

WISCASSET SELECTBOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
MARCH 21, 2023
IN PERSON AND VIA ZOOM

Preliminary Minutes

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

Call to Order

Chair Sarah Whitfield called the meeting to order at 6:05 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

- a. **Terry Heller moved to approve the payroll warrants of March 10 and March 17, 2023. Vote 5-0-0.**
- b. **Terry Heller moved to approve the accounts payable warrants of March 14 and March 21. Vote 5-0-0.**

3. Approval of Minutes

- a. **Terry Heller moved to approve the minutes of March 7, 2023, as amended. Vote 5-0-0.**

4. Special Presentations or Awards – none

5. Committee Appointments

Terry Heller moved to appoint Peter Wells to the Wiscasset Cemetery Committee. Vote 5-0-0.

6. Public Hearings – none

7. Public Comment

Karen Sullivan inquired about LD2003 and was informed that Emily Rabbe, Lincoln County Regional Planning Office, will be working with the Ordinance Review Committee on changes to the ordinances to comply with LD2003. Changes will then be submitted to the selectboard followed by a public hearing held by the Planning Board before being presented to the voters. Sullivan was advised to contact Emily Rabbe for further information.

8. Department Head or Committee Chair

- a. Dusty Jones thanked Duane Goud for his concise report.

9. Unfinished Business

a. Property Maintenance Ordinance: Dusty Jones recommended that the wording in 16.4 be amended to be consistent with 16.3 and 16.5. **Terry Heller moved to approve the Property Maintenance Ordinance as submitted by the Ordinance Review Committee, amended by the select board and submitted to the Planning Board for a public hearing. Vote 4-1-0 (Andretta opposed).**

10. New Business

a. **Terry Heller moved to approve the sewer abatement for 17 Old Bath Road of \$175.80. Vote 5-0-0.**

b. **Terry Heller moved to approve the sewer abatement for 121 Federal Street of \$542.05. Vote 5-0-0.**

c. **Terry Heller moved to approve the sewer abatement for 523 Birch Point Road of \$205.10. Vote 5-0-0.**

d. Bid Opening for Financial Auditing Services: The sole bid received was from RHR Smith for three years: \$26,300 for year 1, \$27,300 for year 2 and \$28,800 for year 3. **Bill Maloney moved to award the auditing contract to RHR Smith for \$26,300 for the first year, \$27,300 for the second year and \$28,800 for the third year. Vote 5-0-0.**

e. Monthly Financials: no comments or questions.

f. Transfer of ownership from Gary Joslyn of a 24-foot fiberglass sailboat: Dennis Simmons said Gary Joslyn had been using town-owned facilities at the harbor without permission and without paying user fees. After numerous unsuccessful efforts to contact the owner of the boat for payment, the Harbormaster moved the boat to avoid damage to other boats when high winds were expected. The owner was unable to pay the \$1,674 owed to the town and transferred ownership to the town. Simmons asked the board to declare the boat surplus property and for permission to solicit bids for the sale of the boat. **Bill Maloney moved to accept transfer of ownership of the 24-foot. Fiberglas sailboat "Time Being" from Gary Joslyn. Vote 5-0-0.**

g. Disposition of 24-ft fiberglass boat "Time Being": **Bill Maloney moved to declare the 24-ft. fiberglass boat surplus property and authorize the Town Manager to advertise and solicit bids. Vote 5-0-0.**

h. Business License for Midcoast Beauty & Wellness Suites, 681 Bath Road: **Terry Heller moved to approve the Business License application for Midcoast Beauty & Wellness Suites, 681 Bath Road. Vote 5-0-0.**

i. Business License for High Tide Printing Company, 6 Railroad Ave.: **Terry Heller moved to approve the Business License application for High Tide Printing Company, 6 Railroad Ave. Vote 5-0-0.**

j. Naming of Community Center Gym: Dennis Simmons said that Bob MacDonald had recently retired after working for the Town for 31 years, 25 of those as facilities director at the Community Center. MacDonald recently received the Outstanding Parks Professional Award at the Maine Recreation and Parks Association annual convention at Samoset. Duane Goud asked that the board pass a resolution naming the gym the Robert MacDonald Community Gym. The resolution to approve naming the community center gym is as follows:

WHEREAS, Robert MacDonald completed 31 years of service to the Town of Wiscasset,

WHEREAS, he spent many years as the Facilities Manager maintaining the Community Center, including countless hours of cleaning, prepping and refinishing the gym floor,

WHEREAS, the name of a facility or specific part of a facility is an appropriate recognition for honoring such service,

NOW THEREFORE BE IT RESOLVED, that the Wiscasset Select Board hereby names the gym at the Community Center the Robert MacDonald Community Gymnasium.

BE IT FURTHER RESOLVED, that the Wiscasset Select Board, on behalf of the grateful patrons of the Community Center and the residents of Wiscasset, wish Bob all the best in the next chapter of his life.

Approved March 21,2023. **Bill Maloney moved to approve the resolution. Vote 5-0-0.**

11. Assessor's Business: Members were asked to sign the county tax assessment. Simmons said the assessment was \$749,103; \$750.000 was in the budget.

12, Town Manager's Report

In an update on the County communications tower, Simmons said Sagadahoc County has withdrawn its telecommunications tower application. Because of its proximity to the approach to the airport, its height would be limited to 100 feet.

Work on the senior housing project continues. Simmons met with Rob Lalli, Bill Olver and Fred Mielke to discuss the recent report from Olver on the needed upgrades to the sewer pump station that will serve the facility. The report will be the basis on which the town calculates the impact fee. The building permit was approved by the Planning Board based on approval of their impact fee.

Work continues on the Wawenock Block. Weather and staff issues have slowed the progress, but completion date of May 1 is still anticipated.

The Town's insurance carrier has made note of the deterioration of the parking area near the commercial pier. Simmons will be working with Ted Snowden and the Waterfront Committee to evaluate the present situation and come up with a plan to address the issue.

13. Other Board Business – none

14. Adjournment

Bill Maloney moved to adjourn the meeting at 6:32 p.m. Vote 5-0-0.

Town of Wiscasset
Board/Committee Membership Application

Full Name: Mark Light

Street Address: 146 Clarks Point Rd Wiscasset

Mailing Address: li Home Phone: 757 6218257

Town of Legal Residence: Wiscasset

Work Phone: ~~757~~ Cell Phone: 757 6218257 E-mail: codguy5@yahoo.com

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

Term Of Appointment _____

Full member: Reappointment: Alternate member:

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

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

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: None

Signature: [Signature] Date: 3/28/23

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: 3/28/23 Date Appointed: _____ Term: _____

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

Full Name: Suzanne Rankin

Street Address: 65 Langdon Rd. / 57 Langdon Rd.

Mailing Address: ↓ Home Phone: 882-4208

Town of Legal Residence: Matinicus Island

Work Phone: n/a Cell Phone: n/a E-mail n/a

I wish to be considered for the appointment to the: Cemetery 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. _____

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: Very interested in historical documentation

Signature: Suzanne Rankin Date: 3-20-23

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: 3/27/23 Date Appointed: _____ Term: _____

5C

Town of Wiscasset
Board/Committee Membership Application

Full Name: Susan Robson

Street Address: 26 Hopper St

Mailing Address: same Home Phone: 449 9254

Town of Legal Residence: Wiscasset

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

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

Term Of Appointment 3 yrs

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. Waterfront

List civic organizations to which you belong now: Chamber

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: many prior years experience + knowledge

Signature: Susan C Robson Date: 3/28/23

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: 3/28/23 Date Appointed: _____ Term: _____

Town of Wiscasset
Board/Committee Membership Application

Full Name: DAVID ALLEN GAGNON

Street Address: 153 BRADFORD RD.

Mailing Address: P.O. BOX #38 Home Phone: 882-6726

Town of Legal Residence: WISCASSET, ME. 04578

Work Phone: 882-8231 Cell Phone: 350-0666 E-mail: DAVID.G.FIRE#11@GMAIL.COM

I wish to be considered for the appointment to the: WATERFRONT COMMITTEE

Term Of Appointment _____

Full member: _____ Reappointment: X 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. WATERFRONT COMMITTEE

List civic organizations to which you belong now: WISC. FIRE DEPT.

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: PLANNING BOARD, WATERFRONT COMM.

Signature: David Allen Gagnon Date: 3-27-2023

WISC. HIGHWAY DEPT.
WISC. SEWER DEPT.

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: 3/27/2023 Date Appointed: _____ Term: _____

5e

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

Full Name: JACQUELINE LOWELL

Street Address: 15 FEDERAL ST #201

Mailing Address: SAME Home Phone: 862-4152

Town of Legal Residence: WISCASSET

Work Phone: _____ Cell Phone: 350-2177 E-mail: jlowell9@roadrunner

I wish to be considered for the appointment to the: ORDINANCE REVIEW ^{COM} CTEE

Term Of Appointment 3 YEARS

Full member: Reappointment: _____ Alternate member: _____

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

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

List civic organizations to which you belong now: COMP PLAN

Prior experience, knowledge, or abilities that you have which would contribute to the activities of the Board or Committee: 20 YEARS ON PBOARD

Signature: Jacqueline Lowell Date: 1/25/2023

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use: _____

Date received: 3/16/2023 Date Appointed: _____ Term: _____

Sf

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

Full Name: Zachari A Dalton

Street Address: 16 Shady Lane

Mailing Address: 16 Shady Lane Home Phone: 207-504-4421

Town of Legal Residence: Wiscasset

Work Phone: 207-504-4421 Cell Phone: 207-504-4421 E-mail: z.dalton55@icloud.com

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

Term Of Appointment _____

Full member: Reappointment: Alternate member:

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

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

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: [Signature] Date: 3.26.23

Additional comments can be made on the reverse side of this form.

Please return to the Selectmen's Office, 51 Bath Road, Wiscasset, ME 04578, by fax 882-8228 or e-mail at clerk@wiscasset.org

For Office Use:

Date received: 3/29/2023 Date Appointed: _____ Term: _____

9a

WISCASSET
8:36 AM

Custom Budget Report

03/29/2023
Page 1

Expense

	2022 Actual	2023 Budget	2023 YTD	2024 Manager	Man Req vs Curr Bud Change %
Dept: 200 RETIREE HEALTH INSURANCE					
Services					
Services	0.00	0.00	0.00	0.00	.00%
Insurance					
40-06 Health	48,726.09	43,796.00	42,018.88	67,220.00	53.48%
Insurance	48,726.09	43,796.00	42,018.88	67,220.00	53.48%
Staff Expenses					
70-13 Life Insurance	495.04	700.00	312.93	700.00	.00%
Staff Expenses	495.04	700.00	312.93	700.00	.00%
RETIREE HEALTH INSURANCE	49,221.13	44,496.00	42,331.81	67,920.00	52.64%
Expense Totals:	49,221.13	44,496.00	42,331.81	67,920.00	52.64%



**Wiscasset Community Center
MEMBERSHIP INFORMATION**

www.wiscassetrec.com

(207)882-8230 * info@wiscassetrec.com

Membership Rates starting April 1, 2023

Community Partner (CP): Resident of a Partner Community (Dresden, Westport Island & Alna).

If you would like to learn how to make your community a partner of the WPRD/WCC,
please inquire with the Director, dgoud@wiscassetrec.com

Membership Type	Annual Membership Paid in Full			Flex Payment & ACH Payments x 3 - Month Minimum			Single Month Paid in Full		
	Wisc Res	CP	Standard	Wisc Res	CP	Standard	Wisc Res	CP	Standard
Family	7.80%	15.70%	14.20%	6.90%	13.90%	12.90%	-16.60%	2.50%	0.00%
Adult	11.50%	23.00%	13.50%	9.60%	19.30%	11.90%	5.70%	25.00%	0.00%
Young Adult (18-25)	16.60%	33.30%	15.30%	13.00%	26.00%	12.90%	13.50%	29.70%	1.80%
Senior Citizen	16.60%	33.30%	15.30%	13.00%	26.00%	12.90%	13.50%	29.70%	1.80%
Senior Couple	14.80%	25.90%	13.70%	9.30%	21.80%	11.30%	-1.80%	16.30%	-5.70%
Youth	0.00%	23.00%	16.60%	0.00%	16.60%	13.00%	0.00%	10.70%	-14.20%

Individuals using the WCC are required to pay a membership fee or day use fee.

Day Passes

Type	Wisc Res	CP	Standard
Family	20.00%	33.30%	25.00%
Adult (18+)	0.00%	14.20%	0.00%
Youth/ Senior	0.00%	33.30%	0.00%

Membership Categories

Family: One adult or couple, dependent parents, youth and full-time college students living in the same household.

Adult: 26 years and older

Young Adult: 18 – 25 Years old.

Senior Citizen: 60 years and older.

Senior Couple: One or both 60 years and older.

Youth: Full-time high school student or 17 years or under.

Payment Options

Payments can be made by cash, check or credit card. (Visa, Mastercard or Discover)

Cancellation Policy

All memberships are non-refundable and non-transferable.

Fees

A \$30.00 return fee will be assessed for all returned checks.

WCC memberships include:

Use of pool, fitness room and gym. Access to all regular fitness classes, including:	
Yoga, Waterworks, Core Concepts, PIYO, Zumba	Zumba Gold, Flex Fit, Pickeball & AM Mix
One-time free fitness room consultation	Reduced fees on programs & classes

Proud partners with Silver Sneakers & Renew Active Memberships

Bring us your membership information and you will receive a WCC Membership



**Wiscasset Community Center
MEMBERSHIP INFORMATION**

www.wiscassetrec.com

882-8230 * info@wiscassetrec.com

Membership Rates until June 30, 2020

Community Partner (CP): Resident of a Partner Community (Wiscasset, Westport Island & Alna).

If you would like to learn how to make your community a partner of the WPRD/WCC,
please inquire at the guest services desk.

Type	Annual Membership Paid in Full		Flex Payment		Single Month Paid in Full	
			3 - Month Minimum			
	CP	Standard	CP	Standard	CP	Standard
Family	\$456.00	\$588.00	\$43.00	\$54.00	\$78.00	\$104.00
Adult	\$312.00	\$444.00	\$31.00	\$42.00	\$52.00	\$78.00
Young Adult (18-25)	\$216.00	\$312.00	\$23.00	\$31.00	\$37.00	\$55.00
Senior Citizen	\$216.00	\$312.00	\$23.00	\$31.00	\$37.00	\$55.00
Senior Couple	\$324.00	\$464.00	\$32.00	\$44.00	\$55.00	\$87.00
Youth	\$156.00	\$216.00	\$18.00	\$23.00	\$28.00	\$42.00

Individuals using the WCC are required to pay a membership fee or day use fee.

Day Passes

Type	CP	Standard
Family	\$15.00	\$20.00
Adult	\$7.00	\$9.00
Youth/ Senior	\$3.00	\$5.00

Membership Categories

Family: One adult or couple, dependent parents, youth and full-time college students living in the same household.

Adult: 26 years and older

Young Adult: 18 – 25 Years old.

Senior Citizen: 60 years and older.

Senior Couple: One or both 60 years and older.

Youth: Full-time high school student or 17 years or under.

Payment Options

Payments can be made by cash, check or credit card. (Visa, Mastercard or Discover)

Cancellation Policy

All memberships are non-refundable and non-transferable.

Fees

A \$30.00 return fee will be assessed for all returned checks.

WCC memberships include:

Use of pool, fitness room and gym. Access to all regular fitness classes, including:
 Yoga, Waterworks, Core Concepts, PIYO Zumba Gold, Flex Fit, Pickeball & AM Mix
 One-time free fitness room consultation Reduced fees on programs & classes

Dennis Simmons, Town Manager; Wiscasset Board of Selectman

To:

From: Susan Robson

cc:

Date: January 10 2023

Re: Recommendations for Waterfront Launching Fees 2023; Updated in RED for the BOS 3/28
23

The Waterfront Committee and Harbormaster support the implementation of launching fees in Wiscasset Harbor. There is steady use of our launch ramps by residents and non residents, folks seeking other destinations, commercial haulers, business charters, and marine harvesters (clammers, wormers, oyster farmers). With the installation of cameras to observe continuous activity at the Waterfront, we have the resource to monitor and document usage. The cameras can tally repeat (multiple) launches, documenting usage data. Placement is key. We can capture license plates.

As with any fee the Harbormaster will have the flexibility to waive these fees dependent upon the situation.

After reviewing fees in other communities (some have fees, some do not) and considering the current status at the waterfront, we propose the fee schedule below beginning March 2023:

Pricing includes in and out per Season within calendar year:

\$10 day (single) use (recreational boaters here for the day/weekend... short term)

\$75 ~~\$50~~ Resident (includes Marine Harvesters), unlimited; ~~\$100~~ (\$175) non-resident unlimited

\$300 Commercial (estimating 4 -6 haulers making numerous launches for clients) and Charter Businesses
Canoes, kayaks, etc: no charge

These proposed fees are for the launch in Wiscasset Harbor only, launching at Ferry Landing is no charge

Pier Vendor Fee for a 30 x 34 foot print Currently \$1500 annually, discussed increase to \$5100 annually
(\$5/sq ft).

The Waterfront Committee members feel we have done our due diligence and recommended and stand by our recommendations as presented Jan 10, Mar 8 2023. We advise only.

Susan Robson

10a



Office of the Town Clerk

51 Bath Road
Wiscasset, ME 04578

Phone: (207) 882-8200
Fax: (207) 882-8228

E-mail: clerk@wiscasset.org

BUSINESS LICENSE APPLICATION

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

Name/Title of Business: Heranya Wilkey, LLC

New Business Existing Business years in operation Ownership/Location Change

Location of business: 15 Acorn RD, Wiscasset ME Map/Lot

Preferred mailing address: 15 Acorn RD, Wiscasset, ME 04578

Business phone number: 207-350-6589

Description of Business:

Owner's name: Jessica J. Wilkey

Owner's phone: 207-350-6589

Owner's home address: 15 Acorn RD, Wiscasset, ME 04578

*Emergency contact person: William Laliberte (husband)

*Emergency phone numbers: home: cell: 207-415-9570

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

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

NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval?	<u>No</u>
Will you need a sign permit?	<u>NO</u>
Will this business be a home occupation?	<u>Yes</u>
This business will be a:	Corporation or <u>LLC</u> <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietor <input type="checkbox"/>
Would you like a link to your business placed on the Town of Wiscasset Website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Provide e-mail and/or web address:	<u>www.heranya.wilkey.com</u>

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

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

Date: 2/8/23

Signature: [Handwritten Signature]

(TOWN CLERK SECTION BELOW)

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

TOWN OF WISCASSET
HOME OCCUPATION PERMIT

Applicant's Name & Address: Jessica Wilkey

15 Acorn RD, Wiscasset, ME 04578

Applicant's Phone Number: 207-350-6589

Property Owners Name & Address: William Laliberte + Jessica Wilkey

Property Owners Phone Number: 207-415-9570 | 207-350-6589

Relationship of applicant to property owner: Married

How is property zoned? Residential

Business Name: Heveny Wilkey, LLC

Type of Business: Stained Glass Artist

Does business have town sewer? Yes No Town Water? Yes No

Brief description of Home Occupation; Creation of artwork and online business operation.

I have read and understand Section 2.11 Home Occupation and 4.3 of the Sign Ordinance:

[Signature]
Signature

2/8/23
Date

-----Office Use-----

Date recd. _____ Permit# _____ Fee _____

Comments: _____

Approved by: _____, Code Officer Date: _____

BUSINESS LICENSE APPLICATION-NEW

Business Requesting License: Herenya wilkey, LLC

Code Enforcement Officer:
No Concerns

Comments: _____

DocuSigned by:
Signed: Bruce Mullins Dated: 3/21/2023 | 11:27 EDT
4FFAF1178A104FE...

Wiscasset Police:
No Concerns

Comments: _____

DocuSigned by:
Signed: Chief Hesseltime Dated: 2/10/2023 | 07:54 EST
1C68045FCB9E418...

Planning Department:

Comments: _____

Signed: _____ Dated: _____

Fire Department:
No concerns

Comments: _____

DocuSigned by:
Signed: Robert Bickford Dated: 2/13/2023 | 11:16 EST
F241089CDFDA484...

EMS Department:
NO ISSUES

Comments: _____

DocuSigned by:
Signed: [Signature] Dated: 3/28/2023 | 12:34 EDT
27D6E4999FD143E...

Waste Water: Hopefully no sewer lead/metals issues from their sewer

Comments: _____

DocuSigned by:
Signed: Rob Lalli Dated: 3/28/2023 | 13:03 EDT
2DE26B2E2D874D9...

License Approved: _____ Dated: _____