



# Town of Wiscasset

## Manager Report

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### MEMORANDUM

**To:** Board of Selectmen  
**Fr:** Laurie Smith, Town Manager  
**Re:** Monthly Report  
**Dt:** October 18, 2011

#### ***Recreational Pier:***

At the beginning of September I received a call from Kevin Rousseau of the Maine Department of Transportation. Kevin works with communities seeking funds for the Small Harbor Improvement Grants (SHIP). Kevin informed me that DOT was reviewing possible candidates for the annual U.S. Fish and Wildlife Service's Boating Infrastructure Grant (BIG) program. The program is funded through boating fuel excise taxes and the U.S. Fish and Wildlife award funding to the State of Maine each to be used on a recreational boating project. I was informed that Wiscasset had been chosen to receive the 2011 grant for work associated with our recreational pier. The requirements of the grant are that the project be for recreational transitory boating and there is a 25% match. The grant is in the amount of \$100,000 with a local match of \$33,333.33 for a total maximum amount of \$133,333.33 (75% BIG/ 25% Local).

Town staff agrees that necessary improvements include work on the framing of the pier, decking, a railing (required by our insurance), improved electrical and water service, and the replacement of dolphins and fender pilings. Our 25% match will need to be addressed prior to the start of construction which will likely take place in the summer or fall of 2012. We currently have approximately \$23,000 remaining in our waterfront fund and the remaining \$10,000 could come from our Capital Improvement reserve fund next budget cycle. The repairs had been identified in our last Capital Improvement Program and were scheduled for this coming year. This provides us the opportunity to complete the necessary repairs with a much reduced town contribution.

#### ***Mandatory Recycling***

The Wiscasset voters authorized amendments to the Solid Waste Ordinance in June of this year. In summary, the new ordinance requires the separation of recycling and waste in order to save in disposal costs. The penalty for non-separation of recyclables from unrecyclable goods is \$2.00 per bag, which is charged to the person, business or commercial hauler which brings the unrecycled waste to the facility. Although an ordinance can appear plain in its intent, the real work is in administering a new ordinance. Ron Lear, Transfer Station Superintendent and I have met with the Towns of Alna, Westport, Giles Rubbish and the Police Chief to determine the best method of administering the new ordinance.

#### **Implementing the New Ordinance**

Over the past two months the Transfer Station staff has been educating the public as to the new recycling ordinance and the basics of recycling. This education effort included a new flyer and many one-on-one conversations with residents. Beginning on October 1<sup>st</sup> the ordinance states



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that anyone who does not comply will face a \$2.00 penalty per bag. The implementation strategy is as follows:

- Everyone should receive one warning.
- For the purposes of operation staff will recognize a “bag” as a 30 gallon trash bag. Operators will evaluate the amount of waste in relation to a 30 gallon trash bag and assess the fee accordingly.
- Much research into recycling shows that most households could recycle 60% to 80% of their solid waste. However, most municipalities agree that average households recycle 25 to 30% of their trash. Our expectation is that households and individuals would recycle at least 25% of their trash. This means one out of four bags should be recycled materials.
- Commercial haulers receive materials from residences and commercial businesses alike on a given day. Some recycle using the services of the hauler, other’s recycle on their own, and still others choose not to recycle. In order to calculate a “per bag” penalty staff will use averages to charge haulers based upon an evaluation of information and data from run sheets, weighed loads, and through personal knowledge of individual habits. Should these methods prove ineffective we will recommend a change to the ordinance.

I would like to thank the Transfer Station staff, Ron, Les and Bob for all their efforts in regards to the implementation of the new ordinance. We also recognize that no system is perfect. We will do our best to enforce the intent of the ordinance while continuing to educate our residents and enforce the rules in as fair and equitable a manner as possible.

### ***Fireworks:***

On January 1<sup>st</sup>, 2012 the possession, sale and use of “consumer fireworks” will become legal in the State of Maine. What are “consumer fireworks”? This new definition created by the statute limits the types of fireworks that can be sold to anyone over the age of 21. Based upon a demonstration in Augusta that I witnessed recently I would tell you that these fireworks are very similar to the type seen in most of fireworks displays. The only difference is the amount of explosives limiting the height to 100’ to 250’ versus thousands of feet.

This new statutory change has raised many local questions:

- Should we allow the sale of fireworks?
- Should we allow the use of fireworks?
- What kind of fee should we charge?
- Can we limit the number of stores?
- Should we limit the use of fireworks to non-built up areas?
- Should we have permits for the use of fireworks, similar to a burn permit?

In order to receive public comment on some of these issues the Selectmen held a public hearing on September 13<sup>th</sup>. The public hearing was only attended by one citizen, however it gave the Selectmen a chance to discuss the questions with public safety personnel.



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Based on this meeting the Selectmen have asked staff to create a draft ordinance that would allow the sale and use of fireworks but only with local permits. This gives our public safety staff a chance to monitor their use. We will also be considering limiting the sale of fireworks to commercial areas along Route One. In order to have our ordinance in place by January 1 we will need to have a special town meeting to adopt the ordinance in December.

### ***Town Common***

I wrote a few months ago that plans were underway to prune and trim areas in the Town Common. After some initial feedback I met again with the Road Commissioner, the Town Appearance Committee, and an abutter. It was agreed at this point that we would limit our cuttings to the hemlocks bordering the war memorial and the yews at the bottom of the corner and the one across the street. The small blue spruce in the middle of the common is not getting enough sun and will need to be moved to another location. The outstanding item is still the large Christmas tree at the top of the common. The tree has become difficult to decorate and needs to be replaced.

### ***Selectmen Tour the Wastewater Treatment Plant:***

The Board of Selectmen began touring each department in September. The first department on the round of tours was the Wastewater Treatment Plant. William Rines, the Superintendent, showed the selectmen the aging facility and some of the items that would be coming up in the next capital improvements discussion. The tour gives the Selectmen a sense of the day to day challenges that the departments face and an opportunity to gain a greater appreciation for the municipal responsibilities our staff accountable for each week. I commend the Selectmen for reaching out to the departments as the departments truly appreciate the interest shown by the elected board.

### ***Federal Street sidewalk:***

This past month the municipal officials have spent a great deal of time discussing the sidewalk along Federal Street. As everyone knows, the Water District and State of Maine have been replacing the water and storm water lines along Main Street and Federal Street over the past few months. At the end of construction the roads that were impacted would be trench patched, meaning the areas affected would have an asphalt fill. The State has plans to repave Route One during the summer of 2012, however Federal Street was not scheduled for repaving anytime in the near future.

Crooker, the contractor on the project, came forward with a proposal to repave Federal Street instead of trench patch for the same contracted price. Everyone involved with the project saw this as a great benefit and agreed to the repaving project. The issue is that the project raised the height of the road and required the resetting of the curbing along the street. Crooker reset the curb to Maine DOT specifications which left the sidewalk several inches below the new curb. The Road Commissioner was greatly concerned that the new curb height would cause safety concerns, drainage issues, and maintenance problems. After several on-site meetings between the State, the Water District, the Selectmen, the contractor and Town staff as a resolution has been reached. The Town has been asked to participate in 20% of the cost of reconstruction of the sidewalk with the State picking up 80% of the cost.

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Although this was an issue that evolved because of many unforeseen circumstances the end result is the Town has new storm water lines, new water lines, a newly paved road and a new sidewalk for minimal taxpayer investment. I would like to thank everyone for their work at finding a solution to a difficult problem.

### ***Route One Pedestrian Traffic Meeting:***

On September 28<sup>th</sup> Town officials met with Gerry Audibert of the State of Maine Department of Transportation to review the effects of the 2011 summer traffic officers study. Gerry reviewed his report on US Route 1 vehicle delays with and without officers present. Analysis of the traffic data collected shows there was essentially no change in northbound traffic throughput with or without two uniformed officers directing traffic. Southbound traffic volumes increased 14.4% when two officers were present and the net overall improvement was 2.2%. The reason for improved southbound traffic flow is likely due to the officers' ability to see traffic conditions across Davey Bridge, while northbound traffic views are obstructed by the large hill and sharp curve located south of Water Street. Visual observations indicated that while overall traffic flows may not have improved appreciably, the conflicts between parked vehicles, pedestrians and vehicular traffic appeared to be less chaotic. As in the past, police did note there were still many instances of vehicle operators ignoring officer commands and jaywalking. Other police comments included the fact that vehicles cross US Route 1 to enter empty parking spots, further causing unnecessary delays. Traffic volumes from May 1 through August 28 were down about 3% this summer from 2010, and slightly lower than 2009 traffic volumes.



# Town of Wiscasset

## Airport Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Ervin Deck, Airport Manager  
**Re:** Airport Monthly Report  
**Dt:** October 18, 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 2011 Air & Land Family Festival and Air Show was, despite the foul weather, a success. It is estimated that 1,000 people visited the airport; many toured the Rise Above exhibit, a tribute to the Tuskegee Airman of World War II.
- The Airport Committee met on September 21.

#### **Finances**

- Airport finances are at 25% of the Fiscal Year: Expenses = 30.7% and Revenue = 16%. The part-time salary budget is at 94%, well above where it should be (approximately 60% by the end of the summer). The higher than usual hours expended are due to the wet weather (grass grew much faster than normal) and extra hours expended by part-time help preparing the airport for the open house in August and the air show in early October. Adjustments to other budget line items will be made to compensate for hours needed next spring and early summer.
- I continue to work with the FBO, Ocean Point Aviation to develop a revised Lease Agreement that all parties can agree on.

#### **Miscellaneous**

- Mr. Kevin Sprague of Wiscasset has volunteered to be a member of the Airport Committee. If approved by the Board of Selectman, Kevin will fill the fifth slot on the committee. Kevin has my endorsement and was also recommended by the Airport Committee on September 21<sup>st</sup> by a 4-0 vote.

#### **Maintenance, Repairs, and Capital Improvements**

- Work on the Airport Master Plan continues. The Airport Committee plans to meet separate from the Planning Advisory Committee to develop several airside and landside alternatives. Of particular interest is the runway length (is it long enough; if not, how



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## Airport Report

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long and how would it be extended?). Second is the location of the future Texas Flying Legends Museum and hangar.

- Work on the airport fence and gate project was delayed because of a back order on the gate control units. Stantec and Round Hill Fence indicate the controllers should be delivered by the end of October, with installation of the remaining fence and gates by Thanksgiving.
- A 14' snow pusher was ordered, which is funded through the same Federal and State grant that is funding the fence and gate project.



# Town of Wiscasset

## Assessor Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Sue Varney, Assessor's Agent and Human Resource Officer  
**Re:** Assessing and HR monthly report  
**Dt:** October 18, 2011

The Assessor is on a temporary leave of absence.



# Town of Wiscasset

## Town Clerk

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Chris Wolfe, Town Clerk  
**Re:** Town Clerk Monthly Report  
**Dt:** October 18, 2011

I had the pleasure of conducting a ceremonial swearing in of the new Police Chief at the Selectmen's Meeting on September 6th. Many colleagues, friends and members of his family were able to attend. Chief Cline's father came forward to pin him with his official badge. On September 6<sup>th</sup>, a representative from Olympia Snowe's office was in Wiscasset to meet with constituents. Unfortunately, only one person, Selectmen Polewarczyk, took advantage of this opportunity to voice his concerns. Two public hearings were held on Tuesday, September 13<sup>th</sup>. The first hearing's topic was a proposed tidal energy project. The second hearing's topic was the implementation of possible ordinances to restrict the sale and use of fireworks, which become legal on January 1, 2012.

#### LICENSES:

Business license <sup>1</sup>	Dog License <sup>2</sup>	Liquor License <sup>3</sup>	Special Amusement <sup>4</sup>
0	1	0	0

#### VITALS:

Birth	Marriage	Death
4	3	0

Beginning September 28<sup>th</sup>, vital records are no longer closed for 100 years from the date of the event. The new laws close access to death records for 25 years, marriage records for 50 years and birth records for 75 years. The laws have also been made less restrictive resulting in more individuals having access to a record. Proof of identity and lineage will still be required to access closed records or to obtain certified copies of any records prior to 1892.



# Town of Wiscasset

## Town Clerk

### FINANCIALS:

	Auto Excise <sup>1</sup>	Boat Excise <sup>2</sup>	Agent Fees <sup>3</sup>	Vital Fees <sup>4</sup>
<b>Monthly Revenues</b>	<b>\$42,886.35</b>	<b>\$165.80</b>	<b>\$1,190</b>	<b>\$344</b>
<b>Year to date</b>	<b>\$129,198.71</b>	<b>\$1,180.80</b>	<b>\$3,995.25</b>	<b>\$1,252.40</b>
<b>Met revenue projection :</b>	<b>28.71%</b>	<b>39.36%</b>	<b>25.61%</b>	<b>50.10%</b>

### APPOINTMENTS :

Town Manager Smith appointed Alex Greenlaw as a Wiscasset Reserve Police Officer. Alex was previously appointed as one of the traffic officers that helped with downtown congestion this past summer.

Clifford Hendricks was appointed to the Budget Committee with an appointment that is set to expire June 12, 2012. Selectmen are required to appoint Budget Committee vacancies only until the next annual Town Meeting, as these positions are elected positions as mandated by ordinance.

I received help from the Wiscasset Primary and Middle School in getting the information out about Wiscasset's additional RSU School Board opening. Both schools sent out an email blast to parents. This blast was successful as we received an application from an interested parent who was appointed by the Board of Selectmen. RSU involvement, while quite time consuming, is a very rewarding experience.

There remains an opening on the Wiscasset Water District Board of Trustees. Anyone interested in this position should contact the Town Office.

### ELECTIONS:

The Selectmen and Budget Committee voted their recommendations for the November warrant and the final warrant was signed at the September 20<sup>th</sup> meeting. The November 8<sup>th</sup> Referendum Election will be held at the Wiscasset Community Center from 8 A.M. to 8 P.M. The State ballot includes a People's Veto asking if voters want to reject the new law that requires new voters to register to vote at least two business days prior to an election, 2 Citizen Initiative questions asking voter approval for casinos in Lewiston, Biddeford and Washington County



# Town of Wiscasset

## Town Clerk

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along with a Constitutional Amendment to change the years that redistricting occurs. There will continue to be voter registration on Election Day, November 8<sup>th</sup>. This is the result of a stay on the new legislation pending the results of the People's Veto.

The Municipal ballot asks for the appropriation of \$5,000 in Wastewater System impact fees for system capital expenses. This question was omitted from the June 2011 Annual Town Meeting warrant and will not impact the tax commitment as it comes from monies collected from new users to the wastewater system. The second question on the Municipal ballot is a non-binding referendum question which will gauge the interest of the voters as to whether the Selectmen should pursue the process of withdrawal from RSU 12.

### **TRAINING:**

The Secretary of State's Office presented their annual Election's Conference on September 28<sup>th</sup> for Town Clerks and September 29<sup>th</sup> Registrars at Spectacular Events in Bangor. I was fortunate to be able to attend both days of the conference and meet my mandatory training requirement for another year.



# Town of Wiscasset

## Code Enforcement Officer

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Rick Lang, Code Enforcement Officer  
**Re:** Codes and Safety Monthly Report  
**Dt:** October 18, 2011

#### **Code Enforcement:**

I issued 15 building permits for \$1,053.00 in fees, raising the Town's valuation by more than \$169,000.00, plus the new pier of \$350,000.00. Growth of Wiscasset continues to be stagnating with no new housing or commercial building permits. However this appears to be consistent with the surrounding area. Normally late fall and early spring are the busiest times for construction starts.

#### **Plumbing Inspector:**

During the month of September I issued 4 plumbing permits for \$230.00 in fees, with \$172.50 to the Town and \$57.50 to the State.

#### **Signs:**

I issued no permits for new signs during the month of September. While the new sign ordinance is much better than the old one, there are a number of changes that are needed to make it run smoother. It appears that the downtown sign district is too large and is not compatible to the type and location of the signs allowed in this district. We need to look at total signage allowed at malls, office parks and single buildings with multiple tenants; the new ordinance changed it from per business to per lot. This will make it difficult for these types of businesses to have adequate signage.

#### **Town Properties:**

The new owner of the Hart property is continuing with the cleanup. The front section is now complete and he has started the rear section. The Selectmen have voted to put the Koehling out to bid with a \$30,000.00 minimum bid. The bids are to be opened on October 18<sup>th</sup> at 7pm.

#### **Safety Program:**

Due to conflicting schedules there wasn't a safety meeting on September 7<sup>th</sup>. As we take the Safety Program to the next level, I'd like to remind everyone that safety pays and in more than one way. The Town has received a check for \$5,759.00 from MMA Risk Management, our insurance carrier, for a refund on our workers compensation insurance premium.

#### **Health Officer:**

Please remember to change your batteries in the smoke detectors when you set the clocks back to standard time. If you do not have Carbon Monoxide Detectors in your home, this is a good time to install them or convert to the combination units.



# Town of Wiscasset

## Code Enforcement Officer

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### **Planning Board:**

The Planning Board met on September 26<sup>th</sup>. The Selectmen had requested the third member of the Planning Board be selected to become a member of the Ordinance Review Committee. The Ordinance Review Committee bylaws require that there be 3 members from the Planning Board, and at the time there were only 2. Al Cohen agreed to serve. Al being a local business owner will be a great asset.

### **Ordinance Review Committee:**

Due to conflicting schedules the ORC met only once during the month of September. They, along with Bob Faunce, Lincoln County Planner, continued the discussion of off street parking, parking lots and large parking lots of 40 or more space. Also discussed was DEP's rescinded original Village Waterfront decision. A new one has been issued. The revised decision now limits a non-vegetated surface to be no more than 70%, with the exception of Whites Island, where the non-vegetated surface coverage shall be no more than 50%.

### **BUILDING PERMITS**

<b>DATE</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>TYPE</b>	<b>FEE</b>
9-6-2011	Soule	59 Page Ave.	Garage	136
9-8-2011	Town of Wiscasset	9 Water St.	Pier replacement	—
9-8-2011	Roy	11 Page Ave.	Shed	25
9-12-2011	Shingleton	65 Lowelltown Rd.	Garage	103
9-12-2011	Cole	185 Beechnut Hill Rd.	Deck	25
9-12-2011	McCarren	Barns Rd.	Storage Bldg.	37
9-12-2011	McCarren	Barns Rd.	Shed	25
9-12-2011	McCarren	Barns Rd.	Shed	25
9-13-2011	Harvey	144 Old Dresden Rd.	Garage	64
9-19-2011	Bowen	970 Gardiner rd.	Mobile Home	121
9-21-2011	Sukeforth	20 Sukie Ln.	Storage Bldg.	58
9-21-2011	Lady Marion Trust	506 Old Bath Rd.	Deck	32
9-26-2011	Mitchell	91 Birch Point Rd.	Remodel	115
9-29-2011	Appleton	216 Foye Rd.	Shed	25
9-29-2011	Hammond	223 Gibbs Rd.	Addition	262



# Town of Wiscasset

## Code Enforcement Officer

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### PLUMBING PERMITS

DATE	NAME	ADDRESS	TYPE	FEE
9-6-2011	Polewarczyk	67 Youngs Pt. Rd	INT	40
9-19-2011	Bowen	970 Gardiner Rd.	INT	90
9-23-2011	Mitchell	91 Birch Point Rd.	INT	40
9-29-2011	Hammond	223 Gibbs Rd.	INT	40

### SIGN PERMITS

Date	NAME	ADDRESS	BUSINESS	FEE
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### TEMPORARY BUSINESSES

No new Temporary Business permits were issued during the month of September.



# Town of Wiscasset

## EMS / Ambulance Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Roland Abbot, EMS/EMA Director  
**Re:** Monthly Report  
**Dt:** October 18, 2011

For the month of September we had 70 calls for service in our coverage area versus 41 calls in 2010.

#### **Financials:**

Total income received for the month of September was \$14,371.26 compared to \$32,355.41 for the month of August in 2010.

So far this year our total income as of October 10<sup>th</sup> is up \$6,086.16, ahead of October 2010. The break down by months is as follows:

#### **Revenues FY 10 vs. FY 11**

	<b>FY 2010</b>	<b>FY 2011</b>
July	\$ 9,567.32	\$ 23,890.60
August	\$ 16,974.94	\$ 18,273.08
September	\$ 32,355.41	\$ 14,371.26
October	\$ 6,288.55	\$ 14,737.44 *
	<b>\$ 65,186.22</b>	<b>\$ 71,272.38</b>

\*As of October 10th

The first nine months of the year have been very busy. As of the first of October we have received 558 calls for service as opposed to last year at the same time (459 calls).

#### **Staffing:**

The month of September was a challenging month for coverage. I was unable to respond for calls most of September due to medical issues. After my return to duty we lost 2 Paramedics; one to an injury and the other to illness. Both are still out of service. Both medics are people the service relies on to cover medic calls during the day and some at night. This leaves just me to try to cover the day shift medic coverage. We have had to rely on other towns to help us during this time, and I thank them for their help.

#### **Operations:**

The service is still having some issues with the 2006 ambulance (88). The ambulance was down last month (Aug.) for 9 days for repairs to the motor and turbo. This month (Sept.) the ambulance



# Town of Wiscasset

## EMS / Ambulance Report

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was down for another 7 days for repairs again to the turbo. The repairs were covered under warranty but the warranty will be running out in December of this year. Over the weekend during the hot days (Oct) again the ambulance had issues. This time it was with the A/C in the back of the ambulance which had risen to 89 degrees. The members who responded to a call had to call out the other ambulance to transport the patient to the hospital. This caused a major delay in patient care.

Over the last 9 months this ambulance has been out of service for 38 days, costing the service a lot of money in lost calls.



# Town of Wiscasset

## Fire Department

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**From:** Rob Bickford, Fire Chief  
**Re:** Monthly Report  
**Date:** October 18, 2011

#### **Operations:**

The Fire Department ended the month of September with 12 calls for service, which is right in line with the same time last year in which we had 11 calls.

The calls for September break down as follows:

4 motor vehicle accidents, 2 structure fires, 3 service calls, 1 carbon monoxide call, 1 fire alarm and 1 assist to EMS.

Of the 12 calls for the month, 10 were in Wiscasset. We responded for mutual aid to Westport and Boothbay 1 time each.

Although the numbers don't reflect it, it seemed like a fairly busy month in that we responded to 2 structure fires that caused significant damage to 2 buildings. On the 18<sup>th</sup>, we responded to a fire at the former Tony's Pizza on Rt. 1. It was later discovered that 2 juveniles were involved in setting the fire. With the help of the Wiscasset Police Department, the Lincoln County Sheriff's Office and the Maine State Fire Marshall's Office, both subjects were located and subsequently charged with arson. On the following Sunday, the 25<sup>th</sup>, we responded to Westport Island for a residential structure fire which caused a substantial amount of damage to a residence and sent its owner to the hospital for smoke inhalation. Both fires required mutual aid from several towns and all departments worked very well together to bring both fires under control quickly and safely.

#### **Training:**

Training for the month of September focused heavily on pump training with members having classroom time and hands on training on all of our equipment.

Upcoming training will include what was learned in September when we test all of our hoses, as well as Class "A" burn training at the training site, and finally closing the training site for the winter.



# Town of Wiscasset

## Fire Department

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### **Financials:**

With the fiscal year 25% complete, the Fire Department budget is at 44.37% expended, which is an increase of just over 2% from last month.

### **Staffing:**

The department continues to enjoy a full 45-member roster with a waiting list of individuals wanting to join.

### **Upcoming Events:**

The Fire Department will be holding its Annual Open House to celebrate National Fire Prevention Week on October 12 from 6-8 p.m. Departments from around the county will join us to educate the public on fire safety in the home as well as demonstrating some of the emergencies that Fire Departments respond to on a regular basis. In conjunction with Fire Prevention Week, the Fire Department visits the Primary School and teaches children the importance of fire safety. They are also visited by “Sparky” the Fire Dog, which is always a big hit.



# Town of Wiscasset

## Harbormaster Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Peter Dalton, Harbormaster  
**Re:** Harbormaster Monthly Report  
**Dt:** October 18, 2011

Part of the month was spent prepping for the arrival of Prock Marine to start the construction of our new Commercial Pier. Worm boxes and lobster gear needed to be moved, along with putting up signage so our Commercial users would know the start dates and details.

Floats were used for Whites Island to finish up the last bit of replacements of the pile caps.

The University of Maine spent three days performing their fall salmon smolt study. They used the Harbor Master boat for the project. Thanks to all who helped make this happen. We are waiting for the details from the study within the next few months.

We also redeployed the counter for the sturgeon study.

I participated in a meeting with Kevin Rousseau from the State, who has awarded us a \$100,000 grant for upgrading our Recreational Pier! This grant has been an on-going project with Kevin and me for over three years. I want to thank him for putting us in front of other municipalities and awarding us this grant. We are in hopes to start construction in the spring.



# Town of Wiscasset

## Planning Report

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**To:** Laurie Smith, Wiscasset Town Manager  
**Fr:** Misty Gorski, Town Planner  
**Re:** Planning Department Report  
**Dt:** October 18, 2011

Not Available.



# Town of Wiscasset

## Police Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Chief Troy Cline  
**Re:** Police Monthly Report  
**Dt:** October 18, 2011

### Operations

The Police Department handled approximately 610 calls for service this month. Examples of some types of calls are listed below:

Arson	1	Domestic Disturbance	5
Criminal Threatening	2	Alarms	6
Criminal Mischief	4	Property Checks	271
Criminal Trespass	2	Suspicious Activity	28
Harassment	7	Pedestrian Checks	4
Disorderly Conduct	5	Escorts	10
Thefts	9	Traffic Details	9
Medical Assist	6	Assist Other Agencies	6
Erratic Operation	37	Lost or Found Property	5
Disabled Motor Vehicles	6	Traffic Hazards	7
Paperwork Service	6	Assist Citizen	11
Juvenile Problems	4	Animal Complaints	5
Gun Permits Issued	4		

Motor Vehicle Accidents: There were seventeen (15) motor vehicle accidents this month, nine (9) Reportable and six (6) Non-Reportable.

Traffic Enforcement: The officers conducted 110 traffic stops resulting in 105 warnings and 5 summonses issued.

### Arrests:

There were twelve (12) arrests made in the month of September, some of which included the following:

Criminal Restraint – Domestic Violence  
Operating Under the Influence  
Numerous Warrant Arrests

Trafficking in Scheduled Drugs  
Operating After Suspension



# Town of Wiscasset

## Police Report

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### Community Outreach

September was a very busy month for Sergeant Williams and I in this area. We attended numerous community meetings and events. Some examples of such are listed below:

- ✓ Sergeant Williams took me around to the various facilities in Wiscasset, i.e. 911 Communications Center, Lincoln County Sheriff's Department, District and Superior Courts, District Attorney's Office and Town Departments.
- ✓ Sergeant Williams and I met with the staff at all three (3) schools in Wiscasset. I told the principals of all the schools that the Wiscasset Police Department would visit the schools occasionally to check on students and staff.
- ✓ We attended two of the Wiscasset Area Chamber of Commerce events, the first at Chewonki Campground and the second at the Wiscasset Airport.
- ✓ I attended the Public Hearing on the Fireworks Ordinance.
- ✓ I attended the Senior Center Dinner in recognition of the sacrifices of Public Safety Personnel on 9-11. This was a wonderful event and I really enjoyed meeting and talking to the people.
- ✓ Sergeant Williams and I attended the Lincoln County Triad meeting.
- ✓ I attended the Budget Committee meeting to observe the process of those meetings. While there I had an opportunity to meet the members of the Committee.
- ✓ Sergeant Williams and I attended the Traffic Management Study meeting to discuss the impact of the Traffic Officers on the flow of traffic on Main Street (Route 1).
- ✓ Sergeant Williams and I met with Wiscasset High School Principal Debra Taylor and discussed the needs of the High School. I will be directing officers to do a random "walk through" of the building to check on the security and safety of the students.
- ✓ Sergeant Williams and I met with a resident on Northwood Court reference and ongoing neighbor dispute. We determined there needed to be a meeting between all parties involved. The meeting was held on October 3<sup>rd</sup> and Sergeant Williams and I attended. We mediated the discussion between the parties and overall the meeting was a success. All the neighbors were very happy the Police Department took the extra time to help them sort out the issues.
- ✓ Sergeant Williams and I walked the downtown area and I met with the business owners and introduced myself. I also asked each of them to be sure to let me know if there is something specific they need from the Police Department.
- ✓ Officer Alex Greenlaw and I attended the Homecoming Dance on 09-30 and we were well received by the students and staff.

### Training

I completed numerous on-line classes with the Maine Criminal Justice Academy. I also completed my mandatory Firearms Qualification this month.

All officers have worked steadily on completing the mandated Annual Training Requirements issued by the Maine Criminal Justice Academy for maintaining law enforcement officer certification.

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# Town of Wiscasset

## Police Report

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Reserve Officer Greenlaw continued his Field Training this month and is progressing well.

### Financial

As of the end of September the department has expended approximately 23% of the 2011 Fiscal Year Budget. Of specific concern is the vehicle repair line which is already 45% expended. A majority of these funds have gone to numerous vehicle repairs to the 2006 Ford Crown Victoria (Unit 107).

### Future Goals and Objectives

- ✓ Update the mission statement and develop a strategic plan for the agency.
- ✓ Review current policies and procedures and implement updated ones where necessary.
- ✓ Review the department's Field Training Program and update it where necessary.
- ✓ Conduct an inventory of all department equipment and determine if the equipment is outdated and/or necessary anymore.
- ✓ Review the maintenance files for the two (2) department vehicles and determine the best course of action for vehicle replacement to reduce maintenance costs and department liability.
- ✓ Develop a training plan for department personnel beyond the mandatory Maine Criminal Justice Academy (MCJA) requirements.



# Town of Wiscasset

## Public Works Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Greg Griffin, Road Commissioner  
**Re:** Public Works Monthly Report  
**Dt:** October 18, 2011

#### **Financials:**

At this point of the fiscal year the highway budget is looking good, at 15.43%. A few budget lines are showing overages, such as SPC and Workers Comp due to the quarterly nature of the payments.

#### **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.

#### **Projects:**

- 160 feet of 30" under drain at the town garage has been replaced, and the catch basin that drains into it has been repaired. The final paving patch will be put in place in October.
- The mowing at the Airport and Landfill have been completed for the year, with a cost savings to the taxpayer of at least \$4000, when you include road side mowing that was completed earlier this year. Next year we will be doing additional mowing that was not completed do to scheduling issues this year.
- Do to the warm, wet weather this September we have had to spend much more time in the Cemetery to keep up with the mowing. Soon we will move into fall cleanup in preparation for winter.
- Shoulder work on the sections of new pavement on Mountain Rd and Bradford Rd have been completed.
- The floats on the Commercial Pier have been moved to allow Prock Marine access to the Pier for the replacement project to start. We are hopeful that a late November / early December completion date is possible to allow for snow dumping operations to take place.



# Town of Wiscasset

## Public Works Report

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- A lot of vehicle maintenance has been completed this month in preparation for winter. Everything from police cruisers to dump trucks have been through the shop this month for a wide variety of issues, such as brake jobs, tire replacement, electrical issues and more.



# Town of Wiscasset

## Parks & Rec Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Todd Souza, Recreation Director  
**Re:** Recreation Monthly Report  
**Dt:** October 18, 2011

The Parks & Recreation Department strives to work with town departments, community organizations, schools, volunteers and our youth in an effort to provide a well-balanced selection for programming and quality facilities. This report is created to highlight these efforts during the past month.

Thank you! I'd like to take a moment to thank the members of the "Alive on the River" committee; Sherri Dunbar, Chris Dilts, Kelley Belanger, Susan Robson and Patricia Stauble for their hard work and commitment to our community. Without our sponsors; Ames Supply, In the Clover, LeGarage, Maine Heritage Village, the WCC, Chamber of Commerce, Treats, Rock, Paper, Scissors, Sprague's Lobster, Red's Eats, Wiscasset Bay Gallery and Patricia Stauble Antiques this wonderful community event would not be possible. So once again, thank you to all our supporters and please reserve your Thursday evenings for next summer.

As mentioned in our August report, the WCC Fitness room received a face lift during shutdown week. We expanded the area by removing the wall that divided the gymnasium and fitness room creating a larger floor plan. This allowed us to provide greater spacing between equipment, an area for stretching, increased the number of usable free standing workout space, and easier access to the gymnasium for better utilization of the existing space. We are in the process of surveying our membership to ensure that we are meeting their fitness needs and expectation. This data will also allow us to develop long range plans to help increase membership, create equipment replacement schedules and maintenance programs to best serve our clients. Please feel free to stop by for a tour!

The Parks & Recreation department is in the process of evaluating our entire department one piece at a time to ensure the best use of staff and facilities to create well-balanced recreational opportunities for everyone. We are also looking at the way we market ourselves to new members and program participants, while getting feedback from existing members on what they like and what they would like to see us offer. One of our major goals is to find ways to increase membership and program participants to help reduce the local impact on our taxpayers. Another way we are looking to improve our offerings is to create local partnerships. Our latest partnership is with Lincoln County Health Care. They have started an aquatic physical therapy program for the area, renting the WCC pool to provide this service. This has not only benefited their clients, but ours as well. It provides us with an additional stream of revenue and provides our membership an additional resource to meet their fitness goals.



# Town of Wiscasset

## Parks & Rec Report

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This month the Wiscasset Community Center started to feel its age. Maintenance issues and equipment repairs are becoming more frequent. Facility Manager Bob MacDonald spent most of the month repairing the HVAC system and reconnecting lost network connections to the server. Our control system allows us to reduce energy costs by setting a heating/cooling schedule for the building. This schedule is based on occupied and unoccupied spaces and program requirements. We are also in the middle of our pool pump rebuild project. In June the Town authorized funding for both our pool pumps to be rebuilt and variable frequency drives to be added. This rebuild will improve the energy efficiency of each unit. Combining that with a variable frequency drive will not only reduce operational costs but increase the life of each unit. We will continue to research and develop long range plans to meet the increasing needs of our facilities, while being proactive in our maintenance plan.

With fall upon us and winter on our door step, we are always looking for new ideas and suggestions on ways we can better serve our community. Please feel free to call us at 882-8230 or drop us an email at [info@wiscassetrec.com](mailto:info@wiscassetrec.com). Thank you for your support!



# Town of Wiscasset

## Transfer Station Report

### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** Ron Lear, Transfer Station Superintendent  
**Re:** Transfer Station Monthly Report  
**Dt:** October 18, 2011

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

Type of Material	Tons	Cost/Ton
Municipal Solid Waste (Trash)	207.68	-\$54
Demo	37.27	-\$78
Single Stream	25.53	-\$5
Metal	23.58	+\$210-\$230
E-Waste	3.569	-\$2 /Lbs
Brush/Lumber	30	-\$35
Hard Cover Books	0	+\$60
Mixed Copper/Alum/Lead	0	+\$600
Shingles	0	-\$48
Sheetrock	0	-\$48
Cardboard	0	+\$160

We also recycled 12 bales of cardboard, 90 lbs of rechargeable batteries, 110 CFL's and 225 tires. We had Freon removed from 62 items on the 14<sup>th</sup>.

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

Types	Tons	Revenues:
User Fees/Commercial		\$8112
MRC		\$
Metal (Lite iron, batteries ,mixed copper)		\$5439.5
Cardboard		\$3496

September was a busy month meeting with people to get ready for The Mandatory Recycling Ordinance to take effect on Oct. 1<sup>st</sup>. We ordered 1000 more flyers to handout and made a sign for the front of the building. We picked up and installed our 2500 gallon waste oil tank. EPI came and picked up 7 barrels of oil/water that we drained from

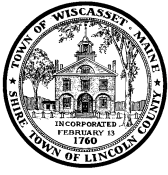


# Town of Wiscasset

## Transfer Station Report

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our old storage tanks. We interviewed for the part time transfer station assistant job and hired Ted Snowdon and Carole Jordan. Training done this month was MSDS sheets, Sharps refresher and a Back Injury refresher.



# Town of Wiscasset

## Treasurer Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** James George, Town Treasurer  
**Re:** Treasurer Monthly Report  
**Dt:** October 18, 2011

The end of September brings us 25% through the fiscal year. Expenditures for the Finance Department are at 27.48%. We have spent 77% of our software licensing line, as this bill is paid on an annual basis. As the months go by, the percentage spent lowers and brings our expenditures closer to the amount budgeted.

The tax bills and flyer were mailed out on September 13<sup>th</sup>. Even though the bill is not due until October 28<sup>th</sup>, many citizens are paying now, which is helping with the Town's cash flow position. Just before the bills went out, we borrowed an additional one half million from the T.A.N. to help us cover bills and payroll in early September.

We continue to have taxpayers sign up for the Tax Club. Many are finding it a convenient way to budget their tax payments over a 12 month period. With a payment each month, our tax club members will have their taxes fully paid by the end of June, 2012 with no interest cost to them.

In early September the auditors from RHR Smith finished up their field work at the Town Offices and are now putting it together for publication. We should see the finished product in October or November.

### Summary

The end of September brings us 25% through the fiscal year, which ends June 30, 2012. Overall, the budget expenditures for the Town stand at 25.95%. Several departments are over budget because of software licensing. It was paid in September for the entire year. You will note for example that Finance/Tax Collection has spent 27.48% of its budget, but that includes 77% of the licensing/recording fee line having been spent.

Tax bills were mailed on September 13, 2011, with the first half due October 28, 2011, and the second half due on April 27, 2012. The new mill rate for 2011 is \$15.15 per thousand of assessed valuation. The 2010 mill rate was \$14.80.

If you have questions or need additional information, please contact Becky Applin or Jim George.



# Town of Wiscasset

## Wastewater Treatment Report

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### MEMORANDUM

**To:** Laurie Smith, Town Manager  
**Fr:** William Rines, Sewer Superintendent  
**Re:** Waste Water Treatment Plant Monthly Report  
**Dt:** October 18, 2011

For the month of September our average flows were 183,000 gallons per day, putting us at 29.5% of our licensed flow. We recorded 2.6 inches of rain for the month. Our licensed flow is 620,000 gallons per day.

#### **Operations:**

We had numerous power outages caused by high winds from the storm at the end of August and were out with the generators all night Sunday and into Monday. Overall we had no major problems. On the sixteenth we were visited by the Middle school eighth grade class again this year. It is always nice to have the kids come tour the plant and ask questions about the process. The Board of Selectman and Town Manager visited us on the nineteenth to tour the plant and see the conditions of the buildings and equipment. These visits make the budget process easier when we talk about issues and problems. It gives them a chance to see what items we may be talking about, and they can make more informed decisions. The request for bid to repair the digester stairway has been sent out and will be opened on October 4, 2011 at the selectman's meeting.

#### **Training:**

We covered lightning safety, hand tool operation, and PPE for hand injury prevention

#### **Financials:**

We received \$32,346.46 in user fees for the month. The current budget is at 21% expended, 25% through the fiscal year. The current revenues are at 30% collected.