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WISCASSET SELECT BOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
JULY 9, 2019

Preliminary Minutes

Present: Kim Andersson, Chair Judy Colby, Kathy Martin-Savage, Vice Chair Ben Rines, Jr., and Jeff Slack and Town Manager John O'Connell

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

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

**Kathy Martin-Savage moved to approve the payroll warrants of June 21 and 28 and July 5, 2019. Vote 5-0-0.**

**Kathy Martin-Savage moved to approve the accounts payable warrants of June 27 and July 2 and 9, 2019. Vote 5-0-0.**

3. Approval of Minutes

**Ben Rines, Jr., moved to approve the minutes of June 13, 2019 as amended. Vote 5-0-0.**

**Kathy Martin-Savage moved to approve the minutes of June 18, 2019. Vote 3-0-2 (Ben Rines, Jr., and Kim Andersson abstained).**

4. Special Presentations or Awards

a. Wiscasset Appreciation Day Proclamation – City of Alexandria, Virginia: Judy Colby read the proclamation expressing the appreciation of Alexandria, Virginia for Wiscasset's hospitality and assistance in the restoration of the Providence and declaring June 19, 2019 as "Wiscasset Appreciation Day."

5. Committee Appointments

**Ben Rines, Jr., moved to approve the appointments of Debra Pooler to the Ordinance Review Committee and Stephanie Davis to the Budget Committee. Vote 5-0-0.**

6. Public Hearing

a. Liquor License: Louis Ryland, DBA Seabasket, LLC: **Ben Rines, Jr, moved to open the public hearing. Vote 5-0-0.** There was no discussion. **Ben Rines, Jr., moved to close the public hearing. Vote 5-0-0.** **Kathy Martin-Savage moved to approve the liquor license for Louis Ryland, DBA Seabasket, LLC. Vote 5-0-0.**

7. Public Comment

There was no public comment.

#### 8. Department Head or Committee Chair

a. Historic Preservation Commission, Susan Blagden, Chair: Blagden requested funds for postage to send postcards to property owners in the Historic District. The cards will include a map of the historic district and information on the Historic Preservation Commission, the National Register, what can be done in the district and a referral to the town website. She estimated 380 to 400 cards would be sent out with a maximum cost of \$200. As an alternative, she said that funds could be raised as they were for the Installation of the Hesper fund. She also asked for funds for a secretary for the commission. **Jeff Slack moved that if Susan Blagden cannot raise the funds from donations, the selectmen would fund the mailing from contingency funds.** Blagden was advised to submit a budget to the selectmen for the next budget year. **Vote 4-1-0** (Andersson opposed).

b. Ordinance Review Committee, Karl Olson, Chair: In a memo to the selectmen, Olson had requested permission from the selectmen to work on several items: parking in the Village Waterfront and Village I zones; changes to the Subdivision and Site Plan Ordinances, and bringing the Shoreland ordinance into compliance with the state model. Judy Colby recommended not addressing the downtown parking issue until the DOT project is finished. Kim Andersson said she opposed the ORC restricting parking without understanding the issues, research and a cost/benefit analysis. Judy Colby asked that Karl Olson be invited to a select board meeting to discuss the issues.

#### 9. Unfinished Business

a. Revision to mooring applications: The Wiscasset Waterfront Committee had recommended a change to all Mooring Applications and asked for approval from the board. **Ben Rines, Jr., moved to revise the Mooring Application to require proof of insurance on each vessel and to include a towing/salvage endorsement. Vote 5-0-0.**

b. Ransom Qualified Environment Professional Contract: John O'Connell asked permission to sign the contract on behalf of the town. The Board had previously selected this firm for the Brownfields Cleanup Program. **Judy Colby moved to authorize Town Manager John O'Connell to sign the contract. Vote 5-0-0.**

#### 10. New Business

a. Sewer Abatement-WM 681 Bath Road LLC: The application for abatement was made within 30 days of the date of the bill and included copies of bills from May 2018 and May 2019 for comparison. The water use increase was due to a broken pipe. **Ben Rines, Jr., moved to grant the abatement. Vote 5-0-0.**

b. Alna Transfer Station Contract: Doug Baston, Alna Selectman, asked that the board evaluate a better way to assess Alna for its use of the transfer station than is in the current contract. He said Alna would sign a one-year contract with Wiscasset, would like to discuss with O'Connell evaluating a better way to assess Alna to make it fairer and would like to include Westport Island in the discussions. **Judy Colby moved to ask Alna to sign a one-year contract and within the next year to meet with Westport and**



f. Residuals Management Service Agreement Extension: The current contract expires on November 9, 2019, and the service is offering a three-year extension upon negotiation of a new agreement with language addressing odor and other operational constraints necessary to continue servicing Wiscasset. O'Connell and Richard Gaeth will meet to discuss the offer.

g. Quit Claim Deed

- Mark A. Ezzell, Map R05, Lot 058-E: **Judy Colby moved to grant the quit claim deed. Vote 5-0-0.**

h. Bills of Sale for payment of taxes

- Brandon Shea (Building location on Map R05, Lot 047-A01)
- Katie and Richard Rackliff (Mobile home located on Flood Avenue)
- Joshua Waite (Mobile home located on Flood Avenue)

**Jeff Slack moved to approve the bills of sale for Brandon Shea (Building location on Map R05, Lot 047-A01), Katie and Richard Rackliff (mobile home on Flood Avenue) and Joshua Waite (mobile home on Flood Avenue). Vote 5-0-0.**

## 11. Town Manager's Report

a. Maine Art Gallery-Site Visit Request: O'Connell had visited the former Wiscasset Academy building and noted it needs painting and repair. The current lease for \$1 per year to the Maine Art Gallery expires in August. O'Connell said he hasn't seen money in the budget for the Art Gallery. Susan Blagden said the building was a great asset and the new board has made a difference in the use of the building with new exhibits which have attracted many people to town. The selectmen have been invited to visit the building and will meet with the director on July 23 at 5:30 before the selectmen's meeting. Maryellen Barnes said the State has grant money possibly for roof repair. Judy Flanagan said she would like to see alumni of the former school raise funds for the building.

b. Certified Tax Collector Certification- Molly Bonang: O'Connell congratulated Molly Bonang on her certification.

c. Wiscasset Community Center holiday closures: O'Connell said there has been pressure on Parks and Recreation to address budgetary concerns and, in reviewing options, the decision was made to close on holidays, as does the rest of the town. A comprehensive report from the Parks and Recreation Director will be made in August. The director reported that summer camp registrations were lower than last year, the fitness program is doing well and that the membership rates were increased as of July 1 with increases in the following two years planned.

d. Stranded Act-Legislation: The board passed a resolution last year supporting the Stranded Act legislation which has now been sponsored by Senator Susan Collins; Senator King has also signed on as an original co-sponsor of the bill which will help communities with the cost of storing the spent nuclear fuel. Ben Rines, Jr., asked that Senators Collins and King be thanked for their work.

## 12. Other Board Business

Kathy Martin-Savage thanked Kim Andersson for her work on the July 4<sup>th</sup> parade. She also thanked the Police Chief, Town Manager and Public Works Director for following up on a resident's request to close Lee Street to traffic during the parade.

Ben Rines, Jr., asked that the Selectmen's guidelines be put on the next agenda.

Kim Andersson announced that a meeting on the Comprehensive Plan Committee would be held at 6 p.m. on Wednesday, July 10 at the Wiscasset Middle High School library and invited anyone interested to attend.

**Judy Colby moved to appoint Jeff Slack to the Finance Committee. Vote 5-0-0.**

**13. Adjournment**

**Kathy Martin-Savage moved to adjourn the meeting at 7:16 p.m. Vote 5-0-0.**

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**Town of Wiscasset  
Board/Committee Membership Application**

Full Name: Christopher Tinturo

Street Address: 16 wood lane. Apt. A

Mailing Address: Same. Home Phone:           

Town of Legal Residence: Wiscasset.

Work Phone:            Cell Phone: 837-1594 E-mail           

I wish to be considered for the appointment to the: Ordinance Review

           Term Of Appointment 3 years

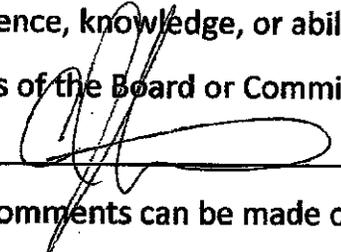
Full member:  Reappointment:  Alternate member:

Do you currently serve or have you ever served on any Town Board? KC

If yes, please state which Board or Committee/term exp.           

List civic organizations to which you belong now:           

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: 2 years dealing with planning board.

Signature:  Date: 7/1/19

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at [clerk@wiscasset.org](mailto:clerk@wiscasset.org)

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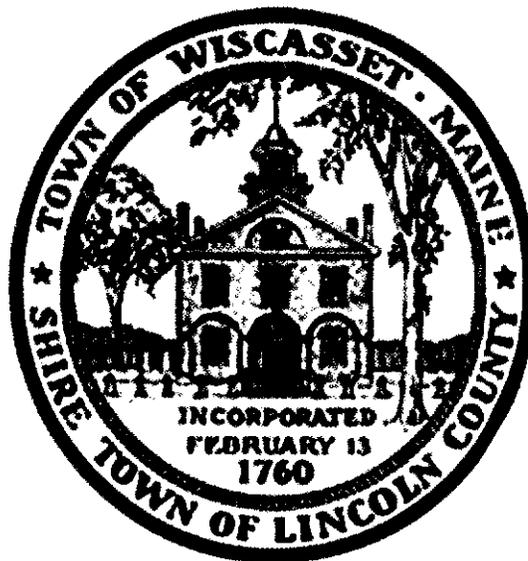
For Office Use:

Date received: 7/1/19 Date Appointed:            Term:           

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**Town of Wiscasset**  
June 2019  
Monthly Reports





# Town of Wiscasset

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## AIRPORT REPORT

**To:** John O'Connell, Town Manager  
**From:** Rick Tetrev, Airport Manager  
**Re:** Monthly Report  
**Date:** July 17, 2019

Activity for the month of June 2019, as reported by the G.A.R.D. system (Airport Invisible Intelligence System), totaled 495 operations. In a comparison of 2018 there is a difference of 43 operations, with 2018 having 538 operations. The trend for 2019 continues to be slightly higher than 2018. Weather in the month of June was a factor in having fewer flights from 2018 with eight days of five or less ops.

Sale of 100 LL Aviation Gas was up by 870 gallons since May. Sale of 100 LL Aviation Gas was 4209 gallons for a gross revenue of \$20,629.60 dollars. Sale of Jet-A was 254 gallons for a gross revenue of \$988.84 dollars. We purchased 499 gallons of Jet A and 8204 gallons of 100 LL Aviation Gas on June 20. As of today July 17 we have 4554 gallons of 100 LL Aviation Gas and 2322.77 gallons of Jet A. I anticipate taking another 8000 plus gallons will be required within the next week or two at the most.

In June, KIWI had 25 aircraft that were housed for one night or more, either on the ramp or in a hangar. From those 25 aircraft we collected \$3,315.00 in fees and sold \$4,450.32 dollars of 100 LL gallons of Aviation Fuel.

As of June 24 Andrea Williams, Airport Supervisor, returned to her summer work schedule. She is a teacher of French and Spanish at Mt. Ararat in Topsham. On June 26 Andrea and I attended required safety training put on by the Parks and Recreation Department. I find this to be very valuable and it is good to step away from the office and focus just on safety.

Respectfully submitted,

*Rick Tetrev*



# Town of Wiscasset

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## TOWN CLERK REPORT

**To:** John O'Connell, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** June Monthly Report  
**Date:** July 17, 2019

### **Elections & Town Meetings:**

The June 11, 2019 Election of Officers and Annual Referendum were held at the Wiscasset Community Center from 8:00 a.m. to 8:00 p.m. Susan Blagden was elected Moderator. Congratulations to our Selectmen, Jeff Slack and Katharine Martin-Savage who were elected for 2 year terms.

Absentee ballots were made available until the June 6<sup>th</sup> deadline. Post-election reports including voter participation history, entering registered voters and completing any unresolved absentee ballots that were not returned by the deadline will now be completed.

### **Clerk**

#### **Commercial Waste Hauler License:**

- Riverside Disposal, 700 River Road, Chelsea ME 04330

#### **Shellfish License Sales:**

Commercial Shellfish Licenses sales continued through June. All commercial licenses have been sold. We still have Resident Recreational Licenses available.

- 12 Resident Commercial Licenses
- 2 Non Resident Commercial Licenses

#### **Catering Permits Issued:**

- Pizza Pie on the Fly LLC, DBA Noble Barbecue at Marianmade Farm on July 5, 2019.
- Trillium Events at Marianmade Farm on June 8, 2019.
- Dandelion Catering Co at Marianmade Farm on July 13, 2019.



# Town of Wiscasset

**Financials:**

	Auto Excise	Boat Excise	Agent Fees	Vital Fees	Airplane Excise
Monthly Revenues	\$56,483.78	\$1,821.10	\$1,321.00	\$686.20	\$---
Year to date	\$719,193.41	\$5,724.00	\$15,629.50	\$2,906.40	\$5,701.81
Met yearly revenue projectio n by:	119.87%	94.61%	91.94%	-----	162.91%



# Town of Wiscasset

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## CODE ENFORCEMENT REPORT

**To:** John O'Connell, Town Manager  
**From:** Bruce Mullins, Code Enforcement Officer  
**Re:** June Monthly Report  
**Date:** July 16, 2019

### Building Permits:

- Gardiner Road-Used mobile home
- Fort Hill Street-Bathroom remodel
- Gibbs Road-Screened in deck
- Beechnut Hill Road-Living room addition
- Bath Road-Deck
- Bath Road-Tower upgrades
- Hilltop Drive-Wheelchair ramp
- Gardiner Road-Tower upgrade
- Dow Road-Garage
- Old Dresden Road-New home
- Bath Road-Addition
- Birch Point Road-Shed

### Plumbing Permits:

- Gardiner Road-INT
- Bath Road-INT
- Chewonki Neck Road- SSWD field only
- Hickory Drive-SSWD complete system

### Correspondence:

- Letters for sign permits
- Letter to Sea Salt for business License
- Letter to Heather Pitcher concerning Rt. 1
- Start process concerning Mr. & Mrs. Pinkham
- Checked on the town pier
- Work with Dollar Tree, Dollar General, new dental office across the street from Quick Stop
- Final for the duplex at Chewonki Foundation
- Final for Water Street Bar and Grill
- Meeting with the head plumbing inspector concerning a property on Lowelltown Road
- Meeting at Holbrook Pond
- Meeting at the airport
- Secured a survey company for the pump station at Holbrook Pond



# Town of Wiscasset

## EMS/EMA REPORT

**To:** John O'Connell, Town Manager  
**From:** Dennis Simmons, EMS/EMA Director  
**Re:** June Monthly Report  
**Date:** July 13, 2019

Treated - Transported by this EMS Unit	38	63.33%
Patient Evaluated, No Treatment/Transport Required	6	10.00%
Patient Treated - Refused Transport	4	6.67%
Canceled (Prior to Arrival At Scene)	3	5.00%
Dead at Scene-Resuscitation Attempted (Without Transport)	2	3.33%
Intercept	2	3.33%
Patient Refused Evaluation/Care (Without Transport)	2	3.33%
Assist - Public	1	1.67%
Dead at Scene-No Resuscitation Attempted (Without Transport)	1	1.67%
Standby - Public Safety Support	1	1.67%
<b>Total: 60</b>		<b>Total: 100.00%</b>

Wiscasset	29	48.33%
Dresden	20	33.33%
Westport Island	5	8.33%
Boothbay	4	6.67%
Not specified	2	3.33%
<b>Total: 60</b>		<b>Total: 100.00%</b>

Call volume was up 20% vs. May, much of it in Dresden, which is typically 18% of our overall volume. We responded to Boothbay 4 times for a paramedic intercept.  
Total call volume for the last fiscal year was 773, 502 of which were Wiscasset

We received 11 applications for the deputy director's position, several of which were internal candidates. So far we have interviewed 6 candidates. Each applicant has a unique skill set/s that would be beneficial to the department. The decision as to whom to appoint will be a difficult one. We hope to have a decision early in July. I would like to point out that several members of the department volunteered to be part of a hiring committee to interview candidates. These folks have given up several evenings to assist in finding the most suitable individual and have done admirable job.



# Town of Wiscasset

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The Maine Ambulance Association has been working very hard this legislative session to increase the ambulance reimbursement rates for Mainecare, which at present is about 40-45% of Medicare rates. As introduced the legislation would increase rates to the average Medicare rates, \$10 million overall. This legislation came out of committee with an "ought to pass" recommendation. As always, there is a lot of competition but we are ever hopeful that the legislature will realize that Maine's ambulance services desperately need this funding.

EMS1 Academy, the learning management system, is up and running. This system provides online continuing education to our providers to insure they are up to date on the latest information. It also helps with continuing education hours for relicensing. Each month all providers are required to complete an assigned course in such areas as medical knowledge, patient care, medication administration and so forth, as well as required annual training safety training, operations training, and administrative training. This is in addition to and supplements required hands-on training. The system is customizable so we can create department specific training. So far it is working very well.

I attended a Maine Municipal conference on Human Resource Management. This conference was of particular interest to me for the breakout session on the recruitment and retention of first responders. What really came out of the session was we have a huge problem throughout the state in adequately staffing our police, fire and EMS agencies, both on the volunteer side as well as the career side. Many full-time departments have openings that they cannot fill. If this trend continues we will be in a crisis situation (which some areas feel they are already in). This session was put on by the Maine Fire Chiefs Association who, along with other stakeholders, are working hard to find new ways to address the issue. Unfortunately, there are no easy answers.

Thanks goes out to the Wiscasset Fire Department for their assistance with a few calls and especially to Tim Merry for his help in covering when we needed help.



# Town of Wiscasset

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## Wiscasset Police Department

To: John O'Connell, Town Manager  
From: Lawrence Hesseltine, Wiscasset Police Chief  
RE: June Monthly Report  
Date: July 8, 2019

The police department continues to struggle filling 24/7 shifts relying on part-time staff which is not always available to cover.

The department held its D.A.R.E. Graduation with great success graduating 27 5<sup>th</sup> grade students. Attached is the winning D.A.R.E. Essay which I would encourage you to read, to see just how the D.A.R.E. Program is affecting our students. The winning essay was written by Gabbi Smith.

We are continually looking to be involved in community events and being out in the public on a positive note.

The Police Department responded to 445 calls for service during the month of June. Officers responded to 12 motor vehicle accidents. Officers conducted 33 motor vehicle stops and issued 7 traffic citations

### Arrests were made for the following:

- OUI (alcohol)
- Use of drug paraphernalia
- Criminal trespass
- Criminal mischief
- Burglary
- Violating condition of release
- Domestic Violence Assault
- Negotiating a Worthless Instrument

The Department has currently made 19 OUI arrests in 2019. Here are the OUI arrests for the same time period in previous years: 2018 (6), 2017 (15), 2016 (15), and 2015 (11).

*Year to Date (6/30/19) calls for service are 3563.*

*In June we made a total of 13 arrests bringing our year to date total to 114 Arrests. June of 2018 the department made 13 arrests, and previous year to date totals are 52 for the same time period in 2018 and 38 in 2017. The Department continues to increase, we are currently 153% more arrests than the average arrests of the past 2 years.*

Larry Hesseltine  
Chief of Police

I choose D.A.R.E.

Gabrielle Smith ~ 5G - 5S

Through my fifth grade D.A.R.E. class I have learned to make smarter decisions regarding the use of tobacco. I learned about pressure and peer pressure and that you can be pressured into doing drugs or doing something you know is wrong and how to evaluate the situation, evaluating is reviewing your decisions..

You can be peer pressured into doing anything by friends and even family.

Our first lesson was about being responsible and being reliable and dependable so that people can count on you and you can follow through with your task or job.

It's being there for someone so that you can be trusted and make better choices.

Our second lesson I believe was about the (DDMM) the (Dare Decision Making Model). The (DDMM) is a way of making safer and more responsible choices using four steps, which are (Define, Assess, Respond, Evaluate). Define means (Describe the problem, challenge, or opportunity.) Assess means (What are your choices?). Respond means (Make a choice. Use the facts and information you have gathered.) Evaluate is the most important because it is reviewing your decision to tell whether or not you made a good decision. Evaluate means (Review your decision. Did you make the right choice?).

The (DDMM) is something I hope will always stay with me because it's something that I'll need to keep me and others safe from harm. I say that because I know that in situations where I didn't do something right I could think back to the (DDMM) because it's a model that can make you think harder about whether or not you made a good choice.

I learned that a drug isn't something that isn't necessarily what I thought it was, a drug is any substance that isn't food that can change the way your mind and body work and make you do things that you'll have to later on evaluate, if you can't evaluate then you could die. I'm glad I learned a drug is something that can affect how you act and your body because then I'll be able to use that knowledge later on in life. I also learned that drugs and alcohol can either save or ruin your life.

In one of our lessons Chief Hesseltine taught the fifth grade what a risk is. A risk is basically taking a chance and every risk you take will have a consequence, whether or not it's good or bad. When the lesson was being taught I was thinking about a lot of risks that I'd taken personally and I never realised that some risks could be good, I didn't know that before because I never really thought about it.

One of my favorite lessons was how we express feelings with others and how it can affect them or yourself. We watched a video where Sofia's friends were calling her "Teacher's Pet" and so

she communicated in a Demanding and Confident way to where her friends got a bad signal and got mad at her. I liked that lesson a lot more than the others because I know that sometimes people can't control Stress and they don't know how to calm down all the time.

I also learned in that lesson that there is a way to communicate while respecting others. Another lesson was our actions physically or our body language that goes with what we're saying, like if I were talking about something nice and I looked mad it could throw others off. I also remember that we did an activity where we had a partner and we had to look away and not listen to what they were saying and that we learned looking at the person and how to show them you're paying attention by body language and exc.

Understanding how other people feel was also a helpful lesson for me personally because before (.D.A.R.E.) class I didn't understand, but then we learned what kind of body language can show the other person/people how you feel depending on how you communicate with them. Example: Karlee unsurely said to Justine that she wanted to go to Gabbi's birthday. That shows that Karlee might not actually want to go to Gabbi's birthday.

Our fifth grade also learned about forms of bullying which are (Verbal, Physical, Cyber). Verbal bullying is name calling, teasing, leaving somebody out of a game or conversation and gossip. Physical is pushing, shoving, hitting and it's where you use your body to harm someone and make them feel isolated.

Bystanders are people that see and or witness somebody being bullied and they have the opportunity to help the target.

Our recent class was about Bullying and the difference between Telling and Tattling. Telling is giving information to an adult that is trusted to help somebody or to help keep them safe, but tattling is when you are trying to get somebody in trouble for something harmless and something that isn't that important. Chief Hesseltine also taught our fifth grade that having a trusted adult you can talk to and ask for advice from is a helpful thing for you to have.

I think Chief Hesseltine was very helpful and is a life saving teacher and he has taught me to trust the (DDMM) and always evaluate and to rethink your decisions and ask yourself if you made the right choice.

That is about what I learned but after going through D.A.R.E I realised that having a trusted adult and being able to express how you feel while respecting others around you and that some Chiefs and Cops aren't as bad as I used to look at them. I think that D.A.R.E. was very helpful and a good learning experience.

I also thought that through (D.A.R.E.) being a leader to your family, friends and classmates could possibly save lives and help others. Knowing that it will make me more aware and appreciative of having to go to (D.A.R.E.) even though I didn't want too ... at first.



# Town of Wiscasset

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## PUBLIC WORKS DEPARTMENT

**To:** John O'Connell, Town Manager  
**From:** Theodore Snowdon, Public Works Director  
**Re:** June Monthly Report  
**Date:** July 17, 2019

### **Operations:**

In addition to our daily routine:

- Kept up with all the preparations in getting the Town ready for the 4<sup>th</sup>.
- Started the annual brush hogging of old land fill, airport and all the Towns property that needs it. The rain and wet areas have made it a real challenge this season.
- Started road side mowing though out the Town.
- Took delivery of well needed mowers for Cemetery crew.
- Started the bidding for winter sand and new hot top on Cushman Pt. and Clarks Pt.
- Started road stripping.
- Added speed bumps with a new stop sign on Lee Street.
- Added the waterfront bathroom cleaning to our list of duties.
- Obtained permission through the State Warden service to trap any Dam building critters in Town water ways to prevent flooding.
- With still no luck on filling the Mechanics position, we also have been keeping up with maintenance and repairs on our trucks, and finding time to service police cars and Ambulances.
- Made repairs to south side boat ramp do to erosion.
- Replaced some rotten planks on Creamery pier.
- Finished up all needed safety training and passed our safety works inspection.
- Replaced all out dated trash containers throughout the Town with new up to date cans.
- Repaired and replaced power drop on town commons with the assistance of C.M.P.

I would also like to mention the hard work and dedication of our Public Works crew and the ongoing support from our Town Manager and staff.

To conclude, all is well within the Department.

Respectfully,  
Ted/crew



# Town of Wiscasset

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## PARKS AND RECREATION DEPARTMENT

**To:** John O'Connell, Town Manager  
**From:** Lisa Thompson, Parks & Recreation Director  
**Re:** June Monthly Report  
**Date:** July 5, 2019

### Program Updates & Community Events

- Hosted WMHS Project Graduation with 18 graduates attending the all-night event. Special thanks to the parents, WMHS administration and faculty for helping chaperone and organize.
- All employees took part in Annual safety training on June 26.
- Mainly summer camp staff began training for camp June 24; with Camp beginning July 1<sup>st</sup>.  
55 children registered for camp with average weekly number of 40 campers.
- After School Adventures wrapped up another year serving approximately 32 children; plans for a "Early Adventures", before school care to be added in the fall.

### Coordination Meetings & Professional Development

- Site walk on Wiscasset Trails with Bob MacDonald, Andy Bezon of Mid Coast Conservancy and Doug Beck from Maine Bureau of State Parks and Lands to determine what grant funding may be appropriate and accessible for trails and Montsweg Dam Preserve.
- Team Meeting (1)
- Meeting with Bob to discuss maintenance shutdown week projects; Shutdown week will be August 24- September 2.
- Staff Safety training and meeting; will begin performance reviews with all staff in July.
- Planning for Northern New England Recreation and Parks Conference.
- Bob Macdonald met with Conservation Commission Committee to discuss plans for seeking grant funding for Montsweg Dam Preserve and

### Director's Notes:

The month of June was a mixture of success and losses for the department. While the budget passed for the 19-20 fiscal year, we lost a few employees to other employment. The reason for most was due to their hours being cut by the board in May. While it is important to watch the bottom line, it is just as important to take care of those who take care of you; in this case the unsung heroes who keep this department going- our part time help. Furthermore, staff wages for the fiscal year were not overspent; there was \$13,400.00 left on the books. However, things that are harder to control such as insurance, utilities and workers' compensation were overspent. I go into this next fiscal year with a broader sense of working on the line items that our department can control. In addition, the final revenue projections for the next fiscal year need to be discussed at length with the board and the budget committee as we look toward a realistic budget for the future of the department.



# Town of Wiscasset

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## TOWN TREASURER REPORT

**To:** John O'Connell, Town Manager  
**From:** Vernice Boyce, Town Treasurer  
**Re:** June Monthly Report  
**Date:** July 16, 2019

**Credit card receipts:**

Over the counter: \$18,962.94  
Transfer station: \$1,346.00  
Boat excise: \$415.60  
Vehicle registration excise: \$10,249.83  
Airport: \$18,830.98  
Parks & Recreation: \$15,490.56  
Tax payments: \$175.00  
EMS payments: \$12,875.79

**Interest earned on checking:** \$2,796.39

**Budget:** The Finance Department, as of June 30, has spent 96.99 % of its budget; we are 100% through our current fiscal year.

**Bank Account Balances:**

Town operating \$ 1,237,283.20  
INFORME Debit/credit account \$ 1,699.76  
School Checking: \$141,116.44

**Transfers to the school:** \$669,000.00

The audit is scheduled for July 29 thru July 31. We have started the Tax Anticipation Note process, with a bid opening scheduled for the board meeting on August 6.

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



# Town of Wiscasset

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## WASTE WATER TREATMENT PLANT

**To:** John O'Connell, Town Manager  
**From:** Richard Gaeth, Waste Water Treatment Plant Superintendent  
**Re:** June Monthly Report  
**Date:** July 3, 2019

### Operations

Average flow per day = 0.216 mg  
Licensed flow per day = 0.62 mg  
Percent of average flow per day to license limit = 35%  
Total Rainfall per month = 6.55 inches  
BOD Lab Results for mg/L for monthly average, weekly average & daily max. all within license limits  
BOD % Removal was 94% much better than the 85% required in the license  
TSS Lab Results for mg/L for monthly average, weekly average & daily max. all within license limits  
TSS % Removal was 94% much better than the 85% required in the license  
Settable Solids were within license limit of 0.3 mL/L  
PH was within license limits of 6-9  
Fecal (tracked during disinfection season) was with both daily and monthly license limits  
Total Residual Chlorine was within both daily and monthly license limits

### Safety

Drum dolly purchased for polymer – barrels weighs approx. 450 lbs.  
Installed shackles on trailer hitch for trailer able items

### Budget

Finished the 2018-2019 budget year under budget.

### Equipment

Waiting for an update from the next two Stevens Pump Service projects:  
Pump station 9 primary control  
Pump station 16 Generator hookup  
Scum Pump replacement scheduled for July 1st – this will take care of using a portable pump to pump the contents into an unused clarifier and then pump to the sludge holding tank.  
Bid Openings for the Wet Well Cleanings and shingling the maintenance garage scheduled for 7/2

### IPAD

Working with Chris Sanborn to determine the costs of utilizing an IPAD(s) to record collection system & facility maintenance and asset management data.



# Town of Wiscasset

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## **DEP Related**

We experienced two spills from pump stations that were reported to the DEP: Pump station 3 had floats that were not working properly and these have subsequently been replaced. Unsure how much the spill was as just saw some debris close around the pump station but no standing water. We had a power outage starting approximately 8:30 on 6/13 and ending approximately 5 am on 6/14. This affected the pump stations on Route 1, Birch Pt road and Ferry Road. We were fortunate the weather was good and the timing was such that we were able to keep up with the most of it until the power was restored. Pump Station 15 pumped to Pump Station 14 which pumped to Pump Station 9 which was not running as the fuse on the pole that goes directly to the pump station was inoperable and by the time we got a generator to the station it had just started to overflow. This experience demonstrated to me how vulnerable the collection system is to a widespread power outage and I will put together a separate report regarding the pump stations & generators. The DEP came to view the exposed sewer line by Holbrook Pond and have provided guidance regarding correcting the issue. I had met with the owner of the property at Pump Station 1 and discussed the proposal of putting a generator at that location. Despite offering various screening proposals the owner was against doing anything. We are in the process of getting the easement surveyed to determine exactly where it is. In addition the DEP has given us guidance on permitting depending on its location. Under the easement section 2 it states "To construct, maintain, improve and/or repair a sanitary sewer pumping station, with all appurtenant pipes, wires, mechanical and electrical fixtures, in and on that portion of the above described easement area lying westerly of the driveway." I believe this allows the placement of a generator at this location. I would like to thank both Kathy and Ellin for all their assistance in copying the lab data and sending it to the DEP. In the future the lab will send it to me electronically and then I can forward to the DEP directly.

## **Preventative Maintenance**

Purchased a tachometer and infrared thermometer to utilize for part of the preventative maintenance program being developed. Will be assigning employees certain areas of responsibility regarding preventative maintenance. Continued painting the maintenance garage.

## **Housekeeping**

All the major projects have been completed. Will continue to work targeted organization.

**Other:** Wastewater budget passed 349 to 77 or 82%.

## **Respectfully Submitted,**

Rick Gaeth  
Superintendent

8d

**Kathleen Onorato**

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**From:** Karl Olson <mainepls@gmail.com>  
**Sent:** Tuesday, June 25, 2019 9:32 AM  
**To:** John O'Connell  
**Cc:** Jackie Lowell; Kathy Onarato  
**Subject:** Ordinance Review Committee

Mr. O'Connell:

At last night's meeting, a citizen brought up some issues concerning our Land Use Ordinances (LUO). Mainly, these revolve around parking availability in the Village Waterfront and Village I zones. Contributing to the parking issue is the currently unregulated growth of air B&B style rentals. The Planning Board & Ordinance Review Committee (ORC) concur that there are valid issues in these zones that should be examined & addressed. The ORC would like permission from the select board to work on the issues in these zones.

Also, the State legislature has just passed at least one law that will require a change in our subdivision and site plan ordinances. Since our last review of these two sections, we have also noted a couple of minor points that we have planned to address the next time the ordinances came up for review. In light of the legislature's actions, we also ask the select board's permission to do some house cleaning in those sections.

As an update, the ORC continues to work on bringing our shore land zoning ordinances into compliance with the state model. At present the shore land ordinance is sprinkled throughout the LUO. We are working to have shore land zoning be a stand alone section to allow for easier understanding and to allow easier updating as the state model changes.

Our biggest issue at the moment is how to address that in the downtown area the 250' inland extent of the shore land zone extends into the Village I and Village II areas. This fact is not reflected in any of our current maps. We are considering redefining the Village Waterfront zone to equal the 250' shore land zone. This would make impact the Village I and Village II zones also. I will be seeking Maine DEP input on if this is the best way to deal with the situation.

The ORC is short on appointed members and thus will not achieve a quorum while I am traveling this summer. We will not have another meeting until August 26th. I hope by that time that the ORC has received permission to work on the two issues mentioned above. I look forward to hearing from you.

Karl

--

Karl Olson, PLS  
Chair  
Wiscasset Orinance Review Committee  
Wiscasset Planning Board  
147 Bradford Road  
Wiscasset, ME 04578  
Tel: 207.882.7008

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This email has been checked for viruses by Avast antivirus software.

<https://www.avast.com/antivirus>

Form 4501

2019 10a  
Notification: 10300493021

**CENTRAL MAINE POWER COMPANY**  
**APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION**

In the City/Town of: Wiscasset, Maine

Work Order: 801000244794

To the:  City  
 Town  
 County of Lincoln, Maine

- Central Maine Power hereby applies for permission to:
  - Construct and maintain poles together with attached facilities and appurtenances upon, along and across certain streets and highways in said City/Town as described below.
  - Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Consolidated Communications Inc. jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Pole 36.3
2. Road (State & CMP): Rummerill Road (town) / Lowelltown Road (CMP)
3. Direction: Northeasterly
4. Distance: 500 feet
5. Number of Poles: 2

- Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
- Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

- Public Notice of this application has been given by publishing the text of the same
- Not Published

In: \_\_\_\_\_  
On: \_\_\_\_\_

CENTRAL MAINE POWER COMPANY

Consolidated Communications Inc.

By: Frank Newell

Date: Jun 28, 2019

By: [Signature] Date: 7/3/2019

*ROSS INGRAHAM - RIGHT OF WAY*

**COPY**



4 of 4

Form 4503

Notification: 10300493921

Work Order: 801000244794

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications Inc.

dated Jun 28, 2019, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application. permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Wiscasset approximately located as follows:

- 1. Starting Point: Pole 36.3
2. Road (State & CMP): Rummeril Road (town) / Lowelltown Road (CMP)
3. Direction: Northeasterly
4. Distance: 500 feet
5. Number of Poles: 2

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Municipal Officers

Office of the \_\_\_\_\_

Received and Recorded in Book \_\_\_\_\_, Page \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk

COPY

10a

2/4

Form 4501

Notification: 10300577488

Work Order: 801000244762

CENTRAL MAINE POWER COMPANY  
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Wiscasset, Maine

To the:  City  
 Town  
 County of: Lincoln, Maine

- Central Maine Power hereby applies for permission to:
  - Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
  - Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, outcrops, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Consolidated Communications Inc. jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Pole 2
2. Road (State & CMP): Youngs Point Road (town) / Kings Road (CMP)
3. Direction: Westerly
4. Distance: 50 feet
5. Number of Poles: 1

- Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
- Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

Public Notice of this application has been given by publishing the text of the same  Not Published

In: \_\_\_\_\_  
On: \_\_\_\_\_

CENTRAL MAINE POWER COMPANY

Consolidated Communications Inc.

By: Frank Newell

Date: Jun 28, 2019

By: [Signature] Date: 7/3/2019

COPY



Form 4503

H/4

Notification: 10300677486

Work Order: 801000244762

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications Inc.

dated Jun 28, 2019, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application. permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Wiscasset approximately located as follows:

- 1. Starting Point: Pole 2
- 2. Road (State & CMP): Youngs Point Road (town) / Kings Road (CMP)
- 3. Direction: Westerly
- 4. Distance: 60 feet
- 5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Municipal Officers

COPY

Office of the \_\_\_\_\_

Received and Recorded in Book \_\_\_\_\_, Page \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk

# 1 SELECTMEN REPORT

Department(s): 100 - 514  
July to June

106

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - ADMINISTRATION	197,868.00	186,049.29	11,818.71	94.03
101 - AIRPORT	84,447.00	82,816.04	1,630.96	98.07
102 - ANIMAL CONTROL	11,487.00	9,514.79	1,972.21	82.83
103 - ASSESSING	6,654.00	4,214.96	2,439.04	63.34
104 - BOARDS & COMMITTEES	2,843.00	1,800.18	1,042.82	63.32
105 - CELEBRATION	12,000.00	10,880.48	1,119.52	90.67
106 - TOWN CLERK	88,215.00	85,386.28	2,828.72	96.79
107 - CODE ENFORCEMENT	49,507.00	32,961.22	16,545.78	66.58
108 - COMMUNITY ORGANIZATIONS	62,265.00	62,265.00	0.00	100.00
109 - CONTINGENCY	20,000.00	364.00	19,636.00	1.82
110 - CONTRACTUAL SERVICES	160,300.00	133,572.32	26,727.68	83.33
111 - COUNTY TAX	611,353.83	611,353.83	0.00	100.00
112 - DEBT SERVICE	243,234.00	230,034.48	13,199.52	94.57
113 - ELECTIONS	18,046.00	9,907.73	8,138.27	54.90
114 - EMS/AMBULANCE	553,227.00	519,745.67	33,481.33	93.95
115 - FIRE DEPARTMENT	148,242.00	128,003.86	20,238.14	86.35
116 - FINANCE DEPARTMENT	218,590.00	211,937.15	6,652.85	96.96
117 - GENERAL ASSISTANCE	25,071.00	17,512.13	7,558.87	69.85
118 - MUNICIPAL BUILDING	72,342.00	67,631.91	4,710.09	93.49
119 - MUNICIPAL INSURANCE	46,329.00	46,664.08	-335.08	100.72
120 - OVERLAY/ABATEMENTS	19,854.28	20,232.33	-378.05	101.90
121 - PARKS & RECREATION	815,669.00	824,255.54	-8,586.54	101.05
123 - POLICE DEPARTMENT	423,858.00	408,473.63	15,384.37	96.37
124 - POLICE SCHOOL RESOURCE OFFICER	40,341.00	28,811.90	11,529.10	71.42
125 - PUBLIC UTILITIES	277,475.00	273,943.44	3,531.56	98.73
126 - PUBLIC WORKS	665,546.00	609,259.45	56,286.55	91.54
127 - SELECTMEN	27,247.00	24,224.54	3,022.46	88.91
128 - SCHOOL TOWN APPROPRIATION	6,040,949.26	6,040,949.24	0.02	100.00
129 - SENIOR CENTER	11,482.00	13,234.61	-1,752.61	115.26
130 - SHELLFISH CONSERVATION	6,075.00	5,389.25	685.75	88.71
131 - TIF-TAX INCREMENT FINANCE	231,643.18	231,643.18	0.00	100.00
132 - TRANSFER STATION	590,697.00	582,681.27	8,015.73	98.64
133 - WATERFRONT & HARBORS	44,777.00	33,584.15	11,192.85	75.00
190 - STATE REVENUES	873.84	873.84	0.00	100.00
200 - RETIREE HEALTH INSURANCE	44,613.00	49,231.71	-4,618.71	110.35
301 - CAPITAL	903,309.25	903,309.25	0.00	100.00
313 - COMMERCIAL PIER DEBT	40,467.92	40,467.92	0.00	100.00
314 - BACKHOE DEBT	50,627.23	50,627.23	0.00	100.00
315 - ROAD & SIDEWALK CONSTRUCTION	426,424.39	426,424.39	0.00	100.00
316 - POLICE CAPITAL	10,902.03	10,902.03	0.00	100.00
317 - WCC ROOF	8,213.00	8,213.00	0.00	100.00
318 - FIRE & EMS PRIMO VENTS	58,182.00	58,182.00	0.00	100.00
319 - FIRE DEPARTMENT ROOF	3,868.98	3,868.98	0.00	100.00
320 - N-15 MONITORS	1,569.24	1,569.24	0.00	100.00
321 - MAIN STREE PIER ELECTRIC	4,702.00	4,702.00	0.00	100.00

over →

# 1 SELECTMEN REPORT

Department(s): 100 - 514  
July to June

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
322 - EMS PAGERS CONT'D				
322 - EMS PAGERS	2,720.00	2,720.00	0.00	100.00
323 - REPEATERS	8,019.00	8,019.00	0.00	100.00
324 - WATERFRONT BUILDING	1,191.00	1,191.00	0.00	100.00
325 - MUNICIPAL BUILDING ELECTRIC	37,237.60	37,237.60	0.00	100.00
326 - WWTP GENERATOR	17,256.23	17,256.23	0.00	100.00
327 - POOL CHEMICAL SYSTEM	10,000.00	10,000.00	0.00	100.00
328 - PARKS & REC PICKUP TRUCK	42,000.00	42,000.00	0.00	100.00
329 - PUBLIC WORKS PLOW TRUCK	175,000.00	175,000.00	0.00	100.00
330 - PD VIDEO EQUIP & FIREARMS	9,000.00	9,000.00	0.00	100.00
331 - TRANSFER STATION TRAILER	66,736.00	66,736.00	0.00	100.00
332 - FORK LIFT	23,151.00	23,151.00	0.00	100.00
400 - WASTEWATER	546,298.00	545,228.33	1,069.67	99.80
401 - IMPACT FEES	128,056.75	89,565.51	38,491.24	69.94
402 - MMA SAFETY	0.00	2,033.48	-2,033.48	----
507 - JOHN FRENCH	0.00	1,000.00	-1,000.00	----
511 - COOPER DIPERRI SCHOLARSHOP	0.00	5,923.50	-5,923.50	----
513 - CEMETERY PERPETUAL CARE	0.00	80,000.00	-80,000.00	----
514 - CEMETERY OPERATIONS	97,923.00	97,982.14	-59.14	100.06
Final Totals	14,545,976.01	14,321,713.31	224,262.70	98.46

# HM Payson Monthly Statement of Wiscasset Accounts

<i>Account Name</i>	Market Value as of <b>04/30/2019</b>	Market Value as of <b>05/31/2019</b>	Market Value as of <b>06/30/2019</b>
Montsweag Dam Reserve Fund	\$ 160,806.99	\$ 153,574.59	\$ 161,090.54
Cemetery Trust Fund	\$ 2,020,132.62	\$ 1,929,275.84	\$ 2,023,694.72
General John French Scholarship	\$ 61,610.53	\$ 58,839.56	\$ 61,719.17
Jackson Cemetery Fund	\$ 29,863.48	\$ 28,520.35	\$ 29,916.14
Larabee Band Fund	\$ 722,747.77	\$ 690,241.72	\$ 724,022.19
Haggett Scholarship Fund	\$ 13,686.27	\$ 13,070.73	\$ 13,710.41
Mary Bailey Fund	\$ 440,190.91	\$ 420,393.03	\$ 440,967.10
Seth Wingren Fund	\$ 27,660.33	\$ 26,416.29	\$ 27,709.11
Wiscasset Community Center Endowment Fund	\$ 3,133.77	\$ 2,992.82	\$ 3,139.29
Cooper-Diperrri Scholarship Fund	\$ 28,365.50	\$ 27,089.74	\$ 28,415.51
Recreation Scholarship	\$ 809.79	\$ 773.37	\$ 811.21
<b>Town of Wiscasset Edowment Fund Total</b>	<b>\$ 3,509,007.96</b>	<b>\$ 3,351,188.04</b>	<b>\$ 3,515,195.39</b>
Town of Wiscasset Capital Reserve	\$ 907,591.96	\$ 866,895.64	\$ 909,380.07
Town of Wiscasset Construction Reserve	\$ 2,792,949.56	\$ 2,667,714.02	\$ 2,798,452.14
Town of Wiscasset Equipment Reserve	\$ 4,325,040.31	\$ 4,131,105.99	\$ 4,333,561.37
Town of Wiscasset Furnace Replacement Reserve	\$ 359,402.99	\$ 343,287.40	\$ 360,111.07
Town of Wiscasset Major Repairs Reserve	\$ 484,144.58	\$ 462,435.59	\$ 485,098.43
Town of Wiscasset Recreation Building Reserve	\$ 1,893,784.71	\$ 1,808,867.62	\$ 1,897,515.79
Town of Wiscasset Retirement Health Insurance Reserve	\$ 331,467.56	\$ 316,604.60	\$ 297,293.56
Town of Wiscasset Roof Repair Reserve	\$ 330,035.31	\$ 315,236.56	\$ 330,685.53
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 98,329.24	\$ 93,920.16	\$ 98,522.96
Town of Wiscasset Highway Department Capital Reserve	\$ 2,323.29	\$ 2,219.11	\$ 2,327.87
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 3,097.74	\$ 2,958.84	\$ 3,103.84
<b>Town of Wiscasset Reserve Funds Total</b>	<b>\$ 11,528,167.25</b>	<b>\$ 11,011,245.53</b>	<b>\$ 11,516,052.63</b>

RULES OF ORDER AND PROCEDURE FOR  
WISCASSET SELECTBOARD

**BOARD MEETINGS**

1. **Regular Board Meetings**: The Board shall meet in regular session in the Selectboard's chambers at the Town Offices located at the intersection of US Route 1 and Route 27 at 6:00 p.m. on the first and third Tuesday of each month or any other location and time which has been designated with the requisite advance notice to be determined by the Board. From time to time, the Board may conduct meetings or workshops as is deemed necessary.
  
2. **Board Meeting Agenda**: All reports, communications, resolutions, documents or other matter to be submitted to the Board shall be delivered to the Town Manager's office by the end of business on the Wednesday before the regular meeting if they are to be considered for placement on the agenda for that meeting. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. Matters which are not on the agenda may be brought before the Board only when the Board votes to suspend the rules of procedure and add that matter to the agenda. Agenda items should state clearly the scope and intent of the action to be taken. The agenda will be delivered to the Board and posted by the Town Manager by the end of business on the Thursday before the next regularly scheduled Board meeting.
  
3. **Special Meetings**: Special meetings may be called by the Chair of the Board, by the Vice Chair in the absence, or by a majority of the Board after having attempted to contact all members of the Board. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. Notice of these meetings stating the date, the hour, and the purpose shall be served to the Board members, if possible, at least 24 hours before the specified meeting time and be noticed at all appropriate news media.

4. **Adjourned Sessions**: Any session of the Board may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be extended beyond the next regular meeting. Notice of adjournment and continuation of the regular meeting will be posted and given to the media.

5. **Executive Session**: An executive session may be called only by a majority vote of the Board. No orders, rules, resolutions, regulations, contracts, appointments, or other official action shall be finally approved at an executive session. All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office.

An executive session shall comply with the requirements of M.R.S.A., Sec. 401, et seq. and shall not be used to defeat the purpose of 1 M.R.S.A, Sec. 401 which reads as follows: "The Legislature finds and declares that public proceedings exist to aid in the conduct of the people's business. It is the intent of the Legislature that their actions be taken openly and that their deliberations be conducted openly."

### **PRESIDING INSTRUCTIONS**

6. **Chair**: The Chair of the Board, or if absent, the Vice Chair, shall take the chair at the hour appointed for the Board to meet and shall call the members to order as the presiding officer. The roll shall be called by the presiding officer. The recording secretary shall enter in the minutes of the meetings the names of the members present.

7. **Vice Chair**: The Vice Chair shall serve as Chair during the absence or disability of the Chair and, in case of vacancy in the position of the Chair, pending the election of a successor.

8. **Board Privileges**: The presiding officer may move, second, declare by unanimous consent, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any rights or privileges of a Board member by virtue of acting as the presiding officer.

9. **Recording Secretary**: The recording secretary shall be responsible for the taking and transcribing of official board minutes.

10. **Temporary Chair**: In case of the absence of the Chair and Vice Chair, the Town Manager shall call the Board to order and call the roll of the members. If a quorum is found to be present, the Board shall proceed to elect, by a majority vote of those present, a chair of the meeting to act until the Chair or Vice Chair appears.

11. **Decorum and Order**: The presiding officer shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Board.

The Board shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the presiding officer or the rules of the Board. Every Board member desiring to speak shall address the chair by raising his or her hand and upon recognition by the presiding officer, shall confine comments to the questions under debate and shall avoid all personalities and inflammatory language. A Board member once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Board member is called to order while speaking, the Board member shall cease speaking immediately until the question of order is determined.

If ruled to be in order, the speaker shall be permitted to proceed. If ruled to be not in order, the speaker shall remain silent or shall alter remarks so as to comply with rules of the Board. All members of the Board shall accord the utmost

courtesy with each other, to Town Employees and to the public appearing before

Adopted: 6/15/2004  
Revised: 8/24/2004  
Revised: 10/12/2004  
Revised: 07/01/2014  
Revised: 09/16/2014  
Revised: 06/16/2016  
Revised: 07/12/2016  
Revised: 11/21/2017

the Board and shall refrain at all times from any rude and derogatory remarks, reflections, or abusive comments. Board members shall confine questions as to the particular matters before the assembly and in debate shall confine remarks to the issues before the Board.

Public members attending Board meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board and Town staff.

Members of the Board and/or public will be asked to comply with decisions of the presiding officer and the rules of the Board. Should a member of the Board or public continue to violate, or not adhere to, a decision of the presiding officer or rules of the Board, the Chair may call a recess of the meeting, the length of the recess to be determined by the Chair, and reconvene later to finish conducting the business of the Board. Should the member of the Board or public continue to violate or not adhere to a decision of the presiding officer or rules of the Board, the Chair may unilaterally adjourn the meeting until a later date.

Should behavior by any member of the Board or public elevate to a level of disorderly conduct, the Board may request the Town manager or other designee to contact a law enforcement official to intervene.

If the presiding officer fails to act, any member may move to require the enforcement of the rules and the affirmative vote of a majority of the Board shall require the presiding officer to act.

Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Board.

While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all

Town employees. Any staff member or employee desiring to address the Board

Adopted: 6/15/2004  
Revised: 8/24/2004  
Revised: 10/12/2004  
Revised: 07/01/2014  
Revised: 09/16/2014  
Revised: 06/16/2016  
Revised: 07/12/2016  
Revised: 11/21/2017

shall be recognized by the Chair, shall state name and job title for the record, and shall limit remarks to the matter under discussion. All remarks and questions addressed to the Board shall be addressed to the Board as a whole and not to any member thereof. No staff member other than the person with the floor shall enter into any discussion either directly or indirectly without the permission of the presiding officer.

Aggravated cases of misconduct shall be prosecuted on appropriate complaint signed by the presiding officer. In case the presiding officer should fail to act, any member of the Board may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Board shall require the presiding officer to act.

Any public member desiring to address the Board shall be recognized by the Chair, shall approach the lectern, state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager or the Selectboard through the Chair and not to any municipal Town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

**12. Quorum:** A majority of the Board constitutes a quorum. If less than a quorum convenes at any meeting, the majority of those present may send for any or all of those members absent. If a quorum cannot be obtained, the meeting may be adjourned as provided by Rule 4. The Board may opt to continue in workshop session as a Committee of the Whole.

## **OFFICERS AND EMPLOYEES**

**13. Election of Officers:** At its first regular meeting following the annual election, the Board shall elect one of its members as Chair and another as Vice Chair by majority

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Revised: 07/12/2016  
Revised: 11/21/2017

vote. The Chair or Vice Chair may be removed from such position and a successor may be elected by a majority vote of the Board at a meeting called for such purpose. The call of a meeting for removal or election of a successor shall require the concurrence of at least three (3) members of the Board, and the removal or election meeting shall be scheduled at a reasonable time and with reasonable notice to all Board members.

**14. Town Manager:** Unless excused, the Town Manager shall attend all meetings of the Board, except when the Town Manager removal is being considered. The Town Manager shall keep the Board fully advised monthly as to the financial condition and needs of the Town. The Town Manager may make recommendations to the Board and may take part in discussions on all matters concerning the welfare of the Town but may not vote.

**15. Town Clerk:** The Town Clerk is the ex-officio clerk of the Board. The Clerk shall keep a minute book in which shall be recorded in chronological order the minutes of all proceedings of the Board.

**16. Town Attorney:** The Board or any Board member, Chair of the Board, or Town Manager may at any time call upon the Town Attorney for an oral or written opinion to decide any question of law. Further, the attorney may be asked to state an opinion upon any rules of parliamentary procedure, which opinion shall not be binding upon the Board. All legal correspondence to an individual Board member shall be given to all Board members.

**17. Officers and Employees to Attend:** The head of any department, committee chair or municipal official, when requested by the Town Manager or Board Chair, shall attend any regular, adjourned, or special meeting and confer with the Board on matters relating to the Town. Any employee, when requested by the Town Manager, shall attend any regular, adjourned, or special meeting and confer with the Board on matters relating to the Town. The Board designates the third Tuesday of each month for regular reports from selected department heads or committee chairs to be determined by the Town Manager.

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## DUTIES AND PRIVILEGES OF MEMBERS

**18. Right of Appeal:** A ruling of the presiding officer may be appealed by any Board member. If the appeal is seconded, the member making the appeal may briefly state the reason for it, and the presiding officer may briefly explain the ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question "shall the decision of the chair be sustained" to the vote. If a majority of the members present vote yes, the ruling of the chair is sustained, otherwise it is overruled.

**19. Voting:** Every Board member present when a question is put to vote shall vote either "yes", "no" or "abstain" by a show of hands. An abstention shall not count as a vote for purposes of determining the total votes cast. Where a majority is required, it shall not mean a majority of those present and voting, but at least three (3) votes in favor. Board members are encouraged to vote either "yes" or "no" or, in the case of abstention, the member is encouraged to identify the intent and reason for the abstention before the vote.

**20. Dissent and Protest:** Any board member shall have the right to express dissent from or protest against any action of the Board and have the reason therefor entered into the minutes. Such dissent or protest must be filed in writing and presented to the Board no later than the next regular meeting following the date of passage of the objected action.

**21. Excusal from Attendance:** Board members are urged to attend all meetings, workshops, hearings and other functions of the Board. Members shall notify the Town Manager when not able to attend a scheduled meeting or event.

**22. Appointments to Town Boards, Committees and Commissions:** Appointments to Town Boards, Committees and Commissions shall be made in accordance with State Statutes and the following guidelines. Candidates, after completing an application, may

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be interviewed by the Board in public session before being considered for appointment. The Board may waive the interview process requirement for reappointments and for individuals serving on standing committees, Town boards and commissions. A standing member of a committee, wishing to be re-appointed may do so by contacting the Town Clerk and may be reappointed by the Board

**23. Public Comment on Non-agenda Items:** At each regular Board meeting, there will be time devoted to any resident, taxpayer, or, in the case of an organization, an authorized representative of a resident or taxpayer, of the Town of Wiscasset to address the Board regarding any item that is not on the agenda for that meeting. Comments will be limited to five minutes per person. There will be a 30-minute maximum for this section.

### **BOARD PROCEDURE**

**24. Order of Business:** The business of all regular meetings of the Board shall be transacted in the following order, unless the Board changes the order:

1. Pledge of Allegiance
2. Approval of Treasurer's Warrant
3. Approval of Minutes
4. Special Presentations or Awards, if any
5. Committee appointments
6. Public Hearings
7. Public Comment
8. Department head or committee chair report
9. Unfinished business
10. New Business
11. Town Manager's report
12. Other Board business
13. Adjournment

**25. Discussion of Agenda Items:** As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Selectboard member sponsor, the Town Manager shall first be allowed to present initial comments for consideration by the public and other Board members. Following introduction of this issue, there will be time devoted to any questions by Board members of the sponsor or the Town Manager regarding the agenda item to clarify the questions presented by the agenda item. The Chair shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization, resident or taxpayer of the Town of Wiscasset to address the Board regarding this particular agenda item. Once members of the public have asked questions or made comment, the Chair may then entertain a motion by a member of the Board. The motion must be seconded before debate can begin. At the Chair's discretion, additional questions or comments may be entertained by members of the public when the Chair deems it to be appropriate. At any time, any member of the Board can move the question. The motion is non-debatable and must garner a second. If seconded, the first vote is to move the question. If the motion passes, members of the Board then vote on the motion. If the motion fails, debate continues. All amendments and subsequent motions will follow Roberts Rules of Order.

**26. Limiting Repetition of Comments, Pertinence, Time Limits and Decorum:** If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point without elaboration.

Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item. All such questions shall be directed through the Chair. In no instance shall debate of an agenda item be allowed between members of the public and the Board. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member and this rule shall be liberally construed and strictly enforced.

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Revised: 07/12/2016  
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**27. Procedure of Motions:** When a question is before the Board, no motion shall be entertained except: (a) to adjourn, (b) to recess, (c) to table, (d) for the previous question, (e) to refer, (f) to amend and (g) to postpone indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate.

**28. Motion to be stated by the Chair - Withdrawal of Motion:** A motion shall be re-stated by the Chair before the vote is taken. A motion may not be withdrawn by the mover without the consent of the member seconding it.

**29. Motions out of Agenda Order:** The Board may at any time permit a member to introduce a scheduled matter or motion out of the regular agenda order.

**30. Motion to Adjourn - When Not in Order-Not Debatable:** A motion to adjourn is in order at any time except as follows: (a) when repeated without intervening business or discussion; (b) when made as an interruption of a member while speaking; (c) when the previous question has been ordered; and (d) while a vote is being taken. A motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.

**31. Motion to Table:** A motion to table precludes all amendments or debate of the subject under consideration. If the motion prevails, consideration of the subject at the same session may be resumed only upon the affirmative vote of one vote more than a simple majority.

**32. The Previous Question:** When the previous question is moved and seconded there shall be no further amendment or debate; but pending amendments shall be put in their order before the main question. If a motion for the previous question fails, the main question and any pending amendments remain open for debate.

**33. Amend an Amendment:** A motion to amend an amendment is in order but one to amend an amendment to an amendment may not be introduced. An amendment

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modifying the intention of a motion is in order, but an amendment relating to a different matter is not in order.

**34. Motion to Postpone:** All motions to postpone, except a motion to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

**35. Procedure in the Absence of Rule:** In the absence of a rule to govern a point or procedure, it shall be determined by the Board.

### **MISCELLANEOUS**

**36. Communications:** Individual Board members shall share with all Board members any written correspondence that is Town-related and not personal in nature.

**37. Anonymous Communications:** Unsigned communications may not be introduced in a Board meeting.

**38. Tie Vote:** In case of a tie in votes on any proposal before the Board, the proposal shall be declared lost.

**39. Suspension of Rules:** Any provision of these rules not otherwise governed may be temporarily suspended at any meeting of the Board by majority vote. The vote of the suspension shall be taken and recorded in the minutes.

**40. To amend Rules:** These rules may be amended or new rules adopted by a majority vote of the Board. An amendment must be submitted in writing at a preceding meeting and shall be placed on the next agenda under the order of new business.

**41. Selectboard to act as a body; administrative service to be performed through town manager; committees:** It is the intention of this subchapter that the Board, as a

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body, shall exercise all administrative and executive powers of the town except as provided in this subchapter. The Selectboard shall deal with the administrative services solely through the town manager and shall not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the Board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the town.

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Revised: 07/12/2016  
Revised: 11/21/2017

10e

COPY



# Office of the Town Clerk

51 Bath Road  
Wiscasset, ME 04578

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

## BUSINESS LICENSE APPLICATION

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

Name/Title of Business: SEA SAULT  
New Business  Existing Business  years in operation Ownership/Location Change

Location of business: 87 FEDERAL ST. Map/Lot U-02404035

Preferred mailing address: SAME

Business phone number: 207 479 0125

Description of Business: AIRBUB RENTAL

Owner's name: KEVIN & AMMI CHUNG Owner's phone: 479 0125  
Owner's home address: 87 FEDERAL ST

\*Emergency contact person: AMMI CHUNG  
\*Emergency phone numbers: home: \_\_\_\_\_ cell: 315 1222

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

### NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval? YES  
Will you need a sign permit? NA  
Will this business be a home occupation? YES  
This business will be a: Corporation or LLC \_\_\_\_\_ Partnership \_\_\_\_\_ Sole proprietor X  
Would you like a link to your business placed on the Town of Wiscasset Website? Yes  No   
Provide e-mail and/or web address: Krishna.bai@icloud.com

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

I, KEVIN CHUNG, state that I am OWNER  
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: 6/26/19

Signature:

TOWN CLERK

7/1/19  
DATE RECEIVED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ ASSESSING: \_\_\_\_\_ WEB/LIST: \_\_\_\_\_

BUSINESS LICENSE APPLICATION-NEW

COPY

Business Requesting License: SEA SALT

Code Enforcement Officer:

Comments: MAKES SURE OF ADEQUATE PARKING - ONE  
SPACE FOR RESTROOM

CHECKED WITH T. MERRY 7-15-19 - OK.  
THANKS

Signed: [Signature] Dated: 7-1-19

Wiscasset Police:

Comments: NO CONCERNS

Signed: [Signature] Dated: 7-8-19

Planning Department:

Comments: ~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Fire Department:

Comments: Requesting a phone call.  
Occupancy  
Fire escape  
ETC

Signed: [Signature] Dated: 7/8/19

License Approved: \_\_\_\_\_ Dated: \_\_\_\_\_

# Trip Report

July 16, 2019

**To: John O'Connell, Manager Town of Wiscasset, ME**

**From: Rick Tetrev, Manager, Wiscasset Municipal Airport**

**Subject: Sanford Municipal Airport July 10,2019**

1. Sanford has a real success story and will be a great resource. I hope that at some point we can take a road trip for you to see, maybe we can fly! The agreements and contracts will enable them to be self-sufficient as well as make significant capital and operational improvements for the foreseeable future.
2. It has taken four years to get to where they are today, which is the land cleared and ready to build. With the "standard" development requirements it should have taken two years, however their biggest impediment the Department of Inland Fisheries and Wildlife added another two years on the process. They have a black racer snake habitat on parts of the airport but were finally able to come to an agreement.
3. In our case, and what I will be listening for tomorrow is how they will streamline the permitting process. We do have the advantage that the State just approved legislation to make Maine fossil free in the short term.
4. The process with the town that Sanford used with the company that leases the land for the solar farm was in three phases and there were payments to the town for each. The phases were, #1. Once the company committed, the company paid a fixed amount for permitting period. #2. Another fixed amount was paid during the clearing and construction phase (which they are in now). And #3 The operational phase. The land lease is for thirty-five years.
5. A question for them tomorrow is how many megawatts do they have to produce to make the project viable for them. I will attach a depiction that they sent me where they would put the arrays. From what I saw in Sanford I think they will have to make more arrays than they are proposing. The megawatt question will be telling.
6. The capital improvements that I saw already and planned for in Sanford are significant. One dear to your heart is fencing the entire airport.

Respectfully Submitted,

Rick Tetrev

# PROPOSED SOLAR POWER INSTALLATION

## WISCASSET - MAINE

### OLD FERRY RD, WISCASSET, ME 04578



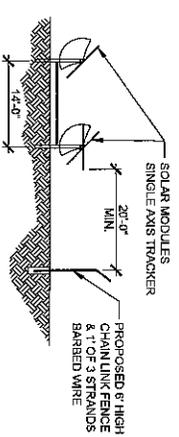
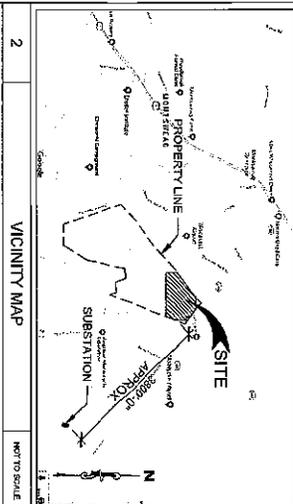
1

SOLAR POWER SYSTEM SITE LAYOUT

SCALE: 1" = 100'

4

PROJECT DATA



**3** TYPICAL RACKING SYSTEM NOT TO SCALE

MODULE: TALESUN, TP8H72M-485, 385W,  
TOTAL: 16,532 MODULES,  
TOTAL STRING: 996 (17 MODULES/STRING),  
TOTAL RACK: 198 RACKS (99 MODULES/RACK)  
014 RACKS (99 MODULES/RACK),  
INVERTER: 83 UNITS - 80KW/SUNROW STRING INVERTER SGG00KUM,  
RACKING SYSTEM: SINGLE AXIS TRACKING SYSTEM,  
FENCE: PROPOSED 6' HIGH CHAIN LINK FENCE & 1" OF 3 STRANDS BARBED WIRE,  
TOTAL AREA: 24.06 ACRES (APPROX. INSIDE PERIMETER FENCE),  
TOTAL CAPACITY: 6,518,820 KW/DC (STC),  
4,980,000 KW/AC (NAMEPLATE).

SHEET NO.	SHEET TITLE	OWNER	PROJECT	SYSTEM STATUS	P.E. STAMP APPROVAL	REVISION																	
SP-1	SOLAR POWER SYSTEM SITE LAYOUT	WISCASSET - MAINE	SOLAR INSTALLATION			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>DESCRPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	DATE	BY	DESCRPTION													<p><b>CENERGY POWER</b></p> <p>3176 Lisbon Road, #10 Orland, ME 04056 Office: 260.403.1853 Fax: 888.433.2994 www.CenergyPower.com</p> <p><small>OSMARTHOOD CLEAN ENERGY A DIVISION OF B&amp;P POWER CORPORATION</small></p>
NO.	DATE	BY	DESCRPTION																				
DRAWN BY: V-1204		ADDRESS: OLD FERRY RD, WISCASSET, ME 04578																					