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WISCASSET SELECT BOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
JUNE 2, 2020

Preliminary Minutes

Present: Kim Andersson, Chair Judy Colby, Kathy Martin-Savage, Vice Chair Ben Rines, Jr., Jeff Slack, Town Manager John O'Connell, School Superintendent Terry Wood, EMS Director Dennis Simmons, Parks and Recreation Director Duane Goud

Press: Charlotte Boynton, Lincoln County News; Phil DiVece, Wiscasset Newspaper

Judy Colby called the meeting to order at 4:30 p.m. via Sysco Webex remote teleconferencing

1. Pledge of Allegiance – none

2. Approval of Treasurer's Warrants

**Kathy Martin-Savage moved to approve the payroll warrants of May 22 and May 29, 2020. Vote 5-0-0**

**Kathy Martin-Savage moved to approve the accounts payable warrants of May 26 and June 2, 2020. Vote 5-0-0.**

3. Approval of Minutes

**Kathy Martin-Savage moved to approve the minutes of May 19, 2020. Vote 5-0-0.**

4. Special Presentations or Awards – none

5. Committee appointments – none

6. Public Hearing – none

7. Public Comment – none

8. Department head or committee chair

a. Superintendent of Schools Terry Wood – Wood reported that the schools' budget will be the same as last year: \$5,999,603.39 with no increase to the taxpayers. She said the budget is \$168,795.78 less than the state allocation. Kim Anderson commented that this is the first time the town would not have to vote to approve additional funds.

b. Town Clerk, Linda Perry – Notice of Town Vacancies (submitted memo): John O'Connell listed the vacancies on the town boards, committees, and Water District which will be on the September 8 ballot. Those elected in September will serve until June 2021. Nomination papers are due July 10. Nomination papers received by the original deadline will be valid. Current committee and board members will continue to serve until September 8, 2020.

c. Parks and Recreation Director Duane Goud: Goud expressed hope that the rec center could be opened according to the Governor's guidelines and asked for the board's approval. He listed the safety precautions that are being taken to protect both employees and the public. He said informational guidelines have been sent out regarding the gym and the pool, the only two areas which will initially be open; the locker rooms and fitness center will remain closed for the time being. The number of swimmers in the pool at one time will be 25 which EMS Director Dennis Simmons thought was a little high; however, Goud said that only lap swimming is allowed and the total number of swimmers allowed is the maximum with only one lifeguard. Simmons stressed the training of staff in cleaning and disinfecting. Kathy Martin-Savage advocated giving the plan a try while Ben Rines, Jr. said he thought the plan would fly in the face of precautions considering the number of senior citizens in town. Kim Andersson was in favor of the opening if CDC guidelines were followed. Judy Colby agreed with Rines and was in favor of delaying the opening a few weeks. The vote to open the center pool and gym was 3 to 2 with Rines and Colby dissenting.

#### 9. Unfinished Business

a. Airport CARES Grant: John O'Connell asked for a motion to authorize him to apply for the \$30,000 CARES grant. **Kathy Martin-Savage moved to authorize the Town Manager to execute the application for the CARES Act Grant No 3-23-0049-023-2020 for the Wiscasset Airport. Vote 5-0-0.**

b. MDOT Over limit Project #2380500. O'Connell asked approval for the over limit permit. **Kathy Martin-Savage moved to approve an over limit permit to the Contractor for the MDOT Project No. 2380500 and to require the contractor to obtain a satisfactory bond to cover the cost of any damage that may result of the over limit loads.** In response to Ben Rines, Jr.'s question, O'Connell said the details regarding what roads other than Route 1 would be affected were not available. **Vote 5-0-0.**

#### 10. New Business

a. Scholarship expenditure approval for 2020 General John and Mrs. Jeannette French scholarship and the 2020 Lawrence B. Haggett Memorial Scholarship: **Kathy Martin-Savage moved to expend \$500 from the Lawrence B. Haggett Memorial Scholarship Fund and \$1,000 from the General John and Mrs. Jeannette French Scholarship to two Wiscasset High School students who meet the scholarships' criteria. Vote 5-0-0.**

#### 11. Town Manager's Report

a. Town Office operations and reopening process: O'Connell said the town counter is open by appointment only with access from the Route 1 entrance and exiting through the meeting room. Ten-foot markers have been placed on the sidewalk and it will be necessary to obtain a tent for those waiting outside. O'Connell said the Code Enforcement Officer occasionally meets with the public, but mostly the meetings are carried on outside the building. O'Connell suggested that the next meeting be held remotely on June 17<sup>th</sup> using the same format as has been used in the past. He recommended that the first meeting in July be held in the meeting room with the selectmen, O'Connell, Kathy Onorato, and the press present as well as one or two others with precautions about distancing and disinfecting. O'Connell said the Transfer Station is open for recycling. He said the Wastewater Treatment Plant was being cautious about security, asking employees and visitors to wear masks.

b. Committee Openings: The Planning Board will be meeting remotely via Zoom next week and the Waterfront and Comp Plan Committees will also be meeting remotely. Record of the minutes and voting will be kept as usual.

c. 2020 Town Meeting Timeline: O'Connell said the adoption of the budget warrant has been changed from July 1 to July 7. Select board budget workshops are scheduled for 5 p.m. on Thursday June 18, Monday, June 22 and Thursday, June 25 with only the press present.

d. 2021 Tax Anticipation Note: O'Connell said the anticipation note process should begin soon. **Kathy Martin-Savage moved to authorize the Town Manager to begin the application process for the 2021 tax anticipation note. Vote 5-0-0.**

e. EDA Grants for Nuclear Closure Communities: O'Connell has been talking with Mary Ellen Barnes and others about available grants.

f. Water Street Blasting Notice – The DOT has been using jack hammers on Water Street without success so will be blasting beginning June 1, and an advisory has been issued. Jeff Slack asked if the possibility of the DOT building a bathroom could again be brought up. O'Connell will ask Ernie Martin.

g. Appearance of the Town Committee Request: A request for approval of the concept to install a pergola in the Sunken Garden had been received. **Kathy Martin-Savage moved to give permission to the Appearance of the Town Committee to look into the concept of a pergola at the sunken garden at no cost to the Town and assurance that it is not contravening any restriction. Vote 5-0-0.**

## 12. Other Board Business

a. Executive Session to discuss labor negotiations: **Judy Colby moved to enter Executive Session pursuant to 1 M.R.S.A. §405 (6) (D). Vote 5-0-0.** At 6:05 p.m. **Judy Colby moved to exit Executive Session. Vote 5-0-0.**

## 13. Adjournment

At 6:06 p.m., **Kathy Martin Savage moved to adjourn the meeting. Vote 5-0-0.**

# Memo

**To:** Wiscasset Board of Selectmen  
**From:** Linda E. Perry, Town Clerk  
**CC:** John O'Connell  
**Date:** 6/8/2020  
**Re:** Registrar's Hours

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

I am requesting that the Board change the hours for the registrar for all 2020 elections to be consistent with the normal hours of operation on those 5 days and not require the additional hours between 5-9 pm.

Thank you,

Linda Perry, Town Clerk/Registrar of Voters

**Town of Wiscasset**  
May 2020  
Monthly Reports





# Town of Wiscasset

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## AIRPORT REPORT

**To:** John O'Connell, Town Manager  
**From:** Rick Tetrev, Airport Manager  
**Re:** May Monthly Report  
**Date:** June 10, 2020

**Re: Airport Monthly Report, May, 2020**

Sale of 100 LL Aviation Gas was 2,684 gallons for a gross revenue of \$13,333.62 dollars. Jet A sold was 0 gallons. Gross revenue totaled \$13,333.62 dollars. This is a decrease of \$2,749.03 dollars from 2019. There was 244.5 gallons of Jet A sold in 2019. Going into the 3<sup>rd</sup> month of the 4<sup>th</sup> quarter of our fiscal year gross sales is \$174,636.66 dollars and expenses are \$151,103.77 dollars. On May 20 we had a delivery of 8,300 gallons of 100 LL.

The budget numbers look good. We have 71.54% of revenue collected and expect to reach 100% by the end of June with the transfer of the value of the reserve fuel on June 30. The expense side, in my estimation, will be under budget as there is 33.16% unexpended with one month remaining in the fiscal year.

There was quite a bit of activity on the administration side of business in May. We are actively working on the solar project, finishing our response to last summer's FAA land use inspection, preparing for an FAA funded apron crack repair and fencing project, and last but not least, working on the details of the Morse HS 2020 Graduation ceremony on Saturday June 13.

In regard to the graduation, I want to give a shout out to the Public Works department for their help in getting the airport grounds in the best shape I have ever seen since my first visit in 1978. I am attaching the Safety and Security Event Plan that was submitted to the FAA. There was no hesitation on the part of the FAA to approve the event once they saw the detail and coordination with the aviation community at large, the Wiscasset residents, and RSU-1. The senior official from the FAA's New England Region concerning Compliance and Land Use Mr. Jorge Panteli had this to say, "this is good and we appreciate the opportunity to work with you on this great event!"

Respectfully submitted,

*Rick Tetrev*

**"Discovering Wiscasset  
One Flight at a Time"**





# Town of Wiscasset

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*Your Public Works Professionals  
Resting, only for a moment,  
After beautifying the  
"Prettiest airport in Maine"*



# High School Graduation at Wiscasset Municipal Airport

## Safety and Security Event Plan

(Revision 2 – May 27, 2020)

### Event

Because of the pandemic and the multitude of health and safety restrictions imposed by the State of Maine, the Town of Wiscasset wants to host a high school graduation ceremony at the Wiscasset Municipal Airport. Because of the size and airport layout it is not technically possible to keep the airport open during the event that will be held on the main aircraft apron (see Figure 1, page 3).

The event is scheduled for June 13 (rain date June 14) and will last approximately seven hours (11:00 am to 6 pm), which includes setup and breakdown time.

The participants are the Morse High School class of 2020 and their limited invited guests, as well as school officials. Morse High School, which is in Bath, ME does not have a facility (inside or out) large enough to accommodate its 126 graduates and guests while maintaining mandatory social distancing rules dictated by the State of Maine. Morse High School is a member of Maine's Regional School Unit 01 (RSU-1) that includes the municipalities of Bath, Woolwich, Arrowsic, and Phippsburg).

The non-aeronautical use charge to RSU-1 has been established at \$2,520.00 (126 graduates at \$20.00 per graduate), which we feel is more than fair given the short time the airport will be used. RSU-1 has provided proof of liability insurance, and in addition to the non-aeronautical service charge will reimburse the Town of Wiscasset for EMS and Police services.

Air traffic has been exceptionally light averaging only 4-5 flights per day since the start of the pandemic, and with proper and timely notification to aviators the Town does not believe the closure will cause any hardship to the flying public. The Airport Manager has discussed this with the airport board and several local pilots who agree that this event is important and that the closure will have no impact on their activities.

### Notices

**Notices to Airmen (NOTAM).** Because of the size of the airport and the location of the event, the entire airport must be closed. Keeping the runway and taxiway open creates an unnecessary risk because of the small separation between the movement area and event location.

Two NOTAMs will be issued at 48 hours before the event and again 24 hours before the event notifying the aviation community that the airport will be closed (date and time provided).

**OE/AAA.** An on-airport notice was submitted through OE/AAA on May 26, 2020: Project Summary: IWI-441123477-20 and ASN #2020-ANE-1162-NRA.

**FSDO.** The Portland, ME Flight Standards District Office will be notified.

**Local Notices.** Local pilots will be notified via email and notices posted at the airport terminal (admin building). In addition, the notice will be posted on the airport's website (<http://www.wiscassetairport.com>) and provide information regarding the event and event timing. It will give notice to pilots that the airport will be closed between the hours of 11:00 am and 6:00 pm on June 13 (rain date June 14).

### Foreign Object Debris (FOD)

Ample trash receptacles will be placed on the apron to accommodate event participants. There will be no vendors. A FOD scan will be conducted after the event.



# High School Graduation at Wiscasset Municipal Airport

## Safety and Security Event Plan

(Revision 2 – May 27, 2020)

### **Environment**

Graduation organizers, high school officials, graduates, and their guests will be briefed before the ceremony that they are always to remain on the apron. Large orange traffic barrels connected with yellow caution tape will outline and cordon off the event area (see Figure 1).

### **Event**

The event will need a determination letter from the FAA divisions through the OE/AAA process and approval for the temporary airport closure. The event will also need approval by Maine DOT as a non-aeronautical event on airport property. All safety considerations and recommendations made by both the FAA and the MaineDOT will be abided by.

Volunteers will be briefed prior to and the day of the event on aircraft and airport safety personally by the Wiscasset Airport Manager.

No pets will be allowed on the airport during this event unless mandated by the Americans with Disabilities Act.

### **Parking**

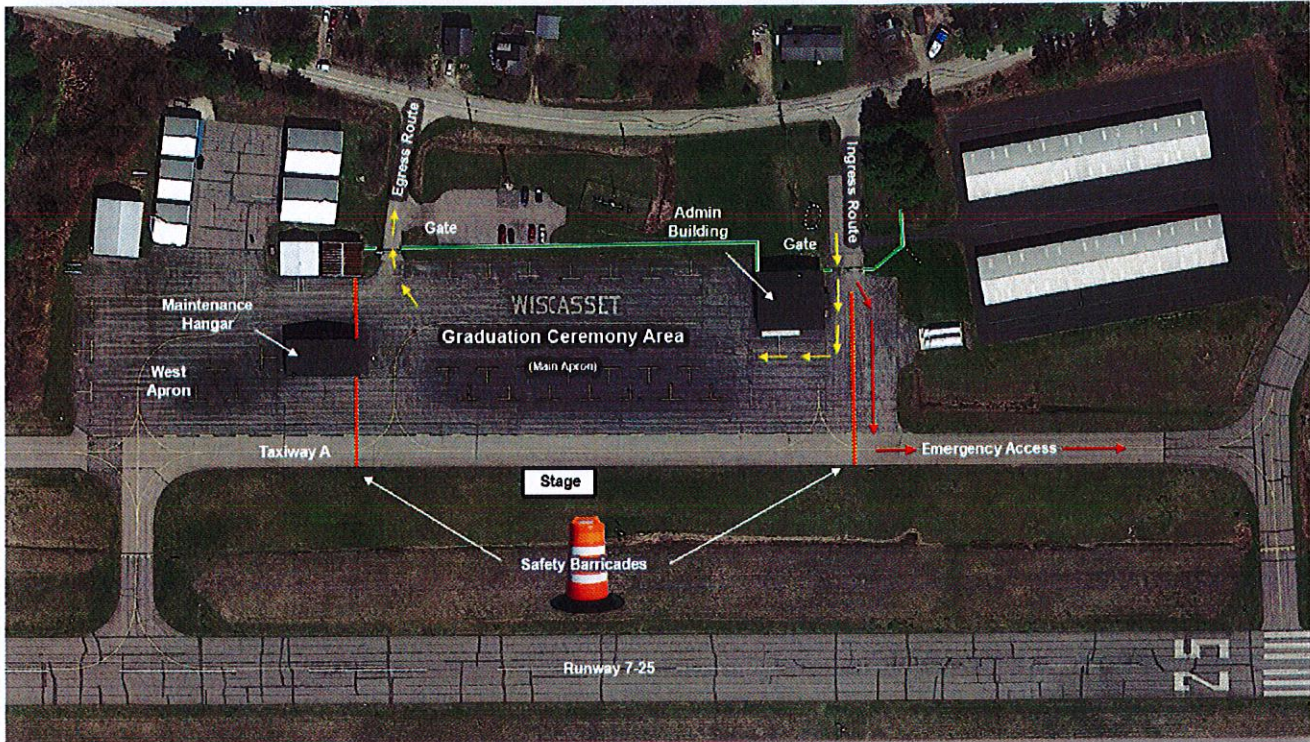
Because of the nature of the event, private vehicles will be on the aircraft apron within the designated area.

### **Emergency Aircraft**

In the event an emergency aircraft needs to land at Wiscasset Municipal Airport during the event an announcement will be made notify the participants. The announcement will be broadcast over an FM radio station used to broadcast the event. Participants will be instructed to remain in the designated area, but the airport's main entrance (see Figure 1) will be cleared of all non-emergency personnel to allow for emergency vehicle ingress and egress. The emergency aircraft will remain on the runway if unable to taxi, otherwise it will be moved to the West Apron next to the Maintenance Building.

High School Graduation at Wiscasset Municipal Airport  
Safety and Security Event Plan  
(Revision 2 – May 27, 2020)

Figure 1. Wiscasset Airport 2020 Graduation Safety Plan







# Town of Wiscasset

## TOWN CLERK REPORT

**To:** John O'Connell, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** May Monthly Report  
**Date:** June 11, 2020

### Elections & Town Meetings

The Clerk's office continues to prepare for the July 14, 2020, State Primary and Referendum Election. We have received several absentee ballot requests. We highly encourage voters to vote an absentee ballot due to the Covid 19 restrictions.

Absentee ballots will be available on June 12<sup>th</sup>. If voters have questions about obtaining an absentee ballot they can call the Town Clerks office at (207) 882-8200 or by accessing Secretary of State's website at <http://www.maine.gov/cgi-bin/online/AbsenteeBallot/index.pl>. We will have this link on our website along with an absentee ballot application that can be printed, filled out and mailed to our office.

We are currently scheduling the necessary amount of Election Clerks to safely conduct the election. Due to the election being held during the summer months and the threat of Covid 19 several clerks are unable to work at the polls. If possible, there will be a training prior to election day for all clerks who are scheduled to work.

### Town Clerk – Excise Tax Collector

Shellfish license sales started on June 1<sup>st</sup>. The majority of the commercial licenses have been sold.

### FINANCIALS:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees	Aircraft Excise
Monthly Revenues	\$56,499.08	\$1,306.10	\$1,124.00	\$63.20	\$1,656.70
Year to date	\$585,834.32	\$3,536.30	\$15,130.75	\$3,255.00	\$4,048.85
Met yearly revenue projection by:	86.79%	58.45%	89.0%	-----	71.03%



# Town of Wiscasset

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## CODE ENFORCEMENT REPORT

**To:** John O'Connell, Town Manager  
**From:** Bruce Mullins, Code Enforcement Officer  
**Re:** May Monthly Report  
**Date:** June 11, 2020

### Building Permits:

Birch Point Road:	Garage addition
Lowelltown Road:	Shed
Lowelltown Road:	Green House
Bradford Road:	New Mobile home
Hickory Drive:	Shed
Hodge Street:	Deck

### Plumbing Permits:

Lowelltown Road:	SSWD
Federal Street:	INT
Bradford Road:	INT
Bradford Road:	SSWD
Chewonki Foundation:	SSWD

### Other Projects:

- Checked complaints on Wood Lane (2), Howard Lane, Young's Point Road, Westport Bridge Road, and Ferry Road
- Summer Street roof repair
- Bradford Road septic
- Gardiner Road leaking septic
- Freedom Song Lane possible rubbish pile
- Sheepscoot Valley School (new license)
- Chewonki Foundation solar project and new septic tank
- Plumbing for Frank Sprague's Lobster Shack
- Check with the Liquor Board Blasting permit info for Water Street





# Town of Wiscasset

## EMS/EMA REPORT

**To:** John O'Connell, Town Manager  
**From:** Dennis Simmons, EMS/EMA Director  
**Re:** May Monthly Report  
**Date:** June 10, 2020

Wiscasset	33	55.93%
Dresden	20	33.90%
Westport Island	3	5.08%
Damariscotta	2	3.39%
Edgecomb	1	1.69%
	<b>Total: 59</b>	<b>Total: 100.00%</b>
Treated - Transported by this EMS Unit	47	79.66%
Patient Treated - Refused Transport	6	10.17%
Patient Refused Evaluation/Care (Without Transport)	4	6.78%
Patient Evaluated, No Treatment/Transport Required	2	3.39%
	<b>Total: 59</b>	<b>Total: 100.00%</b>

Run volume for May was up. Total calls were up 22% over last month and 20% over the same month last year. I would like to point out that while call volume declined at the outset of the pandemic, the percentage of total transports increased from a normal of @70% of total volume to @79% of total volume. Thus our call volume dropped by 20-22%, but the number of transports remained closer to normal, thus the revenue hit is not as bad as predicted. With the loosening of the Governors "stay-at-home" order we are definitely seeing more people out and about and as a result we are seeing an increase in motor vehicle accidents.

The frequency of COVID-19 planning meetings have dropped considerably. Having said that, we are still being vigilant and watching the trends very carefully as well as keeping a close eye on PPE and disinfecting supplies. Supplies of these items remain tight and as more restrictions are lifted we expect supplies to tighten further.

The new CPR device arrived and has been put into service. Because of COVID-19 restrictions it took longer than normal to get staff trained on it.

It finally stopped snowing so we were able to get the snow tires off the rigs. Unfortunately most of our summer tread tires were at or past their life so we had to purchase tires.

Our cardiac monitors/defibrillators had their annual calibration testing and maintenance completed. This was completed early this year (usually it is done in August). I agreed to this because the service technician was going to be in the area servicing Woolwich and Waldoboro anyway. So we will have to pay twice for the service this year, it saves us money as the fees for travel expenses normally charged will be reduced by two thirds.





# Town of Wiscasset

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These have been, and continue to be, trying times. I wish to thank and commend the members of my crew for their vigilance, patience and in particular, courage for facing this situation head-on and continuing to perform the important work that we do. I am proud of them and all the town employees and officials for continuing to deal with this situation with understanding, patience and compassion.

Respectfully  
Dennis



# Town of Wiscasset

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## FIRE DEPARTMENT REPORT

**To:** John O'Connell, Town Manager  
**From:** Robert Bickford, Fire Chief  
**Re:** May Monthly Report  
**Date:** June 11, 2020

### **Operations:**

The fire department responded to 16 calls for service during the month of May. The calls for the month break down as follows:

3 motor vehicle accidents, 2 structure fires, 2 grass / brush fires, 6 fire alarms, 2 service calls and 1 smoke investigation.

Of the 16 calls, 14 were in Wiscasset. We provided mutual aid to Alna for a grass fire and Woolwich for a structure fire.

### **Training:**

Training for the month consisted of more independent study with videos sent to members to watch as time allowed. Topics covered this month included vehicle extrication and basic pump operations. We continue to fill pools as requested which allows the members to stay proficient in some pumping operations and driver training. We are looking forward to more hands-on training as social distancing restrictions become eased.

### **Staffing:**

Our roster still stands at 17 members with 8 members on the Lifetime Members' roster. We are always looking for new members and encourage anyone interested to visit the fire station on Wednesday evenings at 6 p.m. for meetings and trainings. No prior experience is necessary – just a desire to help your community and fellow citizens.

### **Events:**

In the month ahead, we are looking forward to participating in the Wiscasset Class of 2020 graduation exercises and wish them all well in their future endeavors. We will also be helping to say “have a great summer” to the students at the Elementary School on their last day, June 19.

Respectfully submitted,  
Rob Bickford



# Town of Wiscasset

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## Wiscasset Police Department

To: John O'Connell, Town Manager  
From: Lawrence Hesselstine, Wiscasset Police Chief  
RE: May Monthly Report  
Date: June 10, 2020

The Police Department responded to 425 calls for service during the month of May.

Officers responded to 6 motor vehicle accidents.

May Arrest totals: 19 2020 Arrests Totals through 5/31/2020: 73

Arrests/Summonses were made for the following:

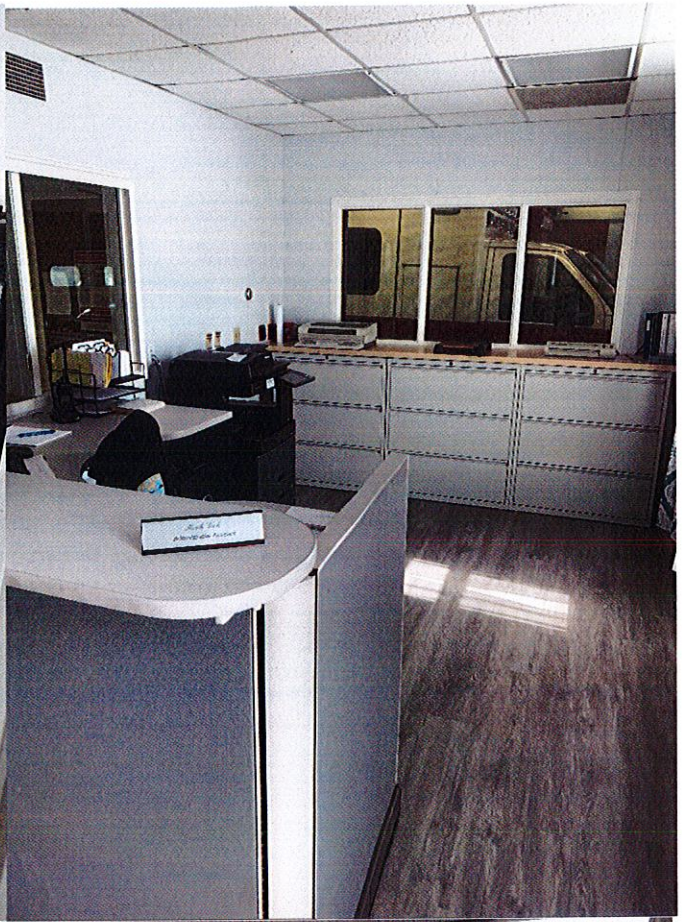
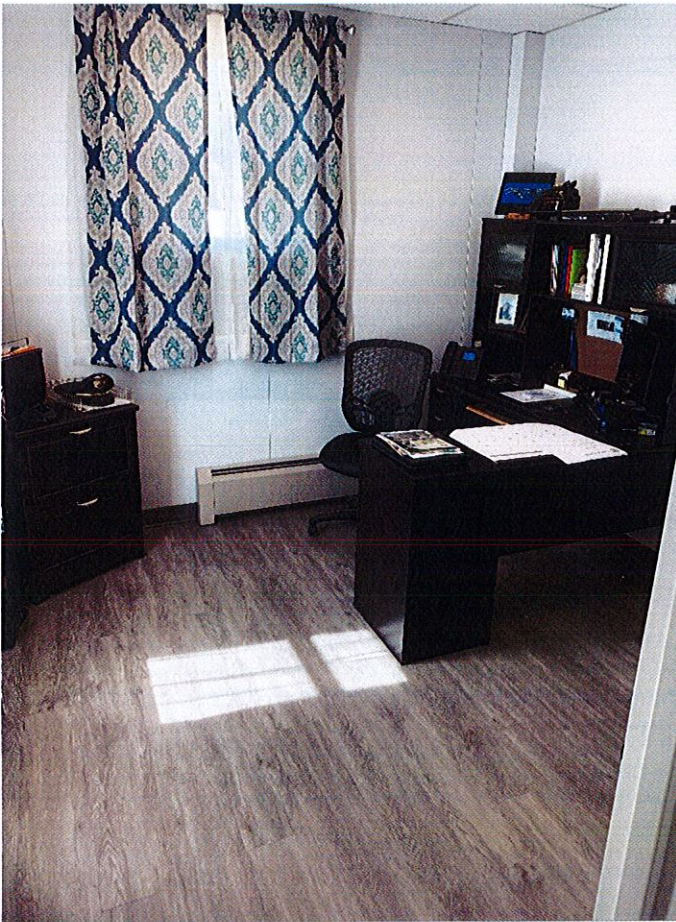
- Domestic Violence Assault
- Assault on an Officer
- Refusing to Submit to Arrest
- Violation of a Protection Order
- Criminal Threatening
- Motor Vehicle Speeding 30+ MPH Over Speed Limit
- Warrant Arrest
- Probation Violation
- Assault
- Violation of Conditions of Release
- Unlawful Possession of Drugs
- Attaching False Plates
- Operating Under the Influence
- Endangering the Welfare of a Child
- Operating after License Suspension

Officer Hubert is continuing his MCJA Training through online/zoom training classes. There has been no date set by the Academy for his completion, but we are in hopes it will be in the very near future.

Please stay healthy!!

Larry Hesselstine  
Chief of Police













# Town of Wiscasset

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## PUBLIC WORKS DEPARTMENT

**To:** John O'Connell, Town Manager  
**From:** Theodore Snowdon, Public Works Director  
**Re:** May Monthly Report  
**Date:** June 11, 2020

### **Operations:**

The month of May for the Transfer/Public Works has been challenging in keeping staff and the public safe as the Covid-19 continues, despite the virus we have managed to keep our work force moving ahead making progress in all spring projects. In addition to our spring projects:

- Culvert replacement Lowell Town road.
- Road side ditching.
- Tree trimming throughout the town roads.
- Staying on top of service and repair of all town owned vehicles including Transfer Station equipment.
- Keeping up with all mowing throughout the town.
- Repaired catch basins on Hodge.
- Still working on roadside brush removal and chipping.
- Finished creamery pier electrical box project.
- New paint throughout transfer station.
- Had water turned on at water front.
- Placed portable toilets at water front.
- Street sign repair throughout the town.
- Still trying to keep up with the pot holes throughout the town.

### **Transfer Station duties**

The transfer station has gone back to regular hours with all bins open. Recycling is now back to normal.

I would also like to mention the hard work and dedication of our Public Works and Transfer Station crew for keeping up with our duties. And the ongoing support from our Town Manager and staff.

To conclude, all is well within the Departments.  
Respectfully, Ted/crew



# Town of Wiscasset

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## PARKS AND RECREATION DEPARTMENT

**To:** John O'Connell, Town Manager  
**From:** Duane Goud, Parks & Recreation Director  
**Re:** May Monthly Report  
**Date:** June 11, 2020

### Program Updates

The month of May was a month of unknown steps and checklist guidelines to see what if anything we were going to be able to offer for programs to our membership and the surrounding community. We were still crediting and refunding a number of registrations that had been purchased for programs that were happening throughout the months of March and April.

Our Fitness Instructors continued (through the use of Facebook) to offer some Live Video Fitness Classes that were well received by many in the early weeks of May. Our Outdoor fitness classes started on May 20th and have been well received as well, averaging 4 – 8 people per class.

All youth spring sports were cancelled, the one exception currently is Babe Ruth Baseball which is practicing at the WMHS Baseball Field and Boothbay Region Baseball Field. This program has its own set of guidelines sent down from the national and regional levels of Babe Ruth Baseball.

Unsinkables Summer Swim Team practices have started as of Monday, June 8th, also based on the guidelines and recommendations of USA Swimming as well as our State and local guidelines.

We are taking registrations for Swim Lessons (Levels 3,4 & 5), these levels all have to be deep water safe and have no teacher in the water with them. These lessons will start in July.

We are taking registrations for our Summer Day Camps program, we have worked continuously on the guidelines and restrictions hoping to provide a great summer experience.

### Building Updates

The WCC Pool and Gymnasium are now open (as of Wednesday, June 3rd at 5:00 am), all lanes and time spent in the WCC are by reservation only at this time. Pool reservations are going great, gymnasium reservations are considerably lower.

Starting Monday, June 15th the Fitness Room is going to be open once again, this will be by reservation only. We are moving some of our Fitness equipment into the gymnasium to





# Town of Wiscasset

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accommodate recommended social distancing space. All walk-ins are discouraged at this time, and would be on a first come first serve basis with no guarantee of a time slot.

We are starting to offer other programs that have been okayed to start happening per guidelines and social distancing requirements. Pickleball will now be able to start playing singles games, we have 3 courts that would allow 6 people to play 1 vs 1 on each court at one time. Our Waterworks classes (Pool program) are going to start up as of June 15th as well (participants still need to reserve space), all participants will be spread out within the 6 lanes and alcove where they will be able to once again enjoy their fitness class time spent in the WCC Pool.

We have also been working on the outside grounds and playground, getting the chips spread throughout the playground while continuing to maintain the lawns, ball fields, etc.

## **Community Events**

As of right now we are not scheduling any Community Events until we know what we have to go through to accommodate guidelines and restrictions set forth by the State.

## **Coordination Meetings & Professional Development**

We have participated in many different webinar's and zoom meetings trying to stay connected to others, working on the different questions and concerns as we work toward the opening of our buildings.

We (Staff) have sat down with each other to make sure that everyone coming back to work understands what needs to be done and that everyone is on the same page moving forward.

## **Director's Note:**

It has been great to reconnect with Staff and our membership, as we start getting back into the swing of a new everyday life, everyday still seems to bring a new challenge. Knowing there are going to continue to be changes and updates to the many restrictions, guidelines and checklists, we are continuing to prove to our membership and fellow staff that we are doing everything possible to provide each other with the safest environment and facility possible.

Staff is limited at this time because I haven't brought everyone back yet, because of all the uncertainties of reopening, the need to keep costs to a minimum because of revenues lost over the past two and a half months. I was asked the question the other day about my revenues for the next fiscal year, my answer was we were on track to hit our revenue projections set forth last year during the budget season. We were set to have one of the best Marches (revenue as of March 10th – \$20,722) that we had on record when we had to shut our doors due to COVID 19 (nothing we could do about this). So my answer for this upcoming year is going to be that I would like to leave my revenue projections where they were in February, knowing that if I am



# Town of Wiscasset

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not going to reach them I am not going to be able to spend money I don't have. I along with my Staff work very hard to make sure that the Wiscasset Community Center /Wiscasset Parks and Recreation Department continues to provide Wiscasset and the area community with the best experience possible, whether it be through memberships, programs, activities, events or just listening and being respectful and personable.

Thank you for your continued support of the Wiscasset Community Center!  
Duane Goud.



# Town of Wiscasset

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## TRANSFER STATION

**To:** John O'Connell, Town Manager  
**From:** Transfer Station Superintendent  
**Re:** Monthly Report  
**Date:**





# Town of Wiscasset

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## TOWN TREASURER REPORT

**To:** John O'Connell, Town Manager

**From:** , Town Treasurer

**Re:** Monthly Report

**Date:**

**Budget:**

9a

WISCASSET SELECT BOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
MARCH 17, 2020

Preliminary Minutes

Present: Kim Andersson, Kathy Martin-Savage, Vice Chair Ben Rines, Jr., Jeff Slack and Town Manager John O'Connell

Absent: Chair Judy Colby

Vice-chair Ben Rines, Jr., called the meeting to order at 6 p.m.

1. Pledge of Allegiance

Town Manager John O'Connell presented an update on the precautionary measures being taken by the Town including the closure of schools and recreation center. The town office will have reduced hours and restricted areas to reduce contact with the public. Notice of the changes, closures, etc. have been given to the newspapers and are on the town's website.

**Ben Rines, Jr., moved to take Item 8 out of order. Vote 4-0-0.**

8. Department head or committee chair

a. EMS Director Dennis Simmons-proposed Dresden and Westport Island contracts: Simmons discussed with the board the current ambulance contracts with Dresden and Westport Island, the actual costs and recommended contract for both towns whose current contracts expire this year. **Jeff Slack moved to present the proposed contracts to Dresden and Westport Island. Vote 4-0-0.** There was discussion of the disposition of the current contract.

b. Code Enforcement Officer Bruce Mullins – Maine Uniform Building and Energy Code (MUBEC): Mullins said he had spoken to the ORC regarding adopting a building code for Wiscasset that would allow him to approve or deny certificates of occupancy for residential buildings based upon the building code. Wiscasset currently has no building code. Towns with populations over 4,000 must adopt the MUBEC. **Kathy Martin-Savage moved to approve adding to the warrant the adoption of the Maine Uniform Building and Energy Code and approval of Certificates of Occupancy for new residential buildings. Vote 4-0-0.**

**Ben Rines, Jr., moved to take 10c out of order. Vote 4-0-0.**

10. New Business

c. Used ladder truck – Fire Chief Robert Bickford: Bob Bickford said the oldest truck in the department is now 31 years old and maintenance costs have been increasing. He has been offered the opportunity to purchase from Cape Elizabeth a 100-foot 1993 ladder truck without a water tank which would be less likely to fail than the current truck. The 1993 truck was refurbished seven years ago, cleaned and painted, and updated efficiency lighting was installed. The asking price is \$30,000 and the truck should last seven to ten years. Tools, radio and other equipment would be included. The truck is available immediately and is certified and ready to go. In response to a question, Bickford said that in addition to

reaching up to buildings, the ladder also has a horizontal reach ability. The current truck could be sold for possibly \$5,000. The purchase of the truck will be on the warrant in June.

e. Wastewater Treatment Plant -Sewer Agreement for breweries: Wastewater Treatment Plant Manager Rob Lalli asked the board's permission to use a form titled "Town of Wiscasset Sewer System Conditional Discharge Agreement" for commercial establishments such as breweries. Because there is the possibility of two breweries being operational before an ordinance change regulating breweries could be enacted, Lalli asked for approval of the agreement as a stop-gap measure. The form has been reviewed by Jim Crowley, DEP. Lalli said the ordinances are insufficient to address discharges which may be harmful to the WWTP. Al Cohen, a member of the Ordinance Review Committee and Planning Board, said there was a suggestion at the ORC meeting that a signature line for the WWTP manager be added to the Business Permit application and that the requested agreement be signed before Planning Board approval was given. **Ben Rines, Jr., moved to approve the Town of Wiscasset Sewer System Conditional Discharge Agreement. Vote 4-0-0.**

## 2. Approval of Treasurer's Warrants

a. **Kathy Martin-Savage moved to accept the payroll warrants of March 6 and 13, 2020. Vote 4-0-0.**

b. **Kathy Martin-Savage moved to approve the accounts payable warrants of March 10 and 17, 2020. Vote 4-0-0.**

## 3. Approval of Minutes

**Kathy Martin-Savage moved to approve the minutes of March 3, 2020. Vote 4-0-0.**

## 4. Special Presentations or Awards

a. Legislative Sentiment: Ben Rines, Jr., said letters had been received from State Senator Dana Dow and State Representative Jeffrey Hanley congratulating the Family Holiday Wishes Committee on their Spirit of America Foundation Award.

b. Chief Lawrence Hesseltine – Office recognition: Postponed

## 5. Committee Appointments

a. **Jeff Slack moved to appoint Colleen Gilliam to the Comprehensive Planning Committee. Vote 4-0-0.**

## 6. Public Hearing

a. 2020 License for the Sale of Consumer Fireworks – Postponed

## 7. Public Comment

Susan Robson asked if the Creamery railroad car had the board's blessing to return to the pier. There was no objection.



Don Davis, 21 Middle Street, said he had been cited by the Code Enforcement Officer because a flag (with lettering) he was flying on his property was an illegal flag. He had met with the Historic Preservation Committee who said it had no jurisdiction in the matter. He had met with the Ordinance Review Committee and was told the ORC didn't have the authorization to change the wording of the sign ordinance. Therefore, he was asking the selectboard to address the issue. Ben Rines, Jr., recommended that the matter be referred to the Appeals Board. Kathy Martin-Savage said the matter should be referred to the ORC with a recommendation. Kim Andersson said a temporary political sign is allowed and asked if that clause would apply. John O'Connell said with the moratorium on meetings, it was doubtful a change could be made and approved before the June warrant. CEO Bruce Mullins said that political signs are governed by the State. Davis said he would send a letter to the Appeals Board. In response to Slack's question regarding meeting by phone or email, O'Connell said the legislature is working on methods for meetings to be held remotely.

#### 9. Unfinished Business

- a. Ordinance Review Committee suggested revisions for June warrant
  - Glossary
  - Article II Business Laws
  - Article VII subdivision

**Ben Rines, Jr., moved, on the recommendation of the Ordinance Review Committee, to place the Glossary, Article II Building Laws, and Article VII Subdivision on the June warrant. Vote 4-0-0.**

#### 10. New Business

- a. Request to Use Town Property -First Congregational Church- The church requested use of the pier for an Easter Sunrise Service in conjunction with St. Philip's Episcopal Church on April 12 and use of the common for an Easter Egg hunt on the same day from 11 a.m. to noon.. **Ben Rines, Jr., moved to grant the request of the First Congregational Church to use the pier and the common on Easter. Vote 4-0-0.**
- b. Monthly Financials
- c. Used ladder truck – see above
- d. Request for tax payment deadline extension-Gordon James, 524 Gardiner Road. The Town Manager recommended not granting the request. **Ben Rines, Jr., moved to deny the request. Vote 4-0-0.**

#### 11. Town Manager's Report

- a. Coronavirus – available information: O'Connell said that some business will have to be taken care of and he hoped the legislature and the governor will come up with a solution regarding meetings.
- b. Budget Update – The Budget Committee meeting will be held on Thursday and will be televised.
- c. Town Manager Search Update – No interviews are being scheduled.
- d. County Tax Assessment – This year's tax assessment is \$654,247.28; last year's was \$624,975.37.

e. Economic Development Administration (EDA) funding – The Town has been informed by Senator Susan Collins that no decision has been made on the decision related to the closing of the nuclear power plant

f. Ordinance Review Committee recommendations – The recommendations have been acted upon.

#### 12 Assessor's Business

a. Personal Property Abatement (Current year)

- **Steele's Landscaping, Inc., Acct. #130 for \$85.57: Kathy Martin-Savage moved to approve the Personal Property tax abatement for Steele's Landscaping in the amount of \$85.57 as recommended by the Assessors' Agent Ellery G. Bane. Vote 4-0-0.**

b. Personal Property Abatement (2016-2018): **Kathy Martin-Savage moved to approve the Personal Property tax abatement for Steele's Landscaping, Inc. in the amount of \$245.19. Vote 4-0-0.**

#### 13. Other Board Business

It was announced that a petition to repeal the Historic Preservation Ordinance had been turned into the office.

#### 14. Adjournment

**Kathy Martin-Savage moved to adjourn the meeting at 7:30 p.m. Vote 4-0-0.**



10a



From: Phil Phillips  
Phone: 800-628-1900 ext. 188  
Fax: 413-774-6827

A.R. Sandri, Inc. - Clean Burn  
191 Cleveland Street  
Greenfield, MA 01301

To: Ted  
Company: Wiscasset, Town of  
Address: 78 Fowle Hill Road  
Wiscasset, ME 04578

Date: 05/29/2020  
Pages: 1

**QUOTE:**

(1) Clean Burn CB3250 Waste Oil Furnace w/ Accessories	\$9,200.00
Trade of unit	\$ -750.00
Installation (Parts & Labor)	\$1,600.00
<b>TOTAL</b>	<b>\$ 10,050.00</b>

NOTES: CUSTOMER WILL BE RESPONSIBLE FOR ALL WIRING, LIFT TRUCKS, FUEL, ETC

- ❖ Customer is responsible for all electrical work
- ❖ It is recommended that the waste oil furnace not be your sole source of heat due to the fact of burning a waste product and the lack of 24 hour emergency service.
- ❖ Routine maintenance such as cleaning the filters, cleaning the nozzle, adjusting the flame, etc. are the responsibility of the owner.
- ❖ We provide a service of assisting in applying for D.E.P. permit if desired.
- ❖ Quoted prices are good for 30 days from date issued.
- ❖ WE PROPOSE hereby to furnish materials & labor - complete in accordance with above specifications.

PAYMENT to be made as follows:  
½ down on signing of contract- balance on billing. (Subject to A.R. Sandri, Inc. Credit Department approval)

Account not paid within 30 days will be charged a FINANCE CHARGE of 1 ½% per month (periodic rate) which is an ANNUAL PERCENTAGE RATE of 18%.

Customer signature: \_\_\_\_\_



# Dirigo Waste Oil LLC

92 College Ave  
Waterville, ME 04901

Phone # 207 873 0881  
Fax # 207 877 9701  
dirigowasteoil@roadrunner.com

# ESTIMATE

Date	Estimate #
5/29/2020	32857

Bill To
Wiscasset Town of 51 Bath Rd Wiscasset, ME 04578

Ship To
Wiscasset Town of 78 Fowle Hill Road Wiscasset, ME 04578

Project	Rep	Terms
Transfer Station	GT	1/2 Down 1/2 On Completion

Description	Qty	Total
<b>EQUIPMENT</b>		
Clean Burn CB3250 (325,000 BTU) waste oil furnace w/ self metering oil pump, quiet squirrel cage blower, and accessories - 1 YEAR PART WARRANTY - 10 YEAR FULL REPLACEMENT HEAT EXCHANGER WARRANTY	1	9,029.00
Municipal Discount		-451.45
Trade of existing EL340H unit - Furnace, burner, pump		-500.00
EXTRA FACTORY INCENTIVE - TRADE-IN/TRADE-UP PROGRAM -		-500.00
<b>INSTALLATION MATERIALS/LABOR</b>		
Materials for Swap/Install		496.00
Installation / Set-up Labor -	1	960.00
USE EXISTING TANK, STANDS, AND CHIMNEY		
DIRIGO TO UPDATE VENT TO 2" (CODE), INSTALL NEW FURNACE IN PLACE OF EXISTING.		
CUSTOMER TO SUPPLY: ** 220V 30AMP 4-WIRE DEDICATED POWER TO FURNACE LOCATION WITH A CODE EMERGENCY SWITCH AT DOORWAY ** USE OF FORK-LIFT		

**ESTIMATE VALID FOR 30 DAYS UNLESS SPECIFIED ABOVE**

Sign To Accept \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

<b>Subtotal</b>	<b>\$9,033.55</b>
Sales Tax (0.00)	\$0.00
<b>Total</b>	<b>\$9,033.55</b>

# 1 SELECTMEN REPORT

Department(s): 100 - 514  
May

106

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
100 - ADMINISTRATI	172,056.00	15,504.97	151,988.12	0.00	20,067.88	88.34
101 - AIRPORT	90,769.00	4,000.86	60,671.17	0.00	30,097.83	66.84
102 - ANIMAL CONTR	17,367.00	0.00	8,740.48	0.00	8,626.52	50.33
103 - ASSESSING	6,778.00	1.00	4,274.75	0.00	2,503.25	63.07
104 - BRDS & COMM	2,843.00	0.00	2,109.61	0.00	733.39	74.20
105 - CELEBRATIONS	12,000.00	0.00	10,096.76	0.00	1,903.24	84.14
106 - CLERK	90,381.00	7,663.43	81,303.12	0.00	9,077.88	89.96
107 - CEO	35,956.00	3,531.90	30,952.87	0.00	5,003.13	86.09
108 - COMMUN ORG	62,865.00	0.00	62,865.00	0.00	0.00	100.00
109 - CONTINGENCY	20,000.00	8,845.00	10,797.95	0.00	9,202.05	53.99
110 - CONTRACTS	197,500.00	2,232.09	76,972.90	0.00	120,527.10	38.97
111 - COUNTY TAX	624,976.00	0.00	624,975.37	0.00	0.63	100.00
112 - DEBT SERVICE	243,234.00	0.00	230,034.48	0.00	13,199.52	94.57
113 - ELECTIONS	19,185.00	177.08	4,198.25	0.00	14,986.75	21.88
114 - EMS	540,598.00	42,673.80	448,925.84	0.00	91,672.16	83.04
115 - FD FIRE DEPT	150,938.00	1,807.40	101,660.48	0.00	49,277.52	67.35
116 - FINANCE	223,261.00	11,551.91	166,461.23	0.00	56,799.77	74.56
117 - GA	23,000.00	2,125.01	18,522.72	0.00	4,477.28	80.53
118 - MUN BULIDING	79,141.00	7,210.10	75,658.55	0.00	3,482.45	95.60
119 - MUN INSURANC	201,143.00	3,266.04	188,499.74	0.00	12,643.26	93.71
120 - OVERLAY	53,328.88	85.57	2,342.23	0.00	50,986.65	4.39
121 - PARKS & REC	790,288.00	28,938.40	638,766.55	0.00	151,521.45	80.83
122 - PLANNING	28,700.00	0.00	0.00	0.00	28,700.00	0.00
123 - POLICE	435,541.00	37,376.00	386,938.22	0.00	48,602.78	88.84
124 - PD SRO	50,166.00	5,226.59	38,178.09	0.00	11,987.91	76.10
125 - PUBLIC UT	275,314.00	22,485.63	230,642.96	0.00	44,671.04	83.77
126 - PUBLIC WORKS	651,600.00	34,787.87	533,035.12	0.00	118,564.88	81.80
127 - SELECTMEN	27,162.00	1,431.04	19,482.71	0.00	7,679.29	71.73
128 - SCHOOL TOWN	5,999,053.14	498,879.43	5,487,673.73	0.00	511,379.41	91.48
129 - SR CENTER	14,397.00	155.21	9,673.41	0.00	4,723.59	67.19
130 - SHELLFISH	6,003.00	645.90	3,287.50	0.00	2,715.50	54.76
131 - TIF	233,591.20	0.00	233,591.20	0.00	0.00	100.00
132 - TRANSFER ST	593,944.00	62,105.05	537,645.42	0.00	56,298.58	90.52
133 - WATERFRONT	54,909.00	862.51	25,133.59	0.00	29,775.41	45.77
134 - COMP PLAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
135 - XFER TO CAP	14,000.00	0.00	14,000.00	0.00	0.00	100.00
200 - RETIREE HEAL	47,100.00	4,989.99	48,302.57	0.00	-1,202.57	102.55
301 - CAPITAL	518,808.00	0.00	518,808.00	0.00	0.00	100.00
313 - PIER DEBT	40,464.00	3,371.92	37,091.12	0.00	3,372.88	91.66
314 - BACKHOE DEBT	22,237.00	1,853.07	22,236.84	0.00	0.16	100.00
315 - RD/SIDEWALK	200,000.00	48,554.30	134,480.22	0.00	65,519.78	67.24
333 - WCC CAPITAL	58,000.00	2,337.50	42,635.24	0.00	15,364.76	73.51
334 - RADIOS/REPEA	35,400.00	0.00	0.00	0.00	35,400.00	0.00
335 - MUN FLOORS	45,000.00	0.00	44,274.83	0.00	725.17	98.39
336 - COMBINE CP	157,007.35	0.00	157,007.35	0.00	0.00	100.00

@ 91.7% of FY

OVER

# 1 SELECTMEN REPORT

Department(s): 100 - 514  
May

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
400 - WASTEWATER CONT'D						
400 - WASTEWATER	750,636.00	36,151.69	536,456.31	0.00	214,179.69	71.47
401 - IMPACT FEES	49,573.24	0.00	42,600.00	0.00	6,973.24	85.93
513 - PERPETUAL CA	0.00	0.00	100,000.00	0.00	-100,000.00	----
514 - CEM OPERATIO	108,013.00	10,583.48	69,482.21	0.00	38,530.79	64.33
Final Totals	14,094,226.81	911,411.74	12,273,474.81	0.00	1,820,752.00	87.08



# HM Payson Monthly Statement of Wiscasset Accounts

<i>Account Name</i>	Market Value as of <b>03/31/2020</b>	Market Value as of <b>04/30/2020</b>	Market Value as of <b>05/31/2020</b>	Change in Market Value
Montweag Dam Reserve Fund	\$ 149,598.21	\$ 165,227.08	\$ 170,761.12	\$ 5,534.04
Cemetery Trust Fund	\$ 1,788,544.24	\$ 1,975,397.68	\$ 2,041,560.65	\$ 66,162.97
General John French Scholarship	\$ 56,387.41	\$ 62,278.34	\$ 64,364.26	\$ 2,085.92
Jackson Cemetery Fund	\$ 27,781.90	\$ 30,684.34	\$ 31,712.06	\$ 1,027.72
Larabee Band Fund	\$ 672,369.85	\$ 742,613.91	\$ 767,486.65	\$ 24,872.74
Haggett Scholarship Fund	\$ 12,732.30	\$ 14,062.47	\$ 14,533.47	\$ 471.00
Mary Bailey Fund	\$ 409,508.14	\$ 452,290.42	\$ 467,439.20	\$ 15,148.78
Seth Wingren Fund	\$ 25,732.32	\$ 28,420.63	\$ 29,372.54	\$ 951.91
Wiscasset Community Center Endowment Fund	\$ 2,915.33	\$ 3,219.90	\$ 3,327.75	\$ 107.85
Cooper-DiPerri Scholarship Fund	\$ 29,004.86	\$ 32,035.07	\$ 33,108.03	\$ 1,072.96
Recreation Scholarship	\$ 753.34	\$ 832.04	\$ 859.91	\$ 27.87
<b>Town of Wiscasset Edowment Fund Total</b>	<b>\$ 3,175,327.90</b>	<b>\$ 3,507,061.88</b>	<b>\$ 3,624,525.64</b>	<b>\$ 117,463.76</b>
Town of Wiscasset Capital Reserve	\$ 362,656.15	\$ 401,046.64	\$ 414,577.64	\$ 13,531.00
Town of Wiscasset Construction Reserve	\$ 2,598,434.33	\$ 2,873,502.50	\$ 2,970,452.22	\$ 96,949.72
Town of Wiscasset Equipment Reserve	\$ 4,023,822.48	\$ 4,449,781.09	\$ 4,599,913.21	\$ 150,132.12
Town of Wiscasset Furnace Replacement Reserve	\$ 334,372.33	\$ 369,768.72	\$ 382,244.43	\$ 12,475.71
Town of Wiscasset Major Repairs Reserve	\$ 450,426.29	\$ 498,108.05	\$ 514,913.83	\$ 16,805.78
Town of Wiscasset Recreation Building Reserve	\$ 1,761,891.90	\$ 1,948,404.36	\$ 2,014,142.00	\$ 65,737.64
Town of Wiscasset Retirement Health Insurance Reserve	\$ 255,059.99	\$ 282,060.44	\$ 291,576.93	\$ 9,516.49
Town of Wiscasset Roof Repair Reserve	\$ 307,049.97	\$ 339,554.03	\$ 351,010.32	\$ 11,456.29
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 92,164.63	\$ 101,921.10	\$ 105,359.84	\$ 3,438.74
Town of Wiscasset Highway Department Capital Reserve	\$ 2,161.48	\$ 2,390.30	\$ 2,470.94	\$ 80.64
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 2,882.00	\$ 3,187.08	\$ 3,294.61	\$ 107.53
<b>Town of Wiscasset Reserve Funds Total</b>	<b>\$ 10,190,921.55</b>	<b>\$ 11,269,724.31</b>	<b>\$ 11,649,955.97</b>	<b>\$ 380,231.66</b>