

Annual Report

of the

Town Officers

of the Town of

Woolwich

Maine



For the fiscal year
July 1, 2012– June 30, 2013



Lincoln County Publishing Co.
Newcastle / Damariscotta, Me.

Woolwich, Maine

- Incorporated October 20, 1759
- Population: 3,072 (2010 Census)
- Government: Annual Town Meeting, five member Board of Selectmen and Town Administrator
- School: Woolwich Central School (K-8); Principal, Thomas M. Soule
- Post Office: Woolwich Post Office 04579; Tel. 443-2000
Bath Post Office 04530; Tel. 443-9779
- Woolwich Historical Society, 21 Nequasset Road; 443-4833; Open June, July and August on Saturdays, 10 a.m.-4 p.m. and by appointment. Call Debbie Locke at 443-5684.
- Cable Television - COMCAST
Questions about your bill - 1 (207) 729-6663
Local Cable - Channel 3 - To put items on the local cable, please call the Town Office at 442-7094
- Solid Waste Disposal - Pine Tree Waste, Inc. - 442-7141
- 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

Many of the photos in this report document the construction of the new addition to the Town Office.

-Town Office: Municipal Building, 13 Nequasset Road

Selectmen's Office, Town Administrator

and Town Treasurer

442-7094

Tax Collector and Town Clerk

442-8723

Fax machine

442-8859

Animal Control Officer

737-2093

Shellfish Warden

371-2732

Office Hours of the Town Clerk and Tax Collector

Monday

9 a.m.-5 p.m.

Wednesday

9 a.m.-6 p.m.

Friday

9 a.m.-3 p.m.

Office Hours for the Selectmen's Office / Town Administrator

Monday

9 a.m.-5 p.m.

Tuesday and Thursday

8 a.m.-4 p.m.

Wednesday

9 a.m.-6 p.m.

Friday

9 a.m.-4 p.m.

Email Address: administrator@woolwich.us

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 6:00 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



John E. 'Buzz' Sawhill

John served with the 42nd Infantry Rainbow Division in France, Germany and Austria during World War II. He was a decorated veteran who was honorably discharged at the rank of Major. His unit was responsible for liberating the prisoners of the Dachau concentration camp.

Following the war, John 'Buzz' and his wife Bettina 'Tina' settled in Wellesley, MA to start their family and to begin his professional career in Marketing. In retirement, Buzz and Tina moved to the Day's Ferry area of Woolwich, ME. They enjoyed over 20 years of living alongside the Kennebec River.

Buzz served as a docent for the Maine Maritime Museum, as a member of the Board of Trustees of the Bath Water District and last, but not least, served proudly on the Planning Board for the Town of Woolwich for several years.

A gregarious and affable person, Buzz was known affectionately as the unofficial harbormaster of Day's Ferry. He prided himself on keeping a watchful eye over the community's boats in the summer from his deck. He would often salute boaters with the help of a small cannon blast at 5:00 PM in order to welcome them home and formally announce the commencement of 'cocktail time.'

Buzz will be missed by his family, friends and wife of 72 years, Bettina 'Tina' Sawhill.

Dedication



Stanley N. Davis 1940-2014

Stan lived his adult life on the Barley Neck Road, moving to Woolwich in 1963 after his marriage to Carla Berry of Gorham, where they raised a son Jeffrey and daughter Melanie.

Stan was born and raised in Mattawamkeag, graduating from Mattawamkeag High School in 1959 followed four years later by completion of BIW's Apprenticeship Program for Outside Machinists. Stan served BIW for 47 years in both the Outside Machinist and Engineering Departments.

Throughout his life Stan enjoyed the Maine outdoors in all seasons, excelling in hunting, fishing, snowmobiling and hiking with a favorite spot being his camp on Silver Lake in Lee, Maine. Stan's interest in local ecology led him to participate in the annual Audubon Loon count on Silver Lake and he could always be counted on to help keep the deer herd in check on Barley Neck. Stan and Carla also traveled all points of Maine in pursuit of these interests. Following Stan's retirement from BIW, he and Carla expanded their horizons with trips to Utah, Costa Rica, and an Alaskan cruise.

Stan served the Town of Woolwich as a Fish Commissioner for many years until the time of his death, nurturing the alewife migration into Nequasset Lake. Stan's contribution included working as an able volunteer at the facility as well as serving several terms as chairman, assuring Woolwich met our requirements to the state and to the local alewife operation.

In all of his endeavors Stan could be counted on to provide enthusiasm and willingness and was a joy to be with. The Town of Woolwich will sadly miss him.

Table of Contents

Town Information.....2

Dedications4

Boston Post Cane Recipients8

Municipal Officials22

Citizen Committee List25

Board of Assessors’ Notice29

“A Citizen’s Guide to Town Meeting”30

U.S. Senators’ Reports36

U.S. Representative’s Report39

State Senator’s Report.....41

State Representative’s Report42

Sagadahoc County Commissioner’s Report.....43

Code Enforcement Officer/Building Official’s Report45

Plumbing Inspector’s Report.....48

Fire Chief’s Report50

Woolwich EMS Annual Report.....52

Road Commissioner’s Report54

Superintendent of Schools56

RSU1 Board of Directors.....57

Town Administrator’s Report.....61

Town Clerk’s Report62

Tax Collector’s Report65

Selectboard’s Report66

Selectmen’s Tax Letter.....67

Table of Contents

Planning Board Report	69
Animal Control Officer's Report	69
Shellfish Warden Report	70
Shellfish Conservation Committee	71
Woolwich Historical Society	72
Memorial Committee	73
Fish Commissioners.....	74
Recreation Committee	75
Health Officer's Report	76
Woolwich Junior Athletics	77
Cable TV Committee	78
Solid Waste and Recycling Committee	79
Bath Water District Trustee's Report	80
Patten Free Library	82
Nequasset Church Committee.....	83
Maine Municipal Association	84
Independent Auditors' Report	87
Snowplowing Contracts	125
Town Job Descriptions	126
Agencies Requesting Donations	140
Town Meeting Minutes, 5/8/13	142
Special Town Meeting Minutes, 7/24/13	155

Woolwich Recipients of The Boston Post Cane



The current holder of the Boston Post Cane is Loring "Larry" Edgerly of Murphy's Corner Road.

Name	Date of Death	Age
Grace E. Smith	11-13-2013	97
Jerry Creamer	05-10-2011	96
Sadie G. Hathorne	08-12-2008	95
Mary S. Bateman	08-15-2007	97
Stanley E. Wallace	02-23-2003	92
Marietta M. Flemmings	07-23-2002	96
Eleanor A. Jameson	01-04-2002	95
Alberta Hunt	07-29-2000	99
Hollis L. Leeman Sr.	06-15-1996	93
Marian D. Cain	12-12-1995	94
Harold B. Leeman	05-03-1993	91
Catherine L. Carleton	01-31-1992	94
Maude E. Leeman	08-17-1990	96
Albert V. Knight	09-18-1987	97
Susie B. Reed	09-13-1985	97
Loring K. Soule	01-26-1984	98

Fred T. Hathorne	09-22-1978	98
Mary L. Dodge	03-09-1976	101
Winifred H. Brawn	05-12-1971	98
Anne E. Dodge	11-02-1969	99
Cyrus Gilmore	03-27-1968	91
John C. Preble	01-28-1964	104
William Poor	10-30-1955	103
Asa Hathorn	12-23-1949	95
Marilla L. Brawn	12-05-1949	99
Clarrisa A. Reed	09-18-1941	89
Benjamin F. Savage	05-26-1941	93
Anne L. Sidelinger	07-21-1938	95
Emma T. Barnes	01-12-1934	92
Margaret B. Robbins	05-14-1933	93
Rachel A. Getchell	11-05-1930	94
Peter A. McDonald	03-03-1927	91
Sarah M. Reed	02-10-1927	91
Mary Buck	03-17-1923	90
Elizabeth Thwing	08-10-1921	90
John H. Perkins	09-25-1920	89
Charlotte A. Leonard	04-27-1920	94
Worrall Reed	02-27-1919	93
James Tibbetts	06-06-1916	99
Sarah McKenney	03-01-1914	97

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



Special Town Meeting Warrant

May 7, 2014

SAGADAHOC, s.s.

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

GREETINGS:

In the name of the State of Maine, you are required to notify and warn the voters of the Town of Woolwich in the said County qualified by law to vote in town affairs to meet at the Woolwich Central School at 137 Nequasset Road in said Town, on Wednesday, the 7th day of May A.D. 2014 at Six o'clock in the afternoon, then and there to act on Articles 1 through 37, all of said articles being set out, to wit:

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

Revenue

Article 2 To see if the Town will set the dates of **October 1, 2014** and **April 1, 2015** when taxes are due and payable and to see if the Town will fix the interest rate on unpaid taxes at **7% (seven percent)** per annum (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 **3% (three percent)** for the 2014-2015 tax year. (36 MRSA § 506-A)

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

Accounts listed on next page

List of Accounts to be carried forward

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

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 **\$900,000.00**
2013 recommendation \$900,000.00

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.

2013 appropriation up to \$20,000.00

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

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

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

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

Robert Stevens (2014-2019)

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. Where an 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 vote to raise and appropriate **\$5,000** as a contingency if needed for the repair of the Fish way valve in the dam.

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

The following article must be voted by written ballot.

Article 11 To see if the Town will vote to increase the property tax levy limit of **\$392,114.00** established for the Town of Woolwich by State law in the event that the municipal budget approved under the following articles will result in a tax commitment that is greater than that property tax levy limit.

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

Personnel & Town Officers

Article 12 To see if the Town will vote to raise and appropriate the sum of **\$32,877.00** for the compensation of the Town Clerk, Deputy Treasurer/Deputy Tax Collector and to authorize the Selectmen to spend any amount up to \$32,877.00.

2013 appropriation \$32,391.00

Article 13 To see if the Town will vote to raise and appropriate the sum of **\$45,031.00** for the compensation of the Town Administrator/Town Treasurer and to authorize the Selectmen to spend any amount up to \$45,031.00.

2013 appropriation \$44,365.00

Article 14 To see if the Town will vote to raise and appropriate the sum of **\$35,642.00** for the compensation of the Tax Collector, Deputy Town Clerk and to authorize the Selectmen to spend any amount up to \$35,642.00.

2013 appropriation \$35,115.00

Article 15 To see if the Town will vote to raise and appropriate the sum of **\$40,150.00** for the Employee Health Insurance Account.

2013 appropriation \$36,500.00

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

	<u>2013</u>	<u>2014</u>
Selectman	\$3,000.00	\$3,000.00
Selectman	3,000.00	3,000.00
Selectman	3,000.00	3,000.00
Selectman	3,000.00	3,000.00
Selectman	3,000.00	3,000.00
Board Chairman	1,500.00	1,500.00
Board Vice Chairman	500.00	500.00
Ballot Clerks	2,000.00	2,000.00
Registrar of Voters	250.00	250.00
Moderator	200.00	200.00
Workers Compensation	8,000.00	8,000.00
Unemployment Compensation	1,500.00	1,500.00
Social Security	17,750.00	17,808.00
Comp/Vacation Time Reimb	2,400.00	2,400.00
ICMA-Retirement Account	2,797.00	2,839.00
	<hr/> \$51,897.00	<hr/> \$51,997.00

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

Recommended \$51,997.00
2013 appropriation \$51,897.00

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.

2013 appropriation \$6,000.00

d) To see if the Town will vote to raise and appropriate the sum of **\$22,735.00** for the salary of the Codes Enforcement Officer, Building Inspector and Licensed Plumbing Inspector and to authorize the Selectboard to spend any amount up to \$22,735.00.

2013 appropriation \$22,399.00

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>2013</u>	<u>2014</u>
General Assistance	\$5,000.00	\$5,000.00
Nequasset Church	400.00	200.00
Cemeteries	-0-	400.00
Veterans' Graves	-0-	6,660.00
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*	3,963.00	3,963.00
Planning Board	1,000.00	-0-
Conservation Commission	-0-	-0-
Agriculture Committee	-0-	-0-
Comprehensive Planning	-0-	-0-
Board of Appeals	100.00	100.00
Recreation Committee	2,000.00	2,000.00
Solid Waste Committee	2,500.00	2,500.00
Monument Committee	1,604.00	1,560.00
Contingent	9,000.00	10,000.00
Repair of Vitals Books	590.00	500.00
	<u>\$29,857.00</u>	<u>\$36,583.00</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.

Article 18 To see if the town will vote to raise and appropriate the sum of **\$49,203.00** to support the operating costs of the Patten Free Library and to authorize the Selectmen to spend any amount up to \$49,203.00.

2013 Appropriation \$49,203.00

Article 19 To see if the town will vote to raise and appropriate the sum of **\$37,300.00** for the Office Operations account. The approximate breakdown of the account is as follows:

	<u>2013</u>	<u>2014</u>
Town Reports	\$1,500.00	\$2,400.00
Telephone and fax machine monthly usage	2,500.00	1,600.00
Postage (twice/year tax bills, etc.	5,000.00	5,000.00
Office and computer supplies	3,800.00	3,000.00
Advertising	1,400.00	1,500.00
Printing (stationery, forms, etc.)	500.00	500.00
Computer support contract & software	9,500.00	10,000.00
Automated equipment maintenance	7,000.00	7,000.00
Training - seminars and manuals	1,500.00	1,500.00
Association dues	300.00	300.00
Election supplies and materials	2,000.00	2,000.00
Office operations contingent	1,500.00	1,500.00
Mailing machine	1,000.00	1,000.00
Voting Machine System	1,000.00	-0-
	<u>\$38,500.00</u>	<u>\$37,300.00</u>
	2013 appropriation \$38,500.00	

Article 20 To see if the town will vote to raise and appropriate the sum of **\$29,290.00** for the Municipal Building Operation of Plant account. The approximate breakdown of the account is as follows:

	<u>2013</u>	<u>2014</u>
Electricity/ CMP	\$6,700.00	\$6,700.00
Water/ BWD	1,500.00	1,500.00
Heating fuel/ oil	5,000.00	6,000.00
Photocopier Lease	3,200.00	3,200.00
Mowing and grounds maintenance	2,700.00	2,690.00
Furnace maintenance/repair	300.00	300.00
Building sprinkler system contract	500.00	1,000.00
Security system contract/maintenance	800.00	800.00
Cleaning Services	3,100.00	3,100.00
Misc supplies and general building maintenance (hardware, etc.)	5,000.00	4,000.00
	<u>\$28,800.00</u>	<u>\$29,290.00</u>
	2013 appropriation \$28,800.00	

Article 21 To see if the Town will vote to raise and appropriate the sum of **\$19,000.00** for the Town's insurance.

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

2013 appropriation \$19,000.00

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 **\$19,800.00** as payment to the Assessing Agent.

2013 appropriation \$19,500.00

Article 23 To see if the Town will vote to raise and appropriate the sum of **\$2,000.00** to update the property tax maps.

2013 appropriation \$1,200.00

Article 24 To see if the Town will vote to raise and appropriate the sum of **\$3,500.00** for the "Computer Replacement Account".

2013 appropriation \$3,500.00

Article 25 To see if the Town will vote to raise and appropriate the sum of **\$3,800.00** for the payment of membership dues for the Maine Municipal Association.

2013 appropriation \$3,674.00

Article 26 To see if the Town will vote to raise and appropriate the sum of **\$8,700.00** to pay the Auditor.

2013 appropriation \$8,700.00

Article 27 To see if the Town will vote to raise and appropriate the sum of **\$10,000.00** for the Town's Litigation Account.

2013 appropriation \$6,000.00

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 **\$10,867.00** for the Municipal Building note interest.

Health/Welfare and Sanitation

Article 29 To see if the Town will vote to raise and appropriate the sum of **\$4,600.00** for the continued sampling of ground water from the installed surface water test sites at the landfill.

2013 appropriation \$8,000.00

Article 30 a) To see if the Town will vote to raise and appropriate the sum of **\$262,870.00** for the complete weekly curbside refuse collection and biweekly curbside recycling collection for year two of a three year contract extension for this service with Pine Tree Waste, Inc.

2013 appropriation \$253,200.00

b) To see if the Town will appropriate a sum not to exceed **\$25,000.00** from the Undesignated Fund Balance Account for the 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 in May, the City of Bath, along with area towns, sponsors a Household Hazardous Waste Collection Day. Citizens sign up to dispose of such items as oil based paints, fuels, solvents, insecticides, etc.*

2013 appropriation \$2,000.00

Article 31 To see if the Town will vote to authorize the Selectpeople to direct the Woolwich Solid Waste and Recycling Committee to develop a pay-as-you-throw proposal for handling the Town’s non-recyclable trash, and to present a proposal to the Town within the next year for a vote.

Highways and Bridges

Article 32 To see if the Town will vote to raise and appropriate such sums of money as may be necessary for the following accounts:

	<u>2013</u>	<u>2014</u>
Roads and Bridges	\$60,000.00	\$60,000.00
Street Signs	1,000.00	1,000.00
Hot Topping	77,000.00	82,000.00
Snow Plowing	401,126.00	413,148.00
Street Lights	4,100.00	4,100.00
Culvert Repair	-0-	-0-
	<u>\$543,226.00</u>	<u>\$560,248.00</u>

Article 33 a) To see if the Town will authorize the Selectmen to remove up to **\$73,000.00**, 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.

Protection

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

	<u>2013</u>		<u>2014</u>
Hydrants (Bath)	\$15,511.00	12 @ \$1,292.60	\$15,511.00
(Wiscasset)	15,872.00	13 @ \$1,465.07	19,046.00
Fire Chief	6,334.50		7,284.50
Asst. Chief	2,050.00		2,050.00
Captain 1	1,281.25		1,281.25
Captain 2	1,281.25		1,281.25
Lieutenant 1	640.50		640.50
Lieutenant 2	640.50		640.50
Four sets of NFPA/OSHA- Clothing	8,500.00		8,500.00
WEMA*	-0-		-0-
WEMA Director	600.00		600.00
Inoculations/Physicals	2,500.00		2,500.00
Emergency 911	100.00		100.00
Generator Service	2,000.00		-0-
Generator Replacement Account**	800.00		800.00
EMS Director	3,000.00		2,050.00
Deputy EMS Director 1	2,000.00		1,281.00
EMS 1 st Assistant	500.00		640.50
EMS 2 nd Assistant	500.00		-0-
Vehicle Replacement Acct	-0-		-0-
Air Packs	2,500.00		2,500.00
Fire Hose	2,000.00		2,000.00
Fire Dept. Computer	1,000.00		1,000.00
	<u>\$69,611.00</u>		<u>\$69,706.50</u>

continued on next page

* Note: WEMA stands for Woolwich Emergency Management Agency

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

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

The breakdown of the account is as follows:

	<u>2013</u>	<u>2014</u>
Office Supplies/Expenses	\$1,200.00	\$1,200.00
Truck Fuel	6,000.00	5,000.00
Equipment Repairs	5,000.00	5,500.00
Truck Repairs	12,500.00	12,500.00
Laundry	350.00	350.00
Contingent Account	5,000.00	5,000.00
Telephone	1,500.00	1,500.00
Training Expenses	3,100.00	3,100.00
Travel Expenses	250.00	250.00
New Equipment	15,000.00	15,000.00
Station Supplies	1,500.00	2,000.00
Fire Prevention	1,300.00	1,300.00
Wages	36,000.00	36,000.00
	<u>\$88,700.00</u>	<u>\$88,700.00</u>

c) To see if the Town will vote to raise and appropriate the sum of \$44,000.00 for the Woolwich Emergency Medical Service Account. The breakdown of the account is as follows:

	<u>2013</u>	<u>2014</u>
AED's	\$2,000.00	\$2,000.00
Annual Fees	2,000.00	1,500.00
Billing Fees	500.00	500.00
Clothing	2,000.00	2,000.00
Communications	4,500.00	4,000.00
Contingency	500.00	500.00
Fuel	1,000.00	1,000.00
Medical Equipment	5,000.00	4,500.00
Medical Exams	1,000.00	1,000.00
Medical Supplies	6,500.00	6,000.00
Office Supplies	1,000.00	1,000.00
Payroll	12,000.00	12,000.00
Training	5,000.00	5,000.00
Vehicle Maintenance	3,000.00	3,000.00
	<u>\$46,000.00</u>	<u>\$44,000.00</u>

Miscellaneous Donations

Article 35 To see if the Town will vote to appropriate **\$400.00** from the Snowmobile Registrations Reimbursement for the Nequasset Trailbreakers Snowmobile Club.

2013 appropriation \$400.00

Article 36 To see what sum of money the Town will vote to donate to the following local agencies:

	2013	2014
	<u>Appropriated</u>	<u>Donate</u>
Bath Area Family YMCA	500.00	500.00
Bath Area Senior Citizens Center	825.00	825.00
Big Brothers/Big Sisters Bath/Brunswick	600.00	600.00
Coastal Trans	1,400.00	1,400.00
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)	1,440.00	1,440.00
Spectrum Generations	1,953.00	1,953.00
Sweetser	3,084.00	3,084.00
Tedford Housing	700.00	700.00
Woolwich Historical Society	1,000.00	1,000.00
Woolwich Junior Athletics	4,000.00	3,500.00
	<u>\$23,002.00</u>	<u>\$22,502.00</u>

Article 37 To see if the Town will vote to raise and appropriate the sum of **\$22,502.00** for donations to local agencies/organizations.

2013 appropriation \$23,002.00

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 April, 2014.

DAVID A. KING, SR.	JASON A. SHAW
DALE E. CHADBOURNE	ALLISON L. HEPLER
LLOYD F. COOMBS, JR.	

Attest: JANICE E. BRADFORD, Town Clerk of Woolwich, Maine

Municipal Officials

7/1/13 – 6/30/14

Board of Selectmen:

David A. King, Sr., Chairman	Term Expires:	31 December 2015
60 Birchwood Road, Woolwich, Maine 04579		(207) 442-7642
Dale E. Chadbourne, Vice Chairman	Term Expires:	31 December 2016
18 Thunder Road, Woolwich, Maine 04579		(207) 442-8489
Allison L. Hepler	Term Expires:	31 December 2014
417 Montsweag Road, Woolwich, Maine 04579		(207) 442-0754
Jason A. Shaw	Term Expires:	31 December 2014
918 Old Stage Road, Woolwich, Maine 04579		(207) 442-7120
Lloyd F. Coombs, Jr.	Term Expires:	31 December 2016
8 Brookside Dr, Woolwich, Maine 04579		(207) 443-3570

Town Administrator, Treasurer, General Assistance Administrator:

Lynette R. Eastman

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

Tax Collector, E911 Addressing Officer, Deputy Clerk:

Jean E. Mank

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

Town Clerk, Deputy Tax Collector, Deputy Treasurer:

Janice Bradford

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

Code Enforcement, Building Inspector, Plumbing Inspector:

Bruce Engert

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

Jack A. Shaw Term Expires: 31 December 2015
911 Old Stage Road, Woolwich, Maine 04579 (207) 443-3932

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

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

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

Janice Bradford
Town Office
13 Nequasset Road, Woolwich, Maine 04579 (207) 442-8723

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

Dickey Brigrance
Town Office (207) 443-3589
13 Nequasset Road, Woolwich, Maine 04579 (207) 443-6726

William Longley, Jr. (207) 751-7420
Town Office (207) 442-7094
13 Nequasset Road, Woolwich, Maine 04579

Fish Commissioners:

William D. Potter, Chair	2011-2016	443-9633
Stanley Davis (deceased)	2009-2014	
John D. Chapman	2010-2015	443-6396
Bruce R. McElman	2012-2017	443-4877
Raymond E. Robson, Jr.	2013-2018	442-8746

School Committee:

Jennifer Ritch-Smith	District 1	
Term Expires November 2014		443-2549
Timothy Harkins	District 3	
Term Expires November 2014		442-8134

State Legislature Information:

Senator Eloise Vitelli	Senate District 19
<u>State Address:</u>	<u>Home Address:</u>
Senate Chamber	73 Newtown Road
3 State House Station	Arrowsic, ME 04530
Augusta, Maine 04333-0003	(207)798-1290
(207) 287-1540	Email - SenEloiseVitelli@
1-800-423-6900 (sessions only)	legislature.maine.gov

Representative Peter S. Kent	House District 65
<u>State Address:</u>	<u>Home Address:</u>
House of Representatives	182 Montsweag Road
2 State House Station	Woolwich, Maine 04579
Augusta, Maine 04333-0002	(207) 442-9255
(207) 287-1400 (voice)	(207) 319-4708 Cell Phone
(207) 287-4469 (TDD)	email pskentz5@hotmail.com or
1-800-423-2900	RepPeter.Kent@Legislature.
	maine.gov

Citizen Committee List ~ 2013 - 2014

<u>Name</u>	<u>Address</u>	<u>Evening Phone</u>	<u>Term Expires</u>
<u>AGRICULTURAL/FOREST RESOURCES COMMITTEE--</u>			
meets as needed			
Joan Jordan	858 Old Stage Road	443-9080	6/30/14
Robert Rollins	738 Middle Road	443-4583	6/30/14
Evan Holbrook	2 Holbrook Lane	841-5741	6/30/16
Two Vacancies			6/30/16
Two Vacancies			6/30/15
<u>BOARD OF APPEALS--meets as needed</u>			
*David Kloberdans	16 Hall Road	386-0079	6/30/16
Gregory Doak	46 Old Stage Road	442-7281	6/30/14
Richard Ruddell	11 Birchwood Road	443-8646	6/30/14
Nathaniel Shipley, Assoc.	358 Mountain Rd	751-3655	6/30/16
Two Vacancies			6/30/15
<u>COMPREHENSIVE PLAN REVIEW COMMITTEE--</u>			
*Clark Granger	191 Phipps Point Road	442-8759	
Paul Dumdey	346 River Road	443-3479	
Rosemarie Granger	191 Phipps Point Road	442-8759	
Allison Hepler	417 Montsweag Road	442-0754	
Joan Jordan	858 Old Stage Road	443-9080	
Katherine Wheeler	100 Montsweag Road	443-5712	
Patrice Hennin	253 Barley Neck Rd	443-1501	
<u>CONSERVATION COMMISSION--Meets as needed</u>			
Joan Jordan, VC	858 Old Stage Rd	443-9080	6/30/14
Todd Hibl, TR	9 Shagbark Lane	841-2740	6/30/14
Evan Holbrook	2 Holbrook Lane	841-5741	6/30/16
Two Vacancies			6/30/15
Two Vacancies			6/30/16
<u>FAIR HEARING AUTHORITY--meets as needed</u>			
Paul Dumdey	346 River Road	443-3479	
Selectman Representative			

MONUMENT COMMITTEE--meets as needed

Robert Meade	PO Box 201	443-2580	
Jason Warnke	148 Hedge Bridge Rd	443-2814	6/30/15
Three vacancies			

NEQUASSET CHURCH COMMITTEE--meets as needed

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

NEQUASSET PARK IMPROVEMENT COMMITTEE (Ad Hoc)--

Meets as needed

Joan Jordan	858 Old Stage Rd	443-9080
Natasha Burns	14 Adams Way	751-6497
Edna White	9 Surrey Lane	443-9651
Sue Ellen Whittaker	11 56 Middle Rd	443-1264
Two Vacancies		

PLANNING BOARD--meets first Monday of month 7:15 p.m.

*Allen Greene	1035 Old Stage Road	882-6123	6/30/14
Greg Buczkowski	44 Pleasant Cove Drive	443-9035	6/30/14
Deborah Locke	201 River Road	443-5684	6/30/14
Charon Curtis	193 Dana Mill Rd	522-0696	6/30/15
Gaius Hennin	242 Barley Neck Rd	751-6432	6/30/16
Robert Meade, Alt	PO Box 201	443-2580	6/30/16
William Potter, Alt	185 Barley Neck Rd	443-9633	6/30/15

PUBLIC COMMUNICATIONS COMMITTEE--meets as needed

Allison Hepler ex-officio

Kelly Corbett	5 Meadow Rd	442-7298	
Edna White	9 Surry Lane	443-9651	
Roger Baffer	721 Middle Rd	442-7052	6/30/15
James Collins	29 Nequasset Pines	607-1684	
One Vacancy Regular member			
Alternates -2 vacancies			

RECREATION COMMITTEE--meets as needed

Allison Hepler, ex-officio		442-0754	
Collette Coombs	8 Brookside Drive	443-3570	6/30/14
Arlene Whitney	141 Old Stage Road	442-7676	6/30/14
Kimberly Parsons	361 George Wright Road	443-1353	6/30/15
Sherri Simmons	42 Patriot Lane	798-3132	6/30/15
Two Vacancies			6/30/16

REPRESENTATIVE TO BATH WATER DISTRICT

Michael Sinton		442-7753	10/31/15
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ROAD COMMITTEE--meets as needed

*David Kloberdans	16 Hall Road	386-0079	6/30/16
Jack Shaw, ex-officio		443-3932	
Robert Meade	P.O. Box 201	443-2580	6/30/14
Warren Skillings, Sr.	32 Baker Drive	443-9512	5/01/14
Linda Potts-Crawford	66 Gotham Woods	841-9411	6/30/16
Evan Holbrook	2 Holbrook Lane	841-5741	6/30/15

SHELLFISH CONSERVATION COMMITTEE--meets 1st Tuesday of each month @ 6:00 PM

*Daniel Harrington	274 Dana Mill Road	443-2104	6/30/14
Timothy LaRochelle	357 Chopps Cross Rd	319-9890	6/30/16
Paul Dumdey	346 River Rd	443-3479	6/30/14
Pamela Creamer	113 Montsweag Rd	443-4743	6/30/15
Philip Harrington	24 Weston Rd	443-4490	6/30/15
Stephen Lackovic	PO BOX 282 Bristol	563-1078	6/30/16
Joan Jordan	858 Old Stage Rd	443-9080	6/30/16

SOLID WASTE AND RECYCLING COMMITTEE--meets 3rd Wednesday of each month 5:30 PM

Terry Hanna	1347 Middle Rd	443-2679	6/30/14
*Fred Kahrl	937 Middle Rd	442-8497	6/30/14
Linda Crawford	66 Gotham Woods	841-9411	6/30/16
Jonathan Appleyard	26 Montsweag Rd	389-4292	6/30/15
Roxane Althouse	121 River Rd	389-4312	6/30/15
Two Vacancies			6/30/16

* Committee Chairperson

Alt/Assoc Alternate Member

**Corrections to this list should be forwarded to the Town Administrator at the
Town Office email: administrator@woolwich.us Phone: (442-7094).**

Town of Woolwich 2014 Holiday Schedule

HOLIDAY

New Year's Day
Martin Luther King, Jr. Day
Washington's Birthday/Presidents Day
Patriots Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Thanksgiving Friday
Christmas Day

DATE OBSERVED

Wednesday, January 1, 2014
Monday, January 20, 2014
Monday, February 17, 2014
Monday, April 21, 2014
Monday, May 26, 2014
Friday, July 4, 2014
Monday, September 1, 2014
Monday, October 13, 2014
Tuesday, November 11, 2014
Thursday, November 27, 2014
Friday, November 28, 2014
Thursday, December 25, 2014



Board of Assessors' Notice

Assessors' Note:

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

Reduced Valuations for Land:

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

Property Tax Abatement:

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

Tax Exemptions:

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

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

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

Maine Residents Property Tax Program:

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

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

By Jo Josephson, Staff Writer, Maine Townsman

HOW CAN I PREPARE FOR TOWN MEETING

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

DO I HAVE TO KNOW PARLIAMENTARY PROCEDURE TO PARTICIPATE?

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

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

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

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

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

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

WHAT DO THE FOLLOWING WORDS MEAN?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Notes for Voters on Town Meeting Procedure

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

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

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

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

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

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

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

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

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

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

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

United States Senate

Washington, DC

Since arriving to the U.S. Senate last January, I have been looking for ways to provide Mainers with improved access to federal services through the use of digital technology and on the ground outreach initiatives. Maine is a rural state and I know that traveling to our offices can present both logistical and financial challenges.

To help overcome those obstacles, I launched our signature **Your Government Your Neighborhood** outreach program in June 2013. Every other week members of my staff in Maine travel to different towns - ensuring that all 16 counties are served each month - to hold constituent office hours for local residents.

Over the past eleven months my work in Washington has been largely shaped by the four committees that I serve on: Armed Services, Intelligence, Budget, and Rules. These appointments allow me to engage on issues important to Maine and help craft legislation before it comes to the Senate floor. On the Armed Services Committee I work with my colleagues to honor our obligations to members of our armed forces both past and present, as well as ensure the continued strength, efficiency, and sustainability of our military. On the Intelligence Committee I work to effectively mitigate security threats facing our country while also establishing measures to guarantee that the privacy rights of U.S. citizens are protected. On the Budget Committee, I am working to ensure that necessary spending is tempered with fiscal responsibility, and my position on the Rules Committee allows me to push for procedural reforms that remove institutional inefficiencies and help move the country forward.

I am tremendously grateful for the opportunity to serve you and determined to keep you informed of my activities in Maine and Washington. As always, I welcome any thoughts, questions, or concerns that you may have. You can visit my website at <http://www.king.senate.gov> and provide your input there, or call our toll free in state line at 1-800-432-1599. In addition, our local numbers are as follows: Augusta (207) 622-8292, Presque Isle (207) 764-5124, and Scarborough (207) 883-1588, and Washington, D.C. (202) 224-5344.

Sincerely,
ANGUS S. KING, JR.
United States Senator

United States Senate

Washington, DC

Dear Friends,

It is a privilege to represent Maine in the U.S. Senate, and I welcome this opportunity to share some of my work from the past year.

Encouraging the creation of more jobs remains my top priority. I have developed a Seven Point Plan for Jobs in Maine, which includes proposals to spur small business investment, ensure robust workforce education and training, reduce regulatory red tape that stifles job creation, support Maine agriculture and manufacturing, and invest in the infrastructure needed to expand our economy. Traditional industries and small businesses remain the backbone of Maine's economy, and innovation will be important for future jobs as well. I have supported Maine's effort to lead the world in deepwater wind technology and was proud when the University of Maine and its private sector partners launched the first prototype this year. This emerging industry has the potential to create thousands of good jobs here in Maine.

BIW remains a major Maine employer and is critical to our national security. I have worked hard to support the Navy's request for a 10th DDG-51 and to continue construction on the DDG-1000s at the shipyard. This year's annual defense policy bill also contains more than 30 provisions to eliminate sexual assault from our military, including several provisions that I authored.

Partisan divisiveness in Washington continues to prevent us from addressing some of our nation's most serious challenges. Gridlock reached a peak in October with the federal government shutdown that pushed our country to the brink of defaulting on its financial obligations and damaged our economy. As the shutdown continued with no end in sight, I presented a proposal I believed both sides could support. Within days, I was leading a bipartisan coalition of 14 Senators that worked night and day to craft a plan to reopen government, avert default, and restart negotiations on a long-term plan to deal with our nation's unsustainable debt of more than \$17 trillion. Known as the "Common Sense Caucus," we will continue to work to develop solutions and bridge the partisan divide.

Earlier this year, across-the-board federal spending cuts known as "sequestration" took effect. These indiscriminate cuts jeopardized priorities

from national security to medical research and stand in stark contrast to the thoughtful and thoroughly debated spending priorities set at town meetings throughout Maine. To bring some Maine common sense to this process, I authored bipartisan legislation to allow federal agencies to set priorities in administering the required cuts and wrote a new law to ensure that sequestration would not disrupt air travel, which plays such an important role in fueling Maine's tourism economy.

I have also enjoyed my work as the ranking member of the Senate Special Committee on Aging where, with Senator Bill Nelson of Florida, we work on issues of critical importance to Maine seniors. The committee has created a toll free hotline (1-855-303-9470) to make it easier for senior citizens to report fraud and scams and to receive assistance. I also serve as the Senate Co-Chair of the task force on Alzheimer's, a devastating disease that takes tremendous personal and economic toll on more than five million Americans. Better treatment for Alzheimer's and ultimately finding a cure should be an urgent national priority.

Finally, I am proud to reflect our famous Maine work ethic by completing another year of service without missing a single roll call vote. I have not missed a vote since I was elected – a streak that stands at more than 5,300 in a row.

May 2014 be a good year for you, your community, and our great State of Maine.

Sincerely,
SUSAN M. COLLINS
United States Senator



Congress of the United States House of Representatives

Dear Friend,

I hope this letter finds you and your family well. It is an honor to represent you in Congress and a pleasure to update you on the work I am doing in Maine and Washington.

You are probably aware that Washington is a very challenging place to get anything done these days. The partisan climate has kept many important issues from being addressed and even led to a shutdown of the federal government. Worst of all, it has created uncertainty for Maine families and the economy. It's the last thing we need. Over the next year, I will continue pressing Congressional leaders to bring the focus back to helping people rather than advancing ideologies.

As difficult as it's been, though, there are areas where I have been able to make progress on needed policy reforms. One has been support for local food producers. For decades now, federal agriculture policy has only benefited huge farms and commodity crops, not the kind of the diverse family farms we have in Maine. It's time for that to change. With small federal changes, we can capitalize on the huge economic potential of the local food movement. I've introduced the Local Farms, Food, and Jobs Act to make some of those changes, and have been pleased to see many of these reforms gain bipartisan support.

Another issue is helping veterans who were sexually assaulted during their service. I've introduced the Ruth Moore Act—named after a Maine veteran who struggled for 23 years to get disability benefits from the Department of Veterans Affairs after she was sexually assaulted while in the military. The bill would help veterans like Ruth get the assistance they need to recover from the debilitating trauma they suffered while serving the country. The bill passed the House and now awaits consideration in the Senate.

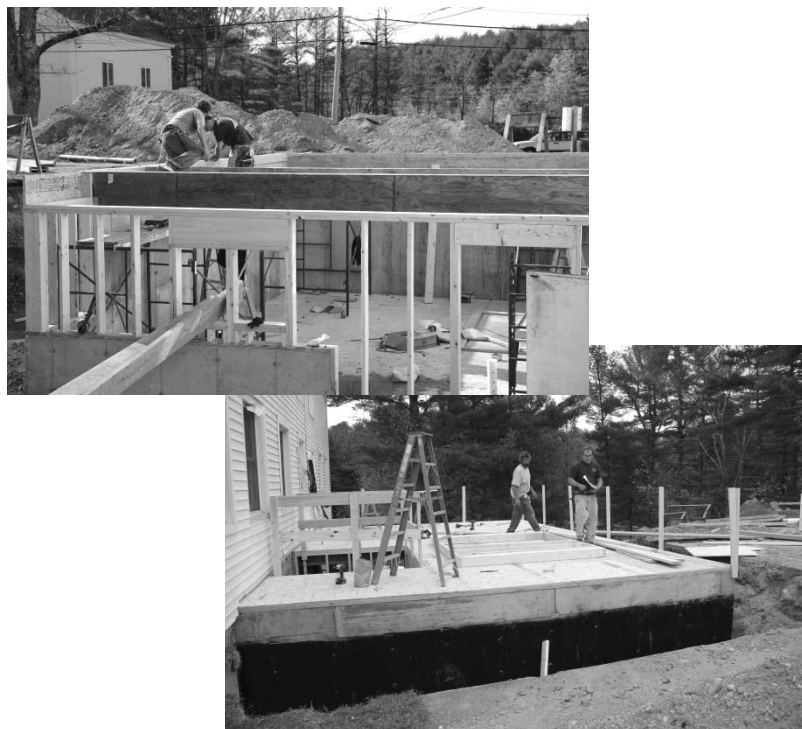
While policy in Washington is important, so is the work my staff and I do here in Maine. My office keeps close connections to Maine communities and their leaders to make sure we're doing all we can to help them succeed. This work might include providing letters of support for federal grant applications, getting answers from federal agencies, or bringing national

officials to our state to raise awareness about the good things being done here.

We also work with hundreds of constituents who have issues with federal agencies and programs. Not everyone knows that you can call your Member of Congress for this kind of thing, but it's an essential part of my responsibilities and my commitment to the people I serve. Members of my staff are experts on issues ranging from veterans benefits and IRS questions to Social Security problems and passport inquiries. They can help you navigate the process, communicate with federal agencies, and, in certain circumstances, facilitate the expediting of claims. If there is an area where you need assistance, I encourage you to call my Portland office at (207) 774-5019 or go to my website, www.pingree.house.gov.

Again, it's a privilege to serve you in Congress. Please stay in touch.

CHELLIE PINGREE
Member of Congress



State Senator's Report

Dear Residents of Woolwich,

It is an honor and privilege to serve as your Senator in the Maine State Legislature. This year is the second year of the 126th Legislature and we are constitutionally limited to considering carried over legislation from the previous session, emergency matters, and legislation submitted by the Governor.

Even with these limitations we have over 300 pieces of legislation to consider before the statutory deadline in April. The legislature will consider four bills I sponsored to expand the Maine Apprenticeship program, increase access to dental care for children eligible for MaineCare, and promote solar energy in Maine. I know the citizens of Woolwich have invested heavily in the education of your children and your school which is why I am proud to sponsor a bill developed by my predecessor, Seth Goodall, to establish universal voluntary pre-Kindergarten in Maine.

This session I will serve as the Senate Chair of the Agriculture, Conservation, and Forestry Committee, as well as on the Joint Select Committee on Maine's Workforce and Economic Future. In these roles and as your voice in the Legislature, I continue to advocate for government that serves Maine people well and meets the needs of our region. Though we face substantive challenges, we live in a place with great natural resources, a highly regarded work ethic, and a strong sense of community. If we all work together, I am confident about a better future for our children and grandchildren.

If I can be of assistance, please do not hesitate to contact me with questions, comments, concerns. You can reach me through email at Eloise.Vitelli@gmail.com or at my office at 287-1515.

Best regards,
SENATOR ELOISE VITELLI

State Representative's Report

Dear Friends and Neighbors:

It continues to be an honor and privilege to represent Woolwich in the Maine House of Representatives.

This year, we kept the Legislature's promise to restore \$40 million in state aid to cities and towns. This is part of Maine's decades-old revenue sharing partnership where the state gives some of its sales and income tax revenue back to Maine communities to pay for essential services and keep property taxes in check.

Failing to follow through would have been bad news for town budgets and for all property taxpayers in our district, especially low-income families and those who survive on a fixed income.

I continue to support the Legislature's efforts to invest in our students, keep our environment clean and ensure that more Maine people have health insurance.

Whether we're dealing with the above topics or any other policy area, I renew my pledge to work with my colleagues on both sides of the aisle to achieve the best possible results for Maine families.

As of next fall, our district will be changing. We will now be House District 53 which will encompass Woolwich, Arrowsic, Dresden, Georgetown and Phippsburg. If you have any questions about the changes to our district please contact me.

As always do not hesitate to get in touch with me with any questions or concerns. I can be reached at 319-4708 or pskentz5@hotmail.com.

Sincerely,
PETER KENT
State Representative



Sagadahoc County Commissioner

Citizens of Woolwich,

It has been my honor to continue serving the citizens of Woolwich as a Sagadahoc County Commissioner. After completing five years on the Board, I remain totally committed to insuring that the services provided by the County are delivered in the most cost effective and professional way possible.

As we move forward in this challenging economic climate, which is accentuated by more proposed cuts in state revenue sharing, the Commissioners remain acutely aware of the impact the County tax assessment has on Sagadahoc municipalities and remain committed to minimizing increases as we enter into the FY 2014-15 budget process. Unfortunately, however, our reserves cannot continue to subsidize the increases in operating and capital costs that we have experienced over the past several years and we must try to find other savings to reduce the impact on our citizens.

During 2013, the County's many activities and accomplishments have included the following: Administration oversaw renovations to the administrative building that will result in significant energy savings. In addition, the County converted to TRIO financial software, which provides much more flexibility in terms of training and future staffing. Probate Court processed 217 new filings and 314 passport requests and continued to back-scan its records into an electronic database; Deeds continued its efforts to make all deeds, plans and surveys available for viewing at [sagadahocdeedsme.com](http://sagadahocdeeds.me.com); Emergency Management Agency planned and implemented regional training, assisted local EMA Directors and community officials in meeting federal emergency preparedness requirements, obtained a number of public safety grants, and worked closely with area emergency responders and public health agencies including the Sagadahoc County Board of Health; the Communications Center filled all departmental vacancies during the

past year and also made upgrades to improve communications between towers.

In 2013, the Sheriff's Office saw a slight decrease of approximately 0.5% in the number of calls when compared with 2012, from 5,576 to 5,547. The District Attorney's Office continued to handle a high volume of court cases. The Patrol Division and Detective Divisions were brought up to full staffing levels. The S.O. continues to work collaboratively with various task forces to solve our most serious crimes. The Transport Division handled 876 transports last year and continued to monitor inmates on home release. The community public works program resulted in the performance of 2,500 hours of labor in Sagadahoc County. The Civil Division continues to serve orders and writs in a consistently professional manner.

Sheriff Merry and Commissioner Dawson were named by the legislature to serve on a special task force that was established to make recommendations concerning the funding crisis within the unified jail system. In addition, we worked closely with Lincoln County to seek legislation to address debt service inequities and to educate our legislative delegations on this matter.

In order that I may represent constituents effectively, it is important that I am aware of your questions and concerns. Please do not hesitate to contact me at 319-5290. And I encourage interested persons to attend Board of Commissioners' meetings, which are held at 3:00 p.m. on the second Tuesday of each month and 5:00 p.m. on the fourth Tuesday (if needed), in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Me. (For details, call 443-8202.)

Respectfully,
CAROL A. GROSE,
Sagadahoc County
Board of Commissioners



Code Enforcement Officer/ Building Official's Report

Calendar Year 2013

There were a total of 39 Building Permits issued in 2013. Most notably, two were for commercial structures. One was for the Open Sided Pole Barn at the Georgetown Pottery on U.S. Rt. 1, and the second for a large modern Veterinary Clinic on Hunnewell Lane. Both are positive attributes to the town of Woolwich. Three conventional and three modular home permits were issued as well as one single wide and one double wide mobile home. There were seven garages, four barns, three decks, nine additions and four alterations to existing structures, as well as one workshop and a solar electric panel permitted.

Other building projects in Woolwich during 2013 include Central Maine Power Co. constructing new transmission line towers for the Kennebec River crossing at Days Ferry and new antenna arrays on local cell towers. All in all, 2013 was on a par with 2012. Details are as follows:

There were the usual inquiries and complaints during the year and after investigation all were resolved amicably.

Last year at the regular Town Meeting, a new Temporary Business Ordinance was introduced as a Warrant Article. It went down to defeat but I believe the Planning Board intends to bring it up again this year. Please review it once more as this is a very serious issue and an accident looking for a time to happen! The traffic on Route One is getting much heavier and faster!

As in the past, it has been a pleasure serving you, the residents of Woolwich, as your Code Enforcement Officer and Building Official.

Respectfully submitted,
BRUCE ENGERT, CEO, BO

2013 Building Permits

Date	Name	Address	Project Description	Value	Fee
2/15/2013	King, William F.	270 Chopps Cross Road	BARN, 2 Story w/daylight basemt	50,000.00	953.60
4/9/2013	Russell, Mahlon	75 Colby Drive	GARAGE, 2 car w/storage over	16,000.00	86.40
4/25/2013	Armstrong, Read	13 Surrey Lane	ALTERATION, enclose deck	10,000.00	29.40
4/30/2013	Bilugan, Lordie	45 Sanders Road	ALTERATION, enclose deck	6,000.00	30.60
5/9/2013	Carrier, Nellie	21 Gotham Woods Road	DECK, open	10,000.00	32.00
5/16/2013	Appleyard, Jonathan	26 Montsweag Road	SOLAR PANEL, electric	17,000.00	64.80
5/23/2013	Siegars, Calleton	669 Old Stage Road	ADDITION, shed existing struct.	750.00	28.00
6/4/2013	Adams, Steven	20 Overmiller Drive	DECK, replacement around pool	10,000.00	54.00
6/6/2013	Roux, Roland J.	2 Sandy Ridge Drive	BARN, earthen floor	16,000.00	64.80
6/6/2013	Donley, Gordon	65 Norway Drive	ADDITION, dormer to enclose full bath	11,500.00	20.00
6/11/2013	McFarland, Laura A.	221 River Road	ADDITION, shed existing struct.	3,500.00	55.50
6/18/2013	Steen, Robert	143 Dana Mills Road	MODULAR HOME	198,000.00	193.65
7/2/2013	Melanson, Barbara	82 Trott Road	DECK, open	5,000.00	96.80
7/2/2013	Doughty, Tammy	563 Mountain Road	GARAGE, 3 bay	49,000.00	158.40
7/9/2013	Cliffe, James	39 Double M Lane	GARAGE, 3 bay w/breezway	50,000.00	159.00
7/11/2013	Peters, Jeff	813 U.S. Route 1	BARN, floored post & beam	10,000.00	104.00
7/23/2013	Lafayette, Bruce W.	Hemlock Drive	HOUSE, cape w/dormer	80,000.00	339.60
7/30/2013	Boucher, Ronald	Fish Way	HOUSE, cape w/daylight bas'mt	150,000.00	492.00
8/1/2013	Buck, Robert L.	693 Middle Road	ALTERATION, replace fire damage	240,000.00	369.00
8/13/2013	Hague, Lee	7 Walnut Point Road	GARAGE, 2 bay w/storage over	28,000.00	115.20
8/20/2013	Malcolm, Mitchel	130 Meadow Road	MOBILE HOME, double wide	60,000.00	168.00
8/27/2013	Wallace, Mark	324 Montsweag Road	ADDITION, shed existing struct.	2,500.00	31.20
9/5/2013	Jameson, Randall	41 Mallard Drive	MODULAR HOME	163,000.00	346.80
9/5/2013	Miller, Alec	1353 Middle Road	WORK SHOP	50,000.00	182.70
9/10/2013	Cook, John	34 Phipps Point Road	ADDITION, relocate house	400,000.00	624.30
9/17/2013	Stenquist, John R.	71 Hockomock Road	HOUSE, conversion from existing shop	50,000.00	157.10

9/19/2013	Appollonio, Steve	191 East Hedge Road	ADDITION, screen house	1,500.00	20.00
9/19/2013	McElman, Jane	52 Phipps Point Road	ADDITION, bedroom, bath, & deck	65,000.00	90.00
10/8/2013	Crabtree, Gerald	206 Nequasset Road	ADDITION, shed existing struct.	2,000.00	20.00
10/7/2013	Doughty, Tammy	Hunnewell Road	COMMERCIAL BUILDING	650,000.00	608.40
10/17/2013	Pierson, Russ	43 Barley Neck Road	GARAGE, w/breezway	25,500.00	104.30
10/22/2013	Stoner, Thomas	19 Jakes Run	GARAGE, post & beam	53,000.00	115.20
10/24/2013	Williams, Joseph	12 Gray Corner Road	GARAGE, 4+ bays	40,000.00	166.40
10/31/2013	Williams, Joseph	12 Gray Corner Road	ADDITION, carport	1,000.00	23.10
11/14/2013	Creamer, Joseph J.	261 Dana Mills Road	BARN, farmers porch	6,000.00	57.60
11/26/2013	Holland, Laurie	79 Norway Drive	ALTERATION, rec room in basement	5,000.00	84.00
12/3/2013	Sullivan, Linda	375 George Wright Road	BARN, on slab	20,000.00	153.60
12/10/2013	Murphy, William	25 Drifters Lane	MOBILE HOME, used	3,500.00	184.80
12/31/2013	Maine Source Homes	Double M Lane	MODULAR HOME	190,000.00	198.00
				2,748,750.00	6,782.25



Local Plumbing Inspector's Report

Calendar year 2013

Total Plumbing Permits issued during 2013 were on a par with those issued in the previous year. There were 14 internal permits, 2 miscellaneous permits, and 19 Subsurface Wastewater System permits issued during the year. It is interesting to note of the 19 SSWW permits, 12 were replacement systems. I believe the logic behind these numbers is the increase in real estate sales and the mortgage inspections mandated by the potential buyers. In any event, it is good for the town to know older SSWW systems are being replaced with newer technology. Two of the replacement SSWW systems were for failing commercial systems and one of the new SSWW systems will service a newly permitted veterinary clinic.

As in the past, a big "Thank You" to all the plumbers and contractors I have had the opportunity to work with during 2013. And to the residents of Woolwich, it has been a pleasure serving as your Local Plumbing Inspector.

Respectfully submitted,
BRUCE ENGERT, LPI

Plumbing Permit detail as follows:

2012 PLUMBING PERMITS

Date	Name	Address	Type	Fee	Dep
01/18/13	Harvard, Paula	209 River Road	INTERNAL	40.00	
03/12/13	Russell, Mahlon	75 Colby Drive	INTERNAL	40.00	
03/20/13	Bodeen, Russell	1093 Old Stage Road	SSWW Rep	250.00	15.00
03/26/13	North Woolwich Church,	River Road	INTERNAL	40.00	
04/02/13	Woodruff, Greta	65 Norway Drive	INTERNAL	50.00	
04/16/13	Sitenwood, Michael	8 Twings Point Road	SSWW	250.00	15.00
04/16/13	Wellman, Becky	353 Murphy's Corner Rd	SSWW	150.00	
05/30/13	Guudreau, Roger	Everett Dow Drive	INTERNAL	170.00	
06/06/13	Donley, Gordon	65 Norway Drive	INTERNAL	40.00	
06/18/13	Steen, Robert	143 Dana Mill Road	INTERNAL	40.00	
06/20/13	Rice, Marjorie	130 George Wright Rd	SSWW Rep	150.00	
07/23/13	Lafayette, Bruce	58 Hemlock Drive	SSWW	250.00	15.00
07/02/13	Leonard, James	590 Middle Road	SSWW Rep	250.00	15.00
07/13/13	Boucher, Randy	Fish Way	SSWW	250.00	15.00

08/06/13	Miller, Ann & David	147 River Road	SSWW Rep	180.00	
08/13/13	Gonzales Christopher	Pine Island	Gray Water	200.00	
08/15/13	Mighty Kennebec Partners,	10 Pleasant View	SSWW Rep	250.00	15.00
08/15/13	Harrison, Sean	19 Jakes Run	SSWW Rep	150.00	
08/20/13	Malcolm, Mitchel	130 Meadow Road	SSWW Rep	150.00	
08/22/13	Gale, Chris & Lacey	451 Chopps Cross Rd	INTERNAL	40.00	
09/03/13	Seaman, Paul	170 River Road	SSWW Reep	250.00	15.00
09/05/13	Jameson, Randal C.	41 Mallard Drive	SSWW	250.00	15.00
09/14/13	Steen, Robert	143 Dana Mills Road	Pump Sta	30.00	
09/17/13	Stenquist, John	71 HockomockRoad	SSWW	250.00	15.00
10/08/13	Doughty, Tammy & Donald,	Hunnewell Lane	SSWW	250.00	15.00
10/22/13	Trask, George R.	324 Mountain Road	Tank	150.00	
10/31/13	Missal, Erik Z.	8 Mackenzie Lane	INTERNAL	140.00	
11/05/13	Becker, James	140 Main Street	SSWW Rep	150.00	
11/14/13	Doughty, Donald & Tammy,	13 Hunnewell Rd	INTERNAL	270.00	
11/12/13	McElman, Jane	52 Phipps Point Road	INTERNAL	40.00	
11/19/13	Montsweag Ventures LLC,	942 Route 1	SSWW Rep	250.00	15.00
12/05/13	Ater, David	6 Weston Road	INTERNAL	90.00	
12/05/13	Ater, David	6 Weston Road	SSWW Rep	250.00	15.00
12/05/13	Buck, Robert	693 Middle Road	INTERNAL	90.00	
12/05/13	Harrington, Patrick	164 George Wright Rd	SSWW Rep	250.00	15.00
11/20/13	Town of Woolwich	13 Nequasset Rd.	INTERNAL	40.00	



Fire Chief's Report

2013 was another active year for us. We responded to 138 calls and issued 290 burn permits. Burn permits can be acquired free of charge at the town office during the week at normal business hours and at the fire department on Saturdays and Sundays from 8am to 9am except on holidays. They can also be acquired on line at maine.gov for a fee of \$7.00.

We have replaced the 1991 Ford F350 squad truck with a 2007 Ford F550. This truck will serve our community well with its four-person cab to get more people to the scene and fewer personal vehicles on the scene. It also has a 250 gpm pump and 300 gallons of water on board. There is also a Compressed Air Foam System (CAFS) which opens us to newer technology and safer ways to firefighting.

Our Junior Firefighter Program allows young men and women, as young as 15, to join our team in educating our community, assisting those in need, receiving knowledge and training, enjoying the brotherhood bond, and taking pride in what we do and have. We offer a safe place to be and instill respect for others.

The fire department has enrolled a firefighter in the Firefighter 1 & 2 Certification class in January. This certification gives our firefighters knowledge about haz-mat, ropes & knots, extrication, building construction, fire behavior, fire extinguishers, search and rescue, fire detection, protection and suppression systems, and firefighter survival. Out of our thirty-one members, eighteen have this certification. Three of our members are juniors and five are probationary firefighters waiting to enroll in the class.

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

The Fire Department participates in town activities such as Fourth of July Fireworks, Woolwich Days, Halloween Haunted House, Christmas Yule Sing and the Tree Lighting, and now the annual fishing derby held on Nequasset Lake in February. The fire department's auxiliary annual craft fair is also held at the fire station every year in December. We strive to give back to our community and have fun doing so.

We have applied for and received grants that covered the cost of two sets of firefighter turnout gear that equal \$3,400.00. We will continue to pursue future grants, even on the federal level, as long as they are available.

In the event of a power outage, when the power and telephone service is out for a long period of time, I want the citizens to know that we are here for you. The fire station is manned so that you can come down and get water and a hot shower and a smiling face. During storm outages, I ask that as soon as your power goes out, please call CMP and report the outage. This will help us and CMP get power back quickly and safely. If your telephone is out, contact the fire department or the town office and let someone know so we can call the proper authorities to get them working again in a timely manner.

Please remember to change the batteries in your smoke and carbon monoxide detectors when you change the time on your clocks in the spring and fall. If you have kids, it's very important to practice your escape plan once a month in the event of a fire. Kids should know their address and a phone number to reach a parent in an emergency and know to call 911 in the event you are not able to. Fire safety begins at home.

If there is anyone who would like to have their fields burned in the spring, please contact the fire department @ 443-3589 to be added to our list. This is great training for us in all aspects such as command, communications, team building, apparatus placement and safety, etc. and this can help protect your property in the event of a wildland fire. It will keep the tick population down as well.

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

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

Respectfully submitted,
GEOFFREY McCARREN
Fire Chief

Woolwich EMS Annual Report

Woolwich EMS has completed another active year serving the residents of the Town of Woolwich. In calendar year 2013, Woolwich EMS responded to 214 calls for service. These included medical, trauma, motor vehicle accidents, and fire department stand-by calls. In addition, our members logged many hours for training, Woolwich Days coverage, and other community events.

We currently have 17 licensed EMTs on our service, including four Paramedics, six Advanced (intermediates), and seven Basics, and 7 Firefighter Drivers. Drivers are a new category for WEMS started during the past year. Drivers are required to have current CPR and AED training as well as certification in Emergency Vehicle Operations or Ambulance Vehicle Operations. This allows one EMT and one Driver to respond and provide transport if needed.

Four of the Drivers are in or have recently completed a Basic EMT class. Three of our current Basic level EMTs are in or have recently completed the Advanced level. One of our Advanced EMTs recently completed the paramedic course and is waiting for licensure.

We reported two years ago about the purchase of a used ambulance for our service. This vehicle continues to provide us with the opportunity to transport patients when the medical need is critical, when our contracted transport provider does not have an ambulance available to our town, for mutual aid calls to other towns, and when town residents request that Woolwich EMS transport them. With these transports, Woolwich EMS has repaid 100% of the funds that were authorized for its purchase.

The past year has been one of transition. Chief Dana Lindsey and Deputy Chief Greg Siegel resigned their leadership roles. And more recently Dana Lindsey resigned from Woolwich EMS stating new responsibilities at his Church. Dana was a huge asset to the Town of Woolwich and his tireless dedication will be sorely missed.

It is my pleasure to announce Julia Gillespie AEMT as new Deputy Director of Woolwich EMS and Paramedic Adam Cafro as the new 1st Assistant Chief of Woolwich EMS.

We would like to thank the members of the Board of Selectmen for their encouragement of the EMS service in our town, and the residents of the Town of Woolwich for their support as well. We strive to provide quality pre-hospital medical care to our residents in need.

Woolwich EMS is also seeking new members, so if you are licensed and want to help or if you wish to become licensed or trained as a driver, please contact new Director of Woolwich EMS William “Bill” Longley Jr. at the number below anytime.

Respectfully submitted,
WILLIAM LONGLEY JR.
Director of EMS
Town of Woolwich
207-751-7420



2013 Road Commissioner's Report

We've now arrived at spring, but as I write this, we're right in the "thick" of frost heave and pothole season. It'll soon be a distant memory, but what a winter of extremes we've experienced! Certainly there's been no shortage of snow and frigid temperatures. Throw in a few warm-ups, some rain to keep it interesting and we have come through a classic Maine winter...unpredictable.

Although handled by the MDOT, I'd like to mention a couple of road improvements completed in Woolwich last year:

A large drainage structure was replaced on Route 128 (over Brox Stream, approximately .78 miles north of Brushwood Road). The three-month-long project, which began in August, stretched the patience of a lot of folks with the closure of the road and the subsequent delays due to fall rains. During construction, the area was made wider and the grade elevated, making this portion of road safer to travel through.

The large culverts on Dana Mill Road (over Nequasset Brook, approximately .2 miles east of Route 127) were rehabilitated, at no cost to the town. This project took approximately three weeks during August to complete and closure of the road was avoided by maintaining traffic in one lane. I had several discussions with MDOT officials about the possibility of installing guardrails once the project was complete. Unfortunately, there was no additional funding available, but they did set several large boulders to help prevent someone from going over the bank.

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, the purchase and installation of culverts, removing blockages in culverts, cutting roadside brush and trees, roadside mowing, etc.

Tar Account –

In June 2013, cuts were made to the State of Maine Transportation Budget and, as a result, the annual LRAP (Local Road Assistance Program, formerly URIP (Urban Rural Initiative Program)) funds that the town receives have been reduced as well. In the past, we have depended on these funds for nearly half of the \$150,000 requested Tar Account budget. This

year the appropriation will need to be increased from \$77,000 to \$82,000 to compensate for the decrease in funding. This does not reflect an increase in spending; the overall budget will remain the same.

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 October of 2013, the town resurfaced the following:

- Nequasset Road – a portion, between Route 1 and Route 127
- Shaw Road – a portion, from the northern intersection of Route 1, to the intersection of Meadow Road

Sign Account –

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

I want to extend a special thank you to the Fire Department for its assistance during storms. I value our relationship and am grateful for the way our two departments work together, as a team, during a crisis.

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



Report of the Superintendent of Schools Regional School Unit #1

March 4, 2014

Dear Citizens,

The communities of Arrowsic, Bath, Phippsburg, West Bath and Woolwich are committed to supporting effective schools that are a source of pride for students, parents and community members. It is a pleasure for me to work with the RSU 1 community and to submit this report to the citizens that reside within our school district.

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. RSU 1 goals focus on continuous improvement in the areas of student achievement, safe and supportive school environment, and a well-articulated and coordinated curriculum. The Board of Directors have set additional goals that concentrate on increasing their knowledge of educational programming, developing additional means for improved public relations within the district and the community, and ensuring that our facilities are safe and modern to support delivering high quality 21st century learning.

There are many student and staff success stories to share with you, if space permitted, but instead I urge you to visit our district and school websites to read about their accomplishments. There is much to be proud of in RSU 1. We are fortunate to have a dedicated staff that focus on the individual needs of students, students who demonstrate pride in their school and community, and supportive communities.

I would like to take this opportunity to thank our parent groups, athletic boosters, other organizations, community members, and volunteers whose efforts enrich the educational opportunities offered to our students. As always, please contact me at the superintendent's office with your ideas or concerns.

Sincerely,
PATRICK MANUEL
Superintendent of Schools

2013-2014 Annual Report for RSU1

In years past we have presented a report that highlights major events or changes that have occurred in the district within the past year. This year I would like to take a different approach. Since my annual reports tend to coincide with RSU1's budget season, I would like to share with you where your tax dollars go within the district.

While a school or school district is comprised of curriculum and technology, books and buses, fields and furniture, and bricks and mortar, the single most important factor that impacts the education of our students is the classroom teacher. In RSU1 we recognize this, and, like most districts, this is where the majority of our dollars are spent. In last year's approximately \$27.7 million budget, we spent \$14.3 million in payroll and a little over \$4 million in benefits (benefits being comprised of health care and retirement) just for instructional staff. Of that \$14.3 million, \$4.6 million was specifically allocated toward special education instruction. Special education costs are State and Federally mandated, and represent (for the RSU) a 26% increase over the previous year's cost.

In our district, we have over 300 staff that serve nearly 2200 students. That number jumps to over 2300 if you include the students from the Bath Regional Career and Technical Center. That said, it does not mean that we have a 7:1 student/teacher ratio. The staff numbers are comprised of administration, operations and maintenance staff, food service staff, central office staff, technology support, librarians, ed techs and additional support staff.

Operations and maintenance constitute the next largest cost center in the district. Of the \$3.1 million we spend for this cost center, the majority of this money is spent on heating our facilities.

Debt service, which constitutes \$1.8 million or 6.5% of our total budget, is slightly less than the State average of 6.7%.

RSU1 spends nearly \$1.2 million on transportation. This is a 13.8% increase over the previous year. This increase is the result of higher fuel costs and a newly negotiated contract with Bath Bus Service. Despite the significant increase, we are still spending 1.3% less than the State average of our total budget.

The cost centers described thus far constitute 78% of our total budget. Once you factor in school administration (principals and assistant principals) and system administration, this leaves us with only 14% of the budget that we, as a Board, can influence with regard to how it impacts taxpayers. This is also the part of the budget that represents programming, textbooks, furniture, etc. – all items that have a direct impact on our students.

If we were to look at these numbers on a cost/student basis, it might look something like this:

Taking our total budget of \$27,748,714 and dividing it by 2200 students (enrollment in the district of 2104 plus additional students who attend the BRCTC and adult education programs) gives us approximately \$12,613/student. Broken down, the numbers look like this:

At \$12,613/student we spend:

- \$4805 for regular instruction (teaching staff salaries and benefits)
- \$2094 for special education instruction (special education salaries and benefits)
- \$567 for career and technical center (BRCTC salaries and benefits)
- \$1425 for operations and maintenance (this included heating our facilities)
- \$530 for transportation
- \$820 for debt service
- \$706 for school administration (principals and department heads)
- \$265 for system administration
- \$1085 for student and staff support (this includes technology – both staff and equipment, guidance, library services, health services, ed techs and professional development for staff)
- \$316 covers athletics, food service, adult ed

Generally, we are keeping our costs at (or below) the State average as a percentage of our total budget. The two areas where we exceed this are Special Education (due to the specific needs of our students) and Career and Technical Education (due to the formula we use to share costs with our sending municipalities).

While the presentation of our budget and expenses in this manner does not show the complete picture on how our dollars are spent (for example: obviously a small percentage of our students attend the Career and Technical Center, so attributing that cost over the entire student body is not representational of what we spend per student), it does give a general picture of where our capital resources are allocated. Hopefully this presentation of data gives additional insight to our citizens and taxpayers on how RSU1 is spending their tax dollars.

I would also like to share with you the Board Goals for 2013-2014:

Goal 1: Increase the Board's understanding of programs and processes in RSU1.

- Request from appropriate staff an end of the year assessment report on new programs to the 2013-2014 budget.
- Maintain an ongoing understanding of the new staff evaluation process through an update from the superintendent and designees.
- Gain a comprehensive understanding of the special education program through presentations by the special education director and at least one outside presenter. Questions to address: What are the mandates? What drives the programming/costs? How is it managed?

Goal 2: Continue to work on developing additional means for improved public relations within the district and our community.

- Develop measures/processes to ensure that parents, businesses, and community members are actively engaged in the educational process.
- Conduct a survey (or some other method of outreach) with families who live within the district, but send their children to schools outside the system.

Goal 3: Ensure that all students have the opportunity to learn and achieve in safe and educationally adequate facilities by meeting the needs of the district with a focus on adequate space and quality learning environments.

- Pursue the renovation bond.

Goal 4: Develop by the end of the year a tool to evaluate the effectiveness and performance of our individual providers that serve our pre-K program.

Build the tool; apply the tool; present the outcome of that evaluation to the Board.

And finally, I would like to personally thank the members of the RSU1 community who supported the passage of the \$5.2 million renovation bond in November. These dollars will go toward a number of sorely needed systems improvements or upgrades throughout the district. The projects are concentrated in our most needy facilities – primarily Bath Middle School and Morse High School, both schools that provide educational services to students from all our sending municipalities. We hope to begin the majority of the projects this Spring with an anticipated completion by the start of school in the Fall of 2014.

As I have mentioned before, we encourage citizens to visit our schools, attend sporting events, musical presentations and even participate in a monthly Board meeting. For the past two years, the Board has instituted a

practice of allocating the bulk of our February Board Meeting to a presenting of The State of the District. Over the course of an hour or so, you will get a comprehensive snapshot of what our staff and students are accomplishing throughout the district. We look forward to seeing you there!

Respectfully submitted,
TIM HARKINS
RSU1 Chair



Town Administrator's Report

It is my pleasure to announce that our new addition is open and we have moved in. There are two beautiful meeting rooms, a large handicapped accessible bathroom, an elevator that accesses all three floors and my office. Stop by any time and I will give you a tour.

The contractor commenced work on the addition in September 2013. I took many pictures along the way and have good documentation of the various stages of construction. You can see many of the pictures on the Town of Woolwich's Facebook page. The work on the addition was completed in February 2014 and is under budget. I would like to thank David King, Jason Shaw and Carl Given for helping me get moved into my new office. The Codes Enforcement Officer is now in the back office where my desk used to be instead of in the front lobby. I'm sure this is much more convenient for Bruce.

I would like to say thank you to all the Selectpeople, the Building Committee members and the citizens of Woolwich for the lovely addition. It wouldn't have been possible without any of you.

The 2014/2015 budget is \$38,168.00 higher than last year. This is due in large part to the increase in cost of trash removal (\$9,670), winter road snow removal (\$12,022), veterans graves (\$6,660), employee raises (\$1,488), health insurance estimate (\$3,650) and hot topping roads (\$5,000) to name a few. I realize the numbers I have displayed here add up to more than the aforementioned increase. There are reductions in other budget lines that make the net increase that you see above.

Town meeting will be held on Wednesday, May 7th at 6:00 PM in the Woolwich Central School Gymnasium. I am looking forward to seeing you there.

Respectfully submitted,
LYNETTE R. EASTMAN
Town Administrator

Town Clerk’s Report 2013

Greetings to the residents of Woolwich. I would like to introduce myself to those of you who might not know me. I started as the Town Clerk and Registrar of Voters on July 1, 2013 after serving as Deputy Clerk for almost a year. I had also been the ‘substitute’ for the year prior to that. I had previously been Assistant Clerk for the town of Whitefield for five years. I thoroughly enjoy serving here in Woolwich. What a friendly, helpful group of people!

We hope to see you at the Annual Town Meeting which will be held May 7 at 6 pm in the Woolwich Central School Gymnasium.

Here are the Voter Participation figures for meetings and elections held in 2013.

March 19	RSU Cost Share Referendum	82
May 8	Annual Town Meeting	137
July 24	Special Town Meeting	54
August 27	State Senate 19 Special Election	822
November 5	Municipal & RSU Election, State Referendum	677

Respectfully submitted,
JANICE E. BRADFORD,
Town Clerk

- Shellfish Licenses 2013*
- 5 Commercial Resident
 - 1 Commercial Non – Resident
 - 3 Recreational Resident

- Dog Licenses 2013*
- Male/Female 86
 - Neuter/Spay 475
 - Kennels 2

*Vital Statistics Records***Marriages 2013**

March 16	Ronald Hagerthy & Melanie Maine
April 11	Lawrence Overmiller & Catherine Trott
June 8	Dylan Lewis & Amy Bragg
June 8	Christopher Stead & Jennifer Gordon
July 6	Adam Temple & Melissa McKusic
July 12	Mark Eisenbach & Amy Stoklas
August 30	Gerald Sproul & Vicki Hinkley
September 14	Nathan Rogers & Megan Williams
October 12	Nicholas Wilhelm & Stephanie Brzezowski
October 12	Travis Pinkham & Karen Wright

There were 21 BIRTHS in 2013.

There were 22 DEATHS in 2013.

IN MEMORY OF

Lanny Verrill	January 4
Frederick Kempner	January 7
Brenden Howes	Febraury 20
Roland Bowler	February 24
Norma Scopino	February 26
Merleen Morang	March 29
Duane York	April 10
Marjorie Steele	April 28
John Brill	May 1
Roxanne Contantino	May 4
Elizabeth Skorpen	May 8
Edgar Helms	May 12
Carroll Redding	May 13
Floyd Malcolm	May 28
Hollis Hanscom	June 15
Kirke Seeger	July 11
Nicholas Grigg	October 9
Martha Simmons	October 18
Barbara Bailey	October 28
Jean Bivona	November 7
Russell Bodeen	November 11
Grace Smith	November 13

<i>Inland Fisheries & Wildlife Sales for 2013</i>				
Snowmobiles	Renewal	70	New	26
ATV	Renewal	10	New	5
Boats	Renewal	289	New	66
	Milfoil	227		
PWC	Renewals	8		
Duplicates		10		
Hunt/Fish Licenses				
	Hunting	59	Over 70 Lifetime	4
	Hunt/Fish	78	Outdoor Partner	1
	Fishing	105	Service Combo	1
	Jr Hunt	14	Bear	1
	Archery	6	Pheasant	3
	Muzzleloader	12	NR Fish	1
	Migratory Waterfowl	14	3 day Fish	1
	Superpak	3	1 day Fish	1
	Crossbow	1	Saltwater Registry	2
	Spring/Fall Turkey	11	Exp. Archery Antlerless	1
	2nd Spring Turkey	3	Exp. Archery Antlered	1



Tax Collector's Report 2013-2014

This has been a very busy year for all of us and the economy has finally started to look up for a lot of our local businesses. Tax season has been difficult for many of our residents, as have the winter fuel bills and the electric costs. As we push on to what I hope to be better times for all, I am made aware that our little town is changing with new residents and new homes.

It is unfortunate that we have had to sell a few properties this year due to several years of unpaid taxes, but we only sold properties that are not being lived in or that have no buildings at all. I have been trying to work with each family on a personal basis and help them come up with a plan that will insure they keep their properties.

As many of you are aware, I also work with our Town Assessor one day a week. This has given me such insight regarding the tax rate and system we live by.

Again, I appreciate the personalities that come in here from day to day and how each and every one of you, the townspeople, make me at home. I hope that you will come by to see me or call whenever you have a problem or need my help in any way.

Thank you all so much for making this a unique and friendly place to spend my days. Please stay safe and watch out for your neighbors as we move forward into another year at Woolwich Town Office.

Respectfully submitted,
JEAN E. MANK
Tax Collector



Annual Report of the Selectboard

The biggest change you saw around the Town Office this past year is the addition to the building. After the hard work of research and planning and recommendations from the Building Committee, the Town supported a 20' x 30' 2-story addition with a daylight basement. It adds a handicapped-accessible bathroom and 3-stop elevator, which, along with updated alarm systems, brings the entire building into compliance with ADA and state building codes. The new configuration provides more meeting space for Town Committees, the Selectboard, Fire and EMS, as well as a number of community groups, all without adding more staff. The additional space will also create new opportunities for displaying local artwork, historical society items, and other town-related memorabilia.

Town Committees are the lifeblood of a lot of the community and we urge you to read their reports elsewhere in this report. The Recreation Committee, as always, puts on a well-attended Woolwich Day, and this year's Veterans Day event was well-organized and had a full house at the Nequasset Meetinghouse. Loren Edgerly was honored for his service in World War II. The Fish Commission has continued its oversight of the alewife harvest and keeps the Town informed as to the Bath Water District's plans to rebuild the fish ladder. The Shellfish Commission has been hard at work trying to handle the infestation of green crabs which threaten the clam industry statewide. New this year, a Public Communications Committee has been working with the webmaster to update and maintain the Town web site, www.woolwich.us. Check it out.

Because of the continued legal issues raised regarding the RSU, the Town has been brought into a lawsuit filed by the Town of West Bath against the RSU #1 over the incorrect application of its cost sharing formula for the first four years of the RSU. The lawsuit compels us to defend ourselves, but the legal fees are more than we had expected, and we hope that an equitable end is in sight.

We have been in the throes of another cold heating season, and are pleased to note that generous donors continue to contribute to the Heating Assistance Fund, which is entirely funded by private donations from residents and local businesses. Since this past winter has been long and unpredictable, please consider making a donation. Many thanks to all who have generously donated to the fund. Your generosity has helped many residents.

As always, the Board values the staff that many of you see in your day-to-day interactions at the town office.

We are grateful for the opportunity to serve the Town of Woolwich. The Selectboard meets the first and third Mondays of each month. We've been grateful to the Woolwich Central School, where we've been having our meetings during the past year, but are now in the renovated second floor of the Town Hall. We invite you to attend as many meetings as you can. 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
LLOYD COOMBS
ALLISON HEPLER
JASON SHAW

Selectmen's Tax Letter

September 16, 2013

Dear Woolwich Tax Payer:

The Town of Woolwich experienced an increase in its property taxes for FY 13-14. As elected officials of the Town we would like to take this opportunity to explain how this increase developed. The majority of the increase is the result of legally assessed taxes placed on our Municipality from outside entities and State revenue sharing losses due to State budget cuts. It is important to understand we are obligated to pay these increases and endure these revenue losses.

The majority of the overall increase is attributed to the RSU 1 assessment following the referendum to alter the cost sharing formula held on March 19, 2013. This referendum was held to determine whether RSU 1 would continue utilizing last year's method of cost sharing or switch to a new method of cost sharing between member Municipalities. The results of the referendum created a new cost sharing formula which in turn increased the amount Woolwich was required to pay during FY 13-14 and future years. Therefore, the education budget for FY 2013-14 is **\$3,534,531** which is an increase of **\$419,690** (12% increase) over the amount raised in FY 2012-13. The dramatic increase in our budget is primarily attributed to this external assessment. To put this increase in perspective, the amount of increase by itself is equal to one third of the actual costs required to run all

of our Town's operations for FY 2013-14 is \$680,692, which is an increase of \$29,427 (4.4% increase) over FY 2012-13. Finally, due to State budget cuts, the Town recently had revenues generated by State subsidy lowered significantly. The projected amount of State revenue sharing for FY 13-14 is \$96,989, which is a decrease of \$44,197 (31.4% decrease) from FY 12-13.

2010-11 Mil Rate: 12.25 2011-12 Mil Rate: 12.5

2012-13 Mil Rate: 12.8 2013-14 Mil Rate: 13.8

It is our objective to keep property taxes with the Town at the lowest level possible. The Board of Selectmen and Town Staff work diligently to accomplish this objective. The Town's FY 14 budget increased by \$31,559.00. We will continue to seek ways to raise revenues and reduce costs to alleviate the impact of these externally driven cost increases and revenue losses impacting our property owners.

Please contact the Town Office at (207) 442-7094 if you have any questions.

Sincerely,
DAVID KING, Chair
LLOYD COOMBS
DALE CHADBOURNE
ALLISON HEPLER
JASON SHAW
Selectmen, Town of Woolwich



Woolwich Planning Board

The Planning Board has seen an increase in the amount of commercial work brought before it. We approved two new businesses in town. Dr. Tammy and Donald Doughty are building a veterinary clinic on Hunnewell Lane and Michael Alvarez opened an upholstery shop in the Woolwich Commons. The Planning Board welcomes them to town and wishes them the best.

The Planning Board also approved two business expansions. Georgetown Pottery added a retail business at their location on Rt. 1 and Phil Harrington expanded his worm processing business.

The Planning Board developed a new Roadside Vender ordinance and brought it to last year's Town meeting. The Town voted against it.

The Planning Board meets the first Monday of each month at 7:15 PM and the public is always welcome.

We would like to thank the Selectboard, Town Administrative Assistant Lynette Eastman, Road Commissioner Jack Shaw, Fire Chief Geoff McCarren, and Codes Enforcement Officer Bruce Engert for their assistance and support during the year.

Respectfully submitted,
ALLEN J. GREENE
Planning Board Chairman

Animal Control Officer's Report

The past year had the most dog bites I've had since becoming an ACO. Please monitor your dogs around children and people the dog does not know.

There have been a lot of lost dogs this year. I am getting four or five calls a month. Some are found but others are not. It's very sad for me when I think of dogs that are lost. Very old dogs should be watched when outside. They wander off and can't find their way back home.

Feel free to call me if you notice stray cats around as I am happy to trap them and get them to a safe place.

Respectfully submitted,
TERRY MacGREGOR, ACO
737-2093

Shellfish Warden Report

Our coastal ecosystem is maintained by a delicate balance of warm summers and cold winters, with the past winters being slightly warmer, thus allowing the population of green crabs along our coast to thrive. Their increasing numbers pose a significant problem to our soft-shell clam industry since the green crab holds soft-shell clams high on their diet. They also eat the roots of eel grass and the younger shoots of marsh grasses.

It will take a significant research effort to show us where Woolwich ranks with the green crab population on our flats. In this country at the present time there is no economic value to the green crab once harvested. Some possibilities for commercial use around the world are creating aquaculture feed, lobster bait, pet food supplements, and fertilizer. Green crab meat for human consumption in an overseas market may be a possibility in the near future.

Prior to harvesting any shellfish in Woolwich, an individual must first obtain a shellfish license from the town office. At that time they should ask to look at the “Administrative Letters” which will show all the clam flats that are closed due to pollution, rainfall (Maine Coast Flood), and Red Tide (Paralytic Shellfish Poisoning). For the most up-to-date status of any flat, visit the Maine Department of Marine Resources (DMR) Public Health Division Water Quality Program standard operation procedure: http://maine.gov/dmr/rm/public_health/shellfishgrowingarea.htm or Google “Maine Red Tide and Shellfish Sanitation Hotline.” This way you can be absolutely sure that the flats you plan to dig on are open.

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

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

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 so I can provide assistance.

Respectfully submitted,
JON L. HENTZ
Woolwich Municipal
Shellfish Conservation Warden

Shellfish Conservation Committee

Most of you have heard on the news about the Green Crab problem the clam industry is having. Green Crabs are eating more than just clams in Woolwich. In late December, while digging clams, I noticed the devastation the crabs are doing to Eelgrass beds and eroding the shoreline. Last summer we did a Green Crab survey and were amazed at how many crabs were caught in both Montsweag Creek and also in Brookings Bay.

The Shellfish Committee has asked 7th/8th grade science teacher Denise Frien to help with a Green Crab survey, and with help from Dr. Brian Beal from Downeast Institute, do a “plant pot study”. Kennebec Estuary Land Trust (K.E.L.T.) is also helping with this project.

K.E.L.T. is also helping along with students at Chewonki summer camp to help check on “clam tents” we are going to deploy to catch clam seed. We are applying for permits to add clam shells to certain areas to try and lower ph in the mud.

Our biggest challenge is trapping Green Crabs. With the help of K.E.L.T., we are applying for grants to buy traps, bait and gas. Teaming up with the Wiscasset Shellfish Committee, a pilot project will trap Green Crabs in Montsweag Creek (which we border with Wiscasset) and do a survey in Spring and Fall to determine our summer trapping efforts.

If anyone would like more information and would like to volunteer to help, we meet the first Tuesday of each month (unless low tide interferes) at 6 p.m. at the Town Hall. Contact information is available on the Town’s website which is www.woolwich.us.

Thanks,
TIMOTHY LAROCHELLE
Co-chairman

Woolwich Historical Society

whs@gwi.net • PO Box 98, Woolwich, ME 04579

Thank you, fellow Townspeople, for your continued support of the Woolwich Historical Society! Our Board does not take this for granted. We are again asking you to grant us \$1000 (the same as last year) - which goes toward our general expenses, and allows us to keep our membership rates low.

Our highlighted activities of 2013 included: Presentation of a program about the History of Woolwich Alewives at the Town History Series at the Patten Free Library (special thanks to Allison Hepler & Bill Potter); Museum open for visitors on Sundays in June, July & August; participation in Woolwich Days; and our annual Distinguished Service Award dinner in November - when Miss Margaret Gardiner was recognized for her participation in our history & support of our Town. And, throughout the year, Connie Wills answered questions from all over the U.S. from people searching for their Woolwich roots!

Our major financial need of 2013 was to fund the replacing of the barn roof. Members were generous and that job was done before the end of the year. You also donated to the Woolwich Day events - with items and attendance! There will be a major change this year, in that we will NOT be having a yard sale. The cost of getting rid of items not sold has become prohibitive. We will continue with the bake sale, hot dogs & hamburgers, books - and some new projects! Stay tuned!

The 2013 Ornament features Sagadahoc Ferry - including the Ferry Sagadahoc at the landing. This part of Town is possibly the most changed over our history - once having been the site of ferry landings - including stores, livery stables, boarding houses, Post Office - quite amazing!

A reminder that when the Alewives start running in the spring, you really ought to make a trip to the fishway and check out the action! It is Woolwich's longest lasting industry & you will be reading more about it this year as funds are raised to help the Bath Water District rebuild the fish ladder.

The Museum will be open Sundays from 12-4 in June, July and August - or by appointment! Please visit!

Many, many thanks to you for your past support! The history of Woolwich is well worth preserving...we are part of a very special town!

Joyfully, Debbie Locke, joyful@gwi.net/443-5684

Shawna Chute, Collette Coombs, Tammy Given (Treasurer), Shelly Goodkowsky, Amy Hennin, Allison Hepler (Secretary), Debbie Locke (President), Todd McPhee (Vice President), Rebecca Roche, Vince Shatto, Jason Shaw

Memorial Committee Report

It is an honor to serve in a community that recognizes and respects the citizens who have served their country during peace time and in conflicts. Keeping the memorial park in Sagadahoc Center along with the monument at Laurel Grove Cemetery in respectable condition continues to be important to our citizens.

There is plenty of parking at both locations and it is hoped that the citizens of the town will take time to visit both of these locations. These two locations honor those who have served during the Spanish-American War, the Civil War, World War I, World War II, Korea, Vietnam, Panama, Granada, Desert Storm, Iraq and the Afghanistan Wars.

If you know of any citizen whose name should be inscribed on either of these monuments, please let the Town Administrator know. A resident must have served in a war zone and have been a resident of Woolwich at the time.

The Laurel Grove Cemetery trustees have spent a great deal of time improving that cemetery. This past year the Veterans of Foreign Wars donated and erected a new flagpole which is lighted 24 hours a day by solar energy. The Memorial Committee urges you to take time to visit these two monuments.

Respectfully submitted,
Woolwich Memorial Committee



Fish Commissioners' Report

The 2013 Woolwich fishing rights were awarded to Herbert Lilly, Jr., continuing a relationship with the town that has successfully managed both the harvest and conservation to protect future harvests. This year's catch was 717.5 bushels which was about average for the past five years. This year's migration to Nequasset started very strong but slowed half way through the normal season and ended earlier than past seasons. Sample collection to support Maine DMR biological data was provided as requested.

The Fish Commission continues to support the Bath Water District with its efforts to replace the Nequasset dam fish ladder. At the time of this writing, the engineering is complete and Woolwich marine contractor Atlantic Mechanical has been selected to construct the new ladder during 2014 after the fish run is over. A physical count of fish into the lake was performed in 2013 under the leadership of Alicia Heyburn at KELT. Plans to continue the count in 2014 are underway.

The Selectboard and Fish Commissioners completed the survey of the town land around the Fish House which was registered at the Sagadahoc Registry of Deeds. The survey showed the town road to the fish house (Alewife Run) stopping a few feet short of the water's edge. Through the generosity of Robert and Judith Stevens, the town secured an easement for the remaining access to Nequasset Creek on Alewife Run. This route to the water simplifies access to the new fish ladder site as well for small boats and canoes. Bob has also agreed to be nominated to a new term as a fish commissioner and will be voted on this year.

Fish Commission member Stan Davis passed away during the winter. Stan was past chairman and loyal contributor for over 20 years and will be sadly missed.

Respectfully submitted,
RAY ROBSON
JOHN CHAPMAN
BILL POTTER
BRUCE McELMAN

Recreation Committee Report

The Recreation Committee's major work this year, as every year, was coordinating Woolwich Day, held on the first Saturday in August. Then, the grounds surrounding the Town Office and Fire Department spill over into Nequasset Park, all the way over to Route 1, and, encompassing the Historical Society Museum, turn into a colorful display of crafters, music, children's games, water slides, the Bob Meade Classic 10K Road Race spearheaded this year by Hans Van Willigan, a silent auction, and food – the scent of pancakes followed by hamburgers and hotdogs, followed by barbecued chicken. Thanks to all who helped out on such a beautiful day.

The Veterans Day service, held on November 11 at 11:00 am, offered townspeople a chance to remember veterans who have passed as well as those who are still with us. Over 140 people filled Nequasset Church and, after the presenting of the colors, heard from Major Shanon W. Cotta from GE Operation of the Maine Army National Guard. Selectman Lloyd Coombs, in uniform, hosted the program, which honored resident and World War II veteran Loren Edgerly. Another highlight was the music performed by a new group in town, the Montsweagers. Everyone who attended will not soon forget 2013 Veterans Day.

The Town's 21st Annual Yule Sing came together on Sunday evening, December 1, and began with an indoor tree lighting by this year's honored guest Ann Pierson. Music again filled the air – Doug Protsik and Sharon Pyne, Charlie Durfee, the Gary Harvey Family, Al Niese, the Montweagers – as well as the holiday songs of the boisterous and good-hearted audience, led by Selectmen Lloyd Coombs and Allison Hepler. Messages of safety and good cheer made us all feel safer and more connected to each other. This year, the Yule Sing was the site of the presentation of the Boston Post Cane to Loren Edgerly. Selectman Chair David King noted that Larry's elder sister held the Cane in Whitefield, just up the river. Finally, Santa made his annual appearance, perhaps prompted by Ann Pierson's persuasive reading of "Twas the Night Before Christmas." Refreshments and cookie decorating rounded out the festive night.

Finally, the Committee provided hot chocolate and cookies for the annual Woolwich Central School 7th and 8th grade stroll from the Town Office to the school. Donations for the Bath Area Food Bank were gratefully accepted.

The Committee, which tries to provide activities that bring townspeople together, is grateful for the energy of its members, and welcomes participation from everyone.

COLLETTE COOMBS
DIANE LONGLEY
BOB MEADE
KIMBERLY PARSONS
SHERRI SIMMONS
ARLENE WHITNEY
ALLISON HEPLER

Health Officer's Report

The year has been uneventful in that none of the incidences that I, as your LHO, have been involved in has necessitated the declaration of a health threat to the surrounding home dwellers or to the town.

I continue to participate in the bi-monthly county LHO forum and represent the county LHOs at the Sagadahoc Board of Health. Please feel free to call me with any questions that might deal with the health of the town's folk.

Again, I remind you of the "File of Life" health information forms at the town office that would expedite proper care in event of medical emergencies and about the need of a "Go Bag" supply of food, water and medicines in event of town-wide weather or other disturbances that could lead to being stuck at home without outside help.

The kiosk at the town office continues to be updated seasonally with interesting and timely health information, so check it out on your next visit to the town office.

PAUL H. DUMDEY, MD

Woolwich Junior Athletics

2014 Donation Request \$3,500.

Clientele:

Total Number Served: 164 (1 Out of Town)

2012 Summer Camp Programs:

NCA Cheer Camp Husson College = 25 Participants

2013/14 Tumbling Programs:

Pee wee Tumble = 28 Participants

Youth Tumble = 16 Participants

2013/2014 Cheerleading Programs:

Competitive Teams = 47 Participants (4 Teams)

Mentoring program = 32 Participants

2013 Track & Field Program:

Wildcat Track Team = 26 Participants

Funding Sources:

Registration Fees: 25%

Parent Contribution: 28%

Fundraising: 30%

Donations: 17%

Expenses:

Program costs: 93%

Admin cost (including insurance): 7%

Agency Description:

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

Our Mission:

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

Respectfully submitted,
SHERRI SIMMONS, Director

Cable TV Committee Report

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

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

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

In 2013 we upgraded our system to allow four playback units instead of just one to be utilized. This allows us to program up to four different shows into the system if desired. Our electronic switcher has also been upgraded from one to eight channels which gives us the option of adding additional programming later. We also obtained a wireless video transmitter which enables us to transmit live video feeds from sources like the town office, the old meeting house and even Woolwich Central School right onto the cable without having to record them first.

In 2014 this committee agreed to merge with the Woolwich Public Communications Committee which includes the town web site and plans to publish a newsletter at least twice a year.

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

Very Truly Yours,
ROGER BAFFER, Chair

Solid Waste and Recycling Committee

2013 was a year with ups and downs in our recycling efforts.

THE FACTS: RECYCLING decreased by 20.43 TONS from the previous year! ☹️ TRASH increased by nearly 44 TONS from the previous year!

☹️ JUST THINK: If this trash had been recycled instead of thrown out, Woolwich could have saved \$3,740 instead of paying this amount in tipping fees to the trash hauler!

Remember: Reducing the amount of trash you throw out = TIPPING fees go down! The more trash that is set out = TIPPING fees go up! Increasing Recycling = Reducing Trash Fees!

Solid Waste and Recycling Comparison Report in Tons

	2013		2012		2011		2010	
Month	Trash	Recycling	Trash	Recycling	Trash	Recycling	Trash	Recycling
January	82.95	16.49	75.70	27.03	68.48	23.95	69.81	14.36
February	60.09	13.14	67.08	14.58	62.54	13.69	67.88	13.25
March	70.34	17.44	63.75	15.8	88.63	15.79	96.52	15.46
April	81.11	16.48	67.80	15.9	74.29	18.33	80.94	14.36
May	81.20	17.94	89.35	16.94	83.53	17.59	80.12	14.36
June	76.67	17.97	73.74	18.3	84.50	18.18	100.74	14.36
July	99.81	20.96	82.90	18.28	75.52	17.86	83.64	9.29
August	76.88	17.87	83.46	30.24	100.22	26.00	90.96	11.46
September	80.11	16.30	74.99	17.30	73.35	19.89	91.38	13.81
October	90.22	17.70	86.98	17.83	75.23	18.11	76.61	20.53
November	69.94	17.71	72.25	18.47	73.35	18.09	89.62	18.34
December	76.56	29.11	63.96	28.87	69.03	17.36	84.13	16.91
Total Tons	945.88	219.11	901.96	239.54	928.67	224.84	1,012.35	176.49

The per-year average over four years comes to 947 tons of trash and 215 tons of recycling, which shows we are on a good track. But we ALL just need to be more diligent in our efforts. The Recycling Guide is available online at www.woolwich.us

Upcoming Events:

Household Hazardous Waste Collection Day - Sat., May 17, 2014, 9 a.m. – 1 p.m., Bath Public Works Garage - 450 Oak Grove Avenue. Must pre-register between May 5-16. Please call 443-8357 for more information.

Bath is also offering Compost Bins and rain barrels for sale. FMI call 443-8356 or go online to www.cityofbath.com and look for Public Works under Departments.

Visit Facebook for updates: www.facebook.com/TownOfWoolwich, www.facebook.com/groups/153485611346040/

Free banner stickers are available for your recycling containers at the Town Office.

RECYCLE IT!

Woolwich Solid Waste and Recycling Committee

Bath Water District Trustee Report

Meetings with the Select Board: As Woolwich trustee to the Bath Water District, I met quarterly with the Select Board to update the Selectmen on activities of the District and take back to the District trustees any concerns and issues of the Selectmen and town. The selectmen were advised as to the special projects being undertaken throughout the District including the Miller Road project, the Fish Ladder project, weather information, forest harvesting projects, Friends of Nequasset and the Nequasset Lake trail projects.

Bath Water District Activities: The Bath Water District continues on its long term objective to mitigate leaks and problem areas within the system. Waterlines and system interconnection waterlines were laid down Miller Road as a phase 1 upgrade in an effort to correct a system problem and system efficiency. The new pipe completes a loop that increases reliability of water service and fire protection for the area.

The District continues to install an electronic meter reading system with all services in Woolwich upgraded.

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

The Bath Water District, along with other water districts in the area, has completed the entire necessary document forming the entity called the 5 Rivers Regional Water Council. This will allow better communication and assistance, working relationships, and coordination of resources among the member districts. The council is composed of Richmond, Bowdoinham, Brunswick/Topsham, Bath Water District (including Woolwich), Wiscasset, Boothbay and Damariscotta.

The District continues watershed protection by monitoring land use activities within the entire watershed, with particular emphasis on making sure the erosion control activities are maintained and effective.

During open water in Nequasset Lake the treatment plant personnel conduct routine water quality monitoring of various water quality parameters so the District can track the historical trends as well as document any significant changes to the overall health of the lake.

Nequasset Lake Fish Ladder Repair Project: A partnership continues between the Bath Water District, the Town and Kennebec Estuary Land

Trust to study, develop a plan, and seek grant funding for repairs to the fish ladder at the dam. During the year around \$82,000 in grants and awards were secured for the fish ladder project. The final plan and design to repair the fish ladder were completed. All necessary permits were obtained and the bid package was put together in preparation to select a contractor to complete the project in 2014.

Nequasset Lake Trail System: The Friends of Nequasset Lake and the Trustees continue an effort to develop a trail system in the Nequasset Lake watershed to include Bath Water District property. Three proposed trail locations have been selected with the first trail traveling from the Woolwich School along the west side of the lake. The Bath Water District property would be the primary avenue for the trail. Other parties that would be involved are RSU 1 and the Town of Woolwich. A mapping project is underway which will show the proposed trail locations on the District's properties as well as other properties in the watershed. 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 web site and in the town office. This map can be enlarged and downloaded. The lake weather data is updated periodically and is available at the town boat launch or from the District. The ice-out date was officially recorded as April 5, 2013.

Forest Projects: Tom Hoerth, the District's forest consultant, developed a forest management plan for District property in the Nequasset Lake watershed. Thirty-three sites were selected in the watershed to provide statistical data to extrapolate to the entire holding. Enough sampling data has been collected to select a site on the west side of the lake as the first site. Harvesting is scheduled for the winter of 2014/2015. The objective is to do consistent and selective cutting that is intended to improve the health of trees and vegetation in the watershed.

Friends of Nequasset Lake (formerly Nequasset Stakeholders Committee): The group of volunteers formed a group called the friends of Nequasset Lake assisted with the erosion control projects in the watershed. This group has now taken on the name Friends of Nequasset Lake and is in the process of reorganizing with efforts to formulate and recruit volunteers for the Friends of Nequasset Lake to preserve, protect and make the lake a better resource for all.

Respectfully submitted,
MICHAEL SINTON
Trustee to the Bath Water District
from Woolwich

Patten Free Library

On behalf of the Board, Corporators and Staff of the Patten Free Library, thank you to the Town of Woolwich for making the Library the enriching community treasure that it is. Support of your regional library in 2012/13 has enabled:

167,613 people to visit the Library
142,760 items to be borrowed
26,487 people to use the public computers
26,090 items to be borrowed and loaned through interlibrary loan
9,355 reference questions to be answered
5,901 people to participate in 374 children's programs
4,296 eBooks and audio books to be borrowed
3,746 people to attend 193 adult programs
561 teens to participate in 50 programs
500 children to participate in the Summer Reading Program
39 teens to participate in the new Teen Summer Reading Program,
reading 268 books

Our mission is to transform lives, inspire lifelong learning, preserve local history, and build community through joyful, creative exploration and dialogue for the citizens of Arrowsic, Bath, Georgetown, Woolwich, and West Bath.

Among the highlights of the Library's service in 2012/13 are:

- The continuation of the "Book a Librarian" program for patrons to get individualized help in downloading eBooks, iPad instruction, help in setting up email accounts, and online job searching
- The ninth annual Town History Series, which featured "**Alewives of Woolwich**" presented by Allison Hepler and Bill Potter
- Expansion of Saturday hours to 10 am – 4 pm through the fall, winter, and spring

Respectfully submitted,
LESLEY DOLINGER
Director

Nequasset Church Committee

As most of you who live in this area will have noticed, much has happened at the old Meetinghouse during 2013.

The finishing work and landscaping has been done around the new ramp. A new asphalt walkway was added from the street to the base of the ramp and to the front door. Although not especially “pretty,” it is very functional. We had been having increasingly more difficulty opening the big front door, and thought the problem was its hinges. It turned out that the problem was the floor under it had become badly rotten - leading to the whole entry room floor being replaced. Everything works fine, now!

The Committee plus a few volunteers has cleaned out all the things which had been “put into the attic” (entry is over the loft room) and insulation was blown in. There were a few items of interest which we will try to find a way to share. History - fun! The decision was made not to add a 2nd heater until we see if adding the insulation, by itself, makes the building easier to heat.

A full-house Veterans Day service was held here in November, and the annual Town Christmas program in December. Also - quite a number of Selectboard meetings during the summer.

The Committee will be meeting to look at future projects/needs. We know that the new front entry floor needs to be sanded and surfaced. We may be able to do something to the surface of the walkway to make it look nicer.

You will also have noted the new stonewall near the cemetery entrance! No Town funds went into this project - it was an educational opportunity for 8 people - most, local. Thanks to Barbara Richards for spearheading the project and to Matt Carter, of Green Island Stoneworks in Topsham, for teaching the construction. You will see the 2nd section take shape later this spring.

We welcome your thoughts as to what YOU would like to see done there - and ways you would like to see it used! Please contact any of the committee members listed below.

For all of us
DEBBIE LOCKE, Chair

Sylvia Carlton, Chris Stacy Hallowell, Debbie Locke, Barbara Richards, Pat Shaw, Jason Shaw, frequent guest - Allison Hepler

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.

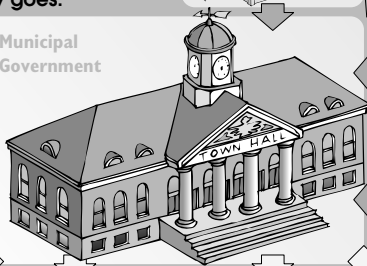
This poster shows the many services provided by local government in towns and cities in Maine.

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



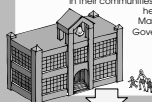
From car and truck owners
Money from local taxes and fees



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 the 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



©2010

Maine Municipal Association
45 Community Drive
Augusta, Maine 04330
(207) 623-8428

www.memun.org

Independent Auditors' Report

Board of Selectmen
Town of Woolwich

We have audited the accompanying general purpose financial statements of the Town of Woolwich, as of and for the years ended June 30, 2013 and 2012, which collectively comprise the Town's basic financial statements. These financial statements are the responsibility of the Town of Woolwich's management. Our responsibility is to express opinions on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Town of Woolwich as of June 30, 2013 and 2012, and the respective changes in financial position and cash flows, for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on Schedule A-1 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Woolwich's financial statements

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

WILLIAM H. BREWER

September 4, 2013

**TOWN OF WOOLWICH
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
FISCAL YEAR JULY 1, 2012 THROUGH JUNE 30, 2013**

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, 2012 through June 30, 2013. This is the Town of Woolwich's tenth 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 \$3,535,591.98.
2. The Town's total ending fund balance for all governmental funds combined was \$1,707,497.08 on June 30, 2013.
3. The Undesignated Unreserved Fund Balance (Surplus) is \$1,344,810.85 on June 30, 2013. This is a decrease of \$61,062.63 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 position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

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

Fund Financial Statements.

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

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

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

comparison between governmental funds and governmental activities.

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

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

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

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

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

TOWN OF WOOLWICH FINANCIAL ANALYSIS

Statement of Net 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 governmental funds is to provide information on fiscal activity and balances of available resources.

The *general fund* balance started at \$1,405,873.48 on July 1st, unexpended funds lapsing to surplus totaled \$750,320.33. Town meetings withdrawal of \$811,568.94 and a decrease in deferred tax revenue of \$185.98 decreased surplus to leave a balance of \$1,344,810.85 at June 30, 2013.

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 2013 to consider and review the budget for fiscal year 2014. After a full line item review of the budget - a final budget was adopted by the Board of Selectmen and recommended its passage at the annual Town Meeting on the second Wednesday in May. Town Meeting approved the proposed budget that was presented by the Board of Selectmen for fiscal year 2014. There was a non-monetary article on the warrant, giving the voters two options to consider with regards to building an addition to the current Town office. The smaller of the two options was approved which required a special Town Meeting in July 2013 to gain voter approval to borrow \$300,000.00 to build the addition and to raise and appropriate a total of \$42,420.00 to pay the first year's principal and interest.

Budgets and Budgetary Accounting. The following is a comparison of the actual expenditures for 2008-2013:

	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Actual
Clerical Assistant	3,006	2,930	2,711	6,826	2,427		
Compensatory Time	1,143					2,400	395
Town Officers	31,351	37,849	37,066	38,643	37,656	41,463	37,098
Tax Collector/Clerk	32,056	35,097	34,034	26,652	31,776	34,710	34,528
Town Administrator	39,328	40,508	41,724	41,724	42,558	43,623	43,623
Clerical Assistant	16,390	16,865	21,536	21,192	20,204	29,743	29,743
Codes Officer	33,885	20,800	21,424	21,424	21,852	22,399	22,399
Health Insurance	13,831	7,928	7,058	10,586	17,025	29,062	29,062
Social Security	15,375	15,218	15,689	15,439	15,784	17,400	16,270
Workers Comp.	5,841	1,942	6,196	6,794	7,427	8,331	8,331
Unemployment Comp	334	444	336	167	742	1,500	829
Auditor	8,200	8,600	8,600	8,600	8,700	8,700	8,600
Town Report	3,050	2,895	3,020	2,180	2,022	2,218	2,218
Contingency Fund	4,309	2,754	3,488	2,920	9,000	10,000	4,772
Insurance	13,939	15,337	16,165	17,106	17,348	19,992	18,093
Litigation	3,421	20,044	5,010	3,173	450	7,343	7,343
Board of Appeals				40		100	
Conservation Comm.	273	467	395				
Comprehensive Plan		13,226					
Planning Board	795	1,032	1,132	495	1,009	564	367
Old Town House		2,675	4,520		1,237		
Plant Operations	32,766	45,357	33,304	35,137	27,870	29,200	23,341
Municipal Build Fund	7,420	24,450	214	124,829	45,565	33,645	33,645
Maine MunicipAssn	3,119	3,275	3,357	3,291	3,476	3,563	3,563
Assessing Agent	17,950	18,780	18,780	18,780	19,200	19,200	19,200
Office Operations	27,766	35,404	32,294	31,650	31,988	36,723	31,073
Computer Replace	500	500	496		3,381	6,166	6,124
Property Tax Maps		3,000	2,000			3,000	2,200
Cable TV Committee		1,200	130		1,200		
Historic Preservation	1,400	1,400	1,400	1,300	1,300	1,300	1,300
MCOG	4,215	4,215					
County Tax	553,324	565,561	597,382	572,069	615,464	651,265	651,265
Roads & Bridges	70,125	68,831	58,103	105,906	67,181	60,354	59,901
Snow Removal	332,835	352,375	368,711	367,371	378,124	389,716	389,716
Tar Account	141,713	161,061	146,144	139,216	153,610	161,248	159,259
Street Signs	3,128	1,134	2,008	926	1,177	3,063	2,156
Generator	3,828		498			2,000	
Animal Control	6,134	4,728	4,862	5,200	5,098	8,423	6,109
Health Officer Cont	1,500	100	1,300	100	100	500	100
Emergency Managmnt					2,309	12,694	1,336
Fire Department	76,086	76,548	78,022	84,143	90,339	95,245	82,050
Fire DeptInnocul.	1,158	3,671	2,452	1,358	895	2,500	1,615
Dry Hydrants		2,400	1,000		1,600		
Hydrants	24,495	24,495	24,495	22,805	30,288	32,394	31,382
Fire Dept Grants							
Fire Dept Hose	1,546	1,446	1,500	1,500	1,666	2,715	2,715
Street Lights	4,020	3,742	3,573	3,888	3,570	4,100	4,100

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E911	8	39	46	100			
Fire Clothing	3,433	6,000	5,981	10,558	12,737	8,500	6,964
Air Packs	1,531					7,000	
Vehicle Replace	25,000	25,000	25,000	19,750	30,000		
Fire Dept Computer	800	128	800		592	1,000	800
Fire Dept Gift							
Ambulance		5,000	2,500		5,000	2,570	2,500
Septic Systems				15,938			
Solid Waste	176,805	202,713	209,022	236,808	243,396	252,628	250,738
Sanitary Landfill	5,690	8,440	10,075	4,825	6,815	9,700	9,700
General Assistance	761	1,916	3,236	5,433	6,831	14,794	3,761
Fishway				2,928	25,700	38,767	21,019
Woolwich EMS	18,724	24,070	750	37,726	48,244	47,969	42,578
Patten Free Lib	42,431	43,696	43,696	43,696	43,696	49,203	49,203
Misc Donations	17,250	25,090	25,090	25,290	29,090	32,002	32,002
Nequasset Church		2,880	313	179	1,122	3,327	1,478
Shellfish		3,571	1,334	1,777	3,667	3,636	3,286
Nequasset Trail Brk	400	400	400	400	400	400	400
Recreation Comm	3,521	2,478	4,340	4,150	3,950	6,560	1,429
Animal Shelter	3,232	3,372	3,049		3,372	3,963	3,963
Veterans Monument	1,978	2,865	250		1,604	2,500	1,604
Town Clock	3,128						

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

2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
10.35	10.90	12.05	11.65	11.55	12.25	12.50	12.80

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.

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
1. Municipal Buildings Reserve	242,309	149,159	104,966	73,099
2. Emergency Services Reserve	82,814	62,128	109,061	112,137
3. Old Town House Reserve	4,907	4,921	4,931	3,701
4. Septic Reserve	14,377	14,430	14,468	14,493
5. Generator Reserve	8,228	9,050	9,869	10,687
6. Computer System	1,966	1,983	1,993	-0-

Long Term Debt: The Town of Woolwich's long-term debt outstanding at fiscal year-end **totals zero dollars** a decrease of \$34,335.93 from fiscal year 2012. 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: The May 8, 2013 Annual Town Meeting was held at the brand new Woolwich Central School. At that meeting the voters approved building an addition onto the existing town office. The approximate cost given was \$300,000.00 for a 20 x 30 addition with a three stop elevator, a handicapped accessible bathroom and an office that will allow for a confidential area for general assistance applicants to fill out their forms. The Nequasset Meetinghouse (Nequasset Church) had a new handicapped accessible entrance made and an electrical upgrade. This now makes the building compliant for meetings. The Nequasset Church Committee will be looking into having a walkway constructed to both doors. The Fish Commissioners with approval of the Selectboard accomplished some more repairs on the Fish House structure. As an historical building and the site of many years of alewife harvesting we are pleased with the results. At the recommendation of a contractor the Selectpeople had some trees cut down around the Old Town House for the purpose of exposing more of the building. This will keep excess moisture from rotting the boards on the building. More work is slated to be done on the Old Town House in the 2014 Fiscal year such as replacing a sill and fixing the entrances.

The last payment on the fire truck (see above long term debt information) was made in August 2012. In September of 2013 the Town borrowed \$300,000.00 over a ten year period at an interest rate of 4.14% for the purpose of building the addition.

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

Respectfully submitted,
LYNETTE EASTMAN
Town Administrator



TOWN OF WOOLWICH
STATEMENTS OF NET POSITION
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

Exhibit A

	<u>GOVERNMENTAL ACTIVITIES</u>	
	<u>2013 TOTAL</u>	<u>2012 TOTAL</u>
ASSETS		
CURRENT ASSETS:		
Cash (Note B)	1,210,462.94	1,331,158.74
Accounts Receivable (Note C)	24,356.92	30,097.37
Taxes Receivable	229,364.45	240,599.70
Tax Liens	99,445.45	69,378.93
Investments (Note B)	324,035.57	318,922.10
Prepaid Expenses	900.00	700.00
Due From Other Funds	30,398.09	2,321.16
Total Current Assets	<u>1,918,963.42</u>	<u>1,993,178.00</u>
PROPERTY, PLANT, AND EQUIPMENT (NOTE J):		
Land and Improvements	220,248.00	220,248.00
Buildings	680,311.00	648,739.00
Equipment	1,005,884.81	1,000,384.81
Infrastructure	<u>3,299,245.72</u>	<u>3,167,237.72</u>
Total Property, Plant, and Equipment	5,205,689.53	5,036,609.53
Less: Accumulated Depreciation	<u>3,549,889.00</u>	<u>3,378,514.00</u>
Net Property, Plant, and Equipment	<u>1,655,800.53</u>	<u>1,658,095.53</u>
Total Assets	<u><u>3,574,763.95</u></u>	<u><u>3,651,273.53</u></u>
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Notes Payable (Note D)	-	34,335.93
Accounts Payable - Trade	1,110.49	6,049.08
Due To Other Funds	30,398.09	2,321.16
Deferred Revenue (Note G)	<u>7,663.39</u>	<u>5,982.38</u>
Total Current Liabilities	<u>39,171.97</u>	<u>48,688.55</u>
NET POSITION:		
Net Invested in Capital Assets	1,655,800.53	1,623,759.60
Committed for Capital Projects	214,118.64	245,288.87
Assigned for Other Purposes (Note F)	148,567.59	155,182.68
Unassigned	<u>1,517,105.22</u>	<u>1,578,353.83</u>
Total Net Position	<u>3,535,591.98</u>	<u>3,602,584.98</u>
Total Liabilities and Net Position	<u><u>3,574,763.95</u></u>	<u><u>3,651,273.53</u></u>

The accompanying notes are an integral part of the financial statements

Exhibit B

TOWN OF WOOLWICH
STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED JUNE 30, 2013 and 2012

FUNCTIONS/PROGRAMS	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGE IN NET ASSETS		
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS & CONTRIBUTIONS	CAPITAL GRANTS	2013 TOTAL	2012 TOTAL
Primary Government:						
Governmental Activities:						
General Government	374,070.65	87,957.10	63,166.00	-	(222,947.55)	(176,464.05)
Health and Welfare	336,231.81	16,511.64	16,527.00		(303,193.17)	(305,540.01)
Highways and Bridges	559,338.84	401.92	65,200.00		(493,736.92)	(472,304.57)
Education	3,114,841.00				(3,114,841.00)	(3,060,536.00)
County Tax Assessment	651,265.00				(651,265.00)	(615,464.00)
Public Safety	206,268.99	3,965.88			(197,303.11)	(155,540.92)
Unclassified	95,848.20	8,504.68		5,000.00	(87,343.52)	(85,430.13)
Fire Truck Interest Expense	1,629.13				(1,629.13)	(3,221.09)
Total Primary Government	5,339,493.62	117,341.22	144,893.00	5,000.00	(5,072,259.40)	(4,874,500.77)

General Revenues:

Taxes:

Property Taxes	4,257,653.76	4,131,608.85
Homestead Reimbursement	45,676.80	45,168.87
Excise Taxes	534,639.08	500,598.15
Intergovernmental	137,870.73	133,984.58
Interest and Investment Earnings	29,426.03	25,858.26
Total General Revenues	5,005,266.40	4,837,218.71
Changes in Net Position	(66,993.00)	(37,282.06)
Net Position, July 1	3,602,584.98	3,639,867.04
Net Position, June 30	3,535,591.98	3,602,584.98

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, 2013 AND 2012

	2013	2012
GOVERNMENTAL FUND BALANCES:		
Unassigned (Schedule A-3)	1,344,810.85	1,405,873.48
Committed for Capital Projects (Sch A-13)	214,118.64	245,288.87
Assigned for Other Purposes (Sch A-4)	148,567.59	155,182.68
Total Governmental Fund Balances (Exhibit E)	1,707,497.08	1,806,345.03
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	1,655,800.53	1,658,095.53
Notes payable are not due and payable in the current period and therefore are not reported in the funds		(34,335.93)
Property taxes not collected within the 60 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.	172,294.37	172,480.35
Net Position of Governmental Activities (Exh A)	<u>3,535,591.98</u>	<u>3,602,584.98</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, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
Net Change in Fund Balances -		
Total Governmental Funds (Exhibit F)	(98,847.95)	(137,451.43)
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).		
	(2,295.00)	58,956.00
Repayment of debt is an expenditure in the governmental funds, but the repayment reduces liabilities in the Statements of Net Position.		
	34,335.93	33,988.28
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.		
	<u>(185.98)</u>	<u>7,225.09</u>
Changes in Net Position of		
Governmental Activities (Exhibit B)	<u>(66,993.00)</u>	<u>(37,282.06)</u>

The accompanying notes are an integral part of the financial statements

Exhibit E

TOWN OF WOOLWICH
BALANCE SHEETS - GOVERNMENTAL FUNDS
June 30, 2013 and 2012

	<u>GOVERNMENTAL FUND TYPES</u>		2013	2012
	GENERAL	CAPITAL PROJECTS	TOTAL	TOTAL
ASSETS:				
Cash (Note B)	965,946.21	244,516.73	1,210,462.94	1,331,158.74
Taxes Receivable	229,364.45		229,364.45	240,599.70
Tax Liens	99,445.45		99,445.45	69,378.93
Accts Receivable (Note C)	24,356.92		24,356.92	30,097.37
Due From Other Funds	30,398.09		30,398.09	2,321.16
Investments (Note B)	324,035.57		324,035.57	318,922.10
Prepaid Expense	900.00		900.00	700.00
Total Assets	<u>1,674,446.69</u>	<u>244,516.73</u>	<u>1,918,963.42</u>	<u>1,993,178.00</u>
LIABILITIES, RESERVES, AND FUND EQUITY:				
Liabilities:				
Accounts Payable	1,110.49	-	1,110.49	6,049.08
Due To Other Funds		30,398.09	30,398.09	2,321.16
Total Liabilities	<u>1,110.49</u>	<u>30,398.09</u>	<u>31,508.58</u>	<u>8,370.24</u>
Reserves:				
Deferred Revenue (Note G)	7,663.39	-	7,663.39	5,982.38
Deferred Tax Revenue (Note H)	172,294.37		172,294.37	172,480.35
Total Reserves	<u>179,957.76</u>	<u>-</u>	<u>179,957.76</u>	<u>178,462.73</u>
Fund Equity:				
Committed for Capital Projects	-	214,118.64	214,118.64	245,288.87
Assigned for Subsequent Years'				
Expenditure (Note F)	148,567.59		148,567.59	155,182.68
Unassigned	<u>1,344,810.85</u>		<u>1,344,810.85</u>	<u>1,405,873.48</u>
Total Fund Equity	<u>1,493,378.44</u>	<u>214,118.64</u>	<u>1,707,497.08</u>	<u>1,806,345.03</u>
Total Liabilities, Reserves, and Fund Equity	<u>1,674,446.69</u>	<u>244,516.73</u>	<u>1,918,963.42</u>	<u>1,993,178.00</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, 2013 and 2012

Exhibit F

	<u>GOVERNMENTAL FUNDS</u>		2013	2012
	GENERAL	CAPITAL PROJECTS	TOTAL	TOTAL
REVENUES:				
Intergovernmental Revenue	137,870.73	-	137,870.73	133,984.58
Homestead Reimbursement	45,676.80		45,676.80	45,168.87
Property Taxes	4,257,839.74		4,257,839.74	4,124,383.76
Excise Tax	534,639.08		534,639.08	500,598.15
General Government	151,123.10		151,123.10	168,716.05
Protection	8,965.88		8,965.88	51,677.84
Health and Welfare	33,038.64		33,038.64	34,246.20
Interest	29,004.81	421.22	29,426.03	25,858.26
Highways and Bridges	65,601.92		65,601.92	70,626.01
Unclassified	8,504.68		8,504.68	4,302.22
Total Revenues	5,272,265.38	421.22	5,272,686.60	5,159,561.94
EXPENDITURES:				
Education	3,114,841.00	-	3,114,841.00	3,060,536.00
General Government	381,818.33		381,818.33	365,334.12
Highways and Bridges	611,032.84		611,032.84	600,091.58
Protection	140,975.99		140,975.99	185,275.76
Health and Welfare	336,231.81		336,231.81	339,786.21
Unclassified	95,848.20		95,848.20	89,732.35
Special Assessments	651,265.00		651,265.00	615,464.00
Interest	3,556.32		3,556.32	3,583.98
Fire Truck Loan	35,965.06		35,965.06	37,209.37
Total Expenditures	5,371,534.55	-	5,371,534.55	5,297,013.37
Excess of Revenues Over (Under) Expenditures	(99,269.17)	421.22	(98,847.95)	(137,451.43)
OTHER FINANCING SOURCES (USES):				
Operating Transfers - In	35,321.20	3,729.75	39,050.95	-
Operating Transfers - Out	(3,729.75)	(35,321.20)	(39,050.95)	
Total Other Financing Sources (Uses)	31,591.45	(31,591.45)	-	-
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(67,677.72)	(31,170.23)	(98,847.95)	(137,451.43)
Fund Balance, July 1	1,561,056.16	245,288.87	1,806,345.03	1,943,796.46
Fund Balance, June 30	1,493,378.44	214,118.64	1,707,497.08	1,806,345.03

The accompanying notes are an integral part of the financial statements

Exhibit G

TOWN OF WOOLWICH
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN FUND
BALANCES - FIDUCIARY FUND TYPE - NONEXPENDABLE TRUST
FUNDS - CEMETERY TRUST FUNDS
FOR THE YEARS ENDED JUNE 30, 2013 and 2012

	2013	2012
REVENUES:		
Interest	23.15	30.74
EXPENSES:		
Transfer to Bailey Cemetery Association	17.91	16.20
Net Income	5.24	14.54
Fund Balance, July 1	12,603.28	12,588.74
Fund Balance, June 30	12,608.52	12,603.28

Exhibit H

STATEMENTS OF CASH FLOWS
FIDUCIARY FUND TYPE - NONEXPENDABLE TRUST FUNDS
CEMETERY TRUST FUNDS
FOR THE YEARS ENDED JUNE 30, 2013 and 2012

	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES:		
Interest Income	23.15	30.74
Withdrawals	(17.91)	(16.20)
Cash Flows Provided by Operating Activities	5.24	14.54
Increase in Cash	5.24	14.54
Cash Balance, July 1	12,603.28	12,588.74
Cash Balance, June 30	12,608.52	12,603.28

The accompanying notes are an integral part of the financial statements

TOWN OF WOOLWICH
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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

1. Financial Reporting Entity

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

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

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

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

1.) The financial statements now include:

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

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

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

2. Basic Financial Statements - Government-Wide Statements

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

In the government-wide Statements of Net 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 assets are reported in four parts - net invested in capital assets; committed for capital projects; assigned for other purposes; and unassigned. The Town first utilizes restricted resources to finance qualifying activities.

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

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

This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net 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. Fiduciary Funds:

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

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

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

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

4. Basis of Accounting

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

a. Accrual:

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

b. Modified Accrual:

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

5. Financial Statement Amounts

a. Cash and Cash Equivalents:

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

b. Investments:

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

c. Capital Assets:

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

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

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

d. Revenues:

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

e. Expenditures:

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

f. Fund Balance:

The Town's unassigned 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 employed new terminology and classifications for fund balance items during the fiscal year ending June 30, 2011.

Non-spendable 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 non-spendable.

Restricted fund balances are amounts that can be used only for specific purposes because of legislation or restrictions imposed by donors. The school budget carryforward amount and the fund balances of the Special Revenue Funds are classified as restricted.

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 (other than the school budget) and the fund balances in the Capital Projects Fund and the Cemetery Trust Fund are in this category.

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.

g. 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.

h. Use of Estimates:

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

NOTE B - CASH AND INVESTMENTS:

Cash

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

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

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

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

ACCOUNT TYPE	CARRYING AMOUNT	BANK BALANCE	CATEGORY		
			#1	#2	#3
Interest Bearing					
Accounts	1,182,691.46	1,207,058.01	247,058.01	960,000.00	—
Non-Interest					
Bearing Accounts	40,000.00	40,000.00		40,000.00	
1,222,691.46	1,247,058.01	247,058.01	1,000,000.00	—	

Investments

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

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

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

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

INVESTMENT TYPE	CARRYING AMOUNT	FAIR VALUE	CATEGORY		
			#1	#2	#3
Money Market	50,035.57	50,035.57	—	50,035.57	—
Certificate of Deposit	250,000.00	255,042.75		255,042.75	
Fixed Mutual Funds	24,000.00	23,853.80		23,853.80	
	324,035.57	328,932.18	—	328,932.12	—

NOTE C - ACCOUNTS RECEIVABLE:

Accounts Receivable consists of the following:

State Revenue Sharing	13,509.98
State GA	143.14
State Homestead	10,703.80
	<u>24,356.92</u>

NOTE D - LONG-TERM DEBT:

The following is a summary of note transactions for the Town for the year ended June 30, 2013:

	PRINCIPAL BALANCE 7/1/12	ADDITIONS	REDUCTIONS	PRINCIPAL BALANCE 6/30/13
Bath Savings Institution	34,335.93	—	34,335.93	—

Long-Term Debt as of June 30, 2013 is as follows:

Bath Savings Institution - Fire Truck

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

Final payment was made in the current year.

NOTE E - GENERAL FUND BUDGET:

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

NOTE F - 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.

Assigned for General Fund:

General Government	6,402.29
Highways and Bridges	13,340.76
Protection	27,391.54
Health and Welfare	86,159.03
Unclassified	15,273.97
	<u>148,567.59</u>

NOTE G - DEFERRED REVENUE:

Deferred Revenue consists of the following:

Prepaid 2014 Taxes	\$7,663.39
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NOTE H - REVENUE RECOGNITION - PROPERTY TAXES:

The Town's property tax for the current year was levied September 25, 2012 on the assessed value listed as of April 1, 2012 for all taxable real and personal property located in the town. One half of the tax was due on October 31, 2012 and the remainder on April 1, 2013. Interest accrued at 7.00% commencing November 1, 2012 for the first half of tax due and again at May 1, 2013 on the balance due.

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

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

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

NOTE I - INTERFUND RECEIVABLES AND PAYABLES:

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

Due To General Fund from Capital Reserve \$30,398.09

NOTE J - PROPERTY, PLANT, AND EQUIPMENT:

The following is a summary of changes in fixed assets at June 30, 2013:

	BALANCE JULY 1, 2012	ADDITIONS	BALANCE JUNE 30, 2013
Land and Improvements	220,248.00		220,048.00
Buildings	648,739.00	31,572.00	680,311.00
Equipment	1,000,384.81	5,500.00	1,005,884.81
Infrastructure	3,167,237.72	132,008.00	3,299,245.72
	5,036,609.53	169,080.00	5,205,689.53
Accumulated Depreciation	(3,378,514.00)	(171,375.00)	(3,549,889.00)
Net Property, Plant, and Equipment	<u>1,658,095.53</u>	<u>(2,295.00)</u>	<u>1,655,800.53</u>

Depreciation expenses for the period totaled \$171,375.00. These expenses were broken down as follows:

General Government	20,268.00
Public Safety	70,793.00
Highways and Bridges	80,314.00
	<u>171,375.00</u>

NOTE K - RISK MANAGEMENT:

The Town is exposed to various risks of loss related to torts; theft of, damage to,

and destruction of assets; errors and omissions; injuries to employees; and natural disasters. All significant losses are covered by commercial insurance. There has been no significant reduction in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

NOTE L - OVERLAPPING DEBT:

The Town of Woolwich is situated in Sagadahoc County and is therefore subject to annual assessment of its proportional share of County expenses. Long-term debt outstanding in Sagadahoc County, for which the Town of Woolwich would be proportionally responsible in the event the County defaulted, is approximately \$8,793,687.00 at June 30, 2013. The Town of Woolwich's share would be 8.68% of the debt, or approximately \$763,292.00.

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 \$19,766,322.00 at June 30, 2013. The Town of Woolwich's share would be 17.97% of the debt, or approximately \$3,552,008.00.

NOTE M - LEGAL ISSUES:

The Town of Woolwich is engaged in litigation as a defendant in Town of West Bath vs. Regional School Unit #1, City of Bath, Town of Arrowsic, and Town of Woolwich. The Town of West Bath is seeking to recover \$1,919,380.00, the total amount it allegedly overpaid for the years 2008-2012 due to use of an improper cost formula. The Town of Woolwich's share owed the Town of West Bath would be \$116,887.00.

NOTE N - SUBSEQUENT EVENTS:

At a special town meeting on July 24, 2013, the Town authorized the borrowing of \$300,000.00 for construction of an addition to the town office thru the issue of a bond which was dated September 6, 2013.

Schedule A-1

**TOWN OF WOOLWICH
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2013**

	General Fund	
	Original and Final Budget	Actual
REVENUES:		
Intergovernmental Revenue	140,303.00	137,870.73
Homestead Reimbursement	45,676.80	45,676.80
Property Taxes	4,258,410.24	4,257,839.74
Excise Taxes		534,639.08
Highways and Bridges		65,601.92
General Government		87,957.10
Protection		8,965.88
Health and Welfare		33,038.64
Interest and Debt Service		29,004.81
Unclassified		8,504.68
State B.E.T.E.	63,155.71	63,166.00
Total Revenues	4,507,545.75	5,272,265.38
EXPENDITURES:		
Education	3,114,841.00	3,114,841.00
General Government	358,380.00	381,818.33
Highways and Bridges	527,456.00	611,032.84
Protection	148,905.00	140,975.99
Health and Welfare	320,078.00	336,231.81
Unclassified	89,172.00	95,848.20
Special Assessments	651,265.00	651,265.00
Fire Truck Loan	37,210.00	35,965.06
Interest and Debt Service		3,556.32
Total Expenditures	5,247,307.00	5,371,534.55
Excess of Expenditures Over Revenues	(739,761.25)	(99,269.17)
OTHER FINANCING SOURCES (USES):		
Operating Transfers - In	-	35,321.20
Operating Transfers - Out	(3,729.75)	(3,729.75)
Total Other Financing Sources (Uses)	(3,729.75)	31,591.45
Excess of Expenditures and Other Uses Over Revenues and Other Sources	(743,491.00)	(67,677.72)
Fund Balance, July 1, 2012	1,561,056.16	1,561,056.16
Fund Balance, June 30, 2013	817,565.16	1,493,378.44

TOWN OF WOOLWICH Schedule A-2
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2013

Cash Balance, July 1, 2012		1,088,191.03
ADD: CASH RECEIPTS:		
Tax Collections:		
Current Year	4,025,025.53	
Prior Years	<u>209,769.95</u>	
Total Tax Collections		4,234,795.48
Fees Collected for the State		233,484.31
Departmental (Schedule A-4)		830,734.97
State Revenue Sharing		141,186.72
Prepaid Taxes		7,663.39
Homestead Reimbursement		46,265.00
Capital Reserve Receipts		46,492.45
Accounts Receivable		62.83
Prepaid Expense		<u>700.00</u>
Total Cash Receipts		<u>5,541,385.15</u>
Total Cash Available		6,629,576.18
LESS: CASH DISBURSEMENTS:		
Departmental (Schedule A-4)	5,370,625.78	
Due To Capital Reserve	47,620.05	
Accounts Payable	5,347.16	
Prepaid Expenses	900.00	
Investment Account	5,113.47	
Fees Remitted to the State	<u>234,023.51</u>	
Total Cash Disbursements		<u>5,663,629.97</u>
Cash Balance, June 30, 2013 (Schedule A-6)		<u><u>965,946.21</u></u>

TOWN OF WOOLWICH Schedule A-3
STATEMENT OF CHANGES IN UNAPPROPRIATED SURPLUS
FOR THE YEAR ENDED JUNE 30, 2013

Unappropriated Surplus, July 1, 2012		1,405,873.48
INCREASE:		
Operating Account Balances Lapsed (Schedule A-4)	750,320.33	
Decrease in Deferred Taxes	<u>185.98</u>	
Total Increase		750,506.31
DECREASE:		
Appropriated at Town Meeting	800,000.00	
Town Grant Match - EMS	1,750.02	
Health Insurance and Abatements	<u>9,818.92</u>	
Total Decrease		<u>811,568.94</u>
Unappropriated Surplus, June 30, 2013		<u><u>1,344,810.85</u></u>

TOWN OF WOOLWICH
STATEMENT OF DEPARTMENTAL OPERATIONS
FOR THE YEAR ENDED JUNE 30, 2013

Balance Forward 7/1/12	Appropriations	Cash Receipts	Other Credits	Total	Cash Disbursed	Other Charges	Total	Lapsed Unexpended Forward (Overdraft) 6/30/13
GENERAL GOVERNMENT:								
Comp Time	2,400.00	-	-	2,400.00	-	394.90	394.90	2,005.10
Town Officers Salaries	40,228.00	1,235.00		41,463.00	37,097.94		37,097.94	4,365.06
Tax Collector/Town Clerk Salary	34,528.00	182.60		34,710.60	34,528.00		34,528.00	182.60
Town Administrator Salary	43,623.00			43,623.00	43,623.00		43,623.00	
Clerical Assistant	29,349.00		394.90	29,743.90	29,743.90		29,743.90	
Code Enforcement	22,399.00			22,399.00	22,399.00		22,399.00	
Code Enforcement - Contingency	1,500.00	595.51		2,095.51	1,419.89		1,419.89	675.62
Employee Health Trust	20,500.00		9,062.44	29,562.44	29,562.44		29,562.44	
Social Security	17,400.00			17,400.00	16,270.36		16,270.36	1,129.64
Workers' Compensation	8,000.00	331.00		8,331.00	6,920.50		6,920.50	1,410.50
Unemployment Compensation	1,500.00			1,500.00	828.84		828.84	671.16
ICMA - Retirement	426.00			2,500.00	2,431.18		2,431.18	68.82
Audit	8,700.00			8,700.00	8,600.00		8,600.00	100.00
Town Report	1,500.00		718.00	2,218.00	2,218.00		2,218.00	
Contingency	10,000.00			10,000.00	734.71	4,037.47	4,772.18	5,227.82
Insurance	18,500.00	1,492.00		19,992.00	18,093.50		18,093.50	1,898.50
Litigation Expense	6,000.00		1,342.91	7,342.91	7,342.91		7,342.91	
Board of Appeals	100.00			100.00				100.00
Comprehensive Planning	2,537.88			2,537.88				2,537.88
Planning Board	490.57	73.94		564.51	366.89		366.89	197.62
Municipal Bldg Operations		268.00	336.21	29,804.21	22,990.58	351.19	23,341.77	6,462.44
Municipal Bldg Reserve Fund		318.00	33,327.84	33,645.84	33,645.84		33,645.84	
Cable TV		25,959.86		25,959.86		1,200.00	1,200.00	24,759.86
Excise Taxes - Autos		534,639.08		534,639.08	19.56		19.56	534,619.52
Town and Clerk Fees		18,501.20		18,501.20				18,501.20

Town Tarred Roads	11,248.53	77,000.00	73,000.00	161,248.53	159,259.53	159,259.53	1,989.00
Town Roads Block Grant	18,698.90	65,200.00		83,898.90	73,000.00	73,000.00	10,898.90
Street Signs	1,921.90	1,000.00	141.54	3,063.44	2,155.89	2,155.89	907.55
	32,223.31	527,456.00	65,601.92	698,281.23	611,032.84	73,000.00	13,340.76
PROTECTION:							
Dry Hydrants	2,436.60	-	-	2,436.60	-	-	2,436.60
Generator		2,000.00		2,000.00			2,000.00
NFPA Clothing		8,500.00		8,500.00	6,963.85	6,963.85	1,536.15
Constable/Animal Control	1,541.77	4,822.00	2,060.00	8,423.77	6,109.00	6,109.00	2,314.77
Constable/Animal Control							
Contingency		500.00		500.00	385.00	385.00	115.00
Fire Department		88,700.00	6,545.33	95,245.33	81,335.54	715.00	13,194.79
Civil Defense (WEMA)	12,693.76			12,693.76	1,335.94	1,335.94	11,357.82
Hydrant Rental & Removal	1,011.03	31,383.00		32,394.03	31,382.64	31,382.64	1,011.39
Street Lights		4,100.00		4,100.00	3,334.09	3,334.09	765.91
EMS Donations	910.41		360.55	1,270.96			1,270.96
EMS Grants	3,249.98			5,000.00	5,000.00	5,000.00	
Generator Replacement Fund		800.00		800.00		800.00	
911		100.00		100.00			100.00
Computer		1,000.00		1,000.00	799.93	799.93	200.07
Fire Inoculation/Physicals		2,500.00		2,500.00	1,615.00	1,615.00	885.00
Fire Truck Loan Payment		37,210.00		37,210.00	35,965.06	35,965.06	1,244.94
Fire Hose Purchase		2,000.00		2,715.00	2,715.00	2,715.00	
Air Pack Replacement	4,500.00	2,500.00		7,000.00			7,000.00
	26,343.55	186,115.00	8,965.88	223,889.45	176,941.05	1,515.00	18,041.86
HEALTH AND WELFARE:							
Solid Waste Committee	-	2,500.00	-	2,500.00	1,678.37	821.63	-
Landfill Monitoring	1,000.00	7,950.00		9,700.00	9,700.00	9,700.00	-
Septic System	16,872.63			16,872.63			16,872.63
Ambulance Service	70.00	2,500.00		2,570.00	2,500.00	2,500.00	70.00
Rescue Service Billing			4,719.83	4,719.83	2,929.75	2,929.75	1,790.08
Solid Waste		252,628.00		252,628.00	250,738.33	250,738.33	1,889.67

Landfill Closure	33,261.96	61.93		33,323.89			33,323.89
Household Hazardous Waste			1,800.00	1,155.68	2,955.68	2,955.68	
General Assistance	6,930.69	2,720.49	5,000.00	143.14	14,794.32	3,761.69	11,032.63
Fishway	15,065.84	23,702.00			38,767.84	21,019.10	17,748.74
Woolwich EMS	278.45	1,691.25	46,000.00		47,969.70	42,578.64	5,391.06
Health Officer			1,200.00		1,200.00	1,200.00	
Health Officer Contingency			500.00		500.00	100.00	400.00
	73,479.57	32,078.00	32,895.50	2,048.82	428,501.89	336,231.81	3,751.38 339,983.19 2,359.67 86,159.03
UNCLASSIFIED:							
Nequasset Trailbreakers	-	-	-	400.00	400.00	-	-
Library Operations		49,203.00			49,203.00	49,203.00	
Right of Way Research Grant	889.83				889.83	889.83	
Miscellaneous Donations		30,802.00		1,200.00	32,002.00	32,002.00	
Cemeteries	802.07				802.07		802.07
Nequasset Church	3,327.31				3,327.31	1,478.57	1,848.74
Heating Assistance Fund			4,845.81		4,845.81	292.43	4,553.38
Woolwich Historical Society		1,300.00			1,300.00	1,300.00	
Shellfish Account	1,615.53		2,021.00		3,636.53	557.58	350.28
Recreation Committee	2,927.80	2,000.00	1,632.50		6,560.30	1,429.24	5,131.06
Town Clock	1,687.07		5.37		1,692.44		1,692.44
Animal Shelter		3,963.00			3,963.00	3,962.88	0.12
Monument	596.00	1,904.00			2,500.00	1,604.00	896.00
	11,845.61	89,172.00	8,504.68	1,600.00	111,122.29	95,290.62	0.12 15,273.97
	155,182.68	5,307,545.75	830,734.97	311,149.81	6,604,613.21	5,705,725.29	750,320.33 148,567.59

Schedule A-5

**TOWN OF WOOLWICH
VALUATION, ASSESSMENT, AND COLLECTIONS
FOR THE YEAR ENDED JUNE 30, 2013**

VALUATION:

Real Estate	327,399,900.00
Personal Property	5,288,400.00
Total	<u>332,688,300.00</u>

ASSESSMENT:

Valuation x Rate (332,688,300.00 x .0128)	4,258,410.24
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COLLECTIONS AND CREDITS:

Cash Collections	4,025,025.53
Abatements	756.48
Prepaid	<u>4,065.81</u>
Total Collections and Credits	<u>4,029,847.82</u>
2013 Taxes Receivable	<u>228,562.42</u>

COMPUTATION OF ASSESSMENT

Tax Commitment	4,258,410.24
State Revenue Sharing	140,303.00
Surplus	800,000.00
State BETE Program	63,155.71
Homestead Reimbursement	<u>45,676.80</u>
	5,307,545.75

REQUIREMENTS:

Municipal	1,481,201.00
County Tax	651,265.00
Education	<u>3,114,841.00</u>
	<u>5,247,307.00</u>
OVERLAY	<u>60,238.75</u>

Schedule A-6

**TOWN OF WOOLWICH
RECONCILIATION OF TREASURER'S CASH BALANCE
FOR THE YEAR ENDED JUNE 30, 2013**

Bath Savings Institution:		
Landfill		
Balance Per Bank Statement		34,794.72
Bath Savings Institution:		
General Fund Checking		
Balance Per Bank Statement	952,572.21	
Add: Deposits in Transit	14,841.84	
Less: Outstanding Checks	<u>(39,208.39)</u>	
Balance Per Books		928,205.66
First Federal Savings:		
Town Clock		
Balance Per Bank Statement		2,565.83
Petty Cash		<u>380.00</u>
		<u>965,946.21</u>

Schedule A-7

**STATEMENTS OF TAXES RECEIVABLE
FOR THE YEARS ENDED JUNE 30, 2013 and 2012**

	2013	2012
2012-2013	228,562.42	-
2011-2012	97.24	239,530.74
2010-2011	73.51	150.90
2009-2010	62.95	89.65
2008-2009	147.17	171.27
2007-2008	166.30	192.81
2006-2007	46.87	70.85
2005-2006	44.51	67.28
2004-2005	72.24	72.24
2003-2004	63.00	63.00
2002-2003	28.24	54.99
2001-2002		48.30
2000-2001		47.36
1999-2000		40.31
Total (Exhibit A)	<u>229,364.45</u>	<u>240,599.70</u>

Schedule A-8

TOWN OF WOOLWICH — TAX LIENS
JUNE 30, 2013

2012

Belanger, Rosanne	544.06
Benson, Kurt C., Heirs of	823.75
Bowen, Basil H. (TC)	392.50
Burnett, Jonathan C. (50%)	157.76
C2SB LLC	408.75
C2SB LLC	443.75
C2SB LLC	405.00
C2SB LLC	402.50
C2SB LLC	411.25
C2SB LLC	422.50
C2SB LLC	456.25
C2SB LLC	408.75
C2SB LLC	130.00
Caton, Dianne R.	708.75
Chadwich, Brian P. (JT)	391.34
Chubbuck, Shannan M. (f/n/a)	670.00
Colby, Daniel & Julie	1,102.50
Crabtree, Gerald E., Jr.	287.89
Creamer, Gary E.	327.50
Creamer, Joseph I., Jr. (JT)	434.30
Crosby, Stephen J.	803.15
Curran, Timothy J. & Brenda L.	1,293.75
Dexter Pond, LLC	198.45
Dunning, Michael (JT)	700.00
Easler, Gary	537.50
Edgerton, Terrell, Jr.	2,376.25
Emerson, Angela M.	121.75
Emerson, Robert B. (JT)	557.53
Fifield, Misty D. (JT)	310.00
Flemmings, Marietta	1,642.50
Fox, Monte J.	1,115.00
Gallant, Edward H.	2,251.85
Geaghan, Terrance H.	11,145.00
Geroux, Herbert	596.27
Hall, Ralph M. (JT)	370.02
Hanna, Irving L. & Marilyn E.	843.75
Hathorne, Barry R.	802.50
Hay, Harriet M.	766.25
Hay, Harriet M.	4,176.25
Holbrook, John W.	2,243.75
Johns, Adam A.	463.75
Johnston, Peter M. & Christine M.	1,040.23

Jones, Aaron M., III - PR	1,532.63	
Jones, Frances G. - L/E	59.02	
Jones, Kevin M.	32.34	
Kaplan, Charlotte W.	2,291.25	
Lewis, Betty L., Heirs of	545.00	
Longly, William C., Jr. (JT)	518.75	
Lush, Eric	314.49	
Main, Charles R.	58.75	
Meister, Guy C.	433.75	
Mesplay, Todd Lee	2,075.00	
Miller, Andrew C. (JT)	1,094.95	
Morton, Bonnie L.	381.55	
Mosier, Dennis F. & Vicki L.	1,565.00	
Murphy, Keith E.	1,910.75	
Northern N. E. Tel. Oper., LLC	64.28	
Original Resource, Inc.	88.16	
Osmond, Elaina	703.75	
Pierce, Cathy A.	755.00	
Pinkham, Alan W. - PR	757.50	
Pinkham, John F., Jr.	347.03	
Polizotto, Marc M. (JT)	1,588.75	
Reed, Abigail Day	1,950.00	
Ross, Diana Danae	1,177.50	
Sharon Kempf - PR	837.57	
Sheen, Edward H.	497.50	
Sommelier Holdings, LLC	497.50	
Thayer, Brenda J.	1,062.50	
True, Edward D.	1,016.25	
Varney, Timothy A. & Evelyn M.	823.75	
Verrill, Mark	2,348.75	
Weiss, Lee	716.25	
Wright, Beverly E., Heirs of	728.75	
Young, Douglas J. & Catherine T.	<u>1,458.75</u>	
		73,917.37
<u>2011</u>		
Caton, Dianne R.	694.58	
Curran, Timothy J. & Brenda L.	1,267.88	
Edgerton, Terrell, Jr.	2,555.35	
Fifield, Misty D. (JT)	303.80	
Geaghan, Terrance H.	10,922.10	
Holbrook, John W.	2,198.88	
Johns, Adam A.	23.69	
Lewis, Betty L., Heirs of	534.10	
Meister, Guy C.	425.08	
Mosier, Dennis F. & Vicki L.	509.61	
Osmond, James & Elaina	90.79	

Sheen, Edward H.	73.03	
Sommelier Holdings, LLC	487.55	
Thayer, Brenda J.	1,041.25	
Varney, Timothy A. & Evelyn M.	<u>612.78</u>	
		21,740.47
2010		
Caton, Dianne R.	348.85	
Curran, Timothy J. & Brenda L.	1,164.24	
Fifield, Misty D. (JT)	143.22	
Meister, Guy C.	393.47	
DJM, LLC	<u>569.42</u>	
		2,619.20
2009		
DJM LLC		574.35
2008		
DJM LLC		<u>594.06</u>
		<u>99,445.45</u>

Schedule A-9

**TOWN OF WOOLWICH
TAXES RECEIVABLE
JUNE 30, 2013**

<u>Real Estate</u>		Brown, Diane A.	2,792.96
<u>2012-2013</u>		Burnett, Jonathan C.	753.92
AA Associates, LLC	13.44	C2SB LLC	418.56
AA Development, LLC	220.80	C2SB LLC	454.40
AA Development, LLC	213.76	C2SB LLC	414.72
AA Development, LLC	213.76	C2SB LLC	412.16
AA Development, LLC	220.80	C2SB LLC	421.12
Alexander-Farmer, Elizabeth (JT)	1,919.61	C2SB LLC	432.64
Ambrose, Merle S., Jr. (JT)	668.16	C2SB LLC	467.20
Ambrose, Merle Stanley, Jr. & Mary	666.88	C2SB LLC	418.56
Anderson, Harold J. - LE	250.88	C2SB LLC	133.12
Armstrong, Walter R.	635.77	Caton, Dianne R.	725.76
Bailey, Edith G.	1,318.40	Central Maine Power Company	823.68
Bailey, Margaret G.- PR	1,751.04	Chadbourne, Dale	156.82
Bash, Margaret Carlton	1,016.32	Chadwick, Brian P. (JT)	739.84
Belanger, Rosanne	697.60	Chop Point, Inc.	1,511.04
Blersch, Trudi A. B.	597.76	Chubbuck, Kenneth Todd (JT)	2,224.64
Bonzagni, Anthony Vincent	3,308.16	Chubbuck, Shannan M. (f/n/a)	686.08
Booker, Philip V., Sr.	918.58	Coffin, Russell Aidan (JT)	696.32
Bowen, Basil H. (TC)	401.92	Colby, Daniel & Julie	1,128.96
Bowen, Basil H., Jr.	2,662.40	Coleman, Mary A., Heirs of	184.32
Bowman, Robert L. (JT)	825.29	Crabtree, Gerald E., Jr.	596.48
Boynton, Charlotte A.	1,841.92	Creamer, Gary E.	335.36
Bray, Maynard E. (JT)	673.28	Creamer, Joseph I.	1,073.92
Brewer, Kathleen (f/k/a)	1,177.60	Creamer, Joseph I. (JT)	437.76

Creamer, Joseph I. (JT)	1,684.48	Hay, Harriet M.	4,276.48
Creamer, Joseph I., Jr. (JT)	1,470.72	Hennin, Patrice M. - PR	5,527.68
Crockett, Chelsea E.	423.68	Hird, Craig B. - PR	560.64
Crosby, Stephen J.	1,469.44	Hobson, Heather M.	190.25
Curran, Timothy J. & Brenda L.	1,324.80	Holbrook, Evan W. (JT)	1,006.58
Daggett, Daniel A. (TC)	6,510.08	Holbrook, John W.	2,297.60
Daggett, Edwin T., Jr., Esq. - PR	904.96	Howes, Bruce J.	2,251.52
Daggett, Edwin T., Jr., Esq. - PR	51.32	Jackson, Patrick Tracy, III	2,464.00
Davis, Eric M., Jr.	412.16	Johns, Adam A.	474.88
Dexter Pond, LLC.	3,107.84	Johnston, Christopher J. (JT)	2.60
Dodge, Tristram B.	1,176.32	Johnston, Peter M. & Christine M.	1,314.56
Dorman, Penny Mae	414.08	Jones, Aaron M., III - PR	2,604.80
Dunning, Michael (JT)	716.80	Jones, Frances G. - L/E	943.36
Dutton, William M. - PR (TC)	152.32	Jones, Kevin M.	2,017.28
Easler, Gary	550.40	Kaplan, Charlotte W.	2,346.24
Edgerton, Terrell, Jr.	2,433.28	Kaplan, Joan A.	1,877.76
Emerson, Angela M.	296.96	Kelley, Thomas M. (JT)	71.75
Emerson, Robert B. (JT)	1,367.04	Kempf, Paul	393.24
Ezzell, Kim M.	656.64	Kenney, Joan E.	440.32
Faulkingham, Donald L. (JT)	359.68	Kepler, David D.	1,574.70
Ferraiolo Construction Co., Inc.	1,376.00	Kruk, Louise G.	401.92
Fifield, Misty D. (JT)	317.44	Larkin, Paul T. (JT)	924.16
Fox, Monte J.	1,141.76	Lavallee, Kenneth F.	48.64
Gagnon, Louine R.	1,082.88	Leask, Roger C.	446.72
Gallant, Edward H.	2,726.40	Leask, Roger C.	189.44
Geaghan, Terrance H.	11,412.48	Leonard, James E.	300.00
Geroux, Herbert	1,410.56	Lewis, Betty L., Heirs of	558.08
Given, Clifton H., II	1,215.38	Longley, William C., Jr. (JT)	531.20
Greenlaw, Joanne S.	3,608.32	Lush, Eric	975.36
Greenlaw, William (JT)	1,318.40	MacMahan, Irene - Trustee	1,292.80
Hall, Ralph M. (JT)	556.80	Main, Charles R.	60.16
Hamilton, Alexander (JT)	5,262.72	Main, Charles R.	454.40
Hanna, Irving L. & Marilyn E.	864.00	McCobb/Mosher/Simpson & Lenzycki	74.24
Harper, Eric W.	6.49	McGuire, Shawn	391.68
Hasson, Gary	238.08	McIntire, Hazel	219.48
Hasson, Gary L.	529.92	Meister, Guy C. (JT)	444.16
Hathorn Woods, LLC	42.24	Merrill, David M.	1,678.08
Hathorn Woods, LLC	171.52	Mesplay, Todd Lee	2,124.80
Hathorn Woods, LLC	171.52	Miller, Andrew C. (JT)	1,121.28
Hathorn Woods, LLC	171.52	Miller, David L. (JT)	2,370.56
Hathorn Woods, LLC	450.56	Miller, David L. (JT)	42.24
Hathorn Woods, LLC	325.12	Moore, Arthur S. (JT)	1,137.92
Hathorn Woods, LLC	321.28	Moore, Heather D.	940.80
Hathorn Woods, LLC	266.24	Moore, Larry R.	130.56
Hathorn Woods, LLC	262.40	Moore, Larry R.	522.24
Hathorn Woods, LLC	262.40	Morton, Bonnie L.	1,068.80
Hathorn Woods, LLC	421.12	Mosier, Alan R.	913.28
Hathorn Woods, LLC	369.92	Mosier, Dennis F. & Vicki L.	1,602.56
Hathorn Woods, LLC	300.80	Mosier, Tony	502.39
Hathorn Woods, LLC	225.28	Mott, Joann M.	554.24
Hathorne, Barry R.	752.64	Munsey, Doug (JT)	1,931.66
Hathorne, Ronald D.; A H; T O et	250.88	Murphy, Keith E. (JT)	2,478.08
Hay, Harriet M.	784.64	Murphy, Randall D.	903.16

Neale, Joseph E. & Virginia A.	1,548.80	Sharon Kempf - PR	945.92
Newcomb, Pamela Jean	766.72	Shaunese, Phillip E. (JT)	762.66
Northern N. E. Tel. Oper., LLC	209.92	Sheen, Edward H.	509.44
Nuesse, Doris A.	1,528.96	Sinton, Wendy J. (JT)	1,864.32
Oliver, Ruth A.	599.28	Sommelier Holdings, LLC.	509.44
Osmond, Elaina	835.84	Soule, Daniel W.	622.08
Ostromecky, John r. & Mary Lou	1,480.34	Sullivan, Robert J. (JT)	1,357.44
Otis, Robert W.	232.13	Sykes, Susan - TTEE	1,035.92
Page, Susan M. (JT)	477.11	Tharp, Edward A.	33.00
Pajak, Michael (JT)	680.96	Thayer, Brenda J.	1,088.00
Papa, Mark D. &		Thompson, Gary V. & Sue A.	739.84
Kenney, Joanna M. P.	3,320.06	Timberlake, Robert D. & Kathy S.	75.52
Pierce, Cathy A.	773.12	Toothaker, Lawrence W., Jr. (JT)	650.24
Pinkham, Alan W. - PR	775.68	True, Edward D.	1,040.64
Pinkham, John F., Jr.	852.48	Turner, Melinda L. W.	482.56
Pinkham, Melissa	648.96	Varney, Timothy A. & Evelyn M.	843.52
Polizotto, Marc M. (JT)	1,626.88	Verrill, Mark	2,405.12
Ponziani, Allen W.	512.00	Walsh, Susanna E.	1,100.80
Provident Trust Group, LLC.	775.68	Walsh, Susanna E.	522.24
Purington, Leo T.	9.60	Weiss, Lee	733.44
Purington, Leo T.	87.04	Whitcomb, Marion E.	67.20
Purington, Leo T.	85.76	Whitcomb, Marion E. - L/E	315.52
Purington, Leo T.	85.76	Wiggins, Michael W. (JT)	1,785.60
Purington, Leo T.	85.76	Willett, Donald R.	692.86
Purington, Leo T.	84.48	Williams, Danny P. (JT)	542.41
Purington, Leo T.	88.32	Wilson, Cyrus R. (JT)	266.82
Purington, Leo T.	95.36	Wood, Stephen J.	1,142.40
Purington, Leo T.	90.24	Woodman, Kathy	453.12
Purington, Leo T.	88.32	Wright, Beverly E., Heirs of	746.24
Purington, Leo T.	87.04	Wright, Wilbur A.	373.12
Purington, Leo T.	85.76	Wright, Tomlins, Shelby E.	1,986.56
Purington, Leo T.	240.00	Young, Douglas J. & Catherine T.	1,493.76
Purington, Leo T.	122.24	Zwaan, Heidi (70% Int) T/C	1,566.72
Purington, Leo T.	126.72		228,265.15
Ramsey, Thomas R.	1,738.24		
Reed, Abigail Day	1,996.80	<u>Personal Property</u>	
Reed, Brenda L.	499.20	<u>2012-2013</u>	
Rice, Andrew M. (TC)	393.92	ADT Security Services, Inc.	1.28
Rice, Jonathan R.	404.48	Ambrose Auto Repair	16.64
Ricker, Darryl (JT)	717.81	BFC Marine	44.80
Riley, Susan J.	1,559.04	C A R LLC	28.16
Robson, Raymond E., Jr.	548.48	Economou, James L. & Jon S.	60.16
Robson, Raymond E., Jr.	167.68	Galuzza, Gerald & Beverly Ann	49.92
Robson, Raymond E., Jr.	334.08	Holbrook, Evan	32.00
Robson, Raymond E., Jr.	1,056.00	MA Reno's Gifts & Collectables	3.84
Robson, Raymond E., Jr.	200.96	Mikel's Wool	3.84
Robson, Raymond E., Jr.	1,161.60	Northern Leasing Systems, Inc.	8.63
Rogers, Ronald D. (a/k/a SR)	977.92	Pitney Bowes Inc.	3.84
Rose, Nancy L. - L/E	727.04	Saltbox Pottery	7.04
Ross, Diana Danae	1,205.76	Shelter Institute	37.12
Schultz, Tondra (JT)	440.32		297.27
Scott, Aaron B. & Kathleen A.	1,234.56		228,562.42
Sharon Kempf - PR	312.96		

Schedule A-10

TOWN OF WOOLWICH
PRIOR YEARS TAXES RECEIVABLE
JUNE 30, 2013

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	TOTALS
Ambrose Auto Repair	-	-	-	-	-	-	-	-	-	17.50	17.50
ADT Security Services, Inc.							0.37				0.37
Coastal Lighting and Design								17.90			17.90
Economou, James L. & Jon S.	28.24	63.00	72.24	44.51	46.87	51.82	45.44	45.05	47.78	7.20	7.20
Galuzza, Gerald & Beverly Ann									4.90	48.75	493.70
Mikel's Wool									15.93	3.75	8.65
Niel Hathorne										20.00	15.93
Chuck Hagan									4.90		20.00
Storytime Too										0.04	4.90
Shelter Institute											0.04
Tyler, Hilda M.						114.48	101.36				215.84
	28.24	63.00	72.24	44.51	46.87	166.30	147.17	62.95	73.51	97.24	802.03

Schedule A-11

TOWN OF WOOLWICH
SUPPLEMENTAL TAXES AND ABATEMENTS – JUNE 30, 2013
SUPPLEMENTAL TAXES
 NONE

ABATEMENTS2012-2013

Brian & Cynthia Burne	49.92	
Marjorie Steele	564.48	
Ronald Murphy	<u>142.08</u>	
		<u><u>756.48</u></u>

Schedule A-12

TOWN OF WOOLWICH
CEMETERY TRUST FUNDS – JUNE 30, 2013

TIME DEPOSITS:

First Federal Savings:		
Fire Protection Fund	209.18	
Roxanne Stephens	396.00	
Francis Gilmore	1,782.38	
Tanner Square Memorial Fund	<u>507.71</u>	
		2,895.27
Bath Savings Institution:		
Murphy's Corner Cemetery Association	9,157.21	
Thwings Point Cemetery	<u>556.04</u>	
		9,713.25
Fund Balance, June 30, 2013 (Exhibit H)		<u><u>12,608.52</u></u>

	<u>Principal</u>	<u>Unexpended Income</u>
CEMETERY PERPETUAL CARE FUNDS:		
Fire Protection Fund	27.02	182.16
Roxanne Stephens	50.00	346.00
Frances Gilmore	500.00	1,282.38
Tanner Square Memorial Fund	124.66	383.05
Murphy's Corner Cemetery Association	8,730.00	427.21
Thwings Point Cemetery	<u>500.00</u>	<u>56.04</u>
	<u><u>9,931.68</u></u>	<u><u>2,676.84</u></u>

**TOWN OF WOOLWICH
CAPITAL RESERVE FUNDS
JUNE 30, 2013**

Schedule A-13

BUILDING RESERVE:

Balance, July 1, 2012	106,204.01	
Add: Interest	223.55	
Less: Transfer to General Fund	<u>(33,327.84)</u>	
Balance, June 30, 2013		73,099.72

VEHICLE RESERVE:

Balance, July 1, 2012	109,060.89	
Add: Interest	146.55	
Revenues	<u>2,929.75</u>	
Balance, June 30, 2013		112,137.19

OLD TOWN HOUSE RESERVE:

Balance, July 1, 2012	3,693.60	
Add: Interest	<u>7.60</u>	
Balance, June 30, 2013		3,701.20

SEPTIC RESERVE:

Balance, July 1, 2012	14,467.54	
Add: Interest	<u>25.51</u>	
Balance, June 30, 2013		14,493.05

GENERATOR RESERVE:

Balance, July 1, 2012	9,869.47	
Add: Appropriation	800.00	
Interest Income	<u>18.01</u>	
Balance, June 30, 2013		10,687.48

COMPUTER RESERVE:

Balance, July 1, 2012	1,993.36	
Less: Transfer to General Fund	<u>(1,993.36)</u>	
Balance, June 30, 2013		-
Total		<u><u>214,118.64</u></u>

Snowplowing Contracts

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

Town Administrator and Treasurer

Nature of Work:

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

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

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

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

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

Essential Duties and Responsibilities:

Examples of work:

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

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

Recording and publishing the meeting minutes.

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

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

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

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

Serves as the approval agent for Town purchasing.

Performs all functions of the General Assistance Administrator.

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

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

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

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

Represents the Town to a variety of outside organizations.

Requirements of Work

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

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

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

Knowledge of application process for state and federal grant programs.

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

Knowledge of the principles of personnel administration.

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

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

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

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

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

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

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

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

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

Training and Experience Required

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

Approved by the Board of Selectmen on March 26, 2007

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 fire fighting and fire prevention activities of the Woolwich Fire Department.

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

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

Fire Chief's Duties

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

8. Responsible for the development and implementation of an annual fire prevention program and activities in the local school.

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

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

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

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

Fire Warden's Duties

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

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

Requirements

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

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

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

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

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

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

Experience and Training

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

Necessary Special Requirement

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

EMS Director Duties/Job Description

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

1. The EMS Director shall be appointed by the Board of Selectmen.
2. The Director works for and reports to the 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 King
Dale Chadbourne
Allison Hepler
Jason Shaw
Lloyd Coombs

Approved by the Woolwich Board of Selectmen on April 25, 2005
Amended: July 15, 2013

Overview of Agencies Requesting Donations

Bath Area Family YMCA – The purpose of the Bath Area Family YMCA is to promote the health and well-being of individuals, families and communities. They offer a broad range of programs and services to their members and the community. In 2013 there were 528 residents from Woolwich including 94 individuals receiving financial aid totaling \$8,496.

Bath Area Seniors Activity Center – Provided blood pressure clinics, line dancing, exercise classes, games, luncheon, day and overnight trips, fundraisers, bean suppers, income tax preparation & AARP defensive driving class for senior citizens in the Bath Area. Currently 51 Woolwich residents are members but they serve all citizens 55 and older in the area.

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

Coastal Trans, Inc - Provide non-emergency transportation for low-income, disabled, elderly and the general population. They have served 19 residents in the last year.

Jessie Albert Dental & Orthodontic Center – Provides comprehensive dental care to low income children, adolescents and adults from birth to age 21. They also provide a full range of orthodontic services. Last year they served 112 patients from Woolwich.

Maine Maritime Boat Program -- The Discovery Boat Building Program offers hands on classes that teach traditional wooden boat building for 12 to 13 Woolwich Central School 7th and 8th graders. Each year the class builds two 12' plank on frame skiffs.

Midcoast Maine Community Action – Provides a range of voluntary services including WIC, Head Start and Early Head Start, Families CAN child abuse and neglect prevention services, housing, emergency utility and heating assistance and child care referral resources. A total of 42 individuals and 23 families from Woolwich have been served.

Spectrum Generations – Provides Meals on Wheels, CIS, SMP, money management, center activities, adult day break, family caregivers, Bridges in-home care, personal emergency response systems, care management, reverse mortgage, and community case management. Total clients from Woolwich numbered 40 for the last fiscal year.

Sweetser – Provides quality treatment, support and hope to children, adults and families through a network of mental health, behavioral health and educational services. Offers 24/7 mobile crisis services as well as therapy, medication management and adult and child case management. Total Woolwich residents served is 278.

Tedford Housing – Provides emergency shelter and feed local people for up to 45 days. They help locate housing, jobs, access to counseling, medical help, employment training and alcohol treatment as well as other services. Six citizens from Woolwich stayed in their shelters in FY 2013.

Woolwich Junior Athletics – Non-profit, 100% volunteer run program that provides team sports, athletic clinics, competitive teams and fun physical activities for local youth. Total youth served is 164 with all but one from Woolwich.

Town Meeting Minutes May 8, 2013

SAGADAHOC, s.s.

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

GREETINGS:

In the name of the State of Maine, you are required to notify and warn the voters of the Town of Woolwich in the said County qualified by law to vote in town affairs to meet at the Woolwich Central School at 137 Nequasset Road in said Town, on Wednesday, the 8th day of May A.D. 2013 at Six o'clock in the afternoon, then and there to act on Articles 1 through 39, 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.

Nominated and seconded for John Chapman to be elected Moderator. Moved and seconded for nominations to be closed. Passed by voice vote. John Chapman was elected on a 5-0 written ballot.

Revenue

Article 2 To see if the Town will set the dates of October 1, 2013 and April 1, 2014 when taxes are due and payable and to see if the Town will fix the interest rate on unpaid taxes at 7% (seven percent) per annum (36 MRSA §505.4) and to set the dates that interest starts on unpaid taxes thirty (30) days after each due date.

Moved and seconded to accept Article 2. Passed by voice vote.

Article 3 To see if the Town will vote to set an interest rate to be paid by the Town on taxes that have been paid, but are either abated or overpaid and refunded at 3% (three percent) for the 2013-2014 tax year. (36 MRSA § 506-A)

Moved and seconded to accept Article 3. Passed by voice vote.

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

Moved and seconded to accept Article 4. Passed by voice vote.

List of Accounts to be carried forward

Compensatory/Vacation Time

Woolwich EMS Donations Account

Employee Health Trust Account

Dry Hydrants Account

continued next page

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

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

Moved and seconded to accept Article 5 a. Passed by voice vote.

Note: The Board of Selectmen recommends up to \$900,000.00
2012 recommendation \$800,000.00

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

Moved and seconded to accept Article 5 b. Passed by voice vote.

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

Moved and seconded to accept Article 5 c. Passed by voice vote.

2012 appropriation up to \$20,000.00

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

Moved and seconded to accept Article 6. Passed by voice vote.

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

Moved and seconded to accept Article 7 a. Passed by voice vote.

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

Moved and seconded to accept Article 7 b. Passed by voice vote.

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

Moved and seconded to accept Article 8. Passed by voice vote.

Raymond E. Robson, Jr. (2008-2013)

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.

Moved and seconded to accept Article 9 a. Passed by voice vote.

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. Where an 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.

Moved and seconded to accept Article 9 b. Passed by voice vote.

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

Moved and seconded to accept Article 10. Passed by voice vote.

The following article must be voted by written ballot.

Article 11 To see if the Town will vote to increase the property tax levy limit of \$451,603.00 established for the Town of Woolwich by State law in the event that the municipal budget approved under the following articles will result in a tax commitment that is greater than that property tax levy limit.

Moved and seconded to accept Article 11. Passed by secret ballot vote of 75 yes and 35 no.

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

Personnel & Town Officers

Article 12 To see if the Town will vote to raise and appropriate the sum of \$32,391.00 for the compensation of the Town Clerk, Deputy Treasurer/Deputy Tax Collector and to authorize the Selectmen to spend any amount up to \$32,391.00.

Moved and seconded to accept Article 12. Passed by voice vote.

2012 appropriation \$29,349.00

Article 13 To see if the Town will vote to raise and appropriate the sum of \$44,365.00 for the compensation of the Town Administrator/Town Treasurer and to authorize the Selectmen to spend any amount up to \$44,365.00.

Moved and seconded to accept Article 13. Passed by voice vote.

2012 appropriation \$43,623.00

Article 14 To see if the Town will vote to raise and appropriate the sum of \$35,115.00 for the compensation of the Tax Collector, Deputy Town Clerk and to authorize the Selectmen to spend any amount up to \$35,115.00.

Moved and seconded to accept Article 14. Passed by voice vote.

2012 appropriation \$34,528.00

Article 15 To see if the Town will vote to raise and appropriate the sum of \$36,500.00 for the Employee Health Insurance Account.

Moved and seconded to accept Article 15. Passed by voice vote.

2012 appropriation \$20,500.00

Note: This article now includes the cost of health insurance for all three office employees.

Article 16 To see if the Town will vote to appropriate up to \$0.00 from the Undesignated Fund Balance Account for unanticipated health benefit costs.

Moved and seconded to accept Article 16. Passed by voice vote.

2012 appropriated up to \$10,500.00

2012 used from Surplus 7,525.20

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

Moved and seconded to accept Article 17 a. Passed by voice vote.

	2012	2013
Selectman	\$3,000.00	\$3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Selectmen	3,000.00	3,000.00
Board Chairman	1,500.00	1,500.00
Board Vice Chairman	500.00	500.00

continued next page

Ballot Clerks	2,000.00	2,000.00
Registrar of Voters	250.00	250.00
Moderator	200.00	200.00
Workers Compensation	8,000.00	8,000.00
Unemployment Compensation	1,500.00	1,500.00
Social Security	17,400.00	17,750.00
Part Time Staff	-0-	-0-
Comp/Vacation Time Reimb.	2,400.00	2,400.00
ICMA-Retirement Account	426.00	2,797.00
	<u>\$49,176.00</u>	<u>\$51,897.00</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.

Moved and seconded to accept Article 17b. Passed by voice vote.

Recommended \$51,897.00
2012 appropriation \$49,176.00

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.

Moved and seconded to accept Article 17c. Passed by voice vote.

2012 appropriation \$4,822.00
2012 Carry Forward \$1,560.00
\$6,382.00

Note: The ACO has been paid a monthly salary plus she was paid mileage at the Federal rate. The \$4,822.00 alone was not enough to cover both. We will have used a majority of the carry forward by the end of this fiscal year. She has agreed to work for salary only and not submit mileage chits for the FY14 budget year.

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

Moved and seconded to accept Article 17d. Passed by show of hands 79 yes 23 no.

2012 appropriation \$22,399.00

General Government

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

Moved and seconded to accept Article 18. Passed by voice vote.

	Appropriated	
	2012	2013
General Assistance	\$5,000.00	\$5,000.00

continued next page

Nequasset Church	-0-	400.00
Cemeteries	-0-	-0-
ACO Contingent	500.00	500.00
Codes Officer Contingent	1,500.00	1,500.00
Health Officer Contingent	500.00	500.00
Health Officer Salary	1,200.00	1,200.00
Fish Way, Up Keep/Repair	-0-	-0-
Animal Control & Care*	3,963.00	3,963.00
Planning Board	-0-	1,000.00
Conservation Commission	-0-	-0-
Agriculture Committee	-0-	-0-
Comprehensive Planning	-0-	-0-
Board of Appeals	100.00	100.00
Recreation Committee	2,000.00	2,000.00
Solid Waste Committee	2,500.00	2,500.00
Monument Committee	1,904.00	1,604.00
Contingent 1	0,000.00	9,000.00
Repair of Vitals Books	238.00	590.00
	<u>\$29,405.00</u>	<u>\$29,857.00</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.

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

It was moved and seconded to amend Article 19 to read one half of the \$49,203.00. The amendment failed. Original article was passed by voice vote.

2012 Appropriation \$49,203.00

Article 20 To see if the town will vote to raise and appropriate the sum of \$38,500.00 for the Office Operations account. The approximate breakdown of the account is as follows:

Moved and seconded to accept Article 20. Passed by voice vote.

	2012	2013
Town Reports	\$1,500.00	\$1,500.00
Telephone and fax machine monthly usage	2,500.00	2,500.00
Postage (twice/year tax bills, etc.	4,800.00	5,000.00
Office and computer supplies	3,800.00	3,800.00
Advertising	1,300.00	1,400.00
Printing (stationery, forms, etc.)	500.00	500.00
Computer support contract & software	8,650.00	9,500.00
Automated equipment maintenance	7,000.00	7,000.00
Training - seminars and manuals	1,500.00	1,500.00

continued next page

Association dues	300.00	300.00
Election supplies and materials	2,000.00	2,000.00
Office operations contingent	1,500.00	1,500.00
Mailing machine	1,000.00	1,000.00
Voting Machine System	176.00	1,000.00
	<u>\$36,526.00</u>	<u>\$38,500.00</u>
	2012 appropriation \$36,526.00	

Article 21 To see if the town will vote to raise and appropriate the sum of \$28,800.00 for the Municipal Building Operation of Plant account. The approximate breakdown of the account is as follows:

It was moved and seconded to accept Article 21. Passed by voice vote.

	2012	2013
Electricity/ CMP	\$6,700.00	\$6,700.00
Water/ BWD	1,500.00	1,500.00
Heating fuel/ oil	6,000.00	5,000.00
Photocopier Lease	3,200.00	3,200.00
Mowing and grounds maintenance	2,100.00	2,700.00
Furnace maintenance/repair	300.00	300.00
Building sprinkler system contract	500.00	500.00
Security system contract/maintenance	800.00	800.00
Cleaning Services	3,100.00	3,100.00
Misc. supplies and general building maintenance (hardware, etc.)	5,000.00	5,000.00
	<u>\$29,200.00</u>	<u>\$28,800.00</u>
	2012 appropriation \$29,200.00	

Article 22 To see if the Town will vote to raise and appropriate the sum of \$19,000.00 for the Town's insurance.

It was moved and seconded to accept Article 22, passed by voice vote.

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

2012 appropriation \$18,500.00

Article 23 To see if the Town will authorize the Board of Selectmen to sign a one year contract with an Assessing Agent for the purpose of assessing and maintaining the equity of the property assessments. Further, to see if the town will vote to raise and appropriate the sum of \$19,500.00 as payment to the Assessing Agent.

It was moved and seconded to accept Article 23, passed by voice vote.

2012 appropriation \$19,200.00

Article 24 To see if the Town will vote to raise and appropriate the sum of \$1,200.00 to update the property tax maps.

It was moved and seconded to accept Article 24, passed by voice vote.

2012 appropriation \$1,000.00

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

Note: We still have two older computers in the office, one of which is the HAVA Computer that belongs to the State of ME. We will likely have to replace them soon.

It was moved and seconded to accept Article 25, passed by voice vote.

2012 appropriation \$3,500.00

Article 26 To see if the Town will vote to raise and appropriate the sum of \$3,674.00 for the payment of membership dues for the Maine Municipal Association.

It was moved and seconded to accept Article 26, passed by voice vote.

2012 appropriation \$3,563.00

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

It was moved and seconded to accept Article 27, passed by voice vote.

2012 appropriation \$8,700.00

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

It was moved and seconded to accept Article 28, passed by voice vote.

2012 appropriation \$6,000.00

Article 29 a) To see if the town will vote to choose “Scheme B” as recommended by the Woolwich Building Committee as an upgrade to the current Municipal Building. Approximate cost is 1.3 million dollars.

After much discussion it was moved and seconded to vote on Article 29 a, failed by voice vote.

b) To see if the town will vote to choose to make renovations to the current Municipal Building as recommended by the Selectboard. Approximate cost is \$300,000.00.

An amendment to bring the bonding to the 2014 town meeting was voted down.

Article 29 b was passed by voice vote.

Note: If either of these options is chosen, there will need to be a subsequent special town meeting to vote on the bonding for the project.

Health/Welfare and Sanitation

Article 30 To see if the Town will vote to raise and appropriate the sum of \$8,000.00 for the continued sampling of ground water from the installed surface water test sites at the landfill.

It was moved and seconded to accept Article 30. Passed by voice vote.

2012 appropriation \$7,950.00

Article 31 a) To see if the Town will vote to raise and appropriate the sum of \$3,000.00 for ambulance service for one year and to allow the Selectboard to sign a contract with the Town of Wiscasset EMS Service.

After much discussion and an amendment to allow the Selectboard to enter into negotiations with Wiscasset or Northeast prior to June 30, 2013 failed by voice vote.

b) To see if the Town will vote to allow the Selectboard to sign a three year contract with North East Mobile Health Services at a cost of \$0.00 dollars for each of the three years.

It was moved and seconded to accept Article 31 b as written, passed by voice vote.

2012 appropriation \$2,500.00

Article 32 a) To see if the Town will vote to raise and appropriate the sum of \$253,200.00 for the complete weekly curbside refuse collection and biweekly curbside recycling collection for year one of a three year contract extension for this service with Pine Tree Waste, Inc.

It was moved and seconded to accept Article 32 a as written, passed by voice vote.

2012 appropriation \$252,628.00

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

It was moved and seconded to accept Article 32b as written, passed by voice vote.

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

It was moved and seconded to accept Article 32c as written, passed by voice vote.

***Note: Each year in May, the City of Bath, along with area towns, sponsors a Household Hazardous Waste Collection Day. Citizens sign up to dispose of such items as oil based paints, fuels, solvents, insecticides, etc. In past years, the funds for this have been included in the Solid Waste & Recycling Committee's account until last year when we separated the accounts. The Household Hazardous collection day was last Saturday May 4, 2013. You must preregister by calling 443-8356 or 443-8357*

2012 appropriation \$1,800.00

Highways and Bridges

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

It was moved and seconded to accept article 33 as written, passed by voice vote.

continued next page

	2012	2013
Roads and Bridges	\$60,000.00	\$60,000.00
Street Signs	1,000.00	1,000.00
Hot Topping	77,000.00	77,000.00
Snow Plowing	389,456.00	401,126.00
Street Lights	4,100.00	4,100.00
Culvert Repair	-0-	-0-
	<u>\$531,556.00</u>	<u>\$543,226.00</u>

Article 34 a) To see if the Town will authorize the Selectmen to remove \$73,000.00 from the Urban-Rural Initiative Program (URIP) account for hot topping town roads.
It was moved and seconded to accept article 34 as written, passed by voice vote.

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

It was moved and seconded to accept Article 34 b as written, passed by voice vote.

Protection

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

It was moved and seconded to accept Article 35a as written, passed by voice vote.

2012	2013		
Hydrants (Bath)	\$15,511.00	12 @ \$1,292.60	\$15,511.00
(Wiscasset)	15,872.00	13 @ \$1,220.92	15,872.00
Fire Chief	6,334.50		6,334.50
Asst. Chief	2,050.00		2,050.00
Asst. Chief	2,050.00		-0-
Captain 1	1,281.25		1,281.25
Captain 2	1,281.25		1,281.25
Lieutenant 1	640.50		640.50
Lieutenant 2	640.50		640.50
Safety Officer	-0-		-0-
Shellfish Warden	-0-		-0-
Four sets of NFPA/OSHA- Clothing	8,500.00		8,500.00
WEMA*	-0-		-0-
WEMA Director	-0-		600.00
Inoculations/Physicals	2,500.00		2,500.00
911	100.00		100.00
Generator Service	2,000.00		800.00
Generator Replacement Account**	800.00		2,000.00

continued next page

EMS Director	2,500.00	3,000.00
Deputy EMS Director 1	1,500.00	2,000.00
Deputy EMS Director 2	1,500.00	-0-
EMS 1st Assistant	500.00	500.00
EMS 2nd Assistant	500.00	500.00
Vehicle Replacement Acct	-0-	-0-
Air Packs	2,500.00	2,500.00
Fire Hose	2,000.00	2,000.00
Fire Dept. Computer	1,000.00	1,000.00
	<u>\$71,561.00</u>	<u>\$69,611.00</u>

* Note: WEMA stands for Woolwich Emergency Management Agency

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

b) To see if the Town will vote to raise and appropriate the sum of \$88,700.00 for the Fire Department account. The breakdown of the account is as follows:

It was moved and seconded to accept Article 35 b as written, passed by voice vote.

	2012	2013
Office Supplies/Expenses	\$1,200.00	\$1,200.00
Truck Fuel	4,500.00	6,000.00
Equipment Repairs	4,000.00	5,000.00
Truck Repairs	12,500.00	12,500.00
Laundry	350.00	350.00
Contingent Account	5,000.00	5,000.00
Telephone	1,500.00	1,500.00
Training Expenses	2,100.00	3,100.00
Travel Expenses	250.00	250.00
New Equipment	15,000.00	15,000.00
Station Supplies	1,400.00	1,500.00
Fire Prevention	1,000.00	1,300.00
Wages	<u>36,000.00</u>	<u>36,000.00</u>
	<u>\$84,800.00</u>	<u>\$88,700.00</u>

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

It was moved and seconded that Article 35 c be accepted as written, passed by voice vote.

	2012	2013
AED's	\$2,000.00	\$2,000.00
Annual Fees	2,000.00	2,000.00
Billing Fees	500.00	500.00
Clothing	2,000.00	2,000.00
Communications	4,500.00	4,500.00

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Contingency	500.00	500.00
Fuel	1,000.00	1,000.00
Medical Equipment	5,000.00	5,000.00
Medical Exams	1,000.00	1,000.00
Medical Supplies	6,500.00	6,500.00
Office Supplies	1,000.00	1,000.00
Payroll	12,000.00	12,000.00
Training	5,000.00	5,000.00
Vehicle Maintenance	3,000.00	3,000.00
	<u>\$46,000.00</u>	<u>\$46,000.00</u>

Miscellaneous Donations

Article 36 To see if the Town will vote to appropriate \$400.00 from the Snowmobile Registrations Reimbursement for the Nequasset Trailbreakers Snowmobile Club.
It was moved and seconded to accept Article 36 as written, passed with voice vote.

2012 appropriation \$400.00

Article 37 To see what sum of money the Town will vote to donate to the following local agencies:

It was moved and seconded to accept Article 37 as written, passed by voice vote.

	2012	2013
	Appropriated	Donate
Bath Area Family YMCA	-0-	500.00
Bath Area Senior Citizens Center	825.00	825.00
Big Brothers/Big Sisters Bath/Brunswick	600.00	600.00
Coastal Trans	1,400.00	1,400.00
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)	1,440.00	1,440.00
Spectrum Generations	1,953.00	1,953.00
Sweetser	3,084.00	3,084.00
Tedford Housing	350.00	700.00
Woolwich Historical Society	1,300.00	1,000.00
Woolwich Junior Athletics	4,000.00	4,000.00
	<u>\$22,452.00</u>	<u>\$23,002.00</u>

Article 38 To see if the Town will vote to raise and appropriate the sum of \$23,002.00 for donations to local agencies/organizations.

It was moved and seconded to accept Article 38 as written, passed by voice vote.

2012 Agency appropriation \$16,802.00

2012 Woolwich Historical \$ 1,300.00

2012 Junior Athletics \$ 4,000.00

continued next page

2012 Maine Maritime	\$ 5,000.00
2012 Fields for our Future	<u>\$ 5,000.00</u>
	\$32,102.00

Note: You may notice that some of the usual agencies are not listed this year. They did not submit requests for the FY14 budget year. One item last year, Fields for our Future, was just a onetime request.

Ordinances

Article 39 Shall an ordinance entitled “Woolwich Temporary Business Ordinance” be enacted? The purpose of the ordinance is to regulate temporary business activities so that temporary stands, concessions and exhibits are allowed only upon meeting certain minimum regulations.

Failed by voice vote.

Note: A copy of this ordinance is available in the Town Clerk’s Office.

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 April, 2013.

DAVID A. KING, SR.	JASON A. SHAW
DALE E. CHADBOURNE	ALLISON L. HEPLER
LLOYD F. COOMBS, JR.	

Attest:
JEAN E. MANK
Town Clerk of Woolwich, Maine

Special Town Meeting Minutes July 24, 2013

SAGADAHOC, s.s.

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

GREETINGS:

In the name of the State of Maine, you are required to notify and warn the voters of the Town of Woolwich in the said County, qualified by law to vote in town affairs, to meet at the Nequasset Meetinghouse in said Town, on Wednesday the 24th day of July A.D. 2013 at Six o'clock in the afternoon, then and there to act on Municipal Articles numbered 1 and 2, all of said articles being set out to wit:

Article 1. To elect a moderator to preside at said meeting.

Nominated and second for Theodore Hoch to be elected moderator. Moved and seconded for nominations to be closed. Passed by voice vote. Theodore Hoch elected on a 5-0 written ballot.

Article 2. To see if the Town will vote:

a) To authorize the borrowing of a sum of up to \$300,000.00 for the construction of an addition to the Town Office;

b) To authorize the Treasurer and the Chairman of the Board of Selectmen (1) to issue Bond(s)/Note(s) in an aggregate principal amount of up to \$300,000.00 and (2) to fix the date(s), maturity(ies), denomination(s), interest rate(s), call(s) for redemption, place(s) of payment, form and other details of the Bond(s)/Note(s) on behalf of the Town of Woolwich, and (3) to provide for the sale or negotiation of the Bond(s)/Notes(s);

c) To raise and appropriate the sum of \$12,420.00 for interest payments for the first year;

d) To raise and appropriate the sum of \$30,000.00 for principal payments for the first year.

Moved and seconded to accept Article 2 as read. Passed by voice vote.

Town of Woolwich Financial Statement

1. Total Town Indebtedness on Bonds

(a) Bonds outstanding and unpaid:	\$0.00
(b) Bonds authorized and unissued:	\$0.00
(c) Bonds to be issued if this Article is approved:	<u>\$300,000.00</u>
TOTAL:	<u>\$300,000.00</u>

continued next page

2. Costs

At an estimated maximum interest rate of 4.14% the estimated costs of this bond issue will be:

10 years	
Principal	\$300,000.00
Interest	<u>\$ 68,310.00</u>
Total Debt Service	\$368,310.00

3. Validity

The validity of the bonds and of the voters’ ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Lynette R. Eastman
Treasurer, Town Of Woolwich

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

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

Given unto our hands this 16th day of July, 2013.

DAVID A. KING, SR.
DALE E. CHADBOURNE
ALLISON L. HEPLER
JASON A. SHAW
LLOYD F. COOMBS, JR.

Attest:
JANICE E. BRADFORD
Town Clerk of Woolwich, Maine

ATTENDED BY 54 VOTERS

Index

“A Citizen’s Guide to Town Meeting”	30
Agencies Requesting Donations	140
Animal Control Officer’s Report	69
Bath Water District Trustee’s Report	80
Board of Assessors’ Notice	29
Boston Post Cane Recipients	8
Cable TV Committee	78
Citizen Committee List	25
Code Enforcement Officer/Building Official’s Report	45
Dedications	4
Fire Chief’s Report	50
Fish Commissioners.....	74
Health Officer’s Report	76
Independent Auditors’ Report	87
Maine Municipal Association	84
Memorial Committee	73
Municipal Officials	22
Nequasset Church Committee.....	83
Patten Free Library	82
Planning Board Report	69
Plumbing Inspector’s Report.....	48
Recreation Committee	75
Road Commissioner’s Report	54
RSU1 Board of Directors.....	57

Index

Sagadahoc County Commissioner’s Report.....43

Selectboard’s Report66

Selectmen’s Tax Letter.....67

Shellfish Conservation Committee.....71

Shellfish Warden Report70

Snowplowing Contracts125

Solid Waste and Recycling Committee.....79

Special Town Meeting Minutes, 7/24/13155

State Representative’s Report42

State Senator’s Report.....41

Superintendent of Schools56

Tax Collector’s Report65

Town Administrator’s Report.....61

Town Clerk’s Report62

Town Information.....2

Town Job Descriptions126

Town Meeting Minutes, 5/8/13142

U.S. Representative’s Report39

U.S. Senators’ Reports36

Woolwich EMS Annual Report.....52

Woolwich Historical Society72

Woolwich Junior Athletics77

***“The New England town meeting is
probably the purest form of democracy
in existence today. Please help to
preserve it by attending town meeting.
Please read this report carefully and
bring it with you.”***

Borrowed from the annual report
for the Town of Troy, Maine

Woolwich Emergency Medical Service Donation List

Here is a sample list of what your donation to Woolwich EMS could buy. Please feel free to donate for any specific item, or in any dollar amount you choose. We are grateful for any donation. Thank you for helping us keep our budget as low as we can and provide additional tools and training for our EMTs.

Equipment

CPR Mask	\$8.00
Bag Valve Mask	\$15.00
Sam Splint Kit	\$19.00
Basic EMT Medical Bag w/supplies	\$160.00
Portable Oxygen Kit	\$299.00
EMS Jacket	\$300.00
Laryngoscope	\$325.00
Finger Pulse Oximeter	\$387.00
Pager (emergency services) w/charger	\$450.00
Portable Radio	\$500.00
Mobile Radio	\$600.00
Electric Suction Unit	\$750.00
Manual Stretcher	\$2,100.00
Automatic External Defibrillator (AED)	\$2,500.00
Stair Chair	\$3,000.00

Training

Basic EMT class w/books and fees	\$1,000.00
Intermediate class w/books and fees	\$1,500.00
Paramedic class w/books and fees	\$5,500.00

**All donations should be mailed to: Woolwich EMS Donations
13 Nequasset Road
Woolwich, Maine 04579**