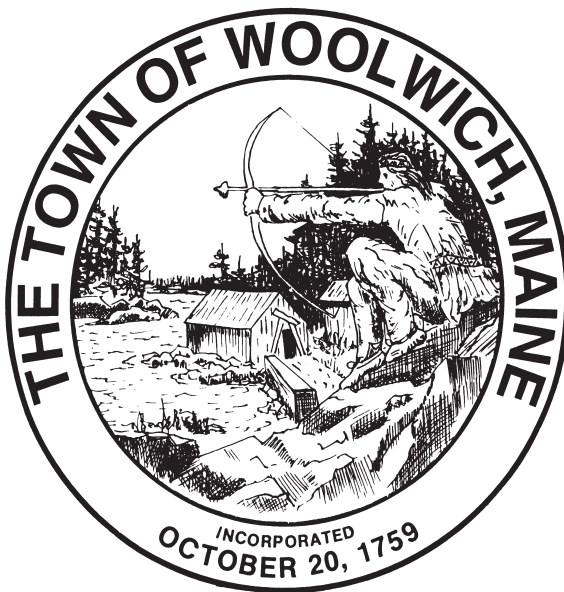


**252nd Annual Report**

**for the  
Town of**

**WOOLWICH  
MAINE**



**For the Fiscal Year 2010-2011**

# **Annual Report**

**of the**

## **Town Officers**

**of the Town of**

# **Woolwich**

## **Maine**



**For the fiscal year**  
**July 1, 2010– June 30, 2011**



*Lincoln County Publishing Co.*  
Newcastle / Damariscotta, Me.

## **Woolwich, Maine**

- Incorporated October 20, 1759
- Population: 3,072 (2010 Census)
- Government: Annual Town Meeting, five member Board of Selectmen and Town Administrator
- School: Woolwich Central School (K-8); Principal, Thomas M. Soule
- Post Office: Woolwich Post Office 04579; Tel. 443-2000; Paula Farmer, Officer-in-Charge
- Woolwich Historical Society, 21 Nequasset Road; 443-4833; Open June, July and August on Saturdays, 10 a.m.-4 p.m. and by appointment. Call Debbie Locke at 443-5684.
- Cable Television - COMCAST  
Questions about your bill - 1 (207) 729-6663  
Local Cable - Channel 3 - To put items on the local cable, please call the Town Office at 442-7094
- Solid Waste Disposal - Pine Tree Waste, Inc. - 443-6798
- Telephone Service: Fairpoint 442/443/386/882 Exchanges
- Cemeteries: Nequasset Cemetery, Partridge Cemetery, Riverside Cemetery, Bailey Cemetery, Gould Cemetery, Grover Cemetery, Murphy's Corner Cemetery, Laurel Grove Cemetery, Thwing's Point Cemetery

-Town Office: Municipal Building, 13 Nequasset Road

Selectmen's Office, Town Administrator

and Town Treasurer

442-7094

Tax Collector and Town Clerk

442-8723

Fax machine

442-8859

Animal Control Officer

737-2093

Shellfish Warden

371-2732

Office Hours of the Town Clerk and Tax Collector

Monday

9 a.m.-5 p.m.

Wednesday

9 a.m.-6 p.m.

Friday

9 a.m.-3 p.m.

Office Hours for the Selectmen's Office / Town Administrator

Monday

9 a.m.-5 p.m.

Tuesday and Thursday

8 a.m.-4 p.m.

Wednesday

9 a.m.-6 p.m.

Friday

9 a.m.-4 p.m.

Email Address: [administrator@woolwich.us](mailto:administrator@woolwich.us)

Website: [www.woolwich.us](http://www.woolwich.us)

**Town Clerk** - hunting and fishing licenses, dog licenses, birth, marriage and death certificates issued, copies of vital statistics records, election preparation and records.

**Tax Collector** - excise tax collection, automobile, trailer and boat registration, collection of all fees and tax payments.

The **Selectmen** meet 1st and 3rd Mondays of each month at 6 p.m. at the Municipal Building.

The **School Board** meets the fourth Monday of every month at 6:00 p.m. at alternate schools in the RSU#1 district. Website: [www.rsu1.org](http://www.rsu1.org).

**Brief History of Woolwich** - First settled in 1638 by Edward Batemen and John Brown, who purchased the land of Robin Hood, the Indian Chief. Settlement was broken up in the second Indian War. Resettled in 1734, Precinct of Georgetown until incorporated October 20, 1759. Plantation name, Nequasset. Present name from Woolwich, England. Day's Ferry area designated as a historic district on the National Register of Historic Places in 1975.

## **In Memory of & Dedication to**

**RITA A. STURTEVANT**  
**4/14/32 – 6/28/11**



Rita and her husband bought an old farm house on the Dana Mill Road and moved to Woolwich in 1955. She and Ted wanted to raise a family in the country.

Rita loved living in Woolwich and used to say that she would not live anywhere else. The rural atmosphere of living in the country and knowing the neighbors was a joy to her.

As more people moved to Woolwich, Rita decided to jump into politics and run for Selectman. Anyone who knew Rita would say she was your ultimate conservative. The idea of being on the Selectboard and being involved in the running of the town appealed to her conservative side. She was always very watchful of how the town money was being spent and was very thoughtful of those in need. She helped to maintain the budget and not raise taxes unless it was absolutely necessary. Rita was a big advocate of the elderly and people on fixed incomes who were trying to make ends meet. She is dearly missed by one and all.

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# Woolwich Recipients of The Boston Post Cane

*The current holder of the Boston Post Cane is Grace Smith of the Middle Road.*

<b>Name</b>	<b>Date of Death</b>	<b>Age</b>
Jerry Creamer	05-10-2011	96
Sadie G. Hathorne	08-12-2008	95
Mary S. Bateman	08-15-2007	97
Stanley E. Wallace	02-23-2003	92
Marietta M. Flemmings	07-23-2002	96
Eleanor A. Jameson	01-04-2002	95
Alberta Hunt	07-29-2000	99
Hollis L. Leeman Sr.	06-15-1996	93
Marian D. Cain	12-12-1995	94
Harold B. Leeman	05-03-1993	91
Catherine L. Carleton	01-31-1992	94
Maude E. Leeman	08-17-1990	96
Albert V. Knight	09-18-1987	97
Susie B. Reed	09-13-1985	97
Loring K. Soule	01-26-1984	98
Fred T. Hathorne	09-22-1978	98
Mary L. Dodge	03-09-1976	101
Winifred H. Brawn	05-12-1971	98
Anne E. Dodge	11-02-1969	99
Cyrus Gilmore	03-27-1968	91
John C. Preble	01-28-1964	104
William Poor	10-30-1955	103
Asa Hathorn	12-23-1949	95
Marilla L. Brawn	12-05-1949	99
Clarrisa A. Reed	09-18-1941	89
Benjamin F. Savage	05-26-1941	93
Anne L. Sidelinger	07-21-1938	95
Emma T. Barnes	01-12-1934	92
Margaret B. Robbins	05-14-1933	93
Rachel A. Getchell	11-05-1930	94
Peter A. McDonald	03-03-1927	91
Sarah M. Reed	02-10-1927	91
Mary Buck	03-17-1923	90
Elizabeth Thwing	08-10-1921	90
John H. Perkins	09-25-1920	89
Charlotte A. Leonard	04-27-1920	94
Worrall Reed	02-27-1919	93
James Tibbetts	06-06-1916	99
Sarah McKenney	03-01-1914	97

This list was compiled by Selectman Todd W. McPhee using the Town of Woolwich Vital Records.  
Any noted errors or omissions should be reported to the Town Office for investigation.



# Town Meeting Warrant

## May 9, 2012

SAGADAHOC, s.s.

**To: Deborah Locke, a resident of the Town of Woolwich in the County of Sagadahoc and the State of Maine.**

### GREETINGS:

**In the name of the State of Maine, you are required to notify and warn the voters of the Town of Woolwich in the said County qualified by law to vote in town affairs to meet at the Woolwich Fire Station at 13 Nequasset Road in said Town, on Wednesday, the 9<sup>th</sup> day of May A.D. 2012 at Six o'clock in the afternoon, then and there to act on Articles 1 through 43, all of said articles being set out, to wit:**

**Article 1** To elect a Moderator to preside at said meeting and to vote by written ballot.

### Revenue

**Article 2** To see if the Town will set the dates of **October 1, 2012** and **April 1, 2013** when taxes are due and payable and to see if the Town will fix the interest rate on unpaid taxes at **7% (seven percent)** per annum and to set the dates that interest starts on unpaid taxes **thirty (30) days** after each due date.

**Article 3** To see if the Town will vote to set an interest rate to be paid by the Town on taxes that have been paid, but are either abated or overpaid and refunded at **3% (three percent)** for the 2012-2013 tax year.

**Article 4** To see if the Town will vote to transfer all unexpended balances and overdrafts to Undesignated Fund Balance except those listed below to be carried forward. The Selectmen are authorized to expend funds out of these carry forward accounts for the purpose for which they were established or to allow them to lapse.

*Accounts listed on next page*

**List of Accounts to be carried forward**

Compensatory/Vacation Time	Woolwich EMS Donations Account
Employee Health Trust Account	Dry Hydrants Account
Contingent Account	Subdivision Accounts
Insurance Account	Roads and Bridges Account
Litigation Account	Computer System Account
Conservation Commission Account	Tar Account
Comprehensive Planning Account	Snow Removal Account
Planning Board Account	Town Roads Block Grant
Municipal Building Operations	Animal Control Account
Cable TV Account	Woolwich Emergency (WEMA) Acct.
Office Operations	Fire Department Operations
Supplements and Abatements	Hydrant Rental
Emergency 911	Street Lights
Fire Department Gift Account	Septic System
Woolwich EMS Account	Solid Waste Account
Landfill Closure Account	General Assistance Account
Fish Way Account	EMS Rescue Billing Account
Right of Way Account	Nequasset Church Account
Cemeteries Account	Shellfish Account
Recreation Committee Account	Town Clock Account
Animal Shelter Account	Monument Committee Account
Municipal Buildings Reserve Acct.	Emergency Vehicle Reserve Acct.
Generator Reserve Account	Septic Reserve Account
Vital Records Book Repair Account	Air Pack Replacement Account

**Article 5** a) To see what sum the Town will vote to appropriate from the Undesignated Fund Balance Account to reduce the tax commitment.

Note: The Board of Selectmen recommends up to **\$800,000.00**  
2011 recommendation \$800,000.00

b) To see if the Town will vote to authorize the tax collector or treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A §506.

c) To see if the Town will vote to appropriate up to **\$20,000.00** from the Undesignated Fund Balance Account to pay for abatements and applicable interest granted during this fiscal year.

2011 appropriation up to \$20,000.00

**Article 6** To see if the Town will vote to authorize the Board of Selectmen to apply for available grants, to receive said grants, and to expend the grant funds for the purposes stated in the grant and to see if the Town will vote to appropriate up to **\$10,000.00** from the Undesignated Fund Balance Account as the Town's share of any approved grants.

**Article 7** a) To see if the Town will vote to authorize the Selectmen to sell or dispose of various items that serve little or no purpose in the operation of the town.

b) To see if the Town will vote to authorize the Selectmen to accept donations and to authorize them to use the donations as they see fit or as the donor directs.

**Article 8** To select a fish commissioner for a five year term.  
Bruce R. McElman (2007-2012)

**Article 9** To see what action the Town will take in regard to the alewives privileges at Nequasset and Back River Creek for the coming year.

**Article 10** To see if the Town will vote to authorize the Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes, on such terms as they deem advisable, and to authorize them or the Treasurer to execute Quit Claim Deeds on same.

**The following article must be voted by written ballot.**

**Article 11** To see if the Town will vote to increase the property tax levy limit of **\$440,969.18** established for the Town of Woolwich by State law in the event that the municipal budget approved under the following articles will result in a tax commitment that is greater than that property tax levy limit.

*Note: This article is needed because the LDI Tax Reform Legislation does not take into account the Town's use of Surplus to reduce taxes when processing the commitment of taxes and the appropriations approved during this Town Meeting will exceed the tax levy cap.*

**Personnel & Town Officers**

**Article 12** To see if the Town will vote to raise and appropriate the sum of **\$29,349.00** for a Deputy Tax Collector/Deputy Treasurer/Deputy Clerk to work part time at the Town Office and to authorize the Selectmen to spend any amount up to \$29,349.00.

2011 appropriation \$22,913.28

**Article 13** To see if the Town will vote to raise and appropriate the sum of **\$43,623.00** for the compensation of the Town Administrator/Town Treasurer and to authorize the Selectmen to spend any amount up to \$43,623.00.

2011 appropriation \$42,558.48

**Article 14** To see if the Town will vote to raise and appropriate the sum of **\$34,528.00** for the compensation of the Tax Collector/Town Clerk and to authorize the Selectmen to spend any amount up to \$34,528.00.

2011 appropriation \$36,336.48

**Article 15** To see if the Town will vote to raise and appropriate the sum of **\$20,500.00** for the Employee Health Insurance Account.

2011 appropriation \$9,500.00

**Article 16** To see if the Town will vote to appropriate up to **\$10,500.00** from the Undesignated Fund Balance Account for unanticipated health benefit costs.

2011 appropriated up to \$9,500

**Article 17** a) To see what sum of money the Town will vote to pay the Town Officers for the ensuing year:

	<u>2011</u>	<u>2012</u>
Selectman	\$3,000.00	\$3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Board Chairman	1,500.00	1,500.00
Board Vice Chairman	500.00	500.00
Ballot Clerks	2,000.00	2,000.00
Registrar of Voters	250.00	250.00

*continued on next page*

Moderator	200.00	200.00
Workers Compensation	7,000.00	8,000.00
Unemployment Compensation	1,000.00	1,500.00
Social Security	17,332.00	17,400.00
Part Time Staff	6,000.00	-0-
Comp/Vacation Time Reimb.	2,400.00	2,400.00
ICMA-Retirement Account	2,074.00	426.00
	<b>\$55,256.00</b>	<b>\$49,176.00</b>

b) To see what sum, if any, the Town will vote to raise and appropriate for the Town Officers' Account for the ensuing year.

**Recommended \$49,176.00**

2011 appropriation \$55,256.00

c) To see if the Town will vote to raise and appropriate the sum of **\$4,822.00** for the salary of and pay mileage to the Animal Control Officer (ACO) and to authorize the Selectmen to spend any amount up to \$4,822.00.

2011 appropriation \$4,822.00

d) To see if the Town will vote to raise and appropriate the sum of **\$22,399.00** for the salary of the Codes Enforcement Officer, Building Inspector and Licensed Plumbing Inspector and to authorize the Selectboard to spend any amount up to \$22,399.00.

2011 appropriation \$21,852.00

### **General Government**

**Article 18** To see if the Town will vote to raise and appropriate such sums of money as may be necessary for the following Town Accounts:

	Appropriated	
	<u>2011</u>	<u>2012</u>
General Assistance	\$5,000.00	\$5,000.00
Nequasset Church	-0-	-0-
Cemeteries	-0-	-0-
ACO Contingent	500.00	500.00
Codes Officer Contingent	1,500.00	1,500.00
Health Officer Contingent	500.00	500.00
Health Officer Salary	1,200.00	1,200.00

*continued on next page*

Fish Way, Up Keep/Repair	-0-	-0-
Animal Control & Care*	3,372.00	3,963.00
Planning Board	-0-	-0-
Conservation Commission	500.00	-0-
Agriculture Committee	-0-	-0-
Comprehensive Planning	-0-	-0-
Board of Appeals	100.00	100.00
Recreation Committee	-0-	2,000.00
Solid Waste Committee	2,500.00	2,500.00
Monument Committee	1,555.00	1,904.00
Contingent	9,000.00	10,000.00
Repair of Vitals Books	-0-	238.00
	<b>\$25,727.00</b>	<b>\$29,405.00</b>

\* Animal Control & Care for care of the Town's stray, homeless pets at Coastal Humane Society Kennel or a similar facility and for vet and medical cost associated with the care of these animals.

**Article 19** To see if the town will vote to raise and appropriate the sum of **\$49,203.00** to support the operating costs of the Patten Free Library and to authorize the Selectmen to spend any amount up to \$49,203.00.

2011 Appropriation \$43,696.00

**Article 20** To see if the town will vote to raise and appropriate the sum of **\$36,526.00** for the Office Operations account. The approximate breakdown of the account is as follows:

	<u>2011</u>	<u>2012</u>
Town Reports	\$3,500.00	\$1,500.00
Telephone and fax machine monthly usage	2,500.00	2,500.00
Postage (twice/year tax bills, etc.	4,800.00	4,800.00
Office and computer supplies	3,800.00	3,800.00
Advertising	1,300.00	1,300.00
Printing (stationery, forms, etc.)	500.00	500.00
Computer support contract & software	7,800.00	8,650.00
Automated equipment maintenance	7,000.00	7,000.00
Training - seminars and manuals	1,000.00	1,500.00
Association dues	300.00	300.00
Election supplies and materials	1,200.00	2,000.00
Office operations contingent	1,200.00	1,500.00

*continued on next page*

Mailing machine	1,000.00	1,000.00
Accu-Vote System	176.00	176.00
	<u>\$36,076.00</u>	<u>\$36,526.00</u>
2011 appropriation	\$36,076.00	

**Article 21 a)** To see if the town will vote to raise and appropriate the sum of **\$29,200.00** for the Municipal Building Operation of Plant account. The approximate breakdown of the account is as follows:

2010 2011

Electricity/ CMP	\$6,700.00	\$6,700.00
Water/ BWD	1,500.00	1,500.00
Heating fuel/ oil	12,000.00	6,000.00
Photocopier Lease	3,200.00	3,200.00
Mowing and grounds maintenance	3,614.00	2,100.00
Furnace maintenance/repair	500.00	300.00
Building sprinkler system contract	500.00	500.00
Security system contract/maintenance	600.00	800.00
Cleaning Services	3,058.00	3,100.00
Misc. supplies and general building maintenance (hardware, etc.)	5,000.00	5,000.00
	<u>\$36,672.00</u>	<u>\$29,200.00</u>
2011 appropriation	\$36,672.00	

**b)** To see if the Town will vote to raise and appropriate the sum of **\$37,210.00** for the fifth of five years' principal and interest payment for the Woolwich Fire truck Bond.

2011 appropriation \$37,210.00

**Article 22** To see if the Town will vote to raise and appropriate the sum of **\$18,500.00** for the Town's insurance.

*Note: Art. 22 includes all municipal buildings, contents & vehicles.*

2011 appropriation \$18,690.00

**Article 23** To see if the Town will authorize the Board of Selectmen to sign a one year contract with an Assessing Agent for the purpose of assessing and maintaining the equity of the property assessments. Further, to see if the town will vote to raise and appropriate the sum of **\$19,200.00** as payment to the Assessing Agent.

2011 appropriation \$19,200.00

**Article 24** To see if the Town will vote to raise and appropriate the sum of **\$1,000.00** to update the property tax maps.

2011 appropriation \$1,000.00

**Article 25** To see if the Town will vote to raise and appropriate the sum of **\$3,500.00** for the “Computer Replacement Account”.

*Note: The computer system’s aging counter computers need to be replaced and all others need software updates.*

2011 appropriation \$3,500.00

**Article 26** To see if the Town will vote to raise and appropriate the sum of **\$3,563.00** for the payment of membership dues for the Maine Municipal Association.

2011 appropriation \$3,476.00

**Article 27** To see if the Town will vote to raise and appropriate the sum of **\$8,700.00** to pay the Auditor.

2011 appropriation \$8,700.00

**Article 28** To see if the Town will vote to raise and appropriate the sum of **\$6,000.00** for the Town’s Litigation Account.

2011 appropriation \$10,000.00

**Article 29** To see if the Town will vote to allow the Building Committee to give a presentation.

### **Health/Welfare and Sanitation**

**Article 30** To see if the Town will vote to raise and appropriate the sum of **\$7,950.00** for the continued sampling of ground water from the installed surface water test sites at the landfill.

2011 appropriation \$6,815.00

**Article 31** To see if the Town will vote to raise and appropriate the sum of **\$2,500.00** for ambulance service for year three of a three year contract with North East Mobile Health Services.

2011 appropriation \$2,500.00



**Article 32** a) To see if the Town will vote to raise and appropriate the sum of **\$252,628.00** for the complete weekly curbside refuse collection and biweekly curbside recycling collection for year five of a five year contract for this service with Pine Tree Waste, Inc.

2011 appropriation \$252,500.00

b) To see if the Town will appropriate a sum not to exceed **\$25,000.00** from the Undesignated Fund Balance Account for the Selectmen to use if necessary for unanticipated solid waste disposal/recycling costs.

c) To see if the Town will raise and appropriate the sum of **\$1,800.00** for the Household Hazardous Waste Collection event.\*\*

*\*\*Note: Each year in May, the City of Bath, along with area towns, sponsors a Household Hazardous Waste Collection Day. Citizens sign up to dispose of such items as oil based paints, fuels, solvents, insecticides, etc. In past years, the funds for this have been included in the Solid Waste & Recycling Committee's account. This year we separated out the HHW costs.*

**Highways and Bridges**

**Article 33** To see if the Town will vote to raise and appropriate such sums of money as may be necessary for the following accounts:

	<u>2011</u>	<u>2012</u>
Roads and Bridges	\$60,000.00	\$60,000.00
Street Signs	2,000.00	1,000.00
Hot Topping	77,000.00	77,000.00
Snow Plowing	378,124.00	389,456.00
Street Lights	4,100.00	4,100.00
Culvert Repair	-0-	-0-
	<u>\$521,224.00</u>	<u>\$531,556.00</u>

**Article 34** a) To see if the Town will authorize the Selectmen to remove **\$73,000.00** from the Urban-Rural Initiative Program (URIP) account for hot topping town roads.

b) To see if the Town will authorize the Selectmen to spend any additional URIP funds for whatever “highway purpose” the Selectmen and the Road Commissioner deem appropriate.

**Protection**

**Article 35 a)** To see if the Town will raise and appropriate such sums of money as may be necessary for the following accounts:

	<u>2011</u>		<u>2012</u>
Hydrants (Bath)	\$15,511.20	12 @ \$1,292.60	\$15,511.00
(Wiscasset)	15,743.00	13 @ \$1,220.92	15,872.00
Fire Chief	6,180.00		6,334.50
Asst. Chief	2,000.00		2,050.00
Asst. Chief	2,000.00		2,050.00
Captain 1	1,250.00		1,281.25
Captain 2	1,250.00		1,281.25
Lieutenant 1	625.00		640.50
Lieutenant 2	625.00		640.50
Safety Officer	-0-		-0-
Shellfish Warden	-0-		-0-
Four sets of NFPA/OSHA-			
Clothing	8,500.00		8,500.00
WEMA*	1,000.00		-0-
Inoculations/Physicals	2,500.00		2,500.00
911	-0-		100.00
Generator Service	2,000.00		2,000.00
Generator Replacement Acct**	800.00		800.00
EMS Director	2,500.00		2,500.00
Deputy EMS Director 1	1,500.00		1,500.00
Deputy EMS Director 2	1,500.00		1,500.00
EMS 1 <sup>st</sup> Assistant	500.00		500.00
EMS 2 <sup>nd</sup> Assistant	500.00		500.00
Vehicle Replacement Acct	30,000.00		-0-
Air Packs	2,500.00		2,500.00
Fire Hose	1,700.00		2,000.00
Fire Dept. Computer	1,000.00		1,000.00
	<u>\$101,684.20</u>		<u>\$71,561.00</u>

\* Note: WEMA stands for Woolwich Emergency Management Agency

\*\* Note: Generator has been depreciated using Straight-Line with a twenty-year life.

b) To see if the Town will vote to raise and appropriate the sum of **\$88,700.00** for the Fire Department account.

The breakdown of the account is as follows:

	<u>2011</u>	<u>2012</u>
Office Supplies/Expenses	\$1,200.00	\$1,200.00
Truck Fuel	4,500.00	6,000.00
Equipment Repairs	4,000.00	5,000.00
Truck Repairs	12,500.00	12,500.00
Laundry	350.00	350.00
Contingent Account	5,000.00	5,000.00
Telephone	1,500.00	1,500.00
Training Expenses	2,100.00	3,100.00
Travel Expenses	250.00	250.00
New Equipment	15,000.00	15,000.00
Station Supplies	1,400.00	1,500.00
Fire Prevention	1,000.00	1,300.00
Wages	36,000.00	36,000.00
	<b>\$84,800.00</b>	<b>\$88,700.00</b>

c) To see if the Town will vote to raise and appropriate the sum of **\$46,000.00** for the Woolwich Emergency Medical Service Account. The breakdown of the account is as follows:

	<u>2011</u>	<u>2012</u>
AED's	\$2,000.00	\$2,000.00
Annual Fees	2,000.00	2,000.00
Billing Fees	500.00	500.00
Clothing	2,000.00	2,000.00
Communications	4,500.00	4,500.00
Contingency	500.00	500.00
Fuel	1,000.00	1,000.00
Medical Equipment	5,000.00	5,000.00
Medical Exams	1,000.00	1,000.00
Medical Supplies	6,500.00	6,500.00
Office Supplies	1,000.00	1,000.00
Payroll	12,000.00	12,000.00
Training	5,000.00	5,000.00
Vehicle Maintenance	3,000.00	3,000.00
	<b>\$46,000.00</b>	<b>\$46,000.00</b>

**d)** To see if the Town will vote to raise and appropriate the sum of **\$3,000.00** as the Town's portion of Paramedic Training for Woolwich EMS.

2011 appropriation \$0.00

### **Miscellaneous Donations**

**Article 36** **a)** To see if the Town will vote to appropriate the sum of **\$600.00** from the Cable TV Account for MPBN Channel 10 – Public Television.

2011 appropriation \$600.00

**b)** To see if the Town will vote to appropriate the sum of **\$600.00** from the Cable TV Account for MPBN – Public Radio.

2011 appropriation \$600.00

**Article 37** To see if the Town will vote to appropriate **\$400.00** from the Snowmobile Registrations Reimbursement for the Nequasset Trailbreakers Snowmobile Club.

2011 appropriation \$400.00

**Article 38** To see what sum of money the Town will vote to donate to the following local agencies:

	2011	2012
	Appropriated	Donate
American Red Cross	500.00	500.00
Bath Area Senior Citizens Center	825.00	825.00
Big Brothers/Big Sisters Bath/Brunswick	600.00	600.00
Coastal Trans	1,400.00	1,400.00
Community Health and Nursing (CHANS)	2,700.00	2,700.00
Hospice Volunteers in Midcoast Maine	see CHANS	see CHANS
Family Crisis Services	500.00	500.00
Jesse Albert Dental Clinic	2,500.00	2,500.00
Midcoast Maine Community Action (CED)	1,440.00	1,440.00
Oasis Health Network	350.00	350.00
Respite Care	600.00	600.00
Spectrum Generations	1,953.00	1,953.00
Sweetser	3,372.00	3,084.00
Tedford Housing	350.00	350.00
	<b>\$17,090.00</b>	<b>\$16,802.00</b>

**Article 39** To see if the Town will vote to raise and appropriate the sum of **\$16,802.00** for donations to local agencies.

2011 appropriation \$17,090.00

**Article 40** a) To see if the Town will vote to raise and appropriate the sum of **\$1,300.00** for maintenance work on the Woolwich Historical Society building.

2011 appropriation \$1,300.00

b) To see if the town will vote to raise and appropriate the sum of **\$4,000.00** for support of the Woolwich Junior Athletics.

2011 appropriation \$4,000.00

c) To see if the town will vote to raise and appropriate the sum of **\$5,000.00** for the Boat Building Program at the Maine Maritime Museum.

2011 appropriation \$5,000.00

d) To see if the Town will vote to raise and appropriate the sum of **\$5,000.00** for a one time donation to the Fields for our Future fund raiser.

2011 appropriation \$0.00

## **Ordinances**

**Article 41** Shall an ordinance entitled **Property Assessed Clean Energy (PACE) Ordinance** be enacted, allowing the Town of Woolwich to establish a PACE Program so that owners of qualifying property may apply for loans through Efficiency Maine Trust for energy saving improvements to their properties.

**Article 42** Shall an ordinance entitled **Town of Woolwich Ordinance Exempting Eligible Active Duty Military Personnel from Vehicle Excise** be enacted.

*Note: This ordinance allows excise tax exemption to Maine residents who are on active duty for a period of 180 days or more and stationed at a post outside of the State of Maine. 36 MRSA §1482*

**Article 43** Shall the ordinance entitled **Shellfish Conservation Ordinance for the Town of Woolwich** be amended as follows:

Section VII Licensing:

Subsection C. Fees: The fees for the licenses ~~are as stated below~~ and must accompany in full the application for the respective license. The Town Clerk shall pay all fees received to the Town Treasurer except for \$1.00 each license which shall be credited to Account 1-1741 (Clerk Fees). Fees received for Shellfish licensing shall be used by the town for shellfish management, conservation and enforcement. All fees for shellfish licenses shall be recommended annually by the Shellfish Conservation Committee and submitted to the Selectboard by October 31<sup>st</sup> for approval.

Resident Commercial: ~~\$250.00~~

Nonresident Commercial: ~~\$375.00~~

Resident Recreational: \$ 15.00

Nonresident Recreational: \$ 30.00

Resident and nonresident commercial shellfish diggers will not be allowed to buy recreational licenses.

The Registrar of Voters will be available at the meeting to register new voters and to correct the voting list.

Hereof fail not and make due returns of this Warrant with your doings thereof to the Town Clerk and place of holding such meetings.

Given unto our hands this 17th day of April, 2012.

DAVID A. KING, SR.

JASON A. SHAW

DALE E. CHADBOURNE

ALLISON L. HEPLER

LLOYD F. COOMBS, JR.

Attest:

JEAN E. MANK

Town Clerk of Woolwich, Maine

## Municipal Officials 2012

### **Board of Selectmen:**

David A. King, Sr, Chairman	Term Expires:	31 December 2012
60 Birchwood Road, Woolwich, Maine 04579		(207) 442-7642
Dale E. Chadbourne, Vice Chairman	Term Expires:	31 December 2013
18 Thunder Road, Woolwich, Maine 04579		(207) 442-8489
Allison L. Hepler	Term Expires:	31 December 2014
417 Montsweag Road, Woolwich, Maine 04579		(207) 442-0754
Jason A. Shaw	Term Expires:	31 December 2014
918 Old Stage Road, Woolwich, Maine 04579		(207) 442-7120
Lloyd F. Coombs, Jr.	Term Expires:	31 December 2013
8 Brookside Dr, Woolwich, Maine 04579		(207) 443-3570

### **Town Administrator, Treasurer & General Assistance Admin:**

Lynette R. Eastman

Town Office	(207) 442-8859 fax
13 Nequasset Road, Woolwich, Maine 04579	(207) 442-7094

### **Tax Collector, Town Clerk & E911 Addressing Officer**

Jean Mank

Town Office	(207) 442-8859 fax
13 Nequasset Road, Woolwich, Maine 04579	(207) 442-8723

### **Deputy Clerk, Deputy Tax Collector & Deputy Treasurer**

Alison Pepin

Town Office	(207) 442-8859 fax
13 Nequasset Road, Woolwich, Maine 04579	(207) 442-8723

### **Code Enforcement, Building Inspector, Plumbing Inspector**

Bruce Engert

Town Office	(207) 442-7094
13 Nequasset Road, Woolwich, Maine 04579	(207) 350-5282

**Jack A. Shaw** Term Expires: 31 December 2012  
911 Old Stage Road, Woolwich, Maine 04579 (207) 443-3932

Geoffrey McCarren  
Town Office (207) 443-3589  
13 Nequasset Road, Woolwich, Maine 04579 (207) 577-3959

Terry MacGregor  
1497 Middle Road, Dresden, Maine 04342 (207) 737-2093

Jon L. Hentz  
36 Webber Road, Georgetown, Maine 04548 (207) 371-2732

Jean Mank  
Town Office  
13 Nequasset Road, Woolwich, Maine 04579 (207) 442-8723

Paul H. Dumdey, M.D.  
346 River Road, Woolwich, Maine 04579 (207) 443-3479

Chief Geoffrey McCarren  
Town Office (207) 443-3589  
13 Nequasset Road, Woolwich, Maine 04579 (207) 577-3959

Dana Lindsey  
Town Office  
13 Nequasset Road, Woolwich, Maine 04579 (207) 442-7094



**Fish Commissioners:**

William D. Potter, Chair	2011-2016
Stanley N. Davis	2009-2014
John D. Chapman	2010-2015
Bruce R. McElman	2007-2012
Raymond E. Robson, Jr.	2008-2013

**School Committee:**

Robin Buczkowski	District 1	
Term Expires November 2013		443-9035
Timothy Harkins	District 3	
Term Expires November 2014		442-8134

**State Legislature Information:**

Senator Seth A. Goodall	Senate District 19
<u>State Address:</u>	<u>Home Address:</u>
Senate Chamber	
3 State House Station	5 Church Street
Augusta, Maine 04333-0003	Richmond, Maine 04357
(207) 287-1515	(207) 737-4797
1-800-423-6900 (sessions only)	email <a href="mailto:seth@sethgoodall.com">seth@sethgoodall.com</a>

Representative Peter S. Kent	<u>Home Address:</u>
House of Representatives	
2 State House Station	182 Montsweag Road
Augusta, Maine 04333-0002	Woolwich, Maine 04579
(207) 287-1400 (voice)	(207) 442-9255
(207) 287-4469 (TDD)	email <a href="mailto:pskentz5@hotmail.com">pskentz5@hotmail.com</a>
1-800-423-2900	
<a href="mailto:RepPeter.Kent@Legislature.maine.gov">RepPeter.Kent@Legislature.maine.gov</a>	

## Citizen Committee List ~ 2011 - 2012

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
<b><u>Agricultural/Forest Resources Committee</u></b> --meets as needed			
*Clark Granger	191 Phipps Point Road	442-8759	6/30/12
Paul Dumdey	346 River Road	443-3479	6/30/12
Joan Jordan	858 Old Stage Road	443-9080	6/30/14
Robert Rollins	738 Middle Road	443-4583	6/30/14
Rosemarie Granger	191 Phipps Point Road	442-8759	6/30/13
Patrice Hennin	253 Barley Neck Road	443-1501	6/30/13
Blueberry Beeton	253 Barley Neck Road	522-3328	6/30/13
<b><u>Board of Appeals</u></b> --meets as needed			
*David Klobberdans	16 Hall Road	386-0079	6/30/13
Gregory Doak	46 Old Stage Road	442-7281	6/30/14
Richard Ruddell	11 Birchwood Road	443-8646	6/30/14
Shannon Welsh	22 Old Station Road	442-7539	6/30/12
Arthur Spencer	162 Mountain Road	373-8922	6/30/12
Nathaniel Shipley, Assoc.	358 Mountain Road	751-3655	6/30/13
<b><u>Board of Comprehensive &amp; Capital Planning</u></b> --meets as needed			
Vacancy - Conservation Commission Representative			
Vacancy - Board of Appeals Representative			
Vacancy - Citizen Representative			
Vacancy - Citizen Representative			
Vacancy - Fire Department Representative			
Vacancy - Planning Board Representative			
Vacancy - School Committee Representative			
<b><u>Cable Television Committee</u></b> --meets as needed			
*Roger Baffer	721 Middle Road	442-7052	6/30/12
David Hayward	21 Brookings Bay Road	442-9529	6/30/13
Arlene Whitney	141 Old Stage Road	442-7676	6/30/14
Carl Miller	9 Miller Street	442-8186	6/30/12
Vacancy			6/30/13
Richard Ruddell	11 Birchwood Road	443-8646	6/30/14

**Committee to Preserve Town Records**--meets as needed

Dawn Lilly	349 George Wright Road	443-3451
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**Comprehensive Plan Review Committee**--

*Clark Granger	191 Phipps Point Road	442-8759
Paul Dumdey	346 River Road	443-3479
Rosemarie Granger	191 Phipps Point Road	442-8759
Allison Hepler	417 Montsweag Road	442-0754
Joan Jordan	858 Old Stage Road	443-9080
Katherine Wheeler	100 Montsweag Road	443-5712
Patrice Hennin	253 Barley Neck Road	443-1501

**Conservation Commission**--Meets as needed

*Patrice Hennin	253 Barley Neck Road	443-1501	6/30/13
Clark Granger	191 Phipps Point Road	442-8759	6/30/12
Joan Jordan, VC	858 Old Stage Road	443-9080	6/30/14
Todd Hibl, TR	9 Shagbark Lane	841-2740	6/30/14
Michael Stacy, Jr	91 Barley Neck Road	443-1556	6/30/12
William Flood	1334 Middle Road	386-1051	6/30/13
Evan Holbrook	2 Holbrook Lane	841-5741	6/30/13

**Fair Hearing Authority**--meets as needed

Paul Dumdey	346 River Road	443-3479
Selectman Representative		

**Historic Preservation Committee**--meets as needed

Two Vacancies	6/30/12
Three Vacancies	6/30/14
Two Vacancies	6/30/13

**Interlocal Planning Committee**--meets as needed

Richard Ruddell	11 Birchwood Road	443-8646	6/30/14
Vacancy			6/30/12
Vacancy			6/30/13

**Nequasset Church Committee**--meets as needed

Sylvia Carlton	P.O. Box 482	443-6994
Deborah Locke	201 River Road	443-5684
Jason Shaw	918 Old Stage Road	442-7120
Carlton Reed	200 River Road	443-4381
Christine Hallowell	108 Pushard Road, Dresden	737-2759
Barbara Richards	369 Barley Neck Road	443-2869

**Planning Board**--meets first Monday of month, 7:15 p.m.

*Allen Greene	1035 Old Stage Road	882-6123	6/30/14
Greg Buczkowski	44 Pleasant Cove Drive	443-9035	5/01/14
Deborah Locke	201 River Road	443-5684	6/30/14
William Longley, Jr.	PO Box 132	443/5838	6/30/12
Gaius Hennin	242 Barley Neck Road	751-6432	6/30/13
Robert Meade, Alt	PO Box 201	443-2580	6/30/13
William Potter, Alt	185 Barley Neck Road	443-9633	6/30/12

**Recreation Committee**--meets as needed

Todd McPhee, ex-officio		442-8815	
Collette Coombs	8 Brookside Drive	443-3570	6/30/14
Arlene Whitney	141 Old Stage Road	442-7676	6/30/14
Allison Hepler	417 Montsweag Road	442-0754	6/30/12
Eunice Leach	35 Chopps Cross Road	443-3855	6/30/12
Robert Meade	P.O. Box 201	443-2580	6/30/13
Diane Longley	141 Old Stage Road	442-7676	6/30/13

**Representative to Bath Water District**

Michael Sinton		442-7753	10/31/15
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**Road Committee**--meets as needed

*David Kloberdans	16 Hall Road	386-0079	6/30/13
Jack Shaw, ex-officio		443-3932	
Robert Meade	P.O. Box 201	443-2580	6/30/14
Warren Skillings, Sr.	32 Baker Drive	443-9512	5/01/14
Arthur Spencer	162 Mountain Road	373-8922	6/30/13
Evan Holbrook	2 Holbrook Lane	841-5741	6/30/12

**Route 1 Corridor Study Committee**--meets as needed

Greg Buczkowski	44 Pleasant Cove Drive	443-9035
*David Kloberdans	16 Hall Road	386-0079
Richard McElman, Jr.	P.O. Box 220	443-9781
Todd McPhee	371 Montsweag Road	442-8815
Marilyn Reno	P.O. Box 494	442-8479
Karen Reynolds	P.O. Box 535	443-3641
Norma Scopino	6 Hunnewell Lane	443-2809
Paul Seaman	170 River Road	443-5542
Gregory Siegel	1007 Old Stage Road	882-9386

**Septage Committee**--meets as needed

Edward MacDonald	P.O. Box 228	443-6353
John McPhail	P.O. Box 217	443-4044
Vacancy		

**Shellfish Conservation Committee**--meets 1<sup>st</sup> Tuesday of each month @

6:00 PM

*Daniel Harrington	274 Dana Mill Road	443-2104	6/30/14
Clark Granger	191 Phipps Point Road	442-8759	6/30/13
Timothy LaRochelle	357 Chopps Cross Road	319-9890	6/30/13
Andrew Cromwell	424 Montsweag Road	837-5122	6/30/13
Paul Dumdey	346 River Road	443-3479	6/30/14
Two Vacancies			6/30/12

**Shellfish Regional Committee**--meets as needed

Stephen Goodenow	1006 Old Stage Road	882-7985
William Longley, Jr.	P.O. Box 132	443-5838

**Solid Waste and Recycling Committee**--meets 3<sup>rd</sup> Wednesday of each month, 5:30 PM

Terry Hanna	1347 Middle Road	443-2679	6/30/14
Fred Kahrl	937 Middle Road	442-8497	6/30/14
Mary Graham	16 Acadia Shores	443-1532	6/30/13
Suzanne Wilcox	339 Old Stage Road	522-0535	6/30/13
Arthur Spencer, Alt	162 Mountain Road	373-8922	6/30/12
Hans van Willigen	242 Middle Road	442-7560	6/30/13
Vacancy			6/30/12

**Gateway One Town Response Panel**--The Commissioner of the Maine Department of Transportation has suspended the Gateway 1 program.

**Representative to Patten Free Library**

Linda Hoch

1 Phipps Point Road

442-7410

\* Committee Chairperson  
Alt/Assoc Alternate Member

All committees meet at the Woolwich Town Office at 13 Nequasset Road with the exception of the School Committee which meets in the RSU#1 towns on a revolving basis.

**Corrections to this list should be forwarded to the Town Administrator at the Town Office email: [lreastman@woolwichme.com](mailto:lreastman@woolwichme.com), Phone: (442-7094).**



**Town of Woolwich  
2012  
Holiday Schedule**

<b>Holidays</b>	<b>Date Observed</b>
New Year’s Day	Mon, Jan 2
Martin Luther King, Jr. Day	Mon, Jan 16
Presidents’ Day	Mon, Feb 20
Patriot’s Day	Mon, Apr 16
Memorial Day	Mon, May 28
Independence Day	Wed, July 4
Labor Day	Mon, Sept 3
Columbus Day	Mon, Oct 8
Veterans’ Day	Mon, Nov 12
Thanksgiving	Thurs, Nov 22 / Fri, Nov 23
Christmas Day	Tue, Dec 25

NOTE: Holidays that fall on Saturday are observed on the preceding Friday, and holidays that fall on Sunday are observed the following Monday.



## Board of Assessors' Notice

### **Assessors' Note:**

Maine State Law requires that the Board of Assessors annually give notice in writing to all persons in the municipality liable to taxation to furnish a list of real and personal property, not exempt from taxation, to which they owned on the first day of April (36 M.R.S.A. §706). The declaration form should be filed with the Selectmen's office during the month of April.

### **Reduced Valuations for Land:**

Maine State Law allows reduced valuations for Farm, Forest and Open Space land. Please contact the Selectmen's office for additional information on these programs. Applications must be filed by April 1st.

### **Property Tax Abatement:**

Requests for property tax abatements must be filed in writing within 185 days from the date of commitment. Please call the Selectmen's office at (207) 442-7094 with questions.

### **Tax Exemptions:**

The real property of qualified persons in the following classifications may receive a partial exemption:

1. Veterans who have reached the age of 62 on or before April 1st.
2. Veterans who are 100% disabled and receiving a pension from the United States Government for total disability.
3. Paraplegic Veterans
4. Unremarried widow or minor children of veterans in the above categories. The divorced wife or the remarried widow of a veteran is not eligible.
5. The widowed mother of a deceased eligible veteran and is in receipt of a pension for the service-connected death of her son.
6. A blind person who is legally blind as determined by the Department of Human Services and is a resident of Maine.
7. Maine Homestead Exemption - This program is open to any resident who has owned a home in Maine for twelve months and it is their primary place of residence.

NOTE: All applications must be filed by April 1st. If you currently receive the exemption you do not need to reapply.

### **Maine Residents Property Tax Program:**

The State of Maine has two property tax refund programs - General Property Tax or Rent Refund and Elderly Householders Tax or Rent Refunds. Applications are available online at [www.maine.gov/revenue](http://www.maine.gov/revenue). Applications must be filed between August 1st and June 1st.



## **Excerpts from “A Citizen’s Guide to Town Meeting”**

By Jo Josephson, Staff Writer, Maine Townsman

### **HOW CAN I PREPARE FOR TOWN MEETING**

Most towns publish the warrant in their annual report. Get a copy before the meeting and read it. If you have questions, you may wish to ask them of the selectmen before the meeting. But some of the answers may be found in that section of the annual report that indicates in detail the various spending accounts and how much was spent in the previous year; compare it with what is being requested this year. Also, check as to how much money is in the so-called surplus or undesignated funds account.

### **DO I HAVE TO KNOW PARLIAMENTARY PROCEDURE TO PARTICIPATE?**

NO. That’s why you elected a moderator at the opening of the meeting. The moderator is familiar with parliamentary procedure and is there to keep the meeting moving forward properly until all of the “articles” or items of business have been acted upon. Voters may not talk without being recognized by the moderator. You should direct all of your questions to the moderator. If an item of business is not on the “warrant”, the name given to the list of articles, Town Meeting cannot act on it.

**To Approve an Article:** It is customary for the moderator to read the article aloud and ask if someone will make a motion on the article; usually someone will respond by saying “I move the article”; the moderator then asks, “Is there a second?” Someone will usually respond, “I second the motion”.

This formality sets the stage for the discussion that follows. The moderator then rereads the motion and calls for a vote. It is best not to make a negative motion, because people get confused when a “yes” vote means “no”. The best approach, if you oppose an article, is to move the article and vote against it.

**To Amend an Article:** Sometimes, during the discussion, someone will propose a change. For example, in a so-called “open-ended” money article, they may want to increase or decrease the amount of money recommended by the budget committee or selectmen. The amendment must be seconded;

there must also be an opportunity to discuss the amendment before voting on it. If the amendment passes; then the motion, as amended, is voted on. If the amendment does not pass, and there are no further amendments, then the original motion is voted upon.

It should be noted that amendments to so-called “capped” money articles, articles in which the amount of money is contained in the actual wording of the article, are limited: the amount may only be decreased. Also, ordinances may not be amended from the floor; the vote on an ordinance must be up or down with no amendment.

### **WHAT DO THE FOLLOWING WORDS MEAN?**

**Amendment.** This is technically a secondary motion and must be acted on before the main motion is voted upon. It must be seconded and allow for discussion before it is voted upon.

**Annual Meeting.** This is the meeting at which municipal officers and other officials are elected. No law requires that the annual municipal budget be voted on at this meeting, although many towns do. A “special” town meeting is any other meeting called by the selectmen.

**Annual Report.** The annual report must be available at least three days before the annual meeting or the annual budget (business) meeting. It must contain the following: a record of all financial transactions during the past fiscal year, a statement of assets and liabilities, including a list of all delinquent taxpayers and the amount due from each, and portions of the audit.

**Audit.** An examination of the financial statements of a municipality by a public accountant to see if they fairly reflect the financial conditions of the municipality. State law requires that audits be conducted annually.

**“Capped” Money Article vs. Open Ended Money Articles.** This is an article in the warrant which states an amount to be raised (“To see if the Town will vote to raise and appropriate the sum of \$10,000.”). Capped articles can only be reduced by amendment. They cannot be increased like open ended articles (“To see what sum the town will vote to raise and appropriate.”).

**Excise Tax.** There is a motor vehicle excise tax and a watercraft excise tax. They are for the privilege of operating the equipment on public ways.

**Home Rule.** It is the constitutionally guaranteed right of towns and cities to adopt and amend their charters, choose their form of government, and adopt laws that are not already covered by state law or which state law does not prohibit municipalities from adopting. Home rule is intended to ensure local control.

**Mandate.** Federal or state laws which require local governments to undertake specific actions or provide specific services. For instance, the requirement that municipalities build salt-sand storage sheds is a mandate that must be paid for with local funds as well as state funds. In 1990, Maine passed a law to require state funding of future mandates.

**Ordinance.** A law or a regulation enacted by a municipal government, usually targeting a specific subject, as in a dog control ordinance or a parking ordinance, or a zoning ordinance. Most ordinances (less than ten pages) must be posted in a public place at least seven days before Town Meeting. No ordinance may be amended on the floor of town meeting; they may only be voted up or down.

**Overdraft.** To be avoided! It's when the audit indicates that the amount spent on an item turns out to be greater than that approved by Town Meeting. It is indicated by parentheses ( ) around the amount.

**Revenues and Expenditures.** Revenue is just a fancy word for incoming monies; most of the money spent by town meeting comes from property taxes; other monies come from excise taxes on vehicles, and from the state in the form of revenue sharing and road assistance. Expenditures is just a fancy word for outgoing monies or on what the money is spent; most of the money is spent on solid waste disposal, roads, and schools.

**Surplus.** Also known as "undesignated" or "unappropriated" fund balance." It often results from not spending monies that were approved; it also results from getting more revenues than you expected. There is always a tendency to "raid surplus" instead of raising taxes. But surplus is not a savings account; it is an "operating cushion" to be used only in times of emergency, say some. The rule of thumb is to make sure surplus contains at least eight percent of the total operating budget for the town; or an amount equal to one month's operating expenses. The optimum is ten percent. If you do dip into it one year, make sure you build it up again the next year. Only the Town Meeting can authorize the spending of surplus.

**Secret Ballot.** The clerk prepares these for use at the polling place in secret (Australian) ballot elections, which can be for referendum questions (issues) as well as for candidates. Open town meeting towns become secret ballot towns by a town meeting vote to adopt secret ballot voting at least 90 days before the annual meeting. There are two towns in Maine that act on their entire warrant by secret ballot; most others use secret balloting for large ticket items, like bond issues.

**Tax Anticipation Note (TAN).** Often referred to as "hired money," it is money borrowed from a bank to run the town while waiting for taxes to be collected. Towns that collect taxes only once a year are the greatest users of

this; towns that have two tax collections a year and therefore an earlier flow of cash into the town coffers, usually do not have to rely on hired money. No Town Meeting vote is required in order to authorize the selectmen to take out a TAN.

**Tax Rate.** The tax rate determines how much you pay in property taxes. It is stated in “so many dollars per thousand dollars of valuation.” For example, in a town with a tax rate of \$14 per thousand dollars, the owner of a house valued at \$50,000 would pay \$700 ( $\$14 \times 50$ ) in taxes. To determine the tax rate in your town, divide the total valuation of all the properties in your town by the amount needed to pay for the cost of running the town, and supporting the county government and the schools, after you have subtracted non-property tax revenues (excise taxes, revenue sharing, road assistance, etc.) from the total cost. So, for example, a town with \$200,000,000 valuation, expecting to spend \$3,000,000 on town, county and schools, with \$500,000 in non-property tax revenue, needs to raise \$2,500,000 in taxes, which when divided by \$200,000,000, leaves us with a tax rate of .0125 or \$12.50 per thousand dollar of valuation. In this town, the tax on a \$50,000 home would be \$625 ( $\$12.50 \times 50$ ).

**To Raise.** A vote to raise a sum of money is a vote to get the money through municipal taxation of real and personal property. Typically, the motion is “to raise and appropriate” the money for some stated purpose identified in the article.

**To See What Sum.** An article that asks “to see what sum” is said to be an open-ended article and signals the need for someone to make a motion to set an amount for the discussion. Often the selectmen and the budget committee recommend on the warrant the amount that they think is in the best interest of the town.

**Warrant.** The Written notice, signed by at least a majority of the selectmen, which calls a town meeting and lists all the articles or items of business which will be voted on at the meeting. It must be posted in at least one public and conspicuous place in the town at least seven days before the town meeting.

## Notes for Voters on Town Meeting Procedure

**Rules of procedure, in general.** It is important to understand two core concepts. First, rules of procedure are not rules of law. Their purpose is to facilitate the conduct of the meeting, and courts will usually uphold a moderator’s decision and the actions of a meeting unless clear unfairness or error resulting in misunderstanding or confusion has actually affected

**the vote. Second, questions about appropriate procedure or the outcome of a vote should be addressed in the meeting itself (see the discussion of “appeal” and “challenge,” below). If questionable decisions or determinations of the vote are not brought to the moderator’s attention and addressed on the spot, a court may decline to review the issue later, even where it would otherwise be appropriate for judicial review.**

**Distinguishing or Separating Voters and Non-Voters.** Please respect any measures in effect for distinguishing or separating voters from non-voters.

**Unanimous Consent.** To expedite procedure, the moderator may from time to time invite or suggest that the meeting give “unanimous consent” to proceeding in a certain way. Cooperation where you can freely give it will usually save time and avoid unnecessary complication, but if you do not wish to give consent simply call out “Objection” or “I object” when the moderator asks for unanimous consent. The moderator may then suggest or invite a motion and vote on procedure and you will then have the opportunity to speak in opposition to the procedure.

**Rules of Debate.** Maine law makes three rules: (1) a person may not speak without being recognized by the moderator; (2) everyone shall be silent at the moderator’s command; and (3) a person who is not a town voter may not speak without the consent of two-thirds of the voters present. In addition, the moderator *may* ask that one or more of the following rules be observed, and may invoke others to maintain good order and decorum. Raise your hand or stand, as directed by the moderator, to be recognized, and then state your name and what you would like to do. Stand while speaking unless otherwise directed or authorized by the moderator. Refrain from making negative motions (“I move that Article 16 be defeated”). After a motion has been made and seconded, the moderator will open the floor for discussion. The moderator may call on the Selectmen or other sponsors of an article to speak first on a main motion (a motion to approve an article as printed, for example). Thereafter, the affirmative side speaks. A person who makes a motion is entitled but not required to be the first speaker on the motion and may not vote against the motion but may seek consent to withdraw it. A person seconding a motion may both speak against it and vote against it. Do not make a speech and conclude it with a motion: rather, make the motion and then speak to it after it has been seconded and put to floor debate by the moderator. Address all remarks and all questions to the moderator alone. Remarks must be relevant to the motion. Debate will generally alternate between those in favor and those opposed. No one should address the same

subject more than twice without the express permission of the moderator. The meeting may establish a time limit per speaker per question and an overall time limit on a motion. No one may speak a second time until all who wish to speak a first time have done so. Speak to the issue, not to the person, and do not question motives or speak ill of another. Profanity is out of order. Do not read from any document except the warrant without first obtaining the moderator's consent. Listen attentively, do not whisper in the seats, and do not interrupt a speaker. Take conversation outside, and mute all but emergency workers' cell phones.

**Nominations and Elections.** No second is required for a nomination, but the moderator may request or require a candidate's consent to run (and if elected to serve), as a safeguard not only against the possibility that a nominee who is present will decide not to accept an office once won, but also as a safeguard against election of an absent person who when notified declines the office.

**Written Ballot.** State law requires the moderator, selectmen, and school committee members to be elected by written ballot, even if there is only one nominee. On motion and a majority of votes cast, or by unanimous consent, the meeting can determine to require written ballot voting on other offices or on any business or other article on the warrant. Do not fold, and do not allow another to fold, your ballot with another, or they may both be invalidated.

**Appeal.** A voter who thinks it appropriate to follow a procedure other than one announced by the moderator may seek to be recognized and then move a procedure the voter believes more appropriate.

**Method of Voting.** These are, in increasing order of certainty (and, for most of the time, required): voice vote, show of hands, rising (or standing) vote, division of the house, and written ballot vote.

**Challenge.** A voter who thinks the moderator has not correctly determined the outcome of a voice or other vote short of an actual count and who wishes to challenge the moderator's determination should immediately seek to be recognized, and when recognized, say "I doubt it." The moderator will then determine whether at least six other voters agree. If so, the moderator will make the determination more certain by using a designated other method of voting.

# United States Senate

Washington, DC

January 3, 2012

Dear Friends:

I want to thank you for the opportunity to extend my warm greetings to the people of the Town of Woolwich, and take just a moment to offer a few thoughts about the past year as we look ahead to the year to come. Indisputably, as we continue to face historic challenges as a nation, as a state, and as individual towns and cities, our economy remains of paramount concern, and justifiably so, as we are still plagued by the worst economic downturn since World War II. Indeed, as countless Mainers have conveyed to me in roundtable discussions and on Main Street tours, the crushing job creation drought that too many have endured for far too long must not become the new normal.

Thankfully, there are steps that Congress and the Administration can take right now to expand our private sector. We can best unleash the genius and innovation that have made our country the most exceptional in human history, I believe, by addressing the following three pro-growth pillars, consisting of a balanced budget amendment, regulatory reform, and tax code overhaul, all of which I have championed in the Senate.

It is long past time that Congress bridge the partisan divide and unite around a pro-growth jobs agenda to pass a balanced budget amendment to the Constitution just as Maine and 48 other states already have, to end the regulatory rampage in Washington, that has hamstrung our economy, and to overhaul the far-too-complicated, unwieldy tax code. American taxpayers expend 7.6 billion hours and spend \$140 billion – or one percent of GDP – just struggling to comply with tax filing requirements – and that burden must end.

The fundamental question is, what kind of country do we want America to be? Mainers, like all Americans, are rightly frustrated and angry that we have an expansionist government and a record accumulation of debt, and yet they don't see any positive difference in their own lives. I share that frustration and anger. And I hope you will work with me to forge a brighter future worthy of the greatest nation on Earth, bearing in mind as we move forward that economic and homeland security cannot be mutually exclusive.

In that light, we remember today – and every day – the extraordinary service and sacrifice of our brave servicemen and women in Iraq, Afghanistan, and around the world who comprise the finest defense force on the planet.

Please be assured I will continue to work tirelessly on behalf of the people of Maine and America. I encourage you to visit my Senate website at [www.snowe.senate.gov](http://www.snowe.senate.gov) for additional details on how you can join with me in these efforts, obtain helpful government information, and share any concerns or legislative input you may have. You may also visit with members of my staff at my Regional Office located at 3 Canal Plaza, suite 601 in Portland or by calling 874-0883 or toll-free in Maine at 1-800-432-1599.

Sincerely,  
OLYMPIA J. SNOWE  
United States Senator

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## **Congress of the United States House of Representatives**

Dear Friend,

I hope this letter finds you and your family well. It continues to be an honor to represent you, and I wanted to take a moment to share with you some of the work I've done in Washington and Maine over the last year.

As you know, times are not easy. The country still struggles to recover from the recession, which is why I'm so frustrated Congress has not been serious about job creation. Voters elected us to Congress with the highest priority of getting the country back to work. While we should have been voting on jobs legislation, we have ended up debating anything but.

I am proud, though, to have worked on my own piece of jobs legislation in 2011. Local food is a growing part of Maine's economy and has helped revitalize a traditional staple of our communities—the family farm. We have seen incredible increases in CSA farm shares, farmers markets, and acres in cultivation.

But outdated federal policy hasn't done enough to support this bright spot, and often hinders it. I've introduced the Local Farms, Food, and Jobs Act to bring local farmers the resources they need to continue growing. If



passed, it means investments in our regional food infrastructure, help for local schools to buy food produced in their communities, and giving more and more people affordable access to local food.

Another piece of legislation I introduced in 2011 would help service members who are victims of military sexual assault. This has become an alarming problem as thousands of women—and men—report being sexually assaulted while serving. I've listened to many of them who are from Maine. My legislation would ease the restrictions they currently face to get disability benefits from the VA.

As a member of the House Armed Services Committee, I've been able to work on several policies that affect our military personnel. It also means that I've kept close watch on our operations overseas. In 2011, we saw some good news on this front. First, we finally found and killed Osama bin Laden. The second came with the official end to the war in Iraq.

I am so glad that the Mainers who have served there will be able to return home. But we can't forget the nearly 4,500 soldiers we lost in Iraq—24 of them from Maine—nor the men and women who continue to serve in Afghanistan. I hope we can start to bring them home in 2012.

My thoughts now are also with the many Maine families who can't afford to heat their homes. I'm disappointed to see deep cuts in LIHEAP, a program thousands of Mainers rely on. I've introduced legislation to restore the funding and I will keep fighting to get Mainers the support they need.

I wish you and your families the best—it's a privilege to serve you. If there is anything I can do, please don't hesitate to contact me at (207) 774-5019 or [www.pingree.house.gov](http://www.pingree.house.gov).

Hope to see you in Maine soon,

CHELLIE PINGREE  
Member of Congress

## State Senator's Report

Dear Woolwich Residents:

It is an honor to serve as your Senator in the Maine State Legislature. This year is the second year of the 125<sup>th</sup> Legislature and, as a result, we are constitutionally limited to considering carried over legislation from last session and matters deemed budgetary or an emergency, as well as legislation submitted by the Governor.

This year the overwhelming emphasis will be addressing the state's budgetary shortfall. Unlike the federal government, our state is constitutionally required to maintain a balanced budget. In this process, it should be our responsibility to move forward in a thoughtful, fiscally responsible manner that addresses the shortfall.

In addition to the budget, we are also in the process of acting on more than 300 pieces of legislation, which include a broad range of topics from economic development, healthcare, education and the environment, amongst others.

This session I continue as a leader on the Joint Standing Committee on the Environment and Natural Resources, as well as a member of the Maine Economic Growth Council. In these roles and as your voice in the Legislature, I continue to advocate for Maine, and our region, by focusing on positioning us for job creation and long-term economic growth, while not jeopardizing the wellbeing of Mainers and our natural resources.

The current economic challenges are great, however, it is important to remain optimistic and promote our region and our state. We have vast natural resources, a highly regarded work ethic and great opportunities for economic growth.

Once again, it is an honor to be your voice in the State Senate. Please do not hesitate to contact me with questions or comments, or if need assistance with state government. You can reach me via email at [seth@sethgoodall.com](mailto:seth@sethgoodall.com) or at my home at 737-4797.

Warm regards,  
SENATOR SETH GOODALL  
Senate District 19,  
Sagadahoc County and Dresden

## State Representative's Report

Dear Neighbors:

It continues to be an honor to serve as your State Representative during the second year of the 125th session of the Maine State Legislature. As your voice in Augusta, I continue to work to create more economic opportunities for the people in the communities I serve and to assure that our schools, hospitals, public infrastructure and natural resources are sustained and protected in these very difficult times.

While economic news seems to be moving in the right direction nationally in Maine we continue to have significant budget and revenue shortfalls. Over 4000 people lost their jobs in 2011 in Maine. Depending on how the LePage administration and the majority in the Legislature chooses to balance the 2013 state budget thousands of Maine people working in our hospitals, assisted living facilities, and community health care provider agencies could lose their jobs as well.

Democrats worked hard to negotiate a much better 2012 DHHS supplemental budget than was proposed by the Republican majority. We insisted on returning many millions more dollars to Maine hospitals. We saved healthcare coverage for very poor childless adults who are currently covered and extended coverage for parents of children on MaineCare who otherwise would have lost coverage on July 1<sup>st</sup>. Unfortunately some of these 14,000 parents will still lose health care coverage after October 2012 and thus private health insurance premiums for those of us fortunate enough to have it will become less affordable.

Over the past 10 years hundreds of millions of dollars have been cut from the DHHS budget through streamlining initiatives, standardizing provider payments, creating lower cost programs to allow the elderly and people with disabilities to remain in their homes and communities rather than more expensive institutions, lowering prescription drug costs and providing access to better preventative health care rather than the enormous cost of emergency room visits. I will continue to work with all my colleagues to create a balanced budget that does not raise costs in the long term and represents truly shared sacrifices.

Please do not ever hesitate to contact me with any questions or concerns or if you need assistance with State Government. I can be reached by email at [pskentz5@hotmail.com](mailto:pskentz5@hotmail.com) or by phone at 319-4708 or at the State Capital (1-800-423-2900).

Once again, I am honored and grateful for the opportunity to serve you.

Sincerely,

PETER KENT, State Representative



## Sagadahoc County Commissioner

Citizens of Woolwich,

It has been my honor to continue serving the citizens of Woolwich as a Sagadahoc County Commissioner. After completing three years on the Board, I am increasingly confident that the services provided by the County are delivered in the most cost effective and professional way possible. That we have been able to maintain their scope and quality without increasing the tax levy in five years strongly reflects our commitment to Sagadahoc's citizens.

As we move forward in this challenging economic climate, the Commissioners remain acutely aware of the impact the County tax assessment has on Sagadahoc municipalities and we remain committed to minimizing increases as we enter into the FY 2012-13 budget process. This year we must fund in full an additional \$360,000 in the amount the County is required to pay to Two Bridges Regional Jail. Unfortunately, our reserves cannot continue to subsidize such increases and we must find other savings to reduce the impact on our communities. In so doing, we face some very difficult decisions.

During 2011, the County's many activities and accomplishments included the following: Administration spent a great deal of time contracting for and overseeing the start of extensive renovations to the exterior of the Courthouse; Probate Court processed 257 new filings and 341 passport requests and continued to back-scan its records into an electronic database; Deeds undertook a comprehensive evaluation of its operations, which resulted in significant savings in postage and communications, and announced that all plans/surveys are now available for viewing at [sagadahocdeedsme.com](http://sagadahocdeedsme.com); Emergency Management Agency planned and implemented regional training, assisted local EMA Directors and community officials in meeting federal emergency preparedness requirements, revised the County's FEMA Hazard Mitigation Plan, obtained Homeland Security and other public

safety grants, and worked closely with area emergency responders and public health agencies including the Sagadahoc County Board of Health.

Although the State has not made its final decision concerning a reduction in the number of Public Safety Answering Points, it appears that the Communication Center's status as a PSAP will be secure. The Communications and EMA Directors finalized leases on two additional communications towers in 2011, significantly improving radio transmission/reception for emergency responders.

In 2011, the Sheriff's Office saw a 4.8% increase in the number of calls, with reportable crimes increasing by 33%. The number of felony investigations also increased by a proportionate rate and, as is to be expected from these statistics, the District Attorney's Office continued to handle a high volume of court cases. The Patrol Division was recognized by the International Chiefs of Police Association in the National Law Enforcement Challenge, finishing third among similar sized agencies. The Detective Division continues to work collaboratively with various task forces to solve our most serious crimes. The Transport Division continues to operate a community public works program that resulted in the performance of 3,300 hours of labor in Sagadahoc County. This unit has also taken over the monitoring of inmates on the home release program. The Civil Division continues to serve orders and writs in a consistently professional manner.

In order that I may represent constituents effectively, it is important that I am aware of your questions and concerns. Please do not hesitate to contact me at 319-5290. And I encourage interested persons to attend Board of Commissioners' meetings, which are held the second and fourth Tuesdays of each month at 2:00 p.m. at the County Administrative Offices (behind the Courthouse) at 33 Court Street, Bath, Maine. (For details, call 443-8202.)

Respectfully,  
CAROL A. GROSE  
Sagadahoc County  
Board of Commissioners

## Code Enforcement Officer/ Building Official's Report Calendar Year 2011

Generally speaking, 2011 was a "lackluster" year for new construction in Woolwich. On a more positive note, Georgetown Pottery acquired the old Native Arts building and has made significant improvements to the structures and plans to be open for business this year which should be a benefit to the town. There were only two new house building permits issued in 2011 with a total declared value of \$275,000, resulting in permit fees of \$501.30. Additionally, there were two mobile home permits valued at \$40,000 & fees of \$298.20, and one modular home valued at \$125,100 with a permit fee of \$350.00. The remainder of the forty-seven total permits issued in 2011 are as follows:

10 garage/barns	\$508,800	\$1,205.35
13 additions/renovations	\$547,000	\$1,491.56
8 porches/decks	\$116,000	\$648.25
7 misc./other	\$52,800	\$256.20
2 commercial antennas	\$40,000	\$500.00
2 commercial signs	\$2,500	\$100.00

The total declared value for all permits is \$1,707,200 & the resulting total fees of \$6,350.86.

There were several enforcement issues during the year, all resolved amicably with all parties. One of particular interest involved a Bald Eagle nest and a State licensed timber harvester. Although no longer listed as an endangered species, Bald & Golden Eagles remain federally protected.

As in past years, it has been my pleasure to serve the Town of Woolwich as your Building Official & Code Enforcement Officer. I am available at your pleasure most anytime by cell phone, 350-5282, or by calling the Town office, 442-7094. I am also in the office Tuesdays, 11:00 am-4:00 pm & Thursdays, 9:00 am-1:00 pm.

Respectfully submitted,  
BRUCE ENGERT  
Code Enforcement, Building Official

## **Local Plumbing Inspector's Report**

### **Calendar Year 2011**

As has been the case in prior years, the Department of Marine Resources has continued to do inspections of potentially malfunctioning subsurface wastewater disposal systems adjacent to Woolwich's coastal wetlands, streams & rivers in an effort to mitigate contamination of the town's shellfish harvesting areas. DMR's efforts have resulted in numerous follow-up inspections of the subject systems by me. Of the three malfunctioning systems identified, one has already been replaced and the two remaining are expected to be corrected or replaced this spring.

The plumbing in the new RSU 1 buildings has been both challenging and educational. Inspections were thoroughly explained by the talented and competent plumbers of Warren Mechanical and work was completed in accordance to plans specifications. The SSWW disposal system met State approval after several changes and modifications. It is under the athletic field, and should function as designed.

Residential plumbing permits totaled 37 for the year as follows:

9-Subsurface Wastewater Disposal Systems	\$2,210
3-Partial/Replacement SSWW Disposal Systems	\$700
25-Internal Plumbing Permits	\$1,990

SSWW permit surcharges totaling \$165 were sent to the Dept. of Environmental Protection.

Please remember any, and all, plumbing activities require a plumbing permit, and after the fact permits are doubled. It continues to be a pleasure to work with the professional plumbers working in Woolwich. My contact cell phone number is 350-5282 or 442-7094 ext. 22. I am in the Town Office on Tues., 11:00 am-4:00 pm & Thurs., 9:00 am-1:00 pm.

Respectfully submitted,  
BRUCE ENGERT  
Local Plumbing Inspector

## Woolwich Fire Chief's Report

2011 was another busy year for us. We responded to 143 calls and issued 310 burn permits. Burn permits can be acquired free of charge at the town office during the week at normal business hours and at the fire department on Saturdays and Sundays from 8 a.m. to 9 a.m. except on holidays. They can also be acquired on line @ maine.gov for a fee of \$7.00

We have taken five junior firefighters this year into our department. These young men and women have been a huge asset for the department and town. Our Junior Firefighter Program allows young men and women, as young as 16 to join our team in educating our community, assisting those in need, and enjoying the brotherhood bond and taking pride in what we do and have. We offer a safe place to be and instill respect for others.

We are currently working with a group called Modern Woodmen. It's a group that meets at our station once a month, usually the first Sunday. They make crafts, help with fund raisers and other activities to give them to organizations to say thank you. The group also teaches kids how to run their own meetings with Robert's Rules of Order and teaches respect for others. Kids of any age are welcome to come and join the fun

If there is anyone interested in helping people in need and learning life saving skills, here is your invitation to come down to the fire department and get your application. There is a need for people in all departments: Fire, EMS, and the Fire Department Auxiliary. We have a task for everyone.

The Fire Department participates in town activities such as Fourth of July Fireworks, Woolwich Days, Haunted Halloween Hayride, Christmas Yule Sing and the Tree Lighting and now working with the Nequasset Trailbreakers on their annual fishing derby. The annual craft fair is also held at the fire station every year in December.

We have applied for and received grants that covered the cost of four sets of firefighter turnout gear that equals \$8,000.00. We will continue to pursue future grants even on the federal level as long as they are available.

In the event of a power outage, when the power and telephone service is out for a long period of time, I want the citizens to know that we are here for you. The fire station is manned so that you can come down and get water and a hot shower and a smiling face. During storm outages, I ask that as soon as your power goes out, please call CMP and report the outage. This will help us and CMP get power back quickly and safely.



If there is anyone who would like to have their fields burnt in the spring, please contact the fire department @ 443-3589 to be added to our list. This is great training for us in all aspects such as command, communications, team building, apparatus placement and safety, etc.

It's an honor and a privilege to serve as your chief. I am proud to work with so many outstanding men and women in our department and throughout our community. As the community grows we need to be neighborly, especially when we lose power and telephone service. Let's all take the time to take care of what we have as a community and grow from it.

In closing I would like to thank the citizens and the selectmen for providing the Woolwich Fire Department with some of the finest equipment to better serve you. It is greatly appreciated and respected. Also I would like to thank the firefighters and officers for their countless hours and dedication. I can't thank you enough for everything that you do, but know that I do appreciate and respect every one of you. I would also like to thank EMS and the Fire Department's Ladies Auxiliary for all their support and everything that they do. Most of all, I need to thank the families of all public service personnel, it's your support and understanding that makes our jobs a little easier. A lot of our time is spent being away from our families in order to help others in need. Be neighborly and be safe.

Respectfully submitted,  
GEOFFREY McCARREN  
Fire Chief



## Road Commissioner's Report

### **Road & Bridge Account –**

I have received numerous comments and inquiries about the deplorable condition of both Route 127 (Middle Road) and Route 128 (River Road). At the town's request, a workshop was held in December 2011 with Bruce Van Note, Deputy Commissioner of MDOT. Senator Seth Goodall, Representative Peter Kent, the Selectboard, myself and various concerned members of the public were present. The town had an opportunity to voice its frustration with the lack of upkeep and maintenance on both roads. We have been promised a maintenance overlay of pavement (MST – Maintenance Surface Treatment) on Route 127 during the 2012 paving season. I made it very clear that the road requires much more substantial repair (structural, drainage) than just an overlay. Mr. Van Note was sympathetic to our plight, but stated that the State of Maine simply doesn't have the funds to accomplish what is necessary. Please be assured that I am in frequent contact with MDOT and I will do my best to obtain whatever improvements we can.

Funds from this account are used for various, regular maintenance items, which included, but were not limited to: removing fallen trees and limbs during storms, repairing roadside washouts, ditching and stabilization, installing gravel on gravel roads, grading gravel roads, purchase and installation of culverts, removing blockages in culverts, cutting roadside brush and trees, etc.

### **Tar Account –**

Funds from this account are used to purchase and install hot asphalt mix and reclaimed asphalt blend on town roads, including the associated preparation (pavement cutting and pavement milling) prior to installation. Funds are also used to purchase and install cold patch, hot asphalt mix, etc. to make pavement related repairs, such as potholes, culvert crossings and broken pavement edges.

During October of 2011, the town resurfaced an approximately 1.5 mile portion of the Barley Neck Road and an approximately one mile portion of the Old Stage Road (former Section 1).

Entrances of the following gravel roads were also paved (aprons and an approximate distance of 100 feet on each): Brushwood Road, Joseph Main Road and Trott Road.

**Sign Account –**

Funds from this account are used for the purchase, installation and maintenance of traffic and street name signs on town roads.

I enjoy serving as Road Commissioner and embracing all the challenges that come with the position. Your confidence and support are invaluable! Thank you to the residents who call when they notice a problem or a potential problem. I appreciate your assistance...it helps us to respond timely and efficiently. PLEASE call me with any questions, concerns or comments, at 443-3932.

Respectfully submitted,  
JACK A. SHAW  
Road Commissioner



Egg toss (can you spot the egg in the air?)

## **Report of the Building Committee for the new RSU 1 school in Woolwich**

After years of planning and consultation with parents, teachers, students, local officials and representatives from the state government, and after countless public meetings and several votes by citizens in five towns, the project to renovate parts of the old Woolwich Central School and to build new elements to provide state of the art academic facilities began in August, 2010. Demolition, foundation work, erection of the steel framework and some landscaping was completed before winter curtailed operations in early 2011. With warmer weather, work resumed with completion of the roofing system, the installation of the wood-chip boiler system, and pouring the floors for the three story academic wing. Late spring and summer saw the final grading of the full-size athletic field and the start of exterior surfaces. By fall, window installation, relocation of the playground, and most of the paving was well underway. As winter approached, interior work included plumbing and heating installation and the beginning of wall erection and the installation of the innovative solatubes, providing natural light in all three levels of the academic wing. In the winter and spring, classroom furniture, technology and lighting will be completed. The last addition will be the installation of the mural designed and executed by John Gable, Woolwich resident and acclaimed painter

The project is on schedule and within its fiscal constraints with final construction to be completed in late spring and a full summer of checking all systems and installations. Faculty and staff will be invited in to restock and prepare their classrooms and offices in the summer of 2012. September of 2012 will see the reopening of an educational and recreational center on the site of the original Woolwich Central School for the use of children and adults within the RSU 1 area.

Respectfully submitted,  
DAVID L. MILLER  
Chair, Building Committee

## **Report of the Superintendent of Schools**

Dear Citizens of Woolwich,

It is a pleasure to write my first annual report as the superintendent for RSU 1. The district enrollment stands at 2,142 and is broken down by school as follows: Dike Newell (K-2) at 319 students, Fisher Mitchell (3-5) at 225 students, West Bath (K-5) at 140 students, Phippsburg (K-5) at 100 students, Woolwich (K-8) at 333 students, Bath Middle School (6-8) at 383 students, and Morse High School (9-12) has 642 students. In addition, 192 students attend Bath Regional Career and Technical Center. Because of the difficult financial climate throughout the state and nation, we are learning to do more with less. Our challenge will continue to be to maintain the quality of educational programming with ever decreasing economic resources.

When visiting classrooms at Woolwich Central School one quickly notes that students at all grade levels demonstrate curiosity, respect, and an eagerness to learn. The “Woolwich Way” makes WCS a special place where students develop academically, socially, and behaviorally.

Excitement is starting to build as we anticipate the opening of the new WCS. We welcome community members to visit and use the new facility and hope that many people will join us for future open houses and tours. In addition, we plan to invite parents and community members into the school to learn from the new technology resources.

Staff, students, parents, community volunteers and the larger community all work together to build a welcoming and positive learning atmosphere for Woolwich students. Your efforts, contributions, and hard work are welcomed and greatly appreciated.

Sincerely,  
PATRICK MANUEL

## Town Administrator's Report

The Town Office experienced some personnel changes in 2011. Jeanne Bernard retired in January 2011 and Martha Hayward resigned in July 2011. I would like to wish them well on their new endeavors.

Jean Mank, who worked for us on an on-call basis for about three years and was the Assessing Agent Assistant, was hired as our new Town Clerk/Tax Collector/E911 Addressing Officer in May 2011. Jean came with a lot of knowledge of the Town Office environment and has attended many classes over the last year. She still acts as the Assessing Agent Assistant along with her other duties. In August of 2011 we hired Alison Pepin as our Deputy Clerk, Deputy Tax Collector and Deputy Treasurer. She came to our office with a lot of experience and really hit the ground running.

Both ladies are doing a great job and I would like to publicly say welcome to both of them and thank them for jobs well done!

The next item I would like to address is the proposed addition for the Town Office. Some of you may wonder why we feel we need an addition. **I respectfully ask that you listen to what the Building Committee has to say when we get to Article 29 of the Town Warrant.** After all, when the current building was built, you were told it would serve the town well for many years. It has served us well for 30+ years. However, when this building was built in the very early 1980's, you had a board of three Selectpeople, a Town Clerk, a Tax Collector/Treasurer and the Fire Department. You had fewer committees and boards than you have now. The Clerk and the Tax Collector each had their own office. The back room was the Selectmen's office. That's the way it was still set up when I applied for my job here in January of 1995. By the time I came to work here a year later, the Tax Collector's office walls had been removed to create the front meeting room as you know it now. The Town Clerk was moved from the inner office and put out back in a corner of the Selectmen's office. The inner office then became the Tax Collector's office. We obviously were growing and feeling the pains, much as we are now and have felt for several years. We have unfortunately outgrown our space.

We have five Selectpeople, a Code Enforcement Officer, three office employees, an Assessing Agent, Animal Control Officer, Health Officer, a Shellfish Warden, Fire Department, Emergency Medical Services Department and various boards and committees who are trying to use a limited amount of space. At times we have three people working in the registration office.

There is room for only two desks along with the storage closets and file cabinets that we must have. The third person sits in a chair by the counter without the benefit of having a desk. My office is also the Selectmen's office, the Assessing Agent Office, a public office & meeting room. Appraisers and Real Estate Agents are frequently coming in and looking at the assessing cards. The Selectpeople very often stop in at the office to speak with me about things. As General Assistance Administrator, I don't have a private area for citizens to sit to fill out applications confidentially. Invariably when I have a client at the table filling out an application, people will just walk into the office and that can be embarrassing for the applicant. Just the other day I had to ask a committee to leave the room as I had a client come in to apply for General Assistance.

Neither the front meeting room, which also serves as the Code Enforcement Office, nor the back office are large enough to legally hold a meeting of any great proportion. If you get more than fifteen people in either room you definitely have a crowd. The Code Officer must keep his files locked when he isn't present in his office because of the fact that it is a public meeting room. For many years we have had the availability of the Woolwich School gym in which to hold our town meetings and elections. We found ourselves in a spot when they tore down the school to build a new one. We had to hold our annual Town Meeting in the Nequasset Meeting House last year. We will be holding it in the Fire Station this year. How nice it would be to have our own handicapped accessible facility with enough room to legally hold a large meeting! We appreciate all the years that we were allowed to use the school and I know that they will agree to let us use it in the future. However, we have to fill out an application well in advance and hope that there isn't a scheduling conflict. It would not be available to us on short notice. We held many an election with the school band or a sports team practicing in the same gym. That had to be very distracting for the voters as we know that it was for the poll workers. If we were to have a meeting in the current town office and at the last minute found out we didn't have enough room, we only have the Fire Station or the Meeting House available to us at a "moment's" notice. According to the Fire Marshall's Office we can only have up to 49 people in the meetinghouse because it has one entrance/exit; more people than that, we are illegal. Use of the Fire Department requires pulling out all the trucks and leaving them sitting outside. The Fire Dept. meeting room is upstairs rendering it unusable for public meetings because it isn't handicapped accessible. The Woolwich EMS worked for a long time out of the back of one of the truck bays. With much shifting around of Fire Department items and renovations to the upstairs meeting room and kitchen,

EMS is now working out of a small office upstairs. Town employees don't have a place to take a break and/or eat our lunch. We eat at our desks as we are working. That makes for a pretty long day when you can't get away from your desk for a few minutes.

Whatever the size of an addition, one is truly needed. Even if we were to just add on a new Selectboard meeting room with a small area in one corner to put up some privacy panels. The public would be better served and I would have a secure, private place to have confidential meetings with general assistance applicants as required by law.

Respectfully submitted,  
LYNETTE R. EASTMAN  
Town Administrator





## Town Clerk's Report 2011

I would like to start my first report to my fellow Woolwich residents by expressing to all of you how much I have enjoyed my first year as your Town Clerk, Tax Collector and Registrar. I love seeing all the people I went to school with and have been associated with for all my life. I also want to express my gratitude to each of you for being so patient and understanding of me during my never-ending training in this position. You have helped me through the learning process, which I might add, is never going to end, for this is an ever-learning world we live in. My goal is to be there for each of you in your time of need, whether it is a registration or a tax issue, and to help you by making it a more pleasant experience here at the Town Office. Thank you.

### *Vital Statistics Records*

2010 Births = 25	2011 Births = 33
There were 16 girls and 17 boys born.	
2010 Marriages = 18	2011 Marriages = 19
2010 Deaths = 24	2011 Deaths = 27

### *Dog Licenses*

Spayed/Neutered	2011=303	2012= 231
Non-Altered	2011=036	2012= 034
Kennels	2011= 01	2012= 02

The Town of Woolwich has been very pleased with the work put forth by our Animal Control Officer, Terry MacGregor. Her telephone number is 737-2093. She is also the ACO for the Town of Dresden and works in a veterinarian's office. She welcomes all calls regarding animal concerns and welfare.

### *Shellfish Licenses*

Resident Commercial	(2010 sold 6 )	2011 sold 10
Non-Resident Commercial	(2010 sold 1)	2011 sold 01
Resident Recreational	(2010 sold 4)	2011 sold 03
Non-Resident Recreational	(2010 sold 0)	2011 sold 0

***VOTER TURN OUT AT ELECTIONS***

November 2011 election (State &amp; Referendum) 1161

(This represents a 59% turnout)

**Absentee Ballots Cast**

There were 550 Absentee Ballots cast. These numbers are higher due to the inconvenience of having to use the Fire Station for lack of another place to hold the elections. I'm pleased to see that it has not deterred people from continuing to vote and have a say in our town and states affairs.

Respectfully submitted,

JEAN E MANK,

Town Clerk/Tax Collector

**Deaths - 01/01/2011 to 12/31/2011**

There was a total of 27 Deaths

**IN MEMORY OF**

John B Sutter	01/15/2011
James William Osmond	01/22/2011
Margaret A Ellis	02/26/2011
Raymond Everett Robson	03/02/2011
Dianne Evelyn Davis	03/12/2011
Robert W Wayman	04/17/2011
Donald E Lipfert	04/20/2011
Gerald William Creamer	05/10/2011
Joseph John Tardiff	05/12/2011
Lemuel Gilmore Stinson	06/08/2011
Knute Norman Guatesen	06/13/2011
Howard Eugene Hall	06/21/2011
Rita Arlene Sturtevant	06/28/2011
Gerald Young Merrill	07/12/2011
Martha Helena Davis	08/09/2011
William Kelly Ruddell	08/27/2011
Neil Edward LaRochelle	09/04/2011
Jeffery Wayne Gauvin	09/17/2011
Deborah Ann Klobberdans	10/08/2011
Hazel B Mitchell	10/09/2011
James Edward Durham	10/14/2011
Florence Louisa Temple	10/15/2011
Adelaide Rose Hyde	10/24/2011

Wilford E Rice	10/26/2011
Edward Harvey Gray	12/05/2011
Frank J Mosier	12/06/2011
Keith Edward Thompson	12/17/2011

### **Marriages were:**

Jason Alan Moody & Sarah Marie Shellito	01/07/2011
Reginald Odilon Tremblay & Paula McClain Harvard	02/25/2011
Nicholas Andrew Malcolm & Victoria Ashley Pinkham	03/26/2011
Correy Sanford Smith & Dyani Joan Dever	04/10/2011
River Joseph Lee-Elkin & Laura Anne McFarland	05/07/2011
Robert Michael Doughty & Patricia Lynn Clark	07/16/2011
Shawn Michael McGuire & Stephanie Leigh Horr	07/23/2011
Nathan Blake Bernier & Kristian Joy Hancock	08/06/2011
Gregory Allen Howard & Diane Cheryl Smith	08/06/2011
Nicholas Christopher Zannis & Laura Lefler Kramar	08/13/2011
Tyler Steven Plourde & Jamie Lynn Bisson	08/20/2011
Josiah Grady Stockwell & Hannah Charity Dickinson	09/03/2011
Howard Allan Gillespie & Cathy Lynn Vining	09/10/2011
Steven Carl Austin & Hannah Dawn Stetson	10/02/2011
Shane Ralph Crockett & Amanda J Ferrucci	11/06/2011
Timothy Paul Nace & Rachel Esther Green	11/11/2011
Donald Wayne Bowling & Amanda Jean Litchfield	11/11/2011
Phillip Joseph Robshaw & Mary Ellen Brooks	12/03/2011
Keith Edward Thompson & Debora L Brown	12/06/2011



## **Annual Report of the Woolwich Selectboard**

This past year was marked by the death of Rita Sturtevant, who had served on the Selectboard since 1996. We all miss her hard work and service to the town.

We have completed the energy improvements to the town hall and the fire station in North Woolwich, which has resulted in a huge savings. This year, as of January, our oil bill is about 25% of what it was last year at this time. As you will read elsewhere in this report, a building committee has been working on plans to enlarge the municipal building, which will be presented to townspeople at this year's town meeting.

The town's other committees have also been busy this past year and we urge you to read their annual reports, and welcome suggestions and certainly offers to help. Volunteers keep the town running. We are very grateful for the many residents who offer their time and talents in all sorts of ways. They help make Woolwich the great place it is today.

We also appreciate the new and continuing staff that many of you see in your day-to-day interactions at the town office. They also help keep us on track and serve the town in many ways.

Finally, we commend Todd McPhee's many years on the Selectboard. Since 1999, he served the town fully and faithfully. As a result of the vacancies left by Todd and Rita, the town elected two new members to the Selectboard in November. Welcome aboard.

The Selectboard meets the first and third Mondays of each month and we invite you to attend as many meetings as you can. Please feel free to stay in touch with us and let us know what we can do for you.

Respectfully submitted,  
DAVE KING, SR., Chair  
DALE CHADBOURNE,  
Vice-Chair  
LLOYD COOMBS  
ALLISON HEPLER  
JASON SHAW

## 2010/2011 Shellfish Warden Report

Over the past year, your Shellfish Committee, Warden, Code Enforcement Officer, Department of Marine Resources (DMR) and Kennebec Estuary Land Trust (KELT) have been successfully hard at work. The combined efforts have eliminated several problems with waste disposal systems and confirmed the proper operation of others. This partnership has resulted in a large part of Brookings Bay being opened by DMR for the harvest of shellfish. Our water quality program is a continuing effort which ensures us clean water and healthy shellfish for all to enjoy. The town needs volunteers to become trained and take these water samples. If you are interested, please contact your town office.

Prior to harvesting any shellfish in Woolwich, an individual must first obtain a shellfish license from the town office. At that time they should ask to look at the "Repeal and Promulgation Regulations" which will show all the clam flats that are closed due to pollution, Rainfall (Maine Coast Flood) and Red Tide (Paralytic Shellfish Poisoning). For the most up-to-date status of any flat, visit the DMR's Public Health Division Water Quality Program standard operation procedure at:

[http://maine.gov/dmr/rm/public\\_health/shellfishgrowingarea.htm](http://maine.gov/dmr/rm/public_health/shellfishgrowingarea.htm)

Also be aware that the town may have a conservation closure in effect on flats where seed clams are growing to maturity. Prior to digging, contact the town office by calling 442-7094 or the shellfish warden, Jon Hentz, at 371-2732 for the most up-to-date information. Openings and closings are subject to change without warning. By following this procedure, one can be absolutely sure the flats you intend to dig on are open. The warden makes every effort to post closure signs at the boat launch ramps in the surrounding towns and major points of access to some of the flats. However, never trust the absence of a sign. They can be, and in many cases are, vandalized or damaged. The only postings you can completely trust are the one located at the town office or the one on the DMR web site.

Please remember that if you use someone else's property to get to the clam flats, you must first obtain permission from the owner.

The Red Tide Hotline number is 1-800-232-4733.

Respectfully submitted,

JON L. HENTZ

Woolwich Municipal Shellfish  
Conservation Warden

## **Woolwich Planning Board 2011-2012 Report**

The Planning Board has seen a slow but steady amount of work brought before it. The board reviewed and approved a number of subdivision revisions, but no new subdivisions were submitted during this reporting period. We also reviewed and approved some site plan (business) revisions. Two members of the Planning Board, Jason Shaw and Allison Hepler, moved on to the Town Select Board after serving for more than a combined 20 years. The Planning Board wishes them the best in their new commitment.

The Planning Board meets the first Monday of each month at 7:15 PM and the public is always welcome. We would like to thank the Selectboard, Town Administrator Lynette Eastman, Road Commissioner Jack Shaw, Fire Chief Geoff McCarren, and Codes Enforcement Officer Bruce Engert for their assistance and support during the year.

Respectfully submitted,  
ALLEN J. GREENE  
Planning Board Chairman



## The Woolwich Historical Society

Fellow Townspeople -

On behalf of the Board of the Society, thank you so much for your support this past year! Maybe you attended an event, donated or made a purchase to/from the Woolwich Day Yard Sale or one of the food areas, visited the Museum, renewed your membership, donated to the Annual Fund or joined the Society ... or shared our existence with someone! We need you and we appreciate you!

During 2011, we participated in the Patten Free Library Town History Series (talk by Allison Hepler on the History of US Rt 1 in Woolwich), loaned one of our quilts to the New England Quilt Museum for last summer's exhibit there, had the Museum open 2 days a week, coordinated a presentation in the Nequasset Meeting House of "Stories from Woolwich School Days" (put together by Sandi Emerson), and were in the middle of everything going on for Woolwich Days. Thanks to Rebecca Roche, we now have a permanent record of Woolwich's part in the Civil War. Thanks to Connie Wills, many people now have answers to questions about their genealogical heritage.

Looking at this year - the Museum will be open on Saturdays from 10-4 ... other days by appointment (please call 443-5684 or joyful@zwi.net - Debbie). We are expecting to be part of a general meeting concerning the Fishway - which concerns our Town, the Bath Water District, & KELT - and possibilities of rebuilding the ladder. If you have not been to the Fishway when the Alewives are running, do plan to go this year! Watch for seagulls on top of the Meeting House roof! Our Annual Fund request this year will seek to raise funds which are needed to start to remedy the problem with the foundation of the Museum building - which is very obviously moving inward on the driveway side.

We are most visible to everyone on Woolwich Day - this year, August 4th. We need YOUR help in every way - donations to sell and volunteers to help! As with everything about the Society - we could not do it without you! If you have thoughts about programs or any questions, please contact any member of the Board. Together we can Preserve the Past, Enjoy the Present, and Plan for the Future!

Joyfully!

DEBBIE LOCKE, Board President

Kyle Beeton, Shawna Chute, Collette Coombs, Tammy Given (Treas.), Shelley Goodkowski, Amy Hennin, Allison Hepler (Sec.), Debbie Locke (Pres.), Todd McPhee (Vice Pres.), Rebecca Roche, Vince Shatto, Jason Shaw

## Memorial Committee Report 2011 – 2012

It is an honor to live in a community that recognizes and respects the veterans who have served our country by keeping the Memorial Park on Route One rejuvenated each year.

This past summer, the War Monument, located in the Laurel Grove Cemetery, was rededicated to honor our veterans who served during the Spanish American War, the Civil War and the World Wars. Parking is available at both memorials for those who wish to visit them.

The Committee thanks all who have participated in the up-keep of both memorials. The Committee would like to improve the painting of the tunnel at the Route One location. This might be accomplished by the use of inmates from the Two Bridges Regional Jail.

Respectfully submitted,  
Woolwich Memorial Committee





## Local Health Officer's Report

It has been a relatively uneventful year in Woolwich in regards to the issues that have had to be dealt with by the LHO. I have continued to be included in the bimonthly forum of the other Sagadahoc LHO, under the excellent tutelage of Hugh Tilson, MD. And I continue as a member of the Sagdahoc Board of Health.

In the coming year, I hope to have more contact with EMS personnel to help with the medical issues faced by the townspeople of Woolwich. In the meanwhile, I bring your attention to the kiosk in the town office that provides information on the seasonal threats to the health of the inhabitants of Woolwich. I remind all that it is important for everyone to have a "File of Life" completed and magnetized to the refrigerator door in event of those ever present emergencies. And suggest that everyone also have on hand a "GO Bag" to tide one over in event of power outages, and other emergencies that leave one out of touch with food and other supplies.

My hopes for the health all those people in Woolwich for the coming year

Respectfully submitted,  
PAUL DUMDEY, MD



## Animal Control Officer's Report

I am still picking up many loose and lost dogs with no ID tags. For under \$10.00 you can get a tag with your phone number. Then, when someone finds your pet, they will be able to call you or I will be able to call you. That way I can return your pet to you instead of taking it to the shelter. This also will save you a trip to the shelter to bail out your dog.

Respectfully submitted,  
TERRY MacGREGOR, ACO  
737-2093



## 2011 Fish Commissioners Report

The Federal government, through the Atlantic States Marine Fisheries Commission (ASMFC), is charged with improving the health of the alewife population. Their direction has closed fisheries south of Maine to increase the number of alewives that are able to complete the spawning migration. The Nequasset fishery is one of only 17 that remain approved for harvesting and is subject to yearly authorization, dependant on east coast fish stocks and full compliance by both the harvester and the Woolwich Fish Commission with Maine's Department of Marine Resources (DMR). The Fish Commission hosted a visit by ADSMFC and DMR at Nequasset this summer at the completion of the harvest.

The 2011 Woolwich fishing rights were awarded to Herbert Lilly, Jr. continuing a relationship with the town that has successfully managed both the harvest and conservation to protect future harvests. This year's catch was 825 bushels which was up slightly from 2009 and 10. Sample collection to support DMR biological data was provided as requested.

At completion of the alewife run in June the Fish Commission contracted with John Nibarger to undertake needed maintenance to the fish house sills and roof. The east and west wall sills were replaced similar to the south wall repair accomplished in 2007. The roof was found to be in considerably worse shape than could be observed before removal of the metal roofing and boards. In addition to planned replacement of the roof boards and perlin's, the large rafter trusses needed to be replaced. Hennin Post and Beam was contracted to design, shop build and crane erect replacement timber frame trusses that have retained the historical character of the building. John Nibarger completed the roof boarding and installation of architectural shingles with all work completed before the early fall snowfall. The Fish Commission was pleased to be able to contract this work to Woolwich firms and with their responsiveness to an evolving scope of work. All work was accomplished using funds accumulated from the annual fish harvest.

The Fish Commission is supporting the Bath Water District with their planning efforts to refurbish the Nequasset dam fish ladder, retaining or improving the ladder's ecological and economic functionality. Also assisting are Kennebec Estuary Land Trust (KELT), Wright and Pierce Engineers, and state and federal fisheries experts. This refurbishment is targeted to be accomplished in 2013 after engineering and approval are complete and funding is in place.

Respectfully submitted,  
The Fish Commissioners

Bruce McElman, Ray Robson, Stan Davis, John Chapman, Bill Potter

## **Recreation Committee Report**

The eighteenth annual Woolwich Days were held on August 6 and 7. Events included a Kids Fun Run, the Bob Meade 10K, local crafters, a silent auction, a magic show, Child Identification Program, lots of fun activities for kids, a chicken BBQ and music by the Katahdin Valley Boys. Winners of the various events were: Kids Fun Run – Jack Ouimette, 10K – Jared Snell, and the Horseshoe Tourney - Kids – Elliot Bowie and Adults – Todd McPhee. Thanks to all who braved the rain on Sunday.

The nineteenth annual Yule Sing and Tree Lighting was held on December 4<sup>th</sup>. The program was dedicated to Frank Hayward, who lit the Town Christmas Tree. Those involved in the program included: Sharon Pyne, Doug Protsik, Lloyd Coombs, David King, Charity Schultz, The Gary Harvey Family, Geoff McCarren, Charlie Durfee, Dana Lindsey, Al Niese, Bruce Stedman, Laney Schultz, Ann Pierson, and special guest, Santa Claus. Hot chocolate and cookies were served following the program.

On December 22<sup>nd</sup>, after touring the new school, the 7<sup>th</sup> and 8<sup>th</sup> graders from Woolwich Central School, made their annual walk to the Town Office to deliver canned goods for the local food bank. Teachers and students were treated to hot chocolate and cookies.

Respectfully submitted,  
TODD McPHEE  
COLLETTE COOMBS  
EUNICE LEACH  
ROBERT MEADE  
ALLISON HEPLER  
ARLENE WHITNEY  
DIANE LONGLEY

## **Woolwich Junior Athletics**

**[www.woolwichjrathletics.org](http://www.woolwichjrathletics.org)**

Woolwich Junior Athletics is a non-profit youth athletic group that runs 100% from volunteers to provide programs for local children ages 5-17. We provide team sports, athletic clinics, competitive teams, and fun, physical activities for local youth. We believe if we keep kids busy exercising and playing they are more likely to become strong, happy, healthy adults.

Our mission statement is: Woolwich Junior Athletics seeks to encourage the teaching of basic sport fundamentals, inner strength and courage, leadership and teamwork, responsibility and goal setting and above all, fun!

In our 2011-2012 sports season we ran a summer track team with 26 participants, and sent 10 to the Maine State Junior Olympics. We organized and taught tumbling clinics and currently are running five competitive cheerleading teams; these included 61 children. We also brought back our mentoring program, "Team Up" which brought together 87 students. We were fortunate to have Morse High School Varsity cheerleaders involved with our youth athletes.

In 2011, we had a total of 241 participants in our programs! We proudly began our 7<sup>th</sup> year of sporting events. We increased the number of children involved and lowered our administrative expenses to less than 4% of our budget. Our teams are filled with strong, happy athletes and our programs bring the community together for the benefit of our children.

Thanks to the generous donation from the Town of Woolwich, we are able to continue these programs and support our youth with positive, athletic activities.

Please let me know if you have any questions.

Thank you,  
**SHERRI SIMMONS**  
Director, Woolwich Junior Athletics

## **Cable TV Committee Report**

During the past year the cable TV committee has continued to run programs of local interest and to operate the bulletin board system, which enables us to update and promulgate town notices quickly and efficiently. We also run special programming or gospel music performances from past services at the 1st Baptist Church of Woolwich on Saturdays.

Our series called "Crafters of Woolwich" which profiles local arts and crafts businesses and "Reflections of Woolwich", a series in which long time residents reminisce about the early years of the town continue to be run and we add new subjects as the opportunity arises. Copies of these programs are provided free of charge to the Woolwich Historical Society for their library and may be checked out from them by town residents. We also tape and replay special events such as Woolwich Days, the annual Christmas Tree Lighting, Town Meetings, the Memorial Day remembrance in Bath (organized by Jack Albis), and other official ceremonies and interviews of candidates for local public office when requested. In addition, we run two public service programs, the "Learning Tree" on Fridays and a locally produced program called "Community Connections" which offers advice to seniors. All programming is shown at 12 noon, 4 PM and 7 PM.

We continue to post public information notices free of charge on the bulletin board along with official town notices and we provide weather forecasts from NOAA radio continuously. We also make copies of our shows available to any resident who requests them on DVD or videotape free of charge.

This year Comcast upgraded to full digital programming and caused a compatibility issue with our bulletin board but we repaired the problem by installing a (donated) video processing amplifier into the system.

Because the service we provide is the legal responsibility of the Cable TV franchise holder they fund our activities fully and we operate at no cost to the Woolwich taxpayer.

Very truly yours,  
ROGER BAFFER,  
Chair

## Solid Waste and Recycling Committee

**Congratulations Town of Woolwich Residents!** *Your recycling efforts are paying off...*

As the Table below shows

- Recycling has increased by 21.4% compared with last year!
- Trash collection has decreased by 83.7 tons! At a tipping fee of \$85 per ton, this represents a savings of \$7,114.

Thank you for your efforts and keep up the good work...

The new rate for Solid Waste Disposal as of March 1, 2012 is \$87.40 per ton.

Think before you Throw! Stop before you Drop... that item can be tossed into your recycle bin.

- Reduce Trash = fees go down!
- Increase Trash = fees go up! Increase Recycling = fees don't go up!

Town of Woolwich Solid Waste and Recycling Comparison Report in Tons

2011	Trash	Recycling
January	68.48	23.95
February	62.54	13.69
March	88.63	15.79
April	74.29	18.33
May	83.53	17.59
June	84.50	18.18
July	75.52	17.86
August	100.22	26.00
September	73.35	19.89
October	75.23	18.11
November	73.35	18.09
December	69.03	17.36
<b>Total Tons</b>	<b>928.67</b>	<b>224.84</b>

2010	Trash	Recycling
January	69.81	14.36
February	67.88	13.25
March	96.52	15.46
April	80.94	14.36
May	80.12	14.36
June	100.74	14.36
July	83.64	9.29
August	90.96	11.46
September	91.38	13.81
October	76.61	20.53
November	89.62	18.34
December	84.13	16.91
<b>Total Tons</b>	<b>1,012.35</b>	<b>176.49</b>

Recycling Center

Curbside Pickup once a month

Curbside Pickup every other week

Upcoming Events:

Spring 2012 Household Hazardous Waste Collection

Date: Saturday, May 12, 2012 • 9 AM – 1 PM

Pre-registration is required by calling 443-8357.

Bath Public Works Garage, 450 Oak Grove Avenue

FREE

All this and much more information can be found on [www.woolwich.us](http://www.woolwich.us). This site will be updated with current solid waste and recycling data and information as it becomes available.

The Solid Waste and  
Recycling Committee

## **Report for 2011 Bath Water District**

### **Nequasset Lake Trail System**

The Friends of Nequasset Lake continues an effort to develop a trail system in the Nequasset Lake watershed and on Bath Water District property. Three proposed trails locations have been selected with the first trail traveling from the Woolwich School along the west side of the lake. The Bath Water District property would be the primary avenue for the trail. Other parties that would be involved are RSU1 and the town of Woolwich. The Bath Water District takes the position “use but don’t abuse” regarding the use of its properties. In addition, a mapping project is underway which will show the proposed trail locations on the District’s properties as well as other properties in the watershed.

### **Meetings with the Select Board**

As Woolwich trustee to the Bath Water District, I met quarterly with the Select Board to update the Selectmen on activities of the district and take back to the District trustees any concerns and issues of the Selectmen and town. The selectmen were advised as to the special projects being undertaken through out the District including the Fish Ladder project, weather information, Forest projects, Friends of Nequasset and the Nequasset Lake trail project with the west side of the lake.

### **Bath Water District Activities**

The District continues to install electronic meter reading systems with almost all services in Woolwich upgraded. Work continues to upgrade the intake pipes from the lake to the treatment plant. The District continues the work with the town to update and expand water systems within the town. Coordinated with the Fire Chief and the District regarding cleaning snow from fire hydrants in the town and suggested that adjacent properties owners adopt a hydrant. The District will assist when possible but takes the position that clearing of snow from fire hydrants is primarily the responsibility of the fire district. The District would like to see properties owners near the hydrants assist in the clearing process by adopting the hydrant.

The Water District keeps upgrading and improving its computer mapping system. The system mapping allows the district to print maps and give the employees in the field computer access to topographic maps of the distribution system in Bath and Woolwich

### **Update on Nequasset Lake data**

The map showing the depths of Nequasset Lake is posted on the towns Web site and in the town office. This map can be enlarged and down loaded.



The lake weather data is updated periodically and is available at the town boat launch or from the District. The ice out date was officially recorded as April 12th, 2011.

### **Forest Projects**

Tom Hoerth continues to work on forest management plan programs for District property in the Nequasset Lake watershed. Selection of harvest projects should be complete by spring of 2012 and the start of harvesting in 2013. The objective is to do consistent and selective cutting that is intended to improve the health of trees and vegetation in the watershed.

### **Friends of Nequasset Lake (formerly Nequasset Stakeholders Committee)**

The group of volunteers formed a group called the friends of Nequasset Lake assisted with the erosion control projects in the watershed. This effort is ongoing. This group has now taken on the name Friends of Nequasset Lake and is in the process of reorganizing. The new group is looking for people to help preserve, protect and develop the lake

I attended a Water Resource Management Seminar in September at Bowdoin College. Presentations included reports on the Kennebec and Androscoggin watersheds as well as emphasizing the importance of the Nequasset Lake Fish Ladder.

Continued the buffer planting project between the lake and the water treatment building. The buffer is designed to prevent run off into the lake from the treatment plant and parking lot by using natural vegetations.

### **The Water Districts continued coordination with the school district's new school**

The Water District continued to work closely with the school district and the contractor on the construction of the new school project. This included relocation of the service road, the District's new water treatment plant sign and water service for the new school along Nequasset Road. The District provided review and comments as well as construction inspection for the project.

### **Nequasset Lake Fish Ladder Repair Project**

A partnership was developed between the Bath Water District, The Town and Kennebec Estuary Land Trust to study, develop a plan and seek grants funding for repairs to the fish ladder at the dam. The District is currently working with the town on obtaining grants and matching funds for the repair and upgrade to the fish ladder.

Respectfully submitted,

MICHAEL SINTON

Trustee to the Bath Water District  
from Woolwich

## **Patten Free Library Annual Report 2011**

2011 was an outstanding year for the Patten Free Library (PFL). Over 150,000 people visited the Library; in addition, we increased our programming and collaboration efforts with other community non-profit organizations in order to be a stronger presence in the six communities that we serve.

*Circulation* – At the end of 2011, PFL extended the loan period for books and audiobooks so that users could enjoy our materials for a longer period. Patrons can now borrow these items for three weeks with one renewal. The use of downloadable eBooks has rapidly increased as more people acquire eReaders.

*Technology* – The outsourcing of the management and maintenance of our hardware and software to a local IT company has freed up resources to replace and upgrade hardware and has made it possible to replace all of the public computers and printers this past summer. Since the new faster and reliable computers were installed, we have seen a 30% increase in use of the public computers. We improved wireless connectivity with the addition of three new access points throughout the building. As part of a BTOP (Federal Broadband Technological Opportunities Program) grant, 5 new laptops are now available to circulate within the Library.

*Programming* – We have offered more and improved adult and children's programs this year. In addition to daily storytimes and after-school programs, 551 children participated in our *Chronicles of Narnia* summer reading program. For adults, our offerings included a monthly book discussion group, a summer reading series, a gardening series, a weekly "crafters" group, a film series, and the list goes on. There is something for everyone. The wonderful 7<sup>th</sup> Annual Town History Series had a record breaking 608 people in attendance!

*Outreach & Instruction* – A new part-time Outreach & Instruction Librarian was hired to provide much-needed technology instruction for our users, including eBooks and eReaders classes. She also serves as a liaison with local schools and colleges, providing instruction on information-seeking skills and technologies.

*Fundraising* – The Patten Free Library kept our request for municipal funding to just 40% of our total operating budget by ramping up our

fundraising efforts. We increased our annual fund goal from \$60,000 to \$70,000; at the end of 2011, with 6 months to go, we had raised more than 60% of that goal. With continued careful stewardship, the endowment provides 30% of our total operating budget. The Friends of the Patten Free Library continue to be wonderfully supportive, providing 5% of our operating budget with the funds generated from the Library Bookstore, Heritage Days Book Sale, and other events.

*Strategic Planning* – A ten-member Strategic Planning Committee and smaller task forces comprised of Library staff, PFL Trustees, PFL Corporators and community members met throughout the spring and summer to chart PFL's future. As part of this process, a community survey was conducted. We will present the approved plan in 2012.

Respectfully submitted,  
LESLEY DOLINGER  
Director



# Nequasset Church Committee Report

For over 250 years, hundreds of meetings have been held at the Meeting House, including the most recent Town Meeting. In recent years the use of the building has dwindled to a handful of meetings such as Woolwich Day, Tree lighting and Yule Sing, History Panel and for fuel assistance sign up.

This year we have added a speaker system purchased with the surplus funds of the 250th Committee.

During the year we expect to have the flashing replaced on the chimney as well as sill repairs, painting and electrical upgrades.

This building may be used for any function and is available by contacting one of the members of the Nequasset Church Committee to make reservations.

Respectfully submitted,  
TODD McPHEE

Todd McPhee	442-8815
Deborah Locke	443-5684
Sylvia Carlton	443-6994
Barbara Richards	443-2869
Christine Hallowell	737-2759
Jason Shaw	442-7120
Patricia Shaw	666-3078

Honorary Member – Carlton Reed

# Maine Municipal Association

60 Community Drive

Augusta, ME 04330

Telephone: (207) 623-8428 • Website: [www.memun.org](http://www.memun.org)

## **What is the Maine Municipal Association? Who does it serve?**

The Maine Municipal Association (MMA) is a voluntary membership organization of Maine's cities and towns whose mission is to provide services and programs to strengthen and promote local government. It is not a state agency. It is a non-profit, non-partisan organization founded in 1936. MMA helps elected and appointed officials from its 490 member communities perform their municipal duties. A twelve member Executive Committee comprised of municipal officials from throughout the state governs MMA.

## **What programs and services does MMA provide its members? Who benefits?**

On a daily basis, municipal officials can receive crucial assistance in the performance of their many local duties from MMA, including core services such as:

- **Legal opinions** and training from one of MMA's six municipal attorneys;
- **Information and counsel** on a vast array of municipal and personnel laws and regulations;
- **Legal handbooks and manuals** explaining the responsibilities of elected and appointed municipal officials;
- **Seminars and training programs** on relevant local government topics;
- **Workshops** on specific municipal duties and functions;
- Access to information, reference materials and research on **MMA's website**;
- **Publications** that deliver useful and timely information on topics of importance to cities and towns; and
- **Advocacy** and representation before legislative committees and state agencies on proposed laws and regulations that affect municipalities and their citizens.

MMA's members also take advantage of **cost-effective, group insurance** offered by the Association's Risk Management Services programs for

property and casualty insurance, unemployment compensation and workers' compensation coverage as well as employee health and other benefits through the Maine Municipal Employees Health Trust. These programs enable municipalities to take advantage of group purchasing power and group self-insurance, with comprehensive insurance services and coverages tailored to meet the needs of local governments and their employees at competitive costs. Local officials govern these non-profit programs. Municipal members of the programs have a direct influence on their costs by being proactive in employee health, safety and loss control efforts with the help of the Association.

While MMA's services and programs are designed for municipalities and municipal officials, local citizens derive benefits from their town's membership – benefits that come from their town's access to legal and personnel advice, comprehensive training programs and cost-effective group insurance programs.

### **How does MMA fund its array of services and programs for municipalities?**

Municipal members pay annual dues, based upon population and valuation, to receive MMA's core services like legal advice and training programs. Members in the various MMA and Health Trust group insurance programs pay contributions for coverage and services.

### **How does MMA determine the positions it takes on legislation or citizen initiatives?**

MMA's legislative platforms, policies, and positions are developed by a 70-member Legislative Policy Committee (LPC), which is made up of two municipal officials from each of the state's 35 Senate Districts. The LPC representatives are elected to that position by the municipal officers within their Senate District.

### **How can I learn more about the Maine Municipal Association?**

Visit the MMA website - [www.memum.org](http://www.memum.org) - for more information and to learn about the services and programs MMA offers Maine's cities and towns.

## **Independent Auditors' Report**

Board of Selectmen  
Town of Woolwich

We have audited the accompanying general purpose financial statements of the Town of Woolwich, as of and for the years ended June 30, 2011 and 2010, which collectively comprise the Town's basic financial statements. These financial statements are the responsibility of the Town of Woolwich's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Town of Woolwich as of June 30, 2011 and 2010, and the respective changes in financial position and cash flows, for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on Schedule A-1 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing

the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Woolwich's financial statements as a whole. The introductory section, combining and individual nonmajor fund financial statements, and statistical section are presented for purposes of additional analysis and are not a required part of the financial statements. The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

WILLIAM H. BREWER

September 19, 2011



**TOWN OF WOOLWICH  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
FISCAL YEAR JULY 1, 2010 THROUGH JUNE 30, 2011**

As management of the Town of Woolwich, I present this narrative to provide you with an overview and analysis of our financial statements for the fiscal year July 1, 2010 through June 30, 2011. This is the Town of Woolwich's eighth year of implementation of Statement No. 34 of the Governmental Accounting Standards Board (GASB). I encourage readers to consider the information presented here in conjunction with the basic financial statements to enhance their understanding of the Town of Woolwich's financial performance.

**Financial Highlights**

1. Total assets of the Town of Woolwich exceeded its liabilities by \$3,474,611.78.
2. The Town's total ending fund balance for all governmental funds combined was \$1,943,796.46 on June 30, 2011.
3. The Undesignated Unreserved Fund Balance (Surplus) is \$1,519,320.53 on June 30, 2011. This is an increase of \$78,503.23 from the previous fiscal year.

**Overview of the Financial Statement**

The Town of Woolwich's basic financial statements are comprised of four components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements
4. The schedules provide supplemental information to the basic statements provided

**Government-wide Financial Statements:** The government-wide financial statements are designed to provide readers with a broad overview of the Town of Woolwich's finances in a manner similar to a private sector business.

The *statement of net assets* presents information on all of the Town of Woolwich's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the Town of Woolwich's financial position is improving or deteriorating.

The *statement of activities* presents information showing how the Town of Woolwich's net assets changed during the fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and

expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town of Woolwich that are principally supported by taxes and intergovernmental revenues (governmental activities). The Town of Woolwich's governmental activities include general government, protection (fire, street lighting), Highways and Bridges (highway, winter maintenance, road construction and paving), Interest and Debt Service, Education assessment, county assessment, Health and Welfare, and Unclassified.

### **Fund Financial Statements.**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Woolwich, like other state and local governments, uses fund accounting to insure and demonstrate compliance with finance related legal requirements. All of the funds of the Town of Woolwich can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources, as well as on balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a governments near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of any near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The government funds financial statements are included in the audit that follows.

**Fiduciary funds** are used to account for moneys held for the benefit of parties outside the Town of Woolwich. Fiduciary funds are *not* included in the government-wide financial statements because the resources of those funds are not available to support the Town of Woolwich's operational

programs.

These funds are restricted for the cemetery trust funds. The fiduciary funds financial statement is included in the audit that follows on Schedule A-12.

**Notes to the financial statements:** the notes provide additional information that is essential to a full understanding of the data provided and are included in the audit that follows.

**Other Information:** the combining statements are presented immediately following the notes to the financial statements and are included in the audit that follows.

### TOWN OF WOOLWICH FINANCIAL ANALYSIS

**Statement of Net Assets.** As stated earlier, net assets may serve over time as a useful indicator of a government's financial position.

**Financial Analysis of the Government's Funds.** The Town of Woolwich uses fund accounting to segregate specific types of funds and demonstrate compliance with finance related legal requirements. Town of Woolwich fund balances are included in the audit that follows.

*Government funds:* The focus of the Town of Woolwich governmental funds is to provide information on fiscal activity and balances of available resources.

The general fund balance started at \$1,440,817.30 on July 1st, unexpended funds lapsing to surplus totaled \$766,081.10. Town meetings withdrawal of \$696,685.73 and an increase in deferred tax revenue of \$9,107.86 increased surplus to leave a balance of \$1,519,320.53 at June 30, 2011.

**Analysis of the Budget.** The Board of Selectmen serving in their primary role as the financial overseers of the community, met in various workshop sessions starting in January of 2011 to consider and review the budget for fiscal year 2012. After a full line item review of the budget - a final budget was adopted by the Board of Selectmen and recommended its passage at the annual Town Meeting on the first Wednesday in May. Town Meeting approved the proposed budget that was presented by the Board of Selectmen for fiscal year 2012.

**Budgets and Budgetary Accounting.** The following is a comparison of the actual expenditures for 2006-2011:

	2006	2007	2008	2009	2010	2011	2011
	Actual	Actual	Actual	Actual	Actual	Budget	Actual
Office Help	9,008	9,453	3,006	2,930	2,711	5,650	6,826
Compensatory Time	1,130	1,470	1,143			2,400	
Town Officers	25,299	24,509	31,351	37,849	37,066	38,880	38,643
Tax Collector/Clerk	32,341	33,083	32,056	35,097	34,034	35,624	26,652
Town Administrator	37,435	38,183	39,328	40,508	41,724	41,724	41,724

	2006	2007	2008	2009	2010	2011	2011
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
Clerical Assistant	25,900	24,815	16,390	16,865	21,536	22,464	21,192
Codes Officer	36,036	38,280	33,885	20,800	21,424	21,424	21,424
Health Insurance	20,476	24,282	13,831	7,928	7,058	8,600	10,586
Social Security	15,610	17,724	15,375	15,218	15,689	17,000	15,439
Workers Comp.	7,383	7,368	5,841	1,942	6,196	6,200	6,794
Unemployment Comp.	2,191	1,757	334	444	336	1,000	167
Auditor	8,000	8,000	8,200	8,600	8,600	8,600	8,600
Town Report	4,314	9,313	3,050	2,895	3,020	3,500	2,180
Contingency Fund	6,620	5,444	4,309	2,754	3,488	9,000	2,920
Air Boat Insurance	2,500	1,074					
Insurance	12,394	13,800	13,939	15,337	16,165	17,800	17,106
Litigation	2,967	1,844	3,421	20,044	5,010	10,000	3,173
Board of Appeals						100	40
Conservation Comm.	1,742	324	273	467	395	500	
Comprehensive Plan	73	354		13,226			
Planning Board	743	429	795	1,032	1,132		495
Old Town House	15	500		2,675	4,520		
Plant Operations	29,326	33,089	32,766	45,357	33,304	42,758	35,137
Municipal Build Fund	23,640	12,471	7,420	24,450	214		124,829
Maine Municip. Assn.	3,119	3,119	3,119	3,275	3,357	3,291	3,291
Assessing Agent	16,800	17,350	17,950	18,780	18,780	18,780	18,780
Office Operations	27,427	32,745	27,766	35,404	32,294	33,104	31,650
Computer Replace	500	500	500	500	496	500	
Property Tax Maps				3,000	2,000	1,000	
Cable TV Committee		3,410		1,200	130		
Historic Preservation	1,200		1,400	1,400	1,400	1,300	1,300
Tax Equalization	23,417						
MidCoast Bus. Devel.	4,215	4,215	4,215	4,215			
County Tax	462,163	686,314	553,324	565,561	597,382	572,069	572,069
Roads & Bridges	62,166	57,468	70,125	68,831	58,103	70,000	105,906
Snow Removal	297,500	316,860	332,835	352,375	368,711	368,721	367,371
Tar Account	129,443	166,480	141,713	161,061	146,144	150,000	139,216
Street Signs	2,116	1,332	3,128	1,134	2,008	2,000	926
Generator	2,300	2,300	3,828		498	2,000	
Fire Hose/Tower	440	967					
Animal Control	5,927	5,764	6,134	4,728	4,862	4,700	5,200
Health Officer Cont	472	1,846	1,500	100	1,300	500	100
Emergency Management	6,445	8,079	69				
Fire Department	62,103	73,157	76,086	76,548	78,022	79,680	84,143
Fire Dept Innocul.	1,000	193	1,158	3,671	2,452	2,500	1,358
Dry Hydrants				2,400	1,000		
Hydrants	20,164	20,411	24,495	24,495	24,495	24,500	22,805
Fire Dept Grants	71,772	18,000					
Fire Dept Hose	1,187	1,074	1,546	1,446	1,500	1,500	1,500
Street Lights	3,667	3,833	4,020	3,742	3,573	4,100	3,888
E911				8	39	100	46
Fire Clothing	5,453	5,117	3,433	6,000	5,981	6,000	10,558
Air Packs	526	1,695	1,531			2,000	

	2006	2007	2008	2009	2010	2011	2011
	Actual	Actual	Actual	Actual	Actual	Budget	Actual
Vehicle Replace	20,136	34,600	25,000	25,000	25,000		19,750
Fire Dept Computer	87	421	800	128	800	800	
Fire Dept Gift	996						
Ambulance	3,500	3,500		5,000	2,500	2,500	
Septic Systems							15,938
Solid Waste	192,351	171,417	176,805	202,713	209,022	222,748	236,808
Sanitary Landfill	7,271	9,571	5,690	8,440	10,075	6,410	4,825
General Assistance	1,677	2,290	761	1,916	3,236	5,000	5,433
Fishway		12					2,928
First Responders	27,747	15,860	18,724	24,070	750	36,200	37,726
Patten Free Lib.	40,043	41,392	42,431	43,696	43,696	43,696	43,696
Right of Way Grant							
Miscel. Donations	17,365	18,450	17,250	25,090	25,090	25,290	25,290
Cemeteries	780	431					
Nequasset Church	2,324	1,841		2,880	313		179
Shellfish	4,650	3,900		3,571	1,334		1,777
Nequasset Trail Brk	400	400	400	400	400		400
Recreation Comm.	1,914	17,196	3,521	2,478	4,340		4,150
Animal Shelter	3,232	3,465	3,232	3,372	3,049	3,372	
Veterans Monument	1,584	2,370	1,978	2,865	250		
Town Clock			3,128				

The Mil Rate History for the Town of Woolwich is as follows:

2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
16.80	10.35	10.90	12.05	11.65	11.55	12.25	12.50

**Capital Asset and Debt Administration.** These assets include streets, land, buildings, vehicles, and equipment.

The Town of Woolwich has established and maintained the following capital reserve accounts for the purpose of contributing to the replacement and/or acquisition of new assets providing public services to our community. These were the balances at the end of the fiscal years.

	2008	2009	2010	2011
1. Municipal Buildings Reserve	26,227	9,722	242,309	149,159
2. Emergency Services Reserve	31,511	57,391	82,814	62,128
3. Old Town House Reserve	10,319	8,835	4,907	4,921
4. Septic Reserve	13,832	14,216	14,377	14,430
5. Generator Reserve	6,393	7,352	8,228	9,050
6. Computer System	1,392	1,938	1,966	1,983

**Long Term Debt:** The Town of Woolwich's long-term debt outstanding at fiscal year end totals \$68,324.21, a decrease of \$32,492 from fiscal year 2010. Detailed information of the Town of Woolwich's various outstanding

long term debts can be viewed in Note D. Maine Statutes limit the amount of general obligation debt a municipality may issue to 15 percent of the Total State Town Valuation. We are well below our debt limit.

**Currently Known Facts and Information.** At the May 5, 2010 town meeting, voters approved to combine the Municipal Building Reserve account, the former School Reserve Account and the \$150,000.00 reimbursement of start up costs from RSU#1 into one Municipal Buildings Reserve Account. This account totaled \$242,309.00 at the close of the fiscal year 2010. The Woolwich Selectboard voted to retrofit the Municipal Building to make it more energy efficient. The Town applied for and received Midcoast Regional Weatherization and Energy Efficiency Initiative grant monies that partially funded the job. The retrofit was accomplished before the end of the 2011 fiscal year. The Municipal Building envelope was insulated and sheathed with vinyl siding. A new propane heating system was installed as well as a propane infrared heating system in the fire barn. The ceiling was replaced in the Fire Department meeting room and new insulation was blown in overhead. Energy efficient lights were installed throughout the entire Municipal Building as well as new air conditioning units in the Clerk's and Selectboard's offices. Funds have been used to build a new kitchen and install energy efficient appliances for the Woolwich Fire Department. The interior of the Fire Barn and municipal offices have been repainted with one office left to paint. Interior painting of the Old Town House on the Old Stage Road was also accomplished. The Municipal Buildings Reserve funds will be used to repair and paint the Nequasset Meeting House (Nequasset Church) as well as insulating and installing a new infrared heating system at the Woolwich Fire Department's North Station.

**Request for Information.** This financial report is designed to provide a general overview of the Town of Woolwich's finances for all those with an interest in the government finances. Questions and/or requests for additional information concerning these financial reports can be addressed to Town Administrator, 13 Nequasset Road, Woolwich, Maine 04579, telephone 207-442-7094.

Respectfully submitted,  
LYNETTE EASTMAN  
Town Administrator

**TOWN OF WOOLWICH** Exhibit A  
**STATEMENTS OF NET ASSETS**  
**FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	<u>GOVERNMENTAL ACTIVITIES</u>	
	<u>2011 TOTAL</u>	<u>2010 TOTAL</u>
ASSETS		
CURRENT ASSETS:		
Cash (Note B)	1,502,476.22	1,586,594.06
Accounts Receivable (Note C)	44,381.89	21,613.75
Taxes Receivable	216,433.02	211,577.07
Tax Liens	50,169.63	64,472.06
Investments (Note B)	314,097.45	306,295.90
Prepaid Expenses	1,204.66	1,400.00
Due From Other Funds	94,633.34	25,800.00
Total Current Assets	<u>2,223,396.21</u>	<u>2,217,752.84</u>
PROPERTY, PLANT, AND EQUIPMENT (NOTE J):		
Land and Improvements	220,248.00	220,248.00
Buildings	591,617.00	455,647.00
Equipment	957,132.81	920,620.81
Infrastructure	<u>3,041,753.72</u>	<u>2,913,644.72</u>
Total Property, Plant, and Equipment	4,810,751.53	4,510,160.53
Less: Accumulated Depreciation	<u>3,211,612.00</u>	<u>3,048,789.00</u>
Net Property, Plant, and Equipment	<u>1,599,139.53</u>	<u>1,461,371.53</u>
Total Assets	<u><u>3,822,535.74</u></u>	<u><u>3,679,124.37</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Notes Payable (Note D)	33,950.17	32,491.77
Accounts Payable - Trade	8,567.13	7,551.98
Due To Other Funds	94,633.34	25,800.00
Deferred Tax Revenue (Note H)	165,255.26	174,363.12
Deferred Revenue (Note G)	<u>11,144.02</u>	<u>4,198.95</u>
Total Current Liabilities	313,549.92	244,405.82
LONG-TERM LIABILITIES:		
Notes Payable - Net of Current Portion (Note D)	<u>34,374.04</u>	<u>68,324.21</u>
Total Liabilities	<u>347,923.96</u>	<u>312,730.03</u>
NET ASSETS:		
Invested in Capital Assets, Net of Related Debt	1,530,815.32	1,360,555.55
Restricted for:		
Committed for Capital Projects	241,672.56	354,600.85
Assigned for Subsequent Events (Note F)	182,803.37	210,420.64
Unassigned	<u>1,519,320.53</u>	<u>1,440,817.30</u>
Total Net Assets	<u>3,474,611.78</u>	<u>3,366,394.34</u>
Total Liabilities and Net Assets	<u><u>3,822,535.74</u></u>	<u><u>3,679,124.37</u></u>

The accompanying notes are an integral part of the financial statements

Exhibit B

**TOWN OF WOOLWICH**  
**STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED JUNE 30, 2011 and 2010**

FUNCTIONS/PROGRAMS	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGE IN NET ASSETS	
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS & CONTRIBUTIONS	2011 TOTAL	2010 TOTAL
Primary Government:					
Governmental Activities:					
General Government	323,597.01	118,674.41	110,355.00	(94,567.60)	(191,852.31)
Health and Welfare	307,120.68	17,202.57	17,088.00	(272,830.11)	(266,955.61)
Highways and Bridges	557,449.23	13,850.00	76,389.14	(467,210.09)	(463,237.40)
Education	2,975,557.00			(2,975,557.00)	(2,681,557.50)
County Tax Assessment	572,069.00			(572,069.00)	(597,382.00)
Public Safety	170,913.00	10,604.19		(160,308.81)	(163,619.54)
Unclassified	81,768.69	5,346.47		(76,422.22)	(77,905.77)
Fire Truck Interest Expense	4,717.60			(4,717.60)	(9,511.56)
Purchase of Ambulance	19,750.00			(19,750.00)	
Total Primary Government	5,012,942.21	165,677.64	203,832.14	(4,643,432.43)	(4,452,021.69)
General Revenues:					
Taxes:					
Property Taxes				4,019,962.89	3,755,578.70
Homestead Reimbursement				44,155.13	53,716.00
Excise Taxes				516,416.34	522,105.16
Intergovernmental				129,776.00	214,423.09
Interest and Investment Earnings				41,339.51	46,174.39
Total General Revenues				4,751,649.87	4,591,997.34
Changes in Net Assets				108,217.44	139,975.65
Net Assets, July 1				3,366,394.34	3,226,418.69
Net Assets, June 30				3,474,611.78	3,366,394.34

The accompanying notes are an integral part of the financial statements



Exhibit C

**TOWN OF WOOLWICH**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES**  
**TO NET ASSETS OF GOVERNMENTAL ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	2011	2010
GOVERNMENTAL FUND BALANCES:		
Unrestricted (Schedule A-3)	1,519,320.53	1,440,817.30
Restricted:		
Capital Projects (Schedule A-13)	241,672.56	354,600.85
Other (Schedule A-4)	182,803.37	210,420.64
Total Governmental Fund Balances (Exhibit E)	1,943,796.46	2,005,838.79
Amounts reported for governmental activities in the Statements of Net Assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	1,599,139.53	1,461,371.53
Notes payable are not due and payable in the current period and therefore are not reported in the funds	(68,324.21)	(100,815.98)
Net Assets of Governmental Activities (Exh. A)	3,474,611.78	3,366,394.34

The accompanying notes are an integral part of the financial statements

## Exhibit D

**TOWN OF WOOLWICH  
RECONCILIATION OF THE STATEMENTS OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2011 and 2010**

	<u>2011</u>	<u>2010</u>
Net Change in Fund Balances -		
Total Governmental Funds (Exhibit F)	(62,042.33)	130,050.31
Amounts reported for governmental activities in the Statements of Activities are different because:		
Governmental funds report capital outlays as expenditures.		
However, in the Statements of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeds depreciation (depreciation exceeds capital outlays).	137,768.00	(17,772.47)
Repayment of debt is an expenditure in the governmental funds, but the repayment reduces liabilities in the Statements of Net Assets.		
	<u>32,491.77</u>	<u>27,697.81</u>
Changes in Net Assets of Governmental Activities	<u>108,217.44</u>	<u>139,975.65</u>

The accompanying notes are an integral part of the financial statements

Exhibit E

**TOWN OF WOOLWICH**  
**BALANCE SHEETS - GOVERNMENTAL FUNDS**  
**June 30, 2011 and 2010**

	<u>GOVERNMENTAL FUND TYPES</u>		2011	2010
	GENERAL	CAPITAL PROJECTS	TOTAL	TOTAL
<b>ASSETS:</b>				
Cash (Note B)	1,166,170.32	336,305.90	1,502,476.22	1,586,594.06
Taxes Receivable	216,433.02		216,433.02	211,577.07
Tax Liens	50,169.63		50,169.63	64,472.06
Accts Receivable (Note C)	44,381.89		44,381.89	21,613.75
Due From Other Funds	94,633.34		94,633.34	25,800.00
Investments (Note B)	314,097.45		314,097.45	306,295.90
Prepaid Expense	1,204.66		1,204.66	1,400.00
Total Assets	<u>1,887,090.31</u>	<u>336,305.90</u>	<u>2,223,396.21</u>	<u>2,217,752.84</u>
<b>LIABILITIES, RESERVES, AND FUND EQUITY:</b>				
<b>Liabilities:</b>				
Accounts Payable	8,567.13	-	8,567.13	7,551.98
Due To Other Funds		94,633.34	94,633.34	25,800.00
Total Liabilities	<u>8,567.13</u>	<u>94,633.34</u>	<u>103,200.47</u>	<u>33,351.98</u>
<b>Reserves:</b>				
Deferred Revenue (Note G)	11,144.02	-	11,144.02	4,198.95
Deferred Tax Rev. (Note H)	165,255.26		165,255.26	174,363.12
Total Reserves	<u>176,399.28</u>	<u>-</u>	<u>176,399.28</u>	<u>178,562.07</u>
<b>Fund Equity:</b>				
Committed for Capital Projects	-	241,672.56	241,672.56	354,600.85
Assigned for Subsequent Years'				
Expenditure (Note F)	182,803.37		182,803.37	210,420.64
Unassigned	<u>1,519,320.53</u>		<u>1,519,320.53</u>	<u>1,440,817.30</u>
Total Fund Equity	<u>1,702,123.90</u>	<u>241,672.56</u>	<u>1,943,796.46</u>	<u>2,005,838.79</u>
Total Liabilities, Reserves, and				
Fund Equity	<u>1,887,090.31</u>	<u>336,305.90</u>	<u>2,223,396.21</u>	<u>2,217,752.84</u>

The accompanying notes are an integral part of the financial statements

**TOWN OF WOOLWICH**  
**STATEMENTS OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEARS ENDED JUNE 30, 2011 and 2010**  
GOVERNMENTAL FUNDS

Exhibit F

	GENERAL	CAPITAL PROJECTS	2011 TOTAL	2010 TOTAL
<b>REVENUES:</b>				
Intergovernmental Revenue	129,776.00	-	129,776.00	142,328.09
Homestead Reimbursement	44,155.13		44,155.13	53,716.00
Property Taxes	4,019,962.89		4,019,962.89	3,755,578.70
Excise Tax	516,416.34		516,416.34	522,105.16
General Government	229,029.41		229,029.41	220,579.40
Protection	10,604.19		10,604.19	4,044.00
Health and Welfare	34,290.57		34,290.57	9,970.02
Interest	40,684.46	655.05	41,339.51	46,174.39
Highways and Bridges	90,239.14		90,239.14	71,221.43
Unclassified	5,346.47		5,346.47	9,763.90
Total Revenues	5,120,504.60	655.05	5,121,159.65	4,835,481.09
<b>EXPENDITURES:</b>				
Education	2,975,557.00	-	2,975,557.00	2,681,557.50
General Government	437,744.35		437,744.35	322,134.81
Highways and Bridges	613,419.23		613,419.23	574,965.55
Protection	132,370.00		132,370.00	124,106.35
Health and Welfare	307,120.68		307,120.68	276,925.63
Unclassified	81,768.69		81,768.69	87,669.67
Special Assessments	572,069.00		572,069.00	597,382.00
Interest	6,193.66		6,193.66	3,479.90
Fire Truck Loan	37,209.37		37,209.37	37,209.37
Purchase of Ambulance	19,750.00		19,750.00	
Total Expenditures	5,183,201.98	-	5,183,201.98	4,705,430.78
Excess of Revenues Over (Under) Expenditures	(62,697.38)	655.05	(62,042.33)	130,050.31
<b>OTHER FINANCING SOURCES (USES):</b>				
Operating Transfers - In	114,383.34	800.00	115,183.34	-
Operating Transfers - Out	(800.00)	(114,383.34)	(115,183.34)	
Total Other Financing Sources (Uses)	113,583.34	(113,583.34)	-	-
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	50,885.96	(112,928.29)	(62,042.33)	130,050.31
Fund Balance, July 1	1,651,237.94	354,600.85	2,005,838.79	1,875,788.48
Fund Balance, June 30	1,702,123.90	241,672.56	1,943,796.46	2,005,838.79

The accompanying notes are an integral part of the financial statements

Exhibit G

**TOWN OF WOOLWICH**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN FUND**  
**BALANCES - FIDUCIARY FUND TYPE - NONEXPENDABLE TRUST**  
**FUNDS - CEMETERY TRUST FUNDS**  
**FOR THE YEARS ENDED JUNE 30, 2011 and 2010**

	2011	2010
REVENUES:		
Interest	39.04	116.83
EXPENSES:		
Cemetery Maintenance		156.69
Transfer to Bailey Cemetery Association	36.66	638.68
Net Income (Loss)	2.38	(678.54)
Fund Balance, July 1	12,586.36	13,264.90
Fund Balance, June 30	12,588.74	12,586.36

Exhibit H

**STATEMENTS OF CASH FLOWS**  
**FIDUCIARY FUND TYPE - NONEXPENDABLE TRUST FUNDS**  
**CEMETERY TRUST FUNDS**  
**FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	2011	2010
CASH FLOWS FROM OPERATING ACTIVITIES:		
Interest Income	39.04	116.83
Withdrawals	(36.66)	(795.37)
Cash Flows Provided by (Used in)		
Operating Activities	2.38	(678.54)
Increase (Decrease) in Cash	2.38	(678.54)
Cash Balance, July 1	12,586.36	13,264.90
Cash Balance, June 30	12,588.74	12,586.36

The accompanying notes are an integral part of the financial statements

TOWN OF WOOLWICH  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Town of Woolwich conform to generally accepted accounting principles as applicable to governmental units.

1. Financial Reporting Entity

The Town of Woolwich was incorporated in 1759. The Town operates under a town meeting form of government.

In evaluating the Town of Woolwich as a reporting entity, management has addressed all potential component units. The primary criteria for including a component reporting entity are the exercise of financial accountability by the Town of Woolwich's municipal officials.

The Town's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is responsible for establishing Generally Accepted Accounting Principles (GAAP) for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. The more significant accounting policies established in GAAP are used by the Town as discussed below.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. Certain significant changes in the Statement include the following:

1.) The financial statements now include:

- A Management's Discussion and Analysis (MD&A) section providing an analysis of the Town's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Town's activities, including infrastructure (roads, bridges, etc.).

2.) A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

2. Basic Financial Statements - Government-Wide Statements

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major funds). Both the government-wide and fund financial statements categorize primary activities as governmental. The Town's fire protection, recreation, public works, and general administrative services are classified as governmental activities.

In the government-wide Statements of Net Assets, the governmental column is presented on a consolidated basis by column, and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Town's net assets are reported in

three parts - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. The Town first utilizes restricted resources to finance qualifying activities.

The government-wide Statements of Activities reports both the gross and net cost of each of the Town's functions and business-type activities (fire, public works, administrative, etc.). The functions are also supported by general government revenues (property, certain intergovernmental revenues, fines, permits, and charges, etc.). The Statements of Activities reduces gross expenses (including depreciation) by related program revenues, and operating and capital grants. Program revenues must be directly associated with the function (fire, public works, etc.). Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The net costs (by function or business-type activity) are normally covered by general revenue (property, intergovernmental revenues, interest income, etc.).

This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net assets resulting from the current year's activities.

### 3. Basic Financial Statements - Fund Financial Statements

The financial transactions of the Town are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues, and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Town:

#### a. Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Town:

##### 1. General Fund:

General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

##### 2. Fiduciary Funds:

Fiduciary Funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Town programs. The reporting focus is on net assets and changes in net assets and are reported using accounting principles similar to proprietary funds.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. GASB No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category) for the determination of major funds.

The Town's fiduciary funds are presented in the fiduciary fund financial statements. Since by definition these assets are being held for the benefit of a third

party and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

3. Proprietary Fund:

The Proprietary Fund is the fund used to account for all financial resources relating to the school nutrition program. The generally accepted accounting principles applicable are those similar to business in the private sector.

4. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied:

a. Accrual:

Governmental activities in the government-wide financial statements and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

b. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

5. Financial Statement Amounts

a. Cash and Cash Equivalents:

The Town has defined cash and cash equivalents to include cash on hand, demand deposits, and cash with fiscal agent. Statutes authorize the Treasurer of the Town, as directed by the municipal officers, to invest all municipal funds, including reserve and trust funds, to the extent that the terms of the instrument, order, or article creating the fund do not prohibit the investment, in financial institutions as described in Section 5706 MRSA and securities as described in Sections 5711 through 5717 MRSA.

b. Investments:

Investments, including deferred compensation and pension funds, are stated at fair value (quoted market price or the best available estimate).

c. Capital Assets:

Capital assets purchased or acquired with an original cost of \$1,000.00 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:



Buildings	20-50 Years
Machinery and Equipment	5-10 Years
Improvements	10-20 Years
Other Infrastructure	10-50 Years

GASB No. 34 requires the Town to report and depreciate new infrastructure assets. Infrastructure assets include roads, bridges, traffic signals, etc.

d. Revenues:

Substantially, all governmental fund revenues are accrued. Property taxes are billed and collected within the same period in which the taxes are levied. In applying GASB No. 33 to grant revenues, the provider recognizes liabilities and expenses and the recipient recognizes receivables and revenue when the applicable eligibility requirements, including time requirements, are met. Resources transmitted before the eligibility requirements are met are reported as advances by the provider and deferred revenue by the recipient.

e. Expenditures:

Expenditures are recognized when the related fund liability is incurred. Inventory costs are reported in the period when inventory items are used, rather than in the period purchased.

f. Compensated Absences:

The Town accrues accumulated unpaid vacation and sick leave and associated employee-related costs when earned (or estimated to be earned) by the employee. The noncurrent portion (the amount estimated to be used in subsequent fiscal years) for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide presentations.

g. Use of Estimates:

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## NOTE B - CASH AND INVESTMENTS:

### Cash

The Town's cash is categorized to give an indication of the level of risk assumed by the Town at year-end. These Categories are defined as follows:

Category #1 - Insured or collateralized with securities held by the Town or by its agent in the Town's name.

Category #2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name.

Category #3 - Uncollateralized (This includes any bank balance that is collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Town's name).

ACCOUNT TYPE	CARRYING AMOUNT	BANK BALANCE	CATEGORY		
			#1	#2	#3
Interest Bearing Accounts	\$1,515,084.96	\$1,516,085.53	\$257,411.33	\$1,258,674.20	\$ –
Non-Interest Bearing Accounts	40,000.00	40,000.00		40,000.00	
	<u>\$1,555,084.96</u>	<u>\$1,556,085.53</u>	<u>\$257,411.33</u>	<u>\$1,298,674.20</u>	<u>\$ –</u>

### Investments

The Town's investments are categorized to give an indication of the level of risk assumed by the Town at year-end. These categories are defined as follows:

Category #1 - Investments that are insured or registered, or securities held by the Town or its agent in the Town's name.

Category #2 - Uninsured and unregistered investments with securities held by the Counterparty's trust department or agent in the Town's name.

Category #3 - Uninsured and unregistered investments with securities held by the Counterparty, or by its trust department or agent but not in the Town's name.

INVESTMENT TYPE	CARRYING AMOUNT	FAIR VALUE	CATEGORY		
			#1	#2	#3
Money Market Certificate of Deposit	\$8,012.61	\$8,012.61	\$ –	\$ 8,012.61	\$ –
U.S. Government Bonds	190,000.00	190,613.70		190,613.70	
Treasury Bonds	96,103.45	96,177.90		96,177.90	
	19,981.39	20,531.20		20,531.20	
	<u>\$314,097.45</u>	<u>\$315,335.41</u>	<u>\$ –</u>	<u>\$315,335.41</u>	<u>\$ –</u>

### NOTE C - ACCOUNTS RECEIVABLE:

Accounts Receivable consists of the following:

State Revenue Sharing	\$20,683.17
State GA	203.59
State Homestead	23,495.13
	<u>\$44,381.89</u>

### NOTE D - LONG-TERM DEBT:

The following is a summary of note transactions for the Town for the year ended June 30, 2011:

	PRINCIPAL BALANCE JULY 1, 2010	ADDITIONS	REDUCTIONS	PRINCIPAL BALANCE JUNE 30, 2011
Bath Savings Institution	\$100,815.98	\$ –	\$32,491.77	\$68,324.21

Long -Term Debt as of June 30, 2011 is as follows:

Bath Savings Institution - Fire Truck

The note is dated August 16, 2007. Repayment is through five installments of \$37,209.37 with interest at 4.69%.

The annual requirements to amortize notes payable as of June 30, 2011 are as follows:

YEAR ENDING JUNE 30	PRINCIPAL	INTEREST	TOTAL
2012	\$33,950.17	\$3,259.20	\$37,209.37
2013	34,374.04	1,669.95	36,043.99
Total	<u>\$68,324.21</u>	<u>\$4,929.15</u>	<u>\$73,253.36</u>

NOTE E - GENERAL FUND BUDGET:

The Town operates on a net budget as compared with a gross budget. All revenues are not estimated, but are credited to the particular operating account. Certain revenues are dedicated for particular purposes by vote of the townspeople at the annual town meeting or at special town meetings.

NOTE F - DESIGNATED FOR SUBSEQUENT YEARS' EXPENDITURES:

Historically, the townspeople vote to carry certain departmental unexpended balances forward to the following year for expenditure. This is usually in lieu of additional appropriations in any particular account.

Assigned for General Fund:

General Government	\$8,707.16
Highways and Bridges	44,565.04
Protection	22,653.71
Health and Welfare	89,014.72
Unclassified	17,862.74
	<u>\$182,803.37</u>

NOTE G - DEFERRED REVENUE:

Deferred Revenue consists of the following:

Prepaid 11-12 Taxes	\$4,435.44
Suspense	6,708.58
	<u>\$11,144.02</u>

NOTE H - REVENUE RECOGNITION - PROPERTY TAXES:

The Town's property tax for the current year was levied September 20, 2010 on the assessed value listed as of April 1, 2010 for all taxable real and personal property located in the Town. One half of the tax was due on October 31, 2010 and the remainder on April 30, 2011. Interest accrued at 7.00% commencing November 1, 2010 for the first half of tax due and again at May 1, 2011 on the balance due.

Tax liens are filed against delinquent real estate taxpayers after eight months but within one year of the original tax commitment. If the tax, interest, and costs have not been paid eighteen months after the filing of a lien certificate then the lien is automatically foreclosed.

The National Council on Governmental Accounting (N.C.G.A.) Interpretation No. 3 requires that property tax revenue be recognized only to the extent it will be collected within sixty days following the year end. The deferred tax revenue shown on the balance sheet represents property taxes not expected to be collected within sixty days after the year end.

Property taxes are recognized when they become available. Available includes those taxes expected to be collected within sixty days after year end as stated above.

**NOTE I - INTERFUND RECEIVABLES AND PAYABLES:**

Due To and Due From Other Funds consist of the following:

Due From Capital Reserve to General Reserve                      \$94,633.34

**NOTE J - PROPERTY, PLANT, AND EQUIPMENT:**

The following is a summary of changes in fixed assets at June 30, 2011:

	BALANCE JULY 1, 2010	ADDITIONS	DISPOSALS	BALANCE JUNE 30, 2011
Land and Improvements	\$220,248.00	\$ –	\$ –	\$220,248.00
Buildings	455,647.00	135,970.00		591,617.00
Equipment	920,620.81	36,512.00		957,132.81
Infrastructure	2,913,644.72	128,109.00		3,041,753.72
	<u>\$4,510,160.53</u>	<u>\$300,591.00</u>	<u>\$ –</u>	<u>\$4,810,751.53</u>
Accum. Depreciation	(3,048,789.00)	(162,823.00)		(3,211,612.00)
Net Property, Plant, and Equipment	<u>\$1,461,371.53</u>	<u>\$137,768.00</u>	<u>\$ –</u>	<u>\$1,599,139.53</u>

Depreciation expenses for the period totaled \$174,884.00. These expenses were broken down as follows:

General Government	\$14,603.00
Public Safety	76,079.00
Highways and Bridges	72,141.00
	<u>\$162,823.00</u>

**NOTE K - RISK MANAGEMENT:**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. All significant losses are covered by commercial insurance. There has been no significant reduction in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**NOTE L - OVERLAPPING DEBT:**

The Town of Woolwich is situated in Sagadahoc County and is therefore subject to annual assessment of its proportional share of county expenses. Long-term debt outstanding in Sagadahoc County, for which the Town of Woolwich would be proportionally responsible in the event the County defaulted, is approximately \$8,184,062.00 at June 30, 2011. The Town of Woolwich's share would be 8.51% of the debt, or \$696,464.00.

The Town of Woolwich joined the Maine Regional School Unit #1 effective July 1, 2008 and is subject to annual assessment of its proportional share of school expenses. Long-Term debt outstanding for the RSU, for which the Town of Woolwich would be proportionally responsible in the event the RSU defaulted, is approximately \$8,184,062.00 at June 30, 2011. The Town of Woolwich's share would be 8.51% of the debt, or \$1,431,392.00.

**NOTE M - SUBSEQUENT EVENTS:**

As of September 19, 2011 management has reviewed events after June 30, 2011 and there were no material subsequent events requiring disclosure.

Schedule A-1

**TOWN OF WOOLWICH  
BUDGETARY COMPARISON SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2011**

	<u>General Fund</u>	
	Original and Final Budget	Actual
REVENUES:		
Intergovernmental Revenue	129,776.00	129,776.00
Homestead Reimbursement	44,155.13	44,155.13
Property Taxes	4,024,140.93	4,019,962.89
Excise Taxes	73,000.00	516,416.34
Highways and Bridges		90,239.14
General Government		142,189.41
Protection		10,604.19
Health and Welfare		34,290.57
Interest and Debt Service		40,684.46
Unclassified	86,824.08	5,346.47
		86,840.00
Total Revenues	4,357,896.14	5,120,504.60
EXPENDITURES:		
Education	2,975,557.00	2,975,557.00
General Government	351,499.00	437,744.35
Highways and Bridges	590,721.00	613,419.23
Protection	128,380.00	132,370.00
Health and Welfare	277,058.00	307,120.68
Unclassified	72,458.00	81,768.69
Special Assessments	572,069.00	572,069.00
Fire Truck Loan	37,211.00	37,209.37
Interest and Debt Service		6,193.66
Purchase of Ambulance		19,750.00
Total Expenditures	5,004,953.00	5,183,201.98
Excess of Expenditures Over Revenues	(647,056.86)	(62,697.38)
OTHER FINANCING SOURCES (USES):		
Operating Transfers - In	-	114,383.34
Operating Transfers - Out	(800.00)	(800.00)
Total Other Financing Sources (Uses)	(800.00)	113,583.34
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(647,856.86)	50,885.96
Fund Balance, July 1, 2010	1,651,237.94	1,651,237.94
Fund Balance, June 30, 2011	1,003,381.08	1,702,123.90

**TOWN OF WOOLWICH** Schedule A-2  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

Cash Balance, July 1, 2010		1,257,793.21
ADD: CASH RECEIPTS:		
Tax Collections:		
Current Year	3,798,959.06	
Prior Years	<u>218,678.91</u>	
Total Tax Collections		4,017,637.97
Fees Collected for the State		218,279.40
Departmental (Schedule A-4)		926,406.99
State Revenue Sharing		135,675.93
Prepaid Taxes		4,372.90
Homestead Reimbursement		20,660.00
Capital Reserve Receipts		19,750.00
Accounts Receivable		<u>1,739.23</u>
Total Cash Receipts		<u>5,344,522.42</u>
Total Cash Available		6,602,315.63
LESS: CASH DISBURSEMENTS:		
Departmental (Schedule A-4)	5,181,584.83	
Due to Capital Reserve	26,600.00	
Accounts Payable	2,988.73	
Prepaid Expenses	1,204.66	
Investment Account	7,801.55	
Fees Remitted to the State	<u>215,965.54</u>	
Total Cash Disbursements		<u>5,436,145.31</u>
Cash Balance, June 30, 2011 (Schedule A-6)		<u><u>1,166,170.32</u></u>

**TOWN OF WOOLWICH** Schedule A-3  
**STATEMENT OF CHANGES IN UNAPPROPRIATED SURPLUS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

Unappropriated Surplus, July 1, 2010		1,440,817.30
INCREASE:		
Operating Account Balances Lapsed (Schedule A-4)	766,081.10	
Decrease in Deferred Taxes	<u>9,107.86</u>	
Total Increase		<u>775,188.96</u>
		2,216,006.26
DECREASE:		
Appropriated at Town Meeting	680,000.00	
Regular Town Meeting Articles #5(C), 16, 31(C)	<u>16,685.73</u>	
		<u>696,685.73</u>
Unappropriated Surplus, June 30, 2011		<u><u>1,519,320.53</u></u>

**TOWN OF WOOLWICH**  
**STATEMENT OF DEPARTMENTAL OPERATIONS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

<b>Balance Forward 7/1/10</b>	<b>Appropriations</b>	<b>Cash Receipts</b>	<b>Other Credits</b>	<b>Total</b>	<b>Cash Disbursed</b>	<b>Other Charges</b>	<b>Total</b>	<b>Lapsed Unexpended (Overdraft) 6/30/11</b>	<b>Balance Forward 6/30/11</b>
<b>GENERAL GOVERNMENT:</b>									
Comp Time	2,400.00	-	-	2,400.00	-	-	-	2,400.00	-
Town Officers Salaries	38,880.00	725.37		39,605.37	38,642.54		38,642.54	962.83	
Tax Collector/Town Clerk Salary	35,624.00			35,624.00	25,475.25	1,176.50	26,651.75	8,972.25	
Town Administrator Salary	41,724.00			41,724.00	41,723.50		41,723.50	0.50	
Clerical Assistant	22,464.00			22,464.00	21,191.67		21,191.67	1,272.33	
Office Help	5,650.00		1,176.50	6,826.50	6,826.50		6,826.50		
Code Enforcement	21,424.00			21,424.00	21,424.00		21,424.00		
Code Enforcement - Contingency	1,500.00	295.61	630.99	2,426.60	2,426.60		2,426.60		
Employee Health Trust	8,600.00		2,115.49	10,715.49	10,715.49		10,715.49		
Social Security	17,000.00			17,000.00	15,438.97		15,438.97	1,561.03	
Workers' Compensation	6,200.00		593.60	6,793.60	6,793.60		6,793.60		
Unemployment Compensation	1,000.00			1,000.00	167.47		167.47	832.53	
Audit	8,600.00			8,600.00	8,600.00		8,600.00		
Town Report	3,500.00			3,500.00	2,180.00		2,180.00	1,320.00	
Contingency	9,000.00			9,000.00	1,531.61	1,388.63	2,920.24	6,079.76	
Insurance	17,800.00	694.00		18,494.00	17,105.75		17,105.75	1,388.25	
Litigation Expense	10,000.00	4.10		10,004.10	3,173.25		3,173.25	6,830.85	
Board of Appeals	100.00			100.00	40.00		40.00	60.00	
Conservation Commission	500.00			1,040.82				1,040.82	
Comprehensive Planning	2,537.88			2,537.88					2,537.88
Planning Board	1,500.00	500.00		2,000.00	494.89		494.89	505.11	1,000.00
Municipal Bldg Operations	2,000.00	451.29	357.00	45,566.29	32,968.58	2,169.08	35,137.66	10,428.63	
Munic. Bldg Reserve Fund	7,206.15	24,010.00	93,612.95	124,829.10	124,829.10		124,829.10		
Cable TV		24,134.90		24,134.90		1,200.00	1,200.00	22,934.90	
Excise Taxes - Autos		516,416.34		516,416.34	222.02		222.02	516,194.32	

Town and Clerk Fees	18,086.07			18,086.07			18,086.07
Plumbing and Building Permits	20,362.68			20,362.68			20,362.68
Maine Municipal Association	3,391.00			3,391.00		3,391.00	
Assessing Agent	18,780.00			18,780.00		18,780.00	
Excise Taxes - Boats	7,942.00			7,942.00			7,942.00
Office Operations	1,904.85		74.04	35,082.89		31,518.04	3,432.41
Agricultural Commission	100.00			100.00			100.00
Miscellaneous Revenue	50.00			30,525.00		50.00	30,475.00
Homestead Reimbursement			44,155.13	44,155.13		44,155.13	
Computer Reserve Fund	54.10	500.00		554.10			554.10
Supplementals and Abatements			13,285.90	13,285.90		1,561.88	13,285.90
Property Tax Maps		1,000.00		1,000.00			1,000.00
Cable TV Committee	3,252.52			3,252.52			3,252.52
Snowmobile - State			926.80	926.80		400.00	526.80
Tree Growth - State			7,163.08	7,163.08			7,163.08
Veterans - State			1,961.00	1,961.00			1,961.00
State BETE Program			86,840.00	86,840.00		86,824.08	15.92
Payments in Lieu of Taxes			2,500.00	2,500.00			2,500.00
Vital Records Book Repair	210.00		52.66	262.66			262.66
	17,451.47	351,499.00	745,445.75	156,001.60	1,270,397.82	437,271.71	149,169.88
SPECIAL ASSESSMENTS:						586,441.59	675,249.07
County Tax	-	572,069.00	-	-	572,069.00	-	-
Overlay	-	32,143.14	-	-	32,143.14	-	32,143.14
	-	604,212.14	-	-	604,212.14	-	572,069.00
EDUCATION:						-	32,143.14
School	-	2,975,557.00	-	-	2,975,557.00	-	-
INTEREST AND DEBT SERVICE:						-	-
Interest on Taxes	-	-	31,563.98	-	31,563.98	6,147.99	25,415.99
Investment Interest			9,120.48		9,120.48	45.67	9,074.81
	-	-	40,684.46	-	40,684.46	6,193.66	34,490.80
HIGHWAYS AND BRIDGES:						-	-
Roads and Bridges	14,298.74	70,000.00	25,433.14	-	109,731.88	105,905.92	-
						-	3,825.96



Snow Removal	3,010.12	368,721.00	250.00	371,981.12	367,370.80	367,370.80	4,610.32	
Town Tarred Roads	4,074.69	150,000.00		154,074.69	138,328.56	887.51	139,216.07	14,858.62
Town Roads Block Grant	33,250.90		64,556.00	97,806.90		73,000.00	73,000.00	24,806.90
Street Signs		2,000.00		2,000.00	926.44		926.44	1,073.56
	54,634.45	590,721.00	90,239.14	-	735,594.59	612,531.72	73,887.51	686,419.23
							4,610.32	44,565.04
PROTECTION:								
Dry Hydrants	3,236.60	-	-	-	3,236.60	-	-	3,236.60
Generator Service	3,501.79	2,000.00			5,501.79			5,501.79
NFPA Clothing		6,000.00	1,997.33	2,560.17	10,557.50		10,557.50	
Constable/Animal Control	1,538.41	4,700.00	400.00		6,638.41		5,199.81	1,438.60
Constable/Animal Control Contingency	428.68	500.00			928.68		214.90	713.78
Fire Department	258.80	79,680.00	7,956.86		87,895.66		1,060.17	84,142.72
Civil Defense (WEMA)	14,002.80				14,002.80			14,002.80
Hydrant Rental and Removal	4.64	24,500.00			24,504.64		22,804.92	1,699.72
Hydrant Contingency	1,011.03				1,011.03			1,011.03
Street Lights	1,697.85	4,100.00			5,797.85		3,641.48	3,888.31
EMS Donations	714.68		250.00		964.68		246.83	1,909.54
Emergency 911	232.80	100.00			332.80		46.00	286.80
Generator Replacement Fund		800.00			800.00		800.00	
Vehicle Replacement Fund			19,750.00		19,750.00		19,750.00	
Computer		800.00			800.00			800.00
Fire House Inoculation		2,500.00			2,500.00		1,358.00	1,142.00
Fire Truck Loan Payment		37,211.00			37,211.00		37,209.37	1.63
Fire Hose Purchase		1,500.00			1,500.00		1,500.00	
Air Pack Replacement		2,000.00			2,000.00			2,000.00
	26,628.08	166,391.00	10,604.19	22,310.17	225,933.44	183,864.53	3,607.00	187,471.53
							15,808.20	22,653.71
HEALTH AND WELFARE:								
Solid Waste Committee	-	2,500.00	-	-	2,500.00	1,813.66	-	686.34
Landfill Monitoring		6,410.00			6,410.00	4,825.00	585.00	1,000.00
Septic System	15,722.13		17,088.00		32,810.13	15,937.50		16,872.63

[illegible]

Schedule A-5

**TOWN OF WOOLWICH**  
**VALUATION, ASSESSMENT, AND COLLECTIONS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

VALUATION:

Real Estate	323,442,800.00
Personal Property	<u>5,058,500.00</u>
Total	<u>328,501,300.00</u>

ASSESSMENT:

Valuation x Rate (328,501,300.00 x .01225)	4,024,140.93
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COLLECTIONS AND CREDITS:

Cash Collections	3,798,959.06
Abatements	5,485.56
Prepaid	<u>4,198.95</u>

Total Collections and Credits	<u>3,808,643.57</u>
2011 Taxes Receivable	<u><u>215,497.36</u></u>

COMPUTATION OF ASSESSMENT

Tax Commitment	4,024,140.93
State Revenue Sharing	129,776.00
Surplus	680,000.00
Road Block Grant	73,000.00
State BETE Program	86,824.08
Homestead Reimbursement	<u>44,155.13</u>
	5,037,896.14

REQUIREMENTS:

Appropriations	4,433,684.00
County Tax	<u>572,069.00</u>
	<u>5,005,753.00</u>
OVERLAY	<u><u>32,143.14</u></u>

## Schedule A-6

**TOWN OF WOOLWICH  
RECONCILIATION OF TREASURER'S CASH BALANCE  
FOR THE YEAR ENDED JUNE 30, 2011**

Bath Savings Institution:

Landfill

Balance Per Bank Statement	34,663.22
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Bath Savings Institution:

General Fund Checking

Balance Per Bank Statement	1,169,977.16	
Add: Deposits in Transit	128.26	
Less: Outstanding Checks	<u>41,528.83</u>	
Balance Per Books		1,128,576.59

First Federal Savings:

Town Clock

Balance Per Bank Statement	2,550.51
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Petty Cash

380.00

1,166,170.32

## Schedule A-7

**STATEMENTS OF TAXES RECEIVABLE  
FOR THE YEARS ENDED JUNE 30, 2011 AND 2010**

	2011	2010
2010-2011	215,497.36	-
2009-2010	107.25	205,944.79
2008-2009	171.27	259.82
2007-2008	192.81	335.00
2006-2007	70.85	886.17
2005-2006	67.28	970.12
2004-2005	72.24	1,350.72
2003-2004	63.00	770.60
2002-2003	54.99	779.73
2001-2002	48.30	165.98
2000-2001	47.36	47.36
1999-2000	40.31	40.31
1998-1999		26.47
Total (Exhibit A)	<u>216,433.02</u>	<u>211,577.07</u>

**TOWN OF WOOLWICH — TAX LIENS**  
**JUNE 30, 2011**

2009-2010

Alexander-Farmer, Elizabeth (JT)	1,615.85
Ambrose, Merle S. Jr. (JT)	602.91
Beedy, Kathi G.	1,201.20
Belanger, Rosanne	281.84
Caton, Dianne R.	548.63
Chubbuck, Shannan M. (f/n/a)	619.08
Creamer, Gary E.	27.72
Crockett, Shane R.	223.61
Curran, Timothy J. & Brenda L.	1,164.24
Davis, Harold J.	688.38
DJM LLC	569.42
Dodge, George	390.39
Easler, Gary	359.76
Emerson, Angela M.	267.96
Fifield, Misty D. (JT)	143.22
Geaghan, Terrance H.	5,132.24
Hawes, Rosie Belle	142.06
Hay, Harriet M.	581.27
Hills, David R. & Rosa E.	2,620.70
Holbrook, John W.	2,042.04
Johns, Adam A.	397.32
Johnston, Peter M. & Christine M.	811.56
Jones, Aaron M. III PR	1,485.70
Kaplan, Charlotte W.	2,117.12
Kelley, Cathy Ann	495.50
Meister, Guy C.	400.79
Mesplay, Todd Lee	1,886.12
Mitchell, James M. (JT)	1,364.06
Morton, Bonnie L.	165.79
Mosier, Dennis F. & Vicki L.	1,323.74
Mosier, Tony	367.53
Murphy, Maureen	590.61
Murphy, Randall D.	947.10
Murray, Crystal E.	2,321.96
Pierce, Cathy A.	697.62
Pinkham, Iona M. - Heirs of	1,101.87
Polizotta, Marc M. (JT)	1,342.82
Sheen, Edward H.	322.97
Sommelier Holdings, LLC	2.31
Thayer, Brenda J.	890.26

Thompson, Gary V. & Sue A.	319.95	
Toothaker, Lawrence W., Jr. (JT)	137.47	
True, Edward D.	122.93	
Varney, Timothy A. & Evelyn M.	761.15	
Vining, Kenneth E. Jr. (JT)	2,370.06	
Vining, Kenneth E. Jr. (JT)	728.81	
Waters, Bruce L., II (JT)	585.59	
Weiss, Lee	661.82	
Whitcomb, Marion E. - L/E	222.89	
Wright, Beverly E. - Heirs of	673.37	
Wright-Tomlins, Shelby E.	1,792.56	
Young, Douglas J. & Catherine T.	<u>1,347.89</u>	
		47,979.76
<u>2008-2009</u>		
Beedy, Kathi G.	135.84	
DJM LLC	574.35	
Dodge, George & Kate	362.91	
Johns, Adam A.	99.43	
Kelley, Cathy Ann	19.02	
Meister, Guy C.	<u>404.26</u>	
		1,595.81
<u>2007-2008</u>		
DJM LLC	<u>594.06</u>	
		<u>594.06</u>
		<u><u>50,169.63</u></u>

**TOWN OF WOOLWICH  
TAXES RECEIVABLE  
JUNE 30, 2011**

<u>Real Estate</u>		Cousins, Dawn L.	3.69
2010-2011		Crabtree, Gerald E., Jr.	570.85
Alexander-Farmer, Elizabeth (JT)	2,121.70	Creamer, Gary E.	320.95
Ambrose, Merle S., Jr. (JT)	639.45	Creamer, Gary E.	29.40
Ambrose, Merle Stanley, Jr. & Mary L.	319.11	Creamer, Joseph I.	1,021.09
Anderson, Harold J. - LE	3.96	Creamer, Joseph I. (JT)	418.95
Avery, Jason W. & Tiffany L.	1,958.78	Creamer, Joseph I. (JT)	1,601.61
Bailey, Christopher A. (JT)	2,329.95	Creamer, Joseph I., Jr. (JT)	1,404.23
Baker, Phillip F. & Marilyn L.	1,078.00	Crockett, Chelsea E.	405.48
Baker, Phillip F. & Marilyn L.	31.85	Crockett, Shane R.	1,168.65
Baker, Phillip F. & Marilyn L.	214.38	Crooker, Marion A. (TC) - 1.21% INT	2,174.37
Beedy, Kathi G.	1,274.00	Currahn, Timothy J. & Brenda L.	1,267.88
Belanger, Rosanne	667.63	Daggett, Daniel A. (TC)	6,175.23
Benson, Kurt C.	26.95	Daggett, Daniel A. (TC)	53.30
Benson, Kurt C. Heirs of	433.04	Davis, Dianne E.	439.77
Berry, Danny G., Sr. (JT)	609.44	Davis, Harold J.	730.10
Blersch, Trudi AB	286.04	Dodge, George	414.05
Bowen, Basil H. (TC)	384.65	Dodge, Tristram B.	1,068.09
Bowen, Basil H., Jr.	2,548.00	Dunning, Michael (JT)	686.00
Bowman, Robert L. (JT)	421.31	Dutton, Barbara L. (T/C)	145.78
Boynton, Charlotte A.	1,237.34	Easler, Gary	526.75
Brandi, Rebecca J. (f/n/a)*	706.42	Edgerton, Terrell, Jr.	2,555.35
Brewer, Kathleen (f/k/a)*	1,127.00	Edwards, Lawrence Jr.	1,842.40
Bridgham, Patricia PR	174.56	Eger, Robert C., Jr.	1,351.18
Brown, Diane A.	5.33	Emerson, Angela M.	284.20
Brown, Richard (JT)	834.65	Faulkingham, Donald L. (JT)	344.22
C2SB LLC	210.78	Fifield, Misty D. (JT)	303.80
C2SB LLC	228.83	Flaherty, Nancy H.	371.14
C2SB LLC	208.84	Flemmings, Marietta	1,609.65
C2SB LLC	207.55	Fox, Monte J.	1,092.70
C2SB LLC	212.06	Francis, Arolynn (80% TC)	214.13
C2SB LLC	217.86	Gagnon, Louine R.	1,036.35
C2SB LLC	235.26	Gallant, Edward H.	2,609.25
C2SB LLC	210.78	Gardiner, Margaret A.	543.90
C2SB LLC	67.03	Geaghan, Terrance H.	10,922.10
Caton, Dianne R.	694.58	Geroux, Herbert	1,349.95
Chadwick, Brian P. (JT)	708.05	Given, Glifton H. II	961.67
Chubbuck, Shannan M. (f/n/a)	656.60	Gotlibson, Roger L. & Joan M.	1,187.64
Coffin, Russell Aidan (JT)	336.71	Greenlaw, George W.*	2,808.25
Colby, Daniel & Julie	1,080.45	Greenlaw, William (JT)	1,258.65
Coleman, Mary A. Heirs Of	176.40	Grindle, Anthony C.	3,202.15
Cousins, Dawn L.	3.25	Grover, Verlie V. (JT)	464.89
Cousins, Dawn L.	9.02	GTP Acquisition Partners, II, LLC	3,166.63
Cousins, Dawn L.	10.32	Hagerthy, Michelle D.	813.40

Hall, Ralph M. (JT)	440.90	Moore, Larry R.	2.72
Hamel, Keith D. (JT)	474.08	Moore, Larry R.	10.88
Hanna, Irving L. & Marilyn E.	826.88	Morton, Bonnie L.	546.35
Harrington, Lynn M.	1,455.30	Mosier, Dennis F. & Vicki L.	1,533.70
Harvard, Paula M.	1,148.44	Mosier, Tony	714.18
Hathorn Woods, LLC	40.43	Mott, Joann M.	265.21
Hathorne, Barry R.	393.22	Munsey, Donald C. (JT)	1,389.76
Hawes, Rosie Belle*	301.35	Murphy, Keith E.	1,886.38
Hay, Harriet M.	750.93	Murphy, Maureen	1,239.70
Hay, Harriet M.	4,092.73	Murphy, Randall D.	1,004.50
Hennin, Patrice M.	659.05	Murray, Crystal E.	3,583.13
Hennin, Patrice M.	5,574.36	Nall, Jo Caroline	3.77
Hill, Edward L.	3,765.65	Neale, Joseph E. & Virginia A.	1,482.25
Hill, Edward L.	34.30	Oliver, Ruth A.	407.49
Hills, Rosa E.	2,779.53	Osmond, James & Elaina	411.35
Holbrook, John W.	2,198.88	Passano, Peter M.	1,185.19
Jackson, Patrick Tracy, III	4.48	Phillips, Davis S. (JT)	1,520.23
Jameson, Randal C.	436.38	Pierce, Cathy A.	739.90
Jameson, Randal C. & Theresa A.	1,261.39	Pinkham, Alan W. PR	390.35
Jewell, David E. (JT)	1,481.64	Pinkham, John F. Jr.	815.85
Johns, Adam A.	454.48	Pinkham, Michael D., Sr PR	1,311.98
Johnston, Christopher J. (JT)	1,852.20	Polizotta, Marc M. (JT)	1,556.98
Johnston, Peter M. & Christine M.	1,258.08	Purington, Leo T.	18.38
Jones, Aaron M. III PR	2,492.88	Purington, Leo T.	166.60
Jones, Frances G. L/E	902.83	Purington, Leo T.	164.15
Jones, Kevin M.	1,368.32	Purington, Leo T.	164.15
Kaplan, Charlotte W.	2,245.43	Purington, Leo T.	164.15
Kelley, Cathy Ann	558.60	Purington, Leo T.	161.70
Kenney, Joan E.	327.82	Purington, Leo T.	169.05
Kepler, David D.	1,465.71	Purington, Leo T.	182.53
Kruk, Louise G.	383.04	Purington, Leo T.	172.73
Lamson, Nathalie R.	1,510.43	Purington, Leo T.	169.05
Larkin, Paul T. (JT)	884.45	Purington, Leo T.	166.60
Lavallee, Kenneth F.	23.27	Purington, Leo T.	164.15
Lewis, Betty L. Heirs of	534.10	Purington, Leo T.	204.58
Libby, Valerie Lynn	897.86	Purington, Leo T.	233.98
Logan-Smith, Linda L. -		Purington, Leo T.	242.55
TTEE (50% TC)	285.42	Reed, Abigail Day	955.50
Longley, William C., Jr. (JT)	695.80	Rice, Jonathan R.	193.55
Lora, Andres G.	607.76	Rice, Matthew J. (JT)	3,189.90
Loyd, John F., Jr. - TTEE	2,896.51	Rice, Wilford E. & Sherry M.	586.16
Lush, Eric	323.52	Richard, Matthew A. (JT)	3.39
MacMahan, Irene - Trustee	1,191.41	Ricker, Darryl (JT)	588.89
Madden, Thomas PR	576.97	Robson, Raymond E. Jr.	524.91
McCobb/Mosher/Simpson & Lenzycki	71.79	Robson, Raymond E. Jr.	160.47
Meister, Guy C.	425.08	Robson, Raymond E. Jr.	319.72
Melvin, Edwin R. & Renee Y. Bell	468.99	Robson, Raymond E. Jr.	1,010.62
Merrill, David M.	802.99	Robson, Raymond E. Jr.	192.32
Mesplay, Todd Lee	2,033.50	Robson, Raymond E. Jr.	1,111.69
Mitchell, James M. (JT)	2,231.95	Rose, Nancy L. - L/E	695.80



Rowe, Sarah E. (JT)	3.63	<u>Personal Property</u>	
Saunders, Linda D. (JT)	923.04	<u>2010-2011</u>	
Schutt, Eric D. (JT)	1.25	Ambrose Auto Repair	9.19
Seaman, Paul M.	341.77	Creamer & Sons	30.63
Seaman, Paul M. & Christa M.		David Jewell & Willow Schwarz (TC)	44.10
(JT-50%) TC	469.79	Galuza, Gerald & Beverly Ann	47.78
Sharon, Paul A.	2,191.52	Holbrook, Evan	15.31
Shaunesey, Phillip E. (JT)	1,098.83	Hughes Network Systems, LLC	3.04
Sheen, Edward H.	487.55	Mikel's Wool	4.90
Siegel, Gregory J. & Deborah J.	903.06	Niel Hathorn	15.93
Sommelier Holdings, LLC	487.55	Northern Leasing Systems, Inc.	6.13
Soule, Daniel W.	581.87	Robson, Raymond E., Jr.	208.23
Stonecrest Income & Opportunity		Saltbox Pottery	15.93
Fund I, LLC	742.35	Storytime Too	4.90
Sulzer, Andrea M.	713.88	TRM ATM Corporation	20.83
Sykes, Susan - Trustee	1,013.02	Vining, Kenneth & Lori	24.50
Thayer, Brenda J.	1,041.25	Xerox Corporation	33.08
Thompson, Gary V. & Sue A.	708.05		<u>484.48</u>
Toothaker, Lawrence W., Jr. (JT)	622.30		<u>215,497.36</u>
True, Edward D.	918.75		
Varney, Timothy A. & Evelyn M.	807.28		
Verrill, Mark	1,150.89		
Vining, Kenneth E., Jr. (JT)	2,337.30		
Vining, Kenneth E., Jr. (JT)	772.98		
Voorhees, Ann E.	1,539.83		
Voorhees, Anne E.	2174.38		
Walsh, Susanna E.	526.75		
Waters, Bruce L., II (JT)	621.08		
Watson, Walker B., Jr.	669.46		
Weiss, Lee	701.93		
Whitcomb, Marion E.	78.63		
Whitcomb, Marion E. - L/E	603.93		
Wilson, Cyrus R. (JT)	631.78		
Woodman, Brian	458.15		
Woodman, Kathy	433.65		
Woolwich Real Estate LLC	4,344.46		
Wright, Beverly E. - Heirs of	714.18		
Wright, Patrick A. (JT)	1240.93		
Wright-Tomlins, Shelby E.	1901.2		
York, Duane K. (JT)	77.39		
Young, Douglas J. & Catherine T.	1,429.58		
Zwaan, Heidi (70% INT) T/C	749.70		
	<u>215,012.88</u>		



Schedule A-11

**TOWN OF WOOLWICH**  
**SUPPLEMENTAL TAXES AND ABATEMENTS**  
**JUNE 30, 2011**

SUPPLEMENTAL TAXES

NONE

ABATEMENTS

2001-2002

ECO Analyst	1.76	
Mid Maine Moving & Storage	<u>115.92</u>	
		117.68

2002-2003

ECO Analyst	618.99	
Mid Maine Moving & Storage	<u>105.75</u>	
		724.74

2003-2004

ECO Analyst		707.60
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2004-2005

David J. Brodear	813.12	
Paul & Elizabeth Cooleen	367.92	
Putnam Investments	43.68	
Robert Sullivan	<u>53.76</u>	
		1,278.48

2005-2006

Paul & Elizabeth Cooleen	228.74	
David J. Brodear	171.81	
Joseph Brodear & David Brodear	184.72	
David J. Brodear	501.98	
TRM Copy Center	<u>0.31</u>	
		1,087.56

2006-2007

Joseph Brodear & David Brodear	452.35	
David Brodear	180.94	
David Brodear	528.65	
NMHG Financial Services, Inc.	89.38	
TRM Copy Center	<u>16.35</u>	
		1,267.67

2007-2008

Joseph Brodear & David Brodear	500.08
Rent-Way, Inc.	43.38
M&A Supply LLC	<u>98.81</u>

642.27

ABATEMENTS2008-2009

Joseph Brodear & David Brodear	114.87
M&A Supply LLC	<u>87.38</u>

202.25

2009-2010

Dorothy Schmidt	210.21
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2010-2011

Carl J. Anaton	1,470.00
Doughty, Donald & Tammy	572.08
Evans, Megan & Kent, Peter	1,047.38
Gross, Michael & Baird, Ruth	1,561.88
Lavoie, Jason & Kristen	940.80
Reed, John & Nannette	463.05
Rodrigue, Jeremy L.	<u>992.25</u>

7,047.4413,285.90

Schedule A-12

**TOWN OF WOOLWICH  
CEMETERY TRUST FUNDS  
JUNE 30, 2011**

TIME DEPOSITS:

First Federal Savings:		
Fire Protection Fund	207.92	
Roxanne Stephens	393.62	
Francis Gilmore	1,771.79	
Tanner Square Memorial Fund	<u>504.67</u>	
		2,878.00
Bath Savings Institution:		
Murphy's Corner Cemetery Association	9,156.80	
Thwings Point Cemetery	<u>553.94</u>	
		<u>9,710.74</u>
Fund Balance, June 30, 2011 (Exhibit H)		<u><u>12,588.74</u></u>

	PRINCIPAL	UNEXPENDED INCOME
CEMETERY PERPETUAL CARE FUNDS:		
Fire Protection Fund	27.02	180.90
Roxanne Stephens	50.00	343.62
Frances Gilmore	500.00	1,271.79
Tanner Square Memorial Fund	124.66	380.01
Murphy's Corner Cemetery Association	8,730.00	426.80
Thwings Point Cemetery	<u>500.00</u>	<u>53.94</u>
	<u><u>9,931.68</u></u>	<u><u>2,657.06</u></u>

**TOWN OF WOOLWICH  
CAPITAL RESERVE FUNDS  
JUNE 30, 2011**

Schedule A-13

**BUILDING RESERVE:**

Balance, July 1, 2010	242,308.98	
Add: Interest	463.46	
Less: Transfer to General Fund	<u>(93,612.95)</u>	
Balance, June 30, 2011		149,159.49

**FIRE TRUCK RESERVE:**

Balance, July 1, 2010	82,814.43	
Add: Interest	84.26	
Less: Transfer to General Fund	<u>(20,770.39)</u>	
Balance, June 30, 2011		62,128.30

**OLD TOWN HOUSE RESERVE:**

Balance, July 1, 2010	4,906.69	
Add: Interest	<u>14.76</u>	
Balance, June 30, 2011		4,921.45

**SEPTIC RESERVE:**

Balance, July 1, 2010	14,377.14	
Add: Interest	<u>53.08</u>	
Balance, June 30, 2011		14,430.22

**GENERATOR RESERVE:**

Balance, July 1, 2010	8,227.66	
Add: Appropriation	800.00	
Interest Income	<u>22.62</u>	
Balance, June 30, 2011		9,050.28

**COMPUTER RESERVE:**

Balance, July 1, 2010	1,965.95	
Add: Interest	<u>16.87</u>	
Balance, June 30, 2011		<u>1,982.82</u>
Total		<u><u>241,672.56</u></u>

# Snowplowing Contracts

CONTRACT	FY10/11 Amount	FY11/12 Amount	FY12/13 Amount	FY13/14 Amount	FY14/15 Amount	5 Year Total
Contract A (Shaw)	82,456.00	84,930.00	87,478.00	90,102.00	92,805.00	437,771.00
Contract B (Shaw)	74,854.00	77,100.00	79,413.00	81,795.00	84,249.00	397,411.00
Contract C (Jewell)	88,486.00	91,141.00	93,875.00	96,691.00	99,592.00	469,785.00
Contract D-1 (Quonset)	15,500.00	15,965.00	16,444.00	16,937.00	17,445.00	82,291.00
Contract D-2 (Shaw)	98,500.00	101,455.00	104,499.00	107,634.00	110,863.00	522,951.00
Contract E (Quonset)	7,325.00	7,533.00	7,747.00	7,967.00	8,194.00	38,766.00
TOTAL	367,121.00	378,124.00	389,456.00	401,126.00	413,148.00	
Approved at Town Meeting	368,721.00					

## **Town Administrator and Treasurer**

### **Nature of Work:**

This is responsible and varied professional work as the Chief Administrator Officer in assisting the Board of Selectmen in managing Town affairs in accordance with Municipal Ordinances and the laws of the State of Maine and of the United States.

The Administrator is charged with executing the policies and procedures put forth by the Board of Selectmen and the Town Meeting. The Administrator is responsible for the annual consolidation of a proposed budget (in conjunction with the Selectmen) and the administration of the budget once adopted. The Administrator is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees.

The Administrator is charged with the responsibility of advising the Board and general public on the current status of all affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Administrator is responsible for the maintenance of sound positive public relations between the Town and its citizens; between the Town and other governmental agencies and between the various boards and commissions that make up the Town Government. The Administrator will attend Board meetings and/or Commission meetings as deemed necessary.

The Administrator performs such other duties as may be directed by the Board of Selectmen.

### **Essential Duties and Responsibilities:**

Examples of work:

- Carries out the directives of the Board of Selectmen; prepares reports and written recommendations as part of these activities.

- Attends meetings of the Board of Selectmen, preparing agenda and providing supporting documents and information pertinent to agenda items as needed.

- Recording and publishing the meeting minutes.

- Serves as the liaison between the Board of Selectmen and personnel and directs the Town's staff.

- Monitors the budget and all financial affairs of the Town; works closely with Selectmen and Department Heads to develop a comprehensive budget and work program.



Administers the yearly operating budget and capital improvements budgets, submitting regular reports to the Board on the status of the Town's budget.

Responsible for implementing all Board of Selectmen's policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Board policy mandates.

Serves as the approval agent for Town purchasing.

Performs all functions of the General Assistance Administrator.

Performs all functions of the Town Treasurer's Office including the maintenance of all Town financial accounts; preparation of Town Warrants for payment of bills and payroll; maintaining liaisons with the school department, fire department, banks, auditors and the general public; preparation of monthly reports of the Town's financial status. Work will be performed in accordance with applicable laws and generally accepted accounting procedures; filing of IRS, Social Security and Unemployment reports.

Attends meetings and conventions on behalf of the Town with prior notice to the Selectboard.

Serves as liaison between the Board of Selectmen and various public and private agencies and businesses and the citizens of the Town. Is Ex-officio member of the Recreation Committee.

Performs the duties of the Tax Collector/ Town Clerk in his / her absence as per the job description.

Represents the Town to a variety of outside organizations.

### **Requirements of Work**

Knowledge of municipal management, municipal government, programs, community problems, and decision-making processes.

Knowledge of municipal financial management and accounting procedures, budgeting and investments.

Knowledge of the statutory Treasurer's responsibilities as practiced in the State of Maine.

Knowledge of application process for state and federal grant programs.

Knowledge of state and federal programs and decision-making processes.

Knowledge of the principles of personnel administration.

Working knowledge of purchasing principles and practices, including the bid process.

Knowledge of the principles, policies, laws and regulations of municipal accounting, including payroll.

Knowledge of methods of receiving, depositing and disbursing large amounts of money.

Ability to exercise judgement and initiative in analyzing and evaluating accounting problems, and in making recommendations to improve financial management procedures.

Working knowledge of computer systems, word processing , data entry and municipal accounting software.

Ability to communicate effectively orally and in writing, including research capability and reporting ability.

Ability to maintain positive relations with town personnel and to direct, supervise and motivate staff.

Ability to organize and use time effectively and to be creative and analytical.

Ability to listen and to accept criticism; must possess conflict resolution skills and public relation skills.

### **Training and Experience Required**

Considerable experience in a responsible position of a managerial nature, preferably in local government. A background in financial management and accounting, budget preparation and accounting, personnel management, administrator/organizational development, human relations skills. A degree in public administration or related field or any equivalent combination of experience and training.

Approved by the Board of Selectmen on March 26, 2007

## **Deputy Tax Collector/ Deputy Treasurer/ Deputy Clerk**

### **Nature of Work**

The Deputy Tax Collector/Deputy Treasurer/Deputy Clerk is responsible for varied clerical and administrative tasks in the office. These tasks shall include: maintenance of the Board of Selectmen's filing system; response or routing of routine requests for information by person, telephone, or mail; typing of reports and letters either personally generated or from rough draft; other related work as required.

### **Examples of Work**

- Issuing hunting and fishing licenses, dog licenses, and copies of vital statistics records
- Assisting with the preparation of Elections
- Assisting with automobile registration, trailer and boat registration, ATV & snowmobile registrations; collection of personal property and real estate taxes; excise tax collecting and other related duties

- Maintaining the list of taxes received
- Assisting with requests for general information about the Town's property records
- Performs the duties of the Tax Collector, treasurer and Clerk when necessary as per their job descriptions.
- Performs related work as may be required

**Requirements of Work**

1. Knowledge of modern office procedures, practices and equipment.
2. Ability to learn assessing procedures in order to respond or route inquiries about valuations or tax bills.
3. Computer experience, specifically with data base software and word processing.
4. Ability to establish and maintain effective working relationships with Town Officials and Committees, other employees and the general public.
5. Understanding the basic billing and collection procedures.

**Desirable Experience and Training**

1. Prior experience involving clerical work and public contact.
2. Graduation from high school or equivalent, including or supplemented by courses in business procedures.

Approved by the Board of Selectmen: March 26, 2007

## **Town Clerk/Tax Collector**

**Nature of Work**

This is responsible administrative and financial work in the collection of various taxes, and in the execution of legal responsibilities of the position of Town Clerk.

Employee of this class is responsible for the collection of various taxes and fees, the issuance of numerous permits and licenses. Work involves the supervision of clerical staff engaged in collection and administrative activities and the preparation of regular reports to the Town and various state agencies. Work is performed with considerable independence.

**Essential Duties & Responsibilities**

Examples of Work (Illustrative Only):

-Performs all functions of the Town Clerk's Office including the preparation of all Town Warrants and Ballots; Supervisor and Warden of all State and Municipal Elections; registrar of Voters. Plans and supervises the conduct of all elections, instructs election officials on election laws and

procedures. Supervises the processing of all election ballots and reports results to the Secretary of State.

- Issues Dog Licenses and makes monthly reports to the Maine Department of Agriculture Animal Welfare Program. Maintains records of registered and unregistered dogs in Town.

- Issues Hunting and Fishing Licenses; Boat, ATV and Snowmobile Registrations and submits monthly reports to the Maine Department of Inland Fisheries and Wildlife.

- Maintains records of town meetings and other official documents and attends meetings recording and publishing the meetings' minutes as necessary.

- Supervise the issuance of, or issue, various licenses such as marriage; certified copies of Birth certificates, death certificates and records all vital statistics, such as births, deaths, and burial permits and marriages; and produces monthly reports to the State of Maine of these records.

- Validate official documents. Administer Oaths of Office as necessary.

- Assists in the issuance of, or issues, various Town licenses and maintains all related records; prepares and sends renewal applications for same.

- Reviews and approves all received bills and payroll.

- Receives and records payments of property taxes and excise taxes, and prepares collected monies for deposit. Prepares and records tax liens. Provides information requested on property and excise taxes. Maintains detailed records related to property ownership and the ownership of automobiles, trucks and boats.

- This individual will be responsible for E-911; measuring and assigning physical address numbers, street names, etc. Maintaining such records and reporting changes to the State and Verizon offices.

- Performs the duties of Administrator/Treasurer in his/her absence as per the job description.

- Performs related work as may be required.

### **Requirements of Work**

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of town and city clerks.

Thorough knowledge of modern office procedures, practices and equipment.

Thorough knowledge of the provisions of the Town Charter, Town ordinances and State regulations relating to the operation of the office and Town government and ability to communicate same to office staff and the public.

Ability to organize, assign and review work of subordinates.

Ability to establish and maintain effective working relationships with other Town Officials, employees and the general public.

Proficiency in the use of general office equipment (telephone, adding machines, calculators, typewriters, photocopiers, computer system, printers, etc.)

Ability to maintain records and prepare reports.

Ability to understand and follow the laws and regulations governing the activity of a municipal tax collector.

### **Training and Experience Required**

Graduation from an accredited high school supplemented by advanced courses in accounting or bookkeeping plus experience in the collection of various monies; or any equivalent combination of experience and training.

Approved by the Board of Selectmen on March 26, 2007.

## **Codes Enforcement Officer**

### **Nature of Work**

This is responsible administrative and technical work in carrying out the building and plumbing inspections and in securing compliance with code and zoning regulations. This position is responsible for issuing building and plumbing permits; conducting building, housing and plumbing inspections; enforcing certain state and municipal zoning ordinances; maintaining liaison with appropriate state and local agencies; and maintaining department records and reports. Work is performed under the general supervision of the Selectmen with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved.

### **Examples of Work**

- Inspects buildings which are under construction for compliance with building or zoning requirements as prescribed by the municipal ordinances.

- Provides code information as requested by banks, lawyers, Realtors, developers, and to individuals.

- Reviews building and plumbing plans for compliance before issuing permits.

- Investigates complaints of possible code violations, including building, plumbing and zoning; initiating appropriate action to ensure compliance as necessary.

- Interviews applicants and reviews applications for building and plumbing permits; calculates fees and issues same.
- Makes inspections of permitted projects and issues Certificates of Occupancy when appropriate.
- Attends Board of Selectmen, Planning Board, and Board of Appeals meetings as necessary.
- Prosecutes zoning violators in court under Rule 80(K).
- Prepares and maintains records and reports.
- Performs related work as required.
- Considerable knowledge of approved methods and materials used in building construction of plumbing repair and installations.
- Considerable knowledge of local, state and federal enactment governing plumbing construction, use and occupancy and ability to interpret same.
- Considerable knowledge of State and Town zoning ordinance provisions and ability to interpret same.
- Must possess a valid motor vehicle operator's license.
- Must possess the required State certifications under 30-A MRSA §4201-4202, and 30-A MRSA §4451.
- Possess any other appropriate inspection licenses for direct inspections work performed.

## **Municipal Shellfish Warden**

### **Nature of Work**

The Municipal Shellfish Warden is responsible for performing routine and complex public law enforcement work in the application of the Shellfish Conservation Ordinance. Performance is under the general supervision of the Board of Selectmen, with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved.

The Municipal Shellfish Warden will be subject to an annual performance review conducted by the Board of Selectmen and the Shellfish Committee.

### **Examples of Work**

- Patrols all Town shellfish and clam flats to ensure the lawful harvesting and collection of shellfish.
- Posts closure and pollution signs on the clam flats when required as well as posting a sign on the Town Office bulletin board.
- Checks the licenses of shellfish harvesters while on patrol.

- Inspects shellfish harvests to ensure compliance with minimum size requirements.

- Prepares regular reports on the activities and results of patrols as required by and submitted to the Shellfish Committee and Board of Selectmen.

- Meets with the Shellfish Committee as requested.

- Obtains approval from the Shellfish Committee for all expenditures of more than \$100.00 prior to making purchases.

- Notifies the Board of Selectmen when unable to perform assigned duties or when out of Town for more than one week.

- Issues summonses for violation of the Shellfish Conservation Ordinance.

- The Warden has the power to arrest all violators.

- Performs related work as directed by the Selectmen.

### **Requirements of Work**

1. Knowledge of the Shellfish Conservation Ordinance and the practices and theory of conservation activities.

2. Knowledge of modern principles and practices of Law Enforcement.

3. Shall attend annual training as required for state certification as a Municipal Shellfish Warden.

4. Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.

5. Ability to analyze situations quickly and objectively and to determine the proper course of action.

6. Ability to remember names, faces and details of incidents often under stressful conditions.

7. Ability to understand and carry out oral and written instructions.

8. Ability to communicate both orally and through written reports.

9. Ability to operate a motor vehicle.

### **Desirable Training and Experience**

High School graduation, plus experience in law enforcement; or any equivalent combination of training and experience. Will be expected to attend and complete 100-hour Criminal Justice Academy training if not already a graduate.

### **Personal Protection**

The Municipal Shellfish Warden may carry chemical defense spray and a firearm while on patrol in the Town of Woolwich.

**Special Requirements**

Must possess a valid motor vehicle operator's license.

Must possess and maintain an adequate vehicle to be used for patrols.

**Physical Demands**

1. The employee is occasionally required to climb, or balance, stoop, kneel, crouch, or crawl.

2. The employee must be able to lift and/or move more than 50 pounds.

3. While performing the duties of this job, the employee normally works in outside weather conditions. The employee may be confronted by belligerent persons in precarious places and may be exposed to cold, hot, wet and/or humid conditions.

**Work Environment**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

3. The job description does not constitute an employment agreement between the Town of Woolwich and the employee and is subject to change by the Town of Woolwich as the needs of the town and requirements of the job change.

Approved by the Board of Selectmen on September 24, 2000

Revised by the Board of Selectmen on March 12, 2001

## **Animal Control Officer**

**Nature of Work**

The Animal Control Officer (ACO) is responsible for performing routine and complex public safety work in the enforcement of animal control laws, rules, regulations and ordinances. Performance is under the general supervision of the Board of Selectmen, with considerable independent judgment and discretion in accordance with applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved.

**Examples of Work**

- Responds and investigates complaints concerning animal problems or violations and ensures that the laws established in 7 MRSA Chapters 719,



720, 721, 725, 729, 739, & 741 and municipal ordinances are enforced. Problems and violations would include but are not limited to uncontrolled animals, damage done by animals, cruelty to animals and animals that are sick, injured, or abandoned.

- Insures dogs six months or older are currently licensed with the municipality.

- Inspects kennels in accordance to “Maine’s Rules Setting Minimum Standards for: Pet Shops, Shelters, Kennels and Boarding Kennels”.

- Responds to reports of an animal suspected of having rabies and ensures that the procedures established in 22 MRSA § 1313-A and “Rules Governing Rabies Management” are carried out.

- Issues warnings or summons regarding animal control cases as required by state laws, rules and regulations and municipal ordinances.

- Appears in court to testify regarding animal cases.

- Prepares monthly and annual reports of activities. Compiles a variety of data regarding animal control.

- Removes dead animals from roads.

- Works closely with the media, public interest groups, schools and businesses to promote public awareness of state laws, rules and regulations and municipal ordinances regarding rabies, animal control, and humane treatment of animals.

- Works using own judgment in deciding course of action, expected to handle difficult and emergency situations and requesting assistance when necessary.

- Qualified to use a weapon for dispatching animals in accordance with state rules and regulations and municipal ordinances.

- Maintains normal availability by radio, pager or telephone for consultation or emergencies.

- Transports stray animals to the contracted animal shelter.

### **Requirements of Work**

1. High school diploma or GED equivalent.

2. Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques.

3. Some skill in operating the tools and equipment listed below.

4. Ability to learn the applicable state laws, rules and regulations, and municipal ordinances.

5. Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

6. Ability to exercise sound judgment in evaluating situations and in making decisions.
7. Ability to follow verbal and written instructions.
8. Ability to learn the municipality's geography.

**Special Requirements**

1. Must possess, or be able to obtain at time of hire, a valid State Driver's License.
2. Must be a certified animal control officer by the Maine Department of Agriculture within six months of appointment.

**Tools and Equipment Used**

Animal capture equipment, police radio, pager, and first aid equipment.

**Physical Demands**

1. The employee is occasionally required to climb, or balance, stoop, kneel, crouch, or crawl.
2. The employee must be able to lift and/or move more than 50 pounds.
3. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may work with dangerous, sick, and injured animals, in high, precarious places, and may be exposed to cold, hot, wet and/or humid conditions.

**Work Environment**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. The job description does not constitute an employment agreement between the Town of Woolwich and the employee and is subject to change by the Town of Woolwich as the needs of the town and requirements of the job change.

## **Fire Chief**

### **Nature of Work**

This position is responsible for administrative tasks and supervision of fire fighting and fire prevention activities of the Woolwich Fire Department.

The Fire Chief has direct responsibility for the efficient operation of the Fire Department. Efficient operation is meant to include implementing a training program and maintaining training records that meet the State of Maine's Minimum Safety Standards (Title 26, Chapter 28). Work involves the supervision of maintenance of all department equipment, the prevention and extinguishment of fire, the protection of life and property, and the removal of fire hazards within the Town.

The Fire Chief is the superior officer within the department and has the authority to assume command at fire scenes. The Fire Chief's work is reviewed through discussions of problems and policies under the supervision of the Board of Selectmen.

### **Fire Chief's Duties**

1. Directs and supervises maintenance, repair, improvement and replacement of fire fighting equipment and fire fighters' gear.
2. Implements a training program which meets the State of Maine's Minimum Safety Standards. Supervises the training schedule to ensure the training of personnel in fire fighting methods and use of equipment that meet that standard.
3. Directs and controls all volunteer fire fighters in the performance of fire fighting operations within the municipality.
4. Prepares and administers the department budget. The Fire Chief shall submit a departmental budget to the Administrative Assistant not later than February 1st each year.
5. Prepares and submits to the Board of Selectmen a biweekly report regarding the operation of the department as well as a summary of fire and/or rescue incidents.
6. Supervises the administrative details of the department, including requisition of materials, supplies, and equipment and maintains adequate records and reports for same.
7. Prepares for the auditor and the insurance carrier an annual inventory of fire fighting equipment and fire fighting gear which is submitted to the Administrative Assistant.
8. Responsible for the development and implementation of an annual fire prevention program and activities in the local school.

9. Provide maintenance for all fire equipment owned by the municipality and used by the fire department.

10. Prepares and administers written Standard Operating Procedures and Policies for the department that meet the Bureau of Labor's minimum standards.

11. Suppress disorder and tumult at the scene of a fire and generally direct all operations to prevent further destruction and damage.

12. Performs related work as required by the Board of Selectmen as pertains to state law.

### **Fire Warden's Duties**

Historically the Fire Chief has also acted as the Fire Warden. For as long as that pattern continues the job description shall define the Fire Warden's duties as follows:

Directs and performs fire prevention activities such as issuance of fire permits, and fire investigations in cooperation with State and local authorities. (Pursuant to Maine State Law the Fire Chief shall not issue burn permits for the burning of household trash given the Town of Woolwich has a curbside removal contractor.)

### **Requirements**

Extensive knowledge and experience in fire fighting equipment, methods and techniques, hydraulics, and fire prevention methods.

1. Thorough knowledge of the rules and regulations of the department and fire prevention codes and ordinances.

2. Thorough knowledge of the street system and geography of the Town.

3. Thorough knowledge of the water supply and hydrant system of the Town.

4. Ability to effectively direct, with good judgment, the operations and activities of personnel and equipment under emergency conditions.

5. Ability to effectively work with, and maintain good working relationships with other municipal officials, State and Federal authorities and the general public.

### **Experience and Training**

Progressively responsible fire fighting experience, including supervisory and administrative responsibilities; high school graduation supplemented by specialized instruction in fire prevention and fire fighting; or any equivalent combination of experience and training.

### **Necessary Special Requirement**

Must possess valid appropriate State of Maine motor vehicle operator's license.

## **EMS Director Duties/Job Description**

We, the Board of Selectmen, for the Town of Woolwich set the following as the Woolwich EMS Director's duties and Operational Structure.

1. The EMS Director shall be appointed by the Board of Selectmen.
2. The Director works for and reports to the Board of Selectmen.
3. The Director will appoint an assistant.
  - a) That Assistant shall serve at the will and pleasure of the Director
  - b) The Assistant Director will perform all duties assigned by the Director
  - c) The Assistant Director shall have all the same duties and authority as the Director if the Director is unavailable and may not be contacted in a reasonable time.
4. The Director may also appoint other officers as is deemed necessary for the safe, efficient and legal operation of the Woolwich First Responders.
  - a) The other officers shall serve at the will and pleasure of the Director
  - b) The other officers will perform all duties assigned by the Director
5. The Director will be responsible for the day to day operations, training, budgeting and purchasing.
  - a) He/She shall have the authority to hire and fire employees as the need dictates.
  - b) He/She will maintain a Woolwich First Responders SOG.
6. The Director shall work closely with and coordinate with the Woolwich Fire Department Chief for the joint use of the Fire Station.
7. The Director shall meet with the Transporting Ambulance Contractor at least quarterly however, it is recommended and encouraged that the Director communicate with the Contractor weekly or whenever a need arises.

DAVID KING  
DALE CHADBOURNE  
TODD McPHEE  
PHIL SKILLIN  
RITA STURTEVANT

Approved by the Woolwich Board of Selectmen on April 25, 2005

## Overview of Agencies Requesting Donations

**American Red Cross** – In the last fiscal year, provided emergency relief, food, clothing, shelter, medications and mental health support to 68 individuals in Woolwich; provided emergency communications between 151 service men and women and their families.

**Bath Area Seniors Activity Center** – Provided blood pressure clinics, line dancing, exercise classes, games, luncheon, day and overnight trips, fundraisers, bean suppers, income tax preparation & AARP defensive driving class for senior citizens in the Bath Area. Currently 55 Woolwich residents are members but they serve all citizens 55 and older in the area.

**Big Brothers Big Sisters of Bath/Brunswick** – Non profit agency dedicated to providing mentors to children at risk in the area. They are currently serving five children from Woolwich.

**CHANS Home Health Care** – CHANS has merged with **Hospice Volunteers of Mid Coast Maine**. They provide nursing care, OT, PT and Speech therapy, medical social work and home care visits. They also hold flu clinics once or twice a year in the Town of Woolwich. They have served 100 residents with skilled home care visits and 8 residents with hospice visits in the last year.

**Coastal Trans, Inc** - Provide non-emergency transportation for low-income, disabled, elderly and the general population. They have served 18 residents in the last year.

**Family Crisis Services** – Provide emergency shelter for battered women and children, support groups, outreach services, transitional services for survivors and advocacy for the elderly and disabled. Total served from Woolwich is six.

**Jessie Albert Dental & Orthodontic Center** – Provide comprehensive dental care to low income children, adolescents and adults from birth to age

21. They also provide a full range of orthodontic services. Last year they served 92 patients from Woolwich.

**Midcoast Maine Community Action** – Provide a range of voluntary services including WIC, Head Start and Early Head Start, Families CAN child abuse and neglect prevention services, housing, emergency utility and heating assistance and child care referral resources. A total of 53 individuals and 21 families from Woolwich have been served.

**Oasis Health Network** – Provides health and dental care as well as prescription assistance for uninsured, low-income residents of the southern Midcoast Maine region. In the last year they have had 56 visits by Woolwich residents.

**Respite Care** – Non-profit, volunteer based adult day service program dedicated to providing supportive care to individuals and families facing the disabilities of aging. They have served 24 residents in the last year.

**Spectrum Generations** – Provide Meals on Wheels, CIS, SMP, money management, center activities, adult day break, family caregivers, Bridges in home care, personal emergency response systems, care management, reverse mortgage, and community case management. Total clients from Woolwich number 34 for the last fiscal year.

**Sweetser** – Provides quality treatment, support and hope to children, adults and families through a network of mental health, behavioral health and educational services. Offer 24/7 mobile crisis services as well as therapy, medication management and adult and child case management. Total Woolwich residents served is 194.

**Tedford Housing** – Provide emergency shelter and feed local people for up to 45 days. They help locate housing, jobs, access to counseling, medical help, employment training and alcohol treatment as well as other services. While no one from Woolwich stayed in their shelters in FY 2010, they do provide shelter for Woolwich residents.

**Woolwich Junior Athletics** – Non-profit, 100% volunteer run program that provides team sports, athletic clinics, competitive teams and fun physical activities for local youth. Total youth served is 203; all but six are from Woolwich.

## **Town Meeting Minutes May 4, 2011**

**SAGADAHOC, s.s.**

**To: Deborah Locke, a resident of the Town of Woolwich in the County of Sagadahoc and the State of Maine.**

### **GREETINGS:**

**In the name of the State of Maine, you are required to notify and warn the voters of the Town of Woolwich in the said County qualified by law to vote in town affairs to meet at the Nequasset Meeting House a/k/a Nequasset Church in said Town, on Wednesday, the 4th day of May A.D. 2011 at Six o'clock in the afternoon, then and there to act on Articles 1 through 40, all of said articles being set out, to wit:**

#### **Article 1**

**To elect a Moderator to preside at said meeting and to vote by written ballot.**

**Moved and seconded to nominate John D. Chapman as moderator. No other nominations. Declared nominations closed. John D. Chapman was elected 6-0 on a written ballot.**

**\*\*Prior to going any further with the warrant articles, the moderator invited David King to make a few announcements. David advised those present that we are normally a town with 5 Selectmen but tonight we were missing Rita Sturtevant. She has been unwell and is recovering at Bodwell Center and would appreciate cards, letters and flowers.**

### **Revenue**

**Article 2** To see if the Town will set the dates of October 1, 2011 and April 1, 2012 when taxes are due and payable and to see if the Town will fix the interest rate on unpaid taxes at 7% (seven percent) per annum and to set the dates that interest starts on unpaid taxes thirty (30) days after each due date.

**Moved and seconded to adopt Article 2. Adopted by voice vote.**

**Article 3** To see if the Town will vote to set an interest rate to be paid by the Town on taxes that have been paid, but are either abated or overpaid and refunded at 3% (three percent) for the 2010-2011 tax year.

**Moved and seconded to adopt Article 3. Adopted by voice vote.**



**Article 4** To see if the Town will vote to transfer all unexpended balances and overdrafts to Undesignated Fund Balance except those listed below to be carried forward. The Selectmen are authorized to expend funds out of these carry forward accounts for the purpose for which they were established or to allow them to lapse.

**List of Accounts to be carried forward**

Compensatory/Vacation Time	Woolwich EMS Donations Account
Employee Health Trust Account	Dry Hydrants Account
Contingent Account	Subdivision Accounts
Insurance Account	Roads and Bridges Account
Litigation Account	Computer System Account
Conservation Commission Account	Tar Account
Comprehensive Planning Account	Snow Removal Account
Planning Board Account	Town Roads Block Grant
Municipal Building Operations	Animal Control Account
Cable TV Account	Woolwich Emergency (WEMA) Acct
Office Operations	Fire Department Operations
Supplements and Abatements	Hydrant Rental
Emergency 911	Street Lights
Fire Department Gift Account	Septic System
Woolwich EMS Account	Solid Waste Account
Landfill Closure Account	General Assistance Account
Fish Way Account	EMS Rescue Billing Account
Right of Way Account	Nequasset Church Account
Cemeteries Account	Shellfish Account
Recreation Committee Account	Town Clock Account
Animal Shelter Account	Monument Committee Account
Municipal Buildings Reserve Account	Emergency Vehicle Reserve Account
Generator Reserve Account	Septic Reserve Account
250th Committee Account	Vital Records Book Repair Account
Air Pack Replacement Account	

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 4. Adopted by voice vote.**

**Article 5 a)** To see what sum the Town will vote to appropriate from the Undesignated Fund Balance Account to reduce the tax commitment.

Note: The Board of Selectmen recommends up to \$800,000.00.

2010 recommendation \$680,000.00

**Moved and seconded to adopt Art. 5a. Adopted by voice vote.**

**b)** To see if the Town will vote to authorize the tax collector or treasurer to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A §506.

**Moved and seconded to adopt Art 5b. Adopted by voice vote.**

c) To see if the Town will vote to appropriate up to \$20,000.00 from the Undesignated Fund Balance Account to pay for abatements and applicable interest granted during this fiscal year.

2010 appropriation up to \$20,000.00

**Moved and seconded to adopt Art. 5C. Adopted by voice vote.**

**Article 6** To see if the Town will vote to authorize the Board of Selectmen to apply for available grants, to receive said grants, and to expend the grant funds for the purposes stated in the grant and to see if the Town will vote to appropriate up to \$10,000.00 from the Undesignated Fund Balance Account as the Town's share of any approved grants.

**Moved and seconded to adopt Art. 6. Adopted by voice vote.**

**Article 7 a)** To see if the Town will vote to authorize the Selectmen to sell or dispose of various items that serve little or no purpose in the operation of the town.

**Moved and seconded to adopt Art. 7A. Adopted by voice vote**

b) To see if the Town will vote to authorize the Selectmen to accept donations and to authorize them to use the donations as they see fit or as the donor directs.

**Moved and seconded to adopt Art. 7B. Adopted by voice vote.**

c) To see if the Town will vote to transfer the balance left in the 250th Committee Account to the Nequasset Church Account for the procurement of a public address system.

*Note: Account balance is \$1,531.32*

**Moved and seconded to adopt Art. 7C. Adopted by voice vote.**

**Article 8** To select a fish commissioner for a five year term.

William Potter (2006-2011)

**William Potter will be fish commissioner for the next five years. Adopted by voice vote.**

**Article 9** To see what action the Town will take in regard to the alewives privileges at Nequasset and Back River Creek for the coming year.

**Moved and seconded to leave alewives privileges to the fish commission. Seconded. Adopted by voice vote.**

**Article 10** To see if the Town will vote to authorize the Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes, on such terms as they deem advisable, and to authorize them or the Treasurer to execute Quit Claim Deeds on same.

**Moved and seconded to adopt Article 10. Adopted by voice vote.**

**The following article must be voted by written ballot.**

**Article 11** To see if the Town will vote to increase the property tax levy limit of \$490,317.00 established for the Town of Woolwich by State law in the event that the municipal budget approved under the following articles will result in a tax commitment that is greater than that property tax levy limit.

*Note: This article is needed because the LD1 Tax Reform Legislation does not take into account the Town's use of Surplus to reduce taxes when processing the commitment of taxes and the appropriations approved during this Town Meeting will exceed the tax levy cap.*

**Article 11 passed 76 to 20.**

#### **Personnel & Town Officers**

**Article 12** To see if the Town will vote to raise and appropriate the sum of **\$22,913.28** for a Deputy Tax Collector/Deputy Treasurer/Deputy Clerk to work part time at the Town Office and to authorize the Selectmen to spend any amount up to \$22,913.28.

2010 appropriation \$22,464.00

**Moved and seconded to adopt Article 12. Adopted by voice vote.**

**Article 13** To see if the Town will vote to raise and appropriate the sum of **\$42,558.48** for the compensation of the Town Administrator/Town Treasurer and to authorize the Selectmen to spend any amount up to \$42,558.48.

2010 appropriation \$41,724.00

**Moved and seconded to adopt Article 13. Adopted by voice vote.**

**Article 14** To see if the Town will vote to raise and appropriate the sum of **\$36,336.48** for the compensation of the Tax Collector/Town Clerk and to authorize the Selectmen to spend any amount up to \$36,336.48.

2010 appropriation \$35,624.00

**Moved and seconded to adopt Article 14. Adopted by voice vote.**

**Article 15** To see if the Town will vote to raise and appropriate the sum of **\$9,500.00** for the Employee Health Account.

2010 appropriation \$8,600.00

**Moved and seconded to adopt Article 15. Adopted by voice vote.**

**Article 16** To see if the Town will vote to appropriate up to **\$9,500.00** from the Undesignated Fund Balance Account for unanticipated health benefit costs.

**Moved and seconded to adopt Article 16. Adopted by voice vote.**

**Article 17 a)** To see what sum of money the Town will vote to pay the Town Officers for the ensuing year:

	<u>2010</u>	<u>2011</u>
Selectman	\$3,000.00	\$3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Board Chairman	1,500.00	1,500.00
Board Vice Chairman	500.00	500.00
Ballot Clerks	2,000.00	2,000.00
Registrar of Voters	250.00	250.00
Moderator	200.00	200.00
Workers Compensation	6,200.00	7,000.00
Unemployment Compensation	1,000.00	1,000.00
Social Security	17,000.00	17,332.00
Part Time Staff	5,650.00	6,000.00
Comp/Vacation Time Reimb.	2,400.00	2,400.00
ICMA-Retirement Account	-0-	2,074.00
	<u>\$51,700.00</u>	<u>\$55,256.00</u>

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 17a. Adopted by voice vote.**

**b)** To see if the Town will vote to raise and appropriate the sum of **\$4,822.00** for the salary of and pay mileage to the Animal Control Officer (ACO) and to authorize the Selectmen to spend any amount up to \$4,822.00.

2010 appropriation \$4,728.00

**Moved and seconded to adopt Art. 17B. Adopted by voice vote.**

c) To see if the Town will vote to raise and appropriate the sum of **\$21,852.00** for the salary of the Codes Enforcement Officer, Building Inspector and Licensed Plumbing Inspector and to authorize the Selectboard to spend any amount up to \$21,852.00.

2010 appropriation \$21,424.00

**Moved and seconded to adopt Art. 17C. Adopted by voice vote.**

**Article 18** To see what sum, if any, the Town will vote to raise and appropriate for the Town Officers’ Account for the ensuing year.

**Recommended \$55,256.00**

2010 appropriation \$51,700.00

**Moved and seconded to adopt Article 18. Adopted by voice vote.**

**General Government**

**Article 19** To see if the Town will vote to raise and appropriate such sums of money as may be necessary for the following Town Accounts:

	Appropriated	
	2010	2011
General Assistance	\$5,000.00	\$5,000.00
Nequasset Church	-0-	-0-
Cemeteries	-0-	-0-
ACO Contingent	500.00	500.00
Codes Officer Contingent	1,500.00	1,500.00
Health Officer Contingent	500.00	500.00
Health Officer Salary	1,200.00	1,200.00
Fish Way, Up Keep/Repair	-0-	-0-
Animal Control & Care*	3,372.00	3,372.00
Planning Board	-0-	-0-
Conservation Commission	500.00	500.00
Agriculture Committee	-0-	-0-
Comprehensive Planning	-0-	-0-
Board of Appeals	100.00	100.00
Recreation Committee	-0-	-0-
Solid Waste Committee	2,500.00	2,500.00
Monument Committee	-0-	1,555.00
Contingent	9,000.00	9,000.00
	<b>\$24,172.00</b>	<b>\$25,727.00</b>

\* Animal Control & Care for care of the Town’s stray, homeless pets at Coastal Humane Society Kennel or a similar facility and for vet and medical cost associated with the care of these animals.

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 19. Adopted by voice vote.**

**Article 20** To see if the town will vote to raise and appropriate the sum of **\$36,076.00** for the Office Operations account. The approximate breakdown of the account is as follows:

	<u>2010</u>	<u>2011</u>
Town Reports	\$3,500.00	\$3,500.00
Telephone and fax machine monthly usage	2,500.00	2,500.00
Postage (twice/year tax bills, etc.	4,800.00	4,800.00
Office and computer supplies	3,800.00	3,800.00
Advertising	1,300.00	1,300.00
Printing (stationery, forms, etc.)	500.00	500.00
Computer support contract & software	7,829.00	7,800.00
Automated equipment maintenance	7,000.00	7,000.00
Training - seminars and manuals	1,500.00	1,000.00
Association dues	300.00	300.00
Election supplies and materials	1,200.00	1,200.00
Office operations contingent	1,200.00	1,200.00
Mailing machine	1,000.00	1,000.00
Accu-Vote System	175.00	176.00
	<u>\$36,604.00</u>	<u>\$36,076.00</u>
	2010 appropriation \$36,604.00	

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 20. Adopted by voice vote.**

**Article 21 a)** To see if the town will vote to raise and appropriate the sum of **\$34,672.00** for the Municipal Building Operation of Plant account. The approximate breakdown of the account is as follows:

	<u>2010</u>	<u>2011</u>
Electricity/ CMP	\$6,700.00	\$6,700.00
Water/ BWD	1,500.00	1,500.00
Heating fuel/ oil	15,000.00	12,000.00
Photocopier Lease	3,200.00	3,200.00
Mowing and grounds maintenance	4,200.00	3,614.00
Furnace maintenance/repair	1,000.00	500.00
Building sprinkler system contract	500.00	500.00
Security system contract/maintenance	500.00	600.00
Cleaning Services	3,058.00	3,058.00
Misc. supplies and general building maintenance (hardware, etc.)	7,100.00	5,000.00
	<u>\$42,758.00</u>	<u>\$36,672.00</u>
	2010 appropriation \$42,758.00	

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 21a. Adopted by voice vote.**

b) To see if the Town will vote to raise and appropriate the sum of **\$37,210.00** for the fourth of five years' principal and interest payment for the Woolwich Fire Truck Bond.

2010 appropriation \$37,210.00

**Moved and seconded to adopt Article 21b. Adopted by voice vote.**

**Article 22** To see if the Town will vote to raise and appropriate the sum of **\$18,690.00** for the Town's insurance.

*Note: Art. 22 includes all municipal buildings & contents.*

2010 appropriation \$17,800.00

**Moved and seconded to adopt Article 22. Adopted by voice vote.**

**Article 23** To see if the Town will authorize the Board of Selectmen to sign a one year contract with an Assessing Agent for the purpose of assessing and maintaining the equity of the property assessments. Further, to see if the town will vote to raise and appropriate the sum of **\$19,200.00** as payment to the Assessing Agent.

2010 appropriation \$18,780.00

**Moved and seconded to adopt Article 23. Adopted by voice vote.**

**Article 24** To see if the Town will vote to raise and appropriate the sum of **\$1,000.00** to update the property tax maps.

2010 appropriation \$1,000.00

**Moved and seconded to adopt Article 24. Adopted by voice vote.**

**Article 25** To see if the Town will vote to raise and appropriate the sum of **\$3,500.00** for the "Computer Replacement Account".

*Note: The computer system's aging server needs to be replaced.*

2010 appropriation \$500.00

**Moved and seconded to adopt Article 25. Adopted by voice vote.**

**Article 26** To see if the Town will vote to raise and appropriate the sum of **\$3,476.00** for the payment of membership dues for the Maine Municipal Association.

2010 appropriation \$3,391.00

**Moved and seconded to adopt Article 26. Adopted by voice vote.**

**Article 27** To see if the Town will vote to raise and appropriate the sum of **\$8,700.00** to pay the Auditor.

2010 appropriation \$8,600.00

**Moved and seconded to adopt Article 27. Adopted by voice vote.**

**Article 28** To see if the Town will vote to raise and appropriate the sum of **\$10,000.00** for the Town's Litigation Account.

2010 appropriation \$10,000.00

**Moved and seconded to adopt Article 28. Adopted by voice vote.**

**Health/Welfare and Sanitation**

**Article 29** To see if the Town will vote to raise and appropriate the sum of **\$6,815.00** for the continued sampling of ground water from the installed surface water test sites at the landfill.

2010 appropriation \$6,410.00

**Moved and seconded to adopt Article 29. Adopted by voice vote.**

**Article 30** To see if the Town will vote to raise and appropriate the sum of **\$2,500.00** for ambulance service for year two of a three year contract with North East Mobile Health Services.

2010 appropriation \$2,500.00

**Moved and seconded to adopt Article 30. Adopted by voice vote.**

**Article 31** a) To see if the Town will vote to raise and appropriate the sum of **\$252,500.00** for the complete weekly curbside refuse collection and biweekly curbside recycling collection for year four of a five year contract for this service with Pine Tree Waste, Inc.

2010 appropriation \$222,748.00

b) To see if the Town will appropriate a sum not to exceed **\$25,000.00** from the Undesignated Fund Balance Account for the Selectmen to use if necessary for unanticipated solid waste disposal/recycling costs.

**Fred Kahrl asked that we take Article 31a and 31b out of order after Article 19 was passed. It was moved and seconded to take Article 31 a and b out of order. Fred gave a little speech regarding recycling. It was moved and seconded to adopt Article 31a and 31b. Article 31a and 31b were adopted. Then we continued with Article 20 and went in order from there.**



### Highways and Bridges

**Article 32** To see if the Town will vote to raise and appropriate such sums of money as may be necessary for the following accounts:

	<u>2010</u>	<u>2011</u>
Roads and Bridges	\$ 60,000.00	\$ 60,000.00
Street Signs	2,000.00	2,000.00
Hot Topping	77,000.00	77,000.00
Snow Plowing	368,721.00	378,124.00
Street Lights	4,100.00	4,100.00
Culvert Repair	10,000.00	-0-
	<u>\$521,821.00</u>	<u>\$521,224.00</u>

**It was moved and seconded to dispense with the reading of all the accounts. It was moved and seconded to adopt Art. 32. Art. 32 was adopted by voice vote.**

**Article 33 a)** To see if the Town will authorize the Selectmen to remove **\$73,000.00** from the Urban-Rural Initiative Program (URIP) account for hot topping town roads.

**Moved and seconded to adopt Art. 33a. Art. 33a was adopted by voice vote.**

**b)** To see if the Town will authorize the Selectmen to spend any additional URIP funds for whatever “highway purpose” the Selectmen and the Road Commissioner deem appropriate.

**Moved and seconded to adopt Art. 33b. Art. 33b was adopted by voice vote.**

### Protection

**Article 34 a)** To see if the Town will raise and appropriate such sums of money as may be necessary for the following accounts:

	<u>2010</u>		<u>2011</u>
Hydrants (Bath)	\$14,400.00	12 @ \$1,292.60	\$15,511.20
(Wiscasset)	10,100.00	13 @ \$1,211.00	15,743.00
Fire Chief	6,180.00		6,180.00
Asst. Chief	2,000.00		2,000.00
Asst. Chief	2,000.00		2,000.00
Captain 1	1,250.00		1,250.00
Captain 2	1,250.00		1,250.00
Lieutenant 1	625.00		625.00
Lieutenant 2	625.00		625.00
Safety Officer	-0-		-0-
Shellfish Warden	-0-		-0-
4 sets NFPA/OSHA- Clothing	6,000.00		8,500.00

WEMA*	-0-	1,000.00
Inoculations/Physicals	2,500.00	2,500.00
911	100.00	-0-
Generator Service	2,000.00	2,000.00
Generator Replacement Acct**	800.00	800.00
EMS Director	2,500.00	2,500.00
Asst. EMS Director 1	1,500.00	1,500.00
Asst. EMS Director 2	1,500.00	1,500.00
EMS 1st Assistant	-0-	500.00
EMS 2nd Assistant	-0-	500.00
Woolwich EMS ***	36,200.00	<b>See Article 34C</b>
Vehicle Replacement Acct	-0-	30,000.00
Air Packs	2,000.00	2,500.00
Fire Hose	1,500.00	1,700.00
Hose Tower Inspection	-0-	-0-
Computer	800.00	1,000.00
	<u>\$95,830.00</u>	<u><b>\$101,684.20</b></u>

\* Note: WEMA stands for Woolwich Emergency Management Agency

\*\* Note: Generator has been depreciated using Straight-Line with a twenty year life.

\*\*\* Note: Separate article with breakout of expenses.

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 34a. Adopted by voice vote.**

**b)** To see if the Town will vote to raise and appropriate the sum of **\$84,800.00** for the Fire Department account.

The breakdown of the account is as follows:

	2010	2011
Office Supplies/Expenses	\$1,200.00	\$1,200.00
Truck Fuel	4,000.00	4,500.00
Equipment Repairs	3,500.00	4,000.00
Truck Repairs	10,960.00	12,500.00
Laundry	350.00	350.00
Contingent Account	5,000.00	5,000.00
Telephone	1,500.00	1,500.00
Training Expenses	2,100.00	2,100.00
Travel Expenses	250.00	250.00
New Equipment	13,920.00	15,000.00
Station Supplies	1,400.00	1,400.00
Fire Prevention	1,000.00	1,000.00
Wages	34,500.00	36,000.00
	<u>\$79,680.00</u>	<u><b>\$84,800.00</b></u>
	2010 appropriation \$79,680.00	

c) To see if the Town will vote to raise and appropriate the sum of **\$46,000.00** for the Woolwich Emergency Medical Service Account. The breakdown of the account is as follows:

	<u>2010</u>	<u>2011</u>
AED's	\$2,000.00	\$2,000.00
Annual Fees	-0-	2,000.00
Billing Fees	-0-	500.00
Clothing	3,000.00	2,000.00
Communications	4,400.00	4,500.00
Contingency	500.00	500.00
Fuel	1,000.00	1,000.00
Medical Equipment	4,000.00	5,000.00
Medical Exams	1,000.00	1,000.00
Medical Supplies	-0-	6,500.00
Office Supplies	1,000.00	1,000.00
Payroll	10,000.00	12,000.00
Training	6,300.00	5,000.00
Vehicle Maintenance	3,000.00	3,000.00
	<u>\$36,200.00</u>	<u>\$46,000.00</u>

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 34c. Article 34c was adopted by voice vote.**

#### **Miscellaneous Donations**

**Article 35** a) To see if the Town will vote to appropriate the sum of **\$600.00** from the Cable TV Account for MPBN Channel 10 – Public Television.

2010 appropriation \$600.00

**Moved and seconded to adopt Article 35a. Adopted by voice vote.**

b) To see if the Town will vote to appropriate the sum of **\$600.00** from the Cable TV Account for MPBN – Public Radio.

2010 appropriation \$600.00

**Moved and seconded to adopt Article 35b. Adopted by voice vote.**

**Article 36** To see if the Town will vote to appropriate **\$400.00** from the Snowmobile Registrations for the Nequasset Trailbreakers Snowmobile Club.

2010 appropriation \$400.00

**Moved and seconded to adopt Article 36. Adopted by voice vote.**

**Article 37** To see what sum of money the Town will vote to donate to the following local agencies:

	2010 Appropriated	2011 Donate
American Red Cross	500.00	500.00
Bath Area Senior Citizens Center	825.00	825.00
Big Brothers/Big Sisters Bath/Brunswick	600.00	600.00
Coastal Trans	1,400.00	1,400.00
Community Health and Nursing (CHANS)	1,500.00	2,700.00
Hospice Volunteers in Midcoast Maine	1,200.00	see CHANS
Family Crisis Services	500.00	500.00
Jesse Albert Dental Clinic	2,500.00	2,500.00
Midcoast Maine Community Action (CED)	1,440.00	1,440.00
Oasis Health Network	-0-	350.00
Respite Care	600.00	600.00
Spectrum Generations	1,953.00	1,953.00
Sweetser	3,372.00	3,372.00
Tedford Housing	700.00	350.00
	<u>\$17,090.00</u>	<u>\$17,090.00</u>

**It was moved and seconded to dispense with the reading of the individual accounts. Moved and seconded to adopt Article 37. Adopted by voice vote.**

**Article 38** To see if the Town will vote to raise and appropriate the sum of **\$17,090.00** for donations to local agencies.

2010 appropriation \$17,090.00

**Moved and seconded to adopt Article 38. Adopted by voice vote.**

**Article 39 a)** To see if the Town will vote to raise and appropriate the sum of **\$1,300.00** for maintenance work on the Woolwich Historical Society building.

2010 appropriation \$1,300.00

**Moved and seconded to adopt Article 39a. Adopted by voice vote.**

**b)** To see if the Town will vote to raise and appropriate the sum of **\$3,000.00** for the last year of a five year commitment to the Bath Area Senior Citizen Capital Building Fund.

2010 appropriation \$3,000.00

**Moved and seconded to adopt Article 39b. Adopted by voice vote.**

c) To see if the Town will vote to raise and appropriate the not to exceed sum of **\$43,696.00** to support the operating costs of the Patten Free Library.

Note: The sum of \$43,696.00 is the same as last year's donation. The per capita amount is \$15.55.

2010 appropriation \$43,696.00

**Moved and seconded to adopt Article 39c. Adopted by voice vote.**

d) To see if the town will vote to raise and appropriate the sum of **\$4,000.00** for support of the Woolwich Junior Athletics.

2010 appropriation \$4000.00

**Moved and seconded to adopt Article 39d. Adopted by voice vote.**

e) To see if the town will vote to raise and appropriate the sum of \$5,000.00 for the Boat Building Program at the Maine Marine Museum.

2010 appropriation \$0

**Moved and seconded to adopt Article 39e. Adopted by voice vote.**

f) To see if the Town will hear a presentation by representatives of "Fields for our Future".

**Moved and seconded to hear the presentation by Lu Lozano on "Fields for our Future." Lu spoke about people making individual donations if they felt they wanted to for replacement of McMann field's grass field with turf.**

## **Ordinances**

**Article 40** Shall an amendment to the ordinance entitled "Woolwich Shoreland Ordinance" be enacted as follows:

### **Section 9. Districts and Zoning Map**

#### **A. Official Shoreland Zoning Map as updated 05/04/2011**

(copy of map is on file with the Town Clerk).

**Moved and seconded to amend the "Woolwich Shoreland Ordinance" to be enacted as written. Adopted by voice vote.**

The annual Town Meeting was adjourned sine die at 8:00 p.m.

Attest: A true copy of the minutes of the Annual Town Meeting of May 4, 2011.

MARTHA M. HAYWARD

Deputy Clerk of Woolwich, Maine

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***“The New England town meeting is  
probably the purest form of democracy  
in existence today. Please help to  
preserve it by attending town meeting.  
Please read this report carefully and  
bring it with you.”***

Borrowed from the annual report  
for the Town of Troy, Maine



## Woolwich Emergency Medical Service Donation List

Here is a sample list of what your donation to Woolwich EMS could buy. Please feel free to donate for any specific item, or in any dollar amount you choose. We are grateful for any donation. Thank you for helping us keep our budget as low as we can and provide additional tools and training for our EMTs.

### Equipment

CPR Mask	\$8.00
Bag Valve Mask	\$15.00
Sam Splint Kit	\$19.00
Basic EMT Medical Bag w/supplies	\$160.00
Portable Oxygen Kit	\$299.00
EMS Jacket	\$300.00
Laryngoscope	\$325.00
Finger Pulse Oximeter	\$387.00
Pager (emergency services) w/charger	\$450.00
Portable Radio	\$500.00
Mobile Radio	\$600.00
Electric Suction Unit	\$750.00
Manual Stretcher	\$2,100.00
Automatic External Defibrillator (AED)	\$2,500.00
Stair Chair	\$3,000.00

### Training

Basic EMT class w/books and fees	\$1,000.00
Intermediate class w/books and fees	\$1,500.00
Paramedic class w/books and fees	\$5,500.00

**All donations should be mailed to: Woolwich EMS Donations  
13 Nequasset Road  
Woolwich, Maine 04579**