

WISCASSET SELECTBOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
SEPTEMBER 19, 2023
IN PERSON AND VIA ZOOM

3a

Preliminary Minutes

Present: James Andretta, Terry Heller, Bill Maloney, Chair Sarah Whitfield and Town Manager Dennis Simmons

Absent: Pam Dunning

The chair called the meeting to order at 6 p.m.

1. Pledge of Allegiance

The chair welcomed the students who were attending.

Bill Maloney moved to add to the agenda a motion to void the previous tax commitment and to add the correct tax commitment. Vote 4-0-0.

2. Approval of Treasurer's Warrants

a. **Terry Heller moved to approve the payroll warrants of September 8 FY 24 and September 15 FY 24. Vote 4-0-0.**

b. **Terry Heller moved to approve the accounts payable warrants of September 12 FY 24 and September 19 FY24. Vote 4-0-0.**

3. Approval of Minutes

a. **Terry Heller moved to approve the minutes of September 5, 2023, as amended. Vote 4-0-0.**

4. Special Presentations or Awards – none

5. Committee Appointments/Resignations

Terry Heller moved to accept the resignation of Heather Jones from the Climate Action Team, Budget Committee and the Comprehensive Plan Committee. Vote 4-0-0.

6. Public Hearings

a. **Special Amusement Permit for Sara Gross, DBA Maine Tasting Center, 506 Old Bath Road, Wiscasset. Terry Heller moved to open the public hearing at 6:05 p.m. Vote 4-0-0. There was no discussion. Terry Heller moved to close the public hearing at 6:05 p.m. Vote 4-0-0. Terry Heller moved to approve the Special Amusement Permit for Sara Gross, DBA Maine Tasting Center, 506 Old Bath Road, Wiscasset. Vote 4-0-0.**

b. **Liquor License for Chandler Sowden and Zachery Goodwin, DBA In a Silent Way at 51B Water Street, Wiscasset. Terry Heller moved to open the public hearing at 6:06 p.m. Vote 4-0-0. There was no**

Dennis Simmons asked for patience on the Foye Road conditions; the rain has delayed work and if necessary the contractor will be brought back in.

Simmons will be in Chelmsford, MA next Wednesday attending a brownfields training conference and from September 30 to October 4 he will be attending a conference in Austin, Texas.

Simmons reported there was no major damage from the weekend storm, a few trees were down and there were some power outages. He apologized for the closure of the transfer station the previous Saturday, but said it was necessary as the transfer station cannot operate without power.

The tax bills which were delayed will be going out.

The town received 25 resumes for the economic development position; four will be interviewed. Possible expansion of the town office building will be discussed in the future.

Simmons met with Maine Energy Management regarding funding for a seawall around the wastewater treatment plant. FEMA may be willing to fund that in lieu of having to move the plant.

The town has received final approval for the brownfields grant and final approval for the grant for Old Ferry Road. FEMA is funding one pump station generator and the town can apply for funding for the remaining three, although the town will have to contribute 25% of the cost.

Work is progressing on the Wawenock block; however, it was discovered that the entire gutter system has to be replaced. The mason is expected to be on site within two weeks.

In response to Terry Heller's question, the Code Enforcement Officer is getting caught up with court hearings on two land use violations, is dealing with a campers issue and the broken window is on his list.

In response to Terry Heller's question regarding the Whippoorwill well, Simmons said the residents are going to meet with Pine Tree Legal and Senator Reny on the problem in the next week. Simmons will attend the meeting.

13. Other Board Business

Sarah Whitfield asked and received a consensus on monitoring the Wawenock situation and delaying sending a letter unless work has stopped.

Sarah Whitfield announced that the first board bulletin had been written; future issues will deal with explanations of the board's work, updates, etc. Feedback is welcome.

Bill Maloney said it would be helpful to the students to know how the bills are paid. He said the bills are emailed to the members during the weeks before the meeting, and any questions can be answered before the meeting at which they are approved.

14. Adjournment

James Andretta moved to adjourn the meeting at 6:44 p.m. Vote 4-0-0.

discussion. **Terry Heller moved to close the public hearing at 6:06 p.m. Vote 4-0-0. Terry Heller moved to approve the liquor license for Chandler Sowden and Zachery Goodwin DBA In a Silent Way at 51B Water Street, Wiscasset. Vote 4-0-0.**

c. General Assistance Ordinance Appendices A-G for 2023-2024. **Terry Heller moved to open the public hearing at 6:07 p.m. Vote 4-0-0. There was no discussion. Terry Heller moved to close the public hearing at 6:08 p.m. Vote 4-0-0. Terry Heller moved to adopt the 2023-2024 General Assistance Ordinance Appendices A-G. Vote 4-0-0.**

7. Public Comment – none

8. Department head or committee chair:

- a. Department Monthly Reports
- b. Year to date expense/revenue reports
- c. H. M. Payson Statement of Accounts

9. Unfinished Business

a. LD2003 – Emily Rabbe reported that the Ordinance Review Committee has been working on a draft of a parking schedule and will finalize it on September 25. The ORC is looking for guidance on setting the maximum size of Additional Dwelling Units. LD2003 sets a minimum of 291 sq. ft. for ADUS, but leaves setting the maximum to the individual towns. The maximum ADU could be a set number of square feet or a percentage of the main residence, but in any case, smaller than the main residence. Bill Maloney added that it would be necessary to show adequate well and septic if an ADU were to tie into the systems of the main residence. Rabbe said the initial house could be considered an ADU if a larger house were built but it would depend on size limits and location. She added that the town could cap the maximum size of ADUs in Village 1 and 2 zones. Terry Heller asked if there would be waivers to allow what was prohibited in the ordinance; Rabbe said she did not think variances would be allowed, but the town could amend the ordinance in the future if changes were necessary. After discussion, Rabbe said the ORC would draft the ordinance with a cap on the size of ADUs in Village 1 and 2.

Short Term Rentals were discussed, the consensus being that rather than restrict, the town could use an amended business licensing ordinance to determine how many short-term rentals were in town and their locations. Rabbe will send the board a definition of short-term rentals, usually the length of stay is 28-31 days. The ORC will research other towns' regulations.

b. **Terry Heller moved to void the Municipal Tax Assessment Warrant for fiscal year 07-01-2023 to 6-30-2024 that was approved 09-13-2023. Vote 4-0-0. Terry Heller moved to approve the recalculated Municipal Tax Assessment Warrant for fiscal year 07-01-2023 to 06-30-2024 to set the mil rate at \$17.047 and commit the same to Sue A.M. Anderson, Tax Collector. Vote 4-0-0.**

10. New Business

a. Business License for Coastal Water Treatment, 681 Bath Road. **Terry Heller moved to approve the business license for Coastal Water Treatment, 681 Bath Road. Vote 4-0-0.**

11. Assessors Business: N/A

12. Town Manager's Report

To: Wiscasset Select Board

From: Matthew Gordon and Carole Drury, Wiscasset Music Educators

Date: October 3, 2023

Re: Larabee Request

Two years ago, Wiscasset Schools began using the Larabee Fund to provide instruments to all students who wanted to participate in band lessons/ensembles. Because of this generous fund, many students, who otherwise might not be able to rent or buy an instrument, have elected to join and our band program has been steadily increasing. We recently introduced our fifth graders to the band program and many would like to participate, increasing the need to purchase a few more instruments. Additionally, Mr. Gordon is offering middle school and high school students extra learning opportunities including Rock Band and Digital Music instruction both during and after school. We are respectfully requesting to use the Larabee Fund to purchase these additional instruments so that we can accommodate all students who would like the opportunity to participate in band lessons/ensembles.

We appreciate your supporting our request in order to provide students with the tools they need to be successful in the WSD band program.

INSTRUMENT AND ACCESSORIES REQUEST-

9 Bell Kits @ \$350 = \$3,150
6 Squier/Fender guitars w/accessories @ \$269.99 = \$1,619.94
6 MillSO guitar to headphone adaptors @ \$8.99 = \$53.94
6 Elixir guitar Strings (.09-.42) @ \$13.99 = \$83.94
4 sets Innovative Percussion Fundamental Series Medium-Soft Marimba Mallet Medium Blue Yarn @ \$18.69 = \$74.76
2 sets PROMARK SPYR Unwrapped Marimba Mallets Medium Red Rubber @ \$37.99 each = \$75.98
4 yamaha trombone lubricant @ \$10.99 each = \$43.96

Total Request = \$5,102.52

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

11a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

09/27/2023

Emilie Spas
Marc Faul
8 Chapman Lane
Kennebunk, ME 04043

PROPERTY REVIEWED
Map R02 Lot 1-A RE Acct # 167

CURRENT ASSESSED VALUE
Land Value: \$ 76,000 Building Value: \$ 502,700

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: \$ 0 Building Value: \$ 0

Abatement will be recommended for: **\$ 9,865.10.**

Remarks: Upon further review the billed owners of this property only owned part of this lot, assessed the entire lot in error. Abatement recommended. Supplements to follow. 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

11b

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

09/27/2023

Emilie Spas
Marc Faul
8 Chapman Lane
Kennebunk, ME 04043

PROPERTY REVIEWED
Map R02 Lot 1-A-1 RE Acct # 2789

CURRENT ASSESSED VALUE
Land Value: \$ 0 Building Value: \$ 0

FINDINGS

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

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

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

An adjustment will be made. The following assessments now apply.
Land Value: \$ 52,800 Building Value: \$ 206,300

Supplement will be recommended for: **\$ 4,416.88**

Remarks: Upon further review, the owners of this property were assessed the entire lot in error. Error is corrected and 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

11c

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

09/27/2023

Edward N. & Betty-Jane Simpson
224 Indian road
Wiscasset, ME 04578

PROPERTY REVIEWED
Map R02 Lot 1-A RE Acct # 167

CURRENT ASSESSED VALUE
Land Value: \$ 0 Building Value: \$ 0

FINDINGS

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

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


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

An adjustment will be made. The following assessments now apply.
Land Value: \$ 76,000 Building Value: \$ 296,400

Supplement will be recommended for: **\$ 6,348.30.**

Remarks: Upon further review, the Simpsons owned part of this lot as of April first, 2023. They did not receive a Tax bill for 2023 in error. 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

October 3, 2023

To: Wiscasset Select Board

Ref: Town Manager's Report

Reminder that October 9th is an observed town holiday.

On Sept 14th I attended the Brownfield meeting with representatives of the DEP and EPA. I have been working with Elise Simon, our assigned project officer, on the final version of the RFP for qualified engineers to provide services for the North Point Fill Area cleanup. This has now been posted. Submissions are due November 1st. I will be asking for a member of the Board to be part of a committee to review the submissions.

On September 20th, at the request of Senator Reny, I provided space for the residents of Whippoorwill Trailer Park to meet with representatives of Pine Tree Legal. Several residents took advantage of this meeting to learn more about the legal responsibilities of the owners of the park, and the resident's rights as tenants.

On Sept 21st we interviewed the four top candidates for the Economic Development Director. We have selected three of those for a second interview, tentatively scheduled for Oct 18th.

Each year the voters authorize the Select Board to carry any unexpended balances they deem advisable. I have looked at last year's expenses and what we have expended so far this year to see if there are areas of concern. Attached are my requests and reasoning. Most are self-explanatory. Here is a bit more detail on a few:

- \$137,896.20 are for projects we committed to last year that have not been completed or outstanding invoices not yet received for contracted work (painting clock tower, unfinished audit, LCRPC service, comp plan)
- This year there was an increase in the employer contribution to MEPERS from 8.5% to 8.9%. The increase is not large and most budgets can absorb this except for those budgets that are largely wages, such as clerk and finance.
- The Veteran's Memorial is in need of repairs to the brick walkway. Additionally, we are now adding names to the back side of the Memorial so the walkway should be extended around to the back
- EMS continues to be under pressure. Medical supply costs continue to rise. Recruitment has been an issue partially because of our retirement plan. Many municipalities have moved to the Special 2-C plan that is specifically for public safety employees. This plan is ½ of highest three years at 25 years no age limit. (Same plan as the police department participates in) If you agree to this, I will put the change on a future agenda.
- Tipping fees are running right on budget. Any increase will stress the transfer station budget. Additionally, we had a full-time employee who did not participate in the town's health insurance program. This employee is no longer with the town. We did not budget for an employee taking health

insurance so if we hire someone who takes the family plan, we will be short \$25,665.

- I would like to carry over all of the remaining Waterfront budget. There is a lot of improvements/maintenance that needs to be done, such as repairing the erosion happening in the parking lot.
- I am requesting all of the remaining Contingency be carried forward to cover the costs of the expected legal challenge of the Maine Yankee tax assessment. I have previously warned the Board that last year's Contingency would be needed for expense related to MY. We did not receive the invoice for the appraisal until after we closed out last year's book, so it was paid from this year's budget. This carryover will replenish this year's budget which we are also likely to need.
- If approved as presented this will transfer \$363,113.09 into the town's undesignated fund balance.

Pursuant to Section 5 (E) of my contract, I am asking the Board to approve a vacation request from January 16th – January 30th 2024.

Reminder that I will be attending the Oct 3rd meeting via Zoom as I will be attending the ICMA conference.

DEPARTMENT	FY 23 BUDGET	FY 23 EXPENDED	FY 23 UNEXPENDED	CARRYOVER REQUEST	PURPOSE
100 - ADMINISTRATI	\$ 213,940.00	\$ 193,246.18	\$ 20,693.82	\$2,500.00	cover cost of ICMA conference
101 - AIRPORT	\$ 101,206.18	\$ 68,141.56	\$ 33,064.62	\$8,000.00	increase labor costs/aviation liability insurance
102 - ANIMAL CONTR	\$ 19,550.00	\$ 19,190.65	\$ 359.35		
103 - ASSESSING	\$ 7,244.00	\$ 5,298.62	\$ 1,945.38		
104 - BRDS & COMM	\$ 4,209.00	\$ 1,986.17	\$ 2,222.83		
105 - CELEBRATIONS	\$ 22,975.00	\$ 19,220.03	\$ 3,754.97	\$1,500.00	new copier lease/increase in retirement
106 - CLERK	\$ 101,847.74	\$ 96,962.07	\$ 4,885.67		
107 - CEO	\$ 39,112.96	\$ 37,678.49	\$ 1,434.47		
108 - COMMUN ORG	\$ 71,737.00	\$ 71,737.00	\$ -	\$31,788.61	additional Maine Yankee expenses
109 - CONTINGENCY	\$ 50,000.00	\$ 18,211.39	\$ 31,788.61	\$30,473.98	unfurnished audit
110 - CONTRACTS	\$ 275,750.00	\$ 245,276.02	\$ 30,473.98		
111 - COUNTY TAX	\$ 704,459.00	\$ 704,458.17	\$ 10,001.76		
112 - DEBT SERVICE	\$ 231,868.00	\$ 221,866.24	\$ 10,152.07		
113 - ELECTIONS	\$ 21,839.00	\$ 11,686.93	\$ 10,152.07	\$50,000.00	(+) labor costs (+) retirement (+) medical supplies
114 - EMS	\$ 813,576.72	\$ 710,258.69	\$ 103,318.03		
115 - FD FIRE DEPT	\$ 170,708.00	\$ 165,478.84	\$ 5,229.16		
116 - FINANCE	\$ 280,932.00	\$ 268,378.53	\$ 12,553.47	\$4,000.00	increase postage/copier lease/retirement
117 - GA	\$ 25,171.00	\$ 15,317.89	\$ 9,853.11		
118 - MUN BUILDING	\$ 94,240.00	\$ 79,631.23	\$ 14,608.77	\$6,000.00	repairs to Veteran's Memorial
119 - MUN INSURANC	\$ 129,009.00	\$ 120,564.57	\$ 8,444.43		
120 - OVERLAY	\$ 21,508.19	\$ 9,682.70	\$ 11,825.49		
121 - PARKS & REC	\$ 977,546.00	\$ 977,499.67	\$ 46.33		
122 - PLANNING	\$ 50,000.00	\$ 1.14	\$ 49,998.86	\$49,998.86	uninvoiced work
123 - POLICE	\$ 704,035.00	\$ 638,940.78	\$ 65,094.22	\$25,000.00	overtime/increased maintenance costs
124 - PD SRO	\$ 86,253.00	\$ 65,522.24	\$ 20,730.76		
125 - PUBLIC UT	\$ 365,093.00	\$ 348,785.08	\$ 16,307.92		
126 - PUBLIC WORKS	\$ 748,870.00	\$ 610,749.63	\$ 138,120.37	\$55,000.00	clock tower painting/hydroseeding Mason Station
127 - SELECTMEN	\$ 27,829.00	\$ 23,468.26	\$ 4,360.74		
128 - SCHOOL TOWN	\$ 5,923,209.00	\$ 5,923,209.00	\$ -		
129 - SR CENTER	\$ 13,183.00	\$ 12,557.58	\$ 625.42	\$625.42	
130 - SHELLFISH	\$ 6,338.53	\$ 3,908.03	\$ 2,430.50		
131 - TIF	\$ 245,002.52	\$ 245,002.52	\$ -		
132 - TRANSFER ST	\$ 728,406.25	\$ 669,732.23	\$ 58,674.02	\$45,000.00	increase tipping fees/insurance costs
133 - WATERFRONT	\$ 94,558.45	\$ 69,403.46	\$ 25,154.99	\$25,154.99	repairs to piers and parking areas
134 - COMP PLAN	\$ 17,423.36	\$ -	\$ 17,423.36	\$17,423.36	work still in progress
unfurnished projects					
total to fund balance	\$ 13,388,629.90	\$12,673,051.59	\$ 715,578.31	\$352,465.22	total requests
Final Totals					