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WISCASSET SELECT BOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
JANUARY 19, 2021

Preliminary Minutes

Present: Kim Andersson, Chair Pam Dunning, Vice Chair Kathy Martin-Savage, Jeff Slack, Sarah Whitfield, and Town Manager Dennis Simmons

Chair Pam Dunning called the meeting to order at 6 p.m. via Zoom.

1. Approval of Treasurer's Warrants

- a. **Kathy Martin-Savage moved to approve the payroll warrants of January 8, 2021 and January 15, 2021. Vote 5-0-0.**
- b. **Kathy Martin-Savage moved to approve the accounts payable warrants of January 12 and January 19, 2021. Vote 5-0-0.**

2. Approval of Minutes

**Kathy Martin-Savage moved to approve the minutes of January 5, 2021 as amended. Vote 5-0-0.**

3. Special Presentations or Awards – none

4. Committee Appointments – none

5. Public Hearings – none

6. Public Comment – none

7. Department Head or Committee Chair

In response to Sarah Whitfield's question, Duane Goud said no date had been set for Winterfest, but it probably would be the end of February. Kathy Martin-Savage said it was a pleasure to read the department reports. Kim Andersson thanked the EMS, Fire and Police departments for their work under the present circumstances.

8. Unfinished Business – none

9. New Business

- a. **New Business License: Jeff Slack moved to approve the Business License for Patricia Bean, DBA Grounded Seed Flower Farm. Vote 5-0-0.**

b. Monthly Financials: There were no comments or questions.

c. Municipal Quit Claim Deed-Suzanne Griffith, Map U05, Lot 003: **Jeff Slack moved to approve the Quit Claim Deed for Suzanne Griffith, Map U05, Lot 003. Vote 5-0-0.**

d. Maine Service Center Coalition Membership: Dennis Simmons said the coalition was a lobbying group for towns which were service centers for surrounding towns. There was a consensus of the board that it was not interested in joining at this time.

#### 10. Town Manager's Report

The Town Manager met with Mary Ellen Barnes and Emily Rabbe of Lincoln County Planning regarding planning services for Wiscasset. Topics discussed were assisting the Comprehensive Plan Committee, assisting Steve Barndollar move ahead with his project at the former elementary school, and getting brownfields properties back on the tax rolls.

Simmons and Chief Hesseltine met with Ernie Martin and Steve Landry of MDOT to discuss changing the traffic lights downtown to flashing during the winter months. Although MDOT was not inclined to make the change, they said they would study the issue.

Bruce Mullins, Code Enforcement Officer, has been dealing with properties that are in violation of state and town ordinances covering illegal junkyards or accumulations of trash. If necessary, the town will take legal action. In one instance where a property owner has made no effort to clean his property, the board will hold a public hearing, probably in March, to adjudge that the property is unsanitary and unsuitable for use or occupancy. This will allow the town to clean up the property and petition the Superior Court to recover costs.

The bid for the ambulance was awarded to Sugarloaf Rescue and the new vehicle will be delivered mid to late fall. It will include a power-lift stretcher system which will help cut down on back injuries and avoid workers' comp claims.

Information on the FY22 budget indicates that there will be an increase in some school funding, the state revenue sharing will be preserved as will the homestead exemption reimbursement.

#### 11. Other Board Business

The executive session was cancelled.

#### 12. Adjournment

**Kathy Martin-Savage moved to adjourn the meeting at 6:15 p.m. Vote 5-0-0.**

Town of Wiscasset  
Board/Committee Membership Application

Full Name: Sarah Whitfield  
Street Address: 36 Langdon Road, Wiscasset, ME 04578  
Mailing Address: PO Box 308 Home Phone: 207-350-1316

Town of Legal Residence: Wiscasset  
Work Phone: (same) Cell Phone: (same) E-mail sarahmariewhitfield@gmail.com

I wish to be considered for the appointment to the: Comprehensive Plan Review Committee  
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. Selectmen (9/20-6/22)  
Wiscasset School Board (2005-2009)

List civic organizations to which you belong now: Wiscasset Creative Alliance, Friends of Wiscasset Village, Library Board of Corporators, Deacon (UCC Wiscasset)  
Prior experience, knowledge, or abilities that you have which would contribute to

the activities of the Board or Committee: Master's in Public Policy, Expected PhD in public policy May '21

Signature: [Handwritten Signature] Date: 1/21/21

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: 1/21/2021 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_

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WELCOME to  
WISCASSET

*The Prettiest Village in Maine*

Listed in the National Historic Register Since 1973

# Town of Wiscasset

## Executive Summary

The Town of Wiscasset highly values the commitment and involvement of its citizens as participants on its boards and committees. This involvement is beneficial for the community, staff, and the individual participants. Civic service can be rewarding and may require an extensive time commitment. In recognition of this commitment and effort, the Town has developed a committee handbook to help guide and safeguard the valued work of its volunteers.

This handbook is intended to accomplish the following things:

- Promote clear expectations and consistent behavior
- Increase awareness of and compliance with Town policies
- Limit the liability of the Town and volunteers
- Support adherence to core values and legal statutes
- Enrich the relationship between staff and committee members
- Provide oversight and advocacy

The handbook contains a set of definitions, references to Town policies, and identifies roles and responsibilities of staff and volunteers. The intent is not only to help foster collaboration in furthering the goals of the various boards and committees, but also to help all involved have clear expectations of how to function efficiently and transparently.

The ability of committees to function effectively can best be achieved through a strong and consistent relationship with the Town and the members themselves. All boards and committees are expected to adhere to the tenets of the handbook.

Boards and committees will receive support and oversight through either a staff liaison or a Selectboard liaison. Whether the support is direct or indirect, it is important for committees to understand the principles outlined in the handbook and utilize this resource.

## MISSION STATEMENT

The Town of Wiscasset partners with our community members to deliver superior service in the most efficient and effective manner possible, while preserving, protecting, and enhancing the quality of life as we plan for the future.

## CORE VALUES

**Culture of Excellence:** We respect members of the public and each other, and treat all with courtesy and dignity. We are an inviting community that welcomes diversity and embraces our differences, promoting an atmosphere of inclusion and acceptance among our residents and visitors. We rely on teamwork to provide a seamless experience for all. We uphold high ethical standards in our personal, professional, and organizational conduct. We continuously strive to meet the needs of our residents and visitors through available resources by being flexible and promoting the use of innovation.

**Accountability:** We accept responsibility for our personal and organizational decisions and actions, while delivering cost-effective and efficient services that are done right the first time.

**Communication:** We openly communicate with the public and each other by sharing information and soliciting feedback to achieve our goals.

**Diversity, Inclusion, Connection:** We believe a thriving and vibrant community stems from the diversity of its people. To that end, we strive to ensure people from all backgrounds, experiences, and perspectives feel welcomed, respected, and accepted.

**Environment:** We are concerned about our natural, historic, economic, and aesthetic resources, and work to preserve and enhance them for future generations.

**Safety:** We use education, prevention, and enforcement methods to protect life and property in the community, and maintain our infrastructure and facilities to provide a safe environment in which to live, work, shop, and play.

**Trust:** We realize the perception of our organization is dependent upon the public's confidence in our commitment to our core values, and to meeting the goals set collectively by the Town Manager and Selectboard.

## Wiscasset's Principles of Excellent Service

Concern for the Individual

Positive Engagement

Fair and Equitable Service

Professional Service

Timeliness

Effective Communications

Taking Ownership

Teamwork

Customer Focus

## COMMITTEE FORMATION

The Selectboard is the appointing authority for all committees—except for those required to be elected as prescribed by ordinance—and has the authority to create and appoint ad hoc committees. Once a committee is formed, it must formulate and adopt by-laws—or rules—using the template provided (Appendix J) and may also consider adopting a mission statement.

## COMMITTEE VACANCIES

Vacancies on committees are often announced on the Town's website ([www.wiscasset.org](http://www.wiscasset.org)) and membership rosters for each committee are listed, with vacancies noted, on each board/committee page within the Town's website. A complete listing of vacancies is maintained by the Town Office. Individuals who would like to be considered for appointment must complete an application online or submit a paper copy of an application available in the Town Office, 51 Bath Road, Wiscasset, ME 04578. Interested candidates will be notified when an appointment has been scheduled with the Selectboard.

## APPOINTMENT

The goal of the Selectboard is to appoint qualified and interested Wiscasset residents who are broadly representative of the Town and whose skill set matches the needs of a committee. The Selectboard carefully considers applications and suggestions from many resources, including but not limited to letters of interest, verbal expression of interest, and recommendations by committees. Once appointed, the appointee receives written notification of appointment. After appointment, each appointee must be sworn in by the Town Clerk's office prior to attending a committee meeting as an official member, and no later than 30 days from the notification date of appointment.

Committee members must perform the duties incumbent on a member of a town committee according to the Constitution of the United States of America, the laws of the State of Maine, and applicable Town ordinances, and the rules and by-laws of the committee. As a member of a committee, you represent the citizens, the Selectboard, and the Town Manager, and must abide by a number of policies and procedures which govern public bodies, including the by-laws, ordinances, and rules that apply to each committee as well as the rules contained in this handbook.

## REAPPOINTMENT

Any reappointment may be based on several factors, including an evaluation of the member's contribution to the committee, a review of the number of committee meetings held and the member's attendance record, and the diverse and changing needs of the committee and the Town. A committee member is under no obligation to accept reappointment nor is the Selectboard obligated to offer reappointment.

## RESIGNATIONS, REMOVALS & OTHER FORFEITURES

A committee member who is no longer able to serve should resign promptly so that the vacancy may be filled. A written resignation must be submitted to the Town Manager's office with a copy to the chair of the committee. The chair of the committee shall confirm with the Town Manager's office that the resignation will appear on the next scheduled Selectboard agenda for acceptance.

## STANDARDS OF CONDUCT

The Selectboard recognizes the importance of civil discourse at all levels of the government including those who volunteer their time and services on behalf of the Town. Committee members are representatives of the Town. Members should conduct themselves so as to maintain public confidence in their local government and in the performance of the public trust. They should treat with respect and civility the rights of all fellow members, attendees, and staff, regardless of any differences of opinion. In turn, it is expected that those members from the community attending Town committee meetings will display respect for the public, committee members, and town staff.

Professional respect does not preclude differences of opinion, but calls for respect for those differences and the people who express them. Everyone should strive for civil discourse on all matters. Committee members are expected to act in a professional manner at meetings even when diverse ideas and opinions are presented. If differences cannot be resolved, committee members should consult the staff liaison who will seek to assist in finding resolution.

All committee members, and volunteers are expected to uphold and abide by the Town's Anti-Harassment and Other Prohibited Practices policy, which requires that:

- Committee members, and volunteers shall refrain from any form of workplace abuse, harassment, discrimination, or violence. This includes refraining from unwelcome, offensive, or abusive comments or conduct, or discriminatory treatment related to an individual's race, religion, age, sex, physical or mental disability, sexual orientation—including gender identity and expression, national origin, genetic predisposition, color, political affiliation, whistleblower activity, or any other status protected by law.
- Committee members and volunteers shall cooperate fully in any investigation of a workplace abuse, harassment, discrimination, or violence complaint.
- Failure to adhere to these standards is a violation of law and Town policy and shall result in removal from the committee.

## TRAINING

As part of its commitment to creating and maintaining respect for human rights and fostering equality and inclusion, the Town of Wiscasset will provide appropriate education and support for committee members and volunteers so that everyone is aware of their rights and responsibilities. Committee specific training will be provided as needed (ie. planning board)

Review of the Committee Handbook, Conflict of Interest laws, Freedom of Access Act, best practices for meeting management, code of conduct and the anti-harassment policy are available via staff or Selectboard liaisons.

## SELECTBOARD LIAISON

Each Selectboard member elects to serve as liaison to several town committees. Attendance by the Selectboard liaison at a committee's meeting is at the discretion of the assigned Selectboard member. The Selectboard liaison maintains communication with the assigned committee; reviews its deliberations and/or minutes; is included when informational notices and meeting postings are disseminated, and keeps the Town Manager and the Selectboard advised and updated on the committee's progress.



At a minimum, minutes must include:

- A list of committee members present and absent at the meeting
- Names of others present when relevant
- Date, time convened, location, and time adjourned
- All motions and votes, agreements, or decisions reached by consensus; assignments; mention of topics discussed
- Summaries of discussion (recommended, as these are helpful in understanding decisions or provide factual information that may be useful to the committee)

If committee members wish to share information with each other as it pertains to the work of the committee (such as a recommendation for an agenda item at an upcoming meeting, or alerting fellow members of an absence), this must be non-substantive and limited in scope. Email exchanges among multiple persons in a number to constitute a quorum and hitting "reply all" to an email runs the risk of developing a conversation that could be construed as committee business. Notifying committee members that an agenda has been posted or a meeting scheduled is an example of non-substantive communication. Committee members may also choose to sign up to receive notification of an agenda or minutes being posted to the Town's website and view the document on the website rather than receiving such notice from a fellow committee member via email (Appendix G). In no event should any committee member discuss with another committee member the substance of an application that requires review and approval by the committee. Such discussion shall only occur as part of a duly noticed public meeting.

Communications such as inviting fellow members to an event unrelated to the work of the committee is considered non-substantive, but members should always err on the side of caution and keep any communication outside of a public meeting strictly non-substantive. Committee members should also avoid group replies to citizens that may become quorum discussions among the members that violate the Maine Open Meeting Law.

### Communication Materials from Committees

Committees are encouraged to communicate with the public about the work and activities of the committee. However, as a safeguard for the Town and its volunteers, correspondence must be approved and disseminated from the Town. All correspondence including funding requests, grant applications, informational flyers, promotional materials, and website and social media posts must be sent to the Town Manager's Office.

In addition, the Selectboard/Town Manager's office may be included for approval. All communications must follow the Town Committee Correspondence Policy, which states in part, "Any correspondence, including but not limited to letters, emails, brochures, flyers, etc. directed to residents, businesses, or agencies needs to be pre-approved by the Committee's Selectboard liaison or Town Manager prior to public distribution." (See full policy, Appendix D).

### Town Website & Social Media

Town staff maintains a website for the Town of Wiscasset ([www.wiscasset.org](http://www.wiscasset.org)) as well as social media accounts. These online resources provide official communication methods for town business, including committee notices, resources, events, and publicity.

Any information a committee wishes to be posted to the Town's website and/or social media outlets must be provided to and approved by the Town Manager's Office. Committees are not permitted to create and/or manage independent websites or social media account pages on behalf of the committee and/or Town.

### Committee Events/Sponsorship

From time to time committees may wish to host activities or events or provide sponsorship for another organization's activity or event. Committees should seek the approval of the Selectboard and should discuss and approve any event or activity as a committee. Any publicity or informational materials generated for the event or activity should follow the guidelines of the Town Committee Correspondence Policy (Appendix D). If a committee is co-sponsoring an event with another outside organization, any promotional materials must include the Town and/or committee logo indicating that the Town is a co-sponsor, and have a direct relationship with a Town committee and/or department. For further clarification on hosting and/or sponsoring town events, see Appendix F.

All funds received by the committee, and during the course of the work of the committee, must be documented and submitted to the Finance Clerk. A record of the transaction must be submitted to the Finance Clerk for proper account designation. These or other funds may not be dispersed by the committee on its own without special arrangements, most generally through the Town Manager. All gifts or donations received by a committee must be accepted by the Selectboard. If gifts or donations occur, contact the Town Manager's Administrative Assistant to place an item on the next agenda of the Selectboard.

## ANNUAL TOWN REPORT

All appointed committees must file an annual report of committee activities for the Town Report, which is due to the Town Manager's Office each year on March 1. The Chair or other designated member should detail committee activities and a one to three paragraph explanation of major accomplishments of the previous year as well as any future plans or goals.

## ADDITIONAL PUBLICATIONS

Review of Town ordinances and policies is recommended as they may affect the operation of various committees.

## USE OF TOWN STAFF, EQUIPMENT AND FACILITIES

Each committee is responsible for its clerical work. However, with advance notice, Town staff may be able to provide assistance in assembly of documents, photocopying, mailings, and other services. Town equipment and facilities may be used for official committee business only and require approval of the Town Manager. Most committees are assigned a mailbox at the Town Office, which the chair should check on a regular basis.

## Town of Wiscasset Proposed FY Budget

### Committee:

Please provide a summary of the Committee's goals for the upcoming Fiscal Year. If funding is requested to meet the goals of the committee, please complete the corresponding Proposed Budget Worksheet as well. Committees may also use Appendix I when suggesting an initiative with budgetary implications. All budget requests must be submitted to the Town Manager by the committee Chair. Deadlines will be established annually.

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Appendix B – Expense Reimbursement Request

Name:

Committee:

Date	Reason for Expenditure	Expenses	Miles x Current IRS Reimbursement	Description of Expenses	Total

Signature \_\_\_\_\_

Date \_\_\_\_\_

**All receipts must be attached to this request to verify the expense.**

**Any person wishing to be reimbursed must have completed and submitted a W-9 form to the Tax Office in order to complete reimbursement.**

Town of Wiscasset, Maine

**AGENDA**

Committee Name

Date (Month, Day, Year) - Time (X:XX p.m.)

Meeting Location (ex. Town Office)

1. Attendance/Roll Call
2. Approval of Minutes
3. Old Business
4. New Business
5. Adjournment

## Appendix D - Town Committee Correspondence Policy

### **TOWN COMMITTEE CORRESPONDENCE POLICY**

Purpose: To inform the Selectboard on pertinent information distributed by Town committees.

Policy: Any committee correspondence—including but not limited to letters, emails, brochures, flyers, etc., directed to residents, businesses, or agencies—needs to be pre-approved by the Town Manager prior to public distribution. A final copy will be sent to all members of the Selectboard. The policy would exempt:

- Abutter notifications
- Decisions by the Planning Board, Site Plan Review Board, Zoning Board of Appeals
- Routine correspondence with state and local agencies



## Appendix E- Right to Know

### **Right to Know**, by Geoff Herman, MMA Paralegal

(from *Maine Townsman*, November 1990)

*Please Note: This article can be viewed in its entirety [here](#). The material below has been abridged. Despite this article's original publication date, it remains a valid resource on the relevant subject matter. Recent cases and statutory changes are footnoted to reflect current law. (8/04)*

*Maine's Right to Know Law (1 MRSA § §401 et seq.) was enacted for the broad purpose of allowing the general public full access to public proceedings and public records. The exceptions to this law are few and carefully defined. Since the law governs both public proceedings and public records, each of these two aspects of the law deserve special attention.*

### **Public Proceedings**

Along with a number of proceedings conducted on the level of state government, a public proceeding is defined as "the transaction of any function" by "any board, commission, agency or authority of any county, municipality, school district or any regional or other political or administrative subdivision." Public proceedings, except where exempted, must be "open to the public." 1 MRSA § 402, 403. By the use of the term "transaction of any function," it is clear that the law is not limited to board meetings or proceedings of any special level of formality. **Except for the specifically exempted activities, virtually every activity or action undertaken by a municipal board or committee is subject to open review and attendance by the general public.**

It should be noted that the Right to Know law governs regularly scheduled meetings of municipal boards as well as specially convened, informally convened, impromptu, or emergency meetings. The law covers meetings where the board members are going to deliberate among themselves as well as meetings where the board is going to discuss or transact business with a third party or the public at large.

### **Notice Requirements**

The law requires that the public be given notice of public proceedings whenever the public proceeding is "a meeting of a body or agency consisting of 3 or more persons." 1 MRSA § 406. The phrase "3 or more persons" refers to the formal membership of the body or agency, not to the actual attendance of the board's membership at any particular proceeding. Therefore, notice is still required for a meeting of the 3-member budget committee even if only two members are able to attend, because those two members represent a quorum of the 3-member committee.

### **Notice Requirements for Emergency Meetings**

The notice requirements of the Right to Know law are particularly relevant for special, emergency or impromptu meetings called by a board or committee to deal with a specific issue requiring prompt attention. Whenever the general public could not be expected to anticipate the time and location of any meeting held outside of the regular schedule, some form of public notice is still required.

### **Agendas and the Right to Know Law**

The final point to be made regarding notice requirements under the Right to Know law is that the notice need not contain an agenda of the meeting. The Right to Know law only requires that notice contain 1) a statement that the board is meeting and 2) the date, time and place of meeting.

### **Public Records**

The Right to Know law is intended to allow full public access to both public proceedings and public records. Simply stated, municipal officials are to allow for the open inspection and/or reproduction of public records, as defined, at the request of virtually anyone. Public records are defined in 1 MRSA §402 as: ...any written, printed or graphic matter or any mechanical or electronic data compilation for which information can be obtained, directly or after translation

into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions... In short, almost any document is a public record, including any drafts, memos, notes, files, correspondence, photographs, videos, recordings or computer data. **[E-mail regarding the transaction of public or governmental business also is a public record unless it is confidential by statute or protected by privilege.]** It does not matter whether that material is in rough draft or final form, or whether that material has been prepared by a municipal official or received from another source. Likewise, the importance or insignificance of the information is irrelevant.

### **Public Participation**

The Right to Know law requires that the general public has full access to public proceedings, but full public access does not mean an unconditional right of public participation. Public hearings and the town meeting are two occasions when the public is specifically allowed to participate. At regular board meetings, however, the board members can feel free to deliberate among themselves without entertaining comment from the general public.

The board members, and especially the board's chair, have broad discretion in allowing the public to speak. Inappropriate, offensive, interruptive, or repetitive comments from the public never have to be entertained by a municipal board or official.

### **Is This Event Town-Sponsored?**

*Maine Town & City, a publication of Maine Municipal Association, July 2018*

Throughout Maine, special events and activities are commonly held. In the planning of these events, entities appropriate funding and dedicate a great amount of time and resources to ensure that the event is enjoyed by the attending public, but there often exists confusion over whose event it is. Is your municipality truly sponsoring the event or is another entity responsible for the event and insurance?

For an event to be considered a function of the municipality, the following minimum criteria must be met:

- The Board of Selectmen, Council, or a designated municipal administrator must appoint or confirm, or the citizens of the municipality must elect, the individuals responsible for planning, organizing, and staffing the activity.
- The Board of Selectmen or Council must have ultimate authority and oversight over the activity. The Board or Council, or a municipal manager appointed by the Board or Council, or an elected municipal official must have jurisdiction over hiring, safety issues and cash management policies and procedures.
- All funds that are collected and disbursed for the activity must be accounted for in the municipality's annual audit and overseen by the municipal treasurer.

## Stay Connected with the Town

### *Easy Ways To Find Out What's Going On*

**Town Website:** You'll find lots of information on our website ([www.wiscasset.org](http://www.wiscasset.org)) about town government, including information about boards and committees, department news, and events.

#### **Committee and Department Annual Town Reports**

Town departments and committees submit annual reports published each year in May. Reports contain summaries of activities over the last year, as well as future plans and goals for the upcoming year. To view individual committee and department reports, as well as the current or previous year's Annual Town Reports, please visit [www.wiscasset.org](http://www.wiscasset.org).

**Social Media** Connect with us on Social Media: you can like and follow us on Facebook where the Town maintains official Facebook pages for the Town of Wiscasset, Wiscasset Police Department, Wiscasset Ambulance, Wiscasset Fire Department, Town of Wiscasset Community Center, and Wiscasset Parks and Recreation.

## **Purchasing Guidelines and Policy**

### **Section I- General**

- 1) **INTRODUCTION.** This directive establishes the guidelines and forms for the purchase of supplies and services for the Town of Wiscasset.
- 2) **AUTHORITY FOR PURCHASING.** Authority for purchasing resides with the Town Manager who acts as Purchasing Agent for all divisions, departments, boards, committees, and commissions of the Town. The Town Manager may designate a department head to act on his behalf as necessary.

### **Section II- Purchases of Commodities/Services Costing \$2500 or Less**

- 1) **AUTHORITY.** Department heads are authorized to make purchases from vendors when the total cost is \$2500 or less if budget funds are available. Department heads are expected to investigate and select items best suited for their needs by both quality and price.
- 2) **MAJOR EXPENSES:** Any purchase over \$2500.00 is considered a major expense. Major expenditures should be purchased via competitive bid. Major expenses require prior approval of the Town Manager, who shall assist the committee in preparing bid documents and solicit bids. Bids must be sealed and clearly marked with the item(s) being bid and addressed to the Town Manager. Bids shall be opened in a regular Selectboard meeting. It is the responsibility of the Selectboard to award the bid to the most qualified bidder.
- 3) **INVOICE NECESSARY.** The person making the purchase will ensure that the invoice is to the Town of Wiscasset and should also ensure that the vendor provides a legible and complete description of the item purchased on the invoice. The invoice should also have the appropriate general ledger coding clearly printed on the invoice so that the Finance Clerk can expeditiously pay the invoice. Invoices shall be delivered to the Finance Clerk with receiving documentation attached as soon as possible.

## Appendix I—Worksheet for Creating Programming/Initiatives

*Committees are encouraged to discuss as a group the development of new programs and initiatives. This worksheet can be useful in exploring all aspects and impacts of new programming.*

1. What is the initiative being proposed?
2. Does this address an identified goal of the committee? Of the Town?
3. What is the level of urgency and/or relevance for implementing this initiative?
4. Is there a cost associated with this initiative? If so, how much? Who will fund this?
5. Who will benefit from this initiative?
6. Who will manage the initiative?
7. Who will support the initiative?
8. Who will perform tasks?
9. Where will the program/initiative take place? Is this a one-time event or an on-going initiative?
10. Why is this initiative important to the committee?
11. Why is this initiative important to the Town?
12. How will you encourage participation?
13. Are there other partners or co-collaborators that can be involved to create a broader benefit?
14. Where do you see this initiative in six months? In one year? In three years?
15. How will this initiative be sustainable?

## Committee By-Laws

*Each committee must formulate by-laws and its rules of procedure. These should be reviewed on an annual basis. The following template should be amended to include any committee specific guidelines, providing the language below remains.*

### BY-LAWS OF COMMITTEE

#### ARTICLE I - NAME AND PURPOSE

##### **Section 1. Committee Name**

The name of this organization shall be the \_\_\_\_\_ Committee, herein called the "Committee."

##### **Section 2. Purpose**

The purpose of the Committee is to its activities include:

##### **Section 3. Mission Statement**

#### ARTICLE II - COMMITTEE MEMBERSHIP AND OFFICERS

##### **Section 1. Membership**

The Committee shall be comprised of up to \_\_\_\_\_ members (Regular or Alternate) appointed by the Selectboard (or elected by the voters). Regular members shall serve staggered \_\_\_\_\_ year terms, ending on June 30th or December 31st. The term of an Alternate member shall be for one-year and run from appointment to June 30th or December 31st each year.

##### **Section 2. Appointments and Vacancies**

Original appointments to the membership of the Committee shall be made by the Selectboard. Vacancies caused by a member resignation or expiration of a term of office shall be filled in the same manner.

Committee resignations shall be submitted to the Town Manager's office for inclusion on the next Selectboard's agenda, at which time the resignation will be accepted and the position deemed vacant. The Board may be asked to move a senior alternate member up to fill the regular member position just vacated.

##### **Section 3. Officers**

The officers of the Committee shall be elected from the regular Committee membership, annually. Officers shall include the following positions and duties:

- **Chair** - The Chair shall preside at all meetings of the Committee at which he or she is present and direct the work of the Committee.
- **Vice-Chair** - The Vice-Chair shall act for the Chair in his or her absence.

**Clerk/Secretary** - The Secretary shall keep an accurate record of the proceedings of the meeting, including attendance, shall notify each member of upcoming meetings, and post the agendas with the Town Clerk's office.

## **ARTICLE III - MEETINGS**

### **Section 1. Meetings**

Regular monthly meetings shall be held at a time and place designated by a vote of the members. Special meetings of the Committee may be called by the Chair or by a majority of the membership. Meeting schedules shall be provided to the Town Clerk's office.

The meeting held in January of each year shall be for the approval of the budget for the coming fiscal year, preparation of the annual Town Report, and for other business that needs to come before such meeting.

All meetings must be held in a town building, meeting ADA accessibility requirements, and are open to the public.

### **Section 2. Attendance**

Members who are unable to attend a meeting of the Committee shall so notify the Clerk/Secretary, Chair, or Vice-Chair, prior to the meeting. Members shall make every effort to attend all meetings and perform all duties assigned by the Chair.

At the time of the adoption of these by-laws, members absent from \_\_\_\_ consecutive regular meetings or from \_\_\_\_ percent of all meetings in a six-month period will be subject to forfeiture proceedings, as deemed appropriate by the Selectboard.

### **Section 3. Quorum**

A majority of the regular members of the Committee shall constitute a quorum. A majority of those present and voting, if a quorum is present, shall be sufficient to conduct the business of the Committee.

## **ARTICLE IV- STANDARDS OF CONDUCT**

Committee members are representatives of the Town. Members should conduct themselves so as to maintain public confidence in their local government and in the performance of the public trust. They should treat with respect and civility the rights of all fellow members and the public regardless of any differences of opinion. Professional respect does not preclude differences of opinion but requires respect for those differences and the people who express them. Everyone should strive for civil discourse on all matters. Committee members are expected to act in a professional manner at meetings even when diverse ideas and opinions are presented. If differences cannot be resolved, committee members should consult the Town Manager or Selectboard liaison who will seek to assist in finding resolution.

Members are expected to uphold and abide by the Town's Anti-Harassment and Discrimination policy.

Failure to adhere to these standards is a violation of law and Town policy and may result in removal from the committee.



**ARTICLE V- ADOPTION OF BY-LAWS AND AMENDMENTS**

These by-laws are effective upon adoption by a majority vote of the Committee. Amendments to the by-laws may be adopted by a majority vote of the Committee, provided that notice of the proposed changes are circulated to the members prior to the meeting when they will be voted on.



# Town of Wiscasset

Office of the Town Manager

10a

February 2, 2021

To; Wiscasset Board of Selectmen

Ref: Town Manager's Report

**Personnel changes:** I am appointing Erin Bean as Director of EMS. Erin has been in an acting capacity since I was moved from that end of the building to this end. Erin's transition from Deputy Director to Director has not been without its trials and tribulations but Erin is settling in nicely and doing a good job under rather trying circumstances.

On January 20<sup>th</sup> I attending a meeting with the Lincoln County Regional Planning Commission concerning the Maine Working Communities Challenge. The WCC is a three-year grant competition sponsored by the Federal Reserve Bank of Boston, the State of Maine, public and private philanthropic organizations and private businesses to "improve economic outcomes for all Maine's towns, cities, and rural communities". The Boston Fed has identified 76 Maine towns and 4 Indian Townships as "priority communities". Wiscasset is one of four towns in Lincoln County on the Priority List (Damariscotta, Waldoboro and Whitefield are also included). LCRPC is working with other interested parties including the Midcoast Economic Development District as well as municipal and regional leaders from Knox and Sagadahoc Counties on advancing this initiative. I have attached a brief introduction that was provided by Mary Ellen Barnes. More information can also be found on the Boston Fed's website: <https://www.bostonfed.org/workingplaces/communities-challenge/maine.aspx>

We are now moving full steam ahead with our budget process. Some things that will affect the budget this year are union contract raises of 2.5%, which will also be applied to non-union personnel. However, our health insurance costs for the first six months of the fiscal year will remain unchanged and we did see a reduction in our worker's comp premiums. We are still dealing with the effects of the pandemic so we are trying to be as conservative as we can and still provide the services our residents expect.

The union contract for the Wiscasset Police Association expires on June 30<sup>th</sup>. I have received a request from the union to begin bargaining for a new contract. Looking for two members of the Board who are willing to be part of the negotiation team.

I attended a meeting of the Airport Committee. Along with Stantec they are moving forward with the grant application for the planned reconstruction of the airport runway.

Our agenda is light again this week, however, we have a lot on the table next month.

We are now in possession of the new police cruiser.

## Maine Working Communities Challenge

### Vision and Goals

The Working Communities Challenge supports **local teams working together to improve economic outcomes for all people in Maine's towns, cities, and rural communities. Successful teams will address economic growth and reduce inequity of opportunity tied to race, ethnicity, and other aspects of identity and background.** This multi-year grant initiative draws on Maine's commitment to build economic opportunity for communities and residents with low incomes.

The Federal Reserve Bank of Boston, the State of Maine, national and local philanthropy, and private sector business launched the Working Communities Challenge in Maine on October 21, 2020. A 19-member steering committee of Maine leaders guides and oversees the effort.

### The Working Communities Challenge supports:

- **Cross-sector teams** of leaders from private, public, non-profit, and community groups that work toward an ambitious shared goal;
- **Economic inclusion, racial equity, and diversity** across age, gender and sexual orientation as an essential part of the shared goal;
- **Meaningful engagement of community residents** in decision-making and setting direction;
- **System solutions, not just programs,** to achieve the team's shared goals;
- **Connections to ideas, people, and markets** within and outside local economies and communities;
- **Learning and adaptation** through research, community input, and peer exchange.

### Key Dates and Information

The Working Communities Challenge, a two-part grant program, consists of a six-month **Design Phase** followed by a three-year **Implementation Phase**.

### Design Phase (April–September 2021)

Up to eight (8) cross-sector teams representing towns, cities, and rural communities will be awarded a six-month grant of \$25,000 to participate in the Design Phase. This phase provides coaching, workshops, and time for teams to strengthen and diversify their teams, identify a shared “compelling cause,” brainstorm strategies to address their shared goal, and experiment with addressing the issue they have identified. At the end of the phase, teams should have familiarity and understanding with the Working Communities Challenge model.

Each team that wins a Design Phase grant will be expected to organize a core group to attend six workshops (*virtually, online until public health conditions improve*) during the Design Phase. Teams may use the grant dollars to support the work involved in the Design Phase (*e.g. reimburse travel expenses, stipends for participants, hire individuals to conduct community outreach, hire a facilitator or a coordinator to lead the effort, etc.*).

*Letters of Interest due:* Tuesday, December 1, 2020

*Design Phase application date:* Sunday, January 31, 2021

*Design Phase start date:* April 2021

*Duration:* Six months

*Number and size of awards:* 8 grants of \$25,000

## Implementation Phase (November 2021–November 2024)

Only those teams that participate in the Design Phase will be eligible to apply for the three-year Implementation Phase grant.

Up to five teams will receive \$375,000 over three years, as well as technical assistance, coaching, access to small tactical grants and participation in the statewide learning community. The teams will be expected to use the grant awards and assistance to broaden and deepen existing work in their community, or to start new work. The application for the Implementation Grants will be released at the beginning of the Design Phase and due at the conclusion of the Design Phase.

*Implementation Phase application due:* September 2021

*Implementation Phase start date:* November 2021

*Duration:* Three years

*Number and size of awards:* 5 grants of \$375,000

More information on the Maine Working Communities Challenge: including the letter of interest, FAQs, planning grant application, list of priority communities, and examples from other states (Vermont, Massachusetts, Connecticut, and Rhode Island), can be found at the Maine Working Communities Challenge website at [our website](#).

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

11a

**NOTICE OF PROPERTY TAX ASSESSMENT REVIEW**

01/27/2021

Leah P. Jarvis  
5 Travelers Way  
Chelsea, ME 04330

**PROPERTY REVIEWED**  
Map R05 Lot 73-5 RE Acct # 2058

**CURRENT ASSESSED VALUE**

**Land Value: \$ 53,700 Building Value: \$ 0**

**FINDINGS**

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

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

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

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

**Land Value : \$ 44,900 Building Value: \$ 0**

Abatement will be recommended for : **\$ 177.06**

Remarks: Upon further review of info provided, recent sales data for undeveloped lots would indicate that this neighborhood is the lowest value neighborhood in town. In this mass appraisal process and review of neighborhoods, this area appears to be average or slightly better than average. It is at least equal to the values placed on the West Alna Road. Recent developed lots sold in this sub-division far exceed the values on land and buildings by the current assessment methodology. Adjust land value down to represent an assessment more in line with current average neighborhood in its area. This will represent a recognition of development needed to represent the lots full potential in this specific subdivision. Abatement is recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely,



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

If you elect to appeal the decision on your request for tax abatement, your appeal process will now go in front of the Lincoln County Commissioners Office. Application must be made in writing to the commissioners -within 60 days of this notice. Actions applicable to the tax assessment and abatement appeal process are addressed in Title 36 MRSA Sections 841