

Town of Belgrade
Board of Selectpersons

Sept. 15, 2020 / 6:30 p.m.

This meeting will be conducted online at
<https://us02web.zoom.us/j/963032016>

A G E N D A

Call to Order and Pledge of Allegiance
Open Meeting

1. PUBLIC COMMENT

2. OLD BUSINESS

A. Approval of Sept. 1, 2020, **Selectboard minutes.**

3. NEW BUSINESS

A. **Board appointments**

1. Carol Johnson – Budget Committee
2. Bruce Galouch – Cemetery Committee (reappointment)
3. Tasha Gradie – Senior Resources Committee
4. Liz Fontaine – Appeals Board (alternate)

B. Discussion of **Recreation capital reserve account.**

C. Discussion and consideration of **salt well contamination update.**

D. Consideration of awarding **winter sand contract.**

E. Discussion of **Town flags.**

F. Consideration of updates to **employment guidelines.**

G. Consideration of property tax **abatements and supplements.**

H. Consideration of 2020-21 **General Assistance maximums.**

4. WARRANT

5. TOWN MANAGER REPORT

6. EXECUTIVE SESSION – Attorney-client consultation [1 M.R.S.A. §405(6)(E)] and personnel matters [1 M.R.S.A. §405(6)(A)]

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

MINUTES

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

In attendance: Phil Sprague, Affinity LED President Steve Lieber, Bruce Galouch, Town Clerk Mary Vogel, Town Manager Anthony Wilson, Richard Bourne, Jay Bradshaw, Transfer Station Director Ken Scheno, Michael Barrett, David Doten, Jack Sutton

Board Chair Melanie Jewell called the meeting to order at 6:30 p.m. Ernst Merckens led the Pledge of Allegiance. Mr. Merckens moved to open the meeting. Dan Newman seconded. Motion approved 5-0.

1. **PUBLIC COMMENT** – Bruce Galouch raised a concern about two flags honoring first-responders being removed from electric poles along Cemetery Road. He asked that a discussion of that decision be placed on the Sept. 15 agenda. The Board agreed to do so. Ms. Jewell asked the Town Manager to research whether the Town and CMP, which owns the poles, have flag policies, and to provide background about the flags and their removal.
2. **OLD BUSINESS**
 - A. Approval of Aug. 25, 2020, **Selectboard minutes**. Mr. Merckens moved approval. Mrs. Wall seconded. Motion approved 5-0.
3. **NEW BUSINESS**
 - A. **Board appointments**
 1. Carol Johnson – Budget Committee. Mrs. Johnson was unable to attend. Ms. Jewell moved to table the appointment. Mr. Newman seconded. Motion approved 5-0.
 2. Michael Barrett – Transfer Station & Recycling Center Committee. Mr. Damren moved approval. Mrs. Wall seconded. Motion approved 5-0.
 - B. Consideration of awarding contract for **LED streetlight conversion**. The Town received three bids in response to its Request for Proposals, the lowest being from Affinity LED, the company previously recommended by a Town committee that studied the issue. Affinity LED President Steve Lieber explained the details of his company's bid, including advantages of having networked lights. Because the additional cost would exceed the \$23,000 approved by voters, the Board selected the Smart Ready package at a cost of \$16,653 plus \$5,587 to purchase existing streetlight equipment from Central Maine Power for a total cost of

- \$22,240. Mr. Damren moved approval, and suggested the Town Manager and Board chair sign the contract. Mrs. Wall seconded. Motion approved 5-0.
- C. Consideration of **Transfer Station paving RFP**. Mr. Damren moved approval of the RFP. Mr. Merckens seconded. Motion approved 5-0.
- D. Consideration of a **Nov. 3 ballot question and public hearing** regarding the proposed moratorium ordinance. Ms. Jewell moved to set the public hearing for 6:30 p.m. Sept. 15. Mrs. Wall seconded. Motion approved 4-0 (Newman absent). Mrs. Wall moved to approve the ballot wording: To proceed with voting, by secret ballot, on the following question: Shall the Town of Belgrade enact a 180-day moratorium on permit applications for solar and wind farms, cell towers, and subdivisions? Mr. Damren seconded. Motion approved 4-0 (Newman absent).
- E. Consideration of updated **Code Enforcement Officer job description**. Ms. Jewell moved to approve. Mrs. Wall seconded. Motion approved 5-0.
- F. Consideration of **tree removal at Bickford Ellis Cemetery**. A dead tree is threatening the cemetery, which sits partly on private property. The property owner has agreed to split the \$1,100 cost with the Town. Mr. Damren asked about the Town's responsibility for the cemetery. Cemetery Committee chairman Phil Sprague said he believes the Town has a responsibility, noting a Revolutionary War veteran is buried there. Ms. Jewell moved approval. Mrs. Wall seconded. Motion approved 5-0.
4. **WARRANT**. Warrant number 117 was in the amount of \$600,635.58. Ms. Jewell moved approval. Mr. Damren seconded. Motion approved 5-0.
5. **TOWN MANAGER REPORT**. Rockwood Drive residents are seeking to improve their Internet service and have asked the Town to submit a ConnectME grant application to underwrite the cost. Residents will pay the balance not funded by the grant, which must be submitted by a municipality. The service provider will complete the application. The Selectboard agreed to submit the application and asked the Town Manager to publicize that so other underserved areas could also participate, if they are also willing to pay any uncovered costs.
- The regional business group will not sponsor Harvest Fest this year. Union Church will host activities Oct. 12, and has asked the Recreation Department to sponsor an artisans fair on the Village Green that day. The Rec director is working on that.
6. **EXECUTIVE SESSION** – Personnel matters 1 M.R.S.A. §405(6)(A) – Evaluation of the Town Manager. Ms. Jewell moved to exit open session at 8:08 p.m. Mr. Merckens seconded. Motion approved 5-0. Ms. Jewell moved to enter executive session at 8:08 p.m. Mr. Damren seconded. Motion approved 5-0. Mr. Merckens moved to exit executive session at 9:02 p.m. Mr. Newman seconded. Motion approved 5-0. Ms. Jewell moved to enter open session at 9:02 p.m. Mr. Newman seconded. Motion approved 5-0. Ms. Jewell announced no decisions were made.

Mr. Merckens moved to adjourn at 9:03 p.m. Ms. Jewell seconded. Motion approved 5-0.

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

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

Other _____

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

Name Carol Johnson
Address 194 Main St. Belgrade (Lake) ME
Phone # (Home) _____ (Work) _____ Email: ~~Carol Johnson~~ aol.com
Place of Employment retired
Education & Experience 42 years w/ Allstate Insurance. sold agency 2 yrs ago. Still do life insurance for agency -
BSB College Class 172
Interests and Hobbies Anything related to water -
worked with FOBCU project since inception
Why do you wish to serve on a municipal board or committee?

Feel we all are called to civic responsibility. Time available
with FOBCU winding down

References

Name Gary Mahler Phone # ~~405-241-1110~~
Name Bill Pulsifer Phone # ~~405-241-1110~~

Please Return to:

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

Email Address ~~Carol Johnson~~ aol.com

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Date: _____

Application for Appointment or re-appointment to:

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

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

Other _____

If this is a re-appointment please state the number of years you have served 12 years

Name Bruce Ambach

Address [REDACTED] Belgrade, Me. 04917

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

Place of Employment Bob's Tree Plantation

Education & Experience 1 year feed owned Bus. for 20 years

Email: [REDACTED]@gmail.com

Interests and Hobbies Hunting, fishing, reading

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

To help the town and pay paper out

References

Name Rick Damron

Phone # [REDACTED]

Name Travis Burton

Phone # [REDACTED]

Please Return to:

Town Clerk (townclerk@townofbelgrade.com)
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

OFFICE USE: (Must be completed and filed with oath of office)

Board Chair contacted: Y N Term to be filed: _____ Term year end: _____

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

☐ Board of Parks & Recreation
☐ Board of Assessment & Review
☐ Transfer Station & Recycling Com.
☐ Budget Committee
☐ Tree Committee
☐ Economic & Community Dev. Com.

☒ Other Senior Resource Committee

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

Name Tasha Gracie

Address [REDACTED] Belgrade, Me 04917

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

Email: [REDACTED]@yahoo.com

Place of Employment Almond Eye Care B

Education & Experience Occupational Therapist 20+ yrs.

Interests and Hobbies Health Care, hiking, biking

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

I have 20+ yrs experience working w/ elderly in home care settings

References

Name Kathy Stevens

Phone # [REDACTED]

Name Heather Stevens

Phone # [REDACTED]

Please Return to:

Town Manager

Town of Belgrade
990 Augusta Road
Belgrade, Me. 04917

Email Address: _____

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

Other _____

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

Name Liz Fontaine
Address Belgrade, ME 04917
Phone # (Home) [REDACTED] (Work) [REDACTED] Email: [REDACTED]@gmail.com
Place of Employment Lakehome Group
Education & Experience Owner of Various Companies, Specializing in Sales & Marketing
Recently Realtor for 8 years
Interests and Hobbies Lake Activities

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

Community Service

References

Name _____ Phone # _____
Name _____ Phone # _____

Please Return to:

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

Email Address: _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 15, 2020
Re: Recreation budget update

As of Sept. 10, Recreation has spent \$80,999 of its approved \$160,129 expense budget. If that were the last day of the fiscal year, the \$79,130 balance would lapse into Recreation's capital reserve account. That is in keeping with a 2013 perpetuity article (see attached).

Also as of Sept. 10, Rec has generated \$22,371 of its \$95,000 revenue budget. Under the same perpetuity article, the \$72,629 revenue shortfall would be drawn from the capital reserve account.

As of this writing, that would result in a net gain of \$6,501 in Recreation's capital reserve. Because Recreation's revenue-generation is currently limited, that figure will likely be negative by year's end. However, the impact on Recreation's capital reserve account should be minimal.

2013 Town Meeting Minutes

Article 38- To see if the Town will raise and/or appropriate the sum of \$17,152 for the operations of the following divisions of the Recreation Department:

All Town Facilities excluding	
Center for All Seasons	\$8,825
North Belgrade Com. Center	<u>8,327</u>
Total Article	\$17,152

2012 Budget: \$16,952

Selectpersons Recommend: For:5 Against: 0 Absent: 0

Budget Committee Recommends: For: 5 Against: 0 Absent: 1

Motion to accept by Bruce Plourd; seconded by Ernest Rice.

Discussion was opened; then article was voted on. Approved by the legislative body.

Article 39- To see if the Town will raise and/or appropriate the sum of \$2,000 for the Library Capital Reserve.

2012 Budget: \$5,000

Selectpersons Recommend: For: 5 Against: 0 Absent: 0

Budget Committee Recommends: For: 5 Against: 0 Absent: 1

Motion to accept by Bruce Plourd; seconded by Ernest Rice.

Discussion was opened; then article was voted on. Approved by the legislative body.

Article 40- To see if the Town will agree to the following:

Place all unspent Recreational funds into/or draw any revenue short fall from the Recreation Capital Reserve Account

Place all unspent Library funds into the Library Capital Reserve Account.

This article will remain in effect, until changed by a vote of a future town meeting.

Selectpersons Recommend: For: 5 Against: 0 Absent: 0

Budget Committee Recommends: For: 5 Against: 0 Absent: 1

Moved to accept by Bruce Plourd; seconded by Ernest Rice.

Discussion opened; then article was voted on. Approved by the legislative body.

Article 41- To see if the Town will authorize the Board Parks & Recreation to conduct fundraising to support the capital and/or operating and programming costs for the Belgrade Recreation Department with the first \$77,000 of revenues to be applied to the reduction of taxes, and revenues above this amount to be placed in the Recreation Capital Reserve.

2012 Budget: \$75,000

Selectpersons Recommend: For: 4 Against: 1 Absent: 0

Budget Committee Recommends: For: 3 Against: 2 Absent: 0

Motion to accept by Bruce Plourd; seconded by Ernest Rice.

Discussion opened; then article was voted on. Approved by the legislative body.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 15, 2020
Re: Salt well contamination update

The Town's four representatives in the salt well contamination ad-hoc group learned more about small public water systems from the Maine Rural Water Association earlier this month. They will brief you on those discussions and their thoughts.

The group remains interested in drilling a test well to determine if potable water can be found with either a shallow gravel well or a well that is deeper than the Town Office's 240-foot well. Drilling on the grounds of the Town Office risks hitting non-potable water because the building's reverse-osmosis system discharges salt back into the ground. So, the group is interested in drilling near the maintenance garage. Even if good water is found shallow, the group has said there could be merit in drilling further in a search for good water deeper. If potable water is found, it could serve the garage, the Town Office, the Cemetery, and/or nearby residence(s).

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 15, 2020
Re: Winter sand RFP

The Board-approved RFP for the provision of winter sand, the mixing of that sand with road salt, and the placing of the mixture in the Town's salt/sand shed was published Aug. 26. Bids were accepted through Sept. 9. The Town received four bids, the lowest from David Stevens Excavation at a cost of \$10 per cubic yard of sand. The next lowest bid was \$11.25.

Mr. Stevens has served as the Town's sand contractor since at least 2014 and has performed reliably. We recommend approval of the attached contract, which includes at option to extend the agreement an additional three years.

Vendor	Price per cubic yard
David Stevens Excavation	\$10.00
McGee Construction LLC	\$11.25
Cousineau Lumber Inc.	\$14.75
C.H. Stevenson Inc.	\$18.50

Town of Belgrade

Road Sand & Salt Agreement

for FY 2020, FY 2021, FY2022

This Agreement is between David Stevens Excavation, P.O. Box 146, Belgrade, ME 04917, phone: 207-465-3815, cell: 207- 314-0314, hereinafter "Contractor," and the Town of Belgrade, "Town."

The Contractor agrees to all the terms as listed in the Request for Proposals (Attachment A). This agreement is for a three-year period: fiscal year 2020, FY 2021, and FY 2022. As stated in Attachment A, this agreement may be extended an additional three (3) years upon a mutual written agreement from both parties.

The Contractor's primary contact with the Town is the Road Commissioner, whose contact information is available at townofbelgrade.com/roads. The Contractor's secondary contact is the Town Manager, whose contact information is available at townofbelgrade.com/townmanager.

All payment drawdowns will be given to the Town Treasurer at the Town Office, 990 Augusta Road. Payments are made every two weeks, typically on the first and third Wednesdays of the month, on a warrant system following the Selectboard approving and signing the warrant. Payments will be mailed to Contractor unless other arrangements are made between the Contractor and the Treasurer.

Certificates of liability and workers' compensation insurance covering the first year of this agreement must be received from the Contractor before any work is performed on Town property. Contractor must provide proof of insurances each year of this agreement.

Contractor has agreed to deliver Maine Department of Transportation-rated sand, mix the sand with salt, and store the mixture in the Belgrade sand/salt shed for a fixed three-year price of \$10 per cubic yard of sand. The price is based solely on the number of cubic yards of sand delivered.

Contractor will call the Town's salt provider to have salt delivered directly from the vendor. All salt delivery slips must be signed by the Contractor and turned in to the Town Treasurer the same day of the delivery. If the Town Office is closed, Contractor can place the slips in the dropbox located on the north side of the Town Office.

The Contractor is to pile two loads of salt into the left-front corner of the shed (when facing the front door) for the plowing contractors. This should be done before the contractor fills the building so salt trucks can unload directly into the shed.

If the contractor must have salt unloaded outside of the shed, that area must be swept up completely when the work is finished.

Contractor and Town Manager must inspect the building for any damage before any work is performed to protect the Town and the Contractor.

The Road Commissioner will direct the Contractor when additional material is needed in the shed. Once notified, the Contractor will have five (5) working days to begin processing the additional sand/salt mixture into the shed.

Contractor will be given a 30-day notice, each year of the agreement, as to when the shed must be filled. Contractor will be notified each year of the agreement as to the sand/salt ratio to be used. This year, the sand-to-salt ratio is 5-to-1.

Amendments to this Agreement must be made in writing and agreed upon by the Contractor and the Board of Selectpersons.

Agreement was signed this _____ day of September, 2020.

David Stevens, Owner / David Stevens Excavation

Anthony Wilson / Town Manager

Town of Belgrade

Request for Proposals

Provide winter sand / mix with salt / place in shed

Agreement specifications

The Town of Belgrade is accepting proposals to:

1. Provide up to 6,500 yards of MDOT-approved winter road sand
2. Screen and mix winter sand and salt at a mixture ratio to be determined yearly
3. Place the mixture into the sand/salt shed, as directed

The Town Manager and/or Road Commissioner will respond to prospective contractors' questions.

The Town of Belgrade will purchase road salt; the contractor will order salt as needed. Belgrade's sand/salt shed holds up to 5,000 yards of mixed material. Thus, the contractor will have to process and load the sand/salt mixture at least two times during a twelve (12) month period. The contractor must have the agreed upon amount of sand/salt mixture placed into the shed no later than mid-October of each year.

The Plowing Contractor or the Road Commissioner will determine when or if the shed needs to be refilled. Sand material must be accepted by the Road Commissioner before any agreement is awarded by the Selectboard or any payment is made to the Contractor. The Town reserves the right to inspect the sand material at any time.

The term of said agreement will be three (3) years with the option to extend the agreement for an additional three (3) years upon a mutual written agreement from both parties. Agreement will be based on a per-yard cost to purchase the sand, screen/mix the sand with salt, and load mixture into shed.

The Selectboard will determine the amount of sand and salt to be purchased on a yearly basis. The agreement will allow for a yearly fuel adjustment, if needed, to be determined between the Contractor and the Selectboard.

Payment(s) to contractor will be made within fourteen (14) working days from receipt of invoice.

Any damage done to the sand/salt shed during the processing or loading of the sand/salt material will be the responsibility of the contractor. Proof of commercial insurance, with a rider naming the Town of Belgrade as an additional insured, must accompany the proposal.

The Town of Belgrade reserves the right to accept or deny any proposal to best serve the needs of the Town.

Town of Belgrade Proposal Sheet

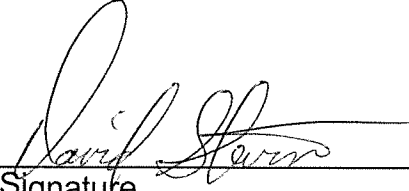
Proposal must be in a sealed envelope marked "Sand/Salt Proposal" and will be accepted until 4 p.m. on Sept. 9, 2020. Proposals will be opened at 4:30 p.m. on Sept. 9, 2020 by the Town Manager. The Selectboard will review the proposals at its regularly scheduled meeting on Sept. 15, 2020, beginning at 6:30 p.m.

Proposals must include: Agreement specification, proposal sheet and proof of insurance.

I David Stevens agree to supply the sand, screen the sand, mix the sand with salt, and load the mixture into the Belgrade sand/salt shed at a cost of \$10.00 per yard for a three-year period.

I have the right to request a yearly fuel charge increase, to be determined by the Belgrade Selectboard.

I also agree to all the terms as outlined in the "agreement specifications," as attached.


Signature

9-8-2020
Date

David Stevens, Owner - David Stevens Excavation
Printed name, title & company name

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 15, 2020
Re: Flags

Recently, a couple of citizens contacted me about red- and blue-striped American flags hung on the CMP poles along Cemetery Road. Their concerns related to the police violence against people of color in other parts of the country that have sparked protests. While the thin blue line flag is meant to represent support for law enforcement, it has also been appropriated and used as a symbol of divisiveness.

The Town has no flag policy. I have attached two emails. One explains CMP's policy regarding flags on its poles. The other is from the Mars Hill town manager, who has faced this issue in his community. His email contains legal advice from the MMA concerning issues that could be involved with flying this flag.

The flags here were placed by a well-meaning individual, but without consulting the Cemetery Committee or any Town officials or officers. I asked that person to remove the flags. Here's why:

While support of public servants should not be a divisive partisan issue, at this moment in time in our nation, it is. There are people of good conscience who believe law enforcement must be supported. There are people of good conscience who believe violence suffered at the hands of law enforcement must stop. And there are people of good conscience who believe both those things. Our Town government is charged with serving all of those citizens. While I find the ongoing debate in our country healthy and necessary, I was – and am – concerned about our Town government being viewed as taking a stand that is viewed as divisive, partisan and disenfranchising anyone whom we swear to serve. I concluded the Town best represents all by displaying the flags that symbolize us all – the American and Maine state flags, which fly at the Town Office.

Whatever we decide to do, I would encourage that it follows thoughtful consideration of the varied viewpoints within our community and of the potential legal and political ramifications.

Anthony Wilson

From: COTA, NATHAN <nathan.cota@cmpco.com>
Sent: Wednesday, September 02, 2020 2:26 PM
To: Anthony Wilson
Cc: Pierce, Tamra L.
Subject: Decorative Flags

Hi Anthony,

Tammy sent me your email regarding flags. Hopefully I can answer your questions.

First, there is no limit to the time that flags can be installed on poles. Nothing in the attachment agreement states a timeframe. However, I would hope that if flags are left up for a long time that the town is maintaining them and making sure they are still in good shape.

Second, there is no overarching policy regarding the types of flags that can be installed. CMP tries to stay out of it and let the towns decide what is appropriate or not appropriate. The important thing to CMP is that the town is the entity sponsoring and placing the flags.

It seems nowadays almost anything can be interpreted as controversial. I will tell you that I have had an experience with one other town where the thin blue line flags installed by the town caused some controversy. Not saying that will happen in Belgrade, but you should be prepared to handle those questions if that's what you decide to do.

Feel free to reach out to me directly if you have further questions. Really appreciate you contacting us and asking these questions. So often we are dealing with issues where people didn't ask before doing something.

Thank you

Nate



**CENTRAL MAINE
POWER**

Augusta, ME 04330
(T) 207-629-2130
(C) 207-530-7236
nathan.cota@cmpco.com

Internal Use

Nathan Cota, P.E.
Manager, Joint Use of Plant
83 Edison Dr.

=====

Please consider the environment before printing this email.

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The views presented in this message are solely those of the author(s) and do not necessarily represent the opinion of Avangrid Networks, Inc. or any company of its group.

Anthony Wilson

From: Dave Cyr <Manager@marshallto.com>
Sent: Wednesday, September 09, 2020 9:07 AM
To: Anthony Wilson
Subject: RE: 2 things: flags and salt shed catch basins

Good morning Anthony,

The Thin Blue Line flag issue came up here in Mars Hill last week. I reached out to MMA Legal and got this response. I am playing phone tag with the individual who asked about it. In the initial discussion, I explained that I understood why he wants to display the flags, and did not disagree with him, but... He likely will not like my response and has asked if he could speak to the council to get them to agree to the placement of the signs. I explained that he certainly had that option, but the Council would likely turn to me for a recommendation, and we could be back to where we were. This is an issue that will take up some of our time for the foreseeable future.

Dear David,

I do not think that the municipality has the authority to permit the posting of the thin blue line flag on utility poles, specifically. The Maine Traveler Information Services Act (aka Billboard law), prohibits the placement of signs on utility poles (see 23 MRS § 1913-A(5)). I understand that technically the posting in question is a flag, but I think the definition of "sign" in the Billboard Law would include this particular flag in question. The definition of "sign" in 23 MRS § 1903(14) is as follows:

"Sign" means any structure, display, logo, device or representation which is designed or used to advertise or call attention to any thing, person, business, activity or place and is visible from any public way. It does not include the flag, pennant or insignia of any nation, state or town. Whenever dimensions of a sign are specified they shall include frames.

Since the thin blue line flag does not represent a nation, state or town, I think it would qualify as a "sign." Therefore, I think it is the utility company – not the municipality – that has the authority to determine whether the utility pole can be used for that purpose.

If the proposal is to post flags on town-owned property (street lamps or town flagpoles), then I think it would be possible for the municipality to permit the posting of the flag, because it would likely be considered "government speech." I have pasted below an explanation that my colleague, Sue Pilgrim researched and drafted on the subject for another municipality, which is a great summary of this doctrine:

In a nutshell, when the government acts as a speaker rather than as a regulator of speech, the government is entitled to control its message and the First Amendment does not apply. Government speech is not completely unlimited though – it must comply with the Establishment Clause of the constitution – meaning it must not prefer one religion to another or be overtly hostile to religion.

I think this doctrine applies to the situation you and I discussed concerning council decisions to support or promote certain causes through use of flags or banners or similar communications. I located a recent court decision involving the City of Boston that I think presents similar issues. There have been many court decisions involving government speech, but the attached decision, *Shurtleff v. City of Boston*, ___F.Supp.3d___ (D. Mass. 2020), involves Boston's practice of flying flags on one of its flagpoles. The City refused to fly a "Christian" flag although it had in the past allowed flags denoting countries, cultural celebrations and historic events, including the Juneteenth flag, rainbow pride flag, pink transgender flag and similar flags. The refusal to fly the Christian flag was challenged. The 1st Circuit court of appeals upheld a Massachusetts federal court's denial of a preliminary injunction on the grounds that the plaintiff was unlikely to

succeed. Then the lower federal court issued a decision finding the flag pole to be a form of government speech and not subject to the First Amendment's limits on discriminating between speakers. That decision is attached.

There are additional political and legal issues that should be considered if the town wishes to accommodate this individual's proposal. If you allow one private business to use town property for their interests others will likely request the same. And, going forward, if municipal funds are used to support these efforts, the select board would need to confirm that a "public purpose" supported the use of funds. For example, using municipal funds to place signs endorsing a particular business would only benefit the business, not the public. In contrast, supporting the state bicentennial, or black history month or indigenous people's day has a more cultural, historical, educational and public benefit.

Finally, given the political climate, this symbol is fraught with strong and divisive public opinions. As such, it would also be important for the select board to carefully consider the public reaction to municipal support of this business owner's proposal. At the very least, if the town is interested in endorsing certain causes, I recommend developing a policy in advance to establish a set of objective criteria for selecting the causes the receive the town's support. This will help to ensure consistency and minimize risk of conflict among those requesting town support for their causes.

I hope this helps. Please let me know if you need anything further.

Best,
Rebecca

Regarding the catch basin, where will you drain the basin to? Aren't you on an asphalt pad with your salt? Our salt shed has an asphalt floor, and is pitched slightly to the rear of the building and away from the door. We mix our sand and salt on an asphalt pad just in front of the building, but the sand is placed in the building as soon as it is mixed.

Good luck!

David D. Cyr
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From: Anthony Wilson [mailto:townmanager@TOWNOFBELGRADE.COM]
Sent: Wednesday, September 09, 2020 8:52 AM
To: MTCMA@LIST.MTCMA.ORG
Subject: 2 things: flags and salt shed catch basins

Friends, if you have something to share on either of these two issues, I would greatly appreciate it:

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 15, 2020
Re: Employment guidelines

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

Most of the proposed changes are grammatical in nature. The most substantial changes are:

- The end of courtesy interviews. Interviews will be granted only to qualified applicants.
- Employees injured on the job must visit the Town's preferred workplace health provider.
- The end of 15-minute breaks and 30-minute lunch breaks for full-time employees. The practice has been to take a one-hour lunch and no breaks. Transfer Station and Facilities Maintenance employees may sign a waiver foregoing a lunch break.
- The end of a maximum of 40 hours of accrued comp time per year. This is not realistic for a plow driver or, in normal times, our Recreation director.
- Wage scales have been updated to reflect the latest Maine Municipal Association wage survey.
- Employees must complete their six-month probationary period before using their accrued vacation time.

TOWN OF BELGRADE



EMPLOYMENT GUIDELINES

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

REVISED – December 02, 2008

REVISED – December 15, 2009

FULL REVISION DONE – October 19, 2010

REVISED – April 22, 2014

REVISED- June 3, 2014

REVISED – August 5, 2014

REVISED – January 3, 2017

REVISED – May 2, 2017

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FOREWORD

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

SECTION I - MANAGEMENT RIGHTS

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

SECTION II - EMPLOYMENT PHILOSOPHY

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

Sexual harassment policy

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

SECTION III - HIRING, RECRUITMENT, AND JOB VACANCY

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

application form that will be maintained on file by the Town of a period of one year. In the event the candidate becomes an employee, his/her application will become part of ~~their~~ his/her permanent employee record. Employees will also be required to sign a "Record of Receipt" that acknowledges the receipt and understanding of the Employee Guidelines.

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

SECTION IV – STATUS AND TYPES OF EMPLOYMENT

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

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

- A. **FULL-TIME:** A full-time employee generally works ~~forty~~ 40 hours per week and on a continuing, indefinite basis ~~(indefinitely)~~. He/she is subject to all personnel rules and policies, and receives all Page 2 benefits and rights provided in accordance with those rules and policies established in these guidelines.
- B. **PERMANENT-REGULAR PART-TIME:** An employee in this category works ~~less-fewer than the normal work week~~ (40 hours per week), but at least 20 hours or more per week on a continuing, indefinite basis ~~(indefinite)~~. He/she is subject to all personnel rules and regulations. The individual is eligible for certain work-related benefits. Limited vacation, sick leave and holidays may apply (see Section VIII).
- C. Employees who work on a non-~~permanent-regular~~ (as-needed) basis, usually within a limited time frame, and generally for ~~less-fewer~~ than 20 hours per week, are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation. Note: Some employees in positions designated as TEMPORARY may work 40 hours or more for limited periods of time. ~~They are not entitled to benefits such as health insurance, holiday pay, sick leave and/or vacation.~~

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

SECTION V – PUBLIC AND EMPLOYEE RELATIONS/GENERAL POLICY

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

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

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

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

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

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

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

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

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

E. Safety: Consideration for workplace safety is a primary concern. Employees are expected to observe safety standards and practice safe workplace habits at all times. Any unsafe working conditions or potential safety hazards must be reported to supervisors. Any work-related injury

or illness must be reported at once to the employee's immediate supervisor, Town Manager or a Selectperson. Employees injured on the job should be sent immediately to the Town's preferred workplace health provider for evaluation. As a condition of employment, employees shall attend and participate in such training programs and courses as may be directed by the Town Manager, Department Head, or Board of Selectpersons. The Town Manager has authority and discretion to approve all training held within the State of Maine. Out-of-state training will be approved at the discretion of the Board of Selectpersons.

SECTION VI - WORK WEEK/HOURS

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

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

Commented [AW1]: Outdated. No one on staff actually does this.

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

B.C. ~~Overtime:~~ The Town of Belgrade discourages the requirement for an employee to work overtime. However, if prior knowledge of such a requirement exists, it shall be approved in advance on a case-by-case basis by the Town Manager. Compensation for overtime will be paid in compliance with the Fair Labor Standards Act at the rate of one and one-half (1 1/2) times the employee's base rate of pay for each hour worked over forty (40) hours in a single work week. In lieu of overtime pay, compensatory time may be taken if utilized within sixty (60)

days. ~~A maximum of forty (40) hours of compensatory time may be accrued during the calendar year.~~ Compensatory time is earned at 1 1/2 hours per hour in excess of forty (40) hours and must be tracked by the Treasurer. In the event employees are required to work during designated holidays (see Sec VIII) or during weekends (other than "normal" weekend work schedules), they will be paid at the standard overtime rate for all hours accrued during the weekend or holiday period.

Commented [AW2]: For employees such as our Maintenance director, who drives a plow, or our Rec director, who works several events, this is not a realistic restriction.

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

SECTION VII - WAGES, EXPENSES, & TIME SHEETS

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

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

Figure 1:

Town Clerk/Tax Collector

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

Deputy Clerk/Registrar

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

Treasurer/Tax Collector

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

Executive Board Secretary/Deputy Clerk

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

Library Director

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

Library Assistant

~~No range established.....current pay is \$8.82, subject to a 5% increase based on merit~~
\$13.95 \$14.90 \$16.80

Recreation Director

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

Recreation Maintenance Laborer

Min: \$12.00 Mid: \$14.00 Max: \$14.14

Facility and Grounds Maintenance Supervisor/Director/Sexton

Min: \$13.48/hr Mid: \$16.72/hr Max: \$-19.95/hr
\$15.00

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

Min: \$14.88 Mid: \$15.62 Max: \$17.48

Transfer Station Director

Min: \$15.00 Mid: \$18.26 Max: \$20.25

Transfer Station Attendant

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

Rescue Chief

Min: \$16.46 Mid: \$19.34 Max: \$24.58

Need to add F-T EMT/paramedic

Code Enforcement Officer/Licensed Plumbing Inspector

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

Temporary and seasonal employees will be paid minimum wage. Returning after-school and summer camp counselors will earn 25 cents above minimum wage, effective at the beginning of the 2020-21

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school year. Lifeguards and the Recreation Golden Pond Camp coordinator will earn \$1 above minimum wage, effective the summer of 2020.

Firefighter 1 & 2/EMS

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

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

Figure 2:

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

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

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

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

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

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

B. **Expenses:** Mileage expenses determined by the existing State Rate will be paid to employees ~~that who~~ utilize their personal vehicles in attending meetings, conferences or functions in an official capacity. In the event the employee is required to travel a distance greater than 50 miles, he/she will be reimbursed for meals. ~~H,~~ however, the maximum reimbursable amount will not exceed the following schedule: Breakfast- \$~~105~~.00, Lunch- \$~~157~~.00, Dinner- \$~~2015~~.00. If

Commented [AW3]: So I'm clear, the CPI increase would be added to the employee's rate of pay, allowing the hourly wage to continue to grow cumulatively, right? (Versus the employee receiving a lump sum payment equal to the CPI being applied to her/his salary.)

required to remain overnight, the cost of accommodations will be paid at a rate not to exceed \$~~125~~50 per night unless the Town Manager or Board of Selectpersons provides prior approval. All official business qualifying for reimbursement will be coordinated in advance with the Town Manager and Treasurer. All travel and mileage expense claims will be filed on a Travel Expense Form (~~Belgrade Form 03~~) and should be submitted to the Town Treasurer within five working days after return.

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

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

SECTION VIII - LEAVE, VACATION, & HOLIDAYS

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

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

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

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

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

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

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

1. Prolonged illness of an immediate family member.
2. Employee's extended illness or temporary disability.
3. Voluntary active military training/duty. As a full--time employee and a member of the National Guard or the Military Reserve, an employee will be granted a leave of absence when

ordered to active duty or training. The employee is required to inform the Town of the dates of leave as soon as known, and to ~~also~~ present copies of his/her orders to the Town Manager. The Town will pay the employee the difference, if any, between his or her military pay if less than Town and his or her regular Town pay, for a period not to exceed 17 days per fiscal year, but only upon receipt of appropriate pay stubs or vouchers.

4. Treatment for substance abuse/rehabilitation.

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

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

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

D. Vacation: All ~~permanent-regular~~ full-time employees and ~~permanent-regular~~ part-time are entitled to the accrual of paid vacation time based on length of employment. During the first year of employment, full-time employees will accrue four (4) hours per month (6 days per year) commencing with the completion of the first month of employment. Qualifying part-time employees will accrue two (2) hours per month (3 days per year). After the first year, full-time employees shall receive eight (8) hours per month (12 days per year) for credit toward accrual of vacation time. Qualifying part-time employees will receive four (4) hours per month (6 days per year). Beginning with the sixth year of consecutive employment, employees will accrue ten (10) hours per month (15 days) vacation time. Qualifying part-time employees will receive six (6) hours per month (9 days per year). Beginning with the 11th year of consecutive employment, employees will accrue 13.5 hours per month (20.25 days per year).

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

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

SECTION IX – HEALTH & WELFARE BENEFITS

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

B. **Health Insurance:** The Town of Belgrade will pay ~~89~~0% of the single contract health insurance premium for all full-time employees. Eligible employees may also purchase group family coverage, which may be payroll deducted or paid separately by an employee. ~~All Permanent-Regular~~ part-time employees may take advantage of group health insurance programs, with their premiums paid via payroll deduction.

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

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

employee anniversary date of employment with the Town. This provision will be effective for those employees hired after the date of acceptance by the Board of Selectpersons.

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

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

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

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

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

SECTION X - JOB DESCRIPTIONS & PERFORMANCE EVALUATIONS

Employees are provided with a written Job Description that outlines their primary duties and responsibilities. The document is maintained on file with the employee's personnel record and

should be reviewed annually with the supervisor in conjunction with the annual Performance Evaluation review.

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

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

SECTION XI - DISCIPLINARY POLICY

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

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

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

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

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

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

5. DismissalTermination.

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

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

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

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

SECTION XII - EMPLOYEE APPEAL

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

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

SECTION XIII - EMPLOYMENT SEPARATION/TERMINATION

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

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

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

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

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

1. A letter of resignation specifying the intent to resign on a given date. Failure to provide a two-~~(2)~~-week notice may result in the loss of accumulated benefits.

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

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

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

SECTION XIV

EMPLOYMENT STATUS BY POSITION

Position

Town Manager

Status

Full-time

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

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

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

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

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

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

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

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

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

Selectperson, Chair

Selectperson Vice-Chair

Selectperson

Selectperson

Selectperson

Memo

To: Board of Selectmen/Assessors
From: Rob Duplisea, Assessors Agent
Date: 9/15/2020
Re: Explanation of Abatement and Supplemental Assessments

Abatements

2020-1

Owner Info: Belgrade Millwork LLC, Personal Property Acc#115

Abatement: \$44.60

Reason: To correct my computer entry error

2020-2

Owner Info: Daniel Poulin, Map 3 Lot 22B, Acc#484

Abatement: \$384.50

Reason: Homestead Exemption Omitted. Gov. Mills executive order allows taxpayers to file for Homestead Exemption up until municipalities commitment date. This application was missed.

2020-3

Owner Info: David & Heather Holinger, Map 2 Lot 9A-1, Acc#484

Abatement: \$384.50

Reason: Homestead Exemption Omitted. Gov. Mills executive order allows taxpayers to file for Homestead Exemption up until municipalities commitment date. This application was missed.

Supplementals

2020-1

Owner Info: Cathlyn Ashland, Map 1 Lot 18, Acc#44

Supplemental Amount: \$319.59

Reason: Penalty for removal portion of lot from Tree Growth – Owner's Request

2020-2

Owner Info: Richard Hutchinson, Map 7 Lot 63, Acc#501

Supplemental Amount: \$744.20

Reason: Penalty for all land from Tree Growth – Owner's Request

2020-3

Owner Info: Dwight & Lilly Bickford, Map 17 Lot 33, Acc#2098

Supplemental Amount: \$312.60

Reason: Penalty for removal portion of lot from Tree Growth – Owner's Request

2020-4

Owner Info: Robert & Gloria Gilbert, Map 45 Lot 3, Acc#1918

Supplemental Amount: \$1,680.00

Reason: Penalty for all land from Open Space – Owner's Request

2020-5

Owner Info: John Endicott, Map 7 Lot 63B, Acc#3464

Supplemental Amount: \$237.20

Reason: Penalty for removal portion of lot from Tree Growth – Owner's Request

Supplementals							
20-01	Cathlyn Ashland	M1 L18	44	N/A	\$	319.59	Penalty to remove 2.18 acres from Tree Growth Classification
20-02	Richard Hutchinson	M7 L63	501	N/A	\$	744.20	Penalty to remove property from Tree Growth Classification
20-03	Dwayne & Lilly Bickford	M17 L33	2098	N/A	\$	312.60	Penalty to remove 3.88 acres from Tree Growth Classification
20-04	Robert & Gloria Gilbert	M45 L3	1918	N/A	\$	1,680.00	Penalty to remove property from Open Space Classification
20-05	John Edicott	M7 L63B	3464	N/A	\$	237.20	Penalty to remove 2.00 acres from Tree Growth Classification

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

SUPPLEMENTAL TAX CERTIFICATE AND WARRANT 36 M.R.S.A. SECTION 713

Tax Year and Warrant Numbers: 2020-1 thru 5

I, the undersigned Assessor of Town of Belgrade, County of Kennebec, State of Maine, hereby do commit Nicholas Poole, Tax Collector, the following supplemental tax in the total amount of \$3,293.59 which were omitted from assessment, or were invalid or void by reason of illegality or irregularity from the April 1, 2020 valuation records. The powers of the original warrant dated July 21, 2020 for calendar year 2019 are extended by virtue of Title 36 MRSA Sec 713 as amended.

Payments are due November 16, 2020

Interest begins to accrue November 17, 2020

No	Name	Map/Lot	Acc #	Amount	Reason
1.	Cathlyn Ashland	M1 L18	44	\$319.59	Tree Growth Removal Penalty
2.	Richard Hutchinson	M7 L63	501	\$744.20	Tree Growth Removal Penalty
3.	Dwayne & Lilly Bickford	M17 L33	2098	\$744.20	Tree Growth Removal Penalty
4.	Robert & Gloria Gilbert	M45 L3	1918	\$1,680.00	Open Space Removal Penalty
5.	John Eddicott	M7 L63B	3464	\$237.20	Tree Growth Removal Penalty

Approved by the Belgrade Board of Selectpersons on September 15, 2020.

Assessor

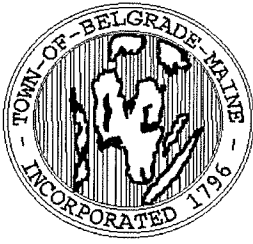
Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

Belgrade Millwork LLC
PO Box 500
Belgrade ME 04917
Personal Property Acc #115PP

Abatement 2020-01

The Board of Assessors for the Town of Belgrade has issued an abatement to Belgrade Millwork LLC in the amount of **\$44.60** of the Real Estate Taxes for account #115PP.

2020 Original		2020 Revised	
Real Estate	\$4,300	Real Estate	\$1,400
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$66.13	Total Real Tax	\$21.53
	Difference to Abate	\$44.60	

The abatement is to be granted to correct my computer entry error.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 15, 2020.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

Daniel Poulin
921 Wings Mills Road
Belgrade ME 04917
Map 3 Lot 22B, Acc #484RE

Abatement 2020-02

The Board of Assessors for the Town of Belgrade has issued an abatement to Daniel Poulin in the amount of **\$384.50** of the Real Estate Taxes for account #484RE.

2020 Original		2020 Revised	
Real Estate	\$190,600	Real Estate	\$165,600
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$2,931.43	Total Real Tax	\$2,646.83
	Difference to Abate	\$384.50	

The abatement is to be granted to correct the omission of the Homestead Exemption.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 15, 2020.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

David & Heather Holinger
18 Lenfesry Lane
Belgrade ME 04917
Map 2 Lot 9A-1, Acc #3342RE

Abatement 2020-03

The Board of Assessors for the Town of Belgrade has issued an abatement to David & Heather Holinger in the amount of **\$384.50** of the Real Estate Taxes for account #3342RE.

2020 Original		2020 Revised	
Real Estate	\$241,500	Real Estate	\$216,500
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$3,714.27	Total Real Tax	\$3,329.77
	Difference to Abate	\$384.50	

The abatement is to be granted to correct the omission of the Homestead Exemption.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on September 15, 2020.

Assessor

Assessor

Assessor

Assessor

Assessor

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 15, 2020
Re: General Assistance maximums

The new maximums for General Assistance take effect each Oct. 1. The maximums are set by the Maine Department of Health and Human Services; Selectboards must also approve them.

The maximums help the Town's GA administrator determine the amount of aid an applicant may receive overall and for food, housing, heating fuel, electricity, and/or personal care and household items. See attached.

Oct 1, 2020 to Sept 30, 2021

OVERALL MAXIMUMS**Persons in Household**

1	2	3	4	5
\$769	\$786	\$979	\$1,284	\$1,371

Household of 6 = \$1,446

* Add \$75 for each additional person

FOOD MAXIMUMS

Persons	Weekly	Monthly
1	\$47.44	\$204
2	\$86.98	\$374
3	\$124.42	\$535
4	\$158.14	\$680
5	\$187.67	\$807
6	\$225.35	\$969
7	\$249.07	\$1,071
8	\$284.65	\$1,224

Add \$146 per month for each + person

HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

HOUSING MAXIMUMS

BEDROOM	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$143	\$615	\$167	\$716
1	\$143	\$615	\$168	\$724
2	\$170	\$733	\$211	\$907
3	\$230	\$987	\$279	\$1,200
4	\$234	\$1,005	\$295	\$1,268

PERSONAL CARE & HOUSEHOLD SUPPLIES

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

***New - Appendix H Revisions

Burial Maximum: \$1,475
Cremation Maximum: \$1,025

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

1-800-442-6003

Revised 7/22/20

2020-2021 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	741	742	981	1,229	1,341
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,179	1,284	1,668	2,180	2,654
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

Appendix A

Effective: 10/01/20-09/30/21

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	918	980	1,212	1,539	1,720
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,136	1,165	1,539	1,926	2,699

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	649	710	831	1,119	1,200
Franklin County	683	729	837	1,102	1,480
Hancock County	836	871	1,047	1,319	1,445
Kennebec County	769	786	979	1,284	1,371
Knox County	792	795	979	1,291	1,390
Lincoln County	868	886	1,057	1,349	1,554
Oxford County	764	767	936	1,322	1,537
Piscataquis County	659	708	874	1,158	1,396
Somerset County	709	744	959	1,249	1,338
Waldo County	818	871	997	1,339	1,705
Washington County	710	713	926	1,160	1,254

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/20 to 09/30/21

2020-2021 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

Note: For each additional person add \$153 per month.

Appendix C

Effective: 10/01/20-09/30/21

2020-2021 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	504	141	606
1	123	528	154	663
2	139	599	180	776
3	195	840	246	1,057
4	200	859	262	1,126
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	538	149	640
1	127	547	159	682
2	141	605	182	782
3	191	823	242	1,040
4	265	1,139	327	1,406
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	682	182	783
1	159	682	188	809
2	186	801	227	975
3	238	1,022	287	1,235
4	251	1,079	312	1,342
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	143	615	167	716
1	143	615	168	724
2	170	733	211	907
3	230	987	279	1,200
4	234	1,005	295	1,268

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without* Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With* Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

Appendix G
Effective: 10/01/20-9/30/21

2020-2021 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees

Appendix H

Effective: 10/01/20-9/30/21

- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

GENERAL ASSISTANCE ORDINANCE APPENDICES A-H 2020-2021

The Municipality of Belgrade, Maine, adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 15th of September 2020, by the municipal officers:

Melanie Jewell

(Signature)

Rick Damren

(Signature)

Ernst Merckens

(Signature)

Kathleen Wall

(Signature)

Daniel Newman

(Signature)

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00050 A. E. HODSDON CONSULTING ENGINEERS						
0462	20388	09	WINGS MILL DAM REPAIR	1664		
WINGS MILL DAM REPAIR			E 96-01-99-99		1,268.52	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
Vendor Total-					1,268.52	
00670 ABC FUEL						
0462	20389	09	GA CASE 359	110167		
GA CASE 359			E 21-01-99-99		165.90	0.00
			GEN'L ASSIST / GEN'L ASSIST - EXPENSE / EXPENSE			
Vendor Total-					165.90	
00703 AFFINITY LED LIGHT LLC						
0462	20390	09	LIGHT CONTRACT ART25	BELG-DEP1		
LIGHT CONTRACT			G 1-102-00		8,326.50	0.00
			GEN'L FUND / CHECKING			
Vendor Total-					8,326.50	
00004 AMERICAN LOGGERS FIRE SUPPRESSION L						
0462	20391	09	MAINTANANCE	5629		
MAINTANANCE			E 05-05-35-01		105.90	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
Vendor Total-					105.90	
00000 AUBE, MEGAN						
0462	20392	09	LIBRARY SAFETY SHIELD	08/28/2020		
LIBRARY SAFETY SHIELD			E 30-01-40-04		129.36	0.00
			LIBRARY / LIBRARY - PURCHASES / EQUIPMENT			
Vendor Total-					129.36	
00238 BAKER & TAYLOR BOOKS # 510486						
0462	20393	09	BOOKS AND PERIODICALS	5016356843		
BOOKS AND PERIODICALS			E 30-01-30-09		102.39	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
Vendor Total-					102.39	
00154 BELGRADE REGIONAL CONSERVATION						
0462	20394	09	PROGRAM CONTRIBUTIONS	TOWN MEETING		
PROGRAM CONTRIBUTIONS			E 22-01-51-04		8,400.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / 7 LAKES ALLI			
Vendor Total-					8,400.00	
00386 BOUNDTREE MEDICAL						
0462	20395	09	GOWN COVID	83722986		
GOWN COVID			E 05-05-30-07		359.90	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
Vendor Total-					359.90	
00116 BROMAR, INC						
0462	20396	09	GAS RELEASE FORMS	28612		
GAS RELEASE FORMS			E 05-05-25-04		179.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PRINTING / MISC			
Vendor Total-					179.00	
00376 CARDMEMBER SERVICES						
0462	20398	09	ADOBE SUBSCRIPTION	6713, 6889		
ADOBE SUBSCRIPTION			E 01-10-20-07		31.62	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
Invoice Total-					31.62	
0462	20398	09	WATER	7886		

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
WATER			E 12-01-30-05		49.59	0.00
			CEMETERY / CEMETERY - SUPPLIES / FOOD/WATER			
			Invoice Total-		49.59	
0462	20398	09	SPRAY FOR TOWN SIGNS	5061		
SPRAY FOR TOWN SIGNS			E 13-01-30-04		29.99	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		29.99	
0462	20398	09	DIVIDERS FD	3431		
DIVIDERS FD			E 05-05-30-03		16.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			Invoice Total-		16.99	
0462	20398	09	EMS RENEWAL APP	3037		
EMS RENEWAL APP			E 05-05-14-07		100.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			Invoice Total-		100.00	
0462	20398	09	WALKY TALKIES TS	5229		
WALKY TALKIES TS			E 15-05-30-04		139.98	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			Invoice Total-		139.98	
0462	20398	09	BLEACH	4582		
BLEACH			E 15-05-30-04		23.94	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			Invoice Total-		23.94	
0462	20398	09	FOOD	7325		
CHIPS			E 25-30-30-05		26.97	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		26.97	
0462	20398	09	BOWLS, ICE CREAM	2121		
BOWLS, ICE CREAM			E 25-30-30-05		34.54	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		34.54	
0462	20398	09	BOAT BINOCULARS	0154		
BOAT BINOCULARS			E 05-05-40-03		300.06	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		300.06	
0462	20398	09	FILE BOXES FD	3906		
FILE BOXES FD			E 05-05-30-03		61.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			Invoice Total-		61.00	
			Vendor Total-		814.68	
00020 CENTRAL MAINE POWER						
0462	20399	09	STREETLIGHTS ELECTRICITY	715000862646		
STREETLIGHTS ELECTRICITY			E 05-25-20-04		705.96	0.00
			PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY			
			Vendor Total-		705.96	
00395 CHILDS, MAURICE						
0462	20400	09	TIME TRANSITIONING	2402		
TIME TRANSITIONING			E 10-01-20-07		184.16	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
			Invoice Total-		184.16	
0462	20400	09	MOWING ROADSIDES	2403		
MOWING ROADSIDES			E 10-01-20-07		2,608.32	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-				2,608.32		
Vendor Total-				2,792.48		
00641 EATON PEABODY						
0462	20401	09	GRANT/BRIGHTSIDE APPEAL	566814		
GRANT/BRIGHTSIDE APPEAL	E 01-10-15-02				561.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
Vendor Total-				561.00		
00459 FRIENDS OF MESSALONKEE						
0462	20402	09	BELGRADE CONTRIBUTION	TOWN MEETING		
BELGRADE CONTRIBUTION	E 22-01-51-05				13,100.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / FRIENDS			
Vendor Total-				13,100.00		
00008 FULLER, GARY R.						
0462	20403	09	MILEAGE REIMBURSEMENT 63	9/1-9/4/2020		
MILEAGE REIMBURSEMENT 63	E 01-20-20-02				27.72	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
Invoice Total-				27.72		
0462	20403	09	MILEAGE REIMBURSEMENT 114	8/25-8/29/2020		
MILEAGE REIMBURSEMENT 114	E 01-20-20-02				50.16	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
Invoice Total-				50.16		
Vendor Total-				77.88		
00009 HAMMOND LUMBER COMPANY						
0462	20404	09	PAINT, SUPPLIES	3604294		
PAINT FOR BUILDING	E 13-07-35-08				280.44	0.00
			FACILITIES / FD:DEPOT - REPAIRS / BUILDING			
SHOP SUPPLIES	E 13-01-30-04				54.45	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
Invoice Total-				334.89		
0462	20404	09	PAINT, SHOP SUPPLIES	3599334		
PAINT	E 13-07-35-08				296.40	0.00
			FACILITIES / FD:DEPOT - REPAIRS / BUILDING			
SHOP SUPPLIES	E 13-01-30-04				35.82	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
Invoice Total-				332.22		
Vendor Total-				667.11		
00267 IRVING OIL CORPORATION						
0462	20405	09	CEMETERY FUEL	33596438		
TRUCK FUEL	E 13-01-30-02				133.08	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
Invoice Total-				133.08		
0462	20405	09	FACILITIES FUEL	33596440		
MOWER FUEL	E 12-01-30-02				26.62	0.00
			CEMETERY / CEMETERY - SUPPLIES / FUEL			
TRUCK FUEL	E 13-01-30-02				136.58	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
Invoice Total-				163.20		
Vendor Total-				296.28		
00404 JORDAN EQUIPMENT CO						
0462	20406	09	SKID STEER WIPER BLADES	P40691		
SKID STEER WIPER BLADES	E 15-05-35-11				80.45	0.00
			SOLID WASTE / WASTE - REPAIRS / SKID STEER			
Vendor Total-				80.45		

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00000 KEYBANK N.A.						
0462	20407	09	TAN PAYMENT		9/16/2020	
TAN PRINCIPAL			G 1-201-00		2,000,000.00	0.00
			GEN'L FUND / NOTE PAY-TAN			
TAN INTEREST			E 29-01-42-04		17,900.00	0.00
			DEBT SERVICE / DEBT SERVICE - INTEREST / TAN			
			Vendor Total-		2,017,900.00	
00550 KYOCERA						
0462	20408	09	CONTRACT INVOICE		5SL1997334	
CONTRACT INVOICE			E 01-10-20-14		169.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
			Vendor Total-		169.00	
00638 LEAF						
0462	20409	09	COPIER CONTRACT		10995450	
COPIER CONTRACT			E 01-10-20-14		139.74	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
			Vendor Total-		139.74	
00487 LITERACY VOLUNTEERS WATERVILLE AREA						
0462	20410	09	BELGRADE CONTRIBUTION		TOWN MEETING	
BELGRADE CONTRIBUTION			E 22-01-51-08		1,000.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / LITERACY			
			Vendor Total-		1,000.00	
00002 MAINE MUNICIPAL ASSOCIATION						
0462	20411	09	UNEMPLOYMENT INSTALL		INV00180045	
UNEMPLOYMENT INSTALL			E 23-20-99-99		986.32	0.00
			INSURANCE / UNEMPLOYMENT - EXPENSE / EXPENSE			
			Invoice Total-		986.32	
0462	20411	09	PROPERTY AND CASUALTY		50340	
JULY 2020			E 23-25-99-99		15,200.00	0.00
			INSURANCE / LIABILITY - EXPENSE / EXPENSE			
JAN. 31 2021			E 23-25-99-99		15,200.00	0.00
			INSURANCE / LIABILITY - EXPENSE / EXPENSE			
			Invoice Total-		30,400.00	
			Vendor Total-		31,386.32	
00582 MAINE TECHNOLOGY GROUP						
0462	20412	09	IT SERVICES		24551	
IT SERVICES			E 01-10-15-03		1,014.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Invoice Total-		1,014.50	
0462	20412	09	SUPPORT SERVICE		24594	
SUPPORT SERVICE			E 01-10-15-03		420.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Invoice Total-		420.00	
0462	20412	09	4 NEW COMPUTERS		000646	
4 NEW COMPUTERS			E 01-10-40-04		4,000.00	0.00
			GEN'L GOV. / ADMIN - PURCHASES / EQUIPMENT			
4 NEW COMPUTERS			E 01-10-15-03		1,215.78	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Invoice Total-		5,215.78	
			Vendor Total-		6,650.28	
00057 MAINEGENERAL MEDICAL CENTER						
0462	20413	09	PHARMACY CHARGES		0000048830	
PHARMACY CHARGES			E 05-05-30-07		155.32	0.00

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS						
Vendor Total-					155.32	
00000 MONICA MCCARTHY						
0462	20414	09	MORNING YOGA	9/10/2020		
MORNING YOGA	E 25-30-20-07				45.00	0.00
RECREATION / REC PROGRAMS - SERVICES / CONTRACTED						
Vendor Total-					45.00	
00570 NAPA AUTO PARTS						
0462	20415	09	MAINTENANCE	402-159631		
MAINTENANCE	E 13-01-35-01				31.15	0.00
FACILITIES / GENERAL - REPAIRS / EQUIPMENT						
Vendor Total-					31.15	
00387 OVERHEAD DOOR COMPANY						
0462	20416	09	FD DOOR REPAIR	4-0014809		
FD DOOR REPAIR	E 13-07-35-14				155.00	0.00
FACILITIES / FD:DEPOT - REPAIRS / DOORS						
Vendor Total-					155.00	
00182 PIKE INDUSTRIES, INC.						
0462	20417	09	CRUSHED STONE, EROSION ST	1099073		
CRUSHED STONE, EROSION ST	E 10-01-30-04				336.22	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
Vendor Total-					336.22	
00676 PINE TREE WASTE						
0462	20418	09	TOILETS	981711		
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						
NB FD	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	
0462	20418	09	GARAGE TOILETS	981712		
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						
Invoice Total-					150.00	
Vendor Total-					450.00	
00040 POWER EQUIPMENT PLUS						
0462	20419	09	PARTS FOR WALKER	99215534		
PARTS FOR WALKER	E 13-01-35-01				90.95	0.00
FACILITIES / GENERAL - REPAIRS / EQUIPMENT						
Invoice Total-					90.95	
0462	20419	09	PARTS FOR EQUIPMENT	99216188		
PARTS FOR EQUIPMENT	E 12-01-35-01				93.30	0.00
CEMETERY / CEMETERY - REPAIRS / EQUIPMENT						
Invoice Total-					93.30	
0462	20419	09	CIRCUIT BREAKER	99216047		
CIRCUIT BREAKER	E 13-01-30-04				29.97	0.00
FACILITIES / GENERAL - SUPPLIES / OPERATING						
Invoice Total-					29.97	

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					214.22	
00428 REDMAN, JULIA						
0462	20420	09	YOGA	9/16/2020		
YOGA			E 25-30-20-07		157.50	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
Vendor Total-					157.50	
00003 REGISTRY OF DEEDS						
0462	20421	09	2 LIEN DISCHARGES			
2 LIEN DISCHARGES			E 01-10-47-01		38.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
Vendor Total-					38.00	
00385 RJD APPRAISAL						
0462	20422	09	ASSESSING SERVICES	AUGUST 2020		
ASSESSING SERVICES			E 01-10-15-04		2,125.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
Vendor Total-					2,125.00	
00114 SNOW POND TECHNOLOGY GROUP, INC.						
0462	20423	09	WORKSTATION SERVICE			
WORKSTATION SERVICE			E 05-05-30-03		125.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
Vendor Total-					125.00	
00612 SPECTRUM ENTERPRISE						
0462	20424	09	TOWN OFFICE INTERNET	084051401090120		
TOWN OFFICE INTERNET			E 01-10-20-01		123.88	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
Vendor Total-					123.88	
00424 STEVENS, JASON						
0462	20425	09	ROAD WORK	9/6/202		
EXCAVATOR 40HRS			E 10-01-20-06		5,130.80	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
1 TON 40HRS			E 10-01-20-06		826.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
DUMP TRUCK 16YD 40HRS			E 10-01-20-06		3,470.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
DUMP TRUCK			E 10-01-20-06		867.50	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
COMPACTOR			E 10-01-20-06		125.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS			
Vendor Total-					10,419.30	
00048 TREASURER, STATE OF MAINE						
0462	20426	09	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		502.50	0.00
			GEN'L FUND / PLUMB. PERM.			
Invoice Total-					502.50	
0462	20426	09	credit towards plumbing	check 19700		
Credit Memo			G 1-602-00		-15.00	0.00
			GEN'L FUND / CREDIT MEMOS			
Invoice Total-					-15.00	
Vendor Total-					487.50	
00095 TREASURER, STATE OF MAINE						
0462	20427	09	PERMIT RT27, DEPOT RD	70229858-20		
PERMIT RT27, DEPOT RD			E 43-01-99-99		60.00	0.00
			LIBRARY TRUS / LIBRARY TRUS - EXPENSE / EXPENSE			

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					60.00	
00699 TRISHA DAVIS						
0462	20428	09	MILEAGE REIMBURSE 1103	MAY TO AUGUST		
MILEAGE REIMBURSE 1103			E 05-30-20-02		485.32	0.00
			PUBLIC SAFTY / ACO - SERVICES / TRANSPORTATI			
Vendor Total-					485.32	
00176 UNION FARM EQUIPMENT						
0462	20429	09	WALKER MOWER REPAIRS	107648		
WALKER MOWER REPAIRS			E 13-01-35-01		725.03	0.00
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT			
Vendor Total-					725.03	
00013 WASTE MANAGEMENT OF						
0462	20430	09	CFAS DUMPSTER	203022520803		
CFAS DUMPSTER			E 13-02-20-06		87.42	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
Invoice Total-					87.42	
0462	20430	09	TS MIXED SOLID WASTER	203076620806		
TS MIXED SOLID WASTER			E 15-05-20-13		8,258.81	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					8,258.81	
0462	20430	09	TS DEMO MATERIAL	203076720804		
TS DEMO MATERIAL			E 15-05-20-13		1,997.35	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					1,997.35	
Vendor Total-					10,343.58	
00369 WB MASON CO, INC						
0462	20431	09	TS WATER	213157497		
TS WATER			E 15-05-30-04		30.48	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
Invoice Total-					30.48	
0462	20431	09	STAPLES	213207334		
STAPLES			E 01-10-30-03		11.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Invoice Total-					11.98	
0462	20431	09	BLUE ELECTION PAPER	213327991		
BLUE ELECTION PAPER			E 01-35-25-05		99.95	0.00
			GEN'L GOV. / ELECTIONS - PRINTING / BALLOTS			
Invoice Total-					99.95	
0462	20431	09	ADDRESS LABELS	213415682		
ADDRESS LABELS			E 01-10-30-03		109.95	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Invoice Total-					109.95	
Vendor Total-					252.36	

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account		Proj	Amount	
			Prepaid Total-	0.00	
			Current Total-	2,122,108.03	
			EFT Total-	0.00	
			Warrant Total-	2,122,108.03	

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

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

Warrant 123

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00068 KAVESTONE LLC						
0465	20432	09	WINGS MILS DAM REPAIR	09/16/2020		
WINGS MILS DAM REPAIR			E 34-01-99-99		51,932.32	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Vendor Total-		51,932.32	
			Prepaid Total-		0.00	
			Current Total-		51,932.32	
			EFT Total-		0.00	
			Warrant Total-		51,932.32	

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

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 15, 2020
Re: Town Manager's report

Belgrade Regional Health Center recently gave the Town a **\$10,000 gift** to underwrite the first-year salary costs of our new firefighter/EMS provider. Let's talk at the meeting about an appropriate thank you.

Tax collections went smoothly. Tax Collector Nick Poole reports **delinquent tax payments** are no worse this year than they ever are. As of Sept. 10, delinquent payments represented a little less than \$1 million.

We received two **appeals applications** for the Appeals Board's consideration last week, both pertaining to a permit issued by the Planning Board. Town Attorney Phil Saucier will be assisting the Planning Board is crafting findings of fact in that case. As such, that conflicts him from afterward advising the Appeals Board. Mike Hodgins also has a conflict in the case, so I am contacting other municipal attorneys recommended by Mr. Saucier to assist the Appeals Board. I plan on seeking more funding for legal fees in 2021.

The **Moorings Committee** meets Sept. 14. I'll update you at your meeting on its discussions. Between Zoom and Facebook, we had approximately 60 people attend last week's forum on houseboats. The video is available at https://youtu.be/ISLP4J8n_Xo. I continue to forward you the messages I receive regarding houseboats.

On Saturday, we will have conducted our first **document-shredding event** at the Transfer Station. I'll report to you at the meeting how it went. The Transfer Station Committee on Sept. 14 will have discussed the possibility of obtaining its own shredder.

Reminder: The **Town Manager** is taking a three-day staycation Sept. 16-18. Follow-up items after this meeting will be addressed next week.