

Town of Belgrade
Board of Selectpersons

Nov. 9, 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.

1. PUBLIC COMMENT

2. OLD BUSINESS

- A. Approval of Oct. 19, 2021, and Oct. 20, 2021, **Selectboard minutes.**
- B. Discussion and consideration of **2022 Town Meeting.**

3. NEW BUSINESS

A. Consideration of **appointments:**

- 1. Sue Bradshaw – Senior Resources Committee
- 2. Kim Haggan – Senior Resources Committee
- 3. Travis Burton – alternate Addressing Officer
- 4. Danielle Bedard – alternate Addressing Officer
- 5. Annie Dobos – Recreation Director

B. Discussion and consideration of **recommendations from the First-Responders Memorial Group.**

C. Discussion and consideration of a **Request for Proposals for a compactor container.**

D. Discussion and consideration of a **concrete slab for the maintenance garage addition.**

E. Discussion of **Town refunds.**

F. Discussion and consideration of a **flat-fee contract for legal services.**

G. Discussion and consideration of a **policy regarding board and committee applications.**

H. Consideration of property tax **abatements:**

- 1. Map 13, Lot 65 – \$292.22
- 2. Map 8, Lot 13A-2 – \$575.21

I. Consideration of a **moratorium** on subdivision, solar, wind and telecommunication permit applications, and of calling a **special town meeting** for Nov. 16, 2021.

4. WARRANT

5. TOWN MANAGER REPORT

6. EXECUTIVE SESSION: 1 M.R.S.A. §405(6)(A) – Personnel

Town of Belgrade Board of Selectpersons

Oct. 19, 2021 / 6:30 p.m.
Belgrade Town Office
990 Augusta Road

This meeting can be watched at

<https://youtu.be/5vcbjcmTVFE>

MINUTES

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

In-person attendees: Town Manager Anthony Wilson.

Remote attendees: Bruce Galouch, Annie Dobos, Town Clerk Mary Vogel, Jack Sutton, Nicholas Alexander, Dick Bourne, Kate Damren, Carol Johnson, Scott Damren, Jay Bradshaw, Library Director Jared Bond, Treasurer Nicholas Poole.

Ms. Jewell called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Ms. Allen moved to open the meeting. Mr. Damren seconded. Motion approved 4-0.

1. PUBLIC COMMENT. There was no public comment.

2. OLD BUSINESS

A. Approval of Oct. 5, 2021, and Oct. 6, 2021, **Selectboard minutes**. Ms. Jewell moved approval of the Oct. 5, 2021, minutes. Mr. Newman seconded. Motion approved 4-0. Ms. Allen moved approval of the Oct. 6, 2021, minutes. Mr. Newman seconded. Motion approved 4-0.

B. Discussion and consideration of **2022 town meeting**. Town Clerk Mary Vogel reported an all secret-ballot referendum town meeting would require that all referendum questions be finalized by Jan. 19, 2022. A public hearing would be required no later than Feb. 17, 2022, with absentee ballots available beginning Feb. 18, 2022.

A bifurcated town meeting would require all secret-ballot referendum questions be finalized by Jan. 19, 2022. The public hearing would be only on those items, and would have to occur by Feb. 17, 2022. Floor articles could be worked on until the town report goes to the printer. That is usually the first week in February; voters receive mailed copies the first week of March. The town report could be posted on the Town's website in early February and Xeroxed copies made available to residents who wanted one, Mrs. Vogel said.

With the Board split 2-2 on whether to have an all secret-ballot election or a traditional town meeting, Ms. Jewell moved that the question be considered at

the next meeting after the vacant Selectboard seat is filled on Nov. 2. Mr. Newman seconded. Motion approved 4-0.

3. NEW BUSINESS

A. Consideration of **appointments**:

1. Linda Bacon – Board of Parks & Recreation (reappointment). Mr. Damren moved approval. Ms. Jewell seconded. Motion approved 4-0.
2. Anthony Wilson – alternate addressing officer. Mr. Wilson explained he would serve as the 911 addressing officer until the Town hires a code enforcement officer, who would be the primary addressing officer. Afterward, the town manager would serve as the backup. Ms. Jewell moved approval. Ms. Allen seconded. Motion approved 4-0.

B. Discussion and consideration of replacing **Village Green trees**. The Board asked that the landscape architects that have been consulted about replacing trees communicate directly with the town manager, who will bring recommendations to the Board. Carol Johnson noted mature trees are expensive and must initially receive deep watering daily. That being the case, the Board talked about pursuing the acquisition and planting of trees in the spring. Ms. Johnson also suggested seeking recommendations from Maine Department of Transportation landscape architect Kent Cooper. The Board said once it learns more about the type, placement, care and cost of trees, it will consider avenues for allowing citizens to donate to the cost. Ms. Allen moved to table the item. Mr. Newman seconded. Motion approved 4-0.

C. Discussion and consideration of **information technology support services request for proposals**. The RFP will be advertised for three weeks, with a plan of bringing a recommendation to the Board Nov. 16. Ms. Jewell moved to approve as presented. Ms. Allen seconded. Motion approved 4-0.

D. Discussion and consideration of a contract for the **installation and monitoring of security cameras** in the Belgrade Public Library. The \$2,562.50 cost of the video equipment and its installation will be funded through a Maine Municipal Association risk reduction grant. The grant will reimburse a payment from the library's capital reserve. The monthly monitoring fee is \$15. Ms. Jewell moved approval of the contract, contingent on Seacoast Security bundling the monthly fee into the Town's annual payment for monitoring at its other facilities. Ms. Allen seconded. Motion approved 4-0.

E. Discussion of quarterly **treasurer's report**. Treasurer Nicholas Poole reported each departmental budget is under-budget through 75 percent of the budget year. Most revenues are easily over-budget year-to-date. He reported interest rates are dipping from 0.3 percent and 0.35 percent to 0.2 percent and 0.25 percent in the Town's sweep and insured cash sweep (ICS) accounts, respectively.

4. WARRANT. Ms. Jewell moved approval of warrant no. 126 in the amount of \$145,965.44. Ms. Allen seconded. Motion approved 4-0.

5. TOWN MANAGER REPORT. The town manager reported he met with another town manager on a potential partnership to provide full-time hours and benefits to the other town's code enforcement officer, who would serve both communities. He is seeking to arrange an interview. Mr. Newman suggested all candidates should be interviewed. Mr. Wilson said he would show Mr. Newman the resumes of all the applicants. Mr. Wilson further reported the Recreation director interview panel would interview two more candidates the following day after interviewing two the prior week. And he updated the Board on the prior week's Budget Committee meeting, including the committee's recommending raises in wages and increasing the Town's contribution to employees' insurance and retirements.

Ms. Allen moved to adjourn. Mr. Newman seconded. Motion approved 4-0. The meeting adjourned at 7:39 p.m.

**Town of Belgrade
Board of Selectpersons**

Oct. 20, 2021 / 6:30 p.m.

Belgrade Town Office

990 Augusta Road

MINUTES

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

In-person attendees: Town Manager Anthony Wilson.

- 1. EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(A) – Personnel. The Board entered executive session at 6:36 p.m. and exited at 8:26 p.m. No action was taken following the executive session, and the meeting adjourned.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Nov. 9, 2021
Re: 2022 town meeting

The Selectboard previously discussed deciding on Nov. 9 (once a fifth Selectperson was seated) whether the 2022 Town Meeting would be conducted by referendum or via a traditional bifurcated event.

Town Clerk Mary Vogel previously reported to you that for an all secret-ballot referendum town meeting, all referendum questions must be finalized by Jan. 19. A public hearing should be held no later than 30 days before the election date. If Election Day were Saturday, March 19, the public hearing would have to occur no later than Feb. 17. Absentee ballots would be available to voters beginning Feb. 18.

With a bifurcated town meeting, all secret-ballot referendum questions would also need to be finalized by Jan. 19, the public hearing on the referendum articles only would occur by Feb. 17, and absentee ballots would be available Feb. 18. Articles to be decided on the floor of Town Meeting do not have to meet the Jan. 19 deadline and could be worked on until the town report is sent to the printer. This is usually the first week in February, with reports available to the public the first week in March.

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 Senior Resources Committee

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

Name Sue Bradshaw
Address P.O. Box 521 Belgrade
Phone # (Home) [REDACTED] (Work) [REDACTED] Email: [REDACTED]
Place of Employment NA
Education & Experience Masters in School Counseling; educator + School counselor

Interests and Hobbies crafts; swimming; people

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

I have always enjoyed older people, I believe they should live in place with support with community resources available to them.

References

Name Becky Seel Phone # [REDACTED]
Name Pam Prescott Phone # [REDACTED]

Please Return to:

townclerk@townofbelgrade.com

OR

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

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Date: 10/22/2021

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 Senior Resource Com.

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

Name Kim Haagan

Address [REDACTED] Belgrade

Phone # (Home) [REDACTED]

Place of Employment DHHS - MEDE

Education & Experience I have been a state employee for 40 years. The last 5 have been director of Data, Research, and Vital Statistics. I oversee 25 staff and over \$10 million budgets.

Interests and Hobbies

My interest are grandbabies :)

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

I believe in community service. I was raised in Belgrade and love my community. I have served on several committees over the years Parks and rec, budget and was a ballot clerk for 32 years.

References

Name [REDACTED]

Name [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: _____

Emergency Services Communication Bureau

ADDRESSING OFFICER CONFIRMATION FORM (or Alternate AO)

The following individual being designated as an Addressing Officer is authorized to approve and provide addressing information to the Emergency Services Communication Bureau for Enhanced 9-1-1 purposes.

Please Note: This form may also be used for an Alternate AO where more than one person is needed to cover a given territory. Please check the box indicating this on the form.

Municipality & / or County Represented				
NOTE: If this appointment is for a County AO (multiple towns/townships), then please indicate this by checking the Town or County box to the right. (please check the box)				
Municipality or County Town of Belgrade				<input checked="" type="checkbox"/> Town <input type="checkbox"/> County
Addressing Officer Information			Is this for an Alternate AO? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
First Name Travis	MI S	Last Name Burton	Suffix	Title Rescue Chief
Address 990 Augusta Road				
City Belgrade			State ME	Zip 04917
Phone 207-495-7739			Fax	
Email rescuechief@townofbelgrade.com				
Authorization				
Signature of Authorizing Official*			Title Selectboard Chair	
Printed Name of Authorizing Official Melanie Jewell			Date Nov. 9, 2021	

* Authorizing Officials can either be the Chief Administrative Officer or Chief Elected Official.

Please sign and return to:

Mail: Susan Alderson, Emergency Services Communication Bureau, 18 SHS, Augusta, ME 04333-0018
 Email: Susan.A.Alderson@maine.gov Fax: 207-287-1039

It is the responsibility of the 9-1-1 Addressing Officer to contact Bureau GIS Coordinator, Erica Sterry, to receive training on the online mapping program required. To schedule a time, please call 1-800-665-2830, or email PUC.gis911@maine.gov. Thank You.

Emergency Services Communication Bureau

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Municipality & / or County Represented				
NOTE: If this appointment is for a County AO (multiple towns/townships), then please indicate this by checking the Town or County box to the right. (please check the box)				
Municipality or County				<input type="checkbox"/> Town <input type="checkbox"/> County
Addressing Officer Information			Is this for an Alternate AO? <input type="checkbox"/> Y <input type="checkbox"/> N	
First Name	MI	Last Name	Suffix	Title
Address				
City			State	Zip
Phone			Fax	
Email				
Authorization				
Signature of Authorizing Official*			Title	
Printed Name of Authorizing Official			Date	

* Authorizing Officials can either be the Chief Administrative Officer or Chief Elected Official.

Please sign and return to:

Mail: Susan Alderson, Emergency Services Communication Bureau, 18 SHS, Augusta, ME 04333-0018

Email: Susan.A.Alderson@maine.gov Fax: 207-287-1039

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Anna Dobos (Annie)



September 26, 2021

Mr. Anthony Wilson
990 Augusta Road
Belgrade, ME
04917

Dear Mr. Wilson,

I, Anna E. Dobos, am interested in the Recreation Director position at the Belgrade Center For All Season you have advertised through the Town of Belgrade. Given that I am reliable, work well with large groups, and have experiences in the area I would appreciate your consideration for this job. Additionally, I meet all the qualifications and requirements that I find to be useful for this position.

I am a recent college graduate of the University of Maine at Farmington. While there, I obtained a Bachelor's Degree in Psychology, a MHRT/C Certification and a minor in coaching. I believe this education will lend helpful knowledge while working for The Town of Belgrade. I am someone who is capable of working with both male and female peers, has the ability to utilize the talents of others to ensure a successful outcome, and is skillful in leadership when working with others. With these qualities and my experience related to the area I believe I am an ideal match for this position.

I appreciate your time taken to review my credentials and experience. I am available for an interview at any time in person or by phone and look forward to speaking further with you at your earliest convenience.

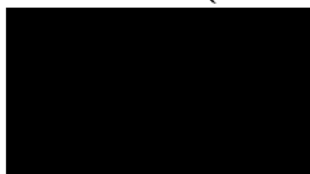
Sincerely,

A handwritten signature in cursive script that reads "Anna Dobos".

Anna E. Dobos (Annie)

Enclosures

Anna Dobos (Annie)



Education:

University of Maine at Farmington
Bachelors in Psychology, MHRT/C Certified, Minor; Coaching
August 2017- May 2021
GPA-3.2

Highlights:

- Experience in office management and administrative professionalism
- Strong communication and interpersonal skills
- Efficient in organizing workload, training, motivating and evaluating staff

Experience:

Town of Belgrade Employee(June 2013-Current)

- Camp Director of Camp Golden Pond
- Camp Counselor at Camp Golden Pond
- Camp Counselor at Camp Loon
- Assistant Recreation Director

Household Nanny (April 2019-Current)

- Cleaning, cooking and organizing household
- Caring and tending to young children

Messalonskee Youth Cheering President, Head Coach(August 2017-Current)

- Head coach of a Pre-K-1st age athletic team
- Head coach of a 2nd-5th age athletic team
- Head coach of a Middle School age athletic team

Messalonskee High School Coach (August 2018-Current)

- Cheerleading Coach of Messalonskee High School Cheer team
- Trained and ensure the success of athletes

University of Maine at Farmington Cheerleading President and Coach (May 2018-Current)

- Planned and organized practices, events and fundraising in program

-Reference letters available upon request-

TOWN OF BELGRADE EMPLOYMENT APPLICATION

PRE-SERVICE QUESTIONNAIRE – EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS: PLEASE PRINT AND FILL OUT COMPLETELY. Date September 23, 2021

PERSONAL INFORMATION

Name: Dobos Anna E Soc. Sec. No. [REDACTED]
Last First Initial
Mailing Address: [REDACTED] Fairfield ME 04963
City/Town State Zip Code
Street Address: [REDACTED] Fairfield ME 04963
City/Town State Zip Code
Telephone Numbers [REDACTED]
Daytime Evening Mobile

Are you over 18 years old? ☒ Yes ☐ No Have you ever been employed by this town? ☒ Yes ☐ No If Yes, when?

From June 2013 to Current Position Camp Golden Pond Counselor, Camp Golden Pond Coordinator,
Camp Leon Counselor and Coordinator, Lifeguard, Recreation Assistant

Are you either a U.S. Citizen or do you have the legal right to work in the United States? ☐ Yes ☐ No

Valid State License/ID # [REDACTED] Expires 06/09/2026 Who referred you to us? _____

Are you a veteran? ☐ Yes ☒ No Branch of Service _____ Final Rank _____

EDUCATION :

	Name/Location	Years Completed	Degree Received/Major Field
High School	Messalonskee High School	4 Years	Diploma in 2017
College	University of Maine at Farmington	4 Years	Bachelors in Psychology
			Minor in Coaching
Trade. Business or Correspondence School			
Other			

List any special skills, special studies/research work or training you possess (machine operator, mechanical skills, computer operator, etc.)

MHRT/C Certification, CPR and First Aid Certified, Certified and Accredited Interscholastics Coach,

Extensive Coaching Certifications

POSITION DESIRED:

Position Recreation Director Salary Desired _____ When Available _____

EMPLOYMENT HISTORY / EXPERIENCE

Are you currently employed? ☒ Yes ☐ No If yes, may we contact your present employer? ☒ Yes ☐ No

In the table below, list your last three employers starting with the most recent.

EMPLOYER	DATES (MO/YR)	JOB TITLE	REASON FOR LEAVING
Name Decal Gymnastics	From 02/18	-Coach	Current Employee
Address 907 Kennedy Memorial Dr.	To Current		
Name Kellie and Dave Smith	From 05/19	-Nanny	Current Employee
Address	To Current		
Name RSU 18 and AOS92	From 08/19(RSU18) and 08/21(AOS92)	-Messalonskee Varsity and China Middle School Cheering Coach/Substitute Teacher(RSU18) -Waterville Cheering Coach(AOS 92)	Current Employee
Address 131 Messalonskee Dr., Oakland, ME 11 Brooklyn Ave., Waterville, ME	To Current		

REFERENCES

List three persons, not related to you, who have known you for at least one year.

Alexis Evans	907 Kennedy Memorial Drive, Oakland, Maine	
Name	Address	Phone
Kellie and Dave Smith		
Name	Address	Phone
Leila Schubert	1 Center Drive, Belgrade, Maine	207-495-3481
Name	Address	Phone

Are you willing to submit to a background check? ☒ Yes ☐ No Are you willing to submit to a drug screen? ☒ Yes ☐ No

Have you ever been convicted of a felony or other crimes? ☐ Yes ☒ No (Responding Yes does not automatically disqualify you from employment.) If you answered Yes, please explain the circumstances _____

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, falsified statements and omissions on this application shall be grounds for disqualification or if employed, dismissal. I authorize investigation of all statements contained herein and the references and employers listed to give you all information concerning my previous employment or service and any pertinent information they may have, personal or otherwise, and release the municipality from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized municipal representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date September 26, 2021

Signature

Anna Dolor

DO NOT WRITE BELOW THIS LINE

INTERVIEW NOTES

Interviewed

by

Date

Remarks					
Neatness			Character		
Personality			Abilities		
Hired	Dept.	Position	Start Date	Pay Rate	

APPROVED: 1.

2.

3.

HIRING MANAGER

TOWN MANAGER

SELECT BOARD CHAIR FOR THE BOARD

Memo

To: Board of Selectpersons
From: MacGregor Stocco, First-Responders Memorial Group
Date: Nov. 9, 2021
Re: First-responders memorial

We have spent many months researching and discussing potential designs and locations for a Memorial/Honor Stone to Belgrade First-Responders. Our group consisted of nine residents, all spending significant time on the project. Last month we met for a final time, to vote on a final recommendation to send to the town for approval.

We recommend a large stone, with benches on either side. Three images are attached to this memo. Two are photos (front and back) from the town of St. George, which installed its memorial last summer. Our design is similar, but we believe better. The other image is a final draft design given to us from Provost Monuments. We made some minor modifications to this final draft; however, Provost has not sent an updated final design. Hopefully that will arrive by Tuesday so we can share it in person at the Selectboard meeting.

We recommend placing the Memorial in the Belgrade Lakes Village Green. We believe the bench design is ideal for a location with many pedestrians. We recognize the Village is not centrally located within Belgrade. We hear there may be a new Fire Station in the Depot Area soon. If that is the case, we believe this First-Responders Memorial would be a great addition to a new fire station centrally located in the Depot area. It depends upon how soon the fire station will be constructed and where it is relative to the Depot Area. Our main interest is in having the Memorial be viewed and appreciated, giving maximum honor to our first-responders. We would love it to be centrally located, but that interest is secondary to it being easily accessed and appreciated by the public.

Our recommendation is to contract with Provost Monuments. They are located in Benton, but also own Morse Monuments in Oakland. They are kind, local, and some group members who have direct experience say their work is solid. All interactions with them to date have been positive and professional. They gave us the following quote:

The Center die is 3-6 x 1-0 x 6-6 all smooth.

There are two pedestals: 5-6 x 0-10 x 1-0 all smooth.

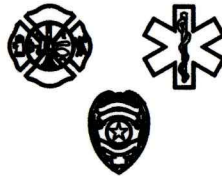
Two Maine granite bench seats: Englishman's Bay granite - all smooth finish 6-0 x 1-4 x 0-6

In India Black honed granite with Gray granite seats - \$23,796.00

There are no black granite quarries in Maine, but there are gray granite quarries in Maine. Provost assures us the gray granite for the benches will come from Maine.

Provost typically requires one-third of the cost at contract signing. This would allow them to order the materials. However, for our project, they are only requiring \$4,000 to order materials. Typically, the town would sign the contract. We recognize the Selectboard cannot authorize signing the contract until residents vote at Town Meeting. Unfortunately, if we wait until then, Provost says the cost will increase. As you know, material costs are going up these days. Therefore, we are wondering if the Selectboard would be able to authorize release of \$4,000 from a town account, prior to Town Meeting, just so we can order materials now. It will take 6 months for delivery. If we wait until after Town Meeting, the cost will increase, and we will not be able to install until 2023. As soon as we receive the final design image, we will start private fundraising in earnest. Our goal is to privately raise half the cost, or \$12,000. Therefore, we are asking for the town to provide \$12,000 for this project. If we raise more than our goal, we will use that funding first, and the cost to the town will be reduced.

**BELGRADE
FIRST RESPONDERS**



**HONORING THOSE
PAST and PRESENT**

Thank you for your service





Memo

To: Board of Selectpersons
From: Ken Scheno, Transfer Station Director
Date: Nov. 9, 2021
Re: Transfer Station compactor container RFP

The Transfer Station Committee and I recommend approval of the attached Request for Proposals for a compactor container.

In 2007-08, the Town contracted with Waste Management to rent-to-own two compactor containers. The Town completed that purchase in 2014. Since then, Waste Management has been repairing and/or replacing the containers at no additional charge. In August, Waste Management informed us one of our containers is past the point of repair, and the company does not have a replacement. The life expectancy of this container is unknown. The Transfer Station staff has been “babying it” (i.e. not filling it completely before having it emptied), which increases the Town’s cost.

We currently have a 50-yard square box. The RFP includes specs for both a 50- and a 45-yard box. The latter is an octagon-shaped container, which holds slightly less trash but is a much stronger construction, thus requiring less maintenance along with a smaller capital expense. The committee wanted to include specs for both sizes to give the Town options on which is the better choice.

We obtained two quotes for a new container, one for \$17,150 and the other for \$22,150. These prices are determined by the price of steel and the size of the container; it does not include shipping, which would be an additional \$1,200-\$1,700. This project would be funded through the Solid Waste capital reserve, which has a balance of \$50,000.

REQUEST FOR PROPOSALS FOR TRANSFER STATION COMPACTOR CONTAINER

I. INTRODUCTION

The Town of Belgrade, Maine (hereinafter, the “Town”) is seeking sealed Proposals for a compactor container at its Transfer Station.

All Proposals are to be submitted in a sealed envelope clearly marked on the outside “Belgrade Transfer Station Compactor Container.”

Completed proposals must be received at the Town Office, at the following address: 990 Augusta Road, Belgrade, Maine 04917, by 4 p.m., on Wednesday, Nov. 24, 2021.

Any proposal received after the deadline stated above shall not be considered. The proposal must be signed by the proposer with its full name and address and enclosed in a sealed envelope.

Bids will be publicly opened on Monday, Nov. 29, 2021, in the conference room at the Town Office at 8:30 a.m.

Questions regarding this Request for Proposals should be directed to Anthony Wilson, Town Manager, at the address above or by email at townmanager@townofbelgrade.com. All questions by prospective proposers pertaining to this Request for Proposals must be received, in writing, by the Town Manager at least five (5) days before the date set for the opening of the proposals. Any questions which, in the opinion of the Town Manager, request interpretation, will be addressed by a written interpretation in the form of a numbered addendum, sent by registered mail to each person or firm who has taken out a Request for Proposals not later than three (3) days prior to the scheduled opening of the proposals. Addenda issued later than three (3) days prior to the scheduled opening of the proposals may be by telephone. Proposers shall acknowledge receipt of all addenda in the space provided therefor in the proposal form, whether the addenda are in response to questions or otherwise issued by the Town and whether the addenda are received by mail or telephone.

Each proposer is required to state in its proposal: (1) the proposer’s name and place of business, and the names of persons or parties interested as principals with it; (2) that the proposal is made without any connection with any other proposer making any proposal for the same services; and (3) that no person acting for or employed by the Town is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates or in any portion of the profits herefrom.

The successful proposer shall be required to sign an agreement substantially similar to the standard Town services agreement, a copy of which is attached hereto as Exhibit 1.

Before commencing work under the services agreement, the successful proposer shall produce evidence satisfactory to the Town that it and its subcontractors, if any, have secured public

liability, automobile and workers' compensation insurance coverages as set forth in Exhibit 1. In addition, before signing the contract, the successful proposer shall provide a performance bond and payment bond, each in the full contract price, guaranteeing the contractor's performance and payment.

Each proposer must visit the sites of services and inform itself of the conditions relating to the area in which the services shall be performed. Failure to do so will not relieve a successful proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The Town disclaims any and all responsibility for injury to proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.

No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids.

Proposers must submit their proposals in triplicate. Proposal forms furnished by the Town or copies thereof shall be used, and strict compliance with the requirements of this Request for Proposals is necessary.

II. SCOPE OF SERVICES

The scope of services hereunder is described in the specifications attached hereto (hereinafter, the "Services.")

III. PROPOSAL SUBMISSION REQUIREMENTS

The proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity(entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.

All Services to be furnished to the Town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act (OSHA) requirements of the State of Maine and the United States.

IV. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Cost (75%)

Timeline of completing the project (15%)

References (10%)

V. ACCEPTANCE/REJECTION

The Town reserves the right to waive any informalities in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the Town to do so.

Proposals may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers prior to the award of a contract.

Date: _____, _____

By: _____
Town Manager

DRAFT

APPENDIX A

SPECIFICATIONS

The compactor container must meet one of the following sets specifications. Vendors are welcome to submit a proposal for each set of specifications.

- **50 yards of capacity**, measuring 24 feet long, with 90 inches inside height and 88 inches inside width
 - Closed top rectangular compaction container
 - Cable pick up
 - One-quarter inch floor and main rails
 - 10-gauge body, bulkhead and roof
 - Floor channel on 12-foot centerlines
 - One-half inch HD grab plates
 - One-quarter inch door tubing and compactor opening
 - Side posts 10-gauge, 3 inches by 5 inches, four-way bend 16-inch centerlines rear 8 feet of container, 24-inch centerlines remainder
 - Four XXHD wheels
 - Three-eighths-inch crash plate bulkhead
-
- **45 yards of capacity**, measuring 24 feet long
 - Closed-top octagon-style, extra heavy-duty compaction container with tapered sides
 - One-quarter inch floor with 3-inch channel on 12-inch centerlines
 - 6 inches by 2 inches by one-quarter inch main rails
 - Four XXHD wheels
 - 7-gauge body including the roof, door and bulkhead
 - One-quarter inch door tubing including compactor opening
 - One-half inch HD grab plates extended
 - Two belly bands one-quarter and one-half from door
 - Door latch with Ratchet Binder Release
 - Four-inch by six-inch bullnose rollers
 - Three-eighth inch crash plate installed on bulkhead, 38 inches in height by 40 inches in width

Exhibit 1

SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____, _____ by and between the Town of Belgrade, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "TOWN") and _____ (hereinafter "CONTRACTOR"),

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the TOWN and the CONTRACTOR agree as follows:

I. SCOPE OF SERVICES

The CONTRACTOR shall furnish all of the services, materials and perform all of the work as described in the Request for Proposals and Specifications entitled: Transfer Station Compactor Container issued under date of _____, _____ by Anthony Wilson, Town Manager and shall do so in accordance with the Contractor's Proposal dated _____, which Request for Proposals, Specifications and Proposals are attached hereto and made a part hereof (hereinafter, collectively referred to as the "Services"), and the CONTRACTOR covenants that it shall do everything required by this Agreement, the conditions of the Agreement (together with the General, Supplementary and other Conditions, if any), the Request for Proposals, the Specifications, the Drawings and the Proposal in return for payment as provided herein.

A. The CONTRACTOR shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all analyses, reports, and other Services furnished by the CONTRACTOR under this Agreement. The CONTRACTOR shall, without additional compensation, correct or revise any errors or deficiencies in his analysis, reports, and other Services. Deficiencies are defined as willful or negligent acts that distort or falsify the state of the art of the products and Services developed and provided hereunder, or willful or negligent non-assignment of

personnel or assignment of unqualified personnel to perform the duties hereunder.

B. Approval by TOWN of analyses, reports, and other services furnished hereunder shall not in any way relieve the CONTRACTOR of responsibility for the technical adequacy of the work. Neither TOWN's review, approval or acceptance of, nor payment for, any of the Services shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance of this Agreement, and the CONTRACTOR shall remain liable in accordance with applicable law for all damages to TOWN caused by the CONTRACTOR's willfully negligent performance of any of the Services furnished under this Agreement.

II. CONTRACTOR OBLIGATIONS

The CONTRACTOR warrants:

A. That it will furnish all vehicles, materials, personnel, tools and equipment, except as otherwise specified herein, and do everything necessary and proper to satisfactorily perform the Services required by this Agreement.

B. That it is financially solvent, is experienced in and competent to perform the Services and is able to furnish the vehicles, materials, personnel, tools and equipment to be furnished by it.

C. That it is familiar with all federal, State and local statutes, laws, rules, regulations, ordinances and orders which may in any way affect the Services.

D. That it has carefully examined the Request for Bid Proposals, the Specifications, this Agreement and the site of the Services and has conducted its own investigation of the nature and location of the Services, the character of equipment and personnel needed to perform the Services and all conditions which may in any way affect the performance of the Services.

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

III. COMPLETION OF SERVICES/COMPLETION DATE

The Services to be performed under this Agreement shall be commenced by _____ and substantially completed on or before _____. Due to the difficulty of calculating damages for late completion, liquidated damages in the amount of \$ 100 per day for late completion after the date

for substantial completion shall be awarded to the TOWN for delay in substantial completion not otherwise excused or permitted under this Agreement.

IV. CONTRACT PRICE

The TOWN shall pay the CONTRACTOR for the performance of Services under this Agreement the sum of \$_____ (the "Contract Price").

V. PROGRESS PAYMENTS

CONTRACTOR shall submit for TOWN'S Approval, monthly invoices for the Services performed hereunder in the previous month. The TOWN shall pay CONTRACTOR such approved amounts within thirty (30) days from TOWN'S receipt of said invoice.

VI. GUARANTEE

A. To the extent construction or materials are provided in the provision of Services hereunder, the CONTRACTOR and the subcontractors, if any, shall guarantee their work against any defects in workmanship and materials for a period of one year from the date of the TOWN'S written acceptance of this project, and agree to repair or replace at no cost or expense to the TOWN all work, materials and fixtures at any time during said one-year period.

B. The CONTRACTOR represents that in the performance of its obligations hereunder, it will perform in accordance with applicable standards of conduct for professionals in the field. Where an engineer's stamp or seal is required in the conduct of such Services, the documents shall be stamped by a professional engineer registered in the State of Maine.

VII. PERMITS AND LICENSES

Permits and licenses necessary for the prosecution of the Services shall be secured and paid by the CONTRACTOR.

VIII. TOWN'S RIGHT TO TERMINATE CONTRACT

Without prejudice to any other right or remedy, the TOWN may terminate this Agreement for cause by providing the CONTRACTOR and its surety with seven (7) days' written notice of termination. For purposes of this Agreement, cause includes, but is not limited to: the adjudication of the CONTRACTOR as a bankrupt; the making of a general assignment by the CONTRACTOR for the benefit of its

creditors; the appointment of a receiver because of the CONTRACTOR's insolvency; the CONTRACTOR's persistent or repeated refusal or failure, except for cases in which extension of time is provided, to supply enough properly-skilled workers or proper materials to perform the Services; the CONTRACTOR's persistent disregard of federal, state or local statutes, laws, codes, rules, regulations, orders or ordinances; and the CONTRACTOR's substantial violation of any provisions of this Agreement. In the event of a termination for cause, the TOWN may take possession of the premises and of all materials, tools and appliances thereon and finish the Services by whatever method it may deem expedient. In such case the CONTRACTOR shall not be entitled to receive any further payment until the Services are finished. If the unpaid balance of the Agreement price shall exceed the expense of finishing the Services, including compensation for additional architectural, managerial and administrative services, such excess shall be paid to the CONTRACTOR. If such expense shall exceed such unpaid balance, the CONTRACTOR shall pay the difference to the TOWN.

Further, the TOWN may terminate this Agreement for convenience upon thirty (30) days' written notice to the CONTRACTOR, in which case, the TOWN shall pay the CONTRACTOR for all Services satisfactorily performed and materials purchased up to the date of receipt of such notice by the CONTRACTOR. In the event that the TOWN terminates this Agreement for cause and it subsequently is determined that cause did not exist, such termination shall be deemed to be for convenience.

IX. INSURANCE

Except as otherwise provided by this Agreement, the CONTRACTOR and its subcontractors and consultants shall obtain and maintain, throughout the term of this Agreement and for a period of at least two years following the completion of Services under this Agreement, at no expense to the TOWN, the following insurance coverages:

a. **Public Liability Insurance** in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amount as is established by the Maine Tort Claims Act (14 M.R.S.A. §8101 et seq.) as amended from time to time, combined single limit, to protect the CONTRACTOR, any subcontractor performing Services under this Agreement, and the TOWN from claims and damages that may arise from operations under this Agreement, whether such operations be by CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by them.

b. **Workers' Compensation Insurance** in amounts required by Maine law and **Employer's Liability Insurance**, as necessary, as required by Maine law. In case

any class of employees engaged in hazardous work under this Agreement is not protected under the Workers' Compensation Act, the CONTRACTOR shall, at its own expense, provide for the protection of its employees not otherwise protected.

c. All such insurance policies shall name the TOWN and its officers, agents and employees as additional insureds, except that for purposes of workers' compensation insurance, the CONTRACTOR and its subcontractors instead may provide a written waiver of subrogation rights against the TOWN. The CONTRACTOR, prior to commencement of Services under this Agreement, and any of its subcontractors, prior to commencement of Services under any subcontract, shall deliver to the TOWN certificates satisfactory to the TOWN evidencing such insurance coverages, which certificates shall state that the CONTRACTOR and its subcontractors must provide written notice to the TOWN at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any policies, evidenced by return receipt of United States Certified Mail. Replacement certificates shall be delivered to the TOWN prior to the effective date of cancellation, termination, material modification or expiration of any such insurance policy. The CONTRACTOR shall not commence Services under this Agreement until it has obtained all insurance coverages required under this subparagraph and such insurance policies have been approved by the TOWN, nor shall the CONTRACTOR allow any of its subcontractors to commence Services on any subcontract until all such insurance policies have been obtained by the subcontractor and approved by the TOWN. All such insurance policies shall have a retroactive date which is the earlier of the date of this Agreement between the parties or the CONTRACTOR's Commencement of Services hereunder.

X. INDEMNIFICATION

The CONTRACTOR agrees to defend, indemnify, and hold harmless the TOWN, its officers, agents, and employees against any and all liabilities, causes of action, judgments, claims or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of or caused by the performance of Services under this Agreement by CONTRACTOR, its subcontractors, agents or employees.

XI. LIENS

Neither the final payment nor any part of the retained percentage shall become due until the CONTRACTOR delivers to the TOWN a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the

labor and material for which a lien could be filed, but the CONTRACTOR may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the TOWN to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the CONTRACTOR shall refund to the TOWN all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

XII. ASSIGNMENT

Neither party to the Agreement shall assign this Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any prior moneys due or to become due to it hereunder, without the previous written consent of the TOWN.

XIII. SUBCONTRACTS

The CONTRACTOR shall not sublet any part of this Agreement without the prior written permission of the TOWN. The CONTRACTOR agrees that it is fully responsible to the TOWN for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

XIV. USE OF PREMISES

The CONTRACTOR shall confine its apparatus, the storage of materials and the operations of its workers to limits indicated by law, ordinances and permits and shall not otherwise unreasonably encumber the premises with its materials. If any part of the project is completed and ready for use, the TOWN may, by written and mutual consent, without prejudice to any of its rights or the rights of the CONTRACTOR, enter in and make use of such completed parts of the project. Such use or occupancy shall in no case be construed as an acceptance of any work, materials or Services.

XV. CLEANING UP

The CONTRACTOR shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its employees or Services, and at the completion of the Services it shall remove all its rubbish from and about the project, and all its tools, scaffolding and surplus materials and shall leave the premises "broom-clean" or its equivalent, unless more exactly specified. In case of dispute, the TOWN may remove the rubbish and charge the cost to the CONTRACTOR.

XVI. FINAL PAYMENT

Final payment, constituting the entire unpaid balance for the Contract Sum, shall be paid by the TOWN to the CONTRACTOR when the Services have been completed, the Contract fully performed, and, if applicable, a final Certificate for Payment has been issued by the Architect.

XVII. TOWNSHIP OF DOCUMENTS

All drawings, notes, documents, plans, and specifications or other material to be developed under this Agreement shall become the property of the TOWN and be promptly delivered to the TOWN upon the completion of Services under this Agreement or sooner upon TOWN's request or the termination of this Agreement. The CONTRACTOR shall be responsible for the protection and/or replacement of any work or materials in its possession, including work or materials provided to the CONTRACTOR by the TOWN. The TOWN agrees that it will not use the construction plans and specifications developed under this Agreement for any project other than the project specified herein without the written consent of the CONTRACTOR, which consent shall not be unreasonably withheld.

XVIII. DISCLAIMER

CONTRACTOR has inspected the conditions of the premises and with full knowledge thereof agrees to take them as is, with no warranties express or implied excepting those express statements in this Agreement.

XIX. FORCE MAJEURE

Provided such party gives written notice to the other of such event, a party shall not be liable for its failure to perform its respective obligations under this Agreement, if prevented from so doing by any cause beyond the reasonable control of such party such as, but not limited to, strikes, lockouts, or failure of supply or inability by the exercise of reasonable diligence, to obtain supplies, parts, or employees necessary to perform such obligations, or because of war or other emergency. The time within which such obligations shall be performed shall be extended for a period of time equivalent to the delay from such cause.

XX. NON-WAIVER

Except as expressly provided in this Agreement, the failure or waiver, or successive failures or waivers on the part of either party hereto, in the enforcement of any

paragraph or provision of this Agreement shall not render the same invalid nor impair the right of either party hereto, its successors or permitted assigns, to enforce the same in the event of any subsequent breach thereof.

XI. NOTICES

Notices hereunder shall be deemed sufficient if sent by U.S. Certified mail as follows:

TO TOWN:

Anthony Wilson, Town Manager

Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

TO CONTRACTOR:

XXII. REMEDIES

Except as otherwise agreed by the parties in writing, all disputes, claims, counterclaims and other matters in question between the TOWN and the CONTRACTOR arising out of or relating to this Agreement shall be decided by a Maine court of competent jurisdiction. This Agreement is made and shall be construed under the laws of the State of Maine. Except as otherwise expressly agreed by the parties in writing, exclusive venue for any such civil action shall be in Maine.

XXIII. COMPLIANCE WITH APPLICABLE LAWS

The CONTRACTOR agrees that it and its subcontractors, if any, shall comply with all applicable federal, State and local statutes, laws, rules, regulations, codes, ordinances, orders and resolutions in the performance of Services under this agreement.

XIV. RELEASE OF INFORMATION

During the performance of the Services, any material, prepared or assembled by the CONTRACTOR under this Agreement shall not be made available to any individual or organization by the CONTRACTOR other than as called for herein without prior written authorization from the TOWN.

XV. EXTENT OF AGREEMENT

This Agreement (and the Request for Proposal attached hereto and hereby incorporated into this Agreement) represent(s) the entire and integrated Agreement between TOWN and the CONTRACTOR and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both TOWN and the CONTRACTOR. IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

Witness TOWN
By: _____

Town Manager
CONTRACTOR

Witness By: _____

Its _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Nov. 9, 2021
Re: Concrete slab for garage addition

The first step to enlarging our maintenance garage is to pour a slab measuring 28 feet by 46 feet. Although this construction will not cost more than \$15,000 – the trigger point that necessitates a Request for Proposals – because of the cost involved, Facilities Maintenance Director Chris Dutill gathered multiple quotes. Two of those quotes are attached. We also received a verbal quote from Les Witham of \$9,600, which would represent the low quote. As of this writing, we have not received that in writing. We anticipate presenting that to you at the meeting.

HOTHAM CONCRETE

LIFE BEGINS WITH A GOOD FOUNDATION

ESTIMATE

Larry Hotham (207) 465-5194
Tristan Hotham (207) 692-6833
5 Cote Lane
Winslow, ME 04901

ESTIMATE #165
10/11/2021

To: Town of Belgrade

DESCRIPTION	PRICE
Slab with 2 ft. mat of rebar; power troweled finish	\$10,000.00
TOTAL ESTIMATE	\$10,000.00

We look forward to working with you in the future

Mercer Sand & Gravel, LLC-Estimate

648 Rome Road Mercer, Maine 04957--Phone (207) 431-5251

October 13, 2021

Estimate for 28' x 48' x 6" concrete pad

Concrete 3000 lb mix for 28'x 48 x 6" pad

Rebar- 90 pcs 1/2"

Anchor bolts- 35 bolts placed at 5' intervals with extra placed at corners.

Power troweled for finished floor

Total estimate- \$10,440.00

This estimate is guaranteed for 30 days from date.

Scott D Howard II, Mercer Sand & Gravel LLC

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Nov. 9, 2021
Re: Refund policy

A recent citizen request for a refund of a payment made to participate in a Recreation more than a year and a half after the payment raised the question of whether the Town has a policy regarding refunds.

Currently, the Town has only two refund policies.

The Recreation facilities usage contract notes rental fees must be paid 21 days prior to an event, and that deposit will be refunded if the event is cancelled at least 14 days prior to the event. See attached.

Voters approved a perpetuity article in 2017 to refund motor vehicle excise tax credits as permitted by state law.

If the Board wishes to consider a refund policy, some questions to consider are:

- How broad should the policy be? Would we want to specifically note fees that will be refundable? Or do we wish the policy to address all fees paid to the Town?
- Under what circumstances should a refund be considered? For instance, craft show vendors are told in writing the shows will happen rain or shine and that no booth fees will be refunded. If a person pays for a building permit and never pursues the project, should that fee be refunded? If a resident's dog passes one month after it was registered, should that be refunded? Should registration fees on sold boats be refunded?
- What would the timeframe be for considering a refund? From an accounting standpoint, refunds ideally should occur in the same fiscal year in which the money was received by the Town.
- Should refunds be applied to future services? If so, should there be a timeframe for that?
- Who will approve/reject a refund request? A department director? The town manager? The Selectboard? Or should the Board hear appeals of staff decisions? And how much discretion, if any, should the approver have?

Belgrade Community Center for All Seasons / North Belgrade Community Center
CONTRACT FOR FACILITY USAGE

Name of individual/organization responsible: _____

Address: _____

Telephone Number: (H) _____ (W) _____

Type of organization: _____ Type of Event: _____

Date requested: _____ Hours/Times requested: _____

(These hours include set up time and clean up time)

Circle One:

Belgrade Resident Non Belgrade Resident

Are you a Belgrade Community Service or Belgrade Non-profit organization? _____

Fee Structure: (Circle those that apply and fill in amount)

North Belgrade Community Center

Belgrade Residents: \$15/Hr x ____/hours = \$ ____

Non Belgrade Residents: \$30/Hr x ____/hours = \$ ____

Belgrade Community Center **Gym** **Social Room** ***Facility**

Belgrade Residents: \$35/Hr \$25/Hr \$50/Hr x ____/hours = \$ ____

Non Belgrade Residents: \$70/Hr \$50/Hr \$100/Hr x ____/hours = \$ ____

(INCLUDES out of town companies or organizations)

*Facility Rental does not include Library Space

SET UP AND USE OF THE STAGE **\$10** _____

USE OF THE PROJECTOR **\$10** _____

USE OF THE PROJECTOR SCREEN **\$10** _____

USE OF THE SOUND SYSTEM **\$10** _____

CHAIRS NEEDED _____ **# TABLES NEEDED** _____

Guests expected _____

Total Rental Fee

Cleaning Deposit (all renters) Returnable if space is left clean (write separate check) **\$100**

(We have a carry in/carry out trash policy.)

2 SEPARATE Checks payable to: **Town of Belgrade**

Send to: **Belgrade Community Center for All Seasons**

1 Center Drive

Belgrade, ME. 04917

207-495-3481

I acknowledge and agree to the following:

- Your deposit will confirm your reservation. Please be advised that without your deposit your rental cannot be guaranteed.
- A \$100 cleaning deposit is due with the contract for usage of the facility. Your deposit will NOT be cashed: **unless** the facility is not left in the same state in which it was entered **OR** there is negligent damage during your rental.
- **Rental fees must be received 21 days prior to the event; deposit will be refunded if event is cancelled at least 14 days prior to the event.**
- If the facility is left in a clean and in orderly condition, the cleaning deposit of \$100.00 will be disposed of. The check can be returned within 14 days after the scheduled event, if requested.
- All renters will be responsible for any damages incurred to the facility during their event.
- **If applicable**, all renters must provide proof of comprehensive general liability insurance (appears on personal policies as an insured location rental) and must be provided at least 10 days prior to the event.
- All facilities are non-smoking.
- It is also acknowledged that failure to adhere to this contract may result in denial of future use of the facility to me and/or the organization I represent.
- If you are serving alcohol, there are mandatory requirements. Please see the director for the contract.
- **FIRE PLACE:** The fire place is not to be used, unless approved by the Director.
- **EMERGENCIES CALL: Anthony Wilson 592-6031 or Chris Dutil 215-1021**

Recreation Director **Date** **X** **Renter** **X** **Date**

SPECIAL ARRANGEMENTS:

OFFICE USE ONLY

APPROVED _____ DISAPPROVED _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Nov. 9, 2021
Re: Fixed-fee legal contract

As I previously reported to you, Phil Saucier, the Town's attorney with Bernstein Shur, and I discussed the possibility of the Town and his firm entering into a fixed-fee contract for legal services in 2022 as a means of controlling the Town's legal costs. The attached contract quotes a cost of \$1,000/month for general services. The Budget Committee has endorsed this approach, believing it is worth trying for one year, after which it can be evaluated.

The fixed fee does not include litigation, which would still be charged on an hourly basis. The Budget Committee has also endorsed the Town budgeting legal fees above the \$12,000 contract cost to cover ongoing and new litigation. We will propose splitting that litigation budget between the Planning Board and General Government.

Attached is an email exchange between Mr. Saucier and me in which he provides detail and answers questions. (It includes an incorrect dollar figure for the monthly charge that we later corrected.) Mr. Saucier plans to attend the Board meeting via Zoom (and at no cost to the Town) to answer any questions you may have.

I talked with the most recent manager in Rockport, which has had a fixed-fee contract with Bernstein Shur for years. Bill Post, now the Sagadahoc County administrator, endorsed the agreement, saying it served Rockport well, gave him a firm number to budget, and allowed him to contact the firm about any and all of the town's legal needs.



**Bernstein, Shur,
Sawyer & Nelson, P.A.**
100 Middle Street
PO Box 9729
Portland, ME 04104-5029

T (207) 774 - 1200
F (207) 774 - 1127

Philip R. Saucier, Esq.
Shareholder
207-228-7160 direct
psaucier@bernsteinshur.com

September 13, 2021

Via Electronic Mail: townmanager@townofbelgrade.com

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

Re: Scope of Services Legal Representation for Town of Belgrade

Dear Anthony:

Thank you for selecting Bernstein Shur. We may sometimes refer in this letter to Bernstein Shur as the "Firm," or "we." The purpose of this letter is to set forth the terms of the Firm's agreement to provide professional services. The terms stated in this letter form a binding agreement between the client(s) identified below and the Firm. Please read this letter carefully. If you have any questions or concerns, please call me. Otherwise, please sign and return this letter via electronic mail, with a signed hard copy mailed to my attention, to provide us with a written acknowledgement of your agreement to these terms.

Party or Parties Represented

We are being hired to represent the Town of Belgrade, who we may sometimes refer to in this letter as "you."

Our representation of you does not constitute our representation of any affiliate, subsidiary or parent entity or any individual owner, officer, director, shareholder, member, partner or employee, unless we subsequently agree to such representation in writing.

We have not been engaged to provide advice to any person, or entity that has not expressly retained us to do so and we disclaim any duty to provide advice that we have not been retained to provide.

Scope of Work

You have asked us to provide legal representation to you with respect to general counsel legal services for the Town of Belgrade. Set forth below is a fixed fee that you have agreed to pay for legal services. The services included within the fixed fee Scope of Services include advising the Town's boards and departments, drafting ordinances, attending meetings, general labor and employment advice, contract review, policy review, and answering correspondence. This work shall be defined as the "Scope of Services." Not included in the Scope of Services are any appeals of municipal board decisions to any adjudicatory boards, agencies or courts; litigation including enforcement actions; tax increment financing; representation before the Maine Human Rights Commission, the Maine Worker's Compensation Board, the Maine Board of Arbitration and Conciliation, and the Maine Labor Relations Board; bond issuances; and labor negotiations which require our presence at the bargaining table or before the MLRB and/or the MBAC.

This engagement letter provides a description of our expected representation. If our assignment is revised, this will affect our fee quotation. We would be pleased to discuss any proposed revisions to our scope of work with you and any required changes to our fee quotation. We will confirm any such revisions in writing, typically via email.

Conflicts of Interest

Before beginning our representation, we conducted a computerized name check against our client records in order to determine whether a disqualifying conflict of interest exists between our representation of you and our representation of any other clients.

We have not identified any such conflicts at this time. However, during the course of our representation, you should be alert for the development of any new or potential conflict that may arise. Please notify the attorney you are working with at the Firm immediately if you become aware of a conflict or potential conflict. In the event that a conflict arises, we will attempt to resolve it, to the extent permitted by the applicable Rules of Professional Conduct, by making any necessary disclosures and seeking any needed consents from you and any other affected client. In the event that we are unable to obtain such consent, or that we conclude that we should not continue to represent you in light of the conflict, you agree that we may terminate this representation.

Fees and Expenses

We generally bill for our services on an hourly basis, but in this instance, you have retained us on a fixed fee basis for the Scope of Services. We agree that our fees will be \$12,000 per year for the first year of the engagement, beginning the first of the month after the execution of this engagement. We will discuss together the proposed legal services fixed fee budget for each successive year starting in December of each year, and the parties may adjust the annual fees upon mutual agreement with an annual upward adjustment of no larger than 5%.

We agree that you will pay our fees in equal installments on a monthly basis.

Any work performed outside of the Scope of Services during the first year will be billed at \$245 per hour for associates and \$275 per hour for municipal practice group shareholders, with the exception of labor, TIF, and bond matters which are billed at \$385 per hour for shareholders. Any municipal bond counsel or TIF services may also be negotiated on a fixed-fee basis. In addition, we may be assisted by one of our other attorneys or paralegals who will be billed at their prevailing rates. Professional rates for the firm are generally adjusted annually on January 1 of each year.

Our quotation of a fixed fee is based upon two critical factors. First, you have made known to us the material facts upon which we have based our fee quotation. Second, you have defined the scope of work for which you have engaged us as indicated above. As is the case with any client relationship, in order for a fixed-fee arrangement to work, there must be communication about how the relationship is progressing.

We have agreed to provide legal services to you for the Scope of Services for a flat monthly fee of \$1,000.00 during the first year of the engagement. We will also provide the Town with a summary of our work and expenses incurred in your matter. Any work which falls outside the Scope of Services shall be billed separately. Thereafter, we will bill you on a monthly basis until one of us provides the other with ten (10) calendar days' written notice of termination of the engagement. Once such notice has been provided, the final monthly payment will be due for the month in which the termination becomes effective. If you ask us to provide advice, representation or other services that fall outside the scope of our flat monthly fee engagement as described in this letter, you will be billed for those additional services at our customary hourly rates.

Our general overhead is not a client expense and you will not be billed for telephone charges, photocopies, faxes, computerized research or other overhead items. You will, however, be billed for certain expenses including but not limited to express delivery services, travel expenses, and third-party expenses incurred on your behalf. In a litigation matter the expenses may also include charges and fees for witnesses, experts, investigators and consultants, depositions costs and transcripts, outside photocopying or scanning services, filing fees, and preparation of exhibits and visual aids. You agree that payment of these expenses will be your responsibility. In the case of third-party expenses, we typically will forward the bills to you for payment directly to the service provider or vendor.

We reserve the right to charge a late fee of 1 ½% per month for all fees and expenses advanced by the Firm that are not paid within thirty days of the billing date. We will notify you if your account becomes delinquent. If the delinquency continues and you do not make satisfactory arrangements for payment, you agree that we may withdraw from representation. You also agree to pay the costs we incur in collecting the debt, including court costs, filing fees and reasonable attorneys' fees. If work is undertaken by one of our lawyers as a member of the Maine Bar, you are advised that you have the right to arbitrate any disputes about our fees pursuant to Rule 7 of the Maine Bar Rules.

I understand that you are the person to receive our statements for professional fees and expenses, which will be sent via electronic mail to the e-mail address shown above. If this is not accurate, please advise me to whom the Firm's statements should be sent and to what e-mail or physical address.

Estimates of Fees and Costs or Expressions of Likely Outcome

Any expression on our part concerning the cost or outcome of your matter is an expression of our professional judgment, not a guarantee. Our opinions are necessarily limited by our knowledge of the facts which may be incomplete and are based on the circumstances at the time they are expressed which may evolve, at times in unpredictable ways. Unless we expressly agree in writing to a maximum or a fixed fee, our projections of fees and costs are not binding upon us.

In matters involving litigation or arbitration, circumstances may arise which may subject you to additional costs in ways that are difficult to anticipate. For example, if you are the plaintiff, you may be subject to a counterclaim asserted by the defendant that you must continue to defend even if you dismiss your claims against the defendant. Similarly, regardless of whether you are the plaintiff or the defendant, the losing party is typically required to pay the other party's "costs" which include such things as filing fees, witness fees, travel expenses, costs for preparation of exhibits, court reporters' fees, and expert witness fees. These costs can be quite substantial. Additionally, under some circumstances a court or arbitrator can order one party to pay the other party's attorneys' fees.

Confidentiality and the Attorney-Client Privilege

We respect your confidences and are required to protect your confidential information and our communications with you. This professional obligation and the legal privilege associated with attorney-client communications exist to encourage candid and complete communication between us. However, you should be aware that the attorney-client privilege applies only to those communications between a client and a law firm that are made for the purpose of obtaining legal advice. To the extent that your communications with the Firm do not fall within this classification, they may not be privileged. For example, while we will hold communications with our government relations or public affairs professionals regarding lobbying or public affairs services or with our information technology professionals regarding cybersecurity services in confidence, such communications could be successfully challenged by a third party as not covered by the attorney-client privilege.

Additionally, the attorney-client privilege may be waived if communications between us are shared with others or made public. Please discuss with us in advance any plans you may have to share our communications with the public or with persons outside of the Firm, including with other professionals you may have retained to assist you in this matter (e.g., engineers, accountants, or appraisers).

For similar reasons, you must be careful with e-mail communications, texts and communications made by way of various social media. Use care in the choice of the computer you use to communicate with us. If you use a computer at your work or home that may be accessed by others, such as family members or your employer, there is a risk that electronic communications may be read by third parties and/or constitute a waiver of the attorney-client privilege. We will assume

that you have considered this when you supply an e-mail address to us and that you have determined that your computer is secure.

Finally, in order to identify and address potential conflicts of interest that may arise in the future related to our representation of you, it may be necessary for us to reveal to existing or prospective clients the fact that we represent you. By signing this engagement letter, you agree that we may reveal that fact in order to identify or address conflicts of interest. We will not reveal any information about the nature of our work for you without first asking your permission to do so.

If you have any questions or concerns regarding the attorney-client privilege or other confidentiality issues, please discuss them with us.

File Retention in Completed Matters

At the conclusion of this engagement, we will scan your file and destroy the paper copy, with the exception of original documents that derive value by being retained in the original form, which will be returned to you. We will retain the scanned image of your file for at least eight years. If you wish for us to return the entire paper file to you, you must expressly notify us of this desire and agree to pay for shipping and handling of the file.

Arbitration and Choice of Law

As a condition of our willingness to represent you in the matter described above under “Scope of Work” we require that you agree to submit any claims that may arise in the future against the Firm for malpractice or any other reason to binding arbitration pursuant to the Arbitration and Choice of Law Agreement attached hereto as **Appendix A**.

Termination of Our Representation

This agreement, except for the arbitration and choice of law provisions, which will survive indefinitely, may be terminated by you or the Firm with or without cause at any time upon reasonable notice and consistent with applicable legal rules of ethics. If we are representing you in a litigated matter, we may be required to seek the permission of a judge or administrative body before we can discontinue our representation. If you terminate our representation or fail to pay our fees after reasonable notice, which we consider a form of termination, you agree to expeditiously locate replacement counsel. We also will consider our representation of you to have ended if we have not been asked to provide any services to you for a 12 month period. If you subsequently engage us to perform further or additional services, the lawyer-client relationship will be reestablished, subject to the terms on which we may agree at that time.

The fact that we might inform you from time to time of developments in the law which might be of interest to you, by newsletter or other means does not constitute performing legal services and will not reestablish a lawyer-client relationship that has terminated by the passage of time or otherwise. Additionally, we assume no obligation to inform you of any developments in the law unless we have been specifically engaged in writing to do so.

In order to avoid any future misunderstandings we ask that you please sign a copy of this letter and a copy of Appendix A in the places indicated and return the signed copies to us. If you have questions or concerns before signing, please call me. In the event that you do not send back signed copies, you will be deemed to have accepted the terms of engagement set forth in this letter and the arbitration agreement set forth in Appendix A if you give us instructions to continue work on this matter after you have received this letter. If you retain us for further work in the future, we may not issue a new engagement letter and, in that case, the terms in this document will continue to apply.

We appreciate the opportunity to be of assistance to you and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "P. Saucier", with a long horizontal flourish extending to the right.

Philip R. Saucier, Esq.

I UNDERSTAND AND AGREE TO THE TERMS OF THIS LETTER INCLUDING THE ARBITRATION PROVISIONS CONTAINED IN APPENDIX A WHICH REQUIRE ME TO RESOLVE ANY DISPUTE THAT MAY ARISE BETWEEN ME AND THE FIRM THROUGH BINDING ARBITRATION AND NOT BY A TRIAL BEFORE A JUDGE OR JURY:

Anthony Wilson, Town Manager
Authorized Representative
Town of Belgrade

Date: _____

APPENDIX A

Arbitration and Choice of Law Agreement

READ THIS DOCUMENT CAREFULLY. IT CONTAINS AN AGREEMENT TO SUBMIT ANY CLAIMS THAT MAY ARISE IN THE FUTURE AGAINST THE FIRM FOR MALPRACTICE OR ANY OTHER REASON TO BINDING ARBITRATION.

You agree to resolve all disputes that we may have with each other by way of binding arbitration, at the request of either party, consistent with the terms outlined here, except for disputes regarding our fees for work performed by Maine lawyers which you may instead choose to submit to binding arbitration pursuant to Rule 7 of the Maine Bar Rules.

The arbitration requirement set forth in this Agreement is not limited to fee disputes. It applies to any and all disputes that you choose not to submit to Rule 7 arbitration, including claims that we failed to provide you with competent representation or breached a duty of care that we owe to you.

By signing this Agreement you agree that you will not sue the Firm in a court of law for malpractice or any other reason and that you will, instead, submit any such dispute to binding arbitration.

Arbitration is a private and confidential means of resolving disputes. It is commonplace in commercial settings. Arbitration is an alternative to a public court trial and may more quickly and efficiently resolve disagreements. Either party may request arbitration of any dispute between you and the firm by sending a written demand for arbitration to the other.

In considering whether to agree to the binding arbitration provisions of this Agreement, you should carefully consider the following.

- **By agreeing to arbitration, you will not have access to a jury trial.**
- **An impartial arbitrator, not a judge or a jury, will resolve all disputed facts between us and will apply the law to those facts.**
- **The availability of discovery may be more limited in arbitration and the rules of evidence may be less strictly applied. This means that the parties' ability to obtain documents and take depositions may not be as robust in arbitration and also that an arbitrator may be willing to consider some types of evidence that a court would not be willing to consider.**
- **Additionally, rights to appeal an arbitration decision are much more limited than the appeal rights available in court.**

If we have a dispute and we submit it to arbitration, you and the Firm will attempt to mutually agree upon a neutral arbitrator to resolve the dispute. We agree the arbitrator will apply the

American Arbitration Association's rules for the resolution of commercial disputes as they exist at the time of the arbitration with the exception noted below. American Arbitration Association rules may be found at <https://www.adr.org/Rules>. If the applicable arbitration rules require the parties to share the costs of the arbitration, including the fees of the arbitrator, we each agree to pay half of those costs and fees and we further agree, whether required by the rules of arbitration or not, that the failure to pay arbitration fees or costs in a timely manner shall be considered acts of default that result in an arbitration award to the other party. Each side will bear its own attorney fees and related costs.

If we cannot agree to the selection of an arbitrator within thirty days after one of us formally requests arbitration, you and the Firm agree to hire the American Arbitration Association to fully manage the arbitration of the dispute and we will both abide by their rules for the selection of a qualified arbitrator and for the resolution of the dispute with the exception of the default for non-payment of fees or costs as described in the preceding paragraph.

Any arbitration or court proceeding that may be required to resolve disputes between us shall occur in Augusta, Maine; Portland, Maine; or in Manchester, New Hampshire, whichever is closest to the office location in which the lead attorney involved in your matter works. The procedural and substantive law of Maine or New Hampshire, without reference to its choice of law principles, shall govern the resolution of any dispute between us depending upon the location of the arbitration; i.e., if the arbitration is conducted in New Hampshire, New Hampshire law will apply and if the arbitration is conducted in Maine, Maine law will apply.

IF YOU HAVE ANY CONCERNS REGARDING THE PROS AND CONS OF ARBITRATION VERSUS COURT PROCEEDINGS, YOU ARE ADVISED TO SEEK THE ADVICE OF INDEPENDENT LEGAL COUNSEL PRIOR TO SIGNING THIS AGREEMENT IN WHICH YOU AGREE TO WAIVE YOUR RIGHT TO COURT PROCEEDINGS, INCLUDING WAIVER OF A TRIAL BEFORE A JUDGE OR JURY.

I UNDERSTAND AND AGREE TO THE TERMS OF THIS ARBITRATION AND CHOICE OF LAW AGREEMENT WHICH REQUIRES ME TO RESOLVE ANY DISPUTE THAT MAY ARISE BETWEEN ME AND THE FIRM THROUGH BINDING ARBITRATION AND NOT BY A TRIAL BEFORE A JUDGE OR JURY:

Anthony Wilson, Town Manager
Authorized Representative
Town of Belgrade

Date: _____

Anthony Wilson

Subject: FW: legal costs

From: Philip Saucier <psaucier@bernsteinshur.com>

Sent: Wednesday, September 1, 2021 2:50 PM

To: Anthony Wilson <townmanager@townofbelgrade.com>

Subject: RE: legal costs

EXTERNAL MESSAGE:

Hi Anthony,

My answers are below in red. If the Board would like to move forward with this arrangement, I can send along a new engagement letter to formalize the terms and definition of scope of services – which would incorporate the definition below and could be tailored to incorporate the clarifications in your questions below. Let me know if you need anything further and I'm looking forward to working with you on this!

- Phil

Philip Saucier

BERNSTEINSHUR - Shareholder

Municipal & Governmental Services Practice Group Leader

207 228-7160 direct

Confidentiality notice: If you are not the person intended to receive this email, please notify us and please do not make use of this email for any purpose. Thank you.

From: Anthony Wilson <townmanager@townofbelgrade.com>

Sent: Wednesday, September 1, 2021 2:23 PM

To: Philip Saucier <psaucier@bernsteinshur.com>

Subject: RE: legal costs

Phil, this sounds good. A few follow-up questions:

- Along with drafting ordinances, can I correctly assume ordinance reviews would be covered by this agreement? I think I mentioned to you we have a newly drafted subdivision ordinance that the Kennebec Valley Council of Governments helped us craft that we'll want reviewed in January so we can take it to voters in March. **Yes that is correct, the scope of services work includes ordinance review.**
- Speaking of subdivisions, I noted you mentioned subdivision reviews. So is a legal review of subdivision applications typical/advised? (We have one of those in the pipeline, too.) Yes that is correct. **I only included specific reference to subdivision review because it appears there was a matter opened five years ago that was included in the summary of legal costs, but any codes or planning consultations are included.**
- Would this agreement include contract reviews? We are engaged in a negotiation with the Maine DOT regarding the construction and operation of a small public water system to serve property owners whose wells were contaminated by our joint storing of road salt uncovered and on open ground. Would this agreement also cover including you in some of those negotiations? **Yes, this includes contract review.**

- Just double-checking: Employment matters would be covered, right? **Yes that is correct, employment related consultations that stay within the Town (i.e. are not part of state agency or court proceedings, and also not including labor negotiations) are included. Any investigations would be outside of scope.**
- If we wanted help drafting a findings of fact, either by the Planning or Appeals board, would that be covered? What about your assisting the Appeals Board with an appeal of a Planning Board decision in which you were not engaged? **This is an area we may want to discuss a bit further to determine the parameters of the scope of services since the fee is based on the historical use of our services for these types of matters. Generally these services are generally included in the normal course, but if the Town would like to have us assist with more appeals to the BOA and drafting of findings than in the normal course over the last five years we would likely need to adjust the monthly retainer upward to account for those additional meetings and findings.**
- I think I understand your example of the Jones case, but to clarify: Would everything in an appeal in the courts be covered by the example except the proceedings themselves? **An appeal to the Board of Appeals is covered, but once an appeal is filed with Superior Court it is treated as litigation and outside of scope.**

What do you need from me to move forward with this (understanding it would require Selectboard approval)? Do you want to send me an agreement to review?

Anthony Wilson

Town Manager
Town of Belgrade

Office: 207-495-2258

Cell: 207-592-6031

Town Office

990 Augusta Road
Belgrade, ME 04917

townofbelgrade.com



From: Philip Saucier <psaucier@bernsteinshur.com>

Sent: Wednesday, September 1, 2021 12:03 PM

To: Anthony Wilson <townmanager@townofbelgrade.com>

Subject: RE: legal costs

EXTERNAL MESSAGE:

Good morning Anthony,

I hope all is well and that you've had a chance to enjoy these last few weeks of summer in Maine (I can't believe it is already September). My favorite season here is just now beginning.

As we discussed at the MTCMA Conference last month, we now have fixed-fee (or value billing) arrangements with at least five of our municipal clients (Rockport, Rockland, Ogunquit, Monmouth, & York) to provide legal services instead of reliance on the old hourly rate method - and we have found that it promotes efficiency and provides predictability for our clients. Value billing provides our municipality clients with greater budget predictability and relieves pressures often felt by town managers to hurry when addressing important legal matters with counsel. With fixed fee services, a longer-term defined relationship is typically required in order

to even out the legal services provided over the course of time during which monthly payments are made – with the annual amount of the fixed fee based on past data of the Town’s legal spend. Together, we first decide on a scope of work to which the regular monthly retainer would apply. This scope will include all the services for which town attorneys routinely provide for client municipalities and that do not generally create wildly unpredictable demands for legal services. Once we determine that scope of services, we would base the retainer amount on historical data about the Town’s most recent three years of legal services needs and fees.

The typical scope of services work covered by the monthly fixed fee is defined as follows:

The services included within the fixed fee Scope of Services include advising the Town’s boards and departments, drafting ordinances, attending meetings, general labor and employment advice, reviewing contracts, policy review, and answering correspondence. This work shall be defined as the “Scope of Services.” Not included in the Scope of Services are any appeals of municipal board decisions to any adjudicatory boards, agencies or courts; litigation including enforcement actions; tax increment financing; representation before the Maine Human Rights Commission, the Maine Worker’s Compensation Board, the Maine Board of Arbitration and Conciliation, and the Maine Labor Relations Board; bond issuances; and labor negotiations which require our presence at the bargaining table or before the MLRB and/or the MBAC.

We have found that as we have worked together on the new arrangement, it is important to continue to meet and discuss how it is working and to make certain adjustments to ensure that the model is successful for both the town and the firm and to finding the right balance going forward.

You’ll see in the attached a summary of the last five years of legal expenses from our firm for Belgrade separated by matter. The total fees during the period of August, 2016 – August, 2021 were \$106,246. While I am not personally familiar with all of those specific matters, any matter that is not billed under the “General” matter would most likely be work that would be out of scope under our traditional fixed fee arrangement but not all (for example, time spent assisting with the Jones appeal at the Planning and Zoning Boards would be within scope but not the court proceedings). Using the General Matter fees of \$28,724 over five years, and adding in an estimate of an approximate additional \$5,000 for in-scope appeal, subdivision review, and other work that may have been within the other matters would arrive at a total of approximately \$34,000 – or \$2,833/month for a scope of services fee. We would also be happy to continue to work with the Town on an hourly basis if that is preferable.

We truly value our longstanding relationship with Belgrade- and I personally have enjoyed working with you and other members of the Town over the last several years. Let me know if you would like to set up a time to discuss this further or if you have any other questions.

Take care,
Phil

Philip Saucier

Shareholder

Municipal & Governmental Services Practice Group Leader

207 228-7160 direct

207 774-1200 main

[My Bio](#) | [LinkedIn](#) | [Twitter](#)

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Nov. 9, 2021
Re: Committee applications

The Town appreciates all offers to volunteer one's service to a committee or board. The Town also has an interest in cultivating pools of applicants to ensure appointees have the best possible mix of education, experience, expertise and interest to help further the work of its boards and committees.

One way to help ensure that would be to actively promote board and committee vacancies during a specified span, during which interested parties would be encouraged to submit an application. This would be in keeping with how the Selectboard approached a recent vacancy on the RSU 18 school board. That vacancy was advertised, and applications were accepted, for two weeks, after which the Board considered appointing one of the three applicants.

Vacancies could be promoted on the Town's website, on its Facebook page, on the corkboard in the Town Office vestibule, and on one or more of the Town's marquees. Committee vacancies have also been promoted in recent editions of the Town's newsletter, which are produced three or four times per year.

Attached is a draft policy for your review and consideration.

TOWN OF BELGRADE

COMMITTEE APPLICATION POLICY

Vacancies on Town boards and committees will be promoted for a minimum of two weeks, during which applications to serve will be accepted. The means of promoting the vacancy will include, but not be limited to, posting on the Town's website and on its Facebook page, posting on the corkboards in the Town Office and in any other appropriate Town facility (ex. Library, Center for All Seasons), on the marquee(s) of the Town Office and any other appropriate facility, and, depending on the timing of the vacancy, in the Town newsletter.

After the two-week period, the Board of Selectpersons will at its next available meeting consider the applications submitted. The Selectboard reserves the right to decline to approve an appointment.

Should a vacancy continue, the open board/committee seat will continue to be promoted until the Selectboard approves an appointee.

This policy was adopted on Nov. 9, 2021, by the Belgrade Board of Selectpersons.

Melanie Jewell, Chair

Rick Damren, Vice Chair

Dan Newman, Selectperson

Barbara Allen, Selectperson

Carol Johnson, Selectperson

Memo

To: Board of Selectmen/Assessors
From: Rob Duplisea, Assessor
Date: 11/9/2021
Re: Explanation of Abatements

Abatement 21-07

Kelly Raymond Map 13 Lot 65

This abatement is to correct the assessment of the building. House is still incomplete

Abatements 20-08 & 19-10 Map 8 Lot 31A-2

Dean & Rebecca Parent

This lot was sold in 2019. They should have not received a bill for 2019 or 2020

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

Kelly Raymond Revocable Trust
508 Warren Hill Road
Palmyra, ME 04965

Map 13 Lot 65, Acc #165RE

Abatement 2021-07

The Board of Assessors for the Town of Belgrade has issued an abatement to the Kelly Raymond Revocable Trust in the amount of **\$292.22** of the Real Estate Taxes for account #165RE.

2021 Original		2021 Revised	
Real Estate	\$110,200	Real Estate	\$91,200
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$1,694.88	Total Real Tax	\$1,402.66
	Difference to Abate	\$292.22	

The abatement is to be granted to correct the building assessment. This house is still incomplete.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on November 9, 2021.

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

Dean & Rebecca Parent

Map 8 Lot 13A-2, Acc #3308RE

Abatement 2020-07

The Board of Assessors for the Town of Belgrade has issued an abatement to Dean & Rebecca Parent in the amount of **\$575.21** of the Real Estate Taxes for account #3308RE.

2020 Original		2020 Revised	
Real Estate	\$37,400	Real Estate	N/A
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$575.21	Total Real Tax	N/A
	Difference to Abate	\$575.21	

The abatement is to be granted to correct the ownership of this lot.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on November 9, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



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Dean & Rebecca Parent

Map 8 Lot 13A-2, Acc #3308RE

Abatement 2019-10

The Board of Assessors for the Town of Belgrade has issued an abatement to Dean & Rebecca Parent in the amount of **\$575.21** of the Real Estate Taxes for account #3308RE.

2019 Original		2019 Revised	
Real Estate	\$37,400	Real Estate	N/A
Mil Rate	0.01538	Mil Rate	0.01538
Total Real Tax	\$575.21	Total Real Tax	N/A
	Difference to Abate	\$575.21	

The abatement is to be granted to correct the ownership of this lot.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on November 9, 2021.

Assessor

Assessor

Assessor

Assessor

Assessor

Warrant 134

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00050 A. E. HODSDON CONSULTING ENGINEERS						
0585	21886	11	WINGS MILLS DAM	3063		
WINGS MILLS DAM			E 34-01-99-99		112.50	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
Vendor Total-					112.50	
00173 ADMIRAL FIRE & SAFETY, INC						
0585	21887	11	V12 JACKETS MERROW/GILBER	217839		
V12 JACKETS MERROW/GILBER			E 05-05-30-08		636.35	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / CLOTHING			
Vendor Total-					636.35	
00544 ADVANCE AUTO PARTS						
0585	21888	11	WASHER FLUID, CAR WASH	8455125039012		
WASHER FLUID, CAR WASH			E 05-05-30-04		58.41	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
Vendor Total-					58.41	
00664 ALL SEASONS TREE SERVICE						
0585	21889	11	STUMP GRINDING, TAKE DOWN	2176		
VILLAGE GREEN STUMP			E 13-10-20-07		300.00	0.00
			FACILITIES / PARKS - SERVICES / CONTRACTED			
CEMETERY STUMP			E 12-01-20-07		150.00	0.00
			CEMETERY / CEMETERY - SERVICES / CONTRACTED			
TREES ON ROAD			E 10-01-20-07		3,700.00	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
Vendor Total-					4,150.00	
00168 ATLANTIC PARTNERS EMS, INC						
0585	21890	11	CPR CERT	15374		
CPR CERT			E 05-05-13-01		292.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUCATION			
Vendor Total-					292.00	
00289 AUGUSTA FUEL CORP.						
0585	21891	11	NBCC HEATING	50104		
NBCC HEATING			E 13-08-20-05		185.46	0.00
			FACILITIES / FD:NB - SERVICES / HEATING			
Invoice Total-					185.46	
0585	21891	11	OFF RD DIESEL	5907315		
OFF RD DIESEL			E 15-05-30-02		166.50	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
Invoice Total-					166.50	
0585	21891	11	DEPOT FD HEATING	5908962		
DEPOT FD HEATING			E 13-07-20-05		157.62	0.00
			FACILITIES / FD:DEPOT - SERVICES / HEATING			
Invoice Total-					157.62	
0585	21891	11	GARAGE HEATING	5910349		
GARAGE HEATING			E 13-14-20-05		80.25	0.00
			FACILITIES / TOWN OFFICE - SERVICES / HEATING			
Invoice Total-					80.25	
0585	21891	11	CFAS PROPANE	5909944		
CFAS PROPANE			E 13-02-20-05		44.84	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
Invoice Total-					44.84	
Vendor Total-					634.67	
00346 AUGUSTA TOOL RENTAL						
0585	21892	11	BLADES	145178		

Warrant 134

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
BLADES			E 13-01-30-04		170.00	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		170.00	
0585	21892	11	BLADES	145155		
BLADES			E 13-01-30-04		170.00	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		170.00	
			Vendor Total-		340.00	
00338 B.D.S WASTE DISPOSAL INC						
0585	21893	11	CAR TIRES DISPOSAL	13636		
CAR TIRES DISPOSAL			E 15-05-20-13		276.00	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Vendor Total-		276.00	
00238 BAKER & TAYLOR BOOKS # 510486						
0585	21894	11	OCTOBER BOOK ORDER	501729078		
OCTOBER BOOK ORDER			E 30-01-30-09		232.79	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			Vendor Total-		232.79	
00577 BEAN, CHENA						
0585	21895	11	READING SUPP,ARTS&CRAFTS	10/31/2021		
READING SUPP,ARTS&CRAFTS			E 62-01-99-99		275.78	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		275.78	
00623 BELGRADE MECHANICAL SERVICES						
0585	21896	11	HOPPER REPAIRS	1054		
HOPPER REPAIRS			E 15-05-35-10		426.42	0.00
			SOLID WASTE / WASTE - REPAIRS / HOPPER			
			Invoice Total-		426.42	
0585	21896	11	SKID STEER REPAIRS	1053		
SKID STEER REPAIRS			E 15-05-35-11		758.73	0.00
			SOLID WASTE / WASTE - REPAIRS / SKID STEER			
			Invoice Total-		758.73	
			Vendor Total-		1,185.15	
00263 BOB THE PLUMBER, INC.						
0585	21897	11	DEPOT FD SMOKE PIPE	5325		
DEPOT FD SMOKE PIPE			E 13-07-35-07		402.76	0.00
			FACILITIES / FD:DEPOT - REPAIRS / HEATING			
			Invoice Total-		402.76	
0585	21897	11	CFAS POOL WINTERIZED	0005		
CFAS POOL WINTERIZED			E 13-02-35-15		129.00	0.00
			FACILITIES / CFAS - REPAIRS / POOL			
			Invoice Total-		129.00	
			Vendor Total-		531.76	
00311 BOY LOCKSMITH						
0585	21898	11	ORIGINAL KEY FOR LOCK	3363		
ORIGINAL KEY FOR LOCK			E 34-01-99-99		10.50	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Vendor Total-		10.50	
00326 BRADSHAW, JOHN JR						
0585	21899	11	14HRS ELECTION	NOVEMBER 2021		
14HRS ELECTION			E 01-35-20-07		224.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					224.00	
00000 CALDARELLA, AMANDA						
0585	21900	11	READING SUPPLEMENTAL	10/31/2021		
READING SUPPLEMENTAL			E 62-01-99-99		175.00	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
Vendor Total-					175.00	
00020 CENTRAL MAINE POWER						
0585	21902	11	NBCC ELECTRICITY	711001230424		
NBCC ELECTRICITY			E 13-03-20-04		102.47	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
Invoice Total-					102.47	
0585	21902	11	NBFD ELECTRICITY	711001230423		
NBFD ELECTRICITY			E 13-08-20-04		35.63	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
Invoice Total-					35.63	
0585	21902	11	LAKES DAM ELECTRICITY	715001210818		
LAKES DAM ELECTRICITY			E 34-01-99-99		17.72	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
Invoice Total-					17.72	
0585	21902	11	WINGS MILLS ELECTRICITY	706001259533		
WINGS MILLS ELECTRICITY			E 34-01-99-99		19.28	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
Invoice Total-					19.28	
0585	21902	11	TS ELECTRICITY	705001270759		
TS ELECTRICITY			E 13-09-20-04		305.53	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
Invoice Total-					305.53	
0585	21902	11	OLD TOWN HOUSE ELECTRIC	724001071867		
OLD TOWN HOUSE ELECTRIC			E 13-13-20-04		16.86	0.00
			FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY			
Invoice Total-					16.86	
0585	21902	11	DEPOT FD ELECTRICITY	724001071866		
DEPOT FD ELECTRICITY			E 13-07-20-04		35.63	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
Invoice Total-					35.63	
0585	21902	11	GARAGE ELECTRICITY	721001157359		
GARAGE ELECTRICITY			E 13-04-20-04		37.34	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
Invoice Total-					37.34	
0585	21902	11	SALT AND SAND ELECTRIC	706001264569		
SALT AND SAND ELECTRIC			E 13-05-20-04		18.42	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
Invoice Total-					18.42	
0585	21902	11	TOWN OFFICE ELECTRICITY	710001242224		
TOWN OFFICE ELECTRICITY			E 13-14-20-04		279.80	0.00
			FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY			
Invoice Total-					279.80	
0585	21902	11	CFAS ELECTRICITY	711001233219		
CFAS ELECTRICITY			E 13-02-20-04		270.69	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
Invoice Total-					270.69	
0585	21902	11	CFAS OUTBUILDING ELECTRIC	702001284253		
CFAS OUTBUILDING ELECTRIC			E 13-02-20-04		16.86	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Invoice Total-					16.86	
0585	21902	11	LAKES FD ELECTRICITY	707001252394		
LAKES FD ELECTRICITY			E 13-06-20-04		103.60	0.00
FACILITIES / FD:LAKES - SERVICES / ELECTRICITY						
Invoice Total-					103.60	
0585	21902	11	18 DALTON ELECTRICITY	708001249027		
18 DALTON ELECTRICITY			E 13-11-20-04		29.09	0.00
FACILITIES / DALTON - SERVICES / ELECTRICITY						
Invoice Total-					29.09	
0585	21902	11	10 DALTON ELECTRICITY	701001399287		
10 DALTON ELECTRICITY			E 13-11-20-04		58.39	0.00
FACILITIES / DALTON - SERVICES / ELECTRICITY						
Invoice Total-					58.39	
0585	21902	11	8 DALTON ELECTRICITY	719001181164		
8 DALTON ELECTRICITY			E 13-11-20-04		80.05	0.00
FACILITIES / DALTON - SERVICES / ELECTRICITY						
Invoice Total-					80.05	
0585	21902	11	STREET LIGHTS	716001222923		
STREET LIGHTS			E 05-25-20-04		51.25	0.00
PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY						
Invoice Total-					51.25	
Vendor Total-					1,478.61	
00121 CES INC						
0585	21903	11	DUNN RD LANDFILL SAMPLING	20210536		
DUNN RD LANDFILL SAMPLING			E 15-08-99-99		2,475.08	0.00
SOLID WASTE / DUNN RD - EXPENSE / EXPENSE						
Vendor Total-					2,475.08	
00228 CHEWONKI FOUNDATION, INC						
0585	21904	11	CHEWONKI PREDATORS	00006384		
CHEWONKI PREDATORS			E 30-01-20-07		190.00	0.00
LIBRARY / LIBRARY - SERVICES / CONTRACTED						
Vendor Total-					190.00	
00395 CHILDS, MAURICE						
0585	21905	11	30 BALES HAY	2449		
30 BALES HAY			E 10-01-30-04		120.00	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
Vendor Total-					120.00	
00328 CITY OF WATERVILLE						
0585	21906	11	DISPATCH 10/1-12/31/2021	7156		
DISPATCH 10/1-12/31/2021			E 05-10-99-99		3,293.34	0.00
PUBLIC SAFTY / DISPATCH - EXPENSE / EXPENSE						
Vendor Total-					3,293.34	
00148 COOK, CHERYL						
0585	21907	11	14HRS ELECTION	NOVEMBER 2021		
14HRS ELECTION			E 01-35-20-07		210.00	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
Vendor Total-					210.00	
00000 COVELLI-WENTWORTH, NICOLE						
0585	21908	11	GA CASE 411			
GA CASE 411			E 21-01-99-99		776.00	0.00
GEN'L ASSIST / GEN'L ASSIST - EXPENSE / EXPENSE						
Vendor Total-					776.00	

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00340 DAMREN, CATHERINE						
0585	21909	11	12.5HRS ELECTION	NOV 2021		
12.5HRS ELECTION			E 01-35-20-07		168.75	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			Vendor Total-		168.75	
00107 DAVID HALLOWELL CONSTRUCTION LLC						
0585	21910	11	CEMETERY WATERLINE	730		
CEMETERY WATERLINE			G 3-587-00		1,550.00	0.00
			CAPITAL PROJ / WATER LINE			
			Invoice Total-		1,550.00	
0585	21910	11	TOWN GARAGE GRAVEL WORK	731		
TOWN GARAGE GRAVEL WORK			E 13-01-35-08		4,107.00	0.00
			FACILITIES / GENERAL - REPAIRS / BUILDING			
			Invoice Total-		4,107.00	
0585	21910	11	CFAS STONE DELIVERED	725		
CFAS STONE DELIVERED			E 13-02-35-08		255.00	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Invoice Total-		255.00	
			Vendor Total-		5,912.00	
00000 DAVID POIRIER						
0585	21911	11	EXCISE TAX REFUND			
EXCISE TAX REFUND			R 01-13		604.77	0.00
			GEN'L GOV. - EXCISE - MV			
			Vendor Total-		604.77	
00547 DEPOT PIT LLC						
0585	21912	11	DEPOT, GUPTILL GRAVEL	10/15/2021		
DEPOT, GUPTILL GRAVEL			E 10-01-30-04		924.00	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			Vendor Total-		924.00	
00224 DUNBAR, LAURA						
0585	21913	11	READING SUPP, SCIENCE	11/3/2021		
READING SUPP, SCIENCE			E 62-01-99-99		752.16	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		752.16	
00405 EAGLE RENTAL						
0585	21914	11	SANDPAPER	6280		
SANDPAPER			E 13-02-35-08		88.35	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Vendor Total-		88.35	
00724 EMERGENCY SERVICES MARKETING CORP INC						
0585	21915	11	IAMRESPONDING SUBSCRIPTIO	21-11591		
IAMRESPONDING SUBSCRIPTIO			E 05-05-14-07		660.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			Vendor Total-		660.00	
00631 FORKLIFT TIRES						
0585	21916	11	SKID STEER TIRES	1650000638		
SKID STEER TIRES			E 15-05-35-11		4,280.00	0.00
			SOLID WASTE / WASTE - REPAIRS / SKID STEER			
			Vendor Total-		4,280.00	
00288 GALE/CENGAGE LEARNING						
0585	21917	11	1 LARGE PRINT BOOK	76006972		
1 LARGE PRINT BOOK			E 30-01-30-09		25.34	0.00

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
LIBRARY / LIBRARY - SUPPLIES / BOOKS						
Vendor Total-					25.34	
00066 GENERATORS OF MAINE, INC						
0585	21918	11	ANNUAL GENERATOR SERVICE	8324		
CFAS			E 13-02-35-09		340.00	0.00
			FACILITIES / CFAS - REPAIRS / GENERATOR			
TS			E 13-09-35-09		340.00	0.00
			FACILITIES / TRANSFER STA - REPAIRS / GENERATOR			
TOWN OFFICE			E 13-14-35-09		340.00	0.00
			FACILITIES / TOWN OFFICE - REPAIRS / GENERATOR			
LAKES FD			E 13-06-35-09		245.00	0.00
			FACILITIES / FD:LAKES - REPAIRS / GENERATOR			
NBCC			E 13-03-35-09		125.00	0.00
			FACILITIES / NBCC - REPAIRS / GENERATOR			
Vendor Total-					1,390.00	
00434 GROUP DYNAMIC, INC.						
0585	21919	11	SEPTEMBER 2021	L2109-016000064		
SEPTEMBER 2021			E 23-10-99-99		32.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
Invoice Total-					32.00	
0585	21919	11	NOVEMBER 2021	L2111-016000064		
NOVEMBER 2021			E 23-10-99-99		32.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
Invoice Total-					32.00	
0585	21919	11	ANNUAL SUBSCRIPTION	0000037516		
ANNUAL SUBSCRIPTION			E 23-10-99-99		550.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
Invoice Total-					550.00	
Vendor Total-					614.00	
00009 HAMMOND LUMBER COMPANY						
0585	21921	11	STAKES TO CLOSE OFF ROADS	4929671		
STAKES TO CLOSE OFF ROADS			E 12-01-30-04		103.96	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
Invoice Total-					103.96	
0585	21921	11	PAINT AND STAIN FOR CFAS	4926585		
PAINT AND STAIN FOR CFAS			E 13-02-35-08		538.64	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
Invoice Total-					538.64	
0585	21921	11	DALTON WINDOW	4944451		
DALTON WINDOW			E 13-11-35-08		36.56	0.00
			FACILITIES / DALTON - REPAIRS / BUILDING			
Invoice Total-					36.56	
0585	21921	11	CFAS HISTORY ROOM DOOR	4948245		
HISTORY HOUSE DOOR			E 13-02-35-08		59.99	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
Invoice Total-					59.99	
0585	21921	11	BOTTOM SEAL KITCHEN DOOR	4948394		
BOTTOM SEAL KITCHEN DOOR			E 13-14-35-08		22.98	0.00
			FACILITIES / TOWN OFFICE - REPAIRS / BUILDING			
Invoice Total-					22.98	
0585	21921	11	FD BATTERIES	4935676		
FD BATTERIES			E 05-05-30-04		23.17	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
Invoice Total-					23.17	

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0585	21921	11	CULVERTS		4907669	
CULVERTS			E 10-01-30-04		4,715.52	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
			Invoice Total-		4,715.52	
0585	21921	11	OUTSIDE LIGHT 8 DALTON		4965784	
OUTSIDE LIGHT 8 DALTON			E 13-11-35-08		64.99	0.00
			FACILITIES / DALTON - REPAIRS / BUILDING			
			Invoice Total-		64.99	
0585	21921	11	TS OFFICE BUILDING		4965786	
TS OFFICE BUILDING			E 13-09-35-08		89.97	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			Invoice Total-		89.97	
0585	21921	11	OFFICE BUILDING TS		4959373	
OFFICE BUILDING TS			E 13-09-35-08		278.44	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			Invoice Total-		278.44	
0585	21921	11	GLUE 4 PICTURE FRAME		4959366	
GLUE 4 PICTURE FRAME			E 13-14-30-04		15.99	0.00
			FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING			
			Invoice Total-		15.99	
0585	21921	11	POLY 4 SKATING RING CFAS		4957897	
POLY 4 SKATING RING CFAS			E 13-02-35-08		197.75	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Invoice Total-		197.75	
			Vendor Total-		6,147.96	
00036 HAWES, KEVIN						
0585	21922	11	PP MINOT, GUPTILL		10/10/2021	
14 YD TRUCK 37.5HRS			E 10-01-50-56		3,159.37	0.00
			PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP			
			Invoice Total-		3,159.37	
0585	21922	11	PP GUPTILL ROAD		10/17/2021	
14 YD TRUCK 40.5HRS			E 10-01-50-56		3,412.25	0.00
			PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP			
			Invoice Total-		3,412.25	
			Vendor Total-		6,571.62	
00284 HOLINGER, HEATHER						
0585	21923	11	READING SUPP,ARTS&CRAFTS		10/31/2021	
READING SUPP,ARTS&CRAFTS			E 62-01-99-99		324.35	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		324.35	
00317 HOLINGER, HOWARD						
0585	21924	11	7HRS ELECTION		NOV 2021	
7HRS ELECTION			E 01-35-20-07		105.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			Vendor Total-		105.00	
00417 Hospice Volunteers of Waterville						
0585	21925	11	WARRANT ARTICLE		2021	
WARRANT ARTICLE			E 22-01-51-01		1,500.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / HOSPICE VOLU			
			Vendor Total-		1,500.00	
00000 HYLAND, MICHAEL						
0585	21926	11	READING SUPP, ARTS&CRAFTS		10/20/2021	
READING SUPP, ARTS&CRAFTS			E 62-01-99-99		325.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance		
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-			325.00			
00345 INDUSTRIAL PROTECTION SERVICES LLC						
0585	21927	11	TESTING AIR COMPRESSOR	176043-00		
TESTING AIR COMPRESSOR	E 05-05-14-07		900.00		0.00	
PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD						
Vendor Total-			900.00			
00267 IRVING OIL CORPORATION						
0585	21928	11	FACILITY FUEL	34214182		
FACILITY FUEL	E 13-01-30-02		382.67		0.00	
FACILITIES / GENERAL - SUPPLIES / FUEL						
Invoice Total-			382.67			
0585	21928	11	CEMETERY FUEL	34214180		
CEMETERY FUEL	E 12-01-30-02		91.90		0.00	
CEMETERY / CEMETERY - SUPPLIES / FUEL						
Invoice Total-			91.90			
0585	21928	11	FD FUEL	34214178		
FD FUEL	E 05-05-30-02		83.82		0.00	
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL						
Invoice Total-			83.82			
Vendor Total-			558.39			
00316 JOHNSON, JUDITH						
0585	21929	11	ELECTION	NOV 2021		
ELECTION	E 01-35-20-07		25.00		0.00	
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
Vendor Total-			25.00			
00404 JORDAN EQUIPMENT CO						
0585	21930	11	SKID STEER PARTS	P48030		
SKID STEER PARTS	E 15-05-35-11		81.40		0.00	
SOLID WASTE / WASTE - REPAIRS / SKID STEER						
Vendor Total-			81.40			
00725 KYES INSURANCE						
0585	21931	11	RECREATION INSURANCE	14955		
RECREATION INSURANCE	E 23-35-99-99		1,005.00		0.00	
INSURANCE / RECREATION - EXPENSE / EXPENSE						
Vendor Total-			1,005.00			
00550 KYOCERA						
0585	21932	11	CFAS COPIER	55L2148155		
CFAS COPIER	E 25-30-25-04		361.00		0.00	
RECREATION / REC PROGRAMS - PRINTING / MISC						
Vendor Total-			361.00			
00634 LACHANCE, SHAWNA						
0585	21933	11	READING SUPP, ARTS&CRAFTS	10/31/2021		
READING SUPP, ARTS&CRAFTS	E 62-01-99-99		263.72		0.00	
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-			263.72			
00000 LAURA WRIGHT						
0585	21934	11	READING SUPP,ARTS&CRAFTS	10/31/2021		
READING SUPP,ARTS&CRAFTS	E 62-01-99-99		248.08		0.00	
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-			248.08			
00638 LEAF						

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0585	21935	11	OCOTBER COPIER CONTRACT			
OCOTBER COPIER CONTRACT			E 01-10-20-14		127.04	0.00
GEN'L GOV. / ADMIN - SERVICES / COPIER						
Invoice Total-					127.04	
0585	21935	11	NOVEMBER COPIER CONTRACT	12502967		
NOVEMBER COPIER CONTRACT			E 01-10-20-14		129.76	0.00
GEN'L GOV. / ADMIN - SERVICES / COPIER						
Invoice Total-					129.76	
Vendor Total-					256.80	
00000 LEANNE MOLL						
0585	21936	11	READING SUPPLEMENTS	10/31/2021		
READING SUPPLEMENTS			E 62-01-99-99		80.88	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					80.88	
00000 LUANNE WRENN						
0585	21937	11	READING SUPP, ARTS&CRAFTS	10/26/2021		
READING SUPP, ARTS&CRAFTS			E 62-01-99-99		267.45	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					267.45	
00291 MACKENZIE, JILL						
0585	21938	11	READING SUPP, ARTS&CRAFTS	10/31/2021		
READING SUPP, ARTS&CRAFTS			E 62-01-99-99		256.19	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					256.19	
00325 MACKENZIE, JOAN						
0585	21939	11	ELECTION	NOV 2021		
ELECTION			E 01-35-20-07		25.00	0.00
GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED						
Vendor Total-					25.00	
00164 MAINE LIBRARY ASSOCIATION						
0585	21940	11	MEMBERSHIP	04019		
MEMBERSHIP			E 30-01-14-06		100.00	0.00
LIBRARY / LIBRARY - MEMBERSHIP / LIBRARY						
Vendor Total-					100.00	
00001 MAINE MUNICIPAL						
0585	21941	11	BENEFITS			
DENTAL INSURANCE			G 1-226-00		289.86	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		172.54	0.00
GEN'L FUND / VISION INS						
HEALTH INSURANCE:ADMIN			E 01-10-10-13		849.09	0.00
GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS						
HEALTH INSURANCE:FACILITY			E 13-01-10-13		1,591.48	0.00
FACILITIES / GENERAL - PERSONNEL / BENEFITS						
HEALTH INSURANCE			G 1-225-00		1,488.07	0.00
GEN'L FUND / HEALTH INS.						
HEALTH INSURANCE:REC			E 25-30-10-13		795.74	0.00
RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS						
HEALTH INSURANCE:FD			E 05-05-10-13		1,591.48	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS						
HEALTH INSURANCE:MANAGER			E 01-15-10-13		795.74	0.00
GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS						

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
HEALTH INSURANCE:LIBRARY			E 30-01-10-13		795.74	0.00
LIBRARY / LIBRARY - PERSONNEL / BENEFITS						
Vendor Total-					8,393.74	
00582 MAINE TECHNOLOGY GROUP						
0585	21942	11	NOVEMBER IT SERVICES	27575		
NOVEMBER IT SERVICES			E 01-10-15-03		1,068.50	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT						
Invoice Total-					1,068.50	
0585	21942	11	SUPPORT OVERAGE	27652		
SUPPORT OVERAGE			E 01-10-15-03		332.50	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT						
Invoice Total-					332.50	
Vendor Total-					1,401.00	
00174 MTCCA						
0585	21943	11	VOTER REG CLASS	1000409481		
VOTER REG CLASS			E 01-10-13-01		120.00	0.00
GEN'L GOV. / ADMIN - EDUCATION / EDUCATION						
Vendor Total-					120.00	
00315 PIETRI, KRISTEN						
0585	21944	11	READING SUPP,ARTS&CRAFTS	10/31/2021		
READING SUPP,ARTS&CRAFTS			E 62-01-99-99		245.87	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					245.87	
00182 PIKE INDUSTRIES, INC.						
0585	21945	11	CRUSHED STONE	94900		
CRUSHED STONE			E 10-01-30-04		253.68	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
Vendor Total-					253.68	
00040 POWER EQUIPMENT PLUS						
0585	21946	11	PART FOR MOWER	99220964		
PART FOR MOWER			E 13-01-35-01		177.11	0.00
FACILITIES / GENERAL - REPAIRS / EQUIPMENT						
Vendor Total-					177.11	
00000 RACHEL ARSENAULT						
0585	21947	11	READING SUPP, ARTS&CRAFTS	10/26/2021		
READING SUPP, ARTS&CRAFTS			E 62-01-99-99		278.51	0.00
DC STEVENS / DC STEVENS - EXPENSE / EXPENSE						
Vendor Total-					278.51	
00003 REGISTRY OF DEEDS						
0585	21948	11	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						
0585	21949	11	NOVEMBER APPAISAL SERVICE			
NOVEMBER APPAISAL SERVICE			E 01-10-15-04		2,166.66	0.00
GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING						
Vendor Total-					2,166.66	
00034 RSU # 18						
0585	21950	11	INSTALLMENT- NOVEMBER			
RSU # 18 INSTALLMENT			E 31-01-99-99		550,041.82	0.00
SCHOOL / RSU 18 - EXPENSE / EXPENSE						

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					550,041.82	
00000 SARAH THOMSON						
0585	21951	11	LIBRARY	10/26/2021		
LIBRARY			E 62-01-99-99		900.00	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
Vendor Total-					900.00	
00409 SBS CARBON COPY						
0585	21952	11	BOUND COMMITMENT BOOKS	43149		
BOUND COMMITMENT BOOKS			E 01-10-25-04		166.30	0.00
			GEN'L GOV. / ADMIN - PRINTING / MISC			
Vendor Total-					166.30	
00478 SEACOAST SECURITY, INC						
0585	21953	11	LIBRARY BATTERIES REPLACE	740849		
LIBRARY BATTERIES REPLACE			E 13-16-20-10		252.00	0.00
			FACILITIES / LIBRARY - SERVICES / SECURITY			
Invoice Total-					252.00	
0585	21953	11	CFAS SECURITY SYSTEM			
CFAS SECURITY SYSTEM			E 13-02-20-10		774.91	0.00
			FACILITIES / CFAS - SERVICES / SECURITY			
Invoice Total-					774.91	
0585	21953	11	LIBRARY SECURITY SYSTEM	50%		
LIBRARY SECURITY SYSTEM			E 13-16-20-10		1,281.25	0.00
			FACILITIES / LIBRARY - SERVICES / SECURITY			
Invoice Total-					1,281.25	
Vendor Total-					2,308.16	
00648 SEEL, REBECCA						
0585	21954	11	ELECTION	NOV 2021		
ELECTION			E 01-35-20-07		25.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
Vendor Total-					25.00	
00633 SEXUAL ASSAULT CRISIS & SUPPORT						
0585	21955	11	WARRANT ARTICLE	2021		
WARRANT ARTICLE			E 22-01-51-11		1,117.00	0.00
			SPEC REQUEST / SPEC REQUEST - SPECIAL REQU / SEX ASSUALT			
Vendor Total-					1,117.00	
00375 SHREDDING ON SITE, INC.						
0585	21956	11	TOWN OFFICE SHREDDING	0072214		
TOWN OFFICE SHREDDING			E 01-10-20-18		130.00	0.00
			GEN'L GOV. / ADMIN - SERVICES / SHREDDING			
Vendor Total-					130.00	
00612 SPECTRUM ENTERPRISE						
0585	21957	11	NOVEMBER BILL	956055001101321		
CFAS			E 13-02-20-01		169.98	0.00
			FACILITIES / CFAS - SERVICES / COMMUNICATIO			
DEPOT FD			E 05-05-20-01		49.99	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
LIBRARY			E 30-01-20-01		88.03	0.00
			LIBRARY / LIBRARY - SERVICES / COMMUNICATIO			
TOWN OFFICE			E 01-10-20-01		108.98	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		129.98	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
LAKES FD			E 05-05-20-01		177.97	0.00

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
Vendor Total-					724.93	
00130 STAPLES CREDIT PLAN						
0585	21958	11	FACILITY INK	2935224751		
FACILITY INK			E 13-01-30-03		141.33	0.00
FACILITIES / GENERAL - SUPPLIES / OFFICE						
Invoice Total-					141.33	
0585	21958	11	BINDERS, TABS	2935257421		
BINDERS, TABS			E 01-10-30-03		69.87	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OFFICE						
Invoice Total-					69.87	
0585	21958	11	ELECTION COPY PAPER	2936566161		
ELECTION COPY PAPER			E 01-35-30-04		62.97	0.00
GEN'L GOV. / ELECTIONS - SUPPLIES / OPERATING						
Invoice Total-					62.97	
Vendor Total-					274.17	
00424 STEVENS, JASON						
0585	21959	11	PP MINOT, GUPTILL	10/10/2021		
EXCAVATOR 40.5HRS			E 10-01-50-56		5,194.93	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
1 TON 40.5HRS			E 10-01-50-56		836.32	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
COMPACTOR 1HR			E 10-01-50-56		125.00	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
HAY 52			E 10-01-50-56		208.00	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
Invoice Total-					6,364.25	
0585	21959	11	SHOULDERS, HAY DITCHES	10/10/2021		
1TON 9.5HRS			E 10-01-20-07		577.69	0.00
PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED						
HAY 10			E 10-01-30-04		40.00	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
Invoice Total-					617.69	
0585	21959	11	PP GUPTILL ROAD	10/17/2021		
EXCAVATOR 41.5HRS			E 10-01-50-56		5,323.20	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
1TON 41.5HRS			E 10-01-50-56		856.97	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
COMPACTOR 1HR			E 10-01-50-56		125.00	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
HAY 10			E 10-01-50-56		40.00	0.00
PUBLIC WORKS / ROADS-GM - MISC / PAVING PREP						
Invoice Total-					6,345.17	
Vendor Total-					13,327.11	
00534 SUPER SHOES STORES/MACRO RETAIL						
0585	21960	11	TS STEEL TOE BOOTS	0118922		
TS BOOTS			E 15-05-30-08		109.99	0.00
SOLID WASTE / WASTE - SUPPLIES / CLOTHING						
Vendor Total-					109.99	
00000 THOMAS TERRY						
0585	21961	11	CLEANING DEPOSIT REFUND	5306		
CLEANING DEPOSIT REFUND			R 01-35		100.00	0.00
GEN'L GOV. - REC FEES						
Vendor Total-					100.00	

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00048 TREASURER, STATE OF MAINE						
0585	21962	11	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		392.50	0.00
			GEN'L FUND / PLUMB. PERM.			
Vendor Total-					392.50	
00667 TRI POND VARIETY						
0585	21963	11	FD FUEL	7560		
FD FUEL			E 05-05-30-02		38.93	0.00
			PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / FUEL			
Vendor Total-					38.93	
00304 VOGEL, MARY						
0585	21964	11	MILEAGE REIMBURSMENT	10/20-11/02/202		
MILEAGE REIMBURSMENT			E 01-10-20-02		42.24	0.00
			GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI			
Vendor Total-					42.24	
00178 WARREN BROTHERS						
0585	21965	11	PLOWING CONTRACT	11/08/2021		
PLOWING CONTRACT			E 10-10-20-07		14,502.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
Vendor Total-					14,502.00	
00013 WASTE MANAGEMENT OF						
0585	21966	11	CFAS DUMPSTER	2045787-2080-5		
CFAS DUMPSTER			E 13-02-20-06		90.04	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
Vendor Total-					90.04	
00369 WB MASON CO, INC						
0585	21968	11	INK TONER	224432801		
INK TONER			E 01-10-30-03		228.99	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Invoice Total-					228.99	
0585	21968	11	ENVELOPES	224446257		
ENVELOPES			E 01-10-30-03		25.48	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Invoice Total-					25.48	
0585	21968	11	LABEL. HANG FOLD FRAMES	224490722		
LABEL. HANG FOLD FRAMES			E 01-10-30-03		77.26	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
Invoice Total-					77.26	
0585	21968	11	VACCUM, MOP	224558033		
VACCUM, MOP			E 25-30-40-04		195.57	0.00
			RECREATION / REC PROGRAMS - PURCHASES / EQUIPMENT			
Invoice Total-					195.57	
0585	21968	11	GLOVES, INK	224204049		
INK			E 15-05-30-04		26.97	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
GLOVES			E 15-05-30-08		53.99	0.00
			SOLID WASTE / WASTE - SUPPLIES / CLOTHING			
Invoice Total-					80.96	
0585	21968	11	WIPES	224119708		
WIPES			E 25-30-30-04		21.99	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
Invoice Total-					21.99	
0585	21968	11	PAPER TOWELS	224090067		

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
PAPER TOWELS			E 25-30-30-04		19.78	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Invoice Total-		19.78	
0585	21968	11	LABEL CARTRIDGE	224052961		
LABEL CARTRIDGE			E 01-10-30-03		42.14	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		42.14	
0585	21968	11	LINERS, KITCHEN BAGS	224307985		
LINERS, KITCHEN BAGS			E 25-30-30-04		60.25	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Invoice Total-		60.25	
0585	21968	11	GLOVES	224270235		
GLOVES			E 15-05-30-08		23.97	0.00
			SOLID WASTE / WASTE - SUPPLIES / CLOTHING			
			Invoice Total-		23.97	
0585	21968	11	HANGING FOLDERS	224403364		
HANGING FOLDERS			E 05-05-30-03		77.40	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OFFICE			
			Invoice Total-		77.40	
0585	21968	11	SUNCHIPS	224147148		
SUNCHIPS			E 25-30-30-05		19.99	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
			Invoice Total-		19.99	
			Vendor Total-		873.78	
00318 WEBSTER, KELLY						
0585	21969	11	ELECTION	NOV 2021		
ELECTION			E 01-35-20-07		25.00	0.00
			GEN'L GOV. / ELECTIONS - SERVICES / CONTRACTED			
			Vendor Total-		25.00	
00000 WENDY RENDALL						
0585	21970	11	READING SUPPLEMENTALS	10/31/2021		
READING SUPPLEMENTALS			E 62-01-99-99		108.84	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		108.84	
			Prepaid Total-		0.00	
			Current Total-		650,910.53	
			EFT Total-		0.00	
			Warrant Total-		650,910.53	

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 _____
 CAROL JOHNSON, SELECTPERSON _____
 M. ANTHONY WILSON, TOWN MANAGER _____

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Nov. 9, 2021
Re: Town Manager's report

Our **Code Enforcement Officer** interview panel interviewed two candidates last week. Neither has the necessary certification/licensing currently, but the panel was impressed and agreed that both are viable candidates who seem capable of being trained and of performing the job. We will interview a third candidate Nov. 15. In the meantime, a local Licensed Plumbing Inspector has expressed an interest in performing inspections until we could get an LPI licensed. I am meeting with him early this week to discuss that further. Tyler Evans, a local developer and contractor who is serving on the panel, told the group splitting the CEO and LPI duties often results in delays for contractors. That's because those LPIs are typically plumbers who must find times in their schedules to perform inspections. We want to be sensitive to that, and will seek to have those separation of duties be temporary. I will keep you posted.

The Budget Committee meets again Nov. 8 to give a final review of the **proposed budget**. I'll update you at your meeting.

The Roads Committee will meet Wednesday evening to discuss the **2022 paving project**. I will send you a briefing afterward.

As a reminder, Thursday is **Veterans Day**, which is a state holiday. Town facilities will be closed that day.