

Town of Wiscasset

3a

Meeting Minutes

Special Selectboard Meeting

Wednesday, August 14, 2024

11:00 AM

MTCMA's New England Management Institute
Jordan Hotel, Sunday River Resort, Newry, ME

Present: Vice-Chair Pamela Dunning; William Maloney; Terry Heller; Chair Sarah Whitfield; Town Manager Dennis Simmons

Meeting called to order around 11:00 AM.

Maine Town & City Management Association (MTCMA) Awards Luncheon

Ryan Pelletier, President of the Maine Town and City Managers Association presented Dennis Simmons the prestigious Leadership Award.

No action was taken as a result of this Special Selectboard Meeting.

Meeting adjourned around 3:00 PM.

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3b

WISCASSET SELECTBOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
AUGUST 20, 2024
IN PERSON AND VIA ZOOM

Preliminary Minutes

Present: James Andretta, Vice Chair Pam Dunning, Terry Heller, Bill Maloney, Chair Sarah Whitfield, and Town Manager Dennis Simmons

The chair called the meeting to order at 6 p.m.

1. Pledge of Allegiance

2. Approval of Treasurer's Warrants

a. **Terry Heller moved to approve the Payroll Warrants of August 9 and August 16, 2024. Vote 5-0-0.**

b. **Terry Heller moved to approve the Accounts Payable Warrants of August 13 and August 20, 2024. Vote 5-0-0.**

3. Approval of Minutes

a. **Terry Heller moved to approve the minutes of July 30, 2024. Vote 5-0-0.**

b. **Terry Heller moved to approve the minutes of August 6, 2024. Vote 5-0-0.**

4. Special Presentations or Awards

a. Spirit of America Award: The Chair presented the Spirit of America award to Jackie Lowell for her many years serving on multiple committees.

5. Committee Appointments

a. **Terry Heller moved to appoint Douglas Merrill and Beth Bluteau to the Future of Wiscasset Schools Committee. Vote 5-0-0.**

6. Public Hearings

7. Public Comment on Non-agenda Items

Kim Dolce, a previous member of the Budget Committee, said she had asked several times for in-depth discussions on reining in taxes, although that had never happened. Dennis Simmons pointed out that the town first needed a Budget Committee.

8. Department Head or Committee Chair

a. Broadband Committee – Infrastructure Grant: Carla Dickson reported that after four years the grant to put broadband everywhere in Wiscasset had been received. Installation is

predicted to begin in 2025. The grant will cover 1,880 installations in Wiscasset plus 134 currently unserved customers.

b. Department Head Monthly Reports (see submitted reports)

The chair noted that a 2 o'clock meeting had been scheduled and reminded the board and others that meetings should not be scheduled during the daytime, which would prevent some members from attending.

9. Unfinished Business

a. Wawenock Block Update: Building restoration continues. Brick work that required scaffolding wrapped in unsightly plastic has been finished, therefore the twice monthly reports will be discontinued. Simmons has advised the contractor that the town is not happy with the way the building looks, and that the town will advise when reports are unnecessary.

b. RJD Appraisal Revaluation Contract: The chair noted that the revaluation will not begin until 2028 and owners will be contacted prior to inspections of property. **Pam Dunning moved to authorize the Town Manager to execute the revaluation contract with RJD Appraisal. Vote 5-0-0.**

c. Ordinance revisions regarding non-resident committee members: Simmons said that according to MMA, under Maine law, the only qualifications for a committee member is that they are a U.S. citizen, a Maine resident and 18 years of age or older; and therefore, it is perfectly legal for out-of-town residents to serve on town committees; he added that there are more restrictions for the selectboard and school board membership. Simmons recommended removing any language restricting voting, other than alternates in the following Wiscasset ordinances:

Article IV Port and Harbor - remove section 1.2.4 ~~Not more than one (1) non-resident of the Town of Wiscasset may serve as a member. Non-resident members shall not have voting privileges.~~

Article I Town Officials – remove a portion of 7.1.1 – The Wiscasset Airport Committee (hereafter referred to as the Committee) shall consist of five members ~~with not more than one (1) non-resident member. Non-resident members shall not have voting privileges.~~

Article 1 Town Officials Planning Board - remove section 4.2.6 – ~~4.2.6 Not more than one (1) non-resident of the Town of Wiscasset may serve as a member.~~

Article 1 Town Officials Budget Committee – remove portions of Section 2.1 – 2.1 The Wiscasset Budget Committee (hereinafter “the Committee”) shall be appointed by the Selectboard and consist of 9 members, serving staggered terms of three years, ~~all of whom shall be legal residents of Wiscasset.~~ In the event of a vacancy in the membership or if any member of the Committee during his or her term of office shall die, become incapacitated, resign, ~~cease to be a resident of Wiscasset,~~ or fail to serve, such failure to be determined by decision of the Selectboard upon report of 4 members of the Committee, the Selectboard shall promptly appoint a person to serve until the expiration of that person's term.

Article 1 Board of Appeals – remove a portion of section 5.2.1 – 5.2.1 The Board shall be appointed by the Selectboard and shall consist of five (5) members and two (2) alternate

members, ~~all of whom shall be legal residents of Wiscasset~~ serving staggered terms of three (3) years. Alternate members will attend all meetings. The Board shall elect annually a Chairperson and Secretary from its membership. The Secretary shall keep the minutes of the proceedings of the Board which shall show the vote of each member upon each question. All minutes of the Board shall be public records. A quorum shall consist of four (4) members.

Bill Maloney moved to accept the manager's suggestion on changing the membership requirements for committees. Vote 5-0-0. Pam Dunning moved to place the ordinance revisions on the Town Warrant. Vote 5-0-0.

d. Occupied Vehicle Parking Policy: At the board's request, the Town Manager had drafted a policy dealing with overnight parking, basically camping, at the waterfront; however, after review of other towns' policies, he felt that camping should be limited to campgrounds, and that an exception should not be made for the waterfront. James Kochan said the Waterfront Committee had also discussed overnight parking at the waterfront and opposed it. The police chief also opposed overnight parking at the waterfront. **Bill Maloney moved to accept the (draft) overnight parking policy as amended. Vote 5-0-0.**

10. New Business

a. Business License -Liberty Pizza located at 493 Gardiner Road: **Pam Dunning moved to approve the Business License Application for Liberty Pizza, located at 493 Gardiner Road. Vote 5-0-0.**

b. Monthly Financials

- H.M. Payson Statement of Accounts
- Year to date expense/revenue reports

c. Appointment of Code Enforcement Officer: **Pam Dunning moved to appoint George Chase as permanent Code Enforcement Officer. Vote 5-0-0.**

d. Maine Municipal Dividend check (no action required). The Town received \$9,786.

e. Revised Policy on Lien-acquired Property: Two changes had been made to the policy to comply with State law. **Pam Dunning moved to approve the revised Lien Acquired Property Policy. Vote 5-0-0.**

f. Pier Vendor Permits

- Optionz ATM
- Forgotten Recipes

Pam Dunning moved to approve the Pier Vendor Permit for Forgotten Recipes provided the fee is paid in full. Vote 5-0-0. Pam Dunning moved to approve the Pier Vendor Permit renewal for Optionz ATM. Vote 5-0-0.

11. Assessors Business

Pam Dunning moved to approve the Supplemental Tax Certificate and Warrant for LTV Wiscasset, LLC on Map R04 Lot 2-007 in the amount of \$366.51. Vote 5-0-0.

12. Town Manager's Report

The Old Ferry Road project is in the home stretch. The Jersey barriers have been removed and guardrails have been installed. Paving is set to begin on Monday, August 19th. The project should be substantially completed by Friday, August 23.

13. Other Board Business - none

14. Adjournment

Pam Dunning moved to adjourn the meeting at 6:48 p.m. Vote 5-0-0.

10b



Town of Wiscasset

September 3, 2024

Bob Skehan, P.E., Director
Highway Safety Division Office
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016

 COPY

Dear Bob:

I am writing on behalf of the Selectboard to request the Maine Department of Transportation urgently conduct a traffic safety audit along the Route One "Bath Road" corridor between Old Ferry Road and Churchill Street intersections. Please focus on the following intersections and driveways: Churchill Street, Lee Street, Bradford Road, Birch Point Road, Shaw's/ Wiscasset Marketplace Plaza driveways, Old Bath Road, and Old Ferry Road (Rte. 144).

Wiscasset has the enviable reputation of "The Prettiest Village in Maine"; however, it is often recognized for its gridlock traffic. As you know, Route One is the major east-west highway in the Midcoast region between Brunswick-Bath and Rockland, which handles around 20,000 Average Daily Trips (ADT) and is vital to the region's quality of life. Route One allows goods/ services to move in and out of the region, commuters to get to and from work, tourists to visit the region, and students to travel to reach their educational services. It is an essential link for individuals wishing to access healthcare.

Despite everyone's best efforts to improve gridlock in the past, gridlock still prevails, and unsafe conditions persist. From 2004 to 2024, there have been 774 crashes and 7 fatal crashes along this stretch of road. Some accidents can close the road, backing up traffic for miles, tying up valuable public resources, and preventing commerce from traveling through the region for hours.

Most recently, several major accidents this summer in Woolwich and Wiscasset have caused public and media interest in the Town working with the State to find a solution to make the Route One corridor a safer place for all to travel.

We urgently request your help and stand ready to assist you with this traffic safety audit.

If you have any questions, please don't hesitate to contact me at (207) 882-8200 Ext. 8 or economicdeveloper@wiscasset.org.

Sincerely,

Aaron Chrostowsky
Economic Development Director

 **COPY**

Cc: Dennis Simmons, Town Manager, Town of Wiscasset
Larry Hesseltine, Police Chief, Wiscasset Police Department
Erin Bean, EMS Chief, Wiscasset Ambulance Service
Robert Bickford, Fire Chief, Wiscasset Fire Department
Emily Rabbe, Executive Director, Lincoln County Regional Planning Commission
Mathew Eddy, Executive Director, Midcoast Council of Governments
Patricia Cloutier, Executive Manager, Wiscasset Area Chamber of Commerce

Town of Wiscasset, Maine
Special Town Meeting
Warrant
November 5, 2024

10d

 **COPY**

Lincoln County, ss.

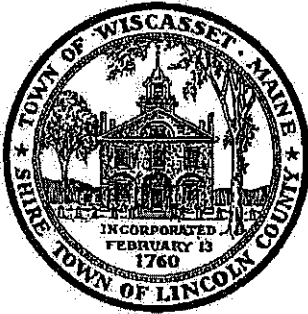
State of Maine

To Lawrence Hesseltine, Constable of the Town of Wiscasset in the County of Lincoln:

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Wiscasset, in said County and State, qualified by law, to vote in Town affairs to meet at the Wiscasset Community Center, the 5th day of November 2024, from 8:00 a.m. to 8:00 p.m. then and there to act upon the following articles:

- Article 1. To elect a moderator to preside at said meeting.
- Article 2. To see if the Town of Wiscasset will vote to change its plan for its police officers effective December 1, 2024, for future service only.
The Town agrees:
a) To provide Special Plan 3C to its police officers who regularly work 1000 hours or more per year for service rendered after November 30, 2024. Service accrued by police officers from July 1, 2020 through November 30, 2024 remains under Special Plan 2C and service accrued before July 1, 2020 remains under Regular Plan AN; and
b) To continue to provide Regular Plan AN to other employees who regularly work 1000 hours or more per year; and
c) To continue to exclude all other employees who work less than 1000 hours per year and its elected/appointed officials from participating in The Plan; and
d) To authorize the Town Manager to sign the Amended Agreement between the Town and the Maine Public Employees Retirement System.
- Article 3. To see if the Town will authorize the Select Board to relocate the wastewater treatment facility (Map U-2 lots 59 & 60) to the site of the Town-owned property of the current public works garage and sand shed (Map U-2 lot 13) and relocate the public works garage and sand shed to the site of the Town-owned property of the transfer station (Map R-5 lot 17).
- Article 4. Shall Wiscasset Ordinance Article I Town Officials be amended:
A copy of the proposed amendments is on file with the town clerk
- Article 5. Shall Wiscasset Ordinance Article IV Port and Harbor be amended:
A copy of the proposed amendments is on file with the town clerk
- Article 6. To see if the Town will vote to authorize the Treasurer, upon recommendation of the Town Manager and Select Board, to waive the foreclosure of tax lien mortgages on real estate for a tax assessed against the owner of property in the Town

10e



Office of the Town Clerk

51 Bath Road
Wiscasset, ME 04578

Phone: (207) 882-8200
Fax: (207) 882-8228

E-mail: clerk@wiscasset.org

BUSINESS LICENSE APPLICATION

Every person, firm, corporation, LLC, professional association or partnership doing business within the Town of Wiscasset must complete this Application.

Name/Title of Business: Cope & Co.

New Business Existing Business 4 years in operation in NC Ownership/Location Change to ME

Location of business: 51C Water Street Map/Lot

Preferred mailing address: 129 Craven St. Beaufort, NC ~~28502~~

Business phone number: (252) 732-0621 28516

Description of Business: Retail - Leather bags

Owner's name: Danielle Vollnogle Owner's phone: (252) 732-0621*

Owner's home address: 129 Craven St. Beaufort, NC ~~285~~ 28516

*Emergency contact person: Danielle Vollnogle

*Emergency phone numbers: home: _____ cell: (252) 732 0621

*This information will be shared with 911 so you can be contacted in case of after hour emergencies.

*If you are an existing business and would like to be placed on the Town of Wiscasset Website please complete the section in the "New Business" box below.

NEW BUSINESSES ONLY COMPLETE BELOW INFORMATION

Have you seen the Code Enforcement Officer and Town Planner for approval? _____

Will you need a sign permit? _____

Will this business be a home occupation? NO

This business will be a: Corporation or LLC Partnership Sole proprietor

Would you like a link to your business placed on the Town of Wiscasset Website? Yes No

Provide e-mail and/or web address: _____

Please be aware that State licenses and permits may be required. This application must be updated every three years with the Town of Wiscasset.

I, Danielle Vollnogle, state that I am Danielle Vollnogle of the above name firm or business, and make oath that the information stated above is true and I am aware that all applicable local, state and federal ordinances, laws, rules, and regulations must be complied with before this License can be issued.

Date: 8/15/24

Signature: Danielle Vollnogle

(TOWN CLERK SECTION BELOW)

DATE RECEIVED: _____ DATE APPROVED: _____ ASSESSING: _____ WEB/LIST: _____

BUSINESS LICENSE APPLICATION-NEW

Business Requesting License: _____

Code Enforcement Officer:
Comments: George has no concerns JM

Signed: _____ Dated: _____

Wiscasset Police:
Comments: No CONCerns

Signed: Larry Hesselstine
Larry Hesselstine (Aug 26, 2024 07:10 EDT) Dated: 24/08/26

Planning Department:
Comments: _____

Signed: _____ Dated: _____

Fire Department:
Comments: No concerns

Signed: Robert Bickford
Robert Bickford (Aug 24, 2024 10:10 EDT) Dated: 24/08/24

EMS Department:
Comments: No current Concerns

Signed: _____
Wiscasset EMS Director (Aug 23, 2024 16:40 EDT) Dated: 22/08/24

Waste Water:
Comments: _____

Signed: Robert T. Zelli Dated: 24/08/24

License Approved: _____ Dated: _____

Town of Wiscasset
51 Bath Road
Wiscasset, ME 04578
207-882-8200

11a

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

08/28/2024

Max & Caitlyn Anderson
930 Gardiner Road
Wiscasset, ME 04578

 **COPY**

PROPERTY REVIEWED
Map R04 Lot 001 RE Acct # 472

CURRENT ASSESSED VALUE
Land Value: \$ 50,900 Building Value: \$ 151,000

FINDINGS

After careful review of the assessments of your property, the following determination/ findings have been made:

The assessment is fair and correct. No adjustment will be made.

The assessment is fair and correct. No abatement will be made.

An adjustment will be made. The following assessments now apply.
Land Value: \$ 50,900 Building Value: \$ 116,900

Abatement will be recommended for: **\$ 581.30.**

Remarks: Upon further review and information provided, the mobile home assessed to this property was moved from the property by April first, 2023. Mobile home was assessed in error and abatement recommended. If you have any further questions, please feel free to contact the Wiscasset Assessing office.

Sincerely,



Ellery G. Bane C.M.A.
Assessors Agent
Town of Wiscasset



Town of Wiscasset

Office of the Town Manager

September 3, 2024

To: Wiscasset Select Board

Ref: Town Manager's Report

I want to give a huge shout-out to Earl Babcock, who has secured six floats from the Maine Department of Agriculture, Conservation, and Forestry's Bureau of Parks & Land Boating Facilities fund for the waterfront boat launch. These floats come at a huge discount, saving the town thousands of dollars.

Aaron and I have spent several weeks evaluating website designers. We narrowed our choices to three firms specializing in designing and hosting municipal/government websites. After reviewing their products and services, including demonstrations on how easily we can manage the site, and discussions with other municipalities using them, we settled on CivicPlus. They have many features built into their site, such as meeting management, mass notification, and fillable forms that others charge extra for. They are also the only firm that offers a Codification module. Our ordinance book will be available online with clickable links, making navigating easier than searching through a PDF file. Formatting the book each time there is an ordinance change is time-consuming. The online version will make this much better on our end. The site will also be ADA-compliant. They also offer several other modules that we may want to consider in the future. The design and implementation will run about \$18,000 of the \$25,000 you authorized me to spend and will take about six months. For security reasons, MMA has also been encouraging municipalities to switch to a .gov URL, so we will also make that transition. You can check them out at civicplus.com

Except for some grass seeding I requested, the Old Ferry Road culvert project is completed, and the construction firm has demobilized from the site. I will be working to close out the grants over the next couple of weeks.

I contacted the attorney to ensure proper wording on the warrant for the Johnson Control proposal. He has flagged a couple of things 1) Even though the town owns the school buildings, the school needs to approve the project before going to the voters, and 2) he is looking into whether the financing arrangement needs to be separated. These issues will not be settled in time for the project to appear on the November ballot.

Two years ago, the voters approved funding for upgrading the HVAC system in the town office complex. That project was put on hold while JCI developed a project that was supposed to include this work. We now know that the project does not include any upgrades. We wasted an entire year because the project did not address the central issue I set out to accomplish. Now, we are right back where we started. Ted and the entire staff that work every day in this building are frustrated. We need to get this work done. It is recommended that we install heat pumps. They are highly efficient and provide for cooling and heating. The existing boilers would remain as a backup. To move things along, I am asking the select board to waive the bid requirements and allow us to get quotes from companies that have the knowledge and ability to install the correct equipment for this building and get this work done.

Aaron attended the Maine Community Energy Redevelopment Program kickoff meeting. We are putting together a list of stakeholders for a Sept 11th meeting. If one of the select board members would like to join the stakeholders group, please let me know.

Last year, we were forced to dispose of two junk mobile homes on which tax liens automatically foreclosed. Not only did we not get the taxes owed, but we also had to pay the costs of disposing of them, as they were on rented lots, and there was no real estate to help recover the back taxes. Sue has alerted me that this possibility will happen again in February. The only way to stop foreclosure is for the legislative body (town meeting) to authorize a waiver. I am asking that you approve an article on the November town meeting warrant for the voters to approve the treasurer to waive foreclosure on the recommendation of the select board and town manager. If you approve, in the future, this article will appear as a “housekeeping” article on the annual town meeting warrant.