

3a

WISCASSET BOARD OF SELECTMEN
MINUTES, NOVEMBER 7, 2017

Preliminary Minutes

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 October 20 and 27, 2017. Vote 5-0-0.

b. Bob Blagden moved to approve the accounts payable warrants of October 24 and 31 and November 7, 2017. Vote 5-0-0.

3. Approval of Minutes

Kathy Martin-Savage moved to approve the minutes of October 17, 2017. Vote 5-0-0.

4. Special Presentations or Awards

a. Certificate of Appreciation, Michael Smith for service to the Wiscasset Police Department: Chair Judy Colby thanked Smith for his 25 years of outstanding service to the Police Department and presented the Certificate of Appreciation. Judy Colby also thanked those who worked during the storm, firefighters, highway department police, ambulance, community center and all who had helped.

5. Committee Appointments

a. Steve Wallace, Budget Committee: Jeff Slack moved to appoint Steve Wallace to the Budget Committee. Vote 5-0-0.

6. Public Hearing – None

7. Public Comment – None

8. Department head or committee chair

a. Chief of Police Jeffrey Lange – Proposed new program at Wiscasset Middle-High School: Lange submitted a letter to the board expressing his concerns regarding the School Department's application for a \$518,000 grant to fund special education services to secondary students (grades 6-12, through age 20) from RSU 1 AOS 98, AOS 93 and RSU 12. Lange said the current School Resource Officer is financed by the Police Department and adding to the present population verbally abusive and possibly irrational behavior adults up to age 20 will require more personnel. He asked for all paperwork associated with the program so that a study could be done and a determination could be made regarding the staffing required together with the source of funding.

Marian Anderson said the Superintendent of Schools will make a presentation regarding the proposed program on November 14. In response to Kathy Martin-Savage's concerns about safety of the students, staff and SRO, Jason Putnam, School Committee member, said the number of students to be included in the program is unknown at this point, as they will be coming from multiple towns and there will probably be eight students and four adults. The special education program will include a social worker and an ed tech. He said it was a great opportunity for the school and the students. Judy Colby said the grant would provide \$518,000 for the first year and after that the cost would be apportioned to the towns. She said every child deserves a chance but the cost to the community for another SRO then unknown future costs need to be considered. Questions from the board included whether the school board had asked the community about the program, safety, and future costs.

Kim Andersson, teacher at WMHS, spoke on the cost of the program and said there had been no input from stakeholders. She expressed concern about the process which began in February without notice and has been labeled "non-negotiable". She said the teachers and staff do not support the program.

Trent Jeffrey, WMHS student said that the town should not restrict students' opportunity to learn and although some students may suffer from depression or anxiety, it should not automatically be assumed that they will cause problems.

Judy Colby said the superintendent will be invited to the next meeting to discuss both the safety and financial issues.

9. Unfinished Business

a. Reconsideration of action taken at the October 3, 2017 meeting regarding the board's position on downtown parking: Kathy Martin-Savage said she had been in touch with Main St. business people and had brought a motion by which the MDOT improvement issues would be litigated. **Kathy Martin-Savage moved that the Board moves and orders the following:**

1. To authorize and instruct the Town Manager to retain a qualified independent attorney deemed sufficient by the Select Board, to file a petition to the Maine Superior Court on behalf of the Town seeking it to require MDOT before it commences any Option #2 demolition or construction, to comply with all applicable Town ordinances, MDOT regulations and policies, and State law, including:

A. Obtaining a Municipal/State Project Agreement with the Town as approved by the voters;
B. Obtaining all applicable Town permits and approvals;
C. Accepting the will of the Town voters as expressed in their binding June 2017 referendum vote rejecting the changes made by MDOT to the Option #2 project since June 2016, and accepting the will of the Select Board in its June 2017 vote withdrawing its support of Option #2, and its October 2017 vote opposing MDOT's removal of Main Street's parking.

2. In retaining independent counsel, the Town Manager is authorized to use funds approved by the voters by warrant article for legal services, and is further authorized to accept donations of money to the Town to supplement this specific appropriation.

3. In accordance with the representation that MDOT made to the Town in May 2016 that it would abide by the will of the Town in deciding on any downtown traffic improvement project design, to

invite MDOT as an alternative to a court action, to work with the Town on other design options, such as improved Option #1, that would maintain Main Street parking, and preserve and return Haggett Garage to the community. **Vote 3-2-0 (Bob Blagden and Judy Colby opposed).**

Marian Anderson said it was important for the public to know that the selectmen and others have been working behind the scenes with MDOT regarding some downtown parking and improvement to the Treat's parking lot.

Mark Swartz said time was of the essence because the contract for demolition of the Haggett Garage would be awarded with a week. Kathy Martin-Savage asked that the suit be filed within the next 24 hours.

10. New Business

a. Auditor's Report – Fred Brewer: Postponed until December.

b. EPA Brownfields Clean-up Grant Application for Point East Maritime Village: Anderson said Lincoln County Planning had helped with the grant application. **Judy Colby moved to authorize the Town Manager to sign the vision statement and cost-sharing commitment letters for the EPA Brownfields Clean-up Grant Application for properties located at 11 and 12 Point East Drive and 31 and 41 Point East Drive. Vote 5-0-0.**

c. Report on Hydrologic Conditions (enclosed State of Maine Drought Task Force Report)

d. Correspondence: Letters thanking the Town for donations to their organizations were received from Eldercare Network of Lincoln County and New Hope for Women.

11. Town Manager's Report

Anderson thanked all that had worked during the storm, particularly those working behind the scenes-- the Wastewater Treatment Plant and Toby Martin who is investigating the town's eligibility for federal funds. Anderson will see whether the White's Island Bridge will be eligible for federal funds for damage.

She announced that Ray Bellefleur , Wastewater Treatment Plant, had received his 1st class license. Anita Sprague has received the advanced EMA provider designation

A request has been received from Lucia Droby requesting permission to erect "Holiday Marketplace" signs in the village from December 7 to 10. **Kathy Martin-Savage moved to approve the request. Vote 5-0-0.**

A celebration honoring veterans will be held at 9 a.m. on November 11 at the monument, to which new names have been added.

12. Other Board Business

Ben Rines, Jr., asked when the board would receive an update on the \$500,000 proposed to be cut from the budget. Anderson said she had planned to present the proposed cuts during the budget process

after meeting with department heads, but in light of his request, she would provide it at the first meeting in December.

The selectmen's guidelines, which have to be approved each year, will be on the next agenda.

Bob Blagden asked that the board discuss holding the elections in the meetingroom. Anderson said she would check previous minutes and put the item on the next agenda for discussion.

13. Assessors' Business

a. Abatements

Alfred Simmons (Map R01, Lot 39) \$1,857.24
Maureen Smith (Map R03, Lot 53-A) \$375.20
Linda Field (Map R04, Lot 024) \$335.80
Brendan McMorrow (Map R04, Lot 030) \$116.31

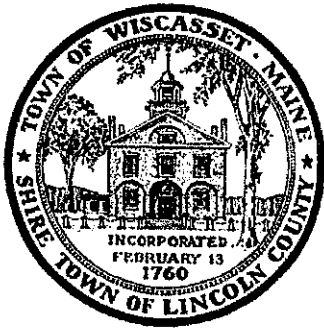
b. Supplemental

Carolyn Soule (Map 01, Lot 39-F) \$2,474.44

Bob Blagden moved to approve the above abatements and supplemental. Vote 5-0-0.

14. Adjournment

Kathy Martin-Savage moved to adjourn the meeting at 7:10 p.m. Vote 5-0-0.



Town of Wiscasset

Office of the Town Clerk

51 Bath Road, Wiscasset ME 04578 (207)882-8200 ext.104

Wiscasset Municipal Referendum Results November 7, 2017

Total Ballots Cast: 1020

Article 2: Ambulance Purchase **Yes – 676**
 No – 330

Article 3: Shellfish Conservation Ordinance Amendment

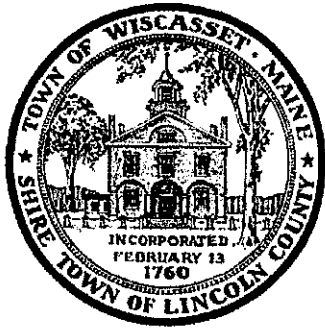
Yes – 766
No – 223

Article 4: Repealing the Historic Preservation Ordinance

Yes – 437
No – 536

**Article 5: Transfer funds from Planning Account to Fund
Balance**

Yes – 809
No – 139



Town of Wiscasset

Office of the Town Clerk

51 Bath Road, Wiscasset ME 04578 (207)882-8200 ext.104

State of Maine Referendum

Wiscasset Results

November 7, 2017

Total Ballots Cast: 1020

Question 1: Slot Machines

Yes – 177

No – 840

Question 2: Affordable Healthcare

Yes – 535

No – 483

Question 3: General Fund for Highways & Bridges

Yes – 719

No – 286

Question 4: State Pension Funding

Yes – 627

No - 344



Wiscasset Police Department

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



8b

Jeffrey E. Lange
Chief of Police

Craig Worster
Sergeant

To: Marian Anderson
Town Manager, Town of Wiscasset

From: Jeffrey Lange
Chief of Police

RE: Depletion of Overtime Funds and Manpower Issues
Date: 11/08/17

Mrs. Anderson,

Per our conversation this morning, I am informing you that the Police Department's overtime Budget has \$4.10 remaining in that fund. This is due to the loss of one full time personnel, Sgt Simmons's retirement and the backfilling of his shift. As far as reserve officers we were down to three out of the eight reserve positions available. The remaining officers, full and part time including me, have been stepping up and taking the open shifts.

The PD has posted for a full time and reserve officer positions over the last few months. We only obtained one qualified candidate for the full time position who will not be able to start until February 2018 due to his commitment in the US Army. We did hire a one reserve officer and as of yesterday (11/8/17) I gave a conditional offer to another reserve officer. The lack of qualified applicants is a state and national problem. This is due to a lack of pay for officers and the lure of sign on bonuses as high as \$14,000 that some Police Departments are offering in Maine.

We are saving some money from the full time budget line and from the various benefit line items for that one full time open position, but this will not equal out for the depletion from the OT line item.

So with that being said, I am forced to pull Sgt Worster from the schools as the SRO temporarily and he and Officer James Fisher will be working a modified work schedule that will lower the OT rate by roughly 85%. This was agreed by both employees and will not constitute a labor issue with the union. I am hopeful that the reserve officers can fill in the remaining roughly 15% but they have full time jobs as it is. All of the officers of the police department, including myself will be checking in on the schools from time to time to maintain security and safety for our students and staff. Additionally



Wiscasset Police Department

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



Jeffrey E. Lange
Chief of Police

Craig Worster
Sergeant

Officer Fisher is scheduled for the Police Academy in January 2018 and we will see a rise of OT again for a time period until the new hire can begin working on his own. Officer Fisher is not able to put off the academy due to the State of Maine Criminal Justice Academy regulations and requirements.

Respectfully Submitted,

Jeffrey E. Lange

CHIEF OF POLICE

Wiscasset Police Department

51 Bath Road

Wiscasset, Maine 04578



Wiscasset Police Department

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



86

Jeffrey E. Lange
Chief of Police

Craig Worster
Sergeant

To: Marian Anderson- Wiscasset Town Manager
Wiscasset Select Board Members

11/15/2017

After speaking with Superintendent Heather Wilmot and the Wiscasset School Board on Nov 14, 2017 regarding the grant funded day treatment program, I am still uncertain of the security protocols and safety nets that are in place at the Middle H.S. According to the board and the Superintendent, they do not believe security is a factor nor that this subject needs to be addressed. I was assured by the School Board that they will have enough staff on site to calm any situation down and if needed, the SRO would be contacted. I find this lack foresight disturbing as well as the School Board's unwillingness to hear different opinions of Wiscasset tax payers.

I will be requesting a plan of action from the school board as to what measures they will take if young adults do not act appropriately or violate the law. It is my opinion that a plan should have been instituted prior to the approval the day treatment program grant. Merely wishing for the best and having a positive attitude will not protect the citizens of the Town of Wiscasset.

Safety for the residents of the Town of Wiscasset including the students and staff is the number one priority of the Police Department. With the anticipation of the 6th graders moving up to the Middle H.S., this location will be the largest population of people in one location for our town. Preparing for inconceivable incidents is the world in which we live. Communication and prior planning greatly improve the safety and security of our community. Therefore I encourage all departments and boards that are part of the Town of Wiscasset to have an open dialog where all voices are heard.

Thank you,

CHIEF OF POLICE

Wiscasset Police Department

Marian Anderson

8c

From: Marian Anderson <townmanager@wiscasset.org>
Sent: Wednesday, November 08, 2017 3:08 PM
To: 'William Laliberte'; 'Quivey'; clerk@wiscasset.org; admin@wiscasset.org
Cc: 'Bryan'
Subject: FW: Resigning from budget committee

Please see the email below.

Marian L. Anderson, Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578-4108
207-882-8200 x 108

-----Original Message-----

From: Bryan [<mailto:bryanburnsbuck3@gmail.com>]
Sent: Wednesday, November 08, 2017 1:50 PM
To: Marian Anderson
Subject: Resigning from budget committee

Hi Marion, I am having scheduling issues between my work and budget committee work, so I am going to back away from committee work for now.

Would you be so kind as to let the chairperson of the select board know this information- that I have resigned, regrettably.

Thanks! Regards. Bryan.

Sent from my iPad

Town of Wiscasset
October 2017
Monthly Reports





Town of Wiscasset

PUBLIC WORKS DEPARTMENT

To: Marian L. Anderson, Town Manager
From: Doug Fowler, Public Works Director
Re: October Monthly Report
Date: November 16, 2017

Operations:

October is a transitional month for my department as we prepare for the inevitable winter season. Plows and sanders are dusted off and inspected, and winter-sand and salt is restocked in the "barn." This year we put up 2,459 cubic yards of screened sand blended with approximately 230 tons of rock salt to replenish our supply.

October is also very busy for us as we diligently keep after the falling leaves. Downtown streets, and a few other public ways, are cleaned to ensure that the storm run-off systems are functional to avoid street flooding and protect infrastructure. The Commons and cemeteries are also blown clean. The slow change in seasons, as well as the clean-up due to the windstorm, has put us slightly behind schedule. The tons of leaves collected are delivered to Lincoln County Recycling where they are composted. This is a good deal/trade for us as in the spring LCR permits us to bring our street sweepings (primarily sand) there as well.

Financials:

At 1/3rd of the year we are into the Highway budget 27.23% (November's report will experience a slight jump due to the expenditure of winter-sand and other winter-prep items). Comparing to last year's numbers, we have spent \$7,820 less. The Cemetery budget has also fared well currently standing at 23.94% and the Municipal Building is at 27.79%. Much of the savings in the Cemetery account is attributed to the lack of personnel on that team this past season. Though we were able to keep up with the mowing, we were not able to allocate additional time to other endeavors such as headstone repair, fence repair, and shrub/tree removal or pruning.

In conclusion, I believe we have made considerable headway in roadside maintenance this past season. Favorable weather and efforts of the crew have attributed to the completion of several miles of ditching, numerous culvert replacements, and shoulder grading which ultimately add to the longevity of the Town's fifty-plus miles of road. Furthermore, exemplary teamwork and communication within the Department have allowed us to successively complete several other called for endeavors. We are proud of our accomplishments and look forward to maintaining this momentum forward.

At your service,

Doug



Town of Wiscasset

TRANSFER STATION

To: Marian L. Anderson, Town Manager
From: Ron Lear, Transfer Station Superintendent
Re: October Monthly Report
Date: November 10, 2017

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	143.68	-\$67
Demo	71.32	-\$63
Single Stream	22.98	-\$5
Metal	19.23	+\$130
Computers / TV	5,745 lbs.	+\$.15/lbs
Brush/Lumber	36	-\$35
Organics for Compost	1,500 lbs.	0
Mixed Copper/Alum/Lead	222 lbs.	+\$1.61/lbs.
Shingles	22.73	-\$48
	0	-\$0
Cardboard	0	+\$106

We also recycled 17 bales of cardboard.

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

Types	Revenues:
User Fees	\$6,196.74
MRC Dividend	\$ 0
Metal (Light iron, batteries, mixed copper)	\$ 456.63
Cardboard	\$ 0
Computers	\$ 0

Operations:

The 5th we shipped 12 gaylords of TVs and computers. The 10th we shipped 540 lbs. of lead acid batteries. 13th we moved 3yds. of inert fill and sold 222 lbs. of mixed copper. 18th we shipped 6 boxes of fluorescent lamps to Veolia. 24th Webber removed 1 load of gray water. 28th put the Dump trailer behind the wood and metal bins to deflect the high winds that were predicted for the 29th & 30th. 31st no power, so we put the empty trash trailer up to the dock in the Haz-Mat room and dumped 2 yd cans of trash in it. We dumped single stream in the oldest trash trailer parked by the 4 yd packer. Cardboard was loaded into gaylords and stored in the 3rd bay until we get power.

Expenses & Revenues:

Expenses are at 32.64% and the Revenues are at 30.5%



Town of Wiscasset

TOWN TREASURER REPORT

To: Marian L. Anderson, Town Manager
From: Shari Fredette, Town Treasurer/Human Resources
Re: October Monthly Report
Date: November 10, 2017

Finances: In the month of October the town collected a total of \$3,443,585.05 in Real estate taxes and \$54,712.14 in personal property taxes.

Credit card: CC Receipts for October were \$19,746.06

The Finance Department as of October 31st has spent 31.32% of its budget; we are 33.33% through our current fiscal year. YTD Finance has **underspent** by 2.01%.

TAN: The balance remaining in the TAN as of 10/31/2017 is \$1,357,987. No transfers were made this month. The next TAN Transfers will most likely be in February and March to cover the cash flow until the next Tax due dates.

Notes on Fund Balance: Over the past Five years The Selectmen have elected to draw \$2,994,000 to keep the tax rate down, \$1,744,000 from the General Fund Balance and \$1,250,000 from the HM Payson Investment Reserves. The next Proposal is to cut \$500,000 from the Town Budget to help keep the Tax Rate stable. So roughly three and one half million dollars later (if all goes as planned), the tax rate in Wiscasset will stay at about \$18.76 which is the ranked 134 out of 487 municipalities (in 2016) in the state of Maine. Some Maine municipalities have a higher Tax Rate than Wiscasset, with considerably less services. There is no end in sight when the Tax Rate is manipulated every year and citizens do not pay the necessary taxes for the services they voted to have. Until the tax rate is allowed to be where it should be; there will be many years in the future that a draw will have to occur.

In the future if/when the town ceases depleting the Fund Balance and follows the Fund Balance Policy now in place, we could ultimately not have to acquire a Tax Anticipation Note and save up to \$17,000 in interest annually (*depending on what the interest rate is at the time*). The Policy of The Town of Wiscasset states we are to maintain the unassigned fund balance in the general fund at two months of General fund revenues or (16%), measured on a generally accepted accounting principles basis in the United States. Based on our 2016 Audit; that figure would be approximately \$2,300,000.

In the event the balance drops below this level, the town is to develop a plan to bring the balance to the target level over a period of five years or less. The Policy also states that the Treasurer shall prepare a plan to restore the unassigned fund balance to the target level. At this time I cannot prepare a plan when the fund is depleted annually to cover services that the taxpayers vote on but do not pay for. Many Towns close to our size do not have to procure a Tax Anticipation Note (I did a survey on List Serve last month). They follow their respective Fund Balance Policies and the Citizens pay the necessary taxes for the services that "they the people" voted for which made the tax rate increase.



Town of Wiscasset

When the Fund balance reaches the Policy level stated above (16%) the excess can be drawn upon to respond to directives such as the following examples:

- Provide working capital (cash) to *avoid* constant short-term borrowing
- Maintain the stability of its tax rate through *occasional* draw downs and, alternately, *absorbing temporary* excess revenues in good years
- Provide a fallback for any *temporary* economic uncertainty in tax growth
- Provide for *unforeseen* major capital or mandatory expenditures
- Allow absorption of large *unexpected hits*, such as abatements or lawsuits, without negatively impacting the tax rate in a particular year
- Fund *initial* expenditures of planned capital projects that have yet to be bonded
- Provide working capital for *unexpected* increases in uncollected taxes

I came in on the Storm day to pay the **Lincoln County Tax** of \$594,745.25 on October 31st.

School Revenue/Expenses: The Town of Wiscasset processed checks to The Wiscasset School department in the month of October for \$502,370.78, and also released the September check for the same amount that was *held due to The Town's cash flow shortage*. The School Revenue was \$216,945.21 and was comprised of The State Subsidy, School Lunch, fuel & Repair, Title 1A, Title VI, Local entitlement, E-Rate and Bank Interest Income. The Total School Expense for October was \$785,628.90, 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 want in regard to the School Department's finances.*

As of October 31st the School's checking account had a balance of \$1,066,634.86 the School's payroll account was -0- , and the Wiscasset Elementary School account was \$10,208.41. The Town's checking Account had a balance of \$2,264,752.04.

Training: No training in October

Human Resources: The Town had no work related injuries to report to MMA Risk Management in October. One new employee for the Wiscasset Community Center, one employee for the Airport and one reserve Police Officer were hired in October.

Please contact Shari Fredette @ 207-882-8200 Ext. 107 or treasurer@wiscasset.org if you have any questions.

8e.

WISCASSET SHELLFISH COMMITTEE

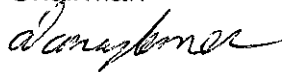
MEMO: to Town Manager

The shellfish committee recommends that the upweller be donated to the Chewonki Foundation for their usage. The mooring for the upweller is due for hauling and inspection and the committee recommends that the mooring be reset at Chewonki's choice of location.

The results of the upweller program have been diminishing over the last few years and the committee feels it is no longer a cost effective method of obtaining clams to then place onto the flats. None of the harvesters have sufficient time to donate to the maintenance and care of the upweller. Donating the upweller will remove the cost of maintenance and hauling from the shellfish budget.

Respectfully Submitted

Don James
Chairman



Cost 250.00 2nd hand upweller



Wiscasset Ambulance Service

51 Bath Road, Wiscasset ME 045780 - Office 207.882-8204 Fax 207.882-8204

sf



Toby Martin
Director

Select board and Town Manager,

This is an early notification to you that the EMS Department will be overdrawn on the line item of uniforms by about \$29,000 dollars.

The explanation for this is the carryover of personal protective equipment (PPE) purchased last year. Those selectman that are not aware the EMS Department for years did not meet the OSHA 29 CFR 1910.132 standard. This standard along with a hazard assessment sets regulations for the department to follow for protection we must provide to employees in regards to safety.

This large purchase was presented to the budget committee, the manager, and last year's select board. It was submitted as a must capital improvement plan for 2016-2017. After the process it was not budgeted. A letter was written to you and the manager from the department about concerns that could have a financial impact to the town. OSHA had increased the safety fines for non-compliance up to \$27,000 per fine (per employee). When this letter was presented to the manager it was forwarded to the select board and presented to you at a public selectman meeting. Following this meeting Maine Municipal contacted the manager with concerns for personal protection and the Town of Wiscasset needs to purchase personal protection for all employees per the OSHA 29 CFP 1910.132 regulations.

In June 2017, the EMS Department purchased a set of (PPE) for all members of our department. The total came just shy of \$39,000 dollars. Our department had roughly \$42,000 available from the remaining balance of last year's budget to help with the cost for PPE. During the July book closure I found out that approximately \$32,000 that was requested for staffing from revenue would be returned back to its allocation and we would only have \$10,000 to purchase the required PPE. We gave a deposit of a little less than \$10,000 to start the order. The remaining balance of \$29,000 is the current overture of the uniform line item of our operational budget.

The department heads have been told on several occasions that the department heads need to be more accountable for the overtures moving forward. As we may disagree I still think this purchase of PPE is a capital improvement funding not an operational. I have been directed by the Town Manager to apply the remaining balance to my operational budget.

This additional cost to my operational budget was not planned on and could create the operational budget to be over drawn at the end of the budget year. In order to offset the \$29,000 there is only one line item it can offset (staffing). In the past I have worked long hours to meet the needs of the department in order to maintain its needs. The Town Manger and I have talked on many occasions about the additional hours I continue to put in to the department to subsidize its staffing and needs. I cannot work extra hours to offset the purchase of the PPE.

Options, for the additional expense for PPE needs to be explored earlier rather than later in our current budget. When I think of ideas I look to reduce the impact it would have on the tax payers of Wiscasset without changing existing operations. This does not give me much leeway as the department head. The quickest thought is reducing the staffing from three providers to two. This helps financially but does not meet the needs assessment that was presented to you last year. The only other option I want to present to you is the revenue

"SERVING WITH DEDICATION AND PRIDE"



Wiscasset Ambulance Service

51 Bath Road, Wiscasset ME 045780 - Office 207.882-8204 Fax 207.882-8204



Toby Martin
Director

from Dresden. Our current operational budget is around 33 % of its expenditure with one month to the halfway point. This percentage does not including the \$29,000 that will be added to the uniform line item. I will continue to monitor the budget to the best of my ability for the other line items and cut back as much as I can without impacting the operations. If at the end of the year I have overdrawn I would like to use the revenue above our projection to offset the operations of the ambulance department. Allowing this will hopefully enable the department to meet the budget needs and not be that department that creates a special town vote.

Respectfully submitted,
Toby Martin- EMS Director

"SERVING WITH DEDICATION AND PRIDE"

9d.

RULES OF ORDER AND PROCEDURE FOR

WISCASSET SELECTBOARD

BOARD MEETINGS

1. **Regular Board Meetings**: The Board shall meet in regular session in the Selectboard's chambers at the Town Offices located at the intersection of US Route 1 and Route 27 at 6:00 p.m. on the first and third Tuesday of each month or any other location and time which has been designated with the requisite advance notice to be determined by the Board. From time to time, the Board may conduct meetings or workshops as is deemed necessary.
2. **Board Meeting Agenda**: All reports, communications, resolutions, documents or other matter to be submitted to the Board shall be delivered to the Town Manager's office by the end of business on the Wednesday before the regular meeting if they are to be considered for placement on the agenda for that meeting. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. Matters which are not on the agenda may be brought before the Board only when the Board votes to suspend the rules of procedure and add that matter to the agenda. Agenda items should state clearly the scope and intent of the action to be taken. The agenda will be delivered to the Board and posted by the Town Manager by the end of business on the Thursday before the next regularly scheduled Board meeting.
3. **Special Meetings**: Special meetings may be called by the Chair of the Board, by the Vice Chair in the absence, or by a majority of the Board after having attempted to contact all members of the Board. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. Notice of these meetings stating the date, the hour, and the purpose shall be served to the Board members, if possible, at least 24 hours before the specified meeting time and be noticed at all appropriate news media.
4. **Adjourned Sessions**: Any session of the Board may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be extended beyond

Adopted: 6/15/2004
Revised: 8/24/2004
Revised: 10/12/2004
Revised: 07/01/2014
Revised: 09/16/2014
Revised: 06/16/2016
Revised: 07/12/2016

the next regular meeting. Notice of adjournment and continuation of the regular meeting will be posted and given to the media.

5. Executive Session: An executive session may be called only by a majority vote of the Board. No orders, rules, resolutions, regulations, contracts, appointments, or other official action shall be finally approved at an executive session. All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office.

An executive session shall comply with the requirements of M.R.S.A., Sec. 401, et seq. and shall not be used to defeat the purpose of 1 M.R.S.A, Sec. 401 which reads as follows: "The Legislature finds and declares that public proceedings exist to aid in the conduct of the people's business. It is the intent of the Legislature that their actions be taken openly and that their deliberations be conducted openly."

PRESIDING INSTRUCTIONS

6. Chair: The Chair of the Board, or if absent, the Vice Chair, shall take the chair at the hour appointed for the Board to meet and shall call the members to order as the presiding officer. The roll shall be called by the presiding officer. The recording secretary shall enter in the minutes of the meetings the names of the members present.

7. Vice Chair: The Vice Chair shall serve as Chair during the absence or disability of the Chair and, in case of vacancy in the position of the Chair, pending the election of a successor.

8. Board Privileges: The presiding officer may move, second, declare by unanimous consent, and debate from the chair, subject only to such limitations of debate as are by

these rules imposed on all members, and shall not be deprived of any rights or privileges of a Board member by virtue of acting as the presiding officer.

9. Recording Secretary: The recording secretary shall be responsible for the taking and transcribing of official board minutes.

10. Temporary Chair: In case of the absence of the Chair and Vice Chair, the Town Manager shall call the Board to order and call the roll of the members. If a quorum is found to be present, the Board shall proceed to elect, by a majority vote of those present, a chair of the meeting to act until the Chair or Vice Chair appears.

11. Decorum and Order: The presiding officer shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Board.

The Board shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the presiding officer or the rules of the Board. Every Board member desiring to speak shall address the chair by raising his or her hand and upon recognition by the presiding officer, shall confine comments to the questions under debate and shall avoid all personalities and inflammatory language. A Board member once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Board member is called to order while speaking, the Board member shall cease speaking immediately until the question of order is determined.

If ruled to be in order, the speaker shall be permitted to proceed. If ruled to be not in order, the speaker shall remain silent or shall alter remarks so as to comply with rules of the Board. All members of the Board shall accord the utmost courtesy with each other, to Town Employees and to the public appearing before the Board and shall refrain at all times from any rude and derogatory remarks, reflections, or abusive comments. Board members shall confine questions as to

the particular matters before the assembly and in debate shall confine remarks to the issues before the Board.

Public members attending Board meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board and Town staff.

Members of the Board and/or public will be asked to comply with decisions of the presiding officer and the rules of the Board. Should a member of the Board or public continue to violate, or not adhere to, a decision of the presiding officer or rules of the Board, the Chair may call a recess of the meeting, the length of the recess to be determined by the Chair, and reconvene later to finish conducting the business of the Board. Should the member of the Board or public continue to violate or not adhere to a decision of the presiding officer or rules of the Board, the Chair may unilaterally adjourn the meeting until a later date.

Should behavior by any member of the Board or public elevate to a level of disorderly conduct, the Board may request the Town manager or other designee to contact a law enforcement official to intervene.

If the presiding officer fails to act, any member may move to require the enforcement of the rules and the affirmative vote of a majority of the Board shall require the presiding officer to act.

Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Board.

While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all Town employees. Any staff member or employee desiring to address the Board shall be recognized by the Chair, shall state name and job title for the record, and shall limit remarks to the matter under discussion. All remarks and questions

addressed to the Board shall be addressed to the Board as a whole and not to any member thereof. No staff member other than the person with the floor shall enter into any discussion either directly or indirectly without the permission of the presiding officer.

Aggravated cases of misconduct shall be prosecuted on appropriate complaint signed by the presiding officer. In case the presiding officer should fail to act, any member of the Board may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Board shall require the presiding officer to act.

Any public member desiring to address the Board shall be recognized by the Chair, shall approach the lectern, state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager or the Selectboard through the Chair and not to any municipal Town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

12. Quorum: A majority of the Board constitutes a quorum. If less than a quorum convenes at any meeting, the majority of those present may send for any or all of those members absent. If a quorum cannot be obtained, the meeting may be adjourned as provided by Rule 4. The Board may opt to continue in workshop session as a Committee of the Whole.

OFFICERS AND EMPLOYEES

13. Election of Officers: At its first regular meeting following the annual election, the Board shall elect one of its members as Chair and another as Vice Chair by majority vote. The Chair or Vice Chair may be removed from such position and a successor may be elected by a majority vote of the Board at a meeting called for such purpose. The call

of a meeting for removal or election of a successor shall require the concurrence of at least three (3) members of the Board, and the removal or election meeting shall be scheduled at a reasonable time and with reasonable notice to all Board members.

14. Town Manager: Unless excused, the Town Manager shall attend all meetings of the Board, except when the Town Manager removal is being considered. The Town Manager shall keep the Board fully advised monthly as to the financial condition and needs of the Town. The Town Manager may make recommendations to the Board and may take part in discussions on all matters concerning the welfare of the Town but may not vote.

15. Town Clerk: The Town Clerk is the ex-officio clerk of the Board. The Clerk shall keep a minute book in which shall be recorded in chronological order the minutes of all proceedings of the Board.

16. Town Attorney: The Board or any Board member, Chair of the Board, or Town Manager may at any time call upon the Town Attorney for an oral or written opinion to decide any question of law. Further, the attorney may be asked to state an opinion upon any rules of parliamentary procedure, which opinion shall not be binding upon the Board. All legal correspondence to an individual Board member shall be given to all Board members.

17. Officers and Employees to Attend: The head of any department, committee chair or municipal official, when requested by the Town Manager or Board Chair, shall attend any regular, adjourned, or special meeting and confer with the Board on matters relating to the Town. Any employee, when requested by the Town Manager, shall attend any regular, adjourned, or special meeting and confer with the Board on matters relating to the Town. The Board designates the third Tuesday of each month for regular reports from selected department heads or committee chairs to be determined by the Town Manager.

DUTIES AND PRIVILEGES OF MEMBERS

Adopted: 6/15/2004
Revised: 8/24/2004
Revised: 10/12/2004
Revised: 07/01/2014
Revised: 09/16/2014
Revised: 06/16/2016
Revised: 07/12/2016

18. Right of Appeal: A ruling of the presiding officer may be appealed by any Board member. If the appeal is seconded, the member making the appeal may briefly state the reason for it, and the presiding officer may briefly explain the ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question "shall the decision of the chair be sustained" to the vote. If a majority of the members present vote yes, the ruling of the chair is sustained, otherwise it is overruled.

19. Voting: Every Board member present when a question is put to vote shall vote either "yes", "no" or "abstain" by a show of hands. An abstention shall not count as a vote for purposes of determining the total votes cast. Where a majority is required, it shall not mean a majority of those present and voting, but at least three (3) votes in favor. Board members are encouraged to vote either "yes" or "no" or, in the case of abstention, the member is encouraged to identify the intent and reason for the abstention before the vote.

20. Dissent and Protest: Any board member shall have the right to express dissent from or protest against any action of the Board and have the reason therefor entered into the minutes. Such dissent or protest must be filed in writing and presented to the Board no later than the next regular meeting following the date of passage of the objected action.

21. Excusal from Attendance: Board members are urged to attend all meetings, workshops, hearings and other functions of the Board. Members shall notify the Town Manager when not able to attend a scheduled meeting or event.

22. Appointments to Town Boards, Committees and Commissions: Appointments to Town Boards, Committees and Commissions shall be made in accordance with State Statutes and the following guidelines. Candidates, after completing an application, may be interviewed by the Board in public session before being considered for appointment. The Board may waive the interview process requirement for reappointments and for

individuals serving on standing committees, Town boards and commissions. A standing member of a committee, wishing to be re-appointed may do so by contacting the Town Clerk and may be reappointed by the Board

23. Public Comment on Non-agenda Items: At each regular Board meeting, there will be time devoted to any resident, taxpayer, or, in the case of an organization, an authorized representative of a resident or taxpayer, of the Town of Wiscasset to address the Board regarding any item that is not on the agenda for that meeting. Comments will be limited to five minutes per person. There will be a 30-minute maximum for this section.

BOARD PROCEDURE

24. Order of Business: The business of all regular meetings of the Board shall be transacted in the following order, unless the Board changes the order:

1. Pledge of Allegiance
2. Approval of Treasurer's Warrant
3. Approval of Minutes
4. Special Presentations or Awards, if any
5. Committee appointments
6. Public Hearings
7. Public Comment
8. Department head or committee chair report
9. Unfinished business
10. New Business
11. Town Manager's report
12. Other Board business
13. Adjournment

25. Discussion of Agenda Items: As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Selectboard

member sponsor, the Town Manager shall first be allowed to present initial comments for consideration by the public and other Board members. Following introduction of this issue, there will be time devoted to any questions by Board members of the sponsor or the Town Manager regarding the agenda item to clarify the questions presented by the agenda item. The Chair shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization, resident or taxpayer of the Town of Wiscasset to address the Board regarding this particular agenda item. Once members of the public have asked questions or made comment, the Chair may then entertain a motion by a member of the Board. The motion must be seconded before debate can begin. At the Chair's discretion, additional questions or comments may be entertained by members of the public when the Chair deems it to be appropriate. At any time, any member of the Board can move the question. The motion is non-debatable and must garner a second. If seconded, the first vote is to move the question. If the motion passes, members of the Board then vote on the motion. If the motion fails, debate continues. All amendments and subsequent motions will follow Roberts Rules of Order.

26. Limiting Repetition of Comments, Pertinence, Time Limits and Decorum: If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point without elaboration.

Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item. All such questions shall be directed through the Chair. In no instance shall debate of an agenda item be allowed between members of the public and the Board. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member and this rule shall be liberally construed and strictly enforced.

27. Procedure of Motions: When a question is before the Board, no motion shall be entertained except: (a) to adjourn, (b) to recess, (c) to table, (d) for the previous question, (e) to refer, (f) to amend and (g) to postpone indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate.

28. Motion to be stated by the Chair - Withdrawal of Motion: A motion shall be re-stated by the Chair before the vote is taken. A motion may not be withdrawn by the mover without the consent of the member seconding it.

29. Motions out of Agenda Order: The Board may at any time permit a member to introduce a scheduled matter or motion out of the regular agenda order.

30. Motion to Adjourn - When Not in Order-Not Debatable: A motion to adjourn is in order at any time except as follows: (a) when repeated without intervening business or discussion; (b) when made as an interruption of a member while speaking; (c) when the previous question has been ordered; and (d) while a vote is being taken. A motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.

31. Motion to Table: A motion to table precludes all amendments or debate of the subject under consideration. If the motion prevails, consideration of the subject at the same session may be resumed only upon the affirmative vote of one vote more than a simple majority.

32. The Previous Question: When the previous question is moved and seconded there shall be no further amendment or debate; but pending amendments shall be put in their order before the main question. If a motion for the previous question fails, the main question and any pending amendments remain open for debate.

33. Amend an Amendment: A motion to amend an amendment is in order but one to amend an amendment to an amendment may not be introduced. An amendment

modifying the intention of a motion is in order, but an amendment relating to a different matter is not in order.

34. Motion to Postpone: All motions to postpone, except a motion to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

35. Procedure in the Absence of Rule: In the absence of a rule to govern a point or procedure, it shall be determined by the Board.

MISCELLANEOUS

36. Meeting Length: All Board meetings, workshops or executive sessions shall, except in extraordinary circumstances, adjourn at or before 9 p.m.

37. Communications: Individual Board members shall share with all Board members any written correspondence that is Town-related and not personal in nature.

38. Anonymous Communications: Unsigned communications may not be introduced in a Board meeting.

39. Tie Vote: In case of a tie in votes on any proposal before the Board, the proposal shall be declared lost.

40. Suspension of Rules: Any provision of these rules not otherwise governed may be temporarily suspended at any meeting of the Board by majority vote. The vote of the suspension shall be taken and recorded in the minutes.

41. To amend Rules: These rules may be amended or new rules adopted by a majority vote of the Board. An amendment must be submitted in writing at a preceding meeting and shall be placed on the next agenda under the order of new business.

42. Selectboard to act as a body; administrative service to be performed through town manager; committees:

It is the intention of this subchapter that the Board, as a body, shall exercise all administrative and executive powers of the town except as provided in this subchapter. The Selectboard shall deal with the administrative services solely through the town manager and shall not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the Board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the town.

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From minutes of June 27, 2017

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.




Making most of
 every moment
 in the journey

To develop and manage a quality passenger
 rail system that meets the transportation
 needs of our customers, delivers value and
 enhances economic development within the
 region we serve.

OUR MISSION


Quality Management






NNEFRA Board of Directors Annual Meeting
 October 23, 2017
 Greater Portland Council of Government

PILOT PROGRAM
 May-October 2018

Downeaster Coastal Connection






15 Years of Service


About the Downeaster



- 6,304,733 Riders
- \$92,570,106 Ticket Revenue
- 509,774,164 Passenger Miles

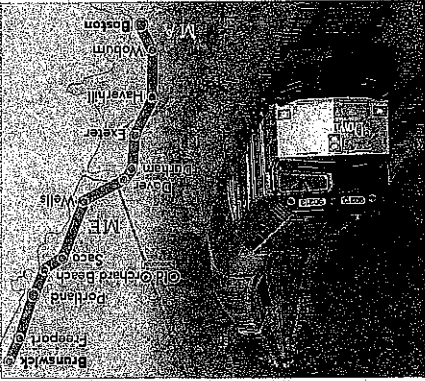
Make the most of every moment

NORTH NEW ENGLAND PASSENGER RAIL AUTHORITY



The Operation

About the Downeaster



5 round trips each day between Boston-Portland with 3 round trips extending to Freeport and Brunswick, over 143 route miles using 3 Amtrak train sets operating up to 79 mph over 3 Host Railroads serving 12 Station Communities in 3 states.



Make the most of every moment

NORTH NEW ENGLAND PASSENGER RAIL AUTHORITY

About the Downeaster



Partnerships






NNEPRA holds agreements with OPERATING PARTNERS for Downeaster service.


- Amtrak
- Pan Am Railways
- MBTA
- NexDine
- Station Communities

Make the most of
every moment.
It's time to take the train.







NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

About the Downeaster



Amtrak Partnership





Amtrak provides train equipment and on-board crews, equipment turnaround and layover servicing, Portland ticket agents and reservation services.


Daily Operations are managed by a local Amtrak team with regional support.

Make the most of
every moment.
It's time to take the train.




NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

About the Downeaster




Equipment




Train Sets used for the operation of Downeaster service are part of Amtrak's national fleet and are not dedicated to the Downeaster service.

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NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

About the Downeaster




Equipment




NNEPRA owns and operates the facilities in Portland and Brunswick to support crew operations as well as turnaround servicing, which is performed by Amtrak's contractor, Drummac, Inc. Heavy maintenance and overhauls are performed at various Amtrak facilities around the country.

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every moment.
It's time to take the train.

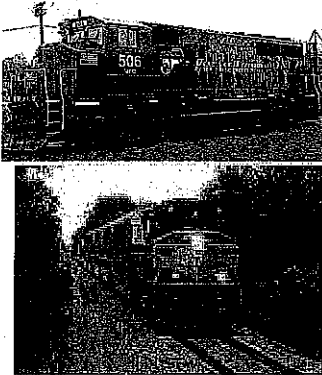


NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

About the Downeaster




Host Railroads



The Downeaster operates on Tracks owned by three host railroads.


The **State of Maine** owns the first mile of track between Brunswick station and Church Road in Brunswick. **Pan Am Railways** owns the next 106 miles of track from Church Road to Plaistow, NH. **MBTA** owns the remaining 36 miles into North Station.

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About the Downeaster




On Board Café Service



The Downeaster is the only Amtrak train service with an Independent on board food service provider.


NNEPRA contracts with NexDine to operate the Downeaster Café, featuring Maine made and local products and providing one of the most efficient passenger train food service operations in the nation.

Make the most of every moment.
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About the Downeaster




Stations




Most Downeaster Stations are community owned and operated.

Portland Station is a public/private partnership with Concord Coach Lines and the only location with Amtrak ticket agents. **Other ME & NH** stations are staffed by volunteers or visitor center staff. Massachusetts stations are owned by the MBTA.

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every moment.
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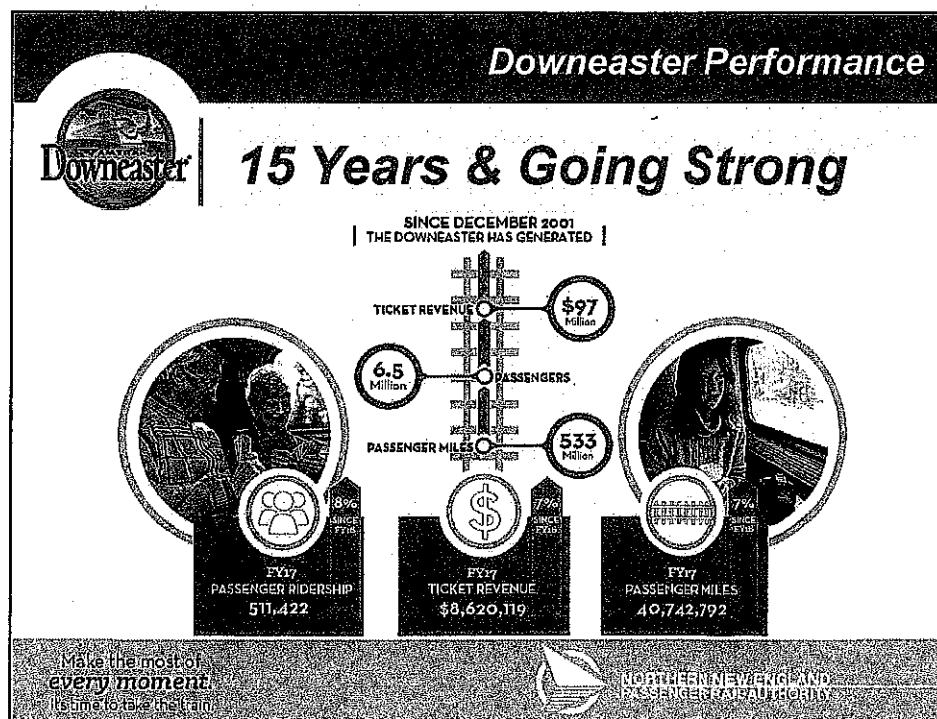
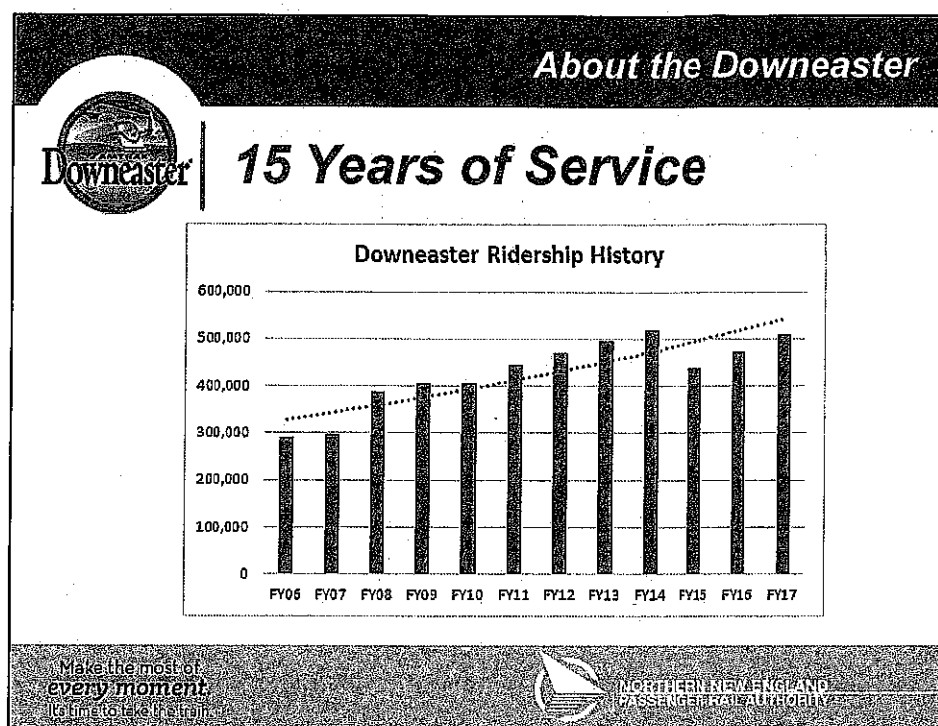


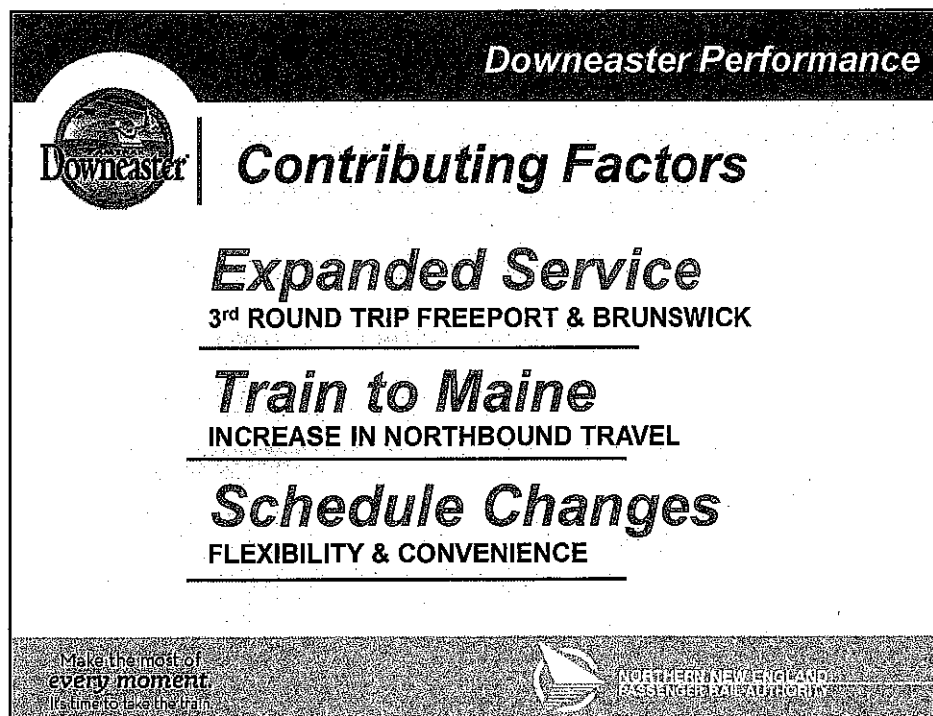
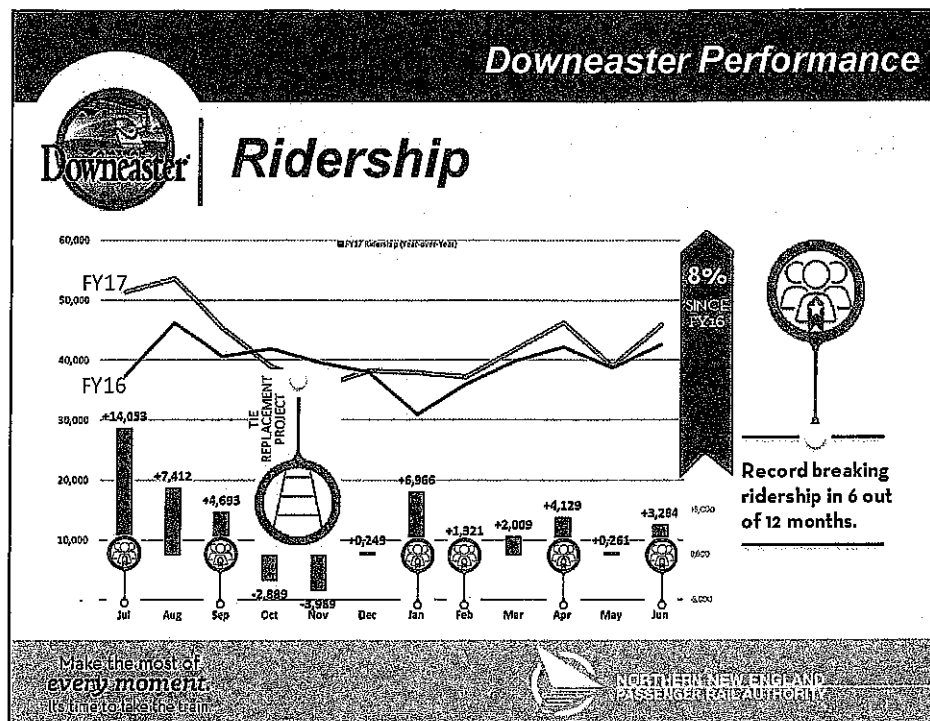
Growth & PERFORMANCE

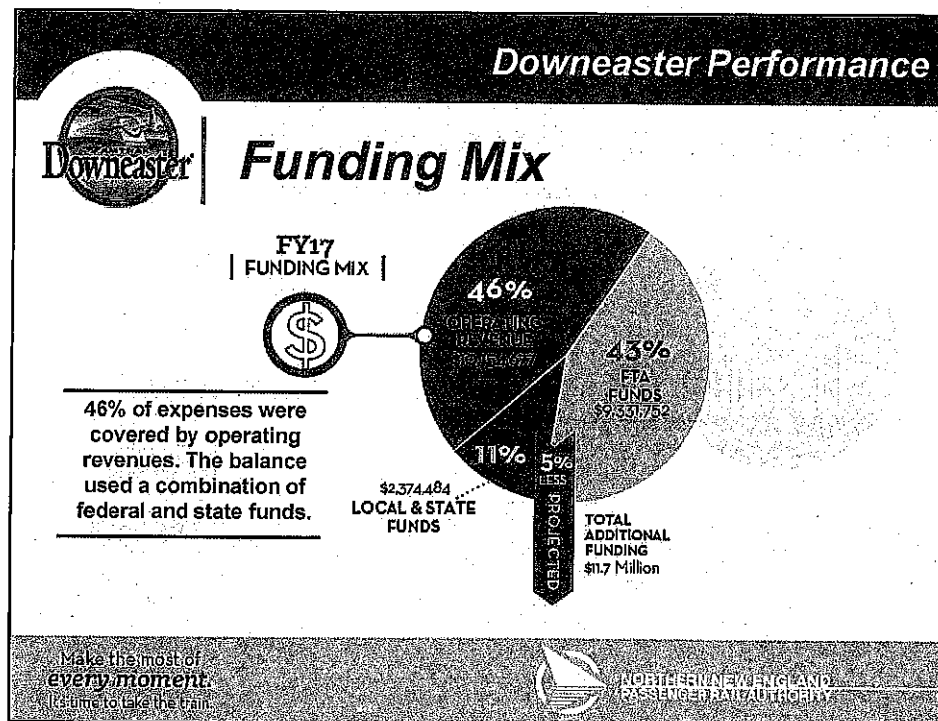
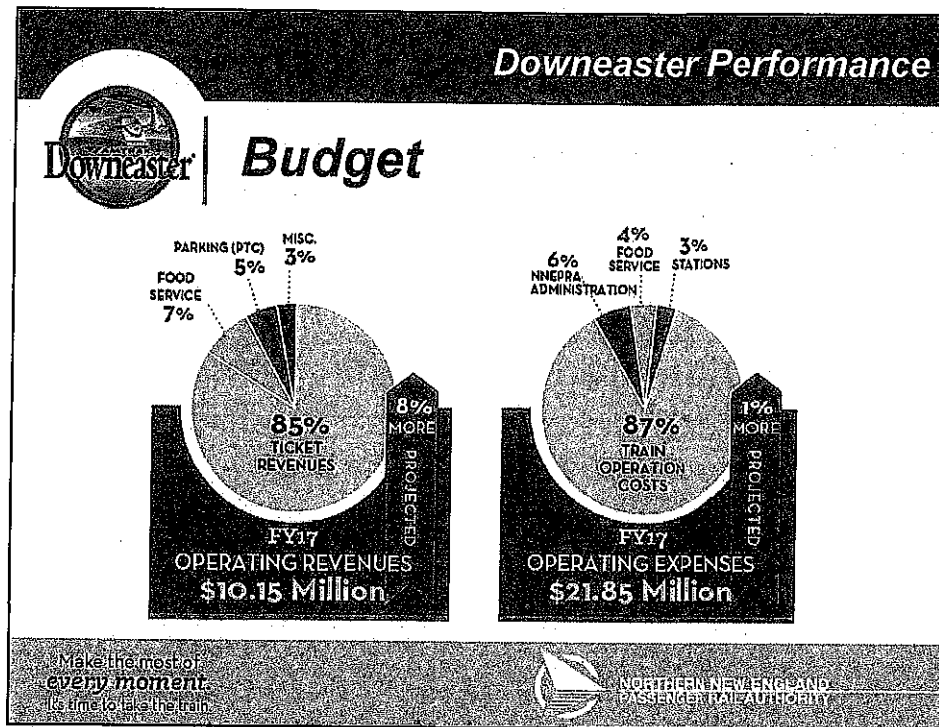
Make the most of
every moment.
It's time to take the train.

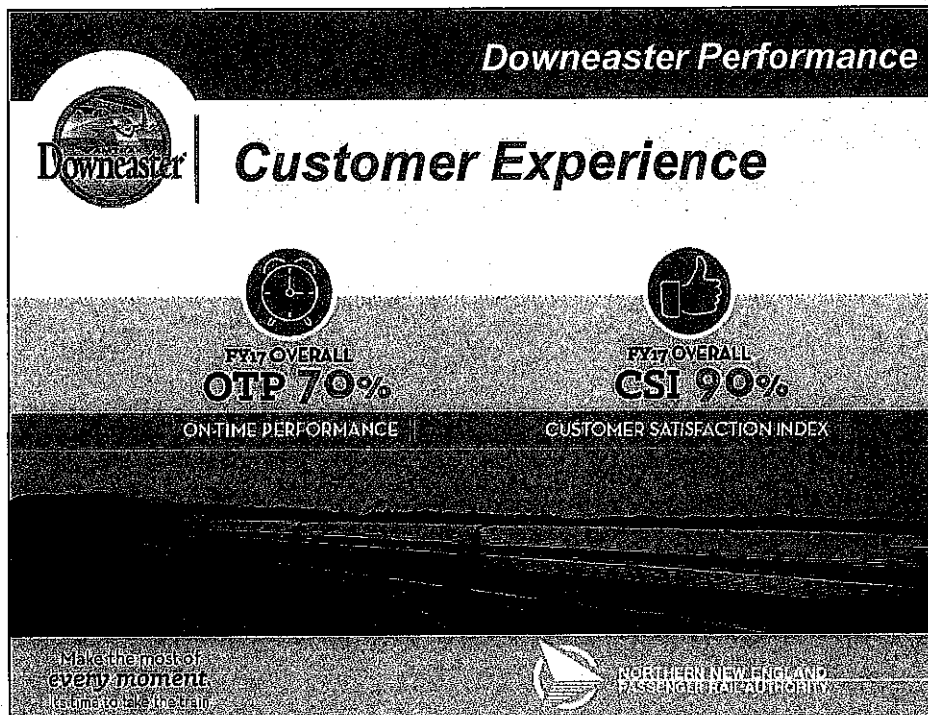
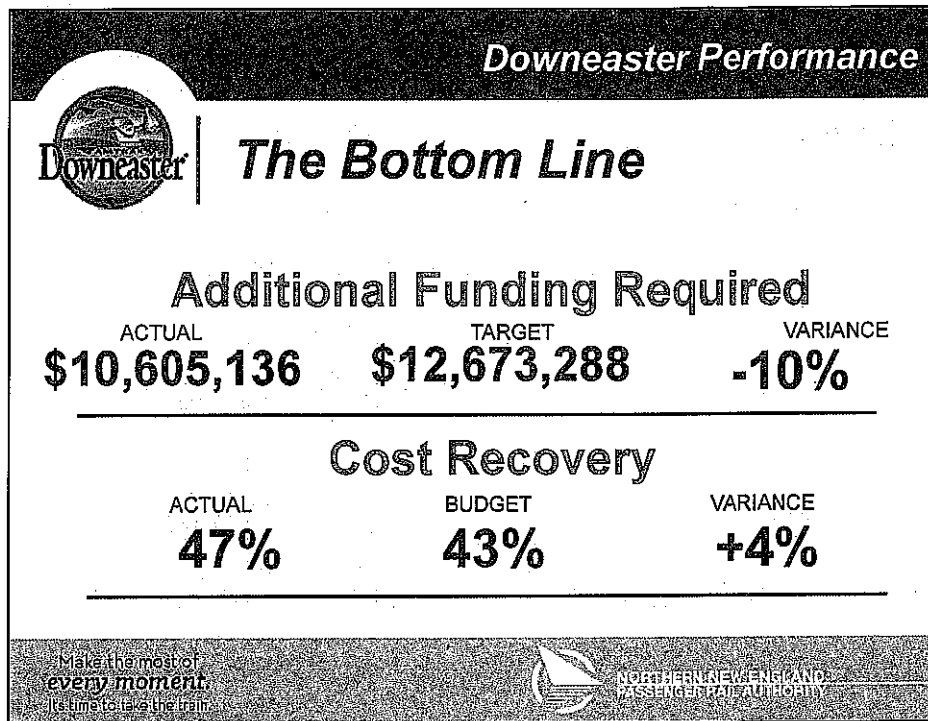


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Performance




Support Economic Growth




THOMPSON'S
POINT




TD GARDEN RENOVATIONS




NEW PLAYHOUSE
DOVER CHILDREN'S MUSEUM



HAVERHILL HARBOR
PLACE OFFICE




SACO RIVER
APARTMENT
COMPLEX




BEVERLY
STATION
APARTMENTS

Development projects in progress or recently completed in areas surrounding Downeaster stations are creating new jobs, revitalizing downtowns and generating increased revenues for businesses in many communities.

Make the most of
every moment.
It's time to take the train.




NORTHERN NEW ENGLAND
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Looking Ahead To FISCAL YEAR 2018

Make the most of
every moment.
It's time to take the train.



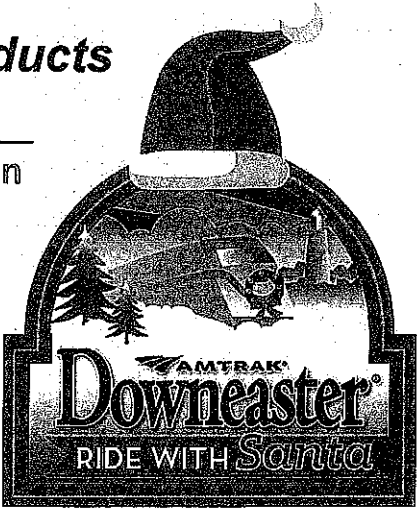
NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

Moving Forward

Downeaster | **New Products**

Ride with Santa Train

On December 2nd and 3rd, Santa will ride on two of our regularly scheduled departures, giving passengers the chance to hop on and ride with the jolly elf!



Make the most of every moment. It's time to take the train.

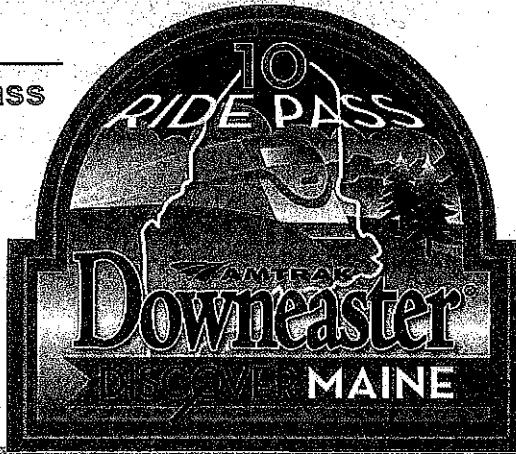
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Moving Forward

Downeaster | **New Products**

Discover Maine Pass


A 10 RIDE PASS which will enable passengers to make 10 one-way trips between any two station in the state of Maine within a 7 day period.





Make the most of every moment. It's time to take the train.

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY


Moving Forward



Amtrak's Amfleet Refresh





Make the most of
every moment.
It's time to take the train.




NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

Moving Forward




Expand Service




- Improves Efficiency & Equipment Utilization
- Meets a Transportation Need
- Can increase performance on peak & off peak trains
- Economic Impact

Make the most of
every moment.
It's time to take the train.



NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

Moving Forward



Expand Service

Downeaster Coastal Connection

BOSTON TO ROCKLAND


BATH-WISCASSET-NEWCASTLE-ROCKLAND

SEASONAL WEEKEND SVC


2 or 3 ROUND TRIPS

BUILDS ON CURRENT SERVICE

USES EXISTING EQUIPMENT POOL




Make the most of
every moment.
It's time to take the train.



NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY

Coastal Connection Draft Concept
For discussion purposes only. Not for distribution.




Friday Current

	Time	5a	6a	7a	8a	9a	10a	11a	12n	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p	12a	1a	2a	
BRK																								
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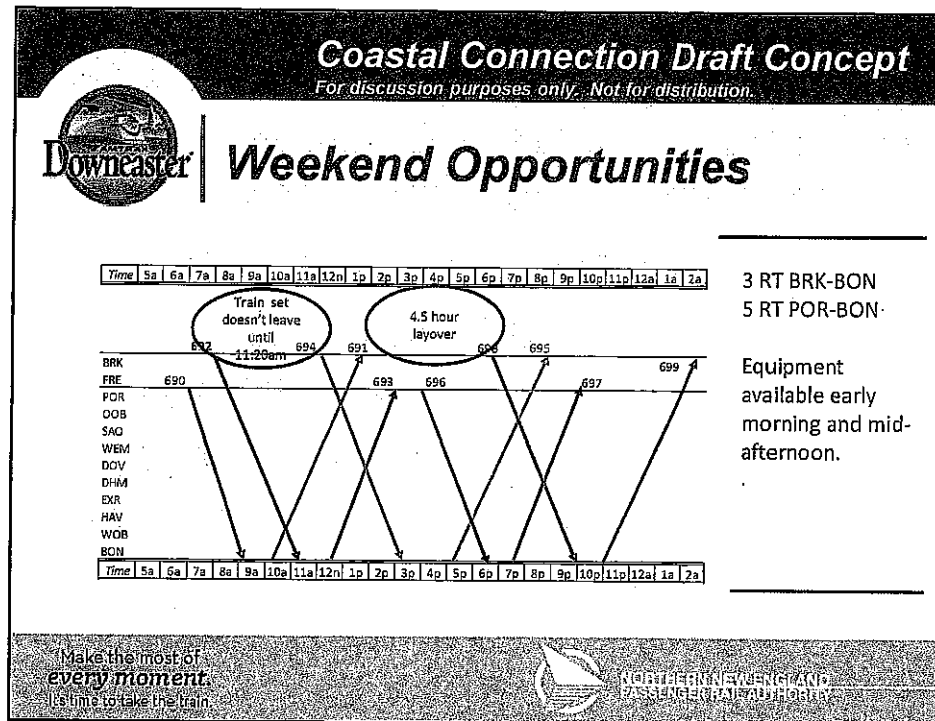
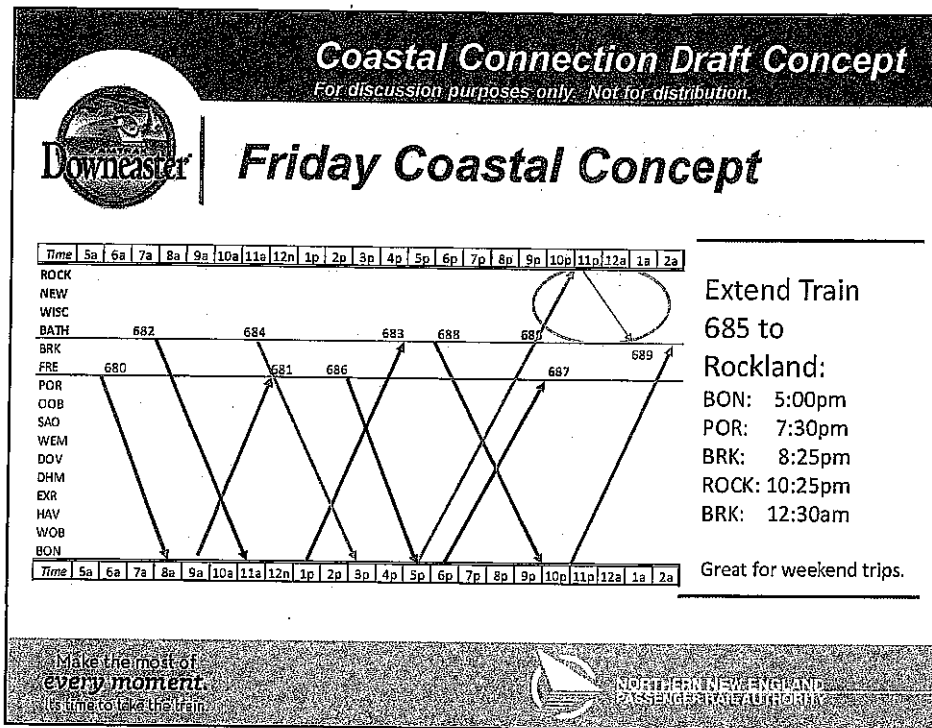
Train 685 departs
BON at 5:00pm
and terminates in
Brunswick:
POR: 7:30pm
BRK: 8:25pm

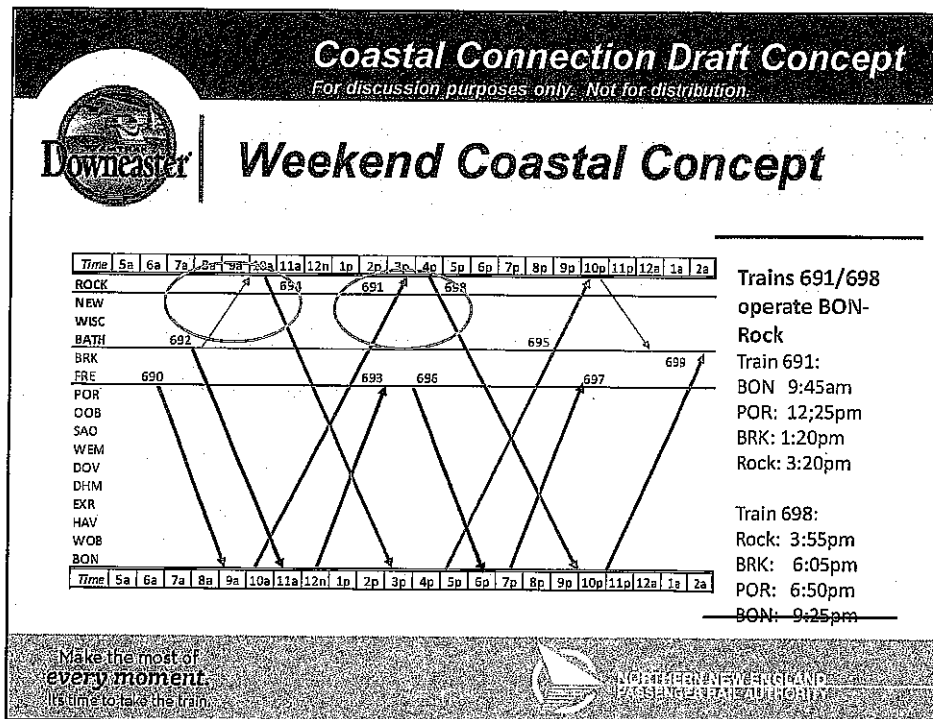
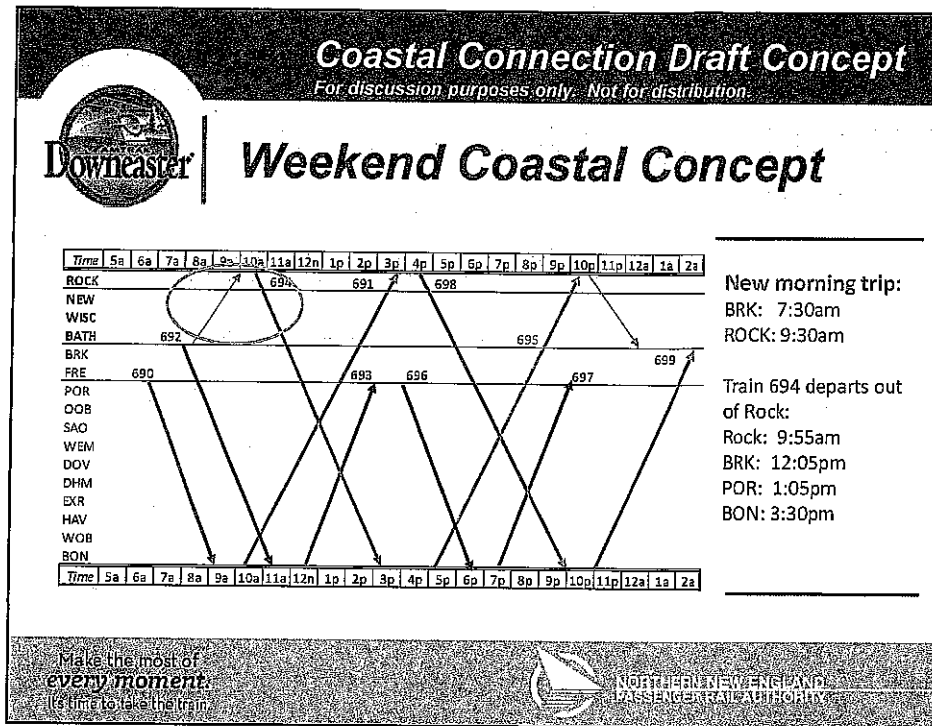
Excess Capacity
north of HHL.

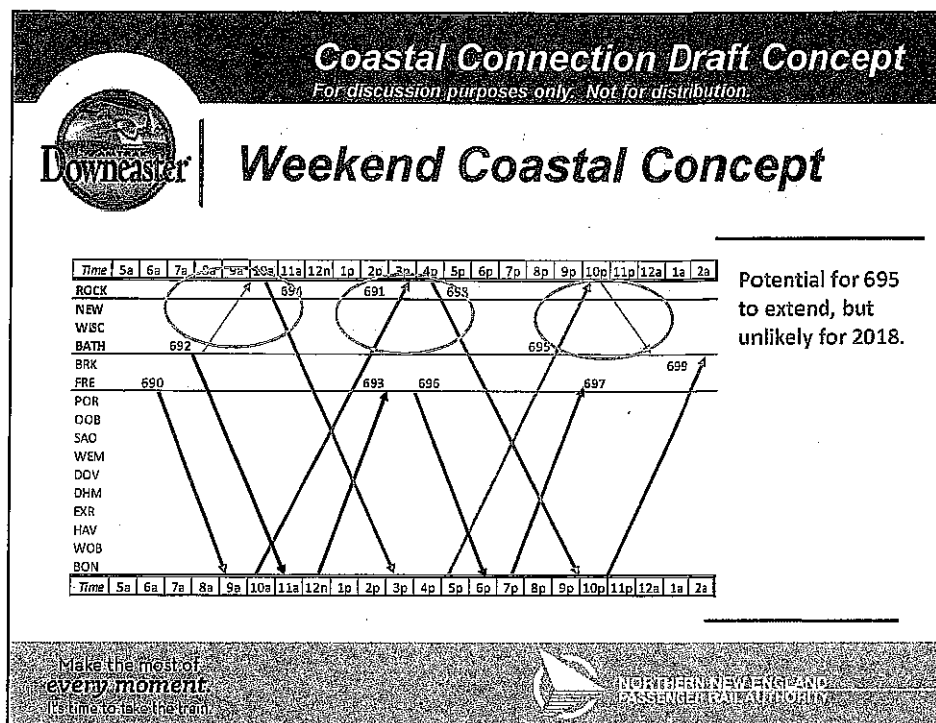
Make the most of
every moment.
It's time to take the train.



NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY







Coastal Connection Draft Concept
For discussion purposes only. Not for distribution.

Downeaster | **What's Needed**

Municipal support
Stations
Insurance
Public Outreach

Community support
Marketing
Customer Svc.
Last mile

Make the most of every moment. It's time to take the train.

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY

Coastal Connection Draft Concept
For discussion purposes only. Not for distribution.



Next Steps

Mid November – Mid December:

- Railroad condition assessment (test trains)
- Schedule development
- Cost Structure
- Develop tentative service plan

Mid December – Mid January:

- Public outreach (Council Meetings or other)
- Consider Feedback & Comments

Late January

- Proposal to Board

Make the most of
every moment.
It's time to take the train.



NORTHERN NEW ENGLAND
PASSENGER RAIL AUTHORITY





*Let's build on the
momentum.*

It's time to take the train.



Town of Wiscasset

Office of the Town Clerk

10b

51 Bath Road, Wiscasset ME 04578 (207)882-8200 ext.104

November 21, 2017

COPY

To the Chief of Maine State Police:

Huntoon Hill Grange #398, Wiscasset, Maine, has blanket approval from the Board of Selectmen of the Town of Wiscasset, to operate Beano/Bingo and Games of Chance, consisting of Sealed Tickets, for the year of 2018.

Colby, Judith R., Chair

Rines Jr., Benjamin L.

Slack, Jefferson A.

Martin-Savage, Katharine G.

Blagden, Robert L.

Can we update this policy to include F. & G.

J. Hain

10c

**Town of Wiscasset, Maine
Policy Regarding Check Disbursement Prior
To Expenditure Warrant Approval**

I. Purpose

The purpose of this policy is to allow for prompt payments of the obligations of the Town of Wiscasset by the Town Treasurer, and to allow for timely payment of bills submitted to the town, and for cash purchases by town staff prior to issuance of an expense warrant.

II. Scope

This policy is approved by the Board of Selectmen and applies to the Town Treasurer. It empowers the Treasurer to distribute certain funds prior to expenditure warrant approval. It is the policy of the Town of Wiscasset that all expenditures of town funds receive written approval of the Board of Selectmen pursuant to MRSA 30-A § 5603. This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits. The Treasurer shall prepare a written warrant for signature to be presented at the regular Selectmen's meeting.

III. Permitted Disbursements Prior to Warrant Approval

The following expenditures may be made by the Treasurer of Wiscasset upon review and approval by any member of the Board of Selectmen, prior to final approval and signature on the Expenditure Warrant by the majority of Board of Selectmen. The Chair will be designated the responsibility of assuring the review will occur in a timely manner.

A. Town Employee Payroll paid on a weekly schedule on Wednesdays, including reimbursement for expenditures, mileage less than \$500. All employee payroll checks are by direct deposit.

B. Payments to Wiscasset School Department as obligated to be paid pursuant to Wiscasset School Department approved budget.

C. Payment of state funds collected by the agent for the Bureau of Motor Vehicles, the Department of Inland Fisheries and Wildlife, State Animal Welfare Department, plumbing fees, and concealed weapon permit fees. Such funds are not considered municipal funds, though they are co-mingled with the town's checking account. The Treasurer/Human Resource Director shall verify that the proper balance is being paid.

D. Payroll Taxes.

E. Automatically deducted bank charges.

F. Credit card charges to avoid late fees.
G. Loan payments to avoid late fees.

IV. Deadline for bill submission

To be considered for payment on the next expenditure warrant, bills for payment must be received by the Payables Clerk or Treasurer of Wiscasset at least three working days prior to the scheduled meeting of the Board of Selectmen at which an expenditure warrant signing is scheduled. The treasurer, may, at his/her discretion, present vouchers for payment after the deadline when time permits, or doing so is in the best interest of the town.

V. Term

This policy is effective for one year after its adoption, if not sooner amended or cancelled.

Approved by Board of Selectmen on June 20, 2017

Dept	Account	2017-2018 Approved Budget	YTD as of 10/31/17 (33.33% of budget year)	Balance w/ carry forward	% spent of budget
25-01	ADMINISTRATION	\$ 193,564	\$ 69,102	\$ 124,462	35.7%
72-01	AIRPORT	\$ 254,697	\$ 132,397	\$ 122,300	52.0%
27-09	ANIMAL CONTROL	\$ 11,487	\$ 3,732	\$ 7,755	32.5%
25-05	ASSESSING	\$ 6,097	\$ 260	\$ 5,837	4.3%
25-32	BOARDS & COMMITTEES	\$ 1,361	\$ 398	\$ 963	29.3%
53-14	CAPITAL IMPROVEMENT (approved \$42,702 carry forward)	\$ 460,463	\$ 314,763	\$ 188,402	68.4%
25-31	CELEBRATIONS	\$ 12,000	\$ 8,000	\$ 4,000	66.7%
31-11	CEMETERIES	\$ 58,663	\$ 14,042	\$ 44,621	23.9%
25-33	CODE ENFORCEMENT	\$ 50,485	\$ 13,906	\$ 36,579	27.5%
45-15	COMMUNITY ORG/WP LIBRARY	\$ 67,800	\$ 5,300	\$ 62,500	7.8%
25-11	CONTINGENCY	\$ 20,000	\$ -	\$ 20,000	0.0%
25-30	CONTRACTUAL SERVICES	\$ 116,000	\$ 42,967	\$ 73,033	37.0%
14-99	COUNTY TAX	\$ 594,745	\$ 594,745	\$ -	100.0%
25-08	ELECTIONS	\$ 21,226	\$ 1,815	\$ 19,411	8.6%
78-01	EMS	\$ 544,250	\$ 178,507	\$ 365,743	32.8%
25-06	FINANCE	\$ 226,198	\$ 70,851	\$ 155,347	31.3%
27-02	FIRE	\$ 137,616	\$ 33,104	\$ 104,512	24.1%
25-34	GENERAL ASSISTANCE	\$ 25,076	\$ 3,742	\$ 21,334	14.9%
25-12	MUNICIPAL BUILDING	\$ 68,152	\$ 18,939	\$ 49,213	27.8%
25-35	MUNICIPAL INS./UNEMPLOY	\$ 42,381	\$ 14,009	\$ 28,372	33.1%
25-02	OFFICE OF SELECTBOARD	\$ 27,247	\$ 5,972	\$ 21,275	21.9%
79-01	PARKS & RECREATION	\$ 548,222	\$ 185,931	\$ 462,291	28.7%
80-01	PARKS & RECREATION (Special Revolving)	\$ 175,307	\$ 51,160	\$ 124,147	29.2%
25-17	PLANNING	\$ 67,969	\$ 11	\$ 67,958	0.0%
27-01	POLICE	\$ 446,992	\$ 154,077	\$ 292,915	34.5%
25-37	PUBLIC UTILITIES	\$ 220,800	\$ 59,276	\$ 161,524	26.8%
31-03	PUBLIC WORKS	\$ 665,997	\$ 181,378	\$ 484,619	27.2%
240-35	RETIREE HEALTH INSURANCE	\$ 34,559	\$ 12,910	\$ 21,649	37.4%
77-01	SENIOR CENTER	\$ 11,482	\$ 2,950	\$ 8,532	25.7%
45-04	SHELLFISH (approved \$740 carry forward)	\$ 8,605	\$ 3,368	\$ 5,977	39.1%
25-36	TAN INTEREST/School withdrawal BAN interest	\$ 61,459	\$ 11,147	\$ 50,312	18.1%
25-07	TOWN CLERK	\$ 83,902	\$ 24,984	\$ 58,918	29.8%
76-01	TRANSFER STATION	\$ 555,873	\$ 181,444	\$ 374,429	32.6%
74-01	WASTEWATER (carry forward \$123,043.00)	\$ 451,831	\$ 136,946	\$ 437,928	30.3%
73-01	WATERFRONT (approved \$1,191 carry forward)	\$ 39,555	\$ 14,733	\$ 26,013	37.2%
	Totals	\$ 6,412,061	\$ 2,546,868	\$ 4,032,869	39.7%

HM Payson Monthly Statement of Wiscasset Accounts

<i>Account Name</i>	Market Value as of 08/31/2017	Market Value as of 09/31/2017	Market Value as of 10/31/2017
Montweag Dam Reserve Fund	\$ 136,683.53	\$ 138,523.91	\$ 140,513.95
Cemetery Trust Fund	\$ 1,775,334.30	\$ 1,799,239.39	\$ 1,825,086.35
General John French Scholarship	\$ 52,368.03	\$ 53,073.14	\$ 53,835.59
Jackson Cemetery Fund	\$ 25,383.51	\$ 25,725.29	\$ 26,094.86
Larabee Band Fund	\$ 614,324.75	\$ 622,596.36	\$ 631,540.62
Haggett Scholarship Fund	\$ 11,633.13	\$ 11,789.76	\$ 11,959.14
Mary Bailey Fund	\$ 374,155.66	\$ 379,193.50	\$ 384,641.01
Seth Wingren Fund	\$ 23,510.87	\$ 23,827.43	\$ 24,169.74
Wiscasset Community Center Endowment Fund	\$ 2,663.65	\$ 2,699.52	\$ 2,738.30
Cooper-DiPerri Scholarship Fund	\$ 36,745.28	\$ 37,240.03	\$ 39,345.02
Recreation Scholarship	\$ 688.31	\$ 697.57	\$ 707.59
Town of Wiscasset Endowment Fund Total	\$ 3,053,491.02	\$ 3,094,605.90	\$ 3,140,632.17
Town of Wiscasset Capital Reserve	\$ 2,022,988.43	\$ 2,051,631.88	\$ 2,081,901.39
Town of Wiscasset Construction Reserve	\$ 2,005,894.08	\$ 2,034,295.49	\$ 2,064,309.22
Town of Wiscasset Equipment Reserve	\$ 3,607,610.01	\$ 3,658,690.31	\$ 3,712,669.91
Town of Wiscasset Furnace Replacement Reserve	\$ 305,250.66	\$ 309,572.60	\$ 314,139.99
Town of Wiscasset Major Repairs Reserve	\$ 411,196.93	\$ 417,019.06	\$ 423,171.70
Town of Wiscasset Recreation Building Reserve	\$ 1,560,277.85	\$ 1,582,369.78	\$ 1,605,715.86
Town of Wiscasset Retirement Health Insurance Reserve	\$ 323,980.31	\$ 328,567.54	\$ 333,415.18
Town of Wiscasset Roof Repair Reserve	\$ 280,307.81	\$ 284,276.68	\$ 288,470.86
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 76,569.93	\$ 77,654.08	\$ 78,799.78
Town of Wiscasset Highway Department Capital Reserve	\$ 1,973.23	\$ 2,001.17	\$ 2,030.70
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 2,630.99	\$ 2,668.24	\$ 2,707.61
Town of Wiscasset Reserve Funds Total	\$ 10,598,680.23	\$ 10,748,746.83	\$ 10,907,332.20

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

13a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

11/13/17

Schuyler L. Fairfield
P.O. Box 940
Wiscasset, ME 04578

PROPERTY REVIEWED

PP Acct # 135

CURRENT ASSESSED VALUE

Personal Property Value: \$ 6,600

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.

Personal Property Value: \$ 0

 X Abatement will be recommended for : **\$ 123.82**

Remarks: Per further review and information business was taxed personal property when in fact they were not in business in 2017. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/24/17

Steven Lutes Jr.
322 Main Street
Richmond, ME 04357

PROPERTY REVIEWED

Map R01 Lot 20-1 RE Acct #87

CUIRRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 152,600

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.

Land Value: \$ 0 Building Value: \$ 0

 X Abatement will be recommended for : **\$ 2862.78**

Remarks: Per further review and information provided this house was assessed to the wrong owner in error. I hereby recommend abatement. 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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

11/13/17

Casco Bay Vending
9 Saratoga Street
Lewiston, ME 04240

PROPERTY REVIEWED

PP Acct # 126

CURRENT ASSESSED VALUE

Personal Propert Value: \$ 24,300

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.

Personal Property Value: \$ 2,525.80

 X Abatement will be recommended for : **\$408.49**

Remarks: Per further review and information business was taxed personal property that was not owned by them.. I hereby recommend abatement. 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

If you elect to appeal the decision on your request for tax abatement / adjustment, and you have not yet filled out an abatement request please feel free to do so. If this decision is in response to a Abatement request already filed your appeal process will now go in front of the Lincoln County Commissioners Office. Application must be made in writing to the Board within 60 days of this notice. Actions applicable to the tax assessment and abatement appeal process are addressed in Title 36 MRSA Sections 841

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

13b

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/24/17

Richard A. & Nancy G. Lutes
95 Lowelltown Road
Wiscasset, ME 04578

PROPERTY REVIEWED

Map R01 Lot 20-1 RE Acct #87

CURRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 0

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.

Land Value: \$ 0 Building Value: \$ 152,600

 X Supplement will be recommended for : **\$ 2862.78**

Remarks: Per further review and information provided this house was assessed to the wrong owner in error. I hereby recommend supplement to the rightful owners Richard & Nancy Lutes. 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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/24/17

Joseph W. Ruzycij
84 Beechnut Hill Road
Wiscasset, ME 04578

PROPERTY REVIEWED

Map U012 Lot 5-A RE Acct #2625

CUIRRENT ASSESSED VALUE

Land Value: \$ 51,300 Building Value: \$ 0

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.

Land Value: \$ 51,300 Building Value: \$ 126,400

 X Supplement will be recommended for : **\$ 2,371.26**

Remarks: Per further review and information provided this house was omitted from the Tax commitment in error. I hereby recommend a supplement tax .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