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WISCASSET SELECTBOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
January 16, 2024  
6 p.m. via Zoom

Preliminary Minutes

Present: James Andretta, Terry Heller, Vice Chair Bill Maloney, and Interim Town Manager Aaron Chrostowsky

Absent: Pam Dunning and Chair Sarah Whitfield

Vice Chair Bill Maloney called the meeting to order at 6 p.m.

1. Appointment of Interim Town Manager: At the Vice Chair's request, Aaron Chrostowsky gave a brief history of his experience in town government. **James Andretta moved to approve Aaron Chrostowsky as Interim Town Manager, January 16, 2024, to January 30, 2024. Vote 3-0-0.**

2. Approval of Treasurer's Warrants

a. **James Andretta moved to approve the payroll warrants of January 5, FY24 and January 12, FY 24. Vote 3-0-0.**

b. **James Andretta moved to approve the accounts payable warrants of January 3, FY 24, January 9, FY 24 and January 16, FY24. Vote 3-0-0.**

3. Approval of Minutes

**James Andretta moved to approve the minutes of January 2, 2024. Vote 3-0-0.**

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings:

**James Andretta moved to open the public hearing for Commercial Waste Hauler License for Dave Kelley DBA Reliable Waste Solutions at 6:04 p.m. Vote 3-0-0. There was no discussion. Terry Heller moved to close the public hearing at 6:05 p.m. Vote 3-0-0. Terry Heller moved to approve the Commercial Waste Disposal Hauler License for Dave Kelly DBA Reliable Waste Solutions. Vote 3-0-0.**

7. Public Comment – none

8. Department Head or Committee Chair

a. Department Head Reports: Terry Heller thanked Rob Lally and the public works crew for their efforts during the recent storm.

b. H. M. Payson: Bill Maloney noted the increase of \$93,317 since the last report.

c. Financials

9. Unfinished Business

- a. Wawenock Block Update: Bill Maloney reported that an email had been received relative to 63 Main Street. A few windows are being framed in, brick is being delivered next week and that work will then begin immediately. Work on the eastern elevation has been completed.
- b. Personal Property Tax Discharge: **James Andretta moved to approve personal property discharge for Account # 60-Paul Harris and Melanie Burns for \$172.32. Vote 3-0-0.**
- c. Economic Development - Ad Hoc Advisory Committee: **James Andretta moved to table the ad hoc committee for economic development until the next agenda. Vote 3-0-0.**

10. New Business

- a. Contract for Assessor's Agent Services. **Terry Heller moved to approve the contract for the assessor's agent services. Vote 3-0-0.**
- b. Discussion: Firearms discharge ordinance: Leslie Roberts reported that a small group of hunters has been hunting in the cove below Castle Tucker about 20 feet from the walking path. Recently, the hunters were out before dawn and were rude when asked to hunt elsewhere. Roberts had spoken to the game warden who said that permission to hunt was questionable. Police Chief Hesseltine said Roberts had contacted him in the past and he was surprised that there was no ordinance prohibiting the discharge of firearms in the town. He added that the game warden had said it was legal to hunt in the cove. Roberts said she had contacted the Inland Fish and Wildlife Service who indicated that the town could restrict the discharge of firearms within the town. **Terry Heller moved that an ordinance for firearms discharge be referred to the Ordinance Review Committee. Vote 2-1-0 (Andretta opposed).**
- c. Review and Draft Audited Financial Statements for FYE June 30, 2022: Fred Brewer gave a detailed review of the financial statements for the year ending June 30, 2022. **James Andretta moved to authorize the Town Manager and Selectboard Chair to sign and approve the Audited Financial Statement for FYE June 30, 2022. Vote 3-0-0.**
- d. \$20,000 from ARPA funds for GIS mapping: **Terry Heller moved to approve \$20K for ARPA funds for GIS mapping. Vote 3-0-0.**
- e. EMS Bad Debt: **Terry Heller moved to approve write-off of \$35,843.56 in bad debt and send same to collection. Vote 3-0-0.**
- f. Retirement Funds: Aaron Chrostowsky explained the warrant article pertaining to retirement funds which will be added to the Special Town Meeting warrant. **James Andretta moved to approve the Special Town Meeting Warrant for March 1, 2024, including the proposed amendments. Vote 3-0-0.**

11. Assessors Business – NA

12. Town Manager's Report

As I mentioned in our last meeting, Aaron is willing to step in as interim town manager during my two-week absence. To "dot the T and cross the I" I am asking that you approve his appointment and to do so at the beginning of your meeting so that he may participate in discussions.

Item 9 (a) Update is in your packet.

Item 9 (b) On December 5<sup>th</sup>, 2023, you acted on a request to write off several uncollectable personal property tax accounts. While processing these we noticed one of the accounts listed on the agenda contained an incorrect account number, #30-Paul Harris & Melanie Burns \$172.32. The correct account

number is #60. The affidavit that you signed did contain the correct account number, but because your actual vote was #30 I am asking you to revote using the correct account number. Just keeps things clean.

Item 10 (a) Our contract for assessing services with RJD Appraisal expires in June 2024. Rob has submitted a new contract to extend services through 2027. Given their knowledge of the town and our very good relationship with them, I am recommending that we stick with them. I am asking you to approve the three-year contract.

Item 10 (b) Over the past couple of years, I have had several residents in the village area express concerns with hunters in and around the cove at Pleasant Street Extension. Hunters have been described as "belligerent", leave trash and debris and start hunting very early in the morning. The area is a popular area for walking and many homes are in close proximity to the cove. Municipalities cannot regulate hunting, that is reserved solely for the state. What municipalities can do, pursuant to 12 MRSA 13201, is restrict firearms discharges within their boundaries. You are being asked to task the ORC with drafting such an ordinance to set boundaries that restrict firearms discharges in that area, with the intent of placing it on the June Town Meeting warrant. In order to make the June meeting, we need to have the final draft by March 27<sup>th</sup>.

Item 10 (c) Fred Brewer from Wm Brewer & Company will be attending to review the FY'22 financial statements. Once these are accepted by the Board, we forward the information to RHR Smith. Smith has completed what they can of FY'23 audit and should be able to finish up fairly quickly once they have FY'22.

Item 10 (d) Implementing GIS mapping for property parcels in our town offers numerous benefits. It enhances spatial analysis, facilitates better land management, and streamlines decision-making processes. GIS mapping provides a comprehensive view of property data, aiding in efficient planning, disaster response, and infrastructure development. This technology fosters transparency, improves communication, and ultimately contributes to the overall advancement and organization of our community. I am recommending that we get into the 21<sup>st</sup> century and implement such a system. There will be a one-time set up fee and then a yearly hosting cost. The hosting cost will depend on how many add-ons we use but will start with the basics of about \$7,500 per year. I feel this is a great resource for the town and I am requesting an appropriation not to exceed \$25,000 from the remaining ARPA to implement the system. (We have about \$54,000 left in ARPA). Here is a link to Westport Island's site: [https://next.axisgis.com/Westport\\_IslandME/](https://next.axisgis.com/Westport_IslandME/)

Item 10 (e) Medical Reimbursement has reported \$35,843.56 in uncollectable EMS bills. They need to move them to bad debt so that we may send them to collections.

Item 12 - I have spent time since our last meeting working with the EPA on the Mason Station clean up grant. Robin is working on ordering the required signage for the site.

I have also spent time working with Maine Emergency Management on a FEMA scoping grant to help pay for evaluating sites for relocating the WWTP. The grant was completed and submitted 01/15/2024.

I submitted the first FEMA quarterly report on the progress of the Old Ferry Road culvert replacement. We are currently looking at a mid-February start time, with completion by April 1<sup>st</sup> or thereabouts.

During the January 9<sup>th</sup> and 10<sup>th</sup> storm, the high tide and storm surge brought the river levels to within inches of over topping the aeration tanks and there was some minor splash over from the wind. Saltwater in the aeration tanks is not good. It kills the "bugs" that do all the work. In preparation for Saturday's storm, the public works and WWTP employees spent most of the day Thursday erecting a giant "burrito" sand bag in the lower lying areas along the fence of the plant. It wasn't perfect or pretty, but it did the job. The water came higher than anticipated and a couple of low spots needed to be sandbagged, but what water did get in was easily pumped out. No saltwater entered the system.

WISCASSET SELECTBOARD,  
TAX ASSESSORS AND OVERSEERS OF THE POOR  
FEBRUARY 6, 2024  
IN PERSON AND VIA ZOOM

Preliminary Minutes

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

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

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

a. Terry Heller moved to approve the payroll warrants for January 19, January 26 and February 2, 2024. Vote 3-0-0.

b. Terry Heller moved to approve the accounts payable warrants for January 23, January 30 and February 6, 2024. Vote 3-0-0.

3. Approval of Minutes

Bill Maloney moved to table approval of the minutes of January 16, 2024. Vote 3-0-0.

4. Special presentations or awards - none

5. Committee Appointments

a. Terry Heller moved to appoint Pamela Bracket to the Airport Committee. Vote 3-0-0.

6. Public Hearings

a. Liquor License renewal – Bath Ale Works, LLC located at 681 Bath Road. Terry Heller moved to open the public hearing at 6:03 p.m. Vote 3-0-0. There was no discussion. Terry Heller moved to close the public hearing at 6:03 p.m. Vote 3-0-0. Terry Heller moved to approve the liquor license renewal for Bath Ale Works, LLC located at 681 Bath Road. Vote 3-0-0.

b. New Medical Cannabis License (retail store) Sea Grass Group, LLC dba Mad Hatter's located at 291 Bath Road. Terry Heller moved to open the public hearing at 6:04 p.m. Vote 3-0-0. Simmons indicated that the approval should be subject to the Fire Chief signing off on the license. Terry Heller moved to close the public hearing at 6:05 p.m. Terry Heller moved to approve the new Medical Cannabis License (retail store) for the Sea Grass Group dba Mad Hatter's located at 291 Bath Road upon the Fire Chief's approval of the application. Vote 3-0-0.

7. Public Comment

Karen Sullivan thanked Town Manager Simmons for the statement released urging support of the Maine Yankee bill.

8. Department head or committee chair – none

9. Unfinished Business

a. Economic Development Ad Hoc Advisory Committee: Aaron Chrostowsky said a few changes had been made to the ad hoc Economic Development Advisory Committee Directive. The membership requirement had been changed from residents only to residents, taxpayers, local governmental entities, and non-profit and business leaders. A change in the order of the committee directive sections was made, the consideration that the directive be part of the economic development plan was added as well as that the committee will serve as an advisory committee to the brownfields committee. **Bill Maloney moved to accept the plan as amended. Vote 3-0-0.**

Sarah Whitfield gave an update on the Wawenock progress 53 Main street. Work is underway and progressing; the materials are on site and work will continue until completed.

10. New Business

12. Town Manager's Report

Department heads have submitted their budget requests and Simmons will be working on refining them in preparation for the budget meeting on Saturday, February 17.

Simmons reported on a compliance audit of the town's administration of the retirement program citing two issues which were identified. Both department budgets affected by the findings will be able to handle the additional expense. The town was found to be in compliance with all other aspects of the program.

13. Other Board Business

Aaron Chrostowsky reported he had met with Susan Robson, chair of the Waterfront Committee on the next steps for the waterfront plan. He said he would like to make a 20-minute presentation to a Waterfront Committee workshop to which the Climate Action Team will be invited.

14. Adjournment

**Bill Maloney moved to adjourn the meeting at 6:17 P.M. Vote 3-0-0.**

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

Full Name: Patrick Sandefur  
 Street Address: 4 Howard Ln, Wiscasset, ME 04578  
 Mailing Address: same Home Phone: 860-655-1222  
 Town of Legal Residence: Wiscasset, ME  
 Work Phone: 860-655-1222 Cell Phone: 860-655-1222 E-mail: sandefurp@gmail.com  
 I wish to be considered for the appointment to the: Climate Action Committee  
or any other open 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: Friends of Acadia, Appalachian Mountain Club Maine  
Wiscasset Community Center  
 Prior experience, knowledge, or abilities that you have which would contribute to  
 the activities of the Board or Committee: Corporate executive for 22 years  
 Signature: Patrick Sandefur Date: 02/08/2024

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](mailto:clerk@wiscasset.org)

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For Office Use:

Date received: 2/8/24 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_

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### Town of Wiscasset Board/Committee Membership Application

Full Name: Stephen Williams (NR)

Street Address: 320 Robinhood Rd Georgetown ME 04548

Mailing Address: 320 Robinhood Rd Home Phone: 207-350-2120

Town of Legal Residence: Georgetown

Work Phone: 207-371-2210 Cell Phone: 207-350-2120 E-mail swilliams@mecoseal.com

I wish to be considered for the appointment to the: Airport Advisory Committee

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. Airport/Dec. 2023

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: Served on Airport Committee since 2011

Signature: Stephen Williams Date: 1/11/2024 | 15:21 EST

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](mailto:clerk@wiscasset.org)

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For Office Use:

Date received: 1/11/2024 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_

Town of Wiscasset  
Board/Committee Membership Application

Full Name: TERRY HELLER

Street Address: 2 MORTON / WISC

Mailing Address: SAMS Home Phone: 512.796.7554

Town of Legal Residence: WISC

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

I wish to be considered for the appointment to the: REAPPOINTMENT TO  
APPEARANCE OF THE TOWN Board of Appointment \_\_\_\_\_

Full member: \_\_\_\_\_ Reappointment: (circled) Alternate member: \_\_\_\_\_

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

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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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](mailto:clerk@wiscasset.org)

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For Office Use:

Date received: 1/31/24 Date Appointed: \_\_\_\_\_ Term: \_\_\_\_\_



6a



**NOTICE  
TOWN OF WISCASSET  
OFFICIAL PUBLIC HEARING**

The Wiscasset Board of Selectmen will hold an official public hearing on February 20, 2024, at the Wiscasset Municipal Building in the Hearing Room at 6:00 p.m. The purpose of the hearing is to discuss and hear public comment on all the **Referendum Town Meeting** warrant articles to be voted by secret ballot on March 5, 2024, at the Wiscasset Community Center from 8 a.m. to 8 p.m. This hearing provides the public an opportunity to clarify any questions they may have regarding the ballot but no further changes can be made to the articles.

# TOWN OF WISCASSET



To Lawrence Hesselstine, Chief Constable, of the Town of Wiscasset in the County of Lincoln, Maine:

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Wiscasset, in said County and State, qualified by law, to vote in Town affairs to meet at the Wiscasset Community Center at 242 Gardiner Road, the 5<sup>th</sup> day of March, 2024 from 8:00 am to 8:00 pm then and there to act upon the following articles:

Article I. To elect a moderator to preside at said meeting.

Article II. Shall Wiscasset Town Ordinance Article X Solar Energy Conversion Systems be amended?

*A copy of the proposed revised Ordinance Article X Solar Energy Conversion Systems is on file with the Town Clerk.*

Article III. Shall Wiscasset Town Ordinance Article IX Regulations, Licenses, Permits be amended?

*A copy of the proposed revised Ordinance Article IX Regulations, Licenses, Permits is on file with the Town Clerk.*

Article IV. Shall an Ordinance entitled “An Ordinance to Amend Article II – Building Laws, Article IV – Zoning, and the Glossary of the Town of Wiscasset Ordinances to Adopt Amendments related to LD 2003” be enacted?”

*An attested copy of the proposed Ordinance amendments are attached to, and posted with, this warrant and on file with the Town Clerk.*

Article V. Shall the Town of Wiscasset vote to change its retirement plan for its emergency medical services employees effective April 1, 2024, for future service only?

*The Town agrees to:*

- a) *Provide Special Plan 2C to its emergency medical services employees who work 1000 hours or more per year for service rendered after March 31, 2024, Service rendered before April 1, 2024 remains under Regular Plan AN; and*

# TOWN OF WISCASSET

- b) *Continue to provide Special Plan 2C to its police officers who work 1000 hours or more per year; and*
- c) *Continue to provide Regular Plan AN to all other employees who work 1000 hours or more per year; and*
- d) *Continue to exclude all other employees, including its elected/appointed officials, from participating in the Plan; and*
- e) *To authorize the Town Manager to sign the Amended Agreement between the Town and the Maine Public Employees Retirement System.*

Given under our hands this 16<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Sarah M. Whitfield, Chairman

\_\_\_\_\_  
William Maloney, Selectman

 **COPY** \_\_\_\_\_  
James Andretta, Selectman

\_\_\_\_\_  
Terry H. Heller, Selectman

\_\_\_\_\_  
Pamela Dunning, Selectman

True Attest Copy: \_\_\_\_\_

Posted on: \_\_\_\_\_

**From:** Cassandra Rose <rose.cassandra@gmail.com>  
**Sent:** Monday, February 12, 2024 1:33 PM  
**To:** Dennis L Simmons; Whitfield, Selectman  
**Cc:** economicdeveloper@wiscasset.org; Robin Plourde; Heller, Selectman; terry heller  
**Subject:** Wiscasset Climate Action Team items for Feb. 20th Select Board meeting  
**Attachments:** WCAT\_SelectBoardLetterResolution\_Feb202024.pdf

Dear Sarah and Dennis,

I am writing to request that the attached letters and municipal climate resolution be included in the Select Board's February 20th meeting agenda. WCAT has prepared the municipal climate resolution as part of Wiscasset's application to join the Community Resilience Partnership, which you will see from the letter is a requirement to join the Partnership and qualify for a state Community Action Grant.

During the meeting we request that the Select Board:

1. Vote on the attached municipal climate resolution
2. Provide guidance on the project(s) that they would prioritize for inclusion in the Community Action Grant application, which WCAT will begin drafting with support from service provider Sunrise Ecologic immediately following the meeting

Thank you and please let me know if you have any questions or concerns.

Warm regards,  
Cassandra Rose, WCAT chair

February 12, 2024

## **WCAT Submission of Town Climate Resolution**

Dear Selectman Whitfield, chair, Selectman Maloney, Selectman Andretta, Selectman Dunning, and Selectman Heller,

We are pleased to present the attached non-binding town resolution for your consideration. This resolution was drafted, reviewed, and passed unanimously by the Wiscasset Climate Action Team (WCAT), which met over 20 times in 2023, has held two public climate action workshops, and has conducted an online public survey with 63 Wiscasset residents participating to provide feedback. At your direction, we have worked since May 2023 to prepare Wiscasset to join the Maine Community Resilience Partnership and to qualify the town for funding to support climate resilience projects.

**We write to strongly urge the Select Board members to pass this resolution, which is one of the requirements to qualify our town to join the [Maine Community Resilience Partnership \(CRP\)](#) and, in turn, will qualify Wiscasset to apply for a \$50,000 Community Action Grant.** By passing this resolution, Wiscasset will become a more competitive applicant for many federal programs that help towns with resilience, clean energy, and efficiency projects. Joining the CRP also qualifies Wiscasset to apply for many other state grant programs, such as the [Maine Infrastructure Adaptation Fund](#), which could provide funding to partially support the town's project to move our wastewater treatment plant out of harm's way.

In preparation of the municipal resolution, the WCAT collected extensive public input, including:

- 63 respondents to a public survey (run Oct. 6-Nov. 8, 2023)
  - 85% of survey respondents were somewhat or very concerned about the impact of severe climate events on town infrastructure and the community
- Two, 2.5 hour in-person workshops attended by over 40 Wiscasset residents that provided feedback about their top climate action priorities
  - Attendees told us that taking near-term action (next 1-2 years) and achieving "quick climate wins" are important for the town to pursue, alongside longer-term projects

Based on what we heard from the public via the survey and at the in-person workshops, WCAT has identified the top 5 "strategic working areas" in the municipal resolution.

The Wiscasset Climate Action Team is directed by the Select Board; we appreciate your thoughtful input and guidance. Thank you and we look forward to the discussion on February 20th.

Sincerely,

WCAT: Cassaundra Rose, PhD (chair), Marty Fox, Evan Goodkowsky, Jan Hobbs Bailey, Deborah Morgan, and Leslie Roberts, *with thanks to past WCAT members Colleen Hendricks, Lisa Hudson, Heather Jones, and Susan van Alsenoy, and CRP Service Provider Shri Verrill, Sunrise Ecologic*

## **Town of Wiscasset Municipal Climate Change Resolution**

### **February 20, 2024**

**WHEREAS**, global climate change poses catastrophic risks to the natural, social, ecological, economic, and cultural environment, and presents profound implications for an array of issues, and requires high-priority responses and action plans from all sectors of society and all levels of government; and

**WHEREAS**, restoring a safe and stable climate requires an extraordinary, municipal-scale, urgent mobilization response in order to rapidly achieve net-zero greenhouse gas emissions across all sectors of the economy, and to safely drawdown and remove excess carbon from the atmosphere; and

**WHEREAS**, the Town of Wiscasset can be a leader in the State of Maine by initiating climate mobilization actions to convert to a clean energy and climate change-prepared town at urgent speed, as well as advocating for regional and national efforts necessary to reverse global warming and the ecological crisis;

**WHEREAS**, the Town of Wiscasset has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held community workshop(s) on October 25 and November 4, 2023 and a public climate survey which prioritized the following strategic working areas:

1. Make the town's infrastructure, such as roads, railroads, bridges, waterfront, stream crossings and culverts, and the wastewater treatment plant, climate-ready and more resilient to extreme storms.
2. Adopt and execute a plan for energy efficiency and building envelope weatherization improvements for municipal buildings with an initial focus on preparing the Wiscasset Community Center as a safe shelter during climate emergencies (severe storms and power outages).
3. Provide timely communication and education to Wiscasset community members about climate change's impacts and solutions, including during extreme storms or extreme temperature events.
4. Adopt a climate resilience plan that describes high priority strategies for reducing risk to vulnerable members of the Wiscasset community as well as critical community infrastructure such as roads, bridges, railroads, stream crossings and culverts, and the wastewater treatment plant.
5. Identify and protect areas for living shorelines and saltmarsh migration areas.

**NOW THEREFORE, BE IT RESOLVED**, the Town of Wiscasset joins other Maine communities including Bangor, Bath, Boothbay, Boothbay Harbor, Southport, Westport Island, and Woolwich, to take swift, decisive action on climate change; and

**BE IT RESOLVED**, the the Town of Wiscasset commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resilience to extreme weather and climate change impacts; and

**BE IT FURTHER RESOLVED**, the Town of Wiscasset designates the town manager to coordinate planning, implementation, and monitoring of energy and resilience projects, and designates the Wiscasset Climate Action Team to work with the town manager to advise and monitor progress on the town's energy and climate resilience projects and to be the primary point of contact to the Community Resilience Partnership.

February 12, 2024

**WCAT Request to Approve Community Action Project(s)**

Dear Selectman Whitfield, chair, Selectman Maloney, Selectman Andretta, Selectman Dunning, and Selectman Heller,

**We request and encourage the Select Board to review the list of potential projects provided below (Appendix A) that could be funded by the Community Action Grant and provide their feedback during the February 20 meeting.**

The timing is tight. **The \$50,000 Community Action Grant (CAG) deadline is March 29, 2024**, and CRP Service Provider Shri Verrill (see Appendix B) is available to prepare a grant application in partnership with town staff and the Wiscasset Climate Action Team (WCAT). To write a competitive grant application, our Service Provider needs the town to make a decision on which project or project areas will be selected to move forward for the grant proposal as soon as possible.

A list of potential town projects that could be funded by a CAG and are fully supported by WCAT is listed in Appendix A, which aligns with the five strategic working areas listed in the resolution and is informed by the extensive public input collected by WCAT (described in our first letter).

The WCAT is directed by the Select Board; we appreciate your thoughtful input and guidance. Thank you and we look forward to the discussion on February 20th.

Sincerely,

WCAT: Cassandra Rose, PhD (chair), Marty Fox, Evan Goodkowsky, Jan Hobbs Bailey, Deborah Morgan, and Leslie Roberts, *with thanks to past WCAT members Colleen Hendricks, Lisa Hudson, Heather Jones, and Susan van Alsenoy.*

*CRP Service Provider Shri Verrill, Sunrise Ecologic*



February 12, 2024

**WCAT Letter Appendix A: suggested potential projects related to priorities 1-5 in the municipal resolution for a Community Action Grant proposal, with potential sources of funding.**

1. Prepare the Wiscasset Community Center or a town-owned building as an overnight shelter for emergencies including climate-influenced extreme weather (e.g., severe storms, heat waves) and upgrade the facility to use heat pumps for low-greenhouse gas emitting heating and cooling. Improve town communications to ensure community members are aware of shelter resources.
  - a. This project was voted unanimously by WCAT members as the highest priority for Wiscasset's application for a \$50,000 Maine Community Action Grant
  - b. Potential additional funding sources: Efficiency Maine programs; federal energy efficiency tax credits
2. Upgrade municipal facilities to improve energy efficiency and prioritize installation of heat pumps for low-greenhouse gas emitting heating and cooling.
  - a. WCAT would like to remain involved in providing climate change-relevant advice to the town as it moves forward with an energy efficiency improvement plan
  - b. Potential funding sources: Efficiency Maine programs; federal energy efficiency tax credits; additional funding is likely to become available from state programs
3. Move the Wiscasset wastewater treatment plant to higher ground and out of harm's way from the growing impacts of sea level rise. WCAT recommends moving the plant to the higher-elevant town public works location discussed by the Select Board.
  - a. Potential funding sources: Maine Infrastructure Adaptation Fund, federal infrastructure programs
4. Restore wetlands habitat and mitigate flooding and erosion along Fore Street.
  - a. WCAT member Leslie Roberts is leading a project to explore funding and engineering in partnership with local, state, and federal officials.
5. Transition town equipment and vehicles to electric/lower emissions versions as equipment becomes due for replacement, such as electric school buses, electric landscaping equipment, town vehicles, etc., saving taxpayer money through increased efficiency and lower fuel and maintenance costs.
  - a. Potential funding sources: EPA Clean School Bus Program (applications due February 14, 2024), Maine Clean School Bus Program, Efficiency Maine programs, federal EV tax credits
6. Install public electric vehicle charging stations in public parking lots to provide sources of charging for residents and visitors to Wiscasset
  - a. Potential funding sources: Efficiency Maine: EV supply equipment initiative
7. Enroll in the National Flood Insurance Program's Community Rating System (CRS) at Class 9 or better, reducing flood insurance premiums for community residents.

February 12, 2024

**WCAT Letter Appendix B: 8/9/2022 Support letter for Service Provider grant**

DocuSign Envelope ID: 532EB271-2B7B-497C-9166-D1E5496C79CC



# Town of Wiscasset

Office of the Town Manager

From:

Selectboard:

(Chair) Sarah M. Whitfield  
(Vice Chair) Dusty Jones  
Terry Heller  
William Maloney  
James Andretta

Town Manager:

Dennis Simmons

Town of Wiscasset Maine, Selectboard  
51 Bath Rd., Wiscasset, ME 04578  
(207) 882-8200

To:

**Mr. Brian Ambrette**  
Senior Climate Resilience Coordinator  
Governor's Office of Policy Innovation and the Future  
181 State House Station  
Augusta, ME 04333-0181

Dear Mr. Ambrette,

With approval from the Select Board of Wiscasset during the regularly scheduled Select Board meeting on Tuesday August 2, 2022, we are writing to you in support of Sunrise Ecologic as our designated Service Provider to enroll our town in the Community Resilience Partnership. As the primary contact for Sunrise Ecologic, we trust Shri Verrill to help us with equitable community outreach and engagement to identify our climate action priorities and we intend to support adoption of a municipal resolution to act on them. We look forward to working with Shri and her team at Sunrise Ecologic.

Respectfully submitted,

Sarah M. Whitfield,  
Selectboard Chairman

DocuSigned by

*Sarah Whitfield*

Date: 8/9/2022 | 09:26 EDT

8b



**Wiscasset Waterfront Committee**

**To:** Dennis Simmons, Town Manager; Wiscasset Board of Selectman  
**From:** Wiscasset Waterfront Committee  
**cc:** David Gagnon, Dick Forrest, Frank Sprague, Aaron Chrostowsky, Callie Fairservice  
**Date:** February 15 2024  
**Re:** Recommendation Pier Vendor Application and Policies 2024

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Recommendation: Pier vendor application and policies for 2024.

To note: we are working toward making the vendor application less cumbersome. We are exploring the ability for making the application process available completely online.

Please note for this year, we are recommending the Pier Vendor application for returning vendors with no changes to receive individual notices (see sample attached) they can sign and return with their application fee. Susan will send the notice and explanation to the current pier vendors.

Once approved the 2024 application and policies should replace the online documents dated 2020.

Returning Pier Vendor Permit Renewal

\_\_\_\_\_ Season

**Contact:** John Doe  
**Business:** Business123  
**Address:** Wiscasset ME

**Phone:** 207-000-0000  
**Email:** emailaddress@email.com

**Rental Space Size:** small footprint **Fee:**

**Electric Service:** Yes, I request electrical service

**Description:** Business Description

- ATTACH A CERTIFICATE OF INSURANCE NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- INCLUDE \$30 APPLICATION FEE. SUBMIT TO THE TOWN OFFICE  
Attn: Administrative Assistant

This is a renewal of a previously rented space. By signing below, I acknowledge that I have reviewed this renewal application and marked any necessary changes.

**Initials:** \_\_\_\_\_

I represent that all of the above information is true and correct. I have read the attached Pier Policies and agree to comply with all rules and regulations. I acknowledge failure to comply with one or several of the Pier Policies may result in this permit being terminated and the removal of the business, as mentioned earlier, from the Pier.

<b>Signature</b>	<b>Date</b>
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Office Use Only

Approved by Waterfront Committee on: \_\_\_\_\_  
Recommended to Selectboard Meeting Date \_\_\_\_\_

Approved by Selectboard \_\_\_\_\_  
On meeting date \_\_\_\_\_



date: \_\_\_\_\_

returning vendor(y/n)\_\_\_\_\_

# TOWN OF WISCASSET

## Pier Vendor Permit Application

APPLICANT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PERMIT PER EACH SPOT: (Operating: May – Oct /calendar year) \_\_\_ Building foot print \$5/ sq foot or \_\_\_ and additional requested space: \$3/ sq ft.

\_\_\_ Winter storage: \$400

\_\_\_ Business license

\_\_\_ Insurance

\_\_\_ I REQUEST ELECTRICAL SERVICE, see Pier Policies for details

\_\_\_ RETURNING VENDOR with NO CHANGES TO BUSINESS \_\_\_\_\_ submit with \$30 fee  
initial here

\*\*\*\*\*

\_\_\_ EVENT PERMIT      DATE(S) \_\_\_\_\_

\_\_\_ DAY USE PERMIT \$35:      DATE(s): \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUEST FOR APPROVAL OF ACCESSORIES, FURNITURE etc.: (please list all furniture and size and attached a sketch of placement):

items \_\_\_\_\_

- ATTACH A CERTIFICATE OF INSURANCE, NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- ATTACH A PHOTO OR SKETCH OF THE PROPOSED STRUCTURE, with measurements.
- INCLUDE \$30 APPLICATION FEE. SUBMIT TO THE TOWN OFFICE, Attn: Administrative Assistant

I represent that all of the above information is true and correct. I have read the attached Pier Policies and agree that I will comply with all rules and regulations. I acknowledge failure to comply with one or several of the Pier Policies may result in this permit being terminated and removal of aforementioned business from the Pier.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Office use only

Permit fee \_\_\_\_\_  
 Building foot print ( \$5/ sq ft) \_\_\_\_\_  
 Additional space (\$3/sq ft, May- Oct only) \_\_\_\_\_  
 Winter Storage Fee( \$400) \_\_\_\_\_  
 Electric Deposit \$100 \_\_\_\_\_  
 Total amount \_\_\_\_\_  
 Application complete \_\_\_\_\_ other documentation \_\_\_\_\_

Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_ by Waterfront Committee

Approval Date \_\_\_\_\_

Approved by \_\_\_\_\_  
Wiscasset Select Board

Approval Date \_\_\_\_\_ Expiration date \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Town of Wiscasset Pier Policies ~~2020~~-updating for 2024

Purpose: The purpose of this policy statement and regulations is to assure the continued growth of needed commerce in our village waterfront area while maintaining the future use of public spaces and infrastructure. The objective is to balance the needs of the general public with the opportunity to supply shopping, dining, and recreational amenities to residents and visitors alike. Any activities at the pier should represent the character of the traditional village and waterfront for which Wiscasset is known.

1. At all times the Town of Wiscasset through its Town Manager will retain total rights and control of all activities at the pier. The Town may cancel permits or activities that it deems are not in adherence with State and Local Ordinances and regulations of the pier or that may be detrimental to the character and reputation of the Town. The Town through its authorized agents may perform inspection of any operation and equipment on the Pier(s).

### 2. VENDOR (SEASONAL) PERMITS:

For the purpose of this section, Seasonal means April 15 – October 31

- All permits may be applied for February 1st of each year.
- All supporting, required documents must accompany Application with a \$30 non refundable processing fee
- Applicant will be notified of approval by the Town and invoiced. Payment to the Town Office in full is required prior to opening.
- Permits will be re- issued on a seniority basis. No space will be held without current approval and payment. Permit Fees are non refundable and not pro rated. Fee payment is due by May 1 for the upcoming season.
- Placement of structures shall be recommended by the Waterfront Committee, considering vending type.
  - Individual electric service is the responsibility of the vendor. Absolutely no extension cords are to be run along the Pier to contact Public Works: 207 882 8220
  - There is no water available on Main St or Memorial (Recreational) Pier; Any required water shall be approved by the Town
  - Appropriate trash receptacles and removal is expected of the vendor
  - Delivery and other vehicles are forbidden at all times on the Pier
  - Permits once approved shall be paid in advance by May 1<sup>st</sup> The Seasonal permit fee will be: building footprint: \$5/sq ft, additional peripheral space: \$3/ sq ft

### SINGLE AND CONSECUTIVE (EX: LONG WEEKEND) DAY USE PERMITS

- Single and Consecutive (3) Day-Use permits shall make application(to include each Date) for each event; The daily fee is \$35 for each 10x10 square foot space. Permit approval shall be made by the Town Manager, Fees may be waived for town sponsored events and other approved circumstances.

### EVENT AND RECURRING (EX: 4 THURSDAYS) DAY USE PERMITS

- Event and Recurring-Day permits shall be applied for minimally 15 days before an event. Blanket approval for a series of events sponsored by an organization shall be made minimally 30 days prior to the commencement. Approval and scheduling shall be made by the Waterfront Committee/or Town Manager. All appropriate documentation, detailed activity/schedule and insurance requirements are to be included

3. Buildings, shelters or vendor stalls may be affixed to the pier for high wind protection. All vendor spaces shall be temporary in nature. All structures shall be no taller than 12 feet (including roof peak and signs) and their longest dimension will not exceed 20 feet, length; 12 ft wide. No drilling, sawing, or altering of the pier in any way. The pier will be left in the same condition when the vendor leaves as when the vendor arrived.

4. 110 service only (1outlet) available per spot. The electric (voltage) requirements of the Vendor must be specific on the application (Ex: coffee maker, air conditioner). A \$100 nonrefundable deposit to be included with the application. Usage determined thus: reading May 1, final reading for the season October 31. Vendor will be billed by the Town after October 31 amounts exceeding \$100 deposit. Extension cords on the Pier are forbidden.
5. Accessories may be permitted, so long as such items do not interfere in the use of the pier by other businesses. Any furniture shall be accessory in nature with minimal impact on the pier operation (hence no skate boarding or biking). Approval of such accessories must be specifically listed on the permit application. Additional equipment must be concealed in order to be aesthetically pleasing.
6. In order to create a center of activity at the waterfront all vendors will maintain standard business operating hours a minimum of 5 hours per day at least 5 days per week: Memorial Day weekend to Indigenous People's Day Weekend.
7. All vendors, their property, and employees shall hold themselves to a code of conduct and dress in accordance with the character and reputation of the traditional village waterfront of Wiscasset.
8. All applicants must show proof of \$1,000,000 (one million dollars) of liability insurance and shall name the Town of Wiscasset as additional insured up to the limit of liability for municipalities identified in the Maine Tort Claims Act.
9. In order to accommodate visitors to the pier vendors are required to find legal parking for any vehicles for themselves, the business, or employees and **shall not park in adjacent areas to the pier.**
10. Violations of these policies may result in the immediate cancellation of the permit and impact any future approval of permits. The Town Manager shall have the ultimate authority to determine if vendors are in compliance with policy. Vendors who are deemed to be in violation of any section of this policy may be removed by the Town at the owner's expense.
11. Vendors are required to remove all property from the Pier in an emergency situation; or with advance notice from the Town of Wiscasset.

Approved 2/25/2020

Process:

Apply online, or Return application and documents to Town Office with fee(\$30, seasonal business/Event only) and Payment (held pending approval)

Returning vendors with no changes will be expedited.

Day use permits will be received and reviewed by Town Manager. Vendor will be notified of decision.

New Vendors and all Event permits will be reviewed by Waterfront Committee; passed on to the Selectboard for final approval.

Town will notify vendor of decision

Town will invoice Vendors

Vendor will schedule a time for placement and Electric hook up on the Pier with Public Works: 882 8220.



Returning Pier Vender Permit Renewal

\_\_\_\_\_ Season

**Contact:** John Doe  
**Business:** Business123  
**Address:** Wiscasset ME

**Phone:** 207-000-0000  
**Email:** emailaddress@email.com

**Rental Space Size:** small footprint **Fee:**

**Electric Service:** Yes, I request electrical service

**Description:** Business Description

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I represent that all of the above information is true and correct. I have read the attached Pier Policies and agree that I will comply with all rules and regulations. I acknowledge failure to comply with one or several of the Pier Policies may result in this permit being terminated and removal of aforementioned business from the Pier.

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Office Use Only

Approved by Waterfront Committee on : \_\_\_\_\_  
Recommended to Selectboard Meeting Date \_\_\_\_\_

Approved by Selectboard \_\_\_\_\_  
On meeting date \_\_\_\_\_

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# Town of Wiscasset

## January 2024

### Monthly Reports





# Town of Wiscasset

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## AIRPORT REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Rick Tetrev, Airport Manager  
**Re:** Monthly Report  
**Date:**



# Town of Wiscasset

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## TOWN CLERK REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Linda Perry, Town Clerk  
**Re:** January Monthly Report  
**Date:** February 14, 2024

### TOWN CLERK/REGISTRAR OF VOTERS/EXCISE TAX COLLECTOR

Absentee Ballots are now available for the March 5, 2024 Presidential Primary and Special Referendum Town Meeting. The last day to request an absentee is February 29<sup>th</sup>. The Primary will be held at the Wiscasset Community Center in the gymnasium. Polls will be open from 8:00 a.m. to 8:00 p.m.

Preparations have started for the Annual Referendum Town Meeting and Election of Officers that will be held on June 11, 2024. The State Primary and Referendum Election will also be held on June 11<sup>th</sup>. Nomination papers will be made available on February 29<sup>th</sup> and need to be returned to the clerk's office by 5:00 p.m. on April 11, 2024. Anyone interested in taking out nomination papers should stop by the Clerk's office during regular office hours. The vacancies for local officials are listed below. Absentee ballots for June 11<sup>th</sup> will be available from May 9<sup>th</sup> through June 6, 2024.

List of vacancies are as follows:

- **3 VACANCIES FOR BOARD OF SELECTMEN (3-2 YEAR TERMS)**  
(William Maloney, Sarah Whitfield, James Andretta)
- **2 VACANCIES FOR WISCASSET SCHOOL BOARD (2-3 YEAR TERMS)**  
(Desiree Bailey, Indriani Demers)
- **6 VACANCIES FOR BUDGET COMMITTEE (2-1 YEAR TERMS, 1-2 YEAR TERM AND 3-3 YEAR TERMS)**  
(2-1 yr. terms - Robert Nesbitt, Appointed & VACANT SEAT) (1-2 yr. term – Lisa Tichy, Appointed) (3-3yr terms – Brian Adams, VACANCY & Marty Fox, Appointed)
- **VACANCY FOR WATER DISTRICT BOARD OF TRUSTEES (1-1 YEAR TERM AND 1-3 YEAR TERM)**  
(1-1 yr. term – Daniel Averill, Appointed) (1-3 yr. term – Ryan Demeny)

Postcard reminders have been mailed to all business owners on file. This notice was to remind businesses that their licenses needs to be renewed.

All residents that licensed a dog in 2023 were mailed a reminder that dog licenses expired December 31<sup>st</sup> and late fees will go into effect on February 1, 2024.



# Town of Wiscasset

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The Clerk will be completing the 2023 Annual Shellfish Management Review for the Shellfish Committee and will submit it to the Department of Marine Resources.

Bills will be mailed for airplane excise. Airport Manager, Rick Tetrev is currently working on a complete inventory of all aircraft hangered at the Municipal Airport.



# Town of Wiscasset

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## CODE ENFORCEMENT REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Bruce Engert, Code Enforcement Officer  
**Re:** January Monthly Report  
**Date:** January 30, 2024

### **BUILDING PERMITS:**

Ice Pond Ln. Roof Mounted Solar Panels

### **PLUMBING PERMITS:**

7 Washington St. Internal Permit-4 units

### **CODE ENFORCEMENT & INSPECTIONS:**

Gibbs Road, Hale Pond Road, Lowelltown Road, Bath Road, Gardiner Road, Main Street, Bradford Road, Whipporwill Trailer Park, Foye Road, Water Street, Middle Street, Brown Road, West Alna Road, Old Dresden Road, Birch Point Road, Caton Road, Clarks Point Road, Cushman Point Road, Dorr Road, Federal Street, Old Bath Road.

### **CORRESPONDENCE:**

Dan O'Connell, Judy Metcalf, Paul Demers, Frank Sheldon, Zack Brandwein, Ed & Ruth Mewa, Golden Nozzle Car Wash, Matthew Cressey, Ted Rolfe.  
Respectfully submitted, Bruce Engert, CEO, LPI, BO



# Town of Wiscasset

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## ECONOMIC DEVELOPMENT DIRECTOR REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Aaron Chrostowsky, Economic Development Director  
**Re:** January Monthly Report  
**Date:** February 14, 2024

This month seemed short. I think mostly because of my time as Acting Town Manager and Dennis being away. However, I believe some progress has been made on several key initiatives.

### **Airport**

I attended the Airport Committee Meeting on Tuesday, January 17, 2024. There is nothing to report.

### **Broadband**

There is no change from last month; there is Nothing to report.

### **Business Recruitment/ Retention**

I continue to develop a comprehensive business directory of all Wiscasset Businesses. Eventually, I would like to use this mail or email information to businesses regarding possible funding opportunities. Also, we will begin to make formal business visits from this list.

I have met with or arranged a meeting with the following businesses: First National Bank, Back River Bistro, Maine Tasting Center, and Sweetz & More.

I advertised the availability of funding for small businesses through the State of Maine Community Development Block Grant program. If you are a small business interested, please contact my office ASAP. A letter of intent is due on February 23, 2024.

### **Communication**

Business View Magazine has agreed to publish an article about Wiscasset and Wiscasset Municipal Airport. Industry executives read this magazine. This will be an excellent opportunity for Wiscasset to display itself to the world. I spent a lot of time developing a list of vendors and local businesses for them. Bob Bond and Phil Di Vece have shared photos we can use for this article.

This spring, I would like to hire Bob to take several professional photos on file for Economic Development purposes.

MMA will feature on Wiscasset in their monthly magazine, "Maine Town & City," in either the May or June edition after the legislative session.



# Town of Wiscasset

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## **Comprehensive Plan Committee**

I attended the Comprehensive Plan Meeting on Wednesday, January 10, 2024. The Committee reviewed the survey questions developed by Sarah Whitfield. This month, I have spent a considerable amount of time working on building tables for the Comp. Plan Financial Chapter. Our next meeting is Thursday, February 15, 2024.

## **Economic Development Committee**

At the February 6 Selectboard Meeting, the Board formally approved the Ad Hoc Economic Development Advisory Committee. We should have appointments next Tuesday, March 6, for the 2024 Selectboard Meeting.

## **GIS Mapping**

At the Tuesday, January 16, 2024, Selectboard Meeting, the Board approved using ARPA funds to purchase GIS Software. We received a proposal from one GIS Mapping provider, CAIGIS. This GIS provider comes well recommended by all these communities. I'd encourage you to waive the bid process and have the Town contract with CAIGIS.

Camden

<https://maps-camdenme.hub.arcgis.com/>

Rockland

<https://next.axisgis.com/RocklandME/>

Rockport

<https://next.axisgis.com/RockportME/>

Wayne

<https://next.axisgis.com/WayneME/>

Westport Island

[https://next.axisgis.com/Westport\\_IslandME/](https://next.axisgis.com/Westport_IslandME/)

## **Mason Station/ Town-owned Birch Point properties**

We had another successful round of meetings with the Mason Station Redevelopment Group and a local boat manufacturer.

First, we all met at the Municipal Building on Wednesday, February 7, 2024, to make introductions to all parties and to discuss each other's interests in the property and specific needs for the property.

Then, on Tuesday, February 13, 2024, we visited Mason Station, surrounding town-owned Birch Point properties, and the local boat manufacturers' properties. We found these meetings fruitful. We plan to continue them.

And I believe some exciting development news will be forthcoming shortly from these meetings. I would be glad to discuss more in Executive Session.





# Town of Wiscasset

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We have an opinion from the Town attorney to guide the potential sale of tax-acquired land at the town-owned property on Birch Point. He is still gathering more information from our last conference call. As you can imagine, this is a complicated new law that hasn't been tested.

## **Old Ferry Road Property**

I recommend conducting a site assessment on the property before deciding what to do with it. Lincoln County RPC applied for another round of Brownfield funding that could be made available to the Town if awarded these funds. They will find out in April/ May. I suggest we wait until then to 1) save the town money, 2) the brownfield program will allow for a wider review of the area, and 3) state approval of the assessment/ plan. Stay tuned for more information.

## **Climate Action Team and RePower**

Dennis and I met with Cassandra Rose and Shri to discuss the Climate Action Resolution to be adopted at a future Selectboard meeting and potential future projects. Dennis and I strongly recommend that they focus on the rise of the sea level at the waterfront.

I met with RePower Wiscasset Group on Tuesday, February 13, 2024 at 1 PM. They are focused on reusing the existing energy grid left behind from the Town's legacy with energy production. They are hoping to attract clean energy development.

There will be a Joint Waterfront, Selectboard, and Climate Action Team Meeting on Tuesday, February 27, 2024, at 2 PM to discuss the Waterfront's Riverwalk Proposal and the Climate Action Team's potential projects.

I working with the Governor's Energy Office representative to attend a Climate Action Team meeting in March.

## **Rail**

Nothing to report at this time.

## **Tax Increment Financing**

Dennis and I met with Mathew Eddy and Max Johnstone from the Midcoast Council of Governments and Emily Rabbe and Mary Ellen Barnes from Lincoln County Regional Planning Commission on Thursday, January 11, 2024, to discuss tax increment financing. We discussed possibly making Route 1 Commercial Zone, the Downtown, Mason Station/ Birch Point TIF districts. It was strongly recommended that we focus on updating the Town's Comprehensive Plan, which includes an updated capital improvement plan that would go into our development plan.

## **Town Properties**

We received a proposal from Artifex Architects & Engineers to conduct a "Facilities Needs Assessment."

I'd encourage you to find the funding for this necessary project, waive the bid process, and have the Town contract with Artifex Architects & Engineers



# Town of Wiscasset

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## **Training and Memberships**

I attended or will be in the following trainings/ workshops/ networking events:

- Marketing Talk at the Chamber on Friday, January 12, 2024, at 10 AM.
- Business After Hours at Back River Bistro on Thursday, January 25, 2024, at 5 PM.
- Congressionally Directed Spending & Community Project Funding at LCRPC. on Wednesday, February 7, 2024, at 2 PM
- DEP Certification in Erosion and Control Practices Workshop on Wednesday, February 8, 2024, in Augusta from 8 AM to 4 PM
- America Walks - Funding for Active Transportation by Zoom on Tuesday, February 27, 2024, at 2 PM.

## **Waterfront**

I am working with the Waterfront Committee on updating the recreational pier expansion proposal for this budget season. I attended the Waterfront Committee on Tuesday, February 13, 2024, to give them an update on the recreational pier expansion proposal. I am working with Gartley & Dorsky to update their project numbers.

## **Other News:**

I appreciate the confidence Dennis, and you have given me by appointing me as your Interim/ Acting Town Manager during his vacation from January 16 through January 29.

## **In Conclusion**

I believe the future is bright for Wiscasset. Wiscasset is a special place to live, work, and play. I'd encourage us to remember that with every step we make over the next couple of years. Wiscasset is on the upswing; let's continue...with prudent public policy decisions and stay out of the negative limelight. Go Team Wiscasset!

If you have any questions or concerns, please don't hesitate to contact me at (207) 882-8200 Ext. 8 or [economicdeveloper@wiscasset.org](mailto:economicdeveloper@wiscasset.org).



# Town of Wiscasset

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## EMS REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Erin Bean, EMS Director  
**Re:** January Monthly Report  
**Date:** February 6, 2024

### Runs For Wiscasset EMS

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
Wiscasset	32	66.67%
Dresden	9	18.75%
Westport Island	2	4.17%
Alna	1	2.08%
Boothbay Harbor	1	2.08%
Brunswick	1	2.08%
Richmond	1	2.08%
Woolwich	1	2.08%
	<b>Total: 48</b>	<b>Total: 100.00%</b>

Welcome to the New Year! I think that I may have written 2024 consistently all month! We shall see how that goes for the next 11 months.

This past month most of our calls have come in in stacks and this makes it look like we had a lower call volume because we have had to ask for mutual aid when we are having 3 calls all at once. The other issue was that Dennis who is usually able to respond to additional calls with me was unfortunately off being a world traveler! (I am glad of course that he got a much-deserved rest and got away from all of the responsibilities that he has here in Town.)

This past month we had to send the past years overdue bills to collections. This made our budget look as though we were writing off a large amount of money coming from the billing company. This led to some confusion, the billing company writes off the left-over bills because they are not able to charge the town for the uncollected bills. In turn the debt was released to the new company that is going to attempt to collect the debt.

This was Kirsten Emerson's first full month as Maine state Paramedic and she has shown her worth on several critical calls already she is a huge benefit to our town!



# Town of Wiscasset

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Last month we had training that was led by Nick Henderson, he taught a trauma class that was mostly hands on. We extended an invite to our other area folks and got a few folks from surrounding towns who joined us! It was a great class that will be very useful in practical application. There was “live tissue” (chicken) and lots of hands-on that isn’t normally found in a class. The feedback from the folks that attended was that it was a great class! February’s Class will be taught by the EMA office’s Brandon Look. It's ICS 703.

February we will also have a combine annual Mandatory training with the Fire Department taught by Ken Desmond.

Our New Ambulance has been having some fun “disco lighting” in the back that Sugar loaf rescue promptly came and fixed. According to the Tech, Justin, the crimping tool that was used to place the wires in the harness appeared to have had some issues leading to poor connections he took several hours to hunt down every single connection and I can’t thank Sugarloaf rescue enough for their amazing customer service and attention to detail!

Lastly Callie, (the police departments admin.) organized a safety committee meeting for the town departments. She got the message out and has started the ball rolling for the future. She designed a form for participants to utilize as a safety moment for everyone to share, these forms can be for things that they see as a deficit or as a job well done. I like that she is creating this time for everyone to recognize that safety is always a number one priority and this will open up discussions for the group to build an amazing safety conscious work place. I am the Department head representative and I want to say: Well done Callie and the members of the team who are making Wiscasset an even better place to work.

Happy Leap year folks I hope that everyone is staying healthy and warm!

Chief Bean



# Town of Wiscasset

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## FIRE DEPARTMENT REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Robert Bickford, Fire Chief  
**Re:** January Monthly Report  
**Date:** February 7, 2024

### **Operations:**

The fire department responded to 14 calls for service during the month of January. This is up from 12 for the same time period last year. Of the 14 calls for service, 13 were in Wiscasset. We responded to Dresden once for a reported structure fire.

The calls for January break down as follows: 4 motor vehicle accidents; 2 structure fires – 1 in Wiscasset and 1 in Dresden; 2 fire alarms; 1 propane call; 1 assist to EMS and 4 “other” which include trees and / or wires down.

### **Training:**

Training for the month included a tour of the former Primary School – soon to be assisted living facility. Frequent tours of buildings under construction allow members to get first hand knowledge of how these buildings are constructed in the event that we need to access those areas at a later date. We also completed station and apparatus maintenance, Basic SOP review and extrication and vehicle stabilization training.

### **Staffing:**

We welcomed 2 new members this month. Kyle Canada returned to the department after living out of town for several years. He was a member prior to moving out of town. He brings with him his son, Aidric, who has joined the Junior Firefighter program. We welcome them both and look forward to working with them and watching them grow for many years.

With the addition of Kyle and Aidric, our membership stands at 23 active duty, 3 junior and 6 Lifetime members.

### **Financials:**

At 58% into the fiscal year, our budget stands at 55.8% expended. Some larger expenses, so far this year, include our 6 month payroll, annual pump testing and maintenance on our 2 pumpers as well as the purchase of new Thermal Imaging Camera which allows us to now have a camera on each engine.

Respectfully submitted,  
Rob Bickford



# Town of Wiscasset

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## WISCASSET POLICE DEPARTMENT

To: Dennis Simmons, Town Manager  
From: Lawrence Hesselstine, Wiscasset Police Chief  
RE: January Monthly Report  
Date: February 1, 2024

The Wiscasset Police Department responded to 462 calls for service in the month of January. Our officers performed 133 motor vehicle stops and responded to 14 motor vehicle accidents. There were 8 arrests in the month of January for the following:

Warrant  
Violating Conditions of Release  
Theft by Unauthorized Taking or Transfer  
OUI (alcohol)

January saw two of our officers off to the Maine Criminal Justice Academy. Officer Farrell and Officer Hilton will be in training until Mid-May. Our department has adjusted the schedule accordingly to allow for the most coverage in their absence.

There were several storms in January that demanded attention. There was the first big snowstorm of the season which had calls for accidents and slide offs. This storm was followed by a warmup and the first of two high water events. On January 10<sup>th</sup> a rain and windstorm coupled with the high tide caused extremely high waters along the water. Fore street was temporarily closed, the waterfront parking lot was covered in water and the road to the sewer treatment plant was also under water. By midday the storm had passed, and cleanup was completed. The second storm came in on Saturday January 13<sup>th</sup> that started as snow and then had similar issues for the waterfront area a little later in the day.

We can't thank Public Works enough for their hard work during all of these storms. Going from snow clean up to seaweed and debris clean up back and forth several times. The waterfront was back to normal in no time at all because of how quickly they arrived and cleaned up. They also quickly performed repairs needed and closed areas for safety concerns.

*Submitted 2/1/2024.  
Larry Hesselstine*



# Town of Wiscasset

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9-1-1 CHECK	5	LOUD NOISE	1
Administrative	1	MEDICAL ALARM	1
ALARM BURGLAR	9	MEDICAL EMERGENCY	12
ANIMAL COMPLAINT	4	MENTAL HEALTH (PD's ONLY)	4
ASSIST CITIZEN	19	MOTOR VEHICLE ACCIDENT	14
ASSIST OTHER AGENCY	8	MOTOR VEHICLE STOP	133
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# Town of Wiscasset

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## PUBLIC WORKS/TRANSFER STATION DEPARTMENTS

**To:** Dennis Simmons, Town Manager  
**From:** Theodore Snowdon, Public Works Director  
**Re:** January Monthly Report  
**Date:** February 7, 2024

### Operations:

The month of January has been all about plowing and sanding and keeping the trucks up and ready for the next storm, so far things have been working. Working with Sewer Department in keeping flood water out of the system, For the Transfer station things have slowed down some due to winter weather, also dealing with ice, keeping grounds safe for the public. In addition to our day to day duties we have managed to:

- Keep up with clean up throughout the town.
- Snow removal down town
- Keeping up with flood damage at water front
- Culvert repair Old Sheepscoot road.
- Keeping up with maintenance and snow removal at the airport.
- Staying on top of service and repair of all town owned vehicles including Transfer Station equipment
- Keeping up on maintenance for all town owned buildings.
- Street sign repair throughout the town
- Still trying to keep up with the pot holes and cold patch repair throughout the town.
- Still working with Town Office/Transfer Station in keeping public safe with covid.
- Transfer station building and grounds maintenance.
- Storm damage repair throughout the town.

### Expense Summary Reports January

Transfer Revenue - 58.44%  
Transfer Station – 47.66%  
Municipal Building – 46.73%  
Cemetery Operations – 33.03%  
Public Works – 53.97%  
Waterfront – 30.86%





# Town of Wiscasset

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## Transfer Station duties

The transfer station is still running at normal operations. Sanitizing is taking place throughout the day.

To conclude, all is well within the Departments.  
Respectfully, Ted/crew



# Town of Wiscasset

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## PARKS AND RECREATION DEPARTMENT

**To:** Dennis Simmons, Town Manager  
**From:** Duane Goud, Parks & Recreation Director  
**Re:** January Monthly Report  
**Date:** February 14, 2024

January, 2024!!

Before I get too far into this month's report, we would like to congratulate our Aquatics Director Nori Lund and her husband Alex on the birth of their little girl Jane!

January signals the start of new sessions and new programming! Youth and Adult Winter Sports started before the holidays and are well underway.

The Christmas lights in the downtown area were left on for much of the month, hoping to get some great shots of the lights with some snow on the ground as well. The take down process has started and should be finished up by mid-February. Thank you again to our volunteers and staff for their help putting the lights up and keeping them on.

Our 2023-24 fiscal year (first 7 month's (\$319,831 (Town Office, 49.20%) is approximately \$15,000 ahead of last year (\$304,858, Town Office), which was also a record year, staying on track for our projections. Expense wise we are also holding our own at \$577,023 (49.68%). While the current budget year is 7 months in or 58.3%, we are showing that we are below in both revenues and expenses (approx. 9%). While it wasn't our best January, it was still very good!

We continued to build on the greatest start to a fiscal year we have had here for the Wiscasset Parks & Recreation Department / Wiscasset Community Center.

While we still have all of our regular scheduled programs and activities going on, we continue to work on enhancing or bringing new activities, events, etc. to everyone within the community. Our numbers (membership, participation and registration, expenses and revenues) continue to grow, showing that people are finding out about us and want to be a part of and support the Wiscasset Community Center / Parks and Recreation Department!

### Program Updates

Our **WCC** programs and activities continue to have great participation. Registration is always open for the many different opportunities to learn how to swim, build social and physical skills, compete in area sports and support local community! As our winter sports get started and are in full swing, special events, winter tournaments and spring sports are just around the corner.



# Town of Wiscasset

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Swimming lessons – 73 registrations

Karate – 17 registrations

ASA – 63 registrations

Parent-tot Swim Lessons – 17 registrations

Splash Swim Class – 17 registrations

Unsinkables Swim Team & Club – 21 registered

Our swim team is practicing, competing and getting ready for their meets throughout the season, working hard for personal bests as well as to qualify for states!

Pickleball – averages between 16 – 20 players daily

Youth Basketball – 107 registrations, (Divisions - PeeWee, Mites, Minors (B&G), Juniors (B&G))

**Thank You to all of our Sponsors;**

**Partners In Education**

**First National Bank**

**JB Plumbing**

**Bangor Savings**

**Norgeo Solutions**

**Apple Brook Farm**

**Chartier Builders**

**Ashley Kate Aesthetics & Co**

**First federal Savings**

Adult League Basketball – 48 registrations (6 Teams)

**Thank You to all of our Sponsors;**

**Pure Cleaning Solutions LLC**

**First National Bank**

**J Edward Knight**

**Two-07 DJ Services**

**Wiscasset Self Storage**

**Possibilities Salon**

Cornhole – averages around 24 players weekly

We are in the process of purchasing Pitch Pads for our weekly tournaments.

**Thank You to Water Street Kitchen & Bar & Gillespie Marine** for jumping on board to sponsor, helping with the purchase.

We hosted 3 Home Meets throughout the month of January for our High School Teams!

We are the Home Pool for the High School Swim Teams from Wiscasset/Boothbay, Hyde and Lincoln Academy.

## **Building and Grounds Updates**

January had some odd weather when you think of a typical January, more rain events than snow events, or at least that's how it seemed.



# Town of Wiscasset

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Our thoughts go out to all of those on our coastline who have been greatly affected by these events. We have members / patrons / friends who were affected; losing docks and wharfs, cottages and personal property.

We had some damage here on the grounds as well.

**Sherman Park** (behind the WES) baseball field had its outfield covered by the flood waters which in turn washed out around the outfield posts undermining support posts for the fence.

The **Softball Dugout at WMHS** which was flipped over completely on to its roof in the late December storm needs to be reroofed due to the damage sustained. With the warm weather we have not been able to build an iceskating area again this year.

A portion of our new tables and chairs have been purchased, using part of the \$25,000 donation. As mentioned above, the Christmas lights were left on for the majority of the month. They are now being taken down and put into storage for next year.

We were able to show off our great facility to the Town of York and their feasibility committee as they look into the possibility of building a Community Center in their town. While showing our facility, we were able to show how space is definitely an issue that we are dealing with daily. The building is being used every day, with wants for more space and more programming being asked about on a regular basis. We will be looking into funding options for enlarging our footprint, building on an expanded fitness area, additional rooms for classes, storage areas and child care facility.

## Community Events

Our monthly ARC Blood Drive was held on Friday, January 12<sup>th</sup> & Friday, February 9<sup>th</sup>, 10:30 am – 3:30 pm, call 1-800-733-2767 or visit [RedCrossBlood.org](http://RedCrossBlood.org) to schedule an appointment. Our next scheduled drive is scheduled for **Friday, March 8<sup>th</sup>**.

## Upcoming WCC, Partnerships & Community Events

- Father /Daughter Dance – Friday, February 9<sup>th</sup> – We had a GREAT TURNOUT once again!!
- Wednesday, February 7<sup>th</sup> & 21<sup>st</sup> – (WSC) Senior Dinner, 4:30p
- WINTERFEST – ANNUAL FUNDRAISER for the COOPER-DIPERRI SCHOLARSHIP (Week of February 11<sup>th</sup> – 17<sup>th</sup>) Check out our weeklong Auction & Raffle, Trivia (Friday Night), Public Breakfast (Saturday morning), Chewonki presentation, Lunch, games, Cornhole Tournament!
- February Vacation Camp – Feb 20<sup>th</sup> – 23<sup>rd</sup>
- Friday, March 8<sup>th</sup> – ARC Blood Drive, 10:30a – 3:30p
- Winter Tune-Up Tournaments – March (TBD) – Stay tuned for gymnasium closures to hold these events.
- Annual Easter Egg Hunt – March 30<sup>th</sup>
- Easter – WCC Building Closed
- April Vacation Camp – April 16<sup>th</sup> – 19<sup>th</sup>
- Mother / Son Dance – May??, TB
- Annual Chamber of Commerce Dinner – May 9<sup>th</sup>, TBD



# Town of Wiscasset

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- Wormfest (June 8th)- Stay tuned for details
- Summer Camp – TBD
- Alive on the Common Concert Series – Summer 2024, (Thursday's, 6:00p)
- Wiscasset Art Walk – Last Thursday of June, July, August & September (Time change, 4:00p – 7:00p)

## Financial update:

As mentioned above, we are trending in the right direction both revenue and expense wise. As mentioned last month we received an anonymous donation of \$25,000 (not included in revenue), we were able to have the Town Selectmen accept the donation in November. We are currently working on purchasing some of the designated expenses associated with this donation. Our numbers are continuing to prove themselves, making the department more visible to not only Wiscasset residents but also our neighboring towns and communities. We are working on becoming the Mid-coast hub for the region's recreational needs.

We have brought in 49.2% of our anticipated revenue within the first seven months of the new fiscal year, while expending 49.68% of our total budget.

I wanted to leave the information that I had presented in last month's report, because I think it is valuable while getting ready for the upcoming budget talks that will be had over the next month or so.

When looking back over the past calendar year, I want to share a couple of numbers that I am very proud of. Our year snap shot through Myrec includes a few different numbers that are broken out into separate revenue lines on the Town Office side of the books.

### **January 1<sup>st</sup> – December 31<sup>st</sup>, 2023**

- **\$712,943 - Total number processed through Myrec (Biggest year on record)**

This number includes the Special Revenue lines;

An anonymous donation of \$25,000,  
Our Unsinkables Swim Team (\$6790),  
the Senior Center Meals (\$8947),  
Senior Center Memberships (\$965),  
Scholarship Funds raised (Cooper Diperri Scholarship - \$11,940),  
Midcoast Football League (\$13,696) and the  
Midcoast Cal Ripken & Baberuth League (\$18,685).

After excluding these Special Revenue lines, the total revenue for the WPRD/WCC for the past calendar year is \$626,920 (projected estimated revenue of \$650,000 for fiscal year 2023/24). While these numbers don't show the expense side of things, the amount of funds we (WPRD/WCC) have been able to bring forward over the past three fiscal years into the general fund speak for themselves (surpassing estimated revenues each of the past two years, while under spending our total budget by more than \$100,000 in 2020/21 (Covid year)). Our total numbers in previous years (processed through Myrec) also include several special revenue lines (not broken out for this report),



# Town of Wiscasset

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- \$574,369, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2022
- \$498,466, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2021
- \$271,784, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2020
- \$419,879, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2019
- \$411,657, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2018
- \$454,255, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2017
- \$444,190, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2016
- \$349,493, Jan 1<sup>st</sup> – Dec 31<sup>st</sup>, 2015

Our revenue numbers have increased steadily over the past few years after many years of staying fairly steady.

Our ability to run and maintain this facility (WCC), maintain the grounds, maintain all of the towns sport fields and still be able to offer all of the many programs, activities and events with limited staff, amazes many of our fellow parks and recreation partners.

## **Director's Note:**

I was able to attend the Northern New England Recreation & Parks Association conference in New Hampshire in early January. I was able to connect with many of our area, state and regional parks & recreation representatives as well as listen to some great presenters and classes associated with Parks & Recreation.

I want to say 'Thank You' to all of our Members, Partners, Sponsors, Volunteers, Coaches, Participants, Staff and Residents for their continued support and dedication to the Wiscasset Community Center / Wiscasset Parks & Recreation Department!

*Duane Goud*



# Town of Wiscasset

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## HARBORMASTER REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Lawrence Hesseltine, Harbormaster  
Callie Fairservice, Deputy Harbormaster  
**Re:** January Monthly Report  
**Date:** February 1, 2024

- AM/PM Harbor Checks and Patrols
- Attended Waterfront Committee Meeting
- Storm Checks – Cleared debris from the boat launch area.
- Worked with PW to repair damage to the comm and Rec ramps after the storms/high tides.
- Contacted Ben Day regarding his boat that is on a Town Mooring
- A lot of debris washed up during the storms. PW cleaned up
- 1/17 – Talked with Ben Day regarding mooring fees. He agreed to pay \$350 on 1/19 and \$400 on 1/26
- 1/19 Day paid the \$350 but as of 1/29 he still has not paid...Tried calling got voicemail, unable to leave message as mailbox was full, left a text message. Day came in that afternoon and paid the remaining \$400.
- 1/29 – Had King's Tide Marine pull David Murray's boat from its mooring. The boat is derelict and full of water and Murray has no means to maintain/tend it. KTM will take the boat to their boat yard once they pull it at Murray's expense.
- Mooring Registration Update – 25% of the moorings have been registered online for the 2024 season.

Larry Hesseltine  
*Submitted 2/1/2024*



# Town of Wiscasset

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## SHELLFISH WARDEN REPORT

**To:** Dennis Simmons, Town Manager  
**From:** Officer Hunter Farrell, Shellfish Warden  
**Re:** January Monthly Report  
**Date:** February 1, 2024

### 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: 0

Warning Issued: 0

Summons Issued and to Whom: 0

### Narrative:

Attending BLETP, responded to a citizens question regarding the taking of mussels off our flats.





# Town of Wiscasset

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## WASTE WATER TREATMENT PLANT

**To:** Dennis Simmons, Town Manager  
**From:** Robert Lalli, Waste Water Treatment Plant Superintendent  
**Re:** January Monthly Report  
**Date:** February 13, 2024

### PLANT OPERATIONS DISCHARGE PERMIT TESTING RESULTS:

Average Plant Flow **0.308 MGD**  
Licensed flow per day **0.620 MGD**  
Percent of average flow per day to license limit **50 %**  
Total Rainfall per month **4.72 inches**

#### BOD EFFLUENT LAB RESULTS (mg/l)

For monthly average **6.4 mg/L**  
Weekly average **14 mg/L**  
Daily max. **14 mg/L**  
All within license limits **YES**  
BOD Effluent Removal % **92.6 %**  
Required% **85 %**

#### TSS EFFLUENT LAB RESULTS (mg/L)

Monthly average **11.8 mg/L**  
Weekly average **30 mg/L**  
Daily max. **30 mg/L**  
all within license limits **YES**  
TSS Effluent % Removal **87.0%**  
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 **1 cfu/100m**  
(31) **1 cfu/100 ml**  
Geometric Mean (13) **Starts 4/15/2024**  
Enterococci (April 15 – Oct. 31) Instant Daily **Starts 4/15/2024**  
max(8)  
Geometric Mean (54)

#### TOTAL RESIDUAL CHLORINE

**RESULTS (mg/l) 0.10 mg/l**  
Instant daily max (0.3 mg/L) **0.06 mg/l**  
Monthly Avg. max (0.1 mg/L)



# Town of Wiscasset

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**BUDGET:** With 58.3% of the fiscal year gone, the Sewer Department has spent 54.04 % of its budget. With 58.3% of the fiscal year gone, sewer billing revenues have brought in 61% of the amount needed to meet this fiscal year's operating budget.

**STORMS, RECORD TIDES AND A BURRITO:** Wiscasset Sewer Department recorded 4.72" of precipitation for the month of January, but two storms coinciding with record high tides threatened to inundate the sewer plant.

A storm on 1/10/2024 overflowed our #3 pump station on Bath Road, and sent Sheepscot River waters lapping up against the rim of our sewer plant's aeration tanks. There was some splash-over into the tanks, but the effect was minimal despite some debris and seaweed entering the tanks. The pump station overflow lasted only about 15 minutes before septic haulers arrived to stop the overflow (I reported the spill to Maine DEP). When the storm cleared out that morning, our sewer plant driveway and parking area were littered with debris – logs, lumber, trees and seaweed. We had to clear it by plowing it.

A second storm was predicted for 1/13/2024 with tides as much as 1 foot higher than the one on 1/10/2024. If that were to occur, the sewer plant would definitely be flooded – tanks, chemical rooms and basements, ruining our process and damaging pumps, blowers and electrical equipment. At a meeting with Town Manager Dennis Simmons, myself, and Public Works Director Ted Snowden, it was decided that some sort of barrier should be constructed to fend off this rogue tide.

Ted and his colleague Earl devised a plan to erect a berm, using black garden fabric and sand. It could be done quickly and would resemble, as Dennis described it, a sand "burrito". Sewer Plant employees joined Ted's entire Public Works crew, who used bulldozers, bobcats and dump trucks to remove trees and install the berm. It was completed in a single day.

The second storm arrived on 1/13/ 2024 and it set off the high-water alarm at pump station #3 again. Septic haulers arrived and no overflow occurred (there was less rain than the previous storm). However, the monster tide rose at the sewer plant and...the berm worked perfectly! River waters rose much higher than 2 days before, with on-site sewer plant employees bravely monitoring conditions and adding sandbags to reinforce low spots in the berm. The "burrito" held back the tide beautifully with no splash-over. Without it, we would have been ruined. The river was 16" deep across our driveway, and waters were 4" deep against the sandbags we used to seal up the blower building doors.

When the storm and tide abated, the plant survived very well. Many, many thanks to Dennis Simmons, Ted Snowden, Earl, and the Public Works crew, and the sewer plant employees who constructed the "burrito". It saved the plant.



# Town of Wiscasset

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**PUMP TROUBLE:** The number one pump at pump station #18, Point East Drive, near Mason Station, was running and not shutting off, despite the power switch being in the OFF position. We disabled it and summoned Stevens Pump and Electric to investigate. They found that a short in the pump itself was feeding power back through the wiring which was keeping it running. Stevens removed the pump and took it to their shop for repair.

**DEFIBRILLATOR:** The sewer plant has never had a defibrillator, until now. A new Zoll brand defibrillator with wall cabinet was purchased from Unifirst First-Aid and Safety. Unifirst installed the cabinet and gave a tutorial on the defibrillator's use. A new first-aid kit was also purchased and wall mounted at the plant.

**BELT PRESS BELTS:** New belts were ordered for the belt filter press at the sewer plant from the Micronics company. They arrived on 1/25/2024 and will be installed on 2/14/2024 by Micronics technicians.

**SAFETY TRAINING:** On 1/31/2024, sewer plant employees underwent mandatory safety training and review for Lock-out/Tag-out Safety. They also underwent Fire Extinguisher Safety training.

**SLUDGE TRUCK BREAKDOWN:** On 1/30/2024, the sewer plant dump truck broke down while making a delivery to Juniper Ridge Landfill in Old Town, Maine. A piece of lumber struck the truck's air tank and broke off a hose connection. Sewer plant employee and driver, Tony Colby improvised a repair, whittling a plug from a nearby tree branch. The plug held and Tony was able to dump the sludge load and make the 124-mile return journey to Wiscasset without incident. Ted Snowden and his Public Works vehicles team made the proper repair the following day. Thank you, Ted!

This concludes the January 2024 Wiscasset Sewer Department Monthly Report.

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

9A

manager@wiscasset.org

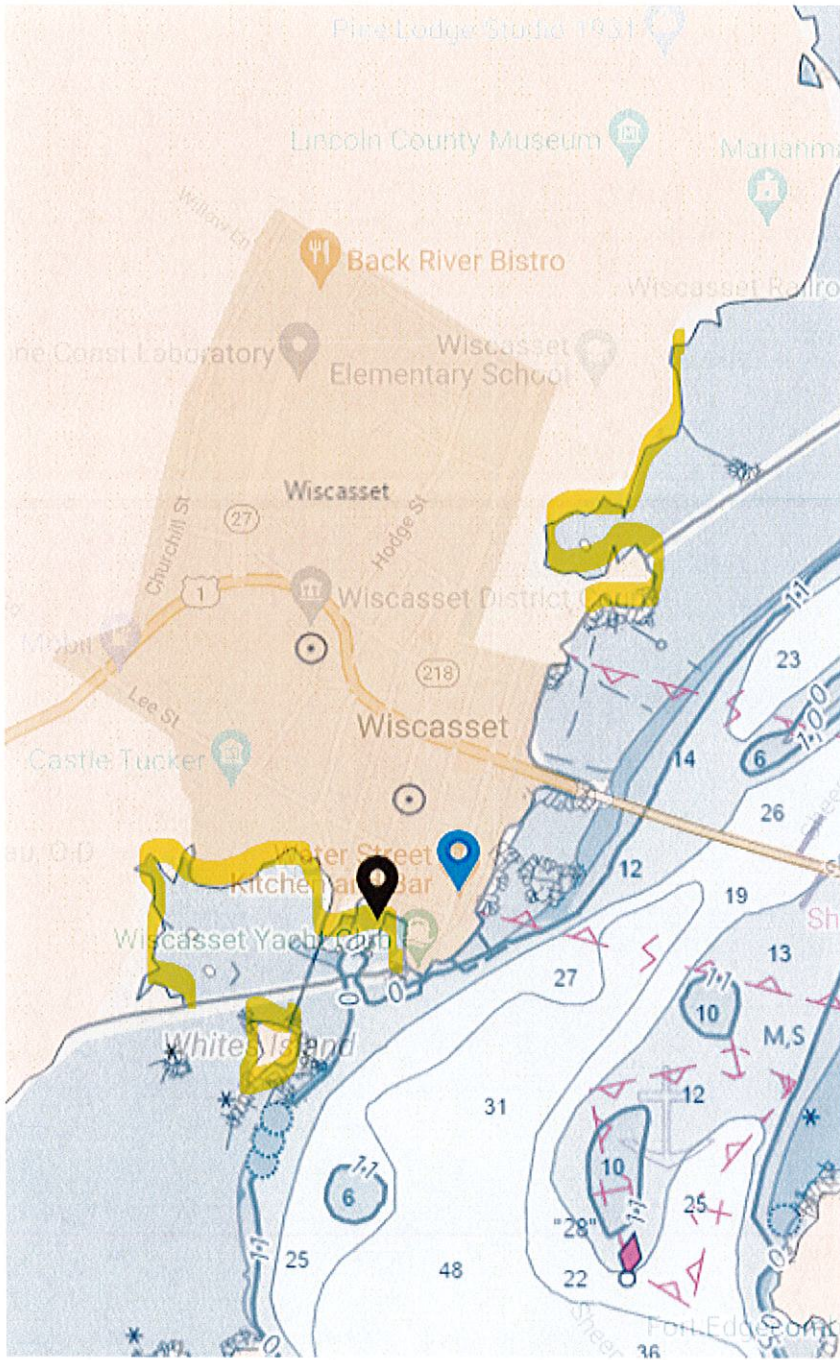
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**From:** Roberts, Leslie <Leslie.Roberts@dell.com>  
**Sent:** Wednesday, February 7, 2024 10:27 AM  
**To:** billmaloney5@yahoo.com; manager@wiscasset.org; terry heller  
**Cc:** Hesselstine, Chief Larry; Roberts, Leslie; Jan Hobbs-Bailey  
**Subject:** Regulating the Discharge of Firearms in Wiscasset Village

Bill, Dennis and Terry,

Per Bill's request, I have created a very simple map that might suggest the areas of the downtown waterfront to fall within the zone of restriction of firearm discharge. I included the area around the current wastewater treatment plant since that area will most likely become parkland once the plant is moved, and I also included the area below the Elementary School. I assume the Select Board would make the final decision on this.

I understand we will be discussing/reviewing this topic at the February 20 Select Board meeting, correct?



**Leslie Roberts**

Services Client Executive, DT Select

**Dell Technologies** | Services

Office- 512-720-6883

[Leslie\\_Roberts@Dell.com](mailto:Leslie_Roberts@Dell.com)

---

**Kathleen Onorato**

**From:** Leslie Roberts <lesliesroberts@yahoo.com>  
**Sent:** Thursday, February 15, 2024 11:24 AM  
**To:** Kathleen Onorato  
**Subject:** Fw: Letter

Kathy, for the supporting docs packet regarding Firearms discharge.

## To whom it may concern

Our home is located approximately 100 feet directly across from Pottle cove. We are the closest residential home in the vicinity. Wendy is an avid gardner and spends a lot of time in our front yard gardening. It is very frightening to have hunters shooting guns so close to our home.

The path around the cove is a popular route for many residents to walk their dogs (and parents with children). Our son periodically visits and also walks his dog along the cove path. Also the cove is inhibited by a wide variety of wildlife as it is a very protected body of water. They are put at risk by hunters shooting ducks.

Of great relevance to the town, the area is a popular destination for visiting tourists. We actively promote visitors to come and take self guided walking tours through the "Museum in the Streets." Our location is a pretty area to pass through.

We implore the council to protect that area and provide personal safety for our family members and the community.

**Denise Kulp and Wendy Capline**  
19 Bradbury Street

We give our neighbors permission to submit this document at a council meeting.

**Kathleen Onorato**

---

**From:** Leslie Roberts <lesliesroberts@yahoo.com>  
**Sent:** Thursday, February 15, 2024 11:26 AM  
**To:** Kathleen Onorato  
**Subject:** Fw: Wiscasset Firearms Discharge Ordinance  
**Attachments:** image004.emz

Kathy, for supporting documents re firearms discharge

----- Forwarded Message -----

**From:** susan wiscasset.net <susan@wiscasset.net>  
**To:** Leslie Roberts <lesliesroberts@yahoo.com>  
**Sent:** Thursday, February 15, 2024 at 09:24:02 AM EST  
**Subject:** RE: Wiscasset Firearms Discharge Ordinance

To the Town of Wiscasset Select Board,

This is something that is long overdue. Inclusion on this year's Town Meeting Warrant will demonstrate that our Board truly has the well-being of our community at heart.

Thank you , Leslie, for all your work on this.

Susan Blagden

9b



# TAX MAP CONVERSION AND GIS INTERNET SERVICES PROPOSAL FOR THE TOWN OF WISCASSET, MAINE

Submitted January 25, 2024 by



11 Pleasant Street, Littleton, NH 03561  
P (603) 444-6768 / (800) 322-4540  
[cai-tech.com](http://cai-tech.com)





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# LETTER OF TRANSMITTAL

Cartographic Associates, Inc.  
dba CAI Technologies  
11 Pleasant Street, Littleton, NH 03561  
Tel: 800-322-4540 Fax: 603-444-1366  
cai-tech.com



The undersigned proposer acknowledges and accepts that all the terms and conditions set forth in this proposal are mandatory and agrees that they will be included in their entirety in any contract resulting from this proposal.

CAI Technologies warrants and certifies that the individual signing this proposal is a bona fide employee of the firm and has authority to solicit and secure any agreement resulting from this proposal. The proposal has been arrived at independently, without collusion, consultation, or communication as to any other proposer or with any competitor. The proposal price was not disclosed by the proposer and was not knowingly discussed prior to the submission, directly or indirectly, to any other proposer or any other competitor. No attempt was made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

No elected official or appointed official or employee of the Town of Wiscasset, ME shall benefit financially or materially from any contract resulting from this proposal. This proposal shall remain in full force and effect for at least ninety (90) days from the date first shown herein.

PROPOSER:

BY:   
\_\_\_\_\_  
Timothy Fountain, GISP  
Vice President  
Contracting Officer

# TECHNICAL PROPOSAL

## TAX MAP CONVERSION SERVICES

1. Using the most current available orthoimagery from the Maine Office of Geographic Information Systems (MEGIS) as a base map, CAI shall digitize the CLIENT's existing tax maps a.k.a. property maps or assessment maps. The results of this task will produce a seamless parcel composite file referenced in a real world coordinate system to serve as a foundation for developing a local government GIS.
2. Data, if shown on the existing maps, to be digitized shall include but not necessarily be limited to map features as follows:
 

<ul style="list-style-type: none"> <li>▪ Property Lines</li> <li>▪ Roads</li> <li>▪ Right of ways</li> <li>▪ Railroads</li> <li>▪ Water lines (streams, ponds, etc.)</li> <li>▪ Wetlands</li> </ul>	<ul style="list-style-type: none"> <li>▪ Easements</li> <li>▪ Town lines</li> <li>▪ State Plane grid coordinate lines</li> <li>▪ Common ownership data</li> <li>▪ Match line references</li> </ul>
---	--
3. Text, if shown on the existing maps, to be reproduced shall include all text as follows:
 

<ul style="list-style-type: none"> <li>▪ Road names</li> <li>▪ Water names</li> <li>▪ Easement names</li> <li>▪ Parcel numbers</li> <li>▪ Parcel areas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dimensions</li> <li>▪ Adjacent town names</li> <li>▪ Exempt parcels</li> <li>▪ 'Part of text'</li> </ul>
---	---
4. Digital Drafting Standards
 

All text is set to conform to standard cartographic practices. Text will be added to the geodatabase using our standard templates to set the text size, font, color and symbol for each feature. If a text height must be reduced, it will be dropped to accommodate the cartographic need.
5. CAI shall generate new tax maps matching the CLIENT's existing map grid layout.
  - A. The CLIENT's existing tax map Index will be digitized and used for tax map production to ensure that parcels are shown on the correct maps.
  - B. CAI shall configure an ESRI ArcGIS v. 10 x tax map plotting .mxd document using Data Driven Pages. This document will be used to create hard copy and PDF tax maps. The maps will contain standard map features such as a legend, north arrow, town seal, adjacent sheet index, map disclaimer and date of revision.
  - C. CAI shall configure an additional ESRI ArcGIS v. 10 x .mxd document designed for reproducing the CLIENT's index map. The index map will include features and labels for the tax map grid, roads, railroads, water and adjacent municipalities.
6. CAI shall develop a preliminary tax map set in PDF format for review and acceptance prior to final delivery. Changes to the maps should be noted either in the PDF document or the CLIENT could print the PDF maps and note changes on the hard copies prior to sending them back to CAI. CAI staff will incorporate the changes noted by the CLIENT prior to final delivery.

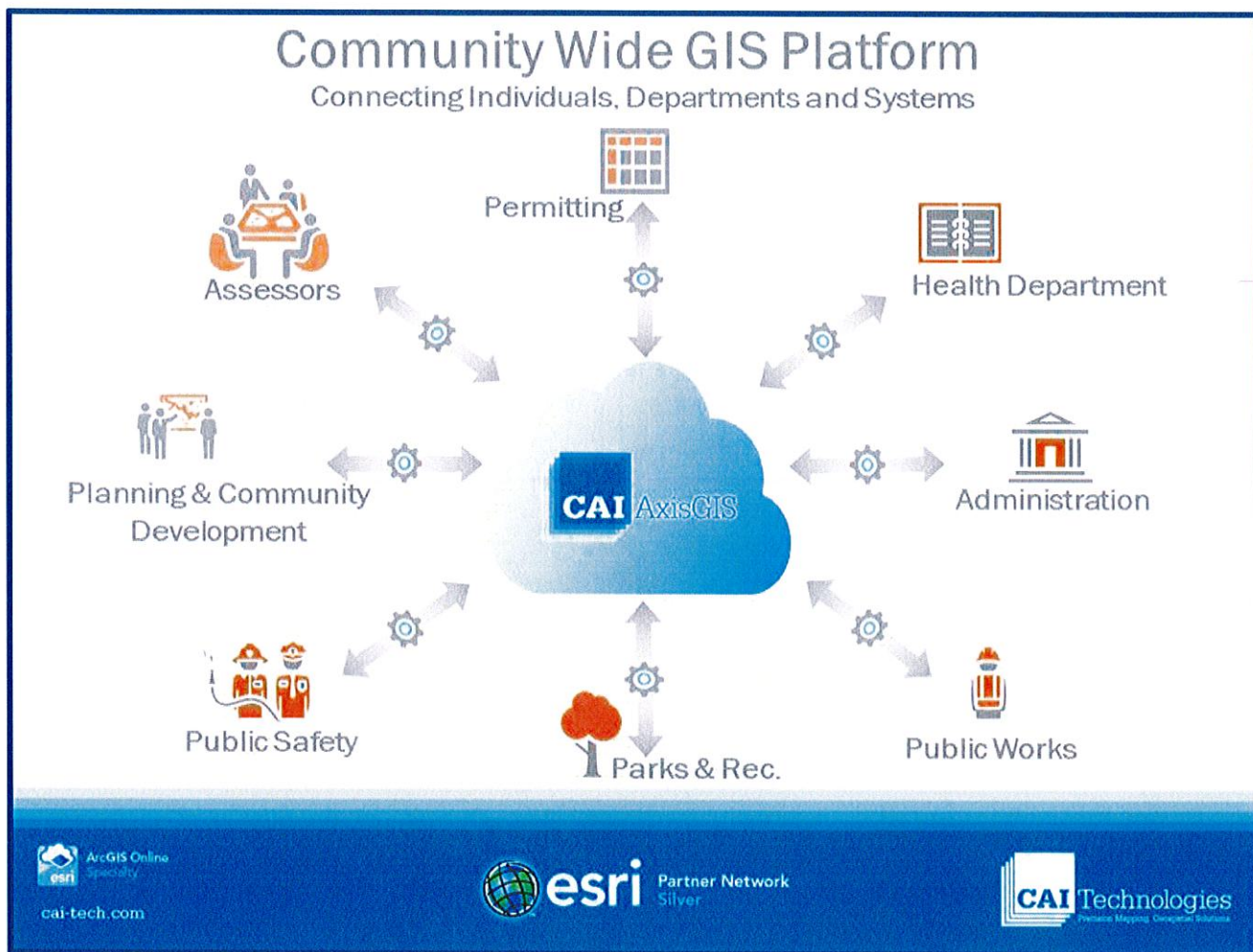
## AXISGIS SERVICES

### AxisGIS Product Overview:

AxisGIS is an Internet-based service for communities and businesses that want to publish their GIS online. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public. AxisGIS is developed using the ESRI JavaScript 4.X API technology which results in a responsive user interface that is cross-browser compatible and functional in a mobile environment.

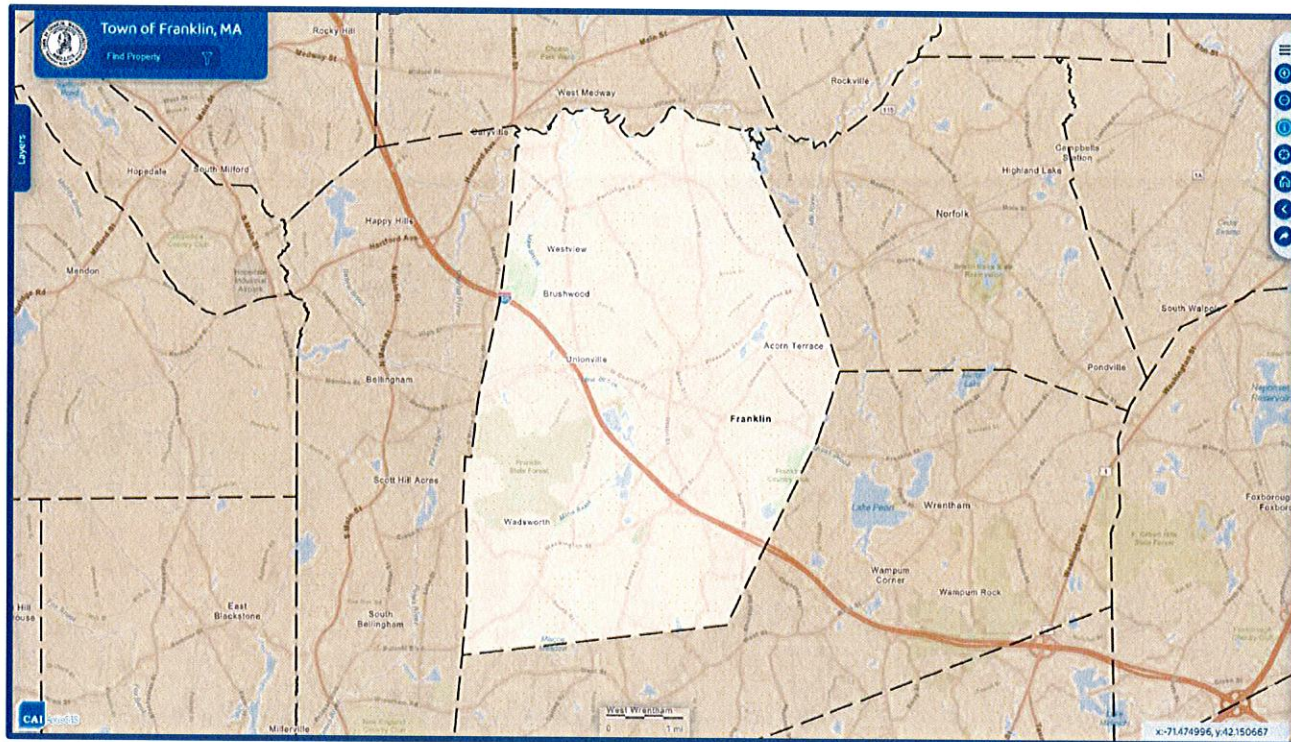
AxisGIS clients pay no software fees, no annual software maintenance fees and very low setup costs. AxisGIS even provides the web server. By relieving most of the expense, AxisGIS enables the people behind the data to focus on why their GIS is on the Internet in the first place.

AxisGIS is helping communities publish their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration and creating a connection between local government, businesses and communities.



**Functionality Overview:**

The image displays the typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available tools and functions.



The CLIENT's AxisGIS website will include the following tools:



**Zoom-In Tool** allows the user to focus on a specific, smaller area on the map.



**Zoom-Out Tool** allows the user to focus on a larger area on the map.



**Zoom to My Location Tool** zooms the map to the current location of the user.



**Zoom to Full Extents Tool** allows the user to quickly reset the map view to the original map extent.



**Zoom Next Tool** allows the user to quickly zoom to the next map extent.



**Zoom Previous Tool** allows the user to quickly zoom to the previous map extent.



**Street View Tool** allows the user to click on the map to see Street View for that location.



**Bird's Eye Tool** allows the user to click on the map to see Bird's Eye view for that location.



**Print Map Tool** allows the user to generate a printable PDF map and to include a map legend.



**Drawing Tool** allows the user to draw points, lines, shapes and text on the map. When adding text, the user can add "Free Text" or "Label Parcel" with Owner Name, Address or CAMA ID. Once included on the map, the user can edit the graphics too.



**Measure Tool** allows the user to click on the map to measure distance, area and coordinate locations.



**Base Map Selector Tool** allows the user to browse and select from a variety of local, Esri and Google base maps.



**Areas of Interest Tool** allows the user to quickly zoom to a predefined area of the map, including street intersections.



**Share Map Tool** allows the user to copy a link to share a map.



**Identify Tool** allows the user to click on any GIS feature and receive the related attribute information. This tool is useful in receiving ownership information and documents linked to a parcel. The tool also allows the user to pan the map in any direction.



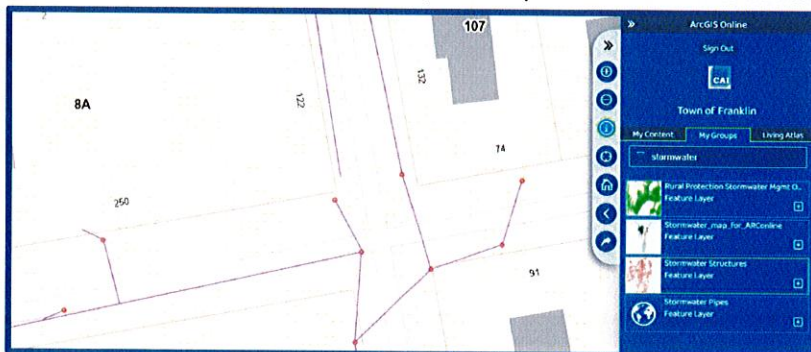
**Clear Selection Tool** allows the user to clear the selected map features(s).



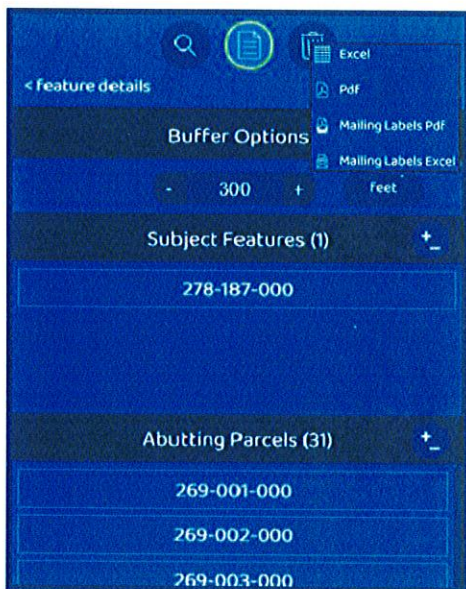
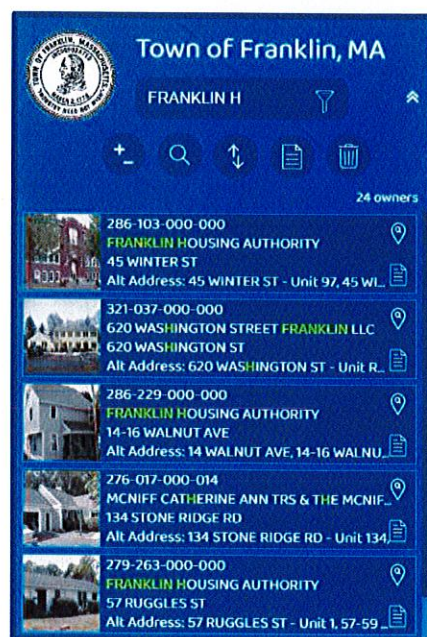
**Draw to Search** allows the user to add multiple parcels to the search results list by simply drawing on the map.



**ArcGIS Online Login** - AxisGIS tightly integrates with the Municipality's ArcGIS Online (AGOL) account. Users have the ability to login to their AGOL account, search for, and import AGOL feature content, including Web Maps and Feature Layers into their AxisGIS map session. Once imported, the data will be displayed in the AxisGIS Table of Contents for map visualization, analysis and a variety of AxisGIS user functionality.

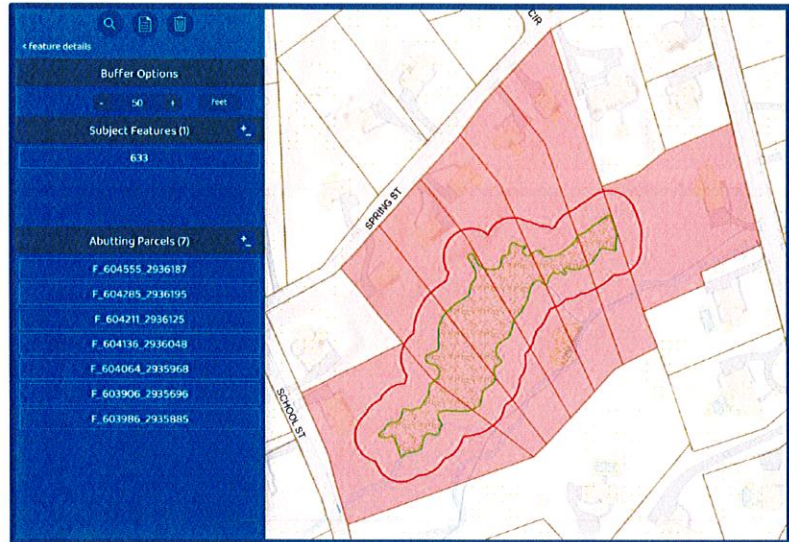


The **Search Function** enables the user to find properties by owner name, address or parcel identifier, depending on the data available. As the user types the information in the Search dialog, matching results begin to show. The search results list allows the users to view the property Building Image, Parcel #, Address, Owner and linked documents. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results or select and zoom to a particular property.

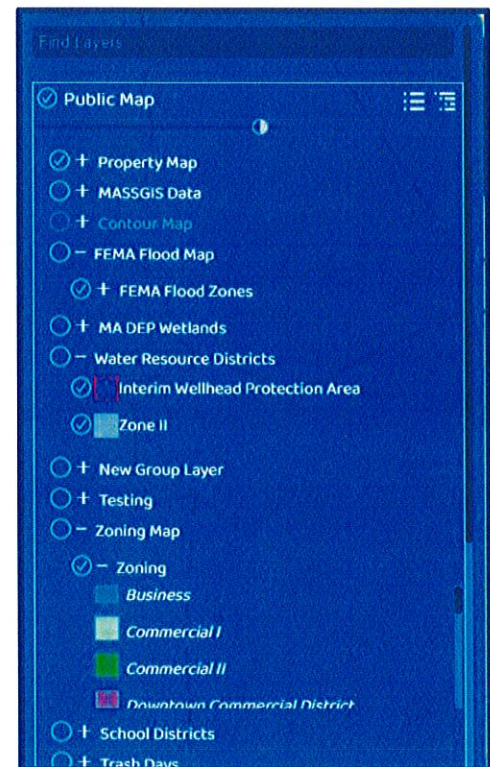


**Parcel Abutters Function** enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property and then enters the search distance. The search distance will be set to default at 200 feet. This distance remains "sticky" in the application and will be saved from the last buffer search distance performed in the interface. The map will automatically show the selected properties and the user can generate an Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to a PDF report or an Excel file by clicking the appropriate button.

**Feature Abutters Function** operates similar to the Parcel Abutters Function, however it allows for selecting properties within a specific distance of a GIS feature other than a parcel. To perform the Feature Buffer search, the user selects an existing GIS feature (i.e. fire hydrant, water body, building, wetland, etc.) and then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate a PDF Abutter Report, Mailing Labels formatted to Avery 5160 labels, and export the results to an Excel file by clicking the appropriate button.



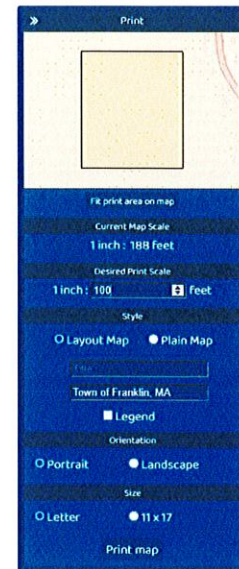
The map **Layers** tab allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The Layers tab also includes the ability to “**Find Layers**”. Layer groups within the legend can be moved up/down to change their drawing order and each group has a Transparency slider that allows the user to set the transparency for map layers to “see through” onto rich base map content. “**Collapse and Expand**” buttons allow the user to either quickly minimize the Table of Contents or expand it to display legend symbology.





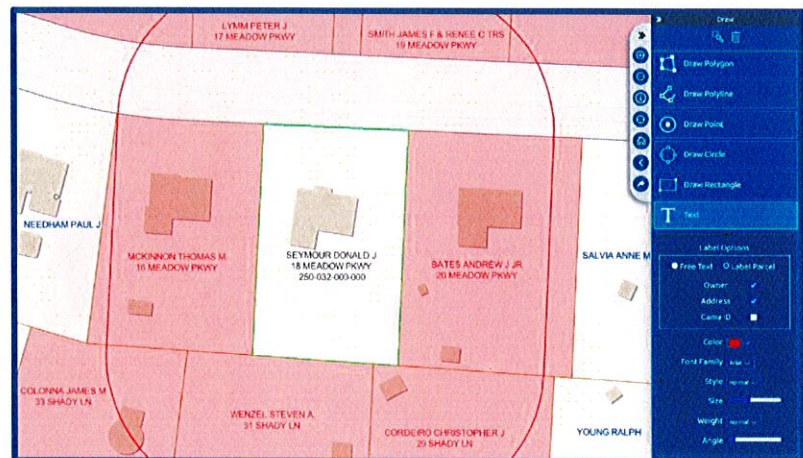
There are several other notable features to AxisGIS. These include:

- **Map Printing Utility:** This utility allows the user to design and layout custom maps prior to generating a PDF to print, save or send via email. The user can enter a custom map title and define the printed map scale. The user has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation. This powerful utility also includes the option to include a map legend showing the symbology for the various map layers on the custom map.



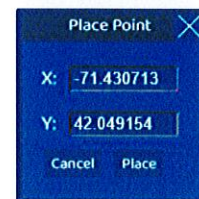
- **Help System:** The help system is designed to provide assistance to users while accessing the AxisGIS website. The system includes an interactive PDF document that can be viewed in a web browser or downloaded and printed for future reference.
- **Building Photos & Associated Documents:** This function allows users the ability to access building photos and/or documents related to particular properties and/or features on the map. This functionality depends on the available data for the CLIENT, how it is stored and the data format. CAI can work with the CLIENT to determine if and how this functionality can be used within the AxisGIS application.

- **Drawing and Labeling Tools:** In addition to standard drawing tools, users can add free text or label parcels with Owner Name, Address and/or CAMA ID. Users have the ability to set the Color and Font size as well as create Bold, Italic or Underlined text.



- **Staff Login Access:** This function allows for password-protected access to a specific set of geographic data layer(s) and/or attribute data within the community, as well as additional Staff Only functionality. The annual hosting fees associated with serving one (1) secure ArcGIS Server Map Service configured for access through encrypted username & password authentication are included with the base annual hosting fees for AxisGIS. Staff logins are administered by CAI. Initial setup and configuration fees for this functionality may apply.
- **Google Street View and Bing Streetside:** AxisGIS includes access to Google Street View and Bing Streetside which allows a user to click on the map to access the street view data for a particular area. This function is subject to Street View and Bing Streetside data being available within the community.

- Microsoft Bird's Eye: AxisGIS includes access to Microsoft Bird's Eye which allows a user to click on the map to access the Bird's Eye data for a particular area. This function is subject to Bird's Eye data being available within the community.
- Zoom to My Location: This function zooms the map to the current location of the user. This is particularly useful in the field and leverages the GPS technology in the user's mobile device.
- Zoom to Street Intersections: This function allows the user to quickly zoom to a specific street intersection. The user first selects a street name from the drop down list, then AxisGIS will provide a list of intersecting streets and allow the user to zoom directly to the desired intersection.
- Zoom to Coordinates: This function allows the user to enter geographic coordinates zoom to that location and place a pin on the map.



### Publish the CLIENT's GIS to the Internet

CAI shall publish the CLIENT's GIS data to the Internet.

CAI shall notify the CLIENT of the Internet Address (URL) for AxisGIS. This address can be added to the CLIENT's web page.

After the CLIENT has been notified that the AxisGIS application is on-line, the CLIENT has thirty (30) days from the date of notification to examine the site and to request changes.

AxisGIS shall be accessible using the current versions of Microsoft's Edge, Chrome, Firefox or Safari web browsers over cable, DSL, or T1 (or greater) internet connections.

### GIS Data Update:

CAI shall refresh the GIS data on the AxisGIS website annually. Should the CLIENT be using CAI's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data. Additional GIS data refresh may be provided for \$250 per event.

### Attribute Data Update

CAI shall design and create a Data Processing Utility for the CLIENT to use for periodic uploading of an export file(s) from the CAMA system to an online database accessed by the AxisGIS website.

It is the CLIENT's responsibility to maintain the Tabular attribute data, including a database table for any records to be excluded, for use by the AxisGIS website.

## General Conditions

CAI shall provide the AxisGIS service to the CLIENT with commercially reasonable access to an Internet-based mapping application service provider (ASP) environment through which the CLIENT can access the CLIENT data.

In order to provide the CLIENT with commercially reasonable access to the ASP environment, CAI shall periodically schedule the complete or partial shutdown of the ASP Environment for maintenance, bug fixes, updates or other reasons. CAI will make commercially reasonable efforts to perform Scheduled Maintenance during off-peak hours.

## CLIENT Support

CAI shall provide telephone, fax and email support services concerning AxisGIS to the CLIENT. These services can be used to answer usage and technical questions.

CAI shall respond to any CLIENT alerts concerning poor performance or lack of performance of the site and provide verbal advisories as to how and when the site shall be corrected, (if it is determined that the website and/or publication service is not performing properly).

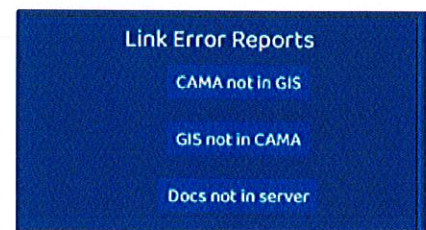
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## ADDITIONAL AXISGIS TOOLS AND UTILITIES

### AXISGIS STAFF SITE

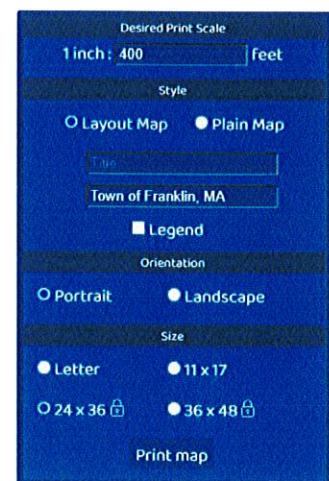
- A. CAI shall incorporate "Staff Site" login functionality into the CLIENT's AxisGIS platform.
- B. CAI shall provide the CLIENT with one secure ArcGIS Server Map Service configured for access through encrypted username & password authentication. Staff logins are administered by CAI. The Staff Site will provide:
  - Password-protected access to a specific set of geographic data layer(s), documents and/or attribute data within the community. GIS data development is not included in this service.
  - Access to a suite of additional functions and tools outlined below:

The **Link Error Reports** tool allows the user to create reports on demand that identify parcel/CAMA mismatches as well as missing documents. The reports are available in PDF format as well as downloadable in .CSV format. Running the "CAMA not in GIS" and "GIS not in CAMA" tools will compare the parcel layer being hosted to the most recent CAMA assessment file uploaded to the AxisGIS site. Two separate reports will be available to the user - one listing parcels that do not have a matching CAMA record and the second identifying CAMA records that do not link to a parcel. Users can also choose to display, on the map, those parcels that do not have a matching CAMA record. Running the "Documents not in Server" tool will produce a report that identifies existing documents (photos, sketches, etc.) that have not been uploaded to the AxisGIS server.



The **Download Shapefile** function allows the user to download the GIS layers within the AxisGIS application. Once logged in as a staff user, each data layer in the Table of Contents will show a download button and clip extent button at the end of the layer name. Simply click on the button and the data layer will be exported to shapefile format and made available for download.

**Large Format Printing** is made available to staff site users within the AxisGIS platform. When logged in, the user will have access to additional print options allowing for custom PDF's map plotting in Architectural D (24' x 36") and E (36" x 48") sizes in either Portrait or Landscape orientation.





AxisGIS staff users have the ability to generate a **Traffic Report** showing site traffic during the last 30, 60, 90 days or the last 12 months. The report shows the number of page views on AxisGIS as well as the origin of the traffic (e.g. Municipal Website, Google, etc.). The Report also includes further site analytics, such as a days of the week, device types (desktop, tablet or mobile) as well as which web browser was used. The Report also identifies which staff users have accessed the Staff Site and how often they have logged in during the specific time period.

### AXISGIS INDIVIDUAL DOCUMENT UPLOAD UTILITY

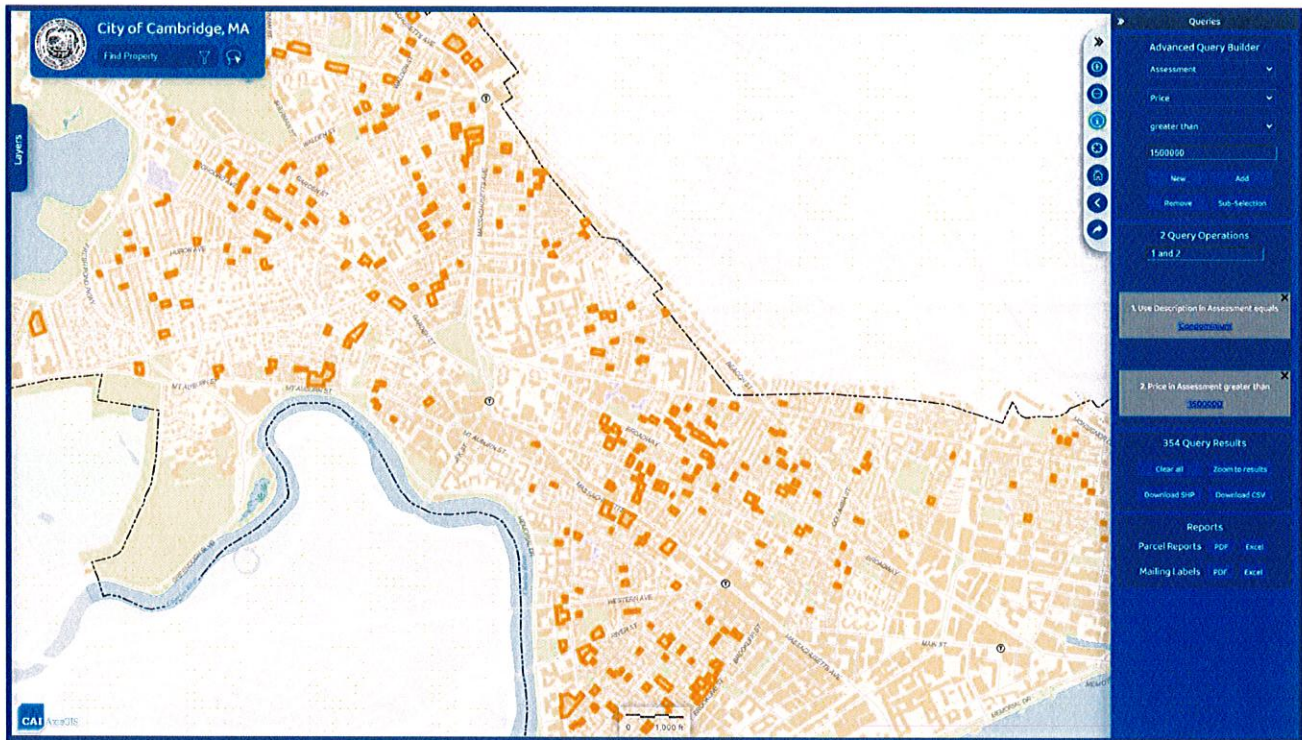
- CAI shall provide the CLIENT with a Document Upload Tool, configured to function within a Staff AxisGIS Site. This tool shall allow the user the functionality to upload and relate PDF and/or TIF formatted files to specific parcels within the community.
- The Document Upload tool shall provide the user the ability to assign a specific document category to the file(s) for upload.
- The Document Upload tool shall provide the user the ability to assign public and/or staff view access to the specific document file for upload.

### AXISGIS ADVANCED QUERIES

- CAI shall incorporate the “Advanced Query” module into the CLIENT’s AxisGIS platform for Staff Site users.
- CAI shall configure the “Advanced Query” tools to access the Assessment table(s) linked in AxisGIS.
- The “Advanced Query” tools provide the following functionality:
  - Custom compound query capabilities

The **Advanced Query** tool allows the user to select and render parcels and other GIS data features in AxisGIS based on specific linked attributes. Users first select the table (Assessment or others, if available) or the GIS data layer to be queried, then generate a custom query string to select those parcels or features meeting the criteria identified. Additional queries can be created to either further select from the current results, or to add to the current results by appending an additional set of parcels or other GIS features.

The screenshot shows the 'Advanced Query Builder' interface. It includes a query string: 'Assessment Price greater than 1500000'. The query operations are '1 and 2'. The results are '354 Query Results'. Buttons include 'New', 'Add', 'Remove', 'Sub-Selection', 'Clear all', 'Zoom to results', 'Download SHP', and 'Download CSV'.



The **Export Selection to CSV** tool allows the user to export the selected parcels or other GIS features to a CSV file for use outside AxisGIS. The export contains the related attribute information from the queried table for each feature in the selected set.

Reports		
Parcel Reports	PDF	Excel
Mailing Labels	PDF	Excel

**Reports** can be generated for the parcels selected based on the executed query. The PDF reports show either a list of parcels or Mailing Labels formatted to Avery 5160 format. Both the parcel list and mailing labels can also be exported to an Excel file by clicking the appropriate button.

## INITIAL IMPLEMENTATION, TRAINING AND ONGOING SUPPORT

- CAI shall provide remote, off-site installation and an initial off-site, remote, screen share training session to review all the tools and functions for service(s) provided herein.
- CAI shall provide telephone and email support concerning the services provided herein. These support services can be used to answer technical questions and will coincide with the annual hosting agreement for said service(s).

## CLIENT RESPONSIBILITIES

The CLIENT shall appoint a contact person to serve as project liaison between the CLIENT and CAI.

### TAX MAP CONVERSION

- A. The CLIENT shall provide a current assessment database export in either .txt or .dbf format to be used for GIS database linking.
- B. The CLIENT shall provide a set of Tax Maps current to 3/31/2024.
- C. The CLIENT shall provide CAI documentation that supports link error resolutions.
- D. The CLIENT shall provide comments and/or changes to the preliminary tax maps within thirty (30) days of receipt.

### AXISGIS SERVICE

- A. The CLIENT shall provide CAI with an ASCII text or DBF formatted export file from the CLIENT's CAMA system containing the attribute information for inclusion into the site.
- B. The CLIENT shall provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.
- C. The CLIENT shall provide CAI with any custom GIS data layers for inclusion into the site.
- D. After the CLIENT has been notified that the site is on-line, it must advise CAI of any changes, modification and enhancements to the data available within thirty (30) days.
- E. The CLIENT shall maintain the tabular attribute data for the AxisGIS website.

### ADDITIONAL AXISGIS TOOLS AND UTILITIES

#### AXISGIS STAFF SITE

The CLIENT shall provide CAI any existing GIS data layers to be accessed.

#### AXISGIS INDIVIDUAL DOCUMENT UPLOAD UTILITY

No additional CLIENT responsibilities required for this service.

#### AXISGIS ADVANCED QUERIES

No additional CLIENT responsibilities required for this service.

# SCHEDULE

CAI shall commence on the project upon receipt of a fully executed contract.

## TAX MAP CONVERSION

CAI shall complete the Tax Map Conversion services within one hundred twenty (120) days of receipt of an executed contract and all source materials.

## AXISGIS SERVICE

AxisGIS setup work and initial publishing of data to the Internet, except the on-going support and Internet availability of the CLIENT's GIS data, shall be completed within sixty (60) days of completion of Tax Map Conversion service.

Internet access to the CLIENT's AxisGIS Public site will begin within sixty (60) days of completion of the Tax Map Conversion service and shall conclude on the last day of the twelfth month following.

## ADDITIONAL AXISGIS TOOLS AND UTILITIES

### AXISGIS STAFF SITE

CAI shall setup and configure Staff Site access within sixty (60) days of completion of Tax Map Conversion service.

### AXISGIS INDIVIDUAL DOCUMENT UPLOAD UTILITY

CAI shall setup and configure the Document Upload Utility within sixty (60) days of completion of Tax Map Conversion service.

### AXISGIS ADVANCED QUERIES

CAI shall setup and configure the Advanced Query tool within sixty (60) days of completion of Tax Map Conversion service.



## COST AND PAYMENT TERMS

Total cost of this project as proposed is \$27,650.00 broken down as follows:

### TAX MAP CONVERSION

\$17,800.00

### AXISGIS SERVICES AND ADDITIONAL TOOLS AND UTILITIES

SERVICES	ONE TIME SETUP FEE	ANNUAL FEE
AXISGIS Setup & Implementation.....	\$ 3,000.00	
Annual Hosting/Support .....		\$ 3,000.00
AXISGIS STAFF SITE Setup & Implementation.....	\$ 950.00	N/A
AXISGIS INDIVIDUAL DOCUMENT UPLOAD UTILITY Setup & Implementation.....	N/A	
Annual Hosting/Support .....		\$ 700.00
AXISGIS ADVANCED QUERIES Setup & Implementation.....	\$ 1,500.00	
.....Annual Hosting/Support .....		\$ 700.00
.....(Discounted from \$1,000.00)		
<b>TOTALS</b>	<b>\$ 5,450.00</b>	<b>\$ 4,400.00</b>

Additional GIS Data Uploads shall be invoiced \$250.00 upon completion of each upload event.

Payment shall be made to CAI within 30 days of invoicing. Said invoicing to be done as follows:

- \$9,010.00 (\$3,560 Tax Map Conversion, \$3,000.00 Axis Setup, \$950.00 Axis Staff Site Setup, and \$1,500.00 AxisGIS Advanced Queries Setup) to be invoiced upon receipt of an executed contract.
- Balance, excluding \$4,400.00 (\$3,000.00 AxisGIS, \$700.00 Document Upload Tool and \$700.00 AxisGIS Advanced Query) Annual Hosting Services, to be invoiced monthly based on the portion of work completed and reported to the CLIENT.
- Annual Hosting/Support Fees (\$3,000.00 AxisGIS, \$700.00 Document Upload Tool and \$700.00 AxisGIS Advanced Query), if applicable as indicated above, shall be invoiced on the first full month of Internet availability.

Note: The Annual Hosting/Support will automatically renew at the above shown fee twelve (12) months after the service is made available. Said renewal can be canceled at any time with 30 days notification.

# DELIVERABLES

## TAX MAP CONVERSION

- A. CAI shall deliver one (1) complete set of preliminary b/w tax maps in PDF format.
- B. CAI shall deliver one (1) complete set of final b/w tax maps in PDF format.
- C. CAI shall deliver one (1) complete sets of full size b/w paper tax maps.
- D. CAI shall provide the CLIENT with a copy of all digital data developed as part of this project. Final delivered product will be in Esri ArcGIS format suitable for use with Esri's latest version of ArcGIS. The CLIENT shall own all digital data created specifically for this project.

## AXISGIS SERVICES AND ADDITIONAL TOOLS AND UTILITIES

- A. CAI shall provide its AxisGIS Service.
- B. CAI shall configure an AxisGIS Staff site.
- C. CAI shall configure AxisGIS Individual Document Upload Utility.
- D. CAI shall configure AxisGIS Advanced Queries.

## GUARANTEE

CAI shall guarantee all maps, indexes and information generated against any errors or omissions for one (1) full year from the date of delivery. Any errors detected by the CLIENT and brought to CAI's attention shall be immediately corrected at no additional cost to the CLIENT. This guarantee does not include any changes due to data not made available under the terms of this proposal or any new information that is made available subsequent to the delivery date.

# HM Payson Monthly Statement of Wiscasset Accounts

Account Name	Market Value as of 11/30/2023	Market Value as of 12/31/2023	Market Value as of 01/31/2024	Change in Market Value
Montsweag Dam Reserve Fund	\$ 229,916.04	\$ 236,587.09	\$ 242,637.15	\$ 6,050.06
Cemetery Trust Fund	\$ 2,392,604.78	\$ 2,462,026.64	\$ 2,524,986.12	\$ 62,959.48
General John French Scholarship	\$ 85,661.09	\$ 88,146.56	\$ 90,400.66	\$ 2,254.10
Jackson Cemetery Fund	\$ 42,697.73	\$ 43,936.61	\$ 45,060.17	\$ 1,123.56
Larabee Band Fund	\$ 998,295.07	\$ 1,027,260.78	\$ 1,048,297.12	\$ 21,036.34
Haggett Scholarship Fund	\$ 19,068.05	\$ 19,621.31	\$ 20,123.07	\$ 501.76
Mary Bailey Fund	\$ 629,369.10	\$ 647,630.36	\$ 664,191.70	\$ 16,561.34
Seth Wingren Fund	\$ 39,547.75	\$ 40,695.23	\$ 41,735.90	\$ 1,040.67
Wiscasset Community Center Endowment Fund	\$ 4,480.55	\$ 4,610.55	\$ 4,728.45	\$ 117.90
Cooper-DiPerri Scholarship Fund	\$ 44,577.29	\$ 45,870.71	\$ 47,043.72	\$ 1,173.01
Recreation Scholarship	\$ 1,157.80	\$ 1,191.40	\$ 1,221.86	\$ 30.46
<b>Town of Wiscasset Edowment Fund Total</b>	<b>\$ 4,487,375.25</b>	<b>\$ 4,617,577.24</b>	<b>\$ 4,730,425.92</b>	<b>\$ 112,848.68</b>
Town of Wiscasset Capital Reserve	\$ 617,526.71	\$ 636,563.18	\$ 653,089.12	\$ 16,525.94
Town of Wiscasset Construction Reserve	\$ 1,978,958.98	\$ 2,039,964.25	\$ 2,092,924.15	\$ 52,959.90
Town of Wiscasset Equipment Reserve	\$ 3,633,041.97	\$ 3,502,793.24	\$ 3,593,729.93	\$ 90,936.69
Town of Wiscasset Furnace Replacement Reserve	\$ 515,867.84	\$ 531,770.47	\$ 545,575.87	\$ 13,805.40
Town of Wiscasset Major Repairs Reserve	\$ 694,915.25	\$ 716,337.37	\$ 734,934.34	\$ 18,596.97
Town of Wiscasset Recreation Building Reserve	\$ 2,718,237.34	\$ 2,802,032.30	\$ 2,874,776.41	\$ 72,744.11
Town of Wiscasset Retirement Health Insurance Reserve	\$ 155,360.38	\$ 160,149.67	\$ 164,307.34	\$ 4,157.67
Town of Wiscasset Roof Repair Reserve	\$ 473,715.04	\$ 488,318.23	\$ 500,995.55	\$ 12,677.32
Town of Wiscasset Sale of Cemetery Lots Reserve	\$ 89,942.61	\$ 92,715.27	\$ 95,122.27	\$ 2,407.00
Town of Wiscasset Highway Department Capital Reserve	\$ 3,334.73	\$ 3,437.53	\$ 3,526.77	\$ 89.24
Town of Wiscasset Fire Department Vehicle Capital Reserve	\$ 4,446.33	\$ 4,583.40	\$ 4,702.39	\$ 118.99
<b>Town of Wiscasset Reserve Funds Total</b>	<b>\$ 10,885,347.18</b>	<b>\$ 10,978,664.91</b>	<b>\$ 11,263,684.14</b>	<b>\$ 285,019.23</b>

5102.52 withdrawl  
school band equip.

# 1 SELECTMEN REPORT

Department(s): 100 - 134  
January

Account	Budget Net	Curr Mnth Net	YTD Net	Pending Activity	Unexpended Balance	Percent Spent
100 - ADMINISTRATI	240,582.00	18,710.84	126,627.30	0.00	113,954.70	52.63
101 - AIRPORT	114,500.00	6,795.61	53,032.95	0.00	61,467.05	46.32
102 - ANIMAL CONTR	16,726.00	1,553.82	11,530.07	0.00	5,195.93	68.94
103 - ASSESSING	7,850.00	22.27	5,324.03	0.00	2,525.97	67.82
104 - BRDS & COMM	4,863.00	289.31	1,255.04	0.00	3,607.96	25.81
105 - CELEBRATIONS	20,225.00	113.98	17,360.06	0.00	2,864.94	85.83
106 - CLERK	107,938.00	10,058.42	64,674.95	0.00	43,263.05	59.92
107 - CEO	43,630.00	2,639.17	21,325.99	0.00	22,304.01	48.88
108 - COMMUN ORG	76,026.00	0.00	76,026.00	0.00	0.00	100.00
109 - CONTINGENCY	81,788.61	0.00	43,994.08	0.00	37,794.53	53.79
110 - CONTRACTS	294,473.98	8,149.85	85,080.71	0.00	209,393.27	28.89
111 - COUNTY TAX	749,103.00	0.00	749,103.00	0.00	0.00	100.00
112 - DEBT SERVICE	231,868.00	0.00	166,399.68	0.00	65,468.32	71.76
113 - ELECTIONS	22,191.00	302.14	5,367.96	0.00	16,823.04	24.19
114 - EMS	900,091.00	79,538.19	457,622.72	0.00	442,468.28	50.84
115 - FD FIRE DEPT	170,698.00	11,627.64	93,591.02	0.00	77,106.98	54.83
116 - FINANCE	284,961.00	24,576.79	165,506.95	0.00	119,454.05	58.08
117 - GA	28,762.00	2,685.48	14,548.58	0.00	14,213.42	50.58
118 - MUN BULIDING	109,148.00	8,030.41	51,001.37	0.00	58,146.63	46.73
119 - MUN INSURANC	106,300.00	16,509.85	72,014.92	0.00	34,285.08	67.75
120 - OVERLAY	540,235.64	0.00	23,602.85	0.00	516,632.79	4.37
121 - PARKS & REC	1,161,421.00	82,236.05	554,802.88	0.00	606,618.12	47.77
122 - PLANNING	196,454.86	11,773.07	42,403.09	0.00	154,051.77	21.58
123 - POLICE	723,813.00	59,094.72	395,199.46	0.00	328,613.54	54.60
124 - PD SRO	66,170.00	7,375.63	30,307.76	0.00	35,862.24	45.80
125 - PUBLIC UT	352,024.00	55,621.44	184,659.17	0.00	167,364.83	52.46
126 - PUBLIC WORKS	766,484.00	65,027.12	413,777.21	0.00	352,706.79	53.98
127 - SELECTMEN	27,829.00	1,263.29	9,206.01	0.00	18,622.99	33.08
128 - SCHOOL TOWN	6,410,209.00	0.00	3,205,104.48	0.00	3,205,104.52	50.00
129 - SR CENTER	15,210.42	818.47	8,128.69	0.00	7,081.73	53.44
130 - SHELLFISH	4,640.00	291.56	2,099.67	0.00	2,540.33	45.25
131 - TIF	242,509.70	0.00	242,509.70	0.00	0.00	100.00
132 - TRANSFER ST	826,725.00	84,175.81	394,106.43	0.00	432,618.57	47.67
133 - WATERFRONT	93,777.99	3,295.62	28,939.07	0.00	64,838.92	30.86
134 - COMP PLAN	17,423.36	0.00	0.00	0.00	17,423.36	0.00
Final Totals	15,056,651.56	562,576.55	7,816,233.85	0.00	7,240,417.71	51.91

# Revenue Summary Report

Fund: 1  
July to January

Account	Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
		Debits	Credits	Net		
<b>101 - AIRPORT</b>	<b>93,914.00</b>	<b>0.00</b>	<b>25,262.38</b>	<b>25,262.38</b>	<b>68,651.62</b>	<b>26.90</b>
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	152.66	152.66	3,847.34	3.82
03 - Hangers/Tie Downs	12,000.00	0.00	6,272.34	6,272.34	5,727.66	52.27
04 - Hanger/Land Leases	16,714.00	0.00	0.00	0.00	16,714.00	0.00
05 - Snacks/Shirts/Hats/Oil	8,200.00	0.00	7,822.08	7,822.08	377.92	95.39
07 - Ramp Fees	2,000.00	0.00	2,550.80	2,550.80	-550.80	127.54
08 - Cenergy Lease Payment	28,000.00	0.00	8,464.50	8,464.50	19,535.50	30.23
<b>102 - ANIMAL CONTROL</b>	<b>100.00</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>
01 - Late Fees	100.00	0.00	50.00	50.00	50.00	50.00
<b>107 - CODE ENFORCEMENT</b>	<b>24,800.00</b>	<b>0.00</b>	<b>63,373.91</b>	<b>63,373.91</b>	<b>-38,573.91</b>	<b>255.54</b>
01 - Building Permits	20,000.00	0.00	53,575.11	53,575.11	-33,575.11	267.88
02 - Plumbing Permits	4,500.00	0.00	8,900.00	8,900.00	-4,400.00	197.78
03 - Junkyard Permits	300.00	0.00	0.00	0.00	300.00	0.00
05 - Planning Board Fees	0.00	0.00	798.80	798.80	-798.80	----
07 - Blasting permits	0.00	0.00	100.00	100.00	-100.00	----
<b>114 - EMS/AMBULANCE</b>	<b>463,889.00</b>	<b>175,059.34</b>	<b>521,025.74</b>	<b>345,966.40</b>	<b>117,922.60</b>	<b>74.58</b>
01 - Calls for Service	345,950.00	0.00	402,144.15	402,144.15	-56,194.15	116.24
03 - Contractual Write-offs	0.00	139,065.78	0.00	-139,065.78	139,065.78	----
04 - Bad Debt W/O & Collections	0.00	35,993.56	3,922.77	-32,070.79	32,070.79	----
06 - Dresden Contract	69,137.00	0.00	69,137.00	69,137.00	0.00	100.00
07 - Westport Contract	24,401.00	0.00	24,401.00	24,401.00	0.00	100.00
11 - ALNA CONTRACT	24,401.00	0.00	21,420.82	21,420.82	2,980.18	87.79
<b>121 - PARKS &amp; RECREATION</b>	<b>650,000.00</b>	<b>1,211.00</b>	<b>321,041.77</b>	<b>319,830.77</b>	<b>330,169.23</b>	<b>49.20</b>
01 - Memberships	176,500.00	122.00	104,706.17	104,584.17	71,915.83	59.25
02 - Alna Contract	4,300.00	0.00	0.00	0.00	4,300.00	0.00
03 - Westport Island Contract	4,200.00	0.00	0.00	0.00	4,200.00	0.00
04 - Donations	10,000.00	0.00	1,865.00	1,865.00	8,135.00	18.65
05 - Rentals	40,000.00	0.00	14,699.00	14,699.00	25,301.00	36.75
06 - Athletics (Youth & Adult)	30,000.00	100.00	32,305.97	32,205.97	-2,205.97	107.35
07 - Aquatics	75,000.00	195.00	37,416.00	37,221.00	37,779.00	49.63
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	651.00	651.00	4,349.00	13.02
10 - Fitness	5,000.00	0.00	1,892.00	1,892.00	3,108.00	37.84
11 - Afterschool/Vac Camps/Early Re	65,000.00	144.00	52,923.50	52,779.50	12,220.50	81.20
12 - Summer Camp	95,000.00	600.00	41,759.25	41,159.25	53,840.75	43.33
13 - Concessions	8,000.00	0.00	5,587.50	5,587.50	2,412.50	69.84
14 - Programs	40,000.00	50.00	19,044.88	18,994.88	21,005.12	47.49
15 - CACFP	14,000.00	0.00	8,191.50	8,191.50	5,808.50	58.51
16 - Dresden Contract	5,000.00	0.00	0.00	0.00	5,000.00	0.00
17 - ASA PROGRAMS	70,000.00	0.00	0.00	0.00	70,000.00	0.00
<b>123 - POLICE DEPARTMENT</b>	<b>2,500.00</b>	<b>0.00</b>	<b>997.00</b>	<b>997.00</b>	<b>1,503.00</b>	<b>39.88</b>
01 - Reports	1,000.00	0.00	350.00	350.00	650.00	35.00
02 - Parking Fees	1,000.00	0.00	20.00	20.00	980.00	2.00
03 - Weapon Permits	500.00	0.00	302.00	302.00	198.00	60.40
04 - Witness Fees	0.00	0.00	300.00	300.00	-300.00	----
06 - Miscellaneous	0.00	0.00	25.00	25.00	-25.00	----
<b>129 - SENIOR CENTER</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,241.00</b>	<b>6,241.00</b>	<b>259.00</b>	<b>96.02</b>

# Revenue Summary Report

Fund: 1  
July to January

Account	Budget Net	----- Y T D -----		Net	Uncollected Balance	Percent Collected
		Debits	Credits			
<b>129 - SENIOR CENTER CONT'D</b>						
01 - Meals	6,500.00	0.00	5,741.00	5,741.00	759.00	88.32
02 - Memberships	0.00	0.00	500.00	500.00	-500.00	----
<b>130 - SHELLFISH CONSERVATION</b>	<b>2,650.00</b>	<b>0.00</b>	<b>210.00</b>	<b>210.00</b>	<b>2,440.00</b>	<b>7.92</b>
01 - Licenses	2,650.00	0.00	210.00	210.00	2,440.00	7.92
<b>132 - TRANSFER STATION</b>	<b>361,884.00</b>	<b>100.00</b>	<b>211,507.77</b>	<b>211,407.77</b>	<b>150,476.23</b>	<b>58.42</b>
01 - User Fees	95,000.00	100.00	73,550.49	73,450.49	21,549.51	77.32
04 - Cardboard	12,500.00	0.00	4,799.02	4,799.02	7,700.98	38.39
05 - Metal	35,000.00	0.00	25,280.10	25,280.10	9,719.90	72.23
06 - Alna Contract	107,160.00	0.00	53,548.16	53,548.16	53,611.84	49.97
07 - Westport Island Contract	108,724.00	0.00	54,330.00	54,330.00	54,394.00	49.97
08 - MRC Dividend	3,500.00	0.00	0.00	0.00	3,500.00	0.00
<b>133 - WATERFRONT &amp; HARBORS</b>	<b>23,450.00</b>	<b>61.02</b>	<b>11,719.73</b>	<b>11,658.71</b>	<b>11,791.29</b>	<b>49.72</b>
01 - Watercraft Excise	5,700.00	0.00	1,345.60	1,345.60	4,354.40	23.61
02 - Mooring Fees	6,000.00	0.00	4,062.00	4,062.00	1,938.00	67.70
03 - Docking	4,000.00	61.00	3,791.00	3,730.00	270.00	93.25
04 - Wormcars	250.00	0.00	80.00	80.00	170.00	32.00
05 - Miscellaneous	0.00	0.02	0.02	0.00	0.00	----
06 - Commercial & Main Street Pier	0.00	0.00	50.00	50.00	-50.00	----
08 - Vendor Permits	7,500.00	0.00	0.00	0.00	7,500.00	0.00
09 - Boat Launching Fee	0.00	0.00	2,391.11	2,391.11	-2,391.11	----
<b>190 - STATE REVENUES</b>	<b>1,109,030.60</b>	<b>1,085.00</b>	<b>991,959.57</b>	<b>990,874.57</b>	<b>118,156.03</b>	<b>89.35</b>
01 - Revenue Sharing	650,000.00	0.00	560,575.90	560,575.90	89,424.10	86.24
02 - Business Equipment Tax Reimb	78,454.13	0.00	78,454.00	78,454.00	0.13	100.00
03 - Homestead Exemption Reimb	312,989.47	0.00	286,140.00	286,140.00	26,849.47	91.42
04 - Local Road Assistance Program	45,000.00	0.00	57,560.00	57,560.00	-12,560.00	127.91
05 - Tree Growth	7,500.00	0.00	0.00	0.00	7,500.00	0.00
06 - Cell Tower Lease	6,087.00	0.00	3,043.78	3,043.78	3,043.22	50.00
08 - General Assistance	9,000.00	1,085.00	3,969.67	2,884.67	6,115.33	32.05
11 - GA additional funds	0.00	0.00	2,216.22	2,216.22	-2,216.22	----
<b>191 - TAXES</b>	<b>11,624,812.26</b>	<b>1.00</b>	<b>11,457,946.67</b>	<b>11,457,945.67</b>	<b>166,866.59</b>	<b>98.56</b>
01 - Tax Commitment	10,964,812.26	0.00	10,964,812.26	10,964,812.26	0.00	100.00
02 - Supplemental Tax Commitment	0.00	0.00	24,404.60	24,404.60	-24,404.60	----
03 - Auto Excise	560,000.00	0.00	379,300.99	379,300.99	180,699.01	67.73
04 - Rapid Renewal Auto Excise	100,000.00	1.00	89,428.82	89,427.82	10,572.18	89.43
<b>192 - CHARGES FOR SERVICES</b>	<b>60,700.00</b>	<b>30.05</b>	<b>25,424.73</b>	<b>25,394.68</b>	<b>35,305.32</b>	<b>41.84</b>
01 - Tax Interest	34,200.00	18.95	7,050.26	7,031.31	27,168.69	20.56
02 - Lien Fees	8,000.00	11.10	4,206.47	4,195.37	3,804.63	52.44
03 - Agent Fees	18,500.00	0.00	11,898.25	11,898.25	6,601.75	64.31
04 - Copies/Fax	0.00	0.00	94.75	94.75	-94.75	----
05 - Sign Permits	0.00	0.00	280.00	280.00	-280.00	----
08 - Business Licenses	0.00	0.00	75.00	75.00	-75.00	----
10 - Vitals	0.00	0.00	1,820.00	1,820.00	-1,820.00	----
<b>193 - OTHER REVENUES</b>	<b>632,421.22</b>	<b>6,435.83</b>	<b>370,559.85</b>	<b>364,124.02</b>	<b>268,297.20</b>	<b>57.58</b>
01 - CATV Franchise Fees	52,000.00	0.00	24,667.32	24,667.32	27,332.68	47.44
03 - Bank Interest Income	17,500.00	0.00	235,472.26	235,472.26	-217,972.26	999.99
05 - Miscellaneous Income	0.00	0.01	5,420.27	5,420.26	-5,420.26	----

### Revenue Summary Report

Fund: 1  
July to January

Account	Budget Net	----- Y T D -----			Uncollected Balance	Percent Collected
		Debits	Credits	Net		
<b>193 - OTHER REVENUES CONT'D</b>						
09 - Sale of Assets	0.00	0.00	45,000.00	45,000.00	-45,000.00	----
13 - SRO GRANT	60,000.00	0.00	60,000.00	60,000.00	0.00	100.00
96 - TIF Transfer for Planner	146,456.00	0.00	0.00	0.00	146,456.00	0.00
97 - Prior Period Adjustments	0.00	6,435.82	0.00	-6,435.82	6,435.82	----
99 - Use of Fund Balance	356,465.22	0.00	0.00	0.00	356,465.22	0.00
<b>Final Totals</b>	<b>15,056,651.08</b>	<b>183,983.24</b>	<b>14,007,320.12</b>	<b>13,823,336.88</b>	<b>1,233,314.20</b>	<b>91.81</b>





STATE OF MAINE  
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
 8 State House Station, Augusta, ME 04333-0008 (Regular Mail)  
 19 Union St, 3rd Floor, Augusta, ME 04330 (Overnight Mail)  
 Telephone: 207-624-7220 Fax: 207-287-3434  
 Email inquiries: MAINELIQUOR@MAINE.GOV

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**COPY**

**Application for a New or Renewal of a Farmers' Market Authorization**

The following information must be provided. All information must be typed or printed legibly.

Name of Farmers' Market: <u>WISCASSET FARMERS MARKET</u>		
Location of Farmers' Market: <u>51 BATH ROAD, WISCASSET 04578</u>		
Current License Number, if any:	Expiration Date:	
Days of the Week that you will be operating: <u>ALL DAYS</u>		
Contact Person: <u>DAN SORTWELL</u>		
Mailing Address to send license: <u>PO Box 269, WISCASSET, ME 04578</u>		
Contact Person Email: <u>js@usa.net</u>		
Municipality: <u>WISCASSET</u>	State: <u>Maine</u>	Zip Code: <u>04578</u>
Telephone Number: <u>889-6374</u>	Fax Number:	

**PLEASE SIGN IN BLUE INK**

[Signature]  
 Signature of Owner or Corporate Officer

5 Feb 24  
 Date

Dan Sortwell, Treasurer  
 Print Name of Owner or Corporate Officer

**Farmers' Markets held on Private Property:**

I, \_\_\_\_\_, the owner of the property that the above farmers' market is to be held on agrees to allow the sale of malt liquor or wine on my property during legal hours of sale of these products at the farmers' market.

N/A  
 Signature of property owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed name of property owner

**For Municipal Approval Only**

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ SS  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:  Municipal Offices  County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: \_\_\_\_\_, Maine

Signature of Officials	Printed Name and Title



**§1366. RETAIL SALES AT FARMERS' MARKET**

**3. Conditions.** A licensee under subsection 1 may sell wine, spirits or malt liquor at a farmers' market under the following conditions:

- A. The licensee shall apply for and must have received authorization to sell at farmers' markets from the bureau and paid an annual fee of \$75. The application pursuant to this paragraph must be in a form determined by the bureau. The licensee shall submit the application at least 30 days prior to the date when wine, spirits or malt liquor is to be sold at a farmers' market; [2017, c. 168, §2 (AMD).]
- B. Prior to each month during which the licensee wishes to sell or conduct a taste testing at a farmers' market, the licensee shall provide to the bureau a list of the date, time and location of each farmers' market at which the licensee intends to sell or conduct a taste testing and must receive approval from the bureau for that month; [2017, c. 168, §2 (AMD).]
- B-1. The licensee shall keep and maintain a record of the dates, times and locations of the licensee's participation in a farmers' market under this section; [2017, c. 168, §2 (NEW).]
- C. The farmers' market must consist of at least 6 separate stalls or booths that sell farm or food products, not including liquor, and must be authorized by the bureau under subsection 4; [2017, c. 168, §2 (AMD).]
- D. The stall or booth operated by the licensee at the farmers' market is considered part of the licensed premises of the licensee for purposes of this chapter; [2011, c. 280, §3 (NEW).]
- E. All wine, spirits and malt liquor must be prepackaged and sold by the bottle or case; [2017, c. 1, §19 (COR).]
- F. Taste testing of wine, spirits and malt liquor may be conducted in accordance with section 1367; and [2017, c. 1, §19 (COR).]
- G. Spirits sold in accordance with this subsection are subject to the listing, pricing and distribution provisions of this Title. The holder of a small distillery license may provide spirits for sale at a farmers' market in the same manner as permitted under section 1355-A, subsection 5, paragraph G. [2017, c. 168, §2 (NEW).][ 2017, c. 1, §19 (COR).]

**4. Farmers' market authorization.** At least 30 days prior to the sale of wine, spirits or malt liquor, a farmers' market must obtain municipal approval to sell wine, spirits and malt liquor under this section and apply for and receive authorization from the bureau for a licensee authorized under subsection 3, paragraph A to sell wine, spirits or malt liquor at the farmers' market. If the farmers' market is held on private property, the application must include a written statement signed by the owner of the property permitting the sale of wine, spirits or malt liquor in accordance with this section. The bureau may request a diagram of the layout of the farmers' market. An application required by this subsection must be in a form determined by the bureau.

[ 2017, c. 168, §3 (AMD) .] **5. Rules.** The bureau may adopt rules to carry out the purposes of this section. Rules adopted pursuant to this subsection are routine technical rules pursuant to Title 5, chapter 375, subchapter 2-A.[ 2011, c. 280, §3 (NEW) .]