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WISCASSET BOARD OF SELECTMEN,
BOARD OF ASSESSORS & OVERSEERS OF THE POOR
JUNE 7, 2011

Preliminary Minutes

(tape recorded meeting)

Present: Bob Blagden, Vice Chairman Judy Colby, Pam Dunning, Chairman David Nichols, Ed Polewarczyk and Town Manager Laurie Smith

1. Call to Order

Chairman Nichols called the meeting to order at 7 p.m.

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

PUBLIC HEARING

The chairman opened the public hearing at 7 p.m.

3. Town of Wiscasset public hearing to discuss an application being submitted to the State for the Communities for Maine's Future Bond Program to construct a railway facility and parking lot

Town Manager Laurie Smith said Wiscasset had the opportunity to submit an application for funding for projects to enhance the downtown area. The proposal would include moving the railroad platform from its present location to north of Route 1, constructing a public facility including public restroom and information area, and constructing a platform and parking lot to house vehicles and buses. The cost is \$400,000 and the reason for the public hearing is to solicit comment for the matching grant application.

The chairman read letters in support of the application from Gordon Page, Sr. of the Maine Eastern Railroad; Bev and Frank Rissell from the Tall Pines B&B; and State Representative Les Fossel. Donald Jones, Chairman of the Transportation Committee, expressed his delight at the implementation of the Railway Station Plan that will move the train stop away from the commercial pier and provide additional parking.

In response to Ed Polewarczyk's question, Smith said the maximum grant of \$400,000 would cover Phase I. It will not cover the retaining wall, leaving additional space for parking, and will not pave Railroad Avenue or the sidewalk. If the bond passes for the pier, the pier project will be part of this application. The \$350,000 bond will cover part of the waterfront redevelopment: the commercial pier construction requires that the train station be moved to the north side of Route 1 to facilitate access to the pier. The other part of the town's required match will be engineering fees spent, the platform, paving along Railroad Avenue, and the value of the leased land.

Smith has sent a letter of intent to the State; eligible candidates for the grant will be invited to apply.

The public hearing closed at 7:13 p.m.

4. Approval of Treasurer's Warrant: May 24, 2011, May 31, 2011, and June 7, 2011

Ed Polewarczyk moved to amend the June 7 warrant, changing Central Electric invoice from \$142 to \$142.90. Vote 5-0-0. Pam Dunning moved to approve the Treasurer's Warrants of May 24, May 31 and June 7. Vote 5-0-0.

5. Approval of Minutes: May 17, 2011

Pam Dunning moved to approve the minutes of May 17. Vote 5-0-0.

6. Special Presentations or Awards:

A. Lisa Garman and Mary Ellen Barnes to present details of Wiscasset's 4th of July celebration

Garman said participants in the parade on Monday, July 4, would line up on Churchill Street after 10 a.m. The parade will begin at 11 a.m.; the route is Gardiner Road to Route 1 to Water Street to the waterfront. Judges for the parade are Ed Cavanaugh, Cindy Collamore and Susan Robson. Fireworks will begin at 9 p.m. at Sherman Park. Past and present chairmen of the Senior Center will be Grand Marshals. The theme of this year's celebration is Waterfront Wonderland.

B. Superintendent Greg Potter and RSU 12 Board Members to present information regarding the fiscal realities of consolidation, including some projected estimates of potential local impact

Potter introduced board members DeVries, Birmingham, Nault and Rosenthal. He said his purpose for appearing on the agenda was in response to results of an April workshop that indicated RSU board's communication and information on fiscal realities could be improved. He distributed information sheets comparing the funding implications of Wiscasset returning to an SAU to its participation in RSU 12 for 2011-2012. The change would result in an increased contribution by Wiscasset of \$2,072,343 due in part to the decrease in state subsidies. Similar presentations will be made to other communities in the RSU.

In response to questions, Potter said converting to an AOS had not been considered, that Wiscasset could leave the RSU even though it is the only town in the RSU with a high school, that information on changing the funding formula is being collected and will be considered by the Finance Committee, and the Facilities Committee is addressing the condition of Wiscasset schools. He said that in order to attract students to Wiscasset schools, the board is using various marketing techniques such as brochures, mass mailings, foreign student tuition program, surveys, an activities bus and decreased tuition among others. He will address out of date information on the web site. He said of the anticipated 30 additional students at Wiscasset High School next year, approximately half will come from Whitefield and Chelsea; others working on a Wiscasset High School diploma will participate in the alternative classes at another location and some will be in special education classes.

C. Gerry Audibert, Study Manager, Maine Department of Transportation to propose a joint State-Town pedestrian traffic plan for Route One

Audibert said that as a result of a meeting on May 23 with the Town Manager, Wiscasset police, business owners and others, the State proposed to utilize two Wiscasset and/or Lincoln County Sheriff's Department reserve officers to manage traffic on Route 1 at Water and Middle streets. The officers will work eight-hour days, seven days per week for a four-week period from the middle of July to the middle of August. Maine DOT will take traffic counts before and during police officer presence. The MDOT will fund half the cost, and a private contribution of \$2,000 will reduce the town's share to \$2,620.

Audibert said no other traffic controls will be utilized so that the effectiveness of having two officers directing traffic/pedestrians can be evaluated. The board recommended an extension of the trial period from July 10 to August 21 and Audibert will draft a letter of agreement between the town and MDOT reflecting the change. **Pam Dunning moved to approve moving forward with the proposal to hire reserve police officers to manage Route 1 traffic for the six weeks from July 10 through August 21. Vote 5-0-0.**

D. Appreciation of Bob Blagden's term on Board of Selectmen

Chairman Nichols thanked Bob Blagden, whose term on the board is expiring, for a job well done and for all the time and effort he had put in on the board.

7. Committee Appointments - none

8. Public Comment - none

9. Department Head or Committee Chair Report

A. Chris Wolfe: Appointment recommendations of ballot clerks for June 14 Annual Town Meeting Election

David Nichols moved that the Board of Selectmen appoint Patricia Bridgham as a.m. democrat ballot clerk, Lorie Merry as p.m. democrat ballot clerk, Susan Varney as democrat ballot counter, Joan Grondin and Katharine Martin-Savage as a.m. republican ballot clerks, Belinda Haggett as p.m. republican ballot clerk, and Joan Barnes as republican ballot counter. Vote 5-0-0.

10. Unfinished Business

A. Discussion of Central Maine Power land transfer of Upper Montsweag Dam

The board had received notification that the Woolwich Selectboard was not interested in acquiring the Montsweag Brook property in Woolwich. Town Manager Smith said information on the condition and maintenance of the dam had not yet been received. There was a consensus that Wiscasset accept the property. CMP has offered to provide \$100,000 in an interest bearing account for repairs.

11. New Business

A. Open Municipal Boiler Repair Bids

Bids were received from Mechanical Services Augusta, Comfort Systems USA-AirTemp, Ron's Oil Heat and LP Gas Service and Carmen Knipe Plumbing & Heating. Judy Colby moved to authorize the Town Manager to award the Municipal Boiler Repair Bid to the lowest qualified bidder. Vote 5-0-0.

B. Open Bituminous Paving Bid

The following bids were received:

	<u>Mountain Road</u>	<u>Bradford Road</u>	<u>D Mix</u>	<u>Modified Binder</u>
RC & Sons Paving	\$25,121.26	\$58,421.54	\$77.72/ton	\$72.86/ton
Ferraiolo Construction	26,434.59	52,208.09	85.00/ton	80/ton
Harry C. Crooker & Sons	28,267.55	56,802.25	88.00/ton	79/ton
Mariners, Inc.	20,739.60	48,825.00	73.00/ton	69/ton
Pike Industries	27,245.00	60,519.00	89.00/ton	85/ton
Lane Construction	37,500.00	60,500.00	87.50/ton	78.25/ton
Hagar Enterprises	38,368.40	85,182.39	94.50/ton	94.50/ton

Judy Colby moved that the Board of Selectmen authorize Road Commissioner Greg Griffin and the Town Manager to review the bids and award the 2011 Bituminous Paving Bid to the lowest qualified bidder. Vote 5-0-0.

C. Issue road name "Outback Road" (located at 458 Willow Lane/Ted Delano's property)

David Nichols moved that the Board of Selectmen approve "Outback Road" as a new 911 road. Vote 5-0-0.

D. Non-union FLSA exempt comp time policy

David Nichols moved that the Board of Selectmen adopt the Non-union FLSA Exempt Employee Benefit Enhancement Program as written. Smith said the original program was approved in 2003 and has been updated to list positions included and to define how compensatory time off is handled. **Vote 5-0-0.**

12. Town Manager's Report

A. Downtown parking

Smith distributed a draft brochure with map and information on long and short term downtown parking that will be given to downtown businesses to distribute to their customers and employees. A lease agreement is being reviewed by the town attorney for a possible parking area for RVs.

B. Police

Smith said following John Allen's retirement, the town would be advertising for a replacement. In order to make the position a non-union position with supervisory qualifications, the town will be advertising for a chief.

C. Tax-acquired property update

Smith asked the board to review the payment contracts for tax-acquired properties. A letter will be sent to previous property owners of tax-acquired properties notifying them of payment agreements available for both matured and unmatured tax liens. A board vote to approve the contracts will be taken at the next meeting.

D. Tax Club update

If voters approve the tax club on June 14, forms will be available to taxpayers (individuals or businesses) who wish to make monthly tax payments. Interested parties are requested to contact the town for the forms. The first three months will be a prorated payment based on last year's taxes. When the taxes are committed for the 2011-2012 year, coupon books will be sent out.

E. General Update

Reapportionment has been accepted by the state and Wiscasset is looking for an additional representative to the RSU board. The selectmen will appoint a member until next June. The town will advertise the opening.

The county tax commitment was distributed. Wiscasset's tax commitment has increased \$10,813.92. Although the county budget has decreased, Wiscasset's commitment has increased because of the increase in valuation.

Committee applications were given to the subcommittee to consider for appointment by the board at one of the next two meetings. In addition, Chris Dilts is resigning from the ORC, so a member is needed to replace him.

The County Commissioners will hold tax abatement hearings on four properties on June 21 at 11 a.m.

13. Other Board Business

In response to Pam Dunning question on reactivating the Historic Preservation Committee, Smith said that the committee had not been deactivated, but was delayed in taking any action until the Historic Preservation Ordinance was complete. Dunning was referred to Chris Wolfe for more definite information on the committee.

Judy Colby inquired about clearing out the town common as the overgrown hemlocks are blocking the view of the church and courthouse. The Beautification Committee will be contacted.

14. Adjournment

At 9:35 p.m., **Judy Colby moved to adjourn the meeting. Vote 5-0-0.**

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Please run as a combo ad on June 16, 2011.

WE NEED YOU

**DO YOU THINK YOU HAVE SOMETHING YOU CAN CONTRIBUTE TO YOUR TOWN?
GET INVOLVED WITH A TOWN COMMITTEE!**

WISCASSET COMMITTEE OPENINGS

The Town of Wiscasset is pleased to announce that we are eagerly accepting applications for:

- ① Airport Committee- 3 year term
- ① Appearance of the Town Committee- 1 year term
- 4 of July Committee- Immediate openings for all interested
- ① Ordinance Review Committee- 2 year term
- ① RSU School Board Member- 1 year term
- ① Shellfish Conservation Committee- 1 year term
- ② Waterfront Committee- 3 year term

Please call 882-8200 ext. 104 for more information. Applications available on our website at www.wiscasset.org or at the Wiscasset Town Office, 51 Bath Road, Wiscasset ME 04578.

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **STEPHEN WILLIAMS** of Wiscasset, in the County of Lincoln, and State of Maine: There being a vacancy in the position of **AIRPORT COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you as an **AIRPORT COMMITTEE MEMBER** within and for the Municipality of Wiscasset, such appointment to be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **STEPHEN WILLIAMS** who has been duly appointed by the Selectmen as an **AIRPORT COMMITTEE MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **PAMELA BRACKETT** of Wiscasset, in the County of Lincoln, and State of Maine: There being a vacancy in the position of **AIRPORT COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you as an **AIRPORT COMMITTEE MEMBER** within and for the Municipality of Wiscasset, such appointment to be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **PAMELA BRACKETT** who has been duly appointed by the Selectmen as an **AIRPORT COMMITTEE MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **SUSAN BLAGDEN** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **APPEALS BOARD
MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance
with the provisions of the laws of the State of Maine, hereby appoint you as an
APPEALS BOARD MEMBER within and for the Municipality of Wiscasset,
such appointment to be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **SUSAN BLAGDEN** who has been duly appointed by
the Selectmen as an **APPEALS BOARD MEMBER** in said Municipality, and took oath
necessary to qualify him to discharge said duties for the term specified above according to
law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **NORMA GORDON** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **APPEARANCE
OF THE TOWN COMMITTEE MEMBER**, the Selectmen of the Municipality of
Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as an **APPEARANCE OF THE TOWN COMMITTEE
MEMBER** within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **NORMA GORDON** who has been duly appointed by
the Selectmen as an **APPEARANCE OF THE TOWN COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **VICKIE HERSOM** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **APPEARANCE
OF THE TOWN COMMITTEE MEMBER**, the Selectmen of the Municipality of
Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as an **APPEARANCE OF THE TOWN COMMITTEE
MEMBER** within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **VICKIE HERSOM** who has been duly appointed by
the Selectmen as an **APPEARANCE OF THE TOWN COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)



MUNICIPALITY OF WISCASSET

To **RICHELLE PONTAU** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **APPEARANCE
OF THE TOWN COMMITTEE MEMBER**, the Selectmen of the Municipality of
Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as an **APPEARANCE OF THE TOWN COMMITTEE
MEMBER** within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **RICHELLE PONTAU** who has been duly appointed
by the Selectmen as an **APPEARANCE OF THE TOWN COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **DONALD JONES** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **APPEARANCE
OF THE TOWN COMMITTEE MEMBER**, the Selectmen of the Municipality of
Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as an **APPEARANCE OF THE TOWN COMMITTEE
MEMBER** within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **DONALD JONES** who has been duly appointed by
the Selectmen as an **APPEARANCE OF THE TOWN COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **DAN SORTWELL** of Wiscasset, in the County of Lincoln, and State of Maine: There being a vacancy in the position of **CONSERVATION COMMISSION MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you as a **CONSERVATION COMMISSION MEMBER** within and for the Municipality of Wiscasset, such appointment to be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **DAN SORTWELL** who has been duly appointed by the Selectmen as a **CONSERVATION COMMISSION MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **ANNE LESLIE** of Wiscasset, in the County of Lincoln, and State of Maine: There being a vacancy in the position of **CONSERVATION COMMISSION MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you as a **CONSERVATION COMMISSION MEMBER** within and for the Municipality of Wiscasset, such appointment to be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **ANNE LESLIE** who has been duly appointed by the Selectmen as a **CONSERVATION COMMISSION MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To Selectman _____ of Wiscasset, in the County of Lincoln, and State of Maine: There being a vacancy in the position of **INVESTMENT ADVISORY COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you as an **INVESTMENT ADVISORY COMMITTEE MEMBER** within and for the Municipality of Wiscasset, such appointment to be effective June 21, 2011 through June 22, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named _____ who has been duly appointed by the Selectmen as a **INVESTMENT ADVISORY COMMITTEE MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **CONRAD SCHILKE** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **ORDINANCE REVIEW
COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do, in
accordance with the provisions of the laws of the State of Maine, hereby
appoint you as an **ORDINANCE REVIEW COMMITTEE MEMBER** within and
for the Municipality of Wiscasset, such appointment to be effective July 1,
2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **CONRAD SCHILKE** who has been duly appointed by
the Selectmen as an **ORDINANCE REVIEW COMMITTEE MEMBER** in said Municipality,
and took oath necessary to qualify him to discharge said duties for the term specified above
according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **PAT BARNES** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **ORDINANCE REVIEW
COMMITTEE MEMBER** the Selectmen of the Municipality of Wiscasset do, in
accordance with the provisions of the laws of the State of Maine, hereby
appoint you as an **ORDINANCE REVIEW COMMITTEE MEMBER** within and
for the Municipality of Wiscasset, such appointment to be effective July 1,
2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **PAT BARNES** who has been duly appointed by the
Selectmen as an **ORDINANCE REVIEW COMMITTEE MEMBER** in said Municipality, and
took oath necessary to qualify him to discharge said duties for the term specified above
according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **STEPHEN HOUSE** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **PLANNING BOARD**
MEMBER, the Selectmen of the Municipality of Wiscasset do, in
accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **PLANNING BOARD MEMBER** within and for the
Municipality of Wiscasset, such appointment to be effective July 1,
2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **STEPHEN HOUSE** who has been duly appointed by
the Selectmen as a **PLANNING BOARD MEMBER** in said Municipality, and took oath
necessary to qualify him to discharge said duties for the term specified above according to
law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **LESTER MORSE** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **PLANNING BOARD**
MEMBER, the Selectmen of the Municipality of Wiscasset do, in
accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **PLANNING BOARD MEMBER** within and for the
Municipality of Wiscasset, such appointment to be effective July 1,
2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **LESTER MORSE** who has been duly appointed by
the Selectmen as a **PLANNING BOARD MEMBER** in said Municipality, and took oath
necessary to qualify him to discharge said duties for the term specified above according to
law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **DEBRA POOLER** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **PLANNING BOARD
MEMBER**, the Selectmen of the Municipality of Wiscasset do, in
accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **PLANNING BOARD MEMBER** within and for the
Municipality of Wiscasset, such appointment to be effective July 1,
2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **DEBRA POOLER** who has been duly appointed by
the Selectmen as a **PLANNING BOARD MEMBER** in said Municipality, and took oath
necessary to qualify him to discharge said duties for the term specified above according to
law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)



MUNICIPALITY OF WISCASSET

To **PAUL DICKSON** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **SHELLFISH**

CONSERVATION COMMITTEE MEMBER, the Selectmen of the Municipality
of Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as a **SHELLFISH CONSERVATION COMMITTEE**
MEMBER within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **PAUL DICKSON** who has been duly appointed by the
Selectmen as a **SHELLFISH CONSERVATION COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **RICHARD FORREST** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **SHELLFISH**

CONSERVATION COMMITTEE MEMBER, the Selectmen of the Municipality
of Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as a **SHELLFISH CONSERVATION COMMITTEE**
MEMBER within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **RICHARD FORREST** who has been duly appointed
by the Selectmen as a **SHELLFISH CONSERVATION COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **DONALD JAMES** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **SHELLFISH
CONSERVATION COMMITTEE MEMBER**, the Selectmen of the Municipality
of Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as a **SHELLFISH CONSERVATION COMMITTEE
MEMBER** within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2014.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **DONALD JAMES** who has been duly appointed by
the Selectmen as a **SHELLFISH CONSERVATION COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **TIMOTHY JAMES** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **SHELLFISH
CONSERVATION COMMITTEE MEMBER**, the Selectmen of the Municipality
of Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as a **SHELLFISH CONSERVATION COMMITTEE
MEMBER** within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2013.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **TIMOTHY JAMES** who has been duly appointed by
the Selectmen as a **SHELLFISH CONSERVATION COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **PETER FAIRFIELD** of Wiscasset, in the County of Lincoln, and State of
Maine: There being a vacancy in the position of **SHELLFISH
CONSERVATION COMMITTEE MEMBER**, the Selectmen of the Municipality
of Wiscasset do, in accordance with the provisions of the laws of the State of
Maine, hereby appoint you as a **SHELLFISH CONSERVATION COMMITTEE
MEMBER** within and for the Municipality of Wiscasset, such appointment to
be effective July 1, 2011 through June 30, 2013.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **PETER FAIRFIELD** who has been duly appointed by
the Selectmen as a **SHELLFISH CONSERVATION COMMITTEE MEMBER** in said
Municipality, and took oath necessary to qualify him to discharge said duties for the term
specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **WILSON REX COLLAMORE** of Wiscasset, in the County of Lincoln, and State of Maine: There being a vacancy in the position of **SHELLFISH CONSERVATION COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you as a **SHELLFISH CONSERVATION COMMITTEE MEMBER** within and for the Municipality of Wiscasset, such appointment to be effective July 1, 2011 through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **WILSON REX COLLAMORE** who has been duly appointed by the Selectmen as a **SHELLFISH CONSERVATION COMMITTEE MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)



MUNICIPALITY OF WISCASSET

To **DONALD JONES** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **TRANSPORTATION
COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do,
in accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **TRANSPORTATION COMMITTEE MEMBER** within and for
the Municipality of Wiscasset, such appointment to be effective July 1, 2011
through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **DONALD JONES** who has been duly appointed by
the Selectmen as a **TRANSPORTATION COMMITTEE MEMBER** in said Municipality, and
took oath necessary to qualify him to discharge said duties for the term specified above
according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **LOIS KWANTZ** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **TRANSPORTATION
COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do,
in accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **TRANSPORTATION COMMITTEE MEMBER** within and for
the Municipality of Wiscasset, such appointment to be effective July 1, 2011
through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **LOIS KWANTZ** who has been duly appointed by the
Selectmen as a **TRANSPORTATION COMMITTEE MEMBER** in said Municipality, and took
oath necessary to qualify him to discharge said duties for the term specified above
according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **SEAVER LESLIE** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **TRANSPORTATION
COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do,
in accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **TRANSPORTATION COMMITTEE MEMBER** within and for
the Municipality of Wiscasset, such appointment to be effective July 1, 2011
through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **SEAVER LESLIE** who has been duly appointed by
the Selectmen as a **TRANSPORTATION COMMITTEE MEMBER** in said Municipality, and
took oath necessary to qualify him to discharge said duties for the term specified above
according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **SEAN RAFTER** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **TRANSPORTATION
COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do,
in accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **TRANSPORTATION COMMITTEE MEMBER** within and for
the Municipality of Wiscasset, such appointment to be effective July 1, 2011
through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **SEAN RAFTER** who has been duly appointed by the
Selectmen as a **TRANSPORTATION COMMITTEE MEMBER** in said Municipality, and took
oath necessary to qualify him to discharge said duties for the term specified above
according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **CYNTHIA FISCHER** of Wiscasset, in the County of Lincoln, and
State of Maine: There being a vacancy in the position of **TRANSPORTATION
COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do,
in accordance with the provisions of the laws of the State of Maine, hereby
appoint you as a **TRANSPORTATION COMMITTEE MEMBER** within and for
the Municipality of Wiscasset, such appointment to be effective July 1, 2011
through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **CYNTHIA FISCHER** who has been duly appointed by
the Selectmen as a **TRANSPORTATION COMMITTEE MEMBER** in said Municipality, and
took oath necessary to qualify him to discharge said duties for the term specified above
according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)



MUNICIPALITY OF WISCASSET

To **LISA GARMAN** of Wiscasset, in the County of Lincoln, and

State of Maine: There being a vacancy in the position of **FOURTH OF**

JULY/CELEBRATIONS COMMITTEE MEMBER, the Selectmen of the

Municipality of Wiscasset do, in accordance with the provisions of the laws of

the State of Maine, hereby appoint you as a **FOURTH OF**

JULY/CELBATIONS COMMITTEE MEMBER within and for the

Municipality of Wiscasset, such appointment to be effective July 1, 2011

through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **LISA GARMAN** who has been duly appointed by the Selectmen as a **FOURTH OF JULY/CELEBRATIONS COMMITTEE MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

8

MUNICIPALITY OF WISCASSET

To **MARY ELLEN BARNES** of Wiscasset, in the County of Lincoln, and State of Maine: There being a vacancy in the position of **FOURTH OF JULY/CELEBRATIONS COMMITTEE MEMBER**, the Selectmen of the Municipality of Wiscasset do, in accordance with the provisions of the laws of the State of Maine, hereby appoint you as a **FOURTH OF JULY/CELBATIONS COMMITTEE MEMBER** within and for the Municipality of Wiscasset, such appointment to be effective July 1, 2011 through June 30, 2012.

Given under our hand this ____ day of _____, 2011.

STATE OF MAINE
COUNTY OF LINCOLN, ss

_____, 2011.

Personally appeared the above named **MARY ELLEN BARNES** who has been duly appointed by the Selectmen as a **FOURTH OF JULY/CELEBRATIONS COMMITTEE MEMBER** in said Municipality, and took oath necessary to qualify him to discharge said duties for the term specified above according to law.

Before me,

Municipal Clerk

11B

Town of Wiscasset Website Link Policy

The purpose of Wiscasset's Town website is to provide information about the Town's local government and its services and activities. The Town's website may provide links to other websites that are consistent with these purposes. These links to other web or computer sites are not owned, regularly reviewed or controlled by the Town. The existence of these links should not be construed as an endorsement of these sites or their content by the Town of Wiscasset. The Town will in no way be held responsible for the content of any such link. ~~The Town of Wiscasset maintains these links at its sole discretion and may add or remove links at any time without notice, written or otherwise, or the consent of the link's sponsor.~~

~~**MORE RESTRICTIVE LANGUAGE** [It is the policy of the Town to limit these links to web sites that provide information relevant to the functions and services, including events being held in Town-owned venues, provided by the Town of Wiscasset; local portals; other governments and government agencies; and necessary plug-in download sites.]~~

~~**LESS RESTRICTIVE LANGUAGE** [Links to external sites may be added when consistent with the purpose of the Town of Wiscasset website. These purposes include expanding and centralizing access to government information and services, providing a convenient mechanism for conducting Town business, and providing current information regarding the Town of Wiscasset functions and events.]~~

The following criteria will be used to decide whether to approve requests to link other websites to the Town's website:

The Town's website will provide links to:

1. Governmental and education institutions serving Wiscasset residents.
2. Organizations with some working relations to the Town (i.e. organizing sponsoring Town programs and activities)
3. Generally recognized community service organizations.
4. Organizations providing information about arts, cultural, and recreational activities in the community.
5. Organizations providing information about tourist attractions in and around Town.
- 5.6. Community Action Groups – groups interested in local issues will be identified as such and listed in a separate area.

The Town's website will *not* provide links to websites for:

1. Sites that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content.
2. Candidates for local, state, or federal offices. *The Town will link contact information for those already holding office.*
3. Sites that express personal opinions or serve as a forum for political discussion.

- ~~4. Sites that are not suitable for readers or viewers of all ages or ones that a reasonable citizen may not consider to maintain the dignity and decorum appropriate for government.~~
- ~~5. Political organizations or other organizations advocating policy positions on local, state or federal issues.~~
- ~~6. Corporate or other for-profit organizations, unless they fit any of the criteria above, with the exception of the third party firm selected by the Town to accept credit card payments for Town taxes and/or fees.~~
- ~~7. Individual or personal homepages.~~

Requests for the addition of external links on the Town website are to be sent to the Town Manager's administrative assistant. The Board of Selectmen will determine whether a link meets the criteria of the policy.

12E

Town of Wiscasset
2011/12 TAN bid package recipients

First Line	First	Last	Title	Bank	Branch	Address	Town	State	Zip
Tax Anticipation Note	David	Eldridge	Commercial Loan Officer	Androscoggin Bank		242 Bath Road	Brunswick	ME	04011
Tax Anticipation Note	Denise	Eldridge	Loan Development Officer	Bangor Savings Bank		PO Box 930	Bangor	ME	04402-0930
Tax Anticipation Note			Commercial Loan Officer	Bank of America		83 Front Street	Bath	ME	04530
Tax Anticipation Note	Geoff G.	Gattis	EVP Commercial Lending	Bath Savings Institution		PO Box 548	Bath	ME	04530
Tax Anticipation Note	Earl	Harvey	Loan Officer	Border Trust		2 Main Street	Topsham	ME	04086
Tax Anticipation Note	Vera	Rand	Vice President	Camden National Bank		PO Box 310	Camden	ME	04843
Tax Anticipation Note	David	Platteter	VP & Senior Loan Officer	First Federal Savings		125 Front Street	Bath	ME	04530
Tax Anticipation Note	Roger	Levesque	EVP Senior Loan Officer	Gorham Savings Bank		10 Wentworth Drive	Gorham	ME	04038
Tax Anticipation Note	Jessica	Olson	Manager	Key Bank of Maine		PO Box 247	Wiscasset	ME	04578
Tax Anticipation Note			Commercial Loan Officer	Peoples United Bank		233 Main Street	Yarmouth	ME	04096-5723
Tax Anticipation Note	Pamela	Bowerman	VP Commercial Lending	Norway Savings Bank		83 Maine Street	Brunswick	ME	04011
Tax Anticipation Note	Daniel	Thornton	Loan Officer	TD Bank		PO Box 9540	Portland	ME	04112-9540
Tax Anticipation Note	Vicki	Hersom	Manager	The Bank of Maine		PO Box 409	Wiscasset	ME	04578
Tax Anticipation Note	Monique	McRae	Manager	The First		PO Box 431	Wiscasset	ME	04578

Town of Wiscasset
2011/12 TAN bid package recipients

Phone	e-mail
207-729-5128	
877-226-4671	
800-432-1000	
800-447-4559	
207-729-1426	
800-860-8821	
207-442-8711	
207-839-4450	
207-882-7274	
800-636-1643	
207-725-5591	
207-317-8816	
207-882-7571	
207-882-9515	



Town of Wiscasset

8 June 2011

Re: Tax Anticipation Note (TAN)

Dear Sir/Madam:

The Town of Wiscasset is soliciting sealed bids for a Tax Anticipation Note for the amount of \$2,000,000 calculated on a 360-day basis with a maturity date of 30 June 2012. The TAN loan is to be used for municipal operating expenses during its fiscal year from 1 July 2011 and ending 30 June 2012.

Your bid should include two approaches:

- 1) The traditional approach where a lump sum is borrowed and an interest is set by the bank.
- 2) The modified approach by borrowing the same sum but drawing it down as needed each month and only pay interest on the amount drawn to date.

All bids must show the most immediate availability of funds after award. ***Bidders must use the enclosed bid form. Bids are to be mailed or hand delivered in a sealed envelope marked "Tax Anticipation Note" to the Wiscasset Town Office by 3:00pm on Tuesday, 21 June 2011.*** Any bid received after the due time will not be considered. Bids submitted conditioned upon placement of other banking services may be rejected as non-responsive.

I may be reached weekdays via email at treasurer@wiscasset.org or via phone at (207) 882-8200 ext. 107. Upon request I can email our latest audit.

The Town Manager reserves the right to decide, on a case by case basis, in her sole discretion, whether or not to waive any technical irregularities in the bidding, to call for re-bids, accept, award, or reject any or all bids in the best interest of the town.

Sincerely,

James H. George
Treasurer

TOWN OF WISCASSET

\$2,000,000 TAX ANTICIPATION NOTE

Bid Form

(Bid Submittal Deadline is 3:00 p.m., Tuesday, June 21, 2011)

The _____ (Lending Institution) offers to purchase \$2,000,000 in a Tax Anticipation Note (TAN) from the Town of Wiscasset in accordance with the June 21, 2011 specifications with bids as follows:

Option 1: As Need Basis

The _____ (Lending Institution) offers to purchase up to \$2,000,000 in a TAN from the Town of Wiscasset to be repaid with interest of _____% per annum **calculated on a 360-day basis** on or before June 30, 2012.

Option 2: Lump Sum

The _____ (Lending Institution) offers to purchase up to \$2,000,000 in a TAN from the Town of Wiscasset during the fiscal year (July 1, 2011 to June 30, 2012) to be repaid with interest of _____% per annum **calculated on a 360-day basis** on various dates all before June 30, 2012.

The Town of Wiscasset will retain Bernstein Shur as Bond Counsel and be responsible for their fees.

Signature: _____

Printed Name & Title: _____

Institution: _____

Address: _____

Phone Number: _____

Date: _____

MUNICIPAL INFORMATION FORM

1)	MUNICIPALITY OF WISCASSET, MAINE	DATE: July 1, 2011		
2)	Fiscal Year End	June 30		
3)	Population	3732		
4)	Auditor	RHR Smith & Company, CPA		
5)	Legal Counsel	Dennis Jumper, Esq.		
6)	Local Valuation	2007/08	2008/09	2009/10
	a)Date Last Valuation	\$449,598,450.00	\$439,407,980.00	\$ 445,637,700.00
7)	State Valuation	\$430,300,000.00	\$ 463,900,000.00	\$ 466,850,000.00
8)	Total Tax Levy	\$5,943,535.00	\$ 6,207,111.81	\$ 6,439,464.76
9)	Tax Rate	\$13.00	\$ 13.60	\$ 14.45
10)	Assessment Ratio	100%	100%	100%
11)	Uncollected Taxes at Fiscal Year - End	\$555,198.00	\$ 674,774.00	\$ 643,057.39
12)	Tax Abatements*	\$53,090.70	\$ 80,024.60	\$ 12,209.19
13)	Tax Liens	\$125,407.00	\$ 409,134.40	\$ 646,629.52
14)	Unappropriated Surplus at Fiscal Year-End	\$2,593,049.00	\$ 1,588,187.00	\$ 1,690,458.00
15)	Financial Appropriations			
	Municipal	\$5,405,396.00	\$ 5,437,882.32	\$ 4,801,554.00
	School Dept	\$9,841,425.00	\$ 9,465,980.00	\$ 5,063,790.00
	TIF	\$52,652.00	\$ 38,170.73	\$ 40,378.23
	County Tax	\$434,179.83	\$ 450,119.48	\$ 468,244.03
	Overlay	\$95,008.84	\$ 49,300.88	\$ 64,766.60
	TOTAL	\$ 15,828,661.67	\$ 15,441,453.41	\$ 10,438,732.86
	Total Revenues	\$14,536,018.00	\$ 13,535,338.00	\$ 9,336,806.00
	Total Expenditures	\$15,127,818.00	\$ 14,531,612.00	\$ 10,361,602.00
	Excess (Deficit)	\$ (591,800.00)	\$ (996,274.00)	\$ (1,024,796.00)
16)	Current Interest Rate Penalty on Delinquent Taxes:	7%		
17)	Current Due Date for Property Taxes:	October 28 & April 27		
18)	Long-Term Debt Outstanding as of June 30, 2010.	= 954,018.00		
19)	Notes Outstanding as of June 30, 2010			
	Tax Anticipation	\$	\$	\$
	Bond Anticipation	\$	\$	\$
	Grant Anticipation	\$	\$	\$
	Other	\$	\$	\$

20) Overlapping debt Outstanding: 0.00
 21) Statutory Direct Debt Limit: 0.00

22) Five Largest Tax Payers:

Name	\$ Current Amount Delinquent	Nature of business	% of Current Tax Levy
1. Maine Yankee	-	Decommissioned	12%
2. Mason Station LLC	\$153,504.12	Redevelopment	2%
3. CMP		Power Distribution	3%
4. ME Elect Power		Electric Distribution	1%
5. Ferry Rd Development	\$32,030.16	Industrial Park	1%

23) Five Largest Employers:

Company	Nature of Business	Approx Employment
---------	--------------------	-------------------

1. Wiscasset Schools	Education	170
2. CEI	Economic Development	95
3. Lincoln County	County Government	70
4. Twin Rivers Jail	Incarceration	70
5. Wiscasset Ford	Car Dealership	50

24) Water Service Supplied by District

25) Sewerage Service Supplied by Municipality

26) Amount of Treasurer's surety bond coverage currently on record: \$ 250,000.00

27) Amount of Liability Insurance Coverage: \$ 400,000.00

28) Is there any litigation pending which would materially affect the Municipality's financial position? Yes No X

If yes, please explain:

29) Have all of the municipality's short-term notes and long-term debt been paid when due? Yes X No

If not, explain details, date and amounts:

30) Have any of the previous fiscal year's bills and operating expenses been carried over unpaid, or will any of the previous fiscal year's bills and operating expenses be carried over unpaid into the new fiscal year? YES NO X

31) Will any of the new fiscal year's tax anticipation loan proceeds be used to pay off bills or operation expenses carried over from the previous fiscal year? YES NO X

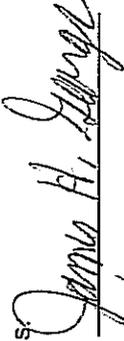
If the answer to #30 or #31 is YES, please explain amounts, details and reasons:

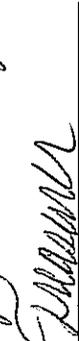
32) Please fill in (rounded to thousands) the following cash flow projection for the fiscal year in which the tax anticipation loans are to be borrowed and repaid. Do not include receipt of the tax anticipation loan as a "revenue", or payment of the loans as an "expense", as this cash flow is designed to show what amount the municipality needs as an operating loan, when the funds are needed and when the loan can be paid back.

Month	Monthly Cash Requirement	Monthly Cash Revenues	Monthly surplus (Deficit)	Accumulated Surplus (Deficit)
Operating Cash on hand on the first day of fiscal year (July 1, 2011)				
July	\$ 1,000,000.00	\$ 480,000.00	\$ (520,000.00)	\$ (420,000.00)
August	\$ 1,250,000.00	\$ 200,000.00	\$ (1,050,000.00)	\$ (1,470,000.00)
Septemb	\$ 900,000.00	\$ 470,000.00	\$ (430,000.00)	\$ (1,900,000.00)
October	\$ 1,350,000.00	\$ 2,900,000.00	\$ 1,550,000.00	\$ (350,000.00)
Novemb.	\$ 900,000.00	\$ 600,000.00	\$ (300,000.00)	\$ (650,000.00)
Decemb.	\$ 850,000.00	\$ 650,000.00	\$ (200,000.00)	\$ (850,000.00)
January	\$ 400,000.00	\$ 722,000.00	\$ 322,000.00	\$ (528,000.00)
February	\$ 900,000.00	\$ 250,000.00	\$ (650,000.00)	\$ (1,178,000.00)
March	\$ 800,000.00	\$ 500,000.00	\$ (300,000.00)	\$ (1,478,000.00)
April	\$ 1,100,000.00	\$ 2,600,000.00	\$ 1,500,000.00	\$ 22,000.00
May	\$ 1,500,000.00	\$ 2,300,000.00	\$ 800,000.00	\$ 822,000.00
June	\$ 1,700,000.00	\$ 900,000.00	\$ (800,000.00)	\$ 22,000.00

All the above information has been taken from the municipality's records, and is true and complete to the best of my knowledge; and no adverse material facts are being withheld which might affect the ability of the municipality to repay its tax anticipation notes.

DATE: June 8, 2011

SIGNED*: 

Title: 

*Signature must be by Town Manager, Treasurer, Finance Director, Clerk, Selectman, or Councilman.

PLEASE RETURN THIS TO THE BANK WITH A COPY OF THE MUNICIPALITY'S MOST RECENT ANNUAL OR AUDITED FINANCIAL STATEMENT.

This Agreement is made between the Town of Wiscasset (hereinafter, Town) and _____ (hereinafter, Taxpayer).

Taxpayer owns real estate depicted on Wiscasset Tax Map _____ as Lot _____, and being more particularly described in a deed recorded in the Lincoln County Registry of Deeds in Book _____ at Page _____. There are currently unmatured tax liens against the property recorded in said Registry in Book _____ at Page _____ for the tax year _____, and in Book _____ at Page _____ for the tax year _____.

There are other unpaid debts Taxpayer owes to Town as follows: Sewer: \$ _____; Transfer Station: \$ _____; Other _____: \$ _____.

Taxpayer desires to enter into an Agreement with Town for the full payment of all outstanding taxes, debts, interest and related charges, and the Wiscasset Board of Selectmen have authorized Wiscasset's Town Manager to enter into such Agreements with Taxpayers.

Now, therefore, Town and Taxpayer mutually agree to the following:

1. **POSSESSION:** If during the term of this Agreement one or more tax liens on the subject premises mature, Town will own Taxpayer's real estate. If this happens then Town agrees to permit Taxpayer to remain in possession of the subject premises for the duration of this Agreement. Taxpayer shall be responsible for all charges associated with the premises including, but not limited to, upkeep and insurance. Town will have no financial or other obligation with regard to the subject premises during the term of this Agreement, and Taxpayer shall hold Town harmless from all claims of whatever nature to persons or property occurring at the premises.

2. **TERM:** Taxpayer currently owes to Town \$ _____ in taxes, including interest and related statutory charges, and \$ _____ in other unpaid debts. Taxpayer shall pay to Town all unpaid taxes that have been assessed against the premises and all taxes assessed against the property during the term of this Agreement, plus accrued interest and statutory charges which will continue to accrue until the taxes are paid in full. Taxpayer is paying \$ _____ at the time of the signing of this Agreement and will pay \$ _____ per month until all amounts of tax, interest and related statutory charges pertaining to the premises, and all other debts that Taxpayer owes to Town, are paid in full. The first monthly payment due hereunder will be due on _____, and subsequent payments will be due each month thereafter and on the _____ day of each month until the amounts Taxpayer owes under this Agreement are paid in full. If applicable, Town will continue to file tax liens against the premises during the term of this Agreement and to follow all statutory steps with regard to these new liens, and the charges associated with these will be added to the amount that

then to accrued interest for that year, and the remainder applied to the principal due on that year's tax. When all of these taxes, interest and charges are paid in full then any further payments will be applied to any other debts Taxpayer may owe to Town.

4. **TITLE:** In the event Town acquires ownership of the subject premises by virtue of a matured tax lien, then Town will retain title until Taxpayer completes his or her obligations pursuant to the terms and conditions of this Agreement. Upon Taxpayer's completion of his or her obligations under this Agreement, Town will reconvey the premises to the prior owner(s) by a Release Deed if Town acquired ownership of the premises, or discharge the liens if Town has not acquired ownership of the premises.

5. **WAIVER:** By execution of this Agreement Town does not waive its statutory rights to assess taxes on the subject property, record liens against it, and foreclose on said liens. Further, by execution of this Agreement Town does not subordinate its position to any mortgage holder or any other party in interest to the subject property. However, if Town acquires ownership of the subject premises during the term of this Agreement by virtue of a matured tax lien, then Town will refrain from taking possession of the property or instituting a lawsuit to confirm Town's title to the property as long as Taxpayer adheres to his or her obligations under this Agreement.

6. **BREACH:** Taxpayer's failure to pay any amount due hereunder within fifteen (15) days of the date the payment is due shall be deemed a breach of this Agreement. Town may use any and all methods available that it chooses to insure collection of the outstanding debt up to, and including, taking possession of the subject property and/or initiating a lawsuit to confirm Town's title to the subject property. Town's failure to complain of any action or non-action by Taxpayer, no matter how long the same may continue, shall not be deemed a waiver at any time of the provisions of this Agreement. Further, no waiver at any time of any provisions of this Agreement shall be construed as a waiver of any other provision of this Agreement, nor be construed as a waiver of the same provision at any subsequent time.

IN WITNESS WHEREOF, Town and Taxpayer have executed this Agreement in duplicate on this date: _____.

TOWN OF WISCASSET

By _____
Laurie Smith, its Town Manager

This Agreement is made between the Town of Wiscasset (hereinafter, Town) and _____ (hereinafter, Taxpayer).

By virtue of one or more matured real estate tax liens, Town owns Taxpayer's real estate depicted on Wiscasset Tax Map _____ as Lot _____, and being more particularly described in a deed recorded in the Lincoln County Registry of Deeds in Book _____ at Page _____. The matured real estate tax liens are recorded in said Registry in Book _____ at Page _____ for the tax year _____, Book _____ at Page _____ for the tax year _____, Book _____ at Page _____ for the tax year _____ and Book _____ at Page _____ for the tax year _____.

There are other unpaid debts Taxpayer owes to Town as follows: Sewer: \$ _____; Transfer Station: \$ _____; Other _____: \$ _____.

Taxpayer desires to enter into an Agreement with Town for the full payment of all outstanding taxes, debts, interest and related charges, and the Wiscasset Board of Selectmen have authorized Wiscasset's Town Manager to enter into such Agreements with Taxpayers. Now, therefore, Town and Taxpayer mutually agree to the following:

1. **POSSESSION:** Town agrees to permit Taxpayer to remain in possession of the subject premises for the duration of this Agreement. Taxpayer shall be responsible for all charges associated with the premises including, but not limited to, upkeep and insurance. Town will have no financial or other obligation with regard to the subject premises during the term of this Agreement, and Taxpayer shall hold Town harmless from all claims of whatever nature to persons or property occurring at the premises.

2. **TERM:** Taxpayer currently owes to Town \$ _____ in taxes, including interest and related statutory charges, and \$ _____ in other unpaid debts. Taxpayer shall pay to Town all unpaid taxes that have been assessed against the premises together with statutory charges and the interest which has accrued on these taxes as of this date. If Taxpayer does not default in his or her payments under this Agreement then no further interest shall accrue on the taxes which have been assessed as of this date. However, should Taxpayer default in the payments due under this Agreement then Town shall have the right, in its sole discretion, to begin charging additional interest on these taxes at the rate of _____% as of the date of the default or as of such later date as Town shall choose. Taxpayer shall also pay to Town all taxes assessed against the property during the term of this Agreement, plus statutory charges and accrued interest, and the interest on the taxes assessed during the term of this Agreement shall not abate but shall continue to accrue. Taxpayer is paying \$ _____ at the time of the signing of this Agreement and will pay \$ _____ per month until all amounts of tax, interest and related statutory charges pertaining to the premises, and all other debts that Taxpayer owes to Town, are paid in full. The first monthly payment due hereunder will be due on _____.

is up to Taxpayer to keep track of when payments are due and to pay them on time.

3. **ALLOCATION OF PAYMENTS:** Payments will be applied to the earliest tax year covered in this Agreement first and work forward to the most recent tax year. Each payment will be applied first to outstanding tax-related fees for the tax year in question, then to accrued interest for that year, and the remainder applied to the principal due on that year's tax. When all of these taxes, interest and charges are paid in full then any further payments will be applied to any other debts Taxpayer may owe to Town.

4. **TITLE:** Town will retain title to the subject premises until Taxpayer completes his or her obligations pursuant to the terms and conditions of this Agreement. Town will reconvey the premises to the prior owner(s) by a Release Deed upon Taxpayer's completion of his or her obligations under this Agreement

5. **WAIVER:** By execution of this Agreement Town does not waive its statutory rights to assess taxes on the subject property, record liens against it, and foreclose on said liens. Further, by execution of this Agreement Town does not subordinate its position to any mortgage holder or any other party in interest to the subject property. However, Town will refrain from taking possession of the property or instituting a lawsuit to confirm Town's title to the property as long as Taxpayer adheres to his or her obligations under this Agreement.

6. **BREACH:** Taxpayer's failure to pay any amount due hereunder within fifteen (15) days of the date the payment is due shall be deemed a breach of this Agreement. Town may use any and all methods available that it chooses to insure collection of the outstanding debt up to, and including, taking possession of the subject property and/or initiating a lawsuit to confirm Town's title to the subject property. Town's failure to complain of any action or non-action by Taxpayer, no matter how long the same may continue, shall not be deemed a waiver at any time of the provisions of this Agreement. Further, no waiver at any time of any provisions of this Agreement shall be construed as a waiver of any other provision of this Agreement, nor be construed as a waiver of the same provision at any subsequent time.

IN WITNESS WHEREOF, Town and Taxpayer have executed this Agreement in duplicate on this date: _____.

TOWN OF WISCASSET

By _____
Laurie Smith, its Town Manager



MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Wiscasset Ambulance Service Collection Policy
Dt: June 15th, 2011

The Town of Wiscasset uses T.G. Higgins Business Services for medical billing associated with ambulance calls. The Town currently has \$53,000 in outstanding bills which are over 120 days due and need to either be written off or sent to further collections. The Board of Selectmen have discussed the use of a collections service in the past, however no bills have been forwarded to a collection agency. I am seeking board approval to forward bills that are 120 days overdue to a collection agency.

If people are unable to pay the Town of Wiscasset does have a hardship waiver policy already in effect. Individuals can request a hardship waiver from the Ambulance Director.



Wiscasset, ME 04578

Ambulance Director

207-882-8204 (bus.)

207-882-8203 (fax)

For emergencies dial 911

At the request of the Board of Selectman I have put together a proposal for collections for unpaid ambulance bills.

After talking with the current billing company that we use T.G. Higgins Business Services I have come up with the following.

- 1) The town should wait for a bill to be past due by at least 120 days before using a collection agency. The current billing company the town uses sends out bills on unpaid services every month for 120 days. The reason to wait 120 days before sending to collections is because sometimes an insurance company may take that long to process a bill.
- 2) If the town decides to go the collection route the town should put the services out to bid.
- 3) Things we should look for in a bid is percentage of take from the collection agency, their percentage of successful collections, and how persistent they are at collecting and if the collection agency will be able to set up payment plans on behalf of the town.
- 4) Be reminded that if we decide to go to a collection agency we have to try to collect from everybody that owes this includes the elderly tax payers of the town.


Roland Aronson

3-2-09

Purpose:

The purpose of this policy is to allow ambulance transport fees to be waived, based on financial hardship as defined by the Department of Health and Human Service Poverty Guidelines, and to specify when an ambulance transport fee becomes uncollectible.

Procedures:

After the appropriate health insurance carrier has been billed, and has paid their portion, the appropriate secondary health insurance carrier will be billed for co-pays and deductibles, if applicable. A patient who does not have secondary insurance and is unable to pay their co-pays, deductibles or make payments, may complete "Request for Transport Fee Hardship Waiver Form" WAS 2010. The form is available at Town Office, or may be requested by calling the billing company at 207-223-5733.

The form, along with proof of income, which includes a current W-2, three (3) most current pay stubs or other documentation from the patient or patient's legal guardian, must be forwarded to: Town of Wiscasset Ambulance, 51 Bath Road, Wiscasset ME 04879. The form will be forwarded to the billing agent to determine if the person meets the poverty guidelines set forth by the DHHS. The waiver application will then be forwarded to the Ambulance Director for review and approval or disapproval. Final decisions will be noted on the form. Decisions regarding ability to pay will be made on a case by case basis. If approved, a copy of the waiver will be kept on file for 5 years and the original will be sent to the billing company to authorize elimination of the patient's ambulance charges. The billing agent will notify the patient of the decision by U. S. Mail.

If the patient does not meet the established poverty guidelines but still requests a waiver, the request may be forwarded to the Ambulance Director for review. The Ambulance director may recommend to the Town Council that the request be approved for a reduction of the invoice outside the income guidelines, or recommend against the waiver. Invoices and payment plans will be set up by the billing agent. No interest or finance charges will be levied.

Remaining account balances of Medicare patients that have no supplemental insurance will be documented and written off with the Town Councils approval.

Any time a charge is waived documentation will be kept on file with the Town of Wiscasset Ambulance for five (5) years. The billing agent will keep the original.

Collections:

(90) days and if there is no response from the patient, forwarded on to Town of Wiscasset's collections agency.

Accounts will be immediately forwarded to the Town of Wiscasset's collection agency when the mail is returned from the post office as undeliverable and due diligence has been done to locate the patient.

Patient Name: _____ SSN: _____ Date of Service: _____

Patient Address: _____

Patient Phone: _____ Date of Birth: _____

Monthly Household Gross Income: _____ Number of Dependents Living in Household: _____

List of attached documentation (i.e. W-2, 3 most current paystubs, or other documentation): _____

Responsible party (if different from patient):

Name: _____ Relationship: _____

Address (if different from patient): _____

I do hereby request that I, as the party who is financially responsible for the applicant, be considered for a reduction in the payment responsibilities as they relate to this EMS transport fee. By signing this form I certify that I have no insurance that can be billed for this charge. I declare that all of the information contained in this document and the attachments are true and accurate and I may be held liable for any false statements pertaining to this waiver request. I agree to notify the Town of Wiscasset Ambulance Service of any change in the financial status of the responsible party which may affect the ability to pay the EMS Transport Fee.

Signature _____

Date _____

Print Name _____

For questions regarding this form call 207-223-5733
Mail this application and documentation to
Town of Wiscasset Ambulance
51 Bath Road, Wiscasset ME 04578

Administrative Use Only

Incident #: _____ Invoice #: _____

Date of Service: _____ Date Received: _____

Request (circle one): Approved Denied

Reason _____

Date Billing Agent Notified: _____

Signature: _____