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WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
OCTOBER 1, 2019

Preliminary Minutes

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

At 5:30 p.m. **Judy Colby moved to enter Executive Session pursuant to 1 M.R.S.A. §405 (6)(D). Vote 4-0-1** (Rines abstained). At 5:45 p.m. **Judy Colby moved to exit Executive Session. Vote 4-0-1** (Rines abstained)

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

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

a. **Kathy Martin-Savage moved to approve the payroll warrants of September 20, 2019 and September 27, 2019. Vote 5-0-0.**

b. **Kathy Martin-Savage moved to approve the accounts payable warrants of September 24 and October 1, 2019. Vote 5-0-0.**

3. Approval of Minutes

Ben Rines, Jr., moved to approve the minutes of September 17, 2019. Vote 5-0-0.

4. Special Presentations or Awards – none

5. Committee appointments

a. **Judy Flanagan – Budget Committee: Ben Rines, Jr., moved to approve the appointment of Judy Flanagan to the Budget Committee. Vote 5-0-0.**

6. Public Hearings

a. **Special Amusement Permit for Vanessa and Richard Jordan, Wiscasset Speedway, LLC: Ben Rines, Jr, moved to enter the public hearing. Vote 5-0-0.** There were no questions or discussion. **Ben Rines, Jr., moved to exit the public hearing. Vote 5-0-0.** **Kathy Martin-Savage moved to approve the Special Amusement Permit for Vanessa and Richard Jordan, Wiscasset Speedway, LLC. Vote 5-0-0.**

7. Public Comment

Ed Polewarczyk said he was concerned about the two-year option for the solar system at the airport. He asked the board to perform due diligence on Cenergy as there is little information on the internet about the company, to understand the financial aspects of the contract and to obtain technical advice. He said he would not like to see the town left with another Mason Station. He also recommended that a vote

be taken by the Town to enter into the 20-year commitment. John O'Connell said the Town would have two years to have consultants and attorneys examine the contract as well as Stantec and the FAA. Polewarczyk said he worried what would happen after 20 years.

Pam Logan said the town clock had not been ringing since January and asked why the board could not find the money to repair the clock when the Community Center was allowed to go \$330,000 over budget. She said several years ago \$4,000 was allocated to clock repairs, but only \$2,300 was spent and the balance was put into the general fund.

8. Department Head or Committee Chair

a. Fire Department Update – Interim Fire Chief Peter Rines: Rines prepared a written report for September. He said September had been a light month for calls. He has met with the department and Town Garage and developed a maintenance schedule. Training and the open house have been postponed because of the asbestos abatement, which is going well, he said. The upcoming radio system is in the hands of the FCC. He said a nice letter from New York had been received about the department's 911 memorial. He said all departments are looking at their SOPs in light of the Farmington gas explosion. He added that when the work is completed, an open house will be held.

b. Historic Preservation Commission – Susan Blagden Chair: Blagden read her report to the Select Board, detailing Commission activities, available assistance to property-owners by the Commission, the need for the HPC ordinance revisions and the request for approval of a list of potential Historic Preservation Commission Advisory Board members. In response to questions from the board, Blagden said the advisors would not be members of the Commission, they would be professionals who would be available to answer significant questions. Judy Colby said in her opinion the Commission should recruit new HPC members before asking for advisory board members. She added that according to MMA, a majority (or three members) of the commission is needed for approval of votes and since there are only three members, all would have to vote to approve applications. Therefore, the 2-1 votes of approval taken by the HPC were not legal. She suggested more advertising for members.

Blagden said that according to MRSA 30A, words in any ordinance giving authority to three or more persons authorize the majority to act, and a vacancy does not impair the authority of the remaining persons to act unless the ordinance forbids it and does not in itself affect the validity of any action taken.* She said she and her committee were not informed this was an issue; she said the first communication from MMA on the subject was received by the office on September 3 and she was not informed until September 30.

Leslie Roberts said the Advisory Committee would be a resource to the commission whether there were three or five members on the commission.

Kathy Martin-Savage said that the commission needs to project a more user-friendly attitude. She said she had watched the meetings on YouTube and thought that the commission was unfair and bordering on rudeness at a public meeting. She added that that may be the problem with finding volunteers.

Judy Colby said she watched the meeting when Sherri Dunbar came before commission and was very upset as to the way that she was treated, and also noticed that after the vote and everybody left, the three members of the commission continued to discuss the COA or Ms. Dunbar which should not have been done without the applicant being present. It was Colby's opinion that a house built on Federal

Street in 1986 was not historic and only the buildings in the downtown area that are historic should have to comply with the Historic Preservation Ordinance.

Kim Andersson said she was concerned with how at one of the first meetings the commission had handled an application for a fence which was discussed at length without the homeowner being present.

Pam Logan said that they were short of members because it was the Select Board's responsibility to appoint new members. She added that the ordinance allows the commission to have advisors and they would like them approved. She said the commission members followed the ordinance before they made decisions, spent hours and days before making decisions whether the building was built in 1986, or 1886 .

Sherri Dunbar, responding to the stated lack of volunteers for the commission, said that recently a new commission member had resigned after two meetings because he couldn't handle working with the commission. Michelle Wentworth, referring to Dunbar's application, said it was obvious the commission planned turn down the application although there was nothing in the ordinance to prevent its approval and had resulted in a revote only after pushback from the audience. She said she hoped that the commission would be shut down and then start anew. Terri Wells asked if the commission looked for people who were designers or architects and that sort of applicant.

Susan Blagden said she had never personally, professionally or as someone who had worked for 50 years for the town been vilified and treated as rudely as she has now been. She added that no one has ever come to HPC to discuss a problem with the ordinance and how it could be fixed; it seemed it was more fun to tear it down.

Kim Andersson asked if the ordinance could be sent back to the ORC and the commission suspended until issues with the ordinance could be worked out. Susan Blagden said it would require a moratorium until next June. John O'Connell said there is a role put in place by voters, and the board cannot set it aside. He suggested the two bodies thrash out the problem. Blagden said the commission had two pages of revisions for the ORC. Kathy Martin-Savage recommended continued work on ordinance.

Judy Flanagan informed the selectmen and the historic preservation commissioners that a petition to repeal the Historic Preservation ordinance is being prepared not because historic preservation is not important but because we want a gentler, kinder commission. The petition will be on the ballot in June. Pam Logan reminded the board that the town had twice voted for the ordinance and it was overwhelmingly passed. Leslie Roberts said she understood people were angry and unhappy, but the commissioners were trying their best would like to have selectmen at their meetings and help them to do better. **Kathy Martin-Savage moved to approve the list of advisors.** Ben Rines, Jr., said the ordinance is flawed but the commission needs the board's support. **Vote 2-3-0. Jeff Slack, Judy Colby and Kim Andersson opposed.**

c. Wastewater Treatment Plant- Rick Gaeth: Gaeth said the disinfection season had ended on September 30 without problems. As part of the new license, the disinfection season will be extended on both ends and the fee will be increased from \$1000 to \$1500. He said the RFQs had been received and he asked for a board member to sit in on the interviews. He said quite a bit of jetting has been done, although there is more to be done. There were two areas which needed repair, an invert in one area

and a significant amount of rocks in another, and plans are to get a significant of the jetting done. He will provide budget details in his next report and a detailed safety report.

9. Unfinished Business

10. New Business

a. New Business License

- Heather Pitcher DBA Antique Salon

Kim Andersson moved to approve the business license for Antique Salon. Vote 5-0-0.

b. Class Action Notice-National Prescription Opiate Litigation: O'Connell said this is a class action and that most of the cities and states have already signed on. If the board does nothing, which he recommended, the town will be part of the action. If the board does not wish to participate it will have to withdraw from the class action.

c. Maine Yankee FY '20 Assessment: The impact fee will be \$135,500. Ed Polewarczyk asked if the assessment included the spent fuel and was advised that it did. Polewarczyk said he was concerned because the spent fuel was recyclable and shouldn't be depreciated. Polewarczyk said if possible to renegotiate, it should be changed.

11. Town Manager's Report

a. 2019-2020 Fuel Contract: O'Connell said the heating oil contract – 42,000 gal. @\$2.213 and Diesel – 15,600 gal. @ \$2,2811 had come in under budget.

b. Cenergy Update: O'Connell said the town would perform its due diligence. He said reassurance on the financials, partners, and environmental work would be needed as well as planning board and FAA approval.

c. O'Connell announced that Lisa Thompson had resigned to take a position near her home in North Yarmouth. **Ben Rines, Jr., moved to accept the resignation with regret. Vote 5-0-0.**

d. Senator Collins is following up on a \$5 million grant, funding for community spectrum to be disbursed through the EPA.

12. Other Board Business

a. Assessors' Business

- Abatements – Thomas W. Kramer and Ronald Sanchez (Map R08, Lot 10-B) for \$398; Charles and Eleanor Hunt (Map R02, Lot 57) for \$59.60.

Ben Rines, Jr., moved to approve the abatements for Thomas W. Kramer and Ronald Sanchez (Map R08, Lot 10-B) for \$398; Charles and Eleanor Hunt (Map R02, Lot 57) for \$59.60 as recommended by Assessors' Agent Ellery G. Bane. Vote 5-0-0.

- Supplemental-Jeremy D. Knight (Map R02, Lot 57) for \$59.60

Jeff Slack moved to approve the supplemental for Jeremy D. Knight (Map R02, Lot 57) for \$59.60 as recommended by Assessors' Agent Ellery G. Bane. Vote 5-0-0.

13. Adjournment

Ben Rines, Jr., moved to adjourn the meeting at 7:15 p.m. Vote 5-0-0.

* MRSA Title 30A Municipal Officials: Authority to act. Words in any statute, charter or ordinance giving authority to 3 or more persons authorize a majority to act when the statute, charter or ordinance does not otherwise specify. Notwithstanding any law to the contrary, a vacancy on an elected or appointed municipal or quasi-municipal body does not in itself impair the authority of the remaining members to act unless a statute, charter or ordinance expressly prohibits the municipal or quasi-municipal body from acting during the period of any vacancy and does not in itself affect the validity of any action no matter when taken.

THIS IS A PRELIMINARY DRAFT!

Anything that is struck through or underlined has already been through the process and approved by the ORC and had a public hearing by the Planning Board. Text in blue is to be added and text highlighted in red is to be deleted.

PRESERVATION: The protection, conservation, maintenance and safeguarding of historic places.

VIEWSCAPE: The public setting in which a structure, site, or landmark is located. It is the immediate visible neighborhood of the street or public land associated with such a structure, including such things as fences, sidewalks and lights. A viewscape is not synonymous with scenic views, for example water views possessed by individual property owners, but encompasses the public view of a street, neighborhood or public land. Every kind of structure is considered in the context of its viewscape. A district may include many viewscales.

10.3.1.10 Historic Preservation gifts, grants and funding. Gifts, grants and funding received within a fiscal year from entities other than the Town may be expended with Town Meeting approval solely for purposes of historic preservation in the Town of Wiscasset. A dedicated fund shall be established by the Town's Treasurer to receive any unused gifts and grants [REDACTED] The Town Treasurer will also establish such operational accounts for the Commission as is deemed appropriate for the Commission to accomplish its duties, such as training, providing notices to the public, etc. These accounts will be funded through the normal budget process.

10.3.1.11 Administrative support. Administrative support to include processing applications, providing public notice of hearings and findings of the Commission, and retention of copies of the permanent records of the activities of the Commission shall be provided by the [REDACTED] Town Administrator and the Codes Department.

10.5.1.3 A certificate of Appropriateness is not needed for minor activities that shall be reviewed by the Code Enforcement Officer such as:

- a. Alterations or additions not visible from a public way;

b. Replacement in kind of existing exterior siding, windows, doors or fences which do not alter architectural or historic character:

10.5.2 Application for Certificate of Appropriateness

10.5.2.1 Application forms and fees. An application for a certificate of appropriateness shall be obtained from the Planning and Codes Department or downloaded electronically from the town website. A fee established in the Town of Wiscasset Fee Schedule by the Board of Selectmen shall be paid at the time of submission of the application.

10.5.2.2 Application procedure. A completed application for a certificate of appropriateness shall be submitted at least 14 days before the Commission's regularly scheduled meeting on the first Thursday of the month to the Town Office [REDACTED] which shall date the application and transmit the application to the Historic Preservation Commission. If necessary, the Chairman will call for a second meeting on the third Thursday of the month if an application is received by the third Tuesday of the preceding month. The Commission shall consider each application and, within 30 days of the date of submittal, hold a public ~~meeting~~ hearing and approve, approve with conditions or deny the application. Upon mutual written consent of the Commission and the applicant, the review period may be extended. Notice of all decisions shall be sent to the applicant by email or first-class mail by the Commission within ten days of the decision and a copy shall be given to the Code Enforcement Officer.

10.5.2.3 Alternative procedure for review of installation or alteration of any exterior sign; minor alteration and temporary alterations. In order to process certificates of appropriateness more efficiently, applications for minor alterations shall be reviewed by the Code Enforcement Officer [REDACTED]. The Code Enforcement Officer will review the application to the standards of this Ordinance and shall approve the application, approve the application with modifications or deny the application. No public meetings are required for applications reviewed under this procedure by the Code Enforcement Officer. The Historic Preservation Commission members shall receive a copy of all decisions. If the Code

Enforcement Officer has not acted within 10 working days, the applicant may seek approval from the Historic Preservation Commission, rather than from the Code Enforcement Officer. Inaction by the Code Enforcement Officer does not constitute approval or disapproval of the application.

10.5.2.4 Application contents. The application shall state the location, use and nature of the matter for which such application is sought and shall contain at least the information or documentation outlined below. The Commission may waive any application requirement if it determines that it is not necessary to the application.

- a. The applicant's name, address and interest in the subject property, or, if needed, the name and address of the applicant's authorized agent;
- b.  -If the applicant or authorized agent is not the owner of the property, the owner shall submit a letter authorizing the applicant or authorized agent to bring the request to the Historic Preservation Commission.
- c. The address, tax map and lot number of the subject property;
- d. The present use and zoning classification of the subject property;
- e. A brief description of the new construction, reconstruction, alteration, maintenance, demolition or removal requiring the issuance of the certificate of appropriateness;
- f. A drawing or drawings, preferably scaled, of the exterior architectural features indicating the design, texture, and location of any proposed alteration, reconstruction, maintenance or new construction for which the certificate of appropriateness is being applied. As used herein, "drawings" shall mean plans or exterior elevations drawn, preferably to scale, with sufficient detail to show as far as they relate to exterior appearances, the architectural design of the building(s), including materials and textures and samples of exterior materials. Drawings shall be clear, complete and specific;

- g. Photographs of the buildings may be used to show the information required in Subsection 10.5.2.4.f. above if the Code Enforcement Officer and Commission deem them appropriate. They should include the buildings involved and adjacent buildings; and
- h. A site plan indicating improvements affecting appearance such as walls, walks, terraces, planting, accessory buildings, signs, lights and other relevant elements.

10.6 ADMINISTRATIVE PROCEDURES

10.6.1 Administrative Procedures

10.6.1.1 Notice to applicant, property owner and abutters. Before consideration of a certificate of appropriateness, the [REDACTED] applicant shall inform [REDACTED] and property owners within 100 feet of the property of the date, time and location of meeting at which the application shall be reviewed. Notices to property owners shall be mailed to the address noted on the tax records. Failure of any person to receive notice shall not necessitate another hearing or invalidate any action of the Commission.

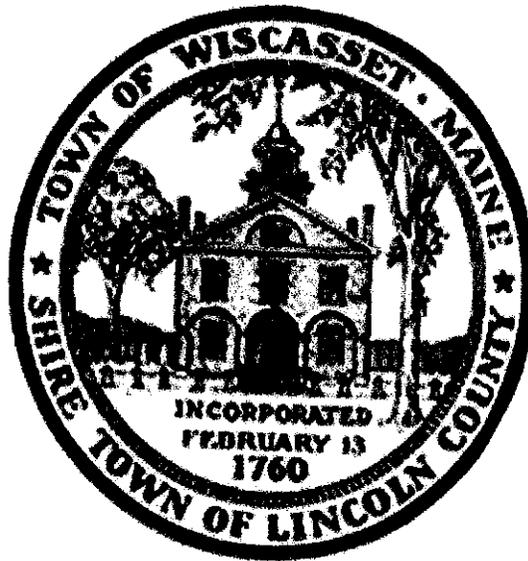
10.6.1.2 Hearing. The Commission [REDACTED] shall hold a public meeting on each application before it. [REDACTED]

[REDACTED] A notice of the public meeting will be posted at Town Hall at least five days before the public meeting and on the Town's website. A poster provided by the Commission and available at the Town Office shall be placed by the applicant on the subject property stating the time and place of the Certificate of Appropriateness review. In the case of an application for a new building or the demolition of any building, a hearing notice shall be placed in a newspaper of general circulation. Applications under Section 10.5.2.3, Alternate procedure for review of installation or alteration of any exterior sign, minor alteration and temporary alterations do not require a public meeting if reviewed by the Code Enforcement Officer.

10.7.1.5 Demolition or removal.

- a. Scope. The following provisions apply to any proposal involving demolition, moving or removal of any historic landmark, or any building or structure or any appurtenance thereto, in a historic district. The purpose of this subsection is to further the purposes of this Ordinance by preserving historic buildings which are important to the education, culture, traditions and the economic value of the Town, and to afford the Town, interested persons, historical societies or organizations the opportunity to acquire or to arrange for the preservation of such buildings.
- b. Procedure. An historic resource or any building or structure in an historic district, or any appurtenance thereto, shall not be demolished or moved and a certificate of appropriateness shall not be approved until either:
 - (i.) The building or structure has been identified by the Commission as incompatible or non-contributing with the historic district in which it is located; or
 - (ii.) The building or structure, or important portions and features thereof, has been determined by the Code Enforcement Officer to represent an immediate hazard to the public health or safety, which hazard cannot be abated by reasonable measures.
- c. The Historic Preservation Commission shall have a maximum of 60 days to render their decision.

Town of Wiscasset
September 2019
Monthly Reports





Town of Wiscasset

AIRPORT REPORT

To: John O'Connell, Town Manager
From: Rick Tetrev, Airport Manager
Re: September Monthly Report
Date: October 8, 2019

Activity for the month of September 2019, as reported by the G.A.R.D. system (Airport Invisible Intelligence System), totaled 594 operations. In a comparison of 2018 there is a difference of 14 operations, with 2018 having 580 operations. The trend for 2019 continues to be paralleling 2018 quite closely.

Sale of 100 LL Aviation Gas was 4623.70 gallons for a gross revenue of \$22,981.38 dollars. Sale of Jet-A was 268.66 gallons for a gross revenue of \$1,208.97 dollars. On September 19th we purchased 8268 gallons of 100 LL Aviation Gas. I am monitoring the gas consumption very carefully in light of the replacement/rebuilding of the 100 LL holding tanks scheduled for this winter in South Portland.

In September, KIWI had 44 aircraft that were housed for one night or more, either on the ramp or in a hangar. From those 45 aircraft we collected \$665.00 in fees and sold \$6,733.90 dollars of 100 LL or Jet A.

As mentioned in the August monthly report, on August 8th we had the first FAA site inspection held in memory at KIWI. We are still awaiting the final results from FAA. However, I do not believe the length of time to finalize the report is an indication of anything negative, but rather an indication of a thorough analysis of operations for many years and the results will be helpful going forward. We have been notified by MDOT that we will be inspected on October 17th.

September was the last month of 2019 that the airport FBO business office is open 7 days a week. October is open three days a week; Friday, Saturday, and Sunday and beginning in November the office will be open by appointment only. In April we will return to three days a week and May, 7 days a week through September 2020. Airport operations are open 24-7 throughout the year.

We have been notified by MDOT that we will be inspected on October 17th.

Respectfully submitted,

Rick Tetrev



Town of Wiscasset

TOWN CLERK REPORT

To: John O'Connell, Town Manager
From: Linda Perry, Town Clerk
Re: September Monthly Report
Date: October 8, 2019

Elections:

Absentee ballots will be available until the close of business on Thursday, October 31, 2019, for the November 5, 2019, State Referendum Election. The State deadline to request an absentee ballot is two business days prior to Election Day. You can request an absentee ballot in person at the Town office, by phone or on the State of Maine ABRS System at The State of Maine website <https://www.maine.gov/sos/cec/elec/voter-info/absent.html>. The polls will be open from 8:00 a.m. to 8:00 p.m. on November 5, 2019 at the Wiscasset Community Center.

A bond question has been added to the November ballot. Both Referendum questions are listed below.

Questions Appearing on the November 5, 2019 Ballot

Question 1: Bond Issue

An Act To Authorize a General Fund Bond Issue To Improve Highways, Bridges and Multimodal Facilities

Public Law Chapter 532

Do you favor a \$105,000,000 bond issue to build or improve roads, bridges, railroads, airports, transit and ports and make other transportation investments, to be used to match an estimated \$137,000,000 in federal and other funds?

Question 2: Constitutional Amendment

RESOLUTION, Proposing an Amendment to the Constitution of Maine Concerning Alternative Signatures Made by Persons with Disabilities

Constitutional Resolution Chapter 1

Do you favor amending the Constitution of Maine to allow persons with disabilities to sign petitions in an alternative manner as authorized by the Legislature?



Town of Wiscasset

Clerk:

Dog licenses will be available beginning on October 15, 2019, for the 2020 calendar year. Dog licenses can be done at the Clerk's office and also by using the on line system at www.maine.gov. Proof of current rabies vaccination will be required.

Catering Permits issued:

- Fire and Company - Wedding Rehearsal at Marianmade Farm on October 4, 2019
- Fire and Company - Wedding Reception at Marianmade Farm on October 5, 2019.
- Fire and Company - Wedding Reception at Marianmade Farm on October 12, 2019

Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$64,928.72	\$264.80	\$1,426.50	\$515.40
Year to date	\$205,333.25	\$1,525.40	\$4,257.25	\$1,545.40
Met yearly revenue projection	30.42%	25.21%	25.04%	-----
By:				



Town of Wiscasset

CODE ENFORCEMENT REPORT

To: John O'Connell, Town Manager
From: Bruce Mullins, Code Enforcement Officer
Re: September Monthly Report
Date: October 7, 2019

Building Permits:

- Shea Road: Deck replacement with a roof
- Gardiner Road: Storage shed
- Fort Hill Street: Front porch, steps and windows
- Alna Road: Garage addition
- Clarks Point Road: New house
- Lowelltown Road: Shed
- Old Sheepscot Road: Second floor addition
- Willow Lane: Shed

Plumbing Permits:

- Blagdon Ridge Road: INT
- Clark's Point Road: INT
- Chewonki Neck Road: SSWD
- Indian Road: SSWD
- Birch Point Road: INT
- Hickory Drive: INT

Signs:

- Antique Salon
- Noony's Nook

Correspondence:

- Letters to Mr. Henderson, Mr. O'Leary, Miss Pitcher, Mr. Juntura, Mr. Patterson
- Plumbing inspections, building inspections, foundation inspections for Dollar General
- Check on Lee Street cleanup
- Waiting on court system for cleanup on Bath Road



Town of Wiscasset

EMS/EMA REPORT

To: John O'Connell, Town Manager
From: Dennis Simmons, EMS/EMA Director
Re: September Monthly Report
Date: October 7, 2019

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Wiscasset	28	68.29%
Dresden	8	19.51%
Westport Island	2	4.88%
Unspecified	1	2.44%
Boothbay	1	2.44%
Damariscotta	1	2.44%
Total: 41	Total: 100.00%	

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Treated - Transported by this EMS Unit	31	75.61%
Canceled (Prior to Arrival At Scene)	3	7.32%
Patient Evaluated, No Treatment/Transport Required	2	4.88%
Patient Treated - Refused Transport	2	4.88%
Assist - Public	1	2.44%
No Patient Found/Contact	1	2.44%
Treated, Transferred Care to Another EMS Unit	1	2.44%
Total: 41	Total: 100.00%	

Dennis attended the Medicare Cost Reporting training. For many years EMS has been telling the federal government that Medicare payments are not sufficient and do not cover the cost of running a service. Each year the industry asks for an increase in Medicare reimbursement and each year we are given a "temporary" increase which amounts to keeping the rates where they were. This year the Centers of Medicare Services (CMS) decided that if we wanted for money, we needed to prove that our reimbursement was too low. Starting in 2020, CMS will be requiring all ambulance services to report their actual operating costs. Each year 25% of the ambulances will be required to report their cost data to CMS. It basically includes everything right down to paperclips. It will mean some changes in how we allocate costs to make sure that we are getting accurate data. We will not know until December if we are chosen for the first round of reporting. Those who do not report will be assessed a 10% penalty in their future Medicare payments. The final rule has not been issued, so expect to hear more about this.



Town of Wiscasset

Dennis attended the Mid Coast Regional QA/QI meeting in Rockport.

Erin attended the Maine Municipal Association employment law workshop in Portland. She also attended a QA/QI meeting at Mid Coast Hospital as well as a meeting on improving stroke care at Maine General Hospital in Augusta.

We both met with Dr. Mesrobian, our service medical director to plan trainings for the remainder of the fiscal year.

Dennis, Erin and Gene (acting deputy EMA director) attending a safety drill at Maine Yankee. Erin taught CPR to members of the Yacht Club. Wiscasset is a Heartsafe Community. To maintain that designation we are required to teach CPR/AED training to members of the community.

Christopher Wargo has been hired as a per-diem EMT. He has completed his orientation and is cleared to work shifts. Chris is a very experienced EMT and we are fortunate to have him on board.

The Lincoln County EMS, law enforcement and fire chiefs have been working on putting together a task force to respond to violent incidences in the county. This has been a several months long process. The Lincoln County Rescue Task Force now has been approved by the county and has started taking applications from providers. This task force will be trained to operate in the "warm" zone of a major violent incident. Members will be carefully screened and trained. Only the most qualified candidates will be selected for this important but dangerous work. It is unfortunate that we feel the need for this, but as we have seen across the country, large violent incidents can occur anywhere at any time.

Respectfully,
Dennis Simmons, EMS Chief



Town of Wiscasset

FIRE DEPARTMENT REPORT

To: John O'Connell, Town Manager
From: Peter Rines, Interim Fire Chief
Re: September Monthly Report
Date: October 2, 2019

This report is broken down into 8 categories.

1. Personnel
2. Call report
3. Equipment status
4. Training
5. Projects started and status
6. Upcoming Projects
7. Events
8. Items under review.

Personnel:

The current roster for the W.F.D. is 18. This includes officer and firefighters. The month of September saw no new applications. The upside we saw no decline in the roster.

Call Report:

Assistance to the ambulance service: 3
Assistance to the police department: 0
Motor vehicle accidents: 2
Structure fires: 0
Chimney fire: 0
Grass and woods fire: 0
Water rescue: 0
False alarms: 0
Unclassified: 3 (Lines down)

Equipment status:

I have met with the road commissioner and town mechanic and established a schedule for regular maintenance of fire department apparatus. This maintenance includes oil, wiring repair, inspections and small repairs. Pump work will continue to be out sourced. One truck has already been in for scheduled work.



Town of Wiscasset

Training:

Training for the month of September was shuffled around to accommodate the work on the station. In spite of this the department tested 925 feet of hose. This is just a partial count, and testing is ongoing. As of the last round of testing we had three lengths of hose fail during the tests. We will plan to replace these lost sections in next year's budget along with updating hose that is very old.

Projects started and status:

- Asbestos abatement

On September 11 the membership started to empty out the quarter's side of the station in preparation of the asbestos abatement project which started on September 30. Since the project is just under way I do not have much in the way of progress to report. It is estimated that it will take about 5 working days to complete. I have included a few pictures of the station after we emptied out the contents and one of the tiles in the hall coming up. I will provide updated pictures next month.

Once the space was emptied, it became very clear that new paint and ceiling tiles were in order. The membership decided this is the best time to do this. With the assistance of the Town Manager and the membership doing the upgrade, we should have a very nice looking station. It should also be noted that the kitchen will be totally upgraded at the same time including new counters and cabinets along with appliances. This portion of the project is being funded out of the fire departments association fund.

- New I.P. phones:

While the abatement project is moving along we are also working with the town office staff to upgrade the phone system. This is still an ongoing project.

- Department Audit:

We have undertaken with the support of the town manager an audit of the department. This should help create a road map moving forward. Outlining the things done well, and the things that need to be improved and ways to do it.

Upcoming Projects:

The radio and paging system is becoming more and more a liability every day. Alternatives are being looked into. We are currently waiting for FCC to review paperwork.

Events:

As you know we postponed this year's open house. The condition of the facilities would just not allow for a well presented event. Although we cannot promote our own open house this year we are continuing to support our mutual aid communities in there endeavors. We will be in Dresden tomorrow evening and in the Boothbay Region event on October 8.

Items under review:

Working on long term apparatus and equipment needs and upgrades.



Town of Wiscasset

Photos of current station upgrade:



It has been a very busy month for the members of the department. They have all stepped up and worked hard to accomplish a lot of work in a short amount of time.

Finally the gas explosion in Farmington affected everyone in the fire service and everyone across the state. I personally know most of the firefighters involved. In the spirit of brotherhood and support I joined in the precession from the states Medical Examiner's office in Augusta back to Farmington, representing the Town of Wiscasset and the Wiscasset Fire Department. The presence of Wiscasset in the precession with the Fire Department service truck did not go unnoticed.

Respectfully submitted,

Peter Rines
Interim Fire Chief



Town of Wiscasset

Wiscasset Police Department

To: John O'Connell, Town Manager
From: Lawrence Hesseltine, Wiscasset Police Chief
RE: September Monthly Report
Date: October 7, 2019

The Police Department responded to 442 calls for service during the month of September.
(Jan - 304, Feb - 634, March - 800, April - 543, May - 846, June - 445, July - 496, August - 651,
Sept - 442)

The Department responded to 15 motor vehicle accidents.

The Department responded to (2) two commercial Burglaries that occurred between the hours
2a.m. and 6a.m.

Arrests were made for the following:

- Attaching False Plates
- Cultivating Marijuana
- Fugitive From Justice
- (2) Operating After Suspension

Total Arrests YTD 2019: 153
Total Arrests YTD 2018: 79

YTD Calls for Service in 2019: 5050
YTD Calls for Service in 2018: 4026.

The department participated in (3) three public fundraising events raising for Special Olympics
Maine - Fueling Dreams held at the Wiscasset Irving Station and the Torch Ride hosted at the
Wiscasset Community Center. Total Raised for Special Olympics Maine through these 2 events
and the sale of Harley Davidson raffle tickets: \$9510.00.

The administrative assistant spent two days at NIBRS training to begin the process of moving
from UCR to NIBRS reporting to the FBI which is required of all law enforcement agencies by
Jan 2021. In October the admin assistant will be attending a grant writing class being held at the
Maine Bureau of Highway safety so we can more efficiently apply for grant monies.

We have two current cases involving large amounts of evidence that are required to be stored in
a secure location. The evidence is currently being store in a secured building owned by the Town
in which I have the only key. The evidence being stored is a motor vehicle from a felony theft
case and 53 Marijuana Plants that need to be dried and boxed for evidence storage.



Town of Wiscasset

Police Report

BUDGET OVERAGE CONCERNS:

Vehicle Repairs: All repair funds for cruiser 108 have been spent. So far, we have spent \$1245.85 for repairs on cruiser 108 and \$887.56 for repairs on cruiser 109. We budgeted \$1000 for each cruiser for repairs and maintenance for the entire fiscal year. YTD we are at \$2133.41 for both cruisers.

Fuel – For fiscal year 18-19 we spent \$5479.51 on fuel. This figure was not known at budget preparation time because we did not receive fuel billing for Feb through May until June, well after the 19-20 budget had been set. Therefore, causing far less to be budgeted than what will be needed. YTD, we have spent \$2101.09 for fuel where only \$5000 was budgeted for 19-20.

Larry Hesseltine
Chief of Police
Wiscasset Police Department
51 Bath Rd.
Wiscasset, ME 04578



Town of Wiscasset

PUBLIC WORKS DEPARTMENT

To: John O'Connell, Town Manager
From: Theodore Snowdon, Public Works Director
Re: September Monthly Report
Date: October 8, 2019

Operations:

In addition to our daily routine:

- Winter sand and salt has been delivered three weeks of trucking to complete.
- Replaced culvert on 12 Old Bath Road.
- Ditched Ward Brook road and repaired culvert.
- Ditched and repaired culvert on Beechnut Hill ext.
- Removed several dead trees on Ox Horn drive.
- Completed tree removal on flood Ave, Washington Street and Warren Street.
- Removed and repaired windows on second floor of Art Gallery.
- Assisted in preparation of fire department for new flooring.
- Assisted Police Department with evidence storage at old land fill building.
- Assisted in fueling buses for school department during tank replacement.
- Completed brush hogging at the airport.
- Repaired and replaced numerous lights on runway and taxiway at the airport. Also removed and installed a new L.E.D runway sign.
- Completed annual fire extinguisher inspections with Kennebec Fire Equipment throughout all town buildings.
- Repaired and replaced all street signs throughout down town.
- Completed painting of all trim on town office.
- Ongoing preparation for getting ready for winter.

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

PARKS AND RECREATION DEPARTMENT

To: John O'Connell, Town Manager
From: Lisa Thompson, Parks & Recreation Director
Re: September Monthly Report
Date: October 8, 2019

Program Updates & Community Events

- Youth Soccer began with 85 children participating
- Scarecrow Fest planning began with meetings with the Chamber and local groups
- Fall swim lessons and swim team begins with strong numbers
-

Coordination Meetings & Professional Development

- Met with Pool Staff to discuss roles within for the upcoming year
- Began the process of staff evaluations.
- Met with YMCA to discuss possibility of collaborating summer programming in 2020.
- Presented revenue building ideas to Board of Selectmen
- Hosted Fall Meeting for the Cooper-DiPerri Scholarship Committee
- Had team meeting with major full and part-time staff in attendance.
- Attended Senior Center Summit meeting in Bowdoinham

Director's Notes:

Since I submitted my resignation on September 30, 2019, I want to say thank you to the Wiscasset Community, the employees of the Town of Wiscasset, particularly the staff of the Parks and Recreation Department and the Board of Selectmen for providing me with the opportunity to take on this role. The past two years have been full of experiences that have provided me with great pleasure, rewards and learning in this profession. I wish the department success and growth as they continue to provide quality programs and services for the community of Wiscasset and the Mid Coast region.



Town of Wiscasset

TOWN TREASURER REPORT

To: John O'Connell, Town Manager
From: Vernice Boyce, Town Treasurer
Re: September Monthly Report
Date: October 2, 2019

Credit Card Receipts:

Over the counter:	\$17,072.97
Transfer station:	\$561.00
Boat excise:	\$0.00
Vehicle registration excise:	\$7,063.85
Airport:	\$23,052.38
Parks & Recreation:	\$13,604.95
Tax payments:	\$0.00
EMS payments:	\$15,223.29
Total Credit Card Receipts	\$76,578.44

Bank Account Balances:

Town operating:	\$1,433,649.83
INFORME Debit/credit account:	\$1,365.09
General Fund Total	\$1,435,014.92

School Checking:	\$168,673.09
Transfers to the school:	\$529,710.34
Interest earned on checking:	\$1,653.02
Received from FAA for Easement Grant	\$332,100.00

Budget: The Finance Department, at month end, has spent 26.7% of its budget; we are 25.00% through our current fiscal year.

The TAN is in place so can be used if needed.

Vernice H. Boyce

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

September 2019 Monthly Report



Town of Wiscasset

WASTE WATER TREATMENT PLANT

To: John O'Connell, Town Manager
From: Richard Gaeth, Waste Water Treatment Plant Superintendent
Re: September Monthly Report
Date: October 9, 2019

Operations:

- Average flow per day = 0.085 mg
- Licensed flow per day = 0.62 mg
- Percent of average flow per day to license limit = 13.8%
- Total Rainfall per month = 1.96 inches
- BOD Effluent Lab Results for mg/L for monthly average, weekly average & daily max. all within license limits
- BOD Effluent % Removal was much better than the 85% required in the license
- TSS Effluent Lab Results for mg/L for monthly average, weekly average & daily max. all within license limits
- TSS Effluent % Removal was 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 within both daily and monthly license limits
- Total Residual Chlorine was within both daily and monthly license limits

Safety:

Thanks to Erin Bean who trained both Ray Bellefleur and Tony Colby on First Aid/CPR. This certification is good for 2 years. In regards to the Safety Works Audit 20 of the 22 items have been completed. I have put new plans together to address those items that are required but were missing. Adela Cifelli (Safety Works) came to do the fall protection training and in regards to the last two items regarding PPE and Task assessments she will be coming back on Tuesday October 8 to outline to the employees how to do the assessment which will result in employee involvement, speed the process up, and give them a complete understanding of what is required. In addition she will be completing the facility inspection. Unfortunately we have had an issue with our confined space meters – one has gone back to the factory and the other we have had the O2 sensor changed and see how that works today.

Budget:

Capital – Should have approximately \$37,500 after currently planned items are billed. I have no plans to expend any more funds out of this account unless an emergency as this would be available to help fund the main street projects and/or engineering work.

Contracted Services – Will have approximately \$1,500 after currently planned items are billed.

Equipment – Currently have approximately \$4,200 in the account but have projects that total more than that and would like to discuss the possibility of doing some of them although we have not yet determined how to pay for the main street project as well as the funding for the engineering work.



Town of Wiscasset

Contingency – Currently have \$15,090 in this account and do not plan to access this account unless an emergency; particularly since it is early in the budget year.

Septage Receiving – Once the outstanding balances thru September have been paid we will have \$5,434 in the account. Trying to see if a pump here and float system could be utilized in pumping out the septage in the first aeration basin into the system verses using the portable pump since the septage transfer pump has been inoperable for quite a few years. A new pump would roughly cost \$30,000. Have to see if a power source is close by.

Equipment: Stevens Pump Service has come back and the pump hour meters at pump station #9 are now working. Discovered that the parts were for D.C. vs. A.C. Tim Stevens from Stevens Pump Service advised that he received the incorrect panel but should have the generator hookup at pump station 17 done by the end of October. Still waiting to hear from Ted Berry when they can do the 2nd day of wet well cleaning. As a result of the inspection done by Kone Cranes we have removed the hoist system for the effluent pumps as it was so corroded it would cost more to fix then a new system would be. We are replacing with a manual bridge and hoist that can be removed and stored inside to keep it out of the weather. This system is very rarely used and is just rated for 1 ton so should be easily to do by hand. We have a couple of other issues as a result of that inspection that we are working on. We have started to rotate the aeration basin blowers on a monthly basis as for the past few years the #2 blower has been the one used. We have installed yellow plastic bollard covers at those pump stations they fit on to reduce the amount of scrapping and painting that is required. Pump station 8 and 17 had lights over the panels but had never been hooked up so I had these connected as well as replacing a light ballast in the bathroom.

DEP Related: Continuing to work on the license renewal. The RFQ's have been advertised and are to be opened on 10/1/19.

Preventative Maintenance: Have been jetting which has not been done for at least 5 years. Have found a couple of areas which have flow however the jetter nozzle has not been able to go thru so have arranged for Ted Berry to come with a camera to determine what the issue is. Have let Pam Parker from the enforcement side of the DEP it is unlikely that we will get all that is accessible this year and am waiting for a response.

Housekeeping: Continuing to go thru all the boxes that were on the Press mezzanine and organizing them on the shelf in the lime room so readily accessible since the boxes were not really labeled what was in them. In addition have gone thru a lot of the drawings and given the appropriate ones to the specific departments.

Training: Ray is scheduled to attend "What Every Wastewater Operator Should Know: Regs, Processes, Pumps, and More. Tony is scheduled to attend "Wastewater 101". We have all had our annual "Sexual Harrassment" training.

Other: Gave Plant tour to Lincoln Academy Students. Waiting to get the proposal from Hawk Ridge on the sludge contract which will run out in November but they are willing to extend till we come to terms. They advised that most of the focus will be on scheduling and odor control.

Respectfully Submitted,
Rick Gaeth
Superintendent

8c

TOWN OF WISCASSET

Memo

To: Wiscasset Board of Selectmen
From: Linda E. Perry, Town Clerk
CC: John O'Connell
Date: 10/9/2019
Re: Registrar's Hours

The Registrar of Voters in municipalities with populations of more than 2,500 must be open on the last 5 business days that the clerk's office is open before Election Day, during the same hours that the clerk's office is open and for 2 hours between 5-9 pm on at least 1 of these days. The municipal officers may change the schedule set in this section of the law according to the needs of the municipality.

I am requesting that the Board change the hours for the registrar to be consistent with the normal hours of operation on those 5 days and not require the additional hours between 5-9 pm.

Thank you,

Linda Perry

10c

Kathleen Onorato

From: manager@wiscasset.org
Sent: Wednesday, October 2, 2019 1:08 PM
To: 'Lisa Thompson'
Cc: selectmancolby@wiscasset.org; admin@wiscasset.org
Subject: RE: Halloween Parade

Lisa,
Should not be a problem. The Chief handles traffic control as usual and I will make sure that it gets to next agenda on the 15th.
John

John W. O'Connell
Wiscasset Town Manager
Email: manager@wiscasset.org
Phone: 207-882-8200 Ext. 108

From: Lisa Thompson <lthompson@wiscassetrec.com>
Sent: Wednesday, October 2, 2019 12:24 PM
To: manager@wiscasset.org
Cc: chiefhesseltine@wiscassetpd.org
Subject: Halloween Parade

Hi John:

We would like to get permission to close streets downtown for our annual Halloween parade. This is something the Selectboard is made aware of and grants permission. We usually get 300-400 people for this event- a long standing tradition in town!

Can it go on the next meeting agenda? I am cc'ing Chief Hesseltine on this as I have asked him and his staff to handle traffic control.

Route : Federal Street at WES to Washington St., to Union Street and back to Federal, then to the WES parking lot
Date: Thursday, October 31
Time of road closure: 4:00- 5:30pm.

Lisa J. Thompson, CPRP
Director, Wiscasset Parks and Recreation
207-882-8230
www.wiscassetrec.com

10d.

Form 450I

214

Notification: 10900514064

Work Order: 801000257588

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

COPY

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, ontents, and other equipment thereon, 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: Brown Road

2. Road (State & CMP): Old Sheepscot Rd (Town) Sheepscot Road (CMP)

3. Direction: Southwesterly

4. Distance: 886 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 Nowell

Date: Sep 24, 2019

By:

Date: 9/24/2019

Form 4503

40/4

Notification: 10300514054

Work Order: BQ100025758A

LOCATION PERMIT

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

dated Sep 24, 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: Brown Road
- 2. Road (State & CMP): Old Sheepscot Rd (Town) Sheepscot Road (CMP)
- 3. Direction: Southwesterly
- 4. Distance: 005 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

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____
Clerk

COPY

1 SELECTMEN REPORT
Department(s): 100 - 514
September

10e

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - ADMINISTRATION	172,056.00	39,006.20	133,049.80	22.67
101 - AIRPORT	90,769.00	17,830.06	72,938.94	19.64
102 - ANIMAL CONTROL	17,367.00	4,291.80	13,075.20	24.71
103 - ASSESSING	6,778.00	4,157.50	2,620.50	61.34
104 - BOARDS & COMMITTEES	2,843.00	732.04	2,110.96	25.75
105 - CELEBRATION	12,000.00	8,225.00	3,775.00	68.54
106 - TOWN CLERK	90,381.00	26,741.95	63,639.05	29.59
107 - CODE ENFORCEMENT	35,956.00	8,053.99	27,902.01	22.40
108 - COMMUNITY ORGANIZATIONS	62,865.00	0.00	62,865.00	0.00
109 - CONTINGENCY	20,000.00	598.00	19,402.00	2.99
110 - CONTRACTUAL SERVICES	197,500.00	22,446.05	175,053.95	11.37
111 - COUNTY TAX	624,976.00	0.00	624,976.00	0.00
112 - DEBT SERVICE	243,234.00	115,917.24	127,316.76	47.66
113 - ELECTIONS	19,185.00	34.73	19,150.27	0.18
114 - EMS/AMBULANCE	540,598.00	113,354.98	427,243.02	20.97
115 - FIRE DEPARTMENT	150,938.00	21,960.71	128,977.29	14.55
116 - FINANCE DEPARTMENT	223,261.00	59,615.15	163,645.85	26.70
117 - GENERAL ASSISTANCE	20,000.00	4,403.69	15,596.31	22.02
118 - MUNICIPAL BUILDING	79,141.00	14,096.12	65,044.88	17.81
119 - MUNICIPAL INSURANCE	201,143.00	49,226.31	151,916.69	24.47
120 - OVERLAY/ABATEMENTS	53,328.88	0.00	53,328.88	0.00
121 - PARKS & RECREATION	790,288.00	189,998.40	600,289.60	24.04
122 - PLANNING & DEVELOPMENT	28,700.00	169.55	28,530.45	0.59
123 - POLICE DEPARTMENT	435,541.00	106,011.46	329,529.54	24.34
124 - POLICE SCHOOL RESOURCE OFFICER	50,166.00	2,545.27	47,620.73	5.07
125 - PUBLIC UTILITIES	275,314.00	44,791.66	230,522.34	16.27
126 - PUBLIC WORKS	651,600.00	103,140.66	548,459.34	15.83
127 - SELECTMEN	27,162.00	4,051.26	23,110.74	14.92
128 - SCHOOL TOWN APPROPRIATION	5,999,053.14	1,000,000.00	4,999,053.14	16.67
129 - SENIOR CENTER	14,397.00	2,772.82	11,624.18	19.26
130 - SHELLFISH CONSERVATION	6,003.00	0.00	6,003.00	0.00
131 - TIF-TAX INCREMENT FINANCE	233,591.20	0.00	233,591.20	0.00
132 - TRANSFER STATION	593,944.00	145,925.68	448,018.32	24.57
133 - WATERFRONT & HARBORS	54,909.00	7,136.14	47,772.86	13.00
134 - COMPREHENSIVE PLAN	20,000.00	0.00	20,000.00	0.00
135 - TRANSFER TO CAPITAL	14,000.00	14,000.00	0.00	100.00
200 - RETIREE HEALTH INSURANCE	47,100.00	13,084.77	34,015.23	27.78
301 - CAPITAL	518,808.00	518,808.00	0.00	100.00
313 - COMMERCIAL PIER DEBT	40,464.00	10,115.76	30,348.24	25.00
314 - BACKHOE DEBT	22,237.00	7,412.28	14,824.72	33.33
315 - ROAD & SIDEWALK CONSTRUCTION	200,000.00	0.00	200,000.00	0.00
333 - REC CENTER CAPITAL	58,000.00	7,505.46	50,494.54	12.94
334 - FIRE & EMS RADIOS/REPEATERS	35,400.00	0.00	35,400.00	0.00
335 - MUNICIPAL BUILDING FLOOR REHAB	45,000.00	0.00	45,000.00	0.00
336 - COMBINING CAPITAL ACCOUNTS	157,007.35	157,007.35	0.00	100.00

@ 25%
of FY

OVER

1 SELECTMEN REPORT

Department(s): 100 - 514
September

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
400 - WASTEWATER CONT'D				
400 - WASTEWATER	750,636.00	169,166.85	581,469.15	22.54
401 - IMPACT FEES	49,573.24	42,600.00	6,973.24	85.93
513 - CEMETERY PERPETUAL CARE	0.00	100,000.00	-100,000.00	----
514 - CEMETERY OPERATIONS	108,013.00	34,698.79	73,314.21	32.12
Final Totals	14,091,226.81	3,191,633.68	10,899,593.13	22.65

HM Payson Monthly Statement of Wiscasset Accounts

<i>Account Name</i>	Market Value as of 07/31/2019	Market Value as of 08/31/2019	Market Value as of 09/30/2019
Montsweag Dam Reserve Fund	\$ 162,187.25	\$ 159,810.20	\$ 161,605.09
Cemetery Trust Fund	\$ 1,939,051.31	\$ 1,910,635.31	\$ 1,932,094.37
General John French Scholarship	\$ 61,132.55	\$ 60,236.58	\$ 60,913.12
Jackson Cemetery Fund	\$ 30,119.81	\$ 29,678.37	\$ 30,011.70
Larabee Band Fund	\$ 728,951.36	\$ 718,267.71	\$ 726,334.84
Haggett Scholarship Fund	\$ 13,803.75	\$ 13,601.44	\$ 13,754.20
Mary Bailey Fund	\$ 443,969.22	\$ 437,462.31	\$ 442,375.62
Seth Wingren Fund	\$ 27,897.75	\$ 27,488.88	\$ 27,797.62
Wiscasset Community Center Endowment Fund	\$ 3,160.66	\$ 3,114.34	\$ 3,149.32
Cooper-DiPerri Scholarship Fund	\$ 31,441.72	\$ 30,984.81	\$ 31,332.81
Recreation Scholarship	\$ 816.74	\$ 804.77	\$ 813.80
Town of Wiscasset Edowment Fund Total	\$ 3,442,532.12	\$ 3,392,084.72	\$ 3,430,182.49
Town of Wiscasset Capital Reserve	\$ 393,161.09	\$ 387,306.60	\$ 391,833.06
Town of Wiscasset Construction Reserve	\$ 2,817,002.49	\$ 2,775,054.97	\$ 2,807,487.13
Town of Wiscasset Equipment Reserve	\$ 4,362,287.63	\$ 4,297,329.52	\$ 4,347,552.57
Town of Wiscasset Furnace Replacement Reserve	\$ 362,498.17	\$ 357,100.27	\$ 361,273.72
Town of Wiscasset Major Repairs Reserve	\$ 488,314.04	\$ 481,042.64	\$ 486,664.60
Town of Wiscasset Recreation Building Reserve	\$ 1,910,094.02	\$ 1,881,651.12	\$ 1,903,642.05
Town of Wiscasset Retirement Health Insurance Reserve	\$ 276,514.45	\$ 272,396.92	\$ 275,580.43
Town of Wiscasset Roof Repair Reserve	\$ 332,877.58	\$ 327,920.75	\$ 331,753.17
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 99,916.05	\$ 98,429.24	\$ 99,579.59
Town of Wiscasset Highway Department Capital Reserve	\$ 2,343.30	\$ 2,308.41	\$ 2,335.38
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 3,124.42	\$ 3,077.89	\$ 3,113.86
Town of Wiscasset Reserve Funds Total	\$ 11,048,133.24	\$ 10,883,618.33	\$ 11,010,815.56

Town of Wiscasset
Pier Policies

Purpose: The purpose of this policy statement and regulations is to assure the continued growth of needed commerce in our village waterfront area while maintaining the future use of public spaces and infrastructure. The objective is to balance the needs of the general public with the opportunity to supply shopping, dining, and recreational amenities to residents and visitors alike. Any activities at the pier should represent the character of the traditional village and waterfront for which Wiscasset is known.

1. At all times the Town of Wiscasset through its Town Manager will retain total rights and control of all activities at the pier. The Town may cancel permits or activities that it deems are not in compliance with the Ordinances and regulations of the pier or that may be detrimental to the character and reputation of the Town.

2. PERMITS:

- All permits may be applied for beginning February 1st of each year.
- All supporting required documents (including payment) must accompany Application.
- Applicant will be notified of approval approximately 30 days after application
- Permits will be re- issued on a seniority basis.
- Placement of structures shall be decided by the Waterfront Committee
- Electric use is pro-rated; additional use shall be billed by the Town.
- Seasonal permits once approved shall be paid in advance by May 1st. The Seasonal permit fee will be \$600 for each 30x34 square foot space and \$400 for each 10x20 square foot space. Seasonal permits will be approved for the period of Memorial Day Weekend through Columbus Day Weekend. There will be a two week period prior to and after these dates for the purposes of set up and takedown of business structures. Extended time must be approved by the Town Manager. Appropriate fees may be assessed.
- Day-Use permits shall be make application for each event; The daily fee is \$25 for each 10x10 square foot space. Fees may be waived for town sponsored events and other approved circumstances.
- Annual permits shall make clear whether the business is operational or seeking storage for part of the term. Annual Fees will be \$1100 for each 30x34 space and \$800 for each 10x20 space.
- Event permits shall be applied for minimally 7 days before an event. Blanket approval for a series of events sponsored by an organization shall be made minimally 30 days prior to the commencement. Approval and scheduling shall be made by the Town.

3. Buildings, shelters or vendor stalls may be affixed to the pier for high wind protection. All vendor spaces shall be temporary in nature. All structures shall be no taller than 10 feet and their longest dimension will not exceed 20 feet. There shall be no drilling, sawing, or altering of the pier in any way. The pier will be left in the same condition when the vendor leaves as when the vendor arrived.

4. Accessory furniture may be permitted, so long as such furniture does not interfere in the use of the pier by other businesses. The furniture shall be accessory in nature with minimal impact on the pier operation. Approval of such accessory furniture must be specifically requested on the permit application.
5. In order to create a center of activity at the waterfront all vendors will maintain standard business operating hours a minimum of 5 hours per day at least 5 days per week.
6. All vendors, their property, and employees shall hold themselves to a code of conduct and dress in accordance with the character and reputation of the traditional village waterfront of Wiscasset.
7. All applicants must show proof of \$1,000,000 (one million dollars) of liability insurance and shall name the Town as second insured up to the \$400,000 limit of liability for municipalities identified in the Maine Tort Claims Act.
8. In order to accommodate visitors to the pier vendors are required to find legal parking for any vehicles for themselves, the business, or employees and shall not park in adjacent areas to the pier.
9. Violations of these policies may result in the immediate cancellation of the permit and impact any future approvals of permits. The Town Manager shall have the ultimate authority to determine if vendors are in compliance with policy. Vendors who are deemed to be in violation of any section of this policy may be removed by the Town at the owner's expense.
10. Vendors will be required to remove all property from the Pier in an emergency situation; or with advance notice from the Town of Wiscasset.

From: Pierce, Tamra L. <Tamra.Pierce@cmpco.com>
Sent: Friday, September 27, 2019 3:09 PM
To: payables@wiscasset.org
Subject: CMP/LED Conversion

Flag Status: Flagged

Good afternoon Ellen,

The present net book value of the street lights in Wiscasset is \$10,774. This would be the amount you would pay CMP to purchase the street light fixtures and install your own LED fixtures working with a private contractor. I am attaching the Terms and Conditions of the Municipal Purchase of Street Lights, which took effect 5/15/18.

If the Town of Wiscasset elects to install all new CMP LED fixtures and continues to lease from CMP, the town would sign a new 15 year agreement for each of the LED lights installed. There is no cost to the town to install these LED lights and because the average age of the existing lights is greater than 15 years the cost to remove would be \$0.

Benefits of switching to CMP LED are a lower monthly lighting bill as compared to the present leased price. Additionally, CMP remains responsible for maintaining the lights and paying you taxes on them. We are currently aligning contractors to work on the conversion.

Currently, CMP does not have an LED equivalent of a 250 sodium flood light, and you currently lease 6 (included in the figures below). Our Standards Group is researching an LED equivalent. The Town of Wiscasset also leases an airport beacon light, which I did not include in the figures below. The per month charge for the beacon light is determined by operations hours, wattage of the lamp, number of lamps to derive the monthly kWh (\$0.06/kWh for delivery and \$0.21 per kWh for lighting), plus your monthly energy charge.

You can review these charges on your monthly street light bill.

I completed a price comparison for your street lights and the preliminary results show a cost reduction as follows:

- Present Annual Street Light Costs for the Town of Wiscasset (Calculations based on SOP Supply Prices)
 - CMP Delivery and Lease = \$34,125.00
 - Energy Supply = \$ 9,520.64
 - Total Present Annual Cost = \$43,645.64

- If Replaced with CMP Own & Leased LED Street Lights (Calculations based on SOP Supply Prices)
 - CMP Delivery and Lease = \$28,089.36
 - Energy Supply = \$ 2,382.52
 - Total Estimated Annual cost = \$30,471.88

- Estimated Annual Saving = \$ 13,173.76 and CMP remains responsible for maintaining the lights.

Please let me know if you have any more questions.

Sincerely,

Tammy



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: Nonny's Nook LLC
New Business Existing Business years in operation Ownership/Location Change

Location of business: 681 Bath Rd Suite 3 Map/Lot 4-17-005

Preferred mailing address: 5 Libby Hill Rd Gray ME 04039

Business phone number: (207) 689-8162

Description of Business: Thrift/Vintage Store

Owner's name: Sandra Miller Owner's phone: (207) 233-5260

Owner's home address: 5 Libby Hill Rd Gray ME 04039

*Emergency contact person: Sandra Miller

*Emergency phone numbers: home: _____ cell: (207) 233-5260

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

*If you are an existing business and would like to be placed on the Town of Wiscasset Website please complete the section in the "New Business" box below.

NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION	
Have you seen the Code Enforcement Officer and Town Planner for approval?	<u>No</u>
Will you need a sign permit?	<u>Yes</u>
Will this business be a home occupation?	<u>No</u>
This business will be a:	Corporation or LLC <u>LLC</u> Partnership _____ Sole proprietor _____
Would you like a link to your business placed on the Town of Wiscasset Website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Provide e-mail and/or web address:	<u>nonnys.nook@gmail.com Facebook/TheNonnysNook</u>

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, Sandra Miller, 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: 9/24/19 Signature: Sandra Miller

(TOWN CLERK SECTION BELOW)

DATE RECEIVED: 9/30/19 DATE APPROVED: _____ ASSESSING: _____ WEB/LIST: _____
Prod to Departments

BUSINESS LICENSE APPLICATION-NEW

Business Requesting License: Nanny's Nook LLC

Code Enforcement Officer:

Comments: NO COMMENTS

Signed: [Signature] Dated: 10-7-19

Wiscasset Police:

Comments: NO COMMENTS/CONCERNS

Signed: [Signature] Dated: 10/2/19

Planning Department:

Comments: ~~_____~~

Signed: _____ Dated: _____

Fire Department:

Comments: NO CONCERNS OR COMMENTS

Signed: [Signature] Dated: 10/5/19

License Approved: _____ Dated: _____

Kathleen Onorato

11d

From: Stephen J. Dyer <stephen.dyer@ransomenv.com>
Sent: Wednesday, October 2, 2019 3:01 PM
To: manager@wiscasset.org
Cc: admin@wiscasset.org
Subject: RE: Wiscasset Ash Pond Cleanup

Hi John:

We are pulling together the Analysis of Brownfield Cleanup Alternatives and Community Relations Plan right now. We should distribute to you next week for your review. We will then need to allow the MEDEP and EPA a chance to review. We anticipated have a public meeting November or December. Pulling the bidding documents and design together shortly after so we would be bidding the work late winter for early spring start.

Let me know if you have any questions or want to discuss further.

Steve

Stephen J. Dyer, P.E.
Senior Project Manager / Principal
RANSOM CONSULTING, INC.
tel (207) 772-2891

From: manager@wiscasset.org <manager@wiscasset.org>
Sent: Monday, September 30, 2019 11:55 AM
To: Stephen J. Dyer <stephen.dyer@ransomenv.com>
Cc: admin@wiscasset.org
Subject: Wiscasset Ash Pond Cleanup

Good Morning Steve:

While I have a moment I thought that we should formalize our plans on moving ahead. Tomorrow is October and, if the past few months are any indication, that will shoot by.

As you know, the completion of the ash pond cleanup will give us an opportunity for much needed economic development.

Look forward to hearing from you.

Regards,

John

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

12a(1)

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/03/19

© 2019

Byron M. Haley
39 Mountain Road
Wiscasset, ME 04578

PROPERTY REVIEWED
Map R01 Lot 29-A RE Acct # 101

CURRENT ASSESSED VALUE

Land Value: \$ 47,000 Building Value: \$ 34,800

FINDINGS

After careful review of the assessments of your property, the following determination/ findings have been made:

_____ The assessment is fair and correct. No adjustment will be made.

_____ The assessment is fair and correct. No abatement will be made.

X An adjustment will be made. The following assessments now apply.

Land Value: \$ 39,600 Building Value: \$ 34,800

X Abatement will be recommended for : **\$ 147.26**

Remarks: Upon further review of deed this lot was transferred to a new owner with all 4.70 acres in error. Only one acre was sold. Abatement is recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



Ellery G. Bane C.M.A
Assessors Agent
Town of Wiscasset

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/03/19

Maine Heritage Village, LLC
506 Old Bath Road
Wiscasset, ME 04578

PROPERTY REVIEWED

Personal Property Acct # 22

CURRENT ASSESSED VALUE

Personal Property Value: \$ 1,600

FINDINGS

After careful review of the assessments of your property, the following determination/
findings have been made:

_____ The assessment is fair and correct. No adjustment will be made.

_____ The assessment is fair and correct. No abatement will be made.

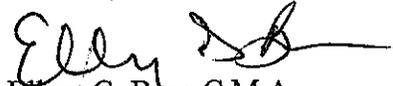
 X An adjustment will be made. The following assessments now apply.

Personal Property Value: \$ 0

 X Abatement will be recommended for : **\$ 31.84**

Remarks: Per further review and information provided this company owned no personal property in Wiscasset as of April 1st 2019. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



Ellery G. Bane C.M.A
Assessors Agent
Town of Wiscasset

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/03/19

COPY

Dennis Raleigh
P.O. Box 745
Wiscasset, ME 04578

PROPERTY REVIEWED

Personal Property Acct # 70

CURRENT ASSESSED VALUE

Personal Property Value: \$ 1,200

FINDINGS

After careful review of the assessments of your property, the following determination/
findings have been made:

_____ The assessment is fair and correct. No adjustment will be made.

_____ The assessment is fair and correct. No abatement will be made.

 X An adjustment will be made. The following assessments now apply.

Personal Property Value: \$ 0

 X Abatement will be recommended for : **\$ 23.88**

Remarks: Per further review and information provided this person owned no personal property in Wiscasset as of April 1st 2019. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



Ellery G. Bane C.M.A
Assessors Agent
Town of Wiscasset

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

12a(2)

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/03/19



Ryan S. Chadwick
P.O. Box 262
Wiscasset, ME 04578

PROPERTY REVIEWED
Map R01 Lot 29-H RE Acct # 2696

CURRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 0

FINDINGS

After careful review of the assessments of your property, the following determination/
findings have been made:

The assessment is fair and correct. No adjustment will be made.

The assessment is fair and correct. No abatement will be made.

An adjustment will be made. The following assessments now apply.

Land Value: \$ 45,000 Building Value: \$ 0

Supplement will be recommended for : **\$ 895.50**

Remarks: Upon further review of deed this lot of 3.70 acres was retained by the seller Mr. Chadwick and did not receive a 2019 tax bill in error. Only one acre was sold to Mr. Haley. Supplement is recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;

Ellery G. Bane C.M.A
Assessors Agent
Town of Wiscasset