

Item 4a.

WISCASSET BOARD OF SELECTMEN,  
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR  
SEPTEMBER 6, 2016

Preliminary minutes

tape recorded meeting

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

Chair Judy Colby called the meeting to order at 6 p.m. She announced that because meetings now start at 6 p.m., a motion to continue the meeting past 9 p.m. will be required. The five-minute limit on public comments will be enforced.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

a. **Judy Flanagan moved to approve the Payroll Warrants of August 19, August 26, and September 2, 2016. Vote 5-0-0.**

b. **David Cherry moved to approve the Accounts Payable Warrants of August 23, August 30 and September 6, 2016. Vote 5-0-0.**

3. Approval of Minutes

a. **David Cherry moved to approve the minutes of August 16, 2016. Vote 5-0-0.**

b. **David Cherry moved to approve the minutes of August 22, 2016. Vote 4-0-1 (Rines abstained).**

4. Special Presentations or Awards – none

5. Committee appointments

**David Cherry moved to appoint Albert Konrath as alternate to the Historic Preservation Commission, and Mackenzie Riley, Frederick Quivey and Lonnie Kennedy-Patterson to the Budget Committee. Vote 5-0-0.**

6. Public Hearing – Adoption of the 2016-2017 General Assistance Ordinance Appendices A-D

**David Cherry moved to go into the public hearing. Vote 5-0-0. Town Manager Marian Anderson explained that each year the General Assistance maximums must be approved by the board. Ben Rines moved to close the public hearing. Vote 5-0-0. David Cherry moved to adopt the 2016-2017 General Assistance Ordinance Appendices A-D. Vote 5-0-0.**

7. Public Comment – none

8. Department head or committee chair

a. Discussion of MAINE PERS life insurance for part-time employees, Shari Fredette, Town Treasurer/Human Resources: According to Fredette, a part-time employee, who had previously worked for the Town part time and had life insurance, was now requesting the same life insurance coverage as he had previously had which he would pay for in full. The Town’s personnel policy now restricts the offering of life insurance to full-time employees only. Fredette asked direction from the board. Because of possible ramifications of offering life insurance under the MAINE PERS policy to all part-time employees, it was the consensus to reconsider the request and change of policy at the next meeting.

b. Historical status of Red Brick School House and Powder House, Town Planner, Ben Averill: Averill reported that after research, he found that the academy building is a contributing building to the Wiscasset Historic District and is listed in the National Register of Historic Places. The Old Powder House and the Academy building were included in the Historic American Building Survey during the mid-1930s. Averill will begin the nomination process for the Old Powder House to determine if it is eligible to be listed on the National Register of Historic Places.

c. Historic Preservation Commission letter to residents within the historic district: A draft informational letter to the approximately 300 residents in the historic district was presented to the board together with a request for funds for mailing costs. **Jeff Slack moved to pay for postage to mail the 300 letters. Vote 5-0-0.**

d. Update/discussion on moving forward with proposed Park and Ride-Public Works Director Doug Fowler: In order to reduce the number of vehicles using the Municipal Building parking lot as a short cut, Fowler presented a MDOT park and ride option (funded 80% by the state, 20% by the town) which would include closing off the Washington Street entrance and creating parking in the green space around the tower. The plan would gain 20 parking spots and be ADA compliant. There was concern about the resulting increased traffic on Churchill Street and relocation of the mailbox. It was the consensus of the board that temporary barriers be installed in the parking lot, making through traffic impossible but allowing long-term parking on the east end of the parking lot from Washington Street to the bump-out. Employees and visitors to the municipal building would use Churchill Street to enter and exit the parking lot for parking. The DOT plan will not be pursued at this time. **Judy Flanagan moved that the Town Manager and Doug Fowler work out the details and make a decision regarding the mailbox and the type of barrier. Vote 5-0-0.** Fowler and Anderson will report back to the board at the next meeting.

9. Unfinished Business

a. Schedule visits to all Town departments before next year’s budget season: The schedule was distributed: EMS & Police, 9/12/16; Public Works and Transfer Station, 9/19/16; Community Center, 9/26/16; Wastewater Treatment Plant, 10/3/16; Wiscasset Municipal Airport, 10/10/16. The Budget Committee will be informed.

10. New Business

a. TIF i-park development – discussion on bond payment: A copy of the letter advising i-park and Ferry Road Development of the amounts due for fiscal years 2009 through 2015 which the Town was paying was included in the board’s packet.

b. RHR Smith – Chris Bachman, Town Auditor

● Discuss and vote on the changes to the financial statement by separating out the sewer department as requested by USDA: Bachman said that, in accordance with the USDA grant, the Wastewater Treatment Plant should be displayed as an enterprise fund inasmuch as no taxpayer funds are used, it is funded by user fees. The board agreed with the change.

● Discuss posting the \$18,631.35 from the sale of the South Point Drive properties to the A/R TIF Ferry Rd. Development (G-1-180-03): There was an extended discussion on the application of back taxes when foreclosed properties are sold. Bachman said the back taxes must be deducted from the sales price and applied to the outstanding taxes. Any profit on the sale will go to the fund balance.

c. Municipal Tax Commitment for Fiscal Year 2016/2017: Marian Anderson pointed out the increased expenses such as the \$385,000 increase in school budget, the \$228,234 payment of school withdrawal BAN and \$191,000 increase in the EMS budget. County taxes increased \$30,000. She presented calculations showing the percentage of tax increase using various amounts from \$0 to \$600 being withdrawn from the fund balance. The auditor advised taking no more than \$600,000 from the \$1.7 million in the fund balance, which would leave the town with funds for less than two months operating costs and which would result in a 14.1% tax increase. In the discussion which followed, Judy Colby said the board had no control of some of the costs; Flanagan pointed out that the voters had approved the expenditures which increased the budget; Ben Rines said some of the items in the budget would have been voted down if the voters were aware of what the tax increase would be and opposed a 14% increase. **Ben Rines moved to take \$1 million out of the fund balance and apply to the taxes this year. Vote 3-2-0 (Cherry and Colby opposed).**

d. Maine Municipal Association dividend check (\$7,537): no action required.

e. Lincoln County Budget Advisory Committee – District 1 Caucus September 8, 6 p.m.: no action required.

f. Harbormaster boat – next steps: Marian Anderson asked for direction from the board on replacing the harbormaster’s boat, and whether to spend more or less than the sales price of the former boat. There was a consensus to obtain an opinion from the harbormaster, and also to wait until spring to purchase a boat.

g. Former Wiscasset Primary School – Update on items sold: The board received an update on the primary school surplus equipment sold. **David Cherry moved that we request the school department write a check for the value of school surplus equipment that they received. Vote 4-0-1 (Colby abstained).**

h. Consideration of Catering Permits: **David Cherry moved to approve the following catering permits: Frontier Group for an event at Chewonki on September 29, 2016; Knights of Columbus for an event at Twisted Iron Customs on September 25, 2016; Knights of Columbus for an event at Twisted Iron Customs on October 22, 2016; and Dogfish Bar and Grille for an event at Marianmade Farm on September 9, 2016. Vote 5-0-0.**

i. Discussion of Local Committee for downtown improvement project: Board members suggested that applications be available for prospective committee members, and that announcements be made on Facebook, newspapers and website, with the hope that the 9-member committee would include

representatives from the business community, Chamber of Commerce, Historical Preservation Commission, Waterfront Committee, the rural area, and Route 1. Two selectmen will be on the committee, but not counted toward the total membership.

j. Check for \$534.14 from Edward Jones for class action settlements – HMPayson request for placement of funds: David Cherry moved that the \$534.14 be reinvested. Vote 5-0-0.

k. Bid Opening – Municipal Meeting Room Entry Doors: The only bid received for steel entry door with frame was from PDQ Door Co. for \$18,635. Toby Martin suggested that a decision be postponed until cost of the EMS improvements were determined.

l. Bid Opening-Town Office electrical upgrades: No bids were received.

m. Bid Opening-EMS Renovations: A bid from Robert W. O'Brien II for \$18,440 was the only bid received. Toby Martin said the department would remove old kitchen cabinets, supply new kitchen cabinets, provide dry wall and paint. The kitchen is being reconfigured because it is not up to code; a vented microwave will be used in place of a new venting system. Kitchen cabinets will be supplied by Kitchen Solutions at \$1500. **Judy Flanagan moved to authorize the Town Manager, Public Works Director and EMS Director to go over the bids and award them if there is no problem. Vote 5-0-0.**

n. Chamber of Commerce request re scarecrows – postponed to the September 20 meeting.

11. Town Manager's Report

Marian Anderson reported that thank you notes for contributions had been received from New Hope for Women, Midcoast Community Action and Healthy Kids.

She said an RFP for broadband has been sent out.

A meeting with two computer vendors will take place on September 7 to discuss upgrades to the computer systems.

12. Other Board Business

In response to Ben Rines' question, Marian Anderson said she did not yet know when the commitment would be ready for board signatures.

Anderson said in response to a question that the board would vote on the tax rate at a future board meeting.

James Kochan, president of a non-profit organization interested in leasing or purchasing the Wiscasset Academy building, suggested that a committee be formed consisting of two selectmen, the town planner, and the Public Works director to look into the possible lease or purchase of the building. Marian Anderson said that she would be meeting with the Wiscasset Art Gallery representatives the following day regarding that organization's lease and non-profit status, and it would be premature to form a committee as Mr. Kochan suggested.

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In response to a question, Judy Colby said the MDOT would hold a meeting on September 21 regarding the Route 1 northbound left turn onto Old Bath Road, Route 1 southbound left turn at Birch Point and Route 1 southbound left turn lane onto Route 144. She added there had been no updates on the downtown traffic improvement plan.

13. Adjournment

**Jeff Slack moved to adjourn at 8:10 p.m. Vote 5-0-0.**

Item ba.

COPY

### Town of Wiscasset Board/Committee Membership Application

Full Name: David Sutter  
Street Address: 271 Federal St. Wiscasset, ME.  
Mailing Address: Same Home Phone: 882-7070  
Town of Legal Residence: Wiscasset  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I wish to be considered for the appointment to the: Appeals Board  
Term Of Appointment Exp. 12/31/18

Full member:  Reappointment: \_\_\_\_\_ Alternate member: \_\_\_\_\_

Do you currently serve or have you ever served on any Town Board? Yes  
If yes, please state which Board or Committee/term exp. Cemetery Comm., Waterfront Comm.

List civic organizations to which you belong now: Mason's

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Harbor Master Shellfish Com. Bypass Com.

Signature: David Sutter Date: 8/30/16

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: 8/30/16 Date Appointed: \_\_\_\_\_ Term: Exp. 12/31/2018



# Wiscasset Police Department

51 Bath Road, Wiscasset ME 04578 -Office 207.882-8202 Fax 207.882-8203



Item 9A

Jeffrey E. Lange  
Chief of Police

Alfred Simmons  
Sergeant

To: Marian Anderson  
Town Manager, Town of Wiscasset

From: Jeffrey Lange  
Chief of Police

RE: Request to Transfer the Harbormaster Position to the Control of the Police Department  
Date: 8/5/16

Mrs. Anderson,

I am requesting to have the Harbormaster position for the Town of Wiscasset under the operational, administrative and budget control of the Wiscasset Police Department. As it states now under Article IV- Port and Harbor, the Harbormaster will not make arrests or carry a weapon, but is to enforce the Town of Wiscasset's Port and Harbor ordinances.

If the Harbormaster is going to enforce Port and Harbor ordinances and issue civil infractions, the Town's attorney should be called to enforce these rules in a court of law. This practice is cost prohibited. The Town of Wiscasset currently doesn't have as many issues with unruliness in its Harbors, but this doesn't mean it's not possible.

Who other than the Town's Attorney is responsible for prosecuting the Town's ordinances if someone has been issued a civil infraction for a violation of an ordinance? The Police Department has means to enforce these rules set forth by the State of Maine through the certification of law enforcement officers as prosecutors of municipal ordinance violations as required by 30-A M.R.S.A. § 2671 (3). This is specialized training that municipal Police Officers have been trained in and appointed by to do so, only by the Chief of Police.

Another reason to transfer the Harbormaster position to the Police Department is more financially sound for the Town of Wiscasset. Under the Law Enforcement Support Office (LESO) of the Defense Logistics Agency, police agencies can obtain free of charge items such as guns, police equipment and boats. This would benefit the Town and save thousands of tax dollars compared to purchasing a



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9a

Jeffrey E. Lange  
Chief of Police

Alfred Simmons  
Sergeant

Harbormaster boat. At most the Town would be responsible for shipping charges for the boat under this program. The LESO (1033 program) is only open to Law Enforcement agencies.

My proposal is to have the Harbormaster position be a sworn reserve officer of the Wiscasset Police Department. If ordinances on the Ports and Harbors are to be enforced it makes sense to have a certified sworn officer conduct these matters. Training is more regulated and maintained by the Police Department and certification for Harbormaster is through the Maine Criminal Justice Academy. The State of Maine Harbormasters Association also has annual training for Harbormasters.

Additionally the regulations and issuing of permits for moorings and other items can be handled at two locations, the Harbormasters office at the Town Dock and at the Police Department. As it is now, The Police Department has received numerous questions concerning the Harbormaster rules, where he is, and where individuals can pay to tie up for the day. With this transfer to the Police Department the citizen's questions and concerns can be answered.

My plan is to take the current stipend for this position (\$7500.00) and pay the qualified officers \$25.00 an hour. At this rate we could utilize and have a Harbormaster working the area in a 4 hour a shift for 75 days, or a 3 hour a shift for 100 days out of the year. Having a Harbormaster that is a certified Police Officer (Full or Part Time) in the area will maintain greater safety for all residents and visitors on the waterfront. If the waterfront has plans to expand, safety for all must be considered.

Respectfully Submitted,

*Jeffrey E. Lange*

**CHIEF OF POLICE**  
**Wiscasset Police Department**  
**51 Bath Road**  
**Wiscasset, Maine 04578**



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9a

Jeffrey E. Lange  
Chief of Police

Alfred Simmons  
Sergeant

To: Marian Anderson  
Town Manager, Town of Wiscasset

From: Jeffrey Lange  
Chief of Police

RE: Request to Transfer the Harbormaster Position to the Control of the Police Department  
Date: 9/1/16

Mrs. Anderson,

With the previously submitted request to have the Harbor Master position fall under the Wiscasset Police Department control, I would like to additionally request re-structuring this position.

If the Harbor Master position does get approved to be a law enforcement position, I would request to expand his / her roles of responsibility and make a new job description. I will be developing a new job description for this position labeled; "Community Officer". This is in preparation of the newly expanded Waterfront to include White's Island and the new proposed pier. In addition with the Town of Wiscasset and the MDOT's plan to change the downtown area, the safety and security of the citizens of Wiscasset, the business owners and the tourists have to be considered.

To give an executive summary, this Community Officer's roles of responsibility would include the Harbor Master position, a parking enforcement responsibility, and being a business liaison. The Officer would be a certified police officer and work a permanent shift (full time) to include weekends working the hours of 11Am to 7Pm with Monday and Tuesdays off for a majority of the year (Spring, Summer and Fall). During the winter months this officer will supplement the Police Department where needed.



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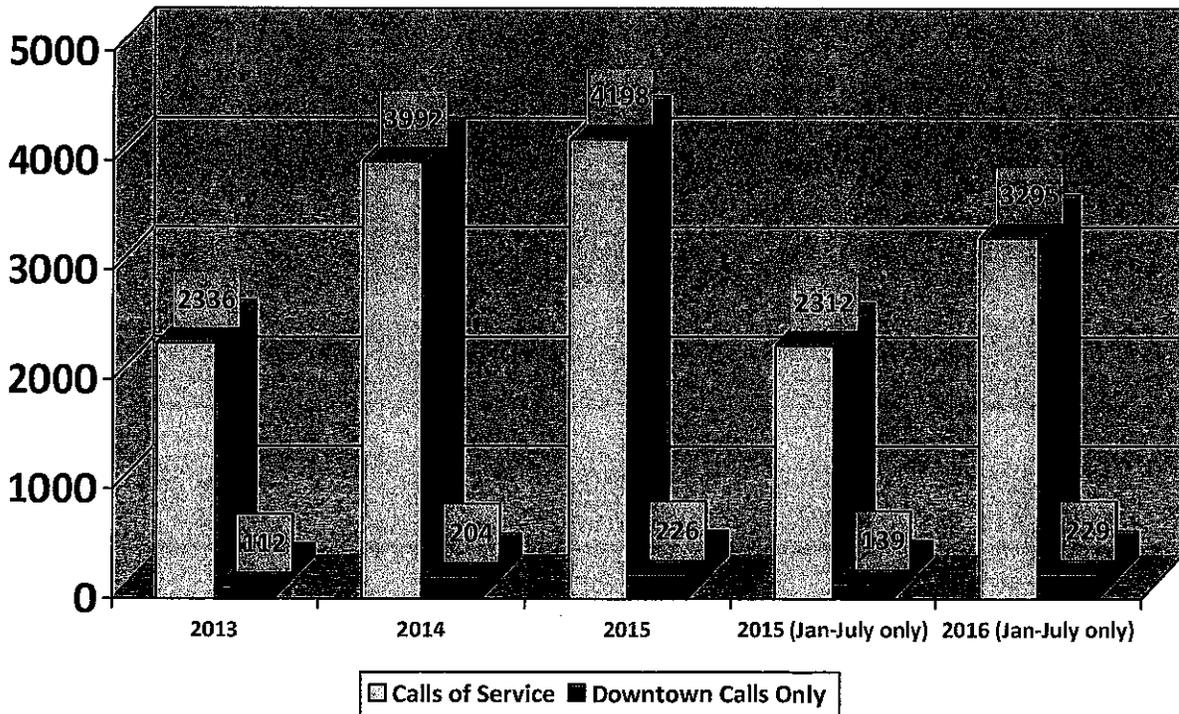
Jeffrey E. Lange  
Chief of Police

Alfred Simmons  
Sergeant

Currently the Harbor Master receives a stipend of \$7500.00 a year. As a full time officer, this stipend can be allocated into his/her salary. My plan is to apply for the 2017 COPS grant through the federal government. This program will pay 75% of the officer salary for three years if approved. With the current officer's salary of \$40,372.80 this would amount to receiving from the grant \$30,280.00 leaving a deficit of \$10,092.80. Adding the \$7500.00 current stipend to this deficit, leaves \$2,592.80 that can be added to the Police Department budget for FY17/18, if the grant is awarded to the Department.

As you can see from the chart below the amount of calls for service are increasing at a steady rate. Compared to 2015 stats at this time (Jan through July) there were 2312 calls for service (In blue). This year (2016 Jan through July) the Police Department has already completed 3295 calls for service. This is an increase of 983 calls for service which equals 42.517%.

I've broken down even further the calls for service in the "Downtown Section" only (in red). These calls have increased to 90 calls of service during the same period (Jan through July) from 2015 to 2016. This is an increase of 64.748%





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Other factors of why the calls for service town wide, have gone up over the last few years are listed below. The majority of calls for service increase this year is auto crashes, property checks, burglar alarms, calls for erratic operations, etc. The list below is not an all encompassing list of calls for service but a majority of what the Police Department is tasked to handle. These calls for service have gradually increased.

<u>Types of Calls</u>	2013	2014	2015	2015(Jan-July)	2016(Jan-July)
Auto Crash	112	127	117	74	93
Property Checks	505	524	1457	721	1776
Burglar Alarms	62	80	120	69	93
Burglary	7	9	8	4	3
Assaults	4	1	4	3	5
Erratic Ops	129	119	125	67	110
Theft Forgery Fraud	54	72	62	31	36
Motor Vehicle Stops	604	678	1322	788	472
Sex Offender Reg	15	14	14	8	6
Suspicious Activity	82	75	75	41	71
Traffic Hazard/Control	41	76	76	42	82
Citizen Assist	116	142	142	86	87
Community Policing	31	19	19	10	13
Assist Other Agency	33	56	56	27	22
Domestic Disturbances	21	28	28	11	22
Fighting (Non DV)	5	6	6	3	10
Loud noise Complaint	12	19	19	12	20
Juvenile Problems	18	14	14	4	15
Medical Calls	3	11	11	10	11
Welfare Checks	36	29	29	15	32
Trespassing	7	4	4	3	9
Parking Problem	12	24	24	15	4
Criminal Mischief	16	20	20	11	5



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Adding an officer to provide additional public safety and community services to the residents and visitors of Wiscasset for the cost of \$2,592.80 plus benefits, is a win for all. I am respectfully requesting that the Wiscasset Board of Selectman consider this request regardless if the grant does not get approved this year and fund this position. If unforeseen circumstances occur and the grant is not awarded to the Town of Wiscasset Police Department, the COPS grant will reapplied during subsequent years.

Respectfully Submitted,

*Jeffrey E. Lange*

**CHIEF OF POLICE**

**Wiscasset Police Department  
51 Bath Road  
Wiscasset, Maine 04578**

**Marian Anderson**

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**From:** Chief <chief@wiscassetpd.org>  
**Sent:** Tuesday, September 13, 2016 9:35 AM  
**To:** 'Marian Anderson'  
**Subject:** Intern starting for the PD

Marian, I have an intern starting next week the Sept 20<sup>th</sup>. Her name is Meghan Watts, from Woolwich. She is in a criminal justice class and will be working (volunteering) for us for 70 hours. Her work will consist of researching and developing more community oriented policing events, conducting statistical analysis on crime trends / traffic issues, assisting with the heroin task force, etc.

Thanks

Jeff

*Jeffrey E. Lange*

CHIEF OF POLICE

**Wiscasset Police Department**

**51 Bath Road**

**Wiscasset, Maine 04578**

**Office- (207) 882-8203- Ext 112**





From the Desk of

9c

**Frank Costa**  
Airport Manager

To: Board of Selectmen  
Town of Wiscasset

August 13, 2016

Via: Marian Anderson – Town Manager  
Town of Wiscasset

Re: Enterprise Rent-A-Car Concession Agreement

Dear Board of Selectmen and Ms. Marian,

The Wiscasset Airport has been in conversation with the Enterprise Rent-A-Car Agency for some time in regards to the possibility of having additional rental vehicles at the Airport for visiting pilots and their passengers.

At the present time and during the most active visiting periods of July and August, the Airport experiences difficulty in providing continuous rental vehicles to arriving visitors on a regular basis. Once the regular Airport rental cars provided by Newcastle Chrysler are rented, the Airport refers travelers to Enterprise Rent-A-Car Agency without any compensation. Due to Enterprise Rent-A-Car Agency primary location being in Brunswick and a small satellite office at the Wiscasset Ford dealership with limited vehicles and weekend hours of operation, there is a constant on-going struggle to accommodate the excess flow of Airport travelers, this situation becomes more difficult on weekends.

Newcastle Chrysler dealership attempts to maintain two (2) vehicles at the airport to be rented to air travelers, however, there are times when we have more arrivals than rental vehicles or occasions when the dealership will remove a vehicle from the airport to fulfill their rental necessities to other customers, leaving the airport with one vehicle and once that vehicle is rented or breaks-down, the airport has absolutely no other transportation available for visitors to the Wiscasset area.

This situation also affects the “loaner car” program at the Airport, when part-time arrivals plan to stay in Wiscasset for 3 or 4 hours for lunch or dinner and then visit local shops for souvenirs prior to departing to their final destination. Many times a “loaner car” will not be available and visitors will either depart without accomplishing their goal or if they have been airborne for long periods of time and must have a meal, they will opt to get taxi service which can be cost prohibitive and of no benefit to the Airport.

Newcastle Chrysler dealership pays the Wiscasset Airport a \$10.00 commission per rented vehicle at the Airport at the end of the calendar year. Airport personnel ensures the vehicles are clean for rental and prepares a simplified rental agreement and vehicle damage sheet for each

9c



From the Desk of

**Frank Costa**  
Airport Manager

rental. In addition, Airport staff contacts the dealership immediately when a mechanical issue with the rental vehicle is detected or reported by the renter.

The Enterprise Rent-A-Car Agency is offering a 10% commission to the Wiscasset Airport for the same basic service (keep vehicles clean and prepare rental agreements) and to have a few cars at the Airport to rent as needed. The Airport will use an assigned ID code on the rental forms that will be used for processing and accounting purposes. Commission will be paid to the Airport on a monthly basis.

Please review the attached "concessionaire agreement" and if possible, please have it reviewed by the legal office that represents the Town of Wiscasset for accuracy and legal language that might require some change.

One of the requests by the Enterprise Rent-A-Car is that the Wiscasset Airport maintain certain insurance coverage which is already in place should an accident take place at the Airport involving motor vehicles.

Although the 2016 Season is well on the way, if this program is acceptable and implemented, it will prove beneficial for the 2017 Season.

Please advise me of your opinion or questions you may have.

A handwritten signature in black ink that reads "FRANK" in all caps, with a long horizontal line extending from the end of the signature.

# CONCESSIONAIRE AGREEMENT

THIS CONCESSIONAIRE AGREEMENT ("Agreement") is entered into as of August, 10, 2016 between Wiscasset Municipal Airport, ("Concessionaire") and Enterprise Rent-A-Car Company of Boston, LLC ("Enterprise").

## INTRODUCTION

Concessionaire is the owner of an FBO located at 96 Chewonki Neck Rd, Wiscasset, ME, 04578 and commonly known as Wiscasset Municipal Airport (the "Facility");

Enterprise is engaged in the business of renting vehicles; and

Concessionaire wishes to make vehicles provided by Enterprise available for rent to users of the Facility ("Renters").

Therefore, the parties agree as follows:

1. Enterprise shall:

- (a) provide newer model vehicles in sound mechanical condition to Concessionaire at the Facility on an "as-needed" basis, but subject to availability;
- (b) provide Concessionaire its then current form of rental contract ("Rental Contract") with Rental Contract #(s) and a schedule of rates to be charged for the vehicle rentals, which rates may be changed from time to time by Enterprise in its discretion, for use by Concessionaire in renting vehicles to Renters, or a pre-filled Rental Contract (including the unit # and rental rate(s));
- (c) operate its business in compliance with applicable law; and
- (d) provide a toll-free number for twenty-four hour roadside assistance for Renters.

2. Concessionaire shall:

- (a) use the vehicles solely for rentals to Renters, making the vehicles available for rental in clean condition;
- (b) screen, train and monitor those Concessionaire employees handling vehicle rentals and/or operating the vehicles in connection with this Agreement, and ensure their compliance with the Rental Procedures and Instructions set forth in Exhibit A hereto;
- (c) charge Renters the Rates set forth in the Rental Contract or the rates set forth in the Rates Sheet/Schedule provided by Enterprise from time to time, as the case may be, and explain to Renters all Rates and other fees and charges associated with the rental;
- (d) use its best efforts to keep safe and secure the vehicles and vehicle keys supplied by Enterprise;
- (e) immediately report to Enterprise any accident, property damage or personal injury involving a vehicle supplied by Enterprise, or the theft or disappearance of, or the failure to timely return, any such vehicle;
- (f) notify Enterprise as soon as Concessionaire is aware of any damage to any vehicle supplied by Enterprise, and not operate or rent any damaged vehicle

or any vehicle that is or appears to be in an unsafe condition, including, without limitation, vehicles with excessive tire wear, or if there is any maintenance issue or other concern regarding the safe operation of such vehicle (Concessionaire shall be responsible for any and all liability and damages resulting from the operation of any vehicle which should not be operated due to maintenance or safety issues or concerns);

- (g) complete on behalf of the Renter the damage notification form provided by Enterprise and obtain Renter's acknowledgement of same and his/her responsibility therefor; Concessionaire shall be responsible for payment for any undocumented damage;
- (h) make vehicles available to Enterprise for the purposes of inspection and/or maintenance as and when requested by Enterprise, or in the event of a recall upon notice by Enterprise;
- (i) operate its business in compliance with applicable law; and
- (j) obtain and maintain in full force and effect at all times throughout the term of this Agreement the following insurance coverages with respect to the acts or omissions of Concessionaire and/or any of its employees or agents (but not any Renters or permissive operators under a Rental Contract, unless Concessionaire or its employee is the Renter): (i) commercial general liability insurance with coverage of \$1,000,000 for injuries to any one person, \$1,000,000 per occurrence and \$100,000 for property damage or, in the alternative, combined single limit coverage of at least \$1,000,000; and (ii) commercial automobile liability insurance with combined single limit coverage of at least \$1,000,000 for bodily injury and property damage to third parties covering all automobiles, including non-owned automobiles, while being used or operated by the concessionaire or its employees in conjunction with the performance of this Agreement. Enterprise Holdings, Inc., its subsidiaries and affiliated companies, and limited liability companies shall be named as an additional insured on the certificate. Concessionaire shall deliver certificates of such insurance to Enterprise before renting any vehicles. Each policy shall include a provision that Enterprise shall receive at least 30 days written notice prior to material change, cancellation or non-renewal. Concessionaire acknowledges and agrees that the insurance required to be maintained by it under this Section provides "primary coverage" for the protection of Concessionaire with respect to the acts or omissions of Concessionaire and/or any of its employees or agents (but not any Renters or operators of a Vehicle under a Rental Contract, unless Concessionaire or its employee is the Renter).

3. Indemnification. Each party ("Indemnifying Party") shall defend and indemnify the other party and its officers, directors, employees and agents ("Indemnified Party") from and against all third-party claims and liabilities for injuries (including death) to persons and damage to property, including reasonable attorney's fees, incurred by the Indemnified Party as a result of: (a) any unlawful or negligent act of the Indemnifying Party; (b) any breach by the Indemnifying Party of any obligation under this Agreement; or (c) the indemnifying party's use or operation of a vehicle. The obligations imposed in this paragraph shall survive any termination of this Agreement.
4. Rental Procedures. Concessionaire agrees to strictly comply with the rental procedures and instructions set forth in attached Exhibit "A" (and such other procedures as Enterprise communicates to Concessionaire from time to time).

- 5. Termination. Either party may terminate this Agreement: (i) for convenience upon 10 days prior written notice; or (ii) for cause if the other party fails to comply with any term of this Agreement and such failure continues for a period of 2 days after written notice thereof.
- 6. Relationship. Concessionaire and Enterprise are independent contractors and no other relationship is intended or should be implied. Concessionaire acknowledges that its employees and agents are under its sole direction and control.
- 7. Safeguarding Customer Information. Each party shall comply with applicable privacy law. Concessionaire acknowledges that it will receive personal information (including names, addresses, telephone numbers, drivers' license numbers and credit card numbers) from Renters. Concessionaire shall implement all physical, technical and organizational security measures necessary to preserve the security and confidentiality of personal information, and to protect personal information from unauthorized disclosure or processing, theft, loss or damage. Concessionaire shall not access, process or store personal information outside the United States. Concessionaire agrees to securely transfer or destroy all personal information collected in the course of the rental transaction process to Enterprise on a timely basis without retaining copies. Concessionaire agrees to notify Enterprise immediately of its discovery of any security breach affecting personal information, and to assume responsibility for all damages and/or liabilities incurred by Enterprise and/or any Renter in connection with any such security breach. Concessionaire further agrees to take immediate steps required to remedy such breach.
- 8. Waiver of Concessionaire's Lien. Concessionaire shall not have, and hereby expressly waives, any lien that it may have, whether statutory or otherwise, in Enterprise's vehicles, personal property, fixtures, inventory and stock-in-trade of whatever kind or nature and for any reason whatsoever.
- 9. Assignment. This Agreement shall not be assigned in whole or in part by Concessionaire without the prior written consent of Enterprise, which consent shall not be unreasonably withheld or delayed; provided, however, that the Agreement may be assigned by operation of law without Enterprise's consent in connection with a merger or the sale of substantially all of the assets or equity interests of Concessionaire, and such assignment shall not effect a termination of this Agreement.
- 10. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the state indicated above as Concessionaire's business address, without taking into account any conflict of law principles which would require application of another law.
- 11. Rates. Rates do not include 10% Sales Tax, or vehicle licensing fees. All vehicles include unlimited mileage and are billed on a 24-hour basis. One way Fees to Manchester, Boston Logan, and PWM charged at \$100 in addition to base rate.

• Compact (Ford Focus or Similar)	\$70.00
• Fullsize (Ford Fusion or Similar)	\$79.99
• Luxury (BMW or Similar)	\$99.99
• Standard Size SUV	\$109.99
• MiniVan	\$149.99

ac

- Large SUV (Tahoe or Similar)

\$159.99

12. Commission Referral. Wiscasset Municipal Airport will receive a 10% on time and mileage on qualifying rentals commencing at Wiscasset Municipal Airport and will give Enterprise first right to customer rental needs.

Concessionaire

Enterprise

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name:

Printed Name:

Andy Dolloph

Title: \_\_\_\_\_

Title: Regional Vice President

9c

EXHIBIT A  
RENTAL PROCEDURES AND INSTRUCTIONS

In connection with each rental transaction, Concessionaire shall:

- 1) inspect the customer's driver's license and refuse to rent a vehicle to any customer who does not possess and produce a facially valid, unexpired driver's license;
- 2) determine the age of the customer by reference to his or her driver's license or other reasonable proof of age and refuse to rent a vehicle to any person who is unable to demonstrate that he or she is at least 21 years of age (at least 18 years of age in New York and Michigan);
- 3) have the customer produce a valid and unexpired major credit card, and refuse to rent a vehicle to any person who cannot produce such a card;
- 4) compare the information and signature by the customer on the Rental Contract with the information and signature on the customer's credit card and driver's license and refuse to rent a vehicle in any case where such information or signatures are inconsistent; and
- 5) refuse to rent a vehicle to any person who is or appears to be under the influence of alcohol or drugs or is or appears to be otherwise incapable of operating a motor vehicle safely;
- 6) not (i) modify the name of the Renter or any additional authorized driver(s) or the rental rates or other terms and conditions as set forth in the Rental Contract, (ii) directly offer any Renter an Enterprise optional product or Enterprise insurance product, but instead refer the Renter to Enterprise for assistance with such matters, unless otherwise permitted by law to offer such products, (iii) modify the vehicle or any equipment or accessories thereon, or install, remove or replace any such equipment or accessories (including tires) and/or (iv) make any representation regarding the rental and/or Enterprise.
- 7) cause each customer to fully complete and sign (and initial where applicable) the Rental Contract;
- 8) inspect the vehicle at the time of rental with each customer and note the date and time of the rental, fuel level and any damage to a vehicle in the applicable box on the face of the rental agreement. Further, note the time of return of the rental vehicle, inspect each vehicle at the termination of each rental period and note on the face of the rental agreement the fuel level and any vehicle damage (Concessionaire shall be responsible for payment for any undocumented damage) upon vehicle return and charge the Renter for fuel consumed (and not replaced) and all other fees and charges in accordance with the terms of the Rental Contract;
- 9) notify Enterprise promptly upon discovery of any damage to the vehicle;
- 10) take commercially reasonable steps to safeguard personal information provided by Renters (and notify Enterprise immediately of its discovery of any security breach affecting any such personal information), and provide to Enterprise on a timely basis, and without retaining copies, all such Renter personal information, the completed Rental Contract, and full payment made by the customer (if such payment is not processed on an Enterprise credit card terminal or is to be processed by Enterprise following the rental, in which case Concessionaire shall provide to Enterprise all information required for the processing of the payment).

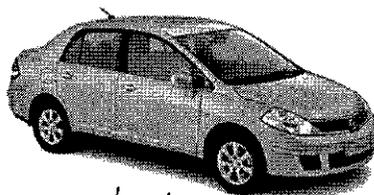


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Wiscasset Municipal Airport – Account Discount code L10KIWI – Full Delivery Service

Vehicle Class	Model	Daily Rate
Intermediate	Toyota Corolla (Or Similar)	\$74.99
Fullsize	Chevy Impala (Or Similar)	\$79.99
Luxury	Cadillac DTS (Or Similar)	\$99.99
Minivan	Town & Country (Or Similar)	\$149.99
Pick-Up Truck	Chevy Silverado (Or Similar)	\$99.99
Intermediate SUV	Ford Escape (Or Similar)	\$99.99
Standard SUV	Kia Sorento (Or Similar)	\$109.99
Large SUV	Chevy Tahoe (Or Similar)	\$159.99
12 Passenger Van	Ford and Chevy	\$179.99

Taxes, fees, surcharges, and optional services are extra.



8/13/16

Enterprise Rent- A-Car  
 378 Bath Rd.  
 Wiscasset, ME, 04578  
 207-882-8393

Dan Bullard

**Town of Wiscasset**  
August 2016  
Monthly Reports





# Town of Wiscasset

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## AIRPORT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Frank Costa, Airport Manager  
**Re:** Airport Monthly Report  
**Date:** September 11, 2016

The month of August 2016 was complemented with excellent weather that resulted in 753 Aircraft Operations according to the Invisible Intelligence unit. Once again, the busy air traffic activity at the Wiscasset Airport resulted in good fuel sales as well as the collection of associated airport fees.

The QT Pod fuel system reports that for the month of August 2016, The Wiscasset Airport sold 5,574 gallons of 100LL Aviation Fuel at \$23,559.19 as well as 710 gallons of Jet-A Fuel at \$2,434.56

We are 16.67% into the Fiscal Budget Year. The Airport Expense Budget for the year 2016-2017 started with \$283,175.00 and is presently at \$241,211.04. The large difference is mostly related to two aviation fuel purchases totaling \$29,350.88

The current Airport Revenue Budget for 2016-2017 is set at \$250,000.00 and is reflecting a collected \$55,649.03, leaving an uncollected amount of \$194,360.97.

**Note:** There was no Airport Committee Meeting in August 2016 due to the scheduling conflict with the "Rise Above" Event.

### **Other Activity:**

#### **1. Aircraft Bird Strike:**

On Friday, August 05, 2016, while landing, an aircraft struck and killed several geese at approximately 7:15PM. The birds were in the grass and took-off into the approaching aircraft path.

There was damage to the aircraft right wing flap but no injuries to the aircraft occupants. A Maine Wildlife Officer was called to take the report and dispose of the dead birds.

The incident was reported to the Portland Air Traffic Control supervisor and a Notam (Notice to Airmen) was issued to alert pilots about the birds' presence.

#### **2. Airport Aviation Fuel Tanks Exterior Refurbished:**

The Jet-A and the 100LL Aviation Fuel Tanks were sanded, cleaned and repainted. A complete line of new decals was also installed on both fuel tanks to meet the Federal and State of Maine requirements to include the Hazard Decals.



# Town of Wiscasset

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### **3. Maintenance Hangar and Main Terminal Hangar Doors Inspected:**

The Maintenance Hangar and Main Terminal Hangar doors were inspected for safety by PDQ-Door. Although both doors were operating safely, minor maintenance work was done. The door technicians discovered that most cables need to be replaced as well as some pulleys due to normal wear. PDQ-Door will follow-up with a report and description of additional maintenance work to ensure safe door operation for some time to come.

### **4. Enterprise Rent-A-Car submits a "Concessionaire Agreement" to the Wiscasset Airport:**

Enterprise Rent-A-Car submitted a "Concessionaire Agreement" to the Wiscasset Airport for review and approval by the Board of Selectmen.

This agreement will facilitate the arriving visitors with more options for car rental at the airport.

If the Board of Selectmen approve this endeavor, the Wiscasset Airport will be assigned an identification number that will be entered into the rental forms at the airport.

According to Enterprise manager Krista Foye, the Wiscasset Airport will receive a percentage for each rental reflecting the ID and a check will be issued to the Town at the end of every month.

This move will allow Enterprise to place several rental vehicles at the airport in addition to the one or two vehicle already being provided by Newcastle Chrysler Dealership.

Due to the unexpected number of rental vehicle accidents involving the Newcastle rental fleet, Newcastle pulled one rental vehicle from the Airport, leaving an old SUV with over 90,000 miles for the Airport to rent, this action created a serious problem for the arriving visitors and the Airport since Enterprise cannot deliver rental vehicles for Saturday and Sunday arrivals.

Newcastle Chrysler Dealership has allowed the Wiscasset Airport to use this same SUV as a "loaner car" for transient pilots that need to get a meal or pick-up supplies for the rest of their trip.

The lack of ground transportation at the Wiscasset Airport has caused a loss of revenue for the Wiscasset Airport in fuel sales as well as tie-down fees. The arriving visitors did not have a choice but to land and remain at the Brunswick Airport due to ground transportation difficulties. These same pilots have called and informed the Wiscasset Airport that having to stay at the Brunswick Airport has caused them additional burden due to the high fees and more expensive fuel at the Brunswick Airport in addition to having to travel longer distances in traffic congested areas to get to their final destinations, in or around Wiscasset.

### **5. The "Rise Above" Event at the Wiscasset Airport:**

Maine Aeronautics Association reports that the "Rise Above" event was a success with 1,500 visitors walking through the gates to view the exhibit as well as an additional 15 General Aviation aircraft that flew in with passengers to enjoy all the benefits offered by this event.



# Town of Wiscasset

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MAA thanks all the people and volunteers that made this event a success (see attached), especially since there were other events taking place around the Mid-Coast Area at the same time.

The Red Tail Tour Managers reported that a total of 704 people made it through the viewing of the Documentary movie; the numbers reflect 395 adults and 309 kids from Wednesday, August 17 thru Saturday, August 20, 2016 at 4PM.

The Wiscasset Airport participated greatly and maintained the same level of service offered to the regular arriving visitors/vacationers that were staying for a longer period of time past the event.

The Wiscasset Airport received many compliments for the services offered while hosting an event as well as the immaculate appearance of the Airport. In addition to the Airport's staff tireless work to present and offer an excellent product, the Airport also enjoyed the participation of the Town Works Department.

The Town Works Department Director Doug Fowler active participation ensured the Airport's tall grasses to have been cut and manicured as well as the Airport off-site parking lot on Rt. 144. This participation provided a clean and safe environment to the visitors and volunteers alike while offering an easy traffic flow.

The Wiscasset Police Chief Jeffrey Lange also participated through his overview of the planned traffic flow and direction for the placement of the temporary "No Parking" signs along the Chewonki Neck Road for the duration of the event. Chief Lange also coordinated the presence of a Police Officer at the event.

The Wiscasset Airport hosting participation was enhanced through the payment for the port-a-potty set-up as well as the presence of an off-duty Police Officer and additional electricity needed.

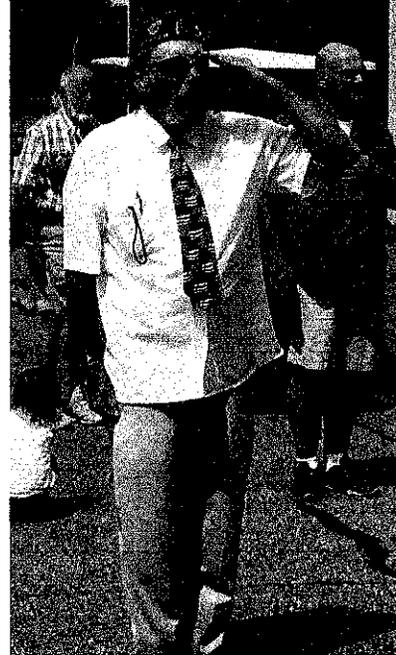
A thank you letter and pictures from the "Rise Above" event at the Wiscasset Municipal Airport on August 20 follows this report

Frank Costa  
Wiscasset Airport Manager



# Town of Wiscasset

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Dear Committee members and volunteers:

Thank you all for a great day on Saturday August 20. The numbers were good despite the competition from other events like the balloon festival in Lewiston, the Union Fair, an Art Festival in Brunswick and many other local events. We had a steady crowd and generous donations were given at the gate. And, most importantly we had a great response from the community! We accomplished what we set out to do and that was to have a grass-roots event where the community was engaged and involved. From parking cars to parking airplanes, thanks to all who helped organize the day and volunteered. To the airport crew for all the prep work and for making the Wiscasset Airport look great and welcoming.

And to those who kindly gave of their hangars and time—all the pieces came together. The public had a great time and we had many compliments on how well the “event” was organized, how much the Tuskegee Exhibit meant to them and how much they enjoyed listening to the Jazz band. The Veteran Awards ceremony was an important component of this day which honored some of our local Veterans.

We thank the Mid-Coast Veterans Council and the local American Legion for putting such a fabulous program together. It was a great day, and a good week with the Lewiston-Auburn YMCA and the Wiscasset Recreation Department, to name a few who got their own tour of the exhibit and airport that week. The Wednesday groups had the rare treat of meeting and talking to Tuskegee Airmen Jim Shepard of Scarborough. His son Bob brought him down for the afternoon and Jim addressed the kids and answered many interesting questions about his life during WWII. Many of the kids wanted their picture taken with Jim handing me their phones one after another.

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August 2016 Monthly Report



# Town of Wiscasset

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The P-51 Mustang pilot Bill Shepard (no relation) arrived on Monday, flew out of Brunswick on Tuesday with the winner of the Mustang raffle; Mark Wellborn, a Veteran, the JrROTC commander at Lewiston High School (who participated in Saturdays event), and a resident of Wiscasset. *"What a ride! From takeoff roll getting pressed into the seat to engine shutdown, it was a blast! What a treat. Thank you very much once again. That is a once in a lifetime ride."* MW

Mark by the way bought 5 tickets. We sold 100 raffle tickets for the cause. Event profits go back to the community in the form of scholarships for ACE Camp and the CAP cadets and to local Veteran groups and programs.

Thanks again all! Lisa & Steve





# Town of Wiscasset

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## TOWN CLERK REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** August Monthly Report  
**Date:** September 12, 2016

### Elections:

The Clerk's office continues to prepare for the November 8, 2016, General Election. Absentee ballots will be available on October 7<sup>th</sup> until the close of business on November 3<sup>rd</sup>. All absentee ballots that have been returned by 4:00 p.m. on Friday, November 4<sup>th</sup> will be processed on Monday, November 7<sup>th</sup> beginning at 10:00 a.m. Early processing is done publicly at the Wiscasset Community Center.

Absentee ballot applications are available now at the Town Office. The Clerk will be attending trainings on September 6<sup>th</sup> & 7<sup>th</sup> for Elections. This training will include Municipal Registrar and Title 21-A training and covers all major aspects of elections including any new updates.

### Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
<b>Monthly Revenues</b>	\$63,987.05	\$397.40	\$1,379.50	\$494.00
<b>Year to date</b>	\$123,028.98	\$815.40	\$2,838.50	\$1,001.80
<b>Met yearly revenue projection by:</b>	21.58 %	14.56%	17.52%	29.38 %

### Licenses:

Business License	Dog License	Liquor License	Special Amusement
0	10	0	0



# Town of Wiscasset

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## CODE ENFORCEMENT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Stan Waltz, Code Enforcement Officer  
**Re:** August Monthly Report  
**Date:** September 14, 2016

August was a slow month for building permits with only six permits issued. It was a busier month for inspections and following up on complaints.

There were only a couple of signs that needed to be removed from the intersections this month. I had a number of calls from realtors and law offices concerning vacant properties and septic designs and such. I did work with two home owners to get their properties cleaned up.

The following permits were issued in August: 3 garages; 1 addition; 1 shed 1 finish interior to a heated warehouse; 1 interior plumbing permit and 7 signs.

### Revenues

\$280.00 signs  
\$30.00 plumbing  
\$549.00 building  
\$859.00 income

I am working with three restaurants to install or update their grease traps.

Respectfully submitted,  
Stan Waltz  
Code Enforcement Officer  
Wiscasset



# Town of Wiscasset

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## EMS/EMA REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Toby Martin, EMS/EMA Director  
**Re:** August Monthly Report  
**Date:** September 8, 2016

### 1. Run Volume for August

<u>City</u>	<u># of Runs</u>	<u>% of Runs</u>
Boothbay	1	1.10%
Boothbay Harbor	1	1.10%
Damariscotta	5	5.49%
Dresden	1	1.10%
Edgecomb	11	12.09%
Portland	1	1.10%
Westport (Town of)	1	1.10%
Wiscasset	60	65.93%
Woolwich	10	10.99%
Total	91	100%

### Updates:

1. New License Medical Director- Matt Opacic MD @ Miles Hospital
2. EMS Subscription- Approx. Subscribers (70) Revenue: \$3300.00
3. 2 New Hires – Jessica Carves, Amanda LaCroix intro a next meeting
4. Grants- MMA Safety Grant for Municipal Office, and AFG opens Oct. 11
5. Wiscasset is now certified to do PIFT (Paramedic Interfaculty Transfers) transfers that require medications to be given on a pump to patients.

Respectfully Submitted,  
Toby Martin- EMS Director



# Town of Wiscasset

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## PLANNING DEPARTMENT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Benjamin Averill, Town Planner  
**Re:** August Monthly Report  
**Date:** September 15, 2016

### **Community Planning and Economic Development:**

Summer was in full swing during the month of August. Over the past several weeks I have been tasked with several small projects for town. I had previously been in contact with several local banks over the last few weeks to explore the possibility of bringing an ATM to the Creamery Pier, however it was determined that it was not feasible at this time to install an ATM on the Pier. I am continuing to finish a new resident packet, with the assistance of the Town Clerk. Additionally I completed research into the historical status of two town owned structures, the Academy Building and the Old Powder House. Additionally I reviewed ordinances in surrounding communities to determine if there was a need to update our ordinances; specifically around the historical design guidelines and the blasting ordinance.

I have been researching methods to expand broadband service into town and have spoken with the director of ConnectME to determine the steps needed to expand service in town. It was suggested that it would be helpful to create a task force as well as implementing a needs based assessment as a starting point. ConnectME will have grants available in the spring for planning and implementation projects.

Additionally I was part of the Section 106 Review Committee for the MDOT Main Street redesign project. The initial meeting was held on August 4<sup>th</sup> as an introduction to the process and to outline what work has been completed so far and the next steps in the process. It was determined that that future meetings would be held.

### **Waterfront Committee**

The Waterfront Committee met and discussed updates to the pier policies for next year's rental season. Additionally the committee started to discuss what options the town had regarding obtaining a new Harbormaster's boat and the need for the boat.

### **Historic Preservation Commission**

The Historic Preservation Commission meet and reviewed three certificate of appropriateness applications for renovations to structures within the historic district.

#### Certificate of Appropriateness Application-

- a. Applicant- 16 Fort Hill Street U01-095- renovate the existing deck and adding addition to deck
- b. Applicant- 35 Summer Street- Apt 9- U01-011-009- replace all windows
- c. Applicant- 62 Water Street- U01- 45- replace all windows on the southwest end of the residence and build a garage addition onto the northwest side of the existing structure.



# Town of Wiscasset

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The Commission has drafted a letter to send to property owners within the district that will educate them about the historic district. The Commission also reviewed the current sign ordinance and determined that it meets the criteria for signage in the historic district.

## **Ordinance Review Committee:**

The Ordinance Review Committee (ORC) met twice during August. The ORC revised portions of the shore land zoning ordinance to allow the town to be in compliance with regulations from the DEP as well as revised the floodplain zone ordinance to ensure that we are in compliance with current regulations. The ORC also had a brief discussion regarding solar panels within the historic district and approved a change to the ordinance regarding vaccines for animals impounded by the animal control officer.

## **Planning Board:**

The Planning Board met twice in August. The first meeting was held on August 8<sup>th</sup> as a conversion of use of a structure from residential to commercial on the property owned by Possibilities Salon. The conversion of use was approved 6-0-0.

### 1. APPLICANT: Desiree Bailey for Possibilities Salon

**PROPOSAL:** Conversion of use of structure located on parcel from residential to commercial due to business expansion.

**REQUEST:** Site Plan Review, Projects Less than 2,500 Square Feet

**LOCATION:** 145 Gardiner Road, Tax map U04, Lot 008

Proposal: Change of use of a structure located on the parcel at 145 Gardiner Road from residential use to commercial use. The applicant would like to utilize a residence on her property for an expansion of her business. No renovations are needed to the building other than interior work.

On August 22<sup>nd</sup> the Planning Board met with Ryan Chadwick of the Gray Lady Inn to resume a prior discontinued use. The applicant wished to re-establish the use of the parcel as a bed a breakfast. The resumption of use was approved 8-0-0.

### 2. APPLICANT: Ryan Chadwick for Gray Lady Inn

**PROPOSAL:** Resumption of prior discontinued use. The applicant proposes to establish the use of the property as a bed and breakfast and restaurant.

**REQUEST:** Site Plan Review

**LOCATION:** 211 Main Street, Tax Map U-01, Lot 26



# Town of Wiscasset

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Proposal: Resumption of a prior discontinued use. It has been over two years since the parcel had commercial activity. The last prior use of the site was as a restaurant. The applicant proposes to establish the use of the property as a bed and breakfast and restaurant.

Respectfully submitted,

Ben Averill



# Town of Wiscasset

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## Wiscasset Police Department

To: Marian L. Anderson, Town Manager  
From: Jeffrey Lange, Wiscasset Police Chief  
RE: August Monthly Report  
Date: September 8, 2016

### Significant Events and Issues

1. The Police Department is now able to accept old/outdated/unused prescriptions in our lobby Monday through Friday. The Jail has returned our mailbox that the inmates sandblasted and painted for us. The only cost for this was paint and sand. The inmate's time for labor was donated.
2. School is back in Session and Officer Hatch is working diligently with the school administrators on getting the Life Skills Program (replacement for DARE) and the Prime for Life Program (At risk kids that abuse alcohol and drugs) in the school curriculum. Officer Hatch would be the instructor for the schools in the district. Life Skills is for both the Elementary and the Middle/HS. The Prime for Life is more catered for HS students.
3. The mobile radio systems are not working properly. The County has a plan on upgrading and adding a repeater the Huntoon Hill Tower that should eliminate the dead spots. The County is also going to a digital system and going away from the analog system we currently have. This will require us to purchase digital mobile radios. This will be a mandatory item and will be phased in over the next couple of years. So starting next year will be adding this equipment to the PD's budget.
4. Nothing else of significance to report.

Respectfully Submitted,  
Jeff Lange



# Town of Wiscasset

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## PUBLIC WORKS DEPARTMENT

**To:** Marian L. Anderson, Town Manager  
**From:** Doug Fowler, Public Works Director  
**Re:** August Monthly Report  
**Date:** September 15, 2016

### Operations:

August was a busy month for the Department of Public Works. In addition to our routine operations, we were involved in several other projects:

- Chip Seal: Old Ferry Road, Ready Point Road, Young's Point Road, Hemlock Road, and Howard Lane
- Catch Basins: Cleaned and inspected 196 catch basins around town in 5-days. Many of the basins will require some form of rehabilitation. Many of the compromised basins can be repaired, however several will need replacement.
- Continued Roadside Ditching: Old Sheepscoot Road, Shea Road
- Park-n-Ride: Met with MDOT representatives and Kleinfelder Engineering to investigate the possibility of creating a parking lot in the upper field area of the Municipal Building in response to concern of safety issues resulting from through traffic in the existing parking lot as well as increasing available in town parking options.
- Assembled and erected one dog waste station at the waterfront
- Worked at the Elementary School for the playground expansion
- Met with contractors/vendors in regard to replacing the Hearing Room exterior doors
- Extensive mowing/brush-hogging at the airport and surrounding Town owned fields. This annual endeavor requires many man hours as well as causes extensive wear and tear on one of our pieces of equipment, the Toolcat. Several years past, the mowing was contracted out. I would like to investigate/compare the cost and benefit of possibly returning to this practice at least for the fields outside of the airport.

### Cemeteries:

The Cemetery Crew has managed quite well this season. The dry months have enabled them to continue with the much needed maintenance efforts such as headstone rehabilitation, grading, and additional trimming and shrub/tree pruning. This September commences the final phase of the "Tree and Shrub Removal" ordinance adopted by the B.O.S. August-2013 in the Woodlawn Cemetery located on Birch Point Road. To date, we have mostly received good words for our efforts in removing illegal shrubs and trees, as well as the overall up keep of the numerous Town maintained cemeteries.

### Financials:

At just over 16.5% of the year we are into the Highway budget 13.42% and the Cemetery 17.82%.



# Town of Wiscasset

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In conclusion, I am very pleased with our productivity this season as well as with the overall attitude of the members of my department. I am positively impressed with their ability to accept and complete all the various endeavors and tasks that are asked of us. Their dedication is outstanding and I truly believe that the Town is fortunate to have such a crew as am I.

Faithfully yours,

***Doug***

Director of Public Works  
Wiscasset, Maine



# Town of Wiscasset

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## PARKS AND RECREATION DEPARTMENT

**To:** Marian L. Anderson, Town Manager  
**From:** Todd Souza, Parks & Recreation Director  
**Re:** Monthly Report  
**Date:** September 14, 2016

The Parks & Recreation Department strives to work with town departments, community organizations, schools, volunteers and our youth in an effort to provide a well-balanced selection for programming and facilities.

This report is created to highlight these efforts during the past month.

August was another great month for the Parks & Recreation Department: Improvement projects, increased enrollment, staff appraisals and new partnerships created. This report was created to highlight those efforts during the past month.

*“Change the way you look at things and the things you look at will change” ~ Wayne Dyer*

### Community Events

- Hosted second annual WRGC Gun Show
- Held planning session with the Wiscasset Area Chamber for partnership opportunities during Scarecrowfest.

### Coordination Meetings

- Met with Youth Cheerleading Coaches
- Attended the Senior Trustee Meeting
- Met with Potential tumbling instructor

### Staff

- Advertised and held interviews for vacant PT positions
- Conducted Employee appraisal meetings
- Director taught swim lessons and guarded – short staff
- Accepted resignation of ASA/Camp Director Heather Jones
- Repositioned Jay Reith as new ASA Director

### Facilities

- Roof replacement Project – Started August 15<sup>th</sup>
- Shutdown Week – Gym floor refinish, painted locker rooms, extracted carpets, waxed floors and general maintenance

### Programs

- Operated the department’s “Mainely” Summer camp at the Wiscasset Elementary School – Overall increased participation



# Town of Wiscasset

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- Hosted/Instructed the Town of Richmond Summer camp swim lessons in the WCC pool
- Hosted a Dutch Soccer Camp
- Held Clinics for fall youth soccer players, started Fall soccer season

## **Public Relations**

- Held multiple planning meetings with Midcoast Conservancy staff – Selected as one of three Community Recreation Hubs for outdoor adventure opportunities

## **Operations**

- A-Copi – Installed new copier and removed the old unit for return
- Evaluated space use for the WCC and WPRD programs and members

### **WINTER HOURS**

(August 29, 2016 – May 30, 2017)

Monday – Thursday:	5:00am – 9:00pm
Friday:	5:00am – 8:00pm
Saturday:	8:00am – 4:00pm
Sunday:	1:00pm – 5:00pm

Please feel free to contact the department at 882-8230 with any questions or to share program ideas. Once again thank you to our staff, volunteers, community organizations and local businesses for their support and dedication over the past month.



# Town of Wiscasset

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## TRANSFER STATION

**To:** Marian L. Anderson, Town Manager  
**From:** Ron Lear, Transfer Station Superintendent  
**Re:** Monthly Report  
**Date:** September 8, 2016

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	152.64	-\$63
Demo	62.4	-\$63
Single Stream	25.73	-\$5
Metal	20.21	+\$130
Computers	5550 lbs.	+\$ .15/lbs
Brush/Lumber	45	-\$35
Organics for Compost	1600 lbs.	0
Mixed Copper/Alum/Lead	340 lbs.	+\$ .74/lbs.
Shingles	16.83	-\$25
Sheetrock	0	-\$0
Cardboard	20.68	+\$105

We also recycled 22 bales of cardboard.

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

Types	Revenues:
User Fees	\$4659.41
MRC Dividend	\$6310.50
Metal (Light iron, batteries, mixed copper)	\$ 0
Cardboard	\$ 0
Computers	\$81.61

### Operations:

On the August 2 we shipped 2 boxes of rechargeable batteries. On the 12<sup>th</sup> we shipped 36 bales of cardboard and 11 gaylords of computers/tvs and on the 18<sup>th</sup> Bob's Tire picked up 603 tires.

### Expenses & Revenues:

Expenses are at 12.26% and the Revenues are at 14.91%



# Town of Wiscasset

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## TOWN TREASURER REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Shari Fredette, Town Treasurer/Human Resources  
**Re:** Monthly Report  
**Date:** August 9, 2016

**Finances:** In the month of August the town collected a total of \$98,346.92 in Real estate taxes and \$-0- in personal property taxes.

I transferred \$500,000 from the TAN on August 25<sup>th</sup> leaving a balance of \$971,922 remaining.

**Credit card:** Receipts for August were \$6,855.91.

The Finance Department as of August 31<sup>st</sup> has spent percent 16.82 % of its budget; we are 16.67% through our current fiscal year. YTD Finance has **underspent** by .15 %

**School Expenses:** The Town of Wiscasset processed checks to The Wiscasset School department in the month of August for \$1,022,312.38. The School Revenue was \$152,384.74 and was comprised of The State Subsidy, Lunch Subsidy, and Interest Income. The Total School Revenue including the Town checks was \$1,174,697.12. The Total School Expense for August was \$727,426.03.

**Training:** No training in the month of August.

### Human Resources:

The Town had no work related injury report to MMA Risk Management in August. The Town added -1- new EMS employee in August. The MainePers Retirement "Monthly Report" with a due date of August 15<sup>th</sup> was electronically submitted for the month of June.

**Fund balance Policy for the Town of Wiscasset attached. Please note the highlighted segment.**

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



# Town of Wiscasset

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## Town of Wiscasset General Fund - Fund Balance Policy

### Purpose of this Policy

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance, and the priority for the use of resources in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's general fund balance. This policy applies only to the general fund.

### Definitions and Classifications

- *Fund Balance* is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.
- Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General fund are defined as follows.
  - *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
  - *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), granters, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
  - *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of design making (Town Selectmen), and that remain binding unless removed in the same manner.
  - *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the Town Selectmen, or a body or official (management) to which the Town Selectmen has delegated the authority to assign amounts for specific purposes.
  - *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount. The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

### Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town's management, credit rating agencies, and others monitor the levels of



# Town of Wiscasset

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fund balance in the general fund as an important indicator of the Town's economic condition. While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels because of recent events in the credit markets.

In establishing an appropriate level of fund balance the Town has considered the following factors:

- Property Tax Base
- Non-property Tax Revenues
- Debt Profile
- Liquidity
- Budget Management
- Future Uses
- Economy

## **Policy**

It is the policy of the Town of Wiscasset to maintain unassigned fund balance in the general fund at two months of general fund revenues (or 16%) measured on a GAAP basis (GAAP - generally accepted accounting principles in the United States). In the event that the unassigned fund balance drops below this level, the Town will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level over a period five (5) years or less. The Treasurer shall report fund balance in the appropriate classifications and make the appropriate disclosures in the Town's financial statements. Unless already classified as restricted or committed, the following balances shall be classified as assigned, as per GAAP or a matter of policy. Encumbrances – Amounts encumbered at year-end by contract, including purchase order, or encumbered by some other means shall be classified as assigned. (GAAP) Budget Appropriation – Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in ensuing fiscal year shall be classified as assigned. (GAAP) Capital Budget – Amounts designated for use in the first year of the capital improvement program, whether by appropriation or advance to another fund, shall be classified as assigned. Selectmen action must be taken to assign amounts before the end of the fiscal year (types of assignments and estimated amounts are required). The Treasurer will provide the estimated fund balances in order to make such assignments.

## **Policy Administration**

Annually, the Treasurer shall report the Town's fund balance and the classification of the various components in accordance with GAAP and this policy. Should the Town fall below the target level, the Treasurer shall prepare a plan to restore the unassigned fund balance to the target level.



# 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:** August Monthly Report  
**Date:** September 14, 2016

For the month of August our average flows were 155,000 gallons per day putting us at 25 % of our licensed flow. We recorded 3.3 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

### **Operations:**

Luckily mowing has been slow so we have been able to get to do more pump station repairs and cleaning. We are in hopes of getting some more line cleaning done before cold weather sets in.

### **Training:**

Training has been focused on our new employee

### **Financials:**

We received \$31,507.00 in user fees for the month and are at 14.5 % of the anticipated revenues for the year. Expenses are at 12.3% at 16.7% thru the year.

William Rines



**CHEWONKI**

Please join us for a

# Farm-to-Table Harvest Dinner

celebrating our local community

**Thursday, September 29, 2016, 4:30-8:00 p.m.**

Chewonki Foundation, 485 Chewonki Neck Road, Wiscasset

4:30 p.m. Appetizers and cash bar at the Chewonki Farm

6:30 p.m. Harvest Dinner featuring local foods in the Wallace Center

7:30 p.m. Brief remarks by President Willard Morgan

**RSVP by Thursday, September 22**

[chewonki.org/harvestdinner](http://chewonki.org/harvestdinner)

or 882-7323, ext. 158



3\*2  
0956

Mathan Anderson, Town Manager  
51 Bath Rd  
Wiscasset, ME 04578-4108

No charge; please be our guest. There is limited seating so register early. We hope to see you here!

Chewonki inspires transformative growth, teaches appreciation and stewardship of the natural world, and challenges people to build thriving, sustainable communities throughout their lives.

11a.  
Presorted First Class  
U.S. Postage Paid  
Permit #1  
Portland, ME

Dear Marian,

I believe it is time to remove and dispose of the town's siren. This siren on Fort Hill St was installed and maintained by Maine Yankee to warn of containment breach or other public safety situation at the atomic power plant on Birch Point. When Maine Yankee was dismantled the siren was given to the Town of Wiscasset. I believe the siren has not been tested for twenty years. It is my understanding that the siren mechanism inside the unlocked maroon painted box at the foot of the utility pole is not functional. Since the town appears to have no use for it, even were it repairable, I suggest we remove it and junk it. The utility pole could be cut down at minimal expense. Even if it is not at present a safety issue, it is certainly an eyesore. Aesthetic issues are important to me as a longstanding member of the Committee on the Appearance of the Town.

Don Jones



*Internal use only*

TEDOCS #:	_____
CT#:	_____
CSN#:	_____
PROGRAM:	_____

**State of Maine**  
**DEPARTMENT of TRANSPORTATION**  
**COOPERATIVE AGREEMENT**

**Wiscasset, Maine**  
**Downtown Improvements Project**

FEDERAL PROJECT NUMBER: CMAQ-2184(300)  
STATE WORK IDENTIFICATION NUMBER (WIN): 21843.00

**RECITALS:**

This Agreement is entered into by and between the **State of Maine, by and through its Department of Transportation**, an agency of state government having its principal administrative offices located at Child Street, Augusta, Maine (the "Department"), and the **Municipality of Wiscasset**, a municipal corporation located in the County of Lincoln having its principal administrative offices located at 51 Bath Road, Wiscasset, Maine (the "Municipality") (the Department and the Municipality jointly hereafter being the "Parties"), regarding a highway and traffic improvement project on and adjacent to Main Street (U.S. Route 1) beginning at or about Federal Street/Fort Hill Street and extending northerly to the southern abutment of Davey Bridge, including work on and adjacent to Railroad Avenue, Water Street, Middle Street and Creamery Wharf in Wiscasset (the "Project").

- **Appendix A** –Scope of Work;
- **Appendix B** –Acquisition of Property Rights and Maintenance of Improvements;

1. U.S. Route 1 is the primary highway serving Maine's mid-coast region and also serves as Main Street for the Wiscasset downtown area and historic Wiscasset Village. Due to its arterial significance, U.S. Route 1 is classified as Highway Corridor Priority 1 by the Department.
2. This portion of U.S. Route 1 routinely experiences significant traffic delays and pedestrian-vehicle conflicts during peak summer traffic periods. These impacts are expected to be alleviated by the Project.
3. The Parties' goal in implementing the Project is to improve the safety and mobility of motorized and non-motorized traffic along U.S. Route 1 and in the downtown village area, while minimizing adverse economic, environmental, historic and cultural impacts to the neighborhood.

4. As part of a cooperative Project vetting process, the Municipality's voters participated in a non-binding public referendum held on June 14, 2016 (the "Public Referendum"), through which a majority of the Municipality's voters expressed a preference to implement the Department's *Downtown Wiscasset Conceptual Drawing Option Number 2* and the accompanying *3-D Model and Video* (the "conceptual drawing and 3-D model being collectively referred to herein as "Option 2").
5. In response to the results of the Public Referendum, the Municipality's governing Board of Selectmen voted unanimously on June 20, 2016 to endorse the Municipality's participation in the Department's implementation of the Project in accordance with the attributes of Option #2.

**Now therefore**, in consideration of the foregoing, the Parties agree to the following:

6. The Department's preliminary estimate for the total cost of the Project as of the date of this Agreement is Five Million Dollars (\$5,000,000) (the "Preliminary Cost Estimate"). The Preliminary Cost Estimate is a planning-level estimate that may change upon formal design development of the Project, and is exclusive of any proposed or potential water, sewer or other utility improvements that are not specifically needed for construction of the Project.
7. The Department agrees, at its sole cost, to procure and administer the necessary contracts, or to use its own forces, as appropriate, to complete all necessary planning activities, and to develop design plans, construction plans and specifications for the Project consistent with the proposal set forth in Option 2 using the Department's standard project development process to ensure adherence to federal and state regulations (the "Project" as referenced hereafter shall imply the incorporation of the attributes of Option 2).
8. The Municipality acknowledges that Option 2 is conceptual in nature, and that the formal Project development process may reveal design and construction obstacles that require the Department to make adjustments to the conceptual aspects of Option 2. The Municipality agrees that such adjustments are at the sole discretion of the Department, and shall be supported by the Municipality so long as the overall character and intended attributes of Option 2 are adhered to wherever reasonably practicable.

**Department Costs:**

9. In addition to the expenses outlined in Item 7 above, the Department agrees to pay all costs associated with the following activities, unless otherwise noted in this Agreement or the attached Appendices:
  - a. All permitting and inspection activities and associated fees, except that neither the Department nor its contractors will be required to pay for inspections by and permits from the Municipality;

- b. Acquisition of all necessary property rights to construct the Project as designed, unless otherwise noted in this Agreement or the attached Appendices;
- c. All construction costs associated with the scope of work outlined in Appendix A unless otherwise noted in this Agreement or the attached Appendices.

**Municipality Costs:**

10. Subject to the Department's approval and prior to the completion of the Department's Preliminary Design Report (the "PDR"), the Municipality may propose the inclusion of any additional work to be incorporated into the Project at the Municipality's sole expense (the "Additional Municipal Work"). Additional Municipal Work may include, but is not limited to, attributes such as additional sidewalk amenities, relocation of overhead utilities, addition of public restrooms, or other Project add-ons or increases in the quality or quantity of materials. In the event that any components of the Additional Municipal Work are approved for federal participation in the cost thereof, such additional cost to the Municipality may be reduced to the non-federal share.
11. Upon the Department's review and approval of the PDR, the Municipality will be provided with a copy, including a written total estimated cost of the Project, and (if applicable) any Additional Municipal Work. Upon its review, the Municipality may, at its discretion, choose not to move forward with the construction of the Additional Municipal Work or any portion thereof.
12. The Municipality agrees to secure any funds necessary to cover its share of any Additional Municipal Work (if applicable). Once the Project advances to the completion of a PDR, and prior to the Project reaching final design status, the Municipality will be required to demonstrate to the Department that it has obligated the necessary funds through the appropriate local approval process. If the Municipality is unable to obligate the necessary funds for the Additional Municipal Work, the Department will move forward with the Project without the incorporation of the Additional Municipal Work, and the Municipality shall be responsible for any costs incurred by the Department related to the Additional Municipal Work in accordance with the Termination section of this Agreement.
13. The Municipality agrees to be responsible for payment of all internal costs incurred by municipal staff and other municipal resources, public engagement/outreach activities and other in-kind services provided by the Municipality in connection with the Project, as well as all legal costs incurred by the Municipality in connection with the Project.
14. The Department shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the state's option to withhold, for the purposes of set-off, monies due to the Municipality up to any amounts due and owing to the Department with regard to this Agreement or any other agreement, any other contract with any State of Maine department or agency, including any contract for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the

State of Maine for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The Department shall exercise its set-off rights in accordance with normal state practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the Department, its representatives, or the State Controller.

**Collaboration Between Parties:**

15. The Department shall consult with the Municipality prior to making any substantive changes that impact the scope or the estimated cost of the Project. In addition, the Department shall consult with and provide Project status reports to the Municipality at the following Project milestones:
  - Project kickoff/initial team meeting/formal public contact,
  - Completion of the PDR
  - Formal public meeting;
  - Completion of the plans, specifications and estimates (“PS&E”);
  - Changes in the Project schedule or associated cost estimates;
  - Other public informational meetings, workshops and public involvement actions as deemed appropriate by the Parties;
16. The Department will coordinate with the Municipality to hold public meetings as appropriate to solicit comments and design input, with the frequency, times and locations of such meetings to be mutually agreed upon by the Parties. The Department will lead all public meetings except for those held solely for the discussion of any Additional Municipal Work.
17. The Municipality shall participate as needed in Project team meetings and discussions;
18. The Town Manager, on behalf of the Wiscasset Board of Selectmen, will serve as the primary point of contact for the Municipality. The Municipality may choose to designate a Project Advisory Committee to assist the Town Manager with this public collaboration effort, however, only those actions approved by the Wiscasset Board of Selectmen by affirmative vote shall be considered official actions of the Municipality with regard to the Project;
19. The Department shall have final decision-making authority in all Project matters, but commits to working collaboratively with the Municipality to address Municipal questions and concerns regarding Project design elements. The Department will consider all local input when making Project-related decisions, and will strive to satisfactorily address all reasonable municipal concerns in the most practical manner possible.

**Future Municipal/State Agreement Required:**

20. After the final PS&E package is prepared, the Department and the Municipality shall execute a Municipal/State Project Agreement covering Project advertisement, award,

construction, construction engineering, and future maintenance of Project-related improvements. Said Municipal/State Agreement will include the financial terms outlined in the PDR as described above, as well as a schedule for collection of the Municipality's share (if any) of the Project costs.

**Termination and Legislative Appropriation:**

21. The Department may postpone, suspend, abandon or otherwise terminate this Agreement upon thirty (30) days written notice to the Municipality and in no event shall any such action be deemed a breach of contract. Postponement, suspension, abandonment or termination may be taken for any reason by the Department or specifically as the result of any failure by the Municipality to perform any of the services required under this Agreement to the satisfaction of the Department.
22. The Department reserves the right to terminate the Project for any reason prior to the award of a contract to construct the Project. The Department also reserves the right to terminate all provisions pertaining to Additional Municipal Work at any time prior to the award of a contract to construct the Project because of any failure by the Municipality to meet any of the conditions and stipulations set forth in this Agreement.
23. Anything herein to the contrary notwithstanding, the Municipality acknowledges and agrees that, by law, the obligations set out in this Agreement are subject to available budgetary appropriations by the Maine Legislature and, therefore, this Agreement does not create any obligation on behalf of the Department in excess of such appropriations.

**Miscellaneous Provisions:**

24. The Department shall obtain all required federal and state regulatory reviews and approvals and will implement the respective public involvement requirements as appropriate. Anticipated actions include:
  - a. National Environmental Policy Act (NEPA) – evaluation of alternatives;
  - b. Section 106 – impacts to historic properties;
  - c. Section 4(f) – parks, recreational lands, wildlife and waterfowl refuges, historic properties;
  - d. Section 7 – work in waterways, if needed;
  - e. Storm water discharge permits;
  - f. Other state and federal permits and approvals, as needed.
25. To the extent permitted by law, the Municipality shall indemnify, defend, and hold harmless the Department, its officers, agents and employees from all claims, suits or liabilities arising from any negligent or wrongful act, error or omission by the Municipality, its officials, employees, agents, consultants or contractors. Nothing herein shall waive any defense, immunity or limitation of liability that may be available to either party under the Maine Tort Claims Act (14 M.R.S. § 8101, et seq.) or any other privileges or immunities provided by law. Any other provision of this Agreement to the contrary

notwithstanding, this provision shall survive any termination or expiration of this Agreement.

26. The Parties further agree to operate within the terms of this Agreement and in compliance with all applicable state and federal laws and regulations. The Parties shall fulfill all obligations diligently and cooperate in achieving the intent of this Agreement.
27. This Agreement constitutes the entire understanding between the Parties with respect to the Project described herein, and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement.
28. No assignment of this Agreement is contemplated, and in no event shall any assignment be made without the express written permission of the Department.
29. This Agreement shall be binding on, and inure to the benefit of, the Parties and their respective successors and assigns.
30. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if in writing signed by each party or an authorized representative of each party.
31. This Agreement is governed by, and will be construed and enforced in accordance with, the laws of the State of Maine.
32. Any communications, requests or notices required or appropriate to be given under this Agreement shall be in writing and mailed via U.S. Mail, Certified or Registered, Return Receipt Requested or sent via a recognized commercial carrier such as, but not limited to Federal Express, that requires a return receipt delivered to the sending party. Said communications, requests or notices shall be sent to the other party as follows:  

The Department:	Maine Department of Transportation 16 State House Station Augusta, ME 04333-0016 Attn.: Ernie Martin, Project Manager
The Municipality:	Town of Wiscasset 51 Bath Road Wiscasset, ME 04578 Attn.: Town Manager
33. This Agreement, once signed by the duly authorized representatives of the Parties, shall remain in effect until completion of the Project, or until terminated under provisions of the Termination section of this Agreement, or until superseded by a new agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement in duplicate, effective on the date last signed below.

**MUNICIPALITY OF WISCASSET**

**STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its \_\_\_\_\_  
Duly authorized\*  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: Herb Thomson  
Director, Bureau of Planning  
Duly authorized\*  
Date: \_\_\_\_\_

*\* I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.*

**DRAFT**

**APPENDIX A**  
**Scope of Work**

The Project involves a highway and traffic improvement project on and adjacent to Main Street (U.S. Route 1) in Wiscasset, beginning at or about Federal Street/Fort Hill Street and extending northerly to the southern abutment of Davey Bridge, including work on and adjacent to Railroad Avenue, Water Street, Middle Street and Creamery Wharf (the "Project").

1. The Project's anticipated scope of work shall be designed in a manner consistent with the Department's *Downtown Wiscasset Conceptual Drawing* and *3-D Model* for Option Number 2 ("Option 2"). The Project scope will be refined by the Department in collaboration with the Municipality during the design development process. The Project is expected to include the following major elements, which will be paid for by the Department unless otherwise noted:
  - a. U.S. Route 1 (Main Street) will be modified from its intersection with Federal Street and Fort Hill Street to Davey Bridge. Anticipated details include:
    - i. Two travel lanes with shoulders, as well as a left turn lane between Middle Street and Water Street to allow for left turns northbound onto Water Street and southbound onto Middle Street;
    - ii. Installation of a rectangular rapid flashing beacon at the Main Street crosswalk leading to the U.S. Post Office building;
    - iii. Elimination of on-street parking along Main Street between Water Street and Middle Street to allow for replacement and expansion of existing sidewalks with suitable highway access per the requirements of the Americans with Disabilities Act (ADA);
    - iv. Sidewalk amenities, such as landscaping, benches, chairs and tables, consistent with those depicted in Option 2. The Parties will collaborate and agree upon the selected materials, quantities and placements of such amenities during the design development process. The Municipality may be required to participate in cost sharing if requested modifications result in greater costs than those anticipated for the existing conceptual design of Option 2.
    - v. Installation of traffic signals with ADA-compliant pedestrian crossing signals and controls at the Main Street intersections with Water Street and Middle Street.
    - vi. Installation of a new crosswalk on Main Street at the west side of Water Street. Project design is expected to preserve all other existing crosswalks in their current locations.

- vii. Implementation of seasonal parking restrictions along Middle Street and Water Street to accommodate turning movements and anticipated increased traffic queues resulting from the new traffic signals. If feasible, efforts will be made to minimize any impacts these parking restrictions may have to on-street parking spaces.
  - viii. Construction of a new sidewalk adjacent to the existing sidewalk on Main Street located along Red's Eats to provide safe passage for pedestrians. The new sidewalk will be physically separated from the existing sidewalk, which will continue to be used for customers patronizing Red's Eats. Signs will provide clear definition of each sidewalk's purpose.
  - ix. Prohibition of left turns onto Water Street by southbound Route 1 traffic. Signs will provide guidance to motorists seeking access to Water Street.
  - x. Continued allowance of left turns onto Railroad Avenue by northbound Route 1 traffic; however, signs will encourage travelers to park on either Water Street or at Creamery Wharf.
  - xi. Modifications to drainage, as needed to comply with the new street configuration. Such modifications may include those to building roof and foundation drains, as well as other storm drains, if necessary to protect the integrity of the Project improvements.
  - xii. Utility improvements to the extent that such are specifically required as a direct result of Project construction, with overhead utilities being preserved. Costs associated with installation of underground utilities or other utility improvements shall be borne by the respective utility districts or the Municipality, and not by the Department. The Department will coordinate with the utilities as needed.
  - xiii. Installation of new street lights and pedestrian lights along Main Street. The Department will provide the Municipality with options for lighting fixtures to be implemented at the Department's expense. If the Municipality chooses to upgrade to more costly fixtures or to increase the quantity of fixtures, the Municipality may be required to pay for the difference in cost.
- B. Full reconstruction of Railroad Avenue as an outbound, one-way street from Main Street to Water Street, including both on-street and off-street parking and a full-length sidewalk connecting Main Street to Water Street. The Department will provide the Municipality with options for street lighting and landscaping. The municipality may be required to participate in cost sharing if requested modifications result in greater costs than those anticipated for the options offered by the Department.

- C. Possible modifications to Creamery Wharf to provide additional parking spaces, subject to permitting and other limitations not yet explored.
  - D. Construction of a new parking lot on Water Street, including landscaping and lighting to provide visual and auditory screening to abutters. An informational kiosk and two park benches will be installed. The Parties will collaborate to identify all other municipally-owned parking lots and properties located near Main Street that may be suitable for parking. Municipal cost sharing may be required to upgrade existing municipal facilities to better serve the parking needs of the downtown area.
  - E. Installation of all necessary regulatory and advisory signs and pavement markings within the Project area.
  - F. Collaborative development of standardized sign templates for street names, parking (handicap, elderly, short-term and long term) and directional navigation for local points of interest, such as museums, historic sites, local dining, lodging and public restrooms, as well as purchase and installation of such signs within the Project area and affected side streets. Whenever possible, universally-recognized symbols will be used instead of text.
2. The Parties acknowledge that the scope of work outlined herein, as associated with Option 2, is conceptual in nature, and that the formal Project development process may reveal design and construction obstacles that require the Department to make adjustments to the conceptual aspects outlined above. The Municipality agrees that such adjustments are at the sole discretion of the Department, and shall be supported by the Municipality so long as all the overall character and intended attributes of Option 2 are adhered to wherever reasonably practicable.

**APPENDIX B**  
**ACQUISITION OF PROPERTY RIGHTS AND  
MAINTENANCE OF IMPROVEMENTS**

**1. Property Acquisition:**

Implementation of the Project may require the acquisition of private property rights, and may also include modifications to Town properties, as follows:

- a. The Department may acquire property rights from private parties along Water Street to support construction of a municipal parking lot.
- b. The Department may acquire property rights from private parties along Railroad Avenue to support construction of the road and associated on-street and/or off-street parking.
- c. The Department may acquire property rights from the Municipality to support Project activities being performed on municipally-owned properties, such as Creamery Wharf and existing municipal parking lots located on Middle Street and Water Street. By execution of this Agreement, the Town agrees to grant any necessary temporary rights to the Department, and to allow such work to be performed on municipal properties without additional compensation from the Department.

**2. Maintenance and Operation Responsibilities:**

After the final PS&E package is prepared, the Parties will enter into a Municipal/State Agreement establishing, in part, allowable uses of Project infrastructure and each party's assigned maintenance obligations with regard to such Project infrastructure. The terms of that agreement shall be consistent with the following:

- a. Upon completion of the Project, the Department will be responsible for all year-round maintenance of the U.S. Route 1/Main Street highway infrastructure, including travel lanes and shoulders, and will include all winter and summer maintenance, annual sweeping, periodic clearing of catch basins, painting and road striping, and replacement of regulatory and warning signs along U.S. Route 1 and at the U.S. Route 1 intersections as needed.
- b. Upon completion of the Project, the Municipality will be responsible for year-round operation and maintenance of all properties improved by the Project other than the U.S. Route 1 travel lanes and shoulders, including, but not limited to, the following:
  - i. Operation and maintenance of all traffic signals, street lights and other lighting purchased or installed in connection with the Project including payment of all associated electrical service, maintenance and periodic light bulb replacement, as needed. The Municipality agrees to maintain all lights with equipment technology equal to or greater than that which has been installed.
  - ii. Winter and summer maintenance of all sidewalks, sidewalk amenities (including but not limited to benches, seats, tables and landscaping), parking facilities and all

other facilities purchased, installed or constructed in connection with the Project unless specifically identified as being the responsibility of the Department. Expected maintenance requirements include replacement of landscaping and signs, repaving of parking lots, and other periodic capital improvements as needed.

- iii. Annual painting of cross walks and striping of parking lots;
  - iv. All Project improvements and amenities maintained by the Municipality shall be maintained in such a manner as necessary to preserve the use and function thereof for the expected period of their normal useful life as determined by accepted engineering and/or industry standards.
  - v. Parking lots and other facilities improved in connection with the Project shall be used exclusively for their Project-intended purpose, and shall not be used for any additional purpose without the Department's prior written consent.
3. If the Municipality fails to satisfy its operation and maintenance obligations as set out in the Municipal/State Agreement, the Department may apply monies owed to the Municipality for other highway maintenance purposes and/or from other sources as deemed appropriate by the Department to adequately cover the cost of properly performing said operation and/or maintenance obligations.

# Wiscasset Downtown Improvement Project

## Select board Meeting

Wiscasset Town Office  
August 16, 2016

# Wiscasset Downtown Improvements

## Project Purpose & Need Statement

- The purpose of the action is to improve regional and local traffic movements and public safety through the downtown portion of Wiscasset by reducing major traffic delays, vehicle-pedestrian conflicts, providing a net positive improvement to Main Street (U.S. Route 1) businesses and to enhance the relationship of people with the downtown.
- The proposed action is needed to correct a long-standing and ongoing deficiency in traffic and pedestrian movements which cause major traffic delays and cause unsafe conditions for pedestrian access within the Wiscasset business area along Main Street. MaineDOT traffic studies indicate:
  - Major Traffic Delays July, August, Holidays & Weekends.
  - High Pedestrian crossing activity
  - Non compliant pedestrian facilities
  - Parking is problematic

# Project Stakeholders

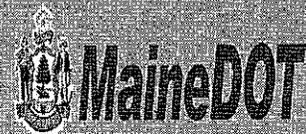
- Town of Wiscasset
- State of Maine
- Emergency services (Police, Sheriff, Fire, Ambulance Services)
- Commuters
- Tourists
- Residents
- Business
- Bicycles & Pedestrians
- Historic Commission
- Federal & State Partners
- Utilities
- Transport Trucks

# Project Limits/Area of Work

- C:\Users\ErnieMartin\Desktop\WV1  
scasset - Meeting  
8.10.13\ErnieMartin\_August 2013 - 6  
Sample.pdf

# Highway Design Overview

*Integrity - Competence - Service*

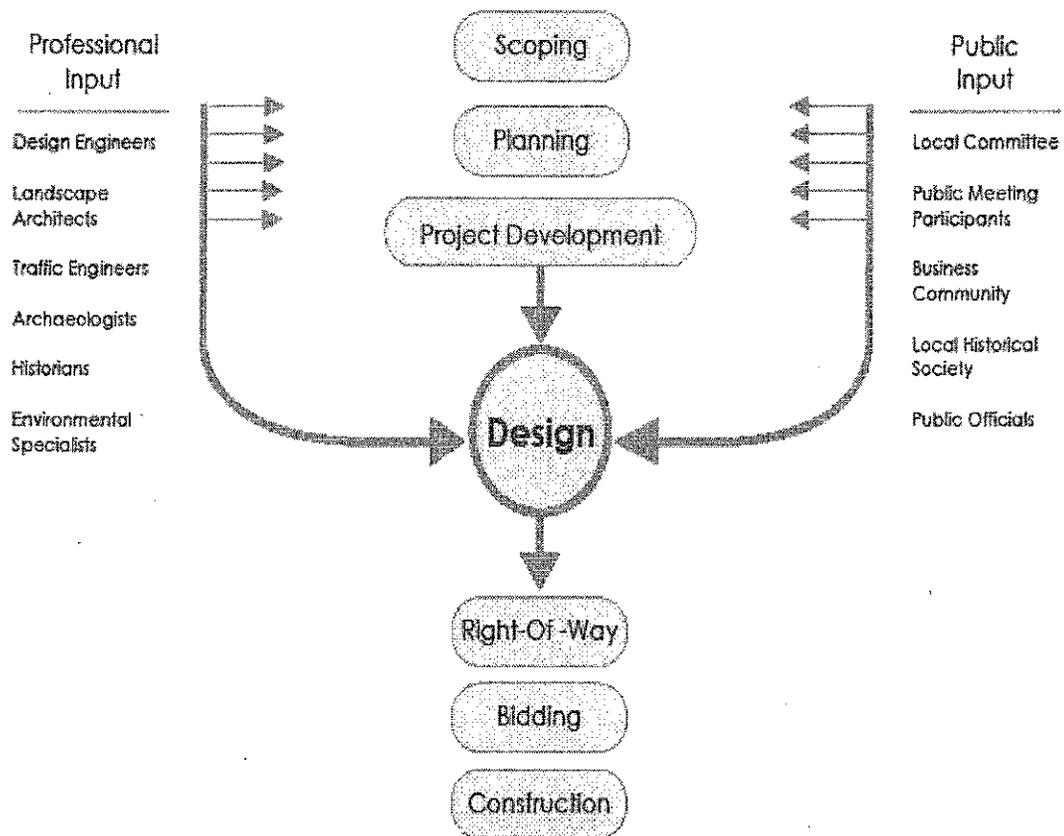


# Project Design Elements

- Pinch point on major corridor
- Turning Movements onto and off Route 1
- Traffic Signal design (Cycles, lane configurations, etc.)
- Ped/Bike Mobility- Crosswalk signals & timing of
- Seasonal High traffic volumes
- Destination locations
- Parking Constraints
- Not enough off Street Parking
- Business locations
- Residential area
- Utilities
- Closeness of Buildings
- Access for deliveries
- Landscaping items

# Design Process

## Project Process



# Highway Design- TEAM process

- Initial Team Meeting
- Request Existing Conditions Data
  - Survey
    - Lidar: Scan mainline, Terrestrial, ground based
    - Additional Ground survey
  - Right of way
    - Property Owner Reports
    - Existing Right of way mapping
  - Geotechnical Pavement Structure
    - Borings, test pits, etc.
  - Utilities
    - Aerial
    - Underground
  - Environmental Screenings

# Highway Design- TEAM process- continued

- Submit Draft Horizontal/Vertical Alignment
- Team Meeting, to review initial comments for consensus.
- Possible time of a Informational Meeting to update Stakeholders
- Final Horizontal/Vertical Alignment Submitted to Project Manager \*
- Horizontal/Vertical Alignment Ok'd by Team
- Submit Draft PDR/Preliminary Plans \*
- Team Meeting, to review initial comments for consensus.
- Preliminary Public Meeting
- Final PDR/Preliminary Plans Submitted to Project Manager \*
- PDR is Complete.

# Communication during Design activities

- Meet with Town as needed
- Would like to Meet with Wiscasset Historic Commission
- Would like to Meet with Business Community
- Survey Monkey Outreach
- Notices of Public meetings, open houses, etc.
  - Notices, both State and City
  - Facebook
  - Utilize Business network if available
  - Newspapers
- Communications

## In closing

- A lot of stakeholders of the corridor.
- Complexity in achieving a design to meet all users needs.
- In the end project will be safer and operational for both vehicular and pedestrian traffic, improved roadway structure and meet the needs of the Community.

# Contact Information

Ernie Martin- Senior Project Manager  
Maine Department of Transportation  
Highway Program  
16 State House Station  
Augusta, Maine 04333-0016  
Email: [ernest.martin@maine.gov](mailto:ernest.martin@maine.gov)  
Phone: 207-624-3381(direct line)

Dept	Account	2016-2017 Approved Budget	2016-2017 YTD 08/31/16	Balance	% spent of budget	% into budget year
25-01	ADMINISTRATION	\$ 193,478	\$ 32,400	\$ 161,078	16.7%	16.67%
72-01	AIRPORT	\$ 283,175	\$ 41,964	\$ 241,211	14.8%	16.67%
27-09	ANIMAL CONTROL	\$ 11,487	\$ -	\$ 11,487	0.0%	16.67%
25-05	ASSESSING	\$ 6,192	\$ 199	\$ 5,993	3.2%	16.67%
25-32	BOARDS & COMMITTEES	\$ 1,611	\$ 46	\$ 1,565	2.9%	16.67%
53-14	CAPITAL IMPROVEMENT	\$ 486,430	\$ 74,003	\$ 412,427	15.2%	16.67%
25-31	CELEBRATIONS	\$ 14,500	\$ 8,200	\$ 6,300	56.6%	16.67%
31-11	CEMETERIES	\$ 57,692	\$ 10,279	\$ 47,413	17.8%	16.67%
25-33	CODE ENFORCEMENT	\$ 48,769	\$ 7,183	\$ 41,586	14.7%	16.67%
45-15	COMMUNITY ORG/WP LIBRARY	\$ 71,433	\$ 8,933	\$ 62,500	12.5%	16.67%
25-11	CONTINGENCY	\$ 35,000	\$ -	\$ 35,000	0.0%	16.67%
25-30	CONTRACTUAL SERVICES	\$ 116,372	\$ 15,884	\$ 100,488	13.6%	16.67%
14-99	COUNTY TAX	\$ 578,045	\$ -	\$ 578,045	0.0%	16.67%
25-08	ELECTIONS	\$ 19,254	\$ 5	\$ 19,249	0.0%	16.67%
78-01	EMS	\$ 478,250	\$ 81,214	\$ 397,036	17.0%	16.67%
25-06	FINANCE	\$ 218,632	\$ 36,780	\$ 181,852	16.8%	16.67%
27-02	FIRE	\$ 137,173	\$ 30,088	\$ 107,085	21.9%	16.67%
25-34	GENERAL ASSISTANCE	\$ 25,077	\$ 1,927	\$ 23,150	7.7%	16.67%
25-12	MUNICIPAL BUILDING	\$ 61,508	\$ 8,076	\$ 53,432	13.1%	16.67%
25-35	MUNICIPAL INS./UNEMPLOY	\$ 45,520	\$ 11,320	\$ 34,200	24.9%	16.67%
25-02	OFFICE OF SELECTBOARD	\$ 27,247	\$ 3,155	\$ 24,092	11.6%	16.67%
79-01	PARKS & RECREATION	\$ 723,263	\$ 140,640	\$ 582,623	19.4%	16.67%
25-17	PLANNING	\$ 66,596	\$ 10,514	\$ 56,082	15.8%	16.67%
27-01	POLICE	\$ 425,603	\$ 64,516	\$ 361,087	15.2%	16.67%
25-37	PUBLIC UTILITIES	\$ 204,600	\$ 16,668	\$ 187,932	8.1%	16.67%
31-03	PUBLIC WORKS	\$ 679,944	\$ 91,261	\$ 588,683	13.4%	16.67%
240-35	RETIREE HEALTH INSURANCE	\$ 37,314	\$ 6,086	\$ 31,228	16.3%	16.67%
77-01	SENIOR CENTER	\$ 21,577	\$ 708	\$ 20,869	3.3%	16.67%
45-04	SHELLFISH	\$ 10,585	\$ 512	\$ 10,073	4.8%	16.67%
25-36	TAN INTEREST/School withdrawal BAN	\$ 245,234	\$ -	\$ 245,234	0.0%	16.67%
25-07	TOWN CLERK	\$ 80,823	\$ 12,669	\$ 68,154	15.7%	16.67%
76-01	TRANSFERR STATION	\$ 555,873	\$ 68,127	\$ 487,746	12.3%	16.67%
74-01	WASTEWATER	\$ 458,695	\$ 56,483	\$ 402,212	12.3%	16.67%
73-01	WATERFRONT	\$ 41,175	\$ 5,970	\$ 35,205	14.5%	16.67%
	<b>Totals</b>	<b>\$ 6,468,127</b>	<b>\$ 845,810</b>	<b>\$ 5,622,317</b>	<b>13.1%</b>	<b>16.67%</b>

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# HM Payson Monthly Statement of Wiscasset Accounts

Account Name	Market Value as of 06/30/2016	Market Value as of 07/31/2016	Market Value as of 08/31/2016
Montsweag Dam Reserve Fund	\$ 118,384.64	\$ 121,822.63	\$ 122,472.43
Cemetery Trust Fund	\$ 1,606,965.64	\$ 1,653,633.34	\$ 1,604,453.97
General John French Scholarship	\$ 43,263.68	\$ 47,607.21	\$ 47,861.15
Jackson Cemetery Fund	\$ 21,958.22	\$ 22,623.69	\$ 22,744.37
Larabee Band Fund	\$ 532,080.32	\$ 547,532.40	\$ 550,452.90
Haggett Scholarship Fund	\$ 10,982.27	\$ 11,301.21	\$ 11,361.49
Mary Bailey Fund	\$ 324,064.53	\$ 333,475.65	\$ 335,254.39
Seth Wingren Fund	\$ 20,363.29	\$ 20,954.65	\$ 21,066.42
Wiscasset Community Center Endowment Fund	\$ 2,307.05	\$ 2,374.05	\$ 2,386.71
Cooper-Dipertti Scholarship Fund	\$ 32,045.77	\$ 32,976.41	\$ 33,152.31
Recreation Scholarship	\$ 596.16	\$ 613.47	\$ 616.74
Town of Wiscasset Edowment Fund Total	\$ 2,713,011.57	\$ 2,794,914.71	\$ 2,751,822.88
Town of Wiscasset Capital Reserve	\$ 1,905,482.24	\$ 1,949,397.57	\$ 1,862,117.49
Town of Wiscasset Construction Reserve	\$ 2,171,647.55	\$ 2,221,697.15	\$ 2,053,727.60
Town of Wiscasset Equipment Reserve	\$ 3,406,819.60	\$ 3,485,336.01	\$ 3,347,086.48
Town of Wiscasset Furnace Replacement Reserve	\$ 268,009.06	\$ 274,185.83	\$ 275,396.77
Town of Wiscasset Major Repairs Reserve	\$ 361,029.65	\$ 369,350.24	\$ 370,981.49
Town of Wiscasset Recreation Building Reserve	\$ 1,475,793.08	\$ 1,509,805.44	\$ 1,455,204.12
Town of Wiscasset Retirement Health Insurance Reserve	\$ 361,861.11	\$ 370,200.87	\$ 334,357.07
Town of Wiscasset Roof Repair Reserve	\$ 246,109.40	\$ 251,781.44	\$ 252,893.44
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 67,228.16	\$ 68,777.56	\$ 69,081.32
Town of Wiscasset Highway Department Capital Reserve	\$ 1,732.49	\$ 1,772.42	\$ 1,780.25
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 2,310.00	\$ 2,363.24	\$ 2,373.68
Town of Wiscasset Reserve Funds Total	\$ 10,268,022.34	\$ 10,504,667.77	\$ 10,024,999.71

**Kathleen Onorato**

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**From:** Gretchen Burleigh-Johnson <gburleigh@gmail.com>  
**Sent:** Tuesday, September 06, 2016 5:46 PM  
**To:** Kathleen Onorato  
**Cc:** Judy Flanagan; Marian L Anderson  
**Subject:** Fwd: Cupboard Collective Renewal Poll

I do hope that you will again consider supporting this. It is ever so helpful to us not to have to go to Auburn and to be able to order more items than we could fit in our cars. Please and thank you?

----- Forwarded message -----  
**From:** Scott Hamann <SHamann@gsfb.org>  
**Date:** Tue, Sep 6, 2016 at 3:54 PM  
**Subject:** Cupboard Collective Renewal Poll  
**To:** Scott Hamann <SHamann@gsfb.org>

Hello!

I am writing with some important information about your Cupboard Collective deliveries.

**Please be sure to respond to this very brief poll by 5:00PM Wednesday September 21st**, or as soon as possible. It is a yes/no poll to determine which pantries intend to renew their Cupboard Collective contract his year.

We are asking agencies to complete a short application so we have important information on hand during the renewal process. At the end of the month we will send out a Cupboard Collective application to agencies interested in participating over the next year, and the most important piece of information we will be asking for at that time will be your town's funding policies. When are their deadlines for funding requests? If you don't know, now is a good time to reach out to your town office to inquire.

For now, please be sure to respond to this brief poll by **5pm Wednesday September 21st** so we can determine who is interested in continuing deliveries. Here's the link again: <https://www.surveymonkey.com/r/BXLRWZ7>

Please let me know if you have any questions about Cupboard Collective, the renewal process, or this poll/survey.

Thanks!

Scott  
—  
Scott Hamann | Project Manager  
**Good Shepherd Food Bank**  
3121 Hotel Road | PO Box 1807  
Auburn, Maine 04211  
(207) 233-2951 (cell)  
[www.feedingmaine.org](http://www.feedingmaine.org)

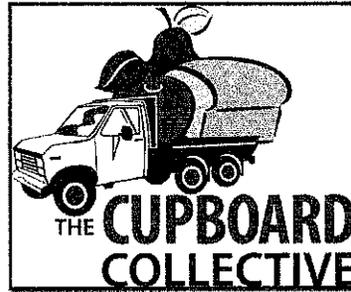


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Good Shepherd  
FOOD BANK OF MAINE

## Cupboard Collective



CUPBOARD COLLECTIVE is a cooperative food transportation program that serves pantries

faced with transportation barriers accessing food — often in rural areas of the state. The program builds partnerships between Good Shepherd Food Bank, our partner agencies, and their town governments to provide largescale deliveries of food two times per month on refrigerated trucks.

Many food pantries are experiencing increased need and decreased supply. Less visible than the food needed to fill pantry shelves is the transportation needed to safely move available nutritious, often perishable food from the Food Bank to our partnering food pantry shelves. **Lack of transportation**

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is a common and significant barrier for emergency food providers in Maine's outlying communities, often affecting the quantity and quality of food that our pantry partners can provide to the hungry families they serve.

Cupboard Collective is an attempt to bridge that gap. **And it's working!**

#### **COMMUNITY IMPACT**

IN 2014, CUPBOARD COLLECTIVE safely delivered **450,000 lbs of food** including **108,000 lbs of nutritious produce** to its partner agencies!

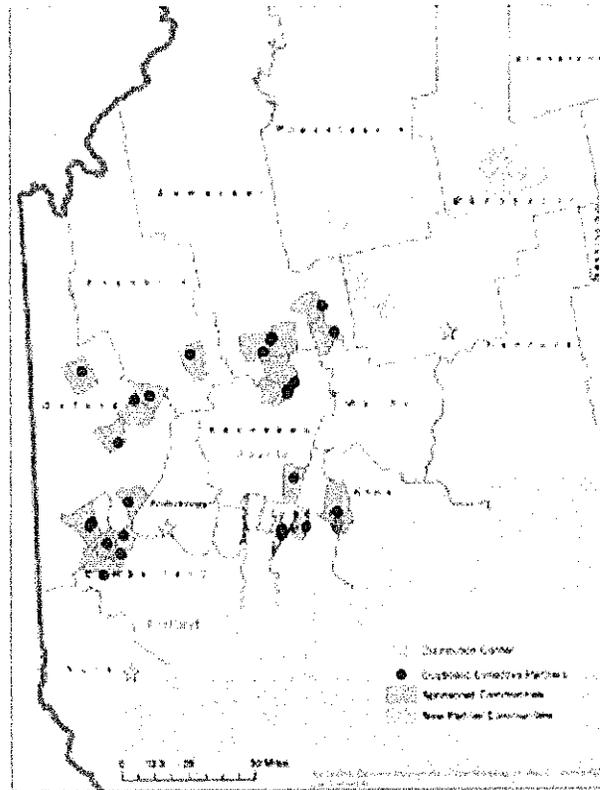
#### **PROGRAM GROWTH**

CUPBOARD COLLECTIVE started 2014 serving 14 agencies and school pantries in 8 sponsored communities. By the end of the year, Cupboard Collective's reach grew to 28 agencies and school pantries in 19 communities.

#### **A Road to Solve Hunger**

**[This video \[http://vimeo.com/45512041\]](http://vimeo.com/45512041)** documents the Cupboard Collective in its pilot year. Watch our slide show to see how the program has grown at Good Shepherd Food Bank!

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[\[http://www.gsfb.org/wp-content/uploads/2013/10/Cupboard-Collective-Map.jpg\]](http://www.gsfb.org/wp-content/uploads/2013/10/Cupboard-Collective-Map.jpg)

*This map shows all Cupboard Collective partner agencies, and illustrates the reach of this rural food access program.*

**LOOKING FORWARD**

2014 WAS A HISTORIC YEAR for Cupboard Collective, the pantries we serve, and the families they feed. And 2015 has seen growth and expansion that will bring our refrigerated trucks into 10 new communities.

Towns and pantries report that the program is indispensable in helping them meet the need for their food insecure families. We are

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continually identifying new regions of the state where pantries have a demonstrated need for Cupboard Collective.

**[Download the Cupboard Collective 2014 Annual Report \[https://www.gsfb.org/wp-content/uploads/2013/10/Cupboard-Collective-2014-Annual-Report.pdf\]](https://www.gsfb.org/wp-content/uploads/2013/10/Cupboard-Collective-2014-Annual-Report.pdf)**

For more information, contact:

Scott Hamann

Cupboard Collective Program Manager

**[shamann@gsfb.org](mailto:shamann@gsfb.org)**

**[\[mailto:shamann@gsfb.org\]](mailto:shamann@gsfb.org)**

(207) 520-7097

*We depend heavily on Good Shepherd Food Bank's deep discounts our funds would be*

119.



# Office of Planning & Codes

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**TO:** Marian Anderson, Town Manager  
**FROM:** Benjamin Averill, Town Planner  
**DATE:** September 12, 2016,  
**SUBJECT:** Summary of meeting with Maine Art Gallery on September 7, 2016

This is a summary of the meeting that was held on September 7, 2016 between me and Ronn Orenstein, Director of the Maine Art Gallery. The meeting was held to determine the current status of the Maine Art Gallery as well as to determine the future needs and plans of the Gallery. During the meeting we discussed the current lease and terms of the lease. Payment for the current lease was received on March 24, 2015 for the current 5 year term ending in December, 2019. The Maine Art Gallery has plans to continue to utilize the space in the Academy Building through the end of the current lease with plans to renew the lease once it ends. The Maine Art Gallery hopes to continue to play on the success of their recent event and hopes to hold more events in the near future. Ronn Orenstein noted that The Maine Art Gallery has enjoyed its residency in the Academy Building and appreciates that the Town has been supportive of the gallery throughout its tenure.

During the meeting it was noted that the Academy Building does have some structural limitations including heating issues which make it difficult to remain open year round. I advised Ronn that the Town would be willing to do a "walk-through" of the building with the Maine Art Gallery to determine if there are any repairs that need to occur. I also thanked Ronn for letting the Town know when there was a water leak that needed to be repaired. Overall it was a productive meeting and I advised Ronn that we would be in touch in the next week or so regarding the heating issues that he brought up as well as any next steps.

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Town of WISCASSET-15  
----- R e c e i p t -----

\*\*\* REPRINT \*\*\*

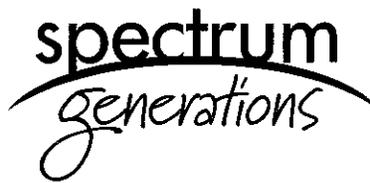
03/24/15 11:33 AM	ID:CLW	#18208-1
TYPE-----	REF---	AMOUNT
MISCELLANEOUS		
MISCELLANEOUS		5.00

Total: 5.00\*

Paid By: LEASE ON 15 WARREN ST/MAINE ART

\*\*\* REPRINT \*\*\*

Cash : 5.00



Da

Central Maine Area Agency on Aging  
Aging and Disability Resource Center

One Weston Court, Suite 203 • P.O. Box 2589 • Augusta, ME 04338-2589  
1.800.639.1553 • Fax 207.622.7857 • TTY 1.800.464.8703

August 26, 2016

Town of Wiscasset  
51 Bath Road  
Wiscasset, ME 04578

*"No person was ever honored for what he received. Honor has been the reward for what he gave."*

- Calvin Coolidge

Dear Town of Wiscasset:

Your \$1,500.00 gift is already at work furthering Spectrum Generations mission to bring nutrition, social engagement, wellness, and independence to elderly and/or disabled adults living throughout central Maine. Please know that your gift matters and will be used for programs and services that help tens of thousands of people live better, healthier lives each year.

Because of your generous investment in our organization, you are improving the lives of those in need here in Central Maine. We want to thank you for believing in Spectrum Generations and the importance of the services we provide. We could not do it without you.

Sincerely,

Gerard Queally  
President/CEO

*Please retain this letter as your receipt for tax purposes. No goods, services, or considerations were made for your gift in the amount of \$1,500.00 received by Spectrum Generations on August 03, 2016. Your gift is tax deductible to the fullest extent of the law. Spectrum Generations is a 501(c)(3) non-profit organization, our tax ID number is 01-0318051.*

*"No wrong door for older and disabled adults"*

**Belfast**  
Waldo Community Center

**Damariscotta**  
Coastal Community Center

**Hallowell**  
William S. Cohen Community Center

**Rockland**  
Knox Community Center

**Skowhegan**  
Somerset Community Center

**Brunswick**  
Aging & Disability Resource Center

**Waterville**  
Edmund S. Muskie Community Center

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# Thank You!

**THE LIFEFLIGHT FOUNDATION**

Date: August 9, 2016  
Amount: \$933.00  
Fund: Unrestricted

Town of Wiscasset  
51 Bath Rd  
Wiscasset, ME 04578-4108

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Dear Citizens of Wiscasset,

**Thank you** for your generous contribution to LifeFlight! Your gift helps us to be there for critically ill or injured patients when they need us, like two-year-old Oliver who accidentally swallowed lamp oil while visiting his grandparents on Islesboro. In just a few short minutes Oliver became extremely sick.

**Your contribution helps** to fund crucial things like advanced training for our highly skilled flight crew who cared for Oliver or the nimble helicopter that swiftly transported him off island to specialty care. You have helped to ensure we will be there for patients like Oliver, who is now safe and healthy.

**Thank you** for being part of this lifesaving family. Your personal support strengthens the team and every donation contributes to our ability to get patients the help they need. When you hear the aircraft fly overhead, take pride in knowing it's *your* flying hospital.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Pierce Root".

Amy Pierce Root, MPH  
Director of Development -- on behalf of the entire LifeFlight team

No goods or services were provided in consideration of this gift. All gifts are tax deductible to the fullest extent of the law.  
**Please retain this receipt for your tax records.**

Aug. 6  
2016

Wiscasset Citizens -

Thank you for this contribution. Many towns have had to limit their support for charitable organizations and I know it is never an easy choice.

Choosing to transport anyone in need requires Lifeflight to fundraise to purchase aircraft, medical equipment, help build helipads and weather stations and provide medical training around the State.

You are making a difference in making sure Lifeflight continues to be there for all of us on our worst day.

- Christine

Christine deLorimier  
cdelorimier@lifeflightmaine.org



# Lincoln County Dental

P.O. Box 256  
Boothbay, ME 04537  
[www.lcdental.org](http://www.lcdental.org)

(207) 563-8668  
[office@lcdental.org](mailto:office@lcdental.org)

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## LCD Volunteer Team

**Jim Olson, D.D.S.**  
President  
*Nobleboro*

**Glen Davis, D.M.D.**  
Vice President  
*Newcastle*

**Jeffrey Grosser, D.D.S.**  
Secretary  
*Wiscasset*

**Dick McLean**  
Treasurer  
*Damariscotta*

**Gregory Albert D.D.S.**  
Board Member  
*Damariscotta*

**Sandy Allen, D.D.S.**  
Board Member  
*South Bristol*

**Les Fossel**  
Board Member  
*Alna*

**Kathryn Young, L.D.**  
Clinic Director  
*South Bristol*

Jeff Slack  
CarePartners  
40 Belvedere Road  
Damariscotta, ME 04543

August 3, 2016

Dear Jeff,

Lincoln County would like to thank you for the generous donation from the Town of Wiscasset for \$2,500.00. In the circumstances that the clinic is in it will help tremendously.

As you are aware, The Adult Dental Clinic formerly in Damariscotta has suspended its services until further notice. We are happy to report that Lincoln County Dental is still able to keep the Children's Oral Health Outreach Program running due to the generous donation from Lincoln Health with a satellite administrative office location in The Family Care Center in Boothbay Harbor. The donated satellite office also allows us to help answer any questions our existing patients may have, or be able to set them up with dental referral until Lincoln County Dental can establish a new home.

Again, thank you and the Town of Wiscasset for your donation. Lincoln County Dental appreciates your support.

Sincerely,

Lincoln County Dental

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Toby + Stabb

Dear Care Sivers, Thank you for going beyond the call of duty, putting our family at ease with your kind treatment and taking care of Frank during a difficult time. He is improving day by day. The ride home from Portland to Boothbay was second to none "in your Ford."

We are so thankful. Keep up the good work.

Love  
Frank + Laura  
Hayward

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MEMORANDUM

06/01/16

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

These new Prices & Fees were approved by the Board of Selectmen on Tuesday, May 31, 2016 at the regular meeting. (The new Prices & Fees replaced the fees established by the Board in 2013).

Product/Service	Current Rate	Proposed Rate	Change
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 with Hangers	N/A (provided by user)	\$25.00/year- each	\$25.00/year-each
Display Case Rental (2 cases available)	N/A	\$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) (FBO)	\$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.	\$0.10/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 (MGTO > 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 night free with reasonable fuel purchase

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**Kathleen Onorato**

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**From:** Ellin Jasmin <payables@wiscasset.org>  
**Sent:** Monday, August 29, 2016 9:56 AM  
**To:** admin@wiscasset.org  
**Subject:** FEES CHARGED

Kathy, from the front counter when someone gives us a check which bounces – we contact by letter if we cannot reach by phone and let them know there is a \$35 NSF check fee. \$5.00 goes to cover the fee the bank charges us on the return check, and \$30 goes into the NSF check fee account. We sometimes have to mail two to three letters and even send the chief to the door to try to collect these fees. We request the fees be paid in cash/bank check/or money order only.

Faxing fees – need to be to cover incoming insurance faxing.

Right now: we are only charging for out-going

\$2.00 first page

\$1.00 each page after

WE get a lot of people who show up here without their insurance cards and this faxing is completely on the town office. We should be charging for incoming faxes as well

Copy fees

8.5x11 = \$.25 /per black and white copy page

8.5x11 = \$. 50/per 2-sided black & white

8.5 x 14 = \$0.50

11x17 = \$1.00

Not sure on the color copies?

Water front –

- Mooring \$50 per resident \$150 non-resident, \$200-Corporation [seasonal]
- Commercial Pier only \$50/ with Mat & Boom \$200

Shellfish is under ordinance

Worm carts I think are under ordinance \$20/cart allowed up to 2/person

Liquor licenses?

Business licenses?

Hope this helps – but the ones with questions, you will need to get answers from someone else.

*Ellin Jasmin,  
Accounts Payable  
Town of Wiscasset  
Ph: 207-882-8200 Ex.102  
Fax: 207-882-8228*

**Ambulance Billing Current Rates:**

<u>Service</u>	<u>All Inclusive Rates</u>
1. Basic Life Support	\$700
2. Advanced Life Support	\$1,000
3. Advanced Life Support 2	\$1,500
4. Basic Life Support Non-Emergency	\$400
5. Advanced Life Support Non-Emergency	\$500
6. Specialty Care Transport	\$2,000
7. Miles (Loaded)	\$20
8. On Scene No Transports	\$125
9. Intercept	\$300

**EMS Subscription Plan**

1. Senior Citizen	\$25.00
2. Senior Couple	\$40.00
3. Single Resident	\$50.00
4. Family Plan	\$100
5. Business Plan	\$250



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Wiscasset Community Center  
**MEMBERSHIP INFORMATION**

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

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

**Membership Rates**

**Community Partner (CP):** Resident of a Partner Community (Wiscasset, Westport Island & Alna).  
 If you would like to learn how to make your community a partner of the WPRD/WCC,  
 please inquire at the guest services desk.

The privilege of having automatic monthly bank withdrawals allows members  
 to cancel their membership with a 30 day written notice.

Type	Annual Membership Paid in Full		Monthly Automatic Withdrawal & Flex Payment		Single Month Paid in Full	
			3 - Month Minimum			
	CP	Standard	CP	Standard	CP	Standard
Family	\$444.00	\$576.00	\$42.00	\$53.00	\$77.00	\$103.00
Adult	\$300.00	\$432.00	\$30.00	\$41.00	\$51.00	\$77.00
Young Adult (18-25)	\$204.00	\$300.00	\$22.00	\$30.00	\$36.00	\$54.00
Senior Citizen	\$204.00	\$300.00	\$22.00	\$30.00	\$36.00	\$54.00
Senior Couple	\$312.00	\$452.00	\$31.00	\$43.00	\$54.00	\$86.00
Youth	\$144.00	\$204.00	\$17.00	\$22.00	\$27.00	\$41.00

Individuals using the WCC are required to pay a membership fee or day use fee.

**Day Passes**

Type	CP	Standard
Family	\$14.00	\$18.00
Adult	\$6.00	\$8.00
Youth	\$3.00	\$5.00

**Membership Categories**

**Family:** One adult or couple, dependent parents, youth and full-time college students living in the same household.  
**Adult:** 26 years and older  
**Young Adult:** 18 – 25 Years old.  
**Senior Citizen:** 60 years and older.  
**Senior Couple:** One or both 60 years and older.  
**Youth:** Full-time high school student or 17 years or under.

**Payment Options**

\*Monthly auto withdrawals from your checking or savings account (minimum 3-month)\*  
 \* Full payments can be made by cash, check or credit card. (Visa, Mastercard or Discover)\*

**Cancellation Policy**

A written cancellation notice is required the **month** prior to payment withdrawal as stated in the membership agreement. All paid-in-full memberships are non-refundable and non-transferable.

**Fees**

A \$30.00 return fee will be assessed for all returned checks and bank withdrawals.

**Winter Facility Hours**

(August 29, 2016 - May 31, 2017)

Monday – Thursday	5:00 am – 9:00 pm
Friday	5:00 am – 8:00 pm
Saturday	8:00 am – 4:00 pm
Sunday	1:00 pm - 5:00 pm

Pool closes prior to WCC closure

**YOUR WCC MEMBERSHIP INCLUDES FITNESS CLASSES**





# Town of Wiscasset

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## FEE SCHEDULE

<b>Subdivision</b>	\$25.00 per lot or unit. \$50.00 per lot or unit for more than 5 lots or units.
<b>Site Plan Review</b>	\$.02 per square foot of floor space but not less than \$25.00
<b>New non-commercial structures containing one or more residential dwelling units, and for mobile homes containing a dwelling unit</b>	\$100.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value
<b>New non-commercial structures that do not contain residential dwelling units</b>	\$25.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value
<b>Expansion of existing non-commercial structures which either do or do not contain residential dwelling units</b>	\$25.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value
<b>New commercial structures, and for the expansion of existing commercial structures</b>	\$200.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value
<b>Internal Plumbing</b>	\$10 per fixture; minimum \$40
<b>Subsurface Waste Water Disposal System</b>	\$250 + \$15 DEP Fee
<b>Signs</b>	\$40 per sign

*If a building permit is obtained after construction has been started or after a structure has been placed upon a lot, the fee shall be as set forth in the preceding subsections PLUS an additional \$300.00*



# Wiscasset Police Department

51 Bath Road, Wiscasset ME 04578 -Office 207.882-8202 Fax 207.882-8203



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Jeffrey E. Lange  
Chief of Police

Alfred Simmons  
Sergeant

## Administrative Fees

Background Checks - Local (*Recommended new charge)	
*Employment use	10.00
*Housing use	10.00
Concealed Weapons Permit	
New	35.00
Renew	20.00
Fingerprints (*Recommended new charge)	
*Employment use	10.00
SOR	0.00
Reports	
Motor Vehicle Accident	10.00
Offense	10.00
Arrest	10.00
Special Duty Per Hour (minimum of three)	35.00
Witness Fee	
Imposed by the Court	TBD

## Town of Wiscasset General Fund - Fund Balance Policy

### Purpose of this Policy

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance, and the priority for the use of resources in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's general fund balance. This policy applies only to the general fund.

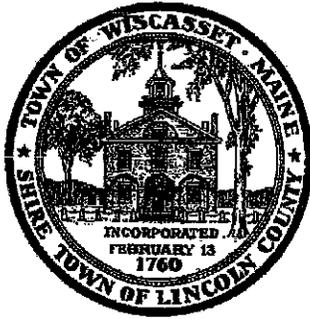
### Definitions and Classifications

- *Fund Balance* is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.
- Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General fund are defined as follows.
  - *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
  - *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
  - *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of decision making (Town Selectmen), and that remain binding unless removed in the same manner.
  - *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the Town Selectmen, or a body or official (management) to which the Town Selectmen has delegated the authority to assign amounts for specific purposes.
  - *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount. The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

### Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town's management, credit rating agencies, and others monitor the levels of fund balance in the general fund as an important indicator of the Town's economic condition. While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels because of recent events in the credit markets. In establishing an appropriate level of fund balance the Town has considered the following factors:

- Property Tax Base
- Non-property Tax Revenues
- Debt Profile
- Liquidity



# Town of Wiscasset

Treasurer's Office *lc*

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To: Town Manager  
From: Shari I. Fredette  
Re: Undesignated Fund Balance  
Date: 4/12/2016

The following transactions were authorized to be expended from the Undesignated Fund (Surplus) this fiscal year to date.

Balance at Fiscal Year End 14-15 was **\$1,181,509.00**

\$100,000.00	Applied to lower this year's tax rate 2015   2016
\$57,058.62	First Quarterly debt service payment on \$2,000,000 Bond Approved 2-25-16
\$14,473.20	Purchase a new furnace for the Airport Town meeting 2-25-16

Balance as of 4/12/16 Fiscal Year 15-16 is **\$1,009,977.18**.

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)

**Wiscasset  
Board of Selectmen Goals  
For  
Fiscal Year 2016-2017**

**Financial Goals**

- Back taxes collection alternatives, review policy, next steps
- Look at Mason Station tax situation; go after properties they just paid on.
- Before going to polls estimate mil rate
- Review town's fees for services and permits
- Increase undesignated fund balance by 3%

**Organization Goals**

- Meet with Town Committees
- Look at the possibility of combining EMS/Fire Departments
- Better communication between School and Budget Committee
- Look into recording meetings with existing equipment
- Boston Post Cane presentation to Wiscasset's oldest citizen
- Ship mast remains-display (where, when and how)

**Economic Development Goals**

- Expand Broadband services

**Capital Improvement**

- Update Capital Improvement plan
- Paving Plan Bond discussion
- Review Siemen's and Mechanical Services report
- Project department's capital needs beyond immediate—5 years, 10 years
- Fire/EMS Primo vents
- Fire Department Ladder Truck, estimated cost and life expectancy
- Replacement plan for vehicles, computers
- Road work plan

**Town Facilities and Maintenance**

- Red Brick School House
- Powder House
- Scout Hall
- Town Clock