

3a

WISCASSET SELECT BOARD
TAX ASSESSORS AND OVERSEERS OF THE POOR
AUGUST 22, 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. Ben Rines, Jr., moved to approve the payroll warrants of August 4, 11, and 18, 2017. Vote 5-0-0.

b. Ben Rines, Jr., moved to approve the accounts payable warrants of August 8, 15 and 22, 2017. Vote 5-0-0.

3. Approval of Minutes

a. Ben Rines, Jr., moved to approve the minutes of August 1, 2017 as amended. Vote 5-0-0.

b. Ben Rines, Jr., moved to approve the minutes of August 7, 2017. Vote 5-0-0.

4. Special Presentations or Awards – none

5. Committee Appointments

Bob Blagden moved to appoint Fred Quivey to the Budget Committee. Vote 5-0-0.

6. Public Hearings – none

7. Public Comment – none

8. Department Head or Committee Chair

a. Wiscasset Police Department: Police Chief Jeffrey Lange reported that reserve officer Paul Rubashkin had been appointed the administrative support person for the Wiscasset Police Department.

Lange also reported that he had spoken with Sheriff Brackett and Lucinda Tillis of Chesterfield Associates regarding crossing guards. According to the Sheriff, two officers would not be enough to cover the intersections two intersections on Main Street. The Police Department will not be able to provide officers at the intersections over the Labor Day weekend. Town Manager Marian Anderson reported she had tried without success to find flaggers or security guards to direct traffic at the two downtown intersections, but because of OSHA regulations, they would have to have special training to work at intersections. Lucinda Tillis on behalf of the downtown merchants had contacted the Sheriff regarding coverage by deputies, and if he can supply deputies, the merchants, not the Town, would contract with

the Sheriff's office. Jim Kochan said the merchants would fund crossing guards for four days from 11 a.m. to 6 p.m. over the Labor Day weekend. Chief Lange will notify the Sheriff that the select board had no objection to the Sheriff's Department providing traffic control in Wiscasset over the four-day Labor Day weekend.

Lange said there will be a school supply drive on Friday, August 26, from 9 to 12 in front of the EMS bays. Backpacks, pens, paper, lunch boxes, etc. will be welcome. After that date, supplies may be dropped off at the town office until August 31.

A Coffee with a Cop event will be held at Treats from 8:30 to 10:30 on Wednesday, August 23.

b. Lincoln County EMA: Lange reported that according to the Lincoln County EMA, Law Enforcement agencies in Lincoln County must transition from analog to digital mobile radios. A Homeland Security grant will cover all but \$200 for each radio. The \$2,200 for the 11 radios was not budgeted by Wiscasset but must be paid to the EMA before the radios are ordered not later than June 30, 2018. EMS Director Toby Martin said that EMS and the Fire Department radios will be updated to digital in the next three to five years. Judy Colby asked that the school board be informed of the change as it will affect the school buses. Toby Martin said that the base stations at the bus garage, Public Works, EMS and Fire Department share the tower behind the town office. He said there are safety concerns about communications as the system is 30-35 years old and the possibility of changing to Huntoon Hill is being investigated, however, that is owned by the State and an FAA license would be required. A decision on the source of the \$2,200 for the radios was postponed.

c. Wiscasset Municipal Airport: Marian Anderson said comments showing appreciation of the airport and staff are posted on the AirNav website.

Anderson said Frank Costa has submitted his resignation as airport manager effective September 5. Rick Tetrev will finish out the season. **Judy Colby moved to accept his resignation with regret and wish him well in his new endeavor. Vote 5-0-0.**

Minimum Standards Rules & Regulations for the Wiscasset Airport have been presented to the airport Committee.

d. Monthly Reports: Anderson pointed out that the Police Department maintains a good relationship with Maine Yankee which recently donated new rifles to the department in exchange for training that the department will provide.

9. Unfinished Business

a. WWTP Operations Review and Implementation recommendations: Kyle Coolidge, Project Engineer for the WWTP Assessment, provided an introduction and a quick summary of the relationship Wright Pearce has had with the Town since 1992, when it designed the WWTF upgrade, to the 2017 operations evaluation. He listed the violations at the WWTP, the scope of evaluation and the operations evaluation results. Recommendations for the future include hiring a fourth operator, training/peer review, establishing equipment reserve account, improving process control, development equipment database, establishing collection system clearing schedule, purchasing lab standards for chlorine residual, approving equipment reserve account (2% per year), approving facility plan to develop CIP, planning for upgrades at WWTF, ongoing technical support, installing residual chlorine monitor, updating process

monitoring plan and development of future facility plan. It was recommended that the Town think about funding sources such as CDBG and State bonds for grant money to upgrade the WWTP.

The meeting recessed for five minutes at 7 p.m.

b. Reminder: Special Open Town Meeting, Thursday, August 24 at 6 p.m. on Planning Budget

c. Wiscasset Historic Preservation Ordinance Update: Marian Anderson said there are conflicts in the ordinance : Section 3.1 says an ordinance may be amended by a vote of the governing body at any town meeting and in the Historic Preservation Ordinance says the ordinance may be amended at the annual town meeting. However, Anderson said that removal of an ordinance is not an amendment and may be done at any town meeting. She said if the board agreed, it could be on the November ballot. Rines and Blagden expressed their preference for voting on the ordinance at the annual town meeting in June. Jim Kochan, a former member of the Historic Preservation Commission, said the commission had been working throughout the past year on amendments to correct weaknesses in the ordinance. (See 10e for motion on the WHP ordinance.)

10 New Business

a. 4 Ideal Portable Toilets at Waterfront Pier: Anderson said the July bill was \$1,105, the budget for 2017/2018 is \$2,046. In response to a need for more port-a-potties over the July 4th weekend, two more were authorized for that weekend. Although ordered for that weekend only, Ideal assumed they would be there until they were asked to remove them. Anderson asked for permission to overdraft the account if the board approved the port-a-potties being left at the waterfront. Jeff Slack supported having them at the waterfront. Kathy Martin-Savage asked whether the price could be negotiated. Jim Kochan suggested adjusting fees for pier rentals to help cover the cost of the port-a-potties. The consensus of the board was to leave the four port-a-potties on the pier until October, recognizing that the account will be overdrawn.

b. Application for Historic Preservation Certificate of Appropriateness: Anderson said the HPO required that the selectmen establish a fee for Certificates of Appropriateness to be paid at the time of application. To date no fees have been paid by applicants; the Town has paid for mailings and newspaper notices. She recommended an application fee of \$25 plus \$2 per abutter, and for new construction or demolition of existing buildings, the cost of the required hearing notice would be paid by the applicant. **Jeff Slack moved to accept the recommendation of the Town Manager. Vote 5-0-0.**

c. Monthly Financials

● H.M. Payson Statement of Account: Anderson said the H.M. Payson account is doing very well and there will be an Investment Committee meeting in October.

● Year-to-date Department expense report: Final carry-forwards will be available at the next meeting. In response to Ben Rines' question, Anderson said as soon as she had changes in the valuation, she would bring numbers to the board to consider that would affect the tax rate. In response to Bob Blagden's question regarding the Waterfront balance of \$10,000, Anderson said that was budgeted for maintenance and repairs to the harbor master's boat, which the Town no longer has. Anderson said a contingency account is needed to pay for earned vacations not taken; salary is budgeted, but vacations not taken are paid from the contingency account.

d. New Business Welcome: The chair welcomed Michael Major and Cunningham Security Systems to Wiscasset.

e. November local ballot: Shellfish Fees, Historic Preservation Ordinance, Ambulance, Increased Water Rates

Shellfish fees: Jeff Slack said the increase in shellfish licenses needs to be on the ballot as they are grossly underpriced. The fees are set by Town vote; it would require a Town vote to change the ordinance to have the board set the fees.

Historic Preservation Ordinance: In response to Jim Kochan's question, Judy Colby said the public hearing with the Planning Board and Historic Preservation Commission had been cancelled by the chair of the Planning Board. He asked that the vote be scheduled for June rather than November.

Ambulance: In response to Bob Blagden's recommendation that before buying another ambulance, the Town should see if an outside ambulance service was interested in serving Wiscasset, Anderson said in the past only one bid had been submitted in response to an RFP and that was for \$730,000 plus the use of Wiscasset's bays and equipment. She reminded the board that it had approved \$2,000 to secure the right to purchase the ambulance which is due in January and the revenue from Dresden would be used for the loan payments. Judy Colby said that the Town had voted in the past to keep a Town ambulance service rather than use an outside contractor.

Kim Dolce recommended that an explanation be placed next to items on the warrant to indicate how passage would affect their taxes. Although there is a limitation on information that can be put on the ballot, Marian Anderson said the budget is presented to the public as well as individually to the press before the vote. **Jeff Slack moved to place all four items on the November ballot. Vote 4-1-0** (Blagden opposed). Blagden said he was in favor of a vote on the HPO in June. The draft ballot will be available for the next board meeting. The vote of the selectmen will appear next to each article.

11. Town Manager's Report

Marian Anderson reported that in this week's warrant she had paid the American Legion, Healthy Kids, New Hope for Women, Eldercare of Lincoln County and the food banks as approved at the annual town meeting. The library will be paid in the fall when tax payments come in.

The Water District project on Water Street has been completed. The water main has been installed along Fort Hill Street from Fore Street to Bradbury St.

The Parks and Recreation fall 2017 brochures are now available and were distributed to the board.

Peregrine Consulting has purchased hanger Unit D-1 and the Town Manager will be signing the assignment and assumption of lease agreement upon confirmation of the Board.

She asked the board to sign an updated Certificate of Authority for Transactions with H.M. Payson updating the list of Selectmen of the Town of Wiscasset

Anderson provided a legal update on the Bryant 80B Complaint; Chewonki Campground Avigation easement; Murray Hill Properties Sewer Collection Action; and Wawenock v. MDOT, Town of Wiscasset, party of interest. The Town has received a request to take all reasonable and prudent steps to preserve Volume 3, 1790-1813 of the Town Records, which may contain material evidence in the Wawenock case.

12. Other Board Business

13. Board of Assessor's Business

a. CEI Housing Inc.'s request for tax exemption of Deer Ridge Farm Property (Map R06-006B): Anderson reported that counsel had reviewed the application and advised the board on the matter. A letter was drafted indicating that the Wiscasset Board of Assessors had reviewed the CEI Housing, Inc.'s request and determined that CEI had not met its burden to demonstrate that it qualifies for an exemption pursuant to 36 M.R.S. §652. The board concluded that CEI Housing has not established that it is organized and conducted exclusively for benevolent and charitable purposes. Upon commitment of taxes for the April 1, 2017 tax year, CEI may appeal the decision by making a timely application for abatement of property taxes pursuant to 36 M.R.S. §841. **Ben Rines, Jr., moved to authorize the chairman of the Board of Assessors to sign the letter. Vote 5-0-0.**

14. Adjournment

Kathy Martin-Savage moved to adjourn the meeting at 8:30 p.m. Vote 5-0-0.



Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578

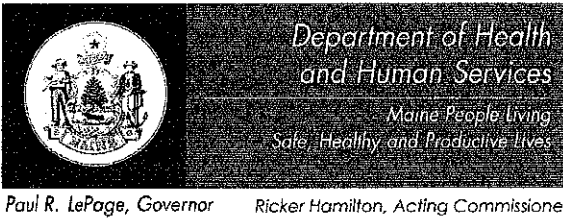
ba

**TOWN OF WISCASSET
PUBLIC HEARING
GENERAL ASSISTANCE ORDINANCE**

The Board of Selectmen will hold a public hearing on Tuesday, September 5, 2017 at 6:00 p.m. in the Municipal Building Hearing Room. The purpose of the hearing is as follows:

- 1. To adopt the local 2017-2018 General Assistance Ordinance Appendices A-D.**

Dated: 08/28/2017



Department of Health and Human Services
Commissioner's Office
221 State Street
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-3005
TTY Users: Dial 711 (Maine Relay)

TO: Municipal Officials/Welfare Directors/General Assistance Administrators

FROM: Ian Miller, General Assistance Program Manager

RE: 2017 – 2018 General Assistance Ordinance Maximums

DATE: 8-21-2017

Enclosed please find the following items:

- MMA's new (October 1, 2017–September 30, 2018) “**General Assistance Ordinance Appendix**” (A - D).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*

Appendix A - D

The enclosed Appendices A - D have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – D. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

2017-2018 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2017 to September 30, 2018.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
	\$783	\$834	\$987	\$1,234	\$1,470	\$1,545

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	44.65	192
2	81.86	352
3	117.21	504
4	148.84	640
5	176.74	760
6	212.33	913
7	234.65	1,009
8	268.14	1,153

NOTE: For each additional person add \$144 per month.

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	\$145	\$625	\$168	\$723
1	\$150	\$646	\$178	\$767
2	\$182	\$783	\$212	\$910
3	\$223	\$961	\$266	\$1,144
4	\$266	\$1,144	\$318	\$1,367

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is *not automatically* entitled to the "maximums" established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	781	863	999	1,318	1,600
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	745	872	1,079	1,457	1,477

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	618	642	760	965	1,049
Franklin County	646	671	793	985	1,400
Hancock County	693	787	992	1,249	1,367
Kennebec County	722	746	928	1,216	1,297
Knox County	754	755	928	1,186	1,315
Lincoln County	783	834	987	1,234	1,470
Oxford County	630	646	771	1,110	1,343
Piscataquis County	595	672	828	1,090	1,125
Somerset County	675	704	835	1,133	1,146
Waldo County	680	751	887	1,206	1,281
Washington County	630	645	763	985	1,173

* Please Note: Add \$75 for each additional person.

SRO Invoice

8a



Number: 0000071113
Date: 8/17/2017

530 JOHN DIETSCH BOULEVARD
NORTH ATTLEBORO, MA 02763-1080
Phone (508) 695-7138

Salesperson:
Customer: 5436

Sold To **Ship To**

Wiscasset Fire Department
51 Bath Road
Wiscasset, ME 04578 USA

Wiscasset Fire Department
51 Bath Road
Wiscasset, ME 04578 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000045144	Maine	WISCASSET ME ENG 6	Net 15

Unit: KME 7042 02/02/2008 In Service Date:
Unit Description: ENG 6 PUMPER Mfg Name: KME Mileage: 11,715
VIN Number: 1K9AF42888N058554

Operation	Description	Price	Qty	Amount
10	SILVER CHASSIS AND PUMP SERVICE - COMBO			
Correction: Completed per service special.				
	Quoted			1,145.00
	Total for Operation: 10 SILVER CHASSIS AND PUMP SERVICE - COMI			1,145.00
20	ANNUAL PUMP TEST			
Correction: Completed per service special				
	Quoted			375.00
	Total for Operation: 20 ANNUAL PUMP TEST			375.00
30	FOAM SYS INOP			
Correction: Checked continuity on the control cable from the controller to the head all pins checked ok. There is no power at the controller. Checked for ground, ok. Traced power wire to a 100 amp solenoid and found it not working. Replaced the solenoid and retested, verified good.				
058966V	RELAY SRS 29 120A 12VDC SIDE	416.34	1.00	416.34
	Total Material			416.34
	Labor		Qty: 2.80	352.80

2,289.14

SRO# 0000045144

Visit www.GreenwoodEV.com for exclusive offers

Contact: Chief Robert Bickford, Jr.

Subtotal	*****
Shipping and Handling	*****
Sales Tax	*****
Trade Discount	*****
Payment/Credit Amount	*****
Balance	*****

SRO Invoice



530 JOHN DIETSCH BOULEVARD
 NORTH ATTLEBORO, MA 02763-1080
 Phone (508) 695-7138

Number: 0000071113
 Date: 8/17/2017

Salesperson:
 Customer: 5436

Sold To **Ship To**

Wiscasset Fire Department
 51 Bath Road
 Wiscasset, ME 04578 USA

Wiscasset Fire Department
 51 Bath Road
 Wiscasset, ME 04578 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000045144	Maine	WISCASSET ME ENG 6	Net 15

Total for Operation: 30 FOAM SYS INOP 769.14

40 STEERING BINDS LEFT TURNING

Correction: Checked king pins and tie rods. Removed the steering arm from the axle and turned the wheel and it is still binding in 2 spots. Found transition box and U-joint in steering shaft was binding. Replaced transition box and steering shaft assy and verified system tested good. NOTE: The transition box had been previously greased to the point that all the seals were compromised and allowed contaminates into the box.

008542V003	MITER BOX	1,731.39	1.00	1,731.39
818650009	KME SHAFT STEERING UPPER	770.96	1.00	770.96
Sublet	REPLACE STEERING SHAFT	443.00	1.00	443.00
	Total Material			2,945.35
	Labor		Qty: 2.70	340.20
	Total for Operation: 40 STEERING BINDS LEFT TURNING			3,285.55

50 FLEET DISCOUNT

Correction:

Quoted				-154.00
Total for Operation: 50 FLEET DISCOUNT				-154.00

5,420.69
 SRO# 0000045144

Visit www.GreenwoodEV.com for exclusive offers

Contact: Chief Robert Bickford, Jr.

Subtotal	*****
Shipping and Handling	*****
Sales Tax	*****
Trade Discount	*****
Payment/Credit Amount	*****
Balance	*****

SRO Invoice



530 JOHN DIETSCH BOULEVARD
NORTH ATTLEBORO, MA 02763-1080

Phone (508) 695-7138

Number: 0000071113

Date: 8/17/2017

Salesperson:

Customer: 5436

Sold To	Ship To
---------	---------

Wiscasset Fire Department
51 Bath Road
Wiscasset, ME 04578 USA

Wiscasset Fire Department
51 Bath Road
Wiscasset, ME 04578 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000045144	Maine	WISCASSET ME ENG 6	Net 15

5,420.69

SRO# 0000045144

Visit www.GreenwoodEV.com for exclusive offers

Contact: Chief Robert Bickford, Jr.

Subtotal	5,420.69
Shipping and Handling	0.00
Sales Tax	0.00
Trade Discount	0.00
Payment/Credit Amount	0.00
Balance	5,420.69

10a

DATE	BUDGET A/E - CARRYFORWARDS FROM FY 17 TO FY 18	RCB TYPE	ACCOUNT NUMBER	DEBIT	CREDIT
7/28/2017	USE OF DESIGNATED FUND BALANCE	F	R 57-57-02	\$287,845	
	CELEBRATIONS	F	GL E 25-31-90-22		\$3,590
	CONTINGENCY	F	GL E 25-11-90-01		\$21,495 ?
	PLANNING-TOWN SHARE OF SAFE HARBOR AND WWTP GRANTS	F	GL E 25-17-30-08		\$580
	SHELLFISH SEED	F	GL E 45-04-50-27		\$740
	WATERFRONT BUILDING	F	GL E 73-01-60-01		\$1,191
	WATERFRONT FLOATS/DOCK	F	GL E 73-01-60-06		\$3,706
	WWTP LOAN INTEREST	F	GJ E 74-01-60-17		\$98,339
	PUBLIC WORKS CEMETERIES	F	GL E 31-11-10-02		\$43,553
*	EMS MONITORS	F	GL E 53-79-90-28		\$1,569 ?
*	EMS PRIMO VENTS	F	GL E 53-17-90-28		\$38,000
*	FIRE REPEATERS	F	GJ E 53-16-90-28		\$8,019 ?
*	HIGHWAY ROAD AND SIDEWALK CONSTRUCTION	F	GJ E 53-12-90-28		\$31,384
*	MAIN STREET PIER/ELECTRIC UPGRADE	F	GL E 53-07-90-28		\$4,702
*	MONITORS	F	GL E 53-79-90-28		\$1,569
*	MUNICIPAL BUILDING	F	GL E 53-34-90-28		\$3,868
*	POLICE CAR	F	GL E 53-14-90-28		\$11,213 ?
*	PUBLIC WORKS BACKHOE LEASE	F	GL E 53-10-90-28		\$11,011 ?
*	WCC ROOF	F	GL E 53-06-90-28		\$8,213
				\$287,845	\$292,742

* Represents capital

Marian Anderson

From: Michael Edgecomb <edgmi@sewall.com>
Sent: Tuesday, August 01, 2017 9:41 AM
To: Mike Edgecomb
Subject: Cable TV Franchising & Broadband
Attachments: Cable_TV_Franchise_Services_.pdf; Sewall - BroadbandAnalysisStrategicPlanning .pdf

Dear Towns,

I am copying towns in Lincoln County, (and Richmond), that have cable services provided by Charter/Spectrum, formerly Time Warner Cable: Dresden, Jefferson, Edgecomb, Bristol, Westport Island, Boothbay Harbor, Boothbay, Wiscasset, South Bristol, and Richmond,

My records show that your cable TV franchise with Charter Communications, (Formerly Time Warner Cable), has expired, or will soon expire, unless you have recently renewed. I am attempting to gauge interest in your Town to join a consortium of local Towns to negotiate the renewal of the cable TV franchise as a group

Each town will have its own franchise negotiated. Forming a consortium will cut the cost for each town, and consolidate your bargaining power. The cost per town will depend on the number of towns that join.

If there is sufficient interest, I can schedule a meeting in the local area to discuss further. Please consider the following:

Cable TV franchise renewals and broadband expansion may be among your priorities. The James W. Sewall Company (Sewall) is prepared to assist in these efforts. Founded in 1880, Sewall has a long tradition of providing a broad range of consulting services and technology solutions to cities and towns, including infrastructure and transportation engineering, natural resource management, surveying and mapping, telecommunication, and information systems.

In 2016, Michael Edgecomb, a cable TV systems consultant with over 20 years' experience in franchise renewals, broadband planning, and project management, joined Sewall to lead our telecommunications systems team. Mike can assist your community in navigating the complexity of the cable system laws successfully while leveraging these same rules to help your municipality meet the needs and interests of businesses and residents.

We have formed, and partnered with, several consortium's in Maine, and the franchise renewal processes are currently underway for these communities.

Below is a partial list of the cable TV and broadband related services that Sewall provides to municipalities:

Cable TV

- Evaluate terms and conditions of existing cable TV franchise agreements
- Audit franchise fee payments to ensure that municipalities are receiving the full revenues owed
- Perform technical, financial, and customer service assessment & cable plant review
- Conduct surveys to ascertain and inform leaders and operators of community needs
- Draft cable TV franchise language and amendments to meet those needs
- Negotiate cable TV franchises, franchise renewals, franchise transfers, and other franchise related issues on behalf of the community
- Negotiate expansion of cable TV systems into unserved areas of the municipality, expand the availability of cable TV service, and, perhaps most importantly, expand the availability of high speed cable broadband service

Broadband

Sewall offers a broad range of consulting services to help municipalities, regional community organizations, service providers, and public safety organizations in expanding the availability of broadband and improving access and visibility to a community or service provider's underlying infrastructure. Our lead consultant for broadband, Brian Lippold, has 33 years of experience in deploying telecom/broadband industry systems and services. Brian brings this experience to communities and service providers by advising municipalities on strategies to expand the availability of broadband through public/private partnerships. Recent clients include Massachusetts Technology Collaborative, where he provided operation planning services for the MBI123 middle-mile fiber optic network in western Massachusetts, and the Town of Islesboro, where he is the lead consultant for its municipal broadband network's fiber-to-the-home project, for which Sewall is functioning as the Owner's Project Manager (OPM).

Our broadband consulting services include:

- Broadband feasibility studies, analysis and strategic planning
- Network planning, engineering and project management
- Funding planning, including grant writing and submissions

Please do not hesitate to contact us regarding these services or any other services that Sewall can provide your community. Mike Edgecomb can be reached at (207) 817-5530; Email: mike.edgecomb@sewall.com; and Brian Lippold is available at (207) 233-2976; Email: brian.lippold@sewall.com. We look forward to working with you.

Sincerely,

JAMES W. SEWALL COMPANY

Michael Edgecomb

Business Development Manager

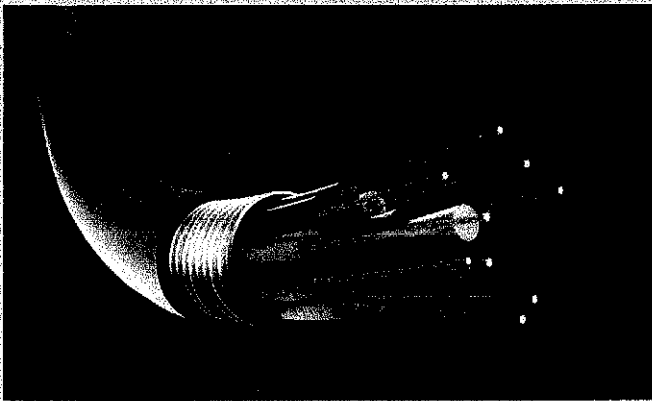
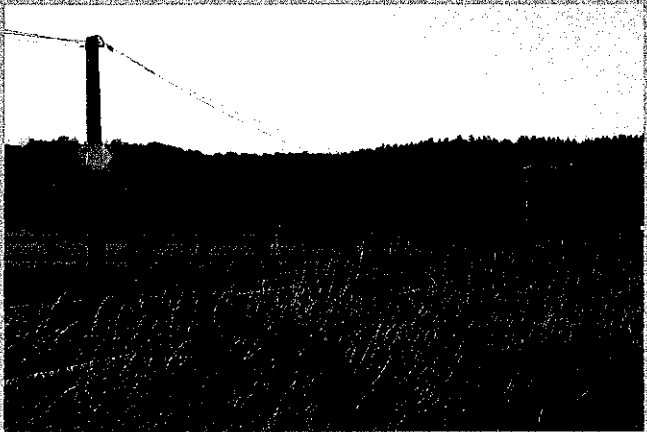
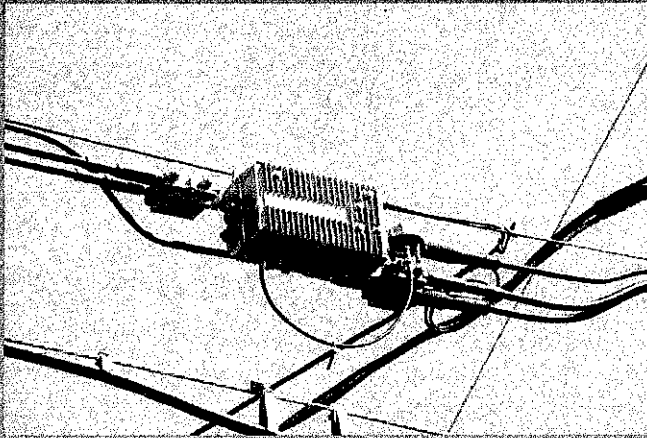
Brian Lippold

VP Business Development

--

Mike Edgecomb
Business Development Manager
Sewall
136 Center Street PO Box 433
Old Town, ME 04468
207-817-5530
www.sewall.com

Cable TV Franchise Services



THE NEED

Complex federal and state laws and regulations govern the renewal process of cable TV franchises. Municipalities may not have the time or experience to negotiate franchises that will be in effect for the next 10-15 years.

THE SOLUTION

Sewall can offer communities the assistance of a team led by an aggressive cable consultant with over 20 years' experience in negotiating cable TV franchises. We can successfully assist the community in navigating the complexity of the cable laws while leveraging the municipality's needs and interests.

Complete cable TV franchise services include:

- ☑ Negotiating cable TV franchises, renewals, transfers, and other related issues with the cable provider
- ☑ Developing/updating cable TV ordinances
- ☑ Evaluating terms and conditions of existing cable TV franchise agreements
- ☑ Conducting franchise document review & compliance analysis with legal and regulatory obligations
- ☑ Auditing franchise fee payments to ensure municipalities are receiving their share of franchise fee revenues
- ☑ Performing technical, financial, and customer service assessment & cable plant review
- ☑ Ascertaining community needs & drafting a report
- ☑ Evaluating operational, capital, facility & equipment needs for public, educational & government access channels
- ☑ Drafting cable TV franchise language and amendments to meet specific needs
- ☑ Negotiating expansion of cable TV and broadband systems into unserved areas of the municipality

THE BENEFITS

Municipalities can be sure that when cable TV franchise renewal negotiations are concluded, they have:

- ☑ Acted as the voice of the cable subscribers and citizens of their community;
- ☑ Met the needs and interests of their constituents; and
- ☑ Negotiated the best deal possible.

 **SEWALL**
JAMES W. SEWALL COMPANY / Since 1880

Broadband Analysis & Strategic Planning



Broadband is accepted worldwide as a foundation for economic and social growth, improving the way we educate and learn, deliver healthcare and government services, and manage energy and security. Access to broadband and to higher speed broadband, however, is still not universally available. Further, where broadband is available, only one-third of potential rural customers subscribe. Finally, those who do subscribe use only a fraction of the technology's potential to increase their income, level of educational attainment, and quality of life.

Sewall is working with partners in government and industry to support regional and rural broadband expansion and adoption efforts, providing broadband mapping, market and economic analysis, community outreach, and strategic planning services. To extend broadband's reach, we offer local governments, private organizations, and the providers that serve communities a range of broadband consulting services:

BROADBAND STUDIES & SUPPORT

- ☑ Feasibility studies & strategic planning
- ☑ Community outreach & facilitation
- ☑ Broadband/Telecom inventory & capabilities assessment
- ☑ Broadband needs assessment & gap analysis
- ☑ Broadband standards development
- ☑ Geospatial-GIS analysis & broadband mapping
- ☑ Funding research & acquisition support
- ☑ State regulatory support
- ☑ FCC reporting/filing support (Form 477)
- ☑ Business planning & financial modeling

SELECTED PROJECTS

- ☑ **ConnectME Authority/National Telecommunications Information Administration (NTIA)**
 - Statewide broadband inventory/mapping, needs assessment, & strategic planning
 - Research and reporting on USF reform impacts and opportunities
- ☑ **FirstNetME/National Telecommunications Information Administration (NTIA)**
 - Community outreach and broadband data collection for nationwide public safety broadband network
- ☑ **Maine Office of Public Advocate**
 - Analysis of cellular voice coverage in rural Maine
- ☑ **Axiom Technologies**
 - FCC reporting/filing support (Form 477)
- ☑ **FairPoint Communications**
 - FCC reporting/filing support (Form 477)



JAMES W. SEWALL COMPANY / Since 1880



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
P.O. Box 9109
Augusta, Maine 04332-9109

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 626-0513

100

DATE: August 9, 2017

TO: Members of the Workers Compensation Fund and/or the Property & Casualty Pool

FROM: Patricia Kablitz, CPCU, ARM
Director, Risk Management Services

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 10, 2017 meeting to allow a dividend to the members of the Fund who meet the established criteria. Continuing members whose 2016 contributions are greater than \$25,000 annually, whose 2016 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 4.59% dividend. Continuing members whose 2016 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2016, will also receive a 4.59% dividend. All losses are valued as of June 30, 2017.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 10, 2017 meeting to allow a dividend to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2015 to June 30, 2016. Losses are valued as of June 30, 2017. Continuing members whose participation began on July 1, 2011 or prior will earn a 4.67% dividend and members who joined after July 2, 2011 will receive a 3.67% dividend.

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

Dividends are being paid in the Workers Compensation Fund and Property & Casualty Pool totaling \$1,199,796. Both governing boards are very pleased with the results of their respective programs and thank you for your support and continued participation. Your good management practices and sound loss prevention measures have contributed to the success of these programs.

Your check is enclosed with this letter. We have also enclosed a press release that may be used to announce the result of your successful risk management activities and good loss experience to your community. If you have any questions about the dividends or any of the Risk Management Services programs, please call me at 800-590-5583. Additional copies of this letter are included for your elected officials.

PRESS RELEASE
For Immediate Release

Municipal officials are pleased to announce that the **Town of Wiscasset** has received a **\$6,970** dividend check from the Maine Municipal Association as a result of its good loss experience and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: the Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. Each year the boards review each program's loss experience to determine if dividends may be paid. Patricia Kablitz, Director of Risk Management Services for MMA, said more than 77 percent of program participants received a dividend this year for their good risk management practices and loss experience.

This year the Workers Compensation Fund has distributed almost **\$650,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$550,000**, for total payments of just under \$1.2 million returned directly to MMA members.

In the twenty years the Maine Municipal Association has been paying dividends, the two programs have returned over **\$21 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.



August 25, 2017

Town of Wiscasset
52 Bath Road
Wiscasset, ME 04578

Dear Wiscasset Selectpersons:

Thank you very much for the \$1500 appropriation for 2017 fiscal year. With your generous donation, we can continue our work to help serve our community through workshops, net working groups and support groups that give parents information to help them with the wonderful and difficult job of being a parent. These programs are provided in daycares, The YMCAs, the jail and schools.

Additionally, we now provide parenting education to high school students through out Lincoln County, delivering important child development information and safe handling of infants. This program also addresses Shaken Baby Syndrome and the impact on drugs and alcohol on infants.

We so appreciate your continued support of Healthy Kids, believing we make a difference in the lives of the children and families in our community.

We couldn't do it without you!

Sincerely,

A handwritten signature in black ink, appearing to read "Leslie Livingston", is written over a printed name and title. The signature is fluid and cursive.

Leslie Livingston, M.S.
Executive Director

Board of Directors

Co-Presidents Doug Straus and Joann Kaplan *Vice President* Stephanie Field, LCSW,
Treasurer Debbie Anderson, Larry Holmes, Terry McCabe, Alicia Hunter, LCSW

Staff: *Executive Director* Leslie Livingston, *Educator* Mindy Correll, *Program Specialist* Lucy Smith