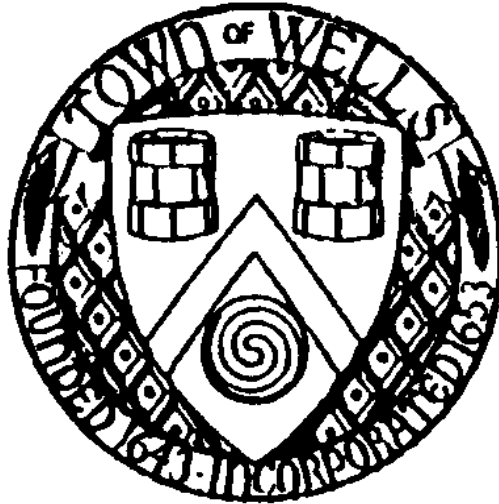


TOWN OF WELLS



Annual Town Meeting

June 13, 2017

Tuesday, June 13 – 8:00AM to 8:00PM

Warrant and Plans for the Fiscal Year 2018

Town of Wells
Town Office
208 Sanford Road
Wells, Maine 04090

BULK RATE
U.S. POSTAGE PAID
WELLS, ME 04090
PERMIT NO. 3
CARRIER ROUTE - SORT

POSTAL PATRON

FY 2018 PROPOSED MUNICIPAL BUDGET SUMMARY								
ARTICLE	ARTICLE	FY 18	TAXES	OTHER	SURPLUS	RESERVES	ENTERPRISE	EXPOSE
	DESCRIPTION	PROPOSED		REVENUE /				FROM
		AMOUNT		PASS THRU				SURPLUS
ARTICLE 3	ESTIMATED REVENUE	\$ 3,448,675		\$ 3,448,675				
ARTICLE 4	PASS THROUGH ACCOUNTS	\$ 852,500		\$ 852,500				
ARTICLE 5	SALARIES	\$ 5,923,537	\$ 5,820,858	\$ 4,900				\$97,779.00
ARTICLE 6	OPERATIONS/EXPOSE FROM SURPLUS	\$ 6,003,738	\$ 5,986,738	\$ 17,000				
ARTICLE 7	EMPLOYEE RELATED EXPENSES	\$ 60,000						\$ 60,000
ARTICLE 8	POTENTIAL TOWN LIABILITIES	\$ 295,000						\$ 295,000
ARTICLE 9	CAPITAL IMPROVEMENT PLAN	\$ 2,494,644	\$ 1,383,770	\$ -	\$1,045,555	\$ 1,184	\$ 64,135	\$ -
ARTICLE 10	CAPITAL EXPENDITURES	\$ 2,348,644				\$ 2,348,644		
ARTICLE 11	EXPENDITURES FROM SPECIFIC CIP FUNDS							
ARTICLE 12	GENERAL ASSISTANCE	\$ 60,000						\$ 60,000
ARTICLE 13	TOWN CLERK'S COMPENSATION	\$ 63,185	\$ 63,185					
ARTICLE 14	ADD. PUBLIC SAFETY DISPATCHER	\$ 58,000		\$ 58,000				
ARTICLE 15	CONSERVATION LAND PURCHASE	\$ 275,690				\$ 275,690		
	TOTAL MUNICIPAL BUDGET	\$ 18,434,938						
	Subtotals of Revenue		\$ 13,254,551	\$ 4,381,075	\$1,045,555	\$ 2,625,518	\$ 64,135	\$ 512,779
	Less Revenue & Pass Through	\$ (4,381,075)						
	Less Surplus	\$ (1,045,555)						
	Less Reserves	\$ (2,625,518)						
	Less Enterprise	\$ (64,135)						
	Less Exposed Surplus	\$ (512,779)						
	Balance to be Raised by Taxation	\$ 9,805,876						

FY 2018 PROPOSED ADDITIONAL ARTICLES								
ARTICLE	ARTICLE	FY 18	DONATION	FUTURE				
	DESCRIPTION	PROPOSED	EXPENSE	BOND				
		AMOUNT	PASS THRU					
ARTICLE 16	ADDITION TO WELLS PUBLIC LIBRARY	\$ 1,000,000	\$ 1,000,000					
ARTICLE 17	BOND FOR FIRE AND POLICE SAFETY							
	FACILITIES	\$ 14,250,000		\$ 14,250,000				
	TOTAL ADDITIONAL ARTICLES	\$ 15,250,000						
	Subtotals of Revenues		\$ 1,000,000	\$ 14,250,000				
	Less Donation/Expense Pass Thru	\$ (1,000,000)						
	Less Future Bond	\$(14,250,000)						
	Balance to be Raised by Taxation in FY 2018	\$ -						

FY'18 TAX RATE INFORMATION AND PROJECTIONS

TOTAL ESTIMATED TOWN TAXES			Est. Tax Rate		
Proposed Municipal FY 18	\$ 9,805,876		\$ 3.22		
Estimated County Tax FY 18	\$ 1,702,134		\$ 0.56		
Estimated School Budget FY 18	\$ 19,323,541		\$ 6.35		
Estimated Overlay Budget FY 18	\$ 500,000		\$ 0.16		
Total Estimated Tax Revenue FY 18	\$ 31,331,551		\$ 10.29		
COMPARATIVE TAX RATES	EST. FY 18	% Change	FY 17	FY 16	FY 15
TOWN	\$ 3.22	4.64%	3.08	3.00	\$ 3.01
COUNTY	\$ 0.56	1.72%	0.55	0.54	\$ 0.52
SCHOOL	\$ 6.35	2.94%	6.17	6.04	\$ 5.90
OVERLAY	\$ 0.16	-36.79%	0.26	0.37	\$ 0.07
TOTAL	\$ 10.29	2.26%	10.06	9.95	\$ 9.50
	FY 14	FY 13	FY 12	FY 11	FY 10
TOWN	\$ 2.86	\$ 2.59	\$ 2.74	\$ 2.68	\$ 2.53
COUNTY	\$ 0.53	\$ 0.50	\$ 0.50	\$ 0.51	\$ 0.49
SCHOOL	\$ 5.63	\$ 5.32	\$ 5.37	\$ 5.30	\$ 5.28
OVERLAY	\$ 0.10	\$ 0.16			\$ -
TOTAL	\$ 9.12	\$ 8.57	\$ 8.61	\$ 8.49	\$ 8.30
VALUATIONS					
Projected Valuation FY 18	3,057,746,895	0.5%			
Actual Valuation FY 17	3,042,534,224	1.4%			
Actual Valuation FY 16	3,001,040,603	1.7%			
Actual Valuation FY 15	2,951,308,116	2.1%			
Actual Valuation FY 14	2,890,663,097	-4.9%	REVALUATION YEAR		
Actual Valuation FY 13	3,039,040,053	1.1%			
Actual Valuation FY 12	3,006,525,404	1.0%			
Actual Valuation FY 11	2,976,032,721	1.6%			
Actual Valuation FY 10	2,929,174,323	0.9%			
Actual Valuation FY 09	2,902,019,055	4.2%			

WARRANT

June 13, 2017
STATE OF MAINE
COUNTY OF YORK, ss.

To: Marianne Goodine, resident of the Town of Wells, County of York, and State of Maine;

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the Inhabitants of the Town of Wells, qualified by law to vote in Town affairs, to meet at the Wells Junior High School Gymnasium, 1470 Post Road, in said Town of Wells on Tuesday, June 13, 2017 at 8:00 AM in the forenoon and then and there to vote on Article 1 and by secret ballot to act on all remaining Articles set out below. Pursuant to Title 21-A, Section 759(7), **absentee ballots will be processed on Tuesday the 13th day of June, 2017 at the polls at the following times: 9:00, 10:00, 11:00 am, 12:00, 1:00, 2:00, 3:00, 4:00, 5:00, 6:00, 7:00 and 8:00 pm.**

ARTICLE 1. To elect a Moderator to preside in said meeting.

ARTICLE 2. To elect all necessary Town Officers for the ensuing terms by secret ballot.

ARTICLE 3. ESTIMATED REVENUES: Shall the Town vote to collect and appropriate the estimated amounts in Town Generated Revenue and State Revenue in the amount of \$3,448,675 to reduce the amount to be raised by taxation as shown in Table 1 of the appendix to the Annual Town Meeting Warrant?

Board of Selectmen Recommends Yes (5 in Favor / 0 Against)
Budget Committee Recommends Yes (7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$3,379,575.

ARTICLE 4. PASS THROUGH ACCOUNTS: Shall the Town vote to authorize the Town Treasurer to accept and pay out Pass Through Funds in the estimated amount of \$852,500 from specified sources as shown on Table 2 of the appendix to the Annual Town Meeting Warrant?

Board of Selectmen Recommends Yes (5 in Favor / 0 Against)
Budget Committee Recommends Yes (7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$852,500.

ARTICLE 5. SALARIES: Shall the Town vote to raise and appropriate \$5,923,537 for municipal employees' salaries and wages during FY 2018 as shown on Table 3 of the appendix to the Annual Town Meeting Warrant?

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$5,726,405.

ARTICLE 6. OPERATIONS: Shall the Town vote to raise and appropriate \$6,003,738 as shown on Table 4 of the appendix to the Annual Town Meeting Warrant for the operation of municipal departments and committees during FY 2018?

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$5,874,331.

ARTICLE 7. POTENTIAL EMPLOYEE-RELATED EXPENSES: Shall the Town vote to appropriate and expend up to \$60,000 from Undesignated Fund Balance (Surplus) for the following:

Retirement Benefit Reimbursement - \$25,000 to fund payment, when necessary, of accrued benefits to employees who are retiring or leaving Town Service;

Workers Compensation – Light Duty Fund - \$25,000 to pay wages of injured employees able to work in a light duty capacity; and

Educational Reimbursement Fund - \$10,000 to fund educational course reimbursement in FY' 18 for eligible union and non-union employees based on contract requirements and the Non-Union Educational Assistance Program guidelines.

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$60,000.

ARTICLE 8. POTENTIAL TOWN LIABILITIES: Shall the Town vote to appropriate and expend up to \$295,000 from the Undesignated Fund Balance (Surplus) for the following potential liabilities:

Legal Services Fund - \$75,000 to be used at the discretion of the Board of Selectmen, following a public hearing, to fund legal services for significant legal and/or legislative matters beyond the normal legal budget;

Self-Insurance Claims Coverage - \$10,000 to fund payment of the Town's deductible and other expenses associated with accepted claims made against the Town;

Emergency Fuel and Utilities Account - \$40,000 to be expended, following a public hearing by the Board of Selectmen, to cover potential shortfalls in the FY'18 fuel and utilities budgets due to the unpredictable markets for diesel, unleaded gasoline, propane and electricity;

Shortfall on State Revenue Projected to offset Town Budget Funding - \$40,000 to be used in case at the discretion of the Board of Selectmen, following a public hearing, at the end of the fiscal year to balance any shortfall in State Revenue projected to be received that offset the budget for property tax purposes.

Emergency Facility Repair and Energy Efficiency Improvement Fund - \$50,000 to be used at the discretion of the Board of Selectmen, following a public hearing, to pay for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the FY'18 operating budget; and

Facility Maintenance and Repair Fund - \$50,000 to be used at the discretion of the Board of Selectmen, following a public hearing, to pay for maintenance and repairs to town-owned facilities and property that are not contemplated in the FY'18 operating budget; and

Health Reimbursement Account Fund - \$30,000 to fund payment of the Town's portion of employee's health insurance deductibles for employees covered by high deductible health insurance plans.

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$295,000.

ARTICLE 9. CAPITAL IMPROVEMENT PLAN (Raising and Appropriating from Taxation, and Appropriating and Transferring Funds From Reserves, Surplus, and the State to Fund the Capital Improvement Plan): Shall the Town vote to raise and appropriate \$1,383,770, appropriate \$1,045,555 from the Undesignated Fund Balance (Surplus); appropriate \$1,184 from various CIP Reserve Funds, and appropriate \$64,135 from Enterprise funds; and transfer said monies (\$2,494,644) into various CIP reserve funds, which will be used to fund the CIP program as specified in Table 5 of the appendix to the Annual Town Meeting Warrant?

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the same amount approved at last year's Annual Town Meeting which was \$2,093,782.

ARTICLE 10. CAPITAL EXPENDITURES (Appropriations (Spending) of Fund Monies):

Shall the Town vote to appropriate and expend \$2,348,644 from the Capital Reserve Funds to fund the Capital Expenditures as specified in Table 5 of the appendix to the Annual Town Meeting Warrant?

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the same amount approved at last year's Annual Town Meeting which was \$2,364,482.

ARTICLE 11. EXPENDITURES FROM SPECIFIC CIP RESERVE ACCOUNTS:

Shall the Town vote to authorize the Board of Selectmen, in the event of emergency and after a public hearing, to expend up to the fund balance (as specified in Table 5 of the appendix to the Annual Town Meeting Warrant) in the following CIP reserve accounts: Infrastructure, Technology, and Ambulance?

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

ARTICLE 12. GENERAL ASSISTANCE: Shall the Town vote to appropriate and expend from the Undesignated Fund Balance (Surplus) up to \$60,000 to fund the Town of Wells General Assistance Program?

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$60,000.

ARTICLE 13. TOWN CLERK COMPENSATION: Shall the Town vote to raise and appropriate \$1,841 to increase the Elected Town Clerk's current salary of \$61,344 by 3% in FY'18 and to expend \$63,185 for the Town Clerk's compensation in FY'18?

Board of Selectmen Recommends	Yes	(5 in Favor / 0 Against)
Budget Committee Recommends	Yes	(7 in Favor / 0 Against)

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting, which with adjustment was \$61,344.

Explanation: The Town Meeting is asked to approve the Elected Town Clerk's compensation for FY'18 that will increase by 3%.

ARTICLE 14. ADDITIONAL PUBLIC SAFETY DISPATCHER: Shall the Town vote to create an additional Public Safety Dispatcher position and to appropriate and expend from the Town of Ogunquit Dispatching Contract revenues an amount up to \$58,000 to cover the compensation and benefit costs for the new position?

Board of Selectmen Recommends Yes (5 in Favor / 0 Against)
Budget Committee Recommends Yes (7 in Favor / 0 Against)

Explanation:

Public Safety Dispatching is under the Wells Police Department. It services all public safety departments in Wells and by contract agreement for the Public Safety Departments in Ogunquit. Since the agreement with Ogunquit commenced in FY' 2013, the call volumes have increased year-round between the two communities by 22.65% from 27,395 to 33,599 calls for service in 2016. An additional full-time dispatcher is requested so that two dispatchers can be on 16 hours per day per week with one person on the remaining 8 hours per day per week. Presently the second Dispatcher is filled with part-time reserve dispatchers and when necessary with overtime. The position with benefits is estimated at \$ 58,000 which will be paid through the \$95,000 due the Town from the Ogunquit Dispatching Agreement in FY'18. The Agreement is up for negotiations in FY'18 and an increase is expected. The balance of the revenue from the Ogunquit Agreement goes into offsetting taxes. Please see Appendix 5 for the Position Description.

ARTICLE 15. OPEN SPACE PURCHASE: Shall the Town vote to: (a) appropriate and expend up to \$275,690 from the CIP Open Space Land Bank Reserve account to purchase an available parcel of land for conservation and recreation (Map 46, Lot 14), as requested by the Town's Conservation Commission; (b) authorize the Board of Selectmen, after a public hearing, to make said purchase; and (c) authorize the Board of Selectman to take all steps reasonable and necessary to complete said purchase transaction, including obtaining appraisals, surveys, title work, and negotiating and executing documents?

Board of Selectmen Recommends Yes (5 in Favor / 0 Against)
Budget Committee Recommends Yes (6 in Favor / 0 Against / 1 Abstain)

Explanation:

The proposed "Getchell Pasture" land purchase project is a parcel of at least 120 acres and is popular with hunters and has especially rich ecological value because of its highly diverse ecosystems, providing diverse habitat for many species, including the New England Cottontail, and a variety of turtles. It is located off Bragdon Road within the boundary of the Unitil Gas Pipe Line (Proposed Eastern Trail) and the CMP Transmission line. The parcel has been prioritized in the 2005 update to the Comprehensive Plan as important to acquire to maintain in open space. See Appendix 6 for further information.

ARTICLE 16. TOWN APPROVAL FOR ADDITION TO THE WELLS PUBLIC LIBRARY:

Shall the Town vote to: (a) approve construction of an approximate 3,500 sq. ft one story addition onto the southerly side of Wells Public Library funded entirely through donations, including essential operational equipment; (b) authorize the Board of Selectmen to accept \$1,000,000 in donations and gifts from the Library Trustees and Wells Library Foundation

including construction and engineering services at cost from a donor; and (c) authorize the Board of Selectmen to oversee the permitting, construction, and budget of the addition project and to expend an amount of up to \$1,000,000 for these purposes.

Board of Selectmen Recommends Yes (5 in Favor / 0 Against)
Budget Committee Recommends Yes (7 in Favor / 0 Against)

Explanation: The Library Board of Trustees and their Wells Library Foundation have for many years worked for additional space at the Library. A fundraising program was initiated for a large addition onto the Library that was postponed temporarily. In the interim, the Library Trustees and their Foundation have been approached by a local charitable Foundation with an offer of a matching gift of design and construction services and funds totaling \$500,000 to construct a smaller addition to meet the immediate and midterm needs of the Library. An approximate 3,500 Sq. Ft. one story addition is proposed on the southerly side of the Library which will contain a Community Room, study area, restrooms, and office space. Through a cooperative planning effort between the Library Trustee's Architects and the donor's construction services and engineering firm, the addition has been preliminarily designed and cost estimated. If approved, the project would be overseen by the Board of Selectmen and appropriate Town staff following Planning Board approval and other required permitting.

Please see Appendix 7 for a layout design of the Library addition.

ARTICLE 17: Shall the Town of Wells Board of Selectmen be authorized to issue bonds in a total amount not to exceed \$14,250,000 for the purpose of financing the costs of construction and equipping of a new fire substation at Route 109 (Sanford Road) and construction and equipping of a new fire and police safety facility at Route 1, Harbor Road and Main Street and demolition of the existing central fire station and the existing police station and other town owned buildings (old Post Office and two residential houses including a garage), together with capitalized interest on the bonds and notes in anticipation of the bonds for a period of up to three years, hereby authorized and appropriated, with the bonds to be issued as general obligation bonds and/or notes in anticipation of bonds and to have such dates, maturities, denominations, interest rate(s) and other details (including provisions that the bonds may be subject to call for redemption with or without premium) as the Board of Selectmen shall determine?

Board of Selectmen Recommends: Yes (5 For / 0 Against)
Budget Committee Recommends: Yes (7 For / 0 Against)

(Total estimated debt service of \$20,402,664 of which the maximum principal amount is \$14,250,000 and estimated interest thereon at 3.62% over 20 years for the public safety project is \$6,152,664.

Explanation: The article allows the Board of Selectmen to issue bonds in the amount of up to \$14,250,000 to construct a Public Safety Complex as explained in Appendix 8 to replace the existing Police and Fire Stations at the Corner (Intersection of Routes 109 and 1) and a new sub fire station on town land on Route 109 at Meetinghouse Road which will consolidate the High Pine and Branch Fire Stations. These capital projects have been worked on for over six years culminating in the project being bonded through this vote.

Financial Statement

The issuing of bonds by the Town of Wells is one of the ways in which the Town borrows money for certain purposes. The following is a summary of the bonded indebtedness of the Town of Wells as of the date of this referendum election:

Bonds Now Outstanding and Unpaid:	\$ 2,660,000
Interest to be Repaid on Outstanding Bonds:	<u>\$ 335,900</u>
Total to be Repaid on Bonds Outstanding:	\$ 2,995,900

Additional Principal Amount of Bonds Authorized But Not Yet Issued:	\$ 0
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Total Additional Bonds To Be Issued If Article 17 is Approved By Voters:	\$ 14,250,000
Estimate of Potential New Interest on such Additional Bonds	<u>\$ 6,152,664</u>
Total Additional Bonds To Be Issued & Estimated Interest If Approved By Voters:	\$ 20,402,664

Bonding Limit: The bonding limit of the Town is set forth in 30-A MRSA § 5701, which provides: “No municipality may incur debt which would cause its total debt outstanding at any time, exclusive of debt incurred for school purposes, for storm or sanitary sewer purposes, for energy facility purposes or for municipal airport purposes to exceed 7 1/2% of its last full state valuation, or any lower percentage or amount that a municipality may set. A municipality may incur debt for school purposes to an amount outstanding at any time not exceeding 10% of its last full state valuation, or any lower percentage or amount that a municipality may set, for storm or sanitary sewer purposes to an amount outstanding at any time not exceeding 7 1/2% of its last full state valuation, or any lower percentage or amount that a municipality may set, and for municipal airport and special district purposes to an amount outstanding at any time not exceeding 3% of its last full state valuation, or any lower percentage or amount that a municipality may set; provided, however, that in no event may any municipality incur debt which would cause its total debt outstanding at any time to exceed 15% of its last full state valuation, or any lower percentage or amount that a municipality may set. For the purposes of this section, full state valuation shall mean the state valuation most recently certified by the State Tax Assessor pursuant to Title 36, section 381, adjusted to 100%.”

The 2017 State Valuation of the Town is \$3,105,700,000 and 15% of that amount is \$465,855,000.

Note as to Estimates and Validity: When money is borrowed by issuing bonds, the Town must repay not only the principal amount of the bonds but also interest on the bonds. The amount of interest to be paid will vary depending upon the rate of interest and the years to maturity at the time of issue. The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the estimates made of the costs involved, including varying interest rates, the estimated cost of interest on the bond amount to be issued and the total cost of principal and interest to be paid at maturity. If the actual amount of the total debt service for the bonds varies from the estimate, the ratification by the voters is nevertheless conclusive and the validity of the bonds is not affected by reason of the variance.

/s/ Jodie L. Sanborn
 Jodie L. Sanborn, Treasurer, Town of Wells

ARTICLE 18. Shall the Ordinance entitled “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Retroactively Regulate Medical Marijuana Cultivation and Production Facilities, to Prohibit Them From all Zones Except the Light Industrial District, and to Adopt and Amend Definitions Relating to Marijuana” be enacted?

A copy of the ordinance is posted together with this warrant as Appendix 1 and is hereby incorporated by reference

ARTICLE 19. Shall the Ordinance entitled “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Prohibit Both Retail Marijuana Establishments and Retail Marijuana Social Clubs Within the Town of Wells” be enacted?

A copy of the ordinance is posted together with this warrant as Appendix 2 and is hereby incorporated by reference

ARTICLE 20. Shall the Ordinance entitled “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Replace the Term “Use Permit” with “Certificate of Occupancy” and to Clarify Related Provisions” be enacted?

A copy of the ordinance is posted together with this warrant as Appendix 3 and is hereby incorporated by reference

ARTICLE 21. Shall the Ordinance entitled “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Require Building Design and Construction Standards in a portion of the Route One Corridor North of the Intersection of Route 109” be enacted?


A copy of the ordinance is posted together with this warrant as Appendix 4 and is hereby incorporated by reference

Given under our hands this 4th day of April, 2017.

BOARD OF SELECTMEN OF THE TOWN OF WELLS:


Karl Ekstedt, Chairman


Timothy Roche, Vice Chairman


Kathleen Chase


Daniel Hobbs


John Howarth

A True Copy, ATTEST:

Town Clerk

APPENDICES

APPENDIX 1

An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Retroactively Regulate Medical Marijuana Cultivation and Production Facilities, to Prohibit Them From All Zones Except the Light Industrial District, and to Adopt and Amend Definitions Relating to Marijuana

NOTE: Proposed additions to existing Code sections are underlined.
Proposed deletions of existing Code sections are ~~crossed out~~.
Other sections of the Ordinance are unchanged.

An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Retroactively Regulate Medical Marijuana Cultivation and Production Facilities, to Prohibit Them From all Zones Except the Light Industrial District, and to Adopt and Amend Definitions Relating to Marijuana.

Part 1: Article II (Word Usage and Definitions), § 145-10, titled “Definitions” is hereby amended as follows:

AGRICULTURE

The business of producing or raising plants and crops, including gardening as a commercial operation, greenhouses which are not used for raising plants as a wholesale business, tree farms and nurseries. Agriculture does not include timber harvesting. Agriculture does not include the growing, production, testing, sale or processing of marijuana. The extraction of water for use in plant, crop or livestock irrigation is not agriculture, but rather an accessory use to agriculture or animal husbandry.

MANUFACTURING

A business of making goods and articles by hand or machinery. “Manufacturing” shall include assembling, fabricating, finishing, packaging, or processing. Manufacturing does not include the growing, production, testing, sale or processing of marijuana.

MARIJUANA

As defined in State Administrative Rules (10-144 CMR Chapter 122), § 1.17.

MEDICAL MARIJUANA

Marijuana specifically permitted pursuant to the Maine Medical Use of Marijuana Act.

MEDICAL MARIJUANA CAREGIVER

As defined in State Administrative Rules (10-144 CMR Chapter 122), § 1.31, “Primary Caregiver.”

MEDICAL MARIJUANA CULTIVATION AND PROCESSING FACILITY

A facility used for cultivating, processing, testing, and/or storing of medical marijuana by a medical marijuana caregiver at a location which is not the medical marijuana caregiver's primary year-round residence or their patient's primary year-round residence.

RESEARCH AND DEVELOPMENT FACILITY

A business in which new products or processes are created and studied. Research and Development Facility does not include the growing, production, testing, sale or processing of marijuana.

BUSINESS, WHOLESALE

A business engaged in the sale of merchandise to retailers and not to the ultimate consumer. A wholesale business does not include the growing, production, testing, sale or processing of marijuana.

BUSINESS, RETAIL

A business engaged in the sale, rental or lease of goods to the ultimate consumer for his or her use or consumption and not for resale. So-called wholesale clubs at which members pay a yearly fee but are primarily ultimate consumers are considered retail uses. The maximum size of retail businesses in the General Business District shall not exceed 40,000 square feet. A retail business does not include the growing, production, testing, sale or processing of marijuana.

BUSINESS, PERSONAL SERVICE

A business engaged in the provision of personal services, such as but not limited to a doctor, hairdresser, barber, beautician, masseuse or tanning salon. A personal service business does not include the growing, production, testing, sale or processing of marijuana.

Part 2: Article V (District Regulations), § 145-28, entitled "Light Industrial District" is hereby amended as follows:

C. Permitted uses requiring the approval of a site plan. The following uses are permitted upon obtaining site plan approval and any required permits from the Code Enforcement Officer:

- (6) Manufacturing.
- (7) Medical Marijuana Cultivation and Production Facility
- (8) ~~(7)~~ Motor vehicle rental.
- (9) ~~(8)~~ Municipal facility.
- (10) ~~(9)~~ Parking lot, commercial.
- (11) ~~(10)~~ Public transportation shelter.
- (12) ~~(11)~~ Public utility facility.
- (13) ~~(12)~~ Recreation, medium intensity commercial.
- (14) ~~(13)~~ Research and development facility.
- (15) ~~(14)~~ Recycling facility.
- (16) ~~(15)~~ Restaurant, standard.
- (17) ~~(16)~~ Restaurant, fast-food.
- (18) ~~(17)~~ School, vocational-technical.

- (19) ~~(18)~~ Transmission tower, radio.
- (20) ~~(19)~~ Transportation facility.
- (21) ~~(20)~~ Truck terminal.
- (22) ~~(21)~~ Warehousing.
- (23) ~~(22)~~ Self-storage facility.

Part 3: Article VII (Performance Standards), § 145-58.3, entitled “Medical Marijuana Cultivating and Processing Facility” is hereby enacted as follows:

§ 145-58.3. Medical Marijuana Cultivation and Processing Facility

A. Medical marijuana cultivation and processing facilities are allowed subject to the following performance standards in addition to the requirements of the districts in which the facilities are located:

- (1) Notwithstanding any other provision of the Wells Code, all medical marijuana cultivation and production facilities must be reviewed by the Wells Planning Board, and not by the Staff Review Committee or other reviewing authority.
- (2) Medical marijuana caregivers and facilities must meet all of the standards and conditions imposed by the State of Maine issued under the aegis of the Maine Medical Use of Marijuana Program.
- (3) Notwithstanding the Maine Rules Governing the Maine Medical Use of Marijuana Program, no medical marijuana cultivation and processing facility located in Wells may be located where any of the lot lines of the lot on which the facility will be located are within 1,000 feet of the lot line of any preexisting public or private school facility; or any preexisting and licensed child-care facility.
- (4) There shall be opaque windows or walls for any building involved in the facility, so that the interior is completely screened from lot lines and from any person passing along the street boundaries of the lot on which it is located.
- (5) All buildings associated with the facility shall be protected by use of fire suppression sprinkler systems, or other effective fire suppression system that may be approved by the Chief of the Wells Fire Department. Emergency vehicle access shall be provided on a minimum of three sides of a building.
- (6) The facility shall have a Knox-Box® at the security gate and building or shall provide emergency response personnel with the necessary information to allow entry in the event of an emergency at the location.
- (7) The facility shall have at least one parking space per 1,000 square feet of gross floor area, and such additional parking as may be required by the Planning Board.

(8) No facility building shall be allowed to be constructed or occupied within 500 feet of an existing dwelling unit.

(9) The operator of the facility must provide a security plan to the Chief of Police for the Town of Wells, who will provide the Planning Board with a report and recommendations for specific conditions of approval regarding required security measures to be incorporated. The requirements for this plan should be coordinated with the requirements for any security plan that the State of Maine may require for such a facility. A minimum of a chain link fence, 6 feet in height is required surrounding the facility. Recordable video surveillance is also required. Exterior lighting must be sufficient to deter nuisance activity and facilitate surveillance.

(10) The hours of operation for the facility, including the hours that persons other than staff of the facility may be present at a cultivation facility, shall be limited. No sales or dispensing of materials may take place at the facility.

(11) Signs for the facility may not contain any visual depiction of marijuana or marijuana paraphernalia.

(12) Vegetative buffers may be required by the Planning Board to create a visual screen or minimize odors.

(13) The growing, cultivating, production, processing, testing, and/or storing of medical marijuana by a medical marijuana caregiver shall be located within a building. Said activities may not be conducted anywhere outside of a building.

Part 4: Retroactive Application of Ordinance Amendments.

Notwithstanding the provisions of 1 M.R.S.A. § 302 and regardless of the date on which these amendments are approved by voters, these amendments shall govern any and all applications for permits and approvals required under Chapter 145 (Land Use) of the Code of the Town of Wells that were received, or, that were pending before any official, officer, committee or board at any time on or after October 1, 2016. These amendments shall not apply to any agricultural use which received final approval prior to January 1, 2017 for the growing of medical marijuana located outside of the Light Industrial District.

Part 5: Effective Date.

This Ordinance shall take effect upon adoption by the Town Meeting.

APPENDIX 2

An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Prohibit Both Retail Marijuana Establishments and Retail Marijuana Social Clubs Within the Town of Wells

NOTE: Proposed additions to existing Code sections are underlined.
Proposed deletions of existing Code sections are ~~crossed out~~.
Other sections of the Ordinance are unchanged.

Pursuant to its authority under 7 M.R.S. § 2447(4), the Town of Wells hereby ordains and enacts “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Prohibit Both Retail Marijuana Establishments and Retail Marijuana Social Clubs Within the Town of Wells as follows:

Part 1: Article II (Word Usage and Definitions), § 145-10, titled “Definitions” is hereby amended as follows:

RETAIL MARIJUANA

Marijuana that is cultivated, manufactured, distributed or sold by a retail marijuana establishment or retail marijuana social club. Retail Marijuana are prohibited in the Town of Wells, pursuant to the Town’s authority under 7 M.R.S. § 2447(4), as amended.

RETAIL MARIJUANA CULTIVATION FACILITY

A facility or an entity licensed to cultivate, prepare and package retail marijuana and to sell retail marijuana to retail marijuana establishments and retail marijuana social clubs. Retail Marijuana Cultivation Facilities are prohibited in the Town of Wells, pursuant to the Town’s authority under 7 M.R.S. § 2447(4), as amended.

RETAIL MARIJUANA ESTABLISHMENT

Includes retail marijuana stores, retail marijuana cultivation facilities, retail marijuana products manufacturing facilities, and retail marijuana testing facilities. Retail Marijuana Establishments are prohibited in the Town of Wells, pursuant to the Town’s authority under 7 M.R.S. § 2447(4), as amended.

RETAIL MARIJUANA PRODUCT

Concentrated retail marijuana and retail marijuana products that are composed of retail marijuana and other ingredients and are intended for use or consumption, including, but not limited to, edible products, ointments and tinctures.

RETAIL MARIJUANA PRODUCTS MANUFACTURING FACILITY

A facility or an entity licensed to purchase retail marijuana; manufacture, prepare and package retail marijuana products; and sell retail marijuana and retail marijuana products only to other retail marijuana products manufacturing facilities, retail marijuana stores and retail marijuana social clubs. Retail Marijuana Products Manufacturing Facilities are prohibited in the Town of Wells, pursuant to the Town's authority under 7 M.R.S. § 2447(4), as amended.

RETAIL MARIJUANA SOCIAL CLUB

A facility or an entity licensed to sell retail marijuana and retail marijuana products to consumers for consumption on the licensed premises. Retail Marijuana Social Clubs are prohibited in the Town of Wells, pursuant to the Town's authority under 7 M.R.S. § 2447(4), as amended.

RETAIL MARIJUANA STORE

A facility or an entity licensed to purchase retail marijuana from a retail marijuana cultivation facility and to purchase retail marijuana products from a retail marijuana products manufacturing facility and to sell retail marijuana and retail marijuana products to consumers. Retail Marijuana Stores are prohibited in the Town of Wells, pursuant to the Town's authority under 7 M.R.S. § 2447(4), as amended.

RETAIL MARIJUANA TESTING FACILITY

A facility or an entity licensed and certified to analyze and certify the safety and potency of retail marijuana and retail marijuana products. Retail Marijuana Testing Facilities are prohibited in the Town of Wells, pursuant to the Town's authority under 7 M.R.S. § 2447(4), as amended.

Part 2: Effective Date.

This Ordinance shall take effect upon adoption by the Town Meeting.

APPENDIX 3

An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Replace the term “use permit” with a “ certificate of occupancy.”

NOTE: Proposed additions to existing Code sections are underlined.
Proposed deletions of existing Code sections are ~~crossed-out~~.
Other sections of the Ordinance are unchanged.

The Town of Wells hereby ordains and enacts “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Replace the term “use permit” with a “ certificate of occupancy,” and to Clarify Related Provisions to read as follows:

Part 1: Article VI (Town-Wide Regulations), § 145-46, entitled “Utility distribution lines” is hereby amended as follows:

A. Review. Notwithstanding § ~~145-61~~ and ~~145-62~~, utility distribution lines are allowed in all zoning districts without a building permit or ~~use permit~~ certificate of occupancy.

Part 2: Article VII (Performance Standards), § 145-51, entitled “Home businesses” is hereby amended as follows:

D. A building permit and ~~use permit~~ certificate of occupancy shall be obtained from the Code Enforcement Officer prior to establishment of a home business.

Part 3: Article VII (Performance Standards), § 145-53, entitled “Mineral Extraction” is hereby amended as follows:

F. A performance guaranty, the form and amount of which are acceptable to the Town Manager, shall be given to the Town before the ~~issuance of a use permit~~ start of the extraction for any mineral extraction use approved by the Planning Board. The performance bond shall be of sufficient size to rehabilitate the mineral extraction site in accordance with the restoration plan approved by the Planning Board. If a mineral extraction use is discontinued (as defined in Subsection E) its approval shall expire, and the Town, after providing the owner and/or operator written notice of its intent, shall use the posted security to restore the site of the mineral extraction use in accordance with Subsection **D(7)** and **(9)**.

Part 4: Article VII (Performance Standards), § 145-55, entitled “Accessory dwelling units” is hereby amended as follows:

A. One accessory dwelling unit shall be permitted within an owner-occupied one-family dwelling in all districts except the Residential B, Residential D and the Beach Business Districts, ~~provided that:~~
~~(6) The owner shall annually obtain a use permit for the accessory dwelling unit and certify that he is in compliance with the standards of this section of this chapter. The permit shall be obtained between November 1 and December 31 for the following calendar year.~~

Part 5: Article VIII (Administration), § 145-62, entitled “Use permits” is hereby amended as follows:

§ 145-62. ~~Use permits.~~ Certificate of Occupancy

A. It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted or wholly or partially altered or enlarged in its use until a ~~use permit~~ certificate of occupancy is issued by the Code Enforcement Officer. No ~~use permit~~ certificate of occupancy shall be issued unless the proposed use of the building(s) or land conforms to the requirements of this chapter and/or to an approved site plan, if required for the proposed use.

B. A temporary ~~use permit~~ certificate of occupancy may be issued by the Code Enforcement Officer for six months during construction or alteration for partial occupancy of a building or lot pending the completion of construction or development, provided that the temporary ~~permit~~ certificate of occupancy may require conditions and safeguards to ensure the safety of the occupants and the public and that the applicant remains in compliance with the terms of the building permit or approved site plan.

C. The Code Enforcement Officer shall maintain a permanent public record of all ~~use permit applications~~ certificates of occupancy.

D. Failure to obtain a required ~~use permit~~ certificate of occupancy shall be a violation of this chapter.

~~E. Prior to the issuance of a use permit, a permit fee as established by the Board of Selectmen shall be paid to the Office of Planning and Development. [Amended 4-26-1996]~~

E. Upon completion of construction, the applicant or his/her authorized agent, must arrange for a final inspection to ensure that all construction is consistent with the approved building permit. Noncompliance with the approved building permit or with other local, state or federal regulations may be reason for not granting a certificate of occupancy.

Part 6: Article IX (Zoning Board of Appeals), § 145-67, entitled "Powers and duties" is hereby amended as follows:

A. The Zoning Board of Appeals shall have the following powers and duties:

(1) Administrative appeals.

(a) To hear and decide where it is alleged there is an error in any written order, requirement, decision or determination made by the Code Enforcement Officer to:

[5] Issue or fail to issue a ~~use permit~~ certificate of occupancy pursuant to § **145-62**

Part 7: Article X (Site Plan Approval), § 145-74, entitled "Review and approval processes" is hereby amended as follows:

A site plan meeting the standards of this chapter shall be submitted, reviewed and approved by the appropriate reviewing authority before a ~~use permit or building permit~~ or certificate of occupancy may be issued. In cases where a proposal must also be reviewed by any other board or agency, this chapter does not prohibit concurrent or simultaneous reviews by each board or agency separately. However, if any decision affecting a site plan approval application is appealed to the Zoning Board of Appeals pursuant to § **145-67**, the Planning Board shall suspend its review of the application pending the outcome of the appeal, unless the Board or its agent has already found the application complete pursuant to Subsection D(3), in which case it will proceed with the review.

E. Upon the receipt of a plan signed by the review authority, the Code Enforcement Officer may issue a building permit and/or ~~use permit~~ certificate of occupancy as long as the plan is in compliance with all local regulations, except this article.

(4) Field changes to approved site plans.

(c) As-built site plans. Prior to the issuance of a certificate of occupancy ~~or use permit~~, the Code Enforcement Officer shall require the applicant to submit a set of as-built site plan sheets that incorporate any field changes approved by the Director and Code Enforcement Officer pursuant to Subsection **G(4)(a)**. As-built plans shall be annotated clearly to show revision dates and shall contain a signature block for the reviewing authority. Only the sheet or sheets being amended need be submitted for new signatures. Site plans prepared by a licensed engineer, architect or surveyor shall only be altered in accordance with state statutes and regulations regarding stamped plans. A temporary certificate of occupancy ~~or use permit~~ may be issued by the Code Enforcement Officer pending the submittal of as-built site plans and subsequent review by the reviewing authority.

Part 8: Effective Date.

This Ordinance shall take effect upon adoption by the Town Meeting.

APPENDIX 4

An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Require Building Design and Construction Standards in a portion of the Route One Corridor North of the Intersection of Route 109

NOTE: Proposed additions to existing Code sections are underlined.
Proposed deletions of existing Code sections are ~~crossed out~~.
Other sections of the Ordinance are unchanged.

The Town of Wells hereby ordains and enacts “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Require Building Design and Construction Standards in a portion of the Route One Corridor North of the Intersection of Route 109” to read as follows:

Part 1: Article V (District Regulations), § 145-24, entitled “Residential-Commercial District” is hereby amended as follows:

G. Special provisions.

~~(4) Within 500 feet of Route 1, the following architectural requirements shall apply:~~

~~(a) Reconstruction of exterior facades and additions to existing buildings shall be in the architectural style of the original building, and the materials used shall duplicate the original or be similar in appearance to the original materials or materials commonly used in the Town when the building was constructed.~~

~~(b) New construction shall preserve the character of the district by using external building features which are similar to those buildings in the district constructed in the 18th and 19th centuries. Modern materials which duplicate the appearance of materials used in construction in the 18th and 19th centuries may be used on any buildings.~~

~~(c) Any new building shall have a gable, hip, saltbox or mansard roof.~~

~~(d) The siding on new buildings shall be wooden clapboard or wooden shingles or materials which duplicate these in shape, texture and appearance.~~

~~(e) The roofs on all buildings shall be shingled.~~

~~(f) If visible from U.S. Route 1, glass panes in windows and doors, if larger than nine square feet, shall be divided by construction or application into panes smaller than one square foot.~~

(4) Commercial Building Design. Proposed buildings or reconstruction of existing buildings or building additions greater than 50% of the existing building footprint shall conform to the following architectural requirements when any portion of the building is located within 500 feet of the Route One right of way and north of the intersection of Route One and Route 109 and north of the intersection of Route One and Harbor Road:

- a) Reconstruction of exterior facades and additions to existing buildings shall be in the architectural style of the original building, and the materials used shall duplicate the original or be similar in appearance to the original materials or materials commonly used in the Town when the building was constructed.

- b) New construction and reconstruction shall use external building features which are similar to those buildings in the district constructed in the 18th and 19th centuries. Modern materials which duplicate the original or be similar in appearance to the original used in construction in the 18th and 19th centuries may be used on any buildings.
- c) Any new building or reconstructed roof shall have a roof with a minimum slope of 7/12 (30.26 degrees) on 80% of the roof area and the remaining roof shall be greater than a 3/12 pitch (14.0 degrees).
- d) The siding on new buildings or reconstructed buildings shall be wooden clapboard, wooden shingles, brick, stone or materials which duplicate the original or be similar in appearance to the original in shape, texture and appearance.
- e) Roofs shall be shingled, slate, or constructed of materials which duplicate the original or be similar in appearance of materials used in construction in the 18th and 19th centuries.
- f) No internally illuminated signs or electronic message signs shall be permitted.
- g) See §145-76 Design Guidelines established by the Planning Board.

Part 2: Article V (District Regulations), § 145-26, entitled "General Business District" is hereby amended as follows:

G. Special provisions.

(3) Commercial Building Design. Proposed buildings or reconstruction of existing buildings or building additions greater than 50% of the existing building footprint shall conform to the following architectural requirements when any portion of the building is located within 500 feet of the Route One right of way and north of the intersection of Route One and Route 109 and north of the intersection of Route One and Harbor Road:

- a) Reconstruction of exterior facades and additions to existing buildings shall be in the architectural style of the original building, and the materials used shall duplicate the original or be similar in appearance to the original materials or materials commonly used in the Town when the building was constructed.
- b) New construction and reconstruction shall use external building features which are similar to those buildings in the district constructed in the 18th and 19th centuries. Modern materials which duplicate the original or be similar in appearance to the original used in construction in the 18th and 19th centuries may be used on any buildings.
- c) Any new building or reconstructed roof shall have a roof with a minimum slope of 7/12 (30.26 degrees) on 80% of the roof area and the remaining roof shall be greater than a 3/12 pitch (14.0 degrees).
- d) The siding on new buildings or reconstructed buildings shall be wooden clapboard, wooden shingles, brick, stone or materials which duplicate the original or be similar in appearance to the original in shape, texture and appearance.
- e) Roofs shall be shingled, slate, or constructed of materials which duplicate the original or be similar in appearance of materials used in construction in the 18th and 19th centuries.
- f) No internally illuminated signs or electronic message signs shall be permitted.
- g) See §145-76 Design Guidelines established by the Planning Board.

Part 3: Article V (District Regulations), § 145-30, entitled "Rural District" is hereby amended as follows:
G. Special provisions.

(2) Commercial Building Design. Proposed buildings or reconstruction of existing buildings or building additions greater than 50% of the existing building footprint shall conform to the following architectural requirements when any portion of the building is located within 500 feet of the Route One right of way and north of the intersection of Route One and Route 109 and north of the intersection of Route One and Harbor Road:

- a) Reconstruction of exterior facades and additions to existing buildings shall be in the architectural style of the original building, and the materials used shall duplicate the original or be similar in appearance to the original materials or materials commonly used in the Town when the building was constructed.
- b) New construction and reconstruction shall use external building features which are similar to those buildings in the district constructed in the 18th and 19th centuries. Modern materials which duplicate the original or be similar in appearance to the original used in construction in the 18th and 19th centuries may be used on any buildings.
- c) Any new building or reconstructed roof shall have a roof with a minimum slope of 7/12 (30.26 degrees) on 80% of the roof area and the remaining roof shall be greater than a 3/12 pitch (14.0 degrees).
- d) The siding on new buildings or reconstructed buildings shall be wooden clapboard, wooden shingles, brick, stone or materials which duplicate the original or be similar in appearance to the original in shape, texture and appearance.
- e) Roofs shall be shingled, slate, or constructed of materials which duplicate the original or be similar in appearance of materials used in construction in the 18th and 19th centuries.
- f) No internally illuminated signs or electronic message signs shall be permitted.
- g) See §145-76 Design Guidelines established by the Planning Board.

Part 4: Effective Date.

This Ordinance shall take effect upon adoption by the Town Meeting.

APPENDIX 5 ADDITIONAL PUBLIC SAFETY DISPATCHER

Position Title: Dispatcher

Statement of Duties

Position is responsible for operating and controlling telephone and communications for the Police and Fire Department emergency services. Responsibilities include receiving calls for police, fire, and ambulance services, dispatching personnel to locations, and performing a variety of administrative duties.

Supervision

Employee works under the general direction of the Police Sergeant. Employee plans and carries out the regular work in accordance with standard practices and previous training. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. Employee has access to confidential criminal investigations and records.

Job Environment

Position responsibilities require the use of extensive judgment and ingenuity to perform the required supervisory and law enforcement functions within the limits of guidelines that include departmental rules and regulations, federal, state and local laws. Position is responsible for interpreting these guidelines for application to specific cases and in developing operational responses. Work is considerably complex in that potentially life-altering decisions must be made instantaneously. Position is responsible for determining the best course of action to be taken in a given situation.

Errors could result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings and equipment and/or legal repercussions.

The position's responsibility is to receive calls, dispatch emergency and non-emergency responses to provide the protection of lives and property under hazardous and emergency conditions, and may require decisions that can have catastrophic consequences to the town if improperly made.

Employee has constant contact with the public, other departments, and lifeguards, to answer inquiries from the public regarding public safety issues, police and fire services needed, or requests for emergency or non-emergency situations. Contacts are made on the telephone or in person.

Position Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

Essential Functions

1. Receives incoming calls to the Police and Fire Departments for police, fire, and medical services; receives 911 calls for emergency services; receives business calls; monitors and responds to a variety of radio traffic; broadcasts and disseminates information as appropriate.
2. Receives information from telephone calls and the radio accurately, completely and in a timely manner; relays information to the appropriate personnel accurately, completely and in a timely manner.
3. Enters information regarding incoming calls into the computer while the call is in progress.
4. Documents and records all calls and traffic coming into the department.
5. Maintains and updates department records and database information to ensure all information is accurate and current; maintains federal and state criminal records database and log for auditing.
6. Monitors remote alarm system for area businesses and remotely located businesses.
7. Monitors booking of prisoners via closed circuit television, monitors parking lot and surrounding areas of public safety complex; reports any unusual situations to the supervisor on duty.
8. Provides information to the general public in person and on the telephone.
9. Makes driver license and vehicle registration inquiries using computer system.
10. Enters arrest warrants and protection orders into state computer system.
11. Generates criminal history inquiries for law enforcement and court services personnel.
12. Provides information and assistance to the public entering the Police Department.
13. Performs a variety of clerical and record keeping duties as requested by the Chief or designee.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a loud police station and is exposed to the risk of electric shock up to 2/3rd of the time. Employee is required to talk and/or listen and use hands more than 2/3rd of the time; sit and reach with hands and arms up to 2/3rd of the time; and stand, walk, climb, balance, stoop, kneel, crouch, crawl up to 1/3rd of the time. Employee may be exposed to hostile people, and/or dangerous or stressful situations. Employee occasionally lifts up to 30

lbs. Normal vision is required for the position. Equipment operated includes office machines, computers, and telecommunications equipment.

Education and Experience

A candidate for this position should have a High School Diploma or equivalent.

Special Requirements

A candidate for this position should be certified as a terminal operator, and 911 dispatcher by the state within six (6) months of hire.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Geography of the town
- Police, Fire, and Emergency Medical Services Standard Operating Procedures
- Principles, practices and methods related to dispatch and communication

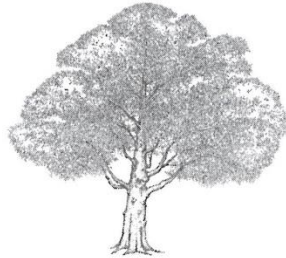
Skill in:

- Effective listening and communication

And ability to:

- Make sound decisions under stress
- Prioritize tasks and perform multiple tasks simultaneously
- Be proficient in the use of communications equipment and computers

APPENDIX 6 OPEN SPACE LAND PURCHASE



Wells **Conservation** Commission
conserving nature for life

The Getchell Pasture Project

LOCATION

The Getchell Pasture is a 141-acre parcel located in western Wells on the south side of the Bald Hill Road, where it holds frontage. It is bounded on the northwest by the natural gas pipeline right-of-way and on the southeast by a CMP powerline, both of which provide connectivity with the Perkinstown Wildlife Commons within a mile and a quarter.

ECOLOGY AND HABITAT

This parcel has especially rich ecological value because of its highly diverse topography that includes grassland, red maple swamp, emergent shrub/scrub wetlands interspersed with wooded islands, fringing forested wetland cover, and early successional mixed forest returning from a twenty-year-old cut.

The parcel provides diverse habitat for a wide variety of common wildlife, including deer and moose, fishercat and coyote, songbirds and butterflies, as well as threatened species such as Spotted Turtle, Blandings Turtle, Black Racer Snake, and the New England Cottontail. The Getchell Pasture connects via two corridors with the Town's New England Cottontail restoration project at the Perkinstown Wildlife Commons.

RECREATIONAL VALUE

The Getchell Pasture offers opportunities for birding, snowshoeing, skiing, hiking, geocaching, orienteering, photography, and hunting. The parcel had for many years been stocked with pheasants, and local deer hunters seek it out. Access to the parcel for long trail skiing, hiking and snowshoeing is available along the CMP Powerline, long used by snowmobilers and skiers, and also the Unitil Gas Pipeline. The Pipeline right of way will be the site of the Eastern Trail when it continues south from the segment that connects Kennebunk to Portland. When the Wells portion of the trail is completed, it will connect the Getchell Pasture to the Perkinstown Wildlife Commons a few miles away.

Opportunities for interpretation and other environmental education abound in partnership with the Wells-Ogunquit School District, the Library, the Historical Society, the Rotary Club, and the Boy Scouts.

ECONOMIC VALUE/ECOSYSTEM SERVICES

The parcel's undeveloped forests, swamps, and grasslands hold back rainwater from downstream flooding and keep it uncontaminated as it journeys through streams and rivers to the ocean at the Little River

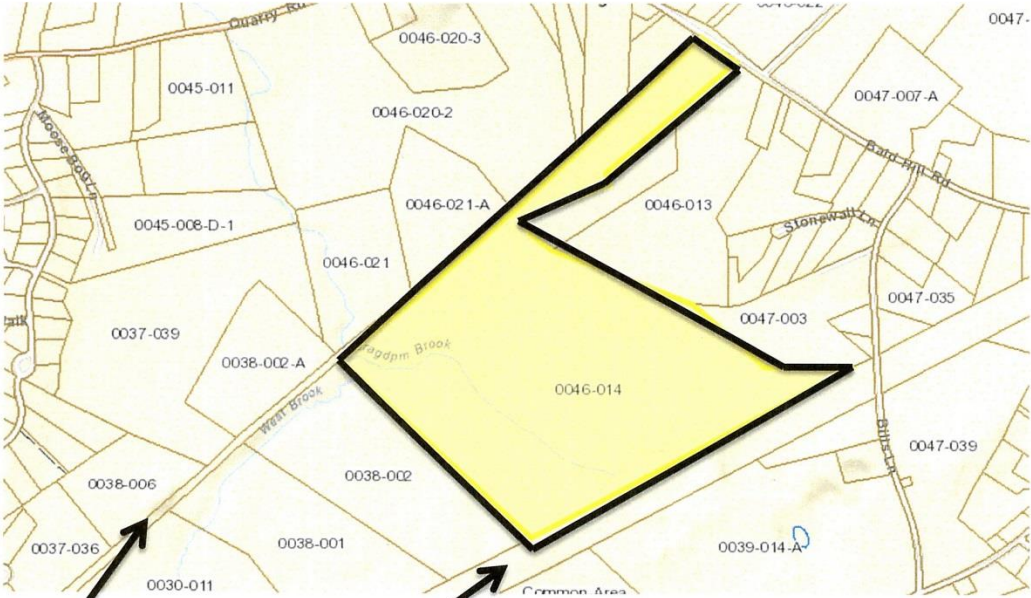
Estuary--adjacent to beaches that support the tourist economy. The forests, swamps, and grasslands also filter rainwater that becomes groundwater, that recharge the wells of local families.

Because the Getchell Pasture lies alongside the future Eastern Trail, it will eventually provide an attraction for trail users to explore, spending additional time in Wells to purchase food and lodging. The Eastern Trail is proposed to run from Fort Kent to Kittery, and eventually from Maine south to Key West, Florida.

COST

The purchase price negotiated is the value assessed by the Town for taxes: \$260,690. The Warrant Article asks for a total of \$275,690 to include surveying and other closing costs that may prove necessary. The money will come from the Town's Land Bank, which currently holds a balance of \$477,861, with \$100,000 proposed to be added; from Great Works Regional Land Trust, which is assisting the town with this purchase, providing funding and technical assistance; and from other grants and private donations.

The proposed “Getchell Pasture” land purchase project is a parcel of at least 120 acres with especially rich ecological value because of its highly diverse ecosystems. Human recreation opportunities include hiking, blueberrying, photography, snowshoeing, skiing, hunting, geocaching, and birding. It provides habitat for many species, including the rare New England Cottontail. The parcel is located off Bragdon Road and is bounded by the Unitil Gas Pipe Line (route of proposed Eastern Trail), and by the CMP Transmission line. The parcel was prioritized in the 2005 update to the Comprehensive Plan as important to acquire for public open space.



**CMP
Transmission Line**

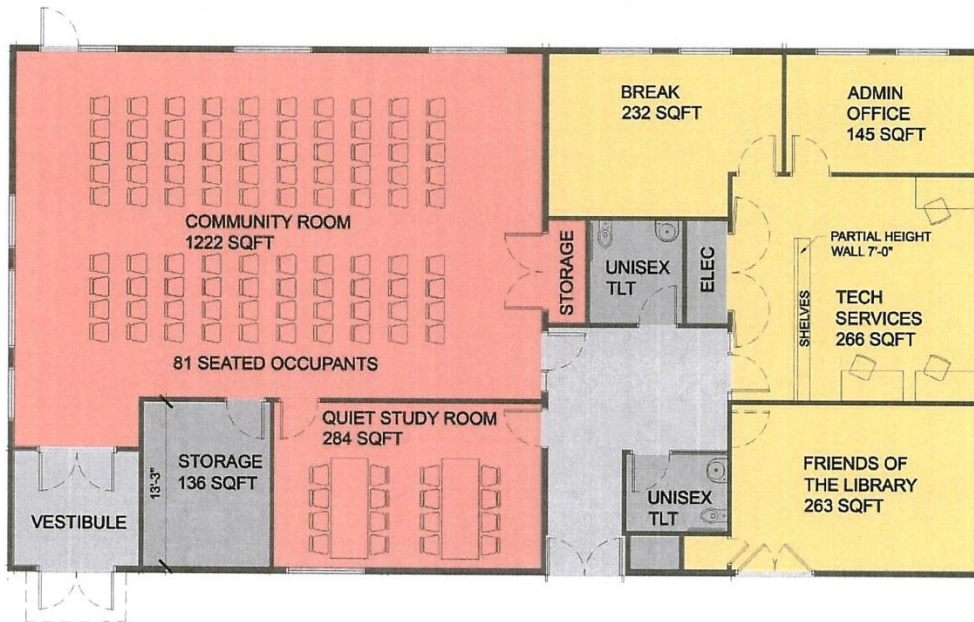
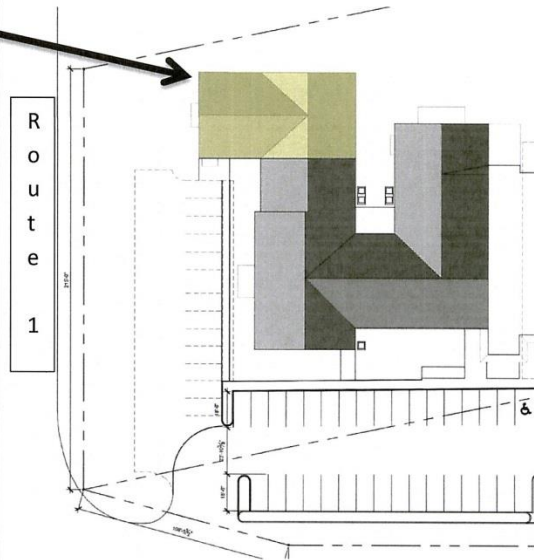
**Gas Line –Future
Eastern Trail**

Parcel Info			
• Purchase Price is the Town Assessed Valuation of	\$ 260,690		
• Survey, Title and Legal Expense (est).	\$ 15,000		
		Warrant Article	Total
			\$ 275,690
• Purchase from the Bragdon Estates Inc.			
• Est. 120-140 Acres			
• Entrance off Bald Hill Rd.			

APPENDIX 7 ADDITION TO WELLS PUBLIC LIBRARY

ARTICLE 16 - Addition to Town Library

- Approximately 3,500 Sq Ft
- 100% donation built – Est. \$1M
- Meets space needs for 5-10 years
- Energy efficient construction with some energy retrofit of remaining building
- Includes essential operational equipment and landscaping



Library's Route 1 Front Parking

WOCSD OFFICES & JR HIGH

APPENDIX 8 PUBLIC SAFETY FACILITIES BOND



VISION

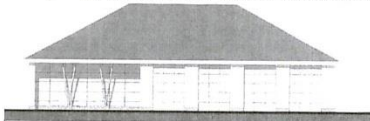
Combined Public Safety Facility planned as a 20-30 year plan - Enhances the Town Center - Establishes the most feasible solution - Replaces inadequate facilities that cannot meet public safety current needs.

PROGRAM SUMMARY - POST ROAD

- 20,499 sq ft Police Program
 - 1,852 sq ft Facility Service Areas
 - 16,601 sq ft Fire Department Program
 - 1,348 sq ft Facility Support Areas
- Total 40,300 sq ft Total Public Safety Facility

PROGRAM SUMMARY - ROUTE 109

- 5,300 sq ft Fire Sub-station
- Consolidates High Pine and the Branch Sub Stations into the new substation
- Location on Town land across from Bragdon Road



BUDGET

\$ 9,885,071 Post Road Construction	\$ 1,591,000 Route 109 Construction
\$ 281,000 Site Development	\$ 1,075,000 Professional Fees
\$ 230,000 Independent Consultants +Clerk	\$ 555,000 Furniture and Equipment
\$ 50,000 Testing and Inspections	\$ 575,000 Budget Contingency
	\$ 14,242,071 Total Budget

TAX IMPACT = The Board of Selectmen and Budget Committee examined this issue closely with the Town Finance Director and Town Manager. A 20 year Financial Model was developed by the Finance Director and can be found at www.wellstown.org/578. It modeled the municipal budget with all aspects taken into account with the increased debt payment for 20 years. The results showed that the project debt payment was able to be programmed into the municipal budgets for the duration of the bond and have the budget be under the LD-1 State Tax Cap while costing on average annually over the 20 year period of \$27.46 per \$100,000 assessed property value.

TABLE 1**FY 2018 MUNICIPAL REVENUE PROJECTIONS**

Town Clerk Fees-Lodging	29,000.00	28,500.00	-500.00
Town Clerk Fees-Other-(Marriage lic, etc)	25,000.00	25,000.00	0.00
Town Clerk Fees-H&F Agent	2,400.00	2,400.00	0.00
Liquor Licenses	1,900.00	1,900.00	0.00
Boat Excise Taxes	11,000.00	11,000.00	0.00
Background Checks	500.00	500.00	0.00
Legal Ads	3,300.00	3,300.00	0.00
Town Clerk Agent Fee	1,500.00	1,500.00	0.00
Total Town Clerk	74,600.00	74,100.00	-500.00
Auto Excise Tax	1,975,000.00	2,079,500.00	104,500.00
Interest & Penalties	80,000.00	80,000.00	0.00
Auto Registrations	35,500.00	35,500.00	0.00
Interest Earned	25,000.00	30,000.00	5,000.00
Cable TV Fees	140,000.00	118,100.00	-21,900.00
Chick A Dee Fund	325.00	325.00	0.00
Admin Misc.	7,000.00	3,000.00	-4,000.00
State – Municipal Revenue Sharing	210,000.00	210,000.00	0.00
Snowmobile	1,600.00	1,600.00	0.00
Tree Growth	29,000.00	29,000.00	0.00
Homestead	125,000.00	125,000.00	0.00
Veteran Reimbursement	10,000.00	10,000.00	0.00
BETE reimbursement	34,000.00	34,000.00	0.00
General Assistance	2,000.00	2,000.00	0.00
Rachel Carson	4,000.00	4,000.00	0.00
State Park	1,000.00	1,000.00	0.00
Sub Total- Gen Office	2,679,425.00	2,763,025.00	83,600.00
Appeals Board	500.00	1,000.00	500.00
Plumbing permits	25,000.00	34,000.00	9,000.00
Building permits	120,000.00	135,000.00	15,000.00
Street Openings	500.00	1,000.00	500.00
Code Enforcement Fines	6,000.00	6,000.00	0.00
Base Fee	27,500.00	30,000.00	2,500.00
Re- Inspections	1,000.00	1,000.00	0.00
ZBA Legal	1,000.00	1,000.00	0.00
ZBA Postage	500.00	500.00	0.00

Flood	5,000.00	5,000.00	0.00
Plumb Surcharge	3,000.00	3,000.00	0.00
Miscellaneous	1,500.00	1,000.00	-500.00
Lodging Enforcement	500.00	500.00	0.00
Sign Permits	500.00	500.00	0.00
Sub Total Code	192,500.00	219,500.00	27,000.00
Planning Board	17,000.00	17,000.00	0.00
Staff Review Fees	3,000.00	3,000.00	0.00
Sub Total Planning	20,000.00	20,000.00	0.00
Gun Permits	1,000.00	750.00	-250.00
Accident Reports	1,500.00	1,500.00	0.00
Police Fines	4,000.00	4,000.00	0.00
Police Alarms	1,000.00	1,000.00	0.00
Misc.	1,000.00	1,000.00	0.00
Dispatch - OGT	90,000.00	0.00	-90,000.00
Salary Reimbursement	23,000.00	35,000.00	12,000.00
Sub Total Police	121,500.00	43,250.00	-78,250.00
Dispatch*	0.00	37,000.00	37,000.00
Restaurant Lease	75,000.00	75,000.00	0.00
Marina Lease	4,500.00	4,500.00	0.00
Public Hoist	200.00	200.00	0.00
Bait Locker	2,800.00	2,800.00	0.00
Pumpout Fees	50.00	50.00	0.00
Sub Total Harbor	82,550.00	82,550.00	0.00
Library	9,000.00	9,250.00	250.00
URIP	200,000.00	200,000.00	0.00
Totals	3,379,575.00	3,448,675.00	69,100.00

* Moved Dispatch - OGT from Police Budget to Dispatch Budget starting FY 2018. A portion of the revenue is proposed to offset the expense of adding an additional dispatcher.

TABLE 2

FY 2018 PASS THROUGH ACCOUNTS

<u>PURPOSE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
State IF&W	Town Clerk	71,000.00
Vital Records	Town Clerk	2,000.00
Dogs	Town Clerk	7,000.00
Applicant Costs/ Legal Ads & Postage	ZBA/ Planning	2,500.00
State Auto Registrations	General Office	770,000.00
Total		852,500.00

<u>PURPOSE</u>	<u>PAYMENT TO</u>	<u>AMOUNT</u>
State IF&W	Town Clerk	71,000.00
Vital Records	Town Clerk	2,000.00
Dogs	Town Clerk	7,000.00
Applicant Costs/ Legal Ads & Postage	ZBA/ Planning	2,500.00
State Auto Registrations	General Office	770,000.00
Total		852,500.00

TABLE 3**FY 2018 PROPOSED SALARIES**

<u>POSITION TITLE</u>	<u>FY 17 PROPOSED</u>	<u>FY 17 CURRENT</u>	<u>FY 18 PROPOSED*</u>
TOWN MANAGER			
TOWN MANAGER	116,974.00	118,857.00	118,857.00
ADMINISTRATIVE ASSISTANT	45,215.00	46,206.00	46,206.00
RECORDING SECRETARY	8,000.00	8,140.00	8,140.00
OVERTIME	2,000.00	2,000.00	2,000.00
TOTAL TOWN MANAGER	172,189.00	175,203.00	175,203.00
ADMINISTRATION			
FINANCE DIRECTOR	67,208.00	72,681.00	72,681.00
DEPUTY TREASURER	48,609.00	48,609.00	48,609.00
ACCOUNTANT	47,836.00	47,836.00	47,836.00
OFFICE MANAGER - A/P & PAYROLL SPECIALIST	46,249.00	46,249.00	40,800.00
ASST. TAX COLLECTOR	35,308.00	35,308.00	35,308.00
ASST. TAX COLLECTOR	36,749.00	36,749.00	32,427.00
OVERTIME	1,000.00	1,000.00	1,000.00
TOTAL ADMINISTRATION	282,959.00	288,432.00	278,661.00
TOWN CLERK			
DEPUTY TOWN CLERK/OFFICE MANAGER	36,749.00	36,749.00	36,749.00
DEPUTY TOWN CLERK/VOTER REGISTRAR	36,749.00	36,749.00	36,749.00
DEPUTY TOWN CLERK	35,308.00	35,308.00	35,308.00
ELECTION WORKERS	14,000.00	14,000.00	14,000.00
OVERTIME	2,000.00	2,000.00	2,000.00
TOTAL TOWN CLERK	124,806.00	124,806.00	124,806.00
HUMAN RESOURCES			
HUMAN RESOURCES DIRECTOR	63,548.00	64,941.00	64,941.00
VOLUNTEER COORDINATOR	15,000.00	15,933.00	15,933.00
TOTAL HUMAN RESOURCES	78,548.00	80,874.00	80,874.00
ASSESSOR			
ASSESSOR	69,703.00	73,731.00	73,731.00
ASSISTANT ASSESSOR	46,249.00	46,249.00	46,249.00
ASSESSOR'S CLERK	36,123.00	36,123.00	36,123.00
ASSESSOR'S CLERK - PART TIME	21,965.00	21,965.00	21,965.00
TOTAL ASSESSOR'S OFFICE	<u>174,040.00</u>	<u>178,068.00</u>	<u>178,068.00</u>

PLANNING/TOWN ENGINEER

PLANNER/TOWN ENGINEER	75,735.00	78,122.00	78,122.00
PLANNING ASSISTANT	46,781.00	46,781.00	46,781.00
TOTAL PLANNING/TOWN ENGINEER	122,516.00	124,903.00	124,903.00

CODE ENFORCEMENT

CODE ENFORCEMENT OFFICER	70,044.00	71,579.00	71,579.00
ASSISTANT CEO	47,126.00	47,126.00	47,126.00
ASSISTANT CEO	44,112.00	44,112.00	44,433.00
ASSISTANT CEO	40,800.00	40,800.00	42,616.00
SECRETARY	37,563.00	37,563.00	37,563.00
SECRETARY	37,563.00	37,563.00	34,682.00
OVERTIME	1,500.00	1,500.00	1,500.00
TOTAL CODE ENFORCEMENT	278,708.00	280,243.00	279,499.00

POLICE

POLICE CHIEF	97,726.00	99,494.00	99,494.00
POLICE LIEUTENANT	81,759.00	83,238.00	83,238.00
POLICE LIEUTENANT	72,779.00	74,000.00	74,000.00
SECRETARY	44,433.00	44,433.00	44,433.00
SECRETARY/CLERK	36,749.00	36,749.00	36,749.00
SUBTOTAL - ADMINISTRATION	333,446.00	337,914.00	337,914.00
POLICE OFFICER	56,188.00	56,188.00	55,972.00
POLICE OFFICER	57,900.00	57,900.00	55,452.00
POLICE OFFICER	55,666.00	55,666.00	55,733.00
POLICE OFFICER	56,606.00	56,606.00	55,775.00
POLICE OFFICER	55,520.00	55,520.00	57,065.00
POLICE OFFICER	58,673.00	58,673.00	53,666.00
POLICE OFFICER	56,000.00	56,000.00	56,049.00
POLICE OFFICER	57,295.00	57,295.00	55,840.00
POLICE OFFICER	56,188.00	56,188.00	54,321.00
POLICE OFFICER	53,724.00	53,724.00	54,985.00
POLICE OFFICER	55,875.00	55,875.00	55,591.00
POLICE OFFICER	57,295.00	57,295.00	47,146.00
POLICE OFFICER	55,875.00	55,875.00	46,729.00
POLICE OFFICER - CORPORAL	62,598.00	62,598.00	58,942.00
POLICE OFFICER - CORPORAL	59,174.00	59,174.00	59,174.00
POLICE OFFICER - SERGEANT	67,714.00	67,714.00	67,899.00
POLICE OFFICER - SERGEANT	67,651.00	67,651.00	67,384.00
POLICE OFFICER - SERGEANT	69,530.00	69,530.00	65,869.00
POLICE OFFICER - SERGEANT	66,127.00	66,127.00	64,603.00
POLICE OFFICER - SERGEANT	66,127.00	66,127.00	66,127.00
SUBTOTAL - POLICE OFFICER/SERGEANTS/CORPORAL	1,191,726.00	1,191,726.00	1,154,322.00

RESERVE - SEASONAL	128,385.00	128,385.00	140,000.00
HOLIDAYS	94,500.00	94,500.00	94,500.00
OVERTIME	130,915.00	130,915.00	135,000.00
TOTAL POLICE	1,878,972.00	1,883,440.00	1,861,736.00

ANIMAL CONTROL

ANIMAL CONTROL OFFICER	44,433.00	44,433.00	44,433.00
ANIMAL CONTROL - CALL OUT	3,100.00	3,100.00	3,100.00
TOTAL ANIMAL CONTROL	47,533.00	47,533.00	47,533.00

DISPATCH

DISPATCHER	51,386.00	51,386.00	51,418.00
DISPATCHER	50,780.00	50,780.00	50,578.00
DISPATCHER	50,780.00	50,780.00	50,824.00
DISPATCHER	50,780.00	50,780.00	50,546.00
DISPATCHER	41,217.00	41,217.00	43,086.00
HOLIDAYS	16,632.00	16,632.00	16,091.00
SUB TOTALS - DISPATCHERS	261,575.00	261,575.00	262,543.00
PART-TIME	27,778.00	27,778.00	35,778.00
OVERTIME	43,974.00	43,974.00	45,293.00
TOTAL DISPATCH	333,327.00	333,327.00	343,614.00

FIRE

FIRE CHIEF	89,847.00	89,847.00	80,000.00
SECRETARY	39,004.00	39,004.00	34,682.00
SUB TOTAL ADMINISTRATION	128,851.00	128,851.00	114,682.00
FIREFIGHTER/CAPTAIN	66,257.00	66,257.00	66,257.00
FIREFIGHTER/CAPTAIN	65,737.00	65,737.00	65,737.00
FIREFIGHTER/CAPTAIN	64,437.00	64,437.00	64,437.00
FIREFIGHTER	56,176.00	56,176.00	56,176.00
FIREFIGHTER	55,915.00	55,915.00	55,915.00
FIREFIGHTER	56,707.00	56,707.00	56,707.00
FIREFIGHTER	49,789.00	49,789.00	49,789.00
FIREFIGHTER	49,789.00	49,789.00	49,789.00
FIREFIGHTER	49,789.00	49,789.00	49,789.00
SUB TOTAL REGULAR SALARIES	514,596.00	514,596.00	514,596.00
RESERVE/SEASONAL	21,577.00	21,577.00	21,577.00
OVERTIME	174,777.00	174,777.00	174,777.00
FIRE CALL	83,402.00	83,402.00	85,070.00
TOTAL FIRE	923,203.00	923,203.00	910,702.00

EMERGENCY MANAGEMENT

PART-TIME	5,000.00	5,000.00	5,000.00
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HIGHWAY

ROAD COMMISSIONER	89,825.00	91,794.00	91,794.00
CREW CHIEF	49,089.00	49,089.00	49,089.00
MECHANIC	60,406.00	60,406.00	61,234.00
EQUIPMENT OPERATOR 1	44,558.00	44,558.00	44,558.00
EQUIPMENT OPERATOR 2	44,558.00	44,558.00	44,304.00
EQUIPMENT OPERATOR 3	43,618.00	43,618.00	43,836.00
EQUIPMENT OPERATOR 4	43,618.00	43,618.00	37,939.00
EQUIPMENT OPERATOR 5	37,026.00	37,026.00	37,229.00
EQUIPMENT OPERATOR 6	36,498.00	36,498.00	36,498.00
EQUIPMENT OPERATOR 7	35,954.00	35,954.00	36,707.00
EQUIPMENT OPERATOR 8	35,922.00	35,922.00	35,843.00
SUBTOTAL REGULAR WAGES	521,072.00	523,041.00	519,031.00
RESERVE/SEASONAL	11,740.00	11,740.00	11,740.00
OVERTIME	35,841.00	35,841.00	35,841.00
GRAVESITE BEAUTIFICATION	19,320.00	19,320.00	19,320.00
TOTAL HIGHWAY	587,973.00	589,942.00	585,932.00

HARBOR

HARBOR MASTER	53,937.00	57,663.00	57,663.00
DEPUTY HARBOR MASTER PART TIME	15,000.00	15,000.00	15,000.00
TOTAL HARBOR	68,937.00	72,663.00	72,663.00

RECREATION

RECREATION DIRECTOR	68,032.00	72,005.00	72,005.00
ASSISTANT REC. DIRECTOR	46,024.00	49,504.00	49,504.00
SECRETARY	33,408.00	35,253.00	35,253.00
SEASONAL	7,000.00	7,000.00	3,500.00
PROGRAM/ACTIVITIES COORDINATOR	39,765.00	41,038.00	16,004.00
MAINTENANCE GROUNDSKEEPER	39,443.00	40,700.00	40,700.00
OVERTIME	3,000.00	3,000.00	3,000.00
TOTAL RECREATION	236,672.00	248,500.00	219,966.00

LIBRARY

LIBRARY DIRECTOR	53,862.00	59,564.00	59,564.00
ASST. DIRECTOR	45,053.00	46,050.00	46,050.00
CIRCULATION COORDINATOR	39,765.00	41,038.00	41,038.00
REFERENCE/TECHNOLOGY	37,387.00	38,580.00	36,242.00
LIBRARY CATALOGER	33,670.00	34,748.00	34,748.00
LIBRARY ADMINISTRATIVE ASSISTANT	23,762.00	24,522.00	24,522.00
LIBRARY ASSISTANT	25,990.00	27,227.00	27,227.00
LIBRARY ASSISTANT	12,230.00	16,402.00	16,402.00
LIBRARY ASSISTANT	7,275.00	7,789.00	7,803.00
LIBRARY MAINTENANCE	14,752.00	15,605.00	15,605.00

SEASONAL	6,550.00	6,650.00	6,650.00
TOTAL LIBRARY	300,296.00	318,175.00	315,851.00
CABLE TV STUDIO WORKERS	0.00	0.00	4,900.00
GENERAL GOVERNMENT			
SELECTMEN	5,000.00	5,000.00	5,000.00
FACILITIES MANAGER	37,084.00	38,907.00	40,131.00
FACILITIES MANAGER OVERTIME	2,000.00	2,000.00	2,000.00
TRAIN STATION	21,642.00	22,048.00	22,048.00
TOTAL GENERAL GOVERNMENT	65,726.00	67,955.00	69,179.00
WAGE AND SALARY ADJUSTMENT	45,000.00		244,447.00
WAGE AND SALARY BALANCE AFTER ADJUSTMENTS		49,138.00	
GRAND TOTAL	5,726,405.00	5,791,405.00	5,923,537.00

***FY 2018 Salaries are calculated on current hourly rate for 52 weeks and one day of pay.
Decrease in Program/Activities Coordinator at Recreation Department is due to a portion of the Salary being paid by the Recreation Enterprise.**

**TABLE 4
FY 2018 OPERATING EXPENSES BUDGET SUMMARY**

	FY 17	FY 17	FY 18	CHANGE	FUNDED BY
<u>OPERATIONS</u>	<u>APPROVED</u>	<u>REVISED</u>	<u>PROPOSED</u>	<u>PROPOSED</u> <u>TO REVISED</u>	<u>TAXES</u>
<i>BOARDS & COMMITTEES</i>					
CONSERVATION BOARD	3,700.00	3,700.00	3,700.00	0.00	3,700.00
TOTAL BOARDS	3,700.00	3,700.00	3,700.00	0.00	3,700.00
<i>BEACH AND HARBOR</i>					
LIFE GUARDS	0.00	0.00	0.00	0.00	0.00
HARBOR MASTER	31,904.00	31,904.00	35,098.00	3,194.00	35,098.00
TOTAL BEACH AND HARBOR	31,904.00	31,904.00	35,098.00	3,194.00	35,098.00
<i>DEBT SERVICE</i>					
BOND REPAYMENT	525,338.00	525,338.00	511,300.00	-14,038.00	511,300.00
<i>GENERAL GOVERNMENT</i>					
TOWN CLERK	38,550.00	38,550.00	38,550.00	0.00	38,550.00
ADMINISTRATION	81,592.00	81,592.00	77,700.00	-3,892.00	77,700.00
ASSESSOR	14,700.00	18,700.00	14,700.00	-4,000.00	14,700.00
TOWN MANAGER	131,600.00	131,600.00	134,400.00	2,800.00	134,400.00
GENERAL GOVERNMENT	358,881.00	370,881.00	359,206.00	-11,675.00	359,206.00
CABLE TV STUDIO	0.00	0.00	17,000.00	17,000.00	17,000.00
PLANNING	18,978.00	18,978.00	18,900.00	-78.00	18,900.00
CODE ENFORCEMENT	18,800.00	18,800.00	27,000.00	8,200.00	27,000.00
IT INFRASTRUCTURE	246,809.00	264,809.00	263,982.00	-827.00	263,982.00
INFORMATION CTR	37,000.00	37,000.00	42,090.00	5,090.00	42,090.00
BENEFITS & INSURANCE	1,803,607.00	1,803,607.00	1,899,502.00	95,895.00	1,899,502.00
PROPERTY & LIABILITY	468,000.00	468,000.00	462,652.00	-5,348.00	462,652.00
HUMAN RESOURCES	36,530.00	36,530.00	33,130.00	-3,400.00	33,130.00
TOTAL GENERAL GOVERNMENT	3,255,047.00	3,289,047.00	3,388,812.00	99,765.00	3,388,812.00
<i>PUBLIC SAFETY</i>					
POLICE	438,284.00	482,884.00	452,867.00	-30,017.00	452,867.00
FIRE	276,670.00	299,458.00	276,650.00	-22,808.00	276,650.00
DISPATCH	108,670.00	111,670.00	108,670.00	-3,000.00	108,670.00
EMA	16,000.00	16,000.00	16,000.00	0.00	16,000.00
ANIMAL CONTROL	15,547.00	15,547.00	15,860.00	313.00	15,860.00
WEMS	220,000.00	220,000.00	215,000.00	-5,000.00	215,000.00
TOTAL PUBLIC SAFETY	1,075,171.00	1,145,559.00	1,085,047.00	-60,512.00	1,085,047.00

<i>PUBLIC WORKS</i>						
HIGHWAY	520,000.00	520,000.00	520,000.00	0.00	520,000.00	
PUBLIC WORKS BUILDINGS	33,000.00	33,000.00	33,000.00	0.00	33,000.00	
TRANSFER STATION	100,000.00	100,000.00	100,000.00	0.00	100,000.00	Note A
TOTAL PUBLIC WORKS	653,000.00	653,000.00	653,000.00	0.00	653,000.00	
<i>EDUCATION & LEISURE</i>						
RECREATION	70,007.00	70,007.00	57,600.00	-12,407.00	57,600.00	
LIBRARY	108,060.00	108,060.00	108,155.00	95.00	108,155.00	
WELLS ACTIVITY CENTER	23,076.00	23,076.00	23,076.00	0.00	23,076.00	
TOTAL EDUCATION & LEISURE	201,143.00	201,143.00	188,831.00	-12,312.00	188,831.00	
<i>SOCIAL SERVICES</i>						
GRANTS	129,028.00	129,028.00	137,950.00	8,922.00	137,950.00	
TOTAL SOCIAL SERVICES	129,028.00	129,028.00	137,950.00	8,922.00	137,950.00	
GRAND TOTAL						
	5,874,331.00	5,978,719.00	6,003,738.00	25,019.00	6,003,738.00	
<u>Note A</u>						
The Selectmen under the authority of the Town Charter created a Transfer Station Enterprise Fund for FY 14.						
An Enterprise Fund is self supporting, that is, Revenues cover all Operating Expenses. For the third year						
of operations an operational deposit is budgeted. The Revenue for the Transfer Station Enterprise will						
be from all Transfer Station transactions. The Expenses will be to maintain the Transfer Station,						
and it's operations. The salaries for the Transfer Station are funded from the Transfer Station						
Enterprise Fund.						

**TABLE 5
CIP FUNDING PROGRAM**

	EXISTING FUND	Balance @ 3/30/17	CIP FY 18 Proposed	CIP FY 18 Approp	Proposed From			
					Taxes	Undistributed		
						Budget	Reserves	Enterprise Funds
Buildings and Building Improvements								
Library - Meeting Room/Storage Reno	0817	29,949.45	14,964.00	14,964.00		14,964.00		
Town Manager - Town Hall Siding	0817	29,949.45	25,000.00			25,000.00		
Sub Total- Building Improvements			39,964.00	14,964.00	0.00	39,964.00	0.00	0.00
Conservation								
Conservation - Land Acquisition	0705	477,861.48	100,000.00		60,000.00	40,000.00		
Sub Total- Conservation			100,000.00	0.00	60,000.00	40,000.00	0.00	0.00
Vehicles								
Fire - Truck reserve	0703	651,001.58	225,000.00	550,000.00	225,000.00			
Fire - Utility 9 Replacement	0703	651,001.58	25,000.00		25,000.00			
Highway - Equipment Reserve	0701	197,575.27	200,000.00	50,000.00		200,000.00		
WEMS - Ambulance	0715	60,175.85	60,000.00		60,000.00			
Sub Total- Vehicles			510,000.00	600,000.00	310,000.00	200,000.00	0.00	0.00
Technology Plan								
IT - Proposed Capital Technology Expenses	0740	227,791.01	150,170.00	150,170.00	150,170.00			
IT - Tech Committee	0830	100,944.58	41,600.00	41,600.00	41,600.00			
Sub Total- Technology Plan			191,770.00	191,770.00	191,770.00	0.00	0.00	0.00
Infrastructure								
Harbor - Floats	0013	38,700.82	20,000.00	10,000.00	20,000.00			
Harbor - Pier Rehab	0013	38,700.82	40,000.00		40,000.00			
Highway - Infrastructure	0708	553,150.81	275,000.00	275,000.00	275,000.00			
Highway - Paving/Culverts& Bridges	0723	50,590.60	1,000,000.00	1,000,000.00	400,000.00	600,000.00		
Highway - Sidewalk Reserve Funding	0704	325,392.70	50,000.00		50,000.00			
Library - Parking Lot Improvement	0817	29,949.45	13,525.00	13,525.00		13,525.00		
Sub Total- Infrastructure			1,398,525.00	1,298,525.00	785,000.00	613,525.00	0.00	0.00

**TABLE 5
CIP FUNDING PROGRAM (CONT.)**

	EXISTING FUND	Balance @ 3/30/17	CIP FY 18 Proposed	CIP FY 18 Approp	Proposed From			
					Taxes	Undistributed Budget	Reserves	Enterprise Funds
Equipment								
Fire - 4" LDH Feeder Hose	0734	51,093.12	28,250.00	28,250.00		28,250.00		
Fire - 6x6 UTV Replacement	0734	51,093.12	13,000.00					13,000.00
Fire - SCBA Bottles	0734	51,093.12	20,000.00		0.00	20,000.00		
Fire - Thermal Cameras	0734	51,093.12		5,000.00				
Harbor - Meter & Hoist	0012	136,593.56		20,000.00				
WEMS- EKG/Defib	0735	25,804.15	15,000.00		15,000.00			
Sub Total- Equipment			76,250.00	53,250.00	15,000.00	48,250.00	0.00	13,000.00
Other								
Highway - Crushing	0701	197,575.27	50,000.00	50,000.00		50,000.00		
Highway - Crosswalk Lights	0739	35,183.06		7,000.00				
Highway - Sign Inventory	0701	197,575.27	30,000.00	30,000.00		28,816.00	1,184.00	
Town Manager - Beautification (Townwide)	0727	60,262.73	12,000.00	12,000.00	12,000.00			
Town Manager - Building Improvement Fund	0817	29,949.45	25,000.00	30,000.00		25,000.00		
Town Manager - By-Pass Rd Feasibility Study	0814	35,595.71		5,000.00				
Town Manager - Comp Plan Implementation	0739	35,060.08		5,000.00				
Town Manager - Garage Solar Panel Buy-out	0745	10,000.00	10,000.00		10,000.00			
Town Manager - Marshwalk Project	0948	3,271.78	33,135.00	33,135.00				33,135.00
Town Manager - Town-wide Wayfinder	0739	35,183.06	18,000.00	18,000.00				18,000.00
Sub Total - Other			178,135.00	190,135.00	22,000.00	103,816.00	1,184.00	51,135.00
Grand Total			2,494,644.00	2,348,644.00	1,383,770.00	1,045,555.00	1,184.00	64,135.00
FY 2017 Totals			2,093,782.00	2,364,482.00	1,218,677.00	865,000.00	10,105.00	0.00
Difference			400,862.00	-15,838.00	165,093.00	180,555.00	-8,921.00	64,135.00

**TABLE 6
FY 2018 ENTERPRISE FUNDS**

	FY 18 PROJECTION	
BEACH OPERATIONS ENTERPRISE		
BEACH REVENUE	478,000.00	Note A
BEACH SALARIES	192,793.00	
BEACH OPERATIONS	144,688.00	
CIP FUND TRANSFER TO SPECIAL REVENUE FUNDS	64,135.00	
 RECREATION PROGRAM ENTERPRISE		
PROGRAM REVENUE	439,000.00	Note B
PROGRAM SALARIES	201,848.00	
PROGRAM OPERATIONS	211,895.00	
CIP PROJECT EXPENDITURES	135,900.00	
PAVE LOWER DIRT LOT	32,000.00	
OUTDOOR DRINKING FOUNTAIN	10,000.00	
SECURITY CAMERAS	11,500.00	
MULTI PURPOSE FIELD	82,400.00	
DESIGNATE ENTERPRISE FUNDS FOR FUTURE CIP PROJECTS	42,000.00	
GARAGE	10,000.00	
RENOVATE PUBLIC RESTROOMS	3,000.00	
FUTURE VAN REPLACEMENT	7,500.00	
TENNIS COURT UPDATES	20,000.00	
FUTURE TRACTOR REPLACEMENT	1,500.00	
 TRANSFER STATION ENTERPRISE		
TRANSFER REVENUE	339,350.00	Note C
TRANSFER OPERATIONS DEPOSIT *	100,000.00	
TRANSFER SALARIES	132,000.00	
TRANSFER OPERATIONS	377,640.00	

Note A

The Selectmen created the Beach Enterprise in FY 13. An Enterprise Fund is self supporting, that is, Revenues cover all Operating Expenses. The Revenue for the Beach Operations Fund will be from the sale of beach passes and parking at the Municipal lots. The Expenses will be to maintain the beach, beach restrooms, lifeguard operations, the parking lots, and the cost of the pay and display meters. The Salaries for Restroom Cleaning, Parking Lot Attendants, Lifeguards and Piping Plovers are funded from the Beach Operations Enterprise.

Note B

The Selectmen under the authority of the Town Charter created a Recreation Program Enterprise Fund for FY 14. The Revenue for the Recreation Program Enterprise will be from enrollment in Recreation Programs. The Expenses will be to run the advertised Recreation Programs. The Salaries for the Recreation Program Seasonal Staff and Before/After Care Program are paid by the Recreation Program Enterprise Fund. The Recreation Enterprise also designates funds toward Future CIP Project.

Note C

The Selectmen under the authority of the Town Charter created a Transfer Station Enterprise Fund for FY 14. An Enterprise Fund is self supporting, that is, Revenues cover all Operating Expenses. For the third year of operations an operational deposit is budgeted. The Revenue for the Transfer Station Enterprise is from all Transfer Station transactions. The Expenses will be to maintain the Transfer Station and it's operations. The Salaries for Transfer Station Employees are funded from the Transfer Station Enterprise.

**Background Notes for both Additions to funds (Proposed) and Expenditures
(Appropriations) from funds.**

Building and Building Improvements

- 1) **Library – Meeting Room/Storage Reno (0817)** – Request is to build a closet in the program area/children’s room to store presentation materials and to refresh the 1978 cabinetry. The fund balance of 0817 as of March 30, 2017 is \$29,949.45. The Proposed Amount and Expended Amount requested is \$14,964.00.
- 2) **Town Hall – Siding (0817)** – Request is to set aside funds for the future to install high premium vinyl siding onto Town Hall as an alternative to repainting it. The fund balance of 0817 as of March 30, 2017 is \$29,949.45. The Proposed Amount requested is \$25,000.00.

Conservation Commission

- 1) **Conservation – Land Acquisition (0705)** - The Conservation Commission annual request for funds to be added to this account for potential open space land purchases. The fund balance in 0705 as of March 30, 2017 is \$477,861.48. The Proposed Amount requested is \$100,000.00.

Vehicles

- 1) **Fire Department – Fire Truck Reserve (0703)** – The Fire Chief and his department personnel have reviewed and revamped the fire truck replacement plan. The revamped replacement plan has been reviewed and supported by the Board of Selectmen and the Budget Committee to purchase a Pumper/Rescue Truck in FY 2018. The plan calls for continued funding for future purchases. The fund balance of 0703 as of March 30, 2017 is \$651,001.58. The Proposed Amount requested is \$225,000.00 and the Expended Amount requested is \$550,000.00.
- 2) **Fire Department – Utility 9 Replacement (0703)** – The Fire Chief is requesting to set aside funds for the future replacement of the department’s utility pick-up truck. The fund balance of 0703 as of March 30, 2017 is \$651,001.58. The Proposed Amount requested is \$25,000.00.
- 3) **Highway – Equipment Reserve (0701)** – The Highway Department seeks to add funds to the Highway Equipment Reserve to be used toward future vehicle and equipment purchases. The Highway Department also seeks authorization to purchase a one ton dump truck. The fund balance of 0701 as of March 30, 2017 is \$197,575.27. The Proposed Amount requested is \$200,000.00. The Expended Amount requested is \$50,000.00.
- 4) **WEMS Ambulance (0715)** - Proposed annual addition to this fund for future ambulance replacement. The fund balance of 0715 as of March 30, 2017 is \$60,175.85. The Proposed Amount requested is \$60,000.00.

Technology Plan

- 1) **IT – Proposed Capital Technology Expenses (0740)** – Proposal submitted by Winxnet, the Town’s IT provider consists of refreshing 18 computers, Fortigate firewalls, Misc IT projects, Windows licensing, a consolidation project, network fiber equipment upgrade and a SAN upgrade. The fund balance of 0740 as of March 30, 2017 is \$227,791.01. The Proposed and Expended Amount requested is \$150,170.00.
- 2) **IT - Tech Committee (0830)** - The Technology Reserve account provides a self-funded computer equipment repair and replacement fund. It also funds enhancements and maintenance of the Town’s GIS program. The fund balance of 0830 as of March 30, 2017 is \$100,944.58. The Proposed and Expended Amount requested is \$41,600.00.

Infrastructure

- 1) **Harbor Master – Floats (0013)** – The Harbor Master wishes to continue with a strategic maintenance and replacement program for harbor floats. The plan calls for yearly triage to assess what floats need replacing and what can be patched, refastened, or repaired. The fund balance of 0013 as of March 30, 2017 is

\$38,700.82. The Proposed Amount requested is \$20,000.00. The Expended Amount requested is \$10,000.00.

- 2) **Harbor Master – Pier Rehab (0013)** – The Harbor Master requests a structural rehab of the main harbor pier. This rehab will include the rehab of the crossing bracing and hardware along with possible stringer and pile cap replacement. The fund balance of 0013 as of March 30, 2017 is \$38,700.82. The Proposed Amount requested is \$40,000.00.
- 3) **Highway - Infrastructure (0708)** – Request is to add funds and expend funds for large infrastructure related projects. Large projects remain and the list continues to grow. Those projects include the Furbish Road Project, 9B Project, By-Pass Road Project, Coles Hill Culvert and Harbor Road Project. The balance of fund 0708 as of March 30, 2017 is \$553,150.81. The Proposed Amount requested is \$275,000.00. The Expended Amount requested is \$275,000.00.
- 4) **Highway - Paving/Culverts and Bridges (0723)** - The Public Works Director has a long list of paving projects which include improvements to Boyd Road, Cheney Woods Road, Spicebush Drive, Preble Street, Wells Highland, and additional surface coats to streets previously reconstructed. The fund balance of 0723 as of March 30, 2017 is \$50,590.60. These funds have also been identified to meet paving, culverts and bridge needs. The Proposed and Expended Amount requested is \$1,000,000.00.
- 5) **Highway – Sidewalk Reserve Funding (0704)** – Request is to add additional funds to the reserve to cover anticipated future projects. The future funding will be used to create safe pedestrian environments and upgrade crosswalks to be ADA compliant. The fund balance of 0704 as of March 30, 2017 is \$325,392.70. The Proposed Amount requested is \$50,000.00.
- 6) **Library – Parking Lot Improvements (0817)** – Request is to repair parking lot issues at the Library. Proposed work calls for seal coating/restriping, replace and/or repair sidewalk, add a handicap ramp out front of the building and repair parking lot issues. The fund balance of 0817 as of March 30, 2017 is \$29,949.45. The Proposed and Expended Amount requested is \$13,525.00.

Equipment

- 1) **Fire – 4” LDH Feeder Hose (0734)** – Request is to finalize the change-over of apparatus hose. This change-over will increase operational capabilities by providing an increase in hose load length. The fund balance of 0734 as of March 30, 2017 \$51,093.12. The Proposed Amount and Expended Amount requested is \$28,250.00.
- 2) **Fire – 6X6 UTV (0734)** – Request is for the future replacement of the current UTV to be used on beaches and remote area emergencies. The future replacement will include a rescue/brush fire skid combo-unit allowing for strokes/backboard transport or brush fire pump, tank and hose reel. The fund balance of 0734 as of March 30, 2017 \$51,093.12. The Proposed Amount requested is \$13,000.00.
- 3) **Fire – SCBA Bottles (0734)** – Request is for the future replacement of 84 Self Contained Breathing Apparatus Bottles. The bottles have a mandatory 15 year remove from service. The fund balance of 0734 as of March 30, 2017 \$51,093.12. The Proposed Amount requested is \$20,000.00.
- 4) **Fire – Thermal Cameras (0734)** – Request is to add thermal imaging cameras to remaining apparatus. The fund balance of 0734 as of March 30, 2017 is \$51,093.12. The Expended Amount requested is \$5,000.00.
- 5) **Harbor – Meter & Hoist (0012)** – This request is to install a pay and display parking meter for the Truck and Trailer parking lot and to add remote control automation to the public hoist. The fund balance of 0012 as of March 30, 2017 is \$136,593.56. The Expended Amount requested is \$20,000.00.
- 6) **WEMS – EKG/DEFIB (0735)** – Proposed addition for future replacement purchase. The equipment needs to be replaced every eight years. Fund was established in FY10. The fund balance of 0735 as of March 30, 2017 is \$25,804.15. The Proposed Amount requested is \$15,000.00.

Other

- 1) **Highway – Crushing (0701)** – The Highway Department stockpiles used asphalt and concrete to be recycled into useable road base materials. This request is for funds to crush 25,000 tons of material. If material was purchased from vendors it would cost in excess of \$200,000.00. The fund balance of 0701 as of March 30, 2017 is \$197,575.27. The Proposed Amount and Expended Amount requested is \$50,000.00.
- 2) **Highway – Pedestrian Cross Walk Lights (0739)** – Continuation of a project to purchase and install three sets of radio controlled solar powered LED crosswalk lights as seen on Route 1 at the Post Office Crosswalk.

The fund balance of 0739 as of March 30, 2017 is \$35,183.06. The Expended Amount requested is \$7,000.00.

- 3) **Highway – Sign Inventory (0701)** – Request is to utilize an outside vendor to create an inventory and database of the approximately 4,000 signs within the Town of Wells. The fund balance of 0701 as of March 30, 2017 is \$197,575.27. The Proposed and Expended Amount requested is \$30,000.00.
- 4) **Town Manager – Beautification (Townwide) (0727)** – The Town has established multiple locations that contain beautification elements requiring annual purchase of flowers and landscaping materials which then need to be maintained. The Town will search for a landscaper and volunteers to replace the Webhannet Garden Club so that the established locations will be maintained. The fund balance of 0727 as of March 30, 2017 is \$60,262.73. The Proposed and Expended Amount requested is \$12,000.00.
- 5) **Town Manager – Building Improvement Fund (0817)** – The request is to put funding into the reserve for several projects projected to need building maintenance in FY 18. The reserve fund has been heavily used over the past couple of years without having funds added. The fund balance of 0817 as of March 30, 2017 is \$29,949.45. The Proposed Amount requested is \$25,000.00. The Expended Amount requested is \$30,000.00.
- 6) **Town Manager – By-Pass Rd Feasibility Study (0814)** – Traffic congestion is growing each year on Route 1 causing a poor image for the community and grid lock for tourist season. This project is to look at ways for a bypass or alternate routing that can assist with this problem. The fund balance of 0814 as of March 30, 2017 is \$35,595.71. The Expended Amount requested is \$5,000.00.
- 7) **Town Manager – Comprehensive Plan Implementation (0739)** – The Town’s current Comprehensive Plan is undergoing an updating and is estimated to be complete in the winter of 2017 for adoption by the Town possibly in June of 2017. Once adopted, the implementation of the plan comes next with Ordinance rewrites and planning. This request is for the continued expense of the implementation of the Comprehensive Plan. The fund balance of 0739 as of March 30, 2017 is \$35,060.08. The Expended Amount requested is \$5,000.00.
- 8) **Town Manager – Garage Solar Panel Buy-out (0745)** – This project is to establish a fund with annual contributions to allow the Town to early purchase solar systems as they become available from their Power Purchase Agreement. Presently the Town has one solar system on the old Town Garage that can be purchased for \$39,000.00 in FY 2022. The fund balance of 0745 as of March 30, 2017 is \$10,000.00. The Proposed Amount requested is \$10,000.00.
- 9) **Town Manager – Marshwalk Project (0948)** – Request is for construction of a walking path to gain accessibility to the picturesque views along the marsh inlet. The path will have an entrance from Harbor Road and the Harbor Park. The fund balance of 0948 as of March 30, 2017 is \$3,271.78. The Proposed Amount requested is \$33,135.00. The Expended Amount requested is \$33,135.00.
- 10) **Town Manager – Town-wide Wayfinder (0739)** – Request is for a committee to be formed to work with a consultant to develop a town wide plan (signage location, design and specifications) for use in acquiring the Wayfinder signs. The fund balance of 0739 as of March 30, 2017 is \$35,183.06. The Proposed and Expended Amount requested is \$18,000.00.

TOWN MANAGER'S BUDGET MESSAGE

BACKGROUND

The Town Meeting procedure is set forth in the Town Charter under Article VII, Section 7.08. Specifically, registered voters will be asked to cast their ballots on Tuesday, June 13, 2017 from 8 AM to 8 PM, at the WOCSD Junior High School Gymnasium on Route One or voters may request an absentee ballot from the Town Clerk's Office.

PROPOSED BUDGET – Fiscal Year 2018 (July 1, 2017 through June 30, 2018)

The Board of Selectmen established a budget guideline for FY'18 to be as conservative, but responsible as possible to the taxpayers in the development of the Town budget. I believe the Town Departments have accomplished that objective without undermining the level of services and needed capital maintenance, such as paving and infrastructure improvements. After months of work and review, the Board of Selectmen, Budget Committee, Town Staff, Committees and Community Organizations effectively met that goal. Last year's budget was transformational regarding the use of surplus (Fund Balance) to offset the Municipal Budget. We greatly decreased its use with the intention of building up our surplus (Fund Balance) level to cover cash flow needs and to bring the Town into an improved financial position for future bonding and economic downturns. The FY'18 Budget process that started in October and ended with the Budget hearing on April 4, 2017 was extremely productive and professionally accomplished by Department Heads, Budget Committee and the Board of Selectmen. The coordination and number crunching was led by our Finance Director, who did a tremendous job with this budget and with the Town Finances in general with her Staff.

- The Outcome of the Budget is summarized as follows:
 - Gross Salaries are for Union and Non-Union Employees including Seasonal Hires = 3.44% Increase. Reason for the increase is tied with the new round of labor negotiations for the renewal of the four Union contracts. Funds are placed in a compensation reserve fund for distribution once the contracts are signed expected by July 1st, 2017 but not in time for the budget development. The projected increase for non-union is between 2-3% which is also placed in the compensation reserve fund as non-union compensation adjustments are tied to a merit review process which takes into account the market average for these positions. Lastly regarding Salary articles, there is again a separate article for the Town Clerk. The article is presented as the Town Clerk is an elected official and the Board of Selectmen believe the voters should vote that compensation. No other employee is elected by the voters other than this position. Gross Operating Expenses increased from FY'17 by 2.20%. The increase is due to a number of items including insurance and benefit cost increases. This increase ends the second year that Operations has seen a decrease in FY'16 &17!
- Standard Warrant Articles Funding requests remain level funded which are exposures to the town surplus account if they are needed for the described liabilities and employee expenses.
 - New FY'18 Financial Warrant Articles include the following:
 - **Purchase of land from the Open Space Conservation Fund - the proposed land is known as the Getchell Pasture off the Bragdon Road.** The Town would be purchasing the 120-140 acres following a survey and title search for the assessed valuation. This was also the case in the FY'17 budget when the Town Meeting approved the purchase of the Tilton parcel. Funds for the purchase come from existing funds in the Open Space Conservation Fund.

- **Hiring an additional Public Safety Dispatcher.** Wells has for the past 5 years dispatched for Ogunquit through a contract. Additional call volume from Wells and Ogunquit since the inception of the service has increased 22.65%. An additional dispatcher would close the gap in having two dispatchers on 24/7. The cost of the additional full-time dispatcher is covered in the funds received from the Ogunquit contract requiring no new funds from taxation.
 - **Library Addition using Funds from Donations:** The Library Board of Trustees has received a \$500,000 matching donation from a very generous donor that, with the Library Foundation funds of \$500,000, will be given to the Town for the purpose of constructing an approximate 3,500 square foot attached addition off the southerly side of the existing facility. The Warrant article would have the Town accept the funds and have the Board of Selectmen oversee the construction once permitted by the Planning Board, The donor will, through their construction company, build it at cost. The design for the structure used the Library's Architectural firm (Scott Simons) in collaboration with the donor's design and engineering firm. The new addition will be provided with all utilities and be energy efficient including Heating and Air Conditioning with essential operational equipment provided.
 - **Public Safety Complex and Consolidated Fire Substation Bond Referendum Question.** Following six years of analysis and land purchase through Town Meeting approvals, the Board of Selectmen, with the unanimous recommendation of the Budget Committee, support putting the Referendum Bond Question to the voters. The 20 yr. Bond totaling \$14,250,000 with interest of \$6.1M over its duration provides for replacement of the existing non code compliant and poor condition Police and Fire Stations at the Corner and consolidate the non code compliant High Pine and Branch Fire Substations in a new facility on town land on Route 109 across from the Bragdon Road. The Bond debt payment impact has been analyzed by the Board of Selectmen and Budget Committee in conjunction with the future municipal budget growth through a detail financial model by the Town's Finance Director. The modeling indicates that the town would remain under the LD 1 State Tax Cap while maintaining services. The tax impact of the bond if passed would commence in FY'19 and average over the 20 years at 27.46 cents per \$1,000 valuation or \$27.46 on property valued at \$100,000. Please take a look at the materials available from the Town's website and the information found in the Warrant Appendix and what has been sent to the residents of Wells.
- Capital Improvement Plan = Funding Reserve Accounts, capital items and projects are up by 8.64% primarily due to an increase in prospective funding for infrastructure and Highway Department Vehicle replacement needs and less use of the Surplus to fund it. The Conservation Open Space Reserve was also funded.
 - Revenues to offset budget are projected to increase by 3.11%.
 - Gross Budget rose by 3.16% over the previous year while the Net Budget increased by 3.21%.
 - Resulting in a LD-1 that is under our State tax cap by (\$291,041). This means we are in compliance with the LD1 level of appropriation that is calculated for Wells since FY'17.

TOWN OF WELLS						
PROPOSED BUDGET VS LD-1						
FY 18						
	FY 18	FY 17	VAR	%	%	
				CHANGE	of FY'18	
SALARIES	\$ 5,923,537.00	\$ 5,726,405.00	\$ 197,132.00	3.44%	32%	
OPERATING EXPENSES	\$ 6,003,738.00	\$ 5,874,331.00	\$ 129,407.00	2.20%	33%	
WARRANT ARTICLES	\$ 1,664,375.00	\$ 1,810,604.00	\$ (146,229.00)	-8.08%	9%	
CIP	\$ 4,843,288.00	\$ 4,458,264.00	\$ 385,024.00	8.64%	26%	
TOTAL FUNDED BY TAXES	\$ 18,434,938.00	\$ 17,869,604.00	\$ 565,334.00	3.16%	100%	
LESS REVENUE	\$ 8,629,062.00	\$ 8,368,422.00	\$ 260,640.00	3.11%		
NET	\$ 9,805,876.00	\$ 9,501,182.00	\$ 304,694.00	3.21%		
LD-1	\$ 10,096,917.00	\$ 9,599,655.00	\$ 497,262.00	5.18%		
OVER /(UNDER) LD-1	\$ (291,041.00)	\$ (98,473.00)	\$ (192,568.00)			
<u>OTHER KEY DATA</u>						
CIP	FY 18	FY 17	VAR	%	CHANGE	
PROPOSED(ADDITIONS)	\$ 2,494,644.00	\$ 2,093,782.00	\$ 400,862.00	19%		
APPROPRIATED(SPENDING)	\$ 2,348,644.00	\$ 2,364,482.00	\$ (15,838.00)	-1%		
<u>SURPLUS/EXPOSED FROM SURPLUS/RESERVES USAGE</u>						
SURPLUS	\$ 1,045,555.00	\$ 1,140,000.00	\$ (94,445.00)	-8%		
EXPOSE FROM SURPLUS	\$ 512,779.00	\$ 415,000.00	\$ 97,779.00	24%		
RESERVES	\$ 2,625,518.00	\$ 2,581,347.00	\$ 44,171.00	2%		
ENTERPRISE	\$ 64,135.00	\$ -	\$ 64,135.00	100%		
TOTALS	\$ 4,247,987.00	\$ 4,136,347.00	\$ 111,640.00	3%		
PROPOSED MUNICIPAL TAX RATE	\$ 3.22	\$ 3.08	\$ 0.14			
PROPOSED OVERALL TAX RATE	\$ 10.29	\$ 10.06	\$ 0.23			

- Projected Municipal Budget Tax increase reflects an increase of 4.64%.
- County Budget is not complete, but the draft budget basically reflects a tax rate increase of 1.72%. Because the County doesn't pass their budget until after the Town Warrant is printed we must estimate their increase.
- WOCS D Tax increase by 2.94%.
- Tax Rate projected at using a .5% increase in valuation at: \$ 3,057,746,895.
- Projected Property Tax Increase of 2.26% = \$10.29 or \$.23 over FY'17.
- The use of reserve funds will continue in FY'18 to fund the budget in areas that will be reviewed by the Budget Committee and Selectmen. The policy of maintaining a target of 60-90 days of surplus to cover operational expenses is still met with this budget and projected at the start of the Fiscal Year at 65.24 days and at the end of the year at 81.45 days.
- Bonded Indebtedness In FY'18
The following is a summary of outstanding bonds payable: General Long-Term Debt:

All Installment Debt (Notes, Mortgages, Credit Cards, etc.) TO WHOM PAYABLE		ADDRESS & PHONE NUMBER	ORIGINAL AMOUNT	ORIGINAL DATE	CURRENT BALANCE	INTEREST RATE(%)	MATURITY DATE	Principal	Interest	Total Due
FY18	Gorham Savings Bank	63 Marginal Way, 2nd floor	\$1,300,000	9/30/2004	\$130,000	4.00	10/31/2013	\$130,000	\$5,200	\$135,200
	Sea Wall Repair	Portland, Maine 04101					4/30/2014	\$0	\$2,600	\$2,600
	BNY Mellon,	525 William Place 38th Fl	\$3,000,000	9/30/2009		2.73	10/31/2013	\$300,000	\$39,000	\$339,000
	Roads	Pittsburg, PA 15259					4/30/2014		\$34,500	\$34,500
TOTAL FIXED CHARGES FY18								\$430,000	\$81,300	\$511,300
TOTAL FIXED CHARGES FY17										\$ 525,338.00

*Seawall Last Payment in FY'19 and Road Bond last Payment in FY'25

The Town Meeting Warrant Booklet is extremely informative regarding the budget. A great deal of appreciation goes to the Town Manager's Administrative Assistant for publishing the document, with help from many who have worked on the FY'18 Budget. Following the Town Meeting Vote, a FY'18 Work Plan is prepared and presented to the Board of Selectmen for acceptance. It is then published to the Website, available at Town Hall and updated quarterly.

PUBLIC HEARINGS

The Board of Selectmen will be holding a formal public hearing on the proposed FY'17 Budget on April 4, 2017 and Informational sessions at their meetings on May 2 & 16, and June 6, 2017 at 7PM. Information on the budget will also be available at the Town Offices, the Wells Public Library and the Town's website (www.wellstown.org). I would encourage you to participate in the public informational sessions and vote in the Town Elections and Town Meeting Referendum on June 13th.

Jon Carter
Town Manager

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