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WISCASSET SELECTBOARD,
TAX ASSESSORS, AND OVERSEERS OF THE POOR
JULY 5, 2022
IN PERSON AND VIA ZOOM

Preliminary Minutes

Present: James Andretta, Terry Heller (via Zoom), Vice Chair Dusty Jones, Bill Maloney, Chair Sarah Whitfield, and Town Manager Dennis Simmons

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

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

- a. **Bill Maloney moved to approve the payroll warrants of June 24 and July 1, 2022. Vote 5-0-0.**
- b. **Terry Heller moved to approve the accounts payable warrants of June 28, June 30, and July 5, 2022. Vote 5-0-0.**

3. Approval of Minutes

Bill Maloney moved to approve the minutes of June 21, 2022. Vote 5-0-0.

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings – none

7. Public Comment – none

8. Department Head or Committee Chair – none

9. Unfinished Business – none

10. New Business

- a. Pier Vendor Permit – Ron Leeman, Forgotten Recipes: **Dusty Jones moved to approve the Pier Vendor Permit for Ronald Leeman dba Forgotten Recipes. Vote 5-0-0.**
- b. Maine Municipal Association Legislative Policy Committee election ballot: **Bill Maloney moved to vote for Sarah Macy and Dusty Jones. Vote 5-0-0.**
- c. Selectboard Liaison Assignments:
 - James Andretta: ORC and Planning Board
 - Terry Heller: Waterfront Committee

Dusty Jones	Budget, Airport, Investment Advisory, Broadband and Finance Committees
Bill Maloney:	Comp Plan and Shellfish Committees and Appeals Board
Sarah Whitfield	Future of Schools and Cemetery Committees

d. Public Works Maintenance Truck Purchase: Ted Snowden explained the difficulty in obtaining bids for the Public Works trucks because vendors are hesitant to bid on vehicles that have not yet been built. He requested the board to suspend the bid process allowing the Town Manager to approve purchases. Dennis Simmons said the bid process can be bypassed to save money and for health and safety reasons. He asked the board to allow him discretion in purchasing some items such as vehicles. **Dusty Jones moved to grant the Town Manager discretion to make purchases for a period of six months. Vote 5-0-0.**

11. Town Manager's Report

Dennis Simmons reported that the 2nd tranche of ARPA funds, \$199,000, had arrived and uses for the funds will be discussed at the workshop scheduled for July 26 at 6 p.m.

Simmons said a DEP report on the sewer plant was mostly satisfactory, with the exception of the financial part and the hiring of an operator. An application for the position has been received.

12. Other Board Business -none

13. Adjournment

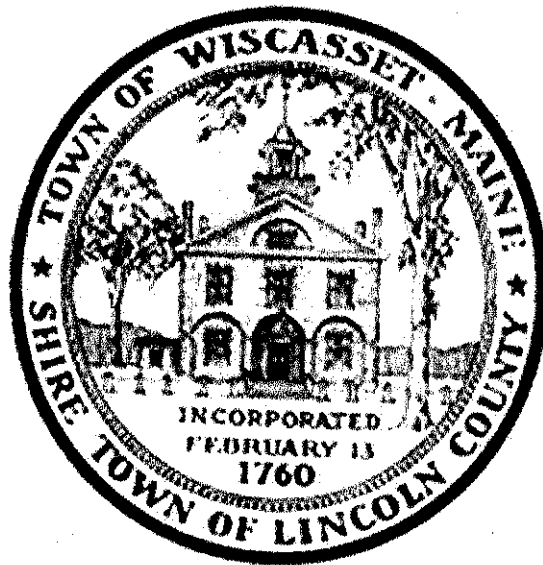
Dusty Jones moved to adjourn the meeting at 6:18 p.m. Vote 5-0-0.

8a

Town of Wiscasset

June 2022

Monthly Reports





Town of Wiscasset

AIRPORT REPORT

To: Dennis Simmons, Town Manager
From: Rick Tetrev, Airport Manager
Re: June Monthly Report
Date: July 14, 2022

Fuel Sales

- 100LL Avgas \$8,397.79 (1,488.970 gallons)
- Jet A \$2,225.30 (495.510 gallons)

Budget

- Revenues:
As of the end of June, the airport has collected all but \$12,177.44 of the total of \$61,990.00 budgeted. [Mentioned in April's report, it is standard practice, (Revenue line item 101-01-Fuel Sale Transfer in Spec Reserve) that the fuel in the tanks for sale at the end of the fiscal year will be included as an asset.] The amount credited will be at least \$27,000.00 and possibly more leaving our end of FY year revenues solidly in the green.
- Expenditures: As of the end of May we have a \$12,173.25 of unspent budgeted funds which will (almost to the dollar) offset the uncollected revenues for the FY year.

Operations

- 0.0 Airport Closed for runway reconstruction

Other Projects status:

- Solar. The projected completion date still is expected to be sometime in December.
- Runway reconstruction. At the time of this report, I am happy to say that the runway reconstruction is complete. Details will be forthcoming as to when the airport will open again to traffic.
- Fuel tanks. Last month I reported on the refurbishment of both the 100LL and JetA tanks. In June, we did the final touches as we replaced the fuel filters (filters were not in stock in May).

Finally, on June 29 we had a ribbon cutting to dedicate our new runway. The event had 70 people in attendance. We had wonderful comradery and great Hors D'oeuvres and tasting of some our town's brewing establishments.

The Wiscasset Chamber of Commerce was a great help in setting everything. Thank you Chamber!

We look forward to opening the airport for aviation soon.

Respectfully submitted,
Rick Tetrev

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



Town of Wiscasset

TOWN CLERK REPORT

To: Dennis Simmons, Town Manager
From: Linda Perry, Town Clerk
Re: May/June Monthly Reports
Date: July 13, 2022

TOWN CLERK REPORT MAY 2022

Elections & Town Meetings

The Town of Wiscasset's 2022 Annual Referendum Town Meeting and Election of Officers is scheduled to be held on June 14th. The Town Meeting/Election will be in the gymnasium at the Wiscasset Community Center and the polls will be open from 8 a.m. to 8 p.m. The State of Maine Gubernatorial Primaries will also be on the 14th. Absentee ballots will be available May 16th through June 9th.

Town Clerk – Excise Tax Collector

Shellfish license sales will begin on June 1st. License allocations are listed below.

- 12 Resident Commercial @ \$150.00
- 2 Non-Resident Commercial @ \$300.00
- 30 Resident Recreational @ \$15.00
- 3 Non-Resident Recreational @ \$30.00

FINANCIALS:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees	Aircraft Excise
Monthly Revenues	\$68,365.69	\$1,920.90	\$2,070.00	\$343.00	\$2,654.96
Year to date	\$696,572.47	\$4,394.80	\$18,952.15	\$3,359.20	\$3,916.52
Met yearly revenue projection by:	109.70%	77.10%	110.19%	-----	91.94%



Town of Wiscasset

TOWN CLERK REPORT JUNE 2022

Elections & Town Meetings:

The Wiscasset Annual Referendum Town Meeting and Election of Officers and the State Primaries was held on June 14 2022. 701 registered voters participated. All articles passed except for Article 48/Question 45 Harbor Expansion Project.

Results for the election of officers:

Board of Selectmen – 3 (2-year terms)

James V. Andretta – 335

Wallace G. Giakas – 297

William J. Maloney – 335

Benjamin L. Rines, Jr. – 311

Sarah M. Whitfield – 465

Wiscasset School Board – 2 (3-year terms)

Jonathan D. Barnes – 180

Jody Hardwick – 333

Maclaren II, John D. – 160

Jason G. Putnam - 352

Budget Committee – 3 (3-year terms)

Thomas Joyce – 30 (Write-in Votes) Accepted

Robert Jones – 31 (Write-in Votes) Accepted

Donald Davis – 29 (Write in Votes) Declined

Budget Committee - 2 (2-year terms)

Katharine Martin-Savage – 33 (Write-in Votes) Accepted

Brian Adams – 20 (Write-in Votes) Accepted

Budget Committee – 2 (1-year terms)

Kim Dolce – 35 (Write-in Votes) Accepted

Donald Davis – 3 (Write in votes) Accepted



Town of Wiscasset

Clerk

Shellfish License Sales:

Commercial Shellfish License sales continued through June. All commercial licenses have been sold. One Residential Commercial License was issued through the lottery process on June 22nd. Resident Recreational Licenses are still available.

- 12 Resident Commercial Licenses
- 2 Non Resident Commercial Licenses

Financials:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees	Aircraft Excise
Monthly Revenues	\$69,113.61	\$1,255.90	\$1,976.00	\$384.60	\$135.80
Year to date	\$765,706.08	\$5,650.70	\$20,928.15	\$3,743.80	\$4,055.02
Met yearly revenue projection by:	120.58%	99.14%	121.68%	-----	95.19%



Town of Wiscasset

CODE ENFORCEMENT REPORT

To: Dennis Simmons, Town Manager
From: Bruce Mullins, Code Enforcement Officer
Re: June Monthly Report
Date: July 5, 2022

June 2022 Activity

Building Permits:

Bath Road:	Pool
Chewonki Neck Road:	Solar Farm
Red Oak Drive:	Two new houses
Gardiner Road:	Interior remodel
Old Bath Road:	Shed
Gardiner Road:	Garage

Plumbing Permits:

Mossy Oak drive:	SSWD
Bog Road:	INT
Hale Pond Road:	SSWD
Red Oak Drive:	INT
Gardiner Road:	INT
Ice Pond Lane:	INT
North Wood Court:	INT
Clarks Point Road:	SSWD

Inspections: Harrison Lane, Brown Road, Upland Road, West Alna Road, Red Oak Drive, Chewonki Camp Ground, Chewonki Foundation, Bath Road, Gardiner Road, Middle Street, Main Street (two places), Old Dresden Road, Harrison Lane, Bradford Road, Gibbs Road, Bog Road, Flood Avenue, Hale Pond Road, Ice Pond Road, Sunken Garden, Water Street, Whippoorwill Mobile Home Park, Airport Solar, Federal Street

Correspondence: Chewonki Foundation, Main Street, Gibbs Road, Old Dresden Road



Town of Wiscasset

EMS REPORT

To: Dennis Simmons, Town Manager
From: Erin Bean, EMS Director
Re: June Monthly Report
Date: July 13, 2022

Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Wiscasset	35	55.56%
Dresden	15	23.81%
Alna	4	6.35%
Brunswick	4	6.35%
Westport Island	3	4.76%
Boothbay	1	1.59%
Woolwich	1	1.59%
	Total: 63	Total: 100.00%

Report Filters



Town of Wiscasset

FIRE DEPARTMENT REPORT

To: Dennis Simmons, Town Manager
From: Robert Bickford, Fire Chief
Re: June Monthly Report
Date: July 13, 2022

Operations:

The fire department responded to 11 calls for service during the month of June. This is down from 18 for the same time period last year.

The calls for the month break down as follows: 3 motor vehicle accidents, 2 structure fires (both in Bath at the same location), 3 fire alarms, 2 assists to EMS and 1 for station coverage.

Of our 11 calls this month, 8 were in town. We responded twice to Bath for fires at the Dike-Newell School and once for station coverage in Woolwich.

At the end of the fiscal year, the department responded to a total of 170 calls for service in comparison to 199 for last year.

Training:

- a. Training for the month included 2 weeks of driver, pump and hydrant training as well as a night of Self-Contained Breathing Apparatus (SCBA) / Search and Rescue (S&R) training at the training site. We also had a night that we spent preparing our apparatus for the Fourth of July parade.

Staffing:

Our staffing level increased by a net total of 1 this month. We welcomed 2 new members to the department. Heather Stone and Miles Brewer were both accepted to the department and we look forward to watching them grow as firefighters and community members. We also had a member step down for health reasons. He has agreed to stay active with the Firefighter's Association to help with non-emergency details.

Events:

This month, we were pleased to be asked to participate in the Wiscasset Middle High School graduation parade from the Wiscasset Speedway to the Middle High School in celebration of all the graduates.



Town of Wiscasset

One of our newer firefighters, Megan Rogers, completed an arduous 6-month Firefighter I and II Academy as part of her full-time job at the Brunswick Fire Department. Congratulations, Meg!! Great job!! Not only does this benefit Brunswick, it benefits the citizens and visitors of Wiscasset.

Another of our newest members, LJ Travis, recently completed his Basic Fire School which gives new firefighters a basic knowledge of the fire service and allows them to meet minimum qualifications to be interior firefighters. The next step after Basic Fire School would be a Firefighter I and II Academy like Megan just completed.

The entire membership of the Wiscasset Fire Department would like to thank the voters for approving our Capital Improvement request for a new water tanker. We, truly, appreciate the support. With the approval, we have started meeting with our vendors to get refreshed bids and get the tanker ordered sooner rather than later. We are already being told that there is still a shortage of commercial chassis and that prices are doing nothing but going up. The truck committee has been working diligently to get this process completed before any more increases in price.

Financials:

At the end of the fiscal year, our budget stands at approximately 80% expended with some bills still let outstanding. We anticipate a budget surplus of roughly \$20,000.

Respectfully submitted,

Rob Bickford



Town of Wiscasset

WISCASSET POLICE DEPARTMENT

To: Dennis Simmons, Town Manager
From: Lawrence Hesseltine, Wiscasset Police Chief
RE: June Monthly Report
Date: July 13, 2022

The Police Department responded to 516 calls for service during the month of June. There were 380 calls for service June 2021.

Officers responded to 19 reportable motor vehicle accidents in the Month of June and performed 167 motor vehicle stops.

There were 28 arrests for the following:

- Operate Vehicle without License
- Attaching False Plates
- Operate After Habitual Offender Revocation
- Domestic Violence Aggravated Assault
- OUI (Alcohol)
- Driving to Endanger
- Violating Condition of Release
- Disorderly Conduct
- Criminal Mischief
- Motor Vehicle Speeding – 30+ MPH
- Criminal Trespass

The Department has implemented the eCitation program as of June 15th.

Submitted 7/13/2022

9-1-1 CHECK	1
ABANDONED MV	1
ALARM BURGLAR	24
ANIMAL COMPLAINT	3
ASSIST CITIZEN	13
ASSIST OTHER AGENCY	3
ATTEMPT TO LOCATE	1
ATV COMPLAINT	1
COMMUNITY POLICING	15



Town of Wiscasset

Police Report

DISABLED MV	4
DOMESTIC DISTURBANCE	3
DRUG INVESTIGATION	1
ERRATIC OPERATIONS	47
ESCORT/TRANSPORT	4
FIRE ALARM	1
FOUND/LOST PROPERTY	1
HARASSMENT	2
HARBOR MASTER	27
Littering	1
LOUD NOISE	1
MEDICAL EMERGENCY	15
MENTAL HEALTH (PD's ONLY)	4
MOTOR VEHICLE ACCIDENT	19
MOTOR VEHICLE STOP	167
Parking Enforcement	1
PARKING PROBLEM	6
PEDESTRIAN CHECK	2
POLICE INFORMATION	6
PROPERTY CHECK	82
School Resource Officer	7
SERVICE	6
Sex Offender Registration	2
SHOPLIFTING	1
SPECIAL DETAIL	7
SUSPICIOUS ACTIVITY	5
THEFT / FORGERY / FRAUD	5
THREATENING	3
TIPLINE INFORMATION	1
TRAFFIC HAZARD	15
TRESPASSING	1
UNWANTED SUBJECT	2
VIOLATION OF BAIL	
CONDITIONS	2
WELFARE CHECK	3

516



Town of Wiscasset

PUBLIC WORKS/TRANSFER STATION DEPARTMENTS

To: Dennis Simmons, Town Manager
From: Theodore Snowdon, Public Works Director
Re: June Monthly Report
Date: July 13, 2022

Operations:

The month of June, for the Transfer/Public Works has been in full swing keeping up with summer priorities. In addition to our day-to-day duties we have managed to:

- Cemetery stone repair/mowing.
- Ditching throughout the town.
- Road side grass cutting.
- Creamery pier plank replacement.
- Old land fill bush hogging.
- Airport bush hogging.
- Road stripping Fort hill St.
- Grader work on Dickerson Road.
- Ongoing clean up throughout the town.
- Culvert maintenance and replacement.
- Assisting in Airport new runway maintenance.
- Removed numerous hazard trees throughout the town.
- Tree trimming throughout the town roads
- Still trying to keep up with beaver dams throughout the town
- Town office grounds keeping.
- Staying on top of service and repair of all town owned vehicles including Transfer Station equipment
- Still working on roadside brush removal and chipping
- Street sign repair throughout the town
- Still trying to keep up with the pot holes and cold patch repair throughout the town.
- Still working with Town Office/Transfer Station in keeping public safe with covid.

Transfer Station duties

For the Transfer Station things have been picking up due to the warmer weather and Sanitizing is still taking place throughout the day.

Also trucking 3 to 4 loads of garbage per week to Norridgewock, metal and demo to Topsham brush and wood to Boothbay.



Town of Wiscasset

Expense Summary Reports March

Public Works: 80.26%

Transfer Station: 97.73%

Municipal Building: 80.90%

Waterfront: 49.73%

Cemetery: 53.87%

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

HARBORMASTER REPORT

To: Dennis Simmons, Town Manager
From: Lawrence Hesselstine, Harbormaster
Re: June Monthly Report
Date: July 13, 2022

Dock & Mooring Fee's Collected:

- AM/PM Harbor Checks
- Online Mooring program is up and running. Callie has put in a lot of time on this project.
- Several new moorings have been placed in the harbor by the installers.
- Collected \$30. dock fees, \$60. billed out to F/V Amber Dawn.
- Removed 3 worm carts from the rec float to the Comm float.
- 6/14 - Talked with Wyman and Simpson, contractor doing work on the railroad trestle and looking to tie up to a float for about a month starting first or second week of July.
- 6/14 - received a complaint about lobster buoys in the mooring field tangling up with mooring chains. This has been an ongoing issue. I was able to identify make contact with the buoy owner, Chris Accord who untangled the buoy/mooring.
- PW and I launched the Harbor boat.
- Worked on updating the numbers and organizing the worm boxes that are on the commercial floats.
- Continued to work with Callie with the online mooring site.
- Met with PW Ted Snowden about concerns of rot on the boat launch dock. Requested Sheepscoot Marine inspect and make a recommendation on repairs.
- F/V Amber Dawn tied up to Rec float for 2 nights and failed to pay tie up fees. Bill for \$60. sent out to home address.
- Continued to work on getting the mooring field organized, talked with several people about wanting to place a mooring.
- Rented out mooring multiple times and dock space. I didn't tally up a dollar about for the month of June but can get the figure from finance if needed.
- I was out of town for 4 days during the month of June

Larry Hesselstine



Town of Wiscasset

SHELLFISH WARDEN REPORT

To: Dennis Simmons, Town Manager
From: Jonathan Barnes, Shellfish Warden
Re: June Monthly Report
Date: July 13, 2022

Areas Checked: Clark's Point, White's Island, Pottle Cove, Hilton Cove, Mason station, Cushman Preserve, Back River, Berry Island, Eaton Farm, Young's point, Chewonki Creek, Montsweag Brook.

Diggers Checked: 3

Warning Issued: 2

Summons Issued and to Whom: 0

Comments: Met with a variety of diggers at various spots. Discussed parking issues.



Town of Wiscasset

WASTE WATER TREATMENT PLANT

To: Dennis Simmons, Town Manager
From: Robert Lalli, Waste Water Treatment Plant Superintendent
Re: June Monthly Report
Date: July 14, 2022

PLANT OPERATIONS DISCHARGE PERMIT TESTING RESULTS:

Average Plant Flow	0.168 MGD
Licensed flow per day	0.620 MGD
Percent of average flow per day to license limit	27 %
Total Rainfall per month	3.43 inches
BOD EFFLUENT LAB RESULTS (mg/l)	
For monthly average	5.6 mg/L
Weekly average	7 mg/L
Daily max.	7 mg/L
All within license limits	YES
BOD Effluent Removal %	98 %
Required%	85 %
TSS EFFLUENT LAB RESULTS (mg/L)	
Monthly average	8.6mg/L
Weekly average	12 mg/L
Daily max.	12 mg/L
all within license limits	YES
TSS Effluent % Removal	97%
Required%	85%
Settable Solids within license limit of 0.3 mL/L	YES
PH within license limits of 6-9	YES
BACTERIA RESULTS	
Fecal (tracked Year-Round) Instant Daily max	4 cfu/100m
(31)	1.17 cfu/100 ml
Geometric Mean (13)	6 cfu/100ml
Enterococci (April 15 – Oct. 31) Instant Daily	1.32cfu/100ml
max(8)	
Geometric Mean (54)	
TOTAL RESIDUAL CHLORINE	
RESULTS (mg/l)	0.13 mg/l
Instant daily max (0.3 mg/L)	0.054 mg/l
Monthly Avg. max (0.1 mg/L)	



Town of Wiscasset

PLANT GENERATOR: A technician from Cummins Sales and Service performed an annual maintenance inspection of the sewer plant's 125 KW backup power generator. Fluids and filters were changed and it was found to be in good condition with all systems properly functioning.

OLVER ENGINEERING STUDIES UPDATE: Olver Associates, Engineers, have completed the long-awaited Climate Adaptation Plan study (CAP) and have sent it to their publishing department. We should receive the report the week of July 17.

SEWER BILLING RATES: My formal request for a sewer rate increase was made in a public hearing on June 7, 2022. I am grateful that the Select Board approved the rate increase in a following Select Board meeting. The new quarterly minimum rate is \$114.00 per quarter/\$38.00 per month (an 18% increase), and the rate per additional 100 cubic feet is \$14.65 (a 29% increase).

The biggest change is converting part-year and seasonal-only customers into full-year billing customers. Where previous "seasonal" customers paid for sewer only during periods the sewer was active, they will now be billed year-round.

BUDGET AND CAPITAL REQUEST: We were pleased to see that the voters of Wiscasset approved the Sewer Department's projected 2022-2023 budget of \$846,942.00 on the Town Warrant. They also approved our Capital Request of \$209,000 for improvements to the Sewer Plant and related systems.

LINCOLN COUNTY ARPA FUNDS: Lincoln County has sent us an information request regarding the purchase of backup power generators for our pump stations. It does appear that we will receive \$200,000 in County ARPA funds for this purpose. We are grateful for this funding. Many thanks!

PUMP STATION WORK: Sewer Department Employees painted over spray painted vandalism at pump station #17 at 791 Bath Road (Route 1).

INCOMING SEWER LINE WORK: Sewer Department employees cleaned out the 8" sewer line that leads from Water Street & Railroad Avenue, to the sewer Plant. This pipe requires yearly cleaning, as material from restaurant sewage generated nearby, builds up on pipe walls. At the moment, that line is flowing well and unobstructed.

SAFETY RELATED: On June 8, Sewer Department employees received annual required Confined Space Training/Review.

POWER OUTAGE WORKSHOP: On June 29, I attended a Long-Term Power Outage Workshop that was hosted by Lincoln County EMA. It confirmed to me that I am pursuing the proper course in purchasing backup power generators for our pumping stations.

This concludes the Sewer Department Monthly Report for June 2022.

Respectfully Submitted, Robert T. Lalli, Superintendent, Town of Wiscasset Sewer Department

10a



Office of the Town Clerk

51 Bath Road
Wiscasset, ME 04578

Phone: (207) 882-8200

Fax: (207) 882-8228

E-mail: clerk@wiscasset.org

BUSINESS LICENSE APPLICATION

Every person, firm, corporation, LLC, professional association or partnership doing business within the Town of Wiscasset must complete this Application.

Name/Title of Business: D&D Classic and Custom Rides

New Business Existing Business years in operation Ownership/Location Change

Location of business: 111 West Alna Rd Wiscasset, ME 04578 Map/Lot R05-069

Preferred mailing address: 111 West Alna Wiscasset, ME 04578

Business phone number: 207-350-2571

Description of Business: Auto Restoration and Sales

Owner's name: Daniel and Jamie Lackie

Owner's phone: 207-350-2571

Owner's home address: 111 West Alna Rd Wiscasset, ME 04578

*Emergency contact person: Wendy Elliott

*Emergency phone numbers: home: cell: 207-350-1529

*This information will be shared with 911 so you can be contacted in case of after hour emergencies.

*If you are an existing business and would like to be placed on the Town of Wiscasset Website please complete the section in the "New Business" box below.

NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval? No

Will you need a sign permit? Yes

Will this business be a home occupation? Yes

This business will be a: Corporation or LLC Partnership Sole proprietor

Would you like a link to your business placed on the Town of Wiscasset Website? Yes No

Provide e-mail and/or web address:

Please be aware that State licenses and permits may be required. This application must be updated every three years with the Town of Wiscasset.

I, Jamie Lackie, state that I am owner of the above name firm or business, and make oath that the information stated above is true and I am aware that all applicable local, state and federal ordinances, laws, rules, and regulations must be complied with before this License can be issued.

Date: 06/28/2022

Signature: Jamie Lackie

(TOWN CLERK SECTION BELOW)

DATE RECEIVED: DATE APPROVED: ASSESSING: WEB/LIST:

6/28/2022 via email

This document is now complete.

CLOSE

DocuSign Envelope ID: 0E5CDEB5-7846-4C72-AC1C-58C133F461B7

BUSINESS LICENSE APPLICATION-NEW

Business Requesting License: D & D Classic Classic and Custom Rides

Code Enforcement Officer: They will need to fill out a home occupation application.

Comments: _____
DocuSigned by:
Signed: Bruce Mullins Dated: 7/14/2022 | 07:04 EDT
4FFAF1178A104FE

Wiscasset Police: no concerns

Comments: _____
DocuSigned by:
Signed: Chief Russelline Dated: 6/28/2022 | 15:35 EDT
1C680467C88E41B

Planning Department:

Comments: _____
Signed: _____ Dated: _____

Fire Department: No issues

Comments: _____
DocuSigned by:
Signed: Robert Bickford Dated: 6/30/2022 | 07:17 EDT
P241689CDFDA184

EMS Department: How many employees will be there? will we be able to tour the facility to

Comments: _____
DocuSigned by:
Signed: Chief Erin Bean Dated: 6/28/2022 | 14:20 EDT
27D8E4885FD145E

Waste Water: No concerns at this time.

Comments: _____
DocuSigned by:
Signed: Rob Lalli Dated: 6/28/2022 | 16:14 EDT
2DE2562E2D874D9

License Approved: _____ Dated: _____



HM Payson Monthly Statement of Wiscasset Accounts

Account Name	Market Value 04/30/2021	Market Value as of 05/31/2022	Market Value as of 06/30/2022	Change in Market Value
Montsweag Dam Reserve Fund	\$ 214,745.29	\$ 219,593.25	\$ 204,998.48	\$ (14,594.77)
Cemetery Trust Fund	\$ 2,281,702.86	\$ 2,333,213.24	\$ 2,178,141.40	\$ (155,071.84)
General John French Scholarship	\$ 80,008.84	\$ 81,815.07	\$ 76,377.41	\$ (5,437.66)
Jackson Cemetery Fund	\$ 39,880.37	\$ 40,780.68	\$ 38,070.29	\$ (2,710.39)
Larabee Band Fund	\$ 945,986.01	\$ 967,342.03	\$ 903,049.79	\$ (64,292.24)
Haggett Scholarship Fund	\$ 17,809.87	\$ 18,211.93	\$ 17,001.52	\$ (1,210.41)
Mary Bailey Fund	\$ 587,840.89	\$ 601,111.64	\$ 561,160.09	\$ (39,951.55)
Seth Wingren Fund	\$ 36,938.24	\$ 37,772.13	\$ 35,261.89	\$ (2,510.24)
Wiscasset Community Center Endowment Fund	\$ 4,184.90	\$ 4,279.38	\$ 3,994.96	\$ (284.42)
Cooper-Diperrri Scholarship Fund	\$ 41,635.91	\$ 42,575.85	\$ 39,746.14	\$ (2,829.71)
Recreation Scholarship	\$ 1,081.41	\$ 1,105.82	\$ 1,032.32	\$ (73.50)
Town of Wiscasset Edowment Fund Total	\$ 4,251,814.59	\$ 4,128,207.77	\$ 4,058,834.29	\$ (288,966.73)
Town of Wiscasset Capital Reserve	\$ 530,926.93	\$ 543,110.24	\$ 506,993.46	\$ (36,116.78)
Town of Wiscasset Construction Reserve	\$ 2,343,292.28	\$ 2,397,064.39	\$ 2,237,659.84	\$ (159,404.55)
Town of Wiscasset Equipment Reserve	\$ 4,763,161.48	\$ 4,872,462.94	\$ 4,548,444.62	\$ (324,018.32)
Town of Wiscasset Furnace Replacement Reserve	\$ 482,019.42	\$ 493,080.44	\$ 460,290.64	\$ (32,789.80)
Town of Wiscasset Major Repairs Reserve	\$ 649,318.72	\$ 664,218.80	\$ 620,048.31	\$ (44,170.49)
Town of Wiscasset Recreation Building Reserve	\$ 2,539,881.52	\$ 2,598,164.81	\$ 2,425,387.10	\$ (172,777.71)
Town of Wiscasset Retirement Health Insurance Reserve	\$ 192,081.92	\$ 196,489.67	\$ 183,423.13	\$ (13,066.54)
Town of Wiscasset Roof Repair Reserve	\$ 442,632.45	\$ 452,789.65	\$ 422,679.18	\$ (30,110.47)
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 133,452.72	\$ 136,515.09	\$ 127,436.85	\$ (9,078.24)
Town of Wiscasset Highway Department Capital Reserve	\$ 3,115.92	\$ 3,187.42	\$ 2,975.46	\$ (211.96)
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 4,154.58	\$ 4,249.92	\$ 3,967.30	\$ (282.62)
Town of Wiscasset Reserve Funds Total	\$ 12,084,037.94	\$ 12,361,333.37	\$ 11,539,305.89	\$ (822,027.48)

1 SELECTMEN REPORT
Department(s): 100 - 134
June

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
100 - ADMINISTRATI	189,492.00	12,792.25	145,296.42	0.00	44,195.58	76.68
101 - AIRPORT	114,820.22	21,796.82	103,235.94	0.00	11,584.28	89.91
102 - ANIMAL CONTR	15,575.00	0.00	10,555.07	0.00	5,019.93	67.77
103 - ASSESSING	6,492.00	0.00	4,849.80	0.00	1,642.20	74.70
104 - BRDS & COMM	3,072.00	1,037.72	1,999.06	0.00	1,072.94	65.07
105 - CELEBRATIONS	13,850.00	0.00	12,992.24	0.00	857.76	93.81
106 - CLERK	95,280.00	5,585.94	91,293.12	0.00	3,986.88	95.82
107 - CEO	36,827.00	3,348.95	35,486.73	0.00	1,340.27	96.36
108 - COMMUN ORG	62,050.00	0.00	62,050.00	0.00	0.00	100.00
109 - CONTINGENCY	50,000.00	0.00	10,046.76	0.00	39,953.24	20.09
110 - CONTRACTS	254,000.00	10,628.94	125,254.00	0.00	128,746.00	49.31
111 - COUNTY TAX	661,295.00	0.00	661,294.52	0.00	0.48	100.00
112 - DEBT SERVICE	231,868.00	0.00	221,866.24	0.00	10,001.76	95.69
113 - ELECTIONS	22,668.00	2,578.26	13,146.90	0.00	9,521.10	58.00
114 - EMS	669,586.36	59,801.46	611,340.35	0.00	58,246.01	91.30
115 - FD FIRE DEPT	147,839.00	28,616.10	127,962.26	0.00	19,876.74	86.56
116 - FINANCE	266,039.00	14,852.69	223,060.81	0.00	42,978.19	83.85
117 - GA	24,703.00	0.00	13,972.26	0.00	10,730.74	56.56
118 - MUN BULIDING	77,160.00	4,352.75	62,621.14	0.00	14,538.86	81.16
119 - MUN INSURANC	160,875.00	0.00	131,315.06	0.00	29,559.94	81.63
120 - OVERLAY	43,819.60	0.00	2,259.00	0.00	41,560.60	5.16
121 - PARKS & REC	823,891.00	71,888.46	845,415.98	0.00	-21,524.98	102.61
122 - PLANNING	63,588.78	6,228.75	19,750.59	0.00	43,838.19	31.06
123 - POLICE	587,112.00	50,434.45	512,296.11	0.00	74,815.89	87.26
125 - PUBLIC UT	317,930.00	26,094.41	316,375.29	0.00	1,554.71	99.51
126 - PUBLIC WORKS	712,215.00	27,981.03	574,022.20	0.00	138,192.80	80.60
127 - SELECTMEN	27,362.00	3,770.24	23,853.44	0.00	3,508.56	87.18
128 - SCHOOL TOWN	5,923,208.52	493,600.27	5,923,208.52	0.00	0.00	100.00
129 - SR CENTER	14,466.00	1,129.95	11,643.08	0.00	2,822.92	80.49
130 - SHELLFISH	6,000.00	649.99	3,847.47	0.00	2,152.53	64.12
131 - TIF	246,512.54	0.00	246,512.54	0.00	0.00	100.00
132 - TRANSFER ST	610,120.18	57,409.82	602,334.40	0.00	7,785.78	98.72
133 - WATERFRONT	61,975.00	3,232.24	30,900.55	0.00	31,074.45	49.86
134 - COMP PLAN	20,000.00	0.00	2,576.64	0.00	17,423.36	12.88
Final Totals	12,561,692.20	907,811.49	11,784,634.49	0.00	777,057.71	93.81

Revenue Summary Report

Fund: 1
July to June

Account	Budget	----- Y T D -----			Uncollected Balance	Percent Collected
	Net	Debits	Credits	Net		
101 - AIRPORT	61,990.00	690.76	80,420.05	79,729.29	-17,739.29	128.62
01 - Fuel Sale Transfer in Spec Rev	23,000.00	0.00	27,611.56	27,611.56	-4,611.56	120.05
02 - Aircraft Excise	4,260.00	0.00	4,055.02	4,055.02	204.98	95.19
03 - Hangers/Tie Downs	10,000.00	0.00	10,166.19	10,166.19	-166.19	101.66
04 - Hanger/Land Leases	16,130.00	690.76	17,665.00	16,974.24	-844.24	105.23
05 - Snacks/Shirts/Hats/Oil	6,600.00	0.00	7,014.79	7,014.79	-414.79	106.28
06 - Car Rentals	500.00	0.00	20.00	20.00	480.00	4.00
07 - Ramp Fees	1,500.00	0.00	2,935.85	2,935.85	-1,435.85	195.72
08 - Cenergy Lease Payment	0.00	0.00	10,951.64	10,951.64	-10,951.64	----
102 - ANIMAL CONTROL	400.00	0.00	925.00	925.00	-525.00	231.25
01 - Late Fees	200.00	0.00	825.00	825.00	-625.00	412.50
02 - Fines	200.00	0.00	100.00	100.00	100.00	50.00
107 - CODE ENFORCEMENT	26,400.00	16.00	37,037.50	37,021.50	-10,621.50	140.23
01 - Building Permits	20,000.00	0.00	29,745.70	29,745.70	-9,745.70	148.73
02 - Plumbing Permits	5,000.00	16.00	4,308.00	4,292.00	708.00	85.84
03 - Junkyard Permits	400.00	0.00	300.00	300.00	100.00	75.00
05 - Planning Board Fees	1,000.00	0.00	2,593.80	2,593.80	-1,593.80	259.38
07 - Blasting permits	0.00	0.00	90.00	90.00	-90.00	----
114 - EMS/AMBULANCE	307,256.00	317,905.71	677,332.90	359,427.19	-52,171.19	116.98
01 - Calls for Service	266,000.00	0.00	632,893.65	632,893.65	-366,893.65	237.93
03 - Contractual Write-offs	0.00	233,206.63	0.00	-233,206.63	233,206.63	----
04 - Bad Debt W/O & Collections	0.00	84,699.08	202.99	-84,496.09	84,496.09	----
06 - Dresden Contract	28,991.00	0.00	28,990.76	28,990.76	0.24	100.00
07 - Westport Contract	12,265.00	0.00	12,265.32	12,265.32	-0.32	100.00
11 - ALNA CONTRACT	0.00	0.00	2,980.18	2,980.18	-2,980.18	----
117 - GENERAL ASSISTANCE	0.00	0.00	1,800.00	1,800.00	-1,800.00	----
01 - GA DONATIONS	0.00	0.00	1,800.00	1,800.00	-1,800.00	----
121 - PARKS & RECREATION	406,780.00	8,314.00	543,593.15	535,279.15	-128,499.15	131.59
01 - Memberships	135,500.00	1,034.00	152,670.56	151,636.56	-16,136.56	111.91
02 - Alna Contract	4,300.00	4,254.00	8,562.00	4,308.00	-8.00	100.19
03 - Westport Island Contract	4,200.00	0.00	4,254.00	4,254.00	-54.00	101.29
04 - Donations	7,500.00	160.00	8,696.28	8,536.28	-1,036.28	113.82
05 - Rentals	10,000.00	0.00	37,990.00	37,990.00	-27,990.00	379.90
06 - Athletics (Youth & Adult)	35,000.00	25.00	22,261.50	22,236.50	12,763.50	63.53
07 - Aquatics	50,000.00	66.00	78,428.19	78,362.19	-28,362.19	156.72
08 - Senior Programs	3,000.00	0.00	0.00	0.00	3,000.00	0.00
09 - Special Events	2,780.00	0.00	3,813.00	3,813.00	-1,033.00	137.16
10 - Fitness	5,000.00	0.00	3,579.75	3,579.75	1,420.25	71.60
11 - Afterschool/Vac Camps/Early Re	45,000.00	0.00	63,661.20	63,661.20	-18,661.20	141.47
12 - Summer Camp	40,000.00	2,560.00	97,950.40	95,390.40	-55,390.40	238.48
13 - Concessions	5,000.00	0.00	8,370.75	8,370.75	-3,370.75	167.42
14 - Programs	45,000.00	215.00	35,462.14	35,247.14	9,752.86	78.33
15 - CACFP	9,500.00	0.00	12,893.38	12,893.38	-3,393.38	135.72
16 - Dresden Contract	5,000.00	0.00	5,000.00	5,000.00	0.00	100.00
123 - POLICE DEPARTMENT	1,350.00	0.00	1,872.00	1,872.00	-522.00	138.67
01 - Reports	750.00	0.00	920.00	920.00	-170.00	122.67
02 - Parking Fees	0.00	0.00	20.00	20.00	-20.00	----
03 - Weapon Permits	300.00	0.00	632.00	632.00	-332.00	210.67

Revenue Summary Report

Fund: 1
July to June

Account	Budget	----- Y T D -----		Uncollected	Percent
	Net	Debits	Credits		
123 - POLICE DEPARTMENT CONT'D					
04 - Witness Fees	300.00	0.00	300.00	300.00	0.00 100.00
129 - SENIOR CENTER	3,000.00	0.00	6,631.24	6,631.24	-3,631.24 221.04
01 - Meals	2,500.00	0.00	5,871.24	5,871.24	-3,371.24 234.85
02 - Memberships	500.00	0.00	760.00	760.00	-260.00 152.00
130 - SHELLFISH CONSERVATION	2,650.00	0.00	2,715.00	2,715.00	-65.00 102.45
01 - Licenses	2,650.00	0.00	2,715.00	2,715.00	-65.00 102.45
132 - TRANSFER STATION	257,541.00	134.73	333,011.13	332,876.40	-75,335.40 129.25
01 - User Fees	45,000.00	134.73	99,153.47	99,018.74	-54,018.74 220.04
03 - Commerical Hauler Fees	500.00	0.00	0.00	0.00	500.00 0.00
04 - Cardboard	3,500.00	0.00	19,038.03	19,038.03	-15,538.03 543.94
05 - Metal	35,000.00	0.00	64,594.60	64,594.60	-29,594.60 184.56
06 - Alna Contract	82,419.00	0.00	61,814.49	61,814.49	20,604.51 75.00
07 - Westport Island Contract	83,622.00	0.00	83,622.52	83,622.52	-0.52 100.00
08 - MRC Dividend	7,000.00	0.00	4,781.46	4,781.46	2,218.54 68.31
09 - Computers	500.00	0.00	6.56	6.56	493.44 1.31
133 - WATERFRONT & HARBORS	16,450.00	0.00	20,560.70	20,560.70	-4,110.70 124.99
01 - Watercraft Excise	5,700.00	0.00	5,650.70	5,650.70	49.30 99.14
02 - Mooring Fees	5,000.00	0.00	5,628.00	5,628.00	-628.00 112.56
03 - Docking	500.00	0.00	982.00	982.00	-482.00 196.40
04 - Wormcars	250.00	0.00	160.00	160.00	90.00 64.00
06 - Commercial & Main Street Pier	5,000.00	0.00	400.00	400.00	4,600.00 8.00
08 - Vendor Permits	0.00	0.00	7,740.00	7,740.00	-7,740.00 ----
190 - STATE REVENUES	960,920.82	0.00	1,192,350.25	1,192,350.25	-231,429.43 124.08
01 - Revenue Sharing	500,000.00	0.00	806,315.20	806,315.20	-306,315.20 161.26
02 - Business Equipment Tax Reimb	51,825.48	0.00	51,883.00	51,883.00	-57.52 100.11
03 - Homestead Exemption Reimb	341,195.34	0.00	264,075.00	264,075.00	77,120.34 77.40
04 - Local Road Assistance Program	44,000.00	0.00	50,220.00	50,220.00	-6,220.00 114.14
05 - Tree Growth	6,000.00	0.00	7,430.25	7,430.25	-1,430.25 123.84
06 - Cell Tower Lease	5,300.00	0.00	5,880.42	5,880.42	-580.42 110.95
07 - Veterans' Exemption	4,600.00	0.00	0.00	0.00	4,600.00 0.00
08 - General Assistance	8,000.00	0.00	5,718.88	5,718.88	2,281.12 71.49
10 - Snowmobile refund	0.00	0.00	827.50	827.50	-827.50 ----
191 - TAXES	9,984,615.46	1,055.88	10,133,762.19	10,132,706.31	-148,090.85 101.48
01 - Tax Commitment	9,349,615.46	0.00	9,349,615.49	9,349,615.49	-0.03 100.00
02 - Supplemental Tax Commitment	0.00	0.00	17,284.74	17,284.74	-17,284.74 ----
03 - Auto Excise	560,000.00	1,055.88	631,184.31	630,128.43	-70,128.43 112.52
04 - Rapid Renewal Auto Excise	75,000.00	0.00	135,577.65	135,577.65	-60,577.65 180.77
05 - Payment in Lieu of Taxes	0.00	0.00	100.00	100.00	-100.00 ----
192 - CHARGES FOR SERVICES	65,400.00	194.45	60,528.84	60,334.39	5,065.61 92.25
01 - Tax Interest	40,000.00	66.05	29,202.66	29,136.61	10,863.39 72.84
02 - Lien Fees	8,000.00	128.40	5,503.88	5,375.48	2,624.52 67.19
03 - Agent Fees	17,200.00	0.00	20,928.15	20,928.15	-3,728.15 121.68
04 - Copies/Fax	200.00	0.00	163.35	163.35	36.65 81.68
05 - Sign Permits	0.00	0.00	600.00	600.00	-600.00 ----
08 - Business Licenses	0.00	0.00	365.00	365.00	-365.00 ----
09 - Voter List	0.00	0.00	22.00	22.00	-22.00 ----

Revenue Summary Report

Fund: 1
July to June

Account	Budget Net	----- Y T D -----		Uncollected Balance	Percent Collected	
		Debits	Credits	Net		
192 - CHARGES FOR SERVICES CONT'D						
10 - Vitals	0.00	0.00	3,743.80	3,743.80	-3,743.80	----
193 - OTHER REVENUES	466,938.92	828.91	223,573.31	222,744.40	244,194.52	47.70
01 - CATV Franchise Fees	45,000.00	0.00	51,971.46	51,971.46	-6,971.46	115.49
02 - Cash Over/Short	0.00	320.00	320.07	0.07	-0.07	----
03 - Bank Interest Income	10,000.00	0.00	22,712.49	22,712.49	-12,712.49	227.12
04 - Maine Yankee Impact Fees	110,000.00	0.00	128,674.70	128,674.70	-18,674.70	116.98
05 - Miscellaneous Income	0.00	0.00	3,012.59	3,012.59	-3,012.59	----
06 - Insurance Dividends	0.00	0.00	16,537.00	16,537.00	-16,537.00	----
07 - NSF Fees	0.00	0.00	115.00	115.00	-115.00	----
10 - Unused FLEX Benefits	0.00	0.00	0.00	0.00	0.00	----
11 - Burn Permits	0.00	0.00	230.00	230.00	-230.00	----
97 - Prior Period Adjustments	0.00	508.91	0.00	-508.91	508.91	----
99 - Use of Fund Balance	301,938.92	0.00	0.00	0.00	301,938.92	0.00
Final Totals	12,561,692.20	329,140.44	13,316,113.26	12,986,972.82	-425,280.62	103.39



Maine Municipal
Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

10c

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Catherine Conlow, MMA Executive Director

DATE: July 5, 2022

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 19, 2022, by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2023 Proposed Slate of Nominees to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 1, by 12:00 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “Write-in Candidates” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 19, 2022. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President James Bennett, City Manager, City of Biddeford.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 22. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held on Wednesday, October 5, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Banquet as well as the MMA Annual Business Meeting and will officially take office on January 1, 2023.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 19, 2022

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Ivan McPike, Mayor, Town of Hampden

'Phillip Crowell, City Manager, City of Auburn

Anthony Ward, Town Manager, Town of Casco

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____

Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

*MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: tchavarie@memun.org*

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2023 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2020 - current)
- Member, MMA Property & Casualty Pool Board of Directors (2020 - current)
- Member, MMA Workers Compensation Fund Board of Trustees, (2020 – current)
- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)

Other Experience, Committees and Affiliations:

- President, Executive Committee, Androscoggin Valley Council of Government
- Vice President, Executive Committee, Maine Service Centers Coalition
- Executive Committee, Lewiston-Auburn Metro Chamber of Commerce
- Member, Board of Directors, Androscoggin Home Healthcare and Hospice
- Member, Board of Directors, Promise Early Education
- Member, International City/Council Management Association
- Member, Maine Town, City and County Management Association
- Member, Federal Bureau of Investigation's National Academy Association
- Retired Member, International Association of Chiefs of Police
- Retired Member and Past President, Maine Chiefs of Police Association

Education:

- Bachelor of Science, Administration of Justice, University of Maine Augusta (2006)
- FBI Academy, Quantico, VA, University of Virginia (2004)
- A.S. Criminal Justice, University of Maine Augusta (1998)

Awards and Certifications:

- Certified City Manager, Maine Town, City and County Management Association (2021)
- Maine Chiefs of Police, Chief of the Year Award (2018)
- Juvenile Justice Reform & Collaboration, IACP Law Enforcement Leadership Institute (2014)
- International Association of Chiefs of Police, Civil Rights Award
- Androscoggin County Chamber, Public Service Leadership Award (2011)
- Maine Association of Area Agencies on Aging, Excellence in Aging Award (2010)
- Federal Bureau of Investigation, National Academy (2004)
- Assessor Certification, Commission on Accreditation for Law Enforcement Agencies (2004)
- Babson College, Wellesley, MA, New England Institute of Law Enforcement Management (2004)
- National Exchange Club, 1999 Officer of the Year
- Elks Lodge, Investigator of the Year 1999
- Maine Criminal Justice Academy, Professional Award (1994)
- U.S. Army, Southwest Asia Service Medal with (2) Bronze Service Stars
- U.S. Army, Saudi Arabian Medal for the Liberation of Kuwait
- U.S. Army, Kuwaiti Medal for the Liberation of Kuwait

ANTHONY WARD (TOWN MANAGER, TOWN OF CASCO)

Professional & Municipal Experience:

- Town Manager/Road Commissioner, Town of Casco (2021 – present)
- Town Manager/Road Commissioner, Town of Sabattus (2015 – 2021)
- Chief of Police, Town of Sabattus (2011 - 2015)
- Internal Affairs Lieutenant/Chief of Police Adjutant, Portland Police Department (2009 – 2011)
- Detective Lieutenant, Portland Police Department (2007 – 2009)
- Internal Affairs Lieutenant, Portland Police Department (2006 – 2007)
- Community Affairs Lieutenant, Portland Police Department (2003 – 2006)
- Patrol Lieutenant, Portland Police Department (2000 – 2003)
- Various positions within the Portland Police Department (1985 – 2000)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association Legislative Policy Committee (2018 – 2021)
- Member, Maine Town City and County Management Association (2016 – present)
- Member, Androscoggin Transportation Resource Center (2015 – 2021)
- Vice President, Board of Directors, Soccer for State of Maine (2009 – 2017)
- Member, Board of Directors, Maine Chief of Police Association (2013 – 2015)
- Chair, Community Economic Development Committee, Town of Gray (2012 – 2015)
- Chair, Lisbon Communication Committee 2015
- Advisory Board, Kaplan University, Criminal Justice Program (2013)
- Advisory Board, Southern Maine Community College – Criminal Justice Program (2012)
- Patriot Soccer Club, Gray ME (2002 – 2013)

Education:

- Master of Public Policy and Management, Policy and Financial Management, University of Southern Maine/Muskie School of Public Policy, Portland, Maine
- Bachelor of Science, Applied Technical Leadership, University of Southern Maine, Gorham, ME
- A.S. Law Enforcement Technology, Southern Maine Vocational Technical Institution, South Portland, ME

Awards and Certifications:

- International County/City Managers Association (2015)
- Maine Town & City Management Association (2015)
- Executive Certification by Maine Criminal Justice Academy (2011)
- International Association Chief of Police (2011)
- Maine Chief of Police (2011)

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**Town of Wiscasset
Request for Bids – Winter Sand**

The Wiscasset Board of Selectmen is requesting bids for supplying the Town's winter sand for the 2022-2023 stockpile in accordance with the specifications herein contained.

Special Notice to Vendors:

1. To receive consideration, bids must be submitted on the form provided. Additional forms may be requested by contacting The Town Office at 207-882-8200. The form may be reproduced.
2. Bids must be submitted in a sealed envelope, plainly marked on the outside: **"Winter Sand Bid,"** and shall be addressed or delivered to:

**Town of Wiscasset
Att: Town Manager
51 Bath Road
Wiscasset, ME 04578**

3. All bids must be received no later than 3:30 p.m., Tuesday, July 19, 2022. The bids will be opened publicly that evening at the Board of Selectmen's meeting starting at 6p.m. Contractors or their representatives are cordially invited to attend the opening.
4. The contract, if approved, shall be awarded after review by the Board of Selectmen, Town Manager, and Road Commissioner. The Wiscasset Board of Selectmen reserves the right to reject any or all bids, to waive any technicality or formality in the bids, and to accept any bid the Board deems to be in the best interests of the Town. The quality of the sand must be approved by the Road Commissioner.
5. The town of Wiscasset reserves the right to refuse any or all loads at the discretion of the Road Commissioner.
6. Inspection of proposed sand stock by Road Commissioner may be required prior to official award of bid to confirm consistency and quantity of product.
7. Any questions or requests for additional information shall be directed to Ted Snowdon, Road Commissioner. Phone the Town Garage 207/882-8220.

Specifications:

1. Bids must be for sand that is **live and sharp** and screened to pass a 1/4-inch **maximum** size mesh.
2. Bids must be on a cubic yard basis for the live, sharp, screened winter sand.
3. All bids shall include delivery to the Town Garage at 42 Hodge Street (Sand Hill Rd.), Wiscasset, Maine.



Town of Wiscasset

Surplus Item Policy

In all cases, the Department Heads/Division Supervisors will provide the Town Manager a written list of items no longer deemed necessary for operational use in the department/division. The Department Head/Division Supervisor will attempt to estimate market value of each item with the assistance of the Town Manager if needed. Every attempt will be made to accurately estimate value through research via the Internet, vendors, publications and/or other resources.

The Town Manager will review lists of items and:

1. Distribute list(s) of potential surplus items to all municipal departments and divisions;
2. Approve any request for the exchange of potential surplus items between Departments/Divisions; that identify a need for said items;
3. Distribute list(s) of all potential surplus items not requested by another municipal department/division to the school department for potential use; and,
4. Approve any request for the exchange of potential surplus items from the municipal operations to the School Department except for items of \$500 or greater estimated market value. Only the Board of Selectmen can approve the exchange of items greater than \$500 in estimated market value to the School Department.

For all potential surplus items not requested for use by another municipal department/division or the school system, the Town Manager will make a determination as to the category of estimated value. All equipment owned by the Town of Wiscasset will fall within one of three categories listed below:

- Negative, Zero or Negligible Estimated Market Value (less than \$50)
- Between \$50 and \$500 in Estimated Market Value
- \$501 or Greater Estimated Market Value

Negative, Zero or Negligible Estimated Market Value (Less than \$50)

The Board of Selectmen authorize the Town Manager to make a determination as to the disposal of any items that have less than \$50 in estimated market value. Options may include:

- Storage of items for periodic "yard sale" events sponsored by the Town;
- gifting said items to other municipalities or non-profit organizations; or,
- properly discarding said items that have little to no practical use.

Potential Surplus Items Between \$51 and \$500 in Estimated Market Value

Potential surplus items that have an estimated market value between \$50 and \$500 will be presented to the Board of Selectmen to be deemed as a surplus item. Items in this category will be grouped together for one of two options:

1. Offered for sale at a Town-sponsored "yard sale" event; or,
2. Advertised and offered by solicitation of sealed bid
 - A minimum bid amount determined by the Town Manager may be attached to a specified item as determined by the Town Manager.

- Items that do not receive bids at or above the minimum bid may be presented to the Selectmen for consideration of waiving the minimum or offered for the solicitation of sealed bids at a future date.

\$501 or Greater Estimated Market Value

Potential surplus items having \$501 or greater estimated market value will be presented to the Board of Selectmen to be deemed as a surplus item. Items in this category will be offered for sale by sealed bid solicitation only. Through advertisement and other notification (i.e. website, handouts, etc.) a time will be established so potential bidders may inspect items for sale prior to bidding.

- A minimum bid amount determined by the Town Manager shall be attached to a specified item as determined by the Town Manager.
- Items that do not receive bids at or above the minimum bid may be presented to the Selectmen for consideration of waiving the minimum or offered for the solicitation of sealed bids at a future date.

Exceptions to this Policy

The Board of Selectmen may exempt specific items from this policy for any reason whatsoever if it is determined by a majority vote of the Board of Selectmen that it is in the best interest of the Town to do so.

Opening of Bids

Bid openings will be advertised and performed publicly by the Board of Selectmen. All bids will be opened at the specified date, place and time. The Board of Selectmen may or may not instruct the Town Manager to execute a sale of the surplus item(s) to the highest bidder during the same meeting in which the bids are opened. The choice to, and time of, award is at the discretion of the Board upon a majority vote of the members.

Indemnification, Representations and Warranties.

Buyers of Town-owned equipment may be required to sign an indemnification/hold-harmless agreement with the Town as a condition of sale that stipulates that the Town is released from any and all potential liability associated with the item for sale. The agreement will also stipulate that all sales will be “as-is, where-is” without any stated or implied representation or warranty for the piece of equipment with regard to condition, life expectancy or any other representation.

The requirement to sign the aforementioned agreement will be determined by the Town Manager contingent upon the nature of the specific piece of equipment sold.

Acceptance/ Rejection of Bids – The Board of Selectmen may accept any bid and reject any or all bids for any reason whatsoever, should a majority vote of the Board of Selectmen deem it in the best interest of the Town to do so.



Town of Wiscasset

Office of the Town Manager

July 19, 2022

To: Wiscasset Selectboard

Ref: Town Manager's Report

I have received word from Slade Moore, the Habitat Restoration Coordinator for the Department of Marine Resources Maine Coast Program (MCP) that the MCP has received funds from the American Rescue Plan that can be used to assist towns with improving and restoring stream crossings, such as the crossing at Old Ferry Road. He has advised me that the MCP is guaranteeing the town "a sizable portion of the construction" costs for replacing the failing culvert. The amount is still vague as they have other projects to fund with these funds and we do not yet have a firm estimate of costs. Also, MCP has very specific design standards that must be met and the current engineering design will have to be reviewed by the MCP engineers. It is likely that some further design work will need to be completed. Slade did tell me that if the ARPA funds were insufficient to cover the entire cost of construction, they are expecting to receive more funds from the National Oceanic and Atmospheric Administration and he would apply to those funds to make up the difference.

As I explained in a quick email to you last Tuesday, we have run into an issue with reopening the airport. The FAA has identified a power pole on Chewonki Neck Road that is 6 feet to high. This pole is not deemed an obstruction but rather a distraction but this needs to be mitigated. Rick and I met with Dave Nadeau from Stantec and representatives from CMP to evaluate the situation and come up with possible solutions. It does appear that CMP may be able to lower the lines and trim 6 feet from the pole, which would definitely be the easiest and quickest solution. CMP would need to go through their internal process to see if that would be allowable. It would also need to be approved by the telephone and cable companies, as their lines would also need adjustment. (They have to be so far from the primary power lines). If they cannot get approval for 6 feet they are confident they can trim 4 foot and hope that the FAA will accept that. If neither of these will work the only other alternative is to bury the lines underground, a process that will take weeks if not months. Fingers crossed.....

As per the Use of Town Property policy I have granted a permit for the First Congregational Church to hold their annual Summerfest on the Town Common July 23rd.

I had a very nice meeting with the Robert England, interim school superintendent. I look forward to working with him collaboratively to see where we can share some services and continue to improve the relationship between the municipal government and the school. We also feel that a joint meeting between the two boards might be beneficial.

Reminder that we have a workshop scheduled for the 26th. I have previously sent you the draft marijuana ordinances. If we are going to get these on the November ballot, we need to give the ORC time to make any changes you wish and hold a public hearing. I would appreciate it if you could review them before the meeting as I will be placing them on the agenda for discussion.

The new public works facilities maintenance truck is now in service. Given the condition of the old truck we feel the best course of action is to declare it surplus property and put it out to bid.