WISCASSET BOARD OF SELECTMEN,

BOARD OF ASSESSORS AND OVERSEERS OF THE POOR

SEPTEMBER 6, 2016

 tape recorded meeting

Present: David Cherry, Chair Judy Colby, Vice Chair Judy Flanagan, Ben Rines, Jr., Jeff Slack and Town Manager Marian Anderson

Chair Judy Colby called the meeting to order at 6 p.m. She announced that because meetings now start at 6 p.m., a motion to continue the meeting past 9 p.m. will be required. The five-minute limit on public comments will be enforced.

1. Pledge of Allegiance

2. Approval of Treasurer’s Warrants

a. **Judy Flanagan moved to approve the Payroll Warrants of August 19, August 26, and September 2, 2016. Vote 5-0-0.**

b. **David Cherry moved to approve the Accounts Payable Warrants of August 23, August 30 and September 6, 2016. Vote 5-0-0.**

3. Approval of Minutes

**a. David Cherry moved to approve the minutes of August 16, 2016. Vote 5-0-0.**

**b. David Cherry moved to approve the minutes of August 22, 2016. Vote 4-0-1 (Rines abstained).**

4. Special Presentations or Awards – none

5. Committee appointments

**David Cherry moved to appoint Albert Kontrath as alternate to the Historic Preservation Commission, and Mackenzie Riley, Frederick Quivey and Lonnie Kennedy-Patterson to the Budget Committee. Vote 5-0-0.**

6. Public Hearing – Adoption of the 2016-2017 General Assistance Ordinance Appendices A-D

**David Cherry moved to go into the public hearing. Vote 5-0-0.** Town Manager Marian Anderson explained that each year the General Assistance maximums must be approved by the board. Judy Flanagan said she felt the guidelines were not adequate for a family of four and hoped that they could be some day. **Ben Rines moved to close the public hearing. Vote 5-0-0. David Cherry moved to adopt the 2016-2017 General Assistance Ordinance Appendices A-D. Vote 5-0-0.**

7. Public Comment – none

8. Department head or committee chair

a. Discussion of MAINE PERS life insurance for part-time employees, Shari Fredette, Town Treasurer/Human Resources: According to Fredette, a part-time employee, who had previously worked for the Town part time and had life insurance, was now requesting the same life insurance coverage as he had previously had which he would pay for in full. The Town’s personnel policy now restricts the offering of life insurance to full-time employees only. Fredette asked direction from the board. Because of possible ramifications of offering life insurance under the MAINE PERS policy to all part-time employees, it was the consensus to reconsider the request and change of policy at the next meeting.

b. Historical status of Red Brick School House and Powder House, Town Planner, Ben Averill: Averill reported that after research, he found that the academy building is a contributing building to the Wiscasset Historic District and is listed in the National Register of Historic Places. The Old Powder House and the Academy building were included in the Historic American Building Survey during the mid-1930s. Averill will begin the nomination process for the Old Powder House to determine if it is eligible to be listed on the National Register of Historic Places.

c. Historic Preservation Commission letter to residents within the historic district: A draft informational letter to the approximately 300 residents in the historic district was presented to the board together with a request for funds for mailing costs. **Jeff Slack moved to pay for postage to mail the 300 letters. Vote 5-0-0.**

d. Update/discussion on moving forward with proposed Park and Ride-Public Works Director Doug Fowler: In order to reduce the number of vehicles using the Municipal Building parking lot as a short cut, Fowler presented a MDOT park and ride option (funded 80% by the state, 20% by the town) which would include closing off the Washington Street entrance and creating parking in the green space around the tower. The plan would gain 20 parking spots and be ADA compliant. There was concern about the resulting increased traffic on Churchill Street and relocation of the mailbox. It was the consensus of the board that temporary barriers be installed in the parking lot, making through traffic impossible but allowing long-term parking on the east end of the parking lot from Washington Street to the bump-out. Employees and visitors to the municipal building would use Churchill Street to enter and exit the parking lot for parking. The DOT plan will not be pursued at this time. **Judy Flanagan moved that the Town Manager and Doug Fowler work out the details and make a decision regarding the mailbox and the type of barrier. Vote 5-0-0**. Fowler and Anderson will report back to the board at the next meeting.

9. Unfinished Business

a. Schedule visits to all Town departments before next year’s budget season: The schedule was distributed: EMS & Police, 9/12/16; Public Works and Transfer Station, 9/19/16; Community Center, 9/26/16; Wastewater Treatment Plant, 10/3/16; Wiscasset Municipal Airport, 10/10/16. The Budget Committee will be informed.

10. New Business

a. TIF i-park development – discussion on bond payment: A copy of the letter advising i-park and Ferry Road Development of the amounts due for fiscal years 2009 through 2015 which the Town was paying was included in the board’s packet.

b. RHR Smith – Chris Bachman, Town Auditor

 ● Discuss and vote on the changes to the financial statement by separating out the sewer department as requested by USDA: Bachman said that, in accordance with the USDA grant, the Wastewater Treatment Plant should be displayed as an enterprise fund inasmuch as no taxpayer funds are used, it is funded by user fees. The board agreed with the change.

 ● Discuss posting the $18,631.35 from the sale of the South Point Drive properties to the A/R TIF Ferry Rd. Development (G-1-180-03): There was an extended discussion on the application of back taxes when foreclosed properties are sold. Bachman said the back taxes must be deducted from the sales price and applied to the outstanding taxes. Any profit on the sale will go to the fund balance.

c. Municipal Tax Commitment for Fiscal Year 2016/2017: Marian Anderson pointed out the increased expenses such as the $385,000 increase in school budget, the $228,234 payment of school withdrawal BAN and $191,000 increase in the EMS budget. County taxes increased $30,000. She presented calculations showing the percentage of tax increase using various amounts from $0 to $600 being withdrawn from the fund balance. The auditor advised taking no more than $600,000 from the $1.7 million in the fund balance, which would leave the town with funds for less than two months operating costs and which would result in a 14.1% tax increase. In the discussion which followed, Judy Colby said the board had no control of some of the costs; Flanagan pointed out that the voters had approved the expenditures which increased the budget; Ben Rines said some of the items in the budget would have been voted down if the voters were aware of what the tax increase would be and opposed a 14% increase. **Ben Rines moved to take $1 million out of the fund balance and apply to the taxes this year. Vote 3-2-0** (Cherry and Colby opposed).

d. Maine Municipal Association dividend check ($7,537): no action required.

e. Lincoln County Budget Advisory Committee – District 1 Caucus September 8, 6 p.m.: no action required.

f. Harbormaster boat – next steps: Marian Anderson asked for direction from the board on replacing the harbormaster’s boat, and whether to spend more or less than the sales price of the former boat. There was a consensus to obtain an opinion from the harbormaster, and also to wait until spring to purchase a boat.

g. Former Wiscasset Primary School – Update on items sold: The board received an update on the primary school surplus equipment sold**. David Cherry moved that we request the school department write a check for the value of school surplus equipment that they received. Vote 4-0-1 (Colby abstained).**

h. Consideration of Catering Permits: **David Cherry moved to approve the following catering permits: Frontier Group for an event at Chewonki on September 29, 2016; Knights of Columbus for an event at Twisted Iron Customs on September 25, 2016; Knights of Columbus for an event at Twisted Iron Customs on October 22, 2016; and Dogfish Bar and Grille for an event at Marianmade Farm on September 9, 2016. Vote 5-0-0.**

i. Discussion of Local Committee for downtown improvement project: Board members suggested that applications be available for prospective committee members, and that announcements be made on Facebook, newspapers and website, with the hope that the 9-member committee would include representatives from the business community, Chamber of Commerce, Historical Preservation Commission, Waterfront Committee, the rural area, and Route 1. Two selectmen will be on the committee, but not counted toward the total membership.

j. Check for $534.14 from Edward Jones for class action settlements – HMPayson request for placement of funds: **David Cherry moved that the $534.14 be reinvested. Vote 5-0-0.**

k. Bid Opening – Municipal Meeting Room Entry Doors: The only bid received for steel entry door with frame was from PDQ Door Co. for $18,635. Toby Martin suggested that a decision be postponed until cost of the EMS improvements were determined.

l. Bid Opening-Town Office electrical upgrades: No bids were received.

m. Bid Opening-EMS Renovations: A bid from Robert W. O’Brien II for $18,440 was the only bid received. Toby Martin said the department would remove old kitchen cabinets, supply new kitchen cabinets, provide dry wall and paint. The kitchen is being reconfigured because it is not up to code; a vented microwave will be used in place of a new venting system. Kitchen cabinets will be supplied by Kitchen Solutions at $1500. **Judy Flanagan moved to authorize the Town Manager, Public Works Director and EMS Director to go over the bids and award them if there is no problem. Vote 5-0-0.**

n. Chamber of Commerce request re scarecrows – postponed to the September 20 meeting.

11. Town Manager’s Report

Marian Anderson reported that thank you notes for contributions had been received from New Hope for Women, Midcoast Community Action and Healthy Kids.

She said an RFP for broadband has been sent out.

A meeting with two computer vendors will take place on September 7 to discuss upgrades to the computer systems.

12. Other Board Business

In response to Ben Rines’ question, Marian Anderson said she did not yet know when the commitment

would be ready for board signatures.

Anderson said in response to a question that the board would vote on the tax rate at a future board meeting.

James Kochan, president of a non-profit organization interested in leasing or purchasing the Wiscasset Academy building, suggested that a committee be formed consisting of two selectmen, the town planner, and the Public Works director to look into the possible lease or purchase of the building. Marian Anderson said that she would be meeting with the Wiscasset Art Gallery representatives the following day regarding that organization’s lease and non-profit status, and it would be premature to form a committee as Mr. Kochan suggested.

In response to a question, Judy Colby said the MDOT would hold a meeting on September 21 regarding the Route 1 northbound left turn onto Old Bath Road, Route 1 southbound left turn at Birch Point and Route 1 southbound left turn lane onto Route 144. She added there had been no updates on the downtown traffic improvement plan.

13. Adjournment

**Jeff Slack moved to adjourn at 8:10 p.m. Vote 5-0-0.**