

**Town of Belgrade
Board of Selectpersons**

**Dec. 7, 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 Nov. 16, 2021, and Dec. 1, 2021, **Selectboard minutes.**
- B. Discussion and consideration of **refund policy.**

3. NEW BUSINESS

- A. Consideration of **appointments:**
 - 1. Budget Committee vacancy
- B. Consideration of **bottle box applications.**
- C. Discussion and consideration of a **Request for Proposals for a compactor container.**
- D. Discussion and consideration of **proposed ordinances:**
 - 1. Subdivision Ordinance rewrite.
 - 2. Commercial Development Review Ordinance amendment related to phosphorous export standards.
- E. Roads Committee recommendations for **2022 paving project.**
- F. Discussion and consideration of awarding **information technology services contract.**
- G. Discussion of potential uses of **American Rescue Plan Act (ARPA) funds** and of a process for deciding on uses.

4. WARRANT

5. TOWN MANAGER REPORT

Town of Belgrade Board of Selectpersons

Nov. 16, 2021 / 6:30 p.m.
Belgrade Town Office
990 Augusta Road

This meeting can be watched at

<https://youtu.be/zogBwtawQ8o>

MINUTES

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

In-person attendees: Town Manager Anthony Wilson, Bruce Galouch, Town Clerk Mary Vogel, Jack Sutton, Dianne Dowd, Tom Dowd, Loyce Hayslett, Paul Lessard, Marguerite Lessard, Tasha Stevens, Maine Department of Transportation hydrogeologist Dwight Doughty.

Remote attendees: Nicholas Alexander, Dick Bourne, Gina Coppens, Kate Warner and Kirsten Hebert of the Maine Rural Water Association, Sue Bradshaw, Jay Bradshaw.

Ms. Jewell called the meeting to order following a special town meeting and led the Pledge of Allegiance. Mr. Damren moved to open the meeting. Ms. Allen seconded. Motion approved 5-0.

1. PUBLIC COMMENT. There was no public comment.

2. OLD BUSINESS

A. Approval of Nov. 9, 2021, **Selectboard minutes**. Ms. Allen moved approval. Mr. Newman seconded. Motion approved 5-0.

B. Discussion and consideration of **public water system**. Mr. Newman moved to table the discussion until the end of the meeting. Ms. Johnson seconded. Motion approved 5-0.

Later in the meeting, Ms. Allen moved to remove the item from the table. Mr. Newman seconded. Motion approved 5-0. Ms. Allen moved to allow Jack Sutton to participate in the discussion. Mr. Newman seconded. Motion approved 5-0. The Board, Dwight Doughty of Maine DOT and Kirsten Hebert of Maine Rural Water Association discussed the next steps toward earning voter approval of the water system. The parties agreed to an executive session discussion with attorneys at 5 p.m. Dec. 1 to negotiate contract terms.

C. Discussion and consideration of **committee appointment policy**. Ms. Jewell moved to amend the draft policy to read, "After the two-week period, the applications received will be forwarded to the board or committee for its review at its next meeting and for a recommendation to the Board of Selectpersons." Ms.

Allen seconded. Motion approved 3-2, with Mr. Damren and Mr. Newman opposing. Ms. Jewell moved approval of the amended policy. Ms. Allen seconded. Motion approved 3-2, with Mr. Damren and Mr. Newman opposing.

3. NEW BUSINESS

A. Consideration of **appointments**:

1. Sue Bradshaw – Senior Resources Committee. Mr. Damren moved approval. Ms. Jewell seconded. Motion approved 5-0.

B. Discussion and consideration of designating the North Belgrade Community Center as a **senior center**. Ms. Allen moved approval. Ms. Johnson seconded. Motion approved 5-0.

C. Discussion of **short-term rentals**. Mr. Lessard asked the Board to request that the Planning Board draft regulations for short-term rentals, citing ordinances in other communities meant to mitigate neighborhood nuisances such as traffic, noise, waste and frequency of short-term rentals. Bruce Galouch and Craig Alexander opposed any such regulation, citing Belgrade's long history as a tourist destination built on the short-term rentals of camps. They encouraged property owners to form associations that can pass rules to minimize concerns. Board members thanked Mr. Lessard for bringing his concerns to their attention. They said they will monitor and consider the issue further.

D. Discussion and consideration of **selling used fire truck and firefighting equipment**. Ms. Jewell moved to authorize advertising for sale the surplus equipment. Mr. Newman seconded. Motion approved 5-0.

4. WARRANT. Ms. Allen moved approval of warrant 137 in the amount of \$27,855.03. Mr. Newman seconded. Motion approved 5-0.

5. TOWN MANAGER REPORT. The town manager reminded the Board of an informational meeting on a proposed solar farm at 6 p.m. Nov. 17 at the Center for All Seasons. He will attend and report back on the discussion. Holiday Stroll will be 4 p.m.-7 p.m. Dec. 4. The budgeted Christmas wreaths have been ordered.

The Roads Committee had a productive meeting the prior week, with assistance from the Maine DOT Local Roads Center and the Gardiner public works director on calculating paving costs. The public works director also suggested six contractors for sending the RFP to.

The town manager will attend the Nov. 18 Planning Board meeting to assist in its work finalizing the subdivision ordinance and working on decommissioning language for the commercial development review ordinance. The Planning Board intends to approve the subdivision ordinance Dec. 2 for the Selectboard's consideration Dec. 7. The Board agreed to a joint budget workshop with the Budget Committee at 11 a.m. Dec. 5 at the Town Office.

Ms. Allen moved to adjourn at 9:05 p.m. Mr. Damren seconded. Motion approved 5-0.

Town of Belgrade Board of Selectpersons

Dec. 1, 2021 / 5 p.m.
Belgrade Town Office
990 Augusta Road

MINUTES

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

In-person attendees: Town Manager Anthony Wilson

Remote attendees: Maine Department of Transportation Groundwater and Hazardous Waste Division Manager/ Hydrogeologist Dwight Doughty, MDOT Chief Counsel and Legal Services Director James Billings, MDOT Legal Administrative Coordinator Theresa Pulver and MDOT Maintenance and Operations Director David Bernhardt, Maine Rural Water Association Executive Director Kirsten Hebert, Town Attorney Phil Saucier of Bernstein Shur.

Ms. Jewell called the meeting to order at 5:05 p.m. and led the Pledge of Allegiance. Mr. Newman moved to open the meeting. Mr. Damren seconded. Motion approved 5-0.

1. EXECUTIVE SESSION: 1 M.R.S.A. §405(6)(E) – Attorney-client consultation

Ms. Allen moved to enter executive session at 5:06 p.m. Mr. Damren seconded. Motion approved 5-0.

Mr. Damren moved to exit session at 7:32 p.m. Mr. Newman seconded. Motion approved 5-0.

Mr. Newman moved to re-enter open session at 7:33 p.m. Ms. Allen seconded. Motion approved 5-0.

The Board took no action.

Mr. Damren moved to adjourn at 7:33 p.m. Mr. Newman seconded. Motion approved 5-0.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 7, 2021
Re: Refund policy

The Town received requests from two citizens for refunds of payments made in March 2020 to participate in the Recreation Department's yoga program. Program attendance records reflected one of the citizens has one unused session; the other has three or four unused sessions. (The records related to that resident were not clear.)

Their requests raised the question of whether the Town has a policy regarding refunds. The Town has 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.
- 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 refundable fees? Or should the policy address all fees?
- Under what circumstances should a refund be considered? For instance, craft show vendors are informed in writing the shows will happen even in the rain and that booth fees will not be refunded. If a person never pursues a building project, should the permit fee be refunded? If a resident's dog passes after it was registered, should that be refunded? Should registration fees on boats that are later sold be refunded?
- What would the timeframe be for refunds? Ideally, refunds would occur in the fiscal year in which the Town received the money.
- Should refunds be applied to future services? If so, should there be a timeframe for that?
- Who will approve/reject refund requests? Department directors? The town manager? The Selectboard? Or should the Board hear appeals of staff decisions? And how much discretion should the approver have?

I am seeking sample policies from other towns via the town manager listserv.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 7, 2021
Re: Appointment

Attached are the three applications the Town received to fill a vacancy on the Budget Committee. Also attached is the committee's recommendation that Scott Ferguson be appointed.

From: [Gary Mahler](#)
To: [Anthony Wilson](#)
Cc: bobtheplumber@gmail.com; [Thomas Dowd](#); [Carol Johnson](#); [Jack Sutton](#)
Subject: Budget Committee member
Date: Monday, November 29, 2021 9:30:57 AM

EXTERNAL MESSAGE:

I have asked members of the committee to review the applications, and the we would like Mr. Ferguson as a member of the Budget Committee. Two members also mentioned Mr. Alexander's recent strong showing in the Select Board election as being favorable for him, but both agree Mr. Ferguson has a stronger background for this Committee.

TOWN OF BELGRADE	
	
Board Committee Appointment & Re-appointment Application	
Application for Appointment or re-appointment to:	
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Board of Public & Recreation
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Board of Assessment & Review
<input type="checkbox"/> Board of Selectmen	<input type="checkbox"/> Transfer Station & Recycling Com.
<input type="checkbox"/> Cemetery Commission	<input type="checkbox"/> Budget Committee
<input type="checkbox"/> Library Board	<input type="checkbox"/> Tax Committee
<input type="checkbox"/> Long Range Planning Com.	<input type="checkbox"/> Comprehensive Plan Review Committee
<input type="checkbox"/> Other _____	
If this is a re-appointment please state the number of years you have served _____	
Name/Scott Ferguson	
Address/175 Torr Hill Rd	
Phone # (Home) _____	(Work) 307 686 7888
Email/ sfferguson@townofbelgrade.com	
Place of Employment/Scott's Truck	
Education & Experience/MS, Town Assistant Finance Director, County Administrator	
Interests and Hobbies/Church, Fishing, Family, Landscaping, Basketball	
Why do you wish to serve on a municipal board or committee?	
Why are you interested in running for office? Why is your input a necessary addition?	
References	
Name/Robert Williams, Director	Phone # 307 475 3213
Name/Katharine Wilson, Director	Phone # 307 487 3100
Please Return to: scott.ferguson@townofbelgrade.com	
608 Town Manager Town of Belgrade 890 Augusta Road Belgrade, ME 04917	

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

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

Other _____

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

Name Scott Ferguson

Address _____

Phone # (Home) _____ (Work) _____ Email _____

Place of Employment _____

Education & Experience CFO, Town Accountant, Finance Director, County Administrator

Interests and Hobbies Church Elder, Family, Landscaping, Basketball,

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

Long time of experience in municipal budgeting. Also to provide insight to the budgeting process

References

Name Gilbert Bilodeau, Director

Phone # _____

Name Katharine Wiltuck, Director

Phone # _____

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: ~~11-3-21~~ 11-3-21

Application for Appointment or re-appointment to

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

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

Other _____

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

Name Nicholas Alexander

Address [REDACTED] Rd. Belgrade, ME 04917

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

Place of Employment _____

Education & Experience Graduated from MHS in 2020
Taking College classes at KVEC this semester
Serve on a committee to create a handicap accessible playground at P&C in Rome

Interests and Hobbies Politics and work state and working gov.

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

I would serve on this committee to use my experience
working with Pine Tree Camp to make people with disabled feel
more included around town.

References _____

Name Hervy Chesley

Name Susan Peters

Phone # [REDACTED]

Phone # [REDACTED]

Please Return to:

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

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

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

Board&CommitteeApplication

JUN 29 '21 PM 1:22

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Date: 11/10/21

Application for Appointment or re-appointment to:

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

Other _____

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

Name John Hall
Address [REDACTED] Belgrade, ME 04917
Phone # (Home) [REDACTED] (Work) [REDACTED] Email: [REDACTED]
Place of Employment First Baptist Church, Bangor, ME
Education & Experience BS Accounting, M.B.A.
Just completed 5 years as Treasurer @ American
Baptist Churches of Maine included budget preparation
Interests and Hobbies Maybe a little woodworking

Why do you wish to serve on a municipal board or committee?
I would like to be a little more involved in
my community

References

Name Al Fletcher Phone # [REDACTED]
Name Free Bailey Phone # [REDACTED]

Please Return to:

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

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

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

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 7, 2021
Re: Bottle box applications

The Belgrade-Rome Special Needs Food Pantry, Lakes Christian Fellowship and Union Church of Belgrade Lakes submitted the attached applications for bottle boxes at the Transfer Station and Recycling Center for 2022. These are the only applications received. The applications from the food pantry and from Union Church represent renewals. Lakes Christian Fellowship has acquired the church building that was formally the worship space for Belgrade Bible Church, which operated the third of the three boxes.

An application was also sent to Jobs for Maine's Graduates (JMG), but it was not returned to the Town Office.

Also attached is the Town's bottle box policy, which limits the number of boxes to three. Per the Selectboard's request, the Transfer Station Committee is reviewing the policy for possible changes. Not wanting to change the policy during the application period, the committee plans on returning to the Selectboard with a recommendation in early 2022.

Bottle Box Application

Date of Application: 10/8/21

Name of organization or non-profit requesting placement for a Bottle Box:

Belgrade Home Special Needs Food Pantry

Mailing Address:

PO Box 236 Belgrade ME 04917

Contact number for applicant: Hazel Labbe

Name and telephone number of the person or organization responsible for the maintenance of the bottle box:

Hazel Labbe Telephone #: 602-3519

Is this a new application or a renewal: renewal

As authorized representative for the above name organization, I (We) fully understand the policy for the placement of the Bottle Box at the Belgrade Transfer Station. The organization will abide by the rules of the policy provided. I (We) understand if the application is not received by the Town of Belgrade, prior to December 1st of the current year, the Town will remove the bottle box.

Authorized Signature: Hazel Labbe Date: 10/8/21

Authorized Official for the Town of Belgrade:

Date: _____

Bottle Box Application

Date of Application: October 22, 2021

Name of organization or non-profit requesting placement for a Bottle Box:

Union Church of Belgrade Lakes

Mailing Address:

P.O. Box 133 Belgrade Lakes, ME 04918

Contact number for applicant: 207-495-3599

Name and telephone number of the person or organization responsible for the maintenance of the bottle box:

Union Church Telephone #: 495-3599

Is this a new application or a renewal: Renewal

As authorized representative for the above name organization, I (We) fully understand the policy for the placement of the Bottle Box at the Belgrade Transfer Station. The organization will abide by the rules of the policy provided. I (We) understand if the application is not received by the Town of Belgrade, prior to December 1st of the current year, the Town will remove the bottle box.

Authorized Signature: Carol Johnson Date: 10/24/2022
Carol Johnson, Church Council Chair

Authorized Official for the Town of Belgrade:

Date: _____

Bottle Box Application

Date of Application: 10/27/21

Name of organization or non-profit requesting placement for a Bottle Box:

Lakes Christian Fellowship

Mailing Address:

Po Box 342 - Belgrade Lakes ME 04918

Contact number for applicant: 207-530-7369 (Scott Ferguson)

Name and telephone number of the person or organization responsible for the maintenance of the bottle box:

SAME AS ABOVE Telephone #: _____

Is this a new application or a renewal: ? Transfer Belgrade BBR Church Box

As authorized representative for the above name organization, I (We) fully understand the policy for the placement of the Bottle Box at the Belgrade Transfer Station. The organization will abide by the rules of the policy provided. I (We) understand if the application is not received by the Town of Belgrade, prior to December 1st of the current year, the Town will remove the bottle box.

Authorized Signature:  Date: 10/27/21

Authorized Official for the Town of Belgrade:

_____ Date: _____



Town of Belgrade

Policy for the Placement of Bottle Deposit Collection Box by Non-Municipal Entities at the

Transfer Facility and Recycling Center

For many years the Town of Belgrade has allowed the placement of a "bottle deposit" collection box at the Transfer Facility and Recycling Center (the Facility) for the purpose of raising funds, subsequently, non-municipal organizations have requested permission to place a box for the purpose of collection of deposit bottles as a fundraising for their specific purpose. Therefore, the Board of Selectpersons adopts this policy to:

1. To provide guidance on the placement of "Bottle Deposit" Collection Boxes to raise funds for non-municipal entities.
2. To provide a fair and equitable approach to the allocation of space for the placement of these boxes.
3. To provide specifications on the construction and maintenance of the boxes that are placed at the Facility.

Placement of "Bottle Deposit" Boxes for Fundraising by Non-Municipal Organizations

Given the limited space available at the facility, no more than three "bottle deposit" boxes are authorized for this purpose at any one time. The placement of the boxes shall be at a location approved by the Town Manager and will only be done under the direction of the Facility Supervisor or his/her designee. The Facility Supervisor is authorized to relocate the boxes should operational requirements make this necessary.

Allocation of Space for "Bottle Deposit" Boxes

Requests for the location of a "bottle deposit" box shall be made on an annual basis directly to the Board of Selectpersons.

Requests must be received no earlier than November 1st and no later than December 1st of every year. Otherwise, an automatic extension will be granted by the Board of Selectpersons to those that have a currently approved box. Any additional boxes will be granted on a first come first serve basis for a total of up to three boxes.

"Bottle Deposit" Construction Specifications and Maintenance Requirements

The construction of any "Bottle Deposit" box placed at the facility shall be pursuant to the attached specifications. The name(s) of the organization(s) placing the box shall be marked so that the agency requesting the donation in letters that are at least 6" in height. Boxes placed at the Facility shall be routinely checked to ensure that the integrity of the box is intact. The Town of Belgrade, Town Officers, Town Officials, or employees shall not be responsible, nor shall they be held liable for any damage to the boxes or injuries to any person who is maintaining the box for the organization that placed the box. Each organization will inspect their boxes monthly to remove all rubbish and debris, failure to do so may result in the removal of the bottle box.

The boxes must be emptied, as necessary, to avoid "spillover" on the adjacent ground, but not less frequently than on a weekly basis during the normal operating hours of the Facility. "Spillover" due to a failure to properly remove contents of the boxes may be cleared by Transfer Station employees and placed in the municipal deposit bottle collection site.

Failure to adhere to these requirements may result in the removal of the box by the Facility Supervisor.

This policy was approved by the Board of Selectpersons on the 1st day of September, 2009 and amended on June 17th, 2014 by the Belgrade Board of Selectpersons. Amended by the Board of Selectpersons on Tuesday, December 1st, 2015.

Ernest Rice, Chairperson

Rick Damren, Vice-Chair

Bruce Plourd, Selectperson

Gary Mahler, Selectperson

Michael Barrett, Selectman

Bottle Box Application

Date of Application: _____

Name of organization or non-profit requesting placement for a Bottle Box:

Mailing Address:

Contact number for applicant: _____

Name and telephone number of the person or organization responsible for the maintenance of the bottle box:

_____ Telephone #: _____

Is this a new application or a renewal: _____

As authorized representative for the above name organization, I (We) fully understand the policy for the placement of the Bottle Box at the Belgrade Transfer Station. The organization will abide by the rules of the policy provided. I (We) understand if the application is not received by the Town of Belgrade, prior to December 1st of the current year, the Town will remove the bottle box.

Authorized Signature: _____ Date: _____

Authorized Official for the Town of Belgrade:

_____ Date: _____

Memo

To: Board of Selectpersons
From: Ken Scheno, Transfer Station Director
Date: Dec. 7, 2021
Re: Transfer Station compactor container RFP

The Town received no bids following the issuance of a Request for Proposals for a compactor container. Two manufacturers told us they declined to bid because of requirements that they post performance or payment bonds, and because of the possibility of being charged liquidated damages for failure to deliver a container in a timely fashion. Given current supply chain challenges, that is a reasonable concern.

Attached is a modified version of the RFP you approved Nov. 9. It removes the language about punitive damages and performance/payment bonds, along with updating the dates.

We seek approval of the RFP so we can re-advertise this project, which would be funded through the Solid Waste Capital Reserve.

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~~Dec. 29, 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~~Jan. 3, 2022~~1~~, 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

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: Dec. 7, 2021
Re: Proposed ordinances

Attached are two ordinance changes approved by the Planning Board.

The first is a rewrite of the Town's **Subdivision Ordinance**, which was crafted in 1988. The document no longer complies in many regards with state law, necessitating a rewrite. Also attached is a memo from a former Kennebec Valley Council of Governments planner who assisted the Planning Board in the rewrite. It details some of the most significant changes.

The second ordinance change would correct a problem with current **phosphorous runoff standards in the Commercial Development Review Ordinance**. Because they are outdated and based on a time when water quality in Belgrade's lakes was higher, the ordinance's current standards are less stringent than the state's standards for Belgrade's lakes. This issue was brought to the Board's attention by Brightside Marine's engineer. The amendment, in essence, requires that the Town's phosphorus runoff standards mirror those established by the State of Maine.

The Planning Board recommended by a 6-0 vote Dec. 2 that the Board of Selectpersons place each of these ordinance changes before voters at the Town Meeting in March. Planning Board members intend to be at the Dec. 7 Selectboard meeting to respond to any questions you may have.



To: Anthony Wilson (Belgrade Town Manager), Peter Rushton (Belgrade Planning Board Chair), the Select Board of Belgrade (Melanie Jewell, Ernst Merckens, Barbara Allen, Rick Damren, Dan Newman)

CC: Gary Fuller (Belgrade Code Enforcement Officer), Joel Greenwood (KVCOG Planning Director)

From: Charles Tetelman (KVCOG Community Planner)

Date: July 28, 2021

Subject: Belgrade Subdivision Ordinance Update – Summary of Changes

This memo provides a summary to accompany the Final Draft of the Belgrade Subdivision Ordinance rewrite that the Planning Board has undergone alongside Kennebec Valley Council of Governments. In November 2020, Charles provided the Planning Board with a draft of a new Subdivision Ordinance based off the ‘*Model Subdivision Regulations for Use by Maine Planning Boards*’. This model ordinance, written by the Southern Maine Regional Planning Commission with assistance from the Department of Agriculture, Conservation, and Forestry’s Municipal Planning Assistance Program, was created in 2006 to supplement the changes to Title 30-A M.R.S.A. Subchapter 4: Subdivisions.

Currently, the existing Belgrade Subdivision Ordinance separates Subdivisions into two categories: Major and Minor. Minor subdivisions are currently defined as “any subdivision containing not more than six (6) lots, dwelling units, or other Subdivision units, and in which no street is proposed to be constructed”. Major Subdivisions are currently defined as “any subdivision containing more than six (6) lots, dwelling units or other Subdivision units, or any Subdivision containing a proposed street”. The Planning Board wanted to maintain the distinction between the two subdivisions in order to lower the burden on small developments. However, the proposed Subdivision Ordinance changes the definition of Minor Subdivisions. As written, Minor Subdivisions will be limited to “Residential subdivisions only; no more than three additional lots or dwelling units (leading to a total of

4 lots); no new roads; total area of subdivided lots no larger than 200,000 sq. ft.”. Major subdivisions, as proposed, will include all proposals not considered a minor subdivision.

As for the application process, the proposed Subdivision Ordinance maintains separate application processes for minor and major subdivisions. However, all proposals will have the same Sketch Plan Meeting and On-Site Inspection, Final Approval and Filings, and Revisions to Approved Plans standards. The designation of Minor or Major will be decided at the Sketch Plan Meeting allowing applicants to prepare for the respective Preliminary Plans. For the most part, the application requirements for both Minor and Major have remained the same. The Planning Board may require additional submissions Minor Subdivision Applicants because the requirements aren’t as burdensome therefore some proposals may need additional information. Conversely, Major Subdivision applicants may request a waiver for certain proposals because Major Subdivisions are subject to all requirements.

Article XIII: Performance and Design Standards is the bulk of the proposed Subdivision Ordinance. The existing ‘Article X: General Standards’ lays out a minimum list of standard requirements based in old standards and resources. Article XIII of the proposed Subdivision Ordinance enhances the Performance and Design Standards in Belgrade and brings them back in line with state statute. The proposed section includes updated references to State and Federal resources for guidelines and requirements. Article XIII also includes a series of tables outlining the requirements for road design standards.

Finally, the proposed Subdivision Ordinance includes an updated appeals section taken almost entirely from the existing Belgrade Appeals Board Ordinance which has been viewed and approved by the Appeals Board.

Unfortunately, KVCOG drafted the proposed Subdivision Ordinance as a new document so there is no way to track every specific change. The changes noted above are the most noticeable and important and reflect the critical conversations between KVCOG and the Planning Board. This process has been collaborative at every step, and we’ve reached a final document that reflects the values of Belgrade while following the requirements from the State.

Please feel free to reach out to KVCOG Community Planner Charles Tetelman at (207) 453-4258 ext. 222 or ctetelman@kvkog.org if you have any questions.

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ARTICLE I: PURPOSES AND REVIEW CRITERIA

1. Purposes.

The purposes of this ordinance are:

- a. To assure the comfort, convenience, safety, health, and welfare of the people in the Town of Belgrade
- b. To protect the environment and conserve the natural and cultural resources identified in the Town of Belgrade Comprehensive Plan;
- c. To promote the development of an economically sound and stable community; and
- d. To assure that a minimal level of services and facilities are available to the residents of new subdivisions and that lots in the subdivisions can support the proposed uses and structures.

2. Statutory Review Criteria.

In approving Subdivisions within the Town of Belgrade, Maine, the Planning Board shall consider the following criteria and before granting approval, shall make findings of fact that the provisions of this ordinance have been met and that the proposed subdivision will meet the guidelines of Title 30, M.R.S.A. §4404,. The proposed project:

- a. Will not result in undue water or air pollution. In making this determination, the Planning Board shall at least consider:
 1. The elevation of the land above sea level and its relation to the floodplains;
 2. The nature of soils and sub soils and their ability to adequately support waste disposal;
 3. The slope of the land and its effect on effluents;
 4. The availability of streams for disposal of effluents; and
 5. The applicable State and local health and water resources rules and regulations;
- b. Has sufficient water available for the reasonably foreseeable needs of the Subdivision;
- c. Will not cause an unreasonable burden on an existing water supply, if one is to be utilized;
- d. Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition results;
- e. Will not cause unreasonable highway/or public road congestion or unsafe conditions with respect to use of the highways or public roads existing or proposed and, if the proposed subdivision requires driveways or entrances onto a state or state aid highway, the

- Department of Transportation indicating that the driveways or entrances conform to Title 23, section 704, and any rules adopted under that section;
- f. Will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized;
 - g. Will not cause an unreasonable burden on the municipality's ability to dispose of solid waste if municipal services are to be utilized;
 - h. Will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline;
 - i. Is in conformance with a duly adopted subdivision ordinance, comprehensive plan, development plan, or land use plan if any. In making this determination, the Planning Board may interpret these ordinances and plans;
 - j. Has adequate financial and technical capacity to meet the standards of this section;
 - k. Will not, whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond, or river as defined in Title 38, sections 435 through 490, adversely or unreasonably affect the shoreline of such body of water; and
 - l. Will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
 - m. Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the applicant shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision or project plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.
 - n. All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district.

- o. Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application.
- p. The proposed subdivision will provide for adequate storm water management.
- q. If any lots in the proposed subdivision have shore frontage on a river, stream, brook or great pond, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than 5 to 1.
- r. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.
- s. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.
- t. Lands subject to liquidation harvesting. Timber on the parcel being subdivided has not been harvested in violation of rules adopted pursuant to Title 12, M.R.S.A section 8869, subsection 14. If a violation of rules adopted by the Maine Forest Service to substantially eliminate liquidation harvesting has occurred, the Planning Board must determine prior to granting approval for the subdivision that 5 years have elapsed from the date the landowner under whose ownership the harvest occurred acquired the parcel. The Planning Board may request technical assistance from the Department of Conservation, Bureau of Forestry to determine whether a rule violation has occurred, or the Board may accept a determination certified by a forester licensed pursuant to Title 32, chapter 76. If the Bureau agrees to provide assistance, it shall make a finding and determination as to whether a rule violation has occurred. If the Bureau notifies the Planning Board that it will not provide assistance, the Board may require a subdivision applicant to provide a determination certified by a licensed forester. For the purposes of this subsection, "liquidation harvesting" has the same meaning as in Title 12, M.R.S.A section 8868, subsection 6 and "parcel" means a contiguous area within one municipality, township or plantation owned by one person or a group of persons in common or joint ownership.

ARTICLE II: Authority, Administration, and Amendments

1. Authority.

- a. This ordinance has been prepared in accordance with the provisions of Title 30 M.R.S.A., §4403.
- b. This ordinance shall be known and may be cited as "Subdivision Ordinance of the Town of Belgrade, Maine".

2. Administration.

- a. The Planning Board of the Town of Belgrade, hereinafter called the Board, shall administer this ordinance.
- b. The provisions of this ordinance shall pertain to all land proposed for subdivision as defined in Title 30, M.R.S.A., §4403 within the boundaries of the Town of Belgrade.

3. Amendments.

- a. This ordinance may only be amended by the Belgrade Town Meeting.
- b. A public hearing shall be held prior to the adoption of any amendment. Notice of the hearing shall be provided at least seven days in advance of the hearing.

Commented [AW1]: For the town attorney: Would this allow us to also amend the ordinance during a general election? That is, would that involve a special town meeting in conjunction with a general election? Or do we need to specify this could be amended during a general election, as well?

ARTICLE III DEFINITIONS

1. State Definitions.

As used in this ordinance, unless the context otherwise indicates, the terms and respective definitions listed in M.S.R.A. 30-A §4401 shall have the same meaning.

2. Additional Definitions.

As used in this ordinance, unless the context otherwise indicates, the following terms have the following meanings:

Direct Watershed of a Great Pond: That portion of the watershed which drains directly to the great pond without first passing through an upstream great pond. For the purposes of these regulations, the watershed boundaries shall be as delineated in the comprehensive plan, or as depicted in the drainage divide data layer provided by the Maine Office of GIS. Due to the scale of the map, there may be small inaccuracies in the delineation of the watershed boundary. Where there is a dispute as to the exact location of a watershed boundary, the Planning Board or its designee and the applicant shall conduct an on-site investigation to determine where the drainage divide lies. If the Board and the applicant cannot agree on the location of the drainage divide based on the on-site investigation, the burden of proof shall lie with the applicant to provide the Board with information from a professional land surveyor showing where the drainage divide lies.

Impervious Surfaces. "Impervious Surfaces" means the total area of a parcel covered with a low-permeability material that is highly resistant to infiltration by water, such as asphalt, concrete, or rooftop, and areas such as gravel roads and unpaved parking areas that will be compacted through design or use to reduce their permeability. Common impervious areas include, but are not limited to, rooftops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and macadam or other surfaces which similarly impede the natural infiltration of stormwater. Pervious pavement, pervious pavers, pervious concrete and underdrained artificial turf fields are all considered impervious.

River, Stream, or Brook. "River, Stream, or brook" as used in this ordinance, shall have the same meaning as M.S.R.A. 38 §480-B 9. River, stream or brook.

Substantial Construction. "Substantial Construction" means that a continuous on-site physical construction program has progressed to a point where 25% or more of the total project is completed or where 25% or more of the total cost of the project has been expended for materials which are at the site.

ARTICLE IV: ADMINISTRATIVE PROCEDURE

In order to establish an orderly, equitable, and expeditious procedure for reviewing subdivisions and to avoid unnecessary delays in processing applications for subdivision review, the Planning Board shall prepare an agenda for each regularly scheduled meeting. Applicants shall request to be placed on the Planning Board's agenda no less than two weeks in advance of a regularly scheduled meeting by contacting the Code Enforcement Officer. Applicants who attend a meeting but who are not on the Planning Board's agenda may be heard but only after all agenda items have been completed, and then only if a majority of the Planning Board so votes. However, the Board shall take no action on any application not appearing on the Planning Board's written agenda.

ARTICLE V: SKETCH PLAN MEETING AND ON-SITE INSPECTION

1. Purpose.

The purpose of the sketch plan meeting and on-site inspection is for the applicant to present general information regarding the proposed subdivision to the Planning Board and receive the Planning Board's comments prior to the expenditure of substantial sums of money on surveying, soils identification, and engineering by the applicant.

2. Sketch Plan Meeting Procedure.

- a. Application presentation and submission of sketch plans.
- b. Questions and answer period. Planning Board makes specific suggestions to be incorporated by the applicant into subsequent submissions.
- c. Scheduling of on-site inspection.
- d. Designation of Minor or Major Subdivision

3. Minor Subdivisions and Major Subdivisions.

The Planning Board or designee of the Planning Board will designate each subdivision at the Sketch Plan Meeting as either a minor or major subdivision.

Minor Subdivisions will be limited to:

1. Residential or non-commercial subdivisions only.
2. No more than three additional lots or dwelling units (leading to a total of 4 lots).
3. No new roads.
4. Total area of subdivided lots no larger than seven (7) acres, excluding the acreage remaining from the original parcel from which the subdivision is being created.

If the proposed subdivision does not meet the above requirements, it will be considered a Major Subdivision.

4. Submission.

The preapplication Sketch Plan shall show, in simple sketch form, the proposed layout of streets, lots, and other features in relation to existing conditions of the site and the proposed development.

5. On-Site Inspection.

Within thirty (30) days of application filing with the Town, the Board shall hold an on-site inspection of the property. The

thirty (30) days may be adjusted to account for snow cover and other weather conditions.

6. Rights not Vested.

The sketch plan meeting, the submittal, review of the sketch plan, or the on-site inspection shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of Title I M.R.S.A., §302.

7. Establishment of File.

Following the sketch plan meeting the Planning Board shall establish a file for the proposed subdivision. All correspondence and submissions shall be maintained in the file.

ARTICLE VI: MINOR SUBDIVISION PRELIMINARY PLAN

1. Procedure.

- a. Within six months after the on-site inspection by the Planning Board, the applicant shall submit an application for approval of a Minor Subdivision Preliminary Plan at least 14 days prior to a scheduled meeting of the Planning Board. Applications shall be submitted by mail or by hand to the municipal offices. Failure to submit an application within six months shall require resubmission of the Sketch Plan to the Planning Board. The Minor Subdivision Preliminary Plan shall approximate the layout shown on the Sketch Plan, plus any recommendations made by the Planning Board.
- b. All applications for Minor Subdivision Preliminary Plan shall be accompanied by a nonrefundable application fee of \$300, plus \$50 per lot or dwelling unit, payable by check to the municipality.
- c. The Board shall not review any Minor Subdivision Preliminary Plan application unless the applicant or applicant's representative attends the meeting. Should the applicant or applicant's representative fail to attend, the Board shall reschedule review of the application at its next regular meeting.
- d. Within three days of the receipt of the Minor Subdivision Preliminary Plan, the Board, or its designee, shall:
 1. Issue a dated receipt to the applicant.
 2. Notify in writing by First Class Mail all owners of abutting property that an application for subdivision approval has been submitted, specifying the location of the proposed subdivision including a general description of the project.
 3. Notify the clerk and the review authority of the neighboring municipalities if any portion of the subdivision abuts or crosses the municipal border.
- e. Within thirty days of receipt of a Minor Subdivision Preliminary Plan form and fee, the Board shall notify the applicant in writing whether or not the application is complete, and what, if any, additional submissions are required for a complete application.
- f. Upon determination that a complete Minor Subdivision Preliminary Plan has been submitted for review, the Board shall also notify the Road Commissioner, Fire Chief and Superintendent of Schools of the proposed subdivision. The Board shall request that these officials comment upon the

adequacy of their department's existing capital facilities to service the proposed subdivision. The Board shall determine whether to hold a public hearing on the Minor Subdivision Preliminary Plan application.

- g. The Planning board shall hold a public hearing on the Minor Subdivision Preliminary Plan application within thirty (30) days of receipt of a complete application, and shall publish notice of the date, time, and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven days prior to the hearing. A copy of the notice shall be sent by First Class mail to abutting landowners and municipalities as well as the applicant at least ten days prior the hearing.
- h. The Planning Board may schedule additional on-site visits as it deems necessary in order to evaluate the Preliminary Subdivision Plan application and information presented to the Planning Board during a public hearing.
- i. Within thirty (30) days from the public hearing or within sixty days of determining a complete application has been received, if no hearing is held, or within another time limit as may be otherwise mutually agreed to by the Planning Board and the applicant, the Planning Board shall make findings of fact on the application, and approve, approve with conditions, or deny the Minor Subdivision Preliminary Plan application. The Planning Board shall specify in writing its findings of facts and reasons for any conditions or denial.
- j. When granting approval to a Minor Subdivision Preliminary Plan, the Planning Board shall state the conditions of such approval, if any, with respect to:
 - 1. The specific changes which it will require in the Minor Subdivision Final Plan;
 - 2. The character and extent of additional submissions required which the Planning Board deems critical to support the public health, safety, and general welfare; and
 - 3. The construction items for which cost estimates and performance guarantees will be required as prerequisite to the approval of the final plan.

2. Mandatory Submissions for Minor Subdivision Preliminary Plan.

The following items shall be submitted as part of the Minor

Subdivision Preliminary Plan application. Twelve (12) physical copies and one (1) electronic copy of all materials shall be delivered to the Town Office, at least 14 days prior to a regularly scheduled Planning Board meeting, in order for the application to be placed on the Planning Board's agenda. The Planning Board may require additional information to be submitted, as necessary, in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met.

a. Application Form.

Twelve (12) copies of the application form and any accompanying information.

b. Location Map.

The Minor Subdivision Preliminary Plan shall be accompanied by a Location Map adequate to show the relationship of the proposed Minor Subdivision to the adjacent properties, and to allow the Board to locate the Minor Subdivision within the municipality. The Location Map shall show:

1. Existing Subdivisions in the proximity of the proposed subdivision;
2. Locations and names of existing streets;
3. Boundaries and designations of zoning districts; and
4. An outline of the proposed Minor Subdivision and any remaining portion of the owner's property if the Preliminary Subdivision Plan submitted covers only a portion of the owner's entire contiguous holding.

c. Minor Subdivision Preliminary Plan.

The Minor Subdivision Preliminary Plan may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary subdivision plan shall be drawn to a scale of not more than one hundred (100) feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred (200) feet to the inch, provided all necessary detail can easily be read. In addition, one copy of the accompanying information shall be mailed to each Planning Board member no less than seven days prior to the meeting. The application materials for preliminary plan approval shall include the following information:

1. Proposed name of the subdivision and the name of the municipality in which it is located, plus the

Assessor's Map and Lot numbers;

2. Verification of right, title, or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest;
3. A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a professional land surveyor. The corners of the tract shall be located on the ground and marked by monuments. The entire parcel or tract shall be shown, including all contiguous land in common ownership within the last five years, as required by Title 30-A M.S.R.A., §4401;
4. A copy of the deed from which the survey was based. A copy of all covenants or deed restrictions, easements, rights-of-ways, or other encumbrances currently affecting the property;
5. A copy of any covenants or deed restrictions intended to cover all or part of the lots or dwellings in the Subdivision;
6. Ten (10) foot interval contour lines showing elevations in relation to Mean Sea Level.
7. The number of acres within the proposed Subdivision, location of property lines, existing buildings, watercourses, vegetative cover type, and other essential existing physical features.
8. An indication of the type of sewage disposal to be used in the Subdivision;
 - i. When sewage disposal is to be accomplished by connection to the public sewer, a letter from the Sewer District indicating there is adequate capacity within the District's system to transport and treat the sewage shall be submitted.
 - ii. When sewage disposal is to be accomplished by subsurface wastewater disposal systems, test pit analysis, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dug on the site shall be submitted.
9. Indication of the type of water supply system(s) to be used in the Subdivision.

10. The date the plan was prepared, north point, and graphic map scale;
11. The names and addresses of the record owner, applicant, and individual or company who prepared the plan, and adjoining property owners;
12. The zoning district, if any, in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision;
13. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided;
14. The locations, names, and present widths of existing streets, highways, easements, building lines, parks, and other open spaces on or adjacent to the Subdivision;
15. The width and location of any streets or public improvements shown upon the Official Map and the Comprehensive Plan, if any, within the Subdivision.
16. The proposed lot lines with approximate dimensions and lot areas; and
17. The location and width of driveways with direct access to a public road.

d. Additional Submissions for Minor Subdivision Preliminary Plan that may be required.

The following items shall be submitted as part of the Minor Subdivision Preliminary Plan if requested by the Board. Twelve (12) physical copies and one (1) electronic copy of all materials shall be delivered to the Town Office, at least 14 days prior to a regularly scheduled Planning Board meeting, in order for the application to be placed on the Board's agenda. The Board may require additional information to be submitted, as necessary, in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met:

1. A phosphorous control plan shall be submitted which will limit phosphorous runoff after development in accordance with the phosphorous control standards in Article XVI.
2. A Hydrogeologic assessment prepared by a certified geologist or registered professional engineer, experienced in hydrogeology, when the subdivision is not served by public sewer and:
 - i. Any part of the subdivision is located over a

sand and gravel aquifer, as shown on a map entitled "Hydrogeologic Data for Significant Sand and Gravel Aquifers," by the Maine geological Survey, 1998, File No. 98-138, 144, and 147; or

- ii. The Subdivision has an average density of more than one dwelling unit per 100,000 square feet; or
- iii. There is reasonable presumption of no potable water sources on the property as a result of contaminations including petroleum, hazardous substances, salt, or any other potential contaminant. To determine if a reasonable presumption of a lack of potable drinking water, the presence of potential sources of future drinking water contamination associated with human activities, the following mapping of possible ground water contamination sources shall be submitted covering the subdivision property and abutting properties: the Maine Department of Environmental Protection's Environmental Geographic Analysis Database (EGAD), Google Earth satellite imagery, and Maine Department of Transportation mapping of salt contaminated wells in or near the area of Belgrade bounded by Route 27, Cemetery Road, and Routes 8 and 11.

The Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on groundwater quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet; and proposed use of shared or common subsurface wastewater disposal systems. The hydrogeologic assessment shall be conducted in accordance with the provisions of Article XIII.9 below.

- 3. A soil erosion and sedimentation control plan;
- 4. A plan for the disposal of surface drainage waters, prepared by a Maine Registered Professional Engineer;
- 5. A copy of that portion of the county soil survey

- covering the Subdivision. When the medium intensity soil survey shows soils which are generally unsuitable for the uses proposed, the Planning Board may require the submittal of a report by a Registered Soil Scientist indicating the suitability of soil conditions for those uses;
6. If any portion of the Subdivision is in a flood prone area, the boundaries of any flood hazard areas and the one hundred (100) year flood elevation shall be delineated on the plan;
 7. Areas within or adjacent to the proposed subdivision which have been identified by the Maine Department of Inland Fisheries and Wildlife Beginning with Habitat Project or within the comprehensive plan. If any portion of the subdivision is located within an area designated as a unique natural area by the comprehensive plan or the Maine Natural Areas Program or Maine Department of Inland Fisheries & Wildlife Beginning With Habitat Project the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation; and
 8. All areas within or adjacent to the proposed subdivision which are either listed on or eligible to be listed on the National Register of Historic Places, or have been identified in the comprehensive plan or by the Maine Historic Preservation Commission as sensitive or likely to contain such sites.
- e. The Planning Board may require any additional information not listed above, when it is determined necessary by the Board to determine whether the statutory review criteria of Title 30-A M.R.S.A. §4404 have been met.

ARTICLE VII: MINOR SUBDIVISION FINAL PLAN

1. Procedure.

- a. Within six months after the approval of the Minor Subdivision Preliminary Plan, the applicant shall submit Twelve (12) physical copies and one (1) electronic copy of an application for approval of the Minor Subdivision Final Plan Application with all supporting materials, at least 14 days prior to a scheduled meeting of the Board. Applications shall be submitted by mail to the Board in care of the municipal offices or delivered by hand to the municipal offices. An electronic copy shall be submitted to the Board's designated staff person in the Town office. If the application for the Minor Subdivision Final Plan Application is not submitted within six months after Minor Subdivision Preliminary Plan approval, the Board shall require resubmission of the Minor Subdivision Preliminary Plan, except as stipulated below. The Minor Subdivision Final Plan Application shall approximate the layout shown on the Minor Subdivision Preliminary Plan, plus any changes required by the Board.

If an applicant cannot submit the Minor Subdivision Final Plan application within six months, due to delays caused by other regulatory bodies, or other reasons, the applicant may request an extension. Such a request for an extension to the filing deadline shall be filed, in writing, with the Board prior to the expiration of the filing period. In considering the request for an extension the Board shall make findings that the applicant has made due progress in preparation of the Minor Subdivision Final Plan application and is pursuing approval of the plans before other agencies, and that municipal ordinances or regulations which may impact on the proposed development have not been amended.

- b. All applications for Minor Subdivision Final Plan application shall be accompanied by an application fee of \$20.00 per lot or dwelling unit payable by check to the municipality. If a public hearing is deemed necessary by the Planning Board, an additional fee shall be required to cover the costs of advertising and postal notification.
- c. Prior to submittal of the Minor Subdivision Final Plan application, the following approvals shall be obtained in writing, where applicable:
 1. Maine Department of Environmental Protection, under the Natural Resources Protection Act or Stormwater Law, or if an MEPDES wastewater discharge license is needed;

2. Maine Department of Human Services, if the applicant proposes to provide a public water system;
3. Maine Department of Human Services, if an engineered subsurface wastewater disposal system(s) is to be utilized;
4. U.S. Army Corps of Engineers, if a permit under Section 404 of the Clean Water Act is required; and
5. Maine Department of Transportation Traffic Movement Permit, and/or Highway Entrance/Driveway Access Management Permit

If the Board is unsure whether a permit or license from a state or federal agency is necessary, the applicant may be required to obtain a written opinion from the appropriate agency as to the applicability of their regulations.

- d. If the Minor Subdivision Preliminary Plan identified any areas listed on or eligible to be listed on the National Register of Historic Places, in accordance with Article 6.2.C.23, the applicant shall submit a copy of the plan and a copy of any proposed mitigation measures to the Maine Historic Preservation commission prior to submitting the final plan application.
- e. The Board shall not review any Minor Subdivision Final Plan application unless the applicant or applicant's representative attends the meeting. Should the applicant or applicant's representative fail to attend, the Board shall reschedule review of the application at its next regular meeting.
- f. Within three days of the receipt of the Minor Subdivision Final Plan application the Board, or its designee, shall issue a dated receipt to the applicant.
- g. Upon determination that a complete application has been submitted for review, the Planning Board shall issue a dated receipt to the applicant. The Planning Board may hold a public hearing on the Minor Subdivision Final Plan application if the Board decides it will benefit its decision-making process.
- h. Within thirty days of determining if the Planning Board has received a complete application, the Planning Board shall publish a notice of the date, time, and place of the hearing in a newspaper of local circulation at least two times, the date of the first publication to be at least seven days prior to the hearing. In addition, the notice of the hearing shall be posted in at least three prominent places within the municipality at least seven days prior to the hearing. A copy of the notice shall be

sent by First Class mail to abutting landowners, abutting municipalities (if necessary), and to the applicant, at least ten days prior to the hearing.

- i. The Planning Board shall notify the Road Commissioner, School Superintendent, and Fire Chief of the proposed Subdivision, the number of dwelling units proposed and the size and construction characteristics of any multi-family, commercial, or industrial buildings. The Planning Board shall request that these officials comment upon the adequacy of their department's existing capital facilities to service the proposed Minor Subdivision.
- j. Before the Board grants approval of the Minor Subdivision Final Plan application, the applicant shall meet the performance guarantee requirements contained in Article XV PERFORMANCE GUARANTEES.
- k. Within thirty days from the public hearing or within sixty days of receiving a complete application, if no hearing is held, or within another time limit as may be otherwise mutually agreed to by the Board and the applicant, the Board shall make findings of fact, and conclusions relative to the criteria for approval contained in Title 30-A M.R.S.A., §4404 and the standards of these regulations. If the Board finds that all the criteria of the statute and the standards of these regulations have been met, they shall approve the Minor Subdivision Final Plan application. If the Board finds that any of the criteria of the statute or the standards of these regulations have not been met, the Board shall either deny the application or approve the application with conditions to ensure all of the standards will be met by the subdivision. The reasons for any conditions shall be stated in the records of the Board.

2. Mandatory Submissions.

The Minor Subdivision Final Plan application shall consist of one or more maps or drawings drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches in size and shall have a margin of two inches outside of the border line on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be reserved on the plan for endorsement by the Board. One reproducible, stable-based transparency of the recording plan to be recorded at the Registry of Deeds, and Twelve (12) physical copies and one (1) electronic copy of all the final plan sheets and any supporting documents shall be submitted to the Town Office.

The Final Subdivision Plan shall include or be accompanied by the following mandatory submissions of information:

- a. Completed Minor Subdivision Final Plan Application Form and Submissions Checklist;
- b. Proposed name of the subdivision and the name of the municipality in which it is located, plus the assessor's map and lot numbers;
- c. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and marked by monuments. The plan shall indicate the type of monument set or found at each lot corner;
- d. The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features;
- e. An indication of the type of sewage disposal to be used in the subdivision. When sewage disposal is to be accomplished by connection to public sewer, a written statement from the sewer district indicating the district has reviewed and approved the sewerage design shall be submitted;
- f. An indication of the type of water supply system(s) to be used in the subdivision;
 1. When water is to be supplied by an existing public water supply, a written statement from the servicing water district shall be submitted indicating the district has reviewed and approved the water system design.
 2. A written statement shall be submitted from the fire chief approving all hydrant locations or other fire protection measures deemed necessary.
 3. When water is to be supplied by private wells and there is reasonable presumption of no potable water, evidence of adequate ground water supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.
- g. The date the plan was prepared, north point, graphic map scale;
- h. The names and addresses of the record owner, applicant, and individual or company who prepared the plan;
- i. If different than those submitted with the Minor

Subdivision Preliminary Plan Application, a copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision;

- j. The location of any zoning boundaries affecting the subdivision;
- k. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided;
- l. The location, names, and present widths of existing and proposed streets, highways, easements, buildings, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines and parcel boundary lines shall be certified by a professional land surveyor. The original reproducible plan shall be embossed with the seal of the professional land surveyor and be signed by that individual;
- m. The location and width of driveways accessing a public road;
- n. The boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan; and
- o. The location and method of disposal for land clearing and construction debris.
- p. If applicable... Covenants for mandatory membership in the lot owners' association setting forth the owners' rights, interests, and privileges in the association and the common property and facilities, to be included in the deed for each lot or dwelling and also:
 - 1. Draft articles of incorporation of proposed lot owners' association as a not-for-profit corporation; and
 - 2. Draft by-laws of the proposed lot owners' association specifying the responsibilities and authority of the association, the operating procedures of the association and providing for proper capitalization of the association to cover the costs of major repairs, maintenance and replacement of common facilities.

3. Required Submissions for Minor Subdivisions in the Shoreland Zone

- a. An erosion and sedimentation control plan prepared in accordance with the Maine Erosion and Sediment Control, Best Management Practices: Manual for Designers and Engineers, published by the Maine Department of Environmental Protection, October 2016. The Board may waive submission of the erosion and sedimentation control plan only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roofs and driveways is less than 5% of the area of the subdivision.
- b. A stormwater management plan, prepared by a Maine registered professional engineer in accordance with the most recent edition of Maine Stormwater Management Design Manual, Volumes I and III published by the Maine Department of Environmental Protection, 2016. Another methodology may be used if the applicant can demonstrate it is equally applicable to the site. The Board may waive submission of the stormwater management plan only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roofs and driveways is less than 5% of the area of the subdivision.
- c. If any portion of the proposed subdivision is in the direct watershed of a great pond, and meets the criteria of Article XIII.12.d, the following shall be submitted or indicated on the plan:
 1. A phosphorus impact analysis and control plan conducted using the procedures set forth in DEP Phosphorus Design Manual, Volume II of the Maine Stormwater Best Management Practices Manual, 2016. The analysis and control plan shall include all worksheets, engineering calculations, and construction specifications and diagrams for control measures, as required by the Technical Guide;
 2. A long-term maintenance plan for all phosphorus control measures;
 3. The contour lines shown on the plan shall be at an interval of no less than five feet; and
 4. Areas with sustained slopes greater than 25% covering more than one acre shall be delineated.

ARTICLE VIII: MAJOR SUBDIVISION PRELIMINARY PLAN

1. Procedure.

- a. Within six months after the on-site inspection by the Planning Board, the applicant shall submit an application for approval of a Major Subdivision Preliminary Plan Application at least 14 days prior to a scheduled meeting of the Planning Board. Applications shall be submitted by mail or by hand to the municipal offices. Failure to submit an application within six months shall require resubmission of the Sketch Plan to the Planning Board. The Major Subdivision Preliminary Plan Application shall approximate the layout shown on the Sketch Plan, plus any recommendations made by the Planning Board.
- b. All applications for Major Subdivision Preliminary Plan Application shall be accompanied by a nonrefundable application fee of \$300, plus \$50 per lot or dwelling unit, payable by check to the municipality. In addition, the applicant shall pay an escrow fee of \$250 per lot or dwelling unit, to be deposited in a special escrow account designated for that subdivision application, to be used by the Board for hiring independent consulting services to review engineering and other technical submissions associated with the application, and to ensure compliance with the Zoning Ordinance and Subdivision Regulations. If the balance in this special account is drawn down by 75%, the Board shall notify the applicant, and require that the balance be brought back up to the original deposit amount. The Board shall continue to notify the applicant and require a deposit as necessary whenever the balance of the escrow account is drawn down by 75% of the original deposit. Any balance in the escrow account remaining after a decision on the final plan application by the Board shall be returned to the applicant.
- c. The Board shall not review any Major Subdivision Preliminary Plan Application unless the applicant or applicant's representative attends the meeting. Should the applicant or applicant's representative fail to attend, the Board shall reschedule review of the application at its next regular meeting.
- d. Within three days of the receipt of the Major Subdivision Preliminary Plan Application, the Board, or its designee, shall:
 1. Issue a dated receipt to the applicant.
 2. Notify in writing by First Class Mail all owners of property within 500 feet of the proposed subdivision that an application for subdivision

approval has been submitted, specifying the location of the proposed subdivision and including a general description of the project.

3. Notify the clerk and the review authority of the neighboring municipalities if any portion of the subdivision abuts or crosses the municipal border.
- e. Within thirty days of receipt of Major Subdivision Preliminary Plan Application form and fee, the Board shall notify the applicant in writing whether or not the application is complete, and what, if any, additional submissions are required for a complete application.
- f. Upon determination that a complete application has been submitted for review, the Board shall notify the applicant in writing. The Board shall also notify the Road Commissioner, Fire Chief and Superintendent of Schools of the proposed subdivision, the number of dwelling units proposed, the length of roadways, and the size and construction characteristics of any multifamily, commercial, or industrial buildings. The Board shall request that these officials comment upon the adequacy of their department's existing capital facilities to service the proposed subdivision. The Board shall determine whether to hold a public hearing on the preliminary plan application.
- g. The Planning board may hold a public hearing on the Major Subdivision Preliminary Plan Application within thirty (30) days of receipt of a complete application if the Board decides it will benefit its decision-making process, and shall publish notice of the date, time, and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven days prior to the hearing. A copy of the notice shall be sent by First Class mail to abutting landowners and municipalities as well as the applicant at least ten days prior the hearing.
- h. The Planning Board may schedule additional on-site visits as it deems necessary in order to evaluate the Major Subdivision Preliminary Plan Application and information presented to the Planning Board during a public hearing.
- i. Within thirty (30) days from the public hearing or within sixty days of determining a complete application has been received, if no hearing is held, or within another time limit as may be otherwise mutually agreed to by the Planning Board and the applicant, the Planning Board shall make findings of fact on the

application, and approve, approve with conditions, or deny the Major Subdivision Preliminary Plan Application. The Planning Board shall specify in writing its findings of facts and reasons for any conditions or denial.

- j. When granting approval to a Major Subdivision Preliminary Plan, the Planning Board shall state the conditions of such approval, if any, with respect to:

1. The specific changes which it will require in the final plan;
2. The character and extent of the required improvements for which waivers may have been requested and which in the Planning Board's opinion may be waived without jeopardy to the public health, safety, and general welfare; and
3. The construction items for which cost estimates and performance guarantees will be required as prerequisite to the approval of the final plan.

2. Mandatory Submissions for Major Subdivision Preliminary Plan.

The following items shall be submitted as part of the Major Subdivision Preliminary Plan Application, unless the applicant submits a written waiver request, and is granted a waiver from the submission required by the Planning Board, pursuant to Article 12. Twelve (12) physical copies and one (1) electronic copy of all materials shall be delivered to the Town Office, at least 14 days prior to a regularly scheduled Planning Board meeting, in order for the application to be placed on the Planning Board's agenda. The Planning Board may require additional information to be submitted, as necessary, in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met.

a. Application Form.

Twelve (12) physical copies and one (1) electronic copy of the application form and any accompanying information.

b. Location Map.

The Major Subdivision Preliminary Plan shall be accompanied by a Location Map adequate to show the relationship of the proposed Subdivision to the adjacent properties, and to allow the Board to locate the Subdivision within the municipality. The Location Map shall show:

1. Existing Subdivisions in the proximity of the proposed subdivision;

2. Locations and names of existing and proposed streets;
3. Boundaries and designations of zoning districts; and
4. An outline of the proposed Subdivision and any remaining portion of the owner's property if the Preliminary Subdivision Plan submitted covers only a portion of the owner's entire contiguous holding.

3. Major Subdivision Preliminary Plan.

The Major Subdivision Preliminary Plan may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary subdivision plan shall be drawn to a scale of not more than one-hundred (100) feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred (200) feet to the inch, provided all necessary detail can easily be read. In addition, one copy of the accompanying information shall be mailed to each Planning Board member no less than seven days prior to the meeting. The application materials for preliminary plan approval shall include the following information:

- a. Proposed name of the subdivision and the name of the municipality in which it is located, plus the Assessor's Map and Lot numbers;
- b. Verification of right, title, or interest in the property by deed, purchase and sales agreement, option to purchase, or some other proof of interest;
- c. A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a professional land surveyor. The corners of the tract shall be located on the ground and marked by monuments. The entire parcel or tract shall be shown, including all contiguous land in common ownership within the last five years, as required by Title 30-A M.S.R.A., §4401;
- d. A copy of the deed from which the survey was based. A copy of all covenants or deed restrictions, easements, rights-of-ways, or other encumbrances currently affecting the property;
- e. A copy of any covenants or deed restrictions intended to cover all or part of the lots or dwellings in the Subdivision;
- f. Ten (10) foot interval contour lines showing elevations in relation to Mean Sea Level;

g. The number of acres within the proposed Subdivision, location of property lines, existing buildings, watercourses, vegetative cover type, and other essential existing physical features;

h. An indication of the type of sewage disposal to be used in the Subdivision;

1. When sewage disposal is to be accomplished by connection to the public sewer, a letter from the Sewer District indicating there is adequate capacity within the District's system to transport and treat the sewage shall be submitted.

2. When sewage disposal is to be accomplished by subsurface wastewater disposal systems, test pit analysis, prepared by a Licensed Site Evaluator or Certified Soil Scientist shall be provided. A map showing the location of all test pits dug on the site shall be submitted.

i. Indication of the type of water supply system(s) to be used in the Subdivision. When water is to be supplied by an existing public water supply, a written statement from the servicing water utility shall be submitted indicating the utility has reviewed and approved the water system design;

j. The date the plan was prepared, north point, and graphic map scale;

k. The names and addresses of the record owner, applicant, and individual or company who prepared the plan, and adjoining property owners;

l. The zoning district in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision;

m. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided;

n. The locations, names, and present widths of existing streets, highways, easements, building lines, parks, and other open spaces on or adjacent to the Subdivision;

o. The width and location of any streets or public improvements shown upon the Official Map and the Comprehensive Plan, if any, within the Subdivision;

p. The proposed lot lines with approximate dimensions and lot areas;

q. All parcels of land proposed to be dedicated to

public use and the conditions of such dedication;

r. The location of any open space to be preserved or common area to be created, and a general description of proposed ownership, improvement, and management;

s. A soil erosion and sedimentation control plan;

t. A plan for the disposal of surface drainage waters, prepared by a Maine Registered Professional Engineer;

u. A copy of that portion of the county soil survey covering the Subdivision. When the medium intensity soil survey shows soils which are generally unsuitable for the uses proposed, the Planning Board may require the submittal of a report by a Registered Soil Scientist indicating the suitability of soil conditions for those uses;

v. If any portion of the Subdivision is in a flood prone area, the boundaries of any flood hazard areas and the one hundred (100) year flood elevation shall be delineated on the plan;

w. Areas within or adjacent to the proposed subdivision which have been identified by the Maine Department of Agriculture, Conservation and Forestry's Natural Areas Program, or the Maine Department of Inland Fisheries and Wildlife Beginning with Habitat mapping, or within the comprehensive plan; the applicant shall request each agency to review their preliminary plan and submit written review comments to the Planning Board with any recommended resource mitigation measures. If any portion of the subdivision is located within an area designated as a unique natural area by the comprehensive plan or the Maine Natural Areas Program or significant wildlife habitat by the Maine Department of Inland Fisheries & Wildlife Beginning With Habitat mapping the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation; and

x. All areas within or adjacent to the proposed subdivision which are either listed on or eligible to be listed on the National Register of Historic Places or have been identified in the comprehensive plan or by the Maine Historic Preservation Commission as sensitive or likely to contain such sites. Written documentation from the Maine Historic Preservation Commission of their subdivision review findings.

y. A phosphorous control plan shall be submitted which will limit phosphorous runoff after development in accordance with the phosphorous control standards in Article XVI.

4. Required Submissions for which a Waiver May be Granted.

The following items shall be submitted as part of the Major Subdivision Preliminary Plan, unless the applicant submits a written waiver request, and is granted a waiver from the submission requirement by the Planning Board, pursuant to Article XVII, Waivers. Twelve (12) physical copies and one (1) electronic copy of all materials shall be delivered to the Town Office, at least 14 days prior to a regularly scheduled Planning Board meeting, in order for the application to be placed on the Board's agenda. The Board may require additional information to be submitted, as necessary, in order to determine whether the criteria of Title 30-A M.R.S.A., §4404 are met:

a. A stormwater management plan, prepared by a registered professional engineer in accordance with the most recent edition of Maine Stormwater Management Design Manual, Volumes I and III, published by the Maine Department of Environmental Protection, 2016. Another methodology may be used if the applicant can demonstrate it is equally applicable to the site. The Board may waive submission of the stormwater management plan only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roofs and driveways is less than 5% of the area of the subdivision;

b. A high-intensity soil survey by a registered soil scientist;

c. Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level;

d. A hydrogeologic assessment prepared by a Maine certified geologist or registered professional engineer, experienced in hydrogeology, when the subdivision is not served by public sewer and water and:

1. Any part of the subdivision is located over a sand and gravel aquifer, as shown on a map entitled "Hydrogeologic Data for Significant Sand and Gravel Aquifers," by the Maine geological Survey, 1998, File No. 98-138, 144, and 147; or
2. The Subdivision has an average density of more than one dwelling unit per 100,000 square feet; or
3. There is reasonable presumption of no potable water sources on the property as a result of contaminations including petroleum, hazardous substances, salt, or any other potential contaminant. To determine if a reasonable presumption of a lack of potable drinking water,

the presence of potential sources of future drinking water contamination associated with human activities, the following mapping of possible ground water contamination sources shall be submitted covering the subdivision property and abutting properties: the Maine Department of Environmental Protection's Environmental Geographic Analysis Database (EGAD), Google Earth satellite imagery, and Maine Department of Transportation mapping of salt contaminated wells in or near the area of Belgrade bounded by Route 27, Cemetery Road, and Routes 8 and 11.

The Board may require a hydrogeologic assessment in other cases where site considerations or development design indicate greater potential of adverse impacts on groundwater quality. These cases include extensive areas of shallow to bedrock soils; or cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet; and proposed use of shared or common subsurface wastewater disposal systems. The hydrogeologic assessment shall be conducted in accordance with the provisions of Article VIII.9 below.

e. An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. Trip generation rates used shall be taken from the most recent available edition of the Trip Generation Manual published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions.

f. Traffic Impact Analysis.

For subdivisions involving 28 or more parking spaces or projected to generate more than 140 vehicle trips per day, a traffic impact analysis, prepared by a Registered Professional Engineer with experience in traffic engineering, shall be submitted. The analysis shall indicate the expected average daily vehicular trips, peak-hour volumes, access conditions at the site, distribution of traffic, types of vehicles expected, effect upon the level of service of the street giving access to the site and neighboring streets which may be affected, and recommended improvements to maintain the desired level of service on the affected streets.

The Planning Board may require any additional information not listed above when it is determined necessary by the Board to determine

whether the statutory review criteria of Title 30-A M.R.S.A. §4404 have been met.

ARTICLE IX: MAJOR SUBDIVISION FINAL PLAN

1. Procedure.

a. Within six months after the approval of the Major Subdivision Preliminary Plan, the applicant shall submit Twelve (12) physical copies and one (1) electronic copy for approval of the Major Subdivision Final Plan with all supporting materials, at least 14 days prior to a scheduled meeting of the Board. Applications shall be submitted by mail to the Board in care of the municipal offices or delivered by hand to the municipal offices. If the application for the final plan is not submitted within six months after preliminary plan approval, the Board shall require resubmission of the preliminary plan, except as stipulated below. Major Subdivision Final Plan shall approximate the layout shown on the Major Subdivision Preliminary Plan, plus any changes required by the Board.

If an applicant cannot submit the Major Subdivision Final Plan within six months, due to delays caused by other regulatory bodies, or other reasons, the applicant may request an extension. Such a request for an extension to the filing deadline shall be filed, in writing, with the Board prior to the expiration of the filing period. In considering the request for an extension the Board shall make findings that the applicant has made due progress in preparation of the final plan and is pursuing approval of the plans before other agencies, and that municipal ordinances or regulations which may impact on the proposed development have not been amended.

b. All applications for Major Subdivision Final Plan shall be accompanied by an application fee of \$20.00 per lot or dwelling unit payable by check to the municipality. If a public hearing is deemed necessary by the Planning Board, an additional fee shall be required to cover the costs of advertising and postal notification.

c. Prior to submittal of the Major Subdivision Final Plan application, the following approvals shall be obtained in writing, where applicable:

1. Maine Department of Environmental Protection, under the Site Location of Development Act;
2. Maine Department of Environmental Protection, under the Natural Resources Protection Act or Stormwater Law, or if an MEPDES wastewater discharge license is needed;
3. Maine Department of Human Services, if the applicant proposes to provide a public water system;

4. Maine Department of Human Services, if an engineered subsurface wastewater disposal system(s) is to be utilized;
5. U.S. Army Corps of Engineers, if a permit under Section 404 of the Clean Water Act is required; and
6. Maine Department of Transportation Traffic Movement Permit, and/or Highway Entrance/Driveway Access Management Permit

If the Board is unsure whether a permit or license from a state or federal agency is necessary, the applicant may be required to obtain a written opinion from the appropriate agency as to the applicability of their regulations.

- d. If the Major Subdivision Preliminary Plan identified any areas listed on or eligible to be listed on the National Register of Historic Places, in accordance with ArticleVIII6.b.3, the applicant shall submit a copy of the plan and a copy of any proposed mitigation measures to the Maine Historic Preservation commission prior to submitting the final plan application.
- e. Written approval of any proposed street names from the Town of Belgrade E911 Addressing Officer.
- f. The Board shall not review any final plan application unless the applicant or applicant's representative attends the meeting. Should the applicant or applicant's representative fail to attend, the Board shall reschedule review of the application at its next regular meeting.
- g. Within three days of the receipt of the Final Plan application, the Board, or its designee, shall issue a dated receipt to the applicant.
- h. Upon determination that a complete application has been submitted for review, the Planning Board shall issue a dated receipt to the applicant. The Planning Board may hold a public hearing on the Final Subdivision Plan application if the Board decides it will benefit its decision-making process.
- i. Within thirty days of determining that the Planning Board has received a complete application, the Planning Board shall publish a notice of the date, time, and place of the hearing in a newspaper of local circulation at least two times, the date of the first publication to be at least seven days prior to the hearing. In addition, the notice of the hearing shall be posted in at least three prominent places within the municipality at least seven days prior to the hearing. A copy of the notice shall be sent by First Class mail to abutting landowners and to

the applicant, at least ten days prior to the hearing.

- j. The Planning Board shall notify the Road Commissioner, School Superintendent, and Fire Chief of the proposed Subdivision, the number of dwelling units proposed, the length of roadways, and the size and construction characteristics of any multi-family, commercial, or industrial buildings. The Planning Board shall request that these officials comment upon the adequacy of their department's existing capital facilities to service the proposed Subdivision.
- k. Before the Board grants approval of the Major Subdivision Final Plan, the applicant shall meet the performance guarantee requirements contained in Article XV PERFORMANCE GUARANTEES.
- l. Within thirty days from the public hearing or within sixty days of receiving a complete application, if no hearing is held, or within another time limit as may be otherwise mutually agreed to by the Board and the applicant, the Board shall make findings of fact, and conclusions relative to the criteria for approval contained in Title 30-A M.R.S.A., §4404 and the standards of these regulations. If the Board finds that all the criteria of the statute and the standards of these regulations have been met, they shall approve the Major Subdivision Final Plan. If the Board finds that any of the criteria of the statute or the standards of these regulations have not been met, the Board shall either deny the application or approve the application with conditions to ensure all of the standards will be met by the subdivision. The reasons for any conditions shall be stated in the records of the Board.

2. Mandatory Submissions.

The Major Subdivision Final Plan shall consist of one or more maps or drawings drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches in size and shall have a margin of two inches outside of the border line on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be reserved on the plan for endorsement by the Board. One reproducible, stable-based transparency of the recording plan to be recorded at the Registry of Deeds, and Twelve (12) physical copies and one (1) electronic copy of all the final plan sheets and any supporting documents shall be submitted.

The Final Subdivision Plan shall include or be accompanied by the

following mandatory submissions of information:

- a. Completed Final Plan Application Form and Final Plan Application Submissions Checklist;
- b. Proposed name of the subdivision and the name of the municipality in which it is located, plus the assessor's map and lot numbers;
- c. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and marked by monuments. The plan shall indicate the type of monument set or found at each lot corner;
- d. The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features;
- e. An indication of the type of sewage disposal to be used in the subdivision. When sewage disposal is to be accomplished by connection to public sewer, a written statement from the sewer district indicating the district has reviewed and approved the sewerage design shall be submitted;
- f. An indication of the type of water supply system(s) to be used in the subdivision;
 1. When water is to be supplied by an existing public water supply, a written statement from the servicing water district shall be submitted indicating the district has reviewed and approved the water system design.
 2. A written statement shall be submitted from the fire chief approving all hydrant locations or other fire protection measures deemed necessary.
 3. When water is to be supplied by private wells, evidence of adequate ground water supply shall be submitted by a well driller or a hydrogeologist familiar with the area.
- g. The date the plan was prepared, north point, graphic map scale;
- h. The names and addresses of the record owner, applicant, and individual or company who prepared the plan;
- i. If different than those submitted with the preliminary plan, a copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the

subdivision;

j. The location of any zoning boundaries affecting the subdivision;

k. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided;

l. The location, names, and present widths of existing and proposed streets, highways, easements, buildings, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines and parcel boundary lines shall be certified by a professional land surveyor. The original reproducible plan shall be embossed with the seal of the professional land surveyor and be signed by that individual;

m. Street plans, meeting the requirements of Article XVIII.15;

n. All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the municipality of all public ways and open spaces shown on the Plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be managed and maintained shall be submitted. These may include homeowners' association by laws and condominium declarations. If proposed streets and/or open spaces or other land is to be offered to the municipality, written evidence that the Municipal Officers are satisfied with the legal sufficiency of the written offer to convey title shall be included;

o. The boundaries of any flood hazard areas and the 100-year flood elevation as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan; and

p. The location and method of disposal for land clearing and construction debris.

q. The common land or open space shall be shown on the final plan with appropriate notations on the plan to indicate:

1. It shall not be used for future building lots; and
2. Which portions of the open space, if any, may be

dedicated for acceptance by the municipality or a local land trust.

r. Covenants for mandatory membership in the lot owners' association setting forth the owners' or road rights, interests, and privileges in the association and the common property and facilities, to be included in the deed for each lot or dwelling and also:

1. Draft articles of incorporation of proposed lot owners' association as a not-for-profit corporation; and
2. Draft by-laws of the proposed lot owners' association specifying the responsibilities and authority of the association, the operating procedures of the association and providing for proper capitalization of the association to cover the costs of major repairs, maintenance and replacement of common facilities.

3. Required Submissions for which a Waiver May be Granted.

a. The name and certification number of the Maine Department of Environmental Protection certified contractor to oversee all soil disturbance.

b. An erosion and sedimentation control plan prepared in accordance with the Maine Erosion and Sediment Control Best Management Practices: Manual for Designers and Engineers, published by the Maine Department of Environmental Protection, October 2016. The Board may waive submission of the erosion and sedimentation control plan only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roads, roofs, walkways, and driveways is less than 5% of the area of the subdivision.

c. A stormwater management plan, prepared by a Maine registered professional engineer in accordance with the most recent edition of Maine Stormwater Management Design Manual, Vols. I and III, published by the Maine Department of Environmental Protection, 2016. Another methodology may be used if the applicant can demonstrate it is equally applicable to the site. The Board may waive submission of the stormwater management plan only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roads, roofs, walkways, and driveways is less than 5% of the area of the subdivision.

d. If any portion of the proposed subdivision is in the direct watershed of a great pond, and meets the criteria of Article XIII.12.D, the following shall be submitted or indicated on the plan:

1. A phosphorus impact analysis and control plan conducted using the procedures set forth in Maine DEP Phosphorus Control in Lake Watersheds, Volume II of the Maine Stormwater Management Design Manual, 2016. The analysis and control plan shall be based on the per acre phosphorous allocations in Appendix C of the Maine Stormwater Management Design Manual, Phosphorus Control Manual Volume II, March 2016. When a subdivision is in the direct watershed of more than one great pond, the lowest phosphorous allocation shall be used. The analysis and control plan shall include all worksheets, engineering calculations, and construction specifications and diagrams for control measures, as required by the Technical Guide;
2. A long-term inspection and maintenance plan for all phosphorus control measures;
3. The contour lines shown on the plan shall be at an interval of no less than five feet; and
4. Areas with sustained slopes greater than 25% covering more than one acre shall be delineated.
5. The Board may waive submission of the above phosphorous analysis and control requirements only if the subdivision is not in the watershed of a great pond, and upon a finding that the proposed subdivision will not involve road construction or grading which changes drainage patterns and if the addition of impervious surfaces such as roads, roofs, walkways, and driveways is less than 5% of the area of the subdivision.

**ARTICLE X: FINAL APPROVAL AND FILING FOR MINOR AND MAJOR
SUBDIVISIONS**

1. No Minor or Major Subdivision Final Plan shall be approved by the Board as long as the applicant is in violation of the provisions of a previously approved Plan within the municipality.
2. All subdivisions shall be approved with the following standard conditions of approval. These conditions and any special conditions of approval shall be listed on the Final plan.
 - a. The Board approval of this subdivision is limited to that described in the application and depicted in the final plan and other application submissions. Except to the extent that the Board has expressly indicated in the finding of facts and conclusions of law that certain depictions may be revised by the applicant without further review and approval by the Board, any changes to the application, final plan, or other supporting application submissions must receive prior approval from the Board, including but not limited to, changes in the location of structures, roads, parking, vehicle road entrance and exit, drinking water wells, waste water disposal, storm water management, and phosphorous analysis and control plans.
 - b. Unless a waiver from a specific ordinance standard has been requested by the applicant in writing and approved by the Board, the subdivision is required to meet all applicable ordinance requirements.
3. Upon findings of fact and determination that all standards in Title 30-A M.R.S.A., §4404, and these regulations have been met, and upon voting to approve the subdivision, the Board shall sign the Minor or Major Subdivision Final Plan. The Board shall specify in writing its findings of facts and reasons for any conditions or denial. One copy of the signed plan shall be retained by the Board as part of its permanent records. One copy of the signed plan shall be forwarded to the tax assessor. One copy of the signed plan shall be forwarded to the code enforcement officer. Any subdivision not recorded in the Registry of Deeds within ninety days of the date upon which the plan is approved and signed by the Board shall become null and void.
4. At the time the Board grants Minor or Major Subdivision Final Plan approval, it may permit the Plan to be divided into two or more sections subject to any conditions the Board deems necessary in order to ensure the orderly development of the Plan. If any municipal or quasi-municipal department head notified of the proposed subdivision informs the Board that

their department or district does not have adequate capital facilities to service the subdivision, the Board shall require the plan to be divided into two or more sections subject to any conditions the Board deems necessary in order to allow the orderly planning, financing and provision of public services to the subdivision. If the expansion, addition or purchase of the needed facilities is included in the municipality's capital improvements program, the time period of the phasing shall be no longer than the time period contained in the capital improvements program for the expansion, addition or purchase.

5. No changes, erasures, modifications, or revisions shall be made in any Minor or Major Subdivision Final Plan after approval has been given by the Board and endorsed in writing on the plan, unless a revised final plan is first submitted and the Board approves any modifications, in accordance with Article XI. The Board shall make findings that the revised plan meets the criteria of Title 30-A M.R.S.A., §4404, and the standards of these regulations. In the event that a Plan is recorded without complying with this requirement, it shall be considered null and void, and the Board shall institute proceedings to have the plan stricken from the records of the Registry of Deeds.
6. The approval by the Board of a Minor or Major Subdivision Final Plan shall not be deemed to constitute or be evidence of any acceptance by the municipality of any street, easement, or other open space shown on such plan. When a park, playground, or other recreation area shall have been shown on the plan to be dedicated to the municipality, approval of the plan shall not constitute an acceptance by the municipality of such areas. The Board shall require the plan to contain appropriate notes to this effect. The Board may also require the filing of a written agreement between the applicant and the municipal officers covering future deed and title dedication, and provision for the cost of grading, development, equipment, and maintenance of any such dedicated area.
7. Failure to commence substantial construction of the Subdivision within two years of the date of approval and signing of the plan shall render the plan null and void. Upon determining that a Subdivision's approval has expired under this paragraph, the Board shall have a notice placed in the Registry of Deeds to that effect.
8. Except in the case of a phased development plan, failure to complete substantial construction of the subdivision within five years of the date of approval and signing of the plan shall render the plan null and void. Upon determining that a subdivision's approval has expired under this paragraph, the Board shall have a notice placed in the Registry of Deeds to that effect.

ARTICLE XI: REVISIONS TO APPROVED PLANS

1. Procedure.

An applicant for a revision to a previously approved plan shall, at least 7 days prior to a scheduled meeting of the Board, request to be placed on the Board's agenda. If the revision involves the creation of additional lots or dwelling units, the procedures for preliminary plan approval shall be followed. If the revision involves only modifications of the approved plan, without the creation of additional lots or dwelling units, the procedures for final plan approval shall be followed.

2. Submissions.

The applicant shall submit a copy of the approved plan as well as one digital and 12 paper copies of the proposed revisions. The application shall also include enough supporting information to allow the Board to make a determination that the proposed revisions meet the standards of these regulations and the criteria of the statute. The revised plan shall indicate that it is the revision of a previously approved and recorded plan and shall show the title of the subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds.

3. Scope of Review.

The Board's scope of review shall be limited to those portions of the plan which are proposed to be changed.

ARTICLE XII: INSPECTIONS AND ENFORCEMENT

1. Inspection and Required Improvements.

- a. At least five days prior to commencing construction of required improvements, the Applicant or builder shall:
 1. Notify the code enforcement officer in writing of the time when they propose to commence construction of such improvements, so that the municipal officers can arrange for inspections to assure that all municipal specifications, requirements, and conditions of approval are met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Board.
 2. Deposit with the municipal officers a check for the amount of 2% of the estimated costs of the required improvements to pay for the costs of inspection. If upon satisfactory completion of construction and cleanup there are funds remaining, the surplus shall be refunded to the applicant or builder as appropriate. If the inspection account shall be drawn down by 90%, the applicant or builder shall deposit an additional 1% of the estimated costs of the required improvements.
- b. If the inspecting official finds upon inspection of the improvements that any of the required improvements have not been constructed in accordance with the plans and specifications filed by the subdivider, the inspecting official shall so report in writing to the municipal officers, Board, and the subdivider and builder. The municipal officers shall take any steps necessary to assure compliance with the approved plans.
- c. If at any time it appears necessary or desirable to modify the required improvements before or during the construction of the required improvements, the inspecting official is authorized to approve minor modifications due to unforeseen circumstances such as encountering hidden outcrops of bedrock, natural springs, etc. The inspecting official shall issue any approval under this section in writing and shall transmit a copy of the approval to the Board. Revised plans shall be filed with the Board. For major modifications, such as relocation of right of ways, property boundaries, changes of grade by more than 1%, etc., the subdivider shall obtain permission from the Board to modify the plans in accordance with Article XI.
- d. At the close of each summer construction season the Town shall, at the expense of the subdivider, have the site inspected by a qualified individual. By October 1 of each

year during which construction was done on the site, the inspector shall submit a report to the Board based on that inspection, addressing whether storm water and erosion control measures (both temporary and permanent) are in place, are properly installed, and appear adequate. The report shall also include a discussion and recommendations on any problems which were encountered.

- e. Prior to the sale of any lot, the subdivider shall provide the Board with a letter from a professional land surveyor, stating that all monumentation shown on the plan has been installed.
- f. Upon completion of street construction and prior to a vote by the municipal officers to submit a proposed public way to a town meeting, a written certification signed by a professional engineer shall be submitted to the municipal officers at the expense of the applicant, certifying that the proposed public way meets or exceeds the design and construction requirements of these regulations. If there are any underground utilities, the servicing utility shall certify in writing that they have been installed in a manner acceptable to the utility. "As built" plans shall be submitted to the municipal officers.
- g. The subdivider shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until acceptance of the improvements by the municipality or control is placed with a lot owners' association.

2. Violations and Enforcement.

- a. No plan of a division of land within the municipality which would constitute a subdivision shall be recorded in the Registry of Deeds until a final plan has been approved by the Board in accordance with these regulations.
- b. A person shall not convey, offer or agree to convey any land in a subdivision which has not been approved by the Board and recorded in the Registry of Deeds.
- c. A person shall not sell, lease or otherwise convey any land in an approved subdivision which is not shown on the plan as a separate lot.
- d. No public utility, water district, sanitary district or any utility company of any kind shall serve any lot in a subdivision for which a final plan has not been approved by the Board.
- e. Development of a subdivision without Board approval shall be a violation of law. Development includes grading or

construction of roads, grading of land or lots, or construction of buildings which require a plan approved as provided in these regulations and recorded in the Registry of Deeds.

- f. No lot in a subdivision may be sold, leased, or otherwise conveyed before the street upon which the lot fronts is completed in accordance with these regulations up to and including the entire frontage of the lot. No unit in a multi-family development shall be occupied before the street upon which the unit is accessed is completed in accordance with these regulations.
- g. A person who conveys any land in a Subdivision which has not been approved as required by these regulations shall be punished by a fine of not less than \$100.00, and not more than \$2,500.00 for each conveyance. The Municipality may institute proceedings to enjoin the violation of this Article and may collect attorney's fees and court costs if it is the prevailing party.

ARTICLE XIII: PERFORMANCE AND DESIGN STANDARDS

1. Basic Subdivision Layout.

a. Blocks.

Where street lengths exceed 1,000 feet between intersections with other streets, the Board may require a utility/pedestrian easement, at least 20 feet in width, to provide for underground utility crossings and/or a pedestrian pathway of at least five feet in width constructed in accordance with design standards for sidewalks in Article XIII.16.b.2.xiii. Maintenance obligations of the easement shall be included in the written description of the easement.

b. Lots.

1. Wherever possible, side lot lines shall be perpendicular to the street.
2. The subdivision of tracts into parcels with more than twice the required minimum lot size shall be laid out in such a manner as either to provide for or preclude future division. Deed restrictions and notes on the plan shall either prohibit future divisions of the lots or specify that any future division shall constitute a revision to the plan and shall require approval from the Board, subject to the criteria of the subdivision statute, the standards of these regulations and conditions placed on the original approval.
3. If a lot on one side of a stream, or road fails to meet the minimum requirements for lot size, it may not be combined with a lot on the other side of the stream, or road to meet the minimum lot size.
4. The ratio of lot length to width, outside of the shoreland zone, shall not be more than three to one. Flag lots and other odd-shaped lots in which narrow strips are joined to other parcels in order to meet minimum lot size requirements are prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, or great pond, none of the lots created within the subdivision shall have a lot depth to shore frontage ratio greater than 5 to 1.
5. In areas served by a postal carrier, lots shall be numbered in such a manner as to facilitate mail delivery. Even numbers shall be assigned to lots on one side of the street, and odd numbers on the opposite side. Where the proposed subdivision

contains the extension of an existing street or street approved by the Board, but not yet constructed, the lot numbers shall correspond with the existing lot numbers. The lot numbering shall be reviewed by the E-911 Addressing Officer and the comments shall be considered by the Board.

c. Utilities.

Utilities serving subdivisions in areas designated by the comprehensive plan as growth areas shall be installed underground. Utilities serving lots with a street frontage of 125 feet or less shall be installed underground. The Board may approve overhead utilities when the applicant proposes reserved affordable housing and provides evidence that the increased costs of underground utilities will raise the costs of the housing beyond the targets for affordable housing in the comprehensive plan.

d. Monuments.

1. Survey monuments shall be located and constructed in accordance with the requirements of the Maine Board of Licensure for Professional Land Surveyors regulations, Chapter 90: Standards of Practice.
2. Monuments shall be installed prior to offering any lots for sale or lease.

2. Sufficient Water.

a. Water Supply.

1. Any subdivision within the area designated in the comprehensive plan for future public water supply service shall make provisions for connection to the public system. A proposed subdivision shall not generate a demand on the source, treatment facilities or distribution system of the servicing water company or district beyond the capacity of those system components, considering improvements that are planned to be in place prior to occupancy of the subdivision. The applicant shall be responsible for paying the costs of system improvements to the district's or company's system as necessary in order to facilitate connection. When public water supply service will not be available at the time of construction of the subdivision, a "capped system" shall be installed within the subdivision to allow future connection when service becomes available without excavation within the right-of-way of any street within the subdivision.

2. When a subdivision is to be served by a public water system, the complete supply system within the subdivision including fire hydrants, shall be installed at the expense of the applicant. The size and location of mains, gate valves, hydrants, and service connections shall be reviewed and approved in writing by the servicing water company or district and the fire chief. Fire hydrants connected to a public water supply system shall be located no further than 500 feet from any building.
3. When a proposed subdivision is not within the area designated for public water supply service in the comprehensive plan, water supply shall be from individual wells or a private community water system.
 - i. Individual wells shall be sited and constructed to prevent infiltration of surface water, and contamination from subsurface wastewater disposal systems and other sources of potential contamination.
 - a. Due to the increased chance of contamination from surface water, dug wells shall be prohibited on lots of smaller than one acre. On lots of one acre or smaller, the applicant shall prohibit dug wells by deed restrictions and a note on the plan.
 - b. Wells shall not be constructed within 100 feet of the traveled way of any street, if located downhill from the street, or within 50 feet of the traveled way of any street, if located uphill of the street. This restriction shall be included as a note on the plan and deed restriction to the effected lots.
 - ii. Lot design shall permit placement of wells, subsurface wastewater disposal areas, and reserve sites for subsurface waste water disposal areas in compliance with the Maine Subsurface Wastewater Disposal Rules and the Well Drillers and Pump Installers Rules.
 - iii. If a central water supply system is provided by the applicant, the location and protection of the source, the design, construction, and operation of the system

shall conform to the standards of the Maine Rules Relating to Drinking Water (10-144A C.M.R. 231).

b. Water Quality.

1. Water supplies shall meet the drinking water standards contained in the Maine Center for Disease Control and Prevention's Maximum Exposure Guidelines for Drinking Water, and in the case of salt, the Maine Department of Transportation action level of 200 mg/L. If existing water quality contains contaminants in excess of the secondary drinking water standards in the Maine Rules Relating to Drinking Water, that fact shall be disclosed in a note on the plan to be recorded in the Registry of Deeds.
2. There may be no significant risk of contamination above the Maine Center for Disease Control and Prevention's Maximum Exposure Guidelines (MEGs) for Drinking Water to ground water to serve as the proposed subdivision drinking water supply from historical or current likely ground water contamination sources of oil, solid waste, salt and hazardous substances or wastes caused by human activities. Whether a significant risk of contamination to the proposed subdivision drinking water source exists shall be assessed as follows. Existing mapping and surrounding land uses will be reviewed to identify potential ground water contamination sources on the subdivision property or on abutting lots using the Maine Department of Environmental Protection's Environmental Geographic Analysis Database (EGAD; Maine Department of Transportation mapping of existing salt contaminated wells in the area of Town generally bounded by and abutting Routes 27, Cemetery Road and Routes 8 and 11; and Google Earth satellite imagery to locate vehicle junkyards, salvage or recycling facilities, the presence of commercial autobody shops, and commercial vehicle or boat repair facilities. If any of the above are present on the subdivision property or abutting lots, a hydrogeological assessment, and if required by the Planning Board, a hydrogeological investigation by a Maine Certified Geologist to demonstrate that water supply wells to serve the proposed subdivision will likely meet the Maine MEGs and will not pose a significant risk of future contamination from identified potential groundwater pollution

sources.

3. Erosion and Sedimentation and Impact on Water Bodies.

- a. The proposed subdivision shall prevent soil erosion and sedimentation from entering waterbodies, wetlands, and adjacent properties.
- b. The procedures outlined in the erosion and sedimentation control plan shall be implemented during the site preparation, construction, and clean-up stages.
- c. Cutting or removal of vegetation along waterbodies shall not increase water temperature or result in shoreline erosion or sedimentation. Within the Shoreland Zone, the vegetation cutting standards of Belgrade's Shoreland Zoning ordinance shall be adhered to. Natural vegetated buffer strips shall be maintained along perennial and intermittent streams, the width of which is determined by the slope of the land and as determined below. All cutting of vegetation is prohibited within a buffer strip.

Land Slope (%)	Minimum Width of Buffer Strip (ft.)
0	25
1-10	45
11-20	65
31-30	85
31-40	105
41-50	145
>50	Addition 20' for every 10% of slope

- d. Topsoil shall be considered part of the subdivision and shall not be removed from the site except for surplus topsoil from roads, parking areas, and building excavations.

4. Sewage Disposal

- a. Public System.
 1. Any subdivision within the area designated in the comprehensive plan for future public sewage disposal service shall be connected to the public system.
 2. When a subdivision is proposed to be served by the public sewage system, the complete collection

system within the subdivision, including manholes and pump stations, shall be installed at the expense of the applicant.

3. The sewer district shall certify that providing service to the proposed subdivision is within the capacity of the system's existing collection and treatment system or improvements planned to be complete prior to the construction of the subdivision.
4. The sewer district shall review and approve the construction drawings for the sewerage system. The size and location of laterals, collectors, manholes, and pump stations shall be reviewed and approved in writing by the servicing sewer district or department.

b. Private Systems.

1. When a proposed subdivision is not within the area designated for public sewage disposal service in the comprehensive plan, connection to the public system shall not be permitted. Sewage disposal shall be private subsurface wastewater disposal systems or a private treatment facility with surface discharge, licensed by the Department of Environmental Protection.
2. The applicant shall submit evidence of site suitability for subsurface sewage disposal prepared by a Maine Licensed Site Evaluator in full compliance with the requirements of the State of Maine Subsurface Wastewater Disposal Rules.
 - i. The site evaluator shall certify in writing that all test pits which meet the requirements for a new system represent an area large enough for a disposal area on soils which meet the Disposal Rules.
 - ii. On lots in which the limiting factor has been identified as being within 24 inches of the surface, a second site with suitable soils shall be shown as a reserve area for future replacement of the disposal area. The reserve area shall be shown on the plan and restricted in the deed so as not to be built upon.
 - iii. In no instance shall a disposal area be on a site which requires a New System Variance from the Subsurface Wastewater Disposal Rules.

5. Solid Waste.

If the additional solid waste from the proposed subdivision exceeds the capacity of the municipal solid waste facility, causes the municipal facility to no longer be in compliance with its license from the Department of Environmental Protection, or causes the municipality to exceed its contract with a non-municipal facility, the applicant shall make alternate arrangements for the disposal of solid waste. The alternate arrangements shall be at a disposal facility which is in compliance with its license. The Board may not require the alternate arrangement to exceed a period of five years.

6. Impact on Natural Beauty, Aesthetics, Historic Sites, Wildlife Habitat, Rare Natural Areas, Or Public Access to Shoreline.

a. Preservation of Natural Beauty and Aesthetics.

1. The plan shall, by notes on the final plan and deed restrictions, limit the clearing of trees to those areas designated on the plan.
2. Except in areas of the municipality designated by the comprehensive plan as Village Districts, General Development Districts, and Residential/Mixed Use Districts, the subdivision shall be designed to minimize the visibility of buildings from existing public roads. Outside of these designated areas, a subdivision in which the land cover type at the time of application is forested, shall maintain a wooded buffer strip no less than fifty feet in width along all existing public roads. The buffer may be broken only for driveways and streets.
3. The Board may require the application to include a landscape plan that will show the preservation of any existing large specimen trees, the replacement of trees and vegetation, and graded contours.
4. Unless located in areas designated as Village Districts, General Development Districts, and Residential/Mixed Use Districts, in the comprehensive plan, building location shall be restricted from open fields, and shall be located within forested portions of the subdivision. When the subdivision contains no forest or insufficient forested portions to include all buildings, the subdivision shall be designed to minimize the appearance of buildings when viewed from existing public streets. When a proposed subdivision street traverses open fields, the plan shall include the planting of street trees. Street trees shall include a mix of tall shade trees and medium

height flowering species. Trees shall be planted no more than fifty feet apart.

b. Retention of Open Spaces and Natural or Historic Features.

1. If any portion of the subdivision is located within an area designated by the comprehensive plan as a Critical Resource Conservation District, that portion shall be reserved for preservation.
2. If any portion of the subdivision is located within an area designated as a unique natural area by the comprehensive plan or the Maine Natural Areas Program the plan shall include a project review by the Department of Agriculture, Forestry, and Conservation and indicate appropriate measures for the preservation of the values which qualify the site for such designation.
3. If any portion of the subdivision is designated a site of historic or prehistoric importance by the comprehensive plan, National Register of Historic Places, or the Maine Historic Preservation Commission, appropriate measures for the protection of the historic or prehistoric resources shall be included in the plan. When the historic features to be protected include buildings, the placement and the architectural design of new structures in the subdivision shall be similar to the historic structures. The Board shall seek the advice of the Maine Historic Preservation Commission in reviewing such plans.
4. The subdivision shall reserve sufficient undeveloped land to provide for the passive recreational needs of the occupants and to provide residual wildlife habitat. For subdivisions larger than 10 acres, the percentage of open space to be reserved shall constitute no less than 10% of the area of the subdivision. In determining the need for recreational open space, the Board shall also consider the proximity of the subdivision to neighboring dedicated open space or recreation facilities, and the type of development. Sites selected primarily for scenic or passive recreation purposes shall have such access as the Board may deem suitable and no less than 25 feet of road frontage.
5. Land reserved for open space purposes shall be of a character, configuration, and location suitable for the particular use intended.

6. Reserved open space land may be dedicated to the municipality or to land trusts.
 7. Where land within the subdivision is not suitable or is insufficient in amount, a payment in lieu of dedication may be substituted for the reservation of some or part of the open space requirement. Payments in lieu of dedication shall be calculated based on the percentage of reserved open space that otherwise would be required and that percentage of the projected market value of the developed land at the time of the subdivision, as determined by the municipal tax assessor. The payment in lieu of dedication shall be deposited into a municipal land open space or outdoor recreation facility acquisition or improvement fund.
- c. Protection of High Value Plant and Animal Species.
1. 250 feet of horizontal distance of the following areas identified and mapped by the Department of Inland Fisheries and Wildlife Beginning with Habitat mapping Project or the comprehensive plan as:
 - i. Habitat for species appearing on the official state or federal lists of endangered, or threatened species, or Significant Vernal Pools;
 - ii. High and moderate value waterfowl and wading bird habitats, including nesting and feeding areas;
 - iii. Shorebird nesting, feeding and staging areas;
 - iv. Critical spawning and nursery areas for Atlantic sea run salmon as defined by the Atlantic Sea Run Salmon Commission; or
 2. 1,320 feet of horizontal distance of an area identified and mapped by the Department of Inland Fisheries and Wildlife as a high or moderate value deer wintering area, defined as a forested area used by deer when snow depth in the open/hardwoods exceeds 12 inches, or travel corridor;
 3. Or other important habitat areas identified in the comprehensive plan or in the Department of Inland Fisheries and Wildlife Beginning with Habitat Project; the applicant shall demonstrate that there shall be no adverse impacts on the habitat and species it supports. There shall be no cutting of vegetation within such areas, or within the

strip of land extending at least 75 feet from the edge or normal high-water mark of such habitat areas. The applicant must consult with the Maine Department of Inland Fisheries and Wildlife and provide their written comments and recommendations for mitigation measures, if any, to the Board. The Board may require a report to be submitted, prepared by a wildlife biologist, selected or approved by the Board, with demonstrated experience with the wildlife resource being impacted. This report shall assess the potential impact of the subdivision on the significant habitat and adjacent areas that are important to the maintenance of the affected species and shall describe any additional appropriate mitigation measures to ensure that the subdivision will have no adverse impacts on the habitat and the species it supports.

d. Protection of Important Shoreland Areas.

1. Any existing public rights of access to the shoreline of a water body shall be maintained by means of easements or rights-of-way or should be included in the open space with provisions made for continued public access.
2. Within areas subject to the state mandated shoreland zone, within a strip of land extending 100 feet inland from the normal high-water line of a great pond or any tributary to a great pond, and 75 feet from any other water body or the upland edge of a wetland, a buffer strip of vegetation shall be preserved. The plan notes, and deeds to any lots which include any such land, shall contain the following deed restrictions:
 - i. Tree removal shall be limited to no more than 40% of the volume of trees 4 inches or more in diameter measured at 4 1/2 feet above the ground level on any lot in any ten-year period.
 - ii. There shall be no cleared opening greater than 250 square feet in the forest canopy as measured from the outer limits of the tree crown.
 - iii. However, a footpath not to exceed ten feet in width as measured between tree trunks is permitted provided that a cleared line of sight to the water through the buffer strip is not created. Adjacent to a great pond, or

- a tributary to a great pond, the width of the foot path shall be limited to six feet.
- iv. In order to protect water quality and wildlife habitat adjacent to great ponds, and tributaries to great ponds, existing vegetation under three feet in height and other ground cover shall not be removed, except to provide for a footpath or other permitted uses as described above.
 - v. Pruning of tree branches, on the bottom third of the tree is permitted.
3. Within areas subject to the state mandated shoreland zone, beyond the buffer strip designated above, and out to 250 feet from the normal high-water line of a water body or upland edge of a wetland, cleared openings for development, including but not limited to, principal and accessory structures, driveways and sewage disposal areas, shall not exceed in the aggregate, 25% of the lot area or 10,000 square feet, whichever is greater, including land previously developed.
- e. Reservation or Dedication and Maintenance of Open Space and Common Land, Facilities, and Services.
- 1. All open space common land, facilities and property shall be owned by:
 - i. The owners of the lots or dwelling units by means of a lot owners' association;
 - ii. An association which has as its principal purpose the conservation or preservation of land in essentially its natural condition; or
 - iii. The municipality or land trust.
 - 2. Further subdivision of the common land or open space and its use for other than non-commercial recreation, agriculture, or conservation purposes, except for easements for underground utilities, shall be prohibited. Structures and buildings accessory to non-commercial recreational or conservation uses may be erected on the common land. When open space is to be owned by an entity other than the municipality, there shall be a conservation easement deeded to the municipality prohibiting future development.
 - 3. Written documents shall provide for the following:

- i. The homeowners' association shall have the responsibility of maintaining the common property or facilities.
- ii. The association shall levy annual charges against all owners of lots or dwelling units to defray the expenses connected with the maintenance, repair, and replacement of common property and facilities and tax assessments.
- iii. The association shall have the power to place a lien on the property of members who fail to pay dues or assessments.
- iv. The developer or subdivider shall maintain control of the common property, and be responsible for its maintenance until development sufficient to support the association has taken place. Such determination shall be made by the Board upon request of the lot owners' association or the developer.

7. Conformance with Zoning Ordinance and Other Land Use Ordinances.

All lots, other than those found within cluster developments approved pursuant to Article XIII, shall meet the minimum dimensional requirements of the zoning ordinance for the zoning district in which they are located. The proposed subdivision shall meet all applicable performance standards or design criteria from the zoning ordinance and other land use ordinances including the Belgrade Minimum Lot Size Ordinance.

8. Financial and Technical Capacity.

a. Financial Capacity.

The applicant shall have adequate financial resources to construct the proposed improvements and meet the criteria of the statute and the standards of these regulations. When the applicant proposes to construct the buildings as well as the subdivision improvements, the applicant shall have adequate financial resources to construct the total development. In making the above determinations the Board shall consider the proposed time frame for construction and the effects of inflation.

b. Technical Capacity.

- 1. The applicant shall retain qualified contractors and consultants with the appropriate state certifications to supervise, construct and inspect

the required improvements in the proposed subdivision.

2. In determining the applicant's technical ability, the Board shall consider the applicant's previous experience, the experience and training of the applicant's consultants and contractors, and the existence of violations of previous approvals granted to the applicant.

9. Impact on Ground Water Quality or Quantity.

a. Ground Water Quality.

1. When a hydrogeologic assessment is submitted, the assessment shall contain at least the following information:
 - i. A map showing the basic soils types.
 - ii. The depth to the water table at representative points throughout the subdivision.
 - iii. Drainage conditions throughout the subdivision.
 - iv. Data on the existing ground water quality, either from test wells in the subdivision or from existing wells on neighboring properties.
 - v. An analysis and evaluation of the effect of the subdivision on ground water resources. In the case of residential developments, the evaluation shall, at a minimum, include a projection of post development nitrate-nitrogen concentrations at any wells within the subdivision, or at the subdivision boundaries; or at a distance of 1,000 feet from potential contamination sources, whichever is a shortest distance.
 - vi. A map showing the location of any subsurface wastewater disposal systems and drinking water wells within the subdivision and within 200 feet of the subdivision boundaries.
2. Projections of ground water quality shall be based on the assumption of drought conditions (assuming 60% of annual average precipitation).
3. No subdivision shall increase any contaminant concentration in the ground water to more than one half of the Primary Drinking Water Standards. No subdivision shall increase any contaminant

concentration in the ground water to more than the Secondary Drinking Water Standards.

4. If ground water contains contaminants in excess of the primary standards, and the subdivision is to be served by onsite ground water supplies, the applicant shall demonstrate how water quality will be improved or treated.
5. If ground water contains contaminants in excess of the secondary standards, the subdivision shall not cause the concentration of the parameters in question to exceed 150% of the ambient concentration.
6. Subsurface wastewater disposal systems and drinking water wells shall be constructed as shown on the map submitted with the assessment. If construction standards for drinking water wells or other measures to reduce ground water contamination and protect drinking water supplies are recommended in the assessment, those standards shall be included as a note on the final plan, and as restrictions in the deeds to the affected lots.

b. Ground Water Quantity.

1. Ground water withdrawals by a proposed subdivision shall not lower the water table beyond the boundaries of the subdivision.
2. A proposed subdivision shall not result in a lowering of the water table at the subdivision boundary by increasing runoff with a corresponding decrease in infiltration of precipitation.

10. Floodplain Management.

When any part of a subdivision is located in a special flood hazard area as identified by the Federal Emergency Management Agency:

- a. All public utilities and facilities, such as sewer, gas, electrical and water systems shall be located and constructed to minimize or eliminate flood damages.
- b. Adequate drainage shall be provided so as to reduce exposure to flood hazards.
- c. The plan shall include a statement that structures in the subdivision shall be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation. Such a restriction shall be included in any deed, lease, purchase and sale agreement, or document transferring or expressing an

intent to transfer any interest in real estate or structure, including but not limited to a time-share interest. The statement shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on the plan.

11. Identification of Freshwater Wetlands, Rivers, Streams, or Brooks.

Freshwater wetlands within the proposed subdivision shall be identified in accordance with the US Fish and Wildlife Service's National Wetlands Inventory. Any rivers, streams, or brooks within or abutting the proposed subdivision shall be identified.

12. Stormwater Management.

- a. For subdivisions that require a DEP review under the Site Location of Development Act (SLDA), a stormwater management plan shall be submitted which complies with the SLDA permit and the requirements of DEP Chapter 500 Stormwater Regulations.
- b. For subdivisions that do not require a SLDA permit, but require a DEP permit under the Stormwater Law, a stormwater management plan shall be submitted which complies with the requirements of DEP Chapter 500 Stormwater Regulations.
- c. For subdivisions within the watershed of a Great Pond, a stormwater management plan shall be submitted if there is 30,000 sq. ft. of disturbed area or 350 linear feet of road or driveway according to the Town's Shoreland Zoning and Commercial Development ordinances. The watershed management plan shall be submitted with the methodology described in the DEP Best Management Practices Manual, 2016 Phosphorous Control in Lake Watersheds.
- d. The Planning Board may require a hydrologic analysis for any site in areas with a history of flooding or in areas with a potential for future flooding, associated with cumulative impacts of development. This hydrologic analysis would be in the form of a "Downstream Analysis" under conditions of the 10-year, 24-hour storm and the 25-year, 24-hour storm, and the 100-year, 24-hour storm, as described below:

Downstream Analysis Methodology

The criteria used for the downstream analysis is

referred to as the "10% rule." Under the 10% rule, a hydrologic and hydraulic analysis for the 10-year, 24-hour storm and the 25-year, 24-hour storm, and the 100-year, 24-hour storm is extended downstream to the point where the site represents 10% of the total drainage area. For example, a 10-acre site would be analyzed to the point downstream with a drainage area of 100 acres. This analysis should compute flow rates and velocities downstream to the location of the 10% rule for present conditions and proposed conditions. If the flow rates and velocities increase by more than 5% and/or if any existing downstream structures are impacted, the designer should redesign and incorporate detention facilities.

13. Cluster Development

a. Purpose, Mandate for Clustering.

1. The purpose of these provisions is to allow for flexibility in the design of housing developments to allow for the creation of open space which provides recreational opportunities or protects important natural features from the adverse impacts of development, provided that the net residential density shall be no greater than is permitted in the district in which the development is proposed. Notwithstanding provisions of the ordinance relating to dimensional requirements, the Board, in reviewing and approving proposed residential subdivisions, may modify the provisions related to dimensional requirements to permit flexibility in approaches to housing and environmental design in accordance with the following guidelines. This shall not be construed as granting variances to relieve hardship, and action of the Zoning Board of Appeals shall not be required.
2. All major subdivisions may be designed as a cluster development, according to the following standards.

b. Basic Standards for Cluster Developments.

1. Cluster developments shall meet all requirements of these regulations.
2. Each building shall be an element of an overall plan for site development. Only developments having a total site plan for structures will be considered. The application shall illustrate the placement of buildings and the treatment of spaces, paths, roads, service, and parking and in

so doing shall take into consideration all requirements of this section and of other relevant sections of these regulations.

3. The Planning Board shall allow lots within cluster developments to be reduced in lot area, street frontage and lot width below the minimum normally required by this ordinance in return for provision of common open space, as long as the maximum number of dwelling units is not exceeded, according to the calculations in paragraph 5 below.
4. In order to determine the maximum number of dwelling units permitted on a tract of land, the net residential acreage as determined in section 5 below shall be divided by the minimum lot size in the district, as required by the applicable ordinance(s). No building in the cluster development shall be sited on slopes steeper than 25%, within 100 feet of any water body or wetland, or on soil classified as being very poorly drained.
5. The net residential acreage shall be calculated by taking the total area of the lot and subtracting, in order, the following:
 - i. 15% of the area of the lot to account for roads and parking.
 - ii. Portions of the lot shown to be in a floodway as designated in the Flood Boundary and Floodway Map prepared by the Federal Insurance Administration.
 - iii. Portions of the lot which are unsuitable for development in their natural state due to topographical, drainage or subsoil conditions such as, but not limited to:
 - a. slopes greater than 20%.
 - b. wetland soils.
 - c. Portions of the lot subject to right of ways.
 - d. Portions of the lot located in the resource protection zone.
 - e. Portions of the lot covered by surface waters.
 - f. Portions of the lot utilized for storm water management facilities.

6. Unless a community sewage collection and treatment system is provided, no lot or area of occupation, in the case of a condominium, shall be smaller in area than 20,000 square feet.
7. The total area of reserved open space within the development shall equal or exceed the sum of the areas by which any building lots are reduced below the minimum lot area normally required by the zoning ordinance. However, at least fifty percent (50%) of the area of the entire parcel or tract shall be included as common open space. Common open space shall not include road right of ways, streets, drives, or parking. No more than fifty percent (50%) of the common open space shall consist of forested or open wetlands of any size.
8. Every building lot that is reduced in area below the amount normally required shall be within 1,000 feet of the common land.
9. The distance between buildings shall not be less than 20 feet.
10. No individual lot or dwelling unit shall have direct vehicular access onto a public road existing at the time of development.
11. Shore frontage for each lot or area of occupation, in the case of a condominium, shall not be reduced below the minimum normally required by the zoning ordinance.
12. Where a cluster development abuts a body of water, a usable portion of the shoreline, as well as reasonable access to it, shall be a part of the common land.
13. The common open space shall be owned and managed according to the standards of Article XIII.6.e.
14. The subdivider shall be responsible for the maintenance of the common open space and the other common facilities, until development sufficient to support the neighborhood association has taken place. or, alternatively, the objectives of clustering have been met. The transfer of responsibility shall occur only after review and approval by the Planning Board, upon request by the neighborhood association or the developer or subdivider.

14. Compliance with Timber Harvesting Rules.

The Board shall ascertain that any timber harvested on the

parcel being subdivided, has been harvested in compliance with rules adopted pursuant to Title 12, M.R.S.A section 8869, subsection 14. If a violation of rules adopted by the Maine Forest Service to substantially eliminate liquidation harvesting has occurred, the Planning Board must determine prior to granting approval for the subdivision that 5 years have elapsed from the date the landowner under whose ownership the harvest occurred acquired the parcel. The Planning Board may request technical assistance from the Department of Conservation, Bureau of Forestry to determine whether a rule violation has occurred, or the Board may accept a determination certified by a forester licensed pursuant to Title 32, chapter 76. If the Bureau agrees to provide assistance, it shall make a finding and determination as to whether a rule violation has occurred. If the Bureau notifies the Planning Board that it will not provide assistance, the Board may require a subdivision applicant to provide a determination certified by a licensed forester. For the purposes of this subsection, "liquidation harvesting" has the same meaning as in Title 12, M.R.S.A section 8868, subsection 6 and "parcel" means a contiguous area within one municipality, township or plantation owned by one person or a group of persons in common or joint ownership.

15. Traffic Conditions and Streets.

a. General Standards.

The proposed subdivision shall meet the following general transportation performance standards:

1. The subdivision transportation system shall provide safeguards against hazards to vehicles, bicyclists and pedestrians in interior subdivision streets and access connections to external streets;
2. The subdivision transportation system shall have design standards that avoid traffic congestion on any street;
3. The subdivision transportation system shall provide safe and convenient circulation for vehicles, bicyclists and pedestrians on interior subdivision streets and access connections to external streets;
4. The subdivision transportation system shall have design standards that are compatible with the estimated Average Annual Daily Traffic of the street, the land uses accommodated by the street, and the lot density of the street; and
5. The subdivision transportation system shall have a

positive relationship to the natural setting of the proposed subdivision site.

b. General Access Standards.

All subdivision accesses connecting with external streets shall meet the following standards:

1. Accesses connecting to any state or state-aid highway shall meet the minimum access permitting requirements of the Maine Department of Transportation "Highway Driveway and Entrance Rules";
2. Accesses that are expected to carry more than 100 passenger vehicle equivalent trips in the peak hour shall meet the minimum access permitting requirements of the Maine Department of Transportation "Rules and Regulations Pertaining to Traffic Movement Permits".
3. The street giving access to the subdivision and neighboring streets and intersections which can be expected to carry traffic generated by the subdivision shall have the capacity or be suitably improved to accommodate that traffic and avoid unreasonable congestion. No subdivision shall reduce the Level of Service (LOS) of streets or intersections neighboring the subdivision to a LOS of "E" or below, unless:
 - i. the comprehensive plan has indicated that Levels of Service "E" or "F" are acceptable for that street or intersection; or
 - ii. the level of service of the road or intersection will be raised to D or above through transportation demand management techniques; or
 - iii. the applicant provides evidence that it is not possible to raise the level of service of the road or intersection to D or above by road or intersection improvements or by transportation demand management techniques, but improvements will be made or transportation demand management techniques will be used such that the proposed development will not increase delay at a signalized or unsignalized intersection, or otherwise worsen the operational condition of the road or intersection in the horizon year; or

Commented [AW2]: "anticipated opening year of the proposed development, assuming build-out and full occupancy" Question for the town attorney on using the MDOT definition instead.

- iv. improvements cannot reasonably be made because the road or intersection is located in a central business district or because implementation of the improvements will adversely affect a historic site as defined in 06-096CMR375(11) (Preservation of Historic Sites) and transportation demand management techniques will be implemented to the fullest extent practical; or
 - v. The development is located in a designated growth area, in which case the applicant shall be entitled to an exception from the level of service mitigation requirements set forth under the General Standards in this Section. This exception applies even if part or all of the traffic impacts of the proposed development will occur outside the boundaries of the designated growth area. This exception does not exempt the development from meeting safety standards, and greater mitigation measures may be required than otherwise provided in this subsection if needed to address safety issues; or
 - vi. In the case of unsignalized intersections, if traffic with the development in place would not meet the warrant criteria for signalization or turning lanes, as set forth in the Federal Highway Administration's "Manual on Uniform Traffic Control Devices," (1988), then the municipal reviewing authority may reduce the mitigation requirement for those measures so long as the resulting traffic conditions provide for safe traffic movement.
4. Accesses to non-residential subdivisions or to multifamily developments shall be designed to avoid queuing of entering vehicles on any street. Left lane storage capacity shall be provided to meet anticipated demand. A study or analysis to determine the need for a left-turn storage lane shall be done.
- c. General Internal Subdivision Street Standards.**
- All internal subdivision streets shall meet the following minimum standards. In cases where the internal subdivision street standards conflict with the street ordinance of the municipality, the more stringent rule shall apply.

1. The street or street system of the proposed subdivision shall be designed to coordinate with existing, proposed, and planned streets. Wherever a proposed development abuts unplatted land or a future development phase of the same development, street stubs shall be provided as deemed necessary by the municipality to provide access to abutting properties or to logically extend the street system. All street stubs shall be provided with temporary turn around or cul-de-sacs unless specifically exempted by the Public Works Director, and the restoration and expansion of the street shall be the responsibility of any future developer of the abutting land. Minor collector and local streets shall connect with surrounding streets to permit convenient movement of traffic between residential neighborhoods or facilitate emergency access and evacuation, but such connections shall not be permitted where the effect would be to encourage the use of such streets by substantial through traffic.
2. Where necessary to safeguard against hazards to vehicle drivers, bicyclists, and pedestrians and/or to avoid traffic congestion, provision shall be made for turning lanes, traffic directional islands, frontage roads, sidewalks, bicycle ways, transportation demand management techniques, and traffic controls within existing public streets.
3. Street Names, Signs and Lighting. Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality and shall be subject to the approval of the Board. No street name shall be the common given name of a person. The developer shall either install street name, traffic safety and control signs meeting municipal specifications or reimburse the municipality for the costs of their installation. Street lighting shall be installed as approved by the Board.
4. During street construction, the entire right of way shall not be cleared unless clearing is necessary for utilities, drainage, or other infrastructure necessities beyond the clear zone. Following street construction, the developer or contractor shall conduct a thorough clean-up of stumps and other debris from the entire right of

way created during the street construction process. If on-site disposal of the stumps and debris is proposed, the site shall be indicated on the plan, and be suitably covered with fill and topsoil, limed, fertilized, and seeded.

16. Specific Access and Street Design Standards.

a. Access Control.

1. To the maximum extent practical, all subdivision accesses shall be constructed perpendicular to the external street providing access to the subdivision. No subdivision accesses shall intersect the external street at an angle of less than 60 degrees.
2. Where a subdivision abuts or contains an existing or proposed arterial street, no lot may have vehicular access directly to the arterial street. This requirement shall be noted on the plan and in the deed of any lot with frontage on the arterial street.
3. Where a lot has frontage on two or more streets, the access to the lot shall be provided to the lot across the frontage and to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians. This restriction shall appear as a note on the plan and as a deed restriction to the affected lots. In cases where creating an access to a lesser traveled way is problematical, the Board may allow an access on the higher volume street if the access does not significantly detract from public safety. For accesses on higher volume streets, the Board shall consider the functional classification of the external street, the length of frontage on the external street, the intensity of traffic generated by the proposed subdivision, the geography along the frontage of the public way with lesser potential for traffic, and the distance to the public way with lesser potential for traffic. In cases where the double frontage lot has frontage on two Maine Department of Transportation designated noncompact arterials, the access shall meet the permitting standards of the Maine Department of Transportation "Highway Driveway and Entrance Rules".
4. Lots in subdivisions with frontage on a state or state aid highway shall have shared access points to and from the highway. Normally a maximum of two

accesses shall be allowed regardless of the number of lots or businesses served.

5. The subdivision access including all radii must be paved from the edge of pavement of the external street to the street right of way or the length of the design vehicle using the subdivision, whichever is greater, unless:
 - i. the external street is not paved; or
 - ii. the internal subdivision street is an unpaved private street that is expected to carry an Average Daily Traffic capacity of 50 trips or less.
6. Minimum Sight Distance Standards Minimum sight distance requirements for all subdivision accesses connecting to external streets shall be contingent on the posted speed of the external street connecting to the subdivision access. For accesses that are expected to carry primarily passenger vehicles, the standards in the second column in Table 11.15-1 shall apply. For accesses that are estimated to carry more than 30% of their traffic in vehicles larger than standard passenger vehicles, the standards in the third column of Table XIII.15-1 shall apply. On roads that are designated by the Maine Department of Transportation as Mobility or Retrograde Arterials, the third column in Table XIII.15-1 shall apply.
7. Access design shall be based on the traffic volume estimates anticipated to be carried by the internal subdivision street. Traffic volume estimates shall be defined by the latest edition of the Trip Generation Manual published by the Institute of Transportation Engineers. The following traffic volume standards shall apply to the design of subdivision accesses connecting to external streets:
 - i. Low Volume Access: An access with 50 or less passenger car equivalent trips per day.
 - ii. Medium Volume Access: Any access with more than 50 passenger car equivalent trips per day but less than 100 passenger car equivalent trips during the peak hour.
 - iii. High Volume Access: Any access with 100 or more passenger car equivalent trips during the peak hour.

8. Basic Access Design Standards for Low and Medium Volume Accesses The following minimum access design standards shall apply to all low and medium volume accesses connecting to external streets:
9. Additional Access Requirements for Medium Volume Accesses In addition to the basic access standards outlined in Table XIII.15-2., medium volume accesses on state or state-aid highways designated as Major Collectors or Arterials shall also comply with the following standards:
- i. The minimum curb radius on the edge of the access shall exceed the minimum curb radius standard in Table XIII.15-2. if a larger design radius is needed to accommodate a larger design vehicle.
 - ii. A throat shall be constructed around the access in order to store vehicles waiting to exit the access. The throat shall be of sufficient length to prevent incoming vehicles from queuing back into the highway. Access from the throat to parking or other areas shall be prohibited.
 - iii. A separator strip or strip of land that separates the roadway from the throat or parking area shall be constructed. The access separator strips shall be installed between the parking area and the roadway and along the throat. The Board shall determine if the separator strip shall include curbing, walkways, ditching, and/or vegetation. The separator strip shall extend away from the highway at a minimum of 9 feet from the traveled way of the external road.
 - iv. The Board shall determine if one two-way or two one-way access (es) will be required for the proposed subdivision. If a one-way system is required and the predominant traffic volume is truck traffic, the entrance will be configured on the minimum angle that permits the truck to enter or leave the highway safely and conveniently. Otherwise, all one-way accesses will be configured perpendicular to the highway for at least the length of the design vehicle. For one-way access systems, the Board shall determine if a physical separation of curbing, ditching, grass, or other landscaping must be used between the two one-way accesses. Both portions of a one-

way access must be separated from another one-way access by at least 12 feet.

10. All high-volume accesses shall meet the requirements of the Maine Department of Transportation's "Rules and Regulations Pertaining to Traffic Movement Permits." A copy of the Maine Department of Transportation's required traffic study shall be submitted to the Board. The Board shall develop design standards for the proposed subdivision access based on the findings of the traffic study submitted to the Maine Department of Transportation. The design standards shall be compatible with the performance standards cited in Article XIII.15.b of the Subdivision Regulations.

b. Street Design and Construction Standards.

1. General Requirements.

- i. The Board shall not approve any subdivision plan unless proposed streets are designed in accordance with any local ordinance or the specifications contained in these regulations. Approval of the final plan by the Board shall not be deemed to constitute or be evidence of acceptance by the municipality of any street or easement.
- ii. Applicants shall submit to the Board, as part of the final plan, detailed construction drawings showing a plan view, profile, and typical cross-section of the proposed streets and existing streets within 300 feet of any proposed intersections. The plan view shall be at a scale of one inch equals no more than fifty feet. The vertical scale of the profile shall be one inch equals no more than five feet. The plans shall include the following information:
 - a. Date, scale, and north point, indicating magnetic or true.
 - b. Intersections of the proposed street with existing streets.
 - c. Roadway and right-of-way limits including edge of pavement or aggregate base, edge of shoulder, clear zone, sidewalks, and curbs.
 - d. Kind, size, location, material, profile and cross-section of all existing and

proposed drainage structures and their location with respect to the existing natural waterways and proposed drainage ways.

- e. Complete curve data shall be indicated for all horizontal and vertical curves.
- f. Turning radii at all intersections.
- g. Centerline gradients.
- h. Size, type, vertical clearance, and locations of all existing and proposed overhead and underground utilities, to include but not be limited to water, sewer, electricity, telephone, lighting, and cable television.

- iii. Upon receipt of plans for a proposed public street the Board shall forward one copy to the municipal officers, the road commissioner, and the municipal engineer for review and comment. Plans for streets which are not proposed to be accepted by the municipality shall be sent to the municipal engineer for review and comment.
- iv. Where the applicant proposes improvements within existing public streets, the proposed design and construction details shall be approved in writing by the road commissioner or the Maine Department of Transportation, as appropriate.
- v. Private Roads. The following standards shall apply to all proposed private roads:
 - a. All private roads shall be designated as such and will be required to have adequate signage indicating the road is a private road and not publicly maintained.
 - b. Except for sidewalk, bicycle provisions and minimum grade requirements stipulated in this Section, all private roads shall adhere to the road design standards of this Section.
 - c. The Board may approve a reduction of the right of way easement for private roads to a minimum of 30 feet in land use density areas designated as "Rural" in the Town's Comprehensive Plan.

- d. All properties served by the private road shall provide adequate access for emergency vehicles and shall conform to the approved local street numbering system.
- e. All private roads shall have adequate provisions for drainage and stormwater runoff as provided in Article XIII.12.
- f. Where the subdivision streets are to remain private roads, the following words shall appear on the recorded plan: "All roads in this subdivision shall remain private roads to be maintained by the developer or the lot owners and shall not be accepted or maintained by the Town, until they meet all municipal street design and construction standards."
- g. A road maintenance agreement, prepared by the Town Attorney shall be recorded with the deed of each property to be served by a common private road. The agreement shall provide for a method to initiate and finance a private road and maintain that road in condition, and a method of apportioning maintenance costs to current and future users.

2. Street Design Standards.

- i. These design guidelines shall control the roadway, shoulders, clear zones, curbs, sidewalks, drainage systems, culverts, and other appurtenances associated with the street, and shall be met by all streets within a subdivision, unless the applicant can provide clear and convincing evidence that an alternate design will meet good engineering practice and will meet the performance standards of this Article.
- ii. Reserve strips controlling access to streets shall be prohibited except where their control is definitely placed with the municipality.
- iii. Adjacent to areas zoned and designed for commercial use, or where a change of zoning to a zone which permits commercial uses is contemplated by the municipality, the street right-of-way and/or pavement width shall be

increased on each side by half of the amount necessary to bring the road into conformance with the standards for commercial streets in these regulations.

- iv. Where a subdivision borders an existing narrow street (not meeting the width requirements of the standards for streets in these regulations), or when the comprehensive plan indicates plans for realignment or widening of a road that would require use of some of the land in the subdivision, the plan shall indicate reserved areas for widening or realigning the road marked "Reserved for Road Realignment (Widening) Purposes." Land reserved for such purposes may not be included in computing lot area or setback requirements of the zoning ordinance. When such widening or realignment is included in the municipality's capital investment plan, the reserve area shall not be included in any lot but shall be reserved to be deeded to the municipality or State.
- v. Any subdivision expected to generate average daily traffic of 200 trips per day or more shall have at least two street connections with existing public streets, streets shown on an Official Map, or streets on an approved subdivision plan for which performance guarantees have been filed and accepted. Any street with an average daily traffic of 200 trips per day or more shall have at least two street connections leading to existing public streets, streets shown on an Official Map, or streets on an approved subdivision plan for which performance guarantees have been filed and accepted.
- vi. The design standards of Table XIII.15-3 shall be compatible with the traffic volume access thresholds referenced in Article XIII.16.a.7. In addition, the street design standards shall be compatible with the estimated Average Daily Traffic expected to occur on the internal subdivision street, and the land use type and lot density allowed in the land use zone.
- vii. The Board shall have authority to increase the minimum standards in Table XIII.15-3, if the Board approves a road design that will accommodate travel speeds greater than 30

mph.

- viii. On Street Parking. The Board shall have authority to require a paved cross section of 26 feet for residential subdivisions with average lot widths between 100 feet and 40 feet wide for on-street spillover parking.

ix. Curbs.

- a. Curbs shall be installed for stormwater purposes and/or to protect the pavement edge from unraveling along parking lanes or in very intensive developments where heavy use may erode the planted area at the edge of the pavement. Curbs for stormwater management shall be contingent on the stormwater design standards specified in Article XIV.13. If curbs are not necessary for stormwater management purposes, they are not required for subdivisions in which the average lot width is 100 feet or greater. If the Board requires a vertical curb and no parking lane is present, a minimum shoulder of 2 feet is recommended from the traveled way to the curb. For sloped curbs where no parking lane is present, a minimum 1-foot shoulder is required from the traveled way to the curb.
 - b. Granite curbing shall be installed on a thoroughly compacted gravel base of six inches minimum thickness. Bituminous curbing shall be installed on the base course of the pavement.
- x. The Board may require additional shoulder lengths in any situation where the proximity of the proposed subdivision to future or existing neighborhood businesses, schools, community facilities, or other bicycle traffic generators suggest that additional shoulder lengths will be needed for bicycle traffic. In situations where additional shoulder lengths are required for bicyclists, the minimum width of a paved shoulder shall be 1 foot on either side of the traveled way for all low and medium volume streets in Rural areas as designated in the Town's Comprehensive Plan. Paved shoulder widths for low and medium volume streets in

Village/Urban (V/U) designated zones shall be a minimum of 2 feet on either side of the traveled way.

- xi. The centerline of the roadway shall be the centerline of the right-of-way.
- xii. Dead End Streets. In addition to the design standards in Table XIII.15-3, dead-end streets shall be constructed to provide a cul-de-sac turn-around with a travel lane and width equal to the minimum width required for the internal subdivision street. For all residential cul-de-sacs, the minimum radius shall be 38 feet. For commercial/industrial cul-de-sacs the minimum radius shall be 50 feet. Where the cul-de-sac is in a wooded area prior to development, a stand of trees shall be maintained within the center of the cul-de-sac. The Board shall require the reservation of a twenty-foot easement in line with the street to provide continuation of pedestrian traffic or utilities to the next street. The Board may also require the reservation of a right-of-way easement equal to the right of way width of the internal subdivision street in line with the street to provide continuation of the road where future subdivision is possible. A "T" turnaround is permissible for residential subdivisions carrying an ADT of 100 or less. The turnaround area shall have a width equal to the street width, a 5-foot turning radius, and a total length of 50 feet centered above the street.
- xiii. Sidewalks. The Board may require sidewalks in any situation where the proximity of the proposed subdivision to future or existing neighborhood businesses, schools, community facilities, or other pedestrian traffic generators suggest sidewalks will be needed. The Board shall determine if sidewalks will be installed on one side or both sides of the street, and if the sidewalk shall be a bituminous or Portland cement concrete sidewalk.
 - a. Location. Sidewalks may be located adjacent to the curb or shoulder, but it is recommended to locate sidewalks a minimum of 2 1/2 feet from the curb facing or edge of shoulder if the street

is not curbed. If no shoulder is required, the sidewalk shall be located a minimum of 4 feet from the edge of the traveled way.

b. Bituminous Sidewalks.

- i. The "subbase" aggregate course shall be no less than twelve inches thick after compaction.
- ii. The hot bituminous pavement surface course shall be MDOT plant Mix Grade D constructed in two lifts, each no less than one inch after compaction.

c. Portland Cement Concrete Sidewalks.

- i. The "subbase" aggregate shall be no less than twelve inches thick after compaction.
- ii. The Portland Cement concrete shall be reinforced with six-inch square, number 10 wire mesh and shall be no less than four inches thick.

3. Street Construction Standards.

- i. The minimum thickness of material after compaction shall meet the specifications in Table XIII.15-4.
- ii. Preparation.
 - a. Before any clearing has started on the right-of-way, the center line and side lines of the new road shall be staked or flagged at fifty-foot intervals.
 - b. Before grading is started, the entire area within the right-of-way necessary for traveled way, shoulders, clear zones, sidewalks, drainage-ways, and utilities shall be cleared of all stumps, roots, brush, and other objectionable material. All shallow ledge, large boulders and tree stumps shall be removed from the cleared area.
 - c. All organic materials or other deleterious material shall be removed to a depth of two feet below the subgrade of the roadway. Rocks and boulders shall

also be removed to a depth of two feet below the subgrade of the roadway. On soils which have been identified by the municipal engineer as not suitable for roadways, either the subsoil shall be removed from the street site to a depth of two feet below the subgrade and replaced with material meeting the specifications for gravel aggregate sub-base below, or a Maine Department of Transportation approved stabilization geotextile may be used.

- d. Except in a ledge cut, side slopes shall be no steeper than a slope of three feet horizontal to one foot vertical, and shall be graded, loamed, limed, fertilized, and seeded according to the specifications of the erosion and sedimentation control plan. Where a cut results in exposed ledge a side slope no steeper than one foot horizontal to four feet vertical is permitted.
- e. All underground utilities shall be installed prior to paving to avoid cuts in the pavement. Building sewers and water service connections shall be installed to the edge of the right-of-way prior to paving.

iii. Bases and Pavement.

a. Bases/Subbase.

- i. The Aggregate subbase course shall be sand or gravel of hard durable particles free from vegetative matter, lumps or balls of clay and other deleterious substances. The gradation of the part that passes a three-inch square mesh sieve shall meet the grading requirements of Table XIII.15-5. Aggregate for the subbase shall contain no particles of rock exceeding six inches in any dimension.
- ii. If the Aggregate Subbase Course is found to be not fine-gradable because of larger stones, then a minimum of three inches of Aggregate Base Course shall be

placed on top of the subbase course. The Aggregate Base Course shall be screened or crushed gravel of hard durable particles free from vegetative matter, lumps or balls of clay and other deleterious substances. The gradation of the part that passes a three-inch square mesh sieve shall meet the grading requirements of Table XIII.15-6. Aggregate for the base shall contain no particles of rock exceeding two inches in any dimension.

- iv. Pavement Joints. Where pavement joins an existing pavement, the existing pavement shall be cut along a smooth line and form a neat, even, vertical joint.
- v. Pavements.
 - a. Minimum standards for the base layer of pavement shall be the Maine Department of Transportation specifications for plant mix grade B with an aggregate size no more than 1 inch maximum and a liquid asphalt content between 4.8% and 6.0% by weight depending on aggregate characteristics. The pavement may be placed between April 15 and November 15, provided the air temperature in the shade at the paving location is 35°F or higher and the surface to be paved is not frozen or unreasonably wet.
 - b. Minimum standards for the surface layer of pavement shall be the Maine Department of Transportation specifications for plant mix grade C or D with an aggregate size no more than 3/4 inch maximum and a liquid asphalt content between 5.8% and 7.0% by weight depending on aggregate characteristics. The pavement may be placed between April 15 and October 15, provided the air temperature in the shade at the paving location is 50°F or higher.
 - c. Surface Gravel. The Board may approve an aggregate road base for any internal subdivision public street in which zoning requires a minimum of one

dwelling unit per 7 acres, or any private way with a maximum estimated Average Daily Traffic of 50 ADT or less. The surface gravel shall meet the gravel grading requirements of Table XIII.15-7.

Table XIII.15-1 Minimum Sight Distance Standards for Subdivision Accesses

Posted Speed	Sight Distance Standard Vehi- cles	Sight Distance Larger Vehi- cles	Mobility Sight Distance
(MPH)	(Feet)	(Feet)	(Feet)
20	155	230	Not applicable
25	200	300	Not applicable
30	250	375	Not applicable
35	305	455	Not applicable
40	360	540	580
45	425	635	710
50	495	740	840
55	570	855	990
60	645	965	1,150

Table XIII.15-2 Access Design Standards for Low and Medium Volume Accesses

<i>Basic Standards</i>		<i>Low Volume</i>	<i>Medium Volume</i>
		(feet)	(feet)
Minimum Access Width:*			
	<i>Majority Passenger Vehicles</i>	14	22
	<i>>30% Larger Vehicles</i>	30	30
Minimum Curb Radius:			
	<i>Majority Passenger Vehicles</i>	10	15
	<i>>30% Larger Vehicles</i>	15	15
Minimum Corner Clearance to:**			
	<i>Unsignalized Intersection</i>	75	100
	<i>Signalized Intersection</i>	125	125
Minimum Access Spacing***:			
	<i>MPH of External Road</i>		
		No Require-	No Requirement
	35 or less:	ment	
	40	175	175
	45	265	265
	50	350	350
	55 or more	525	525

*Minimum widths for low or medium volume accesses shall be either the minimum cross section width of the internal subdivision street or the minimum access width in Table 11.15.-2, whichever width is greater.

**Minimum corner clearance shall be the distance measured from the edge of an internal subdivision access excluding radii to the edge of an external street excluding radii.

***Minimum access spacing shall be the distance measured from the edge of an internal subdivision access excluding radii to the edge of a neighboring access excluding radii.

Table XIII.15-3 Street Design Guidelines

Access Category	Low Volume			Medium Volume												High Volume		
Traffic Volume Level	1-50 ADT			50-100 ADT			100-400 ADT			400-1500			1500+			100 PCE+		
Density Pattern	R	V/U	I/C	R	V/U	I/C	R	V/U	I/C	R	V/U	I/C	R	V/U	I/C	R	V/U	I/C
Minimum Right of Way	40'	40'	40'	40'	40'	50	50	50	50	50	50	60	60	60	60	60	60	60
Minimum Traveled Way Width	14'	16'	16'	18'	18'	24'	18'	20'	28'	18'	20'	30'	20'	22'	30'	22'	24'	30'
Minimum Shoulder Width (each side)*	0'	0'	4'	0'	1'	2'	2'	1'	2'	2'	2'	4'	3'	4'	5'	3'	4'	5'
Clear Zone Width (each side)	7'	7'	7'	7'	7'	7'	7'	7'	7'	8'	8'	8'	8'	8'	8'	8'	8'	8'
Minimum Vertical Clearance**	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'	14'
Minimum Grade	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.5
Maximum Grade***	8%	8%	5%	8%	8%	5%	8%	8%	5%	6%	6%	5%	6%	6%	5%	5%	5%	5%
Minimum Centerline Radius****	100'	100'	350'	100'	100'	350'	100'	100'	350'	140'	140'	350'	140'	140'	350'	350'	350'	350'
Roadway Crown Asphalt Surface	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"/ft	.25"
Roadway Crown Aggregate Surface	.5"/ft	N/A	N/A	.5"/ft	N/A	N/A	.5"/ft	N/A	N/A	.5"/ft	N/A	N/A	.5"/ft	N/A	N/A	.5"/ft	N/A	N/A
Minimum Internal Sight Distance	155'	155'	230'	155'	155'	230'	155'	155'	230'	155'	155'	230'	155'	155'	230'	155'	155'	230'
Minimum Internal Spacing Standards*****	25'	25'	40'	25'	25'	40'	25'	25'	40'	25'	25'	40'	25'	25'	40'	25'	25'	40'
Minimum Internal Access to Street Corner Clearance*****	30'	30'	75'	30'	30'	75'	30'	30'	75'	30'	30'	75'	30'	30'	75'	30'	30'	75'

*The Board may require an increase in shoulder width for stormwater management purposes or road stabilization.

**The minimum vertical clearance is the vertical clearance over the entire roadway width, including any shoulders.

***Maximum grade may be exceeded for a length of

****Superelevation is not recommended for any subdivision street, unless recommended by Town Engineer or Town-Hired Consultant.

*****Internal spacing distances are measured from the edge of one internal subdivision access to another, excluding curb radii.

*****Internal access to street corner clearances are measured from the edge of an internal subdivision access to an intersecting public road, excluding curb radii.

Table XIII.15-4 Minimum Pavement Materials Thickness

Street Materials	Thickness Standards
Aggregate Subbase Course (Max. sized stone 6")	
Without base gravel	18"
With base gravel	15"
Crushed Aggregate Base Course (if necessary)	3"
Hot Bituminous Pavement	
Total Thickness	3"
Surface Course	1 1/4"
Base Course	1 3/4"
Surface Gravel (if permissible)	3"

Table XIII.15-5 Aggregate Subbase Grading Requirements

<u>Sieve Designation</u> <u>Sieves</u>	<u>Percentage by</u> <u>Weight Passing</u> <u>Square Mesh</u>
1/4 inch	25-70%
No. 40	0-30%
No. 200	0-7%

Table XIII.15-6 Base Course Grading Requirements

<u>Sieve Designation</u>	<u>Percentage by Weight Passing Square Mesh Sieves</u>
1/2 inch	45-70%
1/4 inch	30-55%
No. 40	0-20%
No. 200	0-5%

Table XIII.15-7 Surface Gravel Grading Requirements

<u>Sieve Designation</u>	<u>Percentage by Weight Passing Square Mesh Sieves</u>
2 inch	95-100%
1/2 inch	30-65%
No. 200	7-12%

**ARTICLE XIV: STREET AND STORM DRAINAGE
DESIGN AND CONSTRUCTION STANDARDS**

1. General Requirements.

- a. The Board shall not approve any Subdivision Plan unless proposed streets and storm water management systems are designed in accordance with the specifications contained in these regulations. Approval of the Final Plan by the Board shall not be deemed to constitute or be evidence of acceptance by the municipality of any street or easement.
- b. Subdividers shall submit to the Board, as part of the Final Plan, detailed construction drawings showing a plan view, profile, and typical cross-section of the proposed streets. The plans shall include the following information:
 1. Date, scale, and magnetic or true north point.
 2. Intersections of the proposed street with existing streets.
 3. Roadway and right of ways limits including edge of pavement, edge of shoulder, sidewalks, and curbs.
 4. Kind, size, location, material; profile, and cross section of all existing and proposed drainage structures and their location with respect to the existing natural waterways and proposed drainage ways.
 5. Complete curve data shall be indicated for all horizontal and vertical curves.
 6. Turning radials at all intersections.
 7. Center line gradients.
 8. Locations of all existing and proposed overhead and underground utilities, to include but not be limited to water, sewer, electricity, telephone, lighting, and cable television.
- c. Upon receipt of plans for a proposed public street the Board shall forward one copy to the to the Municipal Officers and the Road Commissioner for review and comment.

2. Street Design Standards.

- a. Where a subdivision borders an existing narrow street(s) (not meeting the width requirements of the standards for streets in these regulations), or when

the Comprehensive Plan indicates plans for realignment or widening of a road that would require use of some of the land in the Subdivision, the plan shall indicate reserved areas for widening or realigning the road marked "Reserved for Road Realignment (Widening) Purposes." Land reserved for such purposes may not be included in computing lot area or setback requirements of the Zoning Ordinance. When such widening or realignment is indicated on the Official Map, the reserve area shall not be included in any lot but shall be reserved to be deeded to the Municipality or State.

- b. Where a Major Subdivision abuts or contains an existing or proposed arterial street; no residential lot may have vehicular access directly on to the arterial street. This requirement shall be noted on the plan and in the deeds of any lot with frontage on the arterial street.

SEE: Town of Belgrade Municipal Street and Road Ordinance for specification if subdivision road is to be built with intent to be a municipal road. Private roads within a subdivision must have a minimum right-of-way of 60' unless the Planning Board, due to individual circumstances determines the necessary right-of-way to be less than or greater than 60'.

- c. All Subdivisions must have an adequate turn-around as determined by the Planning Board with input from the Belgrade Fire & Rescue Department.
- d. Where private roads intersect with public roads, grades at sight distance must be maintained in a safe manner as determined by the Planning Board.

3. Storm Water Management Design Standards.

- a. Adequate provisions shall be made for disposal of all storm water generated within the subdivision, and any drained ground water through a management system of swales, culverts, under drain, and storm drains. The storm water management system shall be designed to conduct storm water flows to existing watercourses or storm drains.
 - 1. All components of the storm water management system shall be designed to meet the criteria of a twenty-five-year storm based on rainfall data for Portland, Maine.
 - 2. The minimum pipe size for any storm drainage pipe shall be twelve inches. Maximum trench width at the pipe crown shall be the outside diameter of the pipe plus two feet. Pipe shall be bedded in a fine granular material, containing no stones

larger than 3 inches, lumps of clay, or organic matter, reaching a minimum of six inches below the bottom of the pipe extending to six inches above the top of the pipe.

3. Catch basins shall be installed where necessary and located at the curb line.
4. Outlets shall be stabilized against soil erosion by stone riprap or other suitable materials to reduce storm water velocity.
- b. The storm water management system shall be designed to accommodate upstream drainage, taking into account existing conditions and approved or planned developments not yet built and shall include a surplus design capacity factor of 25% for potential increases in upstream runoff.
- c. Downstream drainage requirements shall be studied to determine the effect of the proposed subdivision. The storm drainage shall not overload existing or future planned storm drainage systems downstream from the subdivision. The sub divider shall be responsible for financing any improvements to existing drainage systems required to handle the increased storm flows.
- d. Wherever the storm drainage system is not within the right-of-way of a public street, perpetual easements shall be provided to the town or Subdivision Association if they are responsible, allowing maintenance and improvements of the system.
- e. Where soils require a subsurface drainage system, the drains shall be installed and maintained separately from the storm water drainage system.

4. Additional Improvements and Requirements.

a. Erosion Control.

The procedures outlined in the erosion and sedimentation control plan shall be implemented during the site preparation, construction, and clean-up stages.

ARTICLE XV: PERFORMANCE GUARANTEES

1. Types of Guarantees.

With submittal of the application for final plan approval, the applicant shall provide one of the following performance guarantees for an amount adequate to cover the total construction costs of all required improvements, taking into account the timespan of the construction schedule and the inflation rate for construction costs:

- a. Either a certified check payable to the municipality or a savings account or certificate of deposit naming the municipality as owner, for the establishment of an escrow account;
- b. A performance bond payable to the municipality issued by a surety company, approved by the municipal officers, or town manager; or
- c. An irrevocable letter of credit (see Appendix A for a sample) from a financial institution establishing funding for the construction of the subdivision, from which the Municipality may draw if construction is inadequate, approved by the municipal officers, or town manager.

The conditions and amount of the performance guarantee shall be determined by the Board with the advice of the municipal engineer, road commissioner, municipal officers, and/or municipal attorney.

2. Contents of Guarantee.

The performance guarantee shall contain a construction schedule, cost estimates for each major phase of construction taking into account inflation, provisions for inspections of each phase of construction, provisions for the release of part or all of the performance guarantee to the developer, and a date after which the applicant will be in default and the municipality shall have access to the funds to finish construction.

3. Escrow Account.

A cash contribution to the establishment of an escrow account shall be made by either a certified check made out to the municipality, the direct deposit into a savings account, or the purchase of a certificate of deposit. For any account opened by the applicant, the municipality shall be named as owner or co-owner, and the consent of the municipality shall be required for a withdrawal. Any interest earned on the escrow account shall be returned to the applicant unless the municipality has found it necessary to draw on the account, in which case the interest earned shall be proportionately divided between the amount returned to the applicant and the amount withdrawn to complete the required improvements.

4. Performance Bond.

A performance bond shall detail the conditions of the bond, the method for release of the bond or portions of the bond to the applicant, and the procedures for collection by the municipality. The bond documents shall specifically reference the subdivision for which approval is sought.

5. Letter of Credit.

An irrevocable letter of credit from a bank or other lending institution with offices in the region, shall indicate that funds have been set aside for the construction of the subdivision for the duration of the project and may not be used for any other project or loan.

6. Phasing of Development.

The Board may approve plans to develop a major subdivision in separate and distinct phases. This may be accomplished by limiting final approval to those lots abutting that section of the proposed subdivision street which is covered by a performance guarantee. When development is phased, road construction shall commence from an existing public way. Final approval of lots in subsequent phases shall be given only upon satisfactory completion of all requirements pertaining to previous phases.

7. Release of Guarantee.

Prior to the release of any part of the performance guarantee, the Board shall determine to its satisfaction, in part upon the report of the municipal engineer or other qualified individual retained by the municipality and any other agencies and departments who may be involved, that the proposed improvements meet or exceed the design and construction requirements for that portion or phase of the subdivision for which the release is requested.

8. Default.

If upon inspection, the municipal engineer or other qualified individual retained by the municipality finds that any of the required improvements have not been constructed in accordance with the plans and specifications filed as part of the application, he or she shall so report in writing to the code enforcement officer, the municipal officers, the Board, and the applicant or builder. The municipal officers shall take any steps necessary to preserve the municipality's rights.

9. Improvements Guaranteed

Performance guarantees shall be tendered for all improvements required to meet the standards of these regulations and for the construction of the streets, storm water management facilities, public sewage collection or disposal facilities, public water systems, and erosion and sedimentation control measures.

ARTICLE XVI: PHOSPHORUS CONTROL STANDARDS

1. All subdivisions shall adhere to the Phosphorous Control Standards according to the Maine Department of Environmental Protection's March 2016 Maine Stormwater Management Design Manual, Volume II Phosphorous Control Manual, including the phosphorous allocations for specific great ponds in Appendix C of the Maine Stormwater Management Design Manual, Phosphorus Control Manual Volume II, March 2016. To the maximum extent feasible, phosphorous control measures shall include reliance on natural vegetation buffer areas. Engineered phosphorous control systems shall be routinely inspected and maintained in accordance with the subdivision's inspection and maintenance plan to ensure long-term effectiveness and proper operation.

ARTICLE XVII: WAIVERS

1. Where the Board makes written finding of fact that there are special circumstances of a particular lot proposed to be subdivided, it may waive portions of the submission requirements or the standards, unless otherwise indicated in the regulations, to permit a more practical and economic development, provided the waivers do not have the effect of nullifying the intent and purpose of the Belgrade Comprehensive Plan, the Shoreland Zoning Ordinance, or these regulations.
2. Where the Board makes written findings of fact that due to special circumstances of a particular lot proposed to be subdivided, the provision of certain required improvements is not requisite to provide for the public health, safety or welfare, or are inappropriate because of inadequate or lacking connecting facilities adjacent to or in proximity of the proposed subdivision, it may waive the requirements for such improvements, subject to appropriate conditions.
3. In granting waivers to any of these regulations in accordance with Article XVII.1 and Article XVII.2, the Board shall require such conditions as will assure the objectives of these regulations are met.
4. Waivers to be shown on final plan. When the Board grants a waiver to any of the improvements required by these regulations, the Final Plan, to be recorded at the Registry of Deeds, shall indicate the waivers granted and the date on which they were granted.

ARTICLE XVIIIIS: APPEALS

1. Board of Appeals.

The Board of Appeals is authorized to hear administrative appeals and variance appeals arising from this Ordinance only upon receipt of a written appeal by an aggrieved party.

- a. Administrative Appeals: To hear and decide administrative appeals on a *de novo* basis, where it is alleged by an aggrieved party that there is an error in any administrative decision, order, requirement, or determination made by, or failure to act by the Code Enforcement Officer or Planning Board in the administration of this ordinance. A *de novo* review looks at the factual and legal issues afresh, undertakes its own credibility determinations, evaluates the evidence presented, and draws its own conclusions. If an ordinance establishes an appellate review process for the Board of Appeals, instead of *de novo*, then the Board of Appeals shall limit its review on appeal and to the arguments of the parties. The Board of Appeals may not accept new evidence as part of an appellate review.
- b. Variance Appeals: Except as provided in Disability and Setback Variances below, the Board of Appeals may grant a variance only where strict application of this ordinance, or a provision thereof, to the petitioner and their property would cause undue hardship. The words "undue hardship" as used in this subsection mean:
 1. The land in question cannot yield a reasonable return unless a variance is granted;
 2. The need for a variance is due to the unique circumstances of the property and not the general conditions in the neighborhood;
 3. The granting of a variance will not alter the essential character of the locality; and
 4. The hardship is not the result of action taken by the applicant or the prior owner.

The Board of Appeals shall limit any variances granted as strictly as possible to ensure conformance with the purposes and provisions of this ordinance to the greatest extent possible, and in doing so may impose such conditions to a variance it deems necessary. The party receiving the variance shall comply with any conditions imposed.

2. Permissible Variances.

- a. Variances may be granted only from dimensional

requirements including but not limited to lot width, structure height, lot coverage and setback requirements.

- b. Variances shall not be granted for establishment of any uses otherwise prohibited by this Ordinance.
- c. Variances shall not be granted under this Ordinance for any dimensional standards required under any other ordinance, including but not limited to the Town of Belgrade Minimum Lot Size Ordinance or Shoreland Zoning Ordinance.
- d. Disability Variance: The board may grant a variance to an owner of a residential dwelling for the purpose of making that dwelling accessible to a person with a disability who resides in or regularly uses the dwelling. The Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the dwelling by the person with the disability. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives in the dwelling. For the purposes of this subsection, a disability has the same meaning as a physical or mental handicap under 5 M.R.S.A. § 4553. The term "structures necessary for access to or egress from the dwelling" shall include railing, wall, or roof systems necessary for the safety or effectiveness of the structure.
- e. Setback Variance: The Board may grant a setback variance to a property owner of a single family dwelling where the Board finds that strict application of any applicable town ordinance, or a provision thereof, to the petitioner and his/her property would cause undue hardship as defined in M.R.S.A. 30-A § 4553(4-B):
 - 1. The need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
 - 2. The granting of a variance will not alter the essential character of the locality;
 - 3. The hardship is not the result of action taken by the applicant or prior owner;
 - 4. The granting of the variance will not substantially reduce or impair the use of the abutting property; and
 - 5. The granting of the variance is based upon demonstrated need, not convenience, and no other

feasible alternative is available.

f. Additional limitations upon this variance request are:

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

3. Appeal Procedure.

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

4. Board of Appeals Hearings.

- a. All Board of Appeals hearings related to this Ordinance shall adhere to the standards and procedures set forth in the Town of Belgrade Board of Appeals Ordinance.

5. Decision.

- a. All Board of Appeals decisions related to this Ordinance shall adhere to the standards and procedures set forth in the Town of Belgrade Board of Appeals Ordinance.

6. Reconsideration.

- a. The Board of Appeals may reconsider any decision. The Board of Appeals must decide to reconsider any decision, notify all interested parties, and make any change in its original decision within forty-five (45) days of its prior decision. A request to the Board of Appeals to reconsider a decision must be filed within ten (10) days of the decision that is being reconsidered. A meeting to decide whether to reconsider shall be called by the

Chairperson of the Board of Appeals in accordance with Section VI of the Town of Belgrade Board of Appeals Ordinance. The Board of Appeals may conduct additional hearings and receive additional evidence and testimony. A reconsideration vote must receive a majority of those Board of Appeals members who voted on the original appeal decision.

b. Reconsideration should be for one of the following reasons:

1. The record contains significant factual errors due to fraud or mistake, regarding facts upon which the decision was based; or
2. The Board of Appeals misinterpreted the ordinance, followed improper procedures, or acted beyond its jurisdiction, or the Board votes to accept new information for the hearing record that may have had a bearing on the outcome of the original decision.

7. Appeal to Superior Court.

- a. The decision of the Board of Appeals may be taken, within forty-five (45) days after the decision is rendered, by the party to the decision to Superior Court in accordance with the 9 Maine Rules of Civil Procedure, Rule 80B. This time period may be extended by the court upon motion for good cause shown.

APPENDIX A

SAMPLE LETTER OF CREDIT

Jane Planner, Chairman Your
Town Planning BoardTown Hall
Your Town, ME 04000

Re: *Letter of Credit for:*

Developer, Inc.
Sunshine Estates
Your Town, Maine

Dear Ms. Planner:

This letter will confirm to Your Town that the Big Town Savings Bank has issued a loan commitment to Developer, Inc. for the purpose of constructing all required improvements in the "Sunshine Estates" subdivision.

Big Town Savings Bank will set aside \$230,000 in a Construction Escrow Account for completion of the required improvements. This account can be drawn upon by Your Town in the event that Developer, Inc. fails to complete steps A through H listed below for Windy Road on or before (two years from date of Final Plan approval).

Approximate length of road 2,350 feet:

A. Grub roadways full width of 50 feet @ \$4/ft.	\$9,400
B. Shape sub-base and grade it @ \$4/ft.	9,400
C. Install under-drain culverts @ \$16/ft.	37,600
D. Install sewer @ \$22/ft. x 2,050 feet plus pump \$16,500	61,600
E. Install water mains @ \$14/ft x 2,400 feet	33,600
F. Apply and shape 18" gravel base @ \$8.30/ft x 2,350 feet	19,500
G. Apply and shape 3" of crushed gravel; apply 1 3/4" of base course bituminous concrete to width of 24 feet, apply bituminous curb and 2" of bituminous concrete to a width of 5 feet @ \$10/ft. x 2,350 feet	23,500
H. Apply 3/4" of surface bituminous concrete to width of 24 feet @ \$5/ft	11,800

Big Town Savings Bank understands that Developer, Inc., or the contractor, will notify the Town Engineer or Code Enforcement Officer before any of the above work has begun and obtain his/her approval in writing as he/she completes each phase of the road construction.

This Account will expire when Your Town acknowledges in writing to Developer, Inc. that the work outlined in Steps A through H has been completed in accordance with Your Town's subdivision regulations and street acceptance ordinance, and the approved plans of Sunshine Estates. Any funds

remaining in the account on (date specified above) for work outlined in Steps A through H which has not been completed and approved by the Town on that date will be released to the Town to complete such work. As the Town Engineer or Code Enforcement Officer issues his/her written approvals for each step above to Developer, Inc., the funds in this Account will be released based upon the schedule above.

Drafts drawn upon this account must be for this particular subdivision and to complete any work that is outlined above. Furthermore, drafts must be accompanied by itemized statements showing costs of work to be completed and must be submitted prior to (six to nine months following date specified above). Your Town will not be responsible for repayment or interest cost for any funds released to the Town for work not completed on or before (date specified above).

Very truly yours,

Bob Banker
Loan Officer

SEEN AND AGREED TO: _____
Developer, Inc.

Your Town hereby accepts this original letter as evidence of Developer, Inc.'s obligation to be performed.

Town Manager or Chair of the Selectboard

Below is a proposed amendment of Section 15.B, titled "Impact on Lake Water Quality," of the Town's Commercial Development Review Ordinance. The Planning Board on Dec. 2, 2021, recommended by a 6-0 vote that the Board of Selectpersons place this amendment before Town voters at the March Town Meeting.

B. Impact on Lake Water Quality

Any new or expanded development within the scope of this ordinance shall be designed to limit the post development phosphorus export consistent with the following standards and practices.

1. Unless otherwise noted, methods and standards for review under this section will be the DEP manual
, *Maine Stormwater Management Design Manual, Volume II Phosphorous Control Manual*, March 2016 or as revised. (hereinafter referred to as "Phosphorus Control Method").
2. Applicability: This section applies to
 - non-residential development resulting in more than 15,000 square feet in footprint area of disturbed area or 7,500 square feet in footprint area of impervious surface when completed.
 - the creation of new roads/driveways in excess of 250 feet.
 - a. Projects which have received approval of a Stormwater Management Permit under the state Maine Stormwater Management Law (38 MRSA § 420-D) shall be considered to comply with the phosphorus control portion of this ordinance.

Unless receiving approval under subsection (a), above, all development shall demonstrate that phosphorous export in stormwater runoff will be limited to the phosphorous export standards for specific great ponds in Appendix C of the Maine Department of Environmental Protection's March 2016 Maine Stormwater Management Design Manual, Volume II Phosphorous Control Manual, or as revised.

The Code Enforcement Officer shall keep an accurate record of permits issued by watershed and estimated phosphorus load of developments approved under this ordinance.

3. This Ordinance provides for two options in controlling phosphorous export from development as follows:
 - a. Simplified Phosphorous Method. This method shall apply to non-residential developments which result in total disturbed area of 30,000 square feet in footprint area or less, including building, parking, driveway,

lawn, subsurface wastewater disposal systems, and infiltration areas and new or upgraded roads and streets not exceeding three hundred fifty (350) linear feet.

The simplified phosphorous method requires the provision of a permanent, vegetative buffer located downhill from the developed portion of the lot(s) as provided below. Natural buffers must be left in place down gradient of developed areas such that runoff from as much of the lot's buildings, driveway, parking and lawn area as possible drain to the buffer in overland, unchannelized flow. The width (length of fall line through the buffer) of these buffer areas should be as follows:

If the watershed phosphorous budget is 0.05 lb/acre/yr or less (McGrath Pond, Chamberlain Pond, Joe Pond, Wellman Pond)

Wooded buffer= 75 feet

Non-wooded buffer- 125 feet

If the watershed phosphorous budget is greater than 0.05 lb/acre/yr

Wooded buffer= 50 feet

Non-wooded buffer= 100 feet

Buffers must be clearly identified on the site plan and will be maintained in accordance with the DEP Phosphorous Control standards through a maintenance agreement, deed covenant restriction and/or conservation easement

Driveways and parking areas must be designed and constructed using best management practices such as swales, ditch turnouts, water bars, broad based drainage dips, and proper grading of gravel drives to prevent runoff from concentrating in the driveway and to divert it into buffer areas as quickly as feasible. Roof runoff must be distributed over stable, well vegetated areas or be infiltrated into the soil using dry wells or other infiltration systems constructed using Best Management Practices.

- b. Development which exceeds the thresholds of the "Simplified Phosphorous Method" above shall be designed by a licensed professional engineer using the procedures and standards in DEP's Maine Stormwater Management Design Manual, Volume II Phosphorous Control Manual (March 2016 or as revised) to demonstrate that the development will not produce phosphorous in excess of the Permitted Phosphorous Export Standards.
4. Where the planning board finds that, due to unavoidable features or the unique nature of the development, the Phosphorous Control Method does not contain adequate or relevant design standards to meet the intent of this section, the board may require alternative phosphorous control measures to the extent it deems feasible.

5. Phosphorous Export from New Roads:

For new or significantly upgraded permanent roads longer than 500 feet and not otherwise covered by phosphorus control standards of this ordinance, the following standards shall apply.

- a. Roads and ditches must be designed and constructed so that a) runoff is quickly shed to protected buffer areas and b) disruption of natural drainage patterns is minimized .
- b. BMP's such as swales, ditch turnouts, water bars, broad based drainage dips, and proper grading of gravel drives and roads should be used to prevent runoff from concentrating in the road and to get it into buffer areas as quickly and feasible.
- c. All new roads must be constructed and maintained using Maine Erosion and Sediment Control BMP's (Maine DEP, October 2016 or as revised).

6. Maintenance and Use Restrictions for Phosphorus Control Measures Provisions for monitoring, inspections, and maintenance of phosphorus control measures, including buffer strips and infiltration systems shall be established according to Maine Stormwater Management Design Manual, Volume II Phosphorous Control Manual (Maine DEP, March 2016, or as revised).

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 7, 2021
Re: Paving recommendation

The Roads Committee is meeting Dec. 20 to finalize its recommendation to you for the 2022 paving project. I will email you information about that the following morning, and we will have printed copies available for you at the meeting. The roads the committee recommends be addressed are:

- Depot Road
- Guptill Road
- Old Route 27
- Hulin Road
- School Street
- Red Oaks Lodge Road
- Lakeshore Drive
- Minot Hill Road
- East-West Lane
- Transfer Station Road

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 7, 2021
Re: Information Technology contract

A Request for Proposals for information technology services (see attached) was emailed to more than 20 vendors and advertised on the Town and Maine Municipal Association websites. The Town received six responses. (See attached.)

After reviewing the responses, Treasurer Nicholas Poole and I agree the Town would best be served by executing a contract with Maine Technology Group, the Town's current vendor. MTG offered the most complete and competitive response to the RFP (see attached), including:

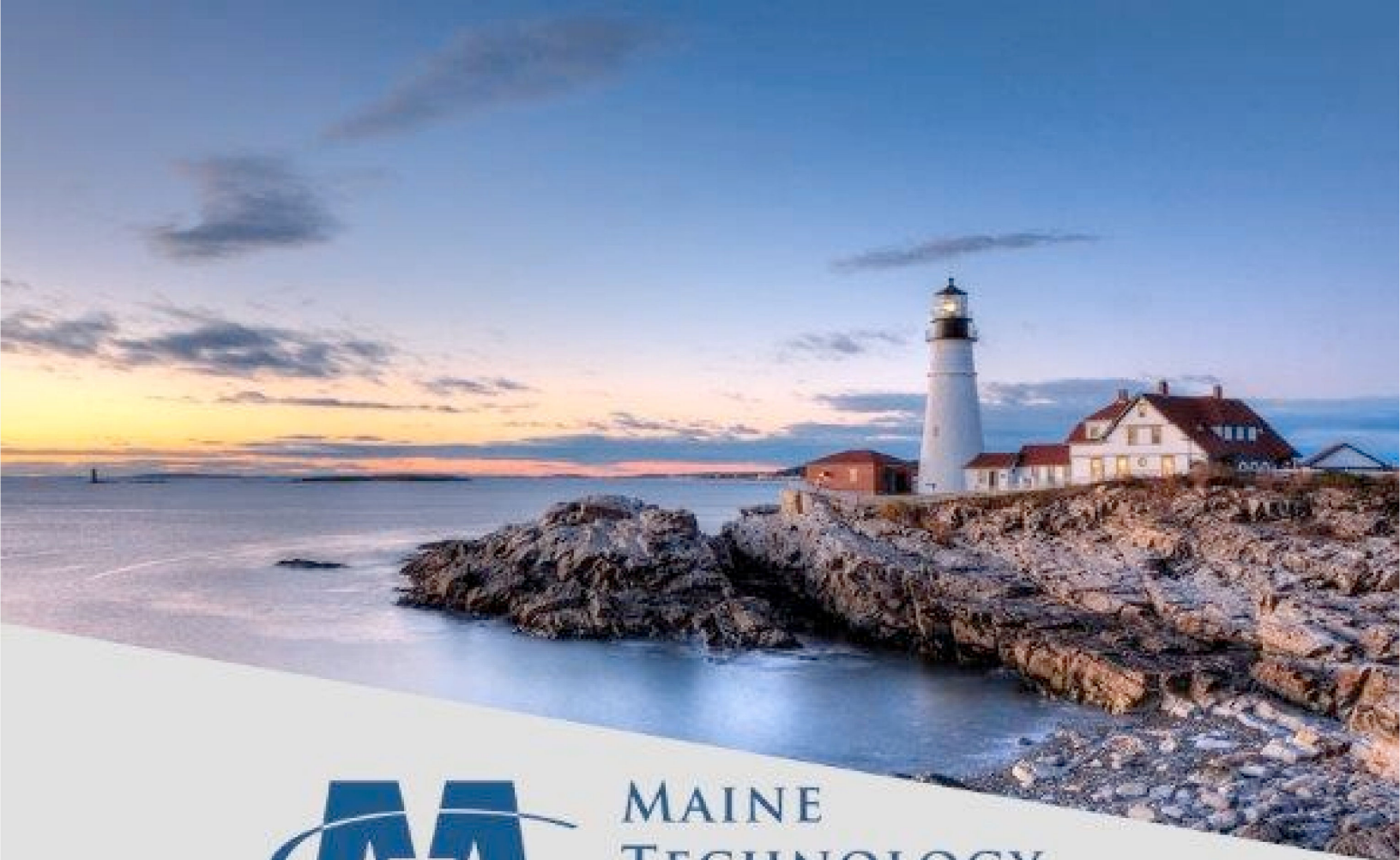
- Monitoring our computers and server for any unusual activity that could be problematic. It also proposes increasing its help desk support from three to six hours per month at no additional cost.
- A full complement of cyber-security. Other respondents offered only anti-virus protection. Small-town municipalities have increasingly fallen prey to hacking and ransomware. Given the amount of personal information we handle and the threat of being shut out of our own systems, cybersecurity is a concern.
- Server replacement. MTG proposes hardware as a service, meaning we would be purchasing server services rather than investing \$8K-\$19K on a piece of hardware that would have to be replaced in approximately five to seven years, and that we would be responsible for repairing or replacing if it failed. Within MTG's hardware, space would be divided among "virtual servers," each of which would be designed to attend to a specific function (such as TRIO) more efficiently.
- Backup services for our server.
- Continued management of our Office 365 software. A larger organization with an IT department would not need this, but given our size and expertise, we do.

MTG, which is based in Winslow, has over the past three years provided the Town excellent customer service. MTG staff have been unfailingly responsive

whenever we have needed them, including assisting us in the selection of hardware. In one instance, Executive Vice President Jon Perkins personally installed Wi-Fi hardware in the rec center a few days before an election to ensure our elections staff had the connectivity it needed.

By approving a contract that includes a three-year renewal option with MTG, the Town can ensure a continuity of service that will serve us well.

BTS					
Monthly Monitoring	\$1,075.00				
Backup	\$225.00				
Anti Virus	\$81.00	Server \$13,758.29			
Office 365 15 Licenses	\$330.00				
TOTAL Monthly BTS	\$1,711.00				
Sierra					
Monitoring					
Servers/Network	\$350.00				
Workstations	\$1,170.00	Server \$9,662.50			
Office 365 15 Licenses	\$180.00				
TOTAL Monthly Sierra	\$1,700.00				
API Technology					
Monitoring					
Server	\$24.95				
Desktops/Laptops 27@ \$5.00	\$135.00	Server \$8112.86			
Back Up Trio \$1/GB	\$100.00				
Office 365	API would help transfer this responsibility over to the town.				
Anti-Virus Annual fee	\$235.26				
TOTAL Monthly API	\$495.21				
Central Maine					
Services	\$295.00				
Antivirus	\$34.00				
Office 365	\$150.00	No information about a new server.			
Cloud Backup	\$62.00				
TOTAL Central Maine	\$541.00				
Maine Computer Services					
Service Contract	\$80.00/hr				
Maine Technology Group					
Monitoring/Server	\$800.00				
Office 365	\$318.50				
Anti-Virus/Cyber Security	\$214.95	Server provided virtually in this quote.			
Backup	\$125.00	They can also provide a quote for a new server if requested.			
TOTAL MTG	\$1,458.45				



MAINE
TECHNOLOGY
GROUP

Contract Renewal w/Server as a service

Town of Belgrade

Anthony Wilson
townmanager@townofbelgrade.com

Jon Perkins

jon@mainetechgroup.com
207-692-0955



Letter of Submittal
Town of Belgrade
Proposal for IT Managed Services

- 1a. Maine Technology Group
120 Augusta Road, Winslow, Me 04901
207-692-0955
 - b. Jonathan Perkins
Executive Vice President
120 Augusta Road, Winslow, Me 04901
207-692-0956 or cell-207-660-5130
jon@mainetechgroup.com
 - c. It is my understanding that the services requested are those best described as Managed Services for IT. This encompasses, firewall, servers, switches, and endpoints ie computers. The services will have in their scope maintenance, patching, update, cyber security and help desk. Maine Technology Group is committed to providing top notch managed services and is staffed to provide this service with best-in-class response times and tools.
 - d. This quote is valid for 40 days from 11-10-21.
-
- 2a. MTG has been in business since 2012
 - b. Proposed services have been a target scope for MTG since 2013
 - c. Number of municipal clients is 3
 - d. We do not assign specific personnel as this is a “1 deep” model. We have 8 technicians that will share the burden of these services.
 - e. Winslow, Me
 - f. To be provided if bid moves forward. Currently have a \$1 Million coverage.
-
3. MTG is currently providing these services to 3 Municipalities. We understand these challenges and understand the hours involved as well as the complexity of Trio as a service requirement. MTG demands certain criteria as mandatory, such as Backups, cyber security, user training, and current supported best practices.

4. Our methodology is to have a help desk that has an average response rate of under 15 minutes when receiving calls for help as well as utilizing best practices at every level of IT. This includes, hardware, software, cyber tools, and then being forward leaning when it comes to installing and servicing all of those components as a network.

5.	Mindy Ward	Adult Healthcare Non-profit	207-991-7005
	Richard Angotti	Town of Millinocket	207-723-7000
	Dave Douin	Phoenix Welding	207-229-3669

6.

We are very proud of our team here at MTG and I am certain you will be impressed by their hard work and extremely high level of professionalism. Thank you for your trust and your partnership.



Seth Rogers
Director of Operations

Seth manages all operations at Maine Technology group from the help desk to projects to implementation.



Sean Conerly
Director of Finance, HR and Marketing

Sean performs all manner of billing, tracking, ordering, invoicing... He will be the one to reach out to with any questions regarding invoicing or the customer billing portal



Alexis "Lexi" Fox
Project Coordinator

Lexi will be emailing and calling with any questions, updates, and items needed as we "onboard"



Monica McCarthy
Senior Account Representative

Monica handles our larger clients and is your path to getting items planned, researched, and performed. She is not a technician, but she knows some great ones.



Greg Gagnon
Senior Network Project Engineer



Martin Mann
NOC Engineer Level II



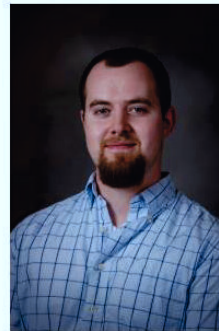
Donte Lowndes
NOC Engineer



Bryan "Leonard" Deleonard
NOC Engineer Level II



Richard "Rick" Grenier
NOC Engineer Level II



Connor Grindle
NOC Engineer

- a. Is help desk support available? **Yes Monday-Friday 8-5 as well as on call**
- b. When is support available on emergency basis (24/7 or certain days of week)? **24-7**
- c. How are charges for emergency support structured, documented and tracked? **Documented and tracked inside the ticketing system @ \$200/hr**
- d. What do you provide for access to support staff (800#, email, cell phone, etc...)? **Our system handles all of these requests using our normal telephone # after hours.**
- e. Please provide your problem escalation process, including
 - i. Initial problem identification
Tickets always start at the Help Desk, and then get escalated depending on the severity.
 - ii. Triage for priority and severity of problem
Triage is done using a matrix that takes into account 1 user vs many users, and then accounts for critical "down" vs annoyance.
 - iii. Steps for resolving problem escalation when a solution is not forthcoming, or an implementation solution is "unsatisfactory". **The issue escalates up to our level 3 and then the Director of Operations**

and I work with the Level 3 as well as the client to determine exactly what the roadblock is. Communication is the key to resolution.

iv. Final authority regarding conflicts. I serve as the authority that works with the Client to determine best action moving forward.

8. MTG has seen a couple of different companies go, and there have been times when it was mutual. No company has broken a contract as it has always been at the end of the contracted relationship. Reasons range from change of leadership to the client refusing to follow best practices to a level that endangers them and the reputation of MTG.

9. MTG also provides SharePoint services, VoIP phones, and many other services that would be considered as encompassed by IT. As there are always IT software and hardware variations, we find it is much more valuable to be a resource rich company than to try to be everything to everyone. If needed, we will find expertise to address solutions for our clients.

10. Maine Technology Group would summarize its services using the word Partnership. We believe very strongly that our services are meant to augment the goals of the client. The Town of Belgrade requires managed services, and these services are entirely within our scope of expertise. We feel that our existing partnership with Town of Belgrade not only brings value to that mission, but we also feel that we can help the Town and its many departments achieve growth and higher levels of security and productivity.

Executive Summary

Assumptions

Proposal for Managed Services Assumptions:

Maine Technology Group is thankful for the opportunity to present a proposal and we feel that we are uniquely aligned to continue managing your environment with best in class service and support. Upon submitting this proposal, we are making the following assumptions:

- * Town of Belgrade ToB understands that a large network is an ever changing environment.
- * The network as is will be in need of updating as time passes, MTG will identify and quote solutions for those updates
- * MTG realizes that budgets are finite and that ToB has the expenses of an entire operation as well as the IT environment
- * MTG will provide at no extra charge IT planning and budgeting within the 3 year agreement as part of our services
- * MTG has set a 6 hr per month Help Desk and Project time as part of the monthly price. Hours over that amount will be invoiced monthly
- * It is our goal to continue as partners with ToB and not perform as some vendors that chip away at an existing budget.
- * MTG will commit to identifying and quoting your IT needs as we go and to assist in developing a long range plan to achieve these goals.

Managed Services

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Standard Managed Workstation	\$18.00	\$0.00	20	\$360.00	\$0.00
Standard Workstation Maintenance:					
-Online Asset Management					
-Trouble Ticket Management					
-Desktop Optimization					
-VPN Client Management					
-Windows Patch Management					
Standard Managed Server	\$0.00	\$0.00	1	\$0.00	\$0.00
Server Maintenance:					
-Service Availability Monitoring					
-Microsoft Patch Management					
-Event Log Monitoring					
-Log File Maintenance					
-Drive Space Monitoring					
-Printer Setting Management					
-Security Administration					
-Online Asset Management					
-Trouble Ticket Management					
-Optimization					

Managed Services

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Standard Management Switch Standard Management of Switch	\$10.00	\$0.00	2	\$20.00	\$0.00
Standard Management WAP Standard Management of Wireless Access Point	\$10.00	\$0.00	2	\$20.00	\$0.00
Standard Management Firewall Standard Management of Firewall	\$25.00	\$0.00	1	\$25.00	\$0.00
Hardware As A Service Devices-ALL Desktops/Laptops and Server as well as firewall, access points, monitors, and switches will be covered for replacement by MTG in case of failure during agreement, labor included	\$375.00	\$0.00	1	\$375.00	\$0.00
MS 365 Business Standard - Office suite and email MS Office 365 Business Standard Subscription Best for businesses that need business-class email, Office applications, and other business services. - Outlook - Word - Excel - PowerPoint - OneNote - Access (PC Only) - Publisher (PC Only) - Exchange Service - Sharepoint Service - OneDrive Service - Skype for Business - Microsoft Teams - Yammer Service	\$12.50	\$0.00	15	\$187.50	\$0.00
MS Office Exchange	\$5.00	\$0.00	13	\$65.00	\$0.00
MS 365 Exchange Azure Archiving	\$3.00	\$0.00	22	\$66.00	\$0.00
MTG Managed Help Desk- Halp Desk includes 6 hours of help desk or projects per month	\$0.00	\$0.00	1	\$0.00	\$0.00
				Monthly Subtotal:	\$1,118.50
				Subtotal:	\$0.00

Monthly Cyber Services

Description		Recurring	Qty	Ext. Recurring
MTG NETGUARD	NetGuard DNS filtering and protection NetGuard DNS filtering and protection	\$3.00	20	\$60.00
PHISHTHREAT	PhishThreat PhishThreat	\$2.00	20	\$40.00
DARK WEB AND BULLPHISH	Dark Web ID DARK WEB AND BULLPHISH SECURITY SCANS	\$100.00	1	\$100.00
Sophos_Intercept_X_Advanced_EDR	Sophos Central Intercept X Advanced with EDR Sophos Central Intercept X Advanced with EDR	\$0.00	20	\$0.00
Sophos_Intercept_X_Adv_Srv_EDR	Sophos Central Intercept X Advanced for Server with EDR Sophos Central Intercept X Advanced for Server with EDR	\$14.95	1	\$14.95
Monthly Subtotal:				\$214.95

Monthly Backup Services

Description		Recurring	Qty	Ext. Recurring
Acronis PW Storage (abgw-phx1-ac3)	Acronis Cloud Backup Storage (per GB) Acronis Cloud Backup Storage (per GB)	\$0.25	500	\$125.00
Acronis Local Storage	Acronis Local Backup Storage (per GB) Acronis Local Backup Storage (per GB)	\$0.00	1500	\$0.00
Monthly Subtotal:				\$125.00

Contract Renewal w/Server as a service


Prepared by:
Maine Technology Group

Jon Perkins

207-692-0955

jon@mainetechgroup.com

Prepared for:
Town of Belgrade

990 Augusta Rd

Belgrade, ME 04917

Anthony Wilson

(207) 592-6031

townmanager@townofbelgrade.com

Quote Information:
Quote #: JP000933

Version: 2

Delivery Date: 11/10/2021

Expiration Date: 11/14/2021

Quote Summary

Description	Amount
Managed Services	\$0.00
Total:	\$0.00

Monthly Expenses Summary

Description	Amount
Managed Services	\$1,118.50
Monthly Cyber Services	\$214.95
Monthly Backup Services	\$125.00
Monthly Total:	\$1,458.45

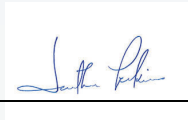
Your signature below authorizes Maine Technology Group to order and invoice the items proposed above. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% apply after 30 days. Proposal does not include applicable taxes and freight unless noted in the proposal. Returns and-or cancellations are not accepted without prior approval from Maine Technology Group. We reserve the right to cancel orders arising from pricing or other errors.

*Your digital signature signifies you have the authority within your organization and also agree with all terms and conditions located in the Master Service Agreement located @ www.mainetechgroup.com/managed-service-master-agreement/

Maine Technology Group

Town of Belgrade

Signature:



Name: Jon Perkins

Title: Executive Vice President

Date: 11/10/2021

Signature:

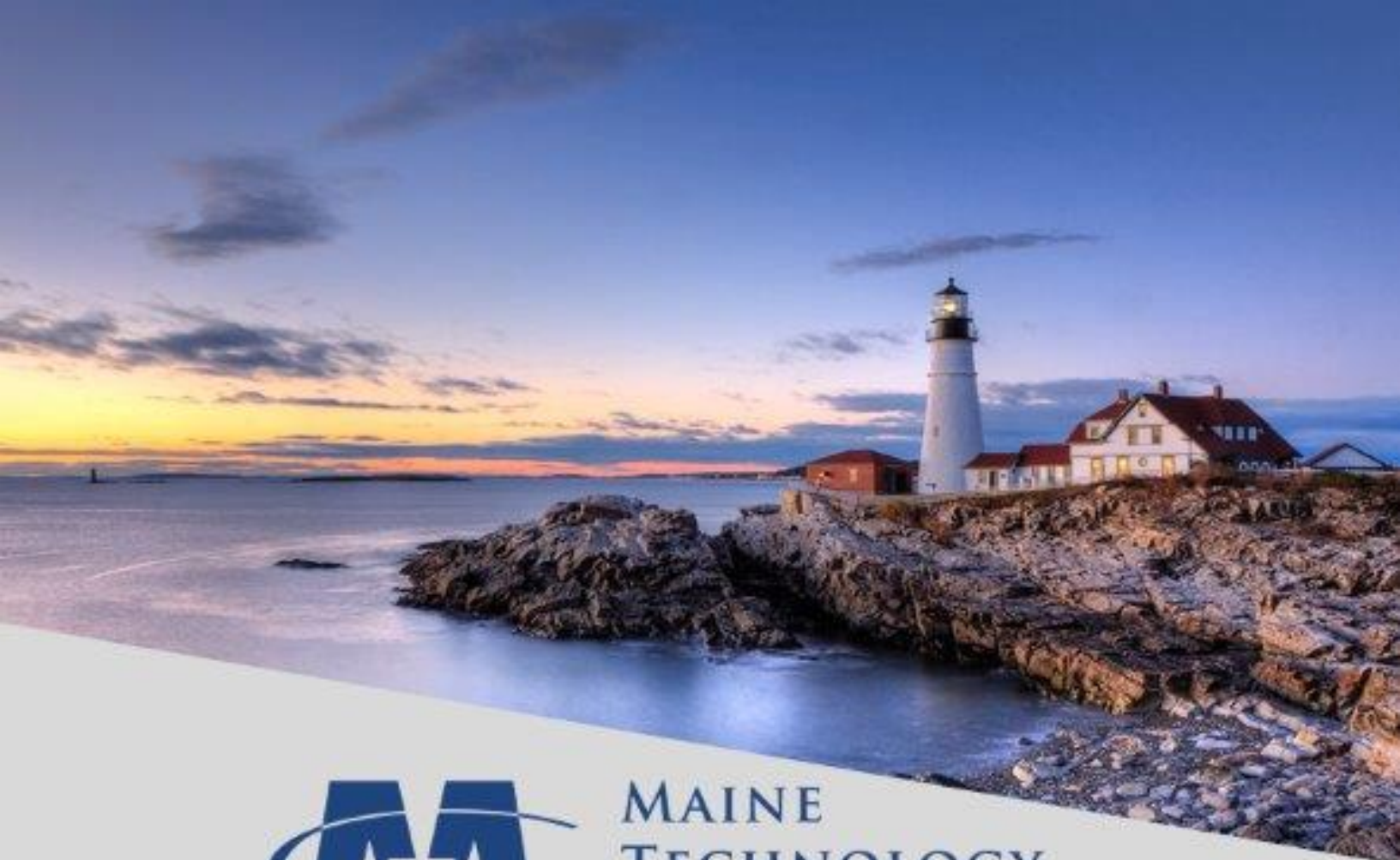
Name: Anthony Wilson

Date:

Terms and Conditions

Title	Description	Note
Monthly Fees	1458	
Hourly Rate	\$125	
Included Hours of Help Desk/Projects	6 hours	
Escalator annually	3%	
workstation count	20	
user count	20	
Contract Term	36 mths + 36 month option for renewal	





MAINE
TECHNOLOGY
GROUP

New Server quote

Town of Belgrade

Anthony Wilson
townmanager@townofbelgrade.com

Jon Perkins

jon@mainetechgroup.com
207-692-0955



Hardware

Description	Price	Qty	Ext. Price																																																			
12Gb/s 2U Server, 12x3.5" Drive Bays, 4x Internal M.2, 2x10GbE, RMM, Dual 1300W PWR Supply, RAILS 2x2.5" Rear Bays (optional)	\$16,455.00	1	\$16,455.00																																																			
<table><tr><th>QTY</th><th>NFINA PART NUMBER</th><th>DESCRIPT</th></tr><tr><td>1</td><td>7212R-i20</td><td>12Gb/s 2U Server, 12x3.5" Driv M.2, 2x10GbE, RMM, Dual 130 RAILS 2x2.5" Rear Bays (option</td></tr><tr><td>1</td><td>SAS Expander</td><td>Intel® RAID Expander 12Gb/s 2</td></tr><tr><td>2</td><td>Bronze 3204</td><td>Processor Bronze 3204 1.9GHz</td></tr><tr><td>2</td><td>16GB-2933-RDIMM-K</td><td>16GB ECC 2933 DDR4 Register</td></tr><tr><td>1</td><td>MDN250C6SMB0-.32</td><td>M.2 250GB SSD NVMe-5YR/.3</td></tr><tr><td>1</td><td>9300-8i</td><td>9300-8i 12GbE SAS Host Bus A</td></tr><tr><td>4</td><td>3T1000C6SGN7</td><td>3.5 1TB SATA 7.2KRPM 256MB usable capacity, NO RAID)</td></tr><tr><td>1</td><td>I350-T2V2</td><td>Intel I350-T2V2 Dual Port 1GbE Adapter</td></tr><tr><td>1</td><td>Scalable TPM</td><td>Trusted Platform Module 2.0</td></tr><tr><td>1</td><td>OEMWinSvr2019Std16C</td><td>Microsoft Windows Server 2019 DVD</td></tr><tr><td>4</td><td>OEMWinSvr2019CAL5D</td><td>Microsoft Windows Server 2019</td></tr><tr><td>1</td><td>OLPWinSQLSvrStd201916C</td><td>Microsoft SQL Server Standard</td></tr><tr><td>20</td><td>OLPWinSQLSvrStd2019CAL1U</td><td>Microsoft SQL Server 2019 1Us</td></tr><tr><td>1</td><td>Inst-Conf</td><td>Installation/Configuration</td></tr><tr><td>1</td><td>Nfina-Standard 5YR</td><td>Standard Support - Server - 5 Y 24x7</td></tr><tr><td>1</td><td>S&H</td><td>Ground (End of Day)</td></tr></table>				QTY	NFINA PART NUMBER	DESCRIPT	1	7212R-i20	12Gb/s 2U Server, 12x3.5" Driv M.2, 2x10GbE, RMM, Dual 130 RAILS 2x2.5" Rear Bays (option	1	SAS Expander	Intel® RAID Expander 12Gb/s 2	2	Bronze 3204	Processor Bronze 3204 1.9GHz	2	16GB-2933-RDIMM-K	16GB ECC 2933 DDR4 Register	1	MDN250C6SMB0-.32	M.2 250GB SSD NVMe-5YR/.3	1	9300-8i	9300-8i 12GbE SAS Host Bus A	4	3T1000C6SGN7	3.5 1TB SATA 7.2KRPM 256MB usable capacity, NO RAID)	1	I350-T2V2	Intel I350-T2V2 Dual Port 1GbE Adapter	1	Scalable TPM	Trusted Platform Module 2.0	1	OEMWinSvr2019Std16C	Microsoft Windows Server 2019 DVD	4	OEMWinSvr2019CAL5D	Microsoft Windows Server 2019	1	OLPWinSQLSvrStd201916C	Microsoft SQL Server Standard	20	OLPWinSQLSvrStd2019CAL1U	Microsoft SQL Server 2019 1Us	1	Inst-Conf	Installation/Configuration	1	Nfina-Standard 5YR	Standard Support - Server - 5 Y 24x7	1	S&H	Ground (End of Day)
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1	Nfina-Standard 5YR	Standard Support - Server - 5 Y 24x7																																																				
1	S&H	Ground (End of Day)																																																				
Subtotal:			\$16,455.00																																																			

Technician Labor

All Labor is an estimate and actuals will be invoiced upon completion of project.

Description	Price	Qty	Ext. Price
Setup and Install -	\$125.00	20	\$2,500.00
Unless otherwise specified-Labor will be invoiced upon completion of work using (Time x \$150/hr)			
Subtotal:			\$2,500.00

New Server quote



Prepared by:

Maine Technology Group

Jon Perkins

207-692-0955

jon@mainetechgroup.com

Prepared for:

Town of Belgrade

990 Augusta Rd

Belgrade, ME 04917

Anthony Wilson

(207) 592-6031

townmanager@townofbelgrade.com

Quote Information:

Quote #: JP000989

Version: 1

Delivery Date: 12/02/2021

Expiration Date: 01/11/2022

Quote Summary

Description	Amount
Hardware	\$16,455.00
Technician Labor	\$2,500.00
	Subtotal: \$18,955.00
	Estimated Tax: \$905.02
	Total: \$19,860.02

Your signature below authorizes Maine Technology Group to order and invoice the items proposed above. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% apply after 30 days. Proposal does not include applicable taxes and freight unless noted in the proposal. Returns and-or cancellations are not accepted without prior approval from Maine Technology Group. We reserve the right to cancel orders arising from pricing or other errors.

*Your digital signature signifies you have the authority within your organization and also agree with all terms and conditions located in the Master Service Agreement located @ www.mainetechgroup.com/managed-service-master-agreement/

Maine Technology Group

Town of Belgrade

Signature:



Name: Jon Perkins

Title: Executive Vice President

Date: 12/02/2021

Signature:

Name: Anthony Wilson

Date:

Terms and Conditions

Title	Description	Note
Monthly Fees		
Hourly Rate		
Included Hours of Help Desk/Projects		
Escalator annually		
workstation count		
user count		



Town of Belgrade

Request for Proposal

Information Technology Support Services

I. Introduction

The Town of Belgrade is soliciting proposals from qualified vendors for information technology support services. The qualified vendor will enable the Town to operate on our existing equipment and provide all necessary services for a municipality of about 3,200 residents and approximately 15 employees.

The Town currently uses an antivirus provided by the IT service company. Services are expected to begin Nov. 24, 2021.

The Town is seeking a 3-year contract, with an option for a 3-year extension. The bid should include this option.

II. Background Information

The Town of Belgrade is seeking IT support services for the Town Office, the Transfer Station, the Fire Department, the Recreation Department and the Public Library.

The summary of infrastructure is as follows:

- A. The Town Office, which consists of 8 desktop machines and 2 laptops
- B. One (1) server, running Windows Server 2012 R2
- C. Library
 - i. 3 desktop machines for staff
 - ii. 2 desktop machines for public use
 - iii. 4 laptop machines for public and staff use
- D. Fire Department
 - i. 2 desktop machines
 - ii. 1 laptop machine
- E. Recreation Department
 - i. 1 desktop machine
 - ii. 1 laptop machine
- F. Transfer Station
 - i. 1 desktop machine
 - ii. 1 laptop machine
- G. Provide 15 accounts of Windows 365

III. Services Required

1. **Desktop Applications Support** – Performs basic support functions including installing PCs, laptops, printers, peripherals, and office automation software; diagnosing and correcting desktop application problems, configuring laptops and desktops for standard applications, and identifying and correcting end-user hardware problems, and performing advance troubleshooting. Maintain an up-to-date inventory of all Town computer-related hardware, which will be available upon request and remain the property of the Town. Assist designated Town personnel with software and hardware purchases, if needed.
2. **Trio** – Working with Trio when troubleshooting problems arise.
3. **Server Administration Services** – Managing computer systems and networks to include complex application, database, messaging, web and other servers and associated hardware, software, communications, operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system. Ensure scheduled preventive maintenance for equipment is properly and promptly performed; maintain maintenance records on equipment; develop operations, administrative, and quality assurance backup plans and procedural documentation. Set up new users and edit or remove existing users on the server. Server performance and capacity management services with reporting when specified thresholds are reached. Configuration management, including changes, upgrades, patches, etc. General support of the Towns' Trio financial software and other specialized software products of the Town.

The Town's current server is at the end of its useful lifespan. Vendors should propose:

- a. Replacing and installing a new server, along with the costs of that
 - b. And the use of a server through a hardware as a service subscription. With this options, note whether different functions (ex. TRIO) would be segregated onto different virtual servers that best meet those functions.
4. **Network Administration Services** – Scope of activity includes all Town network equipment including switches, firewalls, routers, and other security devices. Primary installation and maintenance of printers, network configuration changes, and installation of patches and upgrades. Alert notifications to designated Town personnel in the event of failure. Proactive monitoring of network equipment and performance indicators. Network performance and capacity management services and network troubleshooting. Maintain network documentation and procedures.
 5. **Security** – Maintenance of virus detection programs on Town servers, computers, laptops and other equipment. Perform security audits as requested by Town personnel immediately of suspected breaches of security. Provide remote access administration as requested.
 6. **Response time** – General IT services will be scheduled at times that meet the needs and demands of the Town, whether on site or through remote access. Emergency response should not exceed 2 hours on server or network

administration services. See No. 11 under submittal requirements for more information.

IV. SUBMITTAL REQUIREMENTS: The following information shall be required in the RFP submittal.

1. Letter of transmittal – The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following:
 - a. Company name, address and telephone number(s) of the company submitting the proposal.
 - b. Name, title, mailing address, email address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - c. A brief statement of your understanding of the services to be performed and a positive commitment to provide the services as specified.
 - d. Letter must be signed by an individual of the company who is legally authorized to bind the agency to the proposal and cost schedule(s).
 - e. Statement that indicates “Proposal and Cost Schedule(s) shall be valid and binding for forty (40) days following the proposal due date and will become part of the contract with the Town.”
2. General vendor information:
 - a. Length of time in business
 - b. Length of time in business providing proposed services
 - c. Total number of municipal clients
 - d. Number of personnel and reference of personnel to be assigned to this account if accepted
 - e. Location of headquarters and any field offices, as well as the field office to be assigned to this service account
 - f. Proof of insurance
3. Describe how your firm is positioned to provide the services listed above and provide a history of experience on providing similar services.
4. Describe your approach to providing these services and your methodology for providing ongoing support.
5. Provide three references, with at least one being municipal.
6. Staff resources – Identify names of principals and key personnel who will provide the IT services. Summarize the experience and technological expertise of these staff.
7. Support services – While it is understood proposals will be submitted either on a package or hourly basis, vendors should provide pricing for emergency services.

Included within your proposal, emergency hours may be built in, but if they are not and are above and beyond proposal, please answer the following:

- a. Is help desk support available?
 - b. When is support available on emergency basis (24/7 or certain days of week)?
 - c. How are charges for emergency support structured, documented and tracked?
 - d. What do you provide for access to support staff (800#, email, cell phone, etc.)?
 - e. Please provide your problem escalation process, including:
 - i. Initial problem identification
 - ii. Triage for priority and severity of problem
 - iii. Steps for resolving problem escalation when a solution is not forthcoming, or an implementation solution is “unsatisfactory”
 - iv. Final authority regarding conflicts
8. Has your company had a contract terminated for default during the past five years? Please describe if so.
9. Beyond the scope of this RFP, what services (related or otherwise) does your company provide that may be of interest to the Town?
10. Proposal summary – Summarize your proposal and your company’s qualifications. Additionally, you may provide other pertinent information that will help the Town determine your overall qualifications.
11. Cost of services:
- a. The proposal must contain a fee schedule that includes hourly rates for proposed services. If you have package service agreements that encompass requested services, please provide, as well. Detail what is included in your service agreements and what is at an additional cost. Please provide response time to each level of service or rate you are proposing. If providing an hourly rate only, separate general service rate(s) and emergency 1- to 2-hour response time rate(s). If proposing weekly or monthly time block service agreements, please indicate if it includes emergency response or if it is an additional rate.
 - b. Define any additional charges you may assess above and beyond your hourly or package fee/rate structure. (e.g. travel expenses, etc.)
 - c. Initial assessment of IT structure needs to be detailed and priced separately from general IT services requested.

V. EVALUATION Criteria and Process

The town manager and treasurer will evaluate qualifications and will rate each submittal based on the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personal expertise
4. Compatibility with end-users
5. Project approach
6. Satisfaction of clients/end-users
7. Cost and/or fee structure

As part of the evaluation process, the Town of Belgrade may conduct interviews with chosen vendors. Vendors will be contacted by Friday, Nov. 12 to schedule if chosen for an interview.

VI. DEADLINE: Deadline for submission of proposals. Proposals are due back to the Town of Belgrade at the Town Office by 4 p.m. Wednesday, Nov. 10, 2021. Proposals can be mailed to 990 Augusta Road, Belgrade, Maine 04917; however, they should be received no later than the deadline, meaning postmarks are not accepted. No late submissions will be accepted. Please submit all proposals in sealed envelopes marked "IT Services Bid." The proposals will be opened at 8 a.m. Thursday, Nov. 11, 2021, and it is anticipated bids will be presented to the Board of Selectpersons on Nov. 16, 2021, with the contractor beginning work by Dec. 1, 2021. Once bids are opened, the town manager will complete the evaluation and interview process before making a recommendation to the Selectboard for approval.

VII. MISCELLANEOUS:

1. The Town of Belgrade reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to individually select the proposal, which, in the Town's sole judgment, best meets the requirements of the services requested.
2. The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based on proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
4. Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.

Vendors are invited and encouraged to complete an assessment by compiling information on inventory of all information technology-related assets, assess system architecture and current processes. To schedule an on-site visit to review the network at the Town Office, please contact

Town Manager Anthony Wilson at townmanager@townofbelgrade.com or Treasurer Nicholas Poole at treasurer@townofbelgrade.com. Either can be reached at 207-495-2258.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: Dec. 7, 2021
Re: ARPA funds

Earlier this year, the Town received \$166,292.08 in American Rescue Plan Act (ARPA) funds from the federal government. Next fall, we will receive the same amount, for a total of \$332,584.16. There is an opportunity to supplement and/or leverage those funds with additional ARPA funding from Kennebec County.

Funds must be appropriated by Dec. 31, 2024, and spent by Dec. 31, 2026.

Per U.S. Department of Treasury regulations, uses for the funds is limited; that is particularly so in a municipality with limited public services. Allowable uses are attached. Ideas raised to date for allowable local uses of the funds are:

- Investing in **stormwater infrastructure** to reduce the quantity and/or improve the quality of runoff into lakes, which would help mitigate declines in water quality. The Maine Department of Environmental Protection has confirmed this as an allowed use of the funds.
- **Protecting the source well** of the proposed public water system. This might involve acquisition of the Maine Department of Transportation garage adjacent to the well and/or relocation of the Town's salt shed. The DEP has confirmed these as allowable uses.
- Fire Chief Dan MacKenzie noted another community used some of its funding to purchase an ambulance. In our case, we could use the funds toward a **rescue truck**. The Maine Municipal Association confirmed that as an allowable use, as would be the **construction of a fire station** to house EMS personnel. MMA Legislative Analyst Neal Goldberg emailed me, "The purchase of an ambulance is an eligible expense to the extent that that will help your community respond to the pandemic. This should be easy to justify, especially if it can be proven that EMS experienced an increase in call volume as a result of the pandemic. Here's an example out of [Connecticut](#) that is similar. Using funds for the construction of a fire/EMS station is also easily justified as a public health response under the 1.7 category (government capacity). Again, even more justifiable if there is additional demand for these services as a result of the pandemic."

- Belgrade has mostly good broadband connectivity, but there are some pockets where that is not the case. (Residents on Rockwood Drive and at the end of the Guptill Road have been struggling/working toward a better broadband solution.) Another allowable use are “**last-mile” broadband projects**. According to Mr. Goldberg, “Generally speaking, any step in a broadband project is eligible if the final result of the project will deliver high-speed wired internet of 100/100mbps to at least some underserved or unserved customers, defined as receiving less than 25/3 mbps.”
- The law also allows for **premium pay for public sector employees**. Some towns are providing one-time bonuses; others are increasing pay. The downside of the latter is that once the funds are expended, the ongoing cost shifts to the taxpayers.

The public may have other ideas for allowable uses of the funds within the federal government’s parameters. This could be viewed as a competitive process in which funds will be allocated to the highest priority needs that yield the greatest public benefit. Residents could propose allowable uses of the funds during a series of public meetings. Afterward, the Board of Selectpersons could begin discussing the merits of the viable options. Eventually, whatever is proposed would be presented to the voters to appropriate the funds.

Those public discussions could begin after the hubbub of the holidays, which would also give us a chance to publicize them well in advance, including in the February edition of the Town newsletter.

American Rescue Plan

Eligible Uses by Expenditure Category

1. Expenditure Category: Public Health

- 1.1 COVID-19 Vaccination
- 1.2 COVID-19 Testing
- 1.3 COVID-19 Contact Tracing
- 1.4 Prevention in Congregate Settings
- 1.5 Personal Protective Equipment
- 1.6 Medical Expenses (including Alternative Care Facilities)
- 1.7 Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
- 1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
- 1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
- 1.10 Mental Health Services
- 1.11 Substance Use Services
- 1.12 Other Public Health Services

2. Expenditure Category: Negative Economic Impacts

- 2.1 Household Assistance: Food Programs
- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid
- 2.3 Household Assistance: Cash Transfers
- 2.4 Household Assistance: Internet Access Programs
- 2.5 Household Assistance: Eviction Prevention
- 2.6 Unemployment Benefits or Cash Assistance to Unemployed Workers
- 2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)
- 2.8 Contributions to UI Trust Funds*
- 2.9 Small Business Economic Assistance
- 2.10 Aid to nonprofit organizations
- 2.11 Aid to Tourism, Travel, or Hospitality
- 2.12 Aid to Other Impacted Industries
- 2.13 Other Economic Support
- 2.14 Rehiring Public Sector Staff

3. Expenditure Category: Services to Disproportionately Impacted Communities

- 3.1 Education Assistance: Early Learning
- 3.2 Education Assistance: Aid to High-Poverty Districts
- 3.3 Education Assistance: Academic Services
- 3.4 Education Assistance: Social, Emotional, and Mental Health Services
- 3.5 Education Assistance: Other
- 3.6 Healthy Childhood Environments: Child Care
- 3.7 Healthy Childhood Environments: Home Visiting
- 3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System
- 3.9. Healthy Childhood Environments: Other
- 3.10 Housing Support: Affordable Housing
- 3.11 Housing Support: Services for Unhoused persons
- 3.12 Housing Support: Other Housing Assistance
- 3.13 Social Determinants of Health: Other
- 3.14 Social Determinants of Health: Community Health Workers or Benefits Navigators
- 3.15 Social Determinants of Health: Lead Remediation
- 3.16 Social Determinants of Health: Community Violence Interventions

4. Expenditure Category: Premium Pay

- 4.1 Public Sector Employees
- 4.2 Private Sector: Grants to other employers

5. Expenditure Category: Infrastructure

- 5.1 Clean Water: Centralized wastewater treatment
- 5.2 Clean Water: Centralized wastewater collection and conveyance
- 5.3 Clean Water: Decentralized wastewater
- 5.4 Clean Water: Combined sewer overflows
- 5.5 Clean Water: Other sewer infrastructure
- 5.6 Clean Water: Stormwater
- 5.7 Clean Water: Energy conservation
- 5.8 Clean Water: Water conservation
- 5.9 Clean Water: Nonpoint source
- 5.10 Drinking water: Treatment
- 5.11 Drinking water: Transmission & distribution

5.12 Drinking water: Transmission & distribution: lead remediation

5.13 Drinking water: Source

5.14 Drinking water: Storage

5.15 Drinking water: Other water infrastructure

5.16 Broadband: "Last Mile" projects

5.17 Broadband: Other projects

6. Expenditure Category: Revenue Replacement

6.1 Provision of Government Services

7. Administrative and Other

7.1 Administrative Expenses

7.2 Evaluation and data analysis

7.3 Transfers to Other Units of Government

**SAMPLE WARRANT ARTICLE
TO APPROPRIATE ARPA FUNDS**
(For use in town meeting municipalities)

Municipal legislative body authorization is necessary in order to appropriate ARPA funds to the use(s) the municipality plans for the funds in the same way the municipality would appropriate and authorize expenditure of other municipal revenues. General warrant articles previously adopted by the town meeting to accept all grants are likely not sufficient to accept grants that include specific conditions limiting the use of funds, that include specific terms and conditions that the municipality must adhere to, and/or that include possible penalties or repayment of funds. See MMA Legal Services guidance, [American Rescue Plan: Considerations for Municipalities](#) (FAQs # 7, 8, 9) for more information.

The following warrant article may be used as a template for appropriation of funds toward a municipal project:

Art. ____. “To see if the Town will vote to appropriate \$_____ from Coronavirus Local Fiscal Recovery Funds (*aka* American Rescue Plan Act or ARPA funds) received by the Town from the federal government for the following project: (here describe project).”

The article above must be modified to fit the municipality’s needs. For example, if your municipality plans to establish a grant program to assist local businesses or households, a more detailed warrant article or simple ordinance would be necessary. Basic parameters of the program would need to be addressed, including authorization for the selectboard to create an application and review process; the maximum amount that may be granted to a specific applicant; eligibility standards; criteria for approval; the entity authorized to approve grants and the information an applicant must submit to the town.

Need more information?

Members are encouraged to contact MMA Legal Services to discuss specific questions and concerns at 800-452-8786 or legal@memun.org

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00289 AUGUSTA FUEL CORP.						
0632	22046	12	8 DALTON LP BULK	5913487		
8 DALTON LP BULK			E 13-11-20-05		140.30	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			Invoice Total-		140.30	
0632	22046	12	GARAGE HEATING	5914338		
GARAGE HEATING			E 13-04-20-05		23.38	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
			Invoice Total-		23.38	
0632	22046	12	TOWN OFFICE HEATING	5913797		
TOWN OFFICE HEATING			E 13-14-20-05		507.34	0.00
			FACILITIES / TOWN OFFICE - SERVICES / HEATING			
			Invoice Total-		507.34	
0632	22046	12	10 DALTON HEATING	5913796		
10 DALTON HEATING			E 13-11-20-05		170.11	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			Invoice Total-		170.11	
0632	22046	12	GARAGE HEATING	5915924		
GARAGE HEATING			E 13-04-20-05		43.22	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
			Invoice Total-		43.22	
0632	22046	12	CFAS LP BULK	5915587		
CFAS LP BULK			E 13-02-20-05		19.68	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		19.68	
0632	22046	12	TRANSFER STATION OFF RD	5916008		
TRANSFER STATION OFF RD			E 15-05-30-02		210.25	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
			Invoice Total-		210.25	
			Vendor Total-		1,114.28	
00118 B&B EMBROIDERY						
0632	22004	12	FACILITY WINTER CLOTHING	47599		
FACILITY WINTER CLOTHING			E 13-01-30-08		785.24	0.00
			FACILITIES / GENERAL - SUPPLIES / CLOTHING			
			Invoice Total-		785.24	
0632	22004	12	FIREFIGHTER GEAR	47619		
FIREFIGHTER GEAR			E 05-05-30-08		310.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / CLOTHING			
			Invoice Total-		310.00	
			Vendor Total-		1,095.24	
00238 BAKER & TAYLOR BOOKS # 510486						
0632	22005	12	CASTING CALL BOOKS	5017338130		
CASTING CALL BOOKS			E 30-01-31-01		53.18	0.00
			LIBRARY / LIBRARY - SPECIAL / EVENTS			
			Vendor Total-		53.18	
00263 BOB THE PLUMBER, INC.						
0632	22006	12	CLOSE DOWN CEMETERY	5444		
CLOSE DOWN CEMETERY			E 12-01-35-06		345.00	0.00
			CEMETERY / CEMETERY - REPAIRS / PLUMBING			
			Invoice Total-		345.00	
0632	22006	12	GARAGE HEAT HOOKED UP	5456		
GARAGE HEAT HOOKED UP			E 13-04-20-05		150.35	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-					150.35	
0632	22006	12	TS CLEANED FUEL FILTER	5412		
TS CLEANED FUEL FILTERE	E 13-09-35-07				109.50	0.00
FACILITIES / TRANSFER STA - REPAIRS / HEATING						
Invoice Total-					109.50	
0632	22006	12	FD SUMP PUMP	5414		
FD SUMP PUMP	E 05-05-40-04				566.90	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT						
Invoice Total-					566.90	
0632	22006	12	TOWN OFFICE SALT	5415		
TOWN OFFICE SALT	E 13-14-30-04				100.80	0.00
FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING						
Invoice Total-					100.80	
Vendor Total-					1,272.55	
00386 BOUNDTREE MEDICAL						
0632	22007	12	EMS SUPPLIES	84289173		
EMS SUPPLIES	E 05-05-30-07				130.94	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS						
Vendor Total-					130.94	
05020 CENTRAL MAINE POWER						
0632	22009	12	TOWN OFFICE ELECTRICITY	713001250728		
TOWN OFFICE ELECTRICITY	E 13-14-20-04				310.23	0.00
FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY						
Invoice Total-					310.23	
0632	22009	12	OLD TOWN HOUSE	723001137531		
OLD TOWN HOUSE	E 13-13-20-04				16.86	0.00
FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY						
Invoice Total-					16.86	
0632	22009	12	DEPOT FD ELECTRICITY	723001137530		
DEPOT FD ELECTRICITY	E 13-07-20-04				49.43	0.00
FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY						
Invoice Total-					49.43	
0632	22009	12	GARAGE ELECTRICITY	720001201328		
GARAGE ELECTRICITY	E 13-04-20-04				36.48	0.00
FACILITIES / GARAGE - SERVICES / ELECTRICITY						
Invoice Total-					36.48	
0632	22009	12	SALT AND SAND ELECTRICITY	711001262419		
SALT AND SAND ELECTRICITY	E 13-05-20-04				36.91	0.00
FACILITIES / SALT & SAND - SERVICES / ELECTRICITY						
Invoice Total-					36.91	
0632	22009	12	CFAS ELECTRICITY	714001245834		
CFAS ELECTRICITY	E 13-02-20-04				352.61	0.00
FACILITIES / CFAS - SERVICES / ELECTRICITY						
Invoice Total-					352.61	
0632	22009	12	CFAS OUTBUILDING ELECTRIC	709001264136		
CFAS OUTBUILDING ELECTRIC	E 13-02-20-04				16.86	0.00
FACILITIES / CFAS - SERVICES / ELECTRICITY						
Invoice Total-					16.86	
0632	22009	12	LAKES FD ELECTRICITY	708001274973		
LAKES FD ELECTRICITY	E 13-06-20-04				99.77	0.00
FACILITIES / FD:LAKES - SERVICES / ELECTRICITY						
Invoice Total-					99.77	
0632	22009	12	18 DALTON ELECTRICITY	716001237033		

Jrnl	Check	Month	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance		
18 DALTON ELECTRICITY	E 13-11-20-04		16.86	0.00		
FACILITIES / DALTON - SERVICES / ELECTRICITY						
Invoice Total-			16.86			
0632 22009 12 8 DALTON ELECTRICITY	E 13-11-20-04		156.43	0.00	719001206549	
FACILITIES / DALTON - SERVICES / ELECTRICITY						
Invoice Total-			156.43			
0632 22009 12 10 DALTON ELECTRICITY	E 13-11-20-04		63.76	0.00	705001288289	
FACILITIES / DALTON - SERVICES / ELECTRICITY						
Invoice Total-			63.76			
0632 22009 12 NBCC ELECTRICITY	E 13-03-20-04		199.66	0.00	711001256278	
FACILITIES / NBCC - SERVICES / ELECTRICITY						
Invoice Total-			199.66			
0632 22009 12 NBFD ELECTRICITY	E 13-08-20-04		70.07	0.00	706001284482	
FACILITIES / FD:NB - SERVICES / ELECTRICITY						
Invoice Total-			70.07			
0632 22009 12 MAIN ST DAM ELECTRICITY	E 34-01-99-99		17.72	0.00	711001257765	
DAMS / DAMS - EXPENSE / EXPENSE						
Invoice Total-			17.72			
0632 22009 12 WINGS MILLS ELECTRICITY	E 34-01-99-99		17.57	0.00	715001235669	
DAMS / DAMS - EXPENSE / EXPENSE						
Invoice Total-			17.57			
0632 22009 12 TRANSFER STATION ELECTRIC	E 13-09-20-04		428.12	0.00	705001294920	
FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY						
Invoice Total-			428.12			
Vendor Total-			1,889.34			
00468 CONSOLIDATED COMMUNICATIONS						
0632 22010 12 FD FAX LINE	E 05-05-20-01		49.53	0.00	NOVEMBER 2021	
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
Invoice Total-			49.53			
0632 22010 12 TOWN OFFICE FAX LINE	E 01-10-20-01		48.85	0.00	NOVEMBER 2021	
GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO						
Invoice Total-			48.85			
Vendor Total-			98.38			
00107 DAVID HALLOWELL CONSTRUCTION LLC						
0632 22011 12 SURFACE GRAVEL GARAGE	E 13-04-35-08		232.00	0.00	787	
FACILITIES / GARAGE - REPAIRS / BUILDING						
Vendor Total-			232.00			
00726 FIRE LINE PAVING & GRADING LLC						
0632 22012 12 SALT&SAND SHED HOTTOP	E 13-05-35-08		1,925.00	0.00	9326	
FACILITIES / SALT & SAND - REPAIRS / BUILDING						
Vendor Total-			1,925.00			
00139 FIRE TECH & SAFETY						

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Jrnl	Check	Month	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance		
0632	22013	12	WHEEL CHOC	199884		
WHEEL CHOC	E 05-05-35-04		1,269.32		0.00	
	PUBLIC SAFETY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS					
	Vendor Total-		1,269.32			
00729 FISHER CONSTRUCTION						
0632	22014	12	50 WREATHS			
50 WREATHS	E 13-01-31-01		500.00		0.00	
	FACILITIES / GENERAL - SPECIAL / EVENTS					
	Vendor Total-		500.00			
00288 GALE/CENGAGE LEARNING						
0632	22015	12	2 LARGE PRINTS	76144091		
2 LARGE PRINTS	E 30-01-30-09		50.03		0.00	
	LIBRARY / LIBRARY - SUPPLIES / BOOKS					
	Vendor Total-		50.03			
00434 GROUP DYNAMIC, INC.						
0632	22016	12	DECEMBER HRA	L2112-016000064		
DECEMBER HRA	E 23-10-99-99		32.00		0.00	
	INSURANCE / HRA ADMIN - EXPENSE / EXPENSE					
	Vendor Total-		32.00			
00009 HAMMOND LUMBER COMPANY						
0632	22017	12	PUMP BASEMENT OUT	4983645		
PUMP BASEMENT OUT	E 13-11-35-08		52.45		0.00	
	FACILITIES / DALTON - REPAIRS / BUILDING					
	Invoice Total-		52.45			
0632	22017	12	STAGING TO PUT ROOF UP	4991740		
STAGING TO PUT ROOF UP	E 13-11-35-08		66.17		0.00	
	FACILITIES / DALTON - REPAIRS / BUILDING					
	Invoice Total-		66.17			
0632	22017	12	TOOLS FOR SHOP	4987868		
TOOLS FOR SHOP	E 13-01-35-01		82.97		0.00	
	FACILITIES / GENERAL - REPAIRS / EQUIPMENT					
	Invoice Total-		82.97			
0632	22017	12	SWIM RAFTS	511386		
SWIM RAFTS	E 25-30-40-04		999.00		0.00	
	RECREATION / REC PROGRAMS - PURCHASES / EQUIPMENT					
	Invoice Total-		999.00			
0632	22017	12	FOAM FOR GARAGE ADDITION	5015155		
FOAM FOR GARAGE ADDITION	E 13-04-35-08		1,419.60		0.00	
	FACILITIES / GARAGE - REPAIRS / BUILDING					
	Invoice Total-		1,419.60			
	Vendor Total-		2,620.19			
00031 LUCAS, STEPHEN K.						
0632	22018	12	ROAD STRIPING	666		
ROAD STRIPING	E 10-01-20-07		3,218.00		0.00	
	PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED					
	Vendor Total-		3,218.00			
00727 MAID4U						
0632	22019	12	CFAS DEEP CLEANING	11/22/2021		
CFAS DEEP CLEANING	E 25-30-20-07		3,200.00		0.00	
	RECREATION / REC PROGRAMS - SERVICES / CONTRACTED					
	Vendor Total-		3,200.00			
00374 MAINE FIRE PROTECTION SYSTEMS						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0632	22020	12	SPRINKLER SYSTEM EXAM	56809		
SPRINKLER SYSTEM EXAM	E 13-02-20-07				1,520.00	0.00
	FACILITIES / CFAS - SERVICES / CONTRACTED					
	Vendor Total-				1,520.00	
00001 MAINE MUNICIPAL						
0632	22021	12	BENEFITS	DECEMBER 2021		
DENTAL INSURANCE	G 1-226-00				285.52	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				47.77	0.00
	GEN'L FUND / VISION INS					
HEALTH INSURANCE:ADMIN	E 01-10-10-13				1,635.67	0.00
	GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS					
HEALTH INSURANCE:FACILITY	E 13-01-10-13				839.93	0.00
	FACILITIES / GENERAL - PERSONNEL / BENEFITS					
HEALTH INSURANCE	G 1-225-00				1,403.99	0.00
	GEN'L FUND / HEALTH INS.					
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					
HEALTH INSURANCE:LIBRARY	E 30-01-10-13				795.74	0.00
	LIBRARY / LIBRARY - PERSONNEL / BENEFITS					
	Vendor Total-				7,419.84	
00002 MAINE MUNICIPAL ASSOCIATION						
0632	22022	12	PROPERTY CASUALTY POOL	P11030PC2021		
PROPERTY CASUALTY POOL	E 23-25-99-99				15,898.00	0.00
	INSURANCE / LIABILITY - EXPENSE / EXPENSE					
	Vendor Total-				15,898.00	
00161 MAINE PAPER SOLUTIONS LLC						
0632	22023	12	TRASH LINERS	514463		
TRASH LINERS	E 15-05-30-04				308.70	0.00
	SOLID WASTE / WASTE - SUPPLIES / OPERATING					
	Vendor Total-				308.70	
00054 MAINE SCALE LLC						
0632	22024	12	CALIBRATION OF SCALE	5555		
CALIBRATION OF SCALE	E 15-05-35-20				375.00	0.00
	SOLID WASTE / WASTE - REPAIRS / SCALES					
	Vendor Total-				375.00	
00582 MAINE TECHNOLOGY GROUP						
0632	22025	12	DECEMBER IT SUPPORT	27783		
DECEMBER IT SUPPORT	E 01-10-15-03				1,068.50	0.00
	GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT					
	Vendor Total-				1,068.50	
00057 MAINEGENERAL MEDICAL CENTER						
0632	22026	12	RESPIRATOR EVALUATION	316215		
RESPIRATOR EVALUATION	E 05-05-20-11				145.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL					
	Vendor Total-				145.00	
00728 MCCORMACK BUILDING SUPPLIES						
0632	22027	12	BATTERIES	21802		
BATTERIES	E 13-01-30-04				369.98	0.00
	FACILITIES / GENERAL - SUPPLIES / OPERATING					

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-					369.98	
0632	22027	12	STAGING FOR DALTON	620197		
STAGING FOR DALTON	E 13-11-35-08				284.96	0.00
	FACILITIES / DALTON - REPAIRS / BUILDING					
Invoice Total-					284.96	
Vendor Total-					654.94	
00256 MODERN PEST SERVICES						
0632	22028	12	CFAS PEST CONTROL	4978526		
CFAS PEST CONTROL	E 13-02-20-12				72.00	0.00
	FACILITIES / CFAS - SERVICES / PEST CONTROL					
Invoice Total-					72.00	
0632	22028	12	NBCC PEST CONTROL	5017900		
NBCC PEST CONTROL	E 13-03-20-12				57.00	0.00
	FACILITIES / NBCC - SERVICES / PEST CONTROL					
Invoice Total-					57.00	
Vendor Total-					129.00	
00628 MORTON SALT						
0632	22029	12	BULK SAFE-T-SALT	5402435513		
BULK SAFE-T-SALT	E 10-10-30-04				1,769.64	0.00
	PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING					
Invoice Total-					1,769.64	
0632	22029	12	BULK SAFE-T-SALT	5402437329		
BULK SAFE-T-SALT	E 10-10-30-04				1,818.90	0.00
	PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING					
Invoice Total-					1,818.90	
Vendor Total-					3,588.54	
00174 MTCCA						
0632	22030	12	TRAINING	1000409482		
TRAINING	E 01-10-13-01				140.00	0.00
	GEN'L GOV. / ADMIN - EDUCATION / EDUCATION					
Vendor Total-					140.00	
00234 O'CONNOR MOTORS						
0632	22031	12	INSPECTION AND REPAIRS	1295102		
INSPECTION AND REPAIRS	E 05-05-35-04				814.60	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS					
Vendor Total-					814.60	
00387 OVERHEAD DOOR COMPANY						
0632	22032	12	DEPOT FD DOOR REPAIR	4-0016855		
DEPOT FD DOOR REPAIR	E 13-07-35-14				165.65	0.00
	FACILITIES / FD:DEPOT - REPAIRS / DOORS					
Invoice Total-					165.65	
0632	22032	12	GARAGE DOOR REPAIRS	4-0016856		
GARAGE DOOR REPAIRS	E 13-04-35-08				185.71	0.00
	FACILITIES / GARAGE - REPAIRS / BUILDING					
Invoice Total-					185.71	
0632	22032	12	LAKES FD DOOR REPAIRS	4-0016854		
LAKES FD DOOR REPAIRS	E 13-06-35-14				176.30	0.00
	FACILITIES / FD:LAKES - REPAIRS / DOORS					
Invoice Total-					176.30	
Vendor Total-					527.66	
00076 PAT JACKSON INC.						
0632	22033	12	CFAS SEPTIC PUMPED	11/25/2021		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
CFAS SEPTIC PUMPED			E 13-02-20-17		240.00	0.00
			FACILITIES / CFAS - SERVICES / SEPTIC PUMP			
			Vendor Total-		240.00	
00003 REGISTRY OF DEEDS						
0632	22034	12	3 LIEN DISCHARGES			
3 LIEN DISCHARGES			E 01-10-47-01		57.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		57.00	
00034 RSU # 18						
0632	22035	12	INSTALLMENT-	DECEMBER 2021		
RSU # 18 INSTALLMENT			E 31-01-99-99		550,041.82	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
			Vendor Total-		550,041.82	
00478 SEACOAST SECURITY, INC						
0632	22036	12	CFAS EQUIP INSTALLATION	745815		
CFAS EQUIP INSTALLATION			E 13-02-20-10		774.91	0.00
			FACILITIES / CFAS - SERVICES / SECURITY			
			Invoice Total-		774.91	
0632	22036	12	MONITORING 10/1-9/30/22	738482		
MONITORING 10/1-9/30/22			E 13-02-20-10		587.40	0.00
			FACILITIES / CFAS - SERVICES / SECURITY			
			Invoice Total-		587.40	
0632	22036	12	ADDING CODE	745376		
ADDING CODE			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
			Invoice Total-		30.00	
0632	22036	12	FOOD PANTRY MONITORING	738592		
FOOD PANTRY MONITORING			E 13-03-20-10		492.00	0.00
			FACILITIES / NBCC - SERVICES / SECURITY			
			Invoice Total-		492.00	
			Vendor Total-		1,884.31	
00612 SPECTRUM ENTERPRISE						
0632	22037	12	NOVEMBER 2021	956055001111321		
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
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
			Vendor Total-		724.93	
00130 STAPLES CREDIT PLAN						
0632	22038	12	INK	2950922171		
INK			E 01-10-30-04		181.88	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		181.88	
0632	22038	12	PAPER	2959193581		
PAPER			E 01-10-30-03		22.49	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			

Warrant 145

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
				Invoice Total-	22.49	
				Vendor Total-	204.37	
00007 TREASURER, STATE OF MAINE						
0632	22039	12	LICENSE	220907EMS01		
LICENSE			E 05-05-46-06		16.66	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - LICENSES / FD/EMS			
				Vendor Total-	16.66	
00048 TREASURER, STATE OF MAINE						
0632	22040	12	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		315.00	0.00
			GEN'L FUND / PLUMB. PERM.			
				Vendor Total-	315.00	
00515 TRISTATE FLAG						
0632	22041	12	NEW FLAGS	110571		
NEW FLAGS			E 13-10-30-04		371.78	0.00
			FACILITIES / PARKS - SUPPLIES / OPERATING			
				Vendor Total-	371.78	
00178 WARREN BROTHERS						
0632	22042	12	PLOWING CONTRACT	12/8/2021		
PLOWING CONTRACT			E 10-10-20-07		14,802.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
				Vendor Total-	14,802.00	
00013 WASTE MANAGEMENT OF						
0632	22043	12	CFAS DUMPSTER	2046917-2080-7		
CFAS DUMPSTER			E 13-02-20-06		90.04	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
				Vendor Total-	90.04	
00369 WB MASON CO, INC						
0632	22044	12	STICKY NOTES, TAPE	225011610		
STICKY NOTES, TAPE			E 25-30-30-03		34.23	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OFFICE			
				Invoice Total-	34.23	
0632	22044	12	DUSTER. FRESHENER	225174688		
DUSTER. FRESHENER			E 25-30-30-04		52.86	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
				Invoice Total-	52.86	
0632	22044	12	BANANAS, SMOOTHIES	224808311		
BANANAS, SMOOTHIES			E 25-30-30-05		32.98	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
				Invoice Total-	32.98	
				Vendor Total-	120.07	
00125 ZOLL MEDICAL CORPORATION						
0632	22045	12	CPR ELECTRODE	3391788		
CPR ELECTRODE			E 05-05-30-07		162.22	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
				Vendor Total-	162.22	

Warrant 145

Jrnl	Check	Month	Invoice Description	Reference	
Description	Account		Proj	Amount	Encumbrance
Prepaid Total-				0.00	
Current Total-				620,320.43	
EFT Total-				0.00	
Warrant Total-				620,320.43	

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: Dec. 7, 2021
Re: Town Manager's report

With **Christmas and New Year's** falling on a Saturday, Town policy says we will open the Transfer Station on another day to accommodate residents. Transfer Station Director Ken Scheno recommends the facility be open the following Mondays, Dec. 27 and Jan. 3, from 11 a.m.-7 p.m. to accommodate folks who will be working on those days. Under the Town's employment guidelines, the Town Office will be closed on the Fridays preceding a Saturday holiday. Because we will be closed Dec. 31, we will need to close to the public early on the 30th so we can close out our financial books for the year for the audit. Typically, that takes no more than two hours. But that assumes no issues requiring us to contact Trio, which closes at 4:30 p.m. For that reason, the office has typically closed at noon the day we close the books. I was thinking we could stay open until 1:30 p.m. Dec. 30, which would split the difference between accommodating the public and giving ourselves some cushion if closing the books doesn't go as smoothly as usual.

Rather than having a special meeting the last week of the year to approve a **final warrant** with the last remaining invoices of 2021, Treasurer Nick Poole says that could be done during the Board's Dec. 21 regularly scheduled meeting. But where we normally complete the warrant the Thursday before a Selectboard meeting, he is requesting that we be allowed to do that the day before the Dec. 21 meeting. That means the warrant would not be included in the meeting packet we send out the week before. But we would email it to you on Dec. 20 and have printed copies available for you to pick up that day. Is the Board agreeable to doing this? Or would you rather have a special called meeting on the last week of December to approve a final warrant?

Is there anything you'd like added to the **white board**?