



Town of Wiscasset

Manager

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Monthly Report
Dt: March 19, 2012

Budget

The Month of February was spent preparing the FY 2013 budget. Each year I begin the budget process in January by reviewing the current fiscal year budget with each department, discussing any issues, and preparing for the coming year. The departments then begin in earnest to develop their individual budgets in January with a submittal date to the Town Manager in February. I then meet with each department to review each line item, discuss options, and ask further questions. Once all the budget data is in the software program I have a sense for the overall town-wide picture. I then meet with departments again, refine our requests, ask even more questions, and gather more data. The final budget document is a result of at least two and half months of meetings and analysis. As additional information is presented the numbers continue to change until a point is reached where staff can do no more. The final changes to the budget will need to be made at the Selectmen level, where they can provide the feedback of citizens and integrate the needs and wishes of the community.

Shellfish Committee

The Wiscasset Shellfish Committee met with the Department of Marine Resources in January to determine whether additional clam flats could be opened in the Town of Wiscasset. DMR let the Town know that there may be some changes to the monitoring points which would equate to a delay in future openings of the most plentiful flats. To clarify their position, the Shellfish Committee and I sent a letter to DMR in February to clarify their position.

Why do we care so much about the clam flats in Wiscasset? Last year the Shellfish Committee were successful at determining the value of the clam harvesting in Wiscasset. Professor Kevin Athearn of the University of Maine at Machias (2008) estimated the direct value of output from Maine's molluscan shellfish economy at \$29.9 million in 2006. This industry provided an estimated \$21.5 million in direct labor income to harvesters, growers, dealers and their employees. The additional economic activity that is generated by the purchase of intermediate goods and services by the shellfish industry – generated another estimated \$26.1 million in sales revenue to Maine businesses beyond the shellfish sector, and an additional 264 jobs in 2006. The total economic impact of the industry on Maine's economy was estimated at \$56 million (Athearn 2008).

So what is Wiscasset's share of this business? For the first half of the decade, Wiscasset's share of this activity (and contribution to the industry) peaked in 2002 with 50,717 pounds harvested

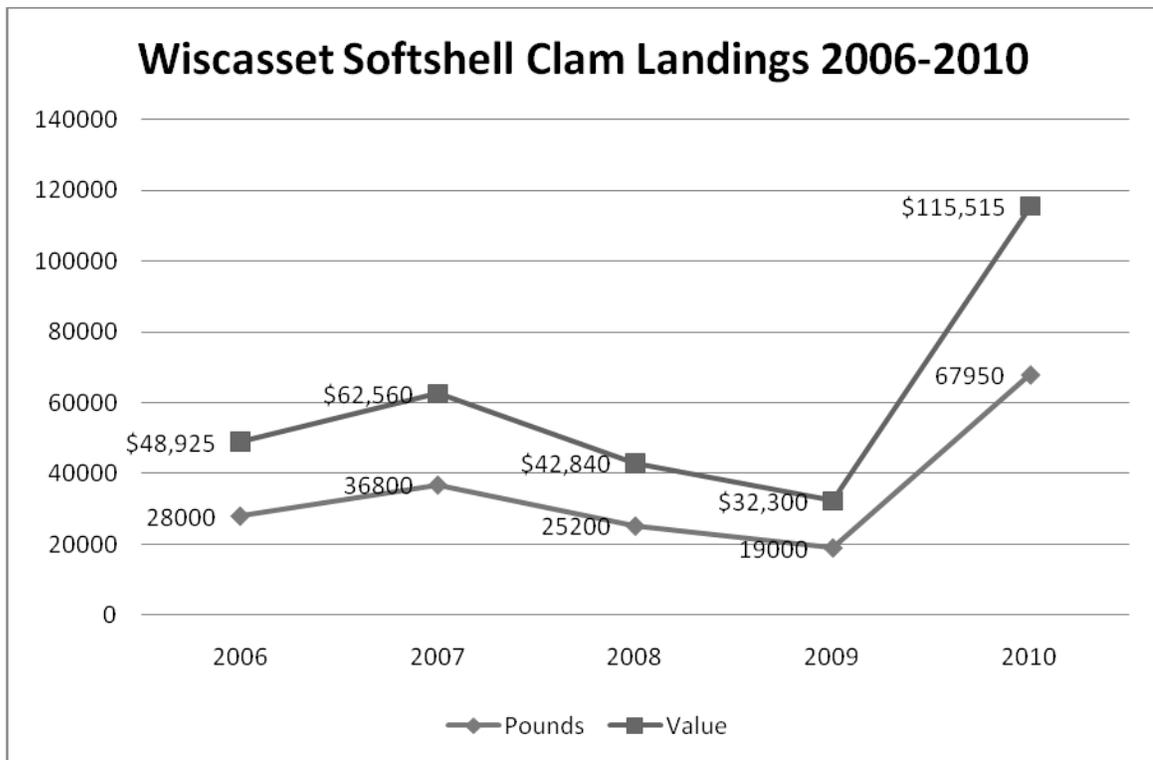


Town of Wiscasset

Manager

for a value of \$63,898 (See Table 2, below). In 2003, landings decreased by nearly half before reaching the \$50,000 level once again in 2006. In research into data that would be most useful for this study, for the period 2006 - 2010, a graph produced for this time period based on the Town's Shellfish Warden annual reports.

Figure 3 below shows a 31% increase from 2006 to 2007, and then a decline from 2007 to 2009. The major increase in 2010 is most likely due to the productivity of a couple of flats – the landings were more than 2 ½ times the 2009 level. 2010 was the greatest harvest and dollar value in the past 20 years.



In Athearn's report he stated: "Given Maine's abundant coastal and marine resources, there is the potential to reverse recent declines and expand this economically and culturally important industry. Better management of shellfish areas, shellfish habitat conservation, improvements in water quality, limiting closures to only the extent necessary to protect public health, expansion of shellfish aquaculture, and marketing and promotion initiatives would enhance the economic value of the shellfish industry for the state of Maine." This applies *specifically* to soft-shell clams in Wiscasset and the rest of Lincoln County.

For these reasons, the Shellfish Committee is doing what it can to grow our economic impact from the current \$115,000 level to become a larger part of our local economy. Wiscasset's economic future is dependent upon the continued growth of our resources and local assets.



Town of Wiscasset

Airport

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ervin Deck, Airport Manager
Re: Airport Monthly Report
Dt: March 17, 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

February 2012 marked the first month in many years that the airport did not have a Fixed Based Operator (FBO). As previously reported and discussed, Ocean Point Aviation terminated its FBO lease with the Town. On February 1st the Town took over limited FBO operations. Services provided include self-service fuel, aircraft parking, and hangar storage.

One of the first challenges in managing the FBO was reorganizing the airport finances because the current 2012 budget would not support added expenses, including the purchase of fuel (in the quantities we'll need to get through the year), nor would the budget support hiring additional staff to oversee daily operations. Discussions with the Town Manager and Board of Selectman resulted in an agreement to augment the airport budget now, with a Town vote in June to formally approve the changes.

The biggest challenge so far is managing the fuel system and purchasing fuel. On February 10th we took our first fuel delivery of 7,000 gallons of aviation gas (AVGAS), at a wholesale cost of approximately \$37,000. In the meantime I've been working with two companies, World Fuels and QT Technologies. World Fuels is our supplier of both AVGAS and Jet fuel and also processes credit card transactions for fuel and other FBO sales. QT supplies credit card/fuel processing equipment and supports Site Minder software, the program that we use to manage sales and fuel supplies. Both companies are working with me to finalize the transfer of the system over from Ocean Point to the Town.

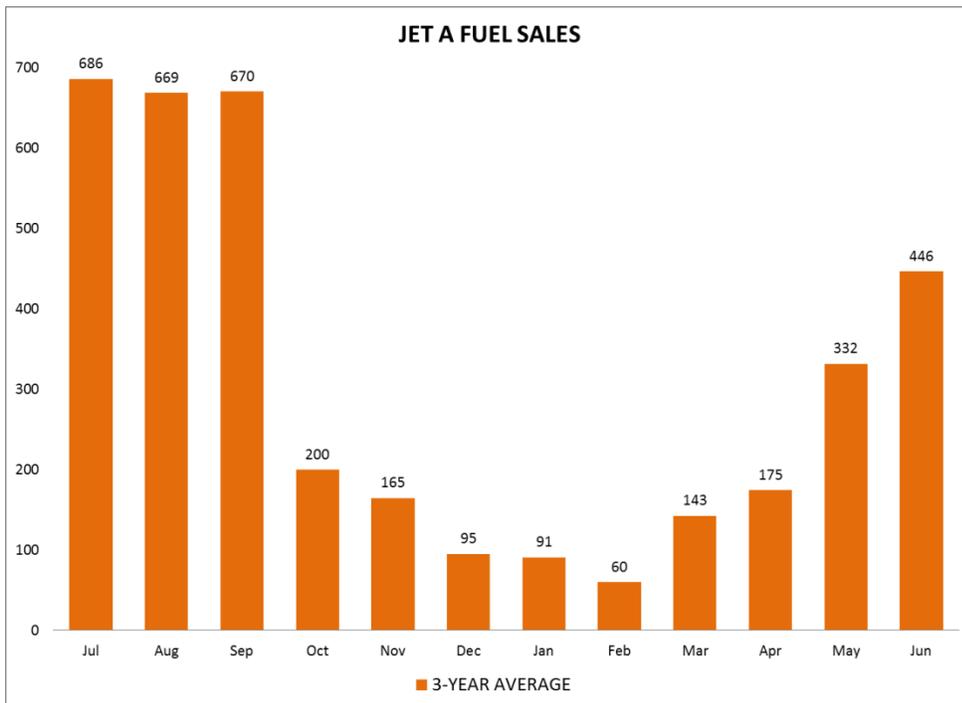
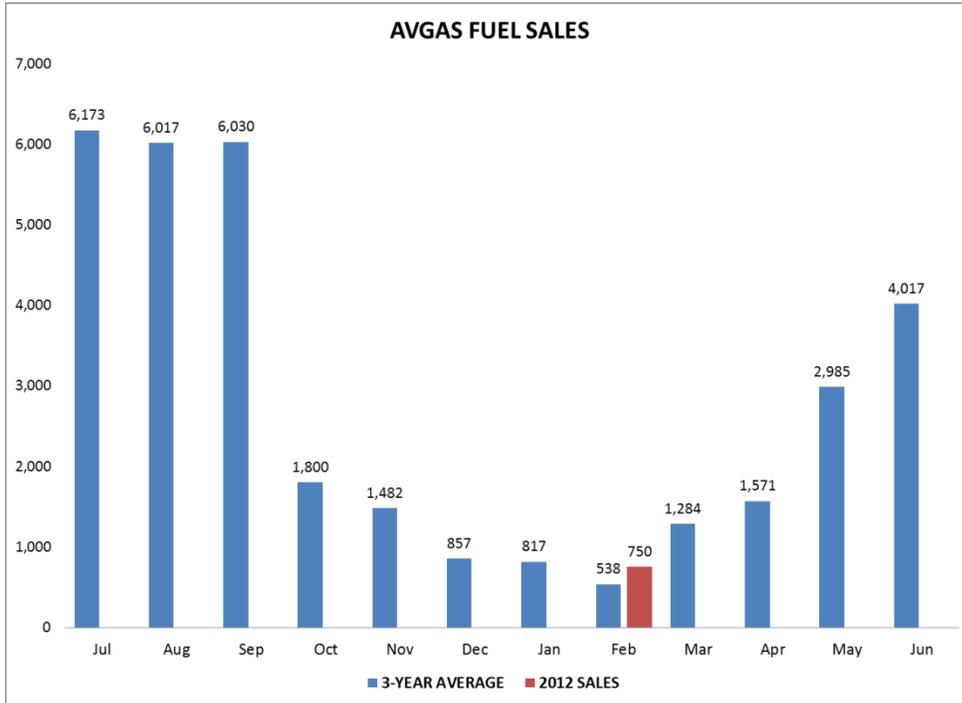
Finances

- **Budget.** We're through 8 of 12 months (68%) of the fiscal year.
 - Expenses are at 67%.
 - Revenue is at 86%.
- **Fuel Sales.** This is a new category in my monthly report, one that I will use to report sales throughout the year. The table on the next page shows our average fuel sales over the past three years and sales for 2012 (February only so far). As noted on the chart, the three year average sales of AVGAS in February are 538 gallons and actual sales in February 2012 was 750 gallons. There were no Jet A sales in February. At this point it's too early to tell if sales increased because of the lower price (\$5.50 gallon compared to \$6.00 the previous month), or if it's because of the seasonably nice weather. Time will tell.



Town of Wiscasset

Airport





Town of Wiscasset

Airport

Maintenance, Repairs, and Capital Improvements

- As noted earlier, we continue to work with World Fuels and QT Technology to transition the fueling system over from Ocean Point Aviation to the Town. Last month a credit application was signed by the Town Manager and submitted to World Fuels. This month we completed our agreement with World Fuels.
- 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 has been delayed pending adjustments to the gate software by the contractor.

Terminal Building Renovations continue. The pellet stove discussed in last month's report was installed in the FBO office. The heat is a welcome relief to what seemed like an endless running of the buildings antiquated oil fired furnace. We started work on a kitchenette in the FBO Conference Room, which should be finished by the middle of March.



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: March 17, 2012

Assessing:

The Assessing Department completed downloading and printing Wiscasset's monthly recorded deeds from the Lincoln County Registry of Deeds website. Work continues on processing the deeds for the April 1, 2012 effective date as well as calculating all sale information received from the State. The sales maps were updated to prepare for a workshop with the Board of Assessors later in the spring. Building permits were reviewed briefly, with a more thorough review most likely in the early part of April. Personal property taxpayer letters will be sent soon, requesting tax declaration lists effective April 1, 2012.

A site visit was held February 1st with Roy Farmer and Rob Patterson on the Brynjolffson property to complete an abatement request that was tabled and presented to the Board on February 21st in amount of \$6,131.21. While working on the abatement it was discovered that an abutting property was not assessed properly for waterfront, and the Board of Assessors voted to send the taxpayer a supplemental tax bill in the amount of \$1,325.63, which will be due in 60 days.

Applications for homestead exemptions are starting to come in from the mailing done last month to those not already receiving the exemption. A letter was also sent to a former resident advising them that their homestead exemption would be removed on their property in Wiscasset as well as supplying them with information to apply in the town they currently live in. An 801 form was completed and mailed to Rynel. A letter and application to continue to receive the Veteran's Exemption was mailed to two widows.

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

It was a quiet month as 911 Addressing Officer. As reported last month, 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.



Town of Wiscasset

Assessor Report

Finance:

As part of the Town's checks and balances in our accounting practices I reconciled the bank statements for the months of December and January. All reconciled statements then become part of the Town's financial record.

Eight months into the fiscal year the Assessing budget is approximately 62.27% 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.

A list of mandated and non-mandated services provided by the Assessing Department was completed and will be included as part of the budget.

Human Resources:

- Posted sick and vacation hours.
- 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.
- 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. No memos were completed this month.
- Created new employee files.
- Mailed all applicants for Treasurer/Tax Collector position copies of the audit in order for them to prepare for interviews. Served as a member of the interview panel for the Treasurer/Tax Collector position.
- Assisted the Town Manager in requesting a background check be completed on the Treasurer applicant, as well as called and spoke to all references.
- Prepared and filed online the OSHA reporting for 2011 for Town garage/highway site. This was the only site included in the survey this year.
- Corrected with MMEHT a termination form for an employee.
- I am happy to report that there were no workers compensation first reports of injury filed this month. Good job to employees who are working safely.



Town of Wiscasset

Town Clerk

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Chris Wolfe, Town Clerk
Re: Town Clerk Monthly Report
Dt: March 17, 2012

ELECTIONS:

368 voters cast their ballots on February 14, 2012 to decide who would fill the District 20 Senate seat vacated by Senator Trahan. Dana Dow received 265 votes and Christopher Johnson received only 120 affirmative votes. While Mr. Dow overwhelming won in our municipality, Christopher Johnson won the seat once all votes had been tallied for the district.

I would like to personally thank the election clerks and wardens who so graciously helped me yet again conduct a flawless election on February 14th. This being a Holiday, I had anticipated difficulty in finding people willing to give up their romantic evenings in order to ensure the election was run with the necessary number of clerks. Without the loyalty of this group, I could not conduct elections that are performed with the utmost safety and integrity. While it may look to the outsider that this is a group of women who sit and read or knit all day while getting paid to do it, these people are a very knowledgeable, hardworking and trustworthy lot. They know what may or may not be allowed in and outside the voting booth. They understand how important it is that the final tallies are 100% accurate and that no voter should ever feel disenfranchised. We had petitioners collecting signatures outside the guardrail and republican poll watchers with us most of the day. The wardens, shouldering responsibility for making sure all laws are followed, are rarely recognized for the magnitude of the importance of their position in the election process. The election lawfully could not go forward without them.

The Republican Party held their biennial caucus on February 4th at the Great Salt Bay School in Damariscotta. As the registrar of voters, I am required to attend the caucus of all qualified parties in order to register new voters or to allow party enrollment for the unenrolled. The Democrats held their caucus later in the month on February 26th at the Wiscasset Middle School.

I received a petition on February 7th requesting the Wiscasset Board of Selectmen initiate the process of withdrawal from RSU #12. In order to be considered sufficient, the petition required the signatures of 10% of the Wiscasset voters who cast ballots in the most recent gubernatorial election. This meant that they needed to collect 167 valid signatures. After completing the certification process, the petition had 184 valid and 26 invalid signatures. Representatives presented the petition to the Board of Selectmen on February 21, 2012. The Board agreed to move forward with the petition and place the article to be voted on the June 12th Annual Town Meeting warrant.



Town of Wiscasset

Town Clerk

LICENSES:

Business license ¹	Dog License ²	Liquor License ³	Special Amusement ⁴
3	38	0	0

¹J&J Auto, a business owned by Gerald Bailey Sr., will operate at 519 Gardiner Road. They will specialize in general auto repair and vehicle inspections.

¹Break of Day Inc. Mental Health Group, a business owned by Kimberly Greenleaf, will operate from a location on 343 Birch Point Road. They will specialize in out-patient therapy and in home case management and skills development.

¹Stephen L Higgins applied for a business license to conduct instruction in public safety called Public Safety Solutions. This business is awaiting final approval from the Code Enforcement Officer. Due to its status as a home occupation, Mr. Higgins must apply for and be granted a home occupancy permit.

FINANCIALS:

	Auto Excise ¹	Boat Excise ²	Agent Fees ³	Vital Fees ⁴
Monthly Revenues	\$29,039.87	\$76.00	\$1,100.25	\$153.4
Year to date	\$29,246.42	\$1496.30	\$10,490.25	\$2566.00
Met revenue by:	66.5%	49.88%	67.25%	102.64%

²I now have 2012 excise tax stickers for documented boats. Any vessel documented with the U.S. Coast Guard, instead of purchasing a Maine boat registration, will need to pay excise tax and receive a set of annual excise tax stickers which must be displayed on the hull. This clearly signifies to Harbor Masters and Coast Guard officials that this vessel has complied with the requirements of the law.

APPOINTMENTS:

The Board of Selectmen appointed Cam Johnson as a Wiscasset Senior Center Trustee on February 7th for a term to expire June 30, 2013. Joan Barnes was appointed as warden for the February 14th Election and Keith Bridgham was appointed as the deputy warden.

VITALS:

Birth ¹	Marriage ²	Death ³
2	1	3

²We will now be charging \$10.00 for marriages ceremonies conducted here in the Clerk's Office.



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: March 17, 2012

Code Enforcement:

This month I issued 2 building permits for \$177.00 in fees and an added \$21,000.00 in property values. I have continued to work with our new Planner, Misty Gorski, and the ORC as we work our way through ordinances and codes. February is normally a very slow month for issuing building permits and this year was no different. I was able to take a week of vacation while things were slow. 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 building codes and ordinances.

Plumbing Inspector:

During the month of February I issued 4 plumbing permits for \$380.00 in fees; with \$285.00 to the Town and \$95.00 to the state.

Signs:

I have issued 2 sign permits; one for a business directional sign, and one to a business.

Town Properties:

Clean-up continues on the Hart Property. The front section is about finished and they have started the cleaning the rear of the property.

Safety Program:

We held our Safety Meeting on February 8, 2012. Present were EMS Roland Abbot, Parks and Rec. Todd Souza, Transfer Ron Lear, Waste Treatment Bill Rines, Admin. Laurie Smith, Police Troy Cline, PW. Greg Griffin and Codes Rick Lang. John Waterbury from the Maine Municipal Risk Management Service, our insurance carrier, spoke to the group about our workers comp rating and our casualty and loss from the years 2007 through 2011. The Town is making progress in reducing the rating numbers. As we reduce this number our workers comp premium will be reduced. EMS Director Roland Abbot will make arrangements for the Town-wide training in Hazmat, Bloodborne Pathogens, Sexual Harassment, Risk Assessment, Respiratory Protection, Lock-out Tag-out Safety, Hearing protection and PPE and Emergency Action Plan. These are mandated training that all Town employees must receive. Our March 7, 2012 meeting will be the cutoff date for any department request for items to be placed on the Maine Municipal Safety Grant. We need to turn it in by May 1, 2012. All departments were asked to check fire extinguishers to make sure that they have had their annual inspection.



Town of Wiscasset

Code Enforcement Officer

Health Officer:

Carbon monoxide, or CO, is a gas that can cause sickness, coma or death when it builds up in enclosed spaces. It cannot be seen, does not smell and cannot be tasted. Warning signs of poisoning include headache, nausea, vomiting, dizziness, drowsiness and confusion, but no fever. Carbon monoxide exposure results in over 100 emergency department visits each year in Maine. Every home in Maine should have a carbon monoxide detector, yet about one half of all Maine homes do not. Portable generators and kerosene heaters are a large cause for carbon monoxide poisoning, please use them properly, generators outdoors only and at least 15 feet away from all openings and kerosene heaters in well ventilated areas. By **State Law** all rental units must have CO Detector, if yours doesn't please contact your landlord to have one installed, or contact this office.

BUILDING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
2-27-12	Willey	1051 Gardiner Rd. # 11	Mobile Home	\$157.
2-28-12	Vye	584 Birch Pt. Rd.	Replacement Deck	\$25.

PLUMBING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
2-3-12	Dalton	215 Indian Rd.	INT	\$110.
2-7-12	Fox	408 Willow Ln.	INT	\$130.
2-27-12	Housing for Humanity	7 Danforth St.	INT	\$ 40.
2-28-12	Willey	1051 Gardiner Rd. #11	INT	\$100.

SIGN PERMITS

DATE	NAME	ADDRESS	BUSINESS	FEE
2-7-12	Sideli	43 Middle St.	Sideli Antiques	\$40.
2-15-12	Sheepscot Harbor Village	Eddy Rd. Edgecomb	Sheepscot Harbor Village	\$40.



Town of Wiscasset

EMS / Ambulance Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Roland Abbot, EMS/EMA Director
Re: Monthly Report
Dt: March 17, 2012

For the month of February we had 67 calls for service in our coverage area versus 46 calls in 2011. Total income received for the month of February was \$16,344.13 compared to \$26,448.83 for the month of February in 2011.

2011 total as of Feb 29th : \$128,535.65

2012 total as of Feb 29th : \$174,807.19

So far this year our total income as of February 29th is up by \$46,271.54.

Staffing:

Our staffing remains light during the daytime from 0600 till 1800. Current members have stepped up to help on the weekends, despite the fact that last month we stopped doing the hourly pay and went back to standby pay. It shows how committed the members are to this service and the people in the area we serve. We ended the additional hourly pay due to the cost, we are not able to afford the additional cost.

The membership has restarted the Wiscasset Ambulance Attendance Association. The membership for this is open to anyone who wants to be involved with and help the Wiscasset Ambulance Service to grow. The Association will be doing fund raisers throughout the year to raise money for such things as training and equipment. This is a way to get people who do not want to be ambulance attendants or work on the ambulance to be involved with the membership. There will be a lot more info to come as the Association becomes more active.

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 Capital Improvement Plan to remount this truck to eliminate it, as we have had so many problems.



Town of Wiscasset

EMS / Ambulance Report

The Town Manager and Ambulance Chief met with Wiscasset Ford to discuss some of the issues we have been having with the ambulance and the amount of repairs for repeat issues that we have. They said they understood our concerns and that they would talk with Ford Motor Co. and get back to us with an answer.

The service has put into the Capital Improvement Plan this year to replace the cardiac monitors on the ambulances. These monitors are a vital piece of equipment that we rely on almost every call. These monitors tell the EMTs if there are any cardiac issues, their blood pressures, the patients pulse, cardiac defibrillation, along with a lot of other valuable information. We purchased these monitors in 2002, and at that time they were already used, but refurbished. The advancement in the electronics and the requirements they now place on the Paramedics are mandating that we need to replace these monitors.

Training:

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

6 members of the service just completed a 48 hour Advanced Life Support refresher course which was held at the Ambulance Station. This involved everything that is required to maintain an ALS license for the State of Maine. They had to demonstrate their ability and knowledge to do various skills, like IV therapy, drug administration, cardiac monitoring and the basic skills like bandaging and splinting.



Town of Wiscasset

Fire Department

MEMORANDUM

To: Laurie Smith, Town Manager
From: Rob Bickford, Fire Chief
Re: Monthly Report
Date: March 17, 2012

Operations:

The Fire Department responded to 13 calls for service for the month of February. This is up just a bit from last year when we responded to 11 calls for service.

The calls for February break down as follows:

4 motor vehicle accidents, 3 structure fires, 2 chimney fires, 1 false alarm, 1 carbon monoxide call, 1 propane call and 1 assist to EMS.

Of the 13 calls for service, 11 were in Wiscasset. We provided mutual aid one time each to Edgecomb and West Bath.

Training:

Training for the month included sexual harassment and lock-out / tag-out training that is due annually as well as inventory of our SCBA and air bottles, vehicle checks, SCBA confidence and familiarization and station clean up.

Financials:

With the fiscal year 65% complete, the department's budget is at 98% expended. This is due to several factors, including 3 unforeseen repairs to apparatus that were fairly expensive. All of the repairs concerned either vehicle safety or operation of the pump on the vehicle and could not be put off due to safety concerns.

Staffing:

The department is still maintaining a full 45 member roster, with 5 people on the waiting list.

Upcoming Events:

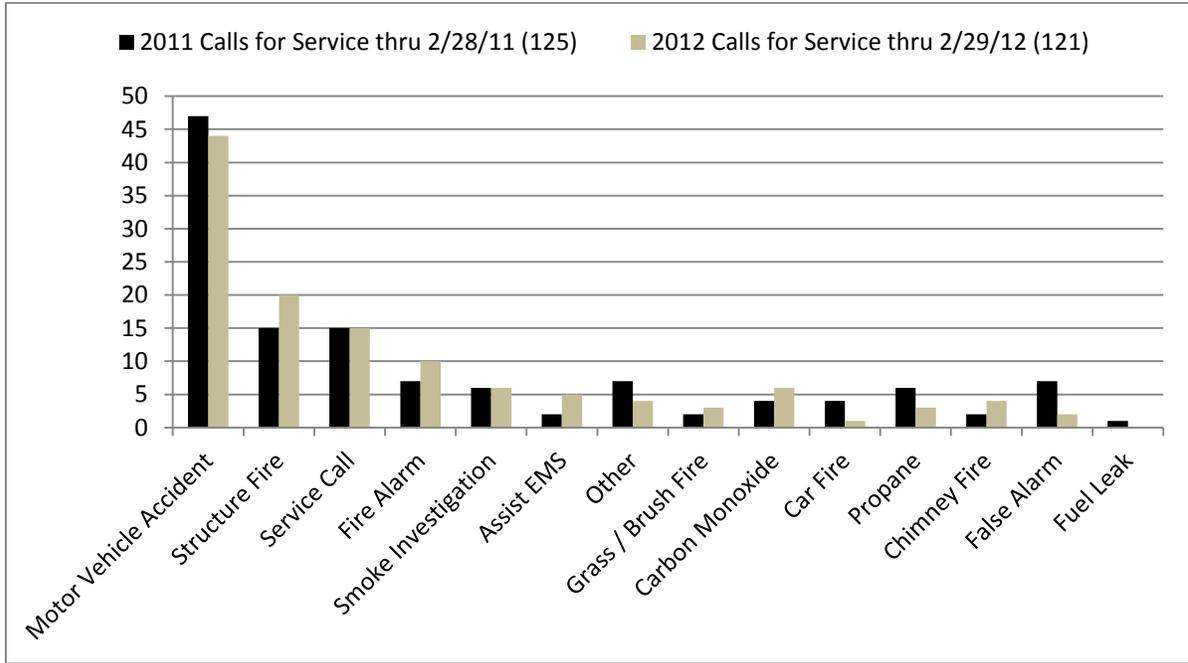
As we look to Spring, we are hoping to get more outside training done as well as getting our brush fire equipment in order and ready to go for what we hope will be an uneventful brush fire season.



Town of Wiscasset

Fire Department

The following graph show a comparison of 2012 calls for service vs. 2011 calls for service through February 28 or 29 of both years:





Town of Wiscasset

Harbormaster Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Peter Dalton, Harbormaster
Re: Harbormaster Monthly Report
Dt: March 17, 2012

No report available this month.



Town of Wiscasset

Planning Report

To: Laurie Smith, Wiscasset Town Manager
Fr: Misty Gorski, Town Planner
Re: Planning Department Report
Dt: March 17, 2012

February was focused on ordinances. The Ordinance Review Committee has been working remarkably hard preparing ordinance revisions for June. Ordinance revisions are a time consuming task that requires great attention and consideration to ensure the end result is fair and meets the vision of the community. The comprehensive plan helps guide the ORC in making decisions on proposed districts, allowed uses, and other ordinance requirements. Having a citizen committee dedicated to drafting the ordinances helps maintain a connection to the needs and desires of the residents they are serving.

Mason Station:

The complex issues with Mason Station continue to be a top priority for the Planning Department. February was spent gathering information from developers, economic development specialists, and other specialists, to help build a stronger understanding of approaches the Town can take to ensure a positive future for the Mason Station properties. Since Mason Station, LLC still retains certain parcels within the site, and some environmental issues are associated with the property, the situation remains complicated and not easily resolved. In the months to come, the Planning Department will continue working on potential strategies and information on the site to help the Town make an informed decision on how best to proceed with the property.

Economic Development:

In collaboration with the Chamber of Commerce, the Planning Department developed an educational workshop for local businesses on how to market with Quick Response Codes. Originally scheduled for March 1st, the workshop was postponed to March 15th as a result of poor weather on the 1st. Offering educational opportunities to our local businesses help them learn about new tools and resources that can enable them to grow and prosper in our community. The Planning Office continues to work hard developing a strong relationship with our local businesses.

Ordinance Review Committee:

The Ordinance Review Committee completed work on the proposed Village 1 and Village 2 zoning changes. Along with the proposed districts, the committee drafted a development standard to reduce conflicts between residential properties and neighboring commercial uses while also preserving historical character. The ORC has made a great effort to provide economic development opportunities along corridors of economic significance while still ensuring residential neighborhoods and our unique historical assets stay well preserved.



Town of Wiscasset

Planning Report

Planning Board:

On February 13th, the Planning Board held a public workshop on the proposed Village 1 district and associated ordinance changes. All residents in the proposed district were invited to attend the meeting and share their feedback on the proposed changes. The meeting was well attended and many positive comments on the changes were received. As part of the proposed changes, a development standard was drafted to address preserving the historic character of the downtown as well as limiting non compatible uses in the district, like chain restaurants. The proposed Village 1 district would bring the downtown district into conformance with the comprehensive plan. The district boundary was identified in the comprehensive plan as an area of the downtown what would be appropriate to experience future growth.



Town of Wiscasset

Police Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Chief Troy Cline
Re: Police Monthly Report
Dt: March 17, 2012

Operations

The Police Department handled approximately 500 calls for service. Some examples are listed below:

Alarms	12	Juvenile Problems	1
Animal Complaints	3	Mental Health	1
Assault	1	Paperwork Service	10
Assist Citizen	17	Parking Problem	3
Assist Other Agencies	8	Pedestrian Checks	2
Arrests	2	Police Information	7
Bad Checks	1	Property Checks	213
Burglary	4	Protective Custody	1
Civil Complaints	6	Sex Offender Registration	1
Criminal Mischief	2	Sudden Death	1
Disabled Motor Vehicles	12	Suspicious Activity	8
Disorderly Conduct	3	Thefts	10
Drugs	1	Trespassing	1
Erratic Operation	20	Unwanted Subject	3
Escorts	9	Warrant Arrests	5
Gun Permits	2	Welfare Checks	3
Harassment	6		

Motor Vehicle Accidents:

There were seven (7) motor vehicle accidents this month; six (6) Reportable and one (1) Non-Reportable.

Traffic Enforcement:

The officers conducted 108 traffic stops resulting in 80 warnings and 28 summonses issued.

Arrests:

There were seven (7) arrests made in the month of February, some of which included the following:

Warrant Arrests	Burglary
Domestic Violence Assault	Operating with / Suspended License



Town of Wiscasset

Police Report

Significant Events / Investigations

Officer Perry Hatch investigated an alleged theft of jewelry from a residence. After conducting his investigation and speaking to the suspect, the property was returned to its rightful owner.

Officer Tyson Fait took an initial report for a commercial burglary at the Garden Islands Laundromat on Bath Road. Chief Cline and Sergeant Williams conducted the follow-up investigation and interviewed three (3) suspects. They subsequently confessed and were charged with the burglary. The stolen property was also returned to its rightful owner.

Community Outreach

Chief Cline and Sergeant Williams attended the Selectmen Meeting where the RSU withdrawal was being discussed.

Chief Cline, Officer Hatch and members of three Lincoln County K-9 Units conducted a “drug sweep” of the Wiscasset High School. All of the Lincoln County K-9s are drug detection certified and this happened at the request of school administrative staff. The K-9s gave no indications of illicit drugs at the Wiscasset High School.

Chief Cline spoke to the “Organ Society of the First Congregational Church” at the church regarding various personal safety issues.

Training

Chief Cline and Sergeant Williams attended a training session regarding the “Sovereign Citizen” movement in the United States. They received information that was passed on to the other officers in the department.

Chief Cline and Sergeant Williams attended the Maine Chiefs of Police Meeting and met with numerous law enforcement uniform and equipment vendors.

In the coming months I will be putting together “Active Shooter” training for the officers. We will also be conducting training on the IMC records management system.

Financial

As of the end of February the department has expended approximately 59% of the 2011 Fiscal Year Budget.

Six Month Analysis

I have been with the department for six (6) months now. Here are some examples of on-going efforts to improve department operations:



Town of Wiscasset

Police Report

- We have tested and interviewed seven (7) potential candidates for the full time officer position. I anticipate the announcement of the new officer in early March.
- I anticipate recommending the 2012 Ford Interceptor, All Wheel Drive (AWD), sedan for consideration for a replacement cruiser.
- Policies are still being updated and assorted department paperwork reviewed.
- All performance evaluations are complete, and some employees have already received theirs. The remainder will be issued early March.



Town of Wiscasset

Public Works Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Greg Griffin, Road Commissioner
Re: Public Works Monthly Report
Dt: March 17, 2012

Financials:

Eight months into the fiscal year my department budget is on target.

- Overall percentage as of February 31st is 56.57%, which is lower than the normal average of 66%. Our worker's compensation account is higher at 77.23% due to the quarterly payments. We will not have another payment until April.

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 5 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 snow we get in inches 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 year. At the current rate we will have used as much sand as we do on average most winters.
- This month we have dismantled the float at the Ferry landing and begun to build its replacement at the Highway garage. The replacement will be a 10' X 30' pressure treated float that should not need replacement for many years to come. With luck, we should



Town of Wiscasset

Public Works Report

have this float in the water by the third week of April. This float is important to the many worm diggers in the area.

- We have started trimming and brush cutting around the Airport runway to keep the growth down so that we meet minimum glide path regulations for the FAA.
- We are 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.
- This is the month that our roads really show the effect of frost and the winter weather so we have started filling potholes and putting up bump signs around Town. If you have a pot hole to report on Town roads call the Highway garage at 882-8220 and we will take care of it for you.



Town of Wiscasset

Parks & Rec Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Todd Souza, Recreation Director
Re: Recreation Monthly Report
Dt: March 17, 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.

Making Waves

Congratulations to our Unsinkables Swim Team. On top of a great overall season and numerous swimmers heading to next week's State Meet at the University of Orono, our 8 and under boys and girls teams both won the State Championships! They also were awarded the "Combined" championship for the best overall team. The awards and recognition could go on and on. At the Bronze meet, our swimmers dominated the pool, many swimming personal bests and others pushing themselves to make cut-times for their state meet. None of this would be possible without the dedication of our parent volunteers and our fantastic coaching staff.

Our department received the resignation letter of a long-time employee and key member to our



aquatics team, Shane Pennington. Shane served this community for 10 years as an Aquatics Specialist. Her shoes will not be easy to fill! She has just accepted a position with the Boothbay YMCA as their new Aquatics Director. We wish her well and thank her for all that she has brought to our facility.



So often the behind the scenes work goes unnoticed. Aquatics Director Lori Lapointe just awarded her first Lifeguard of the Month Award. This award is given by our fellow guards to recognize the efforts that many people may miss, but fellow guards appreciate. We are proud to announce that Denny Hebert is the first recipient of this award. Congratulations and thank you Denny.



Town of Wiscasset

Parks & Rec Report

Lighting up the sky

Winterfest 2012 - snowmobile rides, special presentation by Chewonki, benefit supper, snowshoeing, bonfire and fireworks. Even though the snow didn't fully cooperate this year, staff and volunteers still put together a fantastic community event. Spirits were high as folks piled into the senior center for a bird presentation by Chewonki. Over 75 people enjoyed a wonderful presentation, and a close up look at some incredible animals.



The Wiscasset Snow-goers offered free snowmobile rides all afternoon. For a lot of the riders, this was their first experience on a snowmobile. Thanks to Chief Bickford, everyone stayed warm as he kept a roaring bonfire going all afternoon and into the evening.

The Cooper-DiPerri scholarship committee hosted a fundraiser supper to raise funds to benefit local citizens. These funds provide opportunities for folks to participate in department programs. Thank you for all your support and donations, this year's event raised \$600.



We wrapped up the day with one of the most spectacular fireworks displays I have ever seen. The ground show was the talk of the town. None of this would have been possible without the generous donation of The First. Their sponsorship allowed us to provide a full day of events that was free to the public. On behalf of the entire community, thank you for your dedication and support of our community.

Thanks for your support!

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



Town of Wiscasset

Transfer Station Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ron Lear, Transfer Station Superintendent
Re: Transfer Station Monthly Report
Dt: March 17, 2012

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	100.06	-\$54
Demo	7.55	-\$80
Single Stream	22.05	-\$5
Metal	11.26	+\$210
E-Waste	1.09	-\$2 /Lbs
Brush/Lumber	10	-\$35
Hard Cover Books	4.59	+\$60
Mixed Copper/Alum/Lead	0	+\$600
Shingles	0	-\$48
Sheetrock	0	-\$48
Cardboard	0	+\$125

We also recycled 8 bales of cardboard and 80 lbs. of rechargeable batteries.

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

Types	Tons	Revenues:
User Fees/Commercial		\$933
MRC		\$8428.22
Metal (Lite iron, batteries ,mixed copper)		0
Cardboard		\$2595

Operations:

We shipped 5 boxes of fluorescent lamps to Veolia this month. I've got all the year-end tonnages and other info for the Annual DEP Report.



Town of Wiscasset

Treasurer Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: James George, Town Treasurer
Re: Treasurer Monthly Report
Dt: March 17, 2012

We are now 66% through the fiscal year. The expenditures for the Finance Dept are a little higher than this average but should be in line with our budget before the end of the year. As we reported last month, our postage line is already over budget, in part because of the increase in rates. It will get worse next month because of the reminder notices that were sent out on March 1, 2012. There are some tasks that we are required by law to perform whether there are budget lines for them or not. In other cases, such as the reminder notice, the return is much greater than the cost. In our case however, the return is the tax revenue which does not directly offset our expenditures.

This will be my final report to you as I am retiring on March 12, 2012, which coincidentally is my 24th anniversary of starting with the Town. For the first half of my career, I was an elected official and ran for public office each year. After the first year or two, I rarely had anyone run against me. I thought the electorate must be pleased with the job I was doing. Our First Selectman at the time pointed out that no else wanted the job. Our new Treasurer is Shari Fredette. She comes to us with a wealth of experience and knowledge in the financial world. I hope you will welcome her to our community.



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: March 17, 2012

For the month of February our average flows were 218,000 gallons per day putting us at 35% of our licensed flow. We recorded 1.4 inches of rain (melted snow) for the month. Our licensed flow is 620,000 gallons per day.

Operations:

The new generators are all ready to go. This has been a month of break-downs, we have had issues ranging from burnt wires inside power panels to mechanical issues along with electronic problems. We have had no overflows or spills, but some long days and nights getting repairs done and parts replaced.

Training:

Proper use and connections of the new generators and electrical safety.

Financials:

We received \$33,640.87 in user fees for the month. The current budget is at 61.1% expended at 65.4 % through the fiscal year. The current revenues are at 73% collected.