**MEMORANDUM**

**To:**  Board of Selectmen

**Fr:** Laurie Smith, Town Manager

**Re:**  Monthly Report

**Dt:** February 19, 2012

**HM Payson and Town Investments:**

The Town has been using a new firm to manage its reserve fund as well as a new investment policy. The policy requires an annual presentation each January to the Board of Selectmen. Daniel Lay of H.M. Payson had good news for the Town when they came to the January meeting of the Selectmen. Currently the endowment fund has great percentage of equity funds which allows the fund to grow at a greater rate than the reserve fund. The goal is to eventually have a mix in the reserve fund similar to the ones in the endowment fund.

Over the past 18 months the reserve fund has grown to allow for the withdrawal of approximately $350,000 in calendar year 2011 towards capital improvement needs. The funds have continued to see growth to allow for a similar withdrawal in 2012.

**Montsweag Dam:**

The Selectmen continued the conversations with Central Maine Power company regarding the Montsweag Dam property into calendar year 2012. CMP has agreed to transfer ownership of the dam and maintenance fund ($100,000) to the Town of Wiscasset, should the Town vote in the positive next June. A “yes” vote will require the Town to be responsible for the dam, but allow the dam to continue to assist with fire protection. Should the Town vote “no”, CMP will continue to seek an alternative partner who will in all likelihood be a tax exempt conservation group who may choose to take the dam out.

**Selectmen Goals:**

Yogi Berra is credited with saying *“If you don't know where you are going, you will wind up somewhere else.”* If we wanted to take a trip to the Grand Canyon and stay a week enjoying all the sights, we would need to plan. Can we afford to fly or will we take a car? What route will work best for us? Do we have all the supplies necessary? Can we go next month or should we start saving now for a trip in two years?

The Board of Selectmen used a similar process when they met on January 24th for their annual goals setting process. Their overarching goal is *“to create a quality place building upon the historic nature of Wiscasset providing quality community services at an affordable rate for citizens.”*  They also want to set up more specific objectives/goals to focus on.

The first part of the process was to review the challenges and opportunities for the Town, or in other words, what are our strengths and weaknesses? The Selectmen identified the following:

Opportunities:

* People of community
	+ Civic engagement
	+ Skills and abilities to benefit community
* Lincoln County Television to communicate to public
* Historic Village Asset
* Recreational trails and lands
* Partnerships with abutting Towns, County and organizations
* Acreage of developable Land
* Chamber of Commerce
* Attrition in workforce allows reduction in labor naturally
* Energy infrastructure power grid
* Deep water
* Airport
* Railroad
* Waterfront development
* The Town website

Challenges:

* Condition of waterfront infrastructure
* Condition of sewer infrastructure
* Limited sewer users for size of infrastructure
* Competition in Business Market
* Lack of Public Involvement
* Need for other transportation modes
* Juggling tax levels with services
	+ Residents on fixed incomes
	+ Only 30% of tax commitment under town control
	+ Valuation growth dependent upon development
	+ Lack of alternative revenue sources
* Health Care costs for employees
* No significant annual community event
* Need to exercise emergency plans
* Developing in the historic village
* Replacing rapidly depreciating equipment

This is not meant to be a complete list of all challenges and opportunities; however it gives us a base in which to develop our goals. This year the Selectmen were asked to develop a full list of goals and then each member was allowed to vote for their top five goals. We then developed a “short list” on which we will focus in the coming calendar year.

Top Five Goals:

1. Economic Development
	1. Perform a land inventory of public and private land to market to developers.
	2. Answer the question “why Wiscasset” and create marketing material through print and web which answer this question.
2. Grow our resources at the Airport.
	1. Partner with the Texas Flying legends to create a permanent home for them at the airport.
	2. Find our niche as an airport especially in relation to Brunswick Naval Air Station.
3. Review town committees
	1. Evaluate the need for the committees.
	2. Determine whether there should be a length of service for members.
	3. Define the purpose of the committee.
	4. Give the committees direction from the Selectmen.
	5. Establish a reporting structure and process between Committees and Selectmen.
	6. Hold a workshop with the committees.
4. Ambulance service
	1. Maintain current service levels.
	2. Maximize revenues.
5. Insurance Service Office (ISO) rating for public fire protection.

There were other goals that were identified, however they did not generate the votes necessary to make it to the top five list. Below is the list of other goals.

* Reduce Accounts Receivable by 30% (Taxes, Sewer, Ambulance).
* Influence Maine policy by creating legislative liason/advocate.
* Revitalize our historic downtown village.
* Support the proposed funding formula change with RSU 12 and focus on shared goals of quality education.
* Increase the skill level of Department Directors through training on management and technology.
* Examine cost effective operations and develop joint purchasing at regional level.
* Cross charge expenses among departments.
* Establish annual event in Wiscasset.

**MEMORANDUM**

**To:**  Laurie Smith, Town Manager

**Fr:** Ervin Deck, Airport Manager

**Re:** Airport Monthly Report

**Dt:** February 19, 2012

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

 **Airport Activity & Operations**

* Activity at the airport is seasonally slow, with fuel sales at 950 gallons in January.
* The Airport Committee met on January 11. The committee reviewed the proposed 2013 budget and recommended once again to move forward without an FBO. The Committee also recommended establishing the following rate and fee schedule:
	+ Tie Down Fee: $20.00/month
	+ Hangar Fee: $200.00/month
	+ Fuel Prices (markup above wholesale)
		- AVGAS: $0.50
		- Jet A: $1.50
* Texas Flying Legends Museum. I’ve been in contact with the organization’s Director throughout the winter. Their tentative return date is early July, remaining in Wiscasset until mid-October. Three events are planned in 2012.
	+ Open House on August 11 and 12 (tied to the Shipyard Regatta in Boothbay Harbor).
	+ Annual Air & Land Family Festival and Airshow on October 6.

**Finances**

* **Budget**.

We’re through 7 of 12 months (58%) of the fiscal year.

* + Expenses are at 48%.
	+ Revenue is at 85%.
* **Operational Plan**

With the loss of the fixed base operator, the Selectmen requested that I present three Airport operating options to the Board of Selectman on January 3. The three options are:

* + Find a fixed base operator (FBO) and continue with an FBO operated airport.
	+ Run the airport with*out* an FBO with part-time staff at the airport. This is the option recommended by the airport committee and tentatively adopted by the Selectmen with two conditions. First, prepare a business plan and cost analysis that shows a fiscal year operation . Second, prepare a request for proposals (RFP) and advertise for a new FBO as a backup plan, pending the outcome of the upcoming budget process. The plan and cost analysis was presented to the Selectemn on January 17. This plan will require some adjustments as we move forward.
	+ Hire a full-time manager, but only when the airport budget can support this position, which could be several years.

**Maintenance, Repairs, and Capital Improvements**

* We’re working with World Fuels and QT Technology to transition the fueling system over from Ocean Point Aviation (the FBO) to the town. A credit application was signed by the Town Manager and submitted to World Fuels who handles fuel deliveries and credit card transactions. In the meantime we’re working with QT Technologies to install the Site Minder software on the airport computer. This program tracks fuel sales, which are then reconciled on a regular basis against credit card sales with World Fuels. Site Minder also provides detailed data on fuel sales. Complicated, but actually quite simple. Becky set up a revenue and expense account for fuel sales and purchases.
* I’m performing daily fuel systems checks of the tanks and dispensing system. This was handled by the FBO.
* Work on the Airport Master Plan continues. The consultant is working on the alternatives chapter and should have a draft ready for review soon, now scheduled for late February.
* The Fence and Gate project is nearly complete. The contractor returned and finalized installation of the gates, including a repair to one of the three card readers. I continue to receive Ramp Access applications, which I process and enter into the gate controller software program. Activation of the gates is scheduled for March 1.
* Terminal Building Renovations continue. A planned kitchenette will go in later this month and a pellet stove will be installed this week. Both projects will be paid for with the Capital Improvement Fund. The stove will help augment heating oil costs, which are now the Town’s responsibility with the loss of the FBO.

**MEMORANDUM**

**To**: Laurie Smith, Town Manager

**Fr:** Sue Varney, Assessor’s Agent and Human Resource Officer

**Re:** Assessing and HR monthly report

**Dt:** February 19, 2012

**Assessing:**

Effective January 1, 2012 the assessing department is responsible for downloading and printing Wiscasset’s monthly recorded deeds from the Lincoln County Registry of Deeds website. An abatement meeting was held on January 10, 2012 at 6:00 pm to review any and all abatement requests received to date. One request was tabled until a site visit could be made to the property. The results will be presented to the Board of Assessors at a later date. All other abatement result letters were sent to the applicants and a copy placed in their files. State Field Representative, Nancy Weeks, completed the audit information needed to establish Wiscasset’s state valuation. She also verified the 2011 Municipal Valuation Return in order to calculate final reimbursements due the town. The information will be sent to the town as soon as it is completed. I also met with Town Planner, Misty Gorski and Town Manager, Laurie Smith regarding Mason Station LLC. The assessing department budget was completed and submitted to the Town Manager. A 801 reimbursement form for personal property taxes was completed and returned to the taxpayer for filing.

The Lincoln County Commissioners sent notification that they ruled in the Town’s favor in the appeal of Dorothy Holbrook, which was heard on December 6, 2011.

I am continuing to enter monthly sales into the tax system, printing them out and putting into the sales book as well as plotting on the sales map. I still have a volunteer assisting with other duties in the assessing office. Currently we are compiling and mailing letters and applications to all taxpayers who may qualify for a homestead exemption but have not applied. Work continues to maintain the personal property database as complete as possible so that in the coming weeks letters will be sent to all personal property taxpayers requesting their tax declaration list, effective April 1, 2012.

As it is not too early to think about the spring 2012 tax work, I began to update the listing of the building permit site visits that need to occur.

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

**911 Addressing:**

It was a quiet month as 911 Addressing Officer. The letters sent out to name driveways have not all come back yet. Once all the driveway/road names are received, they will be given to the Board of Selectmen for approval and then new 911 address numbers will be issued.

**Finance:**

As part of the Town’s checks and balances in our accounting practices I reconciled the bank statements for the months of July, August, September, October and November. All reconciled statements then become part of the Town’s financial record.

Seven months into the fiscal year the Assessing budget is approximately 56.24% expended. Once a year expenses for licensing and recording fees as well as map revision updates have been paid. All other line items seem to be on track.

**Human Resources:**

* Posted sick and vacation hours. Figured and submitted to the payroll department the perfect attendance payroll for quarter ending 12/31/11. Figured the sick buy back hours to be paid to members of the public works bargaining unit.
* Assisted with MEPERS and ICMA regarding retirement account options.
* Filed seven workers compensation first reports of injury on employees this month as well as doctor notes and invoices for treatments. Wages statements were prepared for two employees as well.
* Sent memo out to person out of work due to workers compensation injury with the amount needed to be paid to the town for payroll deductions.
* Gave a brief presentation to department heads on workers compensation reporting rules and filing deadlines.
* Prepared and maintained a database for all applicants to the Treasurer/Tax Collector job opening.
* Assisted department head with budget figures and calculations.

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr**: Chris Wolfe, Town Clerk

**Re:** Town Clerk Monthly Report

**Dt:** February 19, 2012

This month, by every Town Clerk’s gauge, is known as **dog month**. At this point in the process we have all gone above and beyond the call of duty to get every dog living in our municipality legal with that 1x1 inch round metal tag denoting the town’s assigned numbers. We wear it as a badge of honor if we are able to whittle the number down to single digits by sending postcard reminders, placing newspaper ads and making phone calls to owners. Beyond our control is the statutory start of the $25.00 late fee that takes effect on February 1st. This additional fee never fails to ire the dog owners and unfortunately dents their wallets as well. We have now handed over our delinquent dog lists to our Animal Control Officers and wish them good luck as they try to do what we have been unable to do. Our animal control officer, Marla Blagden, will now be tracking down the remaining 50 unlicensed dogs on our list. The benefits of dog licensing far outweigh the costs. 85% of the proceeds of dog licensing go directly to fighting animal cruelty in Maine. Dog licensing also allows us to reunite a runaway dog with its rightful owner by tracking the number on the tag and lastly, it ensures that all dogs are current on their rabies vaccination as no license may be issued to an unvaccinated animal. So as responsible owners, license your dog and encourage your family and friends to follow your good example.

**LICENSES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business license1** | **Dog License2** | **Liquor License3** | **Special Amusement4** |
| 0 | 218 | 0 | 0 |

**FINANCIALS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Auto Excise1** | **Boat Excise2** | **Agent Fees3** | **Vital Fees4** |
| **Monthly Revenues** | **$33,923.04** | **$106.40** | **$1,611.00** | **$232.40** |

**VITALS:**

|  |  |  |
| --- | --- | --- |
| **Birth** | **Marriage** | **Death** |
| 1 | 2 | 1 |

**ELECTIONS:**

Senator David Trahan, R-Waldoboro, has officially resigned his seat in the Maine Senate as of December 31, 2011. He announced his step down after he was named the director of the Sportsmen’s Alliance of Maine lobby. The Secretary of State’s office has set a special election to fill this senate seat vacancy to be held on Tuesday, February 14, 2012. Dana Dow, Republican of Waldoboro, and Christopher Johnson, Democrat of Somerville, are the two candidates vying for this position on the single race ballot. Polling hours will be 8 a.m. to 8 p.m. at the Wiscasset Community Center. Absentee ballots are available until the close of business on February 9, 2012 unless the voter meets the new special circumstances requirement.

All the departments are furiously compiling their budgets for the upcoming budget season. With the Annual Town Meeting not scheduled until June 12, 2012 it’s hard to realize that deadlines will begin to loom down on us in regards to candidate and warrant articles to be voted that day. Nomination papers for all elected positions will be available Monday, March 19th. Candidates must collect at least 25, but not more than 100, signatures of registered Wiscasset voters in order to have their names placed on the ballot. Nomination papers must be returned to the clerk’s office by the close of business on April 30, 2012. This June will see three vacancies for Board of Selectmen as the terms of Edward Polewarczyk, Judith Colby and David Nichols all end. There will be four vacancies on the budget committee, one of which is a one year term and three of which will be for three year terms. There will also be two vacancies for Water District Trustee, both three year terms. Finally, the RSU 12 Board of Directors will be looking for 2 new representatives from Wiscasset. One of these positions is for a 2 year term and the other is for a 3 year term. All of these positions are of vital importance to the Town of Wiscasset. Public service can be incredibly rewarding and while these rewards are not financial, volunteering to better your community through unbiased representation is fulfilling in ways that only those that do it can explain. Representation of the people, by the people is the foundation of this great place we call home, so look deep inside and see if you are willing to donate your time and energy to a worthwhile cause. If the above positions seem out of your comfort zone, please don’t despair, we also have openings on many of Wiscasset’s committees and no special talents are required, just your desire to learn and help your community.

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr**: Rick Lang, Code Enforcement Officer

**Re**: Codes and Safety Monthly Report

**Dt:** February 19, 2012

**Code Enforcement:**

This month I issued 2 permits for $614.00 in fees and added $140,000.00 to property values. I have continued to work with our new Planner, Misty Gorski, and the ORC as we work our way thought ordinances and codes. Building permits were way down for January which is typical for this time of year. Inspections and answering questions for upcoming projects continue to keep me busy.

 **Plumbing Inspector:**

There were no new plumbing permits issued in January, however there were a number of inspections as projects become complete.

**Signs:**

I am reviewing our existing sign ordinance for some minor changes to come more in the line with business needs. These proposed ordinance changes will help promote business growth for the Town. I will be asking the Selectmen for permission to take the proposed changes to the ORC for review.

**Town Properties**:

There have been no requests to enter a bid on the Koehling property.

**Safety Program:**

This month I have been working with each department to ensure that all areas of our safety program meet the standards set by OSHA. While we have a basic safety program for all departments, each department has its own safety needs that are unique. For an example, not every department needs a written policy for lockout / tagout because they do not have any equipment that requires it. We are doing this in advance of having a voluntary compliance inspection by Maine Bureau of Labor. This inspection will ensure that we are meeting all the OSHA Standards. If there are areas that need correcting, we will be given time to bring them into compliance without being fined.

**Health Officer:**

This time of year, please be careful of the ice and snow both at home and work. Whether you’re walking or driving extra care is needed. It only takes a second to change your future, so always take extra time in adverse conditions. A simple fall can lay a person up for weeks and put a big strain on the family. So, Please Be Careful!

**BUILDING PERMITS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **NAME** | **ADDRESS** | **TYPE**  | **FEE** |
| 1-5-12 | Monkey C Monkey Do | 698 Bath Rd. | 35’X65’ Ice Skating Rink | $317. |
| 1-5-12 | Carolan | 4 Shinebone Alley | House | $297. |

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr:** Roland Abbot, EMS/EMA Director

**Re:** EMS/EMA Monthly Report

**Dt:** February 19, 2012

For the month of January we had 60 calls for service in our coverage area versus 64 calls in 2011.

Total income received for the month of January was $20,705.02 compared to $11,109.47 for the month of January in 2011.

2011 total a**s of Jan. 31st**: $102,086.82

2012 total a**s of Jan. 31st**: $158,463.06

So far this year our total income as of January 31st is up by $56,376.24

**Staffing:**

Last year in April the service started to pay an hourly wage for our weekend people in order to cover some open shifts. The service agreed that it would be on a trial basis to see if the logistics and the finances would work. The service has seen an increase in call volume which has added to the cost of staff coverage. The service has suspended the hourly pay on the weekend so we don’t go over budget, but I have added more to our payroll line for the year 2012/2013 to compensate for the increased call volume. We will still have coverage on the weekend but the members will not be required to stay at the station. Members will be allowed to be anywhere as long as they can respond to the station in less than six minutes, which is what all the other shifts do.

**Operations:**

Our 2006 ambulance went off warranty in December, so any repairs made on this truck will have to be paid by the Town. This is the truck that has seen many breakdowns over the last couple years and most of them have been paid for by the warranty.

The service has put together a committee to research the remounting of this truck and the estimates have come in a lot less than what we expected. The service will be submitting a request under the budgetary Capital Improvement Plan to remount this truck.

**Training:**

The service currently has 3 of its members in an EMT-I course in Woolwich. What this means is that when completed these members will move from the Basic level to Intermediate level Life Support. They will be able to administer some medications and be able to use our cardiac monitors to help the Paramedics with cardiac issues of our patients. We also have 2 members who are planning to start the Paramedic course this fall.

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**From:** Rob Bickford, Fire Chief

**Re:**  Fire Department Monthly Report

**Date:** February 19, 2012

**Operations:**

The Fire Department responded to 12 calls for service during the month of January. This is just about in line from last year, having responded to 13 calls for service.

The calls for January break down as follows:

4 motor vehicle accidents, 2 chimney fires, 1 service call, 1 false alarm, 3 CO calls and 1 fire alarm.

Of the 12 calls for service, 9 were in Wiscasset. We provided mutual aid twice to Edgecomb and once to Alna.

**Training:**

Training for the month included station maintenance, chimney fire training, and air pack confidence. We began our annual mandatory training, which included Bloodbourne Pathogens, Hazardous Materials awareness refresher, Respiratory Program training and a fire extinguisher refresher. (Yes, even the Fire Department has to have fire extinguisher training.)

**Financials:**

The department’s budget is at 86% expended which is about 6% for the month. This is due to a fairly large repair bill for our 1993 Pierce engine which needed its annual pump service and testing. While it was there, a large leak was discovered at the drive shaft for the pump. This was quite an extensive repair but one that was definitely needed.

**Staffing:**

The department is still at its 45-member roster with 5 prospective members now. Stephen Higgins recently moved into town and has filled out his application for membership. He is a certified Firefighter II and a Critical Care Paramedic. We are anxious to have Stephen join our department along with the other 4 people on the waiting list.

**Upcoming Events:**

As mentioned in the past couple of months, carbon monoxide is a odorless, tasteless gas that can accumulate in the home from heating appliances that are not burning efficiently. In the month of January, we responded to 3 carbon monoxide calls. 2 of those calls resulted in high levels of CO in the homes. 1 call resulted in 2 families being displaced overnight before the problem could be resolved. Thankfully, there were no injuries resulting from the high levels. The public is reminded to have your heating appliances serviced and ensure that the vents are clear from debris.

The following graph shows a comparison of 2012 calls for service vs. 2011 calls for service through January 31 of both years:

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr:** Peter Dalton, Harbormaster

**Re:** Harbormaster Monthly Report

**Dt:** February 19, 2012

The crane on the Commercial Pier was inspected and running until a malfunction occurred. We had the handle removed, welded and reinstalled and is now back up and running for the shrimp fishermen.

The Commercial dock has been up and running for a month and is very much functional. Everyone involved has been impressed. Greg and the Town crew have been busy keeping our roads clear and building the big float between the launch ramps (16 x 30). The float will be reinstalled upon completion.

We had a meeting with the Waterfront Committee and some of our local fishermen. The fishermen are looking at changes to the Waterfront Ordinances to allow them to fish the recreational mooring field. This has been an on-going requested policy change. We are in hopes that it will work out for both the recreational boaters and our local fishermen.

Due to the quiet winter weather I am hoping that the town crew will have time to rebuild a few floats, provided Mother Nature gives them a break to do so.

**To:** Laurie Smith, Wiscasset Town Manager

**Fr:** Misty Gorski, Town Planner

**Re:** Planning Department Report

**Dt:** February 19, 2012

The Planning Department has been working diligently on Mason Station, ordinance revisions, and economic development opportunities. Wiscasset faces complex challenges on our road to growing a prosperous community for businesses and residents alike. As I explore these challenges with increasing attention, I am confident we can work together to find promising roads leading us toward a bright economic future for Wiscasset.

**Mason Station:**

The Mason Station property is a critical part of Wiscasset’s future; it is both an opportunity and a challenge. In 2005, Mason Station LLC received approval from the Wiscasset Planning Board for 80 single family home lots, five condominiums, marina, and Mason Station redevelopment, for a total of 85 lots on the original 33 acre parcel. Lot sizes in the development range from about 1/20 of an acre to 1.86 acres. The Mason Station parcel and parking area totals about 8.3 acres. Of the 80 approved house lots, only 15 were approved for development because of limited water and sewer infrastructure. Upgrades to Town infrastructure on Birch Point Rd would be needed to accommodate additional development. Because of delinquent taxes by Mason Station LLC, the Town has tax acquired a majority of the parcels in the Point East Development, meaning the Town now owns many of the lots. Mason Station has continued to pay taxes on the Mason Station parcel (Tax Map R7A Lot 81), the north point lot (Tax Map R7A lot 72) and the two lots with built houses (Tax Map R7A Lots 12 & 15), leaving these lots in private ownership of Mason Station LLC.

In January, the Selectmen held a public workshop to examine the situation with the Mason Station properties. There are several issues adding to the complexity of the situation. The acquired parcels are very small, smaller than most lots in the village. These lots were designed for single family residences and have proved to be undesirable in the current market. Because the parcels are in an approved subdivision plan it is not possible to just erase the lot lines and create new, larger, more marketable lots. In order to create new larger parcels the Town could either attempt to work with Mason Station LLC to re-subdivide the property, since they still are part of the subdivision plan (with the lots they continue to pay taxes on), or the Town could proceed with a lengthy legal process to secure our rights to the parcels and then proceed to create larger lots to market. The Town is also in a position to sell the lots in their current configuration, as is. This may prove difficult, as the current configuration is unattractive for individual development. Only 15 of the lots have been approved for development, and if the potential buyer wished to re-subdivide to create larger lots, they would be faced with the same challenges in doing so as the Town. Additionally, several of the approved lots due contain a rail easement held by CMP and a rail spur is still present through the proposed lots. These lots have not been approved for development.

There are also some environmental issues known on the property. Some of the lots are documented as having asbestos contamination. A remediation plan was approved by DEP to resolve this issue, however it has not been completed. There is also some speculation to other areas on the property near Mason Station that may be contaminated. No information from previous environmental assessments of the property has been brought to the Town’s attention.

At this time, Mason Station LLC owes approximately $750,000 in taxes, including interest and costs, for the Mason Station properties. This creates a huge cash flow issue for the Town as this is a significant amount of money not being collected. The Selectmen are currently investigating this situation with the utmost discretion, as our goal is to find the best approach for handling these properties, ensuring they are returned to the tax roll and the reuse of the property is beneficial to the community. The issues are outstanding here, and the process is complex and difficult, and will not be resolved quickly. With time, dedication, and support, we can begin determining an approach to resolving this situation and work toward a more promising future for the Mason Station properties.

**Economic Development:**

In January, the Selectmen identified their top five goals for the year. Leading the list was economic development. More specifically, the Selectmen identified creating a land inventory (public and private) that could be marketed toward developers. The Planning Department will be working with the Assessor to develop this inventory. Taking this goal a step further, we will also look to include not just developable land but also existing developed commercial space available for lease or purchase. This inventory will prove to be an asset in marketing our town. In addition to the land inventory, the Selectmen also indicated marketing the community through various forms of media should be part of the economic development goal. The Planning Department will explore this idea more to determine the best use of resources to achieve this.

**Ordinance Review Committee:**

In January, the Ordinance Review Committee focused primarily on the proposed Village 2 district and how to balance commercial development patterns in the district along Route 27 and Route 1 with the residential-village character of the intended district. The Comprehensive Plan, which provides guidance to drafting the ordinance, recognizes Village 2 as a residential district with some non-residential uses permitted. The ORC felt strongly that some of the areas in the proposed district were not suitable for many non-residential uses and therefore should not be permitted. In order to continue business growth throughout the Route 27 corridor while still ensuring residential neighborhoods stay residential, the ORC is working on an approach that would allow businesses to be located within the Route 27 corridor only, and also ensure that non-residential development in the district is appropriately designed to encourage the village character of the district. The ORC will continue this work throughout February.

**Planning Board:**

No applications were submitted to the Planning Board in January. At their February 13th meeting, the Planning Board will hold a workshop discussing the ORC’s proposed ordinance changes affecting the downtown village and current business districts. This workshop will provide an opportunity for property owners in the proposed Village 1 district to share their input on the proposed ordinances. Property owners in the Village Waterfront District have also been invited to share their feedback on the proposed development standard that would affect their properties as well. The draft development standard for Village 1 and the Village Waterfront District addresses initiating a level of protection for the historic buildings and protecting residential properties from incompatible non-residential uses. All proposed ordinances relating to this meeting can be viewed on the town website: [www.wiscasset.org](http://www.wiscasset.org).

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr:** Chief Troy Cline

**Re:** Police Monthly Report

**Dt:** February 19, 2012

***Operations***

The Police Department handled approximately 500 calls for service. Examples of some types of calls are listed below:

Alarms 14 Juvenile Problems 2

Animal Complaints 2 Medical Assist 4

Assault 2 Paperwork Service 8

Assist Citizen 11 Parking Problem 1

Assist Other Agencies 6 Pedestrian Checks 2

Arrests 2 Police Information 6

Burglary 3 Property Checks 231

Civil Complaints 2 Robbery 1

Criminal Mischief 2 Search Warrant Service 1

Criminal Threatening 2 Sex Offender Registration 1

Disabled Motor Vehicles 9 Suspicious Activity 10

Disorderly Conduct 1 Suicidal Threats 2

Disturbance 2 Thefts 3

Drugs 1 Traffic Details 3

Erratic Operation 18 Traffic Hazard 5

Escorts 5 Unwanted Subject 1

Gun Permits 1 Violation of PFA 1

Harassment 2 Warrant Arrests 6

Motor Vehicle Accidents: There were nine (9) motor vehicle accidents this month, two (2) Reportable and seven (7) Non-Reportable.

Traffic Enforcement: The officers conducted 109 traffic stops resulting in 90 warnings and 21 summonses issued.

Arrests:

There were eight (8) arrests made in the month of January, some of which included the following:

Warrant Arrests

Burglary

Domestic Violence Assault

***Community Outreach***

Chief Cline attended a basketball playoff game at the Wiscasset Middle School as there had been an issue with some parents the previous game.

Chief Cline attended a Law Enforcement Informational Meeting held by Sheriff Brackett to discuss law enforcement issues in Lincoln County. All Lincoln County Police Chiefs were in attendance and this meeting will take place quarterly.

***Training***

N/A

***Financial***

As of the end of January the department has expended approximately 52% of the 2011 Fiscal Year Budget.

***Five Month Analysis***

I have been with the department for five (5) months now. Below is an update of on-going efforts to improve department operations:

* We have seven (7) full time certified and five (5) part time certified applicants for the full time officer position. The initial interview process will be conducted the month of February.
* I have been researching the options for a replacement police vehicle as part of the budget process.
* Policies are still being updated and assorted department paperwork reviewed.
* Department personnel are in the process of receiving performance evaluations.

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr:** Greg Griffin, Road Commissioner

**Re:** Public Works Monthly Report

**Dt:** February 19, 2012

**Financials:**

Seven months into the fiscal year the department budget is on target.

* Overall percentage as of January 31st is 53.61%, which is lower than the normal average of 63.47%. Our worker’s compensation account is higher due to the quarterly payments, at 77.23%. We will not have another payment until April.
* The part-time help line item is similar to the circumstance above. Most part-time help is hired for the summer months, hence our account is running at 56.88% expended. Providing we have a mild winter, this number will start to fall back in place percentage wise.

**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.

* This month we have had 11 plow-able or sand-able events that the public works crew has responded to on town roads. This year many of the events have consisted of no more than 1” to 3” of snow, but those storms have been 12 to 24 hours in duration. Often when it comes to winter road maintenance it is not about how much inches of snow we get but more about how long it takes to get it, as well as what form of precipitation it falls in. Long duration events require multiple sanding passes during the storm. Although we have had an “easy winter” we have still spent a fair amount of time on winter road maintenance this month.
* We have dismantled the float between the launching ramps and begun to build its replacement at the highway garage. The replacement will be a 16’ X 30’ pressure treated float that should not need replacement for many years to come. We are building it in two sections at the shop and will complete the assembly at the waterfront before installing it.
* We have also started our yearly roadside trimming projects; Gibbs road, Fowle Hill Rd, and several others.
* We are also working on some small lighting and energy efficiency upgrades to the town garage that will help lower the cost of electricity for the Public Works Department. We will be receiving $1100.00 dollars in rebates from Efficiency Maine to help with project costs.

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr:**  Todd Souza, Recreation Director

**Re:** Recreation Monthly Report

**Dt:** February 19, 2012

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 of programming and quality facilities. This report is created to highlight these efforts during the past month.

**WCC Offers Free Trial Memberships**

The WCC opened its doors to the Mid-Coast! During the month of January the center offered two-week trial memberships and two free fitness classes for folks to come and see all that the center has to offer. In preparation of this membership drive the center and its staff spent hours reviewing programs and policies, training staff to improve customer service and critiquing the overall appearance and cleanliness of the building in an effort to attract new members and remind past ones just what they have been missing. Over the course of the month staff registered 292 trial memberships, equaling 691 household members from Portland to right here in Wiscasset. During the planning stages of this drive, department staff analyzed present membership demographics to target a promotional mailing area to ensure the best value for our advertisement dollar. After reviewing the data, we decided to target the communities of Wiscasset, Westport Island, Dresden, Edgecomb, Woolwich and Alna, all recording the greatest amount of existing members. Because of their distance to the center, cooperative agreements with other local departments and affiliation with the school system, we thought these communities would bring the best results. Presently, our staff is analyzing the data collected for each registration and reviewing who has purchased a membership to extend their time with us. We will continue to review this data over the next few weeks to calculate the success of our trial period, both in new memberships sold and overall participation in our programs.

**Research for Energy Reduction Opportunities**

In a continuing effort to analyze energy reduction opportunities for the Community Center, Facility Manager Bob MacDonald, Aquatics Director Lori LaPointe and I visited the Bath YMCA to examine their pool cover and lighting project. Both items have shown an immediate savings and reduced their overall energy footprint. The entire YMCA is 54,000 square feet, including aquatics facility and two-story gymnasium. Their oil consumption has averaged 50,000 gallons a year. With the addition of a semi-automatic pool cover they have reduced their oil consumption by 12,000 gallons over the past year, translated in today’s market to a cost savings of roughly $36,000.00 dollars. Considering that the projects overall cost was estimated at $30,000.00, the payback was instant and savings going forward obvious. Their recently completed lighting project, which included replacing metal halide bulb fixtures in the aquatics area and gymnasium with T-5 fixtures, has shown over $1,000.00 in savings in the first month. The gymnasium fixtures also had motion detectors installed to reduce consumption even further; these detectors were a 100% refundable item from Energy Maine. The lights installed over the pool were wired with multiple switches to create lighting choices (recreation and competitive levels) to aid in energy reduction. Even with the reduction of lighting, the new fixtures still created a higher lumens output to further increase the overall value of the project.

**Improving the lines of communications**

We are always looking for ways to improve the lines of communications to provide members with the best possible service and quality equipment to meet their goals of improving health and wellness. Greater communication leads to membership needs being heard both by the staff and local officials. It also leads to improving services by providing members what they want, rather than what you think they need. This month we decided to start right at home with our own staff and community boards. During the past couple of months we have led department tours for the Budget Committee and the Board of Selectmen to help bring a greater understanding of the services we provide to the residents of this community, as well as the challenges we face in providing those services. These tours not only provided each board with a greater understanding of our operation, it also provided our staff a greater understanding of what each group has for challenges and goals they have for our community. I believe this opportunity to share thoughts, ask questions and compare perspectives will benefit us during the upcoming budget season to work toward creating a community that we all can be proud of.

Once again thank you to our staff, volunteers, community organizations and local businesses for their support and dedication over the past month. This is what community is all about.

 **Our Community Center is open seven days a week**

 Monday – Thursday: 5:00am – 9:00pm

 Friday: 5:00am – 8:00pm

 Saturday: 8:00am – 4:00pm

 Sunday: 1:00pm – 5:00pm

Please feel free to contact the department at 882-8230

with any questions or to share program ideas.

**www.wiscassetrec.com**

**MEMORANDUM**

**To:**      Laurie Smith, Town Manager
**Fr**:      Ron Lear, Transfer Station Superintendent
**Re:**     Transfer Station Monthly Report
**Dt:**      February 19, 2012

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

|  |  |  |
| --- | --- | --- |
| **Type of Material** | **Tons** | **Cost/Ton** |
| Municipal Solid Waste (Trash) |  111.79 | -$54 |  |
| Demo  |  22.13 | -$80 |  |
| Single Stream  |   21.82 | -$5 |  |
| Metal  |    | +$210 |  |
| E-Waste  |  .72 | -$2 /Lbs |  |
| Brush/Lumber  |   15 | -$35 |  |
| Hard Cover Books |    0 | +$60 |  |
| Mixed Copper/Alum/LeadShingles SheetrockCardboard  |     0 0 0 21.51 | +$600-$48-$48+$125 |  |

We also recycled 11 bales of cardboard and 45 lbs. of rechargeable batteries.

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

|  |  |  |
| --- | --- | --- |
| **Types** | **Tons** | **Revenues:** |
| User Fees/Commercial |  | $2893.20 |
| MRC  |  |  0 |
| Metal (Lite iron, batteries ,mixed copper)Cardboard |   |  0 0 |
|  |  |  |

**Operations:**

We shipped 35 bales of cardboard on the 20th. I’ve been getting all the yearend tonnages together to do the annual Department of Environmental Protection report. You can read some of them on the next page.

**Facilities:**

The Budget Committee came for a tour on the 5th. We hooked up the suction lines on our new waste oil tank on the 13th.

**Training:**

Training this month included “Machine Guarding of Rotating Shafts”, “Complacency”, and “Portable Heater safety”.

Here is a partial list of material moved through the station in 2010 and 2011:

|  |  |  |
| --- | --- | --- |
|  |  **2010**  **Tons** |  **2011**  **Tons** |
|  **MSW** | 1996.61 | 1965 |
|  **Demo** |  368.89 |  324.86 |
|  **Single Stream** |  250.14 |  255.96 |
| **Books** |  8.06 |  23.74 |
| **Cardboard** |  80.69 |  64.94 |
| **Shingles** |  118.15 |  159.1 |
| **Sheetrock** |  65.14 |  41.05 |
| **Lumber** |  210 |  130 |
| **Brush** |  105 |  90 |
| **Metal** |  185.62 |  158.65 |
| **Tires** |  45.56 |  38 |
| **E-Waste** |  21.26 |  25.97 |
| **Mercury Lamps** |  9,160 Ft | 11,520 Ft |
| **CFL’s** |  330 items |  500 items |
| **Rechargeable Battery’s** |  163 lbs. |  191 lbs. |
| **Leaves** |  840 yds. |  810 yds. |

**Financials:**

The current budget is 52.25% expended, and revenues are 65.6% collected.

**MEMORANDUM**

**To:** Laurie Smith, Town Manager

**Fr:**  James George, Town Treasurer

**Re:** Treasurer Monthly Report

**Dt:** February 19, 2012

We are about 58% of the way through the fiscal year. Our expense percentage is at 60%, due mainly to the large number of past due notices, lien notices and liens being recorded. Eventually the money for these costs is recovered when the taxes are paid. However, the amounts are treated as revenue and do not affect our budget.

You will note that the retirement costs are trending lower. Last month they were at 49.8% when we were 50% through the fiscal year. This is a trend that will continue throughout the year. MainePERS pension expenses are less than the previous pension and we will see those savings increase as the year progresses.

We began contributions to the Maine Public Employees Retirement System on January 1 for those employees who chose to join. On January 27, over 1 million dollars in pension balances was transferred from the previous pension plan to MainePERS for employees who wanted their accumulated balances used to buy back time that they had worked for the Town. The Pension benefit is based on a combination of salary and years of service. MainePERS was able to put a dollar value on the past years of service and employees were able to use their pension balance as a funding source. The Town’s share of the pension expense is about 40% less than the previous money purchase pension plan being used. It also will provide a better pension benefit for our employees in their retirement years.

Our postage line was cut before the start of the fiscal year. Unfortunately, the postage rate just went up again and this line will continue to grow. We still need to send out the notices for the taxes due in April, and 30 day lien notices will be going out in June.

The Town Clerk is preparing for an election February 14. Our representative to the Legislature (David Trahan) resigned and we need to elect a new representative to represent us in Augusta. Absentee ballots are now available.

As you review the expense reports, please contact Jim or Becky at 882-8200 if you have any questions.

**MEMORANDUM**

**To:**  Laurie Smith, Town Manager

**Fr:** William Rines, Sewer Superintendent

**Re**: Waste Water Treatment Plant Monthly Report

**Dt:** February 19, 2012

For the month of January our average flows were 247,000 gallons per day, putting us at 40% of our licensed flow. We recorded 2.4 inches of rain (melted snow) for the month. Our licensed flow is 620,000 gallons per day.

**Operations:**

Routine maintenance was performed, and clean-up done after a few small snow storms. We are doing some much needed cleaning and rearranging to store our new generators which are due to arrive at the beginning of February. Budget work and safety regulations are also an ongoing process. Hopefully soon we will be able to start getting some much needed line cleaning done once the weather starts warming.

**Training:**

Eye protection, wearing proper clothing for conditions and hand protection were our topics.

**Financials:**

We received $23,333.36 in user fees for the month. The current budget is at 52.4% expended at 57.7% through the fiscal year. The current revenues are at 64% collected.