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WISCASSET SELECT BOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
JULY 30, 2024  
IN PERSON AND VIA ZOOM

Preliminary Minutes

Present: James Andretta, Vice Chair Pam Dunning, Terry Heller, Bill Maloney, Chair Sarah Whitfield and Town Manager Dennis Simmons

The chair called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Wastewater Treatment Plant relocation discussion with Bill Olver

Bill Olver (Olver Associates, Inc.) via zoom listed the possible sites for relocation of the Wastewater Treatment Plant: Mason Station, Morris Farm, Federal Street, the Public Works building, and Churchill Street. The Federal Street location was eliminated from consideration as the site could be controversial given the historical nature of the area. Mason Station was eliminated from possible sites as there were conflicting future development plans for the area and the need for major sewer configurations to reach the site. The cost of relocating the sewer plant to Churchill Street or Morris Farm eliminated those sites from discussion.

Relocating the sewer plant to the Public Works site would require relocating the Public Works building and salt shed to the site of the Transfer Station. The cost of relocating the sewer plant to the Public Works site including a new public works building and salt shed (\$51,150,000) was less than the alternatives. After discussion about the need to have a location for the future wastewater treatment plant before applying for funds, **Pam Dunning moved to move forward with current site of the Public Works garage for the new wastewater treatment plant and moving public works up near the fire department training site. Vote 5-0-0.** The matter will be on the November ballot.

3. EMS Chief Bean's request to use Scout Hall as a training/meeting center

Erin Bean said her proposed plan to acquire the Scout Hall would create a facility that is not just accessible, well-equipped and conducive to adult learning but also a game-changer for the Town of Wiscasset and other area agencies. She said that the town has no adequate site to meet and conduct the state-required training, and although paramedic courses such as Pediatric Advanced Life Support, Advanced Cardiac Life Support and CPR can be taught without additional cost, current facilities are not adequate and there is a need for a dedicated training space

She suggested that Scout Hall could fulfill that requirement. The site could also be rented to outside agencies for training purposes, providing income to the town, or for town meetings. The site will need some cosmetic and small facility updates such as heat pumps, laminate flooring, repainting and educational supplies such as a TV screen for presentations; tables and chairs will be purchased. Bean submitted a draft budget showing total expenses and revenue. Total annual revenue less expenses was estimated at \$67,155.00. After discussion, **Pam Dunning moved that the board authorizes the EMS service to go forward to adapt the Scout Hall as a training/meeting center. Vote 5-0-0.**

#### 4. Lincoln County Affordable Housing Investment Process

Aaron Chrostowsky requested the town's support in submitting a letter of interest for town planning projects to the Lincoln County Regional Planning Commission. He said the county is interested in reallocating its remaining affordable housing ARPA dollars to provide financial assistance to Lincoln County towns that need planning dollars to advance the development of affordable first responder and/or municipal workforce housing on town-owned parcels.

Possible projects could include, but are not limited to:

- Site development studies, including concept planning, surveying work, preliminary architectural plans, etc.
- Engineering studies to determine the feasibility of extending sewer and water to the town-owned site (or well and septic system if not connected to public infrastructure).
- Engagement of a consultant to help with the project including facilitating public engagement to get community buy-in.
- Consulting with legal counsel on how a first responder and/or municipal workforce housing program will work in our community.

The Lincoln County Housing Needs Assessment indicates that Wiscasset has the potential for 110 new units. It has invited Wiscasset to submit a letter of intent to apply for a grant to use for this purpose. Chrostowsky asked the board to request planning resources for the development of the Old Ferry Road Development Project. The grant would be for the first step, not for the actual building of housing. **Pam Dunning moved to authorize Economic Development Director Aaron Chrostowsky to submit a letter of intent to Lincoln County Affordable Housing Investment Process for the development of affordable housing on the Old Ferry Road property. Vote 5-0-0.**

#### 5. Pleasant Street Extension Maine Natural Resources Conservation Program

Sarah Whitfield said the town was rescinding its request for funds from the Maine Natural Resource Conservation Program. It was determined that the additional research requested by the application will require more time than the short timeframe allowed for submission. Dennis Simmons said he does not have the staff to work on the application and asked the board to withdraw the application. **Pam Dunning moved to authorize the Town Manager to rescind the letter of intent. Vote 5-0-0.**

#### 6. Adjournment

**Bill Maloney moved to adjourn the meeting at 7:08 p.m. Vote 5-0-0.**

WISCASSET SELECTBOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
AUGUST 6, 2024  
IN PERSON AND VIA ZOOM

Preliminary Minutes

Present: James Andretta, Vice Chair Pam Dunning, Terry Heller, Bill Maloney, Chair Sarah Whitfield and Town Manager Dennis Simmons

The Chair called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

a. Payroll Warrants: July 19, 2024, July 26, 2024, and August 2, 2024. **Terry Heller moved to approve the Payroll Warrants of July 19, 2024, July 26, 2024, and August 2, 2024. Vote 5-0-0.**

b. Accounts Payable Warrants: July 23, 2024, July 30, 2024, and August 6, 2024. **Terry Heller moved to approve the Accounts Payable Warrants of July 23, 2024, July 30, 2024, and August 6, 2024. Vote 5-0-0.**

3. Approval of Minutes

**Pam Dunning moved to approve the minutes of July 16, 2024, as amended. Vote 5-0-0.**

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings

a. To hear comments on a proposed sewer rate increase

**Pam Dunning moved to open the public hearing for comments on a proposed sewer rate increase. Vote 5-0-0.** The public hearing opened at 6:04 p.m. Ann Schneider asked how the proposed sewer rate increase is related to the new wastewater treatment plant. Sarah Whitfield explained that the process to build a new wastewater treatment plant has only just begun and will not affect the current sewer rates. Rob Lalli, Wastewater Treatment Plant Superintendent, explained that the WWTP is an enterprise account, and all expenses are paid for by the rate payers. He said the rate increase is based on the proposed budget considering all expenses, as the cost of all operations of the plant comes out of sewer fees. **Terry Heller moved to close the public hearing at 6:12 p.m. Vote 5-0-0.**

7. Public Comment on Non-agenda Items

In response to Ann Schneider's question regarding the discussion at the previous meeting on a proposed firearms discharge ordinance, Sarah Whitfield explained that residents of the area around Pottle Cove, where duck hunting has taken place, had asked that firearm discharge be prohibited in that area. The Ordinance Review Committee researched the matter, and it was

determined that a municipality cannot regulate intercoastal hunting, and the selectboard decided not to pursue the matter.

#### 8. Department Head or Committee Chair

#### 9. Unfinished Business

a. Wawenock Block Update: The masonry work on the front elevation is completed and scaffolding has been removed. Work will continue on the interior and exterior of the building including installation of windows and improvements to the ground floor entryway.

b. Johnson Controls Municipal Facilities Energy Proposal: Additional changes will be made to the email received that day, and Johnson Controls was advised that changes, tables and the schedule must be completed by August 29 for the board to vote at the September 3<sup>rd</sup> meeting to place the article on the November ballot. In response to a question about the escrow account by Ed Polewarczyk, Whitfield said that was one of the charts that will be updated.

#### 10. New Business

a. Set FY 25 Sewer Rates: A 10.25% increase was recommended by Maine Rural Water. Dennis Simmons suggested an amount between 3% and 6.7%, as the 10.25% increase is not necessary and would be a hardship on businesses and residents. **Pam Dunning moved that the board move forward with a 4% sewer rate increase. Vote 5-0-0.**

b. Maine Municipal Association Election Ballot: **Pam Dunning moved to designate the Town Manager to cast the Maine Municipal Association Election Ballot on behalf of the Board. Vote 5-0-0.**

c. Employee Paid Dependent Life Insurance availability: **Terry Heller moved to allow eligible employees to enroll in dependent life insurance coverage through the Maine Municipal Employees' Health Trust at their own expense. Vote 5-0-0.**

d. Acceptance and delegation of the \$150 donation from the J. Rosamond Johnson Foundation, Inc. **Terry Heller moved to accept the \$150 donation from the Rosamond Johnson Foundation, Inc., and place the donation into the Cooper-DiPerri Scholarship account. Vote 5-0-0.**

e. November Town Meeting Warrant Articles:

- MainePers Plan change for Wiscasset Police Department: **Pam Dunning moved to place the question regarding the MainePers Plan change for the Wiscasset Police Department on the November 5<sup>th</sup> warrant. Vote 5-0-0,**
- Relocation of Wastewater Treatment Plant and Public Works Garage. **Pam Dunning moved to place the question regarding the relocation of the wastewater treatment facility and the public works garage on the November ballot. Vote 5-0-0.**

f. Boat Ramp Grant: **Pam Dunning moved to authorize the Town Manager to execute the Maine Department of Agriculture, Conservation and Forestry Boat Ramp Grant application. Vote 5-0-0.**

g. FAA grant for Phase I – Design and Permitting reconstruct Main Apron pavement: **Pam Dunning moved to instruct, delegate and authorize the Town Manager to enter into a**

**grant agreement on behalf of the Town of Wiscasset Municipal Airport with the Federal Aviation Administration identified as IWI-NEG-3-23-0049-029-2024. Vote 5-0-0.**

11. Assessors Business

12. Town Manager's report

The Bucksport solar project, connected to the town's Net Energy Billing agreement, is online and producing electricity. We are now seeing a 22% credit on our major electricity accounts. The decision to purchase the streetlights and convert them to LED reduced the town's cost by 79% (\$33,500) over the previous year.

Another request for Congressional Directed Spending was sent to Senators Collins and King and Representative Pingree. Senator King agreed to submit our request to the Senate Appropriation Committee. Unfortunately, the Appropriations Committee did not approve moving forward with this request. We will try again next year.

Work on Old Ferry Road is nearly complete. Traffic has been moved from the temporary bridge onto the new culvert, and the temporary bridge has been removed. That area will now be excavated back to the original grade, and riprap will be put in place. Guard rails are expected to arrive on the 14<sup>th</sup> and when they are installed, final grading will take place, and then paving will be done.

An audit has been completed of our law enforcement safety grants; no issues were identified.

We have received an initial draft of the FY'23 audit; however, we have found some entries that do not match our books, so it may be a couple more weeks before we receive a final draft. Initial work on the FY '24 audit has begun.

Dennis Simmons will be out of the office August 14 – 16 attending the Maine Town, City, and County Management Association annual educational conference.

13. Other Board Business

Sarah Whitfield reminded the board and others of the Comp Plan meeting on August 14.

14. Adjournment

**James Andretta moved to adjourn the meeting at 6:44 p.m. Vote 5-0-0.**

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Town of Wiscasset  
Board/Committee Membership Application

Full Name: Douglas C. Merrill

Street Address: 211 Old Bath Road, Wiscasset, ME 04578

Mailing Address: 211 Old Bath Road, Wiscasset, ME 04578 Home Phone: 2073500047

Town of Legal Residence: Wiscasset, Maine

Work Phone: 2073500047 Cell Phone: 2073500047 E-mail dmerrill@roadrunner.com

I wish to be considered for the appointment to the: Future of the Schools  
Committee Term Of Appointment 2 years

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, n/a

List civic organizations to which you belong now: none

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Business owner for 40 years with strong common sense approach. Coached middle and high school students in basket

Signature: Douglas Merrill Date: Jun 18, 2024  
Douglas Merrill (Jun 18, 2024 19:34 EDT)

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

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For Office Use:

Date received: 6/18/24 Date Appointed: 6/18/24 Term: 2 years

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Town of Wiscasset  
Board/Committee Membership Application

Full Name: Beth Bluteau

Street Address: 3 Old Stage Rd, Wiscasset, ME 04578

Mailing Address: Same Home Phone: 504-1757

Town of Legal Residence: Wiscasset

Work Phone: 504-5882 Cell Phone: 504-1757 E-mail Elizabeth.L.Raburn@gmail.com

I wish to be considered for the appointment to the: Ad Hoc Future of the Schools 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: Child rising to WMHS, PIE, spreadsheets

Signature: Beth Bluteau Date: Jun 21, 2024  
Beth Bluteau (Jun 21, 2024 10:33 EDT)

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

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

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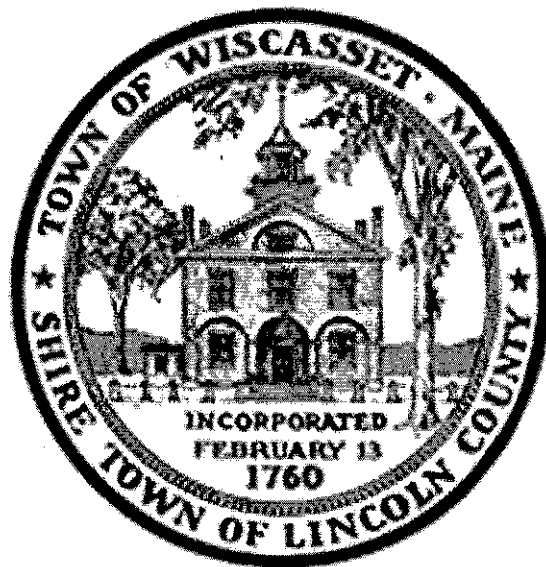
For Office Use:

Date received: 6/21/24 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_

# Town of Wiscasset

## July 2024

### Monthly Reports







# Town of Wiscasset

## TOWN CLERK REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** July Monthly Report  
**Date:** August 14, 2024

### Elections:

Election materials and mailings are arriving daily in preparation for the November 5, 2024, General and Referendum Election. This includes several reports that the State of Maine requires the Clerk to complete and return to the Secretary of State by the statutory deadlines. Also included in the mailings are instructions and protocol for ordering supplies, ballot retention, completing the Notice of Election, absentee ballot information, and changes in election laws that will be in effect for the upcoming election. Absentee ballots will be available from October 7<sup>th</sup> through October 31<sup>st</sup>. You can request an absentee ballot in person at the Town office, by phone or on the State of Maine ABRS System at The State of Maine website <https://www.maine.gov/sos/cec/elec/voter-info/absent.html>.

### Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$84,057.94	\$440.20	\$2,029.00	\$357.40
Year to date	\$84,057.94	\$440.20	\$2,029.00	\$357.40
Met yearly revenue projection by:	11.67%	8.0%	10.15%	11.91%

Respectfully Submitted,  
Linda E. Perry, Town Clerk



# Town of Wiscasset

## EMS REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Erin Bean, EMS Director  
**Re:** July Monthly Report  
**Date:** August 8, 2024

## Wiscasset Ambulance Service

### July 2024 Monthly Report

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Wiscasset	45	54.88%
Dresden	18	21.95%
Alna	7	8.54%
Boothbay Harbor	3	3.66%
Westport Island	3	3.66%
Boothbay	2	2.44%
Woolwich	2	2.44%
	1	1.22%
Damariscotta	1	1.22%
	<b>Total: 82</b>	<b>Total: 100.00%</b>

July was yet another busy month here in the EMS Department.

This month we had three separate opportunities for training we had ACLS (Advanced Cardiac Life support) taught by Deputy Chief Jason Downing. This course was offered to all paramedics, and Advanced providers. Doctor Mesrobian our medical director joined us and it was a great class for new knowledge and hands on skills!

We had a wonderful class taught by Mellisa Pulsifer she is a local midwife and she taught an impressive class on labor and delivery out of the hospital she made lots of providers here feel much more confident and we can't thank her enough for attending and sharing her knowledge with us! The last class that was offered was By Maine Medical's Trauma surgeon Eric Shurtleff. He did a case review and delved deeper into the case and gave some good pointers for similar cases and caring for critically ill individuals. We are profoundly lucky here for these learning opportunities!

This month Zachary Pomelow and Patience Middleton completed their Advanced course and now are completing their clinical hours! We are so proud of the hard work and dedication they both have had during this class and we wish them luck on the nation registry exam for licensure! Alexandra Peaslee has been accepted in to the Southern Maine Community College for



# Town of Wiscasset

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paramedicine we look forward to supporting her in this endeavor as we have the other individuals who have chosen to advance their career in EMS.

EMS proposed a use for scout hall that was presented to the Town Manager, Town Council members and several towns' people. It was well received and hopefully before next year we will be able to start using the space for educational purposes, staff development and community meetings.

Finally, I want to thank the crew for celebrating my five years here with the town of Wiscasset! It was very kind and made me feel appreciated. I hope to continue to represent the EMS department for many years to come.

Chief Bea



# Town of Wiscasset

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## FIRE DEPARTMENT REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Robert Bickford, Fire Chief  
**Re:** July Monthly Report  
**Date:** August 7, 2024

### **Operations:**

The fire department responded to 18 calls for service during the month of July. This is up by 1 call over the same period last year.

The calls for July break down as follows: 6 motor vehicle accidents; 4 fire alarms; 1 service call; 1 Carbon Monoxide call; 2 smoke investigations; 1 propane call and 3 "other"

Of the 18 calls, 17 were in Wiscasset. We responded to assist the Woolwich Fire Department once to assist with traffic control at a motor vehicle accident.

### **Training:**

Training for the month consisted of preparing our apparatus for the Fourth of July parade, our annual Maine Yankee Fire / EMS drill, a tour of the new elevator at the Elementary School and aerial ladder training.

### **Staffing:**

Our staffing level remains at 22 full time members, 3 junior firefighters and 6 Lifetime members.

### **Events:**

On July 1, we were able to assist the Wastewater Treatment plant by filling their pump station on Old Ferry Rd. in support of the road rebuild.

We were also able to assist the First Congregational Church for their Summerfest celebration by washing down the street in front of the church. This is an annual tradition that we look forward to helping with every year.

### **Financials:**

After the first month of the new fiscal year, our budget stands at just under 5% expended.

Respectfully submitted,  
Rob Bickford



# Town of Wiscasset

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## WISCASSET POLICE DEPARTMENT

To: Dennis Simmons, Town Manager  
From: Lawrence Hesselstine, Wiscasset Police Chief  
RE: July Monthly Report  
Date: August 6, 2024

The Wiscasset Police Department responded to 916 calls for service in the month of July. There were 173 motor vehicle stops, 145 property checks and responded to 31 motor vehicle accidents.

There were 28 arrests for the following:

- Motor Vehicle Speeding 30+ MPH Over
- Driving Under the Influence
- Operating Vehicle without License
- Unlawful Trafficking In Scheduled Drugs
- Theft by Unauthorized Use of Property
- Warrant Arrests

The department once again participated in the annual Fourth of July parade in town. We thank Duane along with Parks and Rec for once again organizing a great community event.

This month Officer Willhoite completed a two-week Firearm Instructor Course. The successful completion of this course allows Officer Willhoite to perform the bi-annual qualifications for our department and any other agency/officer. Every spring and fall our officers spend the day at the firing range proving their proficiency with their firearm. This is also a requirement of the new officer training. It has at times proven difficult to find an instructor on short notice when our agency has been in need. Having an officer right in the department is a huge benefit. He also is able to provide this service to other agencies. Next month he will attend a second course to allow this same ability with rifles.

We would like to congratulate Chief Erin Bean on her five years of service with Wiscasset EMS. She is a great leader, and we are proud to work alongside her and all the members of EMS every Day.

We would also like to thank all of the departments for their recent assistance to our agency. Whether on emergency calls or during community events we often are assisted by Fire, EMS, Public Works, Parks & Rec, and the Lincoln County Sheriff's Office. This working partnership allows us to provide a variety of services that allow us to do our job better and keep the community safe.



# Town of Wiscasset

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9-1-1 CHECK	15	HARBOR MASTER	13
9-1-1 TRANSFER	1	LOUD NOISE	2
Administrative	19	MEDICAL EMERGENCY	66
ALARM BURGLAR	24	MOTOR VEHICLE ACCIDENT	31
ANIMAL COMPLAINT	23	MOTOR VEHICLE STOP	173
ASSAULT	2	PARADE DETAIL	2
ASSIST CITIZEN	36	PARKING PROBLEM	3
ASSIST OTHER AGENCY	12	PEDESTRIAN CHECK	11
ATTEMPT TO LOCATE	3	POLICE INFORMATION	25
ATV COMPLAINT	1	PROPERTY CHECK	145
AUTO THEFT	2	Records Request	22
BOAT / WATER INCIDENT	1	SEARCH WARRANT	1
BURGLARY	1	SERVICE	11
CIVIL COMPLAINT	4	Sex Offender Registration	10
COMMUNITY POLICING	10	SPECIAL DETAIL	11
Concealed Weapons Permit	4	Speed Sign	6
CRIMINAL MISCHIEF	5	SUSPICIOUS ACTIVITY	12
DEATH INVESTIGATION	1	THEFT / FORGERY / FRAUD	9
DISABLED MV	9	TIPLINE INFORMATION	3
DOMESTIC DISTURBANCE	5	TRAFFIC CONTROL	70
DRUG INVESTIGATION	1	TRAFFIC DETAIL	1
ERRATIC OPERATIONS	41	TRAFFIC HAZARD	9
ESCORT/TRANSPORT	7	TRESPASSING	4
FIRE BRUSH	1	UNWANTED SUBJECT	5
FIRE ALARM	4	VIOLATION OF BAIL CONDITIONS	3
FIRE OTHER	5	VIOLATION OF PROTECTION ORDER	1
FOUND/LOST PROPERTY	11	WARRANT ARREST	4
HARASSMENT	5	Weapons related background cks	1
		WELFARE CHECK	9

916



# Town of Wiscasset

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## PUBLIC WORKS/TRANSFER STATION DEPARTMENTS

**To:** Dennis Simmons, Town Manager  
**From:** Theodore Snowdon, Public Works Director  
**Re:** July Monthly Report  
**Date:** August 12, 2024

### Operations:

The month of July has been all about summer activities, working on water front problems, and keeping grass cut, For the Transfer station things have slowed down a little after the spring cleanup, and in addition to our day-to-day duties we have managed to:

- Keep up with clean up throughout the town.
- Cemetery mowing.
- Started on head stone repair at ancient cemetery.
- Road side mowing.
- Completed town wide brush hogging.
- Preparing roads for new hot top.
- Removed hazard tree Evergreen cemetery
- Removed trees at court house commons.
- Culvert replacement Oak Ridge.
- Took delivery of 500 ton of winter salt.
- assisting with maintenance and mowing at the airport.
- Staying on top of service and repair of all town owned vehicles including Transfer Station equipment
- Keeping up on maintenance for all town owned buildings.
- Street sign repair throughout the town
- Still trying to keep up with the pot holes and cold patch repair throughout the town.
- Still working with Town Office/Transfer Station in keeping public safe with covid.
- Transfer station building and grounds maintenance.
- Storm damage repair throughout the town.

### Expense Summary Reports June

Transfer Revenue -3.89 %  
Transfer Station – 4.25%  
Municipal Building – 6.33%  
Cemetery Operations. – 3.62%  
Public Works. – 5.69%  
Waterfront. – 9.54%



# Town of Wiscasset

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## Transfer Station duties

The transfer station is still running at normal operations. Sanitizing is taking place throughout the day.

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





# Town of Wiscasset

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## PARKS AND RECREATION DEPARTMENT

**To:** Dennis Simmons, Town Manager  
**From:** Duane Goud, Parks & Recreation Director  
**Re:** July Monthly Report  
**Date:** August 13, 2024

### July, 2024!!

We started off our new fiscal year. While we didn't hit records, we still had a great month! We were able to host a great 4<sup>th</sup> of July parade, special **Thank You's** go out to all those involved from the committee and set up too those who participated and volunteered their time.

### Program Updates

Our **WCC** programs and activities continue to have great participation. Registration is always open for the many different opportunities to learn how to swim, build social and physical skills, compete in area sports and support local community!

ASA registration opening soon!

Swimming lessons – 56 registrations (July - Aug)

Karate – 10 registrations (July - Aug)

Mainely Summer Vacation Camp – 99 registered participants

We have returned to the WCC for the remainder of the Summer Camp.

Summer Track & Field – 15 participants

Parent-tot Swim Lessons – 12 registrations (July - Aug)

Splash Swim Class – 14 registrations (July - Aug)

Unsinkables Swim Team & Club – 5 registered, registration is still open for the summer season.

Pickleball – averages between 16 – 20, sometimes more players daily, courts available both inside (WCC, 3 courts) and outside (WMHS, 6 courts).

BabeRuth Baseball – 11 registered

Adult Softball - 6 teams registered

Our season started in early June (and will run through the month of September, finishing up with a double elimination tournament.

**Summer Softball, Basketball & Football camps are underway throughout the months of July & August!**

### Fall sport registrations

Midcoast Football registration is open!

Youth Soccer & Run Club registration is open!

### Fitness classes offered and average attendance

PiYO (3 - 7 participants), Yoga (6 - 12 participants), Waterworks (14 - 30 participants, morning & evening), Fitness Challenge (5 participants), Zumba Gold (5 - 10 participants), Balance & Flow (5 - 10 participants).

Senior Cribbage – Tuesday mornings & Thursday evenings (20 - 28 participants)



# Town of Wiscasset

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Senior Dinners – 1<sup>st</sup> & 3<sup>rd</sup> Wednesday (monthly, (40 – 60 registrations))

## **Building and Grounds Updates**

July was a very busy month with the daily watering of the flowers downtown.

The perennials that were planted in the Islands at the end of 27 have held up well and look to be taking roots. We are trying to water all of the islands, boxes & hangers on Main Street and the pretty little village flower box daily.

The grass still needing to be cut!

Fields continued to need to be prepared for games and practices (soccer, baseball & softball).

The replacement of the entrance pavers at the WCC is scheduled to be done during our Annual Shutdown Week.

We are also scheduling the refinishing of our gymnasium floor during Shutdown Week.

We have been working at cleaning up the woods on both sides of the WCC.

We were able to get the playground chips spread, 'THANK YOU' to Devin Grover (Wiscasset Water District) for help with the spreading using the tractor.

We have begun work on the back side of the playground fence at Wiscasset Elementary School, cleaning out the bushes and brush that has grown into the fence. Work on this continues to take place.

We have some work starting on the walking trails, more to come throughout the late summer and fall.

## **Community Events**

Our monthly ARC Blood Drive was held on Friday, July 12<sup>th</sup>, 10:30 am – 3:30 pm, call 1-800-733-2767 or visit RedCrossBlood.org to schedule an appointment. Our next scheduled drives are scheduled for **Friday, August 9<sup>th</sup> and Friday, September 13<sup>th</sup>.**

## **Upcoming WCC, Partnerships & Community Events**

**Mainly Summer Camp** – Registration is open throughout the summer! (WCC /WPRD)

**Alive on the Common Concert Series – Summer 2024, (Thursday's, 6:00p) (WACC / WPRD)**

**Our last concert of the summer will be Thursday, August 15<sup>th</sup>.**

**4<sup>th</sup> of July Parade**, as noted at the top was a great success! **Thank you to everyone who worked to make it all come together.**

**Stuff the Bus Campaign / Fundraiser, July 8<sup>th</sup> – 12<sup>th</sup> (PIE / S4S / WCC)**

This campaign in it's first year was successful.

**Wiscasset Art Walk** – Last Thursday of June, July, August & September (Time change, 4:00p – 7:00p) (WCA)

**PIE (Partners in Education)** sponsors three Movie Nights throughout the summer (4<sup>th</sup> Friday of June, July & August) in the WCC Gymnasium.

**Battle of the Boards, Charcuterie Challenge, August 24<sup>th</sup>, 5:30p(WACC)**

**Annual Shutdown Week, August 25<sup>th</sup> – September 2<sup>nd</sup> (WCC)**



# Town of Wiscasset

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## Financial update

Our numbers for the month of July

Revenue - \$99,777 (13%, Town office), estimated \$715,000 (2024-25 fiscal year)

Expenses - \$142,543 (11%, Town Office), estimated \$1,265,716 (2024-25 fiscal year)

The final numbers for 2023-24 have not yet been finalized!

As mentioned in last month's report;

*Our preliminary end of year reports for fiscal year 2023 – 24 shows that we have worked hard to stay with our budget. While all budgets are estimates about the upcoming year I feel we work hard to keep our costs to a minimum and stay within them overall.*

*Per our June reports*

*Our expenditures were at a little over 87% (\$1,014,654) of our budgeted amount of \$1,161,421.*

*Our revenues came in at a little over 89% (\$579,303) of our estimated amount of \$650,000.*

*Theoretically meaning that we used \$435,351 of the proposed taxes appropriated for the WCC / WPRD. The amount raised and appropriated from taxation for fiscal year 2023-24 was \$511,421. Using approximately 85% of the taxation money appropriated.*

*Our numbers continue to prove themselves, making the department more visible to not only Wiscasset residents but also our neighboring towns and communities. We continue to work on becoming the Mid-coast hub for the region's recreational needs.*

*I am still asking that all monies appropriated to the department stay within the department, to help decrease the taxation number asked of the townspeople each and every year. The ability to run and maintain this facility (WCC), maintain the grounds, maintain all of the towns sport fields, ability to offer all of the many programs, activities and events could be greatly affected by the influx of keeping all monies, appropriated as well as revenues generated by the WCC/WPRD.*

## Director's Note:

As we move forward into this new fiscal year I hope to help people understand the importance of the Wiscasset Parks & Recreation Department and the Wiscasset Community Center!

The Wiscasset Parks & Recreation Department has many different tasks and commitments throughout any given year, building up the department more and more for the betterment of our community and surrounding areas!

The Wiscasset Community Center is a unique facility with the ability to house and offer many different programs / activities to all of those who want to explore their own strengths and abilities.

I also want to again say 'THANK YOU' to all those who continue to support the WCC/WPRD!

*Duane Goud*



# Town of Wiscasset

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## ECONOMIC DEVELOPMENT DIRECTOR

**To:** Dennis Simmons, Town Manager  
**From:** Aaron Chrostowsky, Economic Development Director  
**Re:** July Monthly Report  
**Date:** August 13, 2024

This month flew by fast; I was busy with training and meetings. However, I believe some progress has been made on several key initiatives.

### **Airport – Edgecomb Property**

Our code enforcement officer has advised on possible uses for the property. According to the FAA, an appraiser needs to appraise the property before we sell it. The property's value is greatly affected by allowable use. I have contacted a local appraiser to appraise the property.

### **Business Recruitment/ Retention**

I continue to develop a comprehensive business directory of all Wiscasset Businesses. Eventually, I would like to use this mail or email information to inform businesses about possible funding opportunities. We will have begun to make formal business visits from this list.

I met with several Village business owners on Monday, July 8, 2024, at 9 AM to discuss ways I can better assist them. I will schedule a public meeting with the Maine Downtown Center for all to attend for a presentation on their programs. I will also hold a private meeting with chamber leadership and several business owners to discuss ways the chamber can help.

I spoke with representatives from the Maine Downtown Center to discuss how they can help our community.

I am working with Tucker Chevrolet's consultant to help move the project closer to completion.

### **Communication**

Wiscasset was featured in MMA's Maine Town & City's monthly magazine, "Maine Town & City," in the July edition.

### **Comprehensive Plan Committee**

We are holding our next Comprehensive Plan Community Workshop on Wednesday, August 14, 2024, from 6:00 PM to 8:00 PM at Wiscasset Community Center.

### **Economic Development Committee**

Our next meeting will be Thursday, August 15, 2024, at 2:00 PM. We are reviewing the Lincoln County Needs Assessment Study and MCOG Housing Analysis.

### **Economic Contribution Analysis**



# Town of Wiscasset

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We are finalizing the contract with UMaine to conduct an Economic Contribution Analysis for Wiscasset Community Center. Half of this project will be paid through an ASK Grant we received through LCRPC in the Spring.

## **Mason Station/ Town-owned Birch Point properties**

I am working closely with potential redevelopers to assist them with their project at Mason Station.

I scheduled and met the Town's QEP "Sevee & Maher Engineers" on Tuesday, July 9, 2024, at 10 AM, with the Northpoint Brownfield Clean-up Project and Mason Station Redevelopment Representatives to discuss ways the Town may grade and conduct the property cleanup to make the Northpoint and Mason Station properties more marketable/ developable.

I have asked the Town's QEP Sevee & Maher Engineers to develop a Brownfield Assessment/ Clean-up Plan to allow the town to receive a "certificate of completion." This will help the Town better understand what Birch Point properties need, what type of work they need, and where to get funding.

Dennis and I met with representatives from St. Germain, an environmental engineering firm currently working for Mason Station, and we discussed different avenues to help potential redevelopers with the project.

Mason Station Redevelopment Corp. has been busy holding meetings with CMP, architects, engineers, and marina/ boatyard developers. They are working closer toward a plan. I await the Town Attorney's response on the next steps. I am looking forward to giving you a recommendation.

## **Old Ferry Road Property**

The Selectboard authorized the town to support my submission of a letter of interest for town planning projects to the Lincoln County Regional Planning Commission for hiring a land-use consultant/ engineering firm to conduct a regulatory analysis and master planning for the development of mixed-income housing (affordable, workforce, market rate) and mixed type housing (multi-family, attached, single family) along with commercial sites and open spaces for recreation at Old Ferry Road.

## **Climate Action Team**

The Town could be an Offshore Wind Farm Interconnection Site. We could negotiate a host town agreement with an Offshore Wind Farm company, which could generate general income for the town. *We need to have some public engagement process regarding whether residents support this project to assist us with long-term planning for this eventuality. I strongly encourage us to engage a law firm capable of handling this complex legal matter to be prepared for this eventuality.*

The Town recently submitted a Letter of Intent to the Maine Natural Resource Conservation Program (MNRCP) for the **Pleasant Street Extension Tidal Marsh Restoration Project.**



# Town of Wiscasset

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Maine Natural Resource Conservation Program (MNRCP) invited us to submit a Full Proposal for this project. However, based on the advice and counsel of WCAT, the Selectboard authorized the Town Manager to rescind the Letter of Intent to apply to the MNRCP for the Pleasant Street Extension project.

I have completed the updates, and the state has approved/ awarded the Community Action Grant before it issues the grant agreement. Thanks to their advice, Cassy Rose from WCAT and Emily Rabbe from LCRPC.

## **Maine Community Energy Redevelopment Program**

This partnership is between the Maine Governor's Energy Office, Maine Economic Community Development, and HR&A Advisors. The purpose is to foster economic development across Maine by providing high-quality technical assistance to projects that unlock community assets for economic growth. They are looking for 5 to 8 communities to assist. The Town submitted a survey requesting assistance on Mason Station, Maine Yankee, and the Old Ferry Road Property.

Proposed Outcome: Wiscasset stakeholders and community members align upon a holistic vision for the sites within their energy corridor. The Town of Wiscasset has a coordinated land use and phasing strategy based on community and market input. The Town has an actionable list of relevant funding opportunities to help them advance to future development phases.

*The Town of Wiscasset has been selected to participate in the MECERP. Stay tuned for more information.*

## **Morris Farm**

I attended a Summer Picnic at the Morris Farm to hear about Maine Farmland Trust plans for the farm. This summer, Maine Farmland Trust aims to buy the property with the encouragement of Morris Farm Trust. Maine Farmland Trust will support the next farmer as they build their business and protect the property for farming forever. If you would like to learn more about this project, you can go to: [www.maineFarmlandtrust.org/morris-farm](http://www.maineFarmlandtrust.org/morris-farm)

## **Meetings, Training, and Memberships**

I attended or will be in the following meetings, training/workshops/ networking events:

- LCRPC Board Meeting, Thursday, July 6, 6 PM
- Text My Gov Webinar, Wednesday, July 17, 11:30 AM
- Morris Farm Picnic, Thursday, July 18, 5-7 PM
- MMA Planning Board Workshop, Tuesday, July 30, 4-8:30 PM
- LCRPC Board Meeting, Wed., August 21, 6 PM
- MMA Govt Accounting Workshop, Thurs. Aug. 22 & Fri., Aug. 23
- Wiscasset Art Walks and Alive on the Common
- MMA Verbal Judo Workshop, Thurs., Sept. 26
- MMA Convention, Wed. Oct. 2 & Thurs. Oct. 3
- Maine Downtown Conference, Wed. Nov. 6 & Thurs. Nov. 7



# Town of Wiscasset

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## **Website and GIS**

After thoughtful review and discussion, we have selected CivicPlus as our new website provider. We believe CivicPlus offers the best product, and we will begin implementation shortly. This product will consolidate our text with government and recreation facility software and integrate agenda development and ordinance codification into one website, improving economies of scale, efficiency, and transparency.

CAIGIS has completed the tax maps and sent us a draft for review. Once finalized, the website will be completed in 30 days or so.

## **In Conclusion**

I believe the future is bright for Wiscasset. Wiscasset is on the upswing and is a special place to live, work, and play. I'd encourage us to remember that economic development doesn't happen in days, weeks, and months but in years and decades. What we do know might not bear fruit for years to come. Please be patient. Let's continue...with prudent public policy decisions and stay out of the negative limelight. Just know that change is coming. Go, Team Wiscasset!

If you have any questions or concerns, please don't hesitate to contact me at (207) 882-8200 Ext. 8 or [economicdeveloper@wiscasset.org](mailto:economicdeveloper@wiscasset.org)



# Town of Wiscasset

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## HARBORMASTER REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Lawrence Hesselstine, Harbormaster  
**Re:** July Monthly Report  
**Date:** August 5, 2024

- AM/PM Harbor Checks and Patrols
- Collected Mooring and Dock Fee's for the month
- It was discovered that there were 2 unauthorized moorings placed in Wiscasset Harbor. I am working with the owner of those moorings and sent a letter ordering them be removed from the Harbor in 7 Days or they will be removed at the owner's expense.
- The harbor boat experienced engine issues when Fire Department was responding to a call on the water. PW pulled the boat and made repairs. Fire Department used it again, same issue. PW is continuing to diagnose the problem.
- Received numerous requests for overnight parking at the Waterfront. Continue to work with the Waterfront Committee about implementing a fee.
- Worked on quote for the entry floats, contractor requesting an engineered plan. I forwarded that request to the Town Manager.
- Callie observed suspicious activity on the camera at the boat ramp. I responded and located a 3<sup>rd</sup> unauthorized mooring being dropped and going to be set in the harbor. We were able to stop that before it happened. I made contact to the individual who was going to place it (same individual who placed the 2 previous) and told him he was not authorized to place moorings in Wiscasset Harbor and to not do so in the future.
- Had several requests for information for long term rental of the Town moorings. I rented Mooring #1 for the month of August/September.
- The Recreational Ramp/Float are in need of maintenance, PW is aware and will work it into their already busy schedule.
- The Ferry Landing Moorings have been repaired and await PW to place the ramp/float.





# Town of Wiscasset

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## SHELLFISH WARDEN REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Hunter Farrell, Shellfish Warden  
**Re:** July Monthly Report  
**Date:** August 6, 2024

**Areas Checked:**

Clark's Point, White's Island, Pottle Cove, Hilton Cove, Mason Station, Cushman Preserve, Back River, Berry Island, Eaton Farm, Young's point, Chewonki Creek, Montsweag Brook.

**Diggers Checked:** 2

**Warning Issued:** 0

**Summons Issued and to Whom:** 0



# Town of Wiscasset

## WASTE WATER TREATMENT PLANT

**To:** Dennis Simmons, Town Manager  
**From:** Robert Lalli, Waste Water Treatment Plant Superintendent  
**Re:** July Monthly Report  
**Date:** August 14, 2024

### PLANT OPERATIONS DISCHARGE PERMIT TESTING RESULTS:

Average Plant Flow	0.151 MGD
Licensed flow per day	0.620 MGD
Percent of average flow per day to license limit	24 %
Total Rainfall per month	1.86 inches
<b>BOD EFFLUENT LAB RESULTS (mg/l)</b>	
For monthly average	3.3 mg/L
Weekly average	4 mg/L
Daily max.	4 mg/L
All within license limits	YES
BOD Effluent Removal %	99 %
Required%	85 %
<b>TSS EFFLUENT LAB RESULTS (mg/L)</b>	
Monthly average	3.2mg/L
Weekly average	4 mg/L
Daily max.	4 mg/L
all within license limits	YES
TSS Effluent % Removal	99%
Required%	85%
Settable Solids within license limit of 0.3 mL/L	YES
PH within license limits of 6-9	YES
<b>BACTERIA RESULTS</b>	
Fecal (tracked Year-Round) Instant Daily max	20 cfu/100ml
(31)	1.95 cfu/100 ml
Geometric Mean (13)	60 cfu/100ml
Enterococci(April 15 – Oct. 31)Instant	2.14 cfu/100ml
Dailymax(54)	
Geometric Mean (8)	
<b>TOTAL RESIDUAL CHLORINE</b>	
<b>RESULTS (mg/l)</b>	0.18 mg/l
Instant daily max (0.3 mg/L)	0.07 mg/l
Monthly Avg. max (0.1 mg/L)	



# Town of Wiscasset

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**BUDGET:** With 8.3% of the new fiscal year completed, the Sewer Department has spent 4.41 % of its budget. With 8.3% of the new fiscal year completed, sewer billing revenues have brought in 8.3% of the amount needed to meet the fiscal year's operating budget (July's sewer billings were prior to the 4% rate increase which began August 1, 2024).

**VIOLATION:** We were notified by Maine Coast Labs that we had a high enterococci bacteria test result from sampling on July 30, 2024. The result was 60 cfu/100ml, which exceeds our permit limit of 54. This, like June's high fecal violation, was surprising, as our previous 8 samplings were all within permit limits, at 4 cfu/100ml or less. I immediately increased our sodium hypochlorite disinfection feed and notified Maine DEP. We also switched chlorine contact tanks, and replaced fluid and sensor membranes on the chlorine probes. These actions worked, as follow-up testing gave us results of 1 cfu/100ml on 8/1/2024, 8/6/2024, and 8/8/2024.

**PLANT RELOCATION:** In a July 30 public Select Board meeting, the Select Board supported the Public Works Department site on Sandhill Road, as the favored location for the Sewer Plant relocation. This also would mean that the Public Works Department would need to move, possibly to land near the Wiscasset Transfer station.

In an August 6 Select Board meeting, the Select Board passed a motion to send these relocation endorsements to the Town voters for approval on the November warrant. If the Town approves the selected sites, more funding options will be available to us, and Olver Associates, Engineers can begin the planning and design work in earnest.

Many thanks to the members of the Select Board, and Town Manager Dennis Simmons for their efforts in this matter. It is just the first step in a very complex and long-term process but I'm confident it will be accomplished.

**GENERATOR REPAIR:** Repairs to our Magnum portable generator were completed by Cummins Sales and Service. The actual power generation unit was replaced. The unit is a valuable workhorse for us and we are glad to have it back and running properly.

**PUMP REPAIRS:** Plant employees installed a new check valve a pump at pump station #9. It replaces a worn-out check valve which would not seal properly when closing. The pump works fine now.

**VULNERABILITY STUDY:** Aaron Gaylord from Maine Rural Water Association performed a physical vulnerability study at the Wiscasset Sewer Plant. He will soon issue a report with recommendations on making our facilities more secure.

**MUFFIN MONSTER GRINDER:** The Muffin Monster in-line grinder on piping from the sewer plant's #1 circular clarifier began leaking badly in June. We switched all plant flow to the #2 clarifier and its Muffin Monster, and isolated the bad Muffin Monster. We found a hole had worn through the top of the housing where the electric motor attaches to it.

This unit had been purchased new in 2019, having been replaced for the same problem.

Unfortunately, our sewer plant has no grit removal system at the headworks where sewage enters the plant. Grit, sand and bits of asphalt carry through all pipes, pumps, and grinders, and act like sandpaper on their metal surfaces.

We need #1 clarifier available to run, particularly in rainstorm/high flow events. I ordered a new Muffin Monster, a costly but necessary item (\$13,000). The new unit will directly attach to the electric motor and will not require any adaptive piping or flanges to install, as other grinder units would. Lead time on the new unit is 6-8 weeks.

**FEMA FUNDING FOR BERM:** We pursued storm damage and prevention funding available through FEMA, for storm damages occurring during flood/storm/supertides between January 10



# Town of Wiscasset

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and January 13, 2024. We seek to reimburse costs of materials, equipment and manpower incurred by the Public Works Department, who built the berm (“burrito”) at the sewer plant. The berm saved us from inundation on 2 occasions and we are grateful for Ted Snowden and his crew for their efforts.

Dennis Simmons, Rob Bickford, and I worked to submit the required application and information to FEMA. Now we await news on any approvals of reimbursement.

**ROTTED POWER BOX:** A badly corroded fuse box endangered the power supply to our pump station #13 on Bradford Road. The fuses were rusted in place and could not be removed. Electrical engineer Kevin Sprague replaced the fuse box with a new modern breaker box, complete with a plug connection for a portable backup power generator (which it never had previously!).

**BLOWER BUILDING ROOF:** The roof on the blower building will be replaced in August. Kevin Sprague installed a rubber wrap over the roof’s electrical wiring & conduit, to protect Horch Roofing employees, while they work.

This concludes the July 2024 Wiscasset Sewer Department Monthly Report.

**Respectfully Submitted, Robert T. Lalli, Superintendent, Town of Wiscasset Sewer Department**

9b

**CONTRACT FOR REVALUATION WORK FOR WISCASSET, MAINE**

I. Specifications for Revaluation Work

A. Preparation of Dwelling Appraisal Schedules

1. RJD shall make careful investigation of all residential, industrial, and commercial property construction costs in town, and perform a market data study on all real estate sales occurring in the past three years prior to the 2028 tax year. After careful analysis of this data, the unit costs will be incorporated into a replacement cost schedule.
2. The above unit costs are to form the basis for the dwelling appraisal schedules to be utilized in the appraisal of all properties in the Town. These schedules shall consist of unit base prices for houses of various types and class of construction quality. The base specifications shall reflect the building customs and practices prevailing in the community. The schedules shall be complete for various story heights of dwellings and shall cover a range of ground areas adequate for the valuation of all types of houses, the various types of porches, and other additions as well as garages will be included and priced in the same manner as above.

B. Valuation of Land

1. RJD agrees to supply the services of its qualified appraisers for the appraisal of all land within the Town limits.
2. RJD shall make a careful investigation of the market value of all classes of land. Landowners, real estate brokers, sale declarations and other informed sources shall be asked to supply information relative to sales of property within the area covered by these specifications.
3. Acreage prices for land of various quantities, quality, and location shall likewise be determined.
4. Special notes shall be made of topographical features, water supply, roads, and special location factors, which may detract from or enhance the value of the land.

C. Valuation of Buildings

1. RJD shall appraise each dwelling including ells, additions and attached garages. Out buildings will be listed and valued separately. The new appraisal record will be completed up to date as of April 1, 2028. RJD's Appraisers will use the existing property information for all its field work while carefully inspecting the exterior and also the interior of each house from cellar to attic where entrance can be gained, as well as making all exterior measurements.
2. RJD shall perform all computer assessments by using the computer aided Trio assessing software. Upon completion of the listing of properties in the field, these records shall be returned by the field force to the office where they shall be computer priced, checked, and completed from the schedules previously prepared, and made ready for final review.

3. A final review of each residential and commercial property shall be made upon the completion of the computer computations. This review is to be made property by property to eliminate any mechanical errors in computations which might have occurred and to ensure the accuracy and equality of the grading and classification of the houses during the field work. Depreciation allowances shall also be established for design, lack of quality, local disadvantages, and other factors affecting the market value of each property.

D. Valuation of Mobile Homes:

1. Mobile Homes will be carefully checked for size, age, and quality of manufacture and valued on an equitable basis.

E. Commercial, Industrial, and Special Purpose Buildings:

1. RJD shall keep a similar record with respect to their component parts as in the case of residential structures. Depreciation shall be determined from condition, functional utility, and location. In the event that the residential computer software cannot price these buildings RJD will use the Marshall Valuation Services and enter the values as sound values.

II. Tax Exempt Property

1. Tax exempt property shall be valued in a similar manner of taxable property.

III. General Conditions and Deliverables

1. RJD will visit each property with buildings at least twice to gather building information (measuring and listing). At the first attempt if admittance cannot be achieved, RJD shall make full estimate of the building listing. A second attempt will be made later at a later date or time. The purpose of this procedure is to make interior inspection of the buildings. Buildings that do not require interior inspection (outbuildings, un-occupied primitive camps, vacant, unsafe or abandoned building) will be visited once. RJD will be allowed to use the existing property record cards and information from Trio to aid in the gathering of such information.
2. RJD will be allowed to refer to the existing property record cards and information from Trio to aid in the gathering of such information.
3. RJD will use existing Trio software under the Town's current license agreement.
4. RJD will utilize Trio's Winsketch module for building sketches.
5. RJD will provide photographs of the exterior of the principal structure and attach photos to the corresponding Trio real estate account. Additionally, a digital copy of all photos will be supplied to the Town.

6. RJD will enter into Town's computer all building and land information resulting from the site visits.
7. RJD will perform a market study on all real estate sales occurring in the 3 years preceding the April 1, 2028 assessment date. Real estate transfer forms, real estate brokers, landowners, and other informed sources will be used to supply information relative to sales of properties in town. After careful analysis of this data, the unit costs will be incorporated into a replacement cost schedule in Trio.
8. RJD will make careful investigation of all residential, industrial, and commercial property construction costs in town.
9. RJD will update the Trio cost files for all land and building modules to reflect market value in Wiscasset as of April 1<sup>st</sup>, 2028.
10. Exempt properties will be assessed in the same manner as all taxable property.
11. RJD will note on full set sized set of tax maps (provided by Town) all sale prices and other pertinent information.
12. RJD will provide review appraisal.
13. RJD will update Trio land and building cost tables.
14. RJD will enter land and building cost tables into Trio.
15. RJD will enter into Town's computer all changes resulting from the review appraisal.
16. RJD will mail out notices of updated values with estimated tax, This process covers all hearing notice printing, mailing, and postage.
17. Provide ample days for informal one on one hearing with taxpayers prior to commitment.
18. To provide Commercial General Liability Insurance which includes Employer's Non-Ownership Automobile Liability with limits of \$2,000,000/ occurrence and \$4,000,000/ aggregate.
19. To provide Workers Compensation Insurance with limits of \$100,000.
20. Work as an independent contractor not as an employee of the Town.
21. RJD shall provide a photo ID for all employees.
22. RJD shall file progress reports with the Selectboard when requested.
23. The Town shall purchase all necessary Trio modules and hold required licenses.
24. The Town will provide remote access for 3 users to the Town's Trio server.

25. The Town shall provide one full-sized set of current tax maps for revaluation use.
26. The Town will allow the reference of the existing property record cards and information from Trio.
27. The Town will provide a workplace for RJD Appraisal.
28. The Town will make available the sale documents and sales ratio reports for 3 years preceding the year of the revaluation.
29. The Town will receive hearing phone calls and schedule callback times.

**RJD AND THE TOWN BOTH ACKNOWLEDGE THE FOLLOWING:**

1. No personal property will be included in this proposal.
2. Any assessments relating to (former) Maine Yankee properties are excluded from this proposal.
3. RJD shall complete all work **excluding** the public hearings by July 1, 2028.
4. RJD will supply testimony in defense of values for all appeals initiated within 185 days from date of commitment at no additional charge.
5. RJD will be allowed to possess any "newly created" records. These records will be allowed to leave the Town Office to be worked on at RJD Appraisal's office.
6. All other duties would be covered by the annual assessing contract.
7. Delivery of two copies of computer-generated land and building cost files, land pricing instructions, and building obsolescence instructions ("Assessment Manual") will be upon the completion of the clean-up period directly following the hearing process.
8. All records, computations, maps, manuals, cards, computer files, schedules, etc., newly created by RJD for the purpose of the revaluation, will be the property of RJD Appraisal until the completion of the project. At that time, they will then become the property of the Town of Wiscasset
9. This proposal will be offered as long as RJD Appraisal is the active contracted Assessing Agent.
10. If the Town requires a performance bond, 3% will be added to the proposed price below.



**GENERAL TIMELINE FOR ALL REVALUATION FUNCTIONS**

<b>Town of Wiscasset 2028 Revaluation Timeline</b>	
<b>Function</b>	<b>Timeline</b> (times are approx)
Measuring & Listing (data collection)	July through December 2027 Will be periodically suspended due to weather/season
First Pricing Input data collected from measuring & listing	Running with and directly after measuring and listing
Sales Analysis Sale data logged into revaluation maps Analyze sale information Create new cost files based on sales analysis Print out valuation reports in preparation for final review	October through December 2027
Roadside Review Review appraiser performs final review (roadside) Verify accuracy of data collection and input Apply and obsolescence factors needed Add land information	December 2027- March 2028
Second Pricing Key in changes based on final review Set estimated mil rate for hearing notices	March through May 2028
Mail out notices showing new assessment and estimated tax based on mil rate est Meet one on one with taxpayers with concerns and questions regarding assessments Perform follow up site visits resulting from the hearings	July 2028 (in time for a typical commitment date)

V. Insurance

1. RJD shall provide Commercial General Liability Insurance which includes Employers Non-Ownership Automobile Liability with limits of \$2,000,000/occurrence and \$4,000,000/aggregate, with each insurance policy naming the Town as an additional insured and RJD shall provide the Town with a Certificate of Insurance upon request.
2. RJD shall provide Workers Compensation Insurance at required limit.

RJD shall agree to indemnify and hold the Town and its officers and employees harmless from any and all damages, liabilities, claims, actions, judgments, or costs relating to, arising out of, or resulting from any claim arising out of or occurring in connection with this Agreement.

3. RJD shall not be held liable for any damages caused by strikes, explosions, war, acts of God, or fire that might stop or delay the progress of this work.

## VII. Office space and records

1. The Town shall make readily available to RJD, any maps, records, and other data relating to this work.
2. The Town shall provide an adequate place for RJD to use as an office during the course of this project.

## VIII. Time of Completion

1. RJD shall complete all work including taxpayer hearings for the annual commitment to be completed in a timely manner.
2. Hearings will be held at the Town Office or other municipal building.

## IX. Defense of Values

1. RJD will supply testimony, through this agreement at no additional cost to the Town, in defense of values for all appeals to the County Commissioners, or local Board of Assessment Review, and Superior Court initiated within the required appeal time specified by Maine Law for the 2028 tax year.

## X. Changes to this agreement

1. Any changes to this agreement will be by mutual written agreement between Town and RJD.

## XI. Basis of Payment

1. The payment schedule involves five payments upon presentation of invoices by RJD:
2. The Town shall pay RJD the first installment of \$60,000.00 when the work is started.
3. The Town shall pay RJD the second installment of \$60,000.00 after the completion of the measuring and listing phase of the project. This represents over 40% project completion.
4. The Town shall pay RJD the third installment of \$60,000.00 upon the completion of first pricing. This represents over 60% project completion.
5. The Town shall pay RJD the fourth installment of \$60,000.00 upon the completion of review appraisal phase. This represents over 80% project completion. All phases of the project are complete except taxpayer hearings.
6. The Town shall pay RJD the final installment of \$60,000.00 after the completion of the taxpayer hearings. Project 100% complete, other than testimony at any appeals or court hearings as necessary.

## XII. Liquidated Damages

1. Failure by RJD to complete all work as provided herein on or before the specified dates shall be cause for payment by RJD, on demand by the Town, of liquidated damages based on the following schedule:

1-10 days	\$200/day
11-20 days	\$500/day
Over 20 days	\$1,000/day

2. Any liquidated damages may be deducted from the contract sum owed RJD. Considering that the Town has some part in the functions in the completion of this contract, any delay caused by the Town will not be considered a failure by RJD. Delays resulting from war, strike, explosion, acts of God, or an order of court of competent jurisdiction are excepted. The deadline can be extended without penalty with the agreement of both parties.

## XIII. Termination; Remedies.

1. Termination for Cause. The Town may terminate this Contract for cause if RJD:
  - a. repeatedly refuses or fails properly execute the Revaluation Work;
  - b. disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
  - c. otherwise substantially breaches a provision of the Contract.

When any of the above reasons exist, the Town, may without prejudice to any other rights or remedies and after giving RJD seven (7) calendar days' written notice, terminate and finish the Work by whatever reasonable method the Town may deem expedient) and exercise any right or remedy that is otherwise available to the Town at law, in equity, or by statute.

The obligations in this Article shall survive termination of the Contract.

## XIV. Miscellaneous.

1. The Contract. The Contract represents the entire and integrated contract between the Town and RJD and supersedes all prior negotiations, representations or contracts, either written or oral.
2. Assignment of Contract. Neither party to the Contract shall assign the Contract in whole or in part without written consent of the other party.
3. Governing Law. The Contract shall be governed by, construed and enforced in accordance with Maine law, exclusive of conflicts or choice of law provisions.
4. **MAINE TORT CLAIMS ACT. NOTHING IN THIS AGREEMENT DOES, NOR IS INTENDED TO, WAIVE ANY DEFENSE, IMMUNITY OR LIMITATION OF LIABILITY WHICH MAY BE AVAILABLE TO THE TOWN OR ITS RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES, UNDER THE MAINE TORT CLAIMS ACT OR ANY OTHER PRIVILEGES AND/OR IMMUNITIES PROVIDED BY LAW.**

# CONTRACT

ARTICLES OF AGREEMENT, Entered into this \_\_\_\_ day of \_\_\_\_\_ 2024 by and between R.J.D. Appraisal, Pittsfield, Somerset County, State of Maine, hereinafter called RJD, and the Town of Wiscasset, County of Lincoln, State of Maine, hereinafter called the Town.

WHEREAS, the Town of Wiscasset voted to have a complete revaluation for tax purposes of all taxable real estate consisting of land, buildings, and all other structures considered to be real estate under the laws of the State of Maine according to the specifications herein provided for the purpose of aiding the Town's Assessors in placing an assessed value for the 2028 tax year.


WHEREAS, the Board of Selectmen have authority to negotiate and contract with RJD Appraisal to furnish services for said revaluation.


NOW THEREFORE, the said RJD Appraisal in consideration of the sum of \$300,000.00 (Three Hundred Thousand Dollars) to be paid by the Town of Wiscasset, does hereby agree to furnish the following service and materials as outlined and described in the attached specifications which are part of this Agreement.

IN WITNESS WHEREOF, the parties have hereto set in their hands and seal the day and year first above mentioned.

\_\_\_\_\_  
Robert J Duplisea Jr, RJD Appraisal

\_\_\_\_\_  
Dennis Simmons, Wiscasset Town Manager

 COPY

 COPY

9c



# Town of Wiscasset

## OVERNIGHT PARKING POLICY

**Purpose:** To establish a uniform policy for the overnight parking of occupied vehicles. Public parking areas are NOT campgrounds and shall not be utilized in such a manner.

Pursuant to the Town of Wiscasset Ordinance Article IX Sections 3.10 and 6.1, the Wiscasset Select Board hereby adopts the following Overnight Parking Policy:

### Definitions:

overnight parking is defined as the hours between 10 p.m. and 6 a.m.

occupied vehicle is defined as any motor vehicle (car, truck, bus, motor home, etc.) or camper trailer attached or not to a motor vehicle that has one or more people inside at any time as defined as the hours of overnight parking

**NO OVERNIGHT PARKING OF OCCUPIED VEHICLES:** Overnight parking of occupied vehicles is not permitted on any street or municipal parking area in the Town, except:

- Overnight parking of occupied vehicles is permitted at the waterfront parking area north of the Harbormaster's office.
- A permit from the Harbormaster or their designee and payment of the fee as established by the Wiscasset Fee Schedule shall be obtained before parking
- Parking shall be limited to a maximum of 5 spaces as designated by the Harbormaster
- Vehicles must fit in one designated parking space, with no crossing of parking spaces. Vehicles must not extend beyond the designated parking space so as to impede the flow of traffic into or out of the parking area
- All vehicles must be removed by 6:00 am unless prior arrangements are made with the Harbormaster
- Vehicles parked beyond permitted hours may be towed at the owner's expense
- No vehicles or occupants shall interfere with the operations of either pier
- No outside fires of any type, including manufactured firepits and grills. No outside cooking unless an RV is specifically manufactured with an outside cooking area
- No parking whatsoever in the area designated for boat trailers or any other location designated off-limits. Vehicles will be towed at the owner's expense
- Use of town-owned power outlets is strictly prohibited
- Use of portable generators is strictly prohibited
- Tents, shower tents, outside portable bathrooms/toilets, pop-up canopies, and the like are prohibited
- No slide-outs or awnings may be deployed
- Use of outside speakers is prohibited
- Pets must be kept on a leash or under the control of their owner at all times. Waste must be cleaned and properly disposed of immediately. Animals are subject to the Town's Animal Control ordinance.
- Parking is limited to one night only

Anyone who violates this policy will be ordered to leave. Parking fees are not refundable.

The Select Board designates the Harbormaster or their designee as responsible for enforcing this policy.



# Office of the Town Clerk

51 Bath Road  
Wiscasset, ME 04578

Phone: (207) 882-8200  
Fax: (207) 882-8228

E-mail: [clerk@wiscasset.org](mailto:clerk@wiscasset.org)

## BUSINESS LICENSE APPLICATION

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

\*\*\*\*\*

Name/Title of Business: Liberty Pizza

New Business  Existing Business  years in operation Ownership/Location Change

Location of business: 493 Gardiner rd. Map/Lot \_\_\_\_\_

Preferred mailing address: \_\_\_\_\_

Business phone number: 331-3539

Description of Business: Pizza Takeout

Owner's name: Richard Petron - Ben Nichols Owner's phone: 207 303 0583 - 207 710 8686

Owner's home address: 6 Miller St Benton ME 04901 - 140 Western Ave Waterville ME 04901

\*Emergency contact person: Richard Petron

\*Emergency phone numbers: home: \_\_\_\_\_ cell: 207 303 0583

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

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

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

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, Richard Petron, state that I am managing Partner 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: 31 July 2024 Signature: \_\_\_\_\_

(TOWN CLERK SECTION BELOW)

DATE RECEIVED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ ASSESSING: \_\_\_\_\_ WEB/LIST: \_\_\_\_\_

07-31-2024

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\* Planning Board Approved

**BUSINESS LICENSE APPLICATION-NEW**

Business Requesting License: \_\_\_\_\_

**Code Enforcement Officer:**

Comments: Adhere to all local and state zoning and code

Signed: George Chase Dated: 31/07/24  
George Chase (July 31, 2024 15:04 EDT)

**Wiscasset Police:**

Comments: No concerns

Signed: Larry Hasseltine Dated: 24/07/31  
Larry Hasseltine (July 24, 2024 15:24 EDT)

**Planning Department:**

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

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

**Fire Department:**

Comments: No concerns

Signed: Robert Bickford Dated: 01/08/24  
Robert Bickford (Aug 1, 2024 09:07 EDT)

**EMS Department:**

Comments: No current Concerns

Signed: [Signature] Dated: 08/01/24  
Wiscasset EMS Director (Aug 1, 2024 07:31 EDT)

**Waste Water:**

Comments: No Concerns. Is located beyond our sewer system.

Signed: Robert T. Lalli Dated: 31/07/24  
Robert T. Lalli (July 31, 2024 15:14 EDT)

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

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



# HM Payson Monthly Statement of Wiscasset Accounts

Account Name	Market Value 05/31/2024	Market Value 06/30/2024	Market Value as of 07/31/2024	Change in Market Value
Montsweag Dam Reserve Fund	\$ 260,689.72	\$ 266,226.52	\$ 271,650.90	\$ 5,424.38
Cemetery Trust Fund	\$ 2,723,555.26	\$ 2,781,401.03	\$ 2,838,072.22	\$ 56,671.19
General John French Scholarship	\$ 97,126.61	\$ 99,189.48	\$ 101,210.48	\$ 2,021.00
Jackson Cemetery Fund	\$ 48,412.71	\$ 49,440.95	\$ 50,448.31	\$ 1,007.36
Larabee Band Fund	\$ 1,128,058.24	\$ 1,152,017.14	\$ 1,175,489.55	\$ 23,472.41
Haggett Scholarship Fund	\$ 21,620.26	\$ 22,079.45	\$ 22,529.32	\$ 449.87
Mary Bailey Fund	\$ 713,608.56	\$ 728,764.94	\$ 743,613.56	\$ 14,848.62
Seth Wingren Fund	\$ 44,841.12	\$ 45,793.50	\$ 46,726.54	\$ 933.04
Wiscasset Community Center Endowment Fund	\$ 5,080.26	\$ 5,188.16	\$ 5,293.87	\$ 105.71
Cooper-DiPerri Scholarship Fund	\$ 75,908.52	\$ 77,520.74	\$ 79,100.23	\$ 1,579.49
Recreation Scholarship	\$ 1,312.77	\$ 1,340.65	\$ 1,367.97	\$ 27.32
Town of Wiscasset Edowment Fund Total	\$ 5,120,214.03	\$ 5,228,962.56	\$ 5,335,502.95	\$ 106,540.39
				\$ -
Town of Wiscasset Capital Reserve	\$ 702,960.74	\$ 718,525.21	\$ 734,256.00	\$ 15,730.79
Town of Wiscasset Construction Reserve	\$ 2,252,745.41	\$ 2,302,624.14	\$ 1,719,462.11	\$ (583,162.03)
Town of Wiscasset Equipment Reserve	\$ 3,868,156.72	\$ 3,953,802.77	\$ 3,881,253.20	\$ (72,549.57)
Town of Wiscasset Furnace Replacement Reserve	\$ 587,237.49	\$ 600,239.70	\$ 613,380.84	\$ 13,141.14
Town of Wiscasset Major Repairs Reserve	\$ 791,055.88	\$ 808,570.89	\$ 826,273.07	\$ 17,702.18
Town of Wiscasset Recreation Building Reserve	\$ 3,094,301.99	\$ 3,162,813.88	\$ 3,232,057.88	\$ 69,244.00
Town of Wiscasset Retirement Health Insurance Reserve	\$ 140,645.91	\$ 143,760.00	\$ 146,907.36	\$ 3,147.36
Town of Wiscasset Roof Repair Reserve	\$ 539,252.91	\$ 551,192.67	\$ 563,260.02	\$ 12,067.35
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 105,458.73	\$ 107,793.73	\$ 110,153.67	\$ 2,359.94
Town of Wiscasset Highway Department Capital Reserve	\$ 3,796.08	\$ 3,880.13	\$ 3,965.08	\$ 84.95
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 5,061.47	\$ 5,173.54	\$ 5,286.81	\$ 113.27
Town of Wiscasset Reserve Funds Total	\$ 12,090,673.33	\$ 12,358,376.66	\$ 11,836,256.04	\$ (522,120.62)
				\$ 620,000 withdrawal
				\$ 155,702 withdrawal

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# Revenue Summary Report

Fund: 1  
July to July

Account	Budget	----- Y T D -----			Uncollected	Percent
	Net	Debits	Credits	Net	Balance	Collected
<b>101 - AIRPORT</b>	<b>104,621.00</b>	<b>0.00</b>	<b>9,453.76</b>	<b>9,453.76</b>	<b>95,167.24</b>	<b>9.04</b>
01 - Fuel Sale Transfer in Spec Rev	23,000.00	0.00	0.00	0.00	23,000.00	0.00
02 - Aircraft Excise	5,646.00	0.00	0.00	0.00	5,646.00	0.00
03 - Hangers/Tie Downs	12,000.00	0.00	262.29	262.29	11,737.71	2.19
04 - Hanger/Land Leases	17,975.00	0.00	0.00	0.00	17,975.00	0.00
05 - Snacks/Shirts/Hats/Oil	15,000.00	0.00	1,457.18	1,457.18	13,542.82	9.71
07 - Ramp Fees	3,000.00	0.00	436.79	436.79	2,563.21	14.56
08 - Cenergy Lease Payment	28,000.00	0.00	7,297.50	7,297.50	20,702.50	26.06
<b>102 - ANIMAL CONTROL</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>
01 - Late Fees	100.00	0.00	0.00	0.00	100.00	0.00
<b>107 - CODE ENFORCEMENT</b>	<b>27,800.00</b>	<b>0.00</b>	<b>3,975.03</b>	<b>3,975.03</b>	<b>23,824.97</b>	<b>14.30</b>
01 - Building Permits	20,000.00	0.00	2,725.03	2,725.03	17,274.97	13.63
02 - Plumbing Permits	6,000.00	0.00	1,250.00	1,250.00	4,750.00	20.83
03 - Junkyard Permits	300.00	0.00	0.00	0.00	300.00	0.00
05 - Planning Board Fees	1,500.00	0.00	0.00	0.00	1,500.00	0.00
<b>114 - EMS/AMBULANCE</b>	<b>474,137.00</b>	<b>11,302.24</b>	<b>66,122.37</b>	<b>54,820.13</b>	<b>419,316.87</b>	<b>11.56</b>
01 - Calls for Service	341,504.00	0.00	65,690.00	65,690.00	275,814.00	19.24
03 - Contractual Write-offs	0.00	11,302.24	0.00	-11,302.24	11,302.24	----
04 - Bad Debt W/O & Collections	0.00	0.00	432.37	432.37	-432.37	----
06 - Dresden Contract	77,751.00	0.00	0.00	0.00	77,751.00	0.00
07 - Westport Contract	27,441.00	0.00	0.00	0.00	27,441.00	0.00
11 - ALNA CONTRACT	27,441.00	0.00	0.00	0.00	27,441.00	0.00
<b>121 - PARKS &amp; RECREATION</b>	<b>715,500.00</b>	<b>578.00</b>	<b>93,825.71</b>	<b>93,247.71</b>	<b>622,252.29</b>	<b>13.03</b>
01 - Memberships	200,000.00	0.00	14,726.14	14,726.14	185,273.86	7.36
02 - Alna Contract	5,000.00	0.00	0.00	0.00	5,000.00	0.00
03 - Westport Island Contract	5,000.00	0.00	0.00	0.00	5,000.00	0.00
04 - Donations	10,000.00	0.00	50.00	50.00	9,950.00	0.50
05 - Rentals	40,000.00	0.00	900.00	900.00	39,100.00	2.25
06 - Athletics (Youth & Adult)	50,000.00	0.00	19,455.87	19,455.87	30,544.13	38.91
07 - Aquatics	90,000.00	0.00	3,163.00	3,163.00	86,837.00	3.51
08 - Senior Programs	3,000.00	0.00	0.00	0.00	3,000.00	0.00
09 - Special Events	5,000.00	0.00	0.00	0.00	5,000.00	0.00
10 - Fitness	5,000.00	0.00	135.00	135.00	4,865.00	2.70
11 - Afterschool/Vac Camps/Early Re	65,000.00	0.00	28,216.00	28,216.00	36,784.00	43.41
12 - Summer Camp	95,000.00	523.00	21,379.42	20,856.42	74,143.58	21.95
13 - Concessions	12,000.00	0.00	210.25	210.25	11,789.75	1.75
14 - Programs	40,000.00	55.00	4,067.45	4,012.45	35,987.55	10.03
15 - CACFP	15,000.00	0.00	1,522.58	1,522.58	13,477.42	10.15
16 - Dresden Contract	5,500.00	0.00	0.00	0.00	5,500.00	0.00
17 - ASA PROGRAMS	70,000.00	0.00	0.00	0.00	70,000.00	0.00
<b>123 - POLICE DEPARTMENT</b>	<b>1,625.00</b>	<b>0.00</b>	<b>150.00</b>	<b>150.00</b>	<b>1,475.00</b>	<b>9.23</b>
01 - Reports	750.00	0.00	90.00	90.00	660.00	12.00
02 - Parking Fees	375.00	0.00	0.00	0.00	375.00	0.00
03 - Weapon Permits	500.00	0.00	60.00	60.00	440.00	12.00
<b>129 - SENIOR CENTER</b>	<b>8,750.00</b>	<b>0.00</b>	<b>1,038.00</b>	<b>1,038.00</b>	<b>7,712.00</b>	<b>11.86</b>
01 - Meals	8,000.00	0.00	888.00	888.00	7,112.00	11.10
02 - Memberships	750.00	0.00	150.00	150.00	600.00	20.00

### Revenue Summary Report

Fund: 1  
July to July

Account	Budget Net	----- Y T D -----		Net	Uncollected Balance	Percent Collected
		Debits	Credits			
<b>130 - SHELLFISH CONSERVATION CONT'D</b>						
130 - SHELLFISH CONSERVATION	2,650.00	0.00	15.00	15.00	2,635.00	0.57
01 - Licenses	2,650.00	0.00	15.00	15.00	2,635.00	0.57
<b>132 - TRANSFER STATION</b>	391,986.00	0.00	15,263.00	15,263.00	376,723.00	3.89
01 - User Fees	100,000.00	0.00	9,323.60	9,323.60	90,676.40	9.32
04 - Cardboard	10,000.00	0.00	0.00	0.00	10,000.00	0.00
05 - Metal	40,000.00	0.00	5,939.40	5,939.40	34,060.60	14.85
06 - Alna Contract	120,116.00	0.00	0.00	0.00	120,116.00	0.00
07 - Westport Island Contract	121,870.00	0.00	0.00	0.00	121,870.00	0.00
<b>133 - WATERFRONT &amp; HARBORS</b>	29,700.00	0.00	1,139.20	1,139.20	28,560.80	3.84
01 - Watercraft Excise	5,500.00	0.00	440.20	440.20	5,059.80	8.00
02 - Mooring Fees	8,000.00	0.00	100.00	100.00	7,900.00	1.25
03 - Docking	6,000.00	0.00	559.00	559.00	5,441.00	9.32
04 - Wormcars	200.00	0.00	40.00	40.00	160.00	20.00
05 - Miscellaneous	10,000.00	0.00	0.00	0.00	10,000.00	0.00
<b>190 - STATE REVENUES</b>	824,139.00	0.00	97,679.75	97,679.75	726,459.25	11.85
01 - Revenue Sharing	751,430.00	0.00	97,679.75	97,679.75	653,750.25	13.00
04 - Local Road Assistance Program	50,000.00	0.00	0.00	0.00	50,000.00	0.00
05 - Tree Growth	7,500.00	0.00	0.00	0.00	7,500.00	0.00
06 - Cell Tower Lease	6,209.00	0.00	0.00	0.00	6,209.00	0.00
08 - General Assistance	9,000.00	0.00	0.00	0.00	9,000.00	0.00
<b>191 - TAXES</b>	720,000.00	0.00	84,057.94	84,057.94	635,942.06	11.67
03 - Auto Excise	600,000.00	0.00	71,163.13	71,163.13	528,836.87	11.86
04 - Rapid Renewal Auto Excise	120,000.00	0.00	12,894.81	12,894.81	107,105.19	10.75
<b>192 - CHARGES FOR SERVICES</b>	56,350.00	0.00	7,177.43	7,177.43	49,172.57	12.74
01 - Tax Interest	25,000.00	0.00	4,002.18	4,002.18	20,997.82	16.01
02 - Lien Fees	8,000.00	0.00	739.10	739.10	7,260.90	9.24
03 - Agent Fees	20,000.00	0.00	2,029.00	2,029.00	17,971.00	10.15
04 - Copies/Fax	100.00	0.00	9.75	9.75	90.25	9.75
05 - Sign Permits	250.00	0.00	40.00	40.00	210.00	16.00
10 - Vitals	3,000.00	0.00	357.40	357.40	2,642.60	11.91
<b>193 - OTHER REVENUES</b>	316,494.00	0.20	29,683.22	29,683.02	286,810.98	9.38
01 - CATV Franchise Fees	52,000.00	0.00	0.00	0.00	52,000.00	0.00
03 - Bank Interest Income	125,000.00	0.00	29,683.02	29,683.02	95,316.98	23.75
05 - Miscellaneous Income	3,000.00	0.20	0.20	0.00	3,000.00	0.00
96 - TIF Transfer for Planner	136,494.00	0.00	0.00	0.00	136,494.00	0.00
<b>Final Totals</b>	<b>3,673,852.00</b>	<b>11,880.44</b>	<b>409,580.41</b>	<b>397,699.97</b>	<b>3,276,152.03</b>	<b>10.83</b>

# 1 SELECTMEN REPORT

Department(s): 100 - 134

July

Account	Budget Net	Curr Mnth Net	Pending Activity	Unexpended Balance	Percent Spent
100 - ADMINISTRATION	193,139.00	11,639.11	0.00	181,499.89	6.03
101 - AIRPORT	114,577.00	9,835.48	0.00	104,741.52	8.58
102 - ANIMAL CONTROL	17,651.00	5,425.90	0.00	12,225.10	30.74
103 - ASSESSING	8,460.00	6,064.41	0.00	2,395.59	71.68
104 - BOARDS & COMMITTEES	4,554.00	0.00	0.00	4,554.00	0.00
105 - CELEBRATION	21,500.00	7,000.00	0.00	14,500.00	32.56
106 - CLERK	116,374.00	16,610.35	0.00	99,763.65	14.27
107 - CODE ENFORCEMENT	45,323.00	1,394.62	0.00	43,928.38	3.08
108 - COMMUNITY ORGANIZATIONS	84,224.00	547.65	0.00	83,676.35	0.65
109 - CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00
110 - CONTRACTUAL SERVICES	335,300.00	3,326.83	0.00	331,973.17	0.99
111 - COUNTY TAX	793,818.00	0.00	0.00	793,818.00	0.00
112 - DEBT SERVICE	221,868.00	55,466.56	0.00	166,401.44	25.00
113 - ELECTIONS	22,154.00	12.60	0.00	22,141.40	0.06
114 - EMS/AMBULANCE	939,191.00	63,711.79	0.00	875,479.21	6.78
115 - FIRE DEPARTMENT	181,724.00	8,755.92	0.00	172,968.08	4.82
116 - FINANCE DEPARTMENT	300,120.00	30,815.22	0.00	269,304.78	10.27
117 - GENERAL ASSISTANCE	35,555.00	401.82	0.00	35,153.18	1.13
118 - MUNICIPAL BUILDING	92,275.00	5,840.59	0.00	86,434.41	6.33
119 - MUNICIPAL INSURANCE	145,650.00	24,371.60	0.00	121,278.40	16.73
121 - PARKS & RECREATION	1,265,716.00	91,834.90	0.00	1,173,881.10	7.26
122 - PLANNING & DEVELOPMENT	136,494.00	7,878.79	0.00	128,615.21	5.77
123 - POLICE DEPARTMENT	836,595.00	81,907.69	0.00	754,687.31	9.79
124 - POLICE SCHOOL RESOURCE OFFICER	63,553.00	0.00	0.00	63,553.00	0.00
125 - PUBLIC UTILITIES	327,024.00	25,720.25	0.00	301,303.75	7.86
126 - PUBLIC WORKS	769,378.00	43,746.30	0.00	725,631.70	5.69
127 - SELECTMEN	26,843.00	1,398.80	0.00	25,444.20	5.21
128 - SCHOOL TOWN APPROPRIATION	6,802,725.00	566,893.75	0.00	6,235,831.25	8.33
129 - SENIOR CENTER	21,223.00	840.12	0.00	20,382.88	3.96
130 - SHELLFISH CONSERVATION	4,450.00	336.41	0.00	4,113.59	7.56
132 - TRANSFER STATION	876,762.00	39,878.08	0.00	836,883.92	4.55
133 - WATERFRONT & HARBORS	73,195.00	6,981.00	0.00	66,214.00	9.54
Final Totals	14,927,415.00	1,118,636.54	0.00	13,808,778.46	7.49

10d



**MAINE MUNICIPAL ASSOCIATION  
RISK MANAGEMENT SERVICES**

60 Community Drive | PO Box 9109 | Augusta, ME 04332-9109

(T) 207-626-5583  
800-590-5583 (in Maine)  
(F) 207-624-0130  
rmsunderwriting@memun.org  
www.memun.org

**DATE:** August 9, 2024  
**TO:** Members of the Workers Compensation Fund and the Property & Casualty Pool  
**FROM:** Michelle Pelletier, CPCU, AU  
Director, Risk Management Services  
**RE:** Dividend Payments

We are pleased to announce that the Board of Trustees of the MMA Workers Compensation Fund voted at its May 15, 2024, meeting to allow a total dividend of no more than \$725,000 to the members of the Fund who meet the established criteria. Continuing members whose 2023 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2023, will receive a 3.00% dividend. All losses are valued as of June 30, 2024.

In addition, the Board of Directors of the MMA Property & Casualty Pool voted at its May 15, 2024, meeting to allow a dividend to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2022, to July 1, 2023, calculated and valued as of June 30, 2024. Continuing members whose participation began on July 1, 2018, or prior will earn a 3.92% dividend and members who joined after July 2, 2018, will receive a 2.92% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. If you are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool, and you earned a dividend for either or both programs, an additional 1% has been included in the calculation.

Your organization has significantly contributed to the success of the Workers Compensation Fund and the Property & Casualty Pool programs through effective risk management and loss prevention. Each of the respective boards are very satisfied with the program's outcomes and thanks you for your support and ongoing involvement.

We encourage you to use the enclosed press release to announce the results of your successful risk management activities and good loss experience to your community. If you have any questions about the dividend or any of the Risk Management Services programs, please call me at 1-800-590-5583.

**PRESS RELEASE**  
**For Immediate Release**

The Town of Wiscasset is pleased to announce it has received a **\$9,786** dividend check from the Maine Municipal Association because of its good performance and loss prevention efforts. The association manages three self-funded pools for municipal and quasi-public entities in Maine: The Workers Compensation Fund (established in 1978), The Property & Casualty Pool (formed in 1987), and The Unemployment Compensation Fund (formed in 1978). These programs are overseen by governing boards of elected and appointed municipal officials.

This year, more than 83% of program participants received dividends for their effective risk management practices and favorable loss experience. Specifically, the Workers Compensation Fund distributed nearly \$725,000 in dividends, while the Property and Casualty Pool paid out almost \$600,000. In total, over \$1.3 million was returned directly to Maine Municipal Association members.

Since 1997, the association has consistently provided dividends, resulting in over \$28 million returned to participating members. For additional details about the MMA Risk Management Services programs, including online training and other services, you can explore their offerings on their website at [www.memun.org](http://www.memun.org) or call

**Town of Wiscasset**

**POLICY ON LIEN ACQUIRED PROPERTY**

**I. Purpose of the Policy**

- A. The purpose of this policy is to provide general guidelines for the administration and disposition of real property, title to which has been acquired by the Town of Wiscasset (the "Town") as a consequence of automatic foreclosure of a lien for non-payment of amounts owed to the Town. *See, e.g., 36 M.R.S. § 942.*
- B. Nothing in this Policy shall limit or restrict the authority of the Board of Selectmen (the "Board") to act, in its sole discretion, in the best interests of the Town.
- C. Except as expressly provided herein, this policy shall not be interpreted to give additional substantive or procedural rights to owners or former owners of properties forfeited for non-payment of taxes.

**II. Impending Foreclosure and Review of Properties**

- A. Prior to the mailing of notice of impending foreclosure required by State law, the Treasurer shall forward a copy of the list of properties subject to foreclosure to the Town Manager, Assessors' Agent, and Code Enforcement Officer. The Treasurer, Town Manager, Assessors' Agent, and Code Enforcement Officer will meet to review the list of properties subject to foreclosure to determine whether it is in the Town's best interest to waive foreclosure. Instances where the Town may wish to avoid foreclosure include but are not limited to:
  - 1. The property is known to have, or is suspected of, having environmental problems.
  - 2. The property may be a hazard to the public health or welfare.
  - 3. There is an easement on the property which makes ownership of the property undesirable.
  - 4. The property has value only to the owner(s) and would have little or no value on the open market.
  - 5. The cost of disposing of the property or remediating any known issues may cost more than the value of the property.
- B. Should the Town Manager determine it to be in the Town's best interest to waive foreclosure under State law, the Treasurer and Town Manager shall make the recommendation to the Board prior to the foreclosure date, ensuring that the Treasurer will have the opportunity to file the waiver of foreclosure prior to the date of foreclosure.

### **III. Upon Foreclosure**

- A. Authority for administration of lien-acquired property is delegated to the Town Manger, who shall evaluate each property to determine its best use. The Town Manger may forward the list of acquired properties to all Department Heads to determine if there is any potential public use for the acquired properties. Each department will submit a memorandum outlining any potential uses for lien-acquired parcels within five (5) business days of receiving the notice.
  
- B. Given the risk of loss or damage to the lien-acquired property, appropriate kinds and amounts of insurance coverage on the property will be obtained to protect the Town interests against those risks. The Town shall not be obligated in any way to protect the interest in the lien-acquired property for any other party.
  
- C. Unless the Town Manger deems it is not in the best interest of the Town, the Town Manger shall cause to be prepared a statement of all charges owed to the Town by the former property owner for any property within the jurisdiction of, or assessed by, the Town. The statement, which will include charges stated in the lien as well as fees, charges, penalties, and costs of all actions taken by the Town in its efforts to collect the amounts owed, will be sent to the former property owner along with an agreement to purchase the property.
  
- D.
  - 1. The Town may, in its sole discretion, provide notice by certified mail or regular mail to the former property owner, any mortgage holder(s), other lien creditors, and secured parties, that title to the property has transferred to the Town as a result of the lien foreclosure.
  - 2. If the former property owner fails to execute the agreement to purchase the property within thirty (30) days of receipt of the statement outlined in subsection C above, or fails to perform in accordance with such agreement, the Town Manager shall request and the Board shall make a final determination on the disposition of the property.
  - 3. It is hereby understood that this policy shall not obligate the Town to allow the former owner(s) to repurchase the property; an no action of the Town pursuant to this policy shall be deemed to set precedent with respect to any other past, present or future foreclosure or property disposition by the Town. No agreement to repurchase the property shall be more than six (6) months in duration.

### **IV. Disposition**

- A. Responsibility for the decision as to disposition of all lien-acquired property rests with the Board.

Revised March 19, 2019

Revised November 21, 2023

Revised August 20, 2024



- B. The Town Manager shall request, and the Board shall provide, a final determination on disposition of each property acquired through the foreclosure of a tax or sewer lien.
- C. Notwithstanding the provision of this policy, the Board may, in its sole discretion:
1. Allow the Former Owner to purchase title to the property;
  2. Establish title, take possession, and convert the property to Town use; or
  3. Dispose or arrange the disposal of any lien acquired property in accordance with the sale process outlined in 36 M.R.S. §943-C.
- D. If the Board elects to sell lien-acquired property to anyone other than the Former Owner, the Board will follow the sale process in 36 M.R.S. § 943-C, summarized below:
1. At least 90 days prior to listing property for sale, the Town must send a written notice using the form provided by Maine Revenue Services to the last known address of the "Former Owner" informing them of the right to require the sale process in 36 M.R.S. § 943-C. Notice must be delivered in two ways:
    - i. U.S. Postal Service First Class Mail
    - ii. U.S. Postal Service Certified Mail
  2. If the Former Owner files a written demand within 90 days after notice provided in subsection 1 above, the Town must list the property for sale with a real estate broker licensed in Maine. The broker may not hold an elected or appointed office in the Town nor be employed by the Town.
  3. The Town must sell the property via quitclaim deed to the successful buyer at:
    - i. The highest price at which the property is able to sell; or
    - ii. The price at which the real estate broker anticipates the property to sell within 6 months after listing.
  4. If the Town is unable to list or sell the property as required above, or if the Former Owner does not file a written request for the special sale process described in Subsection 3, the Board may decide to sell the property in any manner authorized.

E. Return of Proceeds From the Disposition of Tax-Acquired Property

1. Any excess proceeds from the sale of tax-acquired property must be paid to the Former Owner.
2. Excess Proceeds to be returned to the Former Owner is the amount of sale proceeds remaining after the Town deducts the following amounts (*See* 36 M.R.S. § 943-C(3)(C)):
  - i. All taxes owed on the property;
  - ii. Property taxes that would have been assessed on the property after foreclosure while the property was owned by the Town;
  - iii. All accrued interest;
  - iv. Fees, including property listing and real estate broker's fees;
  - v. Any other expenses incurred by the Town in selling or maintaining the property, including, but not limited to, an administrative fee equal to 10% of the property taxes owed and reasonable attorneys' fees;
  - vi. The Town's lien and foreclosure process costs, including but not limited to, reasonable attorneys' fees; and
  - vii. Unpaid sewer, water or other utility charges and fees imposed by the Town.

**NOTICE OF PROPERTY TAX ASSESSMENT REVIEW**

11a

08/05/2024



LTV Wiscasset, LLC.  
P.O. Box 459  
Hayden, CO 81639

**PROPERTY REVIEWED**  
Map R04 Lot 2-007 RE Acct # 27

**CURRENT ASSESSED VALUE**  
Land Value: \$ 0 Building Value: \$ 21,500  
Homestead Exemption: \$ 21,500

**FINDINGS**

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

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

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

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

**Land Value: \$ 0 Building Value: \$ 21,500**  
**Homestead Exemption: \$ 0**

Supplement will be recommended for: **\$ 366.51.**

Remarks: Upon further review, this MH was not assessed for this 2023 Tax Commitment in error. It was receiving Homestead Exemption which resulted in no Property Tax. Assessment is adjusted and Supplement is recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely,

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



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# Town of Wiscasset

## Office of the Town Manager

August 20, 2024

To: Wiscasset Select Board

Ref: Town Manager's Report

We have received word from Simon Thorne of Consolidated Communications that the grant we partnered with them to expand broadband services in Wiscasset has officially been awarded. Once the grant contract is received, it will be placed on an agenda for your approval.

The town's law firm has reviewed and edited the contract from RJD Appraisal for the approved revaluation. I am asking you to authorize me to sign the agreement.

Richard Petron and Ben Nichols have applied for a business license to operate a take-out pizza establishment at 493 Gardiner Road. All other local approvals have been issued, and I recommend that their license be approved. (This is the location of the cannabis store)

We have a request from the airport committee to change the ordinance to allow a non-resident member to vote. Sometimes trying to change the simplest things gets you down rabbit holes. I had a couple of discussions with MMA legal regarding the airport committee's request. According to MMA, unless you have a town charter dictating otherwise, under Maine law, the only qualifications necessary to an appointed or elected municipal position are that a person must be a U.S. citizen, Maine resident, and 18 years of age or older. (There are more requirements for select boards and school boards.) Thus, it is perfectly legal for non-residents to serve on a town committee, and an ordinance restricting non-residents from serving on town committees is technically unenforceable. There could be valid reasons to appoint a non-resident to a committee/board. Steve Williams is a good example. He brings many years of aviation experience to the airport committee. I feel that the simplest way to deal with the issue is to allow the select board to exercise their authority over committee/board appointments and remove any language from our ordinances that refer to non-residents. If the select board does not feel a non-resident brings anything to the town, do not appoint them. MMA feels that having non-voting members, other than alternates, could also pose a legal issue (particularly with a committee/board that acts in a quasi-judicial role), so I recommend removing any language restricting voting, other than alternates. The recommended changes are summarized:

Wiscasset Ordinance Article IV Port and Harbor remove section 1.2.4:

~~1.2.4 Not more than one (1) non-resident of the Town of Wiscasset may serve as a member. Non-resident members shall not have voting privilege. [6-16]~~

Wiscasset Ordinance Article I Town Officials Airport Committee remove a portion of 7.1.1:

~~7.1.1 The Wiscasset Airport Committee (hereafter referred to as the Committee) shall consist of five members with not more than one (1) non-resident member. Non-resident members shall not have voting privileges.~~

Wiscasset Ordinance Article I Town Officials Planning Board remove section 4.2.6:

~~4.2.6 Not more than one (1) non-resident of the Town of Wiscasset may serve as a member.~~

Wiscasset Ordinance Article I Town Official Budget Committee remove portions of section 2.1:

~~2.1 The Wiscasset Budget Committee (hereinafter "the Committee") shall be appointed by the Selectboard and consist of 9 members, serving staggered terms of three years, all of whom shall be legal residents of Wiscasset. In the event of a vacancy in the membership or if any member of the Committee during his or her term of office shall die, become incapacitated, resign, cease to be a resident of Wiscasset, or fail to serve, such failure to be determined by~~

decision of the Selectboard upon report of 4 members of the Committee, the Selectboard shall promptly appoint a person to serve until the expiration of that person's term. [3-77, 6-24]

**Wiscasset Ordinance Article I Board of Appeals remove a portion of section 5.2.1**

**5.2.1 The Board shall be appointed by the Selectboard and shall consist of five (5) members and two (2) alternate members, all of whom shall be legal residents of Wiscasset serving staggered terms of three (3) years. Alternate members shall attend all meetings. The Board shall elect annually a Chairperson and Secretary from its membership. The Secretary shall keep the minutes of the proceedings of the Board which shall show the vote of each member upon each question. All minutes of the Board shall be public records. A quorum shall consist of four (4) members. [3-75, 3-86, 3-99]**

During your July 16<sup>th</sup> meeting, you asked me to draft a policy to better deal with overnight parking, basically camping, at the waterfront. I have looked at a few other towns and created a policy prohibiting overnight parking of occupied vehicles on town ways and parking areas., with an exception for the waterfront parking area. I agree with the overall concept of not allowing our parking areas and roads to become campgrounds and do not feel that an exception should be made for the waterfront. Public works does not need more trash to collect, nor do we need to spend more cleaning and stocking the bathrooms. We have a campground in town and should not be competing with them. Additionally, there is a rest area on Rt 1 north of town. Just my two cents worth.

On May 15th, 2024, after Bruce Engert's unfortunate passing, the select board agreed to appoint George Chase as a temporary code enforcement officer. We advertised the position but did not receive any applications by the application deadline. George has expressed his desire to take the position permanently. I recommend that the board appoint George as permanent CEO.

I have asked our attorney to review and revise our Policy on Lien Acquired Property to ensure it complies with recent changes in Maine law. The revised version is ready for your approval.

I am pleased to announce we have received a \$9,786 dividend check from the Maine Municipal Association because of our good performance and loss prevention efforts. The association manages three self-funded pools for municipal and quasi-public entities in Maine: The Workers Compensation Fund (established in 1978), The Property & Casualty Pool (formed in 1987), and The Unemployment Compensation Fund (formed in 1978). These programs are overseen by governing boards of elected and appointed municipal officials. This year, more than 83% of program participants received dividends for their effective risk management practices and favorable loss experience. Specifically, the Workers Compensation Fund distributed nearly \$725,000 in dividends, while the Property and Casualty Pool paid out almost \$600,000. In total, over \$1.3 million was returned directly to Maine Municipal Association members. Since 1997, the association has consistently provided dividends, resulting in over \$28 million returned to participating members.

The Old Ferry Road project is in the home stretch. All of the jersey barriers have been removed, and the guardrails have been installed. Paving is set to begin on Monday, August 19<sup>th</sup>. The project should be substantially by Friday the 23<sup>rd</sup>.



date: 03-28-2024

returning vendor (y/n)

### TOWN OF WISCASSET

#### Pier Vendor Permit Application

**COPY**

APPLICANT NAME: RONALD LEEMAN

BUSINESS NAME: FORGOTTEN RECIPIES

MAILING ADDRESS: PO BOX 1126 WISCASSET ME 04578

PHONE NUMBER: \_\_\_\_\_ CELL: (563-5297)

EMAIL: N/A

PERMIT PER EACH SPOT: (Operating: May – Oct /calendar year) \_\_\_ Building foot print \$5/ sq foot or \_\_\_ and additional requested space: \$3/ sq ft.

\_\_\_ Winter storage: \$400

\_\_\_ Business license

\_\_\_ Insurance

\_\_\_ I REQUEST ELECTRICAL SERVICE, see Pier Policies for details

RETURNING VENDOR with NO CHANGES TO BUSINESS [Signature] submit with \$30 fee  
initial here

\_\_\_ EVENT PERMIT DATE(S) \_\_\_\_\_

\_\_\_ DAY USE PERMIT \$35: DATE(s): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Rec 03-28-2024 @ Pd \$1000.-

- ATTACH A CERTIFICATE OF INSURANCE, NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- ATTACH A PHOTO OR SKETCH OF THE PROPOSED STRUCTURE, with measurements.
- INCLUDE \$30 APPLICATION FEE. SUBMIT TO THE TOWN OFFICE, Attn: Administrative Assistant

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

*M. [Signature]*  
Signature

03-28-2024  
Date:

Permit fee	<u>30.-</u>	Office use only
Building foot print ( \$5/ sq ft)	<u>120.- x 5 (600.-)</u>	
Additional space (\$3/sq ft, May- Oct only)	_____	
Winter Storage Fee( \$400)	<u>400.-</u>	
Electric Deposit \$100	<u>100.-</u>	
Total amount	<u>1130.-</u>	
Application complete	_____	other documentation _____

Recommended  Not Recommended \_\_\_\_\_ by Waterfront Committee 8/13/2024

Approval Date \_\_\_\_\_

Approved by \_\_\_\_\_  
Wiscasset Select Board

Approval Date \_\_\_\_\_ Expiration date \_\_\_\_\_

Notes: \_\_\_\_\_

\* Customer paid \$ 1000.-

03-28-2024 @

\* OWES \$ 130.-

Returning Pier Vender Permit Renewal  
2024 Season

Contact: Shawn Brown  
Business: Optionz ATM  
Address: 5 Buckthorn Circle  
Saco, ME 04072

 **COPY**

Phone: 207 229 6319  
Email: sbrown090803@gmail.com

Rental Space Size: 9 <sup>(3x3)</sup> ~~8~~ <sup>14</sup> footprint Fee: \$45 ✓

Electric Service: Yes, I request electrical service: \$100 ✓

Description: ATM Services

- ATTACH A CERTIFICATE OF INSURANCE NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- INCLUDE \$30 APPLICATION FEE. SUBMIT TO THE TOWN OFFICE. Attn: Administrative Assistant / 51 Bath Rd. / Wiscasset, ME 04578.

Pol 04/16/2024

This is a renewal of a previously rented space. By signing below I acknowledge that I have reviewed this renewal application and have marked any changes needed.

Initials: SB

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

Shawn Brown 4-11-24  
Signature Date

Office Use Only  
Approved by Waterfront Committee on 8/13/2024



Recommended to Selectboard Meeting Date \_\_\_\_\_

Approved by Selectboard \_\_\_\_\_

On meeting date \_\_\_\_\_

*OWE*  
*145-*



Town of WISCASSET

----- Receipt -----

\*\*\* REPRINT \*\*\*

04/10/24 3:03 PM ID: SAM #6055-1

TYPE----- REF--- AMOUNT

PIER VENDORS

PERMIT

30.00

Total: 30.00+

Paid By: OPTIONZ ATM

Remaining Balance: 0.00

Signature

*Paid By Bone*

Credit/: 31.00

MasterCard - 30.00

Portal Charge - 1.00