

Annual Report
of the
Town Officers
of the Town of
Woolwich
Maine



For the fiscal year
July 1, 2019 – June 30, 2020



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, Jason Libby

-Post Office: Woolwich Post Office 04579; Tel. 443-2000 • Bath Post Office 04530; Tel. 443-9779

-Woolwich Historical Society, 21 Nequasset Road; 443-4833; Open June, July and August on Sundays, 10 a.m.-4 p.m. and by appointment. Call Debbie Locke at 443-5684.

-Cable Television - COMCAST

Questions about your bill - 1-800-219-5541

Local Cable - Channel 3 - To put items on the local cable, please call the Town Office at 442-7094

-Solid Waste Disposal - Riverside Disposal - 623-2577

-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. Tuesday 9 a.m.-5 p.m. Wednesday 10 a.m.-6 p.m.

Thursday 9 a.m. to 5 p.m. Friday 9 a.m.-3:00 p.m.

Office Hours for the Selectmen's Office / Town Administrator

Monday 9 a.m.-5 p.m. Tuesday and Thursday 9 a.m.-5 p.m.

Wednesday 10 a.m.-6 p.m. Friday 9 a.m.-3 p.m.

Email Address: administrator@woolwich.us • Website: 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 **Selectboard** meet 1st and 3rd Mondays of each month at 6 p.m. at the Woolwich Town Office.

The **School Board** meets the fourth Monday of every month at 6 p.m. at alternate schools in the RSU#1 district. Website: 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.

Dedication



This year's Town Report is gratefully dedicated to our Town Office staff, Town Administrator Kim Dalton, Tax Collector Candace Conrad and Town Clerk Anthony Blasi. This past year has been a challenge for all of us. Kim, Candace and Anthony held it all together for all of us - the public, the Select Board, for the Town Committees, and other officials - during a time of uncertainty. This included a partial Town Office closure, developing protocols for health and safety, conducting elections, and generally being proactive, adapting to whatever new challenges arose. We are fortunate to have such dedicated and reliable employees working for the Town of Woolwich.

Boston Post Cane Holders

Geraldine Edgerly is the current Boston Post Cane Holder

<u>Name</u>	<u>Date of Death</u>	<u>Age</u>
Margaret Gardiner	2/13/2020	98
Victor Knight	1/22/2017	95
Alice Bond	6/22/2016	96
Clinton Hilliker	3/5/2016	98
Loring Edgerly	4/9/2015	98
Grace E. Smith	11/13/2013	97
Jerry Creamer	11/13/2011	96
Sadie G. Hathorne	8/12/2008	95
Mary S. Bateman	8/15/2007	97
Stanley E. Wallace	2/23/2003	92
Marietta M. Flemmings	7/23/2002	96
Eleanor A. Jameson	1/4/2002	95
Alberta Hunt	7/29/2000	99
Hollis L. Leeman Sr	6/15/1996	93
Marian D. Cain	12/12/1995	94
Harold B. Leeman	5/3/1993	91
Catherine L. Carleton	1/31/1992	94
Maude E. Leeman	8/17/1990	96
Albert V. Knight	9/18/1987	97
Susie B. Reed	9/13/1985	97
Loring K. Soule	1/26/1984	98
Fred T. Hathorne	9/22/1978	98
Mary L. Dodge	3/9/1976	101
Winifred H. Brawn	5/12/1971	98
Anne E. Dodge	11/2/1969	99
Cyrus Gilmore	3/27/1968	91
John C. Preble	1/28/1964	104
William Poor	10/30/1955	103
Asa Hathorne	12/23/1949	95
Marilla L. Brawn	12/5/1949	99
Clarissa A. Reed	9/18/1941	89
Benjamin F. Savage	5/26/1941	93
Anne L. Sidelinger	7/21/1938	95
Emma T. Barnes	1/12/1934	92
Margaret B. Robbins	5/14/1933	93
Rachel A. Getchell	11/5/1930	94
Peter A. McDonald	3/3/1927	91
Sarah M. Reed	2/10/1927	91
Mary Buck	3/17/1923	90
Elizabeth Thwing	8/10/1921	90
John H. Perkins	9/25/1920	89
Charlotte A. Leonard	4/27/1920	94
Worrall Reed	2/27/1919	93
James Tibbetts	6/6/1916	99
Sarah McKenney	3/1/1914	97

Guidelines to Attending a Town Meeting

- If you wish to speak, wait until the Moderator has opened the floor to public comments. When the Moderator has recognized you, stand, state your name for the record, the agenda item and nature of your business.
- Please refrain from discussion on the article if you have a conflict of interest in any article.
- The Moderator will not entertain public comment about specific individuals.
- The Moderator has the right to set a time limit for comments. Be prepared to state your business in a brief and concise manner.
- During a Public Meeting, only the subject matter can be discussed.
- Comments should always be courteous. Personal and accusatory comments are out of order. Profanity, disorderly language or gestures at meetings are prohibited.
- At no time will the public be allowed to argue, debate or introduce a topic that is not on the agenda.
- During discussion, the audience shall not disturb the proceedings by whispering, talking or other distractions.

Special Note: The following is the “**PROPOSED WARRANT.**” As much as the Selectpeople and the Administrator attempt to have all the Warrant Articles ready for the Town Report prior to going to print, there are occasions where legally there could be Warrant Articles added, edited or deleted from what has been printed in the Town Report. **Therefore:** in accordance with MRSA Title 30-A §2523, please check the legal posting of the Warrant seven days prior to Town Meeting posted at: The *Town Office, Woolwich Central School, Woolwich Post Office and at www.woolwich.us*.

SPECIAL TOWN MEETING WARRANT May 26, 2021

SAGADAHOC, s.s.

To: Debbie 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 Town Office at 13 Nequasset Road in said Town, on the 26th day of May, A.D. 2021 at 6:00 in the evening, then and there to act on Articles 1 through 47, 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 29, 2021 and **April 29, 2022** when taxes are due and payable and to see if the Town will fix the interest rate on unpaid taxes at **4% (four percent)** per annum (36 MRSA §505.4) 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 **2% (two percent) for the 2021-2022 tax year. (36 MRSA § 506-A)**

Article 4 To see if the Town will vote to transfer all unexpended balances and overdrafts to the Undesignated Fund Balance except those listed below which may be carried forward at the Selectboard's discretion. The Selectboard is 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 that may 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) Account
Office Operations	Fire Department Operations
Supplements and Abatements	Fire Hydrant Account
Emergency 911	Street Lights

accounts continued next page

Fire Department Donations Account	Septic System
Elections 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
Town Clock Account	Special Events Committee
Animal Shelter Account	Monument Committee Account
Municipal Buildings Reserve Account	Catastrophic Repair Account
Generator Maintenance Account	Septic Reserve Account
Vital Records Book Repair Account	Air Pack Replacement Account
ICMA-RC Town Match Account	Street Sign Account
Tax Mapping Account	Heating Assistance Account
Nequasset Park Committee Account	Public Communications 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 \$ 1,300,000.00

2020 recommendation \$1,200,000.00

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.

2020 appropriation up to \$20,000.00

d) To grant the Select Board the permission to remove up to \$50,000.00 from the undesignated fund balance in the event of a state or federal declared emergency and/or disaster.

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 **\$40,000.00** 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, fines and fees and to authorize them to use the donations, fines and fees as they see fit or as a donor directs with regards to donations.

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

William D. Potter (2021-2026)

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

b) To see if the town will authorize the Fish Commissioners, on behalf of the town, to use funds from the yearly sale of alewife privileges collected in the Fish Way Account for maintenance purposes of the Fish Way buildings and property. The Fish Commissioners are responsible for maintenance decisions. As the Fish Way property is shared with the Bath Water District, the Fish Commissioners will coordinate with them on matters related to the alewife privileges. When expenditure is expected to be greater than \$1,000.00, the planned Fish Way maintenance project will be presented to the Selectboard for their agreement. Use of Fish Way funds for purposes other than Fish Way purposes shall be subject to a vote of the town.

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c) To see if the Town will authorize the Selectmen to use Fishway funds for repairs to Historic Town owned properties. The amount of money transferred for this purpose will be mutually agreed to by the Selectmen and the Fish Commission. This decision will be made after completion of the 2021 alewife harvest.

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 and Transfer Tax Documents on same and to also authorize the Selectmen to use the funds from the sale of said real estate for any municipal purpose as they deem appropriate.

Note: The Municipal Officers shall use the special sale process required by 36 M.R.S. § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

Article 11 To see if the Town will vote to increase the property tax levy limit of **\$540,084.87** 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 12 To see if the Town will vote to raise and appropriate funds for a re-evaluation of property assessments. The Select Board suggests **\$100,000.00** for the next three years.

Note: The Town has not had a re-evaluation in 14 years which normally should be done every 7-10 years.

Personnel & Town Officers

Article 13 To see if the Town will vote to raise and appropriate the sum of **\$38,745.00** for the compensation of the Town Clerk, Deputy Treasurer/Deputy Tax Collector and to authorize the Selectmen to spend any amount up to \$ 38,745.00

2020 appropriation \$36,900.00

Article 14 To see if the Town will vote to raise and appropriate the sum of **\$58,100.00** for the compensation of the Town Administrator/Town Treasurer and to authorize the Selectmen to spend any amount up to \$58,100.00

2020 appropriation \$52,800.00

Article 15 To see if the Town will vote to raise and appropriate the sum of **\$38,745.00** for the compensation of the Tax Collector, Deputy Town Clerk and to authorize the Selectmen to spend any amount up to \$38,745.00

2020 appropriation \$36,900.00

Article 16 To see if the Town will vote to raise and appropriate the sum of **\$28,000.00** for the Employee Health Insurance Account.

2020 appropriation \$42,800.00

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

	<u>2020</u>	<u>2021</u>
Selectperson	\$3,000.00	\$5,000.00
Selectperson	3,000.00	5,000.00
Selectperson	3,000.00	5,000.00
Selectperson	3,000.00	5,000.00
Selectperson	3,000.00	5,000.00
Board Chairman	1,500.00	500.00
Board Vice Chairman	500.00	250.00
Ballot Clerks	2,500.00	2,500.00
Registrar of Voters	250.00	250.00
Moderator	200.00	400.00
Workers Compensation	2,500.00	4,000.00
Unemployment Compensation	1,000.00	1,000.00
Social Security	15,000.00	15,000.00
Medicare	5,200.00	5,500.00
Comp/Vacation Time Reimb	1,000.00	1,000.00
ICMA-Retirement Account	2,500.00	2,500.00
	<u>\$47,150.00</u>	<u>\$ 57,900.00</u>

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

Recommend \$57,900.00

2020 appropriation \$47,150.00

c) To see if the Town will vote to raise and appropriate the sum of **\$6,000.00** for the salary (including mileage) to the Animal Control Officer (ACO) and to authorize the Selectmen to spend any amount up to \$6,000.00.

2020 appropriation \$6,000.00

d) To see if the Town will vote to raise and appropriate the sum of **\$28,366.00** for the salary of the Codes Enforcement Officer, Building Inspector and Licensed Plumbing Inspector and to authorize the Selectmen to spend any amount up to \$28,366.00

2020 appropriation \$27,809.00

e) To see if the town will vote to raise and appropriate the sum of **\$6,000.00** for temporary help and training replacement personnel and to authorize the Selectmen to spend any amount up to \$6,000.00.

2020 appropriation \$6,000.00

f) To see if the town will vote to raise and appropriate the sum of **\$10,000.00** for the new Earned Paid Leave Law that went into effect January 1st, 2021 which provides the EMS Department, Codes Enforcement Officer, Animal Control Officer and the Health Officer to earn one hour of EPL for every 40 hours worked, earning minimum wage of \$12.15 an hour.

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:

	<u>Appropriated 2020</u>	<u>Recommend 2021</u>
General Assistance	\$2,000.00	\$2,000.00
Nequasset Church	500.00	500.00
Cemeteries	800.00	800.00
ACO Contingent	500.00	500.00

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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*	4,455.00	4,545.00
Planning Board	1200.00	1,200.00
Board of Appeals	100.00	100.00
Special Events Committee	-0-	-0-
Communication Committee	-0-	1,000.00
Solid Waste Committee	1,000.00	1,000.00
Monument Committee	2,500.00	2,500.00
Nequasset Park Committee	1,500.00	1,500.00
Contingency	10,000.00	10,000.00
Repair of Vitals Books	-0-	500.00
Old Town House	-0-	-0-
	\$27,755.00	\$29,345.00

* *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 **\$57,969.00** to support the operating costs of the Patten Free Library and to authorize the Selectmen to spend any amount up to \$57,959.00.

2020 Appropriation \$56,532.00

Article 20 To see if the town will vote to raise and appropriate the sum of **\$46,845.00** for the Office Operations account. The approximate breakdown of the account is as follows:

	2020	2021
Town Reports	\$2,650.00	\$3,000.00
Telephone monthly usage	2,000.00	2,200.00
Postage (twice/year tax bills, etc.)	6,000.00	6,200.00
Office and computer supplies	2,500.00	2,500.00
Advertising	2,500.00	3,000.00
Printing (stationery, forms, etc.)	700.00	700.00
Computer support contract & software	18,540.00	16,745.00
Automated equipment maintenance	6,000.00	6,500.00
Training - seminars and manuals	1,500.00	1,500.00
Association dues	500.00	500.00
Election supplies and materials	2,500.00	2,000.00
Office operations contingency	750.00	750.00
Mileage reimbursement	750.00	750.00
Mailing machine	1,000.00	500.00
	\$47,890.00	\$46,845.00

2020 appropriation \$47,890.00

Article 21 To see if the town will vote to raise and appropriate the sum of **\$36,124.00** for the Municipal Building Operation of Plant account. The approximate breakdown of the account is as follows:

	2020	2021
Electricity/ CMP	\$5,000.00	\$6,000.00
Water/ BWD	1,200.00	1,200.00
Heating fuel/ oil	6,000.00	7,500.00
Photocopier Lease	4,000.00	5,000.00

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Mowing and grounds maintenance	2,880.00	3,024.00
Furnace maintenance/repair	1,200.00	1,200.00
Building sprinkler system contract	800.00	1,200.00
Security system contract/maintenance	2,000.00	2,000.00
Cleaning Services	5,100.00	4,000.00
Misc supplies and general building maintenance (hardware, etc.)	3,750.00	3,000.00
Elevator Maintenance	1,600.00	2,000.00
Elevator Reserve	-0-	-0-
	<u>\$33,530.00</u>	<u>\$36,124.00</u>

2020 appropriation \$33,530.00

Article 22 To see if the Town will vote to raise and appropriate the sum of **\$6,000.00** for the Town's insurance.

Note: Art. 21 includes all municipal buildings, contents, & tax acquired properties. Vehicle Insurance is now listed under the appropriate departments. (Fire and EMS)

2020 appropriation \$6,000.00

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 **\$28,200.00** as payment to the Assessing Agent.

2020 appropriation \$27,900.00

Article 24 To see if the Town will vote to raise and appropriate the sum of **\$2,500.00** to update the property tax maps.

2020 appropriation \$0

Article 25 To see if the Town will vote to raise and appropriate the sum of **\$2,500.00** for the "Computer Replacement Account".

2020 appropriation \$2,500.00

Article 26 To see if the Town will vote to raise and appropriate the sum of **\$4,355.00** for the payment of membership dues for the Maine Municipal Association.

2020 appropriation \$4,277.00

Article 27 To see if the Town will vote to raise and appropriate the sum of **\$9,500.00** to pay the Auditor.

2020 appropriation \$9,300.00

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.

2020 appropriation \$7,000.00

Article 29 a) To see if the Town will vote to raise and appropriate the sum of **\$30,000.00** for the Municipal Building note principal.

b) To see if the Town will vote to raise and appropriate the sum of **\$9,000.00** for the Municipal Building note interest.

2020 appropriations \$30,000.00
\$9,000.00

Article 30 To raise and appropriate **\$7,000.00** and put into a reserve account for the purchase of solar panels at the end of seven years from ReVision Energy/GreenVolt LLC with a purchase price of \$48,327.00

2020 appropriation \$7,000.00

Health/Welfare and Sanitation

Article 31 To see if the Town will vote to raise and appropriate the sum of **\$8,100.00** for the continued sampling of ground water from the installed surface water test sites at the landfill.

2020 appropriation \$7,800.00

Article 32 a) To see if the Town will vote to raise and appropriate the sum of **\$214,050.92** for complete weekly curbside refuse collection and disposal, bi-weekly curbside recycling collection and disposal and to authorize the Selectpeople to enter into an agreement with Riverside Disposal and EcoMaine for their services.

2020 appropriation \$202,193.42

***Breakout of total cost is as follows:**

Weekly Curbside Collection, Trash =	\$ 95,562.41
Bi-Weekly Curbside Collection, Recycling =	\$ 32,488.51
Disposal (Tipping) Fee based on est.1200tons =	\$ 74,000.00
Tipping fee for Recyclables (est.)227 tons	\$ 12,000.00
	<u>\$214,050.92</u>

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

c) To see if the Town will raise and appropriate the sum of **\$2,000.00** for the Household Hazardous Waste Collection event **

****Note:** Each year, 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. Date to be determined in the spring.

Article 33 To see if the Town will vote to raise and appropriate the sum of **\$1,500.00** for the maintenance and upkeep of the Nequasset Park outhouse.

2020 appropriation \$1,500.00

Highways and Bridges

Article 34 To see if the Town will vote to raise and appropriate such sums of money as may be necessary for the following accounts:

	2020	2021
Roads and Bridges	\$ 67,000.00	\$ 67,000.00
Street Signs	-0-	-0-
Hot Topping	120,000.00	130,000.00
Snow Plowing	527,087.00	533,499.00
Street Lights	4,500.00	4,500.00
Culvert Repair	-0-	-0-
	<u>\$718,587.00</u>	<u>\$734,999.00</u>

Article 35 a) To see if the Town will authorize the Selectmen to remove up to **\$62,000.00**, if available, from the Local Road Assistance Program (LRAP) account for hot topping town roads.

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

Article 36 To see if the Town will vote to raise and appropriate the sum of **\$40,000.00** for repair and maintenance on unpaved town maintained roads.

Protection

Article 37 a) To see if the Town will raise and/or appropriate such sums of money as may be necessary for the following accounts (Appropriate **\$600.00**** from WEMA account and raise & appropriate **\$47,442.00** through taxation):

b) To allow the Board of Selectmen to rename the Generator Replacement Account to the Generator Maintenance Account.

	2020		2021
Hydrants (Bath)	\$19,284.00	12 @ \$1,607.00	\$19,284.00
(Wiscasset)	\$25,406.00	13 @ \$2,166.00	\$28,158.00
WEMA Director**	600.00		600.00
Generator Service	485.00		-0-
Generator Maintenance Acct	1,000.00		-0-
	<u>\$46,775.00</u>		<u>\$48,042.00</u>

* **Note:** WEMA stands for Woolwich Emergency Management Agency

** Stipend to be appropriated from WEMA Account – no new tax dollars

Article 38 a) To see if the Town will vote to raise and appropriate the sum of **\$146,679.00** for the **Fire Department** account.

The breakdown of the account is as follows:

	2020	2021
Office Supplies/Expenses	\$ 800.00	\$ 800.00
Truck Fuel	4,000.00	4,000.00
Equipment Repairs	10,000.00	10,000.00
Truck Repairs	11,000.00	11,000.00
Contingent Account	5,000.00	5,000.00
Telephone	500.00	500.00
Training Expenses	3,000.00	3,000.00
New Equipment	10,000.00	10,000.00
Station Supplies	1,750.00	1,750.00
Fire Prevention	1,000.00	1,000.00
Wages	43,000.00	43,000.00
NFPA/OSHA Clothing	9,000.00	9,000.00
Fire Hose Purchase	3,300.00	4,000.00
Inoculations/Physicals	2,250.00	2,250.00
Fire Chief Stipend	11,500.00	11,500.00
Deputy Stipend	3,500.00	3,500.00
1st Captain Stipend	1,250.00	1,250.00
2nd Captain Stipend	1,250.00	1,250.00
1st Lieutenant Stipend	500.00	500.00
2nd Lieutenant Stipend	500.00	500.00
Social Security	3,751.00	3,751.00
Medicare	878.00	878.00
Worker's Comp	9,000.00	10,000.00
Insurance/Liability	7,500.00	8,250.00
	<u>\$144,229.00</u>	<u>\$146,679.00</u>

b) To see if the Town will vote:

- 1) To raise and appropriate the sum of **\$6,600.00** for interest payments for the fourth year for the fire truck
- 2) To raise and appropriate the sum of **\$34,800.00** for principal payments for the fourth year for the fire truck

Article 39 To see if the Town will vote to raise and appropriate the sum of **\$11,600.00** for the purchase of two(2)air packs

2020 appropriation \$27,050.00

Article 40 To see if the Town will vote to raise and appropriate the sum of **\$10,000.00** for the Catastrophic Repair Account.

Article 41 To see if the Town will vote to raise and appropriate the sum of **\$231,113.00** for the Town of Woolwich to have a primary Emergency Medical Service.

The breakdown of the account is as follows:

	2020	2021
AEDs	3,500.00	4,500.00
Annual Fees	9,500.00	9,500.00
Billing Fees	5,100.00	7,000.00
Clothing	1,500.00	1,500.00
Communications	3,000.00	3,500.00
Contingency	1,000.00	750.00
Fuel	2,500.00	2,500.00
Medical Equipment	4,500.00	4,500.00
Medical Exams	500.00	500.00
Medical Supplies	7,000.00	12,000.00
Office Supplies	750.00	750.00
Payroll	117,000.00	130,000.00
Training	5,000.00	5,000.00
Vehicle Maintenance	5,000.00	5,000.00
Worker's Comp	9,235.00	12,700.00
Social Security	8,029.00	8,804.00
Medicare	1,878.00	2,059.00
Liability	1,800.00	1,800.00
Insurance	7,500.00	8,250.00
EMS Director Stipend	8,500.00	9,000.00
EMS Assistant Stipend	2,500.00	-0-
EMS 2nd Assist Stipend	1,000.00	1,500.00
	\$206,292.00	\$231,113.00

a) To see if the Town will vote:

- 1) To raise and appropriate the sum of **\$10,860.00.00** for interest payments for the second and third year for the Ambulance
- 2) To raise and appropriate the sum of **\$42,858.00** for principal payments for the second and third year for the Ambulance.

(Please note:) this article is to amend last year's warrant which did not include the second ambulance interest or ambulance payment.

b) To see if the Town will authorize the Selectmen to use any amount of income generated by Rescue Services to reduce the budget as they deem appropriate.

Article 42 To see if the Town will vote to raise and appropriate the sum of **\$5,878.13** for a total of three (3) years for a total of **\$17,634.39** for the purchase of a LUCAS chest compression system for the EMS Department.

Miscellaneous Donations

Article 43 To see if the Town will vote to appropriate **\$400.00** from the Snowmobile Registrations Reimbursement for the Nequasset Trailbreakers Snowmobile Club.

2020 appropriation \$400.00

Article 44 To see what sum of money the Town will vote to donate to the following local agencies:

	2020 Appropriated	2021 Donate
Bath Area Family YMCA	500.00	500.00
Bath Area Food Bank	1,000.00	1,000.00
Bath Area Senior Citizens Center	850.00	850.00
Big Brothers/Big Sisters Bath/Brunswick	600.00	600.00
Health Equity Alliance	500.00	-0-
LifeFlight	768.00	768.00
Jesse Albert Dental Clinic	2,500.00	2,500.00
Maine Maritime Boat Program	5,000.00	5,000.00
Midcoast Maine Community Action (CED)	1,400.00	1,400.00
New Hope for Women	500.00	500.00
Spectrum Generations	1,740.00	1,740.00
Sweetser	3,084.00	3,084.00
Tedford Housing	700.00	700.00
Woolwich Historical Society	1,500.00	1,500.00
	\$20,642.00	\$20,142.00

Article 45 To see if the Town will vote to raise and appropriate the sum of **\$20,142.00** for donations to local agencies/organizations.

2020 appropriation **\$20,142.00**

Ordinances

Article 46

Town of Woolwich, Maine EMS Billing Ordinance

1. Purpose

The purpose of this policy is to define the billing practices of Woolwich EMS.

2. Definitions

911 Call - A call made to a 911 Public Safety Answering Point requesting the response of an ambulance for a medical emergency.

ALS - Advanced Life Support

BLS - Basic Life Support

Transport - The transport of an individual to a hospital after a 911 call.

No Transport - The outcome of a 911 call when no patient is transported to a hospital.

On Scene Care - The response to a 911 call where a patient is evaluated, treated, and the patient is not transported to the hospital.

continued next page

On Scene Care with Medication - The response to a 911 call where a patient is evaluated, treated, medication administered, and the patient is not transported to the hospital.

Call for Service without Transport - The response to a 911 call where a patient is not transported to the hospital, and no medical care or treatment is provided. An example is a “lift assist.”

3. Agreements - The Town of Woolwich may contract with a 3rd Party for the administration of this policy.

4. Transport Rates

The following rates will be charged for transports. Mileage will be charged at the stated rate in addition to the transport charge:

Mileage per Mile	\$14
ALS Non Emergency	\$600
ALS Emergency	\$700
ALS 2	\$950
BLS Non-Emergency	\$400
BLS Emergency	\$550

*Rates effective June 17, 2019

5. Non-Transport Rates

The following rates will be charged for responses that do not result in transport:

Call for Service with no Transport	\$0 for the first three in any 6 month period, \$75 thereafter after.
On Scene Care	\$75**
On Scene Care with Medication	\$150

*Rates effective Jan 1, 2020

** Excluded from 2020 Town Warrant. Amended for 2021 Town Warrant

6. Collections

The Town may authorize the 3rd Party billing company to pursue collection of all past-due accounts.

7. Appeals

The Select Board may hear appeals of ambulance bills and make agreements with citizens for the payment of bills.

Article 47

Woolwich Local Food Sovereignty Ordinance

Sec. 1 Title

This ordinance shall be known and recorded as the “Woolwich Local Food Sovereignty Ordinance.”

Sec. 2 Purpose

The purpose of this ordinance is as follows:

1) To increase the food security of our neighbors and community by increasing access to locally produced and processed food.

2) To help preserve small family farms and homesteads by allowing them to market surplus product without the burden of state licensing and inspection.

continued next page

3) To increase economic opportunities and encourage local agriculture within the community.

Sec. 3 Definitions

- 1) **MFSA**- Maine Food Sovereignty Act
- 2) **Point of Production** - The property, farm, or homestead, on which the marketed food/food product is produced.
- 3) **Food/Food Product** - Products/items intended for human consumption including, but not limited to; milk, milk products (cheese, yogurt, ice cream, etc.), maple syrup, juice/cider, baked goods (bread, pies etc.), produce, canned fruit/vegetables (jams, pickles, etc.), fish and seafood.
- 4) **Producer** - The personal entity or entities producing the marketed food/food product.

Sec. 4 Authority

The basis for this ordinance is founded upon the following authority:

- 1) **Maine Food Sovereignty Act** - LD 725
- 2) **Maine State Constitution** - Article VIII, Part Second, Section 1

Sec. 5 Effect

In accordance with the MFSA this ordinance shall exempt producers of food/food products from state licensing and inspection for products sold at the point of production.

Sec. 6 Limitations and severability clause

- 1) All food products sold at farmers markets, or any other venue, shall still be subject to all relevant state regulation.
- 2) In accordance with the MFSA, this ordinance is not applicable to meat and/or poultry sales.
- 3) Should a court, having proper jurisdiction in such matters, declare any provision of this ordinance invalid, that provision shall be removed. However, the remaining provisions of the ordinance shall remain.

Sec. 7 Liability protection and municipal immunity

- 1) Producers shall be able to enter into private agreements with consumers in order to waive liability concerning the consumption of local food.
- 2) The Town of Woolwich and all its personal entities shall be immune from claim and liability from any personal losses or damage resulting from this ordinance, in accordance with the Maine Tort Claims Act (Maine Statutes, Title 14, Sec. 8103)

Sec. 8 Effective date

This ordinance shall become effective immediately upon adoption by the town.

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

A person who is not a registered voter may not vote in any election.

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

Given unto our hands this 20th day of April, 2021.

JASON A. SHAW
DALE E. CHADBOURNE

ALLISON L. HEPLER
ALLEN J. GREENE

Attest:

ANTHONY P. BLASI
Town Clerk of Woolwich, Maine

**Town of Woolwich
Municipal Officials
July 1, 2020 - June 30, 2021**

<u>Board of Selectmen:</u>	Telephone	Cell Phone	Term Expiration
David A. King, Sr., Chairman 60 Birchwood Rd, Woolwich, Me 04579	207-442-7642	207-751-7047	12/31/2021
Dale E. Chadbourne, Vice Chairman 18 Thunder Rd, Woolwich, Me 04579	207-442-8489	207-751-3465	12/31/2022
Allison L. Hepler 417 Montsweag Rd, Woolwich, Me 04579	207-442-0754	207-319-4396	12/31/2023
Jason A. Shaw 918 Old Stage Rd, Woolwich, Me 04579	207-442-7120	207-319-8931	12/31/2023
Allen J. Greene 7 Greene Way, Woolwich, Me 04579	207-882-6123	207-350-0629	12/31/2022

Town Administrator, Treasurer, General Assistance Administrator:

Kim J. Dalton
13 Nequasset Rd, Woolwich, Me 04579 207- 442-7094, Ext 101

Tax Collector, Deputy Town Clerk, Deputy Registrar, General Assistance Assistant:

Candace M. Conrad
13 Nequasset Rd, Woolwich, Me 04579 207-442-8723, Ext 103

Town Clerk, Registrar, Deputy Tax Collector, Deputy Treasurer:

Anthony Blasi
13 Nequasset Rd, Woolwich, Me 04579 207-442-8723, Ext 102

Code Enforcement, Building Inspector, Plumbing Inspector, E911 Addressing Officer:

Bruce Engert
13 Nequasset Rd, Woolwich, Me 04579 207-442-7094, Ext 104
Hours: Tuesdays, 11 am - 4 pm
Thursdays, 9 Am To 1 Pm

Assessor:

Juanita C. Wilson-Hennessey
13 Nequasset Rd, Woolwich, Me 04579 207-442-7094, Ext 106
Thursdays Only

Road Commissioner:

Jack A. Shaw
911 Old Stage Rd, Woolwich, Me 04579 207-443-3932 12/31/2021

Fire Chief:

Michael Demers
13 Nequasset Rd, Woolwich, Me 04579 207-443-3589 207-522-3428

Animal Control Officer:

Alexia Alexander
300 George Wright Rd,
Woolwich, Me 04579 207-319-8783

Shellfish Warden:

Jon L. Hentz
36 Webber Rd, Georgetown, Me 04548 207-371-2732

Health Officer:

Paul H. Dumdey, M. D.
346 River Rd, Woolwich, Me 04579 207-443-3479

Emergency Management Agency:

Brian Carlton, Director
13 Nequasset Rd, Woolwich, Me 04579 207-443-3589 207-837-8457

EMS Director:

Brian Carlton
13 Nequasset Rd, Woolwich, Me 04579 207-442-7094 207-837-8457

Greg Siegel 207-751-4872

Fish Commissioners:

William D. Potter, Chair	207-443-9633	2016-2021
John D. Chapman	207-443-6396	2020-2025
Bruce R. Mcelman	207-443-4877	2017-2022
Raymond E. Robson, Jr.	207-442-8746	2018-2023
Robert E. Stevens	207-443-4535	2019-2024

RSU #1 School Board Of Directors:

Jennifer Ritch-Smith 265 Phipps Point Rd, Woolwich, Me 04579	207-443-2549 Jrichsmith@rsu1.org	207-837-1979	11-2020
Stephen August 29 Cherry St, Bath, Me 04530	207-443-5274 Saugust@rsu1.org		11-2021
Megan Fuller 89 Varney Mill Rd, Bath, Me 04530	207-443-3190 Maggalini@yahoo.com		11-2020
Anita Brown	Abrown@rsu1.org		11-2022
William Perkins 135 Cox's Head Rd, Phippsburg, Me 04562	207-389-1631 Wperkins@rsu1.org		11-2020
Louis Ensel 1008 Middle St, Bath, Me 04530	207-442-8486 Lensel@rsu1.org	207-837-8589	11-2021
Lorna Ryan 282 River Road, Woolwich, Me 04579	207-442-9477 Lryan@rsu1.org		11-2022

State Legislature Information:

Senator, Eloise Vitelli
Senate District 23

State Address:
Senate Chamber
3 State House Station
Augusta, Me 04333-0003
Home Address:
73 Newtown Rd,
Arrowsic, Me 04530

207-287-1515
TTY Line, 207-287-1583
1-800-423-6900 (Sessions Only)
Eloise.Vitelli@legislature.maine.gov
Home Phone: 207-443-4660

Representative, Allison Hepler
House District 53

State Address:
House of Representatives
2 State House Station
Augusta, Me 04333-0002
Home Address:
417 Montsweag Road
Woolwich, Me 04579

207-287-1400
1-800-423-2900 (Sessions Only)
TTY, please use Maine Relay 711
Allison.Hepler@legislature.maine.gov
Home Phone: 207-442-0754

Citizen Committee List — July 1, 2020 - June 30, 2021

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Agricultural/Forest Resources Committee: (Meets As Needed)			
Joan Jordan	858 Old Stage Rd	207-443-9080	6/30/2021
Evan Holbrook	2 Holbrook Ln	207-607-2357	6/30/2022
Paul Goscinski	53 Ames Dr	207-389-4775	6/30/2022
Arlene Whitney	141 Old Stage Rd	207-443-9489	6/30/2021
Vacancy			6/30/2016
Vacancy			6/30/2017
Vacancy			6/30/2018
Board Of Appeals: (Meets As Needed)			
Gregory Doak	46 Old Stage Rd	207-442-7281	6/30/2021
Linda Potts-Crawford	67 Gotham Woods Ln	207-841-9411	6/30/2021
Jack Shaw	911 Old Stage Rd	207-443-5853	6/30/2021
Paula McKenney	26 Touassic Lane	207-841-0311	6/30/2021
Dean Hatch	45 Montsweag Road	909-731-6209	6/30/2021
Cemetery Committee:			
David Bailey	384 Mountain Rd	207-882-5461	
Peter North	12 Acadia Shores	207-319-7580	
Arlene Whitney	141 Old Stage Rd	207-443-9489	
Carol Grose	45 Weston Road	207-443-2843	
Two Vacancies-Regular Members			
Two Vacancies-Alternate Members			
Comprehensive Plan Review Committee:			
Clark Granger, Chairperson	191 Phipps Point Rd	207-442-8759	
Paul Dumdey	346 River Rd	207-443-3479	
Rosemarie Granger	191 Phipps Point Rd	207-442-8759	
Allison Hepler	417 Montsweag Rd	207-442-0754	
Joan Jordan	858 Old Stage Rd	207-443-9080	
Katherine Wheeler	100 Montsweag Rd	207-443-5712	
Patrice Hennin	253 Barley Neck Rd	207-443-1501	
Conservation Commission: (Meets As Needed)			
Joan Jordan	858 Old Stage Rd	207-443-9080	6/30/2021
Evan Holbrook	2 Holbrook Ln	207-607-2357	6/30/2022
Paul Goscinski	53 Ames Dr	207-389-4775	6/30/2021
Vacancy			6/30/2018
Vacancy			6/30/2019
Vacancy			6/30/2017
Fair Hearing Authority: (Meets As Needed)			
Paul Dumdey	346 River Rd	207-443-3479	
Selectman Representative			

Marijuana Committee

Allen J. Greene	7 Greene Way	207-882-6123	6/30/2022
Jennifer Ritch-Smith			6/30/2022
William C. Longley Jr.			6/30/2022
Barbara Sawhill			6/30/2022
Sayra Small			6/30/2022
Susan Mikesell			6/30/2022
Thomas Stoner			6/30/2022

Monument Committee: (Meets As Needed)

Robert Meade	P O Box 201	207-443-2580
Jason Warnke	148 Hedge Bridge Rd	207-443-2814
Arlene Whitney	141 Old Stage Rd	207-443-9489
Vacancy		
Vacancy		

Nequasset Church Committee: (Meets As Needed)

Sylvia Carlton	P O Box 482	207-443-6994
Deborah Locke	201 River Rd	207-443-5684
Pat Shaw	N/a	N/a
Christine Hallowell	108 Pushard Rd, Dresden	207-737-2759
Barbara Richards	369 Barley Neck Rd	207-443-2869

Nequasset Park Improvement Committee: Ad Hoc, (Meets As Needed)

Joan Jordan	858 Old Stage Rd	207-443-9080
Natasha Burns	14 Adams Way	207-751-6497
Sue Ellen Whittaker	1156 Middle Rd	207-443-1264
Linda Potts-Crawford	66 Gotham Woods	207-841-9411
Elizabeth Farmer	300 George Wright Rd	207-442-0834

Planning Board: (Meets First Monday Of Month @ 6:30 P.M.)

Greg Buczkowski, Chairperson	44 Pleasant Cove Dr	207-522-9081	6/30/2023
Deborah Locke	201 River Rd	207-443-5684	6/30/2023
Michael Field	112 Delano Rd	207-751-3037	6/30/2021
Gaius Hennin	242 Barley Neck Rd	207-751-6432	6/30/2023
Thomas Stoner	19 Jakes Run	610-368-7077	6/30/2021
Paul Dumdey, Alt	346 River Rd	207-443-3479	6/30/2023
Leigh Callahan, Alt	176 Dana Mill Road	207-319-6722	6/30/2022

Public Communications Committee: (Meets Second Wednesday Of Month)

Alison Hepler, Ex-officio			
Thomas Davis, Chairperson	86 Wolf Pond Rd	207-442-9640	6/30/2021
Caelie Smith	258 Middle Rd	207-443-5221	6/30/2021
Roger Baffer	721 Middle Rd	207-442-7052	6/30/2021
James Barry Todd	25 Nequasset Pines	207-240-7188	6/30/2023
One Vacancy			
Two Vacancies-Alternates			

Representative-Bath Water District

Michael Sinton	207-442-7753	10/31/2023
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Road Committee: (Meets As Needed)

Jack Shaw, Ex-officio		207-443-3932	
Robert Meade	P O Box 201	207-443-2580	6/30/2022
Linda Potts-Crawford	66 Gotham Woods	207-841-9411	6/30/2019
Evan Holbrook	2 Holbrook Ln	207-607-2357	6/30/2023
James Chadwick Oliver, Jr.	1412 Middle Road	207-389-6963	6/30/2023
John G. Hauck	62 Mountain Road	207-443-6505	6/30/2023

Shellfish Conservation Committee: (Meets 1st Tuesday Of Each Month @ 6:00 P.M.)

Daniel Harrington, Chairperson	274 Dana Mill Rd	207-443-2104	6/30/2023
Timothy Larochelle	357 Chopps Cross Rd	207-319-9890	6/30/2022
Paul Dumdey	346 River Rd	207-443-3479	6/30/2023
Stephen Lackovic	P O Box 282, Bristol	207-563-1078	6/30/2022
Vacancy			
Vacancy			

Solid Waste And Recycling Committee: (Meets 3rd Wednesday Of Each Month @ 7:00 P.M.)

Jonathan Appleyard, Chairperson	26 Montsweag Rd	207-389-4292	6/30/2021
Linda Crawford	66 Gotham Woods	207-841-9411	6/30/2022
Donald Adams	99 Shaw Rd	207-443-4266	6/30/2023
Clark Granger	191 Phipps Point Rd	207-242-9042	6/30/2022
Rosemarie R. Granger	191 Phipps Point Rd	207-242-9042	6/30/2022
Eleanor Adams	99 Shaw Rd	207-442-8497	6/30/2023

Special Events Committee: (Meets As Needed)

Allison Hepler, Ex-efficio		207-442-0754	
Collette Coombs, Chairperson	8 Brookside Dr	207-443-3570	6/30/2023
Janet Stephen	97 Norway Dr	207-389-6170	6/30/2021
Kyle Beeton	253 Barley Neck Road	207-522-3511	6/30/2018
Tammy Given	904 Old Stage Road	207-443-3932	6/30/2021
Vacancy			

**Corrections To This List Should Be Forwarded To The Town Administrator At The Woolwich Town Office At: Administrator@woolwich.us
Telephone: 207-442-7094**

Town of Woolwich 2021 Holiday Schedule

HOLIDAY

New Year's Day
Martin Luther King, Jr. Day
Washington's Birthday/President's Day
Patriots Day
Memorial Day
Independence Day (Observed)
Labor Day
Indigenous People Day
Veterans Day
Thanksgiving Day
Thanksgiving Friday
Christmas Day Observed

DATE OBSERVED

Friday, January 01, 2021
Monday, January 18, 2021
Monday, February 15, 2021
Monday, April 19, 2021
Monday, May 31, 2021
Monday, July 5, 2021
Monday, September 6, 2021
Monday, October 11, 2021
Thursday, November 11, 2021
Thursday, November 25, 2021
Friday, November 26, 2021
Friday, December 24, 2021

When a holiday falls on a Saturday the State recognizes the Friday before as the holiday. If the holiday falls on a Sunday the State recognizes the following Monday as the holiday for the purposes of giving employees a day off for the holiday.

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 Selectboard'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 Selectboard'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 Selectboard'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. 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.

Property Tax Fairness Credit:

Eligible Maine taxpayers may receive a portion of the property tax or rent paid during the tax year on the Maine individual income tax return whether they owe Maine income tax or not. To claim the credit, file a Form 1040ME and Schedule PTFC for the tax year during which the property tax or rent was paid. For help, call 207-626-8475 weekdays from 8:00 AM – 5:00 PM. Forms are available at <http://www.maine.gov/revenue/forms> or call 207-624-7894 to request that a printed form be mailed to you.

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.

U.S. Senator's Report

Washington, DC

Dear Friends,

2020 was a year unlike any in our lifetimes. Our state and nation dealt with unprecedented challenges - the coronavirus pandemic, ensuing economic fallout, and a prolonged, heavily divisive campaign season each took a significant toll on all of us. The worst part? In order to protect each other, we had to face these challenges in isolation. But a new year represents new possibilities; a chance to take stock of what we're grateful for and focus on the opportunities in front of us. As we reflect back on 2020, we will remember heartbreak and loss - but we cannot forget the shining rays of hope that broke through the darkness, reminding us all that better days are ahead.

Throughout the pandemic, my top focus has been on bridging the partisan divide in Washington in order to deliver desperately-needed relief for Maine people. Joined by colleagues last March, we pushed for bipartisan negotiations to produce a strong bill that helped fellow Mainers, businesses, and institutions weather this storm. In the weeks and months after the CARES Act passed, our team stayed in close contact with people throughout the state to determine how we should adjust our response to best support our citizens. Unfortunately, the aid provided by the CARES Act lapsed without Congressional action, leaving too many families and businesses in limbo. I never stopped pushing for a bipartisan relief bill and, after extensive negotiations, we ended the year on a good note by breaking the gridlock and passing new relief legislation. This new bill isn't perfect; in fact, it should just be the start our renewed response. As we enter 2021 with a new administration and new Congress, we must fight for additional legislation to help restore stability to our working families and rebuild our economy and public health infrastructure.

In the midst of this crisis, Congress did manage to accomplish a few successes that will outlast this awful pandemic. Among these was the Great American Outdoors Act, a bipartisan bill which was enacted into law in August 2020 and will help address a \$12 billion backlog at our national parks so future generations of Americans can enjoy these beautiful lands and create lifelong memories. Also, as we learn more about the recent hacks of our nation's networks, there is help on the way: 27 of the cybersecurity recommendations made by the Cyberspace Solarium Commission - which I co-chair with Republican Congressman Mike Gallagher - made it into this year's defense bill. While there is no guarantee that these provisions would have prevented the massive hack, they will certainly improve our cyber defenses.

Despite the challenges, I'm hopeful for the future. Vaccines are being distributed across our state - starting with our healthcare heroes, who have sacrificed so much throughout this unprecedented catastrophe and deserve our eternal gratitude. If there can be a silver lining from these challenges of 2020, maybe it will be this: I hope that, in the not-so distant future, we will be able to come together physically and we will be reminded of our love for each other. We have differences, without a doubt. But as Maine people stepped up to support each other, we saw again and again that our differences pale in comparison to the values we share. We are one state, and one community - and there is nothing we cannot or will not do for each other. Mary and I wish you a happy and healthy 2021. We can't wait to see you soon.

Best Regards,
Angus S. King, Jr.
United States Senator

U.S. Senator's Report

Dear Friends:

It is an honor to represent Maine in the United States Senate. I am grateful for the trust the people of our State have placed in me and welcome this opportunity to reflect on 2020, an incredibly challenging year for Maine families, small businesses, and communities.

When the pandemic struck, our country faced the specter of an overwhelmed health care system and devastation to our small businesses and the millions of people they employ. I immediately worked with Republicans and Democrats to pass multiple laws allocating approximately \$3 trillion to respond to this public health and economic crisis, including more than \$8 billion directed to Maine to support testing, schools, the economy, and other purposes - that is nearly double Maine's annual state budget.

I am especially proud of the bipartisan Paycheck Protection Program (PPP) I co-authored. This program has provided three out of four Maine small businesses with nearly \$2.3 billion in forgivable loans, which has helped sustain more than 250,000 Maine jobs. I have met thousands of Maine small employers and employees in all 16 counties who are surviving because of the PPP. As one small business owner told me, the PPP provided "exactly what we needed at exactly the right time." The PPP also allowed employers to maintain benefits, such as health care, during this challenging time. Another round of PPP is needed to sustain small businesses and their employees.

While the pandemic continues across Maine, our nation, and the world, I thank the first responders, health care professionals, teachers, grocery store employees, factory workers, farmers, truck drivers, postal employees, and so many others who continue to stay on the job during this difficult time. With the deployment of the first vaccines, better tests, and the incredible speed with which these life-saving responses were developed, I am hopeful we can emerge from this crisis in the next few months.

While providing relief to American families was my focus throughout 2020, other accomplishments include the passage of the Great American Outdoors Act, which provides full funding of the Land and Water Conservation Fund and addresses the maintenance backlog at our national parks, forests, and wildlife refuges. As Chairman of the Transportation Appropriations Subcommittee, in 2020 alone, I secured \$132 million to improve Maine's roads, bridges, airports, buses, rail, ferries, and seaports. Finally, as Chairman of the Aging Committee, I led the reauthorization of the Older Americans Act, which funds programs that improve the well-being, independence, and health of our nation's seniors and their caregivers, and I authored laws to reduce the cost of prescription drugs and protect individuals with Alzheimer's disease.

As the end of 2020 is approaching, I have cast more than 7,535 votes, never having missed one. In the New Year, my focus remains to work with colleagues to find common ground on policies to help support the health and safety of Mainers and the safe, responsible opening of our communities. If ever I or my staff can be of assistance to you, please do not hesitate to contact one of my state offices. May the coming year be a successful one for you, your family, your community, and our state.

Sincerely,
Susan M. Collins
United States Senator

U.S. Representative's Report

Dear Friends,

2020 has been a year of unconscionable loss and hardship. The COVID-19 pandemic has ravaged our nation, magnifying long-unaddressed inequities. I hear daily from constituents whose lives have been upended by the pandemic. As we navigate these ongoing challenges, my top priority in Congress has been to advocate for the resources Maine residents, businesses, and institutions need to weather this crisis.

In March, the CARES Act was signed into law, providing much-needed relief to Mainers, including expanded unemployment benefits, stimulus checks, grants and loans for small businesses and nonprofits, and funding for health care providers on the front lines of this crisis. As this crisis wore on, I saw increased need; that's why I voted for the Heroes Act in May and again in October to provide further support. I'm relieved we passed another relief package at the end of December, but I know another round of support is still much needed in the coming year.

The pandemic isn't the only crisis we face. Climate change threatens Maine's environment and industries. This summer, the Gulf of Maine recorded its hottest day, and we experienced the longest, most severe drought in 20 years. Maine farms continue to be stymied by climate change, but they can also play a crucial role in combatting it. In February, I introduced the Agriculture Resilience Act to ensure American agriculture is net-zero by 2045. The release of Maine's Climate Action Plan is a major step in the fight against climate change. I will continue to work with state leaders to ensure they have federal support to achieve this agenda.

2021 will offer different challenges. We must distribute a vaccine to millions, restore jobs, uplift the economy, and repair the divisions that undermine our ability to make meaningful change. I look forward to working with the incoming presidential administration to meet these challenges and emerge as a stronger, more resilient nation.

As always, the needs of Mainers guide my work as we recover from this crisis. If there is anything my office can do to help, please reach out.

Sincerely,
Chellie Pingree
Member of Congress

Governor's Report

Dear Friends:

When I took the oath of office as Maine's 75th governor, I never imagined that we would face a deadly pandemic. But that is our reality, and it is my responsibility to guide our state through this time, to keep Maine people safe and healthy, and to put our economy on a path to recovery.

COVID-19 has wreaked havoc on our national economy, dealing heavy losses to businesses of all sizes, and leaving millions of people unemployed. Here in Maine it has taken the lives of hundreds of people and sickened many more. Since the arrival of the first vaccines in December 2020, we have been working to get as many shots into the arms of Maine people as quickly and efficiently as possible.

While our spirits are lifted and we share in a collective sense of relief, particularly for frontline health care workers who are exhausted and have been working around the clock to save lives, it will take months to administer the vaccine to all Maine people and we must keep our guard up.

In the coming months, I look forward to working with you in fully opening our schools and businesses across the state. We will hasten our state's recovery if we wear our masks, watch our distance, avoid gatherings, and wash our hands.

My Administration, in collaboration with public health experts and business leaders across the state, developed a plan to gradually and safely restart Maine's economy. We also formed an Economic Recovery Committee charged with assessing the economic impacts of the pandemic on Maine's economy and providing recommendations for policy changes to deal with these impacts. Together, drawing on the hard work and resilience of Maine people, we will rebuild and strengthen our economy and rise from this unprecedented challenge to be a stronger, better state than ever.

I continue to be amazed by the strength and courage of the Maine people and businesses who have found different ways to do business and the brave first responders in your town and in our health care facilities. Thank you to the people of Maine who have demonstrated patience, kindness, and compassion during this difficult time.

Please take care,
Janet T. Mills
Governor

P.S. For the latest information and guidance on Maine's response to COVID-19, as well as resources for assistance during this time, please visit www.maine.gov/covid19/.

State Senator

Dear friends and residents of Woolwich,

Thank you for the opportunity to continue serving as your State Senator. Acting as your voice in Augusta is a tremendous honor, and I'm humbled by the opportunity to help Maine through this difficult time.

When the pandemic arrived in Maine in March 2020, few of us understood what challenges it would bring with it. From mass unemployment, to the closing of schools and the need to stay physically distant from one another, this public health crisis has truly upended life for all of us. I'm hopeful that the distribution of vaccines will bring us closer to life as we knew it soon, but we all know our challenges are far from over. The next couple of years will be critical as we try and help our people and our state recover.

I am honored by the fact that my colleagues in the Senate have once again chosen me as Assistant Majority Leader. The Legislature will adjust to the realities of the pandemic by moving much of our business online in 2021. Making this change is going to require flexibility and patience. However, I believe that this change also gives the public the opportunity to participate more actively in the legislative process. In addition to watching livestreams or recordings of committee work, the public will also be able to testify in front of committees for the first time live on camera or by phone from their homes.

I have also been appointed to serve on the Energy, Utilities and Technology Committee and the Government Oversight Committee. These committees work on important issues that affect all Mainers, from making sure our tax dollars are used efficiently, to supporting innovative energy solutions, building out internet infrastructure, ensuring Mainers are connected to the utilities they need, and more. This pandemic has also reminded us that there is work ahead of us in ensuring that all Mainers have access to quality health care in their communities. Making sure Mainers are healthy and safe as we support our workers and small businesses in building back our economy will be my priorities over the next two years.

I know many in our community are still struggling, and I want to remind you that I'm here as a resource for you and your family. If you need help securing unemployment benefits, putting food on the table, connecting with a state agency, or just want to talk something through, I'm here to help. You can email me at Eloise.Vitelli@legislature.maine.gov or call my office at (207) 287-1515.

Finally, I want to thank all of our dedicated local officials, and all of you, who have shown incredible flexibility and courage throughout these past months in adapting to changes needed to keep us all safe. While our State still faces challenges, I am convinced that when we work together to overcome them we can come out stronger on the other side. I look forward to working with and for you these next two years.

Sincerely,
Eloise Vitelli
State Senator

State Representative's Report

Dear Woolwich neighbors,

It's an honor to continue representing my own town in the Maine House of Representatives. This new legislative session looks quite different because of the ongoing COVID-19 pandemic. We were sworn in at the Augusta Civic Center and most of our early work has taken place remotely, with both legislators and the public participating via the internet.

We are as determined as ever to continue to do the work you elected us to do. All our work is available to access online, either live or after the fact, and I encourage you to visit www.legislature.maine.gov if you are interested. I also hope you will feel free to contact me with any questions about how to stay informed about our proceedings. Because I'm still teaching at the University of Maine at Farmington, I've needed to watch the YouTube channel to catch up on committee meetings I've had to miss because of class.

A major part of our work this session is balancing the state budget for the next two years. We recently passed a baseline biennial budget that ensures the continuity of essential services at a time when Mainers need certainty. This budget did not add any new initiatives or taxes, and there are still many opportunities to foster bipartisan support for new initiatives that will be included in a supplemental budget later this legislative session. I will be pushing to make sure that budget strengthens our health care and behavioral health resources, provides help to local governments and property taxpayers and continues our efforts to address the climate crisis.

Another critical area of work will be our economy, particularly considering how difficult the pandemic has been for our working families and entrepreneurs. We will also need to continue to improve access to broadband, augment workforce training and invest in Maine's large infrastructure network. And, given the experience of so many constituents last year, we will need to address the serious shortcomings in our unemployment insurance system that were brought to light by the current situation.

My own bills, most of which come from constituents, include measures to improve consumer protection and access, increase health insurance options, extend disability rights to those with acquired brain injuries, provide tax relief and support town meetings and municipal elections.

Once again, I am serving on Marine Resources Committee, where I continue to advocate for the working waterfront, emerging industries like aquaculture and the continued health of our oceans and our coastline. I'm also proud to be serving on the Inland Fisheries and Wildlife Committee this session.

Through both my committee work and other legislative business, I am committed to working with all my colleagues, regardless of party, to advocate for our community and move our state forward. Please contact me if I can be of any help to you and your family, or if you want to discuss any legislation. I fully welcome your questions and feedback.

Respectfully,
Allison Hepler
State Representative



COUNTY OF SAGADAHOC

COMMISSIONER CAROL A. GROSE

District 3 – Arrowsic, Georgetown, Phippsburg, Richmond, West Bath & Woolwich

Dear Friends and Neighbors,

It is my honor to continue to serve the citizens of Woolwich as a Sagadahoc County Commissioner. As I continue my tenure, I remain totally committed to ensuring that the services provided by the County are delivered in the most cost effective and professional way possible.

As we move forward in a climate which continues to be accentuated by the uncertainty of COVID-19, the Commissioners remain acutely aware of the impact the County tax assessment has on Sagadahoc municipalities. In FY 2020-21 the overall budget increased by 2.9%, due in large part to a reduction in the amount of available surplus funds. While it is unknown if we will show a reduction in FY 2021-22, we remain firmly committed to minimizing increases and controlling non-essential expenditures.

During FY 2019-20 the County's many activities and accomplishments included the following:

- **Administration** continued to oversee the self-funded health insurance program. Over the past five years, our premiums have gone up ~7% less than those of our previous insurer. Planning continued on a number of significant capital projects that are scheduled for in the current fiscal year, including extensive repairs to the Courthouse roof.
- **Probate Court** was busy processing petitions for guardianship, conservatorship, change of name, adoption, and estates. They also continued to back-scan records into an electronic database. New legislation required a revision of almost all probate forms, which added greatly to their workload.
- **Deeds** completed its efforts to make all documents available for viewing at sagadahocdeedsme.com. In spite of COVID-19, they stayed busy handling the many recordings generated by a more robust housing market.
- The **Emergency Management Agency** staff continued to plan and implement regional training; assist local EMA Directors and community officials to meet federal emergency preparedness requirements; facilitate the disbursement of PPE to localities and agencies; coordinate numerous other COVID-19 related programs and services; and collaborate with area emergency responders and public health agencies.
- The **Communications Center** continued making equipment upgrades as well as undertaking long term planning for improvements to the E-911 system and coverage.
- The **District Attorney's Office** handled a high volume of court cases until the onset of COVID. Although Superior Court has not as yet resumed sessions, the District Court has been fully operational and keeping staff quite busy.
- For the period of July 1, 2019 to June 30, 2020, the **Sheriff's Office** responded to 5,346 calls, compared to 5,217 calls the previous year, which is an increase of 2.5%. The **Transport Division** handled 409 transports last year and continued to monitor inmates on home release. The **Civil Division** continues to serve orders and writs in a consistently professional manner.

In order that I may represent you 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 at 3:00 p.m. on the second Tuesday of each month in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, ME (or via Zoom during the pandemic).

(For details or the link, call 443-8202 or check our web site: www.sagadahoccountyme.gov.)

Respectfully,
Carol A. Grose

CEO

2020 Building Permits Issued

DATE	PERMIT #	NAME	ADDRESS	DESCRIPTION	COST	FEE
1/9/2020	1	Broadwater, Dan	242 Middle Rd.	Garage	\$26,000.00	\$144.00
2/4/2020	2	Hallmark Homes Corp	202 Walker Rd.	Residence	\$176,315.00	\$294.00
3/12/2020	3	Kipple, Greg	102 Walker Rde.	Shed	\$5,000.00	\$30.00
4/14/2020	4	American Tower Corp.	161 Main St.	Antenna Array	\$20,000.00	\$250.00
4/20/2020	5	Youland, Lechee Wong	670 Old Stage Rd.	Garage	\$25,000.00	\$40.00
4/16/2020	6	Dirigo Custom Structures	4 Hockomock Rd.	Residence	\$207,031.00	\$405.30
3/31/2020	7	Estes, Abigail & Saben	445 Meadow Rd.	Addition	\$32,000.00	\$35.70
4/22/2020	8	Wiscasset Water District	228 George Wright Rd.	Utility Buildin	\$50,000.00	\$48.00
5/4/2020	9	Follett, Wallace & Rosalyn	37 Hemlock Dr.	Barn	\$30,000.00	\$134.40
5/4/2020	10	Simpson, Charles & Laurie	44 Misty Hollow Dr.	Farmer's Porch	\$8,200.00	\$36.90
5/6/2020	11	Bewsey, Adam & Betsy	23 Pasture Rd.	Residence	\$250,000.00	\$248.40
5/12/2020	12	Ires Jr, Alan H.	554 Middle Rd.	Garage	\$54,000.00	\$89.60
4/28/2020	13	Osgood, Carland & Tina	424 Murphy's Corner Rd.	Renovation	\$1,500.00	\$31.50
5/21/2020	14	Cahill, Brandon & Kristen	434 Murphy's Corner Rd.	Garage/Renov.	\$300,000.00	\$370.50
5/21/2020	15	Harris, Keith	879 Old Stage Rd.	Residence	\$247,000.00	\$553.60
5/26/2020	16	Westleigh, Joseph & Melisa	7 Ledgeview Ln.	Barn	\$40,000.00	\$112.00
5/28/2020	17	Keefe, Anthony	Orchard Shores	Residence	\$400,000.00	\$704.75
6/2/2020	18	Shaw, Jack	Walker Rd.	Mobile Home		\$157.50
6/8/2020	19	Maine RSA#1 Inc	161 Main St.	Antenna Array	\$15,000.00	\$250.00
6/30/2020	20	Slusher, Mike	321 Murphy's Corner Rd	Barn		\$129.60
7/2/2020	21	Racioppi, Nick	9 Pasture Rd.	Residence	\$270,000.00	\$481.30
7/28/2020	22	Phillips, David S.	137 River Rd.	ADA Deck		\$34.80
7/16/2020	23	Foster, Roger	968 River Rd.	Addition	\$67,901.00	\$20.00
7/28/2020	24	Shaw, Jack	274 Walker Rd.	Garage	\$6,500.00	\$39.20
7/30/2020	25	Dunning, Michael	26 Mackenzie Ln.	Garage		\$180.00
7/30/2020	26	Williams, Jonathan	37 Old Arrowsic Rd.	Renov/Addition	\$240,000.00	\$192.30
8/4/2020	27	Moniz, Dana	290 Mountain Rd.	Garage	\$7,000.00	\$144.00
8/4/2020	28	Hallmark Homes Corp	202 Dana Mills Rd.	Residence	\$299,795.00	\$378.00
8/11/2020	29	Calder, Nigel	23 Mountain Rd.	Renovation	\$150,000.00	\$450.00
8/13/2020	30	Jones, Aaron	259 George Wright Rd.	Residence	\$150,000.00	\$266.40
8/13/2020	31	Bilugan, Reynante	40 Sanders Rd.	Residence	\$183,000.00	\$201.60
8/18/2020	32	Collins, Thomas	140 Walker Rd.	Mobile Home	\$26,800.00	\$151.20
8/18/2020	33	Gale, Chris	451 Chopps Cross Rd.	Solar Panels	\$24,000.00	\$53.25
8/25/2020	34	Knowles, Carol & Barry	325 Old Stage Rd.	Addition	\$45,000.00	\$56.70
8/25/2020	35	Holbrook, Zachary	76 Weston Rd.	Deck (open)	41,500.00	\$22.00
8/25/2020	36	Woolwich Storage LLC	26 Industrial Park Rd. B	(30 Storage Bldg)	\$396,000.00	\$1,350.00
8/27/2020	37	Drinkwater Jr, Roger Lee	172 Nequasset Rd. Rd.	Addition		\$20.00
8/27/2020	38	Showcase Homes of Maine	Elenors Way	Modular Resid.	\$210,000.00	\$306.00
8/27/2020	38A	Showcase Homes of Maine	Elenors Way	Modular Resid.	\$240,000.00	\$457.60
9/1/2020	39	Karbonek, Kevin	19 Sandy Ridge Dr.	Addition	\$5,000.00	\$20.00
9/3/2020	40	Barry, Roger	16 Goose Cove Ln.	Residence	\$450,000.00	\$328.65
9/3/2020	41	Wallace, Elisia	338 Meadow Rd.	Addition	\$35,000.00	\$50.40
9/10/2020	42	King, William F.	220 Chopps Cross Rd	Barn (metal)	\$150,000.00	\$1,350.00
9/15/2020	43	Toro J./Berglund, Kris	116 Montsweag Rd.	Addition/Reno	\$165,000.00	\$171.45
9/22/2020	44	Smith, Derek	258 Middle Rd.	Addition/Shed	\$10,000.00	\$64.00
9/22/2020	45	Webber, David & Regina	28 Walnut Point Rd.	Addition/Reno	\$500,000.00	\$395.75
9/22/2020	46	Baron, Barbara A.	82 Trott Rd.	Garage	\$20,000.00	\$86.40
9/24/2020	47	Japiske, David	78 Everitt Dow Dr.	Solar Panels	\$11,000.00	\$27.60
9/29/2020	48	Paiement, Thomas	22 Jakes Run	Solar Panels	\$17,681.00	\$48.60
10/1/2020	49	Gilliam, Ryan	36 Hedge Bridge Rd.	Addition	\$20,000.00	\$158.40
10/13/2020	50	Bean, Bruce & Rosalie	Middle Rd.	Residence	\$400,000.00	\$599.40
10/13/2020	51	Coffey, Christopher	836 Middle Rd.	Barn	\$10,000.00	\$76.80

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10/20/2020	52	Rice, Andrew	3 Eagle Cove Rd.	Barn	\$2,500.00	\$44.80
11/5/2020	53	Appleyard, Ruth & Jonathan	19 Montsweag Rd.	Barn	\$87,000.00	\$153.60
11/10/2020	54	Sullivan, John F.	John Wright Rd.	Residence	\$150,000.00	\$349.60
11/10/2020	55	Sullivan, John f.	361 George Wright Rd.	Barn	\$10,000.00	\$100.00
11/12/2020	56	Hanson, Johnie	1211 Old Stage Rd.	Garage	\$57,990.00	\$172.80
11/19/2020	57	Kindlemann, Melissa	200 Nequasset Rd.	Mobile Home	\$107,000.00	\$202.50
11/24/2020	58	Chandler, Laura	405 Meadow Rd.	Carport	\$630.00	\$24.00
11/24/2020	59	Spillane, Hope & Paul	22 Boom Cove Dr.	Addition/Reno	\$800,000.00	\$298.50
12/3/2020	60	American Tower Corp.	13 Mountain Rd.	Array, Upgrade	\$25,000.00	\$250.00
12/31/2020	61	Guidi, James	21 Bayfield Rd.	Garage	\$25,000.00	\$132.60
					\$7,303,343.00	\$13,975.95

2020 Plumbing Permits

DATE	PERMIT #	NAME	ADDRESS	SSWW	DEP	INT	STATE SHARE
2/4/2020	2413	Ellenthorpe, Charles	Stoney Creek Rd.			\$100.00	\$25.00
2/4/2020	2414	Meritt, Catherine	202 Walker Rd.			\$40.00	\$10.00
2/20/2020	2415	Saleeby, Joel	334 Old Stage Rd.			\$100.00	\$25.00
3/19/2020	2416	Kirkpatrick, Howard	6 No Way			\$60.00	\$15.00
3/19/2020	2417	Harper, Greg	87 Trott Rd.			\$160.00	\$40.00
3/20/2020	2418	Falvey, Don	6 No Way	\$250.00	\$15.00		\$62.50
3/30/2020	2419	Flood, Bill	1334 Middle Rd.			\$40.00	\$10.00
4/1/2020	2420	Davis, Thomas	86 Wolf Pond Rd.	\$250.00	\$15.00		\$62.50
4/7/2020	2421	Brennan, Amy	53 George Wright Rd.	waived	waived		
4/23/2020	2422	Martin, Paige	Pasture Ln.	\$250.00	\$15.00		\$62.50
4/23/2020	2423	Martin, Paige	Lot 47, Hockomock Rd			\$40.00	\$10.00
4/22/2020	2424	Acre Property Dev.	1370 Middle Rd.	\$300.00*			\$37.50
5/6/2020	2425	John Libby Cons.	lot 5 Pasture Ln.	\$250.00	\$15.00		\$62.50
5/18/2020	2426	McAleenan	37 Talcott Dr.			\$180.00	\$45.00
5/19/2020	2427	Sumrall, Joe	428 Middle Rd.			\$40.00	\$10.00
5/21/2020	2428	Harris, Keith	879 Old Stage Rd.			\$150.00	\$37.50
5/21/2020	2429	Harris, Keith	879 Old Stage Rd.	\$250.00	\$15.00		\$62.50
5/26/2020	2430	Leslie, Rick	159 Montsweag Rd.			\$210.00	\$52.50
6/4/2020	2432	Theriault, Mary	127 Hunnewell Ln.	\$250	\$15.00		\$62.50
6/9/2020	2433	Marshall, Julie	415 Middle Rd.	\$250.00	\$15.00		\$62.50
6/9/2020	2434	Marshall, Julie	415 Middle Rd.			\$80.00	\$20.00
6/18/2020	2435	Kelley, Sue & Peter	16 Ferry Rd.	\$250.00	\$15.00		\$62.50
6/18/2020	2436	Youland, Dennis	17 Reed Rd.	\$150.00			\$37.50
6/23/2020	2437	Sullivan, Ed	Ledgeview Ln	\$250.00	\$15.00		\$62.50
6/23/2020	2438	Smith, Josh	34 George Wright Rd.	\$250.00	\$15.00		\$62.50
6/16/2020	2439	Moore, Heather	57 Birchwood Rd.	\$150.00			\$37.50
6/25/2020	2440	Bewsey, Adam	23 Pasture Ln.			\$120.00	\$30.00
6/30/2020	2441	Krauss, Heather	62 Nequasset Rd.	\$250.00	\$15.00		\$62.50
7/2/2020	2442	Fuller, Chad	1083 Old Stage Rd.	\$250.00	\$15.00		\$62.50
7/7/2020	2443	Racioppi, Nick	Pasture Rd.	\$250.00	\$15.00		\$62.50
7/7/2020	2444	Racioppi, Nick	Pasture Rd.			\$140.00	\$35.00
7/7/2020	2445	Zaqdai, Cynthia	16 Goose Cove Ln.	\$250.00	\$15.00		\$62.50
7/9/2020	2446	Hemmingway, Nancy	Murphy's Corner Rd.	\$250.00	\$15.00		\$62.50
7/21/2020	2447	Kilton, Cameron C.	76 Weston Rd.			\$220.00	\$55.00
7/28/2020	2448	Smith, Joshua	34 George Wright Rd.			\$80.00	\$20.00
7/7/2020	2449	Yeager, John & Barbara	738 Middle Rd.	\$250.00	\$15.00		\$62.50
8/4/2020	2450	Hallmark Homes	Dana Mills Rd.	\$250.00	\$15.00		\$62.50
8/4/2020	2451	Demers, Mike	Dana Mills Rd.			\$130.00	\$32.50
8/4/2020	2452	Kenney, Phyllis	1505 Middle Rd.	\$150.00			\$37.50
8/11/2020	2453	Calder, Nigel	23 Mountain Rd.	\$250.00	\$15.00		\$62.50
8/13/2020	2454	Dowdy, Stephen	Ledgeview Ln.			\$80.00	\$20.00
8/13/2020	2455	Scott, Mary Lynn	253 Barley Neck Rd.			\$40.00	\$10.00
8/18/2020	2456	Bath Water Dist.	93 Pumping Station Rd.			\$40.00	\$10.00
8/18/2020	2457	Hemmingway, Nancy	271 Murphy's Corner Rd.			\$40.00	\$10.00
8/18/2020	2458	Yeaton, Victor	41 Ledgewood Dr.			\$150.00	\$37.50

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8/18/2020	2459	Topsham Mobile Home Sales	140 Walker Rd.	\$250.00	\$15.00		\$62.50
8/18/2020	2460	Collins, Thomas	140 Walker Rd.			\$90.00	\$22.50
8/20/2020	2461	Hunter, Ben	176 River Rd.	\$250.00	\$15.00		\$62.50
8/27/2020	2462	Showcase Homes	8 Eleanor's way	\$250.00	\$15.00		\$62.50
8/27/2020	2463	Showcase Homes	22 Eleanor's Way	\$250.00	\$15.00		\$62.50
9/1/2020	2464	Showcase Homes	8 Eleanor's Way		\$40.00	\$10.00	
9/1/2020	2465	Showcase Homes	22 Eleanor's Way			\$40.00	\$10.00
9/22/2020	2466	Connors / Williams	37 Old Arrowsic Rd.			\$180.00	\$45.00
9/29/2020	2467	Liberman, Lawren	368 Murphy's Corner Rd.			\$40.00	\$10.00
10/1/2020	2468	Hadik, Steve	348 Barley Neck Rd.	\$150.00			\$37.50
10/5/2020	2469	Liberman, Lawren	368 Murphy's Corner Rd.			\$40.00	\$10.00
10/8/2020	2470	Taylor, Robin	9 Surrey Ln.	\$150.00			\$37.50
10/13/2020	2471	Vaillancourt, Leon	Middle Rd.	\$250.00	\$15.00		\$62.50
10/13/2020	2472	Vaillancourt, Leon	Middle Rd.			\$150.00	\$37.50
10/15/2020	2473	Sutherland, Alycia	24 Hall Rd	\$250.00	\$15.00		\$62.50
10/22/2020	2474	Cahill, Brandon	434 Murphy's Corner Rd.			\$90.00	\$22.50
10/29/2020	2475	King, William F.	220 Chopps Cross Rd.			\$160.00	\$40.00
11/5/2020	2476	Zadia, Cynthia	16 Goose Cove Rd.			\$140.00	\$35.00
11/5/2020	2477	Sullivan, John	George Wright Rd.	\$250.00	\$15.00		\$62.50
11/12/2020	2478	Berglund, Chris	116 Montsweag Rd.			\$70.00	\$17.50
11/19/2020	2479	Kindlimann, Melissa	200 Nequasset Rd.	\$250.00	\$15.00		\$62.50
12/22/2020	2480	Bilugan, Rey	45 Sanders Rd.			\$160.00	\$40.00
12/22/2020	2481	Turcott, William	200 Nequasset Rd.			\$40.00	\$10.00
				\$4,200.00	\$225.00	\$2,160.00	\$1,590.00

Woolwich Fire Department

In 2020 the fire department responded to 187 calls for service. Calls included: Fire suppression, Motor Vehicle Accidents, Hazardous Materials Spills, Mutual Aid, Traffic Control, EMS Assists, Commercial/Residential Alarms, and other miscellaneous Citizen Assists. This is an increase of 23 calls from 2019 and an increase of 35 in the last 2 years.

As we all know 2020 was an incredibly challenging year and this was no different for us. We adapted to the always changing guidelines and continued to provide the best service we could at all times. Even with the pandemic I am still happy to report that our membership numbers for the fire department continue to be high; our community is truly fortunate to have an amazing and dedicated crew. While many communities continue to struggle to recruit new members and cover emergencies, Woolwich is not. We still encourage anyone interested in volunteering to contact us for an application. Also, a reminder that we have the junior firefighter program for teens, ages 14-18.

Once again, this year we were fortunate to receive a grant from the Maine Municipal Association for \$2,000 for a set of firefighter protective gear. Continuing to receive this grant is helping us keep all our members in compliant and up to date protective equipment. We are always looking for grants and ways to purchase equipment above and beyond what the budget permits. Anyone interested in donating money to assist with the purchase of equipment can see the list located in the back of the town report of suggested items to donate for both Fire and EMS. Donations can be anonymous if preferred, and all donations are tax deductible and letters are available upon request.

This year we were again incredibly lucky to be chosen by our very own Bath Subaru to be the recipient of the Subaru Share the Love Event. Over the last 12 years, through the Share the Love Event, Subaru of America and its participating retailers have donated more than \$145 million to charity, with customers choosing between four national and over 1,170 hometown charities. I am so excited to report that through this event, our Fire and EMS department received \$9,900. We will use the funds to purchase firefighter protective equipment and needed EMS equipment. We cannot thank Bruce McElman and family of Bath Subaru enough as well as the people who chose us when they purchased a new car.

As always please remember to replace the batteries in your smoke and CO detectors and test them monthly. Help us help you in an emergency by making sure your address number is visible from the roadway. Practice fire safety at home every day and have fire drills with your family.

In closing, I would like to thank the community for your continued support. Remember to “Like” Woolwich Fire/Rescue on Facebook and Instagram to keep up to date with community events, Woolwich Fire events and safety information.

Respectfully Submitted,
Michael Demers, Fire Chief

Sagadahoc County Emergency Management Agency

The Sagadahoc County Emergency Management Agency (SCEMA) is responsible for policy development, planning, agency coordination, education and training surrounding the health and safety of those who live, work and play within the ten municipalities of Sagadahoc County. SCEMA is charged with creating the framework for which communities reduce vulnerability to hazards and cope with disasters. SCEMA protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from natural disasters, acts of terrorism or other man-made disasters. Existing partnerships were enhanced and new partnerships with government, non-profit and industry were established over the course of Fiscal Year 2020 (July 1, 2019 to June 30, 2020.)

During FY20, SCEMA Deputy Director, Matthew Fournier, accepted a position with the Maine Emergency Management Agency, leaving an opening to be filled. Grainne Shaw (formerly Grainne Dougherty) was selected to serve as the new Deputy Director. Prior to transitioning to SCEMA, Grainne had served three years in the Sagadahoc County Communications Center as a public safety dispatcher and, as such, brought a great deal of knowledge and community-level expertise to the position.

SCEMA continued to fund county-wide and municipal specific projects with the Homeland Security Grant Program (HSGP) from the FY2017, FY2018, and FY2019 federal grants during the 2020 fiscal year. The grants run concurrently and each has a three-year performance period. The total of the FY17, FY18 and FY19 awards totals approximately \$203,000 combined and have funded projects which otherwise might not have been possible. These funds have or will translate into a number of projects across the County: first responder ballistics equipment, upgrading law enforcement mobile data terminals, purchase and installation of vehicle repeaters, purchasing AED's for municipal police and fire departments, public safety communication tower upgrades and, in response to COVID-19, purchasing reusable N95 masks for first response agencies, along with many other projects. SCEMA has begun planning for the upcoming FY2020 Homeland Security Grant Program.

During the first half of FY2020 (Prior to COVID-19), SCEMA provided in-person public education and outreach to the communities within Sagadahoc County. Since and during COVID-19, SCEMA maintained the commitment of providing the same level of public education, although in virtual and electronic formats. SCEMA also continues to maintain a consistent public presence on social media to interact with the community during times of disaster, weather events, or simply to share important information, training announcements or local advisories.

During FY2020, SCEMA and the Local Emergency Planning Committee (LEPC) increased engagement with Tier II reporting facilities. Together, we have reviewed several facility Emergency Response Plans and have invited facility managers to attend quarterly meetings. The LEPC funded Hazardous Materials Operations Refresher courses for the municipal fire department staff, which is a state requirement allowing for the department to maintain their HazMat level qualifications. SCEMA continues to maintain the Sagadahoc Count LEPC Facebook page and continues to boost its community outreach program. It is our goal to engage with the communities surrounding each EHS facility in Sagadahoc County to provide education and awareness.

SCEMA has worked very closely with the Sagadahoc County Board of Health, where county partners and stakeholders, neighboring jurisdictions and subject matter experts target and address public health topics impacting the communities within the county. During FY2020 the Board largely focused its attention to COVID-19 and the impacts to our communities, businesses and citizens.

FY2020 has proven to be a very challenging, yet successful year, and together, we will continue to look toward the future, committing to the protection of life and property safety for all who live, work or play in Woolwich, Maine. We look forward to another successful year of service. For more information, visit us at www.sagadahoccountyme.gov. Sign-up to receive critical CodeRED public emergency notifications and like us on Facebook at www.facebook.com/SagadahocCountyEMA.

Respectfully submitted,
Sarah J. Bennett, SCEMA Director

Emergency Management Director

There were no significant weather issues that required assistance from State or Federal Emergency Management Agencies. However, the pandemic has required the assistance of FEMA and the EMS Department was awarded a reimbursement grant to assist with costs.

Due to the pandemic, there have been no warming or cooling centers open in Woolwich.

Please consider signing up for CodeRed through the Sagadahoc County Emergency Management Agency. This system is similar to a “Reverse 911” system and allows emergency officials to notify groups of citizens regarding specific events that affect them. This means that you won’t get notified of an issue in another town, as it is locale specific.

To sign up for CodeRed, go to sagadahoccountyme.gov and go to the Emergency Management Page.

I can be reached at woolwichema@gmail.com or 207-443-3589 ext 109.

Respectfully Submitted,
Brian Carlton
Emergency Management Director for the Town of Woolwich

Woolwich EMS

There were 316 EMS calls in 2020 which is a significant increase from the 263 calls in 2019.

Woolwich EMS began as the primary service provider in Woolwich in July of 2019. Previously, the Town contracted with North East Mobile Health Services. Calendar year 2020 was the first full year that Woolwich EMS was the primary provider. The Department met the increase in calls and responsibility with full force.

There are currently 24 EMS providers on the Department: 12 EMT-Basics, 8 Advanced EMTs, and 4 Paramedics. There has been an increase in the number of Advanced EMTs, and this will continue, with 5 members currently in class to go from EMT-Basic to Advanced EMT.

In October, the Department received donations from the Bath Rotary and the Sunrise Rotary, as well as from Bath Subaru's "Share the Love" Campaign. These donations allowed the Department to purchase a second cardiac monitor. This purchase allows both ambulances to be equipped at the Advanced Life Support level. The two ambulances are now identically equipped.

The ambulance continues to be staffed 24/7 with two people paid a stipend to be available and within 8 minutes of Central Station on Nequasset Road.

The pandemic has been a challenge for the Department, with increased supply needs, and an inability to train normally.

The members of Woolwich EMS must be commended for the dedication and commitment during this challenging time. They all have stepped up to the plate and are serving the community with excellence.

Woolwich EMS continues to strive to provide the best quality of care possible. If you have any questions, please contact me at woolwichrescue@gmail.com or 207-443-3589 ext 109.

Respectfully Submitted,
Brian Carlton
Deputy Chief/EMS Director
Woolwich Fire Department

Local Health Officer

As we are well aware, we are still dealing with the Pandemic, with the need to continue with the mask and observing social distancing. It is not what I would have hoped for when writing this report last year. It has not seemingly affected my duties as Local Health Officer, however, most of my attention has been taken up with the ever present hoarding issues, and related activities.

Let's hope the vaccinating effort will soon stabilize the COVID-19 pandemic. Stay healthy.

Respectfully submitted,

Paul Dumdey

Local Health Officer

Telephone number 207-443-3479

Animal Control Officer

Terry MacGregor, who served as the Town's Animal Control Officer since 2009, officially retired in January 2021. Terry has been a great asset to the Town of Woolwich serving as the animal control officer. Terry has been courteous enough to help train our new animal control officer, Alexia Alexander. We would like to wish Terry well on her retirement and thank her for her dedication to the town.

Did you know that the State of Maine requires all dog owners to register their dog and pay an annual fee to the State? Dog licensing ensures a rabies vaccination, which protects the health of your pet and the spread of the disease. Fees also support the investigation of animal cruelty complaints, enforcement of animal welfare laws, care for sick and injured stray animals and return of lost dogs to their owners.

Dog licenses expire every year on December 31. Renewals become available in the Town Office the middle of October for the forthcoming year. You can also register or renew dog licenses online at www1.maine.gov/cgi-bin/online/dog_license/index.pl. Fees for spayed/neutered dogs are \$6 and \$11 for unaltered dogs. Per State law, dogs being relicensed after January 31st will be charged a late fee of \$25; no exceptions. If your dog was "fixed" since they were last licensed, just bring the documentation of the spaying/neutering to the Town Office. Once recorded, no additional proof is necessary.

I also recommend putting name tags with your contact number on your dog, in the event they become lost. It is my experience that most people who find your pet will call you directly instead of reporting to Animal Control. This reduces chances that your pet will have to stay overnight in the Shelter which results in additional fees and/or fines.

Although cats do not require a license, they must be vaccinated against rabies. If you have a predominately outside cat, a breakaway collar with a name and contact number will also help get your pet back quickly. You can purchase these tags at most retail stores that carry pet supplies, as well as your local veterinary or shelter.

It's a great idea to microchip your pet. Each microchip has a unique number. This number, along with information about the owner and pet, are added to a national registry. Most veterinarians and animal shelters have electronic scanners for detecting and reading these implanted microchips. If a lost pet is found, and the microchip is scanned, the registry is called and the owner is contacted. Most rabies clinics do microchipping for about \$25.

Road Commissioner

In last year's report, I mentioned that the structurally deficient Station 46 Bridge, located on Route 1 (Between the Dike & Taste of Maine) was slated for replacement. This project is moving forward and will go out to bid sometime this fall, with the award following shortly thereafter. It is likely that work will begin by year's end or at the start of 2022. The first task of the contractor will be to construct a temporary bridge to detour traffic, while the old span is being replaced.

It appears a portion of Route 1 may be elevated, in conjunction with the Station 46 Bridge project. This would entail raising the elevation approximately five feet, in the vicinity of the George Wright Road intersection, as well as installation of an 85' span to replace the current large culverts under Route 1. This improvement will alleviate the occasional flooding of Route 1 and help protect the wetlands. When this phase of work takes place, the south end of George Wright will be impacted and may be closed for a time during construction.

At some point in the future, the south end of George Wright Road may be permanently closed. This intersection has historically been a dangerous area for vehicles entering Route 1, southbound. The Dike Bridge, located on George Wright Road, has become badly deteriorated and the Town has found it cost prohibitive to replace it. Please be assured, the Selectboard and I are looking to the best interest of Woolwich. We are involved in ongoing discussions with MDOT, as we explore possible solutions.

A friendly reminder for next winter: State of Maine 29-A MRS §2396 prohibits a person from placing snow on a public way that has not accumulated there naturally. Please do not push or shovel snow into the road and leave it there. It creates a road hazard and could cause an accident.

A note about spring road postings: Weight restrictions are imposed to prevent damage due to the freeze/thaw action during the early spring. A road's maximum weight limit is 23,000 pounds. The posting is temporary and designed to protect a road while it is vulnerable. I am willing to be flexible when possible (taking a load first thing, on a cold morning), but I appreciate the phone call first and your understanding when I cannot grant the request (no aggravated hauling or starting home sites – please plan your work around the spring thaw.) My job, as Road Commissioner, is to protect our roads, to the best of my ability.

Road & Bridge Account –

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, installation and maintenance of traffic and street name signs on town roads, roadside mowing, etc.

Tar Account –

Funds from this account are used to purchase and install hot asphalt mix 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 2020, the town made the following improvements:

- Birchwood Road – shimmed & re-paved, approximately .34 miles
- Meadow Road – shimmed & re-paved, approximately 2.18 miles
- Weston Road – shimmed & re-paved, approximately .84 miles

As always, MANY THANKS to the Woolwich Fire Department for all that you do!

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 in a timely and efficient manner. PLEASE call me with any questions, concerns or comments, at 443-3932.

Respectfully submitted,
Jack A. Shaw
Road Commissioner

Superintendent

Dear Citizens,

The mission of RSU 1 is to support and challenge students to develop and apply the skills, knowledge, and character to be responsible and productive learners, citizens, and leaders in a global society. The District Educational Plan is focused on employing high-quality staff, developing an engaging curriculum and sound instructional practices, providing safe, respectful, and positive learning environments, and improving community relations collaboratively.

While COVID-19 has created uncertainty for our school district, we continue to persevere and provide the best quality education possible while keeping health and safety a top priority. Our staff has learned many new protocols, programs, and systems to ensure that the educational process goes smoothly for students and families during this unprecedented time. We appreciate the support of so many community organizations during this pandemic.

The new Morse High School/Bath Tech is scheduled to open for students on February 25th. The new learning spaces will support our broad and engaging curriculum. We look forward to modern science laboratories, cutting-edge trade programs, unique art spaces, and purpose-built collaboration areas to provide students with an environment to learn new skills and flourish. Not only will this new facility benefit our students and staff, but it will also provide a venue for meaningful community interaction.

In closing, our staff continues to work tirelessly to make in-person and remote learning engaging and meaningful for students. We are fortunate to have such a dedicated and caring staff who strive to connect with each student and form strong relationships. Thank you for your continued support and partnership as we work together to build a better future for the students of RSU 1.

Sincerely,
Patrick Manuel
Superintendent of Schools

RSU 1 Annual Report

To the Residents of Woolwich:

This year has been an unprecedented one for the RSU. When I wrote my last annual report, COVID-19 was not in my vocabulary and yet it came to affect everything that we did in RSU1 during the 2020-21 school year.

With the requirement to go to remote learning for all our students last March, we called on staff, parents, and students to reinvent education in the district, demonstrate flexibility, and persevere in the face of enormous uncertainty that has come to characterize this year. Everyone... students, staff, and parents... had sacrifices to make. The challenges have changed throughout the year but one thing remained constant and that is that there were always challenges.

We have recognized from the onset of the year that, even if we could continue to reach students through remote or hybrid learning opportunities, the best option was to return them to the classroom full time. The school board pledged to do this in a safe manner as quickly as possible under state guidelines given limitations created by space constraints and staffing needs. We heard, and responded to staff and parental concerns throughout the year but remain consistent in our goal of trying to reach 100% in class instruction for all students.

We aren't there yet. Elementary students have been back in class since mid-year and we hope to have our middle schoolers back by the end of April. We are still working on options for our high school population. All of this is happening with an eye on the present but also understanding that we need a comprehensive plan for all grades to be in class for the first day of school in September.

As we navigated through the year, we tried to be timely and transparent when communicating with our community of parents and taxpayers. This has not been easy in a situation as fluid as the one we find ourselves dealing with at present. Our communications have had to cover issues ranging from remote learning to health protocols. Factors have caused us to delay school openings and place classes on quarantine and we understand how these schedule modifications affect families. The district has had to absorb added costs to remain compliant with state guidelines on things like cleaning of facilities and transporting students. Social distancing in the classroom required some physical modifications to space in our buildings. More staff was hired. We have tried to keep the community informed as changes were made and why they were necessary.

All this has transpired while we have continued to focus on meeting learning objectives for our students. While perhaps it has been difficult to cover all the content, we have maintained high standards for our students. We have also been mindful of how not attending school on a regular basis has affected the mental health needs of our students. The district has worked to identify a network of supports for students and families to deal with the isolation and stress caused by disruption in the "normal" school experience.

There have been many discrete accomplishments. RSU1 students continue to get recognition for academic successes. The need to develop new models for remote and hybrid instruction have increased our use of technology and this may have residual value even as we return to the classroom. We also met another important goal, completing our building project. Through all this, the new Morse High School and Bath Tech welcomed students in February. The project remained on schedule and within budget. Although we were unable to have a large community celebration of the opening at the time, with improved weather a “proper” ribbon cutting will be conducted later in the spring. Those of you that may have had the opportunity to tour the building I think would agree that the new Morse and Bath Tech is an exceptional facility and reflects all the pride and tradition for which those institutions are well known. It is a beautiful school and will support an educational program that benefits our children and the community.

We will end the year differently than it began and perhaps more hopefully. Most students are back in school and the district’s plan is to be 100% in class for all students for the start of school in the fall. We are aware however that many of the same uncertainties that have defined this year to date will persist.

We deeply appreciate the support that you have given the children of the RSU throughout this extraordinary year.

Steve August
Chair, RSU1 Board of Directors

Town Administrator/Treasurer Report

What a year it has been! The town office has been through quite a few changes in the last year during the onset of Covid. The office closed to the public in March of 2020, but the staff continued working in the office, answering phones and assisting residents with transactions the best way possible. I am pleased to point out that the Town of Woolwich was one of the first town offices to open back up to their residents as of May 19th. Plexi-glass barriers were installed over the counters and we followed all CDC guidelines on safety measures. I would like to thank the residents and the staff for their patience and understanding as we continue to battle Covid.

The town also has a new face in the office. Anthony Blasi is our new Town Clerk and has done a wonderful job learning the traits. Anthony also tackled his first election in November and what an election that turned out to be! Anthony did a wonderful job and we are very fortunate to have him on board. Candace Conrad is our Tax Collector and also a local resident. Candace is a blessing to the town and does a wonderful job at communicating with the residents on any issues they may have. I am very fortunate to work with such wonderful employees.

The Select Board has been a huge help as always, assisting with whatever needs to be done keeping the town running efficiently. I would like to thank them personally for the wonderful job they do.

The Annual Town Meeting this year was definitely a change from prior years, but we couldn't have asked for a nicer day. We had a great turn out and a huge thank you to Danny Evarts from the EMS Department for his assistance in sanitizing the microphone.

I am very pleased to be the Town Administrator for Woolwich and have gotten to know so many residents and home owners. Woolwich is a wonderful community to live in and I look forward to many years being here.

If you have any questions or concerns, please contact the town office at 207-442-7094, and I would be happy to assist you.

Respectfully Submitted,
Kim Dalton
Town Administrator

Tax Collector

The Town Office is the core of our community and serves as the central information point for local residents and citizens at large, fielding a plethora of questions. Each day we receive requests from banks, title companies, lawyers' offices and individual taxpayers to answer questions relative to tax bills and property description.

With the COVID-19 outbreak in early 2020, the Town Office was forced to close the doors in March through May 19, 2020. However, Town staff continued operating during the facility closure working with residents and businesses electronically and through the mail. After the doors reopened, COVID-19 continued to challenge the way we do business.

The Town implemented plexiglass barriers, social distancing which limits 2 people in the lobby at one time, sanitizers and mandated the use of masks. Yet, with all the challenges, residents and business in our Municipality prevailed on registering their vehicles and paying property taxes within the redemption period.

Property taxes are due in two installments (October 30 and April 30). Penalty interest accrues daily on outstanding delinquent balances. When payments are made, they are applied to lien charges first (if any), then to interest, and lastly to oldest outstanding taxes. Tax liens for non-payment are placed in mid-August following the commitment date. Tax liens mature 18 months later resulting in automatic foreclosure if not paid in full.

The Real Estate and Personal Property tax bills are mailed twice a year. State Law mandates that taxes are assessed to the owner of record as of April 1st. If you sold your property after April 1st, it is your responsibility to forward the bill to the current property owner. It is also the property owner's responsibility to forward the bill to their mortgage holders.

Throughout the rest of the year, the Town encourages taxpayers to make partial payments if it is helpful to them. The Town accepts partial payments on taxes at any time with one exception; that exception is foreclosures. Two weeks before the automatic foreclosure, taxes must be paid full and must be in cash, money order or bank checks [remember, the exceptions are only on properties heading to foreclosure].

Taxes on mobile homes are treated the same as real estate. The only exception is when a mobile home is being moved out of town. State Law requires that ALL taxes must be paid in full, including the current year even if they have not been committed or billed. In order for the home to be moved, the owner must get a signed release from the tax collector stating that all taxes are paid.

All credit card payments are processed through Maine PayPort. There is a 2.5% fee or minimum of \$1, added to any credit or debt card transaction. Cash and check are also accepted (note the exception above).

The Town is also a full-service agent for the State of Maine for the purpose of issuing new vehicle registrations, transfers and reregistration. Excise and sales tax is collected locally on boats, ATV and snowmobile registrations and purchases (if not previously collected by another State agent).

Town Clerk

I would like to thank you all for welcoming me into your town, and for your patience as I train and learn the ropes. I am grateful to the select board, my coworkers, and all town officers and committee members for helping me become comfortable in my position. The months I have been here have truly been a joy, and I take great pride in serving such a wonderful community.

The 2020 general election was definitely one for the record books. Out of 2,712 voters, an astounding 2,190 votes were cast in Woolwich. That means Woolwich had a participation rate of over 80%! Driven in large part by the ongoing COVID-19 Pandemic, approximately half of those votes were cast absentee. The Town is grateful to those who served as election workers, we could not have done it without you! If you are interested in working as an election worker, please contact me at townclerk@woolwich.us.

Vital Record Reminders: Please allow a couple days after the filing of an event before you attempt to request a copy of a vital record. Also, if you wish to get a marriage license, make sure you give yourself a couple of days before the planned ceremony to ensure you have completed all the necessary paperwork!
Inland Fisheries Reminder: While not required, bringing in any documentation you have when renewing the registration on your vehicle can ensure a faster transaction at the Town Office!

A reminder of the current Town Office hours:

Monday	9-5
Tuesday	9-5
Wednesday	10-6
Thursday	9-5
Friday	9-3

Shellfish Licenses 2020

6 Resident Commercial
1 Non-Resident Commercial
2 Resident Recreational

Dog Licenses 2020

36 Unaltered 348 Spayed/Neutered 3 Kennel License

Reminder: New dogs must be licensed after 6 months of age and each year thereafter and owners must show proof of a current rabies vaccination. This may be done at the Town Office, by mail, by phone with a credit card, or online through the Maine.gov website. Fees are \$6 altered, \$11 unaltered.

Inland Fisheries and Wildlife July 2019-June 2020

ATV-New	30	ATV-Renewal	95	ATV-Transfer	3
ATV-Duplicate	0				
Snowmobile-New	30	Snowmobile Renewal	50	Snowmobile-Duplicate	2
Boats-New	53	Boats-Renewal	203	Boats-Transfer	3
Boats-Duplicate	3	Boats-Milfoil Upgrade	2	PWC-New	0
PWC-Renewal	4				
Hunt/Fish Combo	33	Hunting	33	Fishing	60
Archery	8	Expanded Archery	8	Crossbow	0
Migratory Waterfowl	8	Jr. Hunt	1	1-Day Fish	0
Coyote Night Hunt	1	Muzzleloader	9	Bear	0
Spring/Fall Turkey	4	Small Game	0	Over-70 Lifetime	2
NR Hunt/Fish Combo	0	NR 3-Day Fish	0	NR Season Fish	1
Saltwater Fish Reg	6	Res Superpack	0	Over-70 Upgrade	0

VITAL STATISTICS RECORDS 2020

In Memory Of:

Name	Age	Town of Residence	Date of Death
Baker, Sophie Ables	63	Woolwich	01/13/2020
Barker, David Peter	60	Woolwich	05/17/2020
Beedle, Judith Ann	86	Woolwich	10/26/2020
Carmer, Chloe Hopson	92	Woolwich	07/18/2020
Cleary, John Joseph	71	Woolwich	02/09/2020
Fisher, Joseph Martin	41	Woolwich	07/13/2020
Gardiner, Margaret	98	Woolwich	02/13/2020
Govoni, George Graham	77	Woolwich	08/27/2020
Hay, Earl James	69	Woolwich	11/17/2020
Hodgdon, Greg A.	48	Woolwich	05/16/2020
Huchinson, Daniel B	63	Woolwich	12/07/2020
Jackson, Shirley Mae	80	Woolwich	11/14/2020
Kahrl, Frederick Jessup	76	Woolwich	07/11/2020
Kenney, Howard Marvin	87	Woolwich	05/09/2020
Koehnlein, Ellen Louise	82	Woolwich	01/26/2020
Longley Sr., William C.	84	Woolwich	11/12/2020
Mosier, Tony James	61	Woolwich	05/04/2020
Otis, Randy Roy	67	Woolwich	09/19/2020
Paluska, Duane Allen	83	Woolwich	01/28/2020
Parker, Barbara Lou	88	Woolwich	03/17/2020
Rice, Sherry Marcia	81	Woolwich	05/22/2020
Sheen, Edward Hall	59	Woolwich	04/19/2020
Skillings, Mary Louise	83	Woolwich	09/14/2020
Smith, Diana Kelly	61	Woolwich	12/31/2020

Start, Karen Wright	53	Woolwich	02/16/2020
Vining Jr., Kenneth E.	64	Woolwich	02/23/2020
White, Mark timothy	58	Woolwich	02/02/2020
Wright, Jennifer R	52	Woolwich	11/29/2020
TOTAL DEATHS 27			

There were 17 births in 2020.

There were 25 marriages associated with Woolwich in 2020.

Annual Report of the Selectboard

It's our pleasure to serve this Town for another year. People often ask us what we do other than meet twice a month. Some of the many tasks we take on include: creating the annual budget and Warrant for the Town Meeting's consideration. We look through every line in the Town budget, compare it to spending, and see if there are ways to reduce costs while still providing services that residents need. We also oversee the office staff, send out Requests for Proposals for various projects and big expenditures, consider bids, and work with the contractors we hire, serve on various Town and local committees, and set up and break down Elections infrastructure.

This past year was one like no other. It's probably an overused statement but COVID-19 affected every aspect of municipal life, not to mention the lives of our residents. Nevertheless, we kept local government operating, due to the talents of our Town staff, Fire and EMS, and volunteers, especially the Communications Committee.

We'd like to start with praise and thanks for our Town staff. This past year required a constant ability to adjust to state health mandates as conditions warranted. Kim Dalton's steady hand at the helm of the Town Office staff for two years as Town Administrator has provided consistency and quality, and Candace Murphy of Woolwich continues to serve as our Tax Collector. And, in the middle of a pandemic, we hired a new Town Clerk, Anthony Blasi, whose first unofficial day was the July 14 COVID-19-safe Primary election. One month later, after consulting with a variety of State agencies, we held our annual Town Meeting outside under tents – fortunately, under superb blue skies – and hosted nearly 200 residents. We're grateful to everyone who stepped up to help out and keep everyone safe and also conduct the business of the Town. Staff and volunteers did similar excellent work prior to and during the election in November. We saw record turnout, and a record number of absentee ballots processed.

Our Fire and EMS personnel worked throughout the pandemic, providing us with updates as to the availability of personal protective equipment and other health and safety equipment. They ended the year being selected by the County and State Emergency Management Agencies to set up and administer a vaccine clinic for the county first responders. We're grateful for their professionalism and care for our community. You can find out more about their activities in their Annual Reports.

While we are grateful to all of our volunteer committees, we offer a special shout-out to the Communications Committee, which undertook the task of developing a emergency resource guide for residents in the early months of the pandemic that was sent to every resident. In the summer, they produced a similar flyer on advance details about the logistics of the Town Meeting.

In preparation for the replacement of the Route 1 Station 46 bridge over the railroad tracks below the Taste of Maine, we met periodically with Maine Department of Transportation officials. In conjunction with that project, MDOT is likely reconstructing a connecting section of Route 1, raising the highway and installing an 85 foot bridge. Part of this project includes the likely dead-ending the lower end of George Wright Road. One result we will see is the installation of a signalized light at the intersection of Route 1 and Nequasset Road. All of this is expected to begin this year.

Once again, the Heating Assistance Fund is available to residents in need. The Fund is entirely funded by private donations from residents and local businesses. Please consider making a donation if you can, and many thanks to all who have generously donated to the fund. Your generosity has helped many residents. Selectboard members often handle the delivery of small amounts of fuel like kerosene and firewood. The Selectboard also extends its gratitude to Jack Shaw and Sons, for providing salted sand for use by Woolwich residents.

At Town Meeting in August, we honored long-time volunteer Barbara Richards with the Historical Society and Bath Garden Club with the Town's Spirit of America award.

Finally, Town Committees help keep this Town running, and their volunteer members work hard to make this a better place. Please read their Reports elsewhere in this publication. Committees are always looking for new volunteers and members so please find a way to contribute if you can. We and the Town are very grateful for your energy. During this past year, while we saw a great reduction in annual activities, such as Veterans Day, Woolwich Day, and the Tree lighting, an intrepid group of volunteers banded together to provide a contest for the best outdoor holiday decorations, and a visit from Santa for those who turned in ballots at the Town Office.

While COVID-19 seemed to dominate our lives this past year, we are grateful for each other and our capacity to adapt. This is a great place to live and we are grateful for the opportunity to serve the Town. The Selectboard meets the first and third Mondays of each month in the Town Office on the second floor. The public is always welcome and we are interested in your input. In the meantime, 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
Allen Greene
Allison Hepler
Jason Shaw

Planning Board

In 2020 the Planning Board reviewed a wide variety of land use issues, however, the majority of time was devoted to issues related to the development, and adoption at the 2020 Town Meeting, of the four Adult Use Recreational Marijuana Ordinances. The Planning Board provided a representative to the committee chartered with development of these ordinances. Additionally, changes to both the Planning Ordinance and the Site Plan ordinances were approved at the 2020 Town Meeting to provide the applicable zoning restrictions and Site Plan review requirements pursuant to the new marijuana ordinances. The Board also heard and approved several Site Plan applications including those for the conversion of the former Woolwich Grange to a marine energy system component testing facility, the Green Mile Solar Project to be located off of Nequasset Road, Rescue Charlie's Friends Dog Rescue in the Woolwich Industrial Park, and the proposed Sea Grass Group Marijuana Cultivation Facility on the Sam Moore Road (project subsequently cancelled).

Activities planned for 2021 include development of a formal Planning Board Charter, and a review of existing land use ordinances.

Regular meetings are scheduled for the second Monday of each month at 6:30 PM unless the first Monday is a holiday. Meetings are held in the upstairs meeting room at the Town Office. Agendas and notices of meeting changes/cancellations are posted on the Town Office website by the Friday prior to the scheduled meeting day. Citizen input and participation is encouraged. Please contact the Chairman, Gregg Buczkowski (bucky80847@gmail.com), by Wednesday of the week prior if you have an issue to be included on the agenda. We work closely with our Codes Enforcement Officer (CEO), Bruce Engert (codes@woolwich.us). The CEO is a good initial point of contact for most land use and zoning questions.

I thank all the Board Members for their devotion and hard work. A special thanks to Debbie Locke our faithful scribe for documenting our proceedings.

Gregg Buczkowski, Chairman

Board: Gregg Buczkowski (Chair), Gaius Hennin, (Vice Chair). Leigh Callahan, Paul Dumdey, Mike Field, Debbie Locke, Tom Stoner

Shellfish Warden

For some people, it isn't summer until you have spent time on the clam flats with the family and ventured into the world of clam digging. You can make an appointment with your shellfish warden to go clam digging just about any nice sunny day. Access to the clam flats in Woolwich can be quite challenging and require a considerable walk or the use of a boat, however some of us can step out the back door and are on the clam flats.

Another option can be found if you choose to dig in Reid State Park where there is no license requirement. However, most people will have to pay a park entry fee. Participants will learn the art of harvesting soft shell clams, a bit about their basic life cycle, along with some clam biology and water quality which all goes along with keeping the clam flats open and safe for all to enjoy.

Prior to harvesting any shellfish in Woolwich, an individual must first obtain a shellfish license from the town office. At that time, ask the Clerk if there are any conservation closures in effect and also look at the applicable Administrative Letters and maps which can be found on the bulletin board in the entryway. Be especially cautious in the spring when we can expect heavy rains which may close all our flats due to pollution. Another springtime problem we routinely face is Paralytic Shellfish Poisoning commonly referred to as Red Tide. This will usually affect Clams, Mussels, Carnivorous Snails, and Oysters and can last for some time. For the most up to date status of any flat, visit the Maine DMR web site and go to Shellfish Sanitation & Management. There you will find a wealth of information for the most up to date status of the flats. This way you can be absolutely sure that the flats you plan to dig on are open. If you need assistance with this procedure please call me at home for guidance through the site.

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. The Town Clerk makes every effort to post closure information on the bulletin board, however, never trust the absence of a sign, for they can be, and in some cases are, damaged or vandalized. The only notice you can completely trust is the one located 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.

Red Tide Hotline number is 1-800-232-4733. If you have a problem understanding this recording, please look at a chart or map to find the points of reference being spelled out. If you are still in doubt, please call me at home 371-2732 so I can provide assistance.

Respectfully submitted,
Jon L. Hentz
Woolwich Municipal Shellfish Conservation Warden

Shellfish Conservation Committee

Due to the COVID situation, our efforts have been very limited. Our efforts this year consisted of an ordinance change to correct some improper wording in the text of our town shellfish ordinance, and the building and placement of seed recruitment boxes in the area we have had a permit designated for the last 4 years.

Respectfully submitted,
Daniel Harrington

Woolwich Historical Society

2020 was... a “different” year for the Woolwich Historical Society. Because of COVID restrictions, we were not able to participate in a Woolwich Day, the Town Memorial Day or Veteran’s Day services (none of which could be held), to hold our annual Distinguished Service Award Dinner plus Silent Auction, or to have our Museum open to visitors.

But the year was not a total loss - at all! A small team of volunteers has been hard at work renovating the interior of the Museum! Painting walls and floors, restructuring the exhibits, making your visit a new adventure! Two of the upstairs rooms are yet to be finished ... mannequins and other smaller pieces put in place, and a new tour guide created for your visit!

A reminder that we have a Facebook page which is updated frequently with photos and old newspaper articles, and invite you to check it out. If YOU have old Woolwich photos - people and places - we would love to borrow them for posting! (my email is at the end) Such have generated interesting conversations! We were represented at the Town History Series at the Patten Free Library by Rob Stevens, sharing “Woolwich Soldiers and the 1775 Benedict Arnold Expedition to Quebec” (available now on the Library’s YouTube channel.)

In addition to our Facebook page, we encourage you to check out the displays rotating through the case in the reception area at the Town Office. Displays in 2020 included hats, Sir William Phipps items, and quilts.

We missed seeing all of you! And are VERY appreciative of your continuing support of the Society through your donations to our Annual Fund and your vote to continue to support us at Town Meeting. We do plan to open the Museum this summer - probably in July and August, as we need to finish the interior renovations in June. And we look forward to holding an Open House event the end of the summer or early fall. We have plans to do needed maintenance work on the barn, and, eventually, on the old sheds. A goal of the present Board is to get everything on a firm foundation (physically and otherwise!) and gradually transition to new leadership.

We strongly believe that Woolwich’s history is valuable and worth preserving!

Debbie Locke, President (joyful@gwi.net)

Board: Collette Coombs, Tammy Given (Treas.), Sherry Goodkowsky, Carol Grose, Amy Hennin, Allison Hepler (Sec.), Debbie Locke (Pres.); Todd McPhee (VP), Barbara Richards, Vince Shatto, Jason Shaw, Jan Stephen

Nequasset Meeting House

2020 was a unique year for all of us! And a busier than usual year for our Meeting House! Because of the necessity of “social distancing” and the lack of large meeting spaces which allowed that, the Meeting House was back in service for that purpose. The Selectboard had a couple of Public Hearings here, including one for voting purposes.... which ended up working quite well. And the Planning Board met here in June, July, August, September, October, November, and December. A few of these included Public Hearings, 1 involving about 40 people, and again - the space worked out very well. We really had to plan ahead to heat it, but, in the long run, it served its purpose well.

Because of the Pandemic, we were not able to hold the Annual Veteran’s Day Service or the December Holiday Sing - we are looking forward to those in 2021.

In terms of the building - this was the year for painting and exterior repairs. John Ater and crew did the painting, repaired siding where needed, & repaired the soffits. We very much appreciate the Fish Commissioners for allocating some of the Alewife profits toward this expense.

Although not a responsibility of this committee, note needs to be made that, again this year, under the direction of Museum docent JC, a great deal of work was done by a number of volunteers in the adjacent cemetery - cleaning and identifying stones. Additional thanks to the Woolwich Fire Dept. for special assistance.

The job of this Committee is to recommend maintenance to the Selectboard & Townspeople, and to do light cleaning as needed. If you are interested in being on the Committee, please let a Committee member or the Town Office know.

Thank YOU for continuing to support the ongoing needs of this Historic Town treasure!

Debbie Locke, Committee Chair
Sylvia Carlton
Carol Grose
Chris Stacy Hallowell
Barbara Richards
Pat Shaw
Jason Shaw

Monument Committee

Our townspeople have appropriated funding for the monument area in past years and it is hopeful that it this funding will continue once again.

The area will be cleaned, trimmed and raked before Memorial Day. Seasonally appropriate flowers will be placed and our thanks will be extended to the Veterans of Foreign Wars Post 7738 that will place a wreath on that area for the May occasion.

The tunnel area along with the sidewalk area on both sides of Route One will be swept and used as fill where parking takes place at the monument side. There will be also refreshing new bark mulch placed among shrubs as in past years.

Growth of bamboo continues to attempt to take over sections of the grounds so if anyone has a safe and successful way to get rid of the invasive plant, please leave the written information at the town office so contact can be made to improve the problem.

Respectfully submitted,
Woolwich Monument Committee

Fish Commissioners

The 2020 Woolwich fishing rights were awarded to Steve Bodge based on his proven experience at Nequasset and his fisheries stewardship. This year's harvest was 864 bushels, showing a successful harvest although less than recorded in recent years.

A physical count of fish into Nequasset Lake was directed by KELT. The count and harvest catch showed favorable correlation and that escapement to the lake was maintaining a sustainable migration based on Maine DMR standards. Scale sample collection to support DMR biological data was also provided as requested. KELT will continue the fish count in 2021 and is encouraging volunteers to assist. The portable safety rail at the counter's station on the dam was installed for the 2020 migration.

In accordance with the Governor's direction on COVID-19, social distancing requirements were posted at the Fish House.

In 2020 the Fish Commissioners purchased a commercial Coffing one ton hoist similar to the unit used at Nequasset for many years. This hoist was put in service by the Harvester for the 2020 season. The lighter duty hoist was retained as a spare and the original Coffing hoist was found to be unrepairable and was discarded.

After several years of successful and profitable harvests, the Fish Commission recommended last year that some retained harvest earning held in the Fishway account be transferred for other town needs. Article 9 c of the 2020 Town Warrant authorized a \$15,000 transfer with the Select Board directing these funds to repairs and painting at the Nequasset Meeting House across from the town office. Following the 2020 harvest an additional \$12,500 was transferred to the Select Board for the same purpose. The Fish Commission is pleased to have provided \$37,500 towards these needed repairs to a town historical asset.

Respectfully submitted,

Bob Stevens

Bruce McElman

Ray Robson

John Chapman

Bill Potter

Special Events Committee

The Special Events Committee strives to build community spirit and promote pride among the residents of the Town of Woolwich by hosting town-centered events throughout the year.

Due to the ongoing pandemic, all events were unfortunately canceled for the year. It saddened us greatly not to be able to have any events. With a brighter outlook ahead we hope to soon be able to start planning again. Please stay tuned for announcements from the committee and feel free to reach out to any of us with your thoughts and ideas.

Community involvement is the power to bring positive, measurable change to our wonderful town. Please consider volunteering!

Kyle Beeton
Collette Coombs
Tammy Given
Janice Greene
Allison Hepler, ex officio
Jan Stephen

A special thank you to Allen Greene, Debbie Lock, and Jason Shaw for their ongoing interest and support of the committee.

Public Communications Committee

The COVID pandemic has had a big influence on the activities of the Communications Committee this year. Many of our public outreach efforts had to do with matters relating to the health crisis.

Website and Facebook

Our website (<https://woolwich.us>) with our new provider, TownWeb, has been online for about 18 months now. The site received an average of 5,000 visitors per month over the past year. It continues to be used by the town staff to post meeting agendas and minutes, as well as providing a calendar of town events. You may register to be notified whenever a new post is made to the town website by subscribing to updates. Use the “Stay Informed” form on the web site home page to register your email address for this purpose. The town website continues to be a comprehensive repository of information about the town, including tax maps, ordinances, board and committee meeting minutes and agendas, and useful contacts and resources for residents of Woolwich. Please contact any of the communication committee members if you have any suggestions or corrections for web site content.

The town’s Facebook page (<https://www.facebook.com/TownOfWoolwich>) continues to be actively used by the town staff as an additional means of delivering news about events and town affairs.

Zoom Technical Support

The public communications committee assisted town officials this year in setting up and conducting Zoom teleconferences for various events, including public hearings.

Informational Mailings

The committee created an information card with resources that our citizens may find useful relating to the COVID-19 pandemic. A hardcopy of this information card was delivered to every Woolwich mailbox. A second information card mailing about the special marijuana ordinance hearings and guides for citizen participation in last year’s town meeting was also prepared and distributed by the communications committee, made necessary by the special meeting arrangements required under COVID-19 constraints.

Cable Television Channel

Since there was no Woolwich Day or Holiday Carol Sing last year, we were unable to provide a video program of these events on the town’s cable television channel. The town meeting was broadcast, however. News and Notices are also posted on the TV Bulletin Board, as such information is made known to the committee.

Newsletter

We have not produced a town newsletter during the past year, largely due to the significant reduction in public events. We welcome ideas from any town residents for topics and events you would like to see covered in our newsletter.

Respectfully Submitted,
Roger Baffer
Thomas Davis, chair
Daniel Evarts
Allen Greene, ex officio
Allison Hepler, ex officio
Caelie Smith

Solid Waste and Recycling Committee

When the bottom fell out of the market for recycled material in 2018, Woolwich chose to stay the course, anticipating that prices would recover. The increased value of recycled goods cut tipping fees for recycled goods by 50% per ton during 2020. This increase is accelerating at the time of this report, saving the town \$50.00 per ton January, 2021 compared to the cost of throwing everything in the trash. The pandemic that has changed purchasing habits has also changed the value of recycled goods, especially paper and cardboard. Paper manufacturing has adapted too by using recovered fiber from mixed paper to make the waffle center of cardboard.

In addition to energy savings and environmental benefits from recycling paper, Woolwich has potential for financial savings as demand increases, actually earning Woolwich money during some months in 2021. If the town recycled an additional 25% of its municipal solid waste(MSW) in 2021, we could reduce the town solid waste line by more than \$12,500, a budget that is being stretched by last year's 10% increase in the amount and the tipping fee for its MSW.

A Comparison of Annual Solid Waste and Recycling Tonnage:

Year	RECYCLING		Tipping per ton	TRASH	Tipping per ton	Savings per ton
2018	Total Tons	235	\$5,333	892	\$58.72	\$5.41
2019	Total Tons	197	\$55.00	965	\$60.42	\$5.42
2020	Total Tons	221	\$52.29	1068	\$61.13	\$8.84
2021	January	16	\$10			\$50

Questions about recycling? Get in touch! info@ecomaine.org or ecomaine: 207-773-1738

Last year, the choice and practice to recycle made a small difference. Today recycling saves money and produces environmental advantages. The Solid Waste and Recycling Committee continues to monitor the cost for recycling and disposing of our waste, working with ecomaine and Riverside Disposal. We are satisfied with the quality of and cost for their work. We believe that each town resident can make a positive difference for all of us. The Committee has not met during the pandemic but looks forward to meeting again on the 3rd Wednesday of each month at 7 PM when there is business. All are welcome to attend and to send along comments. FMI please contact Jonathan Appleyard, jonathanappleyard@gmail.com.

**Household Hazardous
Waste Collection
Saturday, May 8, 2021
9 AM - 1 PM
Bath Public Works Garage
450 Oak Grove Avenue
Pre-registration runs
April 13 to May 7
and is required.
Please call (207) 443-8357**

Respectfully submitted,
Don and Eleanor Adams
Linda Crawford
Clark and Rosemarie Granger
Jonathan Appleyard, Chair
The Woolwich Solid Waste and Recycling Committee

Patten Free Library



Residents of Woolwich,

During the pandemic, many things have changed in the way we serve the communities of Arrowsic, Bath, Georgetown, West Bath, and Woolwich. What has not changed is our commitment to our mission to transform lives, inspire lifelong learning, preserve local history, and build community through joyful, creative exploration and dialogue.

Staff have energetically and creatively adapted ways to continue to provide first-rate library service. We have stayed connected to our communities through virtual programming, in-person visits (when safe), and curbside pickup. We have expanded our Wi-Fi to include better coverage in the parking lot and Library Park.



Highlights from the beginning of the pandemic to the end of our fiscal year in June 2020:



Virtual Programming:

History Room Live

Virtual Summer Reading Program for all ages

Children - Dial-a-Story, Storytime, Tween Library Club, Creative Connections Club

Teens - Open Mic, Teen Art Show, Harry Potter Escape Room, Murder Mystery, 15 Minute Read-Alouds

Enhanced Digital Collections:

eBook and online audiobook titles for all ages

Online video streaming

Digital magazines

Grab n Go: Creative and stem-based activities for children to do at home

Curbside Pick-Up: Contactless way to borrow physical library materials, including materials from other libraries through Interlibrary Loan

Sincerely yours,
Lesley Dolinger, Director

Maine Municipal Association

60 Community Drive, Augusta, ME 04330

Telephone: (207) 623-8428 • Website: 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 - for more information and to learn about the services and programs MMA offers Maine's cities and towns.

Municipal Government In Maine

How it works, who pays for it and where the money goes.

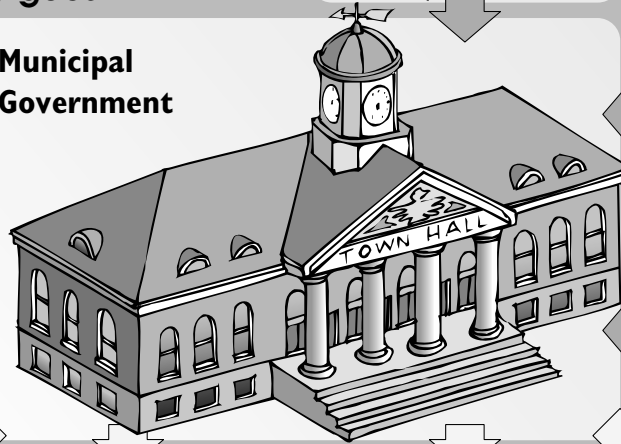
This poster shows the many services provided by local government in towns and cities in Maine.

It also shows how the town or city collects money to pay for the services.

Citizen Involvement

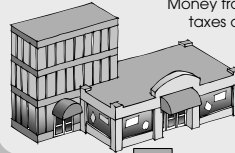
Active citizen involvement is necessary for good government. Local people can get involved in many different ways. They can: serve on a council or board of selectmen, serve on a board or committee, attend a council or selectmen meeting or attend an annual town meeting.

Municipal Government



From businesses

Money from local taxes and fees



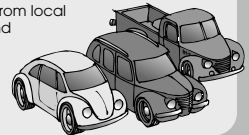
From people and homes

Money from local taxes and fees



From car and truck owners

Money from local taxes and fees



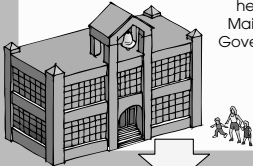
From state and federal government

Money from state and federal taxes



Schools

Local people pay for the schools in their communities with the help of the Maine State Government.



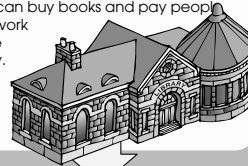
Police Department

Some of the taxes and fees people pay go to their community's police department. This helps the police have the cars and things they need so they can keep your town safe.



Library

Libraries get money from the local taxes people pay. With this money, they can buy books and pay people who work at the library.



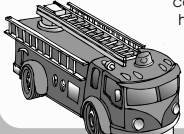
Parks and Recreation

Many towns and cities in Maine have parks and public activities. The money that people pay for taxes goes to help keep these parks clean and beautiful. It also provides activities for children and adults, like softball games and other recreational programs.



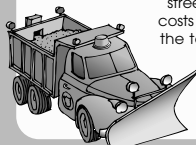
Fire Department

In Maine, some towns have volunteer firefighters. But they still need money to buy trucks and equipment so they can protect your home and town from fire and other dangers.



Highway or Public Works

It is important to keep highways and streets safe, and that costs money. Some of the taxes people pay goes to fix streets and plow snow.



Recycling and Trash

Your town or city is in charge of collecting trash. With the money they get from taxes they can buy garbage trucks and pay workers to keep your town clean and safe.



Animal Control

When a wild animal is in someone's back yard or a dog is loose, animal control is called to help. They have the equipment and animal experts they need because of the money from taxes.



General Assistance

Sometimes families do not have enough money for food or other things they need to live. Towns help these people by giving them money for emergencies. Everyone in the town helps these families when they pay taxes and fees.

Municipal services are different in each town. To find out more about municipal government in Maine, you can visit the Maine Municipal Association's web site at www.memun.org

The Maine Municipal Association, founded in 1937, is one of 49 state associations in the United States that provides valuable services and supports municipal government.

LOCAL GOVERNMENT
begins with you



Maine Municipal Association

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www.memun.org

60 Community Drive
Augusta, Maine 04330
(207) 623-8428

Bath Water District Trustee

Meetings with the Select Board

As the Woolwich Trustee to the Bath Water District, I met quarterly with the Select Board to update them on activities concerning the District, and would take back to the District any concerns and issues that the Select Board and town might have. The Select Board was advised as to the special projects being undertaken by the District to include examming and preparing the Fish Ladder for the season, weather information and forest harvesting projects, Friends of Nequasset, the Nequasset Lake trail projects and upgrades to the distribution system in the town of Woolwich.

Bath Water District Activities

The District has been operating and undertaken all protocols regarding exposure to the COVID-19 virus. Setting up limited access to the office and partitions in the office enabled the personal the handle office operation without interruption. No disruption occurred as a result of the COVID-19 virus with operations and repairs. The crews went though several exposures which were handled under protocols and without incidence.

All interested parties (Town of Woolwich, District, MDOT and KELP) continued to work together to come up with a plan and funding to redesign Route One over the in-flow/out-flow culvert on Route One near the Taste of Maine. The District has a major distribution pipe in the location.

In order to make the District's water treatment plant more efficient, a third filtration system was completed and tested. This filter will give the District the flexibility to perform maintance on the other two filters and a rotation plan to add to the efficiency of providing quality water to the customer. This upgrade included an expansion of the building, construction of the third filter bed, an upgrade of the security system and fencing.

The District continued to assist with water system and fire protection design and installation for the new Morse High School.

The Bath Water District continued to do system upgrades and long range planning in order to keep the distribution system and facilities operating at peak efficiency. The long term objective is to mitigate leaks and problem areas within the system by replacing old pipes and increasing the efficiency of the distribution system. There were no projects undertaken in Woolwich in 2020 other than assisting with construction of a building housing a new meter and valves to provide service to Wiscasset Water District.

The electronic meter reading system is working and being used to generate billing statements for customer usage. The system can read all District meters including Woolwich. The system will also enable the District to detect leaks and high water usage which will save customers money on large water bills. Going forward the meter reading and customer bills system will save money and become an in-office function, freeing up employees for other projects.

The District conducted routine and regular bacteriological compliance sampling throughout the distribution system, as well as sampling on Nequasset Lake and monitoring lagoon discharge requirements. Despite the

COVID-19 virus the District passed all required tests for water quality and continues watershed protection by monitoring land use activities within the entire watershed, with particular emphasis on making sure that the erosion control activities are maintained and effective. During open water in Nequasset Lake, the treatment plant personnel conduct weekly water quality monitoring of various water quality parameters. This data allows the District to track the historical trends as well as document any significant changes to the overall health of the lake. The District uses its certified water testing laboratory for many of the water quality tests.

The Bath Water District continues to participate with other districts in the area in the entity called the Five Rivers Regional Water Council. This allows for better communication, coordination of resources among the member districts, assistance and purchasing discounts. The council is composed of Richmond, Bowdoinham, Brunswick/Topsham, Bath (including Woolwich), Wiscasset, Boothbay and Damariscotta/Newcastle.

The District continually worked with legislators and agencies, and monitored proposed rules and bills that would affect the watershed and customers, and connected with all state agencies regarding the protocols needed to work in a COVID-19 environment.

Nequasset Lake Fish Ladder Repair Project

The Fish Ladder was upgraded and checked by the District for the season with the fish arriving the second week in May. The Alewife production for 2020 was below average for the season. The fish count was conducted by volunteers coordinated by Kennebec Estuary Land Trust.

Nequasset Lake Trail System

The District and Trustees continue to develop a trail system in the Nequasset Lake watershed which includes Bath Water District property. The Bath Water District takes the position “use but don’t abuse” regarding the use of its properties.

Nequasset Lake Data

The map showing the depths of Nequasset Lake is posted on the town’s website and in the town office. This map can also be enlarged and downloaded from the District’s website. 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 March 25, 2020.

Forest Projects

Due to the issues around COVID-19 and falling prices for cut trees, the forest harvesting activity was at a minimum for 2020. When started up again, the plan is start with the property on Middle Road. The District is working within the guidelines the Forest Management Plan and continues to harvest the forest inventory and restoration on its properties around the lake pursuant to the plan. The objective is to do consistent and selective cutting and harvesting that is intended to improve the health of trees and vegetation in the watershed.

Respectfully submitted,
Michael Sinton
Trustee to the Bath Water District from Woolwich

WILLIAM H. BREWER*Certified Public Accountant**858 Washington Street**P.O. Box 306**Bath, Maine 04530**-----
(207) 443-9759***INDEPENDENT AUDITORS' REPORT**

Board of Selectmen
Town of Woolwich
Woolwich, Maine

We have audited the accompanying financial statements of the governmental activities and each major fund of the Town of Woolwich, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Town of Woolwich as of June 30, 2020 and 2019, and the respective changes in financial position, and where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Woolwich's basic financial statements. The introductory section and the combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic 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 basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic 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.

Bath, Maine

September 21, 2020

**TOWN OF WOOLWICH
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
FISCAL YEAR JULY 1, 2019 THROUGH JUNE 30, 2020**

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, 2019 through June 30, 2020. This is the Town of Woolwich's sixteenth 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 \$3,609,555.08.
2. The Town's total ending fund balance for all governmental funds combined was \$1,910,485.91 on June 30, 2020.
3. The Undesignated Unreserved Fund Balance (Surplus) is \$1,560,591.28 on June 30, 2020. This is an increase of \$94,606.17 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 position* presents information on all of the Town of Woolwich's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position 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-13.

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 Position: As stated earlier, net position 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's governmental funds is to provide information on fiscal activity and balances of available resources.

The *general fund* balance started at \$1,465,985.11 on July 1st, unexpended funds lapsing to surplus totaled \$1,141,426.43; Town meetings withdrawal of \$1,100,000.00; a decrease in deferred tax revenue of \$61,179.74; and \$8,000.00 used for additional spending, leaving a balance of \$1,560,591.28 at June 30, 2020.

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 2020 to consider and review the budget for fiscal year 2021. 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 held on August 22, 2020. Town Meeting approved the proposed budget that was presented by the Board of Selectmen for fiscal year 2021 in the amount of \$1,939,615.42. This budget was an increase of \$143,253.42 over the FY20 budget.

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

2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020
12.25	12.50	12.80	13.80	14.30	14.20	14.20	14.40	15.00	15.15

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.

	2015	2016	2017	2018	2019	2020
Municipal Buildings Reserve	\$ 39,397	\$ 30,952	\$ 21,443	\$ 20,367	\$ 16,507	\$ 8,184
Emergency Services Reserve	\$ 37,304	\$ 10,318	\$ 26,152	\$ 36,897	\$	\$
Old Town House Reserve	\$ 3,713	\$ 3,450	\$ 2,266	\$ 2,009	\$ 1,990	\$ 1,998
Septic Reserve	\$ 14,537	\$ 14,558	\$ 14,580	\$ 14,602	\$ 14,645	\$ 14,704
Generator Reserve	\$	\$	\$ 2,002	\$ 3,005	\$ 4,014	\$ 4,260
Elevator Reserve	\$	\$	\$ 1,001	\$ 2,003	\$ 3,009	\$ 4,017
Solar Panel Reserve	\$	\$	\$	\$	\$ 7,010	\$ 14,049

Long Term Debt: The Town of Woolwich's long-term debt outstanding at fiscal year-end totals \$447,171, an increase of \$63,771 from fiscal year 2019. 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:

This past year the Town Office has seen quite a change in staff. Our new Tax Collector, Candace Conrad is a local resident who came aboard in October and is a great asset to the Town, Our new Town Clerk, Anthony Blasi started in July and has jumped right in to elections with outstanding success and is right on screech with the November election coming up. The Town office staff have done a tremendous job on the collection of real estate taxes to which the Town of Woolwich does not have a single foreclosed property to date. Once again, I am happy to report that the town's financial structure is very secure.

Since the onset of Covid-19, the Town Office closed to the public in March, but the staff still worked in the office diligently answering the phones and assisting residents who were needing to conduct Town business. We opened back up to the public in May in which the Town followed State guidelines to ensure a safe and healthy environment for staff and residents.

The Alewife season seemed to come and go quickly and brought in an adequate harvest this year with 864 bushels.

The EMS Department has completed a full year since becoming a full time department and EMS Director, Brian Carlton has worked diligently in running a professional and organized Department with overwhelming success.

It has been a pleasure working for the Town of Woolwich as the Town Administrator for the past two years and getting to know the residents of this heartfelt community.

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,

Kim Dalton
Town Administrator

Exhibit A

TOWN OF WOOLWICH
STATEMENTS OF NET POSITION
JUNE 30, 2020 AND 2019

	2020	2019
ASSETS		
CURRENT ASSETS:		
Cash (Note B)	\$ 1,305,774.47	\$ 1,295,708.99
Accounts Receivable (Note C)	160,608.07	57,446.82
Taxes Receivable	187,609.21	190,606.92
Tax Liens	41,471.81	58,023.39
Tax Acquired Property		11,013.41
Investments (Note B)	374,135.30	365,573.42
Prepaid Expenses	850.00	1,510.00
Due From Other Funds	12,184.82	2,024.99
Total Current Assets	<u>\$ 2,082,633.68</u>	<u>\$ 1,981,907.94</u>
PROPERTY, PLANT, AND EQUIPMENT (NOTE I):		
Land and Improvements	\$ 228,248.00	\$ 220,248.00
Buildings	968,517.00	968,517.00
Equipment	1,607,983.97	1,436,246.77
Infrastructure	4,014,391.65	3,826,270.86
Total Property, Plant, and Equipment	<u>\$ 6,819,140.62</u>	<u>\$ 6,451,282.63</u>
Less: Accumulated Depreciation	<u>4,791,364.00</u>	<u>4,576,773.00</u>
Net Property, Plant, and Equipment	<u>\$ 2,027,776.62</u>	<u>\$ 1,874,509.63</u>
Total Assets	<u><u>\$ 4,110,410.30</u></u>	<u><u>\$ 3,856,417.57</u></u>
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Notes Payable (Note D)	\$ 86,228.57	\$ 64,800.00
Accounts Payable - Trade	15,300.57	15,156.37
Due To Other Funds	12,184.82	2,024.99
Deferred Revenue (Note G)	26,198.40	15,214.67
Total Current Liabilities	<u>\$ 139,912.36</u>	<u>\$ 97,196.03</u>
LONG-TERM LIABILITIES:		
Notes Payable - Net of Current Portion	360,942.86	318,600.00
Total Liabilities	<u>\$ 500,855.22</u>	<u>\$ 415,796.03</u>
NET POSITION:		
Net Invested in Capital Assets	\$ 1,580,605.19	\$ 1,491,109.63
Restricted for:		
Capital Projects	47,212.32	47,174.16
Other Purposes (Note F)	302,682.31	256,708.92
Unrestricted	1,679,055.26	1,645,628.83
Total Net Position	<u>\$ 3,609,555.08</u>	<u>\$ 3,440,621.54</u>
Total Liabilities and Net Position	<u><u>\$ 4,110,410.30</u></u>	<u><u>\$ 3,856,417.57</u></u>

The accompanying notes are an integral part of the financial statements

TOWN OF WOOLWICH
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

FUNCTIONS/PROGRAMS	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGE IN NET POSITION	
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	2020	
				TOTAL	2019 TOTAL
Primary Government:					
Governmental Activities:					
General Government	\$ 463,262.72	\$ 201,129.66	\$ 119,702.66	\$ (142,430.40)	\$ (158,860.95)
Health and Welfare	241,873.32	76,964.69	22,000.00	(142,908.63)	(169,950.82)
Highways and Bridges	630,590.28	386.40	64,244.00	(565,959.88)	(630,250.26)
Education	4,432,720.92			(4,432,720.92)	(4,262,685.00)
County Tax Assessment	743,680.00			(743,680.00)	(723,877.00)
Public Safety	381,395.93	10,098.60	24,621.00	(346,676.33)	(258,032.55)
Unclassified	83,561.21		1,269.00	(82,292.21)	(82,819.16)
Municipal Building Interest Expense	20,462.16			(20,462.16)	(15,119.07)
Total Primary Government	<u>\$ 6,997,546.54</u>	<u>\$ 288,579.35</u>	<u>\$ 231,836.66</u>	<u>\$ (6,477,130.53)</u>	<u>\$ (6,301,594.81)</u>
General Revenues:					
Taxes:					
Property Taxes				\$ 5,531,701.52	\$ 5,337,809.00
Homestead Reimbursement				144,468.25	139,807.50
Excise Taxes				732,442.83	743,677.48
Intergovernmental				182,769.41	115,348.19
Interest and Investment Earnings				54,682.06	49,744.54
Total General Revenues				<u>\$ 6,646,064.07</u>	<u>\$ 6,386,386.71</u>
Changes in Net Position					
Net Position, July 1				\$ 168,933.54	\$ 84,791.90
Net Position, June 30				<u>3,440,621.54</u>	<u>3,355,829.64</u>
				<u>\$ 3,609,555.08</u>	<u>\$ 3,440,621.54</u>

The accompanying notes are an integral part of the financial statements

Exhibit C

TOWN OF WOOLWICH
 RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
 TO NET POSITION OF GOVERNMENTAL ACTIVITIES
 FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
GOVERNMENTAL FUND BALANCES:		
Restricted for:		
Capital Projects (Schedule A-14)	\$ 47,212.32	\$ 47,174.16
Other Purposes (Schedule A-4)	302,682.31	256,708.92
Unrestricted (Schedule A-3)	1,560,591.28	1,465,985.11
Total Governmental Fund Balances (Exhibit E)	<u>\$ 1,910,485.91</u>	<u>\$ 1,769,868.19</u>
Amounts reported for governmental activities in the Statements of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	2,027,776.62	1,874,509.63
Notes payable are not due and payable in the current period and therefore are not reported in the funds.	(447,171.43)	(383,400.00)
Property taxes not collected within sixty days after year end are deferred as revenue in the fund financial statements. In the government-wide financial statements the revenue is income in the year it is assessed.	118,463.98	179,643.72
Net Position of Governmental Activities (Exhibit A)	<u><u>\$ 3,609,555.08</u></u>	<u><u>\$ 3,440,621.54</u></u>

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, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
Net Change in Fund Balances - Total Governmental Funds (Exhibit F)	\$ 140,617.72	\$ 34,217.29
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).	153,267.00	(45,522.90)
Repayment of debt is an expenditure in the governmental funds, but the repayment reduces liabilities in the Statements of Net Position.	86,228.57	64,800.00
Proceeds of loans are revenue in the governmental funds, but the receipt of funds increases liabilities in the Statement of Net Position.	(150,000.00)	
Property taxes are deferred in the fund financial statements, but in the government-wide financial statements they are recorded as income the year they are assessed.	(61,179.74)	31,297.51
Changes in Net Position of Governmental Activities (Exhibit B)	<u>\$ 168,933.55</u>	<u>\$ 84,791.90</u>

The accompanying notes are an integral part of the financial statements

Exhibit E

TOWN OF WOOLWICH
BALANCE SHEETS - GOVERNMENTAL FUNDS
JUNE 30, 2020 AND 2019

	GOVERNMENTAL FUND TYPES		2020	2019
	GENERAL	CAPITAL PROJECTS	TOTAL	TOTAL
ASSETS:				
Cash (Note B)	\$ 1,269,166.31	\$ 36,608.16	\$ 1,305,774.47	\$ 1,295,708.99
Taxes Receivable	187,609.21		187,609.21	190,606.92
Tax Liens	41,471.81		41,471.81	58,023.39
Tax Acquired Property				11,013.41
Accounts Receivable (Note C)	160,608.07		160,608.07	57,446.82
Due From Other Funds	790.33	11,394.49	12,184.82	2,024.99
Investments (Note B)	374,135.30		374,135.30	365,573.42
Prepaid Expense	850.00		850.00	1,510.00
Total Assets	<u>\$ 2,034,631.03</u>	<u>\$ 48,002.65</u>	<u>\$ 2,082,633.68</u>	<u>\$ 1,981,907.94</u>
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE:				
Liabilities:				
Accounts Payable	\$ 15,300.57	\$ -	\$ 15,300.57	\$ 15,156.37
Due To Other Funds	11,394.49	790.33	12,184.82	2,024.99
Total Liabilities	<u>\$ 26,695.06</u>	<u>\$ 790.33</u>	<u>\$ 27,485.39</u>	<u>\$ 17,181.36</u>
Deferred Inflows:				
Deferred Revenue (Note G)	\$ 26,198.40	\$ -	\$ 26,198.40	\$ 15,214.67
Deferred Tax Revenue (Note H)	118,463.98		118,463.98	179,643.72
Total Deferred Inflows	<u>\$ 144,662.38</u>	<u>\$ -</u>	<u>\$ 144,662.38</u>	<u>\$ 194,858.39</u>
Fund Balance:				
Committed for Capital Projects	\$ -	\$ 47,212.32	\$ 47,212.32	\$ 47,174.16
Assigned for Other Purposes (Note F)	302,682.31		302,682.31	256,708.92
Unassigned	1,560,591.28		1,560,591.28	1,465,985.11
Total Fund Balance	<u>\$ 1,863,273.59</u>	<u>\$ 47,212.32</u>	<u>\$ 1,910,485.91</u>	<u>\$ 1,769,868.19</u>
Total Liabilities, Deferred Inflows, and Fund Balance	<u>\$ 2,034,631.03</u>	<u>\$ 48,002.65</u>	<u>\$ 2,082,633.68</u>	<u>\$ 1,981,907.94</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, 2020 AND 2019

	GOVERNMENTAL FUNDS		2020	2019
	GENERAL	CAPITAL PROJECTS	TOTAL	TOTAL
REVENUES:				
Intergovernmental Revenue	\$ 182,769.41	\$ -	\$ 182,769.41	\$ 115,348.19
Homestead Reimbursement	144,468.25		144,468.25	139,807.50
Property Taxes	5,592,881.26		5,592,881.26	5,306,511.49
Excise Tax	732,442.83		732,442.83	743,677.48
General Government	320,832.32		320,832.32	267,725.61
Protection	34,719.60		34,719.60	16,709.67
Health and Welfare	98,964.69		98,964.69	39,509.05
Interest	54,510.21	171.85	54,682.06	49,744.54
Highways and Bridges	64,630.40		64,630.40	73,083.00
Unclassified	1,269.00		1,269.00	12,204.03
Total Revenues	<u>\$ 7,227,487.97</u>	<u>\$ 171.85</u>	<u>\$ 7,227,659.82</u>	<u>\$ 6,764,320.56</u>
EXPENDITURES:				
Education	\$ 4,432,720.92	\$ -	\$ 4,432,720.92	\$ 4,262,685.00
General Government	450,905.92		450,905.92	423,835.03
Highways and Bridges	693,777.07		693,777.07	714,018.26
Protection	483,832.93		483,832.93	214,862.22
Health and Welfare	241,873.32		241,873.32	209,459.87
Unclassified	83,561.21		83,561.21	95,023.19
Special Assessments	743,680.00		743,680.00	723,877.00
Interest	20,462.16		20,462.16	6,423.63
Principal	86,228.57		86,228.57	79,919.07
Total Expenditures	<u>\$ 7,237,042.10</u>	<u>\$ -</u>	<u>\$ 7,237,042.10</u>	<u>\$ 6,730,103.27</u>
Excess of Revenues Over (Under) Expenditures	<u>\$ (9,554.13)</u>	<u>\$ 171.85</u>	<u>\$ (9,382.28)</u>	<u>\$ 34,217.29</u>
OTHER FINANCING SOURCES (USES):				
Operating Transfers - In	\$ 9,528.18	\$ 9,394.49	\$ 18,922.67	\$ 49,885.78
Operating Transfers - Out	(9,394.49)	(9,528.18)	(18,922.67)	(49,885.78)
Loan Proceeds	150,000.00		150,000.00	
Total Other Financing Sources (Uses)	<u>\$ 150,133.69</u>	<u>\$ (133.69)</u>	<u>\$ 150,000.00</u>	<u>\$ -</u>
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	<u>\$ 140,579.56</u>	<u>\$ 38.16</u>	<u>\$ 140,617.72</u>	<u>\$ 34,217.29</u>
Fund Balance, July 1	1,722,694.03	47,174.16	1,769,868.19	1,735,650.90
Fund Balance, June 30	<u>\$ 1,863,273.59</u>	<u>\$ 47,212.32</u>	<u>\$ 1,910,485.91</u>	<u>\$ 1,769,868.19</u>

The accompanying notes are an integral part of the financial statements

Exhibit G

TOWN OF WOOLWICH
STATEMENTS OF FIDUCIARY NET POSITION
NONSPENDABLE TRUST FUNDS - CEMETERY TRUST FUNDS
JUNE 30, 2020 AND 2019

	2020	2019
ASSETS:		
Cash	\$ 12,665.60	\$ 12,615.59
LIABILITIES	\$ -	\$ -
NET POSITION:		
Restricted for Principal	\$ 9,931.68	\$ 9,931.68
Unrestricted	2,733.92	2,683.91
Total Net Position	\$ 12,665.60	\$ 12,615.59
Total Liabilities and Net Position	\$ 12,665.60	\$ 12,615.59

Exhibit H

STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION
NONSPENDABLE TRUST FUNDS - CEMETERY TRUST FUNDS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	2020	2019
REVENUES:		
Interest	\$ 50.01	\$ 30.96
EXPENDITURES		
Change in Net Position	\$ 50.01	\$ 30.96
Net Position, July 1	12,615.59	12,584.63
Net Position, June 30	\$ 12,665.60	\$ 12,615.59

Exhibit I

STATEMENTS OF CASH FLOWS
FIDUCIARY FUND TYPE - NONSPENDABLE TRUST FUNDS
CEMETERY TRUST FUNDS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES:		
Interest Income	\$ 50.01	\$ 30.96
Net Cash Provided by Operating Activities	\$ 50.01	\$ 30.96
Cash Balance, July 1	12,615.59	12,584.63
Cash Balance, June 30	\$ 12,665.60	\$ 12,615.59

The accompanying notes are an integral part of the financial statements

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

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, incorporated in 1759, currently operates under a town meeting form of government with a Town Administrator. The Board consists of five members elected by the registered voters for three year staggered terms. The financial statements of the Town conform to accounting principles generally accepted in the United States of America as applicable to governmental units. 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) (when applicable) that do not conflict with or contradict GASB pronouncements.

In evaluating the Town of Woolwich as a reporting entity, management has addressed all potential component units for which the Town may or may not be financially accountable and, as such, be includable within the Town's basic financial statements. In accordance with GASB, the Town (the primary government) is financially accountable if it appoints a voting majority of the organization's governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the Town. The Town also is financially accountable for organizations that are fiscally dependent on it and if there is a financial benefit or burden relationship. Additionally, the primary government is required to consider other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's basic financial statements to be misleading or incomplete. Based on the application of these criteria, there are no other entities within the Town that should be included as part of these 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 Position, 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 position is reported in three parts - net invested in capital assets; restricted; and unrestricted. The Town first utilizes restricted resources to finance qualifying activities.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D):

2. Basic Financial Statements - Government-Wide Statements (Cont'd)

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 position 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. Capital Projects Funds:

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment.

3. 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 position and changes in net position and are reported using accounting principles similar to proprietary funds.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D):

3. Basic Financial Statements - Fund Financial Statements (Cont'd)

a. Governmental Funds (cont'd):

3. Fiduciary Funds (cont'd):

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.

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 agents. 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.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D):

5. Financial Statement Amounts (Cont'd)

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

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.

f. 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.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D):

5. Financial Statement Amounts (Cont'd)

g. Fund Balance:

The Town's unrestricted net position is maintained to lessen the need for borrowing, protect the Town's credit rating, and provide the funds necessary to meet the Town's financial operating obligations. It is the Town's policy that the unassigned fund balance shall be an amount equal to at least 15% of the total annual budget comprising the proposed operating budget to be voted on at town meeting, the County assessment, the school assessments, and the estimated property tax abatements and overlay. Subject to approval by the voters, excess funds may be used to stabilize the tax rate, fund capital reserve accounts, or to fund a contingency reserve fund for non-recurring or extraordinary unanticipated expenditures.

In accordance with GASB Statement No. 54, the Town employs terminology and classifications for fund balance items as follows:

Nonspendable fund balances include amounts that are not expected to be converted to cash, or that are legally required to be maintained intact. The fund balance of the Town's Cemetery Fund is classified as nonspendable.

Restricted fund balances represent those portions of fund equity that have externally enforceable legal restrictions.

Committed fund balances are amounts that can be used only for specific purposes because of a formal action taken by town government. Budget carryforward amounts and the fund balances in the Capital Projects Fund and the Cemetery Trust Fund are in this category.

Assigned fund balances are amounts that the Town intends to use for specific purposes. The Board of Selectmen approved carryovers are included in assigned fund balances.

Unassigned fund balance is all amounts in the General Fund that are not assigned to another category. Only the General Fund can have an unassigned fund balance.

h. 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.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D):

6. Future Accounting Pronouncements

- a. Statement No. 84, "Fiduciary Activities" effective for the fiscal year ended June 30, 2020. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The Town is currently evaluating whether the government is controlling the assets of the fiduciary activity and the beneficiaries with whom a fiduciary relationship exists to determine if the fiduciary fund should be included in the basic financial statements of future years.
- b. Statement No. 87, "Leases" effective for the fiscal year ended June 30, 2021. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable as a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. Management has determined that the impact of this Statement is not material to the financial statements.
- c. Statement No. 89, "Accounting for Interest Cost Incurred before the End of a Construction Period", effective for the fiscal year ended June 30, 2021. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Management has determined that the impact of this Statement is not material to the financial statements.
- d. Statement No. 90, "Majority Equity Interests" - an amendment of GASB Statements No. 14 and No. 61, effective for the fiscal year ended June 30, 2020. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value. Management has determined that the impact of this statement is not material to the financial statements.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D):

6. Future Accounting Pronouncements (Cont'd)

- e. Statement No. 91, "Conduit Debt Obligations" is effective for the fiscal year ended June 30, 2023. The objective of the Statement is to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required disclosures. Management has determined that this statement is not applicable.
- f. Statement No. 93, "Replacement of Interbank Offered Rates". The objective of this statement is to improve guidance regarding the governments that have entered into agreements in which variable payments made or received depend on an interbank offered rate (IBOR) – most notably, the London Interbank Offered Rate (LIBOR). As a result of global reference rate reform, LIBOR is expected to cease to exist in its current form at the end of 2021. The objective of this statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. Management has determined that this statement is not applicable.

7. Subsequent Events:

In March of 2020, the community was impacted by the Covid-19 Virus. The Town has reviewed their operations and is currently evaluating the impact of the virus on their operations. While there is a financial impact to the Town, it is currently unknown the full extent this crisis will have on its operations and funding.

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).

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE B - CASH AND INVESTMENTS (CONT'D):

At June 30, 2020 cash consisted of:

ACCOUNT TYPE	CARRYING AMOUNT	BANK BALANCE	CATEGORY		
			#1	#2	#3
Interest Bearing Accounts	\$ 1,278,439.97	\$ 1,270,856.62	\$ 215,506.42	\$ 1,055,350.20	\$
Non-Interest Bearing Accounts	40,000.00	40,000.00	40,000.00		
	<u>\$ 1,318,439.97</u>	<u>\$ 1,310,856.62</u>	<u>\$ 255,506.42</u>	<u>\$ 1,055,350.20</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.

At June 30, 2020 investments consisted of:

INVESTMENT TYPE	CARRYING AMOUNT	FAIR VALUE	CATEGORY		
			#1	#2	#3
Money Market	\$ 33,541.63	\$ 33,541.63	\$	\$ 33,541.63	\$
Certificate of Deposit	340,593.67	355,228.63		355,228.63	
	<u>\$ 374,135.30</u>	<u>\$ 388,770.26</u>	<u>\$</u>	<u>\$ 388,770.26</u>	<u>\$</u>

NOTE C - ACCOUNTS RECEIVABLE:

Accounts Receivable consists of the following:

Grant	\$ 22,000.00
State Revenue Sharing	21,600.52
State Homestead	36,186.75
State General Assistance	1,123.43
Sale of TAP	79,697.37
	<u>\$160,608.07</u>

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE D - LONG-TERM DEBT:

The following is a summary of note transactions for the Town of Woolwich for the year ended June 30, 2020:

	PRINCIPAL BALANCE JULY 1, 2019	ADDITIONS	REDUCTIONS	PRINCIPAL BALANCE JUNE 30, 2020
Bath Savings Institution - Municipal Building Addition	\$ 105,000.00	\$	\$ 30,000.00	\$ 75,000.00
Bath Savings Institution - Fire Truck	278,400.00		34,800.00	243,600.00
Bath Savings Institution - Ambulance		150,000.00	21,428.57	128,571.43
	<u>\$ 383,400.00</u>	<u>\$ 150,000.00</u>	<u>\$ 86,228.57</u>	<u>\$ 447,171.43</u>

Long-Term Debt as of June 30, 2020 is as follows:

Bath Savings Institution - Municipal Building Addition:

The note is dated September 6, 2013. Repayment is through twenty semi-annual installments on December 1 and June 1 of \$15,000.00 plus interest at 4.14%.

Bath Savings Institution - Fire Truck:

The note is dated October 1, 2017. Repayment is through ten annual installments on January 3 of \$34,800.00 plus interest at 3.13%.

Bath Savings Institution - Ambulance:

The note is dated February 4, 2020. Repayment is through seven annual payments on June 15 of \$21,428.57 plus interest at 3.96%.

The annual requirements to amortize notes payable as of June 30, 2020 follows:

YEAR ENDING JUNE 30	PRINCIPAL	INTEREST	TOTAL
2021	\$ 86,228.57	\$ 15,073.47	\$ 101,302.04
2022	86,228.57	11,966.51	98,195.08
2023	71,228.57	8,859.56	80,088.13
2024	56,228.57	6,690.48	62,919.05
2025	56,228.57	4,819.15	61,047.72
2026-2030	91,028.58	4,043.43	95,072.01
	<u>\$ 447,171.43</u>	<u>\$ 51,452.60</u>	<u>\$ 498,624.03</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.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE F - ASSIGNED FOR OTHER PURPOSES:

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.

General Government	\$ 119,632.26
Highways and Bridges	15,188.22
Protection	15,365.89
Health and Welfare	138,021.32
Unclassified	<u>14,474.62</u>
	<u>\$ 302,682.31</u>

NOTE G - DEFERRED REVENUE:

Deferred Revenue at June 30, 2020 consists of the following:

State Revenue Sharing	\$ 17,091.22
Prepaid 2021 Taxes	<u>9,107.18</u>
	<u>\$ 26,198.40</u>

NOTE H - REVENUE RECOGNITION - PROPERTY TAXES:

The Town's property tax for the current year was levied September 18, 2019 on the assessed value listed as of April 1, 2019 for all taxable real and personal property located in the Town. One half of the tax was due on October 31, 2019 and the remainder on April 30, 2020. Interest accrued at 9.00% commencing November 1, 2019 for the first half of tax due and again at May 1, 2020 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.

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE I - PROPERTY, PLANT, AND EQUIPMENT:

The following is a summary of changes in fixed assets at June 30, 2020:

	BALANCE JULY 1, 2019	ADDITIONS	DISPOSITIONS	BALANCE JUNE 30, 2020
Land and Improvements	\$ 220,248.00	\$ 8,000.00	\$	\$ 228,248.00
Buildings	968,517.00			968,517.00
Equipment	1,436,246.77	171,737.20		1,607,983.97
Infrastructure	3,826,270.86	188,120.79		4,014,391.65
	<u>\$ 6,451,282.63</u>	<u>\$ 367,857.99</u>	<u>\$</u>	<u>\$ 6,819,140.62</u>
Accumulated Depreciation	(4,576,773.00)	(214,591.00)		(4,791,364.00)
Net Property, Plant, and Equipment	<u>\$ 1,874,509.63</u>	<u>\$ 153,266.99</u>	<u>\$</u>	<u>\$ 2,027,776.62</u>

Depreciation expenses for the period totaled \$214,591.00. These expenses were broken down as follows:

General Government	\$ 23,979.00
Public Safety	65,678.00
Highways and Bridges	124,934.00
	<u>\$ 214,591.00</u>

NOTE J - 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 K - INTEREST COST INCURRED:

During the current year the Town incurred interest costs totaling \$12,808.34, which was charged as an expense to the operating account.

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 \$3,753,386.00 at June 30, 2020. The Town of Woolwich's share would be 8.52% of the debt, or approximately \$319,789.00.

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 \$80,490,860.00 at June 30, 2020. The Town of Woolwich's share would be 23.767% of the debt, or approximately \$19,130,263.00.

Schedule A-1

TOWN OF WOOLWICH
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

	ORIGINAL AND FINAL BUDGET	ACTUAL
REVENUES:		
Intergovernmental Revenue	\$ 182,769.41	\$ 182,769.41
Homestead Reimbursement	142,909.95	144,468.25
Property Taxes	5,512,618.38	5,592,881.26
Excise Taxes		732,442.83
Highways and Bridges		64,630.40
General Government		221,374.32
Protection		34,719.60
Health and Welfare		98,964.69
Interest and Debt Service		54,510.21
Unclassified		1,269.00
State B.E.T.E.	99,434.00	99,458.00
Total Revenues	<u>\$ 5,937,731.74</u>	<u>\$ 7,227,487.97</u>
EXPENDITURES:		
Education	\$ 4,432,721.00	\$ 4,432,720.92
General Government	463,882.00	450,905.92
Highways and Bridges	602,804.00	693,777.07
Protection	311,970.00	483,832.93
Health and Welfare	213,380.00	241,873.32
Unclassified	82,863.00	83,561.21
Special Assessments	743,680.00	743,680.00
Interest and Debt Service	110,463.00	106,690.73
Total Expenditures	<u>\$ 6,961,763.00</u>	<u>\$ 7,237,042.10</u>
Excess of Expenditures Over Revenues	<u>\$ (1,024,031.26)</u>	<u>\$ (9,554.13)</u>
OTHER FINANCING SOURCES (USES):		
Operating Transfers - In	\$ -	\$ 9,528.18
Operating Transfers - Out	(9,000.00)	(9,394.49)
Loan Proceeds		150,000.00
Total Other Financing Sources (Uses)	<u>\$ (9,000.00)</u>	<u>\$ 150,133.69</u>
Excess of Revenues and Other Sources Over (Under)		
Expenditures and Other Uses	<u>\$ (1,033,031.26)</u>	<u>\$ 140,579.56</u>
Fund Balance, July 1, 2019	1,722,694.03	1,722,694.03
Fund Balance, June 30, 2020	<u><u>\$ 689,662.77</u></u>	<u><u>\$ 1,863,273.59</u></u>

Schedule A-2

TOWN OF WOOLWICH
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2020

Cash Balance, July 1, 2019		\$ 1,250,509.84
ADD: CASH RECEIPTS:		
Tax Collections:		
Current Year	\$ 5,340,129.08	
Prior Years	217,877.64	
Prepaid Taxes	<u>9,107.18</u>	
Total Tax Collections	\$ 5,567,113.90	
Fees Collected for the State	261,127.59	
Departmental (Schedule A-4)	1,204,548.25	
State Revenue Sharing	184,064.07	
Homestead Reimbursement	108,281.00	
Capital Reserve Receipts	8,762.84	
Accounts Receivable	41,220.00	
Ambulance Loan	<u>150,000.00</u>	
Total Cash Receipts		<u>7,525,117.65</u>
Total Cash Available		\$ 8,775,627.49
LESS: CASH DISBURSEMENTS:		
Departmental (Schedule A-4)	\$ 7,236,720.11	
Investment Account	8,561.88	
Fees Remitted to the State	260,076.91	
Accounts Payable	<u>1,102.28</u>	
Total Cash Disbursements		7,506,461.18
Cash Balance, June 30, 2020 (Schedule A-6)		<u><u>\$ 1,269,166.31</u></u>

Schedule A-3

TOWN OF WOOLWICH
STATEMENT OF CHANGES IN UNAPPROPRIATED SURPLUS
FOR THE YEAR ENDED JUNE 30, 2020

Unappropriated Surplus, July 1, 2019		\$ 1,465,985.11
INCREASE:		
Operating Account Balances Lapsed (Schedule A-4)	\$ 1,141,426.43	
Decrease in Deferred Taxes	<u>61,179.74</u>	
		<u>1,202,606.17</u>
		\$ 2,668,591.28
DECREASE:		
Appropriated at Town Meeting	\$ 1,100,000.00	
Approved at Special Town Meeting September 16, 2019	<u>8,000.00</u>	
		1,108,000.00
Unappropriated Surplus, June 30, 2020		<u><u>\$ 1,560,591.28</u></u>

TOWN OF WOOLWICH
STATEMENT OF DEPARTMENTAL OPERATIONS
FOR THE YEAR ENDED JUNE 30, 2020

	BALANCE FORWARD 7/1/2019	APPROPRIATIONS	CASH RECEIPTS	OTHER CREDITS	TOTAL	CASH DISBURSED	OTHER CHARGES	TOTAL	LAPSED UNEXPENDED (OVERDRAFT)	BALANCE FORWARD 6/30/2020
GENERAL GOVERNMENT:										
Comp Time Reimbursement	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -
Town Officers Salaries		51,450.00			51,450.00	46,675.00		46,675.00	4,775.00	
Tax Collector/Deputy Town Clerk		35,165.00			35,165.00	24,612.78		24,612.78	10,552.22	
Town Administrator Salary		48,164.00			48,164.00	48,163.05		48,163.05	0.95	
Town Clerk/Deputy Tax Collector		35,165.00		56.86	35,221.86	35,221.86		35,221.86		
Training/Replacement		6,000.00			6,000.00	3,709.50		3,709.50	2,290.50	
Code Enforcement		27,263.00			27,263.00	27,262.82		27,262.82	0.18	
Code Enforcement - Contingency		1,500.00			1,500.00	1,105.23		1,105.23		394.77
Employee Health Trust		44,600.00			44,600.00	26,959.78		26,959.78	17,640.22	
Social Security		29,313.00			29,313.00	24,488.90		24,488.90	4,824.10	
Workers' Compensation		23,500.00	2,096.00		25,596.00	23,740.40		23,740.40	1,855.60	
Unemployment Compensation		1,000.00			1,000.00	766.25		766.25	233.75	
ICMA - Retirement		2,500.00			2,500.00	1,320.12		1,320.12	1,179.88	
Audit		9,200.00			9,200.00	9,200.00		9,200.00		
Sale of Tax Acquired Property			33,752.52	79,697.37	113,449.89	3,731.40	195.80	3,927.20	29,825.32	79,697.37
Contingency	5,000.00	10,000.00			15,000.00	5,956.16	218.10	6,174.26		4,043.84
Litigation Expense		19,200.00	500.00		19,700.00	18,937.00		18,937.00	263.00	
Board of Appeals		7,000.00			7,000.00	5,330.42		5,330.42	2,169.58	5,000.00
Comprehensive Planning	2,537.88	100.00			2,637.88				100.00	2,537.88
Planning Board	700.00	500.00	1,415.00		2,615.00	330.00		330.00		2,285.00
Municipal Building Operations		31,800.00	3,149.38		34,949.38	28,695.19		28,695.19	6,254.19	
Municipal Building Reserve				8,762.84	8,762.84	8,368.35	394.49	8,762.84		
Cable TV			36,290.38		36,290.38	2,043.14		2,043.14	34,247.24	
Excise Taxes - Autos			724,647.13		724,647.13				724,647.13	
Excise Taxes - Boats			7,795.70		7,795.70	2.00		2.00	7,793.70	
Plumbing and Building Permits			14,310.25		14,310.25				14,310.25	
Maine Municipal Association Dues		4,277.00			4,277.00	4,277.00		4,277.00		
Assessing Agent		27,300.00			27,300.00	27,300.00		27,300.00		
Town and Clerk Fees			18,640.25		18,640.25				18,640.25	
Office Operations		42,200.00	15.00		42,215.00	35,696.03		35,696.03	3,618.97	2,900.00
Miscellaneous Revenue			3,984.42		3,984.42	76.42		76.42	3,908.00	
Payment in Lieu of Taxes			2,500.00		2,500.00				2,500.00	
Computer Replacement						2,546.22		2,546.22		72.36
Supplementals and Abatements	118.58	2,500.00		22,463.11	22,463.11		3,379.97	3,379.97	19,083.14	
Property Tax Maps	7,500.00				7,500.00	7,500.00		7,500.00		667.84
Public Communications	1,293.78				1,293.78	625.94		625.94		
State - Tree Growth										
State - Veterans			15,679.60		15,679.60				15,679.60	
State - Snowmobile			3,817.00		3,817.00				3,817.00	
State - BETE			748.06		748.06	400.00		400.00	348.06	
State - Homestead			99,458.00		99,458.00		99,434.00	99,434.00	24.00	
State - Burn Fees			352.00	144,468.25	144,468.25		142,909.95	142,909.95	1,558.30	
Vital Records Book Repair	1,459.66	2,200.00			3,659.66	1,858.00		1,858.00	352.00	
Flag Donations	199.41		160.36		359.77					1,801.66
Woolwich Events Committee	4,852.92		1,540.73		6,393.65	2,448.89		2,448.89		359.77
Recreation Committee	17,942.19		2,726.00		20,668.19	6,645.03		6,645.03		3,944.76
Old Town House	1,389.97	500.00			1,889.97					14,023.16
Elevator Reserve		1,000.00			1,000.00		1,000.00	1,000.00		1,889.97
Generator Maintenance	385.00	485.00		765.34	1,635.34	1,635.34		1,635.34		
Generator Reserve		1,000.00			1,000.00		1,000.00	1,000.00		
Catastrophic Repairs	5,313.88				5,313.88	5,300.00		5,300.00		13.88
Land Purchase				8,000.00	8,000.00	8,000.00		8,000.00		
	\$ 48,693.27	\$ 465,882.00	\$ 973,577.78	\$ 264,213.77	\$ 1,752,366.82	\$ 450,710.12	\$ 248,532.31	\$ 699,242.43	\$ 933,492.13	\$ 119,632.26

Schedule A-4 (Cont'd)

TOWN OF WOOLWICH
STATEMENT OF DEPARTMENTAL OPERATIONS
FOR THE YEAR ENDED JUNE 30, 2020

	BALANCE FORWARD 7/1/2019	APPROPRIATIONS	CASH RECEIPTS	OTHER CREDITS	TOTAL	CASH DISBURSED	OTHER CHARGES	TOTAL	LAPSED UNEXPENDED (OVERDRAFT)	BALANCE FORWARD 6/30/2020
SPECIAL ASSESSMENTS:										
County Tax	\$ -	\$ 743,680.00	\$ -	\$ -	\$ 743,680.00	\$ 743,680.00	\$ -	\$ 743,680.00	\$ -	\$ -
Overlay	\$ -	66,968.74	\$ -	\$ -	66,968.74	66,968.74	\$ -	66,968.74	66,968.74	\$ -
EDUCATION:										
School	\$ -	\$ 4,432,721.00	\$ -	\$ -	\$ 4,432,721.00	\$ 4,432,720.92	\$ -	\$ 4,432,720.92	\$ 0.08	\$ -
INTEREST AND DEBT SERVICE:										
Interest on Taxes	\$ -	\$ -	\$ 29,177.02	\$ -	\$ 29,177.02	\$ 4,868.90	\$ -	\$ 4,868.90	\$ 24,308.12	\$ -
Investment Interest			25,333.19		25,333.19	760.59	126.19	886.78	24,446.41	
Principal		86,229.00			86,229.00	86,228.57		86,228.57	0.43	
Interest		24,234.00			24,234.00	14,706.48		14,706.48	9,527.52	
HIGHWAYS AND BRIDGES:										
Roads and Bridges	\$ -	\$ 110,463.00	\$ 54,510.21	\$ -	\$ 164,973.21	\$ 106,564.54	\$ 126.19	\$ 106,690.73	\$ 58,282.48	\$ -
Snow Removal	\$ 6,300.94	\$ 67,000.00	\$ -	\$ -	\$ 73,300.94	\$ 65,569.56	\$ -	\$ 65,569.56	\$ -	\$ 7,731.38
Town Tarred Roads	5,281.21	425,804.00	386.40		426,190.40	426,189.48		426,189.48	0.92	
Town Roads Block Grant	29,949.66	110,000.00	64,244.00	27,137.66	206,662.87	202,018.03	2,244.00	204,262.03		2,400.84
	\$ 41,531.81	\$ 602,804.00	\$ 64,630.40	2,244.00	32,193.66		27,137.66	27,137.66		5,056.00
PROTECTION:										
Dry Hydrants	\$ 1,930.48	\$ -	\$ -	\$ -	\$ 1,930.48	\$ -	\$ -	\$ -	\$ -	\$ 1,930.48
Hydrant Rental and Removal		44,690.00			44,690.00	44,686.28		44,686.28	3.72	
Street Lights		4,500.00			4,500.00	4,304.10		4,304.10	195.90	
Constable/Animal Control		6,000.00	1,975.00		7,975.00	6,700.00		6,700.00	1,275.00	
Constable/Animal Control Contingency		500.00	100.00		600.00	535.00		535.00	65.00	
Fire Department		89,850.00	15,468.73		105,318.73	103,346.93		103,346.93	1,971.80	
NFPA Clothing		9,000.00	150.00		9,150.00	6,940.89		6,940.89	2,209.11	
Fire Inoculation/Physicals		2,250.00			2,250.00	1,904.00		1,904.00	346.00	
Fire Hose Purchase		3,300.00	480.00		3,780.00	3,398.80		3,398.80	381.20	
Air Pack Replacement		10,990.00	4,759.00	10.00	23,259.00	23,259.00		23,259.00		
EMS Donations	7,500.00		701.00	7,500.00	10,086.97	1,674.00		1,674.00		8,412.97
Woolwich EMS	1,885.97				149,499.87	134,841.69	7,500.00	142,341.69	7,158.18	
New Ambulance		140,890.00	8,609.87		150,000.00	149,615.00		149,615.00	385.00	
Civil Defense (WEMA)	5,022.44			150,000.00	5,022.44					5,022.44
911				150.00	150.00	150.00		150.00		
Shellfish			2,476.00	1.24	2,477.24	2,477.24		2,477.24		
	\$ 16,338.89	\$ 311,970.00	\$ 34,719.60	\$ 157,661.24	\$ 520,689.73	\$ 483,832.93	\$ 7,500.00	\$ 491,332.93	\$ 13,990.91	\$ 15,365.89

Schedule A-4 (Cont'd)

TOWN OF WOOLWICH
STATEMENT OF DEPARTMENTAL OPERATIONS
FOR THE YEAR ENDED JUNE 30, 2020

	BALANCE FORWARD 7/1/2019	APPROPRIATIONS	CASH RECEIPTS	OTHER CREDITS	TOTAL	CASH DISBURSED	OTHER CHARGES	TOTAL	LAPSED UNEXPENDED (OVERDRAFT)	BALANCE FORWARD 6/30/2020
ALTH AND WELFARE:										
Solid Waste Committee	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -
Landfill Monitoring	4,150.00	6,190.00			10,340.00	6,423.20		6,423.20		3,916.80
Septic System	16,872.63			22,000.00	38,872.63	22,000.00		22,000.00		16,872.63
Rescue Service Billing			64,397.23		64,397.23	571.00		571.00	63,826.23	
Solid Waste		200,490.00			200,490.00	199,621.67		199,621.67	868.33	30,699.23
Landfill Closure	30,699.23				30,699.23					
Household Hazardous Waste		2,000.00			2,000.00				2,000.00	
General Assistance	7,549.50	2,000.00	212.03	1,123.43	10,884.96	1,907.80		1,907.80		8,977.16
Fishway	79,185.35		11,232.00		90,417.35	9,981.85	2,880.00	12,861.85		77,555.50
Health Officer		1,200.00			1,200.00	1,200.00		1,200.00		
Health Officer Contingency		500.00			500.00	167.80		167.80	332.20	
	\$ 138,456.71	\$ 213,380.00	\$ 75,841.26	\$ 23,123.43	\$ 450,801.40	\$ 241,873.32	\$ 2,880.00	\$ 244,753.32	\$ 68,026.76	\$ 138,021.32
CLASSIFIED:										
Nequasset Park	\$ 469.42	\$ 500.00	\$ -	\$ -	\$ 969.42	\$ 494.46	\$ -	\$ 494.46	\$ -	\$ 474.96
Library Operations - Patten Free		55,695.00			55,695.00	55,695.00		55,695.00		
Miscellaneous Donations		18,874.00			18,874.00	18,874.00		18,874.00		
Cemeteries	117.20	800.00			917.20	543.68		543.68		373.52
Nequasset Church	2,262.73			2,880.00	5,642.73	325.03		325.03		5,317.70
Heating Assistance Fund	7,685.38	500.00	1,269.00		8,954.38	1,799.45		1,799.45		7,154.93
Town Clock	1,153.51				1,153.51					1,153.51
Solar Panels Reserve		7,000.00			7,000.00		7,000.00	7,000.00	0.40	
Animal Shelter		3,994.00			3,994.00	3,993.60		3,993.60	664.01	
Monument Committee		2,500.00			2,500.00	1,835.99		1,835.99		
	\$ 11,688.24	\$ 89,863.00	\$ 1,269.00	\$ 2,880.00	\$ 105,700.24	\$ 83,561.21	\$ 7,000.00	\$ 90,561.21	\$ 664.01	\$ 14,474.62
	\$ 256,708.92	\$ 7,037,731.74	\$ 1,204,548.25	\$ 477,260.10	\$ 8,976,249.01	\$ 7,236,720.11	\$ 295,420.16	\$ 7,532,140.27	\$ 1,141,426.43	\$ 302,682.31

Schedule A-5

TOWN OF WOOLWICH
VALUATION, ASSESSMENT, AND COLLECTIONS
FOR THE YEAR ENDED JUNE 30, 2020

VALUATION:		
Real Estate	\$ 359,441,800.00	
Personal Property	<u>4,427,400.00</u>	
Total		<u><u>\$ 363,869,200.00</u></u>
ASSESSMENT:		
Valuation x Rate (\$363,869,200.00 x .01515)	\$ 5,512,618.38	
Supplementals	<u>22,463.11</u>	
		\$ 5,535,081.49
COLLECTIONS AND CREDITS:		
Cash Collections	\$ 5,340,129.08	
Prepaid	4,791.81	
Abatements	<u>3,379.97</u>	
Total Collections and Credits		<u>5,348,300.86</u>
2020 Taxes Receivable		<u><u>\$ 186,780.63</u></u>

COMPUTATION OF ASSESSMENT

Tax Commitment	\$ 5,512,618.38	
State Revenue Sharing	182,769.41	
Surplus - Appropriated at Town Meeting	1,100,000.00	
State BETE Program	99,434.00	
Homestead Reimbursement	<u>142,909.95</u>	
		\$ 7,037,731.74
REQUIREMENTS:		
Municipal	\$ 1,796,362.00	
County Tax	743,680.00	
Education	<u>4,432,721.00</u>	
		6,972,763.00
OVERLAY		<u><u>\$ 64,968.74</u></u>

Schedule A-6

TOWN OF WOOLWICH
RECONCILIATION OF TREASURER'S CASH BALANCE
FOR THE YEAR ENDED JUNE 30, 2020

Bath Savings Institution:		
Landfill:		
Balance Per Bank Statement		\$ 35,297.16
Bath Savings Institution:		
General Fund Checking:		
Balance Per Bank Statement	\$ 1,223,697.57	
Add: Deposits in Transit	27,484.98	
Less: Outstanding Checks	20,300.63	
Balance Per Books		1,230,881.92
First Federal Savings:		
Town Clock:		
Balance Per Bank Statement		2,587.23
Petty Cash		400.00
		<u>\$ 1,269,166.31</u>

Schedule A-7

STATEMENTS OF TAXES RECEIVABLE
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	2020	2019
2019-2020	\$ 186,780.63	\$ -
2018-2019	90.00	189,782.79
2017-2018	135.36	220.91
2016-2017	231.46	231.46
2015-2016	75.26	75.26
2014-2015	82.94	82.94
2013-2014	80.04	80.04
2012-2013	48.64	48.64
2011-2012	41.25	41.25
2010-2011	25.73	25.73
2009-2010	17.90	17.90
Total (Exhibit A)	<u>\$ 187,609.21</u>	<u>\$ 190,606.92</u>

Schedule A-8

TOWN OF WOOLWICH
2020 TAXES RECEIVABLE
JUNE 30, 2020

Real Estate

Ackerman, Susan N. (JT)	\$ 592.37
Adams, Tracy Wilson	47.49
Adams, Tracy Wilson	19.00
Ambrose, Merle S., Jr. (JT)	790.83
Ambrose, Merle Stanley, Jr. (JT)	789.32
Andersen, Tammy L. - PR	911.27
Apollonio, Steven	553.12
Bailey, Margaret G.	2,041.21
Baker, Angela M. (Party in Possession)	351.48
Beam, Heather A.	1,028.69
Bell-Melvin, Renee Y.	1,599.84
Benson, Kasey C.	606.00
Blersch, Trudi A.B.	540.86
Bozagni, Marcelle D.	3,114.08
Boucher, Ronald M., Sr.	1,298.36
Bowen, Basil H.	174.80
Bowman, Robert L. (JT)	1,363.50
Boynton, Charlotte A.	2,010.82
Bray, Maynard E., (JT)	398.44
Briggs, Carol M.	478.74
C2SB, LLC	492.38
C2SB, LLC	539.34
C2SB, LLC	490.86
C2SB, LLC	487.83
C2SB, LLC	498.44
C2SB, LLC	512.07
C2SB, LLC	552.98
C2SB, LLC	495.41
C2SB, LLC	157.56
Caton, Dianne R.	995.36
Chadbourn, Dale	348.44
Chadbourn, Dale	634.18
Chadwick, Brian P., (JT)	875.67
Colby, Daniel & Julie	1,336.23
Crabtree, Gerald E., Jr.	305.97
Creamer, Joseph I., Jr. (JT)	1,713.47
Crosby, Stephen J.	1,739.22
Curran, Timothy J. (JT)	1,213.52
Dibenedetto, Andrea M.	1,140.79
Dodge, Tristan B. (JT)	479.51
Drewniak, J. Kyle (JT)	264.37
Dutton, William M. - PR (T/C)	180.29
Faulkingham, Donald L. (JT)	675.69
Fitzgerald, Benjamin, III & Irene S.	2,467.94
Flanagan, Margaret A.	384.81
Footer, Roxanne R.	1,101.40
Foster, Stephen A. (JT)	987.02
Gale, Lacey Andrews (JT)	1,087.77
Geroux, John J. - PR	1,805.88
Gillespie, Howard A. (JT)	2,068.10
Greenlaw, Joanne S.	4,104.14
Greenlaw, William (JT)	779.77
Grover, Elaine E. - L/E	212.10
Hall, Ralph M; Gail M. et	565.10

TOWN OF WOOLWICH
2020 TAXES RECEIVABLE
JUNE 30, 2020

Real Estate (Cont'd)

Harvey, Gary A.	\$ 1,036.26
Hasson, Gary L.	887.03
Hathorn Woods, LLC	50.00
Hathorn Woods, LLC	203.01
Hathorn Woods, LLC	203.01
Hathorn Woods, LLC	203.01
Hathorn Woods, LLC	533.28
Hathorn Woods, LLC	384.81
Hathorn Woods, LLC	380.27
Hathorn Woods, LLC	315.12
Hathorn Woods, LLC	310.58
Hathorn Woods, LLC	310.58
Hathorn Woods, LLC	498.44
Hathorn Woods, LLC	437.84
Hathorn Woods, LLC	356.03
Hathorn Woods, LLC	266.64
Hathorne, Barry R.	814.12
Hedberg, Erik	1,083.22
Hennin, Patrice M. - TTEE	833.25
Hennin, Patrice M. - TTEE	634.03
Hennin, Patrice M. - TTEE	860.52
Hennin, Patrice M. - TTEE	462.83
Herr, Edward	562.82
Herr, Edward W. (JT)	1,118.07
Holbrook, John W.	2,657.31
Holcombe, Matthew M.	2,588.72
Howard, Karen E.	33.35
Jewett, Kent L. & Deidre et	2,249.77
Johns, Adam A.	395.42
Johns, Travis N.	224.84
Kaplan, Charlotte W.	2,474.00
Keefe, Anthony P.	2,147.51
Kelley, Cathy Ann	524.19
Kelly, Regina C.; Kessman, Nathaniel J., et	668.88
Kepler, David D.	1,472.54
Kepran, LLC	4,148.83
Kepran, LLC	155.29
Krunk, Louise G.	463.90
Lambert, Samuel W.	2,422.49
Lane, Emily B.	26.51
Larkin, Paul T.	1,093.83
Lavallee, Kenneth F.	57.57
Lewis, Amber Marie	724.15
Longley, William C., Jr. (JT)	628.73
Malcolm, Danielle - PR	470.41
Manchester, John A., III	602.97
Mank, Joan L.	901.43
Markert, Lauren	1,515.42
Mayer, Robert R. & Joyce L.	356.02
McGuire, Shawn	463.59
Melville, Rita	133.32
Mesplay, Todd	3,414.81
Moore, Albert	2,161.90

Schedule A-8 (Cont'd)

TOWN OF WOOLWICH
2020 TAXES RECEIVABLE
JUNE 30, 2020

Real Estate (Cont'd)

Moore, Heather D.	\$ 1,113.53
Moore, Larry R.	154.53
Moore, Larry R. - Person in Possession	618.12
Morton, Bonnie L.	962.03
Mosier, Alan R.	2,146.85
Mosier, Dennis F. (JT)	1,730.13
Mosier, Tony	587.56
Murphy, Keith E. (JT)	355.87
Murphy, Matthew E. (JT)	751.44
Murphy, Randall D.	497.31
Murphy, Sarah N.	584.79
Neale, Joseph E. & Virginia A.	1,665.42
Nicolino, Leroy	333.30
Northern NE Telephone Operations, LLC	13.68
Northern NE Telephone Operations, LLC	2.44
Overmiller, Catherine (T/C)	549.25
Page, Susan M. (f/k/a) (JT)	2,130.09
Paolini, Rosemarie	786.29
Parker, George E. (JT)	2,119.49
Parker, Timothy (JT)	5,673.68
Parker, Timothy (JT)	39.39
Peters, Jeffrey T.	3,392.08
Phelps, Shawn R. (JT)	2,151.30
Plourde, Tyler S. (JT)	1,253.08
Polizotto, Marc M. (JT)	1,925.57
Ponziani, Allen W.	606.00
Ponziani, Michael E.	499.95
Rice, Jonathan R.	551.46
Rice, Sherry M.	637.06
Ritch-Smith, Jennifer Ellen	359.81
Robson, Raymond E., Jr.	649.18
Robson, Raymond E., Jr.	1,291.54
Rogers, Margaret RH (f/n/a)	1,113.53
Rollins, David S.	1.41
Rose, Nancy L. - L/E	860.52
Rowe, Judy L.	518.13
Rowe, Judy L.	1,273.14
Shatto, Gwendolyn Locke	906.46
Soule, William Thomas (1/2 TC)*	1,289.26
Spear, Justin	14.01
Stowell, Heath M. (JT)	1,489.25
Sullivan, Robert J. (JT)	1,523.33
Swidrak, Michael & Lydia	3,917.79
Sykes, Susan - TTEE	1,920.00
Taylor, Terry, Jr.	615.09
Thayer, Brenda J.	1,287.75
Tobey, Gregory	871.13
True, Edward D.	1,065.05
Valliere, Robert C. & Annie S.	1,201.31
Verrill, Carol J. - L/E	2,433.09
Verrill, Mark	2,680.04
Verrill, Mark S.	1,927.08
Vining, Kenneth E., Jr. (JT)	2,630.04
Vining, Kenneth E., Jr. (JT)	955.97
Vining, Kenneth E., Jr. (JT)	634.79

Schedule A-8 (Cont'd)

TOWN OF WOOLWICH
2020 TAXES RECEIVABLE
JUNE 30, 2020

Real Estate (Cont'd)

Voltin, Natassja (JT)	\$ 6,153.93	
Walker, John (JT)	208.31	
Walker, John T.	184.83	
Walker, John T. (JT)	681.75	
Wallace, Zane M. (JT)	668.87	
Waters, Merilee A.	768.11	
Wiley, Patrick A.	651.45	
Willett, Donald R.	180.02	
Wilmington Savings Fund Society, FSB - TTEE	1,095.35	
Wilson Adams, Tracy	2,714.04	
Woerter, Richard W. (TC) - Heirs of	166.65	
Woodman, Kathy	754.47	
Wooten, Vicki Harper - PR	587.82	
Wright, Kenneth S.	197.71	
Wright, Pamela J.	2,995.16	
Wright, Wilbur A.	457.53	
Wright-Tomlins, Shelby E.	<u>2,048.28</u>	
		\$ 186,100.97

Personal Property Tax

CAR, LLC	\$ 19.90	
David Jewell	30.30	
North Star Leasing Company	546.92	
PCCI	12.12	
Portland Computer Copy Print	33.33	
Saltbox Pottery	3.96	
Vining, Kenneth & Lori	<u>33.33</u>	
		679.86
		<u>\$ 186,780.63</u>

Schedule A-9

TOWN OF WOOLWICH
TAX LIENS
JUNE 30, 2020

Real Estate2019

Ackerman, Susan N. (JT)	\$	586.50	
Beam, Heather M.		516.00	
Boucher, Ronald M., Sr.		671.83	
Bowman, Robert L. (JT)		237.41	
C2SB, LLC		266.25	
C2SB, LLC		486.00	
C2SB, LLC		483.00	
C2SB, LLC		493.50	
C2SB, LLC		507.00	
C2SB, LLC		273.75	
C2SB, LLC		490.50	
C2SB, LLC		78.00	
Caton, Dianne R.		46.15	
Chadwick, Brian P. (JT)		389.71	
Creamer, Joseph I., Jr. (JT)		1,696.50	
Dutton, William M. - PR (T/C)		178.50	
Harvey, Gary A.		1,026.00	
Hedberg, Erik		517.50	
Holbrook, John W.		2,132.37	
Johns, Adam A.		27.72	
Kaplan, Charlotte W.		1,484.58	
Kelley, Cathy Ann		416.04	
Larkin, Paul T.		541.50	
Mank, Joan L.		892.50	
Mesplay, Todd		1,674.89	
Moore, Heather D.		1,102.50	
Moore, Larry R.		130.41	
Moore, Larry R. - Person in Possession		480.70	
Morgan, Cynthia A.		502.50	
Morton, Bonnie L.		505.60	
Mosier, Dennis F. (JT)		1,051.58	
Murphy, Sarah N.		579.00	
Page, Susan M. (f/k/a) (JT)		2,109.00	
Parker, George E. (JT)		2,098.50	
Polizotto, Marc M. (JT)		1,693.32	
Rose, Nancy L. - L/E		852.00	
Rowe, Judy L.		513.00	
Verrill, Carol J. - L/E		2,409.00	
Verrill, Mark		2,653.50	
Verrill, Mark S.		1,977.00	
Vining, Kenneth E., Jr. (JT)		2,604.00	
Vining, Kenneth E., Jr. (JT)		946.50	
Vining, Kenneth E., Jr. (JT)		628.50	
Waters, Merilee A.		760.50	
Woodman, Kathy		747.00	
Wright-Tomlins, Shelby E.		1,014.00	
		<hr/>	
	\$		<u><u>41,471.81</u></u>

Schedule A-10

TOWN OF WOOLWICH
PRIOR YEARS TAXES RECEIVABLE
JUNE 30, 2020

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	TOTALS
Ambrose Auto Repair	\$ -	\$ -	\$ 17.50	\$ 16.64	\$ 17.94	\$ 17.16	\$ 14.20	\$ 12.78	\$ 11.52	\$ -	\$ 107.74
C A R, LLC	17.90			28.16	30.36	27.17	24.14	22.72	20.16	19.50	172.21
Coastal Lighting & Design											17.90
Hagen, Chuck			20.00								20.00
Mikel's Wool		4.90	3.75	3.84	4.14	4.29	2.84	2.84	2.88		29.48
Hathorn, Niel		15.93									15.93
Portland Computer & Copy Print								44.02	40.32	37.50	121.84
Redbox Automated Rental								120.70			120.70
Skillin, Phillip						5.72	5.68				11.40
Storytime Too		4.90									4.90
Verrill, Lanny					27.60	28.60	28.40	28.40	28.80		141.80
Vining, Kenneth & Lori									31.68	33.00	64.68
	<u>\$ 17.90</u>	<u>\$ 25.73</u>	<u>\$ 41.25</u>	<u>\$ 48.64</u>	<u>\$ 80.04</u>	<u>\$ 82.94</u>	<u>\$ 75.26</u>	<u>\$ 231.46</u>	<u>\$ 135.36</u>	<u>\$ 90.00</u>	<u>\$ 828.58</u>

Schedule A-11

TOWN OF WOOLWICH
TAX ACQUIRED PROPERTY
JUNE 30, 2020

NONE

Schedule A-12

SUPPLEMENTAL TAXES AND ABATEMENTS
JUNE 30, 2020

SUPPLEMENTAL TAXES

J. Kyle & Megan L. Drewniak	\$ 9,063.40	
Franklin L. & Jennifer L. Spedaske	9,359.20	
Foster, Stephen A. & Boyd, Chelsea	2,677.01	
Loy B. Mitchell	1,363.50	
	<u>22,463.11</u>	<u>\$ 22,463.11</u>

ABATEMENTS

<u>Real Estate</u>		
Foster, Stephen A., & Boyd, Chelsea		<u>\$ 3,379.97</u>

Schedule A-13

CEMETERY TRUST FUNDS
JUNE 30, 2020

TIME DEPOSITS:

First Federal Savings:		
Fire Protection Fund	\$ 211.07	
Roxanne Stephens	399.11	
Francis Gilmore	1,797.20	
Tanner Square Memorial Fund	511.81	
	<u>2,919.19</u>	\$ 2,919.19

Bath Savings Institution:

Murphy's Corner Cemetery Association	\$ 9,298.33	
Thwings Point Cemetery	448.08	
	<u>9,746.41</u>	

Fund Balance, June 30, 2020 (Exhibit H)

\$ 12,665.60

	<u>PRINCIPAL</u>	<u>UNEXPENDED INCOME</u>
CEMETERY PERPETUAL CARE FUNDS:		
Fire Protection Fund	\$ 27.02	\$ 184.05
Roxanne Stephens	50.00	349.11
Frances Gilmore	500.00	1,297.20
Tanner Square Memorial Fund	124.66	387.15
Murphy's Corner Cemetery Association	8,730.00	568.33
Thwings Point Cemetery	500.00	(51.92)
	<u>\$ 9,931.68</u>	<u>\$ 2,733.92</u>

TOWN OF WOOLWICH
CAPITAL RESERVE FUNDS
JUNE 30, 2020

BUILDING RESERVE:

Balance, July 1, 2019	\$ 16,507.10	
Add: Interest	45.79	
Transfer from General Fund	394.49	
Less: Transfer to General Fund	<u>(8,762.84)</u>	
Balance, June 30, 2020		\$ 8,184.54

OLD TOWN HOUSE RESERVE:

Balance, July 1, 2019	\$ 1,990.20	
Add: Interest	<u>8.15</u>	
Balance, June 30, 2020		1,998.35

SEPTIC RESERVE:

Balance, July 1, 2019	\$ 14,644.50	
Add: Interest	<u>59.18</u>	
Balance, June 30, 2020		14,703.68

GENERATOR RESERVE:

Balance, July 1, 2019	\$ 4,013.51	
Add: Transfer from General Fund - Appropriation	1,000.00	
Interest	12.17	
Less: Transfer to General Fund	<u>(765.34)</u>	
Balance, June 30, 2020		4,260.34

ELEVATOR RESERVE:

Balance, July 1, 2019	\$ 3,008.54	
Add: Transfer from General Fund - Appropriation	1,000.00	
Interest	<u>8.12</u>	
Balance, June 30, 2020		4,016.66

SOLAR PANEL RESERVE:

Balance, July 1, 2019	\$ 7,010.31	
Add: Transfer from General Fund - Appropriation	7,000.00	
Interest	<u>38.44</u>	
Balance, June 30, 2020		14,048.75
		<u>\$ 47,212.32</u>

Snowplowing Contracts

CONTRACT	FY20/21	FY21/22	
Contract A (Shaw)	136,000.00	137,768.00	273,768.00
Contract B (Shaw)	127,065.30	128,717.14	255,782.44
Contract C (Jewell)	136,000.00	137,768.00	273,768.00
Contract D-1 (Quonset)	22,146.00	22,433.89	44,579.89
Contract D-2 (Shaw)	93,500.00	94,715.50	188,215.50
Contract E (Quonset)	11,941.00	12,096.23	24,037.23
TOTAL	526,652.30	533,498.76	1,060,151.06

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

Town Clerk

Nature of Work

This is responsible administrative work in the custody of Town records and in serving as Town Clerk. This is an appointed position in the Town of Woolwich.

Employee of this class is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. Work is performed in accordance with the Town ordinances and State and federal laws with a high degree of independence and general supervision from the Town Administrator.

Essential Duties and Responsibilities

Examples of Work (Illustrative Only):

Validates official documents, oversees posting of official notices and advertisements, records papers with federal and state government as received.

Issues various licenses such as marriage, hunting, fishing and dog licenses, and maintains all related records.

Administers all elections including scheduling and appointing ballot clerks; orders and prepares ballots; issues absentee ballots; processes and records ballots and reports election results and accepts voter

registration as Registrar of Voters.

Maintains records of births, deaths, marriages, burials and sends monthly reports to the State of Maine Office of Vital Statistics; issues certified copies of same.

Participates in the collection of various taxes including excise and property taxes

Computes excise tax on new and used automobiles, trucks, trailers, motorcycles and boats, keeping and processing records of same.

Prepares monthly reports on various areas of office activity.

Collects monies and answers inquiries at Town Office.

Prepares a daily deposit of all monies received in the Town Office.

Administers all "oaths of office"; maintains terms of office for boards/committees.

Performs related duties as required.

May be required to fill in for Administrator (i.e. Take minutes of Selectboard meetings)

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.

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

Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances and state regulations relating to the operation of the office and Town government, and ability to communicate this to office staff and the public.

Proficiency in the use of the adding machine and typewriter.

Ability to maintain records and prepare reports.

Ability to plan, assign and supervise the work of subordinates.

Ability to use the computer system to conduct business and maintain records.

Ability to perform the duties of the Deputy Tax Collector and Deputy Treasurer as required.

Training and Experience Required

High school graduation and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Tax Collector

Nature of Work

This is responsible administrative and fiscal work in the collection and handling of Town funds. This is an appointed office in the Town of Woolwich.

Employee of this class is responsible for the collection and recording of town funds. Work involves tax collection, maintaining liaison with Town departments and the general public, and supervising department staff. Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, fiscal audit and general supervision from the Town Administrator.

Essential Duties and Responsibilities

Examples of Work (Illustrative Only):

Receives and processes all tax payments by mail; records and balances all payments.

Reconciles tax collections to General Ledger on a monthly basis.

Prepares and records tax liens and all other duties required by the tax lien process.

Collects monies and answers inquiries at Town Office.

Prepares all reports of tax collections and reports to the State on excise taxes and registrations.

Prepares timely tax receipt deposits and enters amounts into computer.
 Assists in the collection of taxes, fees and other transactions at the counter.
 Helps with the preparation of elections
 May be required to fill in for Administrator (i.e. Take minutes of Selectboard meetings)
 Performs related duties as required.

Requirements of Work

Working knowledge of the principles and practices of municipal accounting.
 Thorough knowledge of the lien process.
 Working knowledge of the principles and practices of municipal cash management.
 Thorough knowledge of excise tax collection: laws, updates.
 Ability to prepare regular reports on tax collection activities.
 Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.
 Ability to plan, organize, supervise and review the work of subordinates.
 Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.
 Ability to perform the duties of Deputy Town Clerk, E911 Addressing Officer and Assessing Agent Assistant.

Training and Experience Required

High school graduation, plus experience in the collection and management of monies; knowledge of the laws pertaining to property and excise taxes; or any equivalent combination of experience and training.

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 firefighting 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 firefighting 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 firefighting methods and use of equipment that meet that standard.
3. Directs and controls all volunteer fire fighters in the performance of firefighting 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 firefighting equipment and firefighting 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. Provides 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. Suppresses disorder and tumult at the scene of a fire and generally directs 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 firefighting 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 firefighting experience, including supervisory and administrative responsibilities; high school graduation supplemented by specialized instruction in fire prevention and firefighting; 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 Fire Chief.
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 EMS.
 - 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 EMS SOG.
6. The Director shall work for 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 A. King Sr.
Dale Chadbourne

SPECIAL TOWN MEETING RESULTS August 22, 2020

SAGADAHOC, s.s.

To: Debbie 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 Town Office at 13 Nequasset Road in said Town, on the 22nd of August A.D. 2020 at nine o'clock in the morning, then and there to act on Articles 1 through 51, 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.

John Chapman 5-0

Revenue

Article 2 To see if the Town will set the dates of **October 30, 2020** and **April 30, 2021** when taxes are due and payable and to see if the Town will fix the interest rate on unpaid taxes at **8% (eight percent)** per annum (36 MRSA §505.4) and to set the dates that interest starts on unpaid taxes **thirty (30) days** after each due date.

Passed by Hand Count

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 **4% (four percent)** for the 2020-2021 tax year. (36 MRSA § 506-A)

Passed by Hand Count

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

Passed by Hand Count

List of Accounts that may be carried forward

Compensatory/Vacation Time
Employee Health Trust Account
Contingent Account
Insurance Account
Litigation Account
Conservation Commission Account
Comprehensive Planning Account
Planning Board Account

Woolwich EMS Donations Account
Dry Hydrants Account
Subdivision Accounts
Roads and Bridges Account
Computer System Account
Tar Account
Snow Removal Account
Town Roads Block Grant

accounts continued next page

Municipal Building Operations
 Cable TV Account
 Office Operations
 Supplements and Abatements
 Emergency 911
 Fire Department Gift Account
 Woolwich EMS Account
 Landfill Closure Account
 Fish Way Account
 Right of Way Account
 Cemeteries Account
 Recreation Committee Account
 Animal Shelter Account
 Municipal Buildings Reserve Account
 Generator Maintenance Account
 Vital Records Book Repair Account
 ICMA-RC Town Match Account
 Tax Mapping Account
 Nequasset Park Committee Account

Animal Control Account
 Woolwich Emergency (WEMA) Account
 Fire Department Operations
 Fire Hydrant Account
 Street Lights
 Septic System
 Solid Waste Account
 General Assistance Account
 EMS Rescue Billing Account
 Nequasset Church Account
 Shellfish Account
 Town Clock Account
 Monument Committee Account
 Catastrophic Repair Account
 Septic Reserve Account
 Air Pack Replacement Account
 Street Sign Account
 Heating Assistance Account
 Public Communications Account
Amended to add Special Events Committee
Passed by voice

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 \$1,200,000.00

2019 recommendation \$1,200,000.00

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.

2019 appropriation up to \$20,000.00

d) To grant the Select Board the permission to remove up to \$50,000 from the undesignated fund balance in the event of a state or federal declared emergency and/or disaster.

Passed by Hand Count

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 **\$20,000.00** from the Undesignated Fund Balance Account as the Town's share of any approved grants.

Passed by Hand Count

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, fines and fees and to authorize them to use the donations, fines and fees as they see fit or as a donor directs with regards to donations.

Passed by Hand Count

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

John D. Chapman (2020-2025)
Passed by Hand Count

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

b) To see if the town will authorize the Fish Commissioners, on behalf of the town, to use funds from the yearly sale of alewife privileges collected in the Fish Way Account for maintenance purposes of the Fish Way buildings and property. The Fish Commissioners are responsible for maintenance decisions. As the Fish Way property is shared with the Bath Water District, the Fish Commissioners will coordinate with them on matters related to the Alewife privileges. When expenditure is expected to be greater than \$1,000, the planned Fish Way maintenance project will be presented to the Selectboard for their agreement. Use of Fish Way funds for purposes other than Fish Way purposes shall be subject to a vote of the town.

c) To see if the Town will authorize the Selectmen to remove \$15,000 from the fish way fund account and to transfer additional fish way funds after the 2020 alewife harvest is complete. The additional amount transferred is to be mutually agreed to by the Selectmen and the Fish Commission. This money is to be for repairs to the Meeting House on Nequasset Road.

Passed by Hand Count

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 and Transfer Tax Documents on same and to also authorize the Selectmen to use the funds from the sale of said real estate for any municipal purpose as they deem appropriate.

Note: The Municipal Officers shall use the special sale process required by 36 M.R.S. § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

Passed by Hand Count

Article 11 To see if the Town will vote to increase the property tax levy limit of **\$519,856.20** 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.

Passed by Hand Count

Personnel & Town Officers

Article 12 To see if the Town will vote to raise and appropriate the sum of **\$36,900.00** for the compensation of the Town Clerk, Deputy Treasurer/Deputy Tax Collector and to authorize the Selectmen to spend any amount up to \$36,900.00

2019 appropriation \$35,165.00

Passed by Hand Count

Article 13 To see if the Town will vote to raise and appropriate the sum of **\$52,800.00** for the compensation of the Town Administrator/Town Treasurer and to authorize the Selectmen to spend any amount up to \$52,800.00

2019 appropriation \$48,164.00

Passed by Hand Count

Article 14 To see if the Town will vote to raise and appropriate the sum of **\$36,900.00** for the compensation of the Tax Collector, Deputy Town Clerk and to authorize the Selectmen to spend any amount up to \$36,900.00

2019 appropriation \$35,165.00

Passed by Hand Count

Article 15 To see if the Town will vote to raise and appropriate the sum of **\$42,800** for the Employee Health Insurance Account.

2019 appropriation \$44,600
Passed by Hand Count

Article 16 a) To see what sum of money the Town will vote to pay the Town Officers for the ensuing year:

	<u>2019</u>	<u>2020</u>
Selectperson	\$3,000.00	\$3,000.00
Selectperson	3,000.00	3,000.00
Selectperson	3,000.00	3,000.00
Selectperson	3,000.00	3,000.00
Selectperson	3,000.00	3,000.00
Board Chairman	1,500.00	1,500.00
Board Vice Chairman	500.00	500.00
Ballot Clerks	2,500.00	2,500.00
Registrar of Voters	250.00	250.00
Moderator	200.00	200.00
Workers Compensation	2,500.00	2,500.00
Unemployment Compensation	1,000.00	1,000.00
Social Security	14,000.00	15,000.00
Medicare	2,575.00	5,200.00
Comp/Vacation Time Reimb	1,000.00	1,000.00
ICMA-Retirement Account	2,500.00	2,500.00
	<u>\$43,525.00</u>	<u>\$47,150.00</u>

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

Recommend \$47,150.00
 2019 appropriation \$43,525.00

c) To see if the Town will vote to raise and appropriate the sum of **\$6,000.00** for the salary (including mileage) to the Animal Control Officer (ACO) and to authorize the Selectmen to spend any amount up to \$6,000.00.

2019 appropriation \$6,000.00

d) To see if the Town will vote to raise and appropriate the sum of **\$27,809.00** for the salary of the Codes Enforcement Officer, Building Inspector and Licensed Plumbing Inspector and to authorize the Selectmen to spend any amount up to \$27,809.00

2019 appropriation \$27,263.00

e) To see if the town will vote to raise and appropriate the sum of **\$6,000.00** for temporary help and training replacement personnel and to authorize the Select people to spend any amount up to \$6,000.00.

2019 appropriation \$6,000.00
Passed by Hand Count

General Government

Article 17 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>2019</u>	Recommend <u>2020</u>
General Assistance	\$2,000.00	\$2,000.00
Nequasset Church	500.00	500.00
Cemeteries	800.00	800.00
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*	3,994.00	4,455.00
Planning Board	500.00	1,200.00
Conservation Commission	-0-	-0-
Agriculture Committee	-0-	-0-
Comprehensive Planning	-0-	-0-
Board of Appeals	100.00	100.00
Special Events Committee	-0-	-0-
Communication Committee	-0-	-0-
Solid Waste Committee	1,000.00	1,000.00
Monument Committee	5,000.00	2,500.00
Nequasset Park Committee	500.00	1500.00
Contingency	10,000.00	10,000.00
Repair of Vitals Books	-0-	-0-
Old Town House	500.00	-0-
	<u>\$28,594.00</u>	<u>\$27,755.00</u>

* *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.*

Passed by Hand Count

Article 18 To see if the town will vote to raise and appropriate the sum of **\$56,832.00** to support the operating costs of the Patten Free Library and to authorize the Selectmen to spend any amount up to \$56,832.00

2019 Appropriation \$55,695.00

Passed by Hand Count

Article 19 To see if the town will vote to raise and appropriate the sum of **\$47,890.00** for the Office Operations account. The approximate breakdown of the account is as follows:

	<u>2019</u>	<u>2020</u>
Town Reports	\$2,600.00	\$2,650.00
Telephone and fax machine monthly usage	1,700.00	2,000.00
Postage (twice/year tax bills, etc.)	6,500.00	6,000.00
Office and computer supplies	2,000.00	2,500.00
Advertising	2,500.00	2,500.00
Printing (stationery, forms, etc.)	700.00	700.00
Computer support contract & software	14,200.00	18,540.00
Automated equipment maintenance	6,000.00	6,000.00

continued next page

Training - seminars and manuals	1,500.00	1,500.00
Association dues	250.00	500.00
Election supplies and materials	2,000.00	2,500.00
Office operations contingency	750.00	750.00
Mileage Reimbursement	500.00	750.00
Mailing machine	1,000.00	1,000.00
	<u>\$42,200.00</u>	<u>\$47,890.00</u>
		2019 appropriation \$42,200.00
		Passed by Hand Count

Article 20 To see if the town will vote to raise and appropriate the sum of **\$33,530.00** for the Municipal Building Operation of Plant account. The approximate breakdown of the account is as follows:

	<u>2019</u>	<u>2020</u>
Electricity/ CMP	\$5,000.00	\$5,000.00
Water/ BWD	1,200.00	1,200.00
Heating fuel/ oil	6,000.00	6,000.00
Photocopier Lease	4,000.00	4,000.00
Mowing and grounds maintenance	2,550.00	2,880.00
Furnace maintenance/repair	1000.00	1,200.00
Building sprinkler system contract	600.00	800.00
Security system contract/maintenance	1,000.00	2,000.00
**Cleaning Services	5,100.00	5,100.00
Misc supplies and general building maintenance (hardware, etc.)	3,750.00	3,750.00
Elevator Maintenance	1,600.00	1,600.00
Elevator Reserve	1,000.00	-0-
	<u>\$32,800.00</u>	<u>\$33,530.00</u>
		2019 appropriation \$32,800.00
		Passed by Hand Count

****Note: Cleaning Bid also includes the annual stripping/waxing of tile floors and the shampooing of the carpets.**

Article 21 To see if the Town will vote to raise and appropriate the sum of **\$6,000.00** for the Town's insurance.

Note: Art. 21 includes all municipal buildings, contents, & tax acquired properties. Vehicle Insurance is now listed under the appropriate departments. (Fire and EMS)

2019 appropriation \$13,000.00
Passed by Hand Count

Article 22 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 **\$27,900.00** as payment to the Assessing Agent.

2019 appropriation \$27,300.00
Passed by Hand Count

Article 23 To see if the Town will vote to raise and appropriate the sum of **\$0.00** to update the property tax maps.

2019 appropriation \$2,000.00
Passed by Hand Count

Article 24 To see if the Town will vote to raise and appropriate the sum of **\$2,500.00** for the “Computer Replacement Account”.

2019 appropriation \$2,500.00
Passed by Hand Count

Article 25 To see if the Town will vote to raise and appropriate the sum of **\$4,277.00** for the payment of membership dues for the Maine Municipal Association.

2019 appropriation \$4,176.00
Passed by Hand Count

Article 26 To see if the Town will vote to raise and appropriate the sum of **\$9,300.00** to pay the Auditor.

2019 appropriation \$9,200.00
Passed by Hand Count

Article 27 To see if the Town will vote to raise and appropriate the sum of **\$7,000.00** for the Town’s Litigation Account.

2019 appropriation \$11,000.00
Passed by Hand Count

Article 28 a) To see if the Town will vote to raise and appropriate the sum of **\$30,000.00** for the Municipal Building note principal.

b) To see if the Town will vote to raise and appropriate the sum of **\$9,000.00** for the Municipal Building note interest.

2019 appropriations \$30,000.00
 \$9,000.00
Passed by Hand Count

Article 29 To raise and appropriate **\$7,000.00** and put into a reserve account for the purchase of solar panels at the end of seven years from ReVision Energy/GreenVolt LLC with a purchase price of \$48,327.00

2019 appropriations \$7,000.00
Passed by Hand Count

Article 30

Health/Welfare and Sanitation

Article 31 To see if the Town will vote to raise and appropriate the sum of **\$7,800** for the continued sampling of ground water from the installed surface water test sites at the landfill.

2019 appropriation \$6,190.00
Passed by Hand Count

Article 32 a) To see if the Town will vote to raise and appropriate the sum of **\$202,193.42** for complete weekly curbside refuse collection and disposal, bi-weekly curbside recycling collection and disposal and to authorize the Selectpeople to enter into an agreement with Riverside Disposal and EcoMaine for their services.

2019 appropriation \$200,490.00

***Breakout of total cost is as follows:**

Weekly Curbside Collection, Trash =	\$ 95,562.41
Bi-Weekly Curbside Collection, Recycling =	\$ 32,488.51
Disposal (Tipping) Fee based on est.1000tons =	\$ 65,380.00

continued next page

Tipping fee for Recyclables (est.)227 tons \$ 8,762.50
\$202,193.42

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

Passed by Hand Count

Article 33 To see if the Town will vote to raise and appropriate the sum of **\$1,500.00** for the maintenance and upkeep of the Nequasset Park outhouse.

2019 appropriation \$0.00

Passed by Hand Count

Highways and Bridges

Article 34 To see if the Town will vote to raise and appropriate such sums of money as may be necessary for the following accounts:

	<u>2019</u>	<u>2020</u>
Roads and Bridges	\$ 67,000.00	\$ 67,000.00
Street Signs	-0-	-0-
Hot Topping	110,000.00	120,000.00
Snow Plowing	425,804.00	527,087.00
Street Lights	4,500.00	4,500.00
Culvert Repair	-0-	-0-
	<u>\$607,304.00</u>	<u>\$718,587.00</u>

Passed by Hand Count

Article 35 a) To see if the Town will authorize the Selectmen to remove up to **\$62,000.00**, if available, from the Local Road Assistance Program (LRAP) account for hot topping town roads.

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

Passed by Hand Count

Protection

Article 36 a) To see if the Town will raise and/or appropriate such sums of money as may be necessary for the following accounts (Appropriate **\$600.00**** from WEMA account and raise & appropriate **\$45,175.00** through taxation):

b) To allow the Board of Selectmen to rename the Generator Replacement Account to the Generator Maintenance Account.

	<u>2019</u>	<u>2020</u>
Hydrants (Bath)	\$19,284.00 12 @ \$1,607.00	\$19,284.00
(Wiscasset)	\$25,406.00 13 @ \$1,955.00	\$25,406.00
WEMA Director**	600.00	600.00
Generator Service	485.00	485.00
Generator Maintenance Acct	1,000.00	1,000.00
	<u>\$46,775.00</u>	<u>\$46,775.00</u>

* **Note:** WEMA stands for Woolwich Emergency Management Agency

** *Stipend to be appropriated from WEMA Account – no new tax dollars*

Passed by Hand Count

Article 37 a) To see if the Town will vote to raise and appropriate the sum of **\$144,229.00** for the **Fire Department** account.

The breakdown of the account is as follows:

	<u>2019</u>	<u>2020</u>
Office Supplies/Expenses	\$ 800.00	\$ 800.00
Truck Fuel	3,800.00	4,000.00
Equipment Repairs	10,000.00	10,000.00
Truck Repairs	11,000.00	11,000.00
Contingent Account	5,000.00	5,000.00
Telephone	500.00	500.00
Training Expenses	3,000.00	3,000.00
New Equipment	10,000.00	10,000.00
Station Supplies	1,750.00	1,750.00
Fire Prevention	1,000.00	1,000.00
Wages	43,000.00	43,000.00
NFPA/OSHA Clothing	9,500.00	9,000.00
Fire Hose Purchase	2,000.00	3,300.00
Inoculations/Physicals	2,250.00	2,250.00
Fire Chief Stipend	11,000.00	11,500.00
Deputy Stipend	3,000.00	3,500.00
1st Captain Stipend	1,250.00	1,250.00
2nd Captain Stipend	1,250.00	1,250.00
1st Lieutenant Stipend	500.00	500.00
2nd Lieutenant Stipend	500.00	500.00
Social Security	3,751.00	3,751.00
Medicare	878.00	878.00
Worker's Comp	9,000.00	9,000.00
Insurance/Liability	3,400.00	7,500.00
	<u>\$138,129.00</u>	<u>\$144,229.00</u>

b) To see if the town will vote:

1) To raise and appropriate the sum of **\$9,804.00** for interest payments for the fourth year for the fire truck

2) To raise and appropriate the sum of **\$34,800.00** for principal payments for the fourth year for the fire truck

Passed by Hand Count

Article 38 To see if the Town will vote to raise and appropriate the sum of **\$19,550** and to use **\$7,500** from the SCBA account for the purchase of two(2)air packs and 10 air bottles for a total of **\$27,050.00**.

2019 appropriation \$18,490.00

Passed by Hand Count

Article 39 To see if the Town will vote to replenish and cap the Catastrophic Repair Account at \$10,000.

Current balance is \$13.88

Passed by Hand Count

Article 40 To see if the Town will vote to raise and appropriate the sum of **\$206,292.00** for the Town of Woolwich to have a primary Emergency Medical Service.

The breakdown of the account is as follows:

	<u>2019</u>	<u>2020</u>
AEDs	2,000.00	3,500.00
Annual Fees	9,500.00	9,500.00
Billing Fees	5,040.00	5,100.00
Clothing	2,000.00	1,500.00
Communications	4,000.00	3,000.00
Contingency	1,000.00	1,000.00
Fuel	2,100.00	2,500.00
Medical Equipment	4,500.00	4,500.00
Medical Exams	750.00	500.00
Medical Supplies	7,000.00	7,000.00
Office Supplies	1,000.00	750.00
Payroll	92,000.00	117,000.00
Training	5,000.00	5,000.00
Vehicle Maintenance	5,000.00	5,000.00
Worker's Comp	12,000.00	9,235.00
Social Security	6,572.00	8,029.00
Medicare	1,537.00	1,878.00
Liability	1,034.00	1,800.00
Insurance	1,000.00	7,500.00
EMS Director Stipend	9,000.00	8,500.00
EMS Assistant Stipend	3,500.00	2,500.00
EMS 2nd Assist Stipend	1,500.00	1,000.00
	<u>\$177,033.00</u>	<u>\$206,292.00</u>

40 a To see if the Town will authorize the Selectmen to use any amount of income generated by Rescue Services to reduce the budget as they deem appropriate.

Passed by Hand Count

Miscellaneous Donations

Article 41 To see if the Town will vote to appropriate **\$400.00** from the Snowmobile Registrations Reimbursement for the Nequasset Trailbreakers Snowmobile Club.

2019 appropriation \$400.00

Passed by Hand Count

Article 42 To see what sum of money the Town will vote to donate to the following local agencies:

	<u>2019</u>	<u>2020</u>
	<u>Appropriated</u>	<u>Donate</u>
Bath Area Family YMCA	500.00	500.00
Bath Area Food Bank	1,000.00	1,000.00
Bath Area Senior Citizens Center	850.00	850.00
Big Brothers/Big Sisters Bath/Brunswick	600.00	600.00
Health Equity Alliance NEW	-0-	500.00
LifeFlight NEW	-0-	768.00
Jesse Albert Dental Clinic	2,500.00	2,500.00
Maine Maritime Boat Program	5,000.00	5,000.00
Midcoast Maine Community Action (CED)	1,400.00	1,400.00

continued next page

New Hope for Women	500.00	500.00
Spectrum Generations	1,740.00	1,740.00
Sweetser	3,084.00	3,084.00
Tedford Housing	700.00	700.00
Woolwich Historical Society	1,000.00	1,500.00
	<u>\$18,874.00</u>	<u>\$20,642.00</u>

Passed by Hand Count

Article 43: To see if the Town will vote to raise and appropriate the sum of **\$20,642.00** for donations to local agencies/organizations.

2019 appropriation \$18,874.00

Passed by Hand Count

Ordinances

Articles 44 through 49 will be discussed and voted on separately. Copies of the ordinances will be provided to you for inspection.

Article 44 Shall an ordinance entitled Marijuana Manufacturing Establishment Ordinance be enacted for the Town of Woolwich?

Amended to \$1,000

Passed by Secret Ballot

Article 45 Shall an ordinance entitled Marijuana Testing Establishment Ordinance be enacted for the Town of Woolwich?

Passed by Secret Ballot

Article 46 Shall an ordinance entitled Adult Use Marijuana Cultivation Facility Ordinance be enacted for the Town of Woolwich?

Passed by Secret Ballot

Article 47 Shall an ordinance entitled Adult Use Retail Marijuana Establishment Ordinance be enacted for the Town of Woolwich?

Passed by Secret Ballot

Article 48 Shall the ordinance entitled Woolwich Town Planning ordinance be amended to replace the current Town Planning ordinance enacted in 1968 and amended through 2004?

Note: Numerous clerical and administrative changes have been made, some to coincide with state statutes, as well as potential changes to include consideration of possible marijuana ordinances to be voted on. Failure of the marijuana ordinances being accepted does not preclude the viability of this proposed ordinance.

***Copies of said ordinance are available for review**

Passed by Hand Count

Article 49 Shall the ordinance entitled Site Plan Review enacted April 20, 2005 be amended to include several minor changes along with additions in consideration of possible marijuana ordinances to be voted upon?

Note: Failure of the marijuana ordinances being accepted does not preclude the viability of this proposed ordinance.

***Copies of said ordinance are available for review.**

Passed by Hand Count

Article 50 Shall the ordinance entitled Woolwich Shellfish Ordinance be amended to replace the current Shellfish Ordinance enacted May 11, 2000, amended at special town meetings on May 9, 2002, May 6, 2004, May 9, 2012 and also amended at Town Meeting, April 29, 2017 be repealed and shall an amended “Shellfish Conservation Ordinance for the Town of Woolwich be enacted?

Amendment is as follows:

III. Cancellation: This Ordinance cancels and supersedes the Ordinance entitled Shellfish Conservation Ordinance for the Town of Woolwich, Maine which was amended and readopted on April 29, 2017.

~~(4) — The Town Clerk shall issue licenses to residents and nonresidents as allocated from July 1 and until September 1, after which licenses shall be issued to residents and nonresidents on a first-come, first-served basis provided that only Woolwich commercial license holders who have purchased their licenses prior to September 1 of the previous year and who have completed twenty hours of conservation work under the supervision of the town shellfish Warden may purchase a commercial shellfish license during the first two business days of the licensing year. Any licenses, as allocated, remaining after this sale shall be available through a lottery(s) of the applicable open applications on the third business day of the licensing year.~~

Amendment:

(4) Grandfathered licenses: Any municipal commercial licensed harvester who held a license in the immediately preceding license year and who has paid the license fee and/or completed equivalent conservation work shall be considered grandfathered (eligible for renewal). Upon meeting these criteria renewal licenses may be obtained between June 23 and July 28. Any licenses remaining after July 28 will be dispersed by lottery to applications received as of that date. Any license remaining as of October 1 shall be available to resident and non-residents alike, on a first come first serve basis.

Effective __/__/__ both resident and non-resident commercial shellfish licenses being renewed may be obtained without performing conservation work. However the performance of conservation work will reduce a resident or non-resident commercial shellfish license fee by \$20.00 for each documented hour worked up to 12 hours. The Town Clerk shall deposit all fees received with the Town Treasurer. Fees received for shellfish licenses shall be used by the town for shellfish management, conservation, and enforcement.

Passed by Hand Count

Article 51 Shall an ordinance entitled EMS Billing Ordinance be enacted, allowing the EMS Department to bill for services rendered?

The ordinance is as follows:

EMS Billing Ordinance

1. Purpose

The purpose of this policy is to define the billing practices of Woolwich EMS.

2. Definitions

911 Call - A call made to a 911 Public Safety Answering Point requesting the response of an ambulance for a medical emergency.

ALS- Advanced Life Support

BLS- Basic Life Support

Transport - The transport of an individual to a hospital after a 911 call.

No Transport - The outcome of a 911 call when no patient is transported to a hospital.

continued next page

On Scene Care - The response to a 911 call where a patient is evaluated, treated, and the patient is not transported to the hospital.

On Scene Care with Medication - The response to a 911 call where a patient is evaluated, treated, medication administered, and the patient is not transported to the hospital.

Call for Service without Transport – The response to a 911 call where a patient is not transported to the hospital, and no medical care or treatment is provided. An example is a “lift assist.”

3. Agreements –

The Town of Woolwich may contract with a 3rd Party for the administration of this policy.

4. Transport Rates

The following rates will be charged for transports. Mileage will be charged at the stated rate in addition to the transport charge:

Mileage per Mile	\$14
ALS Non Emergency	\$600
ALS Emergency	\$700
ALS 2	\$950
BLS Non-Emergency	\$400
BLS Emergency	\$550

*Rates effective June 17, 2019

5. Non-Transport Rates

The following rates will be charged for responses that do not result in transport:

Call for Service with no Transport	\$0 for the first three in any 6 month period, \$75 thereafter after.
On Scene Care with Medication	\$150

*Rates effective Jan 1, 2020

6. Collections

The Town may authorize the 3rd Party billing company to pursue collection of all past-due accounts.

7. Appeals

The Select Board may hear appeals of ambulance bills and make agreements with citizens for the payment of bills.

Passed by Hand Count

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

A person who is not a registered voter may not vote in any election.

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

Given unto our hands this ____ day of 2020.

DAVID A. KING, SR.
JASON A. SHAW
DALE E. CHADBOURNE
ALLISON L. HEPLER
ALLEN J. GREENE

Attest:

Anthony P. Blasi
Town Clerk of Woolwich, Maine

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Woolwich Fire and EMS Suggested Donations

Here is a sample list of what your donation to Woolwich Fire or EMS could purchase. 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 provide additional tools and training for our Firefighters and EMTs. All donations are tax deductible and a letter is available upon request.

FIRE:

- Firefighter Structural Coat - \$1,100.00
- Firefighter Structural Pants - \$790.00
- Firefighter Boots - \$490.00
- Firefighter Helmet - \$340.00
- Firefighter Gloves - \$90.00
- Firefighter Hood - \$110.00
- Portable Smoke Ejector Fan - \$3,200.00
- (1) Firefighter 1&2 School - \$675.00

EMS:

- Medical Bag - \$200
- EMS Jacket - \$300
- Glucometer - \$30
- AED - \$2,500
- EMT Basic Class - \$1,000
- EMT Advanced Class - \$1,700
- Paramedic Class - \$9,500

FIRE/EMS:

- Pager - \$490.00
- Portable Radio - \$550.00

All donations should be mailed to: **Woolwich Fire Department
13 Nequasset Road
Woolwich, Maine 04579**

If you would like your donation to go to either Fire or EMS, please designate.

~ **Notes** ~