

**Town of Belgrade  
Board of Selectpersons**

**Feb. 15, 2022 / 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**

- 1. PUBLIC HEARING** on articles on 2022 Town Meeting warrant

***Open meeting***

- 2. PUBLIC COMMENT**
- 3. OLD BUSINESS**
  - A. Approval of Feb. 1, 2022, **Selectboard minutes.**
- 4. NEW BUSINESS**
  - A. **Appointment:** Mark Belanger – Dams Committee
  - B. Demonstration of iWorQ **code enforcement software.**
- 5. WARRANT**
- 6. TOWN MANAGER REPORT**
- 7. EXECUTIVE SESSION:** 1 M.R.S.A. §405(6)(E) – Real estate

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**(ARTICLE 3)** Shall the town raise and appropriate \$1,116 for the Sexual Assault Crisis and Support Center?

2021 actual: \$1,116.50

2022 request: \$1,116

*Selectboard recommendation:* YES 5-0

*Budget Committee recommendation:* YES 5-0, 1 absent

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**(ARTICLE 4)** Shall the town raise and/or appropriate \$40,000 for Lake Protection, to be disbursed in the amounts indicated to the following organizations and from the following funding sources:

Belgrade Lakes Association 2021 actual: \$16,000  
(Great Pond milfoil removal)

BLA 2022 request: \$16,000

Friends of Messalonskee 2021 actual: \$13,100  
(Belgrade Stream milfoil removal)

FOM 2022 request: \$13,100

7 Lakes Alliance 2021 actual: \$8,400  
(Courtesy boat inspection, Youth Conservation Corps)

7LA 2022 request: \$8,400

McGrath-Salmon Lake Association 2021 actual: \$2,500  
(Courtesy boat inspection, Youth Conservation Corps, Port-O-Let)

MSLA 2022 request: \$2,500

	<u>2021 actual</u>	<u>2022 request</u>
<b>TOTAL</b>	\$ 40,000	\$ 40,000
<i>Funding from non-property tax sources:</i>		
Water Quality Improvement Fund	\$ 20,000	\$ 20,000
<b>Funding from property taxes</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

*Selectboard recommendation:* YES 5-0

*Budget Committee recommendation:* YES 5-0, 1 absent

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**(ARTICLE 5)** Shall the town raise and appropriate \$1,488 to help fund Spectrum Generations for Belgrade residents?

2021 actual: \$1,195.50

2022 request: \$1,488

*Selectboard recommendation:* YES 4-1

*Budget Committee recommendation:* YES 5-0, 1 absent

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**(ARTICLE 6)** Shall the town raise and appropriate \$1,500 to help fund Hospice Volunteers of Waterville Area?

2021 actual: \$1,500

2022 request: \$1,500

*Selectboard recommendation:* YES 5-0

*Budget Committee recommendation:* YES 5-0, 1 absent

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**(ARTICLE 7)** Shall the town raise and appropriate \$5,000 to help fund the Belgrade Lakes Region Business Group's Fourth of July fireworks?

2021 actual: \$0

2022 request: \$5,000

*Selectboard recommendation:* YES 3-2

*Budget Committee recommendation:* YES 4-1, 1 absent

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**(ARTICLE 8)** Shall the town approve a repeal and replacement of the Subdivision Ordinance?

*Selectboard recommendation:* YES 4-1

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**(ARTICLE 9)** Shall the town approve amendments to the Board of Appeals Ordinance?

*Selectboard recommendation:* YES 5-0

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**(ARTICLE 10)** Shall the town approve amendments to Section 15.B, titled "Impact on Lake Water Quality," of the Commercial Development Review Ordinance?

*Selectboard recommendation:* YES 5-0

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**(ARTICLE 11)** Shall the town approve a repeal and replacement of the Cemetery Ordinance?

*Selectboard recommendation:* YES 4-1

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**\*\*\*GENERAL GOVERNMENT\*\*\***

**(ARTICLE 12)** To see if the town will authorize the Board of Selectpersons to act on the following:

- Spend an amount not to exceed one-fourth of the approved budget for 2022 between January 1, 2023, and the date of the regular 2023 Town Meeting.
- Vote to accept all overdrafts and balances that have lapsed and are not otherwise directed to the undesignated fund.

*Selectboard recommendation:* YES 5-0

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**(ARTICLE 13)** To see if the Town will vote pursuant to 36 MRSA section 506 to authorize the tax collector to accept prepayment of property taxes prior to the delivery of the tax commitment to the tax collector by the assessors without payment of interest.

*Selectboard recommendation:* YES 5-0

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**(ARTICLE 14)** To see if the town will set Friday, September 2, 2022, as the date 2022 property taxes are due. For taxes paid after September 2, 2022, interest will be charged at a rate of 2.05% per annum. Interest will continue until the tax and tax lien are paid in full. Additionally, to see if the Town will set the interest rate to be paid by the Town on taxes paid and later abated at 2% per annum. Interest will accrue from the date of the tax payment to the date the abated amount is refunded to the taxpayer.

*Selectboard recommendation:* YES 5-0

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**(ARTICLE 15)** To see if the town will appropriate estimated revenues in the amount of \$1,624,181 from the following sources to reduce the property tax commitment:

	<u>2020 actual</u>	<u>2021 actual</u>	<u>2022 proposed</u>
Vehicle excise tax	\$914,945	\$1,058,227	\$1,005,316
Boat excise tax	\$ 9,491	\$ 10,522	\$ 9,996
Interest & cost fees	\$ 20,629	\$ 16,710	\$ 15,875
Cable franchise fees	\$ 50,571	\$ 50,319	\$ 47,803
Bank interest	\$ 43,376	\$ 14,232	\$ 13,520
Homestead exemption	\$226,906	\$ 227,991	\$ 216,591
Municipal revenue sharing	\$220,250	\$ 331,664	\$ 315,080
<b>TOTAL</b>	<b>\$1,486,168</b>	<b>\$1,709,665</b>	<b>\$1,624,181</b>

*Selectboard recommendation:* YES 5-0

*Budget Committee recommendation:* YES 5-0, 1 abstain

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**(ARTICLE 16)** To see if the town will approve the creation of a Planning Board Legal Reserve Fund for the purpose of funding legal expenses related to litigation that results from Planning Board decisions, and to appropriate \$12,000 to the fund from the undesignated fund. Unexpended balances in the fund would remain in the fund for future use.

*Selectboard recommendation:* YES 5-0

*Budget Committee recommendation:* YES 5-0, 1 abstain

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**(ARTICLE 17)** To see if the town will appropriate \$11,585 from plumbing fees and \$8,250 from building permit fees, and raise and appropriate \$708,145, for a total of \$727,980, for municipal operations and administrative activities as follows:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
Selectboard	\$ 14,955	\$ 14,403	\$ 14,855
Board of Appeals	\$ 1,438	\$ 160	\$ 1,300
Administration	\$403,356	\$349,761	\$426,010
Town Manager	\$109,540	\$103,241	\$112,490
Code Enforcement Officer/ Plumbing Inspector	\$ 49,228	\$ 34,763	\$ 56,325
Planning Board	\$ 6,150	\$ 5,280	\$ 6,350
Hearings/Elections	\$ 11,650	\$ 5,371	\$ 11,950
Insurance	\$ 98,647	\$ 97,724	\$ 98,200
Town Historian	\$ 400	\$ 400	\$ 500
<b>TOTAL</b>	<b>\$695,364</b>	<b>\$611,103</b>	<b>\$727,980</b>

*Funding from non-property  
tax sources:*

From undesignated fund	\$ 0	\$ 0	\$ 0
Plumbing fees	\$ 6,000	\$ 12,195	\$ 11,585
<u>Building permit fees</u>	<u>\$ 0</u>	<u>\$ 8,682</u>	<u>\$ 8,250</u>
Total	\$ 6,000	\$ 20,877	\$ 19,835

**Funding from  
property taxes**                      **\$689,364**                      **\$590,226**                      **\$708,145**

*Selectboard recommendation:*                      YES    5-0  
*Budget Committee recommendation:*                      YES    5-0, 1 abstain

**\*\*\*PUBLIC SAFETY\*\*\***

**(ARTICLE 18)** To see if the town will appropriate \$17,294 in non-tax revenue, and raise and appropriate \$376,031 for Public Safety, for a total of \$393,325 as follows, with any unexpended balance from the Fire & Rescue Department budget lapsing into its equipment capital reserve:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
Emergency Management Director	\$ 300	\$ 0	\$ 500
Fire & Rescue Department	\$287,002	\$254,621	\$325,125
Municipal streetlights	\$ 3,550	\$ 526	\$ 1,500
Animal Control Officer	\$ 13,650	\$ 10,568	\$ 13,200
Health Officer	\$ 400	\$ 800	\$ 500
Dispatch	\$ 48,850	\$ 49,376	\$ 52,500
<b>TOTAL</b>	<b>\$353,752</b>	<b>\$315,891</b>	<b>\$393,325</b>

*Funding from non-property tax sources:*

Belgrade Regional Health Center gift	\$ 10,000	\$ 10,000	\$ 0
Town of Rome firefighter contribution	\$ 25,000	\$ 25,000	\$ 0
Fire Dept. cost recovery revenue	\$ 9,200	\$ 9,200	\$ 15,294
Transfer from undesignated fund	\$ 9,908	\$ 9,908	\$ 0

Dog fees	\$ 2,000	\$ 2,000	\$ 2,000
Total	\$ 56,108	\$ 56,108	\$ 17,294

**Funding from property taxes**                                **\$297,644**            **\$259,783**            **\$376,031**

*Selectboard recommendation:*                                *YES 5-0*

*Budget Committee recommendation:*                                *YES 5-0, 1 abstain*

**(ARTICLE 19)** To see if the Town will establish a Fire & Rescue Communications and Equipment Tower Fund, and appropriate \$10,000 to the fund from the undesignated fund. Unexpended balances in the fund would remain in the fund for future use.

*Selectboard recommendation:*                                *YES 5-0*

*Budget Committee recommendation:*                                *YES 5-0, 1 abstain*

**\*\*\*PUBLIC WORKS\*\*\***

**(ARTICLE 20)** Shall the Town approve the following:

- Approve a capital project consisting of road improvement and paving as proposed by the Board of Selectpersons (the Board) and on the terms the Board deems appropriate as detailed below:
- Appropriate \$882,000 (including costs of financing) to fund the project as follows:
  - Raise \$236,829 (\$234,079 for direct costs of the road project and \$2,750 for legal fees) through taxation; and,
  - Appropriate \$46,504 in Local Road Assistance Program funds; and,
  - Obtain up to \$566,667 from the proceeds of a loan (or bond) on terms deemed appropriate by the Town Treasurer and the Board.
- Authorize the Town Treasurer and the board to issue general obligation securities of the Town (including temporary notes) in anticipation of the sale thereof in an aggregate principal amount not to exceed \$566,667, to partially fund the appropriation;
- Delegate to the Town Treasurer and the Board the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form and other details of said securities, including authority to execute and deliver the securities on behalf of the Town.

**FINANCIAL STATEMENT**

Total Town indebtedness:

A.	Outstanding principal balance of bonds previously issued:	\$ <u>380,955.76</u>
B.	Bonds authorized and unissued:	\$ -0-
C.	Anticipated amount of bonds to be issued:	\$ <u>566,667.00</u>
	Total:	\$ <u>947,622.76</u>

Costs: At an estimated net interest rate of 2.5% for a three (3) year maturity, the estimated cost of this bond issue will be:

Total principal:	\$ 566,667
Interest:	\$ 32,000
Total debt service:	\$ 598,667

Validity: The validity of the bonds and the voter's ratification of the bonds may not be affected by any errors in the above estimates, the ratification by the voters is nonetheless conclusive and the validity of the bonds is not affected by reason of the variance.



Below is a listing of roadways to be worked on if the above article is approved. All work estimates are based on present funding. If the estimated funding is lower than the final bid amount, the Town will not expend any money more than the estimated maximum provided in this article. Consequently, the scope of work will be reduced so the estimated funding is not exceeded. If the final bid amount for this project is less than the estimated funding, only the amount of money necessary to complete the project will be bonded, i.e., the Town will not bond for funds that are not needed to complete this project as presented below.

**Project detail:** Improvements and paving for the following listed roads, along with estimated costs, comprise the 3-year paving project (2022-24) to be completed in 2022:

Depot Road (1.25 miles)	= \$255,040
Guptill Road (1.1 miles)	= \$175,595
Old Route 27 (0.51 mile)	= \$ 81,412
Hulin Road (0.25 mile)	= \$ 30,756
School Street (0.15 mile)	= \$ 18,453
Red Oaks Lodge Road (0.11 mile)	= \$ 12,727
Lakeshore Drive (0.3 mile)	= \$ 47,890
Minot Hill Road (1.1 miles)	= \$ 63,836
East-West Lane (0.6 mile)	= \$ 47,043
Transfer Station Road (0.3 mile)	= \$ 82,000
<u>Transfer Station complex</u>	<u>= \$ 31,893</u>
Estimated total costs	\$846,645

*Selectboard recommendation:* YES 5-0  
*Budget Committee recommendation:* YES 5-0, 1 abstain

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(ARTICLE 21) To see if the town will raise and appropriate \$554,494 for Public Works as follows, with any unexpended balance lapsing into the road's capital reserve:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
General road maintenance	\$155,675	\$149,617	\$155,675
Plowing and sanding	\$261,264	\$268,207	\$297,819
Sand and salt	\$101,600	\$ 84,684	\$101,000
<b>TOTAL</b>	\$518,539	\$502,508	\$554,494

*Funding from non-property tax sources:*

Transfer from undesignated fund	\$ 20,000	\$ 20,000	\$ 0
Transfer from roads capital reserve	\$ 0	\$ 0	\$ 0
Total	\$ 20,000	\$ 20,000	\$ 0

**Funding from property taxes**                    **\$498,539**                    **\$482,508**                    **\$554,494**

*Selectboard recommendation:*                    YES    5-0

*Budget Committee recommendation:*           YES    5-0, 1 abstain

**(ARTICLE 22)** Do you favor creating the Belgrade Water District?

*Selectboard recommendation:*                    YES    4-1

**(ARTICLE 23)** To see if the Town will authorize the Board of Selectpersons to negotiate a contract with the Maine Department of Transportation to remedy the salt-contaminated properties generally bounded by but not limited to Route 27, Route 135 and Routes 8/11, which may include the construction and operation of a public water system. Execution of a contract between the Town of Belgrade and MDOT would be subject to voter approval.

*Selectboard recommendation:*                    YES    5-0

**(ARTICLE 24)** To see if the town will raise and appropriate up to \$5,000 for pedestrian crossing infrastructure and signage to reduce vehicular speed in the village.

*Selectboard recommendation:*                    YES    3-2

*Budget Committee recommendation:*           YES    0-5, 1 abstain

**\*\*\*CEMETERIES\*\*\***

**(ARTICLE 25)** To see if the Town will appropriate \$9,938 in income from the Cemetery portfolio, and raise and appropriate \$13,737, for a total of \$23,675, for maintenance of the cemeteries as follows:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
<b>TOTAL</b>	\$ 23,125	\$ 18,701	\$23,675

*Funding from non-property tax sources:*

Transfer from cemetery trust income	\$ 10,675	\$ 10,675	\$9,938
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<b>Funding from property taxes</b>	<b>\$ 12,450</b>	<b>\$ 8,026</b>	<b>\$13,737</b>
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*Selectboard recommendation:* YES 5-0

*Budget Committee recommendation:* YES 5-0, 1 abstain

**\*\*\*FACILITIES AND GROUNDS\*\*\***

**(ARTICLE 26)** To see if the town will appropriate \$1,378 from the library mowing contract, and \$30,000 from the facilities capital reserve, and \$30,000 from the Dalton revenue fund, and raise and appropriate \$254,257, for a total of \$315,635, for the maintenance of facilities and grounds as follows:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
General	\$147,800	\$121,579	\$145,700
Center for All Seasons	\$ 32,940	\$ 38,754	\$ 59,570
North Belgrade Community Center	\$ 11,410	\$ 9,568	\$ 17,880
Maintenance garage	\$ 3,515	\$ 5,299	\$ 4,350
Salt & sand shed	\$ 1,150	\$ 2,739	\$ 1,150
Lakes fire station	\$ 6,555	\$ 6,690	\$ 19,920
Depot fire station	\$ 3,980	\$ 3,516	\$ 4,920
North Belgrade fire station	\$ 4,180	\$ 2,409	\$ 4,765
Transfer Station	\$ 9,805	\$ 8,273	\$ 12,265
Parks	\$ 6,900	\$ 7,144	\$ 9,400
Dalton Road properties	\$ 10,686	\$ 8,110	\$ 12,050
History House	\$ 2,135	\$ 575	\$ 750
Town Office	\$ 10,215	\$ 9,138	\$ 22,415
Library	\$ 3,500	\$ 3,350	\$ 500
<b>TOTAL</b>	<b>\$254,771</b>	<b>\$227,144</b>	<b>\$315,635</b>

*Funding from*

*non-property tax sources:*

Transfer from undesignated fund	\$ 17,809	\$ 17,809	\$ 0
Library mowing contract	\$ 1,450	\$ 1,450	\$ 1,378
Facilities capital reserve	\$ 20,000	\$ 20,000	\$ 30,000
Dalton revenue fund	\$ 0	\$ 0	\$ 30,000
Total	\$ 39,259	\$ 39,259	\$ 61,378

\$ 61,378

<b>Funding from property taxes</b>	<b>\$215,512</b>	<b>\$187,885</b>	<b>\$254,257</b>
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*Selectboard recommendation:* YES 5-0

*Budget Committee recommendation:* YES 5-0, 1 abstain

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**\*\*SOLID WASTE\*\***

**(ARTICLE 27)** To see if the town will appropriate \$30,000 from anticipated revenue from Solid Waste operations and raise and appropriate \$298,500 for a total request of \$328,500.

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 actual</u>
<b>TOTAL</b>	\$276,400	\$266,575	\$328,500
<i>Funding from non-property tax sources:</i>			
Solid waste revenue	\$ 25,000	\$ 25,000	\$ 30,000
Solid waste capital reserve	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total	\$ 25,000	\$ 25,000	\$ 30,000
<b>Funding from property taxes</b>	<b>\$251,400</b>	<b>\$241,575</b>	<b>\$298,500</b>
<i>Selectboard recommendation:</i>	YES 5-0		
<i>Budget Committee recommendation:</i>	YES 5-0, 1 abstain		

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**(ARTICLE 28)** To see if the town will appropriate up to \$59,000 from the undesignated fund to purchase a replacement skid steer at the Transfer Station.

<i>Selectboard recommendation:</i>	YES 5-0	
<i>Budget Committee recommendation:</i>	YES 5-0, 1 abstain	

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**\*\*\*LIBRARY\*\*\***

**(ARTICLE 29)** To see if the town will appropriate \$8,524 from the library capital reserve, and raise and appropriate \$93,501 for library services, for a total of \$102,025 as follows, with any unexpended balance lapsing into the library capital reserve:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
<b>TOTAL</b>	\$ 82,094	\$ 73,588	\$102,025
<i>Funding from non-property tax sources:</i>			
Library capital reserve	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 8,524</u>
<b>Funding from property taxes</b>	<b>\$ 82,094</b>	<b>\$ 73,588</b>	<b>\$ 93,501</b>
<i>Selectboard recommendation:</i>	YES 5-0		
<i>Budget Committee recommendation:</i>	YES 6-0		

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**(ARTICLE 30)** To see if the town will authorize the Board of Selectpersons to enter into a one-year contract with the Friends of the Belgrade Public Library for up to \$3,000 to be paid by the

Friends to the Town for plowing and mowing services to be performed by the Town at the Library property on Depot Road.

Selectboard recommendation: YES 5-0

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**\*\*\*RECREATION\*\*\***

(ARTICLE 31) To see if the town will appropriate \$60,000 from anticipated recreation revenue, and raise and appropriate \$130,625 for recreation services, for a total of 190,625, with any unexpended balance lapsing into the recreation capital reserve:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
<b>TOTAL</b>	\$159,070	\$120,639	\$190,625
<i>Funding from non-property tax sources:</i>			
Recreation revenue	\$ 33,000	\$ 33,000	\$ 60,000
<b>Funding from property taxes</b>	<b>\$126,070</b>	<b>\$ 87,639</b>	<b>\$130,625</b>

Selectboard recommendation: YES 5-0

Budget Committee recommendation: YES 5-0, 1 abstain

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**\*\*\*SOCIAL SERVICES\*\*\***

(ARTICLE 32) To see if the town will raise and/or appropriate for social services as follows:

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
General Assistance	\$ 4,000	\$ 4,290	\$ 5,000
Emergency Fuel Fund	\$ 6,000	\$ 488	\$ 5,000
Senior Resources Committee	\$ 0	\$ 0	\$ 2,000
Community event traffic control	\$ 780	\$ 260	\$ 780
Christmas wreaths	\$ 500	\$ 500	\$ 500
<b>TOTAL</b>	<b>\$ 11,280</b>	<b>\$ 5,538</b>	<b>\$ 13,280</b>

*Funding from non-property tax sources:*

Transfer from undesignated fund	\$ 4,000	\$ 4,000	\$ 5,000
Emergency fuel fund	\$ 6,000	\$ 488	\$ 5,000
Total	\$ 10,000	\$ 4,488	\$ 10,000

**Funding from property taxes** \$ 1,280 \$ 1,050 \$ 3,280

Selectboard recommendation: YES 5-0

Budget Committee recommendation: YES 6-0

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(ARTICLE 33) To see if the town will authorize the Senior Resources Committee to conduct fundraising to support the operating and programming costs of the committee and to place all

proceeds in a special Senior Resources Fund account to be used toward the benefit of senior programming. This article is to remain in effect until changed by a future vote of the town.

Selectboard recommendation: YES 5-0

**(ARTICLE 34)** To see if the town will raise and/or appropriate \$1,500 to support the Belgrade Senior Volunteer Work Program, which allows seniors 60 and older to earn benefits up to \$750, with the benefits to be paid through a tax abatement from the overlay fund toward their property taxes, and to authorize unused funds to be placed into a special reserve account called the Senior Volunteer Work Ordinance Fund.

Selectboard recommendation: YES 5-0

Budget Committee recommendation: YES 6-0

**\*\*\*DAMS\*\*\***

**(ARTICLE 35)** To see if the town will raise and appropriate \$18,168 for Belgrade’s share of 2022 operations/maintenance costs of the Village Dam, Wings Mills and Salmon Lake dams.

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
<b>TOTAL</b>	\$20,192	\$20,192	\$18,168
<b>Funding from property taxes</b>	<b>\$20,192</b>	<b>\$20,192</b>	<b>\$18,168</b>

Selectboard recommendation: YES 5-0

Budget Committee recommendation: YES 6-0

**(ARTICLE 36)** To see if the town will approve the creation of a Dams Capital Reserve Account for infrastructure needs, and raise and appropriate \$7,200 for the fund, which would represent Belgrade’s share (48%) of a total \$15,000 appropriation and accept funds for the account from the other participating towns in the Interlocal Agreement for Management of the Belgrade Area Dams.

Selectboard recommendation: YES 5-0

Budget Committee recommendation: YES 6-0

**\*\*\*CAPITAL RESERVES\*\*\***

**(ARTICLE 37)** To see if the town will appropriate \$410,000 from the undesignated fund, in the following amounts for the following purposes:

<u>2022 proposed</u>	<u>Current balance*</u>
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Fire & Rescue Capital Reserve	\$ 75,000	\$168,955
Cemetery Equipment Replacement Capital Reserve	\$ 5,000	\$ 21,842
Fire & Rescue Building Capital Reserve	\$100,000	\$230,000
Maintenance Garage Capital Reserve	\$ 55,000	\$ 46,968
Cemetery Water Line Fund	\$ 5,000	\$ 23,422
Facilities Truck Fund	\$ 5,000	\$ 30,656
Well Contamination Remediation Fund	\$100,000	\$112,083
<u>Solid Waste Capital Reserve</u>	<u>\$ 65,000</u>	<u>\$ 53,009</u>
<b>TOTAL</b>	<b>\$410,000</b>	

**Funding from property taxes** **\$0**

*\*Unaudited year-end balances*

*Selectboard recommendation:* YES 5-0  
*Budget Committee recommendation:* YES 5-0, 1 abstain

**\*\*\*DEBT SERVICE\*\*\***

**(ARTICLE 38)** To see if the town will raise and appropriate \$49,893 to fund the seventh-year payment on the Town Office 13-year bond, and \$15,000 for interest in the Tax Anticipation Note, for a total of \$64,893.

	<u>2021 budget</u>	<u>2021 actual</u>	<u>2022 proposed</u>
	\$508,107	\$485,613	\$64,893
<b>Funding from property taxes</b>	<b>\$508,107</b>	<b>\$485,613</b>	<b>\$64,893</b>

*Selectboard recommendation:* YES 5-0  
*Budget Committee recommendation:* YES 6-0

**\*\*\*TRUST ACTIVITIES\*\*\***

**(ARTICLE 39)** To see if the town will raise, appropriate, authorize, designate or release the collective sum of \$14,642 as dictated by the following trusts and funds:

- To make available to the Principal of Belgrade Central School the interest, in the amount of \$299, from the Robert A. Guptill Historical Fund for the promotion and association of history.
- To see if the Town will raise and appropriate \$957 in property taxes, and appropriate \$43 from the Don C. Stevens Fund for a total of \$1,000 to support an academic award from the Town to the highest-ranking Belgrade senior graduating in 2022.
- Authorize use of the Don C. Stevens Fund for the Public Schools of Belgrade income in the amount of \$14,300 to benefit the public schools of Belgrade.

*Selectboard recommendation:* YES 5-0  
*Budget Committee recommendation:* YES 5-0, 1 abstain

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**\*\*\*ADDITIONAL ARTICLES\*\*\***

**(ARTICLE 40)** To see if the town will authorize the Selectboard to execute a contract for the construction of a First-Responders Memorial, and to appropriate up to \$12,000 from the undesignated fund to help fund its construction. Total cost of the project is \$24,000.

*Selectboard recommendation:* YES 5-0  
*Budget Committee recommendation:* YES 5-0, 1 abstain

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**(ARTICLE 41)** To see if the town will authorize the Selectboard to use money from the undesignated fund to maintain operations at 2021 levels should the voters reject a departmental budget under this warrant, until such time as the voters approve a revised budget for the department(s) at a special town meeting.

*Selectboard recommendation:* YES 5-0

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# Town of Belgrade Board of Selectpersons

Feb. 1, 2022 / 6:30 p.m.  
Belgrade Town Office  
990 Augusta Road

This meeting can be watched at  
<https://youtu.be/YcsbnQfzUBk>

## MINUTES

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

**In-person attendees:** Cemetery Committee member Bruce Galouch, Planning Board member Rich Baker, Cemetery Committee chair Phil Sprague, Appeals Board chair Mike Heino, Board of Parks & Recreation chair Linda Bacon, Town Manager Anthony Wilson.

**Remote attendees:** Town Clerk Mary Vogel, Jay Bradshaw, Appeals Board members Dick Bourne and Nicholas Alexander.

Ms. Jewell called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance. Mr. Newman moved to open the meeting. Mr. Damren seconded. Motion approved 5-0.

1. **PUBLIC COMMENT.** Board of Parks and Recreation chair Linda Bacon raised concerns about the maintenance of the Center for All Seasons. The town manager said he will review and respond to her written concerns in writing to her and to the Selectboard.
2. **OLD BUSINESS**
  - A. Approval of Jan. 18, 2022, **Selectboard minutes.** Mr. Newman moved approval as presented. Mr. Damren seconded. Motion approved 5-0.
  - B. Consideration of final approval of proposed ordinance changes:
    1. **Subdivision Ordinance** replacement. Ms. Allen moved approval as presented. Ms. Johnson seconded. Motion approved 5-0.
    2. **Board of Appeals Ordinance** amendments. The Board agreed to add domestic partners in Section II paragraph B and to use the definition provided by the Town attorney, minus any registration requirements. Also, the Board asked that paragraphs in Section VI be renumbered. Ms. Jewell moved approval. Ms. Allen seconded. Motion approved 5-0.
    3. **Cemetery Ordinance** replacement. Ms. Jewell moved approval as presented. Mr. Newman seconded. Motion approved 5-0.
3. **NEW BUSINESS**

- A. Consideration of bid for **used fire equipment**. Mr. Newman moved to accept the \$1,200 bid from the Rome Fire Department for eight self-contained breathing apparatus air bottles. The remaining equipment will be advertised for free among the membership of the Maine Fire Chiefs Association. Ms. Johnson seconded. Motion approved 5-0.
- B. Consideration of placing a **foreclosed property** for sale by sealed bid. Mr. Newman moved approval of advertising Tax Map 18 Lot 2A for sale, including all unpaid taxes, interest and costs. Ms. Johnson seconded. Motion approved 5-0.
- C. Consideration of **Animal Control Officer's contract**. Ms. Johnson moved approval of Trisha Davis' contract with a 2.5-percent pay increase. Ms. Jewell seconded. Motion approved 5-0.
- D. Consideration of a time, date and place for the **Town Meeting public hearing**. Ms. Jewell moved that the public hearing occur at 6:30 p.m. Feb. 15 at the Town Office. Ms. Johnson seconded. Motion approved 5-0.
- E. Consideration of back cover **photo for annual Town Report**. Ms. Allen moved approval of a photo of canoes taken by Elise Klysa. Ms. Johnson seconded. Motion approved 5-0.
4. **WARRANT**. Ms. Jewell moved approval of warrant no. 12 for \$614,396.82. Ms. Allen seconded. Motion approved 5-0.
5. **TOWN MANAGER REPORT**. The town manager asked if the Board is interested in an attendance policy for board and committee members. The Board said it is, saying three would be an appropriate number of absences over the course of a year. The town manager said he will return with a draft policy. In response to a request from the town manager, Ms. Allen volunteered to join a working group that will craft a refund policy.
6. **EXECUTIVE SESSION**: 1 M.R.S.A. §405(6)(A) – Personnel matters  
1 M.R.S.A. §405(6)(E) – Real estate

The Selectboard exited open session at 8:17 p.m.

The Selectboard entered executive session at 8:18 p.m.

The Selectboard exited executive session at 9:59 p.m.

The Selectboard re-entered open session at 10 p.m. and the meeting was adjourned.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: Feb. 15, 2022  
Re: Dams Committee appointment

---

The Dams Committee has endorsed the appointment of Michael Belanger. He would replace Kerry Oliver, who recently resigned from the 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 Parks & Recreation         |
| <input type="checkbox"/> Board of Appeals          | <input type="checkbox"/> Board of Assessment & Review        |
| <input checked="" type="checkbox"/> Dams Committee | <input type="checkbox"/> Transfer Station & Recycling Com.   |
| <input type="checkbox"/> Cemetery Committee        | <input type="checkbox"/> Budget Committee                    |
| <input type="checkbox"/> Library Trustee           | <input type="checkbox"/> Tree Committee                      |
| <input type="checkbox"/> Long Range Planning Com.  | <input type="checkbox"/> Comprehensive Plan Review Committee |

Other \_\_\_\_\_

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

Name Michael Belanger  
Address 44 Abena shores Drive  
Phone # (Home) [REDACTED] (Work) \_\_\_\_\_ Email: [REDACTED]  
Place of Employment Central Maine Power Co.  
Education & Experience Master's Degree in Structural Engineer. 32 years experience as a transmission line engineer.  
20 Years as an officer in the Air National Guard serving as Chief of the Engineering Section

Interests and Hobbies Boating, Writing VBA programs in Excel. Computer games

Why do you wish to serve on a municipal board or committee?  
Recommended by a friend.

References  
Name Garrett Luszczki Phone # [REDACTED]  
Name \_\_\_\_\_ Phone # \_\_\_\_\_

Please Return to: [townclerk@townofbelgrade.com](mailto:townclerk@townofbelgrade.com)  
OR  
Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: Feb. 15, 2022  
Re: Code enforcement software demonstration

---

Joseph Vernon, an account executive with iWorQ, a company that for 20 years has developed code enforcement software exclusively, will present a demonstration on how the software works.

Among the Maine communities that use iWorQ are Winthrop, Belfast and Waterboro. (Oakland is also looking at acquiring this software; Dave Savage is the person who suggested we explore this.) All three code offices raved about the efficiency iWorQ's product yields. The Waterboro officer has used it in all three communities in which he has worked. All three communities touted the software's ability to pull reports and data quickly, the customization to meet a town's needs, the ease of issuing letters and applying for and issuing permits, and the ability to access and use the software in the field as part of inspections and investigations.

Assuming voters approve the Administration budget that contains this item, we would visit one of the towns (likely Winthrop) to learn more about how its CEO is using it. Assuming the Selectboard approves purchasing this, we would seek input from the Planning Board and the Comprehensive Plan Committee on data we want to collect in customizing the software.

Your Town &

**iWorQ**

Working Smarter

*Helping Government Agencies Streamline Their Workflow Processes Since 2001*



# iWorQ



## AFFORDABLE

iWorQ has a straightforward pricing structure. No per-seat licensing fee. Free, unlimited support, training, and upgrades.



## INTUITIVE

The software is simple and user-friendly, so anyone can learn it. We can have you up and running in just a few weeks.



## SOFTWARE SUITE

Manage everything – including solutions for public works and community development – from one simple location.



## MOBILE CAPABILITIES

Cloud-based software applications allow you to work from a tablet or smart phone while you're in the field.

*Helping Government Agencies Streamline Their Workflow Processes Since 2001*



# Community Development Cloud Software | iWorQ

*Simplify Agency Communication.*



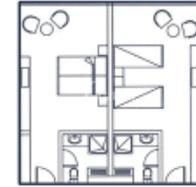
## Permit Management Software

Permit management allows you to track all types of permit processes, including the building, land use, zoning, remodels, encroachments, driveways, variances, appeals and more. Our system easily lets you see the parcel number, fees, addresses, owner information, associated contractors, and all other pertinent information



## Citizen Contractor Online Portal

The new portal allows your citizens and contractors to easily apply for permits, submit code enforcement issues, Upload images and documents, make payments, Use a public searchable GIS system, and more all in one spot.



## Planning & Zoning Software

Track what is specific to your agency while being able to have multiple groups work on one project with our Planning and Zoning application. Attach plan reviews, photos, contractors, and inspections to improve your current processes



## Code Enforcement Software

Track all case types & issues, and generate letters while on-site using the mobile capabilities of our Code Enforcement application. By applying updates in real time using a web-based connection, there's no need to return to the office to add inspection notes. Also, upload photos to track the status of your case.



## Payment Processing Software

iWorQ securely processes credit card payments via a trusted, third-party payment processor, SyncoPal Payments, and deposits money into an account of your choice at the point of sale.

*Helping Government Agencies Streamline Their Workflow Processes Since 2001*





Permit Management  
Software



## Save Time.

At iWorQ we know how valuable time is. That's why we developed a permitting software to increase efficiency, integrate inspections scheduling, and track the entire permitting process. Our permit management software will track the permit application, through inspection, all the way to occupancy.

Effective community development requires regular tracking and enforcing. Track your process from any internet-capable device with our cloud-based, mobile-friendly applications. No more wasting paper, time, and money on tracking pieces of the process by hand or with spreadsheets.

## Features of iWorQ's Permit Software

- Store Contractor And Owner Information
- Customizable
- Detailed Tracking
- Reporting
- Document Upload
- Parcel Mapping
- Digital Inspections

Store Contractor And Owner Information And Assign And Track Data Effortlessly. Additionally, iWorQ Tracks Licensing, Certificates, Pictures And Other Important Information That Needs To Be Documented And Tracked For Each Permit.

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ALL

Select View ▾

Selected	Permit Number	Permit Date	Permit Type	Applicant Name	Description	Expiration Date	Issued Date	Residential/Commercial	Assigned To	Unpaid Fees	Map	Edit/View
<input type="checkbox"/>	4660	10/04/2019	Building	docken	duplex	12/02/2019	10/04/2019	Residential	New Employee			
<input type="checkbox"/>	4659	10/04/2019	Building	Joe Montana	New Construction	10/19/2019	10/18/2018	Residential	Jim Solo			
<input type="checkbox"/>	4655	09/19/2019	Building	Josh Cottrell	New House	06/18/2019	08/04/2019	Residential	Dwight Schrute	\$20.00		
<input type="checkbox"/>	4652	09/16/2019	Building	Marty	New Construction	12/31/2019	09/18/2019	Residential	Adam Laing	\$172.00		
<input type="checkbox"/>	4643	09/11/2019	Fence	Marty Smith	10 ft fence	10/31/2019	09/18/2019	Residential	John Deer	\$520.00		
<input type="checkbox"/>	4641	09/06/2019	Building	Josh Cottrell	New House	11/10/2019	09/09/2019	Residential	Dennis Sperry			

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# PERMIT

## PROPERTY

View | Remove

Ty Pebley

1120 W 5525 S Riverdale, 84405

Parcel: 081490010

Block: Lot: Zoned: \_

Subd:

Legal:

+ More

## STATUS | HISTORY

Open ▾

Gary Lewis

10/04/2019

<

Alert!!! Active Property Restriction +

Permit #: 4659	Description: New Construction	Issued Date: 10/18/2018	Residential/Commercial: Residential ▾
Permit Date: 10/04/19	Applicant Address: 12367 CONCORD HAMBD	Applicant Email:	Source: -- ▾
Permit Type: Building ▾	Phone Type: Cell ▾	Square Footage: 0	City, State, Zip: City of Ronceverte
Applicant Name: Joe Montana	Phone Number: 5554441234	Project Cost: 2200	Assigned To: Jim Solo ▾
Sup Type: Residential Single Famil ▾	Expiration Date: 10/19/2019	Valuation: 0	

Cases For Property (Code Enforcement)  

Permits For Property (Permit Management)  

-  Copy Permit
-  Save As Template
-  Email Permit
-  Print Permit
-  Apply Template
-  Add Letter
-  Notes
-  Contractors
-  Property
-  Add Inspection
-  Add Plan Review
-  Add Valuation
-  Add Fees
-  Add Payment
-  Add CC Payment
-  Add CC Swipe Payment
-  Upload File
-  Map



# iWorQ



## Code Enforcement Management Software

### Why Code Enforcement Software?

Local government is responsible for creating a safe, healthy environment for their communities. This being the goal, city ordinances are organized to protect and help their citizens. Managing the day-to-day cases and violations can become time-consuming and disorderly. That's where iWorQ's Code Enforcement software comes in.

### What Our Software Does

- Tracks and schedules inspections, citations, and warnings
- Assigns employees, inspectors, and fees
- Creates letters such as Notice of Violation with a click of a button
- Maps and attaches parcel information
- Attaches pictures and other vital documents
- Completely mobile and customizable
- Allows citizens to submit complaints to be created into a case

iWorQ's Code Enforcement software application is accurate, simple, and powerful. As violations are established, the process of each case can be tracked and monitored as it is resolved. The application has the ability to track and schedule inspections, citations, and warnings for each individual case. Each case can be assigned employees, inspectors, fees, and other details.

iWorQ creates an electronic copy of your existing letters such as Notice of Violation. Letters are coded so information can be pulled from the application, making it possible to create a letter with a click of a button.



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CASE VIEW

ACTIVITY DASHBOARD

EMPLOYEES

PROPERTY

VIOLATIONS

FEES

FIELDS

REPORTS

MAP

Main

Advanced Search

Open Saved Search

New Case

Case Templates

Old Case Screen

ALL

Select View ▾

Selected	Case Number	Property Address	Owner	City, State, Zip	Problem Description	Map	Status	Edit/View
<input type="checkbox"/>	935	123 Center Street	Sally	Logan, UT, 84321	Tall Grass		Open	
<input type="checkbox"/>	1099	2501 Wall Ave	Bill Murray	Logan, Utah, 84341	Tall Grass		Failed	
<input type="checkbox"/>	1103	10036 ALCOTT ST	June Throughout	Coaldale, Alberta, T1M 1J9	barking dog		Failed	
<input type="checkbox"/>	1105	2701 W 101ST PL	Bob Jones	Logan, Utah, 84341	Tall Grass		Failed	
<input type="checkbox"/>	1134	5498 S WEBER DR	Steve Hulse	Riverdale, UT, 84405	Tall Grass		Failed	
<input type="checkbox"/>	1231	435 S GARDEN DRIVE	Darth Vader	Coaldale, Alberta, T1M 1J9	barking dog		Failed	

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**PROPERTY** [View](#) | [Remove](#)  
**Bill Murray**  
test@test.com

**2501 Wall Ave Ogden, Utah 84401**  
Parcel: 22125864855  
Block: Lot: Zoned: R-1  
Subd:  
Legal:  
[+ More](#)

**STATUS** | HISTORY

Failed

Brittany Banford  
03/15/2019

<

Case #: 1099

City, State, Zip: Logan, Utah, 84341

Complainant Phone: 1234567899

Case Date: 02/01/16

Problem Description: Tall Grass

Occupant Phone: 1234567890

Site Address: 1113 Sunny Side Dr

Complainant: Bob Smead

Occurrences: 0

Owner/Occupant Name: Bill Smead

Complainant Address: 1111 Sunny Side Dr

Assigned To: --

Status

History

Last Modified	Modified By	Status
03/15/2019 18:14	Banford, Brittany	Failed

Cases For Property (Code Enforcement)



- Copy Case
- Save As Template
- Email Case
- Print Case
- Print Case History
- Apply Template
- Add Letter
- Notes
- Property
- Add Violation
- Add Activity
- Add Fees
- Add Payment
- Add CC Payment
- Upload File
- Map



# Guide

## GIS Mapping & Rest Services



### How It Works

- 1 Municipality uploads maps into ArcGIS Online account or ArcGIS Server.
- 2 Municipality then sends rest URL link(s) to iWorQ.
- 3 iWorQ consumes services allowing for automatic updating of map data.
- 4 Map data displays on the GIS map in iWorQ.



1. Municipality uploads maps into ArcGIS Online account or ArcGIS Server
2. Municipality then sends rest URL link(s) to iWorQ.
3. iWorQ consumes services allowing for automatic updating of map data.
4. Map data displays on the GIS map in iWorQ.

iWorQ's Rest Service only goes in one direction. Map data is sent directly to iWorQ, not the other way around. Leaving agencies in control of their current data.

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# GIS Map

GIS Mapping unites iWorQ's applications in an easy to use interactive map.

## Visualize

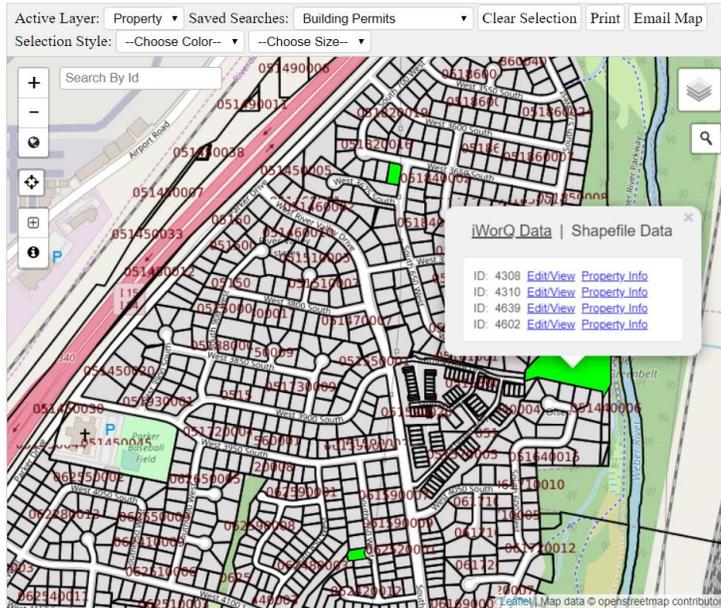
Locate information, Search on specific fields, Highlight specific data on the map.  
Easily see open & completed work orders, routine maintenance, assets, code enforcement, information tied to certain lines and more!

## Increase Productivity

View jobs on map, and save time going back and forth and complete multiple jobs in the same area.

## Access Anywhere

View on a mobile phone, tablet or computer. iWorQ's GIS System is created with responsive design that adjusts to any screen and can be accessed on any device with an internet connection.



## Schedule Maintenance Reminders

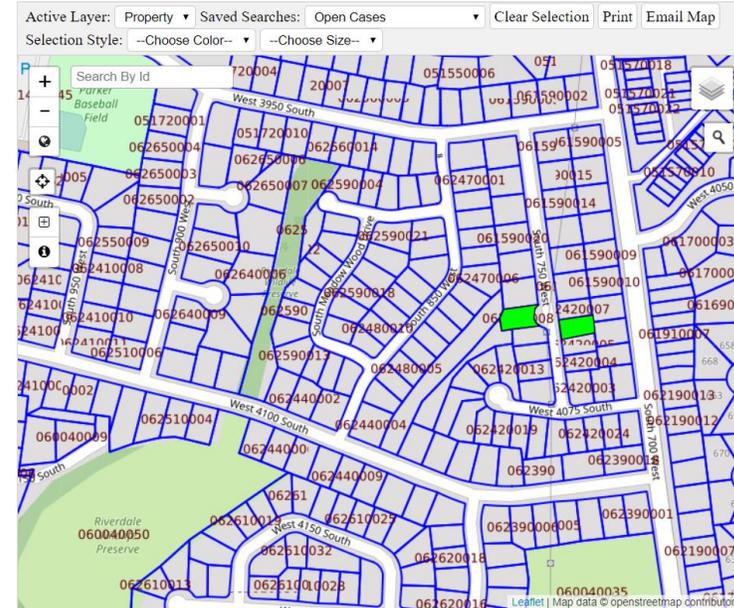
Schedule maintenance reminders of any asset.

## Add Locations.

Log new work information 15-20 feet from standing, or add a specific point

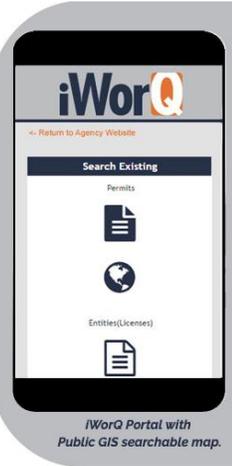
## Upload Images

Easily add details to work by uploading an image.



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Citizen Contractor Online Portal

Built To Help Community Development Departments Run More Efficiently.



### Boost Citizen & Contractor Engagement

The Online Portal provides contractors and citizens with tools to submit forms, manage applications, review a permit status, request inspections, upload documents and images, and make payments in a convenient location.

### Eliminate Paper & Clutter

Forget transferring information from different sources. The Online Portal is an eco friendly solution that keeps everything in one place. Making it simple to find what you are looking for while keeping track of everything else. Being web-based, it is easily accessed via mobile phone, tablet, or computer.

### Secure With AWS GovCloud

Amazon Web Services is the premier host for Government entities | Protects and secures all information. | Operated by U.S. Citizens on U.S. soil. | Vetted to ensure cloud solutions meet high compliance standards. | Hosts regulated workloads.

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# iWorQ



Citizen Contractor Online Portal

## Online Portal Features

### 2-Way Communication

Built-in messaging system connected to each user's initial request on their account. Allow citizens to digitally connect on their own time, and to see all of their updates in one place.

### Public GIS Map

This interactive map feature allows citizens to visually locate, search, utilize parcel viewer and identify property, permit, code enforcement, and license information.

### Upload Images

Documents, images, and plans can be submitted and resubmitted until the process has gone through all the proper steps and the request is marked complete.

### Payment Options

Citizens can easily make payments inside a form as it is being submitted or after the permit has been accepted by the city and approved.

### Email Notifications

Automated emails notify the city or county when data has been submitted, information has been uploaded, or inspections have been requested.

### Review

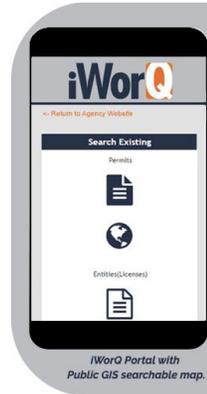
Cities and counties can review and approve everything that is submitted.

### Customize

Agencies can easily configure the portal to search on specific fields, display specific data, and customize the automated notification process. A simple link is added to your website for access.

### Control

Agencies can turn off features such as viewing uploaded images, inspection details, contractor information, and set required fields to ensure important data is always received

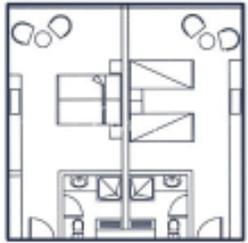


iWorQ Portal with Public GIS searchable map.



*Helping Government Agencies Streamline Their Workflow Processes Since 2001*





## Planning & Zoning Software

### Streamline Your City Process

In order to manage growth in the community, government agencies administer zoning and building codes and regulations for their land use. Most agencies are managing this process with paper documents and moving them from department to department. This is ineffective, disorganized, and takes more time than necessary. iWorQ's Planning and Zoning software can help.

iWorQ's Planning and Zoning Software helps streamline the zoning permit application process while ensuring compliance with local, state and federal regulations. It helps the zoning permit application process be more efficient and faster. No longer do you have to worry about storing and organizing plans. Instead, you can now access and search variances, appeals, and plans in the palm of your hand.



*Helping Government Agencies Streamline Their Workflow Processes Since 2001*



# iWorQ



Business License  
Management  
Software



## License Management Software For Your City Or County

WorQ provides license management software that is simple to use and provides easy access to businesses, contractors, and citizens to apply for, renew, and update licenses.

## Features Of IWorQ's License Management

- Accept online payments
- Print licenses to custom specifications
- Track expiration dates
- Web-based solution
- Secure access from any web-enabled device
- Public portal for businesses, contractors, vendors, etc
- Unlimited support
- Free training
- Quick implementation
- Data conversion
- Reporting
- Scheduled, regular data backups

Because our software has fields that you can customize to fit your agency, the licensing application can be used in many different ways to manage information. With the core of the application, you can track license information including applicant name, address, expiration and renewal dates, fees, and associated files in a central location. Send renewal letters or notices, print licenses, and collect payment directly from the software, streamlining business operations.

*Helping Government Agencies Streamline Their Workflow Processes Since 2001*





Payment Processing Software

## Make Permit Payments Online

With iWorQ's payment processing, members of the community can apply and make license or permit payments online, or in the office with a credit card.

This saves time and money for your city and county by automating the process from start to finish. All the fees are collected and accounted for each transaction. iWorQ securely processes credit card payments via a trusted, third-party payment processor, SyncoPal, and deposits money into an account of your choice at the point of sale. SyncoPal also offers a card swiper so you can make payments in the office.

This is not only convenient for your citizens, but for your office employees. Customers now pay for permits and licenses with a credit card and over the internet. This saves time for your employees dealing with customers and depositing checks.

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[Licensing Software](#) | [Community Development Software](#) | [Code Enforcement Software](#)



*Helping Government Agencies Streamline Their Workflow Processes Since 2001*



# iWorQ



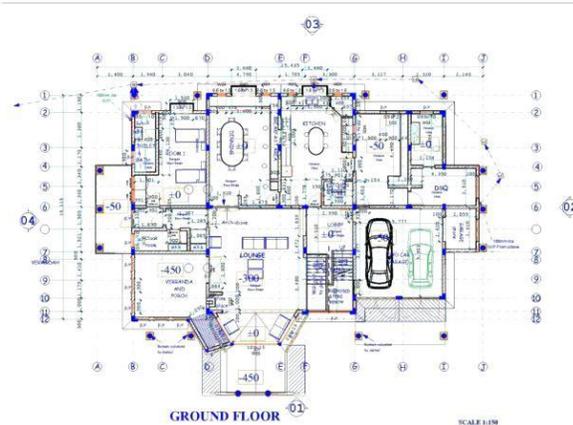
## Electronic Document Management System

Eliminate paper by storing plans, photos, documents, and permits in iWorQ's cloud. Securely store information by uploading inspection results, files to properties, auto-generated letters, and notices. We utilize the best in the industry, Amazon Web Services GovCloud built specifically for government entities like yours.



## E-Plans

Eliminate paper by storing plans and permits in iWorQ's cloud. Upload inspection results, files to properties, auto-generated letters, and notices. Review, mark up, and share plans or files from one central location.



## E-Enforcement

Enables agencies with their code enforcement duties. Upload pictures to activities or code violations, such as tall grass, trash, abandoned vehicles, and unsafe structures.



## E-Work

Upload pictures of catch basins, manholes, and any asset straight from your phone. Attach to Work Management or a Capital Asset application.



*Helping Government Agencies Streamline Their Workflow Processes Since 2001*





## iWorQ And TextMyGov Announce Strategic Partnership For Cities To Effortlessly Engage With Citizens Via Text Messaging.

iWorQ is known for its leadership in citizen engagement software with its effective web-based work management solutions. iWorQ has helped thousands of government agencies streamline their workflow processes. Now, iWorQ has taken things to the next level. Because texting is the most used and preferred form of communication, iWorQ has teamed up with TextMyGov to enhance citizen to city communication by expanding its reach with SMS text messaging.

TextMyGov is smart texting technology which enables anyone to interact with their local government agency via text messaging. TextMyGov uses a mobile phone's regular messaging service to relay information to a city or county. Citizens can now get answers to questions, report issues, find links on the agency's website, upload photos, and more. All through text messaging.

Local governments spend thousands of dollars on their websites each year to provide resources for their citizens. Integrating TextMyGov's smart texting technology maximizes these resources; boosting citizen engagement and website traffic exponentially. Citizens can text keywords to receive information from the agency's public site.

TextMyGov's smart texting technology is self-sufficient and operates 24/7. It enables citizens to connect any time, day or night. The service assures project efficiency, with quick problem resolution and fewer calls.

*Helping Government Agencies Streamline Their Workflow Processes Since 2001*



## IWORQ SERVICE AGREEMENT

### For iWorQ applications and services

Belgrade here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

#### **1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:**

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

#### **2. CUSTOMER RESPONSIBILITY:**

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image. Access to iWorQ cannot be used to record personal or confidential information such as driver license numbers, social security numbers, financial data, credit card information or upload any images or documents considered personal or confidential.

#### **3. TRAINING AND IMPLEMENTATION:**

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

#### **4. CUSTOMER DATA:**

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

#### **5. CUSTOMER SUPPORT:**

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

#### **6. BILLING:**

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

#### **7. TERMINATION:**

Either party may terminate this agreement, after the initial 1-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Upon termination (6. TERMINATION), iWorQ will discontinue all application(s) and or service(s) under this Agreement; iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than \$2,500; and all provisions of this Agreement will continue.

**8. ACCEPTABLE USE:**

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

**9. MICELLANEOUS PROVISIONS:**

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

**10. CUSTOMER IMPLEMENTATION INFORMATION:**

Primary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Secondary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**11. CUSTOMER BILLING INFORMATION:**

Billing Contact \_\_\_\_\_ Title \_\_\_\_\_

Billing Address: \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

PO# \_\_\_\_\_ (if required) Tax Exempt ID # \_\_\_\_\_

**12. ACCEPTANCE:**

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature \_\_\_\_\_

Effective Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Number \_\_\_\_\_

## **iWorQ Service(s) Agreement**

### **APPENDIX A**

## iWorQ Price Proposal

<b>Belgrade</b>	<b>Population- 3,189</b>
<b>6 Manchester Road, Belgrade, ME 04917</b>	<b>Prepared by: Joseph Vernon</b>

### Annual Subscription Fees

<u>Application(s) and Service(s)</u>	<u>Package Price</u>	<u>Billing</u>
<b>Community Development (Department)</b> *Permit Management *Code Enforcement *Portal Home  Quarterly upload of parcel information to iWorQ's GIS Map Track contractors, inspections, property information Track code violations, fees, and activities Unlimited reports and ad-hoc reporting Unlimited access to iWorQ's template library including 3 custom letters & 3 custom forms for Portal Home Premium Data (25MB Uploads & 100GB Storage)	<del>\$4,000</del> <b>\$3,500</b>	Annual
<b>Subscription Fee Total (This amount will be invoiced each year)</b>	<b>\$3,500</b>	Annual

### One-Time Setup, GIS integration, and Data Conversion Fees

<u>Service(s)</u>	<u>Full Price Cost</u>	<u>Package Price</u>	<u>Billing</u>
Implementation and Setup cost year 1	\$2,500	\$2,500	Year One
Up to 5 hours of GIS integration and data conversion	<del>\$1,000</del>	Included	Year One
Data Conversion	<del>\$4,900</del>	Included	Year One
<b>One-Time Setup Total (This amount will be added year 1)</b>	<del>\$8,400</del>	\$2,500	Year One
<b>Grand Total Due Year 1</b>	<del>\$11,900</del>	\$6,000	Year One

## **NOTES AND SERVICE DESCRIPTION**

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days
- III. This cost proposal cannot be disclosed or used to compete with other companies.

Warrant 17

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00289 AUGUSTA FUEL CORP.</b>						
0053	22251	02	DEPOT FD HEATING		5933088	
DEPOT FD HEATING			E 13-07-20-05		415.95	0.00
			FACILITIES / FD:DEPOT - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>415.95</b>	
0053	22251	02	CFAS HEATING		5933089	
CFAS HEATING			E 13-02-20-05		575.00	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>575.00</b>	
0053	22251	02	NBFD HEATING		5933213	
NBFD HEATING			E 13-08-20-05		400.80	0.00
			FACILITIES / FD:NB - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>400.80</b>	
0053	22251	02	10 DALTON HEATING		5934598	
10 DALTON HEATING			E 13-11-20-05		389.34	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>389.34</b>	
0053	22251	02	LAKES FD HEATING		5933873	
LAKES FD HEATING			E 13-06-20-05		253.21	0.00
			FACILITIES / FD:LAKES - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>253.21</b>	
0053	22251	02	CFAS PROPANE		5935587	
CFAS PROPANE			E 13-02-20-05		65.71	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>65.71</b>	
0053	22251	02	GARAGE HEATING		5934949	
GARAGE HEATING			E 13-04-20-05		118.55	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>118.55</b>	
0053	22251	02	TS OFF RD DIESEL		5935842	
TS OFF RD DIESEL			E 15-05-30-02		257.50	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>257.50</b>	
0053	22251	02	10 DALTON HEATING		5936711	
10 DALTON HEATING			E 13-11-20-05		51.79	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			<b>Invoice Total-</b>		<b>51.79</b>	
			<b>Vendor Total-</b>		<b>2,527.85</b>	
<b>00238 BAKER &amp; TAYLOR BOOKS # 510486</b>						
0053	22252	02	JANUARY BOOK ORDER		5017509377	
JANUARY BOOK ORDER			E 30-01-30-09		191.94	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			<b>Vendor Total-</b>		<b>191.94</b>	
<b>00394 BELGRADE LAKES REGION</b>						
0053	22253	02	ANNUAL MEMBERSHIP		1780	
ANNUAL MEMBERSHIP			E 01-10-99-97		200.00	0.00
			GEN'L GOV. / ADMIN - EXPENSE / MISC			
			<b>Vendor Total-</b>		<b>200.00</b>	
<b>00271 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0053	22254	02	JANUARY LEGAL CONTRACT		2022	
JANUARY LEGAL CONTRACT			E 01-10-15-02		1,000.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			<b>Vendor Total-</b>		<b>1,000.00</b>	

## Warrant 17

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>00263 BOB THE PLUMBER, INC.</b>						
0053	22255	02	TS FURNACE FIX	5666		
TS FURNACE FIX			E 13-09-35-07		60.00	0.00
			FACILITIES / TRANSFER STA - REPAIRS / HEATING			
			<b>Vendor Total-</b>		<b>60.00</b>	
<b>00386 BOUNDTREE MEDICAL</b>						
0053	22256	02	PPE COVID	84354947		
PPE COVID			E 05-05-30-07		332.03	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Vendor Total-</b>		<b>332.03</b>	
<b>00000 CARDMEMBER SERVICES</b>						
0053	22257	02	SPRAY NOZZLE LAKES FD	5950		
SPRAY NOZZLE LAKES FD			E 05-05-35-01		22.82	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			<b>Vendor Total-</b>		<b>22.82</b>	
<b>00376 CARDMEMBER SERVICES</b>						
0053	22260	02	LAPTOP MOUNT FOR R-6	7728		
LAPTOP MOUNT FOR R-6			E 05-05-40-04		350.90	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>350.90</b>	
0053	22260	02	ADOBE SUBSCRIPTIONS	2825,3060		
ADOBE SUBSCRIPTIONS			E 01-10-20-07		31.62	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>31.62</b>	
0053	22260	02	2 NOTARY RENEWALS	3249, 0597		
2 NOTARY RENEWALS			E 01-10-99-97		100.00	0.00
			GEN'L GOV. / ADMIN - EXPENSE / MISC			
			<b>Invoice Total-</b>		<b>100.00</b>	
0053	22260	02	NOTARY STAMP	3507		
NOTARY STAMP			E 01-10-30-04		59.30	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>59.30</b>	
0053	22260	02	HOPPER REPAIR	0057		
HOPPER REPAIR			E 15-05-35-10		134.41	0.00
			SOLID WASTE / WASTE - REPAIRS / HOPPER			
			<b>Invoice Total-</b>		<b>134.41</b>	
0053	22260	02	KEYS FOR FD HOT BOX	5233		
KEYS FOR FD HOT BOX			E 15-05-30-04		5.36	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>5.36</b>	
0053	22260	02	REPAIR AND PAINT HOPPER	7181		
REPAIR AND PAINT HOPPER			E 13-09-35-08		79.95	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>79.95</b>	
0053	22260	02	DIESEL	9990		
DIESEL			E 15-05-30-02		23.78	0.00
			SOLID WASTE / WASTE - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>23.78</b>	
0053	22260	02	GAS DETECTOR FOR BUILDING	0057		
CFAS GAS DETECTOR			E 13-02-35-08		66.99	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
LAKES GAS DETECTOR			E 13-06-35-08		66.99	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
DALTON GAS DETECTOR			E 13-11-35-08		133.98	0.00

Warrant 17

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			FACILITIES / DALTON - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>267.96</b>	
0053	22260	02	CAN AIR, AIR GAUGE, MTRAP	5233		
CAN AIR TOWN OFFICE			E 13-14-30-04		21.92	0.00
			FACILITIES / TOWN OFFICE - SUPPLIES / OPERATING			
AIR GAUGE, MOUSE TRAPS			E 13-06-35-08		65.76	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>87.68</b>	
0053	22260	02	NBCC CLEANING SUPPLIES	7730		
NBCC CLEANING SUPPLIES			E 25-30-30-10		151.97	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / CLEANING			
			<b>Invoice Total-</b>		<b>151.97</b>	
0053	22260	02	ONE TON FUEL	5432		
ONE TON FUEL			E 13-01-30-02		110.51	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>110.51</b>	
0053	22260	02	ADOBE SUBSCRIPTION	7011		
ADOBE SUBSCRIPTION			E 01-10-20-07		15.81	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>15.81</b>	
0053	22260	02	HANGING FILE FOLDERS	2652		
HANGING FILE FOLDERS			E 01-10-30-03		82.30	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>82.30</b>	
0053	22260	02	ZOOM SUBSCRIPTION LIBRARY	5976		
ZOOM SUBSCRIPTION LIBRARY			E 30-01-20-07		14.99	0.00
			LIBRARY / LIBRARY - SERVICES / CONTRACTED			
			<b>Invoice Total-</b>		<b>14.99</b>	
0053	22260	02	HANGING FILE FRAMES	7203		
HANGING FILE FRAMES			E 01-10-30-04		27.56	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>27.56</b>	
0053	22260	02	TAX FORMS	2195		
TAX FORMS			E 01-10-30-03		37.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>37.98</b>	
0053	22260	02	2 COMPUTER SCREENS	4809		
2 COMPUTER SCREENS			E 01-10-40-04		279.94	0.00
			GEN'L GOV. / ADMIN - PURCHASES / EQUIPMENT			
			<b>Invoice Total-</b>		<b>279.94</b>	
0053	22260	02	ELECTION ENVELOPES	4413		
ELECTION ENVELOPES			E 01-35-30-03		189.68	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>189.68</b>	
0053	22260	02	CEO BUSINESS CARDS	7068		
CEO BUSINESS CARDS			E 01-20-30-04		32.69	0.00
			GEN'L GOV. / CODE ENFORCE - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>32.69</b>	
0053	22260	02	HANGING FILE FOLDERS	8332		
HANGING FILE FOLDERS			E 01-10-30-03		83.30	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			<b>Invoice Total-</b>		<b>83.30</b>	
			<b>Vendor Total-</b>		<b>2,167.69</b>	

## Warrant 17

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0053	22261	02	TRANSFER STATION ELECTRIC	714001303481		
TRANSFER STATION ELECTRIC			E 13-09-20-04		875.83	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>875.83</b>	
0053	22261	02	STREET LIGHTS ELECTRICITY	71101322378		
STREET LIGHTS ELECTRICITY			E 05-25-20-04		132.53	0.00
			PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>132.53</b>	
			<b>Vendor Total-</b>		<b>1,008.36</b>	
<b>00405 EAGLE RENTAL</b>						
0053	22262	02	SKID STEER RENTAL	C05724		
SKID STEER RENTAL			E 13-01-20-06		1,000.00	0.00
			FACILITIES / GENERAL - SERVICES / RENTALS			
			<b>Vendor Total-</b>		<b>1,000.00</b>	
<b>00051 ES&amp;S ELECTION SYSTEMS &amp; SOFTWARE</b>						
0053	22263	02	ACTIVATION CARD	CD2016027		
ACTIVATION CARD			E 01-35-25-05		47.23	0.00
			GEN'L GOV. / ELECTIONS - PRINTING / BALLOTS			
			<b>Vendor Total-</b>		<b>47.23</b>	
<b>00139 FIRE TECH &amp; SAFETY</b>						
0053	22264	02	SCBA BOTTLE TEST	201586		
SCBA BOTTLE TEST			E 05-05-35-01		400.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			<b>Vendor Total-</b>		<b>400.00</b>	
<b>00288 GALE/CENGAGE LEARNING</b>						
0053	22265	02	LARGE PRINT BOOKS	76199878		
LARGE PRINT BOOKS			E 30-01-30-09		24.69	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			<b>Vendor Total-</b>		<b>24.69</b>	
<b>00434 GROUP DYNAMIC, INC.</b>						
0053	22266	02	FEB HRA CONTRIBUTION	L2202-016000064		
FEB HRA CONTRIBUTION			E 23-10-99-99		28.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>28.00</b>	
<b>00009 HAMMOND LUMBER COMPANY</b>						
0053	22267	02	FOAM FOR MICE HOLES	5198176		
FOAM FOR MICE HOLES			E 13-02-35-08		39.96	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>39.96</b>	
0053	22267	02	TRIM FOR DOOR, FLOORING	5192522		
TRIM FOR DOOR, FLOORING			E 13-03-35-08		65.94	0.00
			FACILITIES / NBCC - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>65.94</b>	
0053	22267	02	CFAS SMOKE ALARM, TIES	5190066		
CFAS SMOKE ALARM			E 13-02-35-08		20.97	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
0053	22267	02	CABLE TIES SHOP		31.98	0.00
			E 13-01-30-04			
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>52.95</b>	
0053	22267	02	CONTRACTOR BAGS FD	5197376		
CONTRACTOR BAGS FD			E 05-05-30-04		35.18	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>35.18</b>	

## Warrant 17

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0053	22267	02	DOOR HOLDERS TOWN OFFICE	5217051		
DOOR HOLDERS TOWN OFFICE			E 13-14-35-08		36.98	0.00
			FACILITIES / TOWN OFFICE - REPAIRS / BUILDING			
			<b>Invoice Total-</b>		<b>36.98</b>	
			<b>Vendor Total-</b>		<b>231.01</b>	
<b>00077 HARRIS COMPUTER SYSTEMS</b>						
0053	22268	02	2022 ANNUAL FEE	TRIMN0000880		
2022 ANNUAL FEE			E 01-10-46-02		17,138.44	0.00
			GEN'L GOV. / ADMIN - LICENSES / HARRIS			
			<b>Vendor Total-</b>		<b>17,138.44</b>	
<b>00391 HARRY J. SMITH COMPANY</b>						
0053	22269	02	ALIGNMENT R-6	252834		
ALIGNMENT R-6			E 05-05-35-04		40.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS			
			<b>Vendor Total-</b>		<b>40.00</b>	
<b>00301 HOULE, CHARLENE R</b>						
0053	22270	02	MILEAGE REIMBURSEMENT 28	02/05/2022		
MILEAGE REIMBURSEMENT 28			E 01-10-20-02		12.32	0.00
			GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI			
			<b>Vendor Total-</b>		<b>12.32</b>	
<b>00639 HP FAIRFIELD</b>						
0053	22271	02	PARTS FOR SANDER	6407794		
PARTS FOR SANDER			E 13-01-35-03		662.16	0.00
			FACILITIES / GENERAL - REPAIRS / FM ONE-TON			
			<b>Vendor Total-</b>		<b>662.16</b>	
<b>00267 IRVING OIL CORPORATION</b>						
0053	22272	02	FUEL FOR ONE TON	34343942		
FUEL FOR ONE TON			E 13-01-30-02		196.60	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>196.60</b>	
0053	22272	02	FACILITIES TRUCK FUEL	34343944		
FACILITIES TRUCK FUEL			E 13-01-30-02		941.89	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			<b>Invoice Total-</b>		<b>941.89</b>	
			<b>Vendor Total-</b>		<b>1,138.49</b>	
<b>00737 KIMBALL MIDWEST</b>						
0053	22273	02	WALKER MOWER SUPPLIES	9570174		
WALKER MOWER SUPPLIES			E 12-01-30-04		179.00	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>179.00</b>	
0053	22273	02	SUPPLIES FOR SHOP	9567644		
SUPPLIES FOR SHOP			E 13-01-30-04		148.23	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			<b>Invoice Total-</b>		<b>148.23</b>	
			<b>Vendor Total-</b>		<b>327.23</b>	
<b>00638 LEAF</b>						
0053	22274	02	CFAS COPIER	12821651		
CFAS COPIER			E 25-30-20-07		43.94	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			<b>Vendor Total-</b>		<b>43.94</b>	
<b>00250 LEIGHTON SIGNWORKS</b>						
0053	22275	02	SEAL FOR VEHICLES	9718		

## Warrant 17

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SEAL FOR VEHICLES			E 13-01-35-02		300.00	0.00
			FACILITIES / GENERAL - REPAIRS / FM TRUCK			
			<b>Vendor Total-</b>		<b>300.00</b>	
<b>00296 LIFESAVERS, INC</b>						
0053	22276	02	AED PADS	51504		
AED PADS			E 05-05-30-07		175.51	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Vendor Total-</b>		<b>175.51</b>	
<b>00002 MAINE MUNICIPAL ASSOCIATION</b>						
0053	22277	02	SELECTBOARD TRAINING	100422586		
SELECTBOARD TRAINING			E 01-01-13-01		45.00	0.00
			GEN'L GOV. / SELECT PRSNS - EDUCATION / EDUCATION			
			<b>Invoice Total-</b>		<b>45.00</b>	
0053	22277	02	TOWN MANGER&SB TRAINING	1000422584		
SB TRAINING			E 01-01-13-01		35.00	0.00
			GEN'L GOV. / SELECT PRSNS - EDUCATION / EDUCATION			
TOWN MANAGER			E 01-15-13-01		35.00	0.00
			GEN'L GOV. / MANAGER - EDUCATION / EDUCATION			
			<b>Invoice Total-</b>		<b>70.00</b>	
0053	22277	02	ARPA TRAINING	1000421796		
ARPA TRAINING			E 01-10-13-01		35.00	0.00
			GEN'L GOV. / ADMIN - EDUCATION / EDUCATION			
			<b>Invoice Total-</b>		<b>35.00</b>	
			<b>Vendor Total-</b>		<b>150.00</b>	
<b>00519 MAINE OXY</b>						
0053	22278	02	HYDRO TEST OXY BOTTLES	32423668		
HYDRO TEST OXY BOTTLES			E 05-05-35-01		29.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT			
			<b>Vendor Total-</b>		<b>29.00</b>	
<b>00037 MAINE RESOURCE RECOVERY ASSOC</b>						
0053	22279	02	FREON UNITS PICKED UP	185082		
FREON UNITS PICKED UP			E 15-05-20-13		847.50	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			<b>Vendor Total-</b>		<b>847.50</b>	
<b>00582 MAINE TECHNOLOGY GROUP</b>						
0053	22280	02	FEB IT SUPPORT CONTRACT	28176		
FEB IT SUPPORT CONTRACT			E 01-10-15-03		1,458.45	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			<b>Invoice Total-</b>		<b>1,458.45</b>	
0053	22280	02	DESKTOP INSTLALLATION	28252		
DESKTOP INSTLALLATION			E 01-10-15-03		450.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			<b>Invoice Total-</b>		<b>450.00</b>	
			<b>Vendor Total-</b>		<b>1,908.45</b>	
<b>00628 MORTON SALT</b>						
0053	22281	02	BULK T SALK DELIVERY	84247-04374		
11/20/2021 5102284247			E 10-10-30-04		1,801.79	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
11/20/2021 5102284981			E 10-10-30-04		1,783.64	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
12/20/2021 5102304374			E 10-10-30-04		1,787.27	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
12/24/2021 5102304374			E 10-10-30-04		1,725.05	0.00

## Warrant 17

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING						
<b>Vendor Total-</b>					<b>7,097.75</b>	
<b>00385 RJD APPRAISAL</b>						
0053	22282	02	FEBRUARY 2022 ASSESSING			
FEBRUARY 2022 ASSESSING			E 01-10-15-04		2,208.33	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
<b>Vendor Total-</b>					<b>2,208.33</b>	
<b>00612 SPECTRUM ENTERPRISE</b>						
0053	22283	02	TOWN OFFICE INTERNET	084051401020122		
TOWN OFFICE INTERNET			E 01-10-20-01		133.87	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
<b>Vendor Total-</b>					<b>133.87</b>	
<b>00278 TOWN OF BELGRADE</b>						
0053	22284	02	REFILL PETTY CASH, DRAWER	2/9/2022		
REFILL PETTY CASH, DRAWER			E 01-10-99-97		200.00	0.00
			GEN'L GOV. / ADMIN - EXPENSE / MISC			
<b>Vendor Total-</b>					<b>200.00</b>	
<b>00155 TREASURER, STATE OF MAINE</b>						
0053	22285	02	COMPOST LICENSE	DEP0127221SWF00		
COMPOST LICENSE			E 01-10-99-97		53.00	0.00
			GEN'L GOV. / ADMIN - EXPENSE / MISC			
<b>Invoice Total-</b>					<b>53.00</b>	
0053	22285	02	TRANSFER STATION STORAGE	DEP0119221SWF00		
TRANSFER STATION STORAGE			E 15-05-46-07		329.00	0.00
			SOLID WASTE / WASTE - LICENSES / TRNSFR STATN			
<b>Invoice Total-</b>					<b>329.00</b>	
<b>Vendor Total-</b>					<b>382.00</b>	
<b>00265 UNITED STATES CELLULAR</b>						
0053	22286	02	COMMUNICATIONS	0488363273		
FACILITES			E 13-01-20-01		66.75	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
FIRE RESCUE			E 05-05-20-01		44.59	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO			
FACILITIES			E 13-01-20-01		44.59	0.00
			FACILITIES / GENERAL - SERVICES / COMMUNICATIO			
TRANSFER STATION			E 15-05-20-01		44.60	0.00
			SOLID WASTE / WASTE - SERVICES / COMMUNICATIO			
TOWN MANAGER			E 01-15-20-01		67.75	0.00
			GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO			
<b>Vendor Total-</b>					<b>268.28</b>	
<b>00178 WARREN BROTHERS</b>						
0053	22287	02	PLOW CONTRACT	2/21/2022		
PLOW CONTRACT			E 10-10-20-07		29,604.00	0.00
			PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED			
<b>Vendor Total-</b>					<b>29,604.00</b>	
<b>00013 WASTE MANAGEMENT OF</b>						
0053	22288	02	CFAS DUMPSTER	2049154-2080-4		
CFAS DUMPSTER			E 25-30-20-07		90.04	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
<b>Invoice Total-</b>					<b>90.04</b>	
0053	22288	02	TS MIXED WASTE DISPOSAL	2049691-2080-5		
TS MIXED WASTE DISPOSAL			E 15-05-20-13		2,291.42	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			

Warrant 17

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				<b>Invoice Total-</b>	<b>2,291.42</b>	
				<b>Vendor Total-</b>	<b>2,381.46</b>	
<b>00369 WB MASON CO, INC</b>						
0053	22289	02	CFAS PAPER TOWEL, TP	226907660		
CFAS PAPER TOWEL, TP	E 25-30-30-04				116.58	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>116.58</b>	
0053	22289	02	LIBRARY PAPER TOWELS, BAGS	226928756		
LIBRARY PAPER TOWELS, BAGS	E 30-01-30-04				30.47	0.00
			LIBRARY / LIBRARY - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>30.47</b>	
0053	22289	02	FLOOR MAT	226626099		
FLOOR MAT	E 15-05-30-04				79.99	0.00
			SOLID WASTE / WASTE - SUPPLIES / OPERATING			
				<b>Invoice Total-</b>	<b>79.99</b>	
0053	22289	02	CFAS YOGURT, POPCORN, ETC	226972845		
CFAS YOGURT, POPCORN, ETC	E 25-30-30-05				87.54	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / FOOD/WATER			
				<b>Invoice Total-</b>	<b>87.54</b>	
0053	22289	02	POST IT, NOTE PADS	226990765		
POST IT, NOTE PADS	E 01-10-30-03				23.74	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				<b>Invoice Total-</b>	<b>23.74</b>	
0053	22289	02	LABELS	227116528		
LABELS	E 01-10-30-03				84.28	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				<b>Invoice Total-</b>	<b>84.28</b>	
				<b>Vendor Total-</b>	<b>422.60</b>	
<b>00014 YANKEE TROPHY</b>						
0053	22290	02	PLAQUES	INV-22-0113		
PLAQUES	E 05-05-99-02				104.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - EXPENSE / AWARDS			
				<b>Vendor Total-</b>	<b>104.00</b>	
				<b>Prepaid Total-</b>	<b>0.00</b>	
				<b>Current Total-</b>	<b>74,816.95</b>	
				<b>EFT Total-</b>	<b>0.00</b>	
				<b>Warrant Total-</b>	<b>74,816.95</b>	

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: Feb. 15, 2022  
Re: Town Manager's report

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I will update you Tuesday night on the search for a **Recreation director**.

Selectperson Allen has researched some **refund policies** of other recreation facilities. She will share that with you Tuesday night. We recommend recruiting a Board of Parks and Recreation member and involving the new Recreation director in crafting a policy for the BPR's consideration and recommendation to the Selectboard.

A Recreation director applicant asked about negotiating a **cost-break for** her children to attend the **after-school and summer camp programs**. BPR chair Linda Bacon told me that has been considered before, but prior Selectboards opposed it because of the precedence it would establish for other Town employees. Selectboard chair Jewell confirmed this, but suggested raising the idea with you to see if you would like to explore this possibility.

I will present you with the high bid for the **foreclosed property** Tuesday night and offer you options about how you could proceed. Once I have direction from you, we will place this on the March 1 agenda.