

TOWN OF BELGRADE

Meeting Agenda

BOARD OF SELECTPERSONS

DECEMBER 5, 2023 / EXECUTIVE SESSION 6:30-7; REGULAR MEETING 7 P.M.

BELGRADE TOWN OFFICE

This meeting will be conducted in person. The public may also view the meeting

and participate online at <https://us02web.zoom.us/j/81131427984>

Call to Order and Pledge of Allegiance

Establish quorum.

Open Meeting

1. EXECUTIVE SESSION pursuant to 1 M.R.S.A. § 405(6)(C)– real estate, economic development.

Exit Executive Session, move to Regular Session at 7 p.m.

2. Public Comment

3. Review and approve minutes of November 21, 2023

4. UNFINISHED BUSINESS

A. Memorandum of Understanding/Town, FOBLV

B. Facilities Equipment Needs (vehicle extended warranty, snowblower attachment, conex for storage, sander)

C. Assessing Proposals

5. NEW BUSINESS

A. Appointments/Resignations

B. Abatements/Supplementals

C. Employee Handbook Updates

D. Harassment/Bullying Policy Updates

6. OTHER BUSINESS

A. LD 2003

7. WARRANTS

8. TOWN MANAGER REPORT

9. EXECUTIVE SESSION 1 M.R.S.A. §405(6)A – personnel matter, if needed.

Memo

Executive Session – 6:30 – 7 p.m.

Pursuant to 1 M.R.S.A. § 405(6)(C)– real estate, economic development.

Memo

Minutes

Review and approve minutes of November 21, 2023.

Review and approve minutes of November 29, 2023.

TOWN OF BELGRADE

Meeting Minutes

BOARD OF SELECTPERSONS

NOVEMBER 21, 2023 / REGULAR MEETING 6:30 P.M.

BELGRADE TOWN OFFICE

This meeting was conducted in person. The public may also view the meeting online

at <https://youtu.be/GiPK6dVsNlw>

Present:

Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Melanie Jewell, Selectperson Peter Rushton, Town Manager Lorna Dee Nichols, Bruce Galouch, Jacob Farmer, Bonnie Sammons.

Remote participants:

Selectperson Daniel Newman, Cory Alexander, Richard Bourne, Deanna Doyle (MainePERS).

Call to Order and Pledge of Allegiance at 6:31 p.m. by Chair Barbara Allen.

Quorum established.

Public Comment

Bonnie Sammons notified the Board that she is part of a group gathering signatures for a petition for the Annual Town Meeting warrant covering climate change and the carbon buyback program.

Vice Chair Carol Johnson thanked the individual who donated a new Christmas tree for the Village Green, replacing the dead one.

Review and approve minutes of November 8, 2023

Selectperson Melanie Jewell asked if the Town Manager would follow up with Maine DOT on the well agreement reflecting the town attorney's changes.

Motion by Chair Barbara Allen to approve minutes as amended, Selectperson Peter Rushton seconded the motion, vote 5-0.

UNFINISHED BUSINESS – None

NEW BUSINESS

Appointments/Resignations

Motion by Chair Barbara Allen to appoint Jacob Farmer to the Parks and Recreation Board, Selectperson Melanie Jewell seconded the motion, vote 5-0.

Appointment of Lorna Dee Nichols as Deputy Treasurer. Selectperson Melanie Jewell cited Maine statute that a request in writing from the Treasurer must come to the Board first. No action taken.

Presentation from MainePERS – Deanna Doyle

Deanna presented a good overview of the PLD plan available for municipal employees.

Road Name Change

Motion to authorize name change to Osprey Point by Selectperson Melanie Jewell, Selectperson Peter Rushton seconded the motion, no vote taken.

Selectperson Melanie Jewell rescinded her motion.
Selectperson Peter Rushton rescinded his second.

Motion by Selectperson Melanie Jewell to change the name from Fralich Road to Osprey Point and to provide a sign and have our Road Commissioner install, Selectperson Peter Rushton seconded the motion, vote 5-0.

Facilities equipment needs – Cory Alexander

Discussion on two options for extended warranty plans for the new 2019 vehicle purchase. The Board asked Facilities Maintenance Director Cory Alexander to get a few clarifying questions answered and bring back to the Board at the December 5 meeting.

Other items requested: snowblower attachment for the Kioti tractor; 40' conex for storage; new sander as the current sander waited two months for parts and just got back together to run for this week's storm.

Discussion on best way to handle the need for a backup sander; maybe order extra parts now so if something breaks we have it on hand, tabled to December 5.

Conex – needed for storage as the maintenance garage is too small to store equipment and vehicles and provide room to work; could be located near the garage or at the transfer station. Tabled to December 5.

Snowblower attachment – request to purchase attachment for the Kioti tractor, tabled to December 5.

Abatements and Supplementals

All documents need to be updated to reflect the signing date from November 8 to November 21. In addition, one spelling error was found on the supplementals. The Board asked to have the Assessing Agent correct these, print new copies and they will stop in to the office to sign.

Abatement 23-08, Richard Allegro, Kathleen Atkinson, Map 5 lot 1E. This abatement is to correct the assessment of the land.

Motion by Chair Barbara Allen to approve Abatement 23-08 in the amount of \$533.42, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Abatement 23-09, Jodi Tiner, map 15 lot 1501. To correct land value – computer entry error.

Motion by Chair Barbara Allen to approve Abatement 23-09 in the amount of \$264.95, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Abatement 23-10, Dana and Kelley Doran, Map 13, lot 105M. To correct building value. Building listing and grade (quality) corrected.

Motion by Chair Barbara Allen to approve Abatement 23-10 in the amount of 790.29, Selectperson Peter Rushton seconded the motion, vote 4-0 with 1 abstaining.

Abatement 23-11, D&M Realty Trust, Map 15, Lot 48-1. This abatement is to correct the assessment of the land.

Motion by Chair Barbara Allen to approve Abatement 23-11 in the amount of \$697.21, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Abatement 23-12, Belgrade Lakes Realty Group, map 13, Lot 71A. This abatement is to ownership of new house. House assesses the incorrect owner/lot. See supplemental 23-02.

Motion by Chair Barbara Allen to approve Abatement 23-12 in the amount of \$1,735.44, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Abatement 23-13, Joseph and Kathleen Schreck, Map 11, Lot 16A. To correct building value. Correct listing of house.

Motion by Chair Barbara Allen to approve Abatement 23-13 in the amount of \$499.41, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Abatement 23-14, Darrell and Jayne Varney, Map 4, Lot 10. To correct building value. House is in very poor condition.

Motion by Chair Barbara Allen to approve Abatement 23-14 in the amount of \$64.44, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Abatement 23-15, Maplehurst Farm LLC, Map 9, Lot 15. To create separate lots at owner's request. See Supplemental 2023-03 and 04.

Motion by Chair Barbara Allen to approve Abatement 23-15 in the amount of \$5,971.44, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Supplemental 23-01, Marissa and Brandon Bickford, Map 4, Lot 14D. New house missed for 2023.

Motion by Barbara Allen to approve Supplemental 23-01 in the amount of \$3,427.85, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Supplemental 23-02, Jody and Arlene Warren, Map 13, Lot 71C. This abatement is to correct the ownership of new house.

Motion by Chair Barbara Allen to approve Supplemental 23-01 in the amount of \$1,735.41, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Supplemental 23-03, Maplehurst Farm LLC, Map 9, Lot 15E. To create separate lots at owner's request.

Motion by Chair Barbara Allen to approve Supplemental 23-03 in the amount of \$2,140.84, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Supplemental 23-04, Maplehurst Farm LLC, Map 9, Lot 15. To create separate lots at owner's request.

Motion by Chair Barbara Allen to approve Supplemental 23-04 in the amount of \$3,908.47, Selectperson Melanie Jewell seconded the motion, vote 4-0 with 1 abstaining.

Diversity Resolution

Selectperson Melanie Jewell inquired what other towns have done. To be taken up at the December 5 meeting.

OTHER BUSINESS – None.

WARRANTS

AP warrant 131 \$47,633.00

Motion by Chair Barbara Allen to approve warrant 131 in the amount of \$47,633, Selectperson Melanie Jewell seconded the motion, vote 5-0.

BMV warrant 132 \$2,429.57

Motion by Chair Barbara Allen to approve warrant 132 in the amount of \$2,429.57, Selectperson Melanie Jewell seconded the motion, vote 5-0.

Payroll warrant 133 \$20,453.35

Motion by Chair Barbara Allen to approve warrant 133 in the amount of \$20,453.35, Selectperson Melanie Jewell seconded the motion, vote 5-0.

Payroll warrant 134 \$147.43

Motion by Chair Barbara Allen to approve warrant 134 in the amount of \$147.43, Selectperson Melanie Jewell seconded the motion, vote 5-0.

AP warrant 135 \$92,819.00

Motion by Chair Barbara Allen to approve warrant 135 in the amount of \$92,819, Vice Chair Carol Johnson seconded the motion, vote 5-0.

BMV warrant 136 \$10,896.54

Motion by Chair Barbara Allen to approve warrant 136 in the amount of \$10,896.54, Selectperson Melanie Jewell seconded the motion, vote 5-0.

Payroll warrant 137 \$20,834.55

Motion by Chair Barbara Allen to approve warrant 137 in the amount of \$20,834.55, Selectperson Melanie Jewell seconded the motion, vote 5-0.

TOWN MANAGER REPORT

- We have scheduled refresher training for TRIO WEB in January with a go live date of February 27, 2024.
- We have conducted interviews for the open position at the Transfer Station and have hired Chris Cogswell.
- Reminder that facilities are closed November 23 and 24 in observance of Thanksgiving Day.
- Deadline to have secret ballot warrant articles completed is January 17, 2024.
- Next budget work session is December 11 at 6 p.m. to review warrant articles.

EXECUTIVE SESSION 1 M.R.S.A. §405(6)A – personnel matter.

Motion to exit regular session by Chair Barbara Allen at 9:14 p.m., Vice Chair Carol Johnson seconded the motion, vote 5-0.

Motion to enter executive session pursuant to 1 M.R.S.A. §405(6)A – personnel matter by Chair Barbara Allen at 9:14 p.m., Selectperson Melanie Jewell seconded the motion, vote 5-0.

Motion to exit executive session by Selectperson Melanie Jewell at 9:45 p.m., Selectperson Peter Rushton seconded the motion, vote 5-0.

Motion to enter regular session by Selectperson Melanie Jewell at 9:45 p.m., Chair Barbara Allen seconded the motion, vote 5-0.

No action taken.

Motion to adjourn by Selectperson Melanie Jewell at 9:49 p.m., Selectperson Peter Rushton seconded the motion, vote 5-0.

TOWN OF BELGRADE
Meeting Minutes
BOARD OF SELECTPERSONS
NOVEMBER 29, 2023 / SPECIAL MEETING 5:30 P.M.
BELGRADE TOWN OFFICE
This meeting was conducted in person.

Present:

Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Melanie Jewell, Selectperson Peter Rushton, Selectperson Daniel Newman, Town Manager Lorna Dee Nichols, Mary Vogel.

Call to Order at 5:32 p.m. by Chair Barbara Allen.

Quorum established.

Motion to exit regular session at 5:32 p.m. by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 5-0.

Motion to enter executive session pursuant to 1 M.R.S.A. §405(6)A – personnel matter at 5:32 p.m. by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 5-0.

Motion to exit executive session by Selectperson Melanie Jewell at 6:11 p.m., seconded by Vice Chair Carol Johnson, vote 5-0.

Motion to enter regular session at 6:11 by Selectperson Melanie Jewell, seconded by Selectperson Peter Rushton, vote 5-0.

Motion by Chair Barbara Allen that the Selectboard reaffirms the decision to freeze the wages of the current Town Clerk for a 3-year period that began August 3, 2022, seconded by Selectperson Peter Rushton, vote 5-0.

Motion to adjourn at 6:16 p.m. by Selectperson Melanie Jewell, seconded by Daniel Newman, vote 5-0.

Memo

Memorandum of Understanding

The Town's attorney has prepared a draft memorandum of understanding (MOU) between the Town of Belgrade and Friends of Belgrade Lakes Village for your review and consideration.

**MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF BELGRADE BOARD OF SELECTPERSONS
AND FRIENDS OF BELGRADE LAKES VILLAGE**

This Agreement between the Town of Belgrade Board of Selectpersons (the “Board”), a municipal corporation located in the County of Kennebec, and the Friends of Belgrade Lakes Village (the “Friends”), a non-profit corporation established under Section 501(c)(3) of the Internal Revenue Code, regarding the acquisition of a parcel of land adjacent to the Village Green for the purpose of constructing a public parking area, as part of a project of ongoing improvements to RT # 27 through the Belgrade Village District.

WHEREAS, the Town of Belgrade (“the Town”) and the Friends previously entered into a 2016 Agreement the Friends, amended in 2021, related to Phase 1 of the project to add brick sidewalks, lampposts, benches, and bike racks to the Village; and

WHEREAS, as part of Phase 2 of the project, the Friends have entered into a purchase and sale agreement to purchase the parcel of land adjacent to the Village Green, which is set to close by January 30, 2024, and develop it into a parking lot for the public’s use (“the Parking Lot”); and

WHEREAS, the Friends also intend to construct a connection of steps or walkways to connect the Parking Lot to the Village Green, and donate the parking lot to the Town pending acceptance by Town Meeting; and

WHEREAS, the Friends have agreed to pay for all costs associated with the acquisition of the land and the construction of the Parking Lot and pedestrian connections to the Village Green (“the Project”); and

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the Board and the Friends hereby agree as follows:

1. The Friends agree to pay for all costs related to the acquisition of land adjacent to the Village Green (Tax Map ____, Lot ____) and for the costs related to the construction of the Parking Lot and related sidewalks or steps to connect the Parking Lot to the Village Green;
2. The Friends will be the developer of the Parking Lot and related sidewalks or steps to connect the Parking Lot to the Village Green, and will be responsible for the design, planning, permitting, and construction of the Project; and
3. The Friends agree to convey the Parking Lot and related steps or sidewalks to the Town upon completion of construction, pending acceptance by the voters at Town Meeting; and
4. In the event that the voters at Town Meeting do not accept the gift of the Parking Lot and related pedestrian connections on the Village Green, the Friends agree to remove any

sidewalks or other improvements constructed on the Village Green and return the property to the condition it was in prior to such construction, no later than _____ months after the Town Meeting vote; and

5. Nothing in this Agreement shall be deemed to constrain or bind any planning board, body, officer, or employee of the Town in the exercise and carrying out of their respective duties.

IN WITNESS WHEREOF, the Board and the Friends have caused this instrument to be executed by their duly authorized representatives, as of _____, 2023.

FRIENDS OF BELGRADE LAKES VILLAGE

By: (print name)

Witness

TOWN OF BELGRADE

By: Lorna Dee Nichols, Town Manager
(duly authorized by vote of the Board of
Selectpersons)

Witness

Memo

Facilities Equipment and Storage Request; Extended Warranty information:

| | |
|---|--------------------|
| Snowblower attachment for Kioti tractor | \$ 8,200.00 |
| Conex (40 foot) for storage | \$ 4,600.00 |
| Sander or sander parts (Poly 1.5) | \$ 5,700.00 |
| Enclosed trailer (6'x10') | <u>\$ 5,700.00</u> |
| | \$24,200.00 |

Extended warranty information, bumper to bumper coverage. See warranty included in packet for list.

| | |
|------------------------------|--------------------|
| | <u>\$ 3,185.00</u> |
| TOTAL FROM FACILITIES BUDGET | \$27,385.00 |

Expense Summary Report

Department(s): 12 - 13
January to December

| Account | YTD Budget Net | - C U R R M O N T H - Debits | Credits | Unexpended Balance | Percent Spent |
|--|-------------------|---------------------------------|---------------|--------------------|---------------|
| 12 - CEMETERY | 72,165.00 | 54,631.87 | 0.00 | 17,533.13 | 75.70 |
| 01 - CEMETERY | 72,165.00 | 54,631.87 | 0.00 | 17,533.13 | 75.70 |
| 10 - PERSONNEL | 45,240.00 | 28,683.61 | 0.00 | 16,556.39 | 63.40 |
| 20 - SERVICES | 5,800.00 | 5,028.92 | 0.00 | 771.08 | 86.71 |
| 30 - SUPPLIES | 4,875.00 | 4,983.05 | 0.00 | -108.05 | 102.22 |
| 35 - REPAIRS/MAINTENANCE | 9,000.00 | 7,661.05 | 0.00 | 1,338.95 | 85.12 |
| 40 - PURCHASES | 1,500.00 | 1,593.85 | 0.00 | -93.85 | 106.26 |
| 46 - LICENSES | 2,250.00 | 3,350.00 | 0.00 | -1,100.00 | 148.89 |
| 53 - MEMORIAL DAY | 1,500.00 | 1,658.45 | 0.00 | -158.45 | 110.56 |
| 99 - EXPENSE | 2,000.00 | 1,672.94 | 0.00 | 327.06 | 83.65 |
| 13 - FACILITY MAINTENANCE | 416,240.00 | 303,178.72 | 126.10 | 113,187.38 | 72.81 |
| 01 - GENERAL | 204,770.00 | 180,112.62 | 126.10 | 24,783.48 | 87.90 |
| 10 - PERSONNEL | 164,670.00 | 140,447.96 | 0.00 | 24,222.04 | 85.29 |
| 15 - PROFESSIONAL SERVICES | 500.00 | 1,400.00 | 0.00 | -900.00 | 280.00 |
| 20 - SERVICES | 4,400.00 | 4,291.59 | 0.00 | 108.41 | 97.54 |
| 30 - SUPPLIES | 13,700.00 | 12,945.73 | 0.00 | 754.27 | 94.49 |
| 35 - REPAIRS/MAINTENANCE | 20,500.00 | 17,543.25 | 126.10 | 3,082.85 | 84.96 |
| 40 - PURCHASES | 1,000.00 | 3,484.09 | 0.00 | -2,484.09 | 348.41 |
| 02 - CENTER FOR ALL SEASONS | 57,325.00 | 31,669.87 | 0.00 | 25,655.13 | 55.25 |
| 20 - SERVICES | 36,735.00 | 23,878.53 | 0.00 | 12,856.47 | 65.00 |
| 30 - SUPPLIES | 0.00 | 181.02 | 0.00 | -181.02 | ---- |
| 35 - REPAIRS/MAINTENANCE | 20,590.00 | 7,610.32 | 0.00 | 12,979.68 | 36.96 |
| 03 - NORTH BELGRADE COMMUNITY CENTE | 16,940.00 | 11,365.15 | 0.00 | 5,574.85 | 67.09 |
| 20 - SERVICES | 12,750.00 | 8,358.21 | 0.00 | 4,391.79 | 65.55 |
| 30 - SUPPLIES | 0.00 | 100.00 | 0.00 | -100.00 | ---- |
| 35 - REPAIRS/MAINTENANCE | 4,190.00 | 2,906.94 | 0.00 | 1,283.06 | 69.38 |
| 04 - GARAGE | 8,400.00 | 6,499.78 | 0.00 | 1,900.22 | 77.38 |
| 20 - SERVICES | 5,800.00 | 2,124.71 | 0.00 | 3,675.29 | 36.63 |
| 35 - REPAIRS/MAINTENANCE | 2,600.00 | 4,375.07 | 0.00 | -1,775.07 | 168.27 |
| 05 - SALT & SAND SHED | 2,600.00 | 2,577.12 | 0.00 | 22.88 | 99.12 |
| 20 - SERVICES | 1,100.00 | 1,034.32 | 0.00 | 65.68 | 94.03 |
| 35 - REPAIRS/MAINTENANCE | 1,500.00 | 1,542.80 | 0.00 | -42.80 | 102.85 |
| 06 - FIRE DEPARTMENT:LAKES | 22,045.00 | 14,920.51 | 0.00 | 7,124.49 | 67.68 |
| 20 - SERVICES | 11,950.00 | 6,106.92 | 0.00 | 5,843.08 | 51.10 |
| 35 - REPAIRS/MAINTENANCE | 10,095.00 | 8,813.59 | 0.00 | 1,281.41 | 87.31 |
| 07 - FIRE DEPARTMENT:DEPOT | 8,705.00 | 3,693.26 | 0.00 | 5,011.74 | 42.43 |
| 20 - SERVICES | 6,950.00 | 3,526.76 | 0.00 | 3,423.24 | 50.74 |
| 35 - REPAIRS/MAINTENANCE | 1,755.00 | 166.50 | 0.00 | 1,588.50 | 9.49 |
| 08 - FIRE DEPARTMENT:NORTH BELGRADE | 7,350.00 | 7,713.07 | 0.00 | -363.07 | 104.94 |
| 20 - SERVICES | 5,250.00 | 3,359.06 | 0.00 | 1,890.94 | 63.98 |
| 35 - REPAIRS/MAINTENANCE | 2,100.00 | 4,354.01 | 0.00 | -2,254.01 | 207.33 |
| 09 - TRANSFER STATION | 24,665.00 | 13,433.40 | 0.00 | 11,231.60 | 54.46 |
| 20 - SERVICES | 20,100.00 | 8,617.44 | 0.00 | 11,482.56 | 42.87 |
| 35 - REPAIRS/MAINTENANCE | 4,565.00 | 4,815.96 | 0.00 | -250.96 | 105.50 |
| 10 - PARKS | 11,000.00 | 4,534.65 | 0.00 | 6,465.35 | 41.22 |
| 20 - SERVICES | 10,000.00 | 3,529.65 | 0.00 | 6,470.35 | 35.30 |
| 30 - SUPPLIES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 35 - REPAIRS/MAINTENANCE | 0.00 | 1,005.00 | 0.00 | -1,005.00 | ---- |
| 11 - DALTON PROPERTIES | 27,550.00 | 6,351.73 | 0.00 | 21,198.27 | 23.06 |
| 20 - SERVICES | 9,800.00 | 4,031.78 | 0.00 | 5,768.22 | 41.14 |

Expense Summary Report

Department(s): 12 - 13
January to December

| Account | YTD Budget Net | - C U R R Debits | M O N T H - Credits | Unexpended Balance | Percent Spent |
|---|-------------------|---------------------|------------------------|-----------------------|------------------|
| 13 - FACILITY MAINTENANCE CONT'D | | | | | |
| 35 - REPAIRS/MAINTENANCE | 17,750.00 | 2,319.95 | 0.00 | 15,430.05 | 13.07 |
| 12 - DAMS | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 20 - SERVICES | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 13 - HISTORY HOUSE | 3,200.00 | 3,222.91 | 0.00 | -22.91 | 100.72 |
| 20 - SERVICES | 3,200.00 | 3,222.91 | 0.00 | -22.91 | 100.72 |
| 14 - TOWN OFFICE | 20,290.00 | 16,695.77 | 0.00 | 3,594.23 | 82.29 |
| 20 - SERVICES | 14,975.00 | 11,089.71 | 0.00 | 3,885.29 | 74.05 |
| 30 - SUPPLIES | 400.00 | 953.30 | 0.00 | -553.30 | 238.33 |
| 35 - REPAIRS/MAINTENANCE | 4,915.00 | 4,652.76 | 0.00 | 262.24 | 94.66 |
| 16 - LIBRARY | 1,000.00 | 388.88 | 0.00 | 611.12 | 38.89 |
| 20 - SERVICES | 1,000.00 | 388.88 | 0.00 | 611.12 | 38.89 |
| Final Totals | 488,405.00 | 357,810.59 | 126.10 | 130,720.51 | 73.24 |

"Sales & Service by a Family who Cares"

WHITTEMORE & SONS

Power Equipment Sales & Service
P.O. Box 218 Waterville Road
SKOWHEGAN, MAINE 04976

Ph. (207) 474-2591
Fax (207) 474-7505

QUOTATION

9994

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO

Town of Belgrade

| | |
|----------------------------|---------------------|
| QUOTATION DATE 11-28-23 | SALESPERSON Chad |
| INQUIRY DATE | INQUIRY NUMBER |

corey

tel # 592-1814

| ESTIMATED SHIPPING DATE | SHIPPED VIA | F.O.B. | TERMS | PRICE | AMOUNT |
|-------------------------|---|--------|--------------------------------|----------|------------|
| | | | facilities @ town of belgrade. | | |
| QUANTITY | DESCRIPTION | | | | AMOUNT |
| 1 | kioti SB54 with shoes | | | | \$ 8200 00 |
| | 54" front mount snowblower installed | | | | |
| 1 | kioti SB54 with shoes | | | | \$ 7300 00 |
| | 54" front mount snowblower with surface corrosion discant Installed | | | | |
| | | | | DOC FEE | |
| | | | | SUBTOTAL | |
| | | | | TAX | |
| | | | | TOTAL | |

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS SUBJECT TO THE CONDITIONS PRINTED ON REVERSE SIDE, AND IS VALID FOR _____ DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

BY _____ ACCEPTED _____ DATE _____

SIGN AND RETURN YELLOW ACCEPTANCE COPY WHEN ORDERING.

Thank You!

STATUS: Quote

Quote #: 5663

Invoice Date:

Print Date: 11/29/2023



BILLING ADDRESS

TOWN OF BELGRADE
TOWN OF BELGRADE
990 AUGUSTA ROAD
BELGRADE, MAINE 04917
United States
207-495-2258

SHIPPING ADDRESS

TOWN OF BELGRADE
TOWN OF BELGRADE
990 AUGUSTA ROAD
BELGRADE, MAINE 04917
United States
207-495-2258

| Qty | Item No. | Item Description | Your Price | Amount |
|------|-----------------|--|------------|----------|
| 1.00 | 30M69223 | SB54 FRONT MOUNT SNOWBLOWER, SUBFRAME & DRIVELINE 54" Year/Make/Model: 2022/KIOTI/SB54 External Color: Hours 1: 0 | 8,181.00 | 8,181.00 |
| 1.00 | LABOR - TRACTOR | SNOWBLOWER SETUP & INSTALL. | 109.00 | 109.00 |

| | |
|--------------------------|----------|
| Total Invoice | |
| Subtotal: | 8,290.00 |
| Total: | 8,290.00 |
| Shipping: | 0.00 |
| Sales Tax: | 0.00 |
| Total Due: | 8,290.00 |
| Payment Received: | 0.00 |
| Balance Due: | 8,290.00 |

Tracking No. _____

THANK YOU FOR YOUR BUSINESS

- All returns are subject to a 20% restock fee.
- No returns without receipt.
- No returns on electrical items.
- No returns after 14 days.
- No returns on special orders or close out items.

878 Center Street
Auburn, ME 04210



tonibearstorage@gmail.com

November 15, 2023

Quote for Town Of Belgrade

Attention: Cory

Email: facilities@townofbelgrade.com

| | |
|------------------------------------|------------------|
| Purchase of One 40' Used Container | \$4,250.00 |
| Delivery Fee | <u>\$350.00</u> |
| Total Amount Due | \$4600.00 |

Please make checks payable to Bears Self Storage

Thank you.

Toni
Manager
Bears Self Storage
207-784-8500



101 Coldbrook Road
Hampden, ME 04444
800.244.5718
www.mainetrailer.com

SOLD TO: TOWN OF BELGRADE

DATE: 11/29/2023

EMAIL:
TELEPHONE:

SALESPERSON:

| | |
|--------------------------|--------------------|
| TYPE: | |
| CONDITION: | |
| MAKE: | |
| YEAR: | |
| UNIT NUMBER | |
| MODEL NO: | |
| SERIAL NO: | |
| SIZE: | 40HC |
| COLOR: | |
| PRICE: | \$ 3,875.00 |
| DOCUMENT FEE: | \$ 25.00 |
| SELLING PRICE | \$ 3,900.00 |
| LESS TRADE IN | \$ |
| TAXABLE TOTAL | \$ 3,900.00 |
| SALES TAX: | EXEMPT |
| REGISTRATION: | \$ |
| FET: | \$ |
| TITLE APPLICATION: | \$ |
| DELIVERY CHARGE: | \$ 300.00 |
| DEPOSIT: | \$ |
| TOTAL AMOUNT DUE: | \$ 4,200.00 |

FOB: BANGOR, ME
TERMS: DUE UPON RECEIPT

METHOD OF PAYMENT: CASH CREDIT CARD CHECK

ACCEPTED BY _____ **DATE** _____

Thank you for the opportunity to do business with you.
All used equipment is sold as is, where is.
If it has to do with trailers, we do it!

Invoice # 299023
DL#
DL#



2239 AUBURN ROAD
TURNER, ME 04282
{207} 224-8444

| | | | | | | | |
|--|--------------|-----------------------------|--------------------|-------------------------------------|--------------------|-------------------------|--|
| BUYERS Town of Belgrade {facilities@townofbelgrade.com} | | | | PHONE NUMBER(S) C-{207} 592-1814 | | DATE SOLD 11-29-2023 | |
| ADDRESS 60 Oakland Rd | | | CITY BELGRADE | | COUNTY KENNEBEC | | STATE ME ZIP 04917 |
| SALESPERSON Scott Marshall | | DELIVERY DATE 11-29-2023 | | HULL MATERIAL | | DELIVERY INSTRUCTIONS | |
| UNIT #1: MAKE CONTAINER | YEAR 2023 | SIZE R2-887 | MODEL 40' ST CW | COLOR BLUE | ODOMETER 0 | VIN R2-887 | NEW USED <input checked="" type="checkbox"/> |
| UNIT #2: MAKE | YEAR | SIZE | MODEL | COLOR | ODOMETER | VIN | NEW USED |
| UNIT #3: MAKE | YEAR | SIZE | MODEL | COLOR | ODOMETER | VIN | NEW USED |
| UNIT #4: MAKE | YEAR | SIZE | MODEL | COLOR | ODOMETER | VIN | NEW USED |

| OPTIONAL EQUIPMENT AND ACCESSORIES | | TOTAL PURCHASE | |
|---|------------|------------------------------------|-----------------|
| | | Cash Price of ALL Units | 4,250.00 |
| | | Optional Equipment and Accessories | N/A |
| | | Freight and Prep | N/A |
| | | Extended Service Policy | N/A |
| | | Pre-Paid Maintenance | N/A |
| | | GAP Coverage | N/A |
| | | Theft Coverage | N/A |
| | | DOC/Admin Fees / Tariff Surcharge | 350.00 |
| | | Sales Tax | N/A |
| | | Sub-Total | 4,600.00 |
| | | Cash Down | N/A |
| | | Trade Allowance | N/A |
| | | Less Total Down Payment | N/A |
| | | Net Sale | 4,600.00 |
| | | Trade Payoff | N/A |
| | | | N/A |
| | | License/Registration/Title Fees | N/A |
| Unlisted Accessories | N/A | Total Other Fees | N/A |
| Labor / Installation | N/A | Unpaid Balance | 4,600.00 |
| OPTIONAL EQUIPMENT CARRIED FORWARD | N/A | | |

Lienholder:

| DESCRIPTION OF TRADE-IN | | | |
|-------------------------|--------------|------|----------------------|
| MAKE | YEAR | SIZE | MODEL / VEHICLE TYPE |
| SERIAL NO. | | | |
| MAKE | YEAR | SIZE | MODEL / VEHICLE TYPE |
| SERIAL NO. | | | |
| MAKE | YEAR | SIZE | MODEL / VEHICLE TYPE |
| SERIAL NO. | | | |
| AMOUNT OWING | TO WHOM OWED | | |

This purchase is made with no warranty implied, and is sold 'AS-IS' (unless otherwise stated). Buyer acknowledges that this agreement includes all of the terms and conditions pertaining to this purchase and no other agreement or promise of any kind (verbal or written) will be recognized. Upon failure or refusal of the Buyer to complete this agreement, all or part of the cash deposit may be retained as liquidated damages. The Buyer certifies he/she is of legal age and acknowledges herewith receipt of a copy of this agreement. Not valid unless accepted by Authorized Representative of Chambers Leasing dba Scott's Recreation.

WHEN THIS BOX IS CHECKED, BUYER(S) UNDERSTAND THAT THE UNIT BUYER(S) IS/ARE BUYING FROM DEALER DESCRIBED ABOVE IS BEING SOLD TO BUYER(S) 'AS-IS' AND BUYER(S) ACCEPT THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THIS UNIT AND THAT BUYER(S) DID USE BUYER(S) OWN JUDGEMENT AND INSPECTION.

TOTAL TRADE-IN ALLOWANCE N/A

DEBT BUYER OWES ON TRADE-IN TO BE PAID BY: DEALER BUYER

NOT VALID UNLESS SIGNED AND ACCEPTED BY AN OFFICER OF THE COMPANY

BY:

APPROVED, SUBJECT TO ACCEPTANCE OF FINANCING BY BANK OR FINANCE CO.

READ ALL PAGES OF THIS AGREEMENT BEFORE SIGNING THIS DOCUMENT

BUYER(S) ALSO AGREE THAT THE BALANCE WILL BE PAID BY CASH, BANK DRAFT, CERTIFIED CHECK, OR BY THE EXECUTION OF A RETAIL INSTALLMENT CONTRACT, OR A SECURITY AGREEMENT AND ITS ACCEPTANCE BY A FINANCING AGENCY.

Buyer Sign

Co-Buyer Sign

O'Connor's – Sales: Mike

1.8 yd poly \$6,950

*1.5 yd poly \$5,690

Hight Skowhegan – Sales: Skip

2.2yd s/s \$6,300 580 lbs

1.8 yd poly \$7,100 660 lbs

1.5 yd poly \$6,100 595 lbs

1.5 yd s/s \$5,800 530 lbs

Invoice # 299054
DL#
DL#



57 CONTRACTOR DRIVE
HERMON, ME 04401
{207} 605-0284

| | | | | | | | | | |
|--|----------|-----------------------------|------------------|-------------------------------------|--------------------|-----------------------|---------------------------|---|----------|
| BUYERS Town of Belgrade {facilities@townofbelgrade.com} | | | | PHONE NUMBER(S) C-{207} 592-1814 | | | | DATE SOLD 11-29-2023 | |
| ADDRESS 990 AUGUSTA ROAD | | | CITY BELGRADE | | COUNTY KENNEBEC | | STATE ME | ZIP 04917 | |
| SALESPERSON William Bedard | | DELIVERY DATE 11-29-2023 | | HULL MATERIAL | | DELIVERY INSTRUCTIONS | | | |
| UNIT #1: MAKE ALCOM | RW138249 | YEAR 2024 | SIZE | MODEL EZEC 6X10-IF | COLOR BLACK | ODOMETER 0 | VIN 5WFB E1018RW138249 | NEW USED <input checked="" type="checkbox"/> | 5,699.00 |
| UNIT #2: MAKE | | YEAR | SIZE | MODEL | COLOR | ODOMETER | VIN | NEW USED | |
| UNIT #3: MAKE | | YEAR | SIZE | MODEL | COLOR | ODOMETER | VIN | NEW USED | |
| UNIT #4: MAKE | | YEAR | SIZE | MODEL | COLOR | ODOMETER | VIN | NEW USED | |

| OPTIONAL EQUIPMENT AND ACCESSORIES | | TOTAL PURCHASE | |
|------------------------------------|--|------------------------------------|--|
| | | Cash Price of ALL Units | |
| | | 5,699.00 | |
| | | Optional Equipment and Accessories | |
| | | N/A | |
| | | Freight and Prep | |
| | | N/A | |
| | | Extended Service Policy | |
| | | N/A | |
| | | Pre-Paid Maintenance | |
| | | N/A | |
| | | GAP Coverage | |
| | | N/A | |
| | | Theft Coverage | |
| | | N/A | |
| | | DOC/Admin Fees / Tariff Surcharge | |
| | | N/A | |
| | | Sales Tax | |
| | | N/A | |
| | | Sub-Total | |
| | | 5,699.00 | |
| | | Cash Down | |
| | | N/A | |
| | | Trade Allowance | |
| | | N/A | |
| | | Less Total Down Payment | |
| | | N/A | |
| | | Net Sale | |
| | | 5,699.00 | |
| | | Trade Payoff | |
| | | N/A | |
| | | License/Registration/Title Fees | |
| | | N/A | |
| Unlisted Accessories | | N/A | |
| | | Total Other Fees | |
| | | N/A | |
| Labor / Installation | | N/A | |
| | | Unpaid Balance | |
| | | 5,699.00 | |

Lienholder:

| DESCRIPTION OF TRADE-IN | | | |
|-------------------------|--------------|------|----------------------|
| MAKE | YEAR | SIZE | MODEL / VEHICLE TYPE |
| SERIAL NO. | | | |
| MAKE | YEAR | SIZE | MODEL / VEHICLE TYPE |
| SERIAL NO. | | | |
| MAKE | YEAR | SIZE | MODEL / VEHICLE TYPE |
| SERIAL NO. | | | |
| AMOUNT OWING | TO WHOM OWED | | |

This purchase is made with no warranty implied, and is sold 'AS-IS' (unless otherwise stated). Buyer acknowledges that this agreement includes all of the terms and conditions pertaining to this purchase and no other agreement or promise of any kind (verbal or written) will be recognized. Upon failure or refusal of the Buyer to complete this agreement, all or part of the cash deposit may be retained as liquidated damages. The Buyer certifies he/she is of legal age and acknowledges herewith receipt of a copy of this agreement. Not valid unless accepted by Authorized Representative of Chambers Leasing dba Scott's Recreation.

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TOTAL TRADE-IN ALLOWANCE N/A

DEBT BUYER OWES ON TRADE-IN TO BE PAID BY: DEALER BUYER

NOT VALID UNLESS SIGNED AND ACCEPTED BY AN OFFICER OF THE COMPANY

BY:

APPROVED, SUBJECT TO ACCEPTANCE OF FINANCING BY BANK OR FINANCE CO.

READ ALL PAGES OF THIS AGREEMENT BEFORE SIGNING THIS DOCUMENT

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Buyer Sign

Co-Buyer Sign

Maine TRAILER

800.244.5718
www.mainetrailer.com

101 Coldbrook Road
Hampden, ME 04444

840 Washington St. N
Auburn, ME 04210

SOLD TO: Town of Belgrade
990 Augusta Rd
Belgrade, ME 04917

DATE: 11-29-23

EMAIL: facilities@townofbelgrade.com

TELEPHONE:

SALESPERSON: MW

| | |
|---------------------|-------------------|
| TYPE: | ENCLOSED |
| CONDITION: | NEW |
| MAKE: | LOOK |
| YEAR: | 2023 |
| UNIT NUMBER: | LK04538 |
| MODEL NO: | K7210STSV-030 |
| SERIAL NO: | 5JW0E1018PM104538 |
| SIZE: | 6X10 |
| COLOR: | CHARCOAL |

| | |
|---------------------------|------------|
| PRICE: | \$5,470.00 |
| DOCUMENT FEE: | \$25.00 |
| SELLING PRICE | \$5,495.00 |
| LESS TRADE IN | \$- |
| TAXABLE TOTAL | \$5,495.00 |
| SALES TAX: | |
| REGISTRATION: | |
| FET: | \$- |
| TITLE APPLICATION: | \$- |
| DELIVERY CHARGE: | \$- |
| DEPOSIT: | \$- |

TOTAL AMOUNT DUE: \$5,495.00

FOB: HAMPDEN ME
TERMS: DUE UPON RECEIPT

METHOD OF PAYMENT: CASH CREDIT CARD CHECK A/R

QUOTE BASED ON CURRENT
INVENTORY AS OF 11-29-23

ACCEPTED BY

DATE

Thank you for the opportunity to do business with you.
All used equipment is sold as is, where is.
If it has to do with trailers, we do it!

REPRINTED
Big Tex Trailer World Store#463

862 Augusta Road
Winslow, ME 04901
Phone: (207)873-0726
Fax: (207)692-2013

Bill To: Town Of Belgrade
Town Of Belgrade
990 Augusta Road
Belgrade, ME 04917
207-495-2258

| Item # | Item Name | Item Description | Lookup | Qty | Price | Ext Price | Tax |
|--------|--------------------------------------|---------------------------------------|----------------------|-----|------------|------------|-----|
| 4349 | C6x10S Serial # 5WFBE1014PW134423 | Stealth 6' x 10' Enclosed Trailer | | 1 | \$5,557.00 | \$5,557.00 | T |
| 3579 | 9400647 | Radial 15" 5 on 4.5 Silver Mod Rim | ST205/75R15-5S-C Mod | 1 | \$150.00 | \$150.00 | T |
| 5670 | Documentation Fee | | Doc Fee | 1 | \$58.50 | \$58.50 | |
| 5224 | Prep Tandem Axle | Tandem Axle Trailer Prep Fee. | | 1 | \$65.00 | \$65.00 | |
| 472 | TIRE FEE | State Of Maine Tire Fee | | 1 | \$1.00 | \$1.00 | |

Subtotal: \$5,831.50
 Exempt 0 % Tax: + \$0.00
RECEIPT TOTAL: \$5,831.50

Returns accepted within 30 days of purchase, except special orders. Items must be in new condition and original packaging. Registered trailers are not returnable as new. Credit Card Purchases will be refunded to original credit card. Checks and large cash purchases will be refunded via mail from the corporate office and may take a couple weeks to process.

HELD

Drive On with First-Class Service.



Ford Protect PremiumCARE coverage is 100% backed by Ford Motor Company.

- Service provided at Ford and Lincoln dealerships in the U.S., Canada and Mexico
- Ford-authorized parts used for covered repairs
- Factory-trained and certified technicians

Drive On with Valuable Benefits.



Ford Protect PremiumCARE coverage is there when you need it with 24-hour Roadside Assistance.

- Includes tire change, lockout, out-of-fuel and battery jump-start assistance
- Towing Assistance (up to \$100 per occurrence)
- Emergency Travel Expense (up to \$1,000 within the first 5 days per occurrence)
- Destination Assistance (up to \$75)

Call 1-800-241-3673

Rental vehicle benefits.

- Standard coverage includes \$60 a day for up to 10 days for covered repairs

Drive On with Key Services.



Key Services is an optional benefit within your Ford Protect PremiumCARE coverage.† The technology in today's keys/key fobs makes it expensive to replace.

- Your optional Ford Protect Key Services benefit will replace your key(s) and/or fob(s) if they are:
 - Misplaced
 - Damaged and will not work

†Not available for Cab/Chassis and Incomplete plans.

Drive On with Personal Service.



Ford Protect Pickup and Delivery Option.

This option provides convenient personalized service, which allows you more free time rather than spending your valuable time in a dealership. Service includes:

- Pickup & delivery
- For loaner benefits, First-Day Rental Option must be included
- Mobile service option

For New Ford Protect Plans:

- Coverage begins with the original in-service date (New Vehicle Limited Warranty start date) and zero miles or hours. Your selected coverage expires upon reaching the earliest of time or mileage

For Used Ford Protect Plans:

Vehicles within the New Vehicle Limited Warranty

- Eligible Ford and Lincoln vehicles that have New Vehicle Limited Warranty remaining at the time of purchase – coverage begins at the signature date and current mileage. Coverage ends at the earlier of the number of months purchased or the number of miles purchased from the expiration of the New Vehicle Limited Warranty

Vehicles outside the New Vehicle Limited Warranty

- Coverage for Ford and Lincoln vehicles beyond the New Vehicle Limited Warranty and all competitive-make vehicles begins at the signature date and current mileage. Your selected coverage expires upon reaching the earliest of time or mileage

For Cab and Chassis/Incomplete Vehicles:

- A variety of time/mileage/hour options and deductibles are available:
 - For Incomplete: within 5 years, 100,000 miles or 4,000 hours of the original in-service date
 - For F-650/750: within the New Vehicle Limited Warranty
- Coverage begins with the original in-service date (New Vehicle Limited Warranty start date) and zero miles or hours. Your selected coverage expires upon reaching the earliest of time, mileage or hours

0% APR interest-free Installment Payment Plan:

Flexible payment options are available when the extended service plan is not included in the vehicle financing; everyone qualifies, making it the smart choice.



FORD PROTECT®

This brochure is intended to provide general information about a PremiumCARE extended service plan offered by Ford Protect. Prices and plan details may have changed after the brochure was printed. Plan availability, benefits, coverage and provider may vary by state. Please refer to your plan's service contract for the actual terms and conditions, including a list of covered repairs.

In Florida, Ford Protect is a Service Contract from Ford Motor Service Company (License #42722).

In Texas, Ford Protect is a Service Contract from Ford Motor Service Company (License #SCP-165).



<https://redirect.ford.com/fpppremiumcare>

24FLP-PCBRCH-F
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October 2023
Printed in the U.S.A.

FORD PROTECT®

PremiumCARE

EXTENDED SERVICE PLAN



1000+
COVERED
COMPONENTS



Drive On with Confidence.

With a Ford Protect PremiumCARE extended service plan, you are protected from unforeseen covered repairs on your vehicle for up to the earlier of 10 years or 175,000 miles.



That's well beyond the New Vehicle Limited Warranty that comes with your vehicle. Now is the time to protect your investment with a Ford Protect PremiumCARE extended service plan.

Why Ford Protect PremiumCARE coverage is such a great value.

The price for parts and labor to repair many major components can be significant. One repair bill can easily exceed the price of your Ford Protect PremiumCARE coverage. It's clear that this coverage can quickly pay for itself!

Engine*
\$7,063

Steering Gear*
\$1,961

Transmission*
\$7,919



Lane-Keeping System
\$1,711

Headlamp & Taillamp Assembly*
\$2,855

AC Evaporator Core*
\$1,034

| | DEDUCTIBLE OPTIONS | |
|--|--------------------|--------------------------------|
| | STANDARD | OPTIONAL |
| New Ford and Competitive-make Vehicle Plans | \$100 | \$0, \$50, \$200, Disappearing |
| Used Ford and Competitive-make Vehicle Plans | \$100 | \$50, \$200, Disappearing |

*These examples are based on an average estimated U.S. retail repair cost for a Ford Explorer. Actual repair costs will vary by vehicle and dealer location.

Relax and Drive On.

Based on your driving needs, you can customize a Ford Protect PremiumCARE extended service plan that's right for you.

NEW PLAN TIME AND MILEAGE OPTIONS Available within New Vehicle Limited Warranty

| Plan Length or Miles Covered (Coverage ends at the earlier of years or mileage) | 3 Years | 4 Years | 5 Years | 6 Years | 7 Years | 8 Years | 9 Years | 10 Years |
|---|---------|---------|---------|---------|---------|---------|---------|----------|
| 36,000 Miles | ■ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 48,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 60,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 75,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 85,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 100,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 125,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 150,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 175,000 Miles | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

■ Not offered.

USED PLAN TIME AND MILEAGE OPTIONS Available Beyond the New Vehicle Limited Warranty

Coverage lengths range from 1 year/10,000 miles to 6 years/75,000 miles for Model Year 2010 and newer vehicles.

PremiumCARE

1000+ Covered Components

(Partial List)

High-Tech Components Covered by Ford Protect

Insist on Ford Protect



ENGINE

- All Internally Lubricated Parts
- Cylinder Block
- Cylinder Heads
- Diesel Fuel Injectors
- Diesel Injector Lines
- Diesel Injector Pump
- Diesel Lift Pump
- Engine Mounts
- Flywheel
- Exhaust (Manifold and Bolts)
- Flywheel Ring Gear
- Fuel Tank and Metal Lines
- Gas Fuel Injectors
- Gas Injector Lines
- Harmonic Balancer and Bolt
- Intake (Manifold and Bolts)
- Oil Pan
- Oil Pump
- PCM Module
- Radiator
- Radiator Fan (Clutch or Motor)
- Seals and Gaskets
- Thermostat
- Thermostat Housing
- Timing Chain Cover
- Timing Chain (Gears or Belt)
- Turbocharger/Supercharger Unit (Factory-Installed)
- Valve Covers
- Water Pump



TRANSMISSION

- All Internally Lubricated Parts
- Release Hubs and Bearings
- Seals and Gaskets
- Torque Converter
- Transfer Case (Including All Internal Parts)
- Transmission Case
- Transmission Linkage
- Transmission Module
- Transmission Mounts



ELECTRICAL

- **LED Lighting or Lamp Assemblies – Interior and Exterior (Factory-Installed)****
- Alternator
- Audiophile Sound System
- Charge and Volt Gauges
- Clock (Electric)
- Control Trac® 4WD System
- Driver's Seat Position Sensor
- Dual-Zone Electronic Auto Temp Control
- Electronic Ignition Module
- Fuel Pump
- Heated Backglass (Electrical Only – Not Glass Damage or Breakage)
- High-Intensity Discharge (HID) Headlamps Igniter/Ballast**
- Ignition Coil and Lock
- Ignition Module (Electric)
- Ignition Switch
- Incandescent/Halogen Bulbs – Interior and Exterior**
- Intelligent 4WD Systems
- Power Mirrors (Electrical Only – Not Mirror or Glass Damage or Bulbs)
- Power Running Boards
- Radiator Fan Relay
- Rear Window Power Sunshade
- Speedometer/Odometer (Electrical and Mechanical)
- Starter Motor
- Starter Motor Solenoid
- Switches (Manually Operated, Electrical)
- Temperature Gauge or Breakage)
- Voltage Regulator
- Wiper-Activated Headlamps
- Wiper Motors
- Wiring Harnesses (Excluding Spark Plug Wires)



BRAKES

- Anti-Lock Brake Module and Sensor
- Brake Booster (Power)
- Calipers
- Combination Valve
- ETA Pump Hose Assembly
- Metal Lines and Fittings
- Master Cylinder
- Parking Brake Linkage and Cables
- Retainers and Clips
- Self-Adjusters
- Shaft (Brake Pedal)
- Springs
- Wheel Cylinders



FRONT AND REAR SUSPENSION

- Ball Joints (Upper and Lower)
- Control Arms (Upper and Lower)
- Control Arm Shafts and Bushings
- Linkage and Bushings
- Load Leveler Suspension System
- MacPherson Struts
- Roll Stability Control
- Spindle and Spindle Support Springs
- Stabilizer Bar
- Tie Rods



REAR/FRONT-WHEEL-DRIVE AXLE

- Axle Shafts
- Bearings (Front and Rear)
- Rear: Drive Axle Housing and Front Axle Housing for 4x4 (Including All Internal Parts)
- Front: Final Drive Housing and Rear Axle Housing for AWD (Including All Internal Parts)
- Driveshaft
- Locking Rings (Four-Wheel Drive)
- Seals and Gaskets
- Universal and Constant Velocity Joints
- Viscous Coupler/Flexible Coupler



EMISSIONS

- Air Check Valve Assembly
- Air Control Valve
- Air Idle Vacuum Valve
- Air Supply Valve (Hose and Tube)
- Barometric Pressure Sensor
- DEF System (Excludes Catalyst)
- ECC Relay Assembly
- EGR Control Valve
- EGR Pressure Sensor
- EGR Regulator Asy
- EGR Valve Adapter
- Electronic Throttle Control
- EVAP Vapor Storage Canister
- Idler Air Control Valve
- Knock Sensor
- Mass Air Flow/Intake Air Temp Sensor
- Oxygen Sensor
- PCV Hose Assembly
- PCV Valve
- PCV Vapor Filter
- Reductant Urea System
- Temperature Sensor (Engine Coolant)
- Vacuum Restrictor
- VAF Sensor
- Variable Camshaft Timing (VCT) Phasers



AIR CONDITIONING & HEATING

- A/C Accumulator
- A/C Clutch
- A/C Clutch Bearings
- A/C Compressor
- A/C Compressor Clutch Switch
- A/C Compressor Head
- A/C Compressor Seals
- A/C Condenser
- Auto Temp Control
- Evaporator
- Field Coil
- Heater Blower Motor
- Heater Control Assembly
- Heater Core Assembly
- Instrument Panel Registers and Air Ducts
- Pulley



SAFETY

- Airbag Module Assembly
- Collision Avoidance Sys
- Diagnostic Module Assembly (Airbag)
- Door Ajar Warning Switch Assembly
- Guides, Bezels, Brackets and Supports (Safety Belts/Shoulder Straps)
- Head Restraint Retainers and Sleeves (Safety Belt)
- Key, SecuriLock® (Microchip-Encoded Key)
- Lock Cylinder (Door)
- Lock Lever Asy (Door)
- Lock Lever Assembly (Tailgate)
- Lock Lever Retainers, Clips and Brackets
- Module (Passive Restraint)
- Safety Belt Buckle (Front and Rear)
- Safety Belt Motor Drive Assembly
- Safety Belt Restraint Carrier
- Safety Belt Retractors
- Safety Belt Track Asy
- Safety Belt Warning Chime Assembly
- Safety Canopy
- Sensors (Airbag)
- Shoulder Strap Track Assembly
- Wiring Asy (Airbag)



STEERING

- Column Lock (Tilt Wheel)
- Control Valve
- Cooler and Metal Lines
- Electronic Power-Assisted Steering
- Idler Arm
- Power Steering Pump/Electric Power Steering Actuator
- Pulley Assembly
- Seals and Gaskets
- Steering Column
- Steering Gear Housing, Manual and Power (Including All Internal Parts)
- Steering Shaft
- Underbody Linkages and Couplings

High-Tech components in today's vehicles can make the repair process much more complicated. Below is just a partial list of the **High-Tech components covered by Ford Protect PremiumCARE:**



HIGH-TECH

- Adaptive Cruise Control
- Adaptive Headlamp System (Excluding Lamp Housing, Bulbs)
- Air Suspension (Selected Electronic Components)
- Anti-Theft Alarm (Factory-Installed)
- Auto Lock and Auto Unlock System
- Automatic Park Assistant
- Blind Spot Info System (Electrical Only – Not Mirror or Glass Damage or Bulbs)
- Cross-Traffic System
- Enhanced Active Park Assist System
- FordLink™ System
- Ford Work Solutions Asset Security (if equipped)
- Forward Sensing System
- Fuel Mixer (Alternative)
- In-Dash Garmin® Voice-Activated Navigation System (Factory-Installed)
- Instrument Cluster (Excluding Dash Pad)
- Intelligent Oil Life Monitor® System
- Keyless Entry System (Excluding Door Handles)
- Lane Depart Warning
- Message Center
- Power Antenna
- Power Door Locks and Retainer Clips (Excludes Door Handles)
- Power Seat Motors
- Power Window Motors/Regulators
- Rain-Sensing Wipers
- Rear Console Refrigeration
- Reverse Camera System
- Reverse Sensing System
- SecuriCode™ Keyless Entry
- SecuriLock® Passive Anti-Theft Ignition System
- Sensor (Alcohol)
- SOS Post-Crash Alert System
- Speed Control
- Stationary Elevated Ride Control
- SYNC® MyFord Touch® (Excludes Software Upgrades)
- Trailer Brake Module
- Unique Hybrid/Electric Vehicle Components (Excluding High-Voltage Battery and Cables)



AUDIO

- Antenna, Radio (Base Assembly)
- Brackets
- Cables and Wiring
- Cellular Phone, Receiver, Handset, Speaker Assembly and Antenna (Factory-Installed)
- Compass and Therm Readout Displays
- Controls (Rear Seat)
- Radio (AM, AM/FM), Speakers, Digital CD Player, Graphic Equalizer, Premium Sound Amplifier (Factory-Installed)
- Rear Entertainment System (Factory-Installed)

Repairs Related to Your Maintenance Requirements – Items listed in your vehicle's owner guide. Examples include: batteries of all types and cables, belts, hoses, hose clamps, brakes (front hub, drums, shoes, linings, disc rotors, pads), manual transmission clutch disc, exhaust system (Includes catalytic converter), spark plugs, squeaks, rattles, tires, wheel balancing, wheel alignment, all lamps and lights (LED and HID lights, bulbs, sealed beam and lenses) except when purchased with New or Incomplete PremiumCARE Interior/Exterior Lighting Option, fogging of lamp assemblies, shock absorbers, service adjustments and cleaning, and scheduled maintenance services.

Other Components and Repairs – Fabric, liners, fasteners, carpets, dash pad, wiper blades, knobs, trim, upholstery, physical damage or cosmetic issues, repairs covered by manufacturer recalls, any insurance or if the vehicle is within the time and mileage limits of any warranty, repairs caused by improper unreasonable use, unauthorized alterations or modifications of the vehicle, and repairs caused by lack of required or recommended maintenance. Costs or expenses for the teardown, rental expense, inspection or diagnosis of failures not covered by this Agreement. Refer to contract for details.

100% Backed by Ford

24-Hour Roadside Assistance
1-800-241-3673

1,000+ Covered Components

High-Tech Components Covered

Rental Benefits

Ford Certified Technicians

Ford-Authorized Parts

Transferable

Service in the U.S., Canada and Mexico

Key Services



**Interior/Exterior Lighting – coverage included only if Lighting Option is purchased.

The Ford Protect PremiumCARE extended service plan is so comprehensive, it's easier to refer you to what isn't covered – here are some examples:

Generally Covered by Your Auto Insurance – Examples include: fixed (non-moving) body parts, bumpers, glass, moldings, ornamentation, paint, rust, sheet metal, structural underbody framework, side and rearview mirrors (glass and housing), water leaks, wind noise, weather strips, wheels, wheel studs, wheel covers, convertible top and bow.

Memo

Request for Proposals – Assessing Services

The deadline to receive proposals was December 1 at 12 noon. The Town received two proposals which will be opened Monday, December 4 publicly. Those proposal results will be provided to the Board Monday, December 4 via email and hard copies available for the December 5 meeting.

Memo

Appointments/Resignations

Joy Intriago to the Comprehensive Plan Committee – new

Chris Bradley to the Lakes and Natural Resources Committee - new

Jared McGouldrick to the Parks and Recreation Board - new

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 type="checkbox"/> Budget Committee |
| <input type="checkbox"/> Library Trustee | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Long Range Planning Com. | <input checked="" type="checkbox"/> Comprehensive Plan Review Committee |
| <input type="checkbox"/> Senior Resource Committee | |
- Other _____

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

Name Joy M INTRIAGO
Address [REDACTED] BELGRADE LAKES, ME 04918
Phone # (Home) [REDACTED] (Work) [REDACTED] Email: [REDACTED]@com
Place of Employment Consulting and Lakehome Group
Education & Experience CPA, Masters Finance, BBA (Accounting)

Interests and Hobbies Sailing, Cycling, Design, Skiing, Outdoors

Why do you wish to serve on a municipal board or committee?
Participate in future of Belgrade

References

Name Liz Fontaine Phone # [REDACTED]
Name Andrew Dallas Phone # [REDACTED] 4

Please Return to: Town Manager
Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

I understand that as a committee member, I will be required to read the Town of Belgrade Anti-Harassment and Discrimination Policy. Please check the box (Required)

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 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 |
| <input type="checkbox"/> Senior Resource Committee | |

Other Lakes and Natural Resources Committee

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

Name Christopher W. Bradley
 Address [Redacted] Belgrade Lakes, ME 04918
 Phone # (Home) [Redacted] (Work) _____ Email: [Redacted]@gmail.com
 Place of Employment Retired
 Education & Experience BA Colby College MBA University of Utah
CEO Cuddledown Inc. 1997 - 2014

Interests and Hobbies Hunting, Skiing, Water Sports,
Managing 830 Acres of forest land for wildlife & carbon

Why do you wish to serve on a municipal board or committee?
I live on Great Pond and feel that the lakes and
natural resources of Belgrade make our town such
a special place to live

References

Name Tom Ross, Freeport Maine Phone # [Redacted]
 Name Jim Harnden, Yarmouth Maine Phone # [Redacted]

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 Town of Belgrade
 990 Augusta Road
 Belgrade, ME 04917

I understand that as a committee member, I will be required to read the Town of Belgrade Anti-Harassment and Discrimination Policy. Please check the box (Required)

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment

Application for Appointment or re-appointment to:

- | | |
|--|---|
| <input type="checkbox"/> Planning Board | <input checked="" type="checkbox"/> Board of Parks and Recreation |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment and 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"/> Comprehensive Plan Committee |
| <input type="checkbox"/> Senior Resource Committee | <input type="checkbox"/> Communications Committee |
| <input type="checkbox"/> Lakes and Natural Resources Committee | <input type="checkbox"/> Roads Committee |
| <input type="checkbox"/> Other | |

If this is a re-appointment please check the box and state the number of years. (_____ years)

Name Jared McGouldrick

Address Belgrade, ME 04917

Phone # (Home) (Work) Email:

Place of Employment Dept of Veterans Affairs

Education & Experience BS Public Administration, 23 years in military, 15 years federal civilian service

Interests and Hobbies outdoor recreation

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

Would like to assist with recreational events in the town of Belgrade, have 2 children on soccer teams, etc.

References

Name Harry Monahan Phone #

Name Jamie Dionne Phone #

Please Return to:

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

I understand that as a committee member, I will be required to read the Town of Belgrade Anti-Harassment, Discrimination and Workplace Bullying Prevention Policy. Please check the box (Required)

Memo

Abatements / Supplementals

Our contracted Assessing Agent has provided a short list of abatements and supplementals for the Board's review and approval.

Memo

To: Board of Selectmen/Assessors
From: Rob Duplisea, Assessor
Date: 12/05/2023
Re: Explanation of Abatements & Supplementals

Abatement 23-16

Nathan & Lucy Pelsma

Map 45 lot 3A

This abatement is to correct the assessment of the land. (Acreage in error)

Supplemental 23-05

Kaylee & Ryan Abot

Map 45 Lot 3B

To correct ownership of lot. Lot missed.

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

Nathan & Lucy Pelsma
Map 45 Lot 3A
Acc#3554

Abatement 2023-16

The Board of Assessors for the Town of Belgrade has issued an abatement to Nathan & Lucy Pelsma in the amount of **\$101.14** of the Real Estate Taxes.

| 2023 Original | | 2023 Revised | |
|----------------|----------------------------|-----------------|------------|
| Real Estate | \$669,900 | Real Estate | \$658,600 |
| Mil Rate | 0.00895 | Mil Rate | 0.00895 |
| Total Real Tax | \$5,995.61 | Total Real Tax | \$5,894.47 |
| | | | |
| | Difference to Abate | \$101.14 | |

The abatement is to be granted to correct the value of the land. Acreage incorrect.

This abatement procedure is pursuant to Title 36 MRSA Sec 841

Approved by the Belgrade Board of Selectpersons on December 5, 2023.

Assessor

Assessor

Assessor

Assessor

Assessor

TOWN OF BELGRADE



990 Augusta Road
Belgrade, ME 04917

Phone: (207) 495-2258

Fax: (207) 495-2742

E-mail: townoffice@belgrademaine.com

SUPPLEMENTAL TAX CERTIFICATE AND WARRANT 36 M.R.S.A. SECTION 713

Tax Year and Warrant Number: 2023-05

I, the undersigned Assessor of Town of Belgrade, County of Kennebec, State of Maine, hereby do commit Nicholas Poole, Tax Collector, the following supplemental tax in the amount of \$248.81 which were omitted from assessment or were invalid or void by reason of illegality or irregularity from the April 1, 2023 valuation records. The powers of the original warrant dated July 11, 2023 for calendar year 2023 are extended by virtue of Title 36 M.R.S.A. Sec 713 as amended.

Payments are due February 4, 2024

Interest begins to accrue February 5, 2024

| Name | Map/Lot | Acc # | Amount | Reason |
|---------------------|---------|--------|----------|--------------------------|
| Kaylee & Ryan Abbot | M45 L3B | 3597RE | \$248.81 | To correct lot ownership |

Approved by the Belgrade Board of Selectpersons on December 5, 2023.

Assessor

Assessor

Assessor

Assessor

Assessor

Memo

Employee Policy Updates

Considering the unfunded liability of paying out vacation time when an employee leaves the town through retirement, resignation etc., you will find attached some suggested updates to the current policy(ies) for your review, consideration and action.

The current policy language is also included separately for comparison purposes.

SECTION VII - WAGES, EXPENSES, & TIME SHEETS

Normally, persons will be hired at the *minimum* rate of pay established for the position. The Town Manager may approve the hiring of an employee at a rate above the normal entry rate of pay based on the individual's education and experience. All employees are currently paid based on hours worked or services performed except for the Town Manager.

WAGES: The wage rate policy will be reviewed annually by the Board of Selectpersons to insure currency and compliance with Federal and State wage requirements.

Wage Scale – a compensation pay plan will be maintained by the Town. The plan is designed to recognize job value and differences in performance and length of service. The Town recognizes that all jobs have a maximum value to the employer beyond which additional pay increase is not warranted regardless of performance or length of service. Maximum pay rates will normally change with the annual revision of the plan.

Wage Scale Updates - The compensation plan will be reviewed annually to determine if adjustments are necessary. Such adjustments may consider, but not be limited to or bound by, such factors as: cost of living, recruitment requirements, rates paid by similar employers, and the financial ability and policies of the Town. Market adjustments will usually be made on a percentage basis and are intended to preserve the basic structure of the pay plan.

Expenses: Mileage expenses determined by the existing State Rate will be paid to employees that utilize their personal vehicle in attending meetings, conferences, or functions in an official capacity. In the event the employee is required to travel a distance greater than 50 miles, he/she will be reimbursed for meals. ~~however, the maximum reimbursable amount will not exceed the following schedule: Breakfast \$5.00, Lunch \$7.00, Dinner \$15.00.~~ If required to remain overnight, the employee will need prior approval from their Department Head and/or Town Manager. ~~cost of accommodation will be paid at a rate not to exceed \$50 per night unless the Town Manager or Board of Selectpersons provides prior approval.~~ All official business qualifying for reimbursement will be coordinated in advance with the Town Manager and Treasurer. All travel and mileage expense claims will be filed on a Travel Expense Form (Belgrade Form 03) and should be submitted to the Town Treasurer within five working days after return.

Time Sheets & Payment: Time Record Sheets (Belgrade Form 04) are used to calculate payment of wages, overtime, insurance, vacation leave, sick leave and any other benefits calculated from the time worked during a pay period. ~~Each non-administrative department head (or his/her designee) will record on the time sheet the hours worked by each employee, each day.~~ Hours worked are to be recorded at the

time work commences and at the time work ceases. ~~The Road Commissioner will also specify the site of each day's work, i.e. name of road.~~

~~Administrative~~ Employees will submit individual timesheets every ~~two (2) weeks (Belgrade Form 05)~~ week which will be reviewed by the Town Manager ~~Treasurer~~ and used for payroll preparation, vacation and sick leave accounting.

SECTION VIII - LEAVE, VACATION, & HOLIDAYS

Employees working in any position designated as full-time or permanent part-time are eligible to accrue paid leave days for vacation, bereavement, sick time and paid holidays. Accrual of vacation and sick leave will begin after completion of thirty (30) days employment with the Town. Thereafter, accrual of vacation and sick leave days will occur at the completion of each pay period.

Bereavement Leave: All employees in full-time positions will receive three (3) days of bereavement leave with pay. Permanent part-time employees may be granted paid time off for bereavement leave for a period up to three (3) consecutive scheduled work days in the event of the death of an immediate family member. Immediate family is defined as: mother, father, mother-in-law, father-in-law, brother, sister, spouse, child or any persons who have had parental responsibility for the employee in lieu of natural parents. In addition, full-time employees will be granted one (1) bereavement day with pay to attend a funeral for persons not defined as immediate family members; however exercise of this policy is subject to the approval of the Town Manager.

Sick Leave: Sick leave will accrue at the rate of eight (8) hours per month for full-time employees and four (4) hours per month for permanent part-time employees. Employees may accrue a maximum of 360 hours (45 days) of sick leave ~~or may request payment for the balance of the year's unused sick leave (maximum of 48 hours) during the last pay period of the fiscal year.~~ Sick time may be taken for personal illness, or upon approval of the Town Manager, to care for an immediate family member. Sick leave may not be used in lieu of vacation time. Sick time has no monetary value when an employee resigns, retires, or otherwise separates from service and leaves employment with the Town of Belgrade.

In the event an employee / or immediate family member suffers a catastrophic illness and has used all his/her sick time, accrued sick time may be donated by other employees to a "Sick Bank" on the following terms:

1. the illness is catastrophic
2. the donor has a minimum of 25 days of accumulated time; and,

3. that there is no a maximum 10-day donation to the sick employee from each donor each fiscal year.

The Town Manager (or his/her designee) shall control the Sick Bank, and all donations shall be confidential. The denial of access to time in the Sick Bank is not grievable. Any time donated into the Sick Bank aft the employee returns to work shall not be returned or credited back to the donating employee and shall be expunged from the Sick Bank.

Leave of Absence: All employees may apply for a personal leave of absence without pay for a period of up to six (6) months. Generally, all accrued vacation and sick hours must be used before a leave of absence will be granted, however, the Town Manager may, at his/her discretion, waive this requirement based on a case-by-case review of an employee's situation. Application for a leave of absence must be made in writing to the Town Manager and must include at least the duration of the leave period (beginning and ending dates) and the reason for the request. Approval of requests will be based on the employee's length of employment, position held and satisfactory performance. Use of an approved leave of absence for any reason other than that for which it was granted will be considered a voluntary resignation without notice of intent to terminate. Leaves of absence will be considered for the following reasons only:

1. Prolonged illness of an immediate family member.
2. Employee's extended illness or temporary disability.
3. Voluntary active military training/duty. As a full time, employee and a member of the National Guard or the Military Reserve, an employee will be granted a leave of absence when ordered to active duty or training. The employee is required to inform the Town of the dates of leave as soon as known, and to also present copies of his/her orders to the Town Manager. The Town will pay the employee the difference, if any, between his or her military pay if less than Town and his or her regular Town pay, for a period not to exceed 17 days per fiscal year, but only upon receipt of appropriate pay stubs or vouchers.
4. Treatment for substance abuse/rehabilitation.
5. Child rearing/maternity, up to 60-days, to stay at home with a newborn or newly adopted infant.
6. Jury Duty. The Town shall pay to an employee called for jury duty the difference between his/her regular pay and juror's pay, provided the employee presents an official statement of jury pay received. The employee is required to inform the Town of the dates of jury duty as soon as known, and to also present

copies of his/her jury duty orders to the Town Manager prior to taking leave. Travel expenses will not be reimbursed by the town. The employee is required to report to work on any days or partial days when the employee is not required to be in court.

7. **Witness Leave.** When a full-time employee is called to fulfill civic responsibilities as a witness, he or she may be granted a leave of absence for the period involved. The employee is required to inform the Town of the dates of leave as soon as known, and to also present copies of his/her subpoena to the Town Manager. The Town will pay the difference between his or her witness pay, and his or her normal pay exclusive of travel, for a period not to exceed two (2) weeks. Should an employee be subpoenaed as a witness, resulting from activities affiliated with a job other than his or her employment for the Town of Belgrade, the employee will not be eligible for Town pay during his or her absence.

Vacation: All permanent full-time employees and permanent part-time are entitled to the accrual of paid vacation time based on length of employment.

Full-time employees: during the first year of employment, full-time employees will accrue four (4) hours per month (6 days per year) commencing with the completion of the first month of employment.

After the first year, full-time employees shall receive eight (8) hours per month (12 days per year) for credit toward accrual of vacation time.

Beginning with the sixth year of consecutive employment, employees will accrue ten (10) hours per month (15 days) vacation time.

Beginning with the 11th year of consecutive employment, employees will accrue 13.5 hours per month (20.25 days per year).

Part-Time employees: Qualifying part-time employees will accrue two (2) hours per month (3 days per year).

Qualifying part-time employees will receive four (4) hours per month (6 days per year).
Qualifying part-time employees will receive six (6) hours per month (9 days per year).
Qualifying part-time employees will receive eight (8) hours per month (12 days per year).

Vacation time may be accrued up to a maximum of ~~240~~ 120 hours (15 days). Any unused time over ~~240~~ 120 hours will be lost effective the last day of each fiscal year. Upon termination, employees shall be paid for any unused vacation time.

In December of each year, full-time employees have the option to elect to cash out a portion of their earned vacation time. Employees may cash out up to a maximum of 80 hours providing that at least 40 hours of leave remain to cover unanticipated absences and the employee has used 80 hours of vacation in the current year. Cash out of vacation time must be approved by the Town Manager.

Note: All employees must submit their request to use accrued vacation time to the Town Manager for approval. Approval will be granted unless such approval ~~would interfere~~ interferes with the efficient operation of the Town Office.

~~Permanent part-time employees may not use 39 hour or more of accrued vacation time for any one week period.~~

Holidays: The Town of Belgrade officially observes ~~eleven~~ twelve holidays. These holidays include

- NEW YEAR'S DAY
- MARTIN LUTHER KING DAY
- PRESIDENT'S DAY
- PATRIOT'S DAY
- MEMORIAL DAY
- JUNETEENTH
- INDEPENDENCE DAY
- LABOR DAY
- INDIGENOUS PEOPLE'S DAY
- VETERANS' DAY
- THANKSGIVING (including the Friday following Thanksgiving)
- CHRISTMAS

These are paid holidays for all full-time employees. Permanent Part-time employees are paid if the holiday falls on the day they are normally scheduled to work. In the event a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be provided as a paid holiday. All observances of holidays and office closures will be coordinated by the Town Manager and approved by the Board of Selectpersons.

SECTION VII - WAGES, EXPENSES, & TIME SHEETS

Normally, persons will be hired at the *minimum* rate of pay established for the position. The Town Manager may approve the hiring of an employee at a rate above the normal entry rate of pay based on the individual's education and experience. All employees are currently paid based on hours worked or services performed except for the Town Manager.

Wages: A pay scale for both full and part time employees is provided at Figure 1. Administrative wages are based on performance and tenure with incremental increases being based on a favorable evaluation of job performance on their anniversary of employment. Increases are based on their evaluation of performance as shown in Figure 2.

Figure 1:

Town Clerk/Tax Collector

Min: \$13.80/hr Mid: \$16.79/hr Max: \$20.48/hr

Deputy Clerk/Registrar

Min: \$11.50/hr Mid: \$13.87/hr Max: \$16.78/hr

Treasurer

Min: \$13.80/hr Mid: \$16.79hr Max: \$20.48/hr

Executive Board Secretary/Deputy Clerk

Min: \$12.50/hr Mid: \$15.06/hr Max: \$18.16/hr

Library Director

Min: \$11.50/hr Mid: \$14.15/hr Max: \$17.40/hr

Library Assistant

No range established.....current pay is \$8.82, subject to a 5% increase based on merit

Recreation Director

Min: 12.50/hr. Mid: 15.50/hr Max: 19.00/hr

Facility and Grounds Maintenance Supervisor/Sexton

Min: \$13.48/hr Mid: \$16.72/hr Max: \$ 19.95/hr

Firefighter 1 & 2/EMS

Min: \$13.06/hr Mid: \$16.93/hr Max: 20.80/hr

Current text

**Note – Maximum represents same percentage ratio increase as between Minimum and Mid Point

Figure 2:

| | |
|---------------------------|-------|
| 1=Does not meet standards | 0% |
| 2=Meets Standards | 1%-3% |
| 3=exceeds Standards | 4%-5% |

Failure to achieve satisfactory performance levels may be grounds for denial of annual increases.

Once maximum pay as shown in Figure 1 has been reached, an increase will be granted contingent upon the employee receiving a satisfactory performance evaluation. This increase will be equal to the Consumer Price Index for all Urban Consumers (CPI-U) as published the previous December. If an employee is near the top of his/her pay scale and the annual increase is less than that increase which could be awarded pursuant to the preceding year's CPI-U, the Town Manager will award an amount equal to the CPI-U based on the employee's performance evaluation.

Non-Administrative employees (road maintenance and transfer station) are paid in accordance with current State of Maine Wage Scale Guidelines based upon the job being performed. Volunteers (Fire, Rescue, and Emergency Management) are paid at a proposed budgetary wage rate approved at Town Meeting.

The wage rate policy will be reviewed annually by the Board of Selectpersons to insure currency and compliance with Federal and State wage requirements.

Expenses: Mileage expenses determined by the existing State Rate will be paid to employees that utilize their personal vehicle in attending meetings, conferences or functions in an official capacity. In the event the employee is required to travel a distance greater than 50 miles, he/she will be reimbursed for meals, however, the maximum reimbursable amount will not exceed the following schedule: Breakfast- \$5.00, Lunch-\$7.00, Dinner- \$15.00. If required to remain overnight, the cost of accommodations will be paid at a rate not to exceed \$50 per night unless the Town Manager or Board of Selectpersons provides prior approval. All official business qualifying for reimbursement will be coordinated in advance with the Town Manager and Treasurer. All travel and mileage expense claims will be filed on a Travel Expense Form (Belgrade Form 03) and should be submitted to the Town Treasurer within five working days after return.

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designee) will record on the time sheet the hours worked by each employee, each day. Hours worked are to be recorded at the time work commences and at the time work ceases. The Road Commissioner will also specify the site of each day's work, i.e. name of road.

Administrative employees will submit individual timesheets every two (2) weeks (Belgrade Form 05) which will be reviewed by the Treasurer and used for payroll preparation, vacation and sick leave accounting.

SECTION VIII - LEAVE, VACATION, & HOLIDAYS

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Bereavement Leave: All employees in full-time positions will receive three (3) days of bereavement leave with pay. Permanent part-time employees may be granted paid time off for bereavement leave for a period up to three (3) consecutive scheduled work days in the event of the death of an immediate family member. Immediate family is defined as: mother, father, mother-in-law, father-in-law, brother, sister, spouse, child or any persons who have had parental responsibility for the employee in lieu of natural parents. In addition, full-time employees will be granted one (1) bereavement day with pay to attend a funeral for persons not defined as immediate family members; however exercise of this policy is subject to the approval of the Town Manager.

Sick Leave: Sick leave will accrue at the rate of eight (8) hours per month for full-time employees and four (4) hours per month for permanent part-time employees. Employees may accrue a maximum of 360 hours (45 days) of sick leave or may request payment for the balance of the year's unused sick leave (maximum of 48 hours) during the last pay period of the fiscal year. Sick time may be taken for personal illness, or upon approval of the Town Manager, to care for an immediate family member. Sick leave may not be used in lieu of vacation time.

In the event an employee / or immediate family member suffers a catastrophic illness and has used all his/her sick time, accrued sick time may be donated by other employees to a "Sick Bank" on the following terms:

1. the illness is catastrophic
2. the donor has a minimum of 25 days of accumulated time; and,
3. that there is a maximum 10-day donation to the sick employee from each donor each fiscal year.

The Town Manager (or his/her designee) shall control the Sick Bank, and all donations shall be confidential. The denial of access to time in the Sick Bank is not grievable. Any time donated into the Sick Bank aft the employee returns to work shall not be returned or credited back to the donating employee and shall be expunged from the Sick Bank.

Leave of Absence: All employees may apply for a personal leave of absence without pay for a period up to six (6) months. Generally, all accrued vacation and sick hours must be used before a leave of absence will be granted, however, the Town Manager may, at his/her discretion, waive this requirement based on a case by case review of an employee's situation.. Application for a leave of absence must be made in writing to the Town Manager and must include at least the duration of the leave period (beginning and ending dates) and the reason for the request. Approval of requests will be based on the employee's length of employment, position held and satisfactory performance. Use of an approved leave of absence for any reason other than that for which it was granted will be considered a voluntary resignation without notice of intent to terminate. Leaves of absence will be considered for the following reasons only:

1. Prolonged illness of an immediate family member.
2. Employee's extended illness or temporary disability.
3. Voluntary active military training/duty. As a full time employee and a member of the National Guard or the Military Reserve, an employee will be granted a leave of absence when ordered to active duty or training. The employee is required to inform the Town of the dates of leave as soon as known, and to also present copies of his/her orders to the Town Manager. The Town will pay the employee the difference, if any, between his or her military pay if less than Town and his or her regular Town pay, for a period not to exceed 17 days per fiscal year, but only upon receipt of appropriate pay stubs or vouchers.
4. Treatment for substance abuse/rehabilitation.
5. Child rearing/maternity, up to 60-days, to stay at home with a newborn or newly adopted infant.
6. Jury Duty. The Town shall pay to an employee called for jury duty the difference between his/her regular pay and juror's pay, provided the employee presents an official statement of jury pay received. The employee is required to inform the Town of the dates of jury duty as soon as known, and to also present copies of his/her jury duty orders to the Town Manager prior to taking leave. Travel expenses will not be reimbursed by the town. The employee is required to report to work on any days or partial days when the employee is not required to be in court.
7. Witness Leave. When a full-time employee is called to fulfill civic responsibilities as a witness, he or she may be granted a leave of absence for the period involved.

The employee is required to inform the Town of the dates of leave as soon as known, and to also present copies of his/her subpoena to the Town Manager. The Town will pay the difference between his or her witness pay, and his or her normal pay exclusive of travel, for a period not to exceed two (2) weeks. Should an employee be subpoenaed as a witness, resulting from activities affiliated with a job other than his or her employment for the Town of Belgrade, the employee will not be eligible for Town pay during his or her absence.

Vacation: All permanent full-time employees and permanent part-time are entitled to the accrual of paid vacation time based on length of employment. During the first year of employment, full-time employees will accrue four (4) hours per month (6 days per year) commencing with the completion of the first month of employment. Qualifying part-time employees will accrue two (2) hours per month (3 days per year). After the first year, full-time employees shall receive eight (8) hours per month (12 days per year) for credit toward accrual of vacation time. Qualifying part-time employees will receive four (4) hours per month (6 days per year). Beginning with the sixth year of consecutive employment, employees will accrue ten (10) hours per month (15 days) vacation time. Qualifying part-time employees will receive six (6) hours per month (9 days per year). Beginning with the 11th year of consecutive employment, employees will accrue 13.5 hours per month (20.25 days per year). Qualifying part-time employees will receive eight (8) hours per month (12 days per year). Vacation time may be accrued up to a maximum of 240 hours (30 days). Any unused time over 240 hours will be lost effective the last day of each fiscal year. Upon termination, employees shall be paid for any unused vacation time. Note: All employees must submit their request to use accrued vacation time to the Town Manager for approval. Approval will be granted unless such approval would interfere with the efficient operation of the Town Office. Permanent part-time employees may not use 39 hour or more of accrued vacation time for any one-week period.

Holidays: The Town of Belgrade officially observes eleven holidays. These holidays include

NEW YEAR'S DAY
MARTIN LUTHER KING DAY
PRESIDENT'S DAY
PATRIOT'S DAY
MEMORIAL DAY
JUNETEENTH
INDEPENDENCE DAY LABOR
DAY
INDIGENOUS PEOPLE'S DAY
VETERANS' DAY
THANKSGIVING (including the Friday following Thanksgiving)
CHRISTMAS

These are paid holidays for all full-time employees. Permanent Part-time employees are paid if the holiday falls on a day they are normally scheduled to work. In the event a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be provided as a paid holiday. All observances of holidays and office closures will be coordinated by the Town Manager and approved by the Board of Selectpersons.

Memo

Harassment, Bullying policy updates

Attached are updates the current policy for your review, consideration and approval to include not only employees but committee members and elected or appointed officials under this policy.

TOWN OF BELGRADE ANTI HARASSMENT, DISCRIMINATION and WORKPLACE BULLYING PREVENTION POLICY

Section 1. Anti-Harassment and Discrimination

Anti-Harassment and Discrimination Statement of Policy

It is the policy of the Town of Belgrade to prohibit all forms of unlawful discrimination and harassment, including sexual harassment. All employees will receive sexual harassment training once annually. In addition, the Town has adopted this policy to ensure that employees always have access to review the expectations and their rights as it relates to sexual harassment and discrimination in the workplace. All persons applying for appointment or reappointment to any Board or Committee are required to acknowledge that they have read and understand this policy. Finally, this policy will be part of any contract given by the Town of Belgrade to any vendor or service provider.

Prohibited Conduct

Any employee, committee member, elected or appointed official who engages in discrimination or harassment based upon race, color, sex, sexual orientation, gender identity, gender expression, physical or mental disability, religion, ancestry, national origin, age, pregnancy status, status as a veteran, status as a whistleblower, or any other status protected by law will be subject to disciplinary action, up to and including termination of employment. Any Town volunteer, vendor or other third-party conducting Town business who engages in this conduct may also be subject to adverse action including but not limited to termination of contract or removal of volunteer.

Sexual harassment is one form of discrimination that undermines the integrity of the employment relationship, is degrading, detrimental to productivity, and illegal. Sexual harassment can be defined as the attempt to control, influence, or affect the career, salary or job of an individual in exchange for sexual favors or on the basis of sex; or the creation of an intimidating, hostile or offensive working environment based on unsolicited and unwelcome sexual conduct, either verbal or physical, or on the basis of sex. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

The following type of conduct is considered to be sexual harassment and is not permitted:

- Repeated unwanted sexual flirtations, advances or propositions;
- Jokes, profanity, derogatory or demeaning comments about a person or his/her appearance, or vulgar remarks directed at a person or members of a specific group;
- Any offensive physical contact, including physical assault and unwanted touching, hugging, or kissing;
- Displays of degrading, obscene or sexually oriented photographs, posters, cartoons or objects;
- Promising or granting preferential treatment to an employee for submitting to sexual conduct; or
- Subjecting or threatening an employee with unwelcome sexual attention or intentionally making performance of the employee's job more difficult because of his/her sex.

Internal Complaint Procedure

Harassment, discrimination or intimidation of any kind in the workplace, or retaliation for reporting any such behavior, whether committed by employees, supervisors, committee members, elected or appointed officials, volunteers, citizens, vendors, or any third parties, is not sanctioned or tolerated. If you have a complaint of discriminatory treatment, harassment, or intimidation based upon race, color, sex, sexual orientation, gender identity, gender expression, physical or mental disability, religion, ancestry, national origin, age, pregnancy status, status as a veteran, status as a whistleblower, or any other status protected by law, or if you become aware of actual or potential discrimination or harassment, you should bring it to the Town's attention immediately.

There are three ways you can make a complaint or report of harassment or discrimination: 1) you may bring it to the attention of your supervisor; 2) you may bypass your supervisor and address your concerns directly to the Town Manager; or 3) you may report harassment directly to Chair of the Select Board. All complaints or reports will be investigated promptly, thoroughly and fairly. Any employee who is determined, after investigation, to have engaged in unlawful discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination.

Protection Against Retaliation for Complaining about Harassment

Under the law, you may not be punished or penalized in any way for reporting, complaining about, or filing a claim concerning unlawful harassment or discrimination, or for cooperating with or testifying in any proceeding brought by

anyone else. If you feel that you have been retaliated against for opposing or reporting what you reasonably believe to be unlawful harassment, please follow the same Internal Complaint Procedure set forth above. The Town will not tolerate any act of unlawful retaliation against employees who have reported, complained about, or filed a complaint of unlawful harassment.

Section 2. Workplace Bullying Prevention

I. POLICY:

The Town of Belgrade is committed to promoting and maintaining a healthy working environment where every individual is treated with civility and respect. Bullying behavior will not be tolerated in any division, **committee or board** of the Town. The Town of Belgrade strongly encourages anyone who is a victim of bullying behavior, or anyone who observes such behavior, to promptly report it to any supervisor or to the Town Manager directly should that employee not feel safe enough to approach a supervisor. Retaliation against individuals who report bullying also is prohibited. Because bullying seriously undermines the integrity of the workplace and adversely affects ~~employee~~ morale, it is unacceptable and will not be tolerated. In addition, it is considered grounds for disciplinary action, up to and including discharge.

II. PURPOSE:

To establish department policy regarding allegations of Bullying and the proper reporting procedures for violation of this policy. This policy applies to all personnel, **committee members, elected or appointed officials.**

III. POLICY STATEMENT:

A. PROHIBITED CONDUCT

Bullying is a pattern of repeated behavior that a reasonable person would find hostile, offensive, and unrelated to the legitimate interests of the Town of Belgrade. Bullying behavior may take many forms including physical, verbal, or written acts or behaviors. Workplace bullying often involves an abuse or misuse of power. A single physical, verbal, or written act or behavior generally will not constitute bullying unless especially severe and egregious.

Examples of bullying may include:

- persistent or egregious use of abusive, insulting, or offensive language directed at an employee, **committee member, elected or appointed official;**
- spreading misinformation or malicious rumors;
- behavior or language that frightens, belittles, or degrades, including criticism or feedback that is delivered with yelling, screaming, threats, or insults;
- making repeated inappropriate comments about a person's appearance, lifestyle, family, or culture;
- regularly teasing or making someone the brunt of pranks or practical jokes;
- interfering with a person's personal property or work equipment;
- circulating inappropriate or embarrassing photos or videos vi e-mail or social media;

- unwarranted physical contact;
- or purposefully excluding, isolating, or marginalizing a person from normal work activities.

B. Bullying vs. Supervision

It is important to distinguish between bullying behavior and appropriate workplace supervision. Reasonable supervisory actions, when carried out in an appropriate manner, include;

- providing performance appraisals;
- coaching or providing constructive feedback;
- scheduling ongoing meetings to address performance issues;
- setting performance goals to help meet Town of Belgrade goals;
- counseling or disciplining an employee for misconduct; and
- Investigating alleged misconduct.

Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying.

C. Retaliation

This policy prohibits retaliation (e.g., threats, intimidation, reprisals, and adverse actions related to employment) against any person who reports bullying, assists someone with a report of bullying, or participates in an investigation or resolution of a bullying complaint. Reports of such retaliation will be addressed under the procedures below.

D. Dissemination of this Policy

As part of the Town of Belgrade commitment to providing a working environment free from bullying, this policy will be disseminated to all town departments, committee members and elected or appointed officials.

IV. PROCEDURES FOR REPORTING AND RESPONDING TO REPORTS OF BULLYING, COMPLAINT PROCESS:

A. Reporting

Employees, committee members, elected or appointed officials who believe they are the victims of bullying may file an internal complaint by contacting any of the following individuals:

1. Immediate supervisor or any supervisor/manager in the chain of command.
2. Town Manager
3. Board of Selectpersons

B. Resolution Options

Although every attempt will be made to resolve complaints at the earliest possible level, if an investigation is warranted, it will be conducted promptly and with as much confidentiality as possible, respecting the rights of all parties involved. All employees, committee members, elected or appointed officials shall cooperate in any agency investigation. The Town of Belgrade will respond to reports of bullying brought anonymously or by third parties not directly involved in

the complaint. However, the response to such reports may be limited if the reported allegations cannot be verified by independent facts.

C. Facilitated Early Resolution

The Goal of early resolution is to resolve concerns at the earliest stage possible with the cooperation of all of the parties involved. The Town of Belgrade encourages early resolution and will assist the parties in reaching a mutually agreeable resolution when the parties wish to resolve the situation collaboratively.

Early resolution may include a review of the facts, but typically does not include a formal investigation. Means for early resolution will be flexible and encompass a full range of possible appropriate outcomes.

Options for early resolution may include:

- Obtaining an agreement between the parties;
- Physically separating the parties;
- Changing reporting lines;
- Negotiating an agreement for personnel action;
- Conducting targeted training programs; and/or
- Following up with the parties after a period of time to assure that the resolution has been implemented effectively.

While the Town of Belgrade encourages early resolution, the Town of Belgrade does not require that parties participate in early resolution prior to the Town of Belgrade's decision to initiate a formal investigation. In some cases, Administration may determine that early resolution is inappropriate and may initiate a formal investigation instead.

D. Formal investigation

In response to reports of bullying where early resolution is unsuccessful or inappropriate, the complainant may request a formal investigation. The Town Manager may initiate a formal internal affairs investigation after a preliminary review of the facts even in cases where the complainant has not requested one.

Formal investigation of reports of bullying will incorporate the following procedures;

- The respondent will be advised of the pending investigation and advised of the nature of the alleged conduct, which is the subject matter of the investigation. Unless circumstances require anonymity, the complainant shall be identified. All staff will have the opportunity to have their own legal representation present during any interview.
- At any time during the investigation, the investigator may recommend that the Town of Belgrade provide interim protections or remedies for the complainant or witnesses. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative work arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.

- The investigator will make every effort to complete the investigation as quickly as possible.
- Following the completion of the investigation, the investigator will prepare a written report that, at a minimum, includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether the conduct at issue violated this policy. The Investigator will submit the report to the Town Manager who will determine the actions necessary to resolve the complaint.
- The complainant and the respondent will be informed when the investigation is completed and whether the complaint was substantiated. Actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the respondent not contact the complainant will be shared with the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action but will not be informed of the details of the recommended disciplinary action without the respondent's consent.

E. Remedies

Findings of violations of this policy may be considered in determining remedies for individuals harmed by the bullying and will be referred to the appropriate manager. Violations may include engaging in bullying, retaliating against a complainant reporting bullying, or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint or grievance resolution processes or disciplinary proceedings.

V. GLOSSARY

Complainant: An individual who alleges they have been subjected to bullying.

Reasonable Person test: The basis for determining whether the conduct at issue rises to the level of bullying is whether a reasonable person in the same or similar circumstances would find the conduct hostile, offensive, and unrelated to the Town of Belgrade daily business. Though the intention of the person responsible for the conduct may be considered, it is not determinative.

Respondent: An individual alleged to have violated this policy.

Workplace: For purposes of this policy, any location owned by the Town of Belgrade, or any location where a Town employee, **committee member, elected or appointed official** is acting in the course and scope of employment **or service to the town**. This includes, but is not limited to buildings, grounds, surrounding perimeters including parking lots. It also includes vehicles when those vehicles are used in the performance of Town of Belgrade duties.

DISCLAIMER

This policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for administrative sanctions by the Town of Belgrade.

Adopted by the Town of Belgrade Board of Selectpersons at a regularly scheduled meeting of the board on **October 17, 2023**.

Barbara Allen, Chair

Carol Johnson, Vice Chair

Melanie Jewell, Selectperson

Daniel Newman, Selectperson

Peter Rushton, Selectperson

Memo

LD 2003

I wanted to reach out about the upcoming requirements for us to comply with LD 2003. We have applied and been accepted for help with this through KVCOG (third on their list). As you can see from their response this week when I checked in with them, it does not appear they can guarantee help for the Planning Board to get updates on our ordinance ready for the Annual Town Meeting in March.

Speaking with our Code Enforcement Officer (Hans) he indicated it may be a good idea to have something ready for March, in the event it does not pass, we would still have June to put something together for a legislative body vote as we have the school budget referendum voting (June) prior to the July 1 deadline to have updates implemented for LD 2003.

It may be worthwhile for the Selectboard to discuss and consider giving direction to the Planning Board to begin work on this now – hoping that a rough draft or punch list done ahead of time may make things quicker and smoother once KVCOG can assist (or at the very least, something for March in the event KVCOG does not get to us in time).

Included is correspondence with KVCOG and a presentation on LD 2003 put together by Phil Saucier of Burnstein Shur.

Lorna Dee Nichols

From: Joel Greenwood <jgreenwood@kvcog.org>
Sent: Monday, November 27, 2023 2:06 PM
To: Lorna Dee Nichols
Subject: RE: Housing Opportunity Grant (LD 2003)

EXTERNAL MESSAGE:

Hi Lorna,

I just wanted to respond to this directly.

We are currently in communication with George Seel on the Planning Board about the update process. As we expressed to him, unfortunately we cannot give a definite time frame in which we will begin working with Belgrade on ordinance updates at the moment. There are several factors complicating that estimation. As each town is different, so are their ordinances, their boards, and their expectations from these ordinance updates. Unfortunately, there is no 'one size fits all' in this scenario. We are working our way through requests for this on a first come first served basis and as we have more than 60 communities in our region we are swamped.

We *expect* that the updates will not be time consuming and complicated, but if we run into a board that wants to make changes to enact stricter regulations, a board that cannot agree, or if a board wants to make changes to suggested language, that could delay the process.

As we work through this process, we will keep everyone updated. The good news is that Belgrade is coming up very soon in the list so we will be able to start fairly soon I hope.

At this point we are sure that the majority of our communities are not going to be able to make the deadline which we knew from the start would be unrealistic. We are simply going to work through things as fast as we can at this stage.

Regards,

Joel

Joel Greenwood

Planning Director

Kennebec Valley Council of Governments

17 Main Street, Fairfield, ME 04937

(207) 453-4258 Ext - 219

Lorna Dee Nichols

From: Jessica Cobb <jcobb@kvkog.org>
Sent: Wednesday, October 11, 2023 11:32 AM
To: 'Solon Maine'; Christine Almand; Lorna Dee Nichols; Smithfield Maine; Nathan Smart; Kathryn Ruth; Kathryn Ruth; Charles Pennington
Cc: Joel Greenwood; Grainne Shaw
Subject: Housing Opportunity Grant (LD 2003)

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL MESSAGE:

Good morning,

I'm writing to make you aware that KVCOG was recently awarded the Housing Opportunity Program grant through the state for assisting municipalities in amending their ordinances to comply with the requirements of P.L. 2021, ch. 672 (LD 2003 Affordable Housing).

An email was sent out earlier letting you know in what order your municipality will be assisted with ordinance updates and other work, as needed; however, according to the grant contract, KVCOG cannot begin work until November 1st.

We will be in contact within the next few months (depending on where your town is on the list) to set up a date and time for the first meeting. At the first meeting, we will address any concerns and talk about the update process. Please consider other areas, besides ordinance updates, that can be addressed to reflect the requirements of LD 2003.

Other items can include (but are not limited to) reviewing and amending specific chapters of the Comprehensive Plan to identify land use and housing priorities, mapping, providing educational materials for planning boards, elected officials, municipal boards, and housing committees focusing on increasing housing opportunities, and providing technical assistance relating to:

- assessing infrastructure upgrades,
- assessing future housing needs,
- facilitating regional housing needs assessments

Please feel free to contact KVCOG staff with any questions.

Thank you and we look forward to working with you,

Jessica Cobb

Land Use Planner
Kennebec Valley Council of Governments
17 Main Street, Fairfield, ME 04937
(207) 453-4258 Ext - 218

Lorna Dee Nichols

From: Jessica Cobb <jcobb@kvcog.org>
Sent: Wednesday, September 13, 2023 8:54 AM
To: Lorna Dee Nichols
Cc: Joel Greenwood
Subject: LD 2003 Ordinance Updates

EXTERNAL MESSAGE:

Good morning,

I'm reaching out to touch base regarding funding for P.L. 2021, ch. 672 (formerly LD 2003) and ordinance updates. Belgrade is third on KVCOG's wait list to be served. According to information provided by the state, funding was going to be available towards the end of September. As of now, there has been no update to this, and the funding has not yet been distributed.

As the situation evolves, we will do our best to keep everyone informed. Thank you for your patience with us during this process. This is all new for us, too. In the meantime, feel free to reach out to either Joel or me with any questions.

Thank you,

Jessica Cobb

Land Use Planner
Kennebec Valley Council of Governments
17 Main Street, Fairfield, ME 04937
(207) 453-4258 Ext - 218



LD 2003

July 26, 2023

As with any new legislation, there is an inevitable amount of confusion around the changes implemented by LD 2003 and the Housing Opportunity Program and the process by which towns can receive funding and assistance. This memo is intended to provide clarity on this process.

Background:

L.D. 2003 is ***An Act To Implement the Recommendations of the Commission To Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions***. The bill was passed by the State Legislature and signed by the Governor in April 2022. The law went into effect July 27, 2022; however, many of the bill's requirements were not to take effect until July 1, 2023. This law was designed to remove restrictive regulatory barriers to increase housing opportunities Maine, while preserving local ability to create land use plans and protect sensitive environmental resources.

Among other things, LD 2003 requires municipalities to:

- relax regulatory requirements for accessory dwelling units;
- allow for two-family dwellings in every zoning district where single-family dwellings are allowed;
- allow for there to be multiple dwelling units on residential lots; and
- allow developments that meet certain affordability thresholds to utilize relaxed parking requirements and additional density in certain instances.

The Maine Department of Economic and Community Development (DECD), which was charged with drafting guidance on how the new law should be interpreted and implemented, was delayed in finalizing its rules. They were ultimately finalized in late April. This delay in issuance of the rules left municipalities with little time to analyze and interpret the State's guidance, resulting in limited time to adopt ordinance amendments by the State's July 1, 2023, deadline.

On June 12, 2023, LD 1706 was enacted, which amended, among other things, a drafting error related to affordable housing density bonuses, and would **extend the deadline for municipalities to implement LD 2003 by six months to January 1, 2024**.

Overview:

The list below broadly summarizes the changes brought on by LD 2003:

- Updating and adding new definitions in land use ordinances to reflect definitions in LD 2003.
- Allow accessory dwelling units, by right, in all zoning districts currently zoned for single-family homes.
- Amending ADU-related regulations to adopt a minimum unit size, exempt ADUs from certain ordinance dimensional requirements, and exempt ADUs from annual growth caps.
- Eliminate single-family zoning restrictions in all residential zones across the State by allowing up to four residential units on all lots, in compliance with health and safety requirements such as minimum septic and lot sizes.
- Amending parking requirements for accessory dwelling units (ADUs) and affordable housing developments,
- Prohibit municipal growth caps on the production of new housing units.
- Create a system of priority development areas, where multifamily housing is permitted with limited regulatory barriers.
- Making consistent, in both the zoning district dimensional tables and in the nonconforming ordinance provisions, dimensional requirements for single-family and two-family dwellings.
- Creating a new “lot area per dwelling unit” requirement for two-family dwellings and lots with two single-family dwellings that are essentially twice the minimum lot size as a lot with only one single-family dwelling.
- Provide technical and financial assistance for all communities seeking support in making zoning improvements and in identifying housing opportunities for increasing affordable housing.

It is important to note that this legislation *does not* negate the need for compliance with mandatory Shoreland Zoning and the State’s subdivision requirements.

The Department of Economic and Community Development (DECD) released a Request for Application (RFA) and the Municipal Payment Distribution Schedule for P.L. 2021, ch. 672, in June 2023, detailing the application process for acquiring funding to implement the changes mandated by LD 2003.

The eligibility, application process, and availability of funding are different for Regional Planning Organizations (RPOs), such as KVCOG, and for municipalities.

Those differences are detailed in the table below:

| KVCOG | Municipalities |
|---|---|
| <p>Service Provider: Regional planning organizations (councils of governments, regional planning commissions) and regional economic development organizations as referenced in Title 30-A, Chapter 119, county governments, non-profit organizations, academic institutions and cooperative extension programs, and for-profit enterprises. Municipalities are also eligible to apply as a service provider.</p> | <p>Municipality: A city or a town, excluding all unorganized and deorganized townships, plantations, townships, and towns that have delegated administration of land use controls to the Maine Land Use Planning Commission pursuant to 12 M.R.S. § 682(1)</p> |
| <p>Can apply for grant funding to assist municipalities that have Shoreland Zoning. <u>Municipalities with townwide zoning, in addition to Shoreland Zoning cannot be included in the Service Provider’s grant application for ordinance amendment/development.</u></p> | <p>If a municipality has townwide zoning beyond Shoreland Zoning, they <u>must</u> fill out an invoice template and email the completed form to housing.decd@maine.gov to receive funding for municipal ordinance development to comply with LD 2003. More information can be found here: www.maine.gov/decd/housingopportunityprogram</p> |
| <p>A service provider may use grant funds to assist a municipality that has townwide zoning and/or Shoreland Zoning with the following services: mapping; comprehensive plan review; master planning; identifying housing and land use priorities; assessment of infrastructure; assessment of future housing needs; assessment of potential sites; and facilitation of regional housing needs assessment.</p> | <p>Eligible municipalities with one or more designated growth areas or a public, special district, or other centrally managed water system, or a public, special district, or other comparable sewer system shall receive up to \$10,000.</p> <p>Eligible municipalities that do not have designated growth areas or a public, special district, or other centrally managed water system, or a public, special district, or other comparable sewer system shall receive up to \$5,000</p> |
| <p>Must complete a grant application form and include a <u>Letter of Support from each municipality</u> who will be receiving assistance, along with other application materials. If a Letter of Support is not obtained from a municipality, the Service Provider cannot use grant funds to assist that town. <u>Grant applications must be submitted by August 15, 2023.</u></p> | <p>To be considered eligible for funding, a municipality must have townwide zoning beyond just Shoreland Zoning, meaning that the municipality is divided into zones or districts in which differing regulations and uses apply.</p> |
| <p>Service providers are eligible to receive up to \$75,000 in grant funding to assist eligible communities.</p> | <p>A municipality that has townwide zoning and receives funding can use those funds from DECD to contract with a Service Provider for municipal ordinance amendment/development.</p> |

Important Differences to Note:

If your municipality just has Shoreland Zoning and you would like assistance in amending/developing ordinances to comply with LD 2003, please contact KVCOG and supply a Letter of Support by August 4th to ensure there is time to complete the application.

If your municipality has townwide zoning beyond just Shoreland Zoning and would like assistance in amending/developing ordinances to be in compliance with LD 2003, fill out this invoice template: <https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/Municipal%20Payment%20Invoice%20Template%20%281%29.docx>. Email the completed form to housing.decd@maine.gov. Contact KVCOG to schedule a meeting.

If your municipality has townwide zoning beyond just Shoreland Zoning and would like assistance in other areas besides ordinance amendments (mapping, comprehensive plan review, master planning, identifying housing and land use priorities, assessment of infrastructure, assessment of future housing needs, assessment of potential sites, and/or facilitation of regional housing needs assessment), fill out the invoice template found at <https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/Municipal%20Payment%20Invoice%20Template%20%281%29.docx> and email the completed form to housing.decd@maine.gov. Contact KVCOG to discuss the service your community is seeking.

DETERMINING YOUR MUNICIPALITY'S NEXT STEP

My municipality is looking for assistance related to LD 2003.

My municipality **ONLY** has the required Shoreland Zoning and would like assistance in amending/developing ordinances to be in compliance with LD 2003 Ordinance

Contact KVCOG and Supply Letter of Intent as soon as possible

My municipality has ordinances beyond the required Shoreland Zoning would like assistance in:

amending/developing ordinances to be in compliance with LD 2003.

Send this completed [template](#) to housing.decd@maine.gov. Contact KVCOG to schedule a meeting.

other areas besides ordinance amendments (mapping, comprehensive plan review, master planning, identifying housing and land use priorities, assessment of infrastructure, assessment of future housing needs, assessment of potential sites, and/or facilitation of regional housing needs assessment)

Send this completed [template](#) to housing.decd@maine.gov. Contact KVCOG to schedule a meeting.



CONTACT

207-453-4258



www.kvcog.org



KVCOG's Approach in Helping Communities:

As all communities within the state will be affected by this legislation to varying degrees, KVCOG is currently implementing the first-come, first-serve approach. For this, KVCOG maintains a wait list of communities who have already requested assistance. To be placed on the wait list for assistance, the town manager or municipal staff member in a position of similar authority needs to contact KVCOG and request assistance for their community.

Due to the numerous intricacies of this project, KVCOG is not currently able to provide communities with a timeline; however, as things progress and the processes becomes more streamlined, it is anticipated that rough estimated timelines will become available for ordinance amendments.

Levels of Service KVCOG is Offering:

Since different communities have differing needs, KVCOG is working to address these needs on all levels by offering a tiered system. Due to the unique situation of addressing multiple ordinances across many different municipalities based on this legislation, there may be alterations to the levels of service available.

Tier One: Review and annotate areas in existing municipal ordinances that need to be amended to bring them into compliance with LD 2003. At this tier, KVCOG will only be highlighting and determining areas that need to be amended and will not actually amend the ordinance. The purpose of this is to assist municipalities by showing them where changes need to be made in their existing ordinances and allowing them to make the necessary changes.

Tier Two: Review a municipality's existing ordinances and enact amendments to bring all relevant municipal ordinances into compliance with LD 2003. In this tier, KVCOG will determine areas in ordinances that need to be amended and will craft language that aligns with LD 2003 and fits into the existing ordinances.

Tier Three*: Review a municipality's existing, relevant ordinances and enact amendments to bring all applicable municipal ordinances into compliance with LD 2003 (same as Tier Two above). In addition, this tier offers review of these ordinances for other areas that need to be updated or amended beyond just the required amendments for LD 2003. This tier offers revision of a municipality's relevant ordinance(s) in addition to the amendments required by LD 2003.

Tier Four*: This tier offers ordinance development for communities that do not have any zoning or land use ordinances, aside from Shoreland Zoning, but wish to create and enact these ordinances. The newly developed ordinances would comply with LD 2003 and could provide other regulatory provisions based on community input.

*Tier Three and Tier Four will require additional funding by the municipality as ordinance revision/development for areas outside of those affected by the requirements of LD 2003 are not funded through the State's Housing Opportunity Program.

Summary of LD 2003

Presentation to KVCOG
Annual Planning Day

Philip Saucier
January 26, 2023

Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions (LD 609)

Recommendations

1. Allow accessory dwelling units by right in all zoning districts currently zoned for single-family homes.
2. Eliminate single-family zoning restrictions in all residential zones across the State by allowing up to four residential units on all lots, in compliance with ii any health and safety requirements such as minimum septic and lot sizes, with a sunrise clause to provide adequate time for municipalities to prepare for this change.
3. Prohibit municipal growth caps on the production of new housing.
4. Provide technical and financial assistance for all communities seeking support in making zoning improvements and in identifying opportunities for increasing affordable housing.
5. Create density bonuses in all residential zones throughout the State, giving low to middle-income housing projects 2.5 times the density of the existing zone, with a parking requirement of no more than .66 spaces per unit for the additional units, and with the requirement that those units be protected as affordable for a specific period of time.
6. Create a three-year statewide incentive program for municipalities as follows: in Year 1, a qualifying community must make a commitment to reviewing zoning and land use restrictions. In Years 2 and 3, adopt zoning and land use policies to promote housing opportunities; qualifying communities would receive a state financial reward for up to three years, so long as they remain in good standing with the program requirements.
7. Create a system of priority development areas, where multifamily housing is permitted with limited regulatory barriers.
8. Strengthen Maine's Fair Housing Act by eliminating the terms "character," "overcrowding of land," and "undue concentration of population" as legal bases for zoning regulations.
9. Create a state-level housing appeals board to review denials of affordable housing projects made at the local level.

An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions (LD 2003)

Original Bill

1. Amends the fair housing provisions of the Maine Human Rights Act to define the terms "character of a location," "overcrowding of land" and "concentration of the population" and to prohibit municipalities and government entities from using these criteria to restrict the construction or development of housing accommodations in any area;
2. Establishes the Municipal Housing Development Permit Review Board, which is responsible for the review of municipal housing development permit decisions;
3. Prohibits municipalities from adopting any ordinance that caps the number of building or development permits each year;
4. Requires DECD to develop a program to provide technical assistance to municipalities for the purposes of developing and implementing zoning and land use ordinances;
5. Requires DECD to implement a program to provide grants to municipalities for the purposes of contracting for services and hiring staff to help administer municipal responsibilities in developing and implementing zoning and land use ordinances;
6. Requires DECD to create an incentive program that a municipality may participate in for up to 3 years and receive grants for fulfilling certain requirements related to reviewing how its zoning and land use ordinances may impact the availability of housing;
7. Defines "affordable housing development," requires municipalities to allow affordable housing developments to be built at certain densities and sets certain criteria to ensure that an affordable housing development remains affordable for at least 30 years;
8. Requires, for any zone in which housing is permitted, that a municipality permit structures with up to 4 dwelling units and creates general requirements for municipal ordinances governing residential zones;
9. Requires municipalities to allow the construction of accessory dwelling units and sets out specific requirements for the permitting and construction of accessory dwelling units; and
10. Requires that a municipality designate an area within the municipality as a priority development zone, which is defined as a zone in which multifamily housing is permitted at a greater density, and requires the priority development zone to be located in an area that has significant potential for housing development and is located near community resources.

LD 2003 as Enacted (P.L. 2021, ch. 672)

- DECD to establish statewide housing production goals
- Municipal role in statewide production goals & STR regulatory authority
- Affordable housing density bonus
- Up to 4 dwelling units allowed per lot
- Accessory dwelling units

Statewide Housing Production Goals

- DECD, in coordination with Maine State Housing Authority, must establish statewide and regional goals that increase the availability and affordability of all types of housing in all parts of the State.



Municipal Role in Statewide Housing Production Goals

- Fair housing and nondiscrimination
 - Municipalities shall ensure ordinances and regulations are designed to further the purposes of the federal Fair Housing Act and the Maine Human Rights Act to achieve the statewide or regional housing production goals
- Municipalities may regulate short-term rentals
 - In order to achieve the statewide or regional housing production goals.



Affordable Housing Density

- Affordable housing developments where multifamily dwellings are allowed must be allowed to have a dwelling unit density of at least 2 1/2 times the base density that is otherwise allowed in that location
- May not require more than 2 off-street parking spaces for every 3 units
- The development must be in a designated growth area or the served by a public, special district or other centrally managed water and sewer system
- Restrictive covenants to ensure long-term affordability
- Must comply with shoreland zoning
- Is not exempt from subdivision requirements



Up to 4 Dwelling Units on a Lot

For any area where housing is allowed

- If no existing dwelling unit is on a lot:
 - Up to two dwelling units, or
 - Up to four dwelling units if lot is in a designated growth area or served by public, special district, or centrally managed water and sewer system
- If existing dwelling unit is on a lot:
 - Addition of up to two dwelling units
 - Within or attached, detached, or one of each.
- Cannot establish density dimensional or setback requirements that are greater than requirements for single-family housing units
- Can establish lot area per dwelling unit requirement as long as required lot area for subsequent units is not greater than required lot area for the first unit
- Lot not eligible for additional density requirements
- Housing must comply with shoreland dwelling



Accessory Dwelling Units



- An ADU must be allowed to be located on the same lot as a single-family dwelling in any area where housing is permitted
- Can be constructed:
 - Within an existing dwelling unit
 - Attached to or sharing a wall with a single-family dwelling unit
 - As a new structure
- Exempt from density and area requirements
 - But - if more than one ADU is constructed, lot is not eligible for additional increases in density
- Setback and dimensional requirements must be same as single-family dwelling units
- Not subject to additional parking requirements.

Thank you.

Phil Saucier

207-228-7160

psaucier@bernsteinshur.com



Memo

Warrants

| | |
|---------------------|--------------|
| BMV warrant 138 | \$5,560.00 |
| Payroll warrant 139 | \$27,892.36 |
| AP warrant 140 | \$742,400.98 |
| BMV warrant 141 | \$ |
| Payroll warrant 142 | \$ |

Warrant 138

| Jrnl | Check | Month | Invoice Description | Reference | Encumbrance |
|---------------------------|------------------|-------|---------------------------|-------------|-------------|
| Description | Account | Proj | Amount | Encumbrance | |
| 00021 STATE OF MAINE, BMV | | | | | |
| 0505 | 189 | 11 | BMV REPORT 11/17-11/22/23 | | |
| BMV REPORT 11/17-11/22/23 | G 1-214-00 | | | 5,560.00 | 0.00 |
| | GEN'L FUND / BMV | | | | |
| | | | Vendor Total- | 5,560.00 | |
| | | | Prepaid Total- | 0.00 | |
| | | | Current Total- | 5,560.00 | |
| | | | EFT Total- | 0.00 | |
| | | | Warrant Total- | 5,560.00 | |

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.

BARBARA ALLEN, SELECTPERSON CHAIR Barbara Allen
MELANIE JEWELL, SELECTPERSON _____
DANIEL NEWMAN, SELECTPERSON _____
PETER RUSHTON, SELECTPERSON _____
CAROL JOHNSON, V. CHAIR _____
LORNA DEE NICHOLS, TOWN MANAGER _____

WARRANT: 139

| Check | D / D | Check | Employee | Gross Pay |
|--------------|------------------|------------------|----------|------------------|
| Total | 14,371.10 | 27,892.36 | | 19,187.36 |

| | |
|-------------------------|--------------------|
| Put into A/P | 6,356.81 |
| Taken out of A/P | (12,854.48) |
| Total Payroll | 21,394.69 |

| <u>Count</u> | |
|--------------|----|
| Checks | 31 |

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.

BARBARA ALLEN, SELECTPERSON CHAIR Barbara Allen
MELANIE JEWELL, SELECTPERSON _____
DANIEL NEWMAN, SELECTPERSON _____
PETER RUSHTON, SELECTPERSON _____
CAROL JOHNSON, V. CHAIR _____
LORNA DEE NICHOLS, TOWN MANAGER _____

WARRANT: 139

| Check | D / D | Check | Employee | Gross Pay |
|---------|----------|-----------|-------------------------------------|-----------|
| 190 | 0.00 | 666.78 | 853 EDWARD C CALL | 780.00 |
| 2023190 | 892.55 | 0.00 | 990 CORY D ALEXANDER | 1,125.00 |
| 2023191 | 595.41 | 0.00 | 817 VICTORIA A ALEXANDER | 672.00 |
| 2023192 | 746.73 | 0.00 | 172 DANIELLE M BEDARD | 1,093.60 |
| 2023193 | 722.23 | 0.00 | 20 JARED N BOND | 933.60 |
| 2023194 | 1,095.38 | 0.00 | 113 TRAVIS S BURTON | 1,528.20 |
| 2023195 | 261.53 | 0.00 | 818 CHRISTOPHER ALLEN COGSWELL | 288.00 |
| 2023196 | 447.34 | 0.00 | 244 ANDREW P DAVIDSON | 510.99 |
| 2023197 | 518.41 | 0.00 | 74 WESLEY M DAY | 657.00 |
| 2023198 | 296.50 | 0.00 | 232 LESLIE R. DIMICK | 358.96 |
| 2023199 | 480.46 | 0.00 | 559 DEBORAH A FISHER | 800.00 |
| 2023200 | 207.56 | 0.00 | 822 LYNDSEY A FISHER | 224.75 |
| 2023201 | 133.44 | 0.00 | 899 MARY C GRANHOLM | 144.50 |
| 2023202 | 296.27 | 0.00 | 844 ALAINA B HALL | 336.20 |
| 2023203 | 718.10 | 0.00 | 589 KELSEY L LIBOLD | 800.00 |
| 2023204 | 761.45 | 0.00 | 837 DANIEL R MACGLASHING | 1,016.00 |
| 2023205 | 662.03 | 0.00 | 875 KEVIN K MERRILL | 840.00 |
| 2023206 | 1,111.98 | 0.00 | 03 LORNA DEE NICHOLS | 1,440.01 |
| 2023207 | 406.01 | 0.00 | 173 AARON L PELKEY | 458.48 |
| 2023208 | 898.00 | 0.00 | 200. NICHOLAS C POOLE | 1,277.20 |
| 2023209 | 748.59 | 0.00 | 979 HANS CHRISTIAN RASMUSSEN | 942.45 |
| 2023210 | 176.29 | 0.00 | 892 KIM E RIDEOUT-DAWES | 201.72 |
| 2023211 | 884.08 | 0.00 | 191 KENNETH J SCHENO | 1,071.20 |
| 2023212 | 1,008.32 | 0.00 | 07 MARY VOGEL | 1,360.00 |
| 2023213 | 117.74 | 0.00 | 767 DANIEL A WILSON | 127.50 |
| 2023214 | 184.70 | 0.00 | 261 Jeffrey W Worthing | 200.00 |
| 2023215 | 0.00 | 14,371.10 | D / D 213 ANDROSCOGGIN SAVINGS BANK | |
| 191 | 0.00 | 5,206.89 | T & A 2 MISSIONSQUARE - 457-304797 | |
| 2023216 | 0.00 | 4,182.52 | T & A 4 DEPARTMENT OF TREASURY | |
| 2023217 | 0.00 | 2,886.10 | T & A 6 MAINE PERS | |
| 2023218 | 0.00 | 578.97 | T & A 1 TREASURER, STATE OF MAINE | |

Warrant 140

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|--|-------|-------|--|-----------|----------------|-------------|
| Description | | | Account | Proj | | |
| 00004 AMERICAN LOGGERS FIRE SUPPRESSION L | | | | | | |
| 0509 | 192 | 12 | OFFICE FIRE EXSTINGUISHER | 19311 | | |
| OFFICE FIRE EXSTINGUISHER | | | E 13-14-35-17 | | 74.00 | 0.00 |
| | | | FACILITIES / TOWN OFFICE - REPAIRS / EXTINGUISHER | | | |
| | | | | | Invoice Total- | 74.00 |
| 0509 | 192 | 12 | GARAGE&MEETING HOUSE EXSI | 17512 | | |
| GARAGE&MEETING HOUSE EXSI | | | E 13-04-35-17 | | 105.00 | 0.00 |
| | | | FACILITIES / GARAGE - REPAIRS / EXTINGUISHER | | | |
| | | | | | Invoice Total- | 105.00 |
| 0509 | 192 | 12 | NBCC EXSTINGUISHER | 17511 | | |
| NBCC EXSTINGUISHER | | | E 13-03-35-17 | | 55.00 | 0.00 |
| | | | FACILITIES / NBCC - REPAIRS / EXTINGUISHER | | | |
| | | | | | Invoice Total- | 55.00 |
| 0509 | 192 | 12 | TS EXSTINGUISHER | 17502 | | |
| TS EXSTINGUISHER | | | E 13-09-35-17 | | 67.00 | 0.00 |
| | | | FACILITIES / TRANSFER STA - REPAIRS / EXTINGUISHER | | | |
| | | | | | Invoice Total- | 67.00 |
| 0509 | 192 | 12 | NBFD EXSTINGUISHER | 17501 | | |
| NBFD EXSTINGUISHER | | | E 13-08-35-17 | | 61.00 | 0.00 |
| | | | FACILITIES / FD:NB - REPAIRS / EXTINGUISHER | | | |
| | | | | | Invoice Total- | 61.00 |
| 0509 | 192 | 12 | FD DEPOT EXSTINGUISHER | 17500 | | |
| FD DEPOT EXSTINGUISHER | | | E 13-07-35-17 | | 179.00 | 0.00 |
| | | | FACILITIES / FD:DEPOT - REPAIRS / EXTINGUISHER | | | |
| | | | | | Invoice Total- | 179.00 |
| 0509 | 192 | 12 | LAKES FD EXSTINGUISHER | 17499 | | |
| LAKES FD EXSTINGUISHER | | | E 13-06-35-17 | | 91.00 | 0.00 |
| | | | FACILITIES / FD:LAKES - REPAIRS / EXTINGUISHER | | | |
| | | | | | Invoice Total- | 91.00 |
| | | | | | Vendor Total- | 632.00 |
| 00168 ATLANTIC PARTNERS EMS, INC | | | | | | |
| 0509 | 193 | 12 | HEART CERT CARD | 12663 | | |
| HEART CERT CARD | | | E 05-05-46-06 | | 20.00 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - LICENSES / FD/EMS | | | |
| | | | | | Vendor Total- | 20.00 |
| 00289 AUGUSTA FUEL CORP. | | | | | | |
| 0509 | 194 | 12 | 10 DALTON HEATING | 6019264 | | |
| 10 DALTON HEATING | | | E 13-11-20-05 | | 463.87 | 0.00 |
| | | | FACILITIES / DALTON - SERVICES / HEATING | | | |
| | | | | | Invoice Total- | 463.87 |
| 0509 | 194 | 12 | GARAGE HEATING | 6019265 | | |
| GARAGE HEATING | | | E 13-04-20-05 | | 135.74 | 0.00 |
| | | | FACILITIES / GARAGE - SERVICES / HEATING | | | |
| | | | | | Invoice Total- | 135.74 |
| 0509 | 194 | 12 | CFAS HEATING | 6020658 | | |
| CFAS HEATING | | | E 13-02-20-05 | | 884.66 | 0.00 |
| | | | FACILITIES / CFAS - SERVICES / HEATING | | | |
| | | | | | Invoice Total- | 884.66 |
| 0509 | 194 | 12 | LAKES FD HEATING | 6019263 | | |
| LAKES FD HEATING | | | E 13-06-20-05 | | 294.22 | 0.00 |
| | | | FACILITIES / FD:LAKES - SERVICES / HEATING | | | |
| | | | | | Invoice Total- | 294.22 |
| 0509 | 194 | 12 | GARAGE HEATING | 6016850 | | |

Warrant 140

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|---------------------------------------|-------|-------|--|--------------|----------|-------------|
| Description | | | Account | Proj | | |
| GARAGE HEATING | | | E 13-04-20-04 | | 41.48 | 0.00 |
| | | | FACILITIES / GARAGE - SERVICES / ELECTRICITY | | | |
| | | | Invoice Total- | | 41.48 | |
| 0509 | 194 | 12 | GARAGE HEATING | 6021431 | | |
| GARAGE HEATING | | | E 13-04-20-05 | | 87.16 | 0.00 |
| | | | FACILITIES / GARAGE - SERVICES / HEATING | | | |
| | | | Invoice Total- | | 87.16 | |
| 0509 | 194 | 12 | CFAS PROPANE | 6020659 | | |
| CFAS PROPANE | | | E 13-02-20-05 | | 47.58 | 0.00 |
| | | | FACILITIES / CFAS - SERVICES / HEATING | | | |
| | | | Invoice Total- | | 47.58 | |
| | | | Vendor Total- | | 1,954.71 | |
| 00338 B.D.S WASTE DISPOSAL INC | | | | | | |
| 0509 | 195 | 12 | TIRE DISPOSAL | 37102 | | |
| TIRE DISPOSAL | | | E 15-05-20-13 | | 246.00 | 0.00 |
| | | | SOLID WASTE / WASTE - SERVICES / DISPOSAL | | | |
| | | | Vendor Total- | | 246.00 | |
| 00386 BOUNDTREE MEDICAL | | | | | | |
| 0509 | 196 | 12 | EMS SUPPLIES | 85127547 | | |
| EMS SUPPLIES | | | E 05-05-30-07 | | 212.82 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS | | | |
| | | | Vendor Total- | | 212.82 | |
| 00020 CENTRAL MAINE POWER | | | | | | |
| 0509 | 198 | 12 | WINGS MILL DAM ELECTRICIT | 719001826219 | | |
| WINGS MILL DAM ELECTRICIT | | | G 3-596-00 | | 44.18 | 0.00 |
| | | | CAPITAL PROJ / DAMS | | | |
| | | | Invoice Total- | | 44.18 | |
| 0509 | 198 | 12 | 8 DALTON ELECTRICITY | 703001944561 | | |
| 8 DALTON ELECTRICITY | | | E 13-11-20-04 | | 31.10 | 0.00 |
| | | | FACILITIES / DALTON - SERVICES / ELECTRICITY | | | |
| | | | Invoice Total- | | 31.10 | |
| 0509 | 198 | 12 | 10 DALTON ELECTRICITY | 712001881965 | | |
| 10 DALTON ELECTRICITY | | | E 13-11-20-04 | | 105.73 | 0.00 |
| | | | FACILITIES / DALTON - SERVICES / ELECTRICITY | | | |
| | | | Invoice Total- | | 105.73 | |
| 0509 | 198 | 12 | VILLAGE GREEN ELECTRICITY | 710001893602 | | |
| VILLAGE GREEN ELECTRICITY | | | E 13-10-20-04 | | 30.91 | 0.00 |
| | | | FACILITIES / PARKS - SERVICES / ELECTRICITY | | | |
| | | | Invoice Total- | | 30.91 | |
| 0509 | 198 | 12 | 18 DALTON ELECTRICITY | 705001925149 | | |
| 18 DALTON ELECTRICITY | | | E 13-11-20-04 | | 31.63 | 0.00 |
| | | | FACILITIES / DALTON - SERVICES / ELECTRICITY | | | |
| | | | Invoice Total- | | 31.63 | |
| 0509 | 198 | 12 | LAKES FD ELECTRICITY | 714001865779 | | |
| LAKES FD ELECTRICITY | | | E 13-06-20-04 | | 173.74 | 0.00 |
| | | | FACILITIES / FD:LAKES - SERVICES / ELECTRICITY | | | |
| | | | Invoice Total- | | 173.74 | |
| 0509 | 198 | 12 | CFAS OUTBUILDING ELECTRIC | 709001898052 | | |
| CFAS OUTBUILDING ELECTRIC | | | E 13-02-20-04 | | 30.91 | 0.00 |
| | | | FACILITIES / CFAS - SERVICES / ELECTRICITY | | | |
| | | | Invoice Total- | | 30.91 | |
| 0509 | 198 | 12 | CFAS ELECTRICITY | 701002099003 | | |
| CFAS ELECTRICITY | | | E 13-02-20-04 | | 480.13 | 0.00 |

A / P Warrant

Warrant 140

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|---|-------|-------|---------------------------|--------------|----------|-------------|
| Description | | | Account | Proj | | |
| FACILITIES / CFAS - SERVICES / ELECTRICITY | | | | | | |
| Invoice Total- | | | | | 480.13 | |
| 0509 | 198 | 12 | DAM ELECTRICITY | 707001909719 | | |
| DAM ELECTRICITY | | | G 3-596-00 | | 34.77 | 0.00 |
| CAPITAL PROJ / DAMS | | | | | | |
| Invoice Total- | | | | | 34.77 | |
| 0509 | 198 | 12 | GARAGE ELECTRICITY | 706001928607 | | |
| GARAGE ELECTRICITY | | | E 13-04-20-04 | | 87.37 | 0.00 |
| FACILITIES / GARAGE - SERVICES / ELECTRICITY | | | | | | |
| Invoice Total- | | | | | 87.37 | |
| 0509 | 198 | 12 | SAND&SALT ELECTRICITY | 716001863154 | | |
| SAND&SALT ELECTRICITY | | | E 13-05-20-04 | | 70.24 | 0.00 |
| FACILITIES / SALT & SAND - SERVICES / ELECTRICITY | | | | | | |
| Invoice Total- | | | | | 70.24 | |
| 0509 | 198 | 12 | DEPOT FD ELECTRICITY | 718001836217 | | |
| DEPOT FD ELECTRICITY | | | E 13-07-20-04 | | 82.78 | 0.00 |
| FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY | | | | | | |
| Invoice Total- | | | | | 82.78 | |
| 0509 | 198 | 12 | HISTORY HOUSE ELECTRICITY | 718001836218 | | |
| HISTORY HOUSE ELECTRICITY | | | E 13-13-20-04 | | 30.91 | 0.00 |
| FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY | | | | | | |
| Invoice Total- | | | | | 30.91 | |
| 0509 | 198 | 12 | TOWN OFFICE ELECTRICITY | 723001747861 | | |
| TOWN OFFICE ELECTRICITY | | | E 13-14-20-04 | | 571.81 | 0.00 |
| FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY | | | | | | |
| Invoice Total- | | | | | 571.81 | |
| 0509 | 198 | 12 | TRANSFER STATION ELECTRIC | 709001905052 | | |
| TRANSFER STATION ELECTRIC | | | E 13-09-20-04 | | 463.48 | 0.00 |
| FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY | | | | | | |
| Invoice Total- | | | | | 463.48 | |
| Vendor Total- | | | | | 2,269.69 | |
| 00099 CHARTER COMMUNICATIONS | | | | | | |
| 0509 | 199 | 12 | NBCC INTERNET | | | |
| NBCC INTERNET | | | E 25-30-20-01 | | 117.97 | 0.00 |
| RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO | | | | | | |
| Vendor Total- | | | | | 117.97 | |
| 00107 DAVID HALLOWELL CONSTRUCTION LLC | | | | | | |
| 0509 | 200 | 12 | GARAGE GRAVEL DELIVERED | 1957 | | |
| GARAGE GRAVEL DELIVERED | | | E 13-04-35-08 | | 520.00 | 0.00 |
| FACILITIES / GARAGE - REPAIRS / BUILDING | | | | | | |
| Vendor Total- | | | | | 520.00 | |
| 00000 ERIK MORANG | | | | | | |
| 0509 | 201 | 12 | EXCISE TAX REIMBURSEMENT | 11/21/2023 | | |
| EXCISE TAX REIMBURSEMENT | | | R 01-13 | | 654.37 | 0.00 |
| GEN'L GOV. - EXCISE - MV | | | | | | |
| Vendor Total- | | | | | 654.37 | |
| 00307 FABIAN OIL | | | | | | |
| 0509 | 202 | 12 | FUEL ASS CASE 423 | 2179416 | | |
| FUEL ASS CASE 423 | | | E 21-02-99-99 | | 399.90 | 0.00 |
| GEN'L ASSIST / EMRGNCY FUEL - EXPENSE / EXPENSE | | | | | | |
| Vendor Total- | | | | | 399.90 | |
| 00139 FIRE TECH & SAFETY | | | | | | |
| 0509 | 203 | 12 | TURNOUT PANTS | 218241 | | |

A / P Warrant

Warrant 140

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|---|-------|-------|---|------------|------------|-------------|
| Description | | | Account | Proj | | |
| TURNOUT PANTS | | | E 05-05-40-04 | | 1,114.00 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT | | | |
| | | | Vendor Total- | | 1,114.00 | |
| 00000 FISHER, BOB | | | | | | |
| 0509 | 204 | 12 | 2023 WREATHS | | | |
| 2023 WREATHS | | | E 20-01-52-03 | | 700.00 | 0.00 |
| | | | SOCIAL SRVS / SOCIAL SRVS - HOLIDAY / WREATHS | | | |
| | | | Vendor Total- | | 700.00 | |
| 00066 GENERATORS OF MAINE, INC | | | | | | |
| 0509 | 205 | 12 | FD TRUCK REPAIRS | 3996 | | |
| FD TRUCK REPAIRS | | | E 05-05-35-04 | | 369.31 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS | | | |
| | | | Invoice Total- | | 369.31 | |
| 0509 | 205 | 12 | BOILER IN GARAGE | 4597 | | |
| BOILER IN GARAGE | | | E 13-04-35-08 | | 80.59 | 0.00 |
| | | | FACILITIES / GARAGE - REPAIRS / BUILDING | | | |
| | | | Invoice Total- | | 80.59 | |
| | | | Vendor Total- | | 449.90 | |
| 00434 GROUP DYNAMIC, INC. | | | | | | |
| 0509 | 206 | 12 | DECEMBER HRA ADMIN | 2312 | | |
| DECEMBER HRA ADMIN | | | E 23-10-99-99 | | 36.00 | 0.00 |
| | | | INSURANCE / HRA ADMIN - EXPENSE / EXPENSE | | | |
| | | | Vendor Total- | | 36.00 | |
| 00706 INCLUSION SOLUTIONS LLC | | | | | | |
| 0509 | 207 | 12 | VOTING BOOTHS | 144487 | | |
| VOTING BOOTHS | | | E 01-35-40-04 | | 2,528.22 | 0.00 |
| | | | GEN'L GOV. / ELECTIONS - PURCHASES / EQUIPMENT | | | |
| | | | Vendor Total- | | 2,528.22 | |
| 00550 KYOCERA | | | | | | |
| 0509 | 208 | 12 | COTRACT INVOICE | 55L2411555 | | |
| COTRACT INVOICE | | | E 01-10-20-14 | | 472.74 | 0.00 |
| | | | GEN'L GOV. / ADMIN - SERVICES / COPIER | | | |
| | | | Vendor Total- | | 472.74 | |
| 00638 LEAF | | | | | | |
| 0509 | 209 | 12 | TOWN OFFICE COPIER | | | |
| TOWN OFFICE COPIER | | | E 01-10-20-14 | | 155.98 | 0.00 |
| | | | GEN'L GOV. / ADMIN - SERVICES / COPIER | | | |
| | | | Vendor Total- | | 155.98 | |
| 00221 LIBERTY BUILDERS | | | | | | |
| 0509 | 210 | 12 | LAKES DAM REPAIRS | 23026 | | |
| LAKES DAM REPAIRS | | | G 3-596-00 | | 154,600.00 | 0.00 |
| | | | CAPITAL PROJ / DAMS | | | |
| | | | Vendor Total- | | 154,600.00 | |
| 00296 LIFESAVERS, INC | | | | | | |
| 0509 | 211 | 12 | AED BATTERY | 244570 | | |
| AED BATTERY | | | E 05-05-30-07 | | 145.70 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS | | | |
| | | | Vendor Total- | | 145.70 | |
| 00141 MAINE FIRE CHIEFS' ASSOCIATION | | | | | | |
| 0509 | 212 | 12 | MEMBERSHIP | | | |
| MEMBERSHIP | | | E 05-05-14-07 | | 100.00 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD | | | |

Warrant 140

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|--|-------|-------|---|----------------|----------|-------------|
| Description | | | Account | Proj | | |
| | | | | Vendor Total- | 100.00 | |
| 00849 MAINE INFORMATION NETWORK | | | | | | |
| 0509 | 213 | 12 | PAYPORT FEES | 4307478 | | |
| PAYPORT FEES | | | E 01-10-20-07 | | 170.00 | 0.00 |
| | | | GEN'L GOV. / ADMIN - SERVICES / CONTRACTED | | | |
| | | | | Vendor Total- | 170.00 | |
| 00002 MAINE MUNICIPAL ASSOCIATION | | | | | | |
| 0509 | 214 | 12 | PB MANUAL | 100447715 | | |
| PB MANUAL | | | E 01-10-30-03 | | 15.00 | 0.00 |
| | | | GEN'L GOV. / ADMIN - SUPPLIES / OFFICE | | | |
| | | | | Vendor Total- | 15.00 | |
| 00519 MAINE OXY | | | | | | |
| 0509 | 215 | 12 | OXYGEN BOTTLES | 3002832609 | | |
| OXYGEN BOTTLES | | | E 05-05-35-01 | | 58.00 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMENT | | | |
| | | | | Vendor Total- | 58.00 | |
| 00794 MANCHESTER MOTORS | | | | | | |
| 0509 | 216 | 12 | EDGE BUCKET BOLT ON | 5609 | | |
| EDGE BUCKET BOLT ON | | | E 13-01-40-04 | | 182.00 | 0.00 |
| | | | FACILITIES / GENERAL - PURCHASES / EQUIPMENT | | | |
| | | | | Vendor Total- | 182.00 | |
| 00256 MODERN PEST SERVICES | | | | | | |
| 0509 | 217 | 12 | NBCC PEST CONTROL | 6133801 | | |
| NBCC PEST CONTROL | | | E 13-03-20-12 | | 72.00 | 0.00 |
| | | | FACILITIES / NBCC - SERVICES / PEST CONTROL | | | |
| | | | | Vendor Total- | 72.00 | |
| 00174 MTCCA | | | | | | |
| 0509 | 218 | 12 | MEMBERSHIP | | | |
| MEMBERSHIP | | | E 01-10-14-03 | | 30.00 | 0.00 |
| | | | GEN'L GOV. / ADMIN - MEMBERSHIP / MTCCA | | | |
| | | | | Invoice Total- | 30.00 | |
| 0509 | 218 | 12 | MEMBERSHIP | | | |
| MEMBERSHIP | | | E 01-10-14-03 | | 30.00 | 0.00 |
| | | | GEN'L GOV. / ADMIN - MEMBERSHIP / MTCCA | | | |
| | | | | Invoice Total- | 30.00 | |
| 0509 | 218 | 12 | MEMBERSHIP | | | |
| MEMBERSHIP | | | E 01-10-14-03 | | 30.00 | 0.00 |
| | | | GEN'L GOV. / ADMIN - MEMBERSHIP / MTCCA | | | |
| | | | | Invoice Total- | 30.00 | |
| | | | | Vendor Total- | 90.00 | |
| 00872 NICERINK | | | | | | |
| 0509 | 219 | 12 | RECREATION ICE RINK | 23-101 | | |
| RECREATION ICE RINK | | | R 25-12 | | 4,464.00 | 0.00 |
| | | | RECREATION - ICE RINK DON | | | |
| RECREATION ICE RINK | | | E 25-30-40-04 | | 236.32 | 0.00 |
| | | | RECREATION / REC PROGRAMS - PURCHASES / EQUIPMENT | | | |
| | | | | Vendor Total- | 4,700.32 | |
| 00760 OTT HYDROMET | | | | | | |
| 0509 | 220 | 12 | DAM REPORTING SERVICES | 2024 | | |
| DAM REPORTING SERVICES | | | G 3-596-00 | | 308.40 | 0.00 |
| | | | CAPITAL PROJ / DAMS | | | |
| | | | | Vendor Total- | 308.40 | |

A / P Warrant

Warrant 140

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|-------------------------------------|-------|-------|--|-----------|------------|-------------|
| Description | | | Account | Proj | | |
| 00003 REGISTRY OF DEEDS | | | | | | |
| 0509 | 221 | 12 | 2 LIEN DISCHARGES | | | |
| 2 LIEN DISCHARGES | | | E 01-10-47-01 | | 38.00 | 0.00 |
| | | | GEN'L GOV. / ADMIN - FEES / DISCHARGE | | | |
| | | | Invoice Total- | | 38.00 | |
| 0509 | 221 | 12 | LIEN DISCHARGE | | | |
| LIEN DISCHARGE | | | E 01-10-47-01 | | 19.00 | 0.00 |
| | | | GEN'L GOV. / ADMIN - FEES / DISCHARGE | | | |
| | | | Invoice Total- | | 19.00 | |
| | | | Vendor Total- | | 57.00 | |
| 00034 RSU # 18 | | | | | | |
| 0509 | 222 | 12 | INSTALLMENT- | | | |
| RSU # 18 INSTALLMENT | | | E 31-01-99-99 | | 568,921.26 | 0.00 |
| | | | SCHOOL / RSU 18 - EXPENSE / EXPENSE | | | |
| | | | Vendor Total- | | 568,921.26 | |
| 00478 SEACOAST SECURITY, INC | | | | | | |
| 0509 | 223 | 12 | LIBRARY SECURITY | 876944 | | |
| LIBRARY SECURITY | | | E 13-16-20-10 | | 461.00 | 0.00 |
| | | | FACILITIES / LIBRARY - SERVICES / SECURITY | | | |
| | | | Vendor Total- | | 461.00 | |
| 00206 WORKPLACE HEALTH | | | | | | |
| 0509 | 224 | 12 | QUESTIONAIRE | 341315 | | |
| PHAMACY CHARGES | | | E 05-05-20-11 | | 36.00 | 0.00 |
| | | | PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL | | | |
| | | | Vendor Total- | | 36.00 | |
| | | | Prepaid Total- | | 0.00 | |
| | | | Current Total- | | 742,400.98 | |
| | | | EFT Total- | | 0.00 | |
| | | | Warrant Total- | | 742,400.98 | |

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.

BARBARA ALLEN, SELECTPERSON _____
 MELANIE JEWELL, SELECTPERSON _____
 DANIEL NEWMAN, SELECTPERSON _____
 PETER RUSHTON, SELECTPERSON _____
 CAROL JOHNSON, V. CHAIR _____
 LORNA DEE NICHOLS, TOWN MANAGER _____

| Vendor | Amount | Account |
|---|-----------------|--|
| 01 GEN'L GOV. | | |
| 01-0 GEN'L GOV. / NO DIVISION CONT'D | | |
| 00000 - ERIK MORANG | 654.37 | R 01-13 GEN'L GOV. - EXCISE - MV |
| 00003 - REGISTRY OF DEEDS | 38.00 | E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE |
| 00638 - LEAF | 155.98 | E 01-10-20-14 GEN'L GOV. / ADMIN - SERVICES / COPIER |
| 00550 - KYOCERA | 472.74 | E 01-10-20-14 GEN'L GOV. / ADMIN - SERVICES / COPIER |
| 00706 - INCLUSION SOLUTIONS LLC | 2,528.22 | E 01-35-40-04 GEN'L GOV. / ELECTIONS - PURCHASES / EQUIPMENT |
| 00003 - REGISTRY OF DEEDS | 19.00 | E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE |
| 00174 - MTCCA | 30.00 | E 01-10-14-03 GEN'L GOV. / ADMIN - MEMBERSHIP / MTCCA |
| 00002 - MAINE MUNICIPAL ASSOCIATION | 15.00 | E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE |
| 00174 - MTCCA | 30.00 | E 01-10-14-03 GEN'L GOV. / ADMIN - MEMBERSHIP / MTCCA |
| 00174 - MTCCA | 30.00 | E 01-10-14-03 GEN'L GOV. / ADMIN - MEMBERSHIP / MTCCA |
| 00849 - MAINE INFORMATION NETWORK | 170.00 | E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED |
| Division Total- | 4,143.31 | |
| Department Total- | 4,143.31 | |
| 05 PUBLIC SAFTY | | |
| 05-0 PUBLIC SAFTY / NO DIVISION CONT'D | | |
| 00139 - FIRE TECH & SAFETY | 1,114.00 | E 05-05-40-04 PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIP |
| 00519 - MAINE OXY | 58.00 | E 05-05-35-01 PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / EQUIPMEI |
| 00386 - BOUNDTREE MEDICAL | 212.82 | E 05-05-30-07 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS |
| 00141 - MAINE FIRE CHIEFS' ASSOCIATION | 100.00 | E 05-05-14-07 PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD |
| 00296 - LIFESAVERS, INC | 145.70 | E 05-05-30-07 PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS |
| 00168 - ATLANTIC PARTNERS EMS, INC | 20.00 | E 05-05-46-06 PUBLIC SAFTY / FD/ RSC DEPT - LICENSES / FD/EMS |
| 00206 - WORKPLACE HEALTH | 36.00 | E 05-05-20-11 PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / MEDICAL |
| 00066 - GENERATORS OF MAINE, INC | 369.31 | E 05-05-35-04 PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRU |
| Division Total- | 2,055.83 | |
| Department Total- | 2,055.83 | |
| 13 FACILITIES | | |
| 13-0 FACILITIES / NO DIVISION CONT'D | | |
| 00289 - AUGUSTA FUEL CORP. | 87.16 | E 13-04-20-05 FACILITIES / GARAGE - SERVICES / HEATING |
| 00289 - AUGUSTA FUEL CORP. | 135.74 | E 13-04-20-05 FACILITIES / GARAGE - SERVICES / HEATING |
| 00289 - AUGUSTA FUEL CORP. | 884.66 | E 13-02-20-05 FACILITIES / CFAS - SERVICES / HEATING |
| 00289 - AUGUSTA FUEL CORP. | 294.22 | E 13-06-20-05 FACILITIES / FD:LAKES - SERVICES / HEATING |
| 00020 - CENTRAL MAINE POWER | 31.10 | E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 105.73 | E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 30.91 | E 13-10-20-04 FACILITIES / PARKS - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 31.63 | E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 173.74 | E 13-06-20-04 FACILITIES / FD:LAKES - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 30.91 | E 13-02-20-04 FACILITIES / CFAS - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 480.13 | E 13-02-20-04 FACILITIES / CFAS - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 87.37 | E 13-04-20-04 FACILITIES / GARAGE - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 70.24 | E 13-05-20-04 FACILITIES / SALT & SAND - SERVICES / ELECTRICIT |
| 00020 - CENTRAL MAINE POWER | 82.78 | E 13-07-20-04 FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY |
| 00020 - CENTRAL MAINE POWER | 30.91 | E 13-13-20-04 FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICI |
| 00020 - CENTRAL MAINE POWER | 571.81 | E 13-14-20-04 FACILITIES / TOWN OFFICE - SERVICES / ELECTRICIT |
| 00020 - CENTRAL MAINE POWER | 463.48 | E 13-09-20-04 FACILITIES / TRANSFER STA - SERVICES / ELECTRICI |
| 00289 - AUGUSTA FUEL CORP. | 463.87 | E 13-11-20-05 FACILITIES / DALTON - SERVICES / HEATING |
| 00107 - DAVID HALLOWELL CONSTRUCTION | 520.00 | E 13-04-35-08 FACILITIES / GARAGE - REPAIRS / BUILDING |
| 00794 - MANCHESTER MOTORS | 182.00 | E 13-01-40-04 FACILITIES / GENERAL - PURCHASES / EQUIPMENT |
| 00478 - SEACOAST SECURITY, INC | 461.00 | E 13-16-20-10 FACILITIES / LIBRARY - SERVICES / SECURITY |
| 00004 - AMERICAN LOGGERS FIRE SUPPRESS | 74.00 | E 13-14-35-17 FACILITIES / TOWN OFFICE - REPAIRS / EXTINGUISH |
| 00004 - AMERICAN LOGGERS FIRE SUPPRESS | 105.00 | E 13-04-35-17 FACILITIES / GARAGE - REPAIRS / EXTINGUISHER |
| 00004 - AMERICAN LOGGERS FIRE SUPPRESS | 55.00 | E 13-03-35-17 FACILITIES / NBCC - REPAIRS / EXTINGUISHER |

Department Summary

Pay Date: 12/06/2023

| Vendor | Amount | Account |
|---|-------------------|--|
| 13 FACILITIES CONT'D | | |
| 13-0 FACILITIES / NO DIVISION CONT'D | | |
| 00004 - AMERICAN LOGGERS FIRE SUPPRESS | 67.00 | E 13-09-35-17 FACILITIES / TRANSFER STA - REPAIRS / EXTINGUISHER |
| 00004 - AMERICAN LOGGERS FIRE SUPPRESS | 61.00 | E 13-08-35-17 FACILITIES / FD:NB - REPAIRS / EXTINGUISHER |
| 00004 - AMERICAN LOGGERS FIRE SUPPRESS | 179.00 | E 13-07-35-17 FACILITIES / FD:DEPOT - REPAIRS / EXTINGUISHER |
| 00004 - AMERICAN LOGGERS FIRE SUPPRESS | 91.00 | E 13-06-35-17 FACILITIES / FD:LAKES - REPAIRS / EXTINGUISHER |
| 00289 - AUGUSTA FUEL CORP. | 47.58 | E 13-02-20-05 FACILITIES / CFAS - SERVICES / HEATING |
| 00256 - MODERN PEST SERVICES | 72.00 | E 13-03-20-12 FACILITIES / NBCC - SERVICES / PEST CONTROL |
| 00289 - AUGUSTA FUEL CORP. | 41.48 | E 13-04-20-04 FACILITIES / GARAGE - SERVICES / ELECTRICITY |
| 00066 - GENERATORS OF MAINE, INC | 80.59 | E 13-04-35-08 FACILITIES / GARAGE - REPAIRS / BUILDING |
| Division Total- | 6,093.04 | |
| Department Total- | 6,093.04 | |
| 15 SOLID WASTE | | |
| 15-0 SOLID WASTE / NO DIVISION CONT'D | | |
| 00338 - B.D.S WASTE DISPOSAL INC | 246.00 | E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL |
| Division Total- | 246.00 | |
| Department Total- | 246.00 | |
| 20 SOCIAL SRVS | | |
| 20-0 SOCIAL SRVS / NO DIVISION CONT'D | | |
| 00000 - FISHER, BOB | 700.00 | E 20-01-52-03 SOCIAL SRVS / SOCIAL SRVS - HOLIDAY / WREATHS |
| Division Total- | 700.00 | |
| Department Total- | 700.00 | |
| 21 GEN'L ASSIST | | |
| 21-0 GEN'L ASSIST / NO DIVISION CONT'D | | |
| 00307 - FABIAN OIL | 399.90 | E 21-02-99-99 GEN'L ASSIST / EMRGNCY FUEL - EXPENSE / EXPENSE |
| Division Total- | 399.90 | |
| Department Total- | 399.90 | |
| 23 INSURANCE | | |
| 23-0 INSURANCE / NO DIVISION CONT'D | | |
| 00434 - GROUP DYNAMIC, INC. | 36.00 | E 23-10-99-99 INSURANCE / HRA ADMIN - EXPENSE / EXPENSE |
| Division Total- | 36.00 | |
| Department Total- | 36.00 | |
| 25 RECREATION | | |
| 25-0 RECREATION / NO DIVISION CONT'D | | |
| 00872 - NICERINK | 4,464.00 | R 25-12 RECREATION - ICE RINK DON |
| 00872 - NICERINK | 236.32 | E 25-30-40-04 RECREATION / REC PROGRAMS - PURCHASES / EQUIP |
| 00099 - CHARTER COMMUNICATIONS | 117.97 | E 25-30-20-01 RECREATION / REC PROGRAMS - SERVICES / COMMU |
| Division Total- | 4,818.29 | |
| Department Total- | 4,818.29 | |
| 31 SCHOOL | | |
| 31-0 SCHOOL / NO DIVISION CONT'D | | |
| 00034 - RSU # 18 | 568,921.26 | E 31-01-99-99 SCHOOL / RSU 18 - EXPENSE / EXPENSE |
| Division Total- | 568,921.26 | |
| G/L Account Total | 568,921.26 | |
| G/L Accounts | | |
| G/L Accounts-0 / NO DIVISION CONT'D | | |
| 00020 - CENTRAL MAINE POWER | 44.18 | G 3-596-00 CAPITAL PROJ / DAMS |
| 00020 - CENTRAL MAINE POWER | 34.77 | G 3-596-00 CAPITAL PROJ / DAMS |
| 00221 - LIBERTY BUILDERS | 154,600.00 | G 3-596-00 CAPITAL PROJ / DAMS |
| 00760 - OTT HYDROMET | 308.40 | G 3-596-00 CAPITAL PROJ / DAMS |
| Division Total- | 154,987.35 | |

Department Summary
Pay Date: 12/06/2023

| Vendor | Amount | Account |
|--------------------------|-------------------|---------|
| G/L Account Total | 154,987.35 | |
| Final Total- | 742,400.98 | |

December 5, 2023

TM Report

- As we continue work on the Comprehensive Plan, it will be important to reach out to individuals in our community who might have great input into different chapters and topics. There are three chapters that have been addressed by the committee and are now available on the Town's website for the public to view. The next meeting scheduled for December 20 at 5:30 p.m. will include housing and transportation discussions. In addition, upcoming meetings will include (but are not limited to) recreation and community, natural resources, water resources, public services and finances, economic development. We welcome your input! You'll find a link to email ideas, suggestions, etc. on the Comprehensive Plan page by clicking this [link](#).
- We received a donation from Bert and Sara Languet in the amount of \$4,464 for an ice rink that will be located at the KWYSP field under the lights. A great addition for winter to encourage residents to get out and be active! Thank you to the Languet's for their generosity.
- We received a donation from Mark Gliniewicz, Native Notions and Lynn Matson to replace the dead fir tree in the Village Green. The new tree is 14' in height and moved to a slightly different location than the old tree – which was located in a 'dip' which proved to be too wet and ultimately killed the tree. Thank you to these local residents for their generosity.

- The state will be installing two fixed speed radar signs in the coming months. These are free to the Town.
- We have scheduled refresher training for TRIO WEB in January with a go live date of February 27, 2024.
- Deadline to have secret ballot warrant articles completed is January 17, 2024.
- Next budget work session is December 11 at 6 p.m. to review warrant articles.
- I have been following the new Paid Family and Medical Leave program (signed July 2023) which will take effect in FY 2026. This program provides eligible workers in the private and public sector 12 weeks of paid time off available for family or medical reasons, including illness, to care for a relative, or for the birth of a child. To pay for the program, there will be a premium paid into the state. Beginning January 1, 2025, the premium may not be more than a combined rate of 1% of wages up to the federal Social Security wage base. The premium rate will be adjusted annually for inflation starting in 2028.

Employers with 15 or more employees pay 100% of the premium but may deduct up to 50% from employees' wages. Employers with fewer than 15 employees may deduct 50% of the premium from employees' wages but are not required to pay the remaining 50%.

Covered wages are defined as "actual compensation paid to an employee for the performance of services."

They have not begun rulemaking yet, there are many questions and concerns from municipalities. Additional information at this [link](#).

- Colin Clark of Maine DEP will attend a Planning Board meeting in early 2024 to provide some training for members and to answer questions they may have. This might be a meeting you would want to consider attending.