

**Town of Belgrade
Board of Selectpersons**

**March 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

Open meeting

- 1. PUBLIC COMMENT**
- 2. OLD BUSINESS**
 - A. Approval of March 1, 2022, **Selectboard minutes.**
- 3. NEW BUSINESS**
 - A. **Appointments.**
 1. Jordan Zoretic – Appeals Board.
 2. Sara Languet – Budget Committee.
 - B. Discussion and consideration of **skid steer RFP.**
 - C. Discussion and consideration of **board and committee attendance policy.**
 - D. Discussion and consideration of **Lakes Committee bylaws.**
 - E. Discussion and consideration of **Spirit of America nominees:**
 1. Marylou and Alan Butterfield.
 2. Judy Hallowell.
 3. Becky Seel.
 4. Mary Vogel.
- 4. WARRANT**
- 5. TOWN MANAGER REPORT**

Town of Belgrade Board of Selectpersons

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

This meeting can be watched at

<https://youtu.be/Fw0LIEIVhxw>

MINUTES

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

In-person attendees: Town Manager Anthony Wilson.

Remote attendees: Jay Bradshaw, Dick Bourne, Town Clerk Mary Vogel, Nicholas Alexander, Fire Chief Dan MacKenzie, Library Trustee Leilani Carlson.

Ms. Jewell called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance. Ms. Allen moved to open the public hearing. Ms. Johnson seconded. Motion approved 4-0. Mr. Newman had not yet arrived.

1. PUBLIC COMMENT. There was no public comment.

2. OLD BUSINESS

A. Approval of Feb. 15, 2022, **Selectboard minutes.** Ms. Jewell moved approval as presented. Mr. Damren seconded. Motion approved 4-0. Mr. Newman had not yet arrived.

3. NEW BUSINESS

A. Board reappointment: Leilani Carlson – Library Board of Trustees. Ms. Jewell moved approval. Ms. Allen seconded. Motion approved 4-0. Mr. Newman had not yet arrived.

B. WARRANT. Ms. Jewell moved approval of warrant no. 22 in the amount of \$611,983.88. Ms. Allen seconded. Motion approved 5-0.

C. TOWN MANAGER REPORT. The Town Manager reported the investigation into the high electric bills at 8 Dalton continues. He and the leasing agent inspected the premises the day before and found nothing unusual.

He reminded the Board of a public informational meeting on a proposed solar farm at 6:15 p.m. March 9 at the Center for All Seasons. He also said the Planning Board is making progress on its commercial solar regulations. Mr. Newman asked for drafts of that work as it progresses.

The manager reported the auditor recommended depositing cleaning deposits for community center rentals, and sought authority to sign monthly warrants to return those. Ms. Jewell raised a concern about depositing checks that could result in

overdrafts for low-income residents. The Board asked that the Board of Parks and Recreation make a recommendation on how to handle deposits to the Selectboard.

Ms. Allen moved to exit open session at 6:51 p.m. Ms. Johnson seconded. Motion approved 5-0. Ms. Johnson moved to enter executive session at 6:52 p.m. Ms. Allen seconded. Motion approved 5-0.

Ms. Johnson moved to exit executive session at 7:05 p.m. Ms. Allen seconded. Motion approved 5-0. Mr. Damren moved to re-enter open session at 7:05 p.m. Ms. Johnson seconded. Motion approved 5-0.

No action was taken.

Ms. Johnson moved to adjourn. Ms. Allen seconded. Motion approved 5-0. The meeting adjourned at 7:07 p.m.

DRAFT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 15, 2022
Re: Appointments

After advertising the vacancies on the Board of Appeals and the Budget Committee for at least two weeks, we received one application for each:

- Board of Appeals – Jordan Zoretic
- Budget Committee – Sara Languet

The members of each body have endorsed the applications and recommend to you their appointment.

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

Other _____

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

Name Jordan Zoretic

Address _____

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

Place of Employment Veterans' Disability Attorney at Jackson & MacNichol

Education & Experience J.D. from Appalachian School of Law, and B.S. in English Lit. from Austin Peay State University

Interests and Hobbies I am an avid reader, and animal lover. My fiance and I have two cats, and two dogs. I grew up riding horses in my hometown near Nashville, TN. Now, when I am not helping my veteran clients, I work one shift a week at Hello Good Pie to provide a little extra man power, and volunteer once a week at Winterberry Farm.

Why do you wish to serve on a municipal board or committee?
As a current attorney working at the appellate level of the Board of Veterans' Appeals on a daily basis, my legal experience with specifically appeals work could be put to use to help those in my community. As a new and younger member of this community I am excited to use the skills I have to work in and help the Belgrade Lakes Area.

References

Name Amanda Holder Phone # _____

Name Warren Fullerton 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

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 Sara H. Languet
Address _____ Belgrade Lakes, ME 04918
Phone # (Home) _____ (Work) _____ Email: _____
Place of Employment Home
Education & Experience Please, see attached resume.

Interests and Hobbies Please, see attached resume.

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

Now, that I am an empty nester and have more time on hand that I can dedicate to assist our local governance and ensure that Belgrade continue to be a descent place to retire. I saw a request in our local Town Newsletter that ask for help with the Budget Committee, and got interested in it. My great ability to help groups finding consensus and to follow established regulations will favor BC work.

References

Name Becky Seel Phone # _____
Name Marshalyn Baker Phone # _____

Please Return to:

townclerk@townofbelgrade.com

OR

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

SARA H. LANGUET, MBA, MSP, MSME

PERMANENT ADDRESS: Belgrade Lakes, ME 04918
MAILING ADDRESS: PO Box 355, Belgrade Lakes, ME 04918
CONTACT INFORMATION: Tel. [REDACTED] (home)
Tel. [REDACTED] (cellphone)
E-mail: [REDACTED]

OBJECTIVES: A full time work as a quality, manufacturing, product development or project management engineer. Interested in leading Lean Six Sigma company projects and initiatives.

EDUCATION: **08/20-** PURDUE UNIVERSITY (Online), West Lafayette, IN 47907
Present **Lean Six Sigma (LSS) Black Belt Certification Program (17 CEUs)**
Composed of one-year certification with a three-course series:
(1) August to Oct 2020- Earned a Lean Principles Certification
This course focused on the 14 management philosophies practiced in Lean systems for achieving operational excellence by zooming on both the Toyota Production System and the Toyota Way. A harmonious system course that incorporates specific tools, quality improvement methods, and a business philosophy based on a deep understanding of people and human motivation while targeting the curtailment of the time between customer orders and product delivery, while also lowering cost, saving space, and maximizing quality.
(2) Nov 2020 to Feb 2021- Earned a LSS GREEN Belt Certification
This course dealt with getting knowledge in learning a problem-solving framework for improving processes – Define, Measure, Analyze, Improve and Control (**DMAIC**) – and receiving instruction in the tools for streamlining production and services from end to end by reducing or eliminate waste, lower defects in your organization's products and processes, and improve customer satisfaction.
(3) Oct 2021 to March 2022- Finally, the **Black Belt** course which allows the creation of rubrics and performance matrices to oversee the organizational projects of Green Belts and provides advanced understanding of Lean Six Sigma methodologies, improvement tools and techniques to gauge customer satisfaction and business productivity.

08/11- Admitted at three Pharmacy Schools (forgo attending for personal reasons)
Creighton University, University of New England, Husson University.

07/10- UNIVERSITY of NEW ENGLAND (UNE), Biddeford, ME 04005
12/10 Pre-Health Anatomy for Health Professions course.

09/09- UNIVERSITY of MAINE at FARMINGTON (UMF), Farmington, ME 04938
05/10 Pre-Health Organic Chemistry and Biology (Cell Bio and Genetics) courses.

08/94- MICHIGAN STATE UNIVERSITY (MSU), East Lansing, MI 48824-0590
05/98

08/95- Master of Science in Mechanical Engineering
05/98 GPA June, 1999. 3.78/4.0

08/94- Master of Science in Packaging
05/97 GPA May, 1997. **4.0/4.0**
THESIS: "Damage correlation of vibration table time versus real road time using RSC corrugate boxes"

09/92- THOMAS COLLEGE, Waterville, ME 04901-9986
12/94 Master of Business Administration (**Two years of Night School**)
GPA December, 1994. 3.22/4.0

08/87- UNIVERSITY OF PUERTO RICO (UPRM or RUM), Mayagüez, PR 00681
05/92 Bachelor of Science in Mechanical Engineering (PA 3.47/4.0)
GPA May, 1992. 3.69/4.0 (Top 10%)
Departamental Esteban Terrats Award

08/84- SAN ANTONIO ABAD HIGH SCHOOL, Humacao, PR 00661
05/87 High School Diploma, Senior Class **Valedictorian**
GPA May, 1987. **4.0/4.0**

SCHOLARSHIPS, AWARDS AND TRAINING:

- ** 2021-Present Town of Belgrade (ME) Planning Board Representative till March, 2024.
- ** 2021-MAINE MUNICIPAL ASSOCIATION Local Planning Board/Boards of Appeal Certificate
- ** 2021-LSS Green Belt Certification
- ** 2020-Lean Principles Certification
- ** 2020-Present Messalonskee High School (MHS) School Board Elected Representative for the Town of Belgrade, ME till March, 2023.
- ** 2017 MHS Athletic Complex Renovation Project
- ** 2013-2020 MHS All Sport Boosters involvement and team representative.
- ** 2011-2014 Cub Scouts Pack 415 Administrator
- ** 2007-2011 Girl Scout of America-Mount Meric Elementary Troop Administrator and Leader
- ** 2004 Medical Design & Manufacturing East Conference (NYC,NY)
- ** 2001 Solid Works CAD training, EZ-CAM CAM training and team building training.
- ** 2001 UniGraphics CAD Designer Professional Certification
- ** 2000 KVCC Supervisory course program
- ** 1997 Transport Packaging Symposium (Transpack) Speaker
- ** 1996 Dow Chemical Engineering Minority Scholarship
- ** 1995 Packaging Education Foundation Scholarship
- ** 1995 International Intermodal Expo Fellow Student
- ** Fall 1994 Graduate Education (GEM) Fellowship Award
- ** Licensed as an Engineer In Training (EIT), 08/07/92.
- ** 1992 Mechanical Engineering United States National Collegiate Award
- ** 1992 Best Student of the UPR Mechanical Engineering Department
- ** 1992 Distinguished Student of the UPR Engineering School
- ** 1992 MSDQ Top Ten Student of the UPR Engineering School
- ** 1991 ASME Region II Student Leadership Jefferson Cup
- ** 1990 SAMPLE student member
- ** 1988-1992 Dean's List
- ** 1987-1992 High Honor Roll; NACME, Inc. Scholarship

WORK EXPERIENCE:

- [15] 10/05- GENERAL ELECTRIC INDUSTRIAL SECURITY, Pittsfield, ME 04967
03/06 (previously Edward Technology Systems, Inc – ETS)
This company closed in March, 2015 and its facilities house the new location for Puritan Medical Products since July, 2020.
Manufacturing Engineer for B-6 Signature Smoke Detectors (and transponders) Unit:
- a) Provided engineering support by troubleshooting production problems and effecting timely solutions to maintain the continuity of the production line that involved the handling of circuit boards and its components while following IPC guidelines.
 - b) Interfaced with manufacturing, vendors, suppliers and support team individuals to design manufacturing processes/improvements within schedule and budgetary parameters, and to address and resolve urgent manufacturing and engineering issues. These tasks often involved the creation of ECOs, Deviant Material Forms, Temporary or more Permanent Process Deviations, and/or the creation of product samples.
 - c) Learned, promoted and implemented six-sigma methods to achieve new manufacturing system efficiencies, if necessary prepared capital appropriation requests when investment was required. Monitored and debugged new methods and procedures to ensure and sustain such system expected output.
 - d) Completed appropriation requests to repair injection molding tooling and to overhaul label printers.
 - e) Interfaced with design engineering and marketing to effect product design changes and to introduce new products to manufacturing including the preparation of manufacturing cost estimates and capital appropriation requests to acquire new tooling and equipment to sustain changes to or new product to the production line.
 - f) Review and recommend changes to mechanical drawings and process documentation by providing concept drawings and cost estimates.
 - g) Interface with vendors and outside sales personnel to evaluate, cost estimate and select purchase parts and vendor tooling.
 - h) Implement production layouts and ergonomic workstations addressing workflow and safety requirements.
 - i) Involved with EHS Framework as **co-chair** of the "Job Safety Analysis" Element.
 - j) Within the first three months of employment forwarded and implemented packaging changes for the CO2 SafeAir (TelAir) Kerosene Detector cases that save the company \$40K per year while increasing capacity and lowering Tark time.

[14] 05/03-06/05 **PURITAN MEDICAL & HARDWOOD PRODUCTS COMPANIES LLC.**, Guilford, ME 04443
Worldwide producers of the COVID-19 specialty PurFlock Ultra and HydraFlock swabs for "nasopharyngeal" collection and testing.

12/03-06/05 **Manufacturing (Process Improvement and New Product Development) Engineer**

for the company's diagnostic, medical and industrial operations:

***Manufacturing technical resource, and engineering expert that oversees and leads in:

- a) The building of prototypes: including detailing specifications (CAD and BOM), assembly, and testing with experimental protocol for data accumulation and analysis.
- b) Cross-functional teams to ensure continuous process/product improvements; and the satisfactory resolution of quality issues and action items by designing innovating testing protocols that define qualifying criteria for customer specific needs.
- c) Analysis of production trends to identify:
*cost savings areas to justify new machinery implementation with R.O.I. and payback periods.

*to develop production and inventory usage peak history to plan for future demands without rush purchases and overtime (trying to eliminate unnecessary overhead).

*** Responsible for maintaining positive technical relationship with **3/4 of a million profit** account while avoiding FDA risk issues—Puritan Medical's biggest diagnostic account.

*** Design and capital project planning for manufacturing equipment.

*** Works with the Safety Manager to provide ergonomic workstations for operators.

05/03-12/03-**New Product Engineer** supporting diagnostic product needs.

*** Sample requisition scheduling and management of new pilot plant as related to production of alginate, rayon (polyester) and cotton tip applicators.

***The coordination of new product development from concept to market introduction including medical solution and packaging material specification and procurement, product launch planning, packaging design and labeling, stability study protocols and marketing and sales technical interphase.

[13] 01/03-03/03 **PITTSFIELD PHARMACY** (later, Waltz Pharmacy), Pittsfield, ME 04967
Part-time Pharmacy technician

[12] 08/01-09/02 **RILEY MEDICAL, INC.**, Auburn, ME 04210

11/01-09/02 **Senior Project/Design Engineer and Design Group Team Leader**

**CAE, & CAD: design team supervision (responsible for five designers) and development of new OEM design related to sheet metal, plastic injection mold and plastic vacuum form prototypes and products intended for packaging of medical and surgical instrumentation.

**Direct interface and contact with external customer's (managing accounts) and internal engineering, sales, purchasing and quality departments in resolving a variety of issues.

**Active participant in the company's long term strategic planning process and in the short-term operating plan (including, but not limited to, performance matrixes, benchmarking studies, staffing, and budget issues).

**Department appointee to solve issues related to ISO 9001 documentation and certification.

**Application of SMED practical concepts for improvements in machinery set-ups.

**Member of the company's Safety Board.

08/01-11/01-**Engineering Project Coordinator**

**Supervise two engineers that design, CAM programmed and build prototypes for medical instrumentation kits.

**Direct interface and contact with external customer's (managing accounts) as related to prototype development.

**Manufacturing engineering: trouble shooting of new product first production run and resolution of quality issues related to engineering documentation, MRP/ERP data; silk-screening/artwork, waterjet, injection molding, vacuum formed production, and design.

- [11] 10/96-08/01 HUHTAMAKI (previously THE CHINET COMPANY), Waterville, ME 04901
Packaging Design and Staff/Plant Engineer leading on various areas:
- **Solid Model Design: supervision and development of new product design and prototypes (most of it intended for the manufacturing of molded paper and vacuum formed plastic products for the Food Service and Fruit Packaging industries).
 - **Designer for the **EURO 'appletray'** line trademarked in April of 2002.
 - **Product Data Management system (AMWF) implementation and management.
 - **Manufacturing Decision Making: Helped in the solution of maintenance, production (BOMs, Item Masters, routines, shop orders) and budgeting related issues in a Machine Shop/Machining Center environment.
 - **Material and Product Handling: Design evaluation and capital investment justification for improvements and installation of automated packaging pilot line at the Waterville plant.
 - **Statistical Control Analysis and Design of Experiments related to packaging improvement and qualification.
 - **Miscellaneous: Transportation lab, ISO 9001 (SOPs, JOSs), Voice of the Customer (marketing strategies), familiar with manufacturing/inventory system: BPCS, familiar with patent application process, knowledge of safety, ergonomics and environmental compliance as related to the paper industry.
- [10] 08/94-09/96 MICHIGAN STATE UNIVERSITY (MSU), East Lansing, MI 48824
Quarter time job with the Packaging School as a **Graduate Assistant** for:
- *08/94-05/95 - Teaching the laboratory for 'Technical Principles and Dynamics for Packaging' (PKG 310).
 - *08/95-12/95 - Teaching the laboratory for 'Paper and Metal Packaging' (PKG 325).
 - *01/96-09/96 - Research in closure and liner performance for the glass bottles for pharmaceutical and medical products.
 - *01/96-09/96 - Research related to the development of legibility standards for the manufacture of labels.
- [9] 05/95-08/96 GENERAL MOTORS CORPORATION (GMC), Lansing, MI 48921
01/96-08/96 Part time flex **Plant Engineer: Focal point of all HVAC related problems and issues:
- * Chiller replacements.
 - * Design in ACAD 14, drawing and installation supervision of exhaust and ventilation ducts.
 - * Developed a steam curtailment plan for Lansing GM Body Plant.
- **05/95-08/95 **Summer Intern** with the Production Control/Packaging Staff of the Lansing Automotive Division
Provided assistance to the packaging engineers by:
- * Updated all current packaging specifications for Plant 3 (approximately 800 packaging systems).
 - * Developed packaging specifications for new part-container systems.
 - * Became familiarized with a material handling software 'Sci Press' and with 'Uni-Graphics-CAD.'
 - * Created a spreadsheet with appropriate packaging data that would drive 'Sci Press'.

- [8] 07/94- EASTMAN CHEMICAL COMPANY, Kingsport, TN 37662-5230
 08/94 GEM **Summer Intern** (Tech) with Container Plastics
 Technical Service and Business Organization
 Provided assistance in CPTS development work including experimentation
 and relevant information management related to plastic bottles and jars.
 ** Research project to determine the free blow correlation of the Natural
 Stretch Ratio to the Inherent Viscosity, to the Diethylene Glycol, and to
 the CHDM with samples of various moisture contents and Tg.
 ** Conducted a 'Heatset CD Team Preform Aging Study.'
 ** Collected technical information of lubes used by beverage fillers and
 created a database to categorize them as possible stress cracking agents.
 ** Created a Competitive Material Database.
 ** Technical assistant during the customer visit of a technical
 representative of Alusud Embajales Argentina S.A.
 ** Became familiarized with the hands-on operation of a laboratory version
 of the HUSKY preform machine.
- [7] 07/92- ANDROSCOGGIN MILL OF THE INTERNATIONAL PAPER COMPANY, Jay, ME 04239
 06/94 Permanent full time job as a **Senior Project Engineer** with the White Papers Division
 ** Graduated (12/93) from a 'two year' rotation (Manufacturing Technical Management-
 MTM) program:
 ** 01/94-06/94 - Pulp Mill and Power Plant Maintenance Engineering at ER Department.
 ** 06/93-12/93 - Paper Mill Process Engineering Department working in daily operations.
 Graduated from the MTM program.
 ** 01/93-06/93 - Pulp Mill Plant Engineering Department working with Capital & Repair jobs.
 The **only engineer** handling **five capital/repair projects**
 with **top 5%** performance rating.
 ** 07/92-12/93 - Maintenance Engineering at the Equipment Reliability (ER) Department.
- [6] 01/92- ABBOTT LABORATORIES, Barceloneta, PR 00617-0278
 05/92 **Part time - Intern** as part of the Senior Seminar course (INME 4057)
 ** Worked on a "Hydraulic and Thermal Design for the 55°F Chilled Water System" as a
 member of a student group. Performed the **student group's final presentation**.
- [5] 06/91- AT&T BELL LABORATORIES, Norcross, GA 30093
 08/91 **Summer Intern** with the "Cable Development Division"
 ** Research project to determine the impact resistance of the fiber optic cable by creating a
 spreadsheet of with qualified data measurements and analysis.
- [4] 08/90- UNIVERSITY OF PUERTO RICO (UPR), Mayagüez, PR 00681
 05/91 **Work & Study (Part time job)** at the Metallurgy Laboratory of the Mechanical Engineering
 Department
 ** Assistant of the Metallurgy Laboratory Technician.
- [3] 06/90- EASTMAN KODAK COMPANY, Rochester, NY 14626
 08/90 **Summer Intern** with the "Coating Technologies Division" of the Manufacturing Research
 and Engineering Organization
 ** Research project to experimentally validate a new theoretical model by generating
 three-dimensional profiles within a hopper cavity.
 ** Research project to determine what impact force will cause the hopper slot
 to move or deform.
- [2] 08/89- UNIVERSITY OF PUERTO RICO (UPR), Mayagüez, PR 00681
 05/90 **Part time job** with the Department of General Engineering
 ** Tutor for the static and dynamics courses.
- [1] 06/86- UNIVERSITY OF PUERTO RICO (UPR), Humacao, PR 00661
 08/86 **Summer Intern** with the Department of Chemistry
 ** Biomedical research. Learned to blow glass.

ACTIVITIES, SKILLS & INTERESTS:

- ** ACTIVITIES:** ** 2020-2023 --Belgrade Elected Rep to MHS School Board
 - ** 2013-Present –MHS All Sport Boosters member
 - ** Produce Marketing Association: 1999 Fresh Summit Exhibitor
 - ** Society of Plastics Engineers
 - ** Pi Kappa Gamma (Honorary Packaging Fraternity)
 - ** Packaging Graduate Association:
 - * 08/95-12/95 President
 - * Secretary of 1994-1995 Packaging Graduate Committee
 - ** Institute of Packaging Professionals (as a Graduate Student at MSU):
1994 Pack Expo of Packaging Machinery Manufacturers Institute
 - ** Member of a student Chapter (while an undergraduate at UPRM) of:
 - ** ME '92 graduating Class: ** As a student:* Member of the Board of Directors
 - ** American Society of Mechanical Engineers:
 - ** As a student:
 - *1991 Region II National Junior Representative
 - * 1991 Region II Student Conference Coordinator
 - * 08/90-05/91 Student UPRM Chapter Vice-President
 - ** Society of Automotive Engineers
 - ** American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.
 - ** Tau Beta Pi Association:
 - ** As a student:* 08/91-05/92 Puerto Rico Alpha Chapter Treasurer
 - ** Phi Kappa Phi Association
 - ** Society of Women Engineers (as a student only)
-
- ** SKILLS:** ** Done work in aseptic environments and techniques related to genetic research.
- ** Broad knowledge of computer's hardware and software (operating systems, word-processing, spreadsheet, database, CAD).
- ** Bilingual: VERY fluent in reading, writing and speaking English and Spanish.
-
- ** INTERESTS:** ** Bio Molecular & genetic science as it applies to the manufacturing of biomedical products.
- ** Pharmaceutical approach to prescribing and supplementing based on genetic make-up.
- ** Full understanding: of the Total Quality Manufacturing and Management concepts; Kepner-Tregoe Techniques; SMED applications; Six Sigma and Lean Manufacturing.
- ** Photography, AHA First Responder, Reading, Jibaro Music, Aviation, Scuba Diving, Skiing, Snowmobiling, White Water Rafting, Water Aerobics, Youth Soccer Coach, Golfing, Hockey Mom, Scouting Leader, Jogging, Hiking, Boating, Water Jet Skiing, Kayaking, Fly Fishing, Wine Making, Entertainment Cooking, Gardening, Eccentrics & Yoga

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 15, 2022
Re: Skid steer RFP

Last week, the Transfer Station Committee approved a recommendation that the Selectboard approve the attached Request for Proposals for the purchase of a skid steer. The RFP would not be issued until after voters have approved the article on the Town Meeting warrant authorizing the purchase using undesignated funds (assuming voters approve it).

Transfer Station Director Ken Scheno was recently informed by a dealer the price of skid steers has increased. If the price exceeds the \$59,000 the warrant article would authorize from the undesignated fund, the balance could be paid from the Solid Waste Capital Reserve Account. The balance of that account would be \$100,000 if voters approve the warrant article to transfer monies from the undesignated fund into our capital reserves.

REQUEST FOR PROPOSALS FOR SKID STEER

I. INTRODUCTION

The Town of Belgrade, Maine (hereinafter, the “Town”) is seeking sealed proposals for the purchase of a skid steer.

All proposals are to be submitted in a sealed envelope clearly marked on the outside “Town of Belgrade Skid Steer.”

Completed proposals must be received at the Town Office, at the following address: 990 Augusta Road, Belgrade, Maine 04917, by 4 p.m., on Friday, April 8, 2022.

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 Tuesday, April 12, 2022, in the conference room at the Town Office at 9 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 RFP 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 an RFP 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 piece of equipment; 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.

Proposers are responsible for all 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.

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 (85%)

Timeline of completing the project (10%)

References (5%)

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 skid steer must meet the following specifications. Vendors are welcome to submit multiple proposals.

- Engine: emissions certification tier 4 diesel, minimum gross 74hp, net 68hp.
- Two-speed.
- Minimum 2,500-pound operating load, self-leveling.
- Minimum 78-inch bucket with bolt on cutting edge.
- Enclosed cab with HVAC, ROPS/FOPS level 1, suspension seat with seatbelt.
- Alarm package – back-up and horn, beacon light, back-up camera.
- Bids should include a high-flow option.

Proposals should include manuals, delivery, warranties, on-site training on the use of the skid steer, and all associated costs.

DRAFT

SERVICES AGREEMENT

THIS AGREEMENT is made this **XX** day of **MONTH**, 2022, 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 **VENDOR'S NAME** (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 and deliver the equipment as described in the Request for Proposals and Specifications titled: Town of Belgrade Skid Steer issued under date of March 21, 2022, by Anthony Wilson, Town Manager and shall do so in accordance with the Contractor's Proposal dated **DATE**, 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 other Services furnished by the CONTRACTOR under this Agreement. The CONTRACTOR shall, without additional compensation, correct or revise any errors or deficiencies in his 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 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 and this Agreement, 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 completed on or before **DATE**.

IV. CONTRACT PRICE

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

V. PROGRESS PAYMENTS

CONTRACTOR shall submit for TOWN'S approval an invoice 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 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 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 and the Contract fully performed.

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:

NAME
STREET ADDRESS
TOWN, STATE ZIP

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.

TOWN

Witness

By: _____
Town Manager

CONTRACTOR

Witness

By: _____
Its _____

DRAFT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 15, 2022
Re: Boards and committees attendance policy

Per the Selectboard's wishes, attached is a draft policy regarding meeting attendance of the members of the Town's boards and committees. It is based on the portions of the voter-approved Library Ordinance that govern attendance of the members of the Library Board of Trustees.

Town of Belgrade

Board and Committee Attendance Policy

The Town of Belgrade appreciates and values its volunteers' willingness to contribute to their municipal government through service on a Town board or committee. That volunteerism comes a level of responsibility – chiefly that members faithfully attend the meetings of the bodies on which they serve. Most Town boards and committees meet once per month, generally for about an hour (the exceptions being the Planning Board and the Board of Selectpersons, which meet twice monthly and typically for more than an hour).

If board or committee members are unable to attend because of an underlying health condition or some unforeseen circumstance, they can still participate in meetings remotely under the Town's Remote Participation Policy, which mirrors state law on remote meetings, was adopted by the Selectboard and took effect Aug. 1, 2021. Otherwise, board and committee members are expected to attend meetings in person to participate in the body's discussions, deliberations and decisions. Failure to do so can result in a member's removal from the board or committee. If a member is absent for more than three (3) consecutive meetings without suitable reason satisfactory to the board/committee, the board/committee shall notify the absent member and the town manager of the member's absences. The town manager shall inform the Selectboard, which may then remove the absent member and fill the vacancy in the manner provided in the Committee Application Policy, adopted by the Selectboard on Nov. 16, 2021.

Approved by the Board of Selectpersons on **DATE**.

Melanie Jewell, Chair

Rick Damren, Vice Chair

Dan Newman

Barbara Allen

Carol Johnson

Town of Belgrade Board and Committee Attendance Policy

I, _____, have read the Town of Belgrade's Board and Committee Attendance Policy. I understand the expectation that I faithfully attend the meetings of the _____ and the possibility I will be removed from the board/committee should I fail to do so.

Signature

Date

DRAFT

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 15, 2022
Re: Lakes Committee bylaws

In keeping with its charter, the Lakes Committee has drafted and recommends approval of the attached bylaws that will govern its work. It is based to some degree on the portions of the voter-approved Library Ordinance that govern the work of the Library Board of Trustees.

Town of Belgrade

Lakes Committee bylaws

I. Authorities and duties

The Lakes Committee considers, researches and discusses issues, concerns and other matters that impact the community's greatest natural resource – its lakes. The Lakes Committee will work in partnership with other groups, organizations and individuals who share a commitment to the lakes' preservation. Those stakeholders include the 7 Lakes Alliance, local lakes association, other towns that share Belgrade's lakes, and property owners. The committee serves as an advisory body to the Board of Selectpersons, forwarding lake-related recommendations for the Selectboard to discuss and consider.

II. Committee Membership

The Lakes Committee will consist of seven members, who shall be appointed by the Board of Selectpersons in keeping with the Selectboard's appointment policy. Membership shall include:

1. One member from the Belgrade Lakes Association.
2. One member from the McGrath Pond-Salmon Lake Association.
3. One member from the Friends of Messalonskee.
4. One member who is a seasonal resident.
5. Three at-large members.

Appointees shall be sworn to the faithful discharge of their duties by the Town Clerk.

III. Terms

Committee members will be appointed for staggered terms of three (3) years. Committee members shall be eligible to serve no more than four (4) three-year terms in succession. Terms shall coincide with the first Selectboard meeting after the annual town meeting. The Town Clerk shall maintain an up-to-date list of trustees and their terms.

Except for the seasonal representative, committee members shall be qualified electors and residents of the Town. They shall comply with the provisions of 30-A MRSA 2605 pertaining to conflicts of interest. If any committee member no longer meets the above qualifications or is convicted of a crime punishable by incarceration for six (6) months or more, his/her position will be immediately vacant.

IV. Meetings, officers and attendance

As with all Town boards and committees, the meetings of the Lake Committee must be posted in advance and open to the public. Meetings shall be scheduled at 3

p.m. on the first Wednesday of the month, unless that date falls on a holiday, in the Town Office on an as-needed basis. If a change in meeting time and/or date is needed, notification should be communicated to the committee chair. The chair will call the other members to determine if a quorum can be achieved. If so, at least four committee members must agree to a change in the scheduled time and/or date.

Specially called meetings may be conducted at other times, dates and places. The committee shall meet at least once annually. At its first meeting after each annual town meeting, the committee shall elect by a majority vote of the committee:

1. A chair, who will preside over the meetings and will report to the Selectboard, as necessary. The chair shall not serve more than two (2) full terms in succession.
2. A vice-chair, who will president over meetings in the absence of the chair.
3. A secretary to take written minutes of meetings to be shared with the Town Clerk upon their approval.

If a committee member misses more than three (3) regular meetings from April through the following March without suitable reason satisfactory to the committee chair, the committee shall notify the absent member and the town manager of the absences. The Town Manager shall inform the Selectboard, which may then remove the absent member. The vacancy will be filled in accordance with the Town's appointment policy.

V. Quorum

A majority of the committee shall constitute a quorum for the transaction of business. If a quorum is not present and the meeting is rescheduled before the next regularly scheduled meeting, it shall be done so in the manner required for all Town board and committee meetings.

VI. Compensation of members

Members of the Lakes Committee shall serve without compensation.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 15, 2022
Re: Spirit of America nominees

Attached are the four nominations received for this year's Spirit of America Award, which honors community volunteerism. The nominees are:

- **Marylou and Alan Butterfield** for their leadership of and work for the Belgrade/Rome Special Needs Food Pantry.
- **Judy Hallowell** for various community contributions, including the donation of her business' work at Pine Grove Cemetery.
- **Becky Seel** for her involvement with Neighbors Driving Neighbors and past School Board service.
- **Mary Vogel** for her service to the Town's government and to the Girl Scouts.

The Spirit of America Foundation Award

The Spirit of America Foundation is a public charity established in Augusta, Maine, to encourage and promote volunteerism. Its recognition program has spread through more than 26 cities and towns in Maine.

The Spirit of America Foundation Award historically is presented to honor local individual(s), organization(s) and /or projects for community service.

The award recognizes individuals and organizations in appreciation of exemplary community service.

This nomination is for service to community for the year of 2021.

PLEASE SUBMIT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2022

Town of Belgrade

Spirit of America Award Nomination Form

Nominee Name: Marylou Butterfield & ^{Alan} Butterfield

Nomination made by: Belgrade-Rome Food Pantry Board
members

Date: 9/29/2021

Reason for the nomination:

Marylou will be 'retiring' from the Food Pantry after 17 years of service of which many of the years she served as the Board Chair person. Although Alan was not an official member of the board he provided continual support to keep the pantry operating

You may drop this form off at the Belgrade Town Office, mail it to 990 Augusta ^{efficiently} Road, Belgrade, ME 04917, or send it to townclerk@townofbelgrade.com.

If you have any questions, please call Evelyn Fowler 617.312.6751 or Evelyn.fowler@gmail.com

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The award recognizes individuals and organizations in appreciation of exemplary community service.

This nomination is for service to community for the year of 2021.

PLEASE SUBMIT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2022

Town of Belgrade

Spirit of America Award Nomination Form

Nominee Name: Judy Hallowell

Nomination made by: Donna Wadleigh

Date: 2/28/22

Reason for the nomination:

I feel Judy has a heart of gold for doing for other people. She is always doing up baskets for Thanksgiving for people in need! She I believe donates her crew for the cemetery - grading etc. She has a student graduation scholarship. She gives away Fortown tickets to the winner in a drawing. She is always doing for others, not expecting anything in return.

You may drop this form off at the Belgrade Town Office, mail it to 990 Augusta Road, Belgrade, ME 04917, or send it to townclerk@townofbelgrade.com.

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The award recognizes individuals and organizations in appreciation of exemplary community service.

This nomination is for service to community for the year of 2021.

PLEASE SUBMIT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2022

Town of Belgrade

Spirit of America Award Nomination Form

Nominee Name: Becky Seel

Nomination made by: Gail Barejka

Date: 2/28/2022

Reason for the nomination:

Becky has continually provided countless hours of volunteer work to her community. She is the first to help Neighbors, Friends, and those needing assistance thru "Neighbors Helping Neighbors" and genuine helpfulness. Becky spent years in service to the RSU 15 School Board. Becky has been involved in countless community projects thru the years thru local organizations such as churches and programs helping senior citizens.

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The Spirit of America Foundation Award historically is presented to honor local individual(s), organization(s) and /or projects for community service.

The award recognizes individuals and organizations in appreciation of exemplary community service.

This nomination is for service to community for the year of 2021.

PLEASE SUBMIT YOUR NOMINATION TO THE TOWN OFFICE BY MARCH 1, 2022

Town of Belgrade

Spirit of America Award Nomination Form

Nominee Name: Mary Vogel

Nomination made by: Melanie Jewell

Date: 3/1/2022

Reason for the nomination:

Mary goes above and beyond for the Board and for the Town always. Her institutional knowledge has saved us more than once and we are thankful that she not only works for us, but works with us too. She has volunteered for numerous things for as long as I have known her, from Girl Scouts to the Comprehensive Plan Committee(s) to now co-chairing the Senior Resource Committee. We value Mary and want her to always know that.

You may drop this form off at the Belgrade Town Office, mail it to 990 Augusta Road, Belgrade, ME 04917, or send it to townclerk@townofbelgrade.com.

Memo

To: Board of Selectpersons
From: Anthony Wilson, Town Manager
Date: March 15, 2022
Re: Town Manager's report

I was elected last week to represent District 3 as an appointed municipal official on the **Kennebec County Budget Committee**. County Administrator Scott Ferguson, a Belgrade resident who serves on our Budget Committee, asked me to serve, and I was happy to do so for three reasons. One, having insight into the county's budget process may help us in our own budgeting. Two, as you know, Scott has a great deal of financial acumen, so I'm hoping to also learn from how he approaches the process as an administrator. And three, of course, maybe I can have some influence on the budget and how it impacts our taxpayers.

Election Day is Saturday, March 19. Polls will be open from 8 a.m.-8 p.m. at the Center for All Seasons, 1 Center Drive along Route 27 in the village. Absentee ballots must be returned by 8 p.m. Saturday, either at the Town Office dropbox or at the Center for All Seasons. I will text you results as soon as they are available.

Our contractor called last week to ask if we could make adjustments to **the plow contract** because of rising fuel prices. I asked for a written proposal for your consideration at your next meeting.

As a reminder, I will be in Texas the **first week of April** as my daughter is starring in a Sondheim production at her university. Your options for your first meeting in April are to: 1) Carry on without me. 2) Postpone the meeting until April 12 (and then we could meet either April 19 or April 26). 3) Have a meeting on March 29 and then again on April 19.

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00289 AUGUSTA FUEL CORP.						
0093	22344	03	GARAGE HEATING	5940971		
GARAGE HEATING			E 13-04-20-05		129.06	0.00
			FACILITIES / GARAGE - SERVICES / HEATING			
			Invoice Total-		129.06	
0093	22344	03	LAKES FD HEATING	5942084		
LAKES FD HEATING			E 13-06-20-05		296.20	0.00
			FACILITIES / FD:LAKES - SERVICES / HEATING			
			Invoice Total-		296.20	
0093	22344	03	NBCC HEATING	5942085		
NBCC HEATING			E 13-03-20-05		303.77	0.00
			FACILITIES / NBCC - SERVICES / HEATING			
			Invoice Total-		303.77	
0093	22344	03	CFAS PROPANE	5943321		
CFAS PROPANE			E 13-02-20-05		36.85	0.00
			FACILITIES / CFAS - SERVICES / HEATING			
			Invoice Total-		36.85	
0093	22344	03	DEPOT FD HEATING	5943644		
DEPOT FD HEATING			E 13-07-20-05		346.97	0.00
			FACILITIES / FD:DEPOT - SERVICES / HEATING			
			Invoice Total-		346.97	
0093	22344	03	8 DALTON HEATING	5942793		
8 DALTON HEATING			E 13-11-20-05		76.76	0.00
			FACILITIES / DALTON - SERVICES / HEATING			
			Invoice Total-		76.76	
			Vendor Total-		1,189.61	
00020 CENTRAL MAINE POWER						
0093	22345	03	TS ELECTRICITY	713001331628		
TS ELECTRICITY			E 13-09-20-04		1,097.48	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			Invoice Total-		1,097.48	
0093	22345	03	STREET LIGHTS ELECTRICITY	701001523024		
STREET LIGHTS ELECTRICITY			E 05-25-20-04		134.53	0.00
			PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY			
			Invoice Total-		134.53	
			Vendor Total-		1,232.01	
00224 DUNBAR, LAURA						
0093	22346	03	READING SUPP & SCIENCE	3/8/2022		
READING SUPP & SCIENCE			E 62-01-99-99		215.61	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
			Vendor Total-		215.61	
00405 EAGLE RENTAL						
0093	22347	03	SKID STEER RENTAL	5724		
SKID STEER RENTAL			E 13-01-20-06		1,000.00	0.00
			FACILITIES / GENERAL - SERVICES / RENTALS			
			Vendor Total-		1,000.00	
00641 EATON PEABODY						
0093	22348	03	AUDIT RESPONSES	598941		
AUDIT RESPONSES			E 01-10-15-02		135.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Vendor Total-		135.00	
00051 ES&S ELECTION SYSTEMS & SOFTWARE						

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0093	22349	03	ELECTION SUPPLIES		CD2018530	
ELECTION SUPPLIES			E 01-35-30-04		770.68	0.00
			GEN'L GOV. / ELECTIONS - SUPPLIES / OPERATING			
			Vendor Total-		770.68	
00000 FORTIN, JESSICA						
0093	22350	03	EXCISE TAX REFUND		2/25/2022	
EXCISE TAX REFUND			R 01-13		10.02	0.00
			GEN'L GOV. - EXCISE - MV			
			Vendor Total-		10.02	
00288 GALE/CENGAGE LEARNING						
0093	22351	03	FEB LARGE PRINT		77343683	
FEB LARGE PRINT			E 30-01-30-09		24.69	0.00
			LIBRARY / LIBRARY - SUPPLIES / BOOKS			
			Vendor Total-		24.69	
00066 GENERATORS OF MAINE, INC						
0093	22352	03	SENSOR INTERIOR LIGHTS		8776	
SENSOR INTERIOR LIGHTS			E 13-07-35-08		70.00	0.00
			FACILITIES / FD:DEPOT - REPAIRS / BUILDING			
			Invoice Total-		70.00	
0093	22352	03	LAKESFD ADJUSTED SENSOR		8783	
LAKESFD ADJUSTED SENSOR			E 13-06-35-08		70.00	0.00
			FACILITIES / FD:LAKES - REPAIRS / BUILDING			
			Invoice Total-		70.00	
			Vendor Total-		140.00	
00009 HAMMOND LUMBER COMPANY						
0093	22353	03	CFAS PAINT KITCHEN, BATHR		5254793	
CFAS PAINT KITCHEN, BATHR			E 13-02-35-08		27.27	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Invoice Total-		27.27	
0093	22353	03	STAPLES		5254797	
STAPLES			E 13-09-35-08		23.96	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			Invoice Total-		23.96	
0093	22353	03	ROCKWOOL, SPRAY FOAM		5254850	
ROCKWOOL, SPRAY FOAM			E 13-09-35-08		61.84	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			Invoice Total-		61.84	
0093	22353	03	PAINT BATHROOM STALLS		5256714	
PAINT BATHROOM STALLS			E 13-02-35-08		90.71	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Invoice Total-		90.71	
0093	22353	03	DROP BOX SUPPLIES CFAS		5270624	
DROP BOX SUPPLIES CFAS			E 13-02-35-08		15.13	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Invoice Total-		15.13	
0093	22353	03	SHOP SUPPLIES		5280294	
SHOP SUPPLIES			E 13-01-30-04		171.39	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
			Invoice Total-		171.39	
0093	22353	03	NEW OFFICE LUMBER		5261954	
NEW OFFICE LUMBER			E 13-09-35-08		139.63	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING			
			Invoice Total-		139.63	

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0093	22353	03	CFAS OUTLETS FIX		5265189	
CFAS OUTLETS FIX			E 13-02-35-08		19.91	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Invoice Total-		19.91	
			Vendor Total-		549.84	
00036 HAWES, KEVIN						
0093	22354	03	1 CORD OF WOOD	GA		
1 CORD OF WOOD			E 21-01-99-99		280.00	0.00
			GEN'L ASSIST / GEN'L ASSIST - EXPENSE / EXPENSE			
			Vendor Total-		280.00	
00267 IRVING OIL CORPORATION						
0093	22355	03	FACILITY FUEL		34389428	
FACILITY FUEL			E 13-01-30-02		1,039.49	0.00
			FACILITIES / GENERAL - SUPPLIES / FUEL			
			Invoice Total-		1,039.49	
0093	22355	03	FUEL		34389426	
FUEL			E 05-05-30-02		58.09	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
			Invoice Total-		58.09	
			Vendor Total-		1,097.58	
00638 LEAF						
0093	22356	03	REC CENTER COPIER		12937609	
REC CENTER COPIER			E 25-30-20-07		43.94	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			Vendor Total-		43.94	
00002 MAINE MUNICIPAL ASSOCIATION						
0093	22357	03	WORKERS COMPENSATION		55696	
WORKERS COMPENSATION			E 23-15-99-99		4,440.00	0.00
			INSURANCE / WORKERS COMP - EXPENSE / EXPENSE			
			Vendor Total-		4,440.00	
00582 MAINE TECHNOLOGY GROUP						
0093	22358	03	CEO/ASSESSOR SETUP		28433	
CEO/ASSESSOR SETUP			E 01-10-15-03		675.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Invoice Total-		675.00	
0093	22358	03	MARCH IT SERVICES		28374	
MARCH IT SERVICES			E 01-10-15-03		1,458.45	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Invoice Total-		1,458.45	
			Vendor Total-		2,133.45	
00057 MAINEGENERAL MEDICAL CENTER						
0093	22359	03	EMS MEDICATIONS		CI00003984	
EMS MEDICATIONS			E 05-05-30-07		18.76	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Vendor Total-		18.76	
00041 MAINETODAY MEDIA						
0093	22360	03	AD FOR FORCLOSED PROPERTY		390511	
AD FOR FORCLOSED PROPERTY			E 01-10-20-03		422.30	0.00
			GEN'L GOV. / ADMIN - SERVICES / ADVERTISING			
			Vendor Total-		422.30	
00256 MODERN PEST SERVICES						
0093	22361	03	NBCC PEST CONTROL		132653	

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
NBCC PEST CONTROL			E 13-03-20-12		57.00	0.00
			FACILITIES / NBCC - SERVICES / PEST CONTROL			
Vendor Total-					57.00	
00387 OVERHEAD DOOR COMPANY						
0093	22362	03	DEPOT FD DOORS REPAIRS	4-0017136		
DEPOT FD DOORS REPAIRS			E 13-07-35-14		969.89	0.00
			FACILITIES / FD:DEPOT - REPAIRS / DOORS			
Vendor Total-					969.89	
00626 PLOURDE, LYNN						
0093	22363	03	AUTHOR MEET AND GREET	3/8/2022		
AUTHOR MEET AND GREET			E 62-01-99-99		900.00	0.00
			DC STEVENS / DC STEVENS - EXPENSE / EXPENSE			
Vendor Total-					900.00	
00385 RJD APPRAISAL						
0093	22364	03	MARCH ASSESSING SERVICES			
MARCH ASSESSING SERVICES			E 01-10-15-04		2,208.33	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
Vendor Total-					2,208.33	
00612 SPECTRUM ENTERPRISE						
0093	22365	03	TOWN OFFICE INTERNET	084051401030222		
TOWN OFFICE INTERNET			E 01-10-20-01		139.97	0.00
			GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO			
Vendor Total-					139.97	
00424 STEVENS, JASON						
0093	22366	03	PUSH SNOW WEST RD	2/3/2022		
LOADER 5HRS			E 10-01-20-07		486.40	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
Invoice Total-					486.40	
0093	22366	03	STEVENS ROAD REPAIR	02/20/2022		
ONE TON 4HRS			E 10-01-20-07		243.24	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
TRACTOR 3HRS			E 10-01-20-07		184.35	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
3/4 STONE 24YARDS			E 10-01-30-04		480.00	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
Invoice Total-					907.59	
0093	22366	03	STEVENS RD, SIGN WORK	02/27/2022		
1TON 24HRS			E 10-01-20-07		1,459.44	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
3/4 STONE 24YDS			E 10-01-30-04		480.00	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
TRACOTR 2HRS			E 10-01-20-07		122.90	0.00
			PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED			
Invoice Total-					2,062.34	
Vendor Total-					3,456.33	
00379 TREASURER, STATE OF MAINE						
0093	22367	03	FUEL CHARGES	22BG0036932		
FUEL CHARGES			E 05-05-30-02		279.73	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / FUEL			
Vendor Total-					279.73	
00611 TREASURER, STATE OF MAINE						
0093	22368	03	TS ANNUAL REPORTING FEE	215221SWF000002		
TS ANNUAL REPORTING FEE			E 15-05-20-07		170.00	0.00

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
SOLID WASTE / WASTE - SERVICES / CONTRACTED						
Vendor Total-					170.00	
00176 UNION FARM EQUIPMENT						
0093	22369	03	WALKER MOWER REPAIRS	UFE-27697		
WALKER MOWER REPAIRS	E 12-01-35-01				1,473.19	0.00
CEMETERY / CEMETERY - REPAIRS / EQUIPMENT						
Invoice Total-					1,473.19	
0093	22369	03	MOWER SERVICE FACILITY	UFE-27694		
MOWER SERVICE FACILITY	E 13-01-35-01				1,034.26	0.00
FACILITIES / GENERAL - REPAIRS / EQUIPMENT						
Invoice Total-					1,034.26	
Vendor Total-					2,507.45	
00178 WARREN BROTHERS						
0093	22370	03	PLOWING CONTRACT	3/21/2022		
PLOWING CONTRACT	E 10-10-20-07				29,604.00	0.00
PUBLIC WORKS / PLOW & SAND - SERVICES / CONTRACTED						
Vendor Total-					29,604.00	
00013 WASTE MANAGEMENT OF						
0093	22371	03	CFAS DUMPSTER	2050715-2080-8		
CFAS DUMPSTER	E 25-30-20-06				90.78	0.00
RECREATION / REC PROGRAMS - SERVICES / RENTALS						
Invoice Total-					90.78	
0093	22371	03	TS MIXED WASTE DISPOSAL	2050714-2080-1		
TS MIXED WASTE DISPOSAL	E 15-05-20-13				5,074.49	0.00
SOLID WASTE / WASTE - SERVICES / DISPOSAL						
Invoice Total-					5,074.49	
0093	22371	03	CFAS DUMPSTER	2050188-2080-8		
CFAS DUMPSTER	E 25-30-20-06				90.04	0.00
RECREATION / REC PROGRAMS - SERVICES / RENTALS						
Invoice Total-					90.04	
Vendor Total-					5,255.31	
00369 WB MASON CO, INC						
0093	22372	03	TRANSFER STATION INK	227985233		
TRANSFER STATION INK	E 15-05-30-04				65.82	0.00
SOLID WASTE / WASTE - SUPPLIES / OPERATING						
Vendor Total-					65.82	
00206 WORKPLACE HEALTH						
0093	22373	03	RESPIRATOR QUESTIONNAIRE	319607		
RESPIRATOR QUESTIONNAIRE	E 05-05-20-11				22.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL						
Invoice Total-					22.00	
0093	22373	03	RESPIRATOR QUESTIONNAIRE	319802		
RESPIRATOR QUESTIONNAIRE	E 05-05-20-11				22.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL						
Invoice Total-					22.00	
0093	22373	03	RESPIRATOR MED EVALUATION	320194		
RESPIRATOR MED EVALUATION	E 05-05-20-11				78.00	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL						
Invoice Total-					78.00	
Vendor Total-					122.00	

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account		Proj	Amount	
			Prepaid Total-	0.00	
			Current Total-	59,439.32	
			EFT Total-	0.00	
			Warrant Total-	59,439.32	

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 _____