

3a

WISCASSET SELECTBOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
APRIL 18, 2023  
IN PERSON AND VIA ZOOM

Preliminary Minutes

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

Chair Sarah Whitfield called the meeting to order at 6:02 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer’s Warrants

- a. Terry Heller moved to approve the payroll warrants of April 7 and 14, 2023. Vote 5-0-0.
- b. Terry Heller moved to approve the accounts payable warrants of April 11 and 18, 2023. Vote 5-0-0.

3. Approval of Minutes

- a. Terry Heller moved to approve the minutes of April 4, 2023. Vote 5-0-0.
- b. Terry Heller moved to approve the Budget Discussion minutes from February 15, March 8, March 22, and March 28, 2023. Vote 5-0-0.

4. Special Presentations or Awards: n/a

5. Committee Appointments

- a. Terry Heller moved to appoint Corey Bachman to the Wiscasset Ordinance Review Committee. Vote 5-0-0.
- b. Terry Heller moved to appoint Richard Forrest to the Wiscasset Shellfish Committee. Vote 5-0-0.
- c. Terry Heller moved to appoint Donald James to the Wiscasset Shellfish Committee. Vote 5-0-0.
- d. Terry Heller moved to appoint Timothy James to the Wiscasset Shellfish Committee. Vote 5-0-0.

6. Public Hearings

- a. Setting Waterfront Fees and Pier Vender Fees – At 6:06 p.m. Terry Heller moved to open the public hearings for Setting Waterfront Fees and Pier Vender Fees. Vote 5-0-0.

Waterfront Fees: Bill Maloney recommended setting a fee for seasonal storage on town-owned moorings. Harbormaster Larry Hesseltine recommended a fee of \$1200 for the season or pro-rated for a month.

Pier Vendor Fees: The history of the pier vendor fees and the methods of calculating fees were discussed at length as well as the area used for the picnic tables. Because the vendors on the pier will be opening for business in a month, it was suggested that the committee take time to figure out the best solution. Susan Robson said the committee should take into consideration that Reds and Sprague's were the big draws for the town and that Sprague's acted as watchdog for the pier which has a value in itself. **Bill Maloney moved to close the public hearing at 6:52 p.m. Vote 5-0-0.**

**Bill Maloney moved to accept the Waterfront Committee fees as submitted with the addition of the fee for recreational seasonal boat on town mooring. Vote 5-0-0. Bill Maloney moved to accept the pier vendor fees as submitted. Vote 3-2-0 (Andretta and Heller opposed).**

#### 7. Public Comment

In response to Peter Eaton's inquiry into the status of Ralph Doering's property on Main Street, Dennis Simmons said that the condition of the east side of the building was worse than anticipated and as a result repairs are taking longer than expected. A May 1<sup>st</sup> completion date is still anticipated.

8. Department Head or Committee Chair: See attached monthly department reports

#### 9. Unfinished Business

a. Community Resilience Partnership – Shri Verrill: Verrill, who will be the service provider for the future committee, said in order to apply for the \$50,000 climate action grant, a committee must be formed and named, a public hearing held and a self-evaluation on climate adaption must be completed. If Wiscasset joins with other communities, it would be eligible for a \$125,000 grant. Potential committee members must be residents of Wiscasset. Applicants who wish to be considered for membership on the committee must submit their applications to the town office by April 26 in order to be on the agenda for the May 2<sup>nd</sup> Selectboard meeting. **Dusty Jones moved to form the Climate Action Team to work with Shri Verrill. Vote 5-0-0.** The team will consist of nine members. Verrill said the team will identify priorities which may be brought to the selectboard.

b. Other Fees – Community Center, Airport

**Bill Maloney moved to accept the Airport fees as submitted. Vote 5-0-0.**

**Bill Maloney moved to accept the Community Center fees as submitted. Vote 5-0-0.**

#### 10. New Business

a. **James Andretta moved to approve the business license for Sherre's Kitchen, 560 Gardiner Road. Vote 5-0-0.**

b. **Bill Maloney moved to approve the Central Maine Power Pole Permit Application for Water St. (work order #801000535793). Vote 5-0-0.**

c. **Bill Maloney moved to accept a \$500,000.00 grant from Maine Department of Marine Resources for the Old Ferry Road Culvert Replacement. Vote 5-0-0.**

d. Terry Heller moved to approve accepting the donation of two parcels of land, .032 acreage, Map/Lot R07-075 located off Old Gorham Road and .80 acreage Map/Lot R07-075c located off Gorham Road/Old Stage Road. Vote 5-0-0.

e. Bill Maloney moved to approve the sewer abatement at 74 Flood Avenue for \$439.50. Vote 5-0-0.

f. Monthly Financials: HM Payson Statement  
Year to Date Expense/Revenue Report

g. Terry Heller moved to approve vendor applications for Sprague's Lobster, Forgotten Recipes, Industrial Maine, Potter's Shed and River Shack. Vote 5-0-0.

11. Assessor's Business

a. Terry Heller moved to approve the Property Tax abatement for Roseanne Boykin and Louanne Pinkham, Map R01 Lot 15-E RE Acct# 78 in the amount of \$1,090.34. Vote 5-0-0

12. Town Manager's Report

Dennis Simmons met with Affinity to check the inventory of streetlights. Affinity discovered some lights that the town is being billed for but which do not exist. Simmons will be working with CMP to determine when the lights were removed and if reimbursement is possible. After an invoice for purchasing the new lights is received, replacing of the lights will begin. He thanked Marty Fox for his assistance.

Grant funding from the Maine Bureau of Parks and Lands Boating Facilities Fund is available and Simmons has requested a pre-application site inspection to see if repair and/or replacement of boat launching facilities would qualify.

Ted Snowden has contacted a couple of marine construction companies about the erosion of the waterfront parking lot. An RFP will be sent out for engineering and design.

Olver Associates has begun the search for funding for the wastewater plant upgrades and an application has been submitted to the Clean Water State Revolving Fund.

One of the two parcels of land being donated to the town by David Rollins is not a useful piece of land; however, the larger piece runs along the discontinued portion of Gorham Road directly to the Montsweag Brook which is a nice quiet area where one could sit and listen to the brook or read a book or have a picnic.

13. Other Board Business – none

14. Adjournment

Terry Heller moved to adjourn the meeting at 7:35 p.m. Vote 5-0-0.

10a

# Town of Wiscasset General Sewer Abatement Request

### Instructions

PLEASE READ CAREFULLY. Fill in all blanks; attach additional paperwork as necessary. This form is for the application of general abatements only. General abatements are only considered for Pool Fill-ups, Meter errors and Leaks, or Miscellaneous billing issues. For Second Meter/Outdoor Water Use abatements please use the Seasonal Outdoor Water Use Abatement Request Form. Any petition for abatement must be filed in writing to the Town of Wiscasset within 30 days of the date reflected in the "billing date" section from the front of the usage bill. The filing of this form does not guarantee that your abatement will be granted. The filing of this form does not relieve the applicant of the responsibility to pay the sewer usage bill in full by the due date specified. Abatements will be considered by the Town of Wiscasset on a case-by-case basis. Approved abatements will be reflected as an account credit in the next billing period. Return to Wiscasset Wastewater Treatment Plant - 51 Bath Road-Wiscasset, Maine 04578

**Subpart A - Account & Property Information**

92 Bradford Road 3 808  
 Service Street Address # of Bedrooms Account #

Stone, Dawn    
 Last Name or Business Name First Name

207-882-5483    
 Contact Phone Contact email

3/30/23 \$ 435.68   
 Date of contested Bill Amount owed on contested bill

Your account must be in good standing for an abatement request to be considered. Please check the appropriate box to confirm that all past-due amounts have been paid or enclose payment for past due amounts.

All past due amounts owed have been paid and this account is in good standing. @wwd

A payment is enclosed to bring the account into good standing. Amount enclosed: \$ \_\_\_\_\_

---

**Subpart B - Reason For Abatement Request**

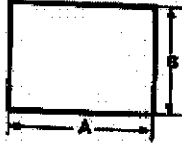
Please check one. For second meter/outdoor water use abatements please use the Seasonal Outdoor Water Use abatement form

		Dates
<input type="checkbox"/> <b>1. Pool Abatement</b> For abatements of one-time pool fill-ups. This adjustment is for permanently installed in-ground or above ground pools only. This does not apply to temporary pools or seasonal refilling or topping off. Please attach a photo of the pool and provide pool dimensions in Subpart C. Attach copies of receipts for new pool, pool liner replacement, or leak service.	Enter date of pool fill up in box B1 _____	B1
<input checked="" type="checkbox"/> <b>2. Leak and Meter Abatement</b> For abatements of water volumes caused by leaks that were not discharged to the sewer. This includes leaks on outdoor water pipes or on pipes prior to plumbing fixtures. This does not include leaking toilet valves or faucets. Attach documentation from water department and describe the reason for the abatement including any calculations in Subpart E	Enter date of leak or meter error in box B2 _____	B2 3/31/23
<input type="checkbox"/> <b>3. Miscellaneous One-Time Abatement</b> For all other one-time abatements and billing adjustments. These will be considered on a case-by-case basis and any adjustment granted will be based on the circumstances described by the customer and by review of historical usage data. Describe the reason for the abatement including any calculations in Subpart D	Enter date of abatement event in box B3 _____	B3

**Subpart C - Pool Abatement Calculation**

This section to be completed only by customers requesting an abatement for the fill up of a new pool, or the refilling of an existing pool due to liner replacement or leak repair.

Enter dimensions for your pool and attach a photo. For other pool shapes, please describe in detail in Subpart D and attach a photo.



Square / Rectangle Pool

Length (A) \_\_\_\_\_ Feet

Width (B) \_\_\_\_\_ Feet



Circular Pool

Radius (R) \_\_\_\_\_ Feet

Pool Volume - Determine the Pool Volume based on the calculations provided

Depth - Shallow End \_\_\_\_\_ Feet      Square or Rectangular Pool Volume \_\_\_\_\_ CF  
 Depth Deep End (if applicable) \_\_\_\_\_ Feet      Average Depth x Length x Width  
 Average Depth: \_\_\_\_\_ Feet      Circular Pool Volume \_\_\_\_\_ CF  
 Average Depth x Radius x Radius x 3.14

**Subpart D - Abatement Description for Meter and Miscellaneous Issues**

Please provide a written statement describing why you believe an abatement is owed on this account. If necessary, attach a written letter and associated documents. Please provide all calculations used to determine the amount of your request.

Found a Coupler leaking in the basement by the meter. Had the Plumber JOSH Blagdon replace the two fittings.

Leaked into the basement not just the meter

The undersigned certifies under the pains and penalties of perjury that the information as contained herein is true and correct.

Sign Here

Signature: Dawn Stone

Date: 4-8-2023

Printed name: DAWN Stone

Do not write below this line

Application approved by: Roland T. Kalk

On date: 4/20/2023

Wiscasset Water District  
 65 Birch Point Road  
 Wiscasset, Maine 04578  
 Tel. (207)882-6402 Fax (207)882-5958  
 E-mail: wiscwater@myfairpoint.net  
<https://www.wiscwater.org/>

Operating Hours for: (Supt. & Utility Worker)  
 Monday thru Friday 7:00 am - 4:00 pm  
 Admin. Asst. Hours are:  
 Monday thru Friday 8:00 am - 1:30 pm

Below is the link for the CCR Report. It can also be found on our web site ([www.wiscwater.org](http://www.wiscwater.org)) under documents. This is the only notification you will get of this. If you need a printed copy of it, please stop by the office.

[https://www.wiscwater.org/uploads/1/3/7/3/137393481/2022\\_ccreport.pdf](https://www.wiscwater.org/uploads/1/3/7/3/137393481/2022_ccreport.pdf)

STONE, DAWN J  
 92 BRADFORD ROAD  
 WISCASSET ME 04578

\*\*\*ATTENTION - Failure of the customer to receive his/her bill does not relieve him/her of the obligation of its payment nor the consequences of non-payment.

Account	Rate Class	Location	Billing Date	Billing Period
808	1	92 BRADFORD ROAD	03/30/23	12/29/2022 to 03/30/2023

*\*\*Monthly billing is available if you opt for Paperless billing, let us know if interested, \*\* Reminder we are 2 seperate entities. Credit's on water or sewer has to stay on that service as Sewer is paid to the Town.*

Meter Reading		Consumption
Present	Previous	x 100 cu ft
1,422	1,391	31

Water		Sewer	
Description	Amount	Description	Amount
Regular	0.00	Regular	436.30
Tax	0.00	Past Due	0.00
Past Due	0.00	Liened	0.00
Water Due	0.00	Sewer Due	435.67

12% Annual interest on unpaid balances

4% Annual interest on unpaid balances

**Total Due Water & Sewer 435.67**

For information regarding sources of financial assistance please call 2-1-1 or go to [www.211maine.org](http://www.211maine.org); or call the Department of Health & Human Services at (207) 287-3707; or visit the Maine Community Action Association at [www.mainecommunityaction.org](http://www.mainecommunityaction.org).

Return this stub with payment or include your account number on your payment  
 We accept Cash, Check, Bank Check or Money Order.  
 Also for your convenience we do have a drop box at the office.

Wiscasset Water District  
 65 Birch Point Road  
 Wiscasset, Maine 04578  
 (207)882-6402  
<https://www.wiscwater.org/>

Account 808  
 Name STONE, DAWN J  
 Location 92 BRADFORD ROAD

E-Mail:

Date Due	Water	Sewer	Total Owed	Amount Paid
04/30/2023	0.00	435.67	435.67	<input type="text"/>

**Please notify us of any changes in mailing address, phone number or e-mail address. \*\*\*Monthly billing is available if you opt for Paperless billing, let us know.\*\*\* Thank you.**

We accept Credit/Debit payments online 24/7 @ <https://epayment.informe.org/payportonline/disclaimer/1202> or at the office and over the phone. There is an additional fee of 2.5% and a minimum of \$1.00 being charged by the PayPort service provider.

Wiscasset Water  
9:38 AM

**Meter Detail**

04/06/2023  
Page 1

Account: 808      Type Code:      Map Lot: U06-006  
 Tenant: STONE, DAWN J      RE Account: 0  
 Owner: STONE, DAWN J  
 Location: 92 BRADFORD ROAD

Book / Seq: 2/97      Serial Number: 13841117  
 Meter Size: 1      Remote Number: 13841117  
 Meter Digits: 5      Avg Consumption: 14  
 Frequency: 1      Combined: No  
 Service: S      Multiplier: 1  
 Rate Code: W - 10 S - 1      Replacement: No

Water      Sewer  
 Type RT Amt      Type RT Amt  
 Cons 1 0.00  
 0 0.00  
 0 0.00  
 0 0.00  
 Adjust: 0 0.00      Adjust: 0 0.00  
 Adjust Description:

Taxable Percentage: 0%      Water      Sewer  
 Billable Percentage: 100%      0%      100%

LAST 4 CONSUMPTIONS  
 $20 + 19 + 17 + 20 = 76 \div 4 =$

Average = 19  
 OF  
 LAST  
 4 BILLS

→ 1900 cu. ft.  
 $(900 \text{ cu. ft. minimum}) + (10 \times 100 \text{ cu. ft. additional}) =$   
 $(114.00) + (10 \times 814.65) =$

Date	Status	Reading	Actual Cons	Billed Cons	Regular	Misc	Tax	Adjust	Amount
03/30/2023	B S	1422	31	31	436.30	0.00	0.00	0.00	436.30
12/27/2022	B S	1391	20	20	275.15	0.00	0.00	0.00	275.15
09/28/2022	B S	1371	19	19	260.50	0.00	0.00	0.00	260.50
06/27/2022	B S	1352	17	17	176.80	0.00	0.00	0.00	176.80
03/29/2022	B S	1335	20	20	208.00	0.00	0.00	0.00	208.00
12/28/2021	B S	1315	18	18	187.20	0.00	0.00	0.00	187.20
09/27/2021	B S	1297	11	11	114.40	0.00	0.00	0.00	114.40
06/24/2021	B S	1286	12	12	124.80	0.00	0.00	0.00	124.80
03/26/2021	B S	1274	15	15	156.00	0.00	0.00	0.00	156.00
12/28/2020	B S	1259	18	18	187.20	0.00	0.00	0.00	187.20
09/29/2020	B S	1241	12	12	124.80	0.00	0.00	0.00	124.80
06/29/2020	B S	1229	8	8	93.60	0.00	0.00	0.00	93.60
03/25/2020	B S	1221	9	9	93.60	0.00	0.00	0.00	93.60
12/23/2019	B S	1212	10	10	104.00	0.00	0.00	0.00	104.00
09/26/2019	B S	1202	11	11	114.40	0.00	0.00	0.00	114.40
06/27/2019	B S	1191	11	11	88.00	0.00	0.00	0.00	88.00
03/26/2019	B S	1180	12	12	96.00	0.00	0.00	0.00	96.00
12/27/2018	B S	1168	10	10	80.00	0.00	0.00	0.00	80.00
09/26/2018	B S	1158	13	13	104.00	0.00	0.00	0.00	104.00
06/26/2018	B S	1145	12	12	96.00	0.00	0.00	0.00	96.00
03/28/2018	B S	1133	15	15	120.00	0.00	0.00	0.00	120.00
12/27/2017	B S	1118	13	13	104.00	0.00	0.00	0.00	104.00

$(8114.00) + (8146.50) =$   
 $\$ 260.50$   
 TOTAL  
 This should be the bill amount.  
 $\$ 435.67$  HIGH BILL  
 $\$ 260.50$   
 $\$ 175.17$   
 This should be the statement amount.

Wiscasset Water District

65 Birch Point Road  
Wiscasset, ME 04578

# Invoice

Date	Invoice #
3/31/2023	3078

Bill To
STONE, DAWN 92 BRADFORD ROAD WISCASSET, MAINE 04578

Terms	Rep	Ship
Due on receipt	CWC	3/31/2023

Quantity	Item Code	Description	Price Each	Amount
2	MAT	3/4" CPLG CPPJ X MIP (GAVE TO JOSH BLAGDON TO INSTALL)	32.76	65.52

Credit/Debit card payments online 24/7 @ <https://epayment.informe.org/payportonline/disclaimer/1202> or at the office and over the phone. There is an additional fee of 2.5% and a minimum of \$1.00 being charged by the PayPort service provider.

Phone #	Fax #	E-mail	Web Site
(207)882-6402	(207) 882-5958	wiscwater@myfairpoint.net	wiscwater.org

<b>Total</b>	\$65.52
--------------	---------





## Wiscasset Police Department

---

51 Bath Road, Wiscasset, ME 04578  
Office (207) 882-8203 Fax (207) 687-7005

10d  
Larry Hesseltine  
Chief of Police

Perry Hatch  
Sergeant

---

To: Dennis Simmons, Town Manager  
From: Larry Hesseltine, Chief of Police/Harbor Master  
Ref: Deputy Harbor Master  
Dated: April 20, 2023

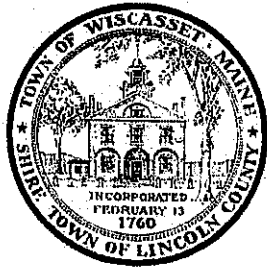
Dennis,

I am requesting to have Callie Fairservice as my Deputy Harbor Master and receive an annual stipend of \$5,000. Callie has been essential in many areas involving the harbor and I wouldn't be where I am today without her commitment and dedication.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "LH", is written over a horizontal line.

Larry Hesseltine



# Town of Wiscasset

Office of the Town Manager

May 2, 2023

To: Wiscasset Select Board

Ref: Town Manager's Report

Congratulations are in order for Kathy Onorato. The Maine Municipal Tax Collectors' and Treasurers' Association has approved Kathy as a certified Treasurer. This certification process requires many hours of training and education to achieve. She will be presented her certification at the MMTCTA Annual Conference May 18<sup>th</sup> at the Hilton Garden Inn in Bangor.

Tax payments have been coming in briskly. My thanks to Sue, Linda and Molly who have handled the increase traffic through the office with smiles on their faces.

Leslie Roberts has asked to be on the agenda to present a concept for "rewilding" the area known as Pleasant St Extension. This is the gravel area where Pleasant St ends at the waterfront. She is planning to bring some "inspirational shots" along with a description of the project to the meeting.

Don Davis presented an idea to the Waterfront Committee about using volunteers at the waterfront to assist boaters with the soon to be installed pump out and to act as "ambassadors" (my term) for the town by providing information about the town and its businesses and assist boaters in obtaining supplies, such as groceries or marine equipment. The Committee voted 4-0 to endorse this plan and recommend it to the Board. Don will be at the meeting to present the plan.

Pursuant to Wiscasset Town Ordinance Article IV Port & Harbor §2.1 Harbormaster Hesselstine is requesting that the Board appoint Callie Fairservice as Deputy Harbormaster. Callie's current job description does include some duties to assist the Harbormaster with issuing permits. However, she does go above and beyond those duties attending Waterfront Committee meetings and assisting the Harbormaster with other duties. It would be more efficient for the town and the Harbormaster to have someone who acts in an official capacity during his absence or when he is otherwise engaged in his primary role as Police Chief. Callie would be required to attend the Harbormaster training school offered by the Harbor Master's Association within one year. The Harbormaster is proposing a stipend of \$5,000 annually. There are sufficient funds to cover this.

Contract Planner Emily Rabbe has been working with the ORC to make the necessary changes to our ordinances to comply with LD 2003, Maine's new housing law. During this process the ORC has come up with three questions for the Board. The first question is whether or not to regulate short-term rentals (STR) (regulate does not necessarily mean restrict). 30-A MRSA §4364-C (2) incorporated into LD 2003 does allow municipalities to regulate short-term rentals (STR). With the explosion of the STR market, many towns across the state have ordinances regulating (or restricting) STR.

Some are as simple as a registry to track STR. Some are far more in-depth and restrict the number of nights or number of permitted STR units. I feel that some level of regulation should be in place to ensure that STR units have such things as working smoke detectors, carbon monoxide detectors, adequate parking, and are operated so as to be "good neighbors" to those who reside around them. I have included Rockland's ordinance in your supporting documents. I recommend that you ask the ORC to prepare a draft ordinance for your consideration.

Secondly under LD 2003 accessory dwelling units (ADU) will be permitted on a lot. Municipalities can create a maximum floor area size for an ADU. For example, an ADU may not exceed 80% of the primary housing unit's floor area. Do you wish for the ORC to draft a maximum floor size for an ADU?

The third question is regarding parking standards. Currently Article II Building Laws 2.3 states "Except in Village 1 and the Village Waterfront District, each lot shall provide adequate off-street parking". Should the ORC be looking at making "adequate" less ambiguous and better defined? I am sure Jackie can provide more information on these questions during the meeting.

I have mentioned before that Johnson Controls would be evaluating the town's buildings and other infrastructure for upgrades to make us more energy efficient. This process has begun as their team have completed their initial site evaluation. This evaluation included HVAC, windows, doors, insulation and lighting. They will evaluate all of the information gathered and make recommendations for improvements to be more efficient and save money.

Due to the lack of frozen ground, we suffered a higher-than-normal amount of plowing damage around town. Public Works is doing their best to repair this in between getting the cemeteries opened and their other duties.

On Thursday the LED streetlights were delivered. Once CMP has provided me the final Purchase and Sales Agreement for the streetlights Affinity will begin the conversion. This will deal with all of the streetlights that have been reported not working and will save the Town a considerable amount of money on electricity.