

Town of Belgrade
Board of Selectpersons
Dec. 1, 2020 / 6:30 p.m.

This meeting will be conducted online at
<https://us02web.zoom.us/j/81131427984>

A G E N D A

Call to Order and Pledge of Allegiance
Open Meeting

1. PUBLIC HEARING.

A. Auto graveyard permit renewal application: Raymond Frappier, Map 10/Lot 22C.

2. PUBLIC COMMENT

3. OLD BUSINESS

A. Approval of Nov. 17, 2020, Selectboard minutes.

4. NEW BUSINESS

A. Board appointments

1. Aaron Palleschi – Parks and Recreation Board
2. Paul Feinberg – Lakes Committee
3. Cathy McKelway – Lakes Committee
4. Jim Hillier – Lakes Committee

B. Consideration of the following special request petitions for inclusion on the 2021 Town Meeting ballot:

1. Sexual Assault Crisis & Support Center
2. Literacy Volunteers Waterville Area
3. Belgrade Lakes Association, Friends of Messalonskee, 7 Lakes Alliance, McGrath Pond-Salmon Lake Association
4. Spectrum Generations (Central Maine Area on Aging)
5. Hospice Volunteers of Waterville Area

C. Consideration of updated Town employment guidelines.

D. Consideration of holiday schedule.

3. WARRANT

4. TOWN MANAGER REPORT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 1, 2020
Re: Auto graveyard permit renewal

The Selectboard on Nov. 17 tabled Raymond Frappier's auto graveyard and/or junkyard permit renewal application. The Board asked the code enforcement officer to revisit the premises and identify any changes in the operation since last year.

CEO Gary Fuller revisited Mr. Frappier's auto graveyard on the morning of Nov. 19 and took the attached photos. Mr. Fuller will attend your meeting to answer any questions you may have. He reports: "Having re-inspected Raymond Frappier's premises and operations, I find it continues to operate as it has for many years now. I recommend granting the permits' renewal."

Gary Fuller, Code Enforcement Officer

The application for Mr. Frappier's auto graveyard at 32 Dustin Drive, Map 10/Lot 22C, is attached. Abutters have been notified of the public hearing, which has been posted.

NOTICE OF PUBLIC HEARING

Dec. 1, 2020

at 6:30 p.m.

at the rescheduled Selectboard meeting

conducted on Zoom at <https://us02web.zoom.us/j/81131427984>

Raymond Frappier Auto graveyard application

Located at 32 Dustin Drive

Map 10 / Lot 22C

Belgrade, Maine

Application For Automobile Graveyard and/or Junkyard Permit

MUNICIPAL OFFICE USE ONLY

Tentative Date of Hearing.....11/10/2020..... Application Receive.....11/05/2020.....
Time of Hearing.....6:30 pm..... Permit No.....2020-2.....
Place of Hearing.....Zoom - Town of Belgrade..... Fee Paid \$.....50.00..... Receipt #.....7141.....
Notification sent by.....Merry & Wapfel..... Date.....11/05/2020.....

To the City/Town.....Belgrade..... County.....Kennebec..... Maine

I/We.....Raymond Frappier..... hereby make application (in quadruplicate) for a permit to establish, operate or maintain and Automobile Graveyard and/or Junkyard at the following described location and in accordance with the provisions of Title 30, Section 2451-B to 2459, Chapter 481, Public Laws 1966.

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard32 Dustin Drive Belgrade, ME 04917 Map 10 lot 22c.....
2. Is this application made by or for a company, partnership, corporation-individual?NO.....
3. Is this property leased?NO..... Property owned by.....Raymond Frappier.....
Address:32 Dustin Dr. Belgrade, ME 04917.....
4. How is "yard" screened? - Fence? (type) Height Trees? (type)X Soft wall.....
Embankment? Gully? Hill? Other?
5. How far is edge of "yard" from center oh highway?2500+..... Feet.
6. Can junk be seen from any part of the highway? YesX No.....
7. Was junkyard Law, Requirements and Fees explained to you?X Yes No.....
8. Is any portion of this "yard" on public property? YesX No.....

9. Is "yard" within 300 feet of a public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery?Yes~~Yes~~ No

10. When was "yard" established?2000..... By whom?Raymond Fappie.....

11. When was last permit issued?2019..... By whom?Town of Belgrade.....

- 1 Copy of Application to City/Town
- 1 Copy of Application to Applicant
- 1 Copy of Application to State Police Augusta
- 1 Copy of Application to State Highway Commission by Registered Mail

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by:*Raymond Fappie*..... For:314 - 3864.....
Address:32 DUSTIN Dr..... Name of Company-Corporation, Partnership, Indiv.

Make complete sketch of "yard." Show footage all sides and location in relationship to adjacent properties. Show distance (in feet) from the edge of "yard" to center of highway. Full in Route Number or Local Road Name. Name of Nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

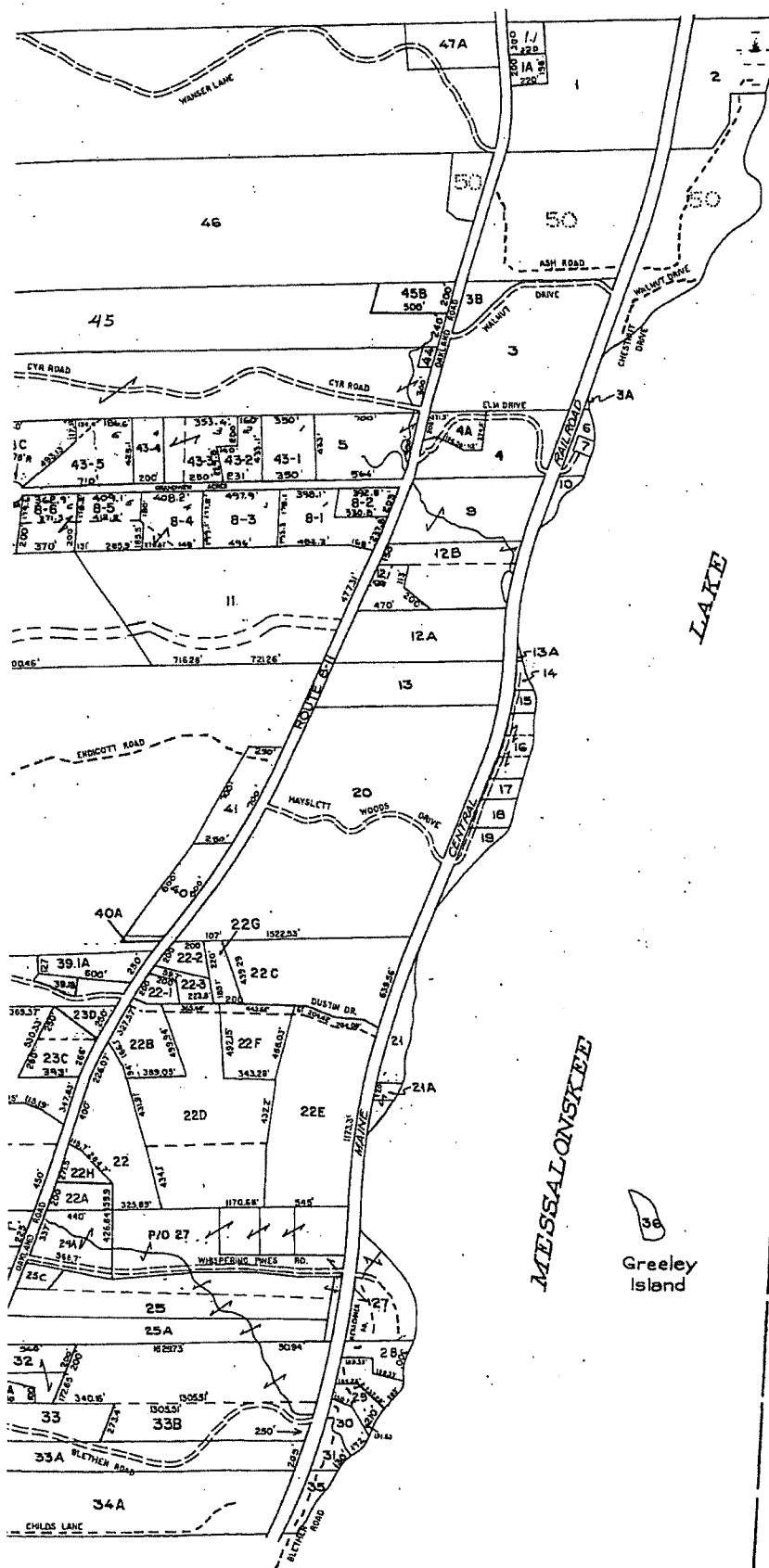
Tax Map No.10.....

Lot No.22 C.....

ZoneN/A.....

Circle Correct Direction
N
E
W
S

.....
Road Name
..... To RT 27/11
Or
Route No. RT 8/11
..... To Oakland
.....



S I D E Y

PROPERTY MAP APR 01 2019
 TOWN OF BELGRADE
 KENNEBEC COUNTY, MAINE
 PREPARED BY
 JAMES W. SEWALL COMPANY OLD TOWN, MAINE
 SCALE 1 INCH = 500 ± FEET

TOWN OF BELGRADE



Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495 • 2258

Fax: (207) 495 • 2742

E-mail: townoffice@townofbelgrade.com

October 21, 2020

Raymond Frappier
PO Box 475
Belgrade, Maine 04917

Dear Raymond:

Enclosed is a renewal application for your auto graveyard/junkyard permit. Your completed renewal application is due back to the Belgrade Town Office by Wednesday, October 28, 2020. A \$50.00 application fee is due at that time.

The Town office is sending a letter of notification to your property abutters (as required by law), of your intention to renew your auto graveyard/junkyard application.

The hearing date is set for Tuesday, November 10, 2020 at 6:30 pm. The Select Board is currently holding all their meetings on-line via zoom. You may access the meeting through the town of Belgrade website at <https://www.townofbelgrade.com/>. Scroll down the homepage to the calendar click on the date to bring up the select board meeting. Please do not hesitate to call if you have any questions.

Sincerely,

Mary J. Vogel, Town Clerk
990 Augusta Road
Belgrade, Maine 04917
PH: 207-495-2258
Email: townclerk@townofbelgrade.com









Town of Belgrade
Board of Selectpersons
Nov. 17, 2020 / 6:30 p.m.

This meeting was conducted online via Zoom

MINUTES

Selectboard members present: Melanie Jewell, Rick Damren, Ernst Merckens, Kathleen Wall, Dan Newman

In attendance: Loyce Haslett, Town Manager Anthony Wilson, MDOT hydrogeologist Dwight Doughty, Shawn Grant, Town Clerk Mary Vogel, Gary Mahler, Carol Johnson, Jay Bradshaw, Pat Donahue, Richard Bourne, Jack Sutton, Cori Holt, Recreation Director Lily Schubert, Lenny Reich, Fire Chief Dan MacKenzie, Rome Selectperson Monica McCarthy, Linda Bacon, Bruce Galouch

Ms. Jewell called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Mr. Merckens moved to open the meeting. Mrs. Wall seconded. Motion approved 4-0, with Mr. Newman absent.

1. **PUBLIC HEARINGS.** Mr. Merckens moved to open the public hearing. Mrs. Wall seconded. Motion approved 4-0, with Mr. Newman absent. After discussion about Raymond Frappier's application, Mr. Merckens moved to close the public hearing. Mrs. Wall seconded. Motion approved 5-0.

A. **Auto graveyard permit** renewal: Francis Frappier, Map 10/Lot 22D. Ms. Jewell moved approval of the permit. Mr. Merckens seconded. Motion approved 5-0.

B. **Auto graveyard permit** renewal application: Raymond Frappier, Map 10/Lot 22C. Ms. Jewell moved to table the application. Mr. Merckens seconded. Motion approved 3-2, with Mr. Damren and Mr. Newman opposing. The application will be reconsidered Dec. 1 after the code enforcement officer has further inspected the premises, noting the time and date of the inspection. He will report to the Selectboard any changes to the operation and premises since last year.

2. **PUBLIC COMMENT.** There was no public comment.

3. **OLD BUSINESS**

A. Approval of Nov. 10, 2020, **Selectboard minutes.** The Town Manager asked that Penny Morrell's name be added to the list of attendees. Mrs. Wall moved approval. Mr. Merckens seconded. Motion approved 5-0.

B. **Board appointment:** Aaron Palleschi – Parks and Recreation Board. Ms. Jewell moved to table. Mr. Damren seconded. Motion approved 5-0.

4. **NEW BUSINESS**

A. Discussion and consideration of **salt well contamination group's recommendations.** Having studied and eliminated all other options for remediating the contaminated wells, the Town's representatives who have

studied the issue and the Maine Department of Transportation recommended the Town and DOT develop a public water system to serve the affected property owners. The DOT has agreed to build the system at its cost. The Town would operate the system. The DOT will craft an agreement to that effect. Selectboard members Jewell and Newman will negotiate other details with the DOT, for the Selectboard's consideration. Ms. Jewell moved to authorize the negotiations. Mr. Damren seconded. Motion approved 5-0.

B. Consideration of the following **Moorings Committee recommendations**:

1. Proposed Moorings Ordinance. Mrs. Wall moved the proposed ordinance be placed on the town meeting ballot. Mr. Merckens seconded. Motion approved 5-0.
2. Proposed Lakes Committee charter. Mr. Damren and Mr. Newman questioned the need for the committee. The Town Manager explained the lakes are Belgrade's greatest natural resource economically, recreationally and aesthetically. He noted that as issues surface, as with houseboats, having a group to advise the Selectboard on possible options would be helpful. He added that no existing group had addressed the houseboats concern. Mrs. Wall moved approval of the charter. Mr. Merckens seconded. Motion approved 3-2, with Mr. Damren and Mr. Newman opposing.

C. Discussion and consideration of acceptance of gift from the **Adam-Cobb-Stevens American Legion Post**. Gary Mahler talked about the dwindling post membership's desire to give to the Town the post's approximately \$26,000 in bank deposits to be used to enhance efforts to honor veterans. Uses of the money would be proposed by a small group of appointed veterans. Dennis Keschl will draft the warrant article to accept the gift. In the meantime, Mr. Mahler reported a desire to raise funds to improve the village veterans memorial, which sits on a small parcel deeded to the Town. The Board took no action.

D. Consideration of Recreation **ice rink proposal**. Mr. Damren moved approval of the Recreation director's proposal to build a temporary ice rink on the Center for All Seasons' basketball court. Mrs. Wall seconded. Motion approved 5-0.

5. **WARRANT**. Mr. Damren moved approval of warrant 151 in the amount of \$35,991.54. Mr. Newman seconded. Motion approved 5-0.

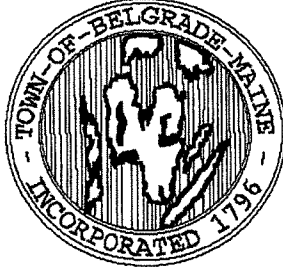
6. **TOWN MANAGER REPORT**. The Selectboard agreed to hold a budget workshop via Zoom beginning at 8 a.m. Dec. 6.

MMA legal advised Maine municipalities are legally responsible for clearing ice and snow from sidewalks. The Board decided to take no action for the time being.

Mr. Damren asked about the impact on the lease for the North Belgrade fire station since the property was acquired by Hammond Lumber. The Town Manager will investigate.

Mr. Damren moved to adjourn at 8:55 p.m. Mr. Newman seconded. Motion approved.

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

☐ Planning Board
☐ Board of Appeals
☐ Dams Committee
☐ Cemetery Committee
☐ Library Trustee
☐ Long Range Planning Com.

☒ Board of Parks & Recreation
☐ Board of Assessment & Review
☐ Transfer Station & Recycling Com.
☐ Budget Committee
☐ Tree Committee
☐ Comprehensive Plan Review Committee

Other _____

If this is a re-appointment please state the number of years you have served _____

Name Aaron Pelleschi

Address 85 Stevens Rd.

Phone # (Home) [REDACTED] (Work) _____

Email: [REDACTED]

Place of Employment CCB Inc / Union Ironworker

Education & Experience Highschool Monmouth Academy Graduate, Unity College

Graduate B.S. Environmental Sciences emphasis Law enforcement

4yr apprenticeship Local 496 20+ yrs Union Ironworker.

Interests and Hobbies

Hunting, fishing, snowmobiling, Woodworking, Metal working,

Gardening.

Why do you wish to serve on a municipal board or committee?

I currently serve as RWSP president and think it would

be a good fit to sit on Parks & Rec to foster ^{new} stronger programs

References

Name Chance Carlson

Phone # [REDACTED]

Name Roy Bernier

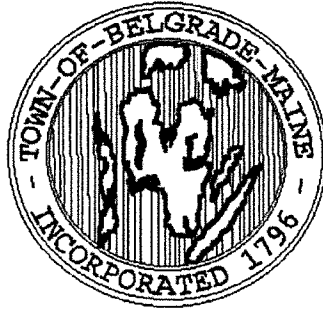
Phone # [REDACTED]

Please Return to:

Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Email Address: _____

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

<input type="checkbox"/> Planning Board	<input type="checkbox"/> Board of Parks & Recreation
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Board of Assessment & Review
<input type="checkbox"/> Dams Committee	<input type="checkbox"/> Transfer Station & Recycling Com.
<input type="checkbox"/> Cemetery Committee	<input type="checkbox"/> Budget Committee
<input type="checkbox"/> Library Trustee	<input type="checkbox"/> Tree Committee
<input type="checkbox"/> Long Range Planning Com.	<input type="checkbox"/> Comprehensive Plan Review Committee

Other Lake Committee

ON MEETINGS

If this is a re-appointment please state the number of years you have served 7

Name Paul I Feinberg committee season member
Address 13 Hulls Ave Cambridge MA 02138
Phone # (Home) [REDACTED] (Work) CCIT [REDACTED] Email: Pfeinberg10@gmail.com
Place of Employment [REDACTED]
Education & Experience BA + J.D. practiced law 30 years in Mass and then a real estate developer in MA
Interests and Hobbies Sailing, Fishing, Woodworking, Sodic evaluations

Why do you wish to serve on a municipal board or committee?

AMA BLA Board member + on the water quality sub-committee - interested in the quality of life on Green Pond

References

Name Peter Keilin Phone # [REDACTED]
Name Lynn Nelson Phone # [REDACTED]

Please Return to:

Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Email Address: [REDACTED]

[Handwritten signature]

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

☐ Planning Board
☐ Board of Appeals
☐ Dams Committee
☐ Cemetery Committee
☐ Library Trustee
☐ Long Range Planning Com.

☐ Board of Parks & Recreation
☐ Board of Assessment & Review
☐ Transfer Station & Recycling Com.
☐ Budget Committee
☐ Tree Committee
☐ Comprehensive Plan Review Committee

Other standing new lake/money committee

If this is a re-appointment please state the number of years you have served 2

Name Cathy McKelway
Address 16 Glen Log Belgrade Lake 04918
Phone # (Home) [REDACTED] (Work) [REDACTED] Email: [REDACTED]
Place of Employment Self-employed
Education & Experience BA Barnard College. School Board 2 terms
Retired banker - 30 years

Interests and Hobbies _____

Why do you wish to serve on a municipal board or committee?

Lakes are v. important to our economy

References

Name Camp/Carothers

Name Andy Cook

Name Becky Seel

Phone # [REDACTED]

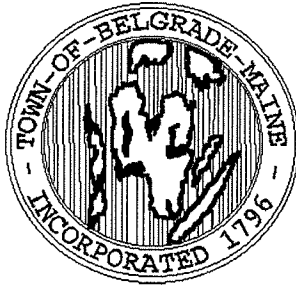
Phone # [REDACTED]

Please Return to:

Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Email Address: _____

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

_____ Planning Board
_____ Board of Appeals
_____ Dams Committee
_____ Cemetery Committee
_____ Library Trustee
_____ Long Range Planning Com.

_____ Board of Parks & Recreation
_____ Board of Assessment & Review
_____ Transfer Station & Recycling Com.
_____ Budget Committee
_____ Tree Committee
_____ Comprehensive Plan Review Committee

Other Lakes Committee

If this is a re-appointment, please state the number of years you have served 1 ½ years Mooring Committee

Name James Hillier

Address 42 Lane Belgrade Lakes Maine -summer and 1204 Londonderry Circle Ormond Beach Florida - winters

Phone # (Home) 207-444-0540 (Work) [REDACTED] Email: [REDACTED]

Place of Employment: H2 Geoscience LLC - Owner – Hydrogeologist – Environmental Services and Engineering

Education & Experience U of Maine and Grad. School – Geological Sciences - Consulting in Colorado, Alaska, Maine
Owned Hillier & Associates Inc for 16 years, then GZA Geo-environmental Regional Manager, then H2 Geoscience LLC

Mapped bathymetry of all 7 Belgrade Lakes, several other lakes and bays in Maine and internationally.

Past Scout Master of Troop 659 Readfield where I grew up and returned to raise my 3 kids.

Past instructor of Environmental regulations for University of Southern Maine and Maine Drinking Water licensing Board

Maine Geological Survey – Mapping Review Committee 2005 – 2015

Over 1,000 environmental science and engineering projects completed in 40-year career in US, Canada and Central America.

Interests and Hobbies Family, boating, fishing, landscape painting, bicycling, hiking, travel, environmental issues

Why do you wish to serve on a municipal board or committee? I'm presently semi-retired and can contribute
time and efforts to the Lakes Committee following a very positive experience working on the Moorings Committee. I feel it's
important that the Town of Belgrade continues to receive diverse, meaningful, and accurate input from knowledgeable citizens
such as myself and other committee members, I also feel that as a scientist and a business owner, as well as a lakefront property
owner and boater, I could help to observe, analyze and comment on lake related issues that are vitally important to the Town of
Belgrade and to other lakefront Towns.

References

Name Dr. Robert Marvinney – Maine State Geologist Phone # 207-288-2200

Name Kathy Sylvester (major Gifts Manager) – Nature Conservancy Phone # 207-288-2200

Please Return to: Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

Email Address: JBHILLIER@BELGRADEME.ME

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 1, 2020
Re: Special requests petition

Town Clerk Mary Vogel has received and certified the four attached petitions making special requests for consideration by town meeting voters. The petitions are from:

- Sexual Assault Crisis & Support Center.
- Literacy Volunteers Waterville Area.
- Spectrum Generations (aka Central Maine Area on Aging).
- Belgrade Lakes Association, Friends of Messalonskee, 7 Lakes Alliance and McGrath Pond-Salmon Lake Association.

The lakes associations' is a joint petition.

Each group seeks the same level of funding voters approved in 2020.

A petition must contain valid signatures from town residents equaling at least 10 percent of the number of Belgrade voters in the last gubernatorial election. Currently, that figure is 175.

175
Valid

2021 Annual Town Meeting
(SECRET BALLOT ELECTION)

We the undersigned voters of the Town of Belgrade, Maine, entitled to vote in Town affairs, hereby request that the following article be placed on the Annual Town Meeting Warrant: To see if the town will raise and appropriate the sum of \$1,116.50 for the Sexual Assault Crisis & Support Center.

	LEGAL SIGNATURE	PRINTED LEGAL NAME	STREET ADDRESS	TOWN OF RESIDENCE
1		Judith Dorsey	171 Grandet	Belgrade
2		Kathleen Doherty	60 Sunset Shores	Belgrade
3		MICHAEL ANTHONY WILSON	20 PRESIDENT	BELGRADE
4		DONNA DULAC	23 HARDWOOD CIR	BELGRADE
5		Ernest DuLac	23 Hardwood Cir	Belgrade
6		Megan Porter	16 Hardwood Cir	Belgrade
7		Angelina Chase	19 Depot St	Belgrade
8		Chris Dubois	19 Hardwood	Belgrade
9		KATHERINE CANTORE	351 Manchester Rd.	Belgrade
10		Therese Berniger	40 Hardwood Cir	Belgrade
11		Stephanie Gardner	22 Aunkela	Belgrade
12		Mitchell L. Cox	323 Horse Point Rd	Belgrade
13		Deborah L. Solomon	323 Horse Point	Belgrade
14		Tia Decimo	416 Lacey Rd	Belgrade
15		JOE DECIMO	440 West Rd	Belgrade
16		Rose Fraser	20 Andrew Rd	Belgrade
17		Jonette Miranda	477 West Rd	Belgrade
18		Michael Miranda	477 West Rd.	Belgrade

CIRCULATOR'S OATH

hereby make oath that I am the Circulator of this petition, that all the signatures to this petition were made in my presence and, to the best of my knowledge and belief, each signature is that of the person it purports to be.

Signature of Circulator: Kelly Cortina Printed Name: Kelly Cortina

Signature of Notary: Shirley Sturgeon Printed Name: Shirley Sturgeon

Subscribed to and sworn before me this date:

DATE & TIME PETITION RECEIVED:

11/05/2020

8:41 am

REGISTRAR'S CERTIFICATION

MUNICIPALITY Belgrade TOTAL VALID: 20 TOTAL INVALID: 0

I hereby certify that the names of all the petitioners listed as a valid appear on the voting list as qualified to vote for the Governor.

We the undersigned voters of the Town of Belgrade, Maine.

#196

This petition must be filed at the Town Clerk's office no later than December 1, 2020.
Not less than 175 signatures of REGISTERED BELGRADE VOTER are required.



Town of Belgrade Petition

We the undersigned qualified voters of the Town of BELGRADE, Maine, entitled to vote in Town Affairs, hereby propose that an article be included in the Annual Town Meeting Warrant requesting an amount of \$1000 to be raised and appropriated for disbursement to Literacy Volunteers Waterville Area in the fiscal year 2021. We presently serve families in Belgrade through our new Family Literacy Program and have tutored hundreds of adults in this and adjacent communities in the Waterville Area. To be voted on at said Town Meeting.

SIGNATURE	PRINTED NAME	STREET ADDRESS
✓ 1 Janet Croce	Janet Croce	159 Ash Rd. Belgrade
X 2 R. [unclear]	Richard [unclear]	544 [unclear] Belgrade
✓ 3 Tasha Gracie	Tasha Gracie	52 Haverpoint Rd. Belgrade
✓ 4 Judith Dorsey	Judith Dorsey	171 Chandler Rd. Belgrade
✓ 5 Gordon D Childs	Gordon D Childs	132 Oakland Rd
✓ 6 Dennis D. Dale	Dennis D. Dale	23 Hardwood Circle
✓ 7 Ernest Dubois	Ernest Dubois	23 [unclear] Belgrade
✓ 8 Angelina Grace	Angelina Grace	19 Depot Rd
✓ 9 Chase, Richard A	Chase, Richard A	19 Depot Rd
✓ 10 Berniger, Therese	Therese Berniger	40 Hardwood Cir.
✓ 11 Stephanie Gardner	Stephanie Gardner	22 Amber Lane
✓ 12 Deborah L. Solomon	Deborah L. Solomon	323 Horse Point Rd.
✓ 14 Joe Marino	Joe Marino	440 West Rd
✓ 15 Patricia [unclear]	Patricia [unclear]	58 Belgrade Ave.
✓ 16 Tammy MacGovern	Tammy MacGovern	6 Twin Oak Rd
✓ 17 Mack L. Dameron	Mack L. Dameron	11 Thistle Hill Ln Belgrade
✓ 18 Hazel Calbre	Hazel Calbre	124 Oakland Rd - Belgrade
✓ 19 Chapermott Storm	Chapermott Storm	906 Oakland Rd
✓ 20 Rose Storm	Rose Storm	906 Oakland Rd

I hereby make oath that I am the Circulator of this petition; that I personally witnessed all of the signatures to this petition; and, to the best of my knowledge and belief, each signature is that of the person whose name it purports to be.

Signature of Circulator: Janet Croce Printed Name: Janet Croce

Signature of Notary: Mary J. Vogel Printed Name: Mary J. Vogel

Subscribed to and sworn before me on this date: 11/04/2020

Date my Notary Commission expires: 01/30/2022

MARY J. VOGEL
Notary Public, Maine
My Commission Expires January 30, 2022

Registrar's Certification

Municipality Belgrade Total Valid 19 Total Invalid (1) I hereby certify that the names of all the petitioners listed as valid appear on the voting list as qualified to vote in the Town of Belgrade

Date: 11/9/20 Signature: Mary J. Vogel

204
valid

PETITION TO REQUEST FUNDS FOR LAKE ASSOCIATIONS
Town of Belgrade, Maine

To the Municipal Officers of the Town of Belgrade:

We, the undersigned registered voters of the Town of Belgrade, hereby petition the municipal officers to place the following article before the voters on the 2021 Annual Town Meeting Warrant for their consideration:

To see if the Town will raise and appropriate the sum of \$40,000 for Lake Protection, to be disbursed to the following lake associations in fiscal year 2021, as follows:

Belgrade Lakes Association - \$16,000

7 Lakes Alliance - \$8,400

Friends of Messalonskee - \$13,100

McGrath Pond-Salmon Lake Association - \$2,500

For Registrar Use Only	SIGNATURE	PRINTED NAME	STREET & NUMBER	DATE
✓ 1		Elizabeth K. Ryan	29 Eugene	
✓ 2		Craig Alexander	24 Hillin Rd	11/3/20
✓ 3		K. DiBerardino	139 Lakeshore	11/3/20
✓ 4		Jean Saucier	703 Smithfield Rd	11/3/20
✓ 5		Nicholas Alexander	690 McGrath	11/3/20
✓ 6		Shana C. Kerner	89 Mill Street Dr	11-3-20
✓ 7		Jim Saucier	703 Smithfield Rd	11/3/20
✓ 8		Cheryl Suto	156 Sateh Rd	11/3/20
✓ 9		Chris Hoyer	295 West Rd.	11/3/20
✓ 10		Leasha Hutchins	140 Point Rd	11/3/20
✓ 11		Lawrence Hutchins	140 Point Rd	11/3/20
✓ 12		Sherie Kerner	89 Mill Street Dr	11/3/20
✓ 13		Kimberly Dallas	30 Woodland Dr	11/3/2020
✓ 14		Andrew Dallas	310 Woodland Dr	11/3/2020
✓ 15		Christine Salter	23 Pheasant Run	11/03/2020
✓ 16		Timothy Talley	426 Southfield Rd	11/03/2020
✓ 17		Timothy Talley	426 Southfield Rd	11/03/2020

We, the undersigned registered voters of the Town of Belgrade, hereby request that Spectrum Generations have an Article included in the 2021 Annual Town Meeting Warrant requesting an amount of \$1,195.50 to help fund Spectrum Generations for Belgrade Residents.

Printed Legal Name	Signature	Street & Number	Legal Town of Residence & Voter Registration
153 Nicole Martin-Sachs	<i>Nicole Martin-Sachs</i>	151 Point Rd Belgrade	Belgrade
154 Christine Carlson	<i>Christine Carlson</i>	20 Pleasant Run Rd	Belgrade
155 Michelle Bolander	<i>Michelle Bolander</i>	529 Smithfield Rd Belgrade	Belgrade
156 Nicholas Churak	<i>Nicholas Churak</i>	490 West Rd	Belgrade
157 Diane Steiner	<i>Diane Steiner</i>	36 Chandler Rd	Belgrade
158 Michael Steiner	<i>Michael Steiner</i>	36 Chandler Rd	Belgrade
159 Valerie S. Henderson	<i>Valerie S. Henderson</i>	40 Abner Street Dr	Belgrade
160 Susan MacFarlane	<i>Susan MacFarlane</i>	23 Country Ln	Belgrade
161 Gary Wood-McGuthrie	<i>Gary Wood-McGuthrie</i>	23 Country Ln	Belgrade
162 Eric DeBenedictis	<i>Eric DeBenedictis</i>	169B Saraguan Rd	Belgrade
163 Mike McDaniel	<i>Mike McDaniel</i>	1152 Manchester Rd	Belgrade
164 Sally Downing	<i>Sally Downing</i>	26 Taylor Woods Rd	Belgrade
165 Eric DeBenedictis	<i>Eric DeBenedictis</i>	295 Westwood Dr	Belgrade
166 Nicholas Alexander	<i>Nicholas Alexander</i>	690 McGrath Road RD	Belgrade
167 Keith Alexander	<i>Keith Alexander</i>	21	Belgrade
168 Bill Cuthbert	<i>Bill Cuthbert</i>	15 Oakmont Dr	Belgrade
169 Seanick Pollard	<i>Seanick Pollard</i>	717 West Rd	Belgrade

CIRCULATOR'S OATH

I hereby make oath that I am the Circulator of this petition, that all the signatures to this petition were made in my presence and, to the best of my knowledge and belief, each signature is that of the person it purports to be.

Signature of Circulator *Gynthia J. McFarland* Printed Name *Gynthia J. McFarland*

Signature of Notary *Nicholas Bolander* Printed Name *Nicholas Bolander*

Subscribed to and sworn before me on this date: *11/3/2020* Date must be completed by Notary

REGISTRAR'S CERTIFICATION

Municipality *Belgrade* TOTAL VALID *160* TOTAL INVALID *1*

I hereby certify that the names of all the petitioners listed as valid appear on the voting list as qualified to vote for Governor.

Signature of Registrar: *[Signature]* Date: *11/11/2020*

Signatures on this petition page were collected by: *[Signature]* Date: *11/11/2020*

#18211

This petition must be filed at the Town Clerks office no later than November 30, 2020

**VOTERS' PETITION PAPER
FOR TOWN MEETING OR SECRET BALLOT VOTE ON
AN ARTICLE OF BUSINESS**

This petition must be signed by not fewer than 176 currently-registered voters of the Town of Belgrade. 176
Valid

To the Municipal Officers of the Town of Belgrade, Maine:

We, the undersigned voters of the Town of Belgrade, Maine, qualified to vote in all town affairs, hereby request that you place the following article before the voters for their consideration at the 2021 Belgrade Annual Town Meeting.

To see if the Town will raise and appropriate the sum of **\$1,500.00** to help fund
Hospice Volunteers of Waterville Area, which provides services to the residents of Belgrade.

RE GIS.	SIGNATURE	PRINTED NAME	STREET ADDRESS	TOWN
76.		Christian Bishop	70 Ambrose Cove Rd	Belgrade
77.		Harley Cole	50 Taylor Woods Rd	Belgrade
78.		Jeannette Lechance	753 Oakland Rd	Belgrade
79.		Brian Goldmann	272 Smithfield Rd	Belgrade
80.		Amanda Mary	174 Depot Rd	Belgrade
81.		David Bowdoin	141 Castle Island Rd	Belgrade
82.		Paul Hanna	555 August A Rd	Belgrade
83.		Laurie Hanna	555 Augusta Rd	Belgrade
84.		Jane Quimby	204 Depot Road	Belgrade
85.		John Alley	204 Depot Rd	Belgrade
86.		Wayne Fitch	68 West Portland Rd	Belgrade
87.		Patricia Hanna	94 New Union Rd	Belgrade
88.		Samuel Bossey	40 NORMAN DR	Belgrade
89.		KATHLEEN ATKINSON	295 Rockwood Dr.	Belgrade
90.		Colleen Walker	560 Dunn Rd	Belgrade

State of Maine, County of Kennebec, ss

I, Sarah Swift-Simons on oath, depose and say that to the best of my knowledge and belief the signatures herein contained are genuine and that the persons signing are qualified to vote in the Town of Belgrade.

Circulators Signature Sarah Swift-Simons

Subscribed and sworn to me by the above said name on 11/24/2020 ^{Deputy} Town Clerk Shirley Swaine

REGISTRAR'S CERTIFICATION

MUNICIPALITY: Belgrade TOTAL VALID 15 TOTAL INVALID 0

I hereby certify that the names of all the petitioners listed as valid appear on the voting list as qualified to vote for the Article of Business.

DATE & TIME PETITION RECEIVED:

12:00 pm 11/24/20

Signature of Registrar:

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 1, 2020
Re: Employment guidelines

The Town's employment guidelines were last revised in May 2017. Attached are red-lined and clean versions of proposed revisions, which have been reviewed by the Town Clerk and the Treasurer.

Most proposed changes are grammatical. Substantial changes are:

- The end of courtesy interviews. Interviews will be granted to qualified applicants only. (Page 4)
- Candidates offered a job must satisfactorily complete a background check, a physical exam if they work outside an office setting, and a drug screen. (Page 5)
- Employees injured on the job must visit the Town's preferred workplace health provider. (Page 7)
- The end of 15-minute breaks and 30-minute lunch breaks for full-time employees. The practice has been to take a one-hour lunch with no breaks. Transfer Station and Facilities Maintenance employees may sign a waiver foregoing a lunch break. (Page 7)
- The end of a maximum of 40 hours of accrued comp time per year. This is unrealistic for a plow driver or, typically, our Recreation director. (Page 8)
- Wage scales have been updated to reflect the latest Maine Municipal Association wage survey. (Pages 8-10)
- Employees must complete a six-month probationary period before using accrued vacation time. Accrued vacation is relinquished if an employee fails to successfully complete their probationary period. (Page 11)
- The Town pays for health insurance on a monthly basis, beginning in the first month in which the employee is employed on the first day of the month. Use of the Town's health reimbursement account ends on the final day of employment. (Page 14)

Since these updates were drafted, a question has been raised about differential pay or comp time for employees working on "major" holidays: Thanksgiving, Christmas and Easter. That differential might be at 1.5 times the employee's normal rate. I'd appreciate your thoughts at the meeting.

TOWN OF BELGRADE



EMPLOYMENT GUIDELINES

These employment guidelines have been approved by the Board of Selectpersons and supersede all previous guidelines. This document constitutes Town policy and will be reviewed annually: a complete review and revision will occur every five (5) years.

REVISED – December 02, 2008

REVISED – December 15, 2009

FULL REVISION DONE – October 19, 2010

REVISED – April 22, 2014

REVISED- June 3, 2014

REVISED – August 5, 2014

REVISED – January 3, 2017

REVISED – May 2, 2017

INDEX

FORWARD	3
SECTION I – MANAGEMENT RIGHTS	4
SECTION II – EMPLOYMENT PHILOSOPHY	4
SECTION III – HIRING, RECRUITMENT, AND JOB VACANCY	4
SECTION IV – STATUS AND TYPES OF EMPLOYMENT	5
SECTION V – PUBLIC AND EMPLOYEE RELATIONS/GENERAL EMPLOYMENT POLICIES	<u>65</u>
SECTION VI – WORK WEEK/HOURS	7
SECTION VII – WAGES, EXPENSES, & TIME SHEETS	<u>87</u>
SECTION VIII – LEAVE, VACATION, & HOLIDAYS	<u>110</u>
SECTION IX – HEALTH & WELFARE BENEFITS	<u>143</u>
SECTION X – JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS	<u>164</u>
SECTION XI – DISCIPLINARY POLICY	<u>164</u>
SECTION XII – EMPLOYEE APPEAL	<u>176</u>
SECTION XIII – SEPARATION & TERMINATION	<u>186</u>
SECTION XIV – EMPLOYMENT STATUS BY POSITION	<u>197</u>
APPENDIX – SAMPLE BELGRADE TOWN FORMS	

FOREWORD

These employment guidelines briefly explain the parameters of employment with the Town of Belgrade. Any provision of these guidelines may be amended or revised at any time by the Belgrade Board of Selectpersons, and such changes shall be brought to the attention of all employees when they occur. Employees are required to read and understand these guidelines. Each employee will be given a copy of the employment guidelines, and any revisions thereto, for their reference. Nothing in these guidelines in any way creates an express or implied contract of employment between the Town of Belgrade and the employees.

SECTION I - MANAGEMENT RIGHTS

The overall governing body for the Town of Belgrade is the Board of Selectpersons. The Town Manager reports directly to the Board and is responsible for the day-to-day management of Town affairs, including personnel management. The Town Manager is responsible for the hiring, discipline, termination and overall direction of Town employees. Actions taken by the Town Manager regarding employee management, policy and status are subject to review and approval of the Board of Selectpersons.

SECTION II - EMPLOYMENT PHILOSOPHY

The Town of Belgrade is an Equal Opportunity Employer and will enforce this policy in the hiring of new personnel and in the application of Town employment procedures, policies and practices. All decisions regarding personnel recruitment, screening, selection, placement, transfer, compensation, benefits, training, advancement, demotion and discipline are based upon factors relevant to the requirements of the job under consideration without regard to race, age, gendersex, color, handicap, religious beliefs, national origin, sexual orientation or any other factor not relevant to the requirements of the job.

Sexual harassment policy

The Town of Belgrade recognizes the dignity of the individual employee and the right of the employee to work in an environment that is free from intimidation and harassment. Such intimidation or harassment based on gendersex, race, color, religion, national origin, age, sexual orientation or physical/mental handicap is in violation of this policy and federal and state laws. Sexual harassment is the creation of a hostile work environment through actions that may include deliberate, inappropriate or repeated unsolicited comments, gestures, or physical contact of a sexual nature that are unwelcome. Sexual harassment –undermines the integrity of ~~the~~ employment relationships, destroys morale, interferes with productivity, and adversely affects the careers of employees. Such action is unacceptable conduct and will ~~not~~ be neither condoned nor tolerated. It is considered grounds for disciplinary action up to and including discharge~~termination~~.

SECTION III - HIRING, RECRUITMENT, AND JOB VACANCY

Notices of job vacancies will be provided to all current Full-Time and ~~Permanent-Regular~~ Part-Time employees; who wish to apply for a position. Current employees will be granted an interview if they meet the qualifications of the position and/or have shown a proficiency in their current position that indicates the capability to assume greater responsibility. All vacant positions will also ,and the employee will be guaranteed an interview for the position, but the position will be advertised. New candidates for employment will be required to complete an

application form that will be maintained on file by the Town of a period of one year. Candidates who are offered a job must satisfactorily complete a background check, a physical exam if they work in other than an office setting, and a drug screen. The physical exam and drug screen will be performed by the Town's preferred workplace health provider at the Town's expense. In the event the candidate becomes an employee, his/her application will become part of ~~their~~ his/her permanent employee record. Employees will also be required to sign a "Record of Receipt" that acknowledges the receipt and understanding of the Employee Guidelines.

The Town Manager is authorized to move current part-time employees into a new part-time position, with no increase in hours. This is just a ~~promotion-to-reassignment into~~ a new position.

SECTION IV – STATUS AND TYPES OF EMPLOYMENT

All employees are in a PROBATIONARY status for the first SIX (6) MONTHS of employment unless an individual contract specifies otherwise. The probationary period shall be considered an extension of the selection process.

The following types of appointments may be made to the Town's service in conformity with the rules established:

A. **FULL-TIME:** A full-time employee generally works ~~forty-40~~ hours per week and on a continuing, indefinite basis (~~indefinitely~~). He/she is subject to all personnel rules and policies, and receives all Page 2 benefits and rights provided in accordance with those rules and policies established in these guidelines.

B. **PERMANENT-REGULAR PART-TIME:** An employee in this category works ~~less-fewer~~ than ~~the normal work week~~ (40 hours per week), but at least 20 hours or more per week on a continuing, indefinite basis (~~indefinite~~). He/she is subject to all personnel rules and regulations. The individual is eligible for certain work-related benefits. Limited vacation, sick leave and holidays may apply (see Section VIII).

C. Employees who work on a non-~~permanent-regular~~ (as-needed) basis, usually within a limited time frame, and generally for ~~less-fewer~~ than 20 hours per week, are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation. Note: Some employees in positions designated as TEMPORARY may work 40 hours or more for limited periods of time. ~~They are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation.~~

Note: The status of each existing position, i.e., (Full-time, Permanent-Regular Part-time, or Temporary) is designated in this document. Should new positions be created, this document will be amended to reflect that position's status. See Section XIV.

SECTION V – PUBLIC AND EMPLOYEE RELATIONS/GENERAL POLICY

Cooperation of all employees in the workplace is essential to the effective operation of a small municipality. Our taxpayers are entitled to the best service we can provide. We pride ourselves in being a customer-oriented operation and attempt to avoid the common misperceptions that are frequently associated with ~~some municipal and state government~~ activities.

Courtesy, cooperation and assumption of responsibility are key elements of good service.

Relations with the Public: Employees are prohibited from engaging in any conduct that could reflect unfavorably upon the Town or disrupt efficient municipal operations. Town employees must avoid any action or conduct that might result in or create the impression of using public employment for private gain, giving preferential treatment to any person or organization, or losing impartiality in the conduct of Town business.

The following rules regarding relations with the public must be strictly observed by municipal employees:

A. **Receipt of gifts.** A Town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties.

B. **Business Activities and Solicitations.** No employee shall actively engage in any "outside" business activities other than his/her regular duties during normal work hours. No employee shall enter into a business agreement representing the Town of Belgrade unless he/she has been designated with such authority.

C. **Confidentiality.** Certain employees have access to confidential information pertaining to persons or property in the community. It is inappropriate for employees to discuss such

information outside the office environment or with individuals ~~that~~ who do not share access to the same information. *Employees will not use privileged information to their private advantage or to aid family, friends or acquaintances.*

D. **Employee Appearance:** Personal appearance reflects professional standards and demonstrates to residents and visitors that the Town's employees assume a professional approach to their duties. Employees are required to be well groomed and dress to reflect cleanliness, safety and good taste appropriate for the work being performed.

E. **Safety:** Consideration for workplace safety is a primary concern. Employees are expected to observe safety standards and practice safe workplace habits at all times. Any unsafe working conditions or potential safety hazards must be reported to supervisors. Any work-related injury or illness must be reported at once to the employee's immediate supervisor, Town Manager or a Selectperson. Employees injured on the job must be sent immediately to the Town's preferred workplace health provider for evaluation. As a condition of employment, employees shall attend and participate in such training programs and courses as may be directed by the Town Manager, Department Head, or Board of Selectpersons. The Town Manager has authority and discretion to approve all training held within the State of Maine. Out-of-state training will be approved at the discretion of the Board of Selectpersons.

SECTION VI - WORK WEEK/HOURS

The standard workweek for FULL-TIME employees is ~~forty~~ 40 hours, normally consisting of five consecutive eight (8) hour days, Monday through Friday, exclusive of meal/~~rest~~ periods. The standard work week for ~~PERMANENT-REGULAR~~ PART-TIME employees is twenty (20) hours, but may be increased to as much as thirty-nine (39) hours if a situation requires. ~~PERMANENT-REGULAR~~ PART-TIME employees may not work more than thirty-nine hours without receiving the wage and benefits afforded to FULL-TIME employees. The regular workweek for payroll purposes begins on Monday and ends Sunday at mid-night. The actual work schedule and hours for employees will be specified by the Town Manager.

A. ~~**Break Period:** The normal work schedule offers a fifteen (15) minute break period during each four (4) hour segment of an eight (8) hour day. Break periods may be restricted to the premises and may not be accumulated and used to leave work early or for any other purposes.~~

B. ~~**Meal/Rest Periods:** A meal/rest period will be provided in the amount of one half (1/2) hour, and can be taken only after a work period of at least three (3) hours, but not after more than six (6) hours during a normal work day. Any alteration to this policy will be coordinated with the Town Manager and/or the employee's immediate supervisor. Employees working at the Transfer Station and in Facilities Maintenance may elect to waive their one-hour meal break. If they choose to waive their lunch break, they must sign a Meal Break Waiver Form, which will be placed in their personnel folder.~~

BC. **Overtime:** The Town of Belgrade discourages the requirement for an employee to work overtime. However, if prior knowledge of such a requirement exists, it shall be approved in advance on a case-by-case basis by the Town Manager. Compensation for overtime will be paid

in compliance with the Fair Labor Standards Act at the rate of one and one-half (1 1/2) times the employee's base rate of pay for each hour worked over forty (40) hours in a single work week. In lieu of overtime pay, compensatory time may be taken if utilized within sixty (60) days. ~~A maximum of forty (40) hours of compensatory time may be accrued during the calendar year.~~ Compensatory time is earned at 1 1/2 hours per hour in excess of forty (40) hours and must be tracked by the Treasurer. In the event employees are required to work during designated holidays (see Sec VIII) or during weekends (other than "normal" weekend work schedules), they will be paid at the standard overtime rate for all hours accrued during the weekend or holiday period.

D. Attendance: Employees shall be at their respective places of work at the appointed starting time. It is the responsibility of each employee to notify their supervisor or the Town Manager in the event they will be late or absent from work.

SECTION VII - WAGES, EXPENSES, & TIME SHEETS

Normally, persons will be hired at the minimum rate of pay established for the position. The Town Manager may approve the hiring of an employee at a rate above the normal entry rate of pay based on the individual's education and experience. All employees are currently paid based on hours worked or services performed, except for the Town Manager.

A. Wages: A pay scale for both full- and part-time employees is provided ~~in~~ Figure 1. The wages below reflect the minimum, midpoint and maximum rates reported by the Maine Municipal Association for towns of populations between 1,000 and 5,000 in its latest annual salary survey. Administrative wages are based on performance and tenure with incremental increases being based on a favorable evaluation of job performance on their anniversary of employment. Increases are based on their evaluation of performance as shown in figure 2.

Figure 1:

Town Clerk/Tax Collector

Min: \$13.80/hr	Mid: \$16.79/hr	Max: \$20.48/hr
<u>\$17.52</u>	<u>\$19.65</u>	<u>\$21.69</u>

Deputy Clerk/Registrar

Min: \$11.50/hr	Mid: \$13.87/hr	Max: \$16.78/hr
<u>\$14.32</u>	<u>\$16.75</u>	<u>\$18.20</u>

Treasurer/Tax Collector

Min: \$13.80/hr	Mid: \$16.79/hr	Max: \$20.48/hr
<u>\$17.50</u>	<u>\$19.54</u>	<u>\$22.08</u>

Executive Board Secretary/Deputy Clerk

~~Min: \$12.50/hr Mid: \$15.06/hr Max: \$18.16/hr~~

Library Director

Min: \$11.50/hr	Mid: \$14.15/hr	Max: \$17.40/hr
<u>\$16.56</u>	<u>\$18.63</u>	<u>\$21.00</u>

Library Assistant

~~No range established.....current pay is \$8.82, subject to a 5% increase based on merit~~

<u>\$13.95</u>	<u>\$14.90</u>	<u>\$16.80</u>
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Recreation Director

Min: 12.50/hr.	Mid: 15.50/hr	Max: 19.00/hr
<u>\$16.10</u>	<u>\$17.87</u>	<u>\$18.30</u>

Recreation Assistant

Min: \$12.00	Mid: \$14.00	Max: \$14.14
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~~Facility and Grounds Maintenance Supervisor~~ Director/Sexton

Min: \$13.48/hr	Mid: \$16.72/hr	Max: \$19.95/hr
<u>\$15.00</u>		

Assistant to the Facilities Maintenance Director/Sexton and to the Transfer Station Director

Min: \$14.88	Mid: \$15.62	Max: \$17.48
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Transfer Station Director

Min: \$15.00	Mid: \$18.26	Max: \$20.25
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Transfer Station Attendant

Min: \$12.90	Mid: \$14.25	Max: \$15.00
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Rescue Chief

Min: \$15.22	Mid: \$16.82	Max: \$24.58
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Firefighter/Advanced EMT

Min: \$16.46	Mid: \$19.34	Max: \$19.61
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Code Enforcement Officer/Licensed Plumbing Inspector

Min: \$23.50 Mid: \$25.00 Max: \$29.75

Temporary and seasonal employees will be paid minimum wage. Returning after-school and summer camp counselors will earn 25 cents above minimum wage, effective at the beginning of the 2020-21 school year. Lifeguards and the Recreation Golden Pond Camp coordinator will earn \$1 above minimum wage, effective the summer of 2020.

Firefighter 1 & 2/EMS

Min: \$13.06/hr Mid: \$16.93/hr Max: 20.80/hr

**Note—Maximum represents same percentage ratio increase as between Minimum and Mid Point

Figure 2:

<u>1=Does not meet standards</u> <u>Below expectations</u>	0%
<u>2=Meets Standard</u> <u>expectations</u>	1%-3%
<u>3=Exceeds Standard</u> <u>expectations</u>	4%-5%

Failure to achieve satisfactory performance levels may be grounds for denial of annual increases.

Once maximum pay as shown in Figure 1 has been reached, an increase will be granted contingent upon the employee receiving a satisfactory performance evaluation. This increase will be equal to the Consumer Price Index for all Urban Consumers (CPI-U) as published the previous December. If an employee is near the top of his/her pay scale and the annual increase is less than that increase which could be awarded pursuant to the preceding year's CPI-U, the Town Manager will award an amount equal to the CPI-U based on the employee's performance evaluation.

Non-~~a~~Administrative employees (road maintenance and transfer station) are paid in accordance with current State of Maine Wage Scale Guidelines based upon the job being performed.

~~Volunteers (Fire, Rescue, and Emergency Management) are paid at a proposed budgetary wage rate approved at Town Meeting.~~

The wage rate policy will be reviewed annually by the Board of Selectpersons to ensure currency and compliance with Federal and State wage requirements, and competitiveness with other Maine municipalities of similar size.

B. **Expenses:** Mileage expenses determined by the existing State Rate will be paid to employees ~~that who~~ utilize their personal vehicles in attending meetings, conferences or functions in an official capacity. In the event the employee is required to travel a distance greater than 50 miles, he/she will be reimbursed for meals. ~~H,~~ however, the maximum reimbursable amount will not exceed the following schedule: Breakfast- \$~~105~~5.00, Lunch-\$~~157~~7.00, Dinner- \$~~2015~~5.00. If required to remain overnight, the cost of accommodations will be paid at a rate not to exceed \$~~12550~~ per night unless the Town Manager or Board of Selectpersons provides prior approval. All official business qualifying for reimbursement will be coordinated in advance with the Town Manager and Treasurer. All travel and mileage expense claims will be filed on a Travel Expense Form (~~Belgrade Form 03~~) and should be submitted to the Town Treasurer within five working days after return.

C. **Time Sheets & Payment:** ~~Standardized t~~Time ~~r~~Record ~~s~~Sheets (~~Belgrade Form 04~~) are used to calculate payment of wages, overtime, insurance, vacation leave, sick leave and any other benefits calculated from the time worked during a pay period. ~~Except for the Town Manager,~~ ~~each non-administrative department head (or his/her designee)~~employee will record on the time sheet the hours ~~he/she~~ worked ~~by each employee,~~ each day. ~~The employee's supervisor will approve his/her time sheet with a signature. Supervisors' timesheets will be reviewed and approved by the Town Manager.~~ Hours worked are to be recorded at the time work commences and at the time work ceases. The Road Commissioner will also specify the site of each day's work, i.e. name of road.

Administrative employees will submit individual timesheets every two (2) weeks (~~Belgrade Form 05~~) which will be reviewed by the Treasurer and used for payroll preparation, vacation, ~~and sick leave and overtime (comp time)~~ accounting.

SECTION VIII - LEAVE, VACATION, & HOLIDAYS

Employees working in any position designated as full-time or ~~permanent-regular~~ part-time are eligible to accrue paid leave days for vacation, bereavement, sick time and paid holidays. Accrual of vacation and sick leave will begin after completion of thirty (30) days employment with the Town. Thereafter, accrual of vacation and sick leave days will occur at the completion of each pay period. Employees are eligible to use their accrued vacation upon the successful completion of their six-month probationary period. Should they fail to successfully complete their probationary period, they relinquish their accrued vacation.

A. **Bereavement Leave:** All ~~employees in full-time positions will receive three (3) days of bereavement leave with pay and~~ Permanent-regular part-time employees may be granted paid time off for bereavement leave for a period up to three (3) consecutive scheduled work days in the event of the death of an immediate family member. Immediate family is defined as:

mother, father, mother-in-law, father-in-law, brother, sister, spouse, child or any persons who have had parental responsibility for the employee in lieu of natural parents. In addition, full-time employees will be granted one (1) bereavement day with pay annually to attend a funeral for persons not defined as immediate family members, ~~however~~ exercise of this policy is subject to the approval of the Town Manager.

B. **Sick Leave:** Sick leave will accrue at the rate of eight (8) hours per month for full-time employees and four (4) hours per month for ~~permanent~~ regular part-time employees. Employees may accrue a maximum of 360 hours (45 days) of sick leave ~~or may request payment for the balance of the year's unused sick leave (maximum of 48 hours) during the last pay period of the fiscal year.~~ Sick time may be taken for personal illness; or, upon approval of the Town Manager, to care for an immediate family member. Sick leave may not be used in lieu of vacation time.

In the event an employee / or immediate family member suffers a catastrophic illness or surgery and has used all his/her sick time, accrued sick time may be donated by other employees to a "Sick Bank" on the following terms:

1. ~~The~~ the illness is catastrophic,
2. ~~The~~ the donor has a minimum of 25 days of accumulated time, ~~and,~~
3. ~~That~~ there is a maximum 10-day donation to the sick employee from each donor each fiscal year.

The Town Manager (or his/her designee) shall control the Sick Bank, and all donations shall be confidential. The denial of access to time in the Sick Bank is not ~~grievable~~ subject to a grievance claim. Any time donated into the Sick Bank after the employee returns to work shall not be returned or credited back to the donating employee and shall be expunged from the Sick Bank.

C. **Leave of Absence:** All employees may apply for a personal leave of absence without pay for a period of up to six (6) months. Generally, all accrued vacation and sick hours must be used before a leave of absence will be granted, ~~however~~, the Town Manager may, at his/her discretion, waive this requirement based on a case-by-case review of an employee's situation. Application for a leave of absence must be made in writing to the Town Manager and must include at least the duration of the leave period (beginning and ending dates) and the reason for the request. Approval of requests will be based on the employee's length of employment, position held and satisfactory performance. Use of an approved leave of absence for any reason other than that for which it was granted will be considered a voluntary resignation without notice of intent to terminate. Leaves of absence will be considered for the following reasons only:

1. Prolonged illness of an immediate family member.

2. Employee's extended illness or temporary disability.

3. Voluntary active military training/duty. As a full-time employee and a member of the National Guard or the Military Reserve, an employee will be granted a leave of absence when ordered to active duty or training. The employee is required to inform the Town of the dates of leave as soon as known, and to ~~also~~ present copies of his/her orders to the Town Manager. The Town will pay the employee the difference, if any, between his or her military pay if less than Town and his or her regular Town pay, for a period not to exceed 17 days per fiscal year, but only upon receipt of appropriate pay stubs or vouchers.

4. Treatment for substance abuse/rehabilitation.

5. Child rearing/maternity, up to 60-days, to stay at home with a newborn or newly adopted infant.

6. Jury Duty. The Town shall pay to an employee called for jury duty the difference between his/her regular pay and juror's pay, provided the employee presents an official statement of jury pay received. The employee is required to inform the Town of the dates of jury duty as soon as known, and to ~~also~~ present copies of his/her jury duty orders to the Town Manager prior to taking leave. Travel expenses will not be reimbursed by the ~~T~~town. The employee is required to report to work on any days or partial days when the employee is not required to be in court.

7. Witness Leave. When a full-time employee is called to fulfill civic responsibilities as a witness in a court proceeding, he or she may be granted a leave of absence for the period involved. The employee is required to inform the Town of the dates of leave as soon as known, and to ~~also~~ present copies of his/her subpoena to the Town Manager. The Town will pay the difference between his/~~er~~ her witness pay, and his/~~er~~ her normal pay, exclusive of travel, for a period not to exceed two (2) weeks. Should an employee be subpoenaed as a witness, resulting from activities affiliated with a job other than his/~~er~~ her employment for the Town of Belgrade, the employee will not be eligible for Town pay during his/~~er~~ her absence.

D. **Vacation:** All ~~permanent-regular~~ full-time employees and ~~permanent-regular~~ part-time are entitled to the accrual of paid vacation time based on length of employment. During the first year of employment, full-time employees will accrue four (4) hours per month (6 days per year) commencing with the completion of the first month of employment. Qualifying part-time employees will accrue two (2) hours per month (3 days per year). After the first year, full-time employees shall receive eight (8) hours per month (12 days per year) for

credit toward accrual of vacation time. Qualifying part-time employees will receive four (4) hours per month (6 days per year). Beginning with the sixth year of consecutive employment, employees will accrue ten (10) hours per month (15 days) vacation time. Qualifying part-time employees will receive six (6) hours per month (9 days per year). Beginning with the 11th year of consecutive employment, employees will accrue 13.5 hours per month (20.25 days per year). Qualifying part-time employees will receive eight (8) hours per month (12 days per year). Vacation time may be accrued up to a maximum of 240 hours (30 days). Any unused time over 240 hours will be lost effective the last day of each fiscal year. Upon ~~termination~~leaving the Town's employment, employees shall be paid for any unused vacation time. Note: All employees must submit their request to use accrued vacation time, up to a three-week maximum, to the Town Manager for approval. Approval will be granted unless such approval would interfere with the efficient operation of the Town Office. ~~Permanent-Regular~~ part-time employees may not use 39 hour or more of accrued vacation time for any one-week period.

E. Holidays: The Town of Belgrade officially observes eleven holidays. These holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, ~~Columbus-Indigenous Peoples~~ Day, Veterans' Day, Thanksgiving (including the Friday following Thanksgiving) and Christmas. These are paid holidays for all full-time employees. ~~Permanent-Regular~~ Part-time employees are paid if the holiday falls on a day they are normally scheduled to work. In the event a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be provided as a paid holiday. All observances of holidays and office closures will be coordinated by the Town Manager and approved by the Board of Selectpersons.

SECTION IX – HEALTH & WELFARE BENEFITS

A. Comprehensive General Liability Insurance: Liability Insurance is paid by the Town for every category of employee. This is coverage against personal liability claims alleged to have arisen from acts or omission of acts of Town employees while carrying out assigned duties.

B. Health Insurance: The Town of Belgrade will pay ~~89~~0% of the single contract health insurance premium for all full-time employees. Eligible employees may also purchase group family coverage, which may be payroll deducted or paid separately by an employee. ~~All Permanent-Regular~~ part-time employees may take advantage of group health insurance programs, with their premiums paid via payroll deduction. The Town pays for insurance on a monthly basis, beginning in the first month in which the employee is employed on the first day of the month. Use of the Town's health reimbursement account ends on the final day of employment.

1. Eligible full-time employees may elect to receive the value of their single contract health insurance premium paid by the Town, to be used towards the purchase of any family plan offered by the Town with the balance of the cost of the premium for the plan to be paid by the employee via payroll deduction.

2. Any full-time employee ~~that~~ who provides proof of coverage by an alternate health insurance plan may opt out of coverage under the Town's Group Health Plan and receive a taxable reimbursement of up to \$1,200 ~~dollars~~ in semi-annual installments. The first installment ~~is~~ to be paid 6 months after the date of hire and the 2nd ~~second~~ to be paid upon the employee anniversary date of employment with the Town. This provision will be effective for those employees hired after the date of acceptance by the Board of Selectpersons.

3. 457 Plan: Pursuant to Warrant Article 70 approved at the ~~March~~ 1998 Town Meeting, an investment plan was established and is provided by ICMA Retirement Corporation for all full-time employees. This is a pretax deduction from earnings. Federal and State tax is not calculated until after this deduction is taken. Social Security and Medicare are deducted from total earnings. The employee can contribute up to 25% or \$8,000 of earnings per year. The Town of Belgrade will match up to 3% of an employee's base salary. Many forms of securities are distributed by ICMA-RC Services and may be reviewed and chosen by the employee.

D. **Social Security:** Under the Federal Social Security Act, the Town of Belgrade and each employee is required to pay tax to the Federal Government, which goes into a federally-held fund for the payment of old age and survivor benefits. ~~Each~~ All employees will have Social Security taxes automatically withdrawn from their pay. ~~Since~~ Because Social Security benefits are administered externally, information should be obtained through the local Social Security Office.

E. **Unemployment Compensation:** The Town of Belgrade provides Unemployment Compensation coverage for all employees. Should an employee become unemployed, this protection will provide some financial compensation. Eligibility and the amount of claim are determined by the State of Maine.

F. **Workers' Compensation:** All Town employees are covered by Workers' Compensation Insurance, which covers expenses associated with on-the-job illness and injuries. Under the Maine Workers' Compensation Law, compensation for lost time begins on the fourth scheduled working day after the first day of lost work time. Employees may, therefore, elect to use accrued sick leave days to cover three lost work days.

G. **Family and Medical Leave:** The town of Belgrade complies with all relevant provision of the Federal and State Family and Medical Leave Acts. Employees wishing to exercise their rights

under these Acts should make their requests to the Town Manager and complete information on employees' benefits under these Acts will be provided. The Town reserves the right to designate any qualifying absences as Family Medical Leave and to designate the method by which the entitlement period is calculated. As Required by Law

SECTION X - JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS

Employees are provided with a written Job Description that outlines their primary duties and responsibilities. The document is maintained on file with the employee's personnel record and should be reviewed annually with the supervisor in conjunction with the annual Performance Evaluation review.

Supervisors (Selectpersons, Town Manager, Town Clerk, Recreation Director, Transfer Station Director, Facilities Maintenance Director/Sexton, Fire Chief and Library Directorian) will prepare and submit written annual performance evaluations on each administrative full-time or regular part-time employee for which they have supervisory responsibility. Annual evaluations will be completed on each anniversary date of employment unless unusual circumstances dictate.

Written eEvaluations will be recorded on Belgrade Form 01, and will become a part of each employee's official personnel file. Each evaluation must be based on fact and be an objective review of the employee's performance. Supervisors will review the evaluation with each employee. The employee may attach a written comment to the evaluation and will sign the form to verify they were provided an opportunity to review. Employees will receive a copy of the final document.

SECTION XI - DISCIPLINARY POLICY

A. Unless expressly prohibited by statute, all employees without a written agreement to the contrary are employed on an "at-will" basis. Either the Town or the employee can conclude employment relationship with or without notice at any time and for any reason, and no term in these Employee Guidelines will alter or restrict this right.

B. Disciplinary action will be taken against an employee for proven willful personal conduct not inconsistent with quality acceptable work performance and/or behavior, at standards established by the Town of Belgrade. There are five categories of disciplinary actions, depending on the gravity of the offense. Consideration will be given to the employee's documented work history in all circumstances.

1. A verbal reprimand by the employee's supervisor and/or the Town Manager or their superior.

2. A written reprimand by the employee's supervisor ~~and/or the Town Manager~~^{superior}. This will become a part of the employee's personnel file and maintained for ~~a period of not less~~^{no fewer than} six years.

3. Probation accompanied by specific conditions and requirements for a period not longer than ninety (90) days.

4. Suspension from work without pay and without application of accrued vacation hours for up to five (5) consecutive work days.

5. ~~Dismissal~~^{Termination}.

C. Disciplinary reasons include, but are not limited to the following:

1. Falsification of public records, ~~including theft~~.
2. Insubordination or disobedience.
3. Being under the influence of illegal drugs or alcohol while on the job.
4. Misrepresentation while being considered for hire.
5. Possession of explosives or weapons on Town Property.
6. Conviction of a felony involving moral turpitude.

D. In all cases, disciplinary counseling will include a written report placed in the employee's record. This written report will be retained until the employee is no longer employed by the Town of Belgrade. This written report will include, but not be limited to, the reason for counseling by supervisors or the ~~T~~^Town ~~M~~^{Manager}, discussion points during the counseling, and what discipline, if ~~awarded~~^{administered}. The counseling report should be signed by the employee and counselor, but, if no signature is obtained from the employee, the reason employee did not sign the report will be recorded.

Should the employee wish to contest disciplinary action, he/she may file a written appeal (Section XII) that will be reviewed by the Board of Selectpersons

SECTION XII - EMPLOYEE APPEAL

An employee who has a fact-based reason to believe ~~that~~ she/he has been wrongly deprived of a privilege, an opportunity, a benefit to which she/he is entitled, or that she/he has been treated in an unfair manner, must promptly discuss the issue with the Town Manager or Board

of Selectpersons. An earnest and diligent effort shall be made by the employee and the Town Manager and/or the Board of Selectpersons to settle the matter in a satisfactory manner. If a solution is not reached within five (5) working days, the employee has a right to file a formal written appeal with the Board of Selectpersons.

Appeals are of an individual and personal nature, and therefore will ~~only~~ be discussed only in an executive session of the Board of Selectpersons. The appeal will be heard at the first scheduled meeting of the Board following receipt of the written appeal. Confidentiality, respect ~~of~~ for the process, and respect ~~of~~ for all parties shall prevail always. The formal appeal does not become part of the employee's record.

SECTION XIII - EMPLOYMENT SEPARATION/TERMINATION

All employees are urged to submit a letter of resignation stating the reason for the separation and identifying a proposed date. A two-~~(2)~~ week work notice is required for all employees. Any employee who is terminated for reasons other than just cause will also be given a two-~~(2)~~ week notice. In either instance, the Board of Selectpersons reserves the right to waive the two-week requirement. The status of being an employee of the Town of Belgrade will cease under the following conditions:

A. **Disability:** Following due process, a finding that a physical or mental situation exists that precludes the employee from successfully accomplishing the essential functions of ~~their~~ his/her job.

B. **Dismissal:** Being relieved from job responsibilities as a result of unsatisfactory job performance or violation of rules/standards.

C. **Reduction In Force:** Permanent termination of employment as a result of changes in organizational structure, employee requirements, fiscal restraints, or reduction of services.

D. **Voluntary Resignation:** The following actions on the behalf of the employee will be interpreted as a voluntary resignation:

1. A letter of resignation specifying the intent to resign on a given date. Failure to provide a two-~~(2)~~ week notice may result in the loss of accumulated benefits.
2. Failure to report to work for two (2) or more consecutive days, unexcused, may result in the employees' absence being interpreted as a resignation.
3. Failure to report for work as scheduled upon completion of a leave/vacation period, or upon release to return to work by an attending physician after illness or injury, or upon completion of a leave absence without pay.

4. Failure, during a substance abuse-related leave of absence, to participate in, and/or to cooperate with the prescribed treatment program.

SECTION XIV

EMPLOYMENT STATUS BY POSITION	
<u>Position</u>	<u>Status</u>
Town Manager	Full-time
Town Clerk/Tax Collector	Full-time
Deputy Clerk	Full-time
Treasurer/Tax Collector	Full-time
Executive Board Secretary/Deputy Clerk	Full-time
Facilities Maintenance Director and	
Grounds Supervisor/Sexton	Full-time
Recreation Director	Full-time
Library Director	Permanent Part Full-time
Library Assistant	Temporary Regular part-time
Transfer Station Director/Manager	Permanent Part Full-time
Attendant – Compactor	Temporary Regular part-time
Attendant – Recycling Center	Temporary Regular part-time
Seasonal Cemetery & Transfer Station Laborers	Temporary
Rescue Chief	Full-time
Firefighter 1 & 2/EMS	Full-time
After-school & camp counselors	Temporary

Approved with revisions by the Board of Selectpersons this 2nd day of December 2009.

Approved with revisions by the Board of Selectpersons this 15th day of December 2009

Approved with revisions by the Board of Selectpersons this 5th day of October 2010

Approved with revision by the Board of Selectpersons this 22nd day of April 2014

Approved with revision by the Board of Selectpersons on this 3rd day of June 2014

Approved with revision by the Board of Selectpersons on this 5th day of August 2014

Approved with revision by the Board of Selectpersons on this 3rd day of January 2017

Approved with revision by the Board of Selectpersons on this 2nd day of May 2017

Selectperson, Chair

Selectperson Vice-Chair

Selectperson

Selectperson

Selectperson

TOWN OF BELGRADE



EMPLOYMENT GUIDELINES

These employment guidelines have been approved by the Board of Selectpersons and supersede all previous guidelines. This document constitutes Town policy and will be reviewed annually: a complete review and revision will occur every five (5) years.

REVISED – December 02, 2008

REVISED – December 15, 2009

FULL REVISION DONE – October 19, 2010

REVISED – April 22, 2014

REVISED- June 3, 2014

REVISED – August 5, 2014

REVISED – January 3, 2017

REVISED – May 2, 2017

INDEX

FORWARD	3
SECTION I – MANAGEMENT RIGHTS	4
SECTION II – EMPLOYMENT PHILOSOPHY	4
SECTION III – HIRING, RECRUITMENT, AND JOB VACANCY	4
SECTION IV – STATUS AND TYPES OF EMPLOYMENT	5
SECTION V – PUBLIC AND EMPLOYEE RELATIONS/GENERAL EMPLOYMENT POLICIES	6
SECTION VI – WORK WEEK/HOURS	7
SECTION VII – WAGES, EXPENSES, & TIME SHEETS	8
SECTION VIII – LEAVE, VACATION, & HOLIDAYS	11
SECTION IX – HEALTH & WELFARE BENEFITS	14
SECTION X – JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS	16
SECTION XI – DISCIPLINARY POLICY	16
SECTION XII – EMPLOYEE APPEAL	17
SECTION XIII – SEPARATION & TERMINATION	18
SECTION XIV – EMPLOYMENT STATUS BY POSITION	19
APPENDIX – SAMPLE BELGRADE TOWN FORMS	

FOREWORD

These employment guidelines briefly explain the parameters of employment with the Town of Belgrade. Any provision of these guidelines may be amended or revised at any time by the Belgrade Board of Selectpersons, and such changes shall be brought to the attention of all employees when they occur. Employees are required to read and understand these guidelines. Each employee will be given a copy of the employment guidelines, and any revisions thereto, for their reference. Nothing in these guidelines in any way creates an express or implied contract of employment between the Town of Belgrade and the employees.

SECTION I - MANAGEMENT RIGHTS

The overall governing body for the Town of Belgrade is the Board of Selectpersons. The Town Manager reports directly to the Board and is responsible for the day-to-day management of Town affairs, including personnel management. The Town Manager is responsible for the hiring, discipline, termination and overall direction of Town employees. Actions taken by the Town Manager regarding employee management, policy and status are subject to review and approval of the Board of Selectpersons.

SECTION II - EMPLOYMENT PHILOSOPHY

The Town of Belgrade is an Equal Opportunity Employer and will enforce this policy in the hiring of new personnel and in the application of Town employment procedures, policies and practices. All decisions regarding personnel recruitment, screening, selection, placement, transfer, compensation, benefits, training, advancement, demotion and discipline are based upon factors relevant to the requirements of the job under consideration without regard to race, age, gender, color, handicap, religious beliefs, national origin, sexual orientation or any other factor not relevant to the requirements of the job.

Sexual harassment policy

The Town of Belgrade recognizes the dignity of the individual employee and the right of the employee to work in an environment that is free from intimidation and harassment. Such intimidation or harassment based on gender, race, color, religion, national origin, age, sexual orientation or physical/mental handicap is in violation of this policy and federal and state laws. Sexual harassment is the creation of a hostile work environment through actions that may include deliberate, inappropriate or repeated unsolicited comments, gestures, or physical contact of a sexual nature that are unwelcome. Sexual harassment undermines the integrity of employment relationships, destroys morale, interferes with productivity, and adversely affects the careers of employees. Such action is unacceptable conduct and will be neither condoned nor tolerated. It is considered grounds for disciplinary action up to and including termination.

SECTION III - HIRING, RECRUITMENT AND JOB VACANCY

Notices of job vacancies will be provided to all current Full-Time and Regular Part-Time employees who wish to apply for a position. Current employees will be granted an interview if they meet the qualifications of the position and/or have shown a proficiency in their current position that indicates the capability to assume greater responsibility. All vacant positions will also be advertised. New candidates for employment will be required to complete an application form that will be maintained on file by the Town of a period of one year. Candidates who are offered a job must satisfactorily complete a background check, a physical exam if they

work in other than an office setting, and a drug screen. The physical exam and drug screen will be performed by the Town's preferred workplace health provider at the Town's expense. In the event the candidate becomes an employee, his/her application will become part of his/her permanent employee record. Employees will also be required to sign a "Record of Receipt" that acknowledges the receipt and understanding of the Employee Guidelines.

The Town Manager is authorized to move current part-time employees into a new part-time position, with no increase in hours. This is just a reassignment into a new position.

SECTION IV – STATUS AND TYPES OF EMPLOYMENT

All employees are in a PROBATIONARY status for the first SIX (6) MONTHS of employment unless an individual contract specifies otherwise. The probationary period shall be considered an extension of the selection process.

The following types of appointments may be made to the Town's service in conformity with the rules established:

A. **FULL-TIME:** A full-time employee generally works 40 hours per week and on a continuing, indefinite basis. He/she is subject to all personnel rules and policies, and receives all benefits and rights provided in accordance with those rules and policies established in these guidelines.

B. **REGULAR PART-TIME:** An employee in this category works fewer than 40 hours per week, but at least 20 hours or more per week on a continuing, indefinite basis. He/she is subject to all personnel rules and regulations. The individual is eligible for certain work-related benefits. Limited vacation, sick leave and holidays may apply (see Section VIII).

C. Employees who work on a non-regular (as-needed) basis, usually within a limited time frame, and generally for fewer than 20 hours per week, are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation. Note: Some employees in positions designated as TEMPORARY may work 40 hours or more for limited periods of time.

Note: The status of each existing position, i.e., (Full-time, Regular Part-time, or Temporary) is designated in this document. Should new positions be created, this document will be amended to reflect that position's status. See Section XIV.

SECTION V – PUBLIC AND EMPLOYEE RELATIONS/GENERAL POLICY

Cooperation of all employees in the workplace is essential to the effective operation of a small municipality. Our taxpayers are entitled to the best service we can provide. We pride ourselves in being a customer-oriented operation and attempt to avoid the common misperceptions that are frequently associated with government activities.

Courtesy, cooperation and assumption of responsibility are key elements of good service.

Relations with the Public: Employees are prohibited from engaging in any conduct that could reflect unfavorably upon the Town or disrupt efficient municipal operations. Town employees must avoid any action or conduct that might result in or create the impression of using public employment for private gain, giving preferential treatment to any person or organization, or losing impartiality in the conduct of Town business.

The following rules regarding relations with the public must be strictly observed by municipal employees:

A. Receipt of gifts. A Town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties.

B. Business Activities and Solicitations. No employee shall actively engage in any outside business activities other than his/her regular duties during normal work hours. No employee shall enter into a business agreement representing the Town of Belgrade unless he/she has been designated with such authority.

C. Confidentiality. Certain employees have access to confidential information pertaining to persons or property in the community. It is inappropriate for employees to discuss such information outside the office environment or with individuals who do not share access to the same information. *Employees will not use privileged information to their private advantage or to aid family, friends or acquaintances.*

D. Employee Appearance: Personal appearance reflects professional standards and demonstrates to residents and visitors that the Town's employees assume a professional approach to their duties. Employees are required to be well groomed and dress to reflect cleanliness, safety and good taste appropriate for the work being performed.

E. Safety: Consideration for workplace safety is a primary concern. Employees are expected to observe safety standards and practice safe workplace habits at all times. Any unsafe working conditions or potential safety hazards must be reported to supervisors. Any work-related injury or illness must be reported at once to the employee's immediate supervisor, Town Manager or a Selectperson. Employees injured on the job must be sent immediately to the Town's preferred workplace health provider for evaluation. As a condition of employment, employees shall attend and participate in such training programs and courses as may be directed by the Town Manager, Department Head or Board of Selectpersons. The Town Manager has authority

and discretion to approve all training held within the State of Maine. Out-of-state training will be approved at the discretion of the Board of Selectpersons.

SECTION VI - WORK WEEK/HOURS

The standard workweek for FULL-TIME employees is 40 hours, normally consisting of five consecutive eight (8) hour days, Monday through Friday, exclusive of meal periods. The standard work week for REGULAR PART-TIME employees is twenty (20) hours, but may be increased to as much as thirty-nine (39) hours if a situation requires. REGULAR PART-TIME employees may not work more than thirty-nine hours without receiving the wage and benefits afforded to FULL-TIME employees. The regular workweek for payroll purposes begins on Monday and ends Sunday at midnight. The actual work schedule and hours for employees will be specified by the Town Manager.

A. **Meal/Rest Periods:** A meal/rest period will be provided in the amount of **one hour**, and can be taken only after a work period of at least three (3) hours, but not after more than six (6) hours during a normal work day. Any alteration to this policy will be coordinated with the Town Manager and/or the employee's immediate supervisor. Employees working at the Transfer Station and in Facilities Maintenance may elect to waive their one-hour meal break. If they choose to waive their lunch break, they must sign a Meal Break Waiver Form, which will be placed in their personnel folder.

B. **Overtime:** The Town of Belgrade discourages the requirement for an employee to work overtime. However, if prior knowledge of such a requirement exists, it shall be approved in advance on a case-by-case basis by the Town Manager. Compensation for overtime will be paid in compliance with the Fair Labor Standards Act at the rate of one and one-half (1 1/2) times the employee's base rate of pay for each hour worked over forty (40) hours in a single work week. In lieu of overtime pay, compensatory time may be taken if utilized within sixty (60) days. Compensatory time is earned at 1 1/2 hours per hour in excess of forty (40) hours and must be tracked by the Treasurer. In the event employees are required to work during designated holidays (see Sec VIII) or during weekends (other than "normal" weekend work schedules), they will be paid at the standard overtime rate for all hours accrued during the weekend or holiday period.

D. **Attendance:** Employees shall be at their respective places of work at the appointed starting time. It is the responsibility of each employee to notify their supervisor or the Town Manager in the event they will be late or absent from work.

SECTION VII - WAGES, EXPENSES & TIME SHEETS

Normally, persons will be hired at the minimum rate of pay established for the position. The Town Manager may approve the hiring of an employee at a rate above the normal entry rate of pay based on the individual's education and experience. All employees are currently paid based on hours worked or services performed, except for the Town Manager.

A. **Wages:** A pay scale for both full- and part-time employees is provided in Figure 1. The wages below reflect the minimum, midpoint and maximum rates reported by the Maine Municipal Association for towns of populations between 1,000 and 5,000 in its latest annual salary survey. Administrative wages are based on performance and tenure with incremental increases being based on a favorable evaluation of job performance on their anniversary of employment. Increases are based on their evaluation of performance as shown in figure 2.

Figure 1:

<u>Town Clerk</u>		
Min: \$13.80/hr \$17.52	Mid: \$16.79/hr \$19.65	Max: \$20.48/hr \$21.69
<u>Deputy Clerk/Registrar</u>		
Min: \$11.50/hr \$14.32	Mid: \$13.87/hr \$16.75	Max: \$16.78/hr \$18.20
<u>Treasurer/Tax Collector</u>		
Min: \$13.80/hr \$17.50	Mid: \$16.79/hr \$19.54	Max: \$20.48/hr \$22.08
<u>Library Director</u>		
Min: \$11.50/hr \$16.56	Mid: \$14.15/hr \$18.63	Max: \$17.40/hr \$21.00
<u>Library Assistant</u>		
\$13.95	\$14.90	\$16.80
<u>Recreation Director</u>		
Min: 12.50/hr. \$16.10	Mid: 15.50/hr \$17.87	Max: 19.00/hr \$18.30
<u>Recreation Assistant</u>		

Min: \$12.00	Mid: \$14.00	Max: \$14.14
<u>Facility Maintenance Director/Sexton</u>		
Min: \$13.48/hr \$15.00	Mid: \$16.72/hr	Max: \$19.95/hr
Assistant to the Facilities Maintenance Director/Sexton and to the Transfer Station Director		
<u>Min: \$14.88</u>	<u>Mid: \$15.62</u>	<u>Max: \$17.48</u>
<u>Transfer Station Director</u>		
<u>Min: \$15.00</u>	<u>Mid: \$18.26</u>	<u>Max: \$20.25</u>
<u>Transfer Station Attendant</u>		
<u>Min: \$12.90</u>	<u>Mid: \$14.25</u>	<u>Max: \$15.00</u>
<u>Rescue Chief</u>		
<u>Min: \$15.22</u>	<u>Mid: \$16.82</u>	<u>Max: \$24.58</u>
<u>Firefighter/Advanced EMT</u>		
<u>Min: \$16.46</u>	<u>Mid: \$19.34</u>	<u>Max: \$19.61</u>
<u>Code Enforcement Officer/Licensed Plumbing Inspector</u>		
<u>Min: \$23.50</u>	<u>Mid: \$25.00</u>	<u>Max: \$29.75</u>
<u>Temporary and seasonal employees will be paid minimum wage. Returning after-school and summer camp counselors will earn 25 cents above minimum wage, effective at the beginning of the 2020-21 school year. Lifeguards and the Recreation Golden Pond Camp coordinator will earn \$1 above minimum wage, effective the summer of 2020.</u>		

Figure 2:

Below expectations	0%
Meets expectations	1%-3%
Exceeds expectations	4%-5%

Failure to achieve satisfactory performance levels may be grounds for denial of annual increases.

Once maximum pay as shown in Figure 1 has been reached, an increase will be granted contingent upon the employee receiving a satisfactory performance evaluation. This increase will be equal to the Consumer Price Index for all Urban Consumers (CPI-U) as published the previous December. If an employee is near the top of his/her pay scale and the annual increase is less than that increase which could be awarded pursuant to the preceding year's CPI-U, the Town Manager will award an amount equal to the CPI-U based on the employee's performance evaluation.

Non-administrative employees (road maintenance and transfer station) are paid in accordance with current State of Maine Wage Scale Guidelines based upon the job being performed.

The wage rate policy will be reviewed annually by the Board of Selectpersons to ensure currency and compliance with Federal and State wage requirements, and competitiveness with other Maine municipalities of similar size.

B. Expenses: Mileage expenses determined by the existing State Rate will be paid to employees who utilize their personal vehicles in attending meetings, conferences or functions in an official capacity. In the event the employee is required to travel a distance greater than 50 miles, he/she will be reimbursed for meals. However, the maximum reimbursable amount will not exceed the following schedule: Breakfast- \$10.00, Lunch-\$15.00, Dinner- \$20.00. If required to remain overnight, the cost of accommodations will be paid at a rate not to exceed \$125 per night unless the Town Manager or Board of Selectpersons provides prior approval. All official business qualifying for reimbursement will be coordinated in advance with the Town Manager and Treasurer. All travel and mileage expense claims will be filed on a Travel Expense Form and should be submitted to the Town Treasurer within five working days after return.

C. Time Sheets & Payment: Standardized time record sheets are used to calculate payment of wages, overtime, insurance, vacation leave, sick leave and any other benefits calculated from the time worked during a pay period. Except for the Town Manager, each employee will record on the time sheet the hours he/she worked each day. The employee's supervisor will approve his/her time sheet with a signature. Supervisors' timesheets will be reviewed and approved by the Town Manager. Hours worked are to be recorded at the time work commences and at the time work ceases. The Road Commissioner will also specify the site of each day's work, i.e. name of road.

Administrative employees will submit individual timesheets every two (2) weeks which will be reviewed by the Treasurer and used for payroll preparation, vacation, sick leave and overtime (comp time) accounting.

SECTION VIII - LEAVE, VACATION, & HOLIDAYS

Employees working in any position designated as full-time or regular part-time are eligible to accrue paid leave days for vacation, bereavement, sick time and paid holidays. Accrual of vacation and sick leave will begin after completion of thirty (30) days employment with the Town. Thereafter, accrual of vacation and sick leave days will occur at the completion of each pay period. Employees are eligible to use their accrued vacation upon the successful completion of their six-month probationary period. Should they fail to successfully complete their probationary period, they relinquish their accrued vacation.

A. **Bereavement Leave:** All full-time and regular part-time employees may be granted paid time off for bereavement leave for a period up to three (3) consecutive scheduled work days in the event of the death of an immediate family member. Immediate family is defined as: mother, father, mother-in-law, father-in-law, brother, sister, spouse, child or any persons who have had parental responsibility for the employee in lieu of natural parents. In addition, full-time employees will be granted one (1) bereavement day with pay annually to attend a funeral for persons not defined as immediate family members. Exercise of this policy is subject to the approval of the Town Manager.

B. **Sick Leave:** Sick leave will accrue at the rate of eight (8) hours per month for full-time employees and four (4) hours per month for regular part-time employees. Employees may accrue a maximum of 360 hours (45 days) of sick leave. Sick time may be taken for personal illness or, upon approval of the Town Manager, to care for an immediate family member. Sick leave may not be used in lieu of vacation time.

In the event an employee / or immediate family member suffers a catastrophic illness or surgery and has used all his/her sick time, accrued sick time may be donated by other employees to a "Sick Bank" on the following terms:

1. The illness is catastrophic.
2. The donor has a minimum of 25 days of accumulated time.
3. There is a maximum 10-day donation to the sick employee from each donor each fiscal year.

The Town Manager (or his/her designee) shall control the Sick Bank, and all donations shall be confidential. The denial of access to time in the Sick Bank is not subject to a grievance claim. Any time donated into the Sick Bank after the employee returns to work shall not be returned or credited back to the donating employee and shall be expunged from the Sick Bank.

C. **Leave of Absence:** All employees may apply for a personal leave of absence without pay for a period of up to six (6) months. Generally, all accrued vacation and sick hours must be used before a leave of absence will be granted. However, the Town Manager may, at his/her

discretion, waive this requirement based on a case-by-case review of an employee's situation. Application for a leave of absence must be made in writing to the Town Manager and must include at least the duration of the leave period (beginning and ending dates) and the reason for the request. Approval of requests will be based on the employee's length of employment, position held and satisfactory performance. Use of an approved leave of absence for any reason other than that for which it was granted will be considered a voluntary resignation without notice of intent to terminate. Leaves of absence will be considered for the following reasons only:

1. Prolonged illness of an immediate family member.

2. Employee's extended illness or temporary disability.

3. Voluntary active military training/duty. As a full-time employee and a member of the National Guard or the Military Reserve, an employee will be granted a leave of absence when ordered to active duty or training. The employee is required to inform the Town of the dates of leave as soon as known, and to present copies of his/her orders to the Town Manager. The Town will pay the employee the difference, if any, between his or her military pay if less than Town and his or her regular Town pay, for a period not to exceed 17 days per fiscal year, but only upon receipt of appropriate pay stubs or vouchers.

4. Treatment for substance abuse/rehabilitation.

5. Child rearing/maternity, up to 60 days, to stay at home with a newborn or newly adopted infant.

6. Jury Duty. The Town shall pay to an employee called for jury duty the difference between his/her regular pay and juror's pay, provided the employee presents an official statement of jury pay received. The employee is required to inform the Town of the dates of jury duty as soon as known, and to present copies of his/her jury duty orders to the Town Manager prior to taking leave. Travel expenses will not be reimbursed by the Town. The employee is required to report to work on any days or partial days when the employee is not required to be in court.

7. Witness Leave. When a full-time employee is called to fulfill civic responsibilities as a witness in a court proceeding, he or she may be granted a leave of absence for the period involved. The employee is required to inform the Town of the dates of leave as soon as known, and to present copies of his/her subpoena to the Town Manager. The Town will pay the difference between his/her witness pay and his/her normal pay, exclusive of travel, for a period not to exceed two (2) weeks. Should an employee be subpoenaed as a witness resulting from

activities affiliated with a job other than his/her employment for the Town of Belgrade, the employee will not be eligible for Town pay during his/her absence.

D. Vacation: All regular full-time employees and regular part-time are entitled to the accrual of paid vacation time based on length of employment. During the first year of employment, full-time employees will accrue four (4) hours per month (6 days per year) commencing with the completion of the first month of employment. Qualifying part-time employees will accrue two (2) hours per month (3 days per year). After the first year, full-time employees shall receive eight (8) hours per month (12 days per year) for credit toward accrual of vacation time. Qualifying part-time employees will receive four (4) hours per month (6 days per year). Beginning with the sixth year of consecutive employment, employees will accrue ten (10) hours per month (15 days) vacation time. Qualifying part-time employees will receive six (6) hours per month (9 days per year). Beginning with the 11th year of consecutive employment, employees will accrue 13.5 hours per month (20.25 days per year). Qualifying part-time employees will receive eight (8) hours per month (12 days per year). Vacation time may be accrued up to a maximum of 240 hours (30 days). Any unused time over 240 hours will be lost effective the last day of each fiscal year. Upon leaving the Town's employment, employees shall be paid for any unused vacation time. Note: All employees must submit their request to use accrued vacation time, up to a three-week maximum, to the Town Manager for approval. Approval will be granted unless such approval would interfere with the efficient operation of the Town Office. Regular part-time employees may not use 39 hour or more of accrued vacation time for any one-week period.

E. Holidays: The Town of Belgrade officially observes eleven holidays. These holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving (including the Friday following Thanksgiving) and Christmas. These are paid holidays for all full-time employees. Regular part-time employees are paid if the holiday falls on a day they are normally scheduled to work. In the event a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be provided as a paid holiday. All observances of holidays and office closures will be coordinated by the Town Manager and approved by the Board of Selectpersons.

SECTION IX – HEALTH & WELFARE BENEFITS

A. Comprehensive General Liability Insurance: Liability Insurance is paid by the Town for every category of employee. This is coverage against personal liability claims alleged to have arisen from acts or omission of acts of Town employees while carrying out assigned duties.

B. Health Insurance: The Town of Belgrade will pay 90% of the single contract health insurance premium for all full-time employees. Eligible employees may also purchase group family coverage, which may be payroll deducted or paid separately by an employee. Regular part-time employees may take advantage of group health insurance programs, with their premiums paid via payroll deduction. The Town pays for insurance on a monthly basis, beginning in the first month in which the employee is employed on the first day of the month. Use of the Town's health reimbursement account ends on the final day of employment.

1. Eligible full-time employees may elect to receive the value of their single contract health insurance premium paid by the Town to be used toward the purchase of any family plan offered by the Town with the balance of the cost of the premium for the plan to be paid by the employee via payroll deduction.

2. Any full-time employee who provides proof of coverage by an alternate health insurance plan may opt out of coverage under the Town's Group Health Plan and receive a taxable reimbursement of up to \$1,200 in semi-annual installments. The first installment is to be paid 6 months after the date of hire and the second to be paid upon the employee anniversary date of employment with the Town. This provision will be effective for those employees hired after the date of acceptance by the Board of Selectpersons.

3. 457 Plan: Pursuant to Warrant Article 70 approved at the 1998 Town Meeting, an investment plan was established and is provided by ICMA Retirement Corporation for all full-time employees. This is a pretax deduction from earnings. Federal and State tax is not calculated until after this deduction is taken. Social Security and Medicare are deducted from total earnings. The employee can contribute up to 25% or \$8,000 of earnings per year. The Town of Belgrade will match up to 3% of an employee's base salary. Many forms of securities are distributed by ICMA-RC Services and may be reviewed and chosen by the employee.

D. Social Security: Under the Federal Social Security Act, the Town of Belgrade and each employee is required to pay tax to the Federal Government, which goes into a federally held fund for the payment of old age and survivor benefits. All employees will have Social Security taxes automatically withdrawn from their pay. Because Social Security benefits are administered externally, information should be obtained through the local Social Security Office.

E. Unemployment Compensation: The Town of Belgrade provides Unemployment Compensation coverage for all employees. Should an employee become unemployed, this protection will provide some financial compensation. Eligibility and the amount of claim are determined by the State of Maine.

F. **Workers' Compensation:** All Town employees are covered by Workers' Compensation Insurance, which covers expenses associated with on-the-job illness and injuries. Under the Maine Workers' Compensation Law, compensation for lost time begins on the fourth scheduled working day after the first day of lost work time. Employees may, therefore, elect to use accrued sick leave days to cover three lost work days.

G. **Family and Medical Leave:** The town of Belgrade complies with all relevant provision of the Federal and State Family and Medical Leave Acts. Employees wishing to exercise their rights under these Acts should make their requests to the Town Manager and complete information on employees' benefits under these Acts will be provided. The Town reserves the right to designate any qualifying absences as Family Medical Leave and to designate the method by which the entitlement period is calculated. As Required by Law

SECTION X - JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS

Employees are provided with a written Job Description that outlines their primary duties and responsibilities. The document is maintained on file with the employee's personnel record and should be reviewed annually with the supervisor in conjunction with the annual Performance Evaluation review.

Supervisors (Selectpersons, Town Manager, Town Clerk, Recreation Director, Transfer Station Director, Facilities Maintenance Director/Sexton, Fire Chief and Library Director) will prepare and submit written annual performance evaluations on each full-time or regular part-time employee for which they have supervisory responsibility. Annual evaluations will be completed on each anniversary date of employment unless unusual circumstances dictate.

Written evaluations will be in each employee's official personnel file. Each evaluation must be based on fact and be an objective review of the employee's performance. Supervisors will review the evaluation with each employee. The employee may attach a written comment to the evaluation and will sign the form to verify they were provided an opportunity to review. Employees will receive a copy of the final document.

SECTION XI - DISCIPLINARY POLICY

A. Unless expressly prohibited by statute, all employees without a written agreement to the contrary are employed on an "at-will" basis. Either the Town or the employee can conclude employment relationship with or without notice at any time and for any reason, and no term in these Employee Guidelines will alter or restrict this right.

B. Disciplinary action will be taken against an employee for proven willful personal conduct inconsistent with acceptable work performance and/or behavior. There are five categories of

disciplinary actions, depending on the gravity of the offense. Consideration will be given to the employee's documented work history in all circumstances.

1. A verbal reprimand by the employee's supervisor and/or the Town Manager.
2. A written reprimand by the employee's supervisor and/or the Town Manager. This will become a part of the employee's personnel file and maintained for no fewer than six years.
3. Probation accompanied by specific conditions and requirements for a period not longer than ninety (90) days.
4. Suspension from work without pay and without application of accrued vacation hours for up to five (5) consecutive work days.
5. Termination.

C. Disciplinary reasons include, but are not limited to the following:

1. Falsification of public records, including theft.
2. Insubordination or disobedience.
3. Being under the influence of illegal drugs or alcohol while on the job.
4. Misrepresentation while being considered for hire.
5. Possession of explosives or weapons on Town Property.
6. Conviction of a felony involving moral turpitude.

D. In all cases, disciplinary counseling will include a written report placed in the employee's record. This written report will be retained until the employee is no longer employed by the Town of Belgrade. This written report will include, but not be limited to, the reason for counseling by supervisors or the Town Manager, discussion points during the counseling, and what discipline, if administered. The counseling report should be signed by the employee and counselor, but, if no signature is obtained from the employee, the reason employee did not sign the report will be recorded.

Should the employee wish to contest disciplinary action, he/she may file a written appeal (Section XII) that will be reviewed by the Board of Selectpersons

SECTION XII - EMPLOYEE APPEAL

An employee who has a fact-based reason to believe she/he has been wrongly deprived of a privilege, an opportunity, a benefit to which she/he is entitled, or that she/he has been treated in an unfair manner, must promptly discuss the issue with the Town Manager or Board of Selectpersons. An earnest and diligent effort shall be made by the employee and the Town Manager and/or the Board of Selectpersons to settle the matter in a satisfactory manner. If a solution is not reached within five (5) working days, the employee has a right to file a formal written appeal with the Board of Selectpersons.

Appeals are of an individual and personal nature, and therefore will be discussed only in an executive session of the Board of Selectpersons. The appeal will be heard at the first scheduled meeting of the Board following receipt of the written appeal. Confidentiality, respect for the process, and respect for all parties shall prevail always. The formal appeal does not become part of the employee's record.

SECTION XIII - EMPLOYMENT SEPARATION/TERMINATION

All employees are urged to submit a letter of resignation stating the reason for the separation and identifying a proposed date. A two-week work notice is required for all employees. Any employee who is terminated for reasons other than just cause will also be given a two-week notice. In either instance, the Board of Selectpersons reserves the right to waive the two-week requirement. The status of being an employee of the Town of Belgrade will cease under the following conditions:

A. **Disability:** Following due process, a finding that a physical or mental situation exists that precludes the employee from successfully accomplishing the essential functions of his/her job.

B. **Dismissal:** Being relieved from job responsibilities as a result of unsatisfactory job performance or violation of rules/standards.

C. **Reduction In Force:** Permanent termination of employment as a result of changes in organizational structure, employee requirements, fiscal restraints, or reduction of services.

D. **Voluntary Resignation:** The following actions on the behalf of the employee will be interpreted as a voluntary resignation:

1. A letter of resignation specifying the intent to resign on a given date. Failure to provide a two-week notice may result in the loss of accumulated benefits.

2. Failure to report to work for two (2) or more consecutive days, unexcused, may result in the employees' absence being interpreted as a resignation.

3. Failure to report for work as scheduled upon completion of a leave/vacation period, or upon release to return to work by an attending physician after illness or injury, or upon completion of a leave absence without pay.

4. Failure, during a substance abuse-related leave of absence, to participate in and/or to cooperate with the prescribed treatment program.

SECTION XIV

EMPLOYMENT STATUS BY POSITION		
<u>Position</u>		<u>Status</u>
Town Manager		Full-time
Town Clerk	Full-time	
Deputy Clerk		Full-time
Treasurer/Tax Collector	Full-time	
Facilities Maintenance Director/Sexton		Full-time
Recreation Director		Full-time
Library Director		Full-time
Library Assistant		Regular part-time
Transfer Station Director	Full-time	
Attendant – Compactor		Regular part-time
Attendant – Recycling Center		Regular part-time
Seasonal Cemetery & Transfer Station Laborers		Temporary
Rescue Chief		Full-time
Firefighter 1 & 2/EMS		Full-time
After-school & camp counselors		Temporary

Approved with revisions by the Board of Selectpersons this 2nd day of December 2009.

Approved with revisions by the Board of Selectpersons this 15th day of December 2009

Approved with revisions by the Board of Selectpersons this 5th day of October 2010

Approved with revision by the Board of Selectpersons this 22nd day of April 2014

Approved with revision by the Board of Selectpersons on this 3rd day of June 2014

Approved with revision by the Board of Selectpersons on this 5th day of August 2014

Approved with revision by the Board of Selectpersons on this 3rd day of January 2017

Approved with revision by the Board of Selectpersons on this 2nd day of May 2017

Selectperson, Chair

Selectperson Vice-Chair

Selectperson

Selectperson

Selectperson

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 1, 2020
Re: Holiday schedules

As has been the custom, we would like to close Town facilities at noon on Christmas Eve, which falls on a Thursday this year.

We'd like to do the same on New Year's Eve. The latter is especially important for the Town Office, which must close out the books financially on the last day of the year. Thus, we must stop processing transactions before we do so. Once we close to the public, closing out the books for the year takes a few hours.

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00000 AMANDA CALDARELLA						
0600	20660	12	ART SUPPLIES&READING SUPP	11/13/2020		
ART SUPPLIES	E 62-01-99-99				298.34	0.00
	DC STEVENS / DC STEVENS - EXPENSE / EXPENSE					
READING SUPPLEMENTAL	E 62-01-99-99				300.00	0.00
	DC STEVENS / DC STEVENS - EXPENSE / EXPENSE					
Vendor Total-					598.34	
00168 ATLANTIC PARTNERS EMS, INC						
0600	20661	12	GOWNS, MASK, N95 COVID	14835		
GOWNS, MASK, N95 COVID	E 05-05-30-07				455.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS					
Vendor Total-					455.00	
00289 AUGUSTA FUEL CORP.						
0600	20662	12	NBCC HEATING FUEL	30101		
NBCC HEATING FUEL	E 13-03-20-05				155.26	0.00
	FACILITIES / NBCC - SERVICES / HEATING					
Invoice Total-					155.26	
0600	20662	12	NBCC LP BULK	5857247		
NBCC LP BULK	E 13-03-20-05				62.35	0.00
	FACILITIES / NBCC - SERVICES / HEATING					
Invoice Total-					62.35	
0600	20662	12	MAINT GARAGE LP BULK	5857208		
MAINT GARAGE LP BULK	E 13-04-20-05				63.64	0.00
	FACILITIES / GARAGE - SERVICES / HEATING					
Invoice Total-					63.64	
Vendor Total-					281.25	
00338 B.D.S WASTE DISPOSAL INC						
0600	20663	12	TIRE DISPOSAL	1493		
TIRE DISPOSAL	E 15-05-20-13				995.00	0.00
	SOLID WASTE / WASTE - SERVICES / DISPOSAL					
Invoice Total-					995.00	
0600	20663	12	TIRE DISPOSAL	74360		
TIRE DISPOSAL	E 15-05-20-13				518.00	0.00
	SOLID WASTE / WASTE - SERVICES / DISPOSAL					
Invoice Total-					518.00	
Vendor Total-					1,513.00	
00238 BAKER & TAYLOR BOOKS # 510486						
0600	20664	12	BOOKS AND PERIODICALS	5016539107		
BOOKS AND PERIODICALS	E 30-01-30-09				56.42	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
Vendor Total-					56.42	
00623 BELGRADE MECHANICAL SERVICES						
0600	20665	12	TS SKID STEER REPAIR	946		
TS SKID STEER REPAIR	E 15-05-35-11				706.87	0.00
	SOLID WASTE / WASTE - REPAIRS / SKID STEER					
Vendor Total-					706.87	
00386 BOUNDTREE MEDICAL						
0600	20666	12	FACE MASKS COVID	83844595		
FACE MASKS COVID	E 05-05-30-07				189.90	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS					
Invoice Total-					189.90	
0600	20666	12	FACE SHIELDS COVID	83830969		

A / P Warrant

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FACE SHIELDS COVID			E 05-05-30-07		23.55	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		23.55	
0600	20666	12	SPRAYER COVID	83853821 COVID		
SPRAYER COVID			E 05-05-30-07		73.95	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Invoice Total-		73.95	
			Vendor Total-		287.40	
00116 BROMAR, INC						
0600	20667	12	BUILDING PERMIT APPS	28665		
BUILDING PERMIT APPS			E 01-10-30-03		239.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Vendor Total-		239.00	
00092 CENTRAL MAINE MOTORS						
0600	20668	12	R-6 REPAIRS	153093		
R-6 REPAIRS			E 05-05-35-04		549.70	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS			
			Vendor Total-		549.70	
00020 CENTRAL MAINE POWER						
0600	20670	12	10 DALTON ELECTRIC	705000971910		
10 DALTON ELECTRIC			E 13-11-20-04		62.03	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		62.03	
0600	20670	12	8 DALTON ELECTRIC	716000926304		
8 DALTON ELECTRIC			E 13-11-20-04		63.09	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		63.09	
0600	20670	12	18 DALTON ELECTRIC	719000900555		
18 DALTON ELECTRIC			E 13-11-20-04		16.47	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		16.47	
0600	20670	12	LAKES FD ELECTRICITY	715000928576		
LAKES FD ELECTRICITY			E 13-06-20-04		128.86	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		128.86	
0600	20670	12	CFAS OUTBUILDING ELECTRIC	715000928900		
CFAS OUTBUILDING ELECTRIC			E 13-02-20-04		16.47	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		16.47	
0600	20670	12	CFAS ELECTRICITY	707000963872		
CFAS ELECTRICITY			E 13-02-20-04		351.15	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		351.15	
0600	20670	12	WINS MILL DAM ELECTRIC	704000973594		
WINS MILL DAM ELECTRIC			E 34-01-99-99		17.29	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		17.29	
0600	20670	12	MAIS STREET DAM ELECTRIC	715000927575		
MAIS STREET DAM ELECTRIC			E 34-01-99-99		16.85	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		16.85	
0600	20670	12	NBCC ELECTRICITY	725000749433		
NBCC ELECTRICITY			E 13-03-20-04		91.51	0.00

A / P Warrant

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
FACILITIES / NBCC - SERVICES / ELECTRICITY						
Invoice Total-					91.51	
0600	20670	12	NB FD ELECTRICITY	725000749432		
NB FD ELECTRICITY	E 13-08-20-04				26.06	0.00
FACILITIES / FD:NB - SERVICES / ELECTRICITY						
Invoice Total-					26.06	
0600	20670	12	GARAGE ELECTRICITY	711000950667		
GARAGE ELECTRICITY	E 13-04-20-04				41.49	0.00
FACILITIES / GARAGE - SERVICES / ELECTRICITY						
Invoice Total-					41.49	
0600	20670	12	SALT&SAND SHED ELECTRIC	719000904262		
SALT&SAND SHED ELECTRIC	E 13-05-20-04				35.40	0.00
FACILITIES / SALT & SAND - SERVICES / ELECTRICITY						
Invoice Total-					35.40	
0600	20670	12	DEPOT FD ELECTRICITY	717000924459		
DEPOT FD ELECTRICITY	E 13-07-20-04				45.42	0.00
FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY						
Invoice Total-					45.42	
0600	20670	12	OLD TOWN HOUSE ELECTRIC	704000978816		
OLD TOWN HOUSE ELECTRIC	E 13-13-20-04				16.85	0.00
FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY						
Invoice Total-					16.85	
0600	20670	12	TOWN OFFICE ELECTRICITY	723000842038		
TOWN OFFICE ELECTRICITY	E 13-14-20-04				294.56	0.00
FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY						
Invoice Total-					294.56	
Vendor Total-					1,223.50	
00000 CHENA BEAN						
0600	20671	12	ART SUPPLIES, READING SUP	11/9/2020		
ART SUPPLIES	E 62-01-99-99				300.00	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
READING SUPPLEMENTALS	E 62-01-99-99				300.00	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					600.00	
00224 DUNBAR, LAURA						
0600	20672	12	READING SUPP, ART SUPPLIE	11/23/2020		
READING SUPP, ART SUPPLIE	E 62-01-99-99				210.80	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					210.80	
00000 FOLLETT						
0600	20673	12	LIBRARY	11/20/2020		
LIBRARY	E 62-01-99-99				776.75	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					776.75	
00008 FULLER, GARY R.						
0600	20674	12	MILEAGE REIMBURSEMENT 80	11/9-11/13		
MILEAGE REIMBURSEMENT 80	E 01-20-20-02				35.20	0.00
GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI						
Invoice Total-					35.20	
0600	20674	12	MILEAGE REIMBURSEMENT 74	11/16-11/20		
MILEAGE REIMBURSEMENT 74	E 01-20-20-02				32.56	0.00
GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI						
Invoice Total-					32.56	

A / P Warrant

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Vendor Total-					67.76	
00066 GENERATORS OF MAINE, INC						
0600	20675	12	TS GENERATOR SERVICE	6448		
TS GENERATOR SERVICE	E 15-05-35-05				215.00	0.00
SOLID WASTE / WASTE - REPAIRS / ELECTRICAL						
Vendor Total-					215.00	
00434 GROUP DYNAMIC, INC.						
0600	20676	12	MONTHLY HRA	L2012-016000064		
MONTHLY HRA	E 23-10-99-99				32.00	0.00
INSURANCE / HRA ADMIN - EXPENSE / EXPENSE						
Vendor Total-					32.00	
00009 HAMMOND LUMBER COMPANY						
0600	20677	12	BROOM FOR SALT SHED	3895499		
BROOM FOR SALT SHED	E 13-01-40-04				37.18	0.00
FACILITIES / GENERAL - PURCHASES / EQUIPMENT						
Vendor Total-					37.18	
00000 HAND2MIND						
0600	20678	12	MATH AND SCIENCE	11/23/2020		
MATH AND SCIENCE	E 62-01-99-99				4,750.82	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					4,750.82	
00000 HEATHER HOLINGER						
0600	20679	12	READING SUPPLEMENTAL	11/4/2020		
READING SUPPLEMENTAL	E 62-01-99-99				210.23	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					210.23	
00183 HYGRADE BUSINESS GROUP						
0600	20680	12	PAYROLL CHECKS	686062		
PAYROLL CHECKS	E 01-10-30-03				239.52	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
Vendor Total-					239.52	
00000 KATHLEEN VINCENT						
0600	20681	12	ART SUPPLIES	11/4/2020		
ART SUPPLIES	E 62-01-99-99				120.49	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					120.49	
00000 KRISTEN PIETRI						
0600	20682	12	ART SUPPLIES, READING SUP	11/9/2020		
ART SUPPLIES	E 62-01-99-99				300.00	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
READING SUPPLEMENTALS	E 62-01-99-99				300.00	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					600.00	
00000 LEANNE MOLL						
0600	20683	12	MATH, READING SUPPLEMENT	11/13/2020		
MATH, READING SUPPLEMENT	E 62-01-99-99				353.86	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					353.86	
00039 MAINE AND U SEALCOATING						
0600	20684	12	WEST RD CRACK FILLING	11/6/2020		
WEST RD CRACK FILLING	E 10-10-20-07				5,000.00	0.00
PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED						

A / P Warrant

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
Vendor Total-					5,000.00	
00000 MAINE VETERANS' HOMES						
0600	20685	12	GOOGLES COVID	11/17/2020		
GOOGLES COVID			E 05-05-30-07		450.00	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / EMS			
Vendor Total-					450.00	
00057 MAINEGENERAL MEDICAL CENTER						
0600	20686	12	PHARMACY CHARGES	00000049706		
PHARMACY CHARGES			E 05-05-30-07		39.50	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / EMS			
Vendor Total-					39.50	
00000 MICHAEL HYLAND						
0600	20687	12	ART, SCICENCE, READING	11/4/2020		
ART, SCICENCE, READING			E 62-01-99-99		534.62	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
Vendor Total-					534.62	
00256 MODERN PEST SERVICES						
0600	20688	12	CFAS PEST SERVICES	4524228		
CFAS PEST SERVICES			E 13-02-20-12		68.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
Invoice Total-					68.00	
0600	20688	12	NBCC PEST CONTROL	4524227		
NBCC PEST CONTROL			E 13-03-20-12		54.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
Invoice Total-					54.00	
Vendor Total-					122.00	
00081 NEW ENGLAND SALT COMPANY, LLC						
0600	20689	12	SALT DELIVERED	29584		
SALT DELIVERED			E 10-10-30-04		1,827.45	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
Vendor Total-					1,827.45	
00143 NORTH COAST SERVICES LLC						
0600	20690	12	PACKING SERVICES	31356		
PACKING SERVICES			E 15-05-20-13		11.25	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Vendor Total-					11.25	
00387 OVERHEAD DOOR COMPANY						
0600	20691	12	DEPOT FD DOOR REPAIR	4-0015171		
DEPOT FD DOOR REPAIR			E 13-07-35-14		460.15	0.00
			FACILITIES / FD:DEPOT - REPAIRS / DOORS			
Vendor Total-					460.15	
00040 POWER EQUIPMENT PLUS						
0600	20692	12	GENERATOR REPAIRS	99218212		
GENERATOR REPAIRS			E 05-05-35-01		11.33	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
Vendor Total-					11.33	
00000 RACHEL ARSENAULT						
0600	20693	12	READING SUPPLEMENTAL	11/13/2020		
READING SUPPLEMENTAL			E 62-01-99-99		259.42	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
Invoice Total-					259.42	
0600	20693	12	ART SUPPLIES	11/4/2020		

A / P Warrant

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
ART SUPPLIES			E 62-01-99-99		300.00	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Invoice Total-		300.00	
			Vendor Total-		559.42	
00003 REGISTRY OF DEEDS						
0600	20694	12	4 LIEN DISCHARGES			
4 LIEN DISCHARGES			E 01-10-47-01		76.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		76.00	
00034 RSU # 18						
0600	20695	12	INSTALLMENT- DECEMBER	DECEMBER 2020		
RSU # 18 INSTALLMENT			E 31-01-99-99		547,833.16	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
			Vendor Total-		547,833.16	
00255 SCHENO, KENNETH						
0600	20696	12	HEALTH INS REIMBURSEMENT	12/1/2020		
HEALTH INS REIMBURSEMENT			E 15-05-10-13		600.00	0.00
			SOLID WASTE / WASTE - PERSONNEL / BENEFITS			
			Vendor Total-		600.00	
00627 SCHOLASTIC						
0600	20697	12	READING SUPPLEMENTAL	11/23/2020		
READING SUPPLEMENTAL			E 62-01-99-99		32.18	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		32.18	
00000 SCHOLASTIC BOOK CLUB						
0600	20698	12	READING SUPPLEMENTAL	11/20/2020		
READING SUPPLEMENTAL			E 62-01-99-99		32.18	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		32.18	
00000 SHAWNA LACHANCE						
0600	20699	12	ART SUPPLIES, READING SUP	11/9/2020		
ART SUPPLIES, READING SUP			E 62-01-99-99		440.82	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		440.82	
00099 SPECTRUM BUSINESS						
0600	20700	12	INTERNET NOVEMBER	956055001111320		
CFAS			E 25-30-20-01		169.98	0.00
			RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO			
DEPOT FD			E 05-05-20-01		49.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
LIBRARY			E 30-01-20-01		86.86	0.00
			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO			
TOWN OFFICE			E 01-10-20-01		109.57	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		119.98	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
LAKES FD			E 05-05-20-01		176.97	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			Vendor Total-		713.35	
00130 STAPLES CREDIT PLAN						
0600	20701	12	BUDGET BINDERS	2669571181		
BUDGET BINDERS			E 01-10-30-03		207.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-					207.00	
0600	20701	12	FILE TOTE	2670985741		
FILE TOTE	E 01-25-30-03			15.19		0.00
GEN'L GOV. / PLANNING BRD - SUPPLIES / OFFICE						
Invoice Total-					15.19	
0600	20701	12	SANITZER&PAPER TOWELS COV	2685984871		
SANITZER AND PAPER TOWELS	E 01-10-30-04			212.94		0.00
GEN'L GOV. / ADMIN - SUPPLIES / OPERATING						
Invoice Total-					212.94	
Vendor Total-					435.13	
00424 STEVENS, JASON						
0600	20702	12	TREE WORK, HULIN RD SIGN	11/22/2020		
1 TON 22 HRS	E 10-01-20-06			1,337.82		0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
CHAIN SAW 21.5 HRS	E 10-01-20-06			598.99		0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
PICKUP 4.5 HRS	E 10-01-20-06			145.39		0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
Invoice Total-					2,082.20	
0600	20702	12	SHOULDER REPAIR, TREE WOR	10/30/2020		
1 TON 13 HRS	E 10-01-20-06			790.53		0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
SKIDSTEER 13HRS	E 10-01-20-06			725.27		0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
Invoice Total-					1,515.80	
Vendor Total-					3,598.00	
00278 TOWN OF BELGRADE						
0600	20703	12	DEED RECORDING			
DEED RECORDING	E 01-10-47-02			19.00		0.00
GEN'L GOV. / ADMIN - FEES / FILING						
Vendor Total-					19.00	
00048 TREASURER, STATE OF MAINE						
0600	20704	12	PLUMBING PERMITS 2			
PLUMBING PERMITS	G 1-211-00			100.00		0.00
GEN'L FUND / PLUMB. PERM.						
Vendor Total-					100.00	
00178 WARREN BROTHERS						
0600	20705	12	SNOWPLOW CONTRACT	DECEMBER 2020		
SNOWPLOW CONTRACT	E 10-10-20-07			13,081.17		0.00
PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED						
Vendor Total-					13,081.17	
00369 WB MASON CO, INC						
0600	20706	12	PAPER TOWELS COVID	215414089		
PAPER TOWELS COVID	E 01-10-30-04			48.87		0.00
GEN'L GOV. / ADMIN - SUPPLIES / OPERATING						
Invoice Total-					48.87	
0600	20706	12	TS SAFETY VEST	215416817		
TS SAFETY VEST	E 15-05-30-08			37.98		0.00
SOLID WASTE / WASTE - SUPPLIES / CLOTHING						
Invoice Total-					37.98	
0600	20706	12	PENCIL SHARPENER	215348539		
PENCIL SHARPENER	E 01-10-30-03			26.99		0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						

Warrant 157

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					26.99	
0600	20706	12	CLEANER, EYEWASH, LINER	215349715		
CLEANER, EYEWASH, LINER			E 15-05-30-04		56.14	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
Invoice Total-					56.14	
Vendor Total-					169.98	
00160 WHITE SIGN						
0600	20707	12	HULIN RD SIGN	IVC113316		
HULIN RD SIGN			E 10-01-30-04		97.55	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
Vendor Total-					97.55	
Prepaid Total-					0.00	
Current Total-					590,369.13	
EFT Total-					0.00	
Warrant Total-					590,369.13	

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM SET AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

MELANIE JEWELL, SELECTPERSON CHAIR _____
 RICHARD W. DAMREN, JR., V. CHAIR _____
 DANIEL NEWMAN, SELECTPERSON _____
 ERNST MERCKENS, SELECTPERSON _____
 KATHLEEN WALL, SELECTPERSON _____
 M. ANTHONY WILSON, TOWN MANAGER _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 1, 2020
Re: Town Manager's report

The attorney assisting the **Appeals Board** with the appeals before it and Town attorney Phil Saucier advise that appeals of Planning Board decisions should be made directly to Superior Court. Appeals Boards, they say, should consider appeals of permits issued administratively by the code enforcement officer. Our ordinance does not allow that. Thus, the Town is incurring additional attorneys' fees for a process that is likely to end up in Superior Court anyway. Once there, the court examines the Planning Board process and decision, making the Appeals Board ruling moot. We'd like to pursue an amendment to our ordinances to limit the Appeals Board's authority to administratively issued permits and require appeals of Planning Board decisions be made to Superior Court. The chairs of both boards endorse this idea.

The Department of Transportation is beginning to work on a basic agreement regarding **well remediation**. It has raised two questions: When do we anticipate taking a warrant article regarding the agreement to voters? And will that article necessitate a completed agreement or will it authorize the Selectboard to execute an agreement? My thinking is we plan on a referendum town meeting on March 19. In chatting with Selectman Newman, he suggested having a completed agreement to present to voters and drafting the article to allow the Selectboard to amend and execute the agreement in case something unforeseen occurs. I'll solicit your thoughts at the meeting.

We will again have a "**giving tree**" at the Town Office this year through which citizens can donate to the boys at the Becket House. So those wishing to help do not have to go into stores, Becket House has requested that gift cards of \$20-\$50 from Walmart, Target, Amazon and Olympia Sports be donated. The home's staff will help the boys order what they want from those outlets on the web.

As a reminder, I am taking **vacation Dec. 3-4** to complete final edits on the research project that represents the last hurdle of my Master's in Public Administration studies.