

WISCASSET SELECT BOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
OCTOBER 2, 2018

Preliminary Minutes

Present: Kim Andersson, Bob Blagden, Chair Judy Colby, Kathy Martin-Savage, Vice Chair Ben Rines, Jr. 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

Kathy Martin-Savage moved to approve the payroll warrants of September 21 and 28, 2018. Vote 5-0-0.

Kathy Martin-Savage moved to approve the accounts payable warrants of September 25 and October 2, 2018. Vote 5-0-0.

3. Approval of Minutes

Judy Colby moved to approve the minutes of September 18, 2018. Vote 5-0-0.

4. Special Presentations or Awards – none

5. Committee appointments

- a. Brad Sevaldson, Ordinance Review Committee
- b. Shaye Paradis, Budget Committee (re-appointment)
- c. Danielle Clement, Cooper-DePerri Scholarship Committee

Ben Rines, Jr., moved to approve the appointments as presented. Vote 5-0-0.

6. Public Hearings

a. Special Amusement Permit – Vanessa and Richard Jordan, Wiscasset Speedway, LLC: **Ben Rines, Jr., moved to go into a public hearing. Vote 5-0-0.** There were no comments or questions. **Kathy Martin-Savage moved to exit the public hearing. Vote 5-0-0. Bob Blagden moved to approve the Special Amusement Permit for Vanessa and Richard Jordan, Wiscasset Speedway, LLC. Vote 5-0-0.**

7. Public Comment

Richard Forrest of the Waterfront Committee reported that the sloop Providence had arrived the previous week and is docked at the Recreational Pier, leaving space for five additional boats to dock at the pier. The work has started, and plans are to cover the boat and step the masts in November. Work is expected to be complete in April or possibly later.

Bill Maloney spoke on the difficulties the town and boards experience without a town planner, and the need for a broader tax base. He said a commercial development specialist could assume the duties of a planner and an economic development director, seeking new development. A CDS would be a one-stop procedure for new businesses and homeowners to discuss the town and procedures. He said the position should pay for itself.

Pam Logan asked for a schedule of street leaf cleaning. Road Commissioner Doug Fowler informed her that the town does not pick up residential leaves.

8. Department Head or Committee Chair

a. Historic Preservation Commission – mailing request: Commission member Leslie Roberts spoke on the efforts to reach the public such as a redesigned web page, check list and revamped Certificate of Appropriateness documents, and before and after photos. The commission would like to send to households in the historic district a postcard with a map of the district and a reminder where information can be found. She said it would cost \$200 to print and mail the cards, and she asked if the \$200 could be taken from the funds approved for secretarial help which the commission had requested. She said the board is not using the money for secretarial help, as the commission is using notes taken by members. Roberts was advised to ask for money in the next budget cycle for additional expenses. However, after discussion, **Ben Rines, Jr., moved to authorize the commission to use up to \$200 for mailing. Vote 5-0-0.**

9. Unfinished Business

a. Tobacco Free Public Areas Ordinance: Then Director of Parks and Recreation Todd Souza had requested an ordinance limiting smoking near the rec center and schools, and the Ordinance Review Committee was directed by the Select Board to develop an ordinance. The scope of the ordinance was later changed to cover all town properties. Board members questioned the enforceability of the ordinance, the properties covered, and the advisability of having an ordinance. The matter was postponed to a date to be determined.

b. Comprehensive Plan Update: Marian Anderson said members of the previous Comprehensive Plan Committee had been contacted to determine interest in serving again with some success. She is still looking for volunteers.

c. Public Hearing October 16 for Special Referendum on November 6: *"Shall the Town vote to discontinue the Wiscasset Emergency Medical Services (EMS) Department and utilize Central Lincoln County Ambulance Service?"*: Representatives from the EMS department and from CLC will be present and a video or power point presentation will be given. The board will view the presentation before the public hearing.

10. New Business

a. License Application- Kelly Lester, Victor Churchill dba Marketplace Cave: **Bob Blagden moved to approve the Business License Application for Kelly Lester and Victor Churchill dba Marketplace Café. Vote 5-0-0.**

b. Easement Monitoring Report-Maine Heritage Trust: A report was submitted for information only.

c. Midcoast Humane rate increase: Notification of a rate increase was received from the former Lincoln County Animal Shelter.

11. Town Manager's Report

Marian Anderson said that legislative changes had been made in the foreclosure process which will not have a huge impact on Wiscasset, but the board should be aware of the change.

The selectmen will be meeting with the Budget Committee on October 10.

A representative from CMP will be at the next meeting to discuss the corridor project.

Anderson complimented Doug Fowler and the Public Works crew on the work done on the meeting room floor. She explained the work being done on resurfacing the parking lot and that a sidewalk will be installed from the parking lot to a new sidewalk on Route 1 and to the monument. She said the present partial driveway is a hazard leading to nowhere. The driveway to Route 1 was removed when the MDOT installed traffic signals at the corner of Routes 1 and 27, leaving only a stub. Anderson said this plan had previously been presented to the Board as part of the MDOT program. Some Board members objected to the elimination of the partial driveway to be replaced with grass, saying it would be difficult to reach the monument, particularly for those with walking difficulties or wheelchairs. Doug Fowler said he thought the driveway as it is was a hazard and a decision to make a change in the scheduled work would have to be made soon as work was to begin that week. **Ben Rines, Jr., moved that the driveway to the war memorial be restored to its original state. Vote 3-2-0 (Andersson and Colby opposed).**

Kim Anderson said for the record that it is inappropriate for the board to second guess the department heads and committee chairs who have spent time and effort into researching, discussing and planning. Ben Rines, Jr., disagreed, saying he did not sit there to be a rubberstamp and repeated his argument for leaving the driveway as it was.

Reminded that voting on the above item was not on the agenda, **Ben Rines, Jr. moved to suspend the rules to vote on something not on the agenda. Vote 3-2-0 (Andersson and Colby opposed).**

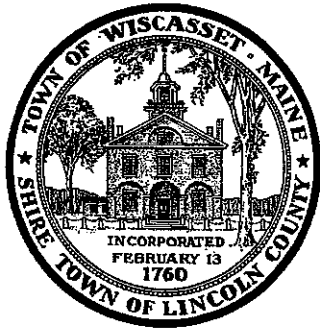
12. Other Board Business

Steve Christianson asked about the status of the sunken boat in the harbor. Anderson asked the Chief of Police to check on the court schedule for the Marine Patrol vs. the owner of the boat.

At 7:10 p.m. Judy Colby moved to go into executive session pursuant to the provisions of Title 36, §841(2) MRSA, to consider a request for abatement of taxes for reasons of poverty. Vote 5-0-0. At 7:35 Judy Colby moved to come out of executive session. Vote 5-0-0. Judy Colby moved to grant the poverty exemption. Vote 5-0-0.

13. Adjournment

Judy Colby moved to adjourn the meeting at 7:45 p.m. Vote 5-0-0.



Office of Planning & Codes

ba

TO: Automobile Graveyard and/or Junkyard Permit Holders
FROM: Bruce Mullins, Code Enforcement Officer
DATE: September 4, 2018
SUBJECT: Permit Renewal

You have received this notice because you are listed as a permit holder for an Automobile Graveyard and/or Junkyard in the Town of Wiscasset. As a permit holder, you are responsible for annual renewal of your permit if you wish to continue the legal operation of your Automobile Graveyard and/or Junkyard. On October 16, 2018, the Wiscasset Board of Selectmen will hold a public hearing and review your permit for the purpose of determining if the Automobile Graveyard and/or Junkyard is in compliance and, if in compliance, renew your permit.

If you wish to qualify for permit renewal, please complete an Application for an Automobile Graveyard and/or Junkyard Permit and include a \$100.00 check (permit fee) payable to the Town of Wiscasset. The permit application and fee must be received by the Wiscasset Town Clerk on or before October 8, 2018. You may submit these items directly to the Town Clerk at Wiscasset Town Hall or by mail to: Linda E. Perry-Town Clerk, Town of Wiscasset, 51 Bath Road, Wiscasset, ME 04578.

As part of the application and public hearing process, Maine State Statute requires applicants to notify abutting property owners and provide proof of mailing notice. The most common way to accomplish abutter notification is by certified mail return receipt requested. This notice must be mailed on or before the date you submit your permit application to Town Hall. Enclosed with this letter is a copy of the public hearing notice to be mailed to abutting property owners. Please be prepared to present proof of notice at the October 16, 2018 public hearing.

Within the next two weeks, I will inspect your property for the purpose of determining if your Automobile Graveyard and/or Junkyard is in compliance with applicable provisions of both Wiscasset Automobile Graveyard/Junkyard Ordinance and State Statutes as they relate to Automobile Graveyards/Junkyards. My findings will be considered during the Selectmen's consideration of your permit.

Please contact me at the Town Office if you have any questions. Thank you.

Sincerely,

Bruce Mullins
Code Enforcement Officer

ba

**PUBLIC HEARING
AUTOMOBILE GRAVEYARD AND/OR JUNKYARD PERMIT RENEWALS
October 16, 2018 AT 6:00 PM**

The Wiscasset Board of Selectmen will hold public hearings at 6:00 PM in the Town of Wiscasset Municipal Building Hearing Room for each of the following Automobile Graveyards and/or Junkyards in the Town of Wiscasset:

Jim's Auto Trim, 320 Bath Road

Blagden's Garage, 842 Gardiner Road

Grover Auto & Tire Inc., 271 Bath Road

Norm's Used Cars, Inc., 744 Bath Road

Pro Body Work's, 323 Bath Road

6b

Town of Wiscasset, Maine
Special Referendum Town Meeting
Warrant
November 6, 2018

Lincoln County, ss.

State of Maine

To Lawrence Hesseltine, Constable, of the Town of Wiscasset in the County of Lincoln.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Wiscasset, in said County and State, qualified by law, to vote in Town affairs to meet at the Wiscasset Community Center at 242 Gardiner Road, the 6th day of November, 2018, from 8:00 am to 8:00 pm then and there to act upon the following articles:

Article 1. To elect a moderator to preside at said meeting.

Article 2. Shall the Town vote to discontinue the Wiscasset Emergency Medical Services (EMS) Department and utilize Central Lincoln County Ambulance Service?

And you are directed to serve this warrant by posting a copy thereof, attested by you, in a public and conspicuous place in said town, seven days, at least, before the time of holding said meeting.

Hereof, fail not, and due return make of this warrant to the Selectmen or Town Clerk, with your doings thereon, on or before the time of holding said meeting.

Given under our hands this _____ day of _____, 2018.

Judith R. Colby, Chairman

Benjamin L. Rines, Jr. Vice Chairman

Kimberly H. Andersson, Selectman

Katharine G. Martin-Savage, Selectman

Robert L. Blagden, Selectman

True copy of the Warrant, attest: _____ Date _____

Linda E. Perry, Town Clerk
Town of Wiscasset

Town of Wiscasset, Maine
Special Referendum Town Meeting
Warrant
November 6, 2018

STATE OF MAINE
NOTICE OF RETURN

COUNTY OF LINCOLN,ss.

I certify that I have notified the voters of Wiscasset of the time and place for the _____, 2018,
WISCASSET SPECIAL REFERENDUM TOWN MEETING by posting an attested copy of the warrant
and a specimen ballot at:

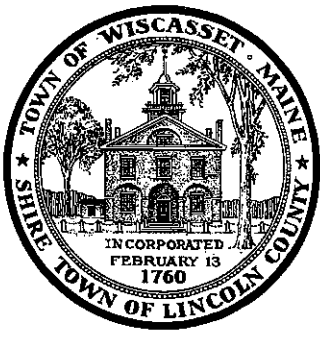
U.S. POST OFFICE
WISCASSET TOWN OFFICE
AMES TRUE VALUE
WISCASSET COMMUNITY CENTER
WISCASSET LIBRARY

COPY

Conspicuous, public places within Wiscasset, on _____, 20__, which is at least 7 days prior to
the Special Town Meeting.

Dated at Wiscasset, this _____ day of _____, 20__.

Signed: _____
Constable



**NOTICE
TOWN OF WISCASSET
OFFICIAL PUBLIC HEARING**

The Wiscasset Board of Selectmen will hold an official public hearing on October 16, 2018, at the Wiscasset Town Office Meeting Room beginning at 6:00 p.m. The purpose of the hearing is to discuss and hear public comment on the **Special Town Meeting** warrant article to be voted by secret ballot on November 6, 2018 at the Wiscasset Community Center from 8 a.m. to 8 p.m. This provides the public an opportunity to clarify any questions they may have regarding the ballot but no further changes can be made to the article.



Wiscasset Police Department

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



Lawrence W. Hesseltine Jr.
Chief of Police

Craig Worster
Sergeant

To: Town Manager Marian Anderson and Select Board
From: Chief Larry Hesseltine
Ref: Body Cameras
Dated: 10/04/2018

Marian,

I have extensively researched the options for Body Cameras for the Wiscasset Police Department. The Town has set aside \$5000 for the purchase of Body Cameras but no consideration was given to the storage and maintenance of the video files. Every company I have talked with puts us way over budget to purchase and maintain a reliable body camera system.

However, I found an option with Axon, which I have attached to this letter for your consideration. Axon will provide the Body Cameras and will store and maintain the files off site of Wiscasset Police Department. As you are aware these files become evidence in many cases for future trials. Axon maintaining and storing the video files for us will improve the integrity and continuity of our department.

Axon's security system also eliminates the need for Officers to download and upload videos for evidence saving time on case preparations, allowing officers more time to better serve the community. Their system allows the District Attorneys Office to log in and obtain video files for evidence, eliminating the need for DVDs.

This comes with a cost and a commitment, it requires a 5 year contract with Axon. As you will see in the attached paperwork, the initial cost will be \$5,572.00 and then \$3,519.00 for years 2 through 5 for a total commitment of \$19,648.00. Axon also warrants and will replace the Body Cameras as needed no questions asked. They also replace the Body Cameras and Docks every 2.5 years under this contract. When we renew the contract with Axon after the 5 year mark, they'll provide us with all new Body Cameras as it will also be the 2.5 year mark and we'll continue to pay the \$3,519.00, (the 2 through 5 year cost). I believe this is the best option for the Wiscasset Police Department.

If you have any questions, please feel free to contact me. This technology is the way of the future and much needed for the department. Other Counties in Maine have already moved to this type of technology and allowing the District Attorney's Office the capability to access evidence. Wiscasset Police Department will be the first agency within Lincoln County doing this. I have already spoken with the District Attorneys Office and they welcome this technology as it benefits all involved.

If we choose to move forward with this technology I will implement a Body Camera Policy before they go into use.

Respectfully submitted,

Larry Hesseltine
Chief of Police

 AXON Body 2

**UNLIMITED HD.
NO DISTRACTIONS.**

A powerful network behind
an easy to use camera

BEYOND A CAMERA AND BEYOND COMPARE

The #1 Video Platform | Unlimited HD | Constant Upgrades

Axon Body 2 takes powerful simplicity to the next level. The single-unit design is equipped with capabilities like unlimited HD video, advanced audio, Wi-Fi video connectivity and industry-leading security enhancements. It's part of the growing network that lets you act with confidence by connecting devices, apps, and people.

800-978-2737 axon.com/body2

AXON BODY 2 FEATURES AND BENEFITS

RETINA HD VIDEO: The industry's best low-light video now records in HD.

FULL-SHIFT BATTERY: 12+ hours

PRE-EVENT BUFFER: Configure your pre-event buffer time to capture up to 2 minutes before an event.

WIRELESS ACTIVATION: Axon Signal reports events, like when you open the car door or activate the light bar, so your camera can detect them and start recording.

OPTIONAL MUTE: Ability to disable audio in the field to support dual party consent.

IN-FIELD TAGGING: Add a marker to important points in your video.

UNMATCHED DURABILITY: Built to withstand extreme weather and brutal conditions.

ADVANCED SECURITY: Evidence is encrypted at rest on the camera to protect data at all times.

RAPIDLOCK MOUNTS: Versatile mounts keep the camera steady during tough situations.

MOBILE APP: Stream, tag, and replay videos right on your phone with Axon View.

MULTI-CAM COMPATIBILITY: Review up to four videos, including Axon Body 2, Axon Flex 2 and Axon Fleet footage, on one screen through Evidence.com.



APP AVAILABLE FOR
APPLE AND ANDROID

AXON BODY 2 SPECIFICATIONS

VIDEO RESOLUTION Configurable up to 1080p

WEATHER RESISTANCE IP67 (IEC 60529)

CORROSION RESISTANCE MIL-STD-810G METHOD 509.5 (SALT FOG)

FIELD OF VIEW 143 degrees

OPERATING TEMPERATURE -4 °F to 122 °F / -20 °C to 50 °C

DROP TEST 6 Feet

HUMIDITY 95% non-condensing

WARRANTY 1 year from date of receipt with extended full five-year warranty options

RECORDING CAPACITY Up to 70 hours depending on resolution

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MPC0227 REV 1



Axon TAP - Technology Assurance Plan

WHAT IS TAP?

The Technology Assurance Plan (TAP) is a service plan that combines warranty coverage on your Axon body cameras with automatic refresh units every 2.5 years. Minimizing the chance that an officer goes on duty without a camera, TAP includes on-site spare units, as well as an extended warranty at no additional cost through the life of the agreement. TAP not only protects your agency today—it ensures it will stay protected in the future.

WHO USES TAP?

Over 2,500 proactive agencies have used TAP as a way to maintain their body camera program in the most cost-effective way possible. TAP is quickly becoming a favorite budget-planning tool, helping agencies replace equipment without having to find extra funding to do so. It enables you to buy essential technology as an operational line item rather than as a one-off capital expenditure. TAP allows you to focus on policing and provides certainty within your budget.

WHY USE TAP?

1. Free “No Questions Asked” warranty
2. Automatic refresh of Axon body camera and dock units every 2.5 years
3. On-site spares
4. Budget certainty

WANT TO LEARN MORE?

Contact your sales representative or visit axon.com/tap

“ The Technology Assurance Plan has been a great benefit to our agency. Being able to only go through the budget process once for the products and services needed over the next 5 years creates exponential administrative savings. The TAP program is what I call a ‘set it and forget it’ system.

Everything needed for the program is covered for the 5-year period. No hidden fees or unexpected costs. If equipment breaks or fails, the TAP program kicks into action. Replacement equipment is quickly provided in order to keep your program running smoothly. ”

- Sgt. Tim White; Greenbelt

Hardware/Software/Services

	Price	Fill In	Quantity
Axon Flex 2 Camera	Axon Flex 2 (online) \$ 699.00	0	0
	Axon Flex 2; Two-Year Extended Warranty \$ 299.95	0	0
	Axon Flex 2 T.A.P. (Per Camera/Year) \$ 348.00	0	0
Axon Body 2 Camera	Axon Body 2 (online) \$ 499.00	6	6
	Body 2; Two-Year Extended Warranty \$ 199.95	6	6
	Body 2 T.A.P. (Per Camera/Year) \$ 240.00	6	6
Docking Bay	6-Bay Docking Station \$ 1,495.00	1	1
	6-Bay Docking Station Two-Year Ext. Warranty \$ 499.90	1	1
	1-Bay Docking Station + Power Core \$ 375.00	0	0
	1-Bay Docking Station Expansion Bay \$ 75.00	0	0
	1-Bay Docking Station Two-Year Ext. Warranty \$ 129.90	0	0
	Docking Station Replacement Plan (T.A.P.) (per bay) \$ 56.00	6	6
Licensing & Storage	Officer Safety Plan License / Year \$ 1,188.00	0	0
	Unlimited License / Year \$ 948.00	0	0
	Professional License / Year \$ 468.00	1	1
	Basic License / Year \$ 180.00	5	5
	Body Cam Storage per GB / Year \$ 0.75	500	500
	CAD/RMS Integration License (User/Year) \$ 180.00	0	0
Signal Hardware	Axon Signal In Car Unit (Incl'd w/ Fleet) \$ 279.00	2	2
	TASER Signal PPM battery \$ 96.00	0	0
	Sidearm Signal Device License / Year (Incl'd Replacement) \$ 120.00	0	0
Professional Services and Training	Professional Services (Day 1) \$ 2,500.00	0	0
	Professional Services (Add'l Days) \$ 2,000.00	0	0
TASER weapon	In Car Signal Unit Installation / unit \$ 250.00	0	0
	TASER X26P or X2 Kit \$ 0	0	0
	Promotional Discounts		

Quantities		Technology Assurance Plan (TAP)	
Fill In	Quantity	Included Feature	\$ Amount
0	0	Axon Flex 2 cameras	\$ -
0	0	Flex 2 Extended Warranty	Included
0	0	Flex 2 Replacement Plan (T.A.P.)	\$ -
6	6	Axon Body 2 cameras	\$ 2,994.00
6	6	Body 2 Extended Warranty	Included
6	6	Body 2 Replacement Plan (T.A.P.)	\$ 1,440.00
1	1	6-Bay Docking Station	\$ 1,495.00
1	1	6-Bay Docking Station Two-Year Ext. Warranty	Included
0	0	1-Bay Docking Station + Power Core	\$ -
0	0	1-Bay Docking Station Expansion Bay	\$ -
0	0	1-Bay Docking Station Two-Year Ext. Warranty	Included
6	6	Docking Station Replacement Plan (T.A.P.)	\$ 396.00
0	0	Professional License	\$ 468.00
5	5	Basic License	\$ 900.00
500	500	GB of Data	\$ 375.00
0	0	CAD/RMS Integration License	\$ -
2	2	In-Car Signal Units	\$ 558.00
0	0	TASER Signal PPM battery	\$ -
0	0	Sidearm Signal Device License / Year	\$ -
0	0	Professional Services (Day 1)	\$ -
0	0	Professional Services (Add'l Days)	\$ -
0	0	Signal Device Installation	\$ -
Promotional Discounts If signed by 12/31/18			\$ (2,994.00)
Due In Year 1			\$ 5,572.00
Due In Year 2			\$ 3,519.00
Due In Year 3			\$ 3,519.00
Due In Year 4			\$ 3,519.00
Due In Year 5			\$ 3,519.00
Total Over 5 Years			\$ 19,648.00

Minimum Retention Policy (how many months?)

*These quotes are built under the assumption that all hardware, licenses, and services are offered as a package that can not be separated. The mock quotations built with this tool are not legally binding. This also does not included tax, if your agency is tax exempt please provide Axon a copy.

Included Features:
 Camera Hardware
 Optional: Axon Signal hardware
 Pro & Basic Licenses
 Storage Added A La Carte
 Mobile Apps; Axon Capture
 Mobile Apps; Axon View
 Docking Station & Warranty
 Camera Warranty for length of contract
 Camera Upgrade at 2.5 & 5 yrs (TAP)
 Option: Dock Upgrade at 2.5 & 5 yrs (TAP)

Optional: CAD/RMS Integration
 Optional: Professional Services Training and Installation

Town of Wiscasset
September 2018
Monthly Reports





Town of Wiscasset

AIRPORT REPORT

To: Marian L. Anderson, Town Manager
From: Rick Tetrev
Re: September Monthly Report
Date: October 10, 2018

Attachments:

1. Aircraft operations
2. Airport Advisory Committee Minutes Sept 19, 2018
3. Wiscasset Municipal Airport Rules and Regulations (DRAFT) Sept 2018

Re: Airport Monthly Report, August 2018

Activity for the month of September, as reported by the G.A.R.D. system (Airport Invisible Intelligence System), totaled 570 operations. There were 599 operations reported for September of 2017. This is a 4.84% decrease over last year.

For the month of September KIWI had 25 aircraft that were housed for more than one night either on the ramp or in a hangar. They purchased a total of \$4,399.86 in gas and paid \$1,475.00 in rent.

Sale of 100 LL Aviation Gas was 4,330.78 gallons for a total of \$21,524.00 dollars and sale of Jet A was 413.24 gallons for a total of \$1,677.76 dollars.

In September the Airport Advisory Committee completed a yearlong effort to author the first ever Airport Rules and Regulations. The Draft copy is attached to this report and at this point requires the Selectmen's review and approval. The Committee under the leadership of our chair, Steve Williams, the exceptional knowledge of airport operations and requirements provided by Erv Deck, and the close scrutiny of Pam Brackett and Ray Soule deserves many kudos.

September was the last month that the airport will be open seven days a week for the year. In October the schedule is for three days, Friday, Saturday, and Sunday, a week.

Respectfully submitted,

Rick Tetrev

rht



Town of Wiscasset



Invisible Intelligence, LLC

Wiscasset Airport
 96 Chewonki Neck Road
 Wiscasset
 Maine
 04578

KIWI

207 882 5475

c: [Acer]

- C:\
- Users
- Gard1
- Documents
- ARL
- 2018
- 01-01-2018
- 01-02-2018

Amount of transmissions per plane arrival:

Amount of transmissions per plane departure:

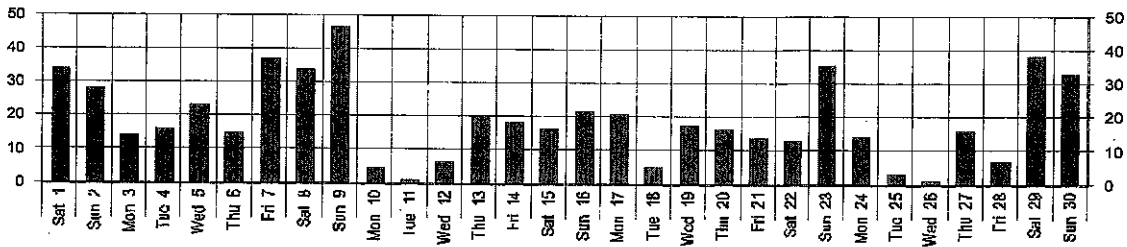
Ground Ops Aircraft Ops

Date to be processed on

Month: save as csv file

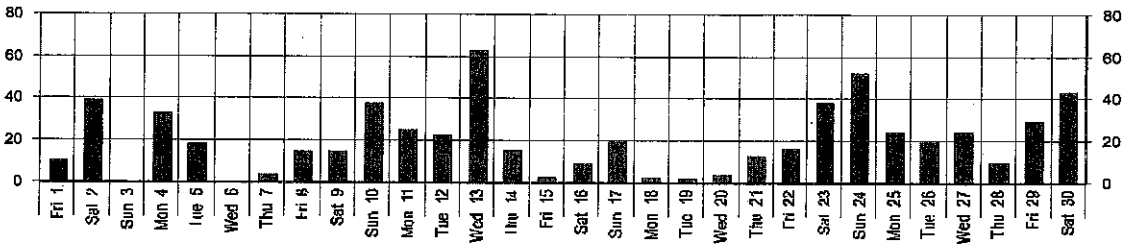
Year: save as csv file

Estimate of Aircraft Operations Per Day For the 09 Month 2018



Estimate of Total Aircraft Operations for the 09 Month is 570

Estimate of Aircraft Operations Per Day For the 09 Month 2017



Estimate of Total Aircraft Operations for the 09 Month is 599



Town of Wiscasset

Wiscasset Municipal Airport Advisory Committee Meeting Minutes – September 19, 2018 - submitted by Steve Williams

Opening

The regular meeting of the Wiscasset Airport Advisory Committee was called to order at 5:10 pm on September 19, 2018 by Chair Steve Williams.

Present

Steve Williams (Chair), Ray Soule, , Erv Deck, Airport Manager Rick Tetrev

Approval of Minutes

The minutes of the August 15, 2018 meeting were approved .

Manager's Report

Manager Rick Tetrev reviewed his July report to the town.

- GARD system reported 792 flight operations
- 18 overnight transient aircraft contributed \$5298 in fuel sales and \$845 in tie down fees.
- No delivery of 100LL or Jet A was required during the month.
- Sale of 100LL was 5680 gallons and sale of Jet A was 1267 gallons.
- The Cessna 172 RG that landed wheels up last July is hanged in the maintenance building and contributes \$250 a month in rent.
- GSE technicians inspected and serviced the fuel farm. Jet A hose reel measured for installation of manual retraction system. Technicians instructed airport manager on how to circulate Jet A through the filtering system to maintain quality.

Discussion followed on change in the airport accounting practice of removing fuel purchase/sales from the airport budget. Town Manager and Treasurer were supplied with FAA supporting documents that require Aviation Fuel sales to remain in an airports budget.

Additional discussion on which budget line item to place purchase of windsocks damaged in thunderstorm.

New Business

- Runway Condition Tour tabled until all committee members present.
- Airport Beacon and best method to have it painted. Rick Tetrev will contact Public Works.

New Business Cont.



Town of Wiscasset

- Discussion on repairing drainage ditch between individual hangars on West side of airport. Ditch is getting deeper and lawnmowers are having difficult time keeping it mowed.

Old Business

Final corrections to draft of **Rules and Regulations** were made. Committee approved the final draft and agreed to send it to Town Manager.

Adjournment

The meeting was adjourned at 6:06 pm. The next general meeting will be October 17, 2018 at 5PM, at the Wiscasset airport.



WISCASSET MUNICIPAL AIRPORT

Rules and Regulations

September 2018

Record of Changes

Revision #	Date Approved	Purpose of Change	Entered by
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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1.0 PURPOSE OF RULES AND REGULATION

Rules and regulations provided in this document and any amendments thereto (hereinafter referred to as "regulations"), adopted pursuant to approval by the town of Wiscasset, are intended for the safe, orderly and efficient operation of the Airport, and apply to all persons using the Airport.

Terms and abbreviations used in this document are contained in Appendix A.

2.0 AUTHORITY

The Wiscasset Municipal Airport (Airport), Rules and Regulations, were adopted and approved by the Wiscasset Selectboard on _____.

The Selectboard reserves the right to make any additions, deletions or corrections to these rules and regulations which may be necessary for the safety of aircraft operations, employees, pilots and crew, guests, visitors and tenants using the Airport.

These regulations shall supersede all previous written or perceived rules and regulations for the Airport and run concurrently with the existing individual Land Lease Agreement.

No part of regulations shall be construed as license or authorization to deviate from Federal Aviation Regulations, Maine Revised Statutes (MRS) and individual Land Lease Agreements. In any instance where these rules may be or become inconsistent with federal or state rules then these rules shall yield to the directives with the highest authority.

The Airport and all its facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition as may be required or prescribed by applicable federal, state and local agencies for maintenance and operation.

3.0 SCOPE

All persons on the Airport are governed by these Regulations. Except for the purpose of aeronautical activities, the Town may deny the use of the Airport to any person who knowingly and willfully violates any rule or regulation and disregards the safety of all airport users. Such violator may be deprived or banned of further use of the Airport for such time as the Selectboard may determine. Persons shall be subject to such fines contained herein or other penalties as may be established by local, state or federal law. These Regulations may be reviewed and amended by the Selectboard upon recommendation by the Airport Manager, Airport Committee, MaineDOT or the Federal Aviation Administration. The Town reserves the right to notify the FAA of any violation of FARs.

4.0 INCONSISTENCIES

In any case where a provision of these regulations is found to be in conflict with any other provision of these regulations adopted hereunder or in conflict with a provision of any zoning, building, fire, safety, health or other ordinance, code, rule, or regulation of the Town, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

In cases where two (2) or more provisions of these regulations are in conflict, the most stringent or restrictive shall prevail.

It is not intended by these regulations to repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other laws, ordinances, codes, rules or regulations, or to excuse any person from performing obligations to the Town under any lease or another contract.

No existing or future Town contract, lease agreement or another contractual arrangement, nor any payment or performance hereunder, shall excuse full and complete compliance with these regulations. Compliance with these regulations shall not excuse full and complete compliance with any obligations to the Town under any existing or future Town contract, lease, agreement or another contractual arrangement.

5.0 AIRPORT OVERVIEW

The Wiscasset Municipal Airport is a general aviation facility that is part of National Plan of Integrated Airports System. The airport is owned and operated by the Town of Wiscasset, the airport's recognized sponsor by the FAA. The airport supports air commerce and is a small but essential element of the regional transportation network, with emphasis on the mid-coast region of Maine.

The Airport is located off state highway 144 (Old Ferry Road) and Chewonki Neck Road, three miles from the town's center on approximately 257 acres. The airport has a single 3,397-foot-long by 75-foot-wide paved runway designed 7-25, with Medium Intensity Runway Edge Lights (MIRLS). There is a single full length 35-foot-wide parallel taxiway (designated "A") with three stub taxiways connecting to the runway (designated "B," "C" and "D"). Each runway end is equipped with a Precision Approach Path Indicator light system, and Runway 25 has a Runway End Identifier Light unit. The airport is open continuously with all-weather capabilities, including instrument approach procedures to both runway ends.

The airport has a small terminal building with an attached hangar, a maintenance building/hangar, and a Snow Removal Equipment (SRE) storage building. In addition, there are two 12-aircraft tee hangar units and nine conventional (box) hangars. The hangars are privately owned on land leased from the Town. Hangar owners pay the town an annual land lease and property taxes on the hangars.

The official Airport Layout Plan (ALP) for the airport is in Appendix B. Figure 1 illustrates the airport's terminal area.

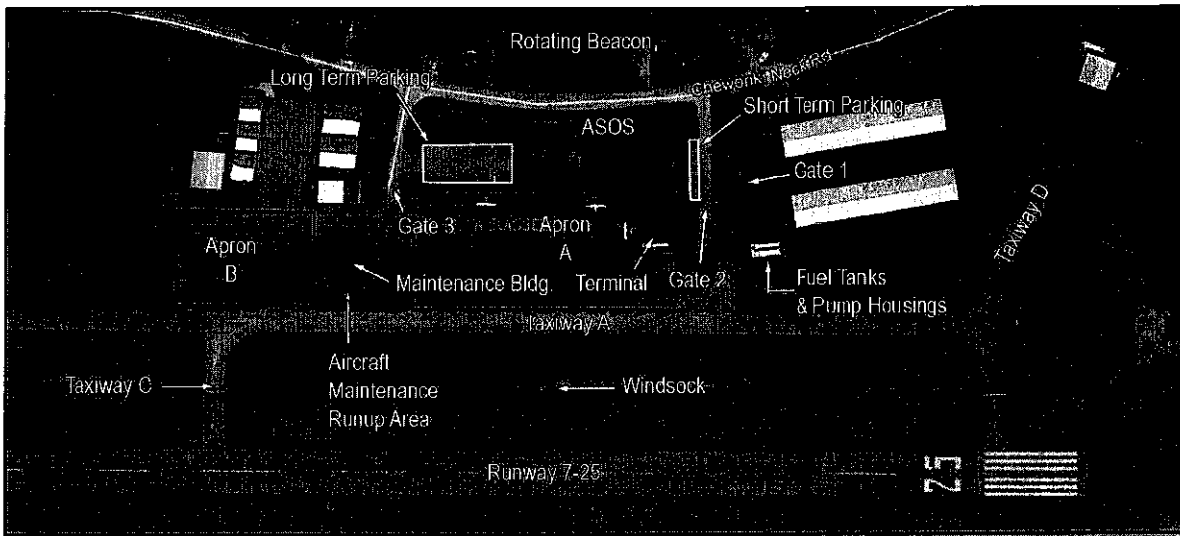


Figure 1. Airport Terminal Area

6.0 GENERAL REGULATIONS

6.1 Interference

No person will cause or permit any activity or action thereon which would interfere with the use of the Airport for the purposes which it is intended in violation of these regulations.

6.2 Hold Harmless

Any person using the Airport and its facilities shall do so at their own risk. The Town assumes no responsibility for loss, injury, damage, personal injury or death to persons or property however caused or from fire, theft, vandalism, flood, earthquakes, or any acts of God or the public enemy, or for any other reason.

6.3 Enforcement

All powers of the Wiscasset Police Department, Lincoln County Sheriff's Department, their duly appointed Constables, and the Maine State Police are hereby extended to the area of the Airport. Acting with the authority of the Selectboard, the Airport Manager shall have the authority to take such legal action as may be necessary for the handling, conduct, and

management of the public in attendance at the Airport and enforce these regulations. In any contingencies not explicitly covered by these rules and regulations, the Town will make, change or update these Regulations as deemed necessary.

6.4 Accident Reporting

Any person involved in an accident on the Airport, whether it be personal, aircraft, or vehicular, causing personal injury or property damage, should report such accident to the Town as soon as possible, which shall be in addition to any report required by law.

7.0 PUBLIC AND TENANT USAGE

7.1 Airport Access

Only those persons authorized by the Town shall have access to the airport airside. Authorized personnel includes those persons who have an aircraft or own a hangar at the airport and transient pilots. Guests of based and transient pilots are also authorized on the airport's airside but are the responsibility of their sponsor. The Town reserves the right to terminate access for any breach of these regulations.

7.2 Airport Tenants

Airport tenants shall observe all requirements prescribed in their individual hangar lease agreements. Any request for a temporary deviation from an individual hangar lease shall be made in writing to the Town, indicating the necessity for the deviation and duration for the event, such deviation shall not take place until a written response is submitted. The only exception to this rule shall be if immediate action is necessary to avoid loss of life, prevent injury and severe loss of property or property use.

No tenant shall compete with the Town and sub-lease their hangars without the authorization of the Town. Tenants that park their aircraft on any airport tie-down spot overnight are responsible for any applicable fees.

7.3 Conduct

Any person who commits any disorderly, obscene, indecent, or unlawful act, engage in any form of gambling or commit any act of nuisance on the Airport is subject to removal from the airport and criminal prosecution. The Town reserves the right to deny access to the airport for any breach of these regulations (see § 7.1).

7.4 Public Use

The landing area is open to the use of aircraft always in accordance with these regulations, and the governing rules for the operation of aircraft and the conduct of airmen as promulgated by the FAA, MaineDOT, and the Town.

7.5 Commercial Use

No person, partnership, firm or corporation shall use the Airport as a base from which to conduct business except such person, partnership, firm or corporation be authorized to conduct business through a lease or permit granted by the Town. Such a person, partnership, firm or corporation shall be confined strictly to the conduct of only such action as is expressly authorized by the lease or permit granted.

7.6 Firearms

All persons carrying firearms concealed or otherwise shall observe all safety rules in addition to Maine State Laws and federal firearms regulations.

7.7 Hunting

No person shall engage in any hunting activity on airport grounds without the knowledge and expressed authorization of the Town. Maine Game Warden will be contacted for direction on all controlled wild animal management.

7.8 Restricted Areas

No person shall enter upon the landing areas, ramps and apron areas, utilities, and service areas, or any area designated as a restricted area on the Airport posted as "No Trespassing" to the public except persons assigned to duty therein, pilots, crew members and passengers, airport tenants and persons authorized by the Town. Restrictions do not apply to airport personnel, State of Maine or Federal Agencies in the performance of their duties and or U.S. military members conducting operations. No person shall enter the airport business office except during published hours of operation.

7.9 Damage to Airport Property

No person shall destroy or disturb, in any manner, any building, equipment, pavement, lighting, flora, etc. Any person causing or liable for any damage to Airport property shall be required to pay the full amount of such damage upon demand of the Town. Tenants, lessees, and grantees shall be held entirely responsible for all damage to buildings, equipment, real property, and appurtenance in the ownership of the Airport caused by negligence, abuse, or carelessness on the part of their employees, guests, servants, agents, or customers. Any damage to, or malfunctioning of buildings, structures, utilities, or other Airport property, shall be reported at once to the Town.

7.10 Structures

No person or organization shall erect any structure on the airport, whether permanent or temporary unless that person or organization has filed a Notice of Proposed Alternation or Construction with the FAA as required by 14 CFR Part 77, and the FAA has issued a favorable

determination. Such determination must be submitted to the Town as part of the building permit application process along with the Aeronautical Study Number.

No person, tenants, lessee, or grantee shall make any alterations of any nature to any buildings, ramps, or other space, nor erect any structure on the Airport without prior permission in writing, from the Town, except as may be authorized in existing contracts or leases.

7.11 Expectations of Privacy

The Airport has several security surveillance cameras located on the airport. The cameras are monitored by the Wiscasset Police Department, and the data is stored and saved as necessary. The areas under surveillance include the terminal building's interior and exterior, the fuel tank area, and aircraft parking ramps. As such, persons entering the airport complex should have no expectations of privacy in these public areas.

8.0 MOTOR VEHICLES

This section refers to vehicles, motorized or otherwise, other than an aircraft, operating on the Airport except in accordance with the rules in this section.

The town, state, and federal government vehicles are exempt.

8.1 Rules

- (1) All vehicles entering the airport airside must be approved by the Town. Such authorization includes vehicles under the control of a driver holding an electronic airport gate card.
- (2) All motor vehicles entering the Airport must be duly registered and insured in accordance with the laws of the state of Maine.
- (3) No person shall operate a motor vehicle anywhere on the Airport without a valid motor vehicle operators or chauffeur's license issued by the appropriate authority.
- (4) No person shall operate a vehicle in a reckless or negligent manner, or without caution, or in a manner which endangers, or is likely to endanger persons or property.
- (5) No person shall operate a motor vehicle on any taxiway, or in the Runway Object Free Area (250' from the runway centerline) without permission of the Town.
- (6) Unless otherwise authorized by the Town, all persons operating a motor vehicle inside the gated/fenced area of the airport shall show a necessity (access their hangar, load/unload from aircraft or perform maintenance work).
- (7) Aircraft shall have the right-of-way always over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft whenever possible. Pedestrians shall yield the right-of-way to moving aircraft.
- (8) Except in an emergency, no person shall operate a vehicle at speed more than 20 mph.
- (9) No person shall leave a motor vehicle parked and unattended on any aircraft apron without the authorization of the airport manager.

(10) Except as authorized by the Town, all vehicle access shall be through an electronic gate (see Figure 1).

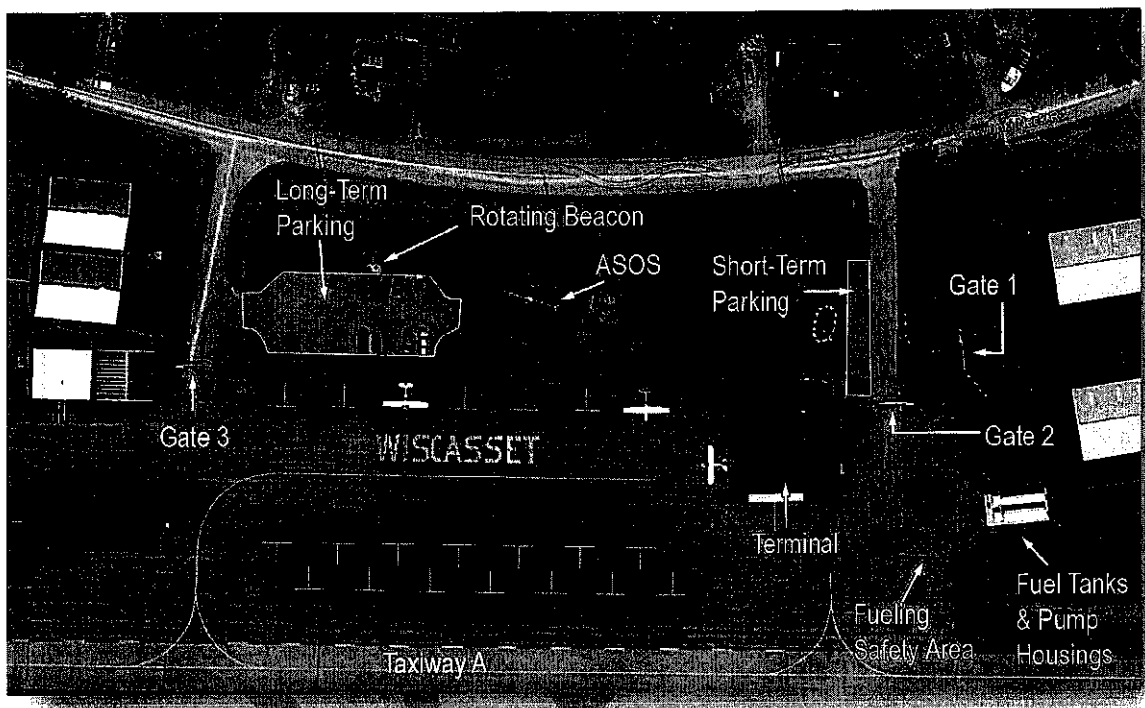


Figure 2. Automobile Parking Areas and Access Gates

8.2 Parking

No person shall park a motor vehicle at the Airport unless it is parked in areas established explicitly for parking and in the manner and for the time prescribed by signs, lines, or other means. The Airport has a short and a long-term parking area (see Figure 2). Hangar owners may park their private vehicles adjacent to their personal hangars.

Short-Term Parking. The parking area immediately adjacent to the Terminal Building is reserved for employees and visitors for a period not to exceed 24 hours.

Long-Term Parking. The parking area adjacent to the airport rotating beacon by Gate 3 is reserved for visitors and temporary storage of pilot's vehicles for a period of more than 24 hours but not to exceed 14 days. The owner of any vehicle parked who intends to park in the long-term area for more than 24 hours shall notify the airport manager by phone, in person, or via email (airport@wiscasset.org). Owners are encouraged to place a note in the vehicle with their name and contact information.

8.3 Towing

The Town may remove any vehicle which is disabled, abandoned, or parking in violation of these regulations, or interferes with aeronautical activity or air commerce. Such action shall be at the owner's expense and without liability for damage which may result from such moving by the Town.

9.0 AIRCRAFT OPERATIONS

An aircraft operation is the landing, takeoff, or touch-and-go procedure by an aircraft on a runway (or helipad), or the taxiing of such airplanes at an airport.

All aircraft operations shall be conducted in conformity with the current regulations and directives of the Federal Aviation Regulations.

A certificated pilot or aircraft mechanic shall be at the controls of a running aircraft always.

Fixed wing aircraft are restricted to landings and takeoff on the runway. Helicopters (rotorcraft) may take off or land on a designated taxiway (see Figure 1, page 3) provided the operation is at a distance that avoids rotor downwash damage to objects on the ground.

9.1 Airport Closing

Whenever the Town believes the Airport facilities to be unsafe for landings or takeoffs, it shall be within its authority to close the Airport. In doing so, the Town shall promptly notify the Portland Air Traffic Control Facility and issue a Notice to Airman (NOTAM).

9.2 Aircraft Parking

Except for short-term stops, aircraft parked on the airport must be on a marked tie-down spot, chocked and should be secured to a tie-down point. Although tie-down ropes may be provided as a courtesy by the Airport, aircraft operators are responsible for the safety and security of their aircraft, including the condition of any tie-down rope, chain or other material regardless of the provider. The Town is not responsible for aircraft parked or stored at the Airport.

9.3 Aircraft Repair

Except in private hangars, no person shall repair aircraft, aircraft engines, or related apparatus in any area other than that designated by the Town.

9.4 Disabled Aircraft

All disabled aircraft and parts thereof on the Airport shall be removed promptly by the owner and/or operator after verbal or written notice by the Town. The Town shall have the right without any liability for loss or damage which may result therefrom to cause the immediate removal to a safe place on the Airport at the owner's and/or operator's expense any disabled aircraft or part

thereof or any unattended or immovable aircraft which constitutes a hazard to persons or property or interferes with aircraft operations.

9.5 Model Aircraft, UAS, and Drones

No person will operate model aircraft, rockets, kites, or unmanned aerial system (UAS) (drones) on the Airport without the Town's written permission. All drone operations within the United States are governed by FAR Part 107 *Small Unmanned Aircraft Systems*.

The Town encourages hobbyists and other drone operators to use the FAA's "B4UFLY" application. This application is free by downloading it from the App Store for Apple devices or from Google for Android devices. The app will plot your position on a map and graphically show you your relationship and distance to nearby airports. Be aware that in addition to Wiscasset Municipal Airport, the Brunswick Executive Airport is 11 miles southwest and depending on the drone operator's location; both airports could be within five miles; it is the operator's responsibility to contact both airports.

10.0 NOISE ABATEMENT

The Town recognizes that people living and working on and around the airport may be affected by noise from aircraft operations. To maintain positive community relations, the town has a voluntary noise abatement program designed to encourage aircraft operators to use "fly-quiet" flight patterns and procedures that reduce noise near the Airport. The following is the noise abatement policy of the town concerning airport operations:

- (1) Runway 25 is the designated "calm wind" runway, and to the extent possible consistent with safety, pilots are encouraged to land and depart on Runway 25.
- (2) All departing aircraft should climb straight out along the runway centerline until reaching a minimum altitude of 1,000 feet.
- (3) To the extent possible consistent with safety, reduce engine power or RPM as soon as practical on aircraft climb out.
- (4) Minimize engine pre-takeoff run-up time consistent with aircraft operating requirements.
- (5) Conduct engine maintenance runups in the area between the maintenance hangar and Taxiway A (see Figure 1, page 3).
- (6) Avoid repeated takeoffs and landings between the hours of 10 pm and 7 am daily.
- (7) Fly "right traffic" to Runway 25 and "left traffic" to Runway 7 with a pattern altitude of 1,070 feet MSL.

- (8) Avoid flight over the nuclear waste storage facility (former Maine Yankee Nuclear Power Plant) located approximately 1 mile southeast of the airport at an altitude below 2,500 feet MSL (see Figure 3).

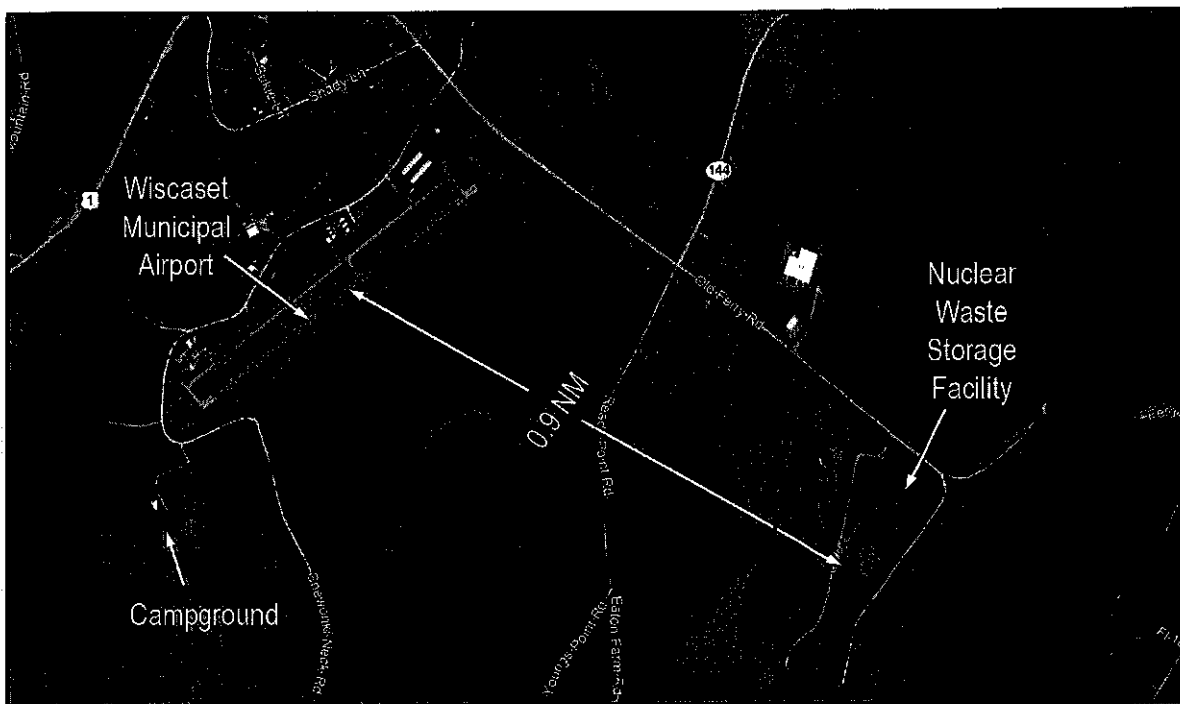


Figure 3. Location of Nuclear Waste Storage Facility

11.0 AIRCRAFT FUELING OPERATIONS

Aircraft fuel servicing shall be conducted in accordance with accepted standards and requirements established by Maine Revised Statute Title 6: §105. Aviation fueling facilities, and the National Fire Protection Association (NFPA). NFPA 407: Standard for Aircraft Fuel Servicing, shall apply.

11.1 Fueling Areas

The Airport's designed fueling area is shown in Figure 4.

No aircraft shall be fueled or defueled while the aircraft engine/s is running or while the aircraft is in a hangar or an enclosed area.

Fuel samples shall be disposed of in an approved container available in the fueling area.

11.2 Aircraft Grounding

During all fueling operations aircraft shall be grounded to the fuel pump housing in use (100LL or Jet A).

11.3 Single-Point (Underwing) Fueling

Single-point (underwing) pressure fueling shall only occur with an operative dead man switch.

11.4 Non-Aircraft Fueling

When dispensing fuel into an approved portable container, the container shall be placed on the ground to avoid possible static electricity ignition of fuel vapors. All fuel tanks (metal, fiberglass or plastic) mounted permanently on the bed of a truck, shall be grounded to the fuel pump housing (100LL or Jet A).

12.0 FIRE SAFETY

All rules, regulations and recommended practices pertaining to safety and fire prevention as contained in the National Fire Codes published by the National Fire Protection Association, or promulgated by the Wiscasset Fire Chief or the National Board of Fire Underwriters and Fire Insurance Underwriters shall be complied with.

12.1 Smoking

Except inside private hangars, smoking is prohibited on the Airport including all public buildings.

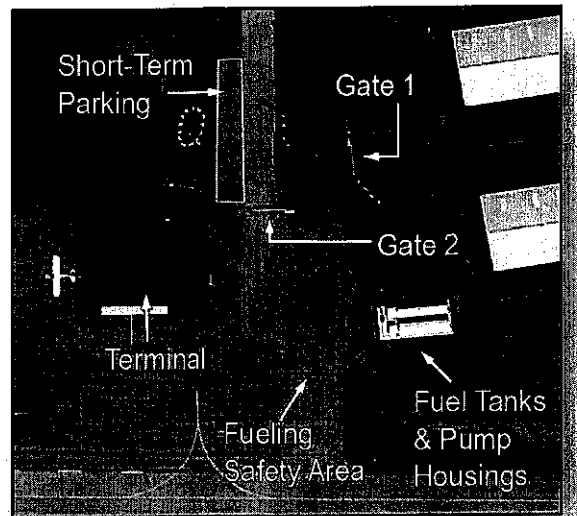


Figure 4. Airport Fueling Safety Area

12.2 Open Fires

Except for barbeque grills, no person shall start an open fire any place on the Airport without permission of the Town. BBQ grills are restricted to areas immediately adjacent to hangars and clear of aircraft and flammable materials.

12.3 Flammable Materials

No person shall store material or equipment, use liquids or gases, or allow their premises to become in such condition that violates the fire codes of the state of Maine.

12.4 Fireworks

No person shall use, display or cause to be exploded fireworks, including consumer fireworks on the airport except in compliance with the Ordances of the Town of Wiscasset.

13.0 GOOD HOUSEKEEPING

Because of the airport's location, the majority of stormwater and ice/snowmelt runoff from the airport ultimately discharges to Montsweag Brook (see ALP in Appendix B). Because of the nature of activities at the airport, there is the potential to convey pollutants to stormwater and eventually into the ecosystem. Pollutants include aircraft fuel, oil, lubricants, paint, cleaning solvents, etc. Thus, these types of materials and other waste materials must be handled and managed carefully and per applicable state and town waste management rules and regulations.

The Airport has an approved Stormwater Pollution Prevention Plan (SWPPP) on file with the Maine Department of Environmental Protection (MaineDEP) and a MaineDEP Multi-Sector General Permit for Stormwater Discharge. The following requirements are stipulated in the permit.

- (1) Maintenance and cleaning of aircraft, vehicles, and equipment are performed indoors or on paved surfaces well clear of storm drains.
- (2) Maintenance areas in the airport maintenance building and the SRE building are kept orderly, and materials are stored indoors in appropriate containers.
- (3) Inspections for leaks and the conditions of drums, tanks, and containers are performed on a regular basis.
- (4) Aircraft are stored in hangars or at designated locations on the terminal apron. Municipal vehicles and equipment are stored in the SRE building.
- (5) Spill prevention practices are used when aircraft are being refueled, such as not topping off fuel tanks and adequately disposed of in storage containers.
- (6) No aircraft de-icing.

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- (7) All aircraft, ground vehicles, and equipment awaiting maintenance are stored in designated areas only (hangars, buildings, or paved areas).
- (8) Vessels of stored materials are maintained in good condition inside to prevent or minimize contamination of stormwater.
- (9) Equipment that has the potential to affect the stormwater quality and is found to be inadequate during inspection and testing shall be promptly repaired.

14.0 RATES AND FEES

The Airport has established rates and fees for products and services which are set by the airport committee and approved by the Selectboard. Such rates and fees shall be clearly displayed in the airport office in the terminal building and published on the Town's website.

Appendix A TERMS AND ABBREVIATIONS

The following words and phrases, whenever used in these Rules and Regulations, shall be construed as defined in this article unless from the context a different meaning is intended, or unless a different meaning is explicitly defined and more particularly ascribed to the use of such words or phrases.

100LL. See aviation gas.

Advisory Committee. A board which advises the Wiscasset Selectboard on matters pertaining to airport operations, maintenance, improvements, facilities, and airport-activities under the jurisdiction of the town. The Committee operates under a municipal ordinance.

Aeronautics. The act, practice of, or instruction in the art and science of transportation by aircraft, and operation, construction, repair or maintenance of aircraft, airports, and air navigation facilities.

AIP. Airport Improvement Program

Air Commerce. The carriage by aircraft of persons or property for compensation or hire when that carriage is a major enterprise for profit and not merely incidental to a person's other business.

Air Navigation Facility. Any facility used in, available for use in, or designed for use in, aid of air navigation, including airports, lights, any apparatus or equipment for disseminating weather information, for signaling, for radio-directional finding, or for radio or other electrical communication, and any other structure or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and takeoff of aircraft.

Air Operations Area (AOA). All airport areas where aircraft can operate, either under their own power or while in tow. The AOA includes runways, taxiways, and apron areas, and at Wiscasset Municipal Airport, it includes the aircraft fueling area.

Air Taxi. A person who undertakes, whether directly or indirectly or by lease or another arrangement, to engage in air commerce and who possesses an Air Taxi Commercial Operators Certificate issued by the Federal Aviation Administration under 14 Code of Federal Regulations, Part 135.

Air Traffic. Aircraft operating in the air or on an airport surface, exclusive of loading ramps and parking areas.

Air Transportation. The transportation of persons, property or mail by aircraft.

Aircraft. A device that is used or intended to be used for flight in the air.

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Airman. Any individual who engages, as the person in command or as a pilot, mechanic or member of the flight crew, in the navigation of aircraft while underway; and any individual who is directly in charge of the inspection, maintenance, overhauling or repair of aircraft, aircraft engines, propellers or appliances.

Airplane. An airplane is an engine-driven fixed-wing aircraft that is heavier than air that is supported in flight by the dynamic reaction of the air against its wings.

Airport Improvement Program (AIP). The AIP provides grants to public agencies — and, in some cases, to private owners and entities — for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS).

Airport Layout Plan (ALP). The ALP serves as a critical planning tool that depicts both existing facilities and planned development for an airport. The ALP is a plan for an airport that shows: Boundaries and proposed additions to all areas owned or controlled by the sponsor for airport purposes. The Wiscasset ALP is in Appendix B.

Airport Manager. The person hired or appointed by the Town and charged with the duty to administer, protect, control and superintend the Airport or their duly authorized representative. By designation, the airport manager acts on behalf of the Town and the Wiscasset Selectboard.

Airport Sponsor. A municipality, county or group of municipalities or counties that owns and operates an airport and accepts funds or property from the FAA. The Town of Wiscasset is the sponsor of the Wiscasset Municipal Airport.

Airport. An airport is an area of land or water that is used or intended to be used for the landing and takeoff of aircraft and includes its buildings and facilities if any.

Airport Tenant. An airport tenant is a person, firm or corporation leasing or using airport property solely for storing an aircraft and is not engaged in or providing any aviation related commercial activity or service at the airport. An airport tenant is not authorized to function as or provide the services of an FBO.

Airside. Airports are divided into landside and airside areas. The airside area includes all parts of the airport around the aircraft and the parts of the buildings that are only accessible to passengers and staff.

ALP. Airport Layout Plan

Apron . An apron is a paved area of the airport where aircraft park, load and unload passengers, baggage, and cargo, and are refueled and maintained.

ASOS. Automatic Surface Observation System

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Automatic Surface Observation System (ASOS). An ASOS provides continuous minute-by-minute weather observations including wind speed and direction, visibility, cloud cover and cloud heights, temperature, dew point, and density altitude. Data is available over the Internet, via VHF radio (135.725) and telephone (207-882-8094). An ASOS is like the FAA-operated Automatic Weather Observation System (AWOS). The Wiscasset ASOS, which is located along Chewonki Neck Road adjacent to the rotating airport beacon is owned and operated by the National Weather Service. See ALP in Appendix B and Figure 1, page 6.

Aviation Gas (Avgas). Avgas is an aviation fuel used in spark-ignited internal-combustion engines to propel aircraft. Avgas is low lead and contains an octane level of 100.

Based Aircraft. Any aircraft stored, parked, tied down, or moored in the state of Maine for more than 30 consecutive calendar days.

CFR. Code of Federal Regulations

Civil Aircraft. Any aircraft other than public (government) aircraft.

Code of Federal Regulations. The codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the federal government of the United States.

Commercial Activity. An aeronautical business or an operation in air commerce.

Common Traffic Advisory Frequency. A frequency designed for carrying out airport advisory practices while operating to or from an airport without an operating control tower. The CTAF may be a UNICOM, Multicom, Flight Service Station, or tower frequency and is identified in appropriate aeronautical publications. The CTAF at Wiscasset Municipal Airport also serves as the UNICOM and operates on 122.8 MHz.

CTAF. Common Traffic Advisory Frequency

Drone. See Unmanned Aerial System (UAS)

Experimental Aircraft. Any aircraft used for non-commercial purposes holding a certificate issued by the Federal Aviation Administration under Federal Air Regulation, Part 21 classifying that aircraft in the experimental aircraft category.

FAR. See Federal Aviation Regulation.

Federal Aviation Administration (FAA). The FAA is the national aviation authority of the United States. As an agency of the United States Department of Transportation, it has authority to regulate and oversee all aspects of American civil aviation.

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Federal Aviation Regulations (FAR). FARs are rules prescribed by the Federal Aviation Administration (FAA) governing all aviation activities in the United States. The FARs are part of Title 14 of the Code of Federal Regulations (CFR).

Fixed Base Operator (FBO). A commercial business granted the right by the Town of Wiscasset to operate on the airport and provide aeronautical services such as fueling, hangar storage, tie-down and parking, aircraft rental, aircraft maintenance, flight instruction, etc. No person, firm or corporation may act in the capacity of an FBO without a valid contract with the Town of Wiscasset Board of Selectmen authorizing such activity at the airport.

Flammable. Easily set on fire.

Fuel Transfer Handling. The process of transferring petroleum fuels on the Airport between a bulk storage facility and fuel servicing facility or between a fuel servicing facility and an aircraft.

Hazard. Any structure, or vegetation, including trees, which obstructs the aerial approaches of a public airport. An obstruction evaluated by the FAA that is evaluated as a hazard to air navigation (as defined under FAR § 77.31).

Imaginary Surfaces. Imaginary surfaces are volumes of airspace around an airport invisible to the human eye.

Itinerant Aircraft. Any aircraft using the Airport, the operator of which has not entered into a lease agreement or other special agreement for a period of less than thirty (30) days with the Town of Wiscasset is an itinerant aircraft.

IWI. IWI is the Federal Aviation Administration identifier for the Wiscasset Municipal Airport.

Jet Fuel. A type of aviation fuel designed for use in aircraft powered by gas-turbine engines. There are various types of jet fuel, but the most common type used by civilian aircraft is Jet-A.

KIWI. KIWI is the international identifier for the Wiscasset Municipal Airport.

Landing Area. Any locality, either of land or water, which is used, or intended to be used, for the landing and takeoff of aircraft.

Landside. Airports are divided into landside and airside areas. The landside area is open to the public, while access to the airside area is tightly controlled. See airside.

Maine Department of Transportation (MaineDOT). MaineDOT is the office of state government charged with the regulation and maintenance of roads and other public infrastructure, including aviation in the state of Maine.

Maine Revised Statutes. For the purposes of these regulations, Maine Revised Statutes (MRS) means Title 6: Aeronautics.

Mean Sea Level. An average level of the surface of one or more of Earth's oceans from which heights such as elevation may be measured.

Motor Vehicle. Automobiles, trucks, buses, motorcycles, bicycles, pushcarts and any other device in or upon or by which any person or property is or may be transported, carried or drawn upon land except aircraft.

MSL. Mean Sea Level

National Plan of Integrated Airports System (NPIAS). An inventory of U.S. aviation infrastructure assets. NPIAS was developed and now maintained by the Federal Aviation Administration (FAA). NPIAS identifies existing and proposed airports that are significant to national air transportation in the U.S., and thus eligible to receive federal grants under the Airport Improvement Program (AIP).

Navigable Air Space. The airspace at or above the minimum altitudes of flight that includes the airspace needed to ensure safety in the takeoff and landing of aircraft. According to Federal Aviation Regulations, "navigable airspace" is defined as "airspace at and above the minimum flight altitudes prescribed by or under this chapter, including airspace needed for safe takeoff and landing (14 CFR § 1.1). For airplanes, the minimum flight altitude while flying over congested areas or open-air assemblies of persons is 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet (14 CFR § 91.119(b)).

Navigation of Aircraft. "Navigation of aircraft" or "navigate aircraft" includes the piloting of aircraft.

Non-Precision Approach. An instrument approach and landing which utilizes lateral guidance but does not utilize vertical guidance.

Non-Precision Runway. A runway having an existing instrument approach procedure utilizing air navigation facilities with only horizontal guidance, or area type navigation equipment, for which a straight-in non-precision instrument approach procedure has been approved or planned.

Non-Towered Airport. An airport without a control tower, or air traffic control (ATC) unit. The most of the world's airports are non-towered. The Wiscasset Municipal Airport is a non-towered airport.

NPIAS. National Plan of Integrated Airports System

Object Free Area (ROFA). The OFA is an area on the ground centered on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be in the OFA for air navigation or aircraft ground maneuvering purposes.

Obstruction. An obstruction is an object that exceeds one or more heights as described in FAR § 77.17.

Operation of Aircraft. The use of aircraft, for air navigation and includes the navigation of aircraft. Any person who causes or authorizes the operation of aircraft, whether with or without the right of legal control, in the capacity of owner, lessee or otherwise, of the aircraft, shall be deemed to be engaged in the operation of aircraft within the meaning of federal regulations.

Operator. The owner or another person, firm or corporation controlling the operations of one or more aircraft or one or more vehicles: or any person who has rented such aircraft or vehicle for operation by his own agents.

PAPI. Precision Approach Path Indicator

Part 77. Short term for 14 CFR, Part 77 - Safe, Efficient Use, and Preservation of the Navigable Airspace. Part 77 establishes standards for determining obstructions to air navigation. A structure that exceeds one or more of these standards is presumed to be a hazard to air navigation unless the FAA through obstruction evaluation study determines otherwise.

Precision Approach Path Indicator (PAPI). PAPIs primarily assists by providing visual glide slope guidance in non-precision approaches environment. These systems have an effective visual range of at least 3 miles during the day and up to 20 miles at night. The row of light units is typically installed on the left side of the runway, and the glide path indications are as two red and two white lights when on proper glide path angle of approach. Light combinations indicate when slightly high (3 white and 1 red light), significantly high (4 white lights), slightly low (3 red 1 white light) and significantly low (4 red lights).

Public Use Airport. A public use airport is a facility available for use by the public without a requirement for prior approval of the airport owner or operator.

REIL. Runway End Identifier Lights

Runway End Identifier Lights (REIL). REILs provides rapid and positive identification of the end of the runway. The system consists of two synchronized, unidirectional flashing lights. The lights are positioned on each corner of the runway landing threshold, facing the approach area and aimed at an angle of 10 to 15 degrees.

Runway Object Free Area. See Object Free Area

Runway Safety Area (RSA). An RSA is a defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway. The RSA surrounds the runway and at Wiscasset extends 75 feet on either side of the runway centerline and 300 feet on each end of the runway.

WISCASSET MUNICIPAL AIRPORT
RULES & REGULATIONS
SEPTEMBER 2018

Selectboard. Wiscasset Selectboard (also referred to as Board of Selectman) is the executive arm of the government of the town of Wiscasset.

Single-Point Fueling. See underwing fueling.

Storm Water Pollution Prevention Plan (SWPPP). A SWPPP is a site-specific, written document that:

Structure. Any object constructed or installed by man, including such objects although regulated or licensed by other provisions of law.

SWPPP. Storm Water Pollution Prevention Plan

Taxiway Object Free Area (TOFA). See Object Free Area

Tenant. A person who occupies land or property rented or leased from the Town of Wiscasset.

Town of Wiscasset. The owner and operator of the Wiscasset Municipal Airport. The Town is the official sponsor of the airport by the Federal Aviation Administration.

Traffic pattern. The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from, an airport.

Underwing fueling. Underwing fueling also called single-point refueling or pressure refueling where not dependent on gravity, is used on larger aircraft and for jet fuel exclusively.

Unicom. An air-ground communication facility operated by a non-air traffic control private agency (town of Wiscasset) to provide advisory service at airports without an operating control tower to provide various non-flight services. The Unicom frequency at Wiscasset is 122.8 MHz. See Common Traffic Advisory Frequency (CTAF).

Unmanned Aerial Systems (UAS). An unmanned aerial vehicle (UAV), commonly known as a drone, as an unmanned aircraft system (UAS), and referred by several other names, is an aircraft without a human pilot aboard. The flight of UAVs may be controlled with various kinds of autonomy: either by a given degree of remote control from an operator, located on the ground or in another vehicle or entirely autonomously, by onboard computers.

Unmanned Aircraft. An aircraft operated without the possibility of direct human intervention from within or on the aircraft. See drone and unmanned aerial system.

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Town of Wiscasset

TOWN CLERK REPORT

To: Marian L. Anderson, Town Manager
From: Linda Perry, Town Clerk
Re: September Monthly Report
Date: October 9, 2018

Elections:

The Clerk's Office has been preparing for the November 6, 2018, General and Referendum Election. The Town will also be having a local Referendum Election. The Election will be held at the Wiscasset Community Center and the polls will be open from 8:00 am to 8:00 p.m. Absentee ballots will be available on October 5, 2018. If voters have questions about obtaining an absentee ballot they can call the Town Clerks office at (207)882-8200 Ext. 104 or by accessing Secretary of State's website at <http://www.maine.gov/cgi-bin/online/AbsenteeBallot/index.pl>. The last day to request an absentee ballot will be November 1, 2018. Requests for absentee ballots have started to arrive and the ballots will be mailed to the requestors when they arrive. Election clerks are being scheduled for processing absentee ballots on November 5th and to work at the polls on Election Day, November 6, 2018. Training will be held for all new and former election clerks. This training will consist of an overview of all new election laws and updates as well as a refresher on all basic procedures.

Clerk:

Dog licenses will be available beginning on October 15, 2018, for the 2019 calendar year. Dog licenses can be done at the Clerk's office and also by using the on line system at www.maine.gov. Proof of current rabies vaccination will be required.

A rabies clinic will be held at the Wiscasset Community Center on October 13th from 10:00 a.m. to 1:00 p.m. Other services will also be offered at that time.

Rabies Vaccines \$10

Distemper Vaccines \$15

Microchips \$25

Flea and tick treatments will be for sale. All animals will receive a basic vet check. Please be in line by 1:00 p.m. to guarantee service.

Dogs must be on leashes and cats must be in carriers.



Town of Wiscasset

Education:

The Town Clerk/Registrar of Voters attended the following education classes and meetings in September:

- Maine Town & City Clerks Association Annual Business Meeting in Waterville on September 11, 2018. The Town Clerk is a 17 year member of the MTCCA and is currently serving on the MTCCA Membership Committee.
- Lincoln Sagadahoc County Clerks Association meeting on September 13, 2018. Town Clerk, Linda Perry, hosted this meeting here in Wiscasset in the Hearing Room.
- Maine Bureau of Motor Vehicle fall update class. This class was held here in Wiscasset in the Hearing Room on September 18, 2018.

Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$54,294.87	\$18.50	\$1,050.50	\$274.00
Year to date	\$196,554.35	\$1,007.80	\$3,988.50	\$906.60
Met yearly revenue projection by:	32.76%	16.66%	23.46%	-----



Town of Wiscasset

CODE ENFORCEMENT REPORT

To: Marian L. Anderson, Town Manager
From: Bruce Mullins, Code Enforcement Officer
Re: September Monthly Report
Date: October 9, 2018

September activity report

Building Permits:

Sukeforth Drive – new mobile home
Blagdon Ridge Road- new 3 bed room, 2 bath home with a garage
Bath Road- 36x36 addition
Gibbs Road-garage
River Point Road- garage
Wiscasset Yacht Club- storage shed

Other:

Measure for new 911 addresses
Check storage units
Check on needed permits for the bridge replacement to Whites Island
Accessibility Training in Brewer
Check code for code compliance at all registered junk yards
Two Compliance Certificates still pending, waiting on repairs



Town of Wiscasset

Wiscasset Police Department

To: Marian L. Anderson, Town Manager
From: Lawrence Hesseltine, Wiscasset Police Chief
RE: September Monthly Report
Date: October 10, 201

September Calls for Service Report

REASON	Total
9-1-1 CHECK	1
ABANDONED MV	2
Administrative	2
ALARM BURGLAR	11
ASSIST CITIZEN	12
ASSIST OTHER AGENCY	5
ATV COMPLAINT	2
CIVIL COMPLAINT	2
COMMUNITY POLICING	5
CRIMINAL MISCHIEF	1
DISABLED MV	2
DRUG INVESTIGATION	2
ERRATIC OPERATIONS	16
FIGHTING (NON-DOMESTIC)	1
FIRE	3
FOUND/LOST PROPERTY	1
HARASSMENT	4
JUVENILE PROBLEM	2
LOUD NOISE	4
MEDICAL EMERGENCY	6
MOTOR VEHICLE ACCIDENT	6
MOTOR VEHICLE STOP	19
PARKING PROBLEM	2
POLICE INFORMATION	11
PROPERTY CHECK	27
Sex Offender Registration	1
SPECIAL DETAIL	10
SUSPICIOUS ACTIVITY	7
<i>Continued on next page</i>	



Town of Wiscasset

<i>September Calls for Service Report (Continued)</i>	
THEFT / FORGERY / FRAUD	7
THREATENING	2
TRAFFIC HAZARD	10
UNWANTED SUBJECT	1
VIOLATION OF PROTECTION ORDER	1
WELFARE CHECK	4
<i>Total Calls</i>	192



Town of Wiscasset

PARKS AND RECREATION DEPARTMENT

To: Marian L. Anderson, Town Manager
From: Lisa Thompson, Parks & Recreation Director
Re: September Monthly Report
Date: October 9, 2018

Program Updates & Community Events

- ASA began with all new staff and Director Kristy Lincoln with 34 children registered
- Soccer underway with 87 kids registered
- Senior Center hosts annual Lobster Bake
- Swim Team begins with 24 registered
- Plans underway for October special events(see dates below)

Coordination Meetings & Professional Development

- Team Meetings (2)
- White's Island Grant Workshop
- Meeting with staff from Bailey Sign Company
- MRPA Board meeting in Auburn
- Meeting with School Counselor Shaye Paradis about student mentorships
- Alive on the Common Wrap up meeting
- Elmhust Inc., meeting about clientele membership use
- Waterfront planning/ project meeting
- Lucia Droby- Holiday special events
- Superintendent Terry Wood- Grant planning meeting
- Attended CAFCP training for the Federal Food program in Augusta

Revenue

September 2018 Revenue: \$34, 334.49, up \$1265.76 from September 2017. Overall revenue is up \$4312.06 over last year at this time.

Important Upcoming Events and Programs:

- October 13th- Scarecrow Fest 11 a.m.- 2 p.m. at the Town Office. Everyone is welcome!
- October 26th Teen Dance 6:30-9 pm
- October 31st : Annual Halloween Parade and Nightmare on Federal Street 4-6:30pm



Town of Wiscasset

TRANSFER STATION

To: Marian L. Anderson, Town Manager
From: Ron Lear, Transfer Station Superintendent
Re: September Monthly Report
Date: October 9, 2018

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	162.65	-\$70
Demo	51.70	-\$70
Single Stream	21.53	-\$5
Metal	24.01	+\$170
Computers / TV	6,125 lbs.	+\$.15/lbs
Brush/Lumber	68	-\$35
Organics for Compost	2,100 lbs.	0
Mixed Copper/Alum/Lead	320 lbs.	+\$.92/lbs.
Shingles	27.31	-\$60
	0	-\$0
Cardboard	0	+\$94

We also recycled 18 bales of cardboard.

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

Types	Revenues:
User Fees	\$2,157.80
Computers	\$ 0
Metal (Light iron, batteries, mixed copper)	\$ 200
Cardboard	\$ 0
	\$ 0

Operations:

7th we moved 3 yds. Of inert fill. 12th We shipped 3 boxes of fluorescent tubes to Veolia and 1 box of rechargeable batteries to Call to Recycle. On the 13th we moved 3 yds. Of inert fill. 14th we shipped 12 gaylords of E-Waste to N. Coast Services. 25th we moved 3 yds. of inert fill. 26th sold 320 lbs. of mixed copper and had 200 gallons of vegetable oil picked up.

Expenses & Revenues:

Expenses are at 18.62% and the Revenues are at 8.74%



Town of Wiscasset

TOWN TREASURER REPORT

To: Marian L. Anderson, Town Manager
From: Vernice Boyce, Town Treasurer
Re: September Monthly Report
Date: October 10, 2018

Credit card receipts over the counter and online: \$18,531.39

Budget: The Finance Department, as of September 30, has spent 23.57% of its budget; we are 25% through our current fiscal year.

Bank Accounts:

Town operating \$1,093,300.19
INFORME Debit/credit account \$7,565.06

We transferred to the school a total of \$561,643.02 to cover their expenses for September.

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

8d

Memo

To: Wiscasset Board of Selectmen
From: Linda E. Perry, Town Clerk
CC: Marian Anderson
Date: 10/10/2018
Re: Registrar's Hours

The Registrar of Voters in municipalities with populations of more than 2,500 must be open on the last 5 business days that the clerk's office is open before Election Day, during the same hours that the clerk's office is open and for 2 hours between 5-9 pm on at least 1 of these days. The municipal officers may change the schedule set in this section of the law according to the needs of the municipality.

I am requesting that the Board change the hours for the registrar to be consistent with the normal hours of operation on those 5 days and not require the additional hours between 5-9 pm.

Linda Perry



Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

COMMUNITY SERVICES DIVISION
207/624-3270

September 24, 2018

Marian Anderson, Town Manager
51 Bath Road
Wiscasset, ME 04578

SAND/SALT BUILDING REIMBURSEMENT

Congratulations. You probably never thought that this was going to happen but the State share for your sand/salt building built in 1988 will arrive in your mailbox sometime this Fall but no later than Christmas.

Per longstanding statute, we have never been able to reimburse Priority 5 towns until all reimbursements had been made to Priority 1 through 4 towns which had significant to moderate chloride pollution in nearby drinking water wells. The last town in those categories has almost finished construction and will be reimbursed shortly thereafter. Once that is done, we will now be able to reimburse those Priority 5 towns/cities who built their sheds voluntarily many years ago.

Because your town had sent your building project paperwork to me prior to November 1, 1999, you have always been on the waiting list. It has taken 30 years for higher priority towns to construct their facilities. And I do want to mention that this building program was never a state mandate. It was a state cost sharing program which allowed the town to avoid having to get a DEP "waste discharge" license for open sand/salt piles.

The Town will receive an amount of \$49,651.92

Please contact me if you have any questions.

Sincerely,

Peter M. Coughlan, P.E.
Director
peter.coughlan@maine.gov
207/624-3266

Cc: Doug Fowler, PWD



PRINTED ON RECYCLED PAPER

March 22, 1988

MARIAN
FYI
Steve

Lawrence Gordon, George Flanders, & Ben Rines

Selectmen opened the following bids on site work for the salt and sand build

Jack A. Shaw & Sons	65,736.00
Alternate bid	10,350.00
Robert Sutter	50,975.00
Alternate bid	14,999.50
O.W. Holmes	38,782.00
Alternate bid	15,500.00

The bids will be turned over to the Town Engineer.

Woody Freeman, Scout leader, asked permission to erect a flagpole at the sc
A motion was made by Ben that permission be given to install a flag and pro
services necessary for the installation. There was a second from Larry. \

A motion was made by Larry that the following police officers be appointed:

Police Chief, Michael J. Reidy
Regular officers: David Tims, Gregory J. Siegel, John Allen, Carl P. I
and Alfred W. Simmons, III.

There was a second from Ben. The vote was 3-0.

A motion was made by Larry that the following be appointed:

Constable: Michael J. Reidy

Reserve Police Officers: Ronald Howard , & Peter D. Lamare

Code Enforcement Officer: Michael J. Reidy

There was a second from George. The vote was 3-0.

Selectmen also appointed Joan Barnes Agent for the State of Maine in order
to register motor vehicles.

A motion was made by Larry, with a second from Ben, that Eastern Pipe Serv
be hired to do the TV work on sewer lines in town. The vote was 3-0.

Meeting adjourned at 8:15 p.m.

March 29, 1988

Lawrence Gordon, George Flanders & Benjamin Rines, Jr.

A public hearing was held on the proposed salt and sand building. Plans
prepared by Lincoln Caswell Engineers. Bill Shane said the project should be
to bid by the end of April, with bid opening the second week in May. They
will be doing the site work and town equipment will be used as much as possible
There is ledge that must be blasted. Cost of the total project is expected
be \$180,000. Because salt and sand buildings are mandated by the state Bil
there is a possibility that the town will be reimbursed by as much as \$30 to
\$45,000.00 . Trees will be planted to hide the building as much as possible

Bill explained O.W. Holmes alternate bid as follows:

Sewer relocation 225 ft



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
MAINE REVENUE SERVICES
PROPERTY TAX DIVISION
PO BOX 9106
AUGUSTA, MAINE
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

ALEXANDER E. PORTEOUS
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD
EXECUTIVE DIRECTOR

10c

September 2018

TO: Municipal Assessors and Chairman of Board of Selectmen

RE: Proposed 2019 State Valuation

Pursuant to 36 M.R.S. § 208, the Bureau of Revenue Services is required to send you an annual notice of proposed state valuation for municipalities located in your county. Enclosed with this notice are the 2019 proposed state valuations representing the value of all taxable property in each municipality as of April 1, 2017.

The valuations certified to the Secretary of State pursuant to 36 M.R.S. § 305 will be used for all computations required by law to be based on the state valuation.

In accordance with 36 M.R.S. § 272, any municipality aggrieved by the Bureau of Revenue Services' determination of state valuation may appeal to the State Board of Property Tax Review **within 45 days of receipt of this notification**. The mailing address of the State Board of Property Tax Review is: State Board of Property Tax Review, 49 State House Station Augusta, ME 04333.

Any questions concerning the proposed 2019 state valuation maybe directed to the Property Tax Division at 624-5600.

Kind Regards,

Steven J. Salley,
Supervisor, Municipal Services
Property Tax Division

Enclosure

LINCOLN COUNTY**MAINE REVENUE SERVICES
PROPERTY TAX DIVISION****PROPOSED 2019 STATE VALUATION**

MUNICIPALITY	STATE VALUATION
ALNA	\$85,500,000
BOOTHBAY	\$943,500,000
BOOTHBAY HARBOR	\$750,100,000
BREMEN	\$198,550,000
BRISTOL	\$1,031,550,000
DAMARISCOTTA	\$356,400,000
DRESDEN	\$139,750,000
EDGECOMB	\$219,400,000
JEFFERSON	\$347,850,000
MONHEGAN PLANTATION	\$82,000,000
NEWCASTLE	\$286,450,000
NOBLEBORO	\$322,500,000
SOMERVILLE	\$53,250,000
SOUTH BRISTOL	\$659,150,000
SOUTHPORT	\$691,150,000
WALDOBORO	\$492,450,000
WESTPORT ISLAND	\$215,350,000
WHITEFIELD	\$197,400,000
WISCASSET	\$462,450,000
TOTAL	\$7,534,750,000

1 SELECTMEN REPORT

Department(s): 100 - 514
September

10d

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - ADMINISTRATION	197,868.00	49,330.72	148,537.28	24.93
101 - AIRPORT	84,447.00	25,153.38	59,293.62	29.79
102 - ANIMAL CONTROL	11,487.00	3,732.00	7,755.00	32.49
103 - ASSESSING	6,654.00	4,034.95	2,619.05	60.64
104 - BOARDS & COMMITTEES	2,843.00	608.51	2,234.49	21.40
105 - CELEBRATION	12,000.00	8,840.00	3,160.00	73.67
106 - TOWN CLERK	88,215.00	26,366.66	61,848.34	29.89
107 - CODE ENFORCEMENT	49,507.00	7,296.19	42,210.81	14.74
108 - COMMUNITY ORGANIZATIONS	62,265.00	0.00	62,265.00	0.00
109 - CONTINGENCY	20,000.00	0.00	20,000.00	0.00
110 - CONTRACTUAL SERVICES	160,300.00	9,701.33	150,598.67	6.05
111 - COUNTY TAX	611,353.83	0.00	611,353.83	0.00
112 - DEBT SERVICE	243,234.00	114,117.24	129,116.76	46.92
113 - ELECTIONS	18,046.00	126.21	17,919.79	0.70
114 - EMS/AMBULANCE	553,227.00	143,313.88	409,913.12	25.91
115 - FIRE DEPARTMENT	148,242.00	26,190.07	122,051.93	17.67
116 - FINANCE DEPARTMENT	218,590.00	51,510.89	167,079.11	23.57
117 - GENERAL ASSISTANCE	25,071.00	1,138.51	23,932.49	4.54
118 - MUNICIPAL BUILDING	72,342.00	10,179.24	62,162.76	14.07
119 - MUNICIPAL INSURANCE	46,329.00	22,674.32	23,654.68	48.94
120 - OVERLAY/ABATEMENTS	19,854.28	0.00	19,854.28	0.00
121 - PARKS & RECREATION	815,669.00	190,414.95	625,254.05	23.34
123 - POLICE DEPARTMENT	464,199.00	95,886.77	368,312.23	20.66
125 - PUBLIC UTILITIES	277,475.00	44,500.81	232,974.19	16.04
126 - PUBLIC WORKS	665,546.00	126,532.31	539,013.69	19.01
127 - SELECTMEN	27,247.00	4,385.56	22,861.44	16.10
128 - SCHOOL TOWN APPROPRIATION	6,040,949.26	1,507,112.31	4,533,836.95	24.95
129 - SENIOR CENTER	11,482.00	2,191.73	9,290.27	19.09
130 - SHELLFISH CONSERVATION	6,075.00	91.88	5,983.12	1.51
131 - TIF-TAX INCREMENT FINANCE	231,643.18	231,643.18	0.00	100.00
132 - TRANSFER STATION	590,697.00	110,015.75	480,681.25	18.62
133 - WATERFRONT & HARBORS	44,777.00	8,624.79	36,152.21	19.26
200 - RETIREE HEALTH INSURANCE	44,613.00	10,731.93	33,881.07	24.06
301 - CAPITAL	903,309.25	903,309.25	0.00	100.00
313 - COMMERCIAL PIER DEBT	40,467.92	10,115.76	30,352.16	25.00
314 - BACKHOE DEBT	50,627.23	7,412.28	43,214.95	14.64
315 - ROAD & SIDEWALK CONSTRUCTION	426,424.39	54,878.89	371,545.50	12.87
316 - POLICE CRUISER	10,902.03	0.00	10,902.03	0.00
317 - WCC ROOF	8,213.00	0.00	8,213.00	0.00
318 - FIRE & EMS PRIMO VENTS	58,182.00	0.00	58,182.00	0.00
319 - FIRE DEPARTMENT ROOF	3,868.98	0.00	3,868.98	0.00
320 - N-15 MONITORS	1,569.24	0.00	1,569.24	0.00
321 - MAIN STREE PIER ELECTRIC	4,702.00	0.00	4,702.00	0.00
322 - EMS PAGERS	2,720.00	0.00	2,720.00	0.00
323 - REPEATERS	8,019.00	0.00	8,019.00	0.00

HM Payson Monthly Statement of Wiscasset Accounts

<i>Account Name</i>	Market Value as of 07/31/2018	Market Value as of 08/31/2018	Market Value as of 09/30/2018
Montsweag Dam Reserve Fund	\$ 152,077.70	\$ 155,757.22	\$ 156,414.94
Cemetery Trust Fund	\$ 1,910,470.44	\$ 1,956,695.00	\$ 1,964,957.68
General John French Scholarship	\$ 58,266.05	\$ 59,675.80	\$ 59,927.79
Jackson Cemetery Fund	\$ 28,242.36	\$ 28,925.69	\$ 29,047.83
Larabee Band Fund	\$ 683,513.96	\$ 700,051.54	\$ 703,007.10
Haggett Scholarship Fund	\$ 12,943.33	\$ 13,256.49	\$ 13,312.47
Mary Bailey Fund	\$ 416,295.48	\$ 426,367.72	\$ 428,168.18
Seth Wingren Fund	\$ 26,158.81	\$ 26,791.73	\$ 26,904.86
Wiscasset Community Center Endowment Fund	\$ 2,963.65	\$ 3,035.36	\$ 3,048.18
Cooper-DiPerri Scholarship Fund	\$ 26,825.70	\$ 27,474.74	\$ 27,590.76
Recreation Scholarship	\$ 765.83	\$ 784.36	\$ 787.67
Town of Wiscasset Edowment Fund Total	\$ 3,318,523.31	\$ 3,398,815.65	\$ 3,413,167.46
Town of Wiscasset Capital Reserve	\$ 861,234.45	\$ 884,422.35	\$ 888,891.30
Town of Wiscasset Construction Reserve	\$ 2,650,292.62	\$ 2,721,649.25	\$ 2,735,401.66
Town of Wiscasset Equipment Reserve	\$ 4,104,129.39	\$ 4,214,627.80	\$ 4,235,924.13
Town of Wiscasset Furnace Replacement Reserve	\$ 341,045.59	\$ 350,227.91	\$ 351,997.60
Town of Wiscasset Major Repairs Reserve	\$ 459,415.69	\$ 471,785.01	\$ 474,168.92
Town of Wiscasset Recreation Building Reserve	\$ 1,797,054.94	\$ 1,845,438.90	\$ 1,854,763.84
Town of Wiscasset Retirement Health Insurance Reserve	\$ 314,537.03	\$ 323,005.64	\$ 324,637.77
Town of Wiscasset Roof Repair Reserve	\$ 313,177.93	\$ 321,609.94	\$ 323,235.03
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 93,306.83	\$ 95,819.02	\$ 96,303.19
Town of Wiscasset Highway Department Capital Reserve	\$ 2,204.62	\$ 2,263.98	\$ 2,275.42
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 2,939.51	\$ 3,018.66	\$ 3,033.91
Town of Wiscasset Reserve Funds Total	\$ 10,939,338.60	\$ 11,233,868.46	\$ 11,290,632.77



10e

Shelley Winchenbach
Director, Government Affairs
Charter Government Affairs

October 1, 2018

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

At Charter (locally known as Spectrum), we continue to enhance our services, offer more of the best entertainment choices and deliver the best value. We are committed to offering our customers with products and services we are sure they will enjoy. Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments. As a result, customers will be notified of the following price adjustments through a bill message on or after October 1, 2018. Effective on or after November 1, 2018, pricing will be adjusted for residential video service:

- Broadcast TV Surcharge from \$8.85 to \$9.95
- Spectrum Receiver from \$6.99 to \$7.50
- Digital Adapters from \$4.99 to \$5.99
- Latino View from \$7.99 to \$8.99

We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at 207-620-3319 or via email at shelley.winchenbach@charter.com.

Sincerely,

Shelley Winchenbach
Director, Government Affairs

10f

CERTIFICATION OF COMPLETION OF
FREEDOM OF ACCESS TRAINING REQUIRED BY 1 M.R.S.A. § 412

I, _____, hereby certify that I have met the training
(Name of elected official)

requirements set forth in 1 M.R.S.A. § 412 on _____ by
(date of training)

completing the following training:

- A thorough review of all of the information made available on the Frequently Asked Questions portion of the State website, www.maine.gov/foaa/faq.
- Another training course that includes this information, identified as follows:

(Title of Course)

(Name of Course Provider)

Dated this _____ day of _____, 20____.

Signature

Printed Name

Elected Office

Note: Training must be completed within 120 days after an elected official takes the oath of office.

Maine Freedom of Access Act: Your Right to Know

Home → Frequently Asked Questions

Frequently Asked Questions (FAQ)

General Questions | Public Records | Public Proceedings

GENERAL QUESTIONS

What is the Freedom of Access Act?

The Freedom of Access Act (FOAA) is a state statute that is intended to open the government of Maine by guaranteeing access to the "public records" and "public proceedings" of state and local government bodies and agencies.

Are federal agencies covered by the Freedom of Access Act?

No. The FOAA does not apply to federal agencies operating in Maine or to federal government records. A similar but different federal statute called the Freedom of Information Act (FOIA) applies to the federal government. This federal statute does not apply to state or local government bodies, agencies or officials.

For more general information on the Freedom of Information Act go to:

FOIA.gov - Freedom of Information Act

Who enforces the Freedom of Access Act?

Any aggrieved person may appeal to any Superior Court in the state to seek relief for an alleged violation of the FOAA. 1 M.R.S. § 409(1)

Relief can be in the form of an order issued by the court that directs the government body, agency or official to comply with the law, such as by providing access to a public proceeding or by making public records available for inspection or copying.

In addition, the Office of the Attorney General or the District Attorneys may bring an enforcement action seeking penalties if the alleged violation is willful. 1 M.R.S. § 410

What are the penalties for failure to comply with the Freedom of Access Act?

A state government agency or local government entity whose officer or employee commits a willful violation of the FOAA commits a civil violation for which a forfeiture of not more than \$500 may be adjudged. 1 M.R.S. § 410 Under the current law, there are no criminal penalties for failure to comply with a request for public records. It is a Class D crime to intentionally remove, alter, or destroy documents belonging to a state office. 1 M.R.S. § 452

What is the Public Access Ombudsman?

The Legislature created a public access ombudsman position to review complaints about compliance with the FOAA and attempt to mediate their resolution, as well as answer calls from the public, media, public agencies and officials about the requirements of the law. The ombudsman is also responsible for providing educational materials about the law and preparing advisory opinions. The ombudsman works closely with the Right to Know Advisory Committee in monitoring new developments and considering improvements to the law.

How do I contact the Public Access Ombudsman?

Call the Office of the Attorney General at (207) 626-8577 or get more information online at:

Your Right to Know: Maine's Freedom of Access Act

Are elected officials required to take training on the Freedom of Access Act?

Yes. All elected officials subject to this section and public access officers must complete a course of training on the requirements of the FOAA. 1 M.R.S. § 412

Which elected officials are required to take Freedom of Access training?

Elected officials required to complete the training include:

- the Governor
- Attorney General, Secretary of State, Treasurer of State and State Auditor
- Legislators
- Commissioners, treasurers, district attorneys, sheriffs, registers of deeds, registers of probate and budget committee members of any county
- Municipal officers, clerks, treasurers, assessors and budget committee members of municipal governments

- Officials of school administrative units
- Officials of regional or other political subdivisions, including officials of water districts, sanitary districts, hospital districts, transit districts or regional transportation districts
- Public access officers.

What is a public access officer?

A public access officer must be designated to serve as the contact person for an agency, county, municipality, school administrative unit and regional or other political subdivision for public records requests. An existing employee is designated public access officer and is responsible for ensuring that public record requests are acknowledged within five working days of receiving the request and that a good faith estimate of when the response to the request will be complete is provided.

What does the training include?

At a minimum, the training must be designed to be completed in less than 2 hours and include instruction in:

- the general legal requirements regarding public records and public proceedings
- the procedures and requirements regarding complying with a request for a public record
- the penalties and other consequences for failure to comply with the law

Elected officials and public access officers can meet the training requirement by conducting a thorough review of the material in this FAQ section of the State's Freedom of Access website or by completing another training course that includes all of this information but may include additional information.

Do training courses need to be certified by the Right to Know Advisory Committee?

No. Training courses do not need the approval of the Right to Know Advisory Committee, or any other State agency.

How do elected officials and public access officers certify they have completed the training?

After completing the training, elected officials and public access officers are required to make a written or electronic record attesting that the training has been completed. The record, which will be available to the public, must be kept by the elected official or filed with the public entity to which the official was elected. A public access officer must file the record with the agency or official that designated the public access

officer. A sample training completion form is available (PDF) (This file requires the free Adobe Reader).

PUBLIC RECORDS

What is a public record?

The FOAA defines "public record" as "any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business". A number of exceptions are specified. (See the discussion of exemptions below.) 1 M.R.S. § 402(3)

Do I have to be a citizen of this state to submit a Freedom of Access Act request for a public record?

No. The FOAA provides that "a person" has the right to inspect and copy public records. 1 M.R.S. § 408-A

How do I make a Freedom of Access Act request for a public record?

See the How to Make a Request page on this site.

Is there a form that must be used to make a Freedom of Access Act request?

No. There are no required forms.

Does my Freedom of Access Act request have to be in writing?

No. The FOAA does not require that requests for public records be in writing. However, most governmental bodies and agencies ask individuals to submit requests in writing in order to maintain a record of when the request was received and what records were specifically requested.

What should I say in my request?

In order for the governmental body, agency or official to promptly respond to your request, you should be as specific as possible when describing the records you are

seeking. If a particular document is required, it should be identified precisely-preferably by author, date and title. However, a request does not have to be that specific. If you cannot identify a specific record, you should clearly explain the type of records you are seeking, from what timeframe and what subject the records should contain. For example, assume you want to obtain a list of active landfills near your home. A request to the state Department of Environmental Protection asking for "all records on landfills" is very broad and would likely produce volumes of records. The fees for such a request would be very high; the agency would likely find your request too vague and ask that you make it more specific. On the other hand, a request for "all records identifying landfills within 20 miles of 147 Main Street in Augusta" is very specific and the request might fail to produce the information you desire because the agency has no record containing data organized in that exact fashion. You might instead consider requesting any record that identifies "all active landfills in Augusta" or "all active landfills in Kennebec County." It is more likely that a record exists which contains this information. You might also want to explain to the agency exactly what information you hope to learn from the record. In other words, if you are really trying to determine whether any active landfills near your home in Augusta accept only wood waste, this additional explanation may help the agency narrow its search and find a record that meets the exact request.

Does an agency have to acknowledge receipt of my request?

Yes. An agency or official must acknowledge receipt of a request within 5 working days of receipt of the request. 1 M.R.S. § 408-A(3) P.L. 2013, ch. 350

Can an agency ask me for clarification concerning my request?

Yes. An agency or official may request clarification concerning which public record or public records are being requested. 1 M.R.S. § 408-A(3)

Does an agency have to estimate how long it will take to respond to my request?

Yes. An agency or official must provide a good faith, nonbinding estimate of how long it will take to comply with the request within a reasonable time of receiving the request. The agency or official shall make a good faith effort to fully respond within the estimated time. 1 M.R.S. § 408-A(3) P.L. 2013, ch. 350

When does the agency or official have to make the records available?

The records must be made available "within a reasonable period of time" after the request was made. 1 M.R.S. § 408-A The agency or official can schedule the time for your inspection, conversion and copying of the records during the regular business

hours of the agency or official, and at a time that will not delay or inconvenience the regular activities of the agency or official. 1 M.R.S. § 408-A(5)

Can an agency or official delay responding if my request was not directed to the agency public access officer?

No. An agency that receives a request to inspect or copy a public record must acknowledge and respond regardless of whether the request was directed to the public access officer. The unavailability of a public access officer may not be reason for a delay. 1 M.R.S. § 413(3)

What if the agency or official does not have regular office hours?

If the agency or official does not have regular office hours, the name and telephone number of a contact person authorized to provide access to the agency's or official's records must be posted in a conspicuous public place and at the office of the agency or official, if an office exists. 1 M.R.S. § 408-A(5)

Does an agency have to produce records within 5 days of my request?

No. The records that are responsive to a request must be made available "within a reasonable period of time" after the request was made. 1 M.R.S. § 408-A Agencies must acknowledge the request within 5 working days of receipt. A written denial within 5 working days of receipt is required if your request is denied in whole or in part. 1 M.R.S. § 408-A(4) P.L. 2013, ch. 350

Do I have to go to the agency to inspect the records or can I ask the agency or official to mail me the records?

A person may inspect or copy any public record in the office of the agency or official during reasonable office hours. The agency or official shall mail the copy upon request. The agency may charge a reasonable fee to cover the cost of making the copies for you, as well as actual mailing costs. 1 M.R.S. § 408-A(1), (2), (8)(E)

When may a governmental body refuse to release the records I request?

The FOAA provides that certain categories of documents are not public records. Included among these are records that have been designated confidential by statute, documents subject to a recognized legal privilege such as the attorney-client privilege or the work-product privilege, records describing security plans or procedures designed to prevent acts of terrorism, medical records, juvenile records, and the

personal contact information of public employees contained within records. 1 M.R.S. § 402(3)(A)-(O)

For a list of records or categories of records deemed by statute to be confidential or otherwise not a public record, see the Statutory Exceptions List. While this listing may not be totally complete, it contains the vast majority of exceptions to the FOAA.

What happens if a public record holds some information that is open to the public and some information that falls within an exception to the Freedom of Access Act?

Some public records contain a mixture of information that is public and information that is confidential or otherwise not subject to public inspection under the FOAA. If the record you requested contains any confidential or excepted information, the custodian will decide if the confidential or excepted information can be adequately redacted or blacked out so that public access can be provided or if public access to the document should be denied.

Must an agency have computer technology resources that allow for maximum accessibility to public records while protecting confidential information?

When purchasing and contracting for computer software and other information technology resources, an agency shall consider the extent to which it will maximize accessibility and exportability while protecting confidential information that may be contained in the public records. 1 M.R.S. §414

Does an agency have to explain why it denies access to a public record?

Yes. When an agency denies access to a public record, it must provide the reason for its denial in writing within 5 working days of the receipt of the request for inspection or copying. 1 M.R.S. § 408-A(4) P.L. 2013, ch. 350

What can I do if I believe an agency has unlawfully withheld a public record?

If you are not satisfied with an agency's decision to withhold access to certain records, you are entitled to appeal, within 30 calendar days of your receipt of the written notice of denial, to any Superior Court within the state. 1 M.R.S. § 409(1) P.L. 2013, ch. 350

What can I do if an agency fails to provide a written denial?

If an agency withholds access to a public record and does not provide a written denial within 5 working days of the receipt of the request, this is considered a failure to allow inspection or copying and is subject to appeal. 1 M.R.S. § 408-A(4) P.L. 2013, ch. 350

May a governmental body ask me why I want a certain record?

The FOAA does not specifically prohibit agencies or officials from asking why an individual is requesting a public record. However, if asked, the individual is not required to provide a reason for seeking a record, and the agency cannot deny an individual's request based solely on either the individual's refusal to provide a reason or the reason itself. An agency or official may request clarification concerning which public record or public records are being requested. 1 M.R.S. § 408-A(3)

Can I ask that public reports or other documents be created, summarized or put in a particular format for me?

No. A public officer or agency is not required to prepare reports, summaries, or compilations not in existence on the date of your request. 1 M.R.S. § 408-A(6)

If the public record is electronically stored, the agency or official subject to a request must provide the public record either as a printed document or in the medium in which the record is stored, except that the agency or official is not required to provide access to an electronically stored public record as a computer file if the agency or official does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. 1 M.R.S. § 408-A(7)

Must the agency or official provide me with access to a computer terminal to inspect electronically stored public records?

No. The agency or official is not required to provide access to a computer terminal. 1 M.R.S. § 408-A(7)(B)

I asked a public official a question about a record, but he/she didn't answer. Is he/she required to answer my question?

No. A public officer or agency is not required to explain or answer questions about public records. The FOAA only requires officials and agencies to make public records available for inspection and copying.

Are an agency's or official's e-mails public records?

Any record, regardless of the form in which it is maintained by an agency or official, can be a public record. As with any record, if the e-mail is "in the possession or

custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business" and is not deemed confidential or excepted from the FOAA, it constitutes a "public record". 1 M.R.S. § 402(3)

An agency or official must provide access to electronically stored public records, including e-mails, as a printed document or in the medium it is stored at the discretion of the requestor. If an agency or official does not have the ability to separate or prevent the disclosure of confidential information contained in an e-mail, the agency is not required to provide the records in an electronic format. 1 M.R.S. § 408-A (7)

Email messages are subject to the same retention schedules as other public records based on the content of the message. There are no retention schedules specific to email messages. The State of Maine E-mail and Digital Records Retention Guide contains more information on electronic records.

Is information contained in a communication between a constituent and an elected official a public record?

Information of a personal nature consisting of an individual's medical information, credit or financial information, character, misconduct or disciplinary action, social security number, or that would be confidential if it were in the possession of another public agency or official is not a public record. However, other parts of the communication are public. 1 M.R.S. § 402(3)(C-1)

Can an agency charge for public records?

There is no initial fee for submitting a FOAA request and agencies cannot charge an individual to inspect records unless the public record cannot be inspected without being compiled or converted. 1 M.R.S. § 408-A(8)(D) However, agencies can and normally do charge for copying records. Although the FOAA does not set standard copying rates, it permits agencies to charge "a reasonable fee to cover the cost of copying". 1 M.R.S. § 408-A(8)(A)

Agencies and officials may also charge fees for the time spent searching for, retrieving, compiling or redacting confidential information from the requested records. The FOAA authorizes agencies or officials to charge \$15 per hour after the first hour of staff time per request. 1 M.R.S. § 408-A(8)(B) Where conversion of a record is necessary, the agency or official may also charge a fee to cover the actual cost of conversion. 1 M.R.S. § 408-A(8)(C)

The agency or official must prepare an estimate of the time and cost required to complete a request within a reasonable amount of time of receipt of the request. If the estimate is greater than \$30, the agency or official must notify the requester before proceeding. The agency may request payment of the costs in advance if the estimated cost exceeds \$100 or if the requester has previously failed to pay a fee properly assessed under the FOAA. 1 M.R.S. § 408-A(9), (10) P.L. 2013, ch. 350

I cannot afford to pay the fees charged by the agency or official to research my request or copy the records. Can I get a waiver?

The agency or official may, but is not required to, waive part or all of the total fee if the requester is indigent, or if the agency or official considers release of the public record to be in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of government and is not primarily in the commercial interest of the requester. 1 M.R.S. § 408-A(11)

Is a public agency or official required under the Freedom of Access Act to honor a "standing request" for information, such as a request that certain reports be sent to me automatically each month?

No. A public agency or official is required to make available for inspection and copying, subject to any applicable exemptions, only those public records that exist on the date of the request. Persons seeking to inspect or obtain copies of public records on a continuing basis are required to make a new request for any additional records sought after the date of the original request.

PUBLIC PROCEEDINGS

What is a public proceeding?

The term "public proceeding" means "the transactions of any functions affecting any or all citizens of the State" by the Maine Legislature and its committees and subcommittees; any board or commission of a state agency or authority including the University of Maine and the Maine Community College System; any board, commission, agency or authority of any county, municipality, school district or any regional or other political or administrative subdivision; the full membership meetings of any association, the membership of which is comprised exclusively of counties, municipalities, school districts, other political or administrative subdivisions, or their boards, commissions, agencies or authorities; and any advisory organization established, authorized or organized by law, resolve or executive order. 1 M.R.S. § 402 (2)

What does the law require with regard to public proceedings?

The FOAA requires all public proceedings to be open to the public and any person must be permitted to attend. 1 M.R.S. § 403

When does a meeting or gathering of members of a public body or agency require public notice?

Public notice is required of all public proceedings if the proceedings are a meeting of a body or agency consisting of 3 or more persons. 1 M.R.S. § 406

What kind of notice of public proceedings does the Freedom of Access Act require?

Public notice must be given in ample time to allow public attendance and must be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency. 1 M.R.S. § 406

Can a public body or agency hold an emergency meeting?

Yes. Public notice of an emergency meeting must be provided to local representatives of the media, whenever practicable. The notice must include the time and location of the meeting and be provided by the same or faster means used to notify the members of the public body or agency conducting the public proceeding. 1 M.R.S. § 406 The requirements that the meeting be open to the public, that any person be permitted to attend and that records or minutes of the meeting be made and open for public inspection still apply. 1 M.R.S. § 403

Can public bodies or agencies hold a closed-door discussion?

Yes. Public bodies or agencies are permitted, subject to certain procedural conditions, to hold closed "executive sessions" on specified subjects after a public recorded vote of 3/5 of the members present and voting. 1 M.R.S. § 405(1)-(5)

Can the body or agency conduct all of its business during an executive session?

Generally, no. The content of deliberations during executive sessions is restricted to the matters listed in the FOAA, such as the following: discussions regarding the suspension or expulsion of a student; certain employment actions; the acquisition, use or disposition of public property; consultations between a body and its attorney concerning its legal rights and responsibilities or pending litigation; and discussion of documents that are confidential by statute. In addition, any governmental body or agency subject to the FOAA is prohibited from giving final approval to any ordinances,

orders, rules, resolutions, regulations, contracts, appointments or other official action in an executive session. 1 M.R.S. § 405(2), (6)

What if I believe a public body or agency conducted improper business during an executive session?

Upon learning of any such action, any person may appeal to any Superior Court in the State. If the court determines the body or agency acted illegally, the action that was taken by the body or agency will be declared to be null and void and the officials responsible will be subject to the penalties provided in the Act. 1 M.R.S. § 409(2)

Can members of a body communicate with one another by e-mail outside of a public proceeding?

The law does not prohibit communications outside of public proceedings between members of a public body unless those communications are used to defeat the purposes of the FOAA. 1 M.R.S. § 401

E-mail or other communication among a quorum of the members of a body that is used as a substitute for deliberations or decisions which should properly take place at a public meeting may likely be considered a "meeting" in violation of the statutory requirements for open meetings and public notice. "Public proceedings" are defined in part as "the transactions of any functions affecting any or all citizens of the State..." 1 M.R.S. § 402 The underlying purpose of the FOAA is that public proceedings be conducted openly and that deliberations and actions be taken openly; clandestine meetings should not be used to defeat the purpose of the law. 1 M.R.S. § 401 Public proceedings must be conducted in public and any person must be permitted to attend and observe the body's proceeding although executive sessions are permitted under certain circumstances. 1 M.R.S. § 403 In addition, public notice must be given for a public proceeding if the proceeding is a meeting of a body or agency consisting of 3 or more persons. 1 M.R.S. § 406

Members of a body should refrain from the use of e-mail as a substitute for deliberating or deciding substantive matters properly confined to public proceedings. E-mail is permissible to communicate with other members about non-substantive matters such as scheduling meetings, developing agendas and disseminating information and reports.

Even when sent or received using a member's personal computer or e-mail account, e-mail may be considered a public record if it contains information relating to the transaction of public or governmental business unless the information is designated as confidential or excepted from the definition of a public record. 1 M.R.S. § 402(3) As a result, members of a body should be aware that all e-mails and e-mail attachments

relating to the member's participation are likely public records subject to public inspection under the FOAA.

Can I record a public proceeding?

Yes. The FOAA allows individuals to make written, taped or filmed records of a public proceeding, or to broadcast the proceedings live, provided the action does not interfere with the orderly conduct of the proceedings. The body or agency holding the proceeding can make reasonable rules or regulations to govern these activities so long as the rules or regulations do not defeat the purpose of the FOAA. 1 M.R.S. § 404

Do members of the public have a right to speak at public meetings under the Freedom of Access Act?

The FOAA does not require that an opportunity for public participation be provided at open meetings, although many public bodies or agencies choose to permit public participation. In those instances, the public body or agency can adopt reasonable rules to ensure meetings are conducted in a fair and orderly manner. For example, the body or agency can set a rule that requires the same amount of time be afforded to each person that wants to speak.

Is a public body or agency required to make a record of a public proceeding?

Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time and place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.

The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee. 1 M.R.S. § 407(1), (2)

If the public proceeding is an "adjudicatory proceeding" as defined in the Maine Administrative Procedure Act, the agency is required to compile a record that complies with statutory specifications, including a recording in a form susceptible of transcription. 5 M.R.S. § 8002(1); 5 M.R.S. § 9059

Is the agency or body required to make the record or minutes of a public proceeding available to the public?

Yes. Any legally required record or minutes of a public proceeding must be made promptly and shall be open to public inspection. In addition, every agency is required to make a written record of any decision that involves conditional approval or denial of any application, license, certificate or other type of permit and to make those decisions publicly available, 1 M.R.S. § 403 , 407; 5 M.R.S. § 9059 (3)

Credits

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

12a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/02/18

Joseph W. Ruzyckij
Katie M. Ruzyckij
84 Beechnut Hill Road
Wiscasset, ME 04578

PROPERTY REVIEWED

Map U012 Lot 5-A RE Acct #2625

COPY

CURRENT ASSESSED VALUE

Land Value: \$ 51,300 Building Value: \$ 148,700
Homestead Exemption= \$0

FINDINGS

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

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

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

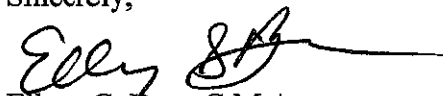
X An adjustment will be made. The following assessments now apply.

Land Value: \$ 51,300 Building Value: \$ 148,700
Homestead Exemption=\$20,000

X Abatement will be recommended for : \$ 391.00

Remarks: Per further review and information provided the homestead exemption was omitted from the Tax commitment in error. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/02/18

Brendan Mcmorrow/PUP LLC.
P.O. Box 455
Brunswick, ME 04011

PROPERTY REVIEWED

Map R04 Lot 002-030 RE Acct #47

CUIRRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 20,300

FINDINGS

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

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

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


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

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

Abatement will be recommended for : **\$ 396.87**

Remarks: Per further review and information provided this MH was moved into Wiscasset after April 1st 2018. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


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

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

COPY

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/02/18

Brendan Mcmorrow/PUP LLC.
P.O. Box 455
Brunswick, ME 04011

PROPERTY REVIEWED

Map R04 Lot 010-A18 RE Acct #2542

CUIRRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 23,500

FINDINGS

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

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

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

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

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

X Abatement will be recommended for : **\$ 459.43**

Remarks: Per further review and information provided this MH was owned by Chris Mcmorrow not Brendan Mcmorrow. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



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

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

COPY

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/09/18

Brendan Mcmorrow/PUP LLC.
P.O. Box 455
Brunswick, ME 04011

PROPERTY REVIEWED

Map R04 Lot 002-001 RE Acct #2675

CURRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 27,800

FINDINGS

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

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

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


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

Land Value: \$ 0 Building Value: \$ 17,100

X Abatement will be recommended for : **\$ 209.19**

Remarks: Per further review and information provided this MH is only a one bedroom and 14 x 40 which effects its value. I hereby recommend abatement for overvaluation of this mobile home. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/09/18

Frank G. Allen Jr.
18 Sunset Ridge
Wiscasset, ME 04578

PROPERTY REVIEWED

Map R02 Lot 10-C-ON RE Acct # 2678

CUIRRENT ASSESSED VALUE

Land Value: \$ 0 Building Value: \$ 30,000
Homestead & Veteran Exemption= \$ 0

FINDINGS

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

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

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

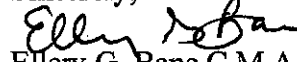
X An adjustment will be made. The following assessments now apply.

Land Value: \$ 0 Building Value: \$ 30,000
Homestead & Veteran Exemption=\$26,000

X Abatement will be recommended for : \$ 508.30

Remarks: Per further review and information provided the homestead & Veteran exemption was omitted from the Tax commitment in error. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


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

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

COPY

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/09/18

Element Financial Corp
C/O Grant Thornton LLP.
P.O.Box 59365
Schaumburg, IL 60159

COPY!!

PROPERTY REVIEWED

Personal Property Acct # 72

CURRENT ASSESSED VALUE

Personal Property Value: \$ 3,300

FINDINGS

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

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

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

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

Personal Property Value: \$ 0

X Abatement will be recommended for : **\$ 64.52**

Remarks: Per further review and information provided this company owned no personal property in Wiscasset as of April 1st 2018. I hereby recommend abatement. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/09/18

Joan B. Reed
22 Old Farm Road
Wiscasset, ME 04578

COPY

PROPERTY REVIEWED

Map R05 Lot 113 RE Acct #746

CURRENT ASSESSED VALUE

Land Value: \$ 170,200 Building Value: \$ 183,500

FINDINGS

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

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

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


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

Land Value: \$ 41,000 Building Value: \$ 183,500

X Abatement will be recommended for : **\$ 2,525.86**

Remarks: Per further review and information provided this lot's waterfront was put in tree growth in 2014 but was still receiving a waterfront base lot in error. I hereby recommend abatement for overvaluation. 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

12b

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

10/02/18

Chris Mcmorrow
P.O. Box 1709
Waterville, ME 04903

COPY

PROPERTY REVIEWED

Map R04 Lot 010-A18 RE Acct #2542

CURRENT ASSESSED VALUE

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

FINDINGS

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

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

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


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

Land Value: \$ 0 Building Value: \$ 23,500

X Supplement will be recommended for : **\$ 459.43**

Remarks: Per further review and information provided this MH was owned by Chris Mcmorrow not Brendan Mcmorrow. I hereby recommend a supplemental tax. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


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