

WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
DECEMBER 5, 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. Kathy Martin-Savage moved to approve the payroll warrants of November 24 and December 1, 2017. Vote 5-0-0.

b. Ben Rines, Jr., moved to approve the accounts payable warrants of November 28 and December 5, 2017. Vote 5-0-0.

3. Approval of Minutes

Ben Rines, Jr., moved to approve the minutes of November 21 and 28, 2017. Vote 5-0-0.

4. Special Presentations or Awards

a. Wendy Williams, EMS Service Recognition Award: Toby Martin, EMS Director, recognized the following three providers: Anita, Tanya and Megan who had passed the National Advanced Level course. Martin also recognized Wendy Williams for her service and commitment. Williams has been Deputy Chief for 12 years and is stepping down from that position, although she will remain a paramedic provider.

5. Committee Appointments – none

6. Public Hearings – none

7. Public Comment on Non-agenda Items

Susan Blagden expressed her distress at this year's town Christmas lighting which does not follow the customary pattern of white lights on all trees except for the town Christmas tree. She said the white lights represented purity and the colored lights on the town Christmas tree, glory.

Pam Dunning, Director of Wiscasset Public Library, referred to her letter to the select board members regarding the deletion of the library funding from the draft budget. She said she could not understand cutting an entire budget line the voters pass every year and before a request had been made. She said WPL is the oldest continuous circulation library in the country (218 years) and provides a valuable service to the community. She asked the board to consider the consequences and let the voters decide.

Steve Christiansen said the agenda limits the speakers under the Public Comment section to residents, taxpayers, or in the case of an organization an authorized representative of a resident or taxpayer of the Town of Wiscasset and he asked that this rule be followed in the case of the shop owners or others who were not residents. He asked the board to stop wasting money on MDOT lawsuits. He also described the condition of town sidewalks where shrubbery and other objects block sidewalks and asked that the obstructions be removed by the owners.

Colleen Zillow commented on the petition deleting the SRO position. She said the SRO was an important position and was a line of communication that would be lost if the position was eliminated.

Ben Rines, Jr., moved to suspend the rules and allow Nick Dalton, a resident of Jefferson, to speak. Vote 4-0-1 (Blagden abstained). Dalton said he came to the board about the prompt removal and destruction of his HESPER sculpture. Colby said Dalton had requested approval to display the sculpture from May 1 to October 1, 2017, which the board granted. On October 3, 2017 when the sculpture had not been removed, word was left with Mr. Dalton's employer that he should remove the sculpture. Mr. Dalton said he had sent an email to Town Planner Ben Averill which was not returned although Averill had not worked for the town since July 1. On October 23, the sculpture was removed by the Public Works Department. Dalton said he would be moving to reclaim the value of the structure.

Keith Oehmig, Wiscasset Bay Gallery, said the Doering family has invited Wiscasset residents to hear a presentation by T and D Engineering on a traffic study relative to the MDOT traffic improvement project at 7 p.m. on December 12 at the Community Center.

Ann Leslie thanked the board for taking action against the MDOT and standing up for the local ordinances and Maine law. She said what happens in Wiscasset will become a model for other Maine towns.

Ben Rines, Jr., responding to Pam Dunning's comments, said the draft budget presented at the previous meeting was a working document and did not reflect final numbers.

8. Department Head or Committee Chair – none

9. Unfinished Business

a. Update on Budget Cuts: Marian Anderson said she had looked at the fixed costs that the Town has no control over (wages, health insurance, projected Wiscasset Water District Increase, TRIO software increase) which totaled \$108,612.85. Including the fixed costs in the budget calculation would result in less than a 1% increase in the tax rate. If nothing is taken from surplus or the fund balance, Anderson said the mil rate would be \$20/\$1000. Anderson also presented a comparison of mil rates of surrounding towns. In response to Toby Martin's question regarding the EMS budget, Ben Rines, Jr., said it was up to the Manager and Department Heads to set the budget for next year.

b. Discussion regarding location for future voting (first discussed June 27, 2017): A memo from Town Clerk Linda Perry outlined the compliance requirements the Town would have to meet to change the voting place to the Municipal Building. Perry said an assessment of the Municipal Building Hearing Room and its surroundings could be done if the board wished to pursue it. After discussion, including the possibility of voters having to wait to vote outside the building in bad weather, there was a consensus to not change the voting place.

c. Town Clock Update – Evaluation of clock tower damage: A letter from Lincoln/Haney Engineering Associates, Inc. outlined their findings and recommendations for the damage at the clock tower on Fort Hill Street. The report indicated that water damage is evident throughout the tower, pigeon carcasses were found in the cupola, steel plates have rusted and wood members have rotted. The built-up beams that support the cupola are badly decayed and this condition should be addressed as soon as possible to prevent further damage. Jason Putnam who had previously offered to work on the tower said he would inspect the damage.

10. New Business

a. New Business License Application-John and Tammy Chapman, The Cracked Egg: The new restaurant located at the former Hunters' Breakfast will open after the first of the year.

b. Special Town Meeting-Litigation Costs: Attorney Peter Murray had reported that litigation costs as of November 30 were \$16,021.80. Anderson said the hourly rate had been discounted by 10% by Murray. As of November 16, 2017, the amount paid to Bernstein Shur on the Wawenock lawsuit (because Wiscasset was a party of interest) was \$31,183, bringing the total legal costs to \$47,204.80. **Ben Rines, Jr., moved to pay the \$31,183 out of contingency funds.**

Jody Abelo asked if the board had a contingency plan in the event MDOT won and was awarded legal fees. He asked Bob Blagden, Kathy Martin-Savage and Ben Rines, Jr., how much tax-payers' money they were willing to pay and when was it enough. Blagden replied that it would be the taxpayers who decided; the suit involves the town ordinances and the town would have to decide whether and how much to spend.

Susan Blagden said the board could apply for historic preservation grants and the Historic Preservation Commission would be looking into that.

Seaver Leslie, member of the Citizens Advisory Committee, disagreed that it was a crisis and that the board was looking out for the well-being of businesses year-round, not just 10 weeks in the summer.

Sherry Dunbar cited the votes for the MDOT traffic plan, and Ben Rines, Jr., responded that the voters had voted for the Historic Preservation Ordinance which would be violated under the current plan, and the board was only asking the State to go through the town process. Kathy Martin-Savage said a crisis had been mentioned and it would be a crisis if business owners were talking about moving out of town. Todd Souza expressed concern about the lack of planning and not looking at the big picture. He said there was no governance; the board reacts to one group or another, hoping something will change, but not moving forward. He asked the board to come back with a plan and funding for a plan.

Bob Blagden said the board did not have a clear mandate to move forward despite the two votes on the subject although none were about money. If taxpayers don't want to fund it, they will vote no and that will be the end of it.

Kim Dolce said decisions about the MDOT plan are difficult but to say it isn't valid or an emergency is a mistake. She said she took offense and a Lincoln County planner who called Wiscasset a pass-thru town. She added that the voters should defend the businesses by supporting parking because if the stores close, no one will come and invest in Wiscasset and then it will be a pass-thru town. Colby said the board

would be meeting with the attorney, and will then have a better direction. **Vote 3-2-0** (Colby and Slack opposed)

c. Audit Update: The auditor will be working in the office next week and will be obtaining the audit report from the school. The audit report will be on the agenda for the first meeting in January.

11. Town Manager's Report: Anderson said the draft budget had been adjusted for some election rule changes and there are still two dates needed to complete the draft.

Anderson said she had received an email from Bob Faunce saying that he can't help revise and update the Historic Preservation ordinance under present funding. She asked if money should be put in the budget for this project. She also asked if the board wanted to fund recording secretaries. Bob Blagden mentioned that Wiscasset is carrying the majority of funding for the jail, court house, communications center, planning office, and recycling center and it was hard to see why they would pull the plug on helping us. There was a consensus to not fund the project. Susan said she would appreciate the selectmen and others telling her what needs changing - susan@wiscasst.net Bob Blagden said people voted to uphold the ordinance, not rewrite it.

2. Other Board Business: Bob Blagden said that after Jason looks at the clock tower, he would like the board to discuss a course of action before it becomes a last minute decision. He also said he did not like Saturday budget meetings and prefers addressing a couple budgets at a time in the evening.

13. Assessor's Business

a. Jeff Slack moved to approve the abatements for Matthew Reed, Map U02, Lot 016, \$166.39 and for Ronald Woodside, Map 04, Lot 002-23, \$125.00. Vote 5-0-0.

In response to Ben Rines, Jr.'s question, Anderson said money was being allocated for a revaluation over a period of four years. She said the downtown needs revaluating. Anderson will find out what the reval will cost.

14 Adjournment

Kathy Martin Savage moved to adjourn the meeting at 7:48 p.m. Vote 5-0-0.

MEETING MINUTES

The Wiscasset Board of Selectmen, Tax Assessors & Overseers of the Poor met Tuesday, December 11, 2017 at 5:30 p.m. in the Municipal Meeting Room.

Present: Judy Colby, Benjamin Rines, Jr. Jefferson Slack, Robert Blagden, Katharine Martin-Savage, Town Manager Marian Anderson, Attorney Peter Murray and Attorney John Shumadine

1. Call the meeting to order

At 5:35 Chairman Judy Colby called the meeting to order.

2. Executive Session to meet with legal counsel.

A motion was made by Katharine Martin-Savage, seconded by Judy Cobly 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 7:39 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 7:40 a motion was made by Benjamin Rines, Jr., seconded by Jefferson Slack to adjourn, motion passed, 5-0-0.

8a.



Town of Wiscasset

Treasurer's Office

December 19, 2017

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578

Dear Marian:

I write this letter to announce my formal retirement from The Town of Wiscasset as Treasurer/Human Resources, effective as of February 16, 2018.

I would like to thank you all for the great opportunities you have given me as an employee at The Town. I have enjoyed working with and learning from my colleagues for the past six years, and am ready to move on to the next phase in my life.

Please let me know if I can be of any assistance during this transition.

Sincerely,

Shari I Fredette

\

Wiscasset Conservation Commission

December 13, 2017

Wiscasset Board of Selectmen--Judy Colby, Chair
Marian Anderson, Town Manager
Town of Wiscasset
P.O. Box 51
Wiscasset, Maine 04578

To the Board and Marian:

The Wiscasset Conservation Commission is exploring the costs and benefits associated with a municipality buying and maintaining streetlight fixtures and replacing conventional streetlights with LEDs. This would be a change from our current arrangement of renting fixtures from Central Maine Power (CMP).

You can see from CMP's November bill that Wiscasset paid the company \$1,638.48 for a "Lighting Equipment Charge" last month, more than half of the total cost due. Multiply that by 12 months and you see that Wiscasset pays about \$19,661 a year to rent fixtures.

Many Maine towns have made the change to town-owned LED fixtures to save money and energy. Others are in the process of making the change. Waldoboro will include an article requesting money for conversion next June. The upfront cost is steep but payback apparently occurs in just three or four years.

Each town is different and we have much to learn. The Lincoln County Regional Planning Council has been working with us to gather information about this subject. We would like to know if you are interested in pursuing conversion. If you are, the Conservation Commission and the Planning Council would like to host an educational presentation by RealTerm Energy, a well-respected company that has carried out many conversions for Maine towns. This presentation would be free and it would not represent any commitment by Wiscasset. It would be an opportunity for Wiscasset and other Lincoln County citizens and leaders to learn more.

We have attached several documents for you to peruse. If you have any expertise in this area, we welcome your input. If you, like us, think this idea is worth investigating, we hope you will support our effort to gain more information so the Town can make a good choice about whether or not to move ahead.

Thanks so much!

Anne Leslie and Marty Fox, Wiscasset Conservation Commission

LED Streetlight Conversion (Feb. 12, 2017)

LED Proposal for 220 Street Lights (add 7 more for Winslow Park)

Currently the Freeport streetlights are halogen and incandescent lights that we lease from CMP at a fixed rate on an average of \$13/month for each streetlight fixture (\$156/year). This is for the life of the light. That means over a 10 year period, each streetlight is costing the town \$1560 just to lease (and maintain) it. We never own it.

LED lights use one-eighth the amount of electricity of the incandescent, are four-times brighter, with a lifetime expectancy of about 20 times that of the incandescent. LED lights use about one-third the amount of electricity of halogen lights, thus making them far more energy efficient, causing much lower CO2 emissions. They are especially recommended for outdoor and roadway applications where lights are left on for extended periods, and changing bulbs is not easily done. LED lights are clearly the streetlighting of the future.

HOW CAN FREEPORT MAKE THIS IMPORTANT CHANGE?

Purchase of an LED Streetlight is approximately \$458 per light. These lights have been approved by PUC for town use.

Freeport would OWN rather than LEASE the lights, and would only pay CMP for the electricity they use.

Realterm: Rockland, Falmouth and South Portland are in the process of making the switch to LED's, using the consultant Realterm as the general contractor to do this. There may be others who can be among this group converting to LED's. We recommend that Freeport be among this group.

Recommendation Costs: Donna recommends we change all 220 of our town streetlights (215 plus 5 new). (Winslow Park and the school have their own budgets but it makes sense for them to come into this purchase.) Freeport did this already a number of years ago for town parking lots when they were able to take advantage of a special Efficiency Maine double rebate.)

220 lights @ \$458 = \$101,800

CMP Buy-out: There would be a \$35,600 buy-out fee paid to CMP for them to take back all the current light fixtures and do the installation of the LED.

Donna has \$8000 in her budget for studies that she has not yet used for this fiscal year and would like to apply fully to this fee so Freeport can be ready for the July 1 order deadline.

TOTAL COST:	\$101,800
	<u>35,600</u>

TOTAL **\$137,400**

Of the \$137,400

Subtract 8,000 Donna's budget if approved by the Town Council

Request for Capital Funds in March Town Council Budget meetings:

The request from Sustainability Committee will be to move on this right away in full, not doing a small pilot project. With a 3% loan financing, this project will pay for itself in 3.7 years! After that our annual CMP/streetlight bill will be \$8,195 instead of \$44,000.

LED streetlights can be either blue or yellow. The BLUE is brighter and more efficient, but can have a detrimental effect on sleeping. YELLOW lights are softer, easier on the eyes but are not as bright/efficient.

Thus the BLUE lights would be installed in the commercial areas
And YELLOW lights would be in the residential areas.

These are smart lights, have sensors and can be dimmed or turned off.

March RealTerm needs us on board to do the order as that is when they put out their RFP out to bid to manufacturers with the other towns' orders.

July/August The actual order gets placed

October Installation by RealTerm of the new lights. RealTerm would be the General contractor to coordinate with the town planners, installers, FAQ, coordinating all the work with CMP, etc.

Financial Comparison

Freeport currently pays CMP for the lease:

215 lights @ \$13/month = \$2837/month or \$29,040/year

The electric bill for 2016 was \$14,960

 \$29,040

+14,960

 \$44,000

Freeport currently pays CMP a total of \$44,000 per year for both the streetlight rental and electricity.

If 220 streetlights were LED the electricity cost is estimated to be \$6,419.

Maintenance of these would be \$1776, making a total of \$8,195 per year or 18% of our current cost, a savings of \$35,700 per year.

If Freeport took out a loan to cover the capital expense at a 3% interest rate, the "payback" period would be 3.7 years. In 4 years Freeport would be saving \$35,700 annually. To put into another green energy project.



**CENTRAL MAINE
POWER**

Your CMP account number:
535-003-2403-012



CMP customer assistance line
Monday - Friday 7:30 - 5:00
1-800-565-3181
To report a power outage: 1-800-696-1000



**TOWN OF WISCASSET
STREET LIGHTS
WISCASSET ME**
Service location

Billing date: 10/24/17

Read cycle: 20

Page 001 of 005

Customer Meter Summary

Meter Number	Read Date	Prior Read Date	Number of Days	Meter Reading	Prior Meter Reading	Total KWH
ST LIGHTS	10/19/17	09/24/17	25			
Account Summary						
Prior balance						\$3,363.51
Payments received through 10/24/17 - thank you					\$3,363.51-	
Balance forward						\$0.00
New charges						
Electricity Delivery: Central Maine Power (see detail below)					\$2,349.89+	
Electricity Supply: Constellation NewEnergy Inc					\$468.62+	
Total new charges						\$2,818.51
Current Account Balance:				Please pay before 11/20/17		\$2,818.51

Central Maine Power Delivery Service Account Detail

Prior balance for Central Maine Power delivery

Payments received - thank you

\$2,885.08- \$2,885.08

Balance forward

\$0.00

Current delivery charges

Delivery Charges: Street Lights

Mercury Enclosed 175W 1 Unit
 Delivery Service 1 unit @ \$4.04
 Lighting Equipment 1 unit @ \$9.51
 Sodium Sp Mgse V Series 400W 1 Unit
 Delivery Service 1 unit @ \$9.13
 Lighting Equipment 1 unit @ \$26.62
 Sodium Enclosed 150W 11 Units
 Delivery Service 11 units @ \$3.82
 Lighting Equipment 11 units @ \$9.14
 Sodium Enclosed 50W 1 Unit
 Delivery Service 1 unit @ \$1.27
 Lighting Equipment 1 unit @ \$8.04
 Sodium Enclosed 100W 6 Units
 Delivery Service 6 units @ \$2.55
 Lighting Equipment 6 units @ \$8.74
 Sodium Enclosed 70W 81 Units
 Delivery Service 81 units @ \$1.88

25-37-20-10
[Signature]

181
11/21/17
2818.5

\$4.04+
\$7.10+
\$9.13+
\$20.25+
\$42.02+
\$75.15+
\$1.27+
\$6.38+
\$15.30+
\$40.38+
\$152.28+

Please see next page for continued detail information.

000072 1/3



Central Maine Power Delivery Service Account Detail

(continued from previous page)

Sodium Cut Off 50W	3 Units		
Delivery Service	3 units @	\$1.27	\$3.81+
Lighting Equipment	3 units @	\$9.67	\$23.17+
Airport Beacon 1 kwh	98 Units		
Delivery Service	98 units @	\$.06	\$5.88+
Lighting Equipment	98 units @	\$.21	\$15.87+
Special facilities			\$148.00+
Delivery Service Charge			\$563.41+
Lighting Equipment Charge			\$1,638.48+
Total current delivery charges			\$2,349.89
Central Maine Power account balance			\$2,349.89

Messages about your Central Maine Power delivery account

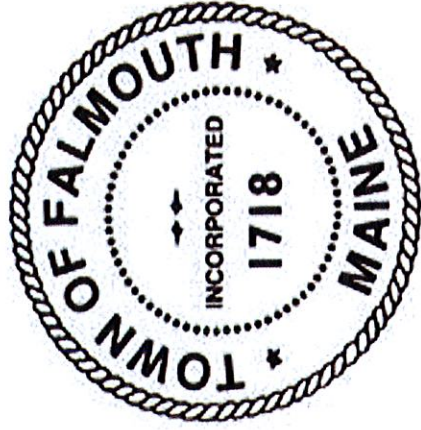
This account is tax exempt.

Now you can report an outage online. It's the easiest and fastest way to let us know your power is out.

000072 2.3



Planning For Street Lights



Nathan Poore, Town Manager, Falmouth

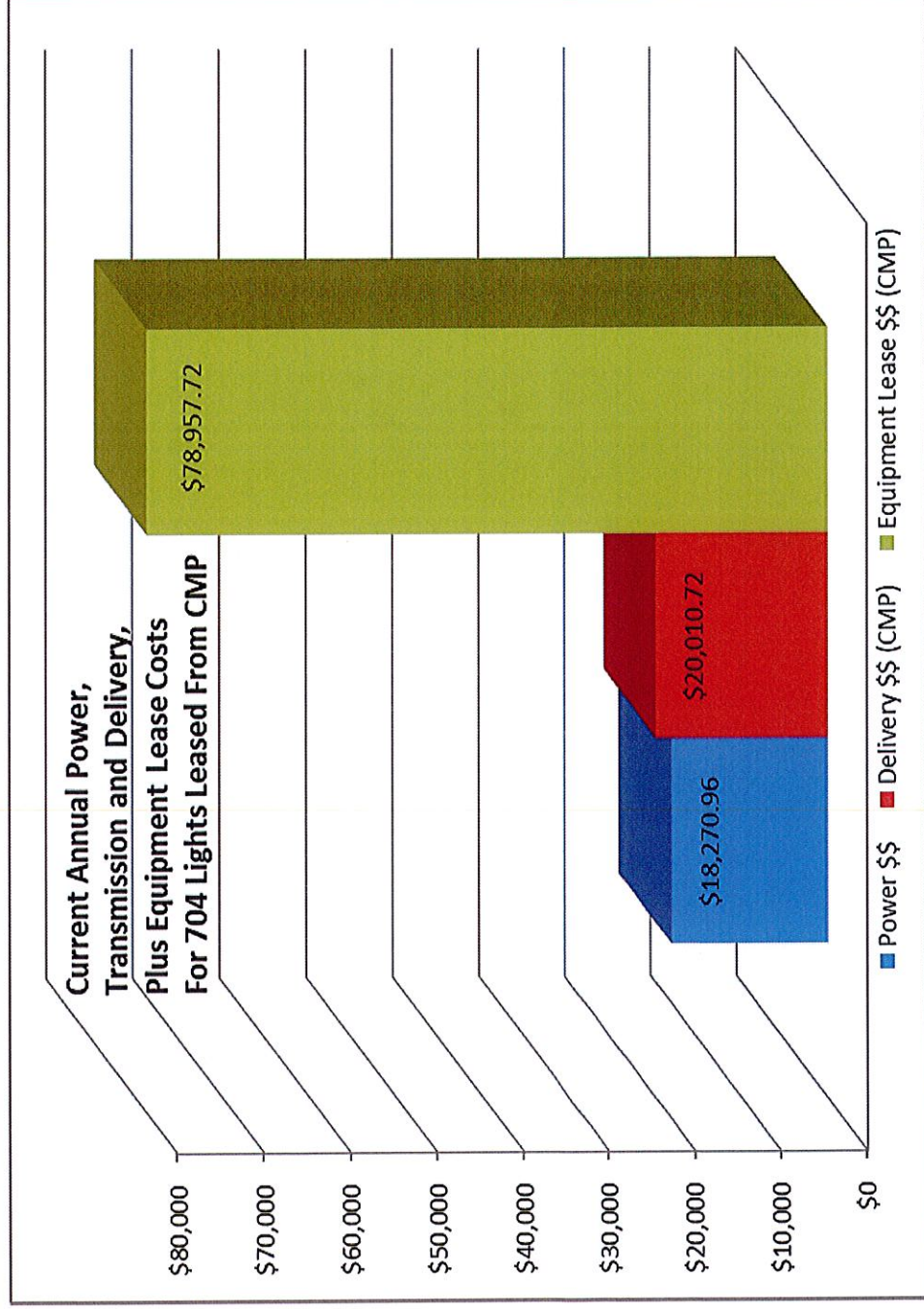
Tex Haeuser, Planning & Development Director, So. Portland

Larry Pritchett, City Councilor, Rockland

Why Should a Town Own and Maintain Streetlights?

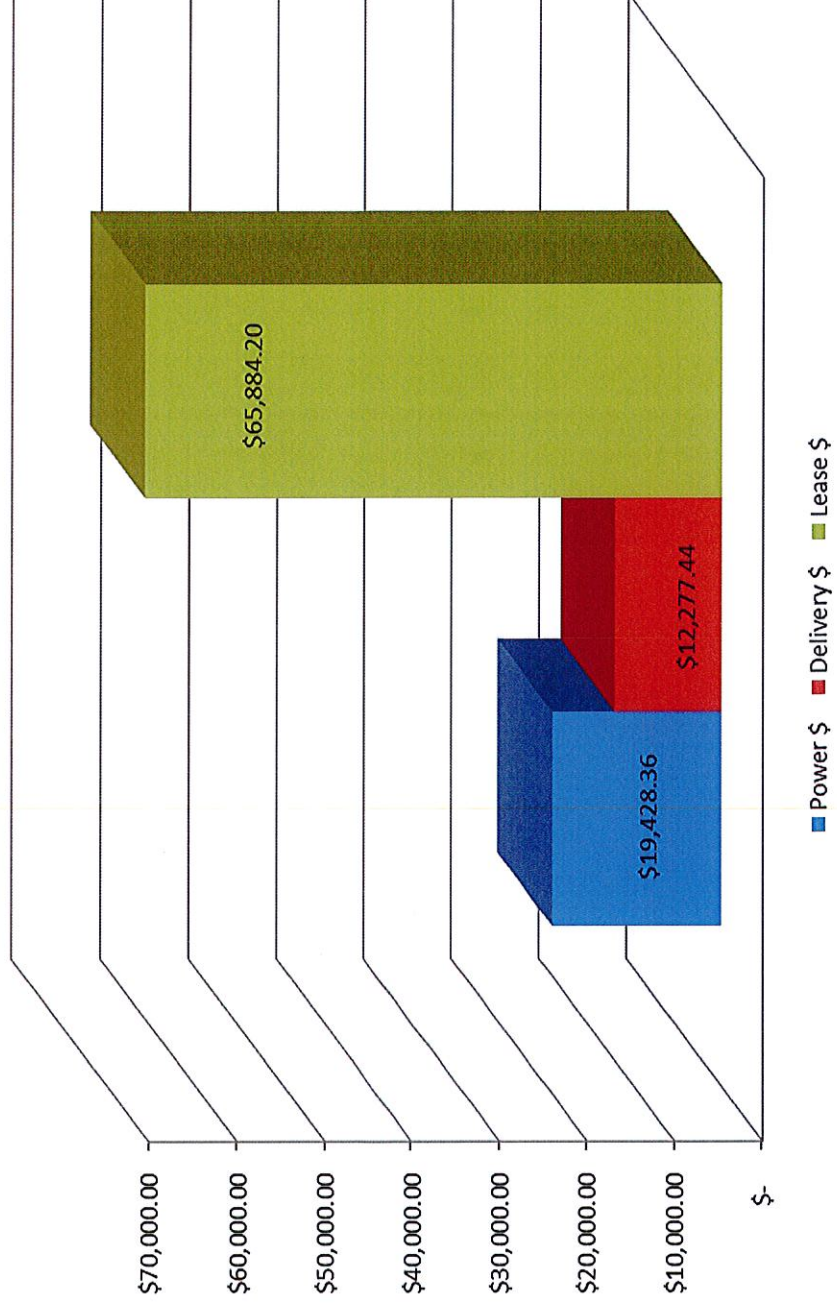
- Energy savings
- More options for fixture selection and photometric design
- Significant cost savings (lease > own)
- Advanced control options
- Greater flexibility with placement and removal

Cost to Lease City of Rockland

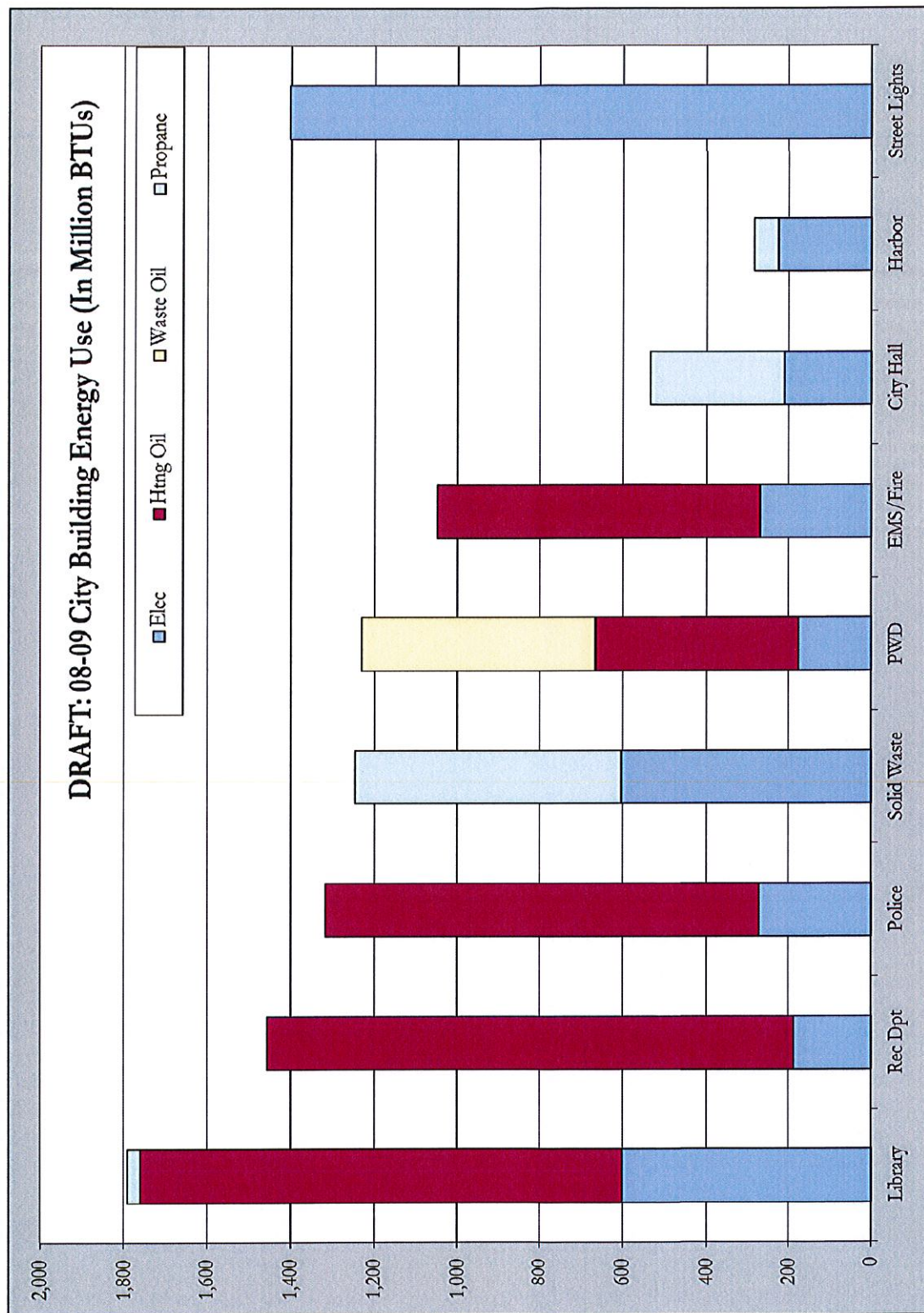


Cost to Lease Town of Falmouth

**Annual Power, Transmission and Delivery, Plus EQ
Lease Costs for
595 Lights Leased From CMP**



Share of Energy Costs City of Rockland



Historical Background

Enabling Legislation and Regulation

- **2002 The Beginning** - K'Port desired different bulb than what was provided by utility.
- **2003 and 2005 First and Second Attempt to Change State Law** - Based on MA law and realization that choice and energy savings was important.
- **2011 Third Attempt to Change State Law** - Based on previous attempts but with added municipal interest.
- **2013 Fourth Attempt to Change State Law** - Passed as part of energy omnibus bill. Relied on PUC to develop details.
- **2013 – 2016 PUC Process** - Reliance on collaboration of PUC staff, MSLG (staff and consultants), and utility representation.

Do your Homework

Without Knowledge – Risk of Higher Costs

- Read the law
- Read the PUC ruling
- Read the PUC approved terms and conditions for utility standard form contracts and understand the utility fee structure
- Consider whether to hire help – at the initial phase and/or at implementation

The Law

- Prior to the law, municipalities had only one option when locating a fixture on a shared use utility owned pole – lease fixtures from the utility
- New law expands to three options –
 1. **Status quo – lease lights from utility**
 2. **Municipal ownership of lights with utility providing the maintenance**
 3. **Municipal ownership and maintenance**
- New law required PUC to develop details for implementation.

PUC Order & Tariffs

- PUC rulings occurred over a three year period.
- Process relied upon MSLG testimony and many sessions with PUC staff and utility representatives
- Developed a standard form contract
- Negotiated Net Book Value to establish value of existing system
- No pole location fee
- Fusing to be done by utility
- Insurance requirement

Preparation for New Streetlights The Playbook

- Understand the law
- Understand the PUC rulings
- Understand the standard form contract with the utility
- Develop an RFQ for professional services – audit of existing system; GIS mapping; design of new system (each light); selection of fixture; procurement; public process; and installation/construction management.
- Develop contract
- Conduct an updated financial analysis or ROI – savings likely at 40% to 50% of annual cost resulting in a 4 to 6 year pay back on initial investment.

First Step - Inventory Installed Lighting Plant

- What to include: pole numbers, wattage, mast arm type, decorative, stand alone lights, etc.
- A detailed inventory will form the basis of ongoing utility contracts and/or management by the municipality
- Inventory needs to be in GIS and coordinated with the utility

Second Step – Design Photometric Analysis - Some or all areas?

- Consider the value of correctly targeting and appropriate sizing (in terms of lumen output and direction of light)
- Are there areas where you add or reduce the number of fixtures?
- Are there locations where accident data (especially pedestrian/car accidents) or where crime data suggests light levels should be reviewed?
- Are there community questions/concerns that may need to be addressed (public input process)?
- Experts will understand the difference in calculating lumens and the various nuances associated with different types of lights when compared to new LED

Second Step Considerations in the Design Process - Color temperature (Kelvin Scale)

- Street and area lighting is available in color temperatures from 2700 Kelvin up to 5700 Kelvin
- There are good technical reasons for choosing a specific temperature (typically lower values around 3000). And there are good reasons for choosing a higher value in other areas.

Second Step Considerations in the Design Process - Coordinate with other projects

- Is the town or MaineDOT planning a project that could or will include lighting?
- Are there public or private projects that will include lighting that could be coordinated with the project?

Second Step Considerations in the Design Process - Finalize Lighting Replacement Fixture Schedule

- Answering the preceding questions should help a municipality with all aspects of the project including fixture selection and location
- The project should include all types of lighting
 - building, parks, parking lots, street lights, decorative, specialty, etc.
- But, the biggest change will be fixtures on shared use utility owned poles

Third Step – Installation and Transition Process

- Does the town intend to acquire all existing lighting and request the utility install fusing, and then transition later to new lighting (in phases)?
- Does the town want the utility to remove existing lighting and install fusing with a town contractor following the utility crews to install new lighting?
- Does the town want the utility to remove existing lighting, install fusing and install new lighting concurrently?

Third Step Considerations with Installation and Transition Process - Standard Form Contract With Utilities

- Regardless of plan, this will be necessary –
such as fusing mandate
- Your selected plan will dictate what level of
service will be needed from the utility

Maintenance After The Transition

- Quality LED fixtures are highly reliable and last a long time, provided you select a high quality fixture- (how will you know that it is a high quality fixture?)
- Appropriately specified photocells have longer life expectancy than older technology but selecting a quality product is important.
- A small percentage of fixtures will be defective and some will be damaged by weather related events and vehicular accidents.

Financial Analysis

One Provider's Approach

REAL TERM ENERGY: DETAILED FINANCIAL ANALYSIS INCLUDED FOR ALL PROJECTS

- ✓ Number of streetlights being replaced and installed
- ✓ Service life of LEDs
- ✓ Appropriate discount rate (rate of borrowing)
- ✓ Capital cost of LED luminaires
- ✓ Complete lifecycle cost analysis
- ✓ Installation costs (including cost of roadway closures if required)

- ✓ Project timeline (phased retrofit or turnkey solution)
- ✓ Maintenance costs of replacing luminaire components (including warranty agreements)
- ✓ Estimated energy costs throughout service life of LED (incl. inflation)
- ✓ Energy efficiency incentives
- ✓ Financing options

Conceptual Financial Model – Unmetered Lights

Pre-inventory Estimate

Town of Falmouth				
Purchase and Intall 595 Street Lights				
Initial Cost of New Lights and Installation				
Item	Units	Price		Cost
Fixture Cost	595	\$ 275.00		\$ 163,625
1st Install (20%)	59	\$ 180.09	Flaggers	\$ 10,625
	59	\$ 143.92	No Flaggers	\$ 8,491
2+Install (80%)	238	\$ 156.03	Flaggers	\$ 37,135
	239	\$ 119.86	No Flaggers	\$ 28,647
Audit	595	\$10.50		\$ 6,248
Design, Procurement, and Construction Management				\$ 42,249
Total Installed Price				\$ 297,020
Annual Costs (If Owned by Town)				
Item				Cost
Annual Maintenance Cost				\$ 2,700
CIP Contributions - Fixture Replacements				\$ 11,156
CIP Contributions - Photo Cell Replacements				\$ 5,355
Insurance				\$ 5,000
Annual Energy Cost				\$ 20,000
Annual Cost (Fixtures Owned by Town)				\$ 44,211
Current Cost with Utility Owned Fixtures				\$ 97,590
Annual Savings				\$ 53,379
(Annual Town Owned Costs - Costs if Utility Owned)				
Payback (Years)				5.6

Financial Model – Metered Decorative Lights City of Rockland

Replace 73 Leased Decorative Main St Lights With 64 City Owned LEDs With Digital Controls				
		Annual Power \$\$	Annual Lease \$\$	Total Annual \$\$
Leased Lighting		\$7,265.87	\$64,970.04	\$72,235.91
		Annual Power \$\$	Depreciation & Maintenance	
City Owned LED's		\$1,965.34	\$8,872.36	\$10,837.69
Power Savings \$\$		\$5,300.54		
Power Savings %		72.95%		
Total Savings (Power & Lease \$)				\$61,398.22
		Total Project Costs		
		(Bid Spring/Summer 2016)		\$220,157.10
		(Installed September 2016)		
		ROI (Years)		3.59

Suggestions for Working Together

- The cost of professional services may be a higher percentage for smaller communities due to the need for the same level of public input, staff meetings and public meetings
- Consider working with other communities and holding joint meetings to lower costs
- If going out to bid, ask prospective providers for guidance on how to save money by better utilizing their time
- Bottom line – find qualified assistance.

Town of Wiscasset
November 2017
Monthly Reports





Town of Wiscasset

AIRPORT REPORT

To: Marian L. Anderson, Town Manager
From: Richard Tetrev, Interim Airport Manager
Re: November Monthly Report
Date: December 12, 2017

Activity for the month of November was significantly impacted by the nor'easter which hit the region on October 29 and 30th. Power was lost on October 30 to the entire airport and was not restored until November 6, 2017. On October 30 at 10:00am I closed the airport to all operations through the Federal Aviation Administration (FAA) with a Notice to Airmen (NOTAM) due to the power outage that affected radio transmissions, lighting to include hazard lights, runway and taxiway lights, and the inability to provide fuel to transient and home based aircraft. Aircraft hangered at KIWI were affected because of the inability to open hangar doors. There was no significant physical damage to the airport from the storm.

The G.A.R.D. system (Airport Invisible Intelligence System), which was restored on November 14, recorded 197 aircraft operations. In 2016 for the month of November there were 267 aircraft operations recorded, only 70 more flights during the same period.

In November 2,974.88 gallons of 100LL were sold with 224 sales made for \$13,532.26. As of November 30 there was 3,405 gallons remaining and as of today's date December 12 there are 2185.95 gallons remaining. When our tanks are at the 1200-gallon level we will make an order of 8700 gallons. As the holiday season and winter sets in we should not be required to fill up until the first part of the next calendar year. There was no Jet A sold in November.

As of September 30, 2017 the airport expense budget was reduced to \$205,230.03 from \$254,697.00. Utilizing the September expense budget number and cumulative expenses as of November 30, 2017 of \$135,556.69 equate to having 66.05% spent. Using the original budget, the amount spent equates 53.22%.

The revenue received for this fiscal year as of November 30, 2017 is \$129,440.11 which equates to 57.86% of budgeted revenue of \$223,725.00.

Comments:

Prior to becoming the interim manager, I had made personal commitments in November that I could not ignore. I appreciate being able to keep those commitments. I also appreciate the efforts of Mr. Doug Fowler, Public Works for his help in keeping the airport operating smooth and without incident during the harrowing events of nature this November.

Respectfully submitted,

Rick Tetrev

rht



Town of Wiscasset

TOWN CLERK REPORT

To: Marian L. Anderson, Town Manager
From: Linda Perry, Town Clerk
Re: October/November Monthly Report
Date:

Town Clerk Report October 2017

2018 dog licenses were available on October 16, 2017. A spayed/neutered dog is \$6.00 and unaltered dogs are \$11.00. Kennel licenses are \$42.00 and require an inspection by the animal control officer. All 2018 dog licenses are due December 31, 2017 for the new year. A late fee of \$25.00 will be charged starting February 1, 2018. Current proof of rabies vaccination and spay/neutering certificate are required for licensing all dogs.

Education:

The Clerk attended Municipal Registrar training provided by the Maine Town & City Clerks Association on October 17th, 2017.

Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$58,880.64	\$12.00	\$1,273.25	\$461.40
Year to date	\$252,409.23	\$1,467.65	\$5,247.00	\$1,913.80
Met yearly revenue projection by:	44.28%	24.26%	33.31%	63.79%

Town Clerk Report November 2017

Elections

The November 7, 2017, Referendum Election was held in the Senior Center at the Wiscasset Community Center. The polls were open from 8:00 a.m. to 8:00 p.m. The Town of Wiscasset had a total of 1020 which included 268 absentee ballots.



Town of Wiscasset

The Town Clerks office is will begin preparing for the upcoming Primary Election and Referendum Town Meeting which will be held June 12, 2018. Nomination Papers will be available on March 5, 2018 and need to be returned on or before April 13, 2018. Absentee Ballots will be available on May 11, 2018

Clerk – This month some of the seasonal work taking place in the Town Clerk/Registrar of Voters office included preparing a proposed budget for the 2018 – 2019 Fiscal Year, issuing 2018 Dog Licenses, selling 2018 Inland Fisheries licenses and permits for the 2018 year, and certifying Citizen Initiative Petitions.

Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$55,457.23	\$0.00	\$1,012.00	\$287.00
Year to date	\$307,866.46	\$1,467.65	\$6,259.00	\$2,200.80
Met yearly revenue projection by:	54.01%	24.26%	39.74%	73.36%



Town of Wiscasset

EMS/EMA REPORT

To: Marian L. Anderson, Town Manager

From: Toby Martin, EMS/EMA Director

Re: November Monthly Report

Date: December 11, 2017

<u>Town</u>	<u>Calls</u>	<u>Percentage</u>
Wiscasset	42	55.27 %
Woolwich	2	2.63 %
Westport	6	7.89 %
Edgecomb	12	15.79 %
Dresden	6	7.89 %
Transfer from Miles	5	6.58 %
Transfer from Brunswick	1	1.32 %
No City Listed	<u>2</u>	<u>2.63 %</u>
Total	76	100 %

Other:

1. Sign for the Response Vehicle should be done shortly.
2. Exhaust system to be installed in the next 8-10 weeks
3. New protocols going into effect on January 8th. This does cause a financial impact. We will be on scene longer for cardiac arrest patients. This could be up to 60 minutes without transporting depending on the cardiac rhythm.
4. Ambulance update- We will be delayed by 5-6 weeks for our ambulance. The new paint for Auburn's new trucks did not pass inspection. The delivery for our ambulance will be the end of Feb- beginning of March.
5. Critical Incident Debriefing Activation: Our service activated a state team recently on a call that happened in Wiscasset.

Respectfully Submitted,

Toby Martin



Town of Wiscasset

FIRE DEPARTMENT REPORT

To: Marian L. Anderson, Town Manager
From: T.J. Merry, Fire Chief
Re: November Monthly Report
Date: December 12, 2017

In the month of November the Wiscasset Fire Dept. responded to 31 calls for service.

- 6 MVA
- 2 Structure Fires
- 4 Fire Alarms
- 11 Service Call
- 2 Co2
- 1 Smoke Investigation
- 3 Assist to WEMS
- 1 Propane Leak
- 1 Fuel Leak

For training that month we did live burns at our J. Gordon Merry Training Facility, followed by closing down our training facility for the winter and winterizing our brush truck.

There are currently 20 members on our active roster, with 8 on our lifetime membership roster.

Respectfully Submitted,
TJ Merry, Fire Chief



Town of Wiscasset

Wiscasset Police Department

To: Marian L. Anderson, Town Manager
From: Jeffrey Lange, Wiscasset Police Chief
RE: November Monthly Report
Date: December 11, 2017

Significant Events and Issues

1. The PD is in the process of hiring a new full time officer. We have interviewed several candidates and have given a conditional offer to a Sgt in the US Army, Allen Tarrance. He completes his commitment in Feb with the Army and will be moving to town with his family at that time. His wife is originally from Wiscasset.
2. All full and part time officers have completed and passed their annual firearms training.
3. The PD is seeing an increase of heroin arrests in town. Additionally we did have an individual that did overdose on heroin who was pregnant at the time. The baby was saved but the mother was not. This is still an open case by MDEA who is investigating and the PD is working closely with MDEA on the other heroin arrests.
4. The Wiscasset Police Department responded to 464 calls for service for the month of November. Please see the following sheet for the breakdown of each call for service.

Harbormaster-

5. Nothing to report.



Town of Wiscasset

ABANDONED MV	2
Administrative	3
ALARM BURGLAR	15
ASSAULT	1
ASSIST CITIZEN	21
ATTEMPT TO LOCATE	3
BURGLARY	3
CIVIL COMPLAINT	4
COMMUNITY POLICING	5
COMPLIANCE CHECK ON INMATE	4
CRIMINAL MISCHIEF	1
DOMESTIC DISTURBANCE	3
DRUG INVESTIGATION	3
ERRATIC OPERATIONS	12
FIGHTING (NON-DOMESTIC)	1
FIRE ALARM	1
FIRE OTHER	5
FOUND/LOST PROPERTY	3
HARASSMENT	7
JUVENILE PROBLEM	6
LOUD NOISE	2
MEDICAL ALARM	1
MEDICAL EMERGENCY	1
MOTOR VEHICLE STOP	31
PARKING PROBLEM	9
PEDESTRIAN CHECK	4
POLICE INFORMATION	13
PROPERTY CHECK	215
SERVICE	4
SHOPLIFTING	1
Suicide/Suicidal	2
SUSPICIOUS ACTIVITY	10
THEFT / FORGERY / FRAUD	4
THREATENING	1
TRAFFIC CONTROL	6
TRESPASSING	1
UNWANTED SUBJECT	1
VIOLATION OF PROTECTION ORDER	1
WELFARE CHECK	6
Total	464



Town of Wiscasset

PUBLIC WORKS DEPARTMENT

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

Operations:

Our fall routine was interrupted by the major windstorm we all experienced. Trying to get everything cleaned up was quite frustrating as we were unable to handle much of the debris initially as the majority of the downed limbs and trees remained entangled in wires. It was difficult to get many residents to understand that even though electricity appeared to be out, there was still extreme danger that the lines could instantly be charged without notice. All it takes is one residential generator to be hooked up incorrectly to make a line deadly. However, once the situation was made safe, we diligently, and quickly, removed the debris from the road shoulders. About two solid work weeks were spent on this endeavor. Presently we have a few remaining trees to tend to in the cemeteries and on other Town properties. These were put on hold to allow us to complete our fall clean-up duties and winter preparations prior to snowfall.

On a more festive note, we completed the illumination of the fifty plus Christmas trees around Town just in time for the December 2nd Tree Lighting Ceremony. Many hours and a tremendous amount of team work go into this annual project.

Financials:

At 41.6% of the year we are into the Highway budget 36.46% and the Municipal Building budget stands at 33.06% spent. The Highway budget does not reflect the entire winter sand expenditure, or the restock purchase of cutting edges.

To conclude, I remain proud of my Department. My experienced crew continued to prove their dedication to the Town by striving to provide the residents the service they have come to expect even when the unexpected occurs. Attitudes remain positive and we are all working well together amongst ourselves and with other Departments.

Faithfully yours,

Doug

Director of Public Works

Wiscasset, Maine



Town of Wiscasset

PARKS AND RECREATION DEPARTMENT

To: Marian L. Anderson, Town Manager
From: Lisa Thompson, Parks & Recreation Director
Re: Monthly Report
Date: December 4, 2017

Community Events

November started with a continuation of our Warming Shelter as a result of the October 30th storm. We offered a warming shelter on November 1-4. Most residents did have power by November 5th, however, for those who did not, we did allow use of our showers on Nov. 5th as well.

Friday, November 3: Halloween Party was postponed and moved to the Community Center due to power outages. Over 300 people attended the event which took place in the Gym. The WCC Congregational Church, Wiscasset Chamber and Wiscasset EMS all took part.

Saturday, November 11: We offered free admission to the center for any military members (active and retired) and their families for the day. About 6 families participated.

Monday, November 13: I attended and helped host the Wiscasset Chambers November Business After Hours which took place at The Morris Farm and was attended by approximately 15 business owners in the Wiscasset Region.

Saturday, November 25: Our first "Throwback Membership Sale" which brought in approximately \$38,000.00 in revenue on one day. (Average daily revenue for November is about \$1200.00). We also welcomed about 90 new members from this sale.

Coordination Meetings

- Business After Hours Planning meeting
- Nov. 21 Attended Select board meeting
- Nov. 27- Attended Budget Committee meeting
- Bi- Monthly Team meetings held
- Nov. 30- attended joint Budget and Select Board meeting
- Coordinated with Hyde School for their swim team- finalized MOU for rental fees.

Programs & Misc.

- Planning and implementation of our Winter/ Spring Brochure took place and was made available to public the week of Thanksgiving. You can download it here:
 - <https://drive.google.com/open?id=1dr8sY6A1WRHhqugMAzGVS3v8nZKPqp7I>
- Program staff busy getting ready for Winter programs, including Winterfest, Swim meets.
- Working on Special Event Sponsorship Drives for Winterfest and our new Banner Program.
- Preparation for Annual Tree Lighting in conjunction with the town and WCC Cong. Church.



Town of Wiscasset



The Banner Program

At

Wiscasset Parks and Recreation Department

Local businesses who would like to show support for the Parks and Recreation Department can be part of our new Banner Program. The Banner Program allows you to display your company banner/ logo in our facility's gym at a yearly cost. Our facility attracts thousands of people each year at our many programs and events. Being part of our Banner program will *also put your name in our Program Brochure* which is printed and online 3 times per year, with a distribution of approximately 500 and an online presence of close to 5000 hits per season. If you would like your company/ business to be part of this program, please fill out and sign this form and return with payment to Lisa Thompson, Parks and Recreation Director.

Business Name _____

Contact name _____

Phone _____

Address _____

Program Costs and Guidelines

Banner size -maximum of 3' x 7'. Smaller size may be used with permission of the Director of the Parks & Recreation Department. Banners shall be designed to be neat and attractive in appearance. Plastic or vinyl material should be used. No wooden signs are allowed.

Fee - \$300 per year. All banner locations are on the main gymnasium floor area.

- It will be the responsibility of the participating business to provide the banner (at their expense). Client can agree to use their own sign company, pending approval of design and material from the Parks and Recreation Department
- Only one banner per business will be allowed.
- Banner fee must be paid prior to installation and renewal fee shall be paid before the annual renewal date. Fee rates will not be increased for at least three years.
- The Director of Parks & Recreation reserves the right to refuse any business which he/she does not deem appropriate, or that is detrimental to the department's program philosophies and rules.



Town of Wiscasset

No alcoholic beverage, tobacco, or pornographic materials are allowed. Religious messages will not be allowed. Expression of views or opinions will not be allowed.

- Banner locations and wording along with logos will be subject to the approval of the Director of Parks & Recreation. Banner locations may be adjusted from time to time with permission of the Director of Parks & Recreation. Wiscasset based businesses will receive preferential treatment in determining order of acceptance.
- All businesses displaying a banner must sign an agreement of understanding, copies of which will be kept on file in the Parks and Recreation Director's office.
- All banners will be kept in a neat and attractive appearance by the staff of the Wiscasset Parks and Recreation Department.
- The Director of Parks & Recreation reserves the right to amend these rules and regulations upon giving the Client notice of the amendment. Thereafter, the Client will abide by the amended rules and regulations.

I have read and understand the guidelines and costs for this program.

Business Owner Initials _____ Date _____

For Office Use Only:

Received by _____ Date Banner Received

Adopted November, 2017

Wiscasset Parks & Recreation

Winterfest 2018

Sponsorship Opportunities

The mission of WINTERFEST 2018 is to provide the community with family friendly events that promote winter family fun indoors and outdoors, fellowship and community partnerships. Winterfest Weekend is expected to attract 500- 1500 people to various events

Sponsorship Levels

Flurry: \$250

- Listed on our promotional poster
- Listed on social media posts
- Your business will be acknowledged at Winterfest events.

Nor' Easter: \$500 All Flurry perks, plus:

- Sponsor of one minor activity

Blizzard: \$1000 All Flurry and NE perks, plus:

- Sponsor of one major activity

If you would like to become a sponsor, please contact Lisa Thompson, Parks and Recreation Director at lthompson@wiscassetrec.com or at 882-8230.



throughout the weekend on February 2-3, 2018.

Winterfest Schedule (Subject to change!)

Friday Night
Family Trivia Night!

Saturday
Pancake Breakfast
Winter Camping Demo
X-country skiing
Snow shoeing
Ice Carving Demo
Skating Party
Horse drawn Carriage Rides
Pool party with games
Chili and Chowder Contest
Ice Cream Making
Live animal demonstrations
Laser Tag
Cooper- Di Perri Spaghetti Dinner
Bonfire
Fireworks
Movie Night!





Town of Wiscasset

TRANSFER STATION

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

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	178.93	-\$67
Demo	36.86	-\$63
Single Stream	28.76	-\$5
Metal	33.16	+\$130
Computers / TV	0 lbs.	-\$1.15/lbs.
Brush/Lumber	228	-\$35
Organics for Compost	2,500 lbs.	0
Mixed Copper/Alum/Lead	0 lbs.	+\$1.61/lbs.
Shingles	0	-\$48
Cardboard	24.95	+\$106

We also recycled 21 bales of cardboard.

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

Types	Revenues:
User Fees	\$5,896.38
MRC Dividend	\$ 0
Metal (Light iron, batteries, mixed copper)	\$9,648.60
Cardboard	\$3,680.43
Computers	\$ 69.58

Operations:

The 1st – 6th there was no power at the Transfer Station. Saturday the 4th I had Giles Rubbish bring a packer truck up to the station to fill. We filled the 1st truck by 11:30 so he sent another truck for us to fill. We put all the cardboard in the 3rd bay. 14th we had the freon evacuated from 93 items. 28th Webber removed 1 load of gray water and we shipped 71 lbs. of rechargeable batteries. On the 29th the County picked up 90 yds. of leaves. 30th Bob's Tire picked up 491 tires and we shipped 24.95 tons of Cardboard.

Expenses & Revenues:

Expenses are at 38.95% and the Revenues are at 37.88%



Town of Wiscasset

TOWN TREASURER REPORT

To: Marian L. Anderson, Town Manager
From: Shari Fredette, Town Treasurer/Human Resources
Re: November Monthly Report
Date: December 13, 2017

Correction of the Property Tax Distribution:

Mr. Blagden mentioned in a selectman meeting that the Town was excessively overspending and based that statement on the Percentage of Local Property taxes distributed to the Local Education distribution, the County Tax and the Municipal Appropriation. The distribution that showed on the 2017 Property Tax Statements were **51%, 5%, and 44%** respectively. I knew that the Town had not been overspending in the past several years and we should be in line with other municipalities in regard to the distribution percentages. After reviewing the past several years I found that the calculation's had been in error. The state's "illustration" that the tax collector followed with the assessor's approval did not take into account the other calculations that needed to go into The Town of Wiscasset's calculation, such as Revenue sharing, Homestead, BETE and other Revenue; the correct distribution for 2017 is as follows:

Local Education	68.5%
County Tax	6.8%
Town	24.7%

The calculation method has now been revised and future years will reflect the true distribution. You can see that The Town of Wiscasset is "right on the money", and in line with other municipalities, I hope this points out how unrealistic taking \$500,000 out of the municipal budget would be. The taking back of the local school from the RSU has caused the financial volatility that the town now faces, along with depletion of the Town's fund balance to hold the tax mill rate from increasing, (Not overspending by The Town of Wiscasset). If you would like to see the corrected calculations please let us know.

Finances: In the month of November the town collected a total of \$637,019.07 in Real estate taxes and \$3,150.47 in personal property taxes.

Credit card: CC Receipts for November were \$11,129.44

The Finance Department as of November 30th has spent 37.89% of its budget; we are 41.66% through our current fiscal year. YTD Finance has **underspent** by 3.77%..

TAN: The balance remaining in the TAN as of 11/30/2017 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.



Town of Wiscasset

School Revenue/Expenses: The Town of Wiscasset processed checks to The Wiscasset School department in the month of November for \$502,370.78. The School Revenue was \$391,215.64 and was comprised of The State Subsidy, School Lunch, Lunch Subsidy, fuel & Repair, 1st QU Tuition and Bank Interest Income. The Total School Expense for November was \$893,586.42, 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 November 30th the School's checking account had a balance of \$1,168,062.79 the School's payroll account was -0- , and the Wiscasset Elementary School account was \$10,001.37. The Town's checking Account had a balance of \$2,334,720.48.

Training: Molly Bonang successfully completed a course on Municipal Law for Tax collectors & Treasurers.

Human Resources: The Town had one work related injury to report to MMA Risk Management in November. One new employee for the Wiscasset Community Center and one Public Works Employee were hired in November.

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

Rec 12/5/17

10a



PO Box 99
Pittsfield, ME 04967

November 28, 2017

Marian L. Anderson
Town of Wiscasset
51 Bath Road
Wiscasset ME 04578

RE: RJD Appraisal Assessing Service Extension Proposal.

Marian,

I would like to take this time to offer our proposal for assessing service for next year's budget. I propose to continue to work under the guidelines and specifications as outlined in our current contract.

For contract July 1, 2018 through June 30, 2019, the annual cost will be \$23,800

For contract July 1, 2019 through June 30, 2020, the annual cost will be \$24,500

For contract July 1, 2020 through June 30, 2021, the annual cost will be \$25,200

Sincerely,

Robert J Duplisea CMA
RJD Appraisal

RJD APPRAISAL

Pittsfield, Maine

PO Box 99 Pittsfield ME 04967
fax (207) 487-3273 or 487-5005

Home and Business (207) 487-5005
rob@rjdappraisal.com

Contract for Assessor's Agent Services March 1, 2015 through June 30, 2018

This contract for Assessor's Agent services is entered into between the Town of Wiscasset, Maine by its Selectmen, hereinafter referred to as the "Town" and by Robert J Duplisea Jr. CMA, vice president, representing RJD Appraisal hereinafter referred to as "RJD"

The parties agree as follows:

RJD agrees as follows:

1. Dedicate two per month (on average) at the Town Office for scheduled meeting with taxpayers and to perform any other necessary assessing functions.
2. Other undesignated days will be spent at the Town Office if necessary to perform all necessary assessing functions in a timely manner.
3. Perform "Springwork" assessing of all newly permitted construction, as well as a review of prior years construction not yet complete.
4. Process all straight transfers after deed has been confirmed as a straight transfer by Town. Ownership, address, and book and page references will be updated. Remove any exemptions if warranted.
5. Process all lot splits by creating new record cards for new lots and make all necessary valuation changes to update the records.
6. Monitor land transfers for the possibility of Tree Growth, Farmland, and Open Space violations and calculate necessary removal penalties.
7. Draft, to scale, all land splits, subdivisions, and map corrections onto the Town's tax maps.
8. Update tax map mylars and provide updated tax maps.
9. Process all new Homestead, Veteran, and Blind exemptions.
10. Process all new current use applications.
11. Process all Tax Exemption applications.
12. Process all annual BETE and BETR applications.

13. Process annual Homestead Exemption Reimbursement application in a timely manner.
14. Aid Town in calculating municipal tax levy limit.
15. Process annual sales ration study and Municipal Valuation Return in a timely manner. (Assistance from the Town may be requested)
16. Process annual Forestry Report in a timely manner.
17. Assist in annual tax commitment.
18. To appear at any required hearing to defend and offer opinion regarding property assessment within the Town.
19. To perform this work as an independent contractor and not as an employee of the Town.
20. RJD shall dedicate one agent to perform the normal monthly assessing duties
21. Provide Comprehensive General Liability Insurance as follows:
 - a. Bodily Injury \$2,000,000.00/ occurrence.
 - b. Property Damage \$500,000.00/occurrence.
 - c. General Aggregate \$4,000,000.00/occurrence.
 - d. Products \$4,000,000.00/occurrence.
22. Hired Non-Owned Auto Coverage \$2,000,000.00/occurrence.
23. Worker's Compensation \$1,000,000.00/occurrence.
24. To provide valuable papers insurance with limits of \$40,000.00.

The Town agrees as follows:

1. Provide list of new construction for "springwork".
2. Keep appointment schedule for meeting with taxpayers.
3. Perform typing, process correspondences, and other reasonable office functions.
4. Aid in completing sales ration study and Municipal Valuation Return.

The Town and RJD both acknowledge the following:

1. RJD will schedule date for next office day before leaving the office.
2. If there is not sufficient work scheduled for RJD, that working day will be skipped and used at a later date. Any re-scheduling will be agreed upon between the Town and RJD prior to change.

Compensation

For services provided for the contract running March 1, 2015 through June 30, 2015, the cost will be \$7,553.33.

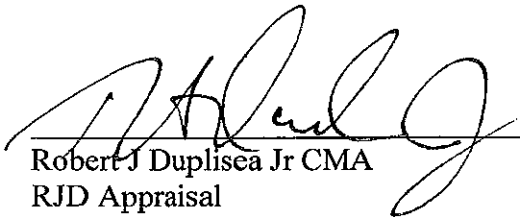
This will be paid out in equal monthly installments of \$1,888.33 beginning April 1, 2015.

For services provided for the contract running July 1, 2015 through June 30, 2016, the annual cost will be \$22,660.00. This will be paid out in equal monthly installments of \$1,888.33.

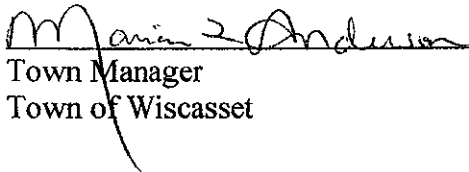
For services provided for the contract running July 1, 2016 through June 30, 2017, the annual cost will be \$22,660.00. This will be paid out in equal monthly installments of \$1,888.33.

For services provided for the contract running July 1, 2017 through June 30, 2018, the annual cost will be \$23,100.00. This will be paid out in equal monthly installments of \$1,925.00.

A day of service is defined as business hours of RJD 8:00–4:00(or similar) per agent per day.


Robert J Duplisea Jr CMA
RJD Appraisal

3/8/15
Date


Town Manager
Town of Wiscasset

3/11/15
Date

TOWN OF WISCASSET
Pier Vendor Permit Application

APPLICANT NAME: Alvah Maloney
BUSINESS NAME: Maine Kayak, Inc.
MAILING ADDRESS: P.O. Box 674, Unity, ME 04988
PHONE NUMBER: 207-677-3455

SEASONAL PERMIT: \$400 (10' X 20') ☐ or \$600 (30' x 34') ☐
April 15th - October 31st

WINTER RENTAL PERMIT: \$300 (10' X 20') ☒ or \$400 (30' x 34') ☐
November 1st - April 14th

DAY USE PERMIT: ☐ \$25 DATE(s): _____

DESCRIPTION OF ALL BUSINESS ACTIVITIES THAT WILL TAKE PLACE ON
SITE: Maine Kayak winter shop. Storage at Creamery Pier;
boat rack has been removed from town landing. No winter
storage necessary. Business not operational in winter;
storage only.

REQUEST FOR APPROVAL OF ACCESSORY FURNITURE: (please list all
furniture and size and attached a sketch of placement)

I REQUEST ELECTRICAL SERVICE: ☐ 110 Volt outlet

\$100/season or \$5/day additional use will be billed by the Town

- ATTACH A CERTIFICATE OF INSURANCE, NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- ATTACH A PHOTO OR SKETCH OF THE PROPOSED STRUCTURE.

TOWN OF WISCASSET
Pier Vendor Permit Application

APPLICANT NAME: Mali Mrozinski and Jordan Gehman

BUSINESS NAME: Doublet Design- <https://doublet-design.com/>

MAILING ADDRESS: P.O. Box 198 Wiscasset ME 04578

PHONE NUMBER: 831-227-0173

SEASONAL PERMIT: \$400 (10' X 20') ☐ or \$600 (30' x 34') ☐
April 15th-October 31st

WINTER RENTAL PERMIT: \$300 (10' X 20') ☒ or \$400 (30' x 34') ☐
November 1st- April 14th

DAY USE PERMIT: ☐ \$25 DATE(s): _____

DESCRIPTION OF ALL BUSINESS ACTIVITIES THAT WILL TAKE PLACE ON SITE: _____

Doublet Design creates finely crafted wooden and textile objects for the home and body. Our waterfront store will serve as a satellite workshop and showroom. Working on the waterfront will enable visitors to experience these traditional craft processes being applied to contemporary design. Our shop will also allow customers to order / purchase our one of a kind clothing, kitchenware and small furniture.

REQUEST FOR APPROVAL OF ACCESSORY FURNITURE: (please list all furniture and size and attached a sketch of placement)

I REQUEST ELECTRICAL SERVICE: ☐ 110 Volt outlet

\$100/season or \$5/day additional use will be billed by the Town

- ATTACH A CERTIFICATE OF INSURANCE, NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- ATTACH A PHOTO OR SKETCH OF THE PROPOSED STRUCTURE.

10C

Form 4501

Notification: 10300401183

Work Order: 801000188258

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Wiscasset, Maine

To the:

☐ City☒ Town☒ County of: Lincoln, Maine☒ Central Maine Power hereby applies for permission to:☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.☒ Central Maine Power Company and FairPoint New England

Jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Intersection of Ready Point Rd and Youngs Point Rd

2. Road (State & CMP): Youngs Point Road - CMP name (Birch Point Road)

3. Direction: Southerly

4. Distance: 1660 feet

5. Number of Poles: 7 poles

COPY

☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

☐ Public Notice of this application has been given by publishing the text of the same☒ Not Published

In:

On:

CENTRAL MAINE POWER COMPANY

FairPoint New England

By: Chris Turgeon

Date: Nov 22, 2017

By:

Date: 11/30/2017

JES THRELAUT - Right of Way

Form 4503

Notification: 10300401109

Work Order: 901000168258

LOCATION PERMIT

Upon the Application of Center Maine Power Company and FairPoint New England
dated Nov 22, 2017, asking for permission, in accordance with law, to construct and
maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
over, under, along or across certain highways and public roads in the location described in said application,
permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
said facilities and appurtenances in the City / Town of Wiscasset
approximately located as follows:

1. Starting Point: Intersection of Ready Point Rd and Youngs Point Rd
2. Road (State & CMP): Youngs Point Road - CMP name (Birch Point Road)
3. Direction: Southerly
4. Distance: 1660 feet
5. Number of Poles: 7 poles

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18
feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36
inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety
Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

COPY

Form 4502

Notification: 10300401183

CENTRAL MAINE POWER COMPANY

Work Order: 801000168268

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

Page of

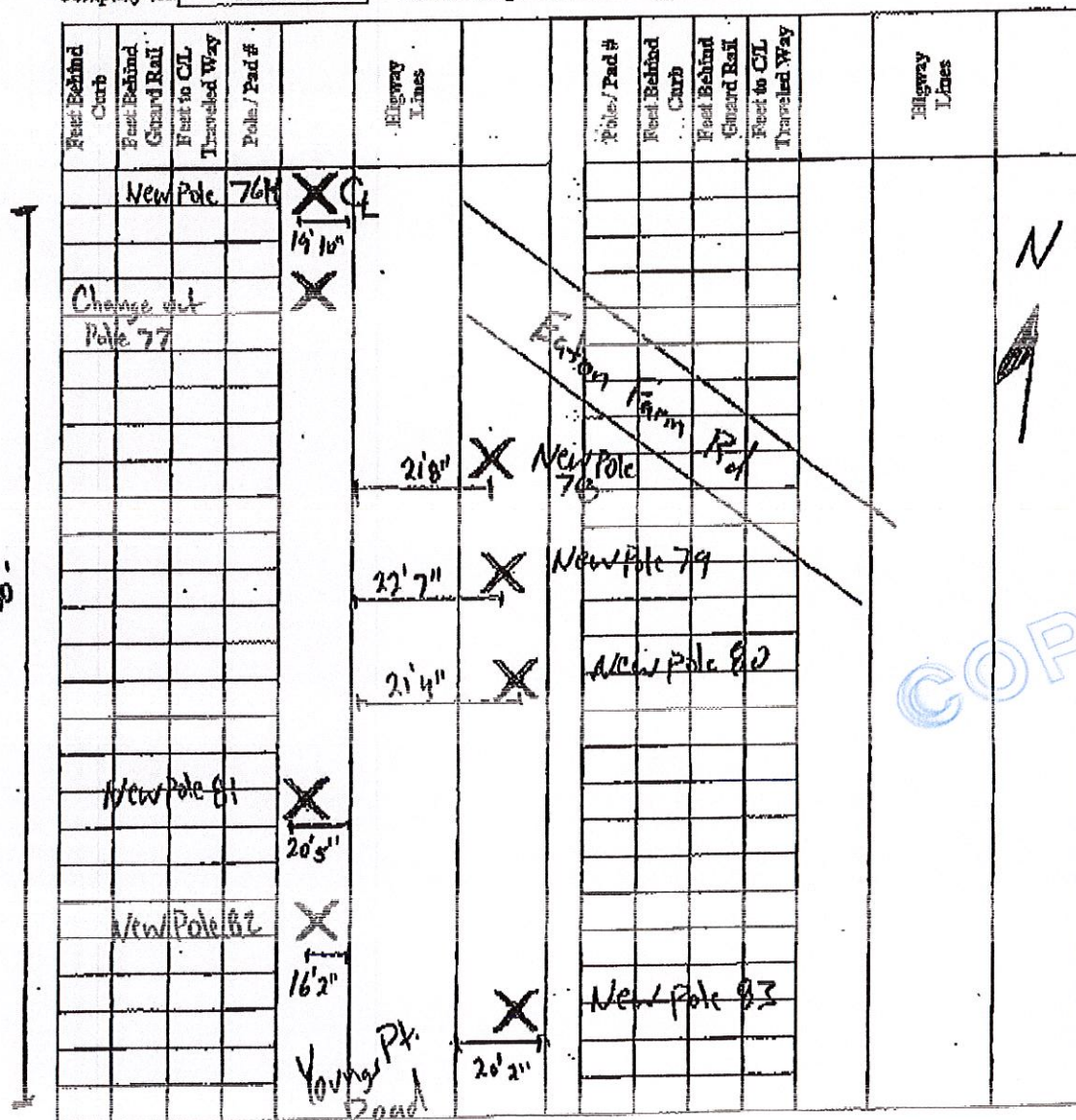
City/Town: Wiscasset

Date: Nov 22, 2017

Street: Youngs Point Road - CMP name (Birch)

By: Chris Turgeon

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/Pads are staked. For further information call: Chris Turgeon at Central Maine Power Company tel: 630-1281. Pole/Pad spans shown are approximate.



Dept	Account	2017-2018 Approved Budget	YTD as of 11/30/17 (41.6% of budget year)	Balance w/ carry forward	% spent of budget
25-01	ADMINISTRATION	\$ 193,564	\$ 83,315	\$ 110,249	43.0%
72-01	AIRPORT	\$ 254,697	\$ 135,557	\$ 119,140	53.2%
27-09	ANIMAL CONTROL	\$ 11,487	\$ 5,809	\$ 5,678	50.6%
25-05	ASSESSING	\$ 6,097	\$ 260	\$ 5,837	4.3%
25-32	BOARDS & COMMITTEES	\$ 1,361	\$ 508	\$ 853	37.3%
53-14	CAPITAL IMPROVEMENT (approved \$42,702 carry forward)	\$ 460,463	\$ 243,630	\$ 259,535	52.9%
25-31	CELEBRATIONS	\$ 12,000	\$ 8,020	\$ 3,980	66.8%
31-11	CEMETERIES	\$ 58,663	\$ 15,829	\$ 42,834	27.0%
25-33	CODE ENFORCEMENT	\$ 50,485	\$ 18,292	\$ 32,193	36.2%
45-15	COMMUNITY ORG./WP LIBRARY	\$ 67,800	\$ 36,550	\$ 31,250	53.9%
25-11	CONTINGENCY	\$ 20,000	\$ -	\$ 20,000	0.0%
25-30	CONTRACTUAL SERVICES	\$ 116,000	\$ 59,289	\$ 56,711	51.1%
14-99	COUNTY TAX	\$ 594,745	\$ 594,745	\$ -	100.0%
25-08	ELECTIONS	\$ 21,226	\$ 3,186	\$ 18,040	15.0%
78-01	EMS	\$ 544,250	\$ 242,268	\$ 301,982	44.5%
25-06	FINANCE	\$ 226,198	\$ 85,710	\$ 140,488	37.9%
27-02	FIRE	\$ 137,616	\$ 37,933	\$ 99,683	27.6%
25-34	GENERAL ASSISTANCE	\$ 25,076	\$ 5,754	\$ 19,322	22.9%
25-12	MUNICIPAL BUILDING	\$ 68,152	\$ 22,531	\$ 45,621	33.1%
25-35	MUNICIPAL INS./UNEMPLOY	\$ 42,381	\$ 14,009	\$ 28,372	33.1%
25-02	OFFICE OF SELECTBOARD	\$ 27,247	\$ 7,190	\$ 20,057	26.4%
79-01	PARKS & RECREATION	\$ 648,222	\$ 232,503	\$ 415,719	35.9%
80-01	PARKS & RECREATION (Special Revolving)	\$ 175,307	\$ 63,023	\$ 112,284	35.9%
25-17	PLANNING	\$ 67,969	\$ 301	\$ 67,668	0.4%
27-01	POLICE	\$ 446,992	\$ 184,699	\$ 262,293	41.3%
25-37	PUBLIC UTILITIES	\$ 220,800	\$ 78,376	\$ 142,424	35.5%
31-03	PUBLIC WORKS	\$ 665,997	\$ 242,849	\$ 423,148	36.5%
240-35	RETIREE HEALTH INSURANCE	\$ 34,559	\$ 15,528	\$ 19,031	44.9%
77-01	SENIOR CENTER	\$ 11,482	\$ 4,033	\$ 7,449	35.1%
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	\$ 30,761	\$ 53,141	36.7%
76-01	TRANSFER STATION	\$ 555,873	\$ 215,016	\$ 340,857	38.7%
74-01	WASTEWATER (carry forward \$123,043.00)	\$ 451,831	\$ 168,560	\$ 406,314	37.3%
73-01	WATERFRONT (approved \$1,191 carry forward)	\$ 39,555	\$ 18,070	\$ 22,676	45.7%
	Totals	\$ 6,412,061	\$ 2,888,620	\$ 3,691,117	45.0%

HM Payson Monthly Statement of Wiscasset Accounts

100

<i>Account Name</i>	Market Value as of 09/30/2017	Market Value as of 10/31/2017	Market Value as of 11/30/2017
Montsweag Dam Reserve Fund	\$ 138,523.91	\$ 140,513.95	\$ 142,707.50
Cemetery Trust Fund	\$ 1,799,239.39	\$ 1,825,086.35	\$ 1,853,577.63
General John French Scholarship	\$ 53,073.14	\$ 53,835.59	\$ 54,676.01
Jackson Cemetery Fund	\$ 25,725.29	\$ 26,094.86	\$ 26,502.22
Larabee Band Fund	\$ 622,596.36	\$ 631,540.62	\$ 641,399.55
Haggett Scholarship Fund	\$ 11,789.76	\$ 11,959.14	\$ 12,145.83
Mary Bailey Fund	\$ 379,193.50	\$ 384,641.01	\$ 390,645.62
Seth Wingren Fund	\$ 23,827.43	\$ 24,169.74	\$ 24,547.05
Wiscasset Community Center Endowment Fund	\$ 2,699.52	\$ 2,738.30	\$ 2,781.05
Cooper-DiPeri Scholarship Fund	\$ 37,240.03	\$ 39,345.02	\$ 39,959.23
Recreation Scholarship	\$ 697.57	\$ 707.59	\$ 718.64
Town of Wiscasset Endowment Fund Total	\$ 3,094,605.90	\$ 3,140,632.17	\$ 3,189,660.33
Town of Wiscasset Capital Reserve	\$ 2,051,631.88	\$ 2,081,901.39	\$ 2,116,763.18
Town of Wiscasset Construction Reserve	\$ 2,034,295.49	\$ 2,064,309.22	\$ 2,098,876.42
Town of Wiscasset Equipment Reserve	\$ 3,658,690.31	\$ 3,712,669.91	\$ 3,774,839.20
Town of Wiscasset Furnace Replacement Reserve	\$ 309,572.60	\$ 314,139.99	\$ 319,400.32
Town of Wiscasset Major Repairs Reserve	\$ 417,019.06	\$ 423,171.70	\$ 430,257.78
Town of Wiscasset Recreation Building Reserve	\$ 1,582,369.78	\$ 1,605,715.86	\$ 1,632,603.84
Town of Wiscasset Retirement Health Insurance Reserve	\$ 328,567.54	\$ 333,415.18	\$ 338,998.27
Town of Wiscasset Roof Repair Reserve	\$ 284,276.68	\$ 288,470.86	\$ 293,301.35
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 77,654.08	\$ 78,799.78	\$ 80,119.29
Town of Wiscasset Highway Department Capital Reserve	\$ 2,001.17	\$ 2,030.70	\$ 2,064.70
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 2,668.24	\$ 2,707.61	\$ 2,752.95
Town of Wiscasset Reserve Funds Total	\$ 10,748,746.83	\$ 10,907,332.20	\$ 11,089,977.30

10e

Town of Wiscasset Winter Parking Ban

In accordance with the Town of Wiscasset Ordinance, Article IX, Sections 3.10 and 3.15 the Wiscasset Selectboard hereby enacted the following winter parking ban:

The Town of Wiscasset Winter Parking Ban will go into effect Nov. 15 and run until March 15.

During this time, it will be unlawful for the operator or owner to cause, allow or permit any vehicle to be parked on any street within the Town of Wiscasset, for a period of time longer than 30 minutes, between the hours of midnight and 6 a.m. from November 15 to March 15. Bonafide emergency calls are exempt.

It shall be unlawful for the operator or owner to cause, allow or permit any vehicle to be parked in any municipal parking lot overnight between November 15 and March 15.

Penalties for illegal parking include a notice with ranges ranging from \$15 to \$50 plus the cost of towing and impoundment.

If you have any questions regarding the Town's Winter Parking Ban, please call the Wiscasset Police Department at 882-8202.

Date

Judith R. Colby

Benjamin L. Rines, Jr.

Jefferson A. Slack

Robert Blagden

Katharine Martin-Savage

10e

- 3.5 Parking is prohibited within ten (10) feet of the point on the street closest to any fire hydrant unless a no-parking zone has been painted on the street beside the hydrant, in which case the painted zone supersedes the ten-foot restriction. [6-10]
- 3.6 Parking on any street within the Town in a manner so as to obstruct the free flow of traffic on that street is prohibited.
- 3.7 Vehicles shall be no more than twelve inches (12") from the curb or within the designated areas on all streets where parking is allowed.
- 3.8 The Chief of Police or any other person designated by the Selectmen shall post or cause to be posted suitable signs designating all one-way streets and parking areas.
- 3.9 Parking is prohibited between the sidewalk and the traveled portion of Main Street or any street situated westerly of the easterly line of Fort Hill Street and of Federal Street.
- 3.10 The Selectmen are authorized to fix the permitted hours of parking in all public parking areas in the town. [3-93]
- 3.11 Parking is prohibited on all sidewalks and marked crosswalks.
- 3.12 The Chief of Police is authorized to designate areas on streets, whether designated by these ordinances for parking or not, as loading zones, and to post them accordingly.
- 3.13 ~~Any person, firm, corporation or other entity who violates any portion of this Section 3 shall be subject to the following [1-08]:~~
 - 3.13.1 A \$20.00 fine for overtime parking or parking in a loading zone, a \$100.00 fine and/or vehicle towed for parking within ten (10) feet of the point on the street closest to any fire hydrant unless a no-parking zone has been painted on the street beside the hydrant, in which case the painted zone supersedes the ten-foot restriction. [1-08, 6-08, 6-10];
 - 3.13.2 Twice the appropriate amount set out in subparagraph 3.13.1, above, if the applicable fine is paid later than the end of the second town workday commencing the workday after the date of the violation [1-08];
 - 3.13.3 Court action if the applicable fine is not paid within 14 calendar days of the date of the violation (not counting the date of the violation itself). If the Town initiates a Court action, the violator will be liable for the applicable \$40.00 or \$200.00 fine, plus Court costs, plus attorney's fees which the Town incurs in presenting the suit. [3-88, 1-08, 6-08]

10e

3.14 STREETS WHERE PARKING IS PROHIBITED

3.14.1 Parking shall be prohibited on the west side of the northern section of Water Street in the Town of Wiscasset beginning on the south side of Shin Bone Alley running to the south side of the Cost residence driveway, being a distance of 225 feet.

3.14.2 Parking shall be prohibited on the east side of Water Street from the driveway on lot 56 on map U-1 to the far boundary of lot 57, being a distance of 80 feet.[3-93]

3.14.3 Parking shall be prohibited on the east side of the southern section of Water Street from CMP pole #05 to CMP pole #06, being a distance of 120 feet.

3.14.4 Parking shall be prohibited on the easterly side of Federal Street in the following area: beginning at the intersection of Federal Street and U.S. Route #1; thence northerly 3,800 feet, more or less, to the southwest corner of the property known as the Old State Garage.

3.14.5 Parking shall be prohibited on the westerly side of High Street from the library to the intersection with Lee Street, except where a parking indentation has been made in the curbing. [4-08]

3.14.6 Parking shall be prohibited on Morton Street.

3.15 No person shall park any horse, carriage or motor vehicle within the limits of any street, road or way in the Town of Wiscasset in such manner that the same shall in any way interfere with or hinder the removal of snow by mechanical or hand means from the streets, roads, ways or sidewalks within said town. A Selectman or any Police Officer shall have the authority to employ wrecker service to remove any parked vehicle interfering with such snow removal and have it taken to a public garage or other place of safety, or he may remove such vehicle himself, all at the expense of the person owning or in control of such vehicle.

3.16 No person shall park any horse, carriage or motor vehicle upon any street or way closer than twelve (12) feet to the line of an intersecting street or way or within ten (10) feet of the point on the street closest to any fire hydrant unless a no-parking zone has been painted on the street beside the fire hydrant, in which case the painted zone supersedes the ten-foot restriction. [6-10]

3.17 The Selectmen of said Town of Wiscasset may establish time limits for parking on any streets or parts of streets, and may establish areas in which no parking shall be allowed and they may close any streets or parts of streets to vehicle traffic or establish one way streets when in their opinion public safety and convenience