

WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
FEBRUARY 4, 2020

Preliminary Minutes

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

Call to Order

Chair Judy Colby called the 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 January 24 and 31, 2020. Vote 5-0-0.**
- b. **Kathy Martin-Savage moved to approve the accounts payable warrants of January 29 and February 4, 2020. Vote 5-0-0.**

3. Approval of Minutes

- a. **Kathy Martin-Savage moved to approve the minutes of January 21, 2020. Vote 5-0-0.**

4. Special Presentations or Awards – none

5. Committee Appointments

Jeff Slack moved to reappoint Timothy James and Paul Dickson to the Shellfish Committee. Vote 5-0-0.

6. Public Hearing – none

7. Public Comment – none

8. Department Head or Committee Chair:

- a. **Waterfront Committee, Susan Robson-Pier Policy Updates:** John O'Connell said he had no problem with the policy or the fees; however he recommended that winter storage of the buildings on the pier be discontinued in order for necessary inspection and maintenance on the pier to be performed and to allow the pier to dry out. It was decided to require removal of the structures after October 12, 2020; however, if it was determined before that date that no maintenance was necessary, the structures could remain on the pier during the winter and application for winter storage can be made at that time. (A motion was made to this effect by Jeff Slack, seconded by Judy Colby, but not voted.) James Kochan commented that the rates were not equitable for the various size spaces on the pier; the rates should be

based on the square footage of the rental space. The need to enforce the regulations was discussed, particularly the requirement that the vendors be open five days per week and five hours per day. The pier policies call for a non-refundable fee of \$30 to be paid with the application. Applications will require approval by the select board after the Waterfront Committee's recommendation. The provision of electricity to each vendor was discussed. **Judy Colby moved to table discussion on the installation of meters for each vendor for two weeks to give Ted Snowden an opportunity to determine what would be necessary. Vote 5-0-0.**

b. Ordinance Review Committee Update, Karl Olson – See Memo: Karl Olson's memo outlined the work of the Ordinance Review Committee: Shoreland overlay ordinance and the Zoning ordinance have been drafted and will be on the June warrant. The committee also is considering changes to the land use ordinance that will allow congregating living not limited to 55 or older on parcels that meet certain restrictions. Olson said that work will begin on a marijuana ordinance after the town has voted to "opt in" to operation of adult use marijuana establishments within the municipality and/or has voted to "opt in" to operation of registered caregiver retail stores, registered dispensaries, testing facilities and manufacturing facilities. If the town does not vote to opt in, all marijuana activities are prohibited. **Kim Andersson moved to place on the June warrant to opt in on both. Vote 3-2-0** (Colby and Martin-Savage opposed.) Olson's memo said that when time allows, the ORC will work on parking per James Kochan's letter of June 24, 2019. It was suggested that the ORC invite Elswyth Strassberger, who is working with Lincoln County Planning on parking issues, to meet with the committee.

9. Unfinished Business

a. Review of Airport Hangar Leases – Rick Tetrev: Tetrev reported that he had met with Jorge Pantelli, FAA Compliance Officer in New England, and had the following recommendations for the board regarding airport ground leases to ensure that the airport remains in compliance with federal grant assurances and eligible for future federal funding under the Airport Improvement Program:

1. Terminate the Falvey lease immediately – leaseholder has failed to construct hangars, the purpose of the lease, after 15 years.
2. Issue an RFI (Request for Interest) to see if anyone is interested and negotiate leases only when there is a real project with detailed development plans and financial backing.
3. Break the lease area up into three separate parcels.
4. Use the fee structure the town set several years ago, clearing the books of other fees set years ago and adjusted, legally or otherwise. The airport committee should address this as soon as possible and the proposed fee structure receive FAA endorsement
5. New lease agreements must be those that assess the value of the lease based on the "published" fees which are board approved. Lease must also have a clearly defined end date and stipulate that development must be started within a year. Leases can have a 6 months/1 year clause but project must be credible.

Tetrev had not spoken to Mr. Falvey since meeting with the FAA and had not informed him of the FAA's decision. Kim Andersson expressed concern with the level of authority and asked to see the FAA's decision in writing. Tetrev explained FAA rules govern the airport and that the airport is funded by the FAA. **Judy Colby moved to rescind the lease offer made previously to Mr. Falvey for \$13,623.43. Vote 4-0-1** (Andersson abstained.) **Judy Colby moved to terminate the existing lease with Mr. Falvey. Vote 4-1-0 (Andersson opposed).**

Judy Colby asked that the Airport Committee address the problems the FAA has with the other leases, such as length of lease and non-aeronautical use of land. A letter signed by John O'Connell and Rick Tetrev will be sent to Mr. Falvey terminating his lease.

10. New Business

a. New Business Licenses

- Rebecca Fox, DBA Creature Comfort Flowers, 236 Bath Road
- Suzanne Sukeforth, DBA The Hair Garage, 20 Sukie Lane
- Lenny Santos and Tarah Diffin, DBA The Hot Spot Diner, 277 Bath Road
- Dale J. Holman, DBA Eagle ATM, LLC, 49 Water Street
- Chandler Sowden and Zack Goodwin, DBA In a Silent Way, 65 Main Street

Ben Rines, Jr., moved to grant the licenses as presented. Vote 5-0-0.

b. Bid Opening

- Annual Independent Financial Auditing Services: The following bids were received

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Barry Talbott Royer	\$13,000	\$13,500	\$13,750
RSR Smith	13,250	13,250	13,250
William Brewer	19,300 + single audit \$2,500	19,500 + \$2,500	19,800 + \$2,500
“	Hourly rate: Accountant \$120/hr.; Para-professional \$55/hr.		

Judy Colby moved to have John O'Connell go over bids and award the bid to the most qualified bidder. Vote 5-0-0.

11. Town Manager's Report

a. Sidewalks/Ice: O'Connell had put a notice on the town website about the work of the small road crew in clearing snow and ice. He said the ordinances were unclear about the responsibility for clearing sidewalks. Ice and snow falling from roofs were the responsibility of the property owner, although this was not well understood.

b. Brownfields Clean-up: A public meeting was held on Thursday, February 6, at which it was announced that funds are available to clean up four ash ponds and it was hoped that that would occur this year, allowing 30 acres at the site to be used,

c. Legal Update: Notice of a lawsuit against the Town and Al Cohen by Tom and Katie Bryant had been received and turned over to the town attorney. Mr. Bryant said he had filed a Freedom of Information request with no response. O'Connell explained that he had responded, but that because of insufficient staff, he could not estimate when the response would be made. In response to other questions, O'Connell said the matter was turned over to the attorney and would not be discussed at that meeting.

d. Municipal Building Floors-Abatement and replacement flooring: O'Connell said the floors were dried out, an insurance claim filed and estimates for repair and asbestos removal were being requested. He added that the ceiling in the meeting room had been repaired and repainted.

e. A heating oil contract for the school and town with M.W. Sewell had been negotiated for less than \$2 per gallon.

f. Budget meeting on Thursday will be held unless the weather makes it impossible to attain a quorum.

g. The notice on the building door regarding the use of masks or other preventive measures to take by customers to the office was suggested by Dennis Simmons, EMS Director, considering the flu and school closings, so that staff would not be jeopardized.

12. Other Board Business

a. Executive Session to discuss a personnel matter: **Judy Colby moved to enter executive session pursuant to 1 M.R.S.A. §405 (6) (A). Vote 5-0-0. Judy Colby moved to exit executive session at 7:25 p.m. Vote 5-0-0.**

John O'Connell submitted his letter of resignation as Town Manager having decided not to accept the automatic second year term. He said he was willing, if the board wished, to continue as Town Manager until the first week in June. Members of the board thanked him for his service. **Judy Colby moved to accept the resignation with regret. Vote 5-0-0.**

At 7:40 p.m. **Judy Colby moved to enter executive session pursuant to 1 M.R.S.A. §405 (6)(A). Vote 5-0-0. Judy Colby moved to exit executive session at 7:58 p.m. Vote 5-0-0.**

13. Adjournment

Jeff Slack moved to adjourn the meeting at 8 p.m. Vote 5-0-0.

Town of Wiscasset
Board/Committee Membership Application

Full Name: DONALD L JONES

Street Address: 11 FEDERAL ST

Mailing Address: SAME Home Phone: 882-6234

Town of Legal Residence: WISCASSET

Work Phone: _____ Cell Phone: _____ E-mail djones@twc.com

I wish to be considered for the appointment to the: COMMITTEE ON THE APPEARANCE OF THE TOWN
Term Of Appointment _____

Full member: _____ Reappointment: Alternate member: _____

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

If yes, please state which Board or Committee/term exp. PLANNING BOARD
WATERFRONT COMM. TRANSPORTATION COMM. CEMETERY COMM
List civic organizations to which you belong now: WISCASSET FIRE SOCIETY

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: _____

Signature: Donald L Jones Date: 3 FEB 2020

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

For Office Use: _____

Date received: 2-3-20 Date Appointed: _____ Term: _____

5b

Town of Wiscasset
Board/Committee Membership Application

Full Name: Elizabeth A. Maxwell ("Beth")
Street Address: 10 Union Street Wiscasset ME 04578
Mailing Address: Same as above Home Phone: 882-6180
Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: _____ E-mail: emaxwell@mysparpoint.net
I wish to be considered for the appointment to the: Appearance of the
Town Committee Term Of Appointment _____

Full member: Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? no

If yes, please state which Board or Committee/term exp. 1 year

List civic organizations to which you belong now: Garden Club of Wiscasset
Friends of Wiscasset

Prior experience, knowledge, or abilities that you have which would contribute to
the activities of the Board or Committee: Pres. of Garden Club of Wiscasset, Master
Gardener Volunteer, Chair of multiple

Signature: Elizabeth A. Maxwell Date: Feb. 4, 2020
church committees, home gardener

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

For Office Use: _____

Date received: 2/4/2020 Date Appointed: _____ Term: _____
fid to Kathy

(over)

As the town and The Garden Club of Wiscasset (GCW) have been jointly working on efforts to beautify the town it seemed to me that part of my responsibility as President of the club should be taking a more active and "official" role in these efforts. GCW won an award for Historic Preservation for our work in collaboration with Historic New England (HNE) to restore and expand their gardens in a manner true to what the gardens would have looked like in the 1930's. This award was given at the state level (Garden Club Federation of Maine), then passed on to the regional and national level, all of which awarded our club first prize. We have worked with Cathy Messmer who works with HNE; she has studied the history of the Searken Garden and given illustrated talks of its history. As we continue to expand our joint efforts to enhance the new downtown area it seems fitting that we also look at what can be done to improve the Searken Garden and make sure it continues to be a draw for folks exploring what Wiscasset has to offer.

5c

Town of Wiscasset
Board/Committee Membership Application

Full Name: Jason G. Putnam

Street Address: 17 Hooper Street

Mailing Address: same Home Phone: 207-882-7082

Town of Legal Residence: Wiscasset

Work Phone: — Cell Phone: 207-208-6976 E-mail: jasonputnam AS @ ya hoo

I wish to be considered for the appointment to the: Comprehensive Planning Comm. Term Of Appointment: —

Full member: Reappointment: Alternate member:

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

If yes, please state which Board or Committee/term exp. School Com., ORC, Planning Board

List civic organizations to which you belong now: Lincoln County Democrats

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: long-time business owner

Signature: [Signature] Date: 2/6/2020

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

For Office Use:

Date received: _____ Date Appointed: _____ Term: _____



Town of Wiscasset

ba

TOWN OF WISCASSET PUBLIC HEARING

The Board of Selectmen will hold a public hearing on Tuesday, February 18, 2020, at 6:00 p.m. at the Wiscasset Municipal Building in the Hearing Room. The purpose of the hearing is as follows:

- To act on a request for a Liquor License renewal for Carla Chapman, DBA The Cubby Hole, located at 213 West Alna Road, Wiscasset.

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STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC):	Business Name (D/B/A): <i>The Cubbyhole Sports Pub</i>
Individual or Sole Proprietor Applicant Name(s): <i>Carla Chapman</i>	Physical Location: <i>213 West Alna Rd Wiscasset Me 04578</i>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <i>213 West Alna Rd Wiscasset Me 04578</i>
Mailing address, if different from DBA address:	Email Address: <i>the.cubbyhole.pub@gmail.com</i>
Telephone # Fax #: <i>207 687 2079</i>	Business Telephone # Fax #: <i>207 687 2079</i>
Federal Tax Identification Number: <i>006569063</i>	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? New Renewal

If a renewal, please provide the following information:

Your current license expiration date: 3/13/20

The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: 54,368. Beer, Wine or Spirits: 50,116.38 Guest Rooms: _____

2. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

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3. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV) Class A Restaurant/Lounge (Class XI) Class A Lounge (Class X)
- Hotel (Class I, II, III, IV) Hotel – Food Optional (Class I-A) Bed & Breakfast (Class V)
- Golf Course with auxiliary and mobile cart options (Class I, II, III, IV) Tavern (Class IV)
- Qualified Caterer Self-Sponsored Events (Qualified Caterers Only)

Other: _____

Refer to Section V for the License Fee Schedule

4. If application is for a **new** license or the business is under new ownership, indicate starting date:

5. Business records are located at the following address:

213 West Alna Rd Wiscasset

6. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

7. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

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8. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Carla Chapman	3-19-63	Texas
Residence address on all the above for previous 5 years		
Name	Address:	
Carla Chapman	213 West Alna Rd Wiscasset Me 04578	
Name	Address:	
Name	Address:	
Name	Address:	

9. Is the licensee/applicant(s) citizens of the United States? Yes No

10. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

11. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable -- licensee/applicant(s) is a sole proprietor

12. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine? Yes No

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

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14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

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20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Wisasset High School

Distance: 4 miles

Section II: Signature; Fee; Delivery of application

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 1-21-2020


Signature of Duly Authorized Person*

Signature of Duly Authorized Person*

Carla Chapman
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

*The person signing this application must appear in Section VII on this application.

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Section III: For use by Municipal Officers and County Commissioners only
Approval of an application for an on-premises liquor license

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application on this date: _____.

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

This Approval Expires in 60 Days

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

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A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

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F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

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Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

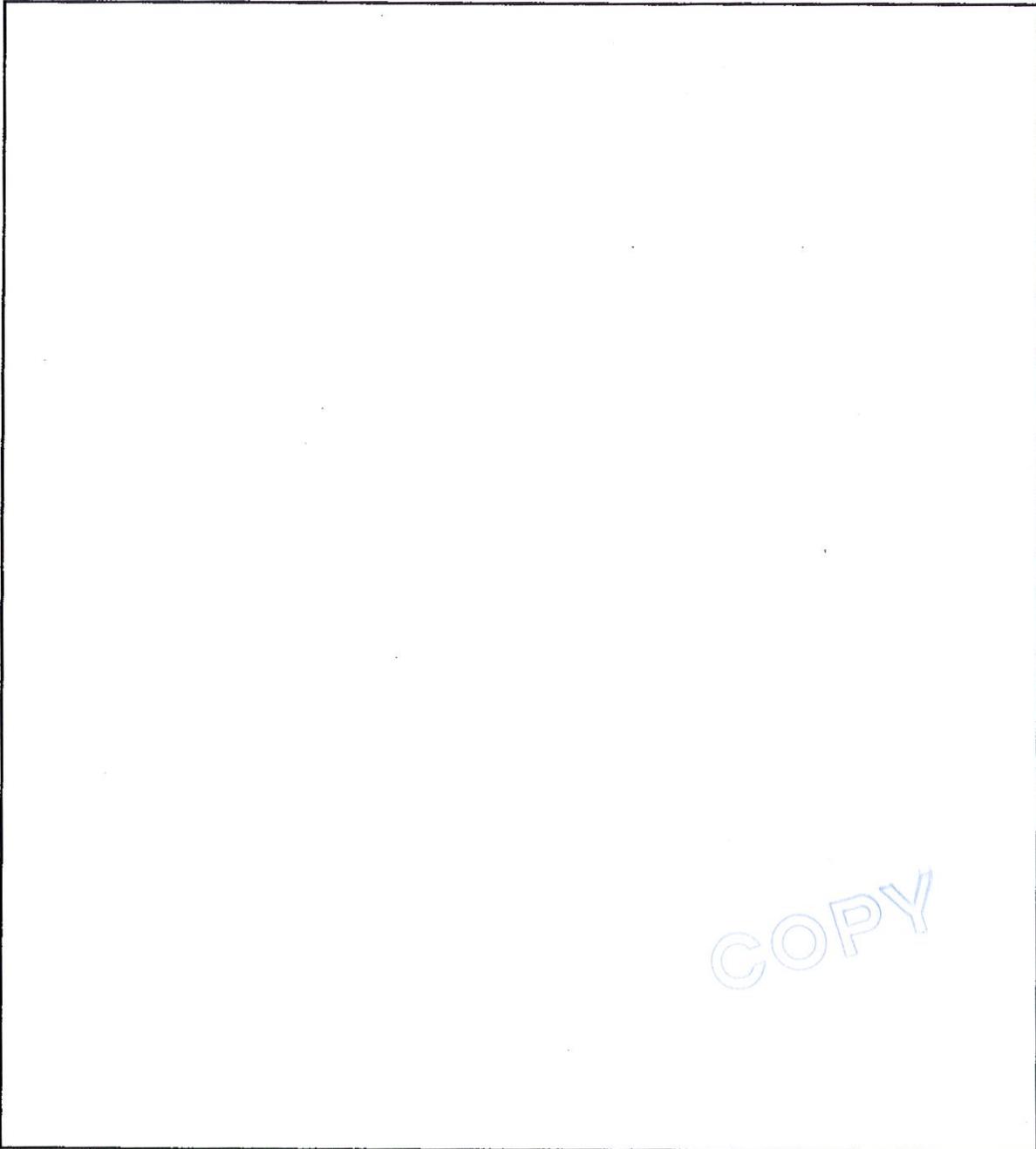
Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00
Self-Sponsored Events	This class is for Qualified Caterers Only	\$ 700.00

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Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.





STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliqor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
10 Water Street
Hallowell, ME 04347

COPY

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	

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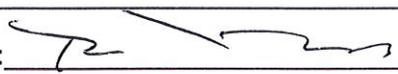
LIQUOR LICENSE-RENEWAL

Liquor licenses held by the same owner at the same location for five (5) or more years and have had no complaints within that time may be approved or denied by the Wiscasset Town Clerk, after advice and consent from the Wiscasset Code Enforcement Officer and the Wiscasset Police Department.

Business Requesting Renewal: Carla Chapman - The Cobby Hole

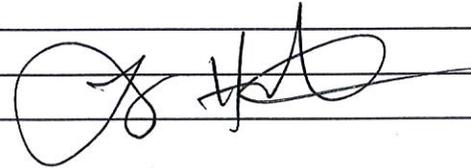
Code Enforcement Officer:

Comments: no comments

Signed:  Dated: 1-23-2020

Wiscasset Police:

Comments: NO CONCERNS

Signed:  Dated: 1/23/2020

Public Hearing Required: Yes: No:

If public hearing required:

Date of public hearing: 2/18/2020 Date public hearing posted: 1/27/2020

Date of newspaper ad for public hearing: 2/10/2020

License Approved: _____ Dated: _____

Carleton Electric Inc.

564 Calls Hill Road
Dresden, ME 04342
207-737-4168

8a

Estimate

Date
2/9/2020

Mail or fax to:
Town of Wiscasset 51 Bath Road Wiscasset, Maine 04578 ATTN: Ted Snowdon

	Total
ESTIMATE: to supply and install electrical submetering unit for waterfront vendor buildings downtown. Materials- Levitor submetering unit, sensors, wiring Labor	4,090.00 880.00

Thank you for your business.

Total	\$4,970.00
--------------	------------

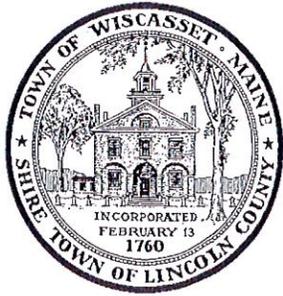
Town of Wiscasset Pier Policies **re draft 2019**

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 adherence with State and Local** Ordinances and regulations of the pier or that may be detrimental to the character and reputation of the Town. **The Town through its authorized agents may perform inspection of any operation and equipment on the Pier(s).**

2. PERMITS:

- All permits may be applied for ~~beginning~~ February 1st of each year.
- All supporting, required documents (~~including payment~~) must accompany Application **with a \$30 non refundable processing fee**
- Applicant will be notified of approval **by the Town** ~~approximately 30 days after application~~
- Permits will be re- issued on a seniority basis. **No space will be held without current approval and payment. Permit Fees are non refundable and not pro rated. Fee payment is due by May 1 for the upcoming season.**
- Placement of structures shall be ~~decided~~ **recommended** by the Waterfront Committee, **considering vending type.**
 - Electric use is pro-rated; additional use shall be billed by the Town.
 - **There is no water available on Main St Pier; Any required water shall be approved by the Town**
 - **Appropriate trash receptacles and removal is expected of the vendor**
 - **Delivery and other vehicles on the Pier shall be before 11 am or after 7 pm. No vehicles are allowed to park on the Pier**
- ~~Seasonal permits once approved shall be paid in advance by May 1st. The Seasonal permit fee will be \$1500 for each 30x34 square foot space and \$1000 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 **\$35** 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.



date: _____

returning vendor(y/n) _____

TOWN OF WISCASSET

Pier Vendor Permit Application

APPLICANT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ CELL: _____

EMAIL: _____

SEASONAL PERMIT PER EACH SPOT: (**Operating**: May – Oct /calendar year) ___ x \$400-~~\$1000~~ (10' X 20') or ___ x \$600 ~~\$1500~~ (30' x 34').

ANNUAL PERMIT PER EACH SPOT: ___ x \$800 (10' X 20') or ___ x \$1100 (30' x 34')

___ LADDER SIGN: \$40; TO READ: _____

___ I REQUEST ELECTRICAL SERVICE: 110 Volt outlet \$150/season or \$5/day additional use will be billed by the Town (subject to change).

___ EVENT PERMIT DATE(S) _____

___ DAY USE PERMIT \$35: DATE(s): _____

___ RETURNING VENDORS CHECK HERE IF NO CHANGES TO BUSINESS

DESCRIPTION OF ALL BUSINESS ACTIVITIES THAT WILL TAKE PLACE ON SITE: INCLUDING ELECTRICAL REQUIREMENTS _____

REQUEST FOR APPROVAL OF **ACCESSORIES, FURNITURE etc.:** (please list all furniture and size and attached a sketch of placement)

- ATTACH A CERTIFICATE OF INSURANCE, NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- ATTACH A PHOTO OR SKETCH OF THE PROPOSED STRUCTURE.
- INCLUDE **APPLICATION FEE** FULL PAYMENT WITH APPLICATION. SUBMIT TO THE TOWN OFFICE, Attn: Administrative Assistant

I represent that all of the above information is true and correct. I have read the attached Pier Policies and agree that I will comply with all rules and regulations. **I acknowledge failure to comply with one or several of the Pier Policies may result in this permit being terminated and removal of aforementioned business from the Pier.**

Signature _____

Date: _____

Office use only

Permit fee _____

Electric fee **(TBD)** _____

Sign Fee _____

Total amount _____

Application complete _____ **other documentation** _____

Recommended _____ Not Recommended _____

Approved by _____

Waterfront Committee

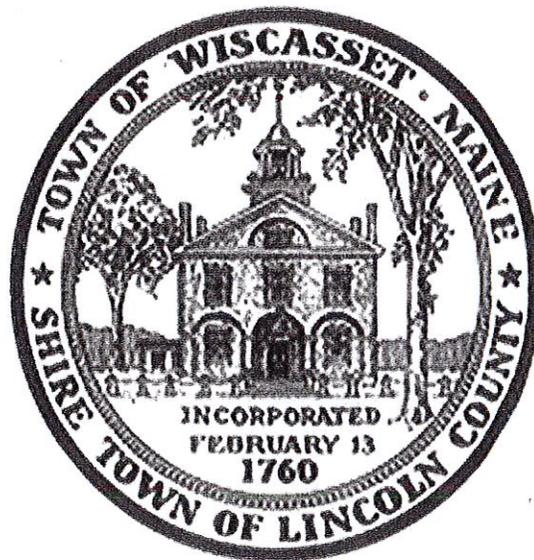
Approval Date _____

Approved by _____

Wiscasset Select Board

Approval Date _____ Expiration date _____

Town of Wiscasset
January 2020
Monthly Reports





Town of Wiscasset

AIRPORT REPORT

To: John O'Connell, Town Manager
From: Rick Tetrev, Airport Manager
Re: January Monthly Report
Date: February 5, 2020

Activity for the month of January, as reported by the G.A.R.D. system (Airport Invisible Intelligence System), totaled 537 operations. In a comparison of 2019, there is a difference of 328 operations, 2019 had 209 operations. This is a significant increase due to more clear days for flying in 2020. In 2019 there were 15 no fly days as opposed to 2020 with 5 no fly days. Pilots love to fly in the winter because the air is denser, which results in improved takeoff and climb performance. Also, the air is, for the most part, calmer which makes the flight much smoother.

Sale of 100 LL Aviation Gas was 1,807.47 gallons for a gross revenue of \$9,559.47 dollars. There was no Jet A sold. On January 30 KIWI had a delivery of 6,151 gallons of 100LL. Previously reported that the fuel terminal in Portland is closed for refurbishment and that all 100 LL will have to be delivered from Albany, NY at a premium. Fortunately, our supplier, World Fuel, was able to obtain the fuel directly from a train tanker in New Hampshire, and we did not incur a premium rate on the delivery charge.

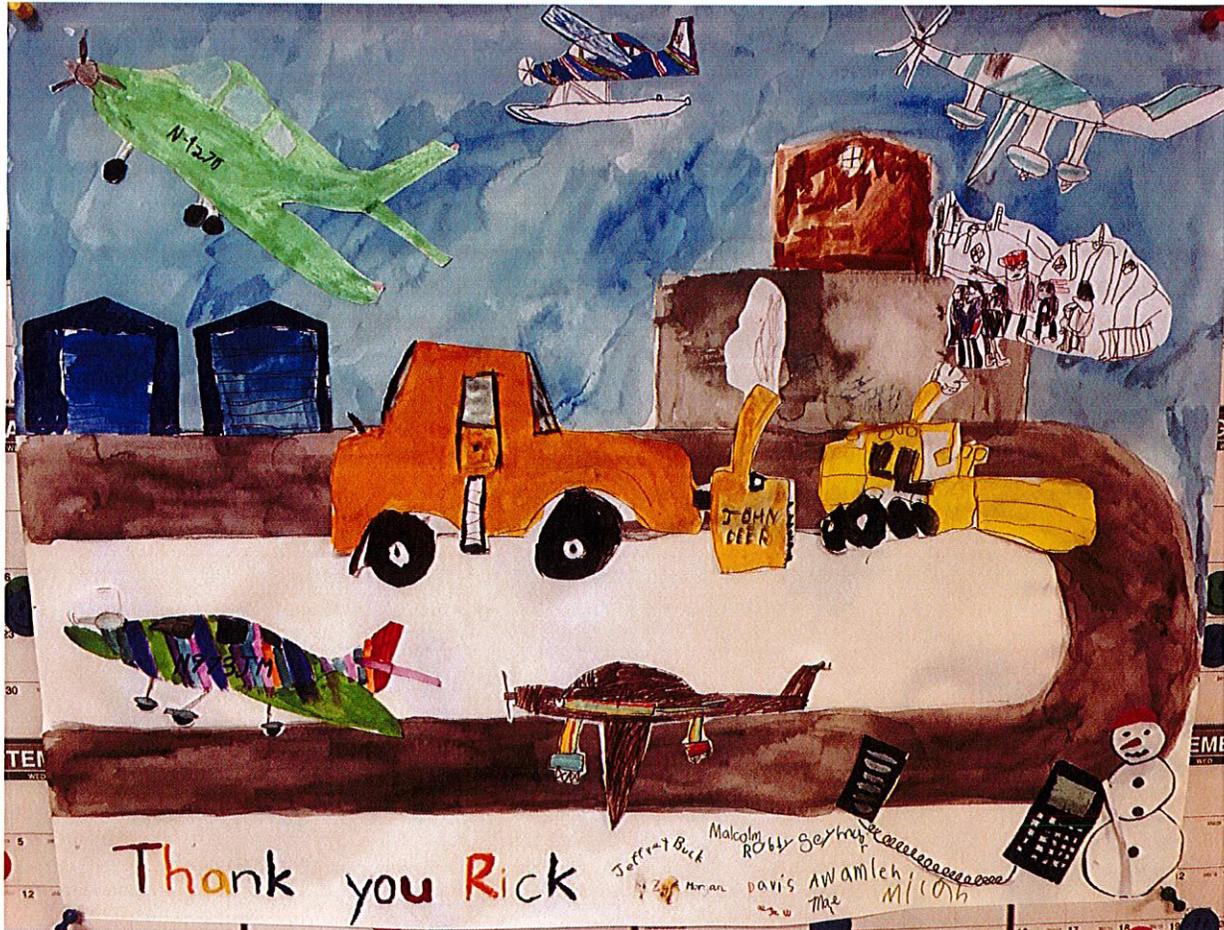
In January, KIWI had 8 aircraft that were housed for one night or more, either on the ramp or in a hangar. From those 7 aircraft we collected \$520.00 in fees and sold \$871.95 dollars of 100 LL, no Jet A was sold.

On January 23rd we had a contingent of third graders from Chewonki Foundation's Elementary School. We had a lot of fun looking at airplanes, talking on the radio, checking out the snow removal equipment, and watching airplanes taking off and landing. It was a beautiful sunny day with no wind and several aircraft in the pattern doing touch and goes.



Town of Wiscasset

After their visit they painted in water color a picture depicting their visit to the airport. It rivals a Picasso or a Dali in my opinion.



Respectfully submitted,

Rick Tetrev



Town of Wiscasset

TOWN CLERK REPORT

To: John O'Connell, Town Manager
From: Linda Perry, Town Clerk
Re: January Monthly Report
Date: February 6, 2020

TOWN CLERK/REGISTRAR OF VOTERS/EXCISE TAX COLLECTOR/ELECTIONS

Absentee Ballots are now available for the March 3rd Presidential Primary and State Referendum Election. The last day to request an absentee is February 27th. The Primary will be held at the Wiscasset Community Center in the Senior Center. Polls will be open from 8:00 a.m. to 8:00 p.m. Absentee ballots are available at the Town Office during regular office hours or by phone at (207)882-8200.

Preparations have started for the Annual Referendum Town Meeting and Election of Officers that will be held on June 9, 2020. We will also be having the State Primary and Referendum Election on June 9th. Polls will be open from 8:00 a.m. to 8:00 p.m. at the Wiscasset Community Center. We will set up the election in the Gymnasium due to the large turnout that is being predicted. Nomination papers will be made available on March 2st and need to be returned to the clerk's office by 5:00 p.m. on April 9th. Anyone interested in taking out nomination papers should stop by the Clerk's office during regular office hours. The vacancies for local officials are listed below. Absentee ballots for June 9th will be available from May 11th through June 4th.

List of vacancies are as follows:

- **3 VACANCIES FOR BOARD OF SELECTMEN (3-2 YEAR TERMS)**

Terms expiring: Judith Colby, Benjamin Rines Jr. and Kimberly Andersson

- **1 VACANCY FOR WISCASSET SCHOOL BOARD (1-3 YEAR TERMS)**

Terms expiring: Michelle Blagdon

- **7 VACANCIES FOR BUDGET COMMITTEE (3-3 YEAR TERMS, 2-2 YEAR TERMS AND 2-1 YEAR TERM)**

Terms expiring: Zachary Gray, Daniel Averill, Judy Flanagan, Kim Dolce, Peter Wells, Sherri Dunbar and Dan Watts.

- **2 VACANCIES FOR WATER DISTRICT (2-3 YEAR TERM)**

Terms expiring: Gregg Wood, Dan Sortwell, Vacancy

Postcard reminders have been mailed to all business owners on file. This notice was to remind all businesses that licenses need to be renewed.

All residents that licensed a dog in 2019 were mailed a reminder that dog licenses expired December 31st and late fees will go into effect on February 1st.



Town of Wiscasset

The Clerk will be completing the 2019 Annual Shellfish Management Review for the Shellfish Committee and will submit it to the Department of Marine Recourses.

The Town Clerk/Registrar/Excise Tax Collector and Election budgets were completed and submitted for the 2020/2021 fiscal year.

Bills will be mailed for airplane excise. Airport Manager, Rick Tetrev is currently working on a complete inventory of all aircraft hangared at the Municipal Airport.

We have received all municipal vehicle registrations from the Bureau of Motor Vehicles that will need to be renewed. All municipal vehicle registrations will expire February 29, 2020. These registrations include vehicles from the following departments:

Town: Parks & Recreation, Transfer Station, Police, EMS, Public Works, Municipal Airport, Fire Department, School Department and Waste Water Treatment.

Other Departments: Wiscasset Water District, Two Bridges Jail, Lincoln County Sheriff Department, Lincoln County Emergency Management, Lincoln County Recycling and Lincoln County Commissioner.

FINANCIALS:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$54,020.61	\$148.00*	\$2,003.25**	\$339.60***
Year to date	\$428,515.40	\$1,701.90	\$11,297.50	\$2,846.00
Met yearly revenue projection by:	64.05%	28.13%	66.46%	-----

*Boat excise tax is expected to increase during the spring & summer months.

**Agent fees have increased significantly from last year.

***Vital Record fees have increased from last year.



Town of Wiscasset

CODE ENFORCEMENT REPORT

To: John O'Connell, Town Manager
From: Bruce Mullins, Code Enforcement Officer
Re: January Monthly Report
Date: February 3, 2020

January Activity Report

Building Permits:

Bath Road:	McDonalds Renovations
Upland Road:	New Home and Garage
Gardiner Road:	Mobile Home
Sukie Lane:	Garage into Beauty Salon

Plumbing Permits:

Young's Point:	INT
Bath Road:	INT
Sukie Lane:	INT
Gardiner Road:	INT
Bath Road:	INT

Other Projects:

- Chewonki Foundation: Framing is almost complete on the girls' cabins and wash house, the staff quarters foundations are in.
- Working with the home owner, Modern Pest, Bath Savings, and DHHS on an issue on Lowelltown Road.
- Researching information pertaining to a property on Fort Hill Street.
- Working with a new business on Main Street, and on Bath Road.



Town of Wiscasset

EMS/EMA REPORT

To: John O'Connell, Town Manager
From: Dennis Simmons, EMS/EMA Director
Re: January Monthly Report
Date: February 4, 2020

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Wiscasset	38	64.41%
Dresden	10	16.95%
Westport Island	4	6.78%
	2	3.39%
Brunswick	1	1.69%
Damariscotta	1	1.69%
Edgecomb	1	1.69%
Richmond	1	1.69%
Woolwich	1	1.69%
	Total: 59	Total: 100.00%
Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Treated - Transported by this EMS Unit	42	71.19%
Patient Refused Evaluation/Care (Without Transport)	4	6.78%
No Patient Found/Contact	3	5.08%
Patient Treated - Refused Transport	3	5.08%
Canceled (Prior to Arrival At Scene)	2	3.39%
Assist - Public	1	1.69%
Canceled (Request Transferred to Another Provider)	1	1.69%
Dead at Scene-No Resuscitation Attempted (Without Transport)	1	1.69%
Dead at Scene-Resuscitation Attempted (Without Transport)	1	1.69%
Patient Evaluated, No Treatment/Transport Required	1	1.69%
	Total: 59	Total: 100.00%

The month started off relatively slow with the service only doing 30 calls in the first three weeks. However, we made up the shortfall in the last week with crews banging out 29 calls. Great work by all!!

Dennis attended the regional quarterly QA/QI meeting in Rockport. These meetings provide information on the quality of our patient care as a service and throughout the midcoast region as whole. It also provides updates of happenings at the state level.

Dennis attended the Lincolnhealth Community Paramedicine meeting at the Miles campus. The USM Muskie School of Public Services had been asked to analyze the data from the CP program



Town of Wiscasset

to determine whether or not CP was having a positive influence on our communities. The data to date overwhelmingly suggests that CP reduces unnecessary ambulance runs, ER visits and hospital admissions. This is a program that we are working to bring to our communities by the summer. It will require some addition staff training in several areas such as phlebotomy and chronic disease management.

Well attended staff meeting was held the 22nd (Several people attended via Facetime). The Hiring Advisory Committee interviewed three candidates for per-diem positions. Emily Wells completed orientation has been cleared to work shifts.

Congratulations to Lina Wallace who completed her paramedic testing and is now licensed to practice as a paramedic. The paramedic program is challenging and Lina handled it like a professional.

Regards
Dennis Simmons



Town of Wiscasset

FIRE DEPARTMENT REPORT

To: John O'Connell, Town Manager
From: Rob Bickford, Fire Chief
Re: January Monthly Report
Date: February 10, 2020

Operations:

The fire department responded to 8 calls for service during the month of January.

The calls for the month break down as follows:

2 motor vehicle accidents, 1 car fire, 1 fire alarm, 1 service call, 1 smoke investigation and 2 assists to EMS.

Of the 8 calls, 7 were in Wiscasset. We provided mutual aid support to Edgcomb for a smoke investigation.

Training:

Training is held every Wednesday evening. This month we also held what we call "Super Saturday" in which members take 3 or 4 hours of their Saturday to complete their annual mandatory Bureau of Labor Standards training. We also complete our annual medical evaluations, respirator fit testing and personal protective equipment inspections. I would like to thank all those members that took the time out of their schedules to get this training done.

Staffing:

Our roster still stands at 17 active members as well as 8 Lifetime members. We have received a few new applications and hope to get those members up and running in the near future.

Events:

This month, we went to the Winterfest Celebration at the Wiscasset Community Center and had one of our engines and some of our equipment on display to look at and try on. We were glad to see so much interest by some young, prospective future firefighters.

Respectfully submitted,

Rob Bickford



Town of Wiscasset

Wiscasset Police Department

To: John O'Connell, Town Manager
From: Lawrence Hesselstine, Wiscasset Police Chief
RE: January Monthly Report
Date: February 4, 2020

The Police Department responded to 665 calls for service during the month of January. January 2019 the department responded to 304 calls.

Officers responded to 14 motor vehicle accidents.

Officers conducted 78 motor vehicle stops.

Arrests/Summonses were made for the following:

- 3 - OUI (alcohol and/or Drugs)
- 2 - Failure to register vehicle
- 1 - Violating condition of release
- 1 - Violating protective order
- 1 - Habitual offender revocation
- 1 - Harassment
- 1 - Unlawful possession of scheduled W drug and use of drug paraphernalia
- 2 - Warrant Arrests
- 2 - Shellfish Violation Arrests

While Officer Hubert is at the MCJA Sergeant Hatch. Officer Barnes, and Officer Christiansen have been filling in as SRO when available.

Larry Hesselstine
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: January Monthly Report
Date: February 3, 2020

Operations:

In addition to our daily routine and keeping up with snow and ice:

- Working with insurance company and contractor's to fix the damage caused by the broken water line in the police department.
- Removed accumulated snow throughout the airport.
- Keeping up with salting and sanding of down town sidewalks and town office.
- Staying on top of service and repair of all town owned vehicles including our plowing equipment.
- Due to the absence of the Transfer Station supervisor I have taken over the daily operations and keeping it staffed from the Public Works personnel.
- Repaired and replaced street lights at South Point drive.
- Worked with rec department in preparation for winter fest activities.
- Repaired heating system control valve over meeting room at town office and repainted ceiling do to water stains.
- Street sign repair throughout the town.
- Still trying to keep up with the pot holes throughout the town.

I would also like to mention the hard work and dedication of our Public Works crew keeping up with snow and ice. 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: Duane Goud, Parks & Recreation Director
Re: January Monthly Report
Date: February 10, 2020

Program Updates

Youth Basketball has come to an end and Travel Basketball has begun. We have enlarged our travel program this year to include kids from 7th - 8th grade giving us 5 total Travel Basketball teams. We have 42 area youth (both boys & girls) involved in our Travel Basketball program ranging from 3rd - 8th grade. Our teams are participating in area tournaments throughout the midcoast. We are also hosting multiple tournaments throughout the month of March.

Adult Basketball League is still going strong with 6 very competitive teams, we now have 47 league members. The league plays 3 games every Sunday evening starting at 4:30 pm throughout the months of January & February, with Playoffs in March.

Paddle Board Yoga, Swim Lessons & Karate have great participation and are growing and going to be offered again after the current sessions have finished up.

Lost Valley Ski Program has combined with the WMHS Outing Club to finish out the program, the outing club is joining us for the last two trips of this program.

ASA (Afterschool program) has 35 - 40 children that are using this program on a regular basis. Our February Vacation Camp has been put together for the upcoming February School Vacation. Swimming lessons for our 3rd Grade WES kids finished up and our 4th Grade WES kids have started their round of swim lessons. Our WCC Unsinkables Swim Team will be participating in a few more meets before going to State's in early March.

Fitness classes have had great attendance kicking off the New Year, our Fitness Challenge has 20 participants who have been very active attending many of the different classes offered here at the WCC.

Community Events

We along with WMHS hosted a JV Jamboree on Saturday, January 11th that went very well with great success, we are already talking plans for multiple events like this one next year.

Trivia Night was once again a huge hit to kick off the Winterfest weekend. Winterfest was a great success even though there was a lack of snow for the event. Special thanks to the Cooper DiPerri Scholarship Committee, our main sponsor Carl M P Larrabee Insurance Agency, Chewonki, Linda Verney, Charlie Bassett, WFD, WCC Staff and all of our local businesses who donated to the Silent Auction.

Coordination Meetings & Professional Development

Staff and I have met to discuss budgets and what we need to look at going forward on multiple occasions.

Bonnie & I also met with the Cooper DiPerri Scholarship Committee about scholarships, Trivia Night and Winterfest activities.



Town of Wiscasset

I was invited to The Seniors Annual Dinner where I introduced myself and discussed the upcoming Winterfest Weekend.

I attended monthly meetings with the Wiscasset Chamber & Friends of Wiscasset.

I look forward to sitting down with you and the Budget Committee on Feb. 20th to answer any questions you may have about the upcoming budget.

Director's Notes:

I hope everyone is enjoying the New Year!

I would like to **Congratulate** and **Thank** my staff for the best December (\$35,041) & January (\$47,698) we have had in the last 5 years, beating out December 2016 (\$32,976) and January 2016 (\$43,820)! I am still putting in a lot of time trying to get up to speed on all of the different projects & programs that involve all of us here at the WCC. Thank you for your con-tinued support of us here at the Wiscasset Community Center!

Duane Goud



Town of Wiscasset

WASTE WATER TREATMENT PLANT

To: John O'Connell, Town Manager
From: Robert Lalli, Waste Water Treatment Plant Superintendent
Re: January Monthly Report
Date: February 10, 2020

January 2020 Wiscasset Wastewater Treatment Plant Monthly Report

Operations:

Average flow per day = 0.242 mg
Licensed flow per day = 0.62 mg
Percent of average flow per day to license limit = 39%
Total Rainfall per month = 2.72 inches
BOD Effluent Lab Results for mg/L for monthly average (8mg/l), weekly average (11 mg/l) & daily max. (11 mg/l) all within license limits
BOD Effluent % Removal was 95 %, much better than the 85% required in the license
TSS Effluent Lab Results for mg/L for monthly average (3mg/l), weekly average (3mg/l) & daily max.(3mg/l), all within license limits
TSS Effluent % Removal was 98%, much better than the 85% required in the license
Settable Solids were within license limit of 0.3 mL/L (0.0mL/L)
PH was within license limits of 6-9 (lowest 6.6, highest 7.0)
Fecal Coliforms not tested for in January, as per Permit requirements
Total Residual Chlorine not tested for in January, as per Permit requirements

PERSONNEL: Rick Gaeth's last day as Superintendent of the Wastewater Treatment Plant was January 2, 2020. He began part-time consultant role at the Plant shortly thereafter.

BUDGET: At the end of January 2020, which is 58% of the budget year, we have spent 50.06% of our budget.

FACILITIES MAINTENANCE: We got estimates to replace 5 rusted steel entry firedoors at the Plant Blower Building and Headworks Building (approx. \$26,000 total, installed). They currently won't provide much fire protection due to corroded frames and bottoms, caused by years of exposure to sewer gases and sodium hypochlorite fumes. Corroded holes where doors are supposed to seal, allow rain in and let heat out.

We completed a switch from Cunningham Security to Seacoast Security for our alarms at the Plant and at the 18 Pump Stations in town. All Cunningham equipment has been removed, and all Seacoast equipment is installed. Cunningham, in addition to getting a bit costly, changed their monitoring and emergency call operations, making for confusing and unprecise notification. Seacoast is less expensive per month.



Town of Wiscasset

DEP RELATED: Rick Gaeth worked on updating the Plant QA/QC Manual. He also compiled or wrote new S.O.P.s for lab processes and procedures, that were in accordance with DEP Regulations, and the current Consent Order. These SOPs were introduced into use by Rob Lalli to the Plant employees and are now in effect. Two items also introduced, were the use of hardbound logbooks to properly record and document sampling information, and instrument calibration check logbooks, to insure the validity of test results. There is also a hardbound daily activity logbook now in use, to record work done at the Plant and Pump stations, and to document process changes and observations. The Plant Lab now has a much more thorough and compliant operations system.

COLLECTION SYSTEM RELATED: Stevens Pump Service electricians completed installation of a generator hookup connection at Pump Station #16 (on Route 1, near Seacoast Coffee). It is now capable of having generator backup power during a power outage.

TRASH: PUMP STATION #3: It appears that the accumulation of trash and debris setting off alarms in Pump Station #3 (on Route 1 near Grover's Tire) may be originating from Two Bridges Regional Jail. More research is required to verify this. Flushed trash is causing us to waste man hours answering alarms and regularly cleaning out large amounts of the debris in the Pump Station.

BREWERIES: There are 2 entities planning to open Brewery (Beer and Ale) operations in Wiscasset. Breweries are noted for having very high strength sewage discharges, particularly containing high BODs (Biochemical Oxygen Demand: Materials which use up and deplete oxygen in sewage, and that have detrimental effects on the Sewer Treatment Plant processes; they also can produce foul odors). A normal household may have a 200mg/l (mg/l = parts per million) BOD level in its sewer discharges. A Brewery can have a BOD level in its sewer discharges as high as 10,000 mg/l. Controlling and limiting such high strength discharges is important to safeguard plant processes. Currently there are no Wiscasset Town ordinances specifically addressing Brewery sewer discharges. Rob Lalli and Rick Gaeth will discuss this issue with Town of Wiscasset officials. In the current absence of these ordinances, we recommend that any approvals be provisional, that the Town reserves the right to:

- 1) Require the Brewer to run lab tests on or monitor discharges at his own expense
- 2) Require pretreatment of discharges at the Brewers's expense
- 3) Have on-site inspection/testing access to the Brewery for Town Personnel any time, as deemed necessary by Town Personnel
- 4) Cap the proposed Brewery production levels and require application for, and Town approval for, a new Brewery operating permit for any production exceeding the capped production level
- 5) Add additional charges if necessary, for high BOD loadings and high TSS (Total Suspended Solids) loadings, based on typical sample results



Town of Wiscasset

- 6) To determine when exactly the Brewery may discharge the high strength sewage into the Town collection system
- 7) To evaluate any related odor control issues and have them corrected at the Brewer's expense

We believe the above listed recommendations would provide proper protections to the Wiscasset Wastewater Treatment Plant and the Collection System.

SAFETY: Monthly safety inspections were conducted of all rooms at sewer plant. Fire extinguishers, lit Exit signs and Emergency lighting were also inspected in January.

OTHER: Olver Associates Inc., Environmental Engineers, was selected to provide engineering services in conducting the 4 DEP required sewer studies. The studies are as follows:

- 1) Climate Adaptation Plan (CAP): A study of environmental trends in Wiscasset that could affect the plant in coming years (Is the plant relatively safe from rising sea levels at its current location? And for how long? If not, can measures be taken to preserve it there or will the Town need to seek a new safer location farther above river waters? Is it safe now but not 10 or 20 years hence?). We are required to take the long term view, now. The other 3 required studies all flow from the results of this study.
- 2) Comprehensive Facilities Plan: For the Wastewater Treatment Plant, the sewer system and the pumping stations. To assist in defining long and short term capital improvement needs, priorities and costs for future planning purposes.
- 3) Sewer System Evaluation Study (SSES): Examines the Town's 17 miles of sewer system, identifies sources of excessive inflow and infiltration into the system, and defines remediation needs.
- 4) Fiscal Sustainability Plan (FSP): An evaluation of the Town's entire wastewater collection and treatment equipment and infrastructure, as per the Consent Order. It looks at all Asset Management and takes into account energy conservation efforts.

This concludes the January 2020 Monthly Sewer Report

Respectfully,
Robert T. Lalli, WWTP Supervisor
February 7, 2020

February 3, 2020

10a

Select board, Town of Wiscasset

51 Bath Rd

Wiscasset, ME 04578

Dear Select board,

I am writing to you in reference to a person property tax situation. In the fall of 2019 we went to small claims and indicated to Molly that I was asking for the clarification of why I was required to pay this tax. I had also told her that I didn't want to have a judgement against me and would pay this if the documents concluded that the tax was owed. At this court date she indicated that the town ^{(K) Amy D} would waive the interest. After getting this information from Molly, I forward it on to my attorney for review. After calling and talking to Molly, thinking our court date was the following day, she indicated that it had been the previous day.

After talking to Molly again she said I would have to write to you to ask if the town would waive the interest of \$817.14. I would like to pay the principle balance within ten (10) days so we can put this situation behind us.

Sincerely,



Dion West

**PP Account 242 Detail
as of 05/15/2019**

Name: WEST, DION

Location: 5 EVERGREEN STREET

Assessment: 12,000

2019-1 Period Due:
1) 119.40
2) 119.40

Mailing
Address: 12 BLAGDON RIDGE ROAD
WISCASSET ME 04578

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2019-1 R				238.80	0.00	0.00	238.80
2018-1 R				234.60	5.56	0.00	240.16
2017-1 R				281.40	25.47	0.00	306.87
2016-1 R				823.24	131.99	0.00	955.23
2015-1 R				721.60	166.55	0.00	888.15
2014-1 R				748.00	225.65	0.00	973.65
2013-1 R				712.80	261.92	0.00	974.72
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
2008-1 R				0.00	0.00	0.00	0.00
2007-1 R				0.00	0.00	0.00	0.00
2006-1 R				0.00	0.00	0.00	0.00
2005-1 R				0.00	0.00	0.00	0.00
2004-2 R				0.00	0.00	0.00	0.00
2004-1 S				0.00	0.00	0.00	0.00
Account Totals as of 05/15/2019				3,760.44	817.14	0.00	4,577.58

Interest

	Per Diem
2018-1	0.0514
2017-1	0.0540
2016-1	0.1579
2015-1	0.1384
2014-1	0.1435
2013-1	0.1367
Total	0.6818

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

copy

DISTRICT COURT
WISCASSET
Docket No. WISDC-SC-2019-00040

**NOTICE OF JUDGMENT
(Small Claims)**
M.R.S.C.P. 8(f)

TOWN OF WISCASSET
51 BATH ROAD
WISCASSET ME 04578

v.

DION WEST
12 BLAGDON RIDGE ROAD
WISCASSET ME 04578

This small claims action was returnable on 09/18/2019.

The plaintiff(s) did (not) appear. The defendant(s) did (not) appear.

The plaintiff defendant requested a continuance.

Case continued to _____.

The case is dismissed by the court, without prejudice because none of the parties appeared.

at the request of the plaintiff(s), without prejudice.

at the request of the plaintiff(s), with prejudice, as the debt is paid in full.

by the court, with(out) prejudice because: _____

Judgment is rendered:

by default.

by agreement.

after hearing.

Judgment is granted to the defendant(s).

Judgment is granted to the plaintiff(s) in the amount of \$4,338.78 and costs of \$107.17.

No post judgment interest will accrue.

Judgment is granted to plaintiff(s) in accordance with the attached agreement of the parties which is incorporated by reference into this judgment.

Other court ordered action: _____

Defendant(s) are jointly and severally liable on the judgment.

Date: 9/17/2019

Bruce Aguiar
Judge, District Court

Disclosure hearing: A judgment for the plaintiff(s) must be paid within 30 days. If judgment is not paid in full within 30 days, either party may request the clerk to schedule a disclosure hearing.

Appeal: Either party may appeal within 30 days from the date of entry of judgment.

10a

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

PERSONAL PROPERTY TAX DISCHARGE

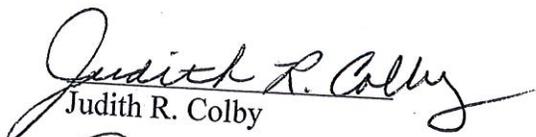
To: Molly Bonang /Tax Collector

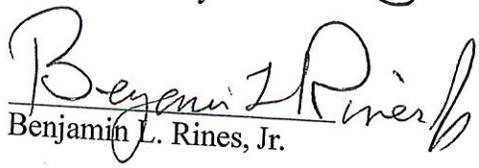
- B&B Auto – 2005-2012 **\$602.50**
- Glade Bloom -2012 - **\$68.37**
- Bryan Buck – 2011-2012 - **\$62.10**
- David Laemmle – 2004-2012 - **\$149.32**
- New England Vending 2008-2012 - **\$331.15**
- Kent Reed – 2004-2012 - **\$12,181.93**
- Lucinda Tilas – 2010-2012 - **\$1,102.72**
- Dion West – 2004-2012 - **\$9,997.51**
- Peter West – 2011-2012 - **\$33.06**

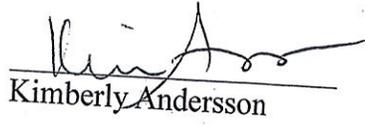
Total: **\$24,528.66**

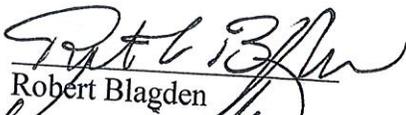
We hereby discharge the personal property accounts for the years listed above as they are uncollectable by reason of 6-year statute of limitations. Given unto our hands this day 4th of December, 2018

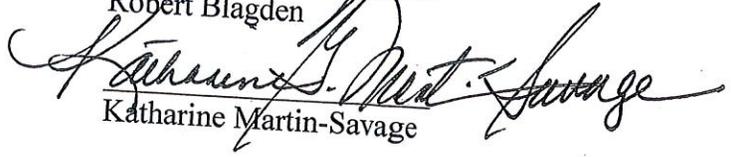
Wiscasset Board of Selectmen:


Judith R. Colby


Benjamin L. Rines, Jr.


Kimberly Andersson


Robert Blagden


Katharine Martin-Savage

1 SELECTMEN REPORT

Department(s): 100 - 514
January

106

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
100 - ADMINISTRATI	172,056.00	15,077.51	93,438.50	0.00	78,617.50	54.31
101 - AIRPORT	90,769.00	3,614.12	37,725.50	0.00	53,043.50	41.56
102 - ANIMAL CONTR	17,367.00	0.00	6,112.54	0.00	11,254.46	35.20
103 - ASSESSING	6,778.00	0.00	4,181.75	0.00	2,596.25	61.70
104 - BRDS & COMM	2,843.00	228.76	1,505.26	0.00	1,337.74	52.95
105 - CELEBRATIONS	12,000.00	0.00	10,096.76	0.00	1,903.24	84.14
106 - CLERK	90,381.00	7,286.51	51,516.13	0.00	38,864.87	57.00
107 - CEO	35,956.00	3,274.65	19,626.67	0.00	16,329.33	54.59
108 - COMMUN ORG	62,865.00	0.00	34,240.00	0.00	28,625.00	54.47
109 - CONTINGENCY	20,000.00	0.00	1,598.00	0.00	18,402.00	7.99
110 - CONTRACTS	197,500.00	8,672.49	63,460.42	0.00	134,039.58	32.13
111 - COUNTY TAX	624,976.00	0.00	624,975.37	0.00	0.63	100.00
112 - DEBT SERVICE	243,234.00	0.00	172,975.86	0.00	70,258.14	71.12
113 - ELECTIONS	19,185.00	0.00	1,096.18	0.00	18,088.82	5.71
114 - EMS	540,598.00	45,940.63	287,049.91	0.00	253,548.09	53.10
115 - FD FIRE DEPT	150,938.00	7,144.96	79,281.96	0.00	71,656.04	52.53
116 - FINANCE	223,261.00	16,262.41	124,044.39	0.00	99,216.61	55.56
117 - GA	20,000.00	1,199.49	12,163.74	0.00	7,836.26	60.82
118 - MUN BULIDING	79,141.00	9,601.41	43,263.23	0.00	35,877.77	54.67
119 - MUN INSURANC	201,143.00	37,968.82	136,083.84	0.00	65,059.16	67.66
120 - OVERLAY	53,328.88	398.00	2,256.66	0.00	51,072.22	4.23
121 - PARKS & REC	790,288.00	63,565.00	442,912.29	0.00	347,375.71	56.04
122 - PLANNING	28,700.00	0.00	0.00	0.00	28,700.00	0.00
123 - POLICE	435,541.00	40,298.51	243,631.86	0.00	191,909.14	55.94
124 - PD SRO	50,166.00	4,247.24	21,966.79	0.00	28,199.21	43.79
125 - PUBLIC UT	275,314.00	28,522.90	140,965.17	0.00	134,348.83	51.20
126 - PUBLIC WORKS	651,600.00	64,479.06	347,604.95	0.00	303,995.05	53.35
127 - SELECTMEN	27,162.00	1,336.20	9,472.98	0.00	17,689.02	34.88
128 - SCHOOL TOWN	5,999,053.14	498,879.43	3,492,156.01	0.00	2,506,897.13	58.21
129 - SR CENTER	14,397.00	895.70	7,562.61	0.00	6,834.39	52.53
130 - SHELLFISH	6,003.00	645.90	703.90	0.00	5,299.10	11.73
131 - TIF	233,591.20	0.00	233,591.20	0.00	0.00	100.00
132 - TRANSFER ST	593,944.00	62,775.59	375,106.52	0.00	218,837.48	63.16
133 - WATERFRONT	54,909.00	1,485.28	17,554.88	0.00	37,354.12	31.97
134 - COMP PLAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
135 - XFER TO CAP	14,000.00	0.00	14,000.00	0.00	0.00	100.00
200 - RETIREE HEAL	47,100.00	3,989.05	24,585.24	0.00	22,514.76	52.20
301 - CAPITAL	518,808.00	0.00	518,808.00	0.00	0.00	100.00
313 - PIER DEBT	40,464.00	3,371.92	23,603.44	0.00	16,860.56	58.33
314 - BACKHOE DEBT	22,237.00	1,853.07	12,971.49	0.00	9,265.51	58.33
315 - RD/SIDEWALK	200,000.00	0.00	85,925.92	0.00	114,074.08	42.96
333 - WCC CAPITAL	58,000.00	0.00	39,099.46	0.00	18,900.54	67.41
334 - RADIOS/REPEA	35,400.00	0.00	0.00	0.00	35,400.00	0.00
335 - MUN FLOORS	45,000.00	0.00	14,046.20	0.00	30,953.80	31.21
336 - COMBINE CP	157,007.35	0.00	157,007.35	0.00	0.00	100.00

At 58.3% of budget year

OVER →

1 SELECTMEN REPORT

Department(s): 100 - 514
January

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
400 - WASTEWATER CONT'D						
400 - WASTEWATER	750,636.00	68,998.41	375,803.31	0.00	374,832.69	50.06
401 - IMPACT FEES	49,573.24	0.00	42,600.00	0.00	6,973.24	85.93
513 - PERPETUAL CA	0.00	0.00	100,000.00	0.00	-100,000.00	----
514 - CEM OPERATIO	108,013.00	2,532.14	50,336.20	0.00	57,676.80	46.60
Final Totals	14,091,226.81	1,004,545.16	8,598,708.44	0.00	5,492,518.37	61.02

HM Payson Monthly Statement of Wiscasset Accounts

<i>Account Name</i>	Market Value as of 11/30/2019	Market Value as of 12/31/2019	Market Value as of 01/31/2020
Montsweag Dam Reserve Fund	\$ 172,850.10	\$ 177,752.26	\$ 177,130.29
Cemetery Trust Fund	\$ 2,066,535.77	\$ 2,125,144.36	\$ 2,117,708.22
General John French Scholarship	\$ 65,151.65	\$ 66,999.40	\$ 66,764.96
Jackson Cemetery Fund	\$ 32,100.01	\$ 33,010.39	\$ 32,894.88
Larabee Band Fund	\$ 776,875.58	\$ 798,908.38	\$ 796,112.91
Haggett Scholarship Fund	\$ 14,711.26	\$ 15,128.49	\$ 15,075.65
Mary Bailey Fund	\$ 473,157.55	\$ 486,576.67	\$ 484,874.08
Seth Wingren Fund	\$ 29,731.86	\$ 30,575.08	\$ 30,468.10
Wiscasset Community Center Endowment Fund	\$ 3,368.46	\$ 3,463.99	\$ 3,451.87
Cooper-DiPerri Scholarship Fund	\$ 33,513.05	\$ 34,463.51	\$ 34,342.92
Recreation Scholarship	\$ 870.43	\$ 895.12	\$ 891.99
Town of Wiscasset Edowment Fund Total	\$ 3,668,865.72	\$ 3,772,917.65	\$ 3,759,715.87
Town of Wiscasset Capital Reserve	\$ 419,427.01	\$ 431,432.62	\$ 429,900.44
Town of Wiscasset Construction Reserve	\$ 3,005,197.97	\$ 3,091,218.30	\$ 3,080,240.18
Town of Wiscasset Equipment Reserve	\$ 4,653,718.98	\$ 4,786,926.32	\$ 4,769,926.08
Town of Wiscasset Furnace Replacement Reserve	\$ 386,715.59	\$ 397,784.88	\$ 396,372.19
Town of Wiscasset Major Repairs Reserve	\$ 520,936.84	\$ 535,848.05	\$ 533,945.05
Town of Wiscasset Recreation Building Reserve	\$ 2,037,701.67	\$ 2,096,028.53	\$ 2,088,584.72
Town of Wiscasset Retirement Health Insurance Reserve	\$ 294,987.55	\$ 303,431.23	\$ 302,353.62
Town of Wiscasset Roof Repair Reserve	\$ 355,116.13	\$ 365,280.92	\$ 363,983.68
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 106,592.25	\$ 109,643.33	\$ 109,253.94
Town of Wiscasset Highway Department Capital Reserve	\$ 2,499.85	\$ 2,571.40	\$ 2,562.27
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 3,333.15	\$ 3,428.56	\$ 3,416.38
Town of Wiscasset Reserve Funds Total	\$ 11,786,226.99	\$ 12,123,594.14	\$ 12,080,538.55

- c. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. For example, duplexes will have two separate numbers.
- d. Apartments will have one property number followed by an apartment number, such as 235 Maple Street, Apt 2.

Section 6. Compliance

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. Number on the Structure. Where the structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the structure in the vicinity of the front door or entry.
- b. Number at the Street Line. Where the structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the numbered structure.
- c. Size and Color of Number. Numbers shall be a minimum _____ inches high (*recommended minimum size is 4 inches*) and be of a contrasting color to its background.
- d. Every person whose duty is to display the assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
- e. Interior location. All residents and other occupants are requested to post their assigned number and road name adjacent to their telephone for emergency reference.