



Town of Wiscasset

Manager Report

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: February Monthly Report
Dt: March 14, 2011

Structure in Town government

Every organization has a structure, whether it is planned and detailed, or whether it just happens. Our goal in Wiscasset is to develop a structure which creates order and allows for efficient and effective process. Structure will assist us in clear communication and direction.

- Part of this structure has been the development and adoption of job descriptions in February, 2011. The Selectmen adopted our first set of job descriptions in February. The process used to develop them was very inclusive of employees and departments. Everything changes in life and so too will the job descriptions as we grow and develop, however any changes in the future should only be minor amendments.
- The Selectmen also adopted the Investment Policy on February 15th. The policy is a guide on how the reserve funds should be invested and how and when the status of funds should be reported to the Board of Selectmen. Most importantly, it sets a guide for the distribution of future funds. As the document states, “The policy recognizes the creative tension between the need for current income to meet operations today and the deleterious, long-term effects high current spending levels might have on the portfolios’ ability to meet future spending needs. . . .the policy adopts a long-term annual spending rate of 3.5% of the average market value of the portfolio . . . In no case, however, shall the annual distribution exceed 4.5% of the most recent portfolio market value nor shall the annual distribution be less than 2.5% of the most recent portfolio market value. . . The Board of Selectmen recognize there may be market or budget circumstances that would, on occasion, make full compliance with this spending guideline difficult, pressuring the Town to exceed the spending level prescribed under this policy. However, over time and to every extent practical, the Selectmen shall make every effort to manage distributions in accordance with these spending guidelines in an effort to properly balance current and future spending needs.” Each year the Selectmen will determine the market value and bring forward a warrant article requesting use of the funds for capital improvements and tax stabilization.
- The Board of Selectmen reviewed the new personnel policy during the month of February and will consider adoption at their first meeting in March. The policy is a combination of current Town practices updated with current needs, labor law requirements and more clear direction for employees. The policy should assist in our day-to-day operations and clarify roles and responsibilities.

Sewer Project Federal Street

William Rines, Wastewater Superintendent and I have been exploring the need to replace the sewer lines on Federal Street in conjunction with the water line project. The sewer lines were installed in the 1970’s and the question had arisen as to whether the Town should replace the



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lines now during the water line construction. A few years ago the Town contracted with Dirigo Engineering to report on the capital improvement needs for the Wastewater system. At that time there were a variety of identified needs totaling over a million dollars; however the Federal and Main Street lines were not on the list. In order to explore all of our available options we applied for federal funding under the Rural Development program to ascertain whether there were available loans and/or grants for the project. At the same time we contracted with a company to televise the lines to better understand their current condition. By reviewing the video of a camera inspection of our lines we were able to determine that the lines were in very good condition and should last well into the future. The Town also received the final decision from Rural Development regarding our grant/loans application. The Town of Wiscasset was not eligible for grant funding on this project, but was offered a low 3.375% fixed rate for the life of the loan. Based on the information gathered from the camera inspection and the lack of grant funds the Selectmen decided it would not be prudent to move forward with the project at this time.

Signs in the Village

Rick Lang, Code Enforcement Officer undertook the downtown sign replacement project this winter. Most citizens are familiar with the white informational signs in our village district and have probably noticed that some are in disrepair and others are pointing towards businesses that are no longer in existence. In order to prepare for Spring weather and a new season Rick sent notice to all the sign owners asking them to replace the signs with peeling paint and to remove the signs that are no longer valid.

As part of the project Rick and I have worked with Schuyler Fairfield to replace the Town information signs as well. Our signs were in need of repairs, but they also were not distinct and hence were not accomplishing their function. Schuyler has assisted us with developing new signs to be placed this Spring that will welcome visitors and point them to public amenities. We hope you find the fresh look downtown this spring welcoming.

Wiscasset High School Marketing: The Regional School Unit has developed a marketing brochure and plan for the Wiscasset High School. The brochure can be found at the Town hall and showcases the offerings and programs at the High School. Many of the member RSU communities tuition their students to other High Schools, hence the RSU is making an effort to market Wiscasset High School as the school of choice.

Wiscasset Area Chamber of Commerce is Official

On Wednesday morning, February 16th the Chamber of Commerce became official as the membership in attendance elected their first Board of Directors. The Board includes Bill Belmore, Pat Cloutier, Chris Dilts, Sherri Dunbar, Les Fossel, Scott Lane, Anne Leslie, Cheryl Rust, Kim Andersson, Dan Sortwell, David Stapp, Pat Stauble, Nancy Carlton and Vicki Hersom. In total there were 15 members nominated out of a possible 19 slots.

The membership drive is now underway with fees for the following categories – business \$150, non-profit - \$100, and individual - \$50. The plans for this year include a map of businesses in the Town, a guidebook, logo, website, kiosks and a welcome center. It was noted that the



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guidebook is planned as a leaf-peeper fall project due to the lateness in the year. Benefits for members include listing on the website, opportunities for advertising, displaying of brochures at kiosks, exposure in the guidebook, pooled ads, discounted admission to business after hours, opportunities for sponsorship of business networking meetings, and connections with area businesses and community members.

I would like to thank all the businesses who started this process with us last fall, our Town Planner, Jeffrey Hinderliter, and Mary Ellen Barnes from Lincoln County Economic Development. I think the group has done a marvelous job at organizing and developing a plan for the coming year. Congratulations to the Chamber!

Business Visitation Program:

Town Planner, Jeffrey Hinderliter and I have developed a business visitation program to gather feedback from local business owners regarding their issues and to offer the Town as a resource. The information gathered will assist the Town in developing future economic policies and a greater understanding of how to attract new businesses. If anyone would like Jeffrey to come talk to them they can reach him at townplanner@wiscasset.org or 882-8200 x 106.

Airport Plowing Operations:

Most people would agree that this Winter put our Public Works department to the test. Snow fell often and was rarely a dusting. The Public Works crew did an outstanding job working long hours to keep the streets plowed and open for all of us. If they weren't plowing fresh fallen snow they were sanding icy conditions or performing snow removal operations to make room for the next storm. When the snow is falling everyone understands that the Public Works crew is hard at work, however the work doesn't end with the last snowflake. The crew keeps the roads open, wings back the snow at the end of the storm, sands and maintains ice, removes snow from downtown and municipal locations and also maintains the airport runways. It was not uncommon for them to work 80 hours during a week fulfilling the needs of these various operations. Due to the timing of storms and their severity the Public Works crew were often left choosing the priority of the moment. This meant that they had to choose between getting the airport fully functioning or removing snow downtown. Because many times the decisions are based on the circumstances of the moment and mother nature, the crew has to remain flexible and use their best judgment to juggle priorities. Several storms were packed together and left us with an airport closure for longer than expected. These events did allow us the opportunity to discuss with the airport their needs, the economic impact of closures and how we can plan for more timely snow removal in the future. These discussions allowed for a greater understanding of everyone's responsibilities and criteria. We will continue these discussions through the Summer so that next Winter our plans will produce even better results. I want to thank the crew for their hard work and dedication and appreciate their willingness to always seek better outcomes.

Capital Improvements:

On February 22nd the Selectmen and Budget Committee reviewed our Capital Improvement Plan (CIP). A Capital Improvement Plan (CIP) is a multi-year schedule of public physical improvements, equipment purchases and planning. The program is based upon identified needs



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gathered from planning studies, management analysis, and citizen input. The program is evaluation against the need for specific future improvements and projections of available fiscal resources. Although a long-term program does not commit the Town to a particular expenditure in a particular year, it does provide a structured framework for informed decision-making.

This year our CIP totaled just over \$1.6 million. The large items within the CIP for FY 12 are: a new ambulance - \$170,000, a pick-up truck for the Fire department - \$40,000, replacing the commercial fish pier - \$350,000, truck replacement for Public Works - \$135,000, a Public Works bobcat utility loader - \$65,00, road paving projects - \$350,000, a replacement truck for the Transfer Station - \$130,000, a replacement loader for the Transfer Station - \$125,000 and wastewater infrastructure improvements - \$30,000. Although the Town cannot afford to invest in all of these items in one year, the important piece to the CIP is the weighing and discussion of our various needs. The CIP plan identifies the needs over a 5 year period and allows elected officials and townspeople an overall “big picture” view of the present and the future. The discussion will continue as part of the budget process where we will decide as a group what we can afford.



Town of Wiscasset

Airport Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ervin Deck, Airport Manager
Re: Airport February Monthly Report
Dt: March 14, 2011

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

Airport Activity & Operations

- The airport has reached its seasonal and normal low point in terms of operations and fuel sales. February saw very little activity other than snow plowing and an occasional ski plane.
- The Airport Committee did not meet in February because of inclement weather and a light agenda.

Finances

- At the end of the eighth month of the fiscal year (66%) expenses are at 51%.
- Revenue is at 78% with all land leases paid in full.
- Work continues on the 2011-2011 fiscal year budget.

Maintenance, Repairs, and Capital Improvements

- Remodeling of the FBO Building continues. Insulation was blown into the three outside walls of the first and second floors, increasing the R-value from an estimated 10 to 25. A cost estimate was obtained to install added insulation in the second floor ceiling.
- The Maintenance Building roof replacement was started, but still requires some finish work, which is on hold pending warmer weather.
- A cost estimate was obtained to install high efficiency T-8 lights in the Maintenance and FBO hangars, replacing energy hog sodium vapor lights. I met with Graybar Electric, an authorized Efficiency Maine representative to review options and rebates.
- Stantec Consulting Services continues to work on the Airport Master Plan Update, with the first Planning Advisory Committee Meeting slated for April 6th (6 pm in the airport conference room). PAC members will be notified and will receive their first packet of information approximately two weeks before the first meeting. While meetings are open to the public, they are not active participants.



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Stantec is also finalizing engineering plans for the electric security gates and additional sections of fence. The gates are going to be a vertical lift style with the use of large boulders in lieu of chain link fence where possible. The purpose for this is to both increase security at the airport while maintaining a friendly atmosphere. (We are avoiding chain link fence to the maximum extent possible). This project is scheduled for funding through a 2011 grant with the Federal Aviation Administration under the Airport Improvement Program.



Town of Wiscasset

Assessor Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Sue Varney, Assessor's Agent and Human Resource Officer
Re: February Assessing and HR monthly report
Dt: March 14, 2011

Operations:

I assisted a local appraiser and an attorney with gathering information. An abatement meeting was held on February 16th to act on abatement requests received to date. All were approved with the exception of one. The total amount of valuation abated to date was \$1,301,142 resulting in refunds totaling \$22,866.63. After the meeting the minutes were completed and all abatement certificates and forms were prepared for the Board's signatures. Once all signatures are affixed letters will be sent to the applicants along with copies of the completed forms and certificates. A copy of the spreadsheet detailing abatement calculations was given to the Town Manager and the Board of Selectmen/Assessors. A supplemental tax bill was prepared and mailed to a taxpayer. The supplemental tax certificate was prepared for the Board's signature and then the original was placed in the tax valuation book.

Information for Shaw's Supermarket's 801 forms for business personal property was scanned and emailed to them. I contacted and assisted a resident regarding a widow veteran's exemption application filing.

As part of my duties as 911 Addressing Officer all new 911 addresses were entered into the database as well as into the Trio real estate system. All forms previously sent to E911 had to be redone and sent again as the forms had been changed and I did not have the most up-to-date reporting forms.

The job descriptions were adopted by the Board of Selectmen and a copy will be kept in a notebook as well as given to any employees that request one, and included in all personnel files.

I assisted Town Manager Laurie Smith and Police Lt. John Allen with the clerical testing of the applicants for the police department secretary position. It is hoped that someone will be onboard very soon.



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Assessor Report

Training:

I attended a meeting of the Maine Association of Assessing Officers at Maine Municipal Association in Augusta. We are working very hard to update the bylaws for the Association and hope to have that task completed with the March meeting. I attended a refresher class for sexual harassment, bloodborne pathogens and fire extinguishers.

Finance:

Eight months into the fiscal year the Assessing budget is approximately 68.88% expended. Everything except for a couple of one-time fee items seems to be on track.

Human Resources:

- Posted sick and vacation time.
- Continued sending a memo to employees with upcoming anniversary dates to let them know the balance of time on the books and how many hours they may need to use or lose. The process seems to be well received by the employees as well as their supervisors.
- An informational meeting was held regarding the VSP vision plan offered by Maine Municipal Association. The new plan is at 100% employee expense. All applications were due by February 28th for open enrollment in the plan. A memo was prepared and presented to payroll department for deduction effective March 1st. Open enrollment for the health insurance plan also ended February 28th.
- Filed one first report of injury to workers compensation. A FYI report was also filed.
- 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 five employees to receive a raise. Also calculated new IPP deductions and submitted to payroll department.
- Created and filed new employee files.
- I attended a meeting with Combined Benefits representatives and the town manager. They offer insurance similar to Aflac and Colonial. After reviewing their plan a decision will be made as to whether all voluntary companies will make a presentation to all employees for their decision and choices.



Town of Wiscasset

Town Clerk

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Chris Wolfe, Town Clerk
Re: Town Clerk February Monthly Report
Dt: March 14, 2011

This month brought with it a new service we are now offering for our motor vehicle customers. Any person who would like to share their email address can receive a reminder the month the vehicle comes due. I will be sending these out the first Friday of each month and they will include the vehicle information and price due. We are hoping that everyone takes advantage of this service! BMV will soon begin implementing the changeover to a new registration system. The antiquated system the State uses will be retired this spring. Internal changeover will occur in late February and all electronic towns will be changed over by June 1. When fully implemented, the new system will provide for a number of enhancements to improve the quality, accuracy and timeliness of Maine's registration information. These upgrades include longer field lengths, more name and address capabilities, more accurate date information, more ability to handle special characters, better search capabilities, and enhanced class code and fuel types.

LICENSES:

Business license ¹	Dog License ²	Shellfish License ³	Special Amusement ⁴
2	24	0	0

¹Two new businesses were registered in February. Showcase Antiques Gallery, Inc. located at 85B Main Street will be owned and operated by Timothy Buczkowski and will deal in the sale of antiques and collectibles. We also received a business license application for a home occupation from Robert Applebee. He will be operating Radar's service and repair, which received CEO approval, and will operate from 683 Gardiner Road doing small engine repairs and service.

²The ACO began her first round of visits and phone calls to people who had not as of yet licensed their dogs for the 2011 year. These tardy individuals will now need to pay the statutory \$25.00 late fee along with the normal licensing fees. The online dog licensing service at www.Maine.gov is not available again until October 15, 2011. The State decided to shut down the site as of February 1st each year so people cannot use the online licensing service to circumvent paying the late fees. There is also a LD currently in the legislature to change from a one year to a three year license for all dogs.

We received and approved a liquor license renewal from Sarah's Cafe.

VITALS RECORDED:

Birth	Marriage	Death
2	0	4



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Town Clerk

PASSPORTS:

New passport forms will go into circulation on March 1, 2011. We will still be able to accept the old style forms however using those forms may significantly delay the processing of the passport application.

ELECTIONS:

On February 15, 2011 we held a public hearing for the March 1st Special Town Meeting Election. We also appointed the ballot clerks for that Election adding Kerry Leeman and Crystal Estes-Almasi to our roster of clerks. Absentee balloting was conducted during February with only 33 absentee ballots being requested prior to Election Day. There is currently a LD in legislature that would require proof of identity in order to receive a ballot on Election Day.

TRAINING:

I attended the annual safety training this month which covered topics such as blood borne pathogens, fire extinguishers, chemical accidents and sexual harassment. I was also able to attend the Title 30-A class in Portland on the 15th. We are training a new person to take over some of the moderator duties and this class focused on statutes covering town meetings and municipal elections. I am sure that Joan Barnes is going to do a fabulous job as moderator as she has Municipal experience and has been serving as ballot clerk for years.

FINANCIALS:

	Auto Excise¹	Boat Excise²	Agent Fees³	Vital Fees⁴	Passports
	\$25,524	\$36	\$865	\$264	\$370
Year to date	\$278,697	\$1,256	\$10,110	\$2024	\$3313
Met yearly revenue projection by:	61%	42%	88%	101%	132%



Town of Wiscasset

Code Enforcement Officer

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Rick Lang, Code Enforcement Officer
Re: Codes and Safety February Monthly Report
Dt: March 14, 2011

Code Enforcement and Plumbing Inspector

The building and plumbing fees continued to lag as they always seem to do this time of year. Hopefully things will start to pick up in March. I issued two building permits, adding \$58,000 in Town valuations and \$296 in fees. I issued 1 new plumbing permit for \$40. The Town's share was \$30, while the State's share was \$10. I issued 2 sign permits for \$80. Along with ongoing inspections, I attended training in the new building codes and have started the testing process in getting new certifications. Last month I reported on the large increase in the plumbing fees. The State also has increased the fee for Sub Surface Waste Drain (septic systems). They have raised the fee 150%, from \$100.00 to \$250.00, plus a \$15.00 extra fee that goes to the Department of Environmental Protection ("D.E.P.").

Town Properties:

I have met with Mary Ellen Barns, Lincoln County Economic Director, and Bob Faunce, Lincoln County Planner, in trying to acquire some Brownfield Funds to assist in the cleanup of the Hart property.

Safety Program:

We held our monthly safety meeting on February 10, 2011. The following departments were present, Codes, Parks & Rec., Transfer Station, EMS, Harbor Master and Municipal Building Maintenance. We attended the Annual Mandated Training held on February 9th for all Town employees. This covered HazMat Awareness & HazMat Communications, Bloodborne Pathogens, Sexual Harassment, PPE and Fire Extinguishers. This training is required to be given to all employees once a year. The Parks and Rec. department will be holding a follow up session in the near future and all department heads will be notified so that any employee who missed last session will attend the next one. Our EMS Director, Roland Abbott, volunteered to do the monthly inspection of the fire extinguishers in the Municipal Building. Thank you, Roland. Team work is what helps this Town be such a great place! Our next meeting will be on March 2, 2011. I also attended Safety Officer Training sponsored by Safety Works. The topic dealt with setting up a safety committee and its objectives. I found this to be a very helpful aid in establishing our safety committee. There will be several more that I will be attending throughout the year.



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Code Enforcement Officer

Health Office

I continued to monitor the Maine Center for Disease Control and Prevention site and receive an update from them weekly. I had one site visit for a welfare check.

BUILDING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
2/8/2011	Pottle	619 Gardiner Rd.	Remodel	\$262.
2/17/2011	Morris Farm	156 Gardiner Rd.	Pole Barn	\$34.

PLUMBING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
2/8/2011	Pottle	619 Gardiner Rd.	INT	\$40.

SIGN PERMITS

DATE	NAME	ADDRESS	BUSINESS	FEE
2/22/2011	Chapman	681 Bath Rd.	Market Place Cafe	\$40.
2/22/2011	Rosner	681 Bath Rd.	Island Garden Laundromat	\$40.



Town of Wiscasset

EMS / Ambulance Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Roland Abbot, EMS/EMA Director
Re: February Monthly Report
Dt: March 14, 2011

For the month of February we had 46 calls for service in our coverage area versus 51 calls in 2010.

Total income received for the month of February was \$30,642.01 compared to \$14,505.00 for the month of February in 2010.

The coverage on days and second calls has been much improved with addition of a few new members that have been able to cover shifts during the day. The weekend shifts have worked out very well since adding compensation.

The Ambulance service has asked for 2 major purchases this year under capital improvement. One is the replacement of our 2003 ambulance, which is in need of replacement. The other is an emergency response vehicle which will be used by the ambulance service as a paramedic intercept vehicle and an emergency vehicle to be used by the EMA director for emergency call outs.

The ambulance service has entered into an agreement with National College of Technical Instruction (NCTI) which provides training for EMS providers. The agreement allows NCTI to instruct classes at our facility. In return, we receive 1 free tuition for EMT Paramedic training, 3 free tuitions annually for EMT Intermediate training and EMT Basic training, unlimited enrollment for WEMS personnel to all levels of EMS related refresher training and unlimited enrollment for all level providers within WEMS for NCTI CEH programs. What this means for WEMS is that we will be able to save on the cost of training on some courses and save on travel also.

The proposed budget for the service is up a little but with the cost of supplies and the cost of getting training and paying members enough so we can retain them in the future the raise in budget is necessary.



Town of Wiscasset

Fire Department

MEMORANDUM

To: Laurie Smith, Town Manager
From: Rob Bickford, Fire Chief
Re: February Monthly Report
Re: March 14, 2011

Operations:

The fire department responded to 11 calls for service in the month of February, which is down from 13 calls for the same time last year.

On February 11th, we responded to a residential structure fire on the Old Sheepscot Rd. that displaced a family and caused a substantial amount of damage to the home. We would like to extend a large "Thank you" to all the mutual aid departments that responded.

The calls for February break down as follows:

5 motor vehicle accidents, 3 structure fires, 1 chimney fire, 1 carbon monoxide call and 1 smoke investigation.

Of the 11 calls for the month, 8 were in Wiscasset. We responded to provide mutual aid to Dresden (1), Westport (1) and Woolwich (1).

Training:

Training for the month included mandatory annual bloodborne pathogen training, a critique of 2 recent structure fires and an annual personal protective equipment inspection.

Upcoming training will include ropes and knots training, fire hydrant training and SCBA training.

We are looking forward to spring when we will be able to open our fire training facility and get more outdoor hands-on type training when the weather improves.

Financials:

Our budget is at 62.15% expended through 65% of the fiscal year. Recent expenditures include annual flow testing for all self-contained breathing apparatus and new 2 way mobile radios to replace out of date units on vehicles.



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Fire Department

Staffing:

We had no staffing changes in February. We currently have a roster of 43 members. We are glad to have 2 of our members back after recent surgeries. We hope they will soon be back to 100%.



Town of Wiscasset

Harbormaster Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Peter Dalton, Harbormaster
Re: Harbormaster February Monthly Report
Dt: March 14, 2011

The month of February was a quiet one. Shrimping season came to an end so the last three working boats are back on their moorings. I attended meetings with the Waterfront Taskforce and Waterfront Committee.

The Town received permits from Wright Pierce for replacement of the Commercial Pier. It will be a busy time to find funding. The estimated costs for the pier are approximately \$350,000. The Selectmen will take up the funding of the pier in their budget deliberations.

I will be attending the Advanced Harbormaster School in March. I hope to find additional grants and funding for pier replacement.

I'd like to send out a special thanks to Susan Robson and the Waterfront Committee for their time spent changing the Pier Policies. The committee held a meeting with the vendors to review the new rules prior to bringing them to the Selectmen for adoption. It is now more user-friendly for existing and future vendors. Although the fees have increased for larger spaces on the pier there is also the opportunity to have a smaller space on the pier with a corresponding smaller fee.

A long Winter is hopefully coming to an end. Hats off to the Town crew for all their hard work keeping up with all the storms and not being able to utilize the Commercial Pier for snow dumping.

I look forward to Spring and the beginning of boating season.



Town of Wiscasset

Planning Report

To: Laurie Smith, Wiscasset Town Manager
Fr: Jeffrey Hinderliter, Town Planner
Re: Planning Department February Report
Dt: March 14, 2011

As you may know, the recent adoption of the Planning Department Budget includes a focus on economic development related work. During February, I began my work towards establishing an economic development position for the town. One of the first tasks is to get feedback from existing business owners in regards to a number of different matters that relate to their business operations and relationship with the town. I am meeting with business owners (business meet and greet) to open discussion and to show the town is a resource as their success reflects our success.

The Ordinance Review completed the work assigned during August 2010. The ordinance work includes Shellfish Conservation Ordinance, Sign Ordinance, Temporary Business Ordinance, Village Waterfront Ordinance, and the recently assigned Downtown Business Zoning District amendments. The ordinances will continue along the procedure to prepare for the June ballot with the next step being public info meetings and public hearings.

The Planning Board did not meet this month. Proposals before the Planning Board should begin to increase during March. The primary upcoming item to be considered is the ordinance developed by the Ordinance Review Committee. Public info meetings will be hosted by the Board during March for the purpose of updating the public and Board on these ordinances.

The recently created Wiscasset area Chamber of Commerce is becoming better organized and now is a functioning formal Chamber! I believe this is very exciting news for the town because it will provide a terrific resource for businesses (new or existing), residents and visitors. The town will continue to actively support and participate in the Chamber. Below, I'll highlight some of the primary Planning Department activities for the month of February 2011.

Planning Board

During the winter months, proposal's before the Planning Board typical drop to a minimum and this trend continues. Proposals under the Board's jurisdiction (e.g., non-residential development, subdivisions, multi-family dwellings) should pick up during March and April. If there is a large project, such as a new commercial building, it's usually presented to the board during the spring so developers can meet the summer construction season.

The Board will begin its review of proposed ordinances developed by the Ordinance Review Committee during March. The Board's review also includes hosting public information meetings and public hearings. This is a good time of year for ordinance work because of the light workload.



Town of Wiscasset

Planning Report

Ordinance Review Committee

During February, the Ordinance Review Committee (ORC) begins its transition to a new advisor, Lincoln County Planner Bob Faunce. Bob is an experienced planner and I believe he'll prove to be a good resource for the ORC. Bob will continue to advise the ORC through June 2011.

The ORC completed ordinance work assigned by the Selectmen during August 2010 and additional work including amendments to the Downtown Business Zoning District. Public info meetings and public hearings will be scheduled for these ordinances which include Village Waterfront, Seasonal and Temporary Business, Shellfish Conservation, Sign Ordinances, and amendments to the Downtown Business District. The Planning Board and Selectmen will host these meetings beginning in March. Below is a summary of the ordinance timeline as they work towards the June town vote:

- **March 14:** Info Meeting hosted by the Planning Board; Request PB permission to set Selectmen Public Hearing
- **April 5:** Ordinance update for Selectmen; Set Selectmen Public Hearing for April 19
- **April 11:** Public Hearing hosted by Planning Board
- **April 19:** Public Hearing hosted by Selectmen
- **April 25:** Ordinance Review Committee- final consideration
- **April 29:** Final drafts to Town Clerk
- **May or June (to be determined):** ballot public hearing
- **June 14:** Town Vote
- **After June 14:** If Village Waterfront ordinance passes it must go to Department of Environmental Protection for comment. If Sign ordinance passes it must go to Maine Department Of Transportation.

Business Meet and Greet

During February, I began my business meet and greet program. Basically, I meet with business owners at their place of business and ask a few uniform questions and listen to their thoughts on the business climate and interaction with the town. The purpose is to receive information so the town can better understand its local businesses. This way we can identify and address needs in a more focused manner. Also, this provides more direct observation of the issues business owners experience and a personal touch that only face-to face interaction can provide. Ultimately, this information will be used to help create a short and long term town-wide economic development plan and to show the town can be a resource to our businesses.

Department Hours Change

I'd like to post a reminder that as of 1 January, 2011, the Planning Department operates as a part-time, 30-hour per week position. New department hours are Monday – Wednesday, 8 AM to 4 PM; Thursday, 8 AM to 2 PM. Some of these hours will change depending on evening meetings.



Town of Wiscasset

Police Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Lt. John A. Allen
Re: Police February Monthly Report
Dt: March 14, 2011

The Wiscasset Police Department is reporting that there were 719 calls for service in the Month of February, including:

7 Harassment / Criminal Threatening	4 Animal Problems
3 Unwanted Subjects	6 Domestic Disputes
28 Compliance Checks	2 Drug Activity
16 Alarms	56 Property Checks
8 Thefts	2 Sex Offenses
4 Juvenile Problems	14 Suspicious Activity
18 Disabled Vehicles	28 Compliance Checks

There were 15 arrests and summonses issued, including:

Allowing dog to be at large	Failure to Register as a Sex Offender
OUI	Domestic Assault
Probation Violations	Unlawful Possession of Schedule Drugs
Unlawful Sexual Contact	Arrest Warrants
Keeping a Dangerous Dog	Violating conditions of release

There were 20 reportable and non-reportable accidents covered in the Town of Wiscasset in February.

There were 46 criminal complaints filed, including:

7 Harassment	1 Burglary
8 Theft	3 Violation of Probation
6 Domestic	4 Animal Problems
3 Assault	

There were 16 erratic operation complaints filed, and there were 33 motor vehicle stops which resulted in citations and warnings issued.

There were 2 concealed firearms permits issued in February

Officers attended Role of the First Responder training to a Hazmat Incident as well as Large Animal Rescue Awareness



Town of Wiscasset

Public Works Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Greg Griffin, Road Commissioner
Re: Public Works February Monthly Report
Dt: March 14, 2011

Financials:

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

- Overall percentage as of March 1st is 58.39%, which is lower than the normal average of 67.31%. Our worker's compensation account is higher at 89.12% 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.

Current work:

- As we all know this year the month of February can be summarized much like January in that we had multiple snow events to deal with. These events can be anything from a 20" snow storm to a dusting of snow just enough to cover the roadway. Each of these events has its own challenges. The amount of work involved is not just related to how much snow we receive. It has to do with a multiple of factors such as duration (how long does it take before the storm clears), timing (day or night and if school is in session), and type (whether it is an all snow event or mix precipitation). These along with other factors dictate time spent and cost to the tax payer.
- This year we are closing in on 3,000 cu yards of sand used at this point. Last year we used in total just under 1,700 cu yards all year.
- Salt is the same story this year. To maintain an on-hand stock pile we have purchased 300 tons at a cost of \$70 per ton. We will most likely spend almost all of this year's budgeted amount of \$25,000.
- Diesel fuel usage is also up from last year at about 8,264.5 gallons from late October until now. The total cost for year to date is over \$20,000.



Town of Wiscasset

Parks & Rec Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Todd Souza, Recreation Director
Re: Recreation February Monthly Report
Dt: March 14, 2011

Community. We use the word frequently but what does it really mean? Webster's Dictionary defines it as "1) all the people living in a particular district, city 2) a group of people living together as a smaller social unit with in a larger one and having interests, work, etc. in common 3) society in general, the public 4) ownership or participation in common 5) similarity; likeness 6) a. the condition of living with each other - b. friendly association; fellowship." They describe a Community Center as "a meeting place, often a complex of buildings, where the people of a community may carry on cultural, recreational and or social activities."

On February 5th we saw the definition of community put into action as the Wiscasset Parks & Recreation Department's Community Center hosted the 2nd Annual Winter Fest in honor of Cainin Griffin. Cainin is an 8th grade student at the Wiscasset Middle school who is battling Burkitt's Leukemia, a rare and aggressive form of A.L.L. As if it were a dictionary definition right from the book, everyone came together as a Community to support Cainin and his family in any way possible to fight their battle with Leukemia. Beginning with the town voting at a Selectman's meeting to call the festival day Cainin's Day and ending with a fantastic firework display, the sense of Community was prevalent in every facet of the day. From the parents snowmobiling with their children, to the students and Cainin himself sledding all afternoon everyone pulled together to show how much Community really holds true. In addition to raising \$2,500 for Cainin and his family and the Barbara Bush Children's Hospital, people attending were treated to a bon fire to roast marshmallows over, a spaghetti dinner, a fabulous live band and dance and the feeling of belonging to an awesome Community.

This event would not have been possible if it were not for the dozens of volunteers who donated their time, in an effort to support our community. Some of these generous volunteers include, but are not limited to: Chewonki Foundation, the Generics, the Morris Farm, the Wiscasset Sno-Goers, the Wiscasset Fire, Highway & Transfer Departments, Sysco & Lorie Johnson, Steve & Morgan White, Nancy Applin and the entire Parks & Recreation Department staff.

The mission of the Wiscasset Parks & Recreation Department is to create recreational opportunities to increase the social, emotional and the physical well-being of our community, while providing safe, accessible and well maintained facilities and parks to enrich the overall quality of life.



Town of Wiscasset

Transfer Station Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ron Lear, Transfer Station Superintendent
Re: Transfer Station February Monthly Report
Dt: March 14, 2011

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	131.54	-\$54
Demo	15.27	-\$78
Single Stream	14.71	-\$5
Metal	7.27	+\$120-\$180
E-Waste	1.25	-\$2 /lbs
Brush/Lumber	0	-\$45
Hard Cover Books	0	+\$20
Mixed Copper/Alum/Lead	1.15	+\$565
Shingles	0	-\$48
Sheetrock	0	-\$48
Cardboard	0	+\$159

We also recycled 9 bales of cardboard and 41 tires.

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

Types	Tons	Revenues:
User Fees/Commercial		\$2357.05
MRC		\$9286.63
Metal (Lite iron, batteries ,mixed copper)		\$2068.07
Cardboard		

We had our annual training on Hazmat Awareness, Blood borne Pathogens, Basic Fire Extinguisher and Sexual Harassment. I attended a meeting with Efficiency Maine at the WCC to hear about current incentives. I visited the Yarmouth Transfer Station to try and see if they were doing anything different than we do. They have a very large spread out yard, the distance from the trash and recycling area to the metal and wood area is close to ¼ mile. People have to unload vehicles outside and carry material to trash on the right or recycling into a building about 100' away on the left. We are very fortunate to have the Facility we have.



Town of Wiscasset

Treasurer Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: James George, Town Treasurer
Re: Treasurer February Monthly Report
Dt: March 14, 2011

We are 67.31% through the fiscal year. Several departments are over budget at present, including Finance, Contractual Services, CEO, EMS and Municipal Insurance. We will continue to monitor these as the fiscal year progresses. Revenues have started to increase as taxpayers begin to pay the second half of their 2010 tax bill. We are also seeing an increase in excise tax collections from automobiles.



Town of Wiscasset

Wastewater Treatment Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: William Rines, Sewer Superintendent
Re: Waste Water Treatment Plant February Monthly Report
Dt: March 14, 2011

For the month of February our average flows were 202,000 gallons per day, putting us at 32.5% of our licensed flow. We recorded 1.6 inches of rain for the month. (We melt snow from the gauge and record it as rain.) Our licensed flow is 620,000 gallons per day.

Operations:

Once again plowing and shoveling the Plant and 17 pump stations has been the norm for the month as it has with everyone. With one employee out for the entire month due to an operation the two of us have been extremely busy. We wish him a speedy recovery. This is also a busy month at the desk finishing reports for 2010 and sending them to the Department of Environmental Protection.

Training:

We attended a refresher course in blood borne pathogens, sexual harassment and hazardous material training.

Financials:

We received \$26,100.16 in user fees for the month. The current budget is at 60.8% expended at 66.6% through the fiscal year. The current revenues are at 75.4% collected.