



Town of Wiscasset

Manager Report

MEMORANDUM

To: Board of Selectmen
Fr: Laurie Smith, Town Manager
Re: Updated Goals and Monthly Reports
Dt: August 16, 2010

Attached please find the monthly reports for July, 2010. The purpose of these reports is to inform citizens, update Selectmen, apprise fellow departments and educate all three. As these reports build with time we will refine them to better track the necessary data that will allow us to make better decisions for the future based on our history. I want to compliment all the departments for their diligence and thoughtful consideration as they compiled this month's reports. I announced to the departments on August 5th that I needed the reports by the 10th, and everyone was able to meet the deadline in good order to have them available to the Selectmen and the public by the meeting on the 17th. Although our town is limited in resources and small in nature by State or National standards the work presented to you in these documents could stand against many larger communities. I thank the departments for their work and willingness to share this information with the public. Anytime a public official endeavors a project of this nature they put themselves out for public ridicule. I believe that by the sharing of information we will all guide Wiscasset to a better future.

Goals: During the first two weeks of my new position I met with all the Selectmen to gather a greater understanding of where we are and where we need to go. I also refined Don Gerrish's list of 45 projects to the ones with the highest priority as gathered from the Selectmen. Below are the goals I am tackling first:

Personnel:

- Job Descriptions -In order to begin the process, Sue Varney and I established a job description questionnaire and forwarded it to the departments on August 5th. The questionnaires are due on August 27th. Once the questionnaires are submitted we will compare them with our draft job descriptions and develop updated documents for approval by the Board. Our goal is to complete this task before calendar year end.
- Union Negotiations: The Town has two expired union contracts. The Selectmen's goal is to begin negotiations to bring both contracts to the Board in the near future.
- Personnel Policy - The Town has an outdated personnel policy that was last amended in March of 2003. This was prior to the implementation of the Town Manager plan and hence has outdated language. A thorough review of the personnel policy is underway as I attempt to match historical practices of the Town with current law and employee needs.



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- Pay Plan and Structure - The Town needs a comprehensive pay and benefit alignment that takes into account the entire benefit package for all employees full and part-time. Like positions should be paid within a reasonable range and there should be structure for pay that mirrors the responsibilities within the organizational chart.
- Performance Evaluations – Of course once we develop job descriptions and ensure that all employees understand their job we will be able to fairly rate the performance of Town employees.

Finances

- Capital Investment Program - The Town needs a capital investment program that outlines the various investment needs for the departments for the next five years. This is an important piece to our overall investment policy and budgeting process. All departments have been given capital investment worksheets which are due September 8, 2010. Once I have received the draft sheets I will compile them into a spreadsheet and share with all the departments. Our plan is to refine the spreadsheet prior to the beginning of the budget process in December.
- Investment Policy - The investment policy committee has now been formed and will meet on the 19th of August. I have gathered draft documents for them as well as State statute requirements. The investment advisory committee will first draft a policy over the next couple of months which will be brought before the Board of Selectmen for adoption. The committee will then meet on a regular basis to review the investments.
 - Under the investment policy we also need to develop a reserve fund spending policy. The Town is fortunate to have approximately \$10 million in reserve funds for future capital needs, however we need to agree on when and for what to expend these funds. The Investment Advisory Committee will develop a plan for spending reserve funds to forward to the Board of Selectmen

Governance:

- Committee Policies - The Town needs to clarify the purpose and direction for each committee as well as to more clearly understand the committee recruitment and selection process.

Planning, Codes and Economic Development:

- Ordinance and Zoning Review: Many of the Town's ordinances need to be updated and revised to better correspond with the needs and desires of the community. Often times zones and uses are in conflict with each other. The community's laws also need to be in compliance with the recently adopted Comprehensive Plan. Planner Jeffrey Hinderliter



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and Code Enforcement Officer Rick Lang met with the Board of Selectmen recently to review these issues and propose a plan and timeline. The Selectmen agreed that most ordinances should be reviewed by the Ordinance Review Committee by the end of the calendar year in order to present a draft to the Board of Selectmen by January. This unfortunately will not include the land use ordinances as these will need additional time to develop.

- Business Visitation Program: The Town Planner, Code Enforcement Officer and myself will begin a Business Visitation Program in order to better understand the issues that businesses are facing, see what assistance the Town can be in future development, and gain input for the ordinance review process.
- Business Meeting – August 24th – The Town Planner, Jeffrey Hinderliter will hold a Town-wide business meeting on August 24th at 6:30 pm at the Wiscasset Middle School to gain insight into how Wiscasset can become a more business friendly community.

Besides the above goals I have attended to the daily operations of the Town and its departments. I have met with my staff on many issues and been pleased that a number of citizens have stopped by to welcome me as well. I thank the Selectmen and the citizens for this opportunity to serve the Town of Wiscasset and see a bright future for our community.

Lastly, I would like to thank all the Town employees who over the past month have taken time to educate me on many issues and given me their full support and understanding during yet another transition for them. I am proud that Wiscasset has such capable people to assist me in the challenges that lie ahead.



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Airport Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ervin Deck, Airport Manager
Re: Airport Monthly Report – July 2010
Dt: August 14, 2010

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

Airport Activity & Operations:

- July was an extremely busy month, with high levels of activity and fuel sales. Activity at Wiscasset Municipal, like many other small general aviation airports, is measured in fuel sales. July 2010 saw sales of 6,860 gallons; whereas, July 2009, which was a very wet month, only had sales of 2,200 gallons. This is a 311% increase.
- Airport Committee met on July 7. The committee focused on several key issues:
 - Discussion of moving the Runway 25 traffic pattern back to the standard “right traffic”. The pattern was moved shortly after September 11, 2001 to avoid overflying the Maine Yankee site. Since then pilots have become accustomed to the change and have, for the most part fully accepted it. In addition, the Chewonki Foundation and Chewonki Campground favor keeping aircraft away from the airport’s south side.
 - Addressed changes to the airport’s Capital Improvement Plan as maintained by the FAA and Maine DOT. Committee authorized the manager to seek additional funding for a fencing/gate project and request a runway reconstruction project in FY2012/2013.
 - Briefed the committee on the recent Maine Municipal Associations Risk Management inspection.



David Stapp Refueling Beech King Air (August 14, 2010)



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Airport Report

- Open House / Fly-In scheduled for October 2. This will be the third anniversary for this event, which will feature the airport's 50th Anniversary. Scheduled events include the ever popular Young Eagles flights sponsored by the Experimental Aircraft Association whereas local pilots donate their time and aircraft (and fuel) to provide free rides to young people ages 7-17. In addition, the fly in will include a "Touch the Trucks" event that involves parking town and county police, fire, and EMS trucks, as well as local snow removal equipment. Visitors are given the opportunity to "touch" them, sit in them, and in some cases, activate the sirens and lights. Other activities will include food and sunshine.

Finances:

- At the end of the first month of the fiscal year (8%), expenses are at 7.5% and revenue stands at 18.5%.
- I met with the budget committee and Board of Selectmen to discuss the amended budget for town vote on September 14th. The amended budget was reduced by \$6,350 as a result of more firm prices having been received from when the budget was originally developed. I also reviewed the revenues that the Airport generates and reminded the budget committee and selectmen that \$32,800 revenues represents 66% of the budget. Only 44% of the budget is a result of taxation, which is easily covered by hangar property taxes, estimated in 2010-2011 at \$22,000. When combined with revenue, the total revenue generated at the airport is estimated at \$54,800.

Maintenance & Repairs:

The maintenance of our Airport facility is planned each year and of extreme importance to myself and the airport board. In July I developed our maintenance plan which will include:

1. Runway crack repairs scheduled for mid-August. This will be a small self-help project to fix some of the more severe cracks until a major project can be scheduled.
2. Request for Prices will be prepared for several projects this fall. Manager will prepare RFP and submit to Airport Committee, then town manager. These projects include those listed below, which will be funded through the Airport Repair Account approved by the voters in June.
 - a. Remodeling the FBO 1st floor restroom
 - b. Repairing the Maintenance Building roof
 - c. Replacing Maintenance Building windows
 - d. Painting Maintenance Building
 - e. Acquiring pavement crack sealing equipment



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Airport Report



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Assessor Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Sue Varney, Assessor's Agent and Human Resource Officer
Re: July Assessing and HR monthly report
Dt: August 10, 2010

Operations:

During the month of July I spent the majority of my time entering the valuation for the personal property accounts. The Town has less than 300 accounts which equal less than 2% of our total valuation, however the record keeping for each account is time consuming. Another aspect of the personal property processing is the handling the Business Equipment Tax Exemption (BETE) and the Business Tax Exemption Reimbursement (BETR) program. Both programs were established by the State of Maine to encourage investment by the private sector. Each year the Town's Assessor must review the list of equipment and verify the eligible equipment so that businesses can apply to the State for exemption. After compiling the list of eligible equipment and calculating the depreciation I will submit the documents to the Maine Revenue Service so that the State can reimburse the town for 80% of the exempt valuation. The remaining 20% valuation is now exempt by state law and is the municipality's contribution toward a state exemption program.

Training:

During July I attended the Maine Association of Assessing Officers Board meeting. I serve on the board and in this way remain connected about assessing issues statewide and any new changes in state law. I also am attending classes to keep my certification as an assessor intact. The state of Maine requires that assessors attain sixteen credit hours each year to keep their certification current.

Finance:

- As part of the Town's checks and balances in our accounting practices I reconciled the June bank statement. All reconciled statements then become part of the town's financial record.
- One month into the fiscal year the Assessing budget is approximately 20% expended. The reason that the budget is higher than an average month's expenditures is due to the timing of the mapping and recording fees. The costs are generated at the beginning of the fiscal year and hence the amount shown.

Human Resources:

- I served the community as Interim Town Manager as necessary during the transition between Don Gerrish's work with Wiscasset and the start of the new Town Manager Laurie Smith on July 19th.



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Assessor Report

- To begin our work at developing policies and job descriptions the Town Manager and I developed a draft job description questionnaire. Each employee will complete the questionnaire which will be melded with a current draft job description.
- I created a draft organizational chart to begin the process of understanding relationships between staff and departments within the Town. The draft will be shared with the Department Directors in August.



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Assessor Report



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Town Clerk Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Chris Wolfe, Town Clerk
Re: Town Clerk July Monthly Report
Dt: August 12, 2010

The Town Clerk's Office is always a very busy office as we are responsible for processing all Inland Fisheries registrations and sale of recreational licenses, issuing dog licenses, shellfish licenses, liquor and business licenses and conducting all Motor Vehicle transactions with the highest volume times being late spring and summer. We register and issue all vital records according to State Statute and record minutes and votes from all town meetings. All election work is produced and maintained in the clerk's office along with maintaining the Municipality's voter registration data base. We notify the public of all elections and public hearings. We are a passport acceptance agent and provide passport photo service. We maintain a listing of all business in Wiscasset and keep the Municipal boards and committees list up to date.

Licenses:

During the month of July I issued the following licenses:

Business license ¹	Dog License	Shellfish License ²	Special Amusement ³
1	7	10	1

¹ Mike's Log Cabin

² 3 nonresident recreational licenses; 7 resident recreational licenses

³ Public Hearing: Special Amusement Permit for Bike Fest September 10-12 at Wiscasset Raceway (Doug White owner) -

Approved by the Board of Selectmen on July 20th.

Vitals:

A new state law making access to vital records more restricted went into effect on July 12, 2010. The law changed to help protect people from identity theft by closing access to records unless you are specifically eligible for the record. This affects the way we issue vital records in that every person must now fill out a request application, show proof of identity and proof that they fall within one of the eligibility criteria.

During the month of July my office processed the following new certificates:

Birth	Marriage	Death
1	3	2



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Town Clerk Report

Passports:

New fees went into effect July 13, 2010 –The new fees for adults are \$100 for a Passport Book (up from \$75) and \$30 for a Passport Card (up from \$20). The new fees for minors age 15 and under are \$80 for a Passport Book (up from \$60) and \$15 for a Passport Card (up for \$10).

These fees are mandated by the U.S. Department of State and are the same wherever a passport is executed. Twenty –six (26) passports were processed in July.

Elections:

I prepared the Town Warrant for the special election on September 14, 2010 at Wiscasset Community Center 10am-8pm. The Warrant was prepared and signed: July 28, 2010. The warrant has appropriation requests for the Municipal Planning Department, Codes Enforcement Office, Municipal Boards and Committees, Police Department, Airport, and Waterfront and Harbors Department which all failed at the June 8, 2010 Annual Town Meeting Election. This warrant also includes an article requesting the transfer of \$20,000 from Waste Water Treatment Plant Impact Fees to be used for a generator for the Waste Water Treatment Plant. The Selectmen and Budget Committee have reviewed the requests and made their recommendations. Citizens wishing to see the warrant may visit the Town Clerk's Office and/or attend the budget public hearing on August 17th at the Wiscasset Town Hall at 6:00 pm.

Appointments:

During the month of July I brought forward appointments to several committees. The Board of Selectmen approved the following appointments.

Budget Committee: Stephen Jarrett, Mark Johnson and Greg Hammond

Conservation Commission: Larry Barnes, Larry Lomison

Appeals Board: Peter Rines

Ordinance Review Committee: Jackie Lowell, Paul Foley

Airport: Bryan Buck

Planning Board: Ray Soule, Jackie Lowell, Al Cohen

Investment Advisory Committee: Stefan Mehrl

Appearance Of The Town Committee: Don Jones, Norma Gordon, Vickie Hersom, Richelle Pontau

Transportation Committee: Lois Kwantz, Don Jones, Seaver Leslie, Cynthia Fischer, Sean Rafter

I also advertised and am seeking applicants for the following committees:

Airport Committee-1 opening for 3 year term

Appearance of the Town Committee-1 opening for 1 year term

Waterfront Committee- 1 opening for 3 year term

Investment Advisory Committee-1 opening for 3 year term (*has now been filled)



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Town Clerk Report

RSU #12 School Director-1 opening for term to expire June 2011

Energy Commission-5 openings for staggered three year terms (*to start functioning in January 2011)

Airport Master Plan Committee-1 opening for a Wiscasset business owner

Finances:

	Auto Excise	Boat Excise¹	Agent Fees	Vital Fees	Passports
Revenues:	\$42,085	\$556	\$1,423	\$135	\$760
Met revenues by:	9.35%	18.53%	12.38%	6.75%	30.4%

¹ 2010 was the first calendar year that we collected 100% of the excise due on documented boats owned by Wiscasset residents. This was a huge accomplishment and assisted town revenues by \$1585.00. We would like to thank everyone who responded to our mailings and paid their excise tax.



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Codes Enforcement Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Rick Lang, Code Enforcement Officer
Re: Codes and Safety July Monthly Report
Dt: August 10, 2010

The month of July has been slow as far as issuing new permits. Last year this office issued 15 building permits, adding approximately \$ 354,800 in valuation and received \$ 1,436 in building fees. Whereas this July I only issued 8 permits with a value of \$ 166,000 and \$ 747 in building fees. This is a sign of our slow economy, but it is also a great time to visit and make the needed changes to our ordinances. While the number of building and plumbing permit are down from last year, the other duties that are now handled though this office have been very busy. Some of the new duties that I have taken on are, Health Officer, Safety Coordinator and I attend the planning board meetings and other committee meetings as needed.

Town Properties:

I worked with the State Department of Environmental Protection (DEP) scheduling and overseeing the removal of the old underground oil storage tanks at 215 Gardiner Rd.. There are 3-15,000 gallon tanks, 1-4000 gallon tank and a 500 gallon tank at this site, the old Wiscasset Fuel Company. The work is slated to be done the last week of August or the first week of September. By developing a partnership with the State of Maine I was able to save the town approximately \$ 30,000 in removal costs. I also am working on getting 2 other town owned tax acquired properties ready to put out to bid. I hope to have the paper work ready for the selectmen to review the first part of September.

Safety Program:

Over the past few months I have been tasked with resolving various safety issues with Town Departments. I have assisted the safety team in developing a new safety plan which we plan to implement in the month of August. The new program will keep the Town in compliance with the standards of Maine Municipal Association Risk Management Services, our insurance carrier. More importantly it will make all departments a safer, healthier work place.

Local Health Officer:

This position is mandated by the state and is appointed for a three-year period. The duties consist of:

- Overall health resource to the community;
- Mediator and problem-solver in resolution of complaints;
- Investigator and enforcer of complaints that can not be resolved;
- Reports to and informs the Board of Selectmen on the communities public health status;
- and



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Codes Enforcement Report

- Reports to Maine Center of Disease Control and Department of Health and Human Services on any perceived local public health threats.

I am licensed as a Local Health Officer though January of 2013.

Ordinance Development:

Jeffery Hinderliter, the Town Planner and I met with our new Town Manager to develop a plan to review ordinances and zoning changes. As many people in the community know our ordinance need to be up dated and synchronized in order to create a well-balanced, quality, business friendly community. Jeffery and I will meet with the Selectmen on August 3, 2010 in a Selectmen's workshop to review our proposed timeline. The proposal, if approved by the Selectmen will be to have most changes ready for the June 2011 Town Meeting. The Land use schedule will take longer to coordinate with the comprehensive plan and may need until December 2011.

BUILDING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
7/2/10	Chris Cuna	137 Chewnoki Neck Road	8'X 40' Storage Trailer	\$ 25.
7/9/10	R. French	8 Federal St.	10'X 24' Deck	\$ 29.
7/12/10	S. Fife	155 Federal St.	Remodel	\$ 397.
7/12/10	M. Cardillo	653 Gardiner Rd.	14' X 24' Shed	\$ 55.
7/20/10	T. Theriault	29 Monsweag Valley Rd.	Attached Garage	\$ 112.
7/20/10	M. Flaherty	301 W. Alna Rd.	Garage	\$ 67.
7/20/10	W. James	38 Shea Rd.	Addition	\$ 31.
7/21/10	P. Fogg	117 Gardiner Rd.	Roof over Deck	\$ 31.



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Codes Enforcement Report

PLUMBING PERMITS

7/20/10	Yacht Club	2 Water St.	Interior Plumb.	\$ 30.
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SIGN PERMITS

7/1/10	C. Cuna	137 Chewnoki Neck Road	Twin City Lock and Key	\$ 40.
7/26/10	W. Barnes	568 Gardiner Rd.	Mike's Log Cabin	\$ 40.
7/26/10	B. Lutterman	71 Bradford Rd.	Lutterman Sculpture and Pottery	\$ 40.
7/26/10	Avanti LLC	65 Gardiner Rd.	Mark Antony's	\$ 40.



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Codes Enforcement Report



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EMS/Ambulance Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Roland Abbott, Emergency Medical Services Director
Re: Emergency Medical Services July Monthly Report
Dt: August 12, 2010

Operations:

- During the month of July we had 62 calls for service in our coverage area versus 56 calls for the same month in 2009.
- Coverage on the weekends has improved with addition of paid per diem members. The coverage on days and second calls continue to struggle with the limited amount of people we have to provide coverage during the day and the lack of people who are on the service who live within the response area. The service has added 3 new members to our per diem list which will greatly improve our coverage on the weekend. The officers of the service feel that the only way we can improve the coverage during the day is to add day coverage to our per diem coverage but that will come at a greater cost.

Finances:

The total income received for the month of July was \$9,567.32 compared to \$22,476.31 for the month of July in 2009. The variation is mainly due to call volume the previous months and collectable calls for those months.

Issues:

The 2003 Wheeled Coach ambulance is still having issues with numerous repairs. So far this month it has been down 4 times twice for air conditioning problems in the patient compartment area; once for the rear doors not latching and once for the front stabilizer shock leaking fluid which will have to be replaced when the part comes in. The town will have to consider in the near future if they want to continue putting money into this ambulance or start preparing to replace it.



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EMS/Ambulance Report



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Fire Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Rob Bickford, Fire Chief
Dt: August 13, 2010
Re: Monthly Department Report

The month of July turned out to be a very busy month. We ended the month with 22 calls which may have been a record setting month for the fire department. No one can remember a month with more calls in the recent past.

Monthly Operations:

The monthly calls break down as follows:

- 6 – Motor vehicle accidents
- 5 – Structure fires
- 2 – Grass / Brush fires
- 2 – Service calls
- 1 – Carbon monoxide alarm
- 3 – Fire alarms
- 1 – Car fire
- 1 – Propane leak
- 1 – Lawn mower fire

Of the above listed calls, 14 were in Wiscasset. The other 8 were mutual aid responses to our neighboring communities: 3 to Edgecomb, 2 to Westport Island, 1 to Woolwich, 1 to Alna and 1 to West Bath.

Some notable calls from July include a structure fire on Northwood Ct. in Wiscasset where a man and his son lost their home, a kitchen fire on Westport Island and a motor vehicle accident at the intersection of Rt. 1 and Old Bath Rd. that required the replacement of the utility pole and Rt. 1 to be shut down for almost 8 hours.

Training:

The fire department continues to conduct weekly training sessions with its members and has recently been conducting joint training exercises with some of our mutual aid departments including Westport Island and Alna. We find that this joint training greatly improves our working relationship both on and off emergency scenes.

Our training for July included hydrant training with the Alna Fire Department and a tour of the Two Bridges Regional Jail. Upcoming training for August will be live fire training at the training site and water rescue training with the Alna Fire Department.



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Fire Report

We also have 2 firefighters that are currently enrolled in a 24 hour Rapid Intervention Team (RIT) training in Woolwich. A Rapid Intervention Team's sole purpose is firefighter rescue. It consists of 4-6 members that respond to a structure fire in a neighboring town and stand by as the firefighter rescue team if the need should arise. When these 2 firefighters complete their training, we will have 8 firefighters trained for RIT. We hope to have our own RIT team in place shortly, conducting monthly trainings and responding to area towns for RIT assistance.

Equipment/Maintenance:

On that same note, the vehicle that we put our RIT equipment on, our 1988 GMC pickup, was taken out of service as of July 31 due to not passing inspection. The town mechanic stated that it needs some body work and work on the motor in order to pass. Not only does the vehicle contain our RIT equipment for response, it is also used for general errands, trainings, fire protection at the racetrack as well as use in traffic control so that another piece of apparatus is not tied up where it doesn't have to be. I have spoken with the Town Manager and a capital improvement plan is in the makings. Until that time, we will need to find another vehicle to put the RIT equipment on. I look forward to replacing this truck with another vehicle that will serve its additional duties for many years.

Issues/Solutions:

In the near future, I will be meeting with Jeffrey Hindliter in the hopes of developing a Nuisance Alarm ordinance. We ran into a problem, recently, in which the fire department responded to the same location 3 times within a 6 hour period for false alarms caused by a leaking roof. We have had similar problems in the past. I have heard of similar ordinances in other communities where the property owner is charged for the fire department response after a certain number of false alarms within a certain time period. I wholeheartedly support the use of residential and commercial fire alarm systems but feel that the alarm companies and the owners of the properties should be held accountable to maintain their systems.

In closing, I would like to thank the entire staff of the town office for their support during the transition of chiefs at the fire department. They have been most helpful and understanding and their assistance has been invaluable.



Town of Wiscasset

Harbormaster Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Peter Dalton, Harbormaster
Re: Harbormaster July Monthly Report
Dt: August 16, 2010

Monthly Operations:

- **Fourth of July:** The weekend of the fourth is a traditionally exciting time at the waterfront. Unfortunately the parade this year was rerouted to the Middle School due to a proposed construction project. I am in hopes that next year the parade will return to the waterfront as there were many disappointed vendors, visitors and residents as there were activities on the pier lacking an audience. The docks were full on weekend and mother nature assured beautiful weather for all our visitors.
- **Public information on Waterfront:** It came to my attention in July that some of the public informational guides regarding harbors had incomplete information regarding Wiscasset's waterfront. I began conversations with the publishers of several pamphlets to correct this misinformation. Wiscasset has deepwater dockage, three visitor moorings, electricity, water, restrooms and showers at the yacht club. I will continue to work with Lisa Garman to add needed information to public websites as well.

Buildings/ Repairs:

- The pier restroom doors were replaced in order to comply with our insurance carrier. The old doors were rusting and sticking making them unsafe to patrons. The trim was also painted and new paper product holders were installed. Thanks to Greg Griffin and the town crew for their assistance with this project.
- The stairs to the public launch float were replaced and a patch was placed on the float. Hopefully this winter we will be able to replace the float.

Finance:

Currently the Waterfront is operating with a limited 3/12 budget as approved at the June Town Meeting. The amended budget will be voted on September 14th. For the month of July the Waterfront budget was at 5% of the proposed budget. Revenues were at 3.87%. The majority of the revenues occur later in the fiscal year. Moorings are due by April 30th, wormcars by late summer, and commercial pier revenues by the end of October.

- **Budget** – I met with the budget committee in July to review the amended Waterfront and Harbor budget. The new amended budget allows for the full use of the Harbormaster



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Harbormaster Report

boat and the full wages for the Harbormaster. This amended budget should allow for better coverage for a working and recreational waterfront.

Mooring Field Grant: In July the Town received final payment on the Mooring Field Grant Project. The entire project took through the winter and spring to complete. It included a mooring mapping plan and the start of the ghost mooring clean-up. I began the project to document current moorings, upgrade our channel approach and to give back some of the fishing grounds to our commercial fisherman. In total we have removed 15 ghost moorings giving us the opportunity to upgrade and promote our mooring field by allowing 15 new moorings.

Issues/Projects:

- **Visitor Moorings:** As stated above Wiscasset is fortunate to have three visitor moorings. Currently these moorings do not get the use that they should. I believe the issue is related to a lack of correct public information. Boaters are hesitant to explore areas lacking services. However, Wiscasset has fuel services, mechanics, boat haulers, and recreational activities - what we are lacking is the promotion of these services and facilities. I am contacting representatives with the State of Maine to get our information out to the public.
- **Ships Grant:** In June the Town applied for a Small Harbor Improvement (SHIP) Grant which would have contributed 90% of the replacement cost for the Memorial Pier with a 10% Town match. Unfortunately we did not receive the grant, however were informed that if we completed the design and permitting work we may be eligible in November when another grant opportunity should arise. I am working with the Town Manager and Wright-Pierce engineers to establish the necessary permits and documents for the project to move forward.



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Harbormaster Report



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Planning Report

MEMORANDUM

To: Laurie Smith, Wiscasset Town Manager
Fr: Jeffrey Hinderliter, Town Planner
Re: Planning Department July 2010 Report
Dt: August 13, 2010

July is typically a busy month in the Planning Department and July 2010 followed suit. Planning Board agendas are usually full, with applicants securing approvals so they can build before the winter. The Conservation Commission had exciting news as they distributed the first publication of the Wiscasset Trail Mapping Book. ORC continued its detailed work on revising the proposed Village Waterfront Ordinance in order to prepare for a November 2010 town vote. Below, I'll highlight some of the primary Planning Department activities for the month of July 2010.

Planning Board:

As stated above, July was a busy month with one significant project of note, the Montsweag Brook lower dam removal concluding with project approval. This project was reviewed for approximately 4 months with a number of opportunities for open, public discussion. Other projects reviewed this month include:

- Barry Miete parking lot construction, Rt. 1
- Grover Auto and Tire building construction, Rt. 1
- New Business discussion- modular home sales, Rt. 1
- Central Maine Power upgrades to 345 kV transmission lines

Ordinance Review Committee:

The ORC concentrated its efforts on revisions to the proposed Village Waterfront Ordinance. As you may know, the Village Waterfront Ordinance on the June 2010 ballot was pulled because the town attorney believed there were unresolved legal issues that could jeopardize its adoption. As a result of this, the ORC dedicated its time to resolve these issues and prepare the ordinance for a November 2010 town vote.

Conservation Commission:

The Commission recently completed and published work on a booklet titled "Wiscasset's Community Trails." During the past year, the Commission has been researching and analyzing public spaces- whether historical, physical or nature related. As a result of the data gathering, we found the town offers an incredible amount of public accessible space for multiple activities available all year. With this information, it was decided to produce a booklet highlighting these areas. What's great about this project is it was developed from an idea that led to the production of a useful document. So far, the booklets have been quite popular and moving fast. If you would like a copy of the document you may pick one up at the Town Clerk's office or on our website www.wiscasset.org



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Planning Report

Ad-Hoc Historic Preservation Commission:

Currently, the Ad-Hoc HPC is working on the completion of the first draft of the Wiscasset Historic Preservation Ordinance. It is very close to completion with just a few items up for discussion before we begin public education and discussion. It was my hope to meet with the HPC during July to complete the HPC Ordinance but, due to time constraints and work load, this was not possible. Most likely there will be further delays because of the same reasons mentioned above. It is my hope the HPC will meet during winter 2011.

Finances:

July begins a new fiscal year and a challenging one because the Planning budget did not pass at the June 2010 town vote. The department is authorized to temporarily operate under the 2009-2010 budget. The Planning budget was reduced wherever possible, and the amended budget will be presented at the September special Town Meeting. The budget is on track and there are no issues to report.



Town of Wiscasset

Planning Report



Town of Wiscasset

Police Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Lt. John A. Allen
Re: Police July Monthly Report
Dt: August 10, 2010

The Police Department has, overall, had more requests for service this month over last year at the same time. We have accommodated the demand without additional staff or reservists.

Operations:

During the month of July there were 382 Incident Reports:

- 22 Motor Vehicle Accidents; 5 with injury or possible injury
- 23 Criminal Complaints; of these
 - 3 Burglary or Attempts
 - 9 Theft
 - 6 Criminal Mischief
 - 3 Harassment
 - 2 Criminal Trespass

There were 13 Arrests, Criminal and/or Civil Summonses Issued:

- 2 for Operating After Suspension
- 1 for Operating Under the Influence
- 1 for Driving To Endanger
- 1 for Criminal Trespass
- 1 for OUI and Operating a Motor Vehicle while License is Suspended
- 1 for Unlawful trafficking in Schedule Drugs and Failure to Submit to Arrest or Detention
- 1 for Criminal Trespass and Escape
- 1 on a Washington County Warrant
- 2 for Probation Violations

There were 54 Traffic Offenses and/or Erratic Operation Complaints.

There were no Concealed Firearm Permits issued for the month of July.



Town of Wiscasset

Police Report

Finances

Since the Police Department budget did not pass in June 2010, we are on a 3/12 budget, which means the Department gets another 3 months of what last year's budget was to operate. Currently we have spent 9.6%, which is right in line with where we should be.

- **Budget :** Since meeting with the Budget Committee, we have modified the Departmental budget to exclude funds for a Police Chief in lieu of 24-hour coverage. The Board of Selectmen and Budget Committee endorse the new figures which will be up for re-election to the public on September 14th, 2010.

Training

Annual mandatory training for the officers and the reserve officers are scheduled, but none occurred in July.

Mass Gathering: Oxxfest

Almost 11,000 people attended Oxxfest in July. With a lot of planning between the Wiscasset Police, Lincoln County Sheriff's Office, Lincoln County 911 and the State Police, the function went without major incident.

We had a Communications Van at the event with dispatchers providing all the radio and telephone operations that we normally do at the 911 Center to accommodate any incidents. Officers rotated their shifts on an hourly basis and traffic flowed quite well, even with heavy foot traffic.

According to the jail, there were a total of 15 arrests in relation to the venue. There were also accidents around the event, including one where a pedestrian was hit on the West Alna Road. During the course of the event, we had 9 arrests at the venue.

The officers heard good feedback from the public about police coverage, however the following concerns should be addressed before the Department endorses a future event:

- People waiting in line that extended all the way back to the West Alna Road;
- The security team was not there early enough;
- More medical staff and equipment needed;
- No signage leading to the event;
- There were not enough barricades;
- Vehicles should not be allowed in the venue;
- There was not enough water available (any event over 4 hours should have enough free water available);
- Excessive vulgarity in a residential area;
- There were not enough Porta-Potties. (At 5 pm all of the Porta-Potties began overflowing.) There were none available outside the fence for people waiting in line.



Town of Wiscasset

Police Report

- There were not enough rubbish containers. (None of the containers were emptied and ended up overflowing onto the ground.);
- The event lasted longer than scheduled, opening at 9:30 am and continuing on until after 11 pm. (The event was originally scheduled for 12 hours);
- There was no Lost and Found.
- There were no lights or signage in any of the parking areas or along the route to and from the raceway; and
- The raceway website should be more informative as to what the public can and cannot bring in, directions, parking costs and locations.



Town of Wiscasset

Police Report



Town of Wiscasset

Public Works Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Greg Griffin, Road Commissioner
Re: Public Works July Monthly Report
Dt: August 10, 2010

Financials:

One month into the fiscal year my department budget is on target.

- Overall percentage as of July 30th is 6.49%. Our worker's compensation account is higher at 29.63% due to the quarterly payments. We will not have another payment until October.
- The part-time help line item is similar to the circumstance above. Most part-time help is hired for the Summer months, hence our account is running at 25.84% expended.
- The Cemeteries budget is also in good shape at 13.75%, which is higher than the normal average 9.62% for this time of year. This is because most all of the maintenance work in the cemeteries is done this time of year.

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.

- On July 26th I wrote to Representative Fossell and Senator Trahan regarding the poor conditions of Route 144 (Birch Point Road), West Alna Road, and Route 218. These concerns are not merely with potholes but with drainage that, left untreated, could cause damage to private property as well as unneeded degradation to state property. I have forwarded these issues to our local D.O.T. office, only to be informed that they lack the proper funding to address these concerns.
- So far this Spring/Summer season we have successfully completed grinding and installation of a 2-in binder on 1800 feet of Two Bridges Rd, grinding and a 2-in binder on 1000 feet of Acorn Rd, grinding and a 2-in binder on 650 feet of Flood Ave, as well as a 1.25-in surface coat on 1.5 miles of Old Sheepscot Rd, Blagdon Ridge Rd, and a surface coat on 1000 feet of Gorham/Pine Rd. The work was completed by Marriner Paving based in Rockport. for a cost \$133,119.25.
- Catch basin cleaning was completed by Southern Maine Site works. 200 catch basins were cleaned for the sum of \$6,500.00.
- Line striping was done on all crosswalks and parking spaces by Hagar Enterprises of Damariscotta for a sum of \$5,880.00.



Town of Wiscasset

Public Works Report

- The wall repair at the sunken has been awarded to Rego Stone Work of Alna. Work will commence at the end of the first week of October and be completed by the last week of November. The total cost will be \$5,500.
- Roadside mowing was awarded to William Barnes and completed for a sum of \$2445.00.
- This Spring our road crew replaced 3 driveway culverts as a service to homeowners located on Ox Horn Road, Old Stage Rd, and Dickinson Rd. We also replaced 4 road crossing culverts on Acorn rd, 1 on Flood Ave, and 1 on Two Bridges Rd. Each driveway culvert cost the tax payer approximately +/- \$375.00 for an average 15" culvert 30' long in materials and 2 to 4 hours of manpower and equipment time.
- The plantings in front of the municipal building were removed in order to construct an ADA compliant ramp. Citizens now have handicapped access to the front door of the building.
- The Summer months are an important time to catch up on ditching and culvert maintenance. The majority of road problems develop due to a lack of drainage. Maintenance ditching and culvert maintenance was completed on Whites Lane, Fowles Hill Rd, Huntoon Hill Rd, Dickinson Rd, Foye Rd and Deer Ridge Rd.
- The cemetery crew has done an outstanding job of pressure washing and re-painting the fence at Ancient cemetery as well as washing all monuments and repairing broken head stones. The town maintains 6 cemeteries on a daily basis and 3 or 4 more on a several times a year basis because one or more veterans are buried in them.

Building maintenance:

My in-town maintenance crew has done an excellent job replacing the restroom doors at the waterfront, replacing the emergency exit to the Scout Hall, and stairs at both the waterfront and Scout Hall to bring them up to state building code.



Town of Wiscasset

Public Works Report



Town of Wiscasset

Recreation Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Todd Souza, Recreation Director
Re: Recreation July Monthly Report
Dt: August 13, 2010

The Parks & Recreation Department has had a busy July, the weather has been outstanding and grounds are greener than ever. Our seasonal crew has been working tirelessly to keep up with the growth and maintain our park areas this season. July is also summer camp month; we offered 5 weeks of summer camp and two soccer camps, keeping our entire staff very busy. We have been planning for the fall, ear marking projects for shutdown week and preparing for the upcoming school year. Listed below is department data broken down by area.

Parks & Trails

During the summer months our seasonal crew attacks the many outstanding projects to keep our parks and trails in a safe and useable condition. During the month of July our crew

- Repaired vandalized stair railing at Sherman Park
- Maintained 5 fields for numerous games and activities: youth baseball, Babe Ruth baseball, adult softball and soccer.
- Continued clearing of space between WCC & WHS, this space is a heavy student traffic area. Our goal is more visibility for safety between buildings and a maintainable picnic area for the community.
- Mow the Town Office grounds
- Clean and perform general maintenance of the restrooms at the waterfront
- Weekly inspections at Community Playground discovered flaws in the bushings of both diggers. Issue discussed with a being addressed by Playground equipment vendor.
- Bi-Annual Tree Trimming on properties

Programs

One of our main focuses during the summer months is to offer our popular summer recreational camp besides the regular program schedule. The following is a list of programs our staff oversaw:

- 5 weeks for Summer Camp (activities, shows and bus trips) 55 campers per week
- Held Zumba, Tai-Chi, Aerobics, Pilates, Water Aerobics and Karate fitness classes
- Hosted British Soccer Camp – 33 Campers
- Held Shooting Stars Soccer Camp – 13 Campers
- All-Star baseball (2 teams, 3 tournaments and games)
- Adult Co-Ed Softball League – 5 Teams
- High School Summer Soccer Games – 2 Teams
- Swim Team end Summer Session – Held team cookout at Asst. Coaches home – 40 Participants



Town of Wiscasset

Recreation Report

Community Center – the Community Center is most busy during the school year, however July has kept pace through numerous out of town camp visits, seasonal memberships and increased programming by our department. During July we operated under our reduced summer hours. Our goal is to keep operating while balancing service with efficiency. Knowing that during summer months our membership uses the great outdoors we are able to keep costs lower by limiting our hours.

Our facilities experienced a brief issue when our upright freezer failed in the Senior Center. The freezer is used by the department Chef and impacts our operations by reducing the amount of bulk food we can purchase, increasing costs. We are looking for alternate funding sources to replace this unit and the chest freezer in this area.

The Center was rented for three weekends during July by local citizens. Rentals are another way to offset costs of operating our facility.

Community

One of our core missions is to include the community in our activity schedule. In July we

- Held Community Concert – Band Fyve – it was held under the Community Playground pavilion. It was attended by our summer camp and local families.
- Hosted numerous community camps and event groups – our pool and playground continue to be an attraction for local summer camps, families and groups throughout the mid-coast.

Staffing

I advertised for the open position of After-School Program (ASA) Director in July. This position is responsible for the welfare and development of 40 children in our after school activities. Each year this program affords parents in our community an opportunity to have a safe haven for their children after school and makes maximum use of our wonderful facility.

Finances

The Department's budget was exactly at 8.35% expended at the end of July. This amount puts us right on target for where we should be this time of year. July is a heavy staff month due to the addition of summer camp staff.

The Department's revenues were at 6.02% of budget, the reason the revenues are slightly lower than expenditures are due to our summer camp program which collects the majority of its revenue during the end of the previous budget cycle.

Special Projects

- Valve Repair in Pool holding Tank (Help from Waster Water Dept. Staff) – This valve was letting water by; reducing its efficiency and increase it's cost. Valve was removed, evaluated and welding by local welder, saving cost of new valve.
- Built new shelves in Pool storage area – This allows our pool staff to have easier access to their supplies, allows for a greater storage capacity and create a better use of the space.



Town of Wiscasset

Recreation Report

Planning for the Future:

- Program development
 - Fall Youth Soccer program
 - Youth Soccer Clinic on August 28th
 - First day of school and after school program – August 30th
- Shutdown week for maintenance projects – August 21st – August 29th
- Stroke Clinic – Offers focused instruction prior to swim team – September 13th – 24th



Town of Wiscasset

Recreation Report



Town of Wiscasset

Transfer Station Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: Ron Lear, Transfer Station Superintendent
Re: Transfer Station July Monthly Report
Dt: August 10, 2010

Operations:

Type of Material	Tons/Month	Cost	Revenue
Municipal Solid Waste (Trash)	186.7	\$ 54 /ton	
Demo	26.2	\$ 78 /ton	
Single Stream	23.6	\$ 5 /ton	
Metal	26.3		\$120 - \$180 /ton
E-Waste	3.8	\$ 2 /lbs.	
Brush/Lumber	24.6	\$ 20 - \$ 40 /ton	
Batteries	.8		\$.75 /lbs.
Mixed Copper	.3		\$ 1.40 /lbs.

- Sorting materials correctly is directly related to our disposal costs. Each ton of recycling can save the town \$49. Recycling metal from trash can actually turn a negative to a positive revenue. We ask that all our citizens remember that their actions have a direct impact on our cost of operations. Anyone with questions on recycling or other waste can see anyone of us at the Transfer Station.
- We also Recycled in July 12 Bales Cardboard and 348 Tires.
- Giles Rubbish disposed of 48 yards of municipal solid waste from the Oxxfest event, the actual weight of the rubbish was approximately ½ ton.

Revenues in July:

Types	Revenues:
User Fees/Commerical	\$2,960
Cardboard Recycling	\$2,225
Metal	\$4,965



Town of Wiscasset

Transfer Station Report

Customer Service:

The cost of operations is directly related to the amount of resorting staff must perform in order to maximize our revenues. One way in which we can reduce costs is to ensure that we limit the number of times items are handled. In order to assist our customers and ourselves staff added 3 new signs to improve communication. We added a sign on the end of the Lumber bin and Metal bin so that people can more easily relate the bin with the material. We added an another sign by the masonry products bin to let customers know that wood and coal ash needs to go into cans now, not in the Masonry bin.

Issues:

The key to effective transfer station operations is well maintained and functioning equipment. This past month the Forklift has encountered issues with the main ignition fuse. This has created operational issues as the forklift is used on a daily basis to safely move recyclables to the trailer. We have continued to diagnose the issue by following the wiring, however have not found any exposed wires yet.



Town of Wiscasset

Transfer Station Report



Town of Wiscasset

Treasurer Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: James George, Town Treasurer
Re: Treasurer July Monthly Report
Dt: August 16, 2010

This office handles the money for the Town of Wiscasset. We pay the bills, track expenditures, prepare payroll, send out the tax bills and receipt each and every dollar paid to the Town. We also prepare financial reports for Department Heads, Selectmen, Town Manager and Budget Committee.

Monthly Operations:

- **Payroll-** Though we have 35 full time employees, total payroll during the summer is 82 employees because of summer workers hired at the Recreation Department and Highway Department. Some Departments also have permanent part time employees who work throughout the year. Gross Payroll is around \$37,000 per week.
- **Accounts Payable-** During the first half of July, we continued to pay bills for the old year for work that had been completed by the end of the fiscal year 6-30-2010. We were also paying bills for work performed in our new fiscal year. Yes, we are running 2 sets of books, but one was for our old fiscal year and one for our new fiscal year.

Finances:

- **Property Taxes-** On July 20, 2010, we placed a tax lien on 276 properties for non payment of 2009/2010 real estate taxes in the amount of \$546,356.32. By comparison in July, 2009, we placed liens totaling \$521,867.89 which have been reduced through payments to approximately \$350,000.
- **Audit-** We also began preparations for the annual audit. The Auditors have a 2 page check list of items needed for the audit including tax returns, final A/P reports, W-2's and a list of carry forwards that need to be brought into the new fiscal year. The Auditors will be here the week of August 16, 2010 for several days gathering data with the final audit printed and sent to us in October.
- **Budget Committee-** In July I met with the Budget Committee who were reviewing the warrant articles for the special town meeting on September 14. In addition to answering questions, I provided additional written detail on specific budgets.
- **Tax Anticipation Note-** Each year the town borrows money to provide cash flow. Our expenses are consistent every month, but our principal revenues only come in October and April. We sent bid requests to twelve banks and received three bids. We anticipate



Town of Wiscasset

Treasurer Report

we may need up to \$3,000,000., but are requesting bids on an “as needed” basis so that we borrow only what we actually need. In fiscal year 2009 we borrowed \$1,000, 000 to offset our cash needs at a cost of approximately \$15,000 in interest. By addressing some of our outstanding balances in taxes, loans, and sewer fees we may be able to prevent the need to borrow in the future.

Information Technology- I also serve as the resident IT person at Town Hall. In July the new Town Manager’s computer needed replacement. The computer for the Town Manager was 6 years old and took 20 minutes to start up, load its software and update itself. Unfortunately this is not an uncommon experience with our computers at the Town Office as many are in this same age bracket and our software is aged as well. Compatibility currently doesn’t exist between computers in our offices as some run Office 2000, some 2003 and our Manager now has 2010. In order to make the Manager’s new computer compatible with our network, I worked on it off and on for a whole day, putting software on it, antivirus, configuring it to run on our network and adding a user name and password.



Town of Wiscasset

Wastewater Treatment Report

MEMORANDUM

To: Laurie Smith, Town Manager
Fr: William Rines, Sewer Superintendent
Re: Waste Water Treatment Plant July Monthly Report
Dt: August 13, 2010

Operations:

- During July we treated an average of 279,000 gallons per day. Our plant is rated for 620,000 gallons per day. Due to the fact that we use under half of our available capacity we have plenty of opportunity for growth in the system at the plant. However this also means that there are fewer users to carry the cost of the system. Finding additional users along our current system makes financial sense for the waste water operations.
- I met with Tata & Howard engineering firm with the Interim Town Manager Don Gerrish to plan an application for waste water upgrades to the Clean Water State Revolving Fund (CWSRF). The Town desires to become eligible for grant funding that would lessen our costs for needed infrastructure. Awards from the CWSRF can include up to a 50% grant. The application includes various projects and amounts to approximately \$1.5 million.

Financials:

Our current sewer rate is \$.065 per cubic foot for all users. In July we billed out \$25,547 and collected \$21,664. Our current outstanding balances are one of the leading issues for the wastewater operations. Our annual revenues are approximately \$325,000 of that we currently have over \$68,000 in outstanding balances and of that approximately \$40,000 is in lien, with over \$20,000 accrued to one customer.

Billed	Collected	30 day Outstanding	Liens
\$25,547	\$21,664	\$3,883	\$40,225

Our budget expenditures for the month of July were at 6.65%, which was under our target of 8.3%.

Customer Service:

We responded to a call at Wiscasset Bay Gallery concerning an extremely wet basement. In order to determine whether the water was related to a sewer issue we performed testing and determined it was not raw sewerage. We also performed dye testing which was inconclusive, however will continue to follow the issue through the rainy season.



Town of Wiscasset

Wastewater Treatment Report

Issues:

- Route 1 and 27 vehicular accidents cause problems for the sewer treatment operations. Power outages which often occur from the accidents leave the Town pump stations without power which can cause backups for our customers. One July evening we experienced just such a case and I spent five (5) hours transporting our one generator back and forth between pump stations #1 and #2 both on Route 1 between the village and Flood Avenue. If I had not been able to utilize Flood Avenue it would have added an additional 5 or 6 miles to each trip increasing the chances for disaster. For this reason we have requested at the special Town Meeting on September 14th to use \$20,000 of our impact fee revenue for the purchase of an additional generator. Due to the number of power outages we experience each year these generators are vital to our continued operations.
- I responded to the Department of Environmental Protection compliance inspector who required a response by July 31st on three outstanding issues. In order to remain compliant with our permit from the State we needed to resolve the issues with generator connections at the plant, determining which pump stations were most critical, and installation of on-site generators. I was able to undertake the installation of needed equipment to run the critical areas of the plant. I determined that Pump stations along route 1, including #1,2,3,16, and 17 are the most critical. Lastly I have requested the use of impact fees at the next special Town Meeting to purchase a needed generator for pump station operations.