

**Town of Belgrade**  
**Board of Selectpersons**  
July 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 June 15, 2021, and June 21, 2021, **Selectboard minutes.**
- B. Discussion and consideration of **2021 tax commitment.**
- C. Discussion and consideration of **additional paving at Transfer Station.**
- D. Discussion and consideration of **Parks & Recreation job descriptions.**
  - 1. Custodian.
  - 2. Camp counselor.

**3. NEW BUSINESS**

- A. **Committee reappointment** – Carol Johnson, Budget Committee.
- B. Discussion and consideration of **investment management services contract.**
- C. Discussion and consideration of issues related to **remote meetings:**
  - 1. Adoption of a remote meeting policy.
  - 2. Purchase of technology to facilitate remote meetings.
- D. Discussion and consideration of a policy regarding **painting no parking zones.**
- E. Discussion and consideration of a property **tax abatement** totaling \$330.67.

**4. WARRANT**

**5. TOWN MANAGER REPORT**

# Town of Belgrade Board of Selectpersons

June 15, 2021 / 6:30 p.m.

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

<https://youtu.be/Mki4YIQ1mBk>

## MINUTES

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

**Selectboard members absent:** Dan Newman

**In attendance:** Town Manager Anthony Wilson, Jack Sutton, Dick Bourne, Code Enforcement Officer Gary Fuller, Kate Damren, Scott Damren, Facilities Maintenance Director Chris Dutil, Nicholas Alexander, Paul Nadeau, Phil Sprague, Town Clerk Mary Vogel, Gary Mahler, Carol Johnson.

Ms. Jewell called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

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

### **2. OLD BUSINESS**

A. Approval of June 8, 2021, **Selectboard minutes.** Mr. Damren moved approval as presented. Mr. Merckens seconded. Motion approved 4-0.

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

1. Custodian.

2. Camp counselor.

Because Mr. Newman was absent, Mr. Merckens moved to table consideration until the July 6 meeting. Mr. Damren seconded. Motion approved 4-0.

C. Discussion and consideration of **Request for Proposals for snow-plowing, sanding and ice control.** Ms. Jewell moved approval of the RFP. Mr. Merckens seconded. Motion approved 4-0. Ms. Jewell moved approval of the alternate bid. Mr. Merckens seconded. Motion approved 4-0.

### **3. NEW BUSINESS**

A. Discussion and consideration of **2021 tax commitment.** Because Mr. Newman was absent, Mr. Damren moved to table until the July 6 meeting. Ms. Allen seconded. Motion approved 4-0.

B. Update on **veterans memorial improvements.** Gary Mahler reported the deeded dedication of the property where the veterans memorial sits prohibits enlarging the monument. Instead, volunteers would like to extend the sidewalk to the monument, upgrade the lighting, and perhaps place a bench there. The Board will consider the proposal at the July 6 meeting.

C. Consideration of non-resident's application to purchase **burial plots.** Mr. Merckens moved approval of allowing Shirley Wyman Garand to purchase one cemetery space. Ms. Allen seconded. Motion approved 4-0. Ms. Jewell moved

approval of allowing Robert W. and Karen B. Greig to purchase four cemetery spaces. Mr. Damren seconded. Motion approved 4-0.

D. Consideration of awarding contract for **fuel, propane and off-road diesel**. Ms. Jewell moved to accept the low bid of Augusta Fuel Co. Mr. Merckens seconded. Motion approved 4-0.

E. Consideration of awarding contract for **electrical repair/maintenance and propane generator repair/maintenance**. Mr. Merckens moved to accept the low bid of Generators of Maine. Mr. Damren seconded. Motion approved 4-0.

4. **WARRANT**. Ms. Jewell moved approval of warrant #68 for \$490,038.05. Mr. Damren seconded. Motion approved 4-0.

5. **TOWN MANAGER REPORT**. Mr. Wilson reported installation is complete of the new appliances in the Oakland Road home impacted by salt well contamination. He said the Legislature has not yet acted on legislation that would govern remote meetings, but anticipates being able to provide an update on July 6. He also reminded the Board he will be on vacation the following week.

Ms. Jewell offered options for pursuing the acquisition of a one-ton truck, per the voters' approval June 8.

Mr. Damren asked that the Town acquire a small trailer for moving its digital speed sign.

Mr. Damren moved to adjourn at 7:33 p.m. Mr. Merckens seconded. Motion approved 4-0.

DRAFT

# Town of Belgrade Board of Selectpersons

June 21, 2021 / 6:30 p.m.

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

[https://youtu.be/Nd\\_InWYAOIU](https://youtu.be/Nd_InWYAOIU)

## MINUTES

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

**In attendance:** Town Manager Anthony Wilson, Greg Levinsky of the Morning Sentinel, Jeff Allen of A.E. Hodson Consulting Engineers, Planning Board members Peter Rushton and Sara Languet, Town Clerk Mary Vogel, Max Curry, Roger Katz, Shawn and Samantha Grant of Brightside Marine, Stacey Richard, Susan Terhune, Terry Terhune, Scott Damren, Olivia Spring.

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. Mr. Merckens seconded. Motion approved 5-0.

### 1. NEW BUSINESS

- A. Discussion and consideration of awarding a bid for the **purchase of a one-ton truck**. Mr. Newman moved to award the bid to Hight Ford, substituting a Boss plow for a Fisher plow, resulting in a reduced final cost. Mr. Merckens seconded. Motion approved 5-0.
- B. Discussion and consideration of **seeking a legal opinion** from the Town Attorney concerning a shoreland zoning application. Ms. Jewell moved to seek opinions from Town Attorney Mike Hodgins and from the Maine Department of Environmental Protection. Mr. Merckens seconded. Motion approved 5-0.

Mr. Merckens moved to adjourn at 7:09 p.m. Mr. Damren seconded. Motion approved 5-0.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Tax commitment

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Attached are three scenarios provided by Assessor Rob Duplisea. (As a reminder, the current mil rate is .01538.) If the rate were set a .01545, a seven-cent increase, the overlay would be \$38,110.70. If the rate were increased 12 cents to .01550, the overlay would be \$66,877.05. If the rate were increased 17 cents to .01555, the overlay would be \$95,643.40. All of those figures include the additional \$25,000 the Maine Municipal Association projects we will receive in municipal revenue sharing under the state budget the Legislature approved June 30.

These figures do not include the impact of increased state funding to public schools in the state budget. The RSU 18 school board will not decide until July 21 whether to use the additional state funding to reduce tax burdens, fund a capital project, grow the district's fund balance, or some combination of those options. The superintendent says he will recommend dedicating at least half of the increased funding to property tax reduction. He anticipates having an estimate for us regarding what that would mean for our budget on July 6. He plans on participating in our meeting to answer your questions.

One option would be to adopt the minimum mil rate of .015384, an increase of four-tenths of a penny. That would yield an overlay of \$0. However, if RSU 18 reduces the tax burden, that amount would, for all intents and purposes, become the Town's overlay.

The timeline for waiting for the school board to act is complicated by our tax collector going on vacation July 20-28. We need him to attend to the post-commitment machinations that result in bills being sent.

Last year, we committed taxes July 22. A later commitment shortens the window during which payments must be made. (They are due by Sept. 3 this year.) Tax Collector Nicholas Poole reports we had no more late payments than normal last year; in fact, he reported the fewest number of liens since he joined the Town Office in 2016. We are in no danger of depleting our accounts. Mr. Poole says the Town had about \$1.8 million in our accounts before tax payments began arriving last year. The fund balance grew in 2020, ensuring a stable financial position.

Worth noting is that these processes would better align with the school, county and state budgets if we were to transition to a July 1 fiscal year.

**MAINE REVENUE SERVICES - 2021 MUNICIPAL TAX RATE CALCULATION STANDARD FORM**

*Municipality:* Belgrade

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

1. Total taxable valuation of real estate	1	555,199,600	
		(must match MVR Page 1, line 6)	
2. Total taxable valuation of personal property	2	4,479,200	
		(must match MVR Page 1, line10)	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	559,678,800	
		(must match MVR Page 1, line 11)	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	20,837,600	
		(must match MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	14,586,320	
		<b>(Line 4(a) multiplied by 0.7)</b>	
5. (a) Total exempt value of all BETE qualified property	5(a)	2,123,600	
		(must match MVR Page 2, line 15c)	
(b) BETE exemption reimbursement value	5(b)	1,061,800	
		<b>(line 5(a) multiplied by 0.5)</b>	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	575,326,920	

**ASSESSMENTS**

7. County tax	7	743,132.01	
8. Municipal appropriation	8	3,320,096.00	
9. TIF Financing plan amount	9	0.00	
		(must match MVR Page 2, line 16c + 16d)	
10. Local educational appropriation (local share/contribution) (Adjusted to Municipal Fiscal Year)	10	6,635,098.20	
11. Total assessments (Add lines 7 through 10)	11	10,698,326.21	

**ALLOWABLE DEDUCTIONS**

12. Anticipated state municipal revenue sharing	12	262,500.00	
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	1,585,136.00	
14. Total deductions (Line 12 plus line 13)	14	1,847,636.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	8,850,690.21	

16.	8,850,690.21	<b>X</b>	1.05	=	9,293,224.72	Maximum Allowable Tax
	(Amount from line 15)					
17.	8,850,690.21	/	575,326,920	=	0.015384	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	9,293,224.72	/	575,326,920	=	0.016152	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	559,678,800	<b>X</b>	0.015450	=	8,647,037.46	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	8,850,690.21	<b>X</b>	0.05	=	442,534.51	Maximum Overlay
	(Amount from line 15)					
21.	14,586,320	<b>X</b>	0.015450	=	225,358.64	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	1,061,800	<b>X</b>	0.015450	=	16,404.81	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	8,888,800.91	-	8,850,690.21	=	38,110.70	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

**(If Line 23 exceeds Line 20 select a lower tax rate.)**

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

**MAINE REVENUE SERVICES - 2021 MUNICIPAL TAX RATE CALCULATION STANDARD FORM**

*Municipality:* Belgrade

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

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(b) Homestead exemption reimbursement value	4(b)	14,586,320	
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5. (a) Total exempt value of all BETE qualified property	5(a)	2,123,600	
		(must match MVR Page 2, line 15c)	
(b) BETE exemption reimbursement value	5(b)	1,061,800	
		<b>(line 5(a) multiplied by 0.5)</b>	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	575,326,920	

**ASSESSMENTS**

7. County tax	7	743,132.01	
8. Municipal appropriation	8	3,320,096.00	
9. TIF Financing plan amount	9	0.00	
		(must match MVR Page 2, line 16c + 16d)	
10. Local educational appropriation (local share/contribution) (Adjusted to Municipal Fiscal Year)	10	6,635,098.20	
11. Total assessments (Add lines 7 through 10)	11	10,698,326.21	

**ALLOWABLE DEDUCTIONS**

12. Anticipated state municipal revenue sharing	12	262,500.00	
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	1,585,136.00	
14. Total deductions (Line 12 plus line 13)	14	1,847,636.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	8,850,690.21	

16.	8,850,690.21	<b>X</b>	1.05	=	9,293,224.72	Maximum Allowable Tax
	(Amount from line 15)					
17.	8,850,690.21	/	575,326,920	=	0.015384	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	9,293,224.72	/	575,326,920	=	0.016152	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	559,678,800	<b>X</b>	<b>0.015500</b>	=	8,675,021.40	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	8,850,690.21	<b>X</b>	0.05	=	442,534.51	Maximum Overlay
	(Amount from line 15)					
21.	14,586,320	<b>X</b>	0.015500	=	226,087.96	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	1,061,800	<b>X</b>	0.015500	=	16,457.90	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	8,917,567.26	-	8,850,690.21	=	<b>66,877.05</b>	<b>Overlay</b>
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

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(b) BETE exemption reimbursement value	5(b)	1,061,800	
		<b>(line 5(a) multiplied by 0.5)</b>	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
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**ASSESSMENTS**

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(Adjusted to Municipal Fiscal Year)			
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**ALLOWABLE DEDUCTIONS**

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	(Amount from line 15)		(Amount from line 6)			
18.	9,293,224.72	/	575,326,920	=	0.016152	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	559,678,800	<b>X</b>	<b>0.015550</b>	=	8,703,005.34	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	8,850,690.21	<b>X</b>	0.05	=	442,534.51	Maximum Overlay
	(Amount from line 15)					
21.	14,586,320	<b>X</b>	0.015550	=	226,817.28	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	1,061,800	<b>X</b>	0.015550	=	16,510.99	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	8,946,333.61	-	8,850,690.21	=	<b>95,643.40</b>	<b>Overlay</b>
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

**(If Line 23 exceeds Line 20 select a lower tax rate.)**

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Transfer Station paving

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When Bonneau & Son Excavation moved the steel storage containers at the Transfer Station to build concrete pads beneath them, it discovered additional excavation, grading and paving were needed to fortify the area adjacent to the pads and to improve drainage away from the Recycling Center. Attached is a quote for \$6,740 with a proposed add-on of \$250 for fabric to better bind the construction and prevent erosion. That would raise the cost to \$6,990.

This project can be funded from the solid waste capital reserve, which has a balance of \$50,000.

**From:** [Henry Bonneau](#)  
**To:** [Anthony Wilson](#); [Ken Scheno](#)  
**Subject:** Additional Transfer Station Paving Quote  
**Date:** Tuesday, June 22, 2021 9:44:25 AM

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**EXTERNAL MESSAGE:**

Good morning,

Attached is a quote for additional pavement removal, removal of existing gravels, installation of new gravel, regrading, and repaving of a roughly 1,300 SF area in front of the recycling center as Ken and I had discussed yesterday. If you have any questions please feel free to email, call, or text me at 2073990560. Thank you.

We will continue to proceed within the parameters of the original proposal but can add this additional area into the scope of work at anytime within the next week while we are here.



## Belgrade Transfer Station Additional Paving and Gravel Quote:

Bonneau & Son Excavation  
 Tel: (207)399-0560  
 6/22/21

Material/Service:	Price:
<p style="text-align: center;"><b><u>Installation of Paving and Gravel:</u></b></p> <ul style="list-style-type: none"> <li>• Supply of labor, equipment, materials, and trucking to remove pavement, install 1.5ft of gravel (15" of Type D, 3" of Type A compacted with a vibratory roller), and pave 2.5" of 12.5mm base pavement with modified binder across a total area of 1,300 SF in-between recycling building and newly constructed concrete slab.</li> <li>• Includes regrading of area to properly drain water towards ditch-side of building in order to prevent further wash-out and settling of pavement on-top of existing retaining wall.</li> <li>• <b>**Add MIRAFI 500X fabric = +\$250.00 (total price = \$6,990.00 <u>with</u> fabric)**</b></li> </ul>	<p>\$6,740.00</p>
<b>Total:</b>	<b>\$6,740.00</b>

\*Thank you for the opportunity to bid this job. For questions, please call Henry Bonneau at (207)399-0560, Thank you\*

-Henry

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Recreation job descriptions

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The Parks and Recreation Department is seeking to hire a custodian and summer camp counselors. 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 8 meeting are highlighted.

TOWN OF BELGRADE



CAMP COUNSELOR  
JOB DESCRIPTION

APPROVED ON 07/06/2021

# 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 ~~is~~ 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 ~~is~~
- Display role model behavior ~~is~~
- Organizational skills ~~is~~
- Attention to details ~~is~~
- ~~Good communication skills~~
- Maintain confidentiality ~~is~~
- 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 ~~July 6~~June 1, 2021.

TOWN OF BELGRADE



CENTER FOR ALL SEASONS PARKS &  
RECREATION CUSTODIAN  
JOB DESCRIPTION

APPROVED ON ~~076/0604~~/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 July 6, 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



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- |   |  |
|---|--|
| <input type="checkbox"/> Planning Board           | <input type="checkbox"/> Board of Parks & Recreation         |
| <input type="checkbox"/> Board of Appeals         | <input type="checkbox"/> Board of Assessment & Review        |
| <input type="checkbox"/> Dams Committee           | <input type="checkbox"/> Transfer Station & Recycling Com.   |
| <input type="checkbox"/> Cemetery Committee       | <input checked="" 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 1

Name Carol Johnson  
Address P.O. Box 125 Belgrade Lakes ME 04918  
Phone # (Home) 603-828-1252 (Work) \_\_\_\_\_ Email: carol.johnson@allstate.com  
Place of Employment retired  
Education & Experience BA from Colby 40+ years w/ Allstate Insurance

Interests and Hobbies \_\_\_\_\_

Why do you wish to serve on a municipal board or committee?  
Civic duty - Returning to the Town

### References

Name Margaret Vogel Phone # 495-2255  
Name Catherine J. Danvers Phone # 465-3062

Please Return to: [townclerk@townofbelgrade.com](mailto:townclerk@townofbelgrade.com)  
OR  
Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Investment management services

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The Town received 10 responses to its Request for Qualifications for investment management services. Budget Committee members Tom Dowd, Carol Johnson, Gary Mahler and Jack Sutton reviewed the responses and consistently found that Bar Harbor Trust Services, which currently manages the Town's investments, offered competitive rates and performance when compared with the other respondents. Bar Harbor's proposal is attached. The committee members believe Bar Harbor Trust was hamstrung by the directive it received from the Town when it began working on our behalf in 2016. Mr. Mahler served on the Selectboard when Bar Harbor Trust was hired and he noted, "Our guidance was to be very conservative in handling those investments. They have done so."

The committee believes Bar Harbor's performance will improve with the guidance provided in the updated investment policy recently approved by the Selectboard. That being the case, the committee unanimously recommends Bar Harbor be allowed to continue as the Town's investments manager for at least one more year. At the end of that year, after operating under the new investment policy, the Budget Committee will measure Bar Harbor's performance against the major indices.

Budget Committee member Jack Sutton has asked that during your discussion Bar Harbor be asked to explain its practice of keeping more than 5 percent of the Town's investments in cash versus re-investing it.



May 13, 2021

Anthony Wilson  
Town Manager  
Belgrade Town Office  
990 Augusta Road  
Belgrade, ME 04917

**Re: Municipal Investment Services Proposal**

Dear Mr. Wilson,

Thank you for the opportunity to present our services. The main body of our proposal is an overview of our municipal investment service. Exhibit A includes specific responses to the *Information Requirements of Proposers* included in the RFQ. The remaining exhibits provide the additional information requested.

As you may know, we were hired in 2016 when global investment markets were still recovering from the Great Recession. We were pleased to work with the Town to choose a conservative investment strategy to achieve the Town's investment objectives of "preservation of value" and "stable current income."

Since then the Town's investment funds have increased in value by over \$455,000 and generated over \$32,000 per year in stable current income.

If the Town wants a more aggressive "growth oriented" investment strategy then Core Plus may be a good fit. On the other hand, the slow and steady results produced by our Dividend Growth strategy may be worth further discussion. In either case, we will be pleased to help the Town stay compliant with Maine's municipal investment statute.

Thank you again for considering us. We would welcome the opportunity to discuss investment strategy with the Budget Committee. We look forward to hearing from you.

Sincerely,

/s/ Joseph M. Pratt

Joseph M. Pratt  
Senior Vice President

JMP/

Enclosure

***Municipal Investment Services***

*For*

***Town of Belgrade***

*May 13, 2021*

# *Municipal Investment Services*

## **Contents**

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### **Municipal Investment Service**

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### **Exhibits**

- A.** RFQ Information Requirements of Proposers
- B.** Core Plus Investment Strategy
- C.** Municipal Investment Legal Opinion
- D.** Investment Performance Results
- E.** Sample Account Statement
- F.** Investment Policy Proposed Amendments

## Overview

Bar Harbor Trust Services was a department of the bank when Bar Harbor Bank & Trust was founded in 1887. In 1999 the trust group was spun off as a wholly-owned subsidiary. In 2017 the bank purchased our sister trust company, Charter Trust Company of New Hampshire. Today, the combined companies provide fiduciary and investment management services throughout Maine and northern New England.



Our clients include municipalities, individuals, private trusts and charitable organizations. As of March 31, 2021 we are responsible for about \$2.2 billion in client assets. We manage approximately 1,200 client relationships and 2,500 individual client accounts from eight offices in Maine and New Hampshire.

## Our Strengths

- We are a “*qualified financial institution*” as defined by Title 30-A MRSA.
- We invest municipal funds in strict accordance with Maine municipal investment law.
- We meet in person with a level of service no longer offered by out-of-state banks.
- Our investment philosophy and process have been consistent since 2003.
- We offer active and passive investment strategies with individual securities or mutual funds depending on the needs of each municipal client.



## Bar Harbor Trust Services

(Selected Account Personnel)

**Ruth K. Dunbar, CTFA:** Vice President & Senior Wealth Manager. Ruth started her career in Banking upon graduation from the University of Maine with a B.A. degree in Public Administration. She has extensive banking and wealth management experience having worked for Merrill Trust Company, Fleet Bank, Bangor Savings Bank, and most recently People's United Bank. Ruth is also a graduate of the Cannon Trust School. She recently joined Bar Harbor Trust Services as Vice President. In her role she is responsible for the administration of Trusts, Estates, and Investment Management Accounts for Individuals, Non-Profits, and businesses.

**John E. Testa, CFA:** Vice President & Portfolio Manager. John earned a B.A. in Finance at the State University of New York at Fredonia. John has passed the series 7, 63 and 65 securities examinations and is a Chartered Financial Analyst (CFA®). He joined Wells Fargo Private Bank in Greenwich, CT in 2005 as an Investment Management Specialist. In 2010 he moved to Morgan Stanley in Hartford, CT as a Registered Associate. John's experience includes conducting fundamental and technical investment research; institutional investment analysis including manager assessment, risk management and policy review as well as direct portfolio management. John joined BHTS in 2015 and resides in Trenton.

**Joseph M. Pratt:** SVP & Senior Wealth Manager. Joe earned a B.A. in International Affairs at the University of Maine and was commissioned 2<sup>nd</sup> Lieutenant in the U.S. Air Force. He left military service in 1992 as a Captain. Joe passed the series 7, 63 and 65 securities examinations and is a graduate of Cannon Trust School. He joined American Express Financial Advisors in 1992, moved to Key Private Bank in 1995, and TD Bank in 1997 in positions of increasing scope and responsibility. Joe joined BHTS in 2000 as Vice President. He was appointed Managing Director in 2004 and SVP 2019. Joe is the Founding President of the Maine Planned Giving Council and is active with nonprofit organizations throughout Maine.

**Joshua A. Radel, CFA:** Vice President & Chief Investment Officer. Josh earned a B.A. (*Magna Cum Laude*) in Economics and an MBA in Finance at the University of Maine. Josh is a Chartered Financial Analyst (CFA®) and has passed the series 7 and 65 securities examinations. Josh joined KeyBank as a Portfolio Manager in 1999 and joined Bar Harbor Trust Services in 2000. He was appointed Chief Investment Officer in 2004. Josh is the Chair of the BHTS Investment Committee.

**Melanie J. Bowden:** Vice President & Senior Wealth Manager. Ms. Bowden has been with Bar Harbor Bank & Trust since 1985. She attended Castleton State College and Husson College. She graduated from the New England School of Banking with emphasis on trust administration, has earned two American Institute of Banking Certificates in the areas of General Banking and Security Services. She has also passed the series 65 Uniform Investment Adviser and series 7 General Securities Representative examinations. She has 28 years of experience and specializes in trust and IRA administration.



## Maine Municipal Investment Law

Maine statute provides municipalities with several options for investing municipal funds. Trust Funds (Title 30-A §5653) and Reserve Funds (Title 30-A §5801) often have long-term or perpetual investment time horizons. Municipal Officials may place such funds with a “*qualified financial institution*” in accordance with Title 30-A §5706(4).

BHTS works with Municipal Officials to review the purpose for each fund and establish prudent investment policies and guidelines in accordance with applicable Maine statute [Title 30-A §5706(4) and Title 18-B §901-§908]. We then invest the funds in accordance with the municipality’s written investment policy statement and Maine statute.

## **Municipal Investment Service**

Most municipalities place their operating accounts and short-term funds with one or more local banks to facilitate day-to-day and short-term money management. Banks offer products and services that are well suited to day-to-day cash management and may be the best choice for such funds.

Trust Funds and Reserve Funds are longer-term in nature. This may include surplus funds, capital equipment funds, cemetery or perpetual care funds, funded depreciation accounts, etc. It may be more prudent to invest these funds in a manner that is consistent with their long-term nature.

BHTS' municipal investment service involves safekeeping and investment of Trust and Reserve funds in a manner that provides safety, simplicity, convenience and higher yield compared to typical bank deposit products.

### **Safety:**

We select individual securities tailored to fit your safety requirements, cash flow and time constraints. The foremost considerations are safety, liquidity and generation of income.

### **Simplicity:**

Consolidating Trust and Reserve funds with one firm avoids the need to deposit, track and rollover multiple accounts with multiple banks in order to observe FDIC insurance limits or "shop interest rates" offered by competing banks.

### **Convenience:**

Our service includes consulting, investing, accounting and reporting. We work closely with you to determine your investment objectives, your safety requirements and other factors that will influence how your funds should be managed. We implement a prudent investment strategy and then monitor your funds regularly to help ensure your funds continue to meet your needs. We can also coordinate with your bank to electronically move funds to and from your operating account(s) when necessary. A history of such transactions will appear on your monthly statement.

## **Bar Harbor Trust Services Provides:**

**Investment Guidance:** We will work with you to design an investment strategy that fits your needs and is consistent with Title 30-A §5706(4). Factors considered when designing your account will include your investment objectives, security needs, time constraints, and cash flow needs.

**High Quality Investments:** Investments are selected in accordance with your written investment policy and Title 18-B MRSA §901-§908. Typically, investments include FDIC insured money market funds, U.S. Treasury Bills, Notes and Bonds, U.S. Government Agency securities and investment grade corporate bonds where appropriate. If equity investments are appropriate we typically recommend individual, dividend-paying stocks in order to maximize portfolio yield and minimize volatility. Where appropriate, we may also use mutual funds, index funds or exchange-traded funds that invest in these securities.

**Active or Passive Management:** We work with each municipal client to determine if an active or passive strategy is preferred. Where an active strategy is preferred we will “stick build” a fixed income portfolio with quality, maturity, duration, and yield characteristics that meet your investment policy. We will actively manage the fixed income portfolio, but will typically hold bonds to maturity. We may sell a bond prior to maturity if prudent. Where a passive strategy is preferred we select mutual funds or ETFs with quality, maturity, duration, and yield characteristics that meet your investment policy. We may rebalance a passive portfolio periodically to restore the target asset allocation required in the investment policy statement.

**Performance Reviews:** We will provide written investment performance reviews. Our preference is to present these reports in person as part of your periodic review. We will also make recommendations as to how we can enhance your yields either with alternative investments, maturity/duration adjustments or other appropriate strategies.

**Monthly Reporting:** We will provide monthly or quarterly reports that summarize current holdings, market value, projected annual income and all transactions. We also provide Internet account access. Account information can be downloaded to create custom reports.

**Sub-Accounting:** Sub-Accounting allows clients with multiple funds (i.e., school construction fund, fire department fund, cemetery fund, etc.) to consolidate these funds for investment purposes while accounting for each fund separately for audit and reporting purposes. All information is summarized in an easy to read quarterly report.

## Municipal Investment Fee Schedule

### Included Services:

1. Daily investment in accordance with your IPS and Title 30-A §5706(4);
2. Daily custody, income collection and safekeeping of securities;
3. Daily reinvestment of all principal and income cash into money market funds;
4. Daily transfers to/from your operating accounts (as necessary);
5. Daily Internet account access (upon request);
6. Monthly account statements;
7. Quarterly performance measurement reports (upon request);
8. Quarterly client meetings.

### Annual Fee: (charged monthly in arrears)

- 1.25% on the first \$500,000
- 1.00% on the next \$500,000
- 0.85% on the next \$1,000,000
- 0.60% on the remaining account assets

### Minimum Annual Fee:

\$4,000

### Additional Services:

Extraordinary Research:	Time & Expenses
Account Closing/Transfer:	Time & Expenses

### Discount:

In recognition of our long term relationship we propose a **25% discount** off our current published fee schedule. This would result in an annual fee of **0.75%** or \$10,985 based on a portfolio value of \$1,464,750.



## **Exhibit A**

**Town of Belgrade**

**RFQ Information requirements of proposers:**

1) Brief description of the investment management firm’s ownership, including identification of any affiliated companies, to include:

Bar Harbor Trust Services is a Maine trust company. We are a subsidiary of Bar Harbor Bank & Trust, headquartered in Bar Harbor, Maine since 1887. In 1999 the trust department was spun-off as a subsidiary called Bar Harbor Trust Services. In 2017, we acquired Charter Trust Company of Concord, New Hampshire. In 2019, we acquired People’s United Bank wealth services business in Bangor, Maine.

a. Year organized

1887

b. Number of clients

Approx. 1,200 clients and 2,500 client accounts

c. Type of clientele (defined by industry and size of portfolio)

We’ve been investing municipal funds for over 130 years in accordance with Maine’s municipal investment law including Title 30-A §5653, §5706, §5801. Due to our extensive nonprofit experience we are also very familiar with Maine Uniform Prudent Management of Institutional Funds Act. We frequently consult with municipal and nonprofit organizations statewide regarding investment policies, spending policies, and gift acceptance policies.

	<u>Nonprofit &amp; Municipal</u>	<u>Total</u>	<u>Percent of Total</u>
Approx. No. of Accounts:	<b>300</b>	<b>2,100</b>	<b>14.3%</b>
Approx. Assets (Millions):	<b>\$625</b>	<b>\$2,200</b>	<b>28.4%</b>

d. Number of staff (investment-related staff only)

We have 35 employees and eight (8) full-time Portfolio Managers.

e. Assets under management

Approx. \$2.2 billion

f. Location of corporate headquarters

Bar Harbor, Maine *(The Town of Belgrade relationship is managed in our Bangor office.)*

## Town of Belgrade

g. Discussion of any past or present litigation or regulatory actions against your firm

BHTS has not been subject to any litigation or regulatory action during the past ten years. BHTS is currently involved with one litigation matter we expect to be resolved by year-end. The matter will have no material impact on the company.

2) The qualifications of your firm and its ability to provide investment services:

a. Qualifications of principals and professional staff (specify those individuals who will be directly responsible for the account)

We've been investing municipal and nonprofit funds for over 130 years. We have extensive experience with Maine municipal investment law. We frequently consult with municipal and nonprofit organizations statewide regarding investment policies, spending policies, and gift acceptance policies.

We assign a three-member Service Team to each client relationship. The Service Team consists of a dedicated Wealth Manager (Ruth Dunbar) a Portfolio Manager (John Testa), and a Wealth administrator (Beverly Veilleux). **See proposal page 4.**

b. Number of year(s) of experience in investment management

Our eight (8) Portfolio Managers have an average of 15 years of experience.

c. Discussion of investment philosophy

We offer several investment strategies to meet the needs and circumstances of various clients including nonprofits and government entities. Our strategies range from Passive to Active management; Growth to Value style; and may use mutual funds or individual stocks and bonds as the primary investment asset. Also, portfolios may range from 100% fixed income (bonds) to 100% equity (stocks) depending on the client's investment objectives.

The primary investment objectives of most Maine municipalities are **(a)** preservation of capital and **(b)** generation of stable income. To achieve these objectives we often propose our Dividend Growth strategy and actively manage individual stocks and bonds as the primary portfolio assets. This strategy has served the Town of Belgrade well since 2016.

For clients who prefer a more aggressive or growth-oriented strategy we offer our Core Plus investment strategy. An overview of our Core Plus strategy is included as **Exhibit B.**

d. Discussion of your customer service philosophy

We assign a three-member Service Team to each client relationship. The Service Team is jointly responsible for all aspects of client service, account administration, and investment management.

## Town of Belgrade

We typically propose an in-person (or Zoom) meeting with municipal officials to review goals, circumstances, and expectations. Where a written Investment Policy Statement (IPS) is NOT in place, we offer an IPS template the Town may use as a foundation to establish an IPS. Where a written IPS is in place, we review it with the Town to ensure everyone interprets the IPS consistently. Where appropriate, we may discuss ‘tweaking’ the IPS to increase clarity.

Once adopted, the IPS provides day to day investment guidance for us and the Town. It also provides a reference point to discuss portfolio strategy and investment performance results during periodic meetings with the Town.

- 3) Brief description of the firm’s investment services provided to governmental entities.

We are “a financial institution with trust powers authorized to do business in the State for the safekeeping of the reserve funds” as required by Title 30-A MRSA §5706(4). To confirm our municipal investment service complies with Maine statute we obtained a legal opinion from outside legal counsel and the Maine Municipal Association. **See Exhibit C.**

- 4) A description of the firm’s investment process, including research, governance and portfolio management.

**See Exhibit B.**

- 5) A description of the firm’s trust and trustee capabilities.

As required by Title 30-A MRSA §5706(4) we are “a financial institution with trust powers authorized to do business in the State for the safekeeping of the reserve funds.” As professional fiduciaries under Maine statute we’ve been providing trust and fiduciary services for over 130 years.

- 6) Description of how the firm would make its services available to the Town’s Board of Selectpersons and its Budget Committee.

We provide account statement via U.S. mail based on a frequency (month, quarter, semi-annual, annual) chosen by the client. We also offer 24/7 account access via **Total Wealth**, our Internet based account access system. We typically meet in-person on a quarterly basis in order to present investment performance reports and discuss investment strategy. On a day to day basis we are available by phone or email to answer questions or provide any additional information needed.

- 7) Investment results (past performance) achieved by the firm. Suggested benchmarks/indexes against which performance measurement will be made.

## Town of Belgrade

**See Exhibit D.** Note that we calculate and present investment results in accordance with the Global Investment Performance Standards adopted by the Chartered Financial Analyst Institute.

Firms that don't comply with "GIPS" may present results in various ways. Some present only their top performing accounts; a small number of accounts; or a small percentage of their total assets. This may not reflect the experience of the firm's actual clients. Some firms present *hypothetical* results, that is, something different from the past results realized by their actual clients.

**We advise municipal officials to ask prospective firms to respond to the following:**

- *Present your investment performance results for Equity, Fixed Income, Alternative, and Cash assets for the 1, 3, 5 and 10-year periods ending March 31, 2021.*
- *Indicate whether these results are calculated and reported in accordance with GIPS.*
- *Please indicate whether the investment performance results presented represent the results in actual client accounts or "hypothetical results."*
- *Please indicate your total number of accounts and the number of accounts represented in the results presented.*
- *Please indicate the total value of your firm's assets under management and the total value of assets represented in the investment results presented.*

8) A description of Investment Strategies employed for longer term assets and intermediate cash management accounts in accordance with Title 30-A, Chapter 223, subchapter III-A.

**See Exhibit B.**

9) Samples of monthly and quarterly statements. Describe customization capabilities that would help the Town, and describe your firm's ability to assist in pooling sub-accounts.

**See Exhibit E.**

10) Provide detail concerning the firm's management fee proposal and state the commission rates in brokerage transactions.

**See proposal page 8.**

11) Provide a list with contact information of three or more public-entity client references.

**Bangor Public Library** (\$14 million Endowment Fund)  
Ms. Tina Hustus, Business Manager / 207-947-8336

**Phillips-Strickland House** (\$4.8 million Endowment)  
Mr. Wayne Woodford, Executive Director / 207-941-2829

**Town of Thomaston** (\$3.4 million Municipal Reserve Fund)  
Ms. Jodell Benson, Finance Director / 207-354-6107

## Town of Belgrade

### 12) Insurance:

a. Provide a listing of applicable insurance coverage maintained with relevant coverage limits.

We carry Errors and Omissions of \$65 million and Fiduciary Liability coverage of \$20 million.

b. Provide the name of your primary insurance carrier and their related AM Best rating.

Our carrier is Berkley FinSecure, a W. R. Berkley Corporation, with an A.M. Best rating of A+.

13) Provide any other information that would be of assistance to the Board of Selectpersons and the Budget Committee in evaluating the firm's responses and its qualifications to serve as the Town's Investment Fund Manager.

#### **Relationship History**

BHTS was hired in 2016 when global investment markets were still recovering from the *Great Recession*. After much discussion with the Board of Selectpersons a conservative investment strategy was chosen to achieve the Town's objectives of "*preservation of value*" and "*stable current income*."

From 2016 to 3/31/2021 the strategy has succeeded in helping the Town achieve the goals set by the Town's Investment Policy. The Town's portfolio has increased in value by over **\$455,000** (an annualized return of **7.54%**) and generated over **\$32,000** per year in stable current income.

During this period more aggressive investment strategies have produced historic returns. The S&P 500 Index has grown by over 16% per year. Technology stocks have grown by over 30% per year. Risk-tolerant investors with "*growth*" as their primary objective have been rewarded while investors with "*preservation of value*" and "*stable current income*" have seen more slow and steady results. To meet the Town's desire for more growth we have proposed a more aggressive investment strategy.

#### **Proposed Investment Policy Amendments**

The Town recently amended its Investment Policy Statement. To ensure Town funds continue to be managed in accordance with Maine statute we propose five amendments for Town consideration. **See Exhibit F.**



## **Exhibit B**

# Proposed Investment Strategy



Bar Harbor Trust Services  
135 High Street  
Ellsworth, ME 04605

# *CORE PLUS STRATEGY*

Our Core Plus investment strategy (hereafter Strategy) is a blend of active and passive management combined with both individual securities and mutual funds. The Strategy can accommodate various asset allocations from all equity to all fixed income. It is broadly diversified by sector, industry, and individual holdings. The Strategy is unconstrained by investment “style” and seeks attractive returns over a full market cycle. We seek to add value through stock selection and tactical asset allocation adjustments. We may invest in equity and debt securities of large, mid-size or small companies in developed, emerging, foreign and U.S. markets.

## **Individual Securities & Active Management**

### Large-Cap US

The large-cap portion of the equity portfolio is invested in individual stocks and is designed with risk and style characteristics similar to the S&P 500 Index while seeking excess returns by either overweighting or underweighting stocks that have the potential to achieve the Strategy’s objective. The Strategy invests primarily in large-cap companies and selectively in mid-cap companies that may create an opportunity for enhanced total return, seeking to provide long-term capital appreciation. Drawing from disciplined fundamental and quantitative research, we seek companies with strong fundamentals, compelling valuations, and superior earnings growth. We may sell securities when they are no longer attractive based upon evaluation criteria, such as valuation, price momentum, and earnings quality. The equity portfolio is broadly diversified by sector and industry comparable to the sector weighting of the S&P 500 Index.

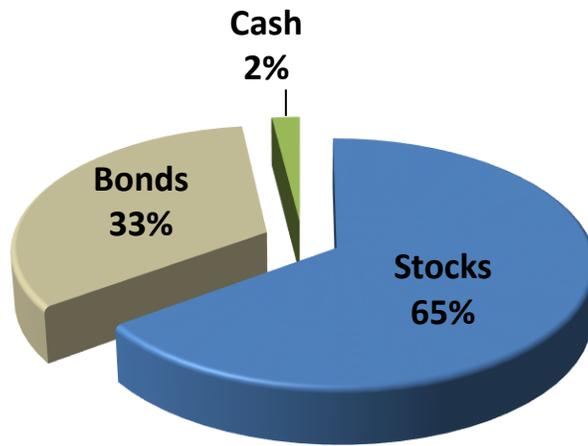
## **Mutual Funds & Passive Management**

### Small Cap, Mid Cap and International

The mutual fund portion of the equity portfolio is diversified among small-cap, mid-cap and international asset classes. We typically use passive mutual funds to provide efficient exposure to additional asset classes in a cost effective manner. Mutual funds are screened by our Investment Committee before being used in client portfolios and are monitored on an ongoing basis.

**Recommended Asset Allocation**

*(As of March 31, 2021)*

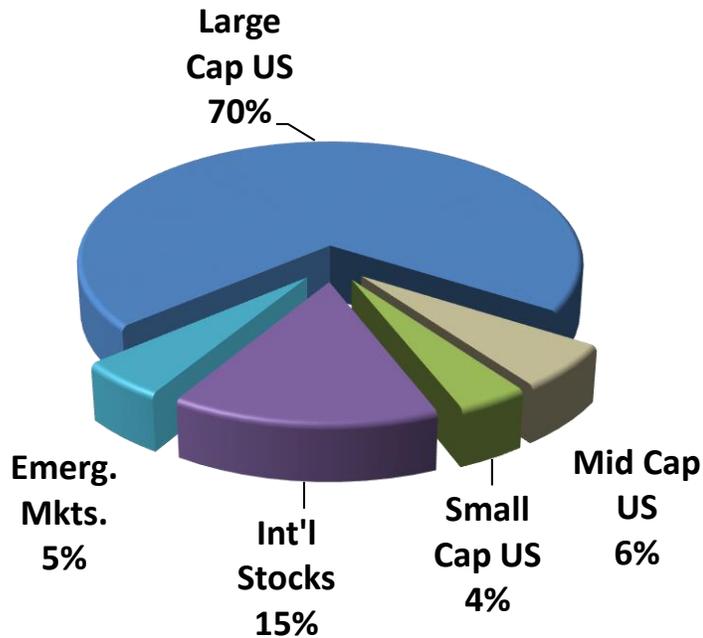


<u>Major Asset Class</u>	<u>Range</u>		
	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
Stocks	55%	65%	70%
Bonds	30%	33%	45%
Cash	0%	2%	10%

**Asset Allocation**

We set a range for each major asset class as illustrated above. On an ongoing basis we will actively increase or decrease each asset class within the allowable range. This allows us to better protect the portfolio in declining markets and maximize the growth potential in rising markets.

**Equity Diversification**  
*(As of March 31, 2021)*



**Equity Portfolio**

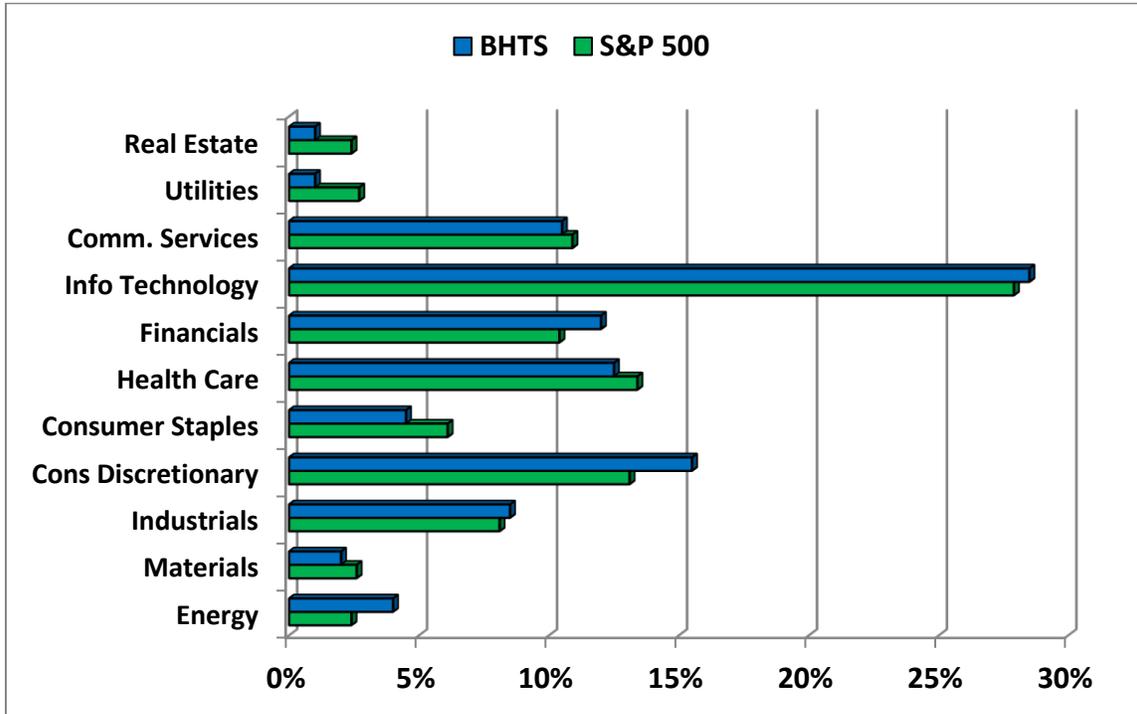
Within the equity portfolio we will diversify the equity portfolio among minor asset classes including large-cap, mid-cap, and small-cap companies as well as developed, emerging, foreign, and U.S. markets.

The table below reflects the equity diversification in a current BHTS client portfolio as of 03/31/21.

<b>Asset Class</b>	<b>% of Equity Portfolio</b>	<b>Market Value</b>
Large Cap U.S.	70%	\$682,500
Mid Cap U.S.	6%	\$58,500
Small Cap U.S.	4%	\$39,000
Developed Int'l	15%	\$146,250
Emerging Mkt.	5%	\$48,750
	<b>100%</b>	<b>\$975,000</b>

**Individual Equity Diversification**

*(As of March 31, 2021)*



**Economic Sector Allocation**

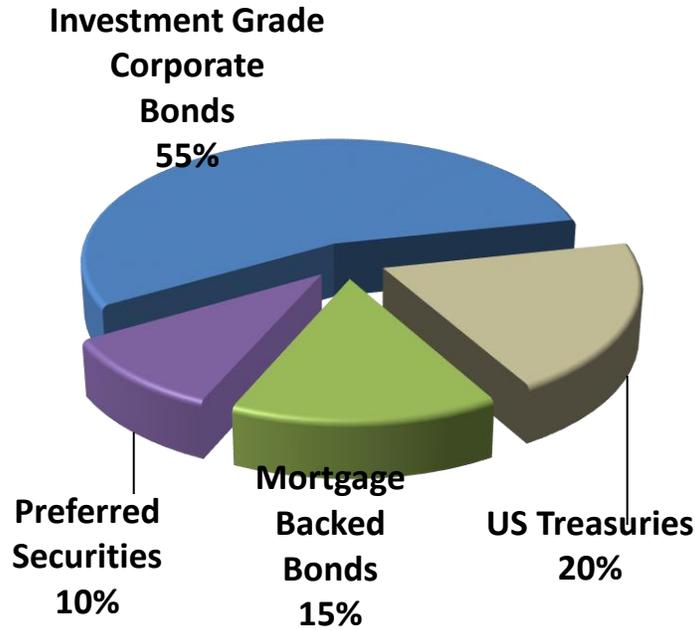
We use individual equities for the large-cap portion of the Strategy, and it is designed with risk, style, and performance characteristics similar to the S&P 500. We will tactically overweight or underweight a sector based on individual stock fundamentals and our economic outlook for the sector. We require representation in each of the eleven S&P 500 Index economic sectors.

The table below reflects the top ten equity holdings in a BHTS client portfolio as of 03/31/21.

<b>Company</b>	<b>% of Large Cap</b>
ALPHABET INC	4%
AMAZON.COM INC	4%
APPLE INC	4%
MICROSOFT CORP	4%
CAPRI HOLDINGS	2.5%
EMERSON ELEC CO	2.5%
HORIZON THERAPEUTICS	2.5%
TWITTER INC	2.5%
BERKSHIRE HATHAWAY	2%
PAYPAL HOLDINGS	2%

**Fixed Income Diversification**

*(As of March 31, 2021)*



**Fixed Income Portfolio**

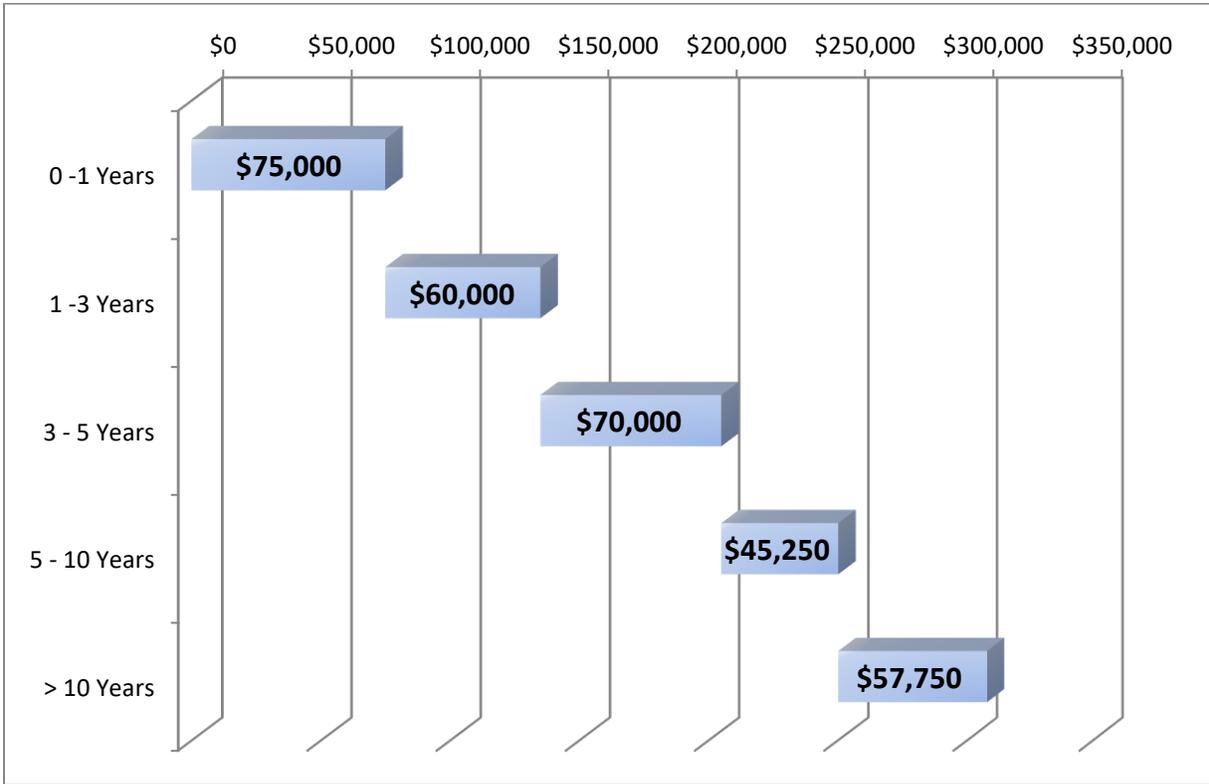
We have the flexibility and expertise to invest in individual bonds, bond funds, or a mix of the two to create a customized and diversified fixed income portfolio for each client. We diversify the fixed income portion of client portfolios by issuer, credit quality, and maturity. Currently, we hold higher quality corporate bonds with intermediate maturities, but may hold U.S. Treasury bonds including Inflation Protected Securities (TIPS), U.S. Government Agency bonds, foreign sovereign bonds, and preferred stock. We may also hold mutual funds or ETFs to gain efficient exposure to specific assets.

Should a client prefer individual bonds, our intent is to hold each bond to maturity. We typically hold bonds with a face value of no more than 5% of the fixed income portfolio and prefer to hold 10 or more bonds in each portfolio. We strive to realize a “real return” that exceeds the rate of inflation, plus our management fee.

The chart and table reflect the diversification in a current BHTS client portfolio as of 03/31/21.

<b>Asset Class</b>	<b>% of Bond Portfolio</b>	<b>Market Value</b>
Corporate Bonds	55%	\$272,250
Mortgage Backed Bd Fd	15%	\$74,250
U.S. Treasuries	20%	\$99,000
Preferred Securities	10%	\$49,500
	<b>100%</b>	<b>\$475,000</b>

### Fixed Income Diversification



#### Bond Characteristics

Average Credit Rating:	A+
Average Maturity:	3.2 years
Duration:	2.8 years
Average Coupon:	3.0%.

### Fixed Income Portfolio

We tailor the maturity, duration, and credit quality of the bond portfolio to each client's needs. We consider ratings from companies like Standard & Poor's and Moody's, but use Egan-Jones Ratings Company as our primary fixed income research tool.

The graph above reflects the maturity schedule in an actual BHTS client portfolio as of 03/31/21.



## **Exhibit C**

# Verrill Dana<sup>LLP</sup>

Attorneys at Law

ONE PORTLAND SQUARE  
PORTLAND, MAINE 04112-0586  
207-774-4000 • FAX 207-774-7499  
www.verrilldana.com



February 24, 2005

Mr. Joseph Pratt  
Bar Harbor Bank & Trust  
P.O. Box 400  
82 Main Street  
Bar Harbor, Maine 04609

Dear Mr. Pratt:

We understand that Bar Harbor Trust Services, a Maine nondepository trust company ("BHTS"), has developed an investment proposal for Maine municipal clients. You have asked us to review the proposed arrangement for compliance with Maine statutes relating to municipal investments.

As it has been described to us, the new program would involve an investment management contract with the municipality pursuant to which BHTS would invest municipal funds in various investment vehicles, including short-term general obligation bonds of certain foreign countries and U.S. stocks and bonds (the "Proposed Investments").

Subchapter 3-A of Chapter 223, Title 30-A of the Maine Revised Statutes ("Subchapter 3-A") regulates the investment activities of "municipalities" in Maine, defined by Section 2001(8) to mean cities and towns.

You have asked for our opinion on whether Subchapter 3-A (copy of which appears in the Appendix to this letter) permits a Maine municipality to engage BHTS to make the Proposed Investments on its behalf.

For purposes of this opinion, we have assumed that (i) there are no special limitations or conditions on investments imposed by the charter, bylaws, or home-rule authority of the municipality, or by the terms of any reserve fund<sup>1</sup> established by the municipality, or by the terms of any trust instrument governing any trust funds<sup>2</sup> received by the municipality, or by any financing arrangements or other instruments to which the municipality may be a party; (ii) BHTS at all times will remain a financial institution with trust powers authorized to do business in Maine and the other party to the investment management contract will be a Maine city or town; (iii) BHTS and the municipality will have entered into a written contract providing for safekeeping of the funds and investment management and periodic review of portfolio investments, the municipality will have duly authorized the execution and delivery of that contract, BHTS will have provided the municipality appropriate assurances and obtained the necessary insurance and the municipality will have determined that such assurances and the insurance coverage is

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<sup>1</sup> Section 5801 under Subchapter 3-A defines a reserve fund as funds appropriated by the municipality for the purposes of making capital improvements or acquiring capital assets, funding municipal debt, or establishing emergency capital reserves.

<sup>2</sup> Section 5653 under Subchapter 3-A defines trust funds as money or other property received by the municipality in trust for any specified purpose.

satisfactory;<sup>3</sup> and (iv) in making investment decisions on behalf of the municipality, BHTS will in each case satisfy the statutory standards of prudence discussed below.

### Statutory Framework

#### *I. Qualified Investment Manager*

In an attempt to preserve and protect public resources, Subchapter 3-A limits the authority of municipal officers to invest municipal funds. Sections 5711 through 5716 strictly limit the types and/or amounts of securities in which municipalities may directly invest (collectively, the "Permitted Securities").<sup>4</sup> Alternatively, subsections (1) through (3) of Section 5706 allow the municipality to place funds in certain other permitted investment vehicles;<sup>5</sup> subsection (4) of Section 5706 allows the municipality to entrust its funds to an investment manager that meets certain statutory qualifications and that invests those funds in accordance with statutory standards of prudence.

Any Maine financial institution with trust powers is qualified to serve as an investment manager for purposes of Section 5706(4), which reads in relevant part as follows:

The municipal officers may enter into an agreement with any financial institution with trust powers authorized to do business in the State for the safekeeping of the reserve funds...or trust funds...of the municipality. Services must consist of the safekeeping of the funds, collection of interest and dividends, and any other fiscal service that is normally covered in a safekeeping agreement. Investment of reserve funds or trust funds deposited under a safekeeping agreement may be managed either by the financial institution with which the funds are deposited or by an investment advisor registered with the National Association of Securities Dealers, [or] federal Securities and Exchange Commission ...pursuant to an investment advisory agreement providing for investment management and periodic review of portfolio investments. Investment of funds on behalf of the municipality under this section is governed by the rule of prudence according to Title 18-B, sections 802 to 807 and chapter 9.

#### *II. The Statutory Standards of Prudence*

In managing municipal funds under Section 5706(4), the qualified investment manager would be subject to three statutory standards governing the manner and quality of investment decisions made for the client.

First, the investment manager would need to satisfy duties of loyalty, impartiality, skill, and prudent administration owed by a trustee to the trust's beneficiaries, as set forth in Sections 802 through 807 of Title 18-B of the Maine Revised Statutes.

---

<sup>3</sup> Section 5706(4) under Subchapter 3-A requires that BHTS give assurance of proper safeguards that are usual to safekeeping and investment management contracts and shall furnish insurance protection satisfactory to the municipality.

<sup>4</sup> The Permitted Securities include U.S. bonds, Canadian bonds, stocks of federally-insured banks, and high-grade corporate bonds. General obligation bonds of foreign countries other than Canada, however, do not qualify as Permitted Securities. Similarly, most U.S. stocks would not qualify.

<sup>5</sup> The other permitted vehicles are deposits in federally-insured financial institutions, repurchase agreements backed by designated U.S. securities and bond funds registered with the Securities and Exchange Commission (in each case the statute provides additional conditions). See subsections 1 through 3 of Section 5706, respectively.

Second, the investment manager would need to satisfy the standards contained in the Maine Uniform Prudent Investor Act, as set forth in Chapter 9 of Title 18-B of the Maine Revised Statutes. That Act requires a trustee who manages trust assets to do so as a prudent investor would, "by considering the purposes, terms, distribution requirements and other circumstances of the trust. In satisfying this standard, the trustee shall exercise reasonable care, skill and caution." In making investment decisions, the trustee is expected to consider the resources of the beneficiary, and the beneficiary's needs for liquidity, income, and preservation or appreciation of capital. In addition, the trustee is expected to diversify the assets of the trust, absent special circumstances indicating that the purposes of the trust are better served by not diversifying.<sup>6</sup>

Third, Section 5718 of Subchapter 3-A requires that all municipal investments be made with the "judgment and care that persons of prudence, discretion and intelligence, under circumstances then prevailing, exercise in the management of their own affairs," and with the specific consideration of three factors: safety, liquidity and income.

#### Discussion

The provisions of Subchapter 3-A are complex and are potentially subject to interpretational issues.

We recognize that it is possible to read Subchapter 3-A as requiring that an investment manager would be limited to the same Permitted Securities as the municipality itself. Having considered the legislative history of Subchapter 3-A and the underlying purposes of the statutory scheme, we are persuaded that an investment manager that meets the statutory qualifications is permitted to make whatever investments it deems advisable for the municipality, subject always to the applicable statutory standards of prudence.

We also note that Section 5706(4) speaks in terms of municipal funds "deposited under a safekeeping agreement." The term "deposit" has an important legal meaning for financial institutions, as well as an ordinary meaning. BHTS carries the status of a "nondepository trust company" within the meaning of the Maine Financial Institutions Code (Title 9-B of the Maine Revised Statutes). As such, BHTS clearly is a Maine financial institution but does not have the power under Title 9-B to take money "on deposit as a regular business." This raises the question whether Section 5706(4) allows Maine financial institutions to offer investment and safekeeping functions only if they also have deposit-taking authority. Having considered the legislative history of Subchapter 3-A and the underlying purposes of the statutory scheme, we are persuaded that the word "deposited" in Section 5706(4) should be interpreted in its general, non-technical sense, meaning "placed with" or "in the custody of."

#### Conclusion

Based upon and subject to the foregoing, we are of the opinion (i) that Subchapter 3-A permits a municipality to enter into an investment management contract with BHTS under which BHTS will provide safekeeping and investment management of funds and (ii) that through such an arrangement BHTS may invest municipal funds in the Proposed Investments so as long as BHTS meets the statutory standards of prudence in doing so.

\* \* \*

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<sup>6</sup> These provisions were previously found in Section 7-302 of Title 18-A, which will be repealed and replaced by the newly enacted Maine Uniform Prudent Investor Act, effective July 1, 2005. For purposes of this analysis, the two sets of provisions are equivalent.

This opinion is limited to the specific matters of Maine law stated in the immediately preceding paragraph and is subject to the assumptions and discussion contained in this letter. We express no opinion herein regarding the ability of governmental agencies or units other than Maine cities and towns to enter into investment management contracts with BHTS, or regarding special limitations that may affect a particular municipality or the funds to be invested by it. We also express no opinion as to whether any particular investment decision would meet the statutory standards of prudence, since this involves a fact-based analysis and must be determined on a case-by-case basis.

With your permission, we have reviewed the substance of our opinion with Bill Livengood, Director of Legal Services of the Maine Municipal Association, and have provided him with a copy of this opinion. He has indicated that he concurs with our conclusions.

This opinion is being rendered to BHTS in the context of its proposed investment management services and may not be relied upon for any other purpose and may not be relied upon by any other party. *Provided, however,* that we have given BHTS permission to provide copies of this opinion to those municipalities that enter into investment management contracts with BHTS, and we consent to the municipality's reliance on this opinion solely for such purpose and solely in that context.

This opinion is given as of the date hereof, and we expressly disclaim any duty to update this opinion regardless of any future change in the facts or the law. No disclosure of this opinion to a municipality shall create any form of attorney-client relationship between such municipality and Verrill Dana, LLP. Any municipality receiving a copy of this opinion should conduct its own independent review of the issues discussed herein and consult its own counsel with respect to any legal issues pertinent to the municipality's particular circumstances.

Very truly yours,  
**VERRILL DANA, LLP**  
VERRILL DANA, LLP

Attachment  
ELK/GSF:ss

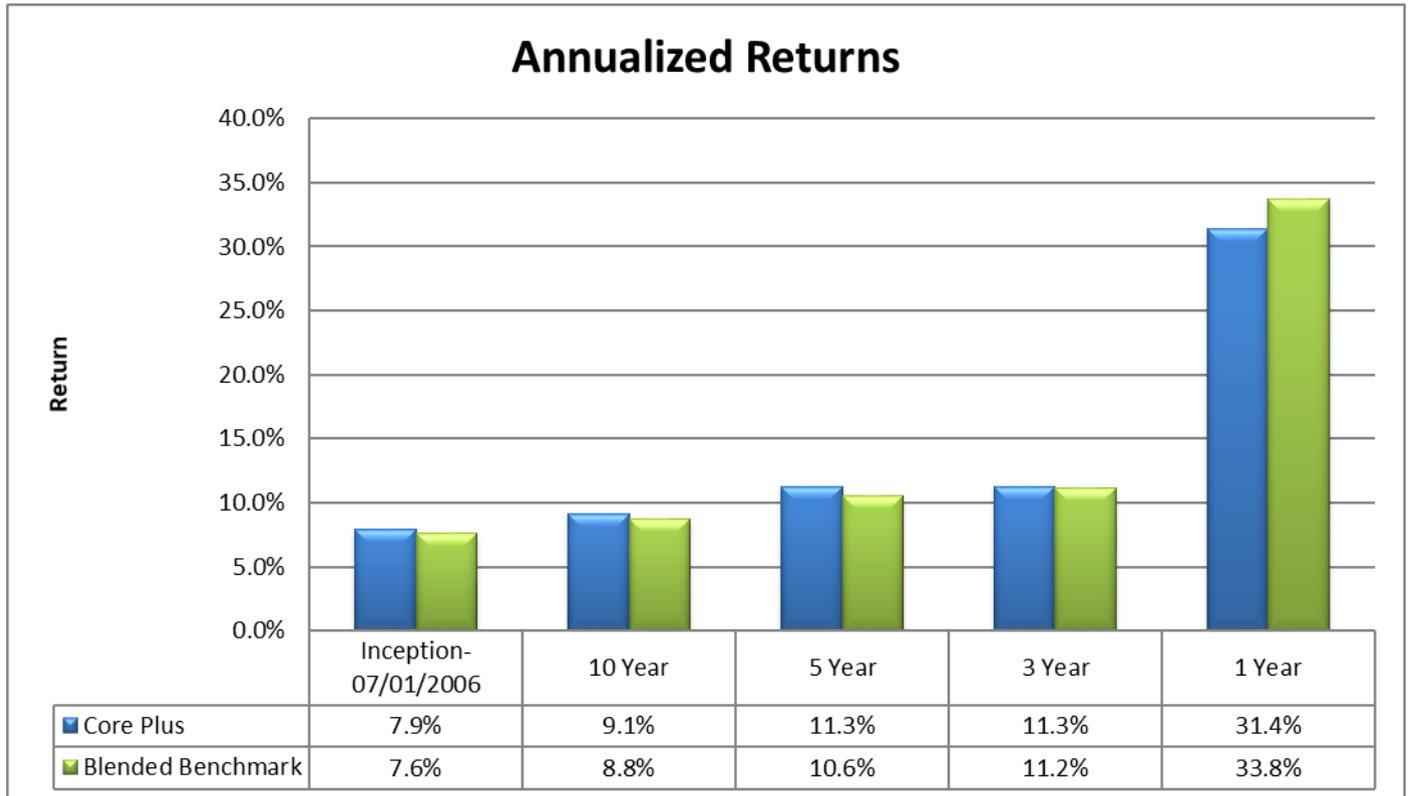


## **Exhibit D**

## Core Plus Investment Performance

Portfolio Asset Allocation 60% Stocks & 40% Bonds

As of 03/31/21



**\*Recommended Benchmark:** 48% Russell 3000, 9% FTSE Developed All Cap EX US Index, 3% FTSE EM China A inclusion Index, 35% Barclays US Intermediate Aggregate Bond Index, 5% 90-Day Treasury Bill (Cash)

### Disclosure

The investment performance illustrated above is not a composite. It reflects an individual client portfolio invested in our Core Plus strategy with a strategic asset allocation of 60% stocks and 40% bonds. We believe this is a fair representation of historical performance because the Town's portfolio would be managed in a similar fashion.



## **Exhibit E**

# Your Portfolio Statement

April 1, 2021 - April 30, 2021



Welcome to your new statement. We are excited to provide you with this new and improved statement format. If you have questions about your new statement, please reach out to your contact(s) listed below.

### Your Wealth Management Team

Wealth Manager: Ruth Dunbar (207) 667-6862 RDUNBAR@BARHARBOR.BANK  
Portfolio Manager: John Testa (207) 669-6815 JTESTA@BARHARBOR.BANK

### Accounts Included In This Statement



### Table of Contents

Overview of Your Account.....3  
Portfolio Holdings.....4  
Your Transaction Detail..... 10  
Disclosures..... 13



United States



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Overview of Your Account - [REDACTED]

Investment Objective: BH - Growth Preferred

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	4,737,768.85	4,683,692.22
Cash & Security Transfers	0.00	0.00
Contributions	0.00	0.00
Income & Capital Gain Distributions	5,008.22	20,917.47
Fees	-1,397.49	-5,221.70
Withdrawals	-30,000.00	-120,000.00
Change in Account Value	168,166.94	300,158.53
<b>Market Value on Apr 30, 2021</b>	<b>\$4,879,546.52</b>	<b>\$4,879,546.52</b>

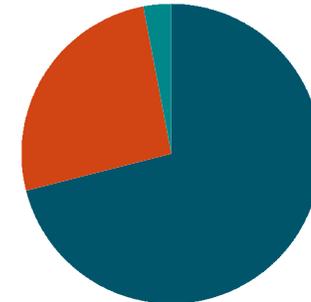
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	5,008.22	20,917.47
Tax-Exempt Income	0.00	0.00
Tax-Deferred Income	0.00	0.00
<b>Total Income Earned</b>	<b>\$5,008.22</b>	<b>\$20,917.47</b>
<b>Total Short Term Realized Capital Gain/Loss</b>	<b>\$0.00</b>	<b>\$6,458.33</b>
<b>Total Long Term Realized Capital Gain/Loss</b>	<b>\$57,036.03</b>	<b>\$137,511.76</b>
<b>Total Realized Capital Gain/Loss</b>	<b>\$57,036.03</b>	<b>\$143,970.09</b>

*This summary is for your reference. It is not intended for tax-reporting purposes. Taxable income is taxable at the federal level and may be taxable at the state level.*

Asset Allocation on April 30, 2021

	Market Value (\$)	Percent
Equity	3,486,222.89	71%
Fixed Income	1,260,761.37	26%
Cash & Equivalents	139,181.39	3%
<b>Subtotal</b>	<b>\$4,886,165.65</b>	<b>100%</b>
Pending Trades/Purchases	-6,619.13	
<b>Total of Your Account</b>	<b>\$4,879,546.52</b>	



Portfolio Holdings on April 30, 2021

	Number of Shares	Share price	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc.	% of Account
<b>Equity</b>						
Accenture PLC TICKER: ACN - CUSIP:G1151C101	160.00	289.97	46,395.20 140.80	35,974.25 10,420.95	563.20	0.95%
Alphabet Inc TICKER: GOOGL - CUSIP:02079K305	25.00	2,353.50	58,837.50 0.00	29,561.77 29,275.73	0.00	1.20%
Alphabet Inc TICKER: GOOG - CUSIP:02079K107	26.00	2,410.12	62,663.12 0.00	10,424.04 52,239.08	0.00	1.28%
Amazon.com Inc TICKER: AMZN - CUSIP:023135106	26.00	3,467.42	90,152.92 0.00	42,465.20 47,687.72	0.00	1.85%
Amphenol Corp TICKER: APH - CUSIP:032095101	580.00	67.34	39,057.20 0.00	28,762.76 10,294.44	336.40	0.80%
Aon PLC TICKER: AON - CUSIP:G0403H108	167.00	251.44	41,990.48 85.17	24,994.52 16,995.96	340.68	0.86%
Apple Inc TICKER: AAPL - CUSIP:037833100	800.00	131.46	105,168.00 0.00	19,186.83 85,981.17	656.00	2.15%
AutoZone Inc TICKER: AZO - CUSIP:053332102	27.00	1,464.12	39,531.24 0.00	31,808.66 7,722.58	0.00	0.81%
Bank of America Corp TICKER: BAC - CUSIP:060505104	1,217.00	40.53	49,325.01 0.00	34,165.65 15,159.36	876.24	1.01%
Berkshire Hathaway Inc TICKER: BRK/B - CUSIP:084670702	267.00	274.95	73,411.65 0.00	48,715.83 24,695.82	0.00	1.50%
Booking Holdings Inc TICKER: BKNG - CUSIP:09857L108	25.00	2,466.08	61,652.00 0.00	37,425.83 24,226.17	0.00	1.26%
Capri Holdings Ltd TICKER: CPRI - CUSIP:G1890L107	1,275.00	55.08	70,227.00 0.00	37,744.29 32,482.71	0.00	1.44%
CDW Corp/DE TICKER: CDW - CUSIP:12514G108	300.00	178.33	53,499.00 0.00	34,128.14 19,370.86	480.00	1.09%
Chevron Corp TICKER: CVX - CUSIP:166764100	575.00	103.07	59,265.25 0.00	61,569.03 -2,303.78	2,967.00	1.21%
Chubb Ltd TICKER: CB - CUSIP:H1467J104	300.00	171.59	51,477.00 0.00	35,384.44 16,092.56	936.00	1.05%
Comcast Corp TICKER: CMCSA - CUSIP:20030N101	1,000.00	56.15	56,150.00 0.00	37,237.68 18,912.32	1,000.00	1.15%

## Portfolio Holdings on April 30, 2021 (continued)

	Number of Shares	Share price	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc.	% of Account
<b>Equity (continued)</b>						
Costco Wholesale Corp TICKER: COST - CUSIP:22160K105	90.00	372.09	33,488.10 71.10	7,083.28 26,404.82	284.40	0.69%
Danaher Corp TICKER: DHR - CUSIP:235851102	336.00	253.94	85,323.84 0.00	23,964.81 61,359.03	282.24	1.75%
Emerson Electric Co TICKER: EMR - CUSIP:291011104	674.00	90.49	60,990.26 0.00	53,095.04 7,895.22	1,361.48	1.25%
Equity LifeStyle Properties Inc TICKER: ELS - CUSIP:29472R108	675.00	69.40	46,845.00 0.00	43,400.84 3,444.16	978.75	0.96%
FedEx Corp TICKER: FDX - CUSIP:31428X106	172.00	290.31	49,933.32 0.00	22,957.91 26,975.41	447.20	1.02%
Home Depot Inc/The TICKER: HD - CUSIP:437076102	143.00	323.67	46,284.81 0.00	3,680.68 42,604.13	943.80	0.95%
Horizon Therapeutics Plc TICKER: HZNP - CUSIP:G46188101	565.00	94.62	53,460.30 0.00	39,868.98 13,591.32	0.00	1.09%
IHS Markit Ltd TICKER: INFO - CUSIP:G47567105	500.00	107.58	53,790.00 100.00	38,950.59 14,839.41	400.00	1.10%
Intercontinental Exchange Inc TICKER: ICE - CUSIP:45866F104	377.00	117.71	44,376.67 0.00	38,375.49 6,001.18	497.64	0.91%
Johnson & Johnson TICKER: JNJ - CUSIP:478160104	193.00	162.73	31,406.89 0.00	22,403.42 9,003.47	818.32	0.64%
JPMorgan Chase & Co TICKER: JPM - CUSIP:46625H100	316.00	153.81	48,603.96 0.00	21,813.37 26,790.59	1,137.60	0.99%
Kinder Morgan Inc TICKER: KMI - CUSIP:49456B101	1,973.00	17.05	33,639.65 532.71	33,910.66 -271.01	2,130.84	0.69%
L3Harris Technologies Inc TICKER: LHX - CUSIP:502431109	144.00	209.23	30,129.12 0.00	26,408.37 3,720.75	587.52	0.62%
Linde PLC TICKER: LIN - CUSIP:G5494J103	160.00	285.84	45,734.40 0.00	37,837.10 7,897.30	678.40	0.94%
Mastercard Inc TICKER: MA - CUSIP:57636Q104	120.00	382.06	45,847.20 52.80	37,911.99 7,935.21	211.20	0.94%

## Portfolio Holdings on April 30, 2021 (continued)

	Number of Shares	Share price	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc.	% of Account
<b>Equity (continued)</b>						
Microsoft Corp TICKER: MSFT - CUSIP:594918104	400.00	252.18	100,872.00 0.00	12,780.93 88,091.07	896.00	2.06%
NextEra Energy Inc TICKER: NEE - CUSIP:65339F101	244.00	77.51	18,912.44 0.00	7,956.66 10,955.78	375.76	0.39%
NIKE Inc TICKER: NKE - CUSIP:654106103	332.00	132.62	44,029.84 0.00	26,917.74 17,112.10	365.20	0.90%
Novo Nordisk A/S TICKER: NVO - CUSIP:670100205	500.00	73.95	36,975.00 0.00	32,697.40 4,277.60	515.50	0.76%
PayPal Holdings Inc TICKER: PYPL - CUSIP:70450Y103	174.00	262.29	45,638.46 0.00	14,683.56 30,954.90	0.00	0.93%
Principal MidCap Fund TICKER: PMAQX - CUSIP:74256W584	5,215.415	39.83	207,729.98 0.00	124,433.60 83,296.38	0.00	4.25%
Procter & Gamble Co/The TICKER: PG - CUSIP:742718109	199.00	133.42	26,550.58 173.09	24,203.38 2,347.20	692.32	0.54%
Qualcomm Inc TICKER: QCOM - CUSIP:747525103	376.00	138.80	52,188.80 0.00	32,737.74 19,451.06	1,022.72	1.07%
Raytheon Technologies Corp TICKER: RTX - CUSIP:75513E101	580.00	83.24	48,279.20 0.00	35,654.63 12,624.57	1,183.20	0.99%
Thermo Fisher Scientific Inc TICKER: TMO - CUSIP:883556102	177.00	470.23	83,230.71 0.00	9,999.95 73,230.76	184.08	1.70%
Tractor Supply Co TICKER: TSCO - CUSIP:892356106	289.00	188.60	54,505.40 0.00	44,428.86 10,076.54	601.12	1.12%
Twitter Inc TICKER: TWTR - CUSIP:90184L102	1,029.00	55.22	56,821.38 0.00	42,315.86 14,505.52	0.00	1.16%
UnitedHealth Group Inc TICKER: UNH - CUSIP:91324P102	149.00	398.80	59,421.20 0.00	9,718.94 49,702.26	745.00	1.22%
Vanguard Developed Markets Index Fund TICKER: VTMGX - CUSIP:921943809	30,792.317	16.26	500,683.07 0.00	415,790.46 84,892.61	10,469.39	10.25%
Vanguard Emerging Markets Stock Index Fund/United States TICKER: VEMAX - CUSIP:922042841	4,226.118	43.92	185,611.10 0.00	137,919.25 47,691.85	3,325.95	3.80%

## Portfolio Holdings on April 30, 2021 (continued)

	Number of Shares	Share price	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc.	% of Account
<b>Equity (continued)</b>						
Vanguard Small-Cap Index Fund TICKER: VSMAX - CUSIP:922908686	952.578	106.61	101,554.34 0.00	64,303.94 37,250.40	1,059.27	2.08%
Vertiv Holdings Co TICKER: VRT - CUSIP:92537N108	1,900.00	22.70	43,130.00 0.00	30,795.56 12,334.44	19.00	0.88%
Visa Inc TICKER: V - CUSIP:92826C839	298.00	233.56	69,600.88 0.00	20,774.50 48,826.38	381.44	1.42%
Walmart Inc TICKER: WMT - CUSIP:931142103	194.00	139.91	27,142.54 0.00	24,222.97 2,919.57	426.80	0.56%
Walt Disney Co/The TICKER: DIS - CUSIP:254687106	294.00	186.02	54,689.88 0.00	30,688.01 24,001.87	0.00	1.12%
<b>Total Equity</b>			<b>\$3,486,222.89</b> <b>\$1,155.67</b>	<b>\$2,144,235.39</b> <b>\$1,341,987.50</b>	<b>\$41,177.66</b>	<b>71.35%</b>
<b>Fixed Income</b>						
AbbVie Inc 3.6% 14 May 2025 CUSIP:00287YAQ2	50,000.00	109.2832	54,641.59 835.00	49,756.50 4,885.09	1,800.00	1.12%
Amazon.com Inc 3.3% 05 Dec 2021 CUSIP:023135AM8	50,000.00	101.272	50,636.00 669.17	50,156.15 479.85	1,650.00	1.04%
Bank of America Corp 2.503% 21 Oct 2022 CUSIP:06051GFZ7	25,000.00	101.013	25,253.25 17.38	24,094.50 1,158.75	625.75	0.52%
BMW US Capital LLC 3.45% 12 Apr 2023 CUSIP:05565EAW5	50,000.00	105.5684	52,784.20 91.04	49,950.00 2,834.20	1,725.00	1.08%
Capital One NA 1.8% 09 Nov 2021 CUSIP:14042REH0	50,000.00	100.735	50,367.50 426.58	49,000.00 1,367.50	900.00	1.03%
Comcast Corp 3.15% 01 Mar 2026 CUSIP:20030NBS9	50,000.00	109.097	54,548.50 262.50	52,296.62 2,251.88	1,575.00	1.12%
DuPont de Nemours Inc 2.169% 01 May 2023 CUSIP:26614NAAO	50,000.00	100.3595	50,179.77 542.25	50,702.13 -522.36	1,084.50	1.03%
eBay Inc 2.75% 30 Jan 2023 CUSIP:278642AS2	50,000.00	103.911	51,955.50 347.57	50,383.15 1,572.35	1,375.00	1.06%
Federal Farm Credit Banks Funding Corp 1.56% 21 Feb 2023 CUSIP:3133EKD60	50,000.00	102.5491	51,274.56 151.67	50,077.57 1,196.99	780.00	1.05%

Portfolio Holdings on April 30, 2021 (continued)

	Number of Shares	Share price	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc.	% of Account
<b>Fixed Income (continued)</b>						
Federal Farm Credit Banks Funding Corp 2.08% 10 Sep 2024 CUSIP:3133EKQA7	50,000.00	105.4807	52,740.33 147.34	51,047.29 1,693.04	1,040.00	1.08%
Federal Farm Credit Banks Funding Corp 2.35% 17 Jan 2023 CUSIP:3133EH7F4	50,000.00	103.7596	51,879.82 339.45	50,572.22 1,307.60	1,175.00	1.06%
Federal Farm Credit Banks Funding Corp 2.95% 15 May 2024 CUSIP:3133EDLP5	50,000.00	107.7785	53,889.27 680.14	51,997.26 1,892.01	1,475.00	1.10%
Federal Home Loan Banks 2.22% 28 Mar 2023 CUSIP:313382LX9	50,000.00	103.9377	51,968.84 101.75	49,053.00 2,915.84	1,110.00	1.06%
Federal Home Loan Mortgage Corp 2.375% 13 Jan 2022 CUSIP:3137EADB2	50,000.00	101.6168	50,808.39 356.25	50,102.95 705.44	1,187.50	1.04%
Federal National Mortgage Association 2.625% 06 Sep 2024 CUSIP:3135G0ZR7	50,000.00	107.334	53,667.00 200.52	50,289.42 3,377.58	1,312.50	1.10%
Goldman Sachs Group Inc/The 3.5% 23 Jan 2025 CUSIP:38148LAC0	50,000.00	108.5057	54,252.85 476.39	50,292.99 3,959.86	1,750.00	1.11%
JPMorgan Chase & Co 3.625% 13 May 2024 CUSIP:46625HJX9	50,000.00	109.0672	54,533.61 845.84	50,166.76 4,366.85	1,812.50	1.12%
Loews Corp 3.75% 01 Apr 2026 CUSIP:540424AS7	80,000.00	111.2443	88,995.41 250.00	83,578.60 5,416.81	3,000.00	1.82%
Oracle Corp 2.95% 15 May 2025 CUSIP:68389XBC8	50,000.00	106.7754	53,387.70 680.14	51,973.12 1,414.58	1,475.00	1.09%
Phillips 66 2.15% 15 Dec 2030 CUSIP:718546AW4	50,000.00	95.2137	47,606.83 406.11	48,701.50 -1,094.67	1,075.00	0.97%
United States Treasury Note/Bond 1.75% 31 Jul 2021 CUSIP:9128287F1	75,000.00	100.4219	75,316.41 326.31	75,084.36 232.05	1,312.50	1.54%
United States Treasury Note/Bond 1.875% 31 Jan 2022 CUSIP:912828V72	50,000.00	101.3398	50,669.92 233.08	48,986.56 1,683.36	937.50	1.04%
US Bancorp Floating 3.5% TICKER: USBPH - CUSIP:902973155	2,112.00	24.30	51,321.60 0.00	45,052.41 6,269.19	1,873.34	1.05%

Portfolio Holdings on April 30, 2021 (continued)

	Number of Shares	Share price	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc.	% of Account
<b>Fixed Income (continued)</b>						
Wells Fargo & Co 4.1% 03 Jun 2026 CUSIP:94974BFY1	25,000.00	112.3301	28,082.52 421.39	25,590.72 2,491.80	1,025.00	0.57%
<b>Total Fixed Income</b>			<b>\$1,260,761.37</b> <b>\$8,807.87</b>	<b>\$1,208,905.78</b> <b>\$51,855.59</b>	<b>\$33,076.09</b>	<b>25.80%</b>
<b>Cash &amp; Equivalents</b>						
<i>Capital Portfolio</i>						
SEI Daily Income Trust Government II Fund TICKER: TCGXX - CUSIP:783965304	139,181.39	1.00	139,181.39 1.74	139,181.39 0.00	14.14	2.85%
US Dollar Spot Currency:USD	-6,619.13	1.00	-6,619.13 0.00	-6,619.13 0.00	0.00	0.00%
<b>Total Capital Portfolio</b>			<b>\$132,562.26</b> <b>\$1.74</b>	<b>\$132,562.26</b> <b>\$0.00</b>	<b>\$14.14</b>	<b>2.85%</b>
<b>Total Cash &amp; Equivalents</b>			<b>\$132,562.26</b> <b>\$1.74</b>	<b>\$132,562.26</b> <b>\$0.00</b>	<b>\$14.14</b>	<b>2.85%</b>
<b>Total For Your Portfolio</b>			<b>\$4,879,546.52</b> <b>\$9,965.28</b>	<b>\$3,485,703.43</b> <b>\$1,393,843.09</b>	<b>\$74,267.89</b>	<b>100.00%</b>

## Your Transaction Detail

Trade Date	Transaction Description	Amount	Accrued Income	Realized G/L
<b>Disbursements</b>				
<i>Withdrawals</i>				
April 1, 2021	Cash Disbursement - Principal Distribution Via ACH. Paid To [REDACTED] Inc. Distribution to Grantor/Principal Deposit to [REDACTED]	-30,000.00		0.00
<b>Total Withdrawals</b>		<b>-\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Fees</i>				
April 12, 2021	Wealth Management Fee, Computed for 5200B228006	-1,297.49		0.00
April 26, 2021	Tax Prep, Computed for 5200B228006	-100.00		0.00
<b>Total Fees</b>		<b>-\$1,397.49</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Disbursements</b>		<b>-\$31,397.49</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Corporate Actions/Income</b>				
<i>Dividends</i>				
April 1, 2021	Cash Dividend 0.65 USD FedEx Corp For 196.00 Shares Due on 04/01/21 With Ex Date 03/05/21	127.40		0.00
April 1, 2021	Daily Rate Income on SEI Daily Income Trust Government II Fund For Period of 03/01/21 to 03/31/21 Due on 04/01/21	2.30		0.00
April 1, 2021	Cash Dividend 0.275 USD NIKE Inc For 324.00 Shares Due on 04/01/21 With Ex Date 02/26/21	89.10		0.00
April 5, 2021	Cash Dividend 0.55 USD Walmart Inc For 194.00 Shares Due on 04/05/21 With Ex Date 03/18/21	106.70		0.00
April 7, 2021	Cash Dividend 0.922122 USD Novo Nordisk A/S For 500.00 Shares Due on 04/07/21 With Ex Date 03/26/21	331.57		0.00
April 9, 2021	Cash Dividend 0.3625 USD Equity LifeStyle Properties Inc For 675.00 Shares Due on 04/09/21 With Ex Date 03/25/21	244.69		0.00
April 9, 2021	Cash Dividend 0.78 USD Chubb Ltd For 300.00 Shares Due on 04/09/21 With Ex Date 03/18/21	234.00		0.00
April 14, 2021	Cash Dividend 0.145 USD Amphenol Corp For 580.00 Shares Due on 04/14/21 With Ex Date 03/22/21	84.10		0.00
April 15, 2021	Cash Dividend 0.21875 USD US Bancorp Floating 3.5% For 2,112.00 Shares Due on 04/15/21 With Ex Date 03/30/21	462.00		0.00
April 16, 2021	Cash Dividend 0.26 USD Thermo Fisher Scientific Inc For 177.00 Shares Due on 04/16/21 With Ex Date 03/15/21	46.02		0.00

## Your Transaction Detail (continued)

Trade Date	Transaction Description	Amount	Accrued Income	Realized G/L
<b>Corporate Actions/Income (Continued)</b>				
<i>Dividends (Continued)</i>				
April 28, 2021	Cash Dividend 0.25 USD Comcast Corp For 1,000.00 Shares Due on 04/28/21 With Ex Date 04/06/21	250.00		0.00
April 30, 2021	Cash Dividend 0.21 USD Danaher Corp For 336.00 Shares Due on 04/30/21 With Ex Date 03/25/21	70.56		0.00
April 30, 2021	Cash Dividend 0.9 USD JPMorgan Chase & Co For 316.00 Shares Due on 04/30/21 With Ex Date 04/05/21	284.40		0.00
<b>Total Dividends</b>		<b>\$2,332.84</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Interest</i>				
April 1, 2021	Interest Payment 0.0375 USD Loews Corp 3.75% 01 Apr 2026 For 80,000.00 Par Value Due on 04/01/21 With Ex Date 04/01/21	1,500.00		0.00
April 12, 2021	Interest Payment 0.0345 USD BMW US Capital LLC 3.45% 12 Apr 2023 For 50,000.00 Par Value Due on 04/12/21 With Ex Date 04/12/21	862.50		0.00
April 21, 2021	Interest Payment 0.012515 USD Bank of America Corp 2.503% 21 Oct 2022 For 25,000.00 Par Value Due on 04/21/21 With Ex Date 04/21/21	312.88		0.00
<b>Total Interest</b>		<b>\$2,675.38</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Corporate Actions/Income</b>		<b>\$5,008.22</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Purchases</b>				
April 15, 2021	Purchase 141.924 Units of Vanguard Small-Cap Index Fund @ \$105.69	-15,000.00		0.00
April 15, 2021	Purchase 13,892.007 Units of Vanguard Developed Markets Index Fund @ \$16.39	-227,690.00		0.00
April 30, 2021	Purchase 117.00 Shares of Twitter Inc @ \$56.5387	-6,619.13		0.00
<b>Total Purchases</b>		<b>-\$249,309.13</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Sales</b>				
April 15, 2021	Sale 1,811.687 Units of Principal MidCap Fund @ \$39.19	71,000.00		28,420.66
April 19, 2021	Sale 95.00 Shares of Home Depot Inc/The @ \$326.9901	31,060.57		28,615.37
<b>Total Sales</b>		<b>\$102,060.57</b>	<b>\$0.00</b>	<b>\$57,036.03</b>

Your Transaction Detail (continued)

Trade Date	Transaction Description	Amount	Accrued Income	Realized G/L
<b>Other</b>				
April 1, 2021	Adjustment - Amortized Premium Current Year of Loews Corp 3.75% 01 Apr 2026 - Adjustment Amount of \$331.39, Federal Cost \$331.39, State Cost \$331.39	0.00		0.00
<b>Total Other</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cash Sweep Activity</b>				
April 30, 2021	Sweep sales totaling -200,551.57 units of SEI Daily Income Trust Government II Fund for Core (Capital) (4 Transactions)	200,551.57		0.00
April 30, 2021	Sweep purchases totaling 33,532.87 units of SEI Daily Income Trust Government II Fund for Core (Capital) (12 Transactions)	-33,532.87		0.00
<b>Total Cash Sweep Activity</b>		<b>\$167,018.70</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Disclosures

The information provided herein is general in nature and is not intended to be nor should be construed as specific investment, legal or tax advice.

The information has been obtained from sources believed to be reliable. Investments offered are not guaranteed in nature and are subject to market fluctuations.

Under Maine Law (18-B M.R.S.A. Section 1005), A beneficiary may not commence a proceeding against a trustee for breach of trust more than one year after the date the beneficiary or a representative of the beneficiary was sent a report that adequately disclosed the existence of a potential claim for breach of trust and informed the beneficiary of the time allowed for commencing a proceeding. A report adequately discloses the existence of a potential claim for breach of trust if it provides sufficient information so that the beneficiary or representative knows of the potential claim or should have inquired into its existence.



## **Exhibit F**

**Town of Belgrade Unified Investment Trust Investment Policy  
Suggested Amendments**

**PURPOSE:**

**#1** - The Policy states it is applicable to “...funds that have been, or may in the future be, accepted by the Town for dedicated Town purposes.” The Policy does not reference applicable Maine statute. We suggest the policy be revised to state it is applicable to, “...funds that have been, or may in the future be, accepted or established by the Town in accordance with Title 30-A M.R.S.A. §5653 and §5801.” This revision will clearly reflect the Town’s desire to invest in accordance with Maine statute.

**RESPONSIBILITIES:**

**#2** - The Policy states the Town will retain, “a professional registered Investment Advisor.” The Policy does not refer to “financial institution” as defined in Maine statute. We suggest the policy be revised to reference Title 30-A M.R.S.A. §5706(4). This revision will clearly reflect the Town’s desire to invest in accordance with Maine statute.

**#3** - The Policy states the investment advisor “shall be registered, and in good standing, with the U.S. Securities and Exchange Commission (SEC).” The Policy does not refer to “financial institution” as defined in Maine statute. Maine trust companies do not register with the SEC. We suggest the policy be revised to state, “The investment advisor must be a financial institution with trust powers authorized to do business in the State for the safekeeping of reserve funds and must be in good standing with the Maine Bureau of Financial Institutions, or a Registered Investment Advisor registered and in good standing with the Securities and Exchange Commission, in accordance with Title 30-A M.R.S.A. §5706(4). This revision will clearly reflect the Town’s desire to invest in accordance with Maine statute.

**INVESTMENT GUIDELINES:**

**#4** - The Policy states, “The UIT is to be invested in accordance with a Trustee’s standard of care and performance as contained in the Maine Uniform Prudent Management of Institutional Funds Act.” This citation is to Title 13 M.R.S.A. §5101 - §5111 which is applicable to investing nonprofit endowment funds not municipal funds. We suggest the policy be revised to state, “The UIT is to be invested in accordance with the rule of prudence applicable to municipal funds, Title 18-B M.R.S.A. §901 - §908.” This revision will clearly reflect the Town’s desire to invest in accordance with Maine statute.

**EVALUATION AND MONITORING OF INVESTMENT ADVISOR:**

**#5** - The Policy establishes a weighted performance benchmark of 65% S&P 500 Index and 35% BofA/Merrill Lynch U.S. Corporate and Government Bond Index. This benchmark may not accurately reflect the asset allocation used in the UIT. We suggest the policy establish a diversified performance benchmark as indicated below:

<b>Benchmark Component</b>	<b>% of Total Portfolio</b>
Russell 3000	48%
FTSE Developed All Cap EX US Index	9%
FTSE EM China A inclusion Index RE	3%
Barclays US Aggregate Bond Index	38%
90-Day Treasury Bill	<u>2%</u>
<b>Total:</b>	<b>100%</b>

All indices and weights were selected based on a combination of the Town’s Investment Policy and the proposed investment strategy to create an “apples-to-apples” comparison to the proposed strategy.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Remote meetings

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The attached template policy from the Maine Municipal Association reflects the new state law governing when and how remote meetings can occur. If we are to retain the ability to have remote meetings (though under stricter circumstances), we must adopt a policy after a public hearing, which could occur July 20. Fortunately, we have routinely used many of the practices prescribed in this draft policy, including providing all meeting materials online, giving public notice of how to access the remote meeting, allowing public participation and taking roll-call votes. If you would like changes to the MMA's proposed policy, we could incorporate those prior to a required public hearing on July 20.

The other issue the Board must decide is, if it wishes to conduct hybrid meetings with in-person and remote participation by citizens, we need to acquire the technology to allow that. As Selectperson Damren has noted, remote participation has increased citizen engagement in meetings; in turn, that yields better governance. Remote participation is especially handy when an issue involves a seasonal resident who is away at the time.

My research has found that the Meeting Owl, which interfaces with Zoom and provides video and audio from a meeting space, is a good option. Meeting Owls cost approximately \$1,000. Additionally, we would need to acquire a screen upon which remote participants could be projected in the meeting room. This would allow in-person attendees to see and hear remote participants. Treasurer Nick Poole, our resident technology expert, suggests acquiring a 55-inch 1080p screen, speakers and cabling for approximately \$900. This technology could be funded either from the General Government equipment line-item, whose current balance is \$3,742, or from the Selectboard special projects line-item, which has an unspent balance of \$7,273.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Requesting road signs and striping

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A Main Street homeowner recently asked the Town to add striping on both sides of her driveway to indicate parking is not allowed there. Motorists parking where they shouldn't often block the residents' view as they are attempting to exit their driveway. Maine Department of Transportation confirmed additional striping is allowed on that stretch of Route 27, if it is white.

The resident has indicated a willingness to pay for the striping. That would be in keeping with a Town practice of charging the costs of additional road signs to the parties who request them. I have been told that is Town policy, and I found a letter from a prior town manager stating that, but I could not find a written policy.

Attached is a proposed policy that would place the cost of requested signage and striping on the requesting parties. If the requesting party asked the Town to waive the cost, the Selectboard could determine whether absorbing the cost would be in the public's best interests.

We had planned for the Roads Committee to discuss this at its June 30 meeting, but that gathering was postponed as Road Commissioner Jason Stevens was busy removing trees from roadways following a powerful storm. If you would like the Road Committee to review this policy, it will next meet July 7.

# TOWN OF BELGRADE

## ROAD SIGN/STRIPING REQUEST POLICY

Town residents may request additional road signage (ex. “Children at Play,” “Snowmobile X-ing,” additional speed limit signs) and/or road striping by submitting a written request to the Town Manager. The request should include the proposed wording (in the case of signs) and location of the sign/striping. The Town Manager will consult with other officials, chiefly the Town’s Road Commissioner and the Maine Department of Transportation, in determining whether to authorize the sign or striping.

The Town will provide the requesting party the cost of the sign/striping in writing. The expense must be paid by the requesting party to the Town Treasurer in advance of the installation of signs or the striping of pavement. Only the Selectboard may waive the expense to the requester following a discussion during an open meeting.

**This policy was adopted on July 6, 2021, by the Belgrade Board of Selectpersons.**

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Melanie Jewell, Chair

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Rick Damren, Vice Chair

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Ernst Merckens, Selectperson

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Dan Newman, Selectperson

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Barbara Allen, Selectperson

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Tax abatement

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Assessor Rob Duplisea recommends approving the attached abatement. This lot was combined with adjacent property in 1999. During a recent upgrade of our accounting software, this lot erroneously became “active” again.

# TOWN OF BELGRADE



990 Augusta Road  
Belgrade, ME 04917

Phone:(207)495-2258

Fax:(207) 495-2742

E-mail:[townoffice\(ti\).belgrademaine.com](mailto:townoffice(ti).belgrademaine.com)

Belgrade Lakes Golf LLC  
Map 11 Lot 3D Acc#1916

## Abatement 2020-06

The Board of Assessors for the Town of Belgrade has issued an abatement to Belgrade Lakes Golf LLC in the amount of **\$330.67** of the Real Estate Taxes for account #1916RE.

2020 Original		2020 Revised	
Real Estate	\$31,500	Real Estate	\$0
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$330.67	Total Real Tax	\$0
	<b>Difference to Abate</b>	<b>\$330.67</b>	

The abatement is to be granted to correct the assessment. During the Trio conversion/update, this lot became active again in error. Previously it had been deleted since 1999.

This abatement procedure is pursuant to Title 36 MRSA Sec 841.

Approved by the Belgrade Board of Selectpersons on July 6, 2021.

\_\_\_\_\_  
Assessor

\_\_\_\_\_  
Assessor

\_\_\_\_\_  
Assessor

\_\_\_\_\_  
Assessor

\_\_\_\_\_  
Assessor

## Warrant 75

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00000 AMAZON CAPITAL SERVICES</b>						
0337	21369	07	BCS LIBRARY	6/24/2021		
BCS LIBRARY			E 62-01-99-99		309.57	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>309.57</b>	
<b>00168 ATLANTIC PARTNERS EMS, INC</b>						
0337	21370	07	MASKS,GOWNS COVID	15473		
MASKS,GOWNS COVID			E 05-05-30-07		160.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Vendor Total-</b>		<b>160.00</b>	
<b>00000 ATLANTIC RECYCLING EQUIPMENT LLC</b>						
0337	21371	07	BALER INSPECTION	66466		
BALER INSPECTION			E 15-05-35-12		1,300.80	0.00
			SOLID WASTE / WASTE - REPAIRS / BALERS			
			<b>Vendor Total-</b>		<b>1,300.80</b>	
<b>00238 BAKER &amp; TAYLOR BOOKS # 510486</b>						
0337	21372	07	BOOKS AND PERIODICALS	5016985836		
BOOKS AND PERIODICALS			E 30-01-30-09		290.05	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			<b>Invoice Total-</b>		<b>290.05</b>	
0337	21372	07	BOOKS AND PERIODICALS	5016998166		
BOOKS AND PERIODICALS			E 30-01-30-09		46.83	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			<b>Invoice Total-</b>		<b>46.83</b>	
0337	21372	07	BOOKS AND PERIODICALS	5016998167		
BOOKS AND PERIODICALS			E 30-01-30-09		16.76	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			<b>Invoice Total-</b>		<b>16.76</b>	
0337	21372	07	BOOKS AND PERIODICALS	5017024668		
BOOKS AND PERIODICALS			E 30-01-30-09		26.11	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			<b>Invoice Total-</b>		<b>26.11</b>	
0337	21372	07	BOOKS AND PERIODICALS	5017024669		
BOOKS AND PERIODICALS			G 2-560-00		162.30	0.00
			SPEC REVENUE / WEINBERG			
			<b>Invoice Total-</b>		<b>162.30</b>	
			<b>Vendor Total-</b>		<b>542.05</b>	
<b>00623 BELGRADE MECHANICAL SERVICES</b>						
0337	21373	07	SKID STEER REPAIRS	1014		
SKID STEER REPAIRS			E 15-05-35-11		700.07	0.00
			SOLID WASTE / WASTE - REPAIRS / SKID STEER			
			<b>Invoice Total-</b>		<b>700.07</b>	
0337	21373	07	HOPPER REPAIRS	1019		
HOPPER REPAIRS			E 15-05-35-10		415.00	0.00
			SOLID WASTE / WASTE - REPAIRS / HOPPER			
			<b>Invoice Total-</b>		<b>415.00</b>	
			<b>Vendor Total-</b>		<b>1,115.07</b>	
<b>00271 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0337	21374	07	GENERAL LEGAL SERVICES	3668831		
GENERAL LEGAL SERVICES			E 01-10-15-02		598.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			<b>Invoice Total-</b>		<b>598.50</b>	

**A / P Warrant**

Warrant 75

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0337	21374	07	JONES APPEAL		3668830	
JONES APPEAL			E 01-10-15-02		1,173.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			<b>Invoice Total-</b>		<b>1,173.00</b>	
			<b>Vendor Total-</b>		<b>1,771.50</b>	
<b>00000 BLACKSTONE PUBLISHING</b>						
0337	21375	07	BOOKS AND PERIODICALS		1228082	
BOOKS AND PERIODICALS			R 41-01		442.31	0.00
			LEVEY AUDIO - DONATION			
			<b>Vendor Total-</b>		<b>442.31</b>	
<b>00708 BLACKSTONE PUBLISHING</b>						
0337	21376	07	LEVEY AUDIO		1228944	
LEVEY AUDIO			R 41-01		32.94	0.00
			LEVEY AUDIO - DONATION			
			<b>Invoice Total-</b>		<b>32.94</b>	
0337	21376	07	LEVEY AUDIO		1229622	
LEVEY AUDIO			R 41-01		47.94	0.00
			LEVEY AUDIO - DONATION			
			<b>Invoice Total-</b>		<b>47.94</b>	
			<b>Vendor Total-</b>		<b>80.88</b>	
<b>00263 BOB THE PLUMBER, INC.</b>						
0337	21377	07	REPAIRED LEAK STATE GARAG		4851	
REPAIRED LEAK STATE GARAG			E 12-01-35-06		451.12	0.00
			CEMETERY / CEMETERY - REPAIRS / PLUMBING			
			<b>Invoice Total-</b>		<b>451.12</b>	
0337	21377	07	WATER FILTER CARTRIDGE X6		4801	
WATER FILTER CARTRIDGE			E 13-11-35-06		151.62	0.00
			FACILITIES / DALTON - REPAIRS / PLUMBING			
			<b>Invoice Total-</b>		<b>151.62</b>	
0337	21377	07	INSTALLED DISHWASHER		4967	
INSTALLED DISHWASHER			G 2-561-00		491.84	0.00
			SPEC REVENUE / WELL CONTAM			
			<b>Invoice Total-</b>		<b>491.84</b>	
0337	21377	07	CFAS WATER PUMP&POOL		4996	
CFAS WATER PUMP&POOL			E 13-02-35-06		1,132.00	0.00
			FACILITIES / CFAS - REPAIRS / PLUMBING			
			<b>Invoice Total-</b>		<b>1,132.00</b>	
			<b>Vendor Total-</b>		<b>2,226.58</b>	
<b>00020 CENTRAL MAINE POWER</b>						
0337	21379	07	NBFD ELECTRICITY		721001050671	
NBFD ELECTRICITY			E 13-08-20-04		45.90	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>45.90</b>	
0337	21379	07	NBCC ELECTRICITY		721001050672	
NBCC ELECTRICITY			E 13-03-20-04		111.59	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>111.59</b>	
0337	21379	07	CFAS ELECTRICITY		716001105955	
CFAS ELECTRICITY			E 13-02-20-04		222.33	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>222.33</b>	
0337	21379	07	CFAS OUTBUILDING ELECTRIC		706001154982	
CFAS OUTBUILDING ELECTRIC			E 13-02-20-04		16.31	0.00

**A / P Warrant**

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>16.31</b>	
0337	21379	07	LAKES FD ELECTRICITY	712001124826		
LAKES FD ELECTRICITY			E 13-06-20-04		93.57	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>93.57</b>	
0337	21379	07	18 DALTON ELECTRICITY	715001108388		
18 DALTON ELECTRICITY			E 13-11-20-04		16.31	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>16.31</b>	
0337	21379	07	10 DALTON ELECTRICITY	704001159581		
10 DALTON ELECTRICITY			E 13-11-20-04		57.14	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>57.14</b>	
0337	21379	07	8 DALTON ELECTRICITY	7200001069601		
8 DALTON ELECTRICITY			E 13-11-20-04		47.15	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>47.15</b>	
0337	21379	07	MAIN ST DAM ELECTRICITY	711001126484		
MAIN ST DAM ELECTRICITY			E 34-01-99-99		17.07	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			<b>Invoice Total-</b>		<b>17.07</b>	
0337	21379	07	WINGS MILLS DAM ELECTRIC	705001154554		
WINGS MILLS DAM ELECTRIC			E 34-01-99-99		17.07	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			<b>Invoice Total-</b>		<b>17.07</b>	
0337	21379	07	TOWN OFFICE ELECTRICITY	725000922509		
TOWN OFFICE ELECTRICITY			E 13-14-20-04		229.69	0.00
			FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>229.69</b>	
0337	21379	07	OLD TOWN HOUSE ELECTRIC	724000976202		
OLD TOWN HOUSE ELECTRIC			E 13-13-20-04		16.31	0.00
			FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>16.31</b>	
0337	21379	07	DEPOTFD ELECTRICITY	724000976201		
DEPOTFD ELECTRICITY			E 13-07-20-04		32.80	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>32.80</b>	
0337	21379	07	SALT&SAND ELECTRICITY	712001128746		
SALT&SAND ELECTRICITY			E 13-05-20-04		17.71	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>17.71</b>	
0337	21379	07	MAINT GARAGE ELECTRICITY	723001014652		
MAINT GARAGE ELECTRICITY			E 13-04-20-04		39.27	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>39.27</b>	
0337	21379	07	TS ELECTRICITY	701001281875		
TS ELECTRICITY			E 13-09-20-04		324.07	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>324.07</b>	
			<b>Vendor Total-</b>		<b>1,304.29</b>	
<b>00000 CIANFARANO, AMBROSINA</b>						
0337	21380	07	SCHOLARSHIP	2021		
SCHOLARSHIP			E 63-01-99-99		1,000.00	0.00

## Warrant 75

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SCHOLARSHIP / SCHOLARSHIP - EXPENSE / EXPENSE						
<b>Vendor Total-</b>					<b>1,000.00</b>	
<b>00468 CONSOLIDATED COMMUNICATIONS</b>						
0337	21381	07	TOWN OFFICE FAX LINE	JUNE BILL		
TOWN OFFICE FAX LINE			E 01-10-20-01		47.05	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
<b>Invoice Total-</b>					<b>47.05</b>	
0337	21381	07	LAKESFD FAX LINE	JUNE BILL		
LAKESFD FAX LINE			E 05-05-20-01		50.38	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
<b>Invoice Total-</b>					<b>50.38</b>	
<b>Vendor Total-</b>					<b>97.43</b>	
<b>00000 DAVES APPLIANCE INC</b>						
0337	21382	07	DISHWASHER	48942		
DISHWASHER			G 2-561-00		644.99	0.00
			SPEC REVENUE / WELL CONTAM			
<b>Vendor Total-</b>					<b>644.99</b>	
<b>00139 FIRE TECH &amp; SAFETY</b>						
0337	21383	07	GASKET X12	196593		
GASKET X12			E 05-05-35-01		108.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
<b>Invoice Total-</b>					<b>108.00</b>	
0337	21383	07	NEW TRUCK EQUIPMENT	196380		
NEW TRUCK EQUIPMENT			G 3-588-00		255.00	0.00
			CAPITAL PROJ / FD TRUCK			
<b>Invoice Total-</b>					<b>255.00</b>	
<b>Vendor Total-</b>					<b>363.00</b>	
<b>00008 FULLER, GARY R.</b>						
0337	21384	07	MILEAGE REIMBURSEMENT 63	6/14-6/18/21		
MILEAGE REIMBURSEMENT 63			E 01-20-20-02		27.72	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
<b>Invoice Total-</b>					<b>27.72</b>	
0337	21384	07	MILEAGE REIMBURSEMENT 78	6/21-6/25/21		
MILEAGE REIMBURSEMENT 78			E 01-20-20-02		34.32	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
<b>Invoice Total-</b>					<b>34.32</b>	
0337	21384	07	MILEAGE REIMBURSEMENT 101	6/7-6/11/21		
MILEAGE REIMBURSEMENT 101			E 01-20-20-02		44.44	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
<b>Invoice Total-</b>					<b>44.44</b>	
<b>Vendor Total-</b>					<b>106.48</b>	
<b>00288 GALE/CENGAGE LEARNING</b>						
0337	21385	07	BOOKS AND PERIODICALS	74516661		
BOOKS AND PERIODICALS			E 30-01-30-09		50.68	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
<b>Vendor Total-</b>					<b>50.68</b>	
<b>00434 GROUP DYNAMIC, INC.</b>						
0337	21386	07	MONTHLY HRA	L2107-016000064		
MONTHLY HRA			E 23-10-99-99		32.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
<b>Vendor Total-</b>					<b>32.00</b>	
<b>00009 HAMMOND LUMBER COMPANY</b>						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0337	21387	07	HAMMOND LUMBER OVERPAID		25476712	*** SEPARATE ***
HAMMOND LUMBER OVERPAID			G 1-214-00		40.25	0.00
			GEN'L FUND / BMV			
			<b>Invoice Total-</b>		<b>40.25</b>	
0337	21388	07	WASHERS AND NUTS		4540178	
WASHERS AND NUTS			E 05-05-30-04		29.67	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>29.67</b>	
0337	21388	07	MULCH FOR PLAYGROUND		4543796	
MULCH FOR PLAYGROUND			E 13-02-35-08		768.00	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>768.00</b>	
0337	21388	07	SCREWS FD		4495695	
SCREWS FD			E 05-05-30-04		8.49	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>8.49</b>	
0337	21388	07	THREADED WOODEN HANDLE		4495543	
THREADED WOODEN HANDLE			E 05-05-30-04		27.25	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>27.25</b>	
			<b>Vendor Total-</b>		<b>873.66</b>	
<b>00077 HARRIS COMPUTER SYSTEMS</b>						
0337	21389	07	TRIO WEB UPGRADE		TRIXT0000479	
TRIO WEB UPGRADE			E 01-10-46-02		3,000.00	0.00
			GEN'L GOV. / ADMIN - LICENSES / HARRIS			
			<b>Vendor Total-</b>		<b>3,000.00</b>	
<b>00016 HIGHT CHEVROLET</b>						
0337	21390	07	NEW FACILITY TRUCK		21132F	
NEW FACILITY TRUCK			G 3-585-00		47,952.00	0.00
			CAPITAL PROJ / TRUCK			
			<b>Vendor Total-</b>		<b>47,952.00</b>	
<b>00189 KENNEBEC VALLEY COUNCIL OF</b>						
0337	21391	07	HEAVY LOAD SIGNS MARCH		40201	
HEAVY LOAD SIGNS MARCH			E 10-01-30-04		66.50	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			<b>Vendor Total-</b>		<b>66.50</b>	
<b>00250 LEIGHTON SIGNWORKS</b>						
0337	21392	07	SCHOOL SPEED LIMIT SIGN		9311	
SCHOOL SPEED LIMIT SIGN			E 10-01-30-04		310.00	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			<b>Vendor Total-</b>		<b>310.00</b>	
<b>00000 MAINE GOVERNMENT FINANCE</b>						
0337	21393	07	TREASURER TRAINING		1000406573	
TREASURER TRAINING			E 01-10-13-01		25.00	0.00
			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			
			<b>Vendor Total-</b>		<b>25.00</b>	
<b>00001 MAINE MUNICIPAL</b>						
0337	21394	07	BENEFITS		JULT 2021	
DENTAL INSURANCE			G 1-226-00		788.24	0.00
			GEN'L FUND / DENTAL INS			
LIFE INSURANCE			G 1-229-00		281.88	0.00
			GEN'L FUND / LIFE INS			
VISION INSURANCE			G 1-231-00		76.45	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
HEALTH INSURANCE:ADMIN			GEN'L FUND / VISION INS E 01-10-10-13		2,270.16	0.00
HEALTH INSURANCE:FACILITY			GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS E 13-01-10-13		1,513.44	0.00
HEALTH INSURANCE			FACILITIES / GENERAL - PERSONNEL / BENEFITS G 1-225-00		2,948.35	0.00
HEALTH INSURANCE:REC			GEN'L FUND / HEALTH INS. E 25-30-10-13		756.72	0.00
HEALTH INSURANCE:FD			RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS E 05-05-10-13		1,513.44	0.00
HEALTH INSURANCE:MANAGER			PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS E 01-15-10-13		756.72	0.00
HEALTH INSURANCE:LIBRARY			GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS E 30-01-10-13		756.72	0.00
			LIBRARY / LIBRARY - PERSONNEL / BENEFITS			
			<b>Vendor Total-</b>		<b>11,662.12</b>	
<b>00002 MAINE MUNICIPAL ASSOCIATION</b>						
0337	21395	07	WORKERS COMPENSATION E 23-15-99-99	3RD INSTALLMENT	6,659.55	0.00
WORKERS COMPENSATION			INSURANCE / WORKERS COMP - EXPENSE / EXPENSE			
			<b>Invoice Total-</b>		<b>6,659.55</b>	
0337	21396	07	PROPERTY&CASUALTY POOL E 23-25-99-99	53692	15,898.00	0.00
PROPERTY&CASUALTY POOL			INSURANCE / LIABILITY - EXPENSE / EXPENSE			
			<b>Invoice Total-</b>		<b>15,898.00</b>	
0337	21397	07	2020 ELECTION TRAINING E 01-10-13-01	1000332771	20.00	0.00
2020 ELECTION TRAINING			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			
			<b>Invoice Total-</b>		<b>20.00</b>	
			<b>Vendor Total-</b>		<b>22,577.55</b>	
<b>00161 MAINE PAPER SOLUTIONS LLC</b>						
0337	21398	07	PAPERTOWEL DISPENSER E 25-30-30-04	514349	336.25	0.00
PAPERTOWEL DISPENSER			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			<b>Vendor Total-</b>		<b>336.25</b>	
<b>00668 MAINE STATE FED. OF FIREFIGHTERS</b>						
0337	21399	07	MEMBERSHIP DUES E 05-05-14-07	1000296873	420.00	0.00
MEMBERSHIP DUES			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			<b>Vendor Total-</b>		<b>420.00</b>	
<b>00000 MCGAW, DAN</b>						
0337	21400	07	JULY 15 MUSIC E 25-30-20-07	6/30/2021	450.00	0.00
JULY 15 MUSIC			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>450.00</b>	
<b>00000 MICHAUD, RYAN</b>						
0337	21401	07	JULY 22 MUSIC E 25-30-20-07	6/30/2021	150.00	0.00
JULY 22 MUSIC			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>150.00</b>	
<b>00397 NORTHEAST LABORATORY SERVICES</b>						
0337	21402	07	DALTON WATER TEST E 13-11-20-08	W40537	50.00	0.00
DALTON WATER TEST			FACILITIES / DALTON - SERVICES / WATER QUALTY			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>Vendor Total-</b>					<b>50.00</b>	
<b>00182 PIKE INDUSTRIES, INC.</b>						
0337	21403	07	COLD PATCH	1137395		
COLD PATCH			E 10-01-30-04		113.16	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
<b>Invoice Total-</b>					<b>113.16</b>	
0337	21403	07	COLD PATCH	1138119		
COLD PATCH			E 10-01-30-04		179.40	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
<b>Invoice Total-</b>					<b>179.40</b>	
<b>Vendor Total-</b>					<b>292.56</b>	
<b>00000 POULSON, CHRISTINE</b>						
0337	21404	07	MANAGING 7/15 VG	6/30/2021		
MANAGING 7/15 VG			E 25-30-31-10		150.00	0.00
			RECREATION / REC PROGRAMS - SPECIAL / SANTA			
<b>Vendor Total-</b>					<b>150.00</b>	
<b>00428 REDMAN, JULIA</b>						
0337	21405	07	YOGA	6/30/2021		
YOGA			E 25-30-20-07		75.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
<b>Vendor Total-</b>					<b>75.00</b>	
<b>00003 REGISTRY OF DEEDS</b>						
0337	21406	07	5 LEIN DISCHARGES			
5 LEIN DISCHARGES			E 01-10-47-01		95.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
<b>Vendor Total-</b>					<b>95.00</b>	
<b>00034 RSU # 18</b>						
0337	21407	07	INSTALLMENT- JULY 2021	JULY 2021		
RSU # 18 INSTALLMENT			E 31-01-99-99		588,016.54	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
<b>Vendor Total-</b>					<b>588,016.54</b>	
<b>00600 S&amp;S WORLDWIDE</b>						
0337	21408	07	CAMP SUPPLIES	IN100780536		
CAMP SUPPLIES			E 25-30-30-04		90.54	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
<b>Vendor Total-</b>					<b>90.54</b>	
<b>00114 SNOW POND TECHNOLOGY GROUP, INC.</b>						
0337	21409	07	IT SUPPORT	7532		
IT SUPPORT			E 05-05-46-01		120.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - LICENSES / IT			
<b>Vendor Total-</b>					<b>120.00</b>	
<b>00612 SPECTRUM ENTERPRISE</b>						
0337	21410	07	JUNE BILL	95605500161321		
CFAS			E 13-02-20-01		169.98	0.00
			FACILITIES / CFAS - SERVICES / COMMUNICATIO			
DEPOT FD			E 05-05-20-01		49.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
LIBRARY			E 30-01-20-01		88.42	0.00
			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO			
TOWN OFFICE			E 01-10-20-01		109.64	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		129.98	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
LAKES FD			E 05-05-20-01		177.97	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			<b>Vendor Total-</b>		<b>725.98</b>	
<b>00130 STAPLES CREDIT PLAN</b>						
0337	21411	07	GARBAGE BAGS	2858586521		
GARBAGE BAGS			E 13-14-30-04		258.96	0.00
			FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING			
			<b>Vendor Total-</b>		<b>258.96</b>	
<b>00424 STEVENS, JASON</b>						
0337	21412	07	KNOWLES RD CULVERT CLEAN	5/30/2021		
1TON 2HRS			E 10-01-20-06		121.62	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
EXCAVATOR 2HRS			E 10-01-20-06		256.54	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			<b>Invoice Total-</b>		<b>378.16</b>	
0337	21412	07	REPAIR WASH OUT WEST RD	6/13/2021		
1TON 4HRS			E 10-01-20-06		243.24	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
EXCAVATOR			E 10-01-20-06		223.16	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			<b>Invoice Total-</b>		<b>466.40</b>	
0337	21412	07	DEPOT RD SHOULDER REPAIR	6/6/2021		
1TON 3HRS			E 10-01-20-06		182.43	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
PICKUP 3HRS			E 10-01-20-06		96.93	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			<b>Invoice Total-</b>		<b>279.36</b>	
			<b>Vendor Total-</b>		<b>1,123.92</b>	
<b>00000 STEVENS, JOSH</b>						
0337	21413	07	BEAVERS KNOWLES ROAD	861351		
BEAVERS KNOWLES ROAD			E 10-01-20-06		240.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>240.00</b>	
<b>00239 STEVE'S APPLIANCE SERVICE &amp; SALES</b>						
0337	21414	07	FRIDGE, WASHER, HOSES	47715		
FRIDGE, WASHER, HOSES			G 2-561-00		2,395.00	0.00
			SPEC REVENUE / WELL CONTAM			
			<b>Vendor Total-</b>		<b>2,395.00</b>	
<b>00000 THORNE, SHEILA</b>						
0337	21415	07	MILEAGE REIMBURSMNT 26	6/30/2021		
MILEAGE REIMBURSMNT 26			E 01-10-20-02		11.44	0.00
			GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI			
			<b>Vendor Total-</b>		<b>11.44</b>	
<b>00048 TREASURER, STATE OF MAINE</b>						
0337	21416	07	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		107.50	0.00
			GEN'L FUND / PLUMB. PERM.			
			<b>Vendor Total-</b>		<b>107.50</b>	
<b>00013 WASTE MANAGEMENT OF</b>						
0337	21417	07	CFAS DUMPSTER	2040891-2080-0		
CFAS DUMPSTER			E 13-02-20-06		87.42	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>87.42</b>	

Warrant 75

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00369 WB MASON CO, INC</b>						
0337	21418	07	3 HOLE PUNCHER	220792929		
3 HOLE PUNCHER			E 01-10-30-04		37.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>37.98</b>	
0337	21418	07	WATER, INK, MOP	221053468		
WATER			E 25-30-30-05		50.52	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
INK, MOP			E 25-30-30-04		119.99	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>170.51</b>	
			<b>Vendor Total-</b>		<b>208.49</b>	
<b>00421 YANKEE COMMUNICATIONS</b>						
0337	21419	07	LABOR 4 INSTALLATION	INV21-0615		
LABOR 4 INSTALLATION			E 05-05-35-01		185.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			<b>Invoice Total-</b>		<b>185.00</b>	
0337	21419	07	RADIO AND PAGER GRANT	INV21-0648		
RADIO AND PAGER GRANT			E 05-05-40-03		3,136.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>3,136.00</b>	
			<b>Vendor Total-</b>		<b>3,321.00</b>	
			<b>Prepaid Total-</b>		<b>0.00</b>	
			<b>Current Total-</b>		<b>696,740.06</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>696,740.06</b>	

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

MELANIE JEWELL, SELECTPERSON \_\_\_\_\_  
 RICHARD W. DAMREN, JR., V. CHAIR \_\_\_\_\_  
 DANIEL NEWMAN, SELECTPERSON \_\_\_\_\_  
 ERNST MERCKENS, SELECTPERSON \_\_\_\_\_  
 BARBARA ALLEN, SELECTPERSON \_\_\_\_\_  
 M. ANTHONY WILSON, TOWN MANAGER \_\_\_\_\_

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 6, 2021  
Re: Town Manager's report

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Sharon Mann, Invasive Aquatics Program Manager for the 7 Lakes Alliance, contacted me about placing the attached **signage at the Wings Mill Dam**. As you know, variable milfoil infestation in the Belgrade Stream is a problem. One concern is the possibility of plant fragments being introduced to Long Pond via fishing gear at Wings Mill Dam, which separates Belgrade Stream from Long Pond. 7 Lakes Alliance has proposed adding the Town's logo to the signage. I support this effort.

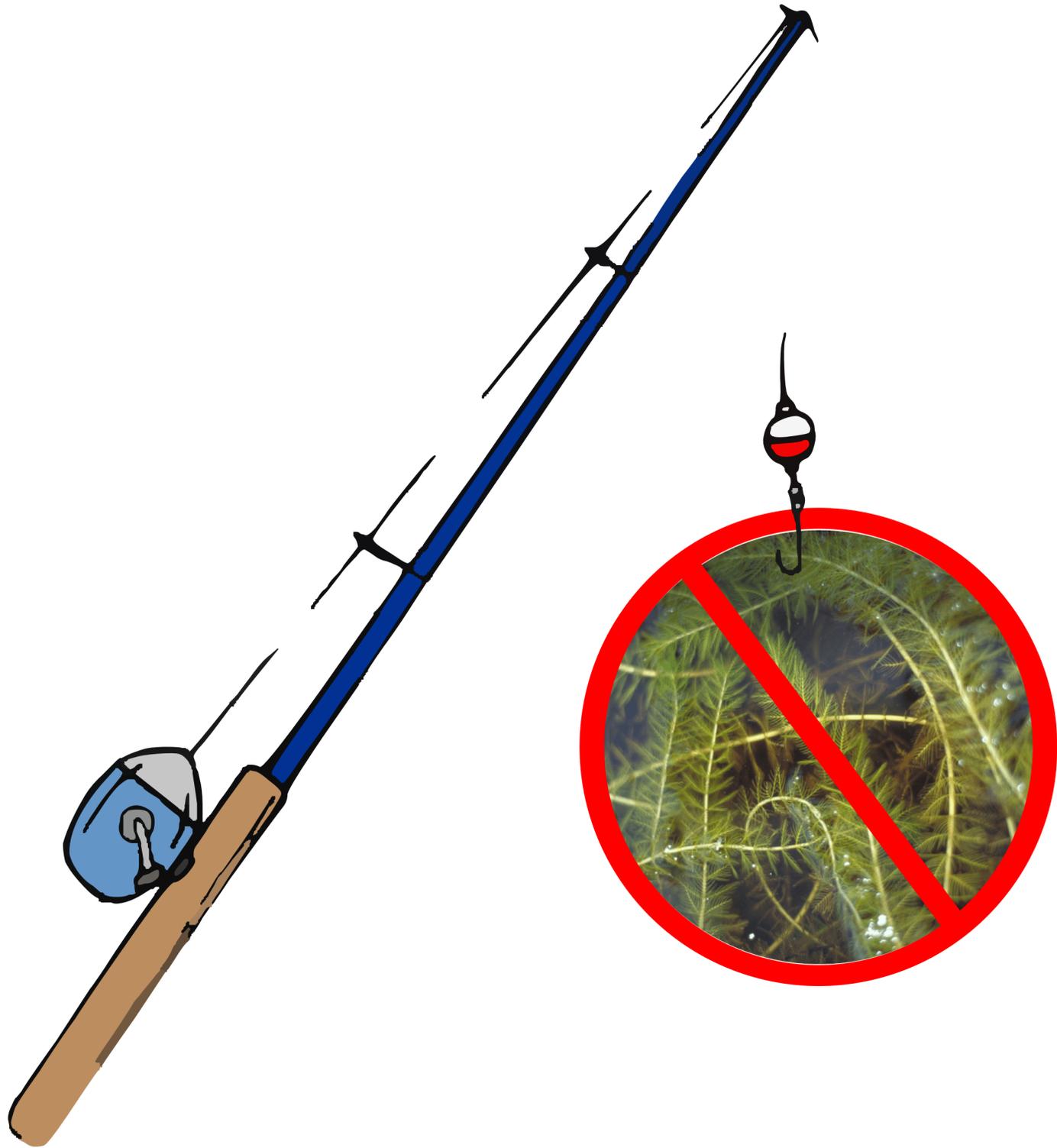
The Planning Board wants to continue meeting at 6 p.m. Given the length of **Planning Board meetings**, that seems wise. As you know, the Town Office is open until 7 p.m. on Thursdays. Code Enforcement Officer Gary Fuller says he rarely has customers between 5 p.m.-7 p.m. on Thursdays. (He attributes this to the increase in his hours – and, thus, his availability.) He wants to accommodate the Planning Board's wish to meet at 6 p.m. by briefly stepping out of meetings should a customer need him. We'd like to try this on a trial basis to ensure it is workable. Another option would be to offer extended hours another night.

Mac Stocco asked that you be updated on progress of the **first-responders memorial** group. Mac reports the committee received a presentation from Provost Memorials, which offered a couple of beautiful granite/stone designs to consider. The group will hear a presentation later this month from another vendor about a glass-based monument (like the State EMS monument in Augusta). The committee will then spend the rest of that meeting narrowing possibilities. The hope is to then write an article for the town newsletter, as well as the Summertime in the Belgrades newspaper, and spend August and early September discussing ideas with the public. They will then meet again in late September to formally vote on a recommendation to send to the Selectboard.

We will participate with a KVCOG-organized **household hazardous waste event** July 11 in Readfield. (See attached.) Transfer Station Director Ken Scheno encouraged KVCOG to host a summertime event so our seasonal residents could participate. We will also continue to participate in the fall event in Winslow.

# Cast Carefully

# Don't Spread Invasive Milfoil



**There is invasive milfoil below the dam,  
check all lines and tackle for plants.**



Ensuring Our Future

# Free Event

Hosted by your Town and the Kennebec Valley Council of Governments

July 11th, 2021 at the Readfield Transfer Station 14

Recycle Rd, Readfield 8am - Noon

## Household Hazardous Waste collection for Readfield, Wayne, Fayette, & Belgrade

### Do Bring:



All Battery Types



Unwanted mixed and unmixed fuels. (Gasoline, Diesel, Kerosene, etc.)



Unused Liquid Paint (Paint does not need to be mixed with sand or sawdust)



Household cleaners, chemicals and pesticides.



TV's Computers, and other electronic waste



Fluorescent bulbs (CFL's)



Unused or unwanted pharmaceuticals

### Please Do Not Bring:

- Explosives & Ammunition
- Recyclable Items (Cardboard, all Plastics #1- 7, Glass, Metal, Aluminum)
- Solid Waste/Trash
- Textiles (Clothing, Shoes, Bags, Bedding, etc.)
- Asbestos Containing Materials
- Large quantities of waste (ask first)
- Commercial waste or waste from a business

### **Pre-registration at your Town Office is required!**

You will be assigned a time to arrive at the Transfer Station. Early arrivals may need to wait. Questions on accepted materials can be directed to your Town Office or to Gabe Gauvin:

KVCOG Environmental Planner  
207-453-4258 ext. 220  
[ggauvin@kvkog.org](mailto:ggauvin@kvkog.org)

