

TOWN OF BELGRADE  
**Meeting Agenda**  
BOARD OF SELECTPERSONS  
SEPTEMBER 5, 2023 / REGULAR MEETING 6:30 P.M.  
BELGRADE TOWN OFFICE

*This meeting will be conducted in person. The public may also view the meeting and participate online at <https://us02web.zoom.us/j/81131427984>*

**Call to Order and Pledge of Allegiance**

Establish quorum.

***Open Meeting***

1. Public Comment
2. Review and approve minutes of August 15, 2023
3. UNFINISHED BUSINESS
  - A. Spectrum Property Management Agreements
  - B. Transfer Station Roof Replacement RFP
  - C. Fire Department Land Purchase/testing
  - D. CIMS Cemetery Software Upgrade
4. NEW BUSINESS
  - A. Appointments, Resignations
  - B. Report from Library Director and Board Chair
  - C. Recruiting New Committee Members
  - D. Cemetery Lot purchase request
  - E. Summer Residents Meeting
5. OTHER BUSINESS
6. WARRANTS
7. TOWN MANAGER REPORT
8. EXECUTIVE SESSION 1 M.R.S.A. §405(6) – personnel matter, if needed.

# Memo

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## Minutes

Review and approve minutes of August 15, 2023.

TOWN OF BELGRADE  
**Meeting Minutes**  
BOARD OF SELECTPERSONS  
**AUGUST 15, 2023 / REGULAR MEETING 6:30 P.M.**  
BELGRADE TOWN OFFICE

*The public may view the meeting online at [https://youtu.be/qX1xxFq\\_bOc](https://youtu.be/qX1xxFq_bOc)*

**Present:** Chair Barbara Allen, Vice Chair Carol Johnson, Selectperson Peter Rushton, Selectperson Melanie Jewell, Bruce Galouch, Mary Vogel, Tracy Malloy, Jeff Worthing, Kristen Evans, Kathy Atkinson, Christine Emmons.

**Remote participants:** Jason Stevens, Richard Bourne, Lynn Appleton, Selectperson Daniel Newman (7:55 p.m.).

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

**Established quorum.**

***Open Meeting***

***Public Comment:***

Bruce Galouch spoke of the continued safety issues at the intersection of the Manchester Road/Wings Mills Road and asked if the Town could send another request to the Sheriff's Office for increased patrols and visibility during nighttime hours.

Kathy Atkinson of Friends of Belgrade Lakes Village announced that they have a property under contract with plans for public parking near the Village Green. They should close on the property January 31, 2024, and begin site work in February.

Vice Chair Carol Johnson publicly thanked the Fire & Rescue Department for hosting another wonderful Bean Hole Bean Supper with a higher attendance than last year. Great job!

***Review and approve minutes of August 1, 2023:***

**Motion by Chair Barbara Allen to approve the minutes of August 1, 2023, seconded by Vice Chair Carol Johnson, vote 4-1 with 1 absence.**

**UNFINISHED BUSINESS**

***4 Day Work Week Mailer:***

A draft tri-fold mailer with tear-away panel was presented to the Board for their review, along with a draft budget for the cost to put these together and mail out to all households.

After discussion on the cost effectiveness of the mailing and how many would be returned to the town, the Board agreed to a trial period of six months, moving to a 4-day schedule for the Town Office.

**Motion by Chair Melanie Jewell to start a 4-day week as of December 1, 2023, for six months and review at the second meeting May 2024, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absence.**

***Banking and Investment Recommendations:***

**Motion by Vice Chair Carol Johnson to move to Northeast Bank for banking services, seconded by Selectperson Melanie Jewell, vote 4-0 with 1 absence.**

**Motion by Vice Chair Carol Johnson to keep investment management services with Bar Harbor, seconded by Selectperson Melanie Jewell, vote 4-0 with 1 absence.**

## **NEW BUSINESS**

### *Appointments, Resignations*

**Motion by Chair Barbara Allen to appoint Kristen Evans to the Library Board, seconded by Selectperson Melanie Jewell, vote 4-0 with 1 absence.**

**Motion by Vice Chair Carol Johnson to appoint Tracy Malloy as Deputy Animal Control Officer, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absence.**

**Motion by Chair Barbara Allen to accept, with regret, the resignation of Mike Guarino from the Lakes Committee and to send a certificate of appreciation, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absence.**

### *Sandy Cove Culvert:*

The HOA for Sandy Cove has requested the Town remove an old concrete culvert which diverts water from the Dunn Road under the private road and onto private property. Road Commissioner Jason Stevens measured the distance of the culvert from the center line (30 feet) and put together a rough estimate of what would need to be done and the cost which will run more than \$10,000.

The Board would like additional research done on how best to divert the water back to the town right of way; what the long-term consequences are and how to build into the 2024 budget.

**Motion by Selectperson Melanie Jewell for the Road Commissioner to put this into his budget for 2024 and do more research, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absence.**

### *Close Public Works Reserve, add to Fire Department Reserve*

The Board will discuss this at a future meeting in December to see where we are with undesignated funds during the budget process.

## **OTHER BUSINESS**

Transfer Station Manager Ken Scheno submitted an estimate for replacement of the roof at the facility which has sustained damage this year from severe storms and is now leaking. The Transfer Station Committee would like to draft an RFP for this service for the Board's consideration at a future meeting prior to winter in hopes the roof could be replaced this year.

**Motion by Vice Chair Carol Johnson to allow the committee to submit an RFP to the Board for review at a future meeting, seconded by Selectperson Melanie Jewell, vote 4-0 with 1 absence.**

The Town has received a final disbursement from the estate of Elizabeth Wells to the Fire & Rescue Department in the amount of \$13,159.72.

The Town has received a generous donation of \$2,000 to the Village Concert Series in memory of George Dilts.

The office will send out thank you cards to both donors.

Discussion of making a section on the town's website to acknowledge the generous donations to the town for various departments and programs.

## WARRANTS

Payroll Warrant 94 \$28,311.50

**Motion by Chair Barbara Allen to approve warrant 94 in the amount of \$28,311.50, seconded by Vice Chair Carol Johnson, vote 4-0 with 1 absence.**

BMV, State Payables 95 \$ 4,915.12

**Motion by Chair Barbara Allen to approve warrant 95 in the amount of \$4,915.12, seconded by Selectperson Melanie Jewell, vote 4-0 with 1 absence.**

AP Warrant 96 \$63,983.60

**Motion by Chair Barbara Allen to approve warrant 96 in the amount of \$63,983.60, seconded by Selectperson Peter Rushton, vote 4-0 with 1 absence.**

Payroll Warrant 97 \$26,395.76

**Motion by Chair Barbara Allen to approve warrant 97 in the amount of \$26,395.76, seconded by Selectperson Melanie Jewell, vote 5-0.**

BMV, State Payables 98 \$ 7,967.21

**Motion by Chair Barbara Allen to approve warrant 98 in the amount of \$7,967.21, seconded by Selectperson Melanie Jewell, vote 5-0.**

## TOWN MANAGER REPORT

**Village Green CRAFT FAIR SERIES** –Contact Dan MacGlashing for more information.

Upcoming dates: August 27, September 24, October 7.

**CFAS** – Mid State Masonry began chimney work the end of July. Cory met with the mason after he had started the work and found that both chimneys had extensive damage and deterioration from years of exposure to the elements. The small chimney was in such disrepair they had to take extra precautions to ensure it did not topple as they started to rebuild it. Both chimneys are now finished, washed, and sealed. You will see an invoice for payment on the next warrant in the amount of \$10,600.

**LAKES & NATURAL RESOURCES COMMITTEE** – The Board reviewed proposed bylaws updates for the committee and sent back their requested changes. We are awaiting a revised document for the Board's review and approval at a future meeting.

**DRY HYDRANTS** – Fire Chief Dan MacKenzie is awaiting additional information from one of the proposals and will have his recommendation for the Board at a future meeting.

**CEMETERIES** – The committee will meet this month and discuss the proposed CIMS upgrade presented at your August 1 meeting. This will likely come before the Board at a meeting in September.

**VILLAGE GREEN CONCERT SERIES 6-8 p.m.** – August 3 Bob Colwell Trio; August 10 Midnight Breakfast; August 17 The Maniacs; August 24 Frenzie; August 31 The Magnie Fam- Family; September 7 Chris Poulson and The Social Club, September 14 The Fossils.

**BROADBAND** – I met with a representative for Grow Smart Maine and discussed setting up a Broadband Committee, working with an ISP and having the goal of submitting a grant application for funding to ensure Belgrade has service available to all residents. In addition, I reached out to Charter

Communications, and they have offered to come to a future meeting of the Board of Selectpersons to discuss the current fiber access in Belgrade and any plans on extending coverage here.

**ANNUAL BEAN HOLE BEAN SUPPER** – My first-year attending - great attendance and a wonderful job done by our Fire & Rescue department, along with the auxiliary and many volunteers!

**COMMUNICATIONS COMMITTEE** – met recently and will be working on the October (fall edition) newsletter.

**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) Brown Tail

Moth Treatment April 2024 Emergency Vet Clinic

Agreement or Contract

**EXECUTIVE SESSION**

**Motion by Chair Barbara Allen to exit regular session at 8:11 p.m. and enter executive session pursuant to 1 M.R.S.A. §405(6) – personnel matter, seconded by Vice Chair Carol Johnson, vote 5-0.**

**Motion by Selectperson Melanie Jewell to exit executive session and enter regular session at 8:41 p.m., seconded by Selectperson Peter Rushton, vote 4-0 with 1 absence.**

No action was taken as a result of the executive session.

**Motion by Selectperson Melanie Jewell to adjourn the meeting at 8:41 p.m., seconded by Chair Barbara Allen, vote 4-0 with 1 absence.**

# Memo

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## **Property Management Contracts**

Spectrum Property Management has provided updated contracts for the Board's review, discussion, and approval.

Included: Commercial Property Management Agreement for 10 Dalton and Residential Rental Agreement (month-to-month).

# **COMMERCIAL PROPERTY MANAGEMENT AGREEMENT**

THIS COMMERCIAL PROPERTY MANAGEMENT AGREEMENT (the “Agreement”) is made on the 1<sup>st</sup> of August 1, 2023 (the “Commencement Date”) entered by and between Town of Belgrade hereinafter called "OWNER", and SPECTRUM PROPERTY MANAGEMENT, hereinafter called the “AGENT”.

## **1. PARTIES:**

WHEREAS, OWNER is the legal OWNER of the following property

- 10 Dalton Belgrade Maine

WHEREAS, OWNER desires that AGENT to (check one);

(1) Manage the Property, but not lease the Property.

(2) manage and lease the Property,

With respect to the Property on behalf of OWNER and AGENT has agreed to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties, intending to be legally bound, covenant and agree with each other as follows:

## **2. ENGAGEMENT:**

OWNER engages AGENT as an independent contractor to perform the services described in this Agreement as the sole and exclusive manager and AGENT accepts and agrees to perform such services as an independent contractor. This agreement does not create a partnership or joint venture between the parties. AGENT is an independent contractor.

## **3. PROPERTY:**

“Property” means:

Address:

- 8 Dalton Belgrade Maine; Legally described as a single-family dwelling in Kennebec County Maine

Tother with the following non-real-property items: N/A

“Property” also includes any other Property described in any attached Multiple Property Addendum.

## **4. TERM:**

(a) Initial Term: The Initial term of this agreement begins and ends as follows:

Commencement Date: August 1, 2023

Expiration Date: July 31, 2024



(b) Automatic Renewal: Unless either party provides written notice of termination to the other party at least 30 days before the Expiration Date, this agreement will automatically extend on a monthly basis until either party terminates by providing at least 30 days written notice to the other party.

## 5. OWNER'S GRANT OF AUTHORITY AND POWERS:

(a) Management Authority: AGENT shall have the following authority which AGENT may exercise when and to the extent AGENT determines to be in OWNER's interest:

(1) collect and deposit for OWNER rents and other charges such as returned check charges and late charges) from tenants of the Property in a trust account;

(2) Collect and deposit security deposits from tenants in (check one): **Spectrum Property Management is NOT holding deposit from 10 Dalton Belgrade**

(A) a trust account separate from the account described under Paragraph 5a (1);

(B) The same trust account described under Paragraph 5a (1);

(3) pay from the account described under Paragraph 5a(1) expenses to operate the Property, including but not limited to, maintenance, taxes, insurance, utilities, repairs, security, management fees, leasing fees, and expenses authorized under this agreement;

(4) Hire contractors to renovate, remodel, or redecorate the Property provided that AGENT does not expend more than \$ \_\_0.00\_\_ for any single renovation, remodel, or redecoration without OWNER's written consent;

(5) terminate leases for the Property, negotiate lease terminations, and serve notices of termination;

(6) Institute and prosecute, at OWNER's expense, actions to:

(A) Evict tenants in the Property; or

(B) Recover possession of the Property;

(7) Negotiate and make reasonable concessions to tenants or former tenants in the Property;

(8) Report payment histories of tenants in the Property to consumer reporting agencies;

(9) Perform or to cause to be performed such maintenance of the property as is reasonable and necessary for the safety of the tenants and the preservation of the property.

(10) Install fire/smoke detectors, carbon monoxide detectors, and/or fire extinguishers on the property at OWNER's expense.

(11) AGENT SHALL NOT BE HELD MONETARILY RESPONSIBLE FOR ITS INABILITY TO COLLECT RENTS. AGENT SHALL NOT BE HELD RESPONSIBLE FOR ANY EXPENSES INCURRED FOR LEGAL ACTION INVOLVED IN THE COLLECTION OF RENTS AND/OR THE EVICTION OF ANY TENANT AND/OR DAMAGES INCURRED TO THE PROPERTY. ALL SUCH EXPENSES SHALL BE PAID BY OWNER, REIMBURSABLE IN THE EVENT AGENT IS ABLE TO COLLECT THE RENTS, LEGAL FEES, OR DAMAGES FROM THE TENANT.

(b) Leasing Authority: (Optional: if AGENT has the authority to lease the Property)

OWNER grants to AGENT the following authority which AGENT may exercise when and to the extent AGENT determines to be in OWNER's interest:

- (1) Advertise the Property for lease by means and methods that AGENT determines are reasonably competitive, including but not limited to creating and placing advertisements of the Property and related information in any media and the Internet;
  - (2) Rent the premises, at a monthly rent of \$ MARKET VALUE \_\_\_\_, for a minimum term of \_\_12 Months\_\_\_\_, in the event AGENT is unable to rent the premises at the above rental amount, AGENT is hereby authorized to lower said rent by \$ \_\_25\_ per month, incrementally.
  - (3) to advertise the availability for rental of the Property, including by the display of "For Rent" and "Rent-to-Own" signs; to sign, renew, and/or cancel leases for the Property and remove all other signs offering the Property for sale or lease;
  - (4) Submit the Property as a listing with one or more Multiple Listing Services (MLS) at any time the Property is marketed for lease and to change or terminate such listings;
  - (5) duplicate keys and access devices, at OWNER's expense, to facilitate convenient and efficient showings of the Property and to lease the Property and employ scheduling companies to schedule showings by other agencies at any time the Property is marketed for lease;
  - (6) verify information and references in rental applications from prospective tenants;
  - (7) Negotiate and execute leases on OWNER's behalf for the Property at market rates and on competitively reasonable terms for initial terms of not less than \_\_12\_\_ months and not more than \_\_24\_\_ months;
  - (8) Negotiate and administer any amendments, extensions, or renewals to any leases for the Property on OWNER's behalf;
  - (9) Collect application fees from prospective tenants;
  - (10) to hire, discharge, and supervise all employees and independent contractors required for the operation and maintenance of the Property; those employees shall be deemed to be employees of the OWNER and not of the AGENT; and the AGENT shall not be or be liable for their negligence, errors, or omissions if reasonable care was exercised in their appointment and retention; and
- \*AGENT to ensure any hired contractor can supply proof of insurance if requested. AGENT to share proof if requested by OWNER.
- (11) Perform other necessary services related to the leasing of the Property.

(c) Disbursement: AGENT shall further have the authority to pay the following:

- (1) Such advertising and utility bills (including gas, electric, and water), necessary repairs and/or charges to maintain the property, and cleaning charges as shall accrue or be necessary to preserve the property during periods of vacancy or occupancy, or to put the property in a rentable condition after

vacated; or expenses to regain possession and/or to attempt to collect delinquent rent subject to the provisions set forth below; or necessary professional fees; or governmental assessments.

(2) Proceeds to OWNER. Tenancy revenues, refunds, adjustments, or other funds due OWNER shall be sent to Owners bank account via electronic transfer on or before the 15th day of each month.

(3) IT IS EXPRESSLY AGREED THAT NOTHING HEREIN CONTAINED SHALL BE CONSTRUED AS REQUIRING AGENT TO ADVANCE ANY OF ITS OWN MONIES FOR ANY PURPOSE WHATSOEVER.

(d) Record Keeping: AGENT will:

(1) Furnish OWNER a monthly accounting statement showing the receipts and expenditures with respect to the premises including OWNER's monthly proceeds;

(2) Furnish a final accounting upon the termination of this agreement within thirty (30) days from the date of a written request of management termination; and,

(3) File reports with the Internal Revenue Service which AGENT may be required to file concerning funds received on behalf of OWNER under this agreement (for example, Form 1099).

~~(e) Security Deposits:~~

~~(1) AGENT will maintain security deposits received from tenants in the trust account described under Paragraph 5a (2) in accordance with applicable law and the leases for the Property, account to the tenants for the security deposits, make lawful deductions from the security deposits, and return the security deposit balances to the tenants from the trust account.~~

~~(2) After this agreement ends, AGENT will deliver to OWNER or the OWNER's designee the security deposits held by AGENT under leases of the Property, less any deductions authorized by this agreement,~~

~~(3) If AGENT complies with this Paragraph 5(e), OWNER will indemnify AGENT from any claim or loss from a tenant for the return of a security deposit. This Paragraph 5(e) survives termination of this agreement.~~

## **6. LEGAL COMPLIANCE:**

The parties will comply with all obligations, duties, and responsibilities under Maine law, fair housing laws, and any other statute, administrative rule, ordinance, or restrictive covenant applicable to the use, leasing, management, or care of the Property.

## **7. RESERVES:**

Upon execution of this agreement, OWNER will deposit the following amount with AGENT to be held in a trust account as a reserve for OWNER: \$     0.00    . AGENT may, at AGENT's discretion, use the reserve to pay any expense related to the management of the Property (including but not limited to AGENT's fees). If the balance of the reserve becomes less than the amount stated, AGENT may: (a) deduct an amount that will bring the balance to the amount stated from any subsequent rent received on behalf of OWNER and deposit the amount into the reserve; or (b) notify OWNER that OWNER must promptly deposit additional funds with AGENT to bring the balance to the amount stated.

## **8. ADVANCES:**

OWNER will, in advance, provide AGENT all funds necessary for the leasing and management of the Property. AGENT is not obligated to advance any money to OWNER or to any other person.

## **9. OWNER'S DUTIES:**

OWNER agrees to:

- (1) Cooperate with the AGENT to facilitate the showing, marketing, and lease of the Property;
- (2) Not rent or lease the Property to anyone without the AGENT's prior written approval;
- (3) Not negotiate with any prospective tenant who might contact the OWNER directly, but refer all prospective tenants to the AGENT;
- (4) Not deal with or negotiate with any tenant in the Property concerning any matter related to the leasing of the Property but refer all such dealings to the AGENT;
- (5) Not enter into a management agreement with another AGENT for the management of the Property to become effective during this Agreement;
- (6) Not enter any listing agreement with another agent/broker for the leasing of the Property to become effective during this Agreement;
- (7) provide the AGENT with copies of any existing leases or rental agreements related to the Property;
- (8) provide the AGENT with keys and access devices to the Property;
- (9) complete any disclosures, notices, registrations, and permits required by law or a lease of the Property;
- (10) Amend applicable disclosures, notices, registrations, and permits if any material change occurs during this Agreement; and
- (11) Notify the AGENT if the OWNER becomes delinquent in the payment of: (1) any mortgage or other encumbrance secured by the Property; (2) property taxes; (3) property insurance; or (4) Owners' association fees.

## **10. OWNER'S REPRESENTATIONS:**

OWNER represents that:

- (a) OWNER has title to and peaceable possession of the Property and all its improvements and fixtures, unless rented, and the legal capacity to lease the Property;
- (b) OWNER is not bound by another agreement for the management of the Property that is or will be in effect during the term of this agreement;
- (c) OWNER is not bound by:

(1) another agreement with another agency for the leasing of the Property that is or will be in effect during this Agreement which will prevent the AGENT from acting under the powers of this Agreement ; or

(2) An agreement or covenant that prohibits the OWNER from leasing the property;

(d) No person or entity has any right to purchase, lease, or acquire the Property by an option, right of refusal, or other agreement;

(e) OWNER is not delinquent in the payment of any property taxes, Owners' association fees, property insurance, mortgage, or any encumbrance on or affecting the Property;

(f) No lawsuits of any kind are pending involving the Property;

(g) All information related to the Property that OWNER provides to AGENT is true and correct to the best of the OWNER's knowledge.

(h) Except as otherwise stated, in this agreement, or in any addendum, OWNER is not aware of:

(1) Any condition affecting the Property that materially affects the health or safety of an ordinary tenant;

(2) Any environmental hazard on the Property; or

(3) Any violation of any ordinance, statute, restriction, or law related to the Property.

## 11. AGENT'S FEES:

All fees to AGENT under this agreement are payable in Kennebec County. This Paragraph 11 survives termination of this agreement with regard to fees earned during this agreement which are not payable until after its termination. AGENT may deduct any fees under this Paragraph 11 from any funds AGENT holds in trust for OWNER.

(a) Management Fees: Each month OWNER will pay AGENT

(1) \_\_\_\_ % of the gross monthly rents collected that month, or;

X  (2) a flat monthly management fee of \$ 110 per month for single family.

A vacancy in the Property or failure by a tenant to pay rent does not excuse payment of the minimum management fee. Management fees under this Paragraph 11(a) are earned daily and are payable not later than the last day of each month.

X  (b) Leasing Fees for New Tenancies: Each time the Property is leased to a new tenant, OWNER will pay AGENT a leasing fee of:

X  (1) **A fee equal to one months rent is due at the time of placement**

(2) A flat leasing fee of \$\_\_\_\_\_.

The leasing fees under this Paragraph 11(b) are earned and payable at the time the lease is executed.

X  (c) Renewal or Extension Fees: The OWNER shall pay the AGENT a renewal or extension fee for negotiating the renewal or extension of an existing tenant in the Property equal to \_\_\$0.00 to be paid under the lease. The renewal or extension fees under this paragraph are earned and payable at the time the renewal or extension is effective. For the purposes of this paragraph, a new lease for the same Property with the same tenant then occupying the Property is an extension or renewal. This paragraph does not apply to month-to-month renewals or month-to-month extensions.

(d) Service Fees: Each time the AGENT arranges for the Property to be repaired, maintained, redecorated, altered, or registered as permitted under this Agreement, the OWNER shall pay the AGENT a service fee equal to \_0\_% of the total cost of each repair, maintenance, alteration, redecoration, or registration filings. A minimum service fees or project manager fees discussed under this paragraph shall be \$\_\_\_\_\_. The service fees under this paragraph are earned at the time the repair, maintenance, redecoration, or alteration is made and are payable upon the OWNER's receipt of Leasing Agency's invoice.

X  (e) Interest on Trust Accounts: AGENT may retain any interest or income from such account as compensation under this agreement. AGENT will remove any interest or income payable under this Paragraph 10(e) from the trust account not later than the 30th day after the interest or income is paid.

X  (f) Administrative Fees: If the AGENT collects administrative charges from tenants or prospective tenants, including but not limited to, application fees, bus tour fees, returned check fees, or late charges, the AGENT will retain such fees as compensation under this Agreement. The administrative fees under this paragraph are earned and payable at the time the AGENT collects such fees

(g) Key Box Fees: Each time the AGENT arranges for the placement of a key box with keys at the Property, the OWNER shall pay the AGENT a service fee equal to \$\_\_\_\_\_ per Property address. The service fees under this paragraph are earned at the time the key box installation with keys is made and are payable upon the OWNER's receipt of the AGENT's invoice.

(h) Other:

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## 12. EXPENSE REIMBURSEMENT:

OWNER's receipt of AGENT's invoice, OWNER will reimburse AGENT the following expenses that are related to the leasing or management of the Property:

\_Belgrade Town Office, 990 Augusta Rd, Belgrade, ME 04917

## 13. LIABILITY AND INDEMNIFICATION:

It is agreed that AGENT shall use reasonable and ordinary care in the selection of tenants and all other acts assigned for performance by this Agreement. When any act is required of the AGENT, it shall be done in the ordinary course of AGENT's business.

(a) OWNER shall save, indemnify, and hold harmless AGENT from all personal injury suits, which may arise in connection with the management of the premises, and from any liability from injuries suffered by any person entering the premises, including any resident manager or other employee.

(b) AGENT shall not be personally liable for any act it may do or omit to do hereunder as AGENT while acting in good faith, exercising its best judgment.

(c) AGENT is hereby expressly authorized to comply with and obey any and all process, orders, judgment or decree, it decrees of any court; where AGENT obeys or complies with any such process, order, judgment or decree, it shall not be liable to OWNER or any person, firm, or corporation by reason of such compliance, notwithstanding subsequent reversal or modification.

(d) AGENT is hereby expressly authorized to comply with any laws, whether now in existence or hereinafter enacted, and whether federal, state, or local, relating to fair housing, rent control, discrimination, and health and welfare. AGENT is expressly authorized to comply with the rule or order of any governmental agency, insofar as such order in any manner affects the management of the premises or any duties of the AGENT hereunder.

(e) OWNER agrees to protect, defend, indemnify, and hold AGENT harmless from any damage, costs, attorney's fees, and expenses that are caused by OWNER, negligently or otherwise or arise from OWNER's failure to disclose any material or relevant information about the Property or are related to the management of the Property and are not caused by AGENT, negligently or otherwise.

(f) OWNER is responsible and liable for all contracts and obligations related to the Property (for example, maintenance, service, repair and utility agreements) entered into before or during this agreement by OWNER or by AGENT under AGENT's authority under this agreement. OWNER agrees to hold AGENT harmless from all claims related to any such contracts.

#### **14. INSURANCE:**

At all times during this agreement, OWNER must maintain in effect:

(a) a public liability insurance policy that names the AGENT as a co-insured or additional insured and covers losses related to the Property in an amount of not less than \$ 100,000 on an occurrence basis; and

(b) An insurance policy for the Property in an amount equal to the reasonable replacement cost of the Property's improvements and that contains endorsements which contemplate the leasing of the Property with vacancies between lease terms.

(c) Not later than the 15th day after the Commencement Date, the OWNER must deliver to the AGENT copies of certificates of insurance evidencing the coverage required under this "Insurance" paragraph. If the coverage changes at any time during this Agreement, the OWNER must deliver to the AGENT a copy of the insurance certificate evidencing the change not later than 10 days after the change.

(d) If OWNER fails to comply with these “Insurance” paragraphs, the AGENT may:

- (1). purchase insurance that will provide the AGENT the same coverage as the required insurance under Paragraph 13 (a) and OWNER must promptly reimburse the AGENT for such expense; or
- (2). exercise AGENT’s remedies under Default Paragraph.

**15. DEFAULT:**

A party is in default if the party fails to cure any breach of this agreement within 10 days after receipt of written demand from the other party. If either party is in default, the non-defaulting party may:

- (a) Terminate this agreement by providing at least 10 days written notice;
- (b) Recover all amounts due to the non-defaulting party under this agreement;
- (c) Recover reasonable collection costs and attorney’s fees; and
- (d) Exercise any other remedy available at law.

AGENT is also entitled to recover any compensation AGENT would have been entitled to receive if OWNER did not breach this agreement.

**16. ATTORNEY’S FEES:**

If OWNER or AGENT is a prevailing party in any legal proceeding brought as a result of a dispute under this Agreement or any transaction related to or contemplated by this agreement, such party will be entitled to recover from the non-prevailing party all costs of such proceeding and reasonable attorney’s fees

**17. ASSIGNMENTS:**

Neither party may assign this Agreement without the written consent of the other party.

**18. BINDING EFFECT:**

OWNER’s obligation to pay the AGENT an earned fee is binding upon OWNER and OWNER’s heirs, administrators, executors, successors, and permitted assignees.

**19. JOINT AND SEVERAL:**

All OWNERS executing this agreement are jointly and severally liable for the performance of all their terms. Any act or notice to, refund to, or signature of, any one or more of the OWNERS regarding any term of this agreement, its extension, its renewal, or its termination is binding on all OWNERS executing this Agreement.

**20. GOVERNING LAW / FORUM SELECTION CLAUSE:**

Maine law governs the interpretation, validity, performance, and enforcement of this Agreement. All parties expressly agree that any litigation regarding this agreement will be brought in the District or Superior Courts of Kennebec County, Maine. All parties expressly submit to the jurisdiction of those courts, and expressly waive any right to the jurisdiction or any other courts, including the right to remove this matter to Federal Court.



**21. SEVERABILITY:**

If a court finds any clause in this agreement invalid or unenforceable, the remainder of this Agreement will not be affected and all other provisions of this agreement will remain valid and enforceable.

**22. NOTICES:**

Notices between the parties must be in writing and are effective when sent to the receiving party’s address, fax, or e-mail address specified in this agreement.

Notices to the OWNER shall be sent to:

\_\_\_\_\_  
\_\_\_\_\_

Notices to the AGENT shall be sent to:

58 Main St., Oakland, Me 04963

**23. SPECIAL PROVISIONS:**

\_\_\_\_\_

**24. ADDENDA:**

Incorporated into this agreement are the following addenda, exhibits, and other information:

N/A

**25. INFORMATION:**

(1) Fair housing laws, federal and state laws require the Property to be shown and made available to all persons without regard to race, color, religion, national origin, sex, disability, or familial status. Local ordinances may provide for additional protected classes (for example, creed, status as a student, marital status, sexual orientation, or age).

(2) OWNER may review the information AGENT submits to an MLS or other listing service.

(3) AGENT cannot give legal advice. READ THIS AGREEMENT CAREFULLY. If you do not understand the effect of this agreement, consult an attorney BEFORE signing.

This document represents the entire Agreement between the parties hereto.

IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement on the date first above written.

\_\_\_\_\_

OWNER – Signature

\_\_\_\_\_

OWNER – Printed Name

---

AGENT Signature

---

AGENT, Spectrum Property Management, LLC

Jayne Roberge

# Rental Agreement

## Clause 1. Identification of Owner/Owner's Agent and Tenant

This Agreement is entered into between \_\_\_\_\_ ("Tenant"),  
\_\_\_\_\_ (Co-tenant)  
And \_\_\_\_\_ ("Owner") and/or  
\_\_\_\_\_ ("Owners Agent").  
**Spectrum Property Management LLC**

Each Tenant is jointly and severally liable for the payment of rent and performance of all other terms of this Agreement without regard to any non-performance by a co-tenant. Any default or breach of the terms of this agreement by any co-tenant will constitute a default or breach by all co-tenants.

### ALL OTHER OCCUPANTS:

\_\_\_\_\_  
\_\_\_\_\_

## Clause 2. Identification of Premises

Subject to the terms and conditions in this Agreement, Owner/Owner's Agent Rents to Tenant, and Tenant rents from Owner/Owner's Agent, for residential purposes only, the premises located at **10 Dalton Belgrade Maine**, ("the premises"), together with the following furnishings and appliances: \_\_\_\_\_

Rental of the premises also includes **Heat& Hot Water, Trash, Water and Sewer and electricity**

## Clause 3. Limits on Use and Occupancy

The premises are to be used only as a private residence for Tenant(s) listed in Clause 1 of this Agreement, and their minor children. Occupancy by guests for more than three (3) days is prohibited without Owner/Owner's Agent's written consent and will be considered a breach of this Agreement. The premises may not be used for illegal, immoral or improper purposes. Total number of residents residing in the unit cannot exceed \_\_\_\_\_ persons, without the express written consent of Owner/Owner's Agent

*Spectrum does not discriminate based on race, color, sex, sexual orientation, physical or mental disability, religion, national origin or familial status. Tenants agree to report any discrimination or alleged discrimination by Spectrum's employees or agents, or by other tenants to Spectrum promptly IN WRITING.*

## Clause 4. Term of the Tenancy

The term of this Agreement shall be a tenant at will. Beginning on \_\_\_\_\_. Owner/Owner's Agent may give tenant a written 30-days' notice of non-renewal of the agreement. Owner/Owner's Agent retains the right to modify the terms of this agreement including termination or rental increase at any time with written 30-day notice. The Tenant (s) is specifically liable for all rent due and payable during this term. Early termination by the Tenant will not relieve him/her of this obligation to pay all rent for the length of the terms stated hereunder, subject to the Owner/Owner's Agent's duty to mitigate. This agreement shall automatically terminate on the first day of any month following the death of the Tenant. If more than one Tenant, this provision shall only apply upon the death of the last surviving tenant.

## Clause 5. Payment of Rent

Tenant agrees to pay without any deduction, to Owner/Owner's Agent a monthly rent of \$ **950.00** payable on the **1st** of each month. If rent is not paid by the **2nd** day of the Month this rental agreement will be deemed to be breached, the term hereof forfeited, and the tenant, without further demand or notice, will be subjected to a forcible entry and detainer action (eviction) as well as a suit for damages. All notices may be given in hand, or by first class mail with proof of mailing, or by posting at the premises. A \$30.00 charge will be assessed for administrative costs associated with the service of the any notice. Notwithstanding the forgoing provision and without waiving any rights thereunder, the tenant will be liable for and pay to Owner/Owner's Agent a late payment penalty of four percent (4%) of the rental amount whenever said rent is fifteen (**15**) **days** or more overdue.

**If formal legal action is required after the Notice to Quit expires, there will be additional charges:**

- \$100 fee for Sheriff or Constable Service of notification for you to appear in F.E.D Court
- \$70.00 for F.E.D court filings fee

Initials \_\_\_\_\_

### Forms of Payment:

Electronic Check, Money Order or Personal checks will be accepted. Any check offered by Tenants to Owner in payment of rent or any other amount due under this Agreement returned for lack of sufficient funds, a "stop payment," or any other reason, Tenant will pay Owner a returned check charge of **\$50.00**

**The rent should be paid to:**

**Spectrum Property Management LLC**

**58 Main St**

**Oakland, ME 04963**

**207-716-1096 spectrumproperty2009@gmail.com**

**Pro-rated first month's rent.**

For the period from Tenant's move-in date, \_\_\_\_\_, through the end of the month, Tenant will pay to Owner/Owner's Agent the pro-rated monthly rent of \$ \_\_\_\_\_. This amount will be paid on or before the date the Tenant moves in.

**Clause 6. Security Deposit**

On signing this Agreement, Tenant will pay to Owner/Owner's Agent the sum of \$ \_\_\_\_\_ as a security deposit. **Tenant may not apply this security deposit to the last month's rent or to any other sum due under this Agreement.** After Tenant has given written 30-day notice of intent to vacate, vacated the premises, cleaned the entire unit, returned keys and provided Owner/Owner's Agent with a forwarding address, Owner/Owner's Agent will determine whether the Tenant is eligible for a refund of any or all of the security deposit not to include interest earned. The amount of the refund will be determined in accordance with the following conditions and procedures:

- After the Tenant has moved from the unit, the Owner/Owner's Agent will inspect the unit. The Owner/Owner's Agent will permit the Tenant to participate in the inspection if the Tenant so requests.
- The Owner/Owner's Agent will refund to the Tenant the amount of the security deposit, less any amount needed to pay the cost of:
  - 1 unpaid rent;
  - 2 Damages which are not due to normal wear and tear. Burns, stains, holes, or tears of any size or kind in the carpeting, draperies, curtains, walls, doors or flooring shall not constitute normal wear and tear;
  - 3 charges for late payment of rent; and,
  - 4 Any other charges due and owing by the Tenant to Owner/Owner's Agent.
- The Owner/Owner's Agent agrees to refund the amount computed above within thirty (30) days after the Tenant has permanently moved out of the unit and returned possession of the unit to the Owner/Owner's Agent. The Owner/Owner's Agent will also give the Tenant a written list of charges, if any, that were subtracted from the security deposit.
- If the unit is rented by more than one (1) person, the Tenants agree that they will work out the details of dividing any refund amount among themselves. The Owner/Owner's Agent may pay the refund to any person identified as a Tenant in this agreement.
- The Tenant agrees that it is his/her responsibility, prior to vacating the premises, to clean the entire unit including the range/oven, exhausts fan, refrigerator, cabinets, countertops, closets, walls, ceiling fans, shower, tub, sinks, mirrors, vanity, medicine cabinets, linen cabinets and all floors must be swept/vacuumed/mopped. All carpets will be free of dirt, stains or odors and must be shampooed or cleaned prior to vacating. Refrigerators are to be defrosted, turned off and the door left open. There will be no scores, stains, or unsightly holes in any wall. No indentations or scratches in wood, tile, or resilient flooring, doors or wall and trim. No damage to carpeting will be accepted as normal wear and tear by the Owner/Owner's Agent. All burned out light bulbs will be replaced. Smoke alarms will be in place and undamaged, with working batteries. All debris and rubbish interior or exterior will be removed. All personal property will be removed. Basement and other areas of storage must be clear of personal property, garbage or debris. If tenant is responsible for lawn care/landscaping, lawn must be mowed and raked.

**Clause 7. Utilities and services will be paid by the party indicated on the following chart:**

	<u>Owner</u>	<u>Tenant</u>
Electricity	<u>X</u>	___ **SEE CLAUSE 25**
Heating Oil/K1/Propane	<u>X</u>	___
Propane/Natural Gas	___	___
Hot Water-Electric/Propane/Oil	<u>X</u>	___
Water	<u>X</u>	___ Via Well
Sewerage	<u>X</u>	___ Via Septic
Trash Removal	<u>X</u>	___
Snow Removal	___	___
Driveway	<u>X</u>	___
Walk/pathway	___	<u>X</u>
Stairs/steps	___	<u>X</u>
Deck/porch	___	<u>X</u> Must be kept clear of all snow and debris at all times
Roof	___	___
Lawn Care	___	___
Mowing	<u>X</u>	___
Landscaping	<u>X</u>	___

- When Owner is responsible for snow removal, tenant MUST removal of all vehicles and obstructions from the driveway and surrounding area for snow removal purposes in a TIMELY MANNER. Failure on the tenant's part to move vehicles and obstructions may limit the ability of the snow plow and in such cases, tenant will be responsible for any costs for plow needing to return.
- Owner/Owner's Agent are not required to notify the tenant when plow has or will arrive.
- Tenant must keep a Telephone on and connected at all times and must keep Owner/Owner's Agent notified of Telephone number.
- Tenant agrees to call Central Maine Power within 24 hours to establish an account for electrical service

### **Clause 8. Air Conditioning Units**

Tenant will not install any air conditioning units in any window without expressed written consent of Owner/Owner's Agent. Furthermore, any damage to window, sill, floor or any other part of the property due to the air conditioning unit whether from improper installation or general use will be tenant's responsibility for any or all cost incurred for repairs. All air conditioning units must be removed from the windows by September 30<sup>th</sup>.

### **Clause 9. Assignment and Subletting**

Tenant will not assign or sublet any part of the premises thereof or permit to be used or occupied by anyone other than tenant without the prior written consent of Owner/Owner's Agent. Any violation of Clause 9 will be deemed a Breach of this agreement and subject to eviction.

### **Clause 10. Tenant's Obligations and Maintenance Responsibilities**

Tenant will: (1) keep the premises and appliances/furnishings clean, sanitary and in good condition and, upon termination of the tenancy, return the premises to Owner/Owner's Agent in a condition identical to that which existed when Tenant took occupancy, except for ordinary wear and tear; Furthermore, tenant must keep window screens within the intended window frames at all times and not to damage screen or frame. Failure to maintain screens/frames will be tenant's responsibility to repair or replace or Owner/Owner's Agent will repair or replace with the costs to be paid by the tenant. **If the property has wood floors, tenant agrees to maintain all floors in original condition and will place pads under all furniture to avoid scratches or damage, and will use area rugs when possible. Failure by tenant to maintain the floors will result in all costs associated with repair/renovation to be charged to tenant, PAYABLE UPON DEMAND** (2) Tenant agrees to remove all garbage, rubbish and other waste **every week** in a clean and safe manner either via curbside pickup or transporting to local dump/transfer station. (3) Immediately notify Owner/Owner's Agent of any defects or dangerous conditions in and about the premises of which Tenant becomes aware; and (4) reimburse Owner/Owner's Agent, on demand, for the cost of any repairs to the premises damaged by Tenant or Tenant's guests or invitees through misuse or neglect. (5) Tenant agrees to pay to open all clogged drains, toilets, sinks and traps caused by tenant's action. Tenant further agrees NOT to flush any foreign objects in toilet or put drain cleaner or any such product in any drains, if tenant does not comply and damage is sustained it shall be tenants' responsibility for any and all costs incurred for repair payable on demand. (6) Tenant understands and agrees that the Tenant will not be permitted to keep or maintain any inoperable or unlicensed vehicles, trailers, boats, motorcycles, campers, snowmobiles or any other motor driven vehicles in the parking lot or on any other portion of the property of which the premises are located, without the prior written consent of the Owner/Owner's Agent. Further, the Tenant understands and agrees that any such inoperable or unlicensed vehicles, trailers, boats or motorcycles may be towed away at the Tenants expense. (7) Any vehicles leaking fluid must be removed and be repaired. Any costs to clean up leaks may be charged to the tenant responsible. (8) Tenant is responsible for removal of all large items that cannot fit in a trash can or is an item that cannot be thrown out with the regular trash (i.e., bicycles, mattresses, bed frames, etc.), (9) Tenant, guest or invitees must not permit an obstruction of any kind, nor store personal property of any kind in any hallways, fire escape or other multi-use or common area. Tenants may not have a yard sale, porch sale or apartment sales without prior written consent of Owner/Owner's Agent (10) Grounds must be kept clean and neat at all times. No discarded materials, unnecessary items, building materials, trash, junk, or other items that create a cluttered appearance may not be stored or abandoned outside of the property. Tenants will, at all times maintain the space in an attractive manner and in good repair at their own expense. Holes dug in the lawn by outside furniture, children's toys or play equipment will be tenant's responsibility to fill and/or reseed in a timely manner and at the tenant's expense. (11). Tenant shall only have generally accepted curtains, blinds or shades as window treatments and at no time shall tenant hang blankets or sheets in any windows. **(12) If heat is supplied by Owner/Owner's Agent, tenant agrees keep all windows closed during heating season, if Tenant fails to comply with this the Owner/Owner's Agent reserves the right to impose a \$150.00 fee to be paid on demand. Any second violation of this clause will be considered a breach of this agreement and grounds for termination of the lease.**

**Heating:** Your unit is equipped with necessary heating units to provide adequate heat. Tenant agrees to conserve heat and to not alter or tamper with any device used to regulate or conserve heat. Due to fire hazards, **KEROSENE AND GAS HEATERS ARE NOT PERMITTED. If Tenant is responsible for heating the unit, Tenant must keep the heating oil tank at least ¼ full at all times. If Tenant fails to do this and damage occurs to furnace or if pipes freeze it will be Tenants responsibility to pay for all costs to repair. If this event occurs, it may be considered breach of the agreement and tenant will be subject to eviction.**

**Furniture/Furnishings:** If property is rented with Owner's **furniture/furnishings**, Owner retains the right to remove any **furniture/furnishings** with a **7-day notice**. Tenant shall comply and allow Owner/Owner's Agent access/entry to remove any/all **furniture/furnishings**.

**Appliances:** All appliances if available are loaned to tenant. These appliances are here only for convenience purposes and are only loaned, at no cost to the tenant. Furthermore, repair or replacement of these appliances is strictly up to the discretion of the Owner/Owner's Agent. In exchange for the use of these appliances tenant agrees to maintain these appliances and clean them upon vacating at tenants' expense, Normal wear and tear accepted.

**Washer Hook-up:** Tenant is expected to use a water-tight washer pan under the machine to protect against leakage or water damage and to shut-off the water valves to the washer when not in use. Any water damage to the floor or surrounding area due to tenants, guest or invitees' actions, not using a water-tight washer pan or valves not being shut off will be tenants' responsibility for all cost incurred to repair.

**Clause 11. Repairs and Alterations by Tenant**

- a. Except as provided by law, as authorized below or by the prior written consent of Owner/Owner's Agent, Tenant will not make any repairs or alterations to the premises, including nailing holes in the wall or painting the rental unit.
- b. Tenant will not, without Owner/Owner's Agent's prior written consent, alter, re-key or install any locks to the premises or install or alter any burglar alarm system. Tenant will provide Owner/Owner's Agent with a key or keys capable of unlocking all such re-keyed or new locks as well as instructions on how to disarm any altered or new burglar alarm system.
- c. This includes installation of an antenna or dish on the building, swing sets, swimming pools, fire pits, trampolines or gardening. Any alteration or installation or improvements made by tenant to the premises shall become the property of the Owner.

**Clause 12. Seasonal Ornaments/Decoration**

Tenant will not attach any Seasonal Ornaments or Decoration using nails, screws or metal type fasteners which will damage the interior or exterior of door frames, windows sill and trim or walls. Due to fire hazard, live seasonal decorated trees are prohibited from the interior of the unit.

**Clause 13. Electrical Outlets**

Tenant will use extreme care when utilizing the electrical outlets. Tenant will not plug more than 2 electrical appliances per outlet so not to overload the outlet. Tenant will refrain from using extension cords or multiple plug switches unless they are surge protected/GFCI protected.

**Clause 14. Violating Laws and Causing Disturbances**

Tenant is entitled to quiet enjoyment of the premises. Tenant and guests or invitees will not use the premises or adjacent areas in such a way as to: (1) violate any law or ordinance, including laws prohibiting the use, possession or sale of illegal drugs; (2) commit waste (severe property damage); or (3) create a nuisance by annoying, disturbing, inconveniencing, or interfering with the quiet enjoyment of any other tenant or nearby resident. Tenant also agrees that the Owner/Owner's Agent has the authority to bar from the premises any individual that in the Owner/Owner's Agent's discretion has been causing a nuisance or other problem. Any visitor or guest on the premises who is causing a nuisance is not on the premises for a "reasonable purpose" and will be served a notice of Criminal Trespass. (4) At NO time will harassing, intimidating or threatening behavior towards other tenants or Owner/Owner's Agent be allowed. Harassing, intimidating or threatening behavior can be in words/texts or emails and will constitute a breach of this agreement, the terms will be forfeited and tenant will be subjected to a forcible entry and detainer action (eviction) as well as a suit for any damages (5) Noise must be kept to a minimum between the hours of 10:00 p.m. and 7 a.m.

**Clause 15. Smoking**

The term "Smoking" shall include the inhaling, exhaling, burning or carrying of any lighted cigarette, cigar, pipe, vaping, e-cigarette or other tobacco product, marijuana, or illegal substance, in any manner or in any form.

Due to the increased risk of fire and the known adverse health effects of secondhand smoke, the following policy applies to all owners, tenants, guests, employees and service persons:

Smoking is prohibited (NOT ALLOWED) in this unit	<u>  XX  </u>	Initial <u>          </u>
Smoking is prohibited (NOT ALLOWED) on the premises	<u>          </u>	Initial <u>          </u>
Smoking is ALLOWED outside only	<u>  XX  </u>	Initial <u>          </u>

If smoking is allowed, tenant agrees to be at least 100 feet away from any doorway, window or opening and remove all butts and debris from the ground and to keep a fire-proof can or container for smokers use.

Failure on the tenant's part to adhere to this clause could be considered a breach of this agreement. If smoking occurs in areas NOT ALLOWED and tenant violates the agreement by smoking or allowing others to smoke in the prohibited area(s), a first violation fee of \$250 will be assessed, payable on demand. SECOND violation of this clause will be a deemed breach of this

agreement and the terms forfeited, and the tenant will willfully vacate or be subjected to a forcible entry and detainer action (eviction) as well as suit for damages.

#### **Clause 16. Parking**

Tenant has 2 spaces in Driveway for parking. This residence ( ) does or (x) does not have assigned parking. Tenant's guest or invitees may not park in the driveway or parking area. The grounds and parking area of the premises may not be used for storage of vehicles, nor for repair or maintenance. Owner/Owner's Agent reserves the right to tow away any vehicle at Tenant's expense. Parking on the Lawn, sidewalk or walkway is prohibited and will be subject to vehicle towing at the vehicle owners' expense and tenant will be responsible for damages to lawn/grounds if they park in the lawn at any time. **Bicycles, scooters and children's play things must be kept in assigned areas.**

#### **Clause 17. Pets**

No animal, bird or other pet will be kept on the premises, except properly trained service animals needed by blind, deaf or disabled, unless prior written consent of Owner/Owner's Agent.

#### **Clause 18. Owner/Owner's Agent's Right to Access**

Tenant shall permit Owner/Owner's agent to enter the premises at reasonable times and upon reasonable notice for the purpose of inspecting the premises, showing the property to prospective tenants, real estate/realtors, purchasers, mortgagees, insurers, workers or contractors or for making necessary repairs, alterations or improvements. Twenty-Four hours' notice of entry shall be deemed to be reasonable unless circumstances justify shorter notice. The tenant may not unreasonably withhold consent to the Owner/Owner's Agent to enter the residence. Owner retains the right to list the property for sale at any time without notice.

#### **Clause 19. Extended Absences by Tenant**

Tenant will notify Owner/Owner's Agent in advance if Tenant will be away from the premises for 10 or more consecutive days with a contact phone number and address in the event of an emergency such as break-ins, fire, or required paperwork. During such absence, Owner/Owner's Agent may enter the premises at times reasonably necessary to maintain the property and inspect for needed repairs.

#### **Clause 20. Vacating Without Written Notice**

**If Tenant vacates the premises without giving Owner/Owner's Agent a 30-day notice in writing before the 1<sup>st</sup> day of the new month, Tenant agrees to forfeit all moneys paid including security deposits, unless unit can be re-rented with no loss of income to the Owner.**

#### **Clause 21. Abandonment/Abandoned Property**

If Tenant has been absent from the premises for a period of 14 consecutive days, and tenant has neither contacted Owner/Owner's Agent in person nor cured any rent default the premises will be deemed abandoned by tenant. If Tenant vacates the premises without properly terminating the rental agreement, Tenant's rental obligations will continue for the full term of the agreement even if the premises are abandoned. Abandonment will not relieve the Tenants of their obligation to pay all rent due. If tenant abandons the property after the rental agreement has been signed, paid first month's rent and security deposit and taken possession of the unit by accepting the keys, this will be considered a breach of this agreement and the Owner/Owner's Agent will have the right to cancel and terminate this agreement immediately and all deposits will be forfeited in favor of Owner/Owner's Agent as liquidated damages.                      (initials). Any personal property remaining on the premises twenty-four (24) hours after the Tenant vacates will be deemed to be abandoned by the Tenant and will be disposed of according to Law.                      (initials)

#### **Clause 22. Breach**

Any violation of the provisions of this Agreement, any false or misleading information provided by the Tenant in an application for tenancy by the Tenant will be deemed to be a breach of the Rental Agreement and any remaining term will be forfeited, and the Tenant will be subject to a forcible entry and detainer action (eviction), as well as suit for damages. The Owner/Owner's Agent will have the right to cancel and terminate this agreement immediately and all deposits will be forfeited in favor of the Owner/Owner's Agent as liquidated damages. During the pendency of any action for forcible entry and detainer, including any notice of termination, the Tenant shall continue to be obligated to comply with all provisions of the Agreement, including, but not limited to the obligation to pay rent and any other charges that shall become due, as long as the Tenant remains in possession of the premises. By incorporating this provision in this Agreement and agreeing to be bound by its terms, the Parties wish to clarify that they do not intend to create any type of new tenancy beyond this Agreement.

#### **Clause 23. Validity of Each Part**

If any portion of this Agreement is held to be invalid, its invalidity will not affect the validity or enforceability of any other provision of this Agreement.

**Clause 24. Grounds for Termination of Tenancy**

The failure of Tenant or Tenant’s guests or invitees to comply with any term of this Agreement, the misrepresentation of any material fact on Tenant’s Rental Application, failure to pay rent or habitual late payments are grounds for termination of the tenancy. If the above dwelling is listed for sale, sold, foreclosed or forfeited to/by the bank or mortgage holder during tenancy, Owner/Owner’s Agent retains the right to issue a 30-day notice of termination of tenancy and Tenant will willfully vacate the premises. Upon this request Owner/Owner’s Agent will willfully return above security deposits after inspection and necessary repairs or cleaning are completed after premises have been vacated, not to exceed 30 days.

**OWNER RETAINS THE RIGHT TO LIST THE ABOVE REFERENCED PROPERTY FOR SALE AT ANYTIME DURING THE TENANCY**

Tenants may not unreasonably withhold consent to allow showings/inspection to prospective buyers, real estate agents, appraisers or inspectors. If the above dwelling is listed for sale, is under contract for sale/signed purchase and sale agreement, sold, foreclosed or forfeited to/by the bank or mortgage holder during tenancy, Owner/Owner’s Agent retains the right to issue a 30-day notice of termination of tenancy and Tenant will willfully vacate the premises. Upon this request Owner/Owner’s Agent will willfully return above security deposits after inspection and necessary repairs or cleaning are completed after premises have been vacated, not to exceed 30 days.

**Clause 25. Additional Agreements**

Tenant(s) is/are aware that the property is situated on the shores of Great Pond and will use Extreme caution when utilizing area near or around the water. Tenant further agrees and acknowledges that water front on Great Pond is **\*\*USE AT OWN RISK\*\*** Tenant (s) further agree to hold harmless and indemnify Owners/Owner’s Agen against any/all liability resulting from injury due to use of water front area on Great Pond  
Initials

Tenant(s) may use the waterfront at the Community Center to launch a kayak or canoe. tenant may not tie up or moor the water craft to the dock or any other part for the water front. Only NON-MOTORIZED water crafts are allowed. Tenant may not install or have installed a dock or float  
Initials

Tenant must provide proof of renters insurance naming the Town of Belgrade as additional insured  
Initials

**Clause 26 Entire Agreement**

This document constitutes the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied by law, have been made by Owner/Owner’s Agent or Tenant. Any modifications to this Agreement must be in writing signed by Owner/Owner’s Agent and Tenant.

I/We have read and understand all the above terms and conditions of this agreement and signify by our signatures below that we agree to all the above terms and conditions

Signed in the Presence of:

**Tenant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tenant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Owner/Owner’s Agent** \_\_\_\_\_ **Date** \_\_\_\_\_



# Memo

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## **Transfer Station Request for Proposals (RFP) for Roof Replacement**

As discussed at a previous meeting, the Transfer Station Committee met and approved the attached draft RFP for the Board's consideration and approval.

## Town Of Belgrade, Maine

# Request for Proposals for a Roof Repair & Replacement

The Town of Belgrade is now seeking proposals for the replacement of the roof on the Transfer Station and Recycling Center located on Transfer Station Road and Dunn Road in Belgrade, Maine. The following work will need to be completed:

- The roof will need to be stripped of all shingles down to original sheathing.
- Repair any boards that are showing rot or damage and that are not structurally sound.
- Install 8" white galvanized drip edge on all rakes and eaves of roof.
- Use ice and water shield or equivalent up 6' up from bottom and 3' in all valleys and around all penetrations of roof.
- Use Roof Guard or equivalent underlayment on the remaining roof.
- Re-shingle roof with Lifetime architectural shingles, must provide spec sheet for materials being used.
- Install new pipe flanges.
- Reflash chimney.
- Clean up, debris will remain at facility. All work MUST be done when facility is closed Sunday, Monday, Tuesday (Thursday and Friday after October 9).
- Please include an option for a complete re-sheathing, if needed.

All work must be completed prior to December 31, 2023. All Businesses or individuals submitting proposals must provide copies of all the necessary professional certifications to provide these services and proof of insurances.

Any questions regarding the requirements for this proposal must be directed to the Town Manager or Transfer Station manager. Responses to this RFP must be delivered, mailed or emailed to the Belgrade Town Office addressed to:

"Transfer Station & Recycling Center Roofing RFP"  
Lorna Dee Nichols, Town Manager/Ken Scheno, Transfer Station Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, Maine 04917

***Bids are due by and will be publicly opened***  
**Friday, September 15 at 12 noon**  
**at the Belgrade Town Office.**

The Town of Belgrade has the right to accept or reject any and all bids.

# Memo

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## **Belgrade Fire & Rescue Department**

The Belgrade Fire and Rescue Department would like to speak with the Board about wetland delineation and land survey for a potential site for a future station.



**Location: 4+/-acres**

Belgrade: Depot Road and Route 27 Map 7 Lot 63A

CLIENT: Lorna Dee Nichols, Town Manager  
990 Augusta Road,  
Belgrade, ME 04917  
[townmanager@townofbelgrade.com](mailto:townmanager@townofbelgrade.com)  
207-495-2258  
Cc: Tom Daniels, TRC [TDaniels@trccompanies.com](mailto:TDaniels@trccompanies.com)

**SCOPE OF SERVICES:**

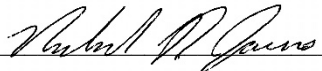
**Wetland Delineation**

**\$ 2,100.00-\$2,750.00**

A wetland delineation will be undertaken at the Site. The wetland delineation will be in accordance with US Army Corps of Engineers (ACOE) 1987 *Wetland Delineation Manual* and *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region*.

- Wetland boundaries and streams will be field delineated with sub-zero flagging and each flag will be numbered. Flags will be hung approximately every 30 to 40 feet.
- JAI will provide GPS location of wetland flags. Location of wetland flags shall be available in CADD format. A sketch plan will be included with the report.
- JAI will prepare a narrative description of wetland characteristics. The report will include the preparation of Federal Army Corps of Engineers (ACOE) Wetland Determination Data Forms as found in Appendix C of the above referenced supplement.
- This budget assumes that the wetland delineation will be done without snow cover and/or frozen ground conditions. Delineation done under these conditions may require the site to be revisited in the spring.
- *If it is determined during the wetland delineation that an area exhibits the physical characteristics of a vernal pool(s), additional site visits would be required. If needed, this work would need to be conducted in the early spring during vernal pool indicator species breeding season; the cost of vernal pool monitoring is not included in this budget.*

The CLIENT will be billed for services and agrees to pay within 30 days of presentation. Upon CLIENT'S failure to pay for services as agreed herein, JAI may terminate its performance under this Agreement upon 5 days written notice. CLIENT agrees to pay a late charge equal to 1.5% per month of any amounts due hereunder which are more than 30 days past due. CLIENT agrees to pay all costs of collection of fees owed pursuant to this AGREEMENT, including, but not limited to, reasonable collection agency fees, attorney's fees, and court costs.

Accepted for Jones Associates by: 

DATE 08/14/2023

Accepted by: \_\_\_\_\_

DATE \_\_\_\_\_

## **JONES ASSOCIATES INC -- GENERAL TERMS AND CONDITIONS**

### **DEFINITIONS:**

1. LETTER of AGREEMENT (or Agreement) – The contractual agreement between the CLIENT and JONES ASSOCIATES INC., (JAI) which includes these GENERAL CONTRACT TERMS.
2. Client – The person or agent who has signed the AGREEMENT.
3. Project – The actual work that is to be performed by JAI as outlined in the AGREEMENT.

### **AGREEMENT CONDITIONS:**

1. CLIENT has the right to terminate this contract at any time by written notice to JAI; in which case, termination does not take effect until 24 hours after delivery to JAI. In this event, all accrued charges will be filled, and payable; any work done will be available to the CLIENT upon final payment.
2. CLIENT to provide access to the PROJECT.
3. CLIENT to provide full information and criteria as to the requirements for the PROJECT; examine and respond promptly to JAI's submissions; including prompt and written notice to JAI upon becoming aware of any defect in the work.
4. The CLIENT is solely responsible for payment of services rendered under this AGREEMENT, as billed by JAI.
5. Payment on all billings are due within 30 days of billing date, otherwise, a late charge of 1.5% per month, simple interest (18% per year) will be added to the total amount. In the event that any portion, or all of the final billing, remains unpaid for a period of 60 days, the CLIENT shall pay all costs of collections, including actual attorney's fees.
6. The AGREEMENT is nontransferable for either party, and rights or benefits herein are not available to anyone other than the CLIENT or JAI. The AGREEMENT may be amended (in writing) by mutual consent of the CLIENT and JAI.
7. Time spent in either local – or long-distance travel, will be charged in accordance with the personnel rates set forth above. In addition, a mileage charge of per allowable IRS mileage rates for vehicular travel will be charged.
8. In no event shall JAI be responsible for delay for failure to provide the goods and services contracted for as a result of causes beyond its control and without the fault or negligence of JAI.
9. JAI makes no Guarantee either implied or expressed that the proposed PROJECT will meet the criteria for obtaining the needed approvals.
10. OWNERSHIP AND USE OF DOCUMENTS. All reports, field data, field notes, calculations, estimates, drawings and other documents and work product prepared by JAI, as instruments or products of service, shall remain the property of JAI. Copies of all such documents will be made available to the CLIENT upon request provided that CLIENT is not in default of its obligations hereunder. The CLIENT agrees that all reports and other documents furnished to the CLIENT or its agents, which are not paid for, will be returned upon demand and will not be used by the CLIENT for any purpose whatsoever. JAI will retain all pertinent records for a period of 5 years following submission of a report or other documents, during which period the records will be made available to the CLIENT at all reasonable times and reasonable printing fees.



**LEGEND**  
 PARCEL NUMBERS ..... 1  
 ADJACENT MAPS ..... 2  
 MATCH LINE - - - - -

PROPERTY MAP  
 TOWN OF BELGRADE  
 KENNEBEC COUNTY, MAINE  
 PREPARED BY  
 JAMES W. SEWALL COMPANY OLD TOWN, MAINE  
 SCALE 1 INCH = 500 ± FEET

APR 01 2014



MARK HAMPTON ASSOCIATES, INC.

SOIL EVALUATION • WETLAND DELINEATIONS • SOIL SURVEYS • WETLAND PERMITTING

Proposal for Professional Services

Project No. 7602 Project Name: Central Fire Station Wetland Delineation
Client: Town of Belgrade 990 Augusta Road Belgrade, ME 04917

Date 8/18/2023
Telephone: 495-2258

Scope of Services:

Task 1. Complete a wetland delineation on 4+- acre parcel located at the intersection of Depot Road and Route 27 Belgrade, ME. Work will include flagging of wetland boundaries, gps location of boundaries and letter report of findings. The wetland delineation will be completed in accordance with the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual for the Northcentral and Northeast Regions dated January 2012.

Assumptions: Client to provide base plan of project

Exclusions:

Schedule: Start: [X] Notice to Proceed Completion: Within 10 days of notice to proceed

Compensation:

Mark Hampton Associates, Inc. hereby proposes to furnish professional services in accordance with the above scope of services. Any scope changes may require an appropriate fee adjustment. Both parties will endeavor to reach a mutual agreement prior to proceeding.

Cost of Project:

Task 1. Four Rounds at Belgrade Lakes Golf Club

[ ] Time charge based on hourly rates
[X] Lump sum

Payment will be as follows:

[X] Upon completion [ ] Net 30 days after date of invoice

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon request and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control.

Authorized Signature: [Signature] Date 8/18/23
Mark Hampton Associates, Inc.

Acceptance of Proposal: The prices, specifications and standard conditions shown on the back are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. I have reviewed the terms and conditions and accept them.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

For: \_\_\_\_\_

PLEASE RETURN SIGNED COPY

## Terms and Conditions

**Mark Hampton Associates, Inc. (MHA)** shall perform the services outlined in this agreement for the stated fee agreement.

**Access to site:** Unless otherwise stated, MHA will have access to the site for activities necessary for the performance of the services. MHA will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

**Fee:** The total fee, except stated lump sum, shall be understood to be an estimate, based upon the stated specific Scope of Services and understanding of work required at the time of this proposal and shall not be exceeded by more than ten percent, without authorization from the Client. When the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Reimbursable expenses include travel, computer time, telephone, cellular phone, photocopies, fax, postage and per diem when overnight travel is required.

**Billing/payment:** An invoice shall be submitted monthly for services and reimbursable expenses, and is due when rendered. An invoice shall be **PAST DUE** if not paid within 30 days after the invoice date and MHA may, without waiving any claim or right against Client and without liability whatsoever to the Client, terminate the performance of the service. Retainers will be credited onto final invoice. A service charge will be charged at 1.5 % (or the legal rate) per month on the unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay the cost of collection, including reasonable attorney and paralegal fees.

**Indemnification's:** The Client shall indemnify and hold harmless MHA from and against any and all claims, damages, losses and expenses (including reasonable attorneys fees) arising out of or resulting from the performance of the services, provided that any such claims, damages, losses or expenses are caused in whole or part by the negligent act of omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except MHA) or anyone for whose acts any of them may be liable.

**Risk allocation:** In recognition of the relative risks, rewards and benefits of the project to both the Client and MHA, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, MHA's total liability to the Client, if any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of \$5,000 or the amount of MHA's fee (whichever is greater). Such causes, include, but are not limited to MHA's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**Termination of services:** This agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay MHA for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

**Ownership of documents:** All documents produced under this agreement shall remain the property of MHA and may not be used by this Client for any other endeavor without the written consent of MHA.

**Applicable law:** Unless otherwise specified, this agreement shall be governed by the laws of the State of Maine.



## Daniels, Thomas

---

**From:** Aleita Burman <lburman@wrcmaine.com>  
**Sent:** Wednesday, 16 August, 2023 16:47  
**To:** Daniels, Thomas  
**Cc:** Roger St.Amand  
**Subject:** Re: [EXTERNAL] Re: Belgrade Fire Station - Wetland Delineation

This is an **External** email. Do not click links or open attachments unless you validate the sender and know the content is safe.

**ALWAYS** hover over the link to preview the actual URL/site and confirm its legitimacy.

Hi Tom,

The cost estimate to conduct Protected Natural Resources delineation on the approximately 4-acre parcel on Depot Street in Belgrade, as shown on documents sent by you, is not to exceed \$2,800. This cost estimate includes delineation fieldwork, GPS location of flags, contact with resource agencies for mapped RTE species/habitats on or adjacent the site, MDEP wetland classifications, and a full report and plan. The cost estimate does not include vernal pool documentation (which is required to occur in the spring), however, we will identify potential vernal pools to the best of our ability during the fieldwork and notify you if return visits will be needed during the next spring. The cost estimate also does not include other natural resource related submissions that may be required for higher threshold land development permit applications such as wetland data forms, wetland functional assessment, wetland mitigation plan, permitting assistance, RTE species/habitat assessments, or other studies/submissions.

As for schedule, we anticipate being able to do this work this fall, before hard frost and/or frozen ground conditions.

If you need a formal Proposal, please send me the contact information to address it to.

Thank you! and please let me know if you have any questions,

Lee Burman

On Fri, Aug 11, 2023 at 5:53 PM Daniels, Thomas <[TDaniels@trccompanies.com](mailto:TDaniels@trccompanies.com)> wrote:

Yes, include looking for VPs as well. If found, we'll have to assume significant for initial design planning this winter. We'll put out an RFP later this year for full design and permitting services but are trying to sneak PNR and land survey in this fall since the full scope will take too long to contract.

Tom Daniels, PE  
TRC  
207.530.4559

---

**From:** Roger St.Amand <[rstamand@wrcmaine.com](mailto:rstamand@wrcmaine.com)>  
**Sent:** Friday, August 11, 2023 17:46  
**To:** Daniels, Thomas <[TDaniels@trccompanies.com](mailto:TDaniels@trccompanies.com)>  
**Cc:** Aleita Burman <[lburman@wrcmaine.com](mailto:lburman@wrcmaine.com)>  
**Subject:** [EXTERNAL] Re: Belgrade Fire Station - Wetland Delineation



# BOYNTON & ASSOCIATES LLC

## PROFESSIONAL SURVEYORS

### **WORK AGREEMENT**

*Town of Belgrade*  
*Lorna Nichols, Town Manager*  
*990 Augusta Road*  
*Belgrade, Maine 04917*  
*207-495-2258*  
*Townmanager@townofbelgrade.com*

I, **Lorna Nichols, Town Manager for Town of Belgrade**, referred to as the Client from now on, agree to hire **Boynton & Associates LLC**, referred to as the Surveyor from now on, to survey property located in the Town of Belgrade, Kennebec County, Maine shown on Tax Map 07, Lot 63A (Book 12047; Page 172).

*Boundary Survey*  
*Existing Conditions Site Feature/ Improvements Survey*  
*Topographic Survey 1' Contours*

*Schedule-*  
*Anticipated Project Award (08SEP2023)*  
*Deliverable due to client (13OCT2023)*

The Cost is \$ 3,600.00

A deposit of \$ 1,000.00 is needed to start the project. Said deposit will be deducted at the end of the job from the final bill. Final payment will be due following project completion and issuance of final balance invoice in accordance with this Agreement.

The survey will include establishing boundary lines, setting capped pins (PLS #2189) and blazing lines provided deed documentation and field monumentation establish positioning of boundary lines with reasonable certainty. The Survey will conform to the rules adopted by the *Maine Board of Licensure for Professional Surveyors* (April 4, 2001) with any exceptions taken to Chapter 90 Part 2 (Technical Standards) noted. The Surveyor will provide 2 copies (24" x 36") of the Survey Plan, one in color and the other in black and white that can be used for recording at the Registry of Deeds. The Plan provides the client with a permanent record of the Survey. If any monuments are lost or destroyed, they can be replaced with the information shown on the Plan. All Survey Plans are done using Grid North and data collected in State Plane Coordinate System unless requested otherwise by Client before project initiation. If the Client requests that a copy of the Survey be recorded at the Registry of Deeds by Boynton & Associates LLC, a charge of \$75 will be added to the invoice. Plans will be recorded upon full invoice payment. If requested, the Surveyor will prepare a new deed description for \$475.

The Surveyor has the right to cut brush to perform a field traverse in wooded areas and fields. Care will be taken around shrubs and ornamental trees. The final survey is the property of the Client and will not be shared or distributed without permission from the Client. Notification to the abutting landowners of the work associated with this survey, is encouraged to be performed by the Client.

949 EAST RIVER ROAD SKOWHEGAN, MAINE 04976  
PHONE: 207-474-0016 - EMAIL: [YHBOYNTON@BASURVEY.COM](mailto:YHBOYNTON@BASURVEY.COM)  
[WWW.BASURVEY.COM](http://WWW.BASURVEY.COM)

By *emailing OK to Proceed, or Signing* and returning this “WORK AGREEMENT”, the client has agreed to its terms and has hired the surveyor to start the project.

*Yale H. Boynton*  
Project Manager

*Edward M. Lawrence*  
PLS # 2189

Boynton & Associates LLC

August 14, 2023

---

Client

---

Date

## **BOUNDARY SURVEY**

A **BOUNDARY SURVEY** is a process carried out to determine property lines and define true property corners of a parcel of land described in a deed. It also indicates the extent of any easements or encroachments and may show the limitations imposed on the property by state or local regulations. Boundary surveys are needed whenever there is a need to know the physical location of a property line. This can occur when there is a dispute between adjoining property owners, or if a structure is going to be constructed.

This boundary survey formally establishes the extent of a given parcel. While the most important aspect of a boundary survey is its definition of the pertinent parcel's corners, the survey comprehensively outlines the extent of the property. Once a boundary survey has been completed, this surveyor creates a new map of the parcel and creates a physical record of the survey on the land itself. (*see Blazing Standards attached*)

## **PUBLIC RECORDS RESEARCH**

The search of public records will be sufficient in breadth and depth to identify with reasonable certainty the described location of the client's boundaries, any gaps and/or overlaps with the abutters described boundaries, apparent errors in the written descriptions of client's boundaries, perceived or evident rights associated with the property, restrictions upon the use of the property pursuant to any recorded deed, and the intent of the conveyance. The search of public records should be extended to all known repositories including those documents recorded in the County Registry of Deeds, which shall include, but not limited to Subdivision Maps, Parcel Maps, Records of Survey, Corner Records, Right of Way Plans, Miscellaneous Maps, and Private Surveys. If the survey is adjacent to a state or county highway, research shall include State highway right-of-way maps, monumentation maps, control maps and tie notes. Utility companies and railroad right of way maps shall also be reviewed when working near or adjacent to any utility lines. Witnesses who have knowledge of the location of missing corners should also be considered whenever possible. If no monuments are called for in a deed or if there are questions regarding seniority, the chain of deeds will be necessary to determine the time frame the parcel was created. After determining the time of parcel creation it will help narrow the search of private archives to surveyors who may have records from that era.

## **ACTIONS PERFORMED BY BOYNTON & ASSOCIATES LLC**

- Location of all Property Monumentation
- Location of Site Improvements in Relation to Boundary Monumentation
- Creating a CAD Map of Said Survey

## **WHAT SERVICE IS PROVIDED**

- Accurate Measurement of all Features & Monumentation
- Creating a CAD Map of said Measurements
- Setting any Missing Boundary Monumentation
- Flagging, Painting and Blazing of all Wooded Boundaries
- Provide Printed Color CAD Survey Plan (24" x 36") (Includes AERIAL VIEW MAP & USGS AREA MAP)

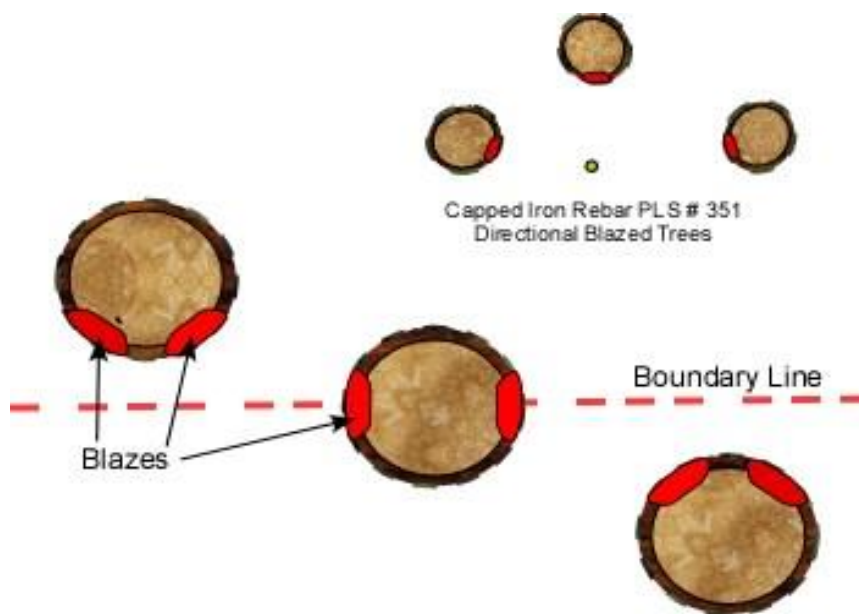
949 EAST RIVER ROAD SKOWHEGAN, MAINE 04976  
PHONE: 207 -474-0016 - EMAIL: [YHBOYNTON@BASURVEY.COM](mailto:YHBOYNTON@BASURVEY.COM)  
[WWW.BASURVEY.COM](http://WWW.BASURVEY.COM)

## BOYNTON & ASSOCIATES BLAZING STANDARDS

CLEARLY MARKED BOUNDARIES ARE THE BEST EVIDENCE TO HELP YOU KNOW WHERE YOUR LINES ARE.

- The entire wooded boundary is flagged, painted and blazed with **premium tree marking paint, the most durable, permanent paint available in the industry.**
- The blaze will be made with machete at 4 to 5 feet above the ground, removing only enough bark and outer wood to make it visible (5-6" long and 3-4" wide).
- We do not blaze over old blazes. They are left supporting evidence of the original location of the line.
- We paint both the blazed surface and the surrounding 1-2" of bark. Blazing the side(s) of the tree facing the line (see diagram).
- We establish two fair spots when the line goes through the center of a tree (one spot where the line goes "into" the tree and another, on the opposite side of the trunk, where the line "comes out of" the tree).
- Two quarter spots will be made on a tree which the line just "grazes," or goes through the edge but not the center of the trunk, with the diagonally-placed spots facing the line.
- One face spot is used on a tree which the line goes by but does not touch. Avoid marking any trees that are farther than three feet from the line.
- Trees are marked close enough so that from any mark you can see the next mark in either direction.

- Property corners or monuments identified by trees. These differentiated trees by painting three vertical row, corner, on three trees.



boundary corner will be three witness are from line blazing and face spots in a facing the each of the

Example

949 EAST RIVER ROAD SKOWHEGAN, MAINE 04976  
PHONE: 207-474-0016 - EMAIL: [YHBOYNTON@BASURVEY.COM](mailto:YHBOYNTON@BASURVEY.COM)  
[WWW.BASURVEY.COM](http://WWW.BASURVEY.COM)

VIA Email  
August 17, 2023

Attn: Lorna Dee Nichols, Town Manager  
Town of Belgrade  
990 Augusta Road  
Belgrade, ME 04917

Proposal for Professional Services  
Belgrade Fire Station  
Colliers Engineering & Design Proposal No.: 23011156P

Dear Ms. Nichols,

Colliers Engineering & Design, Inc. is pleased to submit this proposal to provide professional Surveying services in conjunction with TRC's permitting & design work for the proposed Fire Station project, on a 4-acre parcel of land at the intersection of Depot Road and Route 27.

We understand that TRC is looking to identify the boundary and topography of the development area to support their work, and Colliers Engineering & Design will complete the anticipated work with the understanding of providing a survey that will be the basis for design.

The properties subject boundaries will be mapped under the direction of a licensed survey, and we will locate all existing property improvements and topography, suitable for 1-foot contours and including the full width of abutting roads and 25 feet onto abutting properties. We will also coordinate a subsurface utility mark-out, and inverts will be measured on any sewer or storm structures in the project area.

This proposal is divided into four sections as follows:

**Section I** – Scope of Services

**Section II** – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

**Section III** – Client Contract Authorization

**Section IV** – Contract Terms and Conditions

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

## Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

### Boundary & Topographic Survey

- Research with town, county, & state record repositories to determine the boundary of record for parcels in the vicinity of the subject area. We will source any record plans & maps, and deeds to establish the boundaries of record;
- Field survey to locate any boundary markers in the project vicinity, or evidence of ownership or occupation, such as stonewalls, wire fence, or blazed lines;
- Field measurements to locate any existing property improvements within the subject area, including buildings, walls, fences, pavement, traffic striping, signage, curbing, walkways, landscaping, etc. The survey will include the full width of abutting roadways, and 25 feet onto abutting properties;
- Topographic features will be survey located, suitable for 1-foot contours;
- Any surface evidence of subsurface utilities will be located within the subject area, including valves, manholes, handholes, conduit, markers, utility poles, hydrants, etc.
- A subsurface utility mark-out will be coordinated by the surveyor, and markings located with GPS;
- If provided in CAD format, any wetlands will be overlaid onto the survey;
- Inverts will be measured on sewer or storm structures within the subject area;
- A certifiable plan will be created under the direction of a Maine Licensed Land Surveyor depicting the results of the survey in accordance with the local recording standards.

### Deliverable

- An AutoCAD drawing in DWG format
- Digital Terrain Model (DTM) in .LandXML format
- Certified PDF Plan

### Project Schedule

We are prepared to commence work within 2 - 3 weeks of notice to proceed and receipt of the signed proposal. The work product will be delivered within 3 weeks after completion of field work.

### Schedule of Fees

Time & Materials not to exceed without prior approval:

**Boundary & Topographic Survey** **\$8,500.00**

Services will be invoiced using the rate schedule provided herewith.



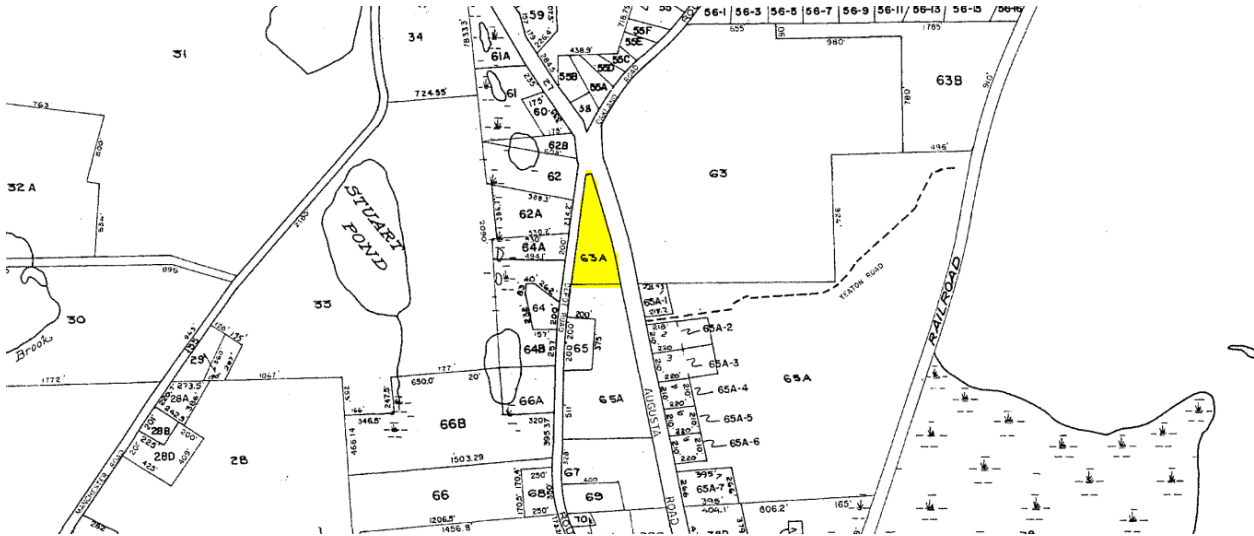
## Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined in Section I;
- This survey does not include any time associated with the resolution of boundary conflicts that may result from this survey. Additional support can be provided on a time & materials basis.
- All horizontal coordinates shown will be based upon North American Datum 1983 (NAD83), Maine State Plane Coordinate System, West Zone. Elevations shown are in reference to the North American Vertical Datum of 1988 (NAVD88).
- Construction layout is not included.
- A wetland delineation is not included; wetland information will be shown based on CAD file provided by others.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

### **Exhibit – Survey Area**



## Section II – Rate Schedule

Technical Staff Rates 2023	
Billing Titles	Hourly Rates
Executive Principal	305.00
Senior Principal	230.00
Principal	225.00
Senior Technical Director	215.00
Senior Project Manager	210.00
Technical Director	190.00
Project Manager	180.00
Senior Project Specialist	170.00
Project Specialist	160.00
Technical Professional	155.00
Technical Specialist	145.00
Specialist	135.00
Senior Data Technician	120.00
Senior Technical Assistant	115.00
Technical Assistant	105.00
Field Technician	95.00
Data Technician	90.00
Survey Crew – 1 Person w/Robotic Equipment	130.00
Additional Survey Crew Member	50.00
SUE Crew (designating) – 1 Person	130.00
Additional (designating) Member	50.00
SUE Crew (locating) – 2 Person	185.00
Additional (locating) Member	45.00
Reimbursable Expenses	
General Expenses	Cost + 15%
Travel (Hotel, Airfare, Meals)	Cost + 15%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.25 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.19 / Each
Color Photocopies	2.00 / Each
Document Binding	4.00 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	85.00 / Each
Initial Digital Signature	300.00
Additional Digital Signatures	75.00 / Each
Vacuum Excavation Truck Operational Costs (Vactor)	85.00 / Hour
Vacuum Excavation Truck Operational Costs (Tellus)	65.00 / Hour
Ground Penetrating Radar	75.00 / Day
Specialty Equipment (Rodder, Sonde, PCM)	65.00 / Day
Consumable Supplies (Paint, flags, lath)	50.00 / Day/Crew
Mileage Reimbursement*	0.655 / Per Mile
	Field Vehicle 0.70 / Per Mile

\*Mileage reimbursement subject to change based upon IRS standard mileage rate.

### Section III – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.** This proposal is valid until (60 days per business terms).

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.



Sean Pierce, PLS (ME, NH, MA, CT, VT),  
Regional Discipline Leader

Colliers Engineering & Design agrees to provide professional services under the following terms and conditions:

The term Client referenced herein is the person, persons, corporation, partnership, or organization referenced in the proposal between Colliers Engineering & Design and said Client.

#### **1.0 SCOPE OF SERVICES:**

Services not set forth in the Scope of Services, are excluded from the Scope of Services, and Colliers Engineering & Design will assume no responsibility to perform such services under the base contract. In situations where a written contract is not executed or where additional services becomes necessary during the course of the project, Colliers Engineering & Design may provide such services using our Technical Staff Hourly Rate Schedule in effect at the time of services. The hourly rates listed in our Technical Staff Hourly Rate Schedule are adjusted semi-annually and the Client shall be billed at the rates that are in effect at the time of service.

Since there are substantial costs to stop and restart a project once it is underway, should a project's progress be halted at any time by the client, for any reason, Colliers Engineering & Design reserves the right to charge a restart fee and/or to renegotiate the remaining fees within the contract.

These Business Terms and Conditions are applicable for any additional professional services rendered for this project including, but not limited to, change orders, client service authorization forms, etc.

#### **2.0 STANDARD OF CARE:**

In performing services, we agree to exercise professional judgment, made on the basis of the information available to us, and to use the same degree of care and skill ordinarily exercised in similar circumstances and conditions by reputable consultants performing comparable services in the same locality. This standard of care shall be judged as of the time the services are rendered, and not according to later standards. Reasonable people may disagree on matters involving professional judgment and, accordingly, a difference of opinion on a question of professional judgment shall not excuse a Client from paying for services rendered. NO OTHER REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, IS MADE.

#### **3.0 INVOICES:**

Colliers Engineering & Design bills its Clients on a monthly basis using a standard invoice format. This format provides for a description of services performed and a summary of professional fees, expenses, and other charges. For more detailed invoicing requests, Colliers Engineering & Design reserves the right to charge for invoice preparation time by staff members. Monthly invoices will be submitted based upon percentage of services completed and reimbursable expenses. Any comments or discrepancies, relative to invoices shall be submitted in writing within fourteen (14) days or the account will be considered correct.

For professional services billed on an hourly basis, Colliers Engineering & Design reserves the right to invoice all overtime services performed by our employees using our Technical Staff Hourly Rate Schedule in effect at the time of services at ONE AND ONE-HALF TIMES our standard hourly rate for those employees.

Expenses incurred for services, equipment, and facilities not furnished by Colliers Engineering & Design are charged to the Client at cost plus an up-charge not to exceed 15 percent of the invoice for said services.

Client shall pay Colliers Engineering & Design for reimbursable expenses, including, but not limited to, application fees, printing and reproduction, mileage, courier and express delivery service, special/overnight mailings, facsimile transmissions, specialized equipment and laboratory charges, and costs of acquiring materials specifically for the Client. Reimbursable charges will be added to each monthly invoice and are part of Client's responsibility.

#### **4.0 PAYMENT:**

Colliers Engineering & Design bills are payable in full UPON RECEIPT and **payment is expected within thirty (30) days**. We reserve the right to assess a late charge of 1.5 percent per month for any amounts not paid within 45 days of the billing date. In the event payment is not made according to the terms and conditions herein, the matter may proceed to a collections agency or to an attorney for collection. Client shall be responsible for fees charged by the collections agency and/or attorney's fees incurred to collect the monies owed. Should the matter proceed to court, client shall also be responsible for court costs.

In addition, where payment is not received in accordance with the terms of this contract, Colliers Engineering & Design reserves the right to withdraw any applications to federal, state, or local regulatory agencies / boards filed on behalf of the client with the understanding that these applications are the property of Colliers Engineering & Design. Colliers Engineering & Design will provide you with written notification two (2) weeks prior to taking any action to withdraw an application submitted on behalf of the client. If payment of all outstanding invoices is not received within two (2) weeks of receipt of this letter, Colliers Engineering & Design will withdraw all pending applications for the project.

#### **5.0 RETAINER:**

**Colliers Engineering & Design reserves the right to request a retainer from the Client prior to the commencement of services on a project. While retainers are collected prior to the start of a project, the retainer is held to the end of the project, and will be applied to the final invoices. Retainers are not applied to the beginning of the project.**

#### **6.0 RIGHT OF ENTRY/JOBSITE:**

Client will provide for right of entry for Colliers Engineering & Design personnel and equipment necessary to complete our services. While Colliers Engineering & Design will take all reasonable precautions to minimize any damage to the property, it is understood by the Client that in the normal course of our services some damage may occur, the correction of which is not part of this Agreement.

Client shall furnish or cause to be furnished to Colliers Engineering & Design all documents and information known to the Client that relate to the identity, location, quantity, nature or characteristics of any hazardous or toxic substances at, on, or under the site. In addition, the Client will furnish or cause to be furnished such other information on surface and subsurface site conditions required by Colliers Engineering & Design for proper performance of its services. Colliers Engineering & Design shall be entitled to rely on the accuracy and completeness of Client provided documents and information in performing the services required under this Agreement and Colliers Engineering & Design assumes no responsibility or liability for their accuracy or completeness.

Colliers Engineering & Design will not direct, supervise, or control the work of Client's contractors or their subcontractors. Colliers Engineering & Design shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures and Colliers Engineering & Design's services will not include a review or evaluation of the contractors (or subcontractor's) safety precautions, programs or measures.

Colliers Engineering & Design shall be responsible only for its activities and that of its employees on any site. Neither the professional activities nor the presence of Colliers Engineering & Design or its employees or subcontractors on a site shall imply that Colliers Engineering & Design controls the operations of others, nor shall this be construed to be an acceptance by Colliers Engineering & Design of any responsibility for jobsite safety.

#### **7.0 UTILITIES:**

In the execution of our services, Colliers Engineering & Design will take reasonable precautions in accordance with the professional standard of care to avoid damage or injury to subterranean structures or utilities. The Client agrees to hold Colliers Engineering & Design harmless and defend and indemnify Colliers Engineering & Design for any claims or damages to subterranean structures or utilities, which have not been marked-out under the One-Call system or are not shown or are incorrectly shown on the plans furnished.

#### **8.0 TERMINATION OR SUSPENSION OF SERVICES:**

Should Client fail to make payments when due or is otherwise in material breach of this Agreement, Colliers Engineering & Design at their election may suspend services at any time after PROVIDING WRITTEN NOTICE TO THE CLIENT until payments are brought current. Colliers Engineering & Design shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension and the Client agrees to indemnify and hold Colliers Engineering & Design harmless from any claim or liability resulting from such suspension.

This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Colliers Engineering & Design shall be paid for service performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months, prior to completion of all services contemplated by the Agreement, Colliers Engineering & Design may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs of Colliers Engineering & Design in completing such analyses, records and reports.

#### **9.0 SUBCONSULTANTS/SUBCONTRACTORS:**

Colliers Engineering & Design prefers that its Clients directly retain others whose services are required in connection with a project (e.g., drillers, analytical laboratories, transporters, other experts, etc.), except in unusual circumstances. As a service, we will advise Clients with respect to selecting other such subconsultants/subcontractors and will assist Clients in coordinating and monitoring their performance. In no event will we assume any liability or responsibility for the work performed by other subconsultants/subcontractors, or for their failure to perform any work, regardless of whether we hire them directly as subconsultants/subcontractors, or only coordinate and monitor their work. When Colliers Engineering & Design does engage a subconsultant/subcontractor on behalf of the Client, the expenses incurred, including rental of special equipment necessary for the work, will be billed as they are incurred, at cost plus an up-charge not to exceed 20 percent of the invoice. By engaging us to perform services, you agree to defend, indemnify and hold Colliers Engineering & Design its directors, officers, employees, and other agents harmless from and against any and all claims, losses, liabilities, damages, demands, costs, or judgments arising out of or relating in any way to the performance or non-performance of work by another subconsultant/subcontractor. In addition, Client agrees to pursue recovery of and assert any claims based upon its loss, expenses and/or damages solely and directly against those subconsultants/subcontractors. In consideration of such indemnity and waiver, Colliers Engineering & Design agrees to assign its rights and/or claims against those subconsultants/subcontractors pursuant to the subconsultants/subcontractors agreements with Colliers Engineering & Design to the Client.

#### **10.0 AGREED REMEDY:**

Colliers Engineering & Design shall be liable to the Client only for direct damages to the extent caused by Colliers Engineering & Design's negligence in the performance of its services. UNDER NO CIRCUMSTANCES SHALL COLLIERS ENGINEERING & DESIGN BE LIABLE FOR INDIRECT, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR EXEMPLARY DAMAGES, OR FOR DAMAGES CAUSED BY THE CLIENT'S FAILURE TO PERFORM ITS

OBLIGATIONS. With regard to services involving hazardous substances, Colliers Engineering & Design has neither created nor contributed to the creation or existence of any actually or potentially hazardous, radioactive, toxic, or otherwise dangerous substance or condition at any site, and its compensation is in no way commensurate with the potential liability that may be associated with a substance or site.

To the fullest extent permitted by law, the total liability, in the aggregate, of Colliers Engineering & Design and Colliers Engineering & Design's officers, directors, employees, agents and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of in any way related to Colliers Engineering & Design's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by Colliers Engineering & Design under this Agreement, not including reimbursable expenses and any subconsultant/contractor fees rendered on the project.

It is intended by the parties to this Agreement that Colliers Engineering & Design's services in connection with the project shall not subject Colliers Engineering & Design's individual employees, officers or directors to any personal legal exposure for the risks associated with this project. Therefore, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Colliers Engineering & Design, a New Jersey corporation, and not against any of Colliers Engineering & Design's employees, officers or directors.

#### **11.0 LIABILITY TO THIRD PARTIES:**

The Client agrees to be solely responsible for, and to defend, indemnify, and hold Colliers Engineering & Design harmless from any and all liabilities, claims, damages and costs (including reasonable attorney's fees and defense costs) by third parties arising out of, or in any way related to, our performance or non-performance of services, except claims for personal injury, death, or personal property damage to the extent caused by the sole negligence, gross negligence or willful misconduct of employees of Colliers Engineering & Design.

#### **12.0 INDEMNIFICATION:**

Colliers Engineering & Design shall maintain, at its own expense, Workers Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance at all times and will, upon request, furnish insurance certificates to the Client.

To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless Colliers Engineering & Design and its agents, officers, directors and employees, subcontracts or consultants (herein for the remainder of this section collectively referred to as Colliers Engineering & Design) from and against all claims, damages, losses and expenses, whether direct, indirect or consequential or punitive, including but not limited to fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the services of Colliers Engineering & Design or any claims against Colliers Engineering & Design arising from the acts, omissions or work of others, unless it is proven in a court of competent jurisdiction that Colliers Engineering & Design is guilty of negligence, gross negligence, or willful misconduct in connection with the services and such negligence, gross negligence, or willful misconduct was the sole cause of the damages, claims, and liabilities.

Client agrees to defend, indemnify and hold harmless Colliers Engineering & Design from and against all claims, damages, losses and expenses, direct or indirect, and consequential damages, including but not limited to fees and charges of attorneys and court, and arbitration costs, brought by any person or entity, or claims against Colliers Engineering & Design which arise out of, are related to, or are based upon, the actual or threatened dispersal, discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemical, radioactive materials, liquids, gases, or any other material, upon it or into the surface or subsurface soil, water or watercourse, objects, or any tangible or intangible matter.

To the fullest extent permitted by law, such indemnification shall apply regardless of the fault, negligence breach of warranty or contract, or strict liability of Colliers Engineering & Design. This indemnification shall not apply to claims, damages, losses, or expenses which are determined by a court of competent jurisdiction to be the sole result of negligence or willful misconduct by Colliers Engineering & Design of obligations under this Agreement.

#### **13.0 ASSIGNS:**

The Client may not delegate, assign, sublet, or transfer his duties or interest in the Agreement without written consent of Colliers Engineering & Design. Colliers Engineering & Design shall not, in connection with any such assignment by the Client, be required to execute any documents that in any way might, in the sole judgment of Colliers Engineering & Design, increase Colliers Engineering & Design's contractual or legal obligations or risks, or the availability or costs of its professional or general liability insurance.

The Agreement shall not create any rights or benefits to parties other than the Client and Colliers Engineering & Design, and nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Colliers Engineering & Design. Colliers Engineering & Design's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against Colliers Engineering & Design because of this Agreement of Colliers Engineering & Design's performance or nonperformance of services hereunder.

#### **14.0 OWNERSHIP AND RESTRICTION ON REUSE OF DOCUMENTS:**

All drawings, calculations, reports, plans, specifications, computer files, field data, notes, and other documents and instruments ("Documents") prepared by Colliers Engineering & Design are and remain the property of Colliers Engineering & Design as instruments of service. The Documents may not be copied by the Client or others on extensions of this project or on any other project. The Client agrees not to use Colliers Engineering & Design's Documents for marketing purposes, for projects other than the project for which the Documents were prepared by

Colliers Engineering & Design, or for future modifications to this project, without Colliers Engineering & Design's express written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by Colliers Engineering & Design will be at the Client's sole risk and without liability to Colliers Engineering & Design or its employees, subsidiaries, independent professional associates, sub consultants, and subcontractors. The Client shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless Colliers Engineering & Design from and against any and all expenses, fees, demands, liabilities, suits, actions, claims, damages or losses including attorneys' fees and costs, arising out of or resulting from such unauthorized distribution or reuse of Documents.

Computer files are not considered part of deliverables unless specifically requested or required by the signed contract. If computer files are required, Colliers Engineering & Design shall provide Client files subject to the following conditions:

The Client must execute our standard Electronic Media Release form prior to any distribution of files. The Client recognizes that data, plans, specifications, reports, documents or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, it is understood that electronic files provided to the Client are for informational purposes only and are not intended as an end-product. Colliers Engineering & Design makes no representation of any warranties, either expressed or implied, regarding the fitness or suitability of the electronic documents. Accordingly, the Client agrees to waive any and all claims against Colliers Engineering & Design and Colliers Engineering & Design's consultants relating in any way to the unauthorized use, reuse or alteration of the electronic documents. Any unlicensed use or reuse of the documents without our written consent will constitute a violation of our copyright. Only original plans and reports of the most recent date bearing the signature and the embossed seal of the professional will be considered documents of record.

Colliers Engineering & Design, shall maintain in its storage facility, samples collected as part of their services provided for a period of three (3) months after issuance of final reports. After the three (3) month time limit, all samples will be disposed of in accordance with appropriate regulations at the time. Extended storage of samples can be arranged at an additional cost to be established on a project by project basis.

#### **15.0 GENERAL CONDITIONS:**

Colliers Engineering & Design shall not be responsible for the delays caused by factors beyond its reasonable control, including but not limited to delay due to accidents, an act of God, fire, hurricane, flood, explosions, strike, boycott or other labor dispute, failure of the Client to furnish timely information or approve or disapprove of Colliers Engineering & Design's services or work product, delays caused by faulty performance by the Client or contractors of any level, or by acts of Government, which, in the opinion of Colliers Engineering & Design, could not have been reasonably foreseen and provided for, such delay will entitle Colliers Engineering & Design to an extension of time in performing its Services. If there is any increase in the total cost of providing Services by reason of any such delay, Colliers Engineering & Design will notify Client of particulars, and Client will pay for such increase. When such delays beyond Colliers Engineering & Design's reasonable control occur, the Client agrees that Colliers Engineering & Design shall not be responsible for damages, nor shall Colliers Engineering & Design be deemed in default of this Agreement.

The fees quoted in this proposal assume that upon authorization, this project will commence through to completion without a stop work order from the Client. Should a stop work order be received from the Client before completion of the project or any task, additional fees may be required to restart the project.

#### **16.0 ENTIRE AGREEMENT:**

This Agreement comprises the final and complete Agreement between the Client and Colliers Engineering & Design. It supersedes all prior or contemporaneous communications, representations, or Agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had the opportunity to have questions explained by independent counsel and is satisfied with the terms and conditions contained herein. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and Colliers Engineering & Design.

To the extent Client provides its own Agreement and that Agreement conflicts with or is silent with respect to any term or condition expressed herein, these conditions shall prevail and shall be binding upon the parties.



# SACKETT & BRAKE SURVEY, INC.

P.O. Box 207, Skowhegan, Maine 04976  
Phone: (207) 474-6223 Fax: (207) 474-6223  
Physical address: 25 Lakewood Rd., Madison, ME 04950  
Web Site: [www.sackettandbrake.com](http://www.sackettandbrake.com)  
Land Surveying Land Use Consultants Consulting Forestry

**Stephen W. Gould, PLS**  
President

**Kevin A. Sargent, PLS**  
Vice President, Construction Mgmt

August 22, 2023

## **Cost Proposal**

Lorna Dee Nichols  
Town Manager  
Town of Belgrade  
[TownManager@TownofBelgrade.com](mailto:TownManager@TownofBelgrade.com)

### ***Re: Survey Services – Proposed Site of Belgrade Central Fire Station***

Dear Lorna Dee,

I have reviewed the request to perform a boundary and topographic survey (1' contours) of the 4 acre parcel to be acquired by the town of Belgrade for a new central fire station has been reviewed and I would propose the following (deliverables):

- 1.) Recordable plan depicting boundaries and topographic survey
- 2.) Pdf
- 3.) dwg

**Cost: 1.) \$6,200.00**

**Timing: We will work the Town of Belgrade on a satisfactory timeframe to commence the project. Completion of the project would be before snow conditions.**

**Terms:** Balance due upon placement of monumentation, delivery of final map copies and receipt of invoice. The original plat mylar to be recorded at the Registry of Deeds (unless notified differently) upon receipt of payment in full. Interest will be charged at a rate of 1 ½% per month on all invoices due past 30 days.

### ***Standard Provisions of Agreement:***

- 1.) The surveyor agrees to perform all work within a reasonable time but does not guarantee a certain completion date.
- 2.) The client binds himself, his partners, successors, executors, administrators and assigns to the surveyor by this agreement in respect to all of the terms and conditions of this agreement.
- 3.) All documents, ie. field notes, digital files and research materials, will remain the property of Sackett & Brake Survey.

Land & Topographic Surveys • Hydrological Surveys • Subdivision Design • Tax Mapping • Map Duplicating  
Forest Management • Timber Cruising • Aerial Photo Interpretation • Forest Type Mapping  
Forest Trespass Appraisal • Construction Control Surveys • Optical Alignment  
Land Use Planning • GIS

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Land Surveying Land Use Consultants Consulting Forestry

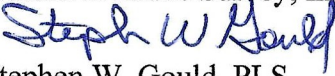
**Stephen W. Gould, PLS**  
President

**Kevin A. Sargent, PLS**  
Vice President, Construction Mgmt

- 4.) In the event all or any portion of the work prepared or partially prepared by the surveyor be suspended, abandoned or terminated by the client, the client shall pay the surveyor for work performed on an hourly basis, not to exceed any maximum contract amount specified herein.
- 5.) Neither the client nor surveyor shall assign his interest in this agreement without the express written consent of the other party.
- 6.) The surveyor limits his liability to the cost of the survey unless otherwise agreed to.
- 7.) This firm carries Professional Liability Insurance (errors and omissions) for which limits and exceptions to coverage can be provided upon written request.

Thank you for requesting from us a quote for surveying services. **If you feel a need to modify the deliverables, or have any comments, questions or concerns, please do not hesitate to contact me.**

The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this agreement or otherwise, in connection with Consultant's services.

Sincerely,  
Sackett & Brake Survey, Inc.  
  
Stephen W. Gould, PLS

# Memo

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## **CIMS Upgrade**

With an upgrade to our current cemetery software program, we would add the ability to offer an interactive map of Pine Grove Cemetery online. CIMS offers a burial search feature at an up-front cost of \$1,500 as a set-up fee and \$800 annually thereafter for hosting. This could be taken out of the Cemetery budget and would be a great service to the public.

The Cemetery Committee has recommended this purchase and asks for the Selectboard's review and approval.

Attached for your review and consideration is the letter of recommendation from Phil Sprague, Chair of the Cemetery Committee and the CIMS information.

August 30, 2023

To Lorna Nichols (Town Manager)

This is to inform you and the selectboard that the Belgrade Cemetery Committee voted at the August 15<sup>th</sup> meeting to recommend purchasing a GPS CIMS program for use in the Pine Grove cemetery to make locating grave sites for the general public much easier to find. The vote was 4 in favor and 1 absent.

Phil Sprague  
Chair of the Cemetery Committee



## Quote for Burial Search Implementation

**Town of Belgrade  
17142**

July 19, 2023



July 19, 2023

**Subject:**

Cory Alexander  
Town of Belgrade  
1 Center Dr.  
Belgrade, ME 04917

BURIAL SEARCH QUOTE FOR THE TOWN OF BELGRADE

Dear Cory,

First of all, I would like to thank you for choosing CIMS as your cemetery management software. We were confident that you would be pleased with this decision. Your staff now has all cemetery information at their fingertips and will be able to better serve your customers and make more efficient use of their time.

You recently mentioned possibly adding Burial Search to your current CIMS package, making some of your cemetery's data accessible to the public online. Since your CIMS files are already in the cloud, we can make your interactive website live on [www.burialsearch.com](http://www.burialsearch.com) very quickly. People seeking information about their loved ones or genealogists can use this website to look up information on burials or space owners, all from the comfort of their own home, 24 hours a day.

Beginning this project is simple. Just return a signed copy of the quote on page 7. If you have any questions or concerns, please feel free to contact me at (800) 332-7532. We look forward to continuing a long, successful relationship with you.

Sincerely,

*Rebecca Morris*

Rebecca Morris  
CIMS Project Manager





# 01 HOW DOES BURIAL SEARCH WORK?

# Burial Search Public Portal

- ✓ CIMS Platinum
- ✓ CIMS Gold
- ✓ CIMS Light

## Your cemetery data, shared with your community

Burial Search is an interactive database that can be accessed at [www.burialsearch.com](http://www.burialsearch.com).

Adding this option to your CIMS package allows you to share data and maps with people seeking information about their loved ones or genealogists doing research. As soon as a cemetery representative enters data into CIMS, it will immediately be accessible on Burial Search.

### Burial Search features

- Search all burials in a given cemetery by first or last name, location, birth date, death date or burial date
- Determine which spaces are sold and which are available
- Print cemetery maps (for CIMS Gold and CIMS Platinum users)
- View images stored in CIMS





# Burial Search Public Portal

- ✓ CIMS Platinum
- ✓ CIMS Gold
- ✓ CIMS Light

## How will my project be executed?

Ramaker will provide an interactive website at [www.burialsearch.com](http://www.burialsearch.com) with your cemetery's information. Once we receive a signed copy of the Burial Search quote, Ramaker will discuss how you would like your site to look and what information you want viewable to the public. Shortly after we receive the information about your site configuration, your information will be accessible online. We will also create and send you a PDF flyer with a QR code to display in your cemetery office so visitors can easily access your Burial Search site right from their smartphone.





# 02

## BURIAL SEARCH PRICING

# Burial Search

## implementation costs

			CIMS PLATINUM
Burial Search public portal			\$1,500 setup fee
Burial Search annual hosting fee			\$800/year
<b>Total:</b>			<b>\$1,500</b> + \$800/year

By signing this contract, you agree that this is an addendum to the original contract for CIMS Cemetery Software.

\_\_\_\_\_  
Town of Belgrade Cemetery Official

\_\_\_\_\_  
Date

# Memo

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## Appointments/Resignations

- David Leigh appointment to Board of Parks and Recreation
- Anthony Wilson appointment to Board of Assessment & Review
- Penny Morrell appointment to Planning Board (alternate)
- Dee Cooke appointment to Board of Assessment & Review
- Mary Vogel appointment as Registrar of Voters – Charlene will be leaving by the end of September.

- **Title 21-A: ELECTIONS**
- **Chapter 3: VOTER REGISTRATION**

**2. Appointment.** The municipal officers of each municipality shall appoint in writing a qualified registrar of voters by January 1st of each odd-numbered year. The registrar shall serve for 2 years and until a successor is appointed and sworn. The municipal clerk may be appointed to serve as registrar, but the term of the clerk has no effect on the term of the registrar. If the clerk is not appointed to serve as registrar, the clerk must be appointed by the registrar to serve as a deputy registrar and has the same authority as the registrar to make determinations of voter eligibility and to perform the duties of voter registration as provided in this Title.

**8. Vacancy.** When there is a vacancy in the office of registrar, the municipal officers shall appoint a qualified person to fill the vacancy for the remainder of the term of office. If the municipal officers fail to appoint a registrar to fill the vacancy within 15 days after the municipal officers receive notification of the vacancy, the municipal clerk shall appoint a qualified person to fill the vacancy for the remainder of the term of office.

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

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

Other \_\_\_\_\_

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

\_\_\_\_\_ years

Name DAVID LEIGH

Address [REDACTED] BELGRADE

Phone # (Home) [REDACTED] (Work) \_\_\_\_\_ Email: [REDACTED]

Place of Employment \_\_\_\_\_

Education & Experience BA, MA, M.ED

31 YEARS MAINE EDUCATION

9 YEARS HEALTHREACH BOARDS: 21 YRS. BELGRADE REGIONAL HEALTH

Interests and Hobbies GARDENING; LANDSCAPING; BEER BREWING

GENEOLOGY

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

RETIRED WITH SUFFICIENT TIME

WHAT TO REMAIN PHYSICALLY ACTIVE

### References

Name JACK SUTTON Phone # [REDACTED]

Name LINDA SPURGE Phone # [REDACTED]

Please Return to:

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

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

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- |  |  |
|--|--|
| <input type="checkbox"/> Planning Board            | <input type="checkbox"/> Board of Parks & Recreation             |
| <input type="checkbox"/> Board of Appeals          | <input 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 state the number of years you have served \_\_\_\_\_

Name Anthony Wilson  
 Address [REDACTED] Pleasant Hill Road, Belgrade, ME 04917  
 Phone # (Home) [REDACTED] (Work) [REDACTED] Email: \_\_\_\_\_  
 Place of Employment Town of Winthrop  
 Education & Experience Master's degree in Public Administration,  
15 years of municipal government experience,  
3+ years as a town manager  
 Interests and Hobbies Public service, fishing, hiking, the Boston Bruins and Springsteen's music

Why do you wish to serve on a municipal board or committee?  
Because I was asked, and this is something I can contribute to in service of my chosen hometown

### References

Name Melanie Jewell Phone # \_\_\_\_\_  
 Name Mary Vogel 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:

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

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

Name *Penny Morrell*

Address [REDACTED]

Phone # (Home) [REDACTED] (Work) \_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment *retired*

Education & Experience *Selectman, treasurer both elected. H.S. diploma and courses at UMA*

Interests and Hobbies *knitting, cooking, swimming, water skiing, kayaking, water boarding, walking, entertaining, Bible study and church*

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

*I'm concerned with L.D. 2003 from the prior legislature*

References

Name *Howard Haltinger* Phone # [REDACTED]

Name *Jason Corey* Phone # [REDACTED]

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

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

# TOWN OF BELGRADE



## Board/Committee Appointment & Re-appointment Application

Application for Appointment or re-appointment to:

- |  |  |
|--|--|
| <input type="checkbox"/> Planning Board            | <input type="checkbox"/> Board of Parks & Recreation             |
| <input type="checkbox"/> Board of Appeals          | <input 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 state the number of years you have served \_\_\_\_\_

Name Debra Coote (Age)  
 Address [Redacted] Belgrade, ME 04917  
 Phone # (Home) [Redacted] (Work) \_\_\_\_\_ Email: \_\_\_\_\_  
 Place of Employment Lakelime Group Real Estate  
 Education & Experience BA - UMO - Psychology IAU - Art Theatre (UK)  
Christ Church College - Television & Film (UK)  
Maine Film Commission - 20 years Camp Review Committee - 1 year  
 Interests and Hobbies Lake Life, Oil Painting, Cooking

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

### References

Name Mary Vagal Phone # [Redacted]  
 Name Liz Fontaine Phone # [Redacted]

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

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## Monthly Department Presentation to the Board

Jared Bond, Library Director will be present to give a short presentation to update the Board on the library.

# Memo

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## Recruiting New Committee Members

List of committee openings/positions to fill:

- Board of Assessment Review – 2 openings
- Board of Appeals – 2 Alternate openings
- Park & Recreation – 2 openings plus two alternate openings.
- Communications Committee - openings
- Comprehensive Plan Committee – 2 openings
- Lakes Committee – 3 openings
- Roads Committee – 4 openings
- Water District Trustee – 2 openings

# Memo

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## **Cemetery Lot Purchase**

The Cemetery Committee has received and recommends approval of a request from a non-resident to purchase a lot for Ed Morris from his wife - Mary Beth Morris.

Request attached for your review and consideration.

**From:** [Cory Alexander](#)  
**To:** [Cemetery Committee](#)  
**Subject:** Fwd: cemetery request for Ed Morris  
**Date:** Monday, August 28, 2023 3:03:42 PM

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Get [Outlook for iOS](#)

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**From:** Mary Beth Morris <mbmorris02@yahoo.com>  
**Sent:** Monday, August 28, 2023 2:36:20 PM  
**To:** Cory Alexander <Sexton@townofbelgrade.com>  
**Subject:** cemetery request for Ed Morris

**EXTERNAL MESSAGE:**

Dear Kevin,

I am writing this letter to fulfill my husband 's wish to be buried in the Belgrade Cemetery ( Pine Grove ). We have been coming to Maine since 1964 and continue, in retirement, to be here on the Salmon Lake. Ed was a counselor at the Kennebec Camps for 27 years. We purchased our cabin on Salmon Lake in 1991 and have paid our taxes each year. We feel blessed to be part of the Belgrade community.

Sincerely,

Mary Beth Morris

# Memo

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## Summer Resident Meeting

For discussion, scheduling a ZOOM meeting this fall for summer residents.

Resident suggestion to move next year's meeting to the middle of summer (earlier than August).

# Memo

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## Warrants

Payroll Warrant 99	26,637.04
BMV Warrant 100	10,084.30
Payroll Warrant 101	24,935.88
BMV Warrant 102	9,125.69
AP Warrant 103	740,969.48
BMV Warrant 104	
Payroll Warrant 105	

WARRANT: 99

Check	D / D	Check	Employee	Gross Pay
<b>Total</b>	<b>17,772.36</b>	<b>24,861.69</b>		<b>24,072.98</b>

<b>Put into A/P</b>	<b>7,841.80</b>
<b>Taken out of A/P</b>	<b>(6,066.45)</b>
<b>Total Payroll</b>	<b>26,637.04</b>

<u>Count</u>	
Checks	36

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: 99

Check	D / D	Check	Employee	Gross Pay
24310	0.00	332.85	943 BENJAMIN D GUILIANO	384.00
24311	0.00	439.85	991 Erin E Kalback	525.00
24312	0.00	250.18	966 RYAN A LEVESQUE	276.00
202324310	793.50	0.00	990 CORY D ALEXANDER	1,000.00
202324311	473.39	0.00	989 BRYNNE E BARRON	570.00
202324312	615.47	0.00	172 DANIELLE M BEDARD	1,257.64
202324313	708.48	0.00	20 JARED N BOND	933.60
202324314	967.23	0.00	113 TRAVIS S BURTON	1,358.40
202324315	681.90	0.00	853 EDWARD C CALL	800.00
202324316	455.01	0.00	244 ANDREW P DAVIDSON	521.00
202324317	417.77	0.00	74 WESLEY M DAY	522.00
202324318	401.60	0.00	232 LESLIE R. DIMICK	472.77
202324319	200.08	0.00	967 DAWSON J DINGUS	217.00
202324320	526.12	0.00	822 LYNDESEY A FISHER	620.00
202324321	601.82	0.00	176 CAMILLE L FONTAINE	770.00
202324322	552.23	0.00	899 MARY C GRANHOLM	675.75
202324323	540.49	0.00	944 HAYDEN AARON GUILIANO	660.00
202324324	296.27	0.00	844 ALAINA B HOOD	336.20
202324325	586.68	0.00	194 CHARLENE G HOULE	749.43
202324326	761.45	0.00	837 DANIEL R MACGLASHING	1,016.00
202324327	662.03	0.00	875 KEVIN K MERRILL	840.00
202324328	1,111.98	0.00	03 LORNA DEE NICHOLS	1,440.01
202324329	550.73	0.00	173 AARON L PELKEY	646.04
202324330	898.00	0.00	200. NICHOLAS C POOLE	1,277.20
202324331	548.88	0.00	968 KONNOR J POWERS	620.00
202324332	953.69	0.00	979 HANS CHRISTIAN RASMUSSEN	1,236.00
202324333	129.72	0.00	892 KIM E RIDEOUT-DAWES	151.29
202324334	495.76	0.00	945 SAMUEL D ROSS	600.00
202324335	880.22	0.00	191 KENNETH J SCHENO	1,071.20
202324336	1,008.32	0.00	07 MARY VOGEL	1,360.00
202324337	390.00	0.00	977 NATHANIEL J WHITE	525.20
202324338	197.40	0.00	767 DANIEL A WILSON	213.75
202324339	366.14	0.00	902 ISAAC W WORCESTER	427.50
202324340	0.00	17,772.36	D / D 213 ANDROSCOGGIN SAVINGS BANK	
202324341	0.00	5,264.97	T & A 4 DEPARTMENT OF TREASURY	
202324342	0.00	801.48	T & A 1 TREASURER, STATE OF MAINE	



**A / P Warrant**

Warrant 100

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount	Encumbrance	
<b>00021 STATE OF MAINE, BMV</b>					
0350	24313	08	BMV REPORT 8/11-8/18/23		
BMV REPORT 8/11-8/18/23	G 1-214-00			10,084.30	0.00
	GEN'L FUND / BMV				
			<b>Vendor Total-</b>	<b>10,084.30</b>	
			<b>Prepaid Total-</b>	<b>0.00</b>	
			<b>Current Total-</b>	<b>10,084.30</b>	
			<b>EFT Total-</b>	<b>0.00</b>	
			<b>Warrant Total-</b>	<b>10,084.30</b>	

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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: 101

Check	D / D	Check	Employee	Gross Pay
202324314	804.39	0.00	990 CORY D ALEXANDER	1,000.00
202324315	746.73	0.00	172 DANIELLE M BEDARD	1,093.60
202324316	223.86	0.00	1000 ADAM B BICKFORD	242.40
202324317	722.23	0.00	20 JARED N BOND	933.60
202324318	1,000.00	0.00	113 TRAVIS S BURTON	1,383.87
202324319	681.90	0.00	853 EDWARD C CALL	800.00
202324320	455.01	0.00	244 ANDREW P DAVIDSON	521.00
202324321	424.48	0.00	74 WESLEY M DAY	531.00
202324322	401.60	0.00	232 LESLIE R. DIMICK	472.77
202324323	147.76	0.00	559 DEBORAH A FISHER	160.00
202324324	193.25	0.00	822 LYNDSEY A FISHER	209.25
202324325	125.60	0.00	899 MARY C GRANHOLM	136.00
202324326	322.00	0.00	844 ALAINA B HOOD	369.82
202324327	586.68	0.00	194 CHARLENE G HOULE	749.43
202324328	718.10	0.00	589 KELSEY L LIBOLD	800.00
202324329	761.45	0.00	837 DANIEL R MACGLASHING	1,016.00
202324330	662.03	0.00	875 KEVIN K MERRILL	840.00
202324331	1,111.98	0.00	03 LORNA DEE NICHOLS	1,440.01
202324332	518.82	0.00	173 AARON L PELKEY	604.36
202324333	898.00	0.00	200. NICHOLAS C POOLE	1,277.20
202324334	953.69	0.00	979 HANS CHRISTIAN RASMUSSEN	1,236.00
202324335	176.29	0.00	892 KIM E RIDEOUT-DAWES	201.72
202324336	884.08	0.00	191 KENNETH J SCHENO	1,071.20
202324337	1,008.32	0.00	07 MARY VOGEL	1,360.00
202324338	214.71	0.00	767 DANIEL A WILSON	232.50
202324339	49.87	0.00	261 Jeffrey W Worthing	54.00
202324340	0.00	14,792.83	D / D 213 ANDROSCOGGIN SAVINGS BANK	
24314	0.00	4,234.02	T & A 2 MISSIONSQUARE - 457-304797	
202324341	0.00	4,159.72	T & A 4 DEPARTMENT OF TREASURY	
202324342	0.00	1,167.59	T & A 6 MAINE PERS	
202324343	0.00	581.72	T & A 1 TREASURER, STATE OF MAINE	

WARRANT: 101

Check	D / D	Check	Employee	Gross Pay
<b>Total</b>	<b>14,792.83</b>	<b>24,935.88</b>		<b>18,735.73</b>

<b>Put into A/P</b>	<b>6,112.44</b>
<b>Taken out of A/P</b>	<b>(10,143.05)</b>
<b>Total Payroll</b>	<b>20,905.27</b>

<u>Count</u>	
Checks	31

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM SET AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

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

Warrant 102

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount	Amount	Encumbrance
00021 STATE OF MAINE, BMV					
0359	24315	08	BMV REPORT 8/18-8/25/2023		
BMV REPORT 8/18-8/25/2023	G 1-214-00			9,125.69	0.00
GEN'L FUND / BMV					
Vendor Total-				9,125.69	
Prepaid Total-				0.00	
Current Total-				9,125.69	
EFT Total-				0.00	
Warrant Total-				9,125.69	

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

Warrant 103

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00030 A.A.A. PORTABLE TOILETS</b>						
0363	24317	09	CFAS TOILET HANDICAP		36991	
CFAS TOILET HANDICAP			E 13-02-20-06		175.00	0.00
			FACILITIES / CFAS - SERVICES / RENTALS			
			Invoice Total-		175.00	
0363	24317	09	VILLAGE GREEN TOILETS		57201	
HANDICAP			E 13-10-20-06		175.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
REGULAR			E 13-10-20-06		150.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
			Invoice Total-		325.00	
0363	24317	09	TOWN BEACH TOILET		57301	
TOWN BEACH TOILET			E 13-10-20-06		150.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
			Invoice Total-		150.00	
0363	24317	09	PARKS&CEM TOILETS		57302	
PENNISULA PARK			E 13-10-20-06		175.00	0.00
			FACILITIES / PARKS - SERVICES / RENTALS			
BELGRADE 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 HANDICAP			E 12-01-20-06		175.00	0.00
			CEMETERY / CEMETERY - SERVICES / RENTALS			
			Invoice Total-		800.00	
			Vendor Total-		1,450.00	
<b>00682 ALLEN UNIFORM SALES, INC.</b>						
0363	24318	09	BADGES		7896	
BADGE			E 05-05-30-08		185.98	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / UNIFORMS			
			Vendor Total-		185.98	
<b>00853 ASHLAND, CATHY</b>						
0363	24319	09	GA CASE 432		8/30/2023	
GA CASE 432			E 21-01-99-99		800.00	0.00
			GEN'L ASSIST / GEN'L ASSIST - EXPENSE / EXPENSE			
			Vendor Total-		800.00	
<b>00168 ATLANTIC PARTNERS EMS, INC</b>						
0363	24320	09	HEALTHCARE PROVIDER CERT		12309	
HEALTHCARE PROVIDER CERT			E 05-05-13-01		30.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - EDUCATION / EDUCATION			
			Invoice Total-		30.00	
0363	24320	09	ANNUAL MEMBERSHIP FEE		12173	
ANNUAL MEMBERSHIP FEE			E 05-05-14-07		325.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - MEMBERSHIP / FD			
			Invoice Total-		325.00	
			Vendor Total-		355.00	
<b>00118 B&amp;B EMBROIDERY</b>						
0363	24321	09	FD CLOTHING		50476	
FD CLOTHING			E 05-05-30-08		360.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / UNIFORMS			
			Invoice Total-		360.00	
0363	24321	09	SUMMER CAMP UNIFORMS		60281	

Warrant 103

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SUMMER CAMP UNIFORMS			E 25-30-30-08		1,268.12	0.00
			RECREATION / REC PROGRAMS - SUPPLIES / UNIFORMS			
			Invoice Total-		1,268.12	
			Vendor Total-		1,628.12	
<b>00338 B.D.S WASTE DISPOSAL INC</b>						
0363	24322	09	TIRE DISPOSAL	35802		
TIRE DISPOSAL			E 15-05-20-13		270.00	0.00
			SOLID WASTE / WASTE - SERVICES / DISPOSAL			
			Vendor Total-		270.00	
<b>00623 BELGRADE MECHANICAL SERVICES</b>						
0363	24323	09	BUSHHOG SERVICES	1279		
BUSHHOG SERVICES			E 15-05-20-07		600.00	0.00
			SOLID WASTE / WASTE - SERVICES / CONTRACTED			
			Invoice Total-		600.00	
0363	24323	09	BUSHHOG CHANDLER ROAD	1285		
BUSHHOG CHANDLER ROAD			E 15-05-20-07		500.00	0.00
			SOLID WASTE / WASTE - SERVICES / CONTRACTED			
			Invoice Total-		500.00	
			Vendor Total-		1,100.00	
<b>00271 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0363	24324	09	LAUREN SHAW TR COMPLAINT	4048203		
LAUREN SHAW TR COMPLAINT			E 01-10-15-02		1,576.50	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Invoice Total-		1,576.50	
0363	24324	09	APPEAL OF JONES PERMIT	4048228		
APPEAL OF JONES PERMIT			E 01-10-15-02		4,759.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Invoice Total-		4,759.00	
0363	24324	09	WRIGHT LAND PURCHASE	4048253		
WRIGHT LAND PURCHASE			E 01-10-15-02		947.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Invoice Total-		947.00	
0363	24324	09	MONTHLY RETAINER	JULY 2023		
MONTHLY RETAINER			E 01-10-15-02		1,100.00	0.00
			GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL			
			Invoice Total-		1,100.00	
			Vendor Total-		8,382.50	
<b>00263 BOB THE PLUMBER, INC.</b>						
0363	24325	09	PLAN 3 WATER LINE	7196		
PLAN 3 WATER LINE			E 12-01-35-06		264.28	0.00
			CEMETERY / CEMETERY - REPAIRS / PLUMBING			
			Vendor Total-		264.28	
<b>00386 BOUNDTREE MEDICAL</b>						
0363	24326	09	IV START KIT	85035008		
IV START KIT			E 05-05-30-07		163.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			Vendor Total-		163.00	
<b>00011 CAMDEN NATIONAL BANK</b>						
0363	24327	09	TOWN OFFICE BOND PAYMENT	SEPT 2023		
PRINCIPAL			E 29-01-41-02		39,588.40	0.00
			DEBT SERVICE / DEBT SERVICE - PRINCIPAL / GOB 2015			
INTEREST			E 29-01-42-02		10,304.02	0.00

A / P Warrant

Warrant 103

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
DEBT SERVICE / DEBT SERVICE - INTEREST / GOB 2015						
Vendor Total-					49,892.42	
00020 CENTRAL MAINE POWER						
0363	24329	09	TRANSFER STATION ELECTRIC	725001567781		
TRANSFER STATION ELECTRIC			E 13-09-20-04		552.27	0.00
			FACILITIES / TRANSFER STA - SERVICES / ELECTRICITY			
Invoice Total-					552.27	
0363	24329	09	GARAGE ELECTRICITY	724001624889		
GARAGE ELECTRICITY			E 13-04-20-04		59.62	0.00
			FACILITIES / GARAGE - SERVICES / ELECTRICITY			
Invoice Total-					59.62	
0363	24329	09	VILLAGE GREEN ELECTRICITY	712001803996		
VILLAGE GREEN ELECTRICITY			E 13-10-20-04		32.11	0.00
			FACILITIES / PARKS - SERVICES / ELECTRICITY			
Invoice Total-					32.11	
0363	24329	09	18 DALTON ELECTRICITY	709001818575		
18 DALTON ELECTRICITY			E 13-11-20-04		37.90	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
Invoice Total-					37.90	
0363	24329	09	LAKES FD ELECTRICITY	722001699003		
LAKES FD ELECTRICITY			E 13-06-20-04		185.80	0.00
			FACILITIES / FD:LAKES - SERVICES / ELECTRICITY			
Invoice Total-					185.80	
0363	24329	09	CFAS OUTBUILDING	701002014348		
CFAS OUTBUILDING			E 13-02-20-04		30.91	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
Invoice Total-					30.91	
0363	24329	09	CFAS ELECTRICITY	705001843966		
CFAS ELECTRICITY			E 13-02-20-04		575.67	0.00
			FACILITIES / CFAS - SERVICES / ELECTRICITY			
Invoice Total-					575.67	
0363	24329	09	10 DALTON ELECTRICITY	710001814213		
10 DALTON ELECTRICITY			E 13-11-20-04		102.39	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
Invoice Total-					102.39	
0363	24329	09	8 DALTON ELECTRICITY	716001780022		
8 DALTON ELECTRICITY			E 13-11-20-04		42.29	0.00
			FACILITIES / DALTON - SERVICES / ELECTRICITY			
Invoice Total-					42.29	
0363	24329	09	SALT&SAND ELECTRICITY	717001772883		
SALT&SAND ELECTRICITY			E 13-05-20-04		33.32	0.00
			FACILITIES / SALT & SAND - SERVICES / ELECTRICITY			
Invoice Total-					33.32	
0363	24329	09	DEPOT FD ELECTRICITY	712001809039		
DEPOT FD ELECTRICITY			E 13-07-20-04		69.51	0.00
			FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY			
Invoice Total-					69.51	
0363	24329	09	NBCC ELECTRICITY	707001829747		
NBCC ELECTRICITY			E 13-03-20-04		190.84	0.00
			FACILITIES / NBCC - SERVICES / ELECTRICITY			
Invoice Total-					190.84	
0363	24329	09	NBFD ELECTRICITY	707001829746		
NBFD ELECTRICITY			E 13-08-20-04		75.36	0.00
			FACILITIES / FD:NB - SERVICES / ELECTRICITY			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	75.36	
0363	24329	09	WINGS MILLS DAM ELECTRIC	703001862216		
WINGS MILLS DAM ELECTRIC	G 3-596-00				32.84	0.00
CAPITAL PROJ / DAMS						
				Invoice Total-	32.84	
0363	24329	09	MAIN ST DAM ELECTRICITY	715001778103		
MAIN ST DAM ELECTRICITY	G 3-596-00				30.91	0.00
CAPITAL PROJ / DAMS						
				Invoice Total-	30.91	
0363	24329	09	OLD TOWN HOUSE ELECTRICIT	712001809040		
OLD TOWN HOUSE ELECTRICIT	E 13-13-20-04				31.15	0.00
FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICITY						
				Invoice Total-	31.15	
0363	24329	09	TOWN OFFICE ELECTRICITY	722001703520		
TOWN OFFICE ELECTRICITY	E 13-14-20-04				505.46	0.00
FACILITIES / TOWN OFFICE - SERVICES / ELECTRICITY						
				Invoice Total-	505.46	
				Vendor Total-	2,588.35	
<b>00774 CYR BUS LINE</b>						
0363	24330	09	REANGELEY TRIP SEN RESOUR	9/27/2023		
REANGELEY TRIP SEN RESOUR	E 20-02-99-06				1,525.00	0.00
SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAMMING						
				Vendor Total-	1,525.00	
<b>00107 DAVID HALLOWELL CONSTRUCTION LLC</b>						
0363	24331	09	SURFACE GRAVEL	1793		
SURFACE GRAVEL	E 10-01-30-13				432.00	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED						
				Invoice Total-	432.00	
0363	24331	09	SURFACE GRAVEL	1801		
SURFACE GRAVEL	E 10-01-30-13				351.00	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGATED						
				Invoice Total-	351.00	
				Vendor Total-	783.00	
<b>00839 DAVINCI SIGNS</b>						
0363	24332	09	NEW DEP CLERK NAMEPLATE	301868		
NEW DEP CLERK NAMEPLATE	E 01-10-30-04				20.40	0.00
GEN'L GOV. / ADMIN - SUPPLIES / OPERATING						
				Vendor Total-	20.40	
<b>00053 DEAD RIVER COMPANY</b>						
0363	24333	09	DIESEL	86989		
DIESEL 41.6@3.6893	E 13-01-30-02				153.47	0.00
FACILITIES / GENERAL - SUPPLIES / FUEL						
				Vendor Total-	153.47	
<b>00139 FIRE TECH &amp; SAFETY</b>						
0363	24334	09	HELMET	216008		
HELMET	E 05-05-30-08				76.60	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / UNIFORMS						
				Invoice Total-	76.60	
0363	24334	09	RUBBER BOOTS	216011		
RUBBER BOOTS	E 05-05-40-04				200.69	0.00
PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT						
				Invoice Total-	200.69	



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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0363	24334	09	EQUIPMENT FOR NEW MEMBER		215574	
HOODS			E 05-05-40-04		311.00	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		311.00	
0363	24334	09	HELMET		216010	
HELMET			E 05-05-40-04		156.26	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		156.26	
0363	24334	09	KOCHECK MALE ADAPTER		216214	
KOCHECK MALE ADAPTER			E 05-05-40-04		218.35	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT			
			Invoice Total-		218.35	
			Vendor Total-		962.90	
<b>00851 FOWLER'S ROOFING AND CONSTRUCTION</b>						
0363	24335	09	NBCC ROOFING REPAIRS		815	
NBCC ROOFING REPAIRS			E 13-03-35-08		1,150.00	0.00
			FACILITIES / NBCC - REPAIRS / BUILDING			
			Invoice Total-		1,150.00	
0363	24335	09	CFAS REPLACE PIPE BOOT		816	
CFAS REPLACE PIPE BOOT			E 13-02-35-08		550.00	0.00
			FACILITIES / CFAS - REPAIRS / BUILDING			
			Invoice Total-		550.00	
			Vendor Total-		1,700.00	
<b>00428 GALBRAITH, JULIA</b>						
0363	24336	09	SUMMER YOGA		8 WEEKS	
SUMMER YOGA			E 25-30-20-07		435.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / CONTRACTED			
			Vendor Total-		435.00	
<b>0066 GENERATORS OF MAINE, INC</b>						
0363	24337	09	CFAS LIGHTS REPLACED		3860	
CFAS LIGHTS REPLACED			E 13-02-35-05		227.66	0.00
			FACILITIES / CFAS - REPAIRS / ELECTRICAL			
			Invoice Total-		227.66	
0363	24337	09	SALT SHED GARAGE DOOR FIX		3435	
SALT SHED GARAGE DOOR FIX			E 13-05-35-08		234.30	0.00
			FACILITIES / SALT & SAND - REPAIRS / BUILDING			
			Invoice Total-		234.30	
0363	24337	09	NBCC GENERATOR REPAIRS		3149	
NBCC GENERATOR REPAIRS			E 13-03-35-08		1,581.48	0.00
			FACILITIES / NBCC - REPAIRS / BUILDING			
			Invoice Total-		1,581.48	
0363	24337	09	ROUTER FOR FD		2792	
ROUTER FOR FD			E 05-05-30-04		147.69	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING			
			Invoice Total-		147.69	
			Vendor Total-		2,191.13	
<b>00434 GROUP DYNAMIC, INC.</b>						
0363	24338	09	MONTHLYLY HRA		2309	
MONTHLYLY HRA			E 23-10-99-99		36.00	0.00
			INSURANCE / HRA ADMIN - EXPENSE / EXPENSE			
			Vendor Total-		36.00	
<b>00009 HAMMOND LUMBER COMPANY</b>						
0363	24339	09	TRASH BAGS		6902526	

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Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
TRASH BAGS			E 05-05-30-04	79.96	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING		
			Invoice Total-	79.96	
0363	24339	09	CULVERTS	6927198	
CULVERTS			E 10-01-30-04	1,217.12	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING		
			Invoice Total-	1,217.12	
0363	24339	09	TRANSFER STATION PAINT	6926619	
TRANSFER STATION PAINT			E 13-09-35-08	290.84	0.00
			FACILITIES / TRANSFER STA - REPAIRS / BUILDING		
			Invoice Total-	290.84	
0363	24339	09	CULVERT	6940157	
CULVERT			E 10-01-30-04	779.80	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING		
			Invoice Total-	779.80	
			Vendor Total-	2,367.72	
00115 HUSSEY COMMUNICATIONS, INC.					
0363	24340	09	TOWER REPAIRS	142308	
TOWER REPAIRS			G 3-606-00	7,664.00	0.00
			CAPITAL PROJ / TOWER		
			Vendor Total-	7,664.00	
00183 HYGRADE BUSINESS GROUP					
0363	24341	09	ONE TIME PROGRAMMING FEE	804405	
ONE TIME PROGRAMMING FEE			E 01-10-25-01	100.00	0.00
			GEN'L GOV. / ADMIN - PRINTING / TAX BILLS		
			Vendor Total-	100.00	
00131 JONES, CALEB					
0363	24342	09	REMOVE BEAVER	032968	
REMOVE BEAVER			E 05-30-31-01	100.00	0.00
			PUBLIC SAFTY / ACO - SPECIAL / EVENTS		
			Vendor Total-	100.00	
00019 KENNEBEC SHERIFF'S OFFICE					
0363	24343	09	JULY 4TH SERVICES	40	
JULY 4TH SERVICES			E 25-30-31-05	340.00	0.00
			RECREATION / REC PROGRAMS - SPECIAL / JULY 4TH		
			Vendor Total-	340.00	
00854 KNOX COMPANY					
0363	24344	09	GARAGE KNOX BOX	215711	
GARAGE KNOX BOX			E 13-04-35-08	519.00	0.00
			FACILITIES / GARAGE - REPAIRS / BUILDING		
			Vendor Total-	519.00	
00550 KYOCERA					
0363	24345	09	COPIER CONTRACT INVOICE	55L2376669	
COPIER CONTRACT INVOICE			E 01-10-20-14	641.37	0.00
			GEN'L GOV. / ADMIN - SERVICES / COPIER		
			Vendor Total-	641.37	
00852 LAUREN JONES MAGNIE					
0363	24346	09	CONCERT 8/31/2023		
CONCERT 8/31/2023			R 25-10	700.00	0.00
			RECREATION - CONCERT DONA		
			Vendor Total-	700.00	
00638 LEAF					

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0363	24347	09	REC CENTER COPIER		15237920	
REC CENTER COPIER			E 25-30-20-14		43.94	0.00
			RECREATION / REC PROGRAMS - SERVICES / COPIER			
			<b>Vendor Total-</b>		<b>43.94</b>	
<b>00001 MAINE MUNICIPAL</b>						
0363	24348	09	BENEFITS		SEPT 2023	
DENTAL INSURANCE			G 1-226-00		132.31	0.00
			GEN'L FUND / DENTAL INS			
LIFE INSURANCE			G 1-229-00		32.10	0.00
			GEN'L FUND / LIFE INS			
VISION INSURANCE			G 1-231-00		5.57	0.00
			GEN'L FUND / VISION INS			
HEALTH INSURANCE:ADMIN			E 01-10-10-13		1,988.02	0.00
			GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FACILITY			E 13-01-10-13		1,988.02	0.00
			FACILITIES / GENERAL - PERSONNEL / BENEFITS			
HEALTH INSURANCE			G 1-225-00		1,483.88	0.00
			GEN'L FUND / HEALTH INS.			
HEALTH INSURANCE:REC			E 25-30-10-13		994.01	0.00
			RECREATION / REC PROGRAMS - PERSONNEL / BENEFITS			
HEALTH INSURANCE:FD			E 05-05-10-13		1,988.02	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - PERSONNEL / BENEFITS			
HEALTH INSURANCE:MANAGER			E 01-15-10-13		994.01	0.00
			GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS			
HEALTH INSURANCE:LIBRARY			E 30-01-10-13		994.01	0.00
			LIBRARY / LIBRARY - PERSONNEL / BENEFITS			
HEALTH INSURANCE:CEMETERY			E 12-01-10-13		994.01	0.00
			CEMETERY / CEMETERY - PERSONNEL / BENEFITS			
HEALTH INSURANCE: TS			E 15-05-10-13		994.01	0.00
			SOLID WASTE / WASTE - PERSONNEL / BENEFITS			
			<b>Vendor Total-</b>		<b>12,587.97</b>	
<b>00002 MAINE MUNICIPAL ASSOCIATION</b>						
0365	24349	09	UNEMPLOYMENT		45081	
UNEMPLOYMENT			E 23-20-99-99		571.25	0.00
			INSURANCE / UNEMPLOYMENT - EXPENSE / EXPENSE			
			<b>Vendor Total-</b>		<b>571.25</b>	
<b>00057 MAINEGENERAL MEDICAL CENTER</b>						
0363	24350	09	PHAMRACY CHARGES		00008480	
PHAMRACY CHARGES			E 05-05-30-07		8.20	0.00
			PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS			
			<b>Vendor Total-</b>		<b>8.20</b>	
<b>00794 MANCHESTER MOTORS</b>						
0363	24351	09	BUSH HOGG		5082	
BUSH HOGG			E 13-01-40-04		900.00	0.00
			FACILITIES / GENERAL - PURCHASES / EQUIPMENT			
BUSH HOGG			E 12-01-35-01		900.00	0.00
			CEMETERY / CEMETERY - REPAIRS / EQUIPMENT			
BUSH HOGG			E 15-05-40-04		895.00	0.00
			SOLID WASTE / WASTE - PURCHASES / EQUIPMENT			
BUSH HOGG			E 25-30-40-04		500.00	0.00
			RECREATION / REC PROGRAMS - PURCHASES / EQUIPMENT			
			<b>Vendor Total-</b>		<b>3,195.00</b>	
<b>00769 MID STATE MASONRY</b>						
0363	24352	09	CFAS ROOF REPAIRS			
CFAS ROOF REPAIRS			G 3-595-00		10,600.00	0.00
			CAPITAL PROJ / FACILITIES			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Vendor Total-	10,600.00	
<b>00256 MODERN PEST SERVICES</b>						
0363	24353	09	CFAS PEST CONTROL	600201		
CFAS PEST CONTROL			E 13-02-20-12		90.00	0.00
			FACILITIES / CFAS - SERVICES / PEST CONTROL			
				Vendor Total-	90.00	
<b>00855 MOSHER, HAROLD</b>						
0363	24354	09	REC TRANSPORTATION	8/12/2023		
REC TRANSPORTATION			E 25-30-20-02		375.00	0.00
			RECREATION / REC PROGRAMS - SERVICES / TRANSPORTATI			
				Vendor Total-	375.00	
<b>00081 NEW ENGLAND SALT COMPANY, LLC</b>						
0363	24355	09	BULKS SALT DELIVERY	39502		
BULKS SALT DELIVERY			E 10-10-30-04		21,716.12	0.00
			PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERATING			
				Vendor Total-	21,716.12	
<b>00182 PIKE INDUSTRIES, INC.</b>						
0363	24356	09	COLD PATCH, CRUSH STONE	1244247		
COLD PATCH, CRUSH STONE			E 10-01-30-04		992.72	0.00
			PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING			
				Vendor Total-	992.72	
<b>00780 PITNEY BOWES INC</b>						
0363	24357	09	MAILSTATION	1023638060		
MAILSTATION			E 01-10-20-07		84.27	0.00
			GEN'L GOV. / ADMIN - SERVICES / CONTRACTED			
				Invoice Total-	84.27	
0363	24357	09	INK FOR MAILSTATION	102371548		
INK FOR MAILSTATION			E 01-10-30-03		75.48	0.00
			GEN'L GOV. / ADMIN - SUPPLIES / OFFICE			
				Invoice Total-	75.48	
				Vendor Total-	159.75	
<b>00713 POULSON, CHRISTINE</b>						
0363	24358	09	CONCERT 9/7/23			
CONCERT 9/7/23			R 25-10		600.00	0.00
			RECREATION - CONCERT DONA			
				Vendor Total-	600.00	
<b>00040 POWER EQUIPMENT PLUS</b>						
0363	24359	09	SPARK PLUG	99228808		
SPARK PLUG			E 13-01-30-04		5.99	0.00
			FACILITIES / GENERAL - SUPPLIES / OPERATING			
				Vendor Total-	5.99	
<b>00034 RSU # 18</b>						
0363	24360	09	INSTALLMENT-	SEPT 2023		
RSU # 18 INSTALLMENT			E 31-01-99-99		568,921.26	0.00
			SCHOOL / RSU 18 - EXPENSE / EXPENSE			
				Invoice Total-	568,921.26	
0363	24360	09	TRANSPORTATION REC CENTER	24-23		
TRANSPORTATION REC CENTER			E 25-30-20-02		3,597.62	0.00
			RECREATION / REC PROGRAMS - SERVICES / TRANSPORTATI			
				Invoice Total-	3,597.62	
				Vendor Total-	572,518.88	
<b>00478 SEACOAST SECURITY, INC</b>						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0363	24361	09	ADD KELSEY TO TOWN OFFICE	857410		
ADD KELSEY TO TOWN OFFICE	E 13-14-20-10				30.00	0.00
	FACILITIES / TOWN OFFICE - SERVICES / SECURITY					
			<b>Vendor Total-</b>		<b>30.00</b>	
<b>00612 SPECTRUM ENTERPRISE</b>						
0363	24362	09	INTERENT AND PHONE	144009001080723		
LAKES FD	E 05-05-20-01				187.97	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO					
CFAS	E 25-30-20-01				219.97	0.00
	RECREATION / REC PROGRAMS - SERVICES / COMMUNICATIO					
LIBRARY	E 30-01-20-01				87.46	0.00
	LIBRARY / LIBRARY - SERVICES / COMMUNICATIO					
DEPOT FD	E 05-05-20-01				59.99	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO					
TRANSFER STATION	E 15-05-20-01				129.98	0.00
	SOLID WASTE / WASTE - SERVICES / COMMUNICATIO					
TOWN OFFICE	E 01-10-20-01				110.80	0.00
	GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO					
			<b>Vendor Total-</b>		<b>796.17</b>	
<b>00416 SPRUCE MOUNTAIN TRUCK MEDICS</b>						
0363	24363	09	REQUIRED PUMP TESTING	1004		
REQUIRED PUMP TESTING	E 05-05-15-07				920.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - PROFESSIONAL / PUMP TESTING					
			<b>Vendor Total-</b>		<b>920.00</b>	
<b>00424 STEVENS, JASON</b>						
0363	24364	09	REPLACE CULVERTS GRANDVIE	8/20/2023		
EXCAVATOR 28.5HRS	E 10-01-20-06				4,506.99	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
DUMPTRUCK 28HRS	E 10-01-20-06				2,910.04	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
1TON 18HRS	E 10-01-20-06				1,244.88	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
LABOR 28.5HRS	E 10-01-20-07				642.68	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED					
COMPACTOR 3HRS	E 10-01-20-06				450.00	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
HAY 12BALES	E 10-01-30-04				60.00	0.00
	PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING					
EXCAVATOR MINI 10HRS	E 10-01-20-06				1,308.30	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
PICKUP 6HRS	E 10-01-20-06				193.85	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
			<b>Invoice Total-</b>		<b>11,316.74</b>	
<b>0363 24364 09 DITCHING 8/27/23</b>						
EXCAVATOR 29HRS	E 10-01-20-06				4,586.06	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
DUMPTRUCK 29HRS	E 10-01-20-06				3,013.97	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
1TON 2HRS	E 10-01-20-06				138.32	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
LABOR 29HRS	E 10-01-20-07				653.95	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED					
SKID STEER 5.5HRS	E 10-01-20-06				499.76	0.00
	PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS					
HAY 5BALES	E 10-01-30-04				25.00	0.00
	PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING					
MINI EXCAVATOR 8HRS	E 10-01-20-06				1,046.64	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
Invoice Total-					9,963.70	
0363	24364	09	CLEAN DITCHES	8/13/2023		
1TON 4HRS			E 10-01-20-06		276.64	0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
MINI EXCAVATOR 3.5HRS			E 10-01-20-06		457.90	0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
Invoice Total-					734.54	
0363	24364	09	HAY MCGRATH POND RD	8/6/2023		
1TON 3HRS			E 10-01-20-06		192.48	0.00
PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS						
LABOR 7HRS			E 10-01-20-07		138.00	0.00
PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACTED						
HAY 12BALES			E 10-01-30-04		54.00	0.00
PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATING						
Invoice Total-					384.48	
Vendor Total-					22,399.46	
C0000 TIMOTHY YOTIDES						
0363	24365	09	TAX PAYMENT REFUND			
TAX PAYMENT REFUND			R 01-11		4,365.81	0.00
GEN'L GOV. - PROPERTY TAX						
Vendor Total-					4,365.81	
G0048 TREASURER, STATE OF MAINE						
0363	24366	09	PLUMBING PERMITS			
PLUMBING PERMITS			G 1-211-00		210.00	0.00
GEN'L FUND / PLUMB. PERM.						
Vendor Total-					210.00	
G0086 TREASURER, STATE OF MAINE						
0363	24367	09	NOTARY LICENSE			
NOTARY LICENSE			E 01-10-13-01		50.00	0.00
GEN'L GOV. / ADMIN - EDUCATION / EDUCATION						
Vendor Total-					50.00	
00265 UNITED STATES CELLULAR						
0363	24368	09	COMMUNICATIONS	0595348232		
FACILITY			E 13-01-20-01		67.20	0.00
FACILITIES / GENERAL - SERVICES / COMMUNICATIO						
TOWN MANAGER			E 01-15-20-01		26.41	0.00
GEN'L GOV. / MANAGER - SERVICES / COMMUNICATIO						
FD			E 05-05-20-01		26.41	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
CEO			E 01-20-20-01		26.41	0.00
GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUNICATIO						
TRANSFER STATION			E 15-05-20-01		36.41	0.00
SOLID WASTE / WASTE - SERVICES / COMMUNICATIO						
FACILITY			E 13-01-20-01		36.19	0.00
FACILITIES / GENERAL - SERVICES / COMMUNICATIO						
HOTSPOT			E 05-05-20-01		34.81	0.00
PUBLIC SAFTY / FD/ RSC DEPT - SERVICES / COMMUNICATIO						
Vendor Total-					253.84	
00013 WASTE MANAGEMENT OF						
0363	24369	09	CFAS DUMPSTER	2070384-2080-9		
CFAS DUMPSTER			E 25-30-20-07		95.52	0.00
RECREATION / REC PROGRAMS - SERVICES / CONTRACTED						
Vendor Total-					95.52	

Warrant 103

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00369 WB MASON CO, INC</b>						
0363	24370	09	ENVELOPES	240256046		
ENVELOPES	E 01-10-30-03				26.98	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / OFFICE					
			Invoice Total-		26.98	
0363	24370	09	PAPER	240266997		
PAPER	E 01-10-30-03				639.90	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / OFFICE					
			Invoice Total-		639.90	
0363	24370	09	ERASERS	240296448		
ERASERS	E 01-20-30-03				15.08	0.00
	GEN'L GOV. / CODE ENFORCE - SUPPLIES / OFFICE					
			Invoice Total-		15.08	
0363	24370	09	HANG TITE BOWL CLEANER	240629035		
HANG TITE BOWL CLEANER	E 01-10-30-04				45.14	0.00
	GEN'L GOV. / ADMIN - SUPPLIES / OPERATING					
			Invoice Total-		45.14	
			Vendor Total-		727.10	
<b>00393 WITMER PUBLIC SAFETY GROUP</b>						
0363	24371	09	DECALS	307077		
DECALS	E 05-05-30-04				50.12	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / OPERATING					
			Vendor Total-		50.12	
<b>00421 YANKEE COMMUNICATIONS</b>						
0363	24372	09	ACCOUNTABILITY TAGS	23-0805		
ACCOUNTABILITY TAGS	E 05-05-40-04				20.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - PURCHASES / EQUIPMENT					
			Vendor Total-		20.00	
<b>00125 ZOLL MEDICAL CORPORATION</b>						
0363	24373	09	ELECTRODES	3795166		
ELECTRODES	E 05-05-30-07				268.00	0.00
	PUBLIC SAFTY / FD/ RSC DEPT - SUPPLIES / EMS					
			Vendor Total-		268.00	
			Prepaid Total-		0.00	
			Current Total-		740,969.48	
			EFT Total-		0.00	
			Warrant Total-		740,969.48	

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 \_\_\_\_\_

Vendor	Amount	Account
<b>01 GEN'L GOV.</b>		
<b>01-0 GEN'L GOV. / NO DIVISION CONT'D</b>		
00086 - TREASURER, STATE OF MAINE	50.00	E 01-10-13-01 GEN'L GOV. / ADMIN - EDUCATION / EDUCATION
00839 - DAVINCI SIGNS	20.40	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00183 - HYGRADE BUSINESS GROUP	100.00	E 01-10-25-01 GEN'L GOV. / ADMIN - PRINTING / TAX BILLS
00550 - KYOCERA	641.37	E 01-10-20-14 GEN'L GOV. / ADMIN - SERVICES / COPIER
00001 - MAINE MUNICIPAL	1,988.02	E 01-10-10-13 GEN'L GOV. / ADMIN - PERSONNEL / BENEFITS
00001 - MAINE MUNICIPAL	994.01	E 01-15-10-13 GEN'L GOV. / MANAGER - PERSONNEL / BENEFITS
00780 - PITNEY BOWES INC	84.27	E 01-10-20-07 GEN'L GOV. / ADMIN - SERVICES / CONTRACTED
00780 - PITNEY BOWES INC	75.48	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00612 - SPECTRUM ENTERPRISE	110.80	E 01-10-20-01 GEN'L GOV. / ADMIN - SERVICES / COMMUNICATIO
00000 - TIMOTHY YOTIDES	4,365.81	R 01-11 GEN'L GOV. - PROPERTY TAX
00265 - UNITED STATES CELLULAR	26.41	E 01-15-20-01 GEN'L GOV. / MANAGER - SERVICES / COMMUNICATI
00265 - UNITED STATES CELLULAR	26.41	E 01-20-20-01 GEN'L GOV. / CODE ENFORCE - SERVICES / COMMUN
00369 - WB MASON CO, INC	26.98	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00369 - WB MASON CO, INC	639.90	E 01-10-30-03 GEN'L GOV. / ADMIN - SUPPLIES / OFFICE
00369 - WB MASON CO, INC	15.08	E 01-20-30-03 GEN'L GOV. / CODE ENFORCE - SUPPLIES / OFFICE
00369 - WB MASON CO, INC	45.14	E 01-10-30-04 GEN'L GOV. / ADMIN - SUPPLIES / OPERATING
00271 - BERNSTEIN, SHUR, SAWYER & NELSC	1,576.50	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
00271 - BERNSTEIN, SHUR, SAWYER & NELSC	4,759.00	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
00271 - BERNSTEIN, SHUR, SAWYER & NELSC	947.00	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
00271 - BERNSTEIN, SHUR, SAWYER & NELSC	1,100.00	E 01-10-15-02 GEN'L GOV. / ADMIN - PROFESSIONAL / LEGAL
<b>Division Total-</b>	<b>17,592.58</b>	
<b>Department Total-</b>	<b>17,592.58</b>	

**05 PUBLIC SAFETY**

**05-0 PUBLIC SAFETY / NO DIVISION CONT'D**

00265 - UNITED STATES CELLULAR	34.81	E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN
00393 - WITMER PUBLIC SAFETY GROUP	50.12	E 05-05-30-04 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / OPERATI
00421 - YANKEE COMMUNICATIONS	20.00	E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP
00125 - ZOLL MEDICAL CORPORATION	268.00	E 05-05-30-07 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / EMS
00131 - JONES, CALEB	100.00	E 05-30-31-01 PUBLIC SAFETY / ACO - SPECIAL / EVENTS
00265 - UNITED STATES CELLULAR	26.41	E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN
00612 - SPECTRUM ENTERPRISE	187.97	E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN
00612 - SPECTRUM ENTERPRISE	59.99	E 05-05-20-01 PUBLIC SAFETY / FD/ RSC DEPT - SERVICES / COMMUN
00001 - MAINE MUNICIPAL	1,988.02	E 05-05-10-13 PUBLIC SAFETY / FD/ RSC DEPT - PERSONNEL / BENE
00057 - MAINEGENERAL MEDICAL CENTER	8.20	E 05-05-30-07 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / EMS
00066 - GENERATORS OF MAINE, INC	147.69	E 05-05-30-04 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / OPERATI
00009 - HAMMOND LUMBER COMPANY	79.96	E 05-05-30-04 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / OPERATI
00139 - FIRE TECH & SAFETY	76.60	E 05-05-30-08 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / UNIFORM
00139 - FIRE TECH & SAFETY	200.69	E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP
00139 - FIRE TECH & SAFETY	311.00	E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP
00139 - FIRE TECH & SAFETY	156.26	E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP
00139 - FIRE TECH & SAFETY	218.35	E 05-05-40-04 PUBLIC SAFETY / FD/ RSC DEPT - PURCHASES / EQUIP
00416 - SPRUCE MOUNTAIN TRUCK MEDICS	920.00	E 05-05-15-07 PUBLIC SAFETY / FD/ RSC DEPT - PROFESSIONAL / PUI
00682 - ALLEN UNIFORM SALES, INC.	185.98	E 05-05-30-08 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / UNIFORM
00168 - ATLANTIC PARTNERS EMS, INC	30.00	E 05-05-13-01 PUBLIC SAFETY / FD/ RSC DEPT - EDUCATION / EDUC
00168 - ATLANTIC PARTNERS EMS, INC	325.00	E 05-05-14-07 PUBLIC SAFETY / FD/ RSC DEPT - MEMBERSHIP / FD
00118 - B&B EMBROIDERY	360.00	E 05-05-30-08 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / UNIFORM
00386 - BOUNDTREE MEDICAL	163.00	E 05-05-30-07 PUBLIC SAFETY / FD/ RSC DEPT - SUPPLIES / EMS
<b>Division Total-</b>	<b>5,918.05</b>	
<b>Department Total-</b>	<b>5,918.05</b>	

**10 PUBLIC WORKS**

**10-0 PUBLIC WORKS / NO DIVISION CONT'D**



Vendor	Amount	Account
<b>10 PUBLIC WORKS CONT'D</b>		
<b>10-0 PUBLIC WORKS / NO DIVISION CONT'D</b>		
00107 - DAVID HALLOWELL CONSTRUCTION	432.00	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGAT
00107 - DAVID HALLOWELL CONSTRUCTION	351.00	E 10-01-30-13 PUBLIC WORKS / ROADS-GM - SUPPLIES / AGGREGAT
00009 - HAMMOND LUMBER COMPANY	1,217.12	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN
00009 - HAMMOND LUMBER COMPANY	779.80	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN
00182 - PIKE INDUSTRIES, INC.	992.72	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN
00081 - NEW ENGLAND SALT COMPANY, LLC	21,716.12	E 10-10-30-04 PUBLIC WORKS / PLOW & SAND - SUPPLIES / OPERA
00424 - STEVENS, JASON	4,506.99	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	2,910.04	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	1,244.88	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	642.68	E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT
00424 - STEVENS, JASON	450.00	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	60.00	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN
00424 - STEVENS, JASON	1,308.30	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	193.85	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	4,586.06	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	3,013.97	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	138.32	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	653.95	E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT
00424 - STEVENS, JASON	499.76	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	25.00	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN
00424 - STEVENS, JASON	1,046.64	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	276.64	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	457.90	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	192.48	E 10-01-20-06 PUBLIC WORKS / ROADS-GM - SERVICES / RENTALS
00424 - STEVENS, JASON	138.00	E 10-01-20-07 PUBLIC WORKS / ROADS-GM - SERVICES / CONTRACT
00424 - STEVENS, JASON	54.00	E 10-01-30-04 PUBLIC WORKS / ROADS-GM - SUPPLIES / OPERATIN
<b>Division Total-</b>	<b>47,888.22</b>	
<b>Department Total-</b>	<b>47,888.22</b>	

**12 CEMETERY**

**12-0 CEMETERY / NO DIVISION CONT'D**

00794 - MANCHESTER MOTORS	900.00	E 12-01-35-01 CEMETERY / CEMETERY - REPAIRS / EQUIPMENT
00030 - A.A.A. PORTABLE TOILETS	150.00	E 12-01-20-06 CEMETERY / CEMETERY - SERVICES / RENTALS
00030 - A.A.A. PORTABLE TOILETS	175.00	E 12-01-20-06 CEMETERY / CEMETERY - SERVICES / RENTALS
00001 - MAINE MUNICIPAL	994.01	E 12-01-10-13 CEMETERY / CEMETERY - PERSONNEL / BENEFITS
00263 - BOB THE PLUMBER, INC.	264.28	E 12-01-35-06 CEMETERY / CEMETERY - REPAIRS / PLUMBING
<b>Division Total-</b>	<b>2,483.29</b>	
<b>Department Total-</b>	<b>2,483.29</b>	

**13 FACILITIES**

**13-0 FACILITIES / NO DIVISION CONT'D**

00053 - DEAD RIVER COMPANY	153.47	E 13-01-30-02 FACILITIES / GENERAL - SUPPLIES / FUEL
00030 - A.A.A. PORTABLE TOILETS	175.00	E 13-02-20-06 FACILITIES / CFAS - SERVICES / RENTALS
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 13-10-20-06 FACILITIES / PARKS - SERVICES / RENTALS
00020 - CENTRAL MAINE POWER	552.27	E 13-09-20-04 FACILITIES / TRANSFER STA - SERVICES / ELECTRICI
00020 - CENTRAL MAINE POWER	59.62	E 13-04-20-04 FACILITIES / GARAGE - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	32.11	E 13-10-20-04 FACILITIES / PARKS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	37.90	E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	185.80	E 13-06-20-04 FACILITIES / FD:LAKES - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	30.91	E 13-02-20-04 FACILITIES / CFAS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	575.67	E 13-02-20-04 FACILITIES / CFAS - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	102.39	E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY

Vendor	Amount	Account
<b>13 FACILITIES CONT'D</b>		
<b>13-0 FACILITIES / NO DIVISION CONT'D</b>		
00020 - CENTRAL MAINE POWER	42.29	E 13-11-20-04 FACILITIES / DALTON - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	33.32	E 13-05-20-04 FACILITIES / SALT & SAND - SERVICES / ELECTRICIT
00020 - CENTRAL MAINE POWER	69.51	E 13-07-20-04 FACILITIES / FD:DEPOT - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	190.84	E 13-03-20-04 FACILITIES / NBCC - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	75.36	E 13-08-20-04 FACILITIES / FD:NB - SERVICES / ELECTRICITY
00020 - CENTRAL MAINE POWER	31.15	E 13-13-20-04 FACILITIES / HISTRY HOUSE - SERVICES / ELECTRICI
00020 - CENTRAL MAINE POWER	505.46	E 13-14-20-04 FACILITIES / TOWN OFFICE - SERVICES / ELECTRICIT
00256 - MODERN PEST SERVICES	90.00	E 13-02-20-12 FACILITIES / CFAS - SERVICES / PEST CONTROL
00001 - MAINE MUNICIPAL	1,988.02	E 13-01-10-13 FACILITIES / GENERAL - PERSONNEL / BENEFITS
00009 - HAMMOND LUMBER COMPANY	290.84	E 13-09-35-08 FACILITIES / TRANSFER STA - REPAIRS / BUILDING
00851 - FOWLER'S ROOFING AND CONSTRUC	1,150.00	E 13-03-35-08 FACILITIES / NBCC - REPAIRS / BUILDING
00851 - FOWLER'S ROOFING AND CONSTRUC	550.00	E 13-02-35-08 FACILITIES / CFAS - REPAIRS / BUILDING
00066 - GENERATORS OF MAINE, INC	227.66	E 13-02-35-05 FACILITIES / CFAS - REPAIRS / ELECTRICAL
00066 - GENERATORS OF MAINE, INC	234.30	E 13-05-35-08 FACILITIES / SALT & SAND - REPAIRS / BUILDING
00066 - GENERATORS OF MAINE, INC	1,581.48	E 13-03-35-08 FACILITIES / NBCC - REPAIRS / BUILDING
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-08-20-06 FACILITIES / FD:NB - SERVICES / RENTALS
00478 - SEACOAST SECURITY, INC	30.00	E 13-14-20-10 FACILITIES / TOWN OFFICE - SERVICES / SECURITY
00030 - A.A.A. PORTABLE TOILETS	150.00	E 13-10-20-06 FACILITIES / PARKS - SERVICES / RENTALS
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
00794 - MANCHESTER MOTORS	900.00	E 13-01-40-04 FACILITIES / GENERAL - PURCHASES / EQUIPMENT
00854 - KNOX COMPANY	519.00	E 13-04-35-08 FACILITIES / GARAGE - REPAIRS / BUILDING
00265 - UNITED STATES CELLULAR	67.20	E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO
00040 - POWER EQUIPMENT PLUS	5.99	E 13-01-30-04 FACILITIES / GENERAL - SUPPLIES / OPERATING
00265 - UNITED STATES CELLULAR	36.19	E 13-01-20-01 FACILITIES / GENERAL - SERVICES / COMMUNICATIO
<b>Division Total-</b>	<b>11,473.75</b>	
<b>Department Total-</b>	<b>11,473.75</b>	

<b>15 SOLID WASTE</b>		
<b>15-0 SOLID WASTE / NO DIVISION CONT'D</b>		
00265 - UNITED STATES CELLULAR	36.41	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATC
00612 - SPECTRUM ENTERPRISE	129.98	E 15-05-20-01 SOLID WASTE / WASTE - SERVICES / COMMUNICATC
00794 - MANCHESTER MOTORS	895.00	E 15-05-40-04 SOLID WASTE / WASTE - PURCHASES / EQUIPMENT
00338 - B.D.S WASTE DISPOSAL INC	270.00	E 15-05-20-13 SOLID WASTE / WASTE - SERVICES / DISPOSAL
00623 - BELGRADE MECHANICAL SERVICES	500.00	E 15-05-20-07 SOLID WASTE / WASTE - SERVICES / CONTRACTED
00001 - MAINE MUNICIPAL	994.01	E 15-05-10-13 SOLID WASTE / WASTE - PERSONNEL / BENEFITS
00623 - BELGRADE MECHANICAL SERVICES	600.00	E 15-05-20-07 SOLID WASTE / WASTE - SERVICES / CONTRACTED
<b>Division Total-</b>	<b>3,425.40</b>	
<b>Department Total-</b>	<b>3,425.40</b>	

<b>20 SOCIAL SRVS</b>		
<b>20-0 SOCIAL SRVS / NO DIVISION CONT'D</b>		
00774 - CYR BUS LINE	1,525.00	E 20-02-99-06 SOCIAL SRVS / SENIOR RESOU - EXPENSE / PROGRAM
<b>Division Total-</b>	<b>1,525.00</b>	
<b>Department Total-</b>	<b>1,525.00</b>	

<b>21 GEN'L ASSIST</b>		
<b>21-0 GEN'L ASSIST / NO DIVISION CONT'D</b>		
00853 - ASHLAND, CATHY	800.00	E 21-01-99-99 GEN'L ASSIST / GEN'L ASSIST - EXPENSE / EXPENSE
<b>Division Total-</b>	<b>800.00</b>	
<b>Department Total-</b>	<b>800.00</b>	

<b>23 INSURANCE</b>		
<b>23-0 INSURANCE / NO DIVISION CONT'D</b>		

Vendor	Amount	Account
<b>23 INSURANCE CONT'D</b>		
<b>23-0 INSURANCE / NO DIVISION CONT'D</b>		
00002 - MAINE MUNICIPAL ASSOCIATION	571.25	E 23-20-99-99 INSURANCE / UNEMPLOYMENT - EXPENSE / EXPENSE
00434 - GROUP DYNAMIC, INC.	36.00	E 23-10-99-99 INSURANCE / HRA ADMIN - EXPENSE / EXPENSE
<b>Division Total-</b>	<b>607.25</b>	
<b>Department Total-</b>	<b>607.25</b>	
<b>25 RECREATION</b>		
<b>25-0 RECREATION / NO DIVISION CONT'D</b>		
00852 - LAUREN JONES MAGNIE	700.00	R 25-10 RECREATION - CONCERT DONA
00019 - KENNEBEC SHERIFF'S OFFICE	340.00	E 25-30-31-05 RECREATION / REC PROGRAMS - SPECIAL / JULY 4TH
00001 - MAINE MUNICIPAL	994.01	E 25-30-10-13 RECREATION / REC PROGRAMS - PERSONNEL / BENEI
00034 - RSU # 18	3,597.62	E 25-30-20-02 RECREATION / REC PROGRAMS - SERVICES / TRANSP
00713 - POULSON, CHRISTINE	600.00	R 25-10 RECREATION - CONCERT DONA
00428 - GALBRAITH, JULIA	435.00	E 25-30-20-07 RECREATION / REC PROGRAMS - SERVICES / CONTRA
00855 - MOSHER, HAROLD	375.00	E 25-30-20-02 RECREATION / REC PROGRAMS - SERVICES / TRANSP
00118 - B&B EMBROIDERY	1,268.12	E 25-30-30-08 RECREATION / REC PROGRAMS - SUPPLIES / UNIFORMI
00794 - MANCHESTER MOTORS	500.00	E 25-30-40-04 RECREATION / REC PROGRAMS - PURCHASES / EQUIF
00638 - LEAF	43.94	E 25-30-20-14 RECREATION / REC PROGRAMS - SERVICES / COPIER
00013 - WASTE MANAGEMENT OF	95.52	E 25-30-20-07 RECREATION / REC PROGRAMS - SERVICES / CONTRA
00612 - SPECTRUM ENTERPRISE	219.97	E 25-30-20-01 RECREATION / REC PROGRAMS - SERVICES / COMMU
<b>Division Total-</b>	<b>9,169.18</b>	
<b>Department Total-</b>	<b>9,169.18</b>	
<b>29 DEBT SERVICE</b>		
<b>29-0 DEBT SERVICE / NO DIVISION CONT'D</b>		
00011 - CAMDEN NATIONAL BANK	39,588.40	E 29-01-41-02 DEBT SERVICE / DEBT SERVICE - PRINCIPAL / GOB 2I
00011 - CAMDEN NATIONAL BANK	10,304.02	E 29-01-42-02 DEBT SERVICE / DEBT SERVICE - INTEREST / GOB 20
<b>Division Total-</b>	<b>49,892.42</b>	
<b>Department Total-</b>	<b>49,892.42</b>	
<b>30 LIBRARY</b>		
<b>30-0 LIBRARY / NO DIVISION CONT'D</b>		
00001 - MAINE MUNICIPAL	994.01	E 30-01-10-13 LIBRARY / LIBRARY - PERSONNEL / BENEFITS
00612 - SPECTRUM ENTERPRISE	87.46	E 30-01-20-01 LIBRARY / LIBRARY - SERVICES / COMMUNICATIO
<b>Division Total-</b>	<b>1,081.47</b>	
<b>Department Total-</b>	<b>1,081.47</b>	
<b>31 SCHOOL</b>		
<b>31-0 SCHOOL / NO DIVISION CONT'D</b>		
00034 - RSU # 18	568,921.26	E 31-01-99-99 SCHOOL / RSU 18 - EXPENSE / EXPENSE
<b>Division Total-</b>	<b>568,921.26</b>	
<b>G/L Account Total</b>	<b>568,921.26</b>	
<b>G/L Accounts</b>		
<b>G/L Accounts-0 / NO DIVISION CONT'D</b>		
00048 - TREASURER, STATE OF MAINE	210.00	G 1-211-00 GEN'L FUND / PLUMB. PERM.
00001 - MAINE MUNICIPAL	1,483.88	G 1-225-00 GEN'L FUND / HEALTH INS.
00001 - MAINE MUNICIPAL	132.31	G 1-226-00 GEN'L FUND / DENTAL INS
00001 - MAINE MUNICIPAL	32.10	G 1-229-00 GEN'L FUND / LIFE INS
00001 - MAINE MUNICIPAL	5.57	G 1-231-00 GEN'L FUND / VISION INS
00769 - MID STATE MASONRY	10,600.00	G 3-595-00 CAPITAL PROJ / FACILITIES
00020 - CENTRAL MAINE POWER	32.84	G 3-596-00 CAPITAL PROJ / DAMS
00020 - CENTRAL MAINE POWER	30.91	G 3-596-00 CAPITAL PROJ / DAMS
00115 - HUSSEY COMMUNICATIONS, INC.	7,664.00	G 3-606-00 CAPITAL PROJ / TOWER
<b>Division Total-</b>	<b>20,191.61</b>	
<b>G/L Account Total</b>	<b>20,191.61</b>	

### Department Summary

Pay Date: 09/06/2023

Vendor	Amount	Account
<b>Final Total-</b>	<b>740,969.48</b>	

## TM Report 09/05/2023

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**VILLAGE GREEN CRAFT FAIR SERIES** –Contact Dan MacGlashing for more information.  
Upcoming dates: September 24, October 7.

**VILLAGE GREEN CONCERT SERIES 6-8 p.m.** – September 7 Chris Poulson and The Social Club, September 14 The Fossils.

**TAN** – To date we have not needed to make any withdrawals from the Tax Anticipation Note, have collected about 75% of taxes committed to date and should be safe to continue through this budget year without utilizing it – great news!

**ANIMAL CONTROL** – We welcome new Deputy Animal Control Officer Tracy Malloy of Belgrade as she begins duties the first of September.

**TOWN OFFICE** – We welcome Kelsey Libold and Deborah Fisher as new Deputy Clerks. Kelsey is currently working full-time; Deborah is working two days per week and will move to full-time status upon the retirement of our beloved Charlene Houle the end of September.

**2024 BUDGET SEASON** is upon us, current expense detail reports have been sent out to all departments in preparation for upcoming meetings.

**COMPREHENSIVE PLAN COMMITTEE** will be meeting with myself and Joel from KVCOG September 27 and October 25 to kick-off the start of review and recommendations for the updated plan.

**NORTHEAST BANK** – Treasurer Nick Poole and I met with representatives from Northeast Bank to go over the process of transferring accounts, training, etc.

**CYBERSECURITY GRANT PROGRAM** – Notification has been made to the state that the Town of Belgrade would be interested in this grant program. I am in hopes we may be able to update older PCs and laptops with funding from this grant process.

The SLCGP is a federal grant program administered by the United States Department of Homeland Security (DHS) and funded by the Infrastructure Investment and Jobs Act (IIJA). The overall goal of the SLCGP is to improve the cybersecurity posture of state, local, and territorial (SLT) government organizations by providing assistance for managing and reducing systemic cyber risk through specified objectives identified in the Notice of Funding Opportunity (NOFO). Per the NOFO, the State Administrative Agency (SAA), namely the Maine Emergency Management Agency (MEMA), in consultation with the State's Chief Information Officer and Chief Information Security Officer, is responsible for working with the SLCGP Planning Committee to administer the grant. To ensure as many State of Maine entities can benefit from the limited SLCGP funds, the software, hardware, and services procured with the grant funds will be passed through to state and local government entities by the SLCGP Planning Committee pursuant to priorities established in the State's Cybersecurity Plan.

The SLCGP Planning Committee is developing the strategic Cybersecurity Plan which will be submitted to the Federal Emergency Management Agency (FEMA) and the Cybersecurity Infrastructure Security Agency (CISA) for review and approval in the fall of 2023. This will enable Maine to receive additional funding in the coming years (Fiscal Year 2023 – 2025).

**CODE ENFORCEMENT** – 29 Gables End has been complying with notice of violations and conditions for compliance issued, all fines have been paid; working with DEP land waste department on illegal dumping occurring roadside on Manchester Road abutting Hamilton Pond; ‘stop work’ order issued at 2 Togue Road for unpermitted septic work, site evaluator will be submitting a plan for permit; notice of violation will be sent to Ray Frappier’s Auto Graveyard for non-compliance, the permit is due for renewal in October and may not be issued if compliance is not achieved.

**FACILITIES** – Roof has been repaired and snow bars added to the roof at the North Belgrade Community Center along with new metal soffit, new back door including repair to the sill and chimney inspection and repair to be scheduled soon.

**CFAS** – The floor machine has been cleaned and repaired so it now can be used on a regular basis; both chimneys have been repointed and sealed. We will need to monitor for leaks and schedule additional repair if needed. The building needs snow bars to stop the snow from falling onto the lower roof; several sections of the lawn have been filled in and re-seeded for a safer play area; the dirt parking lot will be graded soon; getting an estimate to upgrade the fire alarm system due to no audible warning.

**CEMETERIES** – Roads in the cemetery are being graded; bush hogging is being done; corner stones and headstones are being reset as time permits. Several areas have been raked, seeded and hayed.

**TRANSFER STATON** – All applications and relevant paperwork to DOL for the SHAPE program have been submitted and inspection request by Ken for September 22. The next HHW collection will be Oct. 21 in Winslow from 8-12. The recycling market is way down apart from cardboard (OCC) – recently shipped at \$60 a ton – not the best but not too bad, either. The summer is winding down resulting a slow decline in traffic.

**PARKS & RECREATION** – Camp has now ended for the summer with an average of over 60 campers per day and over 100 campers attending throughout the summer. The summer concert series continues to grow with an average of 175 attendees per concert, along with an increase of vendors – 30 at the last show! Plans for a family night at the Workman field are underway for September 23, more details to come. Harvest Fest is scheduled for October 7.

**NEWSLETTER** – The next newsletter will be out in early October, thank you to the Communications Committee for their hard work on this!

**COMMITTEE VACANCIES** – We have several openings for committee members, this is on your agenda for the September 5 meeting.

**STREETLIGHT – MANCHESTER ROAD** – Waiting for approval from CMP.

**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 2023-2024
- Permit/Code Enforcement Modules – updates
- Truck for Facilities

CFAS repairs

American Rescue Fund expenditures (finalize)

Tax Stabilization Reimbursement (LD290)

Brown Tail Moth Treatment April 2024

Fire Dept. Dry Hydrant Proposals

2024 Budget Season

Cybersecurity Grant Program (Federal monies administered through the State)