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WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
AUGUST 1, 2017

Preliminary Minutes

Tape recorded meeting

Present: Bob Blagden, Chair Judy Colby, Kathy Martin-Savage, Vice Chair Ben Rines, Jr., Jeff Slack and Town Manager Marian Anderson

Chair Judy Colby called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

- a. Ben Rines, Jr., moved to approve the payroll warrants of July 21 and July 28, 2017. Vote 5-0-0.
- b. Ben Rines, Jr. moved to approve the accounts payable warrants of July 25 and August 1, 2017. Vote 5-0-0.

3. Approval of Minutes

Kathy Martin-Savage moved to approve the minutes of July 18, 2017. Vote 5-0-0.

4. Special Presentations or Awards: none

5. Committee Appointments

- a. Kim Andersson - Budget Committee (one year). A correction was made to the previous three-year appointment of Kim Andersson to the Budget Committee. Ben Rines, Jr., moved to appoint Kim Andersson to the Budget Committee for a term ending June 30, 2018. Vote 5-0-0.
- b. Ervin Deck -- Airport Committee: Ben Rines, Jr., moved to appoint Ervin Deck to the Airport Committee for a term ending December 31, 2017. Vote 4-1-0 (Colby opposed).
- c. Carl E. and Susan Power -- Public Safety Advisory Council (full members): Jeff Slack moved to appoint Carl E. Ward and Susan Power to the Public Safety Advisory Council. Vote 5-0-0.

6. Public Hearings – none

7. Public Comment

Steve Christiansen reported that during the July 21st power outage, all emergency lights worked as designed and when he started up the emergency generator, all lights went on in the building. Judy Colby asked that the installation of an automatic switch for the generator be investigated.

8. Department Head or Committee Chair

a. Wiscasset Parks and Recreation Director, Lisa Thompson – Proposed new hours of operation at Wiscasset Community Center: Thompson proposed the following changes to the hours of operation of the center to reduce operational costs but without affecting users: Pool and facilities on Saturday from 8 to noon, winter hours Monday through Thursday close at 8 p.m., Saturday hours 8 to 4, Sundays the facility will open beginning October 22, when regular hours will begin. The changes will result in a reduction of 203 labor hours and the effect on uses will be minimal. **Kathy Martin-Savage moved to accept the new hours of operation. Vote 5-0-0.**

b. Wiscasset Police Chief Jeffrey Lange

- **Waterfront Update:** Lange said he and Harbormaster Levon Travis are planning an informational meeting with wormers and fishermen on August 15 at 6 p.m. at the Fire Department to provide information and answer questions. The attendant at the waterfront will work until the end of the month. Lange reported that the mooring field needs work. A DEP inspection of the pump-out float has revealed a crack and it is filled with seawater, but the pump appears to be in good condition. There is a DEP grant that will pay 90% of the cost of repair and a proposal will be made as soon as cost is determined. The weight buoys scheduled for installation in May have not been installed. Updating records is taking place to indicate who has paid what. Float repair will take place next year and the trim on the building will be painted by jail trustees.

- **Wiscasset Public Safety Advisory Council:** Holly Giles, spoke on behalf of the council that was appointed in April. The council acts in an advisory capacity and reports to all public safety departments feedback received from the community. She said the council found the current state of the emergency departments appalling and reported that the Fire Department is not in compliance with federal mandates; the Police Department's budget did not include bullets or replacement of a 20-year-old bullet proof vest; the EMS Department will not be able to house any model trucks built after 2019. She said the council's biggest concern was whether the townspeople were aware of the shortcomings. She said the three chiefs have kept things running smoothly but budgets should be evaluated and shortcomings should be addressed. She urged the board to do something to change its outlook.

Ben Rines, Jr., said the town had in the last two years almost doubled the Ambulance Department budget and the Fire Department budget had gone up considerably. He said he thought the board had done quite a bit to help the services. Lange said he had asked for a capital improvement plan and had waited months to find out if money was left in the budget to replace the 20-year old vest. Judy Colby said discussion of a 10-year capital improvement plan was postponed to this budget year and added that she recognized the needs and felt they must be addressed by a bond if necessary. Judy Flanagan said she had toured the emergency departments and encouraged the board members to revisit. EMS Director Toby Martin said the capital improvements list is not a wish list, but an overall necessity. In response to Bob Blagden's comment, Marian Anderson said she would follow up on whether maintenance of the fire trucks was being done at the town garage and on the storage location of medical supplies.

Jeff Lange asked that the new members be given a tour of the building.

Ben Rines, Jr., reported receiving a robo call with a Wiscasset PD caller ID. Lange warned that scammers utilize phone numbers that the look safe. He has received information on identity theft and fraud and will be offering classes and issuing public service announcements.

9. Unfinished Business

a. Petition for Open Town Meeting to reinstate the Planning Budget-Discussion: Judy Colby said a letter had been received from Shana Mueller regarding the petition which indicated that it was the board's decision whether to have an open town meeting or to vote by referendum. The board has 60 days to make that decision. Colby said the petition asked for an open town meeting and she felt the board should follow the petition's request. **Colby moved to set a date for an open town meeting for the town to reinstate the Planning budget.** Bob Blagden said it was wrong to overturn a ballot vote where 464 voters had voted against the budget. Kathy Martin-Savage said that from the information received from MMA or the town attorney, it appeared that the board could decide whether to have an open town meeting or a referendum. Ben Rines said the board's first concern should be the voters who went to the polls and voted against the Planning budget, and he was confident that those voters knew what they were voting on. Bill Barnes said to ignore the June vote was a slap in the face of the voter. **Vote 3-2-0** (Blagden and Rines opposed). The Town Manager will get back to the board on setting a date. In response to Ben Rines' comment that the MMA and Bernstein Shur had opposite responses, Marian Anderson said the same question and a copy of the petition had been sent to both entities.

10. New Business

a. Maine Municipal Association Annual Election: **Kathy Martin-Savage moved to approve the ballot as presented. Vote 3-2-0. (Blagden and Rines opposed).**

b. Downtown Merchants: Julie Groleau – Impact of Water District project on downtown businesses: Groleau reported that her concerns were addressed by the Water District.

c. Resignation – Bryan Buck, Airport Committee: **Ben Rines, Jr., moved to accept the resignation with regret. Vote 5-0-0.**

d. Business License Applications: Inasmuch as the board approval of business licenses is not necessary, **Judy Colby moved to welcome two new businesses in town, Marston House Wiscasset and Ishak Technology Services. Vote 5-0-0.**

e. Bid opening-Carpeting at Wiscasset Community Center: The following bids were received:

H. T. Winters Flooring: Hall carpet materials and labor - \$5,500, Weight Room Endurance Tile material, labor and freight - \$7,300, Weight Room Johnsonite Tile material, labor and freight - \$8,800, Extra layer Endurance - \$875, Extra layer Johnsonite - \$1,250.

C&S Flooring, Inc. : Weight Room gym Endurance interlocking tile - \$7,859, Labor to remove existing carpet - \$650, install rubber tile - \$1,812.50, materials, sales tax & labor Total - \$10,753.75.

Community Center Hallway -- Contract Carpet Tile Color - \$1,791.13, labor to remove existing carpet - \$650, labor to install carpet tile - \$1,050, materials, sales tax and labor total - \$3,589.64.

Judy Colby moved to authorize the Parks and Recreation Director and Town Manager to review the bids and award the bid to the lowest qualified bidder. Vote 5-0-0.

f. June 30 Financials

- Year-end Department Expense Report: Marian Anderson said the year-end numbers for each department budget and final numbers have been sent to the auditor so the audit can be closed out. In reviewing the report, she said the EMS Director had not spent the \$33,000 requested; there was an unexpected requirement to purchase PPE; revenues as projected were above what was actually estimated in the detailed financials. The overdraft in Contracted Services is for legal fees. Fire Department budget is overdrawn because June payroll was paid in July and there were unexpected repairs to vehicles. Transfer Station was overdrawn because of increased workers compensation rate. Parks & Recreation revenues did not come in as projected and the reason is being investigated. Overdrafts will come out of the fund balance. Judy Colby said the department heads must be responsible for their budgets, as next year the fund balance will not be used for overdrafts. Anderson will supply a breakdown of the carry-forwards. The increase in water rates will be handled by a special town meeting.

- H.M. Payson Statement of Account

g. Update on future events : Lucia Dorby works with community volunteers on events in town such as the Wiscasset Art Walk, the Holiday Market place and the Sheepscot River Race. At planning meetings the group has discussed food trucks and with town approval would like to invite several for special events. According to the Town Manager and Code Enforcement Officer there is nothing in the ordinances that would prohibit food trucks. The trucks would be self-contained and would only need to plug into a water supply. For the Holiday Marketplace, the goal is to have outdoor events as well as extended hours for pop-up markets and include food trucks that would sell lobster. Approval has been given to close part of Middle Street in August and if possible two food trucks will be invited for that event. EMS Director Toby Martin asked if a formal application process would be needed and if a health inspection was necessary. Town Manager Marian Anderson will check whether a one-day business license would be required. Dorby asked if access by water to White's Island would be permitted during the Sheepscot River Race. There were no objections to access to the island by water.

11. Town Manager's Report

Marian Anderson said Davies Allen had requested two crossing guards downtown over Labor Day Weekend and had contributed funds for that purpose. In addition, over \$6,000 had been raised by residents and business owners toward hiring two traffic guards for the downtown during the month of August. There is no money in the Police Department budget for crossing guards, and Anderson asked the board's opinion. Police Chief Jeffrey Lange said none of his officers was interested in the temporary work. Anderson will investigate the cost and availability of temporary crossing guards. **Ben Rines, Jr., moved that the manager look into having traffic officers downtown within the budget. Vote 5-0-0.**

Anderson reported that complaints have been received regarding the noise from the Water District project but all complaints have been responded to promptly by the project manager.

A copy of a draft purchase and sale from Sugarloaf Ambulance Rescue Vehicles was provided to the board. Anderson asked whether the board wanted to proceed with a purchase. A \$2,000 deposit will be required which could be taken from contingency. The Sugarloaf Ambulance Rescue has a 2013 vehicle available in December for \$98,000 to \$100,000. Martin recommended taking out a loan and purchasing the vehicle in December, utilizing the revenue from Dresden over three years as a pre-allocation, rather than raising taxes to cover the vehicle. **Jeff Slack moved to spend \$2000 out of the**

EMS budget for down-payment on the 2013 Ford E 450FL ambulance and the balance of \$96,690.75 from the projected revenue from Dresden. Vote 5-0-0.

Anderson said as of August 1 the Town would have only three lifeguards and three are required to keep the pool open. In order to attract and keep life guards, it was proposed that the Life Guard 1 rate be increased from \$10.50/hr. to \$11.30/hr. and the rate for Life Guard 2 be increased from \$11.50/hr. to \$12.44/hr. These increases can be absorbed in the budget. **Kathy Martin-Savage moved to approve the pay increase for Life Guard 1 from \$10.50/hr. to \$11.30/hr. and for Life Guard 2 from \$11.50/hr. to \$12.33/hr.** All new lifeguards will start as Life Guard 1 at \$10.50/hr. The decrease in hours of operation of the pool will mitigate the increase. **Vote 4-0-1 (Slack abstained).**

* The timeline for the town meeting to vote on the repeal of the Historic Preservation Ordinance was given to the board and will be discussed at the next meeting. Ben Rines, Jr., asked for a clarification on whether the repeal of the ordinance had to be voted on at an annual town meeting or at any town meeting. Anderson will provide a clarification.

Because Bob Blagden will not be present at the next scheduled meeting, **Ben Rines, Jr., moved to move the August 15 meeting to August 22. Vote 4-0-1 (Blagden abstained).**

12. Other Board Business

a. Abatement – Meredith Jones (Map R07, Lot 039-7 for \$566.91) **Bob Blagden moved to approve the abatement for Meredith Jones (Map R07, Lot 039-7 in the amount of \$566.91 as recommended by Assessors Agent Ellery G. Bane. Vote 5-0-0.**

b. Kathy Martin-Savage inquired into the prospects of a sound system. Anderson said she had met with two vendors about live streaming the meetings with sound to the Town's Facebook page at no cost. Cameras and microphones have been ordered. Sound amplification in the meeting room will be included.

13. Adjournment

Kathy Martin-Savage moved to adjourn the meeting at 8:10 p.m. Vote 5-0-0.

WISCASSET BOARD OF SELECTMEN,
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR
August 8, 2016

Present: Chair Judy Colby, Vice Chair Ben Rines, Jr., Jeff Slack, Robert Blagden, Katharine Martin-Savage and Town Manager Marian Anderson.

1. Call to Order

Chair Judy Colby called the meeting to order at 8 a.m.

2. Pledge of Allegiance

3. Approval and signing of Open Town Meeting as requested by petitioners

A motion was made by Judy Colby, seconded by Jeff Slack, to hold a Special Town Meeting on August 24, 2017 at 6 p.m. to act on the following Articles:

Article 1. To elect a moderator to preside at said meeting.

INSERTED BY PETITION

Article 2. Shall the Town vote to raise and appropriate \$66,764 for the Municipal Planning?

Funding: Taxation	\$57,764
Rynel TIF	<u>\$9,000</u>
Total	\$66,764

The motion passed. Vote 3-2 (Ben Rines and Robert Blagden opposed).
The consensus of the Board was to hold the meeting at the Wiscasset Elementary School if it was available.

4. Adjournment

At 8:40 a.m. a motion was made by Jeff Slack to adjourn. Motion passed 5-0.



Lincoln County

OFFICE OF EMERGENCY MANAGEMENT

32 High Street, P.O. Box 249

Wiscasset, Maine 04578

Phone: (207) 882-7559 Fax: (207) 882-7550

Casey Stevens, Director

8a



06 JUL 2017

Jeffrey E. Lange, Chief of Police
Wiscasset Police Department
51 Bath Road
Wiscasset, Maine 04578

Chief,

The new Simulcast Radio System installed in March is DMR (digital mobile radio) ready. Lincoln County will be transitioning all dispatching of Law Enforcement agencies via DMR/Analog radios by the end of 2018.

To accomplish this we will be using homeland security grant funds supplemented by a contribution from each department towards the replacement of each radio.

The estimated cost for each portable radio is \$1,025.40, each mobile radio is \$1,363.36, and each base radio is \$1,039.10.

Departments will need to contribute only \$200.00 for each new radio, and turn in the radio being replaced for a trade in. *EMA must receive payment for each radio before the radios are ordered*, all radios will be ordered no later than Tuesday June 30th, 2018.

We will be providing the new radios to each police department during this grant cycle, and provide the sheriff's department with new radios during the next grant cycle. The new radios will be ordered for the police departments in 2018 when the best pricing is available.

Grant funds are limited, we ask that you replace only radios that are needed, and only (1) extra portable as a spare if needed. In order for us to get an accurate quote, please call or email to let us know how many portable and mobile radios that you will need including a base radio that you may have in your station.

If you have any questions please don't hesitate to ask. 882-7559, cstevens@lincounty.me

Casey Stevens



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Town of Wiscasset

at Wiscasset Airport



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Contact information

Radio: UNICOM 122.80

Address: 96 Chewonki Neck Road
Wiscasset, ME 04578
United States of America

Telephone: 207-882-5475
207-208-7652

Fax: 207-882-5475

Email: airport@wiscasset.org

Web site: www.wiscassetairport.com



Comments from AirNav users

Comments are submitted by their authors and do not reflect the opinion of AirNav, LLC. All comments must adhere to [AirNav's Policy on Comments](#).

From Eric Rubel on 07-Aug-2017

***** Superb service from Frank, the airport manager. Best FBO ever. He helped with putting plane in hangar, fueling, great tips on local info and weather. Fuel and hangar prices very reasonable. Great hospitality, very friendly! I will definitely be back.

From Gary Paraski on 11-Jul-2017

***** We flew into KIWI on short notice to have lunch in town. Frank was very welcoming, helpful and provided a good FBO service experience. He set us up with a nice crew car to use for 2 hours and suggestions for the best places to eat in town. Nice runway and transient parking next to a clean FBO with a pilot lounge. I wish there were more GA airports like this one. Excellent!

From James Smith on 05-Jul-2017

***** Flew into Wiscasset to spend the 4th of July weekend. Frank and Rick were extremely helpful in setting me up with hangar storage and providing some very useful information for the local area. Beautiful airport and very professional and courteous staff. Looking forward to going back!

From Heather Penney on 02-Jul-2017

***** What a wonderful airport! We will use this field when we come up now- they even have a grass runway! We needed a hangar for our Stearman over the 4th of July, a peak season, and the managers made it happen for us at a reasonable fee. They were so welcoming and nice and helpful. A home airport away from home!

From James Yeomans on 29-Jan-2017

***** Over the last couple of years, Frank and Rick have gone way above and beyond the call of duty to assist my wife and me on our visits to the Wiscasset Airport and the Boothbay Region. An example is this past weekend, my car battery died and Frank brought the jump box out and got me started. They truly strive to make the airport the best run small airport, and through their dedication are succeeding. Thank you very much.

From David Field on 28-Sep-2016

***** Frank Costa and Rick Tetrev were professional, helpful, and there for everything we needed. Rick awaited our arrival to insure aircraft hangared and rental car ready. Great airport, facilities, fuel, and friendly environment.

From Doug Robinson on 29-Aug-2016

***** Great airport, close to harbor. Rent a car due to taxi service \$60 from airport to Boothbay. Fantastic service, great fuel price and helpful FBO

From Thomas DeFazio on 28-Jul-2016

***** Had the pleasure of flying to KIWI Wiscasset, Maine. Awesome friendly staff. Thanks again to Frank Costa Airport Manager. Helped with rental car and even shipped some forgotten items when I left! Definitely be stopping here again!

From John Bedrossian on 20-Jul-2016

***** A great airport. Low fuel prices and friendly and helpful staff. I called in in the morning and asked if they had a free courtesy car and they said yes; their car was available and they would hold it for me. We drove into Wiscasset for lunch and some site seeing. We'll be back.

From Tony Crespi on 18-Jun-2016

***** We visited Wiscasset for a special Maine escape yesterday. It was a fabulous day. Notably, Frank Costa at the airport was extraordinarily helpful! He facilitated our car rental, helped with fuel, which is well priced, softly offered suggestions on local scenic sites, and helped create an ideal day escape. We cannot provide a better recommendation. We look forward to returning to Wiscasset later this summer! Well done!

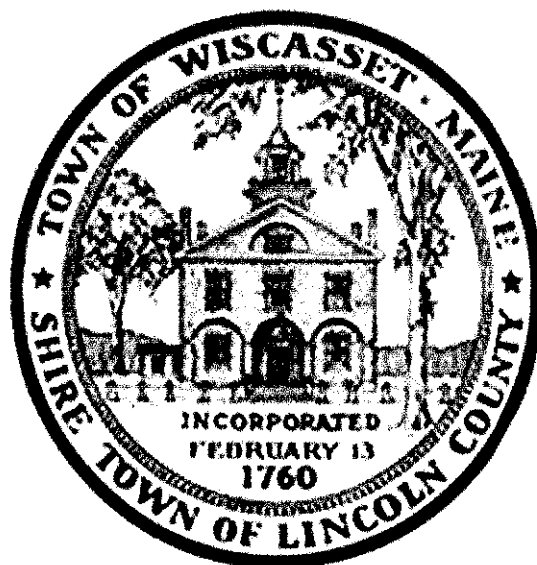
From Joseph Silverio on 12-May-2016

***** The airport manger was very helpful about the area and provided car to go to lunch. It was a pleasure to stop by for fuel and conversation with people who love this hobby as I do. Will be back again.

Town of Wiscasset

July 2017

Monthly Reports





Town of Wiscasset

AIRPORT REPORT

To: Marian L. Anderson, Town Manager
From: Frank Costa, Airport Manager
Re: Airport Monthly Report
Date: August 7, 2017

The month of July 2017 has once again proven to be very busy at the Wiscasset Airport with good flying activity complemented by good weather, increase in fuel sales and aircraft tie-down revenue.

On July 10, 2017, the airport received 1,500 gallons of Jet-A fuel. The price per gallon dropped to \$3.63 for the consumer.

On July 12, 2017, the Airport received 8,000 gallons of AvGas fuel, the cost per gallon also dropped slightly resulting in a \$4.45 per gallon for the consumer.

The fuel cost challenge remains in maintaining the fuel cost at an affordable level and yet, at a competitive price for the Maine Mid-Coast area.

The new Airport fiscal year budget for the year 2017-2018 started with \$254,697.00 on July 1st but has already been impacted by 2 loads of fuel, resulting on a balance of \$215,811.03.

The current Airport Revenue Budget for 2017-2018 is set at \$223,725.00 and due to excellent flying weather and air traffic activity already reflects a plus \$29,756.13 as of July 31, 2017.

Other Activity:

1. Wild Life Control and Aircraft Safety at the Airport.

In an attempt to control the Wild Life movement at our airport, the Wiscasset Town Works Department used their equipment and manpower to cut the tall grasses adjacent to the runway and taxiway as well as other areas around the airport known to be preferred by the wild turkeys and deer to bed-down. This maneuver helps reduce the risk of wild life and aircraft encounters, making aircraft movement at our airport safer.

2. Exceptional Hot and Dry Month of July 2017 Stressing the Grass.

The exceptional hot and dry month of July 2017 is causing some difficulty with the grass growth and making difficult to keep our lawn lusciously green.

Hopefully, some very needed rain will help rebound the grass growth but it is apparent that some areas will need re-seeding. A strategy has been mapped with the Town Works Director to help correct some areas as soon as the weather allows and avoid soil erosion.

Frank Costa
Airport Manager



Town of Wiscasset

TOWN CLERK REPORT

To: Marian L. Anderson, Town Manager
From: Linda Perry, Town Clerk
Re: July Monthly Report
Date: August 15, 2017

The Clerk's office has started receiving official election materials and mailings in preparation for the November 7, 2017, Referendum Election. These materials include several reports that the State of Maine requires the Clerk to complete and return to the Secretary of State in Augusta.

Also included in the mailings are instructions and protocol for ordering supplies, ballot retention, completing the Notice of Election, absentee ballot information, and changes in election laws that will be in effect for the upcoming election. Absentee ballots will be available on October 6th. Post-election reports and voter participation for the June election have been completed.

Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$60,928.83	\$1146.80	\$1,454.00	\$338.80
Year to date	\$60,928.83	\$1146.80	\$1,454.00	\$338.80
Met yearly revenue projection by:	10.69%	18.96%	9.23%	11.29%



Town of Wiscasset

CODE ENFORCEMENT REPORT

To: Marian L. Anderson, Town Manager
From: Stan Waltz, Code Enforcement Officer
Re: July Monthly Report
Date: August 14, 2017

The month of July was busy answering the phone and returning calls to perspective new business owners. There has been interest in the former Stove Shop and Naked Leather property.

I have been in contact with the DEP regarding the Yacht Club. They would like to add a small addition and as long as it is away from the water side it is not a problem.

QT's ice cream stand has been sold, I'm trying to find out the new owner to get them to come in and apply for a pier permit.

I have sent three applicants off the Historical Commission for new houses.

The former NAPA store is going to the Planning Board for a change of use to a daycare.

The Sea Basket has a new ice cream take out window and expanded outdoor seating area.

Stan Waltz
Code Enforcement Officer
Wiscasset, ME
(207)-380-9873



Town of Wiscasset

EMS/EMA REPORT

To: Marian L. Anderson, Town Manager
From: Toby Martin, EMS/EMA Director
Re: July Monthly Report
Date: August, 11, 2017

July 72 calls for service. The new report program does not break down the towns by call. In the future I will keep track of the location to inform you.

Updates:

1. Contract Signed with Dresden. \$6,000 received
2. EMS Protective Gear ordered- 60 days to deliver
3. 2003 Ambulance out of Service- No Heat or AC in patient compartment area
4. Grants- MMA being sent in by the end of September. (Desk for Kathy O.)
5. Waiting on Fire Chief to move forward with exhaust system. He wants to meet with vendors, in regards to space at the fire station.
6. Boat safety complete. Deputy Williams and myself attended, and 1 other
7. EMA Training- I attended an EMA training in Aug. at CMMC- PEDI Disasters
8. Still need EMA-NIMS certificates from all departments by the end of September.

Respectfully Submitted,

Toby Martin- EMS Director



Town of Wiscasset

FIRE DEPARTMENT REPORT

To: Marian L. Anderson, Town Manager
From: T.J. Merry, Fire Chief
Re: July Monthly Report
Date: August 15, 2017

In the month of July the Wiscasset Fire Dept. responded to 9 calls for service.

- 4 MVA
- 2 Service Call
- 1 Co2
- 1 Fire Alarm
- 1 Fuel Leak

For training in the month of July, firefighter's went through another pump's class which we were also able to incorporate water shuttle into as well. Also we did car fires at our training site. (J.Gordon Merry Training Facility) Last we took a Sunday morning where a few of us met for breakfast at one of our local diners and then headed back to the training site to mow the property, weed wack, and pressure washed our classroom building. We take great pride in our training facility so making sure the grounds is taken care of is a must.

There are currently 22 members on our active roster, with 8 on our lifetime membership roster.

Respectfully Submitted,
TJ Merry, Fire Chief



Town of Wiscasset

Wiscasset Police Department

To: Marian L. Anderson, Town Manager
From: Jeffrey Lange, Wiscasset Police Chief
RE: July Monthly Report
Date: August 15, 2017

Significant Events and Issues

1. The PD took possession of new rifles that were purchased by Maine Yankee in exchange for training that we will be providing them.
2. Diane Hammond has resigned her position and are conducting an internal search first prior to advertising the position.
3. Michael Smith Resigned his position of Reserve Officer due to medical reasons.
4. Training has been scheduled for all the town employees for a boater safety course that will be free of charge that will take place in August by the Inland Fisheries Department.
5. Ordered a new Lidar (Radar unit that uses lasers). This is being purchased through a grant from the state. They will be giving us \$2000.00 towards this purchase.
6. DEP inspected the pump out station on the float and it was determined that there is a leak/crack in the tank. Public Works has agreed to pull the float from the water so that an assessment can be made to fix or replace the tank.
7. No calls of service statistics available at the time of writing this report.



Town of Wiscasset

PUBLIC WORKS DEPARTMENT

To: Marian L. Anderson, Town Manager
From: Doug Fowler, Public Works Director
Re: July Monthly Report
Date: August 15, 2017

Operations:

The department continues to operate short-handed as we seek a full-time driver/laborer to fill the position that was vacated in June when our most recent hire resigned to pursue a career elsewhere.

I did have a promising prospect, a young man from Wiscasset that was working with us as a part-time employee, but he, too, engaged in employment elsewhere. Therefore, we are down two team members.

Though short-staffed, we have been successful in keeping up with our routine responsibilities as well as completing tasks under time constraints. Steve Christiansen has done an outstanding job in leading and performing the care of the cemeteries, as well as maintaining the Town commons, in addition to his duties at the Municipal Building.

Bill Thayer and Matt Huber have been on the road edge diligently ditching and repairing shoulders in preparation for this season's paving plan. Ken Cooper has been wearing multiple hats tenaciously completing numerous endeavors, both routine and spontaneous.

Ted Snowdon has resolutely kept up with his duties as Town Mechanic while still being available to assist in other activities requiring additional support. Through teamwork and strategic-planning, we have made the season successful thus far.

Financials

At 8.3% of the budget year, all three accounts are below.

To conclude, I continue to be a proud leader of such a talented team. I am optimistic that we will attract a new member to join us in our perpetual success as a Department: hopefully soon!

Respectfully and at your service,

Doug



Town of Wiscasset

PARKS AND RECREATION DEPARTMENT

To: Marian L. Anderson, Town Manager
From: Lisa Thompson, Parks & Recreation Director
Re: July Monthly Report
Date: August 14, 2017

The Parks & Recreation Department strives to work with town departments, community organizations, schools, volunteers and our youth in an effort to provide a well-balanced selection for programming and facilities. This report is created to highlight these efforts during the past month.

Community Events

4th of July Celebration- wrap up meeting was held July 27

Coordination Meetings

- Met with Superintendent Heather Wilmot to discuss philosophy and collaboration- did site walk of school buildings
- Attended Chamber Executive Board Meeting – discuss collaboration for 4th of July and Scarecrow fest will be attending board meetings as a town liaison and is now the BAH (Business After Hours) Chair
- Attended Senior Luncheon with members of our Senior Center and Seniors from Richmond
- Met with Shari Fredette on Department financials and understanding of budget
- Met Senior Trustees, made plans to attend their next meeting
- Met with Katrina Wiley who will be assisting our department with marketing and branding of the dept. and programs
- Worked with Marian Anderson and Lori LaPointe on adjusting pay rates for lifeguards

Staff

- Held “Team” meeting with lead staff- planning bi-weekly meetings indefinitely
- Met individually with lead staff to discuss their skills, goals and vision

Facilities

- Did site walk of all Parks and Rec Facilities with Asst. Director
- Began the elimination of candy and soda from concession items
- New hours proposed to help trim operation budget (to begin September, 2017)

Programs

- Planning has begun to bring back a Program Brochure 3 times per year, online access and limited print supply for Fall
- Host Challenger British Soccer camp with 19 children week of July 17-21
- Mainly Summer Camp running strong with an average number of 40 kids
- Found our resident turtle a new forever home.

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

www.wiscassetrec.com



Town of Wiscasset

TRANSFER STATION

To: Marian L. Anderson, Town Manager
From: Ron Lear, Transfer Station Superintendent
Re: July Monthly Report
Date: August 8, 2017

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	148.77	-\$67
Demo	35.85	-\$63
Single Stream	25.28	-\$5
Metal	19.74	+\$130
Computers	0 lbs.	+\$0.15/lbs
Brush/Lumber	36	-\$35
Organics for Compost	1,600 lbs.	0
Mixed Copper/Alum/Lead	0 lbs.	+\$0.35/lbs.
Shingles	22.10	-\$48
	0	-\$0
Cardboard	0	+\$165

We also recycled 20 bales of cardboard.

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

Types	Revenues:
User Fees	\$3,617.86
MRC Dividend	\$ 0
Metal (Light iron, batteries, mixed copper)	\$ 0
Cardboard	\$ 0
Computers	\$34.06

Operations:

On the 5th we recycled 780lbs. of lead acid batteries. The 11th we shipped 39 lbs. of rechargeable batteries. The 12th we shipped 4 boxes of fluorescent tubes to Veolia. Cardboard is at a high of \$165 ton which makes it the most valuable item to recycle.

Expenses & Revenues:

Expenses are at 5.95% and the Revenues are at 2.2%



Town of Wiscasset

TOWN TREASURER REPORT

To: Marian L. Anderson, Town Manager
From: Shari Fredette, Town Treasurer/Human Resources
Re: July Monthly Report
Date: August 8, 2017

Finances: In the month of July the town collected a total of \$156,099.59 in Real estate taxes and \$342.65 in personal property taxes.

Credit card: Receipts for July were \$17,815.17

The Finance Department as of July 31st has spent 7.26% of its budget; we are 8% through our current fiscal year. YTD Finance has **underspent** by .74%.

The New Tax Anticipation Note is being finalized in the amount of \$1,857,987. We will be taking our first draw of \$500,000 on approximately 8/21/2017, possibly sooner depending on the School Expenses. Whenever the School's Operating account has a larger balance than needed, the Town will hold the monthly check until it is necessary to release. This avoids interest expense from accruing due to drawing on the TAN when we do not have to.

School Revenue/Expenses: The Town of Wiscasset processed checks to The Wiscasset School department in the month of July for \$502,378.78 but *due to cash flow* the Town held the check until 7/31/2017 and then released it. The School Revenue was \$450,128.03 and was comprised of The State Subsidy, School Lunch, special education reimbursement, school nutritinte, fuel, tuition, trans. Agreement, and Bank Interest Income. The Total School Revenue excluding the Town check was \$450,128.03 (the school did not deposit the Town's July check until August). The Total School Expense for July was \$703,953.16 which includes AP, PR, Maine State Retirement and Insurance. *Please see Shari for a more detailed breakdown of the revenue and expense or any other information you July want in regard to the School Department.*

As of July 31st the School's checking account had a balance of \$743,325.44, the School's payroll account was -0- , and the Wiscasset Elementary School account was \$9,876.26. The Town's checking Account had a balance of \$855,053.32.

Training: No training in July

Human Resources:

The Town had one work related injury to report to MMA Risk Management in July. Three new employees were hired for the Wiscasset Community Center in July. One new employee was hired for waterfront in July.

Please contact Shari Fredette @ 207-882-8200 Ext. 107 or treasurer@wiscasset.org if you have any questions.



Town of Wiscasset

WASTE WATER TREATMENT PLANT

To: Marian L. Anderson, Town Manager
From: William Rines, Waste Water Treatment Plant Superintendent
Re: July Monthly Report
Date: August 15, 2017

For the month of July our average flows were 187,000 gallons per day putting us at 30 % of our licensed flow. We recorded .7 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

Operations:

Still waiting for a copy of the study by Wright/Pierce to be sent to us for review. We have been out installing risers on manhole covers for all the paving projects being done by DOT and the town. Marking lines for the Water District project. Doing our own summer projects.

Training:

The voluntary inspection by OSHA went well we have only a few items to correct. We have redone most of them and have until September 9th to complete the list.

Financials:

We received \$33,213.84 in user fees for the month.

William Rines

9c

Timeline for the Town Meeting to Consider Repealing
the Wiscasset Historic Preservation Provisions of the Zoning Ordinance

TIMELINE FOR VOTE, PUBLIC HEARINGS AND REPORTS

In order to coincide with the Planning Board's regular meeting schedule, the joint public hearing of the Planning Board and the Historic Preservation Commission will take place at the Planning Board's meeting on Monday, August 28. [It is possible for the Board of Selectmen to hold its required public hearing on the proposal at this same hearing. The Board of Selectmen hearing must occur at least 30 days prior to the vote.]

The Ordinance Review Committee and the Historic Preservation Commission shall provide their report to the Board of Selectmen in time for the Board to consider it at its meeting on Tuesday, September 19. This meeting will also include the Board's vote whether to put the article for repeal on the ballot for November's secret ballot town meeting.

HEARING NOTICES

The Town will arrange to post and publish in a newspaper the following public hearing notices:

1. Notice of the August 28 public hearing of the Historic Preservation Commission and Planning Board shall be posted in the Town office at least 13 days before the hearing and published twice in the newspaper at least 12 days and 7 days before the hearing.
2. Notice of the August 28 public hearing of the Board of Selectmen (if the Board of Selectmen decides to hold it at the same meeting) shall be posted at least 13 days before the hearing in the Town Office and published twice at least 12 days and 7 days before the hearing. If the Board of Selectmen holds an additional public hearing at least 30 days before the town meeting vote, then notice of such additional hearing shall also be posted at least 13 days before the hearing in the Town Office and published twice at least 12 days and at least 7 days before the hearing.

QUESTION REGARDING ANNUAL TOWN MEETING

Some have raised a question about whether the town meeting can properly vote on whether to repeal the historic preservation provisions of the zoning ordinance at the town meeting on November 7, 2017, in light of the language in the historic preservation provisions that says the ordinance shall only be amended by vote of the governing body at the "annual town meeting".

First, the historic preservation provisions are contained within the Town's zoning ordinance. The zoning ordinance itself also has provisions regarding amendments and those provisions state, "The ordinance may be amended by majority vote of the governing body at any town meeting." Thus, there is an apparent contradiction within the zoning ordinance on this point. Second, there is a question about whether the removal/repeal of the entire zoning ordinance section governing historic preservation is an amendment of such provisions at all. If it is not actually considered an amendment because it is in fact the removal of all historic preservation provisions, then the entire section on amendment process is not applicable including the mention of annual town meeting.

Third, the town meeting of Wiscasset at any of its duly called and held meetings, as the legislative body of the Town, has the ultimate authority to repeal, enact or amend its own ordinances according to the state statutes governing such procedures. An ordinance may not bind future town meetings since each meeting is its own equal assembly with its own authority. Thus if the town meeting approves an article to repeal the historic preservation provisions it is in effect also authorizing and ratifying the process undertaken to do so,- since the town meeting has the authority to amend such procedures contained in an ordinance so long as they do not conflict with state statute.

Warrant
Special Town Meeting
Town of Wiscasset

Lincoln County, ss.

State of Maine

To: Chief Jeffery Lange [resident/constable] of the Town of Wiscasset in the County of Lincoln.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Wiscasset, in said County and State, qualified by law to vote in Town affairs, to meet at the _____, _____, on _____, the ___ day of _____, 2017, at _____ to act upon the following articles:

Article 1: To elect a moderator to preside at said meeting.

Article 2: Shall the Town enact an ordinance entitled "An Ordinance Repealing Section 10, the Historic Preservation Ordinance and the Historic Overlay Map, of the Town of Wiscasset's Zoning Ordinance" thereby ratifying the procedures used for such repeal?

Given under our hand this ___ day of _____, 2017, at Wiscasset, Maine:

Judith R. Colby, Chair

Benjamin L. Rines, Jr.

Jefferson Slack

Robert Blagden

Katherine Martin-Savage

A majority of the Municipal Officers of the Town of Wiscasset

A true copy of the Warrant, attest:

Linda E. Perry, Town Clerk

RETURN ON THE WARRANT

Town of Wiscasset, Maine
_____, 2017

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said town, qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant at _____ being public and conspicuous places in said town, on the ____ day of _____, 2017, being at least seven (7) days before the meeting.

ATTEST: _____
By

An Ordinance Repealing Section 10, the Historic Preservation Ordinance and the Historic Overlay Map, of the Town of Wiscasset's Zoning Ordinance

[Attach the following to the posted notices of the warrant and have available at the voting stations: (1) complete copy of Section 10 with all language redlined out, and (2) copy of the Historic Overlay Map to be repealed.]




Ordinance

Review

Committee

To: Select Board, Town of Wiscasset
Marian Anderson, Town Manager

From: Karl Olson, Chair, ORC 

Date: 10 July 2017

Subject: Repeal of Historic Preservation Ordinance

Your memo concerning the Historic Preservation Ordinance was not received by this committee until its May 22nd meeting. The planned May 8th meeting was not held due to a lack of a quorum. As you know, this committee has two vacancies thus all the remaining members must attend in order to have a quorum and conduct business. The committee was to work on the report at its June 12th meeting, but we did not have a quorum. We also did not have a quorum on June 26th, those of us who attended held an informal meeting with the town planner. We worked informally on the transition since his position had just been eliminated. The regular July 10th meeting had been cancelled earlier based on known vacation schedules.

If the committee has a quorum at the scheduled meeting on July 24th, we will begin working on outlining the procedure for repealing the Historic Preservation Ordinance. However, that procedure will probably require some additional research which will mean that our report would not be finalized before a second meeting on August 14th. We are now operating without the aid of a town planner who would normally research such topics for us. We are all volunteer lay people with busy lives who can only give a limited amount of our time outside of the meetings for such work.

Based on your May 22nd memo, we should have had a report within 90 days of the select board's May 2 meeting which would be July 31. Your instructions say we should have a joint public hearing hosted by the planning board no later than July 21. Said public hearing requires public notice in the newspapers no later than 12 days before which is July 9th. Thus, it is impossible for this committee to meet the time line that you laid out.

Based on our possibly issuing a final report at our scheduled August 14th meeting, a joint public hearing could be held on the planning board's regular meeting scheduled for August 28th and presented to the select board at their first meeting after that date.

In reviewing Article VI, Zoning, Section 10, "Historic Preservation Ordinance", I note that in Section 10.8, "Conflicts, Amendments and Violations" that it states "This Ordinance shall be amended only by vote of the governing body at the annual Town Meeting." Thus, no matter what or when the ORC reports to the select board, this Historic Preservation Ordinance will be in effect until sometime in June, 2018.

HM Payson Monthly Statement of Wiscasset Accounts

100

Account Name	Market Value as of 05/30/2017	Market Value as of 06/30/2017	Market Value as of 07/31/2017
Montsweg Dam Reserve Fund	\$ 133,202.15	\$ 133,764.07	\$ 135,051.19
Cemetery Trust Fund	\$ 1,745,019.10	\$ 1,752,380.56	\$ 1,769,242.41
General John French Scholarship	\$ 51,034.20	\$ 51,249.49	\$ 51,742.62
Jackson Cemetery Fund	\$ 24,736.98	\$ 24,841.34	\$ 25,080.37
Larabee Band Fund	\$ 598,677.71	\$ 601,203.26	\$ 606,988.19
Haggett Scholarship Fund	\$ 11,336.83	\$ 11,384.65	\$ 11,494.20
Mary Bailey Fund	\$ 364,625.80	\$ 366,163.99	\$ 369,687.31
Seth Wingren Fund	\$ 22,912.04	\$ 23,008.70	\$ 23,230.09
Wiscasset Community Center Endowment Fund	\$ 2,595.81	\$ 2,606.76	\$ 2,631.84
Cooper-DiPerri Scholarship Fund	\$ 35,809.02	\$ 35,960.42	\$ 36,306.45
Recreation Scholarship	\$ 670.77	\$ 673.60	\$ 680.09
Town of Wiscasset Endowment Fund Total	\$ 2,990,620.41	\$ 3,003,236.84	\$ 3,032,134.76
Town of Wiscasset Capital Reserve	\$ 2,008,650.13	\$ 2,018,077.75	\$ 2,037,546.10
Town of Wiscasset Construction Reserve	\$ 2,215,338.31	\$ 2,225,736.03	\$ 2,247,207.65
Town of Wiscasset Equipment Reserve	\$ 3,610,473.42	\$ 3,627,419.22	\$ 3,662,412.85
Town of Wiscasset Furnace Replacement Reserve	\$ 297,068.13	\$ 298,462.42	\$ 301,341.68
Town of Wiscasset Major Repairs Reserve	\$ 400,174.54	\$ 402,052.76	\$ 405,931.36
Town of Wiscasset Recreation Building Reserve	\$ 1,569,716.17	\$ 1,577,083.66	\$ 1,592,297.75
Town of Wiscasset Retirement Health Insurance Reserve	\$ 360,668.10	\$ 362,360.90	\$ 365,856.58
Town of Wiscasset Roof Repair Reserve	\$ 272,793.98	\$ 274,074.34	\$ 276,718.33
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 74,517.42	\$ 74,867.17	\$ 75,589.41
Town of Wiscasset Highway Department Capital Reserve	\$ 1,920.34	\$ 1,929.35	\$ 1,947.96
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 2,560.47	\$ 2,572.48	\$ 2,597.30
Town of Wiscasset Reserve Funds Total	\$ 10,813,881.01	\$ 10,864,636.08	\$ 10,969,446.97

Dept	Account	2017-2018 Approved Budget	YTD as of 07/31/17 (8.3% of budget year)	Balance w/ carry forward	% spent of budget
25-01	ADMINISTRATION	\$ 193,564	\$ 14,208	\$ 179,356	7.3%
72-01	AIRPORT	\$ 254,697	\$ 38,886	\$ 215,811	15.3%
27-09	ANIMAL CONTROL	\$ 11,487	\$ -	\$ 11,487	0.0%
25-05	ASSESSING	\$ 6,097	\$ -	\$ 6,097	0.0%
25-32	BOARDS & COMMITTEES	\$ 1,361	\$ 37	\$ 1,324	2.7%
53-14	CAPITAL IMPROVEMENT	\$ 460,463	\$ 3,372	\$ 457,091	0.7%
25-31	CELEBRATIONS	\$ 12,000	\$ 8,000	\$ 4,000	66.7%
31-11	CEMETERIES	\$ 58,663	\$ 3,592	\$ 55,071	6.1%
25-33	CODE ENFORCEMENT	\$ 50,485	\$ 4,408	\$ 46,077	8.7%
45-15	COMMUNITY ORG/WP LIBRARY	\$ 67,800	\$ -	\$ 67,800	0.0%
25-11	CONTINGENCY	\$ 20,000	\$ -	\$ 20,000	0.0%
25-30	CONTRACTUAL SERVICES	\$ 116,000	\$ 2,142	\$ 113,858	1.8%
14-99	COUNTY TAX	\$ 594,745	\$ -	\$ 594,745	0.0%
25-08	ELECTIONS	\$ 21,226	\$ 95	\$ 21,131	0.4%
78-01	EMS	\$ 544,250	\$ 50,758	\$ 493,492	9.3%
25-06	FINANCE	\$ 226,198	\$ 16,425	\$ 209,773	7.3%
27-02	FIRE	\$ 137,616	\$ 11,872	\$ 125,744	8.6%
25-34	GENERAL ASSISTANCE	\$ 25,076	\$ 302	\$ 24,774	1.2%
25-12	MUNICIPAL BUILDING	\$ 68,152	\$ 2,826	\$ 65,326	4.1%
25-35	MUNICIPAL INS./UNEMPLOY	\$ 42,381	\$ 11,158	\$ 31,223	26.3%
25-02	OFFICE OF SELECTBOARD	\$ 27,247	\$ 1,402	\$ 25,845	5.1%
79-01	PARKS & RECREATION	\$ 648,222	\$ 35,612	\$ 612,610	5.5%
80-01	PARKS & RECREATION (Special Revolving)	\$ 175,307	\$ 15,104	\$ 160,203	8.6%
25-17	PLANNING	\$ -	\$ -	\$ -	
27-01	POLICE	\$ 446,992	\$ 39,825	\$ 407,167	8.9%
25-37	PUBLIC UTILITIES	\$ 220,800	\$ 3,229	\$ 217,571	1.5%
31-03	PUBLIC WORKS	\$ 665,997	\$ 38,264	\$ 627,733	5.7%
240-35	RETIREE HEALTH INSURANCE	\$ 34,559	\$ 3,340	\$ 31,219	9.7%
77-01	SENIOR CENTER	\$ 11,482	\$ 177	\$ 11,305	1.5%
45-04	SHELLFISH	\$ 8,605	\$ 538	\$ 8,067	6.2%
25-36	TAN INTEREST/School withdrawal BAN interest	\$ 61,459	\$ -	\$ 61,459	0.0%
25-07	TOWN CLERK	\$ 83,902	\$ 5,804	\$ 78,098	6.9%
76-01	TRANSFER STATION	\$ 555,873	\$ 33,068	\$ 522,805	5.9%
74-01	WASTEWATER	\$ 451,831	\$ 34,325	\$ 417,506	7.6%
73-01	WATERFRONT	\$ 39,555	\$ 2,657	\$ 36,898	6.7%
	Totals	\$ 6,344,092	\$ 381,426	\$ 5,962,666	6.0%



Office of the Town Clerk

51 Bath Road
Wiscasset, ME 04578

Phone: (207) 882-8200

Fax: (207) 882-8228

E-mail: clerk@wiscasset.org

BUSINESS LICENSE APPLICATION

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

Name/Title of Business: CUNNINGHAM SECURITY SYSTEMS
New Business Existing Business 39 years in operation Ownership/Location Change

Location of business: 110 BRADFORD RD. WISCASSET

Preferred mailing address: 10 PRINCES POINT RD YARMOUTH ME 04096

Business phone number: 207-846-3350

Description of business: ALARM INSTALLATION & MONITORING

Owner's name: MICHAEL MAJOR

Owner's home address: 10 PRINCES POINT RD YARMOUTH ME 04096

Owner's telephone number: 207-846-3350

*Emergency contact person: DAVE MAJOR

*Emergency phone numbers: home: - cell: 207-329-4445

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

NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

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

Will you need a sign permit? _____

Will this business be a home occupation? _____

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

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

Provide e-mail and/or web address: _____

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

I, STEVE HAMLEN, state that I am GENERAL MANAGER of the above name firm or business, and make oath that the information stated above is true and I am aware that all applicable local, state and federal ordinances, laws, rules, and regulations must be complied with before this License can be issued.

Date: 2/17/17

Signature: [Signature]
TOWN CLERK

DATE RECEIVED:

DATE APPROVED:

ASSESSING:

WERK LIST: