

WISCASSET SELECT BOARD  
ASSESSORS AND OVERSEERS OF THE POOR  
MINUTES, JUNE 27, 2017

Preliminary Minutes

Tape recorded meeting

Present: Bob Blagden, Chair Judy Colby, Kathy Martin-Savage, Vice Chair Ben Rines, Jr., Jeff Slack and Town Manager Marian Anderson

Chair Judy Colby called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

a. Judy Colby moved to approve the payroll warrant of June 27, 2017. Vote 5-0-0.

b. Kathy Martin-Savage moved to approve the accounts payable warrant of June 27, 2017. Vote 5-0-0.

3. Approval of Minutes

Ben Rines, Jr., moved to approve the minutes of June 15 and June 20, 2017. Vote 5-0-0.

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings – none

7. Public Comment

Ed Polewarczyk described an incident which called for action by the EMTs and praised them for their efficiency in treating him. He said the team was outstanding and he thanked them.

Todd Souza expressed disappointment in the voters' decision to not approve the Planning Department budget. He said he hoped that, as a result of the petition being circulated, people will reconsider. He asked who would take up the slack.

Kim Doughty asked that the ballot show the impact on the budget of each financial line item on the warrant. She also asked for the amount of grant money the planner had brought in, as she had read conflicting amounts.

8. Department Head or Committee Chair – none

9. Unfinished Business

a. Year-to-date financials as of June 23, 2017: Marian Anderson said the books will close on Friday and added that Parks and Recreation still had money coming in for summer camps. Ben Rines, Jr. inquired

about the Capital Improvement budget and was advised that the Balance number was not a deficit. In response to a further question, Marian Anderson said there will be loan payments coming in and she hoped funds would not have to be taken from surplus.

Ed Polewarczyk said with tax due dates offset three months from the fiscal year, the Town should have enough money in June to carry through until October when the tax bills are sent out, or the town will have to borrow money for the last three months.

Judy Colby commended the department heads for staying within their budgets.

**b. EMS contract with Dresden:** Marian Anderson reported that Dresden residents voted at their town meeting to go with Wiscasset EMS for services. The contract is being drafted and will begin July 1. **Judy Colby moved to direct, delegate, and authorize the Town Manager to enter into a contract on behalf of the Town of Wiscasset with the Town of Dresden to provide ambulance services pursuant to the terms discussed by the Selectmen in April, 2017 and the Town Meeting vote this month.** Anderson said Dresden will pay \$6,000 the first year, \$6,500 the second year and \$7000 the third year. Bob Blagden questioned the contract terms regarding the collection of bad debts of Dresden and other towns. Katherine Martin-Savage recommended receiving quarterly reports. In response to questions, Marian Anderson said the board had earlier approved the contract which is scheduled to begin July 1. Ben Rines, Jr. said he had voted for the contract but had serious reservations. **Vote 3-0-2** (Blagden and Martin-Savage abstained.)

#### 10. New Business

**a. Discuss future voting location:** Marian Anderson said she had been asked about changing the voting location back to the town office. It was suggested that the opinion of the Town Clerk and the ballot clerks be sought. Kathy Martin-Savage and Bob Blagden favored the change. The matter will be discussed at a later date. Todd Souza recommended that the town go back to open town meetings so that ballot questions can be explained more thoroughly to voters. It was also suggested that voting hours begin at 7 a.m. for those working out of town.

**b. MDOT Letter:** Marian Anderson asked for clarification from the board regarding the letter to the MDOT. Ben Rines, Jr. said the intention of his motion was to support the article as written to reflect the will of the voters. Anderson will make draft copies available to the board.

**c. Bid Opening – Chip Seal:** The following bids were received:

	Huntoon Hill	Hooper	Old Bath	Beechnut Hill	Hand Plates	Butt Points	Total
Allstate Asphalt	\$37.480.80	\$19,964	\$ 93,753.52	\$12,460.50	\$140/ton	\$10 /sf	\$160,658.82
Crooker Const.	41,028.09	21,853.45	98,477.72	13,525.5		10/sf	\$174,884.76

**Judy Colby moved to authorize the Public Works Director and Town Manager to review the bids and award the bid to the lowest qualified bidder. Vote 5-0-0.**

**d. Review Policy on Correspondence addressed to the Selectmen:** Copies of the policy were given to the board for their consideration. Judy Colby commented that any mail received by the office or the select board is public record and therefore is available to the public.

### 11. Town Manager's Report

Anderson said the referendum on marijuana had passed and she provided the board with the potential next steps and issues regarding marijuana legalization for the Town of Wiscasset. She also put together a summary of next steps regarding modification or other action concerning the Historic Preservation Ordinance.

Anderson reminded the board that in the past the subject of placing the Harbormaster and Shellfish Warden positions under the Police Department had been discussed. Anderson asked if this was the intention of the board. Police Chief Jeffrey Lange reported that he had both a certified harbormaster and certified shellfish warden on the police force. Adding the harbormaster and shellfish warden duties to the police force would not be a cost to the town as the officers would be paid the stipend now paid to the harbormaster and shellfish warden, but fees and fines will increase because of the increased presence of a police officer. Lange said that if the change of these positions to the police department is made, he will have one of his officers trained to prosecute violators and those fines will go to the town. Lange said the officer would also enforce parking when the MDOT plan is complete. Only legal parking places are enforced now; there are parking places in town that are not legal. Anderson said that the office had received two applications for the harbormaster position at a stipend of \$7500, although both had full time jobs. Katherine Martin-Savage moved to put the harbormaster and the shellfish warden under the Police Department. Vote 4-1-0 (Rines opposed).

Anderson reminded everyone that the office would be closed at noon on Friday, June 30.

### 12 Other Board Business

The chair welcomed Dana Dow to the meeting, and on behalf of the board thanked Ben Averill for all he had done for the Town of Wiscasset and wished him well in the future.

Bob Blagden asked that the tables be arranged so that the board members can see each other more easily than they can with the present arrangement.

**Judy Colby moved to go into executive session pursuant to 1 MRSA §405(6)(A) to discuss a personnel matter. Vote 3-2-0 (Rines and Blagden opposed). Judy Colby moved to come out of executive session. Vote 3-0-0.**

### 13 Adjourn

The meeting adjourned at 7:30 p.m.

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COPY

APPLICATION FOR  
SPECIAL AMUSEMENT PERMIT

date of Event 9/3/2017

DATE: 6/20/17

APPLICANT(S) NAME: FRIENDS of the LIBRARY

APPLICANT(S) RESIDENCE ADDRESS:

26 Martha Rd. Alton

BUSINESS NAME: FRIENDS of the LIBRARY

BUSINESS ADDRESS: High St

BUSINESS DESCRIPTION: Wiscasset Public Library

LOCATION TO BE USED: 191 Indian Road

Wiscasset

DESCRIBE ENTERTAINMENT: the Sothy Days (Local Band)

5-7pm @ Fundraiser, dance, raffle

- HAS THE APPLICANT EVER HAD A LICENSE TO CONDUCT THE BUSINESS THEREIN DESCRIBED EITHER DENIED OR REVOKED? YES ☐ NO ☒ IF SO, DESCRIBE THOSE CIRCUMSTANCES ON A SEPARATE DOCUMENT.
- IS THIS SPECIAL AMUSEMENT PERMIT A RENEWAL? ☐ YES ☒ NO
- HAS THE APPLICANT, INCLUDING ALL PARTNERS, COOPERATE OFFICERS, MANAGERS OR PRINCIPAL EMPLOYEES EVER BEEN CONVICTED OF A FELONY? YES ☐ NO ☒ IF SO, DESCRIBE SPECIFICALLY THOSE CIRCUMSTANCES ON A SEPARATE DOCUMENT.

By signing below, the applicant agrees that the information on this permit is factual and true and agrees to abide by applicable local, state and federal laws, rules and standards including, but not limited to Article X, Section 1 (Special Amusement Permits) of the Wiscasset Ordinances and Title 28-A (Liquors) of the Maine State Statutes.

Signature(s): M. J. Pease Date: 6/20/17

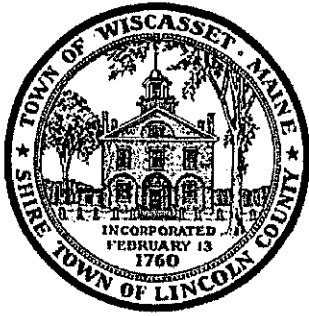
OFFICE USE ONLY

Date Recd. 6/20/17 Date Approved // Expiration Date // Permit fee \$10 Ad Fee \$25 Paid 45

July 18th 1  
Selectmen Mtg. Public Hearing

Sumner  
Sep

ba



# Town of Wiscasset

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## **TOWN OF WISCASSET PUBLIC HEARING SPECIAL AMUSEMENT PERMIT**

**The Board of Selectmen will hold a public hearing on Tuesday, July 18, 2017 at 6:00 p.m.  
in the Municipal Building Hearing Room. The purpose of the hearing is as follows:**

- **To act on a request for a Special Amusement Permit for the Friends of the Library.**

**Town of Wiscasset**  
**June 2017**  
**Monthly Reports**





# Town of Wiscasset

## AIRPORT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Frank Costa, Airport Manager  
**Re:** June Monthly Report  
**Date:** July 10, 2017

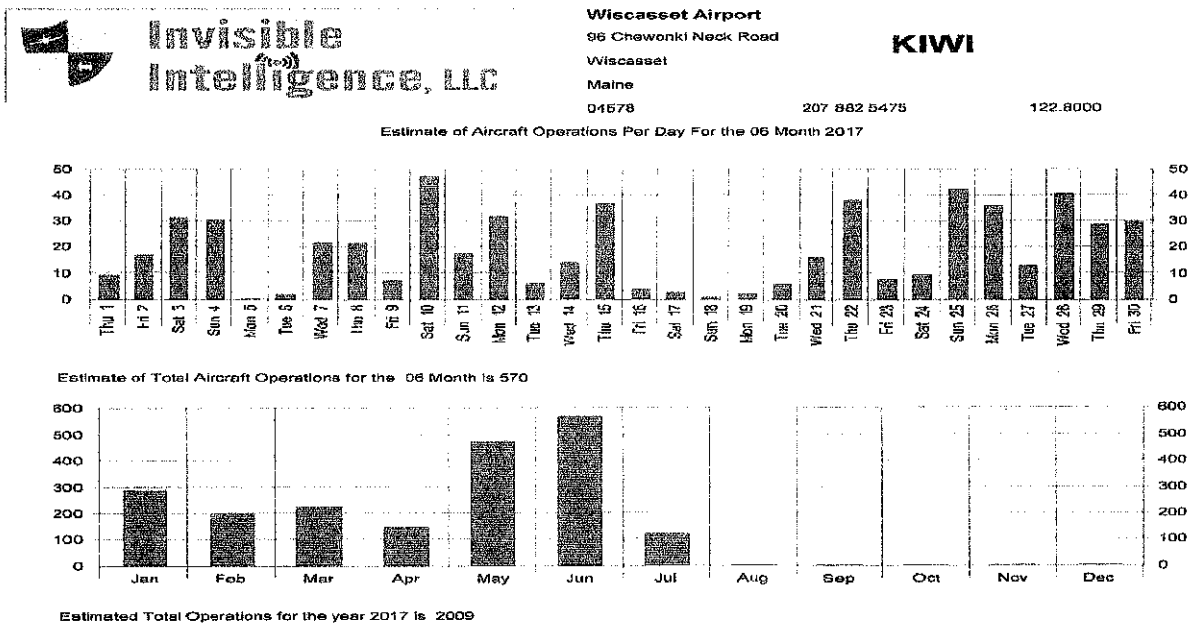
The Summer Season is in full bloom at the Wiscasset Airport with good flying activity, complemented by good weather.

Maintaining our fuel pricing at a competitive level for the Maine's Mid-Coast area is a challenge well worth the effort as reflected in this month's fuel sale activity; this strategy has a dual accomplishment by generating the necessary revenue to operate our Airport as well as providing our local and visiting pilots with the enjoyment of practicing their flying passion without breaking the bank and becoming cost prohibitive.

Low fuel prices motivate pilots and increases flying activity to our area, resulting in good news for the airport and local business.

The Wiscasset Municipal Airport fuel prices as well as other airport and ground transportation information is advertised in the Airport's Website as well as other aviation sites, especially the Airnav.com website where visitors occasionally enter comments reflecting their adventure to Wiscasset and the satisfaction for the excellent services received at our Airport. These comments reflect the excellent services we continue to provide our based pilots as well as visiting pilots that ultimately reflects our town's welcome red carpet to the world.

The G.A.R.D System by Invisible Intelligence which records voice communications and keeps a count of airport flight activities is reporting a total of 570 Aircraft Operations for June of 2017 and a total 2009 Aircraft Operations for the 2017 calendar year. Although the monthly operations for June 2017 is somewhat higher when compared to June 2016, it is slightly lower when compared to the yearly at the same period of 2016. The weather in Maine is always a factor when analyzing the total number of operations for a particular month or the full year.





# Town of Wiscasset

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## 1. Airport Budget.

As of June 30, 2017, the Airport Fiscal Year Budget ended with a total expense of **\$233,319.70** (82.39%) from a Budgeted **\$283,175.00** resulting in an unexpended balance of **\$49,855.30**, a departmental savings of slightly over **17.60%**.

Among the strategic airport management style, there are many factors that made this savings possible, including the excellent coordination developed over the years with the Director of the Town Works Department (Highway Department) resulting in considerable savings in the form of "ground works" year round as well as "equipment maintenance and repairs".

The excellent service provided by a very small group of dedicated part-time staffers at our airport is the rock solid base for all that gets done at the Wiscasset Airport on a daily basis and year round. The airport also depends greatly on input from the Maine Department of Transportation – Aviation Section.

## 2. Fuel Sales.

Fuel sales for June 2017 totaled **5,352 gallons**, for a combined 5,000 gallons of 100LL at \$22,158.80 and 352 gallons of Jet-A at \$1,317.42 for a combined revenue totaling **\$23,476.22**.

Low Jet-A fuel sales for 2017 continues to reflect the same trend of previous years.

The Wiscasset Municipal Airport runway inability to accommodate medium size Jet or Turbo-Prop aircraft will continue to be an issue resulting in the loss of revenue to the airport.

The availability of a slightly longer runway (4,000ft), coupled with the availability of support equipment and adequate hangars for the mentioned aircraft would result in higher aviation traffic with the possibility of attracting the attention of investors to our airport. However, we will never really know how this trend is affecting our airport capability to develop additional revenue, unless a study is conducted to determine the possibilities.

The length of the runway at our airport affects our airport revenue as well as the availability of the fixed-wing Life-Flight aircraft for life saving activity, the fixed-wing aircraft is unable to use our airport for services due to their minimum runway length requirement of 3500 feet for take-off.

The calls from pilots looking to house their aircraft at our airport are very common, pilots like the quality of service offered at our airport year round, even when we have serious snow on the ground, the word has travelled around that our airport is well maintained throughout the winter, making our airport a desirable location for year-round flyers.

Calls for hangar space are also common. As of this writing, all of our available hangar space is





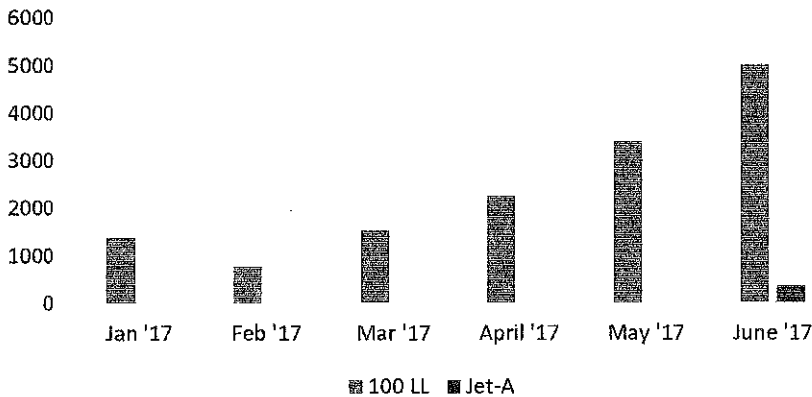
# Town of Wiscasset

already spoken for and reserved for the 2017-2018 winter season.

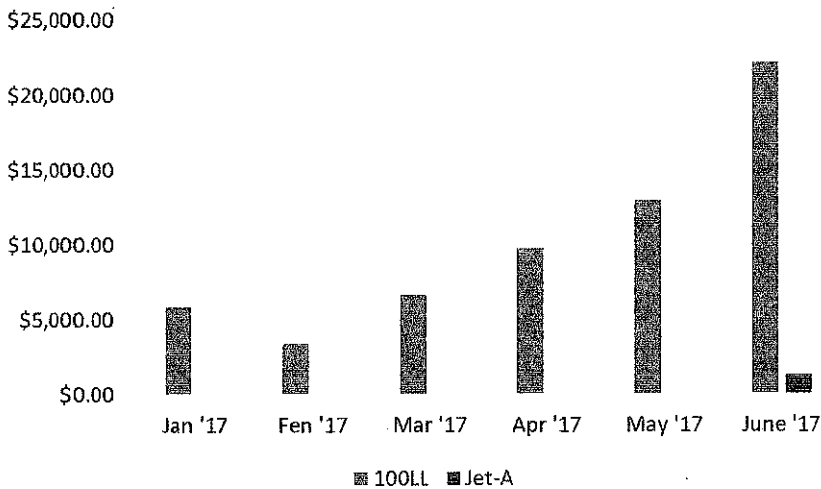
### 3. Fuel Sales in "Gallons" & "Revenue" Charts.

The following charts will display the aviation fuel sold as well as the fuel sales revenue for the same displayed period (from Jan '16 thru June '16).

**FUEL SALES in GALLONS**



**Fuel Sales Revenue**





# Town of Wiscasset

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## 4. Airnav.com Remarks by Pilots.

The following comments are a small example of the satisfaction expressed by our visitors. To verify comments in their completeness, please visit the Airnav.com website and use kiwi as the airport code for the Wiscasset Airport.

We treat every visitor with individual attention and extend the proverbial "red carpet" to all flyers on behalf of our town.

### **Comments from AirNav users**

*Comments are submitted by their authors and do not reflect the opinion of AirNav, LLC. All comments must adhere to AirNav's Policy on Comments.*

#### **From Heather Penney on 02-Jul-2017**

★★★★★ What a wonderful airport! We will use this field when we come up now- they even have a grass runway! We needed a hangar for our Stearman over the 4th of July, a peak season, and the managers made it happen for us at a reasonable fee. They were so welcoming and nice and helpful. A home airport away from home!

#### **From James Yeomans on 29-Jan-2017**

★★★★★ Over the last couple of years, Frank and Rick have gone way above and beyond the call of duty to assist my wife and me on our visits to the Wiscasset Airport and the Boothbay Region. An example is this past weekend, my car battery died and Frank brought the jump box out and got me started. They truly strive to make the airport the best run small airport, and through their dedication are succeeding. Thank you very much.

#### **From David Field on 28-Sep-2016**

★★★★★ Frank Costa and Rick Tetrev were professional, helpful, and there for everything we needed. Rick awaited our arrival to insure aircraft hangared and rental car ready. Great airport, facilities, fuel, and friendly environment.

#### **From Doug Robinson on 29-Aug-2016**

★★★★★ Great airport, close to harbor. Rent a car due to taxi service \$60 from airport to Boothbay. Fantastic service, great fuel price and helpful FBO

#### **From Thomas DeFazio on 28-Jul-2016**

★★★★★ Had the pleasure of flying to KIWI Wiscasset, Maine. Awesome friendly staff. Thanks again to Frank Costa Airport Manager. Helped with rental car and even shipped some forgotten items when I left! Definitely be stopping here again!

#### **From John Bedrossian on 20-Jul-2016**

★★★★★ A great airport. Low fuel prices and friendly and helpful staff. I called in in the morning and asked if they had a free courtesy car and they said yes; their car was available and they would hold it for me. We drove into Wiscasset for lunch and some site seeing. We'll be back.



# Town of Wiscasset

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## **From Tony Crespi on 18-Jun-2016**

☆☆☆☆☆ We visited Wiscasset for a special Maine escape yesterday. It was a fabulous day. Notably, Frank Costa at the airport was extraordinarily helpful! He facilitated our car rental, helped with fuel, which is well priced, softly offered suggestions on local scenic sites, and helped create an ideal day escape. We cannot provide a better recommendation. We look forward to returning to Wiscasset later this summer! Well done!

## **From Joseph Silverio on 12-May-2016**

☆☆☆☆☆ The airport manager was very helpful about the area and provided car to go to lunch. It was a pleasure to stop by for fuel and conversation with people who love this hobby as I do. Will be back again.

## **From Alan Amato on 24-Apr-2016**

☆☆☆☆☆ Helpful and pleasant staff, great fuel prices, super display of warbird pictures for sale and best of all, LOBSTER a short drive away. I thought I knew lobster rolls until I came here.

## **5. QT System, Fuel Farm Management**

Several times this month, the QT Fuel Farm Management System experienced difficulties that required technical support to get it back on line with the minimum disruption possible to our pilot customers.

## **6. Enterprise Car Rental System Activation at the Wiscasset Airport**

This new venture is in its initial stage of operation and so far it is providing the car rental support necessary to accommodate the travelers to our airport and surrounding communities.

Frank Costa  
Airport Manager



# Town of Wiscasset

## TOWN CLERK REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** May/June Monthly Report  
**Date:** July 7, 2017

### MAY REPORT

#### Elections & Town Meetings

Ballots for the referendum Annual Town Meeting were ordered and absentees were made available on May 15<sup>th</sup>. On May 15<sup>th</sup> 2017, the School Budget Validation Meeting was held at Middle High School in the Gymnasium at 6:00 p.m. There were 25 Wiscasset voters in attendance. All of the cost center articles passed for the school budget and will be voted on at the June 13, 2017, referendum.

#### Clerk

Commercial shellfish license sales for the 2017/2018 year went on sale starting on May 31<sup>st</sup> for previous license holders. All other shellfish license sales began June 2<sup>nd</sup>.

#### FINANCIALS:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees	Aircraft Excise
Monthly Revenues	\$61,669.46	\$1,721.10	\$1,668.25	\$445.20	\$223.13
Year to date	\$603,795.77	\$4,904.00	\$14,600.75	\$3,244.40	\$7,354.26
Met yearly revenue projection by:	105.93%	87.57%	90.10%	95.14%	122.57%



# Town of Wiscasset

## JUNE REPORT

### Elections:

The June 13, 2017 Election of Officers and the Annual Referendum Town Meeting was held at the Wiscasset Community Center from 8:00 a.m. to 8:00 p.m. Susan Blagden was elected Moderator. The State of Maine had a single bond question on state ballot.

Congratulations to, Katharine Martin-Savage and Robert Blagden who were elected as our new Selectboard members.

The DS 200 voting machines were tested prior to the election on all ballot types along with the new Express Vote (accessible voting computer). Absentee ballots were made available until the June 8<sup>th</sup> deadline. Early Absentee Ballot Processing took place on June 12<sup>th</sup>. Post-election reports including voter participation history, entering registered voters and completing any unresolved absentee ballots that were not returned by the deadline will now be completed. On June 22, 2017, a re-tally of the votes from the June 13, 2017, was conducted at the request of Moderator Susan Blagdon.

### Shellfish License Sales:

Commercial Shellfish Licenses sales continued through June. All commercial licenses have been sold. We still have Resident Recreational Licenses available.

- 12 Resident Commercial Licenses
- 2 Non Resident Commercial Licenses

### Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees	Airplane Excise
Monthly Revenues	\$65,287.26	\$1,390.30	\$1,643.00	\$561.00	\$0
Year to date	\$669,083.03	\$6,294.30	\$16,243.75	\$3,805.40	\$7,354.26
Met yearly revenue projection by:	117.38%	112.40%	100.24%	111.60%	122.57%



# Town of Wiscasset

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## CODE ENFORCEMENT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Stan Waltz, Code Enforcement Officer  
**Re:** June Monthly Report  
**Date:** July 7, 2017

New business is picking up. In the month of June I issued three sign permits, five plumbing permits, and fourteen building permits.

The total income was \$2,630.50 and permitted valuation was \$367,000.

I am anticipating an increase in phone calls and fielding more phone calls now that the Planner is not here. I will be forwarding any questions and phone calls to the appropriate committee member for clarification and appointments.

I did have a conversation with the perspective buyer of the Pumpkin house and that person would like to make some changes to bring it back to a more historic state.

I am also working with Habitat for Humanity and their two new houses on Federal Street.

Stan Waltz  
Code Officer



# Town of Wiscasset

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## EMS/EMA REPORT

**To:** Marian L. Anderson, Town Manager

**From:** Toby Martin, EMS/EMA Director

**Re:** June Monthly Report

**Date:** July 10, 2017

Dresden	1	1.00%
Brunswick	1	1.00%
Damariscotta	4	6.00%
Edgecomb	7	10.0%
Westport (Town of)	3	4.00%
Boothbay	1	1.00%
Wiscasset	49	68%
Woolwich	<u>6</u>	<u>9.00%</u>
Total	72	100%

1. Dresden update: Contract with Dresden for signing
2. State inspection: Passed without any issues
3. Bureau of Labor: Inspection review submitted to Doug Fowler for improvement of attic
4. Red Cross: Looking to make the Community Center into a shelter for local and Lincoln County. Representation will be at the July 18<sup>th</sup> selectmen meeting to discuss contract.

Respectfully submitted,  
Director Martin



## **FIRE DEPARTMENT REPORT**

**To:** Marian L. Anderson, Town Manager  
**From:** T.J. Merry, Fire Chief  
**Re:** June Monthly Report  
**Date:** July 11, 2017

In the month of June the Wiscasset Fire Dept. responded to 5 calls for service.

- 1 MVA
- 1 Service Call
- 1 Fire Alarm
- 1 Trash Fire @ Transfer Station
- 1 Assist to WEMS

For training that month firefighters went through a pump operations course, also did an extrication training which we invited Dresden Fire and WEMS to train with us.

There are currently 22 members on our active roster, with 8 on our lifetime membership roster. Currently zero applicants on the waiting list.

Respectfully Submitted,  
TJ Merry, Fire Chief



## **Wiscasset Police Department**

To: Marian L. Anderson, Town Manager  
From: Jeffrey Lange, Wiscasset Police Chief  
RE: June Monthly Report  
Date: 07/10/2017

### **Significant Events and Issues**

1. The PD Intern has started and is in the process of assisting with the preparation of the State Accreditation process based on the Maine Chiefs of Police and the Maine Criminal Justice Academy guidelines and regulations. This process may take up to a year to compete.
2. Chief Lange has applied for the US Federal Law Enforcement Support Office from the Defense Logistics Agency (1033 Program) that will allow the PD to acquire surplus equipment from the government. These items are free except for possible shipping charges.
3. The PD was awarded \$1668.00 from the Byrne Jag Grant to purchase equipment. The approved plan is to purchase rifle scopes for the anticipated new rifles that we will be receiving from Maine Yankee in the future. Chief Lange has brokered a deal with Maine Yankee for four brand new rifles in exchange for training that the PD will be offering to their security personnel.

4. To date for 2017, the PD has been awarded the following grants:

#### **State of Maine- Bureau of Highway Safety**

OUI- \$10,051.99- Overtime money

Speed- \$ 4,675.98- Overtime money

Seatbelt- \$ 3,402.51- Overtime money

(With the completion of all three the State of Maine will give the PD another \$2,000.00 towards the purchase of new radar equipment for the department.)

#### **State of Maine- Department of Public Safety**

Byrne Jag Grant- \$1668.00 – Towards the purchase of equipment

5. The Wiscasset Police Department responded to 540 calls for service for the month of June. Please see the following sheet for the breakdown of each call for service.

<b>Types of Calls for Service</b>	<b>Amounts of calls for Service</b>
<b>9-1-1 CHECK Count</b>	3
<b>ALARM BURGLAR Count</b>	15
<b>ASSIST CITIZEN Count</b>	16
<b>ASSIST OTHER AGENCY Count</b>	5
<b>ATTEMPT TO LOCATE Count</b>	5
<b>BOATING INCIDENT Count</b>	1
<b>BURGLARY Count</b>	3
<b>CIVIL COMPLAINT Count</b>	5
<b>COMMUNITY POLICING Count</b>	5
<b>COMPLIANCE CHECK ON INMATE Count</b>	2
<b>Concealed Weapons Permit Count</b>	13
<b>CRIMINAL MISCHIEF Count</b>	1
<b>DISABLED MV Count</b>	9
<b>DOMESTIC DISTURBANCE Count</b>	6
<b>ERRATIC OPERATIONS Count</b>	32
<b>ESCORT/TRANSPORT Count</b>	3
<b>FIGHTING (NON-DOMESTIC) Count</b>	1
<b>FIRE OTHER Count</b>	1
<b>FIRE STRUCTURE Count</b>	1
<b>FOUND/LOST PROPERTY Count</b>	4
<b>HARASSMENT Count</b>	4
<b>JUVENILE PROBLEM Count</b>	10
<b>Littering Count</b>	1
<b>LOUD NOISE Count</b>	3
<b>MEDICAL ALARM Count</b>	1
<b>MEDICAL EMERGENCY Count</b>	13
<b>MENTAL SUBJECT Count</b>	1
<b>MOTOR VEHICLE ACCIDENT Count</b>	8
<b>MOTOR VEHICLE STOP Count</b>	69
<b>PEDESTRIAN CHECK Count</b>	3
<b>POLICE INFORMATION Count</b>	10
<b>PROPERTY CHECK Count</b>	200
<b>SERVICE Count</b>	1
<b>Sex Offender Registration Count</b>	3
<b>SEX OFFENSES Count</b>	1
<b>SHOPLIFTING Count</b>	1
<b>SPECIAL DETAIL Count</b>	15
<b>Suicide/Suicidal Count</b>	2
<b>SUSPICIOUS ACTIVITY Count</b>	13

<b>THEFT / FORGERY / FRAUD Count</b>	13
<b>THREATENING Count</b>	3
<b>TRAFFIC CONTROL Count</b>	9
<b>TRAFFIC HAZARD Count</b>	10
<b>TRESPASSING Count</b>	3
<b>VIOLATION OF PROTECTION ORDER Count</b>	1
<b>WARRANT ARREST Count</b>	1
<b>WELFARE CHECK Count</b>	10
<b>Totals</b>	<b>540</b>

## TRANSFER STATION

**To:** Marian L. Anderson, Town Manager  
**From:** Ron Lear, Transfer Station Superintendent  
**Re:** June Monthly Report  
**Date:** July 7, 2017

Below are the materials processed thru our facility during the Month.

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	189.33	-\$67
Demo	63.23	-\$63
Single Stream	36.09	-\$5
Metal	41.63	+\$120
Computers	3,601 lbs.	+\$ 15/lbs
Brush/Lumber	54	-\$35
Organics for Compost	2,700 lbs.	0
Mixed Copper/Alum/Lead	280 lbs.	+\$ .35/lbs.
Shingles	21.28	-\$48
	0	-\$0
Cardboard	22.96	+\$159

We also recycled 23 bales of cardboard.

Below are the details of our revenue collections for the month.

Types	Revenues:
User Fees	\$5,420
MRC Dividend	\$ 0
Metal (Light iron, batteries, mixed copper)	\$4,954.80
Cardboard	\$ 0
Computers	\$67.77

### Operations:

On the 1<sup>st</sup> we had the Freon removed from 65 items and the County picked up 60 yards of leaves and grass clippings for compost. 50 lbs. of mercury was delivered to the station so DEP was called to come get it. No power on the 8<sup>th</sup> until 9:15am. 13<sup>th</sup> shipped 39 lbs. of rechargeable batteries. 14<sup>th</sup> shipped 9 gaylords of e-waste, 1420 lbs. of lead acid batteries and Bob's tire picked up 48 tires. 15<sup>th</sup> shipped 39 bales of cardboard. 16<sup>th</sup> sold 280 lbs. of mixed copper. 17<sup>th</sup> had chemicals react in the trash trailer so we called the Fire Department and DEP. 21<sup>st</sup> Bob's tire picked up 424 tires. 26<sup>th</sup> no power till 12:15pm (another squirrel committed suicide by shorting out CMP's wires). The 27<sup>th</sup> Webbers picked up 2 loads of gray water. The 29<sup>th</sup> Agriculture came and certified the scales.

### Expenses & Revenues:

Expenses are at 100.17% and the Revenues are at 113%.

## TOWN TREASURER REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Shari Fredette, Town Treasurer/Human Resources  
**Re:** June Monthly Report  
**Date:** July 12, 2017

**Finances:** In the month of June the town collected a total of \$66,640.79 in Real estate taxes and \$2,323.31 in personal property taxes.

**Credit card:** Receipts for June were \$20,668.72

The Finance Department as of June 30th has spent 97.9 % of its budget; we are 100% through our current fiscal year. YTD Finance has **underspent** by 2.1 %.

The Tax Anticipation Note was paid on June 30<sup>th</sup> in the amount of \$1,480,211.81.

The new Auditors started preliminary preparation for the audit on June 22<sup>nd</sup>. They worked all day.

I completed The Towns Fiscal Year End closing on June 30<sup>th</sup>.

**School Revenue/Expenses:** The Town of Wiscasset processed checks to The Wiscasset School department in the month of June for \$507,718.34. The School Revenue was \$513,319.27 and was comprised of The State Subsidy, School Lunch, Title 1A, Title 11A, MELMAC grant, Local Entitlement, fuel, repairs, and Bank Interest Income. The Total School Revenue including the Town check was \$1,021,037.61. The Total School Expense for June was \$831,628.67 which includes AP, PR, Maine State Retirement and Insurance. *Please see Shari for a more detailed breakdown of the revenue and expense or any other information you June want in regard to the School Department.*

As of June 30<sup>th</sup> the School's checking account had a balance of \$1,034,484.11, the School's payroll account was -0- , and the Wiscasset Elementary School account was \$9,644.15. The Town's checking Account had a balance of \$2,458,252.85, *(Before the TAN payment cleared).*

**Training:** Shari attended the 3<sup>rd</sup> Municipal HR and Management Conference at Thomas College, Waterville, ME.

**Human Resources:** The Town had one work related injury to report to MMA Risk Management in June. Four new employees were hired for the Wiscasset Community Center in June.

The Department of Labor inspection of the Office was on June 20<sup>th</sup>.

Please contact Shari Fredette @ 207-882-8200 Ext. 107 or [treasurer@wiscasset.org](mailto:treasurer@wiscasset.org) if you have any questions.



# Town of Wiscasset

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## WASTE WATER TREATMENT PLANT

**To:** Marian L. Anderson, Town Manager  
**From:** William Rines, Waste Water Treatment Plant Superintendent  
**Re:** June Monthly Report  
**Date:** July 11, 2017

For the month of June our average flows were 216, 000 gallons per day putting us at 35 % of our licensed flow. We recorded 1.7 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

### **Operations:**

The study that was done on the plant and staff has been completed and sent to DEP for their thoughts and recommendations. Ray is ready to apply for and take his wastewater test in the near future. We have been busy marking the lines for the Water Dist. Project and MDOT paving projects.

### **Training:**

The voluntary inspection by OSHA went well we have only a few items to correct.

### **Financials:**

We received \$40,547.13 in user fees for the month and are at 104 % of the anticipated revenues for the year. Final budget numbers are not available yet do to last of the month invoices still being paid.

William Rines



# Wiscasset Police Department

51 Bath Road, Wiscasset ME 04578 -Office 207.882-8202 Fax 207.882-8203

2



Jeffrey E. Lange  
Chief of Police

Alfred Simmons  
Sergeant

To: Marian Anderson  
Town Manager, Town of Wiscasset

From: Jeffrey Lange  
Chief of Police

RE: Resignation of Reserve Officer Michael Smith  
Date: July 10, 2017

Mrs. Anderson,

I am in receipt and did accept the resignation letter from Reserve Officer Michal Smith from the Wiscasset Police Department effective June 30, 2017.

Respectfully Submitted,

*Jeffrey E. Lange*

CHIEF OF POLICE  
**Wiscasset Police Department**  
**51 Bath Road**  
**Wiscasset, Maine 04578**

# WISCASSET WATERFRONT COMMITTEE

MEMO: DATED 7-11-17

TO: WISCASSET BOARD OF SELECTMEN

SUBJECT: OFF SEASON DOCKAGE FOR COMMERCIAL FISHERMEN

Presently commercial fishermen pay an annual docking/crane usage fee of \$200 each for the normal boating season from May 31 to Oct. 1.

By October 1st most recreational boating ceases. That leaves the recreational floats unused from October until they are removed on or about December 1st.

The WWC is recommending that the commercial fishermen be allowed to use the rec floats during the boating off season. The off season is defined as: From October 1st until December 1st when the floats will be pulled out and from the time the floats are put in the water in the spring until Memorial Day, May 31st.

The WWC also recommends a fee of \$100 from each fisherman that wants to take advantage of this privilege of using the rec floats during the off season. There will be no restrictions of the amount of time a boat may be tied to the floats during the off season.

The fishermen that would be using the floats during the off season are:

Terry Ashton  
Mark Damon  
Jody Haggett  
Greg Hammond  
P.J. Fairfield

They are all Wiscasset residents.

Tony Chapman may also want to participate, he is from Dresden.

Respectfully submitted:

Susan Robson: Chair

Members: David Gagnon, Frank Sprague, Richard Forrest





**CENTRAL MAINE  
POWER**

June 27, 2017

Town of Wiscasset  
Attn: Town Manager  
51 Bath Road  
Wiscasset, ME 04578

Re: Option to Purchase dated August 26, 2016 for certain realty located in Wiscasset, Maine

Dear Ms. Anderson:

Pursuant to Section 3 of the Option Agreement dated August 26, 2016 by and between the Town of Wiscasset (the "Seller") and Central Maine Power Company (the "Buyer"), for the property described therein, the Buyer hereby provides written notice of the exercise of its Option. In accordance with the Option terms, this notice has been provided to the Seller prior to the expiration of the Option on August 31, 2018.

The Buyer or its Agent will be in touch with you shortly to coordinate any matters related to title and closing. Pursuant to Section 6 of the Option, the closing shall take place on a mutually agreeable date within 90 days of the date of this notice.

Sincerely,

Alice Richards  
Supervisor – Corporate Real Estate  
Central Maine Power Company



F/C Date	Last Name	First Name	Map	Lot	Acct #	Property	Notes	Owes	Last Payment Date	Total Due Includes 04/28/2017	Payment Made
12/29/16	Abbott	Mary Lee	U18	005-024	1790	Land/Home	Pays \$100 per mo did not f/c in 2006	2006-Present	06/30/17	\$11,943.00	
12/29/16	Adams	Shannon	R04	002-003	2066	Mobile Home	Notice sent 5/8/17 no payment	2007-Present	04/02/12	\$ 2,657.10	
12/29/16	Asdot	Marion H.	R07	38	966	Land/Home	Random Payments	2012-Present	03/23/17	\$ 7,985.34	
12/29/16	Bowen	Adam	R04	002-009	2596	Mobile Home	Notice sent 5/8/17 no payment, Customer has been in to say it's not worth paying but doesn't want to burden Town with removal. Gave information to Ellery.	2011-Present	12/27/16	\$ 1,147.75	
12/29/16	Brown	Marsha R. & David M.	U01	83	1219	Land/Building	Making regular payments. Just paid large portion 02/17/17	2014-Present	07/03/17	\$ 10,901.26	
12/29/16	Carlton	Michael H.	R03	069-001	422	Land/Home	PAID IN FULL		04/25/17		\$35,840.48
12/29/16	Caton Jr.	Dean	R07	51	981	Land/Mobile Home	Notice Sent Paid in Full		07/03/17	\$ 3,091.22	
12/29/16	Crawson	James	R04	010-A20	1940	Mobile Home	Notice Sent Paid in Full		05/22/17	\$ 5,480.92	

F/C Date	Last Name	First Name	Map	Lot	Acct #	Property	Notes	Owes	Last Payment Date	Total Due Includes 04/28/2017	Payment Made
12/29/16	Crute	Lawreston	U21	009-001-A	2322	Hangar	Notice Sent Paid in Full		06/07/17		\$ 2,070.88
12/29/16	Delano	Kymerly	R07	066-001	994	Mobile Home	Agreement Making regular payments of \$217/mo since 08/2015	2009-Present	06/21/17	\$ 9,727.82	
12/29/16	Fortier	Jeffrey D	U07	011-G	967	Land & Home	I worked with the customer's Escrow bank and taxes are paid in full		5/31/2017		\$ 9,701.01
12/29/16	Franzen	Raymond	R05	126-A	789	Land/Home	MAKES regular payments of \$553.00 has agreement and has stuck with it since signed.	2012-Present	06/22/17	\$ 63,552.52	
12/29/16	Hunt Company	Inc	R03	085-C	2284	Land/Building	Notice Sent Paid in Full		07/10/17		\$ 20,984.82
12/29/16	Hunt	Charles & Eleanor	R02	57	2232	Land Only	Notice Sent Paid in Full		05/31/17		\$ 325.69
12/29/16	James	Kevin	R05	037-F	2125	Land/Mobile Home	Notice Sent No Payment	2006-Present	12/28/16	\$ 15,322.14	

F/C Date	Last Name	First Name	Map	Lot	Acct #	Property	Notes	Owes	Last Payment Date	Total Due Includes 04/28/2017	Payment Made
12/29/16	Roberts	Robert	R04	002-014	34	Mobile Home	Customer purchased mobile from Sean Kingston. Has been making regular payments	2008-Present	03/09/17	\$ 3,961.83	
12/29/16	Perkins	Kristy	R04	010-A24	2436	Mobile Home		2013-Present	05/05/17	\$ 481.65	
12/29/16	Pinkham	Milke	R04	010-A19	1939	Mobile Home	Notice sent \$3000 payment made	2015-Present	07/03/17	\$ 521.76	\$ 3,000.00
12/26/16	Rines	William & Brandi	R05	051-A3	2578	Mobile Home	Notice Sent No payment	2011-Present	01/02/15	\$ 2,964.53	
12/29/16	Roberts	Christopher	R04	002-013	33	Mobile Home	Notice sent \$500 payment made	2011-Present	07/11/17	\$ 2,527.57	\$ 500.00
12/29/16	Travis	Whitney	R07	039-14	41	Mobile Home	Notice Sent Paid in Full		06/14/17	\$ -	\$ 400.94
<b>TOTAL:</b>										<b>\$ 133,694.27</b>	<b>\$ 81,395.96</b>

**Kathleen Onorato**

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**From:** michelle peelee <michelle.peelee52@gmail.com>  
**Sent:** Tuesday, June 20, 2017 2:08 PM  
**To:** admin@wiscasset.org  
**Subject:** thanks for your help

Hi. Thanks for getting me on the schedule for Friends of the Library signage on the commons for August 15- September 4th.

I would like to be under new business and ask permission for our "burma shave signs"

I will bring the verbiage so the select board can hear it. I will also ask for an immediate vote so I know whether to print them or not.

Thanks,  
michelle peelee  
hope this is all you need,  
michelle



10c

COPY

June 15, 2017

Town of Wiscasset  
Marian Anderson, Town Manager  
51 Bath Rd  
Wiscasset, ME 04578

Dear Ms. Anderson,

Please find enclosed two signed copies of the agreement for services between Lincoln County Animal Shelter (LCAS) and the Town of Wiscasset covering the period from July 1, 2017 to June 30, 2018. Please sign one copy and return it to me in the envelope provided. After we receive your signed agreement, we will generate an invoice.

Because the Town of Wiscasset's animal control services are provided through the Lincoln County Sheriff's Office, we have added some language to this document that includes them as part of the agreement. Otherwise, the contract remains the same as last year's. After we receive your signed agreement, we will send the document to the Sheriff's Office for a signature as well.

As you may know, in June of 2016, LCAS joined forces with the Coastal Humane Society (CHS) in Brunswick. As a result, we have been able to increase the capacity of our facilities and offer additional resources while maintaining first-rate care and treatment of our animal guests. LCAS now has the only full-time shelter veterinarian in the State of Maine, Dr. Mandie Wehr, as our Director of Shelter Operations. Dr. Wehr has an extensive background in practicing shelter medicine, and her protocols and procedures are consistent with best practices for shelters nationwide.

Each year, thousands of stray, abandoned and surrendered animals come through our doors. Most require vaccinations, spay/neuter procedures, dental care or sometimes other extensive medical treatment. Under the guidance of Dr. Wehr and our dedicated staff of animal lovers, we are able to successfully rescue, rehabilitate, and eventually, rehome the vast majority of these animals. Our adoption process ensures that our adopters are screened and matched with an animal that fills their needs, resulting in a high rate of our pets finding their 'forever homes.' The animals that come through the doors of LCAS are always treated with respect, kindness and love.

To learn more about LCAS and the programs we offer, please visit our website at [lcamaine.org](http://lcamaine.org). For more information about LCAS' joint venture with CHS, please visit [www.coastalhumanesociety.org](http://www.coastalhumanesociety.org).

Please contact me with any questions or concerns. I have taken over as the Director of Community Relations since our last contact with you, and I will be handling the contracts for the towns that we service from this point forward. I would be pleased to meet with you in the near future to discuss our relationship further or to arrange a tour of our facility.

Sincerely,

Kate Griffith  
Director of Community Relations, Programs and Special Events  
[kgriffith@coastalhumanesociety.org](mailto:kgriffith@coastalhumanesociety.org)  
(207) 449-1366, ext. 107

COASTAL HUMANE SOCIETY  
d/b/a Lincoln County Animal Shelter  
AGREEMENT FOR SERVICES

COPY

This agreement, made and entered into on June 15, 2017, by and between the Town/City of Wiscasset, Maine, a municipal corporation hereinafter referred to as "the Municipality," Lincoln County, hereafter referred to "the County," and Coastal Humane Society d/b/a Lincoln County Animal Shelter, a non-profit corporation established under the laws of the State of Maine, hereinafter referred to as "LCAS" or "LCAS/CHS." This agreement covers the contract period beginning on July 1, 2017 and ending June 30, 2018.

LCAS, the Municipality and the County, in consideration of the payments set forth in Section X below, agree as follows:

**I. Services to be provided**

The services to be performed under this Agreement are for animal shelter management services in accordance with the terms, conditions and specifications contained or referenced herein.

1. LCAS will furnish, manage and operate animal shelter facilities located at 27 Atlantic Highway in Edgecomb, Maine. LCAS shall be responsible for the day-to-day custodial care of the shelter facility and grounds, including the removal of litter and debris from outdoor areas and for use of all utilities, including, without limitation, electric, gas, water, oil, sewage and telephone.
2. LCAS will provide adequate food, water, shelter, space, care, treatment and transportation for all domestic companion and other small animals which come into its custody through the following:
  - A. Animals that are voluntarily surrendered by residents of the Municipality.
  - B. Stray animals and impounded animals that are apprehended by the Municipality's Animal Control Officer, other authorized employees of the Municipality or authorized employees of the County.
  - C. Stray animals that are found by residents of the Municipality and are brought to LCAS by such residents.
3. As the Municipality has entered into an agreement with the County in which the County has agreed to provide animal control services on behalf of the Municipality, the County is obligated to pick up stray dogs and stray cats and deliver those animals to LCAS as time and circumstances permit. ("Stray cat" means a cat which is not under the obvious control

of an individual, which is reported as being at large for at least two days, and which may appear not to be properly cared for.)

4. A duly authorized representative of the County, customarily the County's Animal Control Officer, hereinafter referred to as the Representative, will be furnished a key to LCAS's isolation area for the purpose of delivering animals during hours when LCAS is not open to the public. During hours when LCAS is open to the public, the Representative shall deliver animals to the isolation area. In both cases, the Representative shall complete all required documentation. The Municipality and County shall at all times provide LCAS with the names of their Representatives and contact information and shall notify LCAS of any changes. The Municipality and/or County shall be responsible for obtaining the key from any former Representative and providing such key to its current Representative.
5. In the event that the Representative delivers an animal to LCAS, the Municipality and/or County shall be responsible for notifying the animal's owner of such impoundment. The Municipality shall be responsible for collecting all fines imposed upon the animal's owner by the Municipality for violation of animal welfare offenses. LCAS shall release the animal to its owner only upon proof of such payment of all fines and fees, as well as upon the payment by the Municipality or the animal's owner to LCAS of any fees assessed by LCAS, as stated below.
6. All animals that are brought to LCAS by a Representative shall not be removed from LCAS by a Representative other than upon the written authorization of CHS.
7. Sick or injured animals picked up by the Representative may be brought to LCAS for the LCAS veterinarian to examine during regular working hours. The veterinarian will give his/her recommendation on whether LCAS is able to treat the animal or whether it needs to be transported to another veterinary clinic or like facility. The Municipality and County acknowledge that LCAS may be limited in its ability to treat all injuries due to limited space or lack of equipment (e.g., x-ray machine, etc.). The cost of transporting animals that cannot be treated at LCAS/CHS, as well as the cost of such treatment at another veterinary clinic, will be borne by the Municipality if such costs are incurred during the mandatory waiting periods as required by State of Maine statutes.
8. LCAS will be responsible for finding "forever homes" and placement for all animals in its care. Whenever the ownership of an animal is ascertained, LCAS shall make a reasonable effort to notify the owner of the animal within 24 hours of determining the animal's owner.
9. In the event that euthanasia is required for reasons for public safety or welfare or in satisfaction of any obligation of the Municipality, LCAS shall be responsible for the humane euthanasia of any animal in its care using methods approved by the State of Maine.



10. LCAS will maintain suitable office hours at the animal shelter for the convenience of the public and for the purpose of transacting business in connection with the duties under this agreement and for the purpose of receiving animals or for accepting applications for the redemption of impounded animals. From time to time, LCAS may close due to weather conditions, staff training or other unforeseeable circumstances. Notice of any closings will be provided to the public as far in advance as possible.
11. LCAS will appoint competent and qualified agents for the carrying out of the responsibilities under this agreement, such agents to be responsible to the Coastal Humane Society Board of Directors.
12. LCAS contact personnel, available to the Municipality during regular LCAS business hours and on an emergency basis during non-business hours, are as follows:
  - Dr. Mandie Wehr, Director of Shelter Operations. Office: 207-725-5051 ext. 23
  - Kaleigh Manning, Interim Shelter Manager. Office: 207-882-9677
  - Emergency Phone Number: 207-773-7377

In the event that these persons are no longer employed by LCAS, LCAS will notify the Municipality and furnish the Municipality with the contact information for their successors.

13. LCAS shall provide systems to monitor medical and other information on each shelter animal.
14. On request of a resident of the Municipality, LCAS shall provide a list of the names and telephone numbers of the Municipality's or County's Animal Control Officer(s) and animal care technicians who are available and on call for emergency services.

## **II. Ownership of dogs**

LCAS will adhere to the mandatory waiting periods and ownership requirements for uncontrolled dogs as articulated in Title 7 M.R.S.A. §3913 and any amendments thereto.

## **III. Ownership of cats**

LCAS will adhere to the mandatory waiting periods and ownership requirements for stray cats as articulated in Title 7 M.R.S.A. §3919 et seq. and any amendments thereto.

## **IV. Public service programs**

LCAS shall provide at its sole cost and expense the following services:

1. A reduced cost spay-neuter program for any animal owned by a resident of the Municipality, except that, in the event that LCAS determines that it is no longer feasible to offer such spay/neuter program, LCAS shall no longer be under any obligation to do so.
2. A volunteer program to encourage support for LCAS and its operation of the shelter.
3. Events designed to promote animal adoptions and to educate the public about animal welfare and the benefits of sheltering in general.
4. An adoption program designed to ensure that LCAS identifies and secures humane, permanent homes for the animals under its care.
5. LCAS makes every effort to promote Trap, Neuter and Return (TNR) for feral cats, and return feral cats that are spayed or neutered, vaccinated and ear tipped to the originating location when possible, and promote caregiver volunteerism and guardianship. The Town of Wiscasset agrees to work with LCAS and the community to permit and encourage TNR as the preferred method of dealing with feral cats. LCAS will accept confined stray cats, but recommends that cats believed to be strays be given a few days to return to their homes before they are fed or confined and considered to be lost or homeless.

#### **V. Adoption fees and recordkeeping**

1. LCAS will collect all adoption fees and shall keep proper financial records to account for same. LCAS will permit the Municipality and/or the County, at all reasonable times, to inspect and audit such records and shall make such reports of funds received as required by statute or regulation.
2. LCAS shall keep full and accurate records of all animals taken into custody, showing the date, place, reason and manner whereby animals were brought into custody, with a description of the animal and a record of its final disposition.

#### **VI. Indemnification**

1. The Municipality and the County shall indemnify and hold LCAS, its employees, directors, officers and agents harmless from any and all liability incurred by CHS to any person or entity arising out of its seizure, transportation or maintenance of stray dogs and cats during the mandatory waiting periods prescribed by Title 7 M.R.S.A. §3913.
2. LCAS will indemnify and hold harmless the Municipality and the County from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or

neglect of LCAS, its employees, contractors or agents, in connection with the operation of LCAS.

COPY

## **VII. Insurance**

1. LCAS/CHS shall procure and maintain during the term of this agreement comprehensive general liability coverage that shall protect LCAS/CHS from claims for damages for personal injury, including accidental and wrongful death, as well as claims arising from services rendered under this agreement, whether such services be by LCAS/CHS, by any subcontractor, or anyone employed directly or indirectly by either of them.
2. Upon request, LCAS/CHS shall furnish the Municipality with policies or certificates demonstrating that LCAS/CHS has procured such insurance and that the Municipality has been named as an additional insured therein. Such policy or certificate of insurance shall contain a provision that 30 days written notice shall be given to the Municipality prior to modifications, cancellation, or reduction in coverage of such insurance.

## **VIII. Agreement not assignable**

LCAS shall not have the right, authority, or power to sell, mortgage, or assign this agreement or the powers granted to it, or any interest therein, nor any right, power or authority to allow or permit any other person or party to have any interest in the services outlined in this agreement without the written consent of the Municipality.

## **IX. LCAS's independent capacity from Municipality**

LCAS/CHS, its officers, employees, directors, agents and volunteers shall act independently of Municipality and County and not as officers, employees, agents or volunteers of Municipality or County.

## **X. Payment**

1. In compliance with the terms and conditions of this agreement, Municipality shall agree to pay the following to LCAS for the performance of its obligations and responsibilities:

The annual agreed payment shall be computed on the basis of \$1.00 per capita of the human population in the Municipality to be served. For purposes of this computation, LCAS shall rely on the population count as reported in the most recent official census – 3,732 residents. Accordingly, based on the Municipality's 2010 census, the Municipality shall pay LCAS a flat annual fee of \$3,732.00.

2. Services NOT covered by the above computation that would result in additional payments to LCAS may include, but are not necessarily limited to:
- A. Instances when any animal brought to LCAS by the Municipality or the County appears to be infected with rabies. In such instances, the Municipality shall be responsible for any veterinary fees and for transporting laboratory specimens for testing.
  - B. Instances in which, because of a pending legal action, an animal is boarded at LCAS at the request of the Municipality or County for a period in excess of eight days, the Municipality shall pay LCAS a boarding fee of \$20.00 per dog and \$10.00 per cat for each day over the eight days.
  - C. Animals that are legally impounded by the Municipality or County and boarded at LCAS. In these instances, LCAS shall be paid \$20.00 per dog per night and \$10.00 per cat per night.
  - D. During the six-day waiting period as prescribed by Title 7 M.R.S.A. §3913 for dogs, the Municipality shall be responsible for the payment of all veterinary services furnished outside LCAS/CHS as described above in this agreement.
  - E. During the waiting periods prescribed by Title 7 M.R.S.A. §§3919 and 3919-A, for cats (with an ID), the 48-hour waiting period for unidentified cats and the 24-hour waiting period for feral cats, the Municipality shall be responsible for the payment of all veterinary services furnished outside of LCAS/CHS, as described above in this agreement.

#### **XI. Agreement terms**

It is mutually understood and agreed by the parties hereto that this agreement shall continue in effect for a period of one year from the date hereof. However, it is fully agreed that this agreement may be terminated by either party upon 90 days written notice to the other party of an intention to terminate this agreement or enter into a new agreement.

It is mutually understood and agreed by the parties hereto that the Municipality will defend with all due and proper diligence should it be challenged by any action in law. This agreement is intended by the parties hereto as the final and exclusive expression of the provisions contained in this agreement, and it supersedes and replaces any and all prior or contemporaneous agreements and understandings, oral or written, in connection therewith, between the parties hereto. This agreement may be modified or changed only upon the written consent of the parties hereto.

COPY

In the performance of this agreement, the Municipality and County shall abide by all LCAS/CHS policies as they presently exist and as they may hereafter be amended.

## **XII. Applicable law**

The parties hereto agree that this agreement shall be construed and governed by the laws of the State of Maine and that, in the event of a conflict between the provisions of this agreement and any State of Maine statute, the State of Maine law will control, with the exception that, in the event that any animal boarding rates contained herein are in excess of any State of Maine statutory rates, the rates contained herein will control.

LCAS agrees that all animal shelter management services performed for the Municipality shall be performed in full compliance with the applicable Federal and State of Maine laws, regulations and guidelines for such services.

It is understood and agreed by the Municipality, the County and LCAS that, in the event the Municipality's animal control ordinances are revised in such a way as to cause an increase in the level of services to be performed by LCAS under this agreement, then such revisions shall not be applicable with respect to this agreement.

In witness whereof, the parties signify their acceptance of this agreement by their execution below.

**TOWN/CITY OF WISCASSET, MAINE**

by: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Witness Signature

COPY

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(cont.)

COUNTY OF LINCOLN, MAINE

COPY

by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

COASTAL HUMANE SOCIETY d/b/a LINCOLN COUNTY ANIMAL SHELTER

by: Kate Giffith Date: 6/22/17  
Authorized Signature

Kate Giffith, Dir. Comm. Relations  
Printed name and title

K. Giffith  
Witness Signature

Date: 6/22/17

# Petition

10e

222 valid signatures  
Jep

We the undersigned, being registered voters of Wiscasset Maine, petition the Board of Selectmen to present the following article at an Open Special Town Meeting. This article is to reinstate the Municipal Planning Budget that failed to pass at the Annual Referendum Town Meeting on June 13, 2017. The article requested is as follows:

Shall the Town vote to raise and appropriate \$66,764 for the Municipal Planning?

Funding:	Taxation	\$57,764
	Rynel TIF	\$9,000
	Total	\$66,764

COPY

Signature	Printed Name	Street Address	Town of Residence
	Jean E Beattie Flynn	343 Old Bath Rd.	Wiscasset
	GARDNER LEIGHTON	419 Willow Ln	Wiscasset
	Mary L Leighton	419 Willow Ln	Wiscasset
	Susan Robson	26 Hopper St	Wiscasset
	PETER DALTON	215 INDIAN RD	Wiscasset
	Martin Fox	36 Hidden Pasture	Wiscasset
	WARREN HEWES	226 GIBBS RD	Wiscasset
	Timothy Thompson	21 Fort Hill	Wiscasset
	JOCELYN DOUGLAS	68 HALE POND RD	Wiscasset
	ETHEL STANSTED	4 WASHINGTON	Wiscasset

Circulator's Affidavit: I, MONIQUE MCRAE, the circulator, acknowledge each of the above signatures were signed in my presence and to the best of my knowledge the signature is that of the person whose name it purports to be. Each signer had the opportunity to read the petition and signed no more than one time.

State of Maine,  
County of Lincoln,

The foregoing instrument was acknowledged before me this 30 day of June 2017, by

Monique McRae

Notary Public.

My Commission Expires            **JEAN M. MOFFATT**  
Notary Public, Maine  
My Commission Expires May 15, 2024

**Facility Use Agreement**

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster.

**Parties and Facility**Owner:

Legal name: Wiscasset Community Center

Address: 242 Gardiner Road

Wiscasset, Maine 04578

Lincoln County

## 24-hour Point of Contact:

Name and title: Marian Anderson, Wiscasset Town Manager

207-882-8200

207-504-6198

Work phone: ext 108

Cell  
phone/pager:

## Address for Legal Notices (only if different from address above):

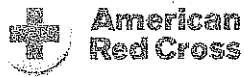
Town Office - Wiscasset

51 Bath Road

Wiscasset, Maine 04578

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Facility Use Agreement  
Disaster Cycle Services Job Tools  
DCS JT-C DMWT / Facility Management

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Red Cross:

Legal name: The American National Red Cross

Chapter Name: Maine

Chapter address: 2401 Congress Street

Portland ME 04102

24-Hour Point of Contact:

Name and title: Maine Red Cross disaster services – 24hr call in line

Work phone: 207-874-1192

Cell  
phone/pager:

Laurie Levine

207-754-5529

Address for Legal Notices:

Same as above

Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List," and attach facility list, including complete street address of each building that is part of this agreement. In addition, if only a portion of the building is part of this agreement, then include a description of that portion of the building.)



Facility Use Agreement  
Disaster Cycle Services Job Tools  
DCS JT-C DMWT / Facility Management

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**Terms and Conditions**

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for any of the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.

3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's Facility/Shelter Opening/Closing Form to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.

4. **Food Services** (*This paragraph is applicable only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.

DCS JT DMWT Facility Use Agreement V.1.0 2016\_08\_10

Owner: Disaster Cycle Services

Author: Deploy Materials, Workers and Technology Process



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5. Custodial Services (*This paragraph is applicable only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of these services at the direction of and in cooperation with the Red Cross Manager.

6. Security/Safety: In coordination with the Facility Coordinator; the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.

7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross's activities at the Facility are concluded. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the expressed, written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form* to record any damage or conditions.

9. Fee (*This paragraph is not applicable when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial the applicable statement below:

- a. Owner will not charge a fee for the use of the Facility in recognition of the services the Red Cross provides to the community. Owner initials: \_\_\_\_\_ Red Cross initials: \_\_\_\_\_
- b. The Red Cross will pay \$\_\_\_\_\_ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: \_\_\_\_\_ Red Cross initials: \_\_\_\_\_

10. Reimbursement: The Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from among bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
- b. *(Only when Facility is used as a shelter or Service Center) Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.*



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Disaster Cycle Services Job Tools  
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- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities to be reimbursed by the Red Cross):*

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

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The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.

11. **Insurance:** The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. **Indemnification:** The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. **Term:** The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Town of Wiscasset, Maine

THE AMERICAN NATIONAL RED CROSS

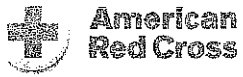
\_\_\_\_\_  
Owner (legal name)

\_\_\_\_\_  
(legal name)

\_\_\_\_\_  
By (signature)

\_\_\_\_\_  
By (signature)

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\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

COPY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## BASIC SHELTER INFORMATION

**Site Name/ School District** Wiscasset Community Center **NSS ID#** \_\_\_\_\_ **Date** 5-31-17

**Name of building** Community Center **Building #** \_\_\_\_\_ **of** \_\_\_\_\_

**Phone #** 207-882-8230 **Fax #** \_\_\_\_\_ **Website** \_\_\_\_\_

**Shelter address** 242 Gardiner Road

**Town/ City** Wiscasset **County/ Parish** Lincoln **State** ME **Zip Code** 04578

**Mailing Address (if different)** same

**Town/ City** \_\_\_\_\_ **County/ Parish** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Agency operating shelter (check one)** ☒ Red Cross ☐ FEMA ☐ DHS ☐ TSA ☐ SBC ☐ Other \_\_\_\_\_

**Shelter agency type (check one)** ☒ Red Cross managed ☒ Red Cross partner ☐ Red Cross supported ☒ Independent open w local asst - ARC to take over operations asap

**Shelter type (check all that apply)** ☒ Evacuation ☒ General ☐ Medical ☐ Other \_\_\_\_\_

**General facility notes** If needed there is additional space other than the gymnasium to use as dormitory or safe evacuation space

## Shelter Capacity

Use the calculations to calculate the capacity for sleeping space.

**Total sq feet** 6600 ☐ **Evacuation** \_\_\_\_\_ **usable sq ft + 20 sq ft/person =** 330 + **person capacity**

☐ **Post Impact** \_\_\_\_\_ **usable sq ft + 40 sq ft/person =** 165 **person capacity**

**Sq feet usable for sleeping space** \_\_\_\_\_ ☐ **Other** \_\_\_\_\_ **usable sq ft +** \_\_\_\_\_ **sq ft/person =** \_\_\_\_\_ **person capacity**

## Geographic Information

Use major landmarks (e.g. highways, intersections, rivers, railroad crossings, etc.) that will be easily recognizable in a disaster. Latitude and longitude coordinates can be found at online web sites, using a global positioning system device, or will auto populate when the address is entered into the National Shelter System.

**Latitude** \_\_\_\_\_ **Longitude** \_\_\_\_\_ **Elevation** \_\_\_\_\_

**In storm surge/ evacuation** ☐ Yes **Hurricane category or evacuation area** ☒ No **In flood plain** ☐ Yes **year flood impact** ☒ No

**Directions to facility** Rte 1 to Rte 27. Approx 3-4 miles on the left just prior to turn for middle/high school

## Point of Contact to Authorize Use of Facility

Name Marian Anderson Title Town Mgr - Wiscasset Phone # 207-8200 xt 108

24 hour # 207-504-6198 Fax # \_\_\_\_\_ Email townmanager@wiscasset.org

Contact notes \_\_\_\_\_

## Point of Contact to Open Facility

Name Robert MacDonald Title Program/Facility Mgr Phone # 207-380-6501

24 hour # \_\_\_\_\_ Fax # \_\_\_\_\_ Email rmacdonald@wiscassetrec.com

Contact notes \_\_\_\_\_

## Alternate Point of Contact

Name Toby Martin Title Wiscasset EMS/EMA director Phone # 207-882-8204

24 hour # 207-504-2563 Fax # \_\_\_\_\_ Email emsdirector@wiscasset.org

Contact notes \_\_\_\_\_

## Pet Shelter

Pet shelter space available on site ☐ Yes *answer questions below* ☐ No *nearest location*

Separate ventilation system ☐ Yes ☐ No Cement or tile floors with drains ☐ Yes ☐ No Outdoor space to relieve pets ☐ Yes ☐ No

Agency that will operate the pet shelter pending as of July 6, 2017 Phone # \_\_\_\_\_ 24 hour # \_\_\_\_\_

## ADDITIONAL INFORMATION

Shelter agreement signed ☐ Yes ☐ No Date signed \_\_\_\_\_ Notes \_\_\_\_\_

Pre-designated shelter team assigned ☐ Yes Team name \_\_\_\_\_ ☐ No

Current facility floor plans available ☒ Yes Location of copies ARC/LincolnEMA/Town EMA ☐ No

International Association of Venue Managers (IAVM) facility ☐ Yes ☐ No

*Use the Standards for Selection of Hurricane Evacuation Shelters to select hurricane evacuation shelters. In this document, you will find a planning process that involves many factors (e.g. technical information for storm surge and flood mapping). This process requires close coordination with local officials for technical information to make decisions about hurricane shelter suitability. Use the Facility Construction section to assist with determining whether this can be a hurricane evacuation shelter.*

Shelter can be a hurricane evacuation shelter ☒ Yes ☐ No Notes \_\_\_\_\_

## Survey Conductors (List all who participated in the survey)

Name	Title	Organization	Phone #
Laurie Levine	SRDL	ARC	207-874-1192
Toby Martin	Director	Wiscasset EMS/EMA	207-882-8204

## LIMITATIONS OF FACILITY USE

Check one ☒ This facility will be available for use at any time during the year ☐ This facility is only available for use during the time periods listed below ☐ This facility is not available for use during the time periods listed below

Dates (mm/dd/yyyy) Times (hh:mm)

From \_\_\_\_\_ ☐ AM ☐ PM To \_\_\_\_\_ ☐ AM ☐ PM  
 To \_\_\_\_\_ ☐ AM ☐ PM To \_\_\_\_\_ ☐ AM ☐ PM

List any recurring dates that the facility is not available (e.g. every sunday) \_\_\_\_\_

Areas of the facility that are restricted during use Pool area/upstairs storage area/offices \_\_\_\_\_

## FACILITY CONSTRUCTION & SAFETY

### Facility Construction

Construction material ☐ Wood ☒ Masonry/Brick ☐ Pre-fab ☐ Bungalow ☐ Concrete ☐ Metal ☐ Trailer ☐ Pod ☐ Other \_\_\_\_\_

# stories/floors 1.5 Notes second floor for secured storage only

Elevator ☐ Yes Location \_\_\_\_\_ ☒ No Notes \_\_\_\_\_

Open roof-spans (see Standards for Selection of Hurricane Evacuation Shelters for current standards) ☐ Yes Length \_\_\_\_\_ ☐ No

Windows in sleep area ☒ Yes ☒ No If yes, shatter protected ☐ Yes ☐ No If yes, protected with shutter ☐ Yes ☐ No

### Fire & AED Safety

Some facilities may not meet fire codes based on building capacity. The questions below are a general reference. Contact your local fire department with questions or for more information.

Fire alarms & systems (check all that apply) ☒ Working smoke detectors ☒ Inspected fire alarm system ☒ Functional sprinkler system ☐ Functional direct fire department alert

Comments from fire department \_\_\_\_\_

AED(s) on site ☒ Yes Location front lobby - left of front door \_\_\_\_\_ ☐ No



## Facility Inspection Point of Contact

If requested, who would inspect this facility post-impact to determine it is safe to occupy?

Name Toby Martin

Title EMS/EMA Director Wiscasset

Phone # 207-882-8204

24 hour # 207-504-2563

Fax # 207-882-8204

Email emsdirector@wiscasset.org

Contact notes \_\_\_\_\_

## SANITATION, FEEDING & UTILITIES

### Sanitation, Utilities & Power

The recommended ratio for toilet facilities is a minimum of 1 toilet for 20 people. The optimum scenario for showers is 1 shower for every 25 residents. Count all facilities that will be available to shelter residents and staff.

Showers available ☒ Yes # of showers 10 ☐ No Toilets available ☒ Yes # of toilets 15 ☐ No

Check all that apply Heating ☐ Electric ☐ Natural Gas ☐ Propane ☒ Fuel Oil Cooling ☒ Electric ☐ Natural Gas ☐ Propane

Check all that apply Cooking ☐ Electric ☐ Natural Gas ☒ Propane Water ☒ Municipal ☐ Well(s) ☐ Trapped

Self-sufficient power ☒ Yes Type Kohler Generator 60kW ☐ No

Note fuel requirements, generator capacity, facility areas supported by generator(s), and other relevant information.

Emergency generator on site ☒ Yes ☐ No Notes on site auto switch generator will power the entire plant

### Feeding

Food Prep (check all that apply) ☐ Warming oven kitchen ☒ Full service ☐ Central kitchen (delivery)

Food stock stored on site ☒ Yes # meal can be served limited ☐ No Refrigeration units on site ☒ Yes # units \_\_\_\_\_ ☐ No

Seating capacity ☒ Cafeteria approx 200 ☐ Snack Bar ☐ Other indoor seating \_\_\_\_\_ Total estimated seating capacity for eating \_\_\_\_\_

Notes on feeding \_\_\_\_\_

## ACCESSIBILITY

See accompanying Shelter Facility Survey-Accessibility Instructions.

### Facility Construction

Facility built in 1993 or later, or extensively altered in 1992 or later. ☒ Yes ☐ No

### Parking Areas

Parking available. ☒ Yes ☐ No

Answer below if parking is available

Accessible parking space(s) ☒ Yes ☐ No Notes \_\_\_\_\_

Van accessible parking space(s) ☒ Yes ☐ No Notes \_\_\_\_\_

### Drop-off/Loading Area

Permanent drop-off area/loading zone with marked access aisle or space available to designate as temporary drop-off area/loading zone. ☒ Yes ☐ No

## Facility Entrance

- Sidewalk connects parking area and any drop-off area to at least one facility entrance. ☒ Yes ☐ No
- Route from accessible parking spaces and any drop-off area/loading zone to at least one facility entrance has no steps or curbs without curb cuts. ☒ Yes ☐ No
- Where route crosses curb, curb cuts are at least 36" wide. ☒ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Level landings on interior and exterior sides of entry door. ☒ Yes ☐ No
- No objects protrude from the side more than four inches into the route to the facility entrance. ☒ Yes ☐ No
- If the main facility entrance does not appear to be accessible, another entry is accessible. ☒ Yes ☐ No
- A sign identifies the location of the accessible entrance. ☒ Yes ☐ No

## Routes to Service Delivery Areas

- A route without steps is available to access each service delivery area, as well as restrooms and showers or service can be provided in area that can be accessed by route with no steps. ☒ Yes ☐ No
- Using a yard stick held horizontally at your waist level, walk from the facility entrance to each service delivery area, as well as restrooms and showers. Except at doorways (which must be only 32" wide), no part of the route is less than 36" wide. ☒ Yes ☐ No
- Route has vertical clearance of at least 80". ☒ Yes ☐ No
- No objects protrude from the side more than 4" into the routes to the various service delivery areas. ☒ Yes ☐ No
- Automatic doors or doors without knob hardware. ☒ Yes ☐ No
- Doorways at least 32" wide when door is open along routes to each service. ☒ Yes ☐ No
- If a service delivery area is accessible only by elevator, there is back-up power for the elevator(s). ☒ Yes ☐ No

## Ramps

- Ramps are at least 36" wide, have handrails on both sides 34"-38" above the ramp surface, and have level landings at least 60" long. ☐ Yes ☐ No
- If yes, type of ramp ☒ Fixed ☐ Portable ☐ Not provided
- If ramps are longer than 30 feet, a level landing at least 60" long is provided every 30 feet. ☒ Yes ☐ No

## Restrooms

- Area where person in a wheelchair can turn around (60-inch diameter circle or T-shape turn area). ☒ Yes ☐ No
- Doorways at least 32" wide when door is open. ☒ Yes ☐ No
- Doors without knob hardware. ☒ Yes ☐ No
- Toilet seat is 17"-19" high. Flush control is automatic or manual control on the open side of the toilet and no higher than 48". ☒ Yes ☐ No
- Toilet's centerline is 16"-18" from the nearest side wall. ☒ Yes ☐ No
- Stall at least 60" wide and 56" deep (wall-mounted toilet) or 59" deep for (floor mounted toilet). ☒ Yes ☐ No
- Space at least 9" high is provided beneath the front and one side of the stall. ☒ Yes ☐ No
- Appropriate grab bars. ☒ Yes ☐ No
- Toilet paper dispenser is within 36" of the rear wall. ☒ Yes ☐ No
- At least one accessible sink. ☒ Yes ☐ No

## Showers

Showers available.

☒ Yes ☐ No

*Answer below if showers are available*

At least one accessible shower stall with appropriate grab bars.

☒ Yes ☐ No

Stall type ☒ Transfer stall ☐ Roll-in shower ☐ Not provided

Shower seat 17"-19" high. If in transfer stall, seat is on the wall opposite the shower controls. If in roll-in shower, seat is on wall adjacent to the shower controls.

☒ Yes ☐ No

Hand-held shower spray with ability to mount at 48" (typically via a mount that can be adjusted along a fixed vertical bar), or alternatively a fixed shower head at 48".

☒ Yes ☐ No

Controls do not require tight grasping, pinching or twisting and are mounted 38"-48" high and no more than 18" from the front of the shower.

☒ Yes ☐ No

## Eating areas

At least some tables have tops 28"-34" high and space underneath at least 27" high, 30" wide and 19" deep.

☒ Yes ☐ No

Serving line or counter no higher than 34".

☒ Yes ☐ No

## Assessment

Relevant areas of the facility are accessible to people with disabilities without adjustments.

☒ Yes ☐ No

Facility has at least one accessible entrance and one accessible restroom, and otherwise is capable of being made accessible during a disaster with minor adjustments.

☒ Yes ☐ No

Facility would require extensive adjustments to be accessible during a disaster.

☐ Yes ☒ No

**Adjustments for Accessibility** (Identify any adjustments or enhancements that should be made to make the relevant areas of the facility accessible during a disaster)

## OTHER CONSIDERATIONS

### Additional Facilities & Space

Isolated care areas

☒ Yes ☐ No

Type of area

☒ Rooms

☐ Shelter area

☐ Separate facility/area

Shelter registration area

☒ Yes ☐ No

Laundry facilities

☒ Yes ☐ No

# of washers

1

# of dryers

1

Who can access the laundry facilities

☒ Shelter workers

☐ Shelter residents

Special conditions or restrictions for laundry

### Available Materials

One cot and two blankets per shelter resident is recommended. Note all available materials for shelter use in the notes section.

Cots available

☒ Yes # of cots 10

☐ No Location Wiscasset EMS

Blankets available

☒ Yes # of blankets 10

☐ No Location Wiscasset EMS

Children's supplies (e.g. cribs & changing table)

☐ Yes ☒ No

Chairs & tables available

☒ Yes

# of chairs

approx 200

# of tables

\*

☐ No

Notes \*enough tables to seat approx 200



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If no, is there a current written plan? ☐ Yes ☐ No

Is this facility within five miles of an evacuation route? ☒ Yes ☐ No

Is this facility within ten miles of a nuclear power plant? ☐ Yes ☐ No

Facility staff required when using facility? ☒ Yes ☐ No

Paid feeding staff required when using facility? ☒ Yes ☐ No

Church auxiliary required when using facility? ☐ Yes ☒ No

Fire auxiliary required when using facility? ☐ Yes ☒ No

Other required? ☒ Yes ☐ No

Senior Center staff should be on hand. Also contact kitchen staff for support.

Will any of the above groups be trained or experienced in Red Cross shelter operations or support? ☒ Yes ☐ No

**If yes, describe capabilities** training to be schedule in summer/fall of 2017

Has the facility been trained in Red Cross sheltering (if not Red Cross managed)? ☒ Yes ☐ No

**If yes, describe capabilities** some training has occurred in past - unclear as to how many trained are still available

Training requested by facility or group ☐ Yes # of staff to be trained ☐ No

## ADDITIONAL NOTES & INFORMATION

Community Center is within 10 miles of deactivated nuclear power plant - Maine Yankee

## ADDITIONAL NOTES & INFORMATION *continued*

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## OFFICE USE ONLY *(Do not fill out box during survey)*

Chapter Category / Priority of Use: Designated by chapter leadership after the survey is completed.

This is a **primary** shelter for  
(check one)

☐ General  
population

☐ Evacuation  
Center

Shelter **cannot** be used for  
(check all that apply)

☐ General  
population

☐ Evacuation  
Center

This is a **priority** shelter for the  
following events (check all that apply)

☐ Hurricane

☐ Earthquake

☐ Large Scale Fire / Flood /

Town of Wiscasset  
51 Bath Road  
Wiscasset, ME 04578  
207-882-8200

12a.

**NOTICE OF PROPERTY TAX ASSESSMENT REVIEW**

6/16/17

COPY

Adam Bowen  
C/O Brendan Mcmorrow  
P.O. Box 455  
Brunswick, ME 04011

**PROPERTY REVIEWED**

**Map R 04 Lot 002-9 RE Acct # 2596**

**CU1RRENT ASSESSED VALUE**

**Land Value: \$ 0 Building Value: \$ 9,500**

**FINDINGS**

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

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

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

X  An adjustment will be made. The following assessments now apply.  
These changes will be applied for the next Tax year.

**Land Value: \$ 0 Building Value: \$ 3,600**

X  Abatement will be recommended for : **\$110.39**

Remarks: Per review, adjust condition of mobile home. If you have any further questions, please feel  
free to contact the Wiscasset Assessing office.

Sincerely;



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