



Town of Wiscasset

Manager Report

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Monthly Report
Dt: September 16, 2011

The Summer months have been busy and required much planning and communication on our part. I have attempted to give you the highlights below.

Wiscasset Bypass:

On August 1st I participated in a conference call with officials from Wiscasset, the Town of Edgecomb and the Commissioner of the Department of Transportation to discuss the bypass. Commissioner Bernhardt announced via phone that the Wiscasset bypass study had been “permanently suspended” and this action ended any plans to build a bypass around Wiscasset. He noted that it was a 6-8 week problem in July and August and did not justify a \$100 million solution. The Department also committed to continue to “progressively seek strategies” to improve movements along Route 1 and Route 27 in both Wiscasset and Edgecomb.

Many people proclaimed that the “bypass was dead”; some were happy and others were frustrated. I heard from many people that “at least it was finally over”. The reality is that although the D.O.T. has ended the bypass study, the problem is not dead or over. A public issue that has been in discussion for decades does not disappear overnight. The question for the State is what strategies have not already been studied that we can begin to discuss now? The real issue is that without a bypass we now need to redefine the problem and the expected results. Without a bypass the traffic issues will continue, as the real issue isn’t pedestrians, traffic officers, BIW, Red’s Eats, etc. The real issue is the number of vehicles each day along Route One. As we develop “strategies” with the State and our abutting communities regarding Route One traffic, I would ask that we redefine the problem and develop realistic expectations regarding any possible solutions.

Capital Improvement Plan

FY 2012 is the first year of our new Investment Fund Policy that permits the use of a percentage of the reserve funds each year to replace capital. In June the Town approved the transfer of about \$355,000 of funds to replace our Transfer Station truck, our Public Works Bobcat, and purchase new Wastewater generators; besides other projects. In August the Town awarded a bid for the new Transfer Station truck, replacing the Peterbilt with a new Mack. The truck will be more dependable and consume less fuel. The new Public Works Bobcat will have a variety of attachments that will allow Public Works to perform more efficiently. The Bobcat will be used for plowing downtown, sweeping, and mowing operations. The Wastewater Department will be bidding out the generators in the next few months. Currently, the Town is manning 17 pump stations with one mobile generator. The additional generators will allow us to keep operations running during extended power outages which tend to happen quite often.



Town of Wiscasset

Manager Report

Pier Construction Bid

The Town awarded the Commercial Pier bid to Prock Marine at their meeting on August 16th. Five bids were received in total and Prock Marine was the lowest bid. The Town has authorized up to \$350,000 on the project. Construction should begin middle to late October dependent upon the date materials arrive. The hurricane in early September has delayed the arrival of some of the materials; however we don't expect the timeline for substantial completion to be delayed more than a week or two. The pier should be mostly complete by the new year, allowing us to use the facility for snow removal operations.

Police Chief

After an exhaustive interview process, a thorough background check by Lincoln County Sheriff's office and a psychological evaluation, I was pleased to announce our new Police Chief, Troy Cline. Troy has worked the past 22 years in law enforcement both with the Biddeford and the Hookset Police Departments. Troy worked his way up from patrol officer to Lieutenant and served as the SWAT Team Leader in Biddeford. He has also served in the U.S. Army Reserve and was a Battalion Command Sergeant Major with a year spent in Iraq. If you have not met Chief Cline I would encourage you to stop by and introduce yourself and welcome him to the community.

RSU 12

The Selectmen have decided to add a non-binding referendum question to the November ballot regarding withdrawal from RSU 12. State statute specifically spells out the steps involved in the process; however the Selectmen are seeking feedback from the residents. The purpose of the question is to gather feedback to assist the Selectmen in determining next steps. If the majority of the Town was in favor of a continued relationship with the RSU, then the Selectmen would need to partner with the School District to resolve the issues that have been publicly addressed over the past few months. If the Town is not in favor of staying with RSU 12 then the Selectmen need to identify how they will support the citizens in the withdrawal process. Regardless of the outcome of the vote, the withdrawal process cannot begin until after January 1, 2012. I have summarized the process below:

- After January 1st the residents of the municipality may petition to withdraw. Ten percent of the number of voters in the municipality who voted at the last gubernatorial election must sign the petition. The current number would be 166. The petition process cannot begin until after January 1, 2012.
- Once the petition is submitted and verified, the petition must be approved by secret ballot by a majority vote. The article to be voted on must be in the following form: "Do you favor filing a petition for withdrawal with the board of directors of Regional School Unit 12 and with the Commissioner of Education, authorize the withdrawal committee to expend \$ _____ and authorizing the Selectmen of Wiscasset to issue notes in the name of the Town of Wiscasset or otherwise pledge the credit of the Town of Wiscasset in an amount not to exceed \$ _____ for this purpose?"
- The Selectmen then appoint representatives to a withdrawal committee:
 1. One member from the Board of Selectmen.
 2. One member from the general public.
 3. One member from the group filing the petition.
 4. One member of the RSU who represents Wiscasset.



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Manager Report

The committee's purpose is to develop a plan and prepare an agreement with the Regional School Unit for the withdrawal.

- Once the agreement has been negotiated between the two parties it is sent to the Commissioner of Education for conditional approval.
- If the agreement receives conditional approval then a public hearing is held in Wiscasset. After the hearing, a date is set for the municipal election on the withdrawal agreement. Another public hearing is required as part of the election process. The ballot should read: "Do you favor the withdrawal of the Town of Wiscasset from the Regional School Unit 12 subject to the terms and conditions of the withdrawal agreement dated _____."
- Finally an election is held on the question. **Withdrawal requires a 2/3 vote of those casting votes.**

Fireworks

The State recently changed the law regarding the sale, use and possession of "consumer fireworks". Beginning January 1, 2012 fireworks will no longer be illegal in the State of Maine. In order to sell fireworks the vendor will need a state permit, however there are no requirements to possess or use fireworks. The law does allow municipalities to also regulate the use and sale of "consumer fireworks", however possession will be legal throughout the State. Towns and cities across the state are grappling with the realities of this new world. I received three inquires shortly after the change in State law from individuals who were interested in selling fireworks in Wiscasset. I immediately began discussions with Selectmen, the Fire Chief, Police, and Ambulance to determine the direction Wiscasset wished to pursue. Some communities are seeking to ban fireworks entirely. The Selectmen plan to hold a public hearing in September to receive input from the public and discuss with public safety personnel the pros and cons of sale and use.



Town of Wiscasset

Airport Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ervin Deck, Airport Manager
Re: Airport Monthly Report
Dt: September 16, 2011

This report is prepared to highlight activity, operations, the budget, and other noteworthy areas of interest at the Wiscasset Municipal Airport.

Airport Activity & Operations

- The arrival of the Texas Flying Legends Museum has spurred extra flight activity. While they do not fly that often, we've seen an increase in visiting aircraft and people by car to view the warplanes.
- The Airport Committee did not meet in August because of scheduling conflicts with planning for the War Birds over Wiscasset and October 1st Air Show (see Miscellaneous below).

Finances

- Airport finances are sound and on track at this point in the budget year.
- The War Birds during the Wiscasset Open House on August 13-14 raised \$8,209 in donations. After covering expenses of \$1,870, \$5,838 was donated to a number of charities and organizations. A detailed financial statement is attached to this report.
- The airport spent approximately \$500 from its budget for the Open House and upcoming air show (ticket printing and safety vests), all of which will be repaid from donations and raffle sales during the 2011 Air & Land Family Festival and Air Show slated for October 1st (see below).

Miscellaneous

- The combined Wiscasset Airport and Texas Flying Legends Museum Open House held on Saturday, August 13th and Sunday, August 14th was a huge success. We estimate that over the two-day period approximately 3,000 people visited the airport, with a peak of 1,200 on Saturday afternoon to watch them depart for the Boothbay air show. A video of the show is available on You Tube at <http://youtu.be/7YX8ST2eX8I>.
- Our annual Mid-Coast Air & Land Family Festival will include an Air Show this year featuring the Texas Flying Legends. The Festival is scheduled for October 1st with the Air Show planned for 3 pm. In planning for this event we expect upwards of 5,000 visitors, which will create logistic problems involving an Air Show Waiver with the FAA, crowd control, parking, restrooms, food, etc. The same planning committee used



Town of Wiscasset

Airport Report

for the Open House is meeting weekly and has this event well under control. We will however need extra help from the Police Department in controlling vehicle flow along a portion of Route 144 and Chewonki Neck Road during the air show. FAA rules will not permit stopped vehicles or spectators adjacent to the acrobatic box which extends the length of the runway from the center of the taxiway south for approximately 2,000 feet. I have been working with the Chewonki Foundation which is aware of the show and traffic restrictions. No residents or businesses will be impacted by this requirement.

- The Texas Flying Legends are actively looking for a site on the airport to build a large hangar/facility. Their director is working with myself and the Airport Committee trying to locate a site that meets both their needs as well as the airport's while satisfying FAA regulations.

Maintenance, Repairs, and Capital Improvements

- Work on the Airport Master Plan continues. The next planning meeting is tentatively scheduled for late October.
- Stantec has completed the draft Storm Water Pollution Prevention Plan.
- Work on the airport fence and gate project was started with two sections completed; one by the Snow Removal Equipment Building and the area by the former Soule property. The contractor has ordered the electronic control units and gates for the other two sites and expects to start installation within the next 1-2 weeks.
- The airport's new sign for the corner of Routes 1 and 144 was installed by Public Works. It looks good. Thanks to all involved (Laurie Smith, Rick Lang, as well as Greg Griffin and his crew).
- Finally, the Airport Committee along with a number of local pilots and hangar owners has volunteered their time and money to help an airport neighbor in need. The group will spend some time in the next month cleaning up the property of an elderly neighbor along Chewonki Neck Road.



Town of Wiscasset

Airport Report

Warbirds over Wiscasset 2011

Open House August 23 & 24

Financial Statement

Income

Donations Gate - Saturday	\$	2,362.00
Donations Gate - Sunday	\$	1,669.00
Lobster Bake Donation Can	\$	698.00
P51 Ride Raffle - Saturday	\$	1,200.00
P51 Ride Raffle - Sunday	\$	895.00
Texas Legends Tee Shirt Sales	\$	1,385.00
Total Income	\$	8,209.00

Expenses

Porta a Potties	\$	460.00
Copy Shop	\$	63.71
Gas for vans	\$	139.99
Banners	\$	80.00
Big Als Flags & Banners	\$	62.72
Reny's Flags & Banners	\$	63.81
Lobster Bake	\$	1,000.00
Total Expenses	\$	1,870.23
Net	\$	6,338.77

Distribution of Proceeds

Veterans No Boundaries	\$	1,150.00
Wounded Warriors	\$	889.51
EMCC Ace Camp	\$	1,457.00
Maine Aeronautics Association (MAA)	\$	1,457.20
Wiscasset Chamber Scholarship	\$	885.00
Total Gifted	\$	5,838.77
Airport Event Fund (retained by MAA)	\$	500.00
Total Distributions	\$	6,338.77



Town of Wiscasset

Assessor Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Sue Varney, Assessor's Agent and Human Resource Officer
Re: Assessing and HR monthly report
Dt: September 16, 2011

Assessing:

August is typically a very busy assessing month; trying to get all the personal property new valuations entered into Trio and finishing up all the field inspections, site visits and calculations entered into Trio. Also as part of the finishing work for the assessing year I entered all new valuation information into a tax growth spreadsheet which the elected Board of Assessors vote on just before tax commitment is set for the new tax year. This spreadsheet, although cumbersome and detailed to prepare, is a very helpful tool when it comes to filling out the County and State LD1 required information. Any new sales were also calculated, entered and marked on the sales map.

Also as part of the assessing duties is the calculating of the Maine Yankee new tax values and entering all the information onto a spreadsheet for use later when sending their impact fee letter. This is a very comprehensive exercise as it lists out every item along with the appropriate depreciation. The information was reviewed by Attorney Sarah McDaniel as well. CMP new values report gave us an additional \$2,122,200 this year.

A letter was prepared and sent to a resident regarding a complaint of mold and formaldehyde in the residence. Although unfortunate this matter is not an assessing issue and is not covered in the property tax law. I also met with a Clark's Point resident on a valuation matter going forward.

The Trio sketching program is still not working properly. A call to them assured me that they are working on a fix.

There are no new 911 addressing matters to report.

Training:

I attended a full day of Supervisor training as well as all department heads, led by Ellen Gottlieb. The training was very good and will assist department supervisors when it is time to conduct evaluations. Thank you to the Town Manager for arranging the training session.



Town of Wiscasset

Assessor Report

I made arrangements to perform an audit of MAAO early in September. As a member of the MAAO board, I volunteered to assist with the audit which must be completed before our annual meeting at the end of September.

Finance:

No bank statements were completed this month and will be completed as soon as tax commitment is completed.

Two months into the fiscal year the Assessing budget is approximately 19.64% expended. Once a year expenses for licensing and recording fees as well as map updates have been paid. All other line items seem to be on track.

Human Resources:

- Posted sick and vacation time.
- Continued sending a memo to employees with upcoming anniversary dates to let them know the balance of time on the books and how many hours they may need to use or lose. This month six employees were notified of vacation balances.
- Dealt with a collection agency issue for a medical bill that was not the Town's responsibility. A letter was sent along with documentation to the agency as well as the patient.
- Made appointments and notified employees of random drug test to be performed.
- Filed random drug testing paperwork.
- HR is now responsible to get any and all pay raises to the payroll department. A copy of the memo is also sent to the employee and his/her supervisor. This month the memo included one employee to receive a raise. Also calculated new IPP deductions and submitted to payroll department as well as notified MMA.
- Created new employee files.
- Met with new Police Chief Troy Cline on all his 'new employment' paperwork and sent in all insurance paperwork with effective date of September 1st.
- Completed a wage statement for workers compensation for an injured employee.
- Sent in two first reports of injury on two firemen injured at a structure fire.
- Assisted with Interim Town Manager duties while Laurie was on vacation and attended an emergency planning meeting regarding Hurricane Irene.



Town of Wiscasset

Town Clerk

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Chris Wolfe, Town Clerk
Re: Town Clerk Monthly Report
Dt: September 16, 2011

Property tax and rent refund applications became available on August 1st. Applications are available in our office or online at www.maine.gov/revenue/. We can easily provide you with a copy of last year's tax bill if you need one. The deadline to submit your doe permit was this month and the new hunting law books have finally arrived. IF&W has outdone itself this year and returned to a large colored format. Newly passed legislation has made it possible for us to now enroll both residents and non-residents in the salt water registry. This is necessary for those who choose not to purchase a fresh water fishing license or are lifetime license holders.

LICENSES:

Business license ¹	Dog License ²	Liquor License ³	Special Amusement ⁴
0	1	0	0

At the August 2, 2011 meeting, the Board of Selectmen approved a new commercial waste hauler license for Brian Cromwell, owner and operator of BEC Enterprises.

According to our ordinances, business licenses need to be updated annually. An initial mailing was done to all business in mid-July. The response was mediocre with about 40% returning the form. I did a second mailing again this month and license renewals are continuing to trickle in. Keeping our business list current allows us to know who is operating businesses in Wiscasset along with letting us provide accurate information to requestors.

VITALS:

Birth	Marriage	Death
3	5	2

FINANCIALS:

	Auto Excise ¹	Boat Excise ²	Agent Fees ³	Vital Fees ⁴
	\$42,422.06	\$310.10	\$1,328.25	\$546.20
Year to date	\$86,312.36	\$1015.00	\$2,805.25	\$908.40
Met yearly revenue:	19.18%	33.83%	17.98%	36.34%

APPOINTMENTS:



Town of Wiscasset

Town Clerk

The Board of Selectmen appointed Cindy Collamore and Frank Sprague to the Waterfront Committee at their August 2, 2011 meeting. I also had the pleasure of swearing in our new Police Chief, Troy Cline, on August 29th.

ELECTIONS:

We will be having a municipal ballot in conjunction with the State referendum ballot on November 8th, 2011. First, the municipal ballot will include a question asking if the Town shall appropriate \$5,000 from impact fees for Wastewater System capital expenses. This amount should have been included on the June 14, 2011 Annual Town Meeting warrant but was omitted. This amount will not increase the tax commitment as it comes from impact fees and is simply an approval to spend the money which is collected. The second question on the ballot will be a non-binding survey question asking if the Town of Wiscasset will vote to begin evaluating the process of withdrawal from RSU 12.

TRAINING:

Supervisor training was provided to all Department Heads on August 10th. Ellen Gottlieb, a human resource specialist, presented a day-long seminar covering the roles and challenges of being a Supervisor and the evaluation process for both ourselves and our employees. This month I also attended a vital statistics training for municipal clerks which included an electronic death registry (EDRS) refresher training. Although we have been “live” with the EDRS since June, we have only produced one death certificate using the system. It will take some time before all medical certifiers, municipal clerks and funeral homes have had training and have gone live with the system.



Town of Wiscasset

Code Enforcement Officer

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Rick Lang, Code Enforcement Officer
Re: Codes and Safety Monthly Report
Dt: September 16, 2011

Code Enforcement:

I issued 18 building permits for \$2,877.00 in fees, raising the Town's valuation by more than \$452,000.00. This is double the July permits. Let's hope the growth continues. I have sent a letter to the owners of 646 Bath Road (the old Getty Mart) requesting that they clean up and remove old signs. I have received information from DEP that under Maine and Federal law, buildings must be inspected for asbestos prior to demolition. If Asbestos is found, it must be removed by a Maine-licensed Asbestos Abatement firm. Prior to beginning demolition a **Building Demolition Notification Form** must be sent to DEP whether asbestos is present or not. This applies to any building large or small. You can get the form and more information by calling DEP Lead and Asbestos Hazard Prevention Program at 287-7751.

Plumbing Inspector:

During the month of August I issued 4 plumbing permits for \$350.00 in fees, with \$262.50 to the Town, \$87.50 to the State and \$30.00 to the DEP. Again I'd like to remind everyone that a home owner can do plumbing in his or her own home only. Everything else needs to be done through a Master Plumber.

Signs:

I issued zero permits for new signs during the month of August. There are a number of signs that have been placed without permits and I will be addressing these during the month of September.

Town Properties:

The new owner of the Hart property has met with DEP and has started the cleanup. The site nearest the road is looking much better already. The Koehling property is ready to go out to bid.

Safety Program:

We held our monthly safety meeting on August 3, 2011. Present at the meeting were Public Works, EMS, Town Manager, Rec. Dept., Airport, Transfer, Sewer Dept. Harbor Master, PD and Codes. We reviewed Personal Protection Equipment (PPE) for lawn mowing and for other tasks. Followed by a brief discussion on how the Safety Program was working with each department. Our next meeting will be on September 7, 2011.



Town of Wiscasset

Code Enforcement Officer

Health Officer:

Influenza Update. It is that time of year for those that wish to be vaccinated, and is available most everywhere. Sooner is always better than later!

Planning Board:

The Planning Board did not meet during the month of July. There were no applications pending before the Board. Steve House and I decided to cancel the July 25th meeting, giving the Planning Board a much deserved summer break!

Ordinance Review Committee:

The ORC met once during the month of August. They, along with Bob Faunce, Lincoln County Planner, finished the first draft of a new Site Plan Review Ordinance. They are now working on a new Road Ordinance. The public is always welcome to attend. Our next meeting will be on September 5th at 5pm at the Municipal Building.

BUILDING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
8-1-2011	Nesbitt	304 Gibbs Rd.	Remodel	109
8-2-2011	Welburn	19 Hickory Ln.	Deck	28
8-2-2011	Robertson	519 Lowelltown Rd.	Modular House	442
8-3-2011	Forrest	20 Rocky Ridge Dr.	Deck	25
8-3-2011	Knight	181 Alna Rd.	Modular House	493
8-9-2011	Yacoben	277 Bath Rd.	Remodel	545
8-9-2011	Knight	181 Alna Rd.	Garage	100
8-10-2011	Rines	20 Bumpa Ln.	Shed	25
8-11-2011	Smith	23 Westview Rd.	Addition	142
8-15-2011	CMP	Mason Station	Antenna	224
8-16-2011	Appleton	216 Foye Rd.	Apartment	112
8-24-2011	McMorrow	1051 Gardiner Rd.	Mobile	200
8-29-2011	U S Cellular	54 Huntoon Hill	Antenna	251
8-29-2011	Campbell	161 Old Bath Rd.	Addition	106
8-29-2011	Rec Center	242 Gardiner Rd.	Remodel	-----
8-30-2011	Grundy	25 Freedom Song Ln.	Shed	25
8-31-2011	O'Neil	43 Old Ferry Rd.	Carport	25



Town of Wiscasset

Code Enforcement Officer

8-31-2011	Cossette	16 Three Pond Trail	Steps/Deck	25
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PLUMBING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
8-9-2011	K2 Holdings LLC	279 Bath Rd.	Plumbing	60
8-16-2011	Thayer	269 Foye Rd.	Plumbing	190
8-16-2011	Appleton	216 Foye Rd.	Plumbing	60
8-30-2011	Bailey	33 Bradford Rd.	Plumbing	40

SIGN PERMITS

Date	NAME	ADDRESS	BUSINESS	FEE
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TEMPORARY BUSINESSES

No new Temporary Business permits were issued during the month of August.



Town of Wiscasset

EMS / Ambulance Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Roland Abbot, EMS/EMA Director
Re: Monthly Report
Dt: September 16, 2011

For the month of August we had 71 calls for service in our coverage area versus 53 calls in 2010. Total income received for the month of August was \$18,273.08, compared to \$16,974.94 for the month of August in 2010.

The first eight months of the year have been very busy. As of the first of September we have done 488 calls for service compared to 421 calls for service last year.

Staffing:

The coverage on days and second calls has been much improved with the addition of a few new members that have been able to cover more shifts. The weekend shifts have worked out very well since adding pay. With better coverage we are able to start taking some non-emergency transfers from the hospitals. This will help out with the monthly income for the service.

Operations:

We are still having some issues with the ambulances. The service had down time for repairs on both ambulances over the last month. The town mechanic has been able to get right to them which has kept our down time to a minimum.

The service covered firefighter rehab for a structure last month and manned up for hurricane Irene. The members helped with the shelter that we opened and put on an additional crew for the hurricane.

Emergency Management:

On the EMA side, we dealt with hurricane Irene. On Thursday I had a planning meeting with all the Department Heads and Selectman to prepare for the hurricane. Sunday we opened the EOC at 0900 with me, the Fire Chief and Selectman Judy Colby. We kept the EOC open until 1600, at which time it was determined that the storm had turned and wasn't going to impact the Town like the reports had said it would.

We opened the Community Center as a shelter with the help of the Red Cross. We opened it Sunday at 1200 and secured it the following day at 1600. We had 7 people that used the shelter during that time.

During the storm we had some downed trees and power lines, but for the most part the Town came through the storm really well.

We had some expenses that were incurred during the storm. We had to secure 2 generators; 1 for the municipal building and the other for the Community Center. The Town had hoped that FEMA was going to declare Lincoln County a disaster area so we could get paid back for our expenses but that didn't happen.



Town of Wiscasset

EMS / Ambulance Report

The Town needs to look at purchasing 2 generators; 1 to be placed at the Community Center and the other to be placed at the municipal building. I started calling to secure generators on Tuesday, 5 days prior to the storm, and these were the last 2 generators to be had in the area.



Town of Wiscasset

Fire Department

MEMORANDUM

To: Laurie Smith, Town Manager
From: Rob Bickford, Fire Chief
Re: Monthly Report
Date: September 16, 2011

Operations:

The Fire Department had another record setting month for the month of August. We responded to 23 calls for service. This total does not include the 13 responses we had on August 28th for Tropical Storm Irene.

The calls for August break down as follows:

9 motor vehicle accidents, 6 structure fires, 2 service calls, 1 fire alarm, 1 car fire, 1 propane call, 1 assist to EMS and 2 others.

Of the 23 calls for the month, 16 were in Wiscasset. We responded mutual aid to Dresden twice, Edgecomb four times and once to Newcastle.

There were several notable calls for the month. We responded to a residence for a vehicle that ran into the side of the building and through the garage wall. Tropical Storm Irene created a small challenge for us where we responded to 13 calls for trees / wires down or other storm related issues. On a more somber note, we responded to a structure fire in which a family lost their home and most of their belongings.

Training:

Training for the month consisted of utilizing the Koehling property for training. Crews went through several evolutions of ventilation, hose stretches, wall breaching and on August 31st, we conducted live fire training exercises and finished burning the rest of the building.

Upcoming training includes pump training and annual hose testing.

Financials:

After 15.39% of the fiscal year, the fire department budget is at 42.18% expended. This is due, in large part, to the yearly payroll paid out in July.

Staffing:

The Fire Department still has a full roster of 45 firefighters and officers and a waiting list of residents wanting to join.

Upcoming Events:

The Fire Department is pleased to be participating in the annual Touch A Truck event being held this year at the Airport followed by the Texas Legend's Airshow.

We are, once again, gearing up for Fire Prevention Week on October 9-15. We are also planning on our annual Open House on October 12th at 6 p.m. at the Fire Station. The public is welcome to come and enjoy an evening of fire prevention activities.



Town of Wiscasset

Harbormaster Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Peter Dalton, Harbormaster
Re: Harbormaster Monthly Report
Dt: September 16, 2011

The month started out with maintenance. We had electrical problems with lighting that continue to be an on-going problem. I'd like to thank the Town road crew for their hard work in helping to fix it.

I fixed the water on the Commercial Pier again, and it appears to be running well now.

We performed maintenance on Whites Island by request of the Town's Selectpeople. Most of the pile caps on the bridges have now been replaced in hopes to keep them upright until further work can be done.

We had meetings with Prock Marine in gearing up for the replacement of our Commercial Pier. This will be on-going for the next couple of months.

And then came Irene. She brought forth a 110-foot yacht from Georgia that spent the storm in the harbor. We also had a 65-foot sailboat "Gadget" that sat on our Town mooring to weather the storm. All turned out fine, but was very tense at moments.

August brought closing of the Thursday nights "Alive on the River" music concert series. It was a very successful summer, and it was great to see our townspeople out to enjoy a night of free music, laughs and dance. We are in hopes that next year will be even more successful, with more local bands in attendance.

In closing, I would like to thank my emergency crew firefighters from our Town and the surrounding Towns that came to my home to extinguish a fire that unfortunately gutted my house. My hat goes off to all the young people in our community that are stepping up to the plate to give us these services. They are great volunteers.



Town of Wiscasset

Planning Report

To: Laurie Smith, Wiscasset Town Manager
Fr: Jeffrey Hinderliter, Town Planner
Re: Planning Department Report
Dt: September 16, 2011

Not Available.



Town of Wiscasset

Police Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Sergeant Kathy Williams and Chief Troy Cline
Re: Police Monthly Report
Dt: September 16, 2011

Operations

The Police Department handled approximately 452 calls for service. Examples of some types of calls are listed below:

Domestic Disturbance	6	Alarms	7
Thefts	16	Medical Assist	7
Theft-Shoplifting	1	Assist Other Agencies	10
Criminal Mischief	4	Suspicious Activity	13
Harassment	9	Property Checks	121
Criminal Threatening	1	Motorcycle Details	2
Car Fires	2	Special Details	5
Gun Permits Issued	2	Animal Complaints	7

Motor Vehicle Accidents: There were seventeen (17) motor vehicle accidents this month, two (2) Personal Injury and fifteen (15) Property Damage only. One of these accidents resulted in an arrest for OUI.

Traffic Enforcement: The officers conducted 52 traffic stops resulting in 49 warnings and 3 summonses issued.

There were twelve (12) arrests made in the month of August, some of which included the following:

Domestic Violence Assault	Simple Assault
Criminal Mischief	Criminal Speed
Operating Under the Influence	Operating After Suspension

The Wiscasset Police Department also assisted with various events and activities within the Town this month. Some of which are listed below:

- Officers participated in a Wiscasset Airport activity and provided security and traffic assistance for the event.
- Officers assisted the US Marshal's Service with a Lincoln County wide Sex Offender Registration validation. This event resulted in two (2) arrests for violations.
- Officers assisted the Immigration Customs Enforcement (ICE) and ATF federal agents in locating possible federal law violations in town.



Town of Wiscasset

Police Report

Operations, cont.

As you are all aware, Police Chief Troy Cline has started with the Wiscasset Police Department on 08-29-11. Since he began his tenure, we have discussed many of the ongoing issues within the agency. Chief Cline held a meeting with the department staff on 09-06-11, at which time he took input from the Officers.

Chief Cline and I will be working together to identify positive and negative issues within the agency. It is our hope that with the assistance of Town Manager Laurie Smith and the Board of Selectmen, we will be able to address most of these issues or concerns.

Chief Cline will be working on meeting with citizens and business owners in an effort to re-establish community partnerships with the Wiscasset Police Department.

Training

Chief Troy Cline will be working with the Maine Criminal Justice Academy on the re-certification process for Maine laws. He will also be completing Firearms Qualifications during the month of September.

Sergeant Kathy Williams attended an eight (8) hours Supervisory Training session along with other Town Supervisors.

Sergeant Kathy Williams completed her Intoxilyzer 5000 Recertification this month as well.

Reserve Officers Perry Hatch and Alex Greenlaw completed their Firearms Qualifications this month.

Financial

As of the end of August the department has expended approximately 15.39% of the 2011 Fiscal Year Budget.

Upcoming Events

Chief Cline and Sergeant Williams will be attending a meeting with Gerry Audibert of Maine DOT on 09-28-11 to discuss the impact of the traffic details on Main Street that took place the months of July and August.



Town of Wiscasset

Public Works Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Greg Griffin, Road Commissioner
Re: Public Works Monthly Report
Dt: September 16, 2011

Financials:

At the beginning of the fiscal year the highway budget is looking good at 9.75%. We have a few budget lines showing overages, such as SPC and Workers Comp due to the quarterly nature of the payments.

Customer Service:

This department and its employees are committed to safety and customer service. We feel that our service to the community is important. Maintaining that relationship with our citizens is a priority for the entire department.

- The new 5610 Toolcat has been ordered and should arrive around the first of October; just in time to get familiar with it before snow plowing season. This is the machine that will replace our aging 743 Bobcat, and aid in maintenance work as well as snow removal during the winter months.
- The water line replacement at the waterfront has been completed. The new line replaces the old deteriorated line that has failed twice in the last year. We jacked a new line under the railroad track and trenched the rest of the way under the access road to the curb stop.
- Repairs have been completed to the outer bridge on Whites Island. The crew has jacked up and replaced 6 additional pile caps and installed bracing to shore up the existing structure.
- Additional 911 signs have been installed at locations around town with more to follow.
- More updated signage for the downtown area has been installed.

We have done additional ditching on Oak Ridge Rd and Old Stage Rd. The road crew is now heading for Clarks Point Rd. to do some additional ditching before it gets too late in the season.



Town of Wiscasset

Parks & Rec Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Todd Souza, Recreation Director
Re: Recreation Monthly Report
Dt: September 16, 2011

The Parks & Recreation Department strives to work with town departments, community organizations, schools, volunteers and our youth in an effort to provide a well-balanced selection for programming and quality facilities. This report is created to highlight these efforts during the past month.

August is always a big planning and development month, and this August was no different. Department staff attended numerous planning sessions and training workshops, from leadership trainings to cooperative workshop with Adult Education and area organizations. One of our major goals this year is the continued development of our staff. Working towards this goal will create well-rounded employees that will offer our community quality programs, well maintain facilities and strong customer service skills.



This month our Community Center underwent its annual face lift, “Shut Down Week”. Shut-down week is our maintenance opportunity to go through the building from head to toe addressing issues that can only be addressed while the building is closed. The basketball court was refinished, the fitness Room was expanded and the pool pumps started their rebuild. In the middle of these major projects the staff was able to clean the center from top to bottom, and identify areas of need and development. All of which will go into our thoughts and plans for ongoing projects. There will be a full Shut down report in our September update.

The Parks & Recreation Department wrapped up a wonderful summer season; finishing up 4 weeks of Summer Camp, coordinated and advertised for fall sessions and activities, tackled outdoor maintenance projects, took part in the interview process for the new Police chief and held our annual shut-down week. We look forward to a wonderful fall and School year.

We are always looking for new ideas and suggestions on ways we can better serve our community. Please feel free to call us at 882-8230 or drop us an email at info@wiscassetrec.com. Thank you for your support!



Town of Wiscasset

Transfer Station Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ron Lear, Transfer Station Superintendent
Re: Transfer Station Monthly Report
Dt: September 16, 2011

Below are the materials processed at our facility during the month.

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	179.07	-\$54
Demo	32.01	-\$78
Single Stream	18.99	-\$5
Metal	15.21	+\$210-\$230
E-Waste	1.91	-\$2 /Lbs
Brush/Lumber	40	-\$35
Hard Cover Books	0	+\$60
Mixed Copper/Alum/Lead	0	+\$600
Shingles	0	-\$48
Sheetrock	0	-\$48
Cardboard	21.65	+\$160

We also recycled 8 bales of cardboard, and 215 tires.

Below are the details of our revenue collections for the month.

Types	Tons	Revenues:
User Fees/Commercial		\$6527.23
MRC		\$6502.59
Metal (Lite iron, batteries ,mixed copper)		\$3498.30
Cardboard		

Our part-time help, John Grundy, retired on 8/23, so we have advertised for part-time help and will hopefully hire in a couple of weeks.

On 8/25 we shipped 35 bales of Cardboard to Lake Utopia Paper in New Brunswick, Canada.



Town of Wiscasset

Transfer Station Report

The new Truck was delivered on 8/27. It is getting 5.7 miles per gallon as opposed to the Peterbilt which got 3.6 mpg. This will be a great savings on diesel this year, and we hope the repair budget.

Training this month was Compressed Gas Cylinders, Cold Weather Conditions and a refresher on Back injuries.



Town of Wiscasset

Treasurer Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: James George, Town Treasurer
Re: Treasurer Monthly Report
Dt: September 16, 2011

The end of August brings us 16.6% through the fiscal year. The expenditures for the Finance Department are closely tracking, with total expenditures of 15.39% of our budget. This number is actually a little high because we have already paid for the postage to send out tax bills in October. This number will get amortized over the next 6 months.

We have 14 accounts that have signed up for the tax club plan. Those involved seem to like paying their taxes on a monthly basis rather than 2 large payments. With the tax club, as long as the account pays each month there are no interest charges ever, and the last payment in June pays up the taxes for the fiscal year that ends on June 30.

In August, we borrowed \$1,000,000 from our Tax Anticipation Note (TAN) to help with our cash flow until tax revenues start coming in towards the end of October. We may need to borrow additional funds in September depending on what bills come in during the month.

We are getting ready to send out the 2011-2012 tax bills. The Assessor just about has all her assessing work in and then we can calculate the tax rate. Here is a short primer on how the tax rate is calculated. First we add up the total budgetary expenses that the voters approved in June and subtract out the total anticipated revenues such as auto excise, state revenue sharing etc. The difference is the amount that needs to be raised by taxes. That number is divided by the total dollar value of real and personal property in Wiscasset. The result is the tax rate. It is actually a bit more complicated but this formula is the general idea. We use a commercial printer in Portland to prepare our tax bills. They have sorting equipment and are able to mail the bills first class at a rate much lower than we would pay if they were mailed from our office.

In August I met with the Budget Committee and reviewed with them Financial Reports they receive each month and answered questions about the budget.

In summary, the end of August brings us 16.6% through the fiscal year that ends June 30, 2012. Overall, the budget expenditures for the Town stand at 14.8%. A few departments are showing expenses higher than this amount. For example, at the Airport the insurance bill for the entire year was paid. At the Fire Department, the firemen were paid their call hours for last year which boosts the percentage of expenditures. This will reduce over the coming months. Insurance at the Ambulance Department also brought their expenses higher. And like the Airport, this amount will be less of a factor as we move through the fiscal year. In the Capital Expenditure line, we paid for the new Transfer Station truck,



Town of Wiscasset

Treasurer Report

bringing for the month expenditures to 22 %. The good news is the truck was purchased for around \$97,000, much less than the \$120,000 that was raised.

All other departments appear in-line with projected expenditures. If you have questions or need additional information, please contact Becky Applin or Jim George.



Town of Wiscasset

Wastewater Treatment Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: William Rines, Sewer Superintendent
Re: Waste Water Treatment Plant Monthly Report
Dt: September 16, 2011

For the month of August our average flows were 190,000 gallons per day putting us at 30.6 % of our licensed flow. We recorded 5.5 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

Operations:

We have been getting our plant and pump stations ready for the cold weather season by rebuilding some of the wooden boxes around the power entrances and touch up paint work. We will soon be doing some line cleaning which we try to do after heavy traffic but before cold temperatures. Please, if you see people working near the roadsides slow down. It seems every year we have some near misses.

Financials:

We received \$39,395.32 in user fees for the month. The current budget is at 12.8% expended at 15.4% through the fiscal year. The current revenues are at 16% collected.