

MEETING NOTICE

The Wiscasset Board of Selectmen, Board of Assessors & Overseers of the Poor will meet Tuesday, July 16, 2013 **at 6:00 pm** in the Municipal Meeting Room.

AGENDA

1. Call the meeting to order.
2. Pledge of Allegiance to the Flag of the United States of America.
3. **6:00 pm – Discussion of new Road Ordinance with Ordinance Review Committee.**
Motion: At Selectmen's Discretion.
4. Approval of Treasurer's Warrant: July 9, 2013 and July 16, 2013.
5. Approval of Minutes: July 2nd, 2013.
6. Special Presentations or Awards:
7. Appointments:
8. Public Comment on Non-Agenda Items:
 - a. At each regular Selectmen meeting, there will be time devoted to any resident, taxpayer, or, in the case of an organization, an authorized representative of a resident or taxpayer, of the Town of Wiscasset to address the Selectmen regarding any item that is not on the agenda for that meeting. Comments will be limited to five minutes per person. There will be a 30-minute maximum for this section.
9. Department Head or Committee Chair Report:
10. Unfinished Business:
 - a. Discussion of Conservation Commission document regarding the Montsweag Brook Parcel.

Motion: At Selectmen's Discretion.

- b. Executive Session to discuss labor negotiations

Motion: The Board of Selectmen to go into Executive Session Pursuant to Title 1, Maine Revised Statutes, Section 405(6)(D), for the purpose of discussing labor contracts with the support unit.

- c. Discussion of Department Budgets for the September 10th special election.

Motion: To authorize a special election on September 10th with the following warrant articles and amounts:

1. Additional 3/12 article;
2. Planning budget \$ _____
3. Code Enforcement budget
4. Assessment/Human Resources budget \$ _____
5. Transfer Station budget \$ _____
6. Contingency budget \$ _____
7. Capital Items
 - a. Road and Sidewalk Repair - \$121,384
 - b. Fire Truck Repairs \$55,000
 - c. Public Works Truck - \$55,00
 - d. Municipal Generator - \$33,000
 - e. Wastewater Pump Repairs - \$13,500
 - f. Municipal Building Roof Repairs - \$35,000

- d. Opening of Bids for Waste Water Treatment Chemical Feed Pumps

Motion: To authorize the Town Manager to award the bid to the lowest qualified bidder.

- e. Discussion of Draft Tax Acquired Policy

Motion: At Selectmen's Discretion.

11. New Business:

- a. Maine Municipal Association Election

Motion: To submit a ballot for the proposed slate of officers.

- b. Set special Selectmen's Meeting on July 23rd to sign the election warrant and the Treasurer warrant.

Motion: To set a special Selectmen's meeting on July 23rd at ___ pm.

12. Town Manager's Report:

- a. Reminder of Special August Meeting dates due to the Wings Over Wiscasset Event. New meeting dates August 13th and August 27th
- b. Request to inspect Dresden Fire Vehicles
- c. Request from Town of Farmington.
- d. General update.

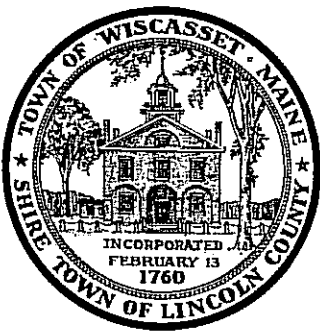
13. Other Business

- a. None.

14. Adjournment.

Future Meetings, Workshops and Events.

July 18	Chamber of Commerce	7:30AM
July 22	Planning Bd	7:00PM
July 24	Conservation Committee	6:00PM
July 31	LCCR	6:00PM
August 1	Chamber of Commerce	7:30AM
August 5	Cemetery Committee	4:00PM
August 6	Wings Over Wiscasset @ Airport gates open 9:00AM	
August 8	DMV Mobile Unit	9:00AM-3:30PM
	Waterfront Committee	6:30PM
August 12	ORC	5:00PM
	Planning Board	7:00PM
August 13	Women's Business Center	8:30AM-9:30AM
	Quickbooks Workshop	10:00AM-noon
	Selectmen's Meeting	7:00PM



Office of Planning & Codes

3.

TO: Wiscasset Selectboard
FROM: Misty Parker, Town Planner
CC: Town Manager, ORC, Planning Board
DATE: July 10, 2013
SUBJECT: ORC Recommended Road Ordinance

Last February the ORC and PB met with you to discuss challenges with private roads and the lack of detailed standards to address challenges the municipality faces. In summary, the Town currently lacks requirements for how private roads are developed and maintained. Historically, outside of the subdivision review process, the Town has played no role in private road development. This challenge has led to a number of private residential roads with ongoing maintenance issues and increasing impacts from new residential development.

A number of issues evolve when private roads are not properly built, impacting the town. Roads are often created outside of subdivisions when residents divide parcels for family members and "share driveways". Once two developed lots share a driveway 911 standards require the driveway be named as a road. In many cases, more lots along the driveway are created for family members or sale over long periods of time leaving new residents purchasing houses on named roads that were never constructed for roadway traffic. With the increased traffic on the existing drive and lack of maintenance agreements to properly care for the road, residents find the road starts to deteriorate and becomes a significant issue.

Roads in disrepair can cause damage to emergency vehicles when responding to calls from residents or limit their ability to access emergency situations. Roads not properly constructed can lead to runoff and soil erosion, as well as polluting important water bodies and natural resources within the town. Property owners who purchased property on private roads unaware roads were not constructed properly or maintained often look to the Town for assistance when in trouble.

Dealing with private road challenges after the fact is nearly impossible for the Town. In order to prevent future situations it is helpful for the Town to have in place standards for all roads to meet ensuring safe, accessible access to properties throughout town.

At the February workshop, the Selectboard agreed there should be detailed road standards for public and private roads and it was agreed that private roads should not need to be built to the same standard as public roads and standards should not be an unnecessary burden to property owners.

The ORC has developed an ordinance that would require a driveway be upgraded to a minimum private road standard when a third house is proposed to be developed sharing the existing drive. This standard would be more relaxed than private roads with four or more dwelling units. When the road accommodates 4-10 houses it will be required to meet the next tier for private road

standards. More than 10 houses will require the road to meet the third tier standard for private roads. This method allows for modest expansion of the road as it develops, making it financially more feasible for the property owners. Additionally, the ordinance also identifies standards for public roads. If a road was proposed to be considered for public adoption it would be required to be built to this standard and be accepted by the town legislative body.

Existing non-conforming roads would be required to be brought into compliance to the greatest extent possible before any additional development was to occur on the road.

The ordinance lays out a process for application that covers the general basics for consideration in road construction. The Planning Board would be required to review and approve all applications for proposed roads or road upgrades. Applications would also be reviewed by the Road Commissioner, Fire Chief, and Police Chief for comments. Any roads proposed to be considered as public would require the applications to be reviewed for comment by the Selectboard as well. The ordinance does provide some flexibility to the Planning Board to grant waivers when appropriate.

Tuesday's workshop will provide an opportunity to discuss the ordinance in detail and allow you to provide specific feedback to the ORC on the proposed ordinance as written. The ORC has worked hard to develop an ordinance that is fair, reasonable, and economical to property owners while also protecting the town and residents from future costly issues.

ROADS

1. Applicability

A. New Construction, expansion or lengthening:

- (1) These provisions shall apply to the construction, expansion and lengthening of all roads and driveways within the Town of Wiscasset but shall not apply to roads constructed and used for the purpose of forest and natural resource management. Such roads must satisfy the design and construction standards of this ordinance before they may be used for other purposes such as residential development.
- (2) A new road may be accepted by the Town of Wiscasset only if it fully satisfies all municipal street design and construction standards in Section 3 and, in addition, is proposed and approved for acceptance by the Town Meeting.
- (3) A driveway need only meet the requirements of section 3.H.

B. Alterations: Alterations, widening and improvements shall be consistent with Section 3.

C. Existing non-conforming private roads: Before a building permit is issued, existing non-conforming roads shall be made to conform to the provisions of this ordinance to the maximum extent possible as determined by the Planning Board when:

- (1) one or more new lots are proposed to be accessed by the road; or
- (2) a new non-residential use or a change to an existing non-residential use will generate ten (10) or more additional vehicle trips per day. For the purpose of computing vehicle trips per day, the applicant shall use the latest edition of "Trip Generation" published by the Institute of Transportation Engineers.

2. Application Procedures

Prior to the construction, expansion, lengthening or improvement of any road an application shall be submitted to the Planning Board at least 10 (ten) days prior to a scheduled meeting of the Board. Ten (10) copies of the complete application including maps and drawings and any attachments are required for approval. All dimensions shall be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch (preferably forty (40) feet to the inch). The application shall also include one 11" x 17" copy of each plan. The application and accompanying materials shall include the following information:

A. Submission Requirements

- (1) Names of applicants, owners of land for the location of the proposed road or, in the event of an existing road, the name of the existing road.

7-16-13 ORC Recommended Final Draft

- (2) A statement of any legal encumbrances on the land for the location of the proposed road.
- (3) The anticipated starting and completion dates of each major phase of construction.
- (4) A statement indicating the nature and volume of traffic anticipated on an average daily basis.

B. Plans

Detailed construction drawings shall be submitted showing a plan view, profile and typical cross-section of the proposed roads and existing roads within 300 feet of any proposed intersection. The plans shall include the following information:

- (1) Date, scale and magnetic or true north point.
- (2) Intersections of the proposed road with existing roads.
- (3) Roadway and right-of-way limits including edge of pavement, edge of shoulder, sidewalks and curbs.
- (4) Kind, size, location, material, profile and cross-section of all existing and proposed drainage structures and their location with respect to the existing natural waterways and proposed drainage ways. Such structures shall be designed and sized in accordance with a stormwater management plan prepared by a registered professional engineer.
- (5) Complete curve data shall be indicated for all horizontal and vertical curves.
- (6) Turning radii at all intersections.
- (7) Centerline gradients.
- (8) Locations of all existing and proposed overhead and underground utilities including, but not limited to, water, sewer, electricity, telephone, lighting and cable television.
- (9) Location, width, typical cross-section, grades and profiles of all proposed streets and sidewalks.
- (10) A soil erosion and sedimentation control plan in conformance with the requirements of Article VII.3.B(3)(b)(5).
- (11) For roads to be located within the watershed of a great pond, a phosphorous impact plan as further described in Article VII.3.B(2)(b)(24) and Article VII.5.A(15).
- (12) For a road which is to remain private a plan setting forth how the road and associated drainage structures are to be maintained. Responsibility for road maintenance may be assigned to a lot owners association or to lot owners in common through provisions included in the deeds for all lots which utilize the private road for access. The applicant shall submit appropriate legal documentation such as proposed homeowners association documents or proposed deed covenants for Board review.

This documentation must address specific maintenance activities such as summer and winter maintenance, long term improvements and emergency repairs and include a mechanism to generate funds to pay for such work.

(13) Locations of wetlands, streams, floodplains and shoreland zones.

(14) Proposed turnaround, if applicable.

C. Municipal Review

Upon receipt of plans for all proposed roads or lengthening, expansion or improvement of an existing road, the Board shall forward copies to the Road Commissioner, Fire Chief, Police Chief and the Town's consulting engineer, if any, for review and comment. For proposed public roads or for lengthening, expansion or improvement of existing public roads, a copy shall also be forwarded to the Board of Selectmen. Where the applicant proposes alterations within existing public roads, the proposed design and construction details shall be approved in writing by the Road Commissioner or the Maine Department of Transportation (MDOT), as appropriate.

D. Road Within a Proposed Subdivision

Plans for a road proposed as part of a subdivision shall be submitted to the Board as an integral part of the subdivision application. The subdivision application and plans shall conform to the full provisions of this section as well as Article VII.

E. Application Fee

The application to construct, expand, lengthen or improve a road shall be accompanied by a fee as established in the Town Fee Schedule as revised from time to time by the Board of Selectmen and payable by check to the Town of Wiscasset, Maine with a note indicating the specific purpose of the fee. The application shall not be placed on the agenda for a Board meeting until such fee has been paid.

F. Application Review

The schedule for review of a road or lengthening of an existing road proposed as part of a subdivision shall be as described in Article VII. For all other proposed roads or lengthening of existing roads, the following shall apply.

- (1) At its first meeting following submission of the application, the Planning Board shall review the application and determine whether it is complete, including receipt of all fees, and hear any request for waivers pursuant to Section 8. If the application is incomplete, the board shall inform the applicant of the specific additional material needed to complete the application. The Planning Board shall review the additional material at its next regularly scheduled meeting if it is submitted by the close of business on the Monday prior to said meeting and determine whether the application is then complete.
- (2) If the application is determined to be complete, the Board shall instruct the applicant to notify abutting property owners by mail of the pending application. This notice shall

indicate the time, date and place of the Planning Board consideration of the application. The Planning Board shall also determine whether to hold a public hearing on the application. If a public hearing is held, it shall take place within thirty (30) days of the Planning Board's determination that the application is complete. This deadline may be extended by mutual agreement of the Board and the applicant, either in writing or orally, on the record at a public meeting.

Notice of the time, place and date of such hearing shall be sent by the applicant not less than ten (10) days before the hearing to the town and to owners of property within 250 feet of the properties involved. Property owners shall be those listed in the most recent tax records of the Town of Wiscasset. Notice shall also be published by the town at the applicant's expense in a newspaper of general circulation in the Town of Wiscasset at least two times, and the first date of the publication shall be at least seven (7) days prior to the public hearing. Failure to receive notice shall not invalidate the public hearing held.

- (3) Within sixty (60) days of the completed application being placed on the Planning Board agenda if no public hearing is held, the Planning Board shall reach a decision on the application and shall inform, in writing, the applicant, the Code Enforcement Office and municipal officers of its decision and the reason thereof. This time period may be extended by written mutual agreement of the Planning Board and the applicant. If a public hearing is held, a decision shall be made no later than the next regularly scheduled Planning Board meeting following the hearing.

G. Acceptance of Public Road

Approval by the Board of a proposed public road shall not be deemed to constitute nor be evidence of acceptance by the Town of said road. Acceptance of a road as a Public Road requires an affirmative vote of acceptance by a Town Meeting.

3. Road Design Standards

These design standards shall be met by all proposed roads and the expansion or lengthening of existing roads.

A. Through Traffic

Roads shall be designed to discourage through traffic on minor roads within a subdivision.

B. Location Within Right-of-Way

Every traveled way shall be centered in the right-of-way. The Board may waive this requirement in writing if it finds that physical conditions prevent the traveled way from being centered in the right-of-way.

C. Existing Narrow Roads

- (1) Where a subdivision borders an existing narrow road not meeting the width standards of this Ordinance or when the Comprehensive Plan indicates plans for realignment or widening of a road that would require use of some of the land of a subdivision, the plan shall indicate reserved areas for widening or realigning the road marked "Reserved for

Road Realignment (Widening) Purposes". Land reserved for such purposes may not be included in computing lot area or setback requirements of the Zoning Ordinance.

- (2) If the existing public right-of-way is less than 50 feet, the improved right-of-way shall include easements widened to a minimum of 50 feet at the expense of the applicant.

D. Two Road Connections

Two road connections are required for any proposed road or lengthening or expansion of an existing road that could result in more than 200 vehicle trips per day due to a specific development proposal or on the basis of the amount of available road frontage. Such road connections shall be with existing public roads, roads shown on an Official Map, or roads on an approved subdivision plan for which performance guarantees have been filed and accepted. The applicant may agree in writing, subject to Board approval, to limit the scope of the development to ensure that there will be fewer than 200 vehicle trips per day until such time as a second road connection is developed. For purposes of computing vehicle trips per day, the applicant shall use the latest edition of "Trip Generation" published by the Institute of Transportation Engineers.

E. Road Design Standards

The standards applicable to new public and private roads are presented below. In addition to these design standards, the design of the turn-around for dead end roads shall be approved by the Road Commissioner and Fire Chief. Such turn-around shall be capable of accommodating the largest emergency vehicle requiring access. The Board may require the reservation of a 20-foot easement in line with the road to provide continuation of pedestrian traffic or utilities to the next road. The Board may also require the reservation of a 50-foot easement in line with the road to provide continuation of the road where future subdivision is possible. At no time shall a turn-around be incorporated into a private driveway, road or other access.

Description	Road Design Standards			
	Type of Road			
	Arterial Road	Collector Road ⁽¹⁾	Minor	Private
Minimum Right-of way Width	80'	60'	50'	50'
Minimum Traveled Way Width	32'	24'	20'	20'
Sidewalk Width	N/A	N/A	N/A	N/A
Minimum Grade	.5%	.5%	.5%	.5%
Maximum Grade	5%	6%	8%	10%
Minimum Centerline Radius	500'	230'	150'	150'
Minimum Tangent between Curves of reverse alignment	200'	100'	50'	N/A
Roadway Crown	1/4"/ft	1/4"/ft	1/4"/ft	1/4"/ft
Minimum Angle of Road Intersections(2)	90°	90°	75°	75°
Maximum Grade within 75 ft. of Intersection	2%	2%	2%	N/A
Minimum Curb Radii at Intersections	30'	20'	15'	15'
Minimum ROW Radii at Intersections	20'	10'	10'	10'
Minimum Width of Shoulders (each side)	5'	5'	5'	3'

(1) A private road which will serve fewer than 4 residences shall have a minimum traveled way of 14 feet plus two 2-foot shoulders and a maximum grade of 12%. A private road which will serve 4-10 dwelling units will have a minimum traveled way of 18 feet plus two 3-foot shoulders and a maximum road grade of 12%. The number of residences shall not exceed the maximum number of residences based on travel way unless the travel way is widened pursuant to the provisions of §170-54.

(2) Road intersection angles shall be as close to 90° as feasible but no less than the listed angle.

F. Grades, Intersections and Sight Distances

- (1) Grades of all roads shall conform in general to the terrain so that cut and fill are minimized while maintaining the grade standards above.
- (2) All changes in grade shall be connected by vertical curves in order to provide the following minimum stopping sight distances based on the road design speed.

Design Speed (mph)	20	25	30	35
Stopping Sight Distance (ft)	125	150	200	250

Stopping sight distance shall be calculated with a height of eye at 3½ feet and the height of object at 4½ feet.

- (3) Where new road intersections or driveway curb-cuts are proposed, sight distances, as measured along the road onto which traffic will be turning, shall be based upon the posted speed limit and conform to the table below.
- (4) Sight distances shall be measured from the driver's seat of a vehicle resting on that portion of the exit with the front of the vehicle a minimum of 10 feet behind the curbline or edge of pavement, with the height of the eye 3½ feet, to the top of an object 4½ feet above the pavement. Required sight distances may be reduced upon recommendation of the Road Commissioner if he determines that the reduction will not significantly impact public safety, the sight distance is maximized to the greatest extent possible, and there is no feasible alternative location. In making this determination, the Road Commissioner may consult the Maine Department of Transportation.

Posted speed (mph)	20	25	30	35	40	45	50	55
Sight distance (ft)	155	200	250	305	360	425	495	570

- (5) The Planning Board may require up to 50% greater sight distances when at least 30% of the traffic using the driveway will be vehicles that have a greater length, width or turning radius and/or lesser acceleration capacity than standard passenger vehicles or small trucks. Where necessary, corner lots shall be cleared of all growth and sight obstructions, including ground excavation, to achieve the required visibility.
- (6) Cross (four-cornered) road intersections shall be avoided insofar as possible, except as shown on the Comprehensive Plan or at other important intersections. A minimum distance of 200 feet shall be maintained between centerlines of side roads.
- (7) The minimum spacing between new roads, and existing intersections shall be 100 feet for un-signalized intersections and 125 feet for signalized intersections.

G. Road Construction Standards

(1) The following are minimum thicknesses after compaction.

Road Materials	Minimum Requirements			
	Arterial	Collector	Minor	Private Road
Aggregate Sub-base Course (maximum sized stone 4")	18"	18"	18"	12"
Crushed Aggregate Base Course	4"	3"	3"	3"
Hot Bituminous Pavement				
Total Thickness	3¼"	2½"	2½"	
Surface Course	1½"	1"	1"	
Base Course	1¾"	1½"	1½"	

(2) Bases and Pavements

(a) The aggregate sub-base course shall be sand or gravel of hard durable particles free from vegetative matter, lumps, balls of clay and other deleterious substances. The gradation of the part that passes a 4 inch square sieve shall meet the following grading requirements:

Sieve Designation	Percentage by Weight Passing Square Mesh Sieves
¼ inch	25-70%
No. 40	0-30%
No. 200	0-7%

(b) Aggregate for the sub-base shall contain no particles of rock exceeding 6 inches in any dimension. The aggregate base course shall be sand or gravel of hard durable particles free from vegetative matter, lumps, balls of clay and other deleterious substances. The gradation of the part that passes a 3-inch square mesh sieve shall meet the following grading requirements:

Sieve Designation	Percentage by Weight Passing Square Mesh Sieves
½ inch	45-70%
¼ inch	30-55%
No. 40	0-20%
No. 200	0-5%

- (c) Aggregate for the base shall contain no particles of rock exceeding 2 inches in any dimension.
- (d) Pavement Joints. Where pavement joins an existing pavement, the existing pavement shall be cut along a smooth line and form a neat, even vertical joint.
- (e) Pavements. Minimum standards for the base layer of pavement shall be the MDOT specification for plant mix grade B. Minimum standards for the surface layer of pavement shall meet the MDOT specifications for plant mix grade C.

H. Driveways

(1) Driveway openings.

- (a) Before construction begins, an approved road entrance permit shall be obtained from the municipal offices. Failure to do so shall result in fines, plus the required permit cost or removal of the driveway and/or cost of upgrading the area to meet the town's ordinances.
- (b) Driveways should intersect a public way at an angle of as near to 90° as the site conditions will permit, and in no case shall the entrance be less than 60°. The sight distance standards in Section 3.F(4) shall apply to driveway openings.
- (c) Along Route 1 between the Woolwich town line and Bradford Road direct access to Route 1 shall be limited to no more than one accessway per property unless adjacent properties share an accessway in which case a property may have one dedicated access and one shared access to Route 1.

(2) Area of a driveway. Driveways entering or crossing a gravel shoulder of a paved way shall be paved from the edge of the travel lane pavement, crossing the shoulder to a minimum distance of two feet into the driveway beyond (inward of) the shoulder.

- (a) Driveway openings into any way shall have a culvert or other approved method necessary to maintain roadside drainage, if appropriate.
- (b) No single dwelling shall have a driveway width exceeding 20 feet where it enters a public way.
- (c) No commercial structure shall have a driveway width where it enters a public way that exceeds the requirements of Article VIII, Section 9.B(2)(h).
- (d) All driveways shall enter a public way at the level of the edge of the traveled way and shall have a minimum negative slope of 6% to the outer edge of the right-of-way, whichever is greater.

(3) Existing rights-of-way. Where an existing right-of-way is less than the required width, new, additional extensions of the right-of-way shall meet the requirements herein.

(4) Culverts. Whenever the Public Works Department or the Board of Selectmen deems it necessary that a culvert be installed at a driveway or road entrance to a public way, the property owner shall, at his/her expense, install an approved culvert under the

supervision and direction of the Road Commissioner, after which, and with all other requirements met, such culvert shall be maintained by the town.

- (5) Driveway setback from intersections. The minimum setback for driveways is 50 feet for un-signalized intersections and 150 feet for signalized intersections except that at no time will a driveway be located on the radius of the two intersecting roadways.

I. Sidewalks

Any sidewalk constructed shall comply with the Americans with Disabilities Act and meet the following minimum requirements:

- (1) Bituminous Sidewalks. The crushed aggregate base course shall be no less than 8 inches thick. The hot bituminous pavement surface course shall be no less than 2 inches after compaction.
- (2) Portland Cement Concrete Sidewalks. The sand base shall be at least 6 inches thick. The Portland cement concrete shall be 4 inches thick and be reinforced with 6-inch square, no. 10 wire mesh.
- (3) Brick Sidewalks and Concrete Pavers. Base course shall be a 12" Aggregate Subbase Course –Gravel.

4. Additional Improvements and Requirements

A. Erosion Control

The procedures outlined in the erosion and sedimentation control plan shall be implemented during site preparation, construction and cleanup stages.

B. Cleanup

Following road construction, the developer or contractor shall conduct a thorough cleanup of stumps and other debris from the entire road right-of-way. If on-site disposal of the stumps and debris is proposed, the site shall be indicated on the plans and be suitably covered with fill and topsoil, limed, fertilized and seeded.

C. Road Names, Signs and Lighting

Names for all new roads and extensions of existing roads shall be approved by the 911 Addressing Officer. The developer shall reimburse the town for the costs of installing road name, traffic safety and control signs. Road lighting shall be installed as approved by the Planning Board.

5. Certification of Construction

As-built plans for proposed public ways shall be submitted to the Board of Selectmen. Upon completion of road construction and prior to a vote by the Board of Selectmen to submit a proposed public way to the legislative body, a written certification signed by a registered professional engineer shall be submitted to the municipal officers at the expense of the applicant, certifying that the proposed public way meets or exceeds the design and construction requirements of this ordinance.

6. Performance Guarantees

Performance guarantees shall be as described in Article VII Section 4.

7. Inspection

- A. **Notification of Construction:** At least 5 days prior to commencing construction or alteration of a road, the applicant shall notify the Code Enforcement Officer in writing of the proposed commencement date of construction. The Town shall cause inspection to be made either by a professional retained by the Town or, at the Town's discretion, by the applicant's engineer, in order to ensure that all municipal specifications and requirements shall be met during construction. If the Town retains a professional to inspect road construction, the applicant shall be assessed a fee to cover the costs of such inspection.
- B. **Noncompliance with Plan:** If it is found upon inspection of the improvements that they are not being or have not been constructed in accordance with approved plans and specifications, the inspector shall so report to the Board of Selectmen and the Planning Board. The Board of Selectmen shall then notify the applicant and, if necessary, the bonding company, and take all necessary steps to preserve the municipality's rights under the guarantee, security or bond.
- C. **Modification during Construction:** Minor changes in approved plans necessary to address unforeseen field conditions may be approved by the Code Enforcement Officer, provided that any such change does not affect compliance with the standards or alter the essential nature of the proposal. A request for a minor change to an approved plan shall be in writing to the Code Enforcement Officer. In making the determination to approve a minor change to an approved plan the Code Enforcement Officer shall consult with the Road Commissioner and Planning Board Chairman or the Chairman's designee. Any such change shall be endorsed in writing on the approved plan by the Code Enforcement Officer and reported to the Planning Board at its first meeting following endorsement of the change by the Code Enforcement Officer.

8. Waivers

- A. Where the Board makes written findings of fact that there are special circumstances, it may waive portions of the submission requirements, the standards, or other requirements, to permit a more practical and economical development provided the waivers do not have the effect of nullifying the intent and purpose of the Comprehensive Plan, the Zoning Ordinance, or this ordinance.
- B. Where the Board makes written findings of fact that, due to special circumstances, the provision of certain required improvements is inappropriate because of inadequate or lacking connecting facilities adjacent to or in proximity of the proposed road, it may waive or modify the requirement for such improvements, subject to appropriate conditions.
- C. In granting waivers to any of these standards, the Board shall require such conditions as will assure the objectives of this ordinance are met.

- D. When the Board grants a waiver to any of the standards of this ordinance, the Final Plan shall indicate the waivers granted.

Additional definitions

ROAD: A route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material constructed for or created by the repeated passage of motorized vehicles. [3-91]

Roads shall be classified as the following:

- Arterial Road- A road that is functionally classified by the Maine Department of Transportation as an arterial, with controlled access, traffic signals at important intersections and/or stop signs on side roads.
- Collector Road- A road that is functionally classified as a collector by the Maine Department of Transportation, and that collects traffic from local roads and connects with arterial roads.
- Minor Road- A public or private road, other than arterial or collector roads, primarily used for access to abutting properties.
- Private Road- A road serving more than two (2) dwelling units that is privately owned, built, and maintained, but not including a driveway.
- Public Road- A public easement or public way.

Public Easement- An easement held by the municipality for purposes of public access to land or water not otherwise connected to a public way, and includes the rights enjoyed by the public with respect to private ways created by statute prior to July 29, 1976, pursuant to 23 M.R.S.A. § 3012 (2).

WISCASSET BOARD OF SELECTMEN,
BOARD OF ASSESSORS AND OVERSEERS OF THE POOR
JULY 2, 2013

Preliminary Minutes

Tape recorded meeting

Present: Selectmen Vice chair Judy Colby, Pam Dunning, Tim Merry, Chair Ed Polewarczyk, and Jeff Slack, Town Manager Laurie Smith and Budget Committee members Bill Barnes, Bob Blagden, Robert Hanson, Norman Guidoboni, John Merry, and Ray Soule

1. Call to Order

Chair Ed Polewarczyk called the meeting to order at 5:05 p.m.

2. Pledge of Allegiance to the Flag of the United States of America

3. Discussion of Warrant Articles and Department Budgets with Budget Committee

Ed Polewarczyk asked the Budget Committee members to give their position on each article, the reason they have taken that position, how they expect the work to get done and what their recommendations are. The public would then be given a chance to speak followed by the selectmen's comments.

Planner Position:

Laurie Smith said there is no increase in the Planning Budget from last year; there is a \$291 decrease in the department line items, a 2% cost of living increase and a salary adjustment to bring the position to what the market in the area is and for what the job has become.

Budget Committee:

The Budget Committee members with one exception opposed the funding of the planner position because they saw no economic growth in the town and recommended eliminating the position.

Public:

Michelle Peale, Marianmade Farm; Gary Crosby, Wiscasset marketplace; Shari Dunbar, C of C; Dan Sortwell; Frank Barnako; Steve House, Planning Board Chair; Doc Schilke, ORC; Bob Faunce, Lincoln County Planner; Mary Ellen Barnes, LCED; Lester Morse, Planning Board; and Cheryl Rust, Le Garage, spoke in favor of funding the planner position citing Misty Parker's involvement with the Chamber of Commerce, her assistance to local businesses and the need for her knowledge and experience in guiding the ORC and Planning Board.

Select Board:

Jeff Slack said, after hearing the public comments on the planner budget, he recommended putting the budget out to vote again. Pam Dunning cited the accomplishments of the office in addition to working with local business, such as recognizing areas open for development, looking for opportunities for growth, and applying for grants, and said it would be a mistake to eliminate the position. Tim Merry said if there was any change to be made, it would be to change her title considering the many things she does and he recommended funding the position as submitted. Judy Colby said eliminating the funding would be detrimental to the town. She cited the new businesses in town and Misty Parker's work with the town on the Mason Station problem. Ed Polewarczyk said with the current planner, the town is now

business-friendly; and with the diligent work of the planner, the raceway would not have happened. He recommended the same budget number as in the past.

Laurie Smith said in the two years Misty Parker has been in her position she has effected the establishment or growth of 20 businesses . She said when the town makes a decision for a financial reason, such as eliminating the position, the town will not be taking steps toward being business-friendly.

Assessing:

Laurie Smith explained that there was an increase in contractual wage because of a grade level change and although the budget had decreased in several line items, the actual increase was \$7500. The change in grade level recognized additional duties such as Human Resources, 911 addressing, reconciling accounts and acting Town Manager.

Budget Committee:

Bob Blagden said the biggest issue is the increase in wages, which was out of line, and he recommended combining the Assessor's position with the executive secretary position. Committee members agreed.

Public:

Michelle Peale spoke of the assessor's value and in favor of maintaining the current budget figure. Gary Crosby said the 17% raise would be hard to sell but if there is no money, there is no position and he encouraged renegotiating with the union in order to keep the position. Dick Grondin commented on the 17% increase and asked if there were negotiations or offsets. Laurie Smith said in the past when the assessor was acting town manager she received the difference in salary between the two positions but this was eliminated and there was a decrease in health and retirement benefits.

Select Board:

Judy Colby said the salary was negotiated with the union and she doubted the union would renegotiate. She noted that without an assessor, the town would need to employ a lawyer to deal with cases appealed to the County; and added that the town would have to pay \$68,000 to lay off the assessor. Tim Merry said this was a good reason to have an open town meeting where budget items could be changed if people were informed about the give-backs. Pam Dunning said that in the past without an assessor, the board did the assessing without training, which resulted in inequalities. She added that the Town needs someone trained in the software that is used to determine whether abatements are needed. Jeff Slack asked whether the two-step change in pay grade could be done over two years and was told it was negotiable. Ed Polewarczyk said the union negotiations took nine months and some of the raises were only possible because employees had given up medical benefits. The assessor's increase is a result of correcting an inequality over the years in the multiple duties.

Laurie Smith said the raise was fair pay for the position and the increase should have been made over a number of years. A severance package would cost as much.

Transfer Station:

Laurie Smith said the increase in the budget was \$30,000, mostly from the purchase of bags for the Pay as You Throw program.

Budget Committee:

Ray Soule said \$30 per hour for overtime on Saturday was astronomical and suggested having part time people work instead. Bob Blagden said the overtime and part-time salaries were too high, the transfer station was overstaffed and too much money had been spent on equipment. Bill Barnes said other savings could be made by taking care of other towns and everything that comes in could reduce the budget. John Merry's concern was the PAYT and how well educated the public was. Richard Hanson was concerned with the PAYT and the overtime as well as the money spent on a new truck which gives no better mileage. Norm Guidoboni recommended cutting one position by attrition and eliminating overtime.

Public:

Michelle Peale said she was concerned how a cut in hours would affect the townspeople and whether this would result in people leaving trash on the side of the road. Robert Wolfe described the difficulties in dealing with chemicals, needles, etc. and other trash and said it was appalling that people would want to cut positions. The transfer station could not be maintained without the current number of employees. Gary Crosby said attrition is not the way to reduce hours, the Transfer Station should be run efficiently like a business. Constance Schumann said there was some confusion over the PAYT and budget questions on the warrant. Judy Flanagan said it was difficult to know what a no vote meant without a public hearing.

Board:

Jeff Slack, Judy Colby and Tim Merry recommended sending the warrant article back to the public after eliminating the \$30,000 for bags. Pam Dunning agreed, saying experience has shown that cutting staff hours or hours of operation does not work.

15 minute recess

Code Enforcement Officer:

Laurie Smith said there was a 11% salary decrease to \$5500 and a decrease in hours from 34 to 20.

Budget Committee:

Dick Hanson said taxpayers cannot make this decision because the CEO is a union position; the select people have to make a recommendation. Norm Guidoboni recommended a \$3000 stipend for an on-call CEO as needed at \$20 per hour. Bob Blagden and Ray Soule agreed that one person could take care of more than one town. Bill Barnes said a part-time employee should not get benefits.

Public:

Gary Crosby said it is important to have the CEO, whether shared or on a stipend. Karl Olson said a part-time CEO from his experience sometimes means a week's delay and also, since the CEO is an enforcement officer, he needs time to investigate and initiate.

Selectmen:

The selectmen agreed that a new contract could not be negotiated until 2015; under the current contract. pay rate and benefits are stipulated. Pam Dunning pointed out that union and non-union positions could not be combined; the CEO is a union position and the planner position is not.

Laurie Smith said the benefits are prorated; the union wanted full benefits for a part time position, but this was negotiated. She said she budgeted for the worst case scenario with a family benefit package.

Contingency:

Budget Committee:

The Budget Committee recommended that the Contingency amount be reduced to \$30,000. A legal opinion will be needed to determine whether the 3/12 of the budget already approved is added to whatever new number is voted on by the town, or whether the second vote is the total for this budget item.

Board:

Ed Polewarczyk expressed concern that \$30,000 would not be sufficient if the town cannot meet its obligations and mediation or arbitration is necessary. If the assessor's budget is not approved, the Town will need contingency funds to pay off the assessor's benefits.

Capital Improvement:

Budget Committee:

The committee was in favor of listing items separately so that people could vote on them and decide what they wanted to support with their tax money. Bob Blagden took issue with the expense of a Public Works truck; the department has nine pieces of equipment and four drivers.

Public:

Steve Mehrl said the town needs a capital improvement plan that includes roads, vehicles, buildings with value and estimate of life span. If the capital reserve funds are voted again, there must be a vote to accept the funds from the reserve account.

Selectmen:

Pam Dunning said there is a plan and the items on the top of the list were included in the capital improvement funding. She said the list needs to be voted on as a whole to give flexibility in spending the funds. If voted separately, funding for the items that are not approved cannot be spent on other items. The board agreed on one warrant article for capital reserve funds. Tim Merry opposed \$55,999 for fire truck because it was never the expectation that after 25 years it would be repaired and kept running.

Laurie Smith said capital reserve funds are needed for items like roof repair. If voted on as a whole, the \$55,000 for fire truck repairs (which isn't needed) could be spent on something else without affecting the tax rate.

Ed Polewarczyk said the goal of reducing the budget by \$300,000 had been more than met. He thanked the public and Budget Committee for their participation. In order to vote on the budget by September 10, the selectmen will have their final recommendations by July 16; the Budget Committee will meet on July 18 to make its recommendation.

4. Executive Session to discuss personnel and labor negotiations

Ed Polewarczyk moved to postpone the executive session to the end of the meeting. Vote 5-0-0.

5. Approval of Treasurer's Warrant: June 25, 2013 and July 2, 2013

Judy Colby moved to approve the Treasurer's Warrant of June 25, 2013. Vote 5-0-0. Judy Colby moved to approve the Treasurer's Warrant of July 2, 2013. Vote 5-0-0.

6. Approval of Minutes, June 18, 2013

Judy Colby moved to approve the minutes of June 18, 2013 as amended. Vote 5-0-0.

7. Special Presentations or Awards

A. Fourth of July activities: The parade will begin at 10 a.m., staging at 9, Judy Colby, Pam Dunning, Ed Polewarczyk and Jeff Slack will be riding in convertibles, pirates will attack the harbor at noon, family activities will begin at 5 with music and fireworks to follow.

8. Appointments

A. Selectmen to serve as labor negotiation team: Pam Dunning moved to appoint Judy Colby and Ed Polewarczyk to the labor negotiation team. Vote 5-0-0.

B. Senior Center: Jeff Slack moved to appoint Cyndy Lewis, Arlene Polewarczyk, Rudy Rines and Gail Burke as Senior Center Trustees for a term to expire on June 30, 2016. Vote 4-0-1 (Ed Polewarczyk abstained).

9. Public Comment – none

10. Department Head or Committee Chair Report – none

11. Unfinished Business

A. Montsweag Roadhouse sewer agreement: Laurie Smith reported that she had met with Chris Johnson and he is evaluating the draft agreement.

B. Quit Claim Deed for Mabel McAfee Property: Judy Colby moved to authorize a quit claim deed to Glenn McAfee for Map R04, Lot 1. Vote 5-0-0.

C. Tax Acquired Bid for Map U-17, Lot 4B: One bid for the property had arrived after the deadline. It was the consensus of the board to develop a policy for tax-acquired properties before taking further action.

D. Discussion of Draft Tax Acquired Policy: The board discussed three sample policies for dealing with tax acquired properties. Because the Treasurer had been working with delinquent tax payers, receivables had been reduced and it was decided not to give priority to family in the bid process. It is assumed that family members are aware of the situation and could at any time pay back taxes in order to obtain a quit claim deed. It was the consensus that priority would not be given to abutters. The board discussed whether minimum bids should be 25% of assessed value or a minimum of taxes due plus interest and administrative costs. Listing the property with a realtor was discussed as well as the need for a declaratory judgment if sold through a realtor. Only quit claim deeds are given to the

successful bidder under the bidding process. Laurie Smith will bring back a draft policy for the board's consideration.

12. New Business

A. Tax Anticipation Note Bid: The following bids were received:

	<u>As Needed</u>	<u>Lump Sum</u>
The First	1.01%	.99%
Bath Savings Institution	0.79%	0.79%
Camden National Bank	1.02%	1.02%
Norway Savings Bank	1.09%	1.09%

Judy Colby moved (1) That under and pursuant to Title 30-A, Section 5771 of the Maine Revised Statutes, as amended and supplemented, there be and hereby is authorized the issuance of a \$3,000,000 principal amount Tax Anticipation Note of the Town in anticipation of the receipt of taxes for the municipal fiscal year which commenced July 1, 2013 and ends June 30, 2014.

(2) That said Note shall be dated July 12, 2013, shall mature on June 30, 2014, shall be signed by the Treasurer and countersigned by the Chairman of the Board of Selectmen, shall bear interest at the rate of .79% per annum accruing on an as needed basis, shall be payable at June 20, 2014, and otherwise be in such form and bear such details as the signers may determine.

(3) That said Note is hereby sold and awarded to Bath Savings Institution.

(4) That said Note is hereby designated qualified tax exempt obligation of the Town for the 2013 calendar year pursuant to the Internal Revenue Code of 1996.

(5) That all things heretofore done and all action heretofore taken by the Town, its municipal officers and agents in the authorization of said Note are hereby ratified, approved and confirmed and the Treasurer and Chairman are each hereby authorized to take any and all action necessary or convenient to carry out the provisions of this voting, including delivering said Note against payment therefor. Vote 5-0-0.

13. Town Manager's Report

Smith has locked in a fuel oil price of \$3.13 for six months with M. W Sewell beginning October 1 and hopes to get a better price for the second half of the year. There was no diesel bid.

An RSU public hearing will be held July 9 at 7 p.m. at the Middle School Gym regarding the withdrawal agreement and cost to leave the RSU.

Smith, reporting on the financial condition of the town, said the TAN had been paid on June 30 and after reimbursement from the federal government, there was \$140,000 in the bank.

14. Other Business

Pam Dunning moved that the of Selectmen go into Executive Session pursuant to Title 1, M.R.S.A., §405(6)(A) for the purpose of discussing labor contracts. Vote 5-0-0. At 9:35 p.m. Judy Colby moved to return from Executive Session.

15. Adjournment

Judy Colby moved to adjourn at 9:36 p.m. Vote 5-0-0.

**Former CMP parcel on Montsweag Brook
(possible new name: "Montsweag Brook Preserve")
Update from the Wiscasset Conservation Commission, June 4, 2013**

I. Background (as we understand it)

- A. Voters in Wiscasset twice voted that the Town take ownership of the dam and the associated property.
- B. Although there was an earlier assumption that the Chewonki Foundation, which accepted the lower dam and associated property on Montsweag Brook from Central Maine Power (CMP), would also accept the upper dam and associated land, Chewonki decided not to do that. CMP then approached the Town.
- C. This property was given to the Town of Wiscasset by CMP. The town's preeminent interest was to preserve the impoundment as a source of water for the Wiscasset Fire Department (there is a "dry hydrant" on the Old Bath Road by Montsweag Brook that can be connected to a fire truck pump to draw water). CMP's preeminent interest was that the town preserve the property for conservation-related purposes, because the conveyance occurred as part of mitigation requirements in exchange for CMP's right to develop other lands.
- D. CMP gave \$100,000 to the town with the property as a "Stewardship Fund," to be appropriated as the selectmen decide in order to carry out "stewardship and monitoring obligations"
- E. There are two different site plans for this land, one showing plus or minus 22 acres and one showing plus or minus 27 acres. The plus or minus 22-acre plan is the accurate one.
- F. CMP gave the town a "declaration" of conditions for the land's management, which reflect CMP's intent that it would be maintained as undeveloped land.
- G. The Wiscasset selectmen and town manager have asked the Wiscasset Conservation Commission to draft a management plan for the property.
- H. The Department of Environmental Protection must review and approve the management plan before the town executes it.

II. Goals for the property and possible uses

- A. Maintenance of the dam that creates the impoundment
- B. Conservation
 - aquatic species
 - woodland species
 - forest
 - water quality
 - deer wintering area (documented)
 - wetlands (documented)
 - other?
- C. Recreation
 - non-motorized (walking, bird-watching, cross-country skiing, snowshoeing, cycling, camping, paddling, picnics, plant and wildflower observation, etc.) (no motorized vehicles)

- dogs? leashed? at certain times?
- hunting? at certain times?

D. Education

- use by schools
- use by civic groups and organizations with an interest in conservation-related topics and experiences

E. Other?

III. Elements of a good management plan

A. Goals

B. Physical and ecological characterization of the property, points of historical and cultural significance

C. Maps

D. Plan for implementation, including budget, time frame, tasks, and responsible parties

E. Management guidelines

F. Report for town leadership and citizens

G. Other?

IV. Issues to resolve

A. Access

- Access is far from ideal: current easterly access is somewhat unattractive, bothers neighbor, involves crossing under power lines
- Westerly access not likely as ROW is unclear and landowners would probably object after decades
- The Town could approach the key westerly landowner to see if they have any interest in working with us to establish access from there
- There are two locked gates on the easterly access; both belong to CMP; neighbor Rob Dentico requested the gates to stop ATVs and other vehicles from trespassing, causing noise, drinking, etc.
- Neighbor Dentico had been under the impression that Freedom Song Lane was not a town road but former town attorney Dennis Jumper has advised that Freedom Song Lane is and has always been a town road
- Neighbor Dentico is concerned about a return to disrespectful use of the access road and the property
- CMP will consider landowner input when deciding whether or not to remove the gates
- Neighbor Delano uses the ROW under the power lines to access his property; his driveway currently crosses a small section of Town of Wiscasset land and it seems sensible to relocate that part of the driveway to neighbor Delano's own property
- If the gates were removed, neighbor Delano may want to establish a gate at the boundary of his own property

- It may be prudent to clarify and establish a clear visual boundary between the preserve and his private land
- CMP allows cars to cross under the power line here
- There is currently no place to park a car outside the gates, on the existing access from Freedom Song Lane
- The most appropriate place to locate a small parking area appears to be at the top of trail leading down to dam
- The town would need to define and improve the parking area by introducing gravel and signage
- If there continues to be a gate (or two), and the gates are to be open during daylight hours, who will have the responsibility of opening and closing the gate in mornings and afternoons?
- If there continues to be a gate (or two), hours of access must be on the signs
- If there continues to be a gate (or two), who will monitor the preserve?
- If there continues to be a gate, would the Town hold the key, along with CMP and neighbor Delano?
- Simply improving existing roads and trails and establishing and maintaining any new ones, simply, the roads and trails
- The declaration states that "existing roads and parking areas to access the property for monitoring and public access may be maintained" but there is no existing parking area

B. Design elements

- Functional, low-maintenance design goals
- Signage
- Layout
- Trail design and construction
- Definition of boundaries of the preserve and need to draw attention to key points of interest while minimizing other elements
- Possible construction a footbridge over brook at the north end of the impoundment (allowed by the declaration; must check with DEP re: NRPA)

C. Maintenance

- dam
- trails
- road (upgrade, then maintain; keep gravel)
- gate(s)
- parking area
- signage
- trash can?
- who is responsible for the work of improving and for ongoing maintenance?

D. Safety

- dam (top, stairs, height, power-house)
- impoundment

- isolation of parking and property
- E. The management plan must conform to all shoreland zoning regulations
- F. Who did the dam inspection and could that person provide a written report to the town? Was it an engineer? Compaction around dam was cited verbally; a written evaluation of this and the dam's condition would be helpful
- G. Would a conservation easement on the land offer advantages to the town?
- H. Chewonki owns a 60-foot swath on the Wiscasset side of Montsweag Brook north from the former lower dam up to Gorham Road; and from five properties north of Gorham Road to the CMP lines. Potential for trail?

V. Ideas for use

- A. Plans for this preserve should result in functional, user-friendly, easy-to-maintain changes that conserve the tranquility and natural beauty of the place; welcome the public for respectful use; and diminish the likelihood of abuses
- B. Resolve gate issues
- C. Establish parking area
- D. Establish a loop trail around the impoundment, including possible footbridge on north end (allowed by the declaration but may require NRPA approval)
- E. Design, have fabricated, and post proper signs (below is draft language only):
 - gate area, where or not there is a gate there, to identify the entrance to the Montsweag Brook Preserve, allowed uses, hours of access
 - parking area
 - *"Parking"
 - *"Welcome to the Montsweag Brook Preserve – owned by the Town of Wiscasset -- Open to the public during daylight hours for non-motorized recreation and reflection"
 - *"You are welcome to walk, hike, cross-country ski, snowshoe, swim, bird-watch, study plants and animals, fish, canoe or kayak, or simply enjoy the peace of this place"
 - *"Please respect this place and others who enjoy it. No smoking; no alcoholic beverages; no motorized vehicles beyond this point; leave no trace: take your trash with you; no hunting (?); dogs allowed (?)"
 - on the bank near the dam, to
 - *explain the history of the dam
 - *explain the ecological and cultural significance of Montsweag Brook
 - *advise people to take care around the dam
 - at the head of the trail and along the trail: marker signs
- F. Establish hours open to the public and control

- G. Locate a garbage can by the parking sign? Probably not (leave no trace)
- H. Other?

VI. Resources

- A. Town manager
- B. Town planner
- C. Code enforcement officer
- D. Local land trusts (SVCA and KELT)
- E. Chewonki
- F. Maine Department of Environmental Protection
- G. CMP
- H. Volunteer help

VII. Next steps

- A. Attain a history of the dam from CMP (WCC)
- B. Discuss with DEP's Dawn Hallowell the model management plan she provided (WCC)
- C. Minutes of February 15, 2011, "There's a property line in dispute ... " Was that resolved?
- D. Talk to town manager Laurie Smith and selectmen about who would create and manage trails
- E. Clarify: the declaration states that the perimeter of the property shall at all times be plainly marked and maintained. Are the existing red blazes the perimeter marking?
- F. Invite CMP representative Ken Freye to visit the site along with neighbors Dentico and Delano, the Wiscasset Conservation Commission, and town manager Laurie Smith, interested selectmen, and other town leadership, to talk about the gates
- G. Hire an engineer to inspect the dam and make sure it is in good condition?
- H. Research attractive, functional signage on other conservation lands (WCC)
- I. Research guidelines for use and management on other conservation lands (WCC)
- J. Talk with CMP's Ken Freye to clarify the item about "existing parking areas" in the declaration (WCC)
- K. Talk with CMP's Ken Freye about whether the money given by CMP to the town for "stewardship and monitoring obligations" could be used for trail-making and maintenance, signage, a footbridge, etc.

po



Town of Wiscasset

10c

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
TJ Merry, Fire Chief
Re: Capital Requests for FY 2014
Dt: July 10, 2013

As the Board discussed at the last meeting there has been new dialogue about whether the capital request for \$55,000 for ladder truck repairs should be made at this time. The Fire Chief and Town Manager have discussed the various needs within the Fire Department at this time and have determined that the Fire Department's priorities are as follows:

- Replacement of the 1989 pick-up truck
- Hydraulics on ladder truck
- Extractor to clean turn out gear
- Repair of brush truck

The 1989 pick-up truck is 24 years old and has served the Town well. The truck has 111,000 in-town miles and has responded to many incidents. The truck did not pass inspection two years ago and we have done minor repairs in order to keep it on the road. The truck is used at fire scenes to load hose, transport personnel, and serve as a traffic control device. The Department has requested the replacement of the truck over the past few years; however the truck did not make it to the top of the capital priority list. The truck currently has brake issues, a broken cap, and is not sound to take on trips out of town.

The hydraulics used to raise and lower the ladder are faulty and cause jerking motions which creates an unsafe condition for firefighters on the ladder. The issue has been that the company which manufactured the truck went out of business some years ago, and replacement parts are unavailable or difficult to find. The truck has been inspected by vendors who have advised that the Town will need to "chase" the hydraulic issue and cannot be assured of a positive outcome.

The extractor would be used to clean the 37 sets of turn-out gear; which the firefighters use as protective clothing during incidents. The cleaning of the gear is important to safeguard

personnel from hazards encountered during incidents including soot, smoke, chemicals, bodily fluids, flammable liquids and other carcinogens. Currently there is an extractor in the Town of Alna; however Wiscasset's use of the equipment is limited.

The brush truck is experiencing mechanical issues and cannot be depended upon to run at all times. The truck has been on the replacement list for the last few years and the department has sought grants and State surplus to replace the vehicle. The department needs to find a solution to the current mechanical issues or replace the truck.

Based on the list of above priorities the Chief recommends that the Town pursue the replacement of the pick-up truck and the purchase of an extractor for the department. The Chief has researched prices for these items and is recommending a cost of \$30,000 for a truck and \$10,000 for an extractor and necessary plumbing upgrades.

WISCASSET TOWN WARRANT

To Charles DiPerri, Constable, of the Town of Wiscasset in the County of Lincoln.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Wiscasset, in said County and State, qualified by law, to vote in Town affairs to meet at the Wiscasset Community Center on Tuesday, the 10th day of September AD, 2013 from 8:00 A.M. until 8:00 P.M., then and there to act on the following articles:

Article 1. To elect a moderator to preside at said meeting.

And to vote by secret ballot on the following articles:

Article 2. Should any cost center (departmental budget) question fail to pass, shall the Town authorize the Selectmen to expend 3/12 of the previous year's Budget, this being additional to the 3/12 approved at the June 11th Annual Town Meeting?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 3. Shall the Town vote to raise and appropriate for **Municipal Planning** a total departmental budget of \$ _____ ? (\$75,968)

The Municipal Planning budget is offset by \$12,000 economic development TIF funds.

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 4. Shall the Town vote to raise and appropriate for **Code Enforcement** a total departmental budget of \$ _____ ? (\$43,126)

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 5. Shall the Town vote to raise and appropriate for **Contingency** a total departmental budget of **\$30,000?**

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 6. Shall the Town vote to raise and appropriate for **Office of Assessment/Human Resources** a total departmental budget of \$ _____ ? (\$74,719)

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

WISCASSET TOWN WARRANT

Article 7. Shall the Town vote to raise and appropriate for the **Transfer Station** a total departmental budget of \$ _____? (\$542,124)

The Transfer Station generates \$255,054 in revenue that offsets the above appropriation.

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 8. Shall the Town vote to appropriate \$121,384 from the Capital Reserve Account for **Road and Sidewalk Repair**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 9. Shall the Town vote to appropriate \$55,000 from the Capital Reserve Account for **Fire Truck Repairs**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 10. Shall the Town vote appropriate \$55,000 from the Capital Reserve Account for a **Public Works Truck**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 11. Shall the Town vote appropriate \$33,000 from the Capital Reserve Account for a **Municipal Building Generator**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 12. Shall the Town vote appropriate \$13,500 from the Capital Reserve Account for **Wastewater Pump Repairs**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

WISCASSET TOWN WARRANT

Article 13. Shall the Town vote appropriate \$35,000 from the Capital Reserve Account for **Municipal Building Roof Repairs**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

And you are directed to serve this warrant by posting a copy thereof, attested by you, in a public and conspicuous place in said town, seven days, at least, before the time of holding said meeting.

Hereof, fail not, and due return make of this warrant to the Selectmen or Town Clerk, with your doings thereon, on or before the time of holding said meeting.

Given under our hands this day of July, 2013.

Edward Polewarczyk, Chairman

Judith Colby, Vice Chairman

Pamela Dunning, Selectman

Timothy Merry, Selectman

Jefferson Slack, Selectman

True Attest Copy: _____

Custom Budget Report

Expense

	2013 Budget	2015 Manager	2015 Elected	Elec Req vs Last Yr Bud Change \$	Elec Req vs Last Yr Bud Change %
Dept/Div: 25-05 General government / Assessment					
Personnel					
10-01 Salaries	44,346.00	52,125.00	48,461.00	4,115.00	9.28%
10-07 Fica	2,749.00	3,232.00	3,004.00	255.00	9.28%
10-08 Medicare	643.00	756.00	703.00	60.00	9.33%
10-09 Retirement	1,641.00	1,773.00	1,648.00	7.00	.43%
Personnel	49,379.00	57,886.00	53,816.00	4,437.00	8.99%
Utilities					
20-02 Phone	250.00	250.00	250.00	0.00	.00%
Utilities	250.00	250.00	250.00	0.00	.00%
Services					
30-05 Recording fees/licensing	2,531.00	2,338.00	2,338.00	-193.00	-7.63%
30-06 Map revisions	2,000.00	2,000.00	2,000.00	0.00	.00%
Services	4,531.00	4,338.00	4,338.00	-193.00	-4.26%
Insurance					
40-02 Workers Comp	1,356.00	1,356.00	1,356.00	0.00	.00%
40-06 Health	8,358.00	7,639.00	7,639.00	-719.00	-8.60%
40-07 Dental	382.00	405.00	405.00	23.00	6.02%
Insurance	10,096.00	9,400.00	9,400.00	-696.00	-6.89%
Supplies/Equipment					
50-01 Office supplies	1,500.00	1,500.00	1,500.00	0.00	.00%
50-02 Books & publications	100.00	100.00	100.00	0.00	.00%
50-04 Postage	415.00	415.00	415.00	0.00	.00%
Supplies/Equipment	2,015.00	2,015.00	2,015.00	0.00	.00%
Staff					
70-01 Dues & Fees	100.00	80.00	80.00	-20.00	-20.00%
70-02 Travel & meetings	350.00	350.00	350.00	0.00	.00%
70-03 Trainings & education	400.00	400.00	400.00	0.00	.00%
Staff	850.00	830.00	830.00	-20.00	-2.35%
Assessment	67,121.00	74,719.00	70,649.00	3,528.00	5.26%

Custom Budget Report

Expense

	2013 Budget	2015 Manager	2015 Elected	Elec Req vs Last Yr Bud Change \$	Elec Req vs Last Yr Bud Change %
Dept/Div: 25-17 General government / Municipal Planning&Development					
Personnel					
10-01 Salaries	41,820.00	45,656.00	42,656.00	836.00	2.00%
10-07 Fica	2,593.00	2,831.00	2,645.00	52.00	2.01%
10-08 Medicare	607.00	662.00	619.00	12.00	1.98%
10-09 Retirement	2,510.00	2,740.00	2,560.00	50.00	1.99%
Personnel	47,530.00	51,889.00	48,480.00	950.00	2.00%
Utilities					
Utilities	0.00	0.00	0.00	0.00	.00%
Services					
30-01 Printing	600.00	500.00	500.00	-100.00	-16.67%
30-04 Advertising	2,200.00	2,000.00	2,000.00	-200.00	-9.09%
30-18 Special projects/marketing	3,000.00	1,500.00	1,500.00	-1,500.00	-50.00%
Services	5,800.00	4,000.00	4,000.00	-1,800.00	-31.03%
Insurance					
40-02 Workers Comp	372.00	372.00	372.00	0.00	.00%
40-06 Health	17,704.00	16,184.00	16,184.00	-1,520.00	-8.59%
40-07 Dental	1,253.00	1,333.00	1,333.00	80.00	6.38%
Insurance	19,329.00	17,889.00	17,889.00	-1,440.00	-7.45%
Supplies/Equipment					
50-01 Office supplies	100.00	400.00	400.00	300.00	300.00%
50-02 Books & publications	0.00	190.00	190.00	190.00	100.00%
50-04 Postage	200.00	300.00	300.00	100.00	50.00%
50-16 General supplies	2,000.00	0.00	0.00	-2,000.00	-100.00%
50-19 Office equipment	100.00	100.00	100.00	0.00	.00%
Supplies/Equipment	2,400.00	990.00	990.00	-1,410.00	-58.75%
Staff					
70-01 Dues & Fees	500.00	500.00	500.00	0.00	.00%
70-02 Travel & meetings	200.00	200.00	200.00	0.00	.00%
70-03 Trainings & education	500.00	500.00	500.00	0.00	.00%
Staff	1,200.00	1,200.00	1,200.00	0.00	.00%
Miscellaneous					
Miscellaneous	0.00	0.00	0.00	0.00	.00%
Municipal Planning&Developm ent	76,259.00	75,968.00	72,559.00	-3,700.00	-4.85%

Custom Budget Report

Expense

	2013 Budget	2015 Manager	2015 Elected	Elec Req vs Last Yr Bud Change \$	Elec Req vs Last Yr Bud Change %
Dept/Div: 25-33 General government / Code Enforcement					
Personnel					
10-01 Salaries	37,115.00	25,906.00	25,906.00	-11,209.00	-30.20%
10-07 Fica	2,301.00	1,606.00	1,606.00	-695.00	-30.20%
10-08 Medicare	538.00	376.00	376.00	-162.00	-30.11%
10-09 Retirement	1,566.00	1,555.00	1,555.00	-11.00	-.70%
Personnel	41,520.00	29,443.00	29,443.00	-12,077.00	-29.09%
Utilities					
Utilities	0.00	0.00	0.00	0.00	.00%
Services					
Services	0.00	0.00	0.00	0.00	.00%
Insurance					
40-02 Workers Comp	927.00	950.00	950.00	23.00	2.48%
40-06 Health	2,577.00	7,616.00	4,500.00	1,923.00	74.62%
40-07 Dental	0.00	667.00	667.00	667.00	100.00%
Insurance	3,504.00	9,233.00	6,117.00	2,613.00	74.57%
Supplies/Equipment					
50-01 Office supplies	0.00	500.00	500.00	500.00	100.00%
50-04 Postage	50.00	50.00	50.00	0.00	.00%
50-05 Equipment	250.00	250.00	250.00	0.00	.00%
50-16 General supplies	200.00	500.00	500.00	300.00	150.00%
Supplies/Equipment	500.00	1,300.00	1,300.00	800.00	160.00%
Staff					
70-01 Dues & Fees	150.00	150.00	150.00	0.00	.00%
70-02 Travel & meetings	2,000.00	2,000.00	2,000.00	0.00	.00%
70-03 Trainings & education	1,000.00	1,000.00	1,000.00	0.00	.00%
Staff	3,150.00	3,150.00	3,150.00	0.00	.00%
Code Enforcement	48,674.00	43,126.00	40,010.00	-8,664.00	-17.80%

Custom Budget Report

Expense

		2013	2015	2015	Elec Req vs	Elec Req vs
		Budget	Manager	Elected	Last Yr Bud	Last Yr Bud
					Change \$	Change %
Dept/Div: 25-11 General government / Contingency						
Personnel						
	Personnel	0.00	0.00	0.00	0.00	.00%
Services						
	Services	0.00	0.00	0.00	0.00	.00%
Miscellaneous						
	90-01 Miscellaneous	50,000.00	50,000.00	30,000.00	-20,000.00	-40.00%
	Miscellaneous	50,000.00	50,000.00	30,000.00	-20,000.00	-40.00%
	Contingency	50,000.00	50,000.00	30,000.00	-20,000.00	-40.00%

Custom Budget Report

Expense

	2013 Budget	2015 Manager	2015 Elected	Elec Req vs Last Yr Bud Change \$	Elec Req vs Last Yr Bud Change %
Dept/Div: 76-01 Transfer Station / Transfer Station					
Personnel					
10-01 Salaries	46,000.00	46,818.00	46,818.00	818.00	1.78%
10-02 Full-time	58,864.00	58,864.00	58,864.00	0.00	.00%
10-03 Part-time	17,940.00	17,940.00	17,940.00	0.00	.00%
10-07 Fica	7,613.00	8,110.00	8,110.00	497.00	6.53%
10-08 Medicare	1,780.00	1,885.00	1,885.00	105.00	5.90%
10-09 Retirement	4,590.00	4,400.00	4,400.00	-190.00	-4.14%
10-10 Overtime	6,000.00	6,000.00	6,000.00	0.00	.00%
10-12 SPC	1,200.00	1,200.00	1,200.00	0.00	.00%
Personnel	143,987.00	145,217.00	145,217.00	1,230.00	.85%
Utilities					
20-01 Electricity	5,500.00	5,500.00	5,500.00	0.00	.00%
20-02 Phone	1,000.00	1,080.00	1,080.00	80.00	8.00%
20-03 Heating Oil	2,700.00	2,500.00	2,500.00	-200.00	-7.41%
20-04 Propane	900.00	900.00	900.00	0.00	.00%
20-05 Water	250.00	250.00	250.00	0.00	.00%
20-07 Internet	600.00	600.00	600.00	0.00	.00%
20-15 Grey water holding tank	3,500.00	2,500.00	2,500.00	-1,000.00	-28.57%
Utilities	14,450.00	13,330.00	13,330.00	-1,120.00	-7.75%
Services					
30-01 Printing	700.00	500.00	500.00	-200.00	-28.57%
30-04 Advertising	300.00	300.00	300.00	0.00	.00%
30-05 Recording fees/licensing	150.00	201.00	201.00	51.00	34.00%
30-08 Contracted personnel	7,250.00	12,250.00	12,250.00	5,000.00	68.97%
30-31 Equipment rental	0.00	19,000.00	19,000.00	19,000.00	100.00%
30-35 Tipping	192,500.00	186,300.00	186,300.00	-6,200.00	-3.22%
30-37 Landfill monitoring	18,000.00	12,500.00	12,500.00	-5,500.00	-30.56%
Services	218,900.00	231,051.00	231,051.00	12,151.00	5.55%
Insurance					
40-01 Property & Casualty Ins. Cover	4,500.00	6,800.00	6,800.00	2,300.00	51.11%
40-02 Workers Comp	13,300.00	10,000.00	10,000.00	-3,300.00	-24.81%
40-06 Health	44,828.00	44,211.00	44,211.00	-617.00	-1.38%
40-07 Dental	2,852.00	3,378.00	3,378.00	526.00	18.44%
Insurance	65,480.00	64,389.00	64,389.00	-1,091.00	-1.67%
Supplies/Equipment					
50-04 Postage	200.00	200.00	200.00	0.00	.00%
50-06 Gasoline	117.00	117.00	117.00	0.00	.00%
50-07 Diesel	24,000.00	20,000.00	20,000.00	-4,000.00	-16.67%
50-15 Custodial supplies	300.00	300.00	300.00	0.00	.00%
50-16 General supplies	3,000.00	33,000.00	3,000.00	0.00	.00%
50-26 Safety Equipment	900.00	900.00	900.00	0.00	.00%

Custom Budget Report

Expense

	2013 Budget	2015 Manager	2015 Elected	Elec Req vs Last Yr Bud Change \$	Elec Req vs Last Yr Bud Change %
Dept/Div: 76-01 Transfer Station / Transfer Station CONT'D					
Supplies/Equipment	28,517.00	54,517.00	24,517.00	-4,000.00	-14.03%
Repairs & Maintenance					
60-01 Buildings	3,000.00	3,000.00	3,000.00	0.00	.00%
60-02 Equipment	2,500.00	2,500.00	2,500.00	0.00	.00%
60-03 Grounds	1,000.00	1,000.00	1,000.00	0.00	.00%
60-04 Vehicles	28,000.00	22,000.00	22,000.00	-6,000.00	-21.43%
Repairs & Maintenance	34,500.00	28,500.00	28,500.00	-6,000.00	-17.39%
Staff					
70-01 Dues & Fees	3,300.00	3,000.00	3,000.00	-300.00	-9.09%
70-02 Travel & meetings	750.00	750.00	750.00	0.00	.00%
70-03 Trainings & education	500.00	500.00	500.00	0.00	.00%
70-04 Uniforms	870.00	870.00	870.00	0.00	.00%
Staff	5,420.00	5,120.00	5,120.00	-300.00	-5.54%
Miscellaneous					
Miscellaneous	0.00	0.00	0.00	0.00	.00%
Transfer Station	511,254.00	542,124.00	512,124.00	870.00	.17%
Transfer Station	511,254.00	542,124.00	512,124.00	870.00	.17%

WISCASSET TOWN WARRANT

To Charles DiPerri, Constable, of the Town of Wiscasset in the County of Lincoln.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Wiscasset, in said County and State, qualified by law, to vote in Town affairs to meet at the Wiscasset Community Center on Tuesday, the 10th day of September AD, 2013 from 8:00 A.M. until 8:00 P.M., then and there to act on the following articles:

Article 1. To elect a moderator to preside at said meeting.

And to vote by secret ballot on the following articles:

Article 2. Should any cost center (departmental budget) question fail to pass, shall the Town authorize the Selectmen to expend 3/12 of the previous year's Budget, this being additional to the 3/12 approved at the June 11th Annual Town Meeting?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 3. Shall the Town vote to raise and appropriate for **Municipal Planning** a total departmental budget of **\$72,559**?

The Municipal Planning budget is offset by \$12,000 economic development TIF funds.

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 4. Shall the Town vote to raise and appropriate for **Code Enforcement** a total departmental budget of **\$40,010**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 5. Shall the Town vote to raise and appropriate for **Contingency** a total departmental budget of **\$30,000**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 6. Shall the Town vote to raise and appropriate for **Office of Assessment/Human Resources** a total departmental budget of **\$70,649**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

WISCASSET TOWN WARRANT

Article 7. Shall the Town vote to raise and appropriate for the **Transfer Station** a total departmental budget of **\$512,124**?

The Transfer Station generates \$255,054 in revenue that offsets the above appropriation.

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 8. Shall the Town vote to appropriate **\$121,384** from the Capital Reserve Account for **Road and Sidewalk Repair**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 9. Shall the Town vote to appropriate **\$55,000** from the Capital Reserve Account for **Fire Truck Repairs**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 10. Shall the Town vote appropriate **\$55,000** from the Capital Reserve Account for a **Public Works Truck**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 11. Shall the Town vote appropriate **\$33,000** from the Capital Reserve Account for a **Municipal Building Generator**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

Article 12. Shall the Town vote appropriate **\$13,500** from the Capital Reserve Account for **Wastewater Pump Repairs**?

Board of Selectmen recommendation: **-Favor; -Oppose**
Budget Committee recommendation: **-Favor; -Oppose**

WISCASSET TOWN WARRANT

Article 13. Shall the Town vote appropriate \$35,000 from the Capital Reserve Account for **Municipal Building Roof Repairs?**

Board of Selectmen recommendation: **-Favor; -Oppose**

Budget Committee recommendation: **-Favor; -Oppose**

And you are directed to serve this warrant by posting a copy thereof, attested by you, in a public and conspicuous place in said town, seven days, at least, before the time of holding said meeting.

Hereof, fail not, and due return make of this warrant to the Selectmen or Town Clerk, with your doings thereon, on or before the time of holding said meeting.

Given under our hands this day of July, 2013.

DRAFT

Edward Polewarczyk, Chairman

Judith Colby, Vice Chairman

Pamela Dunning, Selectman

Timothy Merry, Selectman

Jefferson Slack, Selectman

True Attest Copy: _____

10d

Request for Quotations
For Chemical Feed Pump Upgrade
For the
Wiscasset Wastewater Department

The Town of Wiscasset (owner) is requesting Quotations from CONTRACTORS to furnish, install, startup (including operator training) a new sodium hypochlorite chemical feed pump at its Wastewater Treatment Plant. A copy of the complete Quotation package shall be submitted by 11:00 AM on July 10, 2013 to:

Town of Wiscasset
Wastewater Department
51 Bath Road
Wiscasset, ME 04578-0328

Contact Bill Rines, Superintendent to arrange any pre-quotation onsite meeting or to review the project site, review existing equipment, review existing plans and data.

Specific questions about the project may be directed to:

Tim Sawtelle 207-453-2401 tsawtelle@dirigoengineering.com or to
Bill Rines 207-882-8222 wwtp@wiscasset.org

Contract – The selected contractor will need to provide a certificate of insurance. The Owner reserves the right to waive any informalities or to reject any or all quotations. The project funding is not ARRA and Davis-Bacon wages are not required.

Description of Proposed Upgrades

1.) Install New Sodium Hypochlorite Chemical Feed Pump

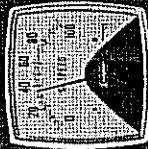
Furnish, install and startup a new sodium hypochlorite chemical feed pump as described here:

Materials – Chemical feed pump shall be a peristaltic pump specifically designed and intended to meter sodium hypochlorite in wastewater applications. Pump shall be Masterflex P/S 1301-3600 or approved equal.

Pump shall be NEMA 4X and IP66 rated. Pump shall have a powder coated housing and shall have a sealed LCD graphical control display and keypad. Display shall show motor rpm, flow rate, feed volume, cumulative volume and feed interval time. Motor shall be a brushless, maintenance-free motor with 0.1% speed control accuracy. Pump shall be

HYPOCHLORITE SOLUTION CONTROL

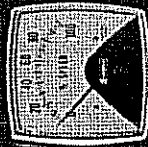
CHLORINE PUMP #1



HAND-OPERATED SPEED CONTROL



CHLORINE PUMP #2



HAND-OPERATED SPEED CONTROL



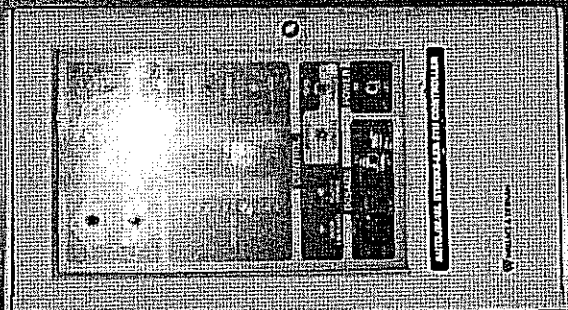
POWER OFF ON



LEGAL REVERSE



POWER OFF ON



REBPOOL STABRE CONTROLLER



CHLORINE ANALOG ALARM

REBPOOL HYPOCHLORITE

capable of and configured for analog speed control input from the existing adjoining chemical feed control panel (see attached photo). Pump shall be capable of 6000 to 1 turndown.

Provide with appropriate and compatible tubing, pump heads and all required adaptors, fittings, connections and accessories required for a complete and functioning sodium hypochlorite feed system.

Provide a minimum of 50 feet of appropriate pump tubing and a complete spare pump head.

Parameters – The new pump system shall be designed and configured to pump 12.5% sodium hypochlorite at rates from ¼ gallon per day to 30+ gallons per day. Typical current chemical usage is approximately 5 to 16 lbs. per day. Pump feed rate and operation shall be controlled by the adjacent control panel. Provide all necessary electrical interconnections for pump on/off control and flow proportional pump rate control.

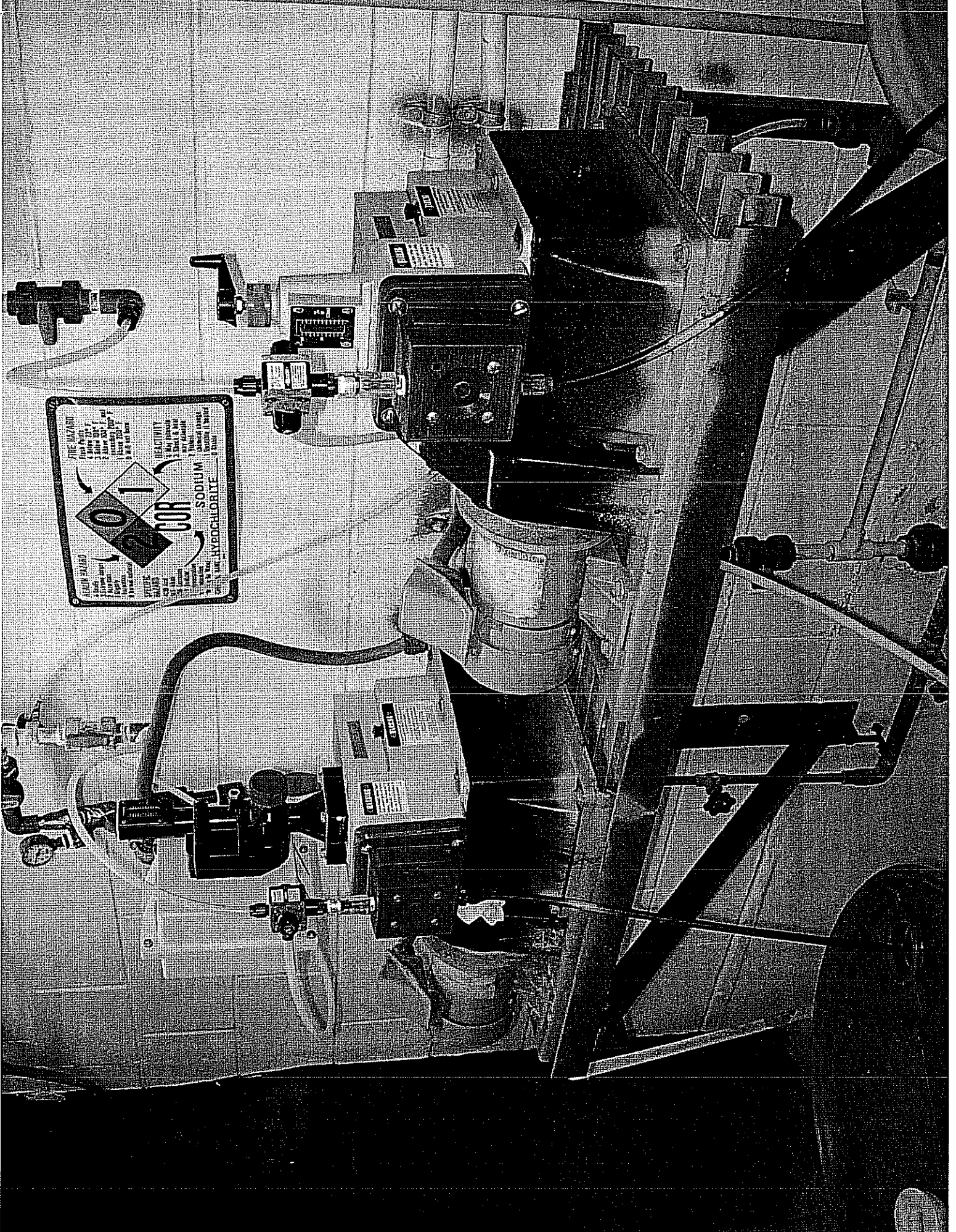
Installation – Remove one of the existing motor driven feed pumps (see attached photo) and install the new peristaltic pump on the existing shelf. Provide SS hardware and bolts for attaching and mounting new equipment. Install all equipment according to the manufactures latest recommendations. Provide the services of the manufacturer's representative to startup the new pump and train the operator in its proper function, operation and maintenance.

Quotation Submittals –Include listing of any subcontractors proposed and a list of major materials/ components to be utilized.

Submittals – The selected CONTRACTOR will be required to submit shop drawings including project data, equipment cut sheets, etc.

As-Built Documentation – Following completion of the project provide complete as-built documentation for the work.

Quotation Review and Contract Award – The Quotations will be reviewed by the Owner with assistance from Dirigo Engineering. Award will be determined based on price, schedule, and compatibility with this RFQ and Owner's expectations.



FLAME HAZARD
 1. Do not touch
 2. Do not breathe
 3. Do not get in eyes
 4. Do not get on skin
 5. Do not get on clothes

REACTIVITY
 1. May polymerize
 2. Shock & heat
 3. May be oxidized
 4. May be reduced
 5. May react with
 6. May react with
 7. May react with
 8. May react with
 9. May react with
 10. May react with

ACID HAZARD
 1. Do not touch
 2. Do not breathe
 3. Do not get in eyes
 4. Do not get on skin
 5. Do not get on clothes

OXIDIZING HAZARD
 1. Do not touch
 2. Do not breathe
 3. Do not get in eyes
 4. Do not get on skin
 5. Do not get on clothes

EXPLOSIVE HAZARD
 1. Do not touch
 2. Do not breathe
 3. Do not get in eyes
 4. Do not get on skin
 5. Do not get on clothes

TOXIC HAZARD
 1. Do not touch
 2. Do not breathe
 3. Do not get in eyes
 4. Do not get on skin
 5. Do not get on clothes

IRRITANT HAZARD
 1. Do not touch
 2. Do not breathe
 3. Do not get in eyes
 4. Do not get on skin
 5. Do not get on clothes

HAZARD

SODIUM HYDROCHLORIDE

SODIUM HYDROXIDE

SODIUM HYDROXIDE

CHECK

DRAFT

Town of Wiscasset
51 Bath Rd., Wiscasset, Maine 04578

POLICY ON TAX LIEN AND SEWER LIEN ACQUIRED PROPERTY

09 July 2013

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 as a consequence of automatic foreclosure of a lien for non-payment of amounts owed to the Town.
- B. Nothing in this policy shall limit or restrict the authority of the Board of Selectmen to act, in its sole discretion, in the best interests of the Town.

II. Impending Foreclosure and Review of Properties

- A. Prior to the mailing of the 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, Assessor, and Codes Enforcement Officer. The Treasurer, Town Manager, Assessor, and Code Enforcement Officer will meet to review the list of properties subject to foreclosure to determine if it would be in the Town's best interest to waive foreclosure. Instances where the Town may not want to foreclose 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 the property an undesirable one to own.
 - 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 of Selectmen 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.

DRAFT

III. Upon foreclosure

- A. Authority for administration of lien-acquired property is delegated to the Town Manager, who shall evaluate each property to determine its best use, and recommend to the Board the specific disposition that is in the best interests of the Town. The Town Manager will forward the list of acquired properties to all Department Directors to determine if there is any potential public use for the acquired properties. Each department will submit a memorandum outlining any potential uses for tax acquired parcels within 5 business days of receiving the notice.
- ~~B. Unless indicated otherwise by specific circumstances, the Town shall refrain from active management or use of the acquired property during the period when prior occupancy continues. If the Board of Selectmen, in its sole discretion, deems that circumstances warrant, the Town may take possession of the property at any time following foreclosure, to the exclusion of continued occupancy by occupants of the property at the time of lien ripening.~~
- ~~C.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 Town interests against these risks. The Town shall not be obligated in any way to protect the interest in the lien-acquired property of any other party.
- ~~D.C.~~ Unless the Town Manager deems it is not in the best interest of the Town, the Manager shall cause to be prepared a statement of all charges owed to the Town by the former property owner for any property served 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 and present a written agreement to purchase the property.
- ~~E.a.~~ 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 shifted to the Town as a result of the ripening of its lien. The notice will include a statement of all charges owed to the Town, a statement that future costs may be incurred, and the Town may, in its sole discretion, request that the former property owner present a written agreement to purchase the property.
- ~~F.b.~~ In the event the former property owner fails to provide an acceptable agreement within thirty (30) days or fails to perform in accordance with the agreement, the Town Manager shall request and

DRAFT

the Board shall make final determination on disposition of the property.

III. Disposition

- A. Responsibility for the decision as to the disposition of all lien-acquired property rests with the Board of Selectmen.
- B. The Town Manager shall request, and the Board shall provide, a final determination on disposition of each property acquired by lien perfection.
- C. Provisions of this policy notwithstanding, the Board may, in its sole discretion, by any means and on any terms that it deems to be in the best interests of the Town,
 - 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 of or cause to have disposed of any lien-acquired property.
- D. The Town is not required to administer all acquired property in the same manner.

~~E. When it is determined by the Board that an acquired property is to be liquidated, in general it will follow the following guidelines: it shall be done subject to the following conditions:~~

- ~~1. The property may be referred to attorneys for the Town, directing that the property be liquidated to recover amounts owed, in accordance with all requirements for a public sale.~~
- ~~2. Referral for liquidation is made specifically with the intent that the property will be sold to recover all amounts owed to the Town and to such other creditors as may, according to Maine law, be entitled to satisfaction out of the sale.~~
- ~~3. The Town may provide, by certified mail, notice to the former property owner, any mortgage holder(s), other lien creditors, and secured parties, that the property has been referred for liquidation to recover amounts owed. Contact information for the attorneys to whom the referral has been made shall also be provided.~~

DRAFT

4. ~~Property liquidation specialists may be engaged, if it is in the best interests of the Town to do so.~~

5. ~~Liquidation shall not involve participation by the Town in any installment payment plan for the benefit of others. The Town shall not finance an acquisition by others at liquidation.~~

6. ~~If sold, some or all of the proceeds of the sale of the property that are in excess of all amounts payable to the Town and by Maine law to other creditors, may, in the sole discretion of the Board of Selectmen, be refunded to the former property owner or other parties formerly holding secured interest in the property not previously met.~~

1. A determination will be made as to whether it is in the Town's best interest to liquidate the property as soon as possible. If so, a public sale or bidding process will be used.

2. If it is determined that market value of the property is much greater than the charges owed the Selectmen may engage the services of a realtor to liquidate the property.

3. Should a particular property have similar value as the charges owed then the Selectmen may give public notice as to the sale of the property. Notice will also be sent to the abutters. The notice shall include a brief description of the property, the location of the property, the conditions of sale (if any), and a minimum bid.

i. Minimum bid – Unless the Board stipulates otherwise, the minimum bid for any tax-acuried property shall be the total of all outstanding taxes, including estimated taxes for the current year, interest, lien costs, and any other associated costs (including legal, insurance, notice, and advertising).

4. The Town of Wiscasset reserves the right to reject any or all bids, accept other than the highest bid and waive any of the requirements of this policy should the Board, in its sole determination, judge such actions to be in the best interest of the Town of Wiscasset. Instances where this right may be invoked include, but are not limited to:

a. The Board of Selectmen may wish to sell the property to an abutting property owner rather than the highest bidder.

b. The Board of Selectmen may determine it prefers a use proposed by a party other than the highest bidder.

DRAFT

c. The Board of Selectmen may wish, but is by no means obligated, to sell the property to the party from whom the property was acquired rather than the highest bidder.

5. Closing on the Sale

a. A bid deposit of 10% of the purchase price must be submitted with all bids.. The deposit will be retained as a credit towards the purchase price. All other bids will be returned to the unsuccessful bidders.

b. Full payment for the successful bid is required within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30) days, the Town shall retain the bid deposit and title to the property. The Board of Selectmen may review the bids submitted and offer the property to another bidder who shall have thirty (30) days to make payment in full or it may order that bids be solicited again.

c. Title to tax-acquired paroperty shall be transferred only by means of a Quit-Claim deed, unless the Board of Selectmen directs other legal action.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

11a.

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Peter Nielsen, MMA President
Town Manager, Town of Oakland

DATE: July 8, 2013

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 16, 2013 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2014 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was July 8. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association 12:00 p.m. on Friday, August 16. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under my direction as President of the Association.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Friday, August 16, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 2, at 1:45 p.m., at the Augusta Civic Center**. Newly elected Executive Committee members will be introduced at the MMA Annual Business Meeting and officially take office on January 1, 2014.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 16, 2013

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Marston Lovell, Councilor, City of Saco

DIRECTORS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

James Chaousis, Town Manager, Town of Boothbay

Linda Cohen, Councilor, City of South Portland

Mary Sabins, Town Manager, Town of Vassalboro

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names: _____

Signatures: _____

Return To:

*MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947
Email: tchavarie@memun.org*

**MAINE MUNICIPAL ASSOCIATION
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2014**

MMA VICE PRESIDENT (1-Year Term)

MARSTON LOVELL

- City of Saco, Councilor (2007 – present)
- City of Saco, Deputy Mayor, elected by the council (January 2009 – 2011)
- Council member, Saco RSU Withdrawal Committee (July 2012 - present)
- Council member, Saco Traffic Safety Committee (2007 – present)
- Council member, Saco Sesquicentennial Celebration Committee (2012)
- Vice President, Maine Municipal Association (April 2013 – present)
- Member, Maine Municipal Association Executive Committee (2011 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (2011 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2011 – present)
- Member, MMA Strategic & Finance Committee (2011-2012); Chair (Jan – March 2013)
- Maine Municipal Association, Legislative Policy Committee, Member (2008 – present)
- Manufacturers Analytics, computer and communications systems services, Owner and Operations Manager (1987 – present)
- Biddeford-Saco-Old Orchard Beach Transit Company, committee (board) Member (2008 – 2012)
- Member, Board of Directors, Biddeford-Saco Area Economic Development Corporation (2012 - present)
- Southern Maine Regional Planning Commission, Municipal Representative (2007 – present)
- Dyer Library Association, private, non-profit library and museum complex, board of trustees, Member (2001-2006), Treasurer (2002 – 2005)
- Accountant, three National Manufacturing Corporations, progressively more responsible positions resulting in Divisional Controller for two of those corporations (1978 – 1988)
- BSBA in Accounting, BA in Liberal Arts, University of Southern Maine (1975 –1978)
- Town of Sanford, Representative Town Meeting, member, (1970 – 1971)
- Maine Medical Center, Research Department, research assistant, internationally recognized published research (1970 – 1974)
- Children’s Hospital Medical Center of Boston, Anesthesia Department, chief laboratory technician (1967 – 1968)
- Peter Bent Brigham Hospital, Research Department, research technician, (1966 – 1967)
- Military Service, as a reservist, progressively more responsible positions including four engineer troop commands, six staff positions four of which were construction related, military construction experience Viet Nam, Germany, New England, 2 Achievement Medals, 4 Commendation Medals, Meritorious Service Medal (1963 – 1970, 1977 – 1994).

(over)

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

JAMES D. CHAOUSIS

- Town Manager, Town of Boothbay (November 2010 – present)
- Town Manager, Town of Livermore Falls (April 2009 – November 2010)
- Board of Directors, Maine Town & City Management Association (2011 – present)
- Board of Directors, Lincoln County Regional Planning Commission (2012 –present)
- Board of Directors, Boothbay Harbor Region Chamber of Commerce (2012 –present)
- Board of Directors, Midcoast Economic Development District (2011 – present)
- Board of Directors, Androscoggin Valley Council of Government (2009 – 2010)
- Jay/Livermore/Livermore Falls School Consolidation Committee (2010)
- BAS with minor in Public Administration, University of Maine
- Marine Corps, Gulf War Veteran (six years)

LINDA COHEN

- Councilor, City of South Portland (2012 – present)
- City Clerk, City of Portland (2001 – 2011)
- City Clerk, City of South Portland (1989 – 2001)
- Member, Maine Municipal Association Executive Committee (April 2013 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (April 2013 – present)
- Member, MMA Property & Casualty Pool Board of Directors (April 2013 – present)
- Member, MMA Legislative Policy Committee (Portland and Westbrook representative) (2001 – 2011)
- MTCCA Affiliate Representative to MMA Legislative Policy Committee (1990's – 2011)
- South Portland Civic Service Commission (2009 – 2012)
- South Portland Lions Club (2011 – present)
- South Portland/Cape Elizabeth Chamber (2010 – present)
- Director of Development, LearningWorks, Portland, Maine (present)
- Licensed Loan Officer at Cumberland County Mortgage, South Portland (present)
- Licensed Realtor at The Maine Real Estate Network, South Portland (present)

MARY SABINS

- Town Manager, Town of Vassalboro (June 2008 – present)
- Town Manager, Town of Chelsea (2006 – 2007)
- Food Services and Facilities Director, School Administrative District 40, Waldoboro, Maine (2005 – 2006)
- 1st Town Manager, Town of Windsor (2001 – 2005)
- Town Administrator, Town of Hope (1997 – 2001)
- Town Clerk and Tax Collector, Town of Union (1988 – 1997)
- BA in Business Management, University of Maine at Augusta (2001)
- Board of Directors for the Kennebec Valley Council of Government (2008 – 2009)
- Maine Municipal Leadership Award by Maine Resource Recovery Association
- East Union Pioneer Grange Community Service Award

12c.

Laurie Smith

From: MTCMA-Members-owner@imail.memun.org on behalf of Richard P. Davis
<RDavis@Farmington-Maine.org>
Sent: Wednesday, July 10, 2013 1:49 PM
To: MTCMA-Members@imail.memun.org
Subject: Appeal for Help

Dear Colleagues,

As many of you know, last weekend a freight train carrying 73 tank cars of crude oil derailed and caused a huge explosion and fire in the small Quebec town of Lac-Megantic, about two hours north of Farmington. What you may not know is that Lac-Megantic is Farmington's Sister City.

Imagine this scenario in your community: fifteen of your citizens confirmed dead and at least 45 still missing, six blocks obliterated; the library, the historical society and some 40 commercial and residential buildings in your historic district all gone. Sections of streets have been reduced to sand, as the asphalt vaporized and manhole covers blew sky-high. To me, it is unimaginable.

Farmington and six other Franklin County fire departments were privileged to respond to our Sister City in its time of need. The citizens were overcome with gratitude. Now, they need our help on the long road to recovery.

Last night, Farmington's Board of Selectmen voted to establish an account at TD Bank to help Lac-Megantic in its recovery efforts. All contributions will go to the municipality of Lac-Megantic to use as needed.

I am asking for your help in making this a statewide effort. Would you please ask your Boards and Councils (and citizens, for that matter) to consider making a donation to a city that is in desperate need? Contributions may be sent to any TD Bank, payable to the *Lac-Megantic Relief Fund*.

The border between Maine and Quebec is merely an imaginary line, and the language barrier really no barrier at all to compassion and humanity. Any help you can provide, either in terms of a contribution or just getting the word out about this effort will be most appreciated.

I have provided a link to a local on-line news story about the disaster, just to give you a visual sense of the scale of this horrific event:

<http://www.dailybulldog.com/db/features/selectmen-give-establish-donation-account-for-sister-city-lac-megantic/>

Contributions may also be made to the Canadian Red Cross: <http://www.redcross.ca/donate/donate-online/donate-to-the-fund-explosion-lac-megantic?lang=en-ca>

Again, I would appreciate any help you can provide. Please let me know if you have any questions.

Your friend,

Dick Davis

You are here: [Home](#) » [Features](#), [News](#) » Selectmen establish donation account for sister city Lac-Mégantic

Selectmen establish donation account for sister city Lac-Mégantic

Posted by [Bobbie Hanstein](#) • July 9, 2013 •



Fire fighters battle the blaze in Lac-Mégantic, Quebec, after a runaway train, with its tanker cars seen flipped and stacked above and carrying crude oil, derailed and set the town on fire Saturday morning. (Photo by Farmington Fire Rescue Department)

FARMINGTON - At Tuesday's meeting, selectmen decided to give \$500 and open a bank account for people who would like to help the town of Lac-Mégantic, following the devastating fire that leveled 30 buildings there and killed dozens of people on Saturday. Since 1991, Farmington has been the sister city of Lac-Mégantic.

"We're all very devastated by what's happened," said Selectman Chair Ryan Morgan. He then asked those present at the meeting for a moment of silence to remember the victims of the fire that took many lives.

The massive fire began early Saturday morning after a 73-car runaway train carrying 2 million gallons of crude oil derailed in the downtown area of Lac-Mégantic. The derailment caused multiple fiery explosions and widespread damage. Officials don't yet know the total number of fatalities, but 15 have been confirmed dead with another possible 40 missing in this town of 6,000 located 20

miles north of the Maine border at Coburn Gore.

Thirty Franklin County fire fighters from the towns of Farmington, Eustis, Rangeley, Phillips, Strong, New Vineyard and Chesterville brought trucks and equipment north after a request came from Quebec for help fighting the blaze.

Farmington Fire Chief Terry Bell told selectmen at their Tuesday night meeting, his crew arrived 6:30 Saturday morning in Lac-Mégantic after being waived through at the U.S.-Canada border.

"It was raining and you could see black smoke from quite a distance," he said. In the downtown, the train's tank-like cars, each carrying 30,000 gallons, were flipped over and his crew was assigned to keep spraying water on them to keep them cool and from exploding.

He noted the surrealistic devastation of half the town next to an untouched, empty café with drinks still left sitting on the table, evidence of patrons running in panic towards safety.

"You know when you see that there's been a loss of life," Bell said. He doesn't speak French so it appeared at times to be "hectic," he said, but everyone managed to worked together. The American firefighters were well taken care of with, at one point, food that had been prepared for a wedding that day.

"I'd love to go back to help out again," he said, if the call comes. "They were glad to see us." The scene "looked like a bomb went off, a war zone. All the roads were on fire," Bell said. The Farmington crew returned late Saturday night. At the border, the fire fighters were asked to list their names and birth dates, to make sure everyone is accounted for, Bell said, but otherwise, they were waived through and thanked.

"A lot of people want to do something," Morgan said. A commemorative Lac-Mégantic flag sat on the table as selectmen voted to kick in \$500 from the board's "discretionary fund," which totals \$3,000, to start a bank account for people who want to help out. The account will be started at TD Bank at 163 Broadway in Farmington and called, "The Lac-Mégantic Relief Fund," which those donors giving should indicate when dropping off or sending in their gift. Any donations will go to the municipality to help it in its rebuilding efforts.

"There's been a tremendous outpouring of affection," Morgan said, "this gives an avenue." Another idea is The Canadian Red Cross for donations specifically going to Lac-Mégantic's needs and can be found here: <http://www.redcross.ca/donate/donate-online/donate-to-the-fund-explosion-lac-megantic?lang=en-ca>