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WISCASSET SELECTBOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
JANUARY 18, 2022

Preliminary Minutes

Present: Kim Andersson, Pam Dunning, Terry Heller, Vice Chair Dusty Jones, Chair Sarah Whitfield and Town Manager Dennis Simmons

Chair Sarah Whitfield called the meeting to order at 6:01 p.m.

1. Approval of Treasurer's Warrants

a. Pam Dunning moved to approve the payroll warrants of January 1 and January 14, 2022. Vote 5-0-0.

b. Terry Heller moved to approve the accounts payable warrants of January 11 and January 18, 2022. Vote 5-0-0.

2. Approval of Minutes

a. Pam Dunning moved to approve the minutes of January 4, 2022 as amended. Vote 5-0-0.

3. Special Presentations or Awards

Town Manager Dennis Simmons thanked the Police Chief, and Ted Snowden and Earl Babcock of the Public Works Department who assisted a homeless individual with two dogs find a place to stay in the subzero weather over the weekend.

4. Committee Appointments – none

5. Public Hearings – none

6. Public Comment on Non-agenda Items

Lucia Droby updated the board on the James Weldon Johnson marker proposal. She and Terry Heller had met with task force members Rep. Rachel Talbott Ross, Tony Hill from Jacksonville, FL and historian Meadow Dibble and it was recommended that the Town work with the task force in developing plans for the marker. Rep. Ross will speak at the February 1 meeting about devising a collaborative approach between town and task force to memorialize James Weldon Johnson in Wiscasset. Terry Heller said the delay in order for the task force to get on board should not delay the celebration on June 17.

7. Department Head or Committee Chair

In response to Kim Andersson's question about the violation at the Wastewater Treatment Plant, Dennis Simmons said there was no fee for the violation.

8. Unfinished Business

a. Adoption of updated Personnel Policy: **Terry Heller moved to adopt the updated Personnel Policy. Vote 5-0-0.**

9. New Business

a. Personal Property tax collection: Dennis Simmons described the three methods by which the Town could attempt to collect overdue personal property taxes: Small Claims court (which is costly and time-consuming), distraint (actual taking and detention of personal property) or filing of a tax lien. Tax Collector Sue Anderson recommended that letters be sent to the overdue account holders advising them that unless the full amount is paid within 30 days, the account will be given to a collection agency. Simmons asked for permission to enter into an agreement with the Thomas Agency if necessary. **Pam Dunning moved to authorize the town manager to execute a Collection Agency Agreement with the Thomas Agency for the purpose of collecting delinquent personal property tax accounts. Vote 5-0-0.**

b. Tax Acquired Properties – 47 and 51 Old Ferry Road: The town owns these two tax-acquired properties. The bank holding the mortgage on 47 Old Ferry Road has informed the Town that it does not want the property. There are older mobile homes on both properties and Simmons recommended disposing of the properties. The occupant of 51 Old Ferry Road has offered to purchase both properties for the amounts due which currently total \$19,720.32. **Pam Dunning moved to authorize the town manager to enter a sale agreement on this property with the current resident providing the current resident pays within in 30 days. Vote 5-0-0.**

c. Request for Proposal – Auditing Services: Simmons said the current auditor's contract is expiring. It was the consensus of the board to request bid proposals for auditing services.

d. Monthly Financials

e. School Resource Officer grant discussion: Sarah Whitfield clarified for the record that it was the voters not the selectmen who voted against the School Resource Officer. Simmons reported he had met with School Superintendent Terry Wood and Police Chief Larry Hesseltine on the funds she received for an SRO. In addition to the school funds, town funds would be required; however, the voters had voted the budget down. Simmons said one officer would be going to the academy until the end of the school year and the force is short one officer, resulting in a staffing shortage. Chief Hesseltine said he is in the schools frequently and sees the need for an SRO. He recommended that the SRO start next September at the beginning of the new school year because of the current staff shortage. Kim Andersson said she would be in favor of putting the budget on the next town warrant in June but not changing the results of the last vote. She said the vote should be on the SRO, not on the money. Pam Dunning favored

putting the SRO on the warrant and including the cost of an SRO in the next police budget with income from the school funds (for an SRO) as revenue. Dusty Jones asked for clarification on the monitoring of traffic near the schools and whether it would be done regardless of whether or not there was an SRO. He illustrated by graphs that a greater percentage of voters had voted against the SRO than had opposed other articles on the ballot. He said he would like to see a citizens' petition to put the SRO on the ballot. Hesseltine said in the absence of an SRO, he covers the school zone traffic when possible. In response to Terry Heller's question, he said typically an SRO would spend the entire day in the schools unless called away in an emergency.

Mike Maney had sent an email to the board pointing out good stories about the SRO in the schools and his bonding with the community. However, he said bad situations had been avoided by the presence of an SRO. He said he was dumbfounded that the SRO had been discontinued and was in favor of it being restored.

Dusty Jones encouraged townspeople to take advantage of the public comment section during the meeting to tell the board how they feel about matters. Dennis Simmons said the board can always hold public hearings on controversial topics in order to get feedback from voters. The board will revisit the SRO matter in the upcoming budget cycle.

10. Town Manager's Report

Items in the report were discussed during the meeting.

11. Other Board Business

a. Assessors' Abatements: **Pam Dunning moved to approve the abatement in the amount of \$104.42 for Richard F. Moore, Map R03, Lot 33-4 as recommended by the Assessors' Agent Ellery G Bane. Vote 5-0-0.**

b. Assessors' Supplemental: **Pam Dunning moved to approve the Supplemental in the amount of \$899.59 for Nikolai A. and Marie Golubow, Map R03, Lot 33-2 as recommended by the Assessors' Agent Ellery G Bane. Vote 5-0-0.**

12. Adjournment

Pam Dunning moved to adjourn the meeting at 7:08 p.m. Vote 5-0-0.

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

Full Name: Ryan Demeny

Street Address: 10 Reedy Point Rd, Wiscasset ME 04578

Mailing Address: Same Home Phone: 207-844-1011

Town of Legal Residence: Wiscasset

Work Phone: 207-844-1011 Cell Phone: 207-844-1011 E-mail: demeny76@gmail.com

I wish to be considered for the appointment to the: Water District Trustee

Term Of Appointment Expires

Full member: Reappointment: Alternate member:

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

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

List civic organizations to which you belong now: Fire Department

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: _____

Signature: [Signature] Date: 1/18/2022

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

For Office Use:

Date received: 1/18/2022 Date Appointed: _____ Term: _____

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Appendix A – Committee Budget
Request Worksheet

Town of Wiscasset

Proposed FY 2022 _____ 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.

The committee's purpose is to (1) extend "high speed" fiber optic broadband throughout Wiscasset and (2) make broadband available affordable to all premises and people in Wiscasset.

The committee's 2022 goals are as follows:

- **Update the 2019 broadband infrastructure plan** that Axiom Technologies did for Wiscasset as part of a seven-town study for the Lincoln County Regional Planning Commission
 - identify those premises that cannot get current broadband services that meet the state's minimum definition of broadband
 - identify premises that have insufficient broadband to meet the needs of multiple users in the pandemic and most likely for the future

- **Identity different structures and financing requirements for building out fiber networks**
 - public/private partnerships: municipal ownership of infrastructure and private sector buildout and operation of the network
 - regional utility ownership
 - shared private and public ownership of infrastructure
 - private ownership

- **Develop a digital equity and inclusion plan in collaboration with the National Digital Equity Center headquartered in Wiscasset** that will help us:
 - identify people and businesses that cannot access high-speed broadband because they cannot afford it
 - work with NDEIC to access grant programs to subsidize their cost of broadband
 - identify people who lack the digital skills to use broadband
 - identify volunteers to provide tutoring
 - identify community “hubs” (e.g., library, senior center, schools) where classes can be taught for people who do not have any devices

- **Start a limited community education and outreach program before the plan is fully developed to help residents immediately access grant programs to pay for broadband and refer them to NDEC’s online digital literacy programs.** The program would also educate the community about the need for digital literacy and high-speed fiber networks throughout Wiscasset.

The planning work will enable the town to take advantage of unprecedented federal funding opportunities to support our broadband goals. We are hopeful that Woolwich and Dresden will participate with us in both the infrastructure and digital equity plan, thus reducing each town’s cost.

<p>Type of expense (e.g., postage, printing, purchases of specific items, etc.)</p>	<p>Reason for expense (e.g., create informational mailing and distribute to residents, beautification project, etc.)</p>	<p>Estimated expense (List dollar amount. All purchases must comply with the Town's purchasing policy.)</p>
<p>Contract with Susan Corbett at the National Digital Equity Center</p>	<p>Digital equity and inclusion are important goals. Susan Corbett is both a state and national expert and has set up the only national digital equity center in the country headquartered here in Wiscasset. We can benefit from her expertise and funding contacts if we choose to set up an ongoing program.</p>	<p>\$2500 (about \$1200 lower if Woolwich and Dresden participate as well)</p>
<p>Community Education: Providing education and resources to seniors as well as others, who may be unaware of their internet service choices and how they can cut the cord, providing baseline education that may not be covered by the current adult education programs on technology, and assisting residents with low cost and free device programs.</p>	<p>Evan Goodkowsky is doing this for Damariscotta and can spend some time doing the same in Wiscasset. It also helps our goal of educating the community about broadband and need for digital literacy across the population.</p>	<p>\$1000 (40 hrs. @ \$25/hr)</p>
<p>Staff support Other staff support- Grant preparation for infrastructure grants, which could be farmed out to professional consultants or planners, assisting residents</p>	<p>Evan can take the lead on grant proposals, especially for state infrastructure grants, but it may require outside help depending on what an internet provider would do on a proposal.</p>	<p>\$2500 \$100 @ \$25/hr</p>

<p>with applying to the Affordable Connectivity Program as well as other affordability programs, coordinating between non-profits, municipalities, and internet service providers, coordinating cooperative agreements between municipalities, researching new funding opportunities</p>		
<p>Broadband Survey</p>	<p>A survey done in 2019 is now outdated. The need for reliable, affordable, high-speed broadband especially in households with multiple users is greater than pre-pandemic. The survey is critical for us to determine premises without adequate broadband to meet their needs. New federal guidelines for ARPA funds now recognize that higher speeds are more essential than the previous standards they had given for grant eligibility. This will enable Wiscasset to be more competitive for ARPA funds.</p>	<p>\$1500 (estimate – need to finalize)– Need to determine the cost of a mailed survey with return postage, which will likely be needed if we want to reach households with poor or no internet.</p>
<p>Updated Broadband Infrastructure Study by Axiom Technologies.</p>	<p>Axiom did our 2019 study and would update it as follows:</p> <ul style="list-style-type: none"> • New construction cost estimates • Different models of 	<p>\$7500</p>

	<p>broadband:</p> <ul style="list-style-type: none"> ➤ public private partnership of municipal ownership and private buildout and operation ➤ regionally owned utility of multiple towns/private buildout and operation ➤ shared public and private ownership ➤ private ownership <ul style="list-style-type: none"> • Proforma-Revenue/Expense 5-year projections • Comparison of fiber with other technologies • Grants for broadband infrastructure <p>We think ALL these items are important. It would go on the town's website and would help educate the town about broadband. Axiom is best suited to do it given they are already familiar with Wiscasset and did first study. Even if you have to put it out to bid, we think their \$7500 cost would likely be the lowest and the best value.</p>	
Total	Town would commit \$7500 that would leverage an additional \$7500 from the Island Institute's broadband	\$15,000

	<p>planning grant program. If Dresden and Woolwich participate with us, it could reduce this budget up to \$3700.</p> <p>In addition committee members will continue to make in-kind contributions of time but these are not included in this budget.</p>	
<p>Note: The two line items above for Digital equity/community education and for grants would total \$3500.</p>		

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Wiscasset Waterfront Committee

To: Dennis Simmons, Town Manager; Wiscasset Board of Selectman
From: Wiscasset Waterfront Committee
cc:
Date: January 11, 2022
Re: Recommendations for Waterfront Fees 2022

After our January 11, 2022 meeting with Chief Hesseltine, We propose these recommendations to adjust the fees below:

Mooring Permit Fee: Resident: \$125 (currently \$50); Non Resident: \$250 (currently \$150)

Mast and Boom Use Fee \$200 (same)

Off Season dockage \$100, first come basis (same)

Late Fee (after May 1) \$25

Overnight Mooring \$1/ ft (currently \$30 total)

Overnight Dockage: \$3/ft

Paper Mooring Application charge: \$15 (Harbormaster is implementing an online mooring application program)

Wait List Fee: \$25 (to be applied to mooring permit when available)

Respectfully Submitted,

Susan Robson, Richard Forrest, David Gagnon, Frank Sprague

MAINE SERVICE CENTERS COALITION

60 Community Drive • Augusta, Maine 04330 • (207) 623-8428

January 11, 2022

Mr. Dennis Simmons, Town Manager
Town of Wiscasset
51 Bath Rd
Wiscasset, ME 04578-4108

Dear Mr. Simmons:

As Maine Legislature begins the 2022 session, I ask that you consider rejoining the Maine Service Centers Coalition and provide dues support for this organization and the many policy initiatives and positions we advocate for on your municipality's behalf.

In 2021 our Coalition was able to help ensure the Maine Legislature and Governor Mills' administration made significant progress in addressing the fiscal harm done to Maine's municipalities over the previous several years.

But in order to remain effective, we need the support of as many service center communities as possible to amplify our voice and effectiveness at the State House.

We must continue to band together and ensure we retain the gains made for our communities and continue to represent the interests of Maine's service centers. Service center communities come in all shapes and sizes, and we advocate for their collective interests. Our membership also reflects this diversity, as we are comprised of communities as small as 2,107 (Damariscotta) and as large as 25,927 (South Portland).

Our municipal revenue received significant and long overdue funding restorations in the current biennial budget and promises for additional protections and restorations in the next budget. The Administration and bipartisan majorities in the Maine Senate and House deserve credit for their support for restorations in Revenue Sharing, local aid to education funding, county jails, workers compensation reform, and the critical need for transportation bond packages.

The first round of federal funding has provided the fiscal base for significant progress in addressing many of Maine's most severe needs and problems. However, even with the additional funding recently approved in Washington the latest expansion of the new variant of the Covid 19 virus exploding on our citizens makes it obvious that our struggle against the most severe health and financial crisis in Maine's history will continue through 2022.

Your membership, support and involvement continue to be critical to our continued success. Given the limited access and face time in Augusta with elected and Administration officials due to COVID safety restrictions, your interaction with your local legislators will continue to be key to our collective effort to maintain and continue the restoration and protection of municipal revenue.

MAINE SERVICE CENTERS COALITION

C/O MAINE MUNICIPAL ASSOCIATION
60 COMMUNITY DRIVE
AUGUSTA, ME 04330

Mr Dennis Simmons, Town Manager
Town of Wiscasset
51 Bath Rd
Wiscasset, ME 04578-4108

DATE: January 11, 2022

DUES NOTICE: MSCC-MBR

DATE	DESCRIPTION	POPULATION	AMOUNT
01-01-22	Annual Membership Dues for 2022 [Annual dues are based on 12¢ per capita with a minimum annual dues of \$500.00.] <i>Note: This is not an official invoice. We appreciate your consideration of membership in the Maine Service Centers Coalition. Should your municipality determine, you would like to join the Coalition, please send your check as noted below. Thank you.</i>	3,810	\$500.00
		TOTAL AMOUNT DUE	\$500.00

Please make checks payable to **MAINE SERVICE CENTERS COALITION**. If you have any questions, contact Melissa White, MMA Liaison for Affiliate Services at 1-800-452-8786 ext. 2299. Thank you.

MAINE SERVICE CENTERS COALITION 2022 EXECUTIVE COMMITTEE

OFFICERS

(Serve 1-Year Terms)

Chairman

TERM EXPIRES: 12/31/2022

Scott Morelli, City Manager
City of South Portland
PO Box 9422
South Portland, ME 04116-9422
Telephone: (207) 767-7606
Email: smorelli@southportland.org

County: Cumberland
Population: 25,779
Votes: 3

Vice Chairman

TERM EXPIRES: 12/31/2022

Phil Crowell, City Manager
City of Auburn
60 Court Street
Auburn, ME 04210
Telephone: (207) 333-6600
Email: pcrowell@auburnmaine.gov

County: Androscoggin
Population: 22,951
Votes: 3

Secretary

TERM EXPIRES: 12/31/2023

Matt Lutkus, Town Manager
Town of Damariscotta
21 School Street
Damariscotta, ME 04543
Telephone: (207) 563-5168
Email: mlutkus@damariscottame.com

County: Lincoln
Population: 2,081
Votes: 1

Treasurer

TERM EXPIRES: 12/31/2023

James Bennett, City Manager
City of Biddeford
PO Box 586
Biddeford, ME 04005-0586
Telephone: (207) 284-9313
Email: James.Bennett@biddefordmaine.org

County: York
Population: 21,393
Votes: 3

MEMBERS-AT-LARGE

(All Members to Serve 3-Year Staggered Terms)

TERM EXPIRES: 12/31/2024

Marian Anderson, Town Manager
Town of Houlton
21 Water Street
Houlton, ME 04730-2020
Telephone: (207) 532-7111
Email: town.manager@houlton-maine.com
County: Aroostook
Population: 5,266 Votes: 1

TERM EXPIRES: 12/31/2024

Stephen Daly, City Manager
City of Waterville
One Common Street
Waterville, ME 04901-6699
Telephone: (207) 680-4204
Email: sdaly@waterville-me.gov
County: Kennebec
Population: 15,927 Votes: 2

TERM EXPIRES: 12/31/2024

Sophia Wilson, Town Manager
Town of Orono
59 Main Street
Orono, ME 04473-4001
Telephone: (207) 889-6905
Email: swilson@oronome.gov
County: Penobscot
Population: 10,679 Votes: 2

TERM EXPIRES: 12/31/2024

Kara George, Town Manager
Town of Thomaston
13 Valley Street
Thomaston, ME 04861
Telephone: (207) 354-6107
Email: kgeorge@thomaston.gov
County: Knox
Population: 2,771 Votes: 1

TERM EXPIRES: 12/31/2022

Audra Caler, Town Manager
Town of Camden
PO Box 1207
Camden, ME 04843-1207
Telephone: (207) 236-3353
Email: acaler@camdenmaine.gov
County: Knox
Population: 4,642 Votes: 1

TERM EXPIRES: 12/31/2023

Susan Robertson, Assistant City Manager
City of Augusta
16 Cony Street
Augusta, ME 04330-5201
Telephone: (207) 626-2300
Email: susan.robertson@augustamaine.gov
County: Kennebec
Population: 18,374 Votes: 2

TERM EXPIRES: 12/31/2023

VACANT

Telephone:
Email:
County:
Population: Votes:

Administrative Services

Melissa White, Liaison for Affiliate Services
Maine Municipal Association
60 Community Drive
Augusta, ME 04330-9486
Telephone: (207) 623-8428 ext. 2299
Email: mwhite@memun.org

Advocacy Services

Richard Trahey, President
Maine Governmental Relations
103 Water Street, Suite 203
Hallowell, ME 04347-1300
Telephone: (207) 623-0272
Email: rtrahey124@gmail.com

MAINE SERVICE CENTER COALITION

**2022 Resolution for Membership and
Appointment of Voting Delegate Representative and Alternate**

BE IT RESOLVED that the _____
(City/Town Council or Board of Selectmen)

hereby authorizes membership in the Maine Service Center Coalition and designates:

(name) (position in municipality)

to be the appointed REPRESENTATIVE for the Maine Service Centers Coalition and is therefore authorized to vote at the Maine Service Centers Coalition business meetings.

BE IT FURTHER RESOLVED that the designated ALTERNATE is:

(name) (position in municipality)

Dated

Attested To By:

Please return this Resolution as soon as possible to:

Maine Service Centers Coalition
c/o Melissa White, Liaison for Affiliate Services
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
E-mail: mwhite@memun.org

MAINE SERVICE CENTERS COALITION

VOTING DELEGATES - 2022

Membership Information Sheet

MSCC REPRESENTATIVE	MSCC ALTERNATE
NAME:	NAME:
TITLE:	TITLE:
MUNICIPALITY:	MUNICIPALITY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
TOWN OFFICE PHONE:	TOWN OFFICE PHONE:
WORK PHONE:	WORK PHONE:
HOME PHONE:	HOME PHONE:
FAX PHONE:	FAX PHONE:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

RETURN TO:

Maine Service Centers Coalition
c/o Melissa White, Liaison for Affiliate Services
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
E-mail: mwhite@memun.org



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

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

9d

Contract for Assessor's Agent Services
July 1, 2021 through June 30, 2024

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

The parties agree as follows:

RJD agrees as follows:

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

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

The Town agrees as follows:

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

The Town and RJD both acknowledge the following:

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

Compensation

For services provided for the contract running July 1, 2021 through June 30, 2022, the annual cost will be \$25,200.00. This will be paid out in equal monthly installments of \$2,100.00.

For services provided for the contract running July 1, 2022 through June 30, 2023, the annual cost will be \$26,000.00. This will be paid out in equal monthly installments of \$2,166.66.

For services provided for the contract running July 1, 2023 through June 30, 2024, the annual cost will be \$26,800.00. This will be paid out in equal monthly installments of \$2,233.33.

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

Robert J Duplisea Jr CMA
RJD Appraisal

Date

Town Manager
Town of Wiscasset

Date



Town of Wiscasset

Office of the Town Manager

10a

February 1, 2022

To: Wiscasset Selectboard

Ref: Town Manager's report

As requested from the Board I reached out to our attorney for legal options regarding the Wawenock Building. The town's attorney has advised that the best, and arguably the only legal option that we could take is a dangerous buildings proceeding. I did talk to Ralph Doering on the status of the building. He reports that he has engineers working on plans for the repair. Even though the insurance company still has not settled the claim he is moving ahead to start repairs in the early spring.

The Waterfront Committee has been working very hard this year on plans for further uses and possible expansion of the waterfront facilities. As part of their work, they have evaluated the fees the town is charging for the use of our facilities. Based on their research they have come up with a recommendation that we adjust our fees to be more in line with other towns and private facilities. Their recommendations are in your packet and I am recommending that the Board adopt the fee schedule as presented. Future discussions regarding the waterfront will take place during our budget discussions.

The Maine Service Center Coalition has sent a request that the town consider rejoining their organization. I believe past Boards have declined to join feeling that the town did not realize any benefit. I have talked to Matt Lutkus from Damariscotta and he feels the coalition has provided a voice for Damariscotta and has been a benefit to the town. Wiscasset is a serve center for surrounding communities and this seems like a small investment to make sure that we are heard in the halls of the Legislature.

While working on the budget I discovered that our contract with RJD Appraisal had expired June 30th, 2021. I reached out to Robert Duplisea and he hadn't realized it expired either. He has agreed to continue to provide services to the town for the remainder of the fiscal year for the price of the old contract. Enclosed in your packet is a new three-year contract. I feel that RJD is doing a good job by the town, they know the town well, and their prices are reasonable and in line with what other towns are paying. I am recommending that the Board approve the new three-year contract.

The EMS department has two cardiac monitor/defibrillators that providers use to obtain 12-lead EKGs, monitor blood pressures, blood oxygen levels, carbon dioxide levels, defibrillate irregular heart rhythms and so forth. These pieces of equipment are critical to the lifesaving mission of EMS. Both of these were manufactured in 2009 and we had planned to request the funds to replace them in this upcoming budget. However, the monitors have other ideas. Recently one of these monitors began having sporadic issues with obtaining an accurate EKG. The service tech has advised that he believed the issue to be with the motherboard. This past week the diagnosis proved to be the case as the monitor suffered a fatal motherboard failure. Because of a proprietary issue motherboards for these monitors are no longer available, so repair is not an option and second monitor is now facing a similar issue. The cost to replace both of these monitors is \$48,568, which is discounted because of the proprietary issue. (Ordinarily they would cost around \$35,000 each). These are must have pieces of equipment. Fortunately, Boothbay Regional Ambulance has the same brand of monitor (only newer with different motherboards) and is loaning us one until we can replace ours, which will take about 3 months. (Waldoboro also has one if we need it). We simply cannot wait until July to replace these, but with the EMS pay increase halfway through the year I do not believe that the EMS budget can handle a \$49,000 blow. So, how to pay for them and stay within budget. I considered asking the Selectboard to use their contingency fund, however, that will wipe out everything and we still do not know the

cost overruns for the ash ponds cleanup. So, I asked Erin to go back to Stryker to see if they would offer a lease/purchase agreement. They offered us a five-year agreement for \$10,733 per year. EMS still had about \$16,000 left in their approved capital budget so I have authorized her to purchase the monitors under the five-year plan. I will include the remaining annual payments in her operating budget.

The Old Ferry Road project has reached the point of applying for the needed permits from the Army Corp and others. I met with Wright-Pierce on Thursday and reviewed the initial design. It has been designed to Maine DOT specs so that when it is completed the state will assume all responsibility for maintenance and any future replacement. The timeline moving forward is to go out to bid in February, open the bids at your March 14th meeting, review them with Wright-Pierce to make sure they meet the bid requirements, come back with a recommendation and award the bid by May 1st. Construction will hopefully commence mid to late summer and take about 16 weeks.