

TOWN OF BELGRADE
Meeting Agenda
BOARD OF SELECTPERSONS
JULY 11, 2023
6:30 p.m. REGULAR MEETING
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. Public Comment**
- 2. Review and approve minutes of June 20, 2023**
- 3. UNFINISHED BUSINESS**
 - A. Winter Maintenance Bids, review and speak with bidders
 - B. Map Digitization, use of Rescue Funds
 - C. RFPs/Bids for dry hydrant, tree services, plumbing/heating services, sand and salt mixing services, assessing
- 4. NEW BUSINESS**
 - A. Appointments, Resignations
 - B. Fire Department – appraisal of properties
 - C. Tax Commitment, Mil Rate Calculations – Assessor
 - D. 4 Day Work Week – Town Office staff
- 5. OTHER BUSINESS**
- 6. WARRANTS**
- 7. TOWN MANAGER REPORT**

Memo

Minutes

Review and approve minutes of June 20, 2023.

TOWN OF BELGRADE
Meeting Agenda
BOARD OF SELECTPERSONS
JUNE 20, 2023 / 6:30 P.M.
BELGRADE TOWN OFFICE

The public may view the meeting at <https://youtu.be/Tm3xmXd5iOU>

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

Present: Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Melanie Jewell, Selectperson Peter Rushton, Selectperson Daniel Newman (9 p.m. arrival), Town Manager Lorna Dee Nichols, Mary Vogel, Aaron Weston, Tom Streznewski, Diane Dowd, Jeff Worthington, Doris Mathias, Rod Johnson, Bruce Galouch, Sara Languet.

Remote participants: Richard Bourne, Cory Alexander, Laurie's iPad, Daniel Newman (until 9 p.m.).

Quorum established.

Open Meeting

Public Comment

Sara Languet handed out information re: RSU 18 budget to the Board of Selectpersons, this was also emailed out to the Board and Town Manager.

Review and approve minutes of June 6, 2023

Motion by Chair Barbara Allen to approve minutes as presented, seconded by Vice Chair Carol Johnson, vote 4-0-1 absent (Daniel Newman).

UNFINISHED BUSINESS

CAI Presentation on Map Digitization – Aaron Weston

Aaron gave a full presentation on the process and features of GIS mapping, digitization and layers etc.

If the Board chooses to enlist the services of CAI for this work, it does qualify for Rescue Funds and would be completed within six months. The Board asked to have the Code Enforcement Officer and Planning Board review to see if mapping would be beneficial to them.

Policy Updates – Descriptions

Motion by Vice Chair Carol Johnson to approve the employee descriptions as presented, seconded by Selectperson Peter Rushton, vote 5-0.

Winter Maintenance Bids

Two bids were received:

	<u>Horne Construction</u>	<u>Cummings & Sons Construction</u>
Year 1:	\$16,600/mile	\$ 9,500/mile
Year 2:	\$16,800/mile	\$ 9,975/mile
Year 3:	\$17,000/mile	\$10,473.75/mile
Total:	\$2,432,808	\$1,445,626.16

Motion by Chair Barbara Allen to ask the bidders to submit references and to be available to meet with the board at the July 11 meeting, seconded by Selectperson Melanie Jewell, vote 5-0.

RFP (Assessing, Plumbing/Heating, Tree Services, Banking, Investments, Sand & Salt)

Tree services: 1 year with option to extend if both parties agree. RFP will be due by noon on July 7 for the July 11 meeting and will run from July 1, 2023 to June 30, 2024.

Motion by Selectperson Melanie Jewell to approve the RFP as amended, seconded by Vice Chair Carol Johnson, vote 5-0.

Plumbing/Heating: three-year contract.

Motion by Vice Chair Carol Johnson to approve the RFP as amended, Selectperson Peter Rushton seconded the motion, vote 5-0.

Assessing: **Motion by Chair Barbara Allen to table the request until the Town Manager could speak with the current assessor about duties and contract length, seconded by Selectperson Peter Rushton, vote 4-0-1 absent (Daniel Newman).**

Banking: due 12 noon July 14 for July 18 meeting.

Motion by Chair Barbara Allen to approve as amended, seconded by Selectperson Melanie Jewell, vote 5-0.

Investment: some secured funds, take low risk, due 12 noon July 14 for July 18 meeting.

Motion by Vice Chair Carol Johnson to approve as amended, seconded by Selectperson Peter Rushton, vote 5-0.

Sand/Salt: **Motion by Vice Chair Carol Johnson to approve as amended, seconded by Selectperson Peter Rushton, vote 5-0.**

Property Management bids

One bid received from Spectrum in Oakland.

Motion by Selectperson Melanie Jewell to have Spectrum complete the RFP with cost information by noon July 7 for the July 18 meeting and to invite a representative to the July 18 meeting, seconded by Selectperson Peter Rushton, vote 4-0-1 absent (Daniel Newman).

NEW BUSINESS

Appointments, Resignations

Motion by Selectperson Melanie Jewell to table the appointment of Kelsie Lee until the next meeting, seconded by Vice Chair Carol Johnson, vote 5-0.

Historian: Mary Vogel nominated Diane Dowd and expressed thanks for the work of the previous historian Nancy Mairs.

Motion by Selectperson Melanie Jewell to appoint Diane Dowd as town historian with a stipend of \$500/year, seconded by Selectperson Peter Rushton, vote 4-0-1 absent (Daniel Newman).

Motion by Selectperson Melanie Jewell to do a framed certified of appreciation and a card for former historian Nancy Mairs, seconded by Chair Barbara Allen, vote 5-0.

Browntail Moth Nuisance Declaration

The Selectboard suggested adding a link from the town's website (home page) to the health officer page and CDC site for browntail moth educational materials.

Motion by Selectperson Melanie Jewell to table this to the August 1 meeting, seconded by Vice Chair Carol Johnson, vote 4-0-1 absent (Daniel Newman).

OTHER BUSINESS - None

WARRANTS

Motion to approve payroll warrant 65 in the amount of \$22,572.71 by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 4-0-1 absent (Daniel Newman).

Motion to approve payroll warrant 66 in the amount of \$88.95 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0-1 absent (Daniel Newman).

Motion to approve BMV warrant 67 in the amount of \$16,848.21 by Chair Barbara Allen, seconded by Selectperson Melanie Jewell, vote 4-0-1 absent (Daniel Newman).

Motion to approve payroll warrant 68 in the amount of \$21,507.91 by Chair Barbara Allen, seconded by Selectperson Melanie Jewell, vote 4-0-1 absent (Daniel Newman).

Motion to approve BMV warrant 69 in the amount of \$13,784.01 by Chair Barbara Allen, seconded by Selectperson Melanie Jewell, vote 4-0-1 absent (Daniel Newman).

Motion to approve AP warrant 70 in the amount of \$56,728.90 by Chair Barbara Allen, seconded by Vice Chair Carol Johnson, vote 4-0-1 absent (Daniel Newman).

Motion to approve payroll warrant 71 in the amount of \$19,881.42 by Chair Barbara Allen, seconded by Selectperson Peter Rushton, vote 4-0-1 absent (Daniel Newman).

Motion to approve BMV warrant 72 in the amount of \$7,285.42 by Chair Barbara Allen, seconded by Selectperson Melanie Jewell, vote 4-0-1 absent (Daniel Newman).

TOWN MANAGER REPORT

Village Green Craft Fair Series –Contact Dan MacGlashing for more information. Upcoming dates: June 25, July 30, August 27, September 24, October 7. CFAS will also host a July 4 Yard Sale.

Browntail Moth – We received notification June 13 that we were one of nine towns awarded grant funds for mitigation on town properties. Funds are good through June 2024 – we are awaiting next step instructions in this process. Total submitted as part of the application \$27,330.

Department Head Meeting – scheduled for June 22.

Railroad – CEO Hans Rasmussen has provided a recap of the meeting with railroad representatives, DEP, Board members and residents from June 7:

The visit was delayed due to a late running train that needed to clear the area. Present was Matt from CSX, Tom Daniels from TRC (the environmental clean-up contractor), Cameron DuFour from DEP, the chairperson of the Friends of Messalonskee, Barbara, Melanie and me.

Tom welcomed us with some history. This section of railbed was created in 1890. The washout site did not have a culvert prior to the washout incident. Water would collect and create an impound visible on Google Earth. Tom suspects historically waters collected in the impound would be absorbed into the land, find a path along the tracks to nearby culverts, or seep through the railbed. During this event the torrents of rain created a situation where the accumulation was far greater than the dispersion and a failure was imminent. Tom was able to place a ribbon in a tree marking the high-water mark for the impound prior to the failure. Matt shared that he had never seen the water level as high and a failure was anticipated. Crews kept this site and others under observation pending the event.

Future work will include placement of additional clean rip-rap on the embankment to support the rip-rap that was used for the initial repair. The impound side will receive enough to decrease the slope and provide additional protection from future water accumulation. The rip-rap used for the repair had approximately 50% fines (loose gravel). The repair occurred while storm water was still running off and into the impound area. Fines settled and washed down the embankment into the impound through the new culvert and create the sandbar that is now present. Tom indicated that there would be some remediation of these fines from the lake, removing the sand bar.

Meetings with CEO and residents – Hans and I have upcoming meetings with residents to provide information and updates on current or past violations.

Grub Control – The cemetery is being raked and then re-seeded and watered. Once that is complete Turf Doctor will come in toward the end of June to treat the area.

Talking sign – Unfortunately, soon after getting our repaired sign back, it was down again. This was a faulty repair and the sign has been sent back and will be fixed again at no additional charge to the town.

PSAP – It looks like Waterville will get approval for PSAP services. Fire Chief Dan MacKenzie has been keeping me updated and we should know more soon so that we can notify the State that they will be our provider (this information needs to be provided to the State by June 30).

DRY HYDRANT RFP – The request for proposals has been put out to the public. There will be a preview meeting at 10:00 a.m. on June 23rd. Interested parties should meet at the intersection of Long Pond Drive and Main Street and park on Main Street. It is just a short walk down Long Pond Drive to the dry hydrant location. Proposals are due by 2 p.m. on June 28 and will be reviewed by the Board of Selectpersons July 11.

On the radar

Water Trustee appointments (2 positions open)

Dalton management and lease agreements (RFP out, deadline 6/16, agenda item 6/20)

Comprehensive Plan Committee / Plan updates (KVCOG contracted for updates)

GIS mapping (digitized maps and parcel data – CAI will present 6/20)

LD 2003

Possible Broadband Committee

Strategic Planning/Goals for 2023

PSAP Service – confirm provider to state by end of June

4 Day Work Week / Preferred Employer

Permit/Code Enforcement Modules – updates

Truck for Facilities

CFAS repairs

American Rescue Fund expenditures (finalize)

Tax Commitment, Tax Stabilization Reimbursement (LD290)

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

Motion to exit regular session by Chair Barbara Allen at 9:09 p.m., seconded by Selectperson Peter Rushton, vote 4-0-1 absent (Daniel Newman).

Motion to enter executive session pursuant to 1 M.R.S.A. §405(6) – personnel matter by Chair Barbara Allen at 9:09 p.m., seconded by Vice Chair Carol Johnson, vote 4-0-1 absent (Daniel Newman).

Motion to exit executive session by Selectperson Melanie Jewell at 9:56 p.m., seconded by Selectperson Peter Rushton, vote 5-0.

No motions or decisions made as a result of executive session.

Motion to adjourn by Selectperson Melanie Jewell at 9:57 p.m., seconded by Selectperson Peter Rushton, vote 5-0.

Memo

Winter Maintenance Bids

Review and discussion of winter maintenance bids received.

BID FORM
CONTRACTOR'S INFORMATION
SNOW PLOWING, SANDING & ICE CONTROL CONTRACT

Bidder: Cummings & Sons Construction Brook Cummings
Company Name Contact Person

423 Quaker Rd (207) 441-1970
Street Address or P.O. Box Telephone Number / cell number

Sidney ME 04930 81-1711906
City, State and Zip Bidder Tax I.D. # (Employer or Soc. Sec #)

(207) 547-3503 Cummings9762@roadrunner.com
24 hr. Dispatch Phone Number(s) e-mail address

PROPOSAL

CONTRACTOR OFFERS THE FOLLOWING BID FOLLOWING THE ABOVE BID SPECIFICATION:

2024-2025 year at \$ 9500.00 per mile for 48.27 MILES at total bid of:

\$ 458565.00;

2025-2026 year at \$ 9975.00 per mile for 48.27 MILES at total bid of:

\$ 481493.25,

2026-2027 year at \$ 10473.75 per mile for 48.27 MILES at total bid of:

\$ 505567.91;

Total contract for three years is offered at \$ 1,445,626.16.

The **TOWN** reserves the right to take actions to decrease the cost per mile as provided for in #1 of The **TOWN** responsibilities, and providing that all provisions of this contract are satisfactorily performed.

THE CONTRACTOR WILL HOLD THE ABOVE FIGURES FOR THIRTY (30) DAYS OR UNTIL CONTRACT IS SIGNED BY BOTH PARTIES.

THIS AGREEMENT MAY BE TERMINATED upon a 30-day written notification by either party between May 1 and August 31 of each contract year and will be automatically renewed on September 1 of each contract year and runs through until May 15 of the following year; should no notice of termination be executed by either party.

Memo

CAI Map Digitization

Aaron Weston made a presentation to the Board at the June 20 meeting. From that meeting, the Board asked what 'extras' we would really need and how our Code Enforcement Officer and Planning Board felt about what was needed.

Checking with both our CEO and Chair of the Planning Board, they were in agreement about the possibilities of layers added to the basic data that could be included. Reviewing notes from the June 20 meeting and double checking with CAI (Aaron Weston), below are the items and costs we would like

One time set up costs \$35,350 (mapping, Axis, staff site, advanced queries)
Annual fees \$7,900 (hosting, queries hosting, doc upload tool, annual maintenance)

If you funded the set up and first year fees from ARPA, the total would be **\$43,250** with nothing more due until 2025.

Integration with iWorQ's has not been included above, if we wanted to include that, we should add another \$3,000. We might need the entire \$3,000, might not need all of it, or might need a little more, but it would cover the majority of integrating.

Adding in iWorQ's integration cost of \$3,000 would put us at a final expense from ARPA funds of **\$46,250**.

Having reviewed what the Town currently has for Tax Maps, CAI would recommend a budget of \$29,900 for digitizing them. This price assumes an approximate parcel count of 3050, and that we would be starting with a set of Tax Maps with changes drafted on them current to 4/1/23. As part of this project CAI would recompile each parcel shown on the existing Tax Maps to align with the most recently available aerial photography. All features on the Tax Maps would be captured and a map document file (.mxd) set up to generate Tax Maps based on the Town's existing sheet layout. CAI would ensure linking of the parcel layer to your Trio Assessing database.

Upon completion, CAI would deliver to the Town a new full-size set of hard copy and PDF Tax Maps, as well as data in the industry standard ESRI geodatabase format.

Based on the Town's estimate that approximately 50 deeds/plans would be provided annually for updating the Tax Maps with lot splits/mergers, maintenance services would be performed for a fee of \$6,400 a year once the maps have been digitized. To be honest, 50 deeds/plans per year sounds high to me for a Town the size of Belgrade, but it could very well be the case. If further discussion with the Assessor reduces that number, let me know and we can revise our quote. Keep in mind, we don't need to count deeds for straight transfers, only those that require a changing of the lines on the Tax Maps.

As we discussed, CAI also offers our clients an online service as a way for Town Staff and the public to take advantage of the GIS data being created with the above project.

This service which is contracted in over 400 communities (70 in Maine) would allow the public and or staff to utilize the GIS data as well as get related Trio information for each parcel. You can get more information about our AxisGIS service on our [website](#) or by watching [this video](#). Examples of our AxisGIS platform can be seen using the links below. The one-time setup cost for a standard AxisGIS site is \$3,000 and the annual hosting fee is \$3,000.

<https://next.axisqgis.com/ChinaME/>

<https://next.axisqgis.com/FairfieldME/>

<https://www.axisqgis.com/NorridgewockME/>

EXTRAS....

Beyond the basic AxisGIS Service we offer additional add-on layers and functionality should they be of interest to the Town. I have described some of these below along with their cost options if available. I may not have an interest in these initially, but I wanted you to at least see what is available. For these options I think it would be most helpful to review them over the phone or remote meeting so that they could be further described and understood. Keep in mind also that these items can be added at anytime in the future:

Secure Staff Site Service - One time \$950

This includes loading existing GIS data layers into a Staff Site that the Town does not want exposed for public viewing and configuring the Staff Site tools. Staff Tools include things such as Buffering GIS Features besides parcels, Exporting data layers, generating Reports for Unmatched Assessor Records/Parcels as well as site usage statistics, parcel name/address labeling and large format printing.

Individual Document Upload Tool - \$700 annually

In order to have this tool, the Town must have purchased a Secure Staff Site. Specified users can be given access to this tool for attaching documents to a parcel and determining if they are available to the public or only to Staff. Sample document types might be survey plans, deeds, permits, building floor plans, additional photos, septic designs etc.

Advanced Queries Module - One-time \$1,500* set up and \$1,000 annually

This tool provides Staff Users the ability to query database tables or GIS data layer attributes linked in AxisGIS and configured for Advanced Querying. For example the user might query for all parcels greater than 10 acres that sold between X date and Y date for more than Z dollars. Or, query a GIS layer such as Drainage to find all Catch Basins that have not been emptied since X date. Once parcels or other GIS features are selected you can export a list of their attributes to Excel, generate a PDF report or mailing labels. *This fee is for configuring the standard Assessing database tables in AxisGIS to be queried. Additional fees may apply for querying other databases or GIS layers.

AxisGIS Editor - \$2,450 annual hosting fee, one time layer setup fees TBD

The online GIS data editing service will allow select Town staff to create, edit and query GIS data layers using our online service. There is a one-time setup fee (minimum \$1,200) to set up data layers in the editing service. Once we get additional details from the Town and determine the layers to be loaded, we can provide fixed costs for the setup fees.

Batch Document Uploaders - Fee To Be Determined (TBD)

Many of our clients elect to have us create Batch Uploaders for uploading Building Photos, Sketches or Documents to our site. Under our standard annual hosting fee, new building photos and sketches configured during the initial setup are updated once annually. With a Batch Uploader however the Town could regularly upload these or other documents to the site. Once we have specific information regarding the files (format, size, naming convention, folder structure etc.) and how they are stored on the Town's server, Google Drive or through a document management software, we can provide a fixed cost for these.

Third Party System Integrations - Fee TBD, performed Time and Materials

CAI often works with our customers to support integrations between AxisGIS and other software licensed by the Town. Typical integrations are with permitting software, asset management software, oblique imagery services etc. A third-party integration may require purchase of a

Secure Staff Site and in some cases an ArcGIS Online subscription. Setup would be performed Time and Materials; additional annual hosting costs may apply. Until we get details regarding iWorQs and understand the integration needs, we can't really provide accurate pricing. At a minimum you should plan on \$3,500.

Dynamic Layer Creation - One time set up fee TBD

Often CAI builds "Dynamic Layers" that are based off of data included in databases linked to AxisGIS. For example data layers are often created to show the Neighborhood Code, Land Use Code, Sales or Sale Price to Assessment Ratio using values available in the Towns Assessing database. If permit information is linked in AxisGIS, data layers could be created to show permits of a certain type or status. Each of these data layers can be made available to the public or staff only and will automatically refresh the next time the source database information is uploaded to AxisGIS.

Please note that CAI does offer discounted "Bundle" pricing should the Town be interested in several of the above AxisGIS Add-ons. One example is the purchase of the Document Upload and Advanced Query tools. Purchased separately these tools would have a \$1,700 (\$700 Document Upload Tool and \$1,000 Advanced Query Tool) annual hosting fee. If purchased at the same time, the annual hosting fee is \$1,400 (\$300 a year savings).

Please review this information and get back to me with any questions the Town may have. If the Town would like to meet to further discuss this project or see a demo of the AxisGIS platform, I would be happy to do so. Should the Town decide this is something that you would like to proceed with, let me know which services and we shall prepare a formal proposal.

I look forward to hearing from you.

Sincerely,

Aaron

Aaron Weston

Business Development Manager



800.322.4540 x28
direct 603.761.6241



American Rescue Plan Funds

Received \$332,770

Allocated:

Dam Remediation - 48,000

Erosion Control - 30,000

Comprehensive Plan - 28,000

Turf Doctor - 10,000

Balance \$216,777

Memo

Request for Proposals (RFPs)

With the approval of the Board at its June 20 meeting, request for proposals have gone out for the following:

Tree Services due July 7 to be opened July 10

Plumbing/Heating due July 7 to be opened July 10

Assessing – The Board wanted to get input from our current assessor before finalizing and putting out an RFP for assessing services. After speaking with our current assessor, changing the contract out mid-year is difficult as we are finishing up and getting ready to set the mil rate and commit for taxes. Rob has agreed to provide something to the Board that he would continue to work under the lapsed contract until December 31.

Banking due July 14 to be opened July 17

Investment Management Services due July 14 to be opened July 17

Sand and Salt due July 7 to be opened July 10

In addition, the **Fire Protection Dry Hydrant** request for proposals went out with two proposals received and opened. Fire Chief Dan MacKenzie would like to budget for this installation in 2024.

Following up with the only proposal received for **Property Management Services** (8 and 10 Dalton properties), I have included additional information here and will ask Spectrum Property Management to be present at your July 18 meeting to discuss.

SCOPE OF SERVICE: BID PAGE

Company

Contact person

Tax ID number

Email

Business phone

Cell phone

Town facilities:

- Town Office
- Center for All Seasons
- North Belgrade Community Center
- Transfer Station
- Facilities & Maintenance Garage
- Sand/Salt Shed
- Cemeteries
- Lakes Fire Station
- North Belgrade Fire Station
- Depot Fire Station

The Contractor shall furnish labor to the Town at the following rates:

Normal hours: \$ _____ / hour
Emergency call: \$ _____ / hour
% mark-up on materials / parts _____ / each

AVAILABILITY:

The CONTRACTOR is available 24/7 at cell # _____.

Contact (person) _____ at cell # _____.

Contact (person) _____ at cell # _____ or by email at _____.

CONTRACTORS OBLIGATIONS:

The CONTRACTOR will furnish all vehicles, materials, personnel, tools and equipment, except as otherwise specified herein, and will do everything necessary and proper to satisfactorily perform the services in this Agreement.

The contractor SHALL be familiar with all federal, State and local statutes, laws, rules, regulations, ordinances and orders that may in any way affect the services.

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

Work completed must be billed within 30 days of the work's completion. All payments shall be approved by a warrant signed by the Selectboard. Warrants are processed on the first and third Tuesday of each month and all payment requests are to be given to the Town Treasurer by noon the Thursday prior.

A record log of maintenance performed for the Town shall be maintained by service personnel. This record shall contain only Town sites and be provided on a monthly basis to the Town Manager and Facilities Director.

AMENDMENTS TO AGREEMENT:

Any amendments to said agreement must be agreed upon in writing and signed by both the CONTRACTOR and OWNER.

RIGHT TO TERMINATE CONTRACT:

Both the CONTRACTOR & OWNER have the right to terminate said agreement upon 30-day written notice and showing proof of "just cause" as outlined by Maine State law.

SIGNING OF AGREEMENT:

This agreement supersedes all prior negotiations, representations or agreements, either written or oral. This agreement runs from July 1, 2023 to June 30, 2024.

TOWN OF BELGRADE
RFP FOR
TREE SERVICE

This Proposal Application is made for the period July 1, 2023 to June 30, 2024 by and between the Town of Belgrade, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, (hereafter “OWNER”) and

_____ Name of Company	_____ Contact Person
_____ Owner & Business Address	
_____ Tax I. D. Number	_____ e-mail address
_____ Business phone	_____ Cell phone

All proposals must be in a sealed envelope marked Tree Service Provider Proposal – Attn: Lorna Dee Nichols or submitted electronically and received by the Town Office at 990 Augusta Road, Belgrade, ME 04917, by noon on July 7, 2023, and will be publicly opened Monday, July 10, 2023. The Belgrade Select Board will review the proposals at their July 11, 2023, regular meeting starting at 6:30 p.m.

The Town of Belgrade reserves the right to accept or reject any and all proposal with the Town’s best interest in mind. The Town of Belgrade is an EOE employer.

Please contact Lorna Dee Nichols, 495-2258 or townmanager@townofbelgrade.com with any questions concerning the RFP.

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the CONTRACTOR AGREE AS FOLLOWS:

Scope of work:

The Town of Belgrade is responsible for the maintenance of street trees within the public right-of-way, as well as within parks, town facilities and other town properties.

AVAILABILITY

The CONTRACTOR is available 24/7 at cell # _____

Contact person (_____) or at cell # _____

Contact person (_____) or work phone

@ _____ or by e-mail @ _____

CONTRACTORS OBLIGATIONS

The CONTRACTOR shall furnish all labor, tools, equipment, materials and supervision necessary to perform removal of trees, pruning or other arboriculture related services. All bidders must have the appropriate license necessary to apply pesticides as required for maintenance of services proposed.

The contractor SHALL be familiar will all federal, State, and local statutes, laws, rules, regulations, ordinances and orders which may in any way affect the services.

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

The Contractor shall provide Town with proof of Public Liability Insurance in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amounts as is established by the Maine Tort Claims Act (14 M.R.S.A. section 8101) as amended from time to time, combined single limit, to protect the Contractor, any subcontractor performing covered by this Agreement, and the Town from claims and damages that may arise from operations under this Agreement. In addition, the Contractor shall provide the Town a certificate naming the Town as additionally insured.

The Contractor shall provide the Town with proof of Worker’s Compensation Insurance in the amount required by Maine law and as necessary.

Work completed must be billed within 30-days of the work being completed. All payments shall be done by a warrant signed by the Select Board. Warrants are processed on the first and third Tuesday of every month and all payment requests are to be given to the Treasurer by noon of business the Thursday prior.

A record log of maintenance performed for the Town shall be maintained by service personnel and provided to the Town Manager and Facilities Maintenance Director on a monthly basis.

AMENDMENTS TO AGREEMENT

Any amendments to said agreement must be agreed upon in writing by both the CONTRACTOR and OWNER.

RIGHT TO TERMINATE CONTRACT

Both the CONTRACTOR & OWNER have the right to terminate said agreement upon 30 day written notice and showing proof of “Just Cause” as outlined by Maine State law.

SIGNING OF AGREEMENT

This agreement supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement runs from July 1, 2023 to June 30, 2024.

Town of Belgrade

Request for Proposals

Provide winter sand / mix with salt / place in shed

Agreement specifications

The Town of Belgrade is accepting proposals to:

1. Provide up to 6,500 yards of MDOT-approved winter road sand
2. Screen and mix winter sand and salt at a mixture ratio to be determined yearly
3. Place the mixture into the sand/salt shed, as directed

The Town Manager and/or Road Commissioner will respond to prospective contractors' questions.

The Town of Belgrade will purchase road salt; the contractor will order salt as needed. Belgrade's sand/salt shed holds up to 5,000 yards of mixed material. Thus, the contractor will have to process and load the sand/salt mixture at least two times during a twelve (12) month period. The contractor must have the agreed upon amount of sand/salt mixture placed into the shed no later than mid-October.

The Plowing Contractor or the Road Commissioner will determine when or if the shed needs to be refilled. Sand material must be accepted by the Road Commissioner before any agreement is awarded by the Selectboard or any payment is made to the Contractor. The Town reserves the right to inspect the sand material at any time.

The term of said agreement will be for the period July 1, 2023 to June 30, 2024 with the option to extend the agreement for an additional year upon a mutual written agreement from both parties. Agreement will be based on a per-yard cost to purchase the sand, screen/mix the sand with salt, and load mixture into shed.

The Selectboard will determine the amount of sand and salt to be purchased on a yearly basis. The agreement will allow for a fuel adjustment, if needed, to be determined between the Contractor and the Selectboard.

Work completed must be billed within 30-days of the work being completed. All payments shall be done by a warrant signed by the Select Board. Warrants are processed on the first and third Tuesday of every month and all payment requests are to be given to the Treasurer by noon of business the Thursday prior.

Any damage done to the sand/salt shed during the processing or loading of the sand/salt material will be the responsibility of the contractor. The Contractor shall provide Town with proof of Public Liability Insurance in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amounts as is established by the Maine Tort Claims Act (14 M.R.S.A. section 8101) as amended from time to time, combined single limit, to protect the Contractor, any subcontractor performing covered by this Agreement, and the Town from claims and damages that may arise from operations under this Agreement. In addition, the Contractor shall provide the Town a certificate naming the Town as additionally insured. Contractor is responsible to ensure area is cleaned of spillage after each mixing day.

The Town of Belgrade reserves the right to accept or deny any proposal to best serve the needs of the Town.

June 2023

BID PROPOSAL

TO: TOWN OF BELGRADE, MAINE
Dry Hydrant Installation Project
Belgrade, ME 04917

The undersigned proposes to furnish one (1) Fire Protection Dry Hydrant installation at Long Pond Drive in the village of Belgrade Lakes.

With all necessary equipment and accessories in accordance with the Instruction to Bidders and Specifications, both of which are incorporated herein.

(1) Fire Protection Dry Hydrant – Long Pond Drive \$ 33,575.00
* See attached scope of work

Name of Company: Manter Construction of Maine, Inc.

Signed by:  Edward W. Manter

Title: Vice President

Address: 92 Iris Lane

Sidney, ME 04330

Email address: info@manterconstruction.com

Telephone number: (207) 547-3500 Fax number: (207) 547-3998

Date: 6-28-23

Tel: (207) 547-3500



Fax: (207) 547-3998

www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

June 28, 2023

Town of Belgrade
990 Augusta Road
Belgrade, ME. 04917

Tel: (207) 495-2258

Attn: Town Manger

RE: Fire Protection Dry Hydrant Installation Long Pond Drive

Manter Construction of Maine, Inc. is pleased to provide you with pricing for the aforementioned project. Our pricing is based off of the bid invite and onsite meeting with Dan MacKenzie and Eddie Manter on Wednesday 6/21/23. Our scope of work is below.

Scope of Work:

- 1) Digsafe and other non-member utility notification
- 2) Mobilization & demobilization
- 3) Erosion control
 - A) Floating silt curtain boom (installation & removal)
 - B) Silt fence at shoreline (except during work in water)
 - C) Temporary haying (mulching-weather dependent)
 - D) Permanent haying/seeding (see clean up)
 - E) Rip rap (see clean up)
- 4) Removals
 - A) Remove and dispose of trees (as needed)
 - B) Remove and dispose of stumps (as needed)
 - C) Remove and dispose of excess earth materials
- 5) Fire protection dry hydrant
 - A) Supply and install dry hydrant materials
 - i. 1-6" PVC dry hydrant 90 degree w/NST F+ WASDHF690
 - ii. 1-dry hydrant strnr hor 6" PVC w/black finish HYRAFS-Strainer 6FL
 - iii. 1-elbow 90 degree 6" PVC schedule 40 socxsoc PVP60
 - iv. 60' of 6" white PVC pipe schedule 40 socxsoc
 - v. 2-6" couplings PVC schedule 40 socxsoc
 - vi. 20' of 12" pipe N12 astm stib ads 12x20 N12 st
 - vii. Supply precast concrete anchor to secured intake pipe too
 - viii. Protection sleeve with concrete (Manter Construction of Maine, Inc. would like to review this and believes a different protection method could be better in the long run)
 - B) Supply and install stone bedding for dry hydrant

Tel: (207) 547-3500



www.manterconstruction.com

92 Iris Lane
Sidney, ME 04330

Fax: (207) 547-3998

Continued

Page 2 of 2

- 6) Additional gravel area
 - A) Supply and install large rocks to make grade/elevation change for gravel area
 - B) Supply, install and compact 6" minus base gravel
 - C) Supply, install, grade and compact 2" minus surface gravel
- 7) Cleanup
 - D) Supply and install 6"-18" rip rap in water area and slope water area to top of lake shore (to match existing "rock/shore edge")
 - E) Loam all disturbed areas
 - F) Seed and hay all loamed areas
(Note: Watering of seeded and hayed areas for new grass growth by owners)

Project Cost \$ 33,575.00

Notes:

- 1) This quote is subject to the current market price for on-road diesel. Fluctuation in price of on road diesel going over \$6.00 a gallon may affect this pricing.
- 2) This quote is subject to the current Asphalt Escalation price. Fluctuation in this price will affect the price per ton.
- 3) Due to the current volatile market Manter Construction of Maine, Inc. price is based off today's suppliers pricing and could need adjustments. Our pricing is good until 7/28/23.

NOT IN CONTRACT: All permits and fees, Bonds, Building and site layout, Cleaning and disposal of others, Concrete, Contaminated soils, Dewatering for others, Fence-construction temporary and new, Landscaping, Ledge, Material gradations & compaction testing including pavement, Plantings, Power washing, Specific materials such as Styrofoam, Temporary signage, Unknowns, Unsuitable soils, Vapor barrier, Watering of hayed and seeded areas for grass growth, Winter conditions - snow removal/plowing/winter heating/blankets/change in earth materials and Work stated by other

Respectfully,

Edward W. Manter Vice President



Tel: (207) 547-3500



Fax: (207) 547-3998

www.manterconstruction.com

92 Iris Lane

Sidney, ME 04330

Jan. 2, 2023

Annual Meeting

The annual meeting was held for the Manter Construction of Maine Inc. on 1/2/21. Items to be addressed were 1) Election of officers and 2) Authorizing officers to sign for Company.

Item 1 Officers of Company

Positions:	Edward D. Manter	Pres. / Treasurer
	Edward W. Manter	Vice Pres.
	Ann M. Manter	Sec.

Voted on and Passed

Item #2 Signature Authorization

It was proposed to allow that all documents under one million dollars (\$ 1,000,000.00), will require only one officer's signature. Any contract exceeding this will require two (2) signatures

Voted on and Passed

Original copy on file in the company office.

Edward D. Manter

President

Manter annual



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/03/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cross Insurance 75 Portsmouth Blvd. Suite 100 Portsmouth NH 03801	CONTACT NAME: Susan Vesta	
	PHONE (A/C, No, Ext): (603) 812-2600 FAX (A/C, No): (603) 570-1073 E-MAIL ADDRESS: PortCerts@crossagency.com	
INSURED Manter Construction of Maine 92 Iris Lane Sidney ME 04330-1824	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: United States Fire Insurance Co	21113
	INSURER B: The North River Insurance Company	21105
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 22-23 Master All Lines REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: CG 22 92			503-877478-5	12/20/2022	12/20/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> MCS-90 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> CA 9948			133-753834-8	12/20/2022	12/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured/Underinsured \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			582-120446-4	12/20/2022	12/20/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	408-744393-3 (3a.) ME	12/20/2022	12/20/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER

CANCELLATION

Sample Certificate

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Matthew J Arcey

June 2023

BID PROPOSAL

TO: TOWN OF BELGRADE, MAINE
Dry Hydrant Installation Project
Belgrade, ME 04917

The undersigned proposes to furnish one (1) Fire Protection Dry Hydrant installation at Long Pond Drive in the village of Belgrade Lakes.

With all necessary equipment and accessories in accordance with the Instruction to Bidders and Specifications, both of which are incorporated herein.

(1) Fire Protection Dry Hydrant – Long Pond Drive \$ 11,955.00

Name of Company: CCC Construction, LLC

Signed by:  - Peter Callahan

Title: OWNER

Address: 13 Callahan Drive

Augusta, Me 04330

Email address: CallahanLC@yahoo.com

Telephone number: 207-441-6087 Fax number: N/A

Date: 6/28/23



Town of Belgrade
990 Augusta Road
Belgrade, ME 04917

207.495.2258

June 2023

REQUEST FOR PROPOSAL
Fire Protection Dry Hydrant Installation

The Town of Belgrade is seeking a formal bid to install a fire protection dry hydrant located at Long Pond Drive in the village of Belgrade Lakes (Long Pond).

Sealed bids will be received at the Belgrade Town Hall addressed to: Town Manager, Attn: Dry Hydrant Installation Project- 990 Augusta Road, Belgrade, Maine 04917 until 2 PM on Wednesday, June 28, 2023. Bids will be publicly opened on Thursday, June 29, 9 a.m. by the Belgrade Fire-Rescue Chief and Town Manager. The Board of Selectpersons will review a list of bids at their regularly scheduled meeting on July 11, 2023 at 6:30 p.m.

Please forward your bid, using the form provided, along with documentation for the equipment to be installed/provided, in a sealed envelope showing the name and address of the bidder and marked, **“Fire Protection Dry Hydrant Installation Project”**

A pre-bid meeting will be held at the site location for those interested on Friday, June 23, 2023 to become familiar with the layout and to note or make recommendations that may vary from the specifications.

The Town of Belgrade reserves the right to reject any and all bids and to make the award in the town's best interest.

Sincerely,

Chief Dan MacKenzie
Fire-Rescue Chief

June 2023

**Fire Protection Dry Hydrants –
Scope of Work:**

- Perform all work in accordance with DEP Permit by Rule Standards Section 3 Intake Pipes & Water Monitoring Devices.
- Dredge and remove sediment from pond at a minimum 20 feet around intake pipe and dredge to the pond bottom without piercing/damaging natural or manmade liners.
 - Install a new dry hydrant at the site using:
 - 6-inch Schedule 40 PVC piping.
 - Two 90-degree Elbows.
 - Static lift shall not exceed 15 feet.
 - The vertical standpipe connecting to the water intake shall be at least 4 ½ feet deep to prevent freezing.
 - Intake pipe shall be installed to prevent silting.
 - Intake pipe shall be secured to a concrete pad or approved equivalent to prevent settling.
 - 6-inch back flush screen/strainer installed on the intake pipe.
 - 6-inch female NH steamer swivel with strainer and cap, positioned at 90-degree elbow 24 inches above road grade. (Exact positioning approved by Fire Dept. at the time of installation.)
 - Vertical pipe must be protected by a culvert (or similar device) with concrete poured between the culvert pipe and hydrant pipe.
 - All pipe connections sealed with proper adhesive.
 - Erosion control installed around new appliance
- Successful test with Fire Department once install is complete.
- Property used to access the work area shall be restored to pre-construction condition.

Project Schedule:

The proposal must include a proposed timeline for completion. This project has been identified as a HIGH priority project and it is the Town's desire to start and complete work as soon as possible. *Depending on the bid amounts, this may need to be budgeted for in 2024, looking for fall installation (fall of 2023 or 2024).*

June 2023

STANDING CONDITIONS AND INSTRUCTIONS TO BIDDERS

- Bidders shall use the enclosed form for quotations. In bid forms and specifications, an article or material is defined by using a trade name and catalog number of a manufacturer or firm, the term "or approved equal" if not inserted therewith, shall be implied. Any reference to a particular manufacturers' product, either by trade name or by limited description, has been made solely for the purpose of more clearly indicating the minimum standard of quality desired. The term "or approved equal" is defined as meaning any other make which in the opinion of the town is of such character, quality and performance equivalence as to serve the purpose for which it is to be used equally as well as that specified. Consideration will be given to proposals submitted on alternate commodities to the extent that such action is deemed to serve the best interest of the Town of Belgrade. The bidder quoting on a commodity other than as specified, shall furnish complete identification, descriptive literature, or data with respect to the alternate commodity they propose to furnish.
- Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the Town of Belgrade.
- Please indicate the firm's name and manually sign bid in ink before returning it to the town. Failure of bidder to sign the bid may be cause for rejection of bid.
- Bid amendments thereto, or withdrawals of bids, received after the opening date and hour will not be considered. Bids shall be subject to acceptance by Contract Agreement and Purchase Order by the town. Bids may be withdrawn by written notice, provided such notice is received prior to the time set for the opening of bids.
- Bids are opened publicly. Bidders or their representatives may be present at bid openings. Tabulations will, after the award of the contract, be available for public inspection and copies of tabulations will be sent upon request by individual bidders.
- Any discrepancy between unit and total price will be governed by unit price as quoted in the original bid.
- The Town of Belgrade reserves the right to waive any formality and technicality in bids, which are deemed in the best interest of the Town of Belgrade.
- Awards will be made to the lowest responsible bidder considering the quality of the services, supplies, materials or equipment to be supplied, their conformity with specifications, the purpose for which it is required, date of delivery, and ultimate cost thereof to the town; the intent being to purchase in a manner that will best secure the greatest possible economy consistent with the grade or quality of services, supplies, materials and equipment best adapted for the purpose for which it is needed.

June 2023

- Samples of items, when required, must be furnished free of charge prior to opening of bids and, if not destroyed, will upon request be returned EXPRESS COLLECT unless STAMPS for postage and insurance are forwarded with bid. PLEASE DO NOT ENCLOSE BID IN PACKAGE WITH SAMPLES.
- The firm must furnish the item(s) as specified in the bid and any deviation therefrom will be grounds for rejection.
- All transportation charges, including expense for freight, mail etc., shall be prepaid and at the expense of the firm unless otherwise specified in the bid.
- Please specify terms and cash discounts. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance, or from date of correct invoice, whichever is later.
- Time of proposed delivery must be stated in definite terms. If time varies for different items, the bidder shall so state. If time is the essence of the bid, the earliest date may be a factor in the award.
- The town is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, an exemption certificate will be furnished with the Purchase Order when required.
- No contract may be assigned, sublet, or transferred without the written consent of the town.
- In case of default by the firm, the right is reserved by the Town of Belgrade to procure the materials or supplies from other sources and charge any excess cost occasioned thereby to the firm. However, the firm shall not be held liable for any failure or delays in fulfillment of this contract arising from strikes, fires, Act of God, or any other case(s), which by reasonable diligence could not be prevented.
- The successful bidder may be required to furnish a certificate of insurance and may also be required to furnish a bond conditioned for full and faithful performance of the contract.
- The General Conditions and Instructions to bidders shall be an integral part of the attached specifications.

June 2023

GENERAL CONDITIONS

1. Equal Employment Opportunity

Attention of the Firm is particularly called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, creed, color, sex, or national origin.

2. Insurance

Except as otherwise provided by this Agreement, the CONTRACTOR shall obtain and maintain throughout the term of this Agreement at no expense to the OWNER the following insurance coverages:

a. **Comprehensive Liability Insurance** in the following amounts:

- Bodily injury: \$1,000,000.00 per occurrence and \$1,000,000.00 per person.
- Property damage: \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.

Such insurance shall be obtained and maintained to protect the CONTRACTOR, any subcontractor performing work covered by this Agreement, and the OWNER from claims and damages that may arise from operations under this Agreement, whether such operations be by CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by them.

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

c. **Workers' Compensation Insurance** in amounts required by Maine law and **Employer's Liability Insurance**, as necessary, as required by Maine law. In case any class of employees engaged in hazardous work under this Agreement is not protected under the Workers' Compensation Act, the CONTRACTOR shall provide for the protection of its employees not otherwise protected. The CONTRACTOR shall ensure that any subcontractors must provide proof of Workers' Compensation Insurance and Employer's Liability Insurance, as necessary, as required by Maine law.

d. All such insurance policies shall name the OWNER and its officers, agents and employees as additional insureds, except that for purposes of Workers' Compensation Insurance, the CONTRACTOR and its subcontractors instead may provide a written waiver of subrogation rights against the OWNER. The CONTRACTOR, prior to commencement of work under this Agreement, and any of its subcontractors, prior to commencement of work under any subcontract, shall deliver to the OWNER certificates satisfactory to the OWNER evidencing such insurance coverages, which certificates shall state that the CONTRACTOR and its subcontractors must provide written notice to the OWNER at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any policies, evidenced by return receipt of United States Certified Mail. Replacement certificates shall be delivered to the OWNER prior to the effective date of cancellation, termination, material modification

June 2023

or expiration of any such insurance policy. The CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance coverages required under this subparagraph and such insurance policies have been approved by the OWNER, nor shall the CONTRACTOR allow any of its subcontractors to commence work on any subcontract until all such insurance policies have been obtained by the subcontractor and approved by the OWNER. All such insurance policies shall have a retroactive date which is the earlier of the date of this Agreement between the parties or the CONTRACTOR'S commencement of services there under.

3. Indemnification

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

4. Requirements

The requirements contained herein must be adhered to without exception. The requirements imposed by Town of Belgrade participation are:

The Town of Belgrade shall have the right to terminate this agreement with the Firm after giving them seven (7) days written notice of termination in the event of any default by the Firm.

It shall be considered a default by the Firm whenever they shall:

Declare bankruptcy, become insolvent, or assign their assets for the benefit of their creditors;

Disregard or violate provisions of the contract documents or fail or prosecute the work according to the agreed schedule of completion.

5. Safety and Health Regulations

The Firm shall at all times, comply with O.S.H.A. regulations and enforce the subconsultants to abide accordingly. Any violation either by Firm or their subcontractors shall be the sole responsibility of the firm.

6. Method of Payment

The town will make lump sum payment to the Firm upon the Firm's submittal for such payments for completion, acceptance, and delivery of the equipment to the Town Office 990 Augusta Road, Belgrade, Maine. The Town of Belgrade will process said invoice upon written acknowledgment from the Belgrade Fire- Rescue that said amount requested has been satisfactorily completed. Payment will thereby be made at the town's next scheduled payment cycle.

Town of Belgrade Proposal Sheet

Proposal must be in a sealed envelope marked "Sand/Salt Proposal" or submitted electronically and will be accepted until 12 noon on Friday, July 7, 2023. Proposals will be publicly opened Monday, July 10, 2023 by the Town Manager. The Selectboard will review the proposals at its regularly scheduled meeting on July 11, 2023, beginning at 6:30 p.m.

Proposals must include: Agreement specification, proposal sheet and proof of insurance. Please contact Lorna Dee Nichols, 495-2258 or townmanager@townofbelgrade.com with any questions concerning the RFP.

I _____ agree to supply the sand, screen the sand, mix the sand with salt, and load the mixture into the Belgrade sand/salt shed at a cost of _____ per yard.

I have the right to request a yearly fuel charge increase, to be determined by the Belgrade Selectboard.

I also agree to all the terms as outlined in the "agreement specifications," as attached.

Signature Date

Printed name, title & company name

Hi Lorna:

I met with Cory yesterday to view 8 Dalton. He explained that there is a tenant in 10 Dalton so we were not able to enter.

Full Monthly management which includes but are not limited to: collection of rents, enforcement of agreements, issuing of notices, interaction with tenants, coordination of any on site professionals that the property may need, tenant call-out service for weekend and afterhours issues. The fee for full monthly management is \$110 per month per property . The fee is deducted from the gross rents collected and the income proceeds are directed to the owner with a management report on a monthly basis.

Spectrum also offers Tenant Placement service in which Spectrum is hired to find and fill a vacancy with a qualified renter. Service includes but is not limited to: All advertising and marketing, showing the property, accepting applications, qualifying the tenant, lease or rental agreement preparation, disclosures and completion of a full move in inspection with photo documentation. Fee is equal to one month's rent and is payable at the time of occupancy.:

A few items noted:

1. Heat is HWBB and the fuel is oil.
2. The water is heated by propane
3. There is a filter on the kitchen sink. Is the water drinkable only from the filter?
4. Was either property tested for radon AIR? If not, the State of Maine requires that all rental units are tested. Law was enacted in 2014
5. Is oil and propane included in the rental of 8 Dalton? If so, I'd also put a limitation on usage.
6. There is a fire pit at 8 Dalton, I would suggest this be removed. If there were ever a fire and it was determined to be caused by the fire pit, your insurance may not pay the claim as they consider it "open burning"
7. Is plowing and mowing included?

The rental fee will be determined upon whether heat and other utilities are included.

We were not able to view 10 Dalton but Cory said the renter would like to stay.

Please let me know if you require any additional information.

Thank You.

--

Jayne Roberge, Rental Specialist
Spectrum Property Management LLC
jayne@spectrumpropertiesofmaine.com
Direct: (207) 649-6096

Memo

Appointments/Resignations

Appointments:

- Tabled from your June 20 meeting, Kelsie Lee to the Board of Appeals (alternate) and Board of Assessment & Review.
- Paul Feinberg – re-appointment to the Lakes Committee

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- | | |
|---|--|
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Board of Parks & Recreation |
| <input checked="" type="checkbox"/> Board of Appeals <i>Alternate</i> | <input checked="" 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 _____ | |

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

Name Kelsie Lee
 Address _____
 Phone # (Home) _____ (Work) _____ Email: _____
 Place of Employment State of ME
 Education & Experience see attached

Interests and Hobbies walking, parenting, exercising, fishing

Why do you wish to serve on a municipal board or committee?
yes - the Board of Tax appeals.

References

Name Breana Bissell Phone # _____
 Name BETH Sommers 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 and Discrimination Policy. Please check the box (Required)

TOWN OF BELGRADE



Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- _____ Planning Board
- _____ Board of Appeals
- _____ Dams Committee
- _____ Cemetery Committee
- _____ Library Trustee
- _____ Long Range Planning Com.
- _____ Senior Resource Committee
- _____ Board of Parks & Recreation
- _____ Board of Assessment & Review
- _____ Transfer Station & Recycling Com.
- _____ Budget Committee
- _____ Tree Committee
- _____ Comprehensive Plan Review Committee

Other Lake Committee

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

3-4 years

Name Paul Feinberg
 Address _____
 Phone # (Home) _____ (Work) _____ Email: _____
 Place of Employment Self
 Education & Experience Law J.D.

fmcil.com

Interests and Hobbies Fly Fishing

Why do you wish to serve on a municipal board or committee?
give back to the community

References

Name Pat Donohue Phone # _____
 Name Anthony Wilson 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 and Discrimination Policy. Please check the box (Required)

Memo

Fire Department appraisal of properties

The Fire/Rescue Department has located a valuation company able to perform appraisal services on two properties identified as being suitable for a future location of a new fire station (property of Bill Martin on the Augusta Road and property of Morris Childs on the Oakland Road).

The Department would like to discuss the services of Maine Valuation Company with the Board to proceed with the process. Additional information on Maine Valuation Co. is attached.

Properties of interest:

William Martin	Map 4 Lot 50
1375 Augusta Road	4.8 Acres
Maurice Childs	Map 10 Lot 37A
154 Oakland Road	6.5 Acres



Maine Valuation Company Proposal for Professional Appraisal Service

To: Daniel MacKenzie, Fire Chief, Town of Belgrade, ME 04917 (firechief@townofbelgrade.com / 207-495-2285)
From: Mark L. Plourde, MAI & Jon B. Wales
Date: June 14, 2023

Client¹: Town of Belgrade Maine
Intended Users: Town of Belgrade Maine
Intended Use: Realty asset valuation for business decisions and potential acquisition
Type of Value: Market Value of Real Estate
Effective Date of Value: As Is, as of date of inspection
Subject Property Rights: Fee Simple
Subject Property Location: 154 Oakland Road, Belgrade, ME 04917
Subject Property Type: Commercial
Estimated Subject Land Area: TBD – estimated at 6 ½ acres
Estimated Subject Gross Building Area: TBD
Assignment Conditions: Typical

Ethics Disclosure: In accordance with the Ethics Rule of the Uniform Standards of Professional Appraisal Practice (USPAP), Maine Valuation Company and the appraiser hereby disclose to the client of this appraisal assignment that they have no current or prospective interest in the subject property or parties involved; and, that they have not provided any services regarding the subject property within the three year period immediately preceding acceptance of the assignment, as an appraiser or in any other capacity.

Scope of Work: The appraiser will inspect and describe the subject property; perform market analysis; conduct due diligence for and confirm the most applicable market data; develop an opinion of the highest and best use of the property; apply the most appropriate methods of valuation to arrive at credible results for the property rights to be appraised.

Professional Standards: Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; and, the Code of Professional Ethics (CPE), & the Standards of Professional Practice (SPP) of the Appraisal Institute.

Report Type & Deliverables: Appraisal Report // (1) PDF copy

Necessary Subject Information: To be requested upon authorization of this assignment

Delivery Date: 6 ± Weeks (subject to written authorization)
Appraisal Fee: \$3,500

If this proposal is acceptable, please notify Maine Valuation Company ASAP by signature below and return to Mark Plourde to engage our services. The fee will be invoiced upon delivery of the report, due and payable net 15 days.

Please direct all communications regarding this proposal to:

Mark L. Plourde, MAI – Manager, Maine Valuation Company, P.O. Box 220, Gorham, ME 04038
207-893-8345 // Email: mplourde@mainevaluation.com

I accept this proposal and authorize the appraisal assignment in accordance with the scope of work, time, and fee quoted herein.

Client:

Date:

Contact Person: (name, phone, email):

¹ Federal Banking regulations require that all appraisal reports to be used by a federally insured financial institution for underwriting a loan on real estate collateral in excess of \$500,000 must be ordered by a financial institution as the Client. Thus, you are encouraged to clarify this issue with a financial institution first if this is an intended use of the appraisal report. Once complete, the appraisal report cannot be changed or re-addressed to any other party, nor can any other Intended Users be added.



PROFESSIONAL QUALIFICATIONS OF JON B. WALES

Commercial Real Estate Appraiser & Consultant

BUSINESS BACKGROUND

Maine Valuation Company (*Partner, 1995 - present*) An independent commercial real estate appraisal, review and consulting firm providing a comprehensive range of professional valuation products and services throughout Maine. Mr. Wales is a Partner of the firm and presently manages a satellite office in Skowhegan, Maine.

Bray-Wales (*Owner 1989 - 1995*) A commercial real estate appraisal firm with experience in appraising and consulting throughout Maine. Mr. Wales performed commercial, industrial, retail, recreational and institutional properties for a variety of private, corporate, and banking clients as well as government agencies throughout Maine.

The Bray Agency (*Commercial Appraiser, 1988 - 1989*) An independent appraisal firm in operation for 20 years with experience appraising over 12,000 commercial, residential, public, and recreational properties. The Bray Agency performed appraisals for individuals, corporations, cities, towns, the State of Maine, and both for profit and non-profit entities.

The Wales Agency (*Owner, 1979 - 1989*) The company sold, leased, and provided opinions of value for residential and commercial properties throughout Somerset County.

Depositors Trust Company (*Loan Officer and Branch Manager, 1973 - 1979*) Mr. Wales managed the Skowhegan branch of the Depositors Trust Company as well as originated all types of consumer and commercial loans.

Commissioned Officer, United States Navy (*1968 - 1973*).

SCOPE OF EXPERIENCE

Numerous appraisal and consulting assignments on a variety of property types in Maine, including but not limited to:

- Health Care Facilities
- Hospitality Properties
- Retail Shopping Centers
- Recreational Facilities
- Special Use Properties
- Industrial Properties
- Automotive
- Mixed-Use Commercial Properties
- Office Buildings
- Restaurants
- Residential Multi-Family Projects
- Land/New Construction
- Nursing Homes, Boarding Homes, Assisted Living Facilities, etc.;
- Motels, Bed & Breakfast;
- Strip, Neighborhood, Community;
- Sporting Camps, Children's Camps, golf Course, Camp Grounds;
- Church, Bank, Laundromat, Mortuary, Self-Storage;
- Manufacturing, Warehouse, Distribution, Trucking Terminals, etc.;
- Dealerships, Car Wash, C-Stores w/ Gas;
- All types;
- Medical, Professional; Owner-Occupant & Investment Grade;
- Independent and Franchise;
- Apartment Projects - Market & Subsidized;
- Lots, Acreage, Subdivisions, Development Projects, etc.

CLIENT SERVICES & VALUATION PRODUCTS

The purpose of valuation services typically involves: purchase and sale agreements; mortgage financing; collateral evaluation; estate settlement; ad valorem taxation; mediation/arbitration; valuation of leased fee/leasehold interests; insurable value/ replacement cost studies; feasibility, marketability, and highest and best use analyses for evaluation & planning purposes. Client services and valuation products consist of *Commercial Real Estate Appraisals and Reports*; due diligence/research studies; and private consultation. Computer literacy in Excel, Word, and Argus, enhances the analytical and reporting service to clients. Professional service has been provided to numerous financial institutions, governmental agencies, insurance companies, corporations, lawyers, estates and private individuals.

Mr. Wales has also qualified as an expert witness in Real Estate Valuation before Somerset County Superior Court, Franklin County Superior Court, Southern Kennebec County District Court, Somerset County District Court and Bankruptcy Court.



PROFESSIONAL QUALIFICATIONS OF JON B. WALES

Commercial Real Estate Appraiser & Consultant

REAL ESTATE EDUCATION

Jon B. Wales is a graduate of the University of Rochester with a B.A. Degree in Economics. He attended Thomas College taking real estate courses required for the real estate broker's license. Real estate courses successfully completed to date, as offered by the American Institute of Real Estate Appraisers and the Appraisal Institute are:

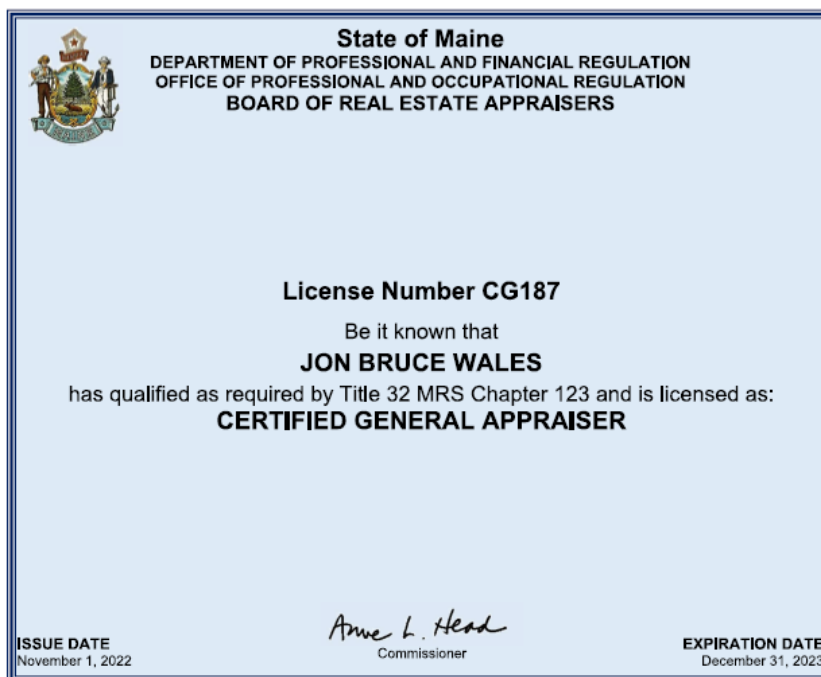
- . Real Estate Appraisal Principals
- . Basic Valuation Procedures
- . Capitalization Theory and Techniques, Part A
- . Capitalization Theory and Techniques, Part B
- . Case Studies in Real Estate Valuation
- . Valuation Analysis and Report Writing
- . Standards of Professional Practice, Parts A & B
- . Computer Assisted Investment Analysis
- . Litigation Valuation

Many seminars have also been attended including:

- . The Americans with Disabilities Act
- . Government Regulations
- . Advanced Income Capitalization
- . The Appraisal of Special Use Properties

PROFESSIONAL AFFILIATIONS

- . Maine Certified General Appraiser, #CG187





PROFESSIONAL QUALIFICATIONS OF MARK L. PLOURDE, MAI

Commercial Real Estate Appraiser, Reviewer & Consultant

BUSINESS BACKGROUND

Maine Valuation Company (*MAI/Managing Partner, 1994 - present*) Maine Valuation Company is an independent commercial real estate appraisal, review and consulting firm providing a comprehensive range of professional valuation products and services throughout Maine.

Fleet Bank of Maine (*Senior Review Appraiser, 1991 - 1994*) Responsibilities included technical commercial appraisal reviews for compliance with the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA), the Uniform Standards of Professional Appraisal Practice (USPAP) and Fleet Financial Group Appraisal Policy & Documentary Standards; quality control of departmental appraisal reviews; management of external appraiser vendor pool; internal collateral evaluation, and consultation on commercial, industrial, and residential real estate located throughout the state of Maine, ranging from \$10,000 to \$20,000,000 in value. Mark was Appointed Appraisal Department Team Leader and Banking Officer.

Buzzell-Plourde Associates (*Appraiser/Partner, 1987 - 1991*) Mark performed commercial, industrial, and multi-family residential appraisal assignments in both narrative and form reports on various property types; conducted extensive market research & due diligence; performed internal residential review function; and appraisal office management.

Appraisal Associates (*Staff Appraiser, 1984 - 1987*) Mark prepared residential, commercial, and industrial appraisals and conducted market research for appraisal assignments. Maine Valuation Company acquired the assets of Appraisal Associates in March of 1997.

SCOPE OF EXPERIENCE

Numerous appraisals, review & consulting assignments on a variety of property types in Maine, including but not limited to:

- Retail Shopping Centers
- Hospitality Properties
- Residential Multi-Family Projects
- Mixed-Use Commercial Properties
- Office Buildings
- Industrial Properties
- Special Purpose Properties
- Automotive
- Restaurants
- Land/New Construction
- Strip, Neighborhood, Community, Outlet
- Hotels, Motels, Bed & Breakfast, Inns
- Apartment Projects - Market & Subsidized
- All types of Mixed-Use properties
- Medical, Professional; Owner-Occupant, & Investment Grade
- Manufacturing, Warehouse, Distribution, Trucking Terminals, etc.
- Self-Storage, Churches, Recreational, Institutional, etc.
- Dealerships, Car Wash, Mini-Lube, etc.
- Independent, Chain, and Franchise
- Lots, Acreage, Development Projects, etc.

CLIENT SERVICES & VALUATION PRODUCTS

The purpose of professional valuation services typically involve purchase and sale agreements, mortgage financing, collateral valuation, estate settlement, mediation/arbitration, valuation of leased fee/leasehold interests, insurable value/ replacement cost studies, feasibility, marketability, and highest and best use analyses for evaluation & planning purposes.

Client services and valuation products consist of *Commercial Real Estate Appraisals and Reports*; USPAP Standard Rule #3 *Appraisal Review Reports*; due diligence/research studies; and private consultation. Computer literacy in ARGUS, Word, and Excel, enhances the analytical and reporting service to clients. Professional service has been provided to numerous financial institutions, governmental agencies, insurance companies, corporations, lawyers, estates, and private individuals.

EXPERT WITNESS

Mark has qualified as an expert witness in Real Estate Valuation in Maine before: the York County Superior Court; the Androscoggin County Superior Court; the Cumberland County Superior Court; and, the U.S. Bankruptcy Court, District of Maine; the Maine State Claims Commission; and, the Suffolk County Probate and Family Court in Massachusetts. Mark has also testified on numerous occasions as Investigator for the Maine Board of Real Estate Appraisers in professional practice matters, as well as the State Board of Property Tax Review.



PROFESSIONAL QUALIFICATIONS OF MARK L. PLOURDE, MAI

Commercial Real Estate Appraiser, Reviewer & Consultant

REAL ESTATE EDUCATION

Mark L. Plourde, MAI, is a cum laude graduate of the University of Southern Maine with a BS degree in Business Administration. He attended the University of Maine at Orono, Portland/Gorham, and Presque Isle for various Journalism, Business, and Real Estate related courses with a focus on real estate valuation, law, and management. A partial list of real estate appraisal courses successfully completed includes:

- ❑ An Introduction to Appraising Real Property, *Society of Real Estate Appraisers, Course #101*
- ❑ Applied Residential Property Valuation, *Society of Real Estate Appraisers, Course #102*
- ❑ Principles of Income Property Appraising, *Society of Real Estate Appraisers, Course #201*
- ❑ Applied Income Property Valuation, *Society of Real Estate Appraisers, Course #202*
- ❑ Standards of Professional Appraisal Practice, *Appraisal Institute, Courses #410, #420, & #430*
- ❑ Computer Assisted Investment Analysis, *Appraisal Institute, Course #6*
- ❑ The Comprehensive Appraisal Workshop, *Ted Whitmer, MAI, CCIM, J.D., MBA*
- ❑ Condemnation Appraising: Basic Principals & Applications, *Appraisal Institute, Course #710*
- ❑ Condemnation Appraising: Advanced Topics & Applications, *Appraisal Institute, Course #720*

Numerous seminars on appraisal methodology, techniques, and regulations have also been attended, such as:

- *Financial Calculator Seminar*
- *Subdivision Analysis*
- *Understanding Limited Appraisals and Reporting Options*
- *The Appraisers Complete Review*
- *The Uniform Commercial and Industrial Appraisal Report*
- *The Appraiser as an Expert Witness*
- *The Americans with Disabilities Act*
- *Real Estate Inspections*
- *Rates, Ratios, and Reasonableness*
- *Hotel & Motel Valuation*
- *Special Purpose Properties*
- *Health Care & Retirement Appraisals*
- *The Appraisal of Special Use Properties*
- *The Internet and Appraising*
- *Detrimental Conditions*
- *Business Enterprise Valuation*
- *Easement Valuation*
- *Appraising Auto Dealership Facilities*
- *Computer-Enhanced Cash Flow Modeling, AI Course 810*
- *Attacking & Defending Appraisals in Litigation*
- *Real Estate Finance, Statistics, and Valuation Modeling, AI Course 5/1654*
- *Complex Litigation Appraisal Case Studies*
- *Commercial Bankruptcy, Workouts, and the Valuation Process*
- *Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets*
- *Apartment Appraisal: Concepts and Applications*
- *Tenant Credit Analysis*
- *Office Building Valuation: A Contemporary Perspective*
- *SBA 504 Loan Program*
- *Online Data Verification Methods*
- *Overview of Appraising Convenience Stores*
- *Understanding Flood Zone Mapping & Risk*
- *Online Rates and Ratios: Making Sense of GIMs, OARs, and DCF*



PROFESSIONAL QUALIFICATIONS OF MARK L. PLOURDE, MAI

Commercial Real Estate Appraiser, Reviewer & Consultant

PROFESSIONAL AFFILIATIONS

- ***The Appraisal Institute***
MAI Designated Member of the Appraisal Institute, #10609 (1994+)
Young Advisory Council, the Appraisal Institute (1995, 1996)
Regional Ethics and Counseling Panel, the Appraisal Institute (1999)
President, State of Maine Chapter of the Appraisal Institute (2000)
Leadership Development and Advisory Council, the Appraisal Institute (2000)
Executive Director/Secretary, Maine Chapter of the Appraisal Institute (2007-2008)
Treasurer, Maine Chapter of the Appraisal Institute (2016-2017)
- ***Maine Board of Real Estate Appraisers***
Maine Certified General Appraiser, # CG-258 (1991+)
Investigator to the Maine Board of Real Estate Appraisers (1998-2004)
Appraiser Member, Maine Board of Real Estate Appraisers, (2008-2009)
- ***Maine State Claims Commission***
Appraiser Member, State Claims Commission, State of Maine (1998-2002)

PARTIAL CLIENT LIST

<i>Androscoggin Bank</i>	<i>Grey Hound Bus Lines</i>	<i>Peter B. Sang, P.A.</i>
<i>AT&T Capital Corporation</i>	<i>Hancock Lumber Company</i>	<i>Pepsi Beverages Company</i>
<i>BankNorth N.A.</i>	<i>Howard Bank</i>	<i>Pierce Atwood</i>
<i>Bank of America</i>	<i>J.B. Brown & Sons</i>	<i>PNC Bank</i>
<i>Bank of Maine</i>	<i>Jensen Baird Gardner & Henry</i>	<i>Preti Flaherty</i>
<i>Bangor Savings Bank</i>	<i>Katahdin Trust Company</i>	<i>Pride Manufacturing Company</i>
<i>Bar Harbor Banking & Trust Co.</i>	<i>Kennebunk Land Trust</i>	<i>Resolution Trust Company</i>
<i>Bath Savings Institution</i>	<i>Key Bank</i>	<i>Rudman & Winchell</i>
<i>Bath Iron Works</i>	<i>Inland Hospital</i>	<i>Salvation Army</i>
<i>Bernstein Shur</i>	<i>Leblanc & Young, P.A.</i>	<i>Saco & Biddeford Savings Institution</i>
<i>Biddeford Savings Bank</i>	<i>Libra Foundation</i>	<i>Skelton Taintor</i>
<i>Boulos Company</i>	<i>L.L. Bean Company</i>	<i>Skowhegan Savings Bank</i>
<i>Camden National Bank</i>	<i>Linda Bean</i>	<i>Small Business Administration</i>
<i>Cherryfield Foods</i>	<i>Maine Bank & Trust Company</i>	<i>Smith & Wesson, Inc.</i>
<i>Cianbro Corporation</i>	<i>Maine Coast Heritage Trust</i>	<i>Southern Pacific Bank</i>
<i>Comerica Bank</i>	<i>Maine Department of Conservation</i>	<i>TD Bank, N.A.</i>
<i>Citizens Bank</i>	<i>Maine Department of Transportation</i>	<i>The First, N.A.</i>
<i>City of Portland</i>	<i>Maine Medical Center</i>	<i>The Trust for Public Land</i>
<i>City of South Portland</i>	<i>Machias Savings Bank</i>	<i>Troubh Heisler</i>
<i>Drummond Woodsum</i>	<i>Maine State Housing Authority</i>	<i>United Kingfield Bank</i>
<i>Eastern Maine Health Care</i>	<i>Mechanics Savings Bank</i>	<i>University of Maine</i>
<i>First Citizen's Bank</i>	<i>Merrill Merchants Bank</i>	<i>Union Central Life Insurance Co.</i>
<i>First Atlantic Corporation</i>	<i>Midland Loan Service</i>	<i>USDA - Rural Development</i>
<i>First National Bank of Damariscotta</i>	<i>National Cooperative Bank</i>	<i>US Fish and Wildlife Service</i>
<i>FleetBoston Financial</i>	<i>Norman Hanson & DeTroy</i>	<i>Verrill Dana</i>
<i>Fleet Financial Group</i>	<i>Northern Utilities</i>	<i>Wal-Mart, Inc.</i>
<i>Gardiner Savings Institution, FSB</i>	<i>Northeast Bank</i>	<i>Webber Energy Company</i>
<i>Genest Concrete Co.</i>	<i>Norway Savings Bank</i>	<i>Wells Fargo Bank</i>
<i>G.E. Capital</i>	<i>Peoples Heritage Bank</i>	
<i>General Services Administration</i>	<i>Perkins, Thompson, Hinckley & Keddy</i>	
<i>Goodwill Industries</i>	<i>People's United Bank</i>	
<i>Gorham Savings Bank</i>		



State of Maine
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
BOARD OF REAL ESTATE APPRAISERS

License Number CG258

Be it known that

MARK LAWRENCE PLOURDE

has qualified as required by Title 32 MRS Chapter 123 and is licensed as:

CERTIFIED GENERAL APPRAISER

ISSUE DATE
November 1, 2022

Anne L. Head
Commissioner

EXPIRATION DATE
December 31, 2023

Memo

Mil Rate / Tax Commitment

Assessing agent Rob Duplisea has put together three mil rate options for the Board's review and consideration. The net to be raised by property tax is up by 7.5% over last year. Rob will be in attendance to discuss his recommendation with the Board.

SAMPLE 2023 MUNICIPAL TAX RATE CALCULATION FORM - DO NOT FILE

Municipality: 8.90 mil rate

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1.	Total taxable value of real estate	1	<input type="text" value="\$1,043,072,700"/>	(from page 1, line 6)
2.	Total taxable value of personal property	2	<input type="text" value="\$4,458,000"/>	(from page 1, line 10)
3.	Total taxable value of real estate and personal property (Line 1 plus line 2)	3	<input type="text" value="\$1,047,530,700"/>	(from page 1, line 11)
4. a.	Total exempt value for all homestead exemptions granted	4a.	<input type="text" value="\$23,369,900"/>	(from Page 1, line 14f)
	b. Homestead exemption reimbursement value	4b.	<input type="text" value="\$17,761,124"/>	
5. a.	Total exempt value of all BETE qualified property	5a.	<input type="text" value="\$5,163,500"/>	(from page 2, line 15c)
	b. BETE exemption reimbursement value	5b.	<input type="text" value="\$2,581,750"/>	
6.	Total valuation base (Line 3 + line 4b + line 5b)	6	<input type="text" value="\$1,067,873,574"/>	

ASSESSMENTS

7.	County tax	7	<input type="text" value="\$846,767.00"/>
8.	Municipal appropriation	8	<input type="text" value="\$4,604,245.00"/>
9.	TIF financial plan amount	9	<input type="text" value="\$0"/>
			(must match page 2, line 16c + 16d)
10.	Local education appropriation	10	<input type="text" value="\$6,753,234.00"/>
11.	Total appropriations (Add lines 7 through 10)	11	<input type="text" value="\$12,204,246.00"/>

ALLOWABLE DEDUCTIONS

12.	Anticipated state municipal revenue sharing	12	<input type="text" value="\$350,000.00"/>
13.	Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	<input type="text" value="\$2,365,047.00"/>
14.	Total deductions (Line 12 plus line 13)	14	<input type="text" value="\$2,715,047.00"/>
15.	Net to be raised by local property tax rate (Line 11 minus line 14)	15	<input type="text" value="\$9,489,199.00"/>

16.	<input type="text" value="\$9,489,199.00"/>	x	<input type="text" value="1.05"/>	=	<input type="text" value="\$9,963,658.95"/>	Maximum Allowable Tax
	(Amount from line 15)					
17.	<input type="text" value="\$9,489,199.00"/>	÷	<input type="text" value="\$1,067,873,574"/>	=	<input type="text" value="0.00889"/>	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	<input type="text" value="\$9,963,658.95"/>	÷	<input type="text" value="\$1,067,873,574"/>	=	<input type="text" value="0.00933"/>	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	<input type="text" value="\$1,047,530,700.00"/>	x	<input type="text" value="0.00890"/>	=	<input type="text" value="\$9,323,023.23"/>	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on page 1, line 13)	
20.	<input type="text" value="\$9,489,199.00"/>	x	<input type="text" value="0.05"/>	=	<input type="text" value="\$474,459.95"/>	Maximum Overlay
	(Amount from line 15)					
21.	<input type="text" value="\$17,761,124"/>	x	<input type="text" value="0.00890"/>	=	<input type="text" value="\$158,074.00"/>	Homestead Reimbursement
	(Amount from line 4b.)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	<input type="text" value="\$2,581,750"/>	x	<input type="text" value="0.00890"/>	=	<input type="text" value="\$22,977.58"/>	BETE Reimbursement
	(Amount from line 5b.)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	<input type="text" value="\$9,504,074.81"/>	-	<input type="text" value="\$9,489,199.00"/>	=	<input type="text" value="\$14,875.81"/>	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

SAMPLE 2023 MUNICIPAL TAX RATE CALCULATION FORM - DO NOT FILE

Municipality: 8.95 mil rate

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable value of real estate	1	\$1,043,072,700 <small>(from page 1, line 6)</small>
2. Total taxable value of personal property	2	\$4,458,000 <small>(from page 1, line 10)</small>
3. Total taxable value of real estate and personal property (Line 1 plus line 2)	3	\$1,047,530,700 <small>(from page 1, line 11)</small>
4. a. Total exempt value for all homestead exemptions granted	4a.	\$23,369,900 <small>(from Page 1, line 14f)</small>
b. Homestead exemption reimbursement value	4b.	\$17,761,124
5. a. Total exempt value of all BETE qualified property	5a.	\$5,163,500 <small>(from page 2, line 15c)</small>
b. BETE exemption reimbursement value	5b.	\$2,581,750
6. Total valuation base (Line 3 + line 4b + line 5b)	6	\$1,067,873,574

ASSESSMENTS

7. County tax	7	\$846,767.00
8. Municipal appropriation	8	\$4,604,245.00
9. TIF financial plan amount	9	\$0 <small>(must match page 2, line 16c + 16d)</small>
10. Local education appropriation	10	\$6,753,234.00
11. Total appropriations (Add lines 7 through 10)	11	\$12,204,246.00

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$350,000.00
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	\$2,365,047.00
14. Total deductions (Line 12 plus line 13)	14	\$2,715,047.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$9,489,199.00

16.	\$9,489,199.00 <small>(Amount from line 15)</small>	x	1.05	=	\$9,963,658.95	Maximum Allowable Tax
17.	\$9,489,199.00 <small>(Amount from line 15)</small>	÷	\$1,067,873,574 <small>(Amount from line 6)</small>	=	0.00889	Minimum Tax Rate
18.	\$9,963,658.95 <small>(Amount from line 16)</small>	÷	\$1,067,873,574 <small>(Amount from line 6)</small>	=	0.00933	Maximum Tax Rate
19.	\$1,047,530,700.00 <small>(Amount from line 3)</small>	x	0.00895 <small>(Selected Rate)</small>	=	\$9,375,399.77 <small>(Enter on page 1, line 13)</small>	Tax for Commitment
20.	\$9,489,199.00 <small>(Amount from line 15)</small>	x	0.05	=	\$474,459.95	Maximum Overlay
21.	\$17,761,124 <small>(Amount from line 4b.)</small>	x	0.00895 <small>(Selected Rate)</small>	=	\$158,962.06 <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement
22.	\$2,581,750 <small>(Amount from line 5b.)</small>	x	0.00895 <small>(Selected Rate)</small>	=	\$23,106.66 <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement
23.	\$9,557,468.49 <small>(Line 19 plus lines 21 and 22)</small>	-	\$9,489,199.00 <small>(Amount from line 15)</small>	=	\$68,269.49 <small>(Enter on line 5, Assessment Warrant)</small>	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

SAMPLE 2023 MUNICIPAL TAX RATE CALCULATION FORM - DO NOT FILE

Municipality: _____ **9.0 mil rate**

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable value of real estate	1	\$1,043,072,700 <small>(from page 1, line 6)</small>
2. Total taxable value of personal property	2	\$4,458,000 <small>(from page 1, line 10)</small>
3. Total taxable value of real estate and personal property (Line 1 plus line 2)	3	\$1,047,530,700 <small>(from page 1, line 11)</small>
4. a. Total exempt value for all homestead exemptions granted	4a.	\$23,369,900 <small>(from Page 1, line 14f)</small>
b. Homestead exemption reimbursement value	4b.	\$17,761,124
5. a. Total exempt value of all BETE qualified property	5a.	\$5,163,500 <small>(from page 2, line 15c)</small>
b. BETE exemption reimbursement value	5b.	\$2,581,750
6. Total valuation base (Line 3 + line 4b + line 5b)	6	\$1,067,873,574

ASSESSMENTS

7. County tax	7	\$846,767.00
8. Municipal appropriation	8	\$4,604,245.00
9. TIF financial plan amount	9	\$0 <small>(must match page 2, line 16c + 16d)</small>
10. Local education appropriation	10	\$6,753,234.00
11. Total appropriations (Add lines 7 through 10)	11	\$12,204,246.00

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$350,000.00
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	\$2,365,047.00
14. Total deductions (Line 12 plus line 13)	14	\$2,715,047.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$9,489,199.00

16.	\$9,489,199.00 <small>(Amount from line 15)</small>	x	1.05	=	\$9,963,658.95	Maximum Allowable Tax
17.	\$9,489,199.00 <small>(Amount from line 15)</small>	÷	\$1,067,873,574 <small>(Amount from line 6)</small>	=	0.00889	Minimum Tax Rate
18.	\$9,963,658.95 <small>(Amount from line 16)</small>	÷	\$1,067,873,574 <small>(Amount from line 6)</small>	=	0.00933	Maximum Tax Rate
19.	\$1,047,530,700.00 <small>(Amount from line 3)</small>	x	0.00900 <small>(Selected Rate)</small>	=	\$9,427,776.30 <small>(Enter on page 1, line 13)</small>	Tax for Commitment
20.	\$9,489,199.00 <small>(Amount from line 15)</small>	x	0.05	=	\$474,459.95	Maximum Overlay
21.	\$17,761,124 <small>(Amount from line 4b.)</small>	x	0.00900 <small>(Selected Rate)</small>	=	\$159,850.12 <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement
22.	\$2,581,750 <small>(Amount from line 5b.)</small>	x	0.00900 <small>(Selected Rate)</small>	=	\$23,235.75 <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement
23.	\$9,610,862.17 <small>(Line 19 plus lines 21 and 22)</small>	-	\$9,489,199.00 <small>(Amount from line 15)</small>	=	\$121,663.17 <small>(Enter on line 5, Assessment Warrant)</small>	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

Memo

4 Day Work Week

The town office staff have expressed interest in moving to a four-day work week and have asked me to bring the idea to the board's attention. This schedule is becoming more common in municipalities across Maine. Moving to a four-day work week increases morale, invites more applicants for open positions and is a great retention tool.

Attached for your review is an article which appeared in the January issue of Maine Town and City. What really stuck out to me in the article is the following:

From 1997 to 2021, the number of jobs held by the age group 55-64 in state and local government grew from around 14% to about 26%! The age group 65+ grew from about 4% to 10% during the same time period while ages 19-44 have steadily declined and those aged 18 and under has remained steady at a very low 4%.

I personally see this as a problem on the horizon as many of our veteran employees (those who have served for many years with an amazing amount of knowledge and experience) will be retiring within 10 years.

Below is information from the Town of Oakland who recently went to the 4-day week.

We have been working 4 day work weeks now for about a year. We've staggered days off so that we could remain open 5 days a week. My staff found that a 4 and 3 schedule was great for their homelife and overall wellbeing. This 4 and 3 schedule allowed us to open earlier and close later (10 hour days). We went from an 8:30a – 4:30p schedule to a 7-5 schedule. Our tax payers quickly took advantage of these extended hours. Doctor's appointments could be scheduled without taking days off and sick time almost came to an end.

The issue that developed was vacation time. We are a very busy office and some days we only had two front staff members. With summer approaching and boat and ATV registrations bringing in busier days, we found that this was problematic.

We had a decision to make, go back to our old schedule, or everyone taking the same day off. It was a no-brainer for the crew. With a little research, we were able to convince my Council to support this idea.

It's been proven that a 3 day weekend is great for employee attraction and retention. I placed a large sign outside the town office letting the public know that we will be changing our office hours. The public has been very supportive so far.

The sign has been in place for the past month. This week is the last week that we will be open on Fridays.

The staff would welcome the opportunity to begin discussion with the board about the possibility of moving to a four-day work week in Belgrade.

Stetkis also said training new hires is a challenge, particularly motor vehicles because the Bureau of Motor Vehicles training doesn't include the TRIO/Harris electronic process.

The part-time dilemma

In Scarborough, one of the longtime trouble spots is part-time employees. Community Services Director Todd Souza describes his department as a "catch-all" that includes not only before- and after- school programs, but also parks and grounds, the town's cable station and U.S. passports.

Souza says while his full-time staff can handle the pressure and is willing to flex when there is a need, it is difficult to cover odd shifts, such as the two to three hours after school daily. There is a definite need for the childcare, he said. "We turn away 100 people a year, easy. We don't have the space and the staff."

Even before 2020, part time was struggling, Souza said. "We found we could not hire part-time, seasonal staff." The same applied to the after-school program. "Part time is still sketchy."

Souza said the town has had to adjust in different ways, such as in hiring 15- to 18-year-olds for summer camp. It also has added incentives, including adding bonuses to the childcare program for number of shifts worked.

Schedule flexibility has had to be adjusted, too, on commitment to number of days and hours. It means you need more employees to cover, Souza said. "It actually costs more."

Bath Parks and Recreation Director Steve Balboni also can't find enough people to staff maintenance for the Parks and Cemeteries division. "We still get the job done, but there is certainly a longer time that it takes," he said.

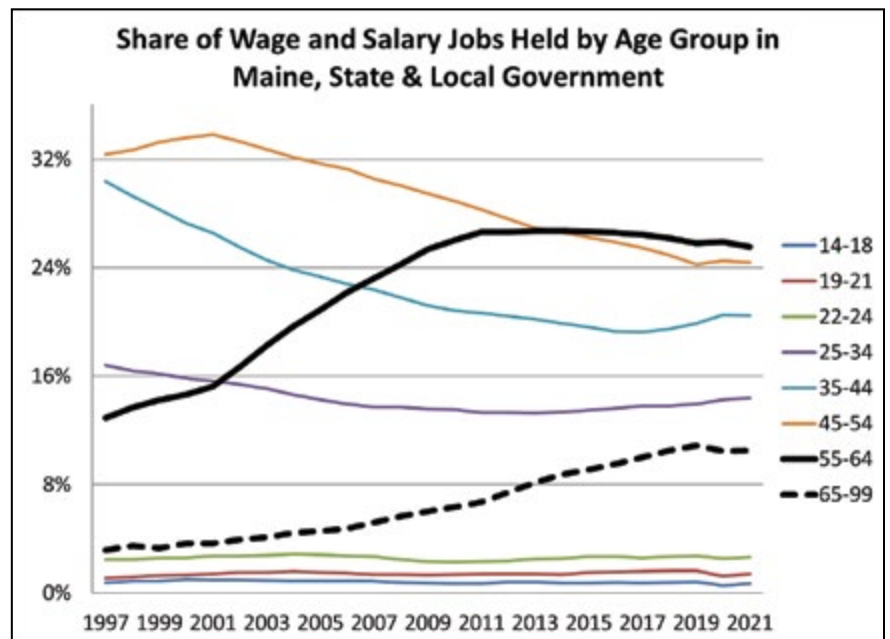
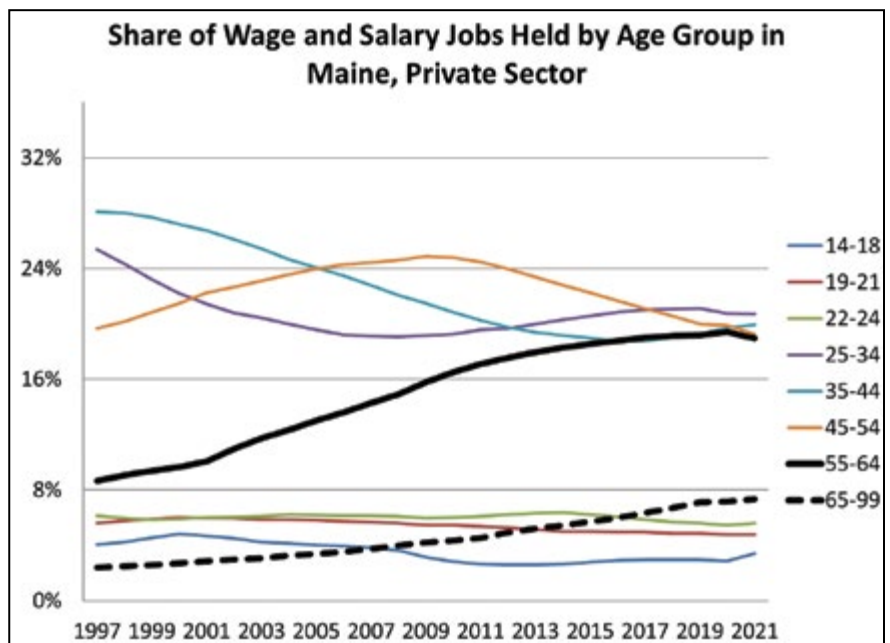
"What I find in the parks and recreation field is that we all do everything we can to keep providing services to our citizens," Balboni said. "Here in Bath, it means current staff take on more than what is in their job description. For example, as we went over a year without an arborist, I had to respond to citizen requests and subcontract out the work that normally would be done in house."

The education pipeline

Finding trained, qualified individuals for critical roles has plagued Lincoln for at least a couple of years, said Town Manager Rick Bronson.

"Like many, our police department remains almost eternally short on staff," he said. "We have not been able to meet what we call full staff for more than two years. Currently we would, if we could, hire as many as six more immediately."

Bronson points to a bottleneck at the Maine Criminal Justice Academy, saying that until it runs at a sufficient scale, "we will never get back to full staff." And he asks these questions: "... Is it too difficult for putting simple primary responders on the street? Are the citizens better off to get a potentially lesser responder but at least



get some response or better off to wait, sometimes for extended periods to get a more trained officer, if in fact any?"

Lincoln also is struggling to have a full staff of EMS professionals. Bronson again points to the need for more schools across the state, as well as whether standards are set too high, which hobbles the ability to have enough staff to make timely responses.

Easton Town Manager Gardner weighed in on education, saying that the University of Maine's Master of Public Administration program was a pipeline. The program was eliminated from the school's offerings in June 2012 due to low enrollment.

The path to municipal employment needs to be in some type of curriculum, Gardner said. "We've got to start branching out."

Included in that discussion must be benefits and not just health insurance. "Try to find the thing that matters to the younger generation," he said.

Attention to retention

"What is meaningful? Is it just the pay?" asked Gardner.

"Employees, they want to feel like they're making a difference," Biddeford's Bennett said. "Rethink the relationship with our employees. It's a different relationship than throwing a bonus at somebody."

He added, "This issue is not going to go away."

Biddeford has focused on mental health, for example, and providing services to all employees, including an app the city pays for that gets an employee a virtual appointment with a specialist in three days or less. "Just recognize that those issues are so much more important," he said.

The city also gave surprise bonuses to non-union employees in December and raises of three percent, although five percent was budgeted. However, Bennett said, he reserved the right to increase wages at a later date if necessary. "Nobody complained," he said.

Orono's Wilson said that staff is dealing with much more now, specifically the way socially acceptable behavior has changed, putting employees in front of aggressive residents.

It takes a toll, she said. "It's changed the dynamic."

When staff asks to change from a less public-facing role, she said that has to be a factor.

It's about "caring about employees," Bennett said, "making an investment in employees." ▲

Meeting Municipal Training & Education Needs – A Series.



RECRUITING



TRAINING



RESEARCH

The future of Maine's municipal workforce represents a set of multi-faceted challenges that command multi-faceted solutions. Maine's towns and cities are collectively grappling with the ongoing pandemic, effects of inflation, and demographic changes in the state, which present questions around recruiting and retaining employees; educating and training their incumbent workforce for the changing nature of municipal government; and staying up-to-date on emerging educational needs.

However, there is a silver lining. Through it all, MMA members are exploring and embracing innovative strategies and resources for workforce development. In 2023, the Association will be highlighting these efforts, as well as new initiatives in development and currently in use by members, partners, and MMA to meet workforce development needs through the publication of six articles throughout the year.

The first installment of the "Meeting Municipal Training & Education Needs" series will be published in the March edition of the magazine and focus on the resources and funds available to support workforce development and training.

Memo

Warrants

Payroll Warrant 73	\$ 2,592.85
Payroll Warrant 74	\$ 24,416.66
BMV Warrant 75	\$ 7,397.36
Registry of Deeds/Liens Warrant 76	\$ 1,026.00
Payroll Warrant 77	\$ 24,191.59
BMV Warrant 78	\$ 5,199.50
State Payables 79	\$ 18,023.15
Payroll Warrant 80	\$ 2,011.16
AP Warrant 81	\$618,495.97

WARRANT: 74

Check	D / D	Check	Employee	Gross Pay
Total	14,331.24	24,416.66		19,350.45

Put into A/P	6,882.40
Taken out of A/P	(9,656.67)
Total Payroll	21,642.39

Count	
Checks	35

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 _____
MELANIE JEWELL, SELECTPERSON _____
DANIEL NEWMAN, SELECTPERSON _____
PETER RUSHTON, SELECTPERSON _____
CAROL JOHNSON, V. CHAIR *Carol Johnson* _____
LORNA DEE NICHOLS, TOWN MANAGER _____



A / P Warrant

Warrant 75

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
00021 STATE OF MAINE, BMV					
0262	24063	06	BMV REPORT	06-20-06-24-202	
BMV REPORT			G 1-214-00	7,397.36	0.00
	GEN'L FUND / BMV				
			Vendor Total-	7,397.36	
			Prepaid Total-	0.00	
			Current Total-	7,397.36	
			EFT Total-	0.00	
			Warrant Total-	7,397.36	

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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 76

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00003 REGISTRY OF DEEDS						
0264	24064	06	2022 TAX LIEN RECORDING	54		
2022 TAX LIEN RECORDING			E 01-10-47-02		1,026.00	0.00
GEN'L GOV. / ADMIN - FEES / FILING						
Vendor Total-					1,026.00	
Prepaid Total-					0.00	
Current Total-					1,026.00	
EFT Total-					0.00	
Warrant Total-					1,026.00	

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

Payroll Warrant
Pay Date: 07/05/2023

WARRANT: 77

Check	D / D	Check	Employee	Gross Pay
202302409 2	92.35	0.00	879 PETER RUSHTON	100.00
202302409 3	880.22	0.00	191 KENNETH J SCHENO	1,071.20
202302409 4	1,008.32	0.00	07 MARY VOGEL	1,360.00
202302409 5	406.30	0.00	902 ISAAC W WORCESTER	480.00
202302409 6	315.12	0.00	261 Jeffrey W Worthing	360.83
202302409 7	0.00	17,911.71	D / D 213 ANDROSCOGGIN SAVINGS BANK	
202302409 8	0.00	5,374.49	T & A 4 DEPARTMENT OF TREASURY	
202302409 9	0.00	835.94	T & A 1 TREASURER, STATE OF MAINE	
Total	17,911.71	24,984.52		24,191.59

Put into A/P **8,020.01**
 Taken out of A/P **(6,210.43)**

Total Payroll 26,794.10

Count

 Checks 39

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 78

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00021 STATE OF MAINE, BMV						
0272	24069	07	BMV REPORT		062423-06302023	
BMV REPORT			G 1-214-00		5,199.50	0.00
			GEN'L FUND / BMV			
				Vendor Total-	5,199.50	
				Prepaid Total-	0.00	
				Current Total-	5,199.50	
				EFT Total-	0.00	
				Warrant Total-	5,199.50	

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

A / P Warrant

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount	Encumbrance	
00023 INLAND FISHERIES AND WILDLIFE					
0273	24070	07	06-01-23-06-30-23	JUNE IF&W	
JUNE IF&W REPORT - 23	G 1-215-00			17,888.95	0.00
	GEN'L FUND / IF&W				
			Vendor Total-	17,888.95	
00349 TREASURER, STATE OF MAINE					
0273	24071	07	06-01-2023-06-30-2023	JUNE VITALS	
JUNE IF&W -2023	G 1-213-00			25.20	0.00
	GEN'L FUND / STATE VITALS				
			Vendor Total-	25.20	
00024 TREASURER, STATE OF MAINE (A.W.)					
0273	24072	07	06-01-23-06-30-23	June Dog Report	
ANIMAL REPORT	G 1-210-00			109.00	0.00
	GEN'L FUND / DOG LICENSES				
			Vendor Total-	109.00	
			Prepaid Total-	0.00	
			Current Total-	18,023.15	
			EFT Total-	0.00	
			Warrant Total-	18,023.15	

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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 81

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00030 A.A.A. PORTABLE TOILETS						
0276	24074	07	VILLAGE GREEN TOILET	56279		
VILLAGE GREEN TOILET	E 13-10-20-07				325.00	0.00
	FACILITIES / PARKS - SERVICES / CONTRACTED					
			Invoice Total-		325.00	
0276	24074	07	TOWN TOILETS	56325		
PENNISULA PARK	E 13-10-20-06				175.00	0.00
	FACILITIES / PARKS - SERVICES / RENTALS					
FD	E 13-07-20-06				150.00	0.00
	FACILITIES / FD:DEPOT - SERVICES / RENTALS					
CEMETERY	E 12-01-20-06				150.00	0.00
	CEMETERY / CEMETERY - SERVICES / RENTALS					
NBFD	E 13-08-20-06				150.00	0.00
	FACILITIES / FD:NB - SERVICES / RENTALS					
CEMETERY HANDI	E 12-01-20-06				175.00	0.00
	CEMETERY / CEMETERY - SERVICES / RENTALS					
			Invoice Total-		800.00	
0276	24074	07	TOILET	56324		
TOILET	E 13-01-20-06				150.00	0.00
	FACILITIES / GENERAL - SERVICES / RENTALS					
			Invoice Total-		150.00	
			Vendor Total-		1,275.00	
00544 ADVANCE AUTO PARTS						
0276	24075	07	FILTER WRENCH	8455311653704		
FILTER WRENCH	E 13-01-30-04				21.98	0.00
	FACILITIES / GENERAL - SUPPLIES / OPERATING					
			Vendor Total-		21.98	
00271 BERNSTEIN, SHUR, SAWYER & NELSON						
0276	24076	07	MAY RETAINER	2023		
MAY RETAINER	E 01-10-15-02				1,100.00	0.00
	GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL					
			Invoice Total-		1,100.00	
0276	24076	07	JONE PERMIT	4043544		
JONE PERMIT	E 01-10-15-02				53.00	0.00
	GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL					
			Invoice Total-		53.00	
			Vendor Total-		1,153.00	
0020 CENTRAL MAINE POWER						
0276	24078	07	TOWN OFFICE ELECTRICITY	71001785721		
TOWN OFFICE ELECTRICITY	E 13-14-20-04				503.39	0.00
	FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY					
			Invoice Total-		503.39	
0276	24078	07	OLD TOWN HOUSE ELECTRICIT	714001741852		
OLD TOWN HOUSE ELECTRICIT	E 13-13-20-04				21.39	0.00
	FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY					
			Invoice Total-		21.39	
0276	24078	07	DEPOT FD	714001741851		
DEPOT FD	E 13-07-20-04				56.35	0.00
	FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY					
			Invoice Total-		56.35	
0276	24078	07	SAND&SALT SHED ELECTRICIT	709001769759		
SAND&SALT SHED ELECTRICIT	E 13-05-20-04				56.59	0.00
	FACILITIES / SALT & SAND - SERVICES / ELECTRICITY					
			Invoice Total-		56.59	

Warrant 81

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0276	24078	07	GARAGE ELECTRICITY		722001651196	
GARAGE ELECTRICITY			E 13-04-20-04		53.39	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
			Invoice Total-		53.39	
0276	24078	07	10 DALTON ELECTRICITY		711001752976	
10 DALTON ELECTRICITY			E 13-11-20-04		85.01	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		85.01	
0276	24078	07	8 DALTON ELECTRICITY		714001736978	
8 DALTON ELECTRICITY			E 13-11-20-04		34.03	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		34.03	
0276	24078	07	LAKES FD ELECTRICITY		717001715542	
LAKES FD ELECTRICITY			E 13-06-20-04		146.69	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
			Invoice Total-		146.69	
0276	24078	07	18 DALTON ELECTRICITY		710001761548	
18 DALTON ELECTRICITY			E 13-11-20-04		20.41	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
			Invoice Total-		20.41	
0276	24078	07	VILLAGE GREEN ELECTRICITY		705001792558	
VILLAGE GREEN ELECTRICITY			E 13-10-20-04		20.16	0.00
			FACILITIES / PARKS - SERVICES / ELECTRICITY			
			Invoice Total-		20.16	
0276	24078	07	CFAS OUTBUILDING ELECTRIC		706001790503	
CFAS OUTBUILDING ELECTRIC			E 13-02-20-04		20.16	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		20.16	
0276	24078	07	CFAS ELECTRICITY		722001847644	
CFAS ELECTRICITY			E 13-02-20-04		534.40	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
			Invoice Total-		534.40	
0276	24078	07	MAIN ST DAM ELECTRICITY		707001777586	
MAIN ST DAM ELECTRICITY			E 96-01-99-99		22.38	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		22.38	
0276	24078	07	WINGS MILL DAM ELECTRICIT		714001736029	
WINGS MILL DAM ELECTRICIT			E 96-01-99-99		22.13	0.00
			DAMS / DAMS - EXPENSE / EXPENSE			
			Invoice Total-		22.13	
0276	24078	07	NBCC ELECTRICITY		706001787581	
NBCC ELECTRICITY			E 13-03-20-04		190.01	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
			Invoice Total-		190.01	
0276	24078	07	NBFD ELECTRICITY		706001787580	
NBFD ELECTRICITY			E 13-08-20-04		35.67	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			
			Invoice Total-		35.67	
0276	24078	07	TRANSFER STATION ELECTRIC		708001787828	
TRANSFER STATION ELECTRIC			E 13-09-20-04		578.71	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
			Invoice Total-		578.71	
0276	24078	07	STREET LIGHTS ELECTRICIT		718001712997	
STREET LIGHTS ELECTRICIT			E 05-25-20-04		116.88	0.00

Warrant 81

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
PUBLIC SAFTY / STREET LIGHT - SERVICES / ELECTRICITY						
Invoice Total-					116.88	
Vendor Total-					2,517.75	
C0099 CHARTER COMMUNICATIONS						
0276	24079	07	NBCC INTERNET			
NBCC INTERNET	E 13-03-20-01				118.00	0.00
FACILITIES / NBCC - SERVICES / COMMUNICATIO						
Vendor Total-					118.00	
C03843 CRAIG SMILEY						
0276	24080	07	HAY BALES	2		
HAY BALES	E 12-01-30-04				160.00	0.00
CEMETERY / CEMETERY - SUPPLIES / OPERATING						
Vendor Total-					160.00	
00774 CYR BUS LINE						
0276	24081	07	BOOTHBAY HARBOR TRIP			
BOOTHBAY HARBOR TRIP	E 25-30-20-02				1,500.00	0.00
RECREATION / REC PROGRAMS - SERVICES / TRANSPORTATI						
Vendor Total-					1,500.00	
C0107 DAVID HALLOWELL CONSTRUCTION LLC						
0276	24082	07	PULLED SHRUBS CEMETERY	1677		
PULLED SHRUBS CEMETERY	E 12-01-20-07				220.00	0.00
CEMETERY / CEMETERY - SERVICES / CONTRACTED						
Invoice Total-					220.00	
0276	24082	07	PULL SHRUBS CEMETERY	1704		
PULL SHRUBS CEMETERY	E 12-01-20-07				110.00	0.00
CEMETERY / CEMETERY - SERVICES / CONTRACTED						
Invoice Total-					110.00	
Vendor Total-					330.00	
C00841 DENNY BREAU						
0276	24083	07	CONVERT SERIES	6/26/2023		
CONVERT SERIES	E 25-30-31-12				600.00	0.00
RECREATION / REC PROGRAMS - SPECIAL / MUSIC PROGRA						
Vendor Total-					600.00	
C00844 DR POWER EQUIPMENT						
0276	24084	07	POWER GRADER	3765532		
POWER GRADER	E 12-01-40-03				1,533.97	0.00
CEMETERY / CEMETERY - PURCHASES / EQUIPMENT						
Vendor Total-					1,533.97	
C00000 ESTATE OF JEAN STEVENS						
0276	24085	07	2 CEMETERY LOTS BUYBACK			
2 CEMETERY LOTS BUYBACK	R 01-22				50.00	0.00
GEN'L GOV. - GRAVE OPENIN						
Vendor Total-					50.00	
C00288 GALE/CENGAGE LEARNING						
0276	24086	07	BOOKS AND PERIODICALS			
BOOKS AND PERIODICALS	E 30-01-30-09				127.35	0.00
LIBRARY / LIBRARY - SUPPLIES / BOOKS						
Vendor Total-					127.35	
C00066 GENERATORS OF MAINE, INC						
0276	24087	07	RESCUS 6 REPAIRS	2702		
RESCUS 6 REPAIRS	E 05-05-35-04				1,418.18	0.00
PUBLIC SAFTY / FD/ RSC DEPT - REPAIRS / FIRE TRUCKS						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			Invoice Total-		1,418.18	
0276	24087	07	TS ELECTRICAL REPAIRS	3481		
TS ELECTRICAL REPAIRS			E 13-09-35-05		1,262.00	0.00
			FACILITIES / TRANSFER STA - REPAIRS / ELECTRICAL			
			Invoice Total-		1,262.00	
			Vendor Total-		2,680.18	
00434 GROUP DYNAMIC, INC.						
0276	24088	07	HRA JULY 2023	2307		
HRA JULY 2023			E 23-10-99-99		36.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
			Vendor Total-		36.00	
00404 JORDAN EQUIPMENT CO						
0276	24089	07	VEST	1002		
VEST			E 13-01-30-08		18.48	0.00
			FACILITIES / GENERAL - SUPPLIES / UNIFORMS			
			Vendor Total-		18.48	
00638 LEAF						
0276	24090	07	CFAS COPIER	14944606		
CFAS COPIER			E 25-30-20-14		43.94	0.00
			RECREATION / REC PROGRAMS - SERVICES / COPIER			
			Vendor Total-		43.94	
00250 LEIGHTON SIGNWORKS						
0276	24091	07	CEMETERY MARKERS	10604		
CEMETERY MARKERS			E 12-01-30-04		90.00	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
			Vendor Total-		90.00	
00002 MAINE MUNICIPAL ASSOCIATION						
0276	24092	07	WORKER COMP	46330		*** SEPARATE ***
WORKER COMP			E 23-15-99-99		5,321.40	0.00
			INSURANCE / WORKERS COMP - EXPENSE / EXPENSE			
			Invoice Total-		5,321.40	
0276	24093	07	MMA PUBLICATION	1000425652		
MMA PUBLICATION			E 01-10-30-04		35.00	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OPERATING			
			Invoice Total-		35.00	
			Vendor Total-		5,356.40	
00161 MAINE PAPER SOLUTIONS LLC						
0276	24094	07	CFAS TRASH LINERS	519179		
CFAS TRASH LINERS			E 25-30-30-04		62.70	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / OPERATING			
			Vendor Total-		62.70	
00037 MAINE RESOURCE RECOVERY ASSOC						
0276	24095	07	ANNUAL MEMBERSHIP			
ANNUAL MEMBERSHIP			E 15-05-20-07		200.00	0.00
			SOLID WASTE / WASTE - SERVICES / CONTRACTED			
			Vendor Total-		200.00	
00582 MAINE TECHNOLOGY GROUP						
0276	24096	07	MONTHLY IT SERVICES	32208		
MONTHLY IT SERVICES			E 01-10-15-03		1,416.04	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT			
			Vendor Total-		1,416.04	
00532 MARSHALL GRINDING						

Warrant 81

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0276	24097	07	REBUILDING OF BRUSH PAD			
REBUILDING OF BRUSH PAD	E 15-05-31-01				9,500.00	0.00
	SOLID WASTE / WASTE - SPECIAL / EVENTS					
			Vendor Total-		9,500.00	
00768 MCFADDEN, KAREN						
0276	24098	07	SENIOR RESOURCE COMM			
SENIOR RESOURCE COMM	E 20-02-99-06				554.56	0.00
	SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING					
			Vendor Total-		554.56	
00256 MODERN PEST SERVICES						
0276	24099	07	CFAS PEST CONTROL	5902542		
CFAS PEST CONTROL	E 13-02-20-12				83.00	0.00
	FACILITIES / CFAS - SERVICES / PEST CONTROL					
			Vendor Total-		83.00	
00751 MOSQUITO BANDITOS						
0276	24100	07	SPRAY			
SPRAY	E 13-02-20-12				239.00	0.00
	FACILITIES / CFAS - SERVICES / PEST CONTROL					
			Vendor Total-		239.00	
00570 NAPA AUTO PARTS						
0276	24101	07	BLEACH WHITE	266401		
BLEACH WHITE	E 13-01-30-04				14.98	0.00
	FACILITIES / GENERAL - SUPPLIES / OPERATING					
			Vendor Total-		14.98	
00235 NEOKRAFT SIGNS						
0276	24102	07	CIRRUS EMX CONTROLLER	12389		
CIRRUS EMX CONTROLLER	E 13-14-35-08				1,502.70	0.00
	FACILITIES / TOWN OFFICE - REPAIRS / BUILDING					
			Vendor Total-		1,502.70	
00143 NORTH COAST SERVICES LLC						
0276	24103	07	ELECTRONIC DISPOSAL	42857		
ELECTRONIC DISPOSAL	E 15-05-20-13				126.00	0.00
	SOLID WASTE / WASTE - SERVICES / DISPOSAL					
			Vendor Total-		126.00	
00387 OVERHEAD DOOR COMPANY						
0276	24104	07	NBFD DOORS	0018762		
NBFD DOORS	E 13-08-35-14				1,533.35	0.00
	FACILITIES / FD:NB - REPAIRS / DOORS					
			Invoice Total-		1,533.35	
0276	24104	07	SALT SHED DOORS	18792		
SALT SHED DOORS	E 13-05-35-14				1,308.50	0.00
	FACILITIES / SALT & SAND - REPAIRS / DOORS					
			Invoice Total-		1,308.50	
			Vendor Total-		2,841.85	
00842 PAT COLWELL						
0276	24105	07	CONCERT SERIES			
CONCERT SERIES	E 25-30-31-12				700.00	0.00
	RECREATION / REC PROGRAMS - SPECIAL / MUSIC PROGRA					
			Vendor Total-		700.00	
00182 PIKE INDUSTRIES, INC.						
0276	24106	07	EROSION STONE	1233970		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
EROSION STONE			E 10-01-30-13		472.71	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED			
			Vendor Total-		472.71	
00713 POULSON, CHRISTINE						
0276	24107	07	CONCERT SERIES	2023		
CONCERT SERIES			E 25-30-31-12		700.00	0.00
			RECREATION / REC PROGRAMS - SPECIAL / MUSIC PROGRA			
			Vendor Total-		700.00	
00040 POWER EQUIPMENT PLUS						
0276	24108	07	TRIMMER LINE	99227996		
TRIMMER LINE			E 12-01-30-04		44.99	0.00
			CEMETERY / CEMETERY - SUPPLIES / OPERATING			
			Vendor Total-		44.99	
00775 RASMUSSEN, HANS						
0276	24109	07	CEO MILEAGE REIMBURSMNT	197		
CEO MILEAGE REIMBURSMNT			E 01-20-20-02		90.62	0.00
			GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPORTATI			
			Vendor Total-		90.62	
00003 REGISTRY OF DEEDS						
0276	24110	07	6 LIEN DISCHARGES			
6 LIEN DISCHARGES			E 01-10-47-01		114.00	0.00
			GEN'L GOV. / ADMIN - FEES / DISCHARGE			
			Vendor Total-		114.00	
0385 RJD APPRAISAL						
0276	24111	07	JULY ASSESSING SERVICES			
JULY ASSESSING SERVICES			E 01-10-15-04		2,312.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING			
			Vendor Total-		2,312.50	
00034 RSU # 18						
0276	24112	07	INSTALLMENT-			
RSU # 18 INSTALLMENT			E 31-01-99-99		568,921.25	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
			Vendor Total-		568,921.25	
00478 SEACOAST SECURITY, INC						
0276	24113	07	CFAS ADDED CODE	846344		
CFAS ADDED CODE			E 13-02-20-10		15.00	0.00
			FACILITIES / CFAS - SERVICES / SECURITY			
			Invoice Total-		15.00	
0276	24113	07	TOWN OFFICE ADDED CODE	846342		
TOWN OFFICE ADDED CODE			E 13-14-20-10		30.00	0.00
			FACILITIES / TOWN OFFICE - SERVICES / SECURITY			
			Invoice Total-		30.00	
			Vendor Total-		45.00	
0130 STAPLES CREDIT PLAN						
0276	24114	07	ENVELOPES	3277499611		
ENVELOPES			E 01-10-30-03		79.98	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		79.98	
0276	24114	07	FILE FOLDERS	3281472961		
FILE FOLDERS			E 01-10-30-03		57.78	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
			Invoice Total-		57.78	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Vendor Total-					137.76	
00048 TREASURER, STATE OF MAINE						
0276	24115	07	PLUMBING PERMITS			
PLUMBING PERMITS	G 1-211-00				300.00	0.00
	GEN'L FUND / PLUMB. PERM.					
Vendor Total-					300.00	
00611 TREASURER, STATE OF MAINE						
0276	24116	07	COMPOST LICENSE	0606231		
COMPOST LICENSE	E 15-05-46-07				190.00	0.00
	SOLID WASTE / WASTE - LICENSES / TRNSFR STATN					
Vendor Total-					190.00	
00253 TURF DOCTOR						
0276	24117	07	TOWN OFFICE LAWN TREATMEN	303983		
TOWN OFFICE LAWN TREATMEN	G 2-563-00				1,695.00	0.00
	SPEC REVENUE / ARPA FUNDS					
Invoice Total-					1,695.00	
0276	24117	07	CEMETERY TREATMENT	303982		
CEMETERY TREATMENT	G 2-563-00				7,995.00	0.00
	SPEC REVENUE / ARPA FUNDS					
Invoice Total-					7,995.00	
Vendor Total-					9,690.00	
00712 ULINE						
0276	24118	07	STEEL STRAP SEALER	164907748		
STEEL STRAP SEALER	E 15-05-30-04				163.96	0.00
	SOLID WASTE / WASTE - SUPPLIES / OPERATING					
Vendor Total-					163.96	
00304 VOGEL, MARY						
0276	24119	07	MILEAGE REIMBURSMENT	6/13-6/15		
MILEAGE REIMBURSMENT	E 01-10-20-02				18.04	0.00
	GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI					
Vendor Total-					18.04	
00013 WASTE MANAGEMENT OF						
0276	24120	07	CFAS DUMPSTER	2068107-2080-8		
CFAS DUMPSTER	E 25-30-20-07				92.74	0.00
	RECREATION / REC PROGRAMS - SERVICES / CONTRACTED					
Vendor Total-					92.74	
00369 WB MASON CO, INC						
0276	24121	07	POST IT NOTES	239106335		
POST IT NOTES	E 01-10-30-03				59.52	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / OFFICE					
Vendor Total-					59.52	
00795 WORTHING, JEFF						
0276	24122	07	MIELAGE REIMBURSMENT	4/2/2023-6/30		
MIELAGE REIMBURSMENT	E 05-30-20-02				290.00	0.00
	PUBLIC SAFTY / ACO - SERVICES / TRANSPORTATI					
Vendor Total-					290.00	

Vendor	Amount	Account
01 GEN'L GOV.		
01-0 GEN'L GOV. / NO DIVISION CONT'D		
00271 - BERNSTEIN, SHUR, SAWYER & NELSC	1,100.00	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
00271 - BERNSTEIN, SHUR, SAWYER & NELSC	53.00	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
00000 - ESTATE OF JEAN STEVENS	50.00	R 01-22 GEN'L GOV. - GRAVE OPENIN
00582 - MAINE TECHNOLOGY GROUP	1,416.04	E 01-10-15-03 GEN'L GOV. / ADMIN - PROFESSIONAL / IT SUPPORT
00002 - MAINE MUNICIPAL ASSOCIATION	35.00	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00775 - RASMUSSEN, HANS	90.62	E 01-20-20-02 GEN'L GOV. / CODE ENFORCE - SERVICES / TRANSPOR
00003 - REGISTRY OF DEEDS	114.00	E 01-10-47-01 GEN'L GOV. / ADMIN - FEES / DISCHARGE
00385 - RJD APPRAISAL	2,312.50	E 01-10-15-04 GEN'L GOV. / ADMIN - PROFESSIONAL / ASSESSING
00130 - STAPLES CREDIT PLAN	79.98	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00130 - STAPLES CREDIT PLAN	57.78	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00304 - VOGEL, MARY	18.04	E 01-10-20-02 GEN'L GOV. / ADMIN - SERVICES / TRANSPORTATI
00369 - WB MASON CO, INC	59.52	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
Division Total-	5,386.48	
Department Total-	5,386.48	
05 PUBLIC SAFETY		
05-0 PUBLIC SAFETY / NO DIVISION CONT'D		
00795 - WORTHING, JEFF	290.00	E 05-30-20-02 PUBLIC SAFETY / ACO - SERVICES / TRANSPORTATI
00066 - GENERATORS OF MAINE, INC	1,418.18	E 05-05-35-04 PUBLIC SAFETY / FD/ RSC DEPT - REPAIRS / FIRE TRU
00020 - CENTRAL MAINE POWER	116.88	E 05-25-20-04 PUBLIC SAFETY / STREET LIGHT - SERVICES / ELECTRI
Division Total-	1,825.06	
Department Total-	1,825.06	
10 PUBLIC WORKS		
10-0 PUBLIC WORKS / NO DIVISION CONT'D		
00182 - PIKE INDUSTRIES, INC.	472.71	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGAT
Division Total-	472.71	
Department Total-	472.71	
12 CEMETERY		
12-0 CEMETERY / NO DIVISION CONT'D		
00040 - POWER EQUIPMENT PLUS	44.99	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00843 - CRAIG SMILEY	160.00	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00107 - DAVID HALLOWELL CONSTRUCTION	220.00	E 12-01-20-07 CEMETERY / CEMETERY - SERVICES / CONTRACTED
00107 - DAVID HALLOWELL CONSTRUCTION	110.00	E 12-01-20-07 CEMETERY / CEMETERY - SERVICES / CONTRACTED
00844 - DR POWER EQUIPMENT	1,533.97	E 12-01-40-03 CEMETERY / CEMETERY - PURCHASES / EQUIPMENT
00250 - LEIGHTON SIGNWORKS	90.00	E 12-01-30-04 CEMETERY / CEMETERY - SUPPLIES / OPERATING
00030 - A.A.A. PORTABLE TOILETS	175.00	E 12-01-20-06 CEMETERY / CEMETERY - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	150.00	E 12-01-20-06 CEMETERY / CEMETERY - SERVICES / RENTALS
Division Total-	2,483.96	
Department Total-	2,483.96	
13 FACILITIES		
13-0 FACILITIES / NO DIVISION CONT'D		
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-08-20-06 FACILITIES / FD:NB - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	325.00	E 13-10-20-07 FACILITIES / PARKS - SERVICES / CONTRACTED
00030 - A.A.A. PORTABLE TOILETS	175.00	E 13-10-20-06 FACILITIES / PARKS - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-07-20-06 FACILITIES / FD:DEPOT - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-01-20-06 FACILITIES / GENERAL - SERVICES / RENTALS
00020 - CENTRAL MAINE POWER	503.39	E 13-14-20-04 FACILITIES / TOWN OFFICE - SERVICES / ELECTRICIT
00020 - CENTRAL MAINE POWER	21.39	E 13-13-20-04 FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICI
00020 - CENTRAL MAINE POWER	56.35	E 13-07-20-04 FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	56.59	E 13-05-20-04 FACILITIES / SALT & SAND - SERVICES / ELECTRICIT
00020 - CENTRAL MAINE POWER	53.39	E 13-04-20-04 FACILITIES / GARAGE - SERVICES / ELECTRICITY

Vendor	Amount	Account
13 FACILITIES CONT'D		
13-0 FACILITIES / NO DIVISION CONT'D		
00020 - CENTRAL MAINE POWER	85.01	E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	34.03	E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	146.69	E 13-06-20-04 FACILITIES / FD:LAKES - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	20.41	E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	20.16	E 13-10-20-04 FACILITIES / PARKS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	20.16	E 13-02-20-04 FACILITIES / CFAS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	534.40	E 13-02-20-04 FACILITIES / CFAS - SERVICES / ELECTRICITY
00404 - JORDAN EQUIPMENT CO	18.48	E 13-01-30-08 FACILITIES / GENERAL - SUPPLIES / UNIFORMS
00066 - GENERATORS OF MAINE, INC	1,262.00	E 13-09-35-05 FACILITIES / TRANSFER STA - REPAIRS / ELECTRICAL
00020 - CENTRAL MAINE POWER	190.01	E 13-03-20-04 FACILITIES / NBCC - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	35.67	E 13-08-20-04 FACILITIES / FD:NB - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	578.71	E 13-09-20-04 FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY
00570 - NAPA AUTO PARTS	14.98	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00544 - ADVANCE AUTO PARTS	21.98	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00256 - MODERN PEST SERVICES	83.00	E 13-02-20-12 FACILITIES / CFAS - SERVICES / PEST CONTROL
00478 - SEACOAST SECURITY, INC	15.00	E 13-02-20-10 FACILITIES / CFAS - SERVICES / SECURITY
00478 - SEACOAST SECURITY, INC	30.00	E 13-14-20-10 FACILITIES / TOWN OFFICE - SERVICES / SECURITY
00099 - CHARTER COMMUNICATIONS	118.00	E 13-03-20-01 FACILITIES / NBCC - SERVICES / COMMUNICATIO
00751 - MOSQUITO BANDITOS	239.00	E 13-02-20-12 FACILITIES / CFAS - SERVICES / PEST CONTROL
00235 - NEOKRAFT SIGNS	1,502.70	E 13-14-35-08 FACILITIES / TOWN OFFICE - REPAIRS / BUILDING
00387 - OVERHEAD DOOR COMPANY	1,533.35	E 13-08-35-14 FACILITIES / FD:NB - REPAIRS / DOORS
00387 - OVERHEAD DOOR COMPANY	1,308.50	E 13-05-35-14 FACILITIES / SALT & SAND - REPAIRS / DOORS
Division Total-	9,453.35	
Department Total-	9,453.35	
15 SOLID WASTE		
15-0 SOLID WASTE / NO DIVISION CONT'D		
00037 - MAINE RESOURCE RECOVERY ASSOC	200.00	E 15-05-20-07 SOLID WASTE / WASTE - SERVICES / CONTRACTED
00532 - MARSHALL GRINDING	9,500.00	E 15-05-31-01 SOLID WASTE / WASTE - SPECIAL / EVENTS
00143 - NORTH COAST SERVICES LLC	126.00	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
00611 - TREASURER, STATE OF MAINE	190.00	E 15-05-46-07 SOLID WASTE / WASTE - LICENSES / TRNSFR STATN
00712 - ULINE	163.96	E 15-05-30-04 SOLID WASTE / WASTE - SUPPLIES / OPERATING
Division Total-	10,179.96	
Department Total-	10,179.96	
20 SOCIAL SRVS		
20-0 SOCIAL SRVS / NO DIVISION CONT'D		
00768 - MCFADDEN, KAREN	554.56	E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM
Division Total-	554.56	
Department Total-	554.56	
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
00002 - MAINE MUNICIPAL ASSOCIATION	5,321.40	E 23-15-99-99 INSURANCE / WORKERS COMP - EXPENSE / EXPENSE
Division Total-	5,357.40	
Department Total-	5,357.40	
25 RECREATION		
25-0 RECREATION / NO DIVISION CONT'D		
00161 - MAINE PAPER SOLUTIONS LLC	62.70	E 25-30-30-04 RECREATION / REC PROGRAMS - SUPPLIES / OPERAT
00638 - LEAF	43.94	E 25-30-20-14 RECREATION / REC PROGRAMS - SERVICES / COPIER
00842 - PAT COLWELL	700.00	E 25-30-31-12 RECREATION / REC PROGRAMS - SPECIAL / MUSIC PF
00841 - DENNY BREAU	600.00	E 25-30-31-12 RECREATION / REC PROGRAMS - SPECIAL / MUSIC PF

Department Summary

Pay Date: 07/12/2023

Vendor	Amount	Account
25 RECREATION CONT'D		
25-0 RECREATION / NO DIVISION CONT'D		
00774 - CYR BUS LINE	1,500.00	E 25-30-20-02 RECREATION / REC PROGRAMS - SERVICES / TRANSP
00013 - WASTE MANAGEMENT OF	92.74	E 25-30-20-07 RECREATION / REC PROGRAMS - SERVICES / CONTRA
00713 - POULSON, CHRISTINE	700.00	E 25-30-31-12 RECREATION / REC PROGRAMS - SPECIAL / MUSIC PF
Division Total-	3,699.38	
Department Total-	3,699.38	
30 LIBRARY		
30-0 LIBRARY / NO DIVISION CONT'D		
00288 - GALE/CENGAGE LEARNING	127.35	E 30-01-30-09 LIBRARY / LIBRARY - SUPPLIES / BOOKS
Division Total-	127.35	
Department Total-	127.35	
31 SCHOOL		
31-0 SCHOOL / NO DIVISION CONT'D		
00034 - RSU # 18	568,921.25	E 31-01-99-99 SCHOOL / RSU 18 - EXPENSE / EXPENSE
Division Total-	568,921.25	
Department Total-	568,921.25	
96 DAMS		
96-0 DAMS / NO DIVISION CONT'D		
00020 - CENTRAL MAINE POWER	22.38	E 96-01-99-99 DAMS / DAMS - EXPENSE / EXPENSE
00020 - CENTRAL MAINE POWER	22.13	E 96-01-99-99 DAMS / DAMS - EXPENSE / EXPENSE
Division Total-	44.51	
G/L Account Total	44.51	
G/L Accounts		
G/L Accounts-0 / NO DIVISION CONT'D		
00048 - TREASURER, STATE OF MAINE	300.00	G 1-211-00 GEN'L FUND / PLUMB. PERM.
00253 - TURF DOCTOR	1,695.00	G 2-563-00 SPEC REVENUE / ARPA FUNDS
00253 - TURF DOCTOR	7,995.00	G 2-563-00 SPEC REVENUE / ARPA FUNDS
Division Total-	9,990.00	
G/L Account Total	9,990.00	
Final Total-	618,495.97	

A / P Warrant

Warrant 81

Jrnl	Check	Month	Invoice Description	Reference	
Description	Account		Proj	Amount	Encumbrance
			Prepaid Total-	0.00	
			Current Total-	618,495.97	
			EFT Total-	0.00	
			Warrant Total-	618,495.97	

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

TM Report 07/11/2023

Village Green Craft Fair Series –Contact Dan MacGlashing for more information. Upcoming dates: July 30, August 27, September 24, October 7.

Browntail Moth – We received the contract between the Town and State and have the signed document on file. Funds must be used by June, 2024 and will be done by reimbursement. The plan will be to begin mitigation in April, 2024 for the upcoming moth cycle.

Grub Control – Grub treatment is all done. These bills will be on the next warrant. Lots of the seeding has been done in the cemetery as weather permits.

CFAS – Facilities Maintenance is waiting on quotes for the roof and chimney repairs and will get that scheduled as soon as we approve the quotes.

NBCC – Facilities Maintenance is also waiting for a roof quote at the North Belgrade Community Center and will get that scheduled as soon as we approve the quote.

Talking sign – The sign is back and running again.

PSAP – We received the contract for services through Waterville with services taking effect July 12. The State of Maine has been notified of the provider update.

DRY HYDRANT RFP – We received two proposals that were opened June 28. Fire Chief Dan MacKenzie would like to budget for this in 2024. These two proposals are included in your packet for July 11.

AUTHOR PAUL DOIRON – A great event held at the CFAS June 29. At least 200 people showed up to hear Paul Doiron talk about his latest book, set on Great Pond. It started with a catered meet-and-greet, then the author read a passage from the book, held a Q and A, and signed lots of books. The library and bookstore did Belgrade proud!

4th of JULY – activities were well attended due to a clearing with the rainy weather system that has been plaguing Maine the last several weeks.

RFP's – Banking and Investment Management services request for proposals are due July 14 and will be included for your July 18 meeting along with follow up and discussion on Property Management services for the Dalton properties with Spectrum Property Management. All other RFP's are on your agenda for July 11.

OPEN POSITIONS - We will be advertising for three positions (1) assistant to the Recreation Director to fill a vacancy and (1) part-time Deputy Clerk with the pending retirement of Charlene Houle and (1) full-time Deputy Clerk with the resignation of Deb Nichols.

CODE ENFORCEMENT - To date 52 plumbing permits and 40 building permits have been issued. Historically building permits exceed plumbing permits, but we are seeing a change from building decks and accessory structures to interior renovations.

Most of the violations our Code Enforcement Officer is pursuing focus on sanitary septic systems and the use of temporary portable toilets as permanent facilities. Port-a-Jons have become a large gray area in the enforcement of black water disposal.

VILLAGE GREEN CONCERT SERIES 6-8 p.m. – July 13 Pat Colwell and The Soul Sensations; July 20 Denny Breau; July 27 The Fossils; August 3 Bob Colwell Trio; August 10 Midnight Breakfast; August 17 The Maniacs; August 24 Frenzie; August 31 The Magnie Family; September 7 Chris Poulson and The Social Club.

On the radar

Water Trustee appointments (2 positions open)

Comprehensive Plan Committee / Plan updates (KVCOG contracted for updates)

LD 2003

Possible Broadband Committee

Strategic Planning/Goals for 2023

Permit/Code Enforcement Modules – updates

Truck for Facilities

CFAS repairs

American Rescue Fund expenditures (finalize)

Tax Stabilization Reimbursement (LD290)