

WISCASSET SELECT BOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
JANUARY 8, 2019

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

a. **Kathy Martin-Savage moved to approve the payroll warrants of December 21 and 29, 2018 and January 4, 2019. Vote 5-0-0.**

b. **Kathy Martin-Savage moved to approve the accounts payable warrants of December 26, 2018; January 2 and 8, 2019. Vote 5-0-0.**

3. Approval of Minutes

After a discussion about the location on the agenda of a letter to the chair, Kim Andersson stated for the record that she did not believe the letter to the chair should have been under Other Board Business rather than Public Comment. **Ben Rines, Jr., moved to approve the minutes as written. Vote 4-1-0. (Andersson opposed).**

4. Special Presentations or Awards – none

5. Committee Appointments

**Ben Rines, Jr., moved to approve the appointments of Debra Pooler and Lester Morse to the Planning Board. Vote 5-0-0.**

6. Public Hearings – none

7. Public Comment

Steve Christiansen corrected a statement he made at the previous meeting on the parking issue: he said the sign at the parking lot read 8 hours, not 2 hours. He added that his statements made at the Select Board meetings were as a private citizen, not as a representative of the Public Works Department. He asked about the status of the sunken boat and was advised that the case will be brought up on January 14 for disposition.

Kim Dolce asked that minutes and agendas of the various committees on the Town's website be brought up to date and the meetings be on line. She suggested that perhaps a high school student could assist as part of community service.

8. Department Head or Committee Chair – none

9. Unfinished Business

a. Comp plan update next steps. Maryellen Barnes, Lincoln County Planning, suggested that the update begin with a small group to review the 2008 Comp Plan and highlight data, assessments and maps that need to be updated, and see how the Town has implemented actions in the plan. Marian Anderson said she had sent letters to members of the previous Comp Plan Committee and it was suggested the downtown businesses and Chamber of Commerce be included. Barnes will send information on the purpose of the committee to the Town Manager.

b. Delinquent Property Tax – memo from Phil Saucier, Bernstein Shur: Anderson said the letter had provided answers to the board’s questions and that after reviewing the Town’s policy, Saucier would make recommendations.

c. Boardwalk Project – Deed Information: In response to the board’s questions on the ownership of the land over which the boardwalk would extend, deeds had been included in the board’s packet. The deeds showed that except for the Haggett property which extends to the low water mark and the Le Garage property which extends to the river, the Town owns the property between the railroad tracks and the water where the boardwalk would be built. The information will be given to the Waterfront Committee for its deliberation.

d. Schedule Workshop date to update Tax Acquired Property Policy: The board discussed the need for a workshop and possible dates. The purpose of the workshop would be to discuss the use of the land installment contracts, and the disposition of tax-acquired properties. Treasurer Vernice Boyce said that 30-day notices would be sent out soon and it would be advisable to wait until the 30 days had expired before scheduling a workshop. Items to be discussed at the workshop include the direction of the town regarding foreclosures, whether the board has sufficient information (i.e. number of children, owner-occupied, retired, making payments, etc.) to make decisions on foreclosures, whether to sell the property if there is no response to the 30-day notice by February 11, or not to sell the property if the town is interested in keeping the property. Boyce said that after the property is foreclosed, the Town cannot accept payments without an installment contract. Homestead exemptions will be removed for out of town owners whose property is being foreclosed. Nothing will be done on the foreclosed properties until after the workshop, which will be held on Wednesday, February 13, at 5 p.m.

e. 2019 Fireworks Display Agreement: **Kathy Martin-Savage moved to authorize the Town Manager to execute the 2019 Fireworks Display Contract with Central Maine Pyrotechnics. Vote 5-0-0.**

10. New Business

a. Sewer Abatement Application-Donna Morris for \$440: Marian Anderson said the Board’s policy requires abatements must be applied for within 30 days of billing. Morris had paid the water bill but not the sewer bill and the time for applying for an abatement had passed. **Kathy Martin-Savage moved that the board not approve the abatement. Vote 5-0-0.** Anderson said that sewer meters are available upon request.

b. Quit Claim Deeds – Robert and Misty Gagnon (Map R07, Lot 024 & Map R07, Lot 025B): **Judy Colby moved to issue the Quit Claim Deeds to Robert and Misty Gagnon. Vote 5-0-0.**

c. Discussion School Fund Balance – see memo: Marian Anderson said she, Vernice Boyce and Kim Andersson had met at the school with the superintendent regarding the school’s fund balance. Vernice Boyce had summarized the status of the fund balance: the school’s undesignated fund balance was \$1,052,637 and by statute the schools may have only 3% (\$288,932) of the prior year’s budget of \$9,031,063. The excess (\$763,705) will require a town vote to use. The extra funds were due to receiving more tuition revenue than was budgeted. Kathy Martin-Savage thanked Vernice Boyce for her work with the school on the budget.

d. Pole Permit – 322 Willow Lane: **Kathy Martin-Savage moved to approve the pole permit at 322 Willow Lane. Vote 5-0-0.**

#### 11. Town Manager’s Report

Anderson reported a donation of \$100 to EMS from Myles L. Mace.

Correspondence: Thank you letters from New Hope for Women, Good Shepherd Food Bank of Maine and Healthy Kids had been received as well as a letter from Kim Dolce regarding parking for downtown residents during the winter and the informal parking plan that is in place.

Downtown parking lot problems and the current parking ordinance were discussed. Steve Christiansen said the signs were not consistent and the use of the parking lots was being abused. Chief Hesselstine said he and the Public Works department could work on the problem and he would review the parking ordinance. Permit parking was suggested. Jim Kochan stressed the need for a public hearing. Notice of the public hearing will be advertised in the newspapers and flyers will be put on the windshields of the cars parked in the lots. **Kathy Martin-Savage moved to hold the next Select Board meeting and public hearing on parking on January 22, 2019 at 6 p.m. Vote 5-0-0.**

c. Broadband Survey online: Maryellen Barnes said that Wiscasset, Edgecomb, Somerville, Westport Island, Dresden, Whitefield and Jefferson had joined in a ConnectME community Broad band Planning Project committee to plan and implement solutions to improve internet connectivity in the seven Lincoln County communities. Online surveys and printed copies are being distributed and the Wiscasset committee will be meeting with key employers. Carla Dickstein spoke on the need in the next few years for broadband and fiber that would be essential for Wiscasset and particularly for companies such as Peregrine Turbine Technology.

d. Rescue Firetruck update-Chief T. J. Merry reports as of 12/31/2018 the truck is still in Bangor and it will be a few more weeks before it is diagnosed.

#### 12. Other Board Business

Marian Anderson read her letter of resignation as Town Manager effective as of February 8, 2019. She thanked Judy Colby for her leadership and support. Judy Colby thanked Anderson **and moved to accept the resignation with deep regret. Vote 5-0-0.**

In response to Bob Blagden’s question, Anderson said the repair of the retaining wall at the new parking lot on Railroad Avenue will be done by Pike Industries.

Judy Colby asked and received permission from the board to contact Don Gerrish for assistance in finding an interim town manager.

13. Adjournment

**Kathy Martin-Savage moved to adjourn the meeting at 7:37 p.m. Vote 5-0-0.**

**Town of Wiscasset  
Board/Committee Membership Application**

Full Name: Jason Grant Putnam  
Street Address: 17 Hooper Street  
Mailing Address: 17 Hooper St. Home Phone: 882 7082  
Town of Legal Residence: Wiscasset  
Work Phone: <sup>207</sup>208 6976 Cell Phone: <sup>207</sup>208 6976 E-mail: jasonputnam@<sup>88</sup>yahoo.com

I wish to be considered for the appointment to the: Planning Board Term Of Appointment: ?

Full member:  Reappointment:  Alternate member:

Do you currently serve or have you ever served on any Town Board? Yes  
If yes, please state which Board or Committee/term exp. School Committee exp 2019  
List civic organizations to which you belong now: Ordinance Review Comm. Lincoln County Democrats

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Above committee experience + long time business owner  
Signature: Jason Putnam Date: 1/9/2019

Additional comments can be made on the reverse side of this form.  
Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at [clerk@wiscasset.org](mailto:clerk@wiscasset.org)

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For Office Use:  
Date received: 1/9/18 Date Appointed: \_\_\_\_\_ Term: exp. 12/2019

Town of Wiscasset  
Board/Committee Membership Application

Full Name: Stephanie miles  
Street Address: 54 Federal Street Wiscasset ME 04578  
Mailing Address: 54 Federal Street Home Phone: 607-279-4143  
Town of Legal Residence: Wiscasset  
Work Phone: 207-680-8811 Cell Phone: 607-279-4143 E-mail: Smiles@wiscdel.edu  
I wish to be considered for the appointment to the: Conservation Commission

Term Of Appointment 2019

Full member:  Reappointment:  Alternate member:

Do you currently serve or have you ever served on any Town Board? NO

If yes, please state which Board or Committee/term exp. X

List civic organizations to which you belong now: Maine Conservation Voters

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: Bachelor of Science in Energy and Environmental Policy, event advocacy coordinator of Maine Conservation Voters

Signature: [Signature] Date: 12/3/18

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at [clerk@wiscasset.org](mailto:clerk@wiscasset.org)

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For Office Use:

Date received: 12/18/18 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_

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# Town of Wiscasset

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**TOWN OF WISCASSET  
PUBLIC HEARING  
TUESDAY, JANUARY 22, 2019  
6:00 p.m.**

**The Board of Selectmen will hold a public hearing on Tuesday, January 22, 2019, at 6:00 p.m. at the Municipal Building Hearing Room. The purpose of the hearing is as follows:**

- **To review and discuss possible amendments to the Town's parking ordinance. Clarify the overnight parking and daytime parking in municipal parking lots.**

6a

3. PARKING, TRAFFIC AND VEHICLE REGULATIONS

3.1 PARKING

3.1.1 MIDDLE STREET: Parking shall be prohibited on the westerly side of Middle Street from Main Street to Fore Street. No parking on the Easterly side of Middle Street from Main Street to the municipal parking lot.

3.1.2 WATER STREET: Parking shall be prohibited on the east side of the northern section of Water Street from the end of the sidewalk to Lincoln Street. Parking shall be prohibited on the west side of the northern section of Water Street beginning on the south side of Shin Bone Alley running to Main Street. Parking shall be prohibited on the east side of the southern section of Water Street from the southerly corner of the municipal lot closest to Main Street to the northern corner of the municipal lot closest to the town landing. Parking shall be prohibited on the west side of the southern section of Water Street Main Street to the southerly side of Big Foot Alley.

The above rewriting would replace all of the following ordinance sections that are underlined (some have been moved out of order):

3.1.2 WATER STREET: Parking is prohibited on the west side of Water Street, starting at a point parallel with the curb at Main Street, running 160 feet south, also the east side of Water Street, starting parallel with the south side of Big Foot Alley and running south for 195 feet. Parking on Water Street is prohibited on the east side from the end of the sidewalk to Lincoln Street.

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

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

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

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

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

3.1.5 MORTON STREET: Parking shall be prohibited on Morton Street.

3.2 The following streets shall be one-way the entire year:

3.2.1 SHIN BONE ALLEY: One-way easterly from Middle Street to Water Street.

3.2.2 BIG FOOT ALLEY: One-way westerly from Water Street to Middle Street.

3.2.3 FORT HILL STREET: One-way southerly from Bradbury Street to Fore Street.

3.3 It shall be unlawful to operate any vehicle on any street or alley designated as a one-way street or alley by ordinance in any direction other than that so designated.

3.4 Parking on any street is prohibited within twelve (12) feet of the intersecting line of any other street, except at the intersections of Main and Water Streets and Main and Middle Streets.

3.5 Parking is prohibited within ten (10) feet of the point on the street closest to any fire hydrant unless a no-parking zone has been painted on the street beside the hydrant, in which case the painted zone supersedes the ten-foot restriction. [6-10]

3.6 Parking on any street within the Town in a manner that obstructs the free flow of traffic on that street is prohibited.

3.7 Vehicles shall be no more than twelve inches (12") from the curb or within the designated areas on all streets where parking is allowed.

3.8 The Chief of Police or any other person designated by the Selectmen shall post or cause to be posted suitable signs designating all one-way streets and parking areas.

3.9 Parking is prohibited between the sidewalk and the traveled portion of Main Street or any street situated westerly of the easterly line of Fort Hill Street and of Federal Street.

3.10 The Selectmen Board are is authorized to fix the permitted hours of parking in all public parking areas in the town. [3-93]

3.11 Parking is prohibited on all sidewalks and marked crosswalks.

3.12 The Chief of Police is authorized to designate areas on streets, whether designated by these ordinances for parking or not, as loading zones, and to post them accordingly.

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3.13 Any person, firm, corporation or other entity who violates any portion of this Section 3 shall be subject to the following [1-08]:

3.13.1 A ~~\$20.00~~ \$25.00 fine for overtime parking or parking in a loading zone, a ~~\$100.00~~ \$250.00 fine and/or vehicle towed for parking within ten (10) feet of the point on the street closest to any fire hydrant unless a no-parking zone has been painted on the street beside the hydrant, in which case the painted zone supersedes the ten-foot restriction. [1-08, 6-08, 6-10];

3.13.2 Twice the appropriate amount set out in subparagraph 3.13.1, above, if the applicable fine is paid later than the end of the second town workday commencing the workday after the date of the violation [1-08];

3.13.3 Court action if the applicable fine is not paid within 14 calendar days of the date of the violation (not counting the date of the violation itself). If the Town initiates a Court action, the violator will be liable for ~~the applicable \$40.00~~ \$50.00 or ~~\$200.00~~ \$500.00 fine, plus Court costs, plus attorney's fees which the Town incurs in presenting the suit. [3-88, 1-08, 6-08]

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3.14 STREETS WHERE PARKING IS PROHIBITED ~~This entire section 3.14 could be removed as it is duplication of 3.1.1 thru 3.1.5~~

~~3.14.1 Parking shall be prohibited on the west side of the northern section of Water Street in the Town of Wiscasset beginning on the south side of Shin Bone Alley to Main Street. running to the south side of the Cost residence driveway, being a distance of 225 feet. DELETE OR REPLACE WITH ABOVE REWRITTEN 3.1.2~~

~~3.14.2 Parking shall be prohibited on the east side of Water Street from the driveway on lot 56 on map U-1 to the far boundary of lot 57, being a distance of 80 feet. [3-93] southerly corner of the municipal lot closest to Main Street to the northern corner of the municipal lot closest to the town landing. DELETE~~

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

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

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

3.14.6 Parking shall be prohibited on Morton Street.

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

3.16 WINTER PARKING BAN: Winter parking ban will go into effect Nov. 15 and run until April 14. During this time, it will be unlawful for the operator or owner to cause, allow or permit any vehicle to be parked on any street or in any municipal parking lot within the Town of Wiscasset, for a period of time longer than 30 minutes, between the hours of midnight and 6 a.m. from November 15 to April 14. Bonafide emergency calls are exempt. Violators will be assessed a \$25.00 fine.

~~3.16 No person shall park any horse, carriage or motor vehicle upon any street or way closer than twelve (12) feet to the line of an intersecting street or way or within ten (10) feet of the point on the street closest to any fire hydrant unless a no parking zone has been painted on the street beside the fire hydrant, in which case the painted zone supersedes the ten-foot restriction. [6-10] Already stated in 3.4 and 3.5~~

3.17 The Selectmen Board of said Town of Wiscasset may establish time limits for parking on any streets or parts of streets and may establish areas in which no parking shall be allowed and they may close any streets or parts of streets to vehicle traffic or establish one-way streets when in their opinion public safety and convenience so require. Notice of action taken pursuant to the above shall be posted in two conspicuous places in said town at least twenty-four hours before becoming effective, and the streets, parts of streets and areas affected shall be reasonably signed and posted to inform travelers of the limited use thereof permitted.

3.18 No parking will be allowed on any grass or planted road shoulders or planted street shoulder owned by the Town. Violators will be subject to a fine of ~~\$10~~ \$25.00. The Town may tow any offending vehicle and the owner of such vehicle shall be liable for all towing fees. [3-87]

### 3.19 SPEED LIMITS

The speed limit on Federal Street is hereby reduced from 30 miles per hour to 25 miles per hour in the area from U.S. Route One to Sherman Lane ~~the residence of Freda Hussey~~, being a distance of 3550 feet.

### 3.20 WEIGHT LIMIT ON FEDERAL STREET

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3.20.1 No person, business, corporation or other entity shall operate or cause to be operated any truck, trailer, tractor or other vehicle that has a gross weight of more than 6,000 pounds or a width greater than eight feet, on that section of Federal Street which runs northerly from State Highway #1 to Sherman Lane the former State Highway Garage as now situated, a distance of 3,800 feet.

3.20.2 Provided, however, that this section shall not apply to persons operating general service vehicles engaged in conducting business on said street.

3.20.3 Whoever violates this section shall, upon conviction, be punished by a fine of not less than ~~\$10.00~~ \$25.00 nor more than ~~\$100.00~~ \$250.00. [2-73]

3.21 LOUD AND/OR UNNECESSARY NOISE *This entire section could be deleted as it is already covered in Maine Title 29-A*

3.21.1 ~~No automobile horn shall be sounded in any unreasonable manner or so as to make objectionable noise. No operator of a motor vehicle shall make any unnecessary noise by cutting out the muffler or operating with a defective muffler.~~

3.21.2 ~~No person shall operate a motor vehicle upon any street or way or any other place so as to make any loud, unusual or unnecessary noise against the peace, quiet or good order of the town~~

3.22 PULL OVER FOR EMERGENCY VEHICLES *This entire section could be deleted as it is already covered in Maine Title 29-A*

~~Drivers of a vehicle on the approach of a fire engine or other fire apparatus, police vehicles or ambulances (answering an alarm) shall immediately draw up said vehicle as soon as possible to the right hand curb and parallel thereto and bring it to a standstill.~~

3.23 CLEARANCE FOR FIRE APPARATUS *This entire section could be deleted as it is already covered in Maine Title 29-A*

~~No automobile or other vehicle shall trail, follow or approach any piece of fire apparatus going to or at a fire nearer than two hundred feet.~~

3.24 Deleted 3/99

3.25 BICYCLES

3.25.1 No person shall ride a bicycle upon the foot bridge or any of the sidewalks in the Town of Wiscasset in such a manner as to interfere with pedestrians. Upon approach of any person, bicycle riders shall stop or leave the sidewalk.

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3.25.2 Every bicycle rider shall provide his bicycle with a suitable bell or horn which shall be sounded on overtaking other vehicles or persons and on the crossings in the Town of Wiscasset.

3.25.3 No operator of a bicycle shall carry any other person thereon or ride abreast of another bicycle, but two or more bicycle operators shall ride one ahead of the other in single file. No operator of a bicycle shall weave from one side of the street to the other but shall keep as far to the right as possible.

### 3.26 AIRCRAFT

Aircraft whether lighter or heavier than air shall at all times be operated at more than 500 feet above the ground or water except when landing or taking off.

### 3.27 TRAVEL AROUND MONUMENTS

No person shall, with any horse and wagon or other team, or on horseback or with any motor vehicle of any kind, on the streets, ways, roads or highways in the Town of Wiscasset, in the County of Lincoln and State of Maine, pass to the left of any monument or other device, established by said town, or by or with the authority of the Selectmen of said town, marked "Keep to Right" or with any other mark of equal import.

### 3.28 ENFORCEMENT

~~Constables and police officers~~ The Chief of Police or any other person designated by the Select Board shall have authority to enforce the preceding sections and no person shall proceed with any horse, team, or motor vehicle after being called upon or signaled to stop by the Chief of Police or any other person designated by the Select Board. ~~any constable, inspector of police or officer of the law.~~

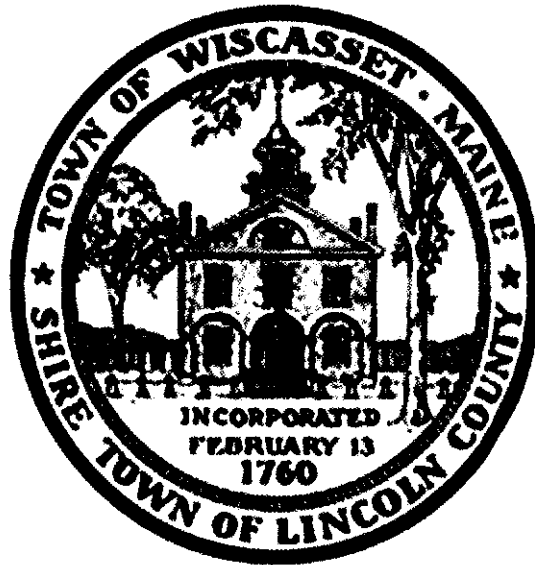
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**Town of Wiscasset**  
December 2018  
Monthly Reports





# Town of Wiscasset

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## AIRPORT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Rick Tetrev, Airport Manager  
**Re:** Airport Monthly Report  
**Date:** January 17, 2019

**Attachments:**

1. Aircraft operations December and year 2018

With this being the last monthly report under the leadership of Mrs. Anderson I want to extend to her my very best wishes in her new position in Houlton. I also want to thank her for her support for the airport as well as her encouragement and support of me. I am sorry to see her leave; she is a wise person with great leadership skills.

Activity for the month of December 2018, as reported by the G.A.R.D. system (Airport Invisible Intelligence System), totaled 285 operations. In a comparison of 2017 there is a difference of 33 flights, with 2017 having 252.

In regard to the calendar year of 2018 there is a difference of ONE operation, with that one going to 2018's favor. In total for 2018 there were 4730, and for 2017 there was 4729. This bodes well going forward.

For the month of December KIWI had 3 aircraft that were housed for one night or more, either on the ramp or in a hangar. We collected \$500.00 in hangar and \$35.00 in tie down fees.

Sale of 100 LL Aviation Gas was \$1,529.91 gallons for a total of \$7,603.64 dollars and sale of Jet-A was 246.31 gallons for a total of \$1,000.02.

The Airport Committee will present the Airport Rules and Regulations to the Selectboard on January 22, 2019. The Wiscasset Rules and Regulations have been reviewed by the FAA. Their response was, "The FAA's review for minimum standards and rules and regulations is to ensure that the Sponsor does not inadvertently violate the airport's grant assurances. In our review, we did not find any issues which would violate a grant assurance. Also, we found the noise abatement section acceptable and within the spirit of cooperation with the Chewonki Campground's requests as part of the negotiated easements."

Respectfully submitted,

*Rick Tetrev*



# Town of Wiscasset



**Invisible Intelligence, LLC**

**Wiscasset Airport**  
 96 Chewonki Neck Road  
 Wiscasset  
 Maine  
 04578

**KIWI**

207 862 5475

c: [Acer]

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

Amount of transmissions per plane arrival

03

Amount of transmissions per plane departure

02

Ground Ops  Aircraft Ops

Data to be processed on

Month 12

Month

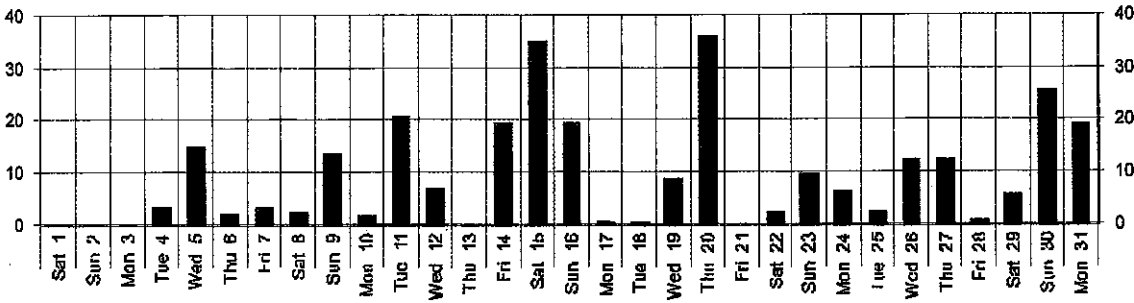
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Year 2018

Year

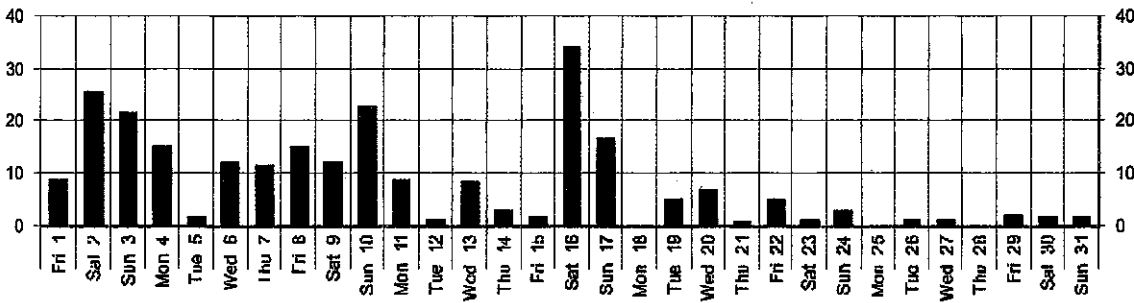
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Estimate of Aircraft Operations Per Day For the 12 Month 2018



Estimate of Total Aircraft Operations for the 12 Month is 285

Estimate of Aircraft Operations Per Day For the 12 Month 2017



Estimate of Total Aircraft Operations for the 12 Month is 252





# 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

03

Amount of transmissions per plane departure

02

Ground Ops

Aircraft Dps

Data to be processed on

Month 12

Month

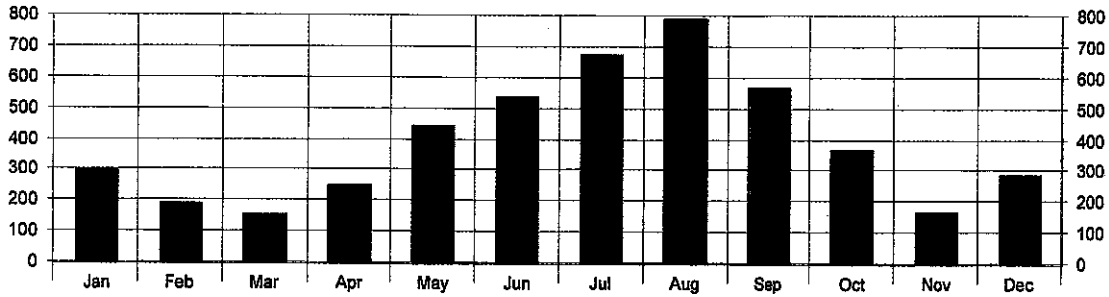
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Year 2018

Year

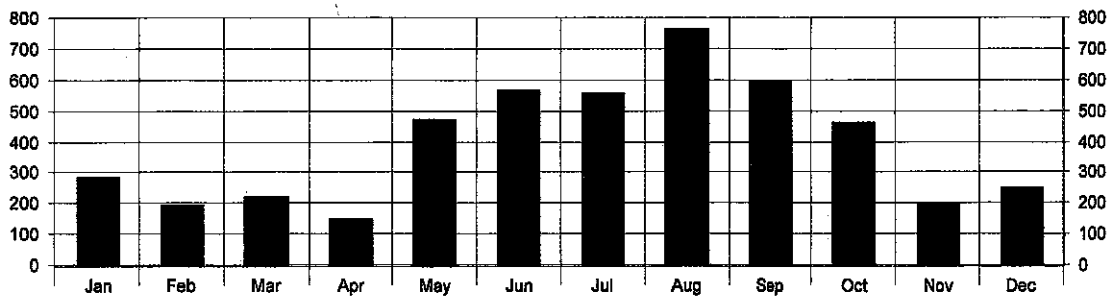
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Estimated Airfield Operations per Month 2018



Estimated Total Operations for the year 2018 is 4730

Estimated Airfield Operations per Month 2017



Estimated Total Operations for the year 2017 is 4729



# Town of Wiscasset

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## TOWN CLERK REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** December Monthly Report  
**Date:** January 16, 2019

### ELECTIONS

Preparations have started for the June 11, 2019, for the Annual Referendum Town Meeting and Election of Officers. We have not been officially notified by the Secretary of State's Office referencing any State election or referendum for June 11<sup>th</sup>.

Nomination papers will be made available on March 1, 2019 for local terms that will be expiring in June. The upcoming vacancies are listed below:

- **2 VACANCIES FOR BOARD OF SELECTMEN (3-2 YEAR TERMS)**

Terms expiring: Robert Bladgen and Katharine Martin-Savage

- **2 VACANCIES FOR WISCASSET SCHOOL BOARD (2-3 YEAR TERMS)**

Terms expiring: Michael Dunn and Jason Putnam

- **7 VACANCIES FOR BUDGET COMMITTEE (3-3 YEAR TERMS, 3-2 YEAR TERMS AND 1-1 YEAR TERM)**

Terms expiring: William Laliberte, Ervin Deck, Judy Flanagan, William Maloney and 3 vacancies

- **2 VACANCIES FOR WATER DISTRICT (2-3 YEAR TERM)**

Term Expiring: Dean Shea and Edward Kavanaugh

### CLERK

Dog licensing late fees will be in effect on February 1, 2019. The fee is \$25 per dog and cannot be waived according to state statute. Postcards were mailed to remind unlicensed dog owners to come in prior to the deadline to avoid paying the extra fee. Airplane excise tax bills will be sent out on aircraft that was hangered at the Wiscasset Municipal Airport in 2018



# Town of Wiscasset

Budget preparations have started for the Clerk's and Election budgets for the upcoming fiscal year.

## FINANCIALS:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$53,168.52	\$199.00	\$1,481.00	\$165.60
Year to date	\$374,494.79	\$1,224.80	\$7,805.75	\$1,335.00
Met yearly revenue projection by:	62.50%	20.24%	45.92%	-----



# Town of Wiscasset

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## CODE ENFORCEMENT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Bruce Mullins, Code Enforcement Officer  
**Re:** December Monthly Report  
**Date:** January 8, 2019

### **Building Permits:**

Pine Needle Drive- New Modular Home

Old Farm Road- New Modular Home

Old Bath Road- Tower Upgrade

### **Plumbing Permits:**

Pine Needle Drive- Internal Permit

Old Farm Drive- Internal and Subsurface Waste Disposal Permits

Willow Lane- Internal Permit

Churchill Street- Internal Permit

### **Correspondence:**

Letter to Dave Stetson in regards to the coffee shop, no response

Letter to Tony Colby in regards to future plans for property and future inspection, no response

Letter to Mr. Cataldo for site plan

Letter to Deborah Barnes in regards to the location of her shed, no resolution yet

Letter to Jeremy Purington for Certificate of Completion on two properties

Letter to Gregg Martin in regards to the completion of a cell tower upgrade on Gardiner Road

Bruce Mullins  
Code Enforcement Officer



# Town of Wiscasset

## EMS/EMA REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Jonathan Powers, Interim EMS/EMA Director  
**Re:** December Monthly Report  
**Date:** January 17, 2019

### Ambulance Run Data Report Wiscasset Ambulance Service Incidents between 12/1/2018 and 12/31/2018

#### Runs by Response Request

Type Of Service Requested	Number of Runs	Percent of Total Runs
911 Response (Scene)	55	83.33%
Intercept	1	1.51%
Interfacility Transport	1	1.51%
Medical Transport	1	1.51%
Mutual Aid	6	9.09%
Paramedic Interfacility Transfer	1	1.51%
Standby	1	1.51%
	<b>Total: 66</b>	<b>Total: 100.00%</b>

#### Emergency Runs by City

Incident City Name	Number of Runs	Percent of Total Runs
Wiscasset	46	73.02%
Dresden	5	7.94%
Westport Island	5	7.94%
Boothbay	1	1.59%
Boothbay Harbor	1	1.59%
Woolwich	5	7.94%
	<b>Total: 63</b>	<b>Total: 100.00%</b>

#### Runs by Response Disposition

Patient Disposition	Number of Runs	Percent of Total Runs
Treated - Transported by this EMS Unit	41	65.08%
Patient Treated - Refused Transport	11	17.46%
Deceased on scene, No Resuscitation Attempted	1	1.59%
Cancelled	9	14.29%
Treated, Transferred Care to other EMS Agency	1	1.59%
	<b>Total: 63</b>	<b>Total: 100.00%</b>



# Town of Wiscasset

## Average Emergency Run Time Summary (In Minutes)

Unit Notified to Enroute	Enroute to Arrive at Scene	Arrived on Scene to Left Scene	Left Scene to Arrive at Dest	Destination to Unit Back in Service	Number of Runs
1.92	6.59	27.44	23.33	19.80	63

## Runs by Destination Name

Patient Destination	Number of Runs	Percent of Total Runs
Lincoln Health – Miles Campus	13	1.49%
Mid Coast Hospital	28	31.34%
Not Applicable	22	49.27%
<b>Total:</b>	<b>63</b>	<b>Total: 100.00%</b>

## Runs by Dispatch Reason

Complaint Reported to Dispatch	Number of Runs	Percent of Total Runs
Falls	14	22.22%
Sick Person	9	14.29%
Chest Pain (Non-Traumatic)	6	9.52%
Breathing Problem	5	7.94%
Unconscious/Fainting/Near-Fainting	5	7.94%
Unknown Problem/Person Down	4	6.35%
Traffic/Transportation Incident	3	4.76%
Stroke/CVA/TIA	3	4.76%
Abdominal Pain/Problems	2	3.17%
Overdose/Poisoning/Ingestion	2	3.17%
Psychiatric Problem/Abnormal Behavior/Suicide	2	3.17%
Carbon Monoxide/Hazmat	1	1.59%
Standby	1	1.59%
Well Being Check	1	1.59%
Allergic Reactions/Stings	1	1.59%
Diabetic Problem	1	1.59%
Hemorrhage/Laceration	1	1.59%
Cardiac Arrest/Death	1	1.59%
<b>Total:</b>	<b>63</b>	<b>Total: 100.00%</b>



# Town of Wiscasset

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## FIRE DEPARTMENT REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** T.J. Merry, Fire Chief  
**Re:** December Monthly Report  
**Date:** January 17, 2016

In the month of December the Wiscasset Fire Dept. responded to 12 calls for service.

- 2 MVA
- 3 Fire Alarms
- 4 Service Calls
- 1 CO2
- 1 Smoke Investigation
- 1 Smell of Propane

For training that month firefighters did more live pump testing, as well as cleaning inside and out of all fire apparatus.

There are currently 16 members on our active roster, with 10 on our lifetime membership roster.

Respectfully Submitted,  
TJ Merry, Fire Chief



# Town of Wiscasset

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## Wiscasset Police Department

To: Marian L. Anderson, Town Manager  
From: Lawrence Hesselstine, Wiscasset Police Chief  
RE: December Monthly Report  
Date: January 17, 2019

December continued to be a very busy month for the police department. Sgt. Worster submitted his resignation on 12/6/2018. We still struggle with staffing issues and providing 24/7 police coverage. I would like to sit down with the Select Board in the near future to discuss staffing concerns. I made a conditional offer of employment to Perry Hatch for the open Sgt. position, he is scheduled to start the week of 1/28/2019. Officer's Hubert and Barnes are continuing to excel as they become more settled into their new roles as Police Officers.

Please see attached list of calls for December 2018.

Respectively Submitted,  
Larry Hesselstine  
Chief of Police





# Town of Wiscasset

## Police Report

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### December call statistics

Reason	Total
9-1-1CHECK	2
ANIMAL COMPLAINT	1
ALARM BURGLAR	9
ASSIST CITIZEN	24
ASSIST OTHER AGENCY	6
ATTEMPT TO LOCATE	1
BOMB THREAT	1
BURGLARY	2
COMPLIANCE CHECK ON INMATE	3
PROPERTY CHECK	123
CIVIL COMPLAINT	3
CRIMINAL MISCHIEF	2
COMMUNITY POLICING	1
Concealed Weapons Permit	1
DISABLED MV	5
DRUG INVESTIGATION	2
ERRATIC OPERATIONS	18
ESCORT/TRANSPORT	1
FIRE OTHER	2
HARASSMENT	3
LOUD NOISE	1
MARINE PATROL	1

MEDICAL EMERGENCY	16
MENTAL SUBJECT	2
MOTOR VEHICLE ACCIDENT	14
MOTOR VEHICLE STOP	119
PARKING PROBLEM	1
PEDESTRIAN CHECK	2
POLICE INFORMATION	10
FOUND/LOST PROPERTY	4
Sex Offender Registration	2
SPECIAL DETAIL	4
SUSPICIOUS ACTIVITY	14
TRAFFIC HAZARD	4
THEFT/ FORGERY/ FRAUD	12
THREATENING	1
TRAFFIC CONTROL	6
TRESPASSING	3
UNWANTED SUBJECT	5
VIOLATION OF BAIL CONDITIONS	1
WARRANT ARREST	1
WELFARE CHECK	7
Total	440

\*There were 12 parking warnings issued for the winter parking ban.



# Town of Wiscasset

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## PARKS AND RECREATION DEPARTMENT

**To:** Marian L. Anderson, Town Manager  
**From:** Lisa Thompson, Parks & Recreation Director  
**Re:** December Monthly Report  
**Date:** January 17, 2019

### Program Updates & Community Events

- Breakfast with anta was canceled at the last minute due to a situation in which all of our volunteers ( Wiscasset Fire Dept. ) were called out on an emergency. We will try again next year.
- Winter/ Spring Brochure went public December 8<sup>th</sup>.
- Assisted with the implementation of the Annual Holiday Tree Lighting
- Held our first Holiday Market with over 25 vendors and approximately 250 – 300 visitors to the center
- Had a hugely successful 1<sup>st</sup> Gingerbread House Workshop for 20 families- fun was had by all!
- Youth Basketball season began with just over 100 children participating ages 5- 12
- Our Holiday Open House was a big success with many community members attending, including the Town Manager, Town Office staff, Public works and Police Department. Thank you to all who attended.
- Holiday membership Sale was run from Nov. 23-Dec. 28 ( extended due to popularity) with 107 members ships purchased and 206 new or renewed members added!

### Coordination Meetings & Professional Development

- Team Meeting (1)
- Met with the Richmond Recreation Director on possible collaboration of programs
- Hosted December SUPP meeting with about 20 county members in attendance
- Met with Americorp staff from Midcoast Conservancy to plan Winter programs for the community
- Planned the Winterfest schedule with several community partners helping in this effort. ( See attached schedule)

### Revenue:

December 2018 Revenue: \$28, 595. 61

December 2017 Revenue: \$24, 894

Revenue to date: **2018: \$168,639.00.**

### Important Upcoming Events and Programs:

February 1-2 Winterfest Weekend- see schedule in packets

# Winter FEST



February 1st-2nd, 2019

Hosted by Wiscasset Parks & Recreation Department  
at the Wiscasset Community Center

## Schedule of Events

### \*Family Trivia & Pizza Party

Friday, February 1st 6-8:30pm  
\$5 pp plus donation for pizza  
Kids 4 & under FREE

### \*Silent Auction

Ongoing auction runs Friday night  
to 2 pm Saturday. List of auction  
items at WCC Front desk & website

### Hot Cocoa Sale

Sponsored by S. Maine Gearbots  
Saturday 10 am- 4 pm

### Bird Feeders & Ice Cream

Join Morris Farm to make bird  
feeders & homemade ice cream  
Saturday 10 - 11:30am, WCC lobby

### Horse Carriage Rides

W/Stillacre Farms, Sat 10am -1pm

### Children's Activities

By After School Adventures  
Saturday 10-11am

### Fire Pit w/ Smores

With WMHS Student Council  
All day Saturday!

### Hot Lunch

Pizza, mac & cheese, chili &  
more, available for purchase.  
Saturday 11am-2pm

### Snowmobile Rides

w/Wiscasset Sno-Goers  
Saturday 11am-1:30pm

### Owls of Maine

A live animal presentation by the  
Chewonki Education Foundation  
Senior Center, 11-noon

### Snow Shoeing

W/MidCoast Conservancy  
Saturday 1-4pm

### Pool Party

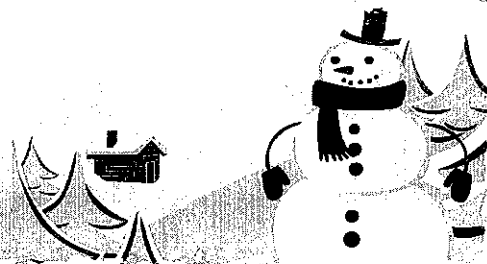
Play "Chuck a Duck" & other fun  
water games! 1-2:30 pm. (Pool rules apply)

### Laser Tag

w/ Monkey C, Monkey Do!  
Saturday 2:30-4 pm  
Sign up in lobby starting at 1pm

**ALL EVENTS FREE**  
**unless otherwise noted**

\*Denotes activities that benefit the  
Cooper DiPerri Scholarship Fund





# Town of Wiscasset

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## PUBLIC WORKS DEPARTMENT

**To:** Marian L. Anderson, Town Manager  
**From:** Doug Fowler, Public Works Director  
**Re:** December Monthly Report  
**Date:** January 17, 2019

### Operations:

Though the storms of December did not bring us much accumulation of snow, we did find ourselves maintaining the roads numerous times. The type of storms still required much attention especially in the form of treatment. Presently, we are approximately midway into the sand barn, which is consistent with recent years past. This year, however, we started the season with a slightly reduced stock due to the drastic increase in cost. I'm hoping that the "pile" will last the season without re-stocking; if we need to, funds still remain in our Sand & Gravel line. Another consequence of these types of storms is that our cutting edges wear much faster resulting in more frequent changes. Therefore our stock has been diminishing rapidly.

As the snowbanks have been almost non-existent, we have been busy cutting roadside brush. We have concentrated on Cushman Point Road as this road is on the priority list for this year's paving plan. When weather permits, we will also be ditching this road from end-to-end as needed.

We also pulled the four floats on the North side of the Commercial Pier for inspection and maintenance. I believe we will only need to rebuild the bottoms of these as we did with most of the ones last year. Each bottom costs about \$1,850 in materials. Funds have been allocated for this project in the Waterfront budget. Good indoor work for the crew!

### Financials:

Half way through the budget year we have expended 46.03% of the Highway budget. This is inclusive of restocking the winter sand supply, a portion of our annual road salt supply and components required by the equipment such as cutting edges. As noted, the cutting edge line has been hit hard, but Sand, Salt, and Vehicle/Equipment Maintenance are sound.

To conclude, I remain impressed with the dedication and pride of my crew to keep the Town's ways safe and in all the other endeavors that come our way. Long hours behind the wheel do not diminish their positive attitudes of which I am greeted with every morning. The Town, as am I, is very fortunate to have such a group of individuals.

Faithfully yours,

***Doug***

Director of Public Works  
Wiscasset, Maine



# Town of Wiscasset

## TRANSFER STATION

**To:** Marian L. Anderson, Town Manager  
**From:** Ron Lear, Transfer Station Superintendent  
**Re:** December Monthly Report  
**Date:** January 8, 2019

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	128.13	-\$70
Demo	33.02	-\$70
Single Stream	21.04	-\$5
Metal	34.89	+\$130
Computers / TV	0 lbs.	+\$ .15/lbs
Brush/Lumber	16	-\$35
Organics for Compost	1,600 lbs.	0
Mixed Copper/Alum/Lead	200 lbs.	+\$ .96/lbs.
Shingles	23.65	-\$60
	0	-\$0
Cardboard	24.78	+\$110

We also recycled 19 bales of cardboard.

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

Types	Revenues:
User Fees	\$4,304.80
Computers	\$92.02
Metal (Light iron, batteries, mixed copper)	\$1,482
Cardboard	\$ 0
	\$ 0

### Operations:

The 4<sup>th</sup> we had Freon removed from 34 items. The 7<sup>th</sup> we shipped 24.78 tons of cardboard. On the 11<sup>th</sup> we moved 3 yds. of inert fill and Webber picked up 1 load of graywater. 13<sup>th</sup> Webber removed 1 load of graywater and the County picked up 60 yards of leaves. The 29<sup>th</sup> we sold 200lbs. of mixed metal.



# Town of Wiscasset

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Single Stream has gone from \$5 a ton to \$125 a ton as of 1/2/19. We knew it was headed this way for 3 years but were hoping to get another 6 months before Casella noticed our contract run out as of 6/30/16. By being out of contract we avoided a \$20 a ton increase in 2016, another \$57.50 a ton increase in 2017 and another \$42.50 a ton increase in 2018. We saved about \$72,625 in those 2.5 years. We recycle about 350 tons of single stream a year.

The new Fiberright plant in Hampden is due to open in April and will take a modified version of Single Stream material for \$35 a ton. The trucking to get it there will be about \$250 a trip and will take 4 hours round trip. We average 7 tons in our 50 yd. roll off container per trip. This will make the total cost of Single Stream about \$70 a ton. The Fiberright plant is also supposed to start taking trash in mid-May. Since the plant didn't open last April 2018 we have been going to the contract designated Cross Roads Landfill in Norridgewock.

## **Expenses & Revenues:**

Expenses are at 47.9% and the Revenues are at 39.33%



# Town of Wiscasset

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## TOWN TREASURER REPORT

**To:** Marian L. Anderson, Town Manager  
**From:** Vernice Boyce, Town Treasurer  
**Re:** December Monthly Report  
**Date:** January 17, 2019

**Credit card receipts over the counter and online: \$ 18,074.85**

**Budget:** The Finance Department, as of December 31, has spent 49.24 % of its budget; we are 50.00% through our current fiscal year.

**Bank Accounts:**

Town operating \$1, 516,968.64  
INFORME Debit/credit account \$4,699.99

We transferred to the school a total of \$742,031.97 to cover their expenses.

Please contact Vernice Boyce @ 207-882-8200 Ext. 107 or [treasurer@wiscasset.org](mailto:treasurer@wiscasset.org) if you have any questions.

## Wiscasset Comp Plan Update Discussion

To look at what the Town prepared and adopted 10 years ago and to generate interest in different community topics and issues.

Create an ad-hoc committee to review the 2008 Comp Plan (especially the goals, strategies, and future land use plan):

- Highlight data, assessments, maps, etc. that need to be updated
- See how the Town has done in implementing actions, what else needs to be done
- Propose possible new issues that are priorities for the Town that a new Comp Plan could address
- Select 4 or 5 key topics (chapters) and hold public discussions with interesting speakers
- Talk with other towns about their Comp Plan processes and propose an approach to the Selectmen with approximate costs of an update

With a plan and budget ready, the Selectmen would then appoint a formal Comp Plan Committee

\* \* \* \* \*

### Required Parts of a New Comprehensive Plan

- |  |   |
|--|---|
| 1. Vision                                | 10. Population and Demographics                 |
| 2. Public Participation                  | 11. Economy                                     |
| 3. Regional Coordination                 | 12. Housing                                     |
| 4. Plan Implementation and Evaluation    | 13. Recreation                                  |
| 5. Historic and Archaeological Resources | 14. Transportation                              |
| 6. Water Resources                       | 15. Public Facilities and Services              |
| 7. Natural Resources                     | 16. Fiscal Capacity and Capital Investment Plan |
| 8. Agricultural and Forest Resources     | 17. Existing Land Use                           |
| 9. Marine Resources                      | 18. Future Land Use Plan                        |

The ad-hoc committee can use the State’s checklist for each section of a Comp Plan (analyses, conditions and trends, policies and strategies) to evaluate current info and directions, and begin to pull together existing information and relevant reports. There are individuals and groups in town who could contribute expertise, resources, perspectives, etc. to make the process and end-result meaningful for the community.



# HM Payson Monthly Statement of Wiscasset Accounts

<b>Account Name</b>	<b>Market Value as of 10/31/2018</b>	<b>Market Value as of 11/30/2018</b>	<b>Market Value as of 12/31/2018</b>
Montsweag Dam Reserve Fund	\$ 149,734.87	\$ 152,446.00	\$ 144,629.85
Cemetery Trust Fund	\$ 1,881,039.53	\$ 1,915,098.03	\$ 1,816,907.89
General John French Scholarship	\$ 57,368.44	\$ 58,407.16	\$ 55,412.53
Jackson Cemetery Fund	\$ 27,807.28	\$ 28,310.76	\$ 26,859.22
Larabee Band Fund	\$ 672,984.10	\$ 685,169.29	\$ 650,039.56
Haggett Scholarship Fund	\$ 12,743.93	\$ 12,974.67	\$ 12,309.44
Mary Bailey Fund	\$ 409,882.24	\$ 417,303.66	\$ 395,904.83
Seth Wingren Fund	\$ 25,755.82	\$ 26,222.17	\$ 24,877.71
Wiscasset Community Center Endowment Fund	\$ 2,918.00	\$ 2,970.83	\$ 2,818.51
Cooper-DiPerri Scholarship Fund	\$ 26,412.43	\$ 26,890.66	\$ 25,511.94
Recreation Scholarship	\$ 754.03	\$ 767.68	\$ 728.32
<b>Town of Wiscasset Edowment Fund Total</b>	<b>\$ 3,267,400.67</b>	<b>\$ 3,326,560.91</b>	<b>\$ 3,155,999.80</b>
Town of Wiscasset Capital Reserve	\$ 848,622.02	\$ 864,639.24	\$ 816,715.95
Town of Wiscasset Construction Reserve	\$ 2,611,480.24	\$ 2,660,770.34	\$ 2,513,295.10
Town of Wiscasset Equipment Reserve	\$ 4,044,024.81	\$ 4,120,353.31	\$ 3,891,979.57
Town of Wiscasset Furnace Replacement Reserve	\$ 336,051.11	\$ 342,393.87	\$ 323,416.43
Town of Wiscasset Major Repairs Reserve	\$ 452,687.73	\$ 461,231.94	\$ 435,667.80
Town of Wiscasset Recreation Building Reserve	\$ 1,770,737.80	\$ 1,804,159.40	\$ 1,704,162.48
Town of Wiscasset Retirement Health Insurance Reserve	\$ 309,930.77	\$ 315,780.52	\$ 298,278.14
Town of Wiscasset Roof Repair Reserve	\$ 308,591.57	\$ 314,416.05	\$ 296,989.30
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 91,940.39	\$ 93,675.70	\$ 88,483.66
Town of Wiscasset Highway Department Capital Reserve	\$ 2,172.34	\$ 2,213.34	\$ 2,090.66
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 2,896.47	\$ 2,951.14	\$ 2,787.57
<b>Town of Wiscasset Reserve Funds Total</b>	<b>\$ 10,779,135.25</b>	<b>\$ 10,982,584.85</b>	<b>\$ 10,373,866.66</b>

# 1 SELECTMEN REPORT

Department(s): 100 - 514  
December

106

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
100 - ADMINISTRATION	197,868.00	96,260.44	101,607.56	48.65
101 - AIRPORT	84,447.00	37,387.92	47,059.08	44.27
102 - ANIMAL CONTROL	11,487.00	7,033.22	4,453.78	61.23
103 - ASSESSING	6,654.00	4,089.52	2,564.48	61.46
104 - BOARDS & COMMITTEES	2,843.00	1,018.67	1,824.33	35.83
105 - CELEBRATION	12,000.00	9,734.93	2,265.07	81.12
106 - TOWN CLERK	88,215.00	46,698.80	41,516.20	52.94
107 - CODE ENFORCEMENT	49,507.00	15,930.51	33,576.49	32.18
108 - COMMUNITY ORGANIZATIONS	62,265.00	33,640.00	28,625.00	54.03
109 - CONTINGENCY	20,000.00	0.00	20,000.00	0.00
110 - CONTRACTUAL SERVICES	160,300.00	32,337.56	127,962.44	20.17
111 - COUNTY TAX	611,353.83	611,353.83	0.00	100.00
112 - DEBT SERVICE	243,234.00	172,975.86	70,258.14	71.12
113 - ELECTIONS	18,046.00	5,136.51	12,909.49	28.46
114 - EMS/AMBULANCE	553,227.00	267,522.14	285,704.86	48.36
115 - FIRE DEPARTMENT	148,242.00	67,349.89	80,892.11	45.43
116 - FINANCE DEPARTMENT	218,590.00	107,624.12	110,965.88	49.24
117 - GENERAL ASSISTANCE	25,071.00	6,117.80	18,953.20	24.40
118 - MUNICIPAL BUILDING	72,342.00	25,507.02	46,834.98	35.26
119 - MUNICIPAL INSURANCE	46,329.00	22,674.32	23,654.68	48.94
120 - OVERLAY/ABATEMENTS	19,854.28	12,739.49	7,114.79	64.16
121 - PARKS & RECREATION	815,669.00	402,054.79	413,614.21	49.29
123 - POLICE DEPARTMENT	464,199.00	193,922.72	270,276.28	41.78
125 - PUBLIC UTILITIES	277,475.00	112,000.26	165,474.74	40.36
126 - PUBLIC WORKS	665,546.00	289,068.12	376,477.88	43.43
127 - SELECTMEN	27,247.00	8,464.91	18,782.09	31.07
128 - SCHOOL TOWN APPROPRIATION	6,040,949.26	3,026,724.62	3,014,224.64	50.10
129 - SENIOR CENTER	11,482.00	5,641.19	5,840.81	49.13
130 - SHELLFISH CONSERVATION	6,075.00	1,883.11	4,191.89	31.00
131 - TIF-TAX INCREMENT FINANCE	231,643.18	231,643.18	0.00	100.00
132 - TRANSFER STATION	590,697.00	281,767.00	308,930.00	47.70
133 - WATERFRONT & HARBORS	44,777.00	15,330.80	29,446.20	34.24
200 - RETIREE HEALTH INSURANCE	44,613.00	21,463.86	23,149.14	48.11
301 - CAPITAL	903,309.25	903,309.25	0.00	100.00
313 - COMMERCIAL PIER DEBT	40,467.92	20,231.52	20,236.40	49.99
314 - BACKHOE DEBT	50,627.23	12,971.49	37,655.74	25.62
315 - ROAD & SIDEWALK CONSTRUCTION	426,424.39	426,424.39	0.00	100.00
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

\* 50% Through Current Fiscal Year

OVER

# 1 SELECTMEN REPORT

Department(s): 100 - 514  
December

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
324 - WATERFRONT BUILDING CONT'D				
324 - WATERFRONT BUILDING	1,191.00	0.00	1,191.00	0.00
325 - MUNICIPAL BUILDING ELECTRIC	37,237.60	0.00	37,237.60	0.00
326 - WWTP GENERATOR	17,256.23	17,256.23	0.00	100.00
327 - POOL CHEMICAL SYSTEM	10,000.00	9,740.76	259.24	97.41
328 - PARKS & REC PICKUP TRUCK	42,000.00	36,594.95	5,405.05	87.13
329 - PUBLIC WORKS PLOW TRUCK	175,000.00	175,000.00	0.00	100.00
330 - PD VIDEO EQUIP & FIREARMS	9,000.00	7,773.00	1,227.00	86.37
331 - TRANSFER STATION TRAILER	0.00	66,736.00	-66,736.00	---
400 - WASTEWATER	546,298.00	254,257.19	292,040.81	46.54
401 - IMPACT FEES	128,056.75	14,657.36	113,399.39	11.45
514 - CEMETERY OPERATIONS	97,923.00	31,498.04	66,424.96	32.17
Final Totals	14,455,215.17	8,149,547.29	6,305,667.88	56.38

# WISCASSET MUNICIPAL AIRPORT

Rules and Regulations

September 2018

### Record of Changes

Revision #	Date Approved	Purpose of Change	Entered by
1			
2			
3			
4			
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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.

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

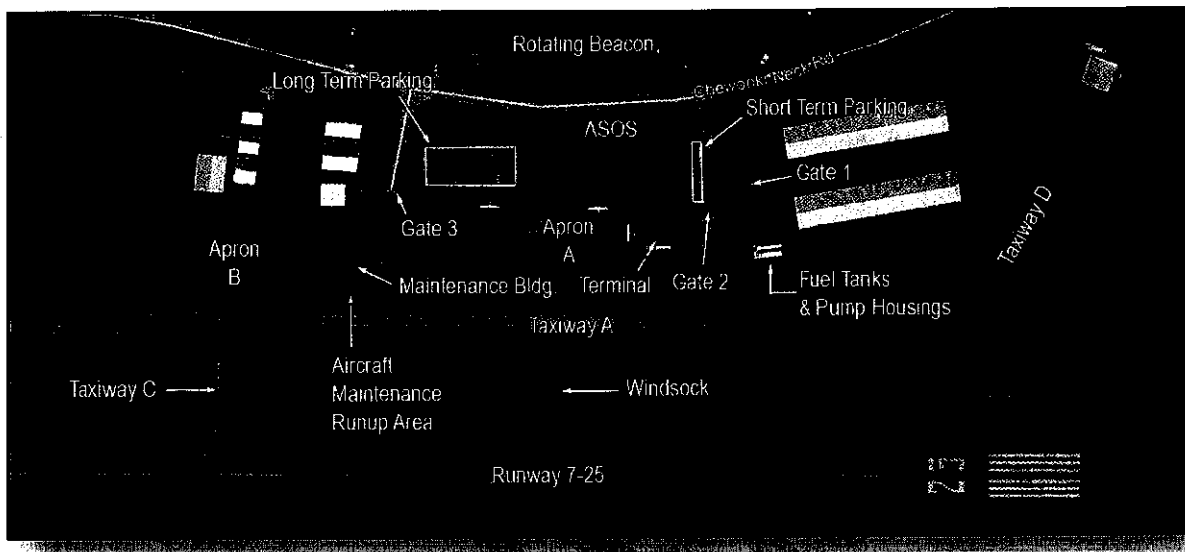


Figure 1. Airport Terminal Area

## 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

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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).

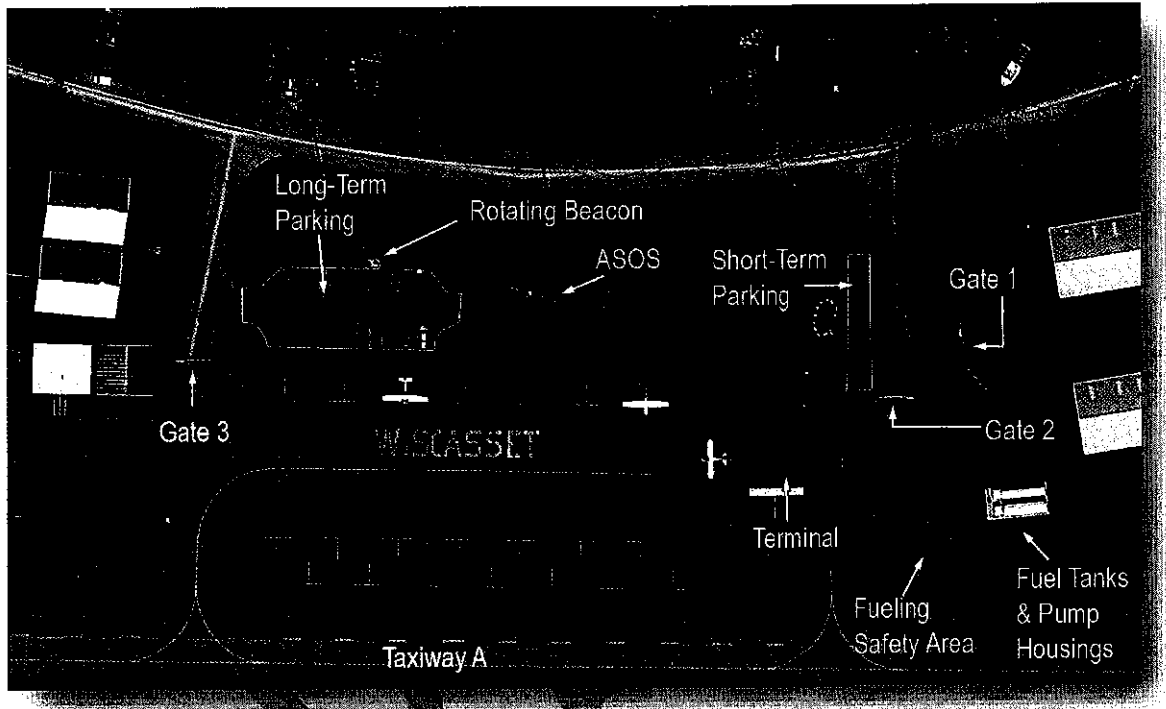


Figure 2. Automobile Parking Areas and Access Gates

## 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](mailto: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).

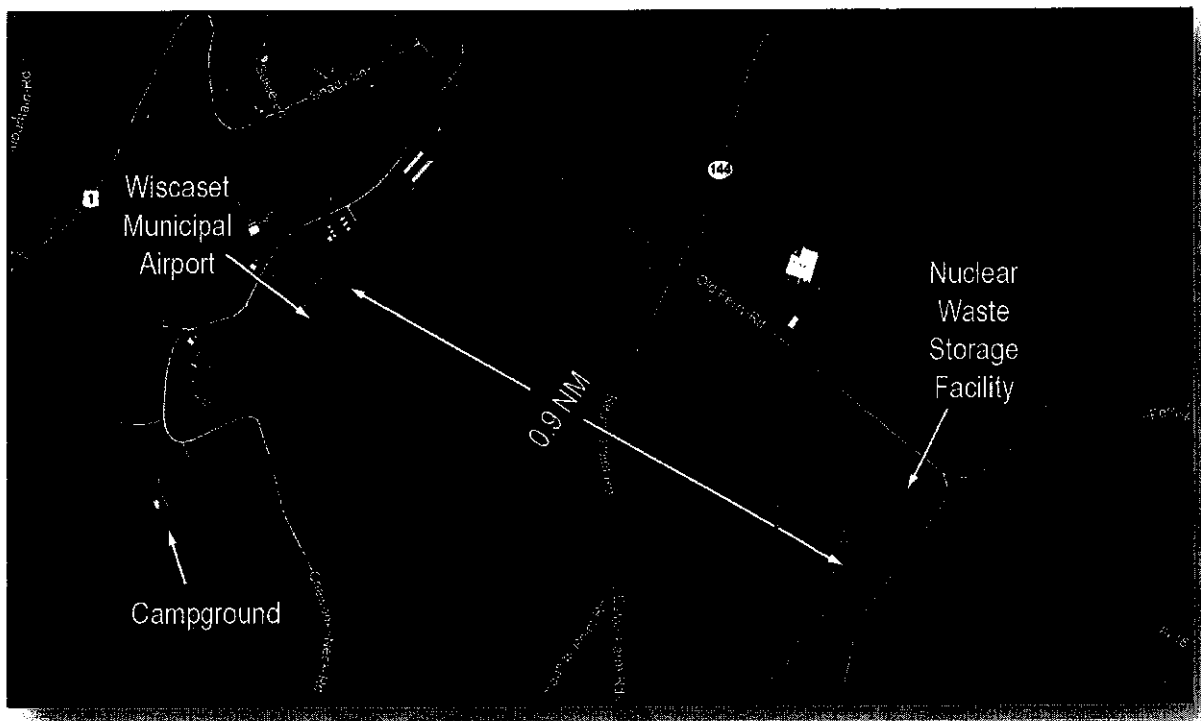


Figure 3. Location of Nuclear Waste Storage Facility

## 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.

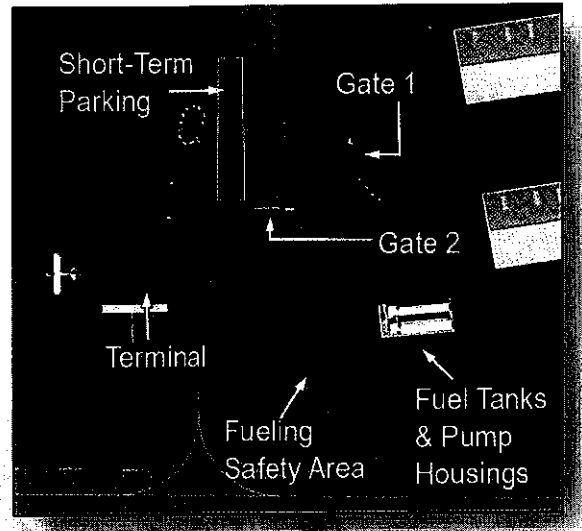


Figure 4. Airport Fueling Safety Area

## 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 Ordinances 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.

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**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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