

Town of Belgrade
Board of Selectpersons
April 6, 2021 / 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 COMMENT

2. OLD BUSINESS

A. Approval of March 16, 2021, **Selectboard minutes.**

3. NEW BUSINESS

A. Appointment of **Selectboard chair and vice-chair.**

B. **Committee appointments:**

1. Sara Languet – Planning Board.

2. Ted Fontaine – Dams Committee.

C. **Annual appointments.**

D. Discussion of **RSU 18 proposed 2021-22 budget** with Superintendent Carl Gartley.

E. Discussion of March 20 **Town Meeting election results.**

F. Discussion and consideration of potential **warrant articles for June 8 election.**

G. Discussion and consideration of **Road Commissioner job description** and interim appointment.

4. WARRANT

5. TOWN MANAGER REPORT

6. EXECUTIVE SESSION: 1 M.R.S.A. §405(6)(A) – Personnel matters

Town of Belgrade
Board of Selectpersons
March 16, 2021 / 6:30 p.m.

This meeting was conducted online via Zoom and can be watched at
<https://youtu.be/cezI6XhthXQ>

MINUTES

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

In attendance: Town Manager Anthony Wilson, Carol Johnson, Bruce Galouch, Barbara Allen, Jack Sutton, Dick Bourne, Cory Alexander, Nicholas Alexander, Transfer Station Director Ken Scheno, Town Clerk Mary Vogel, Jason Simcock and John Simko of Androscoggin Bank, Tom Dowd, Gary Mahler.

Ms. Jewell called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Mr. Damren moved to open the meeting. Mrs. Wall seconded. Motion approved 5-0.

1. **PUBLIC COMMENT.** Members of the Board voiced their appreciation for Mrs. Wall's service on the occasion of her final board meeting.
2. **OLD BUSINESS**
 - A. Approval of March 2, 2021, **Selectboard minutes.** Mr. Damren moved to approve as presented. Mr. Merckens seconded. Motion approved 5-0.
3. **NEW BUSINESS**
 - A. **Appointments:**
 1. Dan MacKenzie – Fire Chief. Mr. Damren moved approval. Mr. Merckens seconded. Motion approved 5-0.
 2. George Seel – Comprehensive Plan Review Committee (reappointment). Mr. Damren moved approval. Mr. Merckens seconded. Motion approved 5-0.
 3. Mary Vogel – Comprehensive Plan Review Committee (reappointment). Ms. Jewell moved approval. Mr. Merckens seconded. Motion approved 5-0.
 4. Kathleen Wall – Comprehensive Plan Review Committee (reappointment). Mr. Damren moved approval. Mr. Newman seconded. Motion approved 4-0, with Mrs. Wall abstaining.
 5. Ted Fontaine – Dams Committee. Mr. Fontaine was unavailable. Ms. Jewell moved to table his application. Mr. Merckens seconded. Motion approved 5-0.
 - B. Discussion and consideration of update to **Unified Investment Trust investment policy.** Mr. Damren moved the policy be approved as recommended by the Budget Committee. Mrs. Wall seconded. Motion approved 5-0.
 - C. Discussion and consideration of Transfer Station Committee recommendations regarding:

1. **Cement pad bids** and funding. Mr. Damren moved to table the item to allow the new Selectboard to decide whether to approve a warrant article to fund the project from the undesignated fund during the June 8 school election. Mr. Merckens seconded. Motion approved 5-0.
2. Update to **Transfer Station punch card policy**. Mr. Merckens moved to approve the policy as recommended by the Transfer Station Committee. Mr. Damren seconded. Motion approved 5-0.
3. **Expansion of recycling program** to include TerraCycle. Mr. Merckens moved to approve the program as recommended by the Transfer Station Committee. Mr. Damren seconded. Motion approved 5-0.
- D. Consideration of awarding the **Tax Anticipation Note bid**. Ms. Jewell moved to approve Androscoggin Bank's bid of 1.05 percent. Ms. Wall seconded. Motion approved 5-0.
- E. Discussion and consideration of participating in Maine Municipal Association's **Workers Compensation Safety Incentive Program**. Mr. Damren moved to approve the Town's participation in the program. Mr. Newman seconded. Motion approved 5-0.
- F. Discussion and consideration of **Spirit of America Award nominees**. Mr. Damren moved to approve an award for Diane Bourque, Friends of the Belgrade Public Library board treasurer. Mrs. Wall seconded. Motion approved 5-0. Mr. Damren moved to approve an award for Tammy Fulling of the Sunset Grill. Mrs. Wall seconded. Motion approved 5-0. Mr. Damren moved to approve an award for the Belgrade Public Library. Mrs. Wall seconded. Motion approved 5-0.
4. **WARRANT**. Mr. Damren moved to approve warrant 30 in the amount of \$51,393.93. Mr. Newman seconded. Motion approved 5-0.
5. **TOWN MANAGER REPORT**. The Board agreed to have another solar energy net billing provider make a presentation at the April 20 meeting. The Board asked the town manager to solicit volunteer help with planting and watering flowers in the entryway signs. The town manager reported \$450 has been contributed toward the cost of honoring first-responders in the Town Office lobby. The town manager also said he will place on the April 20 agenda a proposal to extend the moratorium on permit applications for subdivisions, wind and solar farms, and cell towers so the Planning Board can continue its work on updating those ordinances.
6. **EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(E) – Consultation with attorney
Ms. Jewell moved to exit open session at 8:07 p.m. Mr. Newman seconded. Motion approved 5-0.
Mr. Damren moved to enter executive session at 8:15 p.m. Mr. Newman seconded. Motion approved 5-0. Ms. Jewell moved to exit executive session at 8:56 p.m. Mr. Damren seconded. Motion approved 5-0. Ms. Jewell moved to re-enter open session at 8:57 p.m. Mr. Damren seconded. Motion approved 5-0.

Mrs. Wall moved to adjourn. Mr. Merckens seconded. Motion approved 5-0. The meeting adjourned at 8:57 p.m.

DRAFT

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

<input checked="" type="checkbox"/> XXXXX 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 _____

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

Name Sara H. Languet

Address _____, Belgrade Lakes, ME 04918

Phone # (Home) _____ (Work) _____ Email: _____

Place of Employment Home

Education & Experience Please, see attached resume.

Interests and Hobbies Please, see attached resume.

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

Now, that I am an empty nester and have more time on hand that I can dedicate to assist our local governance and ensure that Belgrade continue to be a descent place to retire. I saw a request in our local Town Newsletter that ask for help with the Planning Board, and got interested in it. My great ability to help groups finding concensus and to follow established regulations will favor PB work.

References

Name Becky Seel

Phone # _____

Name Marshalyn Baker

Phone # _____

Please Return to:

townclerk@townofbelgrade.com

OR

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

SARA H. LANGUET, EIT, MBA, MSP, MSME

PERMANENT ADDRESS: Belgrade Lakes, ME 04918

MAILING ADDRESS: PO Box 355, Belgrade Lakes, ME 04918

CONTACT INFORMATION: Tel. 207-495-2737 (home)
Tel. 207-660-7449 (cellphone)
E-mail: slanguet@gmail.com

OBJECTIVES: A full time work as a quality, manufacturing or product development engineer.

EDUCATION: 08/20- PURDUE UNIVERSITY (Online), West Lafayette, IN 47907

Present **Lean Six Sigma Black Belt Certification Program (17 CEUs)**

Composed of one year, three course series where the first step is to get **GREEN Belt** knowledge by learning a problem-solving framework for improving processes – Define, Measure, Analyze, Improve and Control (**DMAIC**) – and receiving instruction in the tools for streamlining production and services from end to end by reducing or eliminate waste, lower defects in your organization's products and processes, and improve customer satisfaction. The next course focuses on the 14 management philosophies practiced in Lean systems for achieving operational excellence by zooming on both the Toyota Production System and the Toyota Way. **Lean Principles** is a harmonious system course that incorporates specific tools, quality improvement methods, and a business philosophy based on a deep understanding of people and human motivation while targeting the curtailment of the time between customer orders and product delivery, while also lowering cost, saving space, and maximizing quality. The **Black Belt** course allows the creation of rubrics and performance matrices to oversee the organizational projects of Green Belts and provides advanced understanding of Lean Six Sigma methodologies, improvement tools and techniques to gauge customer satisfaction and business productivity.

08/11- **Admitted at three Pharmacy Schools (forgo attending for personal reasons)**

Creighton University, University of New England, Husson University.

07/10- UNIVERSITY of NEW ENGLAND (UNE), Biddeford, ME 04005

12/10 Pre-Health Anatomy for Health Professions course.

09/09- UNIVERSITY of MAINE at FARMINGTON (UMF), Farmington, ME 04938

05/10 Pre-Health Organic Chemistry and Biology (Cell Bio and Genetics) courses.

08/94- MICHIGAN STATE UNIVERSITY (MSU), East Lansing, MI 48824-0590

05/98

08/95- Master of Science in Mechanical Engineering

05/98 GPA June, 1999. 3.78/4.0

08/94- Master of Science in Packaging

05/97 GPA May, 1997. **4.0/4.0**

THESIS: "Damage correlation of vibration table time versus real road time using RSC corrugate boxes"

09/92- THOMAS COLLEGE, Waterville, ME 04901-9986

12/94 Master of Business Administration (**Two years of Night School**)

GPA December, 1994. 3.22/4.0

08/87- UNIVERSITY OF PUERTO RICO (UPRM or RUM), Mayagüez, PR 00681

05/92 Bachelor of Science in Mechanical Engineering (PA 3.47/4.0)

GPA May, 1992. 3.69/4.0 (Top 10%)

Departamental Esteban Terrats Award

08/84- SAN ANTONIO ABAD HIGH SCHOOL, Humacao, PR 00661

05/87 High School Diploma, Senior Class **Valedictorian**

GPA May, 1987. **4.0/4.0**

SCHOLARSHIPS, AWARDS AND TRAINING:

- ** 2020-Present Messalonskee High School (MHS) School Board Elected Representative for the Town of Belgrade, ME.
- ** 2017 MHS Athletic Complex Renovation Project
- ** 2013-Present MHS All Sport Boosters involvement and team representative.
- ** 2011-2014 Cub Scouts Pack 415 Administrator
- ** 2007-2011 Girl Scout of America-Mount Merici Elementary Troop Administrator and Leader
- ** 2004 Medical Design & Manufacturing East Conference (NYC,NY)
- ** 2001 Solid Works CAD training, EZ-CAM CAM training and team building training.
- ** 2001 UniGraphics CAD Designer Professional Certification
- ** 2000 KVCC Supervisory course program
- ** 1997 Transport Packaging Symposium (Transpack) Speaker
- ** 1996 Dow Chemical Engineering Minority Scholarship
- ** 1995 Packaging Education Foundation Scholarship
- ** 1995 International Intermodal Expo Fellow Student
- ** Fall 1994 Graduate Education (GEM) Fellowship Award
- ** Licensed as an Engineer In Training (EIT), 08/07/92.
- ** 1992 Mechanical Engineering United States National Collegiate Award
- ** 1992 Best Student of the UPR Mechanical Engineering Department
- ** 1992 Distinguished Student of the UPR Engineering School
- ** 1992 MSDQ Top Ten Student of the UPR Engineering School
- ** 1991 ASME Region II Student Leadership Jefferson Cup
- ** 1990 SAMPLE student member
- ** 1988-1992 Dean's List
- ** 1987-1992 High Honor Roll; NACME, Inc. Scholarship

WORK EXPERIENCE:

[15] 10/05- GENERAL ELECTRIC INDUSTRIAL SECURITY, Pittsfield, ME 04967
03/06 (previously Edward Technology Systems, Inc – ETS)

This company closed in March, 2015 and its facilities house the new location for Puritan Medical Products since July, 2020.

Manufacturing Engineer for B-6 Signature Smoke Detectors (and transponders) Unit:

- a) Provided engineering support by troubleshooting production problems and effecting timely solutions to maintain the continuity of the production line that involved the handling of circuit boards and its components while following IPC guidelines.
- b) Interfaced with manufacturing, vendors, suppliers and support team individuals to design manufacturing processes/improvements within schedule and budgetary parameters, and to address and resolve urgent manufacturing and engineering issues. These tasks often involved the creation of ECOs, Deviant Material Forms, Temporary or more Permanent Process Deviations, and/or the creation of product samples.
- c) Learned, promoted and implemented six-sigma methods to achieve new manufacturing system efficiencies, if necessary prepared capital appropriation requests when investment was required. Monitored and debugged new methods and procedures to ensure and sustain such system expected output.
- d) Completed appropriation requests to repair injection molding tooling and to overhaul label printers.
- e) Interfaced with design engineering and marketing to effect product design changes and to introduce new products to manufacturing including the preparation of manufacturing cost estimates and capital appropriation requests to acquire new tooling and equipment to sustain changes to or new product to the production line.
- f) Review and recommend changes to mechanical drawings and process documentation by providing concept drawings and cost estimates.
- g) Interface with vendors and outside sales personnel to evaluate, cost estimate and select purchase parts and vendor tooling.
- h) Implement production layouts and ergonomic workstations addressing workflow and safety requirements.
- i) Involved with EHS Framework as **co-chair** of the "Job Safety Analysis" Element.
- j) Within the first three months of employment forwarded and implemented packaging changes for the CO2 SafeAir (TelAir) Kerosene Detector cases that save the company \$40K per year while increasing capacity and lowering Tark time.

[14] 05/03-06/05 **PURITAN MEDICAL & HARDWOOD PRODUCTS COMPANIES LLC.**, Guilford, ME 04443
Worldwide producers of the COVID-19 specialty PurFlock Ultra and HydraFlock swabs for "nasopharyngeal" collection and testing.

12/03-06/05 **Manufacturing (Process Improvement and New Product Development) Engineer**
for the company's diagnostic, medical and industrial operations:

- ***Manufacturing technical resource, and engineering expert that oversees and leads in:
 - a) The building of prototypes: including detailing specifications (CAD and BOM), assembly, and testing with experimental protocol for data accumulation and analysis.
 - b) Cross-functional teams to ensure continuous process/product improvements; and the satisfactory resolution of quality issues and action items by designing innovating testing protocols that define qualifying criteria for customer specific needs.
 - c) Analysis of production trends to identify:
 - *cost savings areas to justify new machinery implementation with R.O.I. and payback periods.
 - *to develop production and inventory usage peak history to plan for future demands without rush purchases and overtime (trying to eliminate unnecessary overhead).
 - *** Responsible for maintaining positive technical relationship with **3/4 of a million profit** account while avoiding FDA risk issues—Puritan Medical's biggest diagnostic account.
 - *** Design and capital project planning for manufacturing equipment.
 - *** Works with the Safety Manager to provide ergonomic workstations for operators.
- 05/03-12/03-**New Product Engineer** supporting diagnostic product needs.
- *** Sample requisition scheduling and management of new pilot plant as related to production of alginate, rayon (polyester) and cotton tip applicators.
 - ***The coordination of new product development from concept to market introduction including medical solution and packaging material specification and procurement, product launch planning, packaging design and labeling, stability study protocols and marketing and sales technical interphase.

[13] 01/03-03/03 **PITTSFIELD PHARMACY** (later, Waltz Pharmacy), Pittsfield, ME 04967
Part-time Pharmacy technician

[12] 08/01-09/02 **RILEY MEDICAL, INC.**, Auburn, ME 04210

11/01-09/02 **Senior Project/Design Engineer and Design Group Team Leader**

- **CAE, & CAD: design team supervision (responsible for five designers) and development of new OEM design related to sheet metal, plastic injection mold and plastic vacuum form prototypes and products intended for packaging of medical and surgical instrumentation.
- **Direct interface and contact with external customer's (managing accounts) and internal engineering, sales, purchasing and quality departments in resolving a variety of issues.
- **Active participant in the company's long term strategic planning process and in the short-term operating plan (including, but not limited to, performance matrixes, benchmarking studies, staffing, and budget issues).
- **Department appointee to solve issues related to ISO 9001 documentation and certification.
- **Application of SMED practical concepts for improvements in machinery set-ups.
- **Member of the company's Safety Board.

08/01-11/01-**Engineering Project Coordinator**

- **Supervise two engineers that design, CAM programmed and build prototypes for medical instrumentation kits.
- **Direct interface and contact with external customer's (managing accounts) as related to prototype development.
- **Manufacturing engineering: trouble shooting of new product first production run and resolution of quality issues related to engineering documentation, MRP/ERP data; silk-screening/artwork, waterjet, injection molding, vacuum formed production, and design.

- [11] 10/96- HUHTAMAKI (previously THE CHINET COMPANY), Waterville, ME 04901
08/01 **Packaging Design and Staff/Plant Engineer** leading on various areas:
- **Solid Model Design: supervision and development of new product design and prototypes (most of it intended for the manufacturing of molded paper and vacuum formed plastic products for the Food Service and Fruit Packaging industries).
 - **Designer for the **EURO 'appletray'** line trademarked in April of 2002.
 - **Product Data Management system (AMWF) implementation and management.
 - **Manufacturing Decision Making: Helped in the solution of maintenance, production (BOMs, Item Masters, routines, shop orders) and budgeting related issues in a Machine Shop/Machining Center environment.
 - **Material and Product Handling: Design evaluation and capital investment justification for improvements and installation of automated packaging pilot line at the Waterville plant.
 - **Statistical Control Analysis and Design of Experiments related to packaging improvement and qualification.
 - **Miscellaneous: Transportation lab, ISO 9001 (SOPs, JOSs), Voice of the Customer (marketing strategies), familiar with manufacturing/inventory system: BPCS, familiar with patent application process, knowledge of safety, ergonomics and environmental compliance as related to the paper industry.
- [10] 08/94- MICHIGAN STATE UNIVERSITY (MSU), East Lansing, MI 48824
09/96 Quarter time job with the Packaging School as a **Graduate Assistant** for:
- *08/94-05/95 - Teaching the laboratory for 'Technical Principles and Dynamics for Packaging' (PKG 310).
 - *08/95-12/95 - Teaching the laboratory for 'Paper and Metal Packaging' (PKG 325).
 - *01/96-09/96 - Research in closure and liner performance for the glass bottles for pharmaceutical and medical products.
 - *01/96-09/96 - Research related to the development of legibility standards for the manufacture of labels.
- [9] 05/95- GENERAL MOTORS CORPORATION (GMC), Lansing, MI 48921
08/96 **01/96-08/96 Part time flex **Plant Engineer**: Focal point of all HVAC related problems and issues:
- * Chiller replacements.
 - * Design in ACAD 14, drawing and installation supervision of exhaust and ventilation ducts.
 - * Developed a steam curtailment plan for Lansing GM Body Plant.
- **05/95-08/95 **Summer Intern** with the Production Control/Packaging Staff of the Lansing Automotive Division
Provided assistance to the packaging engineers by:
- * Updated all current packaging specifications for Plant 3 (approximately 800 packaging systems).
 - * Developed packaging specifications for new part-container systems.
 - * Became familiarized with a material handling software 'Sci Press' and with 'Uni-Graphics-CAD.'
 - * Created a spreadsheet with appropriate packaging data that would drive 'Sci Press'.

- [8] 07/94- EASTMAN CHEMICAL COMPANY, Kingsport, TN 37662-5230
 08/94 GEM **Summer Intern** (Tech) with Container Plastics
 Technical Service and Business Organization
 Provided assistance in CPTS development work including experimentation and relevant information management related to plastic bottles and jars.
 ** Research project to determine the free blow correlation of the Natural Stretch Ratio to the Inherent Viscosity, to the Diethylene Glycol, and to the CHDM with samples of various moisture contents and Tg.
 ** Conducted a 'Heatset CD Team Preform Aging Study.'
 ** Collected technical information of lubes used by beverage fillers and created a database to categorize them as possible stress cracking agents.
 ** Created a Competitive Material Database.
 ** Technical assistant during the customer visit of a technical representative of Alusud Embajales Argentina S.A.
 ** Became familiarized with the hands-on operation of a laboratory version of the HUSKY preform machine.
- [7] 07/92- ANDROSCOGGIN MILL OF THE INTERNATIONAL PAPER COMPANY, Jay, ME 04239
 06/94 Permanent full time job as a **Senior Project Engineer** with the White Papers Division
 ** Graduated (12/93) from a 'two year' rotation (Manufacturing Technical Management-MTM) program:
 ** 01/94-06/94 - Pulp Mill and Power Plant Maintenance Engineering at ER Department.
 ** 06/93-12/93 - Paper Mill Process Engineering Department working in daily operations. Graduated from the MTM program.
 ** 01/93-06/93 - Pulp Mill Plant Engineering Department working with Capital & Repair jobs. The **only engineer** handling **five capital/repair projects** with **top 5%** performance rating.
 ** 07/92-12/93 - Maintenance Engineering at the Equipment Reliability (ER) Department.
- [6] 01/92- ABBOTT LABORATORIES, Barceloneta, PR 00617-0278
 05/92 **Part time - Intern** as part of the Senior Seminar course (INME 4057)
 ** Worked on a "Hydraulic and Thermal Design for the 55°F Chilled Water System" as a member of a student group. Performed the **student group's final presentation**.
- [5] 06/91- AT&T BELL LABORATORIES, Norcross, GA 30093
 08/91 **Summer Intern** with the "Cable Development Division"
 ** Research project to determine the impact resistance of the fiber optic cable by creating a spreadsheet of with qualified data measurements and analysis.
- [4] 08/90- UNIVERSITY OF PUERTO RICO (UPR), Mayagüez, PR 00681
 05/91 **Work & Study (Part time job)** at the Metallurgy Laboratory of the Mechanical Engineering Department
 ** Assistant of the Metallurgy Laboratory Technician.
- [3] 06/90- EASTMAN KODAK COMPANY, Rochester, NY 14626
 08/90 **Summer Intern** with the "Coating Technologies Division" of the Manufacturing Research and Engineering Organization
 ** Research project to experimentally validate a new theoretical model by generating three-dimensional profiles within a hopper cavity.
 ** Research project to determine what impact force will cause the hopper slot to move or deform.
- [2] 08/89- UNIVERSITY OF PUERTO RICO (UPR), Mayagüez, PR 00681
 05/90 **Part time job** with the Department of General Engineering
 ** Tutor for the static and dynamics courses.
- [1] 06/86- UNIVERSITY OF PUERTO RICO (UPR), Humacao, PR 00661
 08/86 **Summer Intern** with the Department of Chemistry
 ** Biomedical research. Learned to blow glass.

ACTIVITIES, SKILLS & INTERESTS:

- ** ACTIVITIES:**
- ** 2020-2023 --Belgrade Elected Rep to MHS School Board
 - ** 2013-Present --MHS All Sport Boosters member
 - ** Produce Marketing Association: 1999 Fresh Summit Exhibitor
 - ** Society of Plastics Engineers
 - ** Pi Kappa Gamma (Honorary Packaging Fraternity)
 - ** Packaging Graduate Association:
 - * 08/95-12/95 President
 - * Secretary of 1994-1995 Packaging Graduate Committee
 - ** Institute of Packaging Professionals (as a Graduate Student at MSU):
1994 Pack Expo of Packaging Machinery Manufacturers Institute
 - ** Member of a student Chapter (while an undergraduate at UPRM) of:
 - ** ME '92 graduating Class: ** As a student:* Member of the Board of Directors
 - ** American Society of Mechanical Engineers:
 - ** As a student:
 - *1991 Region II National Junior Representative
 - * 1991 Region II Student Conference Coordinator
 - * 08/90-05/91 Student UPRM Chapter Vice-President
 - ** Society of Automotive Engineers
 - ** American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.
 - ** Tau Beta Pi Association:
 - ** As a student:* 08/91-05/92 Puerto Rico Alpha Chapter Treasurer
 - ** Phi Kappa Phi Association
 - ** Society of Women Engineers (as a student only)

- ** SKILLS:**
- ** Done work in aseptic environments and techniques related to genetic research.
 - ** Broad knowledge of computer's hardware and software (operating systems, word-processing, spreadsheet, database, CAD).
 - ** Bilingual: VERY fluent in reading, writing and speaking English and Spanish.

- ** INTERESTS:**
- ** Bio Molecular & genetic science as it applies to the manufacturing of biomedical products.
 - ** Pharmaceutical approach to prescribing and supplementing based on genetic make-up.
 - ** Full understanding: of the Total Quality Manufacturing and Management concepts; Kepner-Tregoe Techniques; SMED applications; Six Sigma and Lean Manufacturing.
 - ** Photography, AHA First Responder, Reading, Jíbaro Music, Aviation, Scuba Diving, Skiing, White Water Rafting, Water Aerobics, Youth Soccer Coach, Golfing, Hockey Mom, Scouting Leader, Jogging, Hiking, Boating, Water Jet Skiing, Kayaking, Eccentrics & Yoga

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
☐ Economic & Community Dev. Com.

Other _____

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

Name Ted Fontaine
Address [REDACTED] Belgrade, ME. 04917
Phone # (Home) [REDACTED] (Work) [REDACTED] Email [REDACTED]
Place of Employment Retired
Education & Experience Winslow HS Graduate 1983
EMCC Graduate 1985 Associate Degree
31 years as a Machinist

Interests and Hobbies Fishing, Boating, Snowmobiling, Sports, Small Engine Repair.

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

Being familiar with the Water Level Management of the
Salmon Lake Dam. I was asked by a dams committee person
if I was interested in the position.

References

Name Gary Fuller Phone # [REDACTED]
Name Judy Hallawell Phone # _____

Please Return to: Town Manager
Town of Belgrade
6 Manchester Road
Belgrade, Me. 04917

Email Address: _____

2021 Annual Appointments

Animal Control Officer	Trisha Davis	1 yr
Assessing Agent	RJ Duplissea	1 yr
Agent, IF&W	Mary Vogel	Indefinite
Agent, Motor Vehicle	Sheila Thorne	Indefinite
Deputy Clerk/Deputy Registrar	Sheila Thorne	1 yr.
Civil Emergency Mgt. Dr.	Edward Ketch	1 yr
Code Enforcement Officer	Gary Fuller	1 yr
Deputy Clerk/Registrar	Charlene Houle	Indefinite
Town Clerk/Deputy Registrar	Mary Vogel	Indefinite
Freedom of Information Officer	Mary Vogel	1 yr
GA Administrator	Anthony Wilson	Indefinite
Asst. GA Administrator	Mary Vogel	Indefinite
Historian	Nancy Mairs	1 yr
Public Information Officer	Jeremy Damren	1 yr
Plumbing Inspector	██████████	1 yr
Tax Collector	Nicholas Poole	Indefinite
Tree Warden	██████████	1 yr
Treasurer	Nicholas Poole	Indefinite
Deputy Treasurer	Mary Vogel	Indefinite

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 6, 2021
Re: RSU 18 budget

RSU 18 Superintendent Carl Gartley will offer an overview of the school system's proposed 2021-22 budget and respond to questions. Belgrade school board members Sara Languet and Evan Thomas will also be invited. Voters will consider ratifying the proposed budget on Tuesday, June 8.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 6, 2021
Re: Town Meeting election results

Of the Town's nearly 2,900 registered voters, 459 cast ballots in the Town Meeting election March 20. That equates to a turnout of about 16 percent.

Of the 308 absentee ballots received by voters, all but 22 were returned. The remaining 173 were cast on Election Day. Traffic was steady until the final two hours. One election worker suggested Saturday elections have fewer hours, which would reduce costs. That may be worth considering in the future, along with whether we return to a traditional town meeting, which yields greater community dialogue, or remain with an entirely secret ballot election, which yields greater citizen participation.

The process could not have been smoother. We encountered zero issues, thanks to the leadership of Town Clerk Mary Vogel and Registrar Charlene Houle, and the work of Deputy Clerk Sheila Thorne and volunteers Jay Bradshaw, Cheryl Cook, Katie Damren, Kelly Webster and Christina Wilson. Please offer your appreciation when you see them next for their dedication to the democratic process and for their public service during a 14-hour workday on a Saturday.

Results were as follows:

- Article 3 (Sexual Assault Crisis Center): 380-74
- Article 4 (Literacy Volunteers Waterville Area): 361-92
- Article 5 (lake protection): 376-77
- Article 6 (Spectrum Generations): 381-71
- Article 7 (Hospice Volunteers Waterville Area): 398-54
- Article 8 (mooring ordinance): 237-197
- Article 9 (first-quarter 2022 spending): 392-53
- Article 10 (taxes due date and penalty interest): 391-53
- Article 11 (non-property tax revenue): 433-16
- Article 12 (administration budget): 388-57
- Article 13 (public safety budget): 411-37
- Article 14 (public works budget): 412-35
- Article 15 (cemeteries budget): 392-55
- Article 16 (facilities and grounds maintenance budget): 384-59
- Article 17 (solid waste budget): 392-54
- Article 18 (library budget): 306-132

- Article 19 (plowing/mowing contract with Friends of the Library): 353-78
- Article 20 (recreation budget): 317-121
- Article 21 (social services budget): 363-77
- Article 22 (dams budget): 415-25
- Article 23 (capital reserves budget): 391-49
- Article 24 (trust revenues for schools and cemetery): 413-36
- Article 25 (contingency article if an article failed): 392-56
- Article 26 (perpetuity article repeal): 384-62
- Article 27 (perpetuity article regarding insurance claims): 378-57
- Article 28 (perpetuity article regarding recreation and library capital reserves): 384-63
- Article 29 (perpetuity article repeal): 363-80

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 6, 2021
Re: June 8 warrant articles

Following are warrant articles voters could consider during the June 8 election:

- To see if the Town will appropriate \$25,000 from the undesignated fund to construct a cement pad for storage containers at the Transfer Station, with any unexpended balance lapsing into the Solid Waste capital reserve. The balance of the undesignated fund on Dec. 31, 2020, was \$3,530,027.
 - Additionally, if there is a desire to build up the Solid Waste capital reserve: To see if the Town will appropriate \$50,000 from the undesignated fund to the Solid Waste capital reserve. On Dec. 31, 2020, the balance of the undesignated fund was \$3,530,027. The balance of the Solid Waste capital reserve will be \$16,126 following a paving project in June.
 - Or if you wished to combine the two: To see if the Town will appropriate \$75,000 from the undesignated fund to construct a cement pad for storage containers at the Transfer Station, with any unexpended balance lapsing into the Solid Waste capital reserve. The balance of the undesignated fund on Dec. 31, 2020, was \$3,530,027. The balance of the Solid Waste capital reserve will be \$16,126 following a paving project in June.

Lastly, you may want to consider approving the low bid of \$24,915 submitted by Bonneau & Son Excavation for the cement pad, contingent upon voter approval June 8. This would allow us to start on the project immediately after the election.

- To see if the Town will appropriate \$30,000 from the Facilities/Cemetery Truck Replacement Reserve and appropriate up to \$45,000 from the undesignated fund, for a total sum not to exceed \$75,000, to purchase a one-ton truck to replace the current 2008 model.
- Following a repeal of a perpetuity article in 2020, we failed to include the following article on the warrant. This will be on the warrant annually moving forward: To see if the Town will vote pursuant to 36 MRSA section 506 to authorize the tax collector to accept prepayment of property taxes prior to the delivery of the tax commitment to the tax collector by the assessors without payment of interest.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: April 6, 2021
Re: Road Commissioner

Because the Road Commissioner's post is transitioning to an appointed position, the MMA suggested we post the position and accept applications. To facilitate that, we have crafted the attached job description, which combines elements of an MMA template with a job description drafted in 2009.

If the Board approves this job description, we would accept applications for two weeks, convene the Roads Committee to interview the applicants, and make a recommendation to the Selectboard as to an appointment at the May 4 meeting.

In the meantime, the MMA endorsed the notion of appointing the town manager to serve as the interim road commissioner. In that regard, I would work cooperatively with Jason Stevens to ensure there is no interruption in needed maintenance.