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WISCASSET SELECTBOARD,
TAX ASSESSORS AND OVERSEERS OF THE POOR
JULY 16, 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 July 5 and July 12, 2024. Vote 5-0-0.

b. Terry Heller moved to approve the Accounts Payable Warrants of July 9 and July 16, 2024. Vote 5-0-0.

3. Approval of Minutes

Terry Heller moved to approve the minutes of July 2, 2024. Vote 5-0-0.

4. Special Presentations or Awards – none

5. Committee Appointments – none

6. Public Hearings

a. Pam Dunning moved to open the public hearing to hear comments on allowing non-residential committee members to vote at 6:02 p.m. Vote 5-0-0. Ervin Deck, a member of the Airport Committee for 28 years, spoke in favor of the proposed change which would allow non-resident committee members to vote. He cited the example of Steve Williams, an out-of-town member of the Airport Committee, who owns two hangars which are leased at the airport and on which taxes are paid, and who owns two or three airplanes. Williams has been active as a member and chair of the airport committee. Deck said he was in favor of allowing non-resident committee members to vote. Ray Soule also spoke in favor of allowing a tax-paying non-resident to vote on the Airport committee.

Richard Lutes via zoom said that allowing non-resident committee members to vote was inappropriate. Members of the board discussed allowing the Airport Committee and Waterfront Committee, which currently have one out-of-town member and the Planning Board (whose ordinance allows an out-of-town member) to have one non-resident tax paying member. Following further discussion, Pam Dunning moved to close the public hearing at 6:20 p.m. Vote 5-0-0. The Town Manager will draft three ordinances for the board's approval.

7. Public Comment on Non-agenda items – None

8. Department Head or Committee Chair – None

9. Unfinished Business

a. Wawenock Block Update: Work is progressing and is nearing completion . The masonry contractor is working on the southeast corner and the front elevation of the building. About two-thirds of the scaffolding has been removed.

b. Firearms Discharge Ordinance: Bill Maloney reported on research of firearms regulations in nearby towns, and only Gardiner allowed some firearms discharge. He said he opposed an ordinance regulating firearms discharge and warned that the town could get sued for violating state law. Dennis Simmons said a firearms discharge ordinance would take away the right to hunt which would be illegal. James Andretta spoke against limiting hunting or discharge of firearms. **Bill Maloney moved to "drop it" (consideration of a firearms discharge ordinance). Vote 3-2-0** (Heller and Whitfield opposed).

10. New Business

a. Business Licenses

- Midcoast Structures, 681 Bath Road: **Pam Dunning moved to approve the Business License for Midcoast Structures located at 681 Bath Road. Vote 5-0-0.**
- Garage Doors & More Company, Inc.: **Pam Dunning moved to approve the Business License for Garage Doors & More Company, Inc. located at 407 Bath Road. Vote 5-0-0.**

b. Monthly Financials

- H.M. Payson Statement of Accounts
- Year-to-date expense/revenue reports: Dennis Simmons said the Fire Department was \$1500 over budget and funds will be taken from contingency to cover the deficit. He said the town had underspent its budget by \$900,000, some of which was carry-over funds.

11. Assessors Report

12. Town Manager's Report

The Harbormaster has reported a large increase in the number of campers requesting to park overnight in the waterfront parking lot. Since it seems likely that these campers are using the town's restrooms, which the town pays to keep clean, the Waterfront Committee has recommended a \$20 per night fee. Simmons will draft a policy with parameters limiting parking to five nights and only to the right of the shed.

Work is progressing on Old Ferry Road. T Buck is planning to be largely wrapped up by the end of the month, as they need to move equipment and staff to Old Stage Road where they are replacing the old bridge for the DOT. That section of Old Stage Road is now closed and is anticipated to be closed through September.

Maine Yankee has filed an appeal of its 2023 tax assessment with the Maine Board of Property Tax Review, which was anticipated. The town is actively working toward a negotiated settlement before the full Board takes up the matter, underscoring the importance of resolving this issue.

Work is progressing on the cleanup of Mason Station's North Point fill area. On July 9, Aaron Chrostowsky and Simmons met on wite with Steve and Jamie of Sevee & Mayher. The plan is to begin the groundwork in the fall and complete the project by early winter. This is a tight timeframe and everything has to fall in place for it to happen. Simmons feels that although this is a complicated situation, he feels that we are making some progress and he is pleased with Aaron's work on this so far.

Public works is performing roadside mowing this week.

RJD has proposed a contrat for the town-wide revaluation which is currently being reviewed by lega.

Simmons will be out of the office from August 14 – 16 attending the Maine Town, City, and County Management Association conference.

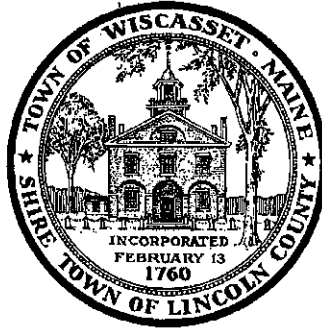
13. Other Board Business

Pam Dunning moved to enter Executive Session pursuant to 1 M.R.S.A. §405 (6) (D) at 7:02. Vote 5-0-0. Pam Dunning moved to exit Executive Session at 7:09 p.m. Vote 5-0-0. Bill Maloney moved to approve the police union contract. Vote 5-0-0.

14. Adjournment

James Andretta moved to adjourn the meeting at 7:09 p..m. Vote 5-0-0.

6a



**NOTICE
TOWN OF WISCASSET
PUBLIC HEARING**

The Board of Selectmen will hold a public hearing on Tuesday, August 6, 2024 at 6 p.m. in the Municipal Building Meeting Room to hear public comments on the sewer rate increase for the upcoming fiscal year. The Selectboard will be considering a rate increase up to Maine Rural Water's recommendation of 10.25%.



PO Box 263 • 254 ALEXANDER REED RD
RICHMOND, ME 04357
PHONE: 207-737-4092 • FAX: 207-737-7150
E-MAIL: MRWA@MAINERWA.ORG
WEBSITE: WWW.MAINERWA.ORG

May 31, 2024

Rob Lalli, Superintendent
Town of Wiscasset
Wastewater Department
51 Bath Road
Wiscasset, Maine 04578
VIA E-Mail

Dear Rob,

In response to your request for a rate increase estimate for the upcoming Fiscal Year 2024/2025 (FY24/25), I have attached a spreadsheet that compares both the calendar year 2023 (as those are the most up to date actual annual expenses) and subsequently, the expected Fiscal Year 23/24 expenses, to the proposed Sewer Department budget. The column titled "FY 23/24 Expense Pro Forma" is based on actual expenses incurred from July 1, 2023 through April 30, 2024, along with a pro forma expectation for May and June of 2024. Some of the actual expenses to date are already exceeding their budgets, so that has been adjusted as well. One-time expenditures in FY 23/24 were removed, and upcoming projects for a roof replacement and building brickwork are included in the proposed FY 24/25 budget. I have also attached comments on some of the line items to explain the proposed budget increases.

My analysis is also based on the fact that the department does not collect for depreciation and has a contingency account (funded at 2% of total revenues) that continues to be expended each year, and from conversations about your comfort level that revenues received still seem to be tracking with current overall expenses, and your belief that the current budget reflects the anticipated needs of the department for FY 24/25. This also assumes that you have no other incoming revenues to offset expenses.

Based on this analysis, I would estimate a rate increase percentage at approximately 10.25% for your upcoming budget year.

Please feel free to contact me if you have any questions.

Sincerely,

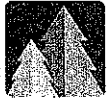
Cathy Robinson
Financial Analyst

cc: Kirsten Hebert, Director
Maine Rural Water Association

**Wiscasset Sewer Department
Sewer Expense Account Projections**

Account Name	Actual 2023 calendar year*	Adjustment 2023 Actual to 2024/2025 Budget	Pro Forma 2024/2025 Budget	% Increase from 2023 to 2024/2025 Budget	FY 23/24 Expense Pro Forma	Adjustment FY 23/24 Expense Pro Forma to 2024/2025 Budget	Pro Forma 2024/2025 Budget	% Increase from 2024 Rate Case Pro Forma to 2024/2025 Budget	Comments
Salaries and Wages - Employees	\$221,357	\$26,032	\$247,389	12%	\$232,438	\$14,951	\$247,389	6%	Expected increases in salaries/union contracts Projected for FY 2024/2025
Employee Pensions and Benefits	\$94,368	\$30,150	\$124,518	32%	\$126,578	(\$2,060)	\$124,518	-2%	Expected repairs for 2024/2025
Maintenance and Repairs	\$1,618	\$31,882	\$33,500	1970%	\$1,618	\$31,882	\$33,500	1970%	Based on actual and proj to be spent in FY 2024
Materials & Supplies	\$78,147	(\$3,547)	\$74,600	-5%	\$72,750	\$1,850	\$74,600	3%	Increases in lab fees and contracted svcs
Contractual Services - Accounting/Other	\$105,823	\$5,677	\$111,500	5%	\$98,905	\$12,595	\$111,500	13%	Based on actual quotes for 2024/2025
Insurance - Gen Liab, W/C, Other	\$41,320	\$8,680	\$50,000	21%	\$49,168	\$832	\$50,000	2%	Increase in tipping fees
Sludge Disposal	\$32,473	\$7,527	\$40,000	23%	\$27,000	\$13,000	\$40,000	48%	
Bad Debt Expense	-	-	-	-	-	-	-	-	
Utilities	\$142,686	(\$7,384)	\$135,302	-5%	\$126,578	\$8,724	\$135,302	7%	Expected increases in electricity, water, sewer and other utilities Based on actual and proj to be spent in FY 2024
Miscellaneous Expenses	\$9,565	\$3,615	\$13,180	38%	\$13,966	(\$785)	\$13,180	-6%	
TOTAL OPERATING EXPENSES	\$727,367	\$102,632	\$829,989	14%	\$749,000	\$80,989	\$829,989	11%	
Debt Service - Principal and Interest	\$ 47,629	\$0	\$ 47,629	0%	\$47,629	\$0	\$ 47,629	0%	Level payments through 2046 at 2.5%
TOTAL OPERATING EXPENSES PLUS DEBT	\$774,996	\$102,632	\$877,618	13%	\$796,629	\$80,989	\$877,618	10.17%	
CONTINGENCY ALLOWANCE									
Operating Expense	\$727,367	\$102,632	\$829,989	14%	\$749,000	\$80,989	\$829,989	11%	
Taxes Other than Income	\$15,955	\$2,970	\$18,925	19%	\$16,046	\$2,879	\$18,925	18%	
Depreciation	\$0	\$0	\$0	-	\$0	\$0	\$0	-	
Abatements	\$0	\$1,000	\$1,000	54%	\$0	\$1,000	\$1,000	6%	
Capital Reserve	\$42,267	\$22,733	\$65,000	54%	\$61,600	\$3,400	\$65,000	6%	
Income Items	-\$463								
Debt Service:									
Principal and Interest	\$47,629	\$0	\$47,629	0%	\$47,629	\$0	\$47,629	0%	
Debt Reserves	\$0	\$0	\$0	-	\$0	\$0	\$0	-	
Total Expenses Plus Debt	\$832,746	\$129,798	\$962,543	16%	\$874,275	\$88,268	\$962,543	10%	
Contingency Allowance	\$4,651	\$14,349	\$19,000	308%	\$16,000	\$3,000	\$19,000	19%	
TOTAL REVENUE REQUIREMENT	\$837,397	\$144,146	\$981,543	17%	\$890,275	\$91,268	\$981,543	10.25%	

*Represents partial year at rates effective August 2023



MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Member Municipalities
From: Catherine Conlow, Executive Director
Date: July 16, 2024
Subject: MMA Annual Election: Vice President & Executive Committee Members

DEADLINE: Friday August 23, 2024, 12:00 p.m.

It is time for each member municipality to cast its official vote!

Election Process. Enclosed you will find a ballot listing the nominees for service on the Maine Municipal Association's (MMA) Executive Committee, which is elected by member municipal select boards and councils to oversee the Association's operations.

Pursuant to MMA by-laws, these candidates were interviewed by a six-member Nominating Committee, which includes a former Executive Committee past president, an elected municipal officer, a municipal employee, a town or city manager, an MMA affiliate group representative, and an individual from a community-based organization representing the interests of an underrepresented group. As you will note, unlike municipal elections MMA does not provide an option for write-in candidates since our process includes an opportunity to nominate a candidate by petition. The petition process expires 40 days before the date of the election, which for this year was July 15.

A brief biography for each nominee is enclosed for your reference.

The ballot must be signed by a majority of the municipal officers (e.g., select board or council), or a municipal official designated by a majority of the municipal officers and received by MMA no later than **12:00 p.m. (noon) on Friday, August 23, 2024**. We have enclosed a self-addressed, stamped envelope for your convenience. Ballots will be counted on the afternoon of August 23, with the election results confirmed by MMA President Diane Hines, Ludlow town manager.

Election results will be available on August 26 and can be accessed by either contacting the MMA Executive Office or visiting MMA's website at www.memun.org. A formal announcement of the election results will be made at the MMA Annual Business Meeting and the newly elected members will be introduced at the Awards Luncheon, both of which will be held during MMA's annual convention on Wednesday, October 2.

The newly elected Executive Committee members will take office on January 1, 2025.

If you have any questions on the election process, please do not hesitate to contact me or Kelly Maines at 1-207-623-8428 or by e-mail at kmaines@memun.org. Thank you.



**Maine Municipal Association
Biographical Sketch for
PROPOSED SLATE OF NOMINEES FOR
2025 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
One-Year Term**

Justin Poirier – Town Manager, Town of Monmouth, Maine

Professional Experience:

Monmouth Town Manager	2022-present
Town Administrator, Town of Chebeague Island	2020-2022
Urban Development Specialist, City of Auburn	2020
Director, Maine Revenues Services, Property Tax Division (Deputy Dir 2014-2017)	2017-2020
Member, Town of Winthrop, Planning Board	2019-2020
Member, City of Augusta, Planning Board (Chair 2017-2018)	2013-2018
Director, Community Development Coordinator; City of Bath	2012-2014
Administrative Assistant, Board of Selectpersons, Town of Pownal	2010-2011
Administrative Coordinator, Building Services Department, Belmont, MA	2007-2010

Education & Certificates:

Master of Public Policy	University of Massachusetts -Dartmouth
Bachelor of Arts in Public Management	University of Maine - Orono

Affiliations & Certifications:

- Maine Municipal Association Executive Board Member
- Member, Maine Town, City and County Management Association
- International City Managers' Association
- Maine Association of Assessing Officers
- Maine Chapter of the International Association of Assessing Officers
- Central Maine Association of Assessing Officers
- MMA Legislative Policy Committee
- Board of Directors, Kennebec Valley Council of Governments
- Certified Maine Assessor
- Certified Community Development Block Grant Administrator

**MMA EXECUTIVE COMMITTEE
Three-Year Term**

David Cyr – Town Manager, Town of Frenchville, Maine

Professional Experience:

Frenchville Town Manager	2021-present
Mars Hill Town Manager	2014-2021

NicCait Construction Services, Presque Isle, Maine	2008-2011
Soderberg Construction, Caribou, Maine	2007-2009
Criterium Brown Engineers, Washburn, Maine	2003-2007
Town of Fort Kent – Public Works Director	2003-2004
Civil Engineering Services, Brewer, Maine	2001-2003
County of Aroostook Public Works, Caribou, Maine	1991-2000
Cianbro Corporation, Pittsfield, Maine	1987-1991
Brescia Construction/Caribou Soils, Inc, Caribou, Maine	1984-1987

Education & Certificates:

Bachelor's degree – Engineering	University of Maine - Orono
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Affiliations & Certifications:

- Maine Municipal Association Executive Committee Member
- Northern Maine Solid Waste Management Committee Chair
- Maine Department of Transportation Regional Advisory Committee
- Public Advisory Committee – Maine Department of Transportation
- American Public Works Association – Executive Board
- Northern Maine Development Committee – Revolving Loan Committee
- Aroostook Municipal Association
- Budd Lake Volunteer Fire Company
- Caribou Fire and Ambulance
- Town of Woodland, Maine – Selectman
- Mars Hill Rotary Club – President

Michele Varuolo Cole - Selectperson Town of Bethel, Maine

Professional Experience:

LBO Holdings, Chief Administrator/Manager	2001-present
American Ski Company, Executive Assistant	1997-2001
Sunday River Corporation, Multiple Positions	1984-1997

Education:

Bachelor of Science	University of Vermont
Diploma	Mt. Blue High School

Affiliations & Certifications:

- Bethel Board of Selectpersons
- Bethel Board of Assessors
- Maine Notary Public
- Rotary Club of Bethel – various clubs and district positions
- Project Opportunity – Telstar High School, Chair
- American Legion Auxiliary, Post # 81 – various positions
- Maine Adaptive Sports & Rec. – past board member
- Bethel Chamber of Commerce – past board member and officer positions
- Bethel Comprehensive Plan Development
- Bethel Ordinance Codification Development

- Bethel Budget Committee

Matthew Garside – Town Manager, Town of Poland, Maine

Professional & Municipal Experience & Committees:

Poland Town Manager	2017-present
Elder Care	2013-2017
Reflect Geophysical, Chief Executive Officer & Board Director	2012-2013
Logistics Group Western Pacific, Chief of Staff	2005-2012

Education:

MPA – Public Administration (finance & economics)	Harvard University
Fellowship-Security Studies Program	Massachusetts Institute of Technology
Bachelor of Science	Massachusetts Maritime Academy

Affiliations and Certifications:

- Maine Town and City Managers' Association
- United States Naval Institute



**MAINE MUNICIPAL ASSOCIATION
BALLOT**

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 23, 2024

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Justin Poirier, Monmouth Town Manager

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

David Cyr, Frenchville Town Manager

Michele Varuolo Cole, Selectperson for the Town of Bethel

Matthew Garside, Poland Town Manager

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names: _____

Signatures: _____

Return To:
MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org

James Weldon
Johnson
Benefit

J. ROSAMOND JOHNSON FOUNDATION INC.
464 E 134th ST
BRONX, NY 10454

1016
1-8210

7 | 10 20 24

Town of Wiscasset \$ 150.00

PAY TO THE
ORDER OF

Security
Features
Include an
Ink



One Hundred & fifty ⁰⁰/₁₀₀ DOLLARS

CITIBANK, N.A.

FOR Donation for Wiscasset \$ Metamorphosis Edwards

⑆021000089⑆ 6780354412⑈ 1016

MONARCH

**Sample wording for Town of Wiscasset's legislative body
to change its MainePERS Plan.**

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 approved as written.



SERVICE CONTRACT

107
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DATE: 7/2/2024	CONTRACT AMOUNT: \$15,000
ADVANTAGE CONTRACT #: 20240711000000000077	
DEPARTMENT AGREEMENT #:	
START DATE: 7/24/2024	END DATE: 12/31/2025

This Contract is between the following State of Maine Department and Provider:

STATE OF MAINE DEPARTMENT		
DEPARTMENT NAME: Agriculture, Conservation and Forestry		
ADDRESS: 18 Elkins Lane		
CITY: Augusta	STATE: ME	ZIP CODE: 04333
PROVIDER		
PROVIDER NAME: Town of Wiscasset		
ADDRESS: 51 Bath Road		
CITY: Wiscasset	STATE: ME	ZIP CODE: 04578
PROVIDER'S VENDOR CUSTOMER #: VC1000097276		

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract to be executed.

Department Representative:

Provider Representative:

BY: Amanda E. Beal, Commissioner
Date

BY: _____ Date

Upon final approval by the Division of Procurement Services, a case details page will be made part of this contract.



DEPARTMENT AND PROVIDER POINT OF CONTACT

CONTRACT ADMINISTRATOR: The following person is designated as the Contract Administrator on behalf of the Department for this Contract. All financial reports, invoices, correspondence and related submissions from the Provider as outlined in Rider A, Reports, shall be submitted to:

NAME: John E. Noll		
EMAIL: john.noll@maine.gov	TELEPHONE: 287-4919	
ADDRESS:		
CITY: Augusta	STATE: ME	ZIP CODE: 04333

PROGRAM ADMINISTRATOR: (Program Administrator section is optional.)

The following person is designated as the Program Administrator. This person will be able to respond to routine questions pertaining to the Contract; they will not be able to alter the scope of the Contract.

NAME:		
EMAIL:	TELEPHONE:	
ADDRESS:		
CITY:	STATE:	ZIP CODE:


PROVIDER CONTACT: The following person is designated as the Contact Person on behalf of the Provider for this Contract. All contractual correspondence from the Department shall be submitted to:

NAME: Dennis Simmons		
EMAIL: manager@wiscasset.org	TELEPHONE: 207-882-8200	
ADDRESS: 51 Bath Road		
CITY: Wiscasset	STATE: ME	ZIP CODE: 04578

RIDERS

The following riders are hereby incorporated into this Contract and made part of it by reference. *(Riders A, B, and G are required. Check all others that apply.)*

<input type="checkbox"/>	Funding Rider
<input checked="" type="checkbox"/>	Rider A – Scope of Work
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C - Exceptions
<input type="checkbox"/>	Rider D – Included at Department’s Discretion
<input type="checkbox"/>	Rider E – Included at Department’s Discretion
<input type="checkbox"/>	Rider F – Included at Department’s Discretion
<input checked="" type="checkbox"/>	Rider G – Identification of Country in Which Contracted Work will be Performed
<input type="checkbox"/>	Business Associate Agreement – Included at Department’s Discretion
<input checked="" type="checkbox"/>	Other – Included at Department’s Discretion

 **COPY**

RIDER A: SCOPE OF WORK

TABLE OF CONTENTS

- I. Acronyms
- II. Introduction/Overview
- III. Deliverables
- IV. Performance Measures
- V. Reports

COPY

I. ACRONYMS/DEFINITIONS:

The following terms and acronyms shall have the meaning indicated below as referenced in this Contract:

COMMONLY KNOWN ACRONYMS AND DEPARTMENT ABBREVIATIONS	
BAA	Business Associate Agreement
Contract	Formal and legal binding agreement
Department	State of Maine Department Entering into this Contract
Provider	Organization providing services under this Contract
State	State of Maine

II. INTRODUCTION/OVERVIEW:

The purpose of this Contract is to **replace 4 Water Street boat ramp pier with floating dock.**

The Provider shall **replace 4 Water Street pier with float system at town wharf per HMA application, attached.**

III. DELIVERABLES:

The Provider shall perform all services and maintain all standards and requirements for services provided under this Contract in accordance with the below:

- 1.) Repair replace 4 Water Street boat ramp pier with float system.**
- 2.) Prominently erect and maintain for not less than two years, a sign, provided by the Department, recognizing the Submerged Lands Program and the Department as a significant funding source of the Provider's HMA grant project contained herein.**
- 3.) Prior to submitting an invoice to the Department for payment, shall submit documentation including photographs and an accounting of cash or in-kind expenditures to demonstrate that the project has been executed in accordance with this agreement and the Provider's Harbor Management Access grant application.**

If the contract is for multiple types of services, then replicate the subsections for each service.



Town of Wiscasset

Office of the Town Manager

Jul 30, 2024

To: Wiscasset Select Board

Ref: Town Manager's Report

Cathy Robinson from Maine Rural Water has completed her rate analysis for the wastewater plant for this fiscal year. She estimates that a 10.25% increase will be needed to offset the facility's cost for the next year. She is assuming that we will expend the entire budget. Historically, that has not been the case. While the past is no guarantee of future results, we see no reason (at this early point in the budget) that we will buck the trend. Rob and his crew work hard to keep costs down, but the cost of running the facility does increase each year, and fees should reflect those costs. That said, I do not feel a 10.25% in one year is necessary and would be a hardship for the residents and businesses and I recommend that you consider an increase of not less than 3% or more than 6.7%

It is time to elect the Vice President and several Executive Committee members of the Maine Municipal Association. You may sign the ballot yourself or designate another municipal official to sign on your behalf. If you would like one less thing to sign, I will take this onerous task off your hands.

The J Rosamond Johnson Foundation has donated \$150 to the town for allowing it to use the Town Common for the James Weldon Johnson day. Because the Parks & Rec supplied the chairs and tent for the event, we recommend the donation be placed into the Cooper-DiPerri Scholarship fund.

The Maine Municipal Health Trust (our health insurance provider) is now offering town employees a new dependent life insurance benefit. This allows employees to purchase life insurance for their eligible dependents at their own expense. I recommend that the Board approve a change in our health trust plan contract to offer this benefit to our employees.

The new police department union contract asks that we approve a change in their retirement plan from the current MePERS 2C plan to the 3C plan. This does require approval from the town's legislative body, which is the town meeting. MePERS has provided the necessary language for a warrant article. I ask that you approve placing this article on a town meeting warrant for the November 5th election. I will have some other articles to approve at the next meeting.

The pier between the harbor launch ramps is in poor condition. The harbormaster has received estimates of about \$50,000 to remove the old pier and replace it with floating ramps. To help pay for this, I applied for a Submerged Lands Harbor Management & Access grant. We have been awarded the \$15,000 maximum award amount. While we are still seeking additional outside sources of revenue for the pier replacement, I do need to assure the grantor that the town has the additional funding available to complete the project. In order to approve the acceptance of this grant, you will need to assure me that you will be willing to carry forward the unspent funds from last year's waterfront budget of \$46,771.50. I will be asking for the entire amount, as we do have some float repairs and improvements to make.

The Bucksport solar project, connected to our Net Energy Billing agreement, is now online and producing electricity. We are now seeing a 22% credit on our major electricity accounts. The decision to purchase the streetlights and convert them to LED reduced the town's cost by 79% (\$33,500) over the previous year.

As I previously reported, we sent another request for Congressional Directed Spending to Senators Collins and King and Representative Pingree. Senator King agreed to submit our request to the Senate Appropriation Committee. Unfortunately, the Appropriations Committee did not approve moving forward with this request. We will try again next year.

Work on Old Ferry Road is nearly complete. Traffic has been moved from the temporary bridge onto the new culvert, and the temporary bridge has been removed. That area will now be excavated back to its original grade, and rip rap will be put in place. Guard rails are expected to arrive on the 14th. Once they are installed, final grading will take place, and then paving will be done.

An audit has been completed of our law enforcement safety grants. No issues were identified.

We have received an initial draft of the FY'23 audit. However, we have found some entries that do not match our books, so it may be a couple more weeks before we receive a final draft. They have begun the initial work on our FY'24 audit.

This is a reminder that I will be out of the office August 14th—16th attending the Maine Town, City, and County Management Association annual educational conference.