,777.00</b>	<b>17,308.85</b>	<b>0.00</b>	<b>8,468.15</b>

**Expense Detail Report**  
ALL Accounts  
July to May

Account-----	Date	Jrnl	Desc---	Current Budget	Debits	Credits	Unexpended Balance
78 - EMS CONT'D							
78 - EMS				345,931.00	0.00	0.00	345,931.00
<b>01 - EMS</b>				<b>345,931.00</b>	<b>0.00</b>	<b>0.00</b>	<b>345,931.00</b>
10 - Personnel				236,144.00	0.00	0.00	236,144.00
01 - Salaries				36,816.00	33,326.48	0.00	3,489.52
03 - Part-time				121,142.00	145,485.74	1,435.60	-22,908.14
04 - Officials co				6,000.00	2,250.00	0.00	3,750.00
07 - Fica				10,165.34	11,288.77	40.92	-1,082.51
08 - Medicare				2,377.37	2,640.61	9.57	-253.67
09 - Retirement				0.00	550.36	0.00	-550.36
11 - Speedway				0.00	2,125.00	0.00	-2,125.00
12 - SPC				0.00	2,445.16	0.00	-2,445.16
			<b>Expense.....</b>	<b>176,500.71</b>	<b>200,112.12</b>	<b>1,486.09</b>	<b>-22,125.32</b>
20 - Utilities				2,000.00	1,436.41	43.35	606.94
30 - Services				18,150.00	12,185.82	522.96	6,487.14
40 - Insurance				39,437.00	22,026.92	0.00	17,410.08
50 - Supplies/Equ				19,200.00	0.00	0.00	19,200.00
01 - Office suppl				0.00	1,161.09	0.00	-1,161.09
02 - Books & publ				0.00	138.46	0.00	-138.46
04 - Postage				100.00	88.80	0.00	11.20
06 - Gas				3,600.00	2,864.90	0.00	735.10
07 - Diesel				2,500.00	1,509.24	0.00	990.76
16 - Gen supplies				8,000.00	7,892.28	0.00	107.72
17 - Other equip				5,000.00	0.00	0.00	5,000.00
08/04/15	A 0133		POLICY/PROCDR BK 7/8 EMS		135.60	0.00	
09/14/15	A 0340		8/25 277921 62PC TKL BOX		15.99	0.00	
10/06/15	A 0421		LP15 MONITORS OCT PMT		1,315.76	0.00	
10/27/15	G 0619		ADJ ENT LP15 MON NOV PMT		0.00	1,315.76	
11/03/15	A 0615		STAMP/ADV BOOKS 9/24		218.04	0.00	
12/14/15	A 0860		ITEC MAN PART #530 CYL LI		2,549.70	0.00	
12/14/15	A 0860		11/04 281729 KEY/ IDNT		20.51	0.00	
12/14/15	A 0860		11/30 283107 ALPHA LOCK		7.99	0.00	
01/05/16	A 0920		12/3 283323 ENTRY LOCKSET		35.85	0.00	
01/05/16	A 0920		12/11 283772 BRM/PLGIN/RN		24.13	0.00	
01/05/16	A 0920		RENTAL OXY CYLS 11/30		78.40	0.00	
01/05/16	A 0920		12/7 283475 HRDWR HNDL		48.76	0.00	
01/05/16	A 0920		12/7 283523 KEY RDIO CLST		1.43	0.00	
01/19/16	A 1002		EPIPEN 2DOSE 12/30 #3558		988.58	0.00	
01/19/16	A 1002		142416 EZ-10 NEEDLE 1/6		230.00	0.00	
02/02/16	A 1055		PHARMACEUTICALS FOR EMS		1,482.87	0.00	
03/15/16	A 1302		TRAUMA KIT/INTRAVEN KIT		913.35	0.00	
04/05/16	A 1333		3/25 WIS021 DESK EMS		2,835.39	0.00	
04/05/16	A 1333		RENTAL OXYG 3095441 2/29		78.40	0.00	
04/19/16	A 1488		BAT REPLC TNGO TX1/KT		105.62	0.00	
05/03/16	A 1558		ROHS LP12-15 TO PC USB		519.20	0.00	
			<b>Object.....</b>	<b>5,000.00</b>	<b>11,605.57</b>	<b>1,315.76</b>	<b>-5,289.81</b>
			<b>Expense.....</b>	<b>19,200.00</b>	<b>25,260.34</b>	<b>1,315.76</b>	<b>-4,744.58</b>
60 - Repairs & Ma				9,000.00	16,534.52	558.97	-6,975.55
70 - Staff				12,000.00	8,204.22	0.00	3,795.78
90 - Miscellaneou				10,000.00	62,607.05	52,607.05	0.00
			<b>Division....</b>	<b>286,287.71</b>	<b>348,367.40</b>	<b>56,534.18</b>	<b>-5,545.51</b>
			<b>Department..</b>	<b>286,287.71</b>	<b>348,367.40</b>	<b>56,534.18</b>	<b>-5,545.51</b>
79 - REC - GF				742,673.00	0.00	0.00	742,673.00

### Expense Detail Report

ALL Accounts  
July to May

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits	Unexpended Balance
79 - REC - GF CONT'D						
<b>01 - Recreation</b>			<b>742,673.00</b>	<b>0.00</b>	<b>0.00</b>	<b>742,673.00</b>
10 - Personnel			436,794.00	402,607.73	0.00	34,186.27
20 - Utilities			93,360.00	90,425.39	0.00	2,934.61
30 - Services			10,988.00	8,246.44	0.00	2,741.56
40 - Insurance			66,380.00	59,597.89	0.00	6,782.11
50 - Supplies/Equ			85,801.00	85,539.21	288.19	549.98
60 - Repairs & Ma			39,000.00	36,185.69	511.57	3,325.88
70 - Staff			5,350.00	2,891.43	0.00	2,458.57
90 - Miscellaneou			5,000.00	8,518.47	0.00	-3,518.47
		<b>Division....</b>	<b>742,673.00</b>	<b>694,012.25</b>	<b>799.76</b>	<b>49,460.51</b>
		<b>Department..</b>	<b>742,673.00</b>	<b>694,012.25</b>	<b>799.76</b>	<b>49,460.51</b>
86 - POLICE SPEC			0.00	6,739.80	0.00	-6,739.80
87 - GRANTS			0.00	468,055.43	0.00	-468,055.43
93 - CARRY			0.00	46.17	0.00	-46.17
99 - School			0.00	6,992,168.40	0.00	-6,992,168.40
<b>Final Totals</b>			<b>11,047,336.71</b>	<b>13,374,434.89</b>	<b>227,711.08</b>	<b>-2,099,387.10</b>



# Town of Wiscasset

## Treasurer's Office

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To: The Town Manager and Board of Selectmen  
From: Shari I. Fredette, Finance Dept.  
Re: Over Expended Budgets  
Date: 5/6/2016

Wednesday on my way home from work I picked up the Lincoln County News and saw the Article on the front page in regard to "Over Expended Budgets in the Town of Wiscasset." Having read the article I am writing a memo to you all as I believe the article in regard to those budgets mentioned was misleading and poorly written. The real facts were either inadvertently left out or deliberately left out by the reporter, and "once again" The Town of Wiscasset was needlessly shown in a negative light.

Here are some facts which I believe should/could have come up in the discussion at some point surrounding the Clerk's budget. Maybe the facts were revealed at the meeting but the Reporter chose not to address them in the article?

The former clerk resigned on 6/26/2015 with the minimum of two weeks' notice given. The budget was already in place based on the former clerk's expenses. The clerk's budget for 15-16 did not include Health or Dental Insurance as she was covered under her spouse's insurance. The new clerk started on August 3, 2015. She chose family health insurance and Dental insurance at a cost to the town of approximately \$18,000. In addition for over a month there was overtime paid as the Payables clerk and tax collector filled in for the clerk. Furthermore the payout of vacation and sick time to the former Clerk when she left was \$9,500. Having said that; the fact of the matter is there is no crystal ball available that reveals when employees may leave for other employment, retire etc. For future reference the clerk position should always be budgeted "as if" the Clerk will take advantage of all the benefits the town offers.

The article also said that the Tax commitment was incorrect. That statement is incorrect. The tax commitment **was correct**. What took place is that the budget figure for the prior year's County Tax was carried over in our TRIO software budgeting process, instead of the new 15-16 year's figure. Please see the attached documents which show the municipal tax rate calculation with the correct figure in the calculation.

Contractual Services this year are over due to the ongoing Labor Negotiations with the Union, the Airport easement issues, the 2016 General Obligation Bond refinancing for the School and Ferry Road Title confirmation. This budget was increased 27% from the prior year's budget with

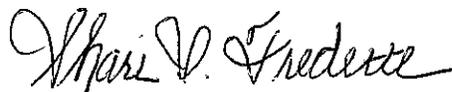
the expectation there would be increased expense in this fiscal year. Again there is no crystal ball available and as they say "stuff happens".

The EMS "write off" was a decision made to clean up very old accounts that had previously been carried in our Account Receivables, but were clearly uncollectable. It was posted to the expense account temporarily and discussed with our Auditor.

The use of surplus to cover overdrafts in departmental budgets has been a practice in the town of Wiscasset and many other municipalities due to the fact that budgeting is not a finite process. As far as I know most of us cannot see into the future and predict what may or may not happen in the coming year.

In closing Budgets will be overspent and budgets will be underspent in future years and; **not because** the department heads, management, selectmen or any town employees are doing "sloppy accounting" in Wiscasset as it has publicly been referred to. It's called financial reality.

Respectfully,  
Shari Fredette MBA



Treasurer/Human Resource  
Town of Wiscasset  
51 Bath Road  
Wiscasset, ME 04578

Tel: 207-882-8200 Ext. 107  
Fax: 207-882-8228  
E mail: [treasurer@wiscasset.org](mailto:treasurer@wiscasset.org)

MAINE REVENUE SERVICES - 2015 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

Municipality: Wiscasset

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

1	taxable valuation of real estate	458,688,100	(should agree with MVR Page 1, line 6)
2	taxable valuation of personal property	5,317,400	(should agree with MVR Page 1, line 10)
3	taxable valuation of real estate and personal property (Line 1 plus line 2)	464,005,500	(should agree with MVR Page 1, line 11)
4(a)	total exempt value for all homestead exemptions granted	9,557,300	(should agree with MVR Page 1, line 14f)
4(b)	homestead exemption reimbursement value	4,778,650	(line 4(a) multiplied by 0.5)
5(a)	total exempt value of all BETE qualified property	3,435,300	(should agree with MVR Page 2, line 15c)
5(b)	statutory standard reimbursement for 2015 is 50% Municipalities with significant personal property & equipment qualify for more than 50% reimbursement. Contact MRS for the Enhanced Calculator Form.	1,717,650	(line 5(a) multiplied by 0.5)
6	Valuation Base (Line 3 plus line 4(b) plus line 5(b))	470,501,800	<b>DO NOT QUALIFY</b>

**ASSESSMENTS**

7	property tax	\$547,353.80
8	municipal appropriation	\$4,798,240.00
9	financing plan amount	\$188,576.33
10	education appropriation (Local Share/Contribution)...	\$5,652,609.82
	(related to Municipal Fiscal Year)	
11	total assessments (Add lines 7 through 10).....	\$11,186,779.95

**ALLOWABLE DEDUCTIONS**

12	municipal revenue sharing.....	\$191,455.78
13	other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc... (Do Not Include any Homestead or BETE Reimbursement)	\$3,348,058.00
14	total deductions (Line 12 plus line 13).....	\$3,539,513.78
15	net to be raised by local property tax rate (Line 11 minus line 14).....	\$7,647,266.17

\$7,647,266.17	x	1.05	=	\$8,029,629.48	Maximum Allowable Tax
\$7,647,266.17	+	470,501,800	=	0.016253	Minimum Tax Rate
		(Amount from line 6)			
\$8,029,629.48	+	470,501,800	=	0.017066	Maximum Tax Rate
		(Amount from line 6)			
464,005,500	x	0.016400	=	\$7,609,690.20	Tax for Commitment
		(Selected Rate)		(Enter on MVR Page 1, line 13)	
\$7,647,266.17	x	0.05	=	\$382,363.31	Maximum Overlay
4,778,650	x	0.016400	=	\$78,369.86	Homestead Reimbursement
		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
1,717,650	x	0.016400	=	\$28,169.46	BETE Reimbursement
		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
\$7,716,229.52	-	\$7,647,266.17	=	\$68,963.35	Overlay
		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

(Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

# STATE OF MAINE

Lincoln ss

To the Assessors of the Town of Wiscasset in said County, GREETING:

Whereas, pursuant to 30-A, M.R.S.A., Section 791, the County Commissioners for said County, have fixed the sums necessary for defraying the charges of the County for the year ensuing, and exhibited by the Clerk of said Court, and have determined a tax of \$9,133,556.00,

Nine million, one hundred thirty-three thousand, five hundred fifty-six and 00/100ths Dollars to be assessed collected and paid according to law and applied for the purposes aforesaid.

And Whereas, the Court of County Commissioners, holden at Wiscasset, in and for the County of Lincoln, by adjournment, on the fifth day of May, A.D. 2015, made apportionment of said tax as the law directs upon several Towns and Cities in said County and ordered that the Clerk in said County forthwith send out warrants for assessing the Towns' proportion thereof as the law directs and for paying the same.

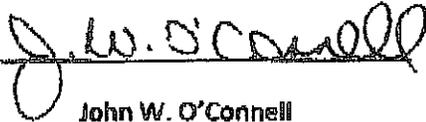
And Whereas upon a due apportionment of said sum, your Town's proportion thereof is found to be Five hundred forty-seven thousand, three hundred fifty-three and 80/100ths Dollars.

**\$547,353.80**

You are, therefore, hereby required, in the name of the State of Maine, to assess the sum last mentioned, upon the inhabitants of said Town of Wiscasset, agreeably to the laws of said State, and cause the same in like manner to be collected and paid to the Treasurer of the said Town of Wiscasset to be paid by him to Richard H. Newell, Treasurer of Said County of Lincoln, or to his successor in office, upon his warrant issued for the same, on or before the first day of September next. *Interest payable on the thirty first day of October A.D. 2015 at annual rate of 7% - see Title 36, Section 507 and 892A.*

Whereof Fail Not, and make due return to the said County Treasurer, of the names of the person or persons to whom your list or lists of assessments shall be committed, as soon as may be thereafter.

Witness William B. Blodgett, Chairman of the Court of County Commissioners this Fifth day of May, A.D. 2015.

  
John W. O'Connell  
County Administrator

OK to pay  
MMS  
10/26/15

E 14-99-90-01

1073  
10-27-15  
547,353.80

# Memo

**To:** Town Manager Anderson  
**From:** EMS Director Toby Martin  
**cc:** Town Selectmen  
**Date:** May 15, 2016  
**Re:** Budget 2015-2016

---

This memo is written to you today as a concern for the remaining 2015-2016 budget. When I started at the end of March it was apparent that the budget would be over expended in personnel. In the month of May and June line items are expected to be as follows:

Salaried position	\$1115.38 x 9 weeks= \$10,038.42	remaining	\$ 7,951.04
Part-time	\$2500 x 9 weeks= \$22,500	remaining	\$ -11,899.13
FICA (average)	\$ 1000 x 2 months= \$2,000	remaining	\$ 3.31
Medicare	\$ 250 x 2 months= \$ 500	remaining	\$ 255.93

The remaining budget for 2015-2016 is \$ 28,791.40 with two months remaining. This remaining balance is clearly not enough to finish the fiscal year. My rough estimation would be approximately \$25,000 to \$30,000 is needed to meet necessary expenditures.

Wiscasset Ambulance Service budget will need more allocations to run its operations for the months of May and June. This is information to you for consideration to appropriate additional funding.

Respectfully submitted,

Toby Martin- EMS Director

*Serving with Dedication and Pride*