

WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
MARCH 17, 2020

Preliminary Minutes

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

Absent: Chair Judy Colby

Vice-chair Ben Rines, Jr., called the meeting to order at 6 p.m.

1. Pledge of Allegiance

Town Manager John O'Connell presented an update on the precautionary measures being taken by the Town including the closure of schools and recreation center. The town office will have reduced hours and restricted areas to reduce contact with the public. Notice of the changes, closures, etc. have been given to the newspapers and are on the town's website.

Ben Rines, Jr., moved to take Item 8 out of order. Vote 4-0-0.

8. Department head or committee chair

a. EMS Director Dennis Simmons-proposed Dresden and Westport Island contracts: Simmons discussed with the board the current ambulance contracts with Dresden and Westport Island, the actual costs and recommended contract for both towns whose current contracts expire this year. **Jeff Slack moved to present the proposed contracts to Dresden and Westport Island. Vote 4-0-0.** There was discussion of the disposition of the current contract.

b. Code Enforcement Officer Bruce Mullins – Maine Uniform Building and Energy Code (MUBEC): Mullins said he had spoken to the ORC regarding adopting a building code for Wiscasset that would allow him to approve or deny certificates of occupancy for residential buildings based upon the building code. Wiscasset currently has no building code. Towns with populations over 4,000 must adopt the MUBEC. **Kathy Martin-Savage moved to approve adding to the warrant the adoption of the Maine Uniform Building and Energy Code and approval of Certificates of Occupancy for new residential buildings. Vote 4-0-0.**

Ben Rines, Jr., moved to take 10c out of order. Vote 4-0-0.

10. New Business

c. Used ladder truck – Fire Chief Robert Bickford: Bob Bickford said the oldest truck in the department is now 31 years old and maintenance costs have been increasing. He has been offered the opportunity to purchase from Cape Elizabeth a 100-foot 1993 ladder truck without a water tank which would be less likely to fail than the current truck. The 1993 truck was refurbished seven years ago, cleaned and painted, and updated efficiency lighting was installed. The asking price is \$30,000 and the truck should last seven to ten years. Tools, radio and other equipment would be included. The truck is available immediately and is certified and ready to go. In response to a question, Bickford said that in addition to



reaching up to buildings, the ladder also has a horizontal reach ability. The current truck could be sold for possibly \$5,000. The purchase of the truck will be on the warrant in June.

e. Wastewater Treatment Plant -Sewer Agreement for breweries: Wastewater Treatment Plant Manager Rob Lalli asked the board's permission to use a form titled "Town of Wiscasset Sewer System Conditional Discharge Agreement" for commercial establishments such as breweries. Because there is the possibility of two breweries being operational before an ordinance change regulating breweries could be enacted, Lalli asked for approval of the agreement as a stop-gap measure. The form has been reviewed by Jim Crowley, DEP. Lalli said the ordinances are insufficient to address discharges which may be harmful to the WWTP. Al Cohen, a member of the Ordinance Review Committee and Planning

Don Davis, 21 Middle Street, said he had been cited by the Code Enforcement Officer because a flag (with lettering) he was flying on his property was an illegal flag. He had met with the Historic Preservation Committee who said it had no jurisdiction in the matter. He had met with the Ordinance Review Committee and was told the ORC didn't have the authorization to change the wording of the sign ordinance. Therefore, he was asking the selectboard to address the issue. Ben Rines, Jr., recommended that the matter be referred to the Appeals Board. Kathy Martin-Savage said the matter should be referred to the ORC with a recommendation. Kim Andersson said a temporary political sign is allowed and asked if that clause would apply. John O'Connell said with the moratorium on meetings, it was doubtful a change could be made and approved before the June warrant. CEO Bruce Mullins said that political signs are governed by the State. Davis said he would send a letter to the Appeals Board. In response to Slack's question regarding meeting by phone or email, O'Connell said the legislature is working on methods for meetings to be held remotely.

9. Unfinished Business

a. Ordinance Review Committee suggested revisions for June warrant

- Glossary
- Article II Business Laws
- Article VII subdivision

Ben Rines, Jr., moved, on the recommendation of the Ordinance Review Committee, to place the Glossary, Article II Building Laws, and Article VII Subdivision on the June warrant. Vote 4-0-0.

10. New Business

a. Request to Use Town Property -First Congregational Church- The church requested use of the pier for an Easter Sunrise Service in conjunction with St. Philip's Episcopal Church on April 12 and use of the common for an Easter Egg hunt on the same day from 11 a.m. to noon.. **Ben Rines, Jr., moved to grant the request of the First Congregational Church to use the pier and the common on Easter. Vote 4-0-0.**

b. Monthly Financials

c. Used ladder truck – see above

d. Request for tax payment deadline extension-Gordon James, 524 Gardiner Road. The Town Manager recommended not granting the request. **Ben Rines, Jr., moved to deny the request. Vote 4-0-0.**

11. Town Manager's Report

a. Coronavirus – available information: O'Connell said that some business will have to be taken care of and he hoped the legislature and the governor will come up with a solution regarding meetings.

b. Budget Update – The Budget Committee meeting will be held on Thursday and will be televised.

c. Town Manager Search Update – No interviews are being scheduled.

d. County Tax Assessment – This year's tax assessment is \$654,247.28; last year's was \$624,975.37.

e. Economic Development Administration (EDA) funding – The Town has been informed by Senator Susan Collins that no decision has been made on the decision related to the closing of the nuclear power plant

f. Ordinance Review Committee recommendations – The recommendations have been acted upon.

12 Assessor's Business

a. Personal Property Abatement (Current year)

- Steele's Landscaping, Inc., Acct. #130 for \$85.57: **Kathy Martin-Savage moved to approve the Personal Property tax abatement for Steele's Landscaping in the amount of \$85.57 as recommended by the Assessors' Agent Ellery G. Bane. Vote 4-0-0.**

•

b. Personal Property Abatement (2016-2018): **Kathy Martin-Savage moved to approve the Personal Property tax abatement for Steele's Landscaping, Inc. in the amount of \$245.19. Vote 4-0-0.**

13. Other Board Business

It was announced that a petition to repeal the Historic Preservation Ordinance had been turned into the office.

14. Adjournment

Kathy Martin-Savage moved to adjourn the meeting at 7:30 p.m. Vote 4-0-0.

WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
MARCH 26, 2020 (via teleconference)

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

Media Representatives: Lincoln County News, Charlotte Boynton; Wiscasset Newspaper, Phil DiVece

1. Called to Order

Chair Judy Colby called the meeting to order at 5:08 p.m. via Cisco Webex remote conferencing.

2. Budget Discussion

Town Manager John O’Connell expressed to the Board that dealing with the CORVID 19 situation has increased the challenge of presenting an annual budget to the voters of Wiscasset. He said we do not yet fully understanding the potential financial impact of the pandemic which leaves too many unanswered questions.

He presented the Board with the following options:

- Commit to maintain the same budget as last year. The Governor allows the legislative body to take that action and defer the usual Annual Town Meeting under LD 2167.
- Reduce the Budget below last year’s which he said would be difficult to do in a short time frame with a 7.6% health insurance premium increase and union contracts to settle.
- Go with the reduced budget before the Board, which is a 2.8% increase over last year’s budget. O’Connell indicated that the original budget showed a 5.7% increase. He said the reduction represented keeping staffing levels the same as the current year, with now new hires or increased hours.

Board members expressed the importance of allowing additional time to adopt a new budget to see what the financial impact of the pandemic will be. The consensus of the Board was to temporarily commit to the same budget as last year under the provisions of the emergency legislation LD 2167.

Board members raised questions regarding the ability to hold a town meeting at a later date when it was safe and how long the Board had to hold a Town Meeting and adopt a new budget.

Selectmen Rines raised questions regarding the election process, whereas papers have been already released, but gathering signatures has been difficult with the social distancing.

The Board directed O'Connell to seek advice from MMA regarding the Board's questions, which would be presented at the next meeting.

The Board will meet by teleconference on March 31, 2020 at 2 p.m.

At 5:42 a motion was made by Katharine Martin-Savage, seconded by Benjamin Rines, Jr. to adjourn. Motion passed 5-0.

WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
MARCH 31, 2020 (via teleconference)

Present: Chairman Judith Colby, Vice Chairman Benjamin Rines, Jr. Kimberly Andersson, Katharine-Martin Savage, Jefferson Slack, Town Manager John O'Connell and Administrative Assistant Kathleen Onorato

Media representatives: Lincoln County News, Charlotte Boynton; Wiscasset Newspaper, Phil DiVece

1. Call to Order

Chairman Judith Colby called the meeting to order via Cisco Webex remote conferencing at 2:02 p.m.

2. Budget Discussion

Town Manager John O'Connell reminded the Board about the difficulty of moving ahead on a budget with too many unknowns surrounding the current pandemic. O'Connell said the Town had received confirmation from MMA regarding the Board's options to continue operating the Town at the previous year's approved budget. He told the Board he thought it was their best option, considering the current situation.

Concerns were raised regarding the election process and turning in nominations papers in time for April 9th. According to an opinion from MMA the board would have the option under the emergency legislation to cancel the entire nomination process and initiate a new 100-day nomination paper process later. The current selectmen would stay in place until an election could be held.

Jefferson Slack made a motion, seconded by Benjamin Rines, Jr., to postpone the annual town meeting and elections until a time when it's safe to proceed with a Town Meeting. Motion passed 5-0.

Town Manager O'Connell told the Board that the floors in sections of the municipal building had been abated and that the flooring should be laid this week.

The Board also decided to postpone the printing of the Annual Town Report.

The Board will resume its regular meeting schedule via teleconferencing for essential business only. Next meeting will be April 7, 2020 at 5 p.m.

At 2:33 Jefferson Slack made a motion, seconded by Benjamin Rines, Jr., to adjourn. Motion passed, 5-0.

Town of Wiscasset
Board/Committee Membership Application

Full Name: Kathleen (Katie) Bryant

Street Address: 32 JBs Way

Mailing Address: 32 JBs Way Home Phone: 443-6338

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: _____ E-mail: kbryant333@gmail.com

I wish to be considered for the appointment to the: Comprehensive Plan 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: _____

List civic organizations to which you belong now: _____

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Accounting. I'm semi-retired, so spare time is available.

Signature: Kathleen M. Bryant Date: 3/1/2020

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

10b

April 2, 2020

John O'Connell, Town Manager
Wiscasset Town Office
51 Bath Road
Wiscasset, Maine 04578

Cc: Kathy Onorato, Administrative Assistant/GA
Sarah Emery, Wiscasset GFM, Site Manager
Gab David, WGFM Team
Mary Ellen Barnes, WGFM Team

Dear John,

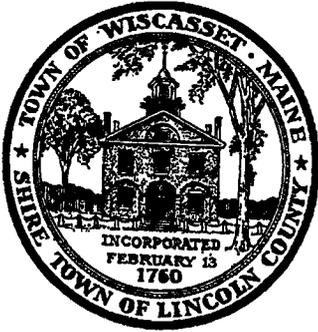
We all sense that our community—families and individuals, old and young—is likely to struggle over the next few or possibly several months due to the pandemic. Jobs have been or will be lost, or hours have been reduced. So many parts of our economy—retail, food and lodging, restaurants, lobstering, education, health care, services and trades—has already taken a huge hit. Wiscasset will endure even greater hardships as our summer tourism season will be very limited. While there will be expanded unemployment benefits, no federal or state or private sector program will be enough to cover household expenses.

A couple of weeks ago, a Wiscasset Community GoFundMe campaign was started with the purpose of raising funds to help neighbors in need. Our GFM target is \$15,000. This will take energy, enthusiasm, and creativity to spread the message and hopefully to exceed this goal.

After a bit of research and several conversations, we would like to pledge most of the funds raised to be added to the resources in the Town's General Assistance fund, to add more flexibility and more dollars to help meet an anticipated variety of needs. If the GFM takes off, there may also be an opportunity for us to dedicate some of the funds to one or two other local organizations.

We've talked unofficially with you and Kathy, and would like to know how to proceed on making a donation to the General Assistance fund. Do the Selectmen need to approve the donations?

Sincerely,
Terry Heller
Wiscasset GFM Coordinator



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: Southern States Classics

New Business Existing Business years in operation _____ Ownership/Location Change

Location of business: 263 Bath rd, Wiscasset ME 04578 Map/Lot _____

Preferred mailing address: 23 Hasckell st, unit 2, Westbrook, ME 04092

Business phone number: 207 347 1754

Description of Business: Collector/antique car business

Owner's name: Mark Pearson Owner's phone: 207-347-1754

Owner's home address: 23 Hasckell st, unit 2, Westbrook, ME 04092

*Emergency contact person: Wright Pearson
*Emergency phone numbers: home: 207 730 0308 cell: 207 730 0305

*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? NO

Will you need a sign permit? Yes

Will this business be a home occupation? NO

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

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

Provide e-mail and/or web address: mark.w.pearson@maine.edu

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, Mark Pearson, state that I am (owner) Mark Pearson 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: 03/17/2020

Signature: [Signature]

(TOWN CLERK SECTION BELOW)

DATE RECEIVED: 3/19/20 DATE APPROVED: _____ ASSESSING: _____ WEB/LIST: _____

BUSINESS LICENSE APPLICATION-NEW

Business Requesting License: SOUTHWORN STATES CLASSICS

Code Enforcement Officer:

Comments: NO CONCERNS

Signed: [Signature] Dated: 3-24-2020

Wiscasset Police:

Comments: NO CONCERNS

Signed: [Signature] Dated: 3-20-2020

Planning Department:

Comments: N/A

WISCASSET SLOW OR DEPARTMENT =
NO CONCERNS

Signed: Robert T. Zella Dated: 3/24/2020

Fire Department:

Comments: NO CONCERNS

Signed: [Signature] Dated: 3/24/20

License Approved: _____ Dated: _____

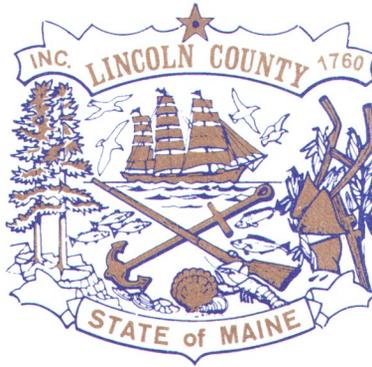
11b

Office Of The Sheriff Lincoln County, Maine

Lincoln County Sheriff's Office
42 Bath Road / P.O. Box 611
Wiscasset, ME 04578

(207) 882-7332 (207) 832-4000
(207) 563-3200 (207) 549-7072

Fax (207) 882-9872



Todd B. Brackett, Sheriff
Rand D. Maker, Chief Deputy

Administrative Division
(207) 882-6576

Correctional Services
(207) 882-9728

March 25, 2020

Town of Wiscasset, Board of Selectmen
51 Bath Road
Wiscasset, ME 04578

Re: Corona Virus COVID -19 Response – Update

Dear Board of Selectmen,

The following is a brief update of the working status here at the Sheriff's Office during this state of civil emergency. Like, most of you I have restricted public access to our building since March 13, 2020, yet continue with day to day administrative business. The only exception is that I have suspended any non-emergency service of civil process (evictions, small claims etc.), in part due to changes in the court schedule.

All other services, including all public safety services remain unchanged and at full capacity at this time. I have also taken immediate steps, beyond any mutual aid agreements, to ensure there is little or no interruption in public safety services, should any number of my staff become exposed, ill, or otherwise unable to report for duty. With that in mind and during a state of emergency, I have the authority to appoint "special deputy sheriffs".

With the County Commissioner's support, I have begun to deputize certified officers from the Wiscasset and Boothbay Harbor Police Departments, the two local agencies who have answered my request for assistance. In addition to these local agencies, I have also begun to swear deputies from the Knox and Sagadahoc County Sheriff's Offices. This step is an emergency measure, used only should I experience a severe staffing shortage. Many of my deputies have agreed to assist our neighboring counties in the same fashion.

My priority is to maintain the current level of public safety services throughout this crisis.

Additionally, if there is anything, my staff or I can do to assist your community, please do not hesitate to call upon us. Whether it is sharing the use of our R.U.O.K. program, to bring some level of daily contact and comfort to folks who may be shut in and alone, or something as simple as helping get groceries or other necessities to those in need. Just let us know and if we can assist, we will.

Sincerely,

Sheriff Todd B. Brackett

Serving the citizens of Lincoln County since 1760.