

WISCASSET SELECT BOARD,  
BOARD OF ASSESSORS, OVERSEERS OF THE POOR  
NOVEMBER 1, 2016, COMMUNITY CENTER

Preliminary Minutes

Tape recorded minutes

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.

1. Pledge of Allegiance

**Ben Rines, Jr., moved to allow both residents and non-residents to speak tonight. Vote 5-0-0.**

2. Approval of Treasurer's Warrant

- a. **David Cherry moved to approve the payroll warrants of October 21, and October 28, 2016. Vote 5-0-0.**
- b. **David Cherry moved to approve the accounts payable warrants of October 25, 2016 and contingent upon review by the chair and vice chair the accounts payable warrants of November 1, 2016. Vote 5-0-0.**

3. Approval of Minutes

**Judy Flanagan moved to approve the minutes of October 18, 2016. Vote 5-0-0.**

4. Unfinished Business

**a. Discussion on the proposed State of Maine Department of Transportation Downtown Improvements Project with Town's Legal Counsel Shana Mueller from Bernstein, Shur**

Doug Baston, Alna Selectman, said his board had voted 3-0 in favor of the plan inasmuch as Alna/Sheepscot becomes a de facto bypass when traffic is held up in Wiscasset.

Shana Mueller, Town Attorney, said the DOT had originally sent the Town a cooperative agreement which was vague. Mueller had contacted the DOT regarding the removal of any wording relating to cost obligations because costs would have to be appropriated by town meeting. Then DOT sent a letter describing what the project was going forward from their perspective and asking that the board acknowledge receipt of it. The letter lays out the history of the project, the town meeting non-binding referendum and subsequent board vote to select Option 2 and that the DOT will be moving forward with the design of that project. At some point in the future, (at least eight months) the DOT will have more detail and at that time the Town will be asked to look at what is known as Municipal/State Agreement to address the cost of any additional work and future maintenance of project-related improvements (subject to town vote) which would be incorporated into the agreement. Mueller said there isn't much detail to discuss at present.

Judy Flanagan asked if the town could decide at that point whether or not to sign the agreement. Mueller said the DOT project cost and design, engineering and construction is all paid by the state and

will occur on a State highway. The State has control over the project but the town will have to decide what parts we like and what we don't. She said it was important that the town has stake in this and will use what leverage it has, but it is the DOT project and they will determine the basic aspects. There will be a limit on what the town can negotiate.

Judy Flanagan said if the plan does not involve maintenance costs, the Town would have to approve those costs at town meeting and asked if the town would at that point have a figure. Mueller said the town would pay for any additional cost if it requested upgrades in materials, for instance, and the town would have to approve that. Maintenance costs would be those approved every year in the public works budget. By that time, the board will have the number, but the town may not go to town meeting before the contract.

In response to Judy Colby's question, Mueller said the DOT may go ahead with the design phase before receiving a signed copy of acknowledgement of the letter. Mueller did not know what would happen if the board did not authorize signing the acknowledgement, but she will inquire.

Judy Flanagan said the board had been asked about the authority of the board vote based on the non-binding vote. Mueller said DOT was looking for feedback, not a contract, and that the town was merely providing feedback about what path to take with the DOT project.

Peggy McGhee, Attorney with Perkins-Thompson, standing in for Robert Hark on behalf of Wawenak, LLC, Doering family and businesses owned by the Doering family, said the letter of intent indicates the town will enter into an agreement for maintenance since the MDOT has taken the position that it will not maintain the parking lots or traffic lights. She said MDOT was proceeding without town input and had already started eminent domain proceedings. She added that it was clear from Mueller's statements that the DOT was going ahead without town input and that the town voted without understanding that there would be costs estimated at \$50,000 per year. And that is a decision that the town voters have to make. She said appropriations and contracts both had to be approved at town meeting. She added that the Town can avoid the cost of an appeal by insisting on the proper procedure now.

Approximately 30 residents spoke in favor of or opposed to the DOT plan. The attorney's responses are included where necessary. Those opposed cited:

- Downtown Wiscasset is on the historic register and since federal money has been removed from the project, there is nothing to prevent highways from being widened if there is a viable alternative. Bulldozing downtown to get a few cars through town quicker is not the solution
- How can we possibly move forward with the project without knowing the maintenance costs? Shana Mueller said because we do not know the maintenance cost the town is not entering into a maintenance agreement now. Town will have more information on maintenance costs by the time we enter into maintenance agreement. And at that point, the town will look at what the design work is when asked to evaluate a maintenance agreement or an ongoing agreement.
- The only way to alleviate traffic is a bypass just like Damariscotta. Judy Flanagan said there have been many efforts for a bypass for 45 years but all ended up with people feeling they were not right for the town. A bypass wouldn't fly today for the same reasons. She is in favor of Option 2 which may not speed up traffic but will increase safety. We want to make sure the state does it right and we can work out problems.

- The Town should have a plan before putting maintenance costs on citizens with the recent tax increase; the town didn't need a new sign in front of the municipal building when the police and EMS are told to flat line their budgets.
- Is there any way to say no if maintenance costs too high? Or will MDOT go ahead? Shana Mueller said she hasn't taken that hard line position after the non-binding vote and board recommendation of #2, and she hasn't looked into what that would look like but can she can ask.
- Only answer is a bypass because any idiot can see that reducing the speed of traffic from 45 to 25 will cause a backup.
- After the federal government backed out of the 106 review, the DOT will tear the town center wide open without regard to the past. The DOT will steamroll without federal approval which would have stopped certain things and required more input.
- There is no provision for watering the trees and plants shown in the plan. Has the board considered that public opinion may have changed since the vote? Judy Flanagan said the vote was a 2 to 1 vote in favor of question 2 and she thought a second vote would give the same result although by less of a margin, but she is also hearing about taxes and concerns about not doing question 2.
- In February with rain and snow, how many will walk from parking lot to shops?
- Owner of three buildings is scared about tax increases; people in her salon talk about not buying in Wiscasset because of traffic. Could signs indicating bypasses be put up?
- Why are the traffic lights and one-way streets which were tried several years ago not here now? They didn't work.
- All agree on moving traffic, but Route 1 is a federal aid primary highway which means DOT is responsible for the cost, but still Wiscasset pays for part of light at Routes 27 and 1.
- DOT had directive to do something; we don't have to commit to anything because they are going to do it anyway.
- Advisory committee for input has not happened. Process flawed because we voted for something after being casually told Wiscasset would pay for some of the maintenance.
- Town has serious tax problems; asking board not to sign but to sit down with advisory committee and outline exactly what costs are going to be. Judy Colby said applications have been received and the November 15 meeting will be devoted to developing the process that the board will use in selecting the committee and number of members. It takes time to give people enough opportunity to apply and come forward. We want their input.
- The state is asking for money on Question 5 for roads and highways and has \$5 million to give to Wiscasset.
- Wiscasset has a tradition of parking in front of shops, customers are older cannot park behind Reds and make it up the hill especially in winter when not plowed by town. Shop owners would have to shovel all the way.
- Flawed election because residents were not aware of current proposal without federal funds. Upkeep costs were not made available because board of selectmen maybe rushed through. Why the rush? Grateful the board is concerned about traffic for few weeks, but what is the hurry? There is not a fire department within 20 miles with ladders that will reach the third floor over the wide sidewalks. Businesses view this as an issue, they will lose business.
- What is the DOT right-of-way on Main Street? Look at what DOT did widening the streets in Woolwich and widening and taking away parking in Thomaston where there are now empty stores.

- If Option 2 is built as shown with sidewalk and no parking, DOT says Wiscasset bottleneck will be reduced by 55%, Option 1 with on-street parking would reduce traffic by 51%. Not worth losing parking for 4% difference. The DOT could take more sidewalk to increase traffic speed at some time in the future.
- It could cost \$50,000 for maintenance, but there would be a loss of \$8,000 from the tax rolls if the Haggett Garage was torn down.
- Had asked and was told federal dollars would be used. That would guarantee historic preservation would not be thrown away.
- The business community is stronger than it ever has been and why jeopardize it? Parking was removed in Thomaston which resulted in reduced business, empty storefronts. Bath added flower pots and benches but kept on-street parking and is busy both day and in the evening.
- Why, when Gerry Audibert said the state does not usually fund things like the Plan #2 (at that time the federal dollars were available), was the State willing to spend Maine tax-payers' dollars in Wiscasset without federal assistance?
- Compromises could be made -- could put in parallel parking for handicapped parking, deliveries and short term parking.
- Negotiate not having to maintain traffic lights. Shana Mueller said it is the DOT policy for towns to maintain traffic lights, but that could be negotiated. Ben Rines asked if the State could force the town to pay for certain things. Mueller said she would have to figure that out and could negotiate components of the agreement although it is state policy to not maintain lights. She said the town was not there yet and she will get a better sense after design work what costs will be. Ben Rines asked if the town didn't need to know the costs up front. Mueller said we need to know what they will ask us to do and they don't have that planned out yet and that's why the agreement several weeks ago wasn't signed. Ben Rines asked if we were back to square one, if questions couldn't be answered. Mueller said the DOT was not there to answer and that was the reason for not entering into agreement tonight. Ben Rines said he felt a little bit hoodwinked in retrospect and needed to back up a bit. The attorney said the board and town manager have directed her to negotiate with the DOT and she will do that. Judy Colby said until the design phase is completed, we have no idea where we stand with negotiations. Shana said the town could begin negotiating items while DOT is working on design phase.
- The way the process should work is that the owner has the right to ask for conceptual design and any questions should be answered before detailed design work. If questions are delayed, and the State goes ahead with the design work, the town is committed. Negotiations should be done and the town should not be willing to proceed until negotiations are ended.
- Try blocking off parking spaces temporarily and see how it works.
- What is the 5 to 10 year overall city plan? Concerned about the future, education for children and possibility of less money for computers and science labs.
- There will be exhaust and noise if southbound trucks have to stop at the railroad tracks and at two lights.

Those in favor:

- Wiscasset could have a vibrant downtown with parking and no traffic problems. Think of the positive aspects of #2, not having to deal with the traffic situation. Changes on Option #2 will increase safety.

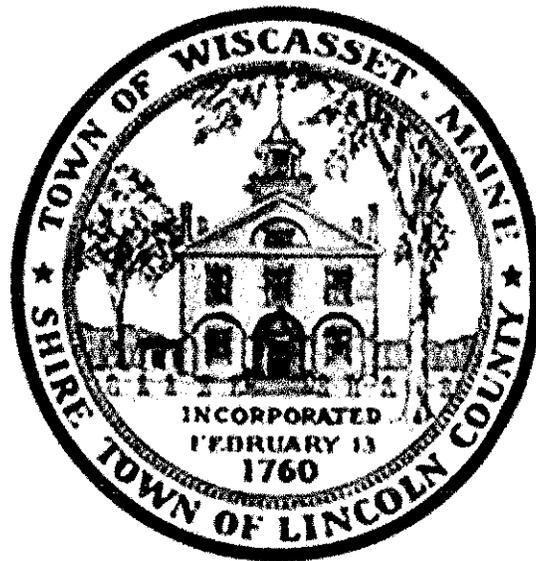
- Middle Street resident voted yes even if she didn't have the information we have now. She doesn't drive downtown and although older people might have difficulty, she didn't know how regularly they would be out shopping in the winter. Knows at least seven shop owners are excited about the plan. Thinks it is economically viable.
- Move forward.
- Favors the plan for safety.
- In favor of the plan.

Judy Colby said the DOT letter will be on the November 15 meeting agenda. The visit to the art gallery has been postponed.

#### 5. Adjournment

**Jeff Slack moved to adjourn the meeting at 8:25 p.m. Vote 5-0-0.**

**Town of Wiscasset**  
**October 2016**  
**Monthly Reports**





# Wiscasset Ambulance Service

EMS Director: Toby Martin  
Deputy Director: Wendy Williams

## November Report:

### 1. Run Volume for October:

City	# of Runs	% of Runs
Boothbay	1	1.30%
Whitefield	1	1.30%
BRUNSWICK	1	1.30%
DAMARISCOTTA	3	3.90%
Edgecomb	16	20.78%
Westport (Town of)	5	6.49%
Wiscasset	41	53.25%
Woolwich	7	9.09%
Unknown	<u>1</u>	<u>1.30%</u>
Total	77	100%

### Updates:

1. Awards- Cardiac Arrest of a 29 y/o male patient
2. Construction Work- Complete. In the process of the crews painting
3. Citizen Complaint – Not being able to transport to Midcoast Hospital  
  
\* See attached papers- possibilities of a 3<sup>rd</sup> provider
4. Community Paramedic- Lincoln Health program vs Wiscasset program. Looking into possibilities for both. Director Martin is now certified as a Community Paramedic through Hennepin College.

Respectfully Submitted,

Toby Martin- EMS Director

*Serving With Dedication and Pride*

Randy Wanser  
55 Flood Ave.  
Wiscasset, ME  
04578  
207-882-7473  
10/18/16

Wiscasset Ambulance Service  
Toby Martin, EMS Director  
51 Bath Road  
Wiscasset, ME 04578  
207-882-8204

Mr. Martin,

I called 911 on the morning of Thursday, September 29, 2016 and requested an ambulance to pick up my wife, Ellen Wanser.

An ambulance from CLC, Central Lincoln County arrived approximately 30 – 45 minutes later, as the Wiscasset Ambulance was busy on a call in Boothbay. Ellen was conscious and clearly expressed her desire to go to Midcoast Hospital in Brunswick (where she worked as a RN for 31 years) and insisted she did not want to go to Miles in Damariscotta. The responding EMT's refused to take her to Midcoast, telling us that they HAD to take her to Miles. We considered refusing transport at that time. We knew that as a dialysis patient, she would need to go to Maine Medical Center, so taking her to Midcoast would get her that much closer to the care she needed.

No matter how much we explained this to the EMT's, they continued to refuse to take her to Midcoast & told me my only choice was to either refuse service or allow them to take her to Miles. We didn't know how to get her in my car without assistance, so we decided to trust them & allowed them to take her to Miles.

We had a horrible experience at Miles. The "care" she received was unacceptable, and they delayed her there for 5 hours before transporting her to Maine Medical Center. When it was time to transport her to Maine Medical Center, the Wiscasset EMT crew showed up to complete the transfer. I asked the EMT's on duty why the crew from CLC would not take her to Midcoast in the first place & they laughed it off, saying that Miles was the closest hospital, so of course they took her there. I found their demeanor insensitive and offensive – their attitude was cavalier, as my wife lay there suffering.

I expect that this matter will be thoroughly investigated. I will also submit an official statement to Central Lincoln County, as well as Miles Hospital. Unfortunately, it is too late for my wife, but I do hope that I can save other families in the community from the stress, pain & intimidation that Ellen and I experienced.

Sincerely,

Randy Wanser



# *Wiscasset Ambulance Service*

EMS Director: Toby Martin  
Deputy Director: Wendy Williams

October 18, 2016

Warren Waltz-Director  
Central Lincoln County Ambulance  
29 Piper Mill Road  
Damariscotta, Maine 04543

Dear Mr. Waltz:

Pursuant to our phone conversation on this date, a Wiscasset taxpayer came into the Ambulance Service to inquire about a patient's choice of a transport destination.

After obtaining information of the individual call on September 29, 2016 I was informed that the transporting service was provided by Central Lincoln County (CLC).

Central Lincoln County responded mutual aide to Wiscasset and the family members at the time had requested transport to Mid Coast Hospital. The CLC ambulance crew informed the family that they would only transport the patient to LincolnHealth-Miles Campus, a distance of ten miles. In prior calls, this patient was always transported to Mid Coast Hospital, by Wiscasset a distance of 15 miles.

Also during our phone conversation, I was informed that the transport decision would be on a "case by case basis" and that CLC could not give the choice to patients. CLC's transport destination decision would have to meet the needs of the service and the communities CLC serves.

In the Wiscasset community, we always give our taxpayers the option for transport to either hospital but we have a higher percentage of patients that chose to be transported to Mid Coast Hospital, in Brunswick.

In order to better educate the citizens we serve and our Board of Selectman, would you forward CLC's policy and/or procedures regarding transport destination(s) and/or transport choices to patients? With this information, it is our intent to better educate all parties so that we may continue the collaboration of our services.

We value the working relationship with CLC and are thankful we can continue to utilize your services for the citizens we serve.

Sincerely,

Toby Martin, Director

*Serving With Dedication and Pride*

51 Bath Road, Wiscasset Me 04578 (207) 882-8204 Phone & Fax

**Current Mutual Aid Received**

**January 1, 2016 to October 31, 2016**

Dept.	Type	Number of Calls	Fee per call	Total Fees	Revenue Lost	Total by Dept
Bath	Intercept		\$ 270	\$ -		\$ -
MCI	Intercept	13	\$ 300	\$ 3,900		\$ 3,900
BRAS	Intercept	1	\$ 75	\$ 75		\$ 75
CLC	Intercept	7	\$ 300	\$ 2,100		\$ 2,100
Intercept Total				\$ 6,075		\$ 6,075

Dept.	Type	Number of Calls	Fee per call	Total Fees	Revenue Lost	Total by Dept
Bath	Transport	18	\$ 270	\$ 4,860	\$ 8,705	\$ 13,565
CLC	Transport	13		\$ -	\$ 6,287	\$ 6,287
BRAS	Transport	15		\$ -	\$ 7,254	\$ 7,254
Transport Total				\$ 4,860	\$ 22,246	\$ 27,106
<b>Total</b>				\$ 10,935	\$ 22,246	\$ 33,181

**Mutual Aid Received**  
**July 1, 2016 to September 30, 2016**

Dept.	Type	Number of Calls	Fee per call	Total Fees	Revenue Los	Total by Dept
Bath	Intercept	0	\$ 270	\$ -		\$ -
MCI	Intercept	3	\$ 300	\$ 900		\$ 900
BRAS	Intercept	0	\$ 75	\$ -		\$ -
CLC	Intercept	0	\$ 300	\$ -		\$ -
Intercept Total				\$ 900		\$ 900

Dept.	Type	Number of Calls	Fee per call	Total Fees	Revenue Los	Total by Dept
Bath	Transport	6	\$ 270	\$ 1,620	\$ 2,902	\$ 4,522
CLC	Transport	14		\$ -	\$ 6,770	\$ 6,770
BRAS	Transport	7		\$ -	\$ -	\$ -
Transport Total				\$ 1,620	\$ 9,672	\$ 11,292
<b>Total</b>		<b>30</b>		<b>\$ 2,520</b>	<b>\$ 9,672</b>	<b>\$ 12,192</b>

**Projected Mutual Aid Received**  
**October 1, 2016 to December 31, 2016**

Dept.	Type	Number of Calls	Fee per call	Total Fees	Revenue Los	Total by Dept
Bath	Intercept	0	\$ 270	\$ -		\$ -
MCI	Intercept	3	\$ 300	\$ 900		\$ 900
BRAS	Intercept	1	\$ 75	\$ 75		\$ 75
CLC	Intercept	0	\$ 300	\$ -		\$ -
Intercept Total				\$ 975		\$ 975

Dept.	Type	Number of Calls	Fee per call	Total Fees	Revenue Los	Total by Dept
Bath	Transport	6	\$ 270	\$ 1,620	\$ 2,902	\$ 4,522
CLC	Transport	14		\$ -	\$ 6,770	\$ 6,770
BRAS	Transport	7		\$ -	\$ -	\$ -
Transport Total				\$ 1,620	\$ 9,672	\$ 11,292
<b>Total</b>		<b>31</b>		<b>\$ 2,595</b>	<b>\$ 9,672</b>	<b>\$ 12,267</b>

## Toby Martin

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**From:** Shawn McPherson <spmcperson@roadrunner.com>  
**Sent:** Thursday, October 20, 2016 11:16 AM  
**To:** Chief Toby Martin  
**Subject:** Average

Hi Chief Martin,  
Here is what I found

Total calls for 3 months for transports 153  
Average retune so far \$483.60

I did see a lot of self-pay patients, I believe this is why it is low.

Let me know if you have questions

--  
Shawn McPherson  
Medical Reimbursement Services  
207-892-0020

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<b>January to May 2017</b>	
3RD PROVIDER 24 hrs	
17 weeks	
Thursday thru Sunday	
1632 Total Hours	
EMT-B	\$ 24,480
AEMT	\$ 27,744
EMT-P	\$ 32,640

<b>May to June 2017</b>	
3RD PROVIDER 24 hrs	
9 weeks	
Monday thru Wednesday	
864 Total Hours	
EMT-B	\$ 12,960
AEMT	\$ 14,688
EMT-P	\$ 17,280

<b>January to May 2017</b>	
3RD PROVIDER 10 hrs	
17 weeks	
Thursday thru Sunday	
680 Total Hours	
EMT-B	\$ 10,200
AEMT	\$ 11,560
EMT-P	\$ 13,600

<b>May to June 2017</b>	
3RD PROVIDER 10 hrs	
9 weeks	
Monday thru Wednesday	
360 Total Hours	
EMT-B	\$ 5,400
AEMT	\$ 6,120
EMT-P	\$ 7,200

<b>January to June 2017</b>	
3RD PROVIDER 24 hrs	
EMT-B	\$ 37,440
AEMT	\$ 42,432
EMT-P	\$ 49,920

<b>January to June 2017</b>	
3RD PROVIDER 10 hrs	
EMT-B	\$ 15,600
AEMT	\$ 17,680
EMT-P	\$ 20,800



## WISCASSET CODE OFFICE

November 8, 2016

I had a number of calls from realtors and law offices concerning vacant properties and septic designs and such.

The following permits were issued in September; I issued twelve (7) building permits and five (4) plumbing permits, along with (2) sign and (2) Home Business permits

Total income for the building permits \$ 551.00 with a value of \$596,464.00

Income for plumbing permits was \$ 120.00

two Signs \$ 80.00

two Home businesses \$ 50.00

Total income \$ 801.00

I am also working to clean up the filing system here in the Code office.

Respectfully submitted,

Stan Waltz

Code Enforcement Officer

Wiscasset

**MEMORANDUM**  
**Airport Monthly Report**  
**October 2016**

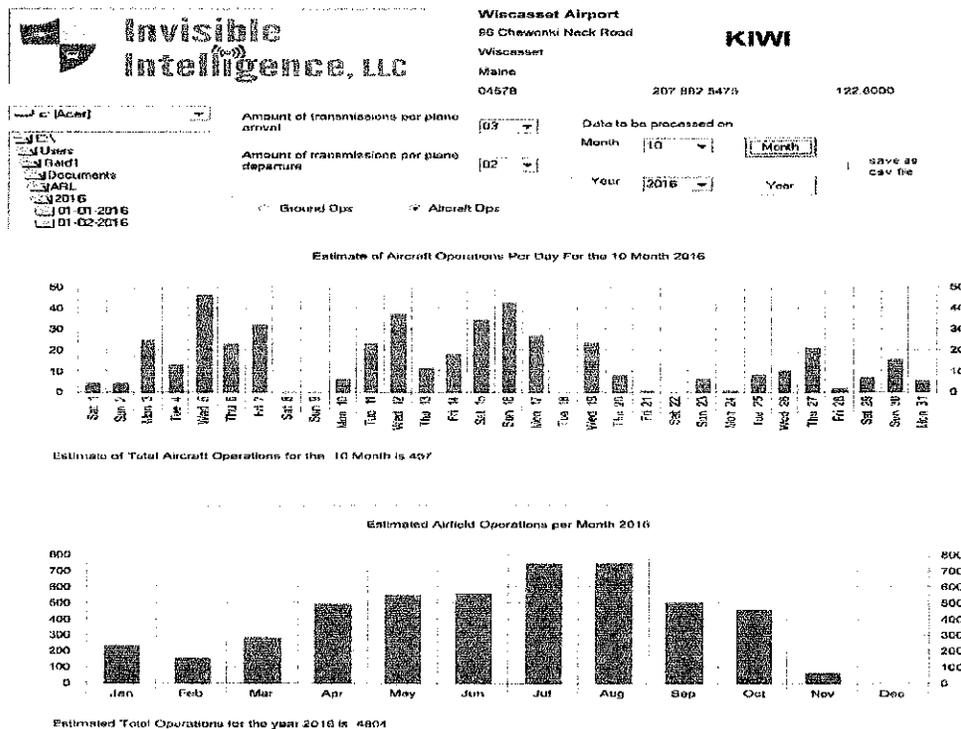


**To:** Town Manager  
**Fr:** Airport Manager  
**Cc:** Airport Committee  
**Dt:** November 05, 2016

Once again, the Wiscasset Municipal Airport was the portal for many visitors to the Wiscasset area whom marvel at the natural beauty offered by the changing Season. The Airport was also the target of the first Airport's Flagpole Dedication Ceremony.

Although the number of visitors have declined when compared to September 2016, the Wiscasset Airport continues to be the destination of many visitors to the Mid-Coast area.

The Airport G.A.R.D. System (Invisible Intelligence Recording System)) reports the airfield operations for October 2016 at 457 and a total of 4,804 from January 01, 2016 to October 31, 2016.



The entries into the Airmav.com web-site continue to reflect the high level of customer service offered at our airport and the satisfaction of the end users.

**MEMORANDUM**  
Airport Monthly Report  
October 2016



The Facebook page continues to attract aviation passionate visitors, reflecting the enthusiasm and memories left behind by the Summer 2016 activities that took place at the Wiscasset Airport and the Town of Wiscasset.

The Airport web-site continues to be one of the key factors in conversation with the pilots that appreciate the information provided for lodging and restaurants in the area. Some pilots have arrived after hours and the taxi information listed in the Airport website provided the transportation they needed to get them to their final destination when no other transportation was available.

The October 2016 Airport monthly "**Expense Summary Report**" reflects a 2016-2017 Budget set at \$283,175.00, the Fiscal Budget Year is at the 33.33% mark and reflecting a 32.62% expenditure equaling \$92,385.46 and an unexpended balance of \$190,789.54.

The October 2016 Airport monthly "**Revenue Detail Report**" reflects a projected revenue of \$250,000.00 for the 2016-2017 Fiscal Budget Year.

The total collected revenue of \$99,553.54 is being reported as of this date for the same Fiscal Year with an uncollected balance of \$150,456.46.

**1. Peregrine Turbine Technology moving status (Upstairs-Main Building Tenant).**

Peregrine Turbine Technology completed their move from the Airport main terminal building second floor to their new facilities.

Accurate measurements have been taken of the two independent office space and once the space is clean, it will be made ready to show to new prospect renters.

The Airport Manager and the Town Planner will coordinate the advertisement effort and show the available office space to prospect renters.

**2. Flagpole at the Airport**

The Flagpole installation was completed on October 07, 2016 By Nor'East Flag Company from Waldoboro.

The Flagpole Dedication Ceremony took place on Sunday, October 23, 2016.

The United States flag was proudly displayed with the help of a rather windy day and the assistance of the Mid-Coast Veterans Council and American Legion members.

Further enhancement of the immediate area around the flagpole will take place to include landscaping and installation of a floodlight that will allow the flag display 24/7 with the exception of inclement weather.

Maine Aeronautics Association took the opportunity to present donations to the Mid-Coast Veterans Council of Brunswick for \$1,500 and the American Legion Post #54 of Wiscasset for \$750.

Other donations will be made to various organizations according to Maine Aeronautics Association list. All donated funds were collected during the "Rise Above" event that took place at the Wiscasset Municipal Airport from August 17-20, 2016. (see attached).



### **3. Airport Capital Projects Catalog**

On Monday, October 17, 2016, the Wiscasset Municipal Airport received a visit from the Wiscasset Board of Selectmen and Town Manager, the Airport Manager presented a Capital Projects catalog to the Board Members and Town Manager reflecting some immediate needs for the airport as well as future needs.

This Capital Projects Catalog included information obtained from Airport Committee member Steve Williams.

Two members of the Airport Committee were also present during this visit as well as a reporter for the Lincoln County Newspaper.

The Board participated on a limited walk-thru of the Airport grounds with a "Questions and Answers" opportunity as well as a visual of some of the items listed in the Capital Projects catalog.

### **4. Airport Fuel System and Equipment Review**

On Wednesday, October 19, 2016, Northeast Air Manager Brett Buntjer from the Portland JetPort visited the Wiscasset Airport to help determine and provide direction with ongoing issues surrounding the Airport fuel system and some of the equipment used to load aircraft with the fuels.

The Jet-A fuel system requires 2 different types of fuel delivery nozzles. One nozzle being more common than the other, remains installed on the fuel hose, however, there are some types of aircraft that require a "pressure nozzle" for fuel delivery. The Wiscasset Airport makes both nozzles available to the pilots, however, due to staff presence restrictions, the pilots are required to change the nozzles by themselves in order to fuel their aircraft. During the nozzle change process, several steps are required to avoid fuel spillage as well as to avoid damage to the fuel nozzles.

While reviewing the equipment and discussion of the fuel recovery capability, the Jet-A fuel nozzle was discovered to have been damaged and leaking.

The nozzle will be repaired and brought-up to specs by Northeast Air. The replacement of the Jet-A nozzle with a new one can cost between \$1,200 and \$1,900 depending on what parts/attachments could be re-used from the old nozzle.

An attempt will be made to repair the old nozzle before visiting the cost prohibitive nozzle replacement.

Frank Costa  
Airport Manager



# Maine Aeronautics Association

*Preserving, protecting and promoting the passion*

KIWI

Mailing address: PO Box 501, Woolwich, ME 04579

lisacub503@yahoo.com 207-350-2122 [www.maineaeronautics.org](http://www.maineaeronautics.org)

The Town of Wiscasset and the Maine Aeronautics Association presented the RISE ABOVE Tuskegee Airmen Exhibit & Fly-In featuring the P-51 *Red Tail* Mustang on August 20, 2016 at the Wiscasset Airport. In keeping with MAA's mission of giving back to the community we are able to distribute money from this event to five organizations. The funds are a result of generous public donations given at the gate the day of the show and from (after expenses) our corporate sponsors and MAA members.

The MAA is donating a total of \$4250 to these five organizations:

The Mid-Coast Veterans Council (Brunswick)	\$1500
The American Legion Post #54 (Wiscasset)	\$750
The Maine ACE Camp (Aviation Career Education for middle and high school students)	\$1500
The Maine Civil Air Patrol Cadet Program	\$250
The JrROTC program-Lisbon High School	\$250

The continued support of these organizations was invaluable in making this a very successful community event. Our appreciation goes out to Steve Jarrett from the Mid-Coast Veterans Council, Bill Cossette, John Kennedy and Dale Skillin from American Legion Post 54. Lynn Kinney and members from The Volunteer Jazz Band, and Wiscasset resident Mark Wellborn and his JrROTC students from Lisbon High School who "posted the colors" at the start of the Veterans program. We also had the support of 15 Civil Air Patrol Cadets and their commanders from around the state on this day.

And, of course we could have done this without our MAA members and the Wiscasset-based pilots who continue to come up big in support of these important fly-in events. The invaluable support of the Experimental Aviation Association Chapter 1210 from Biddeford continues to inspire us, as well as the willingness of the entire aviation community to come together to make what we do fun and meaningful. The MAA would like to thank Wiscasset town officials, the Wiscasset Airport crew, and the residents of Wiscasset, especially our Chewonki Neck Road neighbors.

We cannot thank our corporate sponsors enough for giving back to their community, as well. We had major sponsors from Wiscasset, Bath, Newcastle, Portland, New Hampshire and Connecticut. MAA members from around the state were the first to lend their financial support and many more local businesses contributed financially or with in-kind donations.

We were very pleased to be able to bring the story of the Tuskegee Airmen back to Maine. Prior to the August 20 event we had a number of Veteran, senior citizen and youth groups scheduled for private pre-event tours of the exhibit and airport. These included over 70 campers from the Wiscasset Recreation Department, and the Damariscotta/Boothbay YMCA. We had busloads of students from the Lewiston YMCA, and the Boys/Girls Clubs of Lewiston, Portland and South Portland. Scout troops, non-traditional and at-risk teen groups from Brunswick, Portland and beyond also toured the exhibit.

We were honored to have on Wednesday, August 17 our friend and Tuskegee Airmen Jim Shepard from Scarborough at the exhibit. Jim answered questions and engaged the students with stories of his experiences. The amazing and often overlooked story of the Tuskegee Airmen is one of triumph over adversity as these men fought to serve their country and succeeded in a world of bigotry and segregation.

Sincerely,

Lisa Reece, MAA president

**Wiscasset Municipal Airport  
Wiscasset, Maine**

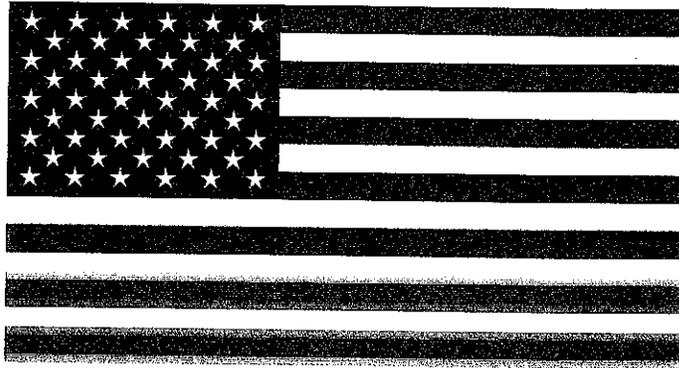
**Come celebrate the Dedication of the Flagpole that will  
proudly display the Flag of the United States of America**

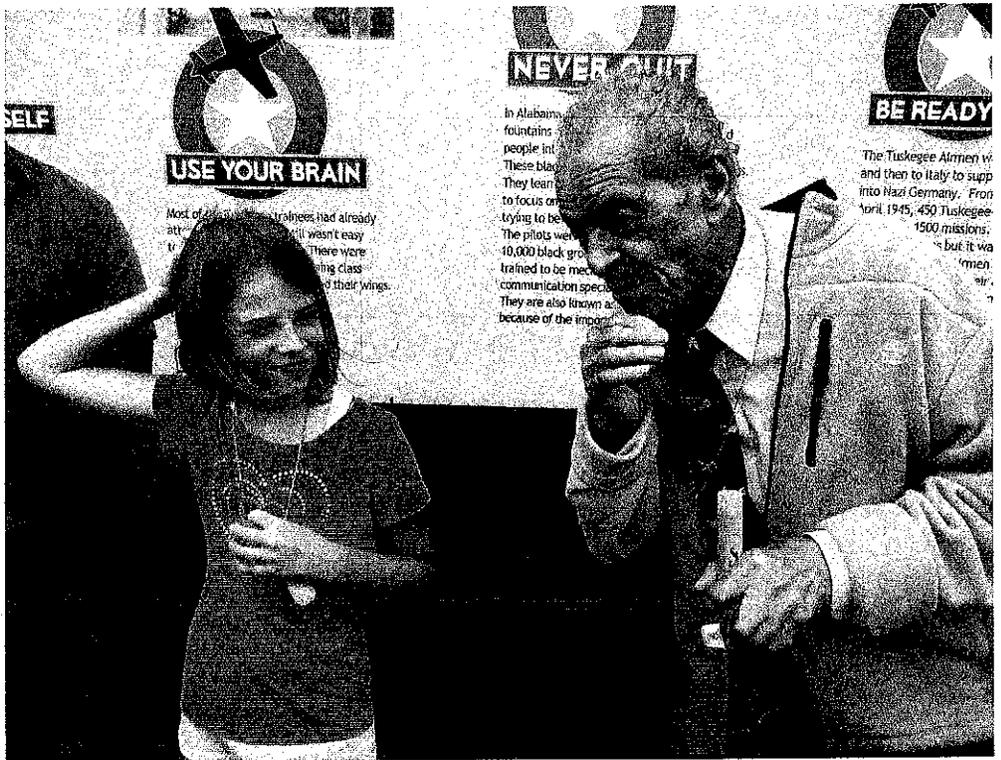
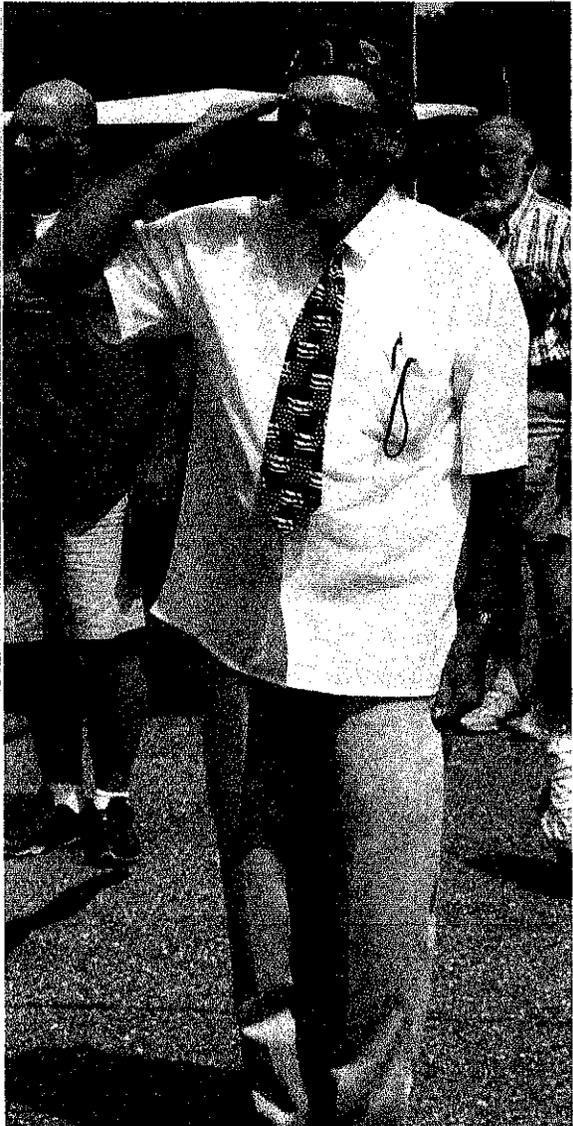
**Sunday, October 23, 2016 at 2PM**

**Bring your friends and all the Veterans that want to  
participate and commemorate this special occasion.**

**Wiscasset, The "Prettiest Village in Maine"  
where memories are made!**

**"The World is Discovering Wiscasset, One Flight at a Time"**





# MEMORANDUM

**To:** Marian Anderson, Town Manger  
**Fr:** Todd Souza, Director of Parks & Recreation  
**Re:** Parks & Recreation – October Monthly Report  
**Dt:** November 9, 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.

*“Few burdens are heavy when everyone lifts out” ~ Unknown*

## Community Events

- Thank you to Wiscasset Fire, Police and Ambulance departments for their support during our community events.
- Held planning session with the Wiscasset Area Chamber on Scarecrowfest. & “Nightmare on Federal Street”.

## Coordination Meetings

- Held “Tourism Destination” meeting with Town, Chambers, Dept. of Tourism and Dept. of Economic Development.
- Attended the Senior Trustee Meeting

## Staff

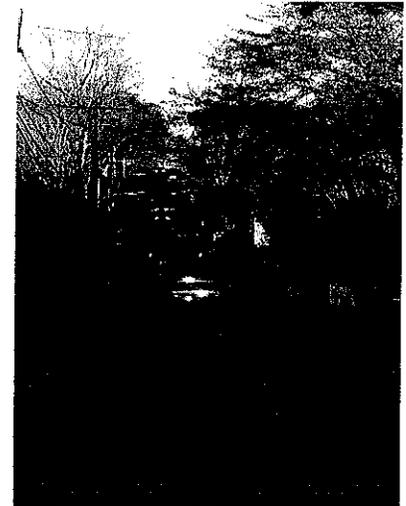
- Trained new employees ASA, Front Desk and Custodians
- Conducted Employee appraisal meetings
- Held “Team” meeting with lead staff

## Facilities

- Roof replacement Project – Completed & full warranty granted
- Boiler failure – Overfired, safety malfunction, causing relief valve to release.
- Hot water circulation pump failed
- 2 Heat & Ventilation circuit control boards compromised by electrical surge – damaged
- New floor machine put into service, reduce cleaning quality and reduction in man hours

## Programs

- Scarecrowfest
- Raven Egg Hunt
- Nightmare on Federal Street
- Fall youth soccer program – 114 Participants
- Fall Run Club – 21 participants
- Reserved Celtic Tickets and Transportation for February 5, 2017 Game vs. Clippers
- Swim Clinics and Swim Team started



## Operations

- Marketing meeting to plan production of new department brochure and tri-fold

### 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.

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



# 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

To: Marian Anderson, Town Manager

From: Jeffrey Lange, Chief of Police

RE: Monthly Report

Date: 11/04/16

## Significant Events and Issues

1. The Police Department held a community meeting for the downtown project with EMS, Fire and MDOT to discuss public safety concerns. The PD received very good feedback after the meeting.
2. The PD was able to utilize the mobile street sign for Federal Street advising drivers of a "no thru trucks" on the street. Officer were advised to issue warnings only until better clarification is made regarding the 6k lbs limit. As of now the State ruling and the Town ordinances do not list commercial vehicles only. A couple of calls were made to the State to get clarification but no response so far.
3. The Halloween parade and night time activity went off without any flaws. We did have two officers on during the 2<sup>nd</sup> shift for increased patrol presence.
4. The PD hired a new Reserve Officer, James Fisher. Officer Fisher completed Phase II of the training and is currently in his Field Training process now.
5. National Drug Take back took place at the Lincoln County Communications building. Our PD takes back unwanted drugs year long and had one of the largest contributions for the county.

6- Call Stats Below



# Wiscasset Police Department

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



Jeffrey E. Lange  
Chief of Police

Alfred Simmons  
Sergeant

## 6. Call Stats for October

ABANDONED MV Count	1
ALARM BURGLAR Count	10
ASSAULT Count	1
ASSIST CITIZEN Count	18
ASSIST OTHER AGENCY Count	7
ATTEMPT TO LOCATE Count	1
BURGLARY Count	2
CIVIL COMPLAINT Count	1
COMMUNITY POLICING Count	5
COMPLIANCE CHECK ON INMATE Count	3
CRIMINAL MISCHIEF Count	1
DISABLED MV Count	10
10 Count	1
DOMESTIC DISTURBANCE Count	3
DRUG INVESTIGATION Count	1
ERRATIC OPERATIONS Count	19
FIGHTING (NON-DOMESTIC) Count	1
FIRE ALARM Count	1
FIRE STRUCTURE Count	2
FIREWORKS Count	2
FOUND/LOST PROPERTY Count	3
HARASSMENT Count	3
MOTOR VEHICLE ACCIDENT Count	8
MOTOR VEHICLE STOP Count	44
PARKING PROBLEM Count	1
POLICE INFORMATION Count	8
PROPERTY CHECK Count	225
SERVICE Count	1
SPECIAL DETAIL Count	4
Suicide/Suicidal Count	1
SUSPICIOUS ACTIVITY Count	5
THEFT / FORGERY / FRAUD Count	4
THREATENING Count	1
TRAFFIC CONTROL Count	19
TRAFFIC HAZARD Count	4
VIOLATION OF PROTECTION ORDER Count	1
WARRANT ARREST Count	2
WELFARE CHECK Count	2
<b>Totals</b>	<b>436</b>

# MEMORANDUM

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**To:** The Board of Selectmen  
Marian Anderson, Town Manager

**Fr:** Doug Fowler  
Director, Public Works

**Re:** October, 2016 Public Works Monthly Report

**Dt:** November 9, 2016

## **Operations:**

October is a transitional month for my department as we prepare for the inevitable winter season. Plows and sanders are dusted off and inspected, and winter-sand and salt is restocked in the "barn." This year we put up just over 2000 cubic yards of screened sand blended with rock salt to replenish our supply. Hopefully, of course, we won't have to use it all like two years ago!

October is also very busy for us as we diligently keep after the falling leaves. The Commons and cemeteries are blown clean, as well as the streets. The tons of leaves collected are delivered to Lincoln County Recycling where they are composted. This is a good deal/trade for us as in the spring LCR permits us to bring our street sweepings (primarily sand) there as well.

## **A few "others":**

- Paved parking area in front of Fire Department and Ambulance bay doors
- Replaced a 4' diameter culvert on Old Stage Road
- Received certification as a MaineDOT Local Project Administrator
- Prepared The Department for a scheduled visit by the Bureau of Labor
- Pot-hole patching
- Continued with roadside ditching , shoulder maintenance, and culvert replacement

## **Financials:**

At 1/3<sup>rd</sup> of the year we are into the Highway budget 27.83% (November's report will experience a slight jump due to the expenditure of winter-sand and other winter-prep items). The Cemetery budget has also fared well currently standing at 34.13%.

In conclusion, I believe we have made considerable headway in roadside maintenance this past season. Favorable weather and efforts of the crew have attributed to the completion of several miles of ditching, numerous culvert replacements, and shoulder grading which ultimately add to the longevity of the Town's fifty-plus miles of road. Furthermore, exemplary teamwork and communication within the Department have allowed us to successively complete several other called for endeavors. We are proud of our accomplishments and look forward to maintaining this momentum forward.



## October 2016 Treasurer/HR Report

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To: Marian Anderson, Town Manager  
From: Shari I Fredette, Treasurer/HR  
Re: Treasurer/Human Resource Monthly Report  
Date: October 8, 2016

**Finances:** In the month of October the town collected a total of \$3,434,781.30 in Real estate taxes and \$48,429.94 in personal property taxes.

No TAN Transfers were made in October. The TAN balance is \$271,992 for the remainder of the Fiscal Year 2016-2017. This may or may not be sufficient. I will be updating my cash flow when time allows to see how it looks in regard to our second tax due date in April.

**Credit card:** Receipts for October were \$24,781.91.

The Finance Department as of October 31st has spent percent 33.54 % of its budget; we are 33.33 % through our current fiscal year. YTD Finance has overspent by .21 %

**School Expenses:** The Town of Wiscasset processed checks to The Wiscasset School department in the month of October for \$586,391.06. The School Revenue was \$155,926.35 and was comprised of The State Subsidy, School Lunch, special education funds, lap top Insurance and Bank Interest Income. The Total School Revenue including the Town checks was \$742,317.41. The Total School Expense for October was \$835,384.37.

**Training:** Shari and Ellin attended the Maine Municipal Association Conference October 5<sup>th</sup>, and 6<sup>th</sup>, which was held at the Cross Insurance center, Bangor, ME. "Changes" was the theme of this year's event. Ellin and I mostly attended different seminars and shared the information we learned. The following is a list of the seminars we attended.

- Addressing, Acquiring Properties with unpaid taxes
- Making Your Comp Plan meaningful
- Medical Marijuana in the Workplace
- An Active shooter in your community
- Municipal Impact of New Overtime Rules
- How to read your Municipal Audit
- MLGHRA Annual Meeting (ME local government human resource association)

The Conference was well worth attending and Ellin and I both agreed we learned gained an incredible amount of knowledge that we can and will use in our jobs.

## Human Resources:

The 2017 *Annual Benefits Open Enrollment period* is between November 15 and December 15. Human Resource is responsible for providing all benefit eligible employees with a summary of Benefits and coverage, or SBC. This SBC, which follows a standard format prescribed by the federal government, has to be distributed to employees prior to the beginning of the plan's open enrollment. This is required under the terms of the Federal Affordable Care Act, otherwise known as Obama Care. Employees must be provided with a copy of the SBC for each plan in which they are eligible to enroll (The Town offers 2). Below is the process I must do on an annual basis to determine; who the employees in The Town of Wiscasset are that qualify as "Benefit Eligible".

### Determining large employer status for smaller employers

► For each calendar month of the preceding calendar year, I must:

1. Count the number of full-time employees (including seasonal employees) who work on average 30 hours per week per month.
2. Calculate the number of full-time equivalent employees by aggregating the number of hours worked by non-full-time employees (including seasonal employees) and dividing by 120.
3. Add the number of full-time employees and full-time equivalents calculated in steps (1) and (2) for each of the 12 months in the preceding calendar year.
4. Add the monthly totals and divide by 12. If the average exceeds 50 full-time equivalents, determine whether the seasonal employee exception applies.

► *Seasonal employee exception:* IRC §4980H does not apply to employers whose workforce exceeds 50 full-time employees for no more than 120 days or four calendar months during a calendar year if the employees in excess of 50 who were employed during that period were seasonal employees. The 120 days or four calendar months are not required to be consecutive.

► For purposes of determining **large employer status** until further guidance is issued, employers may apply a reasonable, good-faith interpretation of the statutory definition of seasonal worker, including a reasonable, good-faith interpretation of the standard set forth under the DOL regulations at 29 CFR 500.20(s)(1).

*Last year my calculation determined that the Town of Wiscasset was categorized as a Small Employer, we came in at 49.6 employees! This year may change that status, I hope to have time this month to complete the calculation which takes a substantial amount of time... .... If that status does change it includes an **enormous** amount of reporting to the IRS. One redeeming piece is that our TRIO software can help with this reporting burden, although getting the software set up will be challenging.*

### Small Employer Provisions

► Employers with fewer than 50 full-time equivalent employees will not face tax penalties if they do not offer coverage to full-time employees.

► Provisions of the ACA affecting small employers include:

► **SHOP Exchange:** Small businesses with fewer than 50-100 employees (depending on state) can select and pay for coverage through special insurance market place. Exchange will manage administrative elements for employers.

► **Small Employer Tax Credit:** Credit is available to small employers with up to 25 full-time equivalents with average wages of no more than \$50,000 if employer covers at least 50% of cost of health insurance coverage. The sliding scale credit will cover up to 35% of employer cost in 2013 and up to 50% of employer cost in 2014.

► **New Rating Rules:** Health insurers may no longer price coverage based on health of employee population. This may vary based on age and smoking status.

► **Essential Health Benefits:** Plans offered in the small group and individual markets are required to cover the 10 categories of essential health benefits.

The Town had two work related injuries to report to MMA Risk Management in October. The Town added one Police Department employee in October.

The MainePers Retirement “Monthly Report” with a due date of October 15<sup>th</sup> was electronically submitted for the month of September.

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



# Wiscasset Transfer Station

## MEMORANDUM

**To:** Marian Anderson, Town Manager  
**Fr:** Ron Lear, Transfer Station Manager  
**Re:** October Monthly Report  
**DT:** November 8, 2016

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	148.42	-\$63
Demo	41.57	-\$63
Single Stream	24.69	-\$5
Metal	25.87	+\$130
Computers	5,489 lbs.	+\$0.15/lbs
Brush/Lumber	27	-\$35
Organics for Compost	1800 lbs.	0
Mixed Copper/Alum/Lead	220 lbs.	+\$0.59/lbs.
Shingles	16.79	-\$25
	0	-\$0
Cardboard	0	+\$105

We also recycled 16 bales of cardboard.

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

Types	Revenues:
User Fees	\$3,798.90
MRC Dividend	\$ 0
Metal (Light iron, batteries, mixed copper)	\$3,054.10
Cardboard	\$2,143.86
Computers	\$62.27

### Operations:

The 5<sup>th</sup> we shipped 37 bales of cardboard. The 12<sup>th</sup> shipped 4 boxes to Veolia. 14<sup>th</sup> we shipped 32lbs. of rechargeable batteries. On the 20<sup>th</sup> we shipped 12 gaylords of TV's. The 25<sup>th</sup> we sent 45 yards of mulch to Lincoln County for composting and had the Freon removed from 103 items.

### Expenses & Revenues:

Expenses are at 33.08% and the Revenues are at 36.55%



# 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:** October Monthly Report  
**Date:** November 9, 2016

For the month of October our average flows were 149,000 gallons per day putting us at 24 % of our licensed flow. We recorded 3.1 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

**Operations:** We have continued to work at the pump stations and plant getting ready for the winter. Running the generators and winterizing the mowers. General cleanup of the plant.

**Training:** We had a member of Maine Rural Water here to assist Ray with in preparation of taking his wastewater license test. We have done our simulated confined space entrance training along with the highway department.

**Financials:** We received \$38,527.00 in user fees for the month and are at 33 % of the anticipated revenues for the year. Expenses are at 26% we are 33 % thru the year.

8c

10/26/16

To the Wiscasset Selectmen,

Thank you for allowing me to work for the Wiscasset Transfer Station for the last 15 years. I've enjoyed working for and meeting the citizens that use the Transfer Station. I am retiring with my last day of service being 12/3/16.

Best Regards,



Les Wentworth

**MEMORANDUM**



gd

**October 31, 2016**

**To:** Marian Anderson - Town Manager  
Town of Wiscasset

**Fr:** Frank Costa - Airport Manager  
Town of Wiscasset Municipal Airport

**Re:** Wiscasset Municipal Airport Hangar Lease Agreements

Ms. Marian,

Per our conversation on Friday, July 08, 2016 and in an effort to keep you and the Board of Selectmen informed, I am attaching copies of the 2 most recent transactions concerning our on-going hangar leases.

One agreement is a simple month rental by Flight-Time Club to house an aircraft temporarily for \$250.00 while the other agreement with Robert Lockyer is for 6 months at \$1,500.00.

We have 3 different Hangar Lease Agreements that are commonly used at our airport; Yearly, Monthly or Daily. These agreements are worded basically the same with the exception of paragraph 2 which indicates the length of time the pilot/customer wishes to Lease the Hangar and the cost.

Should you have any questions, please give me a call.

**TOWN OF WISCASSET  
HANGAR SPACE RENTAL AGREEMENT**

COPY

THIS AGREEMENT, made this **26 day of October, 2016** between the TOWN OF WISCASSET, WISCASSET, MAINE, being the owner of the WISCASSET MUNICIPAL AIRPORT, hereinafter referred to as "OWNER," AND **FlightTime Club represented by Sean Rafter** - member, hereinafter referred to as "RENTER," and is as follows:

1. Renter hereby rents hangar space at the Wiscasset Municipal Airport for a single aircraft.
2. Renter shall pay the sum of **\$250.00** per month as rent, payable in advance on the first day of each month, to Owner at the office of the Airport Manager. Such rental payments shall begin on **November 01, 2016**. The tenancy pursuant to the terms of this lease shall be for a month basis with either party having the option to terminate this lease upon seven (7) days written notice to the other party.
3. Failure of the Renter to pay the monthly rental due hereunder by the 10th of each month shall result in a breach of the Agreement and shall cause an immediate termination of this Agreement.
4. It is understood and agreed by Renter that the space rented by this Agreement is for the exclusive purpose of aircraft storage, any other storage must be approved by the Airport Manager. Renter further agrees not to operate any business enterprise from the hangar space or in any way conduct commercial activities in such space.
5. No maintenance of any aircraft shall be performed in the hangar space unless prior approval is obtained from the Airport Manager.
6. There will be no subleasing of the hangar space.
7. No structural or electrical modifications, painting, or alterations will be made to the hangar without the prior written approval of the Airport Manager. The Renter shall not attach any hoisting, winching or holding mechanism to any part of the storage space, or pass any such mechanism over the beams or braces thereof.
8. No appliances, except battery trickle chargers and engine heaters may remain connected to any electrical receptacle. The Renter shall not overload electrical circuits. Hangar electrical circuits are designed for 20 amps. Any appliance not having an explosion-proof motor which generates a glow, flame, or spark must be elevated at least eighteen (18) inches above the floor.
9. Renter owned equipment, parts, and supplies shall not be stored in the hangar unless approved in advance by the Airport Manager.
10. Aircraft and other personal property are stored at the Renter's sole risk. Any insurance protecting's personal property against fire, theft or damage must be provided by the Renter and the Renter agrees to save the Owner harmless from any

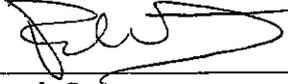
**TOWN OF WISCASSET  
HANGAR SPACE RENTAL AGREEMENT**

Signed and approved on the date first written above (page 1).

**Renter**

Signature	
Printed Name	Sean Rafter
Address	96 Chewonki Neck Road
Town, State Zip	Wiscasset, Maine 04578
Email	srafter@wiscasset.net
Phone	207.631.2638
Aircraft Registration	N9870Q

**Town of Wiscasset/Owner  
by:**

Signature	
Printed Name	Frank Costa
Title	Airport Manager

**TOWN OF WISCASSET  
HANGAR SPACE RENTAL AGREEMENT**



COPY

THIS AGREEMENT, made this **14th day of October, 2016** between the TOWN OF WISCASSET, WISCASSET, MAINE, being the owner of the WISCASSET MUNICIPAL AIRPORT, hereinafter referred to as "OWNER," AND **Robert Lockyer** hereinafter referred to as "RENTER," and is as follows:

1. Renter hereby rents hangar space at the Wiscasset Municipal Airport for a single aircraft.
2. Renter shall pay the sum of **\$1,500.00** for **6 months** as rent, payable in advance, to Owner at the office of the Airport Manager. The term of this lease shall be from **November 1, 2016 through April 30, 2017**. The tenancy pursuant to the terms of this lease shall be for an annual basis with either party having the option to terminate this lease upon thirty (30) days written notice to the other party.
3. It is understood and agreed by Renter that the space rented by this Agreement is for the exclusive purpose of aircraft storage, any other storage not otherwise noted in this agreement must be approved by the Airport Manager. Renter further agrees not to operate any business enterprise from the hangar space or in any way conduct commercial activities in such space.
4. Once the rental period starts into the month paid for and in progress, the hangar space will be under control of renter as agreed and no longer rentable to anyone else, therefore, no refunds will be issued for remainder of the month in progress (unused portion of the month).
5. There will be no subleasing of the hangar space.
6. No structural or electrical modifications, painting, or alterations will be made to the hangar without the prior written approval of the Airport Manager. The Renter shall not attach any hoisting, winching or holding mechanism to any part of the storage space, or pass any such mechanism over the beams or braces thereof.
7. No appliances, except battery trickle chargers and engine heaters may remain connected to any electrical receptacle. The Renter shall not overload electrical circuits. Hangar electrical circuits are designed for 20 amps. Any appliance not having an explosion-proof motor which generates a glow, flame, or spark must be elevated at least eighteen (18) inches above the floor.
8. Reasonable quantities of renter owned equipment, parts, and supplies may be stored in the hangar.
9. Aircraft and other personal property are stored at the Renter's sole risk. Any insurance protecting personal property against fire, theft or damage must be provided by the Renter and the Renter agrees to save the Owner harmless from any and all liability by reason of the storage or maintenance of said aircraft upon the

Signed and approved on the date first written above.

**Renter**

Signature  10/30/2016  
Printed Name Robert Lockyer  
Address 550 Pleasant St., Suite # 104  
Town, State Zip Winthrop, MA 02152  
Email rjlockyer@gmail.com  
Phone 617.593.5656  
Aircraft Registration N18EM  
Aircraft Make/Model Miller / Starduster SA-300

**Town of Wiscasset/Owner  
by:**

Signature   
Printed Name Frank Costa  
Title Airport Manager



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

9A

Paul R. LePage  
GOVERNOR

David Bernhardt  
COMMISSIONER

October 31, 2016

Wiscasset Board of Selectmen  
51 Bath Road  
Wiscasset, Maine

COPY

Re: Downtown Improvements Project

Dear Board of Selectmen:

This is a letter of intent directed to the municipality of Wiscasset through its Board of Selectmen (the Municipality”) from the Maine Department of Transportation (the “Department”) concerning a highway and traffic improvement project on and adjacent to Main Street (US Route 1) beginning in the vicinity of 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”).

By way of background, US Route 1, the primary highway for Maine’s mid-coast region, also serves as Main Street for the Wiscasset downtown area and historic Wiscasset Village. It is classified as Highway Corridor Priority 1 by the Department. The portion of the US Route 1 corridor in Wiscasset experiences significant traffic delays and pedestrian/vehicle conflicts during the summer months. The goal of the Project is to improve the safety and mobility of US Route 1 both in the approaches to the downtown area and in the downtown village as well. Every effort will be made to minimize adverse economic, environmental, and cultural impacts to the neighborhoods near US Route 1.

As part of the vetting process for the Project, the inhabitants of Wiscasset participated in a non-binding public referendum on June 14, 2016 (the “Public Referendum”), choosing among several design options for the Project. The referendum resulted in significant support for the Department’s *Downtown Wiscasset Conceptual Drawing Option Number 2* and the accompanying *3-D Model and Video* (collectively, “Option 2”). Subsequently the Municipality’s governing Board of Selectman voted unanimously on June 20, 2016 to endorse the Department’s implementation of the Project in accordance with the attributes of Option #2. Accordingly, the Department is proceeding with design activities consistent with its standard project development process to build Option 2, which will include developing design and constructions plans and specifications. The Department will work collaboratively with the Municipality and its Wiscasset Public Advisory Downtown Committee to get community input on design issues as Department staff work to complete a Preliminary Design Report (the “PDR”) based on Option 2.

If through the development of the design the Municipality elects to add additional work to the Project at its own expense, the Department will incorporate the work into the design plans. Prior to finalizing the contract bid documents, the Department and the Municipality will execute a Municipal/State Project Agreement to address the cost of any additional work and future maintenance of Project-related improvements. Other than payment for the additional work that the Municipality chooses to include in the Project, all design and construction costs will be paid by the Department.

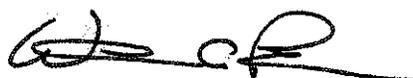


PRINTED ON RECYCLED PAPER

The Department will consult with and inform the Municipality concerning the status of the Project throughout its project development process. In addition to working with the Town Manager and the Wiscasset Public Advisory Downtown Committee, the Department intends to host other public informational meetings and a formal public meeting prior to finalizing the Project design.

Please indicate below your acknowledgement of this letter, its contents and the process going forward as described herein.

Sincerely,



William A. Pulver, P.E.  
Director, Bureau of Project Development

WAP/TLK/jas

**Acknowledgement:**

Town Manager, Town of Wiscasset  
(as authorized by vote of the Board of Selectmen on November 1, 2016)

By: \_\_\_\_\_  
Its: Town Manager\_

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

Dept	Account	2016-2017 Approved Budget	2016-2017 YTD 10/30/16 33.33% into	Balance	% spent of budget	Balance with carryforward added
25-01	ADMINISTRATION	\$ 193,478	\$ 64,531	\$ 128,947	33.4%	
72-01	AIRPORT	\$ 283,175	\$ 92,385	\$ 190,790	32.6%	
27-09	ANIMAL CONTROL	\$ 11,487	\$ 2,172	\$ 9,315	18.9%	
25-05	ASSESSING	\$ 6,192	\$ 199	\$ 5,993	3.2%	
25-32	BOARDS & COMMITTEES	\$ 1,611	\$ 165	\$ 1,446	10.2%	
53-14	CAPITAL IMPROVEMENT (carryforward \$184,931)	\$ 486,430	\$ 433,828	\$ 52,592	89.2%	\$237,523.00
25-31	CELEBRATIONS	\$ 14,500	\$ 8,200	\$ 6,300	56.6%	
31-11	CEMETERIES (carry forward \$30,736)	\$ 57,692	\$ 19,688	\$ 38,004	34.1%	\$68,740.00
25-33	CODE ENFORCEMENT	\$ 48,769	\$ 16,574	\$ 32,195	34.0%	
45-15	COMMUNITY ORG/WP LIBRARY	\$ 71,433	\$ 8,933	\$ 62,500	12.5%	
25-11	CONTINGENCY (carryforward \$10,655)	\$ 35,000	\$ -	\$ 35,000	0.0%	\$45,655.00
25-30	CONTRACTUAL SERVICES	\$ 116,372	\$ 41,928	\$ 74,444	36.0%	
14-99	COUNTY TAX	\$ 578,045	\$ 578,045	\$ 0	100.0%	
25-08	ELECTIONS	\$ 19,254	\$ 1,102	\$ 18,152	5.7%	
78-01	EMS	\$ 478,250	\$ 167,405	\$ 310,845	35.0%	
25-06	FINANCE	\$ 218,632	\$ 73,326	\$ 145,306	33.5%	
27-02	FIRE	\$ 137,173	\$ 51,404	\$ 85,769	37.5%	
25-34	GENERAL ASSISTANCE	\$ 25,077	\$ 3,947	\$ 21,130	15.7%	
25-12	MUNICIPAL BUILDING	\$ 61,508	\$ 16,097	\$ 45,411	26.2%	
25-35	MUNICIPAL INS./UNEMPLOY	\$ 45,520	\$ 22,640	\$ 22,880	49.7%	
25-02	OFFICE OF SELECTBOARD	\$ 27,247	\$ 6,118	\$ 21,129	22.5%	
79-01	PARKS & RECREATION	\$ 723,263	\$ 270,221	\$ 453,042	37.4%	
25-17	PLANNING (carry forward \$4,915)	\$ 66,596	\$ 21,384	\$ 45,212	32.1%	\$50,127.00
27-01	POLICE	\$ 425,603	\$ 145,360	\$ 280,243	34.2%	
25-37	PUBLIC UTILITIES	\$ 204,600	\$ 50,218	\$ 154,382	24.5%	
31-03	PUBLIC WORKS (carryforward \$10,658)	\$ 679,944	\$ 189,198	\$ 490,746	27.8%	\$501,404.00
240-35	RETIREE HEALTH INSURANCE	\$ 37,314	\$ 12,335	\$ 24,979	33.1%	
77-01	SENIOR CENTER	\$ 21,577	\$ 1,751	\$ 19,826	8.1%	
45-04	SHELLFISH	\$ 10,585	\$ 2,346	\$ 8,239	22.2%	
25-36	TAN INTEREST/School withdrawal BAN	\$ 245,234	\$ 10	\$ 245,224	0.0%	
25-07	TOWN CLERK	\$ 80,823	\$ 25,257	\$ 55,566	31.2%	
76-01	TRANSFER STATION	\$ 555,873	\$ 183,865	\$ 372,008	33.1%	
74-01	WASTEWATER (carry forward= \$85,964)	\$ 458,695	\$ 117,296	\$ 341,399	25.6%	\$427,363.00
73-01	WATERFRONT	\$ 41,175	\$ 13,328	\$ 27,847	32.4%	
	<b>Totals</b>	<b>\$ 6,468,127</b>	<b>\$ 2,641,257</b>	<b>\$ 3,826,861</b>		

106

# 657

82

001212181

DATE	BUDGET A/E - CARRYFORWARDS FROM FY 16 TO FY 17	RCB TYPE	ACCOUNT NUMBER	DEBIT	CREDIT
9/28/2016	USE OF DESIGNATED FUND BALANCE	F	GJ R 57-57-02	\$327,859	
	WCC ROOF	F	GJ E 53-06-90-28		\$143,063
	MAIN STREET PIER/ELECTRIC UPGRADE	F	GL E 53-07-90-28		\$4,702
	HIGHWAY ROAD AND SIDEWALK CONSTRUCTION	F	GJ E 53-12-90-28		\$26,427
	FIRE REPEATERS	F	GJ E 53-16-90-28		\$8,019
	EMS PAGERS	F	GL E 53-80-90-28		\$2,720
	WWTP LOAN INTEREST	F	GJ E 74-01-60-17		\$85,964
	PUBLIC WORKS CEMETERIES	F	GL E31-11-10-90 <i>OR</i>		\$30,736
	UNION RETRO PAY WWTP, PW, TS	F	GL E31-03-10-10		\$10,558
	PLANNING-TOWN SHARE OF SAFE HARBOR AND WWTP GRANTS	F	GL E25-17-30-08		\$4,935
	CONTINGENCY	F	GL E 25-11-90-01		\$10,555
				\$327,859	\$327,859



100

# Office of the Town Clerk

51 Bath Road  
Wiscasset, ME 04578

Phone: (207) 882-8200  
Fax: (207) 882-8228  
E-mail: [clerk@wiscasset.org](mailto:clerk@wiscasset.org)

## BUSINESS LICENSE APPLICATION

Every person, firm, corporation, LLC, professional association or partnership doing business within the Town of Wiscasset must complete this Application.

\*\*\*\*\*

Name/Title of Business: Perch Pilates  
New Business  Existing Business       years in operation Ownership/Location Change

Location of business: 102 main st Wiscasset, ME 04578

Preferred mailing address: 102 main st

Business phone number: (207) 380-1633

Description of business: Pilates Studio

Owner's name: Phaelon O'Donnell

Owner's home address: Po Box 261 Wiscasset, ME 04578

Owner's telephone number: (207) 380-1633

\*Emergency contact person: Pamela Brackett

\*Emergency phone numbers: home: (207) 882-7426 cell: (207) 380-1644

\*This information will be shared with 911 so you can be contacted in case of after hour emergencies.

### NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval? Yes

Will you need a sign permit? Yes

Will this business be a home occupation? No

This business will be a: Corporation or LLC  Partnership  Sole proprietor

Would you like a link to your business placed on the Town of Wiscasset Website? Yes  No

Provide e-mail and/or web address: 92phaelon@gmail.com

Please be aware that State licenses and permits may be required. This application must be updated annually with the Town of Wiscasset.

I, Phaelon O'Donnell, state that I am Sole Proprietor of the above name firm or business, and make oath that the information stated above is true and I am aware that all applicable local, state and federal ordinances, laws, rules, and regulations must be complied with before this License can be issued.

Date: Oct 25, 2016

Signature: Phaelon O'Donnell

TOWN CLERK

DATE RECEIVED: 10/28/16 DATE APPROVED:      ASSESSING:      WER/T.IST:

P.O. Box 251  
Wiscasset, ME 04578  
October 24, 2016

10dF

Ms Marian Anderson, Town Manager  
51 Bath Road  
Wiscasset, ME 04578

Dear Ms Anderson,

We understand that the town of Wiscasset recently acquired White's Island property which includes a very small triangular parcel near the stop sign at the corner of Fore and Bradbury Streets. The Friends of Castle Tucker, a volunteer group, respectfully requests permission to weed and prune that small section in accordance with shoreland regulations.

The volunteers are working on the Castle Tucker landscaping project to thin the overgrowth and bring it back as much as possible to its historic 1900's landscape. Weeding and pruning this section adjacent to Castle Tucker would complement the historic landscaping plan.

The volunteers would work under the guidance of Stan Waltz, Code Enforcement Officer, and David Spicer, professional arborist and shoreland zoning landscape specialist.

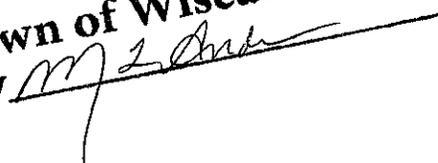
May the volunteers have the opportunity to work on this area at no cost to the town? The volunteers would find this enjoyable work as we are all proud of Wiscasset and its historic beauty.

Sincerely,



Greg Shaw and the Friends of Castle Tucker

882-5004

**Received**  
OCT 24 2016  
Town of Wiscasset  
By 

- 10.5.2.2 Names of individual(s) who shall actually be doing the blasting and a photocopy of each such identified person's current Maine explosives permit issued by the Commissioner of Public Safety.
- 10.5.2.3 Name of the insurer, policy number and agent providing insurance coverage as required by this ordinance.
- 10.5.2.4 Location listing tax map and lot number and date of proposed blasting and a description of the precise location of the blast site.
- 10.5.2.5 Procedure for pre- and post-blasting inspections.
- 10.5.2.6 Such other information as may be required by the Code Enforcement Officer to decide the application.
- 10.5.2.7 The application shall be accompanied by a fee which is set by the Board of Selectmen.
- 10.5.2.8 The application shall provide a space for comments by the Planning & Development Department and Fire Chief.
- 10.5.3 A true copy of the permit issued by the Town of Wiscasset shall be conspicuously posted at the job site.
- 10.5.4 A Blasting Permit shall be valid for six (6) months from the date of issuance.

## 10.6 BOND AND PROOF OF INSURANCE

The applicant shall submit with the application a certificate of insurance issued by an insurance carrier authorized to conduct business in the State of Maine showing that comprehensive liability insurance is in full force and effect for the blasting operations to be carried out by applicant in the Town of Wiscasset, for all personal injury and property damage arising out of blasting operations including completed operations, contractual liability, explosion, underground and collapse, in an amount not less than \$2,000,000 per occurrence, combined single limit. Said certificate shall indicate the effective dates of the liability coverage, the name and address of the agent or broker through whom the insurance coverage was issued and who is responsible for attesting to the existence of the insurance coverage. Said certificate shall provide for 10 days' advance written notice to the Code Enforcement Officer in the event the insurance policy is canceled, terminated or modified and receipt of such notice of termination shall be grounds to revoke a permit for blasting.



**MUNICIPAL QUITCLAIM DEED**

**KNOW ALL MEN BY THESE PRESENTS**

That the INHABITANTS OF THE TOWN OF WISCASSET, County of Lincoln and State of Maine, for consideration paid, release to DAVID G. LAEMMLE of Wiscasset, Maine, a certain lot or parcel of land with the buildings thereon situated in Town of Wiscasset, County of Lincoln and State of Maine, on the easterly side of Middle Street, bounded and described as follows:

Beginning on Middle Street, at what was formerly the northwest corner bound of the property south of the hereinafter described property when owned by Elizabeth Brown Rowe and her predecessors in title running East 25° South to a bound through which a straight line drawn flush with the outside edge of the eastern wall and line of the brick building on said lot will intersect; thence northerly in a straight line which will pass flush with the outside wall and line of said brick building to the land owned or occupied by Charles E. Cowley; thence West 25° North by the land of said Cowley to Middle Street; thence by said Middle Street to the point of beginning.

Together with sewerage easement to Main Street by way of Water Street in and through the land of one Haggett as now located or may be located by the owner or owners of said sewer with the understanding that present owner of said sewerage pipe, or his heirs and assigns, shall not be responsible for the maintenance and repair of said sewer pipe.

Together with any interest the grantors may have in and to a certain right of way on the north side of the above described property.

Being the same premises as conveyed to David G. Laemmle from Warranty Deed dated March 20, 1973 and recorded in the Lincoln County Registry of Deeds in Book 764, Page 50.

The purpose of this deed is to release the interest which the Town of Wiscasset may have in said premises for all taxes due the Town of Wiscasset up to and including through Tax Year 2016, ending on June 30, 2017, including without limitation, the taxes due under the following tax liens, all recorded in the Lincoln County Registry of Deeds, as follows:

COPY

- a) 2005 Tax Lien dated July 21, 2006 and recorded in Book 3708, Page 269;
- b) 2006 Tax Lien dated July 17, 2007 and recorded in Book 3881, Page 157;
- c) 2008 Tax Lien dated July 17, 2009 and recorded in Book 4175, Page 133;
- d) 2009 Tax Lien dated July 20, 2010 and recorded in Book 4297, Page 148;
- e) 2010 Tax Lien dated July 18, 2011 and recorded in Book 4418, Page 178;
- f) 2011 Tax Lien dated July 23, 2012 and recorded in Book 4548, Page 69;
- g) 2012 Tax Lien dated July 19, 2013 and recorded in Book 4688, Page 182;
- h) 2013 Tax Lien dated July 23, 2014 and recorded in Book 4802, Page 9;
- i) 2014 Tax Lien dated June 29, 2015 and recorded in Book 4901, Page 221;
- j) 2015 Tax Lien dated July 27, 2016 and recorded in Book 5033, Page 197.

The above described premises are shown on the property tax maps for the Town of Wiscasset as Map U1, Lot 91 and is known as 27 Middle Street.

Witness our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Inhabitants of the Town of  
Wiscasset

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Judith R. Colby, Chairman

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

\_\_\_\_\_  
Jefferson A. Slack, Selectman

\_\_\_\_\_  
William David Cherry, Selectman

\_\_\_\_\_  
Benjamin L. Rines, Selectman

COPY

STATE OF MAINE  
LINCOLN, ss.

\_\_\_\_\_, 2016

Personally appeared the above named \_\_\_\_\_  
and acknowledged the foregoing instrument to be his/her free act and deed,  
in said capacity.

\_\_\_\_\_  
Notary Public/Attorney at Law

Printed Name of Notary: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**RE Account 1228 Detail  
as of 11/10/2016**

Name: LAEMMLE, DAVID G.  
Location: 27 MIDDLE STREET  
Acreage: 0.09 Map/Lot: U01-091  
Book Page: B764P50

Land: 129,300  
Building: 51,800  
Exempt: 0  
Total: 181,100

2016-1 Period Due:

**COPY**

Ref1: B0764P0050  
Mailing Address: PO BOX 185  
WISCASSET ME 04578

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2016-1 R	09/21/16	Original		3,388.38	0.00	0.00	3,388.38
137822	10/19/2016		A P	3,388.38	0.00	0.00	3,388.38
		Total		0.00	0.00	0.00	0.00
2015-1 L	09/23/15	Original		2,970.04	0.00	0.00	2,970.04
	6/23/2016	DEMAND	A 3	0.00	0.00	-9.74	-9.74
		Demand Fees					
2209	07/27/16	Liened		2,970.04	103.38	57.74	3,131.16
137822	10/19/2016	CHGINT	1 I	0.00	-47.85	0.00	-47.85
137822	10/19/2016		A P	2,970.04	151.23	57.74	3,179.01
		Total		0.00	0.00	0.00	0.00
2014-1 L	09/17/14	Original		3,078.70	0.00	0.00	3,078.70
	5/29/2015	DEMAND	A 3	0.00	0.00	-9.48	-9.48
		Demand Fees					
2106	06/29/15	Liened		3,078.70	92.69	47.48	3,218.87
137822	10/19/2016	CHGINT	1 I	0.00	-282.23	0.00	-282.23
137822	10/19/2016		A P	3,078.70	374.92	47.48	3,501.10
		Total		0.00	0.00	0.00	0.00
2013-1 L	10/15/13	Original		2,933.82	0.00	0.00	2,933.82
	6/19/2014	DEMAND	A 3	0.00	0.00	-9.48	-9.48
		Demand Fees					
	6/19/2014	DEMAND	A 3	0.00	0.00	9.48	9.48
		Reverse Demand Fees					
	6/19/2014	DEMAND	A 3	0.00	0.00	-9.48	-9.48
		Demand Fees					
1949	07/23/14	Liened		2,933.82	89.46	57.48	3,080.76
	12/24/2015	FCFEES	A L	0.00	0.00	-9.74	-9.74
		Lien Maturity Fee					
	12/24/2015	CHGINT	A I	0.00	-2.92	0.00	-2.92
131578	3/31/2016	CHGINT	1 I	0.00	-0.55	0.00	-0.55
131578	3/31/2016		A P	187.31	92.93	67.22	347.46
135029	7/15/2016		A P	500.00	0.00	0.00	500.00
137822	10/19/2016	CHGINT	1 I	0.00	-3.53	0.00	-3.53
137822	10/19/2016		A P	2,246.51	3.53	0.00	2,250.04
		Total		0.00	0.00	0.00	0.00
2012-1 L	*			0.00	0.00	0.00	0.00
2011-1 L	*			0.00	0.00	0.00	0.00
2010-1 L	*			0.00	0.00	0.00	0.00
2009-1 L	*			0.00	0.00	0.00	0.00

## Kathleen Onorato

---

**From:** J.M. Usher <jeremy@firefly.us>  
**Sent:** Thursday, November 03, 2016 8:54 AM  
**To:** Kathleen Onorato  
**Subject:** Re: new website  
**Attachments:** signature.asc

//

Hi Kathleen,

Sorry for the delay, your last materials came in right as we are very busy with several other prescheduled launches. We're actively looking for a moment to sync over the recent materials you added to the live site and activate all the user accounts.

We did also receive permission from some professional photographers on Flickr to use their images. I'm sure we can find a moment to get this launched before the end of the month.

Best,  
Jeremy

---

J.M. Usher  
President, Firefly, LLC  
P.O. Box 492  
Brunswick, ME 04011  
+1 (207) 221-0311  
<http://www.firefly.us>  
[jeremy@firefly.us](mailto:jeremy@firefly.us)

On Nov 2, 2016, at 9:28 AM, Kathleen Onorato <[admin@wiscasset.org](mailto:admin@wiscasset.org)> wrote:

Marian asked me to check when the new site will be launched. Do you need anything from us? As far as photos and administration access, we can begin with what we have sent and perhaps add to it later.  
Kathy

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