

WISCASSET SELECT BOARD,
ASSESSORS AND OVERSEERS OF THE POOR
NOVEMBER 21, 2017

Preliminary Minutes

Present: Bob Blagden, Chair Judy Colby, Kathy Martin-Savage, Ben Rines, Jr., Ben 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 November 10 and 17, 2017. Vote 5-0-0.

b. Judy Colby moved to approve the accounts payable warrants of November 14 and 21, 2017. Vote 5-0-0.

3. Approval of Minutes

Kathy Martin-Savage moved to approve the minutes of November 7, 2017. Vote 5-0-0.

4. Special Presentations or Awards –none

5. Committee Appointments

Jeff Slack moved to approve the appointment of Judy Shea Flanagan to the Budget Committee. Vote 5-0-0.

6. Public Hearings – none

7. Public Comment

Steve Christianson asked whether those attending had exceeded the allowable limit for the room. He counted and found there was no problem with the number of people in the room.

Nancy Roby expressed her frustration at the action of the board (at the previous meeting) regarding the MDOT traffic improvement plan which she said was approved by the voters; and it was insulting to them to suggest that they didn't know what they were voting for. She asked the board to not use tax money for lawsuits. As for the loss of parking next to shops, she cited the benefits of walking and the need for improvements in the downtown area where some sidewalks were inaccessible to the handicapped and stairs that were crumbling.

Susan Blagden submitted her resignation from the Historic Preservation Commission to take effect immediately. She said she would be working as a consultant on the Historic Preservation Ordinance revision with County Planner Bob Faunce. Ben Rines, Jr., moved to accept her resignation from the

Historic Preservation Commission with regret and to approve her as a consultant to the Historic Preservation Commission as needed. Vote 5-0-0.

Shay Perry, resident, teacher and mother, expressed her concern over comments made at the previous meeting regarding the special education services to be offered next year. She said the schools need more counselors, not a School Resource Officer.

Cordelia Oehmig, Wiscasset Bay Gallery, said she was not comfortable with the fact that Ernie Martin had met individually with shop owners (regarding the MDOT Main Street improvements) and asked why he had not met with them as a group.

Another shop owner encouraged the groups to work together and cited the potential for businesses on other streets to develop.

Bruce Marcus said Ernie Martin had made an appointment with him but did not show up, which he considered rude and unprofessional.

Sherry Dunbar said she was troubled by the dissension and negativity regarding the MDOT plan and as a taxpayer did not support her tax dollars being used to fight the State of Maine.

Seaver Leslie said the Main Street project being pushed through by the State was something the Town could not afford. Even though it would benefit other towns, it didn't take into consideration the vitality and health of Wiscasset. He said traffic could be moved with other technologies. He advised upgrading Railroad Avenue and making the improvements incrementally.

Judy Flanagan expressed concern that there had been no discussion on the motion taken at the last meeting on the law suit. She asked the board to reconsider, to put the motion on the agenda for an open discussion so that all would be prepared to vote on the motion.

Ann Scanlon said she couldn't think of any town in Maine that doesn't have on-street parking. Her customers tell her they stopped only because there was a parking space close by. She said the Middle Street Parking lot which is counted as off street parking is already used by business owners and employees of the businesses. The parking lot created by the demolition of the Haggett Garage will be used by the residents of the new apartments planned across the street. She cautioned that Wiscasset would not be a viable town without parking.

8 Department Head or Committee Chair

a. Town Clerk, Linda Perry – November 7, 2017 State and Local Referendum results (provided)

b. Police Chief Jeffery Lange Report –Depletion of Overtime Funds and Manpower Issues; Day treatment Program at Wiscasset middle-High School: Lange was not present.

c. Budget Committee: Resignation of Bryan Buck: Kathy Martin-Savage moved to accept the resignation with regret. Vote 5-0-0.

d. Monthly Department Head reports. Marian Anderson referred to the Treasurer's report which included balances in town and school accounts. She thanked the Treasurer for coming into the office on a storm day to complete the county tax report to avoid a \$100 late fee.

e. Shellfish recommendation – Donation of the upweller to the Chewonki foundation: Anderson said the Shellfish Committee would like to donate the upweller to the Chewonki Foundation, as the committee members no longer had time to run the upweller. **Kathy Martin-Savage moved to give the upweller to Chewonki if they want it. Vote 5-0-0**

f. EMS Director Toby Martin – Memo regarding budget line overdraft: Martin notified the board that the EMS budget would have an overdraft due to the purchase of personal protective equipment (PPE) purchased last year as required by OSHA. The overdraft will be in the operational budget, as no provision was made in the capital improvement plan for this requirement. Martin said he already works additional hours but cannot work extra hours to offset the purchase of the PPE. He said there were two options: to reduce staffing or use revenue from Dresden. Chairman Colby asked Martin to return in three months with a report on the EMS budget. In response to a question, Martin said the cost of the new ambulance will be taken from the capital improvement account, rather than from the Dresden revenue.

9. Unfinished Business

a. Wawenock, LLC et al v. MDOT v. Town of Wiscasset \$31,183 as of 11/16/17: Marian Anderson reported that, as of party of interest, Wiscasset had paid \$31,183 so far in legal fees for responses and appearances in court. The decision in that case has been appealed so there will be further costs and Wiscasset will be involved in two lawsuits.

b. Town Clock Update: Ben Rines reported that although the steeple needs work it is in better condition than he thought. Bob Blagden was impressed with how good the steeple looked. One timber needs to be replaced and Jason Putnam offered to do the repair. An official inspection report has not yet been received from the engineers. Anderson reported \$4,000 had been approved for the repair and a contribution of \$1,000 toward the repair had been received.

c. Budget Cuts per Board directive: Marian Anderson distributed a working document showing a budget reduction of \$431,107 as requested by the board. The cuts which would necessitate policy decisions included eliminating departments, contributions to community organizations such as the library, New Hope for Women, Senior Spectrum, etc., contingency, celebrations, contractual obligations, shellfish and reductions to other accounts and departments. Increases in salaries due to contractual obligations, increases in insurance and other increases were not taken into account. Ben Rines, Jr., asked what the cuts would mean for taxes. Cutting \$500,000 from the budget would reduce taxes approximately \$200 on a \$200,000 property.

Richard Forrest, Shellfish Committee member, asked about the elimination of the shellfish budget. Anderson said that would be up to the board. The board sets the shellfish fees and the fees would pay for the warden only, not any other activities. He warned that raising the fees for shellfish licenses might diminish the digging.

In response to Phil DiVece's question, Anderson said contractual services include legal, auditor, assessing, tax maps, contract with animal shelter, Mason Station legal fees, union and labor issues and engineering.

d. Rules of Order and Procedure: **Ben Rines, Jr., moved to approve the Rules of Order and Procedure for Wiscasset Board of Selectmen. Ben Rines, Jr. moved to amend the motion to take out No. 36 Meeting Length. Vote 3-2-0. Vote on amended motion 4-1-0 (Blagden opposed).**

e. Discussion regarding location for future voting (first discussed 6/27/2017): Bob Blagden pointed out the advantages of voting at the municipal building such as the permanent voting booths and staff available in the event of complaints. Disadvantages mentioned were fewer parking spaces, fewer booths, waiting outside to vote in inclement weather, lack of outside lights. The Town Clerk will be consulted and a report will be made at the next meeting.

10. New Business

a. Downeaster Pilot 2018 Program: Anderson reported on a pilot program running from Brunswick to Rockland with stops in Wiscasset and Newcastle. A presentation will be made in the future.

b. Huntoon Hill Grange blanket approval to operate Beano/Bingo and Games of Chance for the year 2018 (required yearly by the Maine State Police). **Jeff Slack moved to approve the Huntoon Hill Grange's request. Vote 5-0-0.**

c. Revision to the Check Disbursement Policy: Changes would allow the treasurer to pay credit card charges and loan payments to avoid late fees. **Judy Colby moved to approve amendments to the Check Disbursement Policy as recommended by the Town Treasurer. Vote 5-0-0.**

d. Monthly Financials

- Department year to date expense report
- H. M. Payson Statement of Account: The report showed growth in the Endowment and Reserve funds.

e. Bid Opening-Fire/EMS Vehicle Exhaust System: The following bids were received

Airvac 911	EMS \$12,263	FD \$17,978
Airplanning Specialists	Option A \$53,700	Option B \$52,700

Judy Colby moved to have the Town Manager and EMS Director review the bids and award the bid to the lowest qualified bidder. Vote 5-0-0.

11. Town Manager's Report

Monique McRae, President of the Chamber of Commerce, had asked the board's permission, as part of the Holiday Marketplace, to discharge fireworks from the commercial pier. Spectators would watch from the Creamery Pier. The Chamber will be using the same company the town uses for the 4th of July. There were no objections from the Fire Chief. **Ben Rines, Jr., moved to authorize the Chamber of Commerce to set off fireworks on December 7. Vote 5-0-0.**

Anderson clarified that the fee for applications to the Historic Preservation Commission is printed on the application (\$25 for the application and \$2 for each notice to abutter). She explained the process by which applications are forwarded to the chairs of the committees and notices of meetings sent out by the town using the fees paid by the applicant.

Jeff Slack said the Historic Preservation Commission needs members. In response to Susan Blagden's question about the application from James Kochan, Slack said it was his motion to not approve that application.

12. Other Board Business

13. Assessors' Business

a. Abatements

b. Supplementals

Jeff Slack moved to approve the following abatements and supplementals as recommended by Ellery G. Bane, Assessors' Agent:

Abatements

Schuyler Fairfield, Personal Property, \$123.82

Steve Lutes, Jr., Map R01, Lot 20-1, \$2,362.78

Casco Bay Vending Personal Property, \$408.49

Supplementals

Richard A. and Nancy G. Lutes, Map R01, Lot 20-1 for \$2,362.78

Joseph W. Ruzyckij, Map U012, Lot 5A for \$2,371.26

Vote 5-0-0

14. Adjournment

The chair wished everyone a happy Thanksgiving. Ben Rines, Jr., moved to adjourn the meeting at 7:55 p.m. **Vote 5-0-0.**

MEETING MINUTES

The Wiscasset Board of Selectmen, Tax Assessors & Overseers of the Poor met Tuesday, November 28, 2017 at 5:30 p.m. in the Municipal Meeting Room.

1. Call the meeting to order

At 5:30 Chairman Judy Colby called the meeting to order

2. Executive Session to meet with legal counsel.

A motion was made by Judy Colby, seconded by Robert Blagden to enter into Executive Session pursuant to 1 M.R.S.A §405 (6) to meet with legal counsel, motion passed 5-0-0.

At 7:04 a motion was made by Judy Colby, seconded by Katharine Martin-Savage to come out of Executive Session, motion passed 5-0-0.

No action taken.

3. Adjournment

At 7:05 a motion was made by Judy Colby, seconded by Katharine Martin-Savage to adjourn, motion passed, 5-0-0.

TOWN OF WISCASSET

Memo

To: Wiscasset Board of Selectmen
From: Linda E. Perry, Town Clerk
CC:
Date: 12/1/2017
Re: Changing Voting Place

It has been brought to my attention that the Selectmen may consider changing the polling location from the Community Center back to the Municipal Building Hearing Room.

I have listed some of the things that will need to be considered to make this change. Keep in mind that several federal and state laws have changed since the location was changed to the Community Center.

- The Federal Government has implemented the Accessible Voting System that requires extra space in the polling place.
- Compliance with the *Help America Vote Act (Federal)*
- Compliance with *ADA American Disability Act (Federal)*
- Compliance with State of Maine Accessible Voting Place Laws and Federal Accessibility Laws
 - ✓ Safe travel for pedestrians and automobiles
 - ✓ Signage
 - ✓ Parking
 - ✓ Lighting
 - ✓ Sufficient area size (people may need to wait in line outside the building)
 - ✓ Polling place layout requirements
 - ✓ Petitioners (May need to be limited to outside only)
 - ✓ Sufficient number of voting booths

These are only some of the things that will need to be considered.

We can do an assessment of the Municipal Building Hearing Room and its surroundings if this is something that you would like to pursue. If this were to be done it would require some finance obligation.

Thank you,
Linda E. Perry, Town Clerk

Lincoln/Haney Engineering Associates, Inc.

Structural Engineering Consultants

Michael Cunningham P.E., LEED AP
Thad Gabryszewski P.E., S.E.

November 21, 2017

Ms. Marian Anderson
Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578

Subject: Evaluation of clock tower damage, 25 Fort Hill Street, Wiscasset, Maine

Dear Ms. Anderson:

This letter is to document our findings and recommendations for damage observed at the clock tower at Fort Hill Street in Wiscasset. On October 10, 2017 Joel Calhoun, the building care taker, a carpenter Joel asked to review the tower, and I met at the site and together we inspected the tower's damage.

BUILDING DESCRIPTION AND BACKGROUND

The tower is comprised of three distinct sections: a 15 foot tall octagonal cupula at the top; a 16 foot clock tower; and a 13 foot tall tower base, located directly above the building's main roof.

The cupula is supported by timber posts in each corner. These posts penetrate the roof of the clock tower, and are supported by a grid of built-up wood beams. The beams consist of multiple plies of 2x dimensional lumber. These beams transfer cupula loads to timber posts in the corners of the clock tower.

The clock tower posts penetrate the roof of the base tower. Steel reinforcing has been installed in the base tower, as well as the clock-works machine level located in the attic of the main building.

Lincoln-Caswell Engineering inspected the tower in 1985, and noted the presence of reinforcing steel from the 1950's in their September 10, 1985 report named: "Phase I Report on the Steeple Investigation at the American Legion Hall". Lincoln-Caswell provided a design for repairs and reinforcing on drawings named "Steeple Repairs and Weatherization, Wiscasset American Legion Hall", dated October 10, 1985.

OBSERVATIONS & RECOMENDATIONS

Water damage is evident throughout the tower. Pigeon carcasses were found in the cupula. Water staining is visible on many levels of the tower, steel plates are rusted, and wood members have rotted. A recent rain storm resulted in framing members wet, and puddles on platform levels. Water is entering the tower through the cupula and possibly through other penetrations such as the louvers and holes in siding, and flashing.

The built-up beams that support the cupula are badly decayed, particularly at the north side of the tower. Of the five plies of 2x's, only two remain, and one of the plies is notably cracked. The beams support the self weight, snow loads, and wind loads of the cupula. This condition should be addressed as soon as possible to prevent further damage. Under a heavy wind storm the damaged beam could completely fail, jeopardizing the stability of the cupula.

The north beam, and the other damaged cupula support beams may be repaired by replacing rotted and cracked plies in-kind. The cupula must be shored prior to working on support beams. Hauling lumber to that level of the tower and working within the tight confines of the tower may be difficult. Temporarily removing the cupula to provide better access to its support structure may be a less labor intensive, and therefore more economical solution.

The tower will continue to decay and fall into disrepair unless sources of water infiltration are stopped. For long-term repair, we recommend replacing damaged roofs, trim, and siding. Water damaged members should be evaluated as part of this effort, and repaired or replaced.


The Lincoln-Caswell report documents repairs from the 1950's; about 30 years later major structural repairs were completed in the mid 1980's. These current recommendations occur about 30 years from the last repair. To help prevent major costly repairs from occurring in a regular pattern, a program of periodic inspection and maintenance may be considered. With regular maintenance, small water leaks may be stopped before they lead to large structural damage.

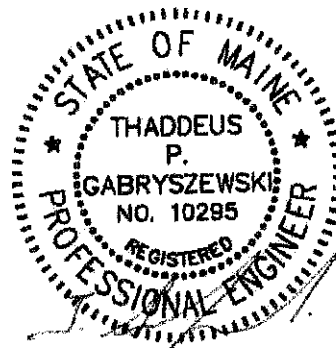
Closure

We hope that this report helps The Town better understand the condition of the clock tower's structure. Again, we recommend repairs to the cupula support beams as soon as possible. In this report we have provided general recommendations for repairs or stabilization of the tower. We will be pleased to provide detailed designs for repairs or stabilization, and/or work with your contractor to address the issues with the building.

If you have questions regarding this report, or if you need assistance with any other matter, please contact us at your earliest convenience.

Sincerely,
Lincoln/Haney Engineering Associates, Inc.


Thad Gabryszewski, P.E., S.E.
Senior Structural Engineer



Appendix 1:

Photos

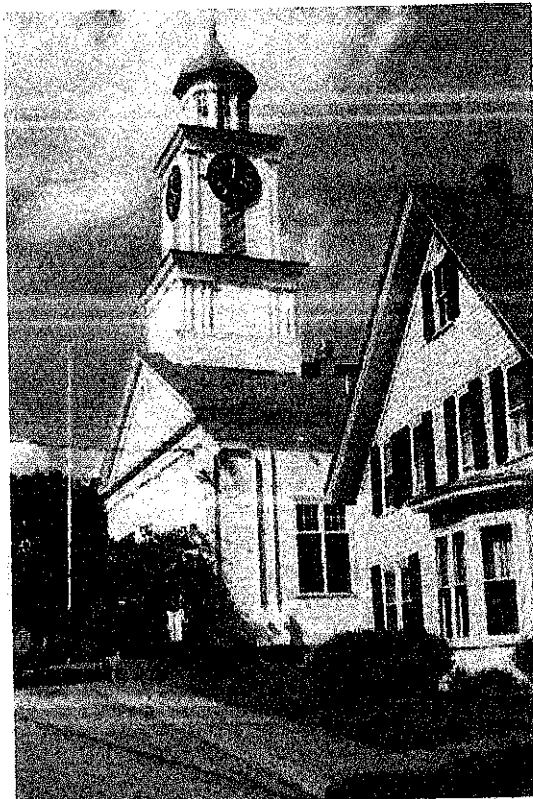


Photo 1: Elevation of clock tower, looking North

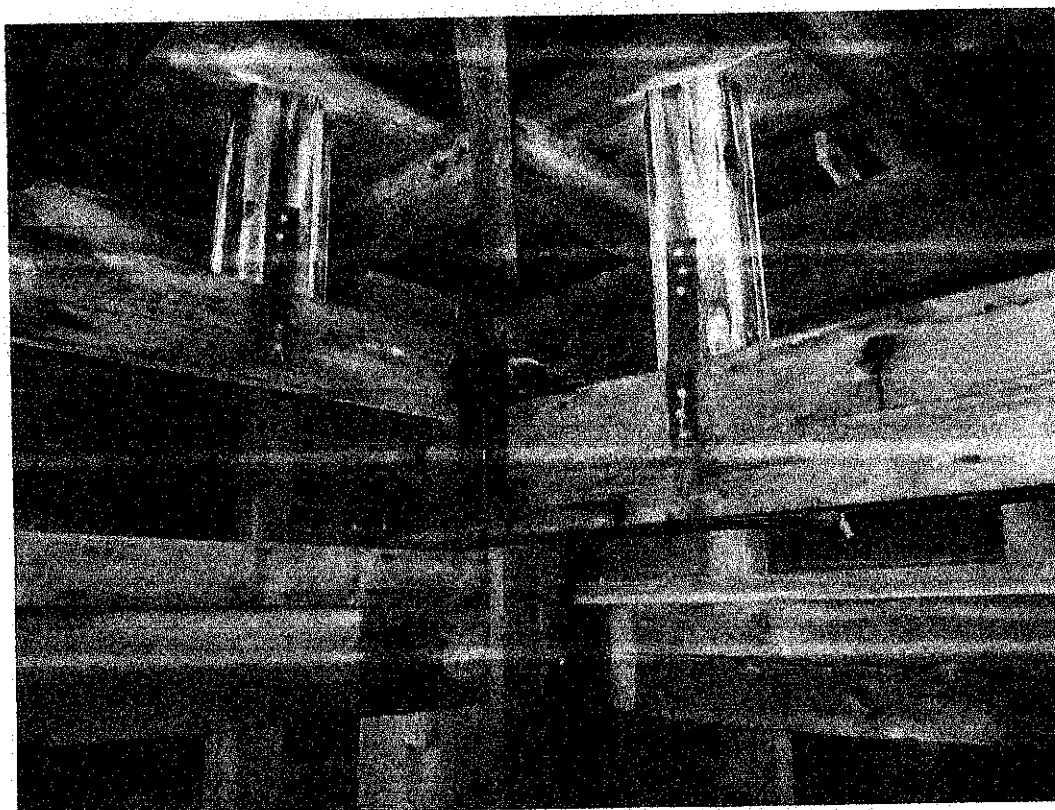


Photo 2: Cupola posts and support beams (looking North West)



Photo 3: Cupula support beam, North side



Photo 4: Water staining at deck above louvers

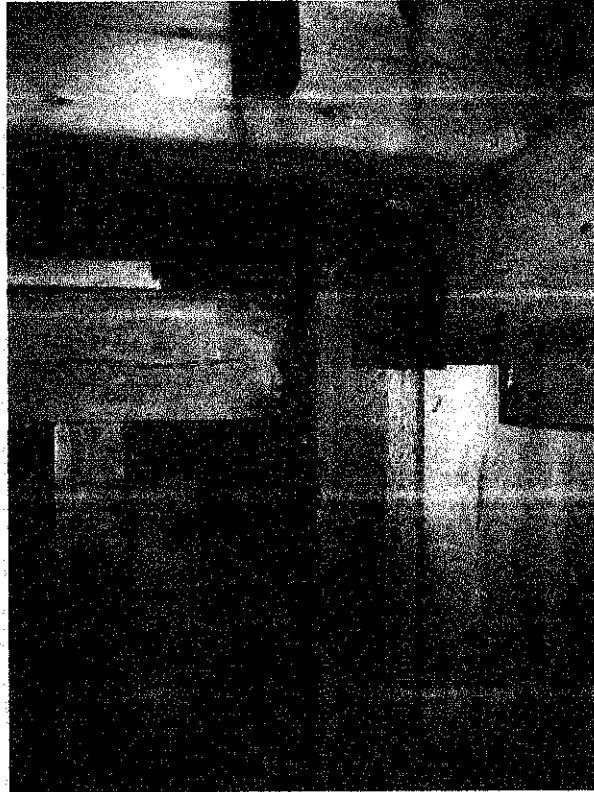


Photo 5: Rusty connection plate & water-stained lumber

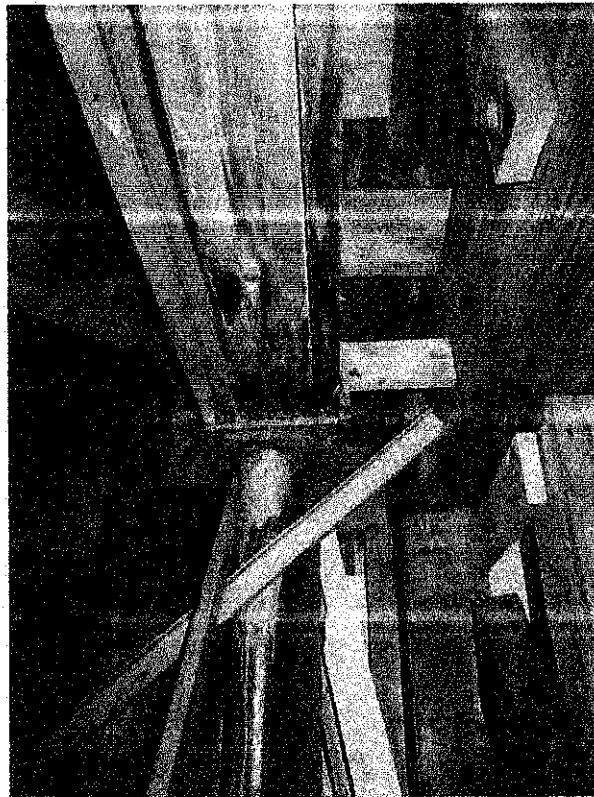


Photo 6: Reinforcing column, with deeply water-stained beams & rusty cap

Lincoln/Haney Engineering Associates, Inc.
(207) 729-1061 mail@lincolnuhaney.com

10a.



Office of the Town Clerk

51 Bath Road
Wiscasset, ME 04578

Phone: (207) 882-8200
Fax: (207) 882-8228
E-mail: clerk@wiscasset.org

BUSINESS LICENSE APPLICATION

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

Name/Title of Business: The Cracked Egg
New Business ☒ Existing Business ☐ years in operation 0 Ownership/Location Change ☐

Location of business: 580 Cardinale Rd.

Preferred mailing address: same

Business phone number: _____

Description of business: Restaurant

Owner's name: John & Tammy Chapman

Owner's home address: 1546 Alana Rd. Alana ME 04535

Owner's telephone number: ~~Alana, ME 04535~~ 207-350-0333

*Emergency contact person: Tammy Chapman

*Emergency phone numbers: home: N/A cell: 207-350-3608

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

NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval? yes

Will you need a sign permit? Yes

Will this business be a home occupation? No

This business will be a: Corporation or LLC ☒ Partnership ☐ Sole proprietor ☐

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

Provide e-mail and/or web address: _____

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

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

Date: 11-20-17

Signature: [Signature]
TOWN CLERK

needs sign permit first

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

13a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

11/13/17

Mathew Reed
C/O Dion B. West
12 Blagdon Ridge Road
Wiscasset, ME 04578

COPY

PROPERTY REVIEWED

Map U02 Lot 016 RE Acct # 1327

CURRENT ASSESSED VALUE

Land Value: \$ 57,000 Building Value: \$ 20,200

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.

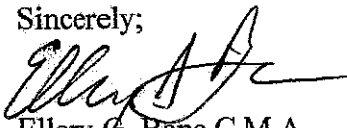
 X An adjustment will be made. The following assessments now apply.

Land Value: \$ 57,000 Building Value: \$ 6,000

 X Abatement will be recommended for : **\$ 266.39**

Remarks: Per further review and information this dwelling is in dilapidated condition and over assessed. 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

13a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

11/27/17

Ronald Woodside
970 Gardiner Road
Lot #23
Wiscasset, ME 04578

COPY

PROPERTY REVIEWED

Map R04 Lot 2-23 Acct # 43

CURRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 10,200

FINDINGS

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

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

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


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

Land Value: \$ 0 Building Value: \$ 3,500

 X Abatement will be recommended for : **\$ 125.69**

Remarks: Per further review and site visit, this mobile home is in dilapidated condition. Abatement is recommended for overvalue. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


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