



Town of Wiscasset

Manager Report

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Monthly Report
Dt: January 12, 2012

Ribbon Cuttings in December

The Wiscasset Board of Selectmen held three ribbon cutting events during the month of December. These included the opening of the new Commercial Pier, the reopening of *Huber's Market*, and the opening of the new *Possibilities Salon* – owned by Desiree Bailey.

The first event was the reopening of the pier on December 13th. The Board was delighted to announce the reopening of the pier ahead of schedule and on budget with the assistance of fishermen Rex Collamore and Greg Hammond.

That same day the Selectmen assisted Huber's market with their opening. It was a huge setback for the community when a fire destroyed much of *Huber's* store last December. Thankfully, Kyle Yacoben and his family have been able to rebuild and remain here in Wiscasset. For the many dedicated customers missing Huber's delectable sandwiches and pizza they can now enjoy the tasty treats in a new space.

The following week the Town welcomed a new business to *Wiscasset Possibilities Salon*. Desiree Bailey brings to her new salon experience and training from New York City, Boston, and Portland to share with her clients. It is a wonderful opportunity to have local residents pursue business opportunities here at home! Small businesses like Possibilities Salon are what make our community unique and our local economy strong. We are so thankful for someone with Desiree's talent to want to grow her business here.

The ribbon cutting events were an opportunity to bring focus on the good work in our community and highlight the businesses bringing investment to Wiscasset. I hope everyone will take an opportunity to visit Huber's and Possibilities Salon and congratulate them on their success.

Chamber Strategic Planning Session

The Wiscasset Area Chamber of Commerce held a day-long strategic planning session on December 1st. The Town Planner, Misty Gorski, and I were invited to attend and participate as the Executive Board discussed their future plans for the coming year. As I sat there I couldn't believe that it was less than a year ago when Mary Ellen Barnes and I invited businesses to



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monthly breakfast meetings that eventually lead to a formal organization. Some people might wonder why with less than a year under their belt it was necessary to have a strategic planning session. Doesn't that seem a bit overboard for such a young organization? As Yogi Bera said, *"If you don't know where you are going, you will wind up somewhere else."* The Board has a clear vision for the community and the local economy. It was amazing to sit with the group of local community leaders as they listed their strengths, successes and goals for the next 12 months. The Chamber and its members are a clear asset to the region. The Planner and I intend to continue partnering with them to improve the quality of life for the Town, increase local commercial activity, and access federal and state resources.

Ambulance Meeting

The Ambulance Service is a town department just like Public Works, Police or Fire. The main difference between the ambulance and those other departments is that they generate most of the revenue needed to operate their service. This has led to the question whether the Ambulance department should become a private non-profit and no longer be part of the Town. The biggest advantage that most people see to this would be that the Town would no longer support the service with tax dollars. This question prompted a discussion between the ambulance service and me on December 13th.

Roland Abbott, the Director of the Ambulance Service, and I reviewed the finances of the department. The annual expenses are approximately \$280,000, annual revenues are about \$220,000, leaving a \$60,000 gap. The service undertakes about 700 calls each year with an average revenue of \$500 per call. It would require an additional 100 calls per year to get close to closing the gap. The issue is that adding 100 calls per year would require that the department be absent from the Town answering calls in surrounding communities and more often a back-up service. The resident's expectations regarding the number of hours each day the department is available to answer calls in Town is part of the equation. Other opportunities for revenue would include transports to hospitals, however the same issue would exist. Until the ambulance can generate additional revenue it doesn't make any sense to consider privatization. One positive is that due to outreach from Roland and I the towns of Westport, Alna, and Edgcomb have each agreed to contribute \$3,000 towards operations. The Ambulance Service and I will continue to discuss options and seek ways to provide the best service while increasing revenues.

General Assistance

Lisa Garman, my Administrative Assistant, is also the General Assistance Administrator for the Town of Wiscasset. Lisa administers a State authorized program that is the "safety net" for people at the local level. Its focus is to help people before they fall through the cracks of the regular assistance programs administered through the State of Maine, i.e. section 8 housing, food stamps, temporary assistance for needy families, etc. The system is administered through a formula that determines the number of people in a household which results in a generated monthly expense from which we deduct any available revenue. The expenses are not based on actual numbers but "maximums" generated annually by the State. In Lincoln County the amount



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of money on which a family of four is expected to live is \$1,101 per month or \$13,212 per year. This amount assumes that 4 people will need \$668 for food each month (\$155 per week) and a two bedroom unheated unit for \$619 per month. I am of course simplifying the program for the purposes of this article. There are other contributing factors; however one can quickly see that the program is expected to assist those at the very bottom of the income ladder. If you are able to generate more than \$1,101 per month in income then you would be determined to be “ineligible” for assistance.

This fall Lisa began seeing an increase in the number of people seeking assistance very early. We have compared this fall season with last and can see a doubling of the number of people seeking assistance. The explanation is variable; from loss of State funding to increasing need (homelessness, unemployment, and higher public demands). However, the number of people who are actually “eligible” and assisted has only increased by about 30%, again due to the severity of the poverty to be determined “eligible”.

	2010				2011			
	Applications Processed	Cases Approved	# of People Assisted	\$ of Assistance	Applications Processed	Cases Approved	# of People Assisted	\$ of Assistance
September	6	3	4	\$204.55	3	2	3	\$30.06
October	2	1	3	\$83.69	9	2	3	\$267.93
November	4	3	9	\$675.40	14	4	8	\$842.68
December	11	3	8	\$649.03	23	6	17	\$2,377.60
Total	23	10	24	\$1,612.67	49	14	31	\$3,518.27

What is also interesting is the amount of assistance granted has increased by almost 120%. The chart below shows that dollars per case and per person have increased in the 56% to 68% range. The need for each person in this range has increased dramatically. The majority of requests have been for heat and rent (the basics of assistance). The issue is that federal and state cutbacks are requiring more assistance at the local level. Things do not look better for the coming year, the Governor’s supplemental budget seeks to reduce funding further for local General Assistance programs which translates into increased municipal spending to deliver the same assistance or a reduction in the those “eligible”.

Fall 2010			Fall 2011		
\$ of Assistance	\$ per case	\$ per person	\$ of Assistance	\$ per case	\$ per person
\$1,612.67	\$161.27	\$67.19	\$3,518.27	\$251.31	\$113.49

It is clear that a new community support be explored and implemented to help those in need as well as meet the increasing burden on our taxpayers. With local volunteerism and funding an



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ever-present challenge, this need is becoming critical. Lisa will be attending a workshop in Boothbay Harbor to explore the possibilities of an outreach effort for our area.

Recreation Center Goals:

One of the goals of FY 12 budget was to increase the financial independence of the Parks and Recreation department. The first step in the process has been to understand the breakdown of the expenses. The Parks and Recreation department budget is comprised of several different function areas. These include the parks division (maintenance of parks, ball fields and public areas), the recreation division (youth and adult programs that take place in the community center and other locations), the Community Center (the building and associated member services), the Seniors (support services to the senior center) and community events (quality of life programs for the residents and visitors). Todd Souza, our Parks and Recreation Director, has spent time analyzing each of the functions and breaking the budget into these divisions. We have also been reviewing revenues, attempting to match revenues to the expense areas. As part of this analysis it was important to understand the membership revenue at the Community Center.

Next we need to maximize revenues and limit expenses. In order to maximize any investments in the Community Center, Todd performed a survey to understand what members valued most. This led to the two new treadmills, more free weights and a rowing machine. We also began the process of preparing for a membership drive. During the month of January the Community Center will offer two free weeks to all surrounding communities and residents. The plan will be to retain some of the trial members; however we will also be gathering information to better understand why people join our center versus a Y or private gym.

Audit

The audit for FY 11 was presented at the first Selectmen's meeting in December. The Town approved \$10,196,717 in appropriations for schools, county, and town functions. These amounts included the annual town meeting and budget as well as special elections. The budget was built upon the use of approximately \$750,000 in fund balance. \$500,000 was approved as part of the regular budget process, \$219,000 was approved from a Town school balance against the current school expenses and another \$29,000 was approved as part of the acceptance of the planning budget. The outstanding receivables were decreased dramatically when the Town foreclosed on the outstanding mortgage with Ferry Road Development in December of 2010.

Tidal Power Update

The project team has been gathering data to determine what the current velocities are over a full lunar cycle. This data can then be evaluated to determine what the power potential would be for the site we chose to focus on just north of the Westport Bridge.

On November 29th the Woods Hole team returned to Maine to retrieve the Acoustic



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Doppler Current Profiler (ADCP) which has been sitting on the bottom recording current velocities throughout the water column above it. This piece of equipment had been on the bottom of the Back River just north of the Westport Bridge for a month. Its job was to record current velocities during that time so the power potential of the location could be calculated. The data is now being analyzed by Jim Churchill from Woods Hole Oceanographic. The next step will be to incorporate the data into a report that Peter Arnold, our coordinator, will provide to Wiscasset and can also be used by tidal turbine manufactures to determine whether their equipment would be effective at this site. The Ocean Renewable Power Corporation, a Maine based company, is looking forward to seeing the data to determine how their turbine would work at this site. The data will also be provided to other manufactures to learn how they think their equipment would work at this site. This analysis, reporting and work will take place over the winter.

Route One Meeting with DOT and Edgecomb

The Boards of Selectmen from Wiscasset and Edgecomb had their second meeting regarding Route One traffic on December 12th. The purpose of the meeting was:

- 1) As two Boards, jointly adopt the proposed Vision, Goals and performance measures.
- 2) Define short-term strategies to pursue.
- 3) Identify mid and longer-range strategies.
- 4) Develop processes for MaineDOT and the towns to have ongoing dialogue about Route 1 traffic issues.

A primary reason for this Joint workshop was to re-establish strong working relationships between the two communities and between the communities and MaineDOT.

The Edgecomb representatives agreed that the Wiscasset representatives should take the lead in evaluating strategies which required modifications within Wiscasset. The question was posed: We have \$100,000 to spend for traffic improvements in 2012. What is the biggest bang for our buck?

The Wiscasset Selectmen and staff have met to review the strategies and (using the numbers on the preliminary evaluation spreadsheet) voted to further pursue the following strategies:

- #4 (relocate Post Office).
- #7 (off-street parking).
- #9 (install webcams, traffic counters).
- #10 (sensor-based traffic information).
- #11 (variable message signs on I-295).
- #13 (install alternate route “fixed” signs on I-95 and I-295).
- #24 (address access management).
- #27 (Develop Railroad Avenue Plan).



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- # 31 (Provide actual travel times via signs and electronic devices).
- While not on Wiscasset's official list, there was some support for strategy #35 (install centerline pedestrian barrier in summer) as a means to deter pedestrian jaywalking and cars crossing the centerline.
- Wiscasset representatives also voted to remove from consideration #25 (Buy/relocate Reds Eats). However, there is a willingness to pursue the pedestrian issues in that area.

The Selectmen voiced disappointment that on MaineDOT's "Consolidated List" ITS/Traveler Information Systems elements was placed as a Long-Term range. Several people expressed the contrary belief that better use of technology is achievable now. Gerry Audibert from MaineDOT noted that a Maine ITS system should be and will be a "coordinated statewide plan." That takes time. Despite the need for a state-wide plan, the group continued to advocate for short-term use of those technologies that already exist. DOT will review the information and feedback and return to the two communities with a list of next steps.



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Airport Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ervin Deck, Airport Manager
Re: Airport Monthly Report
Dt: January 12, 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 now running close to seasonal lows. Warm weather has resulted in some increased flying as compared to the same period last year, but for the most part, it's quiet.
- The Airport Committee met on December 7, and among other things, voted 5-0 in favor of recommending that we proceed without an FBO.

Finances

- **Budget.** We're through 6 of 12 months (50%) of the fiscal year.
- Expenses are at 53%.
- Revenue is at 35%. Hangar land leases were mailed and about ½ of payments have been received to date.
- Ocean Point Aviation has tentatively agreed to continue providing aircraft rental and flight training and will lease office space on the second floor of the Airport Admin Building. Terms are being negotiated.
- David Warmack, our aircraft mechanic, has agreed in principle to lease the maintenance building. Terms are being negotiated.

Maintenance, Repairs, and Capital Improvements

- Work on the Airport Master Plan continues. The consultant is working on the alternatives chapter and should have a draft ready for review later this month, or early February.

The fence and gate project remains nearly complete. The plan to have the gates operational by Christmas did not materialize. There was a faulty circuit board in one of the card readers and we are waiting for delivery. It and the final inspection are slated for early February.



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: January 12, 2012

Introduction/Summary

Assessing:

Due to the fact that I was on a leave of absence and returned to work late in November I am still trying to catch up on all the messages, questions and explanations from this year's tax commitment. I wish to extend a special thank you to all the town office staff for assisting in any way they could during my absence. I am also very thankful to Laurie for contacting Jim Murphy, an area assessor, to come in to answer as many tax issues and questions as possible, which made my return to work a lot smoother. An abatement meeting has been set for January 10, 2012 at 6:00 pm to review any and all abatement requests received to date.

December is typically a very busy month filling out and mailing 801 reimbursement forms to many personal property companies. I believe the deadline for them to file with the State is December 31st. I met with a resident and discussed the benefits of possibly putting abutting properties together for tax purposes.

It was discovered that Norm's Used Car land valuation accidentally got deleted from his tax record. I sent a letter and supplemental tax bills to Norman Sherman for tax years 2010 and 2011. The tax amount of \$3,352.20 for tax year 2010 and \$3,431.47 for tax year 2011 are due within 60 days in order for interest not to accrue. An application for exemption from local taxation was sent to Mobius Inc. for property they purchased at 10 Danforth Street. All airport hangar lease bills were prepared and mailed; all are due within 30 days.

Lincoln County Commissioners held a hearing December 6, 2011 regarding Dorothy Holbrook's appeal from the Board of Assessors denial decision on her abatement request. We were notified at a later date that the Commissioner's ruled in the Town's favor and denied Ms. Holbrook's appeal. (Special thanks to Jim Murphy for representing the Town of Wiscasset in the appeal.)

Sales were entered into the tax system, printed out and readied to be put into the sales book as well as plotted on the sales map. I have a volunteer working occasionally who will be assisting me with that as well as other duties in the assessing office. All sale information was also entered



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Assessor Report

into a database that was sent in to Maine Revenue Services for the Town's ratio study to be completed.

The tax database was completed and sent to the Webmaster and placed on the town's website under the Assessor department.

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

911 Addressing:

As 911 Addressing Officer, I sent letters to 14 residents so that they may collectively arrive at a name for their driveways. According to 911 rules there are seven total driveways to be named. 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.

Training:

I attended a MAAO Board of Directors meeting at MMA in Augusta. Elections were held and I am now the Chairman of the Conference Committee, and with assistance from others, will plan the annual fall MAAO conference to be held at Sebasco Estates in Phippsburg in September.

Finance:

No bank statements were completed this month and will be completed as soon as possible.

Six months into the fiscal year the Assessing budget is approximately 51.06% 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:

- Figured holiday hours due to a member of the police department.
- Posted sick and vacation hours. Figured and submitted to the payroll department the perfect attendance payroll for quarter ending 9/30/11.
- 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.
- Made appointments and notified employees of random drug tests to be performed.
- Filed random drug testing paperwork.
- Notified Fleetscreen of new truck driver information to be included in random drug testing selection process.
- Prepared seniority lists for all three unions to be posted January 1, 2012.



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Assessor Report

- Assisted with MEPERS and ICMA meetings with town employees regarding retirement account options.
- 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 employees in the public works bargaining unit who will receive a raise January 1st. Also calculated new IPP deductions and submitted to payroll department as well as notified MMA.
- Created new employee files.
- Assisted with Interim Town Manager duties while Laurie was on vacation.



Town of Wiscasset

Town Clerk

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Chris Wolfe, Town Clerk
Re: Town Clerk Monthly Report
Dt: January 12, 2012

December was here and gone in the blink of an eye. The sale of hunting and fishing licenses is always a hot item for the Holidays. We processed over 150 transactions this month alone. The sale of all 2012 Inland Fisheries items, including both recreational licenses and boat registrations began on December 1st. Anyone possessing a Maine fishing license is automatically enrolled in the registry for salt water fishing. We must ask each license holder if they fished in any tidal waters in the previous year. If the answer to this question is “yes” then we must also enter the license holder’s telephone number. As in previous years, any hunting license holder must answer whether they will be hunting migratory water fowl in the upcoming year and how many they may have shot of each type of bird in the previous year. This can be difficult for people to answer on behalf of others but is required information we must gather. The over 70 lifetime license can now be purchased anytime in the year that the licensee is turning 70 years old. So even if the birthday does not fall until much later in the year, the license is available for purchase as of January 1st. This over 70 license includes muzzleloading, migratory waterfowl, pheasant, spring and fall turkey and second spring turkey, bear, coyote night hunt and crossbow permits.

LICENSES:

Business license ¹	Dog License ²	Liquor License ³	Special Amusement ⁴
1	176	0	0

¹Preston Dunning opened a business called Midcoast Field Services which provides notary public services.

²A reminder postcard was sent to all dog owners who had not yet licensed their dogs for 2012. This motivated owners to license 172 dogs at our window with only 4 people taking advantage of the online licensing service provided at the Maine.gov website. Online licensing is quick and easy with your tag arriving by mail at the end of the month.

FINANCIALS:

	Auto Excise ¹	Boat Excise ²	Agent Fees ³	Vital Fees ⁴
Monthly Revenues	\$32,031	\$43.5	\$1,596	\$259
Year to date	\$236,283	\$1,249.3	\$7,779	\$2,180



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Town Clerk

Met revenue	52.5%	41.6%	49.8%	87.2%
by:				

A new motor vehicle law taking effect this year will require all motorcycles to have a mandatory March expiration. It will take a full year to completely implement this change to all motorcycles now in our system and registration rates will be prorated accordingly. The new motorcycle inspection requirements will result in the inspection sticker being displayed on the license plate. To make room for the inspection sticker, BMV is combining the month and year sticker to a single sticker with a March expiration month. Only motorcycles subject to inspection are affected.

VITALS:

Birth	Marriage	Death
1	2	2

December 13th was the Municipal Election to vote on enactment of a Town Fireworks Ordinance and whether the Town should be allowed to join Maine Public Employees Retirement System. Both questions passed in the affirmative with a discouraging low turnout of 124 voters, 19 of which were cast by absentee ballot. This represents only .04% of the registered Wiscasset voters. We continue to fight the battle of voter apathy and only wish more voters turned out on off-year elections.

I was very busy this month certifying several petitions currently in circulation. The deadline for petitions to establish the Americans Elect political party was in early December. We have also certified numerous petitions to allow marriage licenses for same sex couples. Also being circulated is a petition to increase investment in renewable energy and energy efficiency. It is important to remember that if you are signing a petition you **MUST** be a registered voter and list the correct Municipality in which you are currently registered. If you sign incorrectly, your signature **DOES NOT** count. You also can not sign for another person even if you believe that person would want their name on the petition. Every signature is matched against the signature on the voter registration card. If the signature does not match it **DOES NOT** count. Petitioning is a statutory right we have and registrars do all that we can to protect the integrity of that process.



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: January 12, 2012

Code Enforcement:

This month I issued 6 permits for \$1098.00 in fees and an added \$222,600.00 in property values. I have continued to work with our new Planner, Misty Gorski, and the ORC I believe that input from Codes Enforcement and Plumbing Inspector adds a great deal of depth to their planning process. I'd like to remind residents that I'm here to assist you with the permitting process and answer any questions you may have on the building codes and ordinances.

Plumbing Inspector:

During the month of September I issued 2 plumbing permits for \$325.00 in fees; with \$232.50 to the Town, \$77.50 to the State and \$15.00 to the DEP.

Signs:

I have issued 2 sign permits, for 3 signs. We have removed Business Directional Signs of the places that are no longer in business or were in poor condition from the Downtown Business District.

Town Properties:

I have received several calls on the Koehling Property, but nothing solid yet. Cleanup of the Hart property continues. Now that the ground is frozen it makes the cleanup of the rear of the property easier. The town will be looking at other Tax Acquired Property to dispose of.

Safety Program:

We held our monthly safety meeting on December 7, with the following departments present; Public Works, Transfer, Parks and Rec., Police, Waste Treatment, Administration and Codes. We reviewed the site visit by John Waterbury from MMA Risk Management, our insurance carrier. He did a Risk Hazard Audit of the following departments, Public Works, Transfer, Sewer, Police, EMS and Fire. I'm pleased to say that the audit found great improvements in the condition of all departments. December Safety Shorts were handed out to each department. This month included, "Getting Ready for Winter Work", "Is There Ever An Excuse Not To Work Safely?", "Complacency In The Work Place", and "Who is Responsible For Safety?" We also discussed if we were ready for an Audit by Maine Labor. I will get input from John Waterbury



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Code Enforcement Officer

from MMA on this and also information on our injury and loss rate. It was decided that each department would get information on needed equipment that would qualify for a MMA Safety Enhancement Grant. Our next meeting will be on January 4, 2012.

Health Officer:

Though this office I have access to a wealth of information. The Center for Disease Control covers a wide range of resources, from starting a business and the various departments that you would need to contact for licensing information to landlord tenant issues. Reporting of both child and adult abuse, Dangerous Building, unclean premises, junkyards and malfunctioning septic systems name a few more. This office is another place to turn to for information, so please don't hesitate to ask.

BUILDING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
12-5-11	Dalton	215 Indian Rd.	House	\$382
12-7-11	Habitat for Humanity	7 Danforth St	Remodel	\$187
12-7-11	Gagnon	153 Bradford Rd	Addition	\$ 232
12-7-11	Benner	326 Bath rd.	Remodel	\$247
12-12-11	Rynel	11 Twin River Drive	Shed	\$ 25.
12-21-11	Gray	100 Indian Rd.	Shed	\$ 25

PLUMBING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
12-1-11	Robertson	519 Lowelltown Rd.	Plumbing	\$ 40.
12-5-11	Wallace	402 Old bath rd.	SSWD	\$ 285.

SIGN PERMITS

DATE	NAME	ADDRESS	BUSINESS	FEE
12-20-2011	Central Maine Pain	721 bath rd.	Pain & Headache Center	\$ 80.
12-29-2011	Bailey	147 Gardiner Rd.	Christmas Wreaths	\$ 40.



Town of Wiscasset

EMS / Ambulance Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Roland Abbot, EMS/EMA Director
Re: Monthly Report
Dt: January 12, 2012

For the month of December we had 64 calls for service in our coverage area versus 60 calls in 2010.

Total income received for the month of December was \$36,761.52 compared to \$15,471.61 in 2010.

2010 total as of Dec. 30th: \$90,977.35

2011 total as of Dec. 30th: \$137,758.04

So far this year our total income as of December 30th is up \$46,780.69.

Staffing:

Our staffing remains light during the daytime from 0600 till 1800, but we have added 2 new members to our ranks. Stephen & Katie Higgins moved to town and moved from per diem members to full members of the service. Stephen has been a Paramedic for many years as well as a full-time Firefighter for Scarborough Fire Dept. Katie is a Basic and works at one of the local hospitals.

Operations:

Our 2006 ambulance is no longer under warranty 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 Capital Improvement Plan to remount this truck to reduce or eliminate repairs.



Town of Wiscasset

Fire Department

MEMORANDUM

To: Laurie Smith, Town Manager
From: Rob Bickford, Fire Chief
Re: Monthly Report
Date: January 12, 2012

Operations:

The Fire Department responded to 15 calls for service during the month of December. This is down from the same time last year, at 21 calls for service.

The calls for December break down as follows:

7 motor vehicle accidents, 2 structure fire responses, 2 service calls, 2 fire alarms, 1 smoke investigation and 1 propane call.

Of the 15 calls, 10 were in Wiscasset. We responded to provide mutual aid 4 times to Edgcomb and once to Alna.

One call of note was on December 30 when a family on the West Alna Rd. lost their home to fire. The Fire Department performed exceptionally well and, with the help of mutual aid, had the fire knocked down quickly. Unfortunately, the fire had too much of a head start and did a substantial amount of damage to the living quarters of the residence.

Training:

Training for the month was pretty light and consisted of burning a couple of very large brush piles and station maintenance.

Financials:

With the fiscal year approximately 50% complete, the department's budget is 80% expended which is up 8% from last month. A large part of our budget is payroll which is paid out at the beginning of the fiscal year. This month, we had our tanker serviced and a leak repaired on the tank. We also sent our 1993 Pierce engine out to have the pump serviced and have its annual pump test. We are proud to report that it passed its pump test with flying colors.

Staffing:

The department continues to maintain a full 45-member roster with 4 prospective new members on the waiting list. At this month's business meeting, the membership passed an addition to the department's by-laws creating a "Lifetime Membership" roster. This should open up some positions on the regular roster to those on the waiting list.



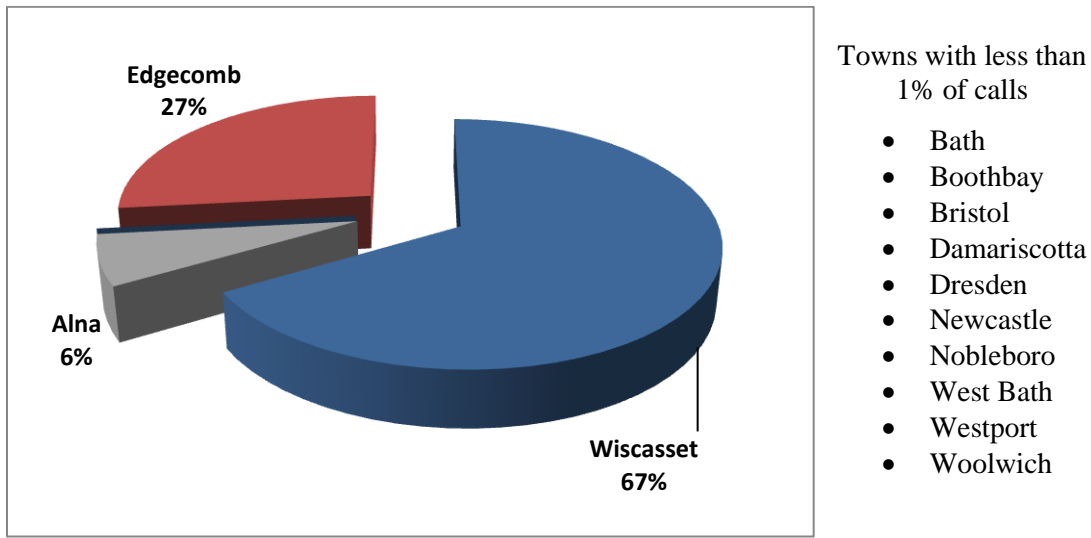
Town of Wiscasset

Fire Department

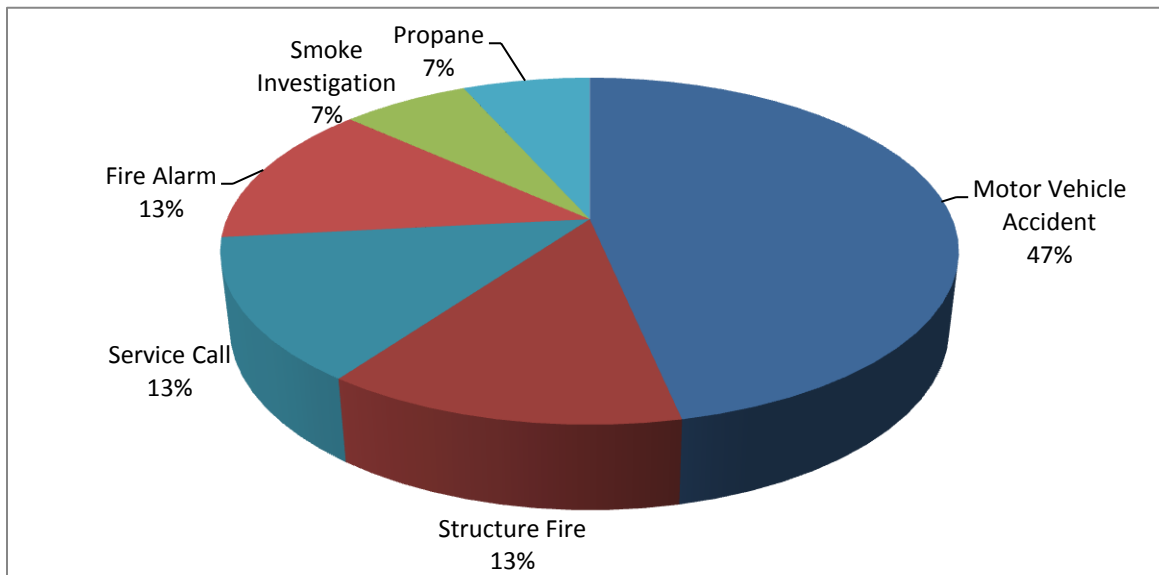
Upcoming Events:

The department continues to stress to homeowners to have their heating appliances cleaned and serviced as the heating season approaches. When heating appliances do not burn cleanly and efficiently, they can produce carbon monoxide which is an odorless, colorless and tasteless gas which is deadly when it builds up in the home.

Towns responded to – December 2011:



Types of calls responded to – December 2011:





Town of Wiscasset

Harbormaster Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Peter Dalton, Harbormaster
Re: Harbormaster Monthly Report
Dt: January 12, 2012

This month ended well with a new pier. I'd like to thank Prock Marine and Derek Prock and all the boys for getting their job done in a very professional and timely manner. We also performed maintenance on the crane through Keven Verney, which involved changing fluids, installing a new handle, painting, and updating the lights. New England Crane services performed an inspection after everything was back in place. Most fishermen seem to be impressed with the new facility. I'd like to thank the public for making this happen.

We pulled the recreational floats now that the fishermen are back on the Commercial Pier. We also pulled the float at the end of the launch ramp and will be rebuilding a new float for this coming boating season.

The ramp bid for Ferry Landing is still up in the air. We hope to have a new ramp before reinstalling the Ferry Landing facility. That float will need major renovations. Greg Griffin and I will probably have to cobble that together for one more season.

I met with the Waterfront Committee and with the Chamber of Commerce in reference to next year's "Alive on the River" and how to make our waterfront more user-friendly for the crowd and next year's vacationers. We are trying to get more vendors on the Main Street Pier and have more activities on the waterfront for people to come and enjoy.



Town of Wiscasset

Planning Report

To: Laurie Smith, Wiscasset Town Manager
Fr: Misty Gorski, Town Planner
Re: Planning Department Report
Dt: January 12, 2012

December not only brought tidings of good cheer and holiday spirit but also a busy month for the Planning Department. The Planning Board was active reviewing two applications this month, and the Ordinance Review Committee continued working on revising our current ordinances. Work continued on many projects reported on in November and will continue over the next few months.

Economic Development:

Ordinance revisions remain a critical first step to improving our economic competitiveness. By improving the flexibility and opportunity with Wiscasset's ordinances while still protecting the health, safety and welfare of the community, as well as our cultural assets, we can provide a stronger climate for development and business opportunities in Wiscasset. A few examples of improvements being worked on are improving the non-conformance ordinance, commercial zoning on route 1, improving the review process for commercial projects, and revising the business per acre requirements, especially in areas with water and sewer.

In December we welcomed Huber's Market back to the Wiscasset Business Community with a ceremonial ribbon cutting. In December of 2010 a fire destroyed most of the building. As a beloved business in the Wiscasset area for several decades it is meaningful to see the strong community support and appreciation for this business as they overcome the challenges of rebuilding the market. December also welcomed the opening of Possibilities Salon on Route 27. The Owner, Desiree Bailey, is a Wiscasset native. With the support of her family she was finally able to achieve her dream of opening a salon in her home town. We welcomed her business with great support and a beautiful ribbon cutting. Wiscasset is home to many small businesses like Possibilities Salon. The presence of small, locally owned businesses speaks greatly to the strong community support for these businesses and the desire for people wanting to foster their dreams here. By continuing support of our local businesses we will continue to foster our own reputation for being a great community to do business in and a great place to live.

Business Resource Guide:

Work continues on the Business Resource Guide. As it nears completion I have been working with Mary Ellen Barnes from the Lincoln County RPC to add additional resources in the guide identifying financial programs available for businesses. This comprehensive list will be a helpful tool for businesses to learn more about available programs.

Ordinance Review Committee:

The Ordinance Review Committee is continuing work on revising the current zoning ordinance as well as implementing the future land use goals outlined in the comprehensive plan. The



Town of Wiscasset

Planning Report

Committee has finished zoning for the Village 1 District which would encompass the downtown area and commercial cluster on Route 27, currently zoned as Business District. The Village I District would extend the business district to include some areas in the downtown not currently zoned for business that either presently have or historically have had businesses located there. An example is the Ledges which is currently zoned as Residential but previously housed commercial uses. To address concerns about preserving the historic character of the downtown, and prevent incompatible uses in the downtown area, the Committee has drafted development standards for the Village I District including requiring buildings preserve the historic integrity of the district and restricting uses that are incompatible with village character. The standards are flexible and provide property owners with options while also providing some security, ensuring the historic character conserved. A public meeting will be scheduled in early February for residents and businesses in the Village I District. The ORC is currently addressing the Village II District, which includes the neighborhoods surrounding the downtown village area, up Route 27 to Coastal Veterinary Care, and southwest, away from the village along Route 1 until the beginning of the Commercial District.

Planning Board:

Monkey C Monkey Do received approval for their year-round ice skating rink. The rink is currently under construction and expected to be open in mid-February. Central Maine Power received a waiver for Site Plan Review from the Planning Board to expand the control house and the Maine Yankee Substation. The waiver was granted because the project was less than 2,000 square feet, and the Planning Board found the 780 square foot expansion would not adversely affect the abutting landowners and the general health, safety, and welfare of the town. The expansion is needed at the substation in order to switch the equipment over from analog to digital. There currently is not enough room in the control house to accomplish this upgrade.



Town of Wiscasset

Police Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Chief Troy Cline
Re: Police Monthly Report
Dt: January 12, 2012

Operations

The Police Department handled approximately 612 calls for service. Examples of some types of calls are listed below:

Alarms	13	Juvenile Problems	7
Animal Complaints	8	Lost or Found Property	2
Assault	2	Medical Assist	5
Assist Citizen	25	Mental Health	2
Assist Other Agencies	7	Missing Persons	2
Burglary	2	Parking Problems	10
Civil Complaints	3	Pedestrian Checks	1
Compliance Checks	3	Police Information	5
Criminal Mischief	2	Property Checks	203
Criminal Trespass	3	Sex Offender Registration	2
Disabled Motor Vehicles	3	Suspicious Activity	15
Disorderly Conduct	7	Suicidal Threats	2
Domestic Disturbance	2	Thefts	8
Drugs	2	Traffic Details	2
Erratic Operation	26	Traffic Hazard	5
Escorts	5	Unwanted Subject	2
Fire Calls	4	Violation of PFA	2
Gun Permits	2	Welfare Checks	7

Motor Vehicle Accidents:

There were nineteen (19) motor vehicle accidents this month, thirteen (13) reportable and six (6) non-reportable.

Traffic Enforcement:

The officers conducted 93 traffic stops resulting in 63 warnings and 30 summonses issued.

Arrests:

There were six (6) arrests made in the month of December, some of which included the following:

Warrant Arrests	Habitual Offender (Felony)
Hindering Apprehension / Prosecution (Felony)	OUI (Felony)
Refusal to Submit to Arrest / Detention	Theft (Shoplifting)



Town of Wiscasset

Police Report

Community Outreach

Chief Cline participated in a safety planning meeting with the Department of Corrections and Probation and Parole regarding the upcoming release of a subject from jail.

Chief Cline participated in the Bath Salts Summit held at Miles Hospital on December 22nd. This was a meeting with area law enforcement department heads and hospital staff on the effects of Bath Salts and strategies to deal with this new drug problem.

Training

All officers in the department attended mandatory training on the METRO computer system and the requirements for security when using it.

Financial

As of the end of December the department has expended approximately 44.8% of the 2011 Fiscal Year Budget.

Four Month Analysis

I have been with the department for four (4) months now. There are still a variety of issues that I feel need to be addressed within the department:

- The department needs a full-time officer. We are currently in the process of hiring one.
- The department needs a receptionist / secretary.
- The department needs a new police vehicle to replace the aging 2006 Ford cruiser (Over 165,000 miles).
- Policies need to continue being updated and assorted, and departmental paperwork reviewed.
- The department is in the process of re-qualifying officers on the use of the patrol rifle which both cruisers are equipped with.
- In the coming months there will be Taser training that non-certified officers will be attending so they may carry this valuable tool.
- Training records are being reviewed and updated where applicable.
- There will be training on the IMC records management system so officers are more familiar with the requirements for data entry.

Officers have done a great job on increasing the traffic enforcement efforts. This makes the roads safer for the motoring public and offenders are held accountable for their actions.



Town of Wiscasset

Public Works Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Greg Griffin, Road Commissioner
Re: Public Works Monthly Report
Dt: January 12, 2012

None Available this month.



Town of Wiscasset

Parks & Rec Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Todd Souza, Recreation Director
Re: Recreation Monthly Report
Dt: January 12, 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 for programming and quality facilities. This report is created to highlight these efforts during the past month.

Saving \$ through Innovation:

- One of our major challenges is the balance between operational costs and member needs. As the building gets older and items are in need of repair we have to sometimes choose between repair costs and purchasing new equipment. Because of this we are always evaluating staffing, energy, and maintenance costs to ensure that we are getting the greatest value from our dollar. We pride ourselves on purchasing from local vendors and using local contractors, but sometimes the savings of shopping on-line, contracting outside the area or a combination shows a savings that we just cannot pass up. This practice is being used in our latest maintenance project. We have just had one of our pool pump motors rebuilt and reassembled with a new energy efficient motor. Stevens Pump and Electric Service in Monmouth allowed us to order the motor ourselves and have it shipped to their location for installation. They installed the new motor, new impeller and all associated parts, they also delivered it back to the WCC. By doing a little homework and consumer shopping this process saved the project over \$500. Presently the pump has been lowered into the pump pit, ready for final assembly. As he did during the first phase of this project, Facilities Manager, Bob MacDonald, has worked hard to coordinate the installation of the variable frequency drive. He is researching two scenarios to ensure the greatest long term savings and chance to reduce any installation costs. Once this phase is complete the new motor (which is 93% efficient compared to 88% efficiency of the old motor) coupled with the variable frequency drive should show substantial reductions in the energy costs associated with the pool. As this pump comes online, our staff will then remove pump #2 to have it rebuilt in the same manner. This has been a very time consuming project, but the savings should be seen for years to come.
- Another challenge for our department is the ability to cost effectively market ourselves throughout the region. While planning for our January trial membership period and researching the best way to get our message out, we came across a new mailing program that the USPS just developed, called (EDDM) Every Door Direct Mail. This new program not only allowed us to increase the size of our advertisement flyer, it also saved us \$376 in postage. EDDM will allow our department to strategically plan marketing



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Parks & Rec Report

campaigns throughout the year and make it affordable to reach potential members that we have not been able to in the past.

- Our department staff has been working hard to evaluate job responsibilities, daily tasks performed and staff schedules in the effort to stream line our department in a way that will reorganize ourselves to utilize the strengths of present staff, identify weaknesses to improve on and ways to insure that staff costs are in-line with revenues. As we strive to increase financial independence we are working to better understand the different functions our department performs and the relationship to revenue it produces or the community support it provides. These findings will allow our department to make better fiscal decisions based on what you the community are asking and strive to maximize revenues and limit expenses.

Community Support:

Along with the ongoing analysis of our department, December allowed us to be involved in numerous community events and programs.

- Our own WCC unsinkable held their annual team swim-a-thon and dinner. This year the team raised over \$1,800 to pay for swim meet relays, reduce swimsuit fees, subsidize state meet entries, purchase team awards and update record boards. 43 swimmers combined to swim 2,961 laps, equaling 82.25 miles. 33 swimmers swam 50 laps or more and 8 swimmers swam over 100 laps.
- Our department also held our annual teddy bear sleepover, breakfast with Santa and town tree lighting ceremony.
- This year at the tree lighting, we coordinated the visit of Mr. Claus and his friends Frosty and Rudolph.

All seemed to be a big hit and help to bring the holiday season in on a festive note. We are always looking for ways to improve existing events and create new ones to bring our community together.

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.



Town of Wiscasset

Transfer Station Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ron Lear, Transfer Station Superintendent
Re: Transfer Station Monthly Report
Dt: January 12, 2012

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	190.08	-\$54
Demo	30.64	-\$80
Single Stream	31.53	-\$5
Metal	15.33	+\$210
E-Waste	2.02	-\$2 /Lbs
Brush/Lumber	20	-\$35
Hard Cover Books	7.74	+\$60
Mixed Copper/Alum/Lead	0	+\$600
Shingles	16.84	-\$48
Sheetrock	0	-\$48
Cardboard	0	+\$125

We also recycled 18 bales of cardboard and had the Freon removed from 51 items.

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

Types	Tons	Revenues:
User Fees/Commercial		\$59,88.70
MRC		0
Metal (Lite iron, batteries ,mixed copper)		\$3,194.90
Cardboard		0

Operations:

We finished the year with 1965 tons of MSW to PERC out of the 2000 we guarantee them. I'll be adding all the tonnages for the Station for the last Calendar Year and report on it in January.



Town of Wiscasset

Transfer Station Report

Single stream took another good increase this month as you can see in the Chart it is doing very well compared to last year.

	2010	2011
Oct	19	21.7
Nov	18.1	23.9
Dec	18.1	31.53

Facilities:

We had The Valley Company come do the P.M. services on the Balers.

Training:

We participated in “Getting ready for Winter Work,” “Who is responsible for safety?” and “Is there ever an excuse for not working safely?”

Financials:

The current budget is 45% expended and Revenues are 49% collected.



Town of Wiscasset

Treasurer Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: James George, Town Treasurer
Re: Treasurer Monthly Report
Dt: January 12, 2012

We are now 50% of the way through the fiscal year, with most Departments tracking at or near their budgets for this time of year. Our expenditures are tracking very close to our budget.

Tax Liens:

We have sent out 30-45 day foreclosure notices for unpaid 2009 real estate taxes. The automatic foreclosure date is January 20, 2012. These taxes were originally due in October or 2009 and April of 2010. The property went into lien on July 20 of 2010. By law the Town needs to wait 18 months before the foreclosure matures which brings us to the January 20, 2012 date.

Employee Retirement:

Representatives from MainePERS met with employees in December to explain the benefits of joining and the process of transferring pension balances to MainePERS. A representative from ICMA also provided information on their 401a and 457 pension products for employees who prefer a Defined Contribution Plan.

On December 13, 2011 the Town voted to join the Maine Public Employees Retirement System (MainePERS). This offers to employees a Defined Benefit Pension Plan based on years of service and 3 highest years of salary. It increases substantially the retirement benefits for employees while at the same time lowering the cost to the Town for Pension Benefits. It is truly a win/win situation for the Town and Employees.

Specifically, the new retirement system will decrease our pension costs; from a 6% contribution to a 3.7% contribution by the Town. On January 1, 2012 employees who want to can begin contributing to MainePERS which provides a Defined Benefit Pension Plan based on years of service and ending salary. In addition to providing better pension benefits to the employees, there are substantial savings to the Town because of lower premiums and elimination of service fees our previous pension provider charged.

For calculating tax liabilities in next year's budget, the employer rate for Social Security is 6.2% and the Medicare Rate is 1.45%. The employee rate continues 2% lower at least up through March 31, 2012.



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: January 12, 2012

For the month of December our average flows were 275,000 gallons per day putting us at 44% of our licensed flow. We recorded 3.3 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

Operations:

Getting ready for the cold weather and snow has been the focus this month. The pump stations have small portable (milk house) heaters down inside of them that we turn on this time of year. We are getting the snow blowers and plow ready, trying to seal doors and buildings to conserve on heat loss, and finish storing summer equipment.

Training:

We covered “Getting ready for winter work”, behavioral safety (“Who is responsible for safety?”) and back injury prevention.

Financials:

We received \$33,711.04 in user fees for the month. The current budget is at 47% expended at 50% through the fiscal year. The current revenues are at 58% collected.