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WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
SEPTEMBER 1, 2020

Preliminary Minutes

Present: Kim Andersson, Chair Judy Colby, Kathy Martin-Savage, Vice Chair Ben Rines, Jr., Jeff Slack and Town Manager Dennis Simmons

Chair Judy Colby called the meeting to order at 5 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

- a. **Kathy Martin-Savage moved to approve the payroll warrants of August 21 and 28, 2020. Vote 5-0-0.**
- b. **Kathy Martin-Savage moved to approve the accounts payable warrants of August 25 and September 1, 2020. Vote 5-0-0.**

3. Approval of Minutes

Kathy Martin Savage moved to approve the minutes of August 18, 2020. Vote 5-0-0

4. Special Presentations or Awards – none

5. Committee Appointments

Jeff Slack moved to approve the committee appointments of Jason Putnam to the Ordinance Review Committee and Zachary Gray to the Comprehensive Planning Committee. Vote 5-0-0.

6. Public Hearing – none

7. Public Comment

Phil DiVece thanked Judy Colby for her years of service, saying she had done a super job and her leadership was appreciated.

Terri Heller said the daily bell ringing at noon will end on Sunday, September 6, and she asked permission for a picnic to be held on the common on that day from 10 to 3. **Ben Rines, Jr., moved to allow a picnic on the common from 10 a.m. to 3 p.m. on Sunday, September 6. Vote 5-0-0.**

8. Department Head or Committee Chair – none

9. Unfinished Business

a. Sewer Abatement Policy (drafted revision): Simmons presented a draft of the revised Sewer Bill Abatement Policy which would apply in cases where water usage was not discharged into the sewer. Applications for sewer charge abatements will go first to the Wastewater Treatment Plant Manager who will review the request and will send the request to the select board with recommendation, either approval or denial. Customers will have the right to appeal the decision of the WWTP manager. **Kim Andersson moved to approve the Sewer Bill Abatement Policy. Vote 5-0-0.**

b. Sewer Abatement Request – Matzke: **Kim Andersson moved to approve the abatement for Lilac Cottage Antiques. Vote 3-2-0 (Colby and Slack opposed).**

10. New Business

a. Bid Opening – Winter Sand: The sole bid received was from Nathan O. Northrup Forest Products and Earthworks - \$6/cubic yard loaded on town-provided trucks or \$14.75/cubic yard delivered to Town Garage. Simmons said the bid received was lower than last year's bid. Judy Colby requested the Town Manager and Public Works Supervisor to review the bid and award to the bidder unless they think it should be rebid.

b. FY '20 Carry Forward Request: Simmons outlined the carry forward requests totaling \$153,229.56 as follows:

Administration: \$7,172.53 plus Contingency \$6,000 for Town Manager vacation/holiday payout;

Contractual Services: \$56,500 for 1) \$21,500 for auditor's invoice not received and 2) \$35,000 for MY Agreement Legal expenses;

Elections: \$14,264.27 for two elections moved to this fiscal year;

General Assistance: \$2,592.76 Balance of GA donation;

Planning and Development: \$28,700 for updating guide to opening a business or building a house in Wiscasset;

Selectmen: \$3,000 for FY '19 town reports to be paid this FY.

Ben Rines, Jr., moved to approve the carry forward requests. Vote 5-0-0.

c. New Business License: **Jeff Slack moved to approve new business licenses for Elizabeth Clinton, DBA Birch Point Dog Spa, 83 Birch Point and Matthew Dorsey, DBA Barbarian Barbeque, 68 Clarks Point Road. Vote 5-0-0.**

d. Property Foreclosure, Martin Finley, Jr., Young's Point Road (land only): Finley had been advised that unless delinquent taxes were paid before September 1, the Board of Selectmen may exercise its right to sell the property. Finley said he had been trying to sell the property and had a purchase and sale agreement. Finley was advised that the property now belongs to the Town and unless Finley can pay the \$36,675 in back taxes, the Town has the right to sell the property. After discussion including mention that MMA had advised turning down a similar request, **Jeff Slack moved to postpone a decision on the request to September 15. Vote 5-0-0.**

e. Resignation – Frederick Quivey, Investment Committee: Simmons read the letter of resignation. **Jeff Slack moved to accept the resignation with deep regret. Vote 5-0-0.**

f. Set Special Town Meeting Date (FY '20 overdrafts, Shoreland Zoning Ordinance): Simmons said an open town meeting would have to be scheduled to approve the overdrafts and the new Shoreland Ordinance which had inadvertently been omitted from the September 8 warrant. It was decided that the matter be referred to the new board to be elected on September 8 who will meet on September 9 to elect officers and can determine at that time when the open town meeting should be held.

11. Town Manager's Report

a. Waterfront Grant Award: Simmons announced that the Town had received a Department of Maine Resources grant for \$7,500 for Wiscasset Municipal Pier Expansion. The Town will be responsible for \$2,500 in matching grant funds. **Kathy Martin-Savage moved to accept the \$7,500 grant and approve the \$2,500 matching funds. Vote 5-0-0.**

b. Maine Yankee Impact Fee: Peter Murray has advised the town that the 20-year agreement with Maine Yankee will expire in 2023 and planning should begin for renewal of the contract.

c. Greenlawn Memorial Garden Policy: Simmons said the Cemetery Policy forbids decorations of any kind with the exception of the American flag in the Greenlawn Memorial Garden; the policy will be enforced and decorations removed. Rules have been published in the newspaper and notices were sent to the appropriate individuals.

12. Other Board Business

Kim Andersson moved to suspend the rules to allow a vote on an item not on the agenda. Vote 5-0-0. Andersson moved that the denial of the sewer abatement request of Christine of-Lovette be reconsidered as the request fits in with both the new and old policy. Vote 3-2-0 (Colby and Slack opposed).

Ben Rines, Jr., presented a bouquet of flowers to Judy Colby on behalf of the board and thanked her for her many years of service. Colby thanked the board, the voters who had elected her, the department heads, and employees for their support. Kathy Martin-Savage presented Colby with a framed photo of the board and thanked her for her leadership. A photo was also presented to Kathy Onorato, Administrative Assistant, with thanks.

13. Adjournment

Kathy Martin-Savage moved to adjourn the meeting at 5:55 p.m. Vote 5-0-0.

3b

WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
SEPTEMBER 9, 2020

Present: Kim Andersson, Pam Dunning, Kathy Martin-Savage, Jeff Slack, Sarah Whitfield,
Town Manager Dennis Simmons, and Town Clerk Linda Perry

Call to Order

Town Clerk Linda Perry called the meeting to order at 5 p.m.

1. Pledge of Allegiance

2. Election of Chair and Vice Chair of the Board

a. Nominations for Chair of the Wiscasset Select Board: **Kathy Martin-Savage nominated Pam Dunning as chair. Vote 5-0-0.**

b. Nominations for Vice Chair of the Wiscasset Select Board: **Jeff Slack nominated Kathy Martin-Savage as vice chair. Vote 4-0-1 (Martin-Savage abstained)**

3. Unfinished Business

a. Schedule open town meeting for police department overdrafts and Shoreland Zoning Ordinance: Simmons said the town meeting would address a \$5,888 overdraft in the police department budget and the adoption of a new shoreland ordinance which was inadvertently omitted from the town meeting warrant. **Kim Andersson moved to hold the open town meeting prior to the select board meeting on October 6. Vote 5-0-0.**

4. Town Manager's Report

a. Tax Commitment Discussion: Dennis Simmons said town revenues were coming in as expected; however, the state revenue sharing had been cut by \$58,000 and current estimate was \$445,805. Taking into consideration the \$3 million change in town valuation and reduced state revenue projections, Simmons said it will be necessary to transfer \$100,000 from the fund balance in order to avoid a tax increase. He has advised the town departments that no major spending should be anticipated. Current fund balance is \$450,000. Dunning said previous boards had been advised that the fund balance should equal three months' expenditures and asked Simmons to provide the board with current monthly expenses before a decision to transfer funds from the fund balance is made at the next meeting.

b. Timeline for FY 22 budget process: Simmons said that a meeting has been tentatively scheduled with the select board and budget committee for December 10. A meeting of the department heads and Simmons will take place on January 7 to discuss their budget requests. By March 1, the initial budget requests will be given to the board and the budget committee.

c. Simmons said the town had received a grant of \$75,000 for airport wildlife hazard assessment site visit and installation of perimeter fencing. **Kathy Martin-Savage moved to instruct, delegate, and authorize the Town Manager to enter into a grant agreement on behalf of the town of Wiscasset with the Federal Aviation Administration identified as IWI-NEG-3-23-0049-024-2020. Vote 5-0-0.**

5. Adjournment

Kathy Martin-Savage moved to adjourn the meeting at 5:15 p.m. Vote 5-0-0.

5a

Town of Wiscasset
Board/Committee Membership Application

Full Name: Tom Kovarik

Street Address: 5 Ice Pond Ln.

Mailing Address: _____ Home Phone: _____

Town of Legal Residence: WISCASSET, ME 04578

Work Phone: _____ Cell Phone: 561-385-3160 E-mail: tomk5108@comcast.net

I wish to be considered for the appointment to the: INVESTMENT
ADVISORY BOARD 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: 18 years as a financial advisor at Morgan Stanley & Merrill Lynch. Vice Pres + Senior Consultant.

Signature: Tom Kovarik Date: 9-4-20

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: _____

ba

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Russell, Program Manager, General Assistance
Date: September 3, 2020
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's new (October 1, 2020–September 30, 2021) “**General Assistance Ordinance Appendices**” (A – H).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – H. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices **after notice and hearing**. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

**TOWN OF WISCASSET
NOTICE OF PUBLIC HEARING
GENERAL ASSISTANCE ORDINANCE**

The Board of Selectmen will hold a public hearing on Tuesday, September 15, 2020 at 5:00 p.m. at the Wiscasset Community Center. The purpose of the hearing is as follows:

1. **To adopt the 2019-2020 General Assistance Ordinance Appendices A-H
Appendix**

Dated: 09/03/2020

2020-2021 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2020 to September 30, 2021.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
LINCOLN	1	2	3	4	5	6
	\$868	\$886	\$1,057	\$1,349	\$1,554	\$1,629

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

NOTE: For each additional person add \$153 per month.

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	\$166	\$714	\$190	\$815
1	\$166	\$714	\$192	\$824
2	\$189	\$811	\$229	\$985
3	\$245	\$1,042	\$294	\$1,265
4	\$276	\$1,188	\$337	\$1,451

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water:*** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water:*** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

2020-2021 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees

Appendix H

Effective: 10/01/20-9/30/21

- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

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Town of Wiscasset
August 2020
Monthly Reports





Town of Wiscasset

AIRPORT REPORT

To: Dennis Simmons, Town Manager
From: Rick Tetrev, Airport Manager
Re: August Monthly Report
Date: September 9, 2020

Sale of 100 LL Aviation Gas was 3,731 gallons for a gross revenue of \$16,938.61 dollars. Jet A sold was 824 gallons for \$3,708.90 dollars. As noted in the July report we had to order both Aviation Gas and Jet A in August.

In August we had 14 transient aircraft that stayed one night or more and spent \$2,500.82 on fuel, paid \$885.00 in parking fees and 3 pilots rented cars for a total of 37 nights.

The G.A.R.D. system is working again but it still won't print the graphs. We had a surprisingly good amount of operations for the month, 505 as opposed to 752 from last year. The big difference is the absence of flights from air charters and fractional ownership aircraft. I suspect that of the 247 difference between 2019 and 2020 seventy or eighty are those kinds of operations. Unfortunately, that is a loss in revenue for us in that we charge \$55.00 dollars ramp fee per landing as well as losses in gas sales. We only had one ramp fee collected for the month.

With help from the public works department we refurbished (painted) the aviation gas and Jet-A holding tanks. Each one has a capacity of 12,000 gals and are a real challenge to prep and paint.

Respectfully submitted,
Rick Tetrev

**“Discovering Wiscasset
One Flight at a Time”**



Town of Wiscasset





Town of Wiscasset

CODE ENFORCEMENT REPORT

To: Dennis Simmons, Town Manager
From: Bruce Mullins, Code Enforcement Officer
Re: August Monthly Report
Date: September 8, 2020

Building Permits:

Bath Road:	Renovations
Howard Lane:	Master Bathroom Remodel
Bradford Road:	Garage
Sukeforth Drive:	Mobile Home & Shed
Clark's Point Road:	Kitchen Addition
Dorr Road:	Deck
Water Street:	Deck
Bath Road:	Bath Ale Works
Chewonki Foundation:	Two Projects

Plumbing Permits:

Chewonki Foundation:	INT
Clarks Point Road:	INT
Sukeforth Drive:	INT
Gardiner Road:	SSWD

Inspections:

Lowelltown Road-both houses, Pooler Pit Road, Yacht Club, Chewonki Foundation, Chewonki Foundation-buildings and girls camp septic, Cushman Point Road, Clarks Point Road-both houses, Gardiner Road, Water Street, Alna Road, Fort Hill Street, Hodge Street, Mountain Road, Upland Road, Old Stage Road, Route 1, Bradford Road, Birch Point Road, Old County Road, Old Bath Road-three places, Indian Road, Rumerill Road

Correspondence:

Bradford Road, Old County Road, Bath Road, Cracked Egg, Little Village Bistro, Sports Pub, Lowelltown Road, Old Bath Road-two houses



Town of Wiscasset

EMS/EMA REPORT

To: Dennis Simmons, Town Manager
From: Erin Bean, Deputy EMS/EMA Director
Re: August Monthly Report
Date: September 9, 2020

August a month in Review

Wiscasset	52	75.36%
Dresden	9	13.04%
Westport Island	4	5.80%
Boothbay Harbor	2	2.90%
Boothbay	2	2.90%
Total: 69		Total: 100.00%

Report Filters

Call volume came down slightly and the need for additional resources was not as prevalent.

Last month we had gotten all of the employees up and running with the ENVO masks on possible COVID cases, however the CDC thought that the design was not going to work to keep others who weren't wearing an N95 mask safe, due to an exhale valve. This became a huge issue that all services who had invested in the masks felt was problematic due to lack of PPE and the provider needed to be of paramount concern. It was an issue that several of the EMS folks worked to rectify and we are able to wear them with a slight modification.

We had an in house PALS (pediatric advanced life support) class that was originally to be held at the community center due to the size of the class, however only 6 Wiscasset employees attended and the class and it was relocated to the EMS station class room and dayroom to allow for station equipment to be used. Students reported it was a great class and as a paramedic it's a certificate that needs to be held for the care of pediatric patients.

As some of you are aware, Wiscasset EMS is now the lowest paid service in this area by 3-5 dollars an hour. We have had several employees report that they wouldn't be able to take shifts due to being able to get paid more for their services elsewhere. This has put a strain on our overtime budget unfortunately, due to the lack of providers filling shifts.

We have advertised for the deputy position internally and have gotten 4 internal applicants and one outside applicant. We will be setting up interviews with the interview committee later this week.

We had issues this month with a patient that was transported several times that had a bedbug infestation that required the truck being out of service for 5 hours each time they were transported due to decontamination efforts. Bruce has been made aware of the issue as well as the hospital.

Erin Bean



Town of Wiscasset

FIRE DEPARTMENT REPORT

To: Dennis Simmons, Town Manager
From: Robert Bickford, Fire Chief
Re: August Monthly Report
Date: September 9, 2020

Operations:

The fire department responded to 27 calls for service during the month of August. Unofficially, this is the highest number of calls in one month that I am aware of in recent history. The calls for the month break down as follows:

8 motor vehicle accidents, 3 grass / brush fires, 1 car fire, 8 fire alarms, 1 smoke investigation, 2 propane calls and 4 others.

Of the 27 calls for service, 25 were in Wiscasset. We provided mutual aid to Alna and Woolwich one time each for a car fire and a motor vehicle accident.

Training:

Training for the month included water rescue training in the harbor, pumping and water supply and a tour of the recently renovated Rynel, Inc. building.

Staffing:

Our staffing level is maintaining at 18 members with 7 members on the Lifetime Member's roster. We are always looking for new members. We meet every Wednesday evening at 6 p.m. for training.

Events:

This month we were able to continue doing birthday drive-by's. While birthday parties may not always be possible right now, it is still nice to give something special to someone who is celebrating a birthday.

Respectfully submitted,
Rob Bickford



Town of Wiscasset

Wiscasset Police Department

To: Dennis Simmons, Town Manager
From: Lawrence Hesselstine, Wiscasset Police Chief
RE: August Monthly Report
Date: September 9, 2020

The Department responded to **671 calls for service** during the month of August. Officers responded and conducted 10 motor vehicle accidents investigations.

The Department conducted **221 motor vehicle stops** resulting in **138 citations** being written, bringing the YTD citation total to **455**.

We made efforts to increase patrols and enforcement efforts on Federal Street/Lowelltown/Bradford Rd/Willow Lane.

The Department made **35 Arrests** for the month bring the YTD total to **137**.

Arrests were made for the following: *(some of the following had multiple arrests)*

- Domestic Violence Assault
- Driving to Endanger
- Refusing to Submit to Arrest
- Violation of a Protection Order
- Criminal Threatening
- Motor Vehicle Speeding 30+ MPH Over Speed Limit
- Failure to Appear
- Probation Violation
- Assault
- Violation of Conditions of Release
- Unlawful Possession of Drugs
- Attaching False Plates
- Operating Under the Influence
- Endangering the Welfare of a Child
- Operating after License Suspension

Larry Hesselstine
Chief of Police



Town of Wiscasset

PUBLIC WORKS/TRANSFER STATION DEPARTMENTS

To: Dennis Simmons, Town Manager
From: Theodore Snowdon, Public Works Director
Re: August Monthly Report
Date: September 9, 2020

Operations:

The month of August, for the Transfer/Public Works has been challenging in keeping staff and the public safe as the Covid-19 continues, despite the virus we have managed to keep our work force moving ahead making progress in all projects. In addition we have started the task of filling the salt and sand shed:

- Complete down clean up.
- Complete cleaning and service of all snow removal equipment for airport.
- Cleared numerous trees in flight path required by FAA
- Water front ramp repair.
- Water front dock maintenance.
- Continuing with brush hogging on airport property.
- Road side ditching throughout town.
- Tree trimming throughout the town roads
- Staying on top of service and repair of all town owned vehicles including Transfer Station equipment
- Keeping up with all mowing throughout the town
- Oak Ridge Dr. Ditching and culvert repair.
- Still working on roadside brush removal and chipping
- Replaced planking on Old Sheepscot Road Bridge.
- Repaired storm drain Washington Street.
- Repaired storm drain Hodge St.
- Clean up old dump site.
- Street sign repair throughout the town
- Still trying to keep up with the pot holes and cold patch repair throughout the town.
- Keeping up with tree trimming headstone repair and mowing throughout all graveyards.
- Removed beaver dam Willow Lane Montsweag Brook.
- Completed striping of roads and cross walks.
- Ditching on Bradford Road and Rumerill Rd.



Town of Wiscasset

Transfer Station

The transfer station is still running with the Covid guide lines of two vehicles at a time, and the use of masks and social distancing recommended. Sanitizing is taking place throughout the day.

I would also like to mention the hard work and dedication of our Public Works and Transfer Station crew for keeping up with our duties. And the ongoing support from our Town Manager and staff.

To conclude, all is well within the Departments.
Respectfully, Ted/crew



Town of Wiscasset

PARKS AND RECREATION DEPARTMENT

To: Dennis Simmons, Town Manager
From: Duane Goud, Parks & Recreation Director
Re: August Monthly Report
Date: September 10, 2020

Program Updates

The month of August has been another great step in the right direction for the Wiscasset community Center. With there still being so many unknowns, restrictions and guidelines, I feel the Wiscasset Community Center / Wiscasset Parks & Recreation Department has and is putting our best efforts forward to make available all the programming we can. We are continuously working on more programs and/or events that we feel we will be able to move forward with providing the State continues to move forward in its phases of reopening the State of Maine.

Our Fitness Instructors continue to offer their outdoor classes, moving inside the gymnasium now if the conditions or weather doesn't cooperate. Some classes were suspended and have now started back up for the month of September.

Babe Ruth Baseball has finished up for the season, considering everything that this group of players and parents have had to go through they had a great following amongst the Midcoast area, moving forward abiding by the guidelines set by the State and by the Babe Ruth organization itself (National & Local levels). As mentioned previously, Babe Ruth Baseball, a combination of Boothbay, Damariscotta, Richmond & Wiscasset kids has been practicing at the WMHS Baseball Field and Boothbay Region Baseball Field. Games and scrimmages were played at both locations with great success, with area clubs (Bath, Brunswick & Gardiner).

Unsinkables Summer Swim Team practices finished up with an in house meet the last week of the program, this was very successful with great participation at both levels of competition. Even though there were no competitions this season the dedication to this program was greatly appreciated by our Coaches and all of us here at the WCC. Our Fall / Winter Unsinkables Swim Team season starts up again in September with three weeks of clinics. These practices / clinics will start on Monday, September 14th, based on the guidelines and recommendations of USA Swimming as well as our State and local guidelines.

We are currently offering Swim Lessons (Levels 3, 4 & 5), these levels all have to be deep water safe. These lessons have started and are limited to 6 kids per session because of the guidelines set forth by the CDC and ARC Swimming. We are also offering Private Swim Lessons, Semi Private and Group Lessons.



Town of Wiscasset

We had great success with our Summer Day Camps that just finished up this past week on Friday, September 4th, we had added 2 additional weeks to the original schedule because of the decision to push off the start of school until September 8th.

We are currently taking reservations for our After School Adventures and Remote Learning Camp Days. We work continuously to update the guidelines and restrictions hoping to provide a great ASA program for all of our ASA students and Staff as well as be there for working parents. ASA and Remote Learning Camp are open to all children between the grades of Pre - Kindergarten and 5th grade. These programs are available by the day. We anticipate participation will continue to grow as students and parents get back on to a regular schedule with their children's schools.

Our Youth Soccer and Karate programs are also currently open for registrations at this time.

Building Updates

The WCC Pool, Gymnasium and Fitness room are all open at this time, the Senior Center is not open. All lanes and time spent in the WCC are by reservation at this time, walk ins are on a first come first basis if space is available. Pool and Fitness reservations are continuing to grow by the week and gymnasium reservations are starting to increase as people feel more comfortable coming inside to workout, play pickleball or play basketball.

Outside of the building we have been working to keep the grounds looking great. Our Camp garden is starting to produce cucumbers and tomatoes for all to enjoy. Our trails have seen more and more people getting out to enjoy a nice walk through the nearby woods and fields.

We have been working on our new Ice Bowl at the corner in our driveway, between the access road to the WMHS lower field and our driveway. This is going to be a great spot to have Ice Skating available throughout the winter.

Community Events

We are continuing to hold the Selectmen meetings here at the WCC, we started Tuesday, July 21st, our gymnasium has the ability to hold 37 people according to the guidelines put forth by the State of Maine.

As of right now we are working on a few different Community Events (Scarecrow Festival and Nightmare on Federal Street)) but are not scheduling until we know what we have to go through to accommodate guidelines and restrictions set forth by the State and CDC.

Coordination Meetings & Professional Development

We continue to participate in many different webinar's and zoom meetings trying to stay connected to others, working on the different questions and concerns as we work through this unprecedented time.

We (Staff) have sat down with each other to make sure that everyone coming back to work understands what needs to be done and that everyone is on the same page moving forward.



Town of Wiscasset

I had a Department Head meeting on Tuesday, September 1st, this was great to sit down and hear from other departments within the Town. Thank you to Dennis for bringing these meetings back, I had only had one since becoming Director last fall.

Director's Note:

We are still not up to the capacity that we should be this time of year but I feel like we are moving in the right direction, moving forward.

The month of August, our expenditures far outweigh our revenues, typical for this time of year, we were at \$40,747.66 and our revenues were at \$18,469.02. Knowing that we are not going to have the same levels of income that we had last year at this time I am trying to make sure that we are as fiscally responsible as possible. Writing this report, I feel much better about moving forward knowing that our budget just got approved by the taxpayers of Wiscasset.

It has been great to reconnect with Staff and our membership, as we continue to get back into the swing of our new everyday life, everyday still seems to bring a new challenge. Knowing there are going to continue to be changes and updates to the many restrictions, guidelines and checklists, we are continuing to prove to our membership and fellow staff that we are doing everything possible to provide each other with the safest environment and facility possible.”

Staff has been and is still limited at this time, more have come back but not everyone is back yet. I will be continuing to bring people back as needed as the facility becomes busier throughout the upcoming weeks. We have a great staff here at the Wiscasset Community Center working hard to create a great experience for everyone that comes through our doors to use this great facility.

Thank you for your continued support of the Wiscasset Community Center!
Duane Goud.



Town of Wiscasset

HARBORMASTER

To: Dennis Simmons, Town Manager
From: Ray Soule, Harbormaster
Re: August Monthly Report
Date: September 10, 2020

- ❖ 8/3/20- met with the Chief, talked about waterfront situations.
- ❖ 8/4/20- met with Select board on Farmer's Market situation. It was decided to let them stay for the rest of the year.
- ❖ With the help of the Chief, was able to be rid of an illegally parked motorcycle.
- ❖ 8/9/20- Unsnarled pennant on one of the town mornings.
- ❖ (JULY) Collected 738.00 dollars for docking fees.
- ❖ Made daily trips to the waterfront.
- ❖ Talked with boat owner who lost fuel from his boat, someone had stolen it.
- ❖ Allowed boater to tie up at dock because of broken boat trailer.
- ❖ Made arrangements with boat owners for overnight dock tie ups and moorings and collected \$125.00 in fees.
- ❖ Had an abandoned mooring removed from the ramp area by the Public Works. dept.
- ❖ Approved spots for new moorings.
- ❖ Allowed a lady to plug into outlet on Harbormaster building to run her small musical instrument.

Respectfully submitted,
Ray Soule, HM



Town of Wiscasset

SHELLFISH WARDEN REPORT

To: Dennis Simmons, Town Manager
From: Officer James Read, Shellfish Warden
Re: August Monthly Report
Date: September 10, 2020

Patrol: 4hrs Meeting: Other:

Hours worked: 4 hrs

Areas Checked: Clarks Point, Whites Island, Pottle Cove, Hilton Cove, Mason station, Cushman preserve, Back river, Berry Island, Eaton farm, Youngs point, Chewonki Creek, Montsweag brook.

Diggers Checked:

Warning Issued:

Summons Issued and to Whom:

Comments (Explain meetings or other): received call from digger that someone was digging down off Hemlock lane checked during day and nighttime but was not able to find any one digging.

Officer James Read



Town of Wiscasset

WASTE WATER TREATMENT PLANT

To: Dennis Simmons, Town Manager
From: Robert Lalli, Waste Water Treatment Plant Superintendent
Re: August Monthly Report
Date: September 10, 2020

Operations:

Average flow per day	0. MG
Licensed flow per day	0.62 MG
Percent of average flow per day to license limit	%
Total Rainfall per month	3.24 inches
BOD Effluent Lab Results mg/L	
For monthly average	mg/L
Weekly average	mg/L
Daily max.	mg/L
All within license limits	
BOD Effluent Removal %	%
Required%	85%
TSS Effluent Lab Results (mg/L)	
Monthly average	mg/L
Weekly average	mg/L
Daily max.	mg/L
all within license limits	
TSS Effluent % Removal	%
Required%	85%
Settable Solids within license limit of 0.3 mL/L	
PH within license limits of 6-9	Yes
Fecal (tracked during disinfection season)	Yes
Instant Daily max (31)	High= 205
Geometric Mean (13)	Monthly = 11
Total Residual Chlorine	
Instant daily max (0.3 mg/L)	High= mg/l
Monthly max (0.1 mg/L)	average = mg/l
All within license limits?	Yes

Summary, 3 FECAL COLIFORMS VIOLATIONS: Test results for Maine discharge permit parameters were not good for fecal coliforms tests in August. Process problems involving chlorine sensors giving incorrect readings, low plant effluent flows in the heat of summer, and efforts to raise the pH in the aeration tanks all contributed to 3 test results that exceeded the allowable daily maximum fecal coliforms of 31 cfu/100ml (Those results: 162 on 8/13, 205 on 8/17, and 79 on 8/31).



Town of Wiscasset

In each case, the D.E.P. was immediately notified, and action was taken by me to correct the problem, which included following some suggestions made by D.E.P. rep James Crowley. Where dirty probe ends were cleaned and probe fluids and membranes were changed out, it may have been my efforts to raise pH levels in the aeration tanks that may have been the culprit. The higher pH levels were carrying through to the final chlorine contact tanks. Higher pHs (7.2 instead of 6.7) can inhibit the chlorine's ability to kill bacteria. I believe this was the main problem.

Mr. Crowley suggested bringing that pH level back down to 6.7 and also to raise my sodium hypochlorite dosage. I did so, and the following 7 fecal test results were all within permit limits. It wasn't high enough though, as another 2 high fecal results occurred on 8/31 (79) and 9/1 (40). As pHs and chlorine sensors were fine, the chlorine dosage was raised again, which Mr. Crowley felt was needed. I did so and the next possible sampling for fecal coliforms (due to the holiday weekend) produced a result of 1 cfu/ml, on 9/8. I will continue to monitor the situation closely and stay in close contact with the D.E.P.

SEPTAGE: Due to the problems at the sewer plant and several complaints about the odors drifting across the bay to Federal Street, all septage deliveries from Ideal Porta Potty, Roy Griffin Septage, and Water Quality & Compliance Services to the sewer plant have been halted until further notice.

SEWER JETTING: A section of sewer pipes on Old Bath Road, and a section at the High School were jetted in August.

SAFETY RELATED: All 3 sewer plant employees received medical clearances for using full face respirators, and passed their required respirator fit tests.

WATER METERS FOR SEWER ONLY CUSTOMERS: In March 2020, there were 56 sewer-only customers in Town who had faulty/malfunctioning water meters or no water meter at all. Some of these have been this way for years, paying a minimum bill (\$93.60/qtr) or a flat rate (\$270.40). Working with the Water District, they were all contacted by phone or sent letters informing them that they were required by Town Ordinances to have a water meter on their well. As of 9/8/2020, 40 of the 56 have had water meters and transmitters installed or repaired. Several more are scheduled for the coming weeks. It is my hope to get them all metered by January 2021. In a related item, I would like to get something in the Town Ordinances changed regarding the \$270.40/qtr flat sewer rate. The flat rate should only be a stop gap measure used for a single quarter, when a meter has broken or failed. It should not be someone's regular quarterly bill. We have one Town resident who has never had a water meter and has paid this flat rate for years. Over time, they have added 3 buildings to the property, some of which have renters living in them. I suspect that their actual sewer usage is greater than what they are actually paying for. So far they have rejected all contacts attempting to get a water meter installed there. Perhaps I can add a higher "extended flat rate" to Town Ordinances for anyone not willing to have their well metered. I would like this rate to be a deterrent to avoiding having a meter installed or repaired. Any suggestions or input on your part would be most welcome, and I will discuss this issue further in the coming months.



Town of Wiscasset

REQUESTED SEWER RATE INCREASE: At a Select Board Meeting in August, I requested a sewer rate increase of 22%. This would allow the actual sewer revenues to match the total \$750,636.00 that was budgeted. Due to time constraints and a new board coming in, this request was set aside. I hope to be able to get this item up for discussion with the new Select Board in a future meeting.

D.O.T. REPAVING PROJECT: Ted Snowden and I met with the Maine D.O.T. and the Water District to discuss the Route 1 repaving job now going on in Town between the light at the Wiscasset Town Offices and Woolwich. The work, going on at night, will include adjusting 17 manholes to grade, and adjusting another 12 manholes with repairs to the frames and covers. Manhole work should commence in October, and Ted or I will be signing off on the work as it is completed. Though scheduled to be completed by mid-November, it is possible the work may run into Spring of 2021. The Sewer Department's bill for the manhole work is estimated to be \$61,500.00 and will be due in June of 2021

TRUCK BREAK DOWN: The Top-Kick dump truck we use to transport dried sludge to the composting facility at Casella/Hawkridge in Unity, Maine overheated in route and was able to limp back to the plant. Scott, the repair tech at the Public Works garage, was able to cobble together a fan clutch, temperature sensor and thermostat from old truck parts he had. We are back up and running, but the truck, being a '94 model, is difficult to get parts for. It will probably need to be replaced in the next year or 2.

This concludes the Sewer Department's August 2020 Monthly Report

**Respectfully Submitted,
Robert Lalli
Superintendent**

9a

001101

Municipal Quitclaim Deed without Covenants

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of **WISCASSET** a body, corporate and politic located in LINCOLN County, State of Maine, for consideration paid release to **MARTIN S. FINLEY JR. OF 1905 Lisbon Street Lewiston, Me 04240** a certain parcel of land located at Young's Point Road with buildings thereon, if any, located in the Municipality of WISCASSET, LINCOLN, County, State of Maine, identified as follows:

Map R09-007 on the Tax Maps of the Municipality of WISCASSET, prepared by John E. O'Donnell & Associates and dated April 1, 2019 on file in the Office of the Assessors at 51 Bath Road, Wiscasset, Maine. The Municipality of WISCASSET has acquired its interest in said parcel of land through automatic foreclosure of **PROPERTY TAX LIEN(S)** recorded in the Lincoln County Registry of Deeds as follows:

DATE RECORDED	BOOK/PAGE	DATE RECORDED	BOOK/PAGE
September 20, 2018	Book 5306 Page 196		
August 22, 2019	Book 5422 Page 143		

The said Inhabitants of the Municipality of WISCASSET have caused this instrument to be signed in its corporate name by its Board of Selectmen, duly authorized.

Witness our hands and seals this 15th of September, 2020 Board of Selectmen, Wiscasset, Maine

Pamela J. Dunning, Chair

Sarah M. Whitfield

Jefferson A. Slack

Katharine G. Martin-Savage

Kimberly H. Andersson

STATE OF MAINE
COUNTY OF LINCOLN, ss
PERSONALLY APPEARED the above named BOARD OF SELECTMEN in his/her capacity as Selectman of the Town of Wiscasset, Maine and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said Town.

15th of September, 2020

MOLLY BONANG, Notary Public
My commission expires: August 29, 2023

Town of Wiscasset

2020 Patrol Truck Bid Specifications

New, 2020 Model Year (6) Wheel Patrol Truck 41,000lb GVWR

MINIMUM REQUIRED SPECIFICATIONS

Engine:

- Diesel 330HP @ 1700 RPM min
- Cold Starting Equipment / Block Heater

Transmission:

- 6-Speed Allison Automatic 3500 RDS P; Wide Ratio; Double Overdrive; On/Off Hwy; Oil Level Sensor, with PTO Provision, Less Retarder, Secondary Shift Schedule

Equipment:

- Everest SDS 13' side dump combination body, ¾" pintle-plate w/pintle-hook
- HP Fairfield (HPF) Power Tilt front plow hitch w/lights
- HPF High Lift Patrol Wing System w/ full trip arms and trip block
- American 3911 RR85 reversible poly-plow: **11' trip edge**
- American 11 DRA Wing Blade: **10' cutting edge**
- Commercial Tandem Gear Hydraulic Pump: commercial valves, stainless steel plumbing, cable operated controls, standard spreader control
- 2 Sets of mud flaps
- Back-up alarm
- 2 LED Strobes and stop/turn/tails in rear dump body posts
- 2 LED Front Strobes: Positioning TBD pending cab type
- Amber Wing and Sander Light
- Donovan load cover with aluminum arms

Bids received will be opened at the Board of Selectmen Meeting scheduled to commence the evening of Tuesday, September 15, at 5 p.m. The Public Works Director will begin reviewing accepted bids on Wednesday, September 16, 2020. The bid will be awarded to the most qualified bidder based on required criteria. **The Board reserves the right to reject any or all bids at their discretion. Please note the purchase of this vehicle is pending voter approval on September 8, 2020.**

Required Criteria:

- **Trade in: 1996 GMC Topkick As Is/Where Is w/Sander, Front Plow & Wing**
- **Delivered Net Sale Price**
- **Delivery date**
- **Meets or Exceeds required specifications**
- **Proximity of service center**

BID FORM
TOWN OF WISCASSET
PATROL TRUCK

The Town of Wiscasset is requesting pricing for the purchase of a new, 2020 Patrol Truck as outlined in the accompanying specification sheet. If you are interested in bidding, please mail, or deliver, your bid to "Patrol Truck," Town of Wiscasset, Attention: Dennis Simmons, Town Manager, 51 Bath Road, Wiscasset, Maine 04578. Mailed bids must be received by 4:00 p.m. on September 15, 2020 to be considered. Please include this sheet completed along with the proposed vehicle specifications and warranties.

Company & Contact Name: _____

New Vehicle Model: _____

Price: \$ _____

Date of Delivery: _____

10c

Town of Wiscasset General Sewer Abatement Request

Instructions

PLEASE READ CAREFULLY. Fill in all blanks, attach additional paperwork as necessary. This form is for the application of general abatements only. General abatements are only considered for Pool Fill-ups, Meter errors and Leaks, or Miscellaneous billing issues. For Second Meter/Outdoor Water Use abatements please use the Seasonal Outdoor Water Use Abatement Request Form. Any petition for abatement must be filed in writing to the Town of Wiscasset within 30 days of the date reflected in the "billing date" section from the front of the usage bill. The filing of this form does not guarantee that your abatement will be granted. The filing of this form does not relieve the applicant of the responsibility to pay the sewer usage bill in full by the due date specified. Abatements will be considered by the Town of Wiscasset on a case-by-case basis. Approved abatements will be reflected as an account credit in the next billing period. Return to: Wiscasset Wastewater Treatment Plant - 51 Bath Road-Wiscasset, Maine 04578

Subpart A - Account & Property Information

63 FEDERAL Service Street Address 4 # of Bedrooms 404 Account #

KAVANAGH Last Name or Business Name Edward First Name

207 882-4393 Contact Phone edkav1@roadrunner.com Contact email

6/1/20 - 8/27/20 Date of contested Bill \$ 289.00 Amount owed on contested bill (540.90 including H2O)

Your account must be in good standing for an abatement request to be considered. Please check the appropriate box to confirm that all past-due amounts have been paid or enclose payment for past due amounts.

All past due amounts owed have been paid and this account is in good standing.

A payment is enclosed to bring the account into good standing. Amount enclosed: \$ _____

Subpart B - Reason For Abatement Request

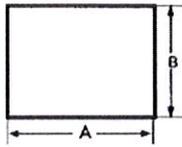
Please check one. For second meter/outdoor water use abatements please use the Seasonal Outdoor Water Use abatement form

	Enter date of	Dates
<input type="checkbox"/> 1. Pool Abatement For abatements of one-time pool fill-ups. This adjustment is for permanently installed in-ground or above ground pools only. This does not apply to temporary pools or seasonal refilling or topping off. Please attach a photo of the pool and provide pool dimensions in Subpart C. Attach copies of receipts for new pool, pool liner replacement, or leak service.	pool fill up in box B1	B1
<input type="checkbox"/> 2. Leak and Meter Abatement For abatements of water volumes caused by leaks that were not discharged to the sewer. This includes leaks on outdoor water pipes or on pipes prior to plumbing fixtures. This does not include leaking toilet valves or faucets. Attach documentation from water department and describe the reason for the abatement including any calculations in Subpart E	leak or meter error in box B2	B2
<input checked="" type="checkbox"/> 3. Miscellaneous One-Time Abatement For all other one-time abatements and billing adjustments. These will be considered on a case-by-case basis and any adjustment granted will be based on the circumstances described by the customer and by review of historical usage data. Describe the reason for the abatement including any calculations in Subpart D	abatement event in box B3	B3 6/1/20 8/27/20

Subpart C - Pool Abatement Calculation

This section to be completed only by customers requesting an abatement for the fill up of a new pool, or the refilling of an existing pool due to liner replacement or leak repair.

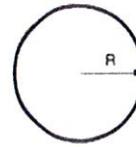
Enter dimensions for your pool and attach a photo. For other pool shapes, please describe in detail in Subpart D and attach a photo.



Square / Rectangle Pool

Length (A) _____ Feet

Width (B) _____ Feet



Circular Pool

Radius (R) _____ Feet

Pool Volume - Determine the Pool Volume based on the calculations provided

Depth - Shallow End _____ Feet Square or Rectangular Pool Volume _____ CF
 Depth Deep End (if applicable) _____ Feet Average Depth x Length x Width
 Average Depth: _____ Feet

Circular Pool Volume _____ CF
 Average Depth x Radius x Radius x 3.14

Subpart D - Abatement Description for Meter and Miscellaneous Issues

Please provide a written statement describing why you believe an abatement is owed on this account. If necessary, attach a written letter and associated documents. Please provide all calculations used to determine the amount of your request.

have gone from 1100 cu ft (3/1 - 5/10) (\$114.40)
 to 2800 cu ft consumption
 6/1/20 - 8/27/20 \$289.90
 due to excessive watering veg garden which shouldn't disproportionately impact and water going into sewer as indicated from our household -

currently

The undersigned certifies under the pains and penalties of perjury that the information as contained herein is true and correct.

Signature: Edward P. Kavanaugh Date: Sept 4, 2020
 Printed name: Edward P. Kavanaugh
Do not write below this line

Application approved by: Robert T. Zelli On date: 9/9/2020

Robert Lalli

From: "Dennis L Simmons" <manager@wiscasset.org>
Date: Tuesday, September 08, 2020 4:05 PM
To: "Robert Lalli" <wwtp@wiscasset.org>
Subject: RE: Kavanah Abatement Request

The Water District called me about this. I also told them the new request form is on the town's website and it contains a place for you to sign off on them.

From: Robert Lalli <wwtp@wiscasset.org>
Sent: Tuesday, September 8, 2020 3:24 PM
To: manager@wiscasset.org
Subject: Re: Kavanah Abatement Request

Dennis: Please see attached, a request from Edward Kavanah of 63 Federal Street, for a Miscellaneous One-Time Sewer Bill Abatement. He wishes to have his sewer bill of \$289.90 (based on 2800 Cubic feet of water) reduced for watering his gardens during the hot weather, for this billing cycle (June 1, 2020 through August 27, 2020). The water from watering his garden did not pass into our sewer system. I recommend that Mr. Kavanah receive this abatement which I have determined to be \$139.10. Please see the formula I use to arrive at the abatement amount.

I use an average of his last 4 previous sewer bills to establish recent and common consumption. His previous 4 sewer bill usages in cubic feet (cu. ft.) were 1100, 1100, 1600 and 2000. The average of those 4 is 1450 cu. ft. This will be his billed total consumption for this bill. The billed total will be from the following guidelines: 0 to 900 cu. ft. is \$93.60, then \$10.40 for every 100 cu. ft. So $\$93.60 + (5 \times \$10.40) + \$5.20 = \150.80 . Mr. Kavanah's bill will be \$150.80.

Subtracting the \$150.80 from his \$289.90 bill equals the amount of his abatement : \$139.10. It is my recommendation that he does receive this abatement.

If you have any questions, do not hesitate to contact me (cell 207-230-4023).

Respectfully, Rob Lalli, Superintendent, Wiscasset Sewer Department

Abatement Amount = \$139.10
Robert T. Lalli 9/9/2020

**WISCASSET TOWN DOCK
PUMPOUT STATION PROPOSAL**

The Wiscasset Waterfront Committee is actively seeking grants for the expansion of the Recreational section of the Town Dock Area. An anchor for that development is an active Vessel Pump-Out Station.

Wiscasset has seen a dramatic increase in transient boat traffic over the past five years. This season is by far the busiest we have seen in years. Whether visiting our restaurants, shops or galleries, this has been a tremendous economic boom for our local businesses.

Many of these vessels seek services while visiting, ranging from Restaurants, Fuel and Water, Supplies, Groceries and Pump-out Facilities. The Waterfront Committee is actively working on these needs. We recently prepared a Grant Application, for the Board of Selectmen, authorizing a study of the expansion possibilities for the waterfront. We are awaiting the awarding of that grant. Local businesses are fulfilling many of these needs and the Waterfront Committee is seeking to build-out the other amenities necessary to make Wiscasset a Destination Port of Call for the boating world.

One missing element most boats seek is a Marine Pump-Out Station. The Maine Department of Water Quality is promoting the availability of funds, through a Grant Process, to fund such facilities. These Grants are particularly attractive for Municipalities as they supply 90% of the Funds to 10% for the Municipality (the 10% can be in-kind services or labor).

The Waterfront Committee is seeking the Board's approval to move forward with a Grant Application for the purchase and installation of a Marine Pump-out Station. This would be mounted on the Recreation Dock and operated by Town Personnel Only. We would expect the Station to be operational for the 2021 Boating Season.

SHEEPSCOT RIVER

Recreational Pier

Harbor Master's building

Commercial Pier

Wiscasset Yacht Club



Legend

- Property
- Railroad



From: Parker, Pamela D Pamela.D.Parker@maine.gov

Subject: Pump Out Station Grant Availability

Date: Apr 9, 2020 at 3:46:16 PM

To: Don Davis d.e.davis@hotmail.com

Hi Don, there most certainly is funding for a pumpout station in Wiscasset. We have been trying to get one installed for a long time but staff turnover at the town level has made it challenging.

Pam Parker

DWQM

207-485-3038

-----Original Message-----

From: Don Davis <d.e.davis@hotmail.com>

Sent: Thursday, April 09, 2020 2:00 PM

To: Parker, Pamela D <Pamela.D.Parker@maine.gov>

Cc: Don Davis <d.e.davis@hotmail.com>

Subject: Pump Out Station Grant Availability

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Pam:

You were referred to me by Edson Pumps of New Bedford, MA, as the contact person for information on the availability of Grants for the purchase and operation of Pump-Out Stations along the coast. I am inquiring on behalf of the Waterfront Committee in Wiscasset.

Before proceeding with our plans for Water Front Development, I wanted to check on the availability of funding for next fiscal year. We are on the ground floor of this project, but one of the initial projects is a Pump-Out facility in Wiscasset Harbor. We have seen an increase in visiting yachtsmen over the past several years and most request this service. As a boat owner myself, and past commodore of the Wiscasset Yacht Club, I know only too well the importance of a Pump-out facility in any port of call.

Would you have information you could forward as to the availability of funds, if any, and your recommendations as to how we should proceed. What ever insight you could offer would be greatly appreciated.

Thank you for your help,

Don

Don Davis

SEATRADE-East Coast Seafood

508-826-6259

Would you have information you could forward as to the availability of funds, if any, and your recommendations as to how we should proceed. What ever insight you could offer would be greatly appreciated.

Thank you for your help,

Don

Don Davis

SEATRADE-East Coast Seafood

508-826-6259

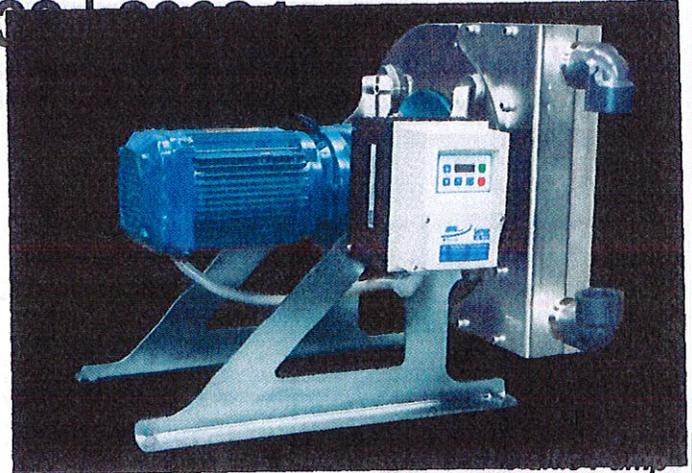
EDSON PUMPS® Data Sheet

NEW Silver Series Peristaltic Pump



General Description

The 28631 Silver Series Peristaltic Pump gives you a smaller footprint and lighter weight. Combines ease of installation. The pump is available in multiple configurations!



Shown with optional VFD

Design Features

- Up to 22 GPM
- 100ft Discharge Head
- 24ft Suction Lift, 120 RPM

Dimensions

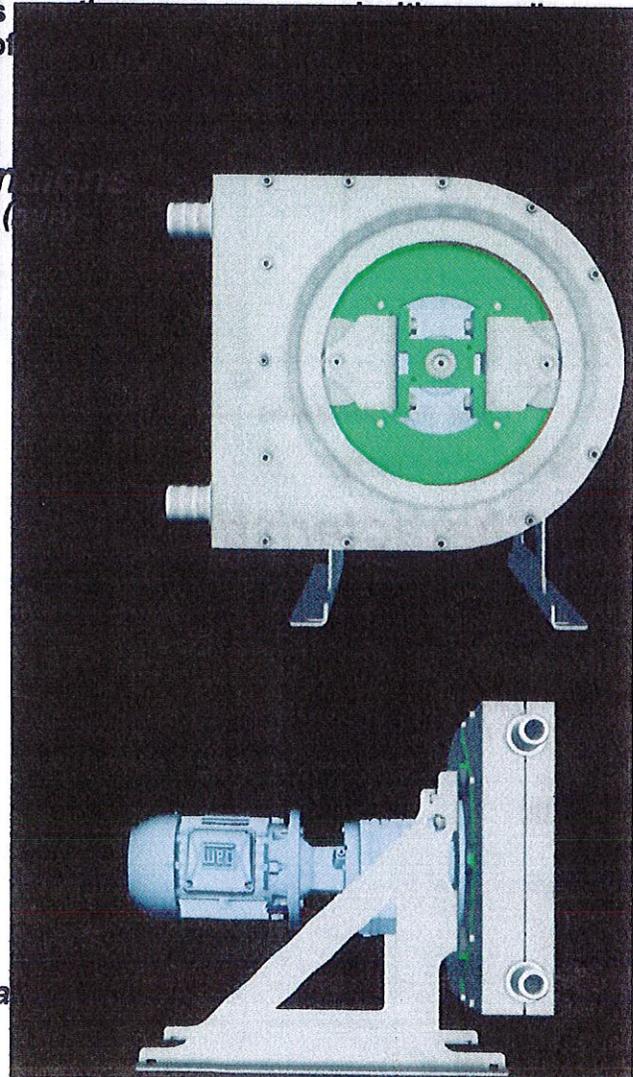
Inches (mm)

Construction

- Marine Grade Aluminum Casting
- Stainless Steel Hardware
- 2" NPT Connections
- Standard 2HP Gearmotor TEFC
- Natural Rubber Internal Hose

Options Available

- Internal Leak Detector
- 1HP or 2HP TEFC Motor
- Explosion Proof Motor
- Variable Frequency Drive
- Low Voltage / Time Controls
- RF Radio Controls
- 1HP Gearmotor TEFC Available
- 1PH or 3PH Versions Available
- Multiple Voltage & Phase Options Available

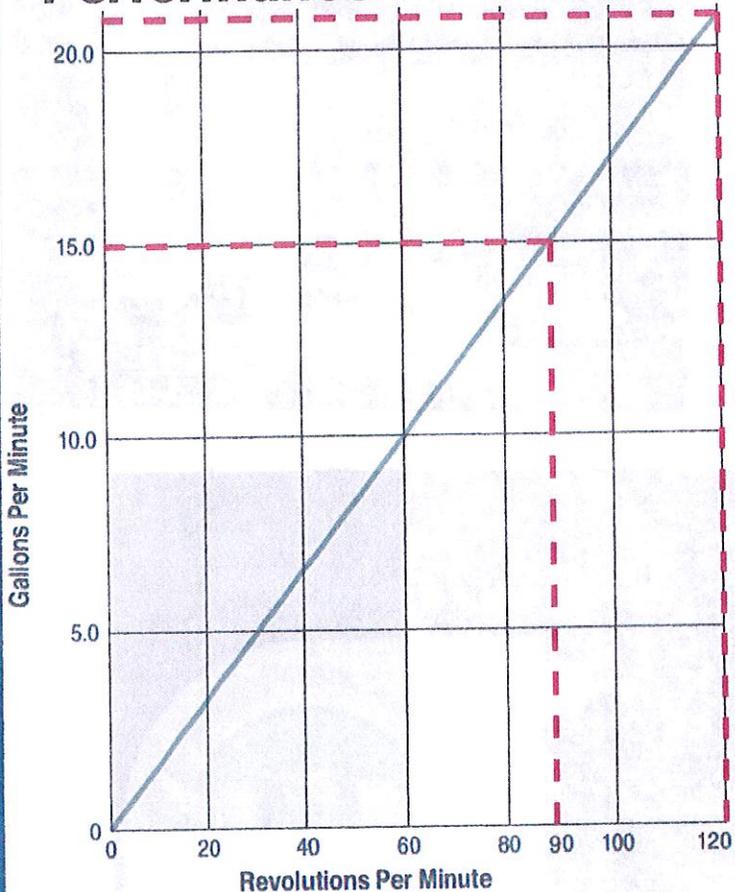


EDSON PUMPS® Data Sheet

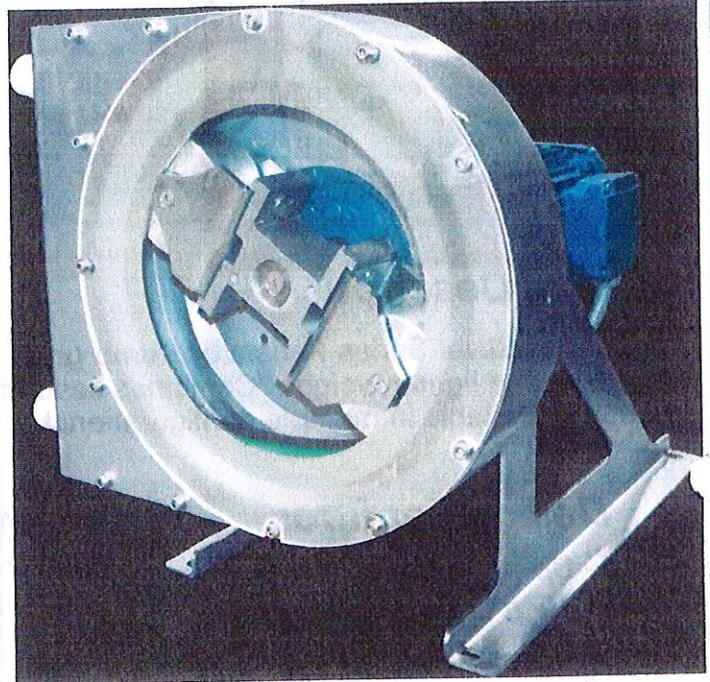
Silver Series Peristaltic Pump

28631 | 28633 | 28634

Performance



Continuous Duty (8 hrs/day)



Fluid Characteristics

Viscosity: 15,000 cps max.

Liquid Temperature: 180°F (82°C) max.

Solid Size: Compressible solids 1.06 inch (27mm) max.

Hard solids .3 inch (7.50 mm) max.

Fiber Length: 1-7/8 inch (47.6 mm) max.

Specifications

Discharge Pressure: 45 psi max.

Suction Lift: 24 ft. (7.3 m)

Horsepower: 1 HP/90 RPM | 2 HP/120 RPM

Hose Size: 30 x 55 x 1150 mm

Displacement: 0.182 gal/rev

Weight (pump only): 95 lbs. (43 kg)

Weight (with drive): 171 lbs. (78 kg)

Maine Department of Environmental Protection

[Home](#) → [Water Quality](#) → [Grants & Loans](#) → Pumpout Grant Program

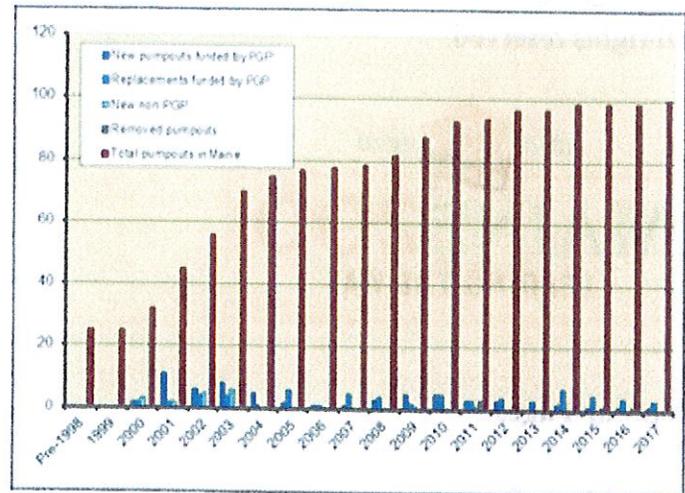
Pumpout Grant Program

Since 1999 DEP has managed the Maine Pumpout Grant Program funded by the United States Fish and Wildlife Service with funding from the Clean Vessel Act Grant Program (CVA). Funds for the CVA Program are provided annually from the [Sport Fish Restoration and Boating Trust Fund](http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SFR/SFRA_Funding.pdf) (http://wsfrprograms.fws.gov/Subpages/GrantPrograms/SFR/SFRA_Funding.pdf) and are derived from excise taxes on fishing equipment, motorboat and small engine fuels, import duties, and interest on the fund. Maine applies for grant funding every year through a nationally competitive process.

Maine's Pumpout Grant Program provides a 75% grant for the installation, operation and maintenance of boat holding tank pumpout equipment to marinas, boatyards, and municipalities, through a non-competitive program. Maine has developed a detailed plan to ensure that pumpouts are installed where they are needed. In addition, grant funding is used to produce educational materials for the boating public.

Since 1999, Maine has received over \$4 million in CVA funds and has passed over \$3.3 million directly to Maine towns and businesses, resulting in a 380% increase in the number of pumpouts available to boaters on the coast and lakes.

To apply for a new pumpout grant, please contact [Pam Parker](mailto:pamela.d.parker@maine.gov) (<mailto:pamela.d.parker@maine.gov>) 207-485-3038 (tel:207-485-3038) to discuss details prior to completing the grant application. Then review the guidance and required forms and information below.



([pumpout-graph.png](#))

Forms

- Grant application in [pdf format \(grant_application.pdf\)](#), and in [msword format \(grant_application.doc\)](#).
- [Substitute W-9 and vendor authorization form \(MAINE W9.pdf\)](#) (pdf format)

Guidance materials

- [Boat holding tank pumpout program \(fs_pumpout.html\)](#) (fact sheet)
- [Guidelines for completing the boat pumpout grant application \(guidelines.html\)](#) and supplemental material requirements
- [Eligible costs and reporting requirements \(eligible_costs.pdf\)](#) (pdf)
- [Holding tank guidelines and specifications \(holding_tank.pdf\)](#) (pdf)
- [Information about what funds Maine's program \(http://wsfrprograms.fws.gov/Subpages/GrantPrograms/CVA/CVA.htm\)](#) (the federal Clean Vessel Act, off-site)
- [Instructions for payment -- submitting reimbursement invoices \(reimbursement.pdf\)](#) (pdf)
- [Pumpout equipment vendors \(vendor.pdf\)](#) (pdf)
- [Standard conditions \(standard_conditions.pdf\)](#) (pdf)
- [Maine Pumpout Stations \(.../wd/vessel/pumpout/index.html\)](#) (DEP)

Credits



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Popular Pages

- [Major Projects](#)
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- [Beverage Container Redemption](#)
- [Staff Directory](#)
- [NRPA](#)
- [GIS Maps and Data Files](#)
- [Stormwater BMPs](#)

Pending

EDSON INTERNATIONAL
 146 Duchaine Boulevard
 New Bedford, MA 02745

508/995-9711

Quote 79404

Order Date: 04/13/2020

Printed Date: 04/13/2020

Page: 1

Bill To:

EDSON QUOTATION

Ship To:

EDSON QUOTATION
 Wiscasset Town Dock
 15 Water St
 Wiscasset, ME 04578

Customer ID	Purchase Order	Terms	Ship Via	F.O.B.	Sales Person	Ship From		
DSQUO	DAS	Prepaid		New Bedford	99	ONSITE		
Order Qty	Shipped Qty Back Order Qty	U.O.M. Description	Item Number	Item Status	Unit Price	Discount	Tax	Extended Price
1	0	EA_SN	28621	Sale	10,285.00000	0.000	N	10,285.00
	1	PUMP, PERISTALTIC, PLATINUM, 3HP, 1PH, VFD, 43 GPM						
1	0	EACH	26152	Sale	1,795.00000	0.000	N	1,795.00
	1	PUMP ENCL PLAT. PERIST. W/12V HOUR METER, ST/ST 34x34x36						
1	0	EACH	26000	Sale	85.00000	0.000	N	85.00
	1	HOSE RACK, L BRACKET, 304 STAINLESS						
1	0	EACH	261-33-150	Sale	449.00000	0.000	N	449.00
	1	HOSE - PUMP OUT HOSE ASSEMBLY, 33 FEET LONG						
1	0	EACH	160-B-1363	Sale	39.00000	0.000	N	39.00
	1	26045 Deck Fitting Rack, Stainless						

John Davis
 TRADE-East Coast Seafood Group
 08-826-6259

Non Taxable Subtotal	12,653.00
Taxable Subtotal	0.00
Order Discount	0.00
Shipping/Handling	350.00
Sales Tax	0.00
Order Total(USD)	13,003.00

Pending

EDSON INTERNATIONAL
 146 Duchaine Boulevard
 New Bedford, MA 02745

508/995-9711

Quote 79403

Order Date: 04/13/2020

Printed Date: 04/13/2020

Page: 1

Bill To:

EDSON QUOTATION

Ship To:

EDSON QUOTATION
Wiscasset Town Docks
15 Water St
Wiscasset, ME 04578

Customer ID	Purchase Order	Terms	Ship Via	F.O.B.	Sales Person	Ship From		
18SQUO	DAS	Prepaid		New Bedford	99	ONSITE		
Order Qty	Shipped Qty Back Order Qty	U.O.M. Description	Item Number	Item Status	Unit Price	Discount	Tax	Extended Price
1.000	0.000	EA_SN	28631	Sale	8,395.00000	0.000	N	8,395.00
	1.000	PUMP, PERISTALTIC, SILVER, 2HP, IPH, VFD, 20 GPM						
1.000	0.000	EACH	26172	Sale	1,195.00000	0.000	N	1,195.00
	1.000	Pump Enclosure 12V Hour Meter Start/Stop 27X31X36 304 SS						
1	0	EACH	26000	Sale	85.00000	0.000	N	85.00
	1	HOSE RACK, L BRACKET, 304 STAINLESS						
1	0	EACH	261-33-150	Sale	449.00000	0.000	N	449.00
	1	HOSE - PUMP OUT HOSE ASSEMBLY, 33 FEET LONG						
1	0	EACH	160-B-1363	Sale	39.00000	0.000	N	39.00
	1	26045 Deck Fitting Rack, Stainless						

Don Davis
 SEATRADE-East Coast Seafood Group
 508-826-6259

Non Taxable Subtotal	10,163.00
Taxable Subtotal	0.00
Order Discount	0.00
Shipping/Handling	350.00
Sales Tax	0.00
Order Total(USD)	10,513.00

From: emwood38@roadrunner.com
Subject: estimate
Date: Jun 11, 2020 at 1:32:15 PM
To: d.e.davis@hotmail.com

see attachment

E. M. WOOD CONSTRUCTION, INC.

"Where Quality Counts"

P.O. Box 394
38 Wiscasset Road
Hoodbay, Maine 04537

Phone 207-633-3193
Fax 207-633-3376

June 10, 2020

Don Davis

D.e.davis@hotmail.com

Hi Don,

The price to hook the town provided pump out tank to town pump station would be approximately \$14,280. This includes;

- 1) Necessary erosion control and dig safe requirements
- 2) Provide and install 2" HDPE from pump out tank to main pump station (approximately 550+/- feet)
- 3) Stainless hangers under pier
- 4) All trench work properly bedded using screened sand under and over line, with proper compaction
- 5) Loam seed and hay disturbed lawn areas
- 6) Any spoils to be removed from site

All permits to be obtained by the town for parking lot to be closed to visitors during construction.

If ledge excavation should become necessary, it would be done on a time and materials basis.

This estimate price will be good up to 30 days from the date of this letter. Our payment plan requires a 1/3 deposit before start-up with the balance due upon completion.

I would like to take this time to thank you for the opportunity to price this work and look forward to hearing from you soon.

Sincerely,



Justin D. Wood

EMW/kab

Jordan Construction, Inc.
60 West Street
Boothbay Harbor, ME 04538
(207)633-6558

Proposal

PROPOSAL # 1643
DATE 06/19/2020

ADDRESS
Don Davis
PO Box 45
Wiscasset, ME 04578

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
06/19/2020			
Proposal For Installing Force Maine For Dock Pump Out Scope Of Work To Include			
1.) Core Bore Into Existing Pump Station-Install Sch 11 2" Poly With Link-Seal			
2.) Excavate And Install Approx 350' Of Force Main To Wharf Area			
3.) Loam And Seed-Restoration Of All Disturbed Area			
4.) At Wharf Install Piping With Stainless Steel Hangers Approx Every 10'			
5.) At Runway -Lay Pipe Against Runway Post (Left Side) Attach To Secure From Moving			
6.) End Pipe Approx 15' Left On Float			
Contract			12,750.00
Option-We Can Install A Union With Gate Valve At Beginning Of Wharf Area For Future Disconnect And Shut Off For Runway Removal Etc.			
1.) Gate Valve-Union-Fusing-Labor \$465.00			

A deposit of 1/3 down prior to start up of job. Balance due with 10 days of completion. Workmanship guaranteed for 1 year from date of completion.

TOTAL

\$12,750.00

Accepted By

Accepted Date

Maine DEP Pump out staion grant Pumpout

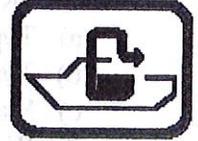
- 1 Grant is available through the Maine DEP Statement from Pam Parker
- 2 Solicited Equipment Bids-Recommend the EDSON Peristalic Platinum 3HP
- 3 Solicited Excavation and instalationof pipe to the Town Waste Water Pump
- 4 Solicited Electrical Run and Connection from Frank Carlton

BID RECAPS

Edson Pump	13003	13003
Jordan Const	12750	
E.M. Wood		14280
Electrical-EST	2500	2500
TOTAL	28253	29783



BOAT PUMPOUT GRANT APPLICATION
Maine Department of Environmental Protection
 Attention Pamela Parker, 17 SHS
 Augusta, ME 04333-0017
 Tel: (207)287-7905 Fax: (207)287-3435



Read Instructions, Eligible Costs, and Standard Conditions prior to completing application.

1. LOCATION (Town) _____
2. FACILITY NAME: _____
3. PHYSICAL LOCATION OF FACILITY: (street address) _____
4. FACILITY OWNER: organization/company legally responsible for system

municipal private non-profit other (circle one)

Billing/Contract Administrator: _____ Phone: _____

Mailing Address _____

5. STATE OF MAINE VENDOR CODE: VC _____ if you do not have a vendor code please complete the vendor form enclosed with this application.

6. FACILITY OPERATOR: person responsible for operating/maintaining the system
 _____ Phone: _____

Emergency contact phone: _____

7. WATERBODY SERVED: (Harbor) _____

8. NUMBER OF SLIPS: _____ MOORINGS: _____

Estimate of boats served by pumpout daily: Resident _____ Transient _____

9. OTHER SERVICES PROVIDED BY FACILITY: (circle all that apply)

fuel ice restrooms laundry groceries restaurant repairs other

15. REQUIRED SUPPLEMENTAL MATERIALS

For ALL grant requests: (check off as included)

- Site location map including longitude and latitude of typical pump location when in use.
- Pumpout system operation and maintenance plan including schedule for inspections/tests including:
 - person/position responsible for inspections;
 - inspection procedure and log;
 - parts vendor information;
 - repair person/company information.
- Detailed description of match
- Proposed reimbursement billing schedule

For new or replacement equipment grant requests provide:

- copy of equipment cost quote from pump manufacturer/distributor;
- copy of installation cost quotes (at least 2 preferred) including detail of electrical, plumbing, site work, site construction;
- copy of detailed construction site plan (if applicable);
- copy of town/state permits/authorization for construction within the shoreland zone, Natural Resources Protection Act, holding tank installation, connection to public sewer as applicable.

13. SIGNATURE

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right or interest in the property where the proposed activity occurs.

Signature: _____ Date: _____

Printed Name: _____

Assisting Parties. If the applicant has been assisted in preparing this grant application, the person(s) assisting must sign below.

Signature: _____ Date: _____

Printed Name: _____

- DO YOU NEED A SIGN TO MEET THE STANDARD CONDITIONS Y / N
- DO YOU NEED A WEATHERPROOF LOG BOOK Y / N
- ARE YOU INTERESTED IN A FLAG TO ADVERTISE YOUR PUMPOUT STATION? Y / N
- IF LOCATED IN A NO DISCHARGE AREA, ARE YOU INTERESTED IN A NDA SIGN Y / N

* Discharge to septic systems is discouraged and must be permitted by the local plumbing inspector.
** Additional record keeping is required to receive operations and maintenance grant money. See Guidelines

	DEPARTMENT	APPROVED FY '21 BUDGET	YEAR TO DATE EXPENSES	% SPENT OF APPROVED BUDGET
100	ADMINISTRATION	\$ 193,625	\$ 42,437.55	21.92%
101	AIRPORT	\$ 91,616	\$ 12,342.89	13.47%
102	ANIMAL CONTROL	\$ 14,927	\$ 4,851.60	32.50%
103	ASSESSING	\$ 7,026	\$ 4,437.46	63.16%
104	BOARDS & COMMITTEES	\$ 4,460	\$ 173.85	3.90%
105	CELEBRATIONS	\$ 12,000	\$ 1,338.65	11.16%
106	CLERK	\$ 93,114	\$ 21,487.57	23.08%
107	CODE ENFORCEMENT	\$ 36,823	\$ 5,206.90	14.14%
108	WISCASSET PUBLIC LIBRARY	\$ 57,250	\$ -	0.00%
108	OTHER COMMUNITY ORG	\$ 5,615	\$ -	0.00%
109	CONTIGENCY	\$ 30,000	\$ -	0.00%
110	CONTRACTUAL SERVICES	\$ 198,200	\$ 11,561.67	5.83%
111	COUNTY TAX (03.05.2020)	\$ 654,247	\$ -	0.00%
112	DEBT SERVICE (BAN/TAN INT.)	\$ 243,234	\$ 57,058.62	23.46%
113	ELECTIONS	\$ 21,535	\$ 3,013.98	14.00%
114	EMS	\$ 583,606	\$ 80,118.86	13.73%
115	FIRE	\$ 147,959	\$ 8,551.02	5.78%
116	FINANCE	\$ 253,932	\$ 30,153.08	11.87%
117	GENERAL ASSISTANCE	\$ 21,526	\$ 2,920.74	13.57%
118	MUNICIPAL BUILDING	\$ 70,426	\$ 8,169.41	11.60%
119	MUNICIPAL INSURANCE	\$ 212,094	\$ 49,149.61	23.17%
121	PARKS & RECREATION	\$ 829,889	\$ 86,594.02	10.43%
123	POLICE	\$ 469,752	\$ 71,015.66	15.12%
124	SRO	\$ 46,305	\$ 9,250.76	19.98%
125	PUBLIC UTILITIES	\$ 275,514	\$ 22,882.88	8.31%
126	PUBLIC WORKS	\$ 628,972	\$ 67,110.24	10.67%
127	SELECTMEN	\$ 27,362	\$ 2,517.46	9.20%
129	SENIOR CENTER	\$ 14,466	\$ -	0.00%
130	SHELLFISH	\$ 6,000	\$ 1,544.15	25.74%
132	TRANSFER STATION	\$ 560,217	\$ 77,494.33	13.83%
133	WATERFRONT	\$ 54,767	\$ 2,743.59	5.01%
400	WASTEWATER	\$ 733,214	\$ 70,833.95	9.66%
514	CEMETERY	\$ 129,007	\$ 20,385.42	15.80%

10f

@ 16.66% OF FISCAL YEAR

HM Payson Monthly Statement of Wiscasset Accounts

<i>Account Name</i>	Market Value as of 05/31/2020	Market Value as of 06/30/2020	Market Value as of 07/31/2020	Change in Market Value
Montsweag Dam Reserve Fund	\$ 170,761.12	\$ 173,289.90	\$ 180,233.38	\$ 6,943.48
Cemetery Trust Fund	\$ 2,041,560.65	\$ 2,071,793.88	\$ 2,154,807.75	\$ 83,013.87
General John French Scholarship	\$ 64,364.26	\$ 65,317.42	\$ 67,934.60	\$ 2,617.18
Jackson Cemetery Fund	\$ 31,712.06	\$ 32,181.68	\$ 33,471.16	\$ 1,289.48
Larabee Band Fund	\$ 767,486.65	\$ 778,852.26	\$ 810,059.78	\$ 31,207.52
Haggett Scholarship Fund	\$ 14,533.47	\$ 14,748.69	\$ 15,339.65	\$ 590.96
Mary Bailey Fund	\$ 467,439.20	\$ 474,361.45	\$ 493,368.45	\$ 19,007.00
Seth Wingren Fund	\$ 29,372.54	\$ 29,807.51	\$ 31,001.86	\$ 1,194.35
Wiscasset Community Center Endowment Fund	\$ 3,327.75	\$ 3,377.03	\$ 3,512.34	\$ 135.31
Cooper-Diperri Scholarship Fund	\$ 33,108.03	\$ 33,598.32	\$ 34,944.56	\$ 1,346.24
Recreation Scholarship	\$ 859.91	\$ 872.65	\$ 907.61	\$ 34.96
Town of Wiscasset Edowment Fund Total	\$ 3,624,525.64	\$ 3,678,200.79	\$ 3,825,581.14	\$ 147,380.35
				\$ -
Town of Wiscasset Capital Reserve	\$ 414,577.64	\$ 420,922.81	\$ 437,625.51	\$ 16,702.70
Town of Wiscasset Construction Reserve	\$ 2,970,452.22	\$ 3,015,915.39	\$ 3,135,590.39	\$ 119,675.00
Town of Wiscasset Equipment Reserve	\$ 4,599,913.21	\$ 4,670,315.50	\$ 4,855,639.01	\$ 185,323.51
Town of Wiscasset Furnace Replacement Reserve	\$ 382,244.43	\$ 388,094.73	\$ 403,494.78	\$ 15,400.05
Town of Wiscasset Major Repairs Reserve	\$ 514,913.83	\$ 522,794.65	\$ 543,539.75	\$ 20,745.10
Town of Wiscasset Recreation Building Reserve	\$ 2,014,142.00	\$ 2,044,968.71	\$ 2,126,115.43	\$ 81,146.72
Town of Wiscasset Retirement Health Insurance Reserve	\$ 291,576.93	\$ 296,039.56	\$ 274,616.93	\$ (21,422.63)
Town of Wiscasset Roof Repair Reserve	\$ 351,010.32	\$ 356,382.58	\$ 370,524.25	\$ 14,141.67
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 105,359.84	\$ 106,972.39	\$ 111,217.18	\$ 4,244.79
Town of Wiscasset Highway Department Capital Reserve	\$ 2,470.94	\$ 2,508.76	\$ 2,608.31	\$ 99.55
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 3,294.61	\$ 3,345.04	\$ 3,477.77	\$ 132.73
Town of Wiscasset Reserve Funds Total	\$ 11,649,955.97	\$ 11,828,260.12	\$ 12,264,449.31	\$ 436,189.19

Anti-Harassment and Other Prohibited Practices

It is the policy of the Town of Wiscasset that all our employees should be able to work in an environment free from all forms of harassment and illegal discrimination. Harassment, as defined by this policy, is prohibited. All employees must avoid offensive and inappropriate sexual or harassing behavior at work and are responsible for assuring that the workplace is free from sexual and hostile behavior at all times.

This policy refers not only to supervisor-subordinate actions, but also actions between coworkers, and interaction with third parties with whom the employee has contact with as part of their official duties. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

1. Sexual Harassment and Discrimination

It is Town's policy to provide a workplace free of sexual harassment and discrimination. Sexual harassment and/or discrimination is not only a violation of town policy but may also violate state and federal laws. Such behavior will not be tolerated.

Sexual harassment is defined as follows:

Any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

- (i) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions effecting such individual, or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Verbal conduct alone may constitute impermissible harassment and an employee's conduct may constitute harassment even if the employee "meant no harm by it." By way of illustrative examples, sexual harassment may include, but is not limited to, any of the following:

- Verbal jokes of a sexual nature or lewd remarks
- Pictures of emails, texts, etc. a sexual nature
- Subtle pressure for sexual activity
- Physical contact such as hugging, patting, kissing, pinching, etc.

In addition, unwelcome sexual advances need not occur at work in order to be considered harassment. The activity is not permitted regardless of where it occurs if the harassing activity creates a hostile or offensive work environment. Such behavior may be considered to be discriminatory.

2. Reporting Obligations and Procedures

Individuals who believe that they have been subjected to or witnessed sexual harassment and/or discrimination by a non-employee, a supervisor or a co-worker should bring their concerns to the attention of any of the following persons:

- Any Department Head or Supervisor
- The Human Resources Director, or
- The Town Manager

The individual may also contact the Maine Human Rights Commission at:

Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333
207-624-6290

Complaints or concerns can be brought either verbally or in writing. Employees who observe or learn of conduct which could be construed as sexual harassment should immediately bring those concerns to the town's attention. All reported complaints will be investigated by a person assigned by the town. The town will seek to keep any information obtained as confidential as possible, although confidentiality cannot be assured. In determining whether the conduct in question is sexual harassment or discrimination, the nature of the conduct and the context in which it occurs must be examined. In the event that it is determined that sexual harassment or discrimination has occurred, appropriate action will be taken, up to and including the dismissal of the person engaging in the harassment and/or discrimination.

3. Retaliation Prohibited

Employees should feel free to report concerns about sexual harassment or discrimination without any fear of reprisal. Any person who brings a sexual harassment or discrimination complaint or concern, or who cooperates in any subsequent investigation, will be protected from retaliation in any form, and should report any retaliation immediately to any Department Head, Supervisor, Human Resources, or the Town Manager. All complaints of retaliation will be separately investigated, and prompt remedial action will be taken as needed.

4. Other Protected Categories:

In addition, the Town also encourages employees to report other conduct which affects the workplace and working conditions, including harassment and discrimination based on any other legally-protected category, such as race, national origin, age, religion, sexual orientation, etc. Harassment and discrimination under such circumstances is prohibited. All such complaints

will be investigated and addressed and, if necessary, prompt appropriate action will be taken. Employees who report such conduct will be protected from retaliation in any form. Employees should report any retaliation immediately to any Department Head, Supervisor, Human Resources, or the Town Manager.