

3a

WISCASSET SELECTBOARD,
TAX COLLECTORS AND OVERSEERS OF THE POOR
MAY 2, 2023
IN PERSON AND VIA ZOOM

Preliminary Minutes

Present: James Andretta, Terry Heller, 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

The chair amended the agenda to take up item 10-f as County Planner Emily Rabbe, who would be addressing the Ordinance Review Committee's questions, was unable to stay for the whole meeting. Rabbe asked the board whether the town should regulate short-term rentals, if the ORC should draft a maximum floor size for an accessory dwelling unit (ADU), and if the adequate parking requirement be made less ambiguous. The matter will be discussed at the next meeting.

2. Approval of Treasurer's Warrants

- a. Terry Heller moved to approve the payroll warrants of April 21 and 28, 2023. Vote 5-0-0.
- b. Terry Heller moved to approve the accounts payable warrants of April 25 and May 2, 2023. Vote 5-0-0.

3. Approval of Minutes

Terry Heller moved to approve the minutes of April 18, 2023, as amended. Vote 5-0-0.

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings -none

7. Public Comment

Sean Barnes inquired about the posting of town property near the landfill with access by permission only. He said the property had been open for hunting in the past and he asked why now only one person was allowed access. Town Manager Dennis Simmons said a policy doesn't exist, but that he will draft a policy on access to the landfill for hunting.

Susan Blagden asked about the status of the Wawenock Building on Main Street now that the May 1st deadline for completion had passed. Dennis Simmons said that the damage to the east wall was far worse than anticipated and was in danger of collapsing; however, the work on the east wall was almost complete and then the work on the Main Street side will be completed.

8. Department Head or Committee Chair – none

9. Unfinished Business – none

20. New Business

a. Sewer Abatement 92 Bradford Road for \$175.17. **Terry Heller moved to approve the sewer abatement at 92 Bradford Road for \$175.17. Vote 5-0-0.**

b. Pleasant Street Extension “rewilding” project – Leslie Roberts. Roberts described the proposed project on the Pleasant Street extension to beautify the waterfront without costing the town anything except for some help from the Public Works Department. The plan calls for planting along the roadway to White’s Island to prevent further erosion and to provide habitat for birds. Midcoast Conservancy will be a partner in the project. The group will apply for a grant that will not require matching funds from the town. Sarah Whitfield asked whether there were shoreland issues to be addressed. The Town Manager will solicit input from the town department heads and a public hearing on the project will be on the next agenda.

c. Use of volunteers on Waterfront during summer boating season: Don Davis outlined a volunteer program for retirees, students, or others to work at the waterfront from 8 a.m. to 5 p.m. seven days a week, keeping an eye on things and taking a load off the harbormaster and his assistant by monitoring moorings, collecting fees, providing information on the rules and regulations, and monitoring the bathrooms. Davis said the duties might include putting together and distributing ditty bags containing samples, information on the town and marketing materials. Dennis Simmons said he had checked with MMA and there were no issues with the program. However, he said that volunteers would not be allowed to handle cash so a credit card or other system could be used. Students could also take advantage of the program for their community service project. Bill Maloney moved to accept the plan for volunteers. Vote 5-0-0.

d. Request to appoint Deputy Harbormaster – Chief Lawrence Hesseltine: Dennis Simmons said the chief had requested that a Deputy Harbormaster be appointed. He asked the board to table the request as there may be a union issue. **Bill Maloney moved to table this request. Vote 5-0-0.**

e. Bid Opening – sale of sailboat. There were no bids. Simmons asked permission to advertise and sell the boat. **Dusty Jones moved to authorize the Town Manager to execute a bill of sale for the highest offer on the boat. Vote 5-0-0**

11. Assessors Business – none

12. Town Manager’s Report

Simmons reported that Kathy Onorato had been approved as a Certified Treasurer by the Maine Municipal Tax Collectors and Treasurers’ Association.

Tax Payments have been coming in briskly and Simmons thanked Sue, Linda and Molly who have been handling the increased traffic with smiles on their faces.

Johnson Controls has begun the process of evaluating the town's buildings and other infrastructure for upgrades to make the town more energy efficient. The initial site evaluation included HVAC, windows, doors, insulation, and lighting. The company will evaluate the information and make recommendations for improvements to improve efficiency and to save money.

Public Works is repairing the damage from a higher-than-normal amount of plowing this year and in addition is opening the cemeteries as well as their other duties.

The LED streetlights were delivered on Thursday. Conversion will begin when CMP has provided the town with the Purchase and Sales Agreement for the streetlights. This will deal with all the streetlights that have been reported not working and will save the Town a considerable amount of money on electricity.

13. Other Board Business

Simmons said the School Board will be voting to approve the school budget warrant on May 8 and asked the selectboard to set a date for its approval of the warrant. The Selectboard will meet at 6 p.m. on Tuesday May 9 to approve the school town meeting warrant.

James Andretta moved to appoint Sarah Whitfield as temporary liaison to the Ordinance Review Committee and the Planning Board until the June 26th meeting. Vote 5-0-0.

14. Adjournment

Terry Heller moved to adjourn the meeting at 7:03 p.m. Vote 5-0-0.

Town of Wiscasset Board/Committee Membership Application

Full Name: Alissa Eason

Street Address: 106 Bath Road

Mailing Address: 106 Bath Road Home Phone: 207 687 8045

Town of Legal Residence: wiscasset

Work Phone: _____ Cell Phone: 214 232 3699 E-mail alissaeason@hotmail.com

I wish to be considered for the appointment to the: Board of Appeals (use cell phone)

_____ Term Of Appointment _____

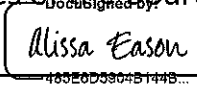
Full member: Reappointment: _____ Alternate member: _____

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: wiscasset Creative Alliance

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

Signature:  Date: 5/9/2023 | 14:15 EDT

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: _____ Date Appointed: _____ Term: _____

5b

Town of Wiscasset Board/Committee Membership Application

Full Name: ALLEN S. COHEN

Street Address: 141 CUSHMAN POINT ROAD

Mailing Address: PO BOX 720 BOOTHBAY HBR. 04538 Home Phone: 207 882 9900

Town of Legal Residence: WISCASSET

Work Phone: 207 882 6423 Cell Phone: 462-0750 E-mail LGRANDEAL@ ADELPHIA.NET

I wish to be considered for the appointment to the: PLANNING BOARD

Term Of Appointment _____

Full member: Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? Yes

If yes, please state which Board or Committee/term exp. PLANNING BOARD & ORC

List civic organizations to which you belong now: _____

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: SMART BUSINESS PERSON ACCOUNTING BACKGROUND

Signature: ALLEN S. COHEN Date: 5/1/2023 | 19:38 EDT

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: 05/02/2023 Date Appointed: _____ Term: _____
emailed for review 5/3/23

Town of Wiscasset Board/Committee Membership Application

Full Name: Thomas Joyce

Street Address: 83 Cushman Point Rd

Mailing Address: Same Home Phone: 207-687-8268

Town of Legal Residence: wiscasset

Work Phone: N/A Cell Phone: 207-350-9320 E-mail tomjoyce1964@gmail.com

I wish to be considered for the appointment to the: Planning Board

Term Of Appointment 1yr

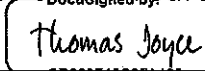
Full member: Reappointment: Alternate member:

Do you currently serve or have you ever served on any Town Board? Yes

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

List civic organizations to which you belong now: wiscasset Yacht Club, President

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: MBA/Finance degree, former head of strategy for HP

Signature:  Date: 5/6/2023 | 08:57 EDT

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: _____ Date Appointed: _____ Term: _____

Town of Wiscasset

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Board/Committee Membership Application

Full Name: Lisa Tichy

Street Address: 27 Summer Street

Mailing Address: P.O. Box 407 Home Phone: 207-701-1523

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: " " E-mail Lisa.hudson@gmail.com

I wish to be considered for the appointment to the: Budget Committee

_____ Term Of Appointment _____

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: Ø

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

Signature: Lisa Tichy Date: April 26, 2023

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: 04/26/2023 Date Appointed: _____ Term: _____

- 30+ years as a Strategic Retail consultant
- Senior Associate 10 yrs. NBBJ Global Architecture
Retail / Mixed Use and healthcare projects
globally
- 4 yrs. Private practice Place Associates, strategic
development for small municipalities/neighborhoods

Prior Experience includes

- flagship launch Polo/Ralph Lauren NYC
1982-1986
- Barneys New York - Buyer
opened 6 stores nationally for their
initial expansion out of NYC.
- Design Director: Esprit S.F. Ca.
oversew 17.M. launch of contemporary
SportsWear

Involved in all aspects of planning, tracking and
adjusting multi-faceted project budgets,

5d

Town of Wiscasset Board/Committee Membership Application

Full Name: Cassandra Rose

Street Address: 110 Clarks Point Road, Wiscasset ME 04578

Mailing Address: Same as above Home Phone: 9546109649

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: _____ E-mail rose.cassandra@gmail.com

I wish to be considered for the appointment to the: climate action team

_____ Term Of Appointment _____

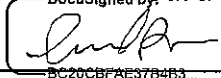
Full member: Reappointment: _____ Alternate member: _____

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: _____

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: climate scientist and climate policy analyst

Signature:  Date: 5/8/2023 | 22:53 EDT

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: _____ Date Appointed: _____ Term: _____

Town of Wiscasset Board/Committee Membership Application

Full Name: Susan van Alsenoy

Street Address: 224 Bradford Road, Wiscasset, ME 04578

Mailing Address: same as above Home Phone: _____

Town of Legal Residence: Wiscasset, ME Work Phone: _____

Cell Phone: 207 380-7716 E-mail svanalsenoy@gmail.com

I wish to be considered for the appointment to the: Climate Action Team

Term Of Appointment unknown Full member: X

Reappointment: _____ Alternate member: _____ Do you currently serve or have you

ever served on any Town Board? yes If yes, please state which Board or

Committee/term exp. Board of Appeals

List civic organizations to which you belong now: League of Women Voters of Maine;

member of the Sierra Club since 1990; Feed Our Scholars Program _____

Prior experience, knowledge, or abilities that you have which would contribute to the

activities of the Board or Committee: was a member of the Wiscasset Sun Cats

Signature: Susan van Alsenoy Date: April 21, 2023

Recd. 4/24/2023

Town of Wiscasset
Board/Committee Membership Application

Full Name: Colleen Hendricks

Street Address: 67 Clark Drive

Mailing Address: 67 Clark Drive Home Phone: 207-882-7243

Town of Legal Residence: wiscasset

Work Phone: 207-451-2507 Cell Phone: 207-798-2060 E-mail colleen.hendricks@maine.edu

I wish to be considered for the appointment to the: wiscasset Climate Action Team

Term Of Appointment May 2023-late summer/early fall 20

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: _____

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: see original application.

Signature: Colleen Hendricks Date: 5/3/2023 | 18:55 EDT

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: _____ Date Appointed: _____ Term: _____

Town of Wiscasset
Board/Committee Membership Application

Full Name: Lisa Tracy
Street Address: 27 Summer Street
Mailing Address: PO Box 407 Home Phone: 207 701-1523
Town of Legal Residence: Wiscasset
Work Phone: _____ Cell Phone: _____ E-mail: Lisa.hudson@gmail.com
I wish to be considered for the appointment to the: Budget Committee
_____ Term Of Appointment _____

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: Ø

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

Signature: Lisa Tracy Date: April 26, 2023

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: 04/26/2023 Date Appointed: _____ Term: _____

add to Robin 4/27/2023

- 30+ years as a STRATEGIC RETAIL CONSULTANT
- Senior Associate 10 yrs. NBBJ Global Architecture
Retail / Mixed Use and healthcare projects
globally
- 4 yrs. Private practice Place Associates, strategic
development for small municipalities/neighborhoods

Prior Experience includes

- Flagship launch Polo/Ralph Lauren NYC
1982-1981
- Barney's New York - Buyer
opened 6 stores nationally for their
initial expansion out of NYC.
- Design Director: Esprit S.F. Ca.
over saw 17 M. launch of contemporary
SPORTSWEAR

Involved in all aspects of planning, tracking and
adjusting multi-faceted project budgets,

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

Full Name: Dusty Jones

Street Address: 54 Hale Pond Rd

Mailing Address: same Home Phone: _____

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: ²⁰⁷ 210-5151 E-mail dustyjones@gmail.com

I wish to be considered for the appointment to the: Climate Action Team

_____ Term Of Appointment _____

Full member: Reappointment: _____ Alternate member: _____


Do you currently serve or have you ever served on any Town Board? yes

If yes, please state which Board or Committee/term exp. Selectboard until 6/23 and related committees

List civic organizations to which you belong now: _____

Prior experience, knowledge, or abilities that you have which would contribute to

the activities of the Board or Committee: B.S., M.S. in behavioral science, work w/ indiv. w/ autism

Signature:  Date: 5/2/23

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: 05/02/2023 Date Appointed: _____ Term: _____
emailed to Robin 5/3/23

Town of Wiscasset
Board/Committee Membership Application

Full Name: Jan Hobbs-Bailey

Street Address: 8 Fort Hill Street

Mailing Address: PO Box 112 Home Phone: 617-331-3612

Town of Legal Residence: Wiscasset

Work Phone: NA Cell Phone: 617-331-3612 E-mail janhobbsbailey@gmail.com

I wish to be considered for the appointment to the: Climate Action Team

Term Of Appointment a year?

Full member: X 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: _____

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: passion for subject/ability to work with people

Signature: Jan Hobbs-Bailey Date: 4/18/2023 | 21:29 EDT

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: 4/24/23 Date Appointed: _____ Term: _____

Town of Wiscasset Board/Committee Membership Application

Full Name: Leslie Roberts

Street Address: 4 Fort Hill Street

Mailing Address: PO Box 184 Home Phone: 615-500-1420

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: 615-500-1420 E-mail ilovewiscasset@gmail.com

I wish to be considered for the appointment to the: Climate Action Team

_____ Term Of Appointment _____

Full member: _____ Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? Yes

If yes, please state which Board or Committee/term exp. Historic Pres. Commission

List civic organizations to which you belong now: _____

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: organizational and sales skills, life science edu.

Signature: Leslie Roberts Date: 4/19/2023 | 08:24 EDT

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: 4/24/23 Date Appointed: _____ Term: _____

Town of Wiscasset
Board/Committee Membership Application

Full Name: Marty Fox

Street Address: 36 Hidden Pasture Lane

Mailing Address: _____ Home Phone: 882-8430

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: 737-9753 E-mail martythylke@hotmail.com

I wish to be considered for the appointment to the: Climate Action
Committee Term Of Appointment 1yr

Full member: Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? Yes

If yes, please state which Board or Committee/term exp. Broadband + Budget

List civic organizations to which you belong now: Lincoln County Historical, ME Art Gallery

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: interest in energy conservation + eng. degree

Signature: Martin H. Fox Date: 4/19/2023

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: 04/20/2023 Date Appointed: _____ Term: _____

Town of Wiscasset
Board/Committee Membership Application

Full Name: Evan Goodkowsky

Street Address: 19 Flood Ave

Mailing Address: " " Home Phone: _____

Town of Legal Residence: Wiscasset

Work Phone: _____ Cell Phone: 2073801986 E-mail egoodkowsky@gmail.com

I wish to be considered for the appointment to the: Climate Action Team
Term Of Appointment _____

Full member: Reappointment: _____ Alternate member: _____

Do you currently serve or have you ever served on any Town Board? Broadband Committee

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

List civic organizations to which you belong now: _____

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

Signature: Evan Goodkowsky Date: 4/20/23

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: 4/20/2023 Date Appointed: _____ Term: _____

60a



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section I: Licensee/Applicant(s) Information;
Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): 3 Away, LLC	Business Name (D/B/A): River Shack
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 1 Water St., Wiscasset, ME 04578
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: 3 Heritage Ln. Apt. 1B, Wiscasset, ME 04578
Mailing address, if different from DBA address:	Email Address: 3awaymaine@gmail.com
Telephone # Fax #: 661-645-9940	Business Telephone # Fax #: 661-645-9940
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit:	Website address: RiverShackMaine.com

1. New license or renewal of existing license? New Expected Start date: May 26, 2023
 Renewal Expiration Date: _____

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: _____ Beer, Wine or Spirits: _____ Guest Rooms: 0

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
Water Street Kitchen + Bar	CARL-2019-11717	15 Water St. Wiscasset, ME 04578

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Jessica Pancake	12/06/1989	Northridge, CT
Shane McCarthy	08/13/1988	Stoneham, MA
Michael Ernst		

Residence address on all the above for previous 5 years	
Name Jessica Pancake & Michael Ernst	Address: 1181 Main Road Westport Island, ME 04578
Name Jessica Pancake & Michael Ernst	Address: 3 Heritage Ln Apt. 1B Wiscasset, ME 04578
Name Shane McCarthy	Address: 6 Church St. York, ME 03909
Name Shane McCarthy	Address: 343 Broadway Cambridge, MA 02139

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

We own the structure but rent the clock space
from the Town of Wiscasset.

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 0

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Rented dock space

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Wiscasset Elementary School

Distance: .6 miles

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 4/6/2023


Signature of Duly Authorized Person

Signature of Duly Authorized Person

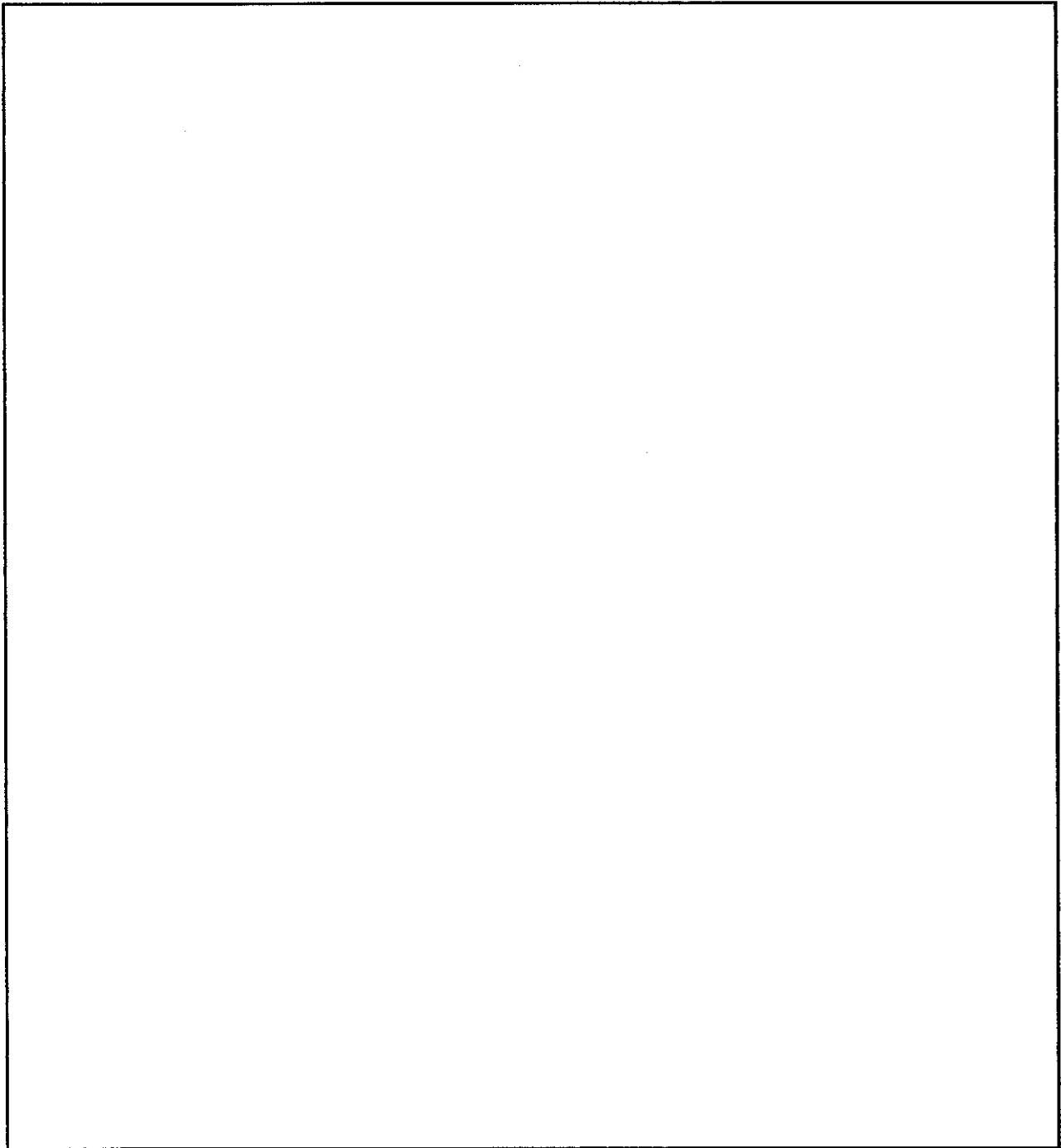
Jessica Pancake
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

A large, empty rectangular box with a thin black border, intended for the applicant to draw and label their premises floor plan. The box is currently blank.

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

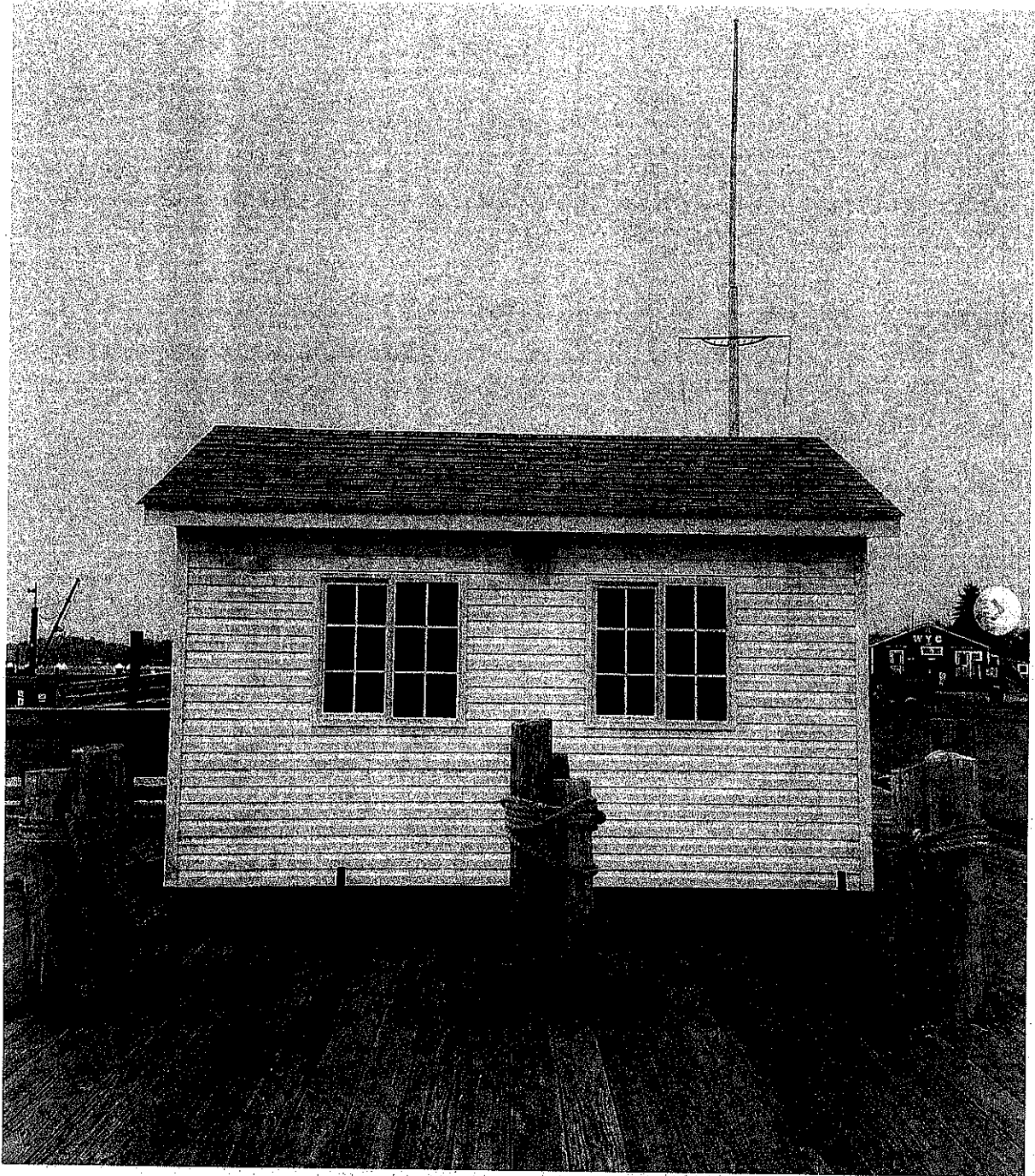
All Questions Must Be Answered Completely. Please print legibly.

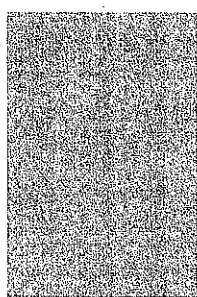
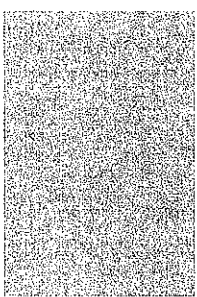
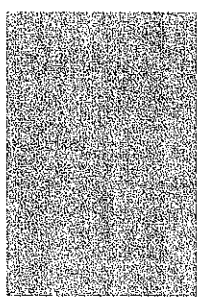
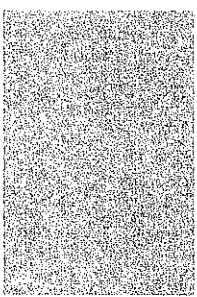
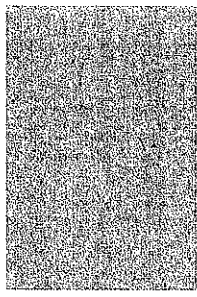
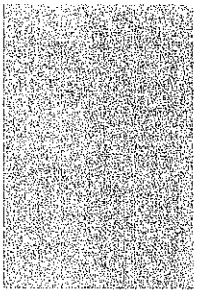
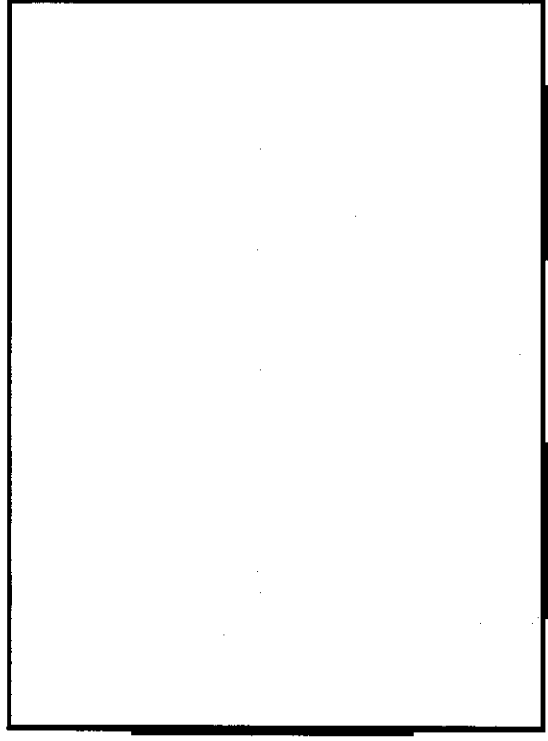
1. Exact legal name: 3 Away, LLC
2. Doing Business As, if any: River Shack
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Jessica Pancake	1181 Main Rd, Westport Island, ME 3 Heritage Ln Wiscasset, ME	12/06/89		
Shane McCarthy	6 Church St., York, ME 343 Broadway Cambridge, MA	08/13/88		
Michael Ernst	1181 Main Rd, Westport Isl., ME 3 Heritage Ln, Wiscasset, ME	02/15/86		

(Ownership in non-publicly traded companies must add up to 100%.)

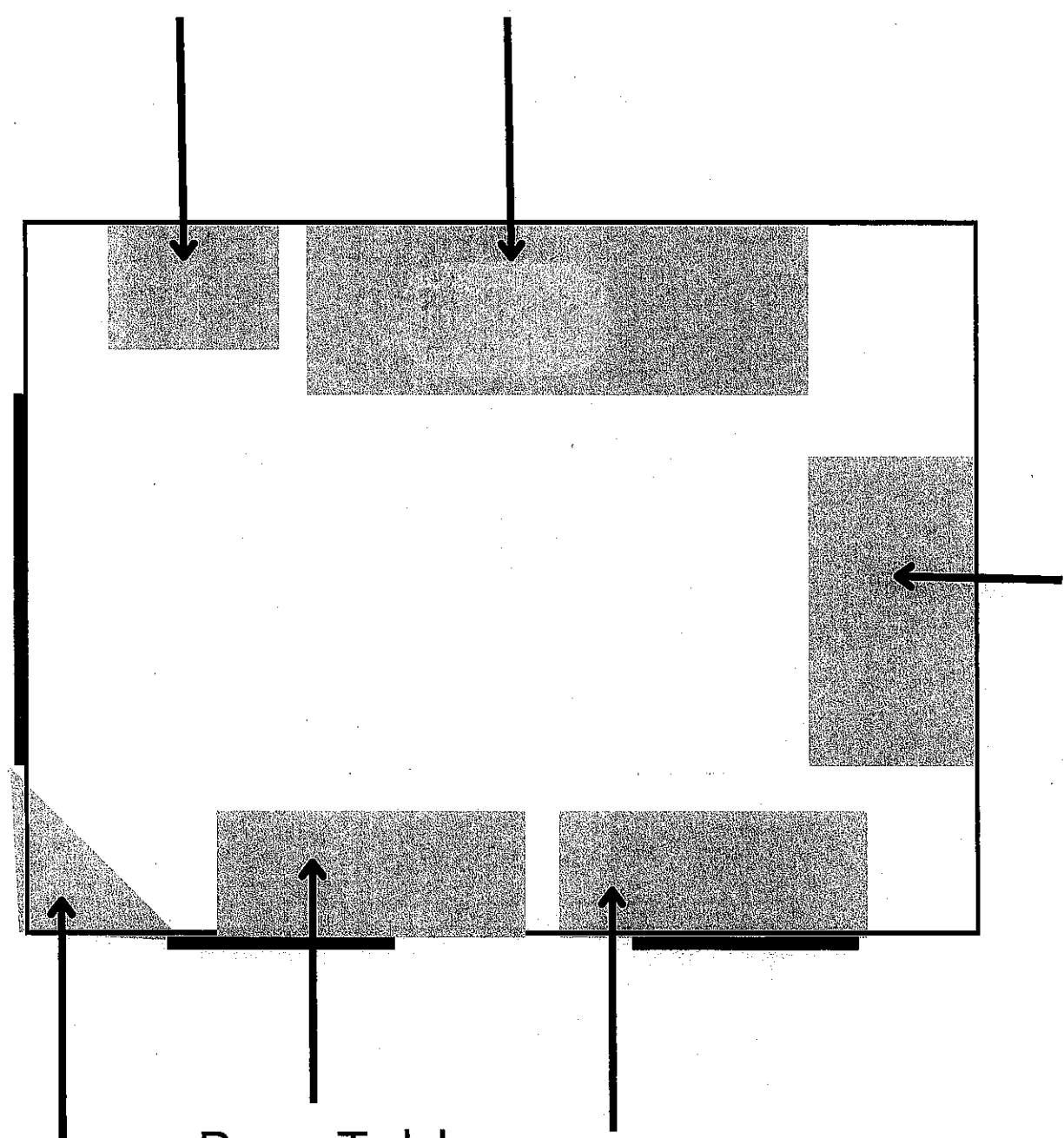




No Alcohol Beyond This Point

Refrigerator

Sink & Counter



Oyster Station

Prep Table

Locking Liquor Cabinet

Register

— = window

— = door

LIQUOR LICENSE-NEW

Business Requesting Liquor

License River Shack (3 Away LLC)

Code Enforcement Officer:

Comments: Concerns, sewage holding tank size and disposal

Signed: DocuSigned by:
Bruce Mullins
4FFAF1178A104FE... Dated: 4/24/2023 | 14:51 EDT

Wiscasset Police:

Comments: No Concerns

Signed: DocuSigned by:
Chief Hesseltime
1C68045FCB3E418... Dated: 4/20/2023 | 13:09 EDT

Planning Department:

Comments: _____
Signed: _____ Dated: _____

Fire Department:

Comments: No Issues

Signed: DocuSigned by:
Robert Bickford
F241099CDFDA484... Dated: 4/20/2023 | 13:40 EDT

EMS Department:

Comments: No Issues noted

Signed: DocuSigned by:
Chief Erin Bean
27D8E4999FD143E... Dated: 4/24/2023 | 08:21 EDT

Waste Water:

Comments: No concerns at this time.

Signed: DocuSigned by:
Rob Lalli
2DE25B2E2D874D9... Dated: 4/24/2023 | 15:19 EDT

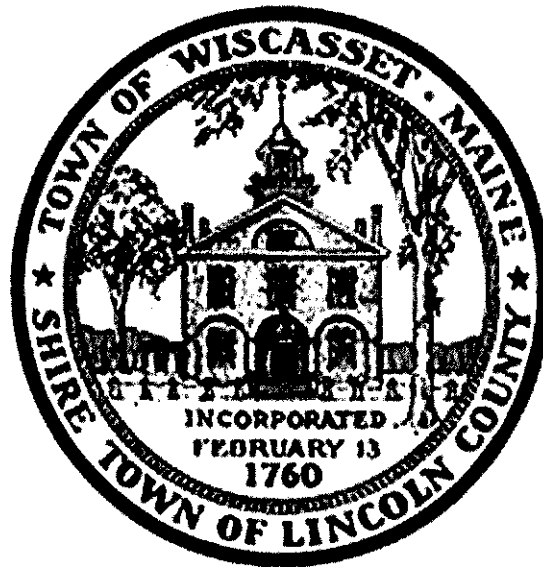
Public Hearing Scheduled:

Advertisement in local publication: 5/16/2023

Date of public hearing: _____ Date public hearing posted: _____

License Approved: _____ Dated: _____

Town of Wiscasset
April 2023
Monthly Reports





Town of Wiscasset

CODE ENFORCEMENT REPORT

To: Dennis Simmons, Town Manager
From: Bruce Mullins, Code Enforcement Officer
Re: Monthly Report April, 2023
Date: May 8, 2023

April 2023 Activity:

Building Permits:

Bayview Heights:	New Home
Foye Road:	Shed
Alna Road:	Shed
Federal Street:	Shed Addition
Main Street:	Gazebo
Cushman Point Road:	Deck
Shea Road:	Shed
Sand Hill Road:	¾ Bath room
Shady Lane: Cabin	
Pooler Pit Road: New Home	

Plumbing Permits:

Bay View Heights:	SSWD
Bay View Heights:	INT
River Point Road:	INT
Railroad Avenue:	INT
Westport Bridge Road:	SSWD
Birch Point Road:	INT
Bradford Road:	INT
Shea Road:	SSWD
Alna Road:	SSWD
Ready Point Road:	SSWD
Pooler Pit Road:	INT
Pooler Pit Road:	SSWD



Town of Wiscasset

Inspections: Foye Road, Chewonki Neck Road, Birch Point Road, West Alna Road, Federal Street, Clarks Point Road, Hale Pond Road, Railroad Avenue, Young's Point Road, Hodge Street, Hurricane Hill, Shea Road, Brown Road, Gardiner Road, West Port Bridge Road, Fowle Hill Road, Dorr Road, Town Dock, Sheepscot Bay Apartments, Chewonki Foundation

Correspondence: Federal Street



Town of Wiscasset

TOWN CLERK REPORT

To: Dennis Simmons, Town Manager
From: Linda Perry, Town Clerk
Re: Monthly Report April ,2023
Date: May 11, 2023

Elections & Town Meetings

The School Budget Validation Meeting will be held at Middle High School in the Gymnasium at 6:00 p.m. on Wednesday, May 17th. Wiscasset residents are urged to participate. This meeting will determine the final budget amount that will be voted on at the Annual Referendum.

Ballots have been ordered for the June 13th Referendum Town Meeting and Election of Officers. Absentees will be available on Monday May 15th. The Election will be held at the Wiscasset Community Center in the gymnasium and the polls will be open from 8:00 am to 8:00 p.m. If voters have questions about obtaining an absentee ballot they can call the Town Clerks office at (207)882-8200. We will have the absentee ballot application on our website that can be printed. The voter can mail this application to our office or pick up the ballots in person. June 8th will be the last day to request an absentee ballot except for extenuating circumstances.

Town Clerk – Excise Tax Collector

Shellfish license sales will begin on June 5nd.

FINANCIALS:

	Auto Excise	Boat Excise	Agent Fees	Vital Fees
Monthly Revenues	\$68,448.10	\$988.20	\$1,959.00	\$223.40
Year to date	\$617,620.85	\$3,140.00	\$16,182.25	\$2,716.20
Met yearly revenue projection by:	93.58%	55.09%	94.08%	-----



Town of Wiscasset

EMS REPORT

To: Dennis Simmons, Town Manager
From: Erin Bean, EMS Director
Re: Monthly Report April 2023
Date: May 8, 2023

April 2023 Month in review

EMS-Runs by Town

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Wiscasset	42	67.74%
Dresden	8	12.90%
Alna	3	4.84%
Brunswick	3	4.84%
Westport Island	3	4.84%
Boothbay	2	3.23%
Woolwich	1	1.61%
	Total: 62	Total: 100.00%

April has been a month with many calls at once! There were many second sometimes third calls. We are currently at 82.3% of the budget year and we are under budget for now.

Kirsten Emerson has passed another semester of Paramedic school and is preparing for another semester that is rapidly approaching! Kirsten is doing well and we are proud for her to be a part of our team.

One of our Per Diem staff members Ryan Potter has left for basic training in the Air National Guard he plans to return to working with us when he completes all of his training and we are supporting him by sending letters of encouragement. He is truly missed!!

We are in need of new IV pumps and we have been researching them for portability, expense, and accessibility.

We had our last scheduled transfer truck for Mid Coast hospital and everyone is sad to see the extra time go. We congratulate Mid Coast for being able to get their own transfer truck up and running. We were glad to help them in their endeavor to give patients the best possible care.

Hope that May is a great month for all of the folks we serve!

April
2023 Monthly Report



Town of Wiscasset

FIRE DEPARTMENT REPORT

To: Dennis Simmons, Town Manager
From: Rob Bickford, Fire Chief
Date: May 11, 2023
Re: April Monthly Report

Operations:

The fire department responded to 13 calls for service during the month of April. This is right on average and up 2 calls from the previous year. Of the 13 calls, 10 were in Wiscasset. We responded to assist Dresden twice, once for a chimney fire and the other for a brush fire, and once to Richmond for a brush fire.

The calls for the month break down as follows: 4 motor vehicle accidents, 3 grass / brush fires, 1 chimney fire, 2 fire alarms and 3 "other".

Training:

Training for the month included driver / pump training with our dry hydrants, burning fields to reduce the grass / brush fire danger and our annual Maine Yankee familiarization training.

Firefighters Dulack and Cossette continue their respective FFI and II Academies. Firefighter Dulack should be completed by the end of June. Firefighter Cossette's academy will go through the summer and conclude in the early fall.

Staffing:

Our staffing remains steady at 20 members on the active roster, 6 Lifetime members and 2 Junior Firefighters.

Events:

The fire department is pleased to report that we are providing fire protection at the Wiscasset Speedway after a hiatus of several years. Our agreement is to provide 2 firefighters for any racing events to provide fire protection and vehicle extrication services throughout the property, should they be needed. We are excited to be working with the speedway in this way.

Financials:

With the fiscal year 84.5% completed, our budget expenditures stand at approximately 68%. Respectfully submitted,

Rob Bickford

April
2023 Monthly Report



Town of Wiscasset

PUBLIC WORKS/TRANSFER STATION DEPARTMENTS

To: Dennis Simmons, Town Manager
From: Theodore Snowdon, Public Works Director
Re: Monthly Report April, 2023
Date: May 10, 2023

Re: April, 2023 Public Works/Transfer Station Monthly Report

Operations:

The month of April, for the Transfer/Public Works, this month has been mostly about completing spring cleanup and taking care of one more storm. things have been running as normal, for the most part. In addition to our day-to-day duties, we have managed to:

- Road side sweeping.
- Catch basin repair.
- Started the paving bid prosses.
- finishing cemetery cleanup.
- Assisting in airport clean up.
- Assisted Rec Department with playground chips.
- Completed all safety requirement for both departments.
- Tree clean up due wind storm.
- Ditching throughout the town.
- New heating system for town office is still in the makings.
- Working on boat launch repairs.
- Ongoing clean up throughout the town.
- Culvert maintenance and replacement.
- 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.



Town of Wiscasset

Transfer Station duties

For the Transfer Station the spring cleanup has started, 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.

Expense Summary Reports March

Public Works: 84.71%

Transfer Station: 71.32%

Transfer Revenue: 87.01%

Municipal Building: 81.41%

Waterfront: 41.49%

Cemetery: 62.99%

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

WISCASSET POLICE DEPARTMENT

To: Dennis Simmons, Town Manager
From: Lawrence Hesseltine, Wiscasset Police Chief
RE: Monthly Report April, 2023
Date: May 3, 2023

Selectboard April 2023

In the month of April, the department responded to 539 calls for service.

Officers made 250 motor vehicle stops and responded to 7 reportable accidents. Officers have issued 106 citations from January to April 30th as follows: 41 Speed, 11 Distracted Driving, 13 Insurance, 2 seatbelt.

This month the details started back up at the Wiscasset Speedway.

There were 34 arrests in April, 9 of which were for Operating Under the Influence. The rest were as follows:

- Warrant Arrest
- Criminal Mischief
- Operate While License Suspended or Revoked
- Terrorizing
- Possession of Firearm by Prohibited Person
- Criminal Motor Vehicle Speeding
- Violating Conditions of Release
- Domestic Violence Assault

Submitted 5/3/2023

9-1-1 CHECK	3
ABANDONED MV	1
Administrative	1
ALARM BURGLAR	8
ANIMAL COMPLAINT	1
ASSAULT	1
ASSIST CITIZEN	15
ASSIST OTHER AGENCY	6
ATTEMPT TO LOCATE	3



Town of Wiscasset

Police Report

BURGLARY	1
CIVIL COMPLAINT	5
COMMUNITY POLICING	2
Concealed Weapons Permit	1
CRIMINAL MISCHIEF	2
DEATH INVESTIGATION	1
DISABLED MV	4
DOMESTIC DISTURBANCE	6
DRUG INVESTIGATION	1
DRUG TAKE BACK	1
ERRATIC OPERATIONS	21
FIRE BRUSH	1
FIRE ALARM	1
FIRE OTHER	4
HARASSMENT	5
HARBOR MASTER	7
LOUD NOISE	1
MARINE PATROL	2
MEDICAL ALARM	1
MEDICAL EMERGENCY	14
MENTAL HEALTH (PD's ONLY)	2
MISSING PERSON	1
MOTOR VEHICLE ACCIDENT	11
MOTOR VEHICLE STOP	250
PEDESTRIAN CHECK	3
POLICE INFORMATION	14
PROPERTY CHECK	52
Records Request	6
School Resource Officer	24
Sex Offender Registration	1
SPECIAL DETAIL	17
SUSPICIOUS ACTIVITY	8
THEFT / FORGERY / FRAUD	6
THREATENING	1
TIPLINE INFORMATION	2
TRAFFIC CONTROL	3
TRAFFIC HAZARD	6
TRESPASSING	1
VIOLATION OF PROTECTION ORDER	1
WELFARE CHECK	10
	539



Town of Wiscasset

HARBORMASTER REPORT

To: Dennis Simmons, Town Manager
From: Lawrence Hesselstine, Harbormaster
Re: Monthly Report April, 2023
Date: May 3, 2023

Dock & Mooring Fee's Collected:

- AM/PM Harbor Checks
- Attended the monthly Waterfront Meetings
- Callie and I met with the Mooring Installers regarding the harbor and mooring locations.
- I rejected a mooring application for a nonresident looking to Moor a 50+ foot sailboat. Both installers advised there was no room for it in the harbor.
- Worked with Callie in getting current moorings registered before the May 1st deadline to avoid a late fee.
- Got the sailboat up for sale at Floatworks and posted it on social media.
- Worked with Callie on coming up with a decal for the Ramp fee which will go into effect on July 1st.
- Placed a lock on the hoist and boom at the commercial pier.
- Water meters were installed, and water turned on at the waterfront and the bathrooms were opened up.
- Placed signage at the waterfront regarding mooring and dock fee increases that went into effect Jan 1st.

Larry Hesselstine
Submitted 5/3/2023



Town of Wiscasset

SHELLFISH WARDEN REPORT

To: Dennis Simmons, Town Manager
From: Hunter Farrell, Shellfish Warden
Re: Monthly Report April 2023
Date: May 3, 2023

Officer: Farrell, Hunter
Date: April 2023

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: 0

Summons Issued and to Whom: 0

Monthly Narrative:

Diggers checked were digging blood worms. I was told digging conditions have been difficult and yield is very low. I also received and responded to several emails regarding flat access, parking, and flat productivity. I have been told the majority of harvesters have moved east in search of a better yield.



Town of Wiscasset

WASTE WATER TREATMENT PLANT

To: Dennis Simmons, Town Manager
From: Robert Lalli, Waste Water Treatment Plant Superintendent
Re: Monthly Report April 2023
Date: May 10, 2023

PLANT OPERATIONS DISCHARGE PERMIT TESTING RESULTS:

Average Plant Flow	0.251 MGD
Licensed flow per day	0.620 MGD
Percent of average flow per day to license limit	40 %
Total Rainfall per month	4.68 inches
BOD EFFLUENT LAB RESULTS (mg/l)	
For monthly average	6.5 mg/L
Weekly average	9 mg/L
Daily max.	9 mg/L
All within license limits	YES
BOD Effluent Removal %	97.1 %
Required%	85 %
TSS EFFLUENT LAB RESULTS (mg/L)	
Monthly average	9 mg/L
Weekly average	11 mg/L
Daily max.	11 mg/L
all within license limits	YES
TSS Effluent % Removal	96.3%
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 (31)	1 cfu/100m
Geometric Mean (13)	1 cfu/100 ml
Enterococci (April 15 – Oct. 31) Instant Daily max(8)	6 cfu/100 ml 2.21 cfu/100 ml
Geometric Mean (54)	
TOTAL RESIDUAL CHLORINE	
RESULTS (mg/l)	
Instant daily max (0.3 mg/L)	0.16 mg/l
Monthly Avg. max (0.1 mg/L)	0.078 mg/l



Town of Wiscasset

BUDGET: With 83.3 % of the fiscal year gone, the Wiscasset Sewer Department has spent 69.4% of the Department budget.

SEWER REVENUES: With 83.3% of the fiscal year gone, the Wiscasset Sewer Department billing has collected 78.2% of the total budget of \$846,942. This does not include income from connection fees, impact fees, etc.

PFAS TESTING: The Wiscasset Sewer Department conducted a seventh round of PFAS sampling of our plant effluent.

SLUDGE DISPOSAL ISSUE: The Casella company is now billing us for sludge disposal at the new increased rates, which cover their costs to have the sludge transported to New Brunswick. That new tipping fee, not including the \$89.78 fuel/oil fee per trip, is \$202.67/ton (We usually have 5 – 7 tons per load, and as many as 4 loads/month). April's bill totaled \$5,801.03 for 28.18 tons. To compare, in May of 2022, my disposal bill for 22.33 tons was \$2,305.14. There is currently no backup plan for Maine sewer plant sludge disposal, should New Brunswick institute a PFAS ban (like Quebec).

SEWER JETTER: Our new dump truck rides a bit higher than the old one, and we have found that towing our sewer jetter becomes an adventure. When hitched to the truck, the jetter rides at a sharp tilted angle, putting all its weight on the back two of its four tires. This also causes the water in the tank to spill onto the road.

Plant employees cut off the jetter's pintle hook loop, and welded on a new adjustable height loop. The jetter now rides level, without the tilt or spilling.

EQUIPMENT NEWS: On April 6, W. D. Matthews company performed scheduled maintenance on the sewer plant forklift, finding it was in good working order.

Sewer plant truck drivers found the new dump truck would always steer with a bit of difficulty, pulling to the left or right when encountering cracks in the roadway. It was suggested that beefing up the front tires might solve the problem. New heavier duty tires were ordered and installed at the Public Works garage. The dump truck now drives in a more controlled and stable manner.

The sewer pickup truck suddenly failed to run and required a new starter.

A big thanks to Ted Snowden and his vehicle maintenance wizard Scott for getting the tires and starter installations done for us!

CMP POWER POLE: A CMP Power pole on the sewer plant premises is really looking warped and rotted. The pole has a transformer and street light on it, and all the plant power wires enter the plant from that pole. I called CMP and reported it as possibly needing replacement. A CMP official came out and looked at it. No word yet on a replacement date.



Town of Wiscasset

installation at our pump stations # 7, 8 (both on Birch Point Road), 10 (on Federal Street), and 16 (on Route 1 Bath Road).

As per the ARPA grant requirement, I notified Lincoln County of this progress on the project.

SEEKING GRANTS AND FUNDING: Many thanks to Mandy Holway at Olver Associates and Town Manager Dennis Simmons for their endeavors in applying for multiple funding sources for badly needed sewer plant and sewer system projects. Those projects include beginning the sewer plant relocation, upgrading pump stations #3 (on Bath Road) and #4 (on Gardiner Rd., near new the Seniors Living facility), and acquiring more pump station backup power generators.

BIG STORM: Undersized pump station #3 on Bath Road (across from Grover's Tire) continues to be a problem when we get 2 or 3 inches of rain in a short time. On the evening of April 30, we had such a rain storm.

When the high-water alarm went off that night at 7:30 P.M., I immediately sent plant technicians to the scene. Knowing it probably would overflow, I also called for two septage haulers to send trucks for an emergency pumpout.

The first truck arrived just after 8 P.M. and began pumping out the wet well as it began to spill out. Only a few gallons got onto the ground and we were able to pump the wet well down and keep it at a low level. The second truck arrived shortly thereafter, and the trucks alternated pumping down and dumping at the sewer plant without any further overflow.

They worked throughout the night and into the next morning, until flows abated enough for the 2 pump station pumps to handle the incoming flow on their own. All total, 10 to 12 loads of 4,000 gallons each were dumped at the sewer plant. Many thanks to employees Ray Bellefleur and Tony Colby, and drivers from Roy Griffin Septic and R. A. Webber Septic for preventing what would have been a massive overflow.

This concludes the April 2023 Wiscasset Sewer Department Monthly Report.

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

9a

May 9, 2023

Chief Hesseltine
Wiscasset Police Department
51 Bath Road
Wiscasset ME 04578

RE: Deputy Harbormaster

Chief Hesseltine,

I am writing to express my interest in the Deputy Harbormaster position. I am very familiar with Wiscasset as a whole and continue to learn about the harbor.

Administratively I have extensive experience with the Online Mooring program, and continue to explore and learn more about the program as the harbor needs expand. I have begun the process of developing a boat launch permit application and stickers associated with it. I have spent time doing research for various projects and as needed.

I have attended over 20 Waterfront Committee meetings and often participate in those meetings with insight and input based on my knowledge.

Thank you for your consideration.

Sincerely,
Callie

106



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: TWIYO INC. dba The World Is Your Oyster
New Business Existing Business _____ years in operation Ownership/Location Change

Location of business: 291 Federal St. Map/Lot: ~~R5~~ R5/132A

Preferred mailing address: _____
Business phone number: (207) 266-7677

Description of Business: Raising Oysters

Owner's name: Luke Samdon Owner's phone: (207) 266-7677
Owner's home address: 291 Federal St.

- *Emergency contact person: Monique Boutin
- *Emergency phone numbers: home: _____ cell: (207) ~~788~~ 351-7825
- *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?	<u>No</u>
Will you need a sign permit?	<u>No</u>
Will this business be a home occupation?	<u>Yes?</u>
This business will be a:	Corporation or LLC <u>S-corp</u> Partnership _____ Sole proprietor _____
Would you like a link to your business placed on the Town of Wiscasset Website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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, Luke Samdon, state that I am a shareholder/officer 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: 4/25/23 Signature: [Signature]

(TOWN CLERK SECTION BELOW)

DATE RECEIVED: 4/26/2023 DATE APPROVED: _____ ASSESSING: _____ WEB/LIST: _____

BUSINESS LICENSE APPLICATION-NEW

Business Requesting License: The world is your oyster

Code Enforcement Officer:

Comments: Can sell if not prepared for consumption

Signed: DocuSigned by:
Bruce Mullins
4FFAF1178A104FE... Dated: 5/1/2023 | 09:28 EDT

Wiscasset Police:

Comments: No Concerns

Signed: DocuSigned by:
Chief Kesseltine
1C68045FCB3E418... Dated: 4/26/2023 | 11:44 EDT

Planning Department:

Comments: _____

Signed: _____ Dated: _____

Fire Department:

Comments: No Issues

Signed: DocuSigned by:
Robert Bickford
F241099CDFDA484... Dated: 5/9/2023 | 11:18 EDT

EMS Department:

Comments: no concerns

Signed: DocuSigned by:
Chief Erin Bean
27D6E4899FD143E... Dated: 5/1/2023 | 06:57 EDT

Waste Water:

Comments: No concerns at this time

Signed: DocuSigned by:
Rob Lalli
2DE25B2E2D874D9... Dated: 4/26/2023 | 11:56 EDT

License Approved: _____ Dated: _____

HM Payson Monthly Statement of Wiscasset Accounts

Account Name	Market Value as of 02/28/2023	Market Value as of 03/31/2023	Market Value as of 04/30/2023	Change in Market Value
Montsweag Dam Reserve Fund	\$ 208,579.96	\$ 214,106.39	\$ 216,998.43	\$2,892.04
Cemetery Trust Fund	\$ 2,216,195.25	\$ 2,274,914.49	\$ 2,305,642.85	\$30,728.36
General John French Scholarship	\$ 77,711.79	\$ 79,770.80	\$ 80,848.30	\$1,077.50
Jackson Cemetery Fund	\$ 38,735.40	\$ 39,761.72	\$ 40,298.80	\$537.08
Larabee Band Fund	\$ 905,653.85	\$ 929,649.62	\$ 942,206.84	\$12,557.22
Haggett Scholarship Fund	\$ 17,298.55	\$ 17,756.88	\$ 17,996.73	\$239.85
Mary Bailey Fund	\$ 570,964.00	\$ 586,091.99	\$ 594,008.61	\$7,916.62
Seth Wingren Fund	\$ 35,877.74	\$ 36,828.34	\$ 37,325.80	\$497.46
Wiscasset Community Center Endowment Fund	\$ 4,064.75	\$ 4,172.45	\$ 4,228.81	\$56.36
Cooper-DiPerri Scholarship Fund	\$ 40,440.54	\$ 41,512.03	\$ 42,072.76	\$560.73
Recreation Scholarship	\$ 1,050.36	\$ 1,078.19	\$ 1,092.75	\$14.56
Town of Wiscasset Edowment Fund Total	\$ 4,116,572.19	\$ 4,225,642.90	\$ 4,282,720.68	\$57,077.78
Town of Wiscasset Capital Reserve	\$ 558,972.48	\$ 574,288.34	\$ 581,842.15	\$7,553.81
Town of Wiscasset Construction Reserve	\$ 2,270,048.06	\$ 2,332,247.47	\$ 2,362,924.30	\$30,676.83
Town of Wiscasset Equipment Reserve	\$ 4,456,576.93	\$ 4,578,687.32	\$ 4,638,912.33	\$60,225.01
Town of Wiscasset Furnace Replacement Reserve	\$ 466,952.95	\$ 479,747.48	\$ 486,057.76	\$6,310.28
Town of Wiscasset Major Repairs Reserve	\$ 629,022.99	\$ 646,258.24	\$ 654,758.69	\$8,500.45
Town of Wiscasset Recreation Building Reserve	\$ 2,460,492.51	\$ 2,527,910.11	\$ 2,561,160.56	\$33,250.45
Town of Wiscasset Retirement Health Insurance Reserve	\$ 186,078.02	\$ 191,176.57	\$ 193,691.18	\$2,514.61
Town of Wiscasset Roof Repair Reserve	\$ 428,797.10	\$ 440,546.16	\$ 446,340.81	\$5,794.65
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 81,414.20	\$ 83,644.95	\$ 84,745.16	\$1,100.21
Town of Wiscasset Highway Department Capital Reserve	\$ 3,018.53	\$ 3,101.23	\$ 3,142.03	\$40.80
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 4,024.73	\$ 4,135.00	\$ 4,189.39	\$54.39
Town of Wiscasset Reserve Funds Total	\$ 11,545,398.50	\$ 11,861,742.87	\$ 12,017,764.36	\$156,021.49

100

1 SELECTMEN REPORT

Department(s): 100 - 134
April

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
100 - ADMINISTRATI	213,940.00	17,081.12	155,782.58	0.00	58,157.42	72.82
101 - AIRPORT	90,521.00	6,033.38	78,981.60	0.00	11,539.40	87.25
102 - ANIMAL CONTR	17,050.00	2,063.67	15,941.12	0.00	1,108.88	93.50
103 - ASSESSING	7,244.00	0.00	4,986.73	0.00	2,257.27	68.84
104 - BRDS & COMM	4,209.00	102.27	1,685.80	0.00	2,523.20	40.05
105 - CELEBRATIONS	22,975.00	0.00	18,754.08	0.00	4,220.92	81.63
106 - CLERK	98,739.00	6,975.53	82,622.57	0.00	16,116.43	83.68
107 - CEO	38,294.00	2,997.85	30,893.76	0.00	7,400.24	80.68
108 - COMMUN ORG	71,737.00	0.00	71,737.00	0.00	0.00	100.00
109 - CONTINGENCY	50,000.00	0.00	931.99	0.00	49,068.01	1.86
110 - CONTRACTS	248,250.00	6,760.76	207,716.99	0.00	40,533.01	83.67
111 - COUNTY TAX	704,459.00	0.00	704,458.17	0.00	0.83	100.00
112 - DEBT SERVICE	231,868.00	0.00	221,866.24	0.00	10,001.76	95.69
113 - ELECTIONS	21,839.00	211.50	4,767.78	0.00	17,071.22	21.83
114 - EMS	759,553.00	53,912.50	553,827.89	0.00	205,725.11	72.91
115 - FD FIRE DEPT	155,708.00	14,522.98	105,609.87	0.00	50,098.13	67.83
116 - FINANCE	275,932.00	19,999.96	229,097.36	0.00	46,834.64	83.03
117 - GA	25,171.00	680.52	9,096.39	0.00	16,074.61	36.14
118 - MUN BULIDING	84,240.00	8,481.70	68,579.34	0.00	15,660.66	81.41
119 - MUN INSURANC	129,009.00	21,179.51	101,887.74	0.00	27,121.26	78.98
120 - OVERLAY	21,508.19	2,180.68	9,899.56	0.00	11,608.63	46.03
121 - PARKS & REC	977,546.00	73,234.00	870,029.51	0.00	107,516.49	89.00
122 - PLANNING	50,000.00	0.00	1.14	0.00	49,998.86	0.00
123 - POLICE	674,035.00	45,066.41	494,720.26	0.00	179,314.74	73.40
124 - PD SRO	86,253.00	6,164.58	53,341.39	0.00	32,911.61	61.84
125 - PUBLIC UT	365,093.00	28,044.84	265,861.30	0.00	99,231.70	72.82
126 - PUBLIC WORKS	673,870.00	42,766.48	570,853.81	0.00	103,016.19	84.71
127 - SELECTMEN	27,829.00	1,365.55	18,488.08	0.00	9,340.92	66.43
128 - SCHOOL TOWN	5,923,209.00	493,600.75	4,936,007.50	0.00	987,201.50	83.33
129 - SR CENTER	13,183.00	665.50	10,033.87	0.00	3,149.13	76.11
130 - SHELLFISH	4,186.00	422.56	3,042.91	0.00	1,143.09	72.69
131 - TIF	245,002.52	0.00	245,002.52	0.00	0.00	100.00
132 - TRANSFER ST	724,084.00	55,222.79	516,409.22	0.00	207,674.78	71.32
133 - WATERFRONT	64,564.00	2,189.17	26,786.83	0.00	37,777.17	41.49
Final Totals	13,101,100.71	911,926.56	10,689,702.90	0.00	2,411,397.81	81.59

Revenue Summary Report

Fund: 1
July to April

Account	Budget	----- Y T D -----			Uncollected	Percent
	Net	Debits	Credits	Net	Balance	Collected
101 - AIRPORT	85,970.00	1,260.00	52,014.20	50,754.20	35,215.80	59.04
01 - Fuel Sale Transfer in Spec Rev	23,000.00	0.00	0.00	0.00	23,000.00	0.00
02 - Aircraft Excise	4,000.00	0.00	4,468.47	4,468.47	-468.47	111.71
03 - Hangers/Tie Downs	10,000.00	0.00	6,985.75	6,985.75	3,014.25	69.86
04 - Hanger/Land Leases	17,974.00	1,260.00	19,234.24	17,974.24	-0.24	100.00
05 - Snacks/Shirts/Hats/Oil	7,000.00	0.00	8,427.00	8,427.00	-1,427.00	120.39
07 - Ramp Fees	3,000.00	0.00	1,232.04	1,232.04	1,767.96	41.07
08 - Cenergy Lease Payment	20,996.00	0.00	11,666.70	11,666.70	9,329.30	55.57
102 - ANIMAL CONTROL	200.00	0.00	700.00	700.00	-500.00	350.00
01 - Late Fees	100.00	0.00	550.00	550.00	-450.00	550.00
02 - Fines	100.00	0.00	150.00	150.00	-50.00	150.00
107 - CODE ENFORCEMENT	25,300.00	175.00	48,346.00	48,171.00	-22,871.00	190.40
01 - Building Permits	20,000.00	0.00	35,152.00	35,152.00	-15,152.00	175.76
02 - Plumbing Permits	4,000.00	175.00	7,972.00	7,797.00	-3,797.00	194.93
03 - Junkyard Permits	300.00	0.00	300.00	300.00	0.00	100.00
05 - Planning Board Fees	1,000.00	0.00	4,822.00	4,822.00	-3,822.00	482.20
07 - Blasting permits	0.00	0.00	100.00	100.00	-100.00	---
114 - EMS/AMBULANCE	365,940.00	232,422.63	613,681.24	381,258.61	-15,318.61	104.19
01 - Calls for Service	284,555.00	0.00	532,976.25	532,976.25	-248,421.25	187.30
03 - Contractual Write-offs	0.00	232,422.63	0.00	-232,422.63	232,422.63	---
04 - Bad Debt W/O & Collections	0.00	0.00	2,300.17	2,300.17	-2,300.17	---
06 - Dresden Contract	45,360.00	0.00	45,360.00	45,360.00	0.00	100.00
07 - Westport Contract	18,144.00	0.00	18,144.00	18,144.00	0.00	100.00
11 - ALNA CONTRACT	17,881.00	0.00	14,900.82	14,900.82	2,980.18	83.33
117 - GENERAL ASSISTANCE	0.00	600.00	600.00	0.00	0.00	---
01 - GA DONATIONS	0.00	600.00	600.00	0.00	0.00	---
121 - PARKS & RECREATION	465,000.00	3,323.00	465,199.38	461,876.38	3,123.62	99.33
01 - Memberships	148,500.00	1,238.00	139,231.44	137,993.44	10,506.56	92.92
02 - Alna Contract	4,300.00	0.00	4,257.00	4,257.00	43.00	99.00
03 - Westport Island Contract	4,200.00	0.00	0.00	0.00	4,200.00	0.00
04 - Donations	7,500.00	0.00	1,342.50	1,342.50	6,157.50	17.90
05 - Rentals	18,000.00	0.00	21,770.00	21,770.00	-3,770.00	120.94
06 - Athletics (Youth & Adult)	30,000.00	190.00	34,920.50	34,730.50	-4,730.50	115.77
07 - Aquatics	55,000.00	192.00	77,088.50	76,896.50	-21,896.50	139.81
08 - Senior Programs	3,000.00	0.00	0.00	0.00	3,000.00	0.00
09 - Special Events	5,000.00	0.00	3,673.00	3,673.00	1,327.00	73.46
10 - Fitness	5,000.00	0.00	2,940.00	2,940.00	2,060.00	58.80
11 - Afterschool/Vac Camps/Early Re	55,000.00	183.00	86,668.60	86,485.60	-31,485.60	157.25
12 - Summer Camp	65,000.00	1,420.00	41,321.25	39,901.25	25,098.75	61.39
13 - Concessions	7,500.00	0.00	8,912.00	8,912.00	-1,412.00	118.83
14 - Programs	40,000.00	100.00	27,684.16	27,584.16	12,415.84	68.96
15 - CACFP	12,000.00	0.00	10,390.43	10,390.43	1,609.57	86.59
16 - Dresden Contract	5,000.00	0.00	5,000.00	5,000.00	0.00	100.00
123 - POLICE DEPARTMENT	1,400.00	0.00	1,791.36	1,791.36	-391.36	127.95
01 - Reports	1,000.00	0.00	720.00	720.00	280.00	72.00
02 - Parking Fees	0.00	0.00	320.00	320.00	-320.00	---
03 - Weapon Permits	400.00	0.00	490.00	490.00	-90.00	122.50

Revenue Summary Report

Fund: 1
July to April

Account	Budget Net	Debits	Y T D Credits	Net	Uncollected Balance	Percent Collected
123 - POLICE DEPARTMENT CONT'D						
06 - Miscellaneous	0.00	0.00	261.36	261.36	-261.36	----
129 - SENIOR CENTER	5,500.00	0.00	7,451.00	7,451.00	-1,951.00	135.47
01 - Meals	5,000.00	0.00	6,826.00	6,826.00	-1,826.00	136.52
02 - Memberships	500.00	0.00	625.00	625.00	-125.00	125.00
130 - SHELLFISH CONSERVATION	2,650.00	0.00	60.00	60.00	2,590.00	2.26
01 - Licenses	2,650.00	0.00	60.00	60.00	2,590.00	2.26
132 - TRANSFER STATION	299,063.00	20,623.93	282,920.00	262,296.07	36,766.93	87.71
01 - User Fees	65,000.00	19.10	72,775.33	72,756.23	-7,756.23	111.93
04 - Cardboard	7,500.00	0.00	8,374.47	8,374.47	-874.47	111.66
05 - Metal	35,000.00	0.00	28,967.00	28,967.00	6,033.00	82.76
06 - Alna Contract	91,861.00	20,604.83	95,004.44	74,399.61	17,461.39	80.99
07 - Westport Island Contract	93,202.00	0.00	75,485.76	75,485.76	17,716.24	80.99
08 - MRC Dividend	6,500.00	0.00	2,313.00	2,313.00	4,187.00	35.58
133 - WATERFRONT & HARBORS	21,575.00	150.00	21,067.80	20,917.80	657.20	96.95
01 - Watercraft Excise	5,700.00	0.00	3,140.00	3,140.00	2,560.00	55.09
02 - Mooring Fees	8,125.00	150.00	9,263.00	9,113.00	-988.00	112.16
03 - Docking	1,500.00	0.00	5,920.80	5,920.80	-4,420.80	394.72
04 - Wormcars	250.00	0.00	180.00	180.00	70.00	72.00
06 - Commercial & Main Street Pier	6,000.00	0.00	200.00	200.00	5,800.00	3.33
08 - Vendor Permits	0.00	0.00	2,364.00	2,364.00	-2,364.00	----
190 - STATE REVENUES	1,094,547.77	0.00	1,105,442.29	1,105,442.29	-10,894.52	101.00
01 - Revenue Sharing	633,940.00	0.00	729,932.38	729,932.38	-95,992.38	115.14
02 - Business Equipment Tax Reimb	49,122.71	0.00	49,123.00	49,123.00	-0.29	100.00
03 - Homestead Exemption Reimb	341,998.06	0.00	258,575.00	258,575.00	83,423.06	75.61
04 - Local Road Assistance Program	45,000.00	0.00	49,944.00	49,944.00	-4,944.00	110.99
05 - Tree Growth	6,000.00	0.00	7,813.25	7,813.25	-1,813.25	130.22
06 - Cell Tower Lease	6,087.00	0.00	4,476.15	4,476.15	1,610.85	73.54
07 - Veterans' Exemption	4,400.00	0.00	0.00	0.00	4,400.00	0.00
08 - General Assistance	8,000.00	0.00	5,578.51	5,578.51	2,421.49	69.73
191 - TAXES	10,131,484.94	520.71	10,113,233.04	10,112,712.33	18,772.61	99.81
01 - Tax Commitment	9,471,484.94	0.00	9,471,485.10	9,471,485.10	-0.16	100.00
02 - Supplemental Tax Commitment	0.00	0.00	23,506.38	23,506.38	-23,506.38	----
03 - Auto Excise	560,000.00	520.71	513,080.59	512,559.88	47,440.12	91.53
04 - Rapid Renewal Auto Excise	100,000.00	0.00	105,060.97	105,060.97	-5,060.97	105.06
05 - Payment in Lieu of Taxes	0.00	0.00	100.00	100.00	-100.00	----
192 - CHARGES FOR SERVICES	65,400.00	982.22	51,458.29	50,476.07	14,923.93	77.18
01 - Tax Interest	40,000.00	406.67	23,790.74	23,384.07	16,615.93	58.46
02 - Lien Fees	8,000.00	561.55	8,302.45	7,740.90	259.10	96.76
03 - Agent Fees	17,200.00	14.00	16,196.25	16,182.25	1,017.75	94.08
04 - Copies/Fax	200.00	0.00	122.65	122.65	77.35	61.33
05 - Sign Permits	0.00	0.00	280.00	280.00	-280.00	----
08 - Business Licenses	0.00	0.00	50.00	50.00	-50.00	----
10 - Vitals	0.00	0.00	2,716.20	2,716.20	-2,716.20	----
193 - OTHER REVENUES	832,853.81	3,010.88	371,525.06	368,514.18	464,339.63	44.25
01 - CATV Franchise Fees	52,000.00	0.00	39,467.76	39,467.76	12,532.24	75.90

Revenue Summary Report

Fund: 1
July to April

Account	Budget	----- Y T D -----		Uncollected	Percent	
	Net	Debits	Credits			Net
193 - OTHER REVENUES CONT'D						
02 - Cash Over/Short	0.00	155.00	0.30	-154.70	154.70	----
03 - Bank Interest Income	15,000.00	0.00	89,304.26	89,304.26	-74,304.26	595.36
04 - Maine Yankee Impact Fees	120,000.00	0.00	148,989.12	148,989.12	-28,989.12	124.16
05 - Miscellaneous Income	70.00	0.00	1,177.90	1,177.90	-1,107.90	999.99
06 - Insurance Dividends	0.00	0.00	6,457.00	6,457.00	-6,457.00	----
07 - NSF Fees	0.00	0.00	90.00	90.00	-90.00	----
08 - Tax Acquired Property Sales	0.00	0.00	2,550.61	2,550.61	-2,550.61	----
09 - Sale of Assets	0.00	0.00	23,488.11	23,488.11	-23,488.11	----
13 - SRO GRANT	60,000.00	0.00	60,000.00	60,000.00	0.00	100.00
97 - Prior Period Adjustments	0.00	2,855.88	0.00	-2,855.88	2,855.88	----
99 - Use of Fund Balance	585,783.81	0.00	0.00	0.00	585,783.81	0.00
Final Totals	13,396,884.52	263,068.37	13,135,489.66	-12,872,421.29	524,463.23	96.09

Resources
Type: Pier

10d

date: 3-30-23

returning vendor(y/n) y



TOWN OF WISCASSET

Pier Vendor Permit Application

APPLICANT NAME: Shawn Brown

BUSINESS NAME: Optimiz ATM

MAILING ADDRESS: 5 BUCKTHORN CIR SACO, ME 04072

PHONE NUMBER: 207-229-6319 CELL: SAME

EMAIL: Sbrown090803@gmail.com

PERMIT PER EACH SPOT: (Operating: May - Oct /calendar year) ___ \$1000 (10' X 20') or ___ \$1500(30' x 34').

___ LADDER SIGN: \$40; TO READ: _____

I REQUEST ELECTRICAL SERVICE, see Pier Policies for details

___ EVENT PERMIT DATE(S) _____

___ DAY USE PERMIT \$35: DATE(s): _____

___ RETURNING VENDORS CHECK HERE IF NO CHANGES TO BUSINESS

DESCRIPTION OF ALL BUSINESS ACTIVIES THAT WILL TAKE PLACE ON SITE: INCLUDING ELECTRICAL REQUIREMENTS _____

ATM - Minimal Electrical Usage

10e



**TOWN OF WISCASSET
REQUEST FOR QUALIFICATIONS (RFQ)
AIRPORT ENGINEERING SERVICES
WISCASSET MUNICIPAL AIRPORT**



Revised version April 24, 2023

The Town of Wiscasset is soliciting Statements of Qualifications (SOQ) to provide Architectural and Engineering Consultant Services (A/E) for Capital Improvement projects and other supplementary services at the Wiscasset Municipal Airport. SOQs must be received on or before the due date and time (local time) listed below.

Proposer shall submit their proposal electronically (PDF) to

Dennis Simmons, Town Manager (manager@wiscasset.org)

and

Rick Tetrev, Airport Manager (airport@wiscasset.org)

STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON MAY 11, 2023.

Proposers are also asked to submit one printed copy of the SOQ to Robin Plourde, Town of Wiscasset, 51 Bath Road, Wiscasset, ME 04578-4108, for receipt no later than May 16, 2023.

The proposed contract term will be from June 1, 2023, to May 30, 2028. The Ordering Period will end on May 30, 2027. Interested companies must be experienced in the practice of airport engineering in Maine. They should respond to this request on or before the time due for submission.

The Town will not accept electronically transmitted, late, or misdirected proposals. Proposers are responsible for delivery to the specific location cited above. The Town will not be responsible for late deliveries or mail delays. Statement of Qualifications received after the specified time and date shall be returned unopened.

Each hard copy SOQ submitted to the Town shall have the following information clearly marked on the face of the sealed package: Proposer's name, return address, due date for Statement of Qualifications, and the title of the RFQ.

All questions or requests for clarification regarding this RFQ must be submitted by e-mail no later than 4:00 pm, May 5, 2023, and directed to Rick Tetrev at airport@wiscasset.org. Written questions and responses will be posted at www.wiscasset.org/departments/airport on May 8, 2023. Verbal questions will not be accepted.

Costs incurred in the preparation of responses to this RFQ are the sole responsibility of the firm. The Town reserves the right to accept or reject any or all proposals, and parts thereof. It also

reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained within this request for proposals. The Town also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

A. GENERAL INFORMATION

A review committee will evaluate the SOQs and select a firm or, at the discretion of the review committee, select a short list of firms to interview. The firm's trustworthiness, qualifications, and experience in projects like those that the Town of Wiscasset anticipates undertaking in the next five years are key in selecting the right firm. The selection committee will recommend to the Board of Selectman at its regularly scheduled meeting on May 16. Unselected firms will be notified by email on or about May 17, 2023.

Selection Schedule

- Post RFQ.....On or about April 21, 2023
- Questions to RFQ Due.....May 5, 2023 (4:00 p.m.)
- Questions AnsweredMay 8, 2023
- Proposals DueMay 11, 2023 (4:00 p.m.)
- Interview Dates (if held)May 15, 2023
- Board of Selectman Recommendation.....May 16, 2023
- Award Contract.....May 17, 2023

B. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

1. Have adequate financial resources for performance or obtain such resources as required during the performance.
2. Have the necessary experience, organization, technical and professional qualifications, skills, and facilities.
3. Be able to comply with the proposed or required completion time or performance schedule.
4. Have a demonstrated satisfactory record of performance.

C. STATEMENT PREPARATION

Interested firms are instructed to follow the outline below. Statements that do not follow the outline or do not contain the required information or extraneous information will be considered unresponsive proposals.

Statements are limited to 30 pages (30 single-sided or 15 double-sided), in an easy-to-read font style, color, and size. Covers, the cover letter, table of contents, dividers (if used), and résumés are not included in the 30-page limit.

The Town will weigh each Section in rating the proposals according to the percentages listed.

1. **Ability to Perform (30%).** In this section describe the services you provide and how these services relate to the needs of the Wiscasset Municipal Airport.
 - a. Provide, in written form, the primary services your firm offers in-house that may apply to the type of projects listed in Section D. List those services that will require a subcontractor.
 - b. Connect the services described with your understanding of the Wiscasset Municipal Airport's needs in the next five years.
2. **Experience (20%).** In tabular form, provide previous and current contracts awarded by a municipality or government agency since 2017 that are similar in scope of services listed in Section D, Future Airport Projects. The information must include the following.
 - a. Awarding Organization
 - b. Project Name
 - c. Project Dates (Month & Year)
 - d. Point of Contact (Name, Phone, Email) (this information will serve as your references)
3. **Personnel (25%).** Identify your staff, the proposed Client Manager (CM), and key Project Managers (PM).
 - a. Using an organization chart or descriptive narrative, or both, identify the key staff members and their supporting role (engineering, planning, environmental, etc.), and any subcontractor anticipated for the proposed projects in Section D. Include a one or two-page résumé for each of the top individuals (subcontractors excluded unless they will play a major role exceeding 25% of an estimated project budget). Attach the résumés in an appendix (do not count toward the page limit).
 - b. Identify the proposed Client Manager (CM) who will represent your firm and will be responsible to the Town of Wiscasset for all projects anticipated in this RFQ. List the CMs name, Maine professional engineering license number (if applicable), a list of all the CMs current projects, and past projects (within the past five years) related to the list in Section D, along with the type, nature, estimated or actual total cost, and the organizations primary POC (name, and email or phone). It is understood that people change jobs, retire, and relocate. If this is the case, please note and include their contact information if it does not violate any privacy issues.
 - c. Identify your key PMs who may be tasked with managing individual projects. Provide a brief biography, their Maine professional engineering license number (if applicable), their role concerning this RFQ, and one or two projects like the type they would manage. Include the project name, client, and dates. Attach their résumés in the appendix.
 - d. Provide a brief overview of the working relationship between the CM and PMs. Discuss the communications methods between the two and your quality control processes.

4. **Company Background Material (15%).** Provide your company's background and length of time offering aviation/airport engineering services. Describe your firm's reputation for providing high-quality engineering services as scheduled and budgeted. List your existing aviation clients in New England. Explain the number of employees and their disciplines who may work on projects for the Wiscasset Municipal Airport, whose primary roles are dedicated to airport projects.
5. **Ancillary Amenities (5%).** The selected consultant should be prepared and qualified to provide airport services unrelated to capital projects. Briefly explain how you provide these services to existing clients and how you would propose providing them to the Town of Wiscasset.
 - Be on call and available to the airport or town manager during regular business hours. Coordinate with the Town, airport officials, MaineDOT, and the FAA on applicable airport issues as needed.
 - Attend or participate in airport committee meetings. Note, we do not expect the airport consultant to attend all committee meetings but do expect them to avail themselves occasionally as needed to explain project status, issues, etc.
 - Participate in the maintenance of the CIP, including coordination with the funding agencies.
 - Maintain the Airport's DBE program and assist in filing required annual reports.
6. **Quality (5%).** The quality of the SOQ reflects the possible quality of work a company provides. Consideration will be given to the SOQs clarity and how easy it is to read and understand.
7. **References.** A separate list of references is not required. However, the Town of Wiscasset may contact the POC listed for specific projects in Section 1, Experience.

C. PROGRAM BACKGROUND

The Town of Wiscasset is the sponsor, owner, and operator of the Wiscasset Municipal Airport (IWI) located at 96 Chewonki Neck Road, Wiscasset, ME. The airport facilities include a 3,397 by 75 ft paved runway (Runway 7-25), a full-length 35 ft wide parallel taxiway, with three stub taxiways. The runway is marked non-precision and equipped with LED MIRL, with PAPI and REILs on both ends. Taxiway edge lights are a combination of incandescent and LED. Non-precision RNAV (GPS) procedures, without LPV minimums, serve both runway ends. The airport meets all FAA design standards for an ARC B-II airport.

Recent aviation easement acquisition and obstruction removal projects paved the way for the complete runway reconstruction in 2022. The airport has a 17,700 yd² paved aircraft apron with 30 tie-down, nine privately owned conventional hangars, and two 12-bay tee hangars on leased land. In addition, a separate hangar and private home are connected to the airport with an FAA-approved TTF agreement. There are 34 based aircraft.

The Town owns a 4,700 ft² combination hangar and two-story terminal (admin) building, a 3,250 ft² maintenance hangar currently used for aircraft storage, and a 2,550 ft² SRE building. The

airport has a recently rehabilitated the aircraft fuel farm, that includes two 12,000-gallon fuel tanks (Jet A and AvGas) with an electronic delivery credit card system. A 26-acre solar farm is nearing completion and is expected to go active this summer.

The October 2014 Airport Master Plan and ALP set are available on the Town's website at <http://wiscasset.org/departments/airport>.

D. FUTURE AIRPORT PROJECTS

Anticipated future projects for the Wiscasset Municipal Airport for this RFQ may include:

1. Terminal/Hangar Building Renovations
2. Maintenance Hangar Renovations
3. Apron Rehabilitation or Reconstruction
4. Taxiway Rehabilitation or Reconstruction
5. Pavement Maintenance
6. LPV Survey (AC 150/5300-18B)
7. Electrical Vault Relocation
8. Hangar Design and Construction

Necessary engineering services may be underwritten through the AIP, BIL, and local or private funding.

The engineering-related portions of the airport's current CIP are included in this table. Still, they are subject to change based on regular adjustments to airport needs, cost estimates, and funding agency prioritization.

Wiscasset Municipal Airport, Abbreviated CIP as of April 17, 2023

Year	Source	Project Description	Estimated Project Costs
2022	AIP	Repayment from Rangeley	\$86,621
2022	BIL	Hangar door replacement	\$176,666
2023	AIP	Save - Possible Grant Amendment for AIP #27-2021 (RWY Recon)	\$400,000
2023	BIL	Hangar renovations, including door replacement and building improvements	\$350,000
2024	AIP	Apron reconstruction	\$590,000
2024	BIL	Design and inspection for apron reconstruction	\$175,000
2025	BIL	18B LPV Survey - Improve approach Runway 7	\$175,000
2026	AIP	AMPU (Not part of this RFQ/SOQ)	\$300,000
2026	BIL	Relocate electrical vault	\$150,000

2028	AIP	Taxiway rehabilitation (Phase 1)	\$370,000
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E. CONTRACT AWARD

Any contract entered with the Town of Wiscasset shall be in response to this proposal and subsequent discussions. The award shall be based on the criteria described herein.

F. INDEMNIFICATION AND INSURANCE

The successful consultant selected shall agree to indemnify and hold the Town of Wiscasset harmless from claims, demands, suits, causes of action, and judgments arising from the consultant's performance, including professional malpractice or negligence claims.

The above-referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally funded contracts contained in the most recent version of the State of Maine Department of Transportation's Airport Consultant General Conditions and the most recent version of the related Supplement to these Consultant General Conditions. The Airport Consultant General Conditions may be found at <http://www.maine.gov/mdot/cpo/airport/>.

G. DISADVANTAGE BUSINESS ENTERPRISE

The Town of Wiscasset's Disadvantage Business Enterprise (DBE) goal is 1.7% based on a report prepared in October 2020 and valid through September 30, 2023.

MaineDOT Certified DBE consultants are encouraged to apply as the prime consultant for this work. In addition, DBE Firms should consider responding to this RFQ to at least gain entry to the MaineDOT Prequalification.

Non-DBE Firms shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract under MaineDOT's current requirements for DBE utilization. Firms certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at: <http://www.maine.gov/mdot/civilrights/dbe> or by contacting:

Stacie Haskell
Disadvantaged Business Enterprises Program Administrator
Maine Department of Transportation Civil Rights Office
16 State House Station
Augusta, ME 04333-0016

Tel: (207) 624-3066
Cell: (207) 592-0686
Fax: (207) 624-3021
TTY Users dial Maine Relay 711

H. RATING PROCESS

The Town of Wiscasset uses a rating sheet as required in AC 5100-14E, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*. Each selection committee member will evaluate each company using the grading sheet on the next page.

Members will meet and compare grades and notes and, if necessary, adjust individual grades based on this internal discussion. If interviews are conducted, the selection committee will reevaluate the firms interviewed and compare the findings of the SOQ with their interview notes.

The selection committee will recommend to the Board of Selectman the firm the group feels is the highest qualified to provide aviation consulting services to the Town of Wiscasset. Overall grading criteria will be available upon request following the Board's decision.

WISCASSET MUNICIPAL AIRPORT ENGINEERING CONSULTANT SELECTION GRADING SHEET									
CRITERIA	WEIGHT	CONSULTANT							
		RATING	SCORE	RATING	SCORE	RATING	SCORE	RATING	SCORE
Ability	30%								
Experience	20%								
Personnel	25%								
Background	15%								
Amenities	5%								
Quality	5%								
Total	100%	600		600		600		600	
Submitted by: _____ Date: _____									
Rating = 100 possible points for each criterion. The score is the rating times the criteria weight.									

WISCASSET MUNICIPAL AIRPORT ENGINEERING CONSULTANT SELECTION COMPOSITE SCORES				
MEMBER	CONSULTANT			

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

11a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

05/01/2023

Edward S. & Ruth A. Mewa
P.O. Box 173
Wiscasset, ME 04578

PROPERTY REVIEWED
Map U23 Lot 1 RE Acct # 1885

CURRENT ASSESSED VALUE
Land Value \$ 38,400 Building Value: \$ 35,900(Dwelling Assessment)

FINDINGS

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

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

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

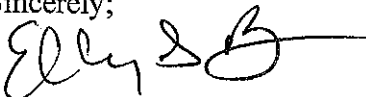
An adjustment will be made. The following assessments now apply.

Land Value: \$ 38,400 Building Value: \$ 0

Abatement will be recommended for: **\$ 720.87.**

Remarks: Upon further review, this home was removed from the property as of April 1st 2022. Abatement recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

Supplements
A

05/01/2023

Michael W. Lachance
29 Chita Lane
Richmond, ME 04357

PROPERTY REVIEWED
M R01 Lot 37-A

CURRENT ASSESSED VALUE
Supplement for 5-acre Farmland removal

FINDINGS

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

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

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

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

Supplement will be recommended for: **\$ 1,374.38.(1st of 5 annual)**

Remarks: Per written request 5 acres from Farmland class has been removed from classification. Supplement recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;



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

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

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

Supplements
B

05/01/2023

Central Maine Power Company
C/O Avangrid Management Company-Local Tax
Attention Shari Irish
One City Center, 5th Floor.
Portland, ME 04101

PROPERTY REVIEWED
Personal Property Acct # 405

CURRENT ASSESSED VALUE
Personal Property Value: \$ 0

FINDINGS

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

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


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

 X An adjustment will be made. The following assessments now apply.
Personal Property Value: \$ 1,930,800

 X Supplement will be recommended for: **\$ 38,770.46.**

Remarks: Upon further review, this supplemental personal property assessment is for the declared value for the staging yard at 518 Gardiner Road. This supplemental assessment was omitted from commitment in error. The assessing office did not receive the declaration. Supplement recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely;


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



Town of Wiscasset

Office of the Town Manager

May 16, 2023

To: Wiscasset Select Board

Ref: Town Manager's Report

Medical Reimbursement Services has provided EMS Chief Bean with a list of accounts they have been unable to collect through their normal process. They are requesting that we write-off these accounts as bad debt so that we may send the accounts to a collection agency.

The airport terminal building is starting to really show its age. There is grant funding available for renovations, however, this project was not included in the current agreement with Stantec, so we need to go through the consultant selection process to include this project. Rick has issued an RFQ for consultants. They are due May 11th and will be reviewed by Rick, a member of the airport committee, myself and Dusty so that we can make a recommendation at your meeting.

On Tuesday May 9th we had a pre-application inspection of the boat launch ramps at the waterfront. This inspection was to see if we qualified for a grant through the Bureau of Parks & Lands Boating Facilities Fund. While we do qualify, we were informed there were quite a few applications and not everyone will get funding or may not get the requested amount. It was noted the area was in poor condition and erosion is happening up into the roadway at the top of the ramps. Ted has issued an RFP for engineering firms qualified to evaluate the erosion happening throughout the paved waterfront area. The recent heavy rain storm opened up some new areas of erosion and we need to get a handle on how to mitigate this.

Ted has also issued an RFP for painting of the clock tower. This is a long overdue project. The gentleman who owns the building has spent considerable amounts on renovations and we owe it to him as well as the donors of the clock to do a better job in maintaining it.

At your last meeting Harbormaster Hesseltine requested that the Board appoint Callie Fairservice as Deputy Harbormaster. I asked that you table that request as I had been contacted by the union who expressed concerns about a union member being appointed without negotiations. Because the Deputy Harbormaster is not a union covered position, I disagree with their stance that this needs to be negotiated. However, I did agree to resolve the issue by advertising the position in-house. Callie was the only person who submitted a letter of interest.

At the last meeting we were planning an informational hearing on the "rewilding" project on Pleasant St Ext. Leslie is not able to attend May 16th so we are rescheduling it for June 6th