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WISCASSET SELECTBOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
MAY 3, 2022  
IN PERSON AND VIA ZOOM

Preliminary Minutes

Present: Kim Andersson, Terry Heller, Vice Chair Dusty Jones, Chair Sarah Whitfield, and Town Manager Dennis Simmons

Absent: Pam Dunning

Chair Sarah Whitfield called the meeting to order at 6:03 p.m.

1. Pledge of Allegiance

Sarah Whitfield acknowledged Larry Gordon and the incredible service he had given to the Town. She asked for a moment of silence and to dedicate the meeting to him.

2. Approval of Treasurer's Warrants

a. Terry Heller moved to approve the payroll warrants of April 22 and April 29, 2022. Vote 4-0-0.

b. Terry Heller moved to approve the accounts payable warrants of April 26 and May 3, 2022. Vote 4-0-0.

3. Approval of Minutes

Terry Heller moved to approve the minutes of April 19, 2022. Vote 4-0-0.

4. Special Presentations and Awards - Terry Heller reported that Evan Strong would be recognized at the next meeting. Dennis Simmons reminded the board members that it was Town Clerk's week and to show their appreciation for her hard work.

5. Committee Appointments

Terry Heller moved to reappoint Anthony J. Gatti to the Planning Board. Vote 4-0-0.

6. Public Hearings – none

7. Public Comment – none

8. Department Head or Committee Chair

a. Sewer Rates – Rob Lalli, Wastewater Treatment Plant Superintendent: Lalli reported that in the two years he had been superintendent the sewer department revenues have never matched the sewer department budget. He quoted from a letter from Cathy Robinson, Financial Analysis of the Maine Rural Water Association, who reported that as a result of her findings, it was important for the Town to address the need for a full rate increase so that the Wastewater Department can begin to operate

within its financial means. Lalli reported that the depreciation and contingency accounts are not currently being collected for or funded and that capital improvement reserves are currently being budgeted but have not all been sustainable or recovered through the revenues of the sewer department. He quoted the consultant who recommended that the Town increase rates to cover expenses to operate and cover debt service costs, capital reserves and contingency for the department through an increase of approximately 46% over current rates. A public hearing on this matter will be held at a date to be determined.

9. Unfinished Business

a. Maine Art Gallery Lease: Sarah Whitfield said the only change made to the lease since the last meeting was to require financials on an annual basis. **Terry Heller moved to authorize the Town Manager to execute the 20-year lease with the Maine Art Gallery as presented. Vote 4-0-0.**

b. Maine Department of Environmental Waterfront Pump-out grant: **Terry Heller moved to authorize the Town Manager to execute contract for the Maine Department of Environment Waterfront Pump-out grant. Vote 4-0-0.**

10. New Business

a. Cemetery Regulations Update: Sarah Whitfield acknowledged the hard work of the Cemetery Committee in updating the regulations. The regulations will be sent to new and existing owners. **Dusty Jones moved to accept the cemetery regulations. Vote 4-0-0.**

b. Ancient Cemetery Fence – bid opening: The following bids were received:

C. A. Newcomb and Sons	Ameristar montage 2 majestic ornamental fence	\$83,114
Main Line Fence Co.	Ameristar montage 2 industrial gauge steel fence	\$82,300
	Ameristar montage echelon industrial grade aluminum fence	\$53,500

**Kim Andersson moved to authorize the Town Manager and Public Works Director to review the bids and award the bid to the lowest qualified bidder. Vote 4-0-0.**

c. Set Town Meeting Public Hearing date: **Terry Heller moved to set the Town Meeting public hearing for May 17, 2022, at 6 p.m. at the Community Center for the annual town meeting warrant. Vote 4-0-0.**

d. Bill of Sale – Hannah V. Maloy, (Mobile home located at 285 Birch Point Road, Lot #12): **Terry Heller moved to authorize a Bill of Sale to Hannah V. Maloy for a mobile home located at 285 Birch Point Road, Lot #12. Vote 4-0-0.**

e. Maine Art Gallery – Request for street closure: **Terry Heller moved to authorize the appropriate personnel to close Warren Street on May 7 from 3 p.m. to 8 p.m. for the celebration of the opening of the Maine Art Gallery. Vote 4-0-0.**

f. Removal of dilapidated mobile home (tax-acquired) – Cronk Lane: **Kim Andersson moved to authorize the Public Works Department to remove the dilapidated mobile home from Cronk Lane. Vote 4-0-0.**

g. Approve/Sign the Warrant for May 16<sup>th</sup> Special Town Meeting to vote on School Budget Cost Centers for the 2022-2023 School Budget Referendum: **Terry Heller moved to approve/sign the warrant for May 16<sup>th</sup> Special Town Meeting to vote on School Budget Cost Centers for the 2022-2023 School Budget Referendum. Vote 4-0-0.**

#### 11. Town Manager's Report

In addition to items discussed during the meeting, Town Manager Dennis Simmons reported that the DEP had awarded the Town a \$27,000 grant for the harbor boat pump out.

Work at the Mason Station ash ponds continues – hazardous material from the pump house has been abated and demolition of the building is scheduled for May 27. Sludge and liners from the ponds have been removed and soil samples have been obtained to ensure no contamination occurred. The ponds will then be backfilled and the remaining on-site infrastructure will be demolished.

The Army Corps of Engineers has issued a permit for the Old Ferry Road crossing.

#### 12. Assessors' Business

Dennis Simmons pointed out in his annual report that the town has not had an evaluation since 2007 and in view of rising property values, a revaluation is needed.

#### 13. Other Board Business

Dennis Simmons asked, in view of Rob Lalli's report, that the board set a date for a public hearing on sewer rates. **Dusty Jones moved to hold a public hearing on sewer rates on June 7, 2022. Vote 4-0-0.**

#### 14. Adjournment

**Kim Andersson moved to adjourn the meeting at 6:42 p.m. Vote 4-0-0.**

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Town of Wiscasset  
Board/Committee Membership Application 5/2/2022

Full Name: Suzanne Rankin  
Street Address: 65 Langdon St. Rd, Wiscasset  
Mailing Address: 65 Langdon Rd. Home Phone: 882-4260  
Town of Legal Residence: Wiscasset  
Work Phone: n/a Cell Phone: n/a E-mail n/a  
I wish to be considered for the appointment to the: Cemetery  
Term Of Appointment \_\_\_\_\_

Full member:  Reappointment: \_\_\_\_\_ Alternate member:

Do you currently serve or have you ever served on any Town Board? Yes  
If yes, please state which Board or Committee/term exp. appeals J Board, Planning Board etc.

List civic organizations to which you belong now: n/a

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: I have served on many other town committees and  
Signature: Suzanne Rankin Date: 5-3-22

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

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

and know how they work and I LOVE Cemeteries!

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For Office Use:  
Date received: 5/4/2022 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_



Town of Wiscasset  
Board/Committee Membership Application

Full Name: Debra A Pooler  
Street Address: 30 Langdon Road  
Mailing Address: (same) Home Phone: 207 882-6201  
Town of Legal Residence: Wiscasset  
Work Phone: 882-7722 Cell Phone: 837-2712 E-mail debra.pooler@gmail.com  
I wish to be considered for the appointment to the: Planning Board  
Term Of Appointment \_\_\_\_\_

Full member: \_\_\_\_\_ Reappointment:  Alternate member: \_\_\_\_\_

Do you currently serve or have you ever served on any Town Board? yes

If yes, please state which Board or Committee/term exp. Planning Board + School Board

List civic organizations to which you belong now: Planning Board, School Leadership Committee WSD

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Have been involved in town political committees for many years

Signature: [Handwritten Signature] Date: 2/17/21

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

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

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For Office Use: \_\_\_\_\_

Date received: 2/17/2021 Date Appointed: \_\_\_\_\_ Term: exp. 12/31/2023



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**NOTICE  
TOWN OF WISCASSET  
OFFICIAL PUBLIC HEARING**

The Wiscasset Board of Selectmen will hold an official public hearing on May 17, 2022, at the Wiscasset Community Center in the Gymnasium beginning at 6:00 p.m. The purpose of the hearing is to discuss and hear public comment on all the **Annual Referendum Town Meeting** warrant articles to be voted by secret ballot on June 14, 2022, at the Wiscasset Community Center from 8 a.m. to 8 p.m. This hearing provides the public an opportunity to clarify any questions they may have regarding the ballot but no further changes can be made to the articles.

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# TOWN OF WISCASSET

To Lawrence Hesseltine, Chief Constable, of the Town of Wiscasset in the County of Lincoln, Maine:

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 at 242 Gardiner Road, the 14<sup>th</sup> day of June, 2022 from 8:00 am to 8:00 pm then and there to act upon the following articles:

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

Article 2. To vote by secret ballot for elected positions.

**Board of Selectmen – 3 (2-year terms)**

**Wiscasset School Board – 2 (3-year terms)**

**Budget Committee – 3 (3-year terms)**

**Budget Committee - 2 (2-year terms)**

**Budget Committee – 2 (1-year terms)**

**Wiscasset Water District Trustee – 2 (3-year terms)**

**Wiscasset Water District Trustee- 1 (2-year term)**

Article 3. Should any cost center (departmental budget) question fail to pass, shall the Town vote to raise and appropriate an amount for the Selectmen to expend not to exceed 3/12 of the previous year's cost center appropriation?

Article 4. Do you favor approving the Wiscasset School Department budget for the upcoming school year that was adopted at the latest Wiscasset School Department budget meeting?

Article 5. Shall the Town of Wiscasset (Town) vote to adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by MainePERS Rule Chapter 803.

The Town agrees:

- 1) To adopt the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by MainePERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in MainePERS (“eligible employees”) and to comply with the following requirements:
  - a. To offer by July 1, 2022, the opportunity to join MainePERS prospectively to all its eligible employees who were employed for

# TOWN OF WISCASSET

more than 5 years as of November 1, 2021, to advise these employees that this will be their only opportunity to join, and to provide MainePERS with documentation of each eligible employee's election; and

- b. Beginning in 2022, to annually offer eligible employees who have been employed for less than 5 years, and in 2022 eligible employees who had reached 5 years of employment between November 1, 2021 and November 1, 2022, the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide MainePERS with documentation of each election made by eligible employees under this provision; and
- c. To withhold employee contributions for employees who join under this provision on an after-tax basis and to remit them to MainePERS.

2) To authorize the Town Manager, to sign the Amended Agreement between the Town of Wiscasset and the Maine Public Employees Retirement System.

Article 6. Shall the Town vote to appropriate the following **Estimated Revenues** to reduce the tax commitment?

Recreation	\$ 465,000
Excise	\$ 660,000
State Revenues	\$ 719,487
Miscellaneous	\$ 276,550
Emergency Medical Services	\$ 365,940
Transfer Station	\$ 299,063
Charges for Services	\$ 65,400
Airport	\$ 85,970
Senior Center	\$ 5,500
Waterfront	\$ 21,575
<b>Total</b>	<b>\$2,964,485</b>

Article 7. Shall the Town vote to raise and appropriate \$198,940 for **Town Office Administration/Operations?**

Board of Selectmen recommendation:	5-Favor 0-Opposed 0-Abstain
Budget Committee recommendation:	7-Favor 0-Opposed 0-Abstain

Article 8. Shall the Town vote to raise and appropriate \$90,521 for the **Airport?**



# TOWN OF WISCASSET

*The Airport anticipates \$85,970 in revenue which partially offsets the above appropriation.*

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 9. Shall the Town vote to raise and appropriate \$17,050 for **Animal Control?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 10. Shall the Town vote to raise and appropriate \$7,244 for the **Office of Assessment?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 11. Shall the Town vote to raise and appropriate \$4,209 for **Municipal Boards and Committees?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 12. Shall the Town vote to raise and appropriate \$22,975 for **Celebrations?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 13. Shall the Town vote to appropriate an amount, not to exceed \$178,185 from the Perpetual Care Trust Fund for the care of **Cemeteries?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 14. Shall the Town vote to raise and appropriate \$98,739 for the **Town Clerk/Excise Tax Collector/Registrar?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

# TOWN OF WISCASSET

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 15. Shall the Town vote to raise and appropriate \$38,294 for **Code Enforcement?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

*The Code Enforcement Department anticipates \$25,300 in revenue which partially offsets the above appropriation.*

Article 16. Shall the Town vote to raise and appropriate \$50,000 for **Contingency?**

Board of Selectmen recommendation: 5-Favor 0-Opposed Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 17. Shall the Town vote to raise and appropriate \$248,250 for **Contractual Services?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 18. Shall the Town vote to raise and appropriate \$21,839 for **Office of Elections?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 19. Shall the Town vote to raise and appropriate \$759,553 for the **Emergency Medical Services?**

*The EMS Department anticipates \$365,940 in revenue which partially offsets the above appropriation.*

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 20. Shall the Town vote to raise and appropriate \$275,932 for **Office of Finance/Tax Collector?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

# TOWN OF WISCASSET

Article 21. Shall the Town vote to raise and appropriate \$155,708 for the **Fire Department?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 22. Shall the Town vote to raise and appropriate \$25,171 for **General Assistance?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 23. Shall the Town vote to raise and appropriate \$84,240 for **Municipal Building Maintenance/Operations?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 24. Shall the Town vote to raise and appropriate \$129,009 for **Municipal Insurances?**

Municipal Property/Casualty	\$41, 972
Unemployment Insurance	\$14, 653
Workers' Compensation Insurance	<u>\$72, 384</u>
Total	\$129, 009

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 25. Shall the Town vote to appropriate \$44,496 for the payment of retiree health insurance premiums, the funds to come from the **Retiree Health Insurance Reserve Account?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 26. Shall the Town vote to raise and appropriate \$977,546 for the **Parks & Recreation Department?**

*The Parks and Recreation Department anticipates \$465,000 in revenue which partially offsets the above appropriation.*



# TOWN OF WISCASSET

Board of Selectmen recommendation: 4-Favor 1-Opposed 0-Abstain  
Budget Committee recommendation: 6-Favor 1-Opposed 0-Abstain

Article 27. Shall the Town vote to raise and appropriate \$50,000 for **Planning Services?**

Board of Selectmen recommendation: 5- Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7 -Favor 0-Opposed 0-Abstain

Article 28. Shall the Town vote to raise and appropriate \$674,035 for the **Police Department?**

Board of Selectmen recommendation: 5- Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 29. Shall the Town vote to raise and appropriate \$86,253 for the **Police Department School Resource Officer, (SRO)?**

Board of Selectmen recommendation: 4-Favor 1-Opposed 0-Abstain  
Budget Committee recommendation: 5-Favor 2-Opposed 0-Abstain

*The School Resource Officer appropriation will be partially offset by a \$60,000 grant from the Wiscasset School Department.*

Article 30. Shall the Town vote to raise and appropriate \$365,093 for **Public Utilities?**

Street Lights	\$ 58,149
Christmas Tree Lighting Meter	\$ 200
Fire Protection (Hydrants paid to Water District)	<u>\$306,744</u>
Total	\$365,093

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 31. Shall the Town vote to raise and appropriate \$673,870 for the **Public Works Department?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain



# TOWN OF WISCASSET

Article 32. Shall the Town vote to raise and appropriate \$27,829 for **Office of Selectmen?**

Board of Selectmen recommendation: 4-Favor 1-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 33. Shall the Town vote to raise and appropriate \$13,183 for the **Senior Center?**

*The Senior Center anticipates \$5,500 in revenue which partially offsets the above appropriation.*

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 34. Shall the Town vote to raise and appropriate \$4,186 for **Shellfish Conservation?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

*The Shellfish Conservation anticipates \$2,650 in revenue which partially offsets the above appropriation.*

Article 35. Shall the Town vote to raise and appropriate \$724,084 for the **Transfer Station?**

*The Transfer Station anticipates \$299,063 in revenue which partially offsets the above appropriation.*

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 36. Shall the Town vote to appropriate the sum of \$846,942 (the entire amount to come from departmental revenues and surplus) for the total **Enterprise Fund-Wastewater Treatment Plant** operational budget?

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 37. Shall the Town vote to raise and appropriate \$64,564 for **Waterfront & Harbors?**

# TOWN OF WISCASSET

*Waterfront and Harbors anticipates \$21,575 in revenue which partially offsets the above appropriation.*

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 6-Favor 1-Opposed 0-Abstain

## COMMUNITY ORGANIZATIONS

Article 38. Shall the Town vote to raise and appropriate \$63,000 for the **Wiscasset Public Library?**

Board of Selectmen recommendation: 4-Favor 0-Opposed 1-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 39. Shall the Town vote to raise and appropriate \$1,500 for **Healthy Kids?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 40. Shall the Town vote to raise and appropriate \$1,515 for **New Hope for Women?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 41. Shall the Town vote to raise and appropriate \$2,000 to support the **Help Yourself Food Pantry and the Church of the Nazarene Outreach Food Pantry?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 42. Shall the Town vote to raise and appropriate \$600 to support the **American Legion Flag Project?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 43. Shall the Town vote to raise and appropriate \$933 to support **LifeFlight of Maine?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

# TOWN OF WISCASSET

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 44. Shall the Town vote to raise and appropriate \$239 to support the **Waldo Community Action Partners?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 45. Shall the Town vote to raise and appropriate \$1,950 to support **Spectrum Generations?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

## CAPITAL IMPROVEMENT QUESTIONS

Article 46. Shall the Town vote to appropriate an amount not to exceed \$125,000 from the Capital Reserve Account for the purchase of a **Public Works Plow Truck?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 47. Shall the Town vote to appropriate an amount not to exceed \$235,000 from the Capital Reserve Account for the purchase of a **New Ambulance?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

Budget Committee recommendation: 7 -Favor -Opposed 0-Abstain

Article 48. Shall the Town vote to appropriate an amount not to exceed \$174,500 from the Capital Reserve Account for the **Harbor Expansion Project**

Board of Selectmen recommendation: 4-Favor 1-Opposed 0-Abstain

Budget Committee recommendation: 0-Favor 7-Opposed 0-Abstain



# TOWN OF WISCASSET

Article 49. Shall the Town vote to appropriate an amount not to exceed \$40,000 from the Capital Reserve Account for the purchase of a **Public Works Maintenance Truck?**

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 50. Shall the Town (1) approve the acquisition of a **fire department tanker truck** (“Project”); (2) appropriate up to **\$400,000** for the Project; (3) fund such appropriation by authorizing and delegating authority to the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Wiscasset, Maine (“Town”) (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$400,000 plus any additional premium, and delegating to the Treasurer and the Chairman of the Board of Selectmen the authority to fix the date(s), maturity(ies), interest rate(s), call(s) for redemption, refunding of said securities, place(s) of payment, form, and other details of said securities, including execution of loan and other necessary agreements and execution and delivery said securities on behalf of the Town, and to provide for the sale thereof?

## FINANCIAL STATEMENT

1. Total Indebtedness

- a. Bonds outstanding and unpaid: \$1,929,775.25
- b. Bonds authorized and unissued: \$ 0.00
- c. Bonds to be issued if this Article is approved \$ 400,000.00

2. Costs

At an estimated interest rate of 3.87 % for a 10 year maturity, the estimated costs of this bond issue will be:

Principal: \$ 400,000.00  
Interest \$ 91,486.67  
Total Debt Service: **\$ 491,486.67**

3. Validity

The validity of the bonds and of the voters’ ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

/s/ Dennis L. Simmons  
Town Treasurer

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain

# TOWN OF WISCASSET

Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

- Article 51. Shall the Town (1) approve a **capital roofing project for the Community Center** (“Project”); (2) appropriate up to **\$80,000** for the Project; (3) fund such appropriation by authorizing and delegating authority to the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Wiscasset, Maine (“Town”) (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$80,000 plus any additional premium, and delegating to the Treasurer and the Chairman of the Board of Selectmen the authority to fix the date(s), maturity(ies), interest rate(s), call(s) for redemption, refunding of said securities, place(s) of payment, form, and other details of said securities, including execution of loan and other necessary agreements and execution and delivery said securities on behalf of the Town, and to provide for the sale thereof?

## FINANCIAL STATEMENT

1. Total Indebtedness
  - a. Bonds outstanding and unpaid: \$1,929,775.25
  - b. Bonds authorized and unissued: \$ 0.00
  - c. Bonds to be issued if this Article is approved \$ 80,000.00
2. Costs

At an estimated interest rate of 3.87 % for a 10 year maturity, the estimated costs of this bond issue will be:

Principal:	\$ 80,000.00
Interest	<u>\$ 18,268.38</u>
Total Debt Service:	<b>\$ 98,268.38</b>
3. Validity

The validity of the bonds and of the voters’ ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

/s/ Dennis L. Simmons  
Town Treasurer

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

- Article 52. Shall the Town (1) approve a **capital roofing project for the Sand/Salt Shed** (“Project”); (2) appropriate up to **\$50,000** for the Project; (3) fund such appropriation by authorizing and delegating authority to the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Wiscasset, Maine (the “Town”) (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed



# TOWN OF WISCASSET

\$50,000 plus any additional premium, and delegating to the Treasurer and the Chairman of the Board of Selectmen the authority to fix the date(s), maturity(ies), interest rate(s), call(s) for redemption, refunding of said securities, place(s) of payment, form, and other details of said securities, including execution of loan and other necessary agreements and execution and delivery said securities on behalf of the Town, and to provide for the sale thereof?

## FINANCIAL STATEMENT

1. Total Indebtedness
  - a. Bonds outstanding and unpaid: \$1,929,775.25
  - b. Bonds authorized and unissued: \$ 0.00
  - c. Bonds to be issued if this Article is approved \$ 50,000.00

2. Costs

At an estimated interest rate of 3.87 % for a 10 year maturity, the estimated costs of this bond issue will be:

Principal:	\$ 50,000.00
Interest	\$ 14,406.88
Total Debt Service:	\$ 64,406.68

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

/s/ Dennis L. Simmons  
Town Treasurer

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

- Article 53. Shall the Town (1) approve various **capital improvements for the Municipal Building** including HVAC system upgrades and window replacement (“Project”); (2) appropriate up to **\$313,500** for the Project; (3) fund such appropriation by authorizing and delegating authority to the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Wiscasset, Maine (the “Town”) (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$315,000 plus any additional premium, and delegating to the Treasurer and the Chairman of the Board of Selectmen the authority to fix the date(s), maturity(ies), interest rate(s), call(s) for redemption, refunding of said securities, place(s) of payment, form, and other details of said securities, including execution of loan and other necessary agreements and execution and delivery said securities on behalf of the Town, and to provide for the sale thereof?

# TOWN OF WISCASSET

## FINANCIAL STATEMENT

1. Total Indebtedness
  - a. Bonds outstanding and unpaid: \$1,929,775.25
  - b. Bonds authorized and unissued: \$ 0.00
  - c. Bonds to be issued if this Article is approved \$ 313,500.00
2. Costs

At an estimated interest rate of **3.87%** for a 10 year maturity, the estimated costs of this bond issue will be:

Principal:	\$ 313,500.00
Interest	\$ 71,597.01
Total Debt Service:	<b>\$ 385,097.01</b>
3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

/s/ Dennis L. Simmons  
Town Treasurer

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

- Article 54. Shall the Town (1) approve various **municipal paving projects** including all necessary work related thereto ("Project"); (2) appropriate up to **\$200,000** for the Project; (3) fund such appropriation by authorizing and delegating authority to the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Wiscasset, Maine (the "Town") (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$200,000 plus any additional premium, and delegating to the Treasurer and the Chairman of the Board of Selectmen the authority to fix the date(s), maturity(ies), interest rate(s), call(s) for redemption, refunding of said securities, place(s) of payment, form, and other details of said securities, including execution of loan and other necessary agreements and execution and delivery said securities on behalf of the Town, and to provide for the sale thereof?

## FINANCIAL STATEMENT

1. Total Indebtedness
  - a. Bonds outstanding and unpaid: \$1,929,775.25
  - b. Bonds authorized and unissued: \$ 0.00
  - c. Bonds to be issued if this Article is approved \$ 200,000.00



# TOWN OF WISCASSET

2. Costs

At an estimated interest rate of 3.87% for a 10 year maturity, the estimated costs of this bond issue will be:

Principal:	\$ 200,000.00
Interest	\$ <u>45,685.43</u>
Total Debt Service:	\$ <b>245,685.43</b>

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

/s/ Dennis L. Simmons  
Town Treasurer

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 55. Shall the Town (1) approve **capital improvements and repairs to the wastewater plant** including all necessary work related thereto ("Project"); (2) appropriate up to **\$209,000** for the Project; (3) fund such appropriation by authorizing and delegating authority to the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Wiscasset, Maine (the "Town") (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$209,000 plus any additional premium, and delegating to the Treasurer and the Chairman of the Board of Selectmen the authority to fix the date(s), maturity(ies), interest rate(s), call(s) for redemption, refunding of said securities, place(s) of payment, form, and other details of said securities, including execution of loan and other necessary agreements and execution and delivery said securities on behalf of the Town, and to provide for the sale thereof?

## FINANCIAL STATEMENT

1. Total Indebtedness

a. Bonds outstanding and unpaid:	\$1,929,775.25
b. Bonds authorized and unissued:	\$ 0.00
c. Bonds to be issued if this Article is approved	\$ 209,000.00

2. Costs

At an estimated interest rate of 3.87% for a 10 year maturity, the estimated costs of this bond issue will be:

Principal:	\$ 209,000.00
Interest	\$ <u>47,740.99</u>
Total Debt Service:	\$ <b>256,740.99</b>



# TOWN OF WISCASSET

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

/s/ Dennis L. Simmons  
Town Treasurer

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 56. Shall the Town (1) approve **capital improvements and repairs municipally owned Sunken Garden** including all necessary work related thereto ("Project"); (2) appropriate up to **\$15,000** for the Project; (3) fund such appropriation by authorizing and delegating authority to the Treasurer and Chairman of the Board of Selectmen to issue general obligation securities of the Town of Wiscasset, Maine (the "Town") (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$15,000 plus any additional premium, and delegating to the Treasurer and the Chairman of the Board of Selectmen the authority to fix the date(s), maturity(ies), interest rate(s), call(s) for redemption, refunding of said securities, place(s) of payment, form, and other details of said securities, including execution of loan and other necessary agreements and execution and delivery said securities on behalf of the Town, and to provide for the sale thereof?

## FINANCIAL STATEMENT

1. Total Indebtedness

- a. Bonds outstanding and unpaid: \$ 1,929,775.25
- b. Bonds authorized and unissued: \$ 0.00
- c. Bonds to be issued if this Article is approved \$ 15,000.00

2. Costs

At an estimated interest rate of 3.87% for a 10 year maturity, the estimated costs of this bond issue will be:

Principal: \$ 15,000.00  
Interest: \$ 3,474.18  
Total Debt Service: **\$ 18,474.18**

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless

# TOWN OF WISCASSET

conclusive and the validity of the bond issue is not affected by reason of the variance.

/s/ Dennis L. Simmons  
Town Treasurer

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

## DEBT SERVICE

Article 57. Shall the Town vote to raise and appropriate \$231,868 for **Debt Service?**

Tax Anticipation Note Interest & Bond Counsel	\$ 10,000
Taxable General Obligation Bond (For RSU withdrawal)	\$221,868
Total	<u>\$231,868</u>

Board of Selectmen recommendation: 5-Favor 0-Opposed 0-Abstain  
Budget Committee recommendation: 7-Favor 0-Opposed 0-Abstain

Article 58. To see if the Town will fix Thursday, October 27, 2022 and Thursday, April 26, 2023 as the dates when semi-annual tax payments are due and payable and instruct the Tax Collector to charge interest at the rate of **4% per annum** on all taxes unpaid after said dates?

Article 59. Shall the Town vote to authorize the Tax Collector to enter into standard agreement with taxpayers establishing a “tax club” payment plan for commercial and/or residential real estate property taxes, whereby:

1. The taxpayer agrees to pay specified monthly payments to the Town based on his/her estimated and actual tax obligation for current year real estate property taxes;
2. The Town agrees not to charge interest on timely payments made pursuant to the tax club agreement;
3. The Town authorizes the Tax Collector to accept tax club payments for current year taxes which may be due prior to the commitment of those taxes;
4. The agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due date(s) and interest date(s) and rate as other taxpayers who are not participating in a tax club program; and
5. Taxpayers wishing to participate in a tax club for a particular property tax year shall enter an agreement with the town by a publicly-advertised deadline determined by the Tax Collector.



# TOWN OF WISCASSET

Article 60. Shall the Town vote to approve the following:

**A.** To pay interest at **1.50% per annum** on any amount overpaid on property taxes as noted in M.R.S.A. Title 36, Section 506–A, and to authorize such interest paid or abatements granted to be appropriated from overlay funds or, if necessary, from undesignated fund balance;

**B.** To authorize the payment of tax abatements and applicable interest approved by the Selectmen/Board of Assessors from the overlay;

**C.** To authorize the Tax Collector to accept pre-payment of property taxes, with no interest to be paid on the same;

**D.** To authorize the Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they may deem advisable and in accordance with Maine law, and to execute quit claim deeds for such property. Property that, in the opinion of the Selectmen, best serves the interest of the Town by remaining Town-owned property need not be sold, unless otherwise provided by Maine law;

**E.** To authorize the Selectmen to expend additional funds received from federal, state and other sources during the year for Town purposes provided such additional funds do not require the expenditure of local funds not previously appropriated;

**F.** To authorize the Selectmen and Treasurer, on behalf of the Town, to accept gifts, real estate and other funds including trust funds that may be given or left to the Town and to apply these funds to the accounts the Selectmen deem appropriate;

**G.** To authorize the Selectmen to sell or dispose of various items, except real estate, that serve little or no purpose in the operation of the Town, and to apply the proceeds from these sales to the accounts the Selectmen deem appropriate;

**H.** To authorize the Selectmen to apply for and accept State and Federal grants, including Community Development Block Grant (CDBG) applications, and grants from non-profit organizations, donations or revenues, on the Town's behalf for municipal purposes, including, when necessary, the authority to sign grant contracts, documents or other paperwork and to accept the conditions that accompany grant funds and to appropriate and expend grant funds and/or funds for authorized purposes as the Board of Selectmen deems to be in the best interest of the Town during the fiscal year.

# TOWN OF WISCASSET

I. To see if the Town will authorize the Board of Selectmen to transfer and expend the appropriate funds from taxes and personal property revenue in accordance with the Tax Increment Financing (TIF) agreement for repayment of taxes and for economic development purposes from the Tax Increment Finance (TIF) District Account, consistent with 30-A M.R.S.A. §5221-5250-T.

Article 61. Shall the Town authorize the Selectmen to carry any unexpended balance as they deem advisable and to authorize the Selectmen to set at a later date the amount of undesignated fund balance, if any, to be used to reduce property tax assessment?

Article 62. Shall the Town vote to appropriate monies received from the State of Maine refund of snowmobile registration fees to the Wiscasset Sno-Goers for the purpose of maintaining snowmobile trails in Wiscasset?

## ORDINANCE QUESTIONS

Article 63 . Shall the Building Laws Article II be amended as follows?

### 1.2 PERMIT FEES [3-99]

1.2.1 The fees for building permits shall be set by the Town of Wiscasset Fee Schedule. ~~calculated upon the fair market value of the structure to be placed or erected upon a lot, the fair market value of the mobile home to be placed upon a lot, or the fair market value of the improvement to be made to an existing structure. The fees for building permits shall be:~~

~~1.2.1.1 For new non-commercial structures containing one or more residential dwelling units, and for mobile homes containing a dwelling unit, \$100.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value. [03-03]~~

~~1.2.1.2 For new non-commercial structures that do not contain residential dwelling units, and for the expansion of existing non-commercial~~

# TOWN OF WISCASSET

~~structures which either do or do not contain residential dwelling units, \$25.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value. [03-03]~~

~~1.2.1.3 For new commercial structures, and for the expansion of existing commercial structures, \$200.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value. [03-03]~~

~~1.2.1.4 If a building permit is obtained after construction has been started or after a structure has been placed upon a lot, the fee shall be as set forth in the preceding subsections PLUS an additional \$300.00.~~

~~1.2.2 The fees for plumbing permits shall be those as set by the appropriate State of Maine Department or set by the Town of Wiscasset fee schedule [6-12].~~

~~1.2.3 [Removed 6-10]~~

Article 64. Shall Appendix B of the Shoreland Zoning Ordinance Article XIII be amended as follows?

## Appendix B

### Village Waterfront District

1. The following dimensional requirements shall apply within the Village Waterfront District provided development complies with all applicable laws, rules and regulations:

#### Minimum lot size:

1. Residential: ~~None~~ 10,000 square feet
2. Non-residential: ~~None~~ 10,000 square feet
3. White's Island: 30,000 square feet for both residential and non-resident

#### Minimum frontage

1. Water: ~~None~~ 50 feet, except for White's Island which should have a minimum of 100 feet of water frontage.
2. Road/Street: None

#### Minimum setback requirements:

1. Front setback: None
2. Side setback: None
3. Rear setback: None



# TOWN OF WISCASSET

## Minimum water body setback:

1. There shall be a minimum setback of twenty-five (25) feet, horizontal distance from the normal high-water line, except for White's Island, where the minimum setback shall be seventy-five (75) feet, horizontal distance from the normal high-water line. There shall be no minimum setback for roads or structures that require direct water access as an operational necessity including, but not limited to, piers, docks, wharfs and bridges; buildings in existence as of the effective date of this ordinance; buildings, structures or permissible uses of land for public benefit/use; seasonal, non-attached buildings or structures on existing piers. Any enlargement of these existing buildings must comply with all applicable setback requirements in this ordinance.

## Maximum lot coverage

1. Maximum lot coverage: The total of all non-vegetated surface area shall be no more than seventy per cent (70%), except for White's Island where the total of all non- vegetated surface shall be no more than thirty percent (30%).

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# Town of Wiscasset

## April 2022

### Monthly Reports





# Town of Wiscasset

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## AIRPORT REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Rick Tetrev, Airport Manager  
**Re:** April Monthly Report  
**Date:** May 11, 2022

### Fuel Sales

- 100LL Avgas \$17,455.74 (3,186.760 gallons)
- Jet A \$3,346.52 (743.670 gallons)

### Budget

- Revenues: In November of 2021, we began collecting monthly Lease Payments from our Solar Farm. (Those lease payments were not a factor in the current budget.) They are at a lower rate while the farm is under construction albeit when it is operational the rate will be much higher. That said, with that additional line item along with Ramp Fees being greater than expected we stand now at two months until the end of the fiscal year with an uncollected balance of \$16,627.24. Additionally, as is standard practice, (Revenue line item 101-01-Fuel Sale Transfer in Spec Reserve) the fuel in the tanks for sale at the end of the fiscal year will be counted as an asset and the value already exceeds the uncollected balance that stands now. We also still have other revenues that will be collected.
- Expenditures: Following closely not to exceed.

### Operations

- 88

### Other Projects status:

- Solar. The projected completion date still is expected to be sometime in December.
- CMP. They have completed their burying of their lines and should not be in the way for the Chewonki Campground to open this month.
- MMA INSPECTION. Went well, no discrepancies were noted.
- Runway reconstruction. The project is in full progress. All aircraft that chose to have relocated, most to Brunswick Executive Airport, the rest put their pontoons on and gone to their summer home docks.

Respectfully submitted,  
Rick Tetrev

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





# Town of Wiscasset

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## Wiscasset Municipal Airport Advisory Committee Meeting Minutes April 20, 2022 Submitted by Steve Williams

### Opening

Chair Steve Williams called the regular meeting of the Wiscasset Airport Advisory Committee to order at 5:05 pm on April 20. Members present: Mike Costigan, Ray Soule, Pam Brackett, Erv Deck and Stephen Williams. Also in attendance Rick Tetrev Airport Manager.

### Approval of Minutes

The minutes of the March 16 meeting read and approved with corrections.

### Airport Manager's Report March Report

#### Fuel Purchase

There were no purchases of Avgas or Jet A during the month of March. A purchase of Jet A will be required in April to "refresh" the fuel due to bacteria growth. That will be the last purchase of fuel for the fiscal year due to a 2-month airport closure starting April 18.

### Old Business

#### Update on Fuel Farm Maintenance

- Scheduled for same time period as runway reconstruction

#### Runway Reconstruction Project

- Underway as of April 18. Airport closed for next two months with approximately one dozen aircraft moving to Brunswick for the duration.

Cutting operations **underway** as well as construction of service road from Rt. 144. As much timber as possible needs to be moved off site before old runway pavement is removed.

#### Airport Solar Farm Update

##### Obstruction Clearing

- **Work underway.** Rick Tetrev reports that 2 of the 4 utilities are working to place wires underground on approach end of runway 07. The two cable providers will remain overhead but their poles will be cut in half. Work will be completed by the beginning of May in order not to affect the Chewonki Campground season.

### New Business

- A discussion regarding an open house to show the airport improvements to the community. Steve Williams, Rick Tetrev, Erv Deck and Mike Costigan volunteered to serve on this sub-committee. The first meeting will be the week of April 25.

### Public Comments

- None



# Town of Wiscasset

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## **Airport Minimum Standards**

- Erv Deck supplied committee members with an updated draft. The committee voted to pass document along to Town Manager Dennis Simmons for review.

## **Calendar**

Next regular meeting is May 18, 2022

## **Additional Public Comments**

- None

## **Adjournment**

At 6:00

## **Current Committee Members**

Steve Williams Chair 12/23

Erv Deck 12/22

Pam Brackett 12/23

Ray Soule 12/22



# Town of Wiscasset

## TOWN CLERK REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** March/April Monthly Reports  
**Date:** May 11, 2022

### TOWN CLERK REPORT MARCH 2022

#### Elections

Nomination papers were made available on March 7th for the election of town officials. Papers need to be returned by 5:00 p.m. on April 14<sup>th</sup>.

The Clerk attended an on-line training for the new ES&S Portal. This portal will allow the Clerk to enter all ballot information and orders on-line. This portal will be replacing the previous method of emailing ballot content and order information using excel and word documents. The new portal makes the ballot ordering process much more complex and time consuming.

#### Clerk

The Annual Shellfish Review has been completed for the Department of Marine Resources and submitted. I also sent the Shellfish License Allocation into DMR for approval. DMR responded and has approved the sales and the number of licenses to be sold. All paperwork has been prepared and licenses will be available for sale in June. The ad had been submitted to the Wiscasset News Paper and notice of sales are posted at the Town Office as required by the Wiscasset Shellfish Ordinance.

The Clerk attended (via Zoom) Records Management, FOA and ES&S Portal training in March.

#### FINANCIALS:

	<b>Auto Excise</b>	<b>Boat Excise</b>	<b>Agent Fees</b>	<b>Vital Fees</b>
<b>Monthly Revenues</b>	<b>\$79,196.62</b>	<b>\$395.70</b>	<b>\$1,781.40</b>	<b>\$346.60</b>
<b>Year to date</b>	<b>\$560,134.17</b>	<b>\$1,628.50</b>	<b>\$14,976.15</b>	<b>\$2,755.60</b>
<b>Met yearly revenue projection by:</b>	<b>88.21%</b>	<b>28.57%</b>	<b>87.07%</b>	<b>-----</b>





# Town of Wiscasset

## TOWN CLERK REPORT APRIL 2022

### Elections & Town Meetings

The School Budget Validation Meeting will be held at Middle High School in the Gymnasium at 6:00 p.m. on Wednesday, May 16<sup>th</sup>. Wiscasset residents are urged to participate. This meeting will determine the final budget amount that is to be voted on at the Annual Referendum.

Ballots have been ordered for the June 14<sup>th</sup> Referendum Town Meeting and Election of Officers. Absentees will be available on Monday May 16<sup>th</sup>. The Election will be held at the Wiscasset Community Center in the gymnasium and the polls will be open from 8:00 am to 8:00 p.m. If voters have questions about obtaining an absentee ballot they can call the Town Clerks office at (207) 882-8200. We will have the absentee ballot application on our website that can be printed. The voter can mail this application to our office or pick up the ballots in person. June 9<sup>th</sup> will be the last day to request an absentee ballot except for extenuating circumstances.

### Town Clerk – Excise Tax Collector

Shellfish license sales will begin on June 2<sup>nd</sup>.

Airplane excise tax bills have been mailed for all planes that are currently hangered at the Wiscasset Municipal Airport.

### FINANCIALS:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees	Aircraft Excise
<b>Monthly Revenues</b>	<b>\$68,072.61</b>	<b>\$845.40</b>	<b>\$1,906.00</b>	<b>\$260.60</b>	<b>\$1,261.56</b>
<b>Year to date</b>	<b>\$628,206.78</b>	<b>\$2,473.90</b>	<b>\$16,882.15</b>	<b>\$3,016.20</b>	<b>\$1,261.56</b>
<b>Met yearly revenue projection by:</b>	<b>98.93%</b>	<b>43.40%</b>	<b>98.15%</b>	<b>-----</b>	<b>29.61%</b>



# Town of Wiscasset

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## CODE ENFORCEMENT REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Bruce Mullins, Code Enforcement Officer  
**Re:** April Monthly Report  
**Date:** May 5, 2022

### April 2022 Activity

#### Building Permits:

West Alna Road:	28x30 Garage
West Alna Road:	40x40 Garage
Harrison Lane:	16x16 Sun Room
Beechnut Hill Road:	10x14 Greenhouse
Middle Street:	48x42 New Home
Bath Road:	Shed and Storage Box
Birch Point Road:	Mobile Home and Pad
Summer Street:	Replace a garage door, single door
Old Dresden Road:	12x24 Shed

#### Plumbing Permits:

**No Permits Issued**

#### Inspections:

Bath Road, Oak Ridge West, Birch Point Road, Sunset Ridge, Water Street, Fort Hill Street, Main Street, Summer Street, Air Port, Middle Street, Gardiner Road, South Point Drive, Town Pier, Hodge Street, West Alna Road, Cronk Lane, R-07-A, Library

**No Correspondence**

## EMS REPORT

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April 2022 Monthly Report



# Town of Wiscasset

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**To:** Dennis Simmons, Town Manager  
**From:** Erin Bean, EMS Director  
**Re:** April Monthly Report  
**Date:** May 9, 2022

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Wiscasset	29	52.73%
Dresden	11	20.00%
Westport Island	9	16.36%
Brunswick	4	7.27%
Boothbay	1	1.82%
Damariscotta	1	1.82%
	<b>Total: 55</b>	<b>Total: 100.00%</b>

We are 80% of the year and we have spent 74.60% of our budget.

This past month I have been working on getting the ambulance license updated for the takeover of the Alna contract. This has shown to be very convoluted due to the new licensing agent that has taken over the position, he is getting the State of Maine up to the federal levels is imperative. It will help with safety and call coverage.

We received several donations towards the AED's and we are on our way to getting all of them replaced!! I appreciate everyone who has helped with this project along the way!  
Fuel prices have gone up as well as medication prices, especially Narcan!

I hope that everyone has a wonderful spring and start getting ready for a busy summer!





# Town of Wiscasset

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## FIRE DEPARTMENT REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Robert Bickford, Fire Chief  
**Re:** April Monthly Report  
**Date:** May 9, 2022

The Wiscasset Fire Department lost one of our most senior members this month. Larry Gordon passed away on April 7 having faithfully served the town and its residents for over 60 years. We will miss his guidance and mentorship that guided many firefighters through the years as well as putting the town in the financial position that it's in today with our reserve accounts.

### **Operations:**

The fire department responded to 11 calls for service during the month of April. This is down from 15 for the same time period last year.

The calls for the month break down as follows: 1 motor vehicle accident, 2 structure fires, 1 fire alarm, 5 assists to EMS and 2 "other".

We responded mutual aid to Boothbay and Pittston for structure fires in those towns.

### **Training:**

Training for the month included burning fields and a presentation by Senior Investigator Ike Peppard from the Maine Fire Marshall's Office on Fire Scene and Evidence Preservation that was hosted at our station and attended by several area departments.

### **Staffing:**

We welcomed a former member back to the department this month. Levon Travis is a former Lieutenant and has rejoined the department. You may remember that his son, LJ, was voted on to the department last month. We look forward to working with Levon again and benefiting from his training and qualifications.

### **Events:**

We would like to take this opportunity to congratulate Firefighter/AEMT Andrea Hartman and her husband, Seth, on the birth of their son, Barrett, this month. Seth's father, Tommy, is a former member of the fire department. Welcome to the family, Barrett!!

Respectfully submitted,  
Rob Bickford



# Town of Wiscasset

## Police Report

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### WISCASSET POLICE DEPARTMENT

To: Dennis Simmons, Town Manager  
From: Lawrence Hesseltine, Wiscasset Police Chief  
RE: April Monthly Report  
Date: May 2, 2022

The Police Department responded to 621 calls for service during the month of April.

We have increased traffic enforcement all over town. We had a record low number of accidents in April with only 1 reportable accident.

The department responded to 1 overdose death.

The department had 28 Arrests/Summonses for the month of April or which:

- OUI
- Operating with Suspended Registration
- Operating without License
- Driving to Endanger
- Speeding 30+
- Violating Conditions of Release
- Aggravated Criminal Mischief
- Theft by Unauthorized Taking or Transfer
- Unlawful Possession of Scheduled Drug
- Unsworn Falsification
- Tampering with Witness

April 2022 Calls for Service	
ALARM BURGLAR	11
ANIMAL COMPLAINT	2
ASSAULT	1
ASSIST CITIZEN	7
ASSIST OTHER AGENCY	1
ATTEMPT TO LOCATE	2
CIVIL COMPLAINT	4
COMMUNITY POLICING	4
COMPLIANCE CHECK ON INMATE	1
CONCEALED WEAPONS PERMIT	3
DISABLED MV	1





# Town of Wiscasset

## Police Report

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DOMESTIC DISTURBANCE	3
DRUG INVESTIGATION	2
ERRATIC OPERATIONS	15
ESCORT/TRANSPORT	2
FOUND/LOST PROPERTY	1
HARASSMENT	2
HARBOR MASTER	21
JUVENILE PROBLEM	1
LOUD NOISE	5
MEDICAL EMERGENCY	11
MENTAL HEALTH (PD's ONLY)	3
MOTOR VEHICLE ACCIDENT	3
MOTOR VEHICLE STOP	246
PARKING PROBLEM	1
PEDESTRIAN CHECK	2
POLICE INFORMATION	4
PROPERTY CHECK	212
School Resource Officer	12
SERVICE	1
Sex Offender Registration	3
SEX OFFENSES	1
SPECIAL DETAIL	4
SUSPICIOUS ACTIVITY	8
THEFT / FORGERY / FRAUD	8
THREATENING	1
TRAFFIC CONTROL	3
TRAFFIC HAZARD	1
TRESPASSING	1
UNWANTED SUBJECT	1
VIOLATION OF BAIL CONDITIONS	2
WELFARE CHECK	4
Total Calls	621



# Town of Wiscasset

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## PUBLIC WORKS/TRANSFER STATION DEPARTMENTS

**To:** Dennis Simmons, Town Manager  
**From:** Theodore Snowdon, Public Works Director  
**Re:** April Monthly Report  
**Date:** May 10, 2022

### **Operations:**

The month of April, for the Transfer/Public Works has been mostly about getting things ready for spring. In addition to our day to day duties we have managed to:

- Opened rest rooms water front.
- Ditching throughout the town.
- Removing excess winter sand from under guardrails throughout the town.
- Placed portable rest rooms creamery pier.
- Started the process of getting ready for Memorial Day.
- Took delivery of a new truck for sewer treatment plant.
- Removed studded snow tires on vehicles for each department.
- Replaced culvert Dickinson road.
- Finished most of clean up throughout the town.
- Still working on cleanup of all cemeteries.
- Removed numerous hazard trees throughout the town.
- Tree trimming throughout the town roads
- Still trying to keep up with beaver dams throughout the town
- Sweeping streets and roads removing left over winter sand.
- Staying on top of service and repair of all town owned vehicles including Transfer Station equipment
- Still working on roadside brush removal and chipping
- Street sign repair throughout the town
- Still trying to keep up with the pot holes and cold patch repair throughout the town.
- Still working with Town Office/Transfer Station in keeping public safe with covid.

### **Transfer Station duties:**

For the Transfer Station things have been picking up due to the warmer weather and Sanitizing is still taking place throughout the day.

Also trucking 3 to 4 loads of garbage per week to Norridgewock, metal and demo to Topsham brush and wood to Boothbay.



# Town of Wiscasset

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## Expense Summary Reports:

Public Works:	71.87%	
Transfer Station:	80.79%	Revenue: 103.98%
Municipal Building:	67.69%	
Waterfront:	37.69%	
Cemetery:	41.49%	

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

To conclude, all is well within the Departments.

Respectfully, Ted/crew





# Town of Wiscasset

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## PARKS AND RECREATION DEPARTMENT

**To:** Dennis Simmons, Town Manager  
**From:** Duane Goud, Parks & Recreation Director  
**Re:** April Monthly Report  
**Date:** May 10, 2022

### April, 2022!!

Spring is here and in a big way, spring sports are at the highest levels seen in years. We have 42 registered and playing in the MidCoast Cal Ripken Baseball League (Boothbay and Wiscasset Area); Majors (1 Team), Minors (2 Teams). We have 23 girls playing MidCoast BabeRuth Softball; Minors (2 Teams). Youth Baseball (T-Ball and Rookie) between the Wiscasset and Boothbay Area has 134 registered players bringing the total for all Youth Baseball and Softball between them to 199 registered players in grades PreK – 6th grade (More than doubling our numbers from 2019, pre pandemic). Spring has also brought us green grass, we pushed it off as long as we could, but once you start mowing you don't stop! The fields are being dragged, prepped (lined) and the fields mowed for all of our teams (Youth T-Ball & Rookie, Cal Ripken Baseball & Softball, WMS Baseball & Softball, WMHS Softball and WMS & WHS Track & Field). Following the month of February and March (best revenue wise), April was another record breaker, bringing in the most revenue of any April we have on record (Myrec) with a total of \$55,624, more than \$3000 better than 2015 (\$52,416). We continue to build, averaging over \$530,000 throughout the month of April when taking a snap shot of a years-time past from any date, throughout the month! The first ten (10) months of fiscal year 2021- 22, continue to be some of the busiest months our department has ever had. As mentioned in a previous report, we look forward to breaking more barriers, enrolling more members and becoming that DESTINATION and GO TO PLACE for the Midcoast area! Currently, (revenue wise, \$414,223(Myrec)) we are ahead of the best fiscal year we have on record (7 years of Myrec, \$352,517) by a little under \$62,000, showing that we are exceeding our revenue goals for the year (\$35,000 / month for 2021-22).

### Program Updates

Our **WCC Pool** programs continue to be flooded with participation, registration is always open for the many different opportunities to learn how to swim! If registration is closed, a waiting list is created and another class is most often offered at another time, when instructors are available.

**Group Swim Lessons** (Levels 1, 2, 3, 4 & 5, showing 112 registered participants ages 4 – 14),

**Parent Tot** (showing 31 registered ages 6 months – 4).

**Splash Class** (showing 52 registered ages 3 – 6).

**WCC Swim Club, WCC Unsinkable Swim Team** (registration is open for our Summer season),

**Private and Semi Private Lessons** are scheduled with individual swim teachers.

Our **Fitness classes** continue to hold steady in attendance.

**Yoga classes** (Mon, Wed & Fri, 7:45 – 9:00 am), with Tamara Dolloff and Sara Lentz



# Town of Wiscasset

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**Pickleball** (Mon - Fri, 7:30 am – 9:30 am)

**PiYO and AM Mix** (Tues (5:30 am), Wed (6 pm), Thurs (5:30 am) & Sat (7:00 am), with Lorna Weber

**Cedrics Challenge** (Thurs, 6:30 pm), with Cedric Maquire

**Cardio Kick** (Thurs, 6:30 pm, starting back up this summer), with Chelsea Taylor

**Zumba** (Fri, 10:00 am), with Barbara Johnson

**Waterworks** (Mon - Fri, 8:30 – 9:30 am, Sat, 7:00 – 8:00 am), with Lori, Nori and JaJa

**WaterX** (Mon & Wed, 6:00 – 7:00 pm, with Nori, JaJa and Rachel

**Karate** (23 registered), started new session in end of April, classes offered every Monday & Thursday evening in the WCC Gymnasium.

**(NEW) Paddleboard Yoga** (Thurs, 5:30 pm), registration was full with 12, with Sara Lentz. This class will return in the fall.

**ASA (Afterschool Adventures)** is up and running, with registration open for Wiscasset and Edgecomb students (PreK – 5<sup>th</sup> grade). We currently have 38 active participants in our afterschool program.

**Cornhole** which had a great following on Monday evenings, finished up in April. **Thank you** to ‘**Water Street & Shane**’ for catering this event on Monday evenings throughout the months of March and April.

**Youth Baseball and Softball** has had a huge showing of participation this spring! As mentioned above we currently have 199 registered children (PreK – 6<sup>th</sup>) throughout the Wiscasset and Boothbay Area in all divisions.

**WCC Run Club** has 18 registered participants (PreK – 6<sup>th</sup>)

The **Easter Egg Hunt (Sat, April 16<sup>th</sup>)** was a great success bringing hundreds of people out to enjoy our Annual event with the Easter Bunny!

**Upcoming programs and activities coming in May and this summer;**

Mainly Summer Camp, 4<sup>th</sup> of July, Karate, ASA, Swimming Lessons, Youth Soccer, Running Club, Youth Football, Summer Sports Camps (Cheering, Football, Basketball, Soccer and Field Hockey, and more to come), Lifeguarding Class and fall registrations.

**The Senior Center** is working hard to bring seniors out and about, hosting ‘Senior Dinners’ on the first and third Wednesday of each and every month, all food is prepared by Marjorie DiVece. Reservations are taken up to the Tuesday before the dinner, cost is \$12.00 for non-members and 10.00 for Senior Center Members. Starting in April, Thursday’s following Wednesday Dinners (twice a month) were featuring Lunch (prepared by Marjorie DiVece), doors opening at 10:30 am, with games and other activities throughout the afternoons. Cribbage continues to bring in 15 – 25 participants (Tuesday morning and Thursday evening) on a regular basis and the Senior Sew and Chat ladies continue to meet regularly on Monday and Friday mornings.

## **Building and Grounds Updates**

April has given us an opportunity to get outside and start mowing and clean-up around the WCC, Community Playground, Wiscasset Middle High School and Wiscasset Elementary School while also preparing for the spring and summer sports seasons, dragging fields, painting lines, replacing bases, fixing fences, cleaning up leaves, etc.





# Town of Wiscasset

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The Waterfront Bathrooms have been opened for another season, getting the floors painted and shelves stocked.

We also have gotten the power situated at the Waterfront for the placement of the cameras, hoping to install them in May.

## Community Events

Our monthly ARC Blood Drive was cancelled in April, due to a lack of staffing (ARC) for the drive. The next scheduled **ARC Blood Drive** will be held on Friday, May 20th, 10:30 am – 3:30 pm, call 1-800-733-2767 or visit [RedCrossBlood.org](http://RedCrossBlood.org) to schedule an appointment.

## Upcoming WCC & Community Events

**(DATE CHANGE) Mother / Son Dance – Friday, May 13<sup>th</sup>, 6:30 – 8:30 pm**

**July 4<sup>th</sup> Parade and activities**

**Concerts on the Common (Thursday evenings at 6pm, throughout the summer months)**

**Movies on the Common (TBD)**

**Schoonerfest Triathlon – Sunday, August 21st**

## Coordination Meetings & Professional Development

We continue to work with the town/school departments to accommodate one another and each individual schedule to make sure that everything that needs to get done (priority) continues to get done on a daily basis.

We continue to participate in many different zoom meetings trying to stay connected to our community and others. We work on many different levels, trying to help different organizations and businesses, working to better our community from all angles.

We had meetings with the Appearance of the Town committee, looking forward to the planting of the islands and entrance box under the Prettiest Village Sign. We are also setting up a field trip meeting to the Sunken Garden to check out what needs to be done to spruce up the downtown park.

PIE (Parents in Education) has become a new partner of sorts, working together to provide opportunities for meetings and fundraising. PIE provides funding for the swimming lessons of our Wiscasset Elementary Students.

The LWCF Grant process, for the upgrades for White's Island and the Pleasant Street Extension, came to the front in March, with a presentation to the public and selectmen. As mentioned in last month's report, we have decided to take a step back, looking for more input and information. We will be having public informational meetings to keep the momentum moving forward on this project, times still to be determined.

We continue to be involved and on the board of the Wiscasset Creative Alliance as well as the





# Town of Wiscasset

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Wiscasset Area Chamber of Commerce. Both of these boards continue to actively look at ways to promote the town of Wiscasset and all it has to offer.

## **Financial update:**

This continues to be the best start (revenue wise) to any fiscal year we have on record (\$414,223, Myrec), surpassing the next best (2017/18) by approximately \$62,000. After having our best first quarter, second quarter and third quarter (revenue wise) of this fiscal year, we feel what we are doing is working and people are noticing and taking advantage of what we are offering. Staying competitive and reasonably priced!

We work hard to keep our expenditures to a minimum, only purchasing things needed not just wanted! With that said though, our registration numbers are bigger than they have been in many years (unexpected), causing more expenditures for individual programs and equipment. We also have had some unexpected expenditure increases that have occurred, such as our phone service, electrical, water and gasoline. Our outside grounds is increased because of the additional School grounds taken over by the WPRD, this will be offset by additional revenue transferred from the school department (Invoiced).

We continue to look into any and all avenues of bringing in additional revenue for the WCC / WPRD. We continue to have conversations with area communities about our Community Partnership program, requests will be sent out to our neighboring towns hoping to see an increase in this program as well. Rentals of the building are always being looked into for additional income.

We continue to look into a full-time childcare program, this will not only bring in revenue but also satisfy the great need within our community and the Midcoast area.

I continue to note this monthly that I was very confident we would get back to where we were and hopefully exceed expectations as a department, rebuilding programs, activities, memberships and community events. We are exceeding those expectations and we look forward to the future and the many possibilities for our great town of Wiscasset and the mid-coast region!

## **Director's Note:**

I want to **"Thank the Staff"** here at the WCC/ WPRD for their continued support and dedication to the Town of Wiscasset and the surrounding Community!

I look forward to working together with the many individuals, boards, committees, departments and organizations associated with the town and Midcoast region, creating a great working partnership amongst us all for the betterment of the Town.

I would also like to say **'THANK YOU'** to the residents of Wiscasset for their continued support of the Wiscasset Community Center / Wiscasset Parks & Recreation Department!

**Remember to vote on June 14<sup>th</sup>!**

Duane Goud



# Town of Wiscasset

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## HARBORMASTER REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Lawrence Hesseltine, Harbormaster  
**Re:** April Monthly Report  
**Date:** May 2, 2022

**Dock & Mooring Fee's Collected: 0.00**

- AM/PM Harbor Checks
- Attended the monthly Waterfront Meetings and special meeting regarding fee proposal
- Worked on the Online Mooring program with Callie, new system should be up and going soon.
- Had some minor damage to the rec float which was reported to and repaired the same day by Public Works.
- Talked with several people wishing to get Moorings set in the harbor. Referred then to the installers.
- Gave permission to 2 boats to tie up for the night, one was broken down and the other couldn't get to the mooring because of wind. Did not collect dock fee for either vessel.
- Talked with PW and got water turned on at the commercial peer
- Lock got changed at the lift, unknown who changed it. Had lock cut off and did not replace it. Not putting a lock back on the lift currently. Ted and I talked about it, and I will keep an eye on it and see how it goes with not putting a lock on it.
- Rec. Department painted the floors in the restrooms at the waterfront.
- I was out of town for 4 days during the month of April



# Town of Wiscasset

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## SHELLFISH WARDEN REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Jonathan Barnes, Shellfish Warden  
**Re:** April Monthly Report  
**Date:** May 9, 2022

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

Diggers Checked: 5

Warning Issued: 0

Summons Issued and to Whom: 0

Comments: Met with a variety of diggers at various spots.

Officer Jonathan Barnes





# Town of Wiscasset

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## WASTE WATER TREATMENT PLANT

**To:** Dennis Simmons, Town Manager  
**From:** Robert Lalli, Waste Water Treatment Plant Superintendent  
**Re:** April Monthly Report  
**Date:** May 11, 2022

**PLANT VIOLATIONS:** In the month of April, there were 2 NPDES Permit violations. The first occurred on Sunday, April 3, 2022 at 7:11 AM. A Total Chlorine Residual on our final effluent of 0.71 mg/l was recorded. This exceeded our permit maximum limit of 0.30 mg/l. This was caused by algae buildup on the chlorine sensor probes on our chlorine contact tanks, which resulted in faulty sensor readings. The sensor probes were cleaned and the sensor readouts re-calibrated, which restored the effluent chlorine level to 0.21 mg/l by 9:26 AM (within permit limits). Maine DEP was notified.

The second occurred on an Enterococci Bacteria test sample, taken on Thursday, April 29, 2022. We had a reading of 243 cfu/100ml, which exceeded our permit maximum limit of 31 cfu/100ml. This occurred after experiencing high influent flows from a nor'easter storm on April 19. These flows combined with the last waters (dregs) pumped into our system from the Mason Station ash pond project, to cloud our effluent.

I immediately increased our disinfection chemical dosage, which restored our Enterococci Bacteria level to 1 cfu/100ml on May 3, 2022.

**SEWER RATES STUDY:** In a May 3<sup>rd</sup> Select Board Meeting, the Sewer Department officially requested a 46% sewer rate increase (with cost-of-living increases in following years) in order to fully fund the approved Department budget. The recommended increase was suggested by Kathy Robinson of Maine Rural Water Association, after an examination of Sewer Department finances. A public hearing will be held at the Community Center on June 7, 2022 to fully discuss the matter, and invite public comment.

**NEW BELT PRESS BELTS PARTS:** A faulty water pressure regulating switch was replaced on the belt press by Sewer Plant Employees.

**OLVER PUMP STATION STUDIES:** Olver Engineering completed 2 studies performed for the Sewer Department.

A Sewer System Excess Flow Evaluation was performed. Many manholes were found to be leaking with decaying mortar and seals. A professional tv camera examination has been recommended, for pipe sections in Town where excess flows were observed. The excess flows occur with every rain event and are detrimental to plant performance. We need to go to work and seal up the leakiest areas of Town. I have appealed to the Town and Lincoln County (ARPA) to fund the tv work, which will identify with certainty, where to begin sealing/replacing leaking pipes.

Olver also completed a Pumping Station Evaluation. It looked at all 18 pumping stations, and their related infrastructure. Most of the pumping stations have equipment and pumps which are



# Town of Wiscasset

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worn and inefficient. Many have not been upgraded in 20 years, which is the expected lifespan of pumps from that era. Upgrades were suggested, and have been graded on a high-medium-low priority score.

I will discuss the results of these studies in a near future Select Board Meeting. The Sewer Plant Infrastructure Evaluation and the Climate Adaptation Study are not yet complete.

**CONSTRUCTION SEASON BEGINS:** The arrival of spring has brought contractors into Wiscasset to do road and street work. Maine D.O.T. has resumed the Route 1 intersection widening project, first performing manhole raising. When done, they will grade and fully repave the sections of Route 1 at Birch Point Road, Old Ferry Road and Old Bath Road. The repaving of Route 1 between Middle Street and Lee Street is supposed to begin this summer. CMP Power has a large number of poles to replace in the area. In one 10-day period in April, we received 60 pages of Dig Safe Notices to attend to.

**BACKUP POWER GENERATORS:** Backup power generators for 4 of our most critical pump stations were ordered last summer and are set to arrive in July. Site-work is set to commence at those 4 locations in May 2022 to prepare for installation when they arrive. Many thanks to the Town Select Board and Citizens of Wiscasset who graciously voted to fund this project.

**NEW DUMP TRUCK:** The new sludge hauling dump truck, ordered (and funded by the Town Select Board and Citizens – many thanks again!) last summer has finally arrived! It was badly needed and we are grateful to get it.

**SEWER LATERAL REPAIR BY THE LIBRARY:** A sewer lateral repair being undertaken on a sewer lateral at the library, revealed broken piping in the Town owned stub. The Sewer Department performed a repair on Monday April 25, 2022. Infested with roots, the broken section of clay pipe was removed and was replaced by PVC pipe. Working alongside sewer plant employees Ray Bellefleur and Tony Colby, were Chris Cosette of the Water District, and Ted Snowden who also lent us a dump truck and use of his employees (Matt, Earl and Caleb). We offer hearty THANK YOU! to them all, especially Chris and Ted, who lent us their time, equipment, and expertise in this endeavor. We are so grateful to work with such a generous group of people. They are the best!

This concludes the Sewer Department Monthly Report for April 2022.

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



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# Wiscasset Waterfront Committee

**To:** Dennis Simmons, Town Manager; Wiscasset Board of Selectman

**From:** Wiscasset Waterfront Committee

**cc:** Wiscasset Harbormaster

**Date:** May 3, 2022

**Re:** Recommendations for Waterfront Fees 2023

The Waterfront Committee and Harbormaster support the move to an online platform , "Online Mooring" for the mooring permit application process. In addition to the moorings, the commercial pier application will be available online as well. This online platform does not come with an annual fee to the town however there is both a "per application" fee and an online payment processing fee. To provide a streamline process we would like to incorporate these fees into just the one with no surprise fees at the end. (eg. thinking to pay for your mooring permit fee will be \$50 only to complete the process and find it is \$50 plus fees).

Additionally in aligning ourselves with area towns we recommend the addition of a late fee, a paper processing fee (meaning a person who fills out a blank paper application as years past and has the harbormaster/assistant complete the process online instead of doing it themselves which we would like to discourage), and a waitlist fee (which will help keep our waitlist up to date with interested parties, and the fee will go towards the application fee when a mooring is available).

As with any fee the Harbormaster will have the flexibility to waive these fees dependent upon the situation.

We propose the fee schedule below beginning January 2023:

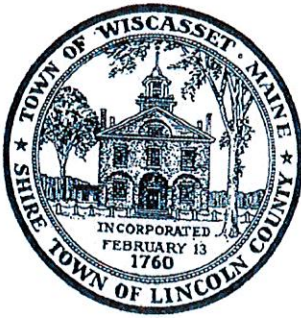
- Mooring Permit Fee: \$25 increase Resident: \$75 (currently \$50); Non Resident: \$175 (currently \$150)
- Late Fee (after May 1) \$25
- Paper Mooring Application charge: \$15 (Harbormaster is implementing an online mooring application program)
- Wait List Fee: \$25 (to be applied to mooring permit when available)
- Overnight Mooring \$1/ ft with no cap (currently \$30 cap)
- Overnight Dockage: \$3/ft
- Mast and Boom Use Fee \$200 (no change)
- Off Season dockage \$100, first come basis (no change)

Respectfully Submitted,

Susan Robson, Richard Forrest, David Gagnon,



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# Office of the Town Clerk

51 Bath Road  
Wiscasset, ME 04578

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

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

## BUSINESS LICENSE APPLICATION

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

\*\*\*\*\*

Name/Title of Business: Little village design

New Business  Existing Business  0 years in operation Ownership/Location Change

Location of business: Online

Preferred mailing address: 192 Old Sheepscot Rd Map/Lot \_\_\_\_\_

Business phone number: 207-458-4520

Description of Business: web Design

Owner's name: Kari McArdle Owner's phone: 207-458-4520

Owner's home address: 192 Old Sheepscot Rd

\*Emergency contact person: Scott McArdle

\*Emergency phone numbers: home: 207-380-1890 cell: \_\_\_\_\_

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

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

### NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval? N/A

Will you need a sign permit? N/A

Will this business be a home occupation? \_\_\_\_\_

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

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

Provide e-mail and/or web address: \_\_\_\_\_

Please be aware that State licenses and permits may be required. This application must be updated every three years with the Town of Wiscasset.

I, Kari McArdle, state that I am owner of the above name firm or business, and make oath that the information stated above is true and I am aware that all applicable local, state and federal ordinances, laws, rules, and regulations must be complied with before this License can be issued.

Date: 3/19/2022 | 13:46 EDT

DocuSigned by:  
Signature: [Signature]  
2670DF363A63489...

(TOWN CLERK SECTION BELOW)

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

### BUSINESS LICENSE APPLICATION-NEW

Business Requesting License: Little village Design

**Code Enforcement Officer:**  
No Concerns

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

DocuSigned by:  
Signed: Bruce Mullins Dated: 5/9/2022 | 08:12 EDT  
4FFAF1178A104FE...

**Wiscasset Police:**  
No Concerns

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

DocuSigned by:  
Signed: Chief Hesseltime Dated: 3/23/2022 | 11:59 EDT  
1C68045FCB3E418...

**Planning Department:**

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

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

**Fire Department:**  
No issues

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

DocuSigned by:  
Signed: Robert Bickford Dated: 3/23/2022 | 08:22 EDT  
F241099CDFDA484...

**EMS Department:**  
None

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

DocuSigned by:  
Signed: Chief Erin Bean Dated: 3/28/2022 | 09:03 EDT  
27D6E4999FD143E...

**Waste Water:** No Concerns at this time.

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

DocuSigned by:  
Signed: Rob Lalli Dated: 3/23/2022 | 08:40 EDT  
2DE25B2E2D874D9...

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

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

3/23/2022 | 07:49<sup>DS</sup> EDT



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF MARINE RESOURCES  
MARINE RESOURCES LABORATORY  
P.O. BOX 8, 194 MCKOWN POINT RD  
W. BOOTHBAY HARBOR, MAINE  
04575-0008

PATRICK C. KELHER  
COMMISSIONER

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Dear Code Enforcement Officer,

April 29, 2022

The Maine Department of Marine Resources (DMR) will conduct a Shoreline Pollution Survey in your town from May through November, 2022. DMR staff will visit all properties in the Maine Shoreland Zone to assess potential or actual sources of wastewater pollution impacting coastal waters. The purpose of this survey is to identify pollution sources degrading shellfish habitats and assist towns in remediation efforts to keep open local shellfish harvest areas.

DMR's Bureau of Public Health is responsible for managing shellfish harvest areas along the Maine coast. As the Shellfish Control Authority for the State of Maine, DMR participates in the Interstate Shellfish Sanitation Conference and is required to follow guidelines that ensure that molluscan shellfish are safe for human consumption.

DMR maintains shellfish safety by classifying shellfish harvest areas based on water quality criteria and the presence of wastewater pollution sources along the coast. Pollution sources are identified through surveys of the shoreline and developed lots within the Maine Shoreland Zone. DMR staff will briefly interview coastal homeowners about the condition of their septic system and any disposal of domestic animal waste and farm operations on their property. With the homeowner's permission, DMR staff will inspect onsite wastewater disposal systems and record their location, condition, and potential to pollute shellfish habitats. DMR uses these data to properly classify shellfish harvest areas, re-open closed areas after remediation of a pollution source, and maintain open areas for shellfish harvest.

If pollution problems are identified, the town Code Enforcement Officer or Local Plumbing Inspector will receive a carbon-copy form stating the location and description of the pollution source. If you receive one of these forms, please inspect the property where the pollution source was located and complete the form with your investigative results. Upon completion, please send a copy of this form to Brent Lawson, State Site Evaluator, at the Maine Department of Health and Human Services. If a septic problem cannot be fixed due to financial hardship, the resident or town can contact the Maine Department of Environmental Protection (DEP), which runs the Small Community Grant program to help replace faulty septic systems and the Overboard Discharge Elimination Grant Program to assist with removal of licensed overboard discharges.

For questions about DMR's Shoreline Pollution Survey, please contact Ben Wahle, Marine Resource Scientist, at [benjamin.wahle@maine.gov](mailto:benjamin.wahle@maine.gov). For information about DEP's onsite wastewater disposal grant programs, please contact Brandy Piers at (207) 287-6093, or [brandy.m.piers@maine.gov](mailto:brandy.m.piers@maine.gov), or visit: <http://www.maine.gov/dep/assistance/grants-loans/index.html>.

**Thank you for your cooperation!**



# HM Payson Monthly Statement of Wiscasset Accounts

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<b>Account Name</b>	<b>Market Value as of 02/28/2021</b>	<b>Market Value as of 03/31/2022</b>	<b>Market Value as of 04/30/2022</b>	<b>Change in Market Value</b>
Montweag Dam Reserve Fund	\$ 224,553.38	\$ 228,537.04	\$ 214,745.29	\$ (13,791.75)
Cemetery Trust Fund	\$ 2,385,915.38	\$ 2,428,242.40	\$ 2,281,702.86	\$ (146,539.54)
General John French Scholarship	\$ 83,663.09	\$ 85,147.31	\$ 80,008.84	\$ (5,138.47)
Jackson Cemetery Fund	\$ 41,701.83	\$ 42,441.63	\$ 39,880.37	\$ (2,561.26)
Larabee Band Fund	\$ 989,192.15	\$ 1,006,740.78	\$ 945,986.01	\$ (60,754.77)
Haggett Scholarship Fund	\$ 18,623.30	\$ 18,953.68	\$ 17,809.87	\$ (1,143.81)
Mary Bailey Fund	\$ 614,689.43	\$ 625,594.25	\$ 587,840.89	\$ (37,753.36)
Seth Wingren Fund	\$ 38,625.32	\$ 39,310.55	\$ 36,938.24	\$ (2,372.31)
Wiscasset Community Center Endowment Fund	\$ 4,376.04	\$ 4,453.67	\$ 4,184.90	\$ (268.77)
Cooper-DipPerri Scholarship Fund	\$ 43,537.55	\$ 44,309.92	\$ 41,635.91	\$ (2,674.01)
Recreation Scholarship	\$ 1,130.80	\$ 1,150.86	\$ 1,081.41	\$ (69.45)
<b>Town of Wiscasset Edowment Fund Total</b>	<b>\$ 4,446,008.27</b>	<b>\$ 4,524,882.09</b>	<b>\$ 4,251,814.59</b>	<b>\$ (273,067.50)</b>
Town of Wiscasset Capital Reserve	\$ 555,942.08	\$ 565,726.14	\$ 530,926.93	\$ (34,799.21)
Town of Wiscasset Construction Reserve	\$ 2,453,698.84	\$ 2,496,881.66	\$ 2,343,292.28	\$ (153,589.38)
Town of Wiscasset Equipment Reserve	\$ 4,987,582.61	\$ 5,075,359.42	\$ 4,763,161.48	\$ (312,197.94)
Town of Wiscasset Furnace Replacement Reserve	\$ 504,730.25	\$ 513,613.03	\$ 482,019.42	\$ (31,593.61)
Town of Wiscasset Major Repairs Reserve	\$ 679,912.02	\$ 691,877.84	\$ 649,318.72	\$ (42,559.12)
Town of Wiscasset Recreation Building Reserve	\$ 2,659,550.58	\$ 2,706,356.19	\$ 2,539,881.52	\$ (166,474.67)
Town of Wiscasset Retirement Health Insurance Reserve	\$ 201,132.06	\$ 204,671.79	\$ 192,081.92	\$ (12,589.87)
Town of Wiscasset Roof Repair Reserve	\$ 463,487.53	\$ 471,644.48	\$ 442,632.45	\$ (29,012.03)
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 139,740.47	\$ 142,199.78	\$ 133,452.72	\$ (8,747.06)
Town of Wiscasset Highway Department Capital Reserve	\$ 3,262.73	\$ 3,320.15	\$ 3,115.92	\$ (204.23)
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 4,350.33	\$ 4,426.89	\$ 4,154.58	\$ (272.31)
<b>Town of Wiscasset Reserve Funds Total</b>	<b>\$ 12,653,389.50</b>	<b>\$ 12,876,077.37</b>	<b>\$ 12,084,037.94</b>	<b>\$ (792,039.43)</b>

# 1 SELECTMEN REPORT

Department(s): 100 - 134  
April

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
100 - ADMINISTRATI	189,492.00	13,715.97	120,612.44	0.00	68,879.56	63.65
101 - AIRPORT	114,820.22	7,433.08	68,154.33	0.00	46,665.89	59.36
102 - ANIMAL CONTR	15,575.00	0.00	8,989.62	0.00	6,585.38	57.72
103 - ASSESSING	6,492.00	1.59	4,813.34	0.00	1,678.66	74.14
104 - BRDS & COMM	3,072.00	204.53	736.35	0.00	2,335.65	23.97
105 - CELEBRATIONS	13,850.00	0.00	12,168.24	0.00	1,681.76	87.86
106 - CLERK	95,280.00	7,891.63	79,721.77	0.00	15,558.23	83.67
107 - CEO	36,827.00	3,391.24	29,008.50	0.00	7,818.50	78.77
108 - COMMUN ORG	62,050.00	0.00	62,050.00	0.00	0.00	100.00
109 - CONTINGENCY	50,000.00	0.00	10,046.76	0.00	39,953.24	20.09
110 - CONTRACTS	254,000.00	11,558.85	105,608.14	0.00	148,391.86	41.58
111 - COUNTY TAX	661,295.00	0.00	661,294.52	0.00	0.48	100.00
112 - DEBT SERVICE	231,868.00	0.00	221,866.24	0.00	10,001.76	95.69
113 - ELECTIONS	22,668.00	432.41	5,265.16	0.00	17,402.84	23.23
114 - EMS	669,586.36	58,238.08	499,478.21	0.00	170,108.15	74.60
115 - FD FIRE DEPT	147,839.00	7,794.72	90,619.66	0.00	57,219.34	61.30
116 - FINANCE	266,039.00	20,787.78	189,612.66	0.00	76,426.34	71.27
117 - GA	24,703.00	0.00	12,461.52	0.00	12,241.48	50.45
118 - MUN BULIDING	77,160.00	4,962.51	52,230.55	0.00	24,929.45	67.69
119 - MUN INSURANC	160,875.00	26,010.60	127,873.58	0.00	33,001.42	79.49
120 - OVERLAY	43,819.60	775.09	2,259.00	0.00	41,560.60	5.16
121 - PARKS & REC	823,891.00	81,266.43	714,588.68	0.00	109,302.32	86.73
122 - PLANNING	63,588.78	23.52	13,506.72	0.00	50,082.06	21.24
123 - POLICE	587,112.00	50,487.54	414,976.24	0.00	172,135.76	70.68
125 - PUBLIC UT	317,930.00	26,206.34	241,420.36	0.00	76,509.64	75.94
126 - PUBLIC WORKS	712,215.00	39,053.64	511,894.58	0.00	200,320.42	71.87
127 - SELECTMEN	27,362.00	1,529.18	18,695.93	0.00	8,666.07	68.33
128 - SCHOOL TOWN	5,923,208.52	493,600.75	4,936,007.50	0.00	987,201.02	83.33
129 - SR CENTER	14,466.00	1,068.97	9,118.61	0.00	5,347.39	63.03
130 - SHELLFISH	6,000.00	290.22	2,907.02	0.00	3,092.98	48.45
131 - TIF	246,512.54	0.00	246,512.54	0.00	0.00	100.00
132 - TRANSFER ST	610,120.18	51,566.20	492,901.40	0.00	117,218.78	80.79
133 - WATERFRONT	61,975.00	1,319.86	23,528.75	0.00	38,446.25	37.96
134 - COMP PLAN	20,000.00	0.00	2,576.64	0.00	17,423.36	12.88
Final Totals	12,561,692.20	909,610.73	9,993,505.56	0.00	2,568,186.64	79.56

April = 83.3% of FY



## Revenue Summary Report

Fund: 1  
July to April

Account	Budget Net	----- Y T D -----		Net	Uncollected Balance	Percent Collected
		Debits	Credits			
101 - AIRPORT	61,990.00	690.76	45,662.38	44,971.62	17,018.38	72.55
102 - ANIMAL CONTROL	400.00	0.00	700.00	700.00	-300.00	175.00
107 - CODE ENFORCEMENT	26,400.00	16.00	26,368.00	26,352.00	48.00	99.82
114 - EMS/AMBULANCE	307,256.00	201,505.59	534,614.42	333,108.83	-25,852.83	108.41
117 - GENERAL ASSISTANCE	0.00	0.00	1,400.00	1,400.00	-1,400.00	----
121 - PARKS & RECREATION	406,780.00	2,362.00	408,361.10	405,999.10	780.90	99.81
123 - POLICE DEPARTMENT	1,350.00	0.00	1,410.00	1,410.00	-60.00	104.44
129 - SENIOR CENTER	3,000.00	0.00	5,796.24	5,796.24	-2,796.24	193.21
130 - SHELLFISH CONSERVATION	2,650.00	0.00	90.00	90.00	2,560.00	3.40
132 - TRANSFER STATION	257,541.00	134.73	267,930.97	267,796.24	-10,255.24	103.98
133 - WATERFRONT & HARBORS	16,450.00	0.00	6,213.90	6,213.90	10,236.10	37.77
190 - STATE REVENUES	960,920.82	0.00	1,080,918.27	1,080,918.27	-119,997.45	112.49
191 - TAXES	9,984,615.46	1,055.88	9,980,628.73	9,979,572.85	5,042.61	99.95
192 - CHARGES FOR SERVICES	65,400.00	194.45	52,658.67	52,464.22	12,935.78	80.22
193 - OTHER REVENUES	466,938.92	828.91	206,967.27	206,138.36	260,800.56	44.15
Final Totals	12,561,692.20	206,788.32	12,619,719.95	12,412,931.63	148,760.57	98.82



10d

**Renewal of Professional Planning Services Contract between  
The Town of Wiscasset and Lincoln County**

**Effective July 1, 2022 to June 30, 2023**

This Agreement, made this 3<sup>rd</sup> day of May 2022, is by and between the Commissioners of the County of Lincoln, hereinafter called "Commissioners" and the Town of Wiscasset, for the period of July 1, 2022 to June 30, 2023.

**Specifications of the Work to be Performed**

The work to be performed is specified in the attached document, titled "2022 – 2023 Wiscasset Planning Services" (herein referred to as the "attached plan"). Work will be completed by employees of the Lincoln County Regional Planning Commission (herein referred to as "LCRPC").

**Project Budget**

The total project budget shall be as specified in the attached plan. The rate of compensation shall be \$56.00 per hour.

**Method of Payment**

The Town shall pay Lincoln County for tasks and related work products as specified in this Agreement up to the total project budget. Should revisions to the work effort or re-allocation of the budget within the listed tasks be necessary or desirable, the Wiscasset Town Manager shall submit such requests in writing, which will be agreed upon by both parties.

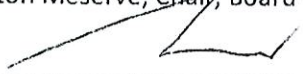
The County will invoice the Town periodically for work completed. Such invoices shall include detail on the work activities completed during the billing period. The Town agrees to process such requests for payment within 30 days of receipt of invoice.

**Termination**

Either party may terminate this Agreement without cause with at least 30 days' notice given to the other party in writing by regular mail, posted to the address of the parties set forth in this agreement.

Commissioners of the County of Lincoln

By: Hamilton Meserve, Chair, Board of County Commissioners



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And

Town of Wiscasset

By: Dennis Simmons, Town Manager

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**2022-2023 WISCASSET PLANNING SERVICES**

1. Assistance to the Planning Board, the Ordinance Review Committee, the CEO, and Town Manager with Site Plan and Subdivision Applications and Ordinance support.

**\$16,000**

2. Assistance to the Town's Comprehensive Planning Committee on Updating Wiscasset's Comprehensive Plan (to be funded by separate Comp Plan allocation).

**\$8,000**

3. Assistance with Project Funding and Grants (6 potential grants at present).

**\$5,500**

4. Assistance to the Planning Board, Select Board and Town Manager on specific projects, such as the development of town properties, renewable energy projects, or other Town-related Economic Development or Planning issues.

**\$4,500**

5. Assistance to the Waterfront Committee.

**\$3,000**

**Total Contract = \$37,000 (\$56.00 per hour billing rate)**

**Potential additional task**

6. Site Planning and Redevelopment Options for a Brownfield Site (to be funded by LCRPC's Brownfields grant).

**\$5,000**

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# Town of Wiscasset

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## Surplus Item Policy

In all cases, the Department Heads/Division Supervisors will provide the Town Manager a written list of items no longer deemed necessary for operational use in the department/division. The Department Head/Division Supervisor will attempt to estimate market value of each item with the assistance of the Town Manager if needed. Every attempt will be made to accurately estimate value through research via the Internet, vendors, publications and/or other resources.

The Town Manager will review lists of items and:

1. Distribute list(s) of potential surplus items to all municipal departments and divisions;
2. Approve any request for the exchange of potential surplus items between Departments/Divisions; that identify a need for said items;
3. Distribute list(s) of all potential surplus items not requested by another municipal department/division to the school department for potential use; and,
4. Approve any request for the exchange of potential surplus items from the municipal operations to the School Department except for items of \$500 or greater estimated market value. Only the Board of Selectmen can approve the exchange of items greater than \$500 in estimated market value to the School Department.

For all potential surplus items not requested for use by another municipal department/division or the school system, the Town Manager will make a determination as to the category of estimated value. All equipment owned by the Town of Wiscasset will fall within one of three categories listed below:

- Negative, Zero or Negligible Estimated Market Value (less than \$50)
- Between \$50 and \$500 in Estimated Market Value
- \$501 or Greater Estimated Market Value

### **Negative, Zero or Negligible Estimated Market Value (Less than \$50)**

The Board of Selectmen authorize the Town Manager to make a determination as to the disposal of any items that have less than \$50 in estimated market value. Options may include:

- Storage of items for periodic "yard sale" events sponsored by the Town;
- gifting said items to other municipalities or non-profit organizations; or,
- properly discarding said items that have little to no practical use.

### **Potential Surplus Items Between \$51 and \$500 in Estimated Market Value**

Potential surplus items that have an estimated market value between \$50 and \$500 will be presented to the Board of Selectmen to be deemed as a surplus item. Items in this category will be grouped together for one of two options:

1. Offered for sale at a Town-sponsored "yard sale" event; or,
  2. Advertised and offered by solicitation of sealed bid
- A minimum bid amount determined by the Town Manager may be attached to a specified item as determined by the Town Manager.



- Items that do not receive bids at or above the minimum bid may be presented to the Selectmen for consideration of waiving the minimum or offered for the solicitation of sealed bids at a future date.

### **\$501 or Greater Estimated Market Value**

Potential surplus items having \$501 or greater estimated market value will be presented to the Board of Selectmen to be deemed as a surplus item. Items in this category will be offered for sale by sealed bid solicitation only. Through advertisement and other notification (i.e. website, handouts, etc.) a time will be established so potential bidders may inspect items for sale prior to bidding.

- A minimum bid amount determined by the Town Manager shall be attached to a specified item as determined by the Town Manager.
- Items that do not receive bids at or above the minimum bid may be presented to the Selectmen for consideration of waiving the minimum or offered for the solicitation of sealed bids at a future date.

### **Exceptions to this Policy**

The Board of Selectmen may exempt specific items from this policy for any reason whatsoever if it is determined by a majority vote of the Board of Selectmen that it is in the best interest of the Town to do so.

### **Opening of Bids**

Bid openings will be advertised and performed publicly by the Board of Selectmen. All bids will be opened at the specified date, place and time. The Board of Selectmen may or may not instruct the Town Manager to execute a sale of the surplus item(s) to the highest bidder during the same meeting in which the bids are opened. The choice to, and time of, award is at the discretion of the Board upon a majority vote of the members.

### **Indemnification, Representations and Warranties.**

Buyers of Town-owned equipment may be required to sign an indemnification/hold-harmless agreement with the Town as a condition of sale that stipulates that the Town is released from any and all potential liability associated with the item for sale. The agreement will also stipulate that all sales will be “as-is, where-is” without any stated or implied representation or warranty for the piece of equipment with regard to condition, life expectancy or any other representation.

The requirement to sign the aforementioned agreement will be determined by the Town Manager contingent upon the nature of the specific piece of equipment sold.

**Acceptance/ Rejection of Bids** – The Board of Selectmen may accept any bid and reject any or all bids for any reason whatsoever, should a majority vote of the Board of Selectmen deem it in the best interest of the Town to do so.









# Town of Wiscasset

Office of the Town Manager

May 17, 2022

To: Wiscasset Selectboard

Ref: Town Manager's Report

Workers have been on site and have begun repairs to the Wawenock Block building. While the contractor, DM McDonald, is still waiting on the final engineering plans, they have enough information to begin the preliminary work. Bruce and I are going to meet with the contractor this week to go over the construction schedule and figure out what the disruption to the area will be.

The new WWTP sludge truck has finally arrived and been placed into service. Given its age and condition the old truck is no longer of any use to the Town. I am asking the Board to declare it surplus property and permit me to seek bids for it and sell it to the highest bidder.

I am pleased to report that Officer Wilhoite has completed the Basic Law Enforcement Training Program at the Maine Criminal Justice Academy and will be graduating May 20<sup>th</sup>. Our own Chief Hesseltine is also graduating, with honors, from Central Maine Community College with a degree in Criminal Justice. Please join me in congratulating Officer Wilhoite and Chief Hesseltine for their accomplishments.

At the last meeting Rob Lalli gave us a rundown on some needs at the Wastewater plant. Recall that the County has offered to use some of their ARPA funds to assist local treatment plants with needed repairs and upgrades. We have submitted an application to the County for up to \$200,000. Those applications are now being reviewed. I have also had some email correspondence with Mike Jenkins from the USDA. Rob and I are planning to meet with him the week of the 23<sup>rd</sup> to discuss some Rural Development funding.

The work to install the long-awaited WWTP pump station generators is now underway. The generators themselves are expected around the end of June, but the switches and other electrical components are in and Machinery Services is working on getting the sites prepared so when the generators arrive they can quickly be installed.

The County Commissioners have approved our contract for planning services with LCRPC. The contract is very similar to last year and has some specific tasks and room for other tasks as they arise. I am asking for permission to sign the contract.

After reviewing the bids for the Ancient Cemetery fence with Ted and Peter Wells, we have decided to go with the aluminum fencing at a cost of \$53,500.

As everyone knows, the cost of nearly everything has skyrocketed. This has put pressure on many of our budgets, particularly in the area of electricity and fuels. I want to give a shoutout to our department heads and employees who are working hard to stay within their budgets and still get the job done.