

**Town of Belgrade
Board of Selectpersons**

Sept. 21, 2021 / 6:30 p.m.
Belgrade Town Office
990 Augusta Road

This meeting will be conducted in person.
The public may also view the meeting and participate online at
<https://us02web.zoom.us/j/81131427984>

A G E N D A

Call to Order and Pledge of Allegiance

*Open Meeting. The meeting will begin with an executive session from 6:30 p.m.-7 p.m.
The meeting will enter into open session at 7 p.m.*

1. **EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(C) – Real estate.
2. **PUBLIC COMMENT**
3. **OLD BUSINESS**
 - A. Approval of Sept. 7, 2021, **Selectboard minutes**.
 - B. Discussion and consideration of measures to **slow traffic in the village**.
4. **NEW BUSINESS**
 - A. Discussion and consideration of proposed amendments to the **Board of Appeals ordinance**.
 - B. Discussion and consideration of **code enforcement services**.
 - C. Discussion and consideration of contract with Kennebec Valley Council of Governments for **Commercial Development Review Ordinance assistance**.
 - D. Consideration of four **quitclaim deeds** for Lot 3, Map 36.
5. **WARRANT**
6. **TOWN MANAGER REPORT**
7. **EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(A) – Personnel

**Town of Belgrade
Board of Selectpersons**

Sept. 7, 2021 / 6:30 p.m.
Belgrade Town Office
990 Augusta Road

This meeting can be watched at

<https://youtu.be/EFMEzJiE0EI>

MINUTES

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

In-person attendees: Town Manager Anthony Wilson, Planning Board Chairman Peter Rushton, Planning Board member Craig Alexander, Comprehensive Plan Committee Chairman George Seel, Christine Peatfield,

Remote attendees: Town Clerk Mary Vogel, Jack Sutton, Lenny Reich, Health Officer Jennifer Clements, Loyce Hayslett, Shawn Grant, Nicholas Alexander, Charles Tetelman, Dick Bourne, Kate Damren, Carol Johnson, Comp Plan Committee members Pat Donahue and Kathi Wall.

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

1. **PUBLIC HEARING.** Mr. Damren moved to open the hearing. Mr. Newman seconded. Motion approved 4-0.
 - A. Discussion and consideration of **General Assistance maximums and GA model ordinance** for 2021-22. The town manager explained the change in the ordinance regarding recovery residences as they relate to assistance requests for housing. There were no questions or comments from the public. Ms. Allen moved to close the hearing. Mr. Newman seconded. Motion approved 4-0. Mr. Newman moved to approve the ordinance and appendices as presented. Mr. Damren seconded. Motion approved 4-0.

Mr. Newman moved to open the meeting. Mr. Damren seconded. Motion approved 4-0.

2. **PUBLIC COMMENT.** Ms. Allen complimented the Belgrade Public Library, the 7 Lakes Alliance and the Belgrade Historical Society for a successful Community Read featuring the novel "The Overstory."
3. **OLD BUSINESS**
 - A. Approval of Aug. 17, 2021, **Selectboard minutes.** Ms. Jewell noted two corrections. Mr. Newman moved approval with the changes. Ms. Allen seconded. Motion approved 4-0.

- B. Discussion and consideration of measures to **slow traffic in the village**. The Board discussed the possibility of a 45-mph transitional zone between the 35-mph and 55-mph zones south of the village, in-street pedestrian crossing signage, traffic delineators, and LED speed signs. Ms. Jewell moved to have the town manager draft a letter for her signature to the Maine Department of Transportation requesting the 45-mph zone. Mr. Newman seconded. Motion approved 3-1, with Mr. Damren opposing. Additionally, the Board asked the town manager to gather costs to the Town for the in-street pedestrian signs and to ask the Sheriff's Department and State Police to increase traffic control in the village during their normal patrol hours.

4. NEW BUSINESS

- A. Consideration of the following **appointments**:
1. Loyce Hayslett – Senior Resources Committee. Mr. Damren moved approval. Ms. Jewell seconded. Motion approved 4-0.
 2. Christine Peatfield – Senior Resources Committee. Mr. Newman moved approval. Ms. Allen seconded. Motion approved 4-0.
 3. Betty Weaver – Senior Resources Committee. Because Mrs. Weaver was not present, Mr. Newman moved to table her appointment. Ms. Jewell seconded. Motion approved 4-0.
- B. Discussion with the Planning Board Chairman of the proposed **subdivision ordinance rewrite**. Planning Board Chair Peter Rushton and KVCOG planner Charles Tetelman explained the need for an updated ordinance and the Planning Board's approach to the rewrite. Planning Board member Craig Alexander raised concerns the requirements for a minor subdivision would be too onerous for families and developers. Planning Board member George Seel suggested Mr. Alexander's concerns be placed on an upcoming Planning Board agenda.
- C. Discussion of the **annual report of the Comprehensive Plan Committee**. Committee Chair George Seel walked the Board through the report, which focused mostly on issues regarding code enforcement record-keeping and enforcement of Town ordinances.
- D. Discussion and consideration of **COVID-related measures in Town facilities**. Health Officer Jennifer Clements recommended the Town continue requiring masking in the Center for All Seasons when children are present inside and to maintain the status quo regarding masking in other facilities. Signage was suggested warning the public not to enter Town facilities if they have suffered symptoms or had contact with someone with COVID.
- E. Discussion and consideration of **2022 animal shelter contract**. Ms. Allen moved approval. Ms. Jewell seconded. Motion approved 4-0.
- F. Consideration of the following tax abatements:
1. 365 Days of Christmas for \$30.76. Ms. Jewell moved approval. Mr. Damren seconded. Motion approved 4-0.

2. Hammond Lumber Co. for \$855.13. Ms. Allen moved approval. Mr. Damren seconded. Motion approved 4-0.
 3. Carla Carey for \$705.94
 4. Carla Carey for \$393.73
 5. Carla Carey for \$373.73
 6. Carla Carey for \$615.20. Ms. Jewell moved to approve all four of Ms. Carey's abatements for a total of \$2,088.60. Mr. Damren seconded. Motion approved 4-0.
5. **WARRANT.** Ms. Jewell moved approval of warrant no. 108 in the amount of \$2,879,805.42. Mr. Newman seconded. Motion approved 4-0.
6. **TOWN MANAGER REPORT.** The town manager recommended trying a fixed-fee contract for general legal services with Bernstein Shur in 2022. The Board expressed interest in seeing the contract and scope of services, and having the Budget Committee's input. Mr. Wilson will ask the Town Attorney for a proposed agreement.

Mr. Wilson reported the Roads Committee's work on the 2022 paving plan, including repaving the East-West Lane with cold mix topped with chip seal as a test for low-traffic roads; that could be more cost-effective than hot mix asphalt. Mr. Damren advised caution.

Mr. Wilson suggested a full-time employee to split time between the Transfer Station and cleaning the recreation center. Mr. Newman suggested a full-time employee to clean all Town facilities, thus clearing time for the Facilities Maintenance crew. Mr. Wilson endorsed the idea. The Board said it will consider it.

Mr. Wilson asked the Board to delegate the authority to sign a special warrant for newsletter postage. Mr. Damren moved approval. Mr. Newman seconded. Motion approved 4-0.

Ms. Allen moved to adjourn. Mr. Newman seconded. The motion was approved 4-0. The meeting adjourned at 8:59 p.m.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 21, 2021
Re: Village speed

Following the Sept. 7 Selectboard meeting, a letter was sent to Maine Department of Transportation Traffic Engineer David Allen requesting a **45-mph transitional zone** south of the village, extending from Sahagian Road north to the fire station. Explaining a normal transition zone is 500 to 1,000 feet, Mr. Allen replied that the parameters of that request will necessitate a full engineering study. He is undertaking that study.

The Rome Selectboard has opted not to seek a 35-mph transitional zone entering the village from the north. Lead Selectman Paul Anderson said the board believes the extended length of the 25-mph zone plus the flashing yellow light are sufficient. He said if Mr. Allen has a specific recommendation, the Rome Selectboard would be interested in hearing that. I've let Mr. Allen know that.

MDOT has no funding available for **in-street pedestrian crossing signs** until 2023. The Bicycle Coalition of Maine quoted a price of \$280 each, which is more attractive than the \$350 I found online. As a reminder, the village has four crosswalks. The coalition encouraged purchasing replacements, noting they "take a beating." Attached is an email and photo from the coalition encouraging a "gateway treatment" of crosswalks. That would cost an additional \$300 per crosswalk. To date, \$78,985 has been spent of the \$155,675 road maintenance budget.

The **reflective borders** on the 25-mph signs on the West Road cost \$145 each. That compares with \$1,860 for LED speed limit signs.

Lastly, I emailed Sheriff Mason and Lt. Madore of the State Police asking them to please consider having their officers engage in **radar enforcement** in the village during their patrol duties. Lt. Madore called me to report his troopers have been and will continue to do radar enforcement in the village. He noted that pedestrian's estimation of a vehicle's speed, including his own, is often faulty, particularly when large trucks are involved. He said he has conducted radar enforcement from an unmarked patrol car in the village and has rarely caught anyone speeding. He promised the State Police will continue to do what it can to slow speeders in the village.

Anthony Wilson

From: Adams, Patrick <Patrick.Adams@maine.gov>
Sent: Wednesday, September 15, 2021 10:26 AM
To: Jim Tasse; Anthony Wilson
Subject: RE: Sept. 7 Selectboard agenda and background packet

EXTERNAL MESSAGE:

I just checked with Steve Landry and our program to distribute these signs as part of a systemic safety strategy unfortunately won't be happening until 2023 so we're still at least a couple years out. Beyond that, I don't know of any other available funding. Sorry!



Patrick D. Adams

Active Transportation Planner
MaineDOT Planning Division
16 State House Station
Augusta, ME 04333-0016

Direct Line: (207) 624-3311
Cell Phone: (207) 592-0873
Office: (207) 624-3300
Fax: (207) 624-3099
Web: <http://www.maine.gov/mdot/bikeped/>

From: Jim Tasse <jim@bikemaine.org>
Sent: Tuesday, September 14, 2021 3:30 PM
To: Anthony Wilson <townmanager@townofbelgrade.com>
Cc: Adams, Patrick <Patrick.Adams@maine.gov>
Subject: Re: Sept. 7 Selectboard agenda and background packet

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Anthony:

Sorry for the delay.

The R1-6 Yield to Peds signs that we've been using are \$280 each, which included shipping in mid-August.

The BCM does not have the funds to purchase these signs for Belgrade, sorry. I've cc'd Patrick Adams at MaineDOT to see if he has any ideas.

I will say that the centerline signs alone may not have the slowing effect you're looking for. The complete "gateway" installation is more effective at creating friction, even when the roadway is not narrowed at all from existing painted lines. I've attached a picture from the installation we just did on five crosswalks in Millinocket to show you what a full gateway looks like. In some cases, we use an R1-6 sign on the center line, but in some cases we use a yellow delineator or even just a raised pavement marking (which is especially useful in locations where there are lots of trucks). You might want to consider full gateways at just the first and last crosswalks.

Whatever the town finally does, you should also expect that the centerline signs may take a beating. . .



James C. Tassé PhD (he/him)
Assistant Director



bikemaine.org | O: 207.623.4511 | C: 207.956.6535

*Director, Maine Bicycle and Pedestrian Safety Education Program
Past President, Greater Portland Chapter, New England Mountain Bike Association*

Support better walking and biking in Maine, [donate today!](#)

On Tue, Sep 14, 2021 at 11:09 AM Anthony Wilson <townmanager@townofbelgrade.com> wrote:

Jim, I'm hoping to take this proposal for in-street pedestrian crossing signage to our Selectboard next Tuesday. Do you have a cost estimate for those signs that you could provide to me? Along with any info about the possibility of your organization or Maine DOT underwriting some of the cost?



**BOARD OF APPEALS ORDINANCE
FOR THE TOWN OF BELGRADE**
~~Approved by the Board of Appeals Nov. 28, 2018~~

I. GENERAL PROVISIONS:

- A. Business of the Board shall be conducted in accordance with Maine statutes, Town ordinances and the procedures adopted by the Board.
- B. It shall be the responsibility of the Board to become familiar with all the duly enacted ordinances of the Town which it may be expected to act upon as well as with the applicable State statutes.
- C. It shall be the responsibility of the Board to become familiar with the community goals, desires and policies as expressed in the Belgrade Comprehensive Plan.
- D. The Board is authorized to hear only administrative and variance appeals from decisions made under any Town of Belgrade Ordinance which expressly designates the Board of Appeals to hear such an appeal.

II. APPOINTMENTS:

- A. The Board shall consist of five (5) regular members and two (2) alternate members appointed by the Board of ~~Selectmen-Selectpersons~~ of the Town of Belgrade for terms of three years. These terms shall be staggered so as to preserve continuity on the Board and shall **expireon** the first board meeting following the annual town meeting.
- B. Neither a Selectman nor his/her spouse, nor a Planning Board or Board of Appeals member or his/her spouse may be a member or an alternate member of the Board.
- C. Any member of the Board may be removed, for cause, by the ~~Selectmen-Selectpersons~~ before expiration of his/her term, but only after notice and an opportunity for a hearing at which the member in question has an opportunity to refute specific charges against him/her. The term, "for cause" shall include but not be limited to failure to attend three (3) consecutive Board meetings without sufficient justification, voting when the member has a conflict of interest, or for violation of Maine statutes.
- D. When there is a permanent vacancy of either a regular or ~~associate-alternate~~ member, the Chair shall immediately notify the Board of ~~Selectmen~~~~Selectpersons~~. The ~~Selectmen-Selectpersons~~ shall appoint a person to **servefor** the unexpired term.

III. MEMBER ROLES AND RESPONSIBILITIES:

- A. REGULAR MEMBER. A regular member of the Board shall have all the rights and privileges of membership and be a fully vested voting member of the Board of Appeals. A regular member who is absent from a particular meeting, absent from a hearing, or disqualified to participate in a particular matter may be replaced by the Chairperson for that meeting or for the determination of that matter by an alternate member. When so replaced, that regular member has no right to make motions, second them, or vote and shall make comments or ask questions only to the extent that members of the public are allowed to do so.
- B. ALTERNATE MEMBER. An alternate member shall have all the rights and privileges of regular members except the right to participate in hearings or decisions of the Board unless designated by the Chairperson to serve in place of a regular member of the Board for that hearing or matter. An alternate member may otherwise participate in any and all meetings of the Board, but shall have no right to make motions, second them, or vote. An alternate member shall be eligible to be elected Secretary of the Board of Appeals.

IV. OFFICERS AND DUTIES:

- A. The officers of the Board shall consist of a Chairperson and Secretary, who shall be elected annually by a majority of the Board. Election of the officers shall take place during the first meeting following the annual town meeting.
- B. CHAIRPERSON. The Chairperson shall perform all duties required by law and preside at all meetings of the Board. The Chairperson shall rule on issues of evidence, order, and procedure, and shall take such other actions as are necessary for the efficient and orderly conduct of hearings, unless directed otherwise by a majority of the Board. The Chairperson shall designate which alternate member will serve in the place of a member who is absent or recused.
- C. SECRETARY. The Secretary shall keep minutes of all Board proceedings, showing the vote of each member upon every question. The Secretary shall also arrange proper and legal notice of hearings and attend to other duties as are normally carried out by a secretary. The secretary shall keep a record of all hearings including: subject of the hearing, identification of each participant, any agreements made between parties and the Board regarding procedures, the testimony presented, findings of fact and conclusions, the decision of the board, and the date of issuance of the decision. All records are public, shall be filed in the municipal clerk's office, and may be inspected at reasonable times.

V. POWERS AND DUTIES:

The Board shall have the following powers to be exercised only upon receipt of a written appeal by an aggrieved party:

- A. To hear and decide administrative appeals on a *de novo* basis, where it is alleged by an aggrieved party that there is an error in any administrative decision, order, requirement or

determination made by, or failure to act by the Code Enforcement Officer or Planning Board in the administration of the ordinances listed in section V, except for a decision of the Planning Board relative to a subdivision application, which shall be appealable directly to Superior Court. A *de novo* review looks at the factual and legal issues afresh, undertakes its own credibility determinations, evaluates the evidence presented, and draws its own conclusions. If an ordinance establishes an appellate review process for the Board, instead of *de novo*, then the Board shall limit its review on appeal to the record established by the board or official whose decision is the subject of the appeal and to the arguments of the parties. The Board may not accept new evidence as part of an appellate review.

- B. Except as provided in sub-sections C and D below, the Board may grant a variance only where strict application of any applicable town ordinance, or a provision thereof, to the petitioner and his/her property would cause undue hardship. The words “undue hardship” as used in this subsection mean:
1. The land in question cannot yield a reasonable return unless a variance is granted;
 2. The need for a variance is due to the unique circumstances of the property and not the general conditions in the neighborhood;
 3. The granting of a variance will not alter the essential character of the locality; and
 4. The hardship is not the result of action taken by the applicant or prior owner.
- C. Disability Variance: The board may grant a variance to an owner of a residential dwelling for the purpose of making that dwelling accessible to a person with a disability who resides in or regularly uses the dwelling. The Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the dwelling by the person with the disability. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives in the dwelling. For the purposes of this subsection, a disability has the same meaning as a physical or mental handicap under 5 M.R.S.A. § 4553. The term “structures necessary for access to or egress from the dwelling” shall include railing, wall or roof systems necessary for the safety or effectiveness of the structure.
- D. Setback Variance: The Board may grant a setback variance to a property owner of a single family dwelling where the Board finds that strict application of any applicable town ordinance, or a provision thereof, to the petitioner and his/her property would cause undue hardship as defined in M.R.S.A. 30-A § 4553(4-B):
1. The need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
 2. The granting of a variance will not alter the essential character of the locality;
 3. The hardship is not the result of action taken by the applicant or prior owner;
 4. The granting of the variance will not substantially reduce or impair the use of the abutting property; and
 5. The granting of the variance is based upon demonstrated need, not convenience, and no other feasible alternative is available.

6. Additional limitations upon this variance request are:
 1. The dwelling for which the variance is sought must be the primary year-round residence of the applicant.
 2. The variance may not exceed 20% of the required setback.
 3. The variance shall not allow a reduction in the shoreline setback, and
 4. The variance may not cause the area of the dwelling to exceed the maximum permissible lot coverage.

VI. MEETINGS:

- A. The regular meeting of the Board shall be held once every month on a date decided by the Board of Appeals at its annual organizational meeting or, as necessary, as determined by the Chairperson, provided there is business to conduct.
- B. ~~The annual organizational meeting of the Board shall be the first regular meeting following the annual Town Meeting. At the annual meeting, among other business, the Board shall elect the officers from its members. Those officers are a Chairperson and the Secretary.~~BLANK
- C. Special meetings of the Board may be called by the chairperson. At least forty-eight (48) hours written notice of the time, place and business of the meeting shall be given to each member of the Board of Appeals, Board of Selectpersons, Planning Board, as well as the Town Manager and Code Enforcement Officer. Public notice shall also be made using contemporary means and technology.
- D. The Chairperson shall call a special meeting within ten (10) days of receipt of a written request from any three (3) members of the Board whose request specifies the matters to be considered at such special meeting.
- E. Subject to the discretion of the Chairperson, the order of business at regular meetings shall be as follows: roll call; reading and approval of the minutes of the preceding meeting; action on held cases; public hearing (when scheduled); other business; adjournment.
- F. All meetings of the Board shall be open to the public except executive sessions. No votes may be taken by the Board in executive session. The Board shall only hold executive sessions for purposes allowed by law.

VII. VOTING:

- A. A quorum shall consist of three (3) members of the Board.
- B. No hearing or meeting of the Board shall be held, nor any action taken, in the absence of a quorum.

- C. All matters shall be decided either by a show of hands, or by polling voting members for a “yes,” “no,” or “abstain” voice vote. Decisions on any matter before the Board shall require the affirmative vote of a majority of the members present and voting.
- D. A tie vote shall be considered a rejection of the motion under consideration.
- E. The term “conflict of interest” shall be construed to identify situations in which a member must recuse himself/herself. For example, having direct or indirect pecuniary interest, which shall include pecuniary benefit to any member of the person’s immediate family (e.g. grandfather, father, wife, son, grandson) or to his/her employer or the employer of any member of the person’s immediate family; situations where a member may have a current or prior relationship with the appellant or his/her family; and situations where a member may have information that could affect his/her objectivity. A Board member who owns or has an interest in a property abutting a property subject to an appeal shall be deemed to have a conflict of interest.
- F. If a member has a conflict of interest, said member shall not be counted by the board in establishing the quorum for such matter. A recused member shall leave his/her seat at the table until the matter relating to the conflict of interest has been concluded.
- G. Any question of whether a particular issue involves a “conflict of interest” sufficient to disqualify a member from voting thereon, shall be decided by a majority vote of the members, except the member whose potential conflict is under consideration.
- H. The chairperson shall appoint an alternate member to act for a regular member who is disqualified from voting or unable to attend the hearing. The alternate member will act for the regular member until the case is decided.

VIII. APPEAL PROCEDURE:

- A. Any person aggrieved by an action which comes under the jurisdiction of the Board pursuant to Section ~~V+V~~ must file such application for appeal in writing within thirty (30) days of the granting or denial of a permit. The applicant shall file this appeal at the Town Office to the attention of the Chairperson, Belgrade Board of Appeals, setting forth the ground for his/her appeal. Upon receiving the application for appeal, the Town Office shall promptly notify the Board chairperson.
- B. All costs of appeal, including publication and other notices, and any and all recording fees shall be borne by the petitioner.

IX. HEARINGS:

- A. The Board shall schedule a public hearing on all appeals applications within forty-five (45) days of the Board’s determination that the application is complete..

- B. The Board shall cause notice of the date, time and place of such hearing, the location of the building or lot, and the general nature of the question involved, to be given to the person making the application and to be published once in a newspaper of general circulation in the Town, the date of the publication to be at least ten (10) days prior to the Hearing. The Board shall also cause notice of the hearing to be given to the Selectpeople, the Planning Board, the Code Enforcement Officer, and the owners of property abutting that for which the appeal is taken at least thirty (30) days prior to the date of the hearing.
- C. The Board shall provide as a matter of policy for exclusion of irrelevant, immaterial, or unduly repetitious evidence.
- D. The order of business at a public hearing shall be as follows:
1. The Chairperson calls the hearing to order, members then introduce themselves and disclose any potential conflicts of interest in the matters pending, determines a quorum exists. The Chair then gives a statement of the case, and provides all correspondence and reports received regarding the case.
 2. The Board determines whether it has jurisdiction over the appeal, whether the applicant has the right to appear (“standing”) before the Board, and which individuals attending the hearing are “interested parties.” “Interested parties” are those persons who request to offer testimony and evidence and to participate in oral cross-examination. They would include but are not limited to abutting property owners and those who might be adversely affected by the Board’s decision. Parties may be required by the Board to consolidate or join their appearances in part or in whole if their interests or contentions are substantially similar and such consolidation would expedite the hearing. Municipal officers, the Planning Board, the Code Enforcement Officer shall automatically be made parties to the proceeding.
 3. Other persons attending the hearing and federal, state, municipal, and other governmental agencies shall be permitted to make oral or written statements and to submit oral and written questions through the Chairperson.
 4. Persons not attending the meeting may submit written statements provided the documents are signed and submitted prior to the conclusion of the hearing.
 5. The appellant is given the opportunity to present his or her case without interruption.
 6. The Board and interested parties may ask questions of the appellant through the Chairperson, or directly, with the permission of the Chairperson.
 7. The interested parties are given the opportunity to present their case. The Board may call its own witnesses, including but not limited to the Code Enforcement Officer.

8. The appellant may ask questions of the interested parties and Board witnesses through the Chairperson, or directly, with the permission of the Chairperson.
9. All parties are given the opportunity to refute or rebut statements made throughout the hearing. Rebuttal testimony will be limited to those matters which were the subject of direct testimony, cross-examination and questioning. No new subject matter may be introduced by way of rebuttal.
10. The Board shall receive comments and questions from all observers and interested citizens who wish to express their views.
11. The public hearing is closed after all parties have been heard. The Board may then enter into a work session for members only. The work session is open to the public; however, members of the public may not speak unless called upon by a Board member.
12. If additional time is needed, the hearing may be continued to a later date. All participants should be notified of the date, time and place of the continued hearing. Orders of continuance established in the course of a hearing shall be deemed adequate notice to the public and all interested parties.

E. The Board may waive any of the above rules if good cause is shown.

X. DECISIONS:

- A. Decisions by the Board shall be made not later than thirty (30) days from the date of the final hearing.
- B. The final decision on any matter before the Board shall be made by written order signed by the Chairperson. The transcript or tape recording of testimony, if such a transcript or tape recording has been prepared, and all exhibits, together with all papers and requests filed in the proceedings, shall constitute the public record.
- C. The Board, in reaching said decision, shall be guided by standards specified in the applicable state laws, local ordinances, policies specified in the Comprehensive Plan and by Findings of Fact by the Board in each case.
- D. In reviewing an application on any matter, the standards in any applicable local ordinance or statute shall take precedence over the standards of these rules whenever a conflict occurs. In all other instances, the more restrictive rule shall apply.
- E. Notice of any decision shall be sent by certified or registered mail or hand delivered to the applicant, his representative or agent, the Planning Board, the Code Enforcement Officer, and the Selectpeople within seven (7) days of the decision. Any decisions affecting the Shoreland Zone shall be mailed or hand-delivered to the Department of Environmental

Protection within seven (7) days. Copies of written decisions of the Board shall be given to the Planning Board, Code Enforcement Officer, and the municipal officers.

- F. Decisions of the Board shall be immediately filed in the office of the Town Clerk and shall be made public record. The date of filing each decision shall be entered in the official records and minutes of the Board.
- G. Variances granted must be recorded by certificate in the Kennebec County Registry of Deeds within thirty (30) days of final approval. (Variances not recorded within this time shall be invalid.) The certificate must be prepared in recordable form and provided to the applicant. It must indicate the name of the current property owner, identify the property by reference to last recorded owner, identify the property by reference to the last recorded deed or deeds of ownership in its chain of title and indicate the fact that a variance including any conditions on the variance, has been granted and the date of the granting.
- H. Unless otherwise specified, any order or decision of the Board for a permitted use shall expire if a building or occupancy permit for the use is not obtained by the applicant within ninety (90) days from the date of the decision; however, the Board may extend this time an additional ninety (90) days.

XI. RECONSIDERATION:

- A. The Board may reconsider any decision. The Board must decide to reconsider any decision, notify all interested parties and make any change in its original decision within forty-five (45) days of its prior decision. A request to the Board to reconsider a decision must be filed within ten (10) days of the decision that is being reconsidered. A meeting to decide whether to reconsider shall be called by the Chairperson in accordance with Section VI of this ordinance. The Board may conduct additional hearings and receive additional evidence and testimony. A reconsideration vote must receive a majority of those members who voted on the original decision.
- B. Reconsideration should be for one of the following reasons:
 - 1. The record contains significant factual errors due to fraud or mistake, regarding facts upon which the decision was based; or
 - 2. The Board misinterpreted the ordinance, followed improper procedures, or acted beyond its jurisdiction, or the Board votes to accept new information for the hearing record that may have had a bearing on the outcome of the original decision.

XII. APPEAL TO SUPERIOR COURT:

- A. The decision of the Board of Appeals may be taken, within forty-five (45) days after the decision is rendered, by the party to the decision to Superior Court in accordance with the

Maine Rules of Civil Procedure, Rule 80B. This time period may be extended by the court upon motion for good cause shown.

XIII. SEVERABILITY:

The invalidity of any section or provision of this ordinance shall not be held to invalidate any other section or provision within the ordinance.

XIV. AMENDING THE ORDINANCE:

- A. This ordinance may be amended by a majority vote of the legislative body present at any regular or special town meeting.
- B. Any proposed amendment to the ordinance shall be presented at a public hearing before the town meeting. The Board of ~~Selectmen~~ Selectpersons may hold a public hearing on the proposed amendments to the ordinance and report in writing its opinion on the desirability of the proposed change(s).
 1. If the vote on the amendment is by local referendum ballot, the ~~Selectmen~~ Selectpersons shall have a public hearing at least sixty (60) days prior to the Town Meeting. If the amendment is at an open assembly town meeting, a public hearing must be held within thirty (30) days of the duly authorized town meeting.
 2. Notice of any public hearing or amendment to this ordinance shall be given in a newspaper with local circulation at least five (5) days before the hearing.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 21, 2021
Re: KVCOG contract

The Kennebec Valley Council of Governments is willing to assist the Town with amending the Commercial Development Review Ordinance to include solar and wind farms, and telecommunication towers. Because KVCOG staff spent 91 hours assisting us with the Subdivision Ordinance rewrite, the COG proposes a fee not to exceed \$2,750 for assisting with the CDRO.

KVCOG Planning Director Joel Greenwood explained the subdivision ordinance assistance was “provided free of charge to the town as valued members. That being the case, we would ask that future ordinance updating projects have some way of funding as not to exhaust our Technical Assistance time pool. The suggested arrangements also represent a discounted membership hourly rate that should show good value for money and we are still willing to supplement any contract arrangement with ‘free’ membership time on the front and back ends of a project to ensure completion.”

Mr. Greenwood noted two possibilities:

- 1.) A general planning assistance contract with a set hourly rate, a six-month term and a maximum cap that we could decide. This would be on-demand service for when we need KVCOG planners.
- 2.) A contract and scope of service specific to the Commercial Development Review Ordinance update.

Attached is a copy of each option. The latter caps the cost at \$2,750 plus up to \$250 in any travel expenses incurred, regardless of the number of hours devoted to the effort. The cost could be less if the hours multiplied by the planner’s hourly rate equals less than \$2,750. A KVCOG planner proposed an approach that should economize the amount of time spent on this effort.

KVCOG is willing to bill us this cost in January, which would allow us to build it into the 2022 budget.

Kennebec Valley Council of Governments
17 Main Street, Fairfield, Maine 04937 – www.kvcog.org – (207) 453-4258

CONTRACT

**Contract for Planning Board and Planning Office Administration
by and between
Kennebec Valley Council of Governments
17 Main Street, Fairfield, Maine 04937**

and

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

INTRODUCTION

KVCOG is the state and federally designated regional planning and development agency serving cities and towns in Kennebec, Somerset, and western Waldo Counties.

The Town of Belgrade is a member of KVCOG.

PROJECT DESCRIPTION

The town wishes to secure professional assistance from KVCOG relating to support and technical assistance for the Belgrade Planning Board and Code Enforcement Officer. This includes assistance regarding the update of the towns Ordinance and Regulations.

KVCOG will provide the Town with the professional assistance necessary to assure the continued and effective operation of the town's code enforcement and planning board efforts to develop effective and necessary ordinances.

SCOPE OF SERVICES/TASKS

KVCOG will provide planning board with as needed technical assistance regarding any creation or revision of municipal land use ordinances. This includes but is not limited to writing / language, formatting, forms and applications and other tasks as needed.

Any additions to the scope of work may be made with written consent by both parties.

STAFFING ARRANGEMENTS

KVCOG' Community Planner, _____, will be the principal planner and contact for this project and responsible for delivery of all services described. Any potential future Planning Staff will assist with this contract when directed. Other staff may be assigned to assist with administration and other duties.

FINANCIAL ARRANGEMENTS

KVCOG staff will charge direct time plus travel and any printing, supply, postage or other direct costs.

KVCOG will allocate and provide up to ___ hours over the course of this contract, except that with written consent by both parties, to be charged according to the contract. Staff time will be charged at \$68.00 per hour for the Contracted Planner. These rates represent the discounted billing rates for members of KVCOG. This rate would increase to the current nonmember rate if the Town has a lapse in membership.

Billing to the town will be done monthly, summarizing work performed to date and the charges incurred including any direct expenses. Payment is due within 30 days of the bill date.

Total cost of time and travel /other expenses will not exceed \$_____.

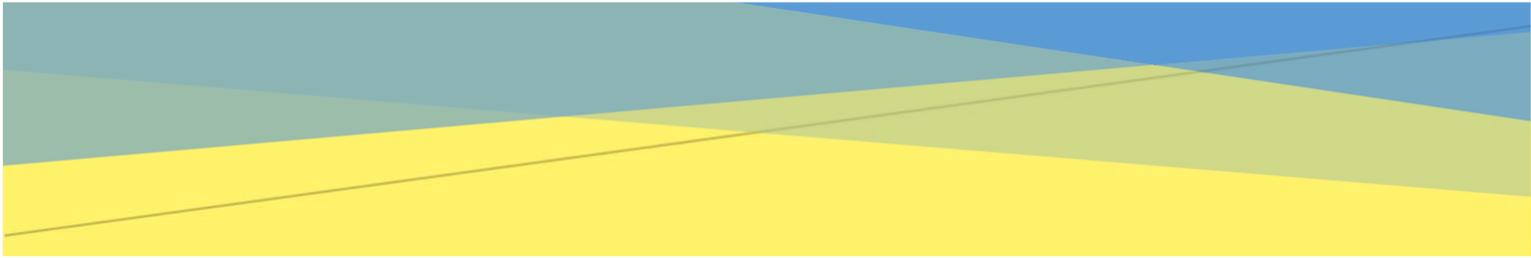
TERM

This agreement is effective _____ and shall extend for a six (6) month period unless terminated earlier.

This Agreement, including any reference to schedules, contains the entire agreement of the Parties and supersedes all prior discussions, representations, understandings and agreements. No waiver, modification, or amendment of this Agreement shall be effective without the express written consent of the Parties to be so bound.

Ole Amundsen III, Executive Director
Kennebec Valley Council of Governments

Anthony Wilson, Town Manager
Town of Belgrade



TOWN OF BELGRADE COMMERCIAL DEVELOPMENT REVIEW ORDINANCE REVISION

Proposal by Kennebec Valley Council of Governments

SEPTEMEBR 2021



17 Main Street
Fairfield, 04937
(207) 453-4258
jgreenwood@kvcog.org

Executive Summary

Kennebec Valley Council of Governments (KVCOG) is the foremost practitioner of planning in the greater Kennebec Valley region, and as such, is uniquely qualified to complete Town of Belgrade Commercial Development Review Ordinance Revision.

KVCOG has prepared planning regulations for more communities within the Kennebec Valley region than any other organization. As an organization KVCOG has written comprehensive plans and ordinance updates for over 35 member municipalities and is currently in the process of completing ordinance updates for the communities of Belgrade, Madison and Skowhegan.

KVCOG has two full time community planners, led by Planning Director Joel Greenwood, along with another staff Community Planner but will also draw on the expertise of other staff members and elicit help when appropriate and necessary.

KVCOG has a commitment to public involvement and has a generous background in successful public engagement and outreach activities.

Upon the commencement of work in 2021, KVCOG will gather and analyze ordinance information, generate general recommendations, prepare a new draft of the ordinance with both “amended” and “clean” versions, suitable for web posting as well as hard copies. Attendance at public hearings and Selectboard meetings to answer questions will be included.

The estimated total cost for services provided by KVCOG is **\$2,750** plus \$250 expenses.

Organizational Profile

KVCOG is the foremost practitioner of planning in the Kennebec Valley.

KVCOG, and its predecessor North Kennebec Regional Planning Commission, has been providing planning and technical assistance services to cities and towns in Kennebec, Somerset, and Waldo Counties since 1967. KVCOG does not offer planning services outside of our service area. This enables us to focus on the issues and dynamics of our member communities over an extended time period.

KVCOG operates with organizational continuity, which means that staff may change, but the organization maintains a diverse skill set and ability to tackle a spectrum of planning activities, utilizing different combinations of staff customized to the project. In general for this Ordinance Revision project, we will engage both staff planners – Joel Greenwood and the soon to be hired Community Planner – for their community planning and Land Use expertise.

Virtually all of the Land Use Ordinance's in Somerset County, and a great many in Kennebec County towns, have been written by or based on work of KVCOG staff over the years. Current projects include a major consolidation and rewrite of Monmouth's Land Use Ordinances, revisions to and codification of Belgrade's ordinances, and overhauls of site review or other specific ordinances in Skowhegan, Palmyra, Canaan, and Pittsfield.

KVCOG is regarded as a leader and innovator in performance-based land use regulation. This may be partly due to the fact that we work so often with communities that are unaccustomed to land use controls and need to feel comfortable with a user-friendly approach. We feel that it is important to create ordinances that are simple to administer, easy to interpret, and flexible to new situations and emerging development patterns.

KVCOG has written a technical bulletin titled Creating User-Friendly Land Use Ordinances and Procedures and is finishing up a set of model guidance for marijuana regulation that will be distributed statewide.

KVCOG has a Proven Track Record in Municipal Planning

KVCOG has prepared comprehensive plans for more communities within the Kennebec Valley region than any other organization. Since the Growth Management Law was enacted in 1988, KVCOG has written comprehensive plans for more than half of the 61 towns in this region and is currently completing updates in both China and Monmouth. At any given time over the past decade, KVCOG has been engaged in between two and six local plan projects.

KVCOG's objective is to write useable land use regulations. All our ordinances try to be concise ("short"), readable, and direct. We take pains to make them user-friendly and easy to transition from planning to action. We write plans and ordinances to reflect realistic aspirations of the town, but with awareness of the state rule as well. As a result, nearly all our products have been adopted locally without controversy, and those that were submitted for state review were found to be consistent. KVCOG commits to working with towns for as long as it takes to achieve consistency, even beyond the scope of the contract.

Our philosophy of local planning is to build documents that reflects the attitudes of the community. We avoid the temptation to manage the outcome of the process or to push "state-of-the-art" planning concepts. Our approach requires "active listening" – starting a conversation but then letting it take its own course. Volunteers often do not realize they are engaging in consensus building until they see the results on paper. Virtually all of the groups KVCOG works with operate by consensus rather than majority vote.

KVCOG has a Commitment to Public Involvement

KVCOG views the public engagement element of a planning process as critical to a useable plans / regulation. As a public Non-Profit, KVCOG must engage in public processes for all of our projects, including our own strategic planning and other initiatives. The following are a few examples:

- The Land Use Team at the Department of Agriculture, Conservation and Forestry contracts with KVCOG to advise towns on public participation requirements and strategies in comprehensive planning, ordinances, and development review.
- We are also under contract with Maine DOT to plan and implement the Department's public participation strategies in this region.
- KVCOG has facilitated regional planning initiatives, for example the FirstPark development, the Kennebec Valley Gas Co. TIF agreement, the Kennebec River Initiative, Regional Transportation Advisory Committees.
- Every comprehensive plan and ordinance we have assisted has contained an element of public participation. While towns sometimes conduct public opinion surveys and public hearings, KVCOG has also been successful in planning and conducting community "visioning" sessions, the latest being sessions in China, Monmouth and Fayette.

Previous Project Summaries

KVCOG does not offer planning services to towns outside of our geographic area, and as a general rule does not provide services to non-member towns except when subsidized by state or federal agencies. This is in part to demonstrate our commitment to service to dues-paying members, and in part because member revenue helps to buffer our service by allowing us to go outside of the strict scope of the contracts.

Since projects of significant scope require separate contracts, the cost for member towns is subsidized by their membership. Belgrade is members of KVCOG, and as such we have proposed a budget in which the hourly rate is 40 percent below what we would charge to non-member entities.

All of KVCOG's planning takes place in Belgrade's general geographic region, but to most accurately show this type of work we will accompany this document some examples of ordinance review that we have conducted for municipalities:

References -- Recent Ordinance Review Documents:

- City of Gardiner LID recommendations
- Town of Pittsfield Subdivision Ordinance Review
- Analysis of Benton Commercial Development Review Ordinance
- Norridgewock Site Plan Ordinance Critique

Proposed Operation Plan

KVCOG's Approach to Ordinance Development

KVCOG abides by several guiding principles in its work developing Commercial Development Review Ordinance. We feel it is important to present them in this proposal so that Belgrade will recognize the kind of product they will receive from us.

Public Involvement: KVCOG solicits the participation of the community in development of the ordinance. This goes beyond committee meetings to interacting with town staff, local developers, and neighborhood activists. We feel it is important not only to build support for the ordinance, but to build a sense of the community into the language, with sensitivity to local conditions and traditional development practices. Although this moves us away from the easy route of presenting model language, it results in an ordinance that better fits the community.

User-Friendly: We feel that it is critical that users of the ordinance, both public and private sector, feel comfortable with their understanding of it. This leads to less time wasted in confusion and conflicting interpretations, better communication and a higher comfort level with the regulated community, and less frustration over the ordinance in general. In addition, the more clearly written and easily followed an ordinance is, the easier it will be to tell whether it actually achieves its purpose. Techniques in creating a more user-friendly ordinance range from eliminating jargon and techno-babble, to putting all the performance standards for access and roadways in the same location, to simply re-organizing performance standards into alphabetical order.

Ease of Administration: The trend in land use these days can tend towards more complex procedures and solutions, not simpler ones. This is in part because the issues are so much more complex. It is essential, therefore, to look for opportunities to keep the burden of administration as simple as possible. A user-friendly ordinance helps, but it is more important to streamline procedures, by eliminating redundancy or conflicting provisions. Examples would be ensuring identical notice and hearing requirements for all permits, coordinating reviews so that shoreland zoning, floodplain, and site review processes (for example) could be done concurrently, and having a single application form and set of submission requirements.

Flexible and Adaptable: One of the challenges in land use regulation today is to keep the regulations up to date with new styles of development and land use, and new standards and techniques for construction. At a time when the local grocery store also does banking and hair care, and the gas station-convenience store also sells deli sandwiches and liquor, we need to look closely at the traditional table of permitted uses. The trend is away from permitted-prohibited uses and towards performance-based regulation. Performance standards themselves must be flexible, as new techniques and materials can be an improvement over the kind of engineering standards usually written into an ordinance. Ordinance flexibility, however, must be weighed as a tradeoff for ease of administration – less certainty over what is allowed and how it is designed means more staff time devoted to each application.

Defensible: Perhaps the most critical – and obvious – element of any Ordinance is its legal basis. We draw on our experience and resources to ensure that language does not fall afoul of Constitutional standards or recent court cases. (Any proposed ordinance should, however, be reviewed by the Town Attorney). More importantly, we recognize the importance of getting every word right, reducing the potential for confusion and conflict, and perhaps the number of appeals and lawsuits.

Services to be provided:

KVCOG's service profile can be structured to fit the town's needs and resources through negotiation. Pending that discussion, KVCOG offers to provide a complete consulting service for a rewrite of Belgrade's Commercial Development Review Ordinance. This service includes:

- Regular meetings with the Ordinance Review Committee / Planning Board and meeting or communication with other stakeholders for a minimum period of four months;
- Thorough analysis of existing ordinance language, including conformance with state and federal mandates and Belgrade's Comprehensive Plan, opportunities to update development standards and procedures, and organizational issues.
- Report to the Ordinance Review Committee (Planning Board) within the first month with general recommendations for changes in wording or organization of the ordinance;
- Preparation of re-draft of the ordinance in accepted underline-strikeout format, incorporating committee and staff comments into subsequent drafts;
- Preparation of final draft of ordinance, in both "amended" and "clean" versions, suitable for web posting, attendance at public hearings and select board meetings to answer questions, follow up work as necessary.

Anticipated Project Schedule

The anticipated project schedule presumes initiation of the contract in September or October 2021. The duration of the process is dependent on initial consultation with the community, but written report of general recommendations should be completed by November 2021. Working along with the Planning Board we can then hope to have a final finished draft by the end of 2021.

Providing we have full staff (we are in the process of trying to hire a new Planner), KVCOG is prepared to begin our engagement at the earliest date that Belgrade is willing to set. KVCOG will assign one professional staff person to be the primary liaison with the town, to ensure good communication, but several of us will be participating in the review / revision of the ordinance and preparation of new language. The Town will benefit from at least one more outside perspectives on the ordinance.

The budget and timetable laid out herein is based on an estimated time for completion of four months. KVCOG should easily complete the proposed scope of services within 4 months; however, it should be noted that the limiting factor in these projects is invariably the availability of the committee and stakeholders to participate in the process. Our proposed commitment comes to roughly 10 hours a month; the process will be speeded up or slowed down based on the frequency of committee involvement.

Project Management

Key Staff

The Community Planning team of Joel Greenwood and other Community Planner will collaboratively work to ensure that the Town of Belgrade receives a clear, concise report of the review of existing Commercial Development Review Ordinance and new revised final Ordinance.

Planning team leader Joel Greenwood has been with KVCOG since 2011. During the last ten years, Mr. Greenwood has worked on over 10 comprehensive plans in the Kennebec Valley Region and beyond. He was the primary author for China, Fairfield and Hartland's recent comprehensive plan updates. He currently serves as the lead on Skowhegan and Jackman's update. He has also written numerous plans across the region for various transportation, downtown development, and economic development projects. He is the chief point of contact for land use technical assistance and planning advice for communities in the region.

NEW PLANNER INFO TO BE PROVIDED.

Selected Shared Project Experience

Comprehensive Plan Development

- Readfield Comprehensive Plan Update 2022 (ongoing)
- Jackman Comprehensive Plan Update 2023 (ongoing)
- Skowhegan Comprehensive Plan Update 2022 (ongoing)
- Fayette Comprehensive Plan Update 2019 (ongoing)
- Monmouth Comprehensive Plan Update 2019 (ongoing)
- China Comprehensive Plan Update 2019 (Completed, with State for Review)
- Hartland Comprehensive Plan (Awarded consistency from the State on 09/18/2017)
- Fairfield Comprehensive Plan (Awarded consistency from the State on 01/28/2015)

Ordinance Development

- Belgrade Subdivision Ordinance redevelopment (2020 – ongoing)
- Rome Adult use Marijuana ordinance (2021)
- Fairfield Commercial Development Review Ordinance Review and redevelopment (2016)
- Belgrade Commercial Development Ordinance Review and redevelopment (2016)
- Highland Plantation Commercial Development Review Ordinance Development (2015)
- Skowhegan Multiple Ordinance Development projects (Contracted Town Planner - Ongoing)
- Madison Multiple Ordinance Development projects (Contracted Town Planner - Ongoing)

Other Relevant Projects

- Monmouth Downtown Plan (2017)
- Chelsea Strategic Economic Development Plan (2017)

Office

KVCOG is conveniently located close to the Belgrade at 17 Main Street in Fairfield. KVCOG is in close proximity to multiple I-95 access points and has ample parking. KVCOG is fortunate to have an on premise library containing numerous planning materials, including comprehensive plans and updates, from its over 50 years of operation. The office is further equipped with GIS capabilities and a state of the art large format printer for map making.

While the KVCOG office will serve as the home base for the majority of work to be performed, the Community Planning team is also equipped to work remotely as necessary. Ongoing projects in Fayette's general area ensure that the team will be in close contact throughout the entire process.

Cost of Consulting Services for Ordinance Revision

Similar to private consultants, KVCOG provides a range of contract services for the development of local comprehensive plans and Ordinances. KVCOG only provides its services to communities within our service area.

Like any contractual relationship, KVCOG can do as much or as little as the client asks for. In most cases, towns request assistance through the entire planning process -- the complete development of a plan/ordinance including committee work, data research and analysis, public involvement, mapping and drafting text.

Revision of Ordinances is somewhat different, in part because each original Ordinance is different. The cost for a revision depends on how much of the original ordinance there is to review and re-write.

KVCOG is happy to offer its highly subsidized Member Hourly Rate for this project. Each staff member has the following current membership rates:

Joel Greenwood – Planning Director: \$91.00

Other – Community Planner: \$70.00

This project will roughly be charged monthly on this basis but are happy to offer that this project will be completed for a sum not to exceed **\$2,750** provided that the Town remain paid members of KVCOG during the duration of this contract. We would also add an estimated amount of \$250 for any required travel expenses etc.

If any work required to complete this project above this amount, then KVCOG will cover the cost and not bill beyond the quoted cost of \$2,750 plus \$250 expenses.

Memo

To: Board of Selectpersons
From: Nick Poole, Town Treasurer
Date: Sept. 21, 2021
Re: Quitclaim deeds

In the 1960s, four liens were placed on a property at Map 36 Lot 3, but those liens were never discharged. The title company needs those liens released so the property can be sold. For that to happen, the Selectboard must sign a quitclaim deed for each lien placed on the property.

Municipal Quitclaim Deed without Covenants

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of Belgrade, a body corporate and politic located in Kennebec County, State of Maine, for consideration paid, release to Flourin Drouin of Belgrade, Maine, a certain parcel of land with buildings thereon, if any, located in the Municipality of Belgrade Kennebec County, State of Maine, identified as follows:

(Note: the description below must match the description contained in the lien certificate):

Lot 3, Map 36 on the Tax Maps of the Municipality of Belgrade, prepared by James W Sewell Company and dated April 1, 20 21 on file in the Office of the Assessors at Belgrade, Maine. The Municipality of Belgrade has acquired its interest in said parcel of land through automatic foreclosure of a lien dated recorded in Book 1293 Page 140 of the Kennebec County Registry of Deeds.

The said Inhabitants of the Municipality of Belgrade have caused this instrument to be signed in its corporate name by, _____, and _____, its Municipal Officers, duly authorized.

Witness our hands and seals this 21 day of September, 20 21.

INHABITANTS OF THE MUNICIPALITY
OF Belgrade

Witness

Witness

Witness

ACKNOWLEDGEMENT

STATE OF MAINE

Kennebec County, ss. Date: 9/21/2021

Then personally appeared before me the above-named _____,
_____ and _____ Municipal Officers of
the Municipality of Belgrade, and acknowledged the
foregoing to be their free act and deed in their said capacity and the free act and deed of the
Inhabitants of said Municipality.

Before me,

Notary Public/Attorney at Law

(Print Name)

My commission expires: _____

Municipal Quitclaim Deed without Covenants

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of Belgrade, a body corporate and politic located in Kennebec County, State of Maine, for consideration paid, release to Flourin Drouin of Belgrade, Maine, a certain parcel of land with buildings thereon, if any, located in the Municipality of Belgrade Kennebec County, State of Maine, identified as follows:

(Note: the description below must match the description contained in the lien certificate):

Lot 3, Map 36 on the Tax Maps of the Municipality of Belgrade, prepared by James W Sewell Company and dated April 1, 20 21 on file in the Office of the Assessors at Belgrade, Maine. The Municipality of Belgrade has acquired its interest in said parcel of land through automatic foreclosure of a lien dated recorded in Book 1371 Page 292 of the Kennebec County Registry of Deeds.

The said Inhabitants of the Municipality of Belgrade have caused this instrument to be signed in its corporate name by, _____, and _____, its Municipal Officers, duly authorized.

Witness our hands and seals this 21 day of September, 20 21.

INHABITANTS OF THE MUNICIPALITY
OF Belgrade

Witness

Witness

Witness

ACKNOWLEDGEMENT

STATE OF MAINE

Kennebec County, ss. Date: 9/21/2021

Then personally appeared before me the above-named _____,
_____ and _____ Municipal Officers of
the Municipality of Belgrade, and acknowledged the
foregoing to be their free act and deed in their said capacity and the free act and deed of the
Inhabitants of said Municipality.

Before me,

Notary Public/Attorney at Law

(Print Name)

My commission expires: _____

Municipal Quitclaim Deed without Covenants

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of Belgrade, a body corporate and politic located in Kennebec County, State of Maine, for consideration paid, release to Flourin Drouin of Belgrade, Maine, a certain parcel of land with buildings thereon, if any, located in the Municipality of Belgrade Kennebec County, State of Maine, identified as follows:

(Note: the description below must match the description contained in the lien certificate):

Lot 3, Map 36 on the Tax Maps of the Municipality of Belgrade, prepared by James W Sewell Company and dated April 1, 20 21 on file in the Office of the Assessors at Belgrade, Maine. The Municipality of Belgrade has acquired its interest in said parcel of land through automatic foreclosure of a lien dated recorded in Book 1251 Page 500 of the Kennebec County Registry of Deeds.

The said Inhabitants of the Municipality of Belgrade have caused this instrument to be signed in its corporate name by, _____, and _____, its Municipal Officers, duly authorized.

Witness our hands and seals this 21 day of September, 20 21.

INHABITANTS OF THE MUNICIPALITY
OF Belgrade

Witness

Witness

Witness

ACKNOWLEDGEMENT

STATE OF MAINE

Kennebec County, ss. Date: 9/21/2021

Then personally appeared before me the above-named _____,
_____ and _____ Municipal Officers of
the Municipality of Belgrade, and acknowledged the
foregoing to be their free act and deed in their said capacity and the free act and deed of the
Inhabitants of said Municipality.

Before me,

Notary Public/Attorney at Law

(Print Name)

My commission expires: _____

Municipal Quitclaim Deed without Covenants

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of _____, a body corporate and politic located in _____ County, State of Maine, for consideration paid, release to _____ of _____, _____, a certain parcel of land with buildings thereon, if any, located in the Municipality of _____ County, State of Maine, identified as follows:

(Note: the description below must match the description contained in the lien certificate):

Lot _____, Map _____ on the Tax Maps of the Municipality of _____, prepared by _____ and dated _____, 20__ on file in the Office of the Assessors at _____, Maine. The Municipality of _____ has acquired its interest in said parcel of land through automatic foreclosure of a lien dated recorded in Book _____ Page _____ of the _____ County Registry of Deeds.

The said Inhabitants of the Municipality of _____ have caused this instrument to be signed in its corporate name by, _____, and _____, its Municipal Officers, duly authorized.

Witness our hands and seals this _____ day of _____, 20__.

INHABITANTS OF THE MUNICIPALITY
OF _____

Witness

Witness

Witness

ACKNOWLEDGEMENT

STATE OF MAINE

_____ County, ss. Date: _____

Then personally appeared before me the above-named _____,
_____ and _____ Municipal Officers of
the Municipality of _____, and acknowledged the
foregoing to be their free act and deed in their said capacity and the free act and deed of the
Inhabitants of said Municipality.

Before me,

Notary Public/Attorney at Law

(Print Name)

My commission expires: _____

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00050 A. E. HODSDON CONSULTING ENGINEERS						
0503	21733	09	WINGS MILLS DAM REPAIR	2847		
WINGS MILLS DAM REPAIR	E 96-01-99-99				200.00	0.00
	DAMS / DAMS - EXPENSE / EXPENSE					
			Vendor Total-		200.00	
00289 AUGUSTA FUEL CORP.						
0503	21734	09	TS OFF RD DIESEL	5903600		
TS OFF RD DIESEL	E 15-05-30-02				302.25	0.00
	SOLID WASTE / WASTE - SUPPLIES / FUEL					
			Vendor Total-		302.25	
00238 BAKER & TAYLOR BOOKS # 510486						
0503	21735	09	8 BOOKS	5017223900		
8 BOOKS	E 30-01-30-09				111.75	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Invoice Total-		111.75	
0503	21735	09	17 BOOKS	5017193429		
17 BOOKS	E 30-01-30-09				231.26	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Invoice Total-		231.26	
0503	21735	09	11 BOOKS	5017209424		
11 BOOKS	E 30-01-30-09				123.76	0.00
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
			Invoice Total-		123.76	
			Vendor Total-		466.77	
00386 BOUNDTREE MEDICAL						
0503	21736	09	LARYNGOSCOPE HANDLE	84185130		
LARYNGOSCOPE HANDLE	E 05-05-30-07				21.18	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS					
			Vendor Total-		21.18	
00376 CARDMEMBER SERVICES						
0503	21738	09	PICTURES FOR TOWN OFFICE	8892		
PICTURES FOR TOWN OFFICE	R 05-03				80.90	0.00
	PUBLIC SAFTY - FD MEMORIAL					
			Invoice Total-		80.90	
0503	21738	09	LABOR LAW POSTERS	1151		
LABOR LAW POSTERS	E 05-05-30-03				97.80	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE					
			Invoice Total-		97.80	
0503	21738	09	EMS TRAINING	0415		
EMS TRAINING	E 05-05-13-01				62.25	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUCATION					
			Invoice Total-		62.25	
0503	21738	09	ADOBE SUBSCRIPTIONS	4683, 9160		
ADOBE SUBSCRIPTIONS	E 01-10-20-07				31.62	0.00
	GEN'L GOV. / ADMIN - SERVICES / CONTRACTED					
			Invoice Total-		31.62	
0503	21738	09	FILE OF LIFE FOUNDATION ?	3133		
FILE OF LIFE FOUNDATION	R 01-98				300.00	0.00
	GEN'L GOV. - SENIOR DONAT					
			Invoice Total-		300.00	
0503	21738	09	BLEACH, GLOVES	4556		
BLEACH, GLOVES	E 15-05-30-04				38.64	0.00
	SOLID WASTE / WASTE - SUPPLIES / OPERATING					

A / P Warrant

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	38.64	
0503	21738	09	WATER		5231	
WATER			E 15-05-30-04		15.57	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
				Invoice Total-	15.57	
0503	21738	09	OIL ABSORBENT		5457	
OIL ABSORBANT			E 15-05-30-04		55.96	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
				Invoice Total-	55.96	
0503	21738	09	FREEZE POPS		7190	
FREEZE POPS			E 25-30-30-05		46.23	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
				Invoice Total-	46.23	
0503	21738	09	BATH TISSUES		3436	
BATH TISSUES			E 25-30-30-04		57.82	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
				Invoice Total-	57.82	
0503	21738	09	AMAZON PRIME		1966	
AMAZON PRIME			E 13-01-30-03		12.99	0.00
			FACILITIES / GENERAL - SUPPLIES / OFFICE			
				Invoice Total-	12.99	
0503	21738	09	TOOLS FOR SHOP		8707	
TOOLS FOR SHOP			E 12-01-30-04		38.98	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
				Invoice Total-	38.98	
0503	21738	09	TRAILER FOR SPEED SIGN		0563	
TRAILER FOR SPEED SIGN			E 13-01-40-04		399.99	0.00
			FACILITIES / GENERAL - PURCHASES / EQUIPMENT			
				Invoice Total-	399.99	
0503	21738	09	STAMPS FOR MAPS&LETTERS		5685	
STAMPS FOR MAPS&LETTERS			E 12-01-30-01		58.00	0.00
			CEMETERY / CEMETERY - SUPPLIES / POSTAGE			
				Invoice Total-	58.00	
0503	21738	09	BMV STAMPS		1368	
BMV STAMPS			E 01-10-30-01		31.80	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
				Invoice Total-	31.80	
0503	21738	09	REGULAR STAMPS		3809	
REGULAR STAMPS			E 01-10-30-01		269.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / POSTAGE			
				Invoice Total-	269.00	
				Vendor Total-	1,597.55	
00395 CHILDS, MAURICE						
0503	21739	09	MOWING ROADSIDES 7/15-8/4		2444	
MOWING ROADSIDES 7/15-8/4			E 10-01-20-07		2,587.50	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
				Vendor Total-	2,587.50	
00468 CONSOLIDATED COMMUNICATIONS						
0503	21740	09	FD FAX LINE AUGUST		SEPTEMBER	
FD FAX LINE AUGUST			E 05-05-20-01		47.75	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
				Invoice Total-	47.75	
0503	21740	09	TOWN OFFICE FAX LINE		SEPTEMBER	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance	
Description			Account	Proj			
TOWN OFFICE FAX LINE			E 01-10-20-01		51.67	0.00	
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO				
					Invoice Total-	51.67	
					Vendor Total-	99.42	
00714 DOOR SYSTEMS CORP.							
0503	21741	09	REC CENTER DOOR REPAIR	39340			
REC CENTER DOOR REPAIR			E 13-02-35-08		5,527.00	0.00	
			FACILITIES / CFAS - REPAIRS / BUILDING				
					Vendor Total-	5,527.00	
00000 FOSTER, STEVE							
0503	21742	09	EXCISE REIMBURSEMENT	9/8/2021			
EXCISE REIMBURSEMENT			R 01-13		13.22	0.00	
			GEN'L GOV. - EXCISE - MV				
					Vendor Total-	13.22	
00008 FULLER, GARY R.							
0503	21743	09	MILEAGE REIMBURSEMENT 76	9/7-9/10/2021			
MILEAGE REIMBURSEMENT 76			E 01-20-20-02		33.44	0.00	
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI				
					Invoice Total-	33.44	
0503	21743	09	MILEAGE REIMBURSEMENT 89	8/30-9/3/2021			
MILEAGE REIMBURSEMENT 89			E 01-20-20-02		39.16	0.00	
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI				
					Invoice Total-	39.16	
					Vendor Total-	72.60	
00066 GENERATORS OF MAINE, INC							
0503	21744	09	LIGHTS ON ENGINE 61	8099			
LIGHTS ON ENGINE 61			E 05-05-35-04		200.00	0.00	
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS				
					Vendor Total-	200.00	
00009 HAMMOND LUMBER COMPANY							
0503	21745	09	FLOOR JACK SNAP RINGS	4791556			
FLOOR JACK SNAP RINGS			E 13-01-35-01		0.98	0.00	
			FACILITIES / GENERAL - REPAIRS / EQUIPMENT				
					Invoice Total-	0.98	
0503	21745	09	PAINT REC CENTER	4768676			
PAINT REC CENTER			E 13-02-35-08		200.56	0.00	
			FACILITIES / CFAS - REPAIRS / BUILDING				
					Invoice Total-	200.56	
0503	21745	09	NEW FLOORING	4774525			
NEW FLOORING			E 13-03-35-08		637.38	0.00	
			FACILITIES / NBCC - REPAIRS / BUILDING				
					Invoice Total-	637.38	
0503	21745	09	NBCC MULCH	4778835			
NBCC MULCH			E 13-03-35-08		256.00	0.00	
			FACILITIES / NBCC - REPAIRS / BUILDING				
					Invoice Total-	256.00	
0503	21745	09	DEPOT ROAD GRASS SEED	4754921			
DEPOT ROAD GRASS SEED			E 10-01-30-04		219.98	0.00	
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING				
					Invoice Total-	219.98	
0503	21745	09	FD PAINT FOR LINES	4797712			
FD PAINT FOR LINES			E 13-07-35-08		8.81	0.00	
			FACILITIES / FD:DEPOT - REPAIRS / BUILDING				

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					8.81	
0503	21745	09	FD PAINTING LINES	4757325		
FD PAINTING LINES			E 13-07-35-08		15.58	0.00
			FACILITIES / FD:DEPOT - REPAIRS / BUILDING			
Invoice Total-					15.58	
Vendor Total-					1,339.29	
00267 IRVING OIL CORPORATION						
0503	21746	09	AUGUSTA	34122193		
FACILITY FUEL			E 13-01-30-02		110.31	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
CEMETERY FUEL			E 12-01-30-02		210.19	0.00
			CEMETERY / CEMETERY - SUPPLIES / FUEL			
Vendor Total-					320.50	
00068 KAVESTONE LLC						
0503	21747	09	WINGS MILLS DAM REPAIR	09/14/2021		
WINGS MILLS DAM REPAIR			E 34-01-20-07		17,147.50	0.00
			DAMS / DAMS - SERVICES / CONTRACTED			
Vendor Total-					17,147.50	
00638 LEAF						
0503	21748	09	COPIER CONTRACT SEPT	12274227		
COPIER CONTRACT SEPT			E 01-10-20-14		127.04	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER			
Vendor Total-					127.04	
00715 LEVESQUE POOLS						
0503	21749	09	CLOSING POOL	031050		
CLOSING POOL			E 13-02-35-15		522.14	0.00
			FACILITIES / CFAS - REPAIRS / POOL			
Vendor Total-					522.14	
00001 MAINE MUNICIPAL						
0503	21750	09	BENEFITS			
DENTAL INSURANCE			G 1-226-00		732.10	0.00
			GEN'L FUND / DENTAL INS			
LIFE INSURANCE			G 1-229-00		24.00	0.00
			GEN'L FUND / LIFE INS			
VISION INSURANCE			G 1-231-00		75.67	0.00
			GEN'L FUND / VISION INS			
HEALTH INSURANCE:ADMIN			E 01-10-10-13		3,026.88	0.00
			GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FACILITY			E 13-01-10-13		1,513.44	0.00
			FACILITIES / GENERAL - PERSONNEL / BENEFITS			
HEALTH INSURANCE			G 1-225-00		2,874.87	0.00
			GEN'L FUND / HEALTH INS.			
HEALTH INSURANCE:REC			E 25-30-10-13		756.72	0.00
			RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FD			E 05-05-10-13		1,513.44	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS			
HEALTH INSURANCE:MANAGER			E 01-15-10-13		756.72	0.00
			GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS			
HEALTH INSURANCE:LIBRARY			E 30-01-10-13		756.72	0.00
			LIBRARY / LIBRARY - PERSONNEL / BENEFITS			
Vendor Total-					12,030.56	
00002 MAINE MUNICIPAL ASSOCIATION						
0503	21751	09	UNEMPLOYMENT PREMIUM	13695		
UNEMPLOYMENT PREMIUM			E 23-20-99-99		1,708.16	0.00
						*** SEPARATE ***

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INSURANCE / UNEMPLOYMENT - EXPENSE / EXPENSE						
				Invoice Total-	1,708.16	
0503	21752	09	APPEAL BOARD TRAINING	I000410155		
APPEAL BOARD TRAINING			E 01-05-13-01		45.00	0.00
GEN'L GOV. / APP'LS BOARD - EDUCATION / EDUCATION						
				Invoice Total-	45.00	
				Vendor Total-	1,753.16	
00057 MAINEGENERAL MEDICAL CENTER						
0503	21753	09	PHARMACY CHARGES	CI00002637		
PHARMACY CHARGES			E 05-05-30-07		62.99	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS						
				Invoice Total-	62.99	
0503	21753	09	PHARMACY CHARGES	CI00002043		
PHARMACY CHARGES			E 05-05-30-07		21.36	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS						
				Invoice Total-	21.36	
				Vendor Total-	84.35	
00041 MAINETODAY MEDIA						
0503	21754	09	NOM PAPER&BOSTON CANE	358317		
NOM PAPERS			E 01-10-20-03		128.00	0.00
GEN'L GOV. / ADMIN - SERVICES / ADVERTISING						
BOSTON POST CANE			E 01-10-20-03		128.00	0.00
GEN'L GOV. / ADMIN - SERVICES / ADVERTISING						
				Vendor Total-	256.00	
00533 MR. DREW AND HIS ANIMALS TOO						
0503	21755	09	MR DREW ANIMAL TIME	07282021BPL		
MR DREW ANIMAL TIME			E 30-01-20-07		215.00	0.00
LIBRARY / LIBRARY - SERVICES / CONTRACTED						
				Vendor Total-	215.00	
00454 MTCMA						
0503	21756	09	TM CONFERENCE	I000408436		
TM CONFERENCE			E 01-15-13-01		234.00	0.00
GEN'L GOV. / MANAGER - EDUCATION / EDUCATION						
				Vendor Total-	234.00	
00000 OLIVER, KERRY						
0503	21757	09	OVER PAID REG			
OVER PAID REG			R 01-57		9.00	0.00
GEN'L GOV. - OVER/SHORT						
				Vendor Total-	9.00	
00676 PINE TREE WASTE						
0503	21758	09	PUBLIC TOILETS	1063267		
DEPOT FD			E 13-07-20-06		75.00	0.00
FACILITIES / FD:DEPOT - SERVICES / RENTALS						
LONG POND BEACH			E 13-10-20-06		75.00	0.00
FACILITIES / PARKS - SERVICES / RENTALS						
NBFD			E 13-08-20-06		75.00	0.00
FACILITIES / FD:NB - SERVICES / RENTALS						
PENINSULA PARK			E 13-10-20-06		75.00	0.00
FACILITIES / PARKS - SERVICES / RENTALS						
				Invoice Total-	300.00	
0503	21758	09	PUBLIC TOILETS	1063268		
CEMTERY			E 12-01-20-06		75.00	0.00
CEMTERY / CEMTERY - SERVICES / RENTALS						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
GARAGE			E 13-04-20-06		75.00	0.00
			FACILITIES / GARAGE - SERVICES / RENTALS			
ROUTE 27 BALLFIELD			E 13-10-20-06		75.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
VILLAGE GREEN			E 13-10-20-06		100.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
			Invoice Total-		325.00	
			Vendor Total-		625.00	
00713 POULSON, CHRISTINE						
0503	21759	09	CONCERT HOST 9/23	9/15/2021		
CONCERT HOST 9/23			E 25-30-20-07		150.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			Vendor Total-		150.00	
00040 POWER EQUIPMENT PLUS						
0503	21760	09	BELT FOR MOWER	99220129		
BELT FOR MOWER			E 12-01-35-01		24.99	0.00
			CEMETERY / CEMETERY - REPAIRS / EQUIPMENT			
			Vendor Total-		24.99	
00003 REGISTRY OF DEEDS						
0503	21761	09	4 LIEN DISCHARGES			
4 LIEN DISCHARGES			E 01-10-47-01		76.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		76.00	
00385 RJD APPRAISAL						
0503	21762	09	SEPTEMBER ASSESSING			
SEPTEMBER ASSESSING			E 01-10-15-04		2,166.66	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
			Vendor Total-		2,166.66	
00716 ROBIN DAY & SONS						
0503	21763	09	12 YD STONE	9/12/2021		
12 YD STONE			E 10-01-30-04		300.00	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			Vendor Total-		300.00	
00034 RSU # 18						
0503	21764	09	INSTALLMENT-SEPTEMBER	SEPT 2021		
RSU # 18 INSTALLMENT			E 31-01-99-99		550,041.82	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
			Vendor Total-		550,041.82	
00000 SAUCIER, JEAN						
0503	21765	09	EXCISE TAX REFUND	9/9/2021		
EXCISE TAX REFUND			R 01-13		92.36	0.00
			GEN'L GOV. - EXCISE - MV			
			Vendor Total-		92.36	
00612 SPECTRUM ENTERPRISE						
0503	21766	09	TOWN OFFICE INTERNET	084051401090121		
TOWN OFFICE INTERNET			E 01-10-20-01		133.87	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
			Vendor Total-		133.87	
00048 TREASURER, STATE OF MAINE						
0503	21767	09	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		222.50	0.00
			GEN'L FUND / PLUMB. PERM.			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					222.50	
00379 TREASURER, STATE OF MAINE						
0503	21768	09	FUEL CHARGES		22BG0096192	
FUEL CHARGES			E 05-05-30-02		311.71	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
Vendor Total-					311.71	
00265 UNITED STATES CELLULAR						
0503	21769	09	COMMUNICATIONS		049585690	
FACILITES			E 13-01-20-01		46.16	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
FIRE RESCUE			E 05-05-20-01		46.16	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
FACILITES			E 13-01-20-01		46.16	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		46.16	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
TOWN MANAGER			E 01-15-20-01		46.19	0.00
			GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
Vendor Total-					230.83	
00304 VOGEL, MARY						
0503	21770	09	MILEAGE REIMBURSEMENT11.5		8/25/2021	
MILEAGE REIMBURSEMENT11.5			E 01-10-20-02		5.06	0.00
			GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI			
Vendor Total-					5.06	
00013 WASTE MANAGEMENT OF						
0503	21771	09	TS MIXED SOLID WASTE		2044061-2080-6	
TS MIXED SOLID WASTE			E 15-05-20-13		9,744.74	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					9,744.74	
0503	21771	09	TS DEMO WASTE		2044062-2080-4	
TS DEMO WASTE			E 15-05-20-13		2,128.57	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
Invoice Total-					2,128.57	
Vendor Total-					11,873.31	
00369 WB MASON CO, INC						
0503	21772	09	CABLE TIES LIBRARY		223041926	
CABLE TIES LIBRARY			E 30-01-30-03		14.99	0.00
			LIBRARY / LIBRARY - SUPPLIES / OFFICE			
Invoice Total-					14.99	
0503	21772	09	ADDRESS LABELS		222889528	
ADDRESS LABELS			E 01-10-30-04		55.96	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
Invoice Total-					55.96	
0503	21772	09	STORY TIME FOOD/SUPPLIES		222956266	
STORY TIME FOOD/SUPPLIES			E 30-01-31-01		54.68	0.00
			LIBRARY / LIBRARY - SPECIAL / EVENTS			
Invoice Total-					54.68	
0503	21772	09	TISSUES		223152327	
TISSUES			E 30-01-30-04		6.48	0.00
			LIBRARY / LIBRARY - SUPPLIES / OPERATING			
Invoice Total-					6.48	
0503	21772	09	UV CABLE TIES		223112051	
UV CABLE TIES			E 30-01-30-04		14.99	0.00
			LIBRARY / LIBRARY - SUPPLIES / OPERATING			

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Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	14.99	
0503	21772	09	6 CASES OF PAPER	223091124		
6 CASES OF PAPER			E 01-10-30-03		208.38	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				Invoice Total-	208.38	
0503	21772	09	CLIPS	223091252		
CLIPS			E 01-10-30-03		9.90	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				Invoice Total-	9.90	
				Vendor Total-	365.38	
				Prepaid Total-	0.00	
				Current Total-	611,745.52	
				EFT Total-	0.00	
				Warrant Total-	611,745.52	

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 _____
 BARBARA ALLEN, SELECTPERSON _____

 M. ANTHONY WILSON, TOWN MANAGER _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Sept. 7, 2021
Re: Town Manager's report

Upon receiving a proposed fixed-fee legal services contract, Budget Committee member Tom Dowd suggested initiating a **legal reserve fund**, similar to a capital reserve, populated with money from the undesignated fund. This fund would ensure the Town has the resources to address any litigation or other legal matters that would not be covered by a fixed-fee agreement. The Maine Municipal Association said initiating such a fund would be legally allowable, as long as it has a specific stated purpose, such as "funding legal expenses incurred as a result of Planning Board decisions?"

During a review of the Fire Department's proposed 2022 budget last week, the need to resurrect a **communications tower reserve** was discussed. Such a reserve existed at one point, but the ball apparently got dropped along the way. We'd like to relaunch that fund to address any needs that may arise with the tower. Fire Chief Dan MacKenzie suggested having \$10,000 in the fund, which could come from the undesignated fund. That would cover a worst-case scenario with the tower. We would still collect \$300 annually from Rome for the fund, as well. We also talked about increasing from \$75K to \$100K the 2022 contribution to the **fire equipment capital reserve**. The department will soon need to replace a 30-year-old engine and buy a new chassis for the Rescue truck. The current chassis would be rotated to the firetruck used to fight wildfires.

Similarly, we are exploring whether we could better manage **departmental capital reserves** by letting all unexpended balances flow into the undesignated fund and pulling what we believe we need from the fund balance into capital reserves. This is the same approach taken the last two years with reserves for the Fire Department, the one-ton truck and mowers, and the maintenance garage. We will be discussing this with committees, including the Budget Committee, for a possible recommendation to you.