

**Town of Belgrade**  
**Board of Selectpersons**  
June 15, 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 June 8, 2021, **Selectboard minutes.**
- B. Discussion and consideration of **Parks & Recreation job descriptions.**
  - 1. Custodian.
  - 2. Camp counselor.
- C. Discussion and consideration of **Request for Proposals for snow-plowing, sanding and ice control.**

**3. NEW BUSINESS**

- A. Discussion and consideration of **2021 tax commitment.**
- B. Update on **veterans memorial improvements.**
- C. Consideration of non-resident's application to purchase **burial plots.**
- D. Consideration of awarding contract for **fuel, propane and off-road diesel.**
- D. Consideration of awarding contract for **electrical repair/maintenance and propane generator repair/maintenance.**

**E. WARRANT**

**F. TOWN MANAGER REPORT**

# Town of Belgrade Board of Selectpersons

June 8, 2021 / 6:30 p.m.

This meeting was conducted online via Zoom and can be watched at

[https://youtu.be/WVaE4\\_5XUks](https://youtu.be/WVaE4_5XUks)

## MINUTES

**Selectboard members present:** Melanie Jewell, Ernst Merckens, Barbara Allen, Dan Newman, Rick Damren

**In attendance:** Town Manager Anthony Wilson, Jack Sutton, Dick Bourne, Code Enforcement Officer Gary Fuller, Kate Damren, Scott Damren, Assessor Rob Duplisea, Recreation Director Lily Schubert, Facilities Maintenance Director Chris Dutil, Joan King.

Mr. Damren called the meeting to order at 6:30 p.m. Ms. Allen led the Pledge of Allegiance.

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

### **2. OLD BUSINESS**

A. Approval of May 18, 2021, **Selectboard minutes.** Ms. Allen moved approval. Mr. Merckens seconded. Motion approved 3-0, with Ms. Jewell and Mr. Newman absent.

### **3. NEW BUSINESS**

A. Board appointments:

1. Tom Bennett – Dams Committee (reappointment). Mr. Merckens moved approval. Ms. Allen seconded. Motion approved 3-0, with Ms. Jewell and Mr. Newman absent.
2. Phil Sprague – Cemetery Committee (reappointment). Mr. Merckens moved approval. Ms. Allen seconded. Motion approved 3-0, with Ms. Jewell and Mr. Newman absent.

B. Discussion and consideration of **Parks & Recreation job descriptions.**

1. Custodian.
2. Camp counselor.

Ms. Allen suggested minor changes to the custodian job description. Because Ms. Jewell and Mr. Newman were absent for the discussion, the Board agreed to postpone consideration of the descriptions until its June 15 meeting.

C. Discussion of local **property value trends.** Assessor Rob Duplisea explained the factors that are reducing the homestead exemption from \$25,000 to \$23,000 under the state's formulas. That change is driven by the rising value of properties sold in recent years. Mr. Wilson said the change may alarm taxpayers but will not impact them, noting that more taxable value allows the Town to mitigate

increases in the mil rate. Mr. Duplisea suggested a reassessment may be necessary in the next few years to ensure the state does not penalize the Town by reducing its tree growth revenue. He said a reassessment would take a year and should start immediately after taxes are committed. He estimated the cost at upwards of \$250,000; Mr. Wilson noted that cost could be funded from the undesignated fund. The Board agreed to monitor the situation and re-evaluate next summer.

- D. Discussion of how to conduct **future Selectboard meetings**. The Board discussed the possibility of having hybrid meetings that combine an in-person forum with opportunities to participate remotely, and the technology that would allow that. The Board decided to continue meeting via Zoom until it has clarity on open meeting regulations that the Legislature is considering.
- E. Discussion and consideration of **Request for Proposals for snow-plowing, sanding and ice control**. Mr. Merckens moved to strike the passages referring to a salt priority loop. Ms. Allen seconded. Motion approved 5-0. The Board asked the town manager to explore with Maine Department of Transportation adding the plowing of routes 27 and 8/11 as an alternate bid to the RFP. The Board will consider the amended RFP on June 15.
4. **WARRANT**. Ms. Jewell moved approval of warrant 61 for \$573,533.41. Mr. Merckens seconded. Motion approved 5-0.
5. **TOWN MANAGER REPORT**. Marylou Butterfield, board president of the Belgrade/Rome Special Needs Food Pantry, detailed a proposal to spruce up the interior of the North Belgrade Community Center, including painting, repairing trim and replacing the kitchen refrigerator with an upgrade. The Board thanked the pantry volunteers for their generosity. The town manager relayed a proposal from Town Clerk Mary Vogel to incentivize dog registrations with a drawing for a basket of pet goodies, purchased by allowing employees to pay \$2 per day for the privilege of wearing jeans to work. The Board offered its blessing.

Mr. Damren moved to adjourn at 8:10 p.m. Mr. Merckens seconded. Motion approved 5-0.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Recreation job descriptions

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The Parks and Recreation Department is seeking to hire a custodian and summer camp counselors. As such, Recreation Director Lily Schubert and I agreed the timing is right to update job descriptions for those positions. The proposed changes are tracked in the attached documents. The suggestions suggested by Selectperson Allen at the June 1 meeting are **highlighted**.

TOWN OF BELGRADE



CENTER FOR ALL SEASONS PARKS &  
RECREATION CUSTODIAN  
JOB DESCRIPTION

APPROVED ON 06/~~1504~~/2021

**TOWN OF BELGRADE  
CUSTODIAN / MAINTENANCE  
~~CENTER FOR ALL  
SEASONS~~PARKS AND  
RECREATION  
JOB DESCRIPTION**

**Nature of Work:**

~~This is Custodial and maintenance work, primarily in the “Center for All Seasons” Parks and Recreation facilities-facility.~~

The employee is responsible for the general cleaning and minor maintenance of the Center for All Seasons (CFAS) ~~facility~~and the North Belgrade Community Center, along with cleaning the Town Office once weekly. The employee also assists the Recreation Director when ~~possible~~necessary. The employee performs a wide variety of cleaning and light maintenance throughout the buildings and grounds. Work requires the use of tools and supplies common to standard cleaning tasks and minor maintenance work. Work is performed under the general direction of the Recreation Director and Facilities Maintenance Director, and is subject to review through observation, evaluation reports, and results achieved.

Assignments are general in nature with a daily written grounds and building inspection maintenance report required.

**Essential Duties and Responsibilities:**

- ~~• Assists in the supervision programs as needed,~~
- Sweeps, mops, scrubs, polishes and vacuums floors.
- Washes walls, counters, tables, windows and woodwork.
- Cleans indoor & outdoor rest-rooms and replenishes supplies.
  - Dusts, polishes, arranges and moves furniture & equipment.
- Removes rubbish and recycled items/paper.
- Performs light maintenance, basic carpentry and painting.
- Performs a daily building inspection for damage(s) and safety issues with written report to the Recreation Director.

- Assists Recreation Director in preparation of special events and programs.
- Assists in grounds maintenance in all seasons.
- When requested, assumes responsibility and control of building during times when it is rented.

- ~~Assists in the supervision of programs as needed,~~
- Maintains a professional relationship with patrons and  
colleagues;
- Performs other duties as assigned.

### **Requirements of Work:**

- Working knowledge of the methods and supplies used in day-to-day cleaning of buildings.<sub>7</sub>
- Ability to understand and carry out oral and written instructions.<sub>7</sub>
- Ability to work relatively independently without minimal  
supervision and demonstrate industriousness.<sub>7</sub>
- Ability to take on responsibilities in an office setting, if needed.<sub>7</sub>
- Physically skilled in the use of tools and equipment used in various maintenance and repair tasks.<sub>7</sub>
- Must pass background check and must have valid driver's license.<sub>7</sub>
- Ability to establish and maintain effective working relationships with other Recreation employees and the general public.

### **Training and Experience Required:**

~~Must have a H~~igh school diploma or equivalent and experience in commercial cleaning are is preferred. E~~Past~~ experience in custodial work is a plus. Must be able to deal with children and take on responsibilities in an office setting. Knowledge in the use and storage of swimming pool chemicals is preferred or is possess a willingness to learn. Previous experience working with children and the public is beneficial.

### **Work Week:**

This position is a ~~25-0~~ hour work week, Mondays – Fridays, ~~3:00 to 7:00 p.m. typically~~ from early afternoon to early evening or as needed. Must be available, if needed, to open and close the CFAS and the NBCC facilities for rentals throughout the ~~entire~~ work week and weekends.

### **Benefits/Pay:**

Benefits will follow “Town of Belgrade /Employment Guidelines” for pPart-tTime employees. Pay will ~~follow the pay rate scale as outlined in the Employment Guidelines~~

handbook.begin at minimum wage.

Approved by Selectboard on June 8, 2021.

~~u/files/personnel & others/personnel/JD/custodian/CFAS-2013~~

~~Approved by Select Board at their April 2, 2013 regular scheduled meeting.~~

TOWN OF BELGRADE



CAMP COUNSELOR  
JOB DESCRIPTION

APPROVED ON 06/15/2021

# TOWN OF BELGRADE CAMP COUNSELOR JOB DESCRIPTION

## Nature of Work:

~~He/she is~~Counselors are responsible for assisting with ~~the~~ Camp Golden Pond and/or Camp Loon program activities as well as guiding/helping the children adjust and grow within ~~the~~ program guidelines. ~~He/she~~Counselors complyies with and participates fully in the instruction of swimming, arts and crafts, games, various camp activities, and education programs.

## Essential Duties and Responsibilities:

- Responsible for a group of children, helping each child adjust and grow with other children within ~~the~~ program guidelines.
- Plan and implement daily curriculum for children to follow.
- Assist with all camp activities and other activities as assigned.
- Follow all program procedures and guidelines in conjunction with ~~the~~ Camp Golden Pond/Camp Loon standard operating procedures.
- Demonstrate willingness to participate in all areas of Camp Golden Pond/Camp Loon programming.
- Complyies with and participates fully in the instruction of swimming, arts and crafts, games, various camp activities, and education programs.
- Leads by example and directions, expressing importance of a) core values – respect, responsibility, caring, and honesty, b) camper safety, and c) enthusiastic fulfillment of program objectives.
- ~~Ability to c~~ommunicate, and work with groups participating (age and skill level), and provide necessary instruction to children of all ages and skill levels.
- ~~Abilities to o~~bserve camper behavior and assess its appropriateness, enforce relevant safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Understands the Camp Golden Pond/Camp Loon commitment to providing a healthy and safe environment.
- Maintains safety, cleanliness, and discipline of children, areas and equipment.
- ~~Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.~~
- ~~Ambulatory ability to lead members to/from daily activities throughout the Camp Golden Pond/Camp Loon property and the physical ability to participate in activities with the campers.~~
- Guide any camper with behavior, attitude, or emotional problems, referring any serious problems to the Camp Director.
- Become familiar with safety procedures and help ensure a healthy and safe working environment.
- Perform other duties as assigned by the Camp Director.

## Requirements of Work:

- Applicant ~~m~~Must be at least 15 years of age with some experience significant to working with children.
- Applicant ~~must have e~~Excellent communicationg skills ~~along with the skills necessary to work with groups of children made up of different ages and skill levels.~~
- Emotional and mental maturity ~~, is mandatory~~ along with training or skills in problem-~~solving.~~
- Ability, desire and basic skills to work with children ~~are mandatory.~~
- Ability to interact with staff of all levels.
- ~~Demonstrate i~~Internal and external customer service skills.
- Team player ~~.~~
- Display role model behavior ~~.~~
- Organizational skills ~~.~~
- Attention to details ~~.~~
- ~~Good communication skills~~
- Maintain confidentiality ~~.~~
- Ability to work independently with minimal supervision and to meet deadlines
- ~~Ability to work independently~~
- Critical thinking
- Flexibility
- Withstand eExposure to the elements (wind, rain, sun, etc.) and high noise levels.
- ~~High noise levels~~
- ~~Working closely with others, especially youth~~
- ~~Work with minimal supervision~~
- Manual dexterity, including bending, reaching, lifting and leading campers to and from activities, and ability to participate in physical activities.
- ~~Bending, reaching, lifting~~
- ~~Ability to participate in physical activities~~
- Ability to handle stress and maintain a positive attitude
- Meet deadlines ~~Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.~~

Approved by Selectboard on June 15, 2021.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Snowplowing, sanding and ice control RFP

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The attached Request for Proposals is for snowplowing, sanding and ice control. The last three-year contract recently expired.

We have added clearer distinctions of where the plowing ends to the descriptions of the Guptill, Gowell, Sahagian, Damren and Stevens roads, and to Lakeshore Drive. Those updates are **highlighted**, as is the updated name of Old Route 8.

This RFP also contains an alternate bid for the plowing of Routes 27, 8/11 and 135, as discussed during the June 8 meeting. As of this writing, we do not yet have information from Maine Department of Transportation as to how much of the cost of that effort the state would fund.

If approved by the Board, the RFP would be sent to local contractors and posted for two weeks on webpages dedicated to RFPs on the Town and Maine Municipal Association websites. We would bring the responses to the Board for your consideration at the July 20 meeting.

**/TOWN OF BELGRADE  
WINTER MAINTENANCE  
(Snow Plowing, Sanding & Ice Control)  
(Bid Specifications & Bid Form)  
2021-2022 / 2022-2023 / 2023-2024**

**INVITATION TO BID FOR:**

**WINTER MAINTENANCE  
(SNOWPLOWING, SANDING AND ICE CONTROL)  
ON ROADS IN BELGRADE, MAINE**

The Town of Belgrade (the “**TOWN**”) is seeking bid prices to supply services for winter maintenance, i.e., snowplowing, sanding and other ice control measures on roads in our Town. The initial term of this agreement will be for THREE winter seasons beginning on October 15 and ending on May 15 of each contracted year (hereinafter “Winter Season”). The three-year contract begins on October 15, 2021, and ends May 15, 2024.

Responses to this Request for Proposals must be received at the Town office in a sealed envelope marked:

**Winter Maintenance Proposal - Town of Belgrade, Attn: Anthony Wilson,  
990 Augusta Road, Belgrade, Maine 04917**

by **NO LATER THAN** 12:00 noon, July 1, 2021. The Board of Selectpersons will review all proposals at its next schedule meeting on July 6, 2021, starting at 6:30 p.m.

Proposal forms and specifications may be obtained at the Town Office at 990 Augusta Road, Belgrade, ME 04917 or by calling 207-495-2258.

**STANDARD INSTRUCTIONS TO BIDDERS**

1. The attached proposal is to be signed by the bidder. It acknowledges the bidder has full knowledge of and agrees with the general specifications, conditions and requirements of this bid. The conditions set forth in this bid are to be considered minimum bid specifications. Any variance or deviation from the specifications, terms and conditions, no matter how slight, **must** be noted on an attachment labeled “**Variiances.**” *Failure to document such variiances or deviations may, at the **TOWN’S** sole discretions, disqualify the proposal from consideration.*
2. Incomplete bids or bids received later than the time and date specified in the “Invitation to Bid” will not be considered. Withdrawals of bid prices after the bid opening will not be considered. Vendor agrees to keep the quoted price for a period of at least (30) thirty days for the Town of Belgrade’s Board of Selectpersons to review and award a contract to the successful bidder.
3. The bidder shall insert in the attached proposal the price per stated mile.

4. The **TOWN** reserves the right to reject any and all bids, wholly or in part; to waive technical defects; and to make awards in the manner deemed to be in the best interests of the **TOWN**.
5. The **TOWN** reserves the right to inspect any equipment proposed to be used during the term of this agreement prior to awarding a contract to a bidder. All bidders must submit a list of all vehicles and equipment used for the first year of the agreement including the model year, number and description.
6. The **CONTRACTOR** shall provide the **TOWN** with proof of PUBLIC LIABILITY INSURANCE, naming the Town of Belgrade as additional insured, in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amounts as is established by the Maine Tort Claims Act (14 M.R.S.A. section 8101) as amended from time to time, combined single limit, to protect the **CONTRACTOR**, and any subcontractor performing work covered by this Agreement, and the **TOWN** from claims and damages that may arise from operations under this Agreement. The **CONTRACTOR** will also provide the **TOWN** with proof of workers' compensation insurance in the amount required by Maine law and as necessary.

**TOWN OF BELGRADE**

**WINTER MAINTENANCE RFP INFORMATION  
2021-2022 / 2022-2023 /2023-2024  
FOR ALL ROADS IN THE TOWN OF BELGRADE**

**BELGRADE, MAINE**

**KENNEBEC, COUNTY**

Town of Belgrade is hereinafter referred to as the “**TOWN**”, and the successful bidder is hereinafter referred to as the “**CONTRACTOR.**” In consideration of mutual covenants made herein, the parties agree as follows:

- 1) The **CONTRACTOR AGREES** to remove snow and apply salt or sand/salt to the following roads/locations within the Town of Belgrade, Maine:

**SOUTH BELGRADE ROADS**

<b>ROAD</b>	<b>FROM</b>	<b>TO</b>	<b>MILES</b>
Bartlett Rd.	Route 135	Mount Vernon Line	1.64
Chandler Rd.	Route 27	Point Road	1.00
Depot Rd.	Route 27	Route 27	1.25
Dunn Rd.	West Road	Mount Vernon Line	3.10
East-West Lane	West Road	End of Pavement & Turn-around	0.60
Foster Point Road	Route 27	Pinkham Cove Hill	0.40
Guptill Road	Route 27	227 Guptill Road/end of pavement	1.10
Hulin Road	Route 27	End of Pavement	0.25
Knowles Road	Route 135	Sidney Town Line	2.00
Lakeshore Drive	West Road	55 Lakeshore Dr./ end of pavement	0.30
Location Road	Wings Mill Road	End of Road	0.62
Minot Hill Road	Depot Road	Route #135	1.00
Narrows Road	Route 27	Rome Line	2.16
Old Route 27	Route 27	Route 27	0.51
Page (Gowell) Road	West Road	29 Gowell Road/end of road	0.14
Penney Road	Old Route 27	Knowles Road	1.58
Point Road	Route 27	Camp Runoia	2.09
Red Oaks Lodge Rd.	Hulin Road	Rotary	0.11
Route 135	Route 8/11	Manchester Line	6.15
Sahagian Road	Route 27	109 Sahagian Road/ end of town road/ begin of private road	0.44
School Street	Route 27	Hulin Road	0.15
West Road	Route 27	Route 135	6.04
Wings Mills Road	Route 135	Mount Vernon Line	1.42

Mill Stream Drive

Wings Mills Rd.

End of Pavement &  
Turn-around

0.60

**TOTAL**

**34.65**

## NORTH BELGRADE ROADS

ROAD	FROM	TO	MILES
Damren Road	Route 8	End of pavement	0.30
Grandview Drive	Route 8&11	Include cul-de-sac	0.50
Horse-point Road	Route 8	End of Pavement	2.75
Loon Call Drive	Route 8	End of Pavement	0.75
McGrath Pond Road	Route 8	Oakland Town Line	2.04
Warren Hill Road	Route 8	Smithfield Town Line	0.23
Route 8	Route 11	Smithfield Town Line	5.68
Station Road	Route 11	Railroad Tracks	0.42
Stevens Road	Horse Point Rd.	End of pavement	0.25
Taylor Woods Rd.	Route 8	Route 11	0.70
<b>TOTAL</b>			<b>13.62</b>

**Note: There is a total of 48.27 miles of roads under this contract.**

- 2) The **CONTRACTOR AGREES** to furnish adequate and satisfactory motor-driven equipment and manpower to efficiently perform winter road maintenance.
  
- 3) The **CONTRACTOR AGREES** to furnish a minimum of the following equipment to perform this task:
  - SIX (6) Trucks, including TWO (2) ten-wheeler and FOUR (4) single axle. All trucks should be at least 7 Yard capacity and equipped with plow/Wing/Sander,
  - TWO (2) four-wheel drive trucks (minimum ¾ ton) with a plow and sander, and ONE 4-Wheel Drive Pick-Up with Plow,
  - As needed access to ONE (1) Grader,
  - All six trucks used as sand/salt trucks must be capable of holding liquid brine solution in at least the correct amount as required by the number of yard of sand/salt the truck holds.
  - And ONE (1) front-end loader with a minimum bucket size of one (2 ½) cubic

Six of the full size trucks must be equipped with tanks and correct equipment to be able to wet the material as it is leaving the truck. Smaller trucks used on intersection will not have to be so equipped. The **TOWN** will supply the liquid, to the **CONTRACTOR**, that is to be sprayed onto the salt or salt/sand mixture.

4) The **CONTRACTOR AGREES** to commence road treatment as soon as a storm event starts or when a situation develops in which the Municipal Officials, Maine Department of Transportation, Belgrade Fire Department Officer or his designee, or State Police request operations be initiated in the interest of safety.

5) The **CONTRACTOR AGREES** to operate continuously until all roads are satisfactorily cleared of snow and slush.

6) The **CONTRACTOR AGREES** to plow snow to the outside edges of the road shoulders and to remove snow beyond the road shoulders at locations designated by Municipal Officers for the following reasons:

- to allow proper drainage of the road surface
- to minimize drifting of snow
- to provide room for displacement of snow from future storms

**NOTE: UNLESS SHOULDERS ARE FROZEN CONTRACTOR WILL HOLD WINGS UP SO AS NOT TO DIG OUT SHOULDER MATERIAL**

7) The **CONTRACTOR AGREES** to apply salt or sand/salt to roads that may, in the judgment of Municipal Officials, Maine Department of Transportation Officials, Belgrade Fire Department Officer or their designee, State Police, require salt or sand/salt because of icing conditions within a reasonable time after the roads have become slippery. Application of salt or sand/salt will be made as frequently as necessary for the safety of road users.

8) The **CONTRACTOR AGREES** to furnish the **TOWN** with the following:

- photocopies of current registrations for the vehicles to be used carrying out the terms of this contract
- Proof that the contractor and all sub-contractors carry a minimum of insurance coverage AS LISTED IN # 6.
- photocopies of all contracts/agreements with all sub-contractors
- proof of payments made to all sub-contractors at least seven business days prior to the next scheduled Town payment to the contractor
- Proof that the Contractor has had all the truck sanders calibrated before the beginning of each storm season.

9) The **CONTRACTOR** will be held responsible for the action of any sub-contractors. (See #3 under TOWN responsibilities).

10) The **CONTRACTOR AGREES** to hold the **TOWN** harmless in the matter of funds due sub-contractors resulting from work authorized under the terms of this contract.

11) The **CONTRACTOR AGREES** to use stockpiles of salt or sand/salt mixture which will be stored within the Belgrade Sand/Salt Shed located 1 Carey Way, off the Cemetery Road.

**12)** The **CONTRACTOR AGREES** to fill the sand box, as needed, during the storm season. The sand box is located outside of the Salt & Sand Shed Building at 1 Carey Way, off from Cemetery Road.

**13)** The **CONTRACTOR AGREES** *to calibrate his/her equipment annually, at the beginning of each plow season to reduce “bounce and scatter” losses and to provide the TOWN with documentation of this calibration at the start of each plowing season.* This requirement is based on a recommendation by the Maine Local Roads Center and will be performed by the Maine Local Roads Center (207-624-3270) at no additional cost to the **CONTRACTOR**.

**14) Maine Local Roads Center (207-624-3270)** will also train the **CONTRACTOR** how to calibrate the amount of liquid to be applied to salt or sand/salt mixture as it is being dispensed onto the roadway.

**THE TOWN**

1) The **TOWN AGREES** to pay the **CONTRACTOR** pursuant to the payment schedule, which is part of the Contract Agreement (Attachment “A”), and as shown below:

**ATTACHMENT “A”**  
**PAY SCHEDULE**

	Payment date	% & Amount Year 1	Payment date	% & Amount Year 2	Payment date	% & Amount Year 3
	10/04/21	10.0%	10/03/22	10.0%	10/08/23	10.0%
	11/08/21	5.0%	11/07/22	5.0%	11/05/23	5.0%
	12/06/21	5.0%	12/05/22	5.0%	12/03/23	5.0%
	01/03/22	7.5%	01/09/23	7.5%	01/07/24	7.5%
	01/17/22	7.5%	01/23/23	7.5%	01/21/24	7.5%
	02/07/22	10.0%	02/06/23	10.0%	02/04/24	10.0%
	02/21/22	10.0%	02/20/23	10.0%	02/18/24	10.0%
	03/07/22	10.0%	03/05/23	10.0%	03/04/24	10.0%
	03/21/22	10.0%	03/19/23	10.0%	03/21/24	10.0%
	04/04/22	7.5%	04/09/23	7.5%	04/08/24	7.5%
	04/18/22	7.5%	04/23/23	7.5%	04/22/24	7.5%
	05/09/22	10.0%	05/07/23	10.0%	05/06/24	10.0%
		100.0%		100.0%		100%

2) The **TOWN AGREES** to furnish salt or screened and mixed sand and salt to the **CONTRACTOR**. The sand/salt will be mixed at a ratio set by the Select Board by the end of May of each contract year.

3) The **TOWN AGREES** to allow a portion of work in this contract to be sub-contracted. The **TOWN** must approve the use of any sub-contractors. The **CONTRACTOR** will be held responsible for the action of any sub-contractor.

**TOWN AND CONTRACTOR:**

Both the **TOWN** and **CONTRACTOR** confirm that this agreement will be for **THREE YEARS.**



## **ALTERNATE BID**

The Maine Department of Transportation has asked about the Town of Belgrade's interest in plowing portions of Routes 27, 8/11 and 135. As an alternate bid, which may or may not be accepted by the Town, bidders should provide pricing for removing snow and apply salt or sand/salt to the following roads/locations within the Town of Belgrade:

### **STATE OF MAINE ROADS**

<u><b>ROAD</b></u>	<u><b>FROM</b></u>	<u><b>TO</b></u>	<u><b>MILES</b></u>
Route 27	Sidney town line	Route 225 in Rome	12.12
Route 8/11	Route 27	Water/Church St. in Oakland	8.14
Route 135	Route 27	Routes 8/11	0.52
<hr/> <b>TOTAL</b>			<b>20.78</b>

## **PROPOSAL**

**CONTRACTOR OFFERS THE FOLLOWING BID FOLLOWING THE ABOVE BID SPECIFICATION:**

2021-2022 year at \$ \_\_\_\_\_ per mile for 20.78 MILES at total bid of:

\$ \_\_\_\_\_;

2022-2023 year at \$ \_\_\_\_\_ per mile for 20.78 MILES at total bid of:

\$ \_\_\_\_\_,

2023-2024 year at \$ \_\_\_\_\_ per mile for 20.78 MILES at total bid of:

\$ \_\_\_\_\_;

Total contract for three years is offered at \$ \_\_\_\_\_.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Tax commitment

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Now that Kennebec County has approved its budget and the voters have ratified the RSU 18 budget, we can consider committing taxes for 2021. Traditionally, the Town has committed taxes in June, but that was delayed until July the past two years by the arrival of a new town manager in 2019 and by the pandemic in 2020.

Assessor Rob Duplisea will be in our offices on the morning of June 15 to calculate this year's commitment. As soon as those worksheets are completed, I will email those to you. He will join us on Zoom to outline your options regarding the mil rate and to answer any questions you have.



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
MAINE REVENUE SERVICES  
P.O. BOX 9106  
AUGUSTA, MAINE  
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA  
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD  
EXECUTIVE DIRECTOR

June 2021

Municipal Assessors and Chairman of the Board of Selectpersons:

**RE: Preliminary 2022 State Valuation**

Dear Municipal Official(s):

Enclosed you will find a copy of the preliminary 2022 State Valuation report for your municipality as prepared by a field representative of the Property Tax Division. This valuation represents the full equalized value of all taxable property in the municipality as of **April 1, 2020**. Please note that these figures are preliminary and are being forwarded to you at this time in order to provide for your review and allow time for any contribution of additional comments and/or pertinent data.

The State Valuation is compiled by determining, through field work and meetings with local officials, the approximate ratio of full value on which local assessments are made, and by then adjusting the local assessed values in accordance with the Rules of Procedure Used to Develop State Valuation (08-125 Chapter 201). State Valuation is a mass appraisal estimate of the 100% market value of all taxable property of a municipality and is established annually by the State Tax Assessor. The enclosed report is comprised of five (5) parts: the Sales Ratio Analysis; BETE audit; State Valuation Analysis (PTF303.4); Report of Assessment Review, a three (3) year comparison (PTF303); and Report of Assessment Review, informational review (PTF303.2).

If after reviewing this report you find any errors or inconsistencies, need clarification or simply wish to discuss the report, please call the Property Tax Division at 624-5600 or fax your concerns to us at 287-6396. Alternatively, you may contact your area field representative from Maine Revenue Service, Property Tax Division directly for the purpose of discussing any additional information pertinent to the preliminary State Valuation.

The Proposed 2022 State Valuation Notice will be sent by certified mail on or before September 30, 2021.

**REPORT OF ASSESSMENT REVIEW**



Municipality	Belgrade		County	Kennebec
	2020	2021	2022	
1. State Valuation	648,600,000	700,500,000	755,100,000	
2. Amount of Change	15,250,000	51,900,000	54,600,000	
3. Percent of Change	2.41%	8.00%	7.79%	
4. Eff. Full Value Rate (line 6d/1)	0.01288	0.01253	0.01166	
5. Local Mill Rate 18-19-20	0.0146	0.01538	0.01538	
6a. Commitment 2018-19-20	8,182,192	8,594,990	8,546,517	
6b. Homestead Reimbursement	159,882	167,633	238,109	
6c. BETE Reimbursement	12,275	13,987	17,618	
6d. Total (6a, 6b & 6c)	8,354,349	8,776,610	8,802,244	
6e. % change from prior year (6d.)	2.80%	5.05%	0.29%	
	2019	2020		
A. Municipal Valuation	558,842,000	555,690,300		
Net Supplements / Abatements	(248,500)	65,530	Amount of Change	Percent of Change
Homestead (Exempt Valuation)	10,899,438	15,481,760		
BETE (Exempt Valuation)	909,400	1,145,500		
Adjusted Municipal Valuation	570,402,338	572,383,090	1,980,753	0.35%
B. Sales Information				
Sales Period Used	07/18 - 06/19	07/19 - 06/20		
			Combined Sales Ratio	75%
State Valuation	2021	2022		
# of Sales	64	77		
# of Appraisals				
Residential Study			Percent of Change	
Weighted Average	83%	73%		
Average Ratio	84%	75%	-10.71%	
Assessment Rating	17	16		
Waterfront Study				
Weighted Average	78%			
Average Ratio	79%		-100.00%	
Assessment Rating	15			
Condominium Study				
Weighted Average				
Average Ratio				
Assessment Rating				
Certified Ratio	100%	100%		

**STATE VALUATION ANALYSIS**

Municipality	Belgrade		County	Kennebec	
Municipal Valuation - 2020	100%	Declared Certified Ratio		2022 State Valuation	
LAND			Ratio	Source	
Electrical Utilities (Trans & Dist)		5,097,300	100%	Declaration Value	5,097,332
Classified Tree Growth	5,651 ac	1,991,580	100%	State Rates	1,991,583
Classified Farm Land	584 ac	220,395	88%	Adj. Cert Ratio	250,449
Classified Farm Woodland	225 ac	78,720	100%	State Rates	78,725
Classified Open Space	533 ac	785,324	88%	Adj. Cert Ratio	892,414
Classified Working Waterfront	ac				
Commercial Lots		1,945,600	88%	Adj. Cert Ratio	2,210,909
Industrial Lots		656,800	88%	Adj. Cert Ratio	746,364
Residential Lots		48,737,701	75%	Combined Study	64,983,601
Waterfront & Water Influenced Lots		220,000,000	75%	Combined Study	293,333,333
Condominium Lots		7,269,800	75%	Combined Study	9,693,067
Working Forest Roads	ac				
Waste Acres	2,924 ac	330,380	113/ Mun Avg	145/ac SR	423,950
# Undeveloped Acres	11,384 ac	10,143,400	891/ Mun Avg	1170/ac SR	13,319,600
		297,257,000		<b>TOTAL LAND</b>	393,021,327
<b>BUILDINGS</b>	# accts				
Commercial		2,330,600	88%	Adj. Cert Ratio	2,648,409
Industrial		12,079,700	88%	Adj. Cert Ratio	13,726,932
Residential		127,283,700	75%	Combined Study	169,711,600
Waterfront & Water Influenced		110,000,000	75%	Combined Study	146,666,667
Condominiums		2,132,800	75%	Combined Study	2,843,733
		253,826,800		<b>TOTAL BUILDINGS</b>	335,597,341
<b>PERSONAL PROPERTY</b>	# accts				
Commercial		2,424,200	100%	Personal Property Ratio	2,424,200
Industrial		2,182,300	100%	Personal Property Ratio	2,182,300
Other					
		4,606,500		<b>TOTAL PERSONAL</b>	4,606,500
<b>TOTALS</b>		555,690,300			733,225,168
Adjustments (Net Abates/Supp)		65,530	75%	Combined Study	87,373
Adjustments (Comm., Ind. & Pers.)					
<b>Homestead (Exempt Valuation)</b>		15,481,760	75%	Combined Study	20,642,347
<b>BETE (Exempt Valuation)</b>		1,145,500	100%	Personal Property Ratio	1,145,500
<b>ADJUSTED TOTAL</b>		572,383,090			755,100,388
<b>TIF ADJUSTMENTS</b>					
<b>NET w/ ADJUSTMENTS &amp; TIF</b>					755,100,388
<b>STATE VALUATION</b>					<b>755,100,000</b>

*TIF Development Program Fund*

STATE OF MAINE Sales Ratio Analysis - 2022 State Valuation

Municipality:

**Belgrade**

County:

**Kennebec**

1 Year - **COMBINED STUDY**

Weighted Avg. =	73%	=	19,723,900	/	26,924,920
Average Ratio =	75%	=	39.68	/	53
Avg. Deviation =	12	=	902	/	77
Quality Rating =	16	=	12	/	75%

Average Selling Price = **\$349,674**      2020

Item No.	Class	Date of Sale Month Year	Book	Page	Map	Lot	Name	Selling Price	Assessed Value	Ratio	Dev.
1	W	9 2019	13353	114	29	15		366,500	159,300	0.43	32
2	R	4 2020	13542	339	3	6		244,900	112,700	0.46	29
3	W	10 2019	13365	302	14HI	1		192,000	88,500	0.46	29
4	W	8 2019	13306	96	8	15-3		1,175,000	602,100	0.51	24
5	R	12 2019	13431	114	9	16-5		335,000	174,600	0.52	23
6	W	5 2020	13566	322	34	6		450,000	245,900	0.55	20
7	W	8 2019	13320	26	14HI	19		550,000	303,000	0.55	20
8	R	6 2020	13612	33	6	017.08A		320,000	178,000	0.56	19
9	W	6 2020	13594	195	30	004A		650,000	367,500	0.57	18
10	R	7 2019	13262	131	11	3B		260,000	148,200	0.57	18
11	W	11 2019	13408	132	11	18D		1,197,000	685,100	0.57	18
12	W	12 2019	13425	98	36	17A		409,000	234,900	0.57	18
13	W	8 2019	13310	68	68	3		415,000	254,100	0.61	14
14	W	10 2019	13372	234	8	13H		400,000	242,800	0.61	14
15	R	7 2019	13274	291	24	22		182,000	112,600	0.62	13
16	W	8 2019	13301	132	5	12		230,000	146,000	0.63	12
17	W	10 2019	13352	202	8A	10		700,000	441,800	0.63	12
18	R	6 2020	13600	306	6	11-A		495,000	322,200	0.65	10
19	W	11 2019	13393	214	26	7		745,000	481,700	0.65	10
20	W	6 2020	13611	203	35	4		355,000	233,700	0.66	9
21	R	9 2019	13352	287	3	20		165,000	109,200	0.66	9
22	R	12 2019	13442	31	9	53-2		187,500	123,000	0.66	9
23	W	6 2020	13589	291	13	91		425,000	283,000	0.67	8
24	W	12 2019	13430	311	29	1		500,000	335,800	0.67	8
25	W	6 2020	13605	183	9	40A-7		230,000	157,200	0.68	7
26	W	6 2020	13598	27	8A	25		460,000	314,300	0.68	7
27	W	10 2019	13371	200	41	12		365,000	248,100	0.68	7
28	W	7 2019	13285	300	9	40A-6		243,000	169,100	0.70	5
29	R	9 2019	13342	130	3	8.11		174,000	122,200	0.70	5
30	R	1 2020	13457	252	7	10A		177,000	126,200	0.71	4
31	R	7 2019	13268	215	10	44046		249,900	178,500	0.71	4
32	W	8 2019	13313	248	35	7		377,000	273,000	0.72	3
33	R	3 2020	13504	250	13	2B		342,000	248,200	0.73	2
34	R	6 2020	13586	46	4	19A		150,000	110,100	0.73	2
35	R	7 2019	13264	173	9	20A		236,000	172,800	0.73	2
36	R	8 2019	13302	211	36	36-8		186,000	135,000	0.73	2
37	W	10 2019	13383	198	38	1		466,000	342,100	0.73	2
38	W	6 2020	13599	336	37	11		405,000	305,000	0.75	
39	R	9 2019	13345	197	36	36-2		136,500	103,000	0.75	
40	W	9 2019	13344	204	46	8		215,000	161,400	0.75	
41	W	9 2019	13326	136	14HI	46		175,000	131,400	0.75	
42	W	10 2019	13367	44	17	3		465,000	346,900	0.75	
43	M	10 2019	13377	320	46	10--8		415,000	311,400	0.75	
44	R	9 2019	13327	264	36	36-4		170,000	130,000	0.76	1
45	W	11 2019	13409	45	8A	15		510,000	390,300	0.77	2
46	R	8 2019	13320	343	11	19.15		230,000	179,400	0.78	3
47	R	9 2019	13346	45	7	13.21		264,900	206,400	0.78	3
48	R	6 2020	13598	195	4	15		280,000	219,800	0.79	4

49	W	6	2020	13608	272	18	8	345,000	271,000	0.79	4
50	R	10	2019	13376	323	13	23-A	270,000	213,200	0.79	4
51	R	6	2020	13592	109	29	018-01	275,000	221,000	0.80	5
52	R	3	2020	13496	343	3	12B	285,000	231,900	0.81	6
53	R	6	2020	13612	98	5	5.02A	178,000	144,800	0.81	6
54	R	7	2019	13269	334	11	19.1	244,900	197,300	0.81	6
55	M	12	2019	13430	43	26	12-6	132,600	107,200	0.81	6
56	W	8	2019	13323	342	27	003A	527,000	431,500	0.82	7
57	R	9	2019	13352	113	5	07-B	206,000	172,200	0.84	9
58	R	7	2019	13278	217	13	2-01	140,000	120,700	0.86	11
59	W	6	2020	13596	229	10	11A	1,275,000	1,103,100	0.87	12
60	R	7	2019	13267	338	9	23	153,500	135,100	0.88	13
61	R	10	2019	13359	72	9	48B	125,000	109,800	0.88	13
62	R	4	2020	13544	64	3	25	140,000	123,900	0.89	14
63	W	6	2020	13578	226	27	2	450,000	399,100	0.89	14
64	R	1	2020	13447	185	4	17	157,500	142,300	0.90	15
65	R	7	2019	13259	53	13	30-1	245,000	221,100	0.90	15
66	W	7	2019	13259	84	17	22	535,000	481,400	0.90	15
67	R	7	2019	13277	15	24	47A	215,000	196,600	0.91	16
68	R	10	2019	13378	100	2	003-G	220,900	205,700	0.93	18
69	W	10	2019	13371	183	15	18-A	500,000	463,600	0.93	18
70	W	9	2019	13348	281	46	015A	215,000	202,600	0.94	19
71	R	8	2019	13299	22	6	17.07	160,000	154,100	0.96	21
72	R	12	2019	13417	247	7	028A	105,500	103,000	0.98	23
73	W	10	2019	13374	107	14	HI-11	74,500	76,000	1.02	27
74	R	10	2019	13373	112	10	34	115,000	119,900	1.04	29
75	W	6	2020	13592	167	23	3	439,000	459,400	1.05	30
76	W	9	2019	13328	135	25	38	250,000	262,100	1.05	30
77	W	4	2020	13517	62	10	11A-2	1,074,320	1,186,800	1.10	35

# Business Equipment Tax Exemption Audit

Municipality: Belgrade

Date: Via email

County: Kennebec

Municipal Official(s): Rob Duplisea, Assessing Agent

Municipal Valuation - 2020

2022 State Valuation

Yes

No

Comment(s)

1. Are application(s) available for inspection?	<b>10 of 10</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Significant accounts verified.
2. Are application(s) signed for/approved by the assessor?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Do the equipment date(s) of purchase and/or date(s) put in service meet BETE parameters?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Is the item description sufficient to reasonably determine eligibility under program guidelines?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Does the property qualify for BETE?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	See below
6. Are municipal depreciation schedules evident and uniformly employed?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Is all BETE value incorporated in the tax commitment book, MVR and Tax Rate Calculation Form (including enhanced reimbursement forms when applicable)?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	See below
8. Is all qualified property adjusted by the municipal assessment ratio?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Comments:** Fully exempt BETE accounts are not listed in the valuation book. Property leased to private individuals and not used exclusively for a business purpose does not qualify for BETE (NPRTO).

Signature: Nancy Weeks  
Field Rep.

Property Tax Division

**REPORT OF ASSESSMENT REVIEW**

Municipality Belgrade County Kennebec

**I. Valuation System**

A. Land: Tax Maps by James Sewall Co. Date: \_\_\_\_\_  
 Undeveloped Acreage 891/ac ave Undeveloped Lots \_\_\_\_\_  
 Road Frontage As acreage Water Frontage Messalonski, Long, Great, Salmon  
 House Lots Varied by location Other \_\_\_\_\_

B. Buildings : Revaluation By: RJD Appraisal 2014 Computerized Records Trio

C: Personal Property: Assessed? Y/N  Yes Method Used: Cost indexed, depreciated  
 Is Cert Ratio Applied? Y/N  Yes

**II. Assessment Records / Condition** Website w/VAL data Y/N  Yes Web Address www.townofbelgrade.com

Valuation Book	<u>Trio</u>	Tree Growth Forms	<u>Verified previously</u>
Property Record Cards	<u>Trio</u>	Farm Land Forms	<u>Verified previously</u>
Veteran Exemption Forms	<u>Verified previously</u>	Open Space Forms	<u>Verified previously</u>
Homestead Exemption Forms	<u>Verified previously</u>	Working Waterfront Forms	<u>N/A</u>

**III. Supplements and Abatements**

Supplements: Number Made	<u>4</u>	Value Supplemented	<u>100,000</u>
Abatements: Number granted (excluding current use penalties)	<u>3</u>	Value Abated	<u>(34,470)</u>

**IV. Statistical Information**

Number of Parcels	<u>2,360</u>	Land Area	<u>25,700</u>
Taxable Acres	<u>24,954</u>	Bog/Swamp	<u>292</u>
Population (2010)	<u>3,189</u>		

**V. Assessment Standards**

Standards Ratio 81.70% = (2020 Municipal Valuation /2021 State Valuation)  
 Assessment Quality: Combined 16

Comments or Plans for Compliance: The sales ratio study was not split this year due to a minimal difference in ratio between property classes, which would disadvantage the town.

**VI. Audit Information**

Municipal Official providing data: Rob Duplisea, Assessing Agent

Date(s) of Field Audit: Via email

**VII. Office Review**

Recommended by: Nancy Weeks

Checked by: [Signature] Field Rep 6/1/2021

Approved by: [Signature] 5/29/2021

Copies Mailed: (date) \_\_\_\_\_

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Veterans memorial update

---

Gary Mahler, who has been spearheading the volunteer effort to enlarge and improve the veterans memorial in the village, has asked to update you on that effort, which recently encountered a complication.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Request to purchase burial spaces

---

We have received two requests from non-residents to purchase burial spaces in Pine Grove Cemetery. (See attached letters.) The cemetery's policy is as follows:

A non-resident may be assigned a single burial lot in the Town's Cemetery providing he/she fulfills one of the following three requirements:

1. A person must have been born in the community.
2. A person must have blood relatives who are either living in the community or who were buried in the cemetery.
3. A person must own and have paid property taxes on real property in the Town of Belgrade for a period of not less than 20 years.

Shirley Wyman Garand meets the first two criteria. She writes that she lived in Belgrade until the age of 30, attending Belgrade schools throughout her schooling and graduating from Belgrade High in 1967. Further, her parents are buried in Pine Grove, as is her three brothers. Her sister also owns a plot there. She is requesting to buy one plot.

Robert W. and Karen B. Greig meet the second criteria. They write that they have a blood relative, Jean Greig Lahaye, buried in Pine Grove along with her husband Alphonso Lahaye. They are asking to buy four plots.

Prior to assignment of the burial lot, the person or legal representative must first submit satisfactory evidence of his/her connection to the community, subject to review by the Board of Selectpersons. Upon approval by the Board of Selectpersons, the Town Manager will direct the Sexton to assign the cemetery lot(s).

In 2020, voters set the cost for non-residents at \$450 per space.

My parents Myrtle E. and  
Elmer A. Wyman Jr. are  
both buried in Belgrade  
cemetery also my three  
brothers, Roland Wyman,  
Merton Wyman and Elmer A.  
Wyman Jr. also my sister  
Rachel has a plot there.

I also hope to be buried  
there. Thank you for your  
time, hope to hear from you.

Tele 215-8708  
Honeydale,  
Pottsville (Wyman) Pa.

Dear Mr. Chris Dittel a. Sobetren,  
I am writing this letter to  
you in deep hope of obtaining  
a burial plot at Pine Grove  
Cemetery in Belgrade. My  
name is Thelma Wyman Farand,  
I lived in Belgrade up to  
the age of thirty. I went  
to Belgrade schools from  
kindergarten and graduated  
from Belgrade High in 1967.

June 8, 2021

Pine Grove Cemetery  
Town of Belgrade  
900 Augusta Road  
Belgrade, ME 04917

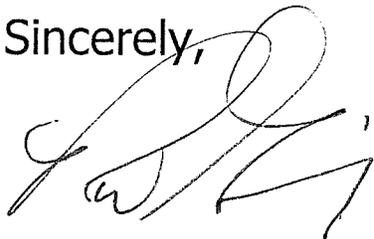
Dear Chris Dutil,

I am requesting the purchase of a plot at Pine Grove Cemetery for 4 (four) persons.

I have a blood relative, Jean Greig Lahaye, presently buried along with her husband Alphonse Lahaye, at Pine Grove.

Please advise if we qualify for 4 (four) sites and what the fees would be along with the location.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Greig', written over the word 'Sincerely,'.

Robert W. and Karen B. Greig

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Heating oil, propane and diesel RFP

---

The Town received two responses to the attached Request for Proposals No. 2 heating oil, propane and off-road diesel. Of the two, Augusta Fuel Co., the current provider, provided the better pricing. The RFP was sent to 10 vendors and posted online.

AFC bid \$2.047 per gallon of heating oil, \$1.48 per gallon for propane, and \$2.50 per gallon for diesel. The bid for heating oil was lower than Dead River Company's \$2.425 and the \$2.218 Dead River bid on RSU 18's business. Dead River did not give us a propane bid and bid \$2.95 for diesel.

AFC also offered to extend the pricing to our General Assistance clients and emergency fuel fund beneficiaries. The bid was submitted by AFC Sales Manager Paul Nadeau, a Belgrade resident.



BIDDER INFORMATION

Bidder: Dead River Company Bill Ancil  
Company Name Contact Person

500 Kennedy Memorial Dr. 207-509-9603  
Street Address or P.O. Box Telephone Number & cell number

Waterville, Maine 04901  
City, State and Zip

\_\_\_\_\_  
Bidder Tax I.D. # (Employer or Soc. Sec #)

207-873-5115 bill.ancil@deadriver.com  
24 hr. Dispatch Phone Number(s) / e-mail address

We will sell & deliver up to 7500 gallons of # 2 fuel for \$ 2.425 a gallon running from June 1, 2021 to June 1, 2022

We will sell and deliver up to 3500 gallons of L. P. fuel for \$ N/A a gallon running from June 1, 2021 to June 1, 2022

We will deliver up to 600 gallons of diesel fuel on an as needed bases to the transfer station for a cost of \$ 2.950 per gallon.

Please list any options or changes from our specification you feel would benefit the Town:

- Prices do not include any applicable taxes
- Prices are indicative and may need to be refreshed
- Prices are accurate as of 6/3/21



**TOWN OF BELGRADE, MAINE  
REQUEST FOR PROPOSAL  
FUEL, PROPANE & OFF-ROAD DIESEL**

You are invited to submit a proposal for up to 7,500 gallons of #2 fuel, up to 3,500 gallons of LP fuel, and up to 600 gallons off-road Diesel (winter blend) in accordance with the attached specifications terms and conditions. Prospective bidders are advised to read this information over carefully prior to submitting a bid.

All proposals must be submitted in a sealed envelope, plainly marked: Town of Belgrade **"Fuel Bids"** Attn: Town Manager / Anthony Wilson, 990 Augusta Road, Belgrade, ME 04917.

All bids must be received no later than 12:00 p.m. (noon) on Thursday, June 3, 2021. The Belgrade Selectboard will review all proposals at its meeting on June 15, 2021, starting at 6:30 p.m. The Selectboard reserves the right to reject any and all bids with the best interest of the Town in mind. All proposals received will be considered confidential and not available for public review until after a supplier has been selected.

Suppliers may submit any supporting information that will be beneficial in evaluating supplier and supplier proposals. This solicitation does not obligate parties to negotiate a contract with any supplier. The Town will not be responsible to pay for any fuel not used under this agreement. (Up to 7,500 gallons # 2 fuel, 3,500 propane & up to 600 gallons off-road diesel fuel) The agreement will run from June 15, 2021, to June 15, 2022.

**LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.

Any questions please contact the Town Office at (207) 495-2258 and ask for Town Manager Anthony Wilson or call (207) 215-1021 for Facility Maintenance Director Chris Dutil.

**SCOPE OF SERVICE:**

The SUPPLIER shall furnish a list of all labor and equipment to the OWNER to safely deliver # 2 fuel, LP fuel, and diesel fuel to the Town of Belgrade.

**AVAILABILITY:**

The SUPPLIER must deliver # 2 fuels and LP fuel on an automatic schedule and diesel fuel deliveries will be ordered by phone on an as needed basis.

**CONTRACTORS OBLIGATIONS:**

The SUPPLIER will furnish all vehicles, materials, personnel, tools, equipment and tanks (if needed) except as otherwise specified herein and does everything necessary and proper to satisfactorily perform the services as outlined.

The SUPPLIER SHALL be familiar with all federal, state and local statutes, laws, rules, regulations, ordinances and orders that may in any way affect the services.

Any increase in SUPPLIER'S costs during the term of this proposed Agreement shall be the sole responsibility of the SUPPLIER.

The SUPPLIER shall provide OWNER with proof of PUBLIC LIABILITY INSURANCE in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amounts as is established by the Maine Tort Claims Act (14 M.R.S.A. section 8101) as amended from time to time, combined single limit, to protect the SUPPLIER, as well as any subcontractor performing work as covered by this Agreement, and the OWNER from claims and damages that may arise from operations under this Agreement. The SUPPLIER must list the Town of Belgrade as an additional insured.

The SUPPLIER shall provide OWNER with proof of Worker's Compensation Insurance in the amount required by Maine law if necessary.

**PAYMENT(s) FOR SERVICE:**

All payments shall be done by a warrant signed by the Selectboard. Warrants are processed every first and third Tuesday of the month, and all payment requests are to be directed to Treasurer Nicholas Poole.

Owner will provide gate key to SUPPLIER for the Transfer Station facility.

The Town of Belgrade owns all of its tanks.

**AMOUNTS REQUIRED:**

**# 2 HEATING FUEL = 7,500 GALLONS**

**PROPANE = 3,500 GALLONS**

**DIESEL = 600 GALLONS**

**DROP-OFF LOCATIONS**

Commodity Type: #2 Fuels: (7,500 gallons)

Location & Size:

Belgrade Lakes Fire Station - 1 Augusta Road – one 275-gallon tank

Belgrade Depot Fire Station - 214 Depot Road – one 275-gallon tank

Belgrade Transfer Station - 41 Transfer Station Road – one 275-gallon tank\*

North Belgrade Fire Station - 449 Smithfield Road – one 275-gallon tank

North Belgrade Community Center - 508 Smithfield Road – one 275-gallon

Belgrade Center for All Seasons – 1 Center Drive – two 330-gallon tanks

Town of Belgrade – Rental – 8 Dalton Lane – one 275-gallon tank

Town of Belgrade – Rental – 10 Dalton Lane – one 275-gallon tank

Commodity Type: Off-Road Diesel (ONE DROP UP TO 600 gallons)

Location & Size:

Belgrade Transfer Station – 41 Transfer Station Road – one 200-gallon tank

Facility Maintenance Garage – 60 Oakland Road - one 50-gallon tank

*\* This is a waste oil heating unit which can use either # 2 fuel or diesel fuel. Fill only when requested. All of the rest of the tanks are on auto fill.*

Commodity Type: Propane (3,500 gallons)

Location & Size:

Belgrade New Town Office – 990 Augusta Road - one 1000-gallon tank

Belgrade Lakes Fire Station – 1 Main Street – one 500-gallon tank

Belgrade Center for All Seasons – 1 Center Drive – one 120-gallon tank and one 500-gallon tank

Facility Maintenance Garage – 60 Oakland Road - one 300-gallon tank

Transfer Station – 41 Transfer Station Road - two 300-gallon tanks

Town of Belgrade – Rental - 8 Dalton – one 300-gallon tank

Town of Belgrade – Rental - 10 Dalton – one 300-gallon tank

Facility Maintenance Director Chris Dutil (207) 215-1021, will show CONTRACTOR locations of all tanks and answer any questions dealing with deliveries.



# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Electric and generators maintenance/repairs RFP

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We received one response – from Generators of Maine – to the attached Request for Proposals for the repair and maintenance of the Town’s electrical systems and propane generators. The RFP was sent to four vendors and posted online. The Town is extremely satisfied with the level of service Generators of Maine has provided.

**TOWN OF BELGRADE  
RFP FOR ELECTRICAL REPAIR/MAINTENANCE  
& PROPANE GENERATOR REPAIR/MAINTENANCE**

This Proposal Application is made for the years June 15, 2021, to June 15, 2024, by and between the Town of Belgrade, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, (hereafter "OWNER") and

Generators of Maine

Name of Company

Dan McKenzie

Contact Person

262 Augusta Road Belgrade, ME 04917

Owner & Business Address

47-1453334

Tax I. D. Number

dan@generatorsomaine.com

e-mail address

207-495-2285

Business phone

207-446-0603

Cell phone

All proposals must be in a sealed envelope marked (Electric repair & Propane Generator repair proposal) – Attn: Anthony Wilson and be received in the Town Office at 990 Augusta Road, Belgrade, ME 04917, by noon on June 3, 2021 and will be opened at that time. The Belgrade Selectboard will review the proposals at its June 15, 2021, regular meeting starting at 6:30 p.m.

The Town of Belgrade reserves the right to reject any proposal with the Town's best interest in mind. The Town of Belgrade is an EOE employer.

Please contact Town Manager Anthony Wilson at 207-495-2258 with any questions concerning the RFP.

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the CONTRACTOR AGREE AS FOLLOWS:

SCOPE OF SERVICE: BID PAGE

The CONTRACTOR shall furnish labor to the OWNER at the following rates:

Hourly rate: Monday-Friday from 7:00 a.m. to 5:00 p.m. @ 70 /hr for the first employee & 70 /hr for additional workers when supplying materials and \$ 70 /hr for the first hour and \$ 70 /hr for each employee thereafter, if not supplying materials.

Overtime rates: Monday-Friday from 5:00 p.m. to 7:00 a.m. & Saturday/Sunday all day is @ \$ 70 /hr for the first hour and \$ 70 /hr for each employee thereafter – with supplying materials.

Bucket truck: @ \$ 50 per hour for truck and \$ 70 per hour for the operator

Excavator (small): @ \$ 50 per hour *plus \$70 per operator*

Propane service: @ \$ 82 /hr for the first hour and \$ \_\_\_\_\_ /hr for each employee thereafter.

Generator service (propane only): @ \$ 215.00 for each propane generator.

CONTRACTOR:

Shall do a yearly maintenance on all propane generators as specified below, and repair propane generators and other propane equipment as needed.

#### **List of yearly maintenance work for generators:**

1. Replace lube oil
2. Replace lube oil filter(s)
3. Replace fuel filter(s)
4. Replace coolant filter(s)
5. Service/clean air filter (s)
6. Check coolant level, condition of coolant, protection rating and perform pressure test
7. Inspect/adjust hoses, belts and linkages
8. Diesel engines: Inspect injectors system and fuel lines
9. Gas/LP engines: Inspect complete ignition system, check timing, replace points, condenser and sparkplugs
10. Check engine heater operation
11. Inspect fuel supply system including piping, solenoid valve and transfer tank where applicable
12. Inspect exhaust system and drain condensation if system as drain provision
13. Check battery charger operation and charge rate

14. Check battery electrolyte levels and specific gravity, clean terminals as needed, spray terminals with corrosion proof solvent
15. Check all engine and generator shutdown and alarm system
16. Adjust output voltage and frequency as required
17. Confirm proper operation of all engine gauges and AC metering
18. Inspect transfer switch main contacts
19. Instruct customer's personnel on the operation and regular inspection of the equipment
20. Mark on unit work being performed annually

The CONTRACTOR shall work on all electrical systems/propane systems and on all related equipment above or below ground.

AVAILABILITY:

The CONTRACTOR is available 24/7 at cell # 207-446-0603 Contact person (Dan Mackenzie) or at cell # 207-215-0617

Contact person (Doug Sawyer) or work phone @ 207-495-2285 or by e-mail @ dave@generators of maine.com

CONTRACTORS OBLIGATIONS:

The CONTRACTOR will furnish all vehicles, materials, personnel, tools and equipment, except as otherwise specified herein, and does everything necessary and proper to satisfactorily perform the services by this Agreement.

The contractor SHALL be familiar with all federal, state and local statutes, laws, rules, regulations, ordinances and orders that may in any way affect the services.

That any increase in CONTRACTOR'S costs during the term of this Agreement shall be the sole responsibility of the CONTRACTORS.

The CONTRACTOR shall provide OWNER with proof of PUBLIC LIABILITY INSURANCE in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amounts as is established by the Maine Tort Claims Act (14 M.R.S.A. section 8101).

As amended from time to time, combined single limit, to protect the CONTRACTOR, any subcontractor performing covered by this Agreement, and the OWNER from claims and damages that may arise from operations under this Agreement.

The CONTRACTOR shall provide OWNER with proof of Worker's Compensation Insurance in the amount required by Maine law and as necessary.

PAYMENT(s) FOR SERVICE:

All payments shall be done by a warrant signed by the Selectboard. Warrants are processed every two weeks and all payment requests are to be given to Treasurer.

BILLING FOR SERVICES:

CONTRACTOR will bill OWNER within 14 days of completing each job.

AMENDMENTS TO AGREEMENT:

Any amendments to said agreement must be agreed upon in writing by both the CONTRACTOR and OWNER.

RIGHT TO TERMINATE CONTRACT:

Both the CONTRACTOR & OWNER have the right to terminate said agreement upon 30-day written notice and showing proof of "Just Cause" as outlined by Maine State law.

SIGNING OF AGREEMENT:

This agreement supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement runs from June 15, 2021, to June 15, 2024. With the consent of both the OWNER and the CONTRACTOR, this agreement may be extended for two additional one-year terms if the CONTRACTOR is willing to maintain the pricing listed above.

**A / P Warrant**

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00000 ANDROSCOGGIN BANK</b>						
0302	21310	06	FINAL ROAD BON PAYMENT		JULY 5 2021	
FINAL ROAD BON PAYMENT			E 29-01-41-01		415,902.01	0.00
			DEBT SERVICE / DEBT SERVICE - PRINCIPAL / GOB 2011			
FINAL ROAD BON PAYMENT			E 29-01-42-01		10,325.30	0.00
			DEBT SERVICE / DEBT SERVICE - INTEREST / GOB 2011			
<b>Vendor Total-</b>					<b>426,227.31</b>	
<b>00289 AUGUSTA FUEL CORP.</b>						
0302	21311	06	OFF RD DIESEL TS		5898836	
OFF RD DIESEL TS			E 15-05-30-02		323.49	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
<b>Vendor Total-</b>					<b>323.49</b>	
<b>00338 B.D.S WASTE DISPOSAL INC</b>						
0302	21312	06	CAR TIRE DISPOSAL		8337	
CAR TIRE DISPOSAL			E 15-05-20-13		276.00	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
<b>Vendor Total-</b>					<b>276.00</b>	
<b>00000 BOB COLWELL</b>						
0302	21313	06	7/8 VILLAGE GREEN CONCERT			
7/8 CONCERT			E 25-30-20-07		450.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
<b>Vendor Total-</b>					<b>450.00</b>	
<b>00263 BOB THE PLUMBER, INC.</b>						
0302	21314	06	PLAN 4 FIX LEAK		4879	
PLAN 4 FIX LEAK			E 12-01-35-06		186.02	0.00
			CEMETERY / CEMETERY - REPAIRS / PLUMBING			
<b>Vendor Total-</b>					<b>186.02</b>	
<b>00326 BRADSHAW, JOHN JR</b>						
0302	21315	06	JUNE 8 ELECTION			
JUNE 8 ELECTION			E 01-35-20-07		189.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
<b>Vendor Total-</b>					<b>189.00</b>	
<b>00376 CARDMEMBER SERVICES</b>						
0302	21318	06	POSTAGE		5422	
POSTAGE			E 05-05-30-01		5.79	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / POSTAGE			
<b>Invoice Total-</b>					<b>5.79</b>	
0302	21318	06	BATTERIES		2926	
BATTERIES			E 05-05-30-03		57.98	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
<b>Invoice Total-</b>					<b>57.98</b>	
0302	21318	06	4 CAR WASHING BRUSH		2799	
4 CAR WASHING BRUSH			E 05-05-30-04		59.96	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
<b>Invoice Total-</b>					<b>59.96</b>	
0302	21318	06	ADOBE SUBSCRIPTION		9967, 7650	
ADOBE SUBSCRIPTION			E 01-10-20-07		31.62	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
<b>Invoice Total-</b>					<b>31.62</b>	
0302	21318	06	POSTAGE		6108	
POSTAGE			E 01-10-30-01		7.70	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			

**A / P Warrant**

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
					<b>Invoice Total-</b>	<b>7.70</b>
0302	21318	06	HANGING FOLDERS 4 TCARDS	6456		
HANGING FOLDERS 4 TCARDS			E 01-10-30-03		87.90	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
					<b>Invoice Total-</b>	<b>87.90</b>
0302	21318	06	ELECTION FOOD	5399		
ELECTION FOOD			E 01-35-30-05		26.17	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER			
					<b>Invoice Total-</b>	<b>26.17</b>
0302	21318	06	POSTAGE	0571		
POSTAGE			E 30-01-30-01		58.28	0.00
			LIBRARY / LIBRARY - SUPPLIES / POSTAGE			
					<b>Invoice Total-</b>	<b>58.28</b>
0302	21318	06	POSTAGE	6224		
POSTAGE			E 30-01-30-01		2.75	0.00
			LIBRARY / LIBRARY - SUPPLIES / POSTAGE			
					<b>Invoice Total-</b>	<b>2.75</b>
0302	21318	06	BOOKS AND PERIODICALS	9071		
BOOKS AND PERIODICALS			E 30-01-30-09		208.69	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
					<b>Invoice Total-</b>	<b>208.69</b>
0302	21318	06	BOOKS AND PERIODICALS	9154		
BOOKS AND PERIODICALS			E 30-01-30-09		40.72	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
					<b>Invoice Total-</b>	<b>40.72</b>
0302	21318	06	NATURAL TEES	8118		
NATURAL TEES			E 25-30-31-06		18.48	0.00
			RECREATION / REC PROGRAMS - SPECIAL / ARTISAN			
					<b>Invoice Total-</b>	<b>18.48</b>
0302	21318	06	WATER	0065		
WATER			E 25-30-30-05		8.85	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
					<b>Invoice Total-</b>	<b>8.85</b>
0302	21318	06	FACEBOOK ADS	3637		
FACEBOOK ADS			E 25-30-31-06		17.31	0.00
			RECREATION / REC PROGRAMS - SPECIAL / ARTISAN			
					<b>Invoice Total-</b>	<b>17.31</b>
0302	21318	06	WATER	6718		
WATER			E 12-01-30-05		43.72	0.00
			CEMETERY / CEMETERY - SUPPLIES / FOOD/WATER			
					<b>Invoice Total-</b>	<b>43.72</b>
0302	21318	06	SOLAR LIGHT FOR FLAG POLE	4737		
SOLAR LIGHT FOR FLAG POLE			E 13-14-35-08		19.99	0.00
			FACILITIES / TOWN OFFICE - REPAIRS / BUILDING			
					<b>Invoice Total-</b>	<b>19.99</b>
0302	21318	06	MEMORIAL DAY WREATH	9461		
MEMORIAL DAY WREATH			E 12-01-53-02		89.68	0.00
			CEMETERY / CEMETERY - MEMORIAL DAY / FLAGS			
					<b>Invoice Total-</b>	<b>89.68</b>
0302	21318	06	DOCUSIGN SUBSCRIPTION	1150		
DOCUSIGN SUBSCRIPTION			E 01-10-20-07		300.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
					<b>Invoice Total-</b>	<b>300.00</b>
0302	21318	06	POSTAGE	9720		

**A / P Warrant**

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
POSTAGE			E 01-10-30-01		306.80	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>306.80</b>	
0302	21318	06	POSTAGE	9542		
POSTAGE			E 01-10-30-01		7.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>7.00</b>	
0302	21318	06	GLOVES SCHOOLEY	1174		
GLOVES SCHOOLEY			E 15-05-30-04		14.00	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>14.00</b>	
			<b>Vendor Total-</b>		<b>1,413.39</b>	
<b>00020 CENTRAL MAINE POWER</b>						
0302	21319	06	TRANSFER STATION ELECTRIC	70600134474		
TRANSFER STATION ELECTRIC			E 13-09-20-04		284.24	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			<b>Vendor Total-</b>		<b>284.24</b>	
<b>00000 CHRISTINE POULSON</b>						
0302	21320	06	MANAGING 7/1 VG CONCERT	6/10/2021		
MANAGING 7/1 VG CONCERT			E 25-30-31-13		150.00	0.00
			RECREATION / REC PROGRAMS - SPECIAL / VILLAGE GREE			
			<b>Invoice Total-</b>		<b>150.00</b>	
0302	21320	06	MANAGING VG 7/8 CONCERT			
MANAGING VG 7/8 CONCERT			E 25-30-31-13		150.00	0.00
			RECREATION / REC PROGRAMS - SPECIAL / VILLAGE GREE			
			<b>Invoice Total-</b>		<b>150.00</b>	
			<b>Vendor Total-</b>		<b>300.00</b>	
<b>00148 COOK, CHERYL</b>						
0302	21321	06	JUNE 8 ELECTION			
JUNE 8 ELECTION			E 01-35-20-07		189.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>189.00</b>	
<b>00000 COPPENS, REGINA</b>						
0302	21322	06	JUNE 8TH ELECTION			
JUNE 8TH ELECTION			E 01-35-20-07		18.23	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>18.23</b>	
<b>00657 CREATIVE DIGITAL IMAGING</b>						
0302	21323	06	TOB 2021 TAX BILLING	2021 TAX BILLIN		
TOB 2021 TAX BILLING			E 01-10-25-01		1,680.00	0.00
			GEN'L GOV. / ADMIN - PRINTING / TAX BILLS			
			<b>Vendor Total-</b>		<b>1,680.00</b>	
<b>00340 DAMREN, CATHERINE</b>						
0302	21324	06	JUNE 8 ELECTION			
JUNE 8 ELECTION			E 01-35-20-07		164.03	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>164.03</b>	
<b>00139 FIRE TECH &amp; SAFETY</b>						
0302	21325	06	GASKETS	195849		
GASKETS			E 05-05-35-01		201.08	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			<b>Invoice Total-</b>		<b>201.08</b>	

**A / P Warrant**

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance	
Description			Account	Proj			
0302	21325	06	CYL & VALVE	196149			
CYL & VALVE			E 05-05-40-03		3,500.00	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT				
			<b>Invoice Total-</b>			<b>3,500.00</b>	
			<b>Vendor Total-</b>			<b>3,701.08</b>	
<b>00008 FULLER, GARY R.</b>							
0302	21326	06	MILEAGE REIMBURSEMENT 87	6/1-6/4/21			
MILEAGE REIMBURSEMENT 87			E 01-20-20-02		38.28	0.00	
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI				
			<b>Invoice Total-</b>			<b>38.28</b>	
0302	21326	06	MILEAGE REIMBURSEMENT 79	5/25-5/29/21			
MILEAGE REIMBURSEMENT 79			E 01-20-20-02		34.76	0.00	
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI				
			<b>Invoice Total-</b>			<b>34.76</b>	
			<b>Vendor Total-</b>			<b>73.04</b>	
<b>00066 GENERATORS OF MAINE, INC</b>							
0302	21327	06	RESCUE TRUCK REPAIR	7547			
RESCUE TRUCK REPAIR			E 05-05-35-04		827.18	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS				
			<b>Vendor Total-</b>			<b>827.18</b>	
<b>00009 HAMMOND LUMBER COMPANY</b>							
0302	21328	06	CEMETERY TRASH CANS	4462973			
CEMETERY TRASH CANS			E 12-01-30-04		128.74	0.00	
			CEMETERY / CEMETERY - SUPPLIES / OPERATING				
			<b>Invoice Total-</b>			<b>128.74</b>	
0302	21328	06	BUCKETS	4407322			
BUCKETS			E 05-05-30-04		39.77	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING				
			<b>Invoice Total-</b>			<b>39.77</b>	
			<b>Vendor Total-</b>			<b>168.51</b>	
<b>00285 HUB INTERNATIONAL NEW ENGLAND</b>							
0302	21329	06	VOLUNTEER ACCIDENT INSURA	7/1/21-6/30/22			
VOLUNTEER ACCIDENT INSURA			E 23-30-99-99		200.00	0.00	
			INSURANCE / VOLUNTEER FD - EXPENSE / EXPENSE				
			<b>Vendor Total-</b>			<b>200.00</b>	
<b>00267 IRVING OIL CORPORATION</b>							
0302	21330	06	CEMETERY&FACILITY FUEL	33987609			
CEMETERY			E 12-01-30-02		19.25	0.00	
			CEMETERY / CEMETERY - SUPPLIES / FUEL				
FACILITY			E 13-01-30-02		81.17	0.00	
			FACILITIES / GENERAL - SUPPLIES / FUEL				
			<b>Invoice Total-</b>			<b>100.42</b>	
0302	21330	06	FACILITY FUEL	33987611			
FACILITY FUEL			E 13-01-30-02		177.77	0.00	
			FACILITIES / GENERAL - SUPPLIES / FUEL				
			<b>Invoice Total-</b>			<b>177.77</b>	
0302	21330	06	RESCUE FUEL	33987607			
RESCUE FUEL			E 05-05-30-02		52.50	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL				
			<b>Invoice Total-</b>			<b>52.50</b>	
			<b>Vendor Total-</b>			<b>330.69</b>	
<b>00589 JJC PHOTO GRAPHIC</b>							
0302	21331	06	MEMORIAL DAY SOUND SYSTEM				

**A / P Warrant**

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
MEMORIAL DAY SOUND SYSTEM	E 12-01-20-07				200.00	0.00
CEMETERY / CEMETERY - SERVICES / CONTRACTED						
			<b>Vendor Total-</b>		<b>200.00</b>	
<b>00316 JOHNSON, JUDITH</b>						
0302	21332	06	JUNE 8 ELECTION			
JUNE 8 ELECTION	E 01-35-20-07				18.23	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
			<b>Vendor Total-</b>		<b>18.23</b>	
<b>00550 KYOCERA</b>						
0302	21333	06	COPIER CONTRACT	55L2093982		
COPIER CONTRACT	E 01-10-20-14				182.56	0.00
GEN'L GOV. / ADMIN - SERVICES / COPIER						
			<b>Invoice Total-</b>		<b>182.56</b>	
0302	21333	06	COPIER STAPLES	55L2095754		
COPIER STAPLES	E 01-10-20-14				77.75	0.00
GEN'L GOV. / ADMIN - SERVICES / COPIER						
			<b>Invoice Total-</b>		<b>77.75</b>	
			<b>Vendor Total-</b>		<b>260.31</b>	
<b>00638 LEAF</b>						
0302	21334	06	COPIER CONTRACT	11942701		
COPIER CONTRACT	E 01-10-20-14				152.04	0.00
GEN'L GOV. / ADMIN - SERVICES / COPIER						
			<b>Vendor Total-</b>		<b>152.04</b>	
<b>00460 LENENTINE, MICHELLE</b>						
0302	21335	06	READING SUPPLEMENTAL, ART	6/9/2021		
READING SUPPLEMENTAL, ART	E 62-01-99-99				323.31	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
			<b>Vendor Total-</b>		<b>323.31</b>	
<b>00406 LONGFELLOW'S GREENHOUSES</b>						
0302	21336	06	MEMORIAL DAY FLOWERS	130355		
MEMORIAL DAY FLOWERS	E 12-01-99-01				1,427.82	0.00
CEMETERY / CEMETERY - EXPENSE / FLOWERS						
			<b>Vendor Total-</b>		<b>1,427.82</b>	
<b>00325 MACKENZIE, JOAN</b>						
0302	21337	06	JUNE 8 ELECTION			
JUNE 8 ELECTION	E 01-35-20-07				18.23	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
			<b>Vendor Total-</b>		<b>18.23</b>	
<b>00037 MAINE RESOURCE RECOVERY ASSOC</b>						
0302	21338	06	FRIDGE DISPOSAL	184409		
FRIDGE DISPOSAL	E 15-05-20-13				607.50	0.00
SOLID WASTE / WASTE - SERVICES / DISPOSAL						
			<b>Vendor Total-</b>		<b>607.50</b>	
<b>00582 MAINE TECHNOLOGY GROUP</b>						
0302	21339	06	IT SUPPORT	26625		
IT SUPPORT	E 01-10-15-03				105.00	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT						
			<b>Invoice Total-</b>		<b>105.00</b>	
0302	21339	06	JUNE SUPPORT	26508		
JUNE SUPPORT	E 01-10-15-03				1,084.75	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT						
			<b>Invoice Total-</b>		<b>1,084.75</b>	

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
				<b>Vendor Total-</b>	<b>1,189.75</b>	
<b>00057 MAINEGENERAL MEDICAL CENTER</b>						
0302	21340	06	QUESTIONNAIRE, EVALUATION	308312		
QUESTIONNAIRE, EVALUATION			E 05-05-20-11		100.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL			
				<b>Invoice Total-</b>	<b>100.00</b>	
0302	21340	06	PHARMACY CHARGES	CI00001785		
PHARMACY CHARGES			E 05-05-30-07		305.98	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
				<b>Invoice Total-</b>	<b>305.98</b>	
				<b>Vendor Total-</b>	<b>405.98</b>	
<b>00256 MODERN PEST SERVICES</b>						
0302	21341	06	NBCC PEST CONTROL	4799146		
NBCC PEST CONTROL			E 13-03-20-12		54.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
				<b>Vendor Total-</b>	<b>54.00</b>	
<b>00676 PINE TREE WASTE</b>						
0302	21342	06	JUNE STATEMENT	1041829		
DEPOT FD			E 13-07-20-06		75.00	0.00
			FACILITIES / FD:DEPOT - SERVICES / RENTALS			
LONG POND BEACH			E 13-10-20-06		75.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
NBFD			E 13-07-20-06		75.00	0.00
			FACILITIES / FD:DEPOT - SERVICES / RENTALS			
PENINSULA PARK			E 13-10-20-06		75.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
				<b>Invoice Total-</b>	<b>300.00</b>	
0302	21342	06	JUNE STATEMENT	1041830		
CEMETERY			E 12-01-20-06		75.00	0.00
			CEMETERY / CEMETERY - SERVICES / RENTALS			
GARAGE			E 13-04-20-06		75.00	0.00
			FACILITIES / GARAGE - SERVICES / RENTALS			
BALLFIELD			E 13-10-20-06		75.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
VILLAGE GREEN			E 13-10-20-06		100.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
				<b>Invoice Total-</b>	<b>325.00</b>	
				<b>Vendor Total-</b>	<b>625.00</b>	
<b>00040 POWER EQUIPMENT PLUS</b>						
0302	21343	06	PARTS FOR MOWER	1550		
PARTS FOR MOWER			E 12-01-35-01		56.91	0.00
			CEMETERY / CEMETERY - REPAIRS / EQUIPMENT			
				<b>Vendor Total-</b>	<b>56.91</b>	
<b>00428 REDMAN, JULIA</b>						
0302	21344	06	YOGA	06/09/2021		
YOGA			E 25-30-20-07		82.50	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
				<b>Vendor Total-</b>	<b>82.50</b>	
<b>00003 REGISTRY OF DEEDS</b>						
0302	21345	06	1 LIEN DISCHARGE			
1 LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
				<b>Invoice Total-</b>	<b>19.00</b>	

**A / P Warrant**

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0302	21345	06	LIEN DISCHARGE			
LIEN DISCHARGE			E 01-10-47-01		19.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			<b>Invoice Total-</b>		<b>19.00</b>	
			<b>Vendor Total-</b>		<b>38.00</b>	
<b>00385 RJD APPRAISAL</b>						
0302	21346	06	JUNE APPRAISAL SERVICES			
JUNE APPRAISAL SERVICES			E 01-10-15-04		2,166.66	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
			<b>Vendor Total-</b>		<b>2,166.66</b>	
<b>00636 SCHUBERT, LILY</b>						
0302	21347	06	MILEAGE REIMBURSEMENT 134	02/17-05/27/202		
MILEAGE REIMBURSEMENT 134			E 25-30-20-02		59.14	0.00
			RECREATION / REC PROGRAMS - SERVICES / TRANSPORTATI			
			<b>Vendor Total-</b>		<b>59.14</b>	
<b>00478 SEACOAST SECURITY, INC</b>						
0302	21348	06	REMOVE CODE FROM SYSTEM	714976		
REMOVE CODE FROM SYSTEM			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
			<b>Vendor Total-</b>		<b>30.00</b>	
<b>00612 SPECTRUM ENTERPRISE</b>						
0302	21349	06	TOWN OFFICE INTERNET	084051401060121		
TOWN OFFICE INTERNET			E 01-10-20-01		133.87	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			<b>Vendor Total-</b>		<b>133.87</b>	
<b>00000 STEVE LYNNWORTH</b>						
0302	21350	06	7/1 CONCERT			
7/1 CONCERT			E 25-30-20-07		450.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>450.00</b>	
<b>00048 TREASURER, STATE OF MAINE</b>						
0302	21351	06	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		62.50	0.00
			GEN'L FUND / PLUMB. PERM.			
			<b>Vendor Total-</b>		<b>62.50</b>	
<b>00086 TREASURER, STATE OF MAINE</b>						
0302	21352	06	WELL CONTAMINATION 50%	21DT0066813		
WELL CONTAMINATION 50%			G 2-561-00		33,600.36	0.00
			SPEC REVENUE / WELL CONTAM			
			<b>Vendor Total-</b>		<b>33,600.36</b>	
<b>00379 TREASURER, STATE OF MAINE</b>						
0302	21353	06	FUEL CHARGES	21BG0066823		
FUEL CHARGES			E 05-05-30-02		541.57	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			<b>Vendor Total-</b>		<b>541.57</b>	
<b>00265 UNITED STATES CELLULAR</b>						
0302	21354	06	COMMUNICATIONS	0442489114		
FACILITIES			E 13-01-20-01		57.21	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
FIRE RESCUE			E 05-05-20-01		44.22	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
FACILITIES			E 13-01-20-01		44.22	0.00

Warrant 68

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
TRANSFER STATION	FACILITIES / GENERAL - SERVICES / COMMUNICATIO		E 15-05-20-01		44.22	0.00
TOWN MANAGER	SOLID WASTE / WASTE - SERVICES / COMMUNICATIO		E 01-15-20-01		56.21	0.00
	GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO				<b>246.08</b>	
<b>Vendor Total-</b>						
<b>00304 VOGEL, MARY</b>						
0302	21355	06	MILEAGE REIMBURSEMENT 28			
MILEAGE REIMBURSEMENT 28	E 01-10-20-02				12.23	0.00
	GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI					
<b>Vendor Total-</b>					<b>12.23</b>	
<b>00013 WASTE MANAGEMENT OF</b>						
0302	21356	06	CFAS DUMPSTER	2039801-2080-2		
CFAS DUMPSTER	E 13-02-20-06				87.42	0.00
	FACILITIES / CFAS - SERVICES / RENTALS					
<b>Invoice Total-</b>					<b>87.42</b>	
0302	21356	06	TS MIXED SOLID WASTE	2040338-2080-2		
TS MIXED SOLID WASTE	E 15-05-20-13				7,758.11	0.00
	SOLID WASTE / WASTE - SERVICES / DISPOSAL					
<b>Invoice Total-</b>					<b>7,758.11</b>	
0302	21356	06	TS DEMO WASTE	2040339-2080-0		
TS DEMO WASTE	E 15-05-20-13				1,761.03	0.00
	SOLID WASTE / WASTE - SERVICES / DISPOSAL					
<b>Invoice Total-</b>					<b>1,761.03</b>	
<b>Vendor Total-</b>					<b>9,606.56</b>	
<b>00369 WB MASON CO, INC</b>						
0302	21357	06	WATER FOR REC	220454758		
WATER FOR REC	E 25-30-30-05				72.23	0.00
	RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER					
<b>Invoice Total-</b>					<b>72.23</b>	
0302	21357	06	INK CARTRIDGE	220538517		
INK CARTRIDGE	E 01-10-30-03				59.98	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / OFFICE					
<b>Invoice Total-</b>					<b>59.98</b>	
<b>Vendor Total-</b>					<b>132.21</b>	
<b>00318 WEBSTER, KELLY</b>						
0302	21358	06	JUNE 8 ELECTION			
JUNE 8 ELECTION	E 01-35-20-07				18.23	0.00
	GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED					
<b>Vendor Total-</b>					<b>18.23</b>	
<b>00421 YANKEE COMMUNICATIONS</b>						
0302	21359	06	RADIO INSTALLATION	INV21-0182		
RADIO INSTALLATION	E 05-05-35-01				148.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT					
<b>Invoice Total-</b>					<b>148.00</b>	
0302	21359	06	RADIO FOR NEW TANKER	INV21-0539		
RADIO FOR NEW TANKER	G 3-588-00				369.85	0.00
	CAPITAL PROJ / FD TRUCK					
<b>Invoice Total-</b>					<b>369.85</b>	
<b>Vendor Total-</b>					<b>517.85</b>	



# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: June 15, 2021  
Re: Town Manager's report

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I will be on **vacation** next week. I realize the timing is not ideal after having just taken time off to spend with my daughter on her way to the National Theatre Institute in Connecticut. But my wife and I reserved (and paid) for a camp rental last summer for this coming week. I specifically booked that week because June has five Tuesdays this year, so it wouldn't interfere with Selectboard meetings. I will be responding to emails in the early morning and will be otherwise available by phone.