

WISCASSET BOARD OF SELECTMEN,  
BOARD OF ASSESSORS, OVERSEERS OF THE POOR  
MARCH 18, 2014

Preliminary Minutes

Tape recorded meeting

Present: Vice Chair Judy Colby, Pam Dunning, Tim Merry, Chair Ed Polewarczyk, Jeff Slack and Interim Town Manager Don Gerrish

6:45 p.m.

**Pam Dunning moved to go into executive session regarding poverty abatement requests pursuant to the provisions of Title 36, §841(2) MRSA. Vote 5-0-0. Pam Dunning moved to come out of executive session at 6:50 p.m. Vote 5-0-0**

1. Call to Order

Chairman Ed Polewarczyk called the meeting to order at 7 p.m.

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

3. Approval of Treasurer's Warrant: March 11 and March 18, 2014

**Pam Dunning moved to approve the Treasurer's Warrant of March 11, 2014. Vote 5-0-0. Judy Colby moved to approve the Treasurer's Warrant of March 18, 2014. Vote 5-0-0.**

4. Approval of Minutes: March 4, 2014

**Judy Colby moved to approve the minutes of March 4, 2014. Vote 5-0-0.**

5. Special Presentations or Awards

A. Business Recognition Award for the Chewonki Foundation: Ed Polewarczyk presented the Business Recognition Award to the Chewonki Foundation, which he cited as a significant asset in the community, a major employer and a major taxpayer. He commented on the spirit in the classes and projects at Chewonki that attract families from across the country. Chewonki President Willard Morgan thanked the board for the award. He introduced his staff and noted that 2014 is the 100<sup>th</sup> summer the camp has been in operation. Chewonki hosts 1000 visits from families each year.

6. Public Comment

Bill Barnes expressed appreciation to the town for the support of the store he and his son operate, which he said is doing well. He said he was misquoted in the paper several weeks ago and did not support the open town meeting; he felt it was a slap in the face to the townspeople.

Ben Rines, Jr. asked how the selectmen could defy the townspeople by holding an open town meeting and not giving them an opportunity to vote by secret ballot on the annual town warrant. He said the open town meeting was a hardship for the elderly, veterans and working men and women. Tim Merry responded that the open town meeting was the purest form of democracy and gave the voters an

opportunity to debate the issues and ask questions. He said people felt uninformed when not being able to discuss items on the warrant.

In response to Constance Schumann's question, the chairman said that the legality of using paper ballots at an open town meeting would be confirmed; absentee ballots would be used only for the school and election of town officers.

Steve Mehrl said he was surprised to learn from the MMA memo that the method of voting could be determined any year by the selectmen. He asked if the vote could be postponed by a month in order to allow a longer timeline for budget discussions before a vote by secret ballot. Don Gerrish said if the date for the secret ballot were advanced a month, there would be no budget to operate the town beyond the June 30<sup>th</sup> deadline.

George Green, Norman Guidoboni, Jim Munson, Dan Sortwell and Bob Blagden also spoke in opposition to the open town meeting, citing lack of privacy, the inability of some townspeople to attend, historically a larger vote with absentee and secret ballots, and the fact that the people had voted in the past for a secret ballot.

Ed Polewarczyk said he voted in favor of the open town meeting because he has wondered if people understood what is being voted on. The selectmen have held public meetings to discuss the ballot, but attendance is sparse; only two people showed up for the last one. He said the open town meeting gives voters an opportunity to discuss and participate in decisions. Unless Wiscasset had a town charter, the decision on whether or not to hold an open town meeting rests with the selectmen.

## 7. Department Head or Committee Chair Report

A. Application for grant for Gardiner Pond project: Director of Parks and Recreation Todd Souza said the state has approved the \$5 million funding for the "Land for Maine's Future" grant. Applications are due March 28 and Souza asked the selectmen for approval to apply for the grant to purchase property for sale by the Nesbitt family. The 360-acre parcel in Wiscasset (162 acres) and Dresden (198 acres) would provide a public waterfront access to Gardiner Pond and recreational opportunities. The Kennebec Estuary Land Trust (KELT) is a potential partner for the Dresden portion and would support the project monetarily. Souza said his research shows that the parcel could produce more revenue for the town than the present tax revenue of \$3,676 being collected. The grant will be awarded mid-July and if the town receives the one-to-one matching grant, a town vote would be necessary to proceed with the project. KELT would assist in writing the grant and would contribute half the match. Restrooms, showers and a rental property are on the parcel. The grant includes protection of wetlands and wildlife habitat.

Don Gerrish explained that Land for Maine's Future is funded through a citizen-approved bond issue. If Wiscasset were approved for the grant, it would not have to pay back to LFMF the 50% of the cost of the property. He said although there may be concerns about the cost to the town, the opportunity to submit an application should not be ignored. There will be no obligation to accept the grant if it is awarded to the town.

There were comments from the public both in favor of and against the application although it was the consensus of the board that the application should be submitted. **Jeff Slack moved to authorize the**

**submittal of an application to the State of Maine Land for Maine's Future for the Gardiner Pond project. Vote 5-0-0.**

## 8. Unfinished Business

**A. American Legion Flag Project:** Don Gerrish reported that CMP and Fairpoint had approved the American Legion's plan for installation of flags on 100 poles in town. The board had authorized \$500 for the increase in insurance from \$1 million to \$5 million. The flag holders and flags will be installed by the Fire Department, and a CMP representative will meet with Wiscasset to determine locations. The American Legion will raise funds for the flags (\$45 each) which will be flown from Memorial Day to Veteran's Day. Flag etiquette rules have been changed so that there will be no need to light the flags at night. **Judy Colby moved to authorize the Town Manager to sign the Pole Attachment Agreement for Miscellaneous Attachments. Vote 5-0-0.**

**B. Budget Schedule:** Don Gerrish proposed a schedule for budget review beginning with a draft budget to the selectmen at its April 15 meeting and workshops on April 19, 22, 24, and 29. Preliminary recommendations for each warrant article will be discussed on May 6 with additional workshops held if necessary. The budget warrants will be finalized on May 20 with recommendations from the selectmen and Budget Committee for each article. The Budget Committee is invited to all meetings, and meetings will be televised.

**C. Set date for Open Town Meeting:** Pam Dunning moved to set May 31 as the date for the Open Town Meeting. **Vote 4-1-0.** Jeff Slack moved to hold the Open Town Meeting at the Community Center. **Vote 4-1-0.** The meeting will begin at 9 a.m.

**D. Voting Methodology at Open Town Meeting:** Gerrish said voting with electronic devices, a method which has been used by Damariscotta and Newcastle, would be possible at town meeting for a cost of \$1020 for 300 devices. If more voters than devices are present, they would not be used. According to the Town Clerk the cost of the electronic devices would be less than the cost of paper ballots. A demonstration of the system will be given at the next meeting.

## 9. New Business

**A. Approval of policy for accepting payment for lien notices and foreclosures:** Treasurer Shari Fredette asked the selectmen to review and approve a policy of accepting only bank checks, certified checks, money orders or cash in the last ten days before the end of the allowed time for payment for tax liens or tax lien foreclosure notices. If a check were accepted during that time and did not clear, the process for tax liens or foreclosures would have to be restarted. **Judy Colby moved to approve the foreclosure policy presented. Vote 5-0-0.**

## 10. Town Manager's Report

**A. Update on Town Manager search:** Gerrish reported that the board will be interviewing five candidates on March 19 and 20. Second interviews of the two finalists will be conducted on April 16 or 17.

**B. Signs:** The State is responsible for putting up the "Blind Drive" sign that was knocked down. The State will, after a request from the School, be responsible for surveying the area on Route 218 for a

"School Bus" sign to determine if meets the criteria for such a sign. The State has been asked to expedite the process.

C. TIF approval: The State has approved the amendment to the TIF for Molnlycke.

11. Adjournment

**Judy Colby moved to adjourn. Vote 5-0-0.**



**CERTIFICATE OF APPOINTMENT**

(Title 30-A, M.R.S.A. § 2602)

To: **PETER TODD TRAVIS,**

The undersigned municipal officers of the Town of Wiscasset do hereby vote to appoint and confirm you as an **ORDINANCE REVIEW COMMITTEE MEMBER** for a term to expire December 31, 2014.

Given under our hands this 1<sup>ST</sup> day of April, 2014.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OATH**

I, **PETER TODD TRAVIS,** do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Const. Me., ART. IX, Sec. 1.)

I, **PETER TODD TRAVIS,** do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent on me as an **ORDINANCE REVIEW COMMITTEE MEMBER** according to the Constitution and laws of the State. So help me God.

\_\_\_\_\_  
Signature

**STATE OF MAINE**  
COUNTY OF LINCOLN, ss

\_\_\_\_\_, 2014.

Personally appeared the above named **PETER TODD TRAVIS** who has been duly appointed by the Board of Selectmen as a **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*

# Memorandum

To: Board of Selectmen  
From: Christine Wolfe, Ronald Lear  
Date: 3/27/2014  
Re: Commercial Waste Haulers

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According to the Town of Wiscasset ordinances, the Board of Selectmen shall set resident and non-resident fees and charges for commercial waste hauling licenses each April. The fees, at this time, are set at \$300 annually for both resident and non-resident.

The department recommendation is to keep the fees at the current rate. This is keeping in line with the surrounding communities.

Below is a list of what other Towns charge for Commercial Haulers.

Facility	Permit Fee	Disposal Fee Per Ton
Bath	\$75 per vehicle	\$95
Boothbay	no	no
Brunswick	\$75 per vehicle	\$80
Hatch Hill	\$112-2yrs per vehicle	\$77
Nobleboro	no	no
Topsham	\$5 per vehicle	\$85
Waldoboro	\$25 per vehicle	\$120
Wiscasset	\$300	no

Giles has 1 compactor truck in our area, Regional uses 1 truck and Pine Tree uses 2 trucks.



**Wiscasset Fire Department**  
51 Bath Road  
Wiscasset, Maine 04578  
207-882-8210  
Email: [wiscassetfire@wiscasset.net](mailto:wiscassetfire@wiscasset.net)

**TJ Merry**  
Fire Chief

**The Wiscasset Fire Department is requesting proposals for a new washer extractor machine.**

**1. PURPOSE OF PROPOSAL**

The Wiscasset Fire Department intends to secure a source of supply for the below mentioned item at the lowest and best responsible price, with early and satisfactory manufacture, and prompt and convenient shipment by the supplier to the Department. Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

**2. PROPOSAL REQUEST**

Please submit a proposal for furnishing a COMMERCIAL WASHER EXTRACTOR as detailed on the attached specifications.

**3. ACCEPTANCE OF EQUIPMENT**

The equipment delivered under this proposal shall remain the property of the seller and not be paid for until a physical inspection and actual testing and usage of this equipment is made, and thereafter accepted to the satisfaction of the Department and must comply with the terms herein and be fully in accordance with specifications of the highest quality. In the event the equipment supplied to the Department is found to be defective or does not conform to the specifications, the Department reserves the right to cancel the order upon a 30 day written notice to the supplier, return the product to the seller at the seller's expense, and refuse to pay until specifications are conformed with.

**4. DISCOUNTS**

Discounts for prompt payment offered may be taken into consideration during proposal evaluation. Terms of payment offered will be reflected in the space provided on the proposal form. All terms of payment (cash discounts) will be taken and computed from the date or receipt of invoice, or receipt of material, whichever is later.

**5. LOCATION OF VENDOR**

The Department reserves the right to give consideration to vendor location in determining the lowest and best responsible vendor if future warranty or administrative costs would necessitate any additional expenses that must be paid by the Department.

**6. SIGNATURE**

All proposals must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his/her signature. The undersigned proposes to furnish material according to the terms and conditions of the attached Wiscasset Fire Department proposal specifications.

Please submit a completed proposal specification form in a sealed envelope, clearly marked "Wiscasset Fire Department Washer Extractor" and filed with the Wiscasset Town Office by 12 p.m. local time, April 1, 2014. Proposals received after that time will not be considered.

Proposals will be opened and read publicly at the Wiscasset Town Office on April 1, 2014 @ 7p.m. in the meeting room by the town selectmen. After consideration of all the proposals the selectmen will announce their decision during the meeting that night.



TJ Merry  
Fire Chief

**Wiscasset Fire Department**  
51 Bath Road  
Wiscasset, Maine 04578  
207-882-8210  
Email: [wiscassetfire@wiscasset.net](mailto:wiscassetfire@wiscasset.net)

## **SPECIFICATIONS: COMMERCIAL WASHER EXTRACTOR**

### Description:

One (1) new, Commercial Washer Extractor

Capacity- lbs: 35lbs

Cylinder Diameter- ins: 23"

Cylinder Depth- ins: 18"

Cylinder Volume- cu. ft: 4.3

Door Area- sq in: 12"

Width- ins: 29"

Depth –ins: 42"

Height- ins: 42.38"

Motor- hp: 1.5

Wash Speeds- rpm: 32

Distribution Speed – rpm: 64

Extraction Speeds – rpm: 495

Extraction G Force – Gs: 80

Inlet Connections – ins: 0.75

Drain Valve – ins: 2

Shipping Weight – lbs: 495



**TJ Merry  
Fire Chief**

**Wiscasset Fire Department  
51 Bath Road  
Wiscasset, Maine 04578  
207-882-8210  
Email: [wiscassetfire@wiscasset.net](mailto:wiscassetfire@wiscasset.net)**

Warranty:  
Dealer to state warranty coverage on all components.

**IF MACHINE DOESN'T MEET SPECIFICATIONS, LIST THE EXCEPTIONS BELOW.  
REASONABLE EXCEPTIONS WILL BE CONSIDERED.**



March 25, 2014

Board of Directors

Stuart Smith  
President

Kristin Morgner  
Vice President

Marcia DeGeer, Esq.  
Treasurer

Mallory Adams  
Secretary

Mark Bridgham, Deputy  
Melody Faux, APRN-PA,C  
Tracy Hall  
Carol Ramsdell  
Doug Straus

Staff

Leslie Livingston, M.S.  
Executive Director

Lucy Smith  
Program Specialist Asst.

Town of Wiscasset  
Attn: Don Gerrish

Dear Town of Wiscasset,

Per Doug Straus' instructions following his conversation with the staff at the Wiscasset Town Office last week, this letter serves as Healthy Kids request to put our "Pinwheels for Prevention" sign on the lawn in front of the town offices again this year for Child Abuse Prevention Month. The sign was greatly received last year and we appreciate your allowing us to put it there again for the month of April.

Most Sincerely,

Leslie Livingston, M.S.  
Executive Director



# Town of Wiscasset

March 26, 2014

To: Wiscasset Board of Selectmen

From: Sue Varney

I met with Tanya Albert, one of the partners for Seeds of Knowledge Education Center, on March 24, 2014 to get some background information as requested. I am sending this memo, originally sent as an email, so that a discussion can be held at the next Board of Selectmen meeting. I did explain to Tanya that the Town does not, as a rule, allow any for profit businesses the use of town buildings.

Tanya basically repeated some of which she already told Don. She said the program is a 'for profit' program (she said they had not filed paperwork to be non-profit yet) and serves Pre K to grade 6 children in Wiscasset and the surrounding areas (Wiscasset, Alna, Edgecomb, and Damariscotta). She stated that they started in June 2012. They began looking for a place to work out of and called the town office and spoke to a lady and told her it is a teaching/education program, science and writing and asked about the Scout Hall. The woman here gave Tanya Paula Marcus phone number. Paula is a contact we have dealing with girl scouts. (I think the person, whoever she was here, heard girl scouts and that was all they heard and gave Paula's number to Tanya.) Perhaps innocent error.

Tanya then called Paula and told her that she had spoken to someone at the town office and got her number. She explained what she wanted to do and Paula told her there are days not being used by the Scouts at Scout Hall. Tanya said she asked about a fee and Paula said that donations could be made to the Maine Girl Scouts of America. Tanya said they don't always pay the same amount, they pay GSA what they can based on the enrollment in each program; she stated 6 or more students and the limit is no more than 12. Tanya stated they have insurance through State Farm and could bring down the policy if the Town would like to see it. (We require a copy of insurance for all private contractors, but this is clearly not that.) She said the State Farm insurance plan is for the program and they did take photos of the building exterior. She said that they also run an after school program on non-scout days. The classes after school are for 45 minutes to an hour long.

I asked about the summer program and she stated it would run for 2 weeks only from 9-noon. It would be Monday-Friday July 14-18 and August 11-15. She stated that she and her partner, Lisa is waiting to hear back from the town before they open up enrollment for the summer

program. She did want us to know that she and Lisa cleaned and spruced up the whole Scout Hall and that it was quite a mess. They have made effort to keep it nice and it is now organized.

I questioned where else they had met with the kids and she said Great Salt Bay School for a building fee and in the Wiscasset Schools and donated to PIE, which means partners in education I think, the parent fund raising group. She said it was hard to use a school as they could not leave the educational materials at the schools and had to carry them back and forth; being in one spot is much easier.

I asked if they would be willing to pay rent to the town. She said yes they would, depending on the enrollment, perhaps it could be a per-pupil/per session type fee. I told her that would be something for the Board of Selectmen to decide.

Tanya said that she would be willing to attend a Board meeting (April 1 or other one) to explain the program to the Board and answer any questions and talk about fees. She asked that I email her either way about attending a meeting and when, which I will do.

I also spoke to Heidi at MMA on March 25<sup>th</sup> regarding insurance.

She said that for any non-town user of a town facility they would recommend a lease agreement with square footage that they are using (this is needed for insurance rating) of our building and to have insurance requirements listed:

- General Liability of \$1 million minimum for each occurrence
- Naming the town as additional insured
- Require a current insurance certificate every year

She said MMA would want a copy of the lease agreement as well and would also review the draft for the insurance information section only. She did say that we should probably have the agreement reviewed by legal counsel as well as she could only comment on the insurance part.

As far as the extra cost to the town to do this, that could also be passed onto the tenant, if necessary.