

Town of Belgrade
Board of Selectpersons
July 20, 2021 / 6:30 p.m.

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

A G E N D A

1. PUBLIC HEARING on remote meetings policy

Call to Order and Pledge of Allegiance
Open Meeting

2. PUBLIC COMMENT

3. OLD BUSINESS

- A. Approval of July 6, 2021, and July 15, 2021, **Selectboard minutes**.
- B. Discussion and consideration of a **remote meetings policy**.
- C. Discussion and consideration of **veterans memorial improvements**, including sidewalk extension, solar lighting and bench.

4. NEW BUSINESS

- A. Consideration of accepting Gary Mahler's resignation as chair of the ad-hoc **Committee on Senior Resources**, and of appointing Mary Vogel and Tasha Stevens as co-chairs.
- B. Discussion and consideration of **snowplowing contract**.
- C. Discussion and consideration of acquiring a **Transfer Station office**.
- D. Appointment of Town's **harbormaster**.
- E. Discussion of potential transition to a **July 1 fiscal year**.
- F. Discussion of **seasonal residents' meeting**.

5. WARRANT

6. TOWN MANAGER REPORT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Remote meetings policy

Per the new state law, the Board of Selectpersons must conduct a public hearing on a proposed remote meeting policy prior to considering and adopting a policy. Attached is the proposed policy, which the Selectboard discussed and voted to advance on July 15. This policy reflects the new law, is based on a policy adopted by the Town of Orono, and incorporates the changes the Selectboard discussed last week. Those changes are highlighted in yellow.

Also attached is a Maine Municipal Association legal opinion regarding previously raised questions about remote meetings.

Should the Board approve a policy following the public hearing, it will be effective Aug. 1. The Aug. 3 Selectboard meeting would be the Town's first hybrid meeting at which board members would meet in person, unless they qualify for one of the exceptions outlined in the policy, and the public could attend either in person or remotely.

The initial test run of the technology to allow hybrid meetings was a success. We will be conducting further testing leading up to Aug. 3 in an effort to identify and address potential kinks.

REMOTE PARTICIPATION POLICY

Town of Belgrade, Maine

This Remote Participation Policy is intended to establish guidelines on the practice of remote participation by members of the Town of Belgrade's public bodies.

I. Purpose Statement

Maine law (Title 1 M.R.S. § 403-B) allows members of public bodies, in limited circumstances, to participate remotely in public meetings. While all members of the Town's public bodies should endeavor to attend meetings in person, the law seeks to promote greater participation in government meetings by allowing members to participate remotely when physical attendance is not practical.

II. Adoption of Remote Participation

This Policy is adopted in accordance with 1 M.R.S. § 403-B and the Town of Belgrade Board of Selectpersons' approval.

This Policy applies to all public bodies of the Town of Belgrade that are subject to the Maine Freedom of Access Act's (1 M.R.S. §§ 400 et seq.) public meeting requirements, including the following: Board of Selectpersons; Planning Board; Board of Assessment Review; Board of Appeals; and all committees and subcommittees, whether such public bodies are appointed or elected.

Where this Policy is more stringent than 1 M.R.S. § 403-B, this Policy shall control.

III. Permissible Reasons for Remote Participation

Members of all public bodies are expected to be physically present for public meetings, except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include, but is not necessarily limited to, the following:

- 1) Illness, other physical condition or temporary non-scheduled absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under 1 M.R.S. § 406. Allowed non-scheduled absences include last-minute doctor's appointments, emergency work-related call-outs, vehicle breakdowns, family emergencies; special meetings called while away on a scheduled vacation or scheduled work travel. **The Board of Selectpersons may vote to allow other exceptions.** Scheduled absences not allowed include vacations scheduled during normal board and committee meetings, work-related travel scheduled during normal board and committee meetings, and an extended change of residence for seasonal travel; and
- 2) The existence of an emergency or urgent issue that requires the public body to meet by remote means. It is the express desire of the Selectboard that remote participation in

meetings be an infrequent event, for both individual board members and the Town's public bodies as a whole. The Selectboard chair will consult with other Selectboard members in reaching a consensus of at least three members whether to allow or not allow remote participation. That decision shall be final and shall not be appealable. Chairs of other public bodies shall interpret this Policy strictly and their decision to allow or not to allow remote participation shall be final and shall not be appealable.

IV. Procedures for Remote Participation

Any member of a public body who wishes to participate remotely shall, at least 24 hours but not less than 12 hours prior to the meeting, notify the Chair (or the Chair's designee) and staff assigned to support the public body of his or her desire to do so and the reasons and facts supporting the request.

- 1) Notice of the meeting must be provided in accordance with 1 M.R.S. § 406. When authorized under law or this Policy to attend by remote methods, said notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The public body may not determine that public attendance at a meeting will be limited solely to remote methods, except in circumstances where the public body must meet by remote methods.
- 2) Prior to the meeting the Chair or town manager shall make every effort to ensure the equipment is available and function properly. If the required equipment is not available, then the Chair shall deny the request for remote participation.
- 3) At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall be recorded in the meeting minutes.
- 4) All votes taken during any meeting in which a member participates remotely shall be by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public.
- 5) A member participating remotely for an executive session shall affirm at the start of such session that no other person is present and/or able to hear the discussion at the remote location and that the session is not being remotely recorded by any device.
- 6) A member of the public body who participates in a public meeting by remote methods is present for purposes of a quorum and voting.

V. Minimum Requirements for Remote Participation

- 1) Except when an emergency or urgent issue requires the public body to meet by remote means, at a minimum, the person authorized to chair the meeting shall be physically present at the meeting.

- 2) Members of the public must be afforded a meaningful opportunity to attend by remote methods when members of the public body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.
- 3) If the public body allows or is required to provide an opportunity for public input during the meeting, then an effective means of communication between the members of the body and the public must be provided.
- 4) The public body shall make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the meetings of the public body in person, as long as additional costs are not incurred by the public body.
- 5) Members of the public body who participate remotely and all persons present at the meeting location shall be clearly seen and heard if using video technology, and clearly heard if using only audio technology, by the other members of the public body and the public.

VI. Acceptable Methods of Remote Participation

- 1) Telephone, internet or satellite-enabled audio or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability.
- 2) Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible and, if possible, clearly visible to all persons present at the meeting location.
- 3) Public meetings shall not be conducted by text-only means, such as e-mail, text messages, or chat functions.
- 4) The public body shall determine which of the acceptable methods may be used by its members.
- 5) If technical difficulties arise as a result of utilizing remote participation, then the Chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with the remote participant's ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred

and subsequent reconnection, if achieved, shall be noted in the meeting minutes. A remote participant who is unable to reconnect shall be noted as absent.

This policy was adopted on July 20, 2021, by the Belgrade Board of Selectpersons, effective Aug. 1, 2021.

Melanie Jewell, Chair

Rick Damren, Vice Chair

Ernst Merckens, Selectperson

Dan Newman, Selectperson

Barbara Allen, Selectperson

From: [Legal Services Department](#)
To: [Anthony Wilson](#)
Subject: RE: Belgrade - Legal Information Request - MMA's sample remote meeting policy
Date: Wednesday, July 7, 2021 3:48:47 PM

EXTERNAL MESSAGE:

Anthony,

As I read the law, it allows a board member to participate via remote means when a “temporary absence from the jurisdiction of the body” causes a member of the body to face significant difficulties traveling to and attending the meeting in person. Although this phrase is in the same paragraph as the “temporary illness” and “other physical condition” language, it is separated by an “or” in the paragraph. I don’t see anything that requires that a “temporary absence” from the town be related to a medical condition. The board could certainly also check with the town’s private attorney to get a second opinion as this is a new law and it is possible that attorneys may interpret it differently.

I would also point out that the law allows, but does not require, the board to allow its members to participate via remote means. The Belgrade selectboard does not have to allow its board members to attend via remote means at all. I also don’t see anything in the law that would prevent a board from adopting a stricter remote meeting policy that only allows board members to participate via remote means when a medical condition prevents in-person attendance. The law and any additional limits the selectboard places on its members also in no way would prevent the board from routinely offering a “remote option” for the public to view selectboard meetings.

Regarding the examples that you shared, I do think the law would allow board members who were out of town on business, vacation or seasonal relocation to participate via remote means, as the law doesn’t require any showing as to why the board member is temporarily absent. Again, this does not mean that your board must allow for these situations. The board could adopt a policy that restricts remote participation to those members that are unavoidably out of town, or adds some additional criteria for “temporary absences.” The challenge will be in drafting workable language and then deciding how board members would document compliance with the policy limits. You could work with the town’s attorney to add these types of limits if the board wishes.

Concerning snow storms, they could possibly be considered emergency situations that require an entirely remote meeting. A severe snowstorm may inhibit travel even across town and might require a meeting via remote means. I think the board would also have to consider whether postponement would be more appropriate – I think this would depend on the urgency of the agenda items for the meeting. Remember, however, that the law requires that an in-person location be provided unless there is an emergency. For that reason, I think the snowstorm would have to be severe and the agenda items important in order to justify a fully remote meeting. I tend to think the exception for “emergencies” and “urgent issues” is meant to apply to situations where it is not possible for anyone to be there in-person and not possible for the public to be given an in-person option. If the board has the option of having some members physically present and maintaining an in-person option for the public by excusing a few board members to attend remotely, that is likely the preferred course of action.

I hope this is helpful. Please let me know if you have any questions.

Susanne F. Pilgrim, Esq., Director

Legal Services Department

Maine Municipal Association

60 Community Drive, Augusta, ME 04330

Phone: 207-623-8428

1-800-452-8786 (in state)

FAX: 207-624-0187

legal@memun.org

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From: Webmail

Sent: Wednesday, July 7, 2021 11:20 AM

To: Legal Services Department <legal@memun.org>

Subject: Belgrade - Legal Information Request - MMA's sample remote meeting policy

Legal Services - Web Member Inquiry - Anthony Wilson - Town of Belgrade

Municipality	Town of Belgrade
Subject	MMA's sample remote meeting policy
Full Name	Anthony Wilson
Title	Town Manager

Email Address	townmanager@townofbelgrade.com
Telephone	207-495-2258
Fax Number:	

Address	990 Augusta Road
City/ Town	Belgrade
Zip	04917

Comments:

Belgrade's Selectboard is considering adopting the MMA's sample policy regarding remote meetings, but we need some clarification. The policy reads, "Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet remotely or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location." The Selectpersons want to know if a "temporary absence of a member that causes significant difficulty traveling to the meeting location" would include someone who is not

physically present because of their work. For instance, last night, a Selectman participated remotely from Pennsylvania, where he was away on business. Moving forward, would that be allowed under the law? What about if someone is away on vacation? Similarly, would a seasonal resident who lives away four or five months out of the year be eligible to serve on a Town committee and participate remotely? Is that an allowable exception? One of our Selectpersons is a state representative, and he said the intent of the law to allow remote participation by decision-makers was meant to be a matter of protecting people with compromised health. He was doubtful that work or vacation would be allowable exceptions, but he wanted the opinion of your legal staff. Also, in the case of a snowstorm that impedes safe travel, we suppose a board could meet remotely in that circumstance. Or would it be more advisable to postpone that meeting to another date? Thanks in advance for your help.

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

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

<https://youtu.be/n1DhrOuPnR8>

MINUTES

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

In attendance: Town Manager Anthony Wilson, Jack Sutton, Town Clerk Mary Vogel, Gary Mahler, Treasurer Nick Poole, Ruth Dunbar and John Testa of Bar Harbor Trust Services, Transfer Station Director Ken Scheno, Bruce Galouch, Michael Barrett, Recreation Director Lily Schubert, Tom Dowd.

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 15, 2021, and June 21, 2021, **Selectboard minutes.** Mr. Damren moved approval of the June 15, 2021, minutes. Mr. Merckens seconded. Motion approved 4-0. Mr. Newman abstained because he was absent from the meeting. Mr. Damren moved approval of the June 21, 2021, minutes. Ms. Allen seconded. Motion approved 5-0.
- B. Discussion and consideration of **2021 tax commitment.** The town manager explained RSU 18 will have more details next week about how its increased state funding will impact Belgrade's assessment and tax commitment. Mr. Damren moved to have a special meeting at 6:45 p.m. July 15 to commit taxes. Mr. Newman seconded. Motion approved 5-0.
- C. Discussion and consideration of **additional paving at Transfer Station.** Ms. Jewell moved to approve the additional excavation, grading and paving by Bonneau & Son Excavation at a cost of \$6,990 to be funded through the solid waste capital reserve. Mr. Damren seconded. Motion approved 5-0.
- D. Discussion and consideration of **Parks & Recreation job descriptions.**
 - 1. Custodian. Ms. Allen moved approval. Mr. Damren seconded. Motion approved 5-0.
 - 2. Camp counselor. Mr. Damren moved approval. Ms. Allen seconded. Motion approved 5-0.

3. NEW BUSINESS

- A. **Committee reappointment** – Carol Johnson, Budget Committee. Ms. Jewell moved approval. Mr. Damren seconded. Motion approved 5-0.

- B. Discussion and consideration of **investment management services contract**. Mr. Damren moved to accept the Budget Committee's recommendation to retain Bar Harbor Trust Services as the Town's investment manager. Ms. Jewell seconded. Motion approved 5-0.
- C. Discussion and consideration of issues related to **remote meetings**:
1. Adoption of a remote meeting policy. The Board will discuss this further at its July 15 special meeting, allowing the town manager to gain clarity from the Maine Municipal Association about whether work assignments and vacations are allowable exceptions under the new remote meeting law. The Board will conduct a public hearing and consider approval of a policy at its July 20 meeting.
 2. Purchase of technology to facilitate remote meetings. Mr. Damren moved approval of the purchase of a Meeting Owl device and two 55-inch screens to accommodate hybrid meetings. Mr. Newman seconded. Motion approved 5-0.
- D. Discussion and consideration of a policy regarding **painting no parking zones**. Mr. Damren moved to table the item until July 15 to allow the Roads Committee to discuss it and to obtain pricing for no-parking striping in the village. Mr. Newman seconded. Motion approved 5-0.
- E. Discussion and consideration of a property **tax abatement** totaling \$330.67. Mr. Damren moved approval. Mr. Newman seconded. Motion approved 5-0.
4. **WARRANT**. Ms. Jewell moved approval of warrant No. 75 for \$696,740.06. Mr. Damren seconded. Motion approved 5-0.
5. **TOWN MANAGER REPORT**. The Board was agreeable to new signage at Wings Mills Dam warning of infesting Long Pond with milfoil attached to fishing tackle, and to continuing to have Planning Board meetings at 6 p.m. and allowing the Code Enforcement Officer to step out of the meetings for customers that need him between 6 p.m. and 7 p.m. on meeting nights. The first-responders memorial group intends to bring a recommendation to the Board in September after having public forums to discuss potential memorials.

Mr. Damren moved to adjourn. Mr. Newman seconded. The motion was approved 5-0. The meeting adjourned at 8:49 p.m.

Town of Belgrade
Board of Selectpersons
July 15, 2021 / 6:45 p.m.

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

<https://youtu.be/Gm1Zzcqodu4>

MINUTES

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

In attendance: Town Manager Anthony Wilson, Jack Sutton, Assessor Rob Duplisea, Treasurer Nick Poole, Dick Bourne, Bill Pulsifer, Bruce Galouch, Tom Dowd.

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. Ms. Allen seconded. Motion approved 4-0. (Mr. Newman had not yet joined the meeting.)

1. PUBLIC COMMENT. There was no public comment.

2. OLD BUSINESS

- A. Discussion and consideration of **2021 tax commitment**. Ms. Jewell moved to approve a mil rate of 15.38 with an overlay of \$86,781.76. Mr. Damren seconded. Motion approved 5-0.
- B. Discussion and consideration of issues related to **remote meeting policy**. Ms. Jewell moved to advance a proposed remote meeting policy to a public hearing on July 20. The policy is based upon a policy adopted by the Town of Orono with proposed changes discussed by the Board. Ms. Allen seconded. Motion approved 4-1, with Mr. Damren opposing.
- C. Discussion and consideration of a policy regarding **requested signage and striping**. Mr. Damren moved approval of the policy as recommended by the Roads Committee. Ms. Allen seconded. Motion approved 5-0.
Ms. Jewell moved to approve a recommendation to add striping to a West Road hill. Ms. Allen seconded. Motion failed 1-4, with Mr. Merckens favoring.

Mr. Damren moved to adjourn. Ms. Allen seconded. Motion approved 5-0. The meeting adjourned at 7:38 p.m.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Veterans memorial update

As briefly mentioned at the June 15 Selectboard meeting, the volunteer group that initially planned on enlarging the veterans memorial in the village would like to make some minor improvements to the monument, including extending the brick sidewalk up to the memorial, illuminating it with solar lighting, and adding a bench. Gary Mahler will attend the meeting to talk about the proposed upgrades.

Memo

To: Board of Selectpersons
From: Mary Vogel, Town Clerk and Senior Resources Committee member
Date: July 20, 2021
Re: Committee on Senior Resources

Tasha Stevens and I are interested in re-establishing the ad-hoc Committee on Senior Resources. The group was unable to meet during the pandemic, and Gary Mahler has submitted his resignation as the group's chair. (He is agreeable to continuing to serve as a committee member.) Because the Board of Selectpersons established this committee, you must formally accept Mr. Mahler's resignation and allow the ad-hoc committee to re-structure the chairmanship. Instead of a single chair, Ms. Stevens and I would like to work together as co-chairs.

TOWN OF BELGRADE

Ad hoc Committee on Senior Resources

I. Authority

The formation of an ad hoc Committee on Senior Resources (the Committee) was approved by the Board of Selectpersons on July 17, 2018.

II. Purpose

The purpose of this Committee is to review and make recommendations regarding existing services, programs, etc. available to Belgrade's senior citizens. The Committee will also identify the need for and advocate for additional services and programs that would support and promote the financial and social independence of the elderly.

III. Committee Structure and Appointment

- A. The Committee Chairperson will determine the number of members. Members will serve until the ad hoc Committee and/if a new standing committee is formed.
- B. The make-up of the Committee will be left to the discretion of the Chairperson.
- C. The Chairperson will be appointed by the Board of Selectpersons and will serve until the work of the committee is complete or the establishment of a formal committee is approved by the Board of Selectpersons.

IV. Meetings

- A. The committee will meet as necessary to fulfill its charge.
- B. Committee meetings will be posted on the Town's Calendar.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Snowplowing, sanding and ice control RFP

The Board on June 8 approved the Request for Proposals for snowplowing, sanding and ice control following the expiration of the Town's most recent three-year contract. The RFP was advertised on the websites of the Town and the Maine Municipal Association. We received one bid (see attached) – from the Town's current contractor, Warren Brothers Construction. Warren Brothers have provided responsive and reliable service.

The bid is for a cost of \$296,039.91 the first year, \$304,921.59 the second year and \$314,092.89 the final year. By comparison, this year we spent \$261,623.40 on plowing and sanding.

Warren Brothers chose not to bid on the alternate proposal for also plowing routes 27 and 8/11.

The Warren brothers have said this may be the last contract on which they will bid. If that's the case, the Town should begin discussing contingencies for 2025 and beyond.

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

INVITATION TO BID FOR:

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

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

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

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

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

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

STANDARD INSTRUCTIONS TO BIDDERS

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

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

TOWN OF BELGRADE

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

BELGRADE, MAINE

KENNEBEC, COUNTY

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

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

SOUTH BELGRADE ROADS

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

Mill Stream Drive	Wings Mills Rd.	End of Pavement & Turn-around	<u>0.60</u>
		TOTAL	34.65

NORTH BELGRADE ROADS

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

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

2) The **CONTRACTOR AGREES** to furnish adequate and satisfactory motor-driven equipment and manpower to efficiently perform winter road maintenance.

3) The **CONTRACTOR AGREES** to furnish a minimum of the following equipment to perform this task:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

THE TOWN

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

ATTACHMENT "A" **PAY SCHEDULE**

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

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

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

TOWN AND CONTRACTOR:

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

BID FORM
CONTRACTOR'S INFORMATION
SNOW PLOWING, SANDING & ICE CONTROL CONTRACT

Bidder: Warren Brothers Travis Warren
Company Name Contact Person
168 Warren Hill Rd 207-314-6403
Street Address or P.O. Box Telephone Number / cell number
Smithfield Me. 04928 01-0516894
City, State and Zip Bidder Tax I.D. # (Employer or Soc. Sec #)
314-6402 314-6403 warren bros @ hotmail. com
24 hr. Dispatch Phone Number(s) e-mail address

PROPOSAL

CONTRACTOR OFFERS THE FOLLOWING BID FOLLOWING THE ABOVE BID SPECIFICATION:

2021-2022 year at \$ 6,133.00 per mile for 48.27 MILES at total bid of:

\$ 296,039.91

2022-2023 year at \$ 6,317.00 per mile for 48.27 MILES at total bid of:

\$ 304,921.59

2023-2024 year at \$ 6,507.00 per mile for 48.27 MILES at total bid of:

\$ 314,092.89

Total contract for three years is offered at \$ 915,054.39

The **TOWN** reserves the right to take actions to decrease the cost per mile as provided for in #1 of The **TOWN** responsibilities, and providing that all provisions of this contract are satisfactorily performed.

THE CONTRACTOR WILL HOLD THE ABOVE FIGURES FOR THIRTY (30) DAYS OR UNTIL CONTRACT IS SIGNED BY BOTH PARTIES.

THIS AGREEMENT MAY BE TERMINATED upon a 30-day written notification by either party between May 1 and August 31 of each contract year and will be automatically renewed on September 1 of each contract year and runs through until May 15 of the following year; should no notice of termination be executed by either party.

ALTERNATE BID

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

STATE OF MAINE ROADS

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

PROPOSAL

CONTRACTOR OFFERS THE FOLLOWING BID FOLLOWING THE ABOVE BID SPECIFICATION:

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

\$ _____;

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

\$ _____,

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

\$ _____;

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

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Transfer Station office

The Transfer Station budget includes \$10,000 for a new office. On Monday, July 12, the Transfer Station and Recycling Committee recommended purchasing a prefabricated 10-foot-by-16-foot shed from Bonneau & Son Excavation for \$4,000 to convert into an office. (Photos are attached.) The price includes delivery. The unfinished shed has 2x4 wall construction and 2x6 floor construction with a metal roof.

Hammond Lumber reported lumber prices have doubled in the past year, making new construction cost prohibitive. Purchasing a prefabricated structure also lessens the indirect labor costs of construction. Attached is a \$3,464.80 estimate from Hammond for interior finish materials – a door, windows, insulation and interior walls.

Additionally, Generators of Maine has quoted a price of \$2,900 for electrical work. (See attached.) Bob the Plumber has quoted a price of approximately \$2,400 for installing heating.

All totaled, the estimated cost of the office project is approximately \$12,765. The costs above \$10,000 can be easily absorbed in the Transfer Station budget. Through 50 percent of the budget year, the Transfer Station had spent only 41 percent of its \$268,800 budget.





Shed door open (Photo)



Hammond Lumber - Belgrade

2 Hammond Drive
Belgrade, Maine 04917
(207) 495-3303 Fax: 207-495-2304
ebridges@hammondlumber.com

21 LOCATIONS ACROSS MAINE

Auburn • Bangor • Bar Harbor • Belfast • Belgrade • Blue Hill • Boothbay Harbor
Brunswick • Bucksport • Calais • Camden • Cherryfield • Damariscotta • Ellsworth
Fairfield • Farmington • Greenville • Machias • Portland • Rockland • Skowhegan

www.hammondlumber.com

TAKEN BY: MICHAEL PLEAU BELx157
CONTACT: ERIK BRIDGES BEL x103
QUOTE NUMBER: 1202825
QUOTE NAME: NEW BUILDING 10X16
SETUP DATE: 07/12/2021
START DATE: 07/12/2021

Estimate

Expiration Date: 07/14/2021

Prepared For: (1277054-12)
BELGRADE - TRANSFER STATION
RR2 BOX 912
BELGRADE, ME, 04917

Phone: (207) 495-2258

Cell:

Fax:

Email: treasurer@townofbelgrade.com

ITEM	DESCRIPTION	QTY / UOM	PRICE / UOM	EXTENDED	OPTIONS
315K155	3 1/2"X15"X93" CT KRAFT BATT R11 155 SF 16PC/BAG 990215	3 BAG	63.39 BAG	190.17 N	
1224K64	12X 24X 48 CT KRAFT BATT R38 64.00SF 8PC/PKG 990135	3 BAG	75.19 BAG	225.57 N	
248BLUE	2"X4'X8' S/E STYROFOAM SCORED 25 PSI R10.0	5 EA	43.05 EA	215.25 N	
RCBR2315	ROCKWOOL 5 1/2"X15 1/4"X47" COMFORT BATT R-23 39.8SF/BAG 8 PCS/BAG #168618 BAG UPC# 774783435600 (PACK#168618) (12/PALLET#291368)	4 BAG	55.95 BAG	223.80 N	
SS30206R	3/0X6/8 SMTH STAR#206 1-LITE RH 4-9/16 FF W/ROTPROOF BTM FF-908 BNL TRU-DEFENSE ADJ SILL S302064R	1 EA	521.49 EA	521.49 N	
ENC3660SHNGJ	ENCOMPASS SH *EGRESS* WHT IG NO GRID R.O.36"X60" W/ FIN & J HALF SCREEN	4 EA	178.13 EA	712.52 N	
110SL	7/8X10 RGH 1 SIDE SHIPLAP	800 LF	1.72 LF	1,376.00 N	
				Quote Total	\$3,464.80

Sales Tax Not Included

******* TERMS OF ESTIMATE *******

Upon request, your Hammond Lumber Company salesperson will provide an updated quotation after the estimate date has expired.

Due to various methods of construction and building practices, we recommend that you supply your own material list to be priced. Material lists created by Hammond Lumber represent only our best estimate of the required quantities needed to complete your project. Hammond Lumber Company assumes no responsibility for the accuracy of the quantities.

Some materials contained in this estimate may be used to meet the standard MUBEC code requirements. It is the responsibility of the owner/builder to check with the local code official to ensure proper compliance to the established codes.

If allowance figures have been used in this estimate, they represent approximate costs based only on past experience with similar projects. Hammond Lumber Company assumes no responsibility for the accuracy of allowance estimates.

Spruce items priced out by the LF in the quote include 10', 12', 14' & 16' lengths only.

Pine items priced out by the LF in the quote include 6', 8', 10', 12', 14' & 16' lengths only.

Line items that are marked "options" are not included in the subtotals of the estimate.

******* KITCHEN & BATH *******

Since 1969, Hammond Lumber Company has designed kitchen and baths for homeowners. We offer the largest kitchen/bath showroom in the state - featuring over 70 display kitchens. We recommend that you meet with one of our designers and turn your ideas into a three-dimensional drawing using our state of the art 20/20 computer design system.

Hammond Lumber Company can special order over eighteen cabinetry lines including (but not limited to) the following high quality lines such as OMEGA/DYNASTY, KRAFTMAID, CANDLELIGHT, HOMECREST, SCHROCK, MERILLAT, AND CONTRACTOR CHOICE as well as a selection of fine line bath cabinetry.

We offer Wolf Cabinetry, kitchen cabinets, vanities and vanity tops in quick ship programs, usually one week or less. Hammond Lumber Company has available Moen and Danze kitchen, bath and shower faucets. Twenty-four hour delivery is guaranteed on all IN-STOCK cabinetry, vanities, countertops and hardwood flooring.

In Belgrade see Kim Sylvester, Chip Gay, Amy Evans, Elizabeth Babb, or Sam Smith or Lori Witham or call them at 1-800-439-2354.

******* FLOORING *******

Hammond Lumber Company offers a complete line of flooring to meet all of your needs.

We stock unfinished red oak and pre-finished white oak.

We are an exclusive Home Foundations distributor of Shaw Carpet. We offer hundreds of colors in Saxony, Textures, Multi-Colors, Berbers and Commercial.

We offer Congoleum, Armstrong, Tarkett and Mannington vinyl floors in all the latest colors and styles.

In wood, we carry Hartco, Mannington, unfinished strip, engineered and prefinished. We offer Uniclic-Quickstep, Pergo, Formica, Wilsonart and Mannington laminated floor systems.

Ceramic tile from Marazzi, Dal-tile, American Olean, Arte, Flordia, Florim, Granite and Marble tile.

Hammond Lumber Company offers free room measurements, estimates and guarantees our professional installation.

In Belgrade see Kim Sylvester or call her at 1-800-439-2354.

GENERATORS OF MAINE, INC.

WE SELL AND SERVICE ALL MAJOR GENERATOR BRANDS

PROPOSAL

262 AUGUSTA ROAD, BELGRADE, ME 04917

OFFICE (207)495-2285

FAX (207) 495-3300

Doug cell (207) 215-0617

Dan Cell (207) 446-0603

Date July 16, 2021

Name: Town of Belgrade

Address: Transfer station road

Job Name: 10'X16' office building

Description of work:

- Disconnect existing power so old building can be removed
- Re-connect power to new building
- Install a new electrical panel
- Install 10 receptacles
- Install 2 light switches by the entry door one for interior lights and one for outside
- Install 4 LED wraps
- Install one outside GFCI receptacle
- Install a circuit for the Rinaii heater

Total Price: \$2,900.00

We propose to furnish material and labor to the specification in the description of work.

Payment: Upon completion of the job

This price is valid for 60 days unless agreed upon in writing for a longer period of time. All material and workmanship are guaranteed for 1 year. Any changes to the description above will require a written change order and will be added to the cost of the job.

Dan MacKenzie

Authorized signature
Generators of Maine

Owner

Date of acceptance _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Harbormaster appointment

In the wake of the voters' approval of the Moorings Ordinance, we failed to formally appoint a harbormaster, per the requirements of state law and of Section 9 of the ordinance. (See attached.) The ordinance says the Town's Code Enforcement Officer may also serve as the harbormaster. The Moorings Ordinance has not placed any additional burden on CEO Gary Fuller, who will soon engage in formal harbormaster training. I recommend Mr. Fuller be appointed the Town's harbormaster.

Section 9 Harbormaster

The Selectboard shall appoint a harbormaster to carry out and enforce provisions of this chapter. The harbormaster shall be appointed for a term of no less than one year in accordance with the requirements of 12 M.R.S.A. § 13072 and this chapter. The Town's code enforcement officer may also serve as its harbormaster.

Section 10 Enforcement; violations and penalties

- A. The harbormaster shall determine whether provisions of this chapter have been violated. The Selectboard, together with the harbormaster, shall assess the nature and severity of the violation and shall take the necessary course of corrective action, which may include assessment of a penalty. If an illegally placed mooring is not removed within 14 days after a notice of violation has been sent by certified mail and regular United States mail to the property owner's address as listed in the Town's property tax commitment book, the harbormaster may remove the mooring. The mooring's owner shall be responsible for all expenses incurred in the removal, including legal fees.
- B. Any person who violates any provision of this chapter shall be subject to a civil penalty of not less than \$100 and not more than \$2,500 for a first violation. The violator may be ordered to correct or abate the violation unless the court finds that such action will create a threat or hazard to public health or safety, substantial environmental damage, or substantial injustice. Each day that such a violation continues to exist shall be considered a separate violation. This chapter shall be enforced pursuant to 30-A M.R.S.A. § 4452. The failure to obey the lawful order of a harbormaster shall be punished as a Class E crime pursuant to 38 M.R.S.A. § 13.

Section 11 Appeals

Appeals by any person aggrieved by a decision, act, or failure to act by the harbormaster as it relates to the implementation and enforcement of this chapter shall be made to the Appeals Board. In all cases, a person aggrieved by an order or decision made or failure to act by the harbormaster shall file his appeal within 14 days of receipt of notice of the decision or order appealed. The appeal shall specifically describe the grounds for such action. The town clerk shall notify the Selectboard, the town manager, the harbormaster and the Appeals Board of the appeal. The Appeals Board will apply an appellate standard of review in a search for errors or inconsistencies supported by the evidence.

Section 12 Effective date

The Ordinance shall take effect upon voter approval.

Town meeting vote: March 20, 2021

Title 12: CONSERVATION
Part 13: INLAND FISHERIES AND WILDLIFE
Subpart 6: RECREATIONAL VEHICLES
Chapter 935: WATERCRAFT AND AIRMOBILES

§13072. Harbor masters on inland waters

1. Appointment, compensation. The municipal officers of a town that borders or contains inland waters but does not border or contain territorial waters may appoint a harbor master for a term of not less than one year and may establish the harbor master's compensation. Except as provided in subsection 2-A, the harbor master is subject to all the duties and liabilities of that office as prescribed by state law, municipal ordinances and rules promulgated by the municipality. The municipal officers may remove the harbor master from office for cause, declared in writing, after due notice to the harbor master and a hearing, if requested.

For purposes of this subsection, "territorial waters" has the same meaning as provided in section 6001, subsection 48-B.

[PL 2005, c. 492, §2 (AMD).]

2. Authority and responsibility. Except as provided in subsection 2-A, a harbor master appointed under this section shall enforce the watercraft laws of the State and the municipality on any water within the jurisdiction of the municipality.

[PL 2003, c. 614, §9 (AFF); PL 2003, c. 627, §4 (AMD).]

2-A. Authority to enforce invasive aquatic species laws. A municipality may appoint a harbor master whose only duties are to enforce the provisions of [section 13058](#) ([./12/title12sec13058.html](#)) and [section 13068-A](#) ([./12/title12sec13068-A.html](#)), subsections 1 and 15 on any water within the jurisdiction of the municipality.

[RR 2003, c. 2, §22 (COR).]

3. Jointly appointed harbor masters. The municipal officers of 2 or more municipalities that border on the same inland waters may jointly appoint a single harbor master who has authority over the jurisdictions of all the participating municipalities.

[PL 2003, c. 414, Pt. A, §2 (NEW); PL 2003, c. 614, §9 (AFF).]

4. Power to arrest for assault. The municipal officers may prohibit a harbor master from making an arrest or carrying a weapon. A harbor master who is not prohibited from making arrests may arrest and deliver to the law enforcement authorities on shore any person committing an assault upon the harbor master or another person acting under the harbor master's authority. A harbor master may not make arrests or carry a firearm unless the harbor master has successfully completed the training requirements prescribed in [Title 25, section 2804-I](#) ([./25/title25sec2804-I.html](#)).

[PL 2005, c. 492, §3 (NEW).]

5. Mooring sites. The regulation of moorings in inland waters is governed by ([./38/title38ch0sec0.html](#))([./38/title38ch0sec0.html](#))[Title 38](#) ([./38/title38ch0sec0.html](#)), except that ([./38/title38ch0sec0.html](#))([./38/title38ch0sec0.html](#))[Title 38](#) ([./38/title38ch0sec0.html](#)) may not be construed to require the municipal officers of a town that does not border or contain territorial waters to appoint a harbor master upon the request of a person desiring mooring privileges or the regulation of mooring privileges. Nothing in this subsection limits or expands a municipality's authority to regulate moorings under ([./38/title38ch0sec0.html](#))([./38/title38ch0sec0.html](#))[Title 38](#) ([./38/title38ch0sec0.html](#)) or as otherwise provided in law.

[PL 2005, c. 492, §3 (NEW).]

SECTION HISTORY

RR 2003, c. 2, §22 (COR). PL 2003, c. 414, §A2 (NEW). PL 2003, c. 414, §D7 (AFF). PL 2003, c. 614, §9 (AFF). PL 2003, c. 627, §§4,5 (AMD). PL 2005, c. 492, §§2,3 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

[Office of the Revisor of Statutes](#) (mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta,
Maine 04333-0007

Data for this page extracted on 11/25/2020 14:51:37.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Fiscal year survey results

A week before the pandemic struck, we were poised to launch an informational campaign about the benefits of a July 1 fiscal year. In February 2020, I noted two credible sources encouraged this: retired Town of Oakland CFO Doug Mather, a Belgrade resident and former Budget Committee member, and Farmington Town Manager Dick Davis, who has 37 years of town manager experience. Each told me a July 1 fiscal year makes the budget process smoother and clearer because we would have a better understanding of our state aid and of RSU 18 and county expenses. This year, we did not have a clear picture of the Town's apportionment to the school district until July 14. Every year, we and our auditors rush to complete the audit report for publication in the annual report.

A July 1 fiscal year would also allow the Town to forego a tax anticipation note (TAN) and its associated interest costs (\$17,900 in 2020) and legal fees (\$2,366 this year). A July 1 fiscal year allows for multiple tax payments throughout the year, negating the need for a TAN. That is, a smoother cash flow would end the need to borrow money before we receive property tax payments.

The Board of Selectpersons has the statutory authority to enact a fiscal year calendar. My research indicates the easiest transition involves a six-month (Jan. 1-June 30) bare-bones budget, followed by a 12-month July 1-June 30 budget. This would involve taxpayers making a minimum of two payments over 18 months, though they would still be paying the same amount they would otherwise owe over that span. My peers who have experienced such a transition have offered to help guide me through it.

The prior Selectboard expressed a desire to have a citizen endorsement at Town Meeting, which led to the proposal for an educational campaign. Attached are the findings of a citizen survey I conducted in 2019.

Who?

TOOK THE SURVEY



114

More than 100 **citizens** took the survey. 91% are full-time residents.



\$50K - 100K

Respondents' median **household income** is similar to Town's median of \$71K.



BS/BA

Median **education** level for respondents is a bachelor's degree.



94%

Almost all indicate **interest in Town affairs**. 54% attended Town Meeting in the last 3 years.



50 - 59

Respondents' median **age** is slightly higher than the Town's median age of 45.

TOWN OF BELGRADE

Budget survey

TOWN OF BELGRADE

This survey explores the question: **What is taxpayer perception of the transition from a calendar to a fiscal year?**

Belief was taxpayers oppose a move to a fiscal year due to a natural resistance to change. That proved to be **FALSE**.

Further, the belief was taxpayers do not understand the Town's budgeting process nor the benefits of moving to a fiscal year. That proved to be **TRUE**.

Survey was **conducted Oct. 24 to Nov. 10**. All responses were gathered via the Internet; no paper copies were returned. Only responses from full-time Belgrade residents were considered.

This was not a randomized survey of Belgrade's population or of likely Town Meeting participants. So, this is **not a representative sample**. That represents a threat to the findings' validity and reliability.

TOWN OF BELGRADE

What?

SIGNIFICANT FINDINGS



47%

Nearly half mistakenly believe the Town knows what the **property tax rate** will be when the budget is set.



71%

agree the Town's budgeting would be enhanced by being on the **same fiscal cycle** as RSU 18 and Kennebec County.



33%

One-third are unsure if they would **pay more property taxes** with a July 1-June 30 budget calendar.



47%

Nearly half disagree or do not know that a July 1 budget year would **save the Town \$30,000** in interest costs annually.

TOWN OF BELGRADE

Budget survey

TOWN OF BELGRADE

25% do not know if they would **pay taxes more frequently** with a July 1-June 30 budget year.

55% say they prefer to pay property taxes in **one large lump sum**.

46% are unaware a July 1-June 30 budget year would eliminate the need to **borrow \$2 million each year**.

51% agree the Town's **cash flow would improve** with a July 1-June 30 budget year, ending the need to borrow each year.

57% mistakenly believe the Town knows what its **property values** are before the budget is adopted.

41% do not know a July 1-June 30 budget year would **better link** the adoption of a budget to the setting of the property tax rate.

61% are unaware **most Maine towns** operate with a July 1-June 30 budget year calendar.

TOWN OF BELGRADE

Where now?

OPPORTUNITIES TO INFORM



76%

More than three-fourths are unconcerned about Belgrade having a **different budget calendar** than it ever has before.



55%

plan to **attend the Town Meeting** this March.



81%

are **willing to learn more** about a July 1-June 30 budget year.



97%

read the Belgrade Bulletin, the Town newsletter.

TOWN OF BELGRADE

Budget survey

TOWN OF BELGRADE

43% are willing to attend **public forums** on the topic. Another 44% said they may attend.

In addition to the 55% who plan to attend the **2020 Town Meeting**, another 28% said they may attend.

74% have visited the **Town's website** in the past month.

In addition to the 81% who are **willing to learn more** about a July 1-June 30 budget year, another 16.2% say they may be willing.

65% follow the **Town's Facebook page**.

TOWN OF BELGRADE

What next?

MOVING FORWARD

Understanding the financial benefits of a July 1-June 30 budget year, the Board of Selectpersons and the Town Manager should **engage in an informational campaign** to help citizens understand those advantages and to clarify misperceptions.

That campaign should **begin at the onset of 2020**, should include a short primer at the 2020 Town Meeting, and should **extend through the 2021 Town Meeting**, when citizens will be given a chance to vote on the matter.

The campaign should incorporate:

- Multiple **public forums**, each with a specific focus.
- Articles in each issue of the **Belgrade Bulletin**. Those pieces will also be shared with the local newspapers.
- Write-ups in each of the next two **Town Reports**.
- A dedicated **page on the new Town website**.
- A drumbeat of posts on the **Town's Facebook page**.

TOWN OF BELGRADE

Citizen Survey

Anthony Wilson
Town Manager

Town of Belgrade

Purpose

What is taxpayer perception of the transition from a **calendar year** to a **fiscal year**?

Town of Belgrade

Presentation

About the survey

Who took the survey

Significant **findings**

Opportunities

Recommendations

Town of Belgrade

About the survey

October 24 – November 10

All responses from **online**


Not a representative sample

Town of Belgrade

About the survey

Taxpayers oppose a move to a fiscal year
because of a

resistance to change. 

Taxpayers **do not understand** the
Town's budgeting or the benefits of a
fiscal year calendar. 

Town of Belgrade

Who took the survey



114
respondents

Town of Belgrade

Significant findings



47%

don't know a fiscal year
would save the Town

\$30K per year.

Town of Belgrade

Significant findings

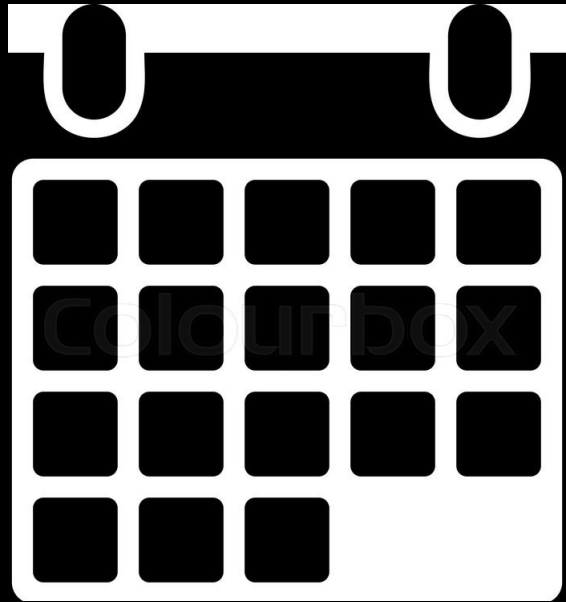


55%

want to pay their taxes
in **one lump sum.**

Town of Belgrade

Opportunities



76%

unconcerned about
having a **new calendar.**

Town of Belgrade

Opportunities



97%

are/may be **willing to learn more** about a fiscal year.

Town of Belgrade

Opportunities



97%

read the **Belgrade Bulletin**
newsletter.

Town of Belgrade

Recommendations

TO DO

- ✓ == Selectboard & Town Manager engage in **info**
- ✓ == **campaign** through
- ✓ == 2021 Town Meeting.

Town of Belgrade

Recommendations

TO DO



Public **forums**
Town **newsletter**



Annual reports



New **website**

Facebook page

Town of Belgrade

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Seasonal residents meeting

In 2019, the Town Office hosted an evening meeting for seasonal residents to update them on Town doings and to address questions and concerns those citizens may have. I'd like to do this again next month.

Although billed as a seasonal residents meeting, we would make clear it is open to anyone who would like to join in the discussion – be it in-person or via Zoom using our new Meeting Owl technology.

I'd also like to do this on a night other than Thursdays so as not to conflict with our music series on the Village Green. I'll be looking for input from you Tuesday evening as to which evening would work best for those of you who would like to attend.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: July 20, 2021
Re: Town Manager's report

The Planning Board is nearing the completion of its work on the subdivision ordinance rewrite. Ordinances usually undergo a **legal review** prior to their being placed on the ballot (in this case, perhaps in November). Would you like us to submit this to Bernstein Shur for a review? As of this moment, we have an unexpended balance of \$2,302.20 in our legal services line item. Through 54% of our fiscal year, we have spent 50% of our general government budget (including large one-time expenses for MMA and KVCOG dues, the audit, the annual report, and the TRIO and website contracts). We have also spent 52% of general government's administration budget, which includes the legal line item.

Belgrade school board member Evan Fisher is no longer a Town resident, meaning we have a vacancy on the **RSU 18 board**. That seat's term expires in March; voters will elect a new representative at Town Meeting. Until then, it is the Selectboard's responsibility to appoint a replacement. If you know someone who is interested, I'd be happy to send an application to that person for the Selectboard's consideration. If you would like me to advertise the vacancy, I'd be happy to do that, as well.

We have an offer to purchase the **Town Office's old shredder** for \$25. A 2020 perpetuity article authorizes the Selectboard to sell surplus property valued at no more than \$2,500 "by any legal and reasonable method." May we sell this shredder or do you want us to advertise for sealed offers?

Our first test run of the new **Meeting Owl** was successful. We are conducting other tests, and are confident it will be ready for our first hybrid meeting Aug. 3. That does not mean there will not be kinks, as there were with Zoom initially. But we now have the technology to accommodate remote participation by citizens and by decision-makers who meet the new policy's guidelines.

I celebrated my **second anniversary** with the Town on July 15, meaning it is time for my annual evaluation. I'll be seeking some input from you on how you'd like that to happen this year.

Warrant 82

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00664 ALL SEASONS TREE SERVICE						
0371	21462	07	STORM DAMAGE JULY 2021	2125		
STORM DAMAGE JULY 2021	E 13-10-20-07				1,000.00	0.00
	FACILITIES / PARKS - SERVICES / CONTRACTED					
	Invoice Total-				1,000.00	
0371	21462	07	DYING PINE TREES CEMETERY	2093		
DYING PINE TREES CEMETERY	E 12-01-20-07				1,500.00	0.00
	CEMETERY / CEMETERY - SERVICES / CONTRACTED					
	Invoice Total-				1,500.00	
	Vendor Total-				2,500.00	
00289 AUGUSTA FUEL CORP.						
0371	21463	07	TS OFF ROAD DIESEL	5900605		
TS OFF ROAD DIESEL	E 15-05-30-02				55.25	0.00
	SOLID WASTE / WASTE - SUPPLIES / FUEL					
	Invoice Total-				55.25	
0371	21463	07	TS OFF ROAD DIESEL	5900604		
TS OFF ROAD DIESEL	E 15-05-30-02				97.25	0.00
	SOLID WASTE / WASTE - SUPPLIES / FUEL					
	Invoice Total-				97.25	
0371	21463	07	CFAS FUEL OIL	5900783		
CFAS FUEL OIL	E 13-02-20-05				1,034.35	0.00
	FACILITIES / CFAS - SERVICES / HEATING					
	Invoice Total-				1,034.35	
	Vendor Total-				1,186.85	
00671 BAR HARBOR BANK & TRUST						
0371	21464	07	2019, 2020, 2021 TRUSTS	AUGUSTA 2021		
LOT SALES 2019	R 67-01				1,100.00	0.00
	PERPETUAL CA - LOT SALES					
LOT SALES 2020	R 67-01				7,100.00	0.00
	PERPETUAL CA - LOT SALES					
LOT SALES 2021	R 67-01				4,050.00	0.00
	PERPETUAL CA - LOT SALES					
GRAVE OPENINGS 2019	R 01-22				5,550.00	0.00
	GEN'L GOV. - GRAVE OPENIN					
GRAVE OPENINGS 2020	R 01-22				5,755.10	0.00
	GEN'L GOV. - GRAVE OPENIN					
GRAVE OPENINGS 2021	R 01-22				3,043.89	0.00
	GEN'L GOV. - GRAVE OPENIN					
FLOWER SALES 2020	R 67-03				200.00	0.00
	PERPETUAL CA - FLOWERS					
	Vendor Total-				26,798.99	
00154 BELGRADE REGIONAL CONSERVATION						
0371	21465	07	WARRANT ARTICLE	2021		
WARRANT ARTICLE	E 22-01-51-04				8,400.00	0.00
	SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / 7 LAKES ALLI					
	Vendor Total-				8,400.00	
00263 BOB THE PLUMBER, INC.						
0371	21466	07	TS PVS PIPING	5064		
TS PVS PIPING	E 13-09-35-06				871.65	0.00
	FACILITIES / TRANSFER STA - REPAIRS / PLUMBING					
	Invoice Total-				871.65	
0371	21466	07	PLAN 5 PLUMBING	4937		
PLAN 5 PLUMBING	G 3-587-00				1,438.71	0.00
	CAPITAL PROJ / WATER LINE					

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-					1,438.71	
0371	21466	07	FD SPEEDY DRY	856		
FD SPEEDY DRY	E 05-05-25-04				472.44	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PRINTING / MISC						
Invoice Total-					472.44	
0371	21466	07	CFAS SEWER PUMP	5006		
CFAS SEWER PUMP	E 13-02-35-06				765.58	0.00
FACILITIES / CFAS - REPAIRS / PLUMBING						
Invoice Total-					765.58	
Vendor Total-					3,548.38	
00386 BOUNDTREE MEDICAL						
0371	21467	07	SUNCTION CANISTER, WRAPS	84107967		
SUNCTION CANISTER, WRAPS	E 05-05-30-07				168.90	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS						
Vendor Total-					168.90	
00376 CARDMEMBER SERVICES						
0371	21471	07	EQUIPMENT LABELS	4778		
EQUIPMENT LABELS	E 05-05-30-04				56.99	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING						
Invoice Total-					56.99	
0371	21471	07	SUNSCREEN LOTION	0608		
SUNSCREEN LOTION	E 05-05-30-04				18.16	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING						
Invoice Total-					18.16	
0371	21471	07	COOLERS FOR TRUCK	4793, 1757		
COOLERS FOR TRUCK	E 05-05-30-04				94.21	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING						
Invoice Total-					94.21	
0371	21471	07	TOOL BAGS	3170		
TOOL BAGS	E 05-05-40-04				25.98	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT						
Invoice Total-					25.98	
0371	21471	07	WET WIPES	6867		
WET WIPES	E 05-05-30-04				15.50	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING						
Invoice Total-					15.50	
0371	21471	07	VENTS FOR SIDEBYSIDE	1524		
VENTS FOR SIDEBYSIDE	E 05-05-40-04				115.98	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT						
Invoice Total-					115.98	
0371	21471	07	BATHROOM CLEANER, KIT	2076		
BATHROOM CLEANER, KIT	E 05-05-30-04				46.45	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING						
Invoice Total-					46.45	
0371	21471	07	ADOBE SUBSCRIPTION	3862, 5521		
ADOBE SUBSCRIPTION	E 01-10-20-07				31.62	0.00
GEN'L GOV. / ADMIN - SERVICES / CONTRACTED						
Invoice Total-					31.62	
0371	21471	07	HANGING FILE FOLDERS	1497		
HANGING FILE FOLDERS	E 01-10-30-03				39.90	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
Invoice Total-					39.90	
0371	21471	07	PAPER TOWELS, BATH TISSUE	6386		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PAPER TOWELS, BATH TISSUE			E 05-05-30-04		156.36	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			Invoice Total-		156.36	
0371	21471	07	WATER	2245		
WATER			E 15-05-30-04		15.57	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			Invoice Total-		15.57	
0371	21471	07	LIBRARY PURCHASES	AUBE JUNE 21		
LIBRARY PURCHASES			E 30-01-30-03		300.00	0.00
			LIBRARY / LIBRARY - SUPPLIES / OFFICE			
LIBRARY PURCHASES			E 30-01-30-04		516.56	0.00
			LIBRARY / LIBRARY - SUPPLIES / OPERATING			
LIBRARY PURCHASES			E 30-01-30-05		100.00	0.00
			LIBRARY / LIBRARY - SUPPLIES / FOOD/WATER			
			Invoice Total-		916.56	
0371	21471	07	FOOD	0522		
FOOD			E 25-30-30-05		10.53	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		10.53	
0371	21471	07	FOOD	0444		
FOOD			E 25-30-30-05		61.59	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		61.59	
0371	21471	07	CHALK, TOSS AND STICK	6345		
CHALK, TOSS AND STICK			E 25-30-30-04		31.00	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Invoice Total-		31.00	
0371	21471	07	PAPER TOWELS, PAPER PLATE	3526		
PAPER TOWELS			E 25-30-30-04		79.38	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Invoice Total-		79.38	
0371	21471	07	FACEBOOK AD	3731		
FACEBOOK AD			E 25-30-31-06		8.69	0.00
			RECREATION / REC PROGRAMS - SPECIAL / ARTISAN			
			Invoice Total-		8.69	
0371	21471	07	ROPE FOR FLAG POLE	8356		
ROPE FOR FLAG POLE			E 13-01-35-01		6.95	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
			Invoice Total-		6.95	
0371	21471	07	WATER&GATORADE	3071		
WATER&GATORADE			E 12-01-30-05		29.29	0.00
			CEMETERY / CEMETERY - SUPPLIES / FOOD/WATER			
			Invoice Total-		29.29	
0371	21471	07	PART FOR POOL PUMP	1245		
PART FOR POOL PUMP			E 13-02-35-15		20.54	0.00
			FACILITIES / CFAS - REPAIRS / POOL			
			Invoice Total-		20.54	
0371	21471	07	BATTERIES, TOTES	8167		
BATTERIES, TOTES			E 13-01-30-04		16.98	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
BATTERIES, TOTES			E 05-05-30-04		41.92	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			Invoice Total-		58.90	
0371	21471	07	PARTS FOR NEW PLAYGROUND	0726		
PARTS FOR NEW PLAYGROUND			E 13-03-35-08		265.72	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FACILITIES / NBCC - REPAIRS / BUILDING						
Invoice Total-					265.72	
0371	21471	07	WATER	0048		
WATER			E 12-01-30-05		61.63	0.00
CEMETERY / CEMETERY - SUPPLIES / FOOD/WATER						
Invoice Total-					61.63	
0371	21471	07	FILTER FOR VENTS	8029		
FILTER FOR VENTS			E 13-07-35-08		28.44	0.00
FACILITIES / FD:DEPOT - REPAIRS / BUILDING						
Invoice Total-					28.44	
0371	21471	07	CHEMICALS FOR POOL	0137		
CHEMICALS FOR POOL			E 13-02-35-15		467.14	0.00
FACILITIES / CFAS - REPAIRS / POOL						
Invoice Total-					467.14	
0371	21471	07	COFFEE ELECTION	0038		
FOOD WATER ELECTION			E 01-35-30-05		11.00	0.00
GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER						
Invoice Total-					11.00	
0371	21471	07	LUNCH/DINNER ELECTION	0434		
FOOD/WATER ELECTION			E 01-35-30-05		88.79	0.00
GEN'L GOV. / ELECTIONS - SUPPLIES / FOOD/WATER						
Invoice Total-					88.79	
0371	21471	07	NOTARY RENEWAL	8918		
NOTARY RENEWAL			E 01-10-47-02		50.00	0.00
GEN'L GOV. / ADMIN - FEES / FILING						
Invoice Total-					50.00	
0371	21471	07	LIEN NOTICE POSTAGE	6624		
LIEN NOTICE POSTAGE			E 01-10-30-01		700.00	0.00
GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE						
Invoice Total-					700.00	
Vendor Total-					3,512.87	
00328 CITY OF WATERVILLE						
0371	21472	07	DISPATCH FEES	3RD QUATER		
DISPATCH FEES			E 05-10-99-99		3,293.34	0.00
PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE						
Vendor Total-					3,293.34	
00468 CONSOLIDATED COMMUNICATIONS						
0371	21473	07	TOWN OFFICE FAX LINE	JULY 2021		
TOWN OFFICE FAX LINE			E 01-10-20-01		49.49	0.00
GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO						
Invoice Total-					49.49	
0371	21473	07	LAKES FD FAX LINE	JULY 2021		
LAKES FD FAX LINE			E 05-05-20-01		50.19	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
Invoice Total-					50.19	
Vendor Total-					99.68	
00107 DAVID HALLOWELL CONSTRUCTION LLC						
0371	21474	07	STONE PICKED UP PRICE	499		
STONE PICKED UP PRICE			E 13-06-20-07		6.15	0.00
FACILITIES / FD:LAKES - SERVICES / CONTRACTED						
Vendor Total-					6.15	
00641 EATON PEABODY						
0371	21475	07	BRIGHTSIDE APPLICATION	584450		

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
BRIGHTSIDE APPLICATION			E 01-25-15-02		2,754.00	0.00
			GEN'L GOV. / PLANNING BRD - PROFESSIONAL / LEGAL			
			Vendor Total-		2,754.00	
00654 FAIL SAFE TESTING						
0371	21476	07	HOSE TESTING	INV-010226		
HOSE TESTING			E 05-05-15-08		3,423.50	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / HOSE TESTING			
			Vendor Total-		3,423.50	
00139 FIRE TECH & SAFETY						
0371	21477	07	TANKER TRUCK ACCESSORIES	196836		
TANKER TRUCK ACCESSORIES			G 3-588-00		139.00	0.00
			CAPITAL PROJ / FD TRUCK			
			Invoice Total-		139.00	
0371	21477	07	TANKER TRUCK ACCESSORIES	196837		
NEW TANKER TRUCK			G 3-588-00		60.60	0.00
			CAPITAL PROJ / FD TRUCK			
			Invoice Total-		60.60	
0371	21477	07	TANKER TRUCK ACCESSORIES	196838		
NEW TANKER TRUCK			G 3-588-00		323.00	0.00
			CAPITAL PROJ / FD TRUCK			
			Invoice Total-		323.00	
			Vendor Total-		522.60	
00557 FRENCH, WAYNE						
0371	21478	07	LAKES BRUSH&TREE CLEAN UP	7/4/2021		
PULP TRUCK 8.5 HRS			E 10-01-20-07		1,062.50	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			Vendor Total-		1,062.50	
00008 FULLER, GARY R.						
0371	21479	07	MILEAGE REIMBURSEMENT 60	7/6-7/10/21		
MILEAGE REIMBURSEMENT 60			E 01-20-20-02		26.40	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Invoice Total-		26.40	
0371	21479	07	MILEAGE REIMBURSEMENT 99	6/28-7/2/21		
MILEAGE REIMBURSEMENT 99			E 01-20-20-02		43.56	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Invoice Total-		43.56	
			Vendor Total-		69.96	
00145 GAGNE & SON						
0371	21480	07	PLAN 5 WATER LINE	393712		
PLAN 5 WATER LINE			G 3-587-00		162.40	0.00
			CAPITAL PROJ / WATER LINE			
			Vendor Total-		162.40	
00434 GROUP DYNAMIC, INC.						
0371	21481	07	MONTHLY HRA	L2108-016000064		
MONTHLY HRA			E 23-10-99-99		32.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
			Vendor Total-		32.00	
00009 HAMMOND LUMBER COMPANY						
0371	21482	07	FD TARP	4583698		
FD TARP			E 05-05-40-04		42.84	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		42.84	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0371	21482	07	POOL PARTS	4595088		
POOL PARTS	E 13-02-35-15				6.38	0.00
	FACILITIES / CFAS - REPAIRS / POOL					
	Invoice Total-				6.38	
	Vendor Total-				49.22	
00267 IRVING OIL CORPORATION						
0371	21483	07	FACILITIES&CEMETERY FUEL	34030696		
FACILITIES	E 13-01-30-02				236.66	0.00
	FACILITIES / GENERAL - SUPPLIES / FUEL					
CEMETERY	E 12-01-30-02				63.79	0.00
	CEMETERY / CEMETERY - SUPPLIES / FUEL					
	Vendor Total-				300.45	
00019 KENNEBEC SHERIFF'S OFFICE						
0371	21484	07	MEMORIAL DAY SERVICES	21-23		
MEMORIAL DAY SERVICES	E 01-10-20-07				260.00	0.00
	GEN'L GOV. / ADMIN - SERVICES / CONTRACTED					
	Vendor Total-				260.00	
00697 KENNEBEC VALLEY HUMANE SOCIETY						
0371	21485	07	3RD QUARTER INVOICE			
3RD QUARTER INVOICE	E 05-30-20-07				1,267.62	0.00
	PUBLIC SAFTY / ACO - SERVICES / CONTRACTED					
	Vendor Total-				1,267.62	
00638 LEAF						
0371	21486	07	COPIER CONTRACT	12053230		
COPIER CONTRACT	E 01-10-20-14				127.04	0.00
	GEN'L GOV. / ADMIN - SERVICES / COPIER					
	Vendor Total-				127.04	
00487 LITERACY VOLUNTEERS WATERVILLE AREA						
0371	21487	07	WARRANT ARTICLE	2021		
WARRANT ARTICLE	E 22-01-51-08				1,000.00	0.00
	SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / LITERACY					
	Vendor Total-				1,000.00	
00037 MAINE RESOURCE RECOVERY ASSOC						
0371	21488	07	ANNUAL MEMBERSHIP	MBR22-15		
ANNUAL MEMBERSHIP	E 15-05-14-10				200.00	0.00
	SOLID WASTE / WASTE - MEMBERSHIP / MRRA					
	Vendor Total-				200.00	
00582 MAINE TECHNOLOGY GROUP						
0371	21489	07	JULY IT SUPPORT	26682		
JULY IT SUPPORT	E 01-10-15-03				1,084.75	0.00
	GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT					
	Invoice Total-				1,084.75	
0371	21489	07	REMOTE SUPPORT	26800		
REMOTE SUPPORT	E 01-10-15-03				70.00	0.00
	GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT					
	Invoice Total-				70.00	
	Vendor Total-				1,154.75	
00256 MODERN PEST SERVICES						
0371	21490	07	CFAS PEST CONTROL	4799147		
CFAS PEST CONTROL	E 13-02-20-12				68.00	0.00
	FACILITIES / CFAS - SERVICES / PEST CONTROL					
	Invoice Total-				68.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0371	21490	07	NBCC PEST CONTROL	4851230		
NBCC PEST CONTROL	E 13-03-20-12				54.00	0.00
	FACILITIES / NBCC - SERVICES / PEST CONTROL					
	Invoice Total-				54.00	
	Vendor Total-				122.00	
00570 NAPA AUTO PARTS						
0371	21491	07	WINDSHIELD WIPER FLUID	402-192530		
WINDSHIELD WIPER FLUID	E 05-05-30-04				36.63	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING					
	Vendor Total-				36.63	
00059 NEW ENGLAND KENWORTH						
0371	21492	07	FIRE TRUCK REPAIRS	6/24/2021		
FIRE TRUCK REPAIRS	E 05-05-35-04				75.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS					
	Vendor Total-				75.00	
00076 PAT JACKSON INC.						
0371	21493	07	CFAS SEPTIC	7/12/2021		
CFAS SEPTIC	E 13-02-20-17				240.00	0.00
	FACILITIES / CFAS - SERVICES / SEPTIC PUMP					
	Vendor Total-				240.00	
00676 PINE TREE WASTE						
0371	21494	07	JULY INVOICE	1049445		
DEPOT FD	E 13-07-20-06				75.00	0.00
	FACILITIES / FD:DEPOT - SERVICES / RENTALS					
LONG POND BEACH	E 13-10-20-06				75.00	0.00
	FACILITIES / PARKS - SERVICES / RENTALS					
NBFD	E 13-08-20-06				75.00	0.00
	FACILITIES / FD:NB - SERVICES / RENTALS					
PENINSULA PARK	E 13-10-20-06				75.00	0.00
	FACILITIES / PARKS - SERVICES / RENTALS					
	Invoice Total-				300.00	
0371	21494	07	JULY INVOICE	1049446		
GARAGE	E 13-04-20-06				75.00	0.00
	FACILITIES / GARAGE - SERVICES / RENTALS					
CEMETERY	E 12-01-20-06				75.00	0.00
	CEMETERY / CEMETERY - SERVICES / RENTALS					
BALLFIELD	E 13-10-20-06				75.00	0.00
	FACILITIES / PARKS - SERVICES / RENTALS					
VILLAGE GREEN	E 13-10-20-06				100.00	0.00
	FACILITIES / PARKS - SERVICES / RENTALS					
	Invoice Total-				325.00	
	Vendor Total-				625.00	
00040 POWER EQUIPMENT PLUS						
0371	21495	07	EQUIPMENT REPAIR	RO-454		
EQUIPMENT REPAIR	E 05-05-35-01				120.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT					
	Vendor Total-				120.00	
00003 REGISTRY OF DEEDS						
0371	21496	07	LIEN CERT RECORDING	7/21/2021		
LIEN CERT RECORDING	E 01-10-47-01				1,026.00	0.00
	GEN'L GOV. / ADMIN - FEES / DISCHARGE					
	Invoice Total-				1,026.00	
0371	21497	07	LIEN DISCHARGE			
LIEN DISCHARGE	E 01-10-47-01				19.00	0.00

*** SEPARATE ***

Jrnl	Check	Month	Invoice Description	Reference	
Description	Account	Proj	Amount	Encumbrance	
GEN'L GOV. / ADMIN - FEES / DISCHARGE					
Invoice Total-			19.00		
Vendor Total-			1,045.00		
00385 RJD APPRAISAL					
0371	21498	07	JULY ASSESSING SERVICES		
JULY ASSESSING SERVICES	E 01-10-15-04		2,166.66	0.00	
GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING					
Vendor Total-			2,166.66		
00080 SOMERSET COUNTY TREASURER					
0371	21499	07	PSAP SERVICES	217000002	
PSAP SERVICES	E 05-10-99-99		7,494.15	0.00	
PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE					
Vendor Total-			7,494.15		
00612 SPECTRUM ENTERPRISE					
0371	21500	07	TOWN OFFICE INTERNET	084051401070121	
TOWN OFFICE INTERNET	E 01-10-20-01		133.87	0.00	
GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO					
Vendor Total-			133.87		
00424 STEVENS, JASON					
0371	21501	07	STORM CLEAN UP	7/4/2021	
1TON 3HRS	E 10-01-20-06		243.24	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
CHAINSAW 3HRS	E 10-01-20-06		83.58	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
LABOR 3HRS	E 10-01-20-06		56.61	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
Invoice Total-			383.43		
0371	21501	07	INSTAL NEW SIGNS	6/20/21	
1 TON 4HRS	E 10-01-20-06		243.24	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
Invoice Total-			243.24		
0371	21501	07	BRUSH&TREE CLEAN UP	7/4/2021	
TRACTOR 9HRS	E 10-01-20-06		553.05	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
CHAINSAW 9HRS	E 10-01-20-06		250.74	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
LABOR 9HRS	E 10-01-20-06		169.83	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
Invoice Total-			973.62		
0371	21501	07	COLD PATCH/SHOULDER REP	6/27/21	
1TON 11HRS	E 10-01-20-06		668.91	0.00	
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
Invoice Total-			668.91		
Vendor Total-			2,269.20		
00012 THE PRINT SHOP LLC					
0371	21502	07	BELGRADE READS POSTERS	1651	
BELGRADE READS POSTERS	G 2-543-00		168.69	0.00	
SPEC REVENUE / LIBRARY TRUS					
Vendor Total-			168.69		
00000 TRACY WRIGHT					
0371	21503	07	EXCISE REIMBURSEMENT	7/8/2021	
EXCISE REIMBURSEMENT	R 01-13		167.87	0.00	
GEN'L GOV. - EXCISE - MV					

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					167.87	
00048 TREASURER, STATE OF MAINE						
0371	21504	07	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		152.50	0.00
			GEN'L FUND / PLUMB. PERM.			
Vendor Total-					152.50	
00379 TREASURER, STATE OF MAINE						
0371	21505	07	FUEL CHARGES	22BG0076983		
FUEL CHARGES			E 05-05-30-02		600.69	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / FUEL			
Vendor Total-					600.69	
00458 TREASURER, STATE OF MAINE						
0371	21506	07	ANNUAL DRINKING WATER FEE	0001616-2022		
ANNUAL DRINKING WATER FEE			E 13-02-20-08		83.00	0.00
			FACILITIES / CFAS - SERVICES / WATER QUALITY			
Vendor Total-					83.00	
00265 UNITED STATES CELLULAR						
0371	21507	07	COMMUNICATIONS	0448087132		
FACILITY			E 13-01-20-01		54.21	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
FIRE RESCUE			E 05-05-20-01		41.22	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
FACILITY			E 13-01-20-01		41.22	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		41.22	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
TOWN MANAGER			E 01-15-20-01		53.21	0.00
			GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
Vendor Total-					231.08	
00013 WASTE MANAGEMENT OF						
0371	21508	07	TS DEMO WASTE	2041439-2080-7		
TS DEMO WASTE			E 15-05-20-13		2,113.56	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					2,113.56	
0371	21508	07	TS MIXED SOLID WASTE	2041438-2080-9		
TS MIXED SOLID WASTE			E 15-05-20-13		8,304.50	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					8,304.50	
Vendor Total-					10,418.06	
00393 WITMER PUBLIC SAFETY GROUP						
0371	21509	07	FIRE DEPT CLOTHING	E2070325		
FIRE DEPT CLOTHING			E 05-05-30-08		136.98	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / CLOTHING			
Vendor Total-					136.98	

Warrant 82

Jrnl	Check	Month	Invoice Description	Reference	
Description	Account		Proj	Amount	Encumbrance
			Prepaid Total-	0.00	
			Current Total-	88,187.58	
			EFT Total-	0.00	
			Warrant Total-	88,187.58	

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

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