

Agenda Notes

Selectmen's Meeting 3/18/14

**7.) Department Head or Committee Chair Report**

**a. Application for grant for Gardiner Pond project**

Please see the attached memo from Todd Souza, outlining an opportunity for the Town concerning Gardiner Pond. We are asking permission from the Board to submit an application to the State of Maine Land for Maine's Future for possible grant funding. Authorizing the application does not commit Wiscasset to do the project.

**8.) Unfinished Business**

**a. American Legion Flag Project**

Maine Municipal has reviewed the contract and stated it is a contract they have seen in other communities. MMA confirmed that the cost of \$500 to include our liability to the \$5 million liability limit.

The Legion hopes to raise enough funds for 100 flags but the exact number will depend on the fund raising. The flags will be placed on the poles by volunteers from the Wiscasset Fire Department. We would recommend approval of the project and authorize the Town Manager to sign the agreement.

**b. Budget Schedule**

I have developed a draft budget schedule for your review and it is attached. My goal is to hold all meetings with the Budget Committee in attendance. This will allow both groups to hear and discuss all aspects of the budget.

I am also recommending that a joint meeting be held to discuss each warrant article before they are finalized. This meeting will allow the Selectmen and Budget Committee to discuss any differences and see if they can be resolved.

The final vote on each warrant article with the recommendation of the Selectmen and recommendation of the Budget Committee is planned on May 20<sup>th</sup>. I look forward to discussing this with the Selectmen.

**c. Set Date for Open Town Meeting**

The Board needs to set the date for the open Town Meeting. We are recommending wither Saturday May 31<sup>st</sup> or Saturday June 14<sup>th</sup>. The earlier we set the date will allow the

citizens to start planning for the meeting and allows us to secure a site at either the Community Center or the Gym at the Middle School.

**d. Voting Methodology at Open Town Meeting**

See the attached memo from Town Clerk Chris Wolfe outlining the opportunity to use hand held tabulators at the open Town Meeting. This method has been used in Damariscotta and Newcastle. We need to decide if we are going to use them and we need to confirm with the company for the date and number of tabulators. We recommend using the tabulators.

**9.) New Business**

**a. Policy for accepting payment for lien notices and foreclosures**

Attached is a memo from Shari Fredette, Town Treasurer, recommending a policy concerning the type of payment the Town accepts for the 30 day tax line notice and the 30-45 day tax lien foreclosure notice.

The policy states that we will only accept bank checks, certified checks, money orders, or cash the last 10 days before the end of the 30 day or 45 day period. We will not accept personal checks because if the checks bounce we need to start the process over. This policy is used in most towns and cities in Maine. We commend approval of the policy.

7a



## ***Wiscasset Parks & Recreation Department***

242 Gardiner Road Wiscasset, ME 04578

207-882-8230 [info@wiscassetrec.com](mailto:info@wiscassetrec.com)

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

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TO: Don Gerrish, Interim Town Manager

FROM: Todd Souza, Director of Parks & Recreation **TDS**

RE: Gardiner Pond Project - Grant

DATE: March 13, 2014

Funding of 5 million dollars under the "Land for Maine's Future Grant" has been approved at the state level. This grant is \$1 to \$1 matching fund application, due on March 28<sup>th</sup>. I'd like to present to the Board of Selectmen the opportunity to apply for this funding to purchase property for sale by the Nesbitt Family.

This parcel has property located in Wiscasset and Dresden, totaling 360 acres. I estimate that the town would not be favorable of owning land in another community, that's why I've reached out to the Kennebec Estuary Land Trust (K.E.L.T.) as a potential partner; they have shown interest in the Dresden parcel and potentially in one of the Wiscasset parcels, both contain considerable wet lands. K.E.L.T. would support this project monetarily, with grant writing assistance and aide in land management. Our target parcel would provide the Town with public waterfront access to Gardiner Pond and increased recreational opportunities.

The final details of this project will continue to develop, but I'd like to present the board with the details we presently possess. We "the Town" would be the grant applicant with an understanding (to be worked out) that we'd release ownership of certain parcel(s) to K.E.L.T. I've researched the parcels value and taxes they produce. I'm confident through increased recreational programing, park fees and community events this parcel could produce more revenue for the town than the present tax revenue of \$3,676 being collected.

I look forward to discussing this wonderful opportunity further, with you and the Board of Selectmen. I've drafted a quick timeline for this project for your review and discussion.

Thank you for your consideration in advance.



## Wiscasset Parks & Recreation Department

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Listed below is a potential project timeline.

1. Meet and discuss project with Board of Selectmen
2. Obtain support from the board. (Authorization to apply and willingness to ask for voter support)
3. Complete and submit grant application (Due March 28, 2014)
4. Grant Awarded (Mid-July)
5. Ask voters to approve financial support (Process and funding type to be discussed)
6. Accept or Deny Funding
7. Proceed with negotiations of potential property acquisition
8. Complete grant acceptance requirements
9. Complete ownership transfer of properties (K.E.L.T.)
10. Develop Management Plan of property

### 264 Gardiner Road

Wiscasset, ME 04578

Landowner: Nesbitt Family

MLS ID: 1092287

Listed By: Century 21 Baribeau Agency

Land Acres: 360 total

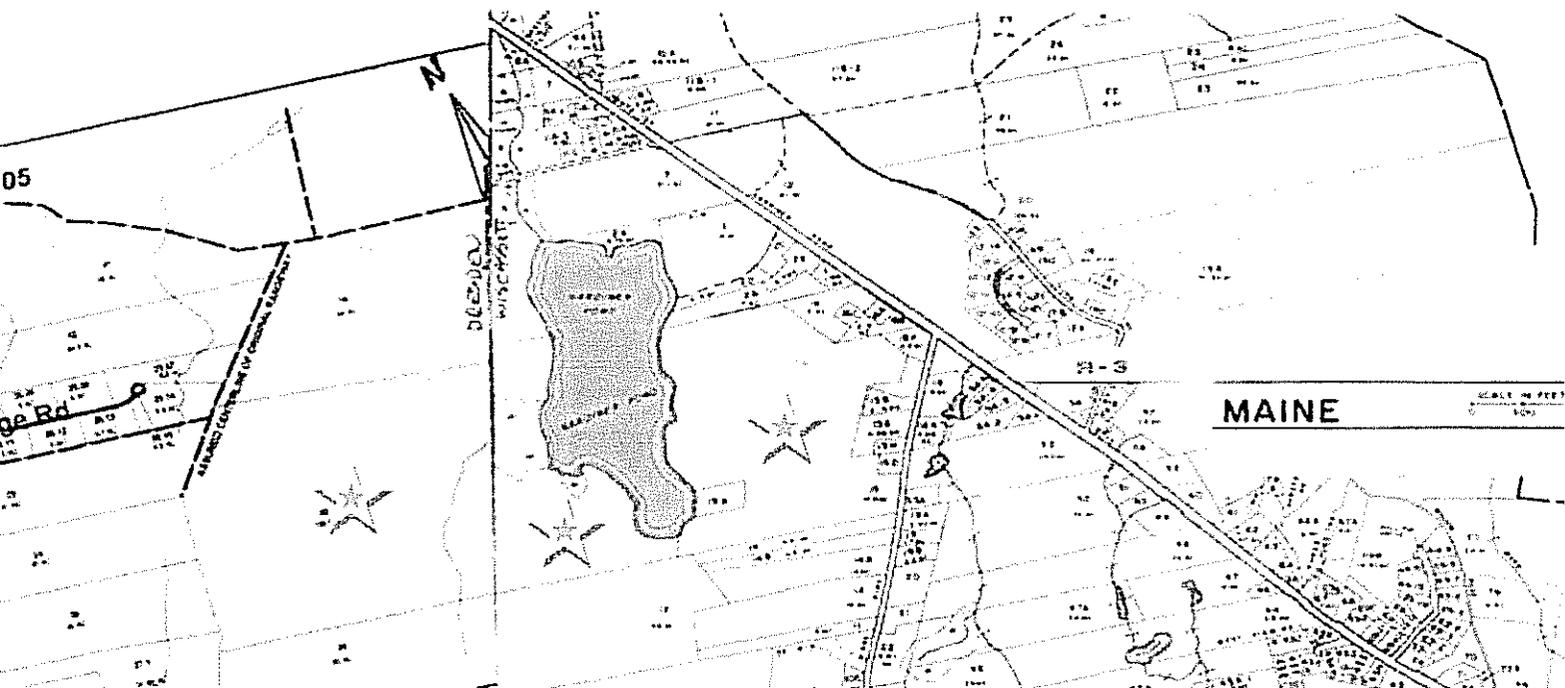
Wiscasset Acres: 162

Dresden Acres: 198

Gardiner Pond: 78 total

Project Frontage: 5,000 feet

- Sale Price: \$999,999.00
- Estimated Sale Value: \$700,000
- Potential - Land For Maine's Future Funding: \$350,000.00



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**TOWN OF WISCASSET**

# Memo

**To:** Wiscasset Board of Selectmen  
**From:** Don Gerrish  
**Date:** 3/11/14  
**Re:** Draft Budget Schedule

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I am proposing the following schedule for Budget review:

- Tuesday, April 15: Draft Budget presented to Board of Selectmen @ regular meeting
- Saturday, April 19: Workshop on Budget 8:30 a.m. – 3:00 p.m.
- Tuesday, April 22: Workshop on Budget 6:00 p.m. – 8:00 p.m.
- Thursday, April 24: Workshop on Budget 6:00 p.m. – 8:00 p.m.
- Tuesday, April 29: Workshop on Budget 6:00 p.m. – 8:00 p.m.
- Thursday, May 1: Workshop on Budget 6:00 p.m. – 8:00 p.m.
- Tuesday, May 6: Regular Board of Selectmen meeting.  
Selectmen and Budget Committee discuss each of their preliminary recommendations for each warrant article.
- Thursday, May 8: Workshop on Budget if necessary.
- Tuesday, May 13: Workshop on Budget if necessary.
- Thursday, May 15: Workshop on Budget if necessary.
- Thursday, May 20: Board of Selectmen meeting to finalize Budget warrants with recommendations from Selectmen and Budget Committee on each article.

If we are able to finish the budget before May 20<sup>th</sup>, we can approve the Budget warrants at an earlier meeting. I would recommend that the Budget Committee be invited to all of the proposed meetings and that the meetings are televised.

I hope to finalize this schedule at the Board of Selectmen meeting on March 18<sup>th</sup> and tentatively decide on the date for the Open Town Meeting - suggested dates are Saturday May 31<sup>st</sup> or Saturday June 14<sup>th</sup>.

Ed

# Memorandum

**To:** Don Gerrish  
**From:** Christine Wolfe  
**Date:** 3/12/2014  
**Re:** Town Meeting

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I have been inquiring into the costs associated with open town meeting and the use of hand held tabulators that will tally the votes cast while maintaining voter privacy.

The estimate from Friends of Midcoast Maine is \$1020. This includes the following:

- 300 hand held tabulators.
- Programming for approximately 60 warrant articles.
- Attendance to the meeting by programmer for approximately 8 hours.
- Demonstration to the Board of Selectmen on a date prior to Town Meeting.

There are other costs associated with open town meeting which include the following:

- Fee to Moderator-\$200
- Ballot clerk salaries. Ballot clerks would be needed for assistance with check in, voter registration, and possible written ballot votes that could be called for.
- Paying for janitorial services if the school is used as a location (this is a potential cost).

We will save more than this amount of money by having open town meeting and not incurring the expenses associated with the printing of ballots and coding of memory cards we have with secret ballot voting.



# Town of Wiscasset

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To: Don Gerrish  
Re: 30 day Notice and 30-45 day Foreclosure Policy  
From: Shari I Fredette, Treasurer  
Date: 3/13/2014

This is the Policy I would like the Selectmen to review and approve for the Town of Wiscasset.

It is the policy of the Town of Wiscasset to accept only bank checks, certified checks, money orders or cash in the last 10 days before the end of the 30-day period of a 30-day notice for Tax Liens. Receipt of a personal check during this 10 day window will not be considered a payment until the check is honored by the bank it is written against. If the check has not cleared by the time the Tax Collector is ready to record the lien, the lien will still be recorded even if the check later clears and the taxpayer will be responsible for the additional costs of the recording fees, discharge fees and certified mailing fees.

It is the policy of the Town of Wiscasset to accept only bank checks, certified checks, money orders or cash within the last 10 days before the end of the 30-45 day period of a 30-45 day Tax Lien foreclosure notice. The receipt of a personal check during this 10 day window might not be sufficient to avert the foreclosure, as there is a waiting period for the check to clear. Also under this policy, it is within the treasurer's rights to return a personal check submitted within the last five days before the foreclosure.